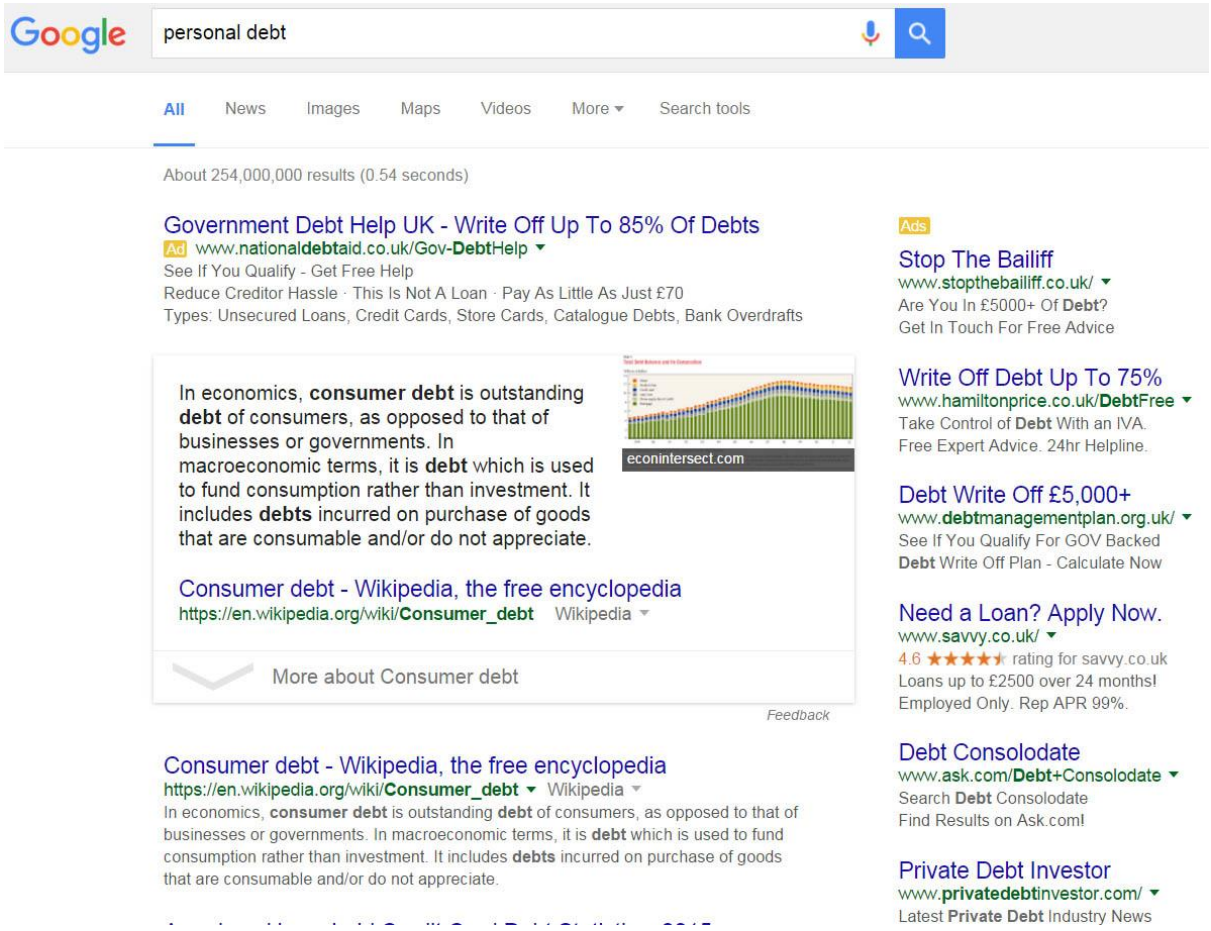
