

Advance Searching with Google

Using Advanced Search in Google:.....	2
Accessing the Advanced Search in Google.....	2
Advanced Search Features:.....	3
Find Results Feature.....	3
With all of the Words.....	3
With the Exact Phrase.....	4
With at least one of the Words.....	5
Without the Words.....	6
Language Feature.....	7
File Format Feature.....	7
Date Feature.....	8
Occurrences Feature.....	8
Domain Feature.....	9
Safe-Search Feature.....	10
Using Preferences in Google:.....	10
Accessing Preferences in Google.....	10
Interface Language.....	11
Search Language.....	11
Safe-Search Filtering.....	12
Number of Results.....	12
Results Window.....	12
Using Defined Google Search Operators:.....	13
Define.....	13
Link.....	13
Info.....	14
Related.....	14
Additional Special Characters & Search Operators.....	15
OR.....	16
~.....	17
~.....	18
Other Features or Shortcuts in Google:.....	18
Check your airline flight information.....	18
See a map of a specific region within an area code.....	18
Track your UPS, USPS, & FedEx packages.....	18
Calculator.....	18
Look up UPC Codes information.....	18
See a map and get directions to a street address.....	18
Convert weights and measurements.....	18
See a map of a an area within a zip code region.....	18
Look up owner of a phone number.....	18
Check vehicle information or vehicle history.....	18

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.

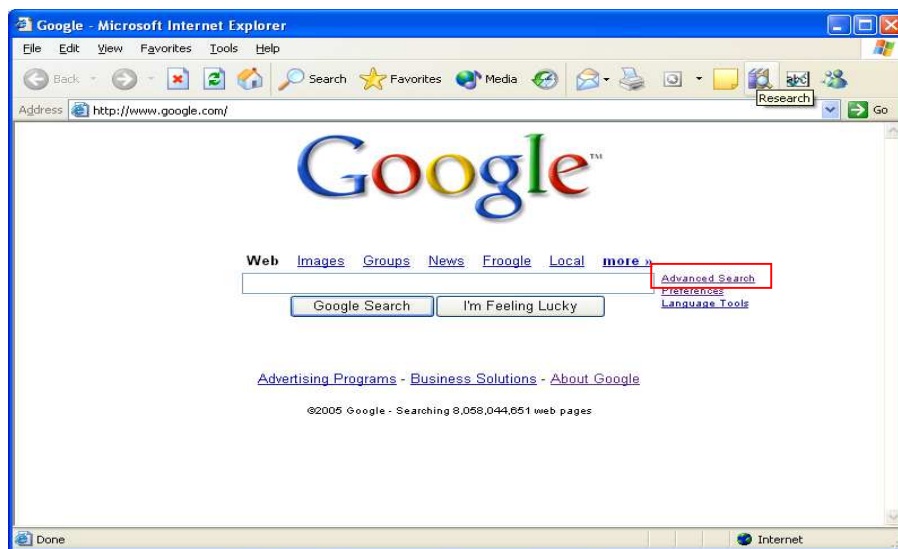
Advanced Google Features will improve your searching; however, if you do not retrieve the desired results, try your search again.

Using Advanced Search in Google:

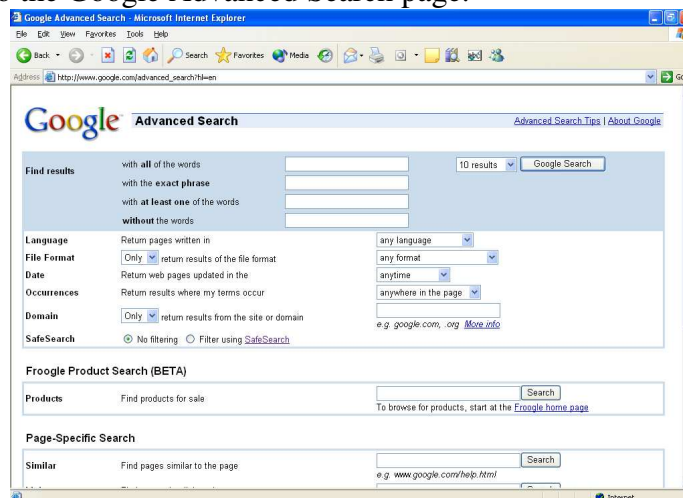
Google’s Advanced Search allows you to include or exclude certain types of web pages from results. Please continue reading to discover all the Advanced Search features.

