

HOW TO USE AN INTERNET SEARCH ENGINE

What is a Search Engine?

A search engine is a Web site whose primary function is providing a search engine for gathering and reporting information available on the Internet or a portion of the Internet. *The American Heritage® Dictionary of the English Language, Fourth Edition. Copyright © 2000 by Houghton Mifflin Company.*

Search Engine Basics

Once you have chosen a search engine to use (such as: <http://www.google.com>) you can then enter a query. Type in the search text box a few descriptive words and then hit enter or the search button.

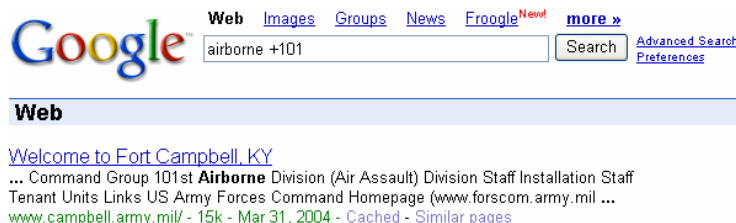


To obtain the best results when searching for information, you must always select good keywords.

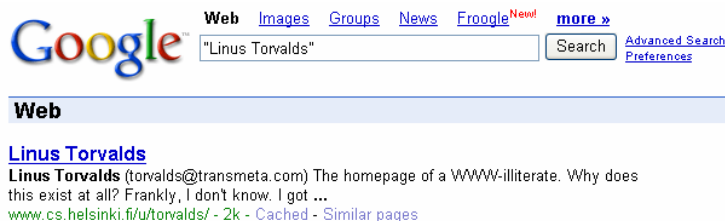
- A) Make keywords specific. Instead of searching for “vacation Colorado,” you enter “Vail Colorado skiing.”
- B) Along the same line, if you’re looking for information on the Kentucky Derby, enter “Kentucky Derby.” If you were to enter just “horse racing” you would get information that is not specific to the Kentucky Derby.


Advance Search Tips

To increase the preciseness of your searches, you can add what are called “operators” to improve your query. Some search engines will exclude common words, characters such as “how” and “where,” along with certain digits and single letters. If a common word, character, or digit is imperative to your search, you can add a “+” sign in front of it. You can also exclude a word from your query by putting a minus sign (“-”) in front of the word you want to avoid.




Another way to go about an advance search is to search using complete phrases. Text that is enclosed with quotations (e.g., “Linus Torvalds”) will emerge in all results exactly as you have typed it within the quotations.

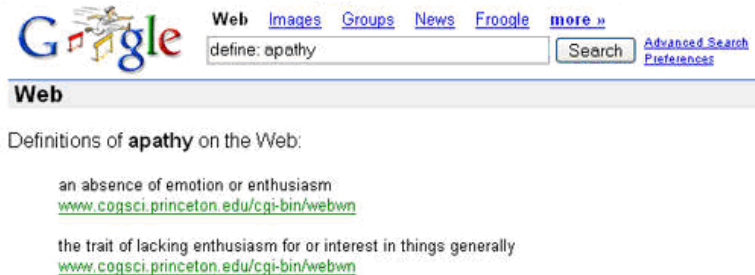



 **Calculator:** The calculator function within Google can be accessed by entering the calculation you want into the search box and then by clicking on the Google Search button.

