

## Finding text and characters

[Overview](#)

[See also](#)

Search for text in fields of type text, or in [calculation fields](#) that return a text result.

Except as noted, when you search for text, the field can contain other values in addition to the one(s) you specify, and the values can be in any order. For example, typing `hotel` in the Accommodation field finds records for **Hotel**, **Discount Hotel**, and **Hotel, Luxury**.

<u>To find</u>	<u>Type this in the field</u>	<u>Example</u>
Words that start with specific characters	The characters.	<code>Chris Smith</code> finds <b>Chris Smith, Smith Chris, Chris Smithson, and Smith Christenson</b>
A phrase or sequence of characters	The text, including spaces and punctuation, between the double quotation marks ("").	<code>"Marten and Jones Interiors"</code> finds <b>Marten and Jones Interiors</b> but not <b>Jones and Marten Interiors</b>  <code>", , Ltd."</code> finds all companies with <b>", Ltd."</b> in the name, but not those without the comma.
Words with one or more unknown or variable characters	One wildcard character (@) for each unknown character.	<code>Gr@y</code> finds <b>Gray and Grey</b> <code>@on</code> finds <b>Don and Ron</b> but not <b>Bron</b>
Words with zero or more unknown or variable text characters in a row	* for all unknown characters.	<code>Jo*n</code> finds <b>Jon and John</b> <code>J*r</code> finds <b>Jr. and Junior</b>
Symbols or other non-alphanumeric characters, such as punctuation or spaces	The characters, including spaces and punctuation, between the double quotation marks ("").	<code>"@"</code> finds @ (or an email address, for example) <code>","</code> finds records containing a comma <code>"   "</code> finds three spaces in a row
Words with letters from other languages	The text, including spaces and punctuation, between the double quotation marks ("").	<code>"òpera"</code> finds <b>òpera</b> but not <b>opera</b> ( <code>òpera</code> without quotes finds both <b>òpera</b> and <b>opera</b> )
Partial phrases (a sequence of words or characters)	Characters, punctuation, and spaces between quotation marks (""). Use * to find this text in the middle of a longer text string.	<code>*"son &amp; Phillips"</code> finds <b>Johnson &amp; Phillips</b> and <b>Paulson &amp; Phillips</b>
Case-sensitive text	<a href="#">Change the language for indexing the field to ASCII.</a>	<code>fred</code> finds <b>fred</b> but not <b>Fred</b>

[Exact matches](#)

[Ranges of information](#)

**Note** Finds using quotes (" ") are called literal text searches. These searches take longer than non-literal text searches.