**Encore Search tips:**

1. Boolean search: Use [Advanced Search](#) for Encore Boolean search. Encore quick search is a keyword-only search. Parentheses, “AND”, “OR”, “NOT”, and “NEAR” are not recognized as Boolean search operators. Instead, it sees them as search terms. For example, searching **cats or dogs** retrieves only records with all three words (**cats, dogs, or**) in it.
2. Phrase search: To search something as a phrase in Encore, use quotation marks around the terms, “**call of the wild**”, for example.
3. Truncation/Wildcards: Use truncation or wildcards with the asterisk symbol (*). Ex: A search for **enviro* pol*” will display results on **environment politics, environmental policy**, etc. A search for **young wom*n” will display results for **young women and young woman** as keywords (in any order).
4. Index search: To limit search to a specified index, start the query with the specified index’s label followed by a column (:). For examples:
   - t:moby dick (search the title index)
   - a:didion joan (search the author index)
   - s:friendship (search the subject index)

5. To exclude a term - use a minus before the term e.g. –war
6. Refine Results: Clicking on facets on the left side of the search result page, under **Found In, Format, Language, Publish Date**, ...to refine search results. Facets can be unselected by clicking on the X next to the previously selected facet.
7. Call numbers, such as ebook, eaudio, jpicbk, ... can be entered as part of keyword search terms to narrow your search results.