

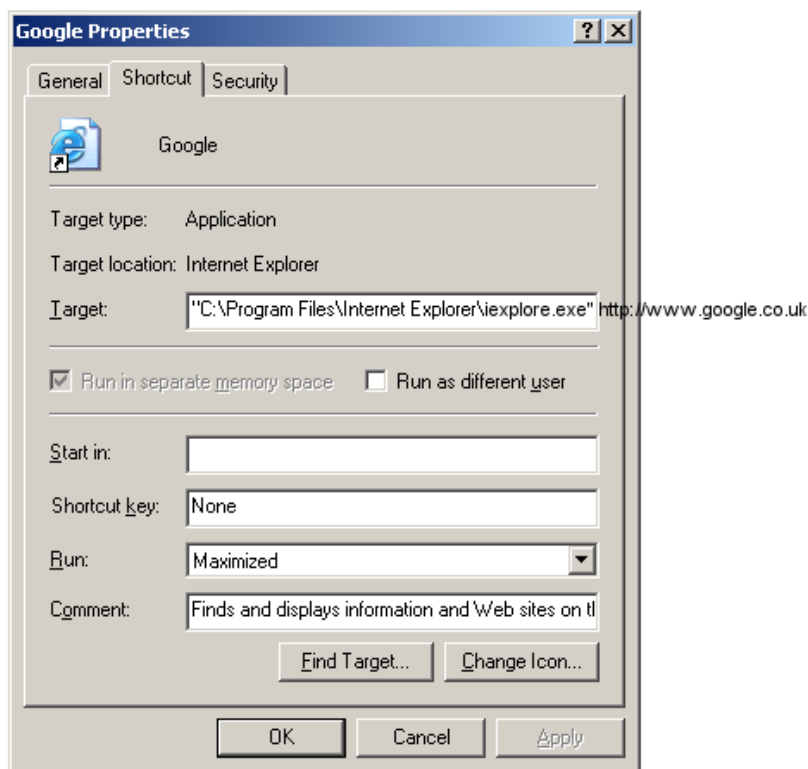


A TUTORIAL

If like me you find Google indispensable or are even just getting started with it. This tutorial is designed to take you to the next level? What is it? The world's No 1 WWW Search Engine and as I hope to show, much more.

Why is it called Google actually it's a mis-spelling of googol that's the number 1 followed by a hundred zeroes or binary 10100. **It's an index driven website with 3.1 billion index pages as I write!**

Perhaps you would like a desktop shortcut, right-click the desktop choose New and make sure it's property sheet looks like this:

