



Basic Boolean Search Guide

Commands:

- **AND**
 - AND = everything next to it will be found
 - A and B and C = ABC
 - The more AND's the narrower the search
- **OR**
 - OR = either option(s) will be found
 - At least one of the words will be found
 - The more OR's the broader the search
 - a OR b OR c = A | B | C | AB | AC | BC | ABC
- **“Quotes”**
 - Quotes = Exact Phrase or wording
 - “ABC DEF” = ABC DEF
 - There CANNOT BE ANY SPACE between the quotes and the word
- **(Parenthesis)**
 - Used in conjunction with another command
 - Parentheses are used if you do not know an exact title or want to search for multiple possible words
 - a b OR cd OR ef →
 (“a b” OR cd OR ef) = A B | CD | EF | A B CD | A B EF | A B CD EF
 - Great to use if there could be multiple words for the same thing/title
- **NOT**
 - The word following NOT will not appear in your search
 - A and B NOT c = AB
- **Astrit ***
 - * is used if there could be numerous variations to a word
 - Admin* = administrator, administration, administer
 - Used when you are not sure how it will be written out
 - Sometimes * does not work and you will just need to be it as or's in () → (accounting OR accountant OR accounts)

Examples of a Boolean String:

- A or B = A | B | AB
- A (b OR c) = A b | A c | A b c
- A and B (C or D) = A B C | A B D | A B C D
- “AB” AND “C D” AND “E F” = A B C D E F
- “AB” AND (C OR D) AND (E OR F) = A B C E | A B C F | A B D E | A B D F | A B C D E | A B C D F | A B C E F | A B D E F | A B C D E F
- “AB” AND (C OR D) AND (E OR F) AND G = A B C E G | A B C F G | A B D E G | A B D F G | A B C D E G | A B C D F G | A B C E F G | A B D E F G | A B C D E F G