



ADVANCED SEARCHING TECHNIQUES

Using Boolean Operators

Boolean operators can be used in order to reduce or expand the number of search results. The function of each operator is explained in the following table:

Operator	What they do...	Example
AND	Narrows a search including a combination of terms	"shelter" AND "Buckminster"
OR	Widens the search to include either terms or both terms (note: using a comma gives similar results)	"shelter" OR "temporary housing"
NOT	Searches a term while including another	"shelter" NOT "housing"

In addition, these operators can be used with parentheses (...) for a more effective search. This determines the order in which the database conducts the search; terms placed **within the parentheses (...) will be searched first** and terms outside will be searched next.

For example: (lighting OR ventilation) AND sustainable design

Wildcard truncation

Use this function to conduct a search by a terms' root, for example:

Truncated term	Search results
Architect*	Architecture, architects, architectural
Emerg*	Emerging, emergent, emerge
Conserv*	Conservation, conserving

Alternatively, use # if you are unsure about spelling or if you wish to search both British and American spelling for instance.

For example: colo#r will search both colour and color

Exact phrase search

Quotation marks "..." around a combination of terms can be used for an exact match.

For example: "Heating, cooling, lighting"