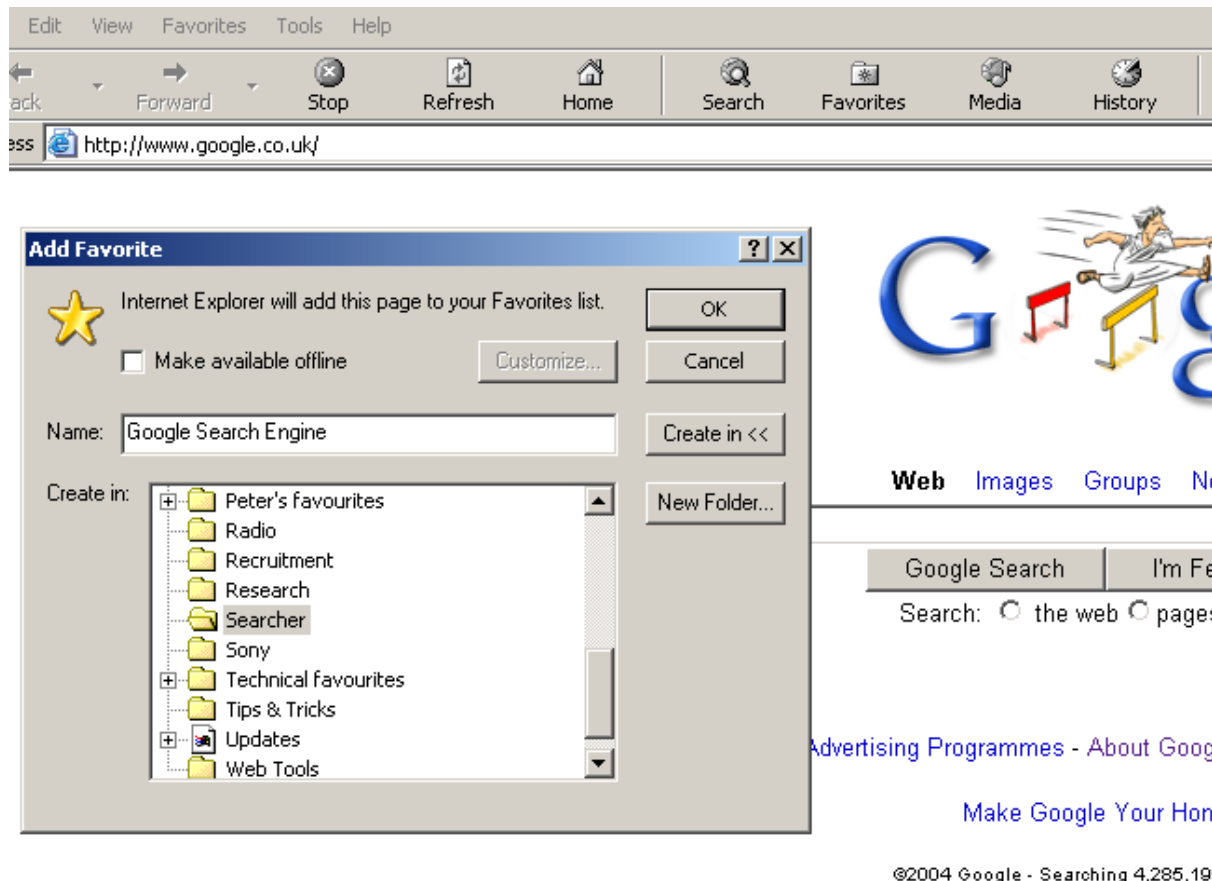


This will save you time loading.

If you don't like the default icon press the Change Icon button seen here and make your choice.

Or alternatively in your Internet Explorer browser got to www.google.co.uk

then Favourite and Add Favourite to include in a suitable folder



Some Easy Tricks

1. These are real easy for even a knowledgeable search-hound to miss. When you are looking for a superlative word with which to define your ICT Dept. and the word "maven" springs to mind.

Type *define* into the blank search box, followed by your term like this:

define maven

and then press Enter and Google becomes a dictionary. If you want definition and no other result try:

define: maven

2. Yes, a Calculator too; just enter your equation $2 + 2$, and then press Enter for result. Use * asterisk for multiplication like this: $2 * 3$. For division use the (/), like this $4 / 2$. You can add the equals sign = if you are unsure Google will recognise your math term. You can also use the search box to carry out unit conversions, like this *5 kilometres in miles* or *how many teaspoons in a cup*. For a chart listing units of measures covered see:

www.googleguide.com/calculator.html

More complex? Yes, like logarithms and trigonometric functions. See:

www.google.com/help/calculator.html

3. Phonebook. No! It does! You can look up a phone number and address (with corresponding map) for business or residential listings. Try this:

connexions taunton TA1 3TT

Testing shows this works better for American details however.

Googling Google

If you find yourself at a Google feature you've never seen before or want a recap on Calculator try this;

There's a blank search box within the About Google found at the bottom of most pages usually labelled Search our site. Try:

calculator introduced

Well?

Not Googling

At the time of writing there are a number of facilities without safeguards allowing explicit information and images at Google.

Currently, for this organisation they are blocked.

However, if you have a genuine business need for activity on one of these areas contact me or my Dept.

Here's some useful Googlish website references:

www.googlism.com – Type in a word, choose whether it's a Who, What, Where or When then click on the Googlism button.

www.googleblaster.com – Multiple queries for comparison. Each search has it's own tab.

www.googleguide.com – A site so comprehensive it's a fair replacement for Google's online help.

www.elgoog.nl – Covers every aspect of Google including Web forums, groups

www.marumushi.com/apps/newsmap/ - A cool visual representation of Google News headlines

Preferences

These are my settings, I suggest starting here; e.g. Why broaden your search beyond English?

Address  http://www.google.co.uk/preferences?q=SW+England+restaurants+sushi&hl=en&lr=lang_en&ie=UTF-8



Preferences
[Preferences Help](#) | [About Google](#)

Save your preferences when finished and **return to search.**
Save Preferences

Global Preferences (changes apply to all Google services)

Interface Language

Display Google tips and messages in: English

If you do not find your native language in the pulldown above, you can help Google create it through our [Google in Your Language program](#).