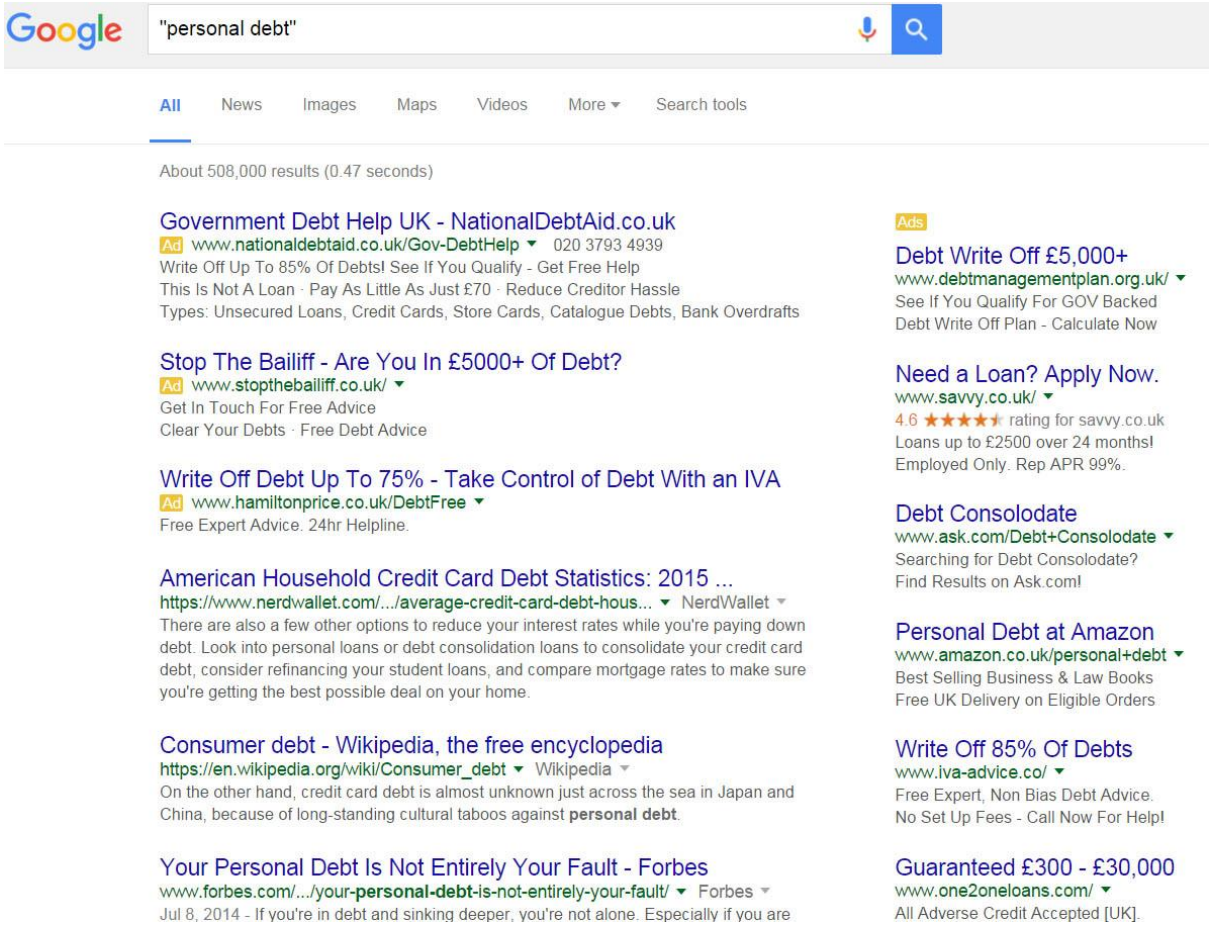



