

How-To Guide – Search engines

Tips on how to use search engines effectively

The internet is full of amazing resources, from information on just about anything you need to know to shops selling almost everything you could possibly want. You just need to know how to find what you're looking for. That's where search engines come in. The way to think of them is as windows to a huge library of information. Here are some tips on how to use them to your best advantage:

- **Google.com** and **Yahoo.com** are both very reliable and easy to use. You'll find what you're looking for quickly by typing 'keywords' into the search box. For example, to find out how to download Skype™, type something like 'how to download Skype' into the search box.
- You will then be presented with a list of relevant links, which you can click through to find the best content for you.
- Be aware that the highlighted results at the top of the page are paid-for adverts. These might be helpful but it is always worth looking at some of the other links that sit below this section.

Use these search shortcuts for more effective results:

1. Most of the time you can type keywords directly into the address bar at the top of the screen, rather than going to a search engine. Just type them in and click enter. Look carefully, because you may also find that suggestions for searches that match yours come up as you type.
2. If you use Google™ to search, you can refine the search by clicking on the tabs below the search box that offer Images, Videos, News, Shopping and Maps.
3. Also, when using Google, try going to **Google.co.uk** which will offer you more UK-specific results.

Advanced tip: set up Google Alert

If you're following someone or something in the news, you can set up an alert to get an email each time something new about them goes online.

1. Go to Google and type in your search keywords or names, then click the 'News' tab.
2. At the bottom of the 'News' search pages click the grey 'Create alert' button.
3. Check the details of the search, add your email to receive the alerts and choose how often you want them.
4. You can broaden the search to everything on the web or narrow it down to blogs or videos.
5. Click the red 'Create alert' button.

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