

Name: _____

Test is on: _____

Search Engine Notes & Study Guide

PART I: FACTS YOU MUST KNOW ABOUT SEARCH ENGINES

- Search engines come in all types
- Some specialize in finding different types of sources
- Some have a unique way of finding results or displaying results
- Many search engines display their results in a particular order
 - Usually, the first site that appears in your results has the highest number of pages linking back to that site

PART II: FILTERING IN OR OUT USING THE SEARCH BOX

(BONUS: FOR A MORE EXTENSIVE LIST, VISIT [HTTP://WWW.JUSTICE.GOV/GOOGLE_USER_HELP.HTML#ADVANCED](http://www.justice.gov/google_user_help.html#advanced))

- Capitalization does NOT make a difference in how your search results appear
- The order of your words does make a difference in how your search results appear
- Choose your keywords wisely
 - Typing the whole question will likely bring your more unreliable sites higher in your results
 - Example: How fast does a cheetah run?
 - By typing in this whole question in the search box, your top results include sites like WikiAnswers, and Yahoo Answers. These sites are answered by random people on the internet, and there is no way in telling if the answers are accurate or backed up by facts.
 - By typing *cheetah run speed* your top results include Fact Monster, Wikipedia, How Stuff Works, and National Geographic. Although this does not guarantee you will get accurate information, you are more likely to get the correct answer. WikiAnswers only appears at the very bottom of the page this time.
- **DOUBLE QUOTES:** If you would like to search a phrase, use double quotes when typing in the search box. This will tell the search engine to search the web for only when those terms are found together, in that order.
 - This is most useful when searching for sayings, or specific names of people or things
 - Typing "Larissa Perkins" in the search box will give me only sites that have both my first and last names together, in that order. If the quotes were not included, I would also get sites where just my first name or just my last name appear.
- **EXCLUDING KEYWORDS:** To filter a word out of your results, use a hyphen directly before you type the word you do not want to include. This will NOT work, if there is a space between the hyphen and the word.
 - If I type *bass -music* in the search engine box, only sites about bass that do not mention music will appear. In this scenario, many sites about fish may be at the top of your results because bass is also a type of fish, which has nothing to do with music.
- **SEARCHING BY DOMAIN:** If you type site: followed directly by the domain you wish to search, you will only get websites that have an address within that domain. Many times this can be used in research to narrow down your results to reliable pages.
 - *Site:.edu* will give you only sites that are for schools, colleges, and universities.
 - Important: the domain is .edu – Do not use a space, and do not forget the period(.)
 - *Site:.gov* will give you only sites that are part of the United States government.
 - *Site:.org* will give you only sites that are considered an organization
 - Not all organizations are reliable, so use your best judgment when gathering research using this domain.

- You can also use the site: feature to only get searches from particular countries. Each country has been assigned a domain. To see the various types of domain names used, visit http://en.wikipedia.org/wiki/List_of_Internet_top-level_domains
- **SEARCHING FOR SPECIFIC TYPES OF FILES:** If you type filetype: followed directly by the type of file you wish to search, you will only get links to those specific files
 - *Filetype:ppt* will retrieve PowerPoints
 - *Filetype:doc* will retrieve Word Documents
 - *Filetype:pdf* will retrieve PDF files. This is useful when searching for academic articles, worksheets made by teachers, and scans of documents.
 - *Filetype:xls* will only bring back Excel Spreadsheets

PART III: USING GOOGLE WEB SEARCH TOOLS

After you put input your keywords into the search box, your results are displayed. At the bottom of the bar on the left, you must click on *Show Search Tools* at the bottom of that bar in order to use the following tools.

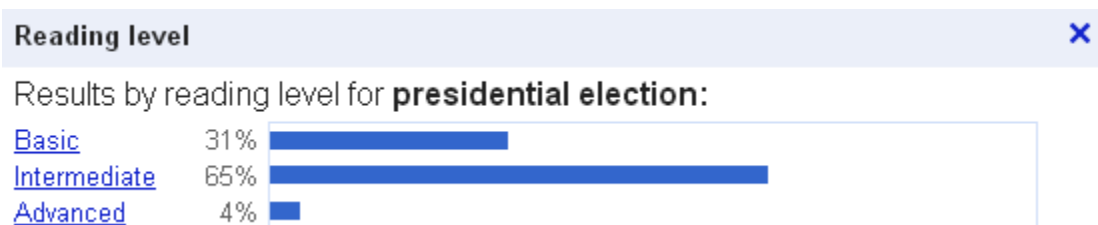
- **RELATED SEARCHES:** After clicking on *Related Searches*, at the top of the page Google will give you many other options you may want to narrow down your results. This is great to use if you are stuck on coming up with another keyword to narrow down your search.
 - Example: After typing in *presidential election*, the Related Searches tool provides me with the below.

