GoogleGuide making searching even easier

About Google Guide: Introduction

Welcome to Google Guide, an online tutorial making searching even easier.

1. What Google Guide Explains

In this tutorial, you can learn

- How to select terms and search (more) effectively
- How Google interprets your query
- What's included with your results
- How to search using Google's special tools and shortcuts
- What to do when you can't find the answer you want
- When Google added services, features, and options (Google's Feature History)
- How Google works

and, of course, there's much more.

2. Why Take this Tutorial?

Google is so easy to use, why take this online tutorial? If you're like many people, you use only a small number of Google's services and features. The more you know about how Google works, its features and capabilities, the better it can serve your needs.

3. How to Use this Tutorial

If you have time, read all of Google Guide and work through the examples and exercises. Otherwise, look at the Table of Contents or use the search box at the top of each page to find the chapters or sections that are likely to be most helpful to you.

Just as the best way to learn how to sail is to sail, the best way to learn how to search with Google is to search with Google. Consequently this Google tutorial contains many examples and exercises designed to give you practice with the material presented and to inspire you to find amusing or useful information.

Try the examples, work the exercises, and click on the links (usually underlined) to see Google in action and to learn more about a topic.

Since the web and Google's algorithms and features constantly evolve, your results may be different from those shown in this tutorial.

In this tutorial, clicking the left mouse button on an example or a link to a page not in Google Guide, will display the results in a new window. Clicking on a link that points to another section in this tutorial, will display the contents of the associated page in the same window. You can make the contents of the linked page appear in a new window by:

- Pointing to any link (press the **TAB** key to jump to the next link on the page).
- Holding down the **SHIFT** key while you click on the link (if you use Internet Explorer).

or

- Pressing the right button of your mouse, and then selecting "Open a New Window" (or the middle button if you use Mozilla or Netscape).
- After viewing the results, close the window and you will return to the tutorial. On Microsoft Windows, you can kill the top window by pressing the **ALT** and **F4** keys simultaneously. You can switch the active window by pressing the **ALT** and **TAB** keys simultaneously.

Although this tutorial is for people new to Google, it contains information of interest to those who have experience with Google or another search engine. Unless you're familiar with all of Google's features, you'll learn something by taking this tutorial.

4. How Much Time Will this Tutorial Take?

This online Google tutorial will occupy you from 0.5 to 8 hours, depending on how many chapters you

elect to skip, and how many of the examples and problems you work through. Most people spend about half an hour at a time, and two hours total.

5. Navigation Bar

Along the left side of each page is a navigation menu. Click on any name in the navigation menu to read that part or chapter.

6. Searching Google Guide

Each page of Google Guide has a search box at the top. You can search Google Guide by typing your query in the box and clicking `search` .

Some pages also have Google search boxes in the middle of the page text. You can use these to practice searching with Google. When you're using these Google search boxes, if you want to restrict your search to just pages on Google Guide's web site, follow your Google query with site:www.googleguide.com.
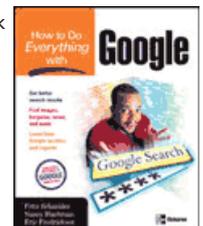
7. Why the Name Google ~Guide?

Why did I (Nancy) first name this tutorial Google ~Guide? Putting a tilde in front of a search term (with no space in between) effectively turns that term into any of its synonyms. The tilde is known as synonym operator. So, if you search for "Google ~Guide," Google will find Google Guide as well as other Google tutorials.

8. History of Google Guide

Jerry Peek, author of Unix Power Tools, gave me (Nancy) the idea of writing a book about using Google. I found the idea appealing because I was a fan of Google, was interested in learning how to use it better, there were no other books about Google when I started writing, and with such a job, I could work flexible hours. I created Google Guide and gave seminars on searching with Google to get feedback from users.

Katie Conley, an editor at Osborne/McGraw Hill, approached Fritz Schneider about writing a book about Google. He had written JavaScript: The Complete Reference for Katie. Because of my having mentioned I was writing a book and creating an online tutorial to some Google engineers, Fritz learned of my Google projects. We teamed up so that we could divide the work and write a book more quickly. Eric Fredericksen, a co-worker of Fritz's, joined us. How to Do Everything with Google was published in November of 2003.

Later, Jerry joined me as a co-author of Google Guide.

9. About the Authors: Nancy Blachman and Jerry Peek

To get ideas of what to include in Google Guide, Nancy Blachman gives free seminars on searching with Google. Nancy has been using Google since the spring of 1999, when Google was less than one year old. She has written over a half dozen tutorial and reference books, including How to Do Everything with Google, Mathematica: A Practical Approach, Mathematica Graphics Guidebook, Mathematica Quick Reference, Maple V Quick Reference, and Putting Your Heart Online. Nancy is president and founder of Variable Symbols, a company that specializes in software training and consulting. Nancy obtained a B.Sc. in Applied Mathematics from the University of Birmingham, U.K., an M.S. in Operations Research from the University of California at Berkeley, and an M.S. in Computer Science from Stanford University, where she taught for eight years.

Jerry Peek is author/co-author of seven books; he's been a technical writer, instructor, and course developer for more than twenty years. Jerry has a B.S. in Electronic Engineering Technology from California Polytechnic State University and an M.Sc. in Computer Science from the University of London, Birkbeck College. He currently writes the Power Tools column in Linux Magazine.

tags (keywords): No Tags

This page was last modified on: Wednesday February 14, 2007

Email this page

Spread the word:

?GoogleGuide making searching even easier

(A printable PDF version is available.)

