Advance Searching with Google

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When you are ready to kick your searching up a “notch”, you may want to begin using Google’s advanced features, Advanced Search and Preferences. The Advanced Search in Google allows you to search on file format, on a domain, by date, by language, by occurrence, by defined Google search operators, and many more features. On the other hand, Preferences allows you to tailor the appearance of your search results so that they display the way you want to see them.

Advanced Google Features will improve your searching; however, if you do not retrieve the desired results, try your search again.

**Using Advanced Search in Google:**
Google’s Advanced Search allows you to include or exclude certain types of web pages from results. Please continue reading to discover all the Advanced Search features.

**Accessing the Advanced Search in Google**

1. Launch Internet Explorer and type [www.google.com](http://www.google.com) into the Address field. Next, strike the **Enter** key or click **Go**.
2. The Google web page should now be visible.
3. Click on the Advanced Search link to access the Advanced Search features.

4. You should be redirected to the Google Advanced Search page.
Advanced Search Features:

**Find Results Feature**
In the Find Results area of the Advanced Search page, you may filter your search to:

- contain ALL the search terms you type in
- contain the exact phrase you type in
- contain at least one of the words you type in
- NOT contain any of the words you type in

Please remember that you may use only 1 Find Results field or you may use all 4 Find Results fields.

<table>
<thead>
<tr>
<th>Find Results Field</th>
<th>How the Find Results field will affect your search?</th>
</tr>
</thead>
<tbody>
<tr>
<td>With all of the Words</td>
<td>Used Independently, “with all of the words” will have no affect on your search.</td>
</tr>
<tr>
<td></td>
<td>Please note: Using “with all of the words,” will only return websites that contain all the words in the “with all of the words” field.</td>
</tr>
</tbody>
</table>

Enter all the desired search terms.

After entering your search terms, click the Google Search button.

Please note: both the terms Pittsburgh and CCAC appear in either the title or the information snippet.

Search Results

Find results:
- with all of the words
- with the exact phrase
- with at least one of the words
- without the words

Pittsburgh CCAC

10 results

Google Search
<table>
<thead>
<tr>
<th>Find Results Field</th>
<th>How the Find Results field will affect your search?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>With the Exact Phrase</strong></td>
<td>By using “With the Exact Phrase,” Google will search the text of the website and only retrieve the websites that contain the specified words in successive order.</td>
</tr>
</tbody>
</table>

Enter the desired search terms in the desired order

After entering your search terms click the Google Search button

Google retrieved all the search terms in the desired order and all the words appear together.
<table>
<thead>
<tr>
<th>Find Results Field</th>
<th>How the Find Results field will affect your search?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>With at least one of the Words</strong></td>
<td>Typically, Google searches for all words entered into the search term field entry; however, there are times when you are looking for information on one word or the other. For example, you may want information on either Pittsburgh AND/OR Philadelphia. By typing this search in the “with at least one of the words” field, Google will return search results that contain the words Pittsburgh and Philadelphia or Philadelphia or Pittsburgh.</td>
</tr>
</tbody>
</table>

Enter the desired search terms

<table>
<thead>
<tr>
<th>Find results</th>
<th>10 results</th>
<th>Google Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>with all of the words</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with the exact phrase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with at least one of the words</td>
<td>Pittsburgh Philadelphia</td>
<td></td>
</tr>
<tr>
<td>without the words</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After entering your search terms click the Google Search button

The search results contain both Pittsburgh and Philadelphia or contain the word Pittsburgh or Philadelphia.

Words found: Pittsburgh and Philadelphia

Word found: Pittsburgh

Word found: Philadelphia

Sponsored Links:

Philadelphia Pittsburgh

Find Great Prices and Deals on
1867 Pre Football Cards

Sports Cards of Bay.com
<table>
<thead>
<tr>
<th>Find Results Field</th>
<th>How the Find Results field will affect your search?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Without the Words</strong></td>
<td>“Without the Words” allows you to search for a term, but also excludes results that contain undesired information. For instance, you want information on Pennsylvania, but you don’t want the information to contain information about Pittsburgh or Philadelphia. If you place the words Pittsburgh and Philadelphia in the “without the words” field and Pennsylvania in the “with all of the words” your search will retrieve information on Pennsylvania and none of the websites will contain the words Pittsburgh or Philadelphia.</td>
</tr>
</tbody>
</table>

