



# 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:

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

### Options to refine your search include:

<b>synonyms</b>	use ~ (the tilde symbol) immediately before a search term to include synonyms	<b>~tourism</b>																									
<b>“phrase searching”</b>	use quotation marks around phrases	<b>“adventure tourism”</b>																									
<b>OR</b>	results include <i>either</i> search term. OR must be in capital letters.	<b>tourism OR travel</b>																									
<b>exclude</b>	use – immediately before a search term you want to exclude	<b>tourism –wine</b>																									
<b>include</b>	use quotation marks around automatically excluded search terms (e.g. the, a)	<b>“the tourist”</b>																									
<b>exact spelling</b>	use quotation marks around a single search term to prevent automatic truncation	<b>“tour”</b>																									
<b>intitle:</b>	finds results with your search term in the document title	<b>intitle:tourism</b>																									
<b>allintitle:</b>	finds results with all your search terms in the document title	<b>allintitle:tourism adventure</b>																									
<b>related:</b>	finds results with content related to a specific website	<b>related:www.tourism.org.nz</b>																									
<b>filetype:</b>	limits your search results to a specific file type Examples of file types include; doc xls ppt mp4 docx pptx xlsx	<b>filetype:pdf</b>																									
<b>site searching</b>	limits your search to searching within a specific site	<b>site:www.library.otago.ac.nz</b>																									
<b>domain searching</b>	limits your search to a specific domain Examples of domains include;	<b>site:govt.nz</b>																									
	<table border="1"> <thead> <tr> <th>Site</th> <th>New Zealand</th> <th>Australia</th> <th>United Kingdom</th> <th>America</th> </tr> </thead> <tbody> <tr> <td>Commercial</td> <td>co.nz</td> <td>com.au</td> <td>co.uk</td> <td>com</td> </tr> <tr> <td>Not for profit</td> <td>org.nz</td> <td>org.au</td> <td>org.uk</td> <td>org</td> </tr> <tr> <td>Academic/Educational</td> <td>ac.nz</td> <td>edu.au</td> <td>ac.uk</td> <td>edu</td> </tr> <tr> <td>Government</td> <td>govt.nz</td> <td>gov.au</td> <td>gov.uk</td> <td>gov</td> </tr> </tbody> </table>	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	
Site	New Zealand	Australia	United Kingdom	America																							
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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																							
<b>link:</b>	use to see what sites link to a specific website	<b>link:www.library.otago.ac.nz</b>																									
<b>define:</b>	find definitions sourced from a range of online resources	<b>define:tourism</b>																									
<b>search preferences</b>	select options from ‘Search settings’ to set your search preferences	<b>e.g. language</b>																									

## 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

The image shows a Google search results page for the query "adventure tourism". The search bar at the top contains "allintitle:'adventure tourism'". Below the search bar, there are tabs for "Web", "Images", "News", "Videos", "Maps", and "More". The "Web" tab is selected. The search results are filtered by "Any country", "Any time", "All results", and "Dunedin".

Annotations include:

- A box on the left lists time filters: "Any time" (checked), "Past hour", "Past 24 hours", "Past week", "Past month", "Past year", and "Custom range...". An arrow points from this box to the "Any time" filter in the search results.
- A box on the left lists search tools: "All results" (checked), "Reading level", and "Verbatim". An arrow points from this box to the "All results" filter in the search results.
- A box on the right contains the text: "Link to a cached copy of this site where your search terms are highlighted." An arrow points from this box to the "Cached" link in the search results.

## 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.