**Tips for searching in xxxxxxx**

**Zero Query Search**

You might not have to search! Clicking in the search box will automatically show recently updated pages and files, even before you type a search term. You can quickly scan the list to see if the "zero query" search displays the content you need.

**Narrow Results by Type or Time**

You can filter your results within a site by selecting the type of content: Files, Sites, People, and News. Note that these options will only appear when your query returns results that match this type of content. If no People have the search term in their profiles, you will not see the People tab in search results.

You can also use the Filters button (the funnel to the right of the result types) to narrow search results by **Last Modified time**. The options include Any time, Past 24 hours, Past week, past month, Past year, older than a year.

**Search Syntax**

Understanding the syntax for search can help you find what you are looking for with more precision.

* **Use OR to expand your search to include more terms**. You can use the operators **AND**, **OR**, and **NOT**to expand or narrow your search query. One of the reasons that you may not get the results you are looking for in search is that you are not giving the search engine enough of a clue to find what you want. It's a good idea to use more than one word to search.
* If you don't get the results you want, **try adding more terms to your search**. To be certain that the search engine knows how you want to connect the terms, you must separate the words with an operator. For more results, the operator is probably "OR" **and you need to make sure that you capitalize OR**. (By the way, this is true for Google as well.)
* **Use AND to narrow your search results.** Most search engines assume that two words together with no operator separating them implies AND as the operator. In other words, a search for *apples pears*is the same as *apples AND pears*. Get in the habit of including the operator - in capital letters or it will be ignored.
* **Use double quotes to ensure that words must be found together, as in "social media."** If you were to type the two words without the quotes, search will interpret the query as (social AND media), which means that both words have to appear in results but not necessarily together as a single phrase. When you use quotes, be sure you know that the exact phrase in quotes is in the content you are looking for because search assumes that all of the words in quotes must appear in the content in order for it to be returned by search.
* **Use a wildcard (\*) to find words that begin with a character string**. For example, you can search for "Micro\*" to find all documents that contain Microsoft or microchip or microscope.
* **Start over if you don't get expected results**. If you are in search results and you want to expand or reduce results, click exit search and start your search from the "main" search box on your page or site.

**Search Examples**

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| **Search Example** | **Results** |
| **benefits insurance** | Returns content that has the words *benefits* **AND** the word *insurance* in the Title or Name or text of the document, but not necessarily next to each other. Without an operator, search assumes you want to find both benefits **AND** insurance in the content. |
| **benefits AND insurance** | Same results as typing *benefits insurance*. |
| **benefits OR insurance** | Returns content that has the word *benefits* **OR** the word *insurance* in the title, name, or text. |
| **benefits or insurance** | Returns the same results as benefits AND insurance. You must capitalize the word OR or it will be ignored in search. |
| **"benefits insurance"** | Returns content that has the words *benefits* and *insurance*next to each other in this exact order. If you try a search using quotes and don't get what you want, try exchanging the words. In this example, "benefits insurance" may find no results but "insurance benefits" might work. |
| **benef\*** | Returns content that has any word that starts with *beneft*. For example: benefit, benefits, and beneficial. |