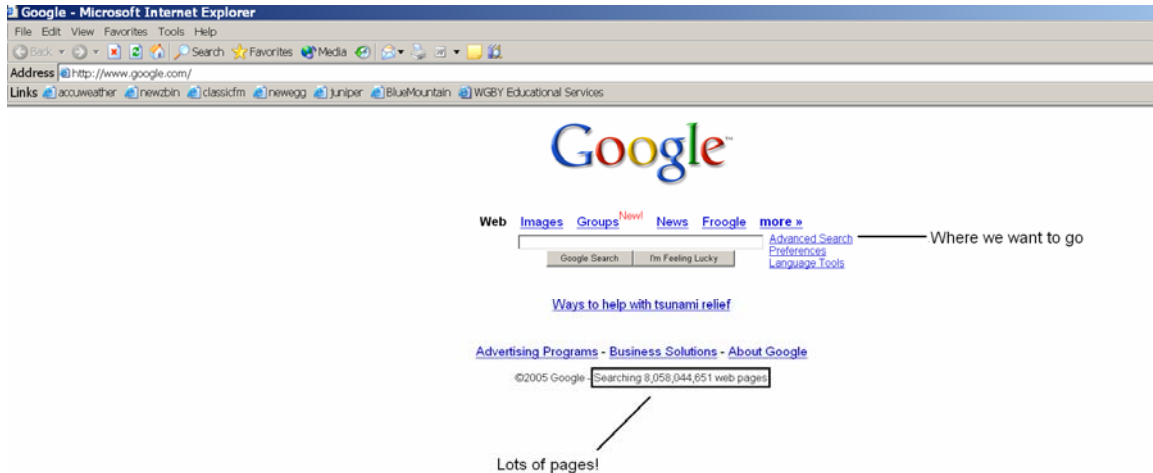


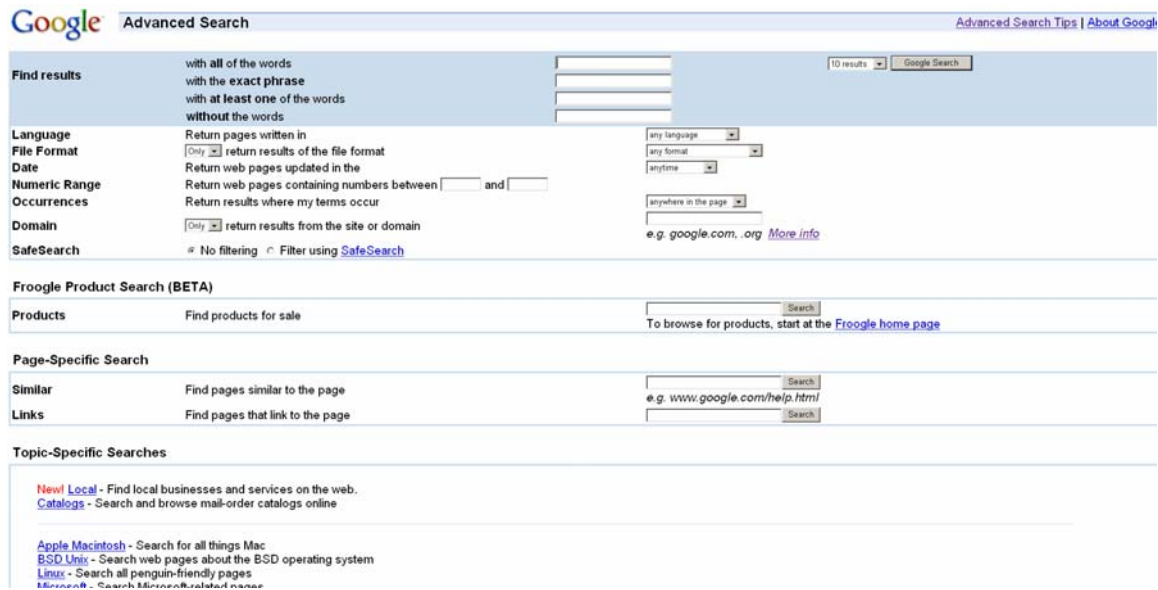
Using Google and Google Advanced Search

Google™ is a very popular search engine. It claims to search up to 8,058,044,651 web pages for information you include in your search! Of course, a lot of these pages may contain some of the information you entered, but not all; or, it's information in which you're not interested.

Enter the need to tailor your search to more exacting specifications. For this, we start on the Google "front page" at www.google.com.



To the right of the entry bar you will see *Advanced Search* (see above figure). Click on that link, and you will open the Advanced Search page.



As you look at this page, you can see that there are different sections:

1. Advanced Search – our current topic
2. Froogle Product Search – finding items for sale
3. Page-Specific Search
 - a. You can find pages similar to a particular page that you have come across
 - b. You can find pages that link to a particular page. This can serve as a check to see who is tying in to a particular page, i.e. is there any outside organization or person who has a link to the Gateway or Easthampton School District pages? Who's sending web surfers to us?
4. Lastly, there is a section for some Topic-Specific searches.

Let's zero in on the Advanced Search section. This section is very user-friendly.

I. FIND RESULTS

Here you can decide upon what you want Google to zero in on. All words? An exact phrase? At least one word? Or do you want to exclude words?

For instance, entering **steak fries** in the *all words* bar will return both words found together. In contrast, entering **steak fries** in the *at least one* bar will give one or the other or both.

An exact phrase search is just that. You might enter **pine tree hotel** and see that exact phrase highlighted in each return hit.

***Notice that an exact phrase search returns many fewer pages than an *all words* search – which stands to reason.**

Without the words might be used in the situation where you're searching **Holyoke Catholic** but don't want **High School** included. So your *all words* would contain **Holyoke Catholic** and your *without the words* **High School**.

Lastly, you can limit the number of hits per page by using the results drop-down.

II LANGUAGE

Choose the language in which the pages are written from the drop down. Your words or phrase to search is most likely going to be in that chosen language.

III. FILE FORMAT

Here you can search for a pdf document, Word or Excel document, etc. This can be helpful if you've heard of or seen a web page, and it was in a particular format, but you can't remember exactly where it was.

IV. DATE

Has the page in question been updated recently? Or are you searching for current information on a topic and want the latest information? Use this drop-down to limit how old the information might be.

V. NUMERIC RANGE

Want to search out scores or times with a particular sport, topic, or name? Add numbers here to narrow the search, i.e. Tim Campbell finished in the Massachusetts State Cross-Country Championships for **Holyoke Catholic** with a time of **16:48**.

VI. OCCURRENCES

Use the drop-down to choose whether the info you seek is in the title of the page, somewhere in the page, in its web address, or in a link that goes to a particular page.

VII. DOMAIN

Perhaps you are searching for information, and you only want it from the Social Security Administration web site. In that case, in the entry box for this line, type *ssa.gov*. Note that you do need to know the address of that website to which you want to limit the search.

VIII. SAFE-SEARCH

This is a very useful filter for us in school. Click the radio button *Filter using SafeSearch* and click the underlined *SafeSearch*. Read the explanation for this filtering, and click the *preferences page* link. Next to **SafeSearch Filtering** you can select **strict filtering** which will block out adult sites and references from your search results. You can also save other preferences for your searches here – don't forget to click **SAVE PREFERENCES** at the bottom right when finished!

Any further questions? Check out the *Advanced Search Tips* link at the top right of the **Advanced Search** page.