Searching the Web with Google

1. Set Preferences at Google (http://www.google.com/): Interface language English; search for pages in any language; display 50 or 100 results per page; open search results in a new browser window. Save preferences. Return to Google.

2. Click on Advanced Search. (http://www.google.com/advanced_search?hl=en) Bookmark this page. Drag to desktop or browser toolbar.

3. Use "exact phrase" window to find word strings: *Canadian freelance writing, backpacking through Bali, latest cricket scores*. No quotation marks are needed.

4. Use "all of the words" window to add other words related to your search. Example: *Canadian freelance writer* with all the words *payment contributors guidelines*. Or use "without the words" to exclude terms from the search. Example: Exact phrase *Canadian freelance writer* without the words *PWAC Toronto travel*

5. Options: Specify language of pages, file format (Word, Excel, PDF, etc.), web pages containing numbers (1939-1945), location of search terms in page (text, title, links, etc.), domain, filtered or unfiltered results.

6. Search for pages similar to a page whose URL you know; or find pages that link to a particular URL. Example: http://crofsblogs.typepad.com/h5n1/

7. Click on Topic-Specific Searches: Google Scholar, Microsoft, US Government, etc.

8. Search for synonyms and related words: Put a tilde before the term: *~H5N1*

9. Find a definition: Type *define: magma*

10. Find a flexible phrase: Put an asterisk as a substitute for any word in a phrase: *Capilano **

11. Search for a page that no longer exists: Click on <u>Cached</u> under result, or type *cache:www.lostsite.com* (the URL of the site you're searching for). Google may still have it cached somewhere.

12. Search within a specific site: Type *site:www.guardian.co.uk "avian flu"*

13. Search URLs: Type *"life expectancy" inurl:gov*

14. Search web page titles: Type *Capilano intitle:student loans*

15. Search number ranges: Type *1880..1895 "Canada's prime ministers"* Or *$100..150 "digital camera"*

Source: Peter Buckley and Duncan Clark, *Rough Guide to the Internet* 2006 Edition (http://www.roughguides.com)

For more: Google Web Search Features at http://www.google.com/intl/en/help/features.html