



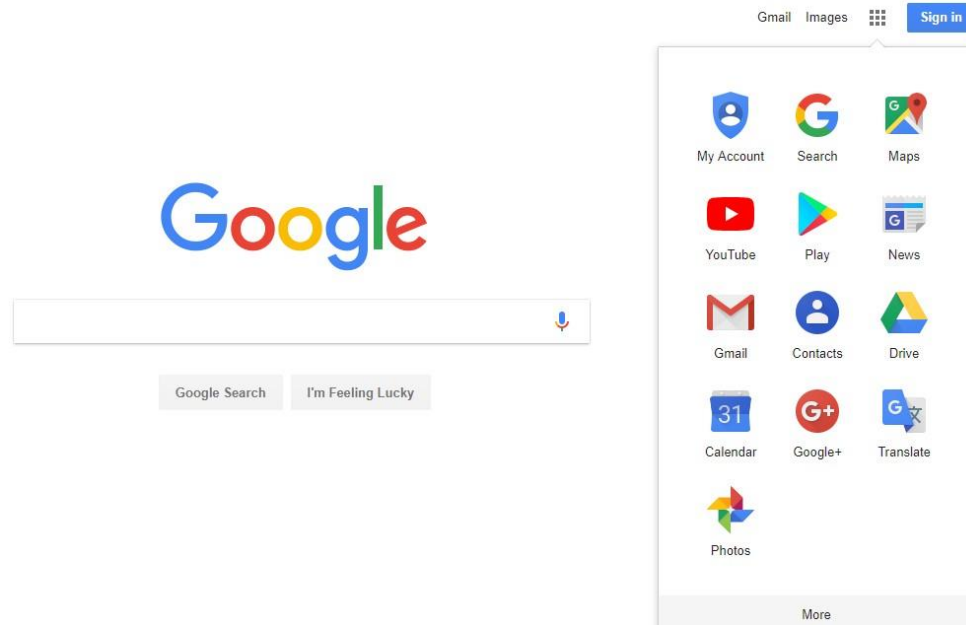
Handy tips when using Google

Is Google only limited to basic searches?

- No! Google though simple in its interface has a lot of built-in advanced features which can sometimes prove very handy especially if you want to filter out irrelevant results.
- Once familiar with some of the handy search functions, Google can be of even greater use.

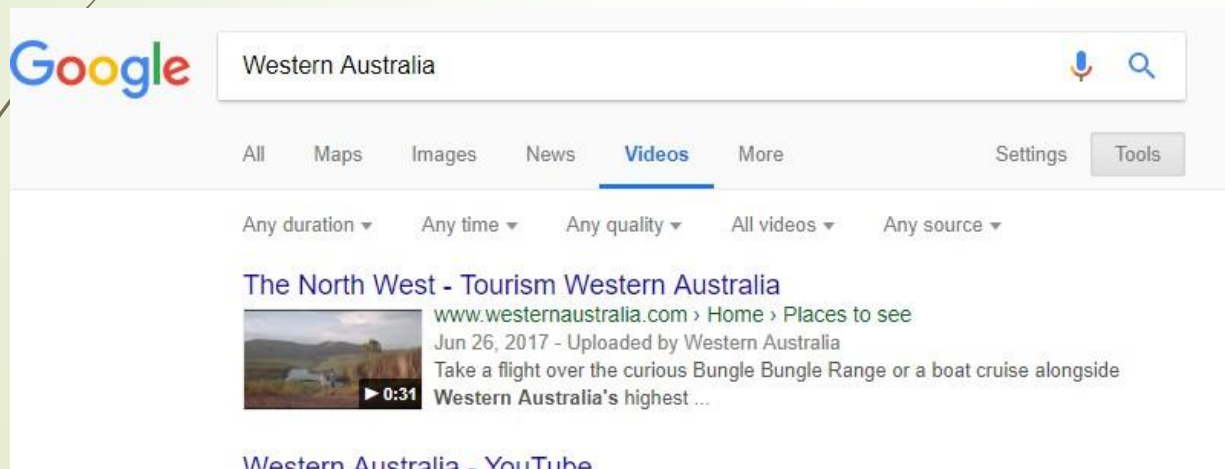
The Google Homepage

- The Homepage has the basic search functions with a menu option (top-right) with icons to other google services. For basic searches just type in your query and hit Enter or you can click the “I’m feeling lucky” button



Using the Search Tools Option

- The Tools option can help in narrowing down search results. The options are context sensitive (different options for videos, photos etc)



Using the Settings option

- Beside the Tools option, there is a Settings option as well which can prove useful (like the SafeSearch setting). Some settings (like history) would be more useful on a home or BYOD device (as you can sign in to your Gmail account).



