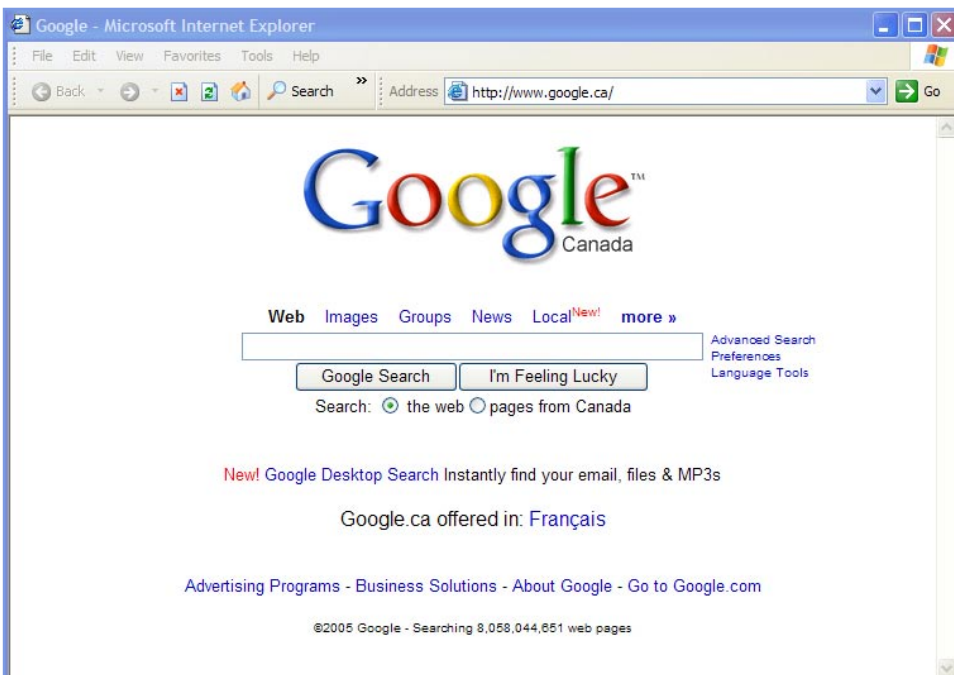


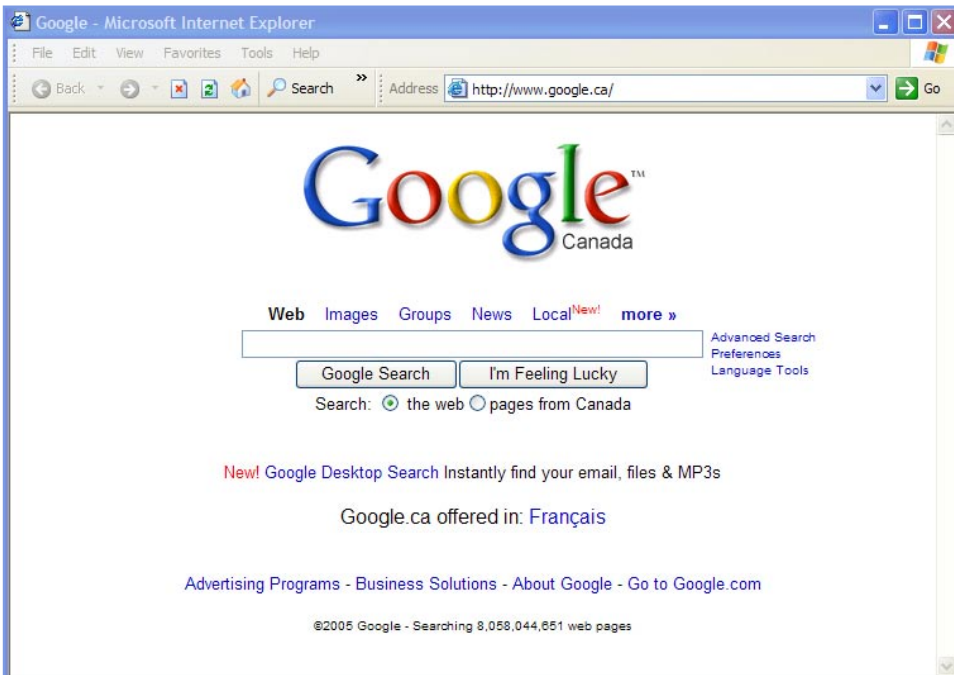
This manual is available as an interactive tutorial at [www.huroncounty.ca/library/cap](http://www.huroncounty.ca/library/cap)  
Created by Marian Doucette, Information Services Coordinator and Peter Marval, CAP Coordinator  
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We begin this tutorial at Google's homepage, found by typing **www.google.ca** in the address field of your Internet browser.

