THE PROOF SERIES

Google Proof

A Senior's Simple Guide to Google



FOR SENIORS

PROUDLY CANADIAN

John Marshall



PROUDLY CANADIAN

Google Proof: A Senior's Simple Guide to Google

FREE SAMPLE CHAPTER

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CHAPTER 1

Search with a Question, Then Judge the Answer

Google Search is a starting point, not a referee. Ask clearly, read labels, and verify important answers.

IN THIS CHAPTER

- Ask a useful question
- Read the whole result
- Recognize ads and quick answers
- Check important information elsewhere

PRACTICAL LESSON

Start a Simple Search

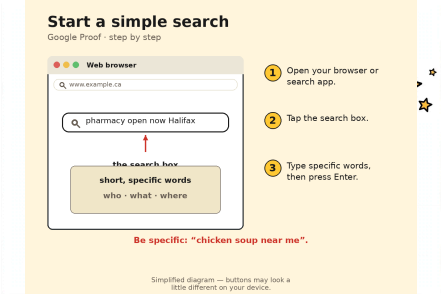
Search works best when your words name the thing, place, and need.

Diagram labels: search box

1. Open Google in Chrome or tap the Google app.
2. Select the search box.
3. Type a short, specific request such as pharmacy open now Halifax.
4. Press Enter or tap Search, then wait for the results.

Figure: what to notice on screen. Labels shown: question, Search, results

! **MAKE IT SPECIFIC:** Marlene once searched “place with soup.” Google tried bravely. “Chicken soup near me” worked better.



PRACTICAL LESSON

Ask a Full Question

Natural questions are fine; include the details that change the answer.

Diagram labels: what

1. Begin with who, what, when, where, why, or how.
2. Add a city, province, date, model, or symptom when relevant.
3. Read the first results and notice whether your wording was understood.
4. Change one or two words if the results miss the point.

Figure: what to notice on screen. Labels shown: where, when, Canada

! **ADD CONTEXT:** For deadlines, laws, health, money, or travel, include “Canada” or your province. Advice from another country may wear the right words and the wrong rules.

PRACTICAL LESSON

Read a Search Result

Each result usually shows a title, website name, address, and short description.

Diagram labels: title, website

1. Read the title without clicking.
2. Check the website name and address shown above or below it.
3. Read the description to see whether the page answers your question.
4. Open the result only when the source and topic both make sense.

Figure: what to notice on screen. Labels shown: address, summary

! **READ THE LABEL:** The blue title is an invitation, not a certificate of truth. Read the small print before entering.

PRACTICAL LESSON

Recognize Ads and Sponsored Results

Paid results can be useful, but payment is not the same as authority.

Diagram labels: Sponsored, name

1. Look for Sponsored or Ad near the result.
2. Notice the website address, not only the business name.
3. For government, banking, health, or support, compare with the organization's known official site.
4. Skip the ad when you are unsure and use a saved bookmark or official app.

Figure: what to notice on screen. Labels shown: address, verify

ADVERTISEMENT A sponsored "support" number may belong to an advertiser, not the company whose logo you recognize.

PRACTICAL LESSON

Use Quick Answers Carefully

Search may show weather, definitions, calculations, or a short answer before ordinary results.

Diagram labels: answer, source

1. Read what the answer says and note its source.
2. Check the date, place, units, and currency.
3. Open the source when the answer affects money, health, law, or travel.
4. Compare with an official source before acting on a serious matter.

Figure: what to notice on screen. Labels shown: date, verify

! **CHECK THE SOURCE:** A tidy box at the top can still be incomplete or out of date. Neatness is not evidence.

PRACTICAL LESSON

Search an Exact Phrase

Quotation marks can look for words together in the same order.

Diagram labels: "phrase"

1. Select the search box.
2. Put quotation marks around a distinctive phrase, such as “payment could not be processed”.
3. Add another word, such as scam or Canada.
4. Compare several results instead of trusting one discussion post.

Figure: what to notice on screen. Labels shown: add word, compare, decide

! **USE QUOTES:** Exact-phrase search is excellent for suspicious message wording. Scammers copy and paste too; at least they are organized.

PRACTICAL LESSON

Search by Voice

Voice search is handy when typing is difficult, but private details can be overheard.

Diagram labels: microphone, speak

1. Tap the microphone in Google Search.
2. Allow microphone access only if you intended to use it.
3. Say a clear request, then stop speaking.
4. Read the words Google heard before opening a result.

Figure: what to notice on screen. Labels shown: transcript, results

! **READ IT BACK:** Voice search once turned “Saskatoon library hours” into an energetic search for “saxophone library.” Always read the transcript.

PRACTICAL LESSON

Verify Important Information

For decisions that matter, use a second trustworthy route.

Diagram labels: who

1. Identify who is responsible for the information.
2. Open the official government, bank, clinic, airline, or business source.
3. Check its date and whether it applies to Canada or your province.
4. Call a known official number when online details remain unclear.

Figure: what to notice on screen. Labels shown: official, date, confirm

! **TWO SOURCES:** Google finds pages; it does not guarantee them. The final check belongs to you.

CHAPTER 2

Chrome Is the Window, Not the Whole Internet

Chrome holds webpages in tabs. Learn the frame around the page and the web stops feeling like one endless room.

IN THIS CHAPTER

- Use the address bar
- Control tabs and windows
- Save trustworthy bookmarks
- Manage downloads, history, zoom, and permissions
- 18 CHAPTER 2

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