

Using Google

Improve Your Search Experience

From <http://www.google.com/intl/en/help/features.html>

Everyday Essentials

Weather

To see the weather for many U.S. and worldwide cities, type "weather" followed by the city and state, U.S. zip code, or city and country.

Example:

Stock Quotes

To see current market data for a given company or fund, type the ticker symbol into the search box. On the results page, you can click the link to see more data from Google Finance.

Example:

Time

To see the time in many cities around the world, type in "time" and the name of the city.

Example:

Sports Scores

To see scores and schedules for sports teams type the team name or league name into the search box. This is enabled for many leagues including the National Basketball Association, National Football League, National Hockey League, and Major League Baseball.

All sports data provided by STATS, Inc.

Example:

Reference Tools

Calculator

To use Google's built-in calculator function, simply enter the calculation you'd like done into the search box.

Example:

Book Search

If you're looking for results from Google Book Search, you can enter the name of the author or book title into the search box and we'll return any book content we have as part of your normal web results. You can click through on the record to view more detailed info about that author or title.

Example:

Earthquakes

To see information about recent earthquakes in a specific area type "earthquake" followed by the city and state or U.S. zip code. For recent earthquake activity around the world simply type "earthquake" in the search box.

Example:

Unit Conversion

You can use Google to convert between many different units of measurement of height, weight, and volume among many others. Just enter your desired conversion into the search box and we'll do the rest.

Example:

Choosing Keywords

Synonym Search

If you want to search not only for your search term but also for its synonyms, place the tilde sign (~) immediately in front of your search term.

Example:

Dictionary Definitions

To see a definition for a word or phrase, simply type the word "define" then a space, then the word(s) you want defined. To see a list of different definitions from various online sources, you can type "define:" followed by a word or phrase. Note that the results will define the entire phrase.

Example:

Spell Checker

Google's spell checking software automatically checks whether your query uses the most common spelling of a given word. If it thinks you're likely to generate better results with an alternative spelling, it will ask "Did you mean: (more common spelling)?". Click the suggested spelling to launch a Google search for that term.

Example:

Local Search

Local Search

If you're looking for a store, restaurant, or other local business you can search for the category of business and the location and we'll return results right on the page, along with a map, reviews, and contact information.

Example:

Movie Showtimes

To find reviews and showtimes for movies playing near you, type "movies" or the name of a current film into the Google search box. If you've already saved your location on a previous search, the top search result will display showtimes for nearby theaters for the movie you've chosen.

Example:

Real Estate and Housing

To see home listings in a given area type "housing", "home", or "real estate" and the name of a city or a U.S. zip code into the Google search box and hit the Enter key or click the Google Search button. Clicking the "Go" button on the results page will display details of individual homes that Google has indexed.

Example:

Trip Planning

Airline Travel Info

To see flight status for arriving and departing U.S. flights, type in the name of the airline and the flight number into the search box. You can also see delays at a specific airport by typing in the name of the city or three-letter airport code followed by the word "airport".

Example:

Example:

Currency Conversion

To use our built-in currency converter, simply enter the conversion you'd like done into the Google search box and we'll provide your answer directly on the results page.

Example:

Maps

Looking for a map? Type in the name or U.S. zip code of a location and the word "map" and we'll return a map of that location. Clicking on the map will take you to a larger version on Google Maps.

Example:

Query Refinements

Plus (+) Operator

Google ignores common words and characters such as where, the, how, and other digits and letters that slow down your search without improving the results. If a common word is essential to getting the results you want, you can make sure we pay attention to it by putting a "+" sign in front of it.

Example:

Related Search

To search for web pages that have similar content to a given site, type "related:" followed by the website address into the Google search box.

Example:

Fill in the Blank

Sometimes the best way to ask a question is to get Google to 'fill in the blank' by adding an asterisk (*) at the part of the sentence or question that you want finished into the Google search box.

Example:

Search by Number

Package Tracking

You can track packages by typing the tracking number for your UPS, Fedex or USPS package directly into the search box. We'll return results that include quick links to easily track the status of your shipment.

Example:

Patent Numbers

To search for U.S. patents, enter the word "patent" followed by the patent number into the Google search box and hit the Enter key or click the Google Search button.

Example:

Area Code

To see the geographical location for any U.S. telephone area code, just type the three-digit area code into the Google search box and hit the Enter key or click the Google Search button.

