

# More Examples

cultural difference "business writing" filetype:pdf OR filetype:Doc  
 (Use OR if you want to search on 2 different filetypes )

cultural difference "business writing" filetype:pdf –courses site:edu

"business writing" ~guide -training -courses –seminar site:edu filetype:pdf

“Your competitor name” Confidential OR “\* internal use \*” filetype:PPT OR filetype:Pdf

semantic ontology Phd "white paper" OR thesis filetype:pdf OR filetype:doc site:edu

people site:findicons.com OR site:iconspedia.com (in Google Images)

## And try this one to search ebooks ...

-inurl:(htm|html|php) intitle:"index of" +"last modified" +"parent directory" +description +size +(doc|pdf) "ebooks"

# Some tools to know

- Calculate (845.63—564.12 \*8)/2
- Convert 25 USD in Euros
- Flight Schedule flight lh492
- Define a word Define:
- Time in a city Time Tokyo
- Sunrise in a city Sunrise Tokyo
- Sunset in a city Sunset Tokyo
- Weather Weather Brussels

# About the Author



Type “Sebastien Wiertz ” in Google to find more about the author

# Learn the Google interface

**Any time**  
 Past hour  
 Past 24 hours  
 Past week  
 Past month  
 Past year  
 Custom range...

Filter your search results by using the « more search tools » option of Google ( left side).

For e.g., those options enable you to view the latest results and not the most popular one.



# Quick reference guide


## Why this quick guide ?

Google is still the most popular search engine on the web today. The interface is so simplistic most of us use it easily but not ... efficiently.

I have therefore created this quick reference guide in order to show you the true power of Google when you know how to really search.

Print this quick reference guide recto-verso and fold it in 3 part (Trifold). Keep it at hand next to your computer.

## Things you should know

1. Repeat your search process. Refine your search by reusing terms from your first search results. Use synonyms to reformulate your search.
2. Make a clear difference between subject headings and keywords search.
3. Do not limit your search to Google ( Google indexes only 20% of the web). Broaden your horizon and visit also metasearch engines ( <http://www.dmoz.org/Computers/Internet/Searching/Metasearch/> ).
4. Stop words : common words like to, and, how, by ... are not indexed by Google. It makes no sense to add them in the query.
5. The order of the words in your query is important.
6. The query is limited to 32 words (stop words not included) .
7. Plurals of words are taken into account.
8. Preview your results prior to open it in order to view where your search terms is located in the page.  
To preview your results in Google, click on the 
9. Search operators are case sensitive (OR and not or).
10. Use google.com instead of your country specific Google.

**AND** By default, Google searches all the terms with « AND »

*Shopping Brussels*  
*Email Overload*

**“ ”** Use “ ” to search on a quote or a sentence

*“ to be or not to be “*

*“ email overload ” OR “information overload”*

**—** Use - if you need to remove a term

*“ business writing”-training -courses*

*~car -peugeot -renault -citroen*

**..** .. Specify a range to limit your search. Can be a date or price ..

*Brussels event 2010..2011*

**OR** Use OR if you want to allow either one of several terms

*Shopping OR Museum Brussels*

*“Email overload “OR “information overload”*

**~** Use ~ in front of search terms to include their synonyms in the query

*How to ~make a circle*

*business writing ~samples*

**Site:** Limit your search to specific sites

*cultural difference “ business writing” site:edu*

*~make forms in Microsoft Word site:microsoft.com*

**Related:** Search for related web site

*related:google.com*

**Filetype: or Ext:** Search for a specific file type

*Brussels tourist ~guide filetype:pdf*

*toto ext:pdf OR ext:doc OR ext:xls*

**\*** Ask Google to fill the blanks by adding a wildcard in your search terms ( \* replace multiple words)

*the skirt was invented by \**

*“ best \* to do in Brussels”*

**+** Specify that you want to include a term without its synonyms.  
Use also + to include a stop word in your search terms

*+the +melon \* produced +by (remove the + to see the difference)*

**inurl/allinurl** Search for the term in the URL . Use allinurl if you need to find more terms

*taxonomy inurl:Thesis OR inurl:pdf*

*allinurl:pdf edu taxonomy*

**Intext:** Search for a term in the main body text

*“sebastien wiertz” intext:“ enterprise 2.0”*

**Intitle** Search for the term inside the page title or document title.

*intitle:“Xin FU”*

*intitle:taxonomy inurl:Thesis OR inurl:pdf OR inurl:papers*

**InAnchor** Find links in the page containing the mentioned term

*inAnchor:Download*

**Info:** Display info on the specified site

*info:www.microsoft.com*