# 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.<br>**International%** finds all records whose name starts with Internationalbut 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<br>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.<br>**NE1[12]** looks for postcodes NE11 and NE12 because the 4th character must either be a 1 or a 2.<br>This can be very useful for controlled postcode lookup. |

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