

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:

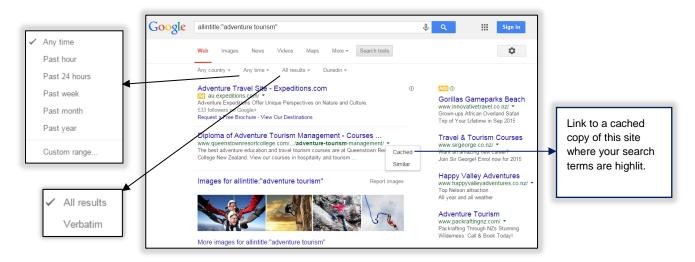
•	•								
synonyms	Google automatically searches for matching and similar meaning words tourism finds tourist								
"phrase searching"	use quo	ation marks around ph	"ac	"adventure tourism"					
OR	results ir	tters.	tourism OR travel						
exclude	use – im	le	tourism -wine						
include	use quo	terms (e.g. the, a	a) "the t	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.n								
filetype:	limits your search results to a specific file type Examples of file types include; doc xls ppt mp4 docx pptx xlsx filetype:pdf								
site searching	limits your search to searching within a specific site site:www.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 se	link:www. o	w. otago.ac.nz/library						
define:	find definitions sourced from a range of online resources define:tou								
search preferences	select options from 'Search settings' to set your search preferences e.						guage		

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



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.

