

## Using Search

The search feature is one of the powerful advantages of SharePoint Server 2007. Searches can be performed in one specific area, or across an entire collection of sites.

### Search in SharePoint

1. Click in the **Search** box at the top of the page.
2. Type the search word or term and press **<Enter>**.  
The results of the search appear on the screen.

### Change the search scope

You can change the scope of the search to yield more specific search results. For example, if a list is open, you can ask SharePoint to search only in that list.

1. Click the **Search Scope** list arrow.  
The search scope list arrow appears to the left of the Search box. A list of options appears, which varies depending on what is currently displayed:
  - **This List:** Searches the list that is currently displayed in the window. This option only appears if a list is currently displayed.
  - **This Site:** Searches the contents of the current site and any subsites.
  - **All Sites:** Searches all sites in the site collection, including sites that are above the current site in the hierarchy.
  - **People:** Searches for people or contacts listed in the site.
2. Select the option you want to use for the search scope.
3. Enter the search words in the Search box and press **<Enter>**.  
Search results appear using the words you entered in the search box from the scope you chose in the search scope.

### Exercise

- **Exercise File:** None required.
- **Exercise:** Become familiar with the search and search scope features in SharePoint.

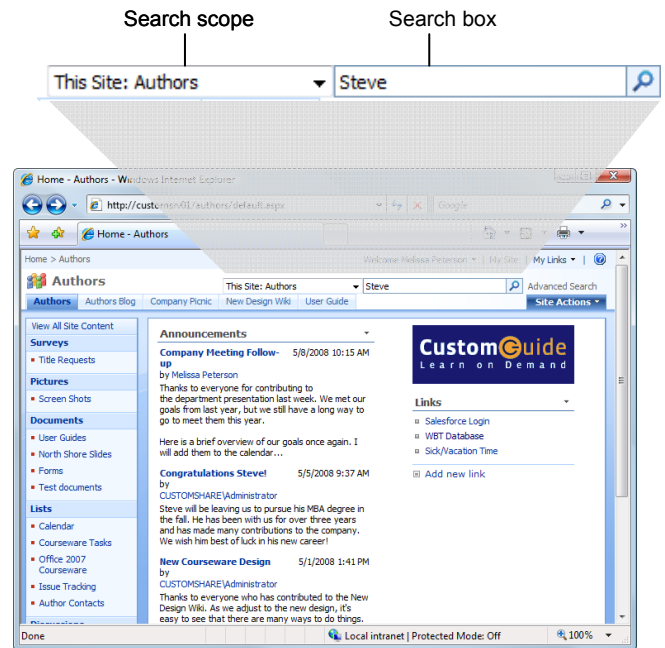


Figure 1-5: Using the search scope and search features.