# **Search Tips**

By default the search engine tries to locate pages which have exact matches for ALL the words entered in your search query. If that fails, it then tries to locate pages which contain ANY words in your search query. If that happens a short message is displayed at the top of the search results indicating this has been done.

In addition, there are several ways to modify the default search behaviour.

### 1. Phrase search

The search engine supports three types of phrase search.

- To match an exact phrase, use quotes around the phrase Example: "free search engine"
- To match a near (within a couple of words) phrase, use square brackets [around the words]
  - Example: [free search engine]
- To match a far (within several words) phrase, use braces {around the words}
  Example: {free search engine}

# 2. Qualifiers + and -

If you prefix a word with + then that word is REQUIRED to be on the page.

If you prefix a word with - then that word is REQUIRED NOT to be on the page...

Example: +always -never

#### 3. Wildcard \*

If a query word ends with a \* all words on a page which start the same way as that query word will match.

A \* can also be used within a word.

A \* CANNOT be used at the start of a word.

Examples: gift\*, w\*s

## 4. Wildcard?

If a query word contains a ? any character will match that position and can be used as often as possible within a word

A ? CANNOT be used at the start of a word.

Examples: b?g, b??g, b?g?r

## 5. Boolean search

You can use the following Boolean operators in your search: AND, OR, NOT. These operators MUST be in capital letters.

Example: (contact AND us) OR (about AND us)

### 6. Combinations

All of these techniques can be combined

Examples: +alway\*, -ne??r\*

## 7. Downloadable document search

Freefind will highlight your search word(s) in a list of results. However, if contained in a downloadable document, and you click on the document, your search word(s) will NOT be highlighted. In order to find them, use CTRL-F to bring up a small search box and enter your search word in that box — it will then find all instances but only WITHIN that document.