

GOOGLE MANIA! Quick Tips and Helpful Hints

Improve your basic search (works on all search engines):

+must include this word -must NOT include this word "put phrases in quotes"

Example: "bed and breakfast" +maui -timeshare. If you've created a good search string, click "I'm Feeling Lucky" and you'll go right to the page that fits the search best!

Google is not always the answer! Google is a popularity-ranked search engine. It finds the most POPULAR sites first, but may miss lesser-known sites. Altavista.com or Yahoo.com are not popularity-ranked.

Advanced Search is for everyone! Click ADVANCED SEARCH on the Google main screen. It will walk you through creating the perfect search. It can also **search a single website**, or find **similar websites**.

Don't ignore the options right under your nose! Just above the search box you'll see:

Web Images Groups News Froogle More. Images can search for images that match your entry (palm trees, beaches, etc.). Groups links to discussion groups (chat rooms). News is news from around the world updated by the minute. Froogle is a "best-price" shoppers tool. More? Just what the name says. Check it out!

More about more! Clicking on MORE on the main screen will open up a whole new world of options in Google. There are lots of great features in the "More" section. Just a few of the helpful tools you'll find include:

- **Alerts:** have Google do the work and email you when it found something new!
- **Answers:** also available at <http://answers.google.com> – this incredible feature allows anyone to ask a question of "experts" on nearly any subject (like travel). Registered "experts" can answer the question and get PAID for their expertise. You can search questions that have already been answered. You won't believe what people are paying for the kind of information you give away every day free!
- **Catalogs:** nearly every printed mail-order catalog scanned and available online
- **★Directory:** search the web by clicking the category to search. You'll find things much faster!
- **★Local:** you can also access this by typing <http://local.google.com>
This AMAZING feature can find things near a place! Looking for a hotel near a convention center, or a spa by a beach! Local Google can find it. The more specific you are, the better it is. If you only know a city or zip code, no problem. It will even show you the results on a map.
- **Google Keyhole:** similar to Local Google, but with an amazing twist! Keyhole shows you actual aerial photos of the area you are searching. Want to see how close the hotel REALLY is to the beach? This one is a "premium" service that costs \$29 to download.
- **Google Labs:** cool stuff they are working on! Check out the Maps – this will make all other obsolete!

Save time with Google Preferences! On the main screen, click PREFERENCES. Here, Google can remember the language you like to speak, the number of results it shows per page, and whether or not results clicked should show up in a new window (this is a great feature).

Language is no longer a barrier. On the main screen, click LANGUAGE TOOLS. This set of tools can translate phrases or entire websites for you. It can also search for websites that are in any language you specify.

Google Toolbar and Desktop Search: The Toolbar? Get it! Now! It blocks pop-ups and speeds searching. Google Desktop searching your own computer (email, Word docs, web history etc.). This is cool but it "likes" a pretty speedy machine. If you've got an older PC, it can slow things down quite a bit.

Cool things you do in the main screen search box: Enter an airline and flight number and it will tell you where the airplane is RIGHT NOW! Enter a phone number and find out who it belongs to. Type an area code – it tells you where it is and shows you a map of the area. Enter a UPS/Fedex tracking number and find your package. Type "235 kilometers to miles" and it will convert it! Type in the number from a bar-code and it will tell you what it is. Enter "define: port charges" and you'll get a dictionary definition.