

How to Search Using Google

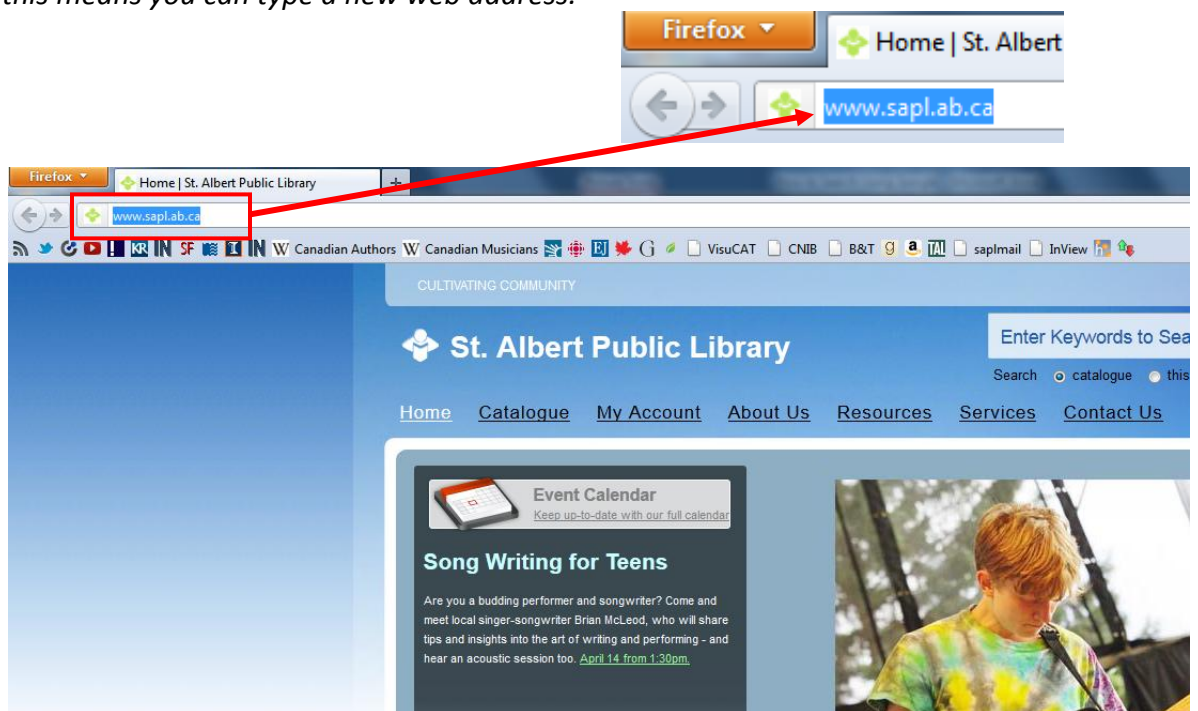
A. Accessing Google for the first time:

1. From the desktop choose a web browser and **double click** on the appropriate **icon** to access the internet: Mozilla Firefox, Google Chrome or Internet Explorer. *For this tutorial we are using Mozilla Firefox.*



*If it any time you have trouble performing a double click, try clicking once with the left mouse button to select a program or application and then press the **Enter** button on the keyboard to launch it.*

2. Click once with the left mouse button in the Uniform Resource Locator or **URL** box (see image below). *Notice that the web address in the URL box becomes highlighted in blue, this means you can type a new web address.*



3. Type **www.google.ca** and then press the **Enter** button on your keyboard. The web browser will then load Google's homepage.

*Tip: you can skip typing the ``www`` when trying to access most web pages on the internet e.g. type **cbc.ca** instead of **www.cbc.ca***

B. Keyword Searching Using Google

Google's powerful search engine scours millions of web pages on the internet to bring you a list of relevant web pages or other forms of media that match your keyword search query.

1. To perform a keyword search left click anywhere in the Google **search dialogue box**.



2. Type the key words of your search and press enter.

For example, if you are planning a vacation to Paris and want to know where to find a good place to rent bicycles, then try the simple key word search: **bike rental paris**. Google will then retrieve a list of relevant results for your search query.

Take notice the moment that you start typing the first character of your keyword search: Google's search engine will begin to predict and display a list of suggested search queries and search results.

