

Keyword & Phrase Searches

Keyword and phrase searches are the most basic types of searches you can perform in Folio Views. They are the building blocks for all other types of searches.

A keyword search finds all records which contain the words you specify. Separate key words by spaces.

A phrase search finds all records which contain an exact phrase. The phrase you wish to find must be enclosed in quotes.

Keyword Searches

Type each word you wish to search for, separated by spaces, into the Advanced Query dialog.

Query	Explanation
Krsna	Finds all records which contain Krsna
Krsna Balarama	Finds all records which contain both Krsna and Balarama (in any order)
Krsna Balarama Rama	Finds all records which contain all three of the words Krsna, Balarama, and Rama (in any order)

Phrase or string search

Type the phrase you wish to search for in full quotation marks.

Note that a phrase is considered to be a single term and may be used as a keyword (see the second example, below).

Also note that phrases may use wildcards. See Wildcard Searches for more information.

Query	Explanation
"Krsna Balarama"	Finds all records which contain the exact phrase "Krsna Balarama"
"Krsna Balarama" Rama	Finds all records which contain both the exact phrase "Krsna Balarama" and the word Rama. Note that this combines a phrase search and a keyword search.
"Chant* Hare Krsna"	Finds all records which contain phrases which match the pattern (such as "Chants Hare Krsna" or "Chanting Hare Krsna").
"diksa guru" "siksa guru "	Finds all records which contain both phrases which match the pattern

Boolean Operator Searches (And, Or, Not)

The Boolean operators allow you to refine your queries to focus on more specific or more general information than may be found with a single word or phrase search.

Boolean operators require a word or phrase on either side of the operator. For example, Krsna **or** Balarama is a valid query, but 'or Balarama' is not.

There are four Boolean operators: And, Or, Not. See Operator Precedence for a discussion of the precedence (order of execution) of these operators and how to override the precedence.

And

Use the And operator to search for multiple words in the same record (this is same as the multiple word search described in Simple Queries).

The And operator may be specified any one of three ways: a single space between words, the ampersand **&**, or the word **and**.

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Query	Explanation
Krsna Balarama Krsna & Balarama Krsna and Balarama	Finds all record which contain both Krsna and Balarama
Krsna & Balarama and "Talavana forest"	Finds all record which contain Krsna, Balarama, and the phrase "Talavana forest"

[Or](#)

Use the Or operator to search for multiple words in the infobase (the words may or may not be in the same record).

The Or operator may be specified one of two ways: the pipe | or the word **or**.

Query	Explanation
Krsna Balarama Krsna or Balarama	Finds all records which contain either Krsna or Balarama (may contain both)
Krsna or Balarama and Rama	Finds all records which contain Rama and either Krsna or Balarama (or both Krsna and Balarama. (See Operator Precedence for additional explanation on these results.)
"diksa guru" or "siksa guru "	

[Not](#)

Use the Not operator to search for records which do not contain a particular term or set of terms. Not is actually a unary operator (it can be used by itself), but it is often used in between two terms (find records which contain A but not B).

Generally, the best way to think of the Not operator when used between two terms (A not B) is "find records with A and find records without B" (A and not B).

The Not operator may be specified one of two ways: the caret ^ or the word **not**.

Query	Explanation
Krsna ^ Balarama Krsna not Balarama	Finds all records which contain Krsna but which do not contain Balarama.
^ spinach not spinach	Finds all records which do not contain spinach. (In this type of query, nothing is highlighted. Next & Previous Hit take you to the next and previous records which do not contain the term.)
diksa not guru	

[Operator Precedence](#)

The query operators have a precedence order. That is, when two more operators are used in a query, the results of one operator will be evaluated before another operator. Understanding the precedence — and how to override the precedence — can assist you in finding the information you need.

The operator precedence is:

Not, Or, And

If the same operators are used in a query (for example, if Or appears twice in a query), the operators are evaluated from left-to-right.

For example, consider the following query:

dog or cat and mouse not cheese

This query is evaluated in the following order:

1. not cheese (records which do not contain cheese)
2. dog or cat (records which contain either dog or cat)
3. and mouse (and all records in the identified subset which contain mouse).

