
Navigating the Internet

SEARCH ENGINE TIPS & TRICKS

1. Put quotation marks around the words to search for them as a unit: **“song lyrics.”**

2. Put AND in all caps or a + between the words to search for both of the terms, although they may be separated: **“song lyrics” AND “clean edit.”**

3. Type synonyms for the word/phrase you are searching for: **“song” OR “music” OR “tune.”**

4. Put OR in all caps between the words for the engine to look for one of the terms: **“song” OR “lyrics.”**

5. Put NOT in all caps to exclude sites that include that word: **“song lyrics” NOT “violent”**

6. Replace the NOT with a hyphen (-) to exclude certain search results: **“song lyrics -violent”** meaning “song lyrics not violent.”

7. Include a top-level domain website ending to focus the source and type of information:

“song lyrics” site:.gov

“song lyrics” site:.mil

“song lyrics” site:.travel

When you do a search on the Internet, don't restrict yourself to one search engine. Try a variety.

Bing
Google
Yahoo!
AOL
Ask

The endings of website addresses can tell you useful information about who runs the site. Here are some of the more common endings:

.ac— academic or education (same as .edu)

.aero— air-transport industry

.biz— business site

.com— commercial or business

.edu— college or school

.firm— business or firm

.gov— government

.info— information site with no restrictions

.org— noncommercial organization or group

.mil— military organization

.net— Internet administration

.pro— professional site for licensed professionals (e.g., accountants, lawyers, physicians, etc.)

.sci— special knowledge news group

.store— retail business site

.travel— travel-related services (e.g., airlines, hotels, agents, etc.)

TIP: When using punctuation marks to narrow a search, don't add any spaces between the mark and the terms.