

Hidden Google: Tips & Tricks

Google is a search engine that many people (librarians included) go to first. The search results can be overwhelming. In this class, you'll learn ways to narrow your search and get better results.

What we'll cover:

- Narrowing searches
- Specific searches
- Other Google tricks

Narrowing Searches

1. Phrase search

Use quotes to find exact phrases

- Type: injustice anywhere is a threat to justice everywhere (without quotes) and click search
- Now type: "injustice anywhere is a threat to justice everywhere" (with quotes) and click search

2. Exclude words

Use hyphen (-) to exclude words from search

- Type: "Alexander Hamilton" -musical and click search
- Type: bread recipes -yeast and click search

3. Wildcard searches

Use the asterisk as a stand in for the words you don't know.

- Type: Frank * Wright and click search

4. Limit results by date

Limit your search to a specific time frame.

- Click on Tools under the search box. You will see the default is "Any time". You can click on the other choices to narrow the time frame.

Specific Searches

1. Search within a specific site

Find results from a certain website.

- Type: site:nytimes.com op-ed and click search

2. Search for file types

Use this search if you're looking for specific file types.

- Type: pdf:Nelson Mandela and click search
- Type: ppt:Pablo Picasso and click search.

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3. Search related sites

Find sites with similar content to a website you already know.

- a. Type: related:bartlettlibrary.org and click search

Other Google Tricks

1. Define words

- a. Type define: and a word to get the word's definition.

2. Set a timer

- a. Type set a timer. Google will start filling in times automatically. Select the time you want and click start.

3. Convert currency

- a. Type currency you have, then type "to" and currency you want to convert it to.
Example: dollar to euro

4. Do math

- a. Type equation and the Google calculator will do the math for you.

5. Weather forecast

- a. Type weather and a location to find the weather forecast.

6. Stock information

- a. Type a ticker symbol to find the stock price.
Example: AAPL

7. Flight information

- a. Type airline and flight number to find flight status.
Example: Frontier 1298

8. Movie information

- a. Type name of new movie to get release date and trailer.
Example: Grinch

Things to Remember

1. Use as few words as possible
2. Google ignores certain words like: a, an, the, where, and how
3. Google searches are not case sensitive. In other words, don't worry about capitals.
4. Use **OR** to broaden search (Google defaults to **AND**)

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Google Tricks

Type “flip a coin”.

Type “askew”.

Type “do a barrel roll”.

Helpful Resources

Google Search Tips: Slideshare

<http://bit.ly/1AMzwk6>

13 Google Search Tips That Make Life a Whole Lot Easier: Huffington Post

<http://huff.to/1kQVBdQ>

Google Tips and Tricks Every Student Should Know: lifehacker

<http://bit.ly/1mCpf3L>

Google “[How to Be a Google Power User.](#)” Click on the link to coolinfographics.