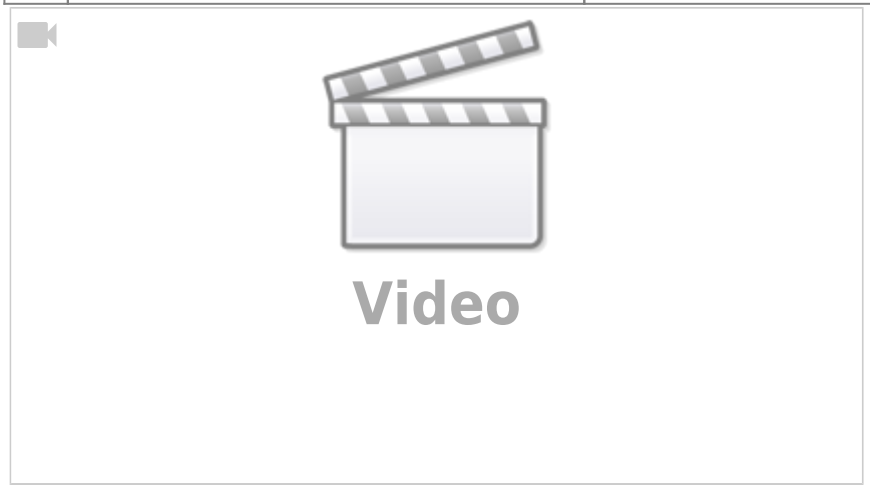
Wildcards for searching for records

Key	Action	Example
%	Find any (or no) characters	**%International** finds all records whose name starts with anything but finishes with International. **International%** finds all records whose name starts with International but finishes with anything.
?	Finds a single unknown character	**SM?THJ** finds John Smith, James Smith, John Smyth and Jane Smith.
*	Finds one or more unknown character(s)	**SM*THJ** finds John Smith, James Smith, John Smyth, Jane Smith and Jane Smeath Enter * on its own to display all the items in the database
[...]	The area within a set of square brackets represents one character. The database matches anything within the square brackets	**NE1[ ]** looks for postcode NE1 only and not NE11 or NE12 because the 4th character must be a space. **NE[123][ ]** looks for NE followed by either 1, 2 or 3 as the third character and then a space so NE1, NE2 or NE3 only. **NE1[12]** looks for postcodes NE11 and NE12 because the 4th character must either be a 1 or a 2. This can be very useful for controlled postcode lookup.



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