In the center of the screen, under the Google logo, you will find Google's search box.

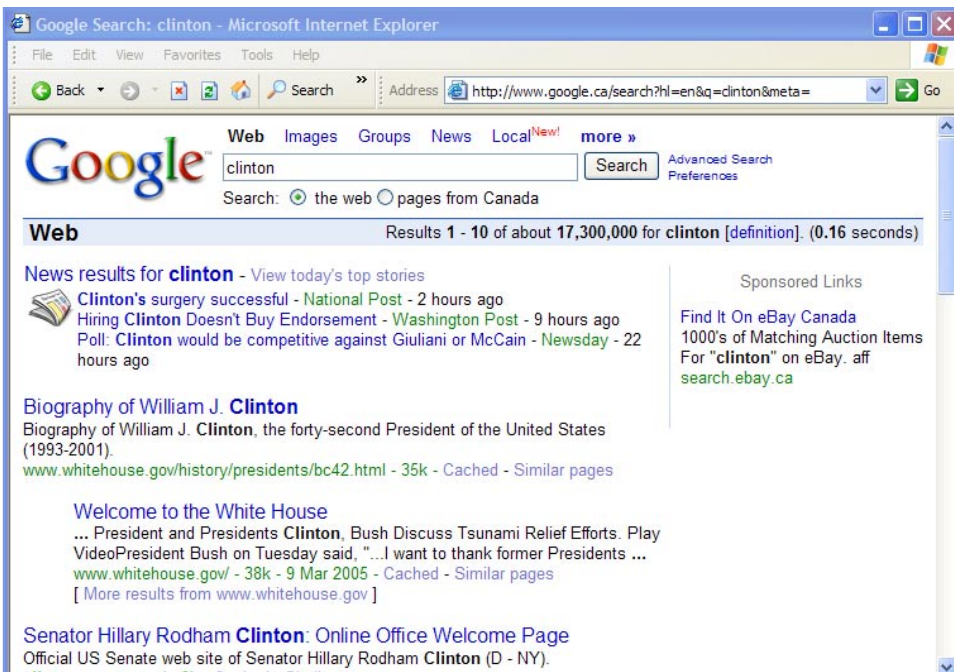
To begin searching the Internet, type keywords into the Google search box and press **Enter** or click the **Google Search** button.



If you click the **I'm Feeling Lucky** button, Google takes you directly to the first result of your Google search, instead of displaying a page of results.

Let's do a simple search. In the search box, type the keyword **clinton** and **press Enter** or click the **Google Search** button.

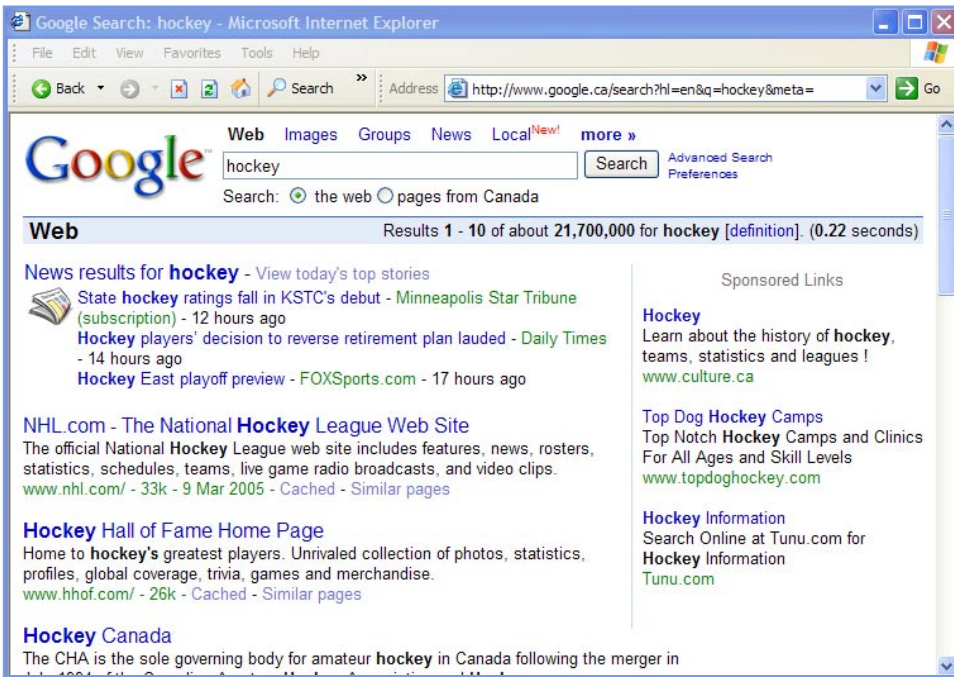
Keep in mind that all letters, no matter how they are typed, will be understood as lowercase.



