

Google ...like a pro!

Before you search

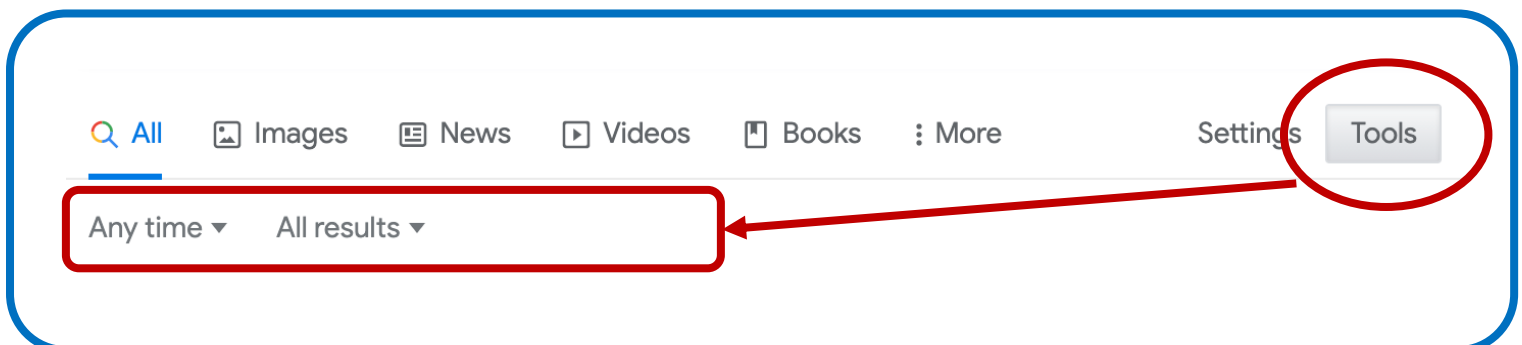
This part is really important! Don't skip this step!

- Determine what you're looking for first
- Keep it simple to start with
- Choose unique but descriptive words
- Include any words that may mean the same thing (synonyms)
- Think how the page you are looking for will be written





Google search conventions

- Your search is not case sensitive - it doesn't matter if you use capitals or not
- Word order matters
 - Google ranks the first word slightly higher than the second, the second slightly more than the third, etc
- Punctuation is usually ignored
- Google uses automatic word stemming
 - Google searches for all possible word variations
 - e.g. *Diet* returns *diets*, *dieting* and *dietary*

Initial filters to help reduce your search results



Google Advanced Search Settings

Finds pages with...	What it does	Symbols
this exact word or phrase:	Finds pages with the exact words in that order. e.g. "Martin Luther King"	
any of these words:	Finds pages with at least one of the words listed. e.g. global OR world	
none of these words:	Excludes pages with these words or phrases. -China	
numbers ranging from:	Finds pages with that number range. e.g. 2014..2017	

Narrow results by...	What it does	Shortcut
region:	Finds pages published in a certain part of the world.	
last update:	Find pages updated within the time period you select.	
site or domain:	Search one site (abs.gov) or one domain. e.g. .edu	site:
terms appearing:	Allows you to select where you want your keywords to appear. e.g. in the title or URL	allintitle: allintext:
file type:	Finds resources in that format. e.g.	filetype: