



Introduction to Online Searching

When you conduct a search via the internet, you'll typically be using a **search engine**. This is a highly sophisticated program that will search billions of pages on the web for terms that match or seem related to your search inquiry.

You likely already know about **Google**, but there are other search engines as well, such as **Bing** and **Yahoo** Search.

Starting your Web Search

You can conduct a search from two places:

1. The Google homepage (which is default if you are using Google Chrome at home).
2. When using the Google Chrome web browser, directly into the address bar.

View the video "Get More out of Google Search" on YouTube by typing this URL into the Google Address bar: <https://www.youtube.com/watch?v=aF-xg2UTzKI&feature=youtu.be>

Your Search Results

When you enter your search term and press enter, you will see a list of results. In addition to **web links** which are the bolded title headings you see in blue, you may also see **maps, shopping results, Q&As** and more. Google will attempt to place the information it thinks is most applicable to you search at the top.

Sifting through Results

The first few results may be **ads** or **sponsored listings**. Always look at the URL (web address) of the website and not just the title of the result. This is the grey text above the heading of the result.

Using "Near Me"

When you include the phrase "near me" alongside your search term, Google will gather information about your location and will display nearby results!

You may type:

- Hotels near me
- Restaurants near me
- Gas near me
- Coffee near me
- ...and so on

Conversions

Google also has a number of built-in calculators. You can type in a conversion and oftentimes, Google will return with its converter widget with the result displayed at the top of the results page.

Definitions and Translations

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Internet Searching



When you include the word "translate" followed by the foreign text, Google will generate a widget which will display the translations from a language (which it auto-detects) to English.

You can also input additional text into the widget on the screen to continue translating different words and sentences.

Note that Google also has a full website devoted to translations at **translate.google.com**

You also have the option to look up words by typing in your word and definition into the search box. These results displayed from within the Google results page are pulled from the Oxford Dictionary Online.

Shipment Tracking

When you paste a tracking number into the Google Search bar, it will detect the carrier and will link you to your package tracking page.

Simply follow the link that says, "Track via.." To view the status.

Be careful that you copy the tracking number and not an order number.

Weather

You can generate weather results for your current location, or any other location by typing **weather** followed by the location.

Searching for Images

Google allows you to search the internet for pictures based on keywords or descriptions.

To do so, you can enter your search term, then select the link that says "images" under the search bar on the results page.

Note there are also links to search news, videos, shopping, books and more. You may find news and book searching effective, but I do not recommend videos or shopping. If you need to search for a video, try going directly to a video hosting website such as YouTube.

Google image results can be a little confusing to navigate, but it just takes some practice!

Navigating Image Results

To **view an image from the results page, click it once.**

This will generate a window that shows the picture in isolation and provides details about what website the photo was found on.

If you click on the photo from this screen, **it will take you to the website** the photo is hosted on.

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To copy the image, right click the image, and click "**Copy image**"
You can paste an image into an **email, Word document, Publisher document, paint, and more!**

These options are helpful if you need to **resize** the image.

Accessing the Image Directly

Say, for example, that you want to print the image out directly from the web browser. You do not need to edit the dimensions.
Or, maybe you want to access this exact image again.

You have the option to copy the **direct link** to the image itself—not the website hosting the image, and not the Google Results page.

To do this, right click the image, then click "**Copy Image Address**"

If you needed to print this, you would simply paste this URL in a new window or tab, click on the three dots, then click "print."

Advanced Google Images Search

- I'll begin by entering my search criteria, such as "Tokyo"
- On the results page, I can limit my results by clicking "**tools**" to activate the search options.
- I can click on the arrow beside **size** and click **large** to display only large images.

Generating Directions

Google is very easy to use when generating directions!

Simply enter your **starting location, followed by your destination location in the search bar**. You do not need exact addresses.

This will generate a widget which contains the Google Map detail of the route. To read and print the directions, click "**Directions**"

You can also simply enter two destinations to see the distance between them. (E.g. Walt Disney World to Universal Orlando—only a 12 min drive!)

Quick Guide

Did you know that you have access to highly-specialized research tools through the Dayton Metro Library?

You can find resources by topic or by alphabetical listing at daytonmetrolibrary.org/research/databases/

Database

Topics include:

Business and finance

Career

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Internet Searching



Genealogy and History
Government and Legal
Health and Medical
Homework and Educator Resources
Learning and How to
Literature and Library Science
Newspapers, Magazines and Current Events
Nonprofit and Grants
Research and General Reference

Reference USA

Provides access to U.S. Standard White Pages—essentially a digital phone book.

"Use this database of over 160 million U.S. Residents to conduct market research, and locate friends and relatives. Our records are continuously updated and processed against the USPS National Change of Address (NCOA) and Delivery Sequence File (DSF)

Selection criteria include:

Name, address, median home value, median home income and more."

-Via ReferenceUSA.com

Consumer Reports

Provides access to product reviews, and other consumer information. Also has a section available for car ratings.

"Research before you buy with trusted, unbiased product reviews and ratings for cars, appliances, electronics, and more."

-Via DaytonMetroLibrary.org



Additional Resources:

edu.gcfglobal.org/en/search-better-2018/

GCF Global offers many guides related to technology, including computer basics, internet basics, and search tips. Follow this link to review much of what was covered in *Internet Searching*.

daytonmetrolibrary.org/research/databases

The library offers many resources to research, learn, or explore many different topics—all for free! Access this webpage to view a full list of the databases available or browse by topic at the top.

Technology 1x1 at the Dayton Metro Library – Trotwood