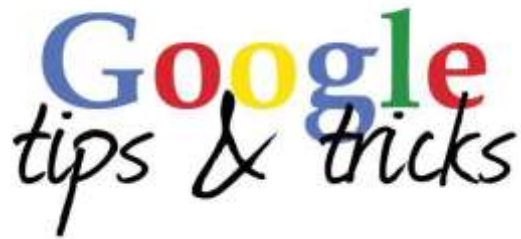**Google Tips and Tricks**

1 Google.com or Google.nl
Search results can differ depending on the Google
version you use. The Dutch Google version will first of all
show Dutch results. Depending on what you're looking
for, it might be better to use the international version.
You can reach google.com at http://www.google.com/ncr

2 Number of search results
After each search Google mentions the approximate number of retrieved results. However, those
numbers are a *very* rough estimate and often don't come near the actual number of results. They
should therefore be taken with a grain of salt. Two identical searches, performed at different times, can
lead to different numbers of results. The difference can be quite substantial!
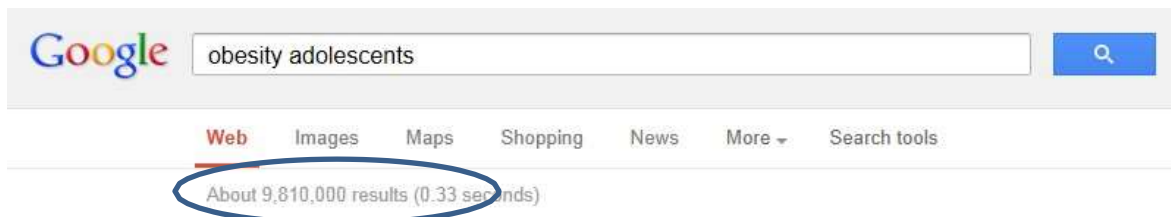
The same query, one day later:
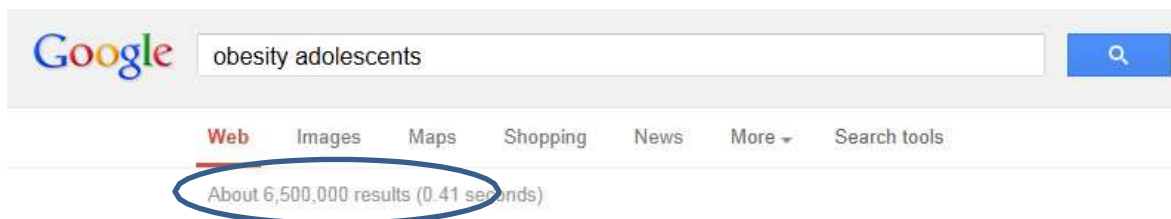
3 Quotation marks
If you use words that belong together, for instance: names, texts, quotations or book titles, you can
use quotations marks (e.g. "Barack Obama"). You can also use quotations marks for one search term.
Google will then only search for pages containing the word exactly like you wrote it. All other spelling
variants will be ignored.

4 Control F
A general feature of Windows is a search through a text for one or more words. By using Control F on
a webpage you can simply highlight your keyword without having to read the entire text. This Windows
feature also works in Word, Excel and PDF files.

5 Filter by by Date
After an initial search Google can restrict or filter results to any period you have indicated. Click the
button 'Tools' (below the search field) and under 'Any time' the desired period.

6 Exclude
If you want to exclude a certain aspect of the subject in your search, type a minus sign (-) and enter the word to be excluded. Example: you search for information about *social media* but you are not interested in pages with the word Twitter in it. You can exclude the word Twitter in your search. You type: "social media" -Twitter. Note: do not add any space between the minus sign and the excluded word!

