

## Topic: Better Searches, Better Results with Keyword Tips

**Description:** Use these keyword tips for better results when searching on theSource.

**About Keyword Phrases and theSource:**

* A keyword phrase is a group of any related words used to search for a document. The goal of a keyword phrase is to get the result you need on your first search. Individual keywords (searching one word at a time) tend to be too broad as they return higher search volumes compared to keyword phrases.
* There is a difference between searching phrases on the Internet and searching phrases on theSource database.TheSource will pull the phrase that is most often written in the document.
* Be clear about the type of information that you want. Search tools are machines that will look for whatever you type in; they cannot interpret.

**Tips when searching keyword phrases on theSource:**

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|  | For best results, search for subjects or topics/keyword phrases in natural language related to that topic/subject. |
|  | Know the commonly used phrases used in your business area. |
|  | Use the words in correct order. Moving the words in a different order will get different results. |
|  | Avoid plurals and verb forms with suffixes such as -ing, -s, or -ed. |
|  | Long questions may not return what you are looking for. They can be too specific. |
|  | Use the correct spelling. |
|  | To learn how to highlight words in your search using Control F, refer to [TSRC-PROD-054633 theSource Wizard - Search Tips](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=b7f45a9f-45a6-407f-bcec-2b074f29e6bf). |
|  | Avoid using prepositions, conjunctions, or common verbs as search terms. These include and, about, if, the, of, a, not, why, before, is, at. |
|  | Keywords within a title will come up higher in your results. |
|  | Do not search too broadly. Be as specific as possible without using too many words.  **Example:** Searching for “Student Guide” returns 95 documents:    Adding the term **Coronary** before Student Guide, yields a better result: |

**Still struggling?** Make your concern known with a lead or supervisor to request a consult on best searching practices. Let them know what you are searching for and not finding.

**** Your next challenge on the quest to becoming a Certified theSource Wizard is to practice searching with keywords in theSource.

Additional resources:

* [Become a Certified theSource Wizard: Index](file:///C:\Users\NChristian\Downloads\TSRC-PROD-012793)

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