



## Searching Smart on Google – Iona College Libraries

Are you still using Google in its simplest form and getting frustrated at having to scan countless useless hits? You'll be glad to know that there *is* a better way to search the Internet. By using the following list of 14 search tips, you'll feel like a Google expert soon enough!

### 14 Essential Google Search Tips

1. **Phrase search**

Suppose you are looking for information on *secondhand smoking*. Instead of just typing *secondhand smoking* in the search box, searching for the phrase, enclose the search phrase within double quotes.

Example: "secondhand smoking"

2. **Word order COUNTS**

Put the most important words first.

3. **OR**

When you do a search, Google includes all the terms specified in the search by default. If you are looking for a term and it has other words which can be used synonymously (teenagers OR adolescents), use the OR operator. It has to be capitalized. OR broadens your search (OR means *MORE*).

Example: "global warming" OR "climate change"

4. **Exclude Words (*NOT*)**

Let's say you want to search for information about *athletes* and the use of drugs, , but you want to exclude any results that contain the term *steroids*. To do this, just use the - sign in front of the word you want to exclude.

Example: athletes drugs -steroids

5. **Site Specific Search**

Often, you want to search a specific website for information. You can use Google to search within the site for your term by doing the following:

Examples: "residential life" site:www.iona.edu

"press release" site:www.ge.com

6. **Title Specific or URL Specific Search**

Designate where you want your terms to be for more targeted results.

Examples: inurl:"organic farming"

intitle:"sustainable farming"

## 6. Synonyms and Similar Words

Let's say you want to find results in a search which include synonyms or similar words in addition to the term you've typed in. To do this, use the ~ in front of the word. In the example below, putting a tilde in front of *nutrition* yields these results: web pages with the words *recipes*, *health*, and *vitamins* in addition to *nutrition*,

Example: ~nutrition

## 7. Specific Document Types

If you're looking to find results that are of a specific type, you can use the modifier "filetype:". Types could include .gif, .ppt., .xls, .doc. For example, you might want to find only PowerPoint presentations related to *plagiarism*.

Example: plagiarism filetype:ppt

## 8. Phone Listing

If all you have is a phone number, you can look it up on Google using the phonebook feature.

Example: phone book:914 633 2000.

## 9. Area Code Lookup

If you need to know the designation of an area code, just enter the 3-digit area code and Google will show you where it's from.

Example: 718

## 10. Number Ranges:

If you want to find results that contain any of a range of numbers, use the X..Y modifier (two periods are between the X and Y). This type of search is useful for years (as shown below), prices or anywhere where you want to provide a series of numbers.

Examples: presidents 1990..1999

wars 1940..1999

## 11. Ticker Symbol:

Just enter a valid ticker symbol as your search term and Google will give you the current financials and a quick thumbnail chart for the stock.

Example: AAPL

**12. Word Definitions:**

If you need to quickly look up the definition of a word or phrase, use the "define:" command.

Example: define:synergy

**13. Calculator:**

When you need to do a quick calculation, you can bring up the calculator applet or you can just type your calculation in the search box.

Examples:  $377 * 45$

15% of 125.

**14. Current Time:**

To find what time it is in a major city

Example: time paris

***A few more things you can do with Google***

Weather city name	weather New York City
Weather zip code	weather 10017
Currency converter	100 euro in USD
Temperature converter	85F in C
Length converter	48cm in inches

<http://www.google.com/intl/en/help/features.html>