

## Google Alerts

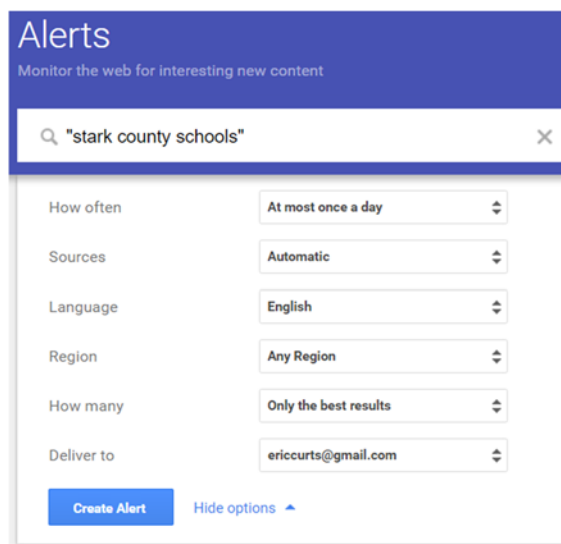


Although Google's search engine is a powerful tool for finding information, what if you need that information more than just once? To help with that, Google provides a service called **Google Alerts** that will **periodically run your search** for you and **email you any new results**.

This can be useful for a student doing a research project to get the latest updates each day on any new articles or posts related to their topic. This can also be valuable for school administrators to see any time their school district or school building gets mentioned in the news, so they can stay on top of public interest and concerns.

To create a Google Alert, do the following:

- Go to the site at [www.google.com/alerts](http://www.google.com/alerts)
- Type your **search term** or phrase in the search box just like you are making a normal Google search.
- Note: Be sure to put quotes around your search phrase as usual if you want to make sure those words appear in that specific order, such as "Lake Technical College".
- Click the "**Show options**" link if you want to tweak how often you get updates and which sources to search.
- You will see a preview below showing you representative results.
- When done, click "**Create Alert**".



The screenshot shows the Google Alerts configuration page. At the top, it says 'Alerts' and 'Monitor the web for interesting new content'. Below that is a search box with the text '"stark county schools"'. Underneath the search box are several settings, each with a dropdown menu:

- How often: At most once a day
- Sources: Automatic
- Language: English
- Region: Any Region
- How many: Only the best results
- Deliver to: ericcurts@gmail.com

At the bottom left is a blue 'Create Alert' button, and at the bottom right is a 'Hide options' link with a small upward-pointing arrow.

You will now begin receiving emails with matching search results based on the settings you chose. You can always return to Google Alerts to edit or delete an alert.

The first person who emails me with "I've read your Google Alerts tech tip" in the Subject Line of the email, I will deliver a prize to you. Just checking to see who is reading my Tech Tips!