

## EXTREME GOOGLING: GETTING MORE OUT OF GOOGLE

### CHEAT SHEET\*

Feature	How It's Done	Example Search
<b>Special Characters</b>		
<b>" "</b> (phrases)	Forces a search for the exact phrase, rather than separately anywhere in the web page.	<ul style="list-style-type: none"> <li>▪ <b>"abraham lincoln"</b></li> <li>▪ <b>"passive smoking"</b></li> <li>▪ <b>"can you hear me now"</b></li> </ul>
<b>truncation or stemming</b> (automatic and unpredictable)	Google uses "stemming technology" where variant endings are sometimes <i>automatically</i> included. Does not work on single word searches or within quotes.	<ul style="list-style-type: none"> <li>▪ <b>california librarian</b></li> </ul> Also finds pages containing: <b>libraries, library, librarian</b>
<b>*</b> (wildcard)	Google supports full-word wildcard within quotes.	<ul style="list-style-type: none"> <li>▪ <b>"george * bush"</b> finds pages with: <b>george w bush, george hw bush, george dubya bush</b></li> </ul>
<b>~</b> (synonyms)	Lets Google "think" of synonyms.	<ul style="list-style-type: none"> <li>▪ <b>~food</b> finds pages with: <b>recipes, nutrition, cooking</b></li> </ul>
<b>Boolean Operators</b>		
<b>AND</b>	Automatic. Google uses AND between terms.	
<b>OR (Capitalized)</b>	Use for singulars, plurals, and other endings not covered by Google's "stemming technology."  Also used for synonyms.	<ul style="list-style-type: none"> <li>▪ <b>snowboard OR snowboards OR snowboarding</b></li> <li>▪ <b>"global warming" OR "greenhouse effect"</b></li> </ul>
<b>NOT</b>	" <b>NOT</b> " is <i>not</i> supported, but see " <b>-</b> " below.	
<b>Plus or Minus</b>		
<b>+</b>	Google ignores common words such as "the," "where," and "it." Use a + to turn this off.	<ul style="list-style-type: none"> <li>▪ <b>+where am +I</b></li> </ul>
<b>-</b>	Used to exclude undesirable words or phrases	<ul style="list-style-type: none"> <li>▪ <b>patriots -football</b> (Retrieves pages with <b>patriots</b>, but not those that also have <b>football</b>)</li> </ul>

\*Subject to Google's constantly changing technology.

<b>Special Commands</b>		
<b>define:</b>	Produces a list of definitions	<ul style="list-style-type: none"> <li>▪ <b>define:ethernet</b></li> <li>▪ <b>define:cause celebre</b></li> </ul>
<b>inurl:</b>	Requires terms to be in in URLs	<ul style="list-style-type: none"> <li>▪ <b>inurl:minicooper</b></li> <li>▪ <b>inurl:"tom cruise"</b></li> </ul>
<b>site:</b>	Requires all results to have this as the domain (or site)	<ul style="list-style-type: none"> <li>▪ <b>site:fullcoll.edu tutoring</b></li> <li>▪ <b>insomnia site:gov</b></li> </ul>
<b>Google Services</b>		
<b>Images</b> Indexes over 2 billion images.	Click on the "Images" tab and type in search terms. Images may be copyrighted.	▪ <b>"fullerton college" baseball</b>
<b>Directory</b> "The web organized by topic into categories."	Click on the "More" tab, select "Directory" and choose your topic; then follow the links.	▪ <b>health → mental health → disorders → sleep → insomnia</b>
<b>Scholar</b> Search for scholarly material, including peer-reviewed journals.	Click on the "Scholar" tab and type in the search terms. Many of the results are not full-text.	<ul style="list-style-type: none"> <li>▪ <b>pain management</b></li> <li>▪ <b>"rap music" violence women</b></li> </ul>
<b>Froogle</b> "Smart shopping through Google"	Click on the "Froogle" tab and type in the item name	<ul style="list-style-type: none"> <li>▪ <b>"ugg boots"</b></li> <li>▪ <b>1971 volkswagen steering gear box</b></li> </ul>
<b>Local</b> "Find local businesses and services on the web."	Click on the "Local" tab and type in type of business and the city and state.	▪ <b>vegetarian restaurant fullerton, ca</b>
<b>Flight Tracking</b>	Type [airline] [flight number]	▪ <b>United 15</b>
<b>Maps</b>	Type address; click on Google Maps	▪ <b>321 east chapman ave, fullerton ca</b>
<b>Math</b>	Type the math problem in the search box.	<ul style="list-style-type: none"> <li>▪ <b>12.25*19</b></li> <li>▪ <b>sqrt(-4)</b></li> </ul>
<b>Measurement/Conversion</b>	Type the problem in the search box.	<ul style="list-style-type: none"> <li>▪ <b>half a quart in teaspoons</b></li> <li>▪ <b>15 pounds * 2 miles in calories</b></li> </ul>
Google offers many other ways to search, such as Groups, News, Catalog, or Print. There are also other ways search features to limit your search by file type, date range and title. For more information, see the <a href="http://www.google.com">www.google.com</a> .		