Google displays the results for your keyword **clinton**. Below are the best results for your keyword **clinton**, including any current news stories.

Sponsored sites are found on the right of your results screen.

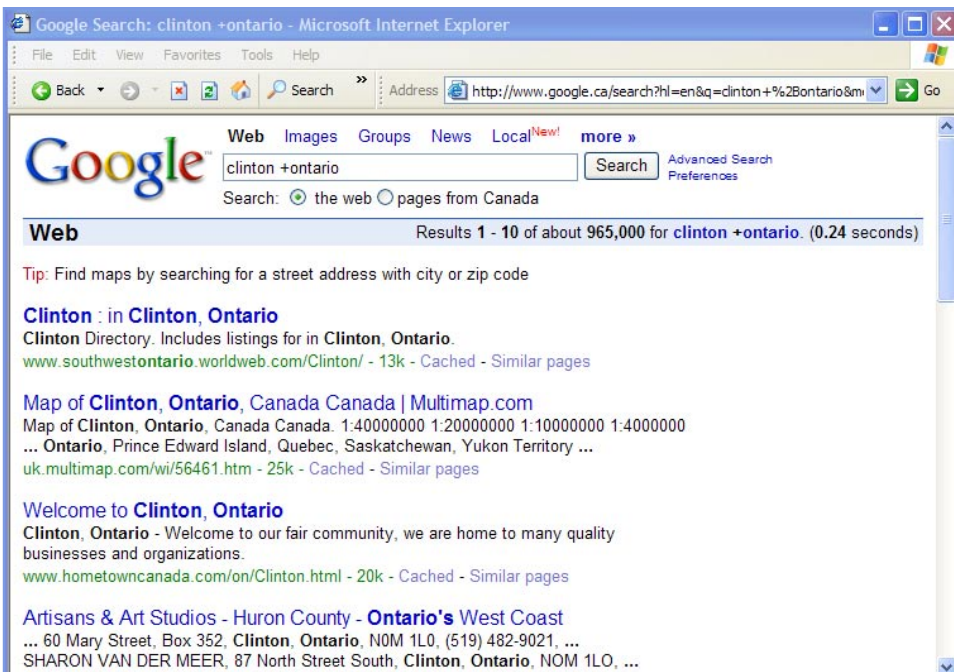
When multiple pages from the same web site are found, the most relevant page is listed first with the next page from the same site indented below.



You are looking for clinton, ontario.

To get specific search results, you will do a plus (+) search.

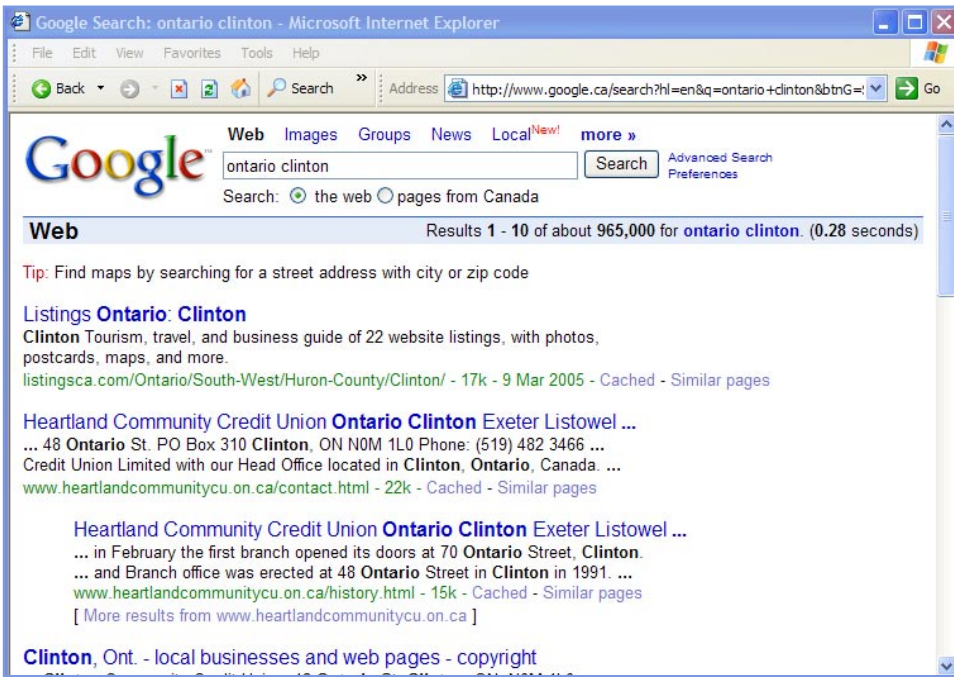
Insert the cursor in the search box, add **+ontario** after the keyword **clinton**. Make sure there is NO space between the + sign and **ontario**. Press **Enter** or click the **Google Search** button.