Related searches ✕

Related searches for **presidential election**:

presidential election 2012	presidential election history
presidential election polls	presidential election results
presidential election process	presidential election date
presidential election definition	presidential election map
us presidential elections	united states presidential election

- **READING LEVEL:** Using the *Reading Level* tool allows you to view where many of the sites fall, in terms of reading difficulty. A bar graph is displayed at the top of the page, similar to the example below.



- To view only the pages within the basic reading level, click on the *Basic* link beside the bar graph. Google will then only display pages it determines are at a basic reading level. This also works for the intermediate and advanced reading levels.
- Use this tool if you are researching a topic, and are having trouble understanding the writing on many of the websites you visit.
- **VISITED PAGES/NOT YET VISITED PAGES:** By using both of these tools, Google will only display pages you have previously visited, or have not yet visited. This can help you in your research, when you are trying to find a source you forgot to write down, or are looking for fresh information.
 - **IMPORTANT:** These tools will only appear when you are logged into you Google Account.

- **DICTIONARY:** By clicking on the *Dictionary* tool, Google changes the page into giving you Google's definition(s) of the word, breaks it down by syllables, provides synonyms, and directs you to sites with other web definitions.
 - If you click on the speaker icon, Google will also pronounce the word for you.
 - On the right side of the page, there is the option to translate the word into another language. After you use this tool, you will be directed to the Google translate page. There you can also hear the pronunciations in the language you selected.

Dictionary
✕

ob·so·les·cent

adjective /ˌɒbsəˈlesənt/ 🔊

1. Becoming obsolete
- the custom is now **obsolescent**

Synonyms

adjective: [obsolete](#)



Web definitions

becoming obsolete
wordnetweb.princeton.edu/perl/webwn

Obsolescence is the state of being which occurs when an object, service or practice is no longer wanted even though it may still be in good working order. Obsolescence frequently occurs because a replacement has become available that is superior in one or more aspects. ...
en.wikipedia.org/wiki/Obsolescent

(OBSOLESCENCE) loss of value resulting from outmoded physical features, technical advances or economic influences.
www.dealmortgage.net/Glossary1.htm

Images

Translate to: Afrikaans ▼

Translate

PART IV: USING GOOGLE IMAGE SEARCH TOOLS

- **IMAGE TYPE:** Google allows users to filter its images into only displaying certain types of images. This tool is very helpful when you are in search of a specific type of image to display on a report, presentation, or for a project. The examples below are searches on the image types when doing an image search on pandas.
 - **FACE** will often give you human faces that either have panda in the name, on the page it's displayed, or person resembling your keyword.
 - **PHOTO** will tell Google to only give you photograph styles of images in which your keyword is featured
 - **CLIP ART** will filter images so that your results are made up of mostly cartoons and characters
 - **LINE DRAWING** will filter images so that your results are similar to those you would find in coloring books



Face



Photo



Clip Art



Line Drawing

- **COLOR FILTERING:** Google allows users to filter its images into images that contain a particular color. This does not change the color of the pictures the search generates. The tool just enables the results to be ones where the chosen color is dominant in the image. This tool is very useful if you are trying to color-coordinate a poster or PowerPoint to an already chosen color scheme.
 - **BLACK & WHITE:** This will give you images that only have black and white shadings, similar to traditional black & white photographs, but also may include line drawings and clip art.
 - **COLOR GRID:** Select a color in the grid, and Google will filter in images where that color is most dominant.
 - **FULL COLOR:** By selecting this tool Google Images will filter in images which contain vibrant colors.
 - **ANY COLOR:** After using the color filter options, select this link to return to your original Google Image Results.
- **IMAGE SIZE:** The size of images is determined by the number of pixels in the length of the image and width of the image. Searching for image sizes is very useful when you need a large image for a background of a presentation, or a desktop wallpaper.
 - To easily view the number of pixels for each image within your results, scroll down and at the bottom of the bar on your left select *Show Sizes*. A small box will appear in the corner of each image, which will display the number of pixels in the length and width.
 - **LARGE:** The length and width of the images are usually around 1000 pixels or greater
 - **MEDIUM:** The length and width of the images are usually around 400-700 pixels
 - **ICON:** The length and width of the images are usually less than 300 pixels
 - **EXACTLY:** This feature allows you to search for a specific length and width. This is extra useful if you need an image that is a square.
- **IMAGES BY SUBJECT:** On the left hand side of the page, click on the *By Subject* tool. Google Images will organize its results into more specific types of images
 - Example: When searching *panda*, using this tool will separate out your results into giant panda, baby panda, cute panda, panda cubs, panda face, panda bear, funny panda, etc.
- **DRAG & DROP:** This feature will allow you to search Google Images for similar pictures, websites that have the exact or near-exact image displayed. This is particularly helpful if you saved an image and are unsure of where you found it, or are looking for images that are slightly different from the image you have.
 - Start off with your webpage at Google Images (this will not work if you are just on the Google homepage)
 - Open the place where your image is saved on your computer
 - Drag the image file into the Google Image search box, and watch Google do its magic!