

Boolean Operators

AND - *both terms*

dogs AND cats

OR - *either term*

dogs OR cats

NOT - *excludes terms*

dogs NOT cats

Symbols

wildcard = ? Example: **ne?t**

finds all citations containing neat, nest or next

Truncation = * Example: **comput***

finds the words computer or computing

Proximity

Near Operator = N Ex: tax **N5** reform

finds results that match tax reform as well as reform of income tax as both are within **five** words of one another regardless of the order in which they appear

Within Operator = W Ex: tax **W9** reform

finds results that would match the terms tax reform within **nine** words of one another but would **NOT** match reform of income tax as that is not in the order in which the terms were entered.

Generalized VS. Focused Search

Generalized Search: dog **or** cat **and** show **or** parade = everything on dogs, as well as cat shows as well as everything on parades.

Focused Search: (dog **or** cat) and (show **or** parade) = parentheses control query to only find articles about shows or parades that reference dogs or cats.