When searching for a term, like **personal debt**, Google will give you some pretty useful content like a Wikipedia page, helpful definitions, alternative keywords, and other things including advertisements. However, Google has also given you over 250 million results which you're not going to have time to work through. So, follow these steps to get exactly what you need and quickly.

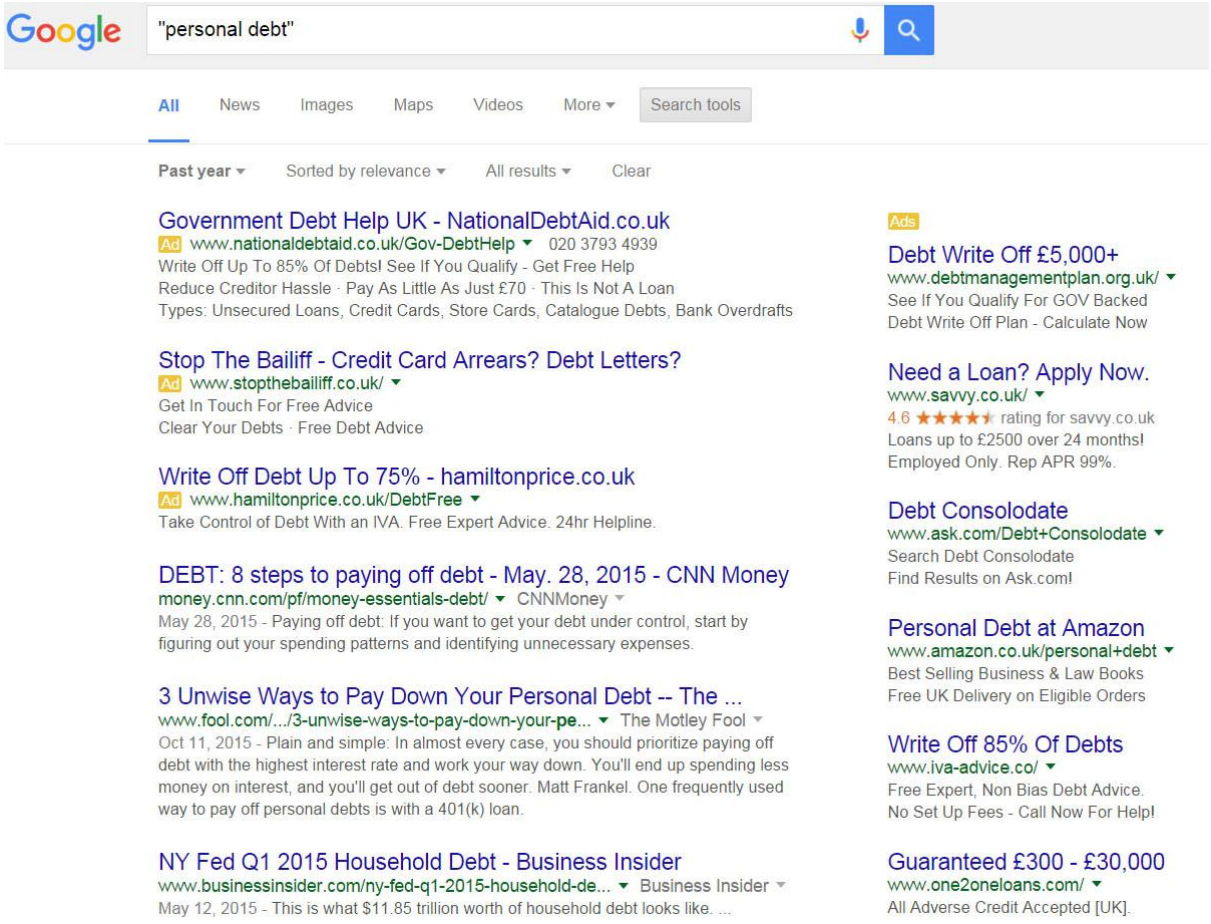
## Use speech marks

By putting your search term in **"speech marks"**, Google will search just for that phrase and this will help focus your results down to something a bit more manageable such as getting from over 250 million hits to just over 500,000 hits.



