Electronic Searching

Boolean Logic

AND limits a search by requiring each term to be present.

A AND **B**

OR expands the search by combining search terms into a larger conditional set.

A OR **B**

NOT limits a search by requiring a term not to be present.

A NOT **B**

Truncation (*)

To find words that begin with the same characters but end differently, use an "*" (asterisk). Type the root words followed by an asterisk.

For *example*, searching for "teach*" finds "teacher," "teachers," and "teaching."

Wildcard (?)

To find words that share some but not all characters, use the "?" (question mark) wildcard search. Replace the wildcard character with a question mark.

For *example*, searching on "wom?n" finds both "woman" and "women." Searching on "Johns?n" finds "Johnson" and "Johnsen."