Almost all search engines have an “advanced search” or “options.” Taking a few minutes to read the instructions on more specific searches could save you time in the long run.

If you get too many results from a search, try being more specific in order to narrow it down. Example: Car parts (too general), Chevy parts (more specific).

If key words do not yield the results you want, try using a thesaurus, and maybe a similar word will produce the information you are looking for. If you are short on time, use one of the Meta searches.

If there is a certain sequence of words you want to search, put the phrase in quotation marks. For example, if you type Long Beach City College without quotation marks, a search engine will look for all sites containing any of these words, but with quotations the search engines will look for the phrase as a whole.

Use a + to include (match all) or a - to exclude phrases; for example, if you use long beach+schools, the search engines will search for any sites containing both phrases, but if you use long beach-schools a search engine will bring up all web sites that have long beach but not schools.

Meta search engines search for information by querying other search engines.

Also check out these special search sites:

- [http://searchenginewatch.com/webmasters/work.html](http://searchenginewatch.com/webmasters/work.html)