How to Search

You can apply Boolean search logic to your keywords and terms, using AND, OR, NOT, and parentheses. You can also use specific indexes for your search terms.

To broaden your search:

Put an upper-case OR between your keywords. For example, dust OR bowl retrieves records containing either dust or bowl.

To narrow your search:

- Put quotes around your keywords to find records with an exact phrase. For example, "dust bowl" retrieves records with the words dust and bowl together, but would not match a description where those two words were not adjacent and in that order.
- Put an upper-case NOT between your keywords. For example, dust NOT bowl retrieves records containing dust, but not bowl.
- Put a ~ and a number between 1 and 4 at the end of your exact phrase. For example, "dust bowl"~4 retrieves records where dust and bowl appear within four words of each other.
- Put parentheses around your search terms. For example, (dust OR bowl) NOT oklahoma retrieves records containing either dust or bowl, but not Oklahoma.

Can I combine indexes?

Though you don't need to do anything special in your search if you are using the default "keyword" index, you can use more specific indexes for your search terms. For example, the search ("mark twain" OR "samuel clemens") NOT location:virginia will match descriptions that include the phrase Mark Twain or Samuel Clemens, and where the archival institution is not in Virginia.