### Searching cheat sheet

<table>
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<th>Tool</th>
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| **Exact phrase search** (quotation marks “ ”) | Type quotes around phrases to find sources with that exact phrase; this can lead to very narrow searches.  
EX: “shark conservation” |
| **Stemming/truncating** (asterisk *) | Type an asterisk after a string of letters to find the available variations of words starting with those letters in the database.  
EX: writ* would give you writ, write, writer, writers, writing, written, etc. |
| **AND** | Type AND between search terms to find all the instances in which all terms are found in the same information source in the database (NOTE: most databases do this automatically for you).  
A AND B in the middle of the Venn diagram; this gives only the middle section; very narrow search. |
| **OR** | Type OR between search terms to find all the instances in which all terms are found in total in the database; this tends to make much broader searches and longer results lists.  
A OR B in the Venn diagram; this gives all possible sources; very large, broad search. |
| **NOT** | Type NOT between search terms to find all instances of the one term without the other term in the database; this is most useful when the terms are generally associated, but you only want one of them.  
A NOT B in the Venn diagram; this gives you only one particular set of sources. |