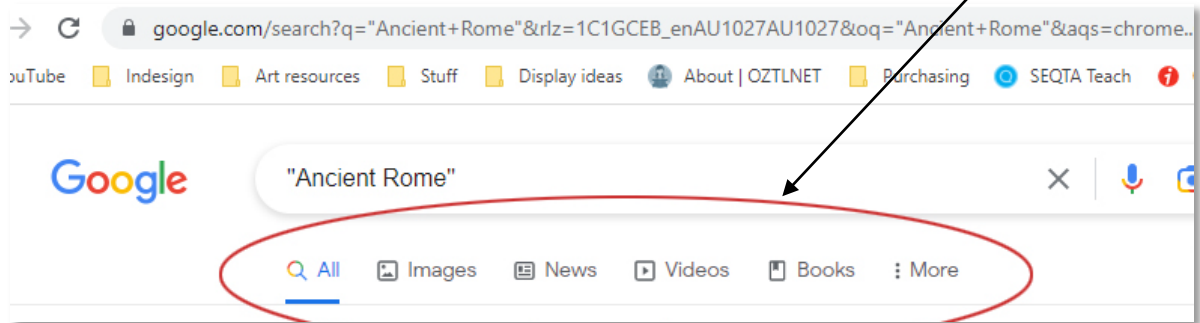


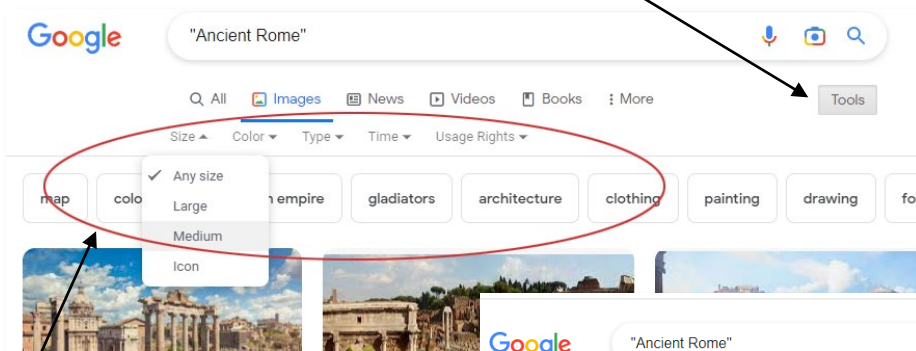
How to... Do a Google Search

Use the Tabs menu under Google Search results to specify the type of formats you require.



Images and Videos tabs

When selecting Images or Videos, use the **Tools** button to specify more detailed results.



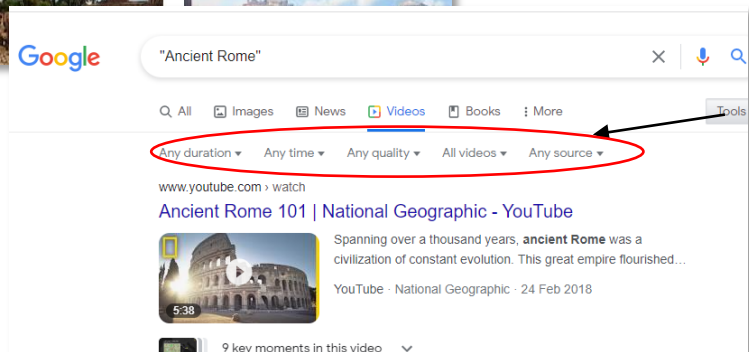
Size is filtering image size e.g., large images for assignments that won't appear pixelated (rough) as opposed to using a small sized image and having to overly enlarge it.

Colour filters if you want colour, black and white or transparent background images.

Type filters the image format – such as line art, gifs, or clip art.

Time is when the image was uploaded to the browser.

Usage Rights filters whether you want images that are creative commons (freely available for anyone to use) or commercial (that may have copyright restrictions)



Any Duration

will help filter how long the video is

Any Time

will determine when the video was posted

Any Quality

will determine if you are happy with any quality (any resolution) or only want high quality videos



Google Search Tips

Use **quotes** to minimise results

“Ancient Rome” will return results where those words are side-by-side only

Use **OR** or **+** (plus symbol) to expand your results

Searching for - Global OR worldwide “Air pollution” – should force Google to return results for both Global and its synonym, increasing your results.

Use **-** (minus symbol) to exclude subjects from your results

e.g. Apple -fruit would return results about the Apple company not fruit.

Search only for certain formats

Use **filetype:PDF** to search in Google for results which are only PDFs.

e.g. “Air pollution” filetype:PDF

Use **filetype:doc** to search in Google for results which are only documents.

Search for particular phrases or words

Use Control F (PC) or Command F (Mac) to search a website or article for a particular term or phrase

Let Google fill in the blanks

Use an asterisk in a search term for Google to search for that phrase knowing that the asterisk indicates a missing word eg “long and * road” will return information and lyrics about the Beatles song “Long and Winding Road”

Lastly, but perhaps most importantly:

Keep it simple and only use key words

Google is a search engine machine - you don't need to converse with it like a human; “change a tire” can bring back just as many search results as “how to change a tire”
Too many words can lead to too many results.

Tip

Don't forget that an article or website's bibliography list can lead you to further resources.