The added keyword is shown in your results. The + sign you typed in front of the keyword **clinton** shows the word **clinton** MUST be present. Only results containing both **clinton** AND **ontario** are displayed.

Note: Google's default search always puts AND between keywords, which is the same as using the + sign. It's not necessary to use the + sign to add more words to your search. You can simply leave a space.

Try the same search, but in a different sequence. Type **ontario clinton** into the search box and press **Enter**.

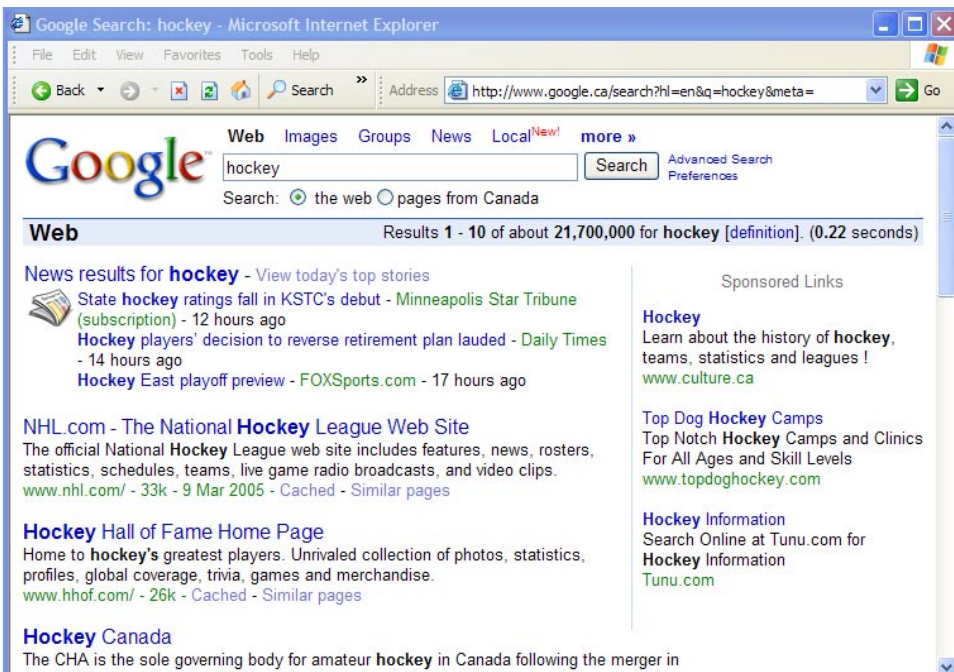


As you can see, the results are different from your previous search.

You changed the order of the keywords **clinton ontario** to **ontario clinton**. By placing **ontario** first you put a different emphasis on your search.

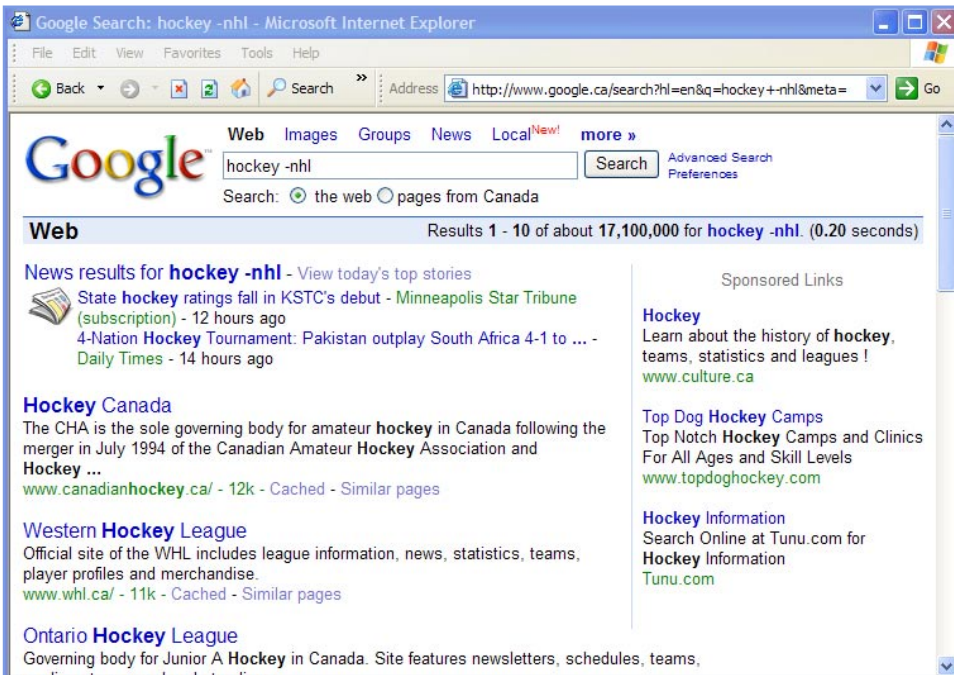
The keyword you place first in a sequence tells Google what is more important. This is shown in the results.

