

## Boolean Search Reference Sheet

	Lexis	WestLaw	FastCase	VitalLaw
<p style="text-align: center;"><b>And</b></p> <p>(Retrieves documents that contain both search terms)</p>	and &	&	and &	and a space
<p style="text-align: center;"><b>Or</b></p> <p>(Retrieves documents that contain either term or both terms)</p>	or	or a space	or	or
<p style="text-align: center;"><b>Within x</b></p> <p>(Returns documents with x number of words in between 2 words)</p>	w/x /x near/x	/x	w/x	w/x
<p style="text-align: center;"><b>Within the same sentence</b></p>	w/s /s near/s	/s		w/sen
<p style="text-align: center;"><b>Within the same paragraph</b></p>	w/p	/p		w/par
<p style="text-align: center;"><b>Precedence of terms in a search</b></p>	pre/x onear/x	+x (1 <sup>st</sup> term precedes 2 <sup>nd</sup> term by x number of words)  +s (1 <sup>st</sup> term precedes 2 <sup>nd</sup> term in the same sentence)  +p (1 <sup>st</sup> term precedes 2 <sup>nd</sup> term in the same paragraph)		
<p style="text-align: center;"><b>Not</b></p>	% and not but not	%	not	not - (hyphen)
<p style="text-align: center;"><b>Phrases</b></p>	" _____ "	" _____ "	" _____ "	" _____ "
<p style="text-align: center;"><b>Root Expanders</b></p> <p>(Use to retrieve all possible endings of a word)</p>	! *	!	! *	*
<p style="text-align: center;"><b>Universal Character or Wildcard</b></p> <p>(Use anywhere in a word to replace a single character)</p>	?	*	?	?