## Terms & Connectors Help

for Westlaw Next, Lexis Advance & Bloomberg Law

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<th>Search Connector</th>
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| or               | or        | This means "or this alternative word" when placed between search terms. In Westlaw you can use or or leave a space between terms to act as or, but in Lexis and Bloomberg you must use or.  
Example: agreement or contract  
This will search for agreement or the alternative term contract in the same document. |
| and              | and       | This means both terms must appear in the same document. Use it (instead of other connectors) when both terms do not necessarily belong close together. In Bloomberg, with no other connectors present, a space between terms will act as and.  
Example: reasonable and accommodation  
This will search for reasonable in the same document as accommodation. |
| same            | /p        | This means both terms must be in the same paragraph.  
Example: agreement /p negotiate  
This will search for agreement in the same paragraph as negotiate. |
| sentence         | /s        | This means both terms must be in the same sentence.  
Example: employment /s agreement  
This will search for employment in the same sentence as agreement. |
| proximity        | /3, /10, etc. | This means the search terms must be within the set number of terms apart, i.e. within 3 terms of each other. It can be any number between 1 and 255.  
Example: employment /4 agreement  
This will search for employment within four terms of agreement. |
| before, preceding, or ordered | pre/3 | This means the first search term precedes the second by no more than the set number of terms, i.e., precedes by no more than three terms.  
Westlaw or Bloomberg Example: Roe +2 Wade  
Lexis or Bloomberg Example: Roe pre/2 Wade  
This will search for Wade preceded by Roe, with no more than two terms separating them. |
| quotation marks or exact phrase | “ ” | This means the words within quotation marks will be searched as an exact phrase.  
Example: “fruit of the poisonous tree”  
This will search all five words within the quotation marks as if they were one large word exactly as it appears. |
| root expander or wildcard | ! | This will replace many letters at the end of a word, and is used to search for variations of a word.  
Example: retaliat!  
This will retrieve variations of the word retaliate, retaliated, retaliation, retaliatory, and retaliating. |
| wildcard         | *         | This replaces a single letter anywhere in the word.  
Westlaw or Bloomberg Example: mari*uana  
Lexis Example: mari?uana  
These will retrieve both marijuana and marihuana. |
| parentheses or combination search | () | These add clarity. The search engine will evaluate what is inside the parentheses first.  
Example: employment /s (agreement or contract)  
This will search for either agreement or contract in the same sentence as employment. |
| but not or exclusion | but not | This excludes the search term immediately following the connector.  
Lexis or Bloomberg Example: retaliat! and not retaliatory  
Westlaw Example: retaliat! % retaliatory  
This will retrieve variations of the word retaliate, but exclude documents with the word retaliatory. |
Other Important Information
about Terms & Connectors Searching

- Connectors can (and should) be combined for targeted searching. Use trial and error – if you get too many or too few results, try adjusting your search string.

- Westlaw defaults to natural language searching. For a terms and connectors search, begin your search with adv: or include !, /s, /p, or a slash number connector. (You must use something other than & and or.)

- Use the Advanced Search page in Westlaw for an alternative way to build searches. (Look for the Advanced link next to the orange Search box.) You can search for specific terms, restrict by dates, search document fields, and more.

- In Westlaw, search the singular form of a word: the search engine will retrieve the plural form of the word as well. (This is true for regular plurals, but not necessarily for irregular plurals like feet or knives.)

- Use quotation marks sparingly. Be sure that the terms can only appear as an exact phrase. It is often better to use a small slash number connector or a same sentence connector between the terms instead of quotation marks around them.

- In Westlaw, sort your results by relevance in the window at the top of the results page.

- More terms and connectors may be available for each database than are listed here. Check each database’s help center or user guides for more information:
  - You can also find a list of search connectors in Westlaw by clicking on the Advanced link next to the orange Search box.
  - You can find a terms and connectors Help Page in Lexis Advance by going to the Help menu in the upper right, clicking on Help from the drop down menu, and clicking on the link titled ‘Using Search Connectors . . .’
  - You can find a search connectors chart in Bloomberg Law by going to Help in the top menu bar, clicking on the ‘Search and Browse’ link, then clicking on the ‘Legal Search Help’ link.

We’re happy to help!

Please feel free to call or stop by your TTU School of Law Library and ask a Librarian for assistance.

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