Next, you will try excluding a word using the minus (-) sign. Type in the keyword **hockey** and press **Enter**.



Google displays results for the keyword **hockey**. The top result is on the National Hockey League.

To get results that don't include the National Hockey League, but still have the keyword **hockey**, type **hockey -nhl** in the search box and press Enter.

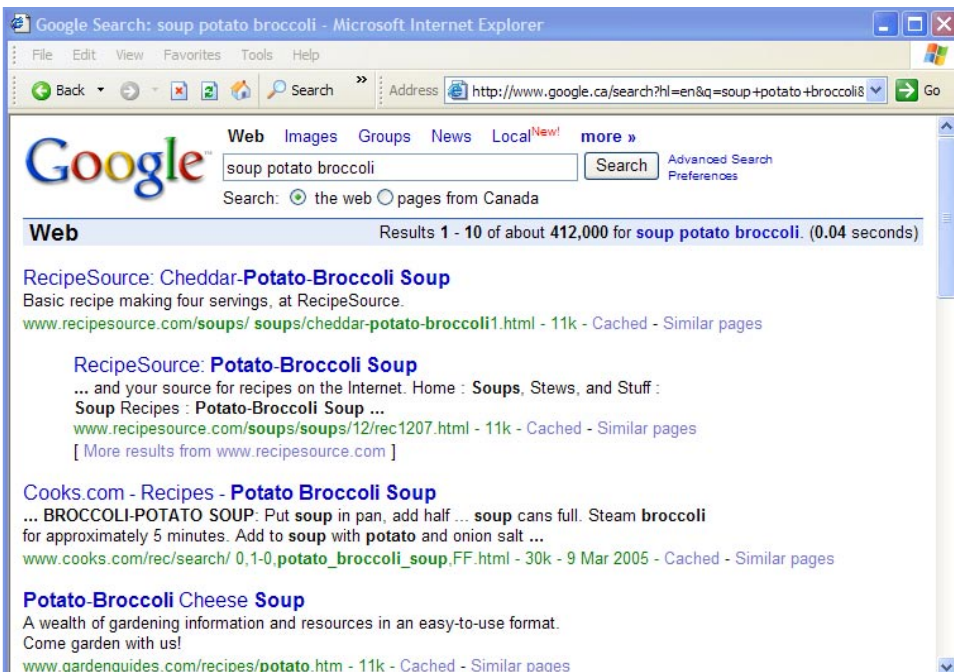


You can see the results now exclude references to the National Hockey League.

The - sign you typed in front of the keyword **nhl** shows you don't want it in your search results.

Using the + and - signs in front of keywords is called Boolean searching, or **Search Engine Math**. Boolean searches are when you connect keywords using either these signs or words: **AND (+)**, **NOT (-)**, and **OR**.

Next, try an example of an **OR** search. Type in the keywords **soup potato broccoli** and press **Enter**.

