



# ADVANCED INTERNET SEARCH TECHNIQUES

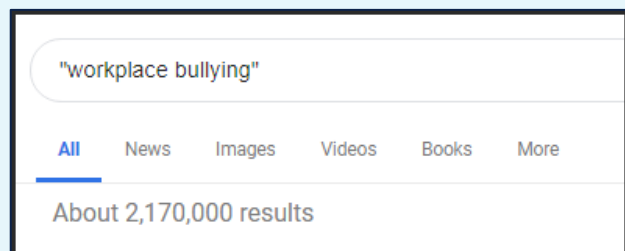
Good research techniques are a skill that you will use both in college and in your career. Here are helpful internet search engine shortcuts to help your research.

## EXACT PHRASING

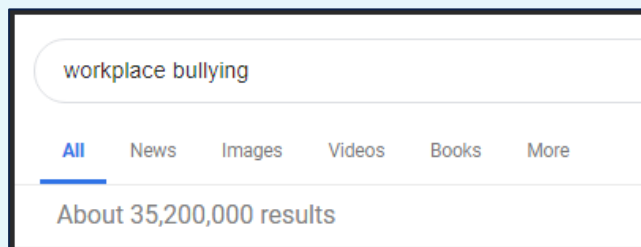
Enclosing a phrase in quotation marks tells the search engine that it should search for the words as an entire phrase.



Compare these results:



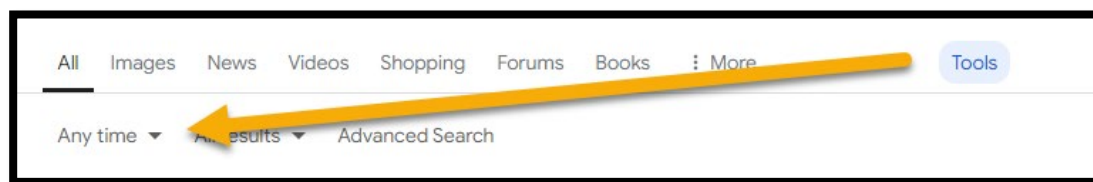
This example, without quotes, returns results that contain any of the words in any order.



Putting the phrase in quotes narrows the search to find results that contain the words in that order.

## SEARCH TOOLS

Use the search tools available to find more recent results, limit results to only Images or News, or use the Advanced Search feature.



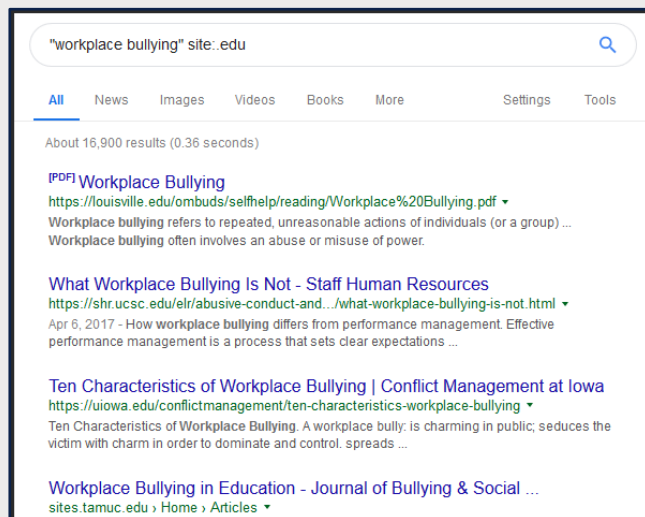
To find the most recent results, select the **Tools** button, drop down the **Any time** filter and select a publishing range.

## SITE

Adding **site:** to a search query will limit search results to a specific website or type of domain, such as .org or .edu. This can eliminate commercial websites (.coms) from your results.

For example, here the search results for "workplace bullying" are limited to education websites (.edu).

site:domain



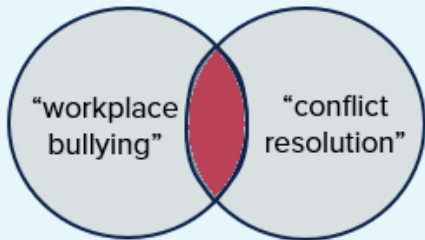
Looking for more tips on advanced searching?

Check out our [Advanced Search Techniques](#) and [Google Scholar](#) tip sheets.

