



# Conduct a Search Excluding Specific Words

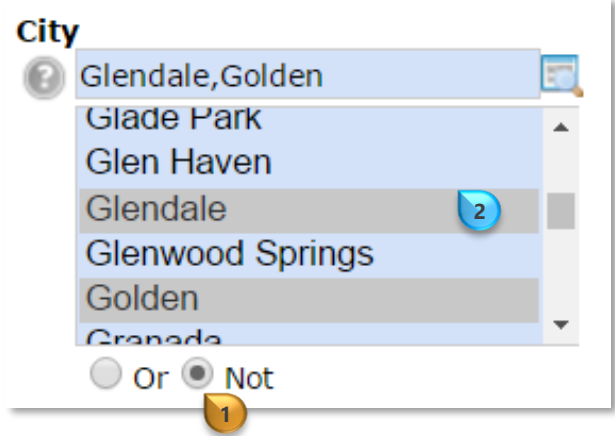
There are 2 ways to *exclude* words from *search results*:

## Option One

Use the **"Not"** functionality in *Matrix*



Some *search fields* allow one to select a term or multiple terms and click the **"Not"**  *radio button*

**Example:** This search demonstrates how to *exclude results in Glendale and Golden* using the **"Not"**  *radio button*



## Option Two

Words or terms can also be *excluded* from *free text search* fields

Place an *exclamation mark and asterisk (!\*)*  before the term needing to be *excluded*, and another *asterisk (\*)*  after the term



The search above demonstrates how to *exclude search results* with the word *!\*Huge\** in **Public Remarks**

**Note:** Exclude multiple terms by using a comma. Example: *!\*Huge\*,!\*Condo\**