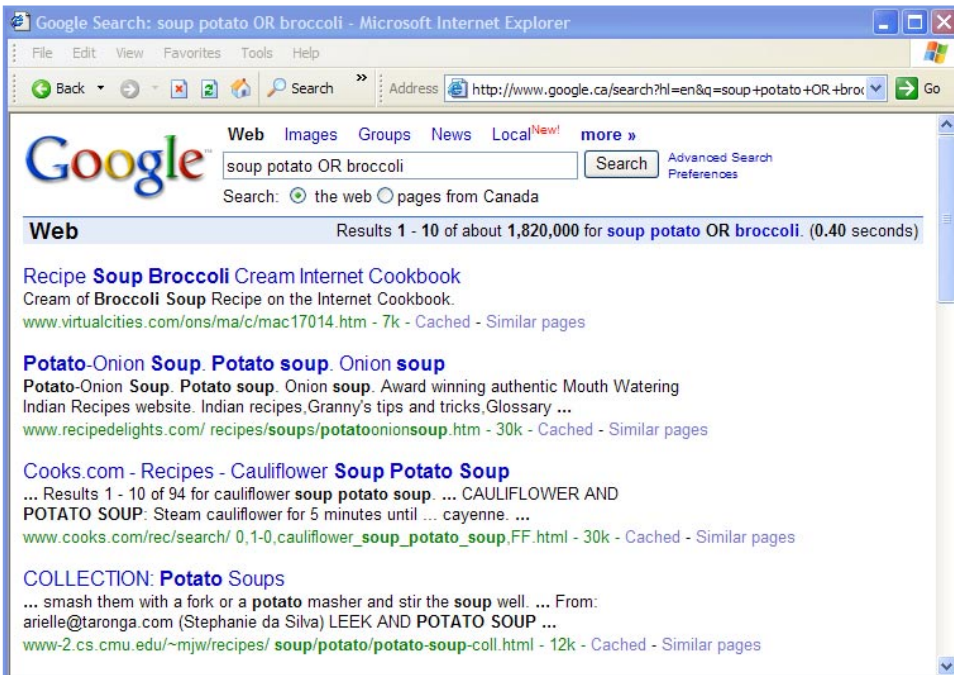


Google displays results including all the words **soup potato broccoli**.

Included are recipes for potato-broccoli soup.

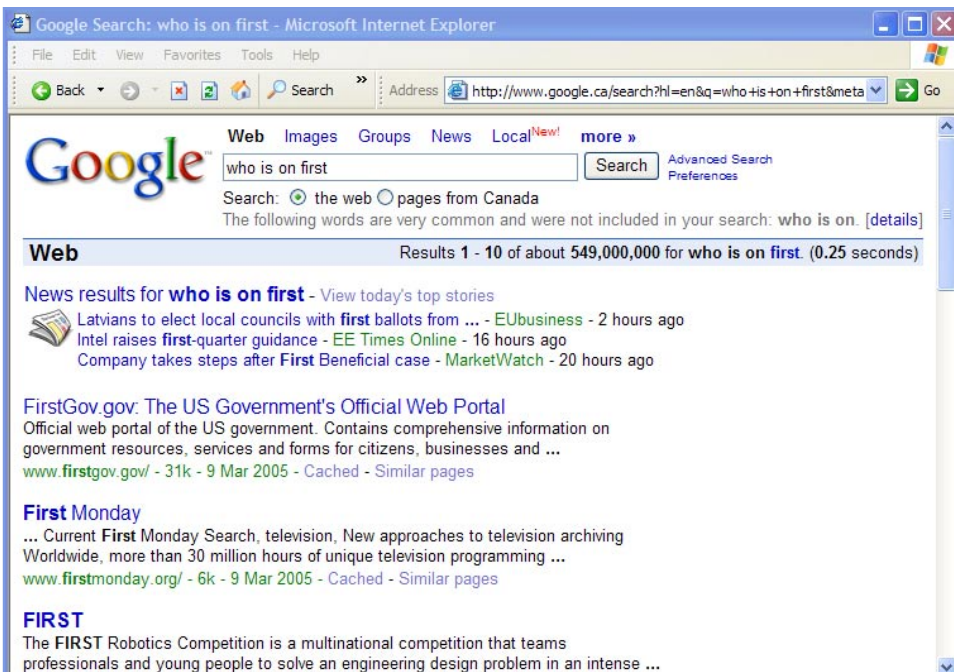
If you want results for **potato soup or broccoli soup**, type soup potato OR broccoli in the search box and press **Enter**.

Note: the **OR** in the search must be uppercase.



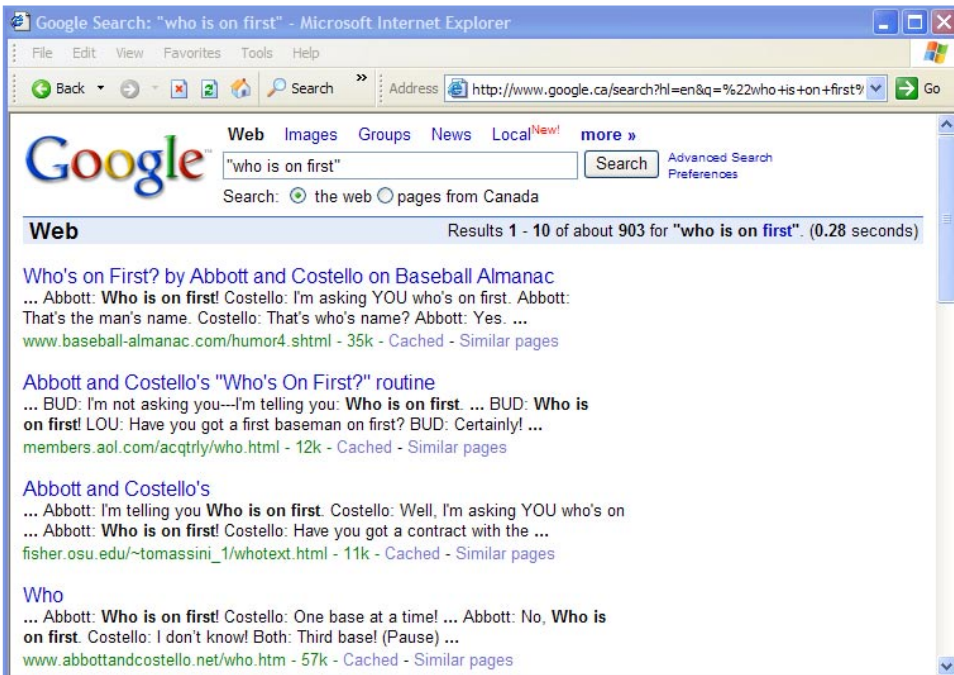
The search results now show sites that have **potato soup** and **broccoli soup** recipes.

