


## Conduct a Search Excluding Specific Words

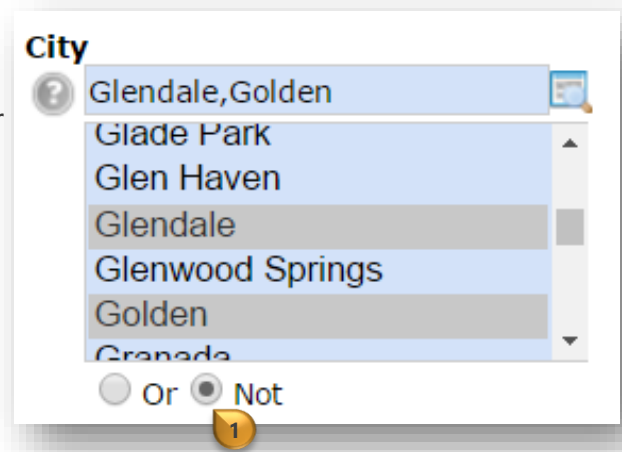
There are 2 ways to *exclude* words from *search results*:

### 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*

The search demonstrates how to *exclude any results* within *Example: Glendale or Golden*




### 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



Public Remarks



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\**