**Combining Search Terms with AND, OR, NOT**

**AND** When you combine search terms with AND in a full-text search, your results contain everything in which both terms appear.

Example: *cat AND dog, cat & dog, (cat dog)*

**OR** Using OR between search terms allows you to find all items that contain either term.

Example: *cat OR dog*

**NOT** Searches using NOT will only find items that do not contain the search term following it.

Example: To find all items with the word *cat* that do not contain the word *dog*, search for: *cat NOT dog*

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**Searching for More Than One Term**

If you want to include more than one term in a field search, use parentheses () to enclose your search terms, or quotation marks (" ") to search for an exact phrase.

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**Multiple Spellings**

& use this symbol for plurals;

Examples: *cat&* finds cat and cats; *bus&* finds bus and busses

~ use this symbol for varies;

Examples: *Dostoyevsky~* returns results with dostoevsky, dostoevski, dostoyevski, dostoyevskii, dostoevski, etc.

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**Wildcards**

? use this symbol for single character searching;

Examples: A search with the term *te?ts* finds the words tents, tests, texts, and any other five-lettered words that start with te- and end with –ts

* use this symbol for multiple character searching;

Examples: A search on *bird* finds bird, birding, birdman, birds, and other words that start with bird

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**Stemming**

# use this symbol for a search that finds all related variations of a term

Examples: operate# finds operate, operating, operation, and operative