



Conduct a Search Excluding Specific Words

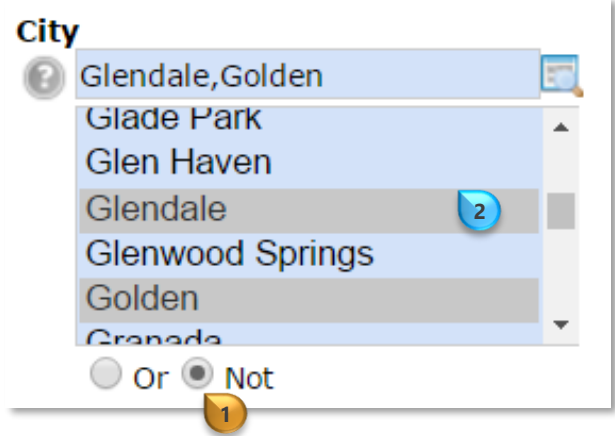
There are 2 ways to *exclude* words from *search results*:

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**