Use the Search & Browse section of the Website Configuration Tool to configure the results page, the facets for narrowing search results, and to select advanced search fields.

Use the **Search & Browse** settings to configure the Results page viewing option and display, default sorting, Facets and Advanced Search.

The Search & Browse screen can have a **global** context, **multiple collection** context, or a **single** collection context.

The **Global Settings** tab includes settings for display fields, sort order, or facets, and is used when the scope is more than one collection, or in a global context or multiple collection context. Fields selectable under Global Settings are Qualified Dublin Core fields.

Use the **Collection-level Settings** tab to choose different settings for individual collections where necessary. These settings will be used when searching or browsing within that collection, or in a single collection context. The Collection-level settings show you fields defined for the individual collection in CONTENTdm Administration.

**Note:** If a field is set to be hidden in CONTENTdm Administration, it will **not** show in the Website Configuration Tool for display, sort order, facet, or Advanced Search. See [Editing Field Properties](#) for more information.

**Note:** Some of the settings in this section are only available for **Global Settings**.

The Website Configuration Tool enables you to:

- Choose the default number of results displayed per page.
- Choose the default view of results, either grid view or list view.
- Choose metadata fields to display in desired order for search and browse results. These fields will also be used for the sortable fields.
- Choose whether to enable thumbnails in results.
- Choose the default sort order, both for search results and browse results.
- Choose facets for narrowing search or browse results.
- Choose advanced search fields.

**Viewing Option**

Configure the viewing preferences for the Results pages on your website. See [Results](#) for more information.

**Configure the Viewing Option**

1. Open the Website Configuration Tool and select the **Global Settings** or **Collection-level Settings** tab.
2. From the left-side menu, select **Search & Browse > Viewing Option**.
3. Set the following configurations:

<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default number of results per page</td>
<td>Choose the desired number of results to display from the drop-down menu.</td>
<td>Global only.</td>
</tr>
<tr>
<td>Default view of results</td>
<td>Select either List view or Grid view for the default view of results.</td>
<td>Global and Collection-level.</td>
</tr>
</tbody>
</table>

**Results**

Configure the default display of the Results pages on your website. The Results page is also referred to as the search and browse page because it includes the search results page that displays after the user conducts a simple or Advanced Search, as well as the browse page when the user clicks Browse from the header hamburger menu (footer menu) or collection landing pages.

**Configure the results page**

1. Open the Website Configuration Tool and select the Global Settings or Collection-level Settings tab.
2. From the left-side menu, select Search & Browse > Results.
3. Set the configurations below:
<table>
<thead>
<tr>
<th>SETTING</th>
<th>DESCRIPTION</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose fields to display in order they appear in</td>
<td>Specify the fields to display in the list view.</td>
<td>◦ Grid view only displays title.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ At the global level, the available fields will represent the Dublin Core mappings. At the collection level, the available fields will be fields defined for your collection.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ The fields display in numerical order, beginning with Field 1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ Select up to four fields to display.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ In addition to the defined fields, <strong>Cdm Collection Name</strong> can be chosen to display the collection name in the results page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◦ The four fields, except for <strong>Cdm Collection Name</strong>, will also be used in the results page interface as the choices for sort order in the dropdown menu.</td>
</tr>
<tr>
<td>Enable thumbnails in search results</td>
<td>Choose whether to have item thumbnails appear in the list of search &amp; browse results.</td>
<td>Thumbnails are enabled by default.</td>
</tr>
<tr>
<td>Default Sort Order (Search Results)</td>
<td>Select the field to be the default sort order for search results and select the default ascending or descending order.</td>
<td>Relevance is the default sort order for search results. It sorts the results according to their relevance to your specified search.</td>
</tr>
<tr>
<td>Default Sort Order (Browse All)</td>
<td>Select the field to be the default sort order for browse results and</td>
<td>Relevancy is determined by the frequency and distribution of matching keywords in each record, compared to other records. Matches in the Title or Subject field that are mapped to Dublin Core are given more relevancy weight.</td>
</tr>
</tbody>
</table>
4. Click **Save**, then choose to **Preview** or **Publish**.

## Facets

Select the metadata fields to display as facet options, allowing enable users to narrow their search results. A maximum of five fields can be displayed as facets. If enabled, facets display on **Results** pages in the far-left column.

Hidden fields will not display.

Note: If you are defining facets at the global level, and have collections with the same field set to hidden in one collection and searchable in another, then the field will be a facet option. If you would like the field to remain hidden for some collections, do not select the hidden field as a facet at the global level.

### Configure facets for narrowing search results

1. From the [Website Configuration Tool](https://help.oclc.org/Metadata_Services/CONTENTdm/Website_Configuration_Tool/040Search_and_browse), select the **Global Settings** or **Collection-level Settings** tab.
2. From the menu on the left, select **Search & Browse > Facets**.
3. Select the **Enable facets** checkbox.
4. Select up to five fields to include as facets.
   - If you need less than five, repeat a chosen facet. This facet will not display multiple times.
5. Click **Save**, then choose to **Preview** or **Publish**.

## Advanced Search

### Select Advanced Search fields

1. From the [Website Configuration Tool](https://help.oclc.org/Metadata_Services/CONTENTdm/Website_Configuration_Tool/040Search_and_browse), select the **Global Settings** or **Collection-level Settings** tab.
2. From left-side menu, select **Search & Browse > Advanced Search**.
3. Select the fields to include. These fields will appear in the dropdown list in Advanced Search.
4. Click **Save**, then choose to **Preview** or **Publish**.