



COM Library's How to Use Google Guide

COM LIBRARY, INFORMATION FOR LIFE...

This COM Library Guide describes how to use Google. Learn about [Google Top Tips](#), [Google Advanced Search](#), [Google Book Search](#), [iGoogle](#), [Google Search History](#), [Create a Google Search Alert](#), [Google Docs & Spreadsheets](#), [Google Toolbar](#), [Google Bookmarks](#) and [Google Reader](#). Available online (most current version) at <http://library.com.edu/PDF/Google.pdf>.

Google **Google Top Tips**

Google is so easy to use you don't have to be an expert to get great search results, but here are some top tips that will help get rid of the stuff you don't want:

1. Quotes

Use quotes around any set of words sought as a phrase (these words in this order). This is especially useful when searching for proper names so you don't get results where the two words are on the page but unrelated.

Example: Compare [Gerald Ford](#) to "[Gerald Ford](#)".

2. - and +

- can be used to exclude terms, and + can be used to require terms.

Example: Compare [Matisse](#) to [Matisse -network](#).

3. Synonyms

Use synonyms--try to think of several different ways that your search term or concept could be stated.

Example: Compare [multicultural](#) to [multicultural OR cultural diversity](#).

4. Search Within Results

A little known or used feature is Google's *Search Within Results*. When you get millions of hits from a search and you want to narrow it down, just go to the bottom of your results page, select *Search Within Results*, type in an additional word or phrase to make your results more specific and voilà, now you have fewer results to look through!

Example: Compare [Hawaii](#) to results within: [big island](#).

5. Site Search

Did you know that you can restrict your search to just one specific site? This kind of search comes in handy when you are pretty sure the information exists on a site, but you can't find it. To use it, enter your search term(s) and site:sitedomain.

Example: Compare "[Research Tutorial](#)" to "[Research Tutorial](#)" [site:library.com.edu](#).

6. Specialized Searches

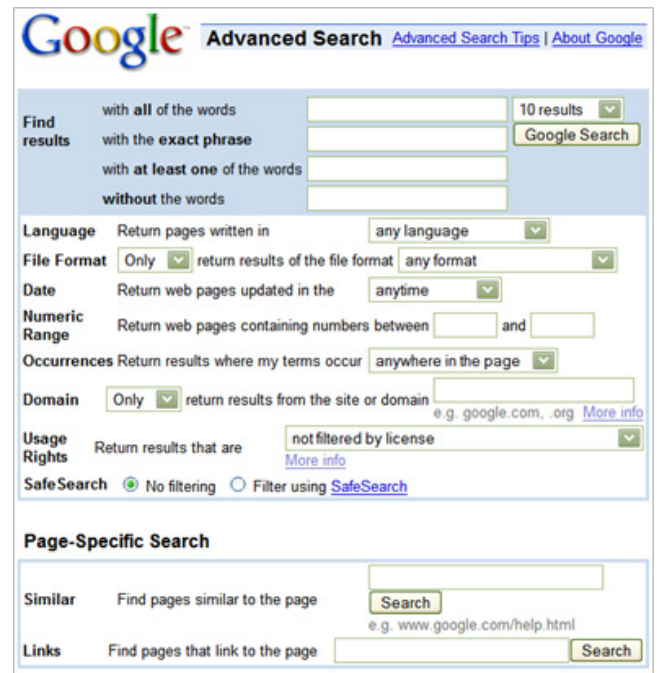
Use the specialized searches. Most of them are right there above the search box and they can really save you time: Images, Video, News, Maps, and more. Selecting any of these will narrow down your search to just images, videos, etc. For more specialized searches and other features, go to Google Web Search Features: <http://www.google.com/help/features.htm>.

Google Advanced Search

It sounds harder, but what you get is more options.

If you get millions of hits when searching with Google, consider trying Advanced Search. Advanced Search gives you options that allow you to search more precisely, which means you won't have to look through as many hits to find what you want. As you can see in the image to the right, in Advanced Search you can:

- specify how you want your search terms to be searched.
- limit results by language, date, file format and more.
- Turn on safe search, which filters out explicit sexual content.
- Perform a page specific search.



