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Getting Geared Up with Google: Searching Beyond the Search Box

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Getting Geared Up With Google: Searching Beyond the Search Box
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### Table of Contents

**Introduction** ......................................................................................................................... 1  
**Utilizing the Advanced Search Options in Google** ....................................................... 1  
  - Find pages with… ................................................................................................................... 2  
  - Language ................................................................................................................................. 2  
  - Region ..................................................................................................................................... 3  
  - Last update .............................................................................................................................. 4  
  - Site or domain ......................................................................................................................... 4  
  - Terms appearing ..................................................................................................................... 4  
  - SafeSearch ............................................................................................................................... 4  
  - Reading level ........................................................................................................................... 5  
  - File type .................................................................................................................................. 5  
  - Usage rights ............................................................................................................................ 6  
  - **Advanced Image Search Options in Google ‘Images’ Results** ............................................ 6  
    - Image size ............................................................................................................................ 6  
    - Aspect ratio .......................................................................................................................... 6  
    - Colors in image .................................................................................................................... 7  
    - Type of image ....................................................................................................................... 7  
**Utilizing Operators, Punctuation, & Symbols in Google Search** ........................................ 7  
  - *Site Operators to Narrow Results* ......................................................................................... 7  
    - site: ..................................................................................................................................... 8  
    - link: .................................................................................................................................... 8  
    - related: ................................................................................................................................. 8  
    - info: ..................................................................................................................................... 8  
    - cache: ................................................................................................................................... 8  
    - Proximity Operator ............................................................................................................... 8  
    - OR Operator ......................................................................................................................... 9  
**Punctuation & Symbols that Google Search Recognizes** .................................................. 9
Introduction

We have grown accustomed to having information readily available via the Internet. Searching is easy; so much so, that you can be surprised when the desired information is not retrieved in the first few search results when doing a basic Google search. When you are trying to retrieve information needed to conduct business or assist a client, you want to find the best results with the least amount of time spent. A basic Google search, while a good place to begin, should not also be the end of your search. This paper gives you search strategies to apply when a basic Google search does not produce the results you need.

Utilizing the Advanced Search Options in Google

When a basic search in Google fails to produce the results you want, you want to make use of the Advanced Search options already built into Google. The Advanced Search options make searching easier and your results more relevant. After you have done a basic search, you can access the Advanced Search options in Google by clicking on the gear icon in the top right corner of a search results page which drops down a menu with several options including ‘Advanced Search.’ You can also access the Advanced Search options in Google by going directly to the Advanced Search page at <http://www.google.com/advanced_search>. It is simple to learn these Advanced Search options and to begin applying them to your searching right away. Using Advanced Search options is the single most important thing you can do to improve your
search results. Advanced Search options are available in the ‘Web’ results, but also similar variations of Advanced Search are available in the results by type for ‘Images,’ ‘Videos,’ ‘Books,’ and ‘Apps’ under the gear icon. Listed below are the Advanced Search options available in Google for the ‘Web’ results and the ‘Images’ results, including a brief description of how they will refine your search.

Advanced Search Options in Google ‘Web’ Results

http://www.google.com/advanced_search

Find pages with...

In a basic Google search, the search engine just looks for web sites containing all of the words you have entered in the search box. A powerful feature of Advanced Search options is that it allows you to tell the search engine how to look for your search terms. You can also use any or all of these fields together to craft a very effective search strategy.

- **all the words** – Works just like the basic search, looking for all of the words listed in no particular order, but does make certain that all of those terms appear in each of your results.

- **this exact word or phrase** – Tells the search engine to look for these particular words next to one another just as you have listed them. This feature is the same as enclosing search terms in quotation marks. It can help you also retrieve results for a word that might otherwise be considered misspelled, such as a non-standard spelling of a name.

- **any of these words** – Allows you to list several search terms, but tells the
search engine that you are interested in web sites that include even one of the words listed. This feature allows you to return a wider set of results than you would have gotten from running just a basic search.