## Use time and location filters

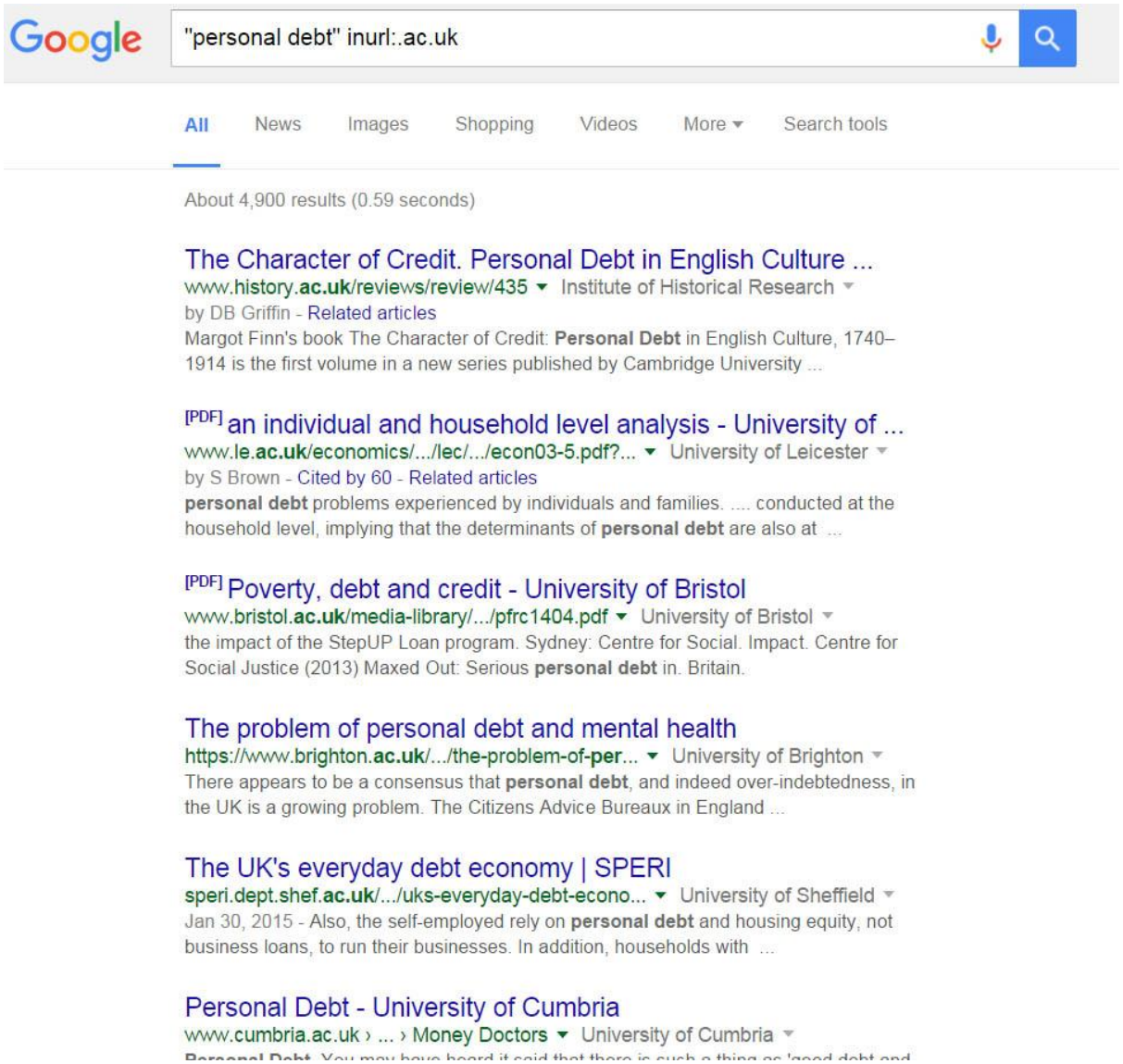
You might use the basic search box with Google but don't forget the **Search Tools** options. You can limit your search to information from the past year for up-to-date content and even limit your results by a certain country if you're just looking for UK debt.



