



About 1 result (0.88 seconds)



How to Google Like a Pro

Rob Nowak/The Dingley Press

Looking for information on a site or topic? These tips and tricks will make you the **Sherlock of Search** improving your search results. Increasing your productivity both inside and outside the office.

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Google for Info

Operator	Tips & Tricks	Example Search
[AND] Google automatically defaults to AND searches, however this operator is best used with phrases that use quotes.	Great for finding out about a destination. Narrows results to important references.	SEO Marketing AND catalogs "SEO Marketing" AND catalogs "SEO Marketing" AND "parts catalogs"
[OR] Searches equally relevant terms or phrases.	Used mostly for terms with the same meaning. Must capitalize OR.	catalog OR catalogue
[" "] Quotes - Searches exact phrase	Use before and after search phrases, can be used with other search operators too.	augmented reality catalog "augmented reality catalog"
[-] Minus - Excludes words or phrases	Often used to refine results. No space between term or phrase and the symbol.	"augmented reality catalog" -ikea -hammacher
[*] Asterisk - Search wildcards or unknown words	Can be used more than once in a phrase if needed	"* by NEMOA"
[+] Plus - Includes words or phrases	Often used to refine results. No space between term or phrase and the symbol.	Catalog +mail
[..] Range - Finds the range between two values	Use two periods	camera \$300..\$500
[intitle:] Shows results with a single term in the title	No space after the colon	intitle:usps intitle:usps intitle:promotions allintitle:usps promotions
[inurl:] Shows results with a single term in the URL and second term in text (content)	No space after the colon	inurl:catalog inurl:catalog inurl:request allinurl:catalog request
[intext:] Shows results in pages with all terms in the content	No space after the colon	intext:comail intext:comail intext:dingley allintitle:comail dingley

Google for Files & More



Operator	Tips & Tricks	Example Search
[filetype:] Shows results of a specified file type.	Some of the most popular files types used are: doc, PDF, xls, ppt ... there are many more you can try.	postal promotions filetype:pdf "postal promotions" filetype:pdf "postal promotions" filetype:pdf -donnelley
Reverse Image Search – images.google.com works on both desktop and mobile. URL's, pictures, and camera all work.	Tested on Chrome browser using an iphone. Just be sure to change settings to "request desktop site" to get the camera icon to appear.	Demo – <ul style="list-style-type: none"> • Small town • Disney clock
[cache:] Google takes a snapshot of each webpage as a backup in case the current page isn't available. These pages then become part of Google's cache.	Good when you need to look at a previous version of a webpage, however Google gets around pretty quick so don't wait too long.	cache:bestbuy.com
[related:] Shows results of sites <u>similar to</u> the one specify.	Smaller sites have less matches. Not sure what algorithm is used to determine results.	related:dingley.com related:bestbuy.com
[site:] Shows results only <u>from the site</u> specified.	You can specify a domain with or without a period (gov or .gov)	site:dingley.com site:dingley.com editions (-editions) "rob nowak" site:dingley.com
[info:] This query will show other queries you may have forgot the name of.	If you can't remember some of the search operators, try this one.	info:dingley.com
[define:] Shows definition for that term.	Works with voice search too.	 define:blog

Google for Travel



Search	Tips & Tricks	Example Search
[weather] Provides forecast	No need to use a colon with this search term.	 Weather Orlando
[near me] or [nearby] Search based on current location.	Automatically added to mobile device searches. Colon not needed.	 Gas near me Hotels nearby
conversion Converts units using real time.	This search term isn't needed to find conversions. Try to learn them all.	 \$100 to euro 144" equals feet 55mph to kph
translate Translates words and speech from one language to another.	This search term isn't needed to find translations.	 "have a good day" to German
flight number Provides flight status	Just search the flight number to find status, search term not needed.	 UA 34 AA 34
City City Provides flights from one city to another.	Input two cities with a space between.	 Orlando Dallas
Flights Searches flight options ... google.com/flights	Especially powerful if you don't know where and when you want to travel.	Family Vacation Mileage Run