



Quick Search Tips

To find:	Enter the following into quick search:
a single term 'advertising'	<u>advertising</u>
the words: advertise, advertises	<u>advertise?</u>
the words: advertise, advertises, advertisement, advertisements, advertising	<u>advertis*</u>
an exact phrase: phony way of showing sincerity	<u>"phony way of showing sincerity"</u>
either of the words: transit transits smuggle, smuggles, smuggled, smuggling	<u>transit* smuggl*</u>
an industry document ID eg 2024950089/0098 - enter the starting bates number	<u>2024950089</u>
the word bible in the author field	<u>author:bible</u>
documents by geoff bible	<u>author:(+bible +g?)</u>
the phrase "young smokers" and variations of the word "segment"	<u>"young smokers" AND segment*</u>
the words strategy, strategies, strategic and variations of the word "plan" in the title	<u>title:(strateg* AND plan*)</u>
industry documents that have been assigned the subject "product placement"	<u>subject:("product placement")</u>
the phrase "i've got the power" in the title	<u>title:("i've got the power")</u>
the words "minister" and "health" within 2 words of each other	<u>"minister health"~2</u>
documents containing variations of the word advertise dated in the 1970s	<u>advertise* AND (date:197*)</u>
documents dated between 1978 and 1979	<u>date:[1978* TO 1979*]</u>

Operators		Wildcards	
OR	The default search setting is OR so if multiple terms are entered without being separated by either AND or NOT the search engine will look for any of the terms. The system will also accept the OR operator.	?	Use the question mark as a single character wildcard. Useful for searching initials with surnames.
AND	To search for ALL terms use the AND operator or the plus sign (+) AND must be typed in UPPER CASE.	*	Use the asterisk to find unlimited suffix variations.
NOT	To exclude terms from your search use NOT or the minus sign (-). NOT must be typed in UPPER CASE.		.
~	Use the tilde key to do a proximity search at the end of a phrase		