

Boolean Cheat Sheet

Boolean Operator

Search Modifier

+

AND

Both search terms need to be present

school AND children

[this operator will narrow a search]

"Quotation Marks"

Search for a phrase

"school children"

[narrow the search even further]

|

OR

Either search term needs to be present

children OR adolescents

[this operator will broaden a search]

(Parentheses)

Nest similar search terms together

(children OR adolescents) AND
(school OR college)

-

NOT

Any records containing this term will be excluded from the search

school NOT holiday

[this operator will narrow a search]

Asterisk *

Wildcard - fill in the blank

(child* OR adolescen*)

[Result: child, children, childhood, adolescent, adolescents, adolescence]