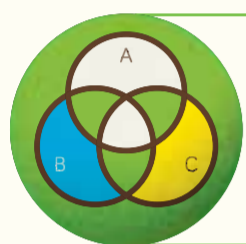


Smart searching saves precious time.



Searching for information on the Internet may be overwhelming because it consumes more and more of our time and never seems to end. Here are some smart tips to simplify and speed up your search. Time saved is time gained!

SEARCH TIP 1:



Use Boolean Operators logic

Broaden or narrow your search using the operators **AND, OR, NOT**. Example:

AND EQUAL TO **+** **NOT** EQUAL TO **-**

SEARCH ENGINES	workplace leadership	"workplace leadership"	workplace leadership +employee motivation	workplace leadership -employee motivation
	About 1,600,000 results	36,000 results	About 71 results	About 11,700,000 results
SEARCH TERMS	workplace leadership	"workplace leadership"	workplace leadership +employee motivation	workplace leadership -employee motivation
EFFECT OF USING BOOLEAN OPERATOR	Search Terms	Only websites containing the exact phrase	Only websites containing BOTH 'workplace leadership' AND 'employee motivation' = fewest results	Only websites containing 'workplace leadership' But NOT 'employee motivation'

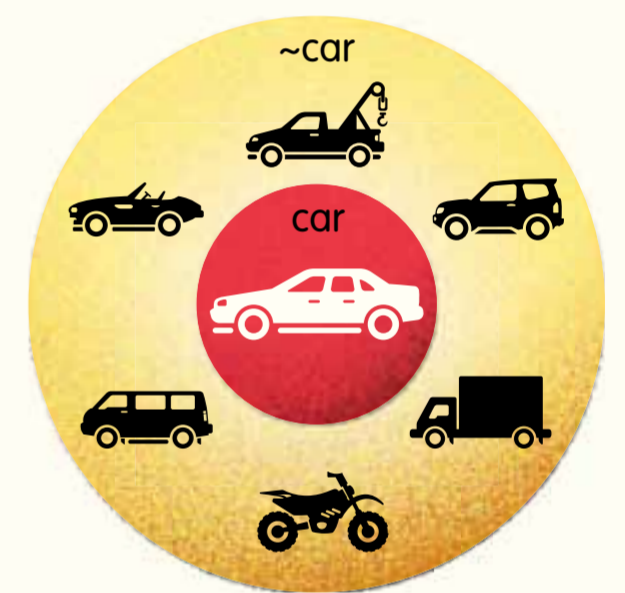
SEARCH TIP 2:



Search with synonyms

Preceding your subject with a ~ (tilde) results in a search for the keyword plus its synonyms.

Example: When searching for ~**car**, search results containing "vehicle, automobile, motor" come out as well.



SEARCH TIP 3:



Go directly to a specific site or domain

Look for your search terms in a specific website or domain such as:

.gov.sg government agencies **.com** commercial businesses
.sg Singapore **.org** not-for-profit organisations
.edu.sg educational institutions

