

<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 quotation marks around phrases	“adventure tourism”																									
OR	results include <i>either</i> 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 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 Examples of domains include;	site:govt.nz																									
	<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																							
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.otago.ac.nz/library																									
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

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 on the left side of the image point to search refinement options:

- A box containing a list of date ranges: "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 containing "All results" (checked) and "Verbatim". An arrow points from this box to the "All results" filter in the search results.

Annotations on the right side of the image point to a specific search result:

- A box containing the text "Link to a cached copy of this site where your search terms are highlit." An arrow points from this box to the "Cached" link in the search results for "Diploma of Adventure Tourism Management - Courses ...".

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.