Basic Examples

This Search	Finds Pages Containing...
biking Italy	the words **biking** and **Italy**
recycle steel OR iron	information on recycling steel or recycling iron
"I have a dream"	the exact phrase **I have a dream**
salsa –dance	the word **salsa** but NOT the word **dance**
Louis "I" France	information about **Louis** the First (**I**), weeding out other kings of **France**
castle ~glossary	**glossaries** about **castles**, as well as **dictonaries**, lists of **terms**, **terminology**, etc.
fortune-telling	all forms of the term, whether spelled as a single word, a phrase, or hyphenated
***define:**imbroglio*	definitions of the word **imbroglio** from the Web

Calculator

Operators	Meaning	Type Into Search Box (& Results)
+ – * /	basic arithmetic	**12 + 34 - 56 * 7 / 8**
% of	percentage of	**45% of 39**
^ or **	raise to a power	**2^5** or **2**5**
old units **in** *new units*	convert units	**300 Euros in USD**, **130 lbs in kg**, or **31 in hex**

Restrict Search

Operators	Meaning	Type Into Search Box (& Results)
city1 *city2*	Book flights.	sfo bos (Book flights from San Francisco (SFO) to Boston (BOS).)
site:	Search only one website or domain.	**Halloween site:www.census.gov** (Search for information on Halloween gathered by the US Census Bureau.)
[#]..[#]	Search within a range of numbers.	**Dave Barry pirate 2002..2006** (Search for Dave Barry articles mentioning pirates written in these years.)
filetype: (or **ext:**)	Find documents of the specified type.	**Form 1098-T IRS filetype:pdf** (Find the US tax form 1098-T in PDF format.)
link:	Find linked pages, i.e., show pages that point to the URL.	**link:warriorlibrarian.com** (Find pages that link to Warrior Librarian's website.)

Specialized Information Queries

Operators	Meaning	Type Into Search Box (& Results)
book (or **books**)	Search full-text of books.	**book Ender's Game** (Show book-related information. *Note:* No colon needed after **book**.)
define, what is, what are	Show a definition for a word or phrase.	**define monopsony**, **what is podcast** (Show a definition for the words **monopsony** and **podcast**. *Note:* No colon after **define**, **what is**, or **what are**.)
define:	Provide definitions for words, phrases, and acronyms from the Web.	**define:kerning** (Find definitions for **kerning** from the Web.)
movie:	Find reviews and showtimes.	**movie: traffic** (Search for information about this movie, including reviews, showtimes, etc.)
stocks:	Given ticker symbols, show stock information	**stocks: goog** (Find Google's current stock price.)
weather	Given a location (US zip code or city), show the weather	**weather Seattle WA**, **weather 81612** (Show the current weather and forecast. *Note:* No colon after **weather**.)

Alternative Query Types

Operators	Meaning	Type Into Search Box (& Results)
		cache:www.irs.gov

cache:	Display Google's cached version of a web page.	(Show Google's cached version of the US Internal Revenue Service home page.)
info: (or **id:**)	Find info about a page.	**info:www.theonion.com** (Find information about The Onion website.)
related:	List web pages that are similar or related to the URL.	**related:www.healthfinder.gov** (Find websites related to the Healthfinder website.)

Restrict Search to Sites where Query Words Appear

Operators	Meaning	Type Into Search Box (& Results)
allinanchor:	All query words must appear in anchor text of links to the page.	**allinanchor:useful parenting sites** (Search for pages that are called **useful parenting sites** by others.)
inanchor:	Terms must appear in anchor text of links to the page.	**restaurants Portland inanchor:kid-friendly** (Search for pages on Portland restaurants for which links to the page say they are "kid friendly.")
allintext:	All query words must appear in the text of the page.	**allintext:ingredients cilantro chicken lime** (Search for recipes with these three ingredients.)
intext:	The terms must appear in the text of the page.	**Dan Shugar intext:Powerlight** (Find pages mentioning **Dan Shugar** where his company, **Powerlight**, is included in the text of the page, i.e., less likely to be from the corporate website.)
allintitle:	All query words must appear in the title of the page.	**allintitle: Google Advanced Operators** (Search for pages with titles containing "Google," "Advanced,", and "Operators".)
intitle:	The terms must appear in the title of the page.	**movies comedy intitle:top ten** (Search for pages with the words **movie** and **comedy** that include **top ten** in the title of the page.)
allinurl:	All query words must appear in the URL.	**allinurl:pez faq** (Search for pages containing the words **pez** & **faq** in the URL.)
inurl:	The terms must appear in the URL of the page.	**pharmaceutical inurl:investor** (Search for pages in which the URL contains the word **investor**.)

Restrict Search to Google Groups

Operators	Meaning	Type Into Search Box (& Results)
author:	Find Groups messages from the specified author.	**flying author:Hamish author:Reid** (Search for Hamish Reid's articles on flying.)
group:	Find Groups messages from the specified newsgroup.	**ivan doig group:rec.arts.books** (Search for postings about Ivan Doig in the group **rec.arts.books**.)
insubject:	Find Groups messages containing **crazy quilts** in the subject.	**insubject:"crazy quilts"** (Find articles containing **crazy quilts** in the subject line.)

Restrict Search to Google News

Operators	Meaning	Type Into Search Box (& Results)
location:	Find News articles from sources located in the specified location.	**queen location:uk** (Find British news articles on the Queen.)
source:	Find News articles from specified sources.	**peace source:ha_aretz** (Show articles on peace from the Israeli newspaper Ha'aretz.)

About This Cheat Sheet