

Tips on Searching the World Wide Web

Refine your searches

1. Search Tip

If you are unsure how to spell a word, such as 'nepotism', then use the wild card symbol (*), e.g. **NEP***

2. Search Tip

Try using several words in the same search to home in on more exact matches, e.g. **fight beaches surrender** will return Winston Churchill's famous World War II speech.

3. Search Tip

If you are sure about an exact phrase you want to find, try using quotation marks to force an exact match, e.g. **"calcium carbonate"**, because this will reduce the size of the results list returned.

4. Search Tip

If you want to see results that must EXCLUDE a particular word then put a minus (-) immediately in front of it, e.g. **art -teaching**

5. Search Tip

Avoid searching on very general words like london. Try to use words that have a specialist or unique meaning because this will help to narrow down the search, e.g. **London theatre review**