These rules allow you to create powerful queries; however, they can also be confusing. To ensure the correct terms are combined with the correct operators, use parentheses around the terms and operators.

For example, the following queries all produce different results:

dog and (cat or mouse) not cheese

dog and cat or (mouse not cheese)

(dog and cat) or (mouse not cheese)

The following query is the same as the first query in the above list, but is more explicit:

(dog and (cat or mouse)) not cheese

Wildcard Searches

Wildcards allow you to find words using patterns for a set of words (replacing single or multiple characters) and to find synonyms or word forms of a word.

Note that wildcards may be used in phrase and proximity searches.

Single Character

Use the single character wildcard to replace any single character in a term. Note that this wildcard is a replacement wildcard — there must be a character in the wildcard position to register a hit.

Two or more single character wildcards may be used in the same term, if necessary.

The single character wildcard is the question mark ?.

Query	Explanation
s?n	Finds all terms which match the pattern (such as sin, son, sun, etc).
b??k	Finds all four letter words which start with b and end with k (such as book, bilk, or bark).
"the best m?n"	Finds all phrases which match the pattern (such as "the best man" or "the best men").

Multiple Character

Use the multiple character wildcard to replace 0 or more characters in a term.

Two or more multiple character wildcards may be used in the same term, if necessary.

The multiple character wildcard is the asterisk (or star) *.

Query	Explanation
t*t	Finds all terms which start with a t and end with a t (such as tt, that, or trident).
work*	Finds all terms which start with the pattern work (such as work, worked, or workhorse).
*ted	Finds all terms which end in ed (such as created, educated, or initiated).
"chant* Hare Krsna"	Finds all records which contain phrases which match the pattern (such as "chant Hare Krsna" or "chanting Hare Krsna").

Proximity Searches

Proximity searches allow you to specify how close two (or more) words must be to each other in the same record in order to register a hit.

You can specify either word proximity or record proximity searches.

Word Proximity

Word proximity allows you to specify a range that all terms in the proximity search must appear in.

The terms must be contained in the same record.

Word proximity searches may be ordered or unordered.

When creating a word proximity search, you must specify a range for the search. All terms in the proximity must appear in the specified range. The first word from the proximity search that is found begins the count for the range.

For example, an ordered proximity search to find dog, cat, and rat within a 10 word range must find dog first. Dog counts as one word in the range. Both cat and rat must be found within the next nine words to register a hit. (In an unordered proximity, it would not matter which term was found first; the other two terms must be found within the next nine words.)

Note that wildcards may be used in phrase and proximity searches.

Ordered Proximity

Use ordered proximity to specify the order in which terms must appear within a given range to count as a hit. This is more restrictive than the unordered proximity search.

The ordered proximity operator is the forward slash /. Terms in an ordered proximity search must be enclosed in quotes.

As a side note, you may be interested to know that a phrase search is basically an ordered proximity search with a proximity equal to the number of terms in the phrase.

Query	Explanation
"Krsna Balarama"/5	Finds records which contain both Krsna and Balarama, in that order, within a five word range.
"me and my shadow"/10	Finds records which contain these four terms, in order, within a 10 word range.

Unordered Proximity

Use unordered proximity to specify a set of terms which must appear within a given range in any order.

The unordered proximity operator is the at symbol @. Terms in an unordered proximity search must be enclosed in quotes.

Query	Explanation
"Krsna Balarama Forest"@14	Finds records which contain all three terms, in any order, within a 14 word range.

Record Proximity

Record proximity allows you to specify the maximum number of records between terms. For example, you could perform a record proximity search for the terms Smith, Wesson, and revolver within a 5 record range. All three terms must appear within a five contiguous record set to count as a hit.

The record proximity operator is the pound sign (or hash mark) #. Terms in a record proximity search must be enclosed in quotes.

Query	Explanation
"Hastinapura protector"#3	Finds records which contain these terms within a 3 record range (this search might be used when searching a deposition with question and answer pairs).
"Vrndavana Yamuna Krsna"#10	Finds records which contain these terms within a 10 record range.