Example:

Searching InfoTrac General OneFile

- Go to <http://www.wheatonlibrary.org/refdb/dbarticles.html>
- Click on InfoTrac General OneFile

General Search Tips

From http://find.galegroup.com/itx/help.do?page=/HelpList.jsp?KEY=DISPLAY_SUBJECT_GUIDE_FORM&prodId=ITOF

Stop Words

Stop words are small words that are not indexed. Stop words include such words as *a, and, etc., in, of, on* and *to*; the actual list varies depending on how you're searching.

Basically, you don't have to think about stop words at all. The system recognizes stop words and knows how to search as if they weren't there. This method allows the search facility to focus only on the important words in your search expression and allows you to enter any phrase you want without having to remember to leave out any stop words.

The important thing to remember is that if you search using a stop word, the result might contain a different word where the stop word is located. For example, the search **reaching the limit** would also match "reaching *its* limit."

Punctuation

Hyphen

A hyphen (-) used between two words is ignored. However, if you are searching for a word or phrase that normally contains a hyphen, you may include it:

- "e-mail"
- "dot-com"

Note that hyphens are also range operators for dates.

Apostrophe

Apostrophes should be used when searching contractions. For possessives, the apostrophe may be used in search phrases because the search engine will return results containing the words from the query. A [wildcard](#) (*) may be used whenever you are doubtful about word endings.

- can't
- Evolution's Darling
- Bush's cabinet
- Evolution* Darling
- Bush* cabinet

Ampersand

Ampersands may be used. For best results enclose the search term in quotes:

- "AT&T"
- "M&Ms"

Period

A period (.) used between two words is ignored by the search engine. However, if you are searching for a word or phrase that normally contains a period, you may include the period, as in gale.com.

Capitalization

The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following keyword searches are considered the same:

- Plants and animals
- PLANTS and AniMAIs
- plaNts AND animALS

Wildcards

Sometimes you might want to find more than just exact matches to a search term. *Wildcards* let you substitute symbols for one or more letters.

With wildcards, you can match

- both the singular and plural forms of a word
- words that begin with the same root
- words that can be spelled in different ways

You can even match words that you're not sure how to spell!

There are three wildcard operators:

- * An **asterisk** (*) stands for **any number of characters**, including none, and is especially useful when you want to find all words that share the same root. For example, **pigment*** matches *pigment*, *pigments*, *pigmentation*, etc. Note that you must enter at least three (3) non-wildcard characters. So a search on *o** is

not allowed; rather you need to enter: *oba**.

An asterisk can also be used within a word, but the other wildcards are more precise for this kind of use.

? A **question mark** (?) stands for **exactly one character** and is especially useful when you're uncertain of a spelling. For example, a search like **relev?nce** means you can match the word *relevance* even if, like many of us, you can't remember whether it's spelled with *ance* or *ence*.

A question mark is also useful for finding certain words with variant spellings. For example, **defen?e** finds both *defense* (American) and *defence* (British and Canadian). Multiple question marks in a row stand for the same number of characters as there are question marks. For example, **psych????y** matches either *psychology* or *psychiatry* but not *psychotherapy*.

! An **exclamation point** (!) stands for **one or no characters** and is especially useful when you want to match the singular and plural of a word but not other forms. For example, **product!** matches *product* and *products* but not *productive* or *productivity*. The exclamation point can also be used inside a word to match certain variant spellings. For example, **colo!r** matches both *color* (American) and *colour* (British).

If you see a message about a search being invalid, try adding more letters before the wildcard character.

Logical Operators

Logical operators create relationships between search terms, between a term and a result set and between two result sets. They allow you to find the result of the intersection of two search terms or result sets, the combination of two terms or result sets, or the exclusion of a term or result set from a search.

There are three logical operators:

- and** The **and** operator specifies that *both* words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, **alcohol and pregnancy** finds only those records in which both the word *alcohol* and the word *pregnancy* occur.
- or** The **or** operator specifies that *one or the other or both* of the words on either side of the operator must occur in the part of a record you're searching for that record to match. For example, **dreams or daydreams** finds records in which either the word *dreams* or the word *daydreams* or both occur.
- not** The **not** operator specifies that the word before the operator must occur but the word after the operator must *not* occur for a record to match. For example, **crime not murder** finds all records in which the word *crime* occurs *except* the ones in which the word *murder* also occurs.

Logical operators in a search expression are evaluated in a particular order:

1. **not** and **and**
2. **or**

If you want to change the order of evaluation, use the [nesting operators](#).

