

# Using Intelligent Search

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Find your content easily with Veelo's Intelligent Search, whether it's from your sales portal, CRM, or mobile device. Veelo searches through the **title** as well as the **full text** of the document.

Find exactly what you need by using:

## Exact String Matching

If you know the precise keyword or phrase you're searching for, put **quotation marks** around it to find content that matches the phrase **exactly**.

For example, searching for "week 1":

Finds results that match exactly the phrase "week 1"

Excludes matches for only "week," "1," or variants such as "week one" or "1 week"

## Boolean Operators: AND, OR and NOT

Using AND, OR and NOT helps you search more precisely when you have multiple keywords you wish to use.

AND searches match **both** keywords. For example, searching for **datasheet AND premium** will show you results that contain **both** "datasheet" and "premium."

OR searches match **any** keywords. For example, searching for **datasheet OR premium** will show you results that contain **either** "datasheet" or "premium."

NOT **excludes** keywords from your search. For example, searching for **datasheet NOT premium** will show you results that match "datasheet," but **do not** contain the word "premium."

## Combining the Search Capabilities

You can combine the different search capabilities to find exactly what you're looking for. For example: searching for **datasheet AND premium NOT "microsoft dynamics"** will turn up all results that contain the words "datasheet" and "premium," but exclude anything that includes the exact phrase "microsoft dynamics."

## FAQs

### Do the search results include files from the My Files area?

Yes, any searches you perform will include results from the files you've uploaded in the [My Files](#) area.

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