

★ **ENTERING SEARCH QUERIES:** You can type up to 32 keywords in the query box, but it is best to pick a few good, pertinent words. Google is not case-sensitive. Common spelling mistakes are picked up, and punctuation is generally ignored. You don't need to enter the word AND between keywords; it is understood. The order of your keywords **does matter!** Prioritize them by importance. If you want to search for a particular phrase or word combination, put them in quotes. Asterisks are used for full-word wildcards only.

★ **KEYWORD SHORTCUTS** used in Google searches:

★ **GOOGLE TRICKS:**

★ **Define:** Type "define" plus a keyword to view a definition at the top of your search results. [e.g.; *define imbroglio*]

★ **Calculate:** Enter an equation, such as 2+2. Use * for multiplication and / for division. Also, for example, 25% of 200

★ **Convert:** Convert units of measurement, or currency. [e.g.; 5 USD in Euros, 2 miles in feet]

★ **Locate:**

★ **Phone numbers:** Enter any combination of first and last name, along with city, state and area code [e.g.; locate *Joe Smith Seattle*]

★ **Stock Quotes:** Just type the stock ticker symbol [e.g.; AAPL]

★ **Weather:** For the most recent forecast. [e.g.; *weather fresno*]

★ **Maps:** Enter a complete address [e.g.; 2700 Pennsylvania Avenue, Wilmington, DE 19806]

★ **Patents:** Visit www.google.com/patents

★ **Flight Numbers:** Enter the airline plus the flight number to check the flight status. [e.g.; *Delta 1440*]

★ **Book a Flight:** Just enter departure and arrival cities or airport codes [e.g.; *Philadelphia Rome* or *PHL FCO*]

★ **Package Tracking Codes:** Enter just your FedEx, UPS or USPS tracking number.

★ **Movies:** Enter "movies" or "showtimes" plus the city name. [e.g.; "movies *Wilmington*"]

★ **OTHER GOOGLE SERVICES**

★ **Google Images:** for a comprehensive Image search, go to images.google.com

★ **Google News:** for new updated continuously by over 4000 sources, go to news.google.com

★ **Google Maps:** Find addresses, places of interest, get directions. View maps and satellite images. maps.google.com

★ **Google Product Search:** Search for stuff to buy at shopping.google.com

★ **Google Book Search:** go to books.google.com

★ **Google Mail (GMail):** Sign up for a free email account at gmail.com

| Shortcut | Function | Example |
|--|---|------------------------------------|
| Tilde [~] | Look for synonyms | <i>~toads</i> |
| Asterisk [*] | A blank, or <i>wildcard</i> in your keyword phrase. Represents a word. | <i>Jack Lemon has won * oscars</i> |
| MINUS Sign [-] | Exclude all pages containing the keyword directly following the minus sign. | <i>bush -george</i> |
| PLUS Sign [+] | Include the word placed directly after the +, rather than disregarding it as a stop word . † | <i>Spiderman +2</i> |
| Double period [..] | A range between two numbers | <i>1996..2001</i> |
| Pipe Symbol [] (above Return key) | Functions like the word "OR," to search for either of the keywords alongside it | <i>planelairline</i> |

† Google disregards many common words, as well as single digits and letter. These **Stop Words** include such words as "the," "an," and "where." You can also include the technique of using quotes surrounding a group of words or a phrase containing stop words.

For Complete Google Tutorials and Help Go To www.GoogleGuide.com