The image shows the Google Advanced Search interface. At the top, it says "Google Advanced Search" with links for "Advanced Search Tips" and "About Google". Below this, there are several sections for filtering search results:

- Find results:** Four radio button options: "with all of the words", "with the exact phrase", "with at least one of the words", and "without the words". A "10 results" dropdown and a "Google Search" button are also present.
- Language:** "Return pages written in" with a dropdown menu set to "any language".
- File Format:** "Only" dropdown and "return results of the file format" dropdown set to "any format".
- Date:** "Return web pages updated in the" with a dropdown menu set to "anytime".
- Numeric Range:** "Return web pages containing numbers between" with two input fields and "and" in between.
- Occurrences:** "Return results where my terms occur" with a dropdown menu set to "anywhere in the page".
- Domain:** "Only" dropdown and "return results from the site or domain" with an input field and "e.g. google.com, .org" and "More info" link.
- Usage Rights:** "Return results that are" with a dropdown menu set to "not filtered by license" and "More info" link.
- SafeSearch:** Radio buttons for "No filtering" (selected) and "Filter using SafeSearch".
- Page-Specific Search:** Two sections: "Similar" (Find pages similar to the page) and "Links" (Find pages that link to the page), each with an input field and a "Search" button. An example URL "e.g. www.google.com/help.html" is shown.

Google Book Search

Search full text books using Google's beta *Google Book search*. Google is scanning the entire collection of some of the world's greatest libraries: Harvard, Oxford, Stanford, University of Michigan and New York Public Library. Google has millions of books online already. Magazines are now also available.

Google Books Search has different levels of accessibility of full text books: no preview available, snippet, limited or full view. The views for each book are based on the copyright and copyright owner of each book. If out of copyright, full view. If publisher agrees, limited view. Basic information about the book only, no preview available. The best results tend to be historical, so this feature is best used for subjects like literature and history.

Download the classics

Go to [Google Book Search](#) to download full copies of out-of-copyright books to read at your own pace. You're free to choose from a diverse collection of public domain titles --

from well-known classics to obscure gems. Using Google Book Search, you can find books such as:

- Aesop's [Fables](#)
- Darwin's [Origin of the Species](#)
- Hamilton's [The Federalist](#)
- Shakespeare's [Hamlet](#)

iGoogle

Google has even more features, but for the rest covered in this guide you need to create a Google account.

iGoogle Home Page

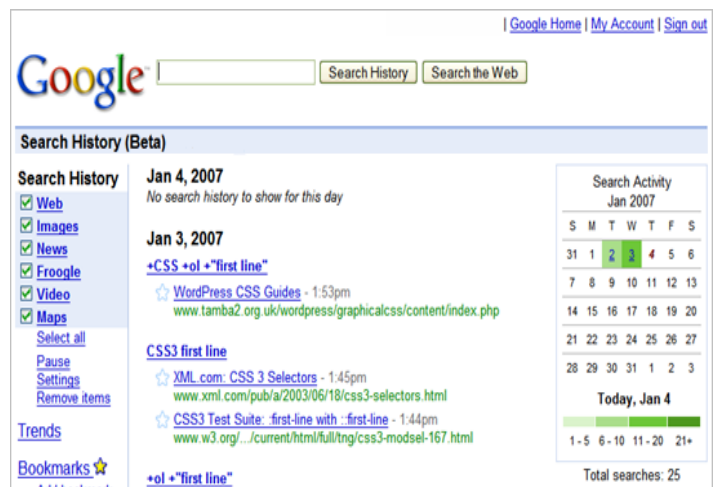
You can create your own home page, from which you can access most of Google's features and add other widgets and functions, too!

It's quite easy, just click on Add stuff, and off you go!



Google Search History

Find a lost search: You did a very effective search but can't remember it, or maybe you found a great site in a previous search, but can't find it now. If you were logged into your Google account when you performed the search, you can retrieve it later. Searches are listed chronologically, or you can use the calendar to go back as far as you've had your account. Another way to use this feature is to re-run a search to see if there are any new resources available. If you are logged into your account, once you've performed a search, a *Search History* link appears in the upper right hand corner of the page. Just click on to access the list and calendar.