Accessing the Advanced Search in Google

1. Launch Internet Explorer and type www.google.com 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:

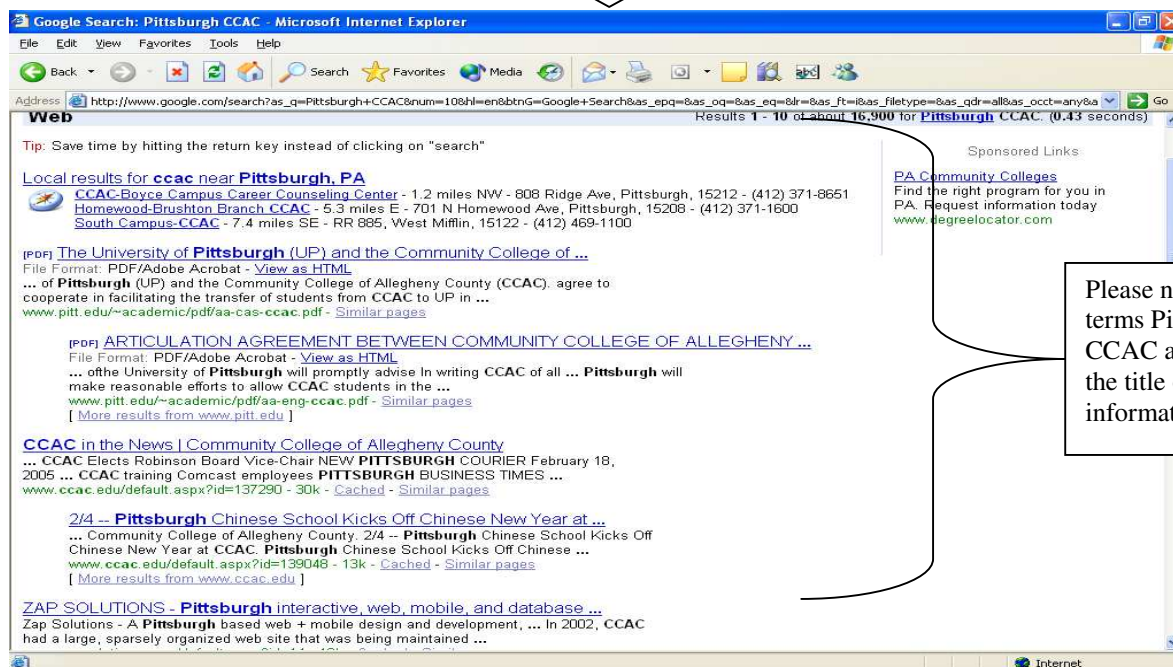
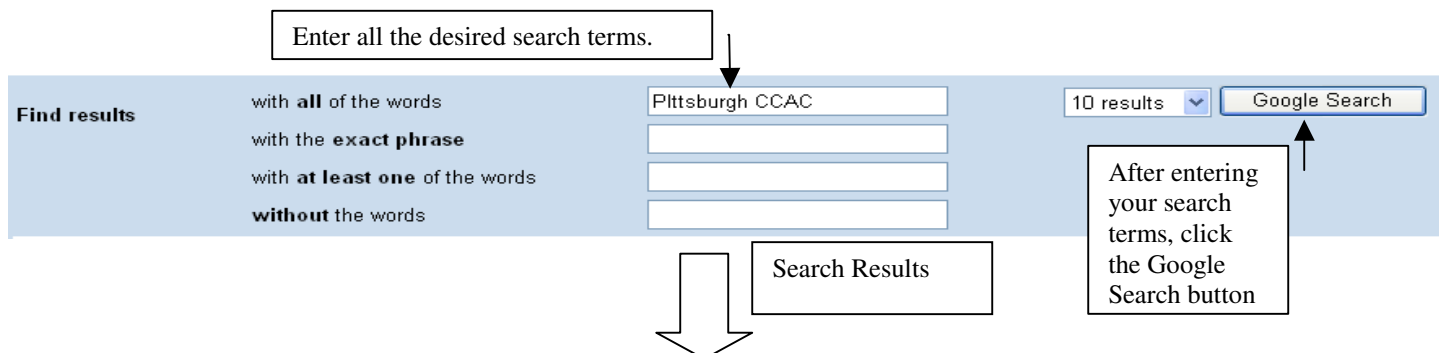
Find Results Feature

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.

Find Results Field	How the Find Results field will affect your search?
With all of the Words	Used Independently, “with all of the words” will have no affect on your search. 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.



Find Results Field

With the Exact Phrase

How the Find Results field will affect your search?

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.

Enter the desired search terms in the desired order

Find results

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

to be or not to be

10 results

Google Search

After entering your search terms click the Google Search button

Search Results

Google Search: "To be or not to be" - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://www.google.com/search?as_q=&num=10&hl=en&btnG=Google+Search&as_epq=To+be+or+not+to+be&as_oq=&as_eq=&lr=&as_ft=i&as_filetype=&as_qdr=all&as_occt=e

Google

Web Images Groups News Froogle Local more »

"To be or not to be" Search Advanced Search Preferences

Google SafeSearch is ON

Web Results 1 - 10 of about 660,000 for "To be or not to be" with Safesearch on. (0.40 seconds)

Tip: Save time by hitting the return key instead of clicking on "search"

To Be or Not to Be (1942)
To Be or Not to Be - Cast, Crew, Reviews, Plot Summary, Comments, Discussion, Taglines, Trailers, Posters, Photos, Showtimes, Link to Official Site, ...
www.imdb.com/title/tt0035446/ - 50k - [Cached](#) - [Similar pages](#)

To Be or not to Be: An Investigation of Artists and Suicide
... To Be or Not to Be is no doubt the most famous line William Shakespeare ever wrote. It's the first line of Hamlet's Act III, Scene 1 soliloquy in which ...
www.mw.nl/culture/suicide/ - 11k - [Cached](#) - [Similar pages](#)

Amazon.com: Video: To Be or Not to Be (1942)
To Be or Not to Be, Ernst Lubitsch, Carole Lombard, Jack Benny, Robert Stack, Felix Bressart, Lionel Atwill, Stanley Ridges, Sig Ruman, Tom Dugan, ...
www.amazon.com/exec/obidos/tg/detail/-/630170648X?v=glance - 72k - [Cached](#) - [Similar pages](#)

Amazon.com: Video: To Be or Not to Be (1983)
To Be or Not to Be, Alan Johnson, Mel Brooks, Anne Bancroft, Tim Matheson, Charles Durning, Christopher Lloyd, José Ferrer, Ronny Graham, Estelle Reiner, ...
www.amazon.com/exec/obidos/tg/detail/-/6301798643?v=glance - 67k - May 25, 2005 - [Cached](#) - [Similar pages](#)

FunBrain.com - 2Bee or Nottoobee
2Bee and Queen Nottoobee need flowers to make honey. Help them find flowers by choosing the correct verb to complete the sentences. Two levels available.
www.funbrain.com/verb/ - 5k - [Cached](#) - [Similar pages](#)

Sponsored Links

To Be Or Not To Be
Everything to do with To Be Or Not To Be items.

Google retrieved all the search terms in the desired order and all the words appear together.

Done Internet

Find Results Field	How the Find Results field will affect your search?
With at least one of the Words	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.

