Using Google Search Engine & Web Browsers Effectively: (Updated 11-22-16.)

Security Tips: The first page of links returned from Google are not always there because they are the most important links to your search. They may be there because web site owners pay Google to put them there (This is called 'search engine bias'), or because scammers have tricked Google into placing malicious web sites first (This is called "search engine poisoning.") ALWAYS LOOK AT A WEB ADDRESS (It is in **green** under the blue **LINK** title) BEFORE CLICKING A LINK! It is best not to click on links to websites that have very strange names, long-hyphenated names, or domain names that end in 2-letter country codes you are not familiar with e.g. "ru" or "cn". (Eastern European & Asian countries have a higher risk of hosting malware.)

1. **MOST IMPORTANT Search tips:**
    a. **Quotes " "**
       Use " " (quotes) around multiple words to search *exactly* those words in *exactly* that order
       e.g. **"freedom of speech"**
    b. **Site:** (Ask Google to search ONLY within a specific site)
       Begin your search with **site:** followed by a website IF you want to search ONLY that website
       e.g. **site:cnn.com "freedom of speech"** <u>NOTICE</u>—there is no space separating site:cnn.com
       You can also use *site* command to search only specific 2-letter country codes or gTLDs
       e.g. **site:.uk "tower of London"** or **site:.org New Hampshire hikes**
    c. **Exclude –**
       Use the minus sign "–" directly in front of each word you want to <u>***exclude***</u>
       e.g. **site:cnn.com "classifying life" –virus –bacteria**
       If you want to exclude multiple words, <u>*each*</u> word needs a minus sign!
    d. **Range ..** (Searching between 2 values)
       <u>Two</u> dots between numbers means a range e.g. **1999..2006** (means from 1999 through 2006)
       e.g. 2013..2013 will only search for information Google finds in 2013 BUT search for 2013 will find any occurrence of the number 2013
    e. **Command-F** (This command works in most web browsers; it has nothing to do with Google)
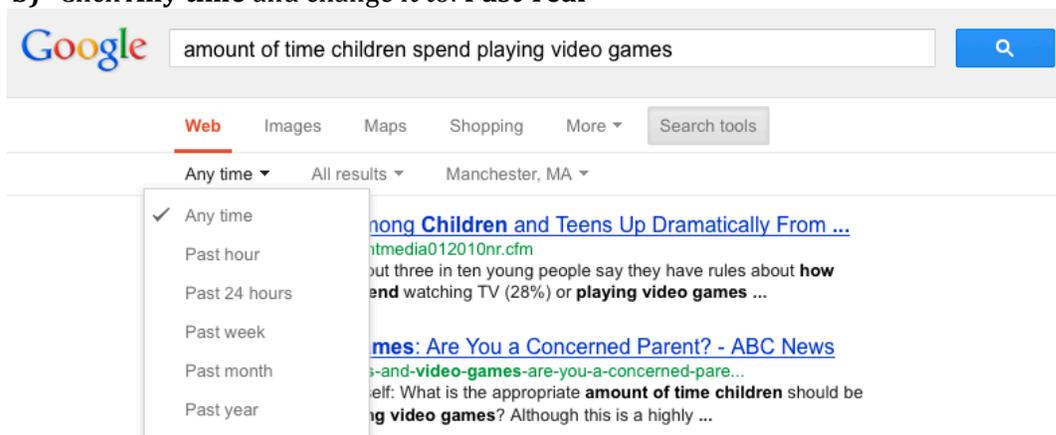   Once you go to a web page hitting **command-F** will open a small FIND window. Enter the text you want to search for on the web page!
    f. **Search Tools: Use Google's "Time Range"**
       e.g. Into Google enter your text such as: **amount of time children spend playing video games**
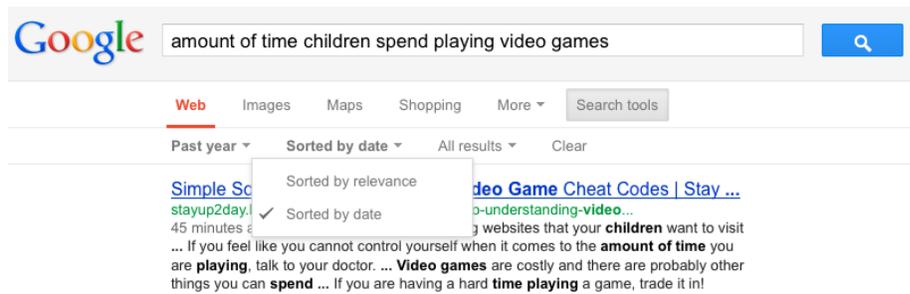   Responses on Google's first page may be from 2003, 2004, 2007, etc.
       a) Click the button **Search Tools**
       b) Click **Any time** and change it to: **Past Year**

