

Quality First Solutions' Guide: **GETTING MORE OUT OF GOOGLE**

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Introduction:

Google has become an integral part of everyday life. Whether we have a question or need to do a quick bit of research, Google is the first place the majority of us turn. So much so, that Google now has more than 3.5 billion searches every day, translating to roughly 40,000 searches a second.

But when we type in www.google.com, are we really getting as much out of it as we can? Throughout this guide we'll explore some of the unique features that will allow you to use Google more effectively.

Getting More through Google Advance Search:

Google Advance Search will allow you to find more of the results you want.

Getting There: There are three ways to get to Google advance search:

1. The URL: https://www.google.com/advanced_search
2. Selecting the gear in the upper right of the Google homepage
3. Google it: *Advanced Google Search*; it will be the top result

What It Looks Like:

Find pages with...		To do this in the search box
all these words:	<input type="text"/>	Type the important words: tricolor rat terrier
this exact word or phrase:	<input type="text"/>	Put exact words in quotes: "rat terrier"
any of these words:	<input type="text"/>	Type OR between all the words you want: miniature OR standard
none of these words:	<input type="text"/>	Put a minus sign just before words you don't want: -rodent, -"Jack Russell"
numbers ranging from:	<input type="text"/> to <input type="text"/>	Put 2 periods between the numbers and add a unit of measure: 10..35 lb, \$300..\$500, 2010..2011

Then narrow your results by...

language:	<input type="text" value="any language"/>	Find pages in the language you select.
region:	<input type="text" value="any region"/>	Find pages published in a particular region.
last update:	<input type="text" value="anytime"/>	Find pages updated within the time you specify.
site or domain:	<input type="text"/>	Search one site (like wikipedia.org) or limit your results to a domain like .edu, .org or .gov
terms appearing:	<input type="text" value="anywhere in the page"/>	Search for terms in the whole page, page title, or web address, or links to the page you're looking for.
SafeSearch:	<input type="text" value="Show most relevant results"/>	Tell SafeSearch whether to filter sexually explicit content.
file type:	<input type="text" value="any format"/>	Find pages in the format you prefer.
usage rights:	<input type="text" value="not filtered by license"/>	Find pages you are free to use yourself.

[Advanced Search](#)

You can also...

- [Find pages that are similar to, or link to, a URL](#)
- [Search pages you've visited](#)
- [Use operators in the search box](#)
- [Customize your search settings](#)

Features:

1. Find pages with...
 - a. Here is where you can add specific of what you are searching for.
 - b. How this helps:
 - i. Specify exactly what you want (this exact word) and what you don't want (none of these words).
 - ii. You can also specify numbers, ideal for searching for a specific product number or price. If you want price related results, simply add a "\$."
2. Then narrow your results by...
 - a. Add even more specifications that will narrow your results.
 - b. How this helps:
 - i. Do you want to search a specific site but their built in search tool isn't helping much? Enter the site in "site or domain" and find results within that website.
 - ii. Looking for an Excel pricing file or a PDF contract? By clicking on file type you can choose which types of files you want in your results.
3. You can also...
 - a. Here you'll find additional features that won't you probably won't use as often.
 - b. How this helps:
 - i. Have you ever trying finding something you know you've already read? There is when the "search pages you've visited" feature comes in handy.

Additional Advance Google Searches:

Google also offers advance searches in different categories:

- Google Scholar helps you find articles, book, and other publications posted by databases, publishers and education institutes.
 - https://scholar.Google.com/schhp?hl=en&as_sdt=0,31
- Google Advanced Book Search allows you to search for and through specific books. These results can even produce versions of the book you can read online for free through Google Books.
 - https://books.Google.com/advanced_book_search?hl=en
- Google Advanced Image Search is very similar to the standard Google Advanced Search. You are able to add search parameters like search term, image size, image color, and even file type.
 - http://www.google.com/advanced_image_search

Google Search Tip:

When you first begin researching something, the results can be overwhelming. Especially when you click through every site result that Google provides on the first few pages. To minimize time, you can open multiple pages with just a few clicks. This eliminates the need to go back and forth between Google and other sites while allowing sites to load. Here's how:

- Hold down the control key (Ctrl) at the bottom of your keyboard.
- Click on the Google results you want to explore.
- These results will open in new tabs in your browser.