Enter the desired search terms

Find results

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

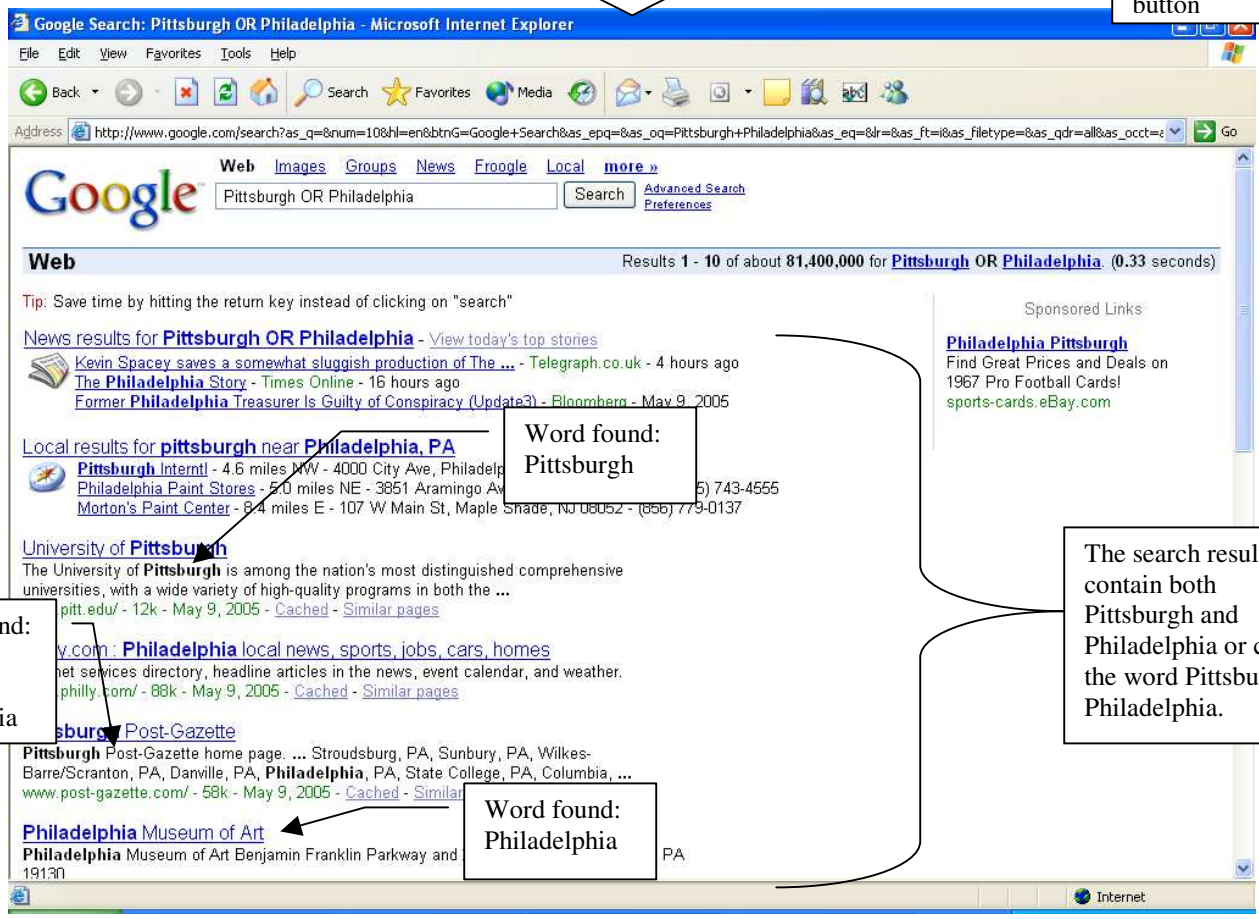
Pittsburgh Philadelphia

10 results

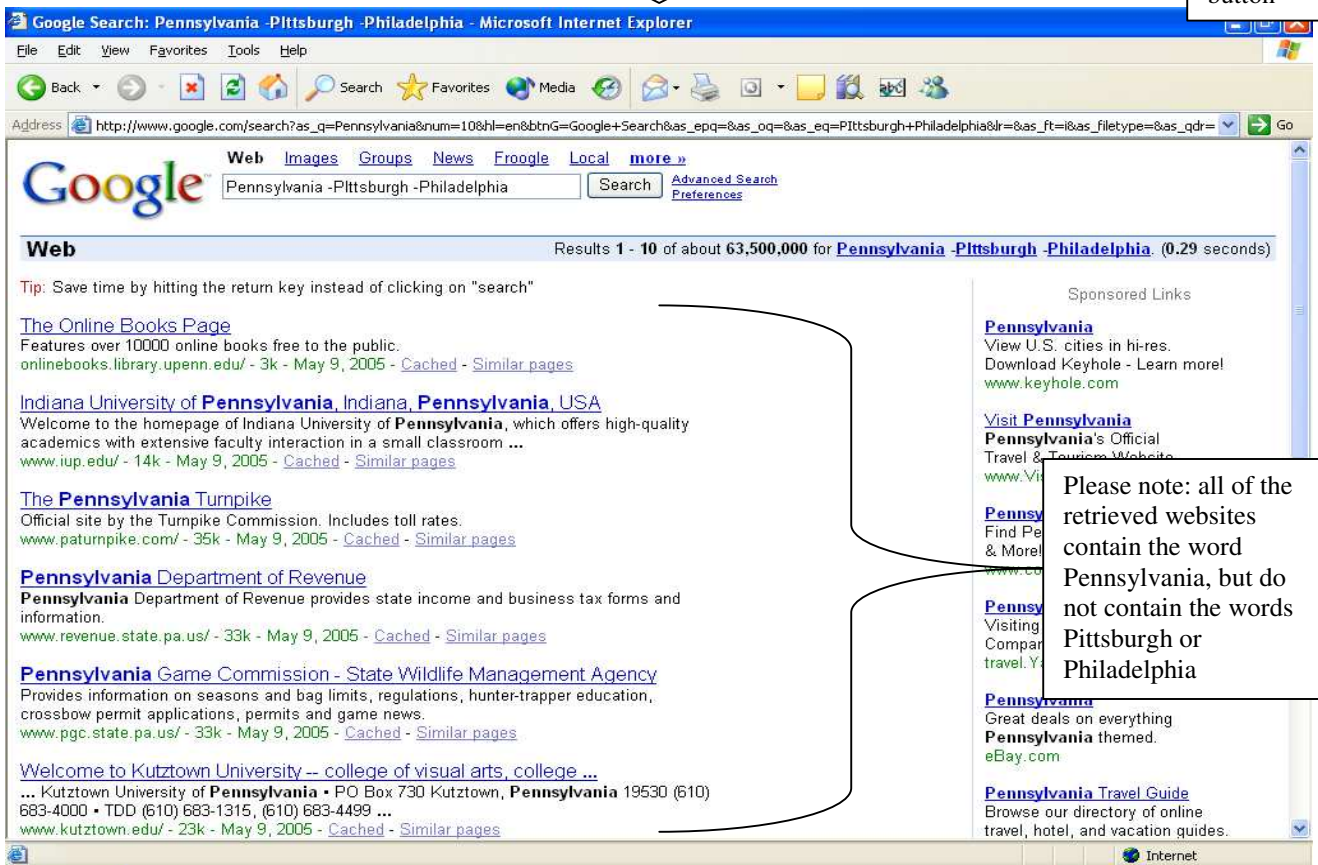
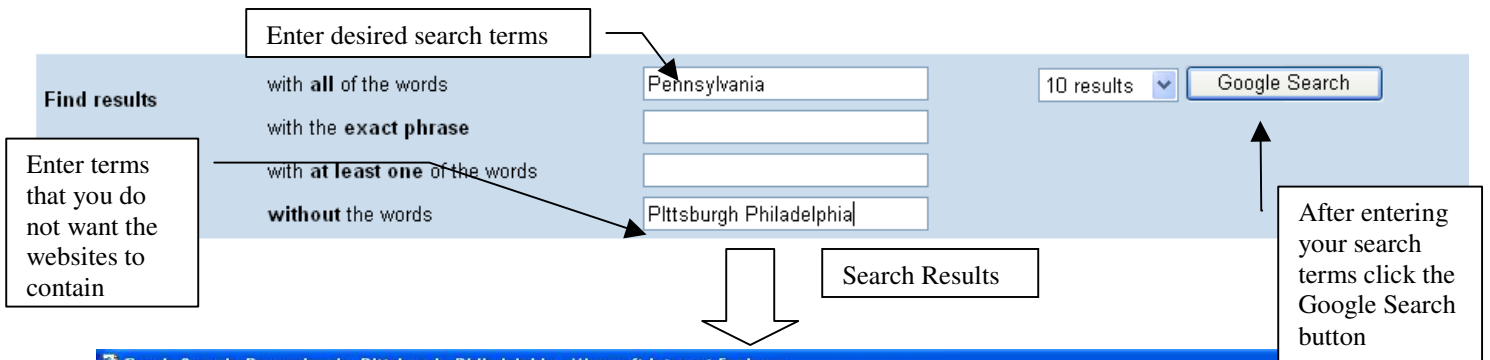
Google Search

