

# Google ...like a pro!

## Before you search

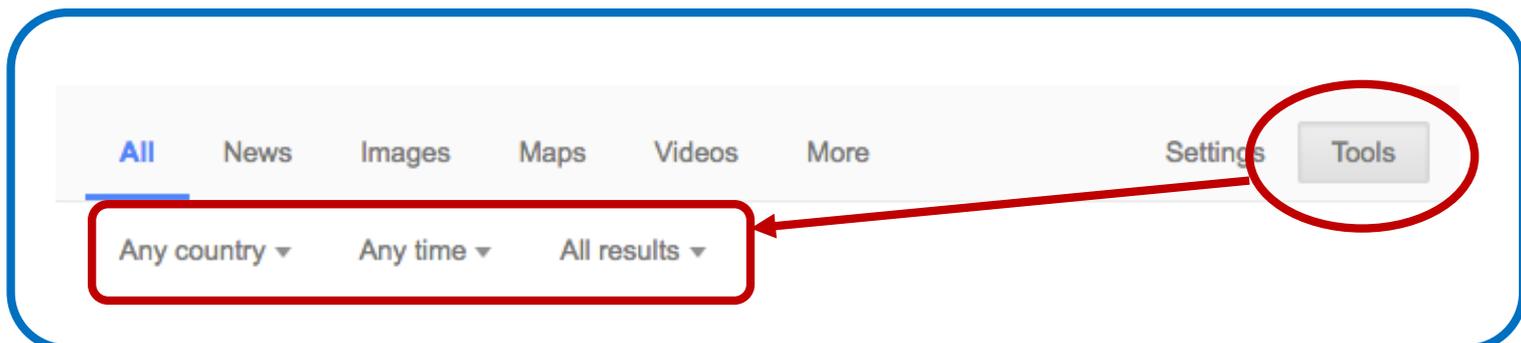
This part is really important! Don't skip this step!

- 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



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

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