Create a Google Search Alert

Google Alerts are emails automatically sent to you when there are new Google results for your search terms.

Go to the [Google Alerts home page](#):

1. Enter your search
2. Select the type of results you'd like (News, Web, News & Web or Groups)
3. Select how often you'd like us to check for results, and your email address.
4. When done, click the 'Create Alert' button. Google will send you a confirmation email; clicking the link in this email will activate your Alert.

You can create and confirm your Alert in one visit on your "Manage Yours Alerts" page. To access this" page, you'll need a Google Account. To create your account, click the link at the bottom of the [Google Alerts home page](#) or visit the [Google Accounts home page](#) directly.



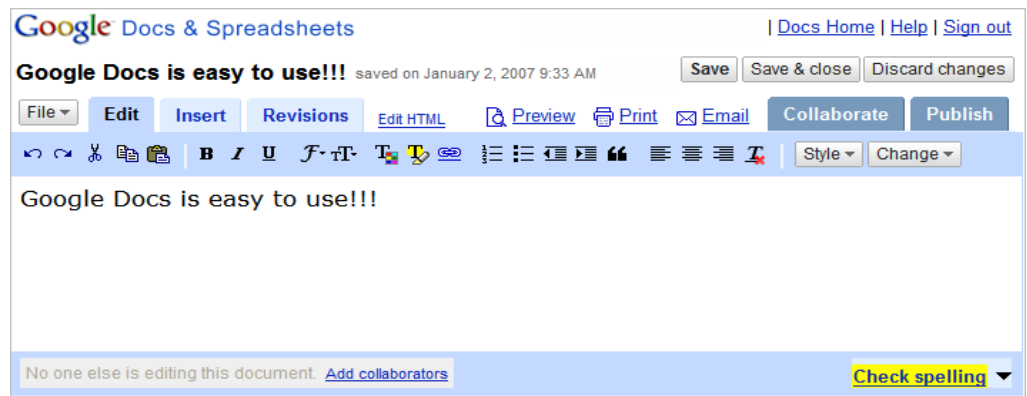
Google Docs & Spreadsheets

Create and share your projects online and access them from anywhere.

Create documents and spreadsheets from scratch using Google's basic editing and formatting features, including making bulleted lists, sorting by columns, adding tables, images, comments, formulas, changing fonts and more. You can

also upload existing files, including DOC, XLS, ODF, ODS, RTF, CSV, etc. Formatting and formulas will come through intact. Once saved, anywhere you can access Google, you can access your documents and spreadsheets. Your documents will be private by default, they cannot be retrieved through searches. However, you do have the option of sharing your documents or publishing them to the Web.

To get started, go to Google Docs & Spreadsheets: <http://docs.google.com/> and sign in to your Google account. Once signed in, you can select *New Document*, or select one from the list of previously saved documents.

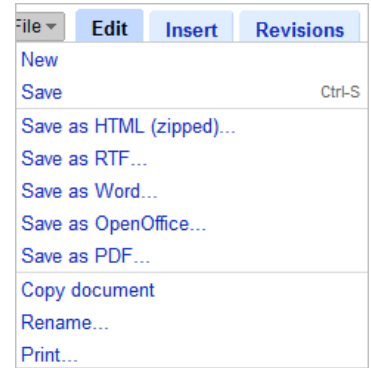


Edit

If you know how to use Word, than you can use Google Docs. All the basic formatting is there, available through familiar icons. The icons even have pop up tool tips when you hold your cursor over them, just like Word. There is even a spell checker.

Save

It's as easy as going to file and selecting *Save*. You can save in a number of formats, as you can see from the File menu to the right:



Share It

There are three ways to share your Google Docs & Spreadsheets: collaborate via email, publishing to the Web, or to your blog.

