**Basics of Searching in Quicksearch**

Use Quicksearch to search across Orbis and Morris (Books+), Articles+, and Digital Collections. You will probably get a very large set of results, only the first 20 of which will be displayed (10 from Books+ and 10 from Articles+ and Digital Collections). If a group of results looks interesting, click on "**View and limit all XXX results**" link, and you will see details of the set.

To browse only the results from Orbis and Morris, for example, with no Articles+ or Digital Collections results, click on the indicator to "**View and limit all XXX results**." Once you have selected a set, facets and other functionality will be available for you to further refine your search.

You can do the same thing to explore only relevant results in Articles+ or Digital Collections.

**Tip 1.** Quicksearch routinely provides "stemming" for common endings to words, that is, common present and past tenses for verbs are added or removed so that a search on the word 'work', for example, will retrieve records that contain the words 'work', 'works', 'working', and 'worked' but not 'worker' or 'workers' (although a search of 'worker' retrieves records with the words 'worker' and 'workers'). Stemming is not performed for proper nouns.

**Tip 2.** The results of your search may or may not contain all of the search terms that you used if you use more than 1 or 2 words (or quoted phrases).

- If there are 1-2 words or quoted phrases, all are required.
- If there are 3-5 words or quoted phrases, all but one is required.
- If there are 6 words or quoted phrases, all but two are required.

You can control these results by using the following special search syntax:

- Use a '+' immediately preceding the term (or quoted phrase) to instruct the system to return only records that include the term(s).
- Use a '-' immediately preceding the term (or quoted phrase) to instruct the system to exclude all records that include the term(s).
- Use quotation marks around a phrase to search only that exact phrase as typed. For example, "united nations" +law will return many fewer and more relevant results about the United Nations and law than will a search without quotation marks and the '+' sign.
- Stop words (the, a, and, or, etc.) are removed from a search unless they are included in a phrase in quotation marks.
After this selection you will see only the results from Books+. Facets and other functionality will now be available.

You can do the same thing for Articles+.

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