

## How to perform Searches

Searching in Find-eR is very intuitive. Combine the different steps as needed.

Step 1: Just type one or more words and click on the **Search** button.



**Note:** Find-eR searches for your words separately unless you use quotation marks. In the image above we got **8,858** results. With quotation marks, we narrowed it down to **349**.

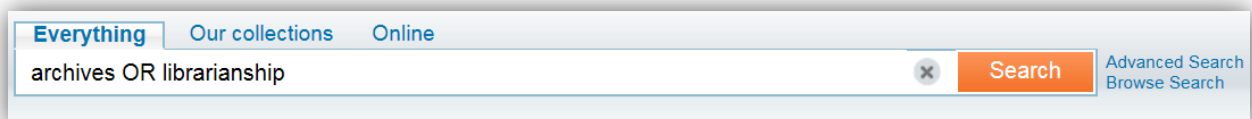


Step 2: By default, Find-eR works with the Boolean character **AND**, so you do not need to add it. You can search for items that contain at least one of the words or phrases you type in the Search box. To do so, use the Boolean characters **OR** and **NOT**.

**Note:** Use Boolean characters always in **capital letters** so Find-eR knows it is not part of your search.

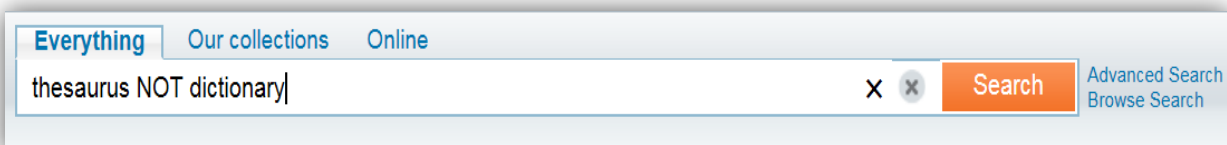
### ❖ Use OR

Place **OR** between words to come up with results for either of them or both, e.g. **archives OR librarianship**.



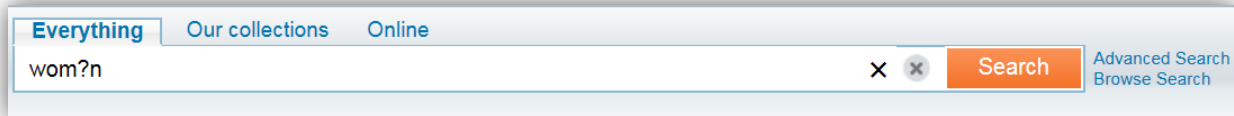
### ❖ Use NOT

**NOT** excludes items that contain specific words or phrases, e.g. type: **thesaurus NOT dictionary**.



Step 3: Search Using Wildcard Character ?

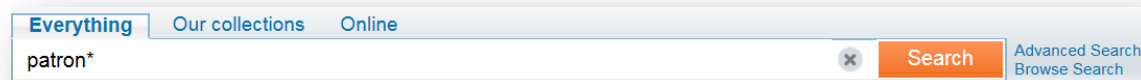
A **wildcard** replaces a single letter within a word, e.g. **wom?n** = woman, women.



Step 4: Search With the Truncation Symbol \*

Perform a multiple character search or find variations in word endings with the truncation symbol \*, e.g. **librar\*** = librarian, library, librarians, libraries.

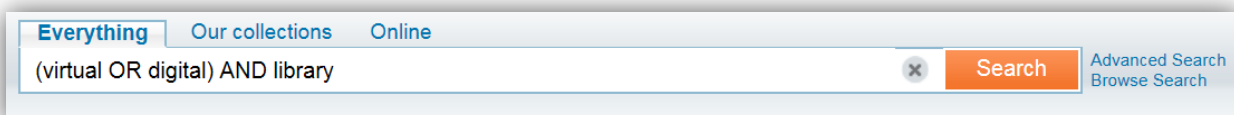
**Note:** The truncation symbol \* can replace 0 to multiple letters.



**Note:** Find-eR ignores wildcard characters placed at the beginning of search terms.

Step 5: Group Terms within a Query

Put terms you want to search for together in brackets, e.g. **(virtual OR digital) AND library**



Step 6: Use **Expand My Results**. With this option, you explore beyond our collections. If full-text is not available for an item, click on the **Services** tab and **Open source in a new window** for more information. Alternatively, click on the **More options** tab.



Step 7: Go and use [Find-eR!](#)