

# Prompt – Tips and Tricks

Quick Search Tips – Below is a table of quick tips that can be used when entering search words.

Query	Example Search Expression	Notes
single term	vaccination	Searches for documents that contain "vaccination".
multiple term	employee vaccination	Searches for documents that contain either "employee" OR "vaccination". Those containing both appear higher in the results than those with just one.
phrase	"employee vaccination"	Searches for documents that contain the <b>exact</b> phrase "employee vaccination".
* wildcard search	vacc*	Multi-character wildcard search returning documents with "vaccination" or "vaccine" or "vaccinal" etc. <b>Unlike ? (below) the * wildcard can only be used at the end.</b>
? wildcard search	defin?tely	Single-character wildcard search. It will match "definitely" or "definat <del>e</del> ly" but not "defineatly".
OR operator	employee OR vaccination	Searches for documents that contain either "employee" OR "vaccination". Same as multiple term.
AND operator	employee AND vaccination	Searches for documents that contain both "employee" AND "vaccination".
grouping	(important OR office) AND document	Use parentheses for expression grouping. The example would return any documents containing "important document" and any with "office document".
fuzzy search	vaccination~	Search based on similar spelling, <b>which would also find documents with the word misspelt as "vacination".</b>