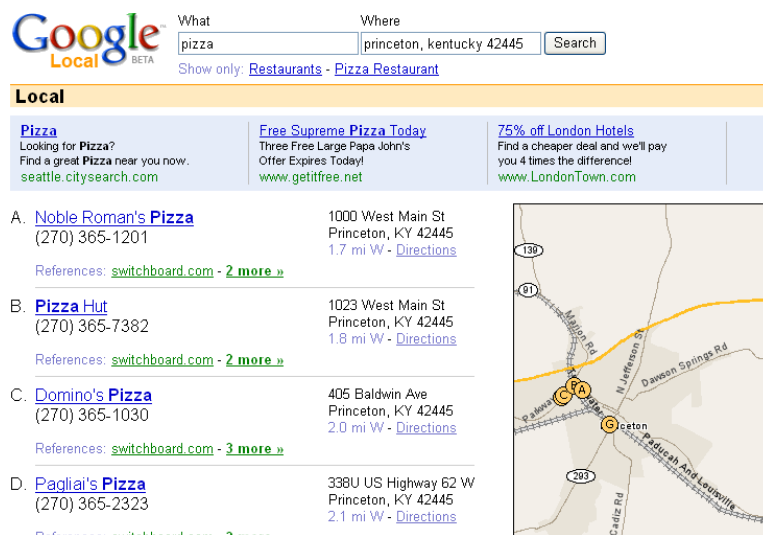



The Google calculator will solve both simple and complex mathematical problems, along with units of measure and conversions. Here are a few examples of conversions to try: convert a cup into teaspoons and 200 pounds x 4000 feet in calories.

 **Definitions:** To obtain the definition of a word, type the word “define:” then a space, and then the word you would like defined. Example: define: apathy



 **Google Local:** Google Local allows you to search the web for stores and businesses in a specific area by searching by city or zip code.



 **Google Phonebook:** Google's Phonebook search allows you to search U.S. street addresses and phone numbers via the Google Search box. Google places a list of public phone numbers and addresses at the top of the results listing.

To locate information for a U.S. residence, enter the following arrangement into the Google search box:

- Last name, zip code
- Last name, city, state
- Phone number, including area code
- First name, last name, zip code
- First name, last name, area code
- First name, last name, state
- First name, last name, city

To locate a listing for a US business, simply type in the name of the company into the Google Search box, include the city and state or zip code. If you know the company's phone number, enter it into the Google Search box and Google will find the complete business listing.



Google Search by Number: Another feature that Google offers is the ability to search using numbers. From the Google Search box you can retrieve information about parcel tracking numbers, patents and other specific numbers.

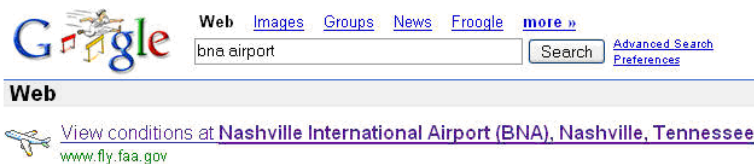
- FCC Equipment IDs ▪ must place the word "FCC" before the equipment ID
- FedEx Tracking numbers
- USPS Tracking numbers
- UPS Tracking numbers
- FAA airplane registration numbers
- Patent numbers ▪ must place the word "patent" before the patent number.
- Vehicle ID(VIN) numbers



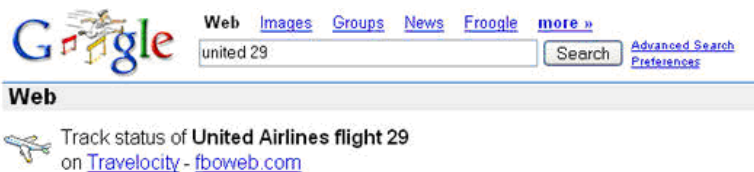
Google Maps: Google can be used to locate street maps. Just enter the street address with the zip code or city and state into the Google Search box. Google will list links from map services for the address you have searched.



Travel Information: If you need information concerning delays and weather conditions for a specific airport, type the three letter code of the airport followed by the word "airport." Example- BNA airport



To confirm the status of a flight, enter the name of the airline and the flight number within the search. Example: United 29



Web Page Translation: Google shatters the language barrier with its ability to translate Web pages from other languages of the world into English. Web page translation technology gives English users contact with a broader range of sites. Google offers this feature for Web sites published in French, Spanish, German, and Portuguese.

When you search for a specific topic and it includes web sites that are not English, Google will place a link to the translated page in English.

Contact

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