After entering your search terms click the Google Search button

Search Results



Find Results Field	How the Find Results field will affect your search?
<p>Without the Words</p>	<p>“Without the Words” allows you to search for a term, but also excludes results that contain undesired information.</p> <p>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.</p>

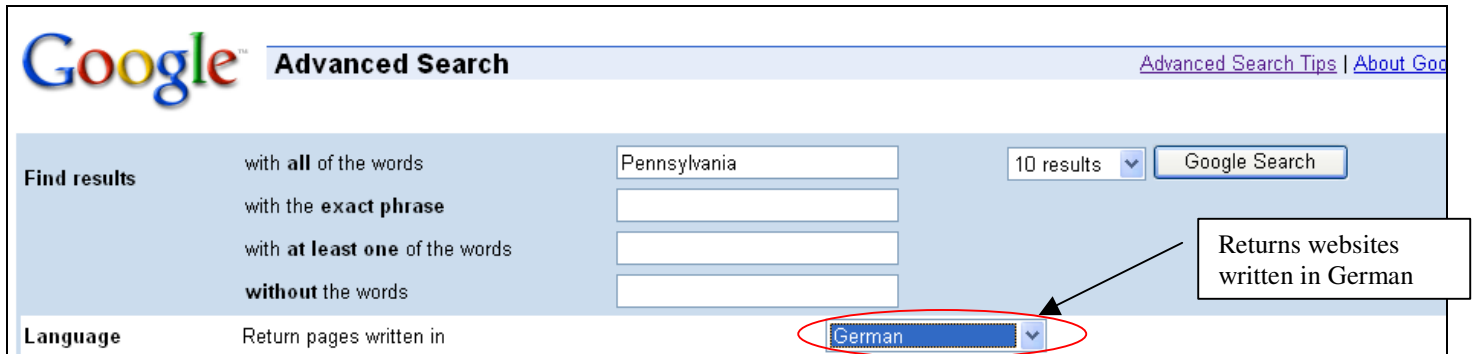


Language Feature

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.



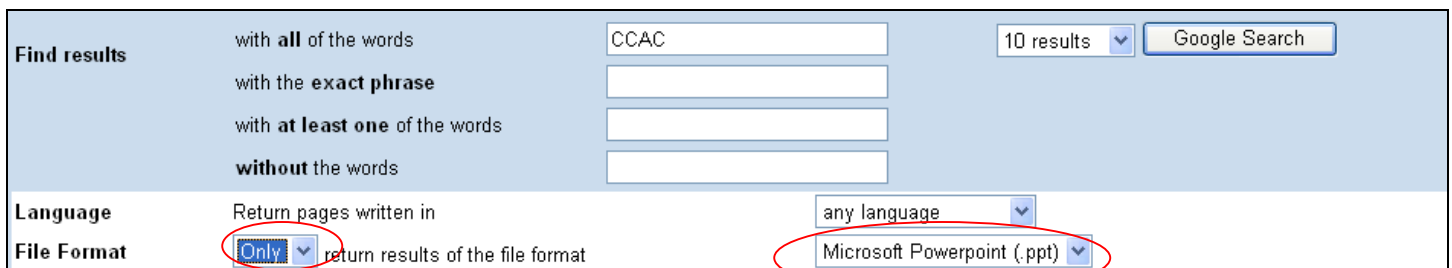
The screenshot shows the Google Advanced Search interface. The search term "Pennsylvania" is entered in the main search field. The "Language" dropdown menu is set to "German". A callout box with an arrow pointing to the "German" dropdown menu contains the text "Returns websites written in German".