7 Define
Google can serve as a quick dictionary. Use the operator [define:] to let Google provide you a description or definition of the search term. Example: *define: serendipity*
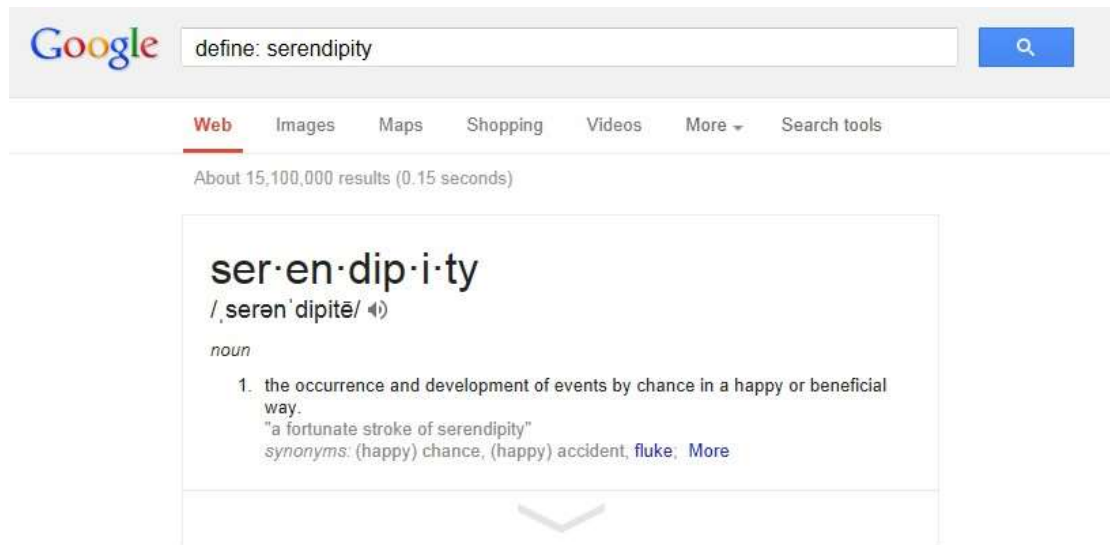
Note: the information is often derived from popular sources like Wikipedia. These sources are not usable for serious research.

Tip: In the English version of Google you can listen to the pronunciation of a large number of words

8 Intext
Use 'intext' as an additional search option if you really want that one term to appear in the text on that page. Example: *intext:"information literacy".*
The use of intext is also very useful if you want Google to find your search term exactly how you wrote it. Example: *intext: accesores* will only yield results in which the word 'accesores' appears and not 'accessories'.

9 Searching with OR
When you enter two or more words Google will by default search for webpages in which all of your search terms appear. However, you can also direct Google to also find webpages in which only some of your search words appear. You do this by adding OR (in capital letters) between your search terms. Example: typing laptop OR notebook will show webpages containing the words laptop and notebook as well as webpages with the word laptop or notebook.

10 Wildcard

When you type an asterisk in your search string the asterisk will be replaced by one or more words. Example: when you search ""Trump is a * president", Google will find webpages with sentences as "Trump is a norm-busting president", "Trump is a blue collar president", Trump is a deeply unpopular president", "Trump is a historically unusual president", etc.
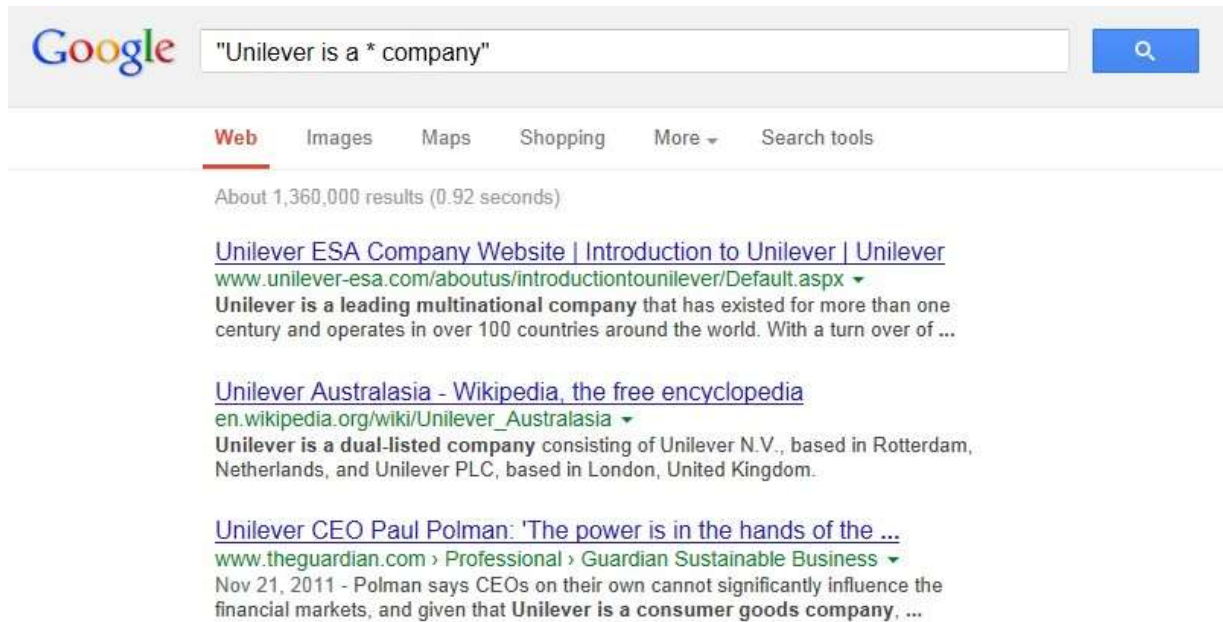

