

Why do I need to know?

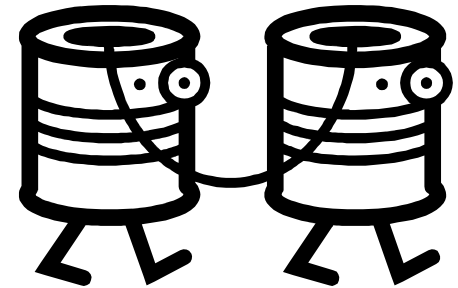


- Let 's say you want pizza with ham or chicken and pepperoni but not mushroom. How would you enter this in a search engine?
- If you entered all the words in like this:
pizza ham chicken pepperoni mushroom
- When your pizza came it would have just that, everything you just entered. So how would you change it so you got exactly what you wanted?

By using Boolean operators and truncation.

Designing Your Search Statement

Using Boolean operators and Truncation



Little words that give you what you want

- Boolean Operators
- Truncation
- Wildcards

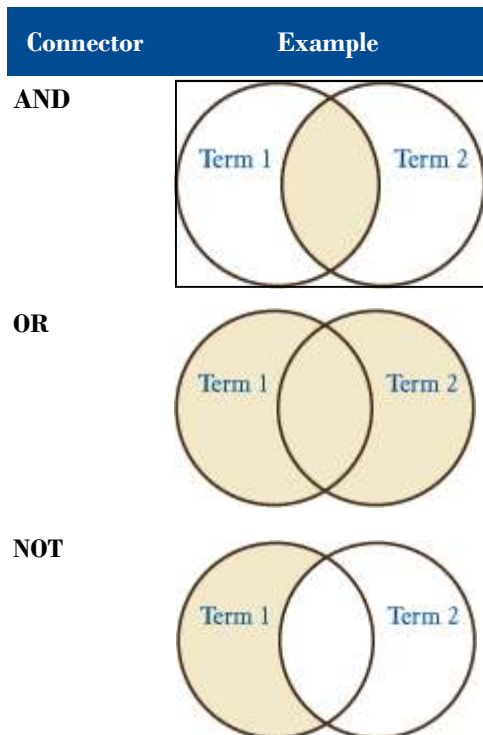
Boolean Operators

There are 3 Boolean operators: AND, OR, and NOT.

The Boolean operators are used to combine search terms.

Complex search statements may include a mix of Boolean operators.

- Use **AND** to connect different concepts.
- Use **OR** to connect similar concepts or synonyms.
- Use **NOT** to exclude undesired terms.



Truncation and Wild Cards

- You use truncation when you want any ending of a word. You add an * at the end of the root word in the databases and a \$ in the library catalog.
- For example, if you truncate the word “work”. Work* you would get: work, worker, working, workforce, workplace, etc., etc.
- Wild cards are used in the middle of the word, and normally the ? is used for this. For instance wom?n will give you either woman or women.
- Be CAREFUL using truncation! If you want to retrieve items about cats, don't truncate the word cat, if you do you will also receive cataclysm, catacomb, catalepsy, catalog, etc., etc.
- For words that are common root words, use Boolean operators. (ex: cat or cats)

Putting it all together

Now that we know what Boolean operators and truncation is, let 's go back to our pizza and see if we can get it right.

The proper way to enter your preferences into a search engine would be like this:

*pizza AND (ham or chicken) AND pepperoni NOT mushroom**

This way the computer reads that you want a pizza with either chicken or ham and pepperoni but without mushrooms.

