

## QUICK TIPS FOR SEARCHING EFFECTIVELY AND EFFICIENTLY ON AN INTERNET SEARCH ENGINE

**NOTE:** These tips will work with most search engines in their basic search option.

- Use double quotation marks (" ") around phrases to ensure they are searched exactly as is, with the words side by side in the same order.  
**EXAMPLE: "Hunger Games remix"**  
(Do NOT put quotation marks around a single word.)
- Choose synonyms to use in your search and try a variety to help you achieve your goal or to provide you with different options to example.  
**EXAMPLE: "Hunger Games" remix vs. "Hunger Games" reinvention vs. "Hunger Games" copied vs. "Hunger Games" stolen vs. "Hunger Games"**
- Use the plus (+) and minus (-) signs in front of words to force their inclusion and/or exclusion in searches.  
**EXAMPLE: +remix -stolen**  
(NO space between the sign and the keyword)
- Put your most important keywords first in the string.  
**EXAMPLE: "Hunger Games" remix "Susan Collins" reinvention**
- Type keywords and phrases in lower case to find both lower and upper case versions. Typing capital letters will usually return only an exact match.  
**EXAMPLE: remix retrieves both remix and Remix**
- Combine phrases with keywords, using the double quotes and the plus (+) and/or minus (-) signs.  
**EXAMPLE: +remix +"Hunger Games" -Japan -stolen**  
(In this case, if you use a keyword with a +sign, you must put the +sign in front of the phrase as well. When searching for a phrase alone, the +sign is not necessary.)
- Know the default (basic) settings your search engine uses (OR or AND). This will have an effect on how you configure your search statement because, if you don't use any signs (+, -, " "), the engine will default to its own settings.