Search Connectors Quick Reference Card

Tip:

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How do I use search connectors?

Follow these steps to use search connectors to define relationships between your search terms.

1. On the search form, enter your search terms.
2. Enter one or more search connectors to join your search terms. For more information and example searches for each search connector, see Using Search Connectors (*and*, *or*, etc.) and Commands (*atleast*).
3. Click the **Search** button.

and Connector

Use the `and` connector to find words that are far apart from one another or in different sections. Searches using `and` usually find more documents than searches using the `near` connector. As a general rule, use `and` when it doesn't matter where your search words appear in a document. Use the `near` connector when there is a connection between your search terms and you need to find the terms near each other.

For example, to find general information about budget deficits, you could use this search:

`budget and deficit`

However, to find documents that are relevant when your search terms are less specific, you may need to use the `near` connector. For example, the following search will find more relevant documents than if the `and` connector were used:

`fiduciary near/1 duty near/10 breach`

Note:
You can use an ampersand (&) in place of `and`. The two connectors operate the same way.

`atleast` Command

Use the `atleast` command to require that a term or terms appear "at least" so many times in a document. Use `atleast` when you want only documents that contain an in-depth discussion on a topic rather than just a mention.

For example, the following search requires references to CERCLA (the Comprehensive Environmental Response, Compensation, and Liability Act) to appear in every document at least 10 times:

```
atleast10(cercla)
```

You can use any number with the `atleast` command.

or Connector

Use the `or` connector to find documents that contain either or both of the words or phrases linked by `or`. Use the `or` connector to link search words that are synonyms, antonyms, alternative spellings, or abbreviations.

Synonyms	ship or vessel or boat
Antonyms	reasonable or unreasonable
Alternatives	takeover or take over
Abbreviations	british broadcasting corporation or b.b.c. or bbc

The search looks for the words or phrases linked by the or connector, not the word "or" itself. The words or phrases linked by or can be in any part of a document.

Note:
You can use a space in place of `or` if you wish. The two connectors operate the same way.

`and not` Connector

Use the `and not` connector to find documents in which a search word or phrase is to be excluded.

For example, the following search finds documents where the word "capital" occurs but the word "gains" does not.

`capital and not gains`

Because the exclusion covers the entire document, in this example, a document would be excluded if the word "gains" appears anywhere in the document.

You can exclude documents containing multiple words this way:

`capital and not gains and not improvements`

This example finds documents where the word "capital" occurs but the words "gains" and "improvements" do not.

> **Note:**
>
> You can use these connectors in the same way as the `and not` connector.
>
> - andnot
> - but not
> - butnot
>
> All these connectors operate the same way.

`w/n` Connector

Use the `w/n` connector to find documents in which the first word appears within "n" words of the second one.

For example, the following search finds documents where the word "vicious" occurs within 3 words of "dog".

```
vicious w/3 dog
```

Specifying the value of "n"

When choosing the value of n, these guidelines may prove useful:

Choose this...	For search words to appear here...
w/3 - w/5	in approximately the same phrase
w/25	in approximately the same sentence
w/75	in approximately the same paragraph

Tip:
Although you may choose any number for n, you may want to choose a number less than 100. Choosing a number greater than 100 is likely to retrieve documents in which your search words are used in unrelated contexts.

Using Multiple `w/n` Connectors

Multiple `w/n` connectors operate from left to right, regardless of the value of "n". The following search finds "dog" within 10 words of "cat", and then "fish" within 5 words of either "dog" or "cat":

```
dog w/10 cat w/5 fish
```

`/n` Connector

Use the `/n` connector to find documents in which the first word appears within "n" words of the second one.

For example, the following search finds documents where the word "vicious" occurs within 3 words of "dog".

`vicious /3 dog`

> **Note:**
> You can use the `/n` connector in the same way as the `w/n` connector. The two connectors operate the same way.

Specifying the value of "n"

When choosing the value of n, these guidelines may prove useful:

Choose this...	For search words to appear here...
/3 - /5	in approximately the same phrase
/25	in approximately the same sentence
/75	in approximately the same paragraph

> **Tip:**
> Although you may choose any number for n, you may wish to choose a number less than 100. Choosing a number greater than 100 is likely to retrieve documents in which your search words are used in unrelated contexts.

Using Multiple `/n` Connectors

Multiple `/n` connectors operate from left to right, regardless of the value of "n". The following search finds "dog" within 10 words of "cat", and then "fish" within 5 words of either "dog" or "cat":

`dog /10 cat /5 fish`

`w/p` or `/p` Connector

Use the `w/p` or `/p` (within paragraph) connector to find documents with search words that appear within approximately 75 words of each other.

For example, the following example finds "retirement" 75 words of "benefit":

`retirement w/p benefit`

The following example finds "subcontract" or "sub-contract" within the same paragraph as "architect":

`subcontract or sub-contract /p architect`

> **Note:**
> You can use `w/para` in place of `/p` or `w/p` if you wish. All 3 function the same way.

`w/s` or `/s` Connector

Use the `w/s` or `/s` (within sentence) connector to find documents with search words that appear within approximately 25 words of each other.