Note: Generally speaking, entering two or more search terms without any logical operators between terms is the same as using the N4 proximity operator. So that a search on *cats dogs* is the same as entering *cats N4 dogs*. However, certain indexes, like the Document Title index, automatically use the N2 operator between words.

Nesting Operators

The search system follows a particular order of evaluation when there are two or more operators in a search expression. First, [wildcards](#) are evaluated. Next come [proximity operators](#), which are tightly bound to the words on either side of them. Finally, the [logical operators](#) are evaluated: first **not** and **and**, followed by **or**.

You can change the evaluation order of the logical operators by using *nesting operators* (parentheses). When you nest entries, the search system performs the operation within parentheses first, then merges the result with the part of the entry outside the parentheses.

Examples

The search expression **race or color and discrimination** specifies that you want to find records that contain either the word *race* or both the words *color* and *discrimination*. This expression is equivalent to the expression **race or (color and discrimination)**.

The search expression **(race or color) and discrimination** specifies that you want to find records that contain either or both of the words *race* or *color* and that also contain the word *discrimination*.

Proximity Operators

Proximity operators are used between two search terms to indicate that the terms must occur in a record within a specified distance of each other for that record to match. Words that are close to each other are more likely to be related than words that are far apart.

A proximity operator has two components:

- A **letter** that indicates the *direction*
- A **number** that indicates the *distance* in words

There are two proximity operators:

Wn The **W** (within) operator specifies that the word that follows the operator must occur within *n* words *after* the word that precedes the operator for a record to match. For example, the search expression **shared w3 values** matches any records in which the word *values* occurs three or fewer words after the word *shared*.

Nn The **N** (near) operator specifies that the words on either side of the operator must occur within *n* words of each other *in either direction* for a record to match. For example, the search expression **memory n5 repressed** matches any records in which the words *memory* and *repressed* occur within five or fewer words of each other in either direction.

You can use proximity operators only when searching indexes made up of individual words, such as a title index. They are most useful in indexes of large areas of text, such as keyword and full-text indexes.

Note that proximity operators can be used only between two words, not between a word and an expression within nesting operators (parentheses):

Invalid expression: **fleas n10 (dogs or cats)**

Valid alternative: **fleas n10 dogs or fleas n10 cats**

Range Operators

You can use range operators to restrict numeric searches (such as publication dates) to a desired range.

since, after, gt, > These operators are equivalent and specify that matching articles must have been published **more recently** than the date that follows the operator. Example: **since 28 feb 1999** (published after February 28, 1999).

ge This operator specifies that matching articles must have been published **on or after** the search date

before, lt, < These operators are equivalent and specify that matching articles must have been published **earlier than** the date that follows the operator. Example: **before 5/8/1998** (published before May 8, 1998).

le This operator specifies that matching articles must have been published **on or before** the search date

to, - (hyphen) These operators are equivalent and are used between numeric search terms that specify the lower and upper bounds of the search. Example: **da jan 10 - jan 17** (published between January 10 and January 17 of the current year).

Note: Publication dates are stored as *yyyymmdd*. Monthlies and bimonthlies have a publication "day" of *00* (e.g., *19990300*). For annuals, both the month and day are zero (e.g., *19980000*).

Quotation Marks

Enclosing your search terms in quotation marks yields results in which the words appear in the specified order adjacent to one another. This may be helpful for keyword and full text (entire document) searches, especially when you are searching for an exact phrase. For example, a search on *"Wild Bill"* is the same as searching *wild Wl bill* (using the **W proximity operator**). That is, the word *wild* must be followed by the word *bill*, in that order, with no other words in between.

If the phrase contains the word *or* or *not*, and you want those words used literally, not as [logical operators](#), then you must enclose your phrase in quotation marks. For example, if you typed *sink or swim*, the word *or* would be treated as a logical operator. However, enclose the phrase in quotation marks as: *"sink or swim"* and the system will search for those three words together, in the order listed.

A note regarding database collections that contain Subject Guide and/or Publication Searches: these search types ignore quotation marks.

More Examples of Searching for Phrases

Notice how the system handles these variations, which reflect hypothetical results counts (the examples below apply to Keyword and Entire Document/Full Text searches):

A search on "*prescription drugs*" yields 5028 results

The system interprets the phrase enclosed in quotation marks as *prescription W1 drugs* so in this case the system would only find the phrase, *prescription drugs* and **not** find the phrase, *drugs without a prescription* or others like that where the words *prescription* and *drugs* are found in any order and/or appear separately.

