

# Advanced Search Strategy Techniques



# Quotation Marks

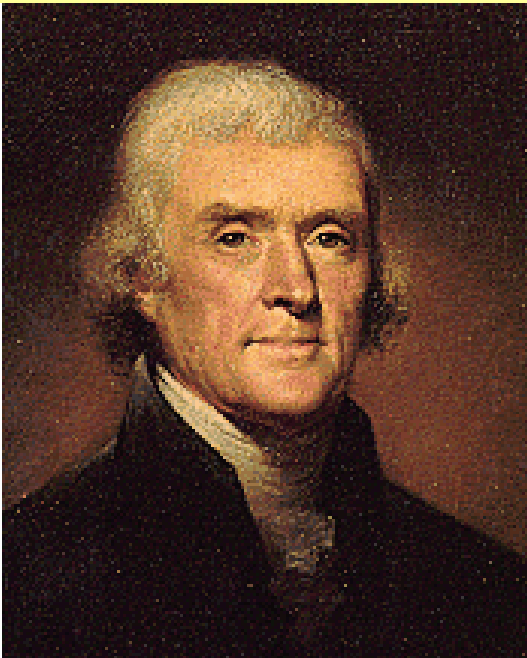
To keep words together in the same order put them in " " - quotation marks

**"chicken soup"** AND colds

Quotation Marks tell the computer not to **AND** the words. The computer will treat chicken soup as one word.



This can be especially helpful when searching names.



“Thomas Jefferson” will find a person named Thomas Jefferson, not every person, place or thing named Thomas and then every person, place or thing named Jefferson.

# Truncation

**Truncation** – tells the computer that you want any word that begins with the letters just before the truncation sign. This can save OR search time when the word you are looking for shares a common spelling.

? # \*

Which truncation symbol you use depends on the database you are accessing: Use the Help Screen to determine which symbol to use.

To find kidnap, kidnapper, kidnapping or kidnapped with fewer keystrokes that doing an OR search...type kidnap#

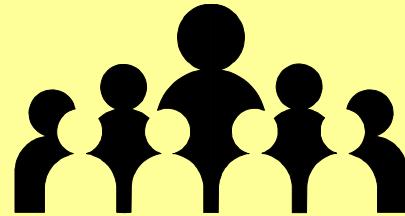
It is possible to use the symbol  
within a word to find other forms of  
the word

**Wom#n finds ....**



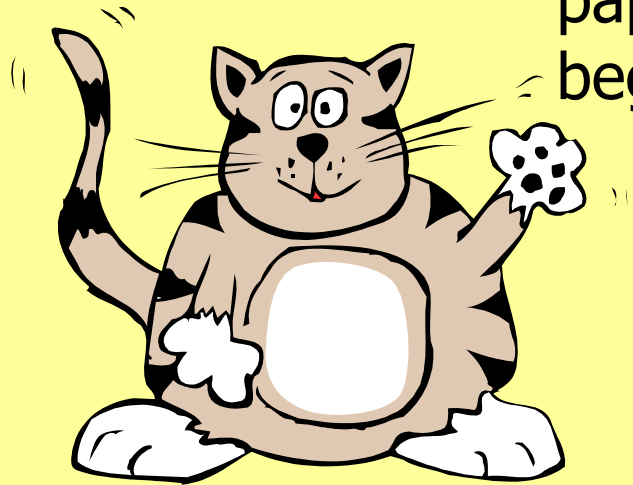
woman

OR



women

Be careful when truncating at the end of a word....Typing **cat\*** to find cat or cats, finds any word that starts with cat and The Merriam Webster Dictionary paperback edition lists 74 words that begin with cat



catatonic, catboat, catcall, catch,  
cathode, catholic, cation, catnip,  
catechism, catkin, catsup,cattle, catwalk,  
etc.....

To make sure that words or phrases can be searched in a specific order, put them in ()

Hemingway AND (hunting AND fishing)

Think of this as a mathematical operation  $1 + 2 + (2 \times 4)$



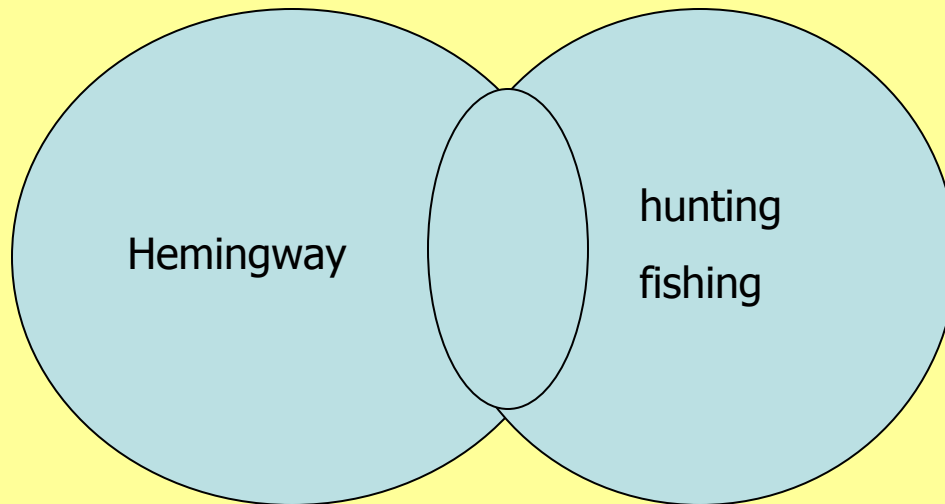
# Order of searching: Hemingway **AND** (hunting and fishing)

- Search and retrieve all articles that contain the word Hemingway.
- Search and retrieve all articles containing the words hunting and fishing.
- **AND** the Hemingway articles with the hunting and fishing articles.

# A venn diagram of the search...

Hemingway AND (hunting AND fishing)

This tells the computer to search first for all the articles on Hemingway and then search for articles on hunting AND fishing. Then take those two searches and **AND** them.



If you have a problem finding information in the Media Center or on the Internet --- be sure to check with the Media Center staff.

