**Advanced Search Techniques**

All databases consist of data (records) described in fields and a means by which to search these fields. Databases may look different on screen but the underlying principles for searching are common to all. The searching in a database can be divided into two types: Basic and Advanced. The major types of advanced searching techniques are as follows.

**Truncation:** To truncate means to ‘chop off’. When you truncate, you chop off the end of a word so the computer can search for multiple endings. Truncation is a great way to broaden your search and pick up more results, but there are a few things that are important to remember when using truncation: • Different databases use different truncation symbols. Most use an asterisk (\*), but a few use exclamation points, question marks, and dollar signs.

Eg. Audiol\* will retrieve audiology, audiological, audiologist etc.

**Phrase Searching:** Phrase searching is carried out by using quotation marks around phrases. In this type of searching, the computer looks only for the phrase and not for the words separately. By using quotation marks, we are telling the computer to only bring back pages containing the terms you entered, in the exact order we typed them, such as in these examples:

“Speech disorders in adults”

“Hearing impaired children”

**Wildcard Searching:** We may be able to replace none, one or more letters within a word by using a character, often a question mark (?) or an asterisk (\*).

Example: A search for Transfer?able will retrieve both transferable and transferrable

**Boolean logic:** Boolean logic allows us to link our search terms in specific ways. It requires the use of the Boolean operators AND, OR and NOT. AND narrows the search, OR broadens search and NOT narrows search by excluding terms.