

## ***Library Search tips***

### **Basic search**

To look for one or more words from your search terms, just type them into Library Search and click the **Search** button.

### **Searching for a phrase**

To look for a phrase, put quotation marks around your search phrase

Eg “global warming”

Library Search will then look for these exactly as quoted. Without quotation marks, it will search for **global** and **warming** but they can appear anywhere in the document.

### **Searching for synonyms**

To look for alternative keywords use OR (in UPPERCASE) between the words in your search

Eg cigarettes OR tobacco

### **Excluding terms from your search**

You can exclude terms you do not want to appear in your results using NOT

Eg Europe NOT Britain

### **Grouping terms together**

Use brackets to group your keywords into sections in your search

Eg (cigarettes OR tobacco) (children OR babies) (asthma OR respiratory illness)