

Search Type	Sherlock Syntax	Tips and Limitations
<i>Text</i>		<i>Using keywords to search email bodies and document text.</i>
Words and Phrases	Merlin OR "Search Technologies" (Merlin AND "Search Technologies") (Merlin or Technology) AND "Search Technologies"	Search doctext (email bodies and document contents) using single words or "phrases" connected by AND or OR. Ignores case. Use parens to group and order search terms. Interprets from left to right.
Wildcards	[Search*] [M?rlin]	* matches multiple characters. ? matches a single character. Always enclose wildcard statements in [square brackets].
NOT	AND NOT Merlin AND NOT "Search Technologies"	Finds documents that do not contain the specific word or phrase.
Proximity	["Merlin Search" ~3]	Finds words in proximity, e.g. Merlin within three words of Search. Enclose proximity statements in [square brackets].
Freeform	[All documents concerning the right of felons to vote in Florida.]	Enter words or phrases of any type within [square brackets]. Sort results by "Relevance Z-A". Useful for pasting in text or freeform keywords. Inserts OR between words and ignores punctuation.
AnyText	AnyText : Merlin AnyText : "Search Technologies"	Use AnyText to search DocText (email bodies and document contents) plus metadata fields at one time.
<i>Field Searches*</i>		<i>Filtering using text, date and number fields.</i>
Field contains	Custodian : Merlin Subject : "Search Technologies"	Use a colon (:) for contains. Finds words or phrases within a field. Equals (=) requires an exact field match and is not recommended for searching text fields.
Field ranges	AttachmentCount >= 2 (DocDate >= 2016-03-15 AND DocDate <= 2017-06-22)	Use =, <, >, <=, >= for number and date fields. Use the international format for dates. Use parens to group date ranges for clarity.
Field not contains	Subject !: Merlin Subject !: "Search Technologies"	Use an exclamation point and a colon to denote "NOT Contains." For example, Subject !: (does NOT Contain) "Search Technologies".
Field not equal	DocDate !=2016-03-15 AttachmentCount != 4	Use an exclamation point with = to denote "not equal." For example, DocDate != (does NOT Equal) 2016-03-15.
Field is null	(DocDate is Null) (DocDate is Not Null)	Use this to find fields that have null values, i.e. have no content (are empty) Enclose this syntax in parentheses for search clarity.
<i>Advanced</i>		<i>Shortcut to combine several values in a single search statement.</i>
DocText (combined)	DocText : [Merlin OR Search OR "Search Technologies"] DocText : [Merlin AND Search AND "Search Technologies"]	Use DocText and [square brackets] to include multiple words or phrases in a single statement. Use a comma or OR to separate values. Use AND to find all values.
Field contains (multiple)	Subject : [Merlin, Search OR "Search Technologies"] Subject : [Merlin AND Search AND "Search Technologies"] Subject : [(Merlin OR Search) AND "Search Technologies"]	Enclose words or phrases in [square brackets]. Use a comma or OR to find any of the values. Use AND to find all values. Use internal parens to order search.
Field equals (multiple)	AttachmentCount = {2, 3, 4} DocDate = {2016-03-15, 2016-03-16, 2016-03-17}	Enclose multiple values in {curly brackets}. Use a comma or OR to find any of the values. Use AND for all values.
AnyText (combined)	AnyText : [Merlin, Search, "Search Technologies"] AnyText : [Merlin AND Search AND "Search Technologies"] AnyText : [Merlin OR Search OR "Search Technologies"]	Use AnyText to search across document fields and text. Use [square brackets] to enclose multiple words or phrases. Use a comma or OR to find any of the values. Use AND for all values.