Now, try an example of Phrase Searching. In the search box, type the words **who is on first** and press **Enter**.



The search results displayed are for the keywords **who is on first**. But, Google drops common words from the results, meaning only the keyword **first** was searched.

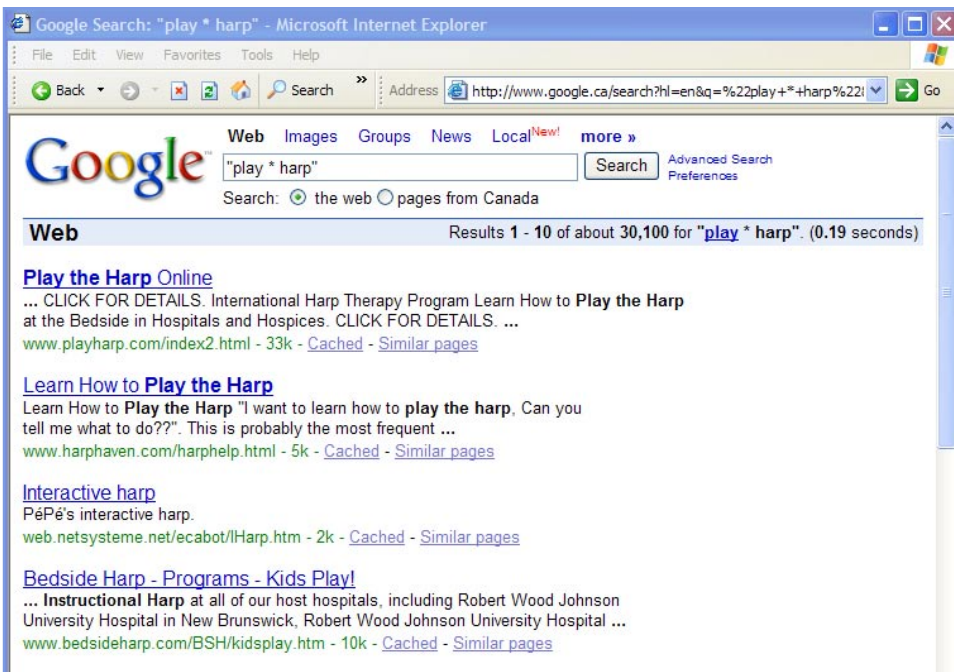
Now, type quotation marks (") on both sides of the phrase "**who is on first**" and press **Enter**.



Putting the quotation marks around a set of keywords, or phrase, produces results with that exact sequence of words.

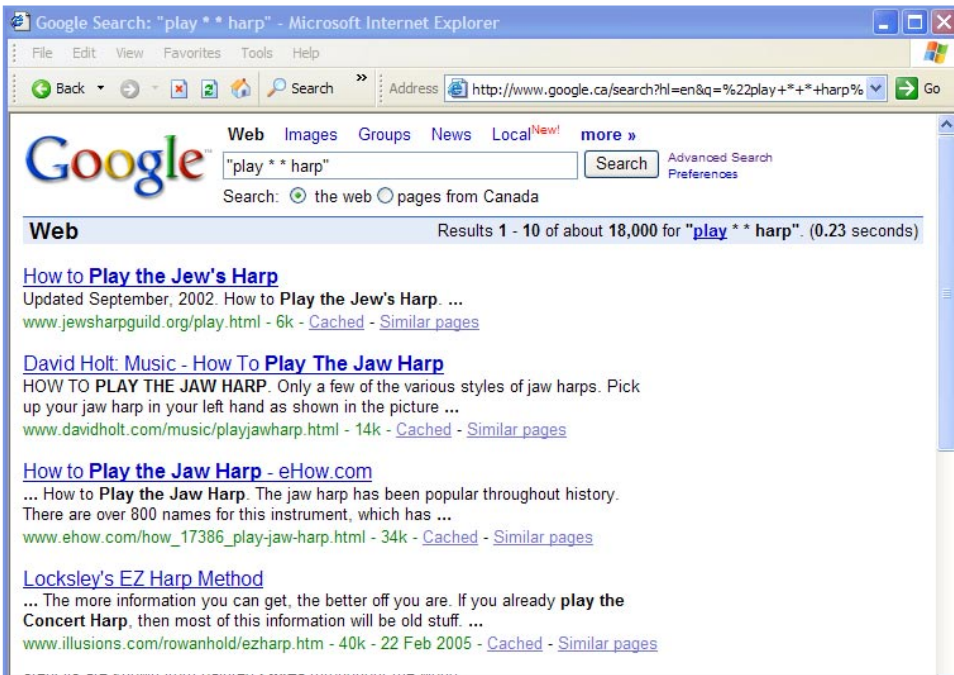
Type **"play \* harp"** in the search box and press Enter.

