

Keyword Searching Cheat Sheet

1. Determine your research question
2. Identify the key concepts.
 - If you want a specific phrase, group the words using quotations.
3. Make a list of synonyms for each of the concepts.
4. Use Boolean logic to connect these keywords into a search statement.

AND requires both terms to appear in the results.

OR requires only one of the terms to appear in a record, for example: frog OR extinction

NOT or - is used to eliminate search results which contain certain terms.

Final tips:

- Add the word phrases “for kids” or “for students” when the information you obtained is at a very high reading level.
- If you can't find the phrases you looked for in a webpage result click “Ctrl F”. This opens up a search window within the webpage or document. Type your phrase and see it highlighted as if by magic.



Get more tips on searching at:
www.google.com/basic-search-help

Advanced	What you can do with it	Google this
site:	search only within a specific site	site: www.stanford.edu
filetype:	find a type of file: PDF, DOC, TXT ...	filetype: PDF
define:	find definitions for a word	define: audacity
intitle:	find words in the title of the webpage	intitle: inspirational
..	get ranges of numbers, dates, or prices	presidents 1800..1900
word * word	find other combinations of words between words	creative * writing
-word	search for homer, but NOT simpson	homer -simpson
"word"	find exact words—no synonyms or plurals	"peace" "freedom"
"set of words"	search for exact set of words, quotes or phrases	"I have a dream"

Calculator	What you can do with it	Google this
+ - * /	add, subtract, multiply, divide	12+68
% of	percentage of a number	12% of 68
cos() sin()	trigonometry: cos, sin, tan, arcsin ...	cos (68)
km to miles	convert units: temp (C to F), weight (kg to lbs) ...	100 km to miles

Info	What you can do with it	Google this
weather	get weather for a region	weather honolulu
movies	find movies & theatres nearby (zip or city)	movies 94043
flight status	get flight status with the airline & flight number	HA 124

Bonus

Find words on webpages, with this key combo:

(PC)



...enter your keywords

(Mac)



...enter your keywords

