

## Search Tips

Expression	Locates
john	john, John
Marsha	Marsha, marsha
John*Public	John Q. Public, John Public, Johnny Public... [Note: Do not use the asterisk for words that are within parentheses!]
"John Public"	John Public (in that specific order)
1*456*a*def	1-23456-789-ABCDEF [Note: Do not use the asterisk for words that are within parentheses!]
activate	activate, and ONLY "activate." Use "advance search" link to search for variations, such as activates, activation, activated...
activ*	active, actively, activate, activation... [Note: Do not use the asterisk for words that are within parentheses!]
~activate	start, begin, initiate, stimulate...
bob sam joe	bob with sam and joe
bob sam -joe	bob with sam without joe
bob sam joe @1	bob with sam, or , bob with joe, or , joe with sam
a b c d @1	ab or ac or ad or bc or bd or cd
+a b c d @1	abc or abd or acd
a b c -d @1	(ab or ac or bc) without d
art fair w/50	"art" and "fair" must occur within 50 characters from the first item located.
art fair w/sent	"art" and "fair" must occur within the same sentence
art fair w/para	"art" and "fair" must occur within the same paragraph
art fair w/page	"art" and "fair" must occur within the same document
(art,antique) (fair,show) w/50	"art" or "antique" and "fair" or "show" must occur within 50 characters from the first item located. [Note: when using parentheses, do not put a space after the commas.]
(art,antique) (fair,show) w/sent	"art" or "antique" and "fair" or "show" must occur within the same sentence. [Note: when using parentheses, do not put a space after the commas.]
(art,antique) (fair,show) w/para	"art" or "antique" and "fair" or "show" must occur within the same paragraph.[Note: when using parentheses, do not put a space after the commas.]
(art,antique) (fair,show) w/page	"art" or "antique" and "fair" or "show" must occur within the same document.[Note: when using parentheses, do not put a space after the commas.]

### Boolean Equivalents

Search Operator	Boolean Equivalent
default operator: <i>you need not use any special symbols</i>	AND
Use parentheses with words separated by a comma (no spaces), or words followed by @0	OR
- (minus sign)	NOT
Phrase operator :(" ") <i>enclose the phrase with double quotation marks</i>	ADJ