

## Top Ten Internet Search Tips

### Directions:

1. Navigate to Google™ ([www.google.com](http://www.google.com)) to perform this exercise.
2. Add this page to your browser's **Favorites** (or bookmarks depending upon your browser). For **Internet Explorer (IE)**, Click on **Favorites** then select **Add to Favorites**.
3. Follow the instructions for each tip below to sharpen you search skills. Record your results where asked.

### Tip #1: Use unique, specific keywords

Choose your keywords wisely. Select *descriptive, specific* words and put the most important words first. For example, search for **Lincoln Civil War** rather than *Lincoln Conflict*.

Enter the query: *Lincoln conflict*      Number of results: \_\_\_\_\_

Enter the query: *Lincoln civil war*      Number of results: \_\_\_\_\_

### Tip #2: Use the minus operator ( - ) to narrow your search

Use the **minus operator** ( - ) to exclude certain words for your results. For example, typing **Abraham Lincoln –president** will exclude any items that pertain to the time he was president. There must be **NO SPACE** between the minus operator and the word.

Enter the query: *Abraham Lincoln*      Number of results: \_\_\_\_\_

Enter the query: *Abraham Lincoln –president*      Number of results: \_\_\_\_\_

### Tip #3: Use quotation marks for exact phrases

If you enclose your search query in quotation marks, you'll refine your results to the exact terms you entered in the order you entered them. For example, type **"Abraham Lincoln Gettysburg Address"** will return results for only Abraham Lincoln's Gettysburg Address.

Perform the search and record the number of results

### Tip #4: Don't use capitalization or punctuation

Most search engines do not distinguish between uppercase and lowercase. Punctuation is also typically ignored unless it is being used as one of the operators described here.

### Tip #5: Use the tilde operator

Use the tilde ( ~ ) key in front of a word to also include synonyms of the word in your search. For example, typing **Abraham Lincoln's ~doctors** retrieves results with **physicians, medical**, etc.

Use the tilde key and search **Abraham Lincoln ~cases** and record the type of result it returned.

**Tip #6: Use define: Command**

Use the **define:** search customizer to find definitions quickly. For example, typing **define: president** will result in a definition of the word president. Lincoln was also known as a rail splitter. Use the **define:** function to define **rail splitter** and record the result below.

**Tip #7: Use site: Command**

Use the **site:** search customizer to limit your search results to a particular domain such as **gov** or **edu**. For example, if you type the search string **Abraham Lincoln site:gov** (the “dot” is not necessary) you will only receive results from government sites (gov). Use the **site:** function to record the query results for the site types listed below.

- .gov \_\_\_\_\_
- .edu \_\_\_\_\_
- .org \_\_\_\_\_

**Tip #8: Use All-in-title Command**

Use the command **allintitle:** command to search for keywords in a page’s title. For example, type in **allintitle: spoof movies best** and only results with those specific keywords in the web page’s title.

**Tip #9: Maximize Auto Fill to Complete Your Query**

As you begin to type your query into most search engines, a drop-down list with possible results will begin to appear after only a few letters. If you see your search appear, you can save time by clicking on the text.

**Tip #10: Combine Commands and Operators**

Combine one or more of the tips above to limit your results even more. For example, typing **abraham lincoln -president -slavery site:org** will result in information only from **organizational** sites that include information about Lincoln but **exclude information** about both **slavery** and the time he was **president**. Record the results below.

Number of Results: \_\_\_\_\_

**Bonus Tip: Use the File Type Command**

Use the term **filetype:** to limit searches to specific document types. For example, typing **Abraham Lincoln filetype:docx** would only return results of 2013 MS Word™ documents. Can also use **ppt** (PowerPoint), **xls** (Excel), and **pdf** (Adobe).