- **none of these words** – Eliminates results that you know you do not want. The classic example of this came is the early days of search engines during the 1996 presidential campaign, when searching for ‘Dole’ you would find that you would also want to limit your results using ‘without the words’ to not include the word ‘pineapple.’ It is good to use this limit when you have run a search already, but then discover that you have retrieved a significant number of results that are on a specific topic that is distinctly unrelated to your subject.

- **numbers ranging from** – Allows you to input two number values to limit your results between those terms. You can use it to look for any usage of numbers such as dates, weights, stock quotes, etc. You can also add units of measure to the numbers in the fields, such as 50 to 75 lbs or $500 to $600, or use it for years such as 2011 to 2012.

**Language**

*Google* allows you to limit using a ‘Language’ field by using a dropdown menu. Unfortunately, you can only select one language at a time. However, if English is your native/only language you are fluent in, then it is often good to limit your search to English, especially if you are researching a foreign or international topic and you want to narrow your results returned.
**Region**

You can limit your search results by country of origin for the published website. You can only select one country at a time from a dropdown menu, but it can be helpful if you are looking specifically for a company, organization, or person from a particular country.

**Last update**

Also selected from a dropdown menu, the ‘last update’ field allows you to limit your results to web pages updated ‘anytime,’ ‘past 24 hours,’ ‘past week,’ past month,’ or ‘past year.’

**Site or domain**

The ‘site or domain’ field allows you to limit your search to a particular type of web domain, such as .com, .edu, .org, .gov, etc. or to a particular web address, such as uga.edu or georgia.gov. Limiting to a specific domain name essentially creates a Google search of just that website. For example, allowing you to search a website such as the Institute for Continuing Education in Georgia <http://www.iclega.org/> that does not offer a separate search field on their website.

**Terms appearing**

Selected with a dropdown menu, you can use ‘terms appearing’ to return results where the search terms only occur in specific fields of the web page, such as ‘anywhere in the page,’ ‘in the title of the page,’ ‘in the text of the page,’ ‘in the URL of the page,’ or
‘in links to the page.’ For example by limiting your search terms to being located in the source title of the webpage, it should improve your results relevancy.

**SafeSearch**

*Google’s SafeSearch* screens for sites that contain explicit sexual content and deletes them from your search results. From the Advanced Search page you can for an individual search change from ‘Show most relevant results’ to ‘Filter explicit results.’ To change your ongoing ‘Search Settings’ to always use SafeSearch, click on the gear icon or go to the url: <http://google.com/preferences>.

**Reading level**

Google defaults to having ‘no reading level displayed,’ however reading level is tracked in search results and can be turned on to display or even used as a limiter. The options under ‘reading level’ are: ‘annotate results with reading levels,’ ‘show only basic results,’ ‘show only intermediate results,’ and ‘show only advanced results.’

**File type**

*Google* allows you to limit your results to a specific file format. From a dropdown menu, you can choose the particular type of file format you are looking for. This feature is helpful if you would like to locate information in a specific kind of format, such as limiting the file format to .ppt, so your results will only contain PowerPoint presentations. *Google* once again also allows for the exclusion of particular file formats as well. Find all files on a website (PDFs, spreadsheets, PowerPoint slides) by searching,
Usage rights

The field ‘usage rights’ allows you to limit your results to items in a range from ‘not filtered by a license’ to those that are ‘free to use, share or modify, even commercially.’ This is helpful when looking for graphics on the web to use in your own work.

Advanced Image Search Options in Google ‘Images’ Results

http://www.google.com/advanced_image_search

As in the ‘Web’ searches, you can tell Google how to look for your search terms in the ‘Find images with...’ fields. These are the same fields as described above: ‘all the words,’ ‘this exact word or phrase,’ ‘any of these words,’ and ‘none of these words.’ The Advanced Image Search also has fields for ‘Region,’ ‘Site or domain,’ ‘SafeSearch,’ ‘File type,’ and ‘Usage rights’ that are exactly as described above in the Advanced Search fields. Below are special limiting fields that only appear in the Advanced Image Search.

Image size

From a dropdown menu you can choose from a variety of general size descriptions, such as ‘icon,’ to specific file sizes, such as ‘Larger than 20 MP.’

