



Tips to broaden or limit your online searches.

1. **Phrases** - Surround phrases with Quotation Marks (“) when searching.

“**Child Development**” will search for items containing that phrase; **Child Development** without the quotes will search for those words individually.

2. **Truncation** –An asterisk (*) acts as a wildcard to replace letters in words.

Searching for **Educat*** will search for resources containing **Educate, Education, Educational, Educator, and Educators**.

3. **Boolean Searching** – Use **AND, OR** and **NOT** to limit or broaden your searches.

- **AND** – Limits your search.

“**Adult Education**” **AND** **Online** only finds sources that include both of these terms.

- **OR** – Broadens your search.

“**Adult Education**” **OR** “**Adult Learning**” finds sources using either if these terms.

- **NOT** – Limits your search.

“**Adult Education**” **NOT** **Online** looks for items about **adult education** but excludes those about the term **Online**.

See other side for more tips→

4. Search several databases at once.

When searching an **Ebscohost** database such as *Academic Search Complete*, click the **Choose Databases** link at the top of the page to include additional databases from related subjects in your search. For example, databases covering Law, Health, Business, and Communication will all provide different journals covering a topic such as *Genetically Modified Foods*.

5. Use **Keywords** or **Subject Headings**.

Articles and books are assigned specific keywords or subject headings. Using these words in your search may find additional resources on your topic. A search for “**Human Resources**” may lead you to the terms “**Human Capital**”, “**Personnel Management**”, “**Employee Morale**”, and “**Employee Retention**”.

6. Limit your search by Date or Format.

You may want to limit your search to books, scholarly journals, or items published after (or before) a specific date. This is a great way to exclude items you don't need.

7. Ask a librarian!!!

We really want to help you with your search, so please contact us at reference@marylhurst.edu or 503.699.6261 if you need help. Or just drop by the library.