Lecture no.: 16
Department: Information and Library Science
Subject: Information Storage & Retrieval
Name of the lecture: Search Strategies-3
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NOT operator narrows a search by excluding records containing specified words.

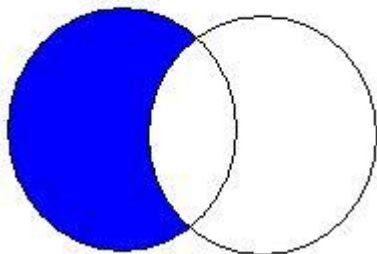 If you enter the following search:

Education **NOT** Iraq

The word 'education' must be present in the records retrieved, but the word 'Iraq' must not be present.

Use the NOT operator carefully as you may exclude relevant material. Use NOT in a search to:

Use NOT in a search to:

1. **exclude words from your search**
2. **narrow your search, telling the database to ignore concepts that may be implied by your search terms example:**
 Cloning NOT Sheep

Cloning NOT Sheep

Truncation and Wildcard Operators

Truncation is another tool. It helps by letting you use a symbol to stand

 for a group of search terms that are very similar instead of having to do

 multiple searches that are virtually the same. This search system uses "*"

and "?."The "*" can be used to symbolize a variable at the end of a word

(like the difference between "Dance" and "Dancing"), and by using it this

tells the search engine that you want both. This symbol can also stand for an undefined word between two others (such as "Gone with * wind").

Wild cards are a little less useful than Truncation and Boolean, but they can be nice when you have a couple of words that are spelled almost the same way (like women and woman) and you want to create a search that will find results with either word in it.

This search engine uses "**?**" and "#" to symbolize this.

The "?" tells the search engine that you want a given character in a word to be any letter (like "Wom?n" which would be find

results with either woman or women). The "#" tells the search engine that you might want an additional character inside the word (like "Colo#r" which would find results containing either "color" or "colour").

Analyze your information

Whatever tool you use to find your information, ultimately it is the quality of the information that is important, rather than how much information you retrieve.

Reference
1. http://www.waikto.ac.nzllibrary/guides/general/search
   stratiegies
2. http://lib.guides.umd.edu/c.php?g