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.



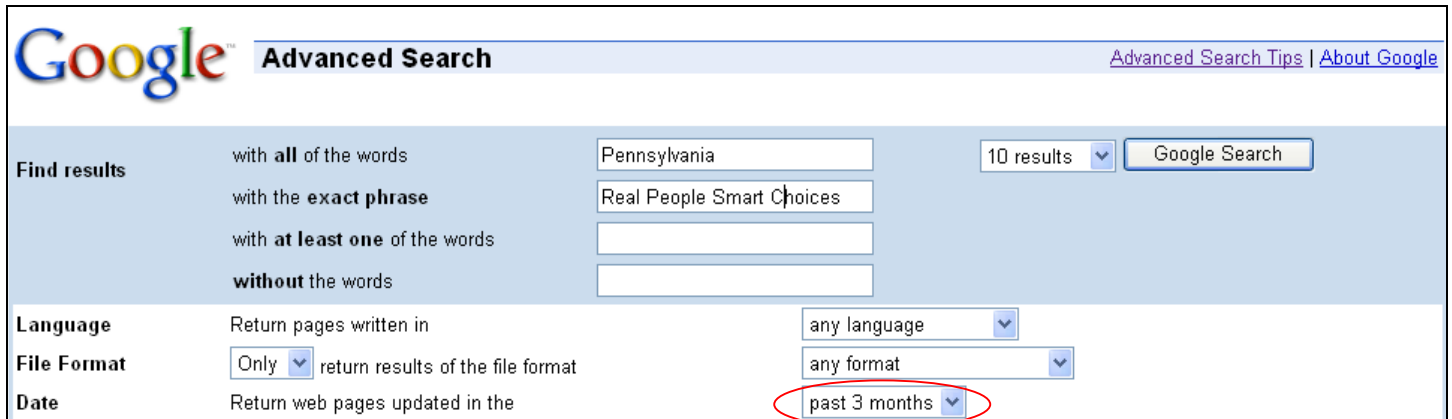
The screenshot shows the Google Advanced Search interface. The search term "CCAC" is entered in the main search field. The "File Format" dropdown menu is set to "Only" and the "File Format" dropdown menu is set to "Microsoft Powerpoint (.ppt)".

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 6months, 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.



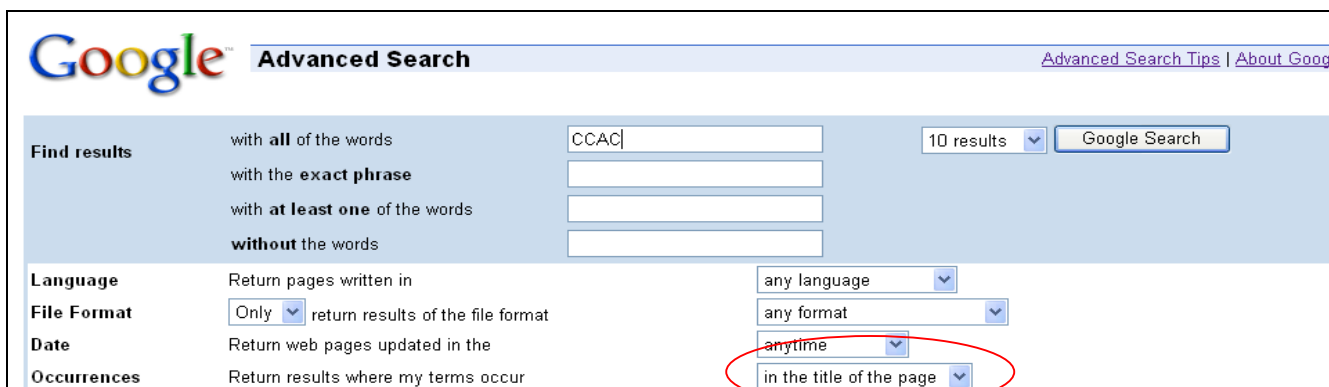
The screenshot shows the Google Advanced Search interface. The search terms are "Pennsylvania" and "Real People Smart Choices". The "Date" filter is set to "past 3 months", which is circled in red. Other filters include "Language" (any language), "File Format" (any format), and "Find results" (with all of the words).

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.



The screenshot shows the Google Advanced Search interface. The search terms are "CCAC". The "Occurrences" filter is set to "in the title of the page", which is circled in red. Other filters include "Language" (any language), "File Format" (any format), and "Date" (anytime).

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:

The screenshot shows the Google Advanced Search interface. The search term 'Pennsylvania' is entered in the main search field. The 'Domain' field is set to '.edu'. A callout box points to these fields with the text: 'This search will return results from educational institutions and contain the word "Pennsylvania."'

Here are some additional domains you may use to search:

Domain Suffix	For:
.com	Commercial
.org	Non-commercial
.net	Network Providers
.edu	Educational Institutions
.gov	Government
.mil	Military

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.

Google **Advanced Search** [Advanced Search Tips](#) | [About Google](#)

Find results with **all** of the words 10 results

with the **exact phrase**

with **at least one** of the words

without the words

Language Return pages written in

File Format return results of the file format

Date Return web pages updated in the

Occurrences Return results where my terms occur

Domain return results from the site or domain
e.g. [google.com](#), [.org](#) [More info](#)

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.

