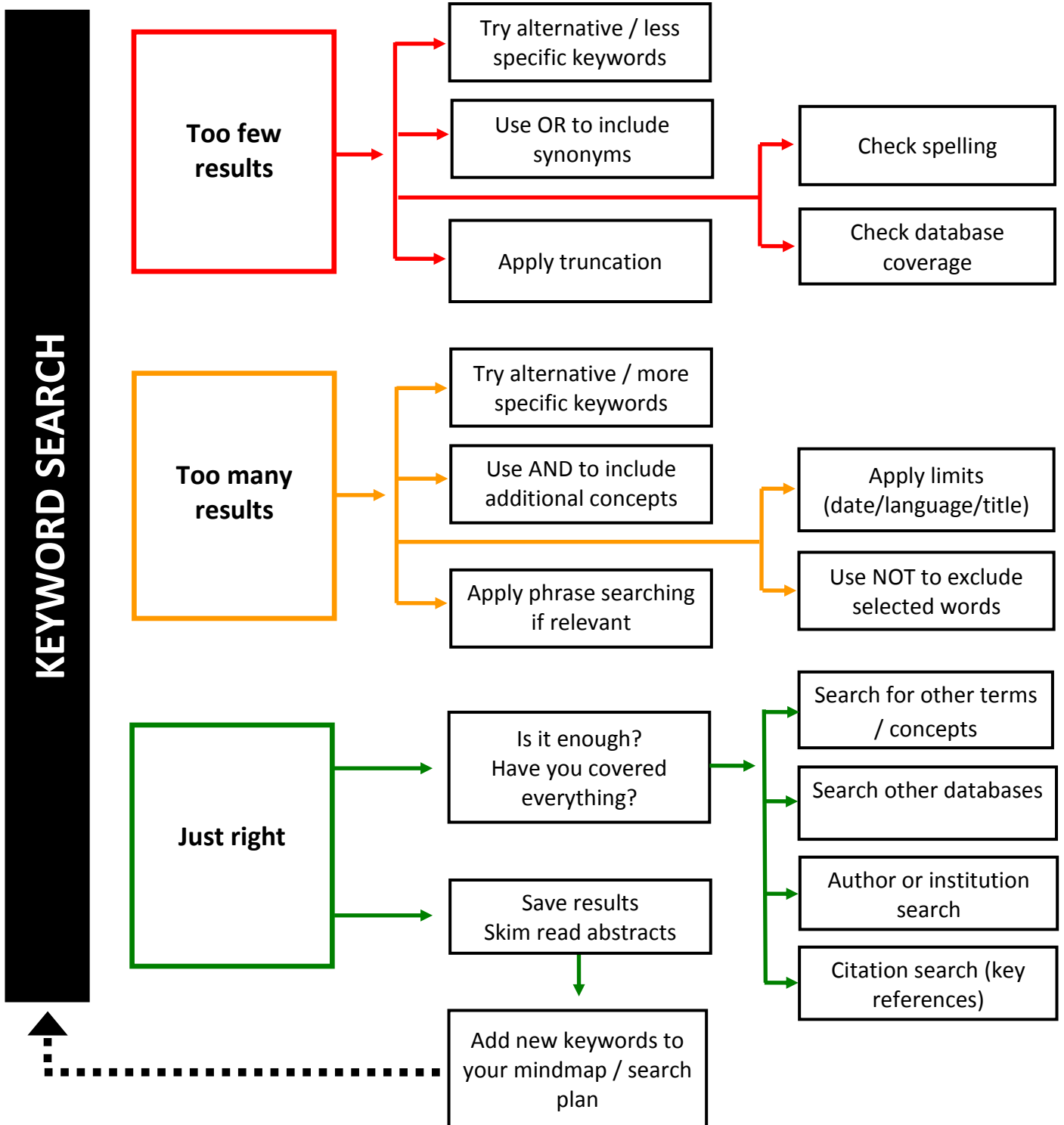


Keyword search: improving your results



Search techniques

If you have too few results

Search tip	Example	Effect
Truncation * Search for words which begin with the same letters	econ*	Will find results with economy, economic, economical, economies...
OR Search for different words with the same meaning (synonyms) Use brackets around words linked with OR	(Great Britain OR United Kingdom)	Will find results which have either, or both of these terms
Wildcards Search for alternative spellings (usually ? or *)	urbani?ation	Will find results which have either spelling – i.e. urbanization or urbanisation

If you have too many results

Search tip	Example	Effect
Quotation marks “...” Search for an exact phrase	“water pollution”	Will find these words, in this exact order (making the search more specific)
AND Search for multiple words together	water AND pollution	Will find results with both of these words (in any order)
NOT Exclude irrelevant information from your search	windows NOT Microsoft	Will find results about windows, but exclude any which mention Microsoft
Proximity searching Searches for words occurring near each other, in any order.	seismic NEAR/4 modelling	Will find results which have these terms within 4 words of each other

Some databases will not support techniques such as proximity searching, or they may use different characters for truncation and wildcards. The help section of the database will tell you which techniques can be used and how to apply them.