

Tips for Searching

At its simplest, a search can be just a word or a phrase. But with the tips on this page, you can expand the focus of your search to give you more complete results. These tips will get you started with basic search language and acquaint you with the full power of the Keyword Search.

- Look for words with the same prefix. For example, in your search form type **key*** to find *key*, *keying*, *keyhole*, *keyboard*, and so on.
- Search for all forms of a word. For example, in the form type **sink**** to find *sink*, *sinking*, *sank*, and *sunk*.
- Search with the keyword **NEAR**, rather than **AND**, for words close to each other. For example, both of these queries, **system and manager** and **system near manager**, look for the words *system* and *manager* on the same page. But with **NEAR**, the returned pages are ranked in order of proximity: The closer together the words are, the higher the rank of that page.
- Refine your queries with the **AND NOT** keywords to exclude certain text from your search. For example, if you want to find all instances of *surfing* but not *the Net*, write the following:

surfing **AND NOT** the Net

- Add the **OR** keyword to find all instances of either one word or another, for example:

Abbott **OR** Costello

This search finds all pages that mention Abbott or Costello or both

- Put quotation marks around keywords if you want the Keyword Search to take them literally. For instance, if you type the following:

"system near manager"

The Keyword Search will literally look for the complete phrase *system near manager*. But if you type the same search without the quotation marks

system **near** manager

The Keyword Search looks for all documents with the words *system* and *manager*.

- Use **Free Text Queries** if you want to enter searches using natural language. The Keyword Search will examine your search, extract nouns and noun phrases and construct a search for you. With free text queries you can enter any text you want, from a proper question, to a string of words and phrases, without worrying about the search language. For example, if you type in the following:

"How do I use the Search?"

The Keyword Search will create a query for you automatically and begin the search. Note that when you're using free text queries, the regular search language features are disabled and keywords such as **AND**, **OR**, and **NEAR** are interpreted as normal words