

# View Hidden Items in Researcher

January 13th, 2020

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 `((smart::projectors) && (hidetitle::1))`.



Broken image

To hide an item in Researcher, pull it up in **Items Management**, unlock the record, and check 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!](#)

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