## Search within certain URLs

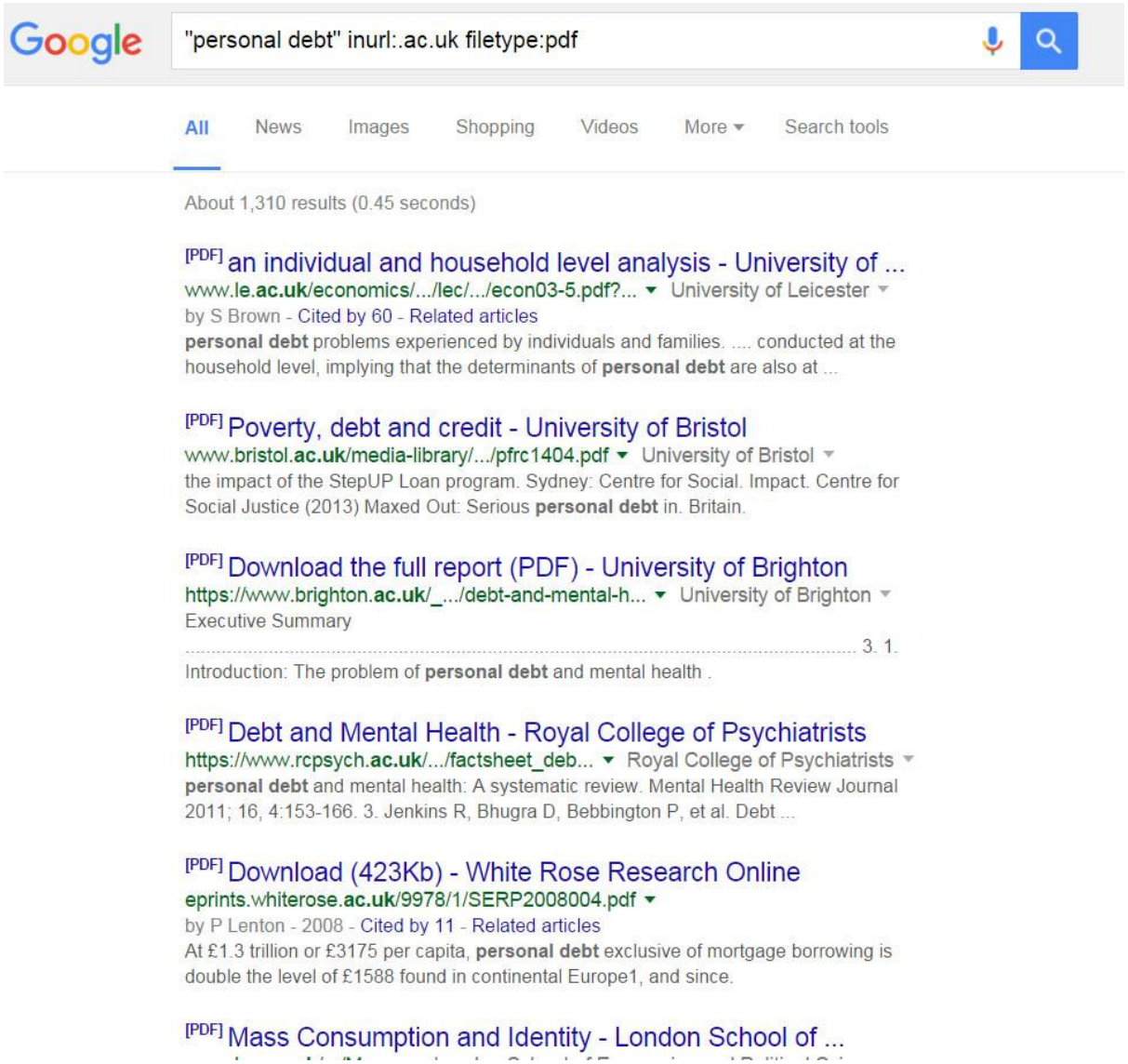
If you're looking for reliable information on Google, you'll want to search in reliable sources. By combining your search with **inurl** you can get information from specific domains such as UK academic institutions (.ac.uk).