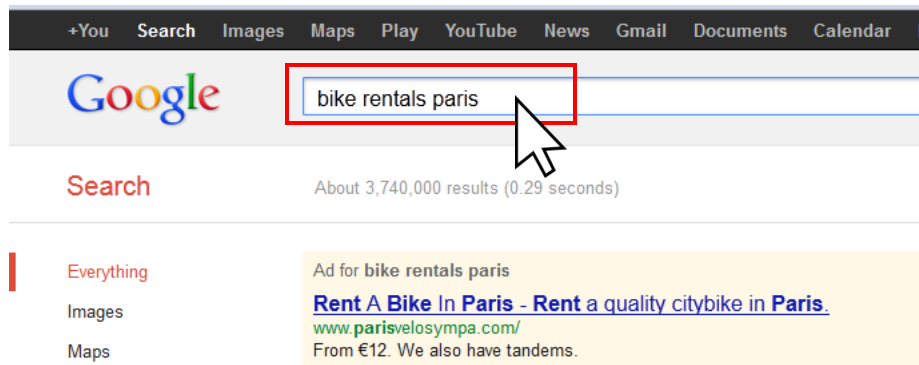
What you are witnessing is Google's **auto complete** algorithm in action. It can be a time saver sometimes predicting exactly what you might be searching for. If you see something that you like, stop typing and click on the bold text from the dropdown menu of the search dialogue box. You will then be linked to a list of search results for those keywords.



3. If you did not find what you were looking for or if you would like to begin a new search, click on the back button of the web browser. You will return to Google's homepage that features the search dialogue box



You can also perform a new search by clicking in the Google search dialogue box that is located above your list of search results. Just delete your previous search and type in your new one.



*For other search tips refer to the handout "Better Searches, Better Results".

C. Search Results

A basic search results page will include a list of about 10 relevant web pages with titles that link to web pages, a short description or an actual excerpt from each individual webpage, and the page's URL.

Google has ranked these results based on over a hundred questions from its search algorithm. Therefore, you should not need to go past the first page or two of results.

Let's take a close look of at an individual webpage from a search results list:

[Home | St. Albert Public Library](#)

www.sapl.ab.ca/

Online catalogue, children's pages and **library hours**

+ Show map of 5 St Anne St, St. Albert, AB T8N 3Z9

[Hours and Phone](#)

Library Hours. Monday thru
Thursday: 9am - 9pm. Friday ...

[Children](#)

An exciting new collection is now
available from the Children's ...

[Resources](#)

At the Library, Go Digital! Books ·
Large Print and DAISY · CD ...

[More results from sapl.ab.ca »](#)

[Programs](#)

Our half hour preschool programs
run for 6 weeks. Sessions ...

[Services](#)

Wondering what you can find at St.
Albert Public Library? We can ...

[Contact](#)

St. Albert Public Library is located at:
St. Albert Place. 5 St. Anne ...

The blue underlined text is the name of the webpage and also functions as a link. Click on it and you will be taken to the webpage for the URL that is written in the green text below.

The black text is a brief description of the webpage. This provides you the opportunity to judge the relevancy of the webpage before you

A well organized website will sometimes offer you links to locations within the webpage. i.e. click on any of the links ([Hours and Phone](#), [Programs](#) etc.) and you will be directed to that specific webpage located within the main webpage (www.sapl.ab.ca)

D. More from the Search Results Screen

Here is a quick overview of some of the other elements and tools of a typical Google search results screen. *See page 5 for more details.*

Google Menu

Tools & Filters

Google Maps

Search Results

Google Search Results Screen	
Google Menu	This handy menu bar is full of links to some of the most popular services from Google. These links can get you direct access to websites like YouTube or Gmail without having to type in the full URL/web address. <i>For even more links to Google products, click on the More link.</i>
Tools & Filters	<p>This panel along the left hand side of your results page will show your location as well as dynamically present other search modes and filters that are most useful for your particular search.</p> <p>You can use these tools to filter and customize the Google search results. For example, if you want just images to appear in your results list, then click on the Images filter. The same applies for all of the other filter options. With these filters you choose what type of information you want to appear in the search results.</p>
Google Maps	Sometimes Google will display a graphical map to accompany the search results. This handy map is a link that will transfer you to Google's global mapping software, Google Maps. With Google Maps you can interact with an array of mapping features such as Trip Planner, Get Directions, Street View and many more.
Search Results	<p>If the webpage or information you're looking for is not on the first page of search results, you can click Next at the bottom of the page to see more results.</p> <p>Remember if you don't find the information that you are looking for within the first two pages of search results, then you should probably consider changing the keywords in your search query.</p>

