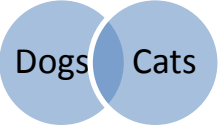
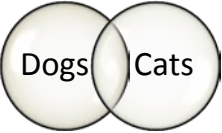
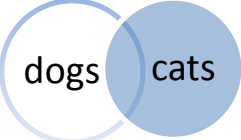


Basic Search Tips and Advanced Boolean Explained (Grant Forward)

Basic Searching	Examples
Quotation Marks " "	<ul style="list-style-type: none"> Requires words to be searched as a phrase in the exact order you type them "working mothers" "affirmative action"
Common Words Usually Ignored + or " " To search	<ul style="list-style-type: none"> Search: which versus that. Only versus is searched on. Which and that are ignored. To require common words to be searched: +which versus +that "which versus that"
Excluding -word-"phrase in quotes"	<ul style="list-style-type: none"> Use – to exclude certain words or phrases "acute pancreatitis" diet –cat –dog –"pancreatic cancer"
OR allows more than one term  Dogs or cats Allows pages with at least one of the terms	<ul style="list-style-type: none"> OR requires at least one of the terms joined by it to appear somewhere in the document, in any order. "African Americans" OR blacks ear OR nose OR throat The more words you enter connected by OR the more documents you get. Broadens the search. USES: The OR operator is generally used to join similar, equivalent, or synonymous concepts. "global warming" or "greenhouse effect"
AND (default)  Dogs and cats is the small overlap where both terms occur	<ul style="list-style-type: none"> AND is the default and only needs to be typed if you are using other Boolean operators with (). Infopeople training Is logically the same as infopeople and training The more words you enter connected by AND the fewer opportunities you will get. All your words will be searched on. USES: The AND operator is generally used to join different kinds of concepts, different aspects of the questions. "global warming" AND "sea level rise" AND California
AND NOT  Dogs AND NOT cats Excludes pages that mention cats, even if they also mention dogs	<ul style="list-style-type: none"> Excludes documents containing whatever follows it. The AND NOT operator is generally used after you have performed a search, looked at results, and determined that you do not want to see results containing some word or phrase. USES: The AND NOT should be used with caution, as it may eliminate some results that may be helpful. "global warming" AND "sea level rise" AND NOT California The first two items must be somewhere and any result containing California will be thrown out.