Google **Advanced Search** [Advanced Search Tips](#) | [About Google](#)

Find results with **all** of the words 10 results

with the **exact phrase**

with **at least one** of the words

without the words

Language Return pages written in

File Format return results of the file format

Date Return web pages updated in the

Occurrences Return results where my terms occur

Domain return results from the site or domain
e.g. [google.com](#), [.org](#) [More info](#)

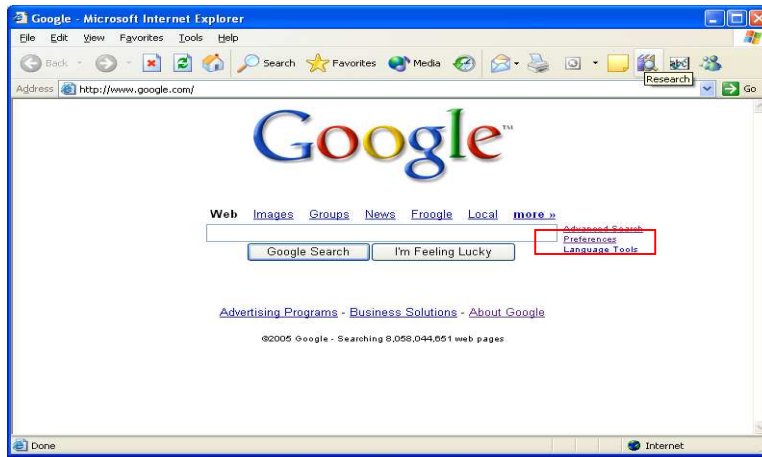
SafeSearch No filtering Filter using [SafeSearch](#)

Using Preferences in Google:

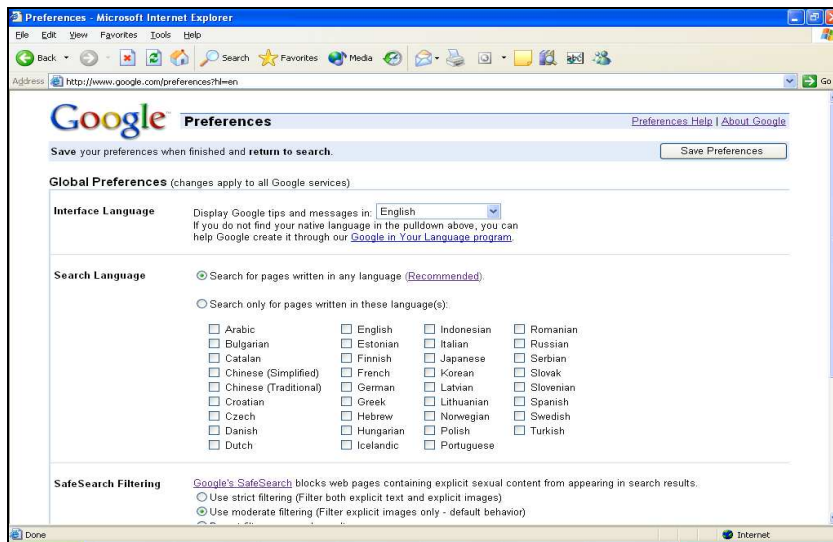
Google’s Preferences page allows a user to tailor or customize their results page.

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.

Operator Term	How to Enter:	Function
Define	Define: [word]	Define: provides definition of the word that appears after the colon.

The screenshot shows a Google search for "define:extrapolate". The search bar contains "define:extrapolate". The results are under the "Web" tab and show several definitions of "extrapolate" with links to source websites. Callouts include:

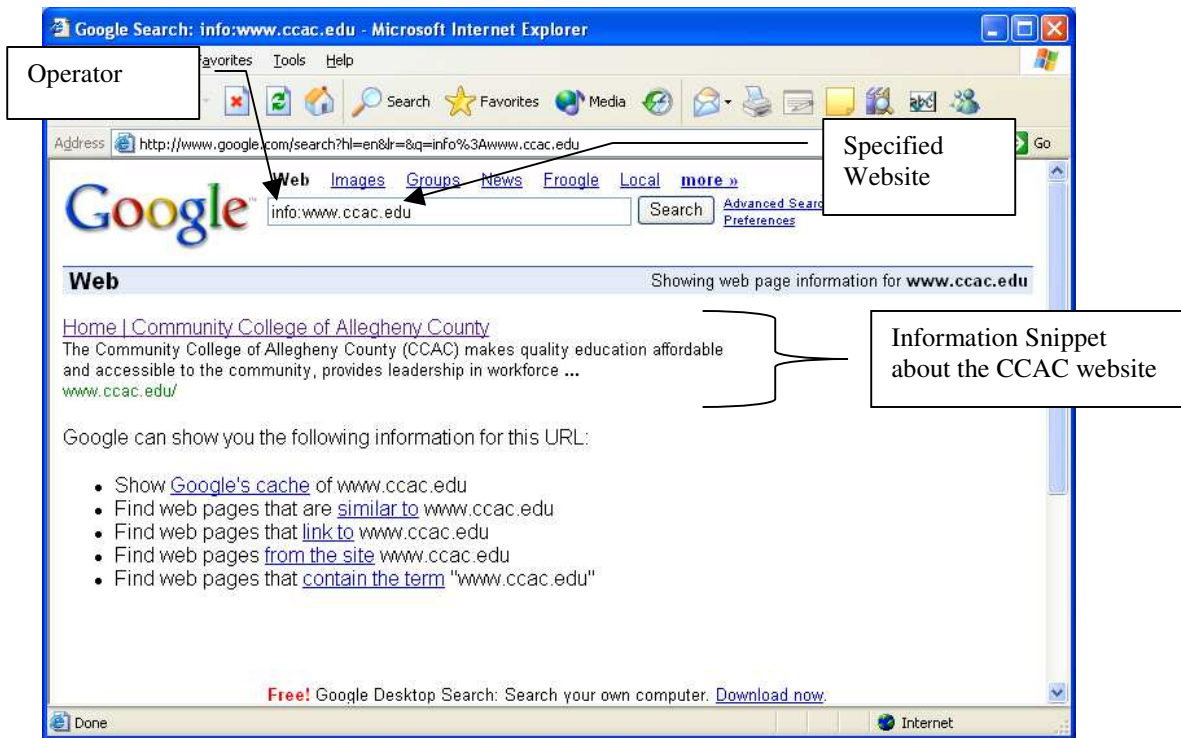
- "Operator" pointing to the "define:" part of the search query.
- "Word to define" pointing to "extrapolate".
- "Results are definitions of the specified word." pointing to the list of definitions.

Operator Term	How to Enter:	Function
Link	Link:[website address]	Lists the websites that have created links to the specified webpage.