Using the Advanced Search Setting

- The Advanced Search helps refine the search results by omitting results that don't meet your conditions. This can save a lot of time.

Find pages with...		To do this in the search box.
all these words:	<input type="text" value="Western Australia"/>	Type the important words: tri-colour 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 that you don't want: -rodent, -"Jack Russell"
numbers ranging from:	<input type="text"/> to <input type="text"/>	Put two full stops between the numbers and add a unit of measurement: 10..35 kg, £300..£500, 2010..2011

Then narrow your results by...

language:	<input type="text" value="any language"/>	Find pages in the language that 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 that 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 that you prefer.
usage rights:	<input type="text" value="not filtered by licence"/>	Find pages that you are free to use yourself.

[Advanced Search](#)

Using the Advanced Search shortcuts

- Sometimes it is handy to know the shortcuts for advanced search features.
- Some of the common shortcuts are:
 - The **"** operator (for a specific phrase). E.g. "The privacy act"
 - The **-** (minus) operator. E.g. "Australian prime minister" -turnbull
 - The **OR** (in caps) operator. E.g. world war 1 OR world war 2
 - The **allintext** operator. E.g. cannington community college/education support centre
 - The ***** operator (if you forget a word). E.g. The * world cup
 - The **allinurl** operator. E.g. allinurl:australian science

Other shortcuts

- The **site** operator to search a specific site. E.g. site:science.gov.au "astronomy"
- The **related** operator to get related content. E.g. related:science.gov.au
- The **filetype** operator (specific files). E.g. sample resume filetype:pdf
- The **define** operator. E.g. define:DNA
- The **location** operator. E.g. planetarium location:Melbourne
- The **translate** operator. E.g. translate comment allez vous to English
- Inbuilt calculator. E.g. 234*32423
- Timer and stop watch. E.g. 10 min timer


Google Image Search

- Google Image Search can use the operators as mentioned in this presentation. In addition to this, it has the option to search for an image if you paste a link or you can upload an image and search for similar stuff.



Search by image

Search Google with an image instead of text. Try dragging an image here.