Aspect ratio

You can specify the shape of images you are looking for by selecting from: ‘any aspect ratio,’ ‘Tall,’ ‘Square,’ ‘Wide,’ or ‘Panoramic.’
Colors in image

A powerful tool when trying to find a specific image, you can limit by ‘any color,’ ‘full color,’ ‘black & white,’ ‘transparent,’ and ‘this color’ which you can choose from a color palette. This limiter is useful if you are looking for historic photos in black and white of a particular location, such as black and white images of New York.

Type of image

You can limit your images to some specific popular types by selecting ‘any type,’ ‘Face,’ ‘Photo,’ ‘Clip art,’ ‘Line drawing,’ or ‘Animated.’

Utilizing Operators, Punctuation, & Symbols in Google Search

Using Search Operators to Narrow Results

Search operators are terms that can be added to basic searches to help narrow results. Many of these search operators perform the same limiting aspects as many of the options on the Advanced Search page. You do not have to memorize all of these, since you can get the same results by using the Advanced Search page. However, if you find that you want to use one of these limiters frequently, knowing the specific search operator lets you apply it when doing a basic Google search. You can also combine these
search operators and punctuation to further narrow results. For example, if you want to
search everything except a specific domain or web address, you can combine the site:
operator with the minus/dash sign `-site:uga.edu` to get results from any site besides
uga.edu. Note: When you search using operators, do not add a space between the
operator and your search terms. For example a search for `site:nytimes.com` will work,
but `site: nytimes.com` will not.

**site:** Get results from certain sites or domains
Find all mentions of "Scalia" on the C-SPAN website, or any .gov websites.
Examples: Scalia site:cspan.org and Scalia site:.gov

**link:** Find pages that link to a certain page
For example, to see which websites link to the University of Georgia Law
Library homepage, you just input the URL for the Law Library and then you
can see a list of webpages that link to that website.
Example: link:law.uga.edu/library

**related:** Find sites that are similar to a URL you already know
If you search for related sites to SCOTUSblog, you will find other U.S.
Supreme Court or legal blog sites you may be interested in.
Example: related:scotusblog.com

**info:** Get information about a URL
Find information including the cached version of the page, similar pages,
and pages that link to the site.
Example: info:llrx.com

**cache:** Previous snapshot of a website
See what a page looks like the last time Google crawled the site.
Example: cache:law.uga.edu

**Proximity Operator**

The Proximity Operator can be very helpful with locating results that are on
point. You can search Google based on the proximity words in the results using the
AROUND(N) operator. The N is the maximum number of words between the two
search terms. For example, the search Erik AROUND(2) Moore would turn up results for “Erik Moore”, “Moore, Erik”, and “Erik A. Moore”.

**OR Operator**

The OR Operator is useful if you want to search for pages that may have just one of several words listed in your search. Since Google automatically looks for all words in a search, to get it to search for one word or another, use the term OR (capitalized) between the words that you want either of in your search results. For example: summer olympics location 2016 OR 2020

**Punctuation & Symbols that Google Search Recognizes**

Even though the symbols below are supported in Google, including them in your search does not always improve your results. However, sometimes they can be a useful tool to use in your initial basic search. Note: When you search using symbols, do not add a space between the symbol and your search terms. For example, a search for -dogs will work, but - dogs will not.

+ **Plus sign**
  Search for Google+ pages or blood types
  Examples: +Chrome
  Example: AB+
  Note: The plus sign used to work as a way to ensure that a term MUST be in your search results. However, Google did away with this search feature when Google+ was introduced because they wanted to use the plus sign for searching associated with that service. Many searchers still lament the loss of the plus sign to highlight important terms in their searches.
@  **“at” sign**  
Find social tags, such as those used in Twitter.  
Example: @UGASchoolofLaw

$  **Dollar sign**  
Find prices  
Example: printer $500

#  **Pound sign**  
Find popular hashtags for trending topics  
Example: #throwbackthursday

-  **Minus/dash sign**  
When you use a dash before a word or site, it excludes results that include that word or site. This is useful for words with multiple meanings, like Jaguar the car brand and jaguar the animal.  
Examples: jaguar speed -car and pandas -site:wikipedia.org  
When the dash is connecting multiple words, Google will know the words are strongly connected.  
Example: seventeen-year cicada

_  **Underscore**  
Find a search term that is sometimes connected, but sometimes are two separate words.  
Example: loose_leaf finds looseleaf, loose-leaf, loose leaf  
Example: quick_sort finds quicksort and quick_sort

"  **Double Quotes**  
When you put a word or phrase in quotes, the results will only include pages with the same words in the same order as what is inside the quotes.  
Example: "four score and seven"  
Note: Only use this if you are looking for an exact word or phrase, otherwise you will exclude many helpful results by mistake.