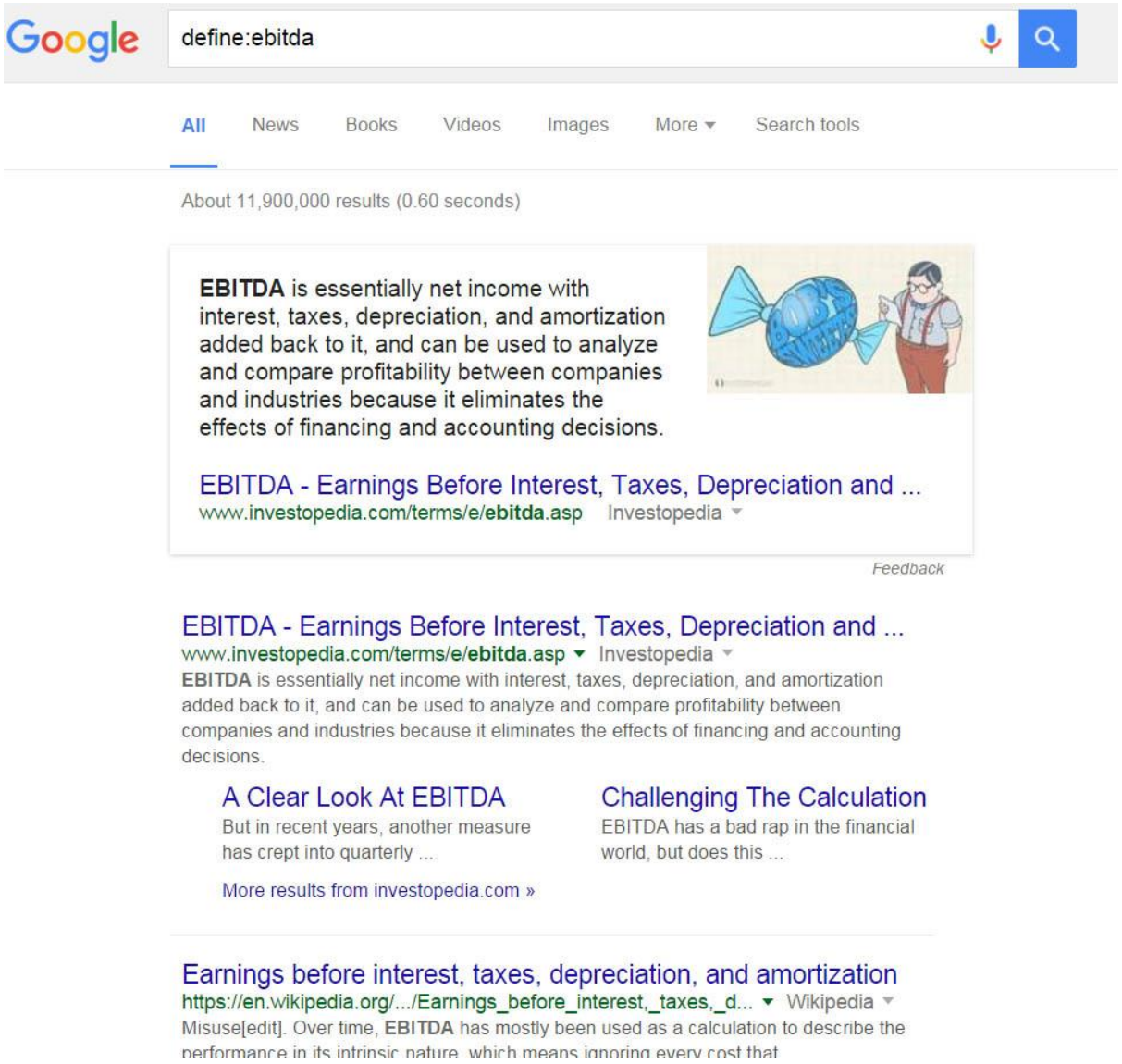
So look for **"personal debt" inurl:.ac.uk** and you'll get information about personal debt just from UK university websites. You can do this with US academic institutions too (.edu). This works well with other bodies such as the UK (.gov.uk) and US government (.gov).



## Search for certain file types

You might want to find a really handy PDF of a report, or someone's presentation slides on a certain topic, or even a useful spreadsheet with lots of stats for your project. Google will find this for you using the **filetype** function. So look for **"personal debt" inurl:.ac.uk filetype:pdf** to find PDF files on personal debt from UK universities. Simple!



## Understanding complex terms

Google doesn't just find stuff for you, it can also help you understand new or complex terms. By using the **define** function, Google will get a brief definition of that term so you can be an expert in no time and impress your friends. So look for **define: EBITDA** to get to grips with tricky terms for your course.