Now, try a **Wildcard Search** using the asterisk (\*) to substitute for a word in a phrase. This is useful when you are unsure of a word.



You are unsure of the name of the harp, so search for two words between **play** and **harp**. Remembering to put quotation marks around the keywords and spaces before and after the asterisks, type **"play \* \* harp"** and press **Enter**.

Most of the results are for the phrase, **play the harp**, but you want information on playing a specific type of harp.



The search results displayed have two words between the keywords **play** and **harp**.

Now, try a **Synonym Search** by placing the tilde sign (~) immediately in front of your keyword to tell Google to search it plus its synonyms. This is useful when you don't know which word may have been used.

Type **~food facts** in the search box and press **Enter**.

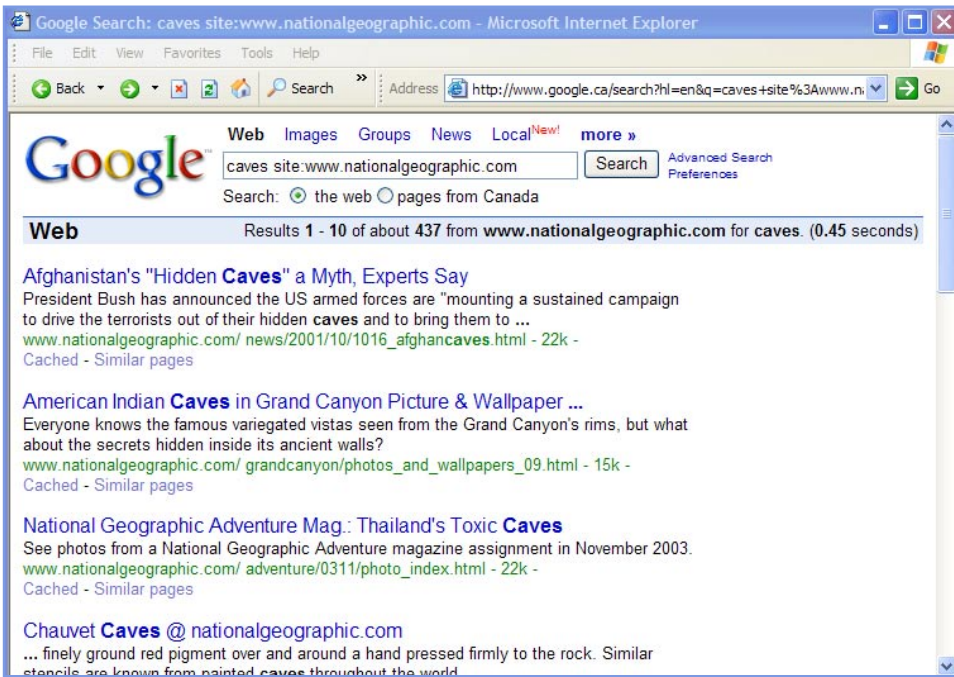


Google displays results showing the keyword **food** and its synonyms **nutrition**, **recipes** and **cooking**.

The last search you'll try is a Domain Restrict Search. This type of search helps when you want to find specific information within a web site.

Type in the keyword **caves** followed by a space and **site:www.nationalgeographic.com** then press **Enter**.





The results for **caves site:www.nationalgeographic.com** are displayed.

As you can see, all of the listings are from the domain **www.nationalgeographic.com** and include those pages having the keyword **caves** in them.

Click on the **American Indian Caves in Grand Canyon Picture & Wallpaper...** link.



You are taken to the photographs and wallpapers of the Hidden Secrets of the Grand Canyon.

Congratulations, you have completed **How to search the World Wide Web using Google**, an online tutorial created by The Huron County Library.