

## GOOGLE SEARCH TIPS

There are a few symbols or words that you can add to your Google search box to help you narrow down your search results and find what you are looking for more quickly. These are called *search operators*.

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- **Search for an exact word or phrase**..... *"your query here"*

Purpose: Use quotes to search for an exact word or set of words. This option is handy when searching for song lyrics or a line from literature

Example: *"It is a truth universally acknowledged that"* will take you to the first line of Jane Austen's *Pride & Prejudice*.

Tip: Only use this if you're looking for a very precise word or phrase, and you are sure you have got the wording right, because otherwise you could be excluding helpful results by mistake.

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- **Exclude a word** ..... *-query*

Purpose: Add a dash (-) before a word or site to exclude all results that include that word. This is especially useful for synonyms like Jaguar the car brand and jaguar the animal.

Example: *jaguar speed -car* or *pandas -site:wikipedia.org*

Tip: You can also exclude results based on other operators, like excluding all results from a specific site.

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- **Search within a site or domain**..... *site:query*

Purpose: If you are looking for more results from a certain website, include "site:" in your query. For example, perhaps you are looking for all mentions of "Olympics" on the New York Times website.

Example: *site:nytimes.com "Olympics"*

Tip: Also search within a specific top-level domain like .org or .edu or country top-level domain like .de or .jp, for example *site:.gov "Olympics"*

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- **Include a fill in the blank if you don't know a word** ..... *query\*query*

Purpose: Use an asterisk (\*) within a query as a placeholder for any unknown terms. Use with quotation marks to find variations of that exact phrase or to remember words in the middle of a phrase.

Example: *President\*Obama* (because you don't know his first name)

*"a \* saved is a \* earned"* (because you don't know if it's a penny, or a cent, or a yen)

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- **Search for either word** ..... *query OR query*

Purpose: If you want to search for pages that may have just one of several words, include OR (capitalized) between the words. Without the OR, your results would typically show only pages that match both terms.

Example: *"olympics location 2014 OR 2018"*

Tip: Enclose phrases in quotes to search for either one of several phrases, e.g. *"world cup 2014" OR "olympics 2014"*

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- **Search for a number range**..... *number.number*

Purpose: Separate numbers by two periods (with no spaces) to see results that contain numbers in a given range of things like dates, prices, and measurements.

Example: *camera \$50..\$100*

Tip: Use only one number with the two periods to indicate an upper maximum or a lower minimum, e.g. *world cup winners ..2000*