• **Default search ("And").** If you type in more than one word, Google will get results that contain all those words, anywhere on a site. This corresponds to a Boolean “AND” search. It narrows the search results.

• **Phrase search.** Using quotations marks will retrieve the exact phrase. Typing “to be or not to be” without quotation marks will retrieve over 4000 times more hits, some for sites having nothing to do with the topic you want.

• **"Not" search.** Use a minus sign (-) to remove unwanted results (often called a "not" search). For example the search cherokee -jeep should retrieve information on Native Americans, not autos. When using - leave a space before, but not after the sign.

• **"Or" search.** Use an uppercase OR between two or more words if you want to search either. Example: oil OR petroleum. Use to search for word variations: theater OR theatre; teenager OR adolescent. OR expands the search results. *[Note: this acts strangely sometimes.]*

• **~ search.** Similar to an OR search, except Google supplies the similar words. Example: ~map will also search for “guide,” “location,” “travel,” etc.

• *** search.** An asterisk (*) will find variations in a name or phrase. Example: "keep * weird" will find "keep Austin weird” and “keep Erie weird.” Use the asterisk * within quotation marks to replace less important words to get around Google’s 10 search term limit: “* vegas” “* jose” “* alamos” chicago children technology science museum

  o "Find Results" area has search options discussed above written out so you don’t have to remember operators and symbols.
  o You can limit searches by
    ▪ Language (any, English only, Spanish only, etc.)
    ▪ File format (.doc, .xls, .ppt, .pdf, etc.)
    ▪ Number range. You can specify that results contain numbers in a range you set, such as a price or date range. Dates within your range will always be in your results. This is most useful for price ranges: example "notebook computer" $900..$2000
    ▪ Occurrences--where your search terms must appear (title, URL, links, text, anywhere). This really focuses results. Title is most useful usually.
    ▪ Domain (such as .com,.edu, or only a certain site such as austincc.edu)
  o Filtering (none or use SafeSearch)
  o Page-specific searches – related (this is not useful) or linked (pages that link to a given page; only somewhat useful).
  o Topic-specific searches – Mac, Microsoft, US government, colleges and universities.

• **Search for images.** Click on the Images tab on the Google home page to locate images on the web. In advanced image searching, you can even limit your searches by size, format, and coloration.

• **Search by category.** Click on the “more>>” [http://www.google.com/options/] link on the Google home page, then click on “Directory” to get to web sites arranged by topics. This is a good place to start research.
• **Search by number.** You can search for UPS and FedEx tracking numbers, vehicle ID numbers, patent numbers, etc. by typing in the number in the search box. Example: 0201332884 (ISBN number for the book *Conceptual Physics*). Omit dashes in numbers, or Google’s calculator will automatically perform mathematical operations on your number.

• **Search for news.** Click on the News button on the Google home page to access Google News. Google pulls news stories from over 4000 sources automatically and updates their listings continuously. News can be searched for specific topics.

• **Find lost sites.** If the page you’ve found has disappeared from the web (“Error 404”), click on the Cached link at the end of a Google site description. This will retrieve a site as it appeared the day Google indexed it.

• **Find phone numbers, addresses, and directions.** Type phonebook: and a phone number, and get the name, address and a map. Also you can type a first name or initial, a last name, and city to get all three. Doesn’t work for all names.

• **Google as a dictionary.** Enter the word(s) or phrase in the search box. If Google has a definition, the word will be underlined in the search results statement. Click to see the definition.

  Or type define:avuncular to see other definitions

• **Google as a calculator.** Examples: 76*54 or liters per quart or converts English to metric www.google.com/help/calculator.html has the full details.

• **Search by location.** local.google.com lets you limit a search to a city or zip code.

• **Froogle** - Comparison shopping! See results from many sites.

• **Put Google on your toolbar.** When the Google Toolbar is installed, it automatically appears along with the Internet Explorer toolbar. This means you can use Google to search anytime, without returning to the Google home page to begin another search. To add this, go to http://toolbar.google.com/ and follow the instructions. It also includes other Google features.

Other features:

• **Preferences.** Click on the Preferences link at the top of a page to set language, number of results per page, or filtering.

• **Search Groups.** Click the Groups tab to search archives of newsgroups.

• **Spell checker.** Google automatically spell checks your query. It will ask "Did you mean: (more common spelling)?" if it calculates that you have a misspelling.

• **Web page translation.** If your search has non-English results, there will be a link to a version of that page translated into English. Does not work for languages with different alphabets.

• **New feature testing.** See what Google is playing with. http://labs.google.com

• **Google Help Central** at http://www.google.com/help/index.html discusses features and services in more detail.

• **What are people searching for?** http://www.google.com/press/zeitgeist.html

Other search engines. Other search engines will have different features and get different results. For example, alltheweb.com can search for audio and video files, which Google can't. Yahoo (http://search.yahoo.com/) will accept longer queries (Google’s limit is 10 search words) and supports full Boolean logic. Find out about other search engines at The Best Search Engines, University of California, Berkeley (http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html).