

Google™ Power Tools

Making the most of the world's most popular search engine

Google Doesn't Care About...

- **Capitalization:** poRTlANd is the same as Portland
- **Most simple parts of speech:** but, if, of, a, etc.
- **Grammar or syntax:** just use the important words

Google Pays Attention to...

- **All your words:** it returns results that have all your search words first
- **Similar words** (magic, magical, magician)
- The order of your words (online music store vs. store music online)

If you add a +, -, or ~ before a word, Google will give it a "power-up," filter it out or look for synonyms...

+

- Add a + before a word, and Google will only list results with that word: (peanut butter +jelly)
- Add a + before a word Google usually ignores and it will include it in the search (star wars +1)

-

- Add a - (minus) to eliminate a word from the results (bass -fish)

~

- A ~ (tilde) will search for results with synonyms:
~car → automobile, auto, automotive

AND
OR
NOT

- These logical operators will filter your searches:
ham **AND** cheese
black **OR** white
copperfield **NOT** magic

" "

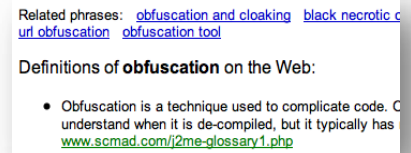
- Two ways to search for an exact phrase
"bulleted lists"
or
bulleted-lists

Google's Advanced Operators...

The Rules:

- **Never a space between the colon and the search term**
- **Most can be added to other searches** (except define:)
- **Can be combined!**

define: • **Quickly look up a definition**
define:obfuscation



filetype: • **Look for a specific file type:**
1040 tax filetype:pdf

site: • **Search a specific web site:**
financial aid site:pcc.edu

• **Refine your sources:**
medicare part d site:.gov

Note: to search a top level domain (.gov, .edu, etc.) you need the *dot* (.) *after* the colon and *before* the domain

In Combination...

financial aid site:pcc.edu filetype:pdf

For more information:

Google's Help Center: <http://www.google.com/support/?ctx=web>

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

A useful Google tutorial: http://www.googleguide.com/interpreting_queries.html

...Or, try a Google search!