

Checkpoint® supports the use of a number of different types of connectors and expanders. The most commonly used connectors and expanders are **AND** and **OR**. By default if you enter multiple terms with no connectors, Checkpoint® will automatically insert the '&' (AND) connector in between each term. The connectors and expanders you can use on Checkpoint®, their symbols, and examples are listed below:

CONNECTOR	SYMBOL	RETRIEVES
AND	& (or a space)	<i>Eg tax avoidance</i> Retrieves documents with both <i>tax</i> and <i>avoidance</i> .
OR	or	<i>Eg penalties or fines</i> Retrieves documents with either <i>penalties</i> or <i>fines</i> or both terms.
BUT NOT	%	<i>Eg taxation % avoidance</i> Retrieves documents that contain <i>taxation</i> but not <i>avoidance</i> .
PHRASE	" "	<i>Eg "tax evasion"</i> Retrieves documents with the exact phrase <i>tax evasion</i> .
Numerical Connectors	+n (n is a number)	<i>Eg corporate +3 tax</i> Retrieves documents with <i>corporate</i> within 3 words of <i>tax</i> , in their given order.
	/n	<i>Eg pooled /10 "superannuation trusts"</i> Retrieves documents with <i>pooled</i> within 10 words of the phrase <i>superannuation trusts</i> , in any order.

Multiple Character Wildcard (!)

To search for terms with multiple endings use the ! character. For example: tax! will retrieve tax, taxation, taxes, taxed, etc.

Single Character Wildcard (*)

To search for words with variable characters, use the * character. When you place the universal character within a term, it requires that a character appear in that position. For example, withdr*w will return withdraw and withdrew.

Irregular Plurals

Checkpoint® will automatically retrieve irregular plurals. For example, entering child will also retrieve children and goose will also retrieve geese.

Turning Off Plurals (#)

You can turn off plurals of a particular term by placing the # symbol in front of the term. To retrieve damage, but not damages, type #damage.

Placing the # symbol in front of a term also turns off the automatic retrieval of equivalencies. To retrieve child but not children enter #child.

Compound Terms

Typing de-facto will retrieve de-facto, de facto and defacto.

Nesting (parenthesis)

Nesting is an advanced search strategy that allows you to combine multiple search terms and/or concepts in one search statement. It is called nesting because parenthesis () are used to group main concepts together when you use more than one operator and three or more keywords.

For example, to search for information on fringe benefits for a motor vehicle you could enter the following search using parenthesis and operators to group the main concepts: (fbt or "fringe benefits tax") and ("motor vehicle" or car).

