

How to use Google

Access

Go to Google.com.au

Searching

Basic search

- Type in a few descriptive keywords (maximum 10 - including operators). Make these as specific as possible.
- Google only returns those pages that include all of your search terms. There is no need to include the operator "**and**" between terms.
- Narrow search by adding extra keywords
- use a ~ in front of a word to search for synonyms

Stop Words

- Google ignores common words and characters, known as stop words. Eg It ignores "to", "be" "where" and "how," "the" "of" "and" "or"; as well as certain single digits and single letters. Use the "+" sign to include stop words in your search.
- However, you cannot include "the" in a search even with a + sign.
- If you place + in front of a non stop word, all + signs will be ignored
- Stop words within phrases are included in searches eg *"to be or not to be"*

"OR" Searches

- To search on alternative terms use an uppercase **OR** between terms. Eg **pediatric OR paediatric**.
- Google does not use "stemming" or support "wildcard" searches. Google searches for exactly the words that you enter in the search box.
- To search for plurals, use the singular and plural form of the word with OR in between eg kayak **OR** kayaks or use a ~
- Google does automatic stemming to search for plurals for many words. Use + in front of a word to turn automatic stemming off.

Phrases

Enclose in quotations to search on exact phrases. Use * to replace a word in a phrase if you are unsure of the word eg "**a little neglect may * mischief**" finds "**a little neglect may breed mischief**"

Case Sensitivity

Google searches are not case sensitive.

Excluding a keyword

Use - before a word to exclude it eg **diabetes -juvenile**

Word Order

This does make a difference, as Google will look for the words as a phrase first, and then individually. If you do not find what you want try changing the order.

Spelling

If you misspell a word Google will offer spelling suggestions eg if you type *archaeologiy* Google will return results for your spelling, but suggests **Did you mean: *archaeology*** . Clicking on *archaeology* will return results for this spelling. It will also suggest the more common spelling if you type an unusual spelling.

Results Sorting

Pages are sorted by relevance. Only 2 pages per site are displayed, with the second result indented. Click on **[More results from this page]** to see the omitted results.

Advanced Search

Use the form to do phrase, AND, NOT and OR searches:

Find results	with all of the words	<input type="text"/>
	with the exact phrase	<input type="text"/>
	with at least one of the words	<input type="text"/>
	without the words	<input type="text"/>

Applying Limits

- Limit by language by selecting a language from the drop down box.
- Limit by file format by selecting PDF, PS, DOC, XLS, PPT or RTF from box. Can limit to a file format or exclude a file format. Defaults to any format.
- Limit by date by selecting pages updated in last 3, 6 or 12 months. Defaults to anytime.
- Limit by occurrence of term:
 - Select *in the title of the page* to find your terms in page title.
 - Select *in the URL of the page* to find your terms in the URL. This is useful to find a specific page if you can't remember the exact URL.

Domain or Site

You can limit to or exclude a domain eg .edu or limit to or exclude a site by entering its URL. Limiting to a site can be useful to find information on large sites that do not have an adequate search engine.

Domain return results from the site or domain

Similar Pages

You can find pages similar to a known page by entering its URL

Page-Specific Search

Similar

Find pages similar to the page

www.dymocks.com.au

Search

e.g. www.google.com/help.html

Eg this search will find other booksellers. You can also do this by clicking on [Similar pages](#) from your results list.

Shortcuts: using Advanced Search Syntax from Basic Search Page

site: restricts the results to those websites in the given domain. Eg *help site:www.google.com* will find pages about help within www.google.com. *help site:.com* will find pages about help within .com urls. This functionality is also available through [Advanced Search](#) page, under **Advanced Web Search > Domains**.

allintitle restricts the results to those with all of the query words in the title. eg *allintitle: google search* will return only documents that have both "google" and "search" in the title. This functionality is also available through [Advanced Search](#) page, under **Advanced Web Search > Occurrences**.

intitle: restricts the results to documents containing that word in the title eg *intitle:google search* will return documents that mention the word "google" in their title, and mention the word "search" anywhere in the document

allinurl: restricts the results to those with all of the query words in the url. Eg *allinurl: google search* will return only documents that have both "google" and "search" in the url This functionality is also available through [Advanced Search](#) page, under **Advanced Web Search > Occurrences**.

inurl: restricts the results to documents containing that word in the url. Eg *inurl:google search* will return documents that mention the word "google" in their URL, and mention the word "search" anywhere in the document

cache: will show the version of the web page that Google has in its cache. Eg *cache:www.google.com* will show Google's cache of the Google homepage. If you include other words in the query, Google will highlight those words within the cached document. For instance, *cache:www.google.com web* will show the cached content with the word "web" highlighted. This functionality is also accessible by clicking on the "Cached" link on Google's main results page. This is very useful to find a page that has disappeared, is temporarily unavailable or slow to load.

link: will list web pages that have links to the specified web page. Eg, *link:www.lib.flinders.edu.au* will list web pages that have links pointing to the Flinders University Library homepage. This functionality is also accessible from the [Advanced Search](#) page, under **Page Specific Search > Links**.

related: will list web pages that are "similar" to a specified web page. Eg *related:www.google.com* will list web pages that are similar to the Google homepage.

This functionality is also accessible by clicking on the "Similar Pages" link on Google's main results page, and from the [Advanced Search](#) page, under **Page Specific Search > Similar**.

<http://www.lib.flinders.edu.au>

Google Images

- Click on [Images](#) from the Basic search pages to search for images. Your terms will be searched in the image file name.
- Select [Advanced Image Search](#) to limit your image search by file size, filetype (jpg, gif or png) or colour (b&w, greyscale, full colour)
- You can also search for images from a particular site or domain.

Google News

- Information from approximately 4,500 news sources worldwide.
- Topics are updated continuously throughout the day.
- Google has developed an automated grouping process for Google News that pulls together related headlines and photos from thousands of sources worldwide -- enabling you to see how different news organisations are reporting the same story.
- You can use the drop down **Top Stories** menu to choose stories from different countries.
- You can trace the history of a developing issue by clicking the "sort by date" function on the page containing all reports on a given topic. This will arrange the stories in chronological order.

Google Alerts

- You can select alerts from the **Google Labs** page at <http://labs.google.com/> or go to <http://www.google.com/alerts>
- Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your search query. You can set up a Google alert to send you results daily, weekly or as-it-happens.