

How to Google Better

Using Speech Marks (inverted commas)

When you use speech marks (" ") the search engine will search for the exact phrase this is one of the easiest and most useful ways to confine your searching and get good, more specific and accurate results.

Using the Minus sign

The minus sign is a simple way to reduce the results of a search.

Using the Tilde ~

The tilde indicates that you'd like to search for a particular term and synonyms. e.g. nuclear~ power will include say energy / fuel.

Searching a Specific Site

If you want to search for a topic in a particular site enter the search term in speech marks followed by site:http://..... e.g. "digestive system"site:www.bbc.co.uk

Using the Super Dictionary

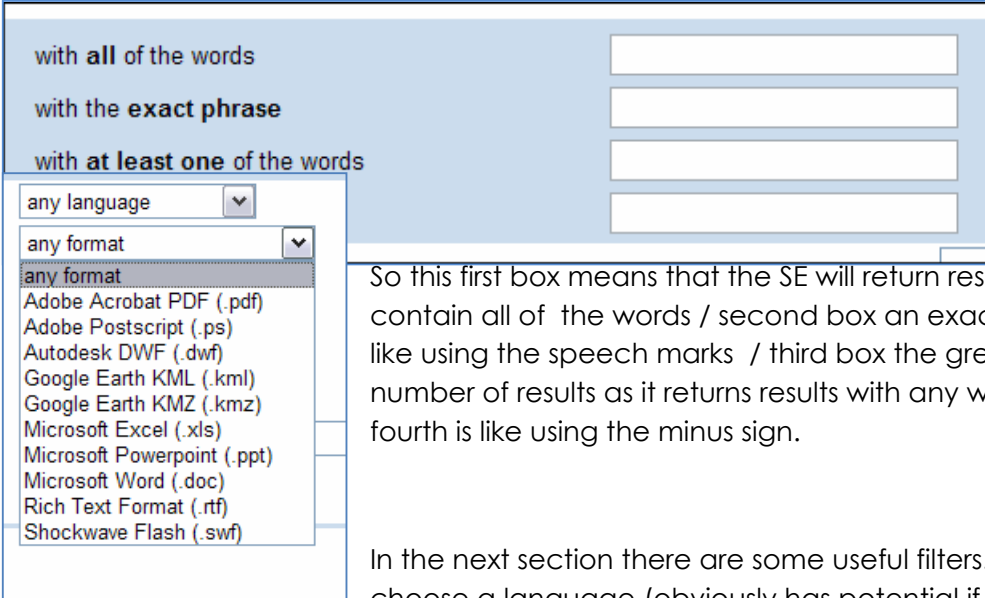
The super dictionary gives you definitions of a word or phrase – type in define:word or phrase

Searching News

Choose the news link in Google and then search for a topic – it will give you results from news publications rather than the whole of the WWW

Advanced Searching with Google

This is a very powerful tool within Google and allows you to change a lot of the search parameters.



with **all** of the words

with the **exact phrase**

with **at least one** of the words

any language

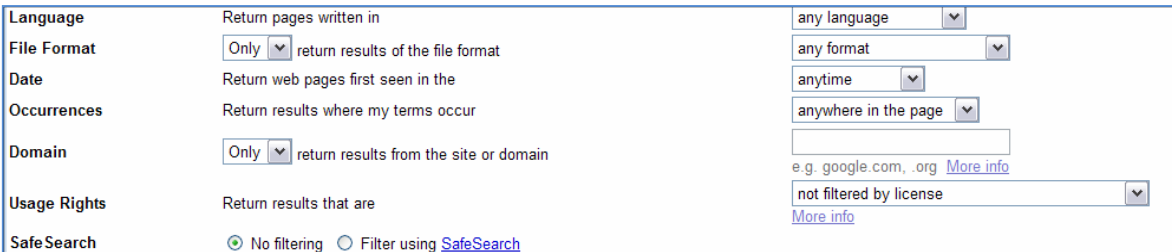
any format

- any format
- Adobe Acrobat PDF (.pdf)
- Adobe Postscript (.ps)
- Autodesk DWF (.dwt)
- Google Earth KML (.kml)
- Google Earth KMZ (.kmz)
- Microsoft Excel (.xls)
- Microsoft Powerpoint (.ppt)
- Microsoft Word (.doc)
- Rich Text Format (.rtf)
- Shockwave Flash (.swf)

So this first box means that the SE will return results that contain all of the words / second box an exact phrase like using the speech marks / third box the greatest number of results as it returns results with any word / the fourth is like using the minus sign.

In the next section there are some useful filters. You can choose a language (obviously has potential if you're involved with modern languages.) The file format is interesting you have a number of choices here – you can choose the type of file that is returned. A choice of Office documents / text documents / pdf's / .swf format which is a flash format that animations and video use a lot

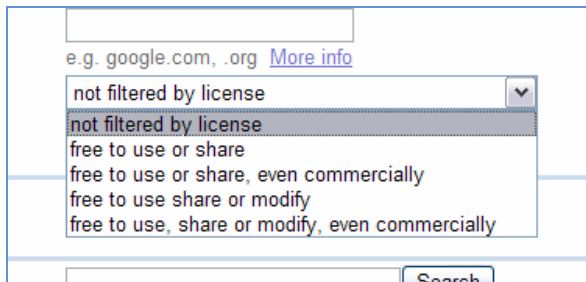
You can choose to limit the timescale of the search e.g. 2 months / 6 months and where in the document your search term appears and you can also search in one site only or indeed exclude a particular site.



Language	Return pages written in	any language
File Format	Only return results of the file format	any format
Date	Return web pages first seen in the	anytime
Occurrences	Return results where my terms occur	anywhere in the page
Domain	Only return results from the site or domain	
Usage Rights	Return results that are	not filtered by license
SafeSearch	<input checked="" type="radio"/> No filtering <input type="radio"/> Filter using SafeSearch	More info



Just a word of caution though - everything on the web is copyright unless it says otherwise - you should check the conditions of use before you download and use them. As a general rule of thumb you can print a copy for your own use but should not take multiple copies. See www.jisclegal.ac.uk



The last filter here allows you to filter your searches by license type . You can see that there are 4 types of license and these relate to a set of licenses that have been developed by an organisation called Creative Commons. These licenses

let authors, scientists, artists, and educators easily mark their creative work with the freedoms they want it to carry. In other words rather than the default copyright restrictions that automatically are assigned to a work as it's published, you set out the term of use before it's published. Watch out for the logo.



Finally you can search for sites that have similar content to particular site that you like and also to site that are linked to a site that you like.

FAQs from live broadcasts

Q: Can you use more than one phrase in quotation marks in a single search? E.g. "chocolate cake" "fun desserts"

A: Yes you can I put a + in between the two phrases but I don't think even that's necessary.

Q: Can I exclude phrases with the minus sign?

A: I've been unable to do this successfully – if you use the standard Google search it seems that the minus sign is subordinate to phrases in speech marks. If you use the advance search in Google and enter a phrase in the without words box it separates the phrase into single words.

Q: Can you limit the search to domains like .edu or .ac.uk?

A: Yes you can indeed search within domain specific sites e.g. .ac.uk / .org.uk / .gov.uk – a really very useful observation – thanks for the question.