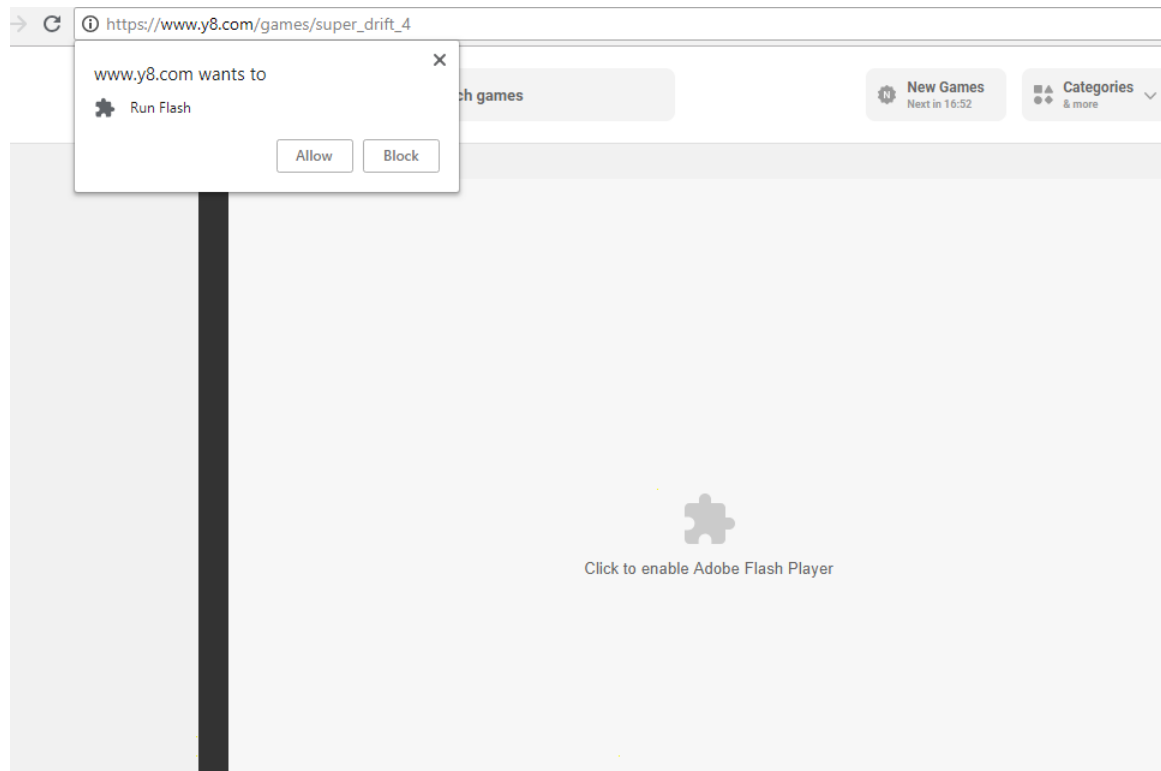
Paste image URL 

Upload an image

Search by image

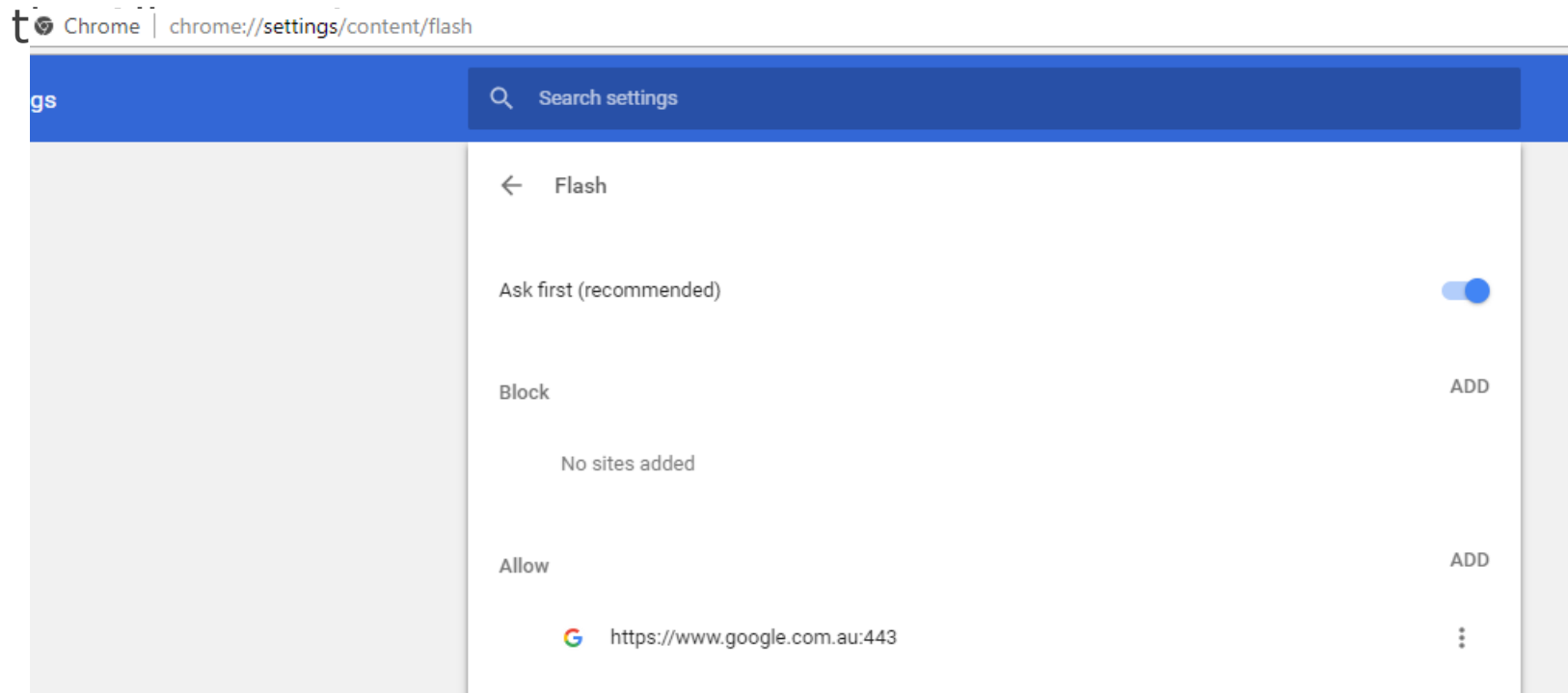
Enabling flash on Google chrome

- Sometimes, Flash will need to be enabled on Google chrome for certain animated content, videos or games. The simplest way to enable it is by clicking the image and then selecting Allow.