Enter desired search terms

- **with all of the words**
- **with the exact phrase**
- **with at least one of the words**
- **without the words**

Enter terms that you do not want the websites to contain

Please note: all of the retrieved websites contain the word Pennsylvania, but do not contain the words Pittsburgh or Philadelphia

After entering your search terms click the Google Search button
**Language Feature**

The language feature allows you to specify the results’ language. At present time, Google allows you to select over 35 languages including: Arabic, Chinese, German, French, Hebrew, Italian, Russian...

To specify a language:
1. Click on the **Advanced Search** link on the Google website.
2. Next, enter your search terms in the appropriate field.
3. Click the drop down box next to the language field and select your language.
4. Finally, click the **Google Search** button to execute the search.

**File Format Feature**

The File Format feature allows you to specify which file format to include or exclude in your search. The file formats that are available for selection in Google are: Adobe Acrobat Reader (.pdf), Adobe Postscript (.ps), Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft Powerpoint (.ppt), and Rich Text Format.

To specify a file format:
1. Click on the **Advanced Search** link on the Google website.
2. Next, enter your search terms in the appropriate field.
3. Click the drop down box next to the File Format field and select either “**Only**” return results of the file format or “**Don’t**” return results of the file format.
4. In the next drop down box in the File Format field, select the file format that you would like to include or exclude.
5. Finally, click the **Google Search** button to execute the search.
Date Feature
If you are looking for the most current information, you may want to check out the date feature in Google. You may select the following date options: anytime, past 3 months, past 6 months, or the past year. By selecting any of these date options you will restrict your results to websites that were updated in the selected date range.

To select a date range:
1. Click on the Advanced Search link on the Google website.
2. Next, enter your search terms in the appropriate field.
3. Click the drop down box next to the date field and select an appropriate date range.
4. Finally, click the Google Search button to execute the search.

Occurrences Feature
Oftentimes, where the word occurs in a file helps to determine the main topics of the file. Generally, a file entitled Porsche will discuss the Porsche more in-depth than a book called Cars, which might only briefly mention Porsche. Between the two results the result where Porsche is the title is more relevant. With the occurrences feature in Google, you may select where the word occurs in the document to broaden your search or restrict your search to the most relevant files. By default, Google looks for occurrence of a term “anywhere on the page”, but you may also select the word to occur “in the title of the page”, “in the text of the page”, “in the URL of the page”, or “in links to the page”.

To specify an occurrence of a word:
1. Click on the Advanced Search link on the Google website.
2. Next, enter your search terms in the appropriate field.
3. Click the drop down box next to the occurrence field and select where you would like the word to appear in your results.
4. Finally, click the Google Search button to execute the search.
**Domain Feature**

Have you ever wanted to find information on a specific website, or exclude that site from your search? Have you ever wanted to find information from organizations, businesses, or the government and exclude all other information? With the domain feature in Google, you can do it. Below is a demonstration:

Here are some additional domains you may use to search:

<table>
<thead>
<tr>
<th>Domain Suffix</th>
<th>For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>.com</td>
<td>Commercial</td>
</tr>
<tr>
<td>.org</td>
<td>Non-commercial</td>
</tr>
<tr>
<td>.net</td>
<td>Network Providers</td>
</tr>
<tr>
<td>.edu</td>
<td>Educational Institutions</td>
</tr>
<tr>
<td>.gov</td>
<td>Government</td>
</tr>
<tr>
<td>.mil</td>
<td>Military</td>
</tr>
</tbody>
</table>

With the domain feature, you may also retrieve information that is restricted to a specific site. For instance, if you want to find out about registration on the CCAC website, you may enter the search term “registration” in the “with all of the words” field and enter www.ccac.edu in the domain field.

