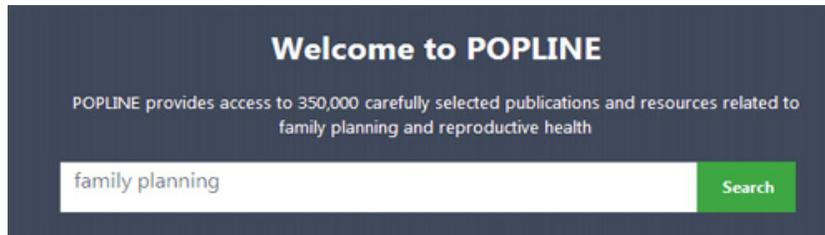


Basic Search Tips

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.