

Google Tips & Tricks

Punctuation & Special Characters		
<i>Command</i>	<i>When to Use</i>	<i>Examples</i>
OR [must be capitalized]	To allow any or either of 2 or more words or phrases	car OR automobile snail OR slug
“ “ [quotes] to force Google to search words as a phrase	To create unique search terms from common words	“ global warming ” “ medical marijuana ”
+ to include word	Make sure word or words appear in web page	electrical mechanical +engineer
- [works like Boolean NOT] to exclude word	Eliminates undesirable words or phrase	dolphins -miami

Ways to Limit Searches: “Colon Commands”		
<i>Type Limit Commands Directly in Search Box</i>	<i>Uses & Limitations</i>	<i>Examples</i>
site:	<ul style="list-style-type: none"> • Must be followed by all or the last part of the top level of a URL, which identifies a "site." Must include org, edu, com, etc. • Use to search within a site or limit to type of site (e.g., .org or .edu). 	<ul style="list-style-type: none"> • site:infopeople.org finds all pages in Google from this site. • site:infopeople.org training finds pages in Google from this site with the word "training." • site:org OR site:edu librarian training finds pages with these terms inside .org or .edu sites in Google.
intitle:	<ul style="list-style-type: none"> • Requires terms to occur in the<Title> field, part of the HTML <Head> or top section. • Finds pages likely to be focused on your terms. 	<ul style="list-style-type: none"> • intitle:"global warming" • intitle:"sea level" california • intitle:"global warming" site:epa.gov -site:com
inurl:	<ul style="list-style-type: none"> • Requires terms to be in URLs. • Can be used with or without quotes, and repeated. • URL punctuation is ignored. • Usually finds pages focused very specifically on terms. 	<ul style="list-style-type: none"> • inurl:"barack obama" finds pages with these two in URLs, allowing any punctuation.
filetype:	<ul style="list-style-type: none"> • Follow by a file extension (pdf, xls, doc, ppt, etc.). • Requires terms to be in these types of documents. 	<ul style="list-style-type: none"> • filetype:pdf "native americans" diabetes • filetype:ppt "boolean searching" site:edu

Google Features & Shortcuts	
Definitions	<ul style="list-style-type: none"> Type define:[your words] <i>Ex: define:malfesance</i> Type what you want to know (Google has various fact books and ref. tools.) <i>Ex: what is malfesance</i> Type your term in the search box, then click on [definition] in blue bar in results
Synonyms (use ~)	<ul style="list-style-type: none"> ~ food finds web pages with recipes, nutrition, cooking, restaurants
Movies	<ul style="list-style-type: none"> Type movies:[movie name] <i>Ex: movies:juno</i> Type movies:[zip code] <i>Ex: movies:94611</i> Type movies:[theme] <i>Ex: movies:presidential elections</i>
Airline flight tracking info. (flight status)	Type [airline] [number] <i>Ex: southwest 2283</i>
Airport info (delays, weather, etc.)	Type [airport code or city] airport <i>Ex: oakland, ca airport</i>
U.S. area codes (defined by maps)	Type [3-digit code] <i>Ex: 510</i>
Calculator	Type math problem in search box. <i>Ex: 5+2*2 sqrt(-4)</i>
Conversion of weights & measures	Type problem in search box. <i>Ex: half a quart in teaspoons 15 pounds * 2 miles in calories 300 pounds in kilograms</i>
Weather	Type weather:[city, state or zip code] <i>Ex: weather:livermore, ca</i>
Stock info. (stock reports & headlines)	Type stocks:[one or more NYSE, AMEX, NASDAQ, or mutual fund codes] <i>Ex: stocks:dis</i>
White pages	Type rphonebook:[name][address or city] <i>Ex: rphonebook:charlotte bagby 6260 girvin oakland, ca</i>
Yellow pages	Type bphonebook:[name][address or city] <i>Ex: bphonebook:trutt & white berkeley, ca</i>
U.S. zip codes (defined by maps)	Type [zip code] <i>Ex: 94611</i> (Then links to Google Maps.)

Other Services	
Google Alerts	<ul style="list-style-type: none"> • Emails automatically sent to you when there are new Google results for your search terms • Types of Alerts: News, Blogs, Web, Comprehensive, Video, Groups • Registration required (free) • Examples of ways to use Alert topics: <ul style="list-style-type: none"> ○ to monitor a developing news story ○ to keep current on a competitor or industry ○ to track medical advances ○ to get the latest on a celebrity or sports team
Google News <ul style="list-style-type: none"> • News Archive Search • Advanced News Search 	<p>Can keyword-search</p> <ul style="list-style-type: none"> • By title of news source • By U.S. state or country • Within the headline, body, full text or URL of article • Can also limit by date and language
Google Maps	<ul style="list-style-type: none"> • Finds Web pages • Find local businesses and services (yellow pages) • Get different map views: street, traffic, satellite, hybrid • Get driving directions; download to cell phone • Type product and U.S. city or zip code <i>Ex: free wifi 94611</i> “digital cameras” berkeley