Search Language

☐ Search for pages written in any language ([Recommended](#)).

☒ Search only for pages written in these language(s):

<input type="checkbox"/> Arabic	<input checked="" type="checkbox"/> English	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Romanian
<input type="checkbox"/> Bulgarian	<input type="checkbox"/> Estonian	<input type="checkbox"/> Italian	<input type="checkbox"/> Russian
<input type="checkbox"/> Catalan	<input type="checkbox"/> Finnish	<input type="checkbox"/> Japanese	<input type="checkbox"/> Serbian
<input type="checkbox"/> Chinese (Simplified)	<input type="checkbox"/> French	<input type="checkbox"/> Korean	<input type="checkbox"/> Slovak
<input type="checkbox"/> Chinese (Traditional)	<input type="checkbox"/> German	<input type="checkbox"/> Latvian	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Croatian	<input type="checkbox"/> Greek	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Spanish
<input type="checkbox"/> Czech	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Swedish
<input type="checkbox"/> Danish	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Polish	<input type="checkbox"/> Turkish
<input type="checkbox"/> Dutch	<input type="checkbox"/> Icelandic	<input type="checkbox"/> Portuguese	

SafeSearch Filtering

[Google's SafeSearch](#) blocks web pages containing explicit sexual content from appearing in search results.

☐ Use strict filtering (Filter both explicit text and explicit images)

☒ Use moderate filtering (Filter explicit images only - default behavior)

☐ Do not filter my search results.

Number of Results

Google's default (10 results) provides the fastest results.

Display 10 results per page.

Results Window

☐ Open search results in a new browser window.

Save your preferences when finished and **return to search.**
Save Preferences

NB. These settings won't work if you have Cookies switched off in Internet Explorer.

A cookie is a text file kept on your PC complete with all your choices and settings.

If you are with a client SafeSearch could let you filter out explicit sexual content.

Getting fancy with Syntax

When you type in a query, you can add words known in techie terms as *syntax*, also called *operators*. They tell Google something specific about the search you want to conduct.

For example, the operator *inurl* tells it to look in URL's only for your search terms.

Operators can make your Google work as easy as pie.

To use any syntax, simply type in the operator and a colon before each of your terms and don't put spaces before or after the colon:

inurl:whammy

or

inurl:"double whammy"

or

inurl:double inurl:whammy

Titles are different to URLs so there is a *syntax* to query them specifically

intitle:file intitle:sharing

or

intitle:"file sharing"

The first example finds titles that contain both of your words. The second example finds titles that contain the exact phrase *file sharing*

Searching Text

The *intext* operator searches only the body text of web pages, ignoring links, URL's and titles.

intext:amazon

Searching Anchors

Anchors are links or HTMLese for the words and pictures on a Web page that serve as links to another page. This is where a usually [blue](#) underlined word or phrase that describes a relationship. Don't forget they will turn up buttons, images and icons too. Sometimes it can help you find a person's email address since most web pages consider email addresses to be links.

inanchor:"Peter Renshaw"

Searching within Sites and Domains

Unlike the previous operators the *site* syntax has two parts. One, you have to attach a site name or domain name to *site*: And two, you have to include the keywords or phrases you want to search for. Heres's a couple of examples:

site:co.uk "ray ford" IT

site:gov.uk "economic subsidies"

You can also use *site* to exclude a particular Web site from your search. For example if you wanted to look for sites about books, but don't want to wade through zillions of results from Amazon then:

books -site:amazon.com

or

connexions -site:connexions-somerset.org.uk

Searching URL's

Inurl is handy when you want to search and exclude a site from your search

books -inurl:amazon

lets you find pages that sell or discuss books, but it blocks and site with Amazon in it's URL, which includes the giant retailer and it's subsidiaries.

Synonyms

Some keywords describe a concept. For example if you are looking for technical help it's useful to include synonyms like "support" or "customer service" without having to type them all in. The ~ tilde symbol tells Google to look for synonyms. So:

~help Microsoft Word

gives one a list of pages with tips on using the word processing program.

Searching for Images

On the front Google page there are options to search for other items like Images.

NB. These are currently restricted by the Firewall software for reasons of explicit sexual nature.



There are other issues of Copyright and Trademark which also makes this policy desirable. For images contact the Graphics Dept who have both access to comprehensive libraries of benign images and can offer advice as to use.