



<http://www.google.co.nz/>

## Searching Google

This guide covers selected tips and tricks to refine your search technique – for more information, consult Google’s various help screens.

Please note:

- The tips and tricks described on this guide are subject to change.
- Google can personalise search results. Your search results may be different from someone else’s and may vary according to the computer you are using.
- This guide is based on the Chrome browser - Firefox and Internet Explorer are similar

### Default search settings include:

<b>not case sensitive</b>	capital letters of search terms are ignored
<b>AND</b>	search terms are automatically combined using AND
<b>search</b>	keyword
<b>word order</b>	enter the most important search terms first
<b>truncation</b>	automatic - no additional symbol required to find alternative endings for search terms
<b>search results</b>	display by relevance
<b>compound words</b>	searches both the compound word and with a space between the words <b>airline</b> <b>air line</b>

### Options to refine your search include:

<b>synonyms</b>	Google automatically searches for matching and similar meaning words	<b>tourism</b> finds <b>tourist</b>																									
<b>“phrase searching”</b>	use quotation marks around phrases	<b>“adventure tourism”</b>																									
<b>OR</b>	results include <i>either</i> search term. OR must be in capital letters.	<b>tourism OR travel</b>																									
<b>exclude</b>	use – immediately before a search term you want to exclude	<b>tourism –wine</b>																									
<b>include</b>	use quotation marks around automatically excluded search terms (e.g. the, a)	<b>“the tourist”</b>																									
<b>exact spelling</b>	use quotation marks around a single search term to prevent automatic truncation	<b>“tour”</b>																									
<b>intitle:</b>	finds results with your search term in the document title	<b>intitle:tourism</b>																									
<b>allintitle:</b>	finds results with all your search terms in the document title	<b>allintitle:tourism adventure</b>																									
<b>related:</b>	finds results with content related to a specific website	<b>related:www.tourism.org.nz</b>																									
<b>filetype:</b>	limits your search results to a specific file type Examples of file types include; doc xls ppt mp4 docx pptx xlsx	<b>filetype:pdf</b>																									
<b>site searching</b>	limits your search to searching within a specific site	<b>site:www.otago.ac.nz</b>																									
<b>domain searching</b>	limits your search to a specific domain Examples of domains include;	<b>site:govt.nz</b>																									
	<table border="1"> <thead> <tr> <th>Site</th> <th>New Zealand</th> <th>Australia</th> <th>United Kingdom</th> <th>America</th> </tr> </thead> <tbody> <tr> <td>Commercial</td> <td>co.nz</td> <td>com.au</td> <td>co.uk</td> <td>com</td> </tr> <tr> <td>Not for profit</td> <td>org.nz</td> <td>org.au</td> <td>org.uk</td> <td>org</td> </tr> <tr> <td>Academic/Educational</td> <td>ac.nz</td> <td>edu.au</td> <td>ac.uk</td> <td>edu</td> </tr> <tr> <td>Government</td> <td>govt.nz</td> <td>gov.au</td> <td>gov.uk</td> <td>gov</td> </tr> </tbody> </table>	Site	New Zealand	Australia	United Kingdom	America	Commercial	co.nz	com.au	co.uk	com	Not for profit	org.nz	org.au	org.uk	org	Academic/Educational	ac.nz	edu.au	ac.uk	edu	Government	govt.nz	gov.au	gov.uk	gov	
Site	New Zealand	Australia	United Kingdom	America																							
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Not for profit	org.nz	org.au	org.uk	org																							
Academic/Educational	ac.nz	edu.au	ac.uk	edu																							
Government	govt.nz	gov.au	gov.uk	gov																							
<b>link:</b>	use to see what sites link to a specific website	<b>link:www.otago.ac.nz/library</b>																									
<b>define:</b>	find definitions sourced from a range of online resources	<b>define:tourism</b>																									
<b>search preferences</b>	select options from ‘Search settings’ to set your search preferences	<b>e.g. language</b>																									

## Advanced Search

To use **Advanced Search** to build complex searches:

1. Click the **Options icon** (below 'Sign in') and select **Advanced search**
2. Enter your search terms and select narrowing functions
3. Click **Advanced Search**

## Refining your search from the results screen

The screenshot shows a Google search results page for the query "allintitle:adventure tourism". The search bar at the top contains the query and a "Sign in" button. Below the search bar, there are tabs for "Web", "Images", "News", "Videos", "Maps", and "More". The "Web" tab is selected. The search results are displayed in a grid format. On the left side, there is a "Search tools" menu with the following options: "Any time" (checked), "Past hour", "Past 24 hours", "Past week", "Past month", "Past year", and "Custom range...". Below this menu, there is another "Search tools" menu with the following options: "All results" (checked) and "Verbatim". On the right side, there is a "Cached" link for the first search result, "Adventure Travel Site - Expeditions.com". A callout box on the right side of the page points to this link and contains the text: "Link to a cached copy of this site where your search terms are highlit."

### Date ranges

Date range options are found by clicking **Search tools > Any time**.

### Type of information

The default search is **Web**. Click **Images**, **News**, **Videos**, **Maps** or **More**, to select a type of information to refine your results by.

### Verbatim

Verbatim is found by clicking **Search tools > All results**. Verbatim is a tool that instructs Google to only search for the specific terms you enter in the search box. Either click **Verbatim**, enter your search terms then click the search icon (magnifying glass), or do a search then click **Verbatim** to apply the Verbatim settings to that search.

## Searching with Usage rights filters

To use a Usage rights filter to search for material (e.g. text, images, video) that you want to reuse or modify:

1. Go to **Advanced Search**
2. Enter your search terms in the search boxes
3. Select a **Usage rights** filter from the pulldown menu
4. Click **Advanced Search**

For more information about Usage rights filters, click **usage rights** on the Advanced Search screen.