

GOOGLE HINTS

There are numerous search engines available to us, e.g. YAHOO,ALTA VISTA,TEOMA. However, Google is currently the most popular and has the simplest page to begin a search.

A brief history of Google:

Began as a search engine named Back Rub.

Created by Larry Page and Sergey Brin.

The name Google is a variation on the math term googol. A googol is the number 1 followed by 100 zeros.

Located in Mountain View, California (approximately 30 miles south of San Francisco).

Company Motto: “Don’t be evil”.

A detailed history can be obtained by typing Google Corporate History into the Google search bar.

GOOGLE HOME PAGE

www.google.com

Locate the search bar.

Locate the 2 search buttons i.e. Search and I’m Feeling Lucky.

The I’m Feeling Lucky button performs the same search as the Search button, however, Google then proceeds to open the first search result.

KEYWORDS

Keywords are those words you type into the search bar to locate internet sites to visit for information.

Keywords are separated by spaces. Example: Google corporate history.

If you enter 2 or more keywords Google defaults to a presumption of AND which means it will search its library to find each word whether listed separately or together. Example: American History.

KEYWORDS PHRASE

To locate 2 or more words together, use quotation marks at the beginning and end of the words. Example: “American History”.

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KEYWORDS USING THE MINUS SYMBOL -

Exclude a word or term by using a minus sign in the following manner: Dolphins –Miami. There is a space after the first word (Dolphins) and the minus must be next to the word being excluded (-Miami).

KEYWORDS USING OR

Separating keywords by OR (must be in caps) tells Google to locate any of the keywords.

DID YOU MEAN?

If you mistype a word that is similar to a word in the Google library it will start a search page with Did You Mean? (Google inserts a suggested word). Example: farenheit (Correct term is Fahrenheit).

TRACKING NUMBERS

Enter an UPS tracking number, generally received from an online merchant, and Google will link you to www.ups.com and enter the number to track. You may also enter tracking numbers for FedEx and US Postal Service.

VEHICLE IDENTIFICATION NUMBER (VIN)

Enter a VIN from an automobile to see what information is available.

AIRPORT INFORMATION

Use an airport identifier to gain information from that location. Example DEN, LAX.

STOCK SYMBOL

Enter a stock symbol as follows: stocks: GLD Information such as Current price, volume of trading may be available.

DEFINITIONS

Type the word define, a colon, and the term you wish to find its meaning. Example: define: cookie or define: PDF.

ZIP CODE

Type a zip code and search for information such as zip code profiles.

AREA CODE

Insert an Area Code to obtain a map of the area.

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TELEPHONE NUMBER OPTIONS

Type a phone number Area Code-xxx-xxxx. If the number is in a phone book Google will return Name,Address and a map, or type:

Phonebook: (Enter area code followed by the phone number)

rphonebook: (Searches residential phone book

bphonebook: (Searches business phonebook)

Experiment with last name and area code; last name and state abbreviation; last name and zip code; first name, last name, city, state.

LOCATION MAP

Entering an address will result in a map of the location.

LOCATE YOUR COUNTY ASSESSOR

Enter into the search bar: Colorado (name of the county) Assessor.

RANGE

Google recognizes 2 periods, or dots, (. .) as a range. This is useful when searching for information within certain timeframes. Example American history 1910..1920.

SYNONYMS

Enter a keyword directly preceded by a tilde (~) to obtain BOTH search results and potential substitute words. Example: ~marvelous. THE KEY TO THIS HINT is to look in the tinted bar where it states: results 1-10 of xxxxxx for ~marvelous [definition]. Click on the term definition.

UNIVERSAL PRODUCT CODE (UPC)

Type the numbers from the bar code on a product. Be sure to include the first and last numbers which are separated from the others. A link to the www.upcdatabase MAY give minimal information on the product.

Examples: 038900 001438, 044600 353067.

QUOTATION

Trying to locate a quotation but you only remember a portion of it? Enclose the portion you know in quotes and place in the search bar. Example: “May your pockets be heavy”.

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WILDCARDS

Google will accept the asterisk (*) as a substitute for any word. This is useful when you know a portion of a title but are not sure of a word. Example if you want to locate the book title Never Cry Wolf but you are not sure if Cry is correct. Search for: Never * Wolf.

COMPUTER ERROR MESSAGES

We have all received, or will receive, an error message on our computer screen and often it does not provide much useful information. Enter the error message, or part thereof, then search for information. Example: Error 404 or use quotes "Error 404".

MATHEMATICAL SOLUTIONS

Google has a robust calculator that provides answers to a variety of queries. Find the solutions by entering the following into the search bar:

- 60 miles in kilometers
- \$100 in pesos
- sqrt(144)
- 2006 in roman numerals
- liters in a gallon
- 60 degrees Fahrenheit in Celsius
- 25*20 (Asterisk * is the symbol to multiply)
- 100/4 (Forward slash / is the symbol to divide)
- MCCIV in Arabic numerals