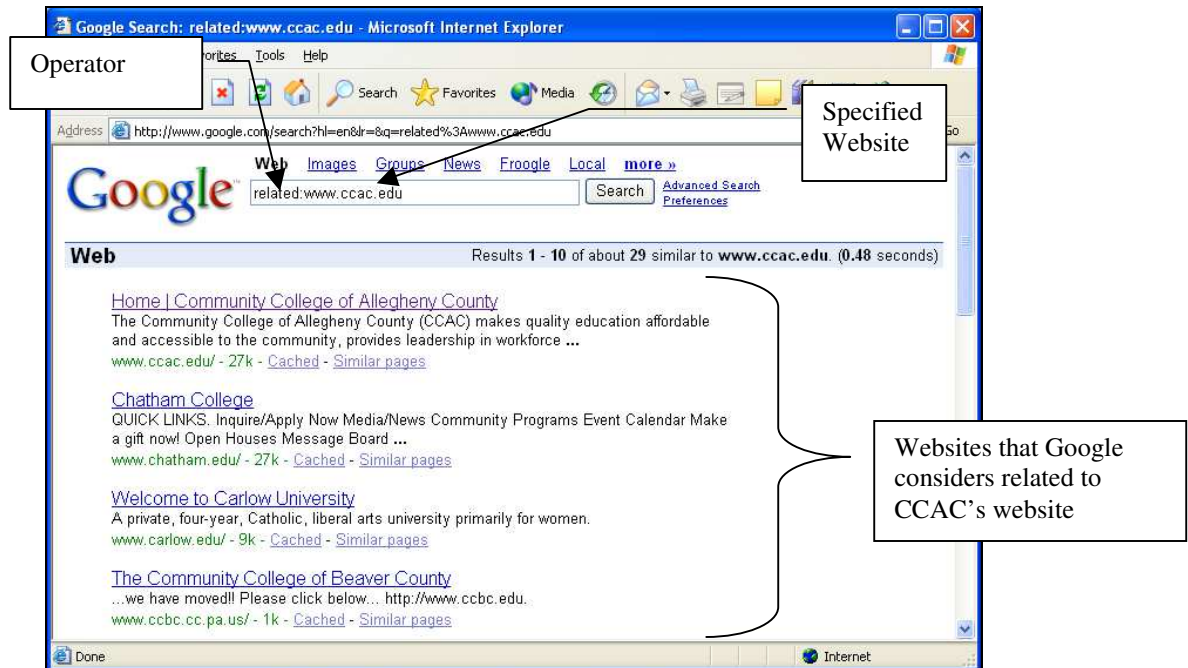
The screenshot shows a Google search for "link:www.ccac.edu". The search bar contains "link:www.ccac.edu". The results are under the "Web" tab and show a list of websites that link to "www.ccac.edu". Callouts include:

- "Operator" pointing to the "link:" part of the search query.
- "Specified Website" pointing to "www.ccac.edu".
- "Websites that have created links to CCAC's website" pointing to the list of search results.

Operator Term	How to Enter:	Function
Info	Info: [website address]	The Info: function displays the information snippet of the specified website.



Operator Term	How to Enter:	Function
Related	Related: [website address]	Related: displays all websites that are similar to the specified 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

The screenshot shows a Google search for "Stocks:VFIX" in Microsoft Internet Explorer. Callouts identify the "Operator" as "Stocks:" and the "Specified Stock Symbol" as "VFIX". A larger callout points to the search results, which include a PDF of "UTC Volume 2, Issue 1" and "TMF: Personal Profiles" for a user whose favorite stocks include VFIX. A text box on the right states: "Information about the Stock Symbol".

Additional Special Characters & Search Operators

Operator Term	How to Enter:	Function
""	"[Word] [Word] [Word]"	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).

The screenshot shows a Google search for "to be or not to be" in Microsoft Internet Explorer. The search results show a list of links related to the Shakespearean phrase. A callout box on the right states: "Please note that Google retrieved all the search terms in the desired order and all the words appear together." This demonstrates the function of the forced phrase search operator.

Operator Term	How to Enter:	Function
OR	[Word] OR [Word]	The operator “ OR ” will return results with both search terms or will return results with one or the other words.

Google Search: Pittsburgh OR Philadelphia - Microsoft Internet Explorer

Address: <http://www.google.com/search?hl=en&q=Pittsburgh+OR+Philadelphia>

Web Images Groups News Froogle Local more »

Pittsburgh OR Philadelphia Search Advanced Search Preferences

Web Results 1 - 10 of about 82,000,000 for **Pittsburgh OR Philadelphia**. (0.16 seconds)

News results for **Pittsburgh OR Philadelphia** - View today's top stories

- Series Notes: Cincinnati at **Philadelphia** - Seattle Post Intelligence - 45 minutes ago
- Line of Scrimmage: **Philadelphia's** Big Gamble - Sports Network - 2 hours ago
- The **Philadelphia** Story, Old Vic, London - Financial Times - 4 hours ago

Local results for **pittsburgh** near **Philadelphia, PA**

- Pittsburgh** Intern[...]- 4.6 miles NW - 4000 City Ave, Philadelphia, 19131 - (215) 477-5230
- Philadelphia** Paint Stores - 5.0 miles NE - 3851 Aramingo Ave, Philadelphia, 19137 - (215) 743-4555
- Morton's Paint Center** - 8.4 miles E - 107 W Main St, Maple Shade, NJ 08052 - (856) 779-0137

University of **Pittsburgh**
The University of **Pittsburgh** is among the nation's most distinguished comprehensive universities, with a wide variety of high-quality programs in both the ...
www.pitt.edu/ - 12k - Cached - Similar pages

Philly.com : **Philadelphia** local news, sports, jobs, cars, homes
Internet services directory, headline articles in the news, event calendar, and weather.
www.philly.com/ - 91k - Cached - Similar pages

Philly.com : **Philadelphia** local news, sports, jobs, cars, homes
Online edition of the **Philadelphia** Inquirer and **Philadelphia** Daily News.
www.phillynews.com/ - 90k - May 10, 2005 - Cached - Similar pages

Pittsburgh Post-Gazette
Pittsburgh Post-Gazette home page. ... Stroudsburg, PA, Sunbury, PA, Wilkes-Barre/Scranton, PA, Danville, PA, **Philadelphia**, PA, State College, PA, Columbia, ...
www.post-gazette.com/ - 58k - May 10, 2005 - Cached - Similar pages

Philadelphia Museum of Art

Done Internet

Note: Results contain both Pittsburgh and Philadelphia, Philadelphia, or Pittsburgh. Results that do not contain Philadelphia nor Pittsburgh will not be retrieved.