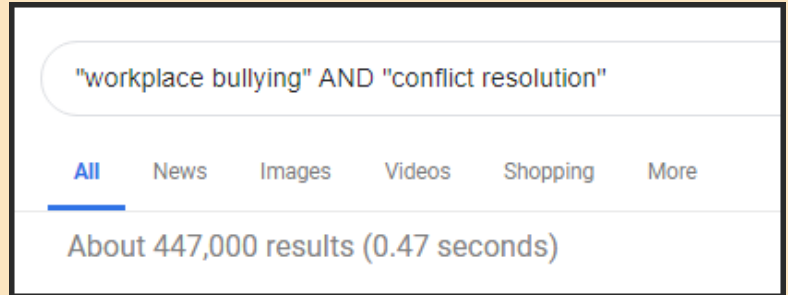
# BOOLEAN OPERATORS

Library databases use Boolean Operators when searching for material.  
Internet search engines also recognize Boolean Operators.

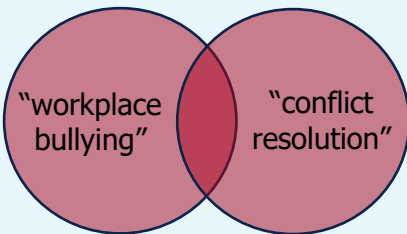
## AND



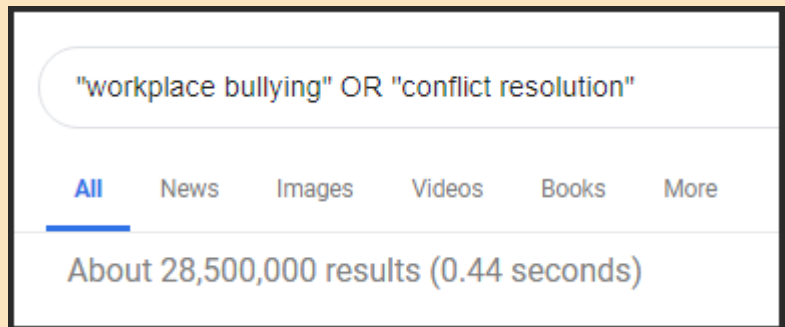
Use **AND** when you want to see results that include **both** keywords. This is the default setting for Internet search engines.



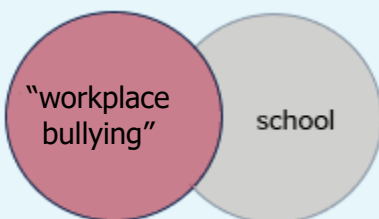
## OR



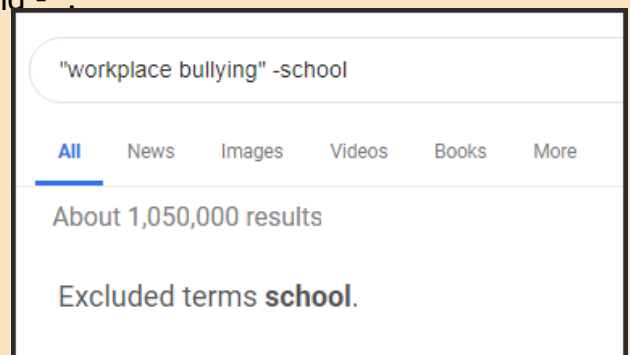
Use **OR** when you want to see results that may include **either** keywords, but may only include one. Your search result list will be much larger.



## NOT



**NOT** should be used very cautiously. It will **exclude** a term from your search, and is useful when many search results are irrelevant. Google recognizes the minus sign - in place of NOT. Bing recognizes both NOT and -.



# USING AN ASTERISK



An asterisk (\*) is sometimes referred to as a “wildcard” operator. It is used to search for a missing word, ending of a word, or different spelling.

For example:



globalist  
globalism  
globalization  
globalisation



Use this carefully! In our previous example, “workplace bullying”, searching for **bull\*** would give you many irrelevant results, so we would not use it:

bully	bullseye
bullies	bulldozer
bulldog	bulletin
bulls	... and much more!

## DEFINING A WORD

A quick way to find the definition of a word in a search browser is to use **define**:

define:word



## FIND AN IMAGE OR PDF

Using **filetype**: will limit your results to that particular filetype extension,

filetype:pdf



Please remember to list the filetype immediately after the colon, with **no space** in between