How to use Boolean operators – Refining your search

After you type in your keywords, look at the results. Are there too many? Too few? Do they make sense? Try using and, or, and not to get the results you need!

- “AND” between the words will retrieve fewer records (and narrow the search). Each record will have both words. Use “and” between keywords with different meanings. For example, education and technology finds articles that contain both words.

  education and technology

- “OR” between the words will retrieve more records (and broaden the search). Each record will have at least one of the words, but not necessarily both. Use “or” between words that are similar or related. For example, education or technology finds results that contain either word.

  education OR technology

- “NOT” between the words will retrieve fewer records and eliminate ones that are not relevant. (But use “not” carefully; it may eliminate some good records too!) Each record will contain the first keyword, but not the second. For example, education not technology finds results that contain the word education but not the word technology.

  education NOT technology