



Searching Google: tips & tricks

<http://www.google.co.nz/>

Searching Google

This guide covers selected tips and tricks to refine your search technique – for more information, consult Google’s various help screens.

Please note:

- The tips and tricks described on this guide are subject to change.
- Google can personalise search results. Your search results may be different from someone else’s and may vary according to the computer you are using.

Default search settings include:

not case sensitive	capital letters of search terms are ignored
AND search	search terms are automatically combined using AND keyword
word order	enter the most important search terms first
truncation	automatic - no additional symbol required to find alternative endings for search terms
search results	display by relevance
compound words	searches both the compound word and with a space between the words airline air line
synonyms	automatic - no additional symbol required to find synonyms for search terms

Options to refine your search include:

“phrase searching”	use quotation marks around phrases	“adventure tourism”																									
OR	results include <i>either</i> search term. OR must be in capital letters.	tourism OR travel																									
exclude	use – immediately before a search term you want to exclude	tourism –wine																									
include	use quotation marks around automatically excluded search terms (e.g. the, a)	“the tourist”																									
exact spelling	use quotation marks around a single search term to prevent automatic truncation	“tour”																									
intitle:	finds results with your search term in the document title	intitle:tourism																									
allintitle:	finds results with your search terms in the document title	allintitle:tourism adventure																									
related:	finds results with content related to a specific website	related:www.tourism.org.nz																									
filetype:	limits your search results to a specific file type Examples of file types include; doc xls ppt mp4 docx pptx xlsx	filetype:pdf																									
site searching	limits your search to searching within a specific site	site:www.library.otago.ac.nz																									
domain searching	limits your search to a specific domain Examples of domains include;	site:.govt.nz																									
	<table border="1"> <thead> <tr> <th>Site</th> <th>New Zealand</th> <th>Australia</th> <th>United Kingdom</th> <th>America</th> </tr> </thead> <tbody> <tr> <td>Commercial</td> <td>.co.nz</td> <td>.com.au</td> <td>.co.uk</td> <td>.com</td> </tr> <tr> <td>Not for profit</td> <td>.org.nz</td> <td>.org.au</td> <td>.org.uk</td> <td>.org</td> </tr> <tr> <td>Academic/Educational</td> <td>.ac.nz</td> <td>.edu.au</td> <td>.ac.uk</td> <td>.edu</td> </tr> <tr> <td>Government</td> <td>.govt.nz</td> <td>.gov.au</td> <td>.gov.uk</td> <td>.gov</td> </tr> </tbody> </table>	Site	New Zealand	Australia	United Kingdom	America	Commercial	.co.nz	.com.au	.co.uk	.com	Not for profit	.org.nz	.org.au	.org.uk	.org	Academic/Educational	.ac.nz	.edu.au	.ac.uk	.edu	Government	.govt.nz	.gov.au	.gov.uk	.gov	
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Government	.govt.nz	.gov.au	.gov.uk	.gov																							
link:	use to see what sites link to a specific website	link:www.library.otago.ac.nz																									
define:	find definitions sourced from a range of online resources	define:tourism																									
search preferences	select options from ‘Search settings’ to set your search preferences	e.g. language																									

Advanced Search

Click **Advanced Search** to build a more complex search.

Refining your search from the results screen

The screenshot shows a Google search results page for the query "allintitle:adventure tourism site:govt.nz". The search box contains the query and a "Search" button. Below the search box, it says "About 144 results" and "Advanced search". The results list includes three entries, each with a title, date, description, and URL. The first result is "News Release - Notification system ready for adventure tourism ..." dated 1 Nov 2011. The second is "Adventure Tourism Review Implementation Project 2011 - NZ ..." dated 13 Jul 2011. The third is "Media Release - Draft adventure tourism regulations released" dated 13 Jul 2011. On the left side, there are two panels: "Everything" with options like Images, Videos, News, Books, Maps, Blogs, Patents, and Fewer; and "Any time" with options like Past hour, Past 24 hours, Past week, Past month, Past year, All results, Verbatim, and Fewer search tools. Two callout boxes with arrows point to specific links in the results: one points to a "Cached" link and says "Link to a cached copy of this site where your search terms are highlight.", and another points to a "Similar" link and says "Link to related websites found by Google".

Date ranges

Date range options are found by clicking **More search tools**. The default is **Any time**.

Type of information

The default search is **Everything**. Click **More** and select a type of information, to refine your results by such as; books, images, videos, or maps.

Verbatim

Verbatim is found by clicking **More search tools**. Verbatim is a tool that instructs Google to only search for the specific terms you enter in the search box. Click **Verbatim**, enter your search terms then click Search.

Indented results

On the results screen, indented results are results found in the site listed immediately above.

Searching with Usage rights filters

To use a Usage rights filter to search for material (e.g. text, images, video) that you want to reuse or modify:

1. Go to **Advanced Search** http://www.google.co.nz/advanced_search?hl=en
2. Enter your search terms in the search boxes
3. Click **+Date, usage rights, region and more** to expand these search options
4. Select a **Usage rights** filter from the pulldown menu
5. Click **Advanced Search**

For more information about Usage rights filters, click **Usage rights** on the Advanced Search screen.