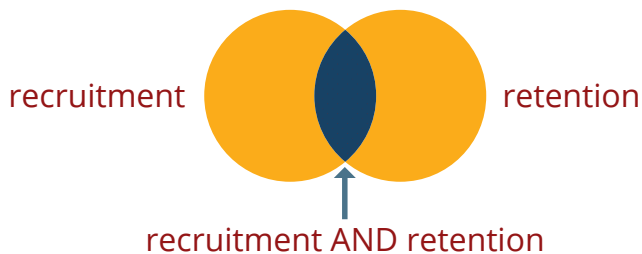# SEARCH TIPS & TRICKS

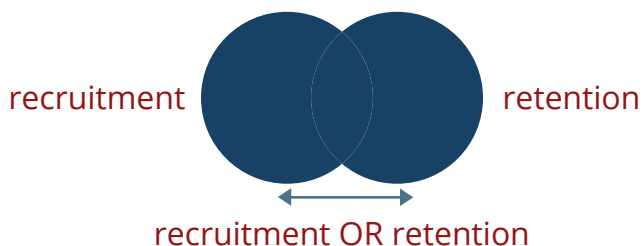## 1 BOOLEAN OPERATORS

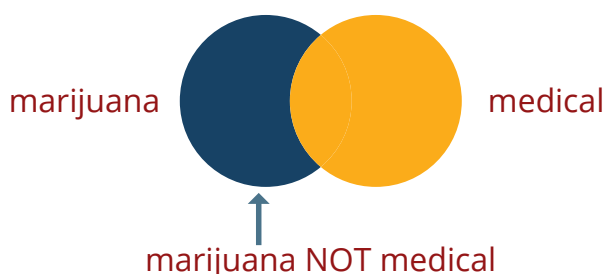**'AND'** narrows the search by searching only for returns containing ALL search terms

recruitment · retention

recruitment AND retention

'OR' expands the search by searching for returns with ANY of the search terms.
OR = MORE

recruitment · retention

recruitment OR retention

'NOT' narrows the search by ignoring any returns that include a specific word. A minus sign (-) will also work

marijuana · medical

marijuana NOT medical

2 WILDCARD (*)

In Google, adding an asterisk, or wildcard operator, will expand the search by filling in the space with all possible words.

Search: hot * policing
Search: crime * through * design

Google's "fuzzy search" will search for different spellings (e.g. capitol vs. capital). In other search engines and databases, an * or ? can replace letters in a word, as well.

Search: *plane*
Return: plane, airplane, aeroplane, biplane, planes, etc

Search: harb?r
Return: harbor, harbour

3 PHRASE SEARCH ("")

To find a particular phrase (i.e. specific words in a specific order), add quotation marks around it. This will tell the search engine to find the whole phrase and not the individual pieces.

Search: "hot spot policing"
Search: "Effective Practices in Community Supervision"

4 NESTING SEARCHES

Use a combination of operators to narrow down the search even more. This is particularly helpful when looking for things that might have synonyms.

Search: (firearm OR gun) AND safety
Return: firearm safety, gun safety

Search: (theft OR larceny) AND juveniles
Return: theft AND juveniles, larceny AND juveniles

Search: "restrictive housing" OR "solitary confinement"

5 ADVANCED OPERATORS

'site:' limits the type of site, or even the site itself.

Example #1: 'site:.gov' will return only website addresses ending in .gov
Example #2: 'site:oregon.gov' will return only oregon.gov websites

'inurl:' searches for specific words in website url (address)

Example: 'inurl:library' will return only websites that have "library" in the url

'filetype:' limits the type of file that is returned.

Example: 'filetype:pdf' will only return pdf files

'intitle:' searches for specific words in the website title

Example: 'intitle:knowledge bank' will return websites with "knowledge bank" in the title.