*  **Asterisk**  
You can use one or more asterisks (*) in a natural language search query phrase as wild cards for search terms. Use with quotation marks to find variations of that exact phrase or to remember words in the middle of a phrase. Google will return results that contain the phrase you used with the asterisk wild card filled in.  
Example: "a * saved is a * earned"  
Example: Georgia was founded by * finds “Georgia was founded by colonist James Oglethorpe” and “ReachOut Georgia was founded by people that want to”
.. Double Period
Separate numbers by two periods without spaces (..) to see results that contain
numbers in a given range of things like dates, prices, and measurements.
Example: iphone 6 $200..$300

Utilizing Filters in Your Search Results

After you have done a basic Google search, you can filter results by using the
options at the top of the results page. You can use the predefined filters such as ‘News’
or ‘Videos.’ You can also find additional specific filters by clicking on the grey ‘Search
Tools’ box. And for four of the type of results filters (‘Images,’ ‘Videos,’ ‘Books,’ and
‘Apps’) you can also utilize the Advance search features under the gear icon, just like you
can with the default ‘Web’ results. Note: Filtering your search results doesn't change
any of your search settings. To change your ongoing ‘Search Settings’ like SafeSearch,
search history, results per page, languages, and location, click on the gear icon or go to
the url: <http://google.com/preferences>.

Using Type of Results to Filter Your Search

At the top of a search results page, there are several options to filters your search
results by type of content. Your results always default to ‘Web’ results, but you can
currently choose from the following type of results filters: ‘News,’ ‘Images,’ ‘Videos,’
‘Shopping,’ and then under the ‘More’ dropdown also ‘Maps,’ ‘Books,’ ‘Flights,’ and
‘Apps.’ For example, if you are in the market to buy a new phone, search for iphone 6
$200..$300 then when you get your initial results click on ‘Shopping.’ It will take you to
a new results screen that focuses on retail offers and additional ways to filter the results, such as “iphone cases.” To get back to the unfiltered results, just click on ‘Web’ at the top of the search results page.

**Using Search Tools to Further Filter Your Search**

Once you have decided which type of results you want, either leaving the results in ‘Web’ or using a type like ‘Images,’ you can refine your results even further using ‘Search tools.’ Click on the grey ‘Search tools’ box to see more filters you can apply to your search. Some filtering options are not available in all languages or only display if you are signed in to your Google account. Search tools will be different based on the type of results you are looking at such as ‘Web’ or ‘Images.’

**Search tools you can use on ‘Web’ results:**

- **Published date**
  Limit results by when they were published on the Web.

- **Visited pages**
  Limit results to pages already visited in your search history.

- **Not yet visited**
  Find results you have not already looked at.

- **Reading level**
  Limit your search results by reading comprehension level.

- **Verbatim**
  Search for exact words or phrases.

- **Location**
  See results for your current location.

**Search Tools you can use on ‘Images’ results:**
**Size**
Pick between large, medium, or icon, or set the exact dimensions.

**Color**
Find images of a certain color, black and white, or transparent.

**Type**
Only see images that are faces, photos, clip art, line drawings, or animated GIFs.

**Time**
Find a photo that was recently published, or published on a certain date.

**Usage rights**
See photos that you can reuse or modify.

**Search Tools you can use on ‘Videos’ results:**

**Duration**
Pick between short, medium, or long lengths of time for the videos.

**Date**
Find videos based on when they were loaded.

**Quality**
Find high quality videos.

**Closed captioned**
Locate videos that contain closed captioning.

**Source**
Limit results to videos coming from a specific source in your results.

**Searching Specific Google Databases**

*Google* produces many interesting special topic databases they refer to as ‘Specialized Search.’ Rather than just searching basic *Google*, try utilizing some of these
specialized search databases to locate information. From the Google homepage you can find these under the apps grid icon at the top of the page or you can use their URLs to go directly to their specific search screens.

