

Preparing Your Search

By spending a few minutes clarifying your search, you can increase your search results. What do you want to find? What do you want to know?

STEP 1: STATE WHAT YOU WANT TO FIND

First, in one or two sentences, state what you want to find.

I want to find information on **popular methods of losing weight**.

STEP 2: IDENTIFY KEYWORDS

Next, underline the main concepts in the statement.

I want to find information on popular methods of losing weight.

STEP 3: SELECT SYNONYMS AND VARIANT WORDS

List synonyms, alternate spellings, and variant word forms.

popular common favorite

methods method ways way techniques techniques

losing lose reducing reduce reduction

weight fat dieting diet

STEP 4: COMBINE SYNONYMS, KEYWORDS, AND VARIANT WORDS

Combine synonyms with Boolean OR.

NOTE: Place parentheses around OR statements.

(popular or common or favorite)

(methods or method or ways or way or techniques or technique)

(losing or lose or reducing or reduce or reduction or reductions)

(weight or fat or dieting or diet)

Use truncation with an asterisk symbol (*) to combine variant word forms.

(popular or common or favorite)

(method* or way* or technique*)

(los* or reduc*)

(weight or fat or diet*)

Combine keywords with Boolean AND.

(popular or common or favorite) and

(method* or way* or technique*) and

(los* or reduc*) and

(weight or fat or diet*)

STEP 5: CHECK YOUR SPELLING

Search engines return websites with words that match your keyword, your results will contain websites where that word

STEP 6: Refine your search based on results.

STEP 7: Visit the actual site(s) and save the information