   c) <u>*After*</u> you have selected a time range, you can also click **All results** and then "Sort by date"
            NOTE: Be sure to click "Clear" to restore Google to its default!

2. **OTHER GOOGLE SEARCH TIPS**
   a. To define a word or look for synonyms, type **define:(followed by word)** Note: Google will even check your spelling if you are uncertain of the spelling of a word; no space after define:
   b. Google will convert units if you use "**to**" between units e.g. **76 cm to inches** or **10 dollars to pesos**
   c. Google search field can be used as a calculator but be careful how you place your parentheses! e.g. **(2*3)/(5*4.2)-7 = -6.71 versus (2*3)/5*4.2-7 = -1.96**
   e. You can use Google as a timer by entering **set timer to X minutes Y seconds** Google will also give you a tab to turn your timer into a stopwatch
   f. You can get the weather for any city in the world by typing the city name followed by **forecast**
   g. Use as many KEY words as possible to help refine your search e.g. if you only want to find Supreme Court cases related to First Amendment Rights in 2013 then be sure to search **"Supreme Court case" "first amendment rights" 2013..2013**
   h. Use the asterix * as a wild card to pick up all variations of a word e.g. **searching adopt*** will also find **adoption, adopted, adopting, etc.**
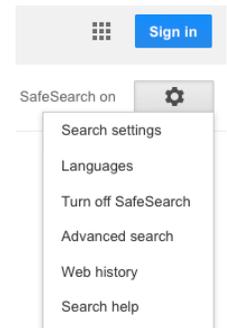
3. **OTHER USEFUL WEB BROWSER TIPS**
   a. To zoom in or out on a web page, hit **COMMAND + or COMMAND –** (on a Mac)
   b. To select the web address bar to enter a new website or copy the address, hit **COMMAND-L** (On a PC, hit Control-L)
   c. To take a screen shot of a web page (on a Mac):
      i. hit **COMMAND-shift-3** to capture the entire screen as an image on your desktop
      ii. hit **COMMAND-shift-4**, then click and drag over the specific area you wish to capture

4. **Evaluate website sources carefully *BEFORE* clicking on a link. You can IMPROVE the quality of the information you seek by looking closely at the information Google provides underneath a link!** This can help you evaluate website credibility, scams or likely value of the information.

5. **Use the Advanced Search Features available under the Gear symbol:** This is found in the bottom right corner of Google before you begin a search (Look for "Settings" to get to Advanced Search) OR find it in the upper right corner of Google *AFTER* you conduct a search.

6. Copy text and graphics off a website into your document or presentation via several different methods:
   • Use screenshot capture (Command-shift-3, Command-shift-4) (Mac computer only)
   • Control-click (right click) on the graphic and select SAVE AS or COPY
   • Try to drag a graphic off the web site and onto your desktop or into your document/presentation
   • If copying text, click at the start of the text you wish to copy, then go to the end of the text you wish to copy and "shift-click." Once highlighted, hit COMMAND-C for copy.

7. Understanding the parts of Google Search Results:

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