# Ten Tips for Google Searching by Charlotte Heppell [Video Transcript]

Have you ever wondered how to make your Google searches more effective?

Here are ten tips that will take the stress out of using Google.

## Tip one:

If you are not sure of the meaning of a word, just type ‘define’ and a colon, followed by the word and a box will appear at the top of the results screen with a definition.

## Tip two:

Google ignores all small words in a search, such as: ‘in’ and ‘are’. Don’t waste your time putting in full sentences or questions. Let’s get rid of this, and these, and the question. You will see the search works just as well.

## Tip three:

Are you getting too many results? Try using quotation marks to create a key phrase, such as ‘hot chocolate’; your results will be much more relevant.

## Tip four:

If you can’t remember the whole phrase, use an asterisk for the missing word. Google will then go ahead and give it its best guess.

## Tip five:

Worried about authenticity? Do you need good quality information? Try using site:.ac.uk for academic information. Or site:.gov.uk for government information. Or even site:.museum.

Let’s add the search term chocolate after site:.museum and yes all of the results are related to museums.

## Tip six:

Want to restrict your search to a specific time period? Place your dates with two dots between them and add your search term. You will see that the results only take into consideration that period of time.

## Tip seven:

Looking for a specific type of document, such as a PDF? Just type your search term followed by filetype:pdf and look all of the results have a linked pdf document.

## Tip eight:

Even better, you can put some of these short cuts together to create a search string, making your search even more effective.

## Tip nine:

Nearly there. When you have a page of results up, you can look for a particular word or phrase to see where they occur in the results. Just hold down your control key and press ‘F’ for find. A search box appears and you can type in your search term. The word or phrase will appear highlighted and you can use the ‘next’ or ‘previous’ arrows to scroll through them.

## Tip ten:

Finally, if you are still struggling, try using the ‘advanced search’ option under settings on the right-hand side of the screen. This will really help you to target what you were looking for.

Thanks for listening and happy searching.