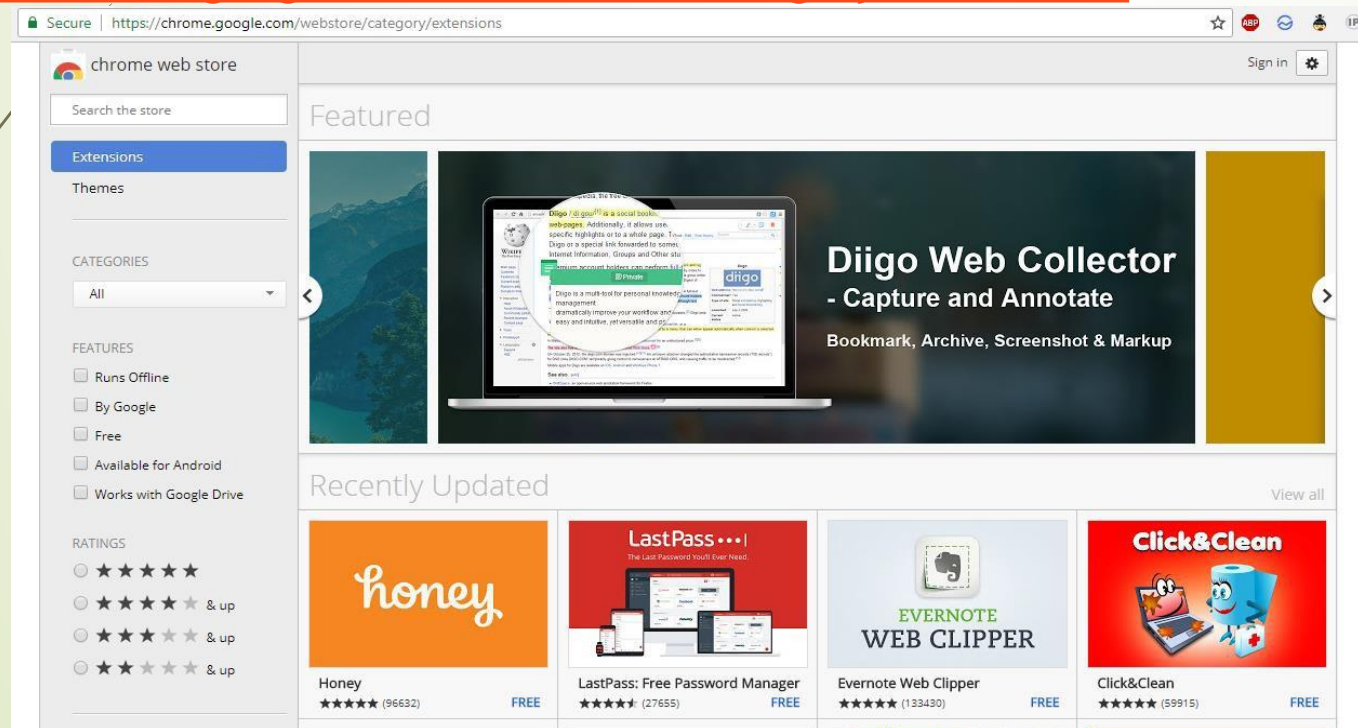
Enabling Flash on Google Chrome

- Another way to enable Flash on Chrome is by typing in `chrome://settings/content/flash` and then ensuring the Ask first option is selected. If needed you can also add the specific link in



Chrome Web store

- The Chrome webstore has a lot of handy extensions/apps that can be useful.
- ▶ <https://chrome.google.com/webstore/category/extensions>



Some Handy Chrome Extensions

- **Adblock Plus** – used to block annoying ads and popups
- **Data Saver** – used to give you graphs about your data usage
- **LastPass** – password manager. Just remembering passwords in the browser isn't safe (users must create a login though)
- **Grammarly** – helps with grammar (can sign up for free)
- **Full Page Screen Capture** – Take screenshots of the entire webpage. Can also download as PDF.
- **Cite this for me** – for citing stuff
- **Mercury Reader and Reader View** – to reduce clutter if you're reading an article etc.



Useful links

▶ <https://blog.hubspot.com/marketing/google-advanced-search-tips>