



# Key Command Summary

## Connectors

COMMAND	FUNCTION	EXAMPLE
<b>AND</b>	Use when all words or phrases must appear	mobile phone <b>and</b> subscriber
<b>OR</b>	Use when at least one of the words or phrases must appear	e-banking <b>or</b> online banking
<b>AND NOT</b>	Use to exclude specific words	barclaycard <b>and not</b> premiership
<b>W/N</b>	Use to specify the proximity between the words. <i>N</i> represents number of words between 1-255	barclays <b>w/10</b> profit
<b>W/P</b>	Use to find articles in which the specified words appear within the same paragraph	vodafone <b>w/p</b> joint venture
<b>W/S</b>	Use to find articles in which specified words appear within the same sentence	zeneca <b>w/s</b> price

## Truncation

COMMAND	FUNCTION	EXAMPLE
<b>!</b>	Use to replace any number of letters at the end of a word. You may use only one exclamation mark in a word	telecom <b>!</b>
<b>*</b>	Use the asterisk to replace one or more letters in a word. You can use more than one asterisk and you can use it anywhere in a word, except as the first letter	sm*th network***

## Search Tips

### English & American Spelling

Articles are retrieved whether the words have English or American spelling, e.g. colour or color.

### Singular & Plural

Using the singular word form will retrieve the singular, plural, and possessive forms of most words, e.g. city would find city, cities, city's, and cities'.

### Upper & Lower Case

Upper and lower case characters are interpreted as equivalents, e.g. internet would find internet or Internet.





# Key Command Summary

## Segments

COMMAND	FUNCTION	EXAMPLE
<b>HEADLINE</b>	Search within the headline	<b>headline</b> (call centre)
<b>HLEAD</b>	Search within the headline and lead paragraph	<b>hlead</b> (pension)
<b>COMPANY</b>	Search within company indexing	<b>company</b> (orange)
<b>BYLINE</b>	Search within the byline for author or journalist's name	<b>byline</b> (cathy newman)
<b>PUB</b>	Search within publication title	<b>pub</b> (el pais)
<b>LENGTH</b>	Search for articles over a certain length	<b>length</b> (>200)
<b>TERMS</b>	Search within indexed terms	<b>terms</b> (insurance)
<b>NEXTERMS</b>	Search within indexed terms and/or headline and lead paragraph	<b>nexterms</b> (easyjet)

## Additional Commands

COMMAND	FUNCTION	EXAMPLE
<b>SINGULAR</b>	Use to only retrieve the singular form of a word	<b>singular</b> (william)
<b>PLURAL</b>	Use to only retrieve the plural form of a word	<b>plural</b> (williams)
<b>CAPS</b>	Word must have one or more capital letters	<b>caps</b> (gap)
<b>NOCAPS</b>	Word must have no capital letters	<b>nocaps</b> (people)
<b>ALLCAPS</b>	Word must have all capital letters	<b>allcaps</b> (us)
<b>ATLN</b> or <b>ATLEASTN</b>	Use when you want words to appear a defined number of times in a document. <i>N</i> represents number of words between 1-255	<b>atl5</b> (investment)

### Help available

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