

### *Combining Terms in Keyword Searches (Advanced Search)*

The Online Library Catalog offers many different types of searches. The *Advanced Search* is helpful when you wish to conduct a more precise search. To make a search more precise, you can combine search terms using *Advanced Search*. Combining search terms is similar to using Boolean operators.

You may combine terms in the following *Search by* categories: Any Words, Title Words, Author Words, Subject Words, Series Title, Conference Proceeding, Publication Year, Publisher, Note Words, Classification, Corporate Author, By and/or About a Person and Publisher Location.

- 1) Go to **[http:// www.library.uiuc.edu/catalog/](http://www.library.uiuc.edu/catalog/)**
- 2) Choose *Advanced Search*.
- 3) In the first *Search for* box, type in the first term you wish to combine with another term.
- 4) Click on the *All of These Words* menu and choose the appropriate option. If you entered a phrase, choose *These Words as a Phrase*. If you entered keywords, but not as a phrase, select *All of These Words*.
- 5) From the *Search by* menu, choose the option that is most appropriate to your search term.
- 6) In the second *Search for* box, type in a term that you wish to combine with the first term.
- 7) Click on the *All of These Words* menu and choose the appropriate option. If you entered a phrase, choose *These Words as a Phrase*. If you entered keywords, but not as a phrase, select *All of These Words*.
- 8) From the *Search by* menu, choose the option that is most appropriate to your search term.
- 9) Select the method you want to use to combine the search terms. You may combine terms using the “and,” “or,” or “not” radio buttons. Choose:
  - And – To combine terms. The search results will include records that contain both keywords.
  - Or – To find records that contain either of the terms. The search results will include records with either the first or the second term.
  - Not –To exclude a term from your search. The search results will include records with the first term, except those that also contain the second term.
- 10) Click the *Search* button to view the results of your search. If your search retrieves more than one item, you will retrieve a list of titles. To view the full record for an item, click on the title.

## Example Searches Using Combined Terms

- **And**

The screenshot shows an advanced search interface with three tabs: 'Quick Search', 'Advanced Search', and 'Course Reserves'. The 'Advanced Search' tab is active. There are three search rows. The first row has 'technology' in the search box, 'all of these words' in a dropdown, and 'Subject Words' in the search by dropdown. The second row has 'education' in the search box, 'all of these words' in a dropdown, and 'Subject Words' in the search by dropdown. Between the first and second rows, and between the second and third rows, there are radio buttons for 'AND', 'OR', and 'NOT', with 'AND' selected. The third row has an empty search box, 'any of these words' in a dropdown, and 'Any Words' in the search by dropdown. At the bottom, there is a '20 records per page' dropdown, 'Search', 'Reset', and 'More Limits' buttons.

This search will retrieve items with both subject terms: technology and education.

- **Or**

The screenshot shows an advanced search interface with three tabs: 'Quick Search', 'Advanced Search', and 'Course Reserves'. The 'Advanced Search' tab is active. There are three search rows. The first row has 'Clemens, Samuel' in the search box, 'all of these words' in a dropdown, and 'Author Words' in the search by dropdown. The second row has 'Twain, Mark' in the search box, 'all of these words' in a dropdown, and 'Author Words' in the search by dropdown. Between the first and second rows, and between the second and third rows, there are radio buttons for 'AND', 'OR', and 'NOT', with 'OR' selected. The third row has an empty search box, 'any of these words' in a dropdown, and 'Any Words' in the search by dropdown. At the bottom, there is a '20 records per page' dropdown, 'Search', 'Reset', and 'More Limits' buttons.

This search will retrieve all works written by Samuel Clemens, whose pen name is Mark Twain.

- **Not**

The screenshot shows an advanced search interface with three tabs: 'Quick Search', 'Advanced Search', and 'Course Reserves'. The 'Advanced Search' tab is active. There are three search rows. The first row has 'education' in the search box, 'all of these words' in a dropdown, and 'Subject Words' in the search by dropdown. The second row has 'distance' in the search box, 'all of these words' in a dropdown, and 'Subject Words' in the search by dropdown. Between the first and second rows, and between the second and third rows, there are radio buttons for 'AND', 'OR', and 'NOT', with 'NOT' selected. The third row has an empty search box, 'any of these words' in a dropdown, and 'Any Words' in the search by dropdown. At the bottom, there is a '20 records per page' dropdown, 'Search', 'Reset', and 'More Limits' buttons.

This search will retrieve all works about education, except those about distance education.

## Catalog Assistance

Questions? Please visit "Ask A Librarian" at <http://www.library.uiuc.edu/askus/> to find out how to contact us in person, via phone (217-333-2290), e-mail ([reflib@uiuc.edu](mailto:reflib@uiuc.edu)), or chat.