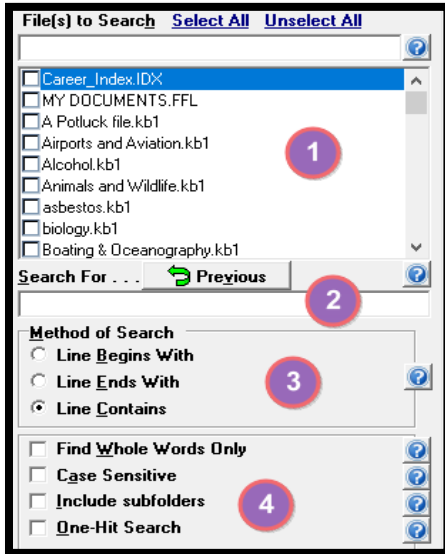# SEARCHMASTER Glossary Searching 101

KNOW YOUR WILDCARDS: ASTERISKS (*) AND QUESTION MARK (?)

Main=F11,M | Attorneys=F11,A | Doctors=F11,D | State=F11,S | Streets=F11,T

Use an underline asterisk when you don't know how many letters are missing and use a question mark when you are certain that only a single letter is missing.

1. Always begin by selecting your glossary file (Figure 1, #1) by clicking on it once to highlight it. Not sure what to choose? Hit *SELECT ALL* instead, but remember that the more you narrow things down, the less possible choices you'll have to sift through.

File(s) to Search

Term	Description
Line	A single entry in the glossary. Each entry is on a separate line.
Line Begins With	Will find all LINES that begin with your search term. Does **NOT** mean WORD begins with, for lines with multiple words. Used mostly with attorney or doctor name searches.
Line Ends With	Used infrequently. Will find all LINES that **END** with your search term.
Line Contains	Used the most. Finds your search term ANYWHERE on the line.
Whole Words Only	Shows results that contain your search term as a separate, whole, stand-alone word - and NOT as part of a longer word.
Case Sensitive	Great at finding proper nouns & names. Not normally checked.

Medical trial, word **SOUNDS** like "k-o-l-e-y-s-i-s-t-o-a-n-g-i-o-g-r-a-p-h-y" but you are sure of the letters in colors, "o" and "s-t-o" and "a-n-g-i-o" **only.** So you need to search for the letters you KNOW, using asterisk wildcards to fill in the letters you don't. So in this case, your search term to enter would be: *o*sto*angio* which, in layman's terms, says *"I don't know what letter the word starts with, but I know that, in order, there is the letter "o" followed somewhere by the letters "sto" all together, followed by the letters "angio" all together, and I don't know anything else past that, nor what the word ends in."* Be sure to choose LINE CONTAINS as the "Method of Search" before you hit the FIND button. Remember that the asterisk wildcard will find ANY number of missing letters between where you enter it. So searching for **d*r** would bring up results like "door" and "dart" and "dagger" and so forth.

Searching for a Doctor or Dentist name? Remember that these listings are formatted very specifically, and you need to know that in order to properly search is by their **LAST NAME, FIRST NAME, CITY OF PRACTICE, SPECIALTY**

So that is their last name, followed by a comma, and then a space. Then their first name, followed by a comma, and then a space. Then the city in which they practice, followed by a comma, and then a space. And finally, their specific area of practice. Pay VERY close attention to the METHOD OF SEARCH section. When searching for names you will almost always be looking for their LAST NAME, so you want to choose LINE BEGINS WITH instead of the default LINE CONTAINS method. That way, if you are search for the last name of "James" you don't end up finding doctors or dentists that have a FIRST name of James, too.

Find Doctor/Dentist by their LAST NAME	Find Doctor/Dentist by their FIRST NAME	Find Doctor/Dentist by their CITY OF PRACTICE
1. Select the glossary for the state you want to search 2. Enter the last name you want to search for. If you don't know some of the letters, use your asterisk wildcard. o So if you are searching for a doctor/dentist with the last name of "Smith" you would enter: ▪ **Smith** 3. Change METHOD OF SEARCH to **LINE BEGINS WITH**	1. Select the glossary for the state you want to search 2. In the SEARCH FOR box, enter a comma, followed by a space, and then type in the person's first name, or what parts of their name you know, using asterisks in place of the letters you don't know. o Putting a comma and a space BEFORE the last name tells SearchMaster that you want to search "In-Line" and that you don't care what the person's first name is, or you don't know. o So if you are searching for a doctor whose first name is "James" you would enter: ▪ **, James** 3. Method of Search to **LINE CONTAINS**	1. Select the glossary for the state you want to search 2. In the SEARCH FOR box, type in the name of the city/town you want to search by, or what parts of their name you know, using asterisks in place of the letters you don't know, in ALL CAPITAL LETTERS. o Only the locations of practices are shown in block caps (all capital letters) in the glossary files. o So if you are looking for all doctors who practice in the city of "Austin" you would enter: ▪ **AUSTIN** 3. Method of Search to **LINE CONTAINS** 4. Check the CASE SENSITIVE box
Find Doctor/Dentist by their SPECIALTY	**Find Doctor/Dentist by LAST Name in a City**	
1. Select the glossary for the state you want to search 2. In the SEARCH FOR box, type in an asterisk, followed by the doctor's special area of practice. o So if you are looking for all doctors who practice "oncology" you would enter: ▪ ***oncology** 3. Change METHOD OF SEARCH to **LINE CONTAINS**	1. Select the glossary for the state you want to search 2. In the SEARCH FOR box, type in the last name of the doctor you are looking for (using initial caps) followed by an asterisk, and then enter the name of the city/town you want to search by, or what parts of their name you know, using asterisks in place of the letters you don't know, in ALL CAPITAL LETTERS. o If looking for all doctor's with the last name of "Smith" in the town of "Austin" you would enter: ▪ **Smith*AUSTIN** 3. Method of Search to **LINE BEGINS WITH** 4. Check the CASE SENSITIVE box	