Digifind-it Search Tips:

1. The difference between "any search words" and "all search words."
   a. After typing in a keyword you will see a prompt for these two.
   b. "Any search words" will find any search terms in all PDFs that it is located in.
      i. Example: Search for: Chris Christie Hurricane Sandy.
      ii. Searching these four words will find all PDFs with any of these words.
         1. It may find some PDFs with "Chris" and some with "Christie" and it may even find all four in the same PDF if that does exist, but not in any particular order.
            a. If all four words are in the same PDF it will locate all the terms, again, in no particular order.
      iii. Search the same thing: Chris Christie Hurricane Sandy; This time select "All search words."
         1. The search will now find all of these four words in the **SAME** PDF.
         2. It will find all the terms, but in no particular order.
2. "Any search words" is equivalent to the Boolean term "OR" as "All search words" is the equivalent to "AND."
3. When encasing search terms in double quotation: "Chris Christie," it will find all instances of that exact phrase.
   a. This means if "Chris Christie" is written exactly like that in a PDF it will find it.
   b. If in a PDF his name is written as Christopher Christie, then the search will fail because you were looking for exactly: "Chris Christie" not "Christopher Christie."
4. Use an asterisk to find all words that start with the prefix you type.
   a. Search for: pu* This will find all words that start with pu
      i. Public, Pub, etc…
   b. You can also put the asterisk at the beginning:
      i. Search for: *ool
         1. This will find all words that end with ool: school, pool, tool, etc…
5. Understanding the above will yield better results:
   a. It is good to start with no quotes and any search words.
   b. If this brings up too many hits then try using "all search words" to narrow it down.
   c. Or place the keywords in quotes to find that exact phrase.
   d. This can work backwards, if you use quotes and there are no search hits then try using no quotes to see if that helps.