**SEARCH STRATEGIES**  
(useful for finding more relevant information more quickly)

- **Modify keywords**
  When modifying keywords, consider using:
  - **phrase searching** e.g. "**reflective learning**" - used to ensure that a particular phrase appears in the search results
  - **truncation** e.g. `reflect*` - used to retrieve search results containing words with different endings e.g. `reflect* = reflect, reflects, reflected, reflection, reflections`
    Truncations symbols can vary depending on search tool used so check the Help or Search Tips options to check which symbol should be used.
  - **wild cards** e.g. `behavi*r` - used to retrieve search results containing words that have spelling variations e.g. `behaviour, behavior`. Wild card symbols can vary depending on search tool used so check the Help or Search Tips options to check which symbol should be used.

- **Combine keywords**
  Keywords can be combined using the **Boolean operators** AND, OR and NOT e.g. **(importance OR benefit*) AND “reflective practice”**. Knowing when and how to use Boolean operators effectively can greatly improve search results.

- **Apply limits**
  Investigate the options for limiting search results when searching the Web and the Library's Collection. It may be possible to limit by **date of publication, type of resource, location, subject area** etc.