View Hidden Items in Researcher

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Ms. Boyle hides all teacher-only materials in Researcher so they won't show up in students' search results. But how do her teachers now view these hidden items? With Alexandria, searching for these when you need to is a breeze.

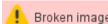
The image's data is missing.

You can train your teachers to find hidden items in Researcher using these easy steps:

- 1. Go to the Search module.
- 2. Type in your search term(s) (e.g. "projectors") and add any other search criteria.
- 3. Hold down Option / Alt on your keyboard while hitting the Return key.
- 4. Hidden items that match your search criteria will show up in the results!



You can also search for hidden items by adding && (hidetitle::1) to a search string. For example, to search for projectors, you would type ((s mart::projectors) && (hidetitle::1)).



To hide an item in Researcher, pull it up in **Items Management**, unlock the *Don't Show in Researcher* checkbox on the **Publication** tab of the **Title** record. Be sure to hit **Save** when you're done editing the record.

And there you go! Now your teachers can easily find what they need.



This feature only exists in version 7. Still on version 6? Learn about switching to Alexandria 7!

Switch to Alexandria 7 ARCHIVED