

Nifty Google Hints

Search Operators (AND, OR, “ “, - , +, ~, *)

AND is automatic for all Google searches and means all words are included in the search

OR is used between two terms if you want either term to be included

“ “ creates an exact search phrase ie. “search term”

- the minus sign means you don't want the word following the - to be included in the search

+ the plus sign means that the following word must be included in the search

~ the tilde is used to find synonyms of the following word ie. End of the ~earth will also find end of the world

* is the missing word wildcard, which is used only within phrases.

Search Terms

site: - restricts your search to information found on a specific site. ie. site: website.com
search phrase

define: - finds the definition of the following word.

filetype: - search for files by a specific type (PDF, PS, DOC, XLS, PPT, RTF)

movie: - type in this operator and your zip code and you will get a list of all movies in that area, including location and time

weather: - this operator along with the location city, state will give you the local weather for that location

Google Directories

Google has a directory based on the Open Source Project. You can find it at www.google.com/dirhp It's like the yellow pages for websites.

Want a list of catalogs by subject? Try catalogs.google.com

Time Saving Tips

- Once you have downloaded the Google Toolbar, go to the options and change the search results box to open results in a new window or tab.
- On the Google homepage, click the preferences link and change the number of results to 30 and click to have results open in a new window.
- When you know your answer is in the results, but you want to find a specific result in the search you have already gotten. At the bottom of the results page you will see a link, [Search within results](#). This will refine your search for just those results.