**Google Specialized Search Databases**

**Google Scholar**

http://scholar.google.com/

*Google Scholar* provides access to scholarly articles, papers, books, theses, and abstracts through a full-text search of research materials from academic presses, university and scholarly organizations, preprint repositories, and professional societies. Results are ranked for not only appearance of your search terms, but more importantly for the scholarliness of the publication by analysis of its source, author, and citation in scholarly literature. *Google Scholar* allows you to search a wide breadth of subject areas and materials in a single search. The results consist mainly of citations and abstracts, but include ways of locating articles or papers at local libraries and provide links to where the content can be purchased on the web. *Google Scholar* offers an Advanced Scholar Search option that is very useful for refining your results, such as limiting them to specific subject areas.

In addition to scholarly articles and patent information, *Google Scholar* offers an extensive database of state and federal cases. First select the ‘Case law’ button, then refine one’s search by clicking on the ‘Select courts’ link, then input search terms or enter a citation into the search box. Advanced Search options can be accessed by clicking on the downward-pointing arrow in the search box, which lets one search for a
phrase, exclude certain terms, or limit by date. One can also narrow search results using the facets on the left side of the screen. For example, if one clicks on the ‘Select courts’ button in the facet list, one can limit the results to specific jurisdictions. Under ‘Settings’ at the top of the main search page, you can change Google Scholar so that it always defaults to searching ‘Case law’ by selecting ‘Search case law’ option and hitting save.

Google Scholar is a favorite among many searchers and is particularly useful for legal research when looking for a known case or specific citation. However, users are concerned that Google Scholar could stop being supported by Google. This has happened before to other popular products and searches, such as Google Reader and Google U.S. Government Search. The fact that Google Scholar has continued to use a previous search platform format and that it is not available in the app grid icons are signs that Google might be making moves to stop developing this resource that is not a revenue generating product for the company.

Google Books

http://books.google.com/

Google Books provides a searchable database of information about books and their contents from a variety of sources. Some source information comes from authors and publishers looking to promote their publications as part of Google’s Partner Program. Large academic libraries are also a major source of book information and contents, with scanning projects now being conducted at nearly 30 libraries from around the world, making up Google’s Library Project. If the book is in the public
domain, you can page through the entire book, print it, or download it. If the book you identify is under copyright, and the publisher or author is not part of Google’s Partner Program, then only brief information about the book appears. If the copyrighted book was scanned as part of the Library Project, ‘snippets’ of sentences showing your search terms in context will appear. Under the gear icon, you can access the Advanced Book Search options which allow you to narrow where your search terms are retrieved from, such as title, publisher, or publication date, and to limit results to books that have full view available. If you find a book you like, click on the "Get Print Book" links to see where you can buy or borrow the print book. When available, you will see a "Buy ebook" link which takes you to the Google Play Store.

Google Translate

http://translate.google.com/

Like many translation websites, Google Translate allows you to enter text or a webpage URL needing translation. There is also a ‘translate a document’ option which allows you to upload a file to be translated. It offers translation to or from 90 languages including Arabic, Hindi, Chinese, Korean, most European languages, and now also a few major African languages.

Google Patents

http://www.google.com/patents?hl=en

Google Patents is made up of patents issued by the United States Patent and Trademark Office between the 1790’s and into 2014. Since it does not cover current
applications or international patents, it is primarily useful for historical research, although even patents having been filed only a few months ago, may appear in the results. If you have a specific patent number, you can input that into the search box and it will come right up in the search results. You can see not only the Google Patents generated results but also access the .pdf files of the patents as issued. If you know someone’s name and location, for example a search for George L. Moore Iowa returns several matching results, including the patent needed, which turned out to have been issued in 1916. As with other Google searches, once you have done a basic search in Google Patents, you can utilize Advanced Search fields by going to ‘Advanced search’ under the gear icon. You can narrow your results considerably by using the following fields: Patent Number, Title, Inventor, Original Signee, Current U.S. Classification, International Classification, Cooperative Classification, Patent type/status, Date Ranges, and the ability to restrict by either filing date or issue date.

