

Instructions for using Alchemy Search:

1. Select 'Tools' and then 'Search' or click the Binoculars icon in the top menu bar to perform a search for a particular document.
2. In the 'Document Contents' tab select the database in which you would like to search e.g All Databases, QUT Fire or QUT Manuals & Reports.
3. Select the 'Document Profile' tab and enter any known information about the desired document into the corresponding boxes. For example enter 'GP' for Gardens Point campus, 'J Block' in the Building Name box and 'A' for architectural in the Discipline box.
4. Select 'Search'.
5. Search results are displayed in a menu on the left of the screen. Clicking on a specific file will open it in the larger window and the details of the document including Project Title, Project Number and Project Date will be displayed beneath the image.
6. Alternatively, to make finding the document easier the details of all found documents can be viewed at once by selecting the folder with the disc icon - located above the files in the left menu. To add a new column to view further details, right click one of the current column titles and select 'New Column'. Then select the desired details, for example if you wish to view the document contents for each file select 'Doc Content' from the menu list.
7. Once you have found the document double click on the file to open it in the main menu. There are numerous display functions to view the document including Zoom In and Zoom Out, Actual Size and Panning View which are located in the toolbar above the image.
8. By selecting the 'Synchronize Contents' button the location of the file is shown, along with the other files in the same directory.
9. Documents can be printed through selecting 'File – Print' or by clicking the printer icon found in the toolbar at the top of the screen.

[Back to Standards and Records Home](#)

