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6. Select a language, if desired.
7. Specify the sorting method for the results, if desired.
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**Search Tips**

- Use Boolean Operators to combine search terms:

Operator	Example	Results
AND	<i>computer AND networks</i>	Finds records containing both terms
OR	<i>Internet OR WWW</i>	Finds records containing either <i>Internet</i> or <i>WWW</i> or both
NOT	<i>disabilities NOT mental</i>	Finds records containing <i>disabilities</i> but not <i>mental</i>

- Wildcard symbols can be used to broaden a search:

Symbol	Example	Results
*	<i>manage*</i>	* truncates search terms. This search term finds records containing <i>manage</i> , <i>manager</i> , <i>managers</i> , <i>management</i> , etc.
**	<i>drive**</i>	** locates all forms of the word. This search term finds records containing <i>drives</i> , <i>drove</i> , <i>driving</i> and <i>driven</i>

- Phrases should be enclosed in quotation marks, e.g., “computer networks”.

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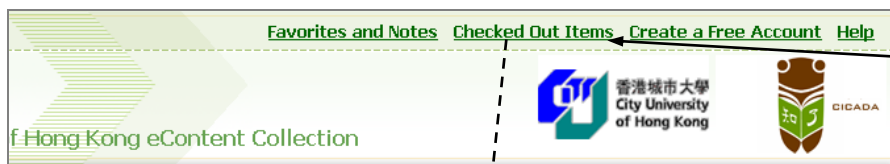
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