



Windows

Getting Online

Online Searches

A search engine can help you efficiently search the web for desired information.

Some of the more popular search engines include Google, Yahoo, and Bing. Check out some ways to search the web.

1. Navigate to the address bar with your keyboard shortcut of **Alt + D**.

Tip: For more information on using the address bar to navigate to a website, check out the workshop on website basics.

2. Find the search field in the middle of your screen to enter a word or phrase, also called a search query, that describes what you want to find.

Tip: You can type in simple questions or statements, such as “Show me information about macular degeneration” to get search results.

3. There are two ways you can enter your search query. You can either type it into the edit field or dictate it.
 - **Type:** Type the phrase you are seeking information about, such as “macular degeneration”.
 - **Dictate:** Select the microphone at the far right of the edit field. A new page opens, and you see a prompt to speak. Exit this method by selecting the X in the top right corner of your browser window.
4. Once you see the term you want, Google searches the vast number of websites on the web to return information on that topic. It will be a mix of web pages, images, and videos, and most are shown as links.
5. **Advanced Search:** Below your search field, you find a list of advanced search options. You can narrow your search to include only images, news, videos, books, and more that are all related to your search query.

Tip: Links are always presented in blue. Once you select a given link, the color changes to purple. That

way, you can tell if you've visited a particular link in your browsing session.

6. After you've selected a link, move back to the search results by selecting the back arrow.
7. Google is a lot more than a search engine. You can also use it to do simple translations or measurement conversions. For example, you could type "Translate bonjour to English" or type "1 quart = cups" and get an answer right away.

Search engines are amazing tools that provide you with the most effective ways to search the web. Now that you've tried searching the web, why not try another workshop in this series to further improve how you access the Internet?

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