

# DigiFind-IT Search Tips:

The difference between “any search words” and “all search words”

*After typing in a keyword, you will see a prompt for these two.*

1. “Any search words” will find any search terms in all PDFs that it is located in.

**Example: Search for: John Smith Graduation.**

Joseph Smith Graduation

Search

Match:  any search words  all search words

- Searching these three words will find all PDFs with any of these words.
- It may find some PDFs with “Joseph” and some with “Smith” and it may even find all three in the same PDF if that does exist, but not in any particular order.
- If all three words are in the same PDF it will locate all the terms, again, in

Joseph Smith Graduation

Search

Match:  any search words  all search words

no particular order.

2. Search the same thing: Joseph Smith Graduation; This time select “All search words.”

- The search will now find **ALL** of the three words in the **SAME PDF**.
- It will find all the terms, but in no particular order.
- “**Any search words**” is equivalent to the Boolean term “**OR**” as “**All search words**” is the equivalent to “**AND**.”
- When encasing search terms in double quotation: “Joseph Smith,” it will find all instances of that **EXACT phrase**.
- This means if “Joseph Smith” is written exactly like that in a PDF it will find it.
- If in a PDF his name is written as Joe Smith, then the search will fail because you were looking for exactly: “Joseph Smith” not “Joe Smith.”

3. Use an asterisk to find all words that start with the prefix you type.

**Search for: pu\*** This will find all words that start with pu i. Public, Pub, etc...

 

Match:  any search words  all search words

You can also put the asterisk at the beginning:

**Search for: \*ool**

 

Match:  any search words  all search words

- This will find all words that end with ool: school, pool, tool, etc....
4. Understanding the above will yield better results:
- It is good to start with no quotes and any search words.
  - If this brings up too many search hits then try using “all search words” to narrow it down.
  - Or place the keywords in quotes to find that exact phrase.
  - This can work backwards, if you use quotes and there are no search hits then try using no quotes to see if that helps