

# **Cheat Sheet: The Three Rules of Google (According to Alysa Cummings)**

There are three simple rules (and some simple time-saving strategies) that will make Google your new best friend as you search for information on the Internet.

- **Rule One: Search for One Word**

If the topic you are hunting for is just one word long (dinosaurs, Christmas, earthquakes, etc.), point and click in the text box and type that word. Then click on the Google Search button and stand back for millions of hits. It's what we call in the world of search engines, "an embarrassment of riches." Too much information to manage!

**Time-Saver Search Strategy One: Check Domain Names**

Scan down the first twenty hits checking the internet addresses for the domain names. Save time by not clicking through on sites that don't meet your needs. Here's what many of the domains mean:

**.com...company, commercial venture, trying to sell you a product or service**  
**.edu...school, college or institute of higher learning (free info!)**  
**.k12.nj.us...a school where they just might be posting student projects or teacher lesson plans (free info!)**  
**.gov...a website hosted by a department of the U.S. government**  
**.org...non-profit organization (free info!)**  
**.uk...United Kingdom**  
**.au...Australia**

**Time-Saver Search Strategy Two: Don't click through past page 2**

The richest sites will rise to the top like cream. They are presented in an order for this reason.

- **Rule Two: Search for Two or More Words Using Quotation Marks**

If the topic you are hunting is more than one word long (two words, three words: i.e., Betsy Ross, Declaration of Independence, Graphic Organizers, Lesson Plans, etc.) surround the search words with quotation marks. Google will search for the words as a string of text, (keeping Betsy right next to Ross). To try out this rule, why not use your own name. Type it into the text box with quotation marks just like this: "Alysa Cummings" and then hit Google search. See how many different times your name appears on the Internet. Who knew how famous you are?

- **Rule Three: Search for Two Things at the Same Time**

Most adults like to search for two things at the same time using Boolean operators like + (that stands for the word "and"). The key is to apply rules one and two to rule three. Here's how it works. Think of the queries as formulas:

**Formula**

One word + one word:

Two words + one word:

Two words + two words:

One word + two words:

**Sample Query**

Dinosaur + eggs

“black history” + timeline

“graphic organizers” + “lesson plans”

printables + “long division”

Notice that you need a space on either side of the +.

The three rules are yours to practice, practice, practice. Happy hunting online!