

TEEN GUIDE TO Google

FIRST STEP: WHAT ARE YOU SEARCHING FOR?

- Decide on a few nouns to use in your google search. For example, search *penicillin history*.
- Add more words to get more precise results. For example, search *penicillin history world war II*.
- Google leaves out many common words like “the,” “a,” and “but,” when searching, unless they are important to the search, like the exact title of a book or article.
- “and” and “OR” are two common words that google won’t ignore.

- ✓ SEARCH SMARTER
- ✓ FIND MORE RELIABLE INFO
- ✓ DO BETTER RESEARCH
- ✓ GET READY FOR COLLEGE AND CAREERS

REFINE YOUR RESULTS

TRY A BOOLEAN SEARCH (“and”/“or” search)

- **and:** not case sensitive in google. ‘And’ tells google to retrieve results containing both or all of the search terms, thereby narrowing results.
- **OR:** must be capitalized. ‘OR’ tells google to retrieve results containing either or any of the search terms, thereby broadening results.

For example, try *penicillin and world war II and hospitals*, then try *penicillin OR world war ii OR hospitals*.

USE ONLY THE MOST RELIABLE SOURCES

PRO HOMEWORK TIP: THE “SITE” OPERATOR

- You can **limit your search results to only the most relevant and reliable websites** with the “site” operator. If you are doing research for a science project, try limiting your search by adding *site:.edu* or *.gov* after your search terms. This will retrieve only results from .edu or .gov websites—preferable for scientific research. Using *site:.edu* is helpful for all types of academic research.
- You can also **retrieve articles from specific sites** this way, for example: *site:nytimes.com*
- To **avoid search results from unreliable sites**, like wikipedia**, use the “-” sign after a search, like *Penicillin and wwII -wikipedia*

GOOGLE SCHOLAR

Use Google Scholar to search **open-source scholarly publications**. Not all results are for full-text articles, but many high-quality academic publications can be found here, AND it allows you to save your citations.

** wikipedia is not acceptable for use in research, because entries can be edited by members of the public—not necessarily experts.

USE OPERATOR SYMBOLS

- Put quotes around search terms to find an exact phrase, like “*It does not do to dwell on dreams and forget to live*”
- Use - to exclude certain results, especially useful when one of your search terms has multiple meanings, ie *potter -harry*.
- If you can’t remember all the words in a phrase, use the * symbol as a placeholder, ex: “* *hollow*” *harry potter*
- Use two dots to search within a range, like *abraham Lincoln quotes 1864..1865*, or *GoPro \$50..\$90*

FINALLY... “GRADUATE” FROM GOOGLE

USE ARTICLES FROM ONLINE RESEARCH DATABASES

This is **how you will be required to do research in college**. Get a head start by using online databases for free with your HCPL card. Visit henricolibrary.org/online-services/research-databases to get started!