**Keep it simple!** Start by typing the name of a thing, place, or concept that you're looking for.  
     
    puppy training tips  
    london dinner cruise  
    pasta recipe

**Add relevant words**if you don't see what you want after doing a simple search.  
     
    First try: puppy  
    More precise: puppy training  
    Even more precise: dalmatian puppy training class  
  
Don't worry if it takes several attempts to find the right words to describe your search.

**Use only the important words** rather than a full sentence or question.  
  
    Not ideal: country where bats are an omen of good luck  
    Better: bats good luck  
  
**Why?** Generally, all of the words that you include in your search will be used to find matching content. Too many words will limit your results.

Less is more

Simple, one or two word search terms will usually give you the broadest results. Start with short search terms, then refine your results by adding more words.

## Search with an exact phrase

Put quotation marks around words **"[any word]"** to search for an exact phrase in an exact order. Keep in mind that searching with quotes might exclude relevant results. For instance, a search for **"Alexander Bell"** will miss pages that refer to **Alexander G. Bell.**

## Don't worry about cases

Search isn't case sensitive. A search for **new york times**is the same as a search for **New York Times**.

## Don't worry about punctuation

Search ignores punctuation. This includes @#%^\*()=[]\ and other special characters.

|  |  |
| --- | --- |
| **Search for an exact word or phrase** *"search query"* | Use quotes to search for an exact word or set of words. This option is handy when searching for song lyrics or a line from literature. [ "imagine all the people" ]  ***Tip***: Only use this if you're looking for a very precise word or phrase, because otherwise you could be excluding helpful results by mistake. |
| **Exclude a word -query** | Add a dash (-) before a word or site to exclude all results that include that word. This is especially useful for synonyms like Jaguar the car brand and jaguar the animal. [ jaguar speed -car ] or [ pandas -site:wikipedia.org ]  Tip: You can also exclude results based on other operators, like excluding all results from a specific site. |
| **Search for either word query OR query** | If you want to search for pages that may have just one of several words, include OR (capitalized) between the words. Without the OR, your results would typically show only pages that match both terms. [ olympics location 2014 OR 2018 ]  Tip: Enclose phrases in quotes to search for either one of several phrases. [ "world cup 2014" OR "olympics 2014" ] |
| **Include a "fill in the blank" query \* query** | Use an asterisk (\*) within a query as a placeholder for any unknown or "wildcard" terms. Use with quotation marks to find variations of that exact phrase or to remember words in the middle of a phrase. [ "a \* saved is a \* earned" ] |