



## **General Search Tips.**

Use quotation marks " " to search for exact phrases. Example: " Global warming."

By default, two word queries entered in a search field will be searched as an exact phrase.

Example: "Advertising campaigns."

By default, three word queries entered in a search field will find articles with the words in close proximity to each other. Example: "Fast food industry."

Special operators and symbols can be used to broaden or limit a search.

## **Boolean Operators**

And - combines search terms so that each search result contains all of the terms.

Example, a search for education and technology finds articles that contain both terms.

(Limits search)

Or – the databases produce results so that each article contains at least one of the terms.

Example, education or technology finds articles that contain either term. (Broadens search)

Not - excludes terms so that each search result does not contain any of the terms that follow it.

Example, education not technology finds results that contain the term education but not the term technology. (Limits search)

## **Wildcard (?) and Truncation (\*) Symbols**

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

The wildcard is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a question mark (?). The database finds all citations of that word with the ? replaced by a letter.

Example, type ne?t to find all items containing neat, nest or next. The database does not find net because the wildcard replaces a single character.

Truncation is represented by an asterisk (\*). To use the truncation, enter the root of a search term and replace the ending with an \*. The database finds all forms of that word.

Example, search comput\* to find the words computer or computing.

## **Proximity**

You can use a proximity search to search for two or more words that occur within a specified number of words (or fewer) of each other in the databases. Proximity searching is used with a keyword or Boolean search.

The proximity operators are composed of a letter (N or W) and a number (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

Near Operator (N) - N5 finds the words if they are within five words of one another regardless of the order in which they appear.

Example, type tax N5 reform to find results that would match tax reform as well as reform of income tax.

Within Operator (W) - W8 finds the words if they are within eight words of one another and in the order in which you entered them.

Example, tax W8 reform finds results that match tax reform or the tax policy is under reform but not reform of income tax.

## **Limiters and Expanders**

You can also select any limiters or expanders available on the Refine Search sub-tab. When you have entered your search terms and selected any search options, click Search. To print, e-mail or save several search results, you should add them to the folder. However you must be logged in before saving items to the folder.

## **Special Limiters**

If you are searching more than one database, on the Refine Search sub-tab the limiters common to the databases appear under the Limit your results heading. If you select any of the common limiters, they are applied to all databases you are searching. A limiter will appear in the common

limiters section only if it is available in all the databases you selected. If a limiter is available in three of four databases you selected, it will be displayed in the special limiters section of those three databases.

The database-specific limiters appear under the heading Special limiters for: Database Name. (e.g., Special limiters for: Academic Search Premier) If you select a special limiter, it is applied only to the database under which it appears.

NB: Some Databases use database- specific limiters, therefore all of these limiters may not be applied to all databases.