

## Encore Search tips:

1. Boolean search: Use **Advanced Search** for Encore Boolean search. Encore quick search is a keyword-only search. Parentheses, "AND", "OR", "NOT", and "NEAR" are not recognized as Boolean search operators. Instead, it sees them as search terms. For example, searching ***cats or dogs*** retrieves only records with all three words (***cats, dogs, or***) in it.
2. Phrase search: To search something as a phrase in Encore, use quotation marks around the terms, "***call of the wild***", for example.
3. Truncation/Wildcards: Use truncation or wildcards with the asterisk symbol (\*). Ex: A search for *enviro\* pol\** will display results on *environment politics*, *environmental policy*, etc. A search for *young wom\*n* will display results for *young women* and *young woman* as keywords (in any order).
4. Index search: To limit search to a specified index, start the query with the specified index's label followed by a column (:). For examples:

**t:**moby dick (search the title index)

**a:**didion joan(search the author index)

**s:**friendship (search the subject index)

5. To exclude a term - use a minus before the term e.g. -war
6. Refine Results: Clicking on facets on the left side of the search result page, under **Found In, Format, Language, Publish Date**, ..to refine search results. Facets can be unselected by clicking on the **X** next to the previously selected facet.
7. Call numbers, such as ebook, eaudio, jpicbk, ... can be entered as part of keyword search terms to narrow your search results.