



## F. AND

Allows you to connect two or more search words or phrases. Effective way to narrow searches and lessen the number of results.

cats AND diet  
teenager\* AND "binge drinking"  
"european union" AND "single currency"

Some databases allow you to use the AND command without capitalizing, others do not.

## G. OR

Allows you to search for several variants on a search concept at one time. Works best with keyword searches.

"european union" OR EU  
e-commerce OR ecommerce OR "electronic commerce"

It's usually best to use OR only in the same search with an AND command. (See nesting, #H, below.)

## H. Requiring or Excluding Words

+ requires that all items in a list of search results contain certain words or phrases

"water rights" +texas  
cloning +legality

- requires that none of the items in a list of results contains the excluded word or phrase

dolphins -football  
"lord of the rings" -movie -film

Do NOT include a space between the + or - sign and the search word following it.

## I. Nesting

The order of search terms linked by AND and OR can make a bigger difference. Most computers will go from left to right processing things in the order they come to them — so it's important to indicate any units you might want the computer to consider together.

cats OR felines AND diet ≠ diet AND cats OR felines -- Thus, diet AND (cats OR felines) is a better way to phrase this.

## J. Limits

Allow you to restrict results to items meeting certain criteria – for example,

- ❖ Being of a particular type (newspaper articles versus journal articles)
- ❖ Being in a particular language (English, Spanish, French, etc.)
- ❖ Being published/produced within a particular time frame (1995-2000)

## K. Field searching

Allows you to search for information within particular fields within a record:

- ❖ Title
- ❖ Author
- ❖ Abstract

## L. Proximity commands

A variety of commands that allow you to search for words that, while not always appearing as exact units, often appear close to each other.

george w/1 bush  gets George Bush as well as George W. Bush

Examples include NEAR, ADJ (=Adjacent), and W (=Within) followed by a unit of measure