Searching Google: tips & tricks

http://www.google.co.nz/

Searching Google

This guide covers selected tips and tricks to refine your search technique – for more information, consult Google's various help screens.

Please note:

- The tips and tricks described on this guide are subject to change.
- Google can personalise search results. Your search results may be different from someone else's and may vary according to the computer you are using.
- This guide is based on the Chrome browser - Firefox and Internet Explorer are similar

Default search settings include:

not case sensitive	capital letters of search terms are ignored
AND	search terms are automatically combined using AND
search	keyword
word order	enter the most important search terms first
truncation	automatic - no additional symbol required to find alternative endings for search terms
search results	display by relevance
compound words	searches both the compound word and with a space between the words **airline air line**

Options to refine your search include:

synonyms	use **~** (the tilde symbol) immediately before a search term to include synonyms **~tourism**
"phrase searching"	use quotation marks around phrases **"adventure tourism"**
OR	results include *either* search term. OR must be in capital letters. **tourism OR travel**
exclude	use **–** immediately before a search term you want to exclude **tourism –wine**
include	use quotation marks around automatically excluded search terms (e.g. the, a) **"the tourist"**
exact spelling	use quotation marks around a single search term to prevent automatic truncation **"tour"**
intitle:	finds results with your search term in the document title **intitle:tourism**
allintitle:	finds results with all your search terms in the document title **allintitle:tourism adventure**
related:	finds results with content related to a specific website **related:www.tourism.org.nz**
filetype:	limits your search results to a specific file type **filetype:pdf** Examples of file types include; doc xls ppt mp4 docx pptx xlsx
site searching	limits your search to searching within a specific site **site:www.library.otago.ac.nz**
domain searching	limits your search to a specific domain **site:govt.nz** Examples of domains include;

Site	New Zealand	Australia	United Kingdom	America
Commercial	co.nz	com.au	co.uk	com
Not for profit	org.nz	org.au	org.uk	org
Academic/Educational	ac.nz	edu.au	ac.uk	edu
Government	govt.nz	gov.au	gov.uk	gov

link:	use to see what sites link to a specific website **link:www.library.otago.ac.nz**
define:	find definitions sourced from a range of online resources **define:tourism**
search preferences	select options from 'Search settings' to set your search preferences **e.g. language**

Advanced Search

To use **Advanced Search** to build complex searches:
1. Click the **Options icon** (below 'Sign in') and select **Advanced search**
2. Enter your search terms and select narrowing functions
3. Click **Advanced Search**

Refining your search from the results screen

Link to a cached copy of this site where your search terms are highlit.

Date ranges
Date range options are found by clicking **Search tools > Any time**.

Type of information
The default search is **Web**. Click Images, News, Videos, Maps or **More,** to select a type of information to refine your results by.

Verbatim
Verbatim is found by clicking **Search tools > All results**. Verbatim is a tool that instructs Google to only search for the specific terms you enter in the search box. Either click **Verbatim**, enter your search terms then click the search icon (magnifying glass), or do a search then click **Verbatim** to apply the Verbatim settings to that search.

Searching with Usage rights filters

To use a Usage rights filter to search for material (e.g. text, images, video) that you want to reuse or modify:
1. Go to **Advanced Search**
2. Enter your search terms in the search boxes
3. Select a **Usage rights** filter from the pulldown menu
4. Click **Advanced Search**

For more information about Usage rights filters, click **usage rights** on the Advanced Search screen.