**Google Finance**

http://www.google.com/finance

A relatively new feature of Google, Google Finance offers a financial market summary, news feeds, and the ability to track domestic trends across specific sectors of the economy. If you set up your own portfolio in Google Finance, then you can utilize additional portfolio tools which allow you to track specific stocks and businesses.

**Google News**

http://news.google.com/
*Google News* lets you retrieve news stories from a variety of news outlets on the Internet. Offering broad subject areas as well as trending topics, you can also personalize your *Google News* results to focus more on certain news subjects such as “World,” “Business,” or “Sports.” There is also a way to personalize the frequency at which particular news sources appear in your results, for example you could decrease *ESPN.com* or increase *BBC News* in your news feed.

### Switching Between Google Search Databases & Other Products

To easily get to other *Google* products, like *Gmail*, *Google Drive*, or *Calendar*, you can use the app grid that is at the top of the screen when you are in most *Google* search products. You can also use the app grid to access many of the specialized search resources described above.

**Switch between products**

To switch between *Google* products, click the app grid icon and select the one you would like to use. If you do not see what you want in the menu, click ‘More’ or ‘Even more from Google’ at the bottom of the dropdown menu to see additional *Google* products and specialized search databases. You can use these icons to switch from your *Gmail* account to *Google Patents* and then back to your *Gmail*.

**Customize your menu**

You can customize the app grid menu to show your favorite products at the top. To put the products in the order in which you'd like them to appear, simply drag and drop them within the menu. You can up to nine icons on the first page before ‘More’
and then nine additional icons on the second page before ‘Even more from Google.’ If
you would like to add a product you don’t see in the menu, go to the product you would
like to add and then open the App launcher, and you’ll see a prompt to add it to the app
grid. If you do not see the app launcher on the product page, you cannot add that
product to the app grid, such as with Google Scholar.

Four Search Tips to Remember

This paper includes many operators, limiters, filters, and special databases you
can search. It can be difficult to remember it all. Below are four tips to utilize not only
when you are searching Google, but when you are searching any free or fee-based
information resource.

Tip 1. Revise Your Search Sooner, Rather Than Later

When you find that the first few hits of your search are irrelevant, or are not what
you are looking for – immediately revise your search. It is tempting to keep paging
through screens of results, but since search engine algorithms put the most relevant
results first, if you do not have helpful results in the first 10 results, you should try your
search again. It will take much less time to change your search, than it will to keep
paging through irrelevant results on the outside chance that you will find something on
target down several pages. Adding an additional word to the search or changing a word
to a synonym can often make a huge difference in the relevance of your returned results
Tip 2. Utilize the Advanced Search Options of a Search Engine

The secret that all smart searchers know is that using “advanced” search options make searching easier and your results more relevant. Many search engines offer similar advanced search options, although you can usually only access the options after you have run a basic search. It is simple to learn these advanced search options and to begin applying them to your searching right away. Using advanced search options is the single most important thing you can do to improve your search results.


Utilize tools search engines freely provide, such as browser toolbars and emailed web update alert notices, to increase the integration of searching into your desktop environment. If searching and reviewing results is convenient to use, then you will be more likely to conduct searches whenever you have a question. Browser toolbars save you the step of going to the search engine web site. They also have handy features like the ability to highlight your search terms in your results and shortcut buttons to search other favorite sites like Amazon or Wikipedia. Google’s own web browser Chrome integrates many Google features into the browser itself, such as the ability to translate web pages. Another useful tool that search engines offer is the ability to set up regular searches that you want to run and have the results sent to you in the form of an email alert. Using alerts is an excellent way to keep up on a developing news story or to monitor information about a company or person.
Tip 4. Read the Search Engine Tips Pages

All search engines have some sort of “tips” or help pages. Sometimes they have even formatted them as a printable guide. Taking a few minutes to review search modifiers and syntax, will improve your search strategy not only for that search, but will improve your searching thereafter. Google’s support page <http://support.google.com> when selecting the “search” icon takes you to an easy to navigate help section. There is also a section called Google Inside Search <http://www.google.com/insidesearch/> which highlight videos and information about newer Google product features. Google even offers an online search course at <http://www.powersearchingwithgoogle.com/>.

