

Boolean Search Hints

The goal here is to get to a reasonable list of Minutes for all properties on Little River Road that have been in a Zoning Board of Adjustments meeting minutes using search filtering. No matter how well we build out filter we will not get only Zoning Board minutes.

The Boolean operators are (AND, OR, NOT and “Text String”) all in capital letters. If you use lower case letters it will add itself to the search string and give you almost every document back.

AND	To require these words	Zoning and Minutes
OR	To find all docs with these words	Zoning OR Minutes
NOT	To find all docs with Zoning but not with Minutes	Zoning Not Minutes
“ “	Or find all words with this phrase in this order.	“Zoning Minutes”

Search term: Little River This will return about 90 documents containing the word little or river.

Putting your search term in quotes “Little River” will give us about 73 Documents to look at.

To narrow the search down a little more we will use the

Search term: “Little River” AND zoning AND minute.

Now we are down to about 28 documents to wade through. This is a more manageable list to go through to find the information you are looking for.