Getting More through Google Drive:

Google Drive is an online platform run by Google that allows you to create, store, and share documents in one place. Google Drive has applications similar to Microsoft a la Docs, Slides, and Sheets. To create a Google Drive and access its features, you'll need to set up Gmail account. Your Google Drive will come with 15 free GB of space.

How this helps:

Working on a project with multiple people? Is everyone trying to edit the same document at once?

Rather than waste time determining who has the latest document with any and all recent corrections, upload your files into docs, slides or sheets in Google Drive. This allows everyone to work within the document at the same time from anywhere. You'll also be able to see changes by others being made in real time from your own computer.

These Google applications even offer a chat feature allowing you to message those working within the same document.

Using Google Drive to Convert PDFs:

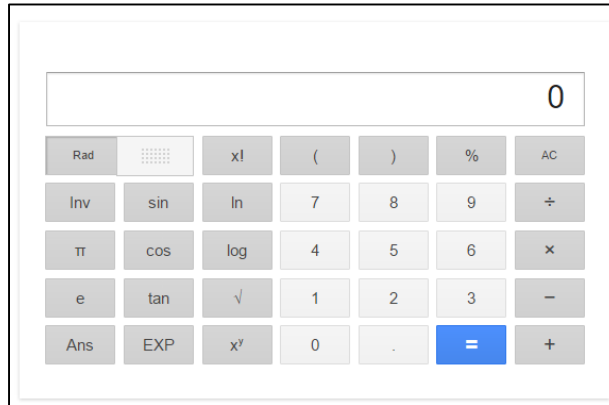
There are plenty of programs you can purchase that will allow you to convert PDF documents into editable text. Google now offers a free version. Here's how it works:

- Upload your PDF into Google Drive.
- Once uploaded, highlight the PDF document from the Google Drive homepage.
- Select the "more actions" button on the upper right, shown as three dots.
- Select "open with" from the drop down menu, then select Google docs.

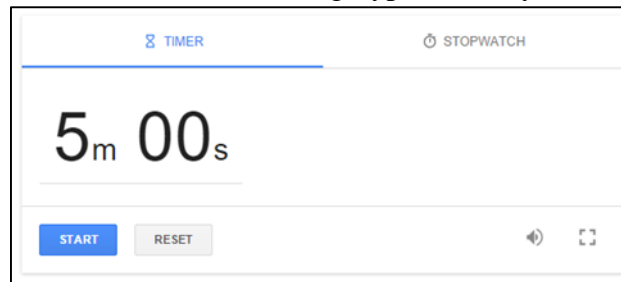
Google Extras

Google also offers a variety of “extras” through their search platform. They offer things from games to dice. Here are some favorites for daily use:

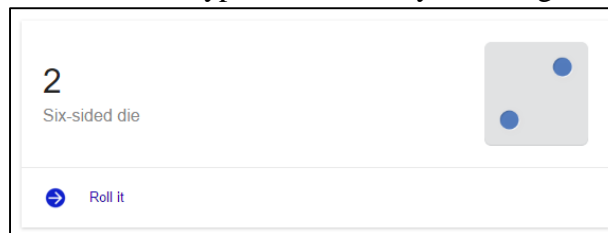
- **Trends.** If you’re interested in trends, Google’s trend search allows you to view the frequency of a search over time. You can even compare multiple terms on the same graph.
 - <https://www.google.com/trends/>
- **Calculator.** Don’t have a calculator on hand? Simply type *calculator* in your Google search bar:



- **Timer/Stopwatch.** When you want to time something, type *time* in your Google search bar:



- **Dice.** Need to leave a decision to chance? Type *roll a die* in your Google search bar:



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