



## Using Capital letters

Google searches are NOT case sensitive. All letters, regardless of how you type them, will be understood as lower case. For example, searches for *george washington*, *George Washington*, and *gEoRgE wASHiNgToN* will all return the same results.

## Automatic "and" queries

By default, Google only returns pages that include all of your search terms. There is no need to include "and" between terms. Keep in mind that the order in which the terms are typed will affect the search results. To restrict a search further, just include more terms. For example, to plan a vacation to Hawaii, simply type *vacation hawaii*.

vacation haw aii	Google Search
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## Leave out common words

Google ignores common words and characters such as "where" and "how", as well as certain single digits and single letters, because they tend to slow down your search without improving the results. Google will indicate if a common word has been excluded by displaying details on the results page below the search box.

If a common word is essential to getting the results you want, you can include it by putting a "+" sign in front of it. (Be sure to include a space before the "+" sign.)

Another method is to put quotation marks ( " ") around two or more words, this will search for the complete phrase.

Common words in a phrase search (e.g., "where are you") are included in the search.

For example, to search for Star Wars, Episode I, use:

Star Wars Episode +I	Google Search	~ OR ~	"Star Wars Episode I"	Google Search
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## Word variations – searching for similar words

Google now uses stemming technology. So it will search not only for your search terms, but also for words that are similar to some or all of those terms. If you search for *pet lemur dietary needs*, Google will also search for *pet lemur diet needs*, and other related variations of your terms. Any variants of your terms that were searched for will be highlighted in the snippet of text accompanying each result.

## Phrase searches – searching for people's names, song lyrics, famous sayings etc.

Sometimes you'll only want results that include an exact phrase. In this case, simply put quotation marks around your search terms.

"the long and winding road"	Google Search
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Phrase searches are particularly effective if you're searching for proper names ("*George Washington*"), lyrics ("*the long and winding road*"), or other famous phrases ("*This was their finest hour*").

See Gerry if you want support with these features

### Negative terms – avoiding unwanted meanings

If your search term has more than one meaning (*bass*, for example, could refer to fishing or music) you can focus your search by putting a minus sign ("-") in front of words related to the meaning you want to avoid.

For example, here's how you'd find pages about the fish bass, but not bass-heavy music:

bass -music	Google Search
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Note: when you include a negative term in your search, be sure to include a space before the minus sign.

### And finally... "I'm Feeling Lucky" – Google's idea of the most relevant website

After you've entered your search terms, you might want to try the "I'm Feeling Lucky" button, which takes you straight to the most relevant website that Google found for your query. You won't see the search results page at all, but if you did, the "I'm Feeling Lucky" site would be listed on top.

For example, if you're looking for the Stanford University homepage, just enter *Stanford* and click "I'm Feeling Lucky" instead of the Google Search button. Google will take you directly to "[www.stanford.edu](http://www.stanford.edu)."

Stanford	Google Search	I'm Feeling Lucky
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See Gerry if you want support with these features