SEARCH — QUICK REFERENCE GUIDE

On the Research tab, follow the tips below to enhance your search terms and gain more control over the results you see.

Search for an exact phrase

Using quotation marks around a group of words causes the search engine to search for those words as a phrase.

“business intelligence and analytics platforms”

Search for results containing required words or phrases

Type **AND** (capitalized) between individual words to require that both terms be in each item returned. If one term is contained in the document and the other is not, the document is not included in the results list. Using the **AND** operator narrows the search.

guide AND revenue

To search for more than one phrase, use quotation marks around the phrases and type **AND** between them.

“market guide” **AND** “revenue cycle”

Search for results excluding unwanted terms

Placing a dash before a word or phrase will exclude all results that contain that word or phrase. This is especially useful to restrict results when searching for acronyms that have multiple possible meanings. For example, **MDM** can mean either master data management or mobile device management. If you were interested in MDM as it relates to master data management, excluding mobile device management would help improve your results.

mdm -“mobile device management”

Type **NOT** (capitalized) between individual words to exclude an unwanted word in the last position. Using the **NOT** operator narrows the search.

soa **NOT** data

To exclude phrases, use quotation marks around the phrases and type **NOT** between them.

“IT governance” **NOT** “application governance”

Search for any of several words

Type **OR** (capitalized) between individual words to search for any but not necessarily all of those words.

cloud **OR** saas

To search for any of several phrases, use quotation marks around the phrases and type **OR** between them.

“magic quadrant” **OR** “vendor rating”
## Search within document titles

Use the `title:` operator to search only within document titles.

**title:**analytics

You can enclose phrases in quotes to search for the exact phrase within the title.

**title: "magic quadrant for business intelligence and analytics platforms"**

You can also enclose phrases in parentheses to search for titles that match all terms, but not necessarily in the exact order you specified.

**title:(magic quadrant analytics)**

## Search within document summaries

Use the `summary:` operator to search only within document summaries.

**summary:**dominant

## Search for documents by a specific analyst

Use the `author:` operator to display research published by a specific analyst.

**author:**sondergaard

## Search by date of publication

Use the `date:` operator with the date in `dd-mm-yyyy` format to search for documents published on an exact date.

**date:**01-02-2013

To search for research published before a given date, insert `<` after the colon; to search for research published after a given date, insert `>` after the colon.

**date:**<01-02-2013

**date:**>01-02-2013

To search within a date range, use the syntax `date:[dd-mm-yyyy..dd-mm-yyyy]`

**date:**[01-02-2013..01-02-2013]

## Exclude archived research

Use the `archive:N` operator to exclude research that has been archived by the Gartner Research team.

**cloud archive:**N

*Note: Archived research is provided for historical perspective; portions of archived documents may not reflect current market conditions.*

## Combine search operators

For more complex searches, you can combine multiple operators. For example, to see if a query appears in either the title or the summary, search the query for each operator and separate with `OR`.

**title:**analytics OR **summary:**analytics