

## SEARCH TIPS

You can find documents in Refworld by either searching or browsing. Each method has its advantages, depending on where you start and what you are looking for.

### Browsing

If you are not sure what you are looking for, or if you want to scroll through items, browsing is an excellent way to become acquainted with the rich content of Refworld. When you browse in Refworld, you click through categories, publishers, document types, topics and countries until you find a document or set of documents that meets your needs. As you select each browse option, a button with the name of this option will be added below the browse tabs. At any time simply click the button to remove it from the filtered results.

Browsing on Refworld can sometimes be overwhelming due to the large number of items found. However, you can quickly focus your browse results by making selections from "Narrow results by" tabs or by using the filter feature.

A screenshot of the "Narrow results by" filter bar in Refworld. The bar has tabs for "Publisher", "Type", "Topic", and "External Links". Under the "Topic" tab, a list of Australian courts is shown with document counts: Australia: Administrative Appeals Tribunal (3), Australia: Family Court (1), Australia: Federal Court (387), Australia: Federal Magistrates Court (178), Australia: High Court (52), Australia: Immigration Review Tribunal (5), and Australia: Refugee Review Tribunal (782). Below the list, a "Selected filters:" section shows "Legal Information" with a plus sign icon.

### Filtering results

Use the filter bar that appears above the document listing in the search and browse modes to further refine your results. You can filter by document title, year or document text. In each case, entering a term in the box will filter your list accordingly. You can also order results by date or relevance. To go back to the full document set, click the "Clear" button to remove any text from the filter box and then click on the "Go" button.

A screenshot of the filter bar in Refworld. It includes a "Filter:" label, an empty text input box, a dropdown menu set to "in Title", another dropdown menu set to "Sort by date", a "Clear" button, and a "GO" button.

# Searching

If you are looking for a specific term or document, searching can help you find it quickly. When you search in Refworld, you enter one or more search terms about the item into the basic search box, and you receive search results that match those words. Searching also offers sophisticated options that allow you to narrow your search in a variety of ways, with the most powerful options reserved for the advanced search page.

Be as specific as you can when searching for documents, using specific words instead of general ones. Enter words that you think will appear in the documents you want. Refworld indexes all of the words in every document.

Refworld's powerful search capabilities will often give you what you are looking for straight away. However, we recommend that you familiarize yourself with the options that follow:

<b>Standard search</b> <i>international protection</i>	Will return documents containing both the words <i>international</i> and <i>protection</i> (not necessarily together).
<b>Assisted search</b> <i>bidoon citizenship</i>	<p>By default Refworld uses assisted search to match spelling and other variations. In the example, searching for <i>bidoon</i> will also return results with <i>bedoon</i>, <i>bidun</i>, <i>bedoun</i> etc.</p> <p>To override this feature use ~ in front of keywords. In the example, <i>~bidoon</i> will not include results with <i>bedoon</i>, <i>bidun</i>, <i>bedoun</i> etc.</p> <p>Assisted search also encompasses UK/US spelling variations (e.g. <i>honour/honor</i>), apostrophes (e.g. <i>sharia/shar'ia</i>) and many common hyphenations (e.g. <i>subclan/sub-clan</i>).</p>
<b>Thesaurus</b> <i>embera</i>	Assisted search makes use of a thesaurus. For instance, the Embera people of Colombia are also known as Chocó. A search for <i>embera</i> will also include results with <i>chocó</i> (and vice-versa).
<b>Exact phrase</b> <i>"complementary protection"</i>	Use quotes to search for an exact word or phrase.
<b>Wildcard search</b> <i>kar*jong</i> <i>spokes*</i>	<p>Use an asterisk * within or after a query term to search for spelling variations or word forms. A search for <i>kar*jong</i> will return results with <i>karamojong</i>, <i>karemojong</i> and <i>karimojong</i>.</p> <p><i>Note:</i> there must be a minimum of two starting characters before the asterisk.</p>
<b>Exclude a word</b> <i>herat -taliban</i>	A dash before a query term will exclude that term from search results. In this example, search results will contain the word <i>herat</i> and will not contain the word <i>taliban</i> . To exclude multiple words, use brackets and separate terms with commas, e.g. <i>-(taliban,isaf)</i> .
<b>Search for either word</b> <i>(fergana,ferghana)</i>	To search for documents where one word or another is present, enter keywords in parentheses separated by commas. In this example, search result will match either <i>fergana</i> or <i>ferghana</i> .
<b>Proximity search</b> <i>herat taliban w/sent</i>	Use <i>w/sent</i> to find results with all the query terms in the same sentence. Other possible parameters are <i>w/para</i> (within the same paragraph) and <i>w/50</i> (within 50 characters left or right of the query terms).