Operator Term	How to Enter:	Function
-	[Word] -[Word] [Word] – “[Phrase]” “[Phrase]” – “[Phrase]” “[Phrase]” – [Word]	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.

Google Search: Pittsburgh Library -Carnegie - Microsoft Internet Explorer

Address: <http://www.google.com/search?hl=en&q=Pittsburgh+Library+-Carnegie>

Google Pittsburgh Library -Carnegie Search

Web Images Groups News Froogle Local more »

Web Results 1 - 10 of about 3,580,000 for Pittsburgh Library -Carnegie. (0.35 seconds)

Tip: Find maps by searching for a street address with city or zip code

Local results for **library -carnegie** near **Pittsburgh, PA**

- Point Park College: Point Park College Services - 0.2 miles W - 414 Wood St, Pittsburgh, 15222 - (412) 281-7566
- Community College of Allegheny County: Library Hours - 1.2 miles NW - 808 Ridge Ave, Pittsburgh, 15212 - (412) 237-2584
- Community College of Allegheny County: Library - 1.2 miles NW - 808 Ridge Ave, Pittsburgh, 15212 - (412) 237-2584

University **Library** System University of **Pittsburgh**
 Research affiliation: Association of Research Libraries.
www.library.pitt.edu/ - 18k - May 15, 2005 - [Cached](#) - [Similar pages](#)

[Copyright Information](#)
 ... adopted by the University of **Pittsburgh** in compliance with the Copyright Act,
 ... [This covers **library** reserve use, photocopying, Interlibrary loan, ...
www.library.pitt.edu/guides/copyright/ - 30k - [Cached](#) - [Similar pages](#)
 [[More results from www.library.pitt.edu](#)]

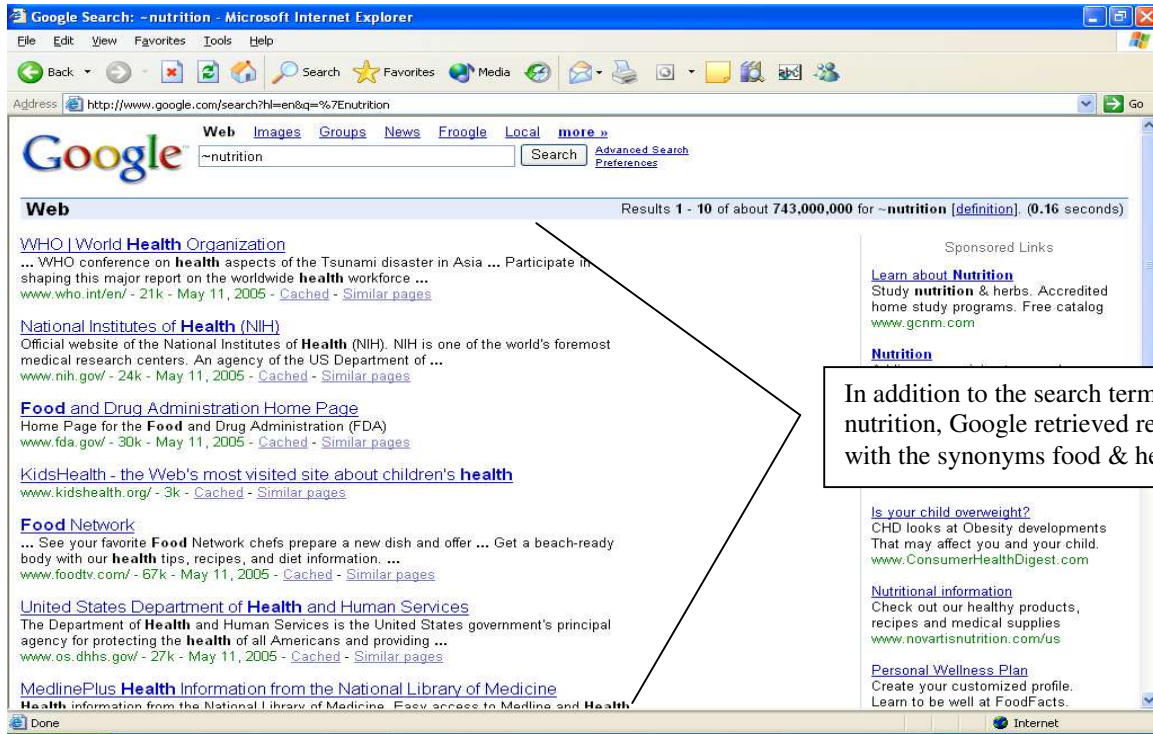
pittcat.pitt.edu/
[Similar pages](#)

SocialGrid's **Pittsburgh Library** Guide: Find Libraries in **Pittsburgh**
Pittsburgh Library Guide. **Pittsburgh** Libraries. Our Technology. Node Directory.
 Resources. Our Services. About Us. • **Public Library**. • **Law Library** ...
www.socialgrid.com/libraries/pittsburgh-library.html - 11k - [Cached](#) - [Similar pages](#)

NBS **Pittsburgh Library** Tour
 NBS **Pittsburgh Library** Tour ... [Click to enlarge image]. NBS Tom Fort's **Library**,
 NBS Tour at Tom Fort's Home, Wayne Homren's **Library** ...

Internet

Operator Term	How to Enter:	Function
~	~[Word]	If you want to expand your search, you may want to put a tilde sign ("~") in front of your search term. A tilde sign triggers Google to retrieve results for the search terms and its synonyms.



Other Features or Shortcuts in Google:

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