

How to search using Google



Tip 1: Keep it simple

The fewer words you use the better

What would you type to figure out who the mayor of Somerville is? What would you type to find a recipe for macaroni and cheese?

Tip 2: Choose words carefully

When you're deciding what words to put in the search box, try to choose words that are likely to appear on the site you're looking for. For example, instead of saying **my head hurts**, say **headache**, because that's the word a medical site would use.

Tip 3: Don't worry about the little things

Spelling. Google's spell checker automatically uses the most common spelling of a given word, whether or not you spell it correctly.

Capitalization. A search for **New York Times** is the same as a search for **new york times**.

Tip 4: Shortcuts to find quick answers

For many searches, Google will do the work for you and show an answer to your question in the search results. Some features, like information about sports teams, aren't available in all regions.

Weather: Search **weather** to see the weather in your location or add a city name, like **weather seattle**, to find weather for a certain place.

Dictionary: Put **define** in front of any word to see its definition.

Calculations: Enter a math equation like **3*9123**, or solve complex graphing equations.

Unit conversions: Enter any conversion, like **3 dollars in euros**.

Sports: Search for the name of your team to see a schedule, game scores and more.

Quick facts: Search for the name of a celebrity, location, movie, or song to find related information.

Adapted from:

https://support.google.com/websearch/answer/134479?hl=en&ref_topic=3081620