Collaborate It

To share, enter the email addresses of the people with whom you want to share a given file and send them an invitation. Anyone you've invited to either edit or view your document or spreadsheet can access it as soon as they sign in. Multiple people can view and make changes at the same time. There's an on-screen chat window for spreadsheets, and document revisions that show you exactly who changed what, and when.

Publish It

Publish your documents and spreadsheets to the web with one click, without having to learn anything new. This option is available in the upper right corner of the Edit page. From here you will be given a URL that will allow anyone to access and view your published document or spreadsheet. Similarly, you can make your spreadsheet public by checking the "Let anyone view" box, in the collaboration window (from the Spreadsheets Edit page). After this box is checked, anyone with a Google Account can access the shared spreadsheet via the URL.

Blog It

Once you've created a document, you can post it to your blog. Blogger is already set up, but you can set up a different blog. Any tags you've added to your document will become the post's blog categories.

Limits

- Each document can be up to 500K, plus up to 2MB per embedded image.
- Each user has a limit of 1000 documents and 1000 images.
- Each spreadsheet can be up to 10,000 rows, or up to 256 columns, or up to 50,000 cells, or up to 20 sheets -- whichever limit is reached first.
- Each user has a limit of 100 spreadsheets.

- You can import spreadsheets up to approximately 1 Mb in xls, csv, or odf format.

Google Toolbar

The Google Toolbar is available for Internet Explorer (IE) and Firefox browsers. With it you can access a lot of Google features more quickly, like Google Reader (read RSS feeds), Google Bookmarks (make your bookmarks accessible from any computer) and many other options. To install the toolbar, open your browser and go to <http://toolbar.google.com/> and follow the instructions. To explore toolbar features, go to <http://www.google.com/support/toolbar/>.

Google Bookmarks

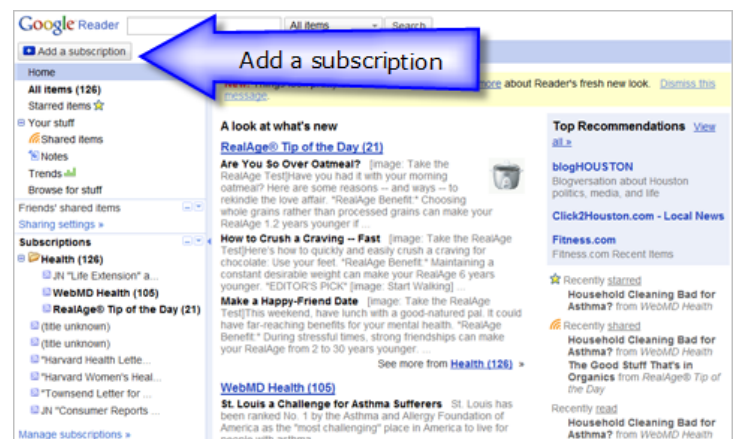
Can't remember which computer you saved that great site to? Take your bookmarks with you, with Google Bookmarks! All you have to do is sign into your Google account to retrieve your bookmarks from any computer. Make it even more convenient by selecting the bookmarks button in Google toolbar options. You can import all your IE favorites. Here's all the info you need to get started using Google Bookmarks: <http://www.google.com/support/toolbar/bin/topic.py?topic=919>.

For even more options, go to *More Google Products*:

<http://www.google.com/intl/en/options/>, or check out *Google Labs*, where all the great features get started: <http://labs.google.com/>.

Google Reader

Google Reader keeps track of your favorite news sites and blogs. You can share with your friends with just one click, add to your website or blog and even access through your mobile phone browser. To get started, go to Google Reader: <http://reader.google.com/> and sign in to your Google account or create one if you're new to Google. Don't know how to find RSS? Just search in the add a subscription box. [Take the tour](#).



Questions?

If you still have questions after reading this guide, try some of COM Library's FAQs (<http://library.com.edu/faqs/FAQs.htm>), access *Library Jargon* (<http://library.com.edu/help/jargon.htm>) for definitions of library terms, or you may ask the Reference Librarian for assistance. The Reference Office is located on the ground floor of the library near the Online Library.