

# Top 10 Things to Know When Searching ETCO

1. ECCO automatically searches for your search terms within 2 to 3 words of each other.
2. There are no subject headings
3. Boolean operators, wildcards, and proximity searching—see facing page
4. If your first search doesn't work, think of some synonyms
5. The language and spelling used in the 18<sup>th</sup> century is not necessarily what is currently used in the 21<sup>st</sup> century
6. Fuzzy searching can help to regulate for spelling variants
7. Browse Authors and Works to locate known authors and works quickly
8. When you search the full text, the database automatically highlights term hits in the document
9. eTable of Contents and List of Illustrations allow for quick navigation within a document
10. More help is available by clicking on the "Search Tips" link in ECCO

| Searching with Wildcards |                          |                    |   |
|--------------------------|--------------------------|--------------------|---|
| Symbol                   | Represents               | Placement          | Example   |
| *                        | Any number of characters | End of the word    | <i>slav*</i> retrieves <i>slave, slavery, slaving, Slavic, etc.</i> |
| ?                        | Exactly one character    | Middle of the word | <i>wom?n</i> retrieves <i>woman or women</i>                        |
| !                        | One or no characters     | Anywhere in word   | <i>colo!r</i> retrieves <i>color and colour</i>                     |

| Proximity Searching |  |  |
|---------------------|--|--|
| Operator            | Searches   | Example  |
| W                   | Documents containing specific words in the <i>specified</i> order within the number of words indicated | <i>pastor* W3 wife</i> retrieves <i>pastor's wife</i> and <i>pastor and his wife</i> but not <i>wife of the pastor</i> |
| N                   | Documents containing specific words in <i>any</i> order within the number of words indicated           | <i>American N3 Revolution</i> retrieves <i>American Revolution</i> and <i>Revolution in the American Colonies</i>      |

| Searching with Boolean Operators |   |   |
|----------------------------------|---|---|
| Operator                         | Indicates                                     | Example   |
| AND                              | Both search terms must appear in results      | <i>women AND rights</i> retrieves results that contain both terms                     |
| OR                               | Either search term may appear in results      | <i>empire OR imperialism</i> retrieves results that contain at least one of the terms |
| NOT                              | Results do not contain a specific search term | <i>African NOT American</i> retrieves results that exclude the term <i>American</i>   |