For example, the following finds "earnings" within 25 words of "taxation":

`earnings /s taxation`

> **Note:**
> You can use `w/sent` in place of `/s` or `w/s` if you wish. All 3 function the same way.

`w/seg` Connector

Use the `w/seg` connector to find documents in which your search terms appear in the same segment (headline, body, etc.), or within approximately 100 words of each other.

For example, the following search finds documents where the word "unreported" and "income" appear in the same segment.

```
unreported w/seg income
```

`near/n` Connector

Use the `near/n` connector to find documents with search words that appear within "n" words of each other. The value of "n" can be any number. Use near/n to join words and phrases that express parts of a single idea or to join closely-associated ideas.

Words or phrases linked by `near/n` must be in the same section (a specific part of a document). Either word may appear first.

For example, the following search finds documents in which both words appear in the same section, within three or fewer words of one another.

```
richard near/3 branson
```

It retrieves documents containing the words Richard Charles Nicholas Branson, Richard Branson and Branson, Richard.

Specifying the value of "n"

When choosing the value of *n*, these guidelines may prove useful:

Choose this...	For search words to appear here...
near/3 - near/5	in approximately the same phrase
near/25	in approximately the same sentence
near/75	in approximately the same paragraph

> **Tip:**
> Although you may choose a number for n, you may wish to choose a number less than 100. Choosing a number greater than 100 is likely to retrieve documents in which your search words are used in unrelated contexts.

Using Multiple `near` Connectors

Multiple `near/n` connectors operate from left to right, regardless of the value of "n". The following search finds "dog" within 10 words of "cat", and then "fish" within 5 words of either "dog" or "cat":

```
dog near/10 cat near/5 fish
```

`onear/n` Connector

Use the `onear/n` connector to find documents in which the first word precedes the second by not more than "n" words.

For example, the following search finds documents where the word "overtime" occurs within 3 words of "compensation".

```
overtime onear/3 compensation
```

onear/n is especially useful in situations where a different word order significantly alters meaning. For example, "summary judgment" is significantly different from "judgment summary."

> **Note:**
> You can use `pre/n` or `+n` connector in the same way as the `onear/n` connector. All 3 connectors operate the same way.

`pre/n` Connector

Use the `pre/n` connector to find documents in which the first word precedes the second by not more than "n" words.

For example, the following search finds documents where the word "overtime" precedes "compensation" within 3 words.

`overtime pre/3 compensation`

pre/n is especially useful in situations where a different word order significantly alters meaning. For example, "summary judgment" is significantly different from "judgment summary."

Note:
You can use `+n` or `onear/n` in place of `pre/n` if you wish. All 3 commands function the same way.

`pre/s` Connector

Use the `pre/s` connector to find documents in which the first word precedes the second within approximately 25 words of each other.

For example, the following search finds documents where the word "overtime" precedes the word "compensation" within approximately 25 words.

```
overtime pre/s compensation
```

Note:
You can use `+s` in place of `pre/s` if you wish. Both commands function the same way.

`pre/p` Connector

Use the `pre/p` connector to find documents in which the first word precedes the second within approximately 75 words of each other.

For example, the following search finds documents where the word "overtime" precedes the word "compensation" within approximately 75 words.

```
overtime pre/p compensation
```

Note:
You can use `+p` in place of `pre/p` if you wish. Both commands function the same way.

Using `not` with proximity connectors

You can use `not` with proximity connectors. Here are the proximity connectors you can use with `not` and examples of how they are used.

Proximity Connector	Example	Finds
w/n	`trust NOT w/5 charitable`	Documents where the word "trust" occurs but not within 5 words of "charitable"
w/sent	`trust NOT w/sent charitable`	Documents where the word "trust" occurs but not within 25 words of "charitable"
w/para	`trust NOT w/para charitable`	Documents where the word "trust" occurs but not within 75 words of "charitable"
w/seg	`trust NOT w/seg charitable`	Documents where the word "trust" occurs but not within 100 words of "charitable"
pre/n	`trust NOT pre/3 charitable`	Documents where the word "trust" and "charitable" appear in the same document, but not when "trust" precedes "charitable" by 3 words or fewer.

Using ! to Find Variations of a Word

Use an exclamation mark (!) to find a root word plus all the words made by adding letters to the end of it. For example, employ! would find variations on the term employ such as employee, employer, employment, and their plurals.

Using * to Find Variations of a Word

Use an asterisk (*) to find a root word plus all the words made by adding letters to the end of it. For example, employ* would find variations on the term employ such as employee, employer, employment, and their plurals.

Note:

- Use * only to find unique roots; fir! will find fired, firing and fires, but will also find first, which you may not want.

- You can use an exclamation mark (!) in place of the * if you wish. Both function in the same way, but there must be at least 3 characters in front of the ! or you might receive unexpected results.

Using ? to Find Variations of a Word

Use a question mark (?) to find variations of a word by replacing characters anywhere in the word, except the first character. Use one question mark for each character you wish to replace.

Examples:

- `wom?n would find woman and women`
- `p??rson would find both the ea and the ie spelling of the name`