|  |  |  |
| --- | --- | --- |
|  | Go to the SU Library homepage: [**http://library.syr.edu**](http://library.syr.edu) |  |
| 2. | **Click on Databases**  Although the top box says *Summon Searches Almost Everything* it’s better to go to the Databases |
|  | In the search box at the far rig, type in : *Post Standard* and click *Go.*  |  |
|  | Click on *Post Standard* |  |
| 5. | Type key words in the search bar. Add more rows. You can specify: All text* Lead/First Paragraph
* Headline
* Author/byline
* Date
* *Or others*

See search at right for the term *Walsh* in the lead/first paragraph and the term *sidewalk* in the lead/first paragraph*.*Note below the search box you can search for the past five days or browse by date. |  |

**“XXX XXX”** Put phrases in quotes, “*gun control”*  is better than: *gun and control*

**AND** Finds documents containing all your search terms

**OR** Retrieves either word

**NOT** Retrieves stories with first word, but not your second word: Miner not Mary

**ADJ[x]** Retrieves stories with key words appearing within x words of each other and in the same order.

 *Jim ADJ3 Boeheim*

**NEAR[x**] Retrieves stories with key words appearing within x words of each other,

 but in any order. *Halbritter NEAR25 “Turning Stone”*

**?** Replaces a single letter within a word. Use a ? in place of a single letter.

 *Example: wom?n retrieves woman or women*

**\***  Replaces multiple letters within or at the end

 *Example:* environment\* retrieves environment, environmental, etc.

 *Example:*  R\*house retrieves Redhouse