A search on *prescription drugs* yields 7134 results

The system interprets this phrase as *prescription N4 drugs* so that it would find documents with the phrase, *prescription drugs*, as well as the phrase, *drugs without a prescription*.

A search on *prescription AND drugs* yields 10,295 results

In this case, the use of the logical operator AND directs the system to search for documents that contain both words, regardless of order or location within the document (so the search terms may actually appear in two different paragraphs).

Searching NoveList Plus

- Go to <http://www.wheatonlibrary.org/refdb/dbbooks.html>
- Click on Databases & Websites (on the left)
- Click on NoveList Plus

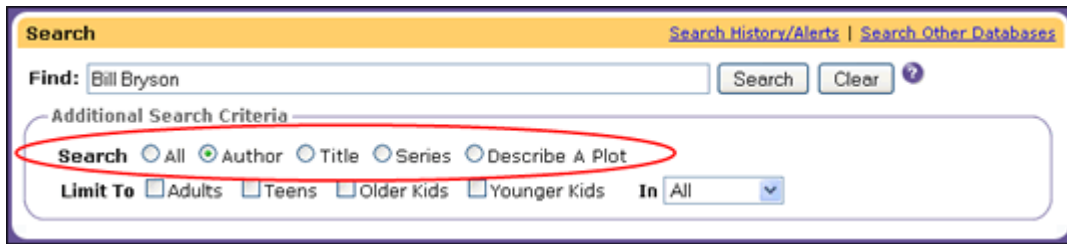
Basic Search

From http://support.ebsco.com/help/index.php?help_id=1557

To conduct a Basic Search from the Homepage:

1. From the Homepage, enter your search terms in the **Find** field. The Basic Search will search authors, titles, series names, and keywords (i.e. the full text of all records, including reviews at book records) by default. Boolean operators (and,or,not) can also be used with the Basic Search.

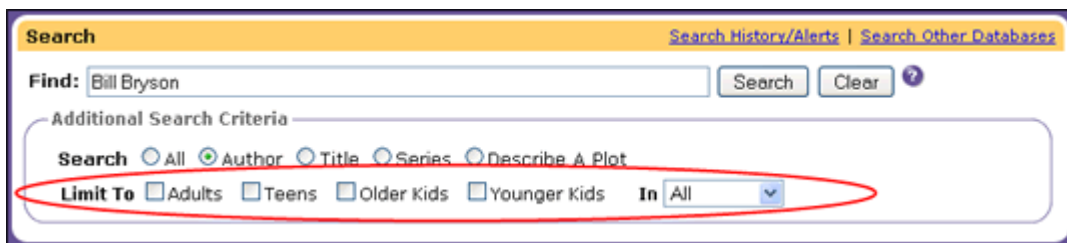
Tip: If your search includes a Boolean operator (and, or, not), it will automatically be searched as the operator unless you place quotation marks around the term. For more information, see the [Including Phrases in a Search](#) page.



2. You can optionally perform a focused Author, Title, Series, or Describe a Plot search by selecting one of the radio buttons below the Find field (circled above).
 - Author Search: This search will pull up a list of only the author's works and feature content specifically related to that author.
 - Title Search: This search can be used to quickly pull up a title and feature content specifically related to that title.
 - Series Search: If you know the exact series name, you can use this search to go directly to the series in reading order. If there is more than one series that matches the terms you entered, you will pull up all of those series in the same list.
 - Describe a Plot Search: This search can be used to search for plot characteristics across a number of fields including annotations, subject headings, and all available reviews.

If you are comfortable with [field codes](#), you can also use them with the Basic Search to narrow your search. Limiting your search in this way will limit the feature content that is pulled up at the Result List.

3. Below the Find field, you can also select any desired limiters to limit your results. If you limit your search to a specific reading level, *NoveList Plus* will only retrieve book titles, articles and lists that pertain to that reading level. From the **In** drop-down menu, you can also limit your search to retrieve only fiction or nonfiction results, or set it to "All" to retrieve both fiction and nonfiction results.



4. Click **Search**.
5. *NoveList Plus* displays a Result List.

The screenshot shows the NoveList Plus website interface. At the top, there is a logo for 'NoveList Plus' with the tagline 'Your Guide to Reading powered by EBSCOhost'. Navigation links include 'Sign In', 'Folder Preferences', 'Help', 'Exit', and 'Send Feedback'. Below the logo, there are links for 'Home' and 'Advanced Search'. The main search area features a 'Find:' field containing 'Bill Bryson', with 'Search' and 'Clear' buttons. Below this is