**To specify a domain:**
1. Click on the Advanced Search link on the Google website.
2. Next, enter your search terms in the appropriate field.
3. Click the drop down box next to the Domain field and select either “Only” return results of the file format or “Don’t” return results of the file format.
4. Enter in the desired domain or website into the domain entry field.
5. Finally, click the Google Search button to execute the search.
Safe-Search Feature
Safe-Search is a filter that eliminates results that contain adult content information.

Please note: Turning the Safe-Search on from the Advanced Search Page will only perform a Safe-Search for the current search. (See preferences)

To turn Safe-Search on or off:
1. Click on the Advanced Search link on the Google website.
2. Next, enter your search terms in the appropriate field.
3. In the Safe-Search, select either the “No Filtering” radio button or select “Filter using Safe-Search.”
4. Finally, click the Google Search button to execute the search.

Using Preferences in Google:
Google’s Preferences page allows a user to tailor or customize their results page.

Accessing Preferences in Google
1. Launch Internet Explorer and type www.google.com into the Address field. Next, strike the Enter key or click Go.
2. The Google web page should now be visible.
3. Click on the Preferences link to access the Preferences features.
4. You should be redirected to the Google Preferences page.

**Interface Language**

Within Google, you may set the search page, results page and any other Google web page to appear in a different language. Google has over 100 languages that you may choose from including comical languages such as Elmer Fudd, Hacker, Klingon, etc.

**To change the Interface Language:**
1. Click on the Preferences link on the Google website.
2. Next, click the drop-down menu and select a language.
3. Finally, click “Save Preferences.”
4. You will now be directed to the Google search page in the language you selected.

**Search Language**

If you would like to have your search results written in a specific language, Google has over 40 languages to choose from. Please remember when you have changed the search language your interface will not change and you must type the search terms in the selected language.

**To choose the Search Language:**
1. Click on the Preferences link on the Google website.
2. Next, select the “Search only for pages written in these language(s):” radio button.
3. Click on the desired results language.
4. Finally, click “Save Preferences.”
5. You will now be directed to the Google search page in the language you selected.

**Safe-Search Filtering**
Safe-Search Filtering on the Preference Page blocks websites that contain adult content for all your searches. Within Safe-Search you may select to “Use strict filtering (Filter both explicit text and explicit images)”, “Use moderate filtering (Filter explicit images only - default behavior)” or “Do not filter my search results”.

**To modify the levels of the Safe-Search filter:**
1. Click on the Preferences link on the Google website.
2. Next, select the level of the Safe-Search to: “Use strict filtering (Filter both explicit text and explicit images)”, “Use moderate filtering (Filter explicit images only - default behavior)” or “Do not filter my search results”.
3. Finally, click “Save Preferences.”

**Number of Results**
To view more than 10 results at a time, you will need to modify the Number of Results drop-down menu on the Preferences Page. You may select to view 10, 20, 30, 50, or 100 results on a page.

**To chose the number of results per page:**
1. Click on the Preferences link on the Google website.
2. Next, click the drop-down menu and select the number of results to display per page.
3. Finally, click “Save Preferences.”

**Results Window**
The Results Window checkbox on the Preferences webpage allows you to view the results in a separate browser window.

**To open your search results in a new window:**
1. Click on the Preferences link on the Google website.
2. Next, click the “Open search results in a new browser window” checkbox on.
3. Finally, click “Save Preferences.”
**Using Defined Google Search Operators:**
Operators are special words in Google that help to refine or expand your search.

<table>
<thead>
<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define</td>
<td>Define: [word]</td>
<td>Defines: provides definition of the word that appears after the colon.</td>
</tr>
</tbody>
</table>

**Example:**

![Image](image1.png)

**Operator Term** | **How to Enter:** | **Function** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Link</td>
<td>Link:[website address]</td>
<td>Lists the websites that have created links to the specified webpage.</td>
</tr>
</tbody>
</table>

**Example:**

![Image](image2.png)
<table>
<thead>
<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info</td>
<td>Info:[website address]</td>
<td>The <strong>Info:</strong> function displays the information snippet of the specified website.</td>
</tr>
</tbody>
</table>

The **Info:** function displays the information snippet of the specified website.

