# Search Hints

## Precise Search

The following are valid searches. *In an actual search, **do not italicize** special symbols or Boolean operators.*

To find documents with the exact word: Enter word only: **Holiday**

To find documents with the exact phrase: Enter phrase: **Holiday pay**

Boolean Operators: Note that Boolean operators are **words**, without parentheses, or quotation marks.

- document *and* region
- document *or* region
- document *not* region
- *not* region

## Simplified Search

The following are valid searches. *In an actual search, **do not italicize** special symbols or Boolean operators.*

To find documents with the exact word: Enter word only: **Holiday**

To find documents with the exact phrase: Enter phrase within quotation marks: "Holiday Pay"

Boolean Operators: Note that Boolean operators are **symbols**, without parentheses, or quotation marks.

- document +region
- document region (**or** is implicit)
- document -region
- -region

## Removing the power of Boolean Operators

- rock "and" roll - will find **rock and roll**
- to be "or" "not" to be will find

  **to be or not to be**

## Removing the power of Boolean Operators

Placing quotation marks around a phrase will remove the implicit **or**. "just cause" will return documents containing the exact phrase **just cause**.

## Proximity Searches

- payroll *near* laws
- payroll *near(5)* laws

## Proximity Searches

not supported in Simplified Search

## Complex Searches

...contain at least one Boolean expression, and may require quotation marks. (cat "and" dog) **OR** fish **OR** (cows "and" horses) would find any document that contained:

1. **cat and dog,** the exact phrase,
2. **cows and horses,** the exact phrase
3. **fish,** the word.

## Complex Searches

...contain at least one Boolean expression, including spaces that are interpreted as **or**: **"cat and dog" fish "cows and horses" would find any document that** contained:

- **cat and dog,** the exact phrase,
- **cows and horses**, the exact phrase
- **fish,** the word.