Basic Search Tips

1. To perform a simple search, enter your search term and click the "Search" button.

2. Search for a phrase by placing the term within quotation marks. Placing quotation marks around the phrase "family planning" narrows a search to only those records containing the phrase family planning. Limit phrase to 4-5 words.

3. Construct a simple Boolean search using AND or OR in the search box. If multiple words are entered without a Boolean operator, the default is AND. For example, typing family planning searches for family AND planning (not family OR planning).

   **AND**
   The AND operator finds records where both terms exist in a single record. To search for records that contain "population distribution" and "West Africa" type: "population distribution" AND "West Africa"

   **OR**
   The OR operator finds a record if either of the terms exist in a single record. To search for records that contain either "population distribution" or just geography type: "population distribution" OR geography

4. **Grouping concepts.** Use parentheses to group search terms with Boolean operators to control the logic of the search. For example, to search for either "population" or "family" and "planning" use the search phrase: (population OR family) AND planning

5. Use the asterisk (*) as a wildcard to truncate, or shorten, a word. You cannot use wildcards in Advanced search fields that have the autocomplete feature, such as Keyword or Country/Region. You must use at least the first three characters of the word. For example, to search for report, reports, or reporter, you can type: report*

6. **Proximity Search** is a way to search for two or more words that occur within a certain number of words from each other. Use the tilde ~ symbol and a number to specify the distance.
between the words. Put quotes around the words you are searching for. For example, to search for **healthy** and **spacing** that are within 3 words apart type: "**healthy spacing**" ~3

7. Prepositions (e.g.: in, out) or articles (a, an, the) can only be searched in a quoted phrase otherwise they are not searchable.

8. Searching is case insensitive. Searching HIV or hiv will retrieve the same results.