Using AND, OR, NOT to link your keywords:

Coffee AND Tea
Use AND to narrow your search

Coffee OR Tea
Use OR to expand your search

Coffee NOT Tea
Use NOT to focus your search

Wildcard: a symbol that replaces a single letter within a word to enable multiple word searching:

- **Analy?e** will find analyze and analyze

Truncation: a symbol that enables a search for words with multiple endings:

- **Behav** will find behave, behaves, behaving, behaviour, behaved etc

Phrase: use speech marks to denote a phrase

- “Internet of Things” will search for a phrase