

# SEARCH TIPS FOR FOLIO VIEWS (DIGITAL MCA & ANNOTATIONS)

## List of Folio Views 4.7 Query Syntax

*Search Options:*

<b><u>Operator or Scope</u></b>	<b><u>Example</u></b>
<b>And</b>	one two one & two one and two
<b>Or</b>	me   you me or you
<b>Not</b>	^him not him her ^ him
<b>Exclusive Or (Xor)</b>	apples ~ oranges apples xor oranges
<b>Phrase</b>	“to be or not” “fourscore and seven”
<b>Single Character Wildcard</b>	wom?n g??b?r
<b>Multiple Character Wildcard</b>	work* h*t*
<b>Ordered Proximity</b>	“united states of america”/10
<b>Unordered Proximity</b>	“uncle sams army”@7
<b>Record Proximity</b>	“smith jones theft deny”#5
<b>Stem (Word Form)</b>	run% great%
<b>Thesaurus (Synonym)</b>	flying\$
alterations\$	