



National Association of
Productivity & Organizing
Professionals

Helpful Tips for Searching the NAPO Statistics Database

Smart searching can help you find better results in less time and with less frustration.

Before you start entering search terms, take a moment and think about exactly what you are looking for. Is it a concept? An item? Is a search phrase similar to another phrase? For example, green organizing can be considered the same as eco savvy organizing. Which term is more likely to get results? Maybe you need to try both.

Below are some tips and tricks to help you out!

A **basic search**, using the “Search Word or Phrase” field will provide you the greatest number of results because the basic search looks at all words in a record including the words in the title, author, submission, etc.

Example:

Search Word or Phrase – Closet

Records Returned (at time of publication) – 12

Search Word found in Title, Keyword and Submission text.

An **advanced search** using one of the other search fields will help you narrow your search and will, therefore, typically return fewer records. However, the records returned may be closer to what you are actually looking for.

Example:

Title – Closet

Records Returned (at time of publication) – 1

You can **refine your search** even further by using more than one search term. Beware though, this may ignore some records you would find helpful.

Example:

Search Word or Phrase – Organizing

Title – Closet

Records Returned (at time of publication) – 0

Other Tricks for Searching

Truncate a word

Search Phrase	Records Returned (at time of publication)
Organizing	36
Organized	22
Organ	67

Boolean Search

A Boolean search is a way for you to combine two search terms with AND (+), OR (default), NOT (-) to return more accurate results.

Organizing AND Closets = Any record that has both the terms Organizing AND Closets

Organizing OR Closets = Any record that has either Organizing OR Closets; the greatest number of records.

Organizing NOT Closets = Any record that has Organizing but NOT Closets; the fewest number of records.

Quotations

Using quotation marks around a phrase allows you to search for that specific phrase in that specific order, rather than just the words in the phrase.

Garage Sale = Any record that has the term Garage AND the term Sale, but not necessarily next to each other or in that order.

“Garage Sale” = Any record that has the exact phrase “Garage Sale”