



## Search tips



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### How to search

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To find what you are looking for, type a few descriptive words into the search box at the top right and press the enter (return) key on the keyboard or click the magnifying glass icon. Your search results will appear underneath the search box.

### Spelling mistakes

If you have made a spelling mistake, the search engine will automatically try to correct the spelling and display results. For example, if you searched for 'planing', results will be displayed for 'planning.'

### See your search terms in the results

Underneath each search result is a piece of text that shows how your search terms appear on that page. Your search terms are displayed in bold text so that you can quickly decide if you want to visit that page.

### Categories

Categories relating to your search will appear towards the right hand side of the search results, such as Business, Your council and Jobs etc. Selecting these categories will narrow your search results and help you to find exactly what you're looking for.

For example, if you search for 'council tax' and then click on the category, Benefits & council tax, you will be shown all the pages with the term 'council tax' in the Benefits & Tax section.

### Common questions

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#### How can I get more search results?

If you want to expand your search and get more search results, try removing words from the search terms you have already entered.

#### How can I get fewer search results?

If you want to narrow your search and get fewer search results, try adding more words to the search terms you have already entered.

#### Do I need to use the word 'and'?

The search engine only finds pages that include all of your search terms. There is no need to include 'and' in between terms.

## Does it matter if I use capital letters?

No - searches are not case sensitive. All letters, no matter how you enter them, are understood as lower case. For example, searches for 'donald graham', 'Donald Graham', and 'donald Graham' all return the same results.

## Advanced search tips

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### 'OR' searches

To find pages that include either word A or word B, use an uppercase 'OR' between terms or use our [advanced search](#).

For example, to search for a sports pitch in Bushey or Radlett, enter: sports pitch Bushey OR Radlett

### Searching for phrases

You can search for phrases by adding quotation marks or by using our [advanced search](#). Words enclosed in double quotes ("like this") will find pages where these words appear together. This can be useful when searching for famous sayings or specific names, for example "Chief Executive".

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