Conclusion

The Internet provides many cost effective, content rich resources that can provide you with the information you need. Often a basic search in Google will bring up the exact information you are looking for. When a basic Google search fails to return relevant results or you know you are seeking very specific information, make use of the Advanced Search options in Google. Taking the initiative to search beyond basic Google will provide you with the confidence that you are locating the information you need and will make your searching of the Internet more successful.
Sources for Further Learning

The sources listed below provide expanded information on searching *Google* and will be useful for further learning or reference.

**Google Search Education Online**

http://www.powersearchingwithgoogle.com/course/aps/skills

Improve your *Google* search skills with the “Power Searching” and “Advanced Power Searching” online courses offered by *Google*.

- Learn tips and tricks to become a fast and effective fact-finder with “Power Searching.”
- Deepen your understanding of solving complex research problems using advanced *Google* search techniques with “Advanced Power Searching.”
- Offers both video and text-based learning.

**Google Quick Reference Guide**

http://www.powersearchingwithgoogle.com/assets/misc/AdvancedPowerSearchingQuickReference.pdf

LLRX.com
http://www.llrx.com

LLRX.com is a free Web journal dedicated to providing legal, library, IT/IS, marketing and administrative professionals with up-to-date information on a wide range of Internet research and technology-related issues, applications, resources and tools, since 1996. This legal web journal provides legal columns, feature articles, topical research guides, and legal-tech and library related news resources.

Internet for Lawyers
http://www.netforlawyers.com/

Since 1999, Internet for Lawyers has provided law firms, corporations, and local and state Bar Associations around the country with professional and entertaining turn-key CLE programs. The company focuses on delivering information about free investigative and background research resources available on the Internet. The Internet for Lawyers News Items blog <http://www.netforlawyers.com/newsitems> keeps readers up to date with the latest free and low-cost investigative and background research resources freely available on the Internet. The blog also covers search engine search tips with a focus on Google and its features, functions and productivity tools. Internet for Lawyers is run by co-founders and authors Carole A. Levitt and Mark E. Rosch.

Books

Levitt, Carole A. and Judy K. Davis. Internet Legal Research on a Budget: Free
Published this past summer, the new book, *Internet Legal Research on a Budget: Free and Low-Cost Resources for Lawyers*, provides you with tips for finding the best free or low-cost resources online and how to use them for your legal research needs. The authors share the top websites, apps, blogs, Twitter feeds, and crowdsourced resources that will save you time, money, and frustration during the research process.


*The Cybersleuth’s Guide to the Internet* is a guide to free and low cost resources for conducting investigative and legal research on the Internet and includes numerous examples based on real world research scenarios that legal professionals will find useful. For the beginning searcher, the book covers many overlooked features of Web browsers, the "mechanics" of navigating the Internet, and basic research strategies and tools. For "power searchers," *The Cybersleuth’s Guide to the Internet* covers more advanced search strategies, and uncovers tip and tricks for getting the most out of many of the sites.


In *How to Find Out Anything*, author Don MacLeod explains how to find the information you are looking for quickly, efficiently, and accurately—and how to avoid the most common mistakes of the so called ‘Google Age.’ The book explores how to tap
the power of *Google*, and covers why *Google* is the best place to start a search, but never
the best place to finish it. It covers online resources that contain information that
search engines cannot access.

and Productivity Tools*. Chicago: American Bar Association Law Practice
Management Section, 2010.

*Google for Lawyers: Essential Search Tips and Productivity Tools* is a step-by-
step guide that explores *Google*’s most popular features as well as lesser known features,
productivity tools, and services. While some parts of the book are now out-of-date,
there are still plenty of tips and recommendations that are specific to legal research and
the practice of law that make this a useful book.