Web Search Hints

KEEP IT SIMPLE

Do not use complete sentences. Use keywords or key phrases to find what you are looking for.

FOLLOW THE SUGGESTIONS

Most advanced search engines (i.e. Google, Bing) have 'predictive text'. This means the application will try and guess what you are searching for and will offer a list of search suggestions. If you see the search terms that cover what you searching for, all you need to do is click on it. This is great help as often the application will think of terms you might not have considered.

TRY DIFFERENT SEARCH TERMS

If your first search efforts do not bring up the information you need, then you will need to think of different keywords or key phrases.

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EXCLUDE WORDS

Use a hypen (-) at the beginning of the word to exclude search results that contain it. Example: A search for border – collie will give results that contain the keyword border, but not collie.

EXACT PHRASE

When searching for an exact phrase, you put quote marks around the required words. Example: The exact phrase of "free music" will give you websites that contain free music.

REFINE SEARCH RESULTS

You can view different kinds of content that match your search terms like videos, images, maps, etc. In Google, use the top menu bar to select the type of content you might wish to see.