11 Advanced Search

By combining different search options you can specify your search. Google offers an advanced search form that enables you to do that.

After entering a search term and executing the search a menu appears directly below the search bar. Click on 'Settings' and select 'Advanced search'. Many different refining options will be presented to you.
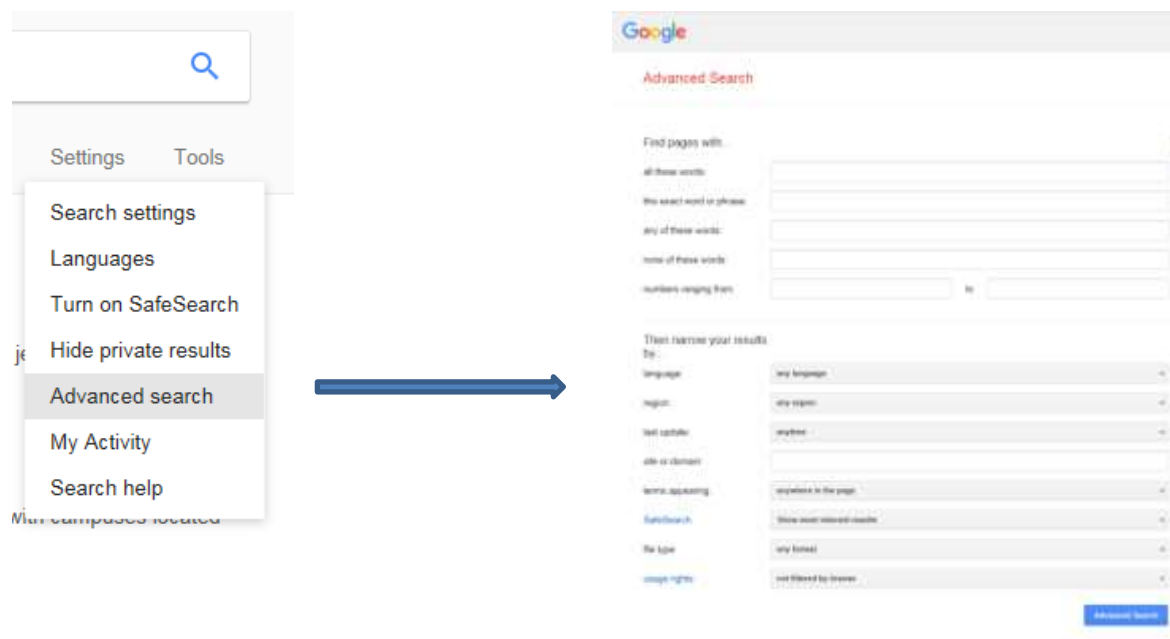
12 Search a document type

Many pages on the internet are written in HTML language. However, there are many other document formats to be found on the internet. You can use Google to specifically find a certain document type. When using 'advanced search', you can select a file format from a list. When searching via 'basic search', you can add an extra string at the end of your search words, .e.g. [filetype:xls] (Excel) or [filetype:pdf] (PDF) of [filetype:ppt] (Powerpoint).
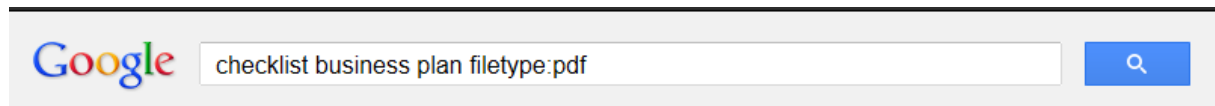
13 Google Scholar

Google Scholar is the 'academic' Google search engine. With Google Scholar you can search in full-text (academic) theses, scientific publications, publications by (government) institutions and other 'grey literature' (publications that have not been published through regular channels). You can find Google Scholar at: http://scholar.google.com/