![Google Search: info:www.ccac.edu - Microsoft Internet Explorer](image1)

**Information Snippet about the CCAC website**

<table>
<thead>
<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related</td>
<td>Related:[website address]</td>
<td><strong>Related:</strong> displays all websites that are similar to the specified website</td>
</tr>
</tbody>
</table>

**Related:** displays all websites that are similar to the specified website.

![Google Search: related:www.ccac.edu - Microsoft Internet Explorer](image2)

**Websites that Google considers related to CCAC’s website**
Operator Term | How to Enter: | Function
--- | --- | ---
Stocks | Stocks:[stock symbol] | The function of the Stocks operator is to display information about the specified stock symbol

---

Additional Special Characters & Search Operators

<table>
<thead>
<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>“</td>
<td>[Word] [Word] [Word]”</td>
<td>The quotes around a group of Words creates a forced phrase search. The phrase search requires that the words within the quotes appear together in a retrieved webpage (as opposed to somewhere in the document).</td>
</tr>
</tbody>
</table>

---

Please note that Google retrieved all the search terms in the desired order and all the words appear together.
<table>
<thead>
<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>[Word] OR [Word]</td>
<td>The operator “OR” will return results with both search terms or will return results with one or the other words.</td>
</tr>
</tbody>
</table>

Note: Results contain both Pittsburgh and Philadelphia, Philadelphia, or Pittsburgh. Results that do not contain Philadelphia nor Pittsburgh will not be retrieved.
<table>
<thead>
<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>[Word] -[Word]</td>
<td>When searching there are times where you may want to exclude a term that may be prevalent in the search results. The “–” sign in front of a word will subtract or exclude any results that contain that word. For example, you may want to search for information on Pittsburgh’s libraries, but you do not want information on the Carnegie Libraries. By entering “– Carnegie,” you would improve your search results for Pittsburgh Libraries.</td>
</tr>
<tr>
<td></td>
<td>[Word] –“[Phrase]”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“[Phrase]” – “[Phrase]”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>“[Phrase]” – [Word]</td>
<td></td>
</tr>
</tbody>
</table>

When searching there are times where you may want to exclude a term that may be prevalent in the search results. The “–” sign in front of a word will subtract or exclude any results that contain that word. For example, you may want to search for information on Pittsburgh’s libraries, but you do not want information on the Carnegie Libraries. By entering “– Carnegie,” you would improve your search results for Pittsburgh Libraries.
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<tr>
<th>Operator Term</th>
<th>How to Enter:</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>~</td>
<td>~[Word]</td>
<td>If you want to expand your search, you may want to put a tilde sign (&quot;~&quot;) in front of your search term. A tilde sign triggers Google to retrieve results for the search terms and its synonyms.</td>
</tr>
</tbody>
</table>

In addition to the search term, nutrition, Google retrieved results with the synonyms food & health.

---

**Other Features or Shortcuts in Google:**

<table>
<thead>
<tr>
<th>Find out how to...</th>
<th>Type in the Google Search Term Entry Field:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check your airline flight information</td>
<td>[Airline] [Flight Number]</td>
</tr>
<tr>
<td>See a map of a specific region within an area code</td>
<td>[area code]</td>
</tr>
<tr>
<td>Track your UPS, USPS, &amp; FedEx packages</td>
<td>[Tracking Number]</td>
</tr>
<tr>
<td>Calculator</td>
<td>[math problem]</td>
</tr>
<tr>
<td></td>
<td>For Example: 5+5</td>
</tr>
<tr>
<td>Look up UPC Codes information</td>
<td>[UPC code]</td>
</tr>
<tr>
<td>See a map and get directions to a street address</td>
<td>[address]</td>
</tr>
<tr>
<td>Convert weights and measurements</td>
<td>[problem to convert]</td>
</tr>
<tr>
<td></td>
<td>For Example: teaspoons in tablespoon</td>
</tr>
<tr>
<td>See a map of an area within a zip code region</td>
<td>[zip code]</td>
</tr>
<tr>
<td>Look up owner of a phone number</td>
<td>[phone number with dashes]</td>
</tr>
<tr>
<td>Check vehicle information or vehicle history</td>
<td>[VIN number]</td>
</tr>
</tbody>
</table>