Write A Boolean Search

The easiest way to write a Boolean search is to use the dropdown menus on the “Advanced Search” feature of the Virtual Library.

### AND: Limits or Narrows a Search

Using **AND** means that your search will have to include **both** of the ideas that you included. So, this should lower your results significantly. In this case, with **paralegal** **AND** “**legal assistant**” there are 2,590 results. The articles include results with both paralegals and legal assistants.

### OR: Expands or adds to a search

Using **OR** means that you are looking for **either** of the items that you are using as your search terms. So, this should expand your search a great deal. In this case, **paralegal** **OR** “**legal assistant**”, there are 108,036 results. The articles include results that either about paralegals or legal assistants.

### NOT: Narrows your search a little

Using **NOT** means that you want to find one thing but **not another**. So, this should narrow your search slightly from a basic search. A basic search for **paralegal** will return 94,343 results, but a search for **paralegal** **NOT** “**legal assistant**” will return 91,753 results. The articles in this search will discuss paralegals, but should not mention legal assistants.