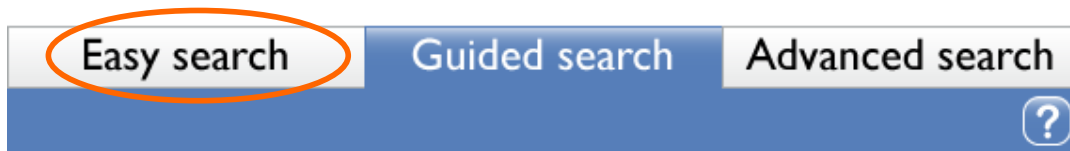


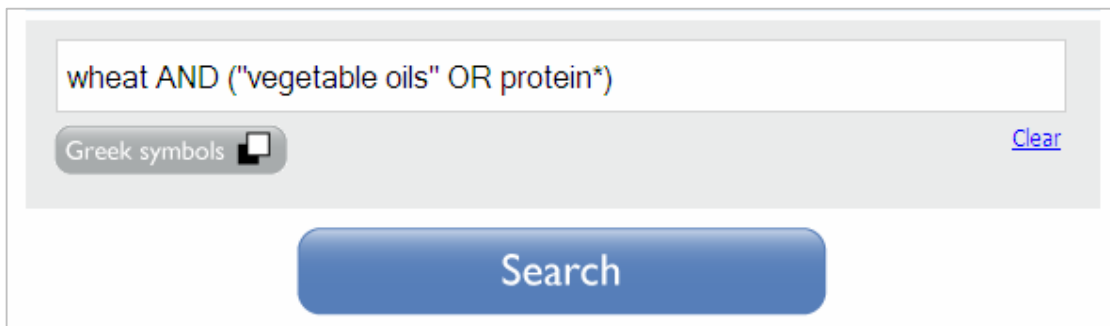
## Help Crib Sheet 2

### Easy search

1. After logging in, navigate to the Easy search page. This is normally the default search screen, but you can select Easy search from another search screen or the Results page by clicking on the Easy search tab.



2. Type your query in the search box and click on the Search button.



#### Boolean logic operators AND | OR | NOT

The operators AND, OR, and NOT can be used to combine terms in your search:

- **AND** is used to find records that contain *all* the search terms, e.g.  
**chocolate AND cakes**
- **OR** is used to find records that contain *any* of the search terms, e.g.  
**chocolate OR cakes**
- **NOT** is used to find records that contain the first word but not the second, e.g.  
**chocolate NOT cakes**

If more than one word is entered an AND search is assumed, i.e. `chocolate cakes` will return the same results as `chocolate AND cakes`. (See the next panel for information on phrase searches.)

#### Wild cards (truncation), phrase searches and precedence

Easy Search supports two types of wild-card search (or truncation).

**Prefix:** use \* after a word or fragment to find records that contain words that begin with the prefix, e.g. **choc\*** will match chocolate, chocolates, chocs, etc.

**Word-stemming:** use ~ after a word to find records that contain words with *grammatical variations*, e.g. **dry~** will match dry, dried, dries, drying, etc.

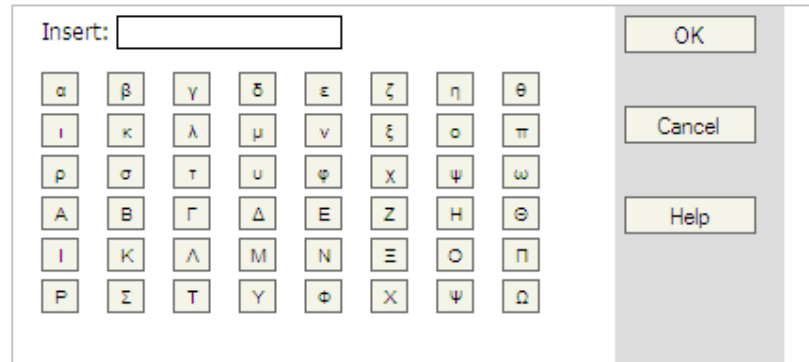
Use double quotation marks for *phrase* searches, e.g. **"chocolate cakes"**

Round brackets (parentheses) are used to establish precedence - terms inside brackets are evaluated first. For example, **cakes AND (chocolate OR vanilla)**

Letters from the Greek alphabet can be added to searches by clicking on the Greek Symbols button:



Click on the button and a window opens displaying the Greek character set in lower- and upper-case.



Select the character you wish to search for and click on 'OK'. The character is added to the search box and you can now enter the rest of the search term.

**Example:** Search for the term ' $\gamma$ -globulins' in Easy search

1. Navigate to the Easy Search screen
2. Click on 'Greek Characters'
3. Click on the  $\gamma$  button (third from left on the top row)
4. Click OK
5. Enter '-globulins' to complete the search terms as **<gamma>-globulins**
6. Click on Search