Search Tips and Tricks

1. **To search for an exact phrase, enclose the phrase in quotes:**
    "confidentiality agreement"

2. **By default, MetaJure searches for records having all of your key words. To search for alternative terms, use OR between them:**
    negligence OR malfeasance

3. **To group search terms, use parentheses:**
    (confidentiality agreement) OR (non-disclosure agreement)

4. **To exclude results containing a given word, use NOT before the desired word:**
    mortgage NOT balloon

5. **To search for multiple words within a given distance of each other, use the ~ symbol with the desired word range:**
    "confidentiality agreement"~5

6. **To search using a wild card, use the * symbol:**
    indemni* *(finds indemnify, indemnification, indemnity, indemnities, etc.)*

7. **To run a "fuzzy" search, use the ~ symbol:**
    binnay~ *(finds "binnay", "binney", "biney", "bennay", etc.)*

8. **To search for words in a document's title or in an email's subject line:**
    documentTitle:indemnity

9. **To limit a search to folders with a given name:**
    documentLocation:(john jones)

10. **To search for documents by a given author (or emails from a given sender):**
    Author:(kevin harrang)

11. **You can also combine any of the above tools to fit your search requirements:**
    documentTitle:((confidentiality agreement) OR (non-disclosure agreement))
    documentLocation:forms Author:(kevin harrang)

12. **Capitalization matters only for OR, NOT and AND, as well as the initial capitalization of the "T" in "documentTitle:" as well "L" in "documentLocation:" and "A" in "Author:"**

*   *   *