

Techniques for On Line Searching



USE KEYWORDS

- Find the important words in your question or sentence
- Think of other words that mean the same thing (you can use a Thesaurus to help you with this)
- Think what the answer to a question might look like, eg, why do steam engines work? Your search could be *steam engines work because*

USE SPEECH MARKS

- Group words and phrases together in “ ” speech marks. This tells Google to find the words only where they are next to each other
- Putting “ ” speech marks around a single word will tell Google to look for precisely that word and not another way of saying it

USE OPTIONS (ON SEARCH RESULTS PAGE)

- **News** – click on this option for news items on your search
- **Pages from New Zealand** – click on this option for information from New Zealand sites
- **Reading Level** – click on this to find which sites have basic, intermediate or advanced information
- **Anytime** – choose one of the timeframes to get current information

USE WILD CARD

- To search for all spelling of words such as organisation or organization, type organi*ation.
- To find all endings of words such as library, libraries, librarian, librarianship, type librar*