Tip: Click the hyperlink displayed to the right of the title to gain guaranteed free access to the full version of an article or book.
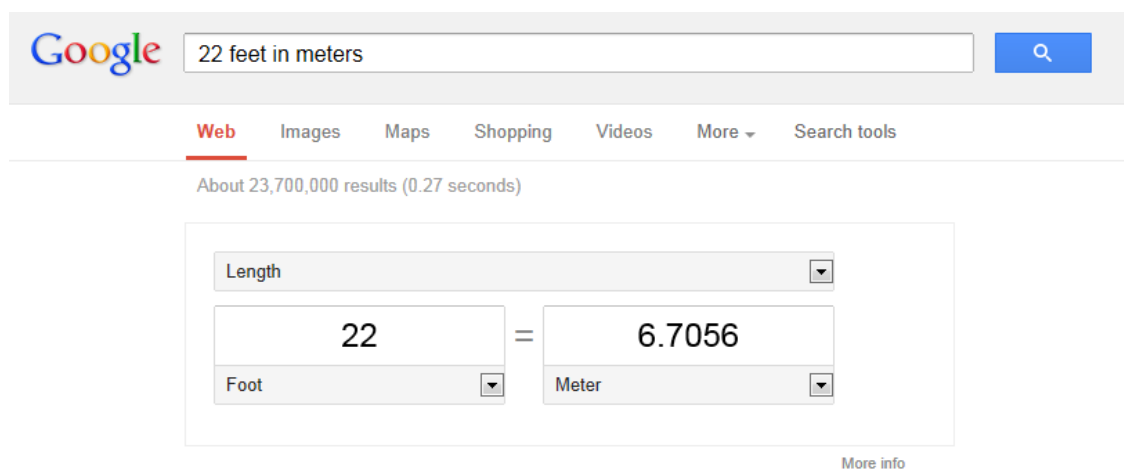
14 Google Books

Google Books gives you the opportunity to search for online books by author, title or subject. Despite of the fact that the publishers usually don't allow to view the complete text, it can be useful to read a part of the book beforehand.
By using 'search inside' at www.amazon.com you can sometimes read complete parts of books. You do have to subscribe and make an online account first.

15 Calculator and other useful features

Google can also be used as a calculator for both basic as advanced calculations (note: to multiply, use the asterisk *) It's also possible to convert to foreign units. For example: gallons, miles, feet etc.

16 Selective search

Google offers the option to limit your search to certain types of sources, e.g. videos, news, books, images…Or click the button 'Tools' or 'More' for other refining options.
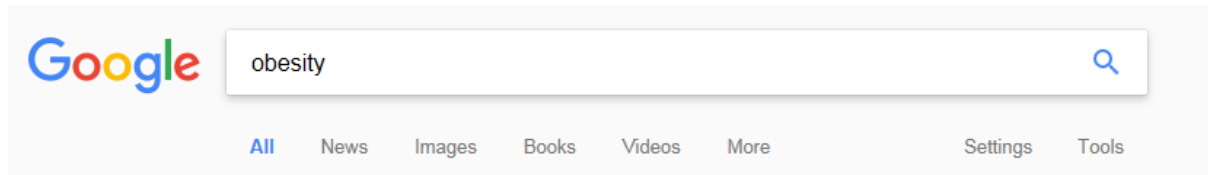
17 Google Images

With Google images you can quickly search for images, photos, illustrations etc. Use 'advanced search' to get access to multiple refining options. Enter a search term in Google, then select 'Images' from the menu that appears and finally click 'Advanced search' und 'Settings'.

If you want to be sure you can use a particular image, select: '*free to use, share or modify, even commercially*' (under 'usage rights').

Tip: After doing a search in Google Images it's also possible to refine by period, size, type, color and and usage rights.

Tip: With Google Images you can upload pictures (click in the search field on the camera icon) and Google will search for similar or identical images of the original image.

18 Evaluate your search results

Evaluate results before you use them. There is no strict correlation between ranking in Google and reliability, so the first result isn't necessarily the most reliable search result. Compare your results to multiple websites and also have a look at the URL. Check which source is used in your search result. Does it look reliable? You can use WHOIS to see who the owner of a website is: http://www.who.is/

General tips

Good searches are often very complex and use/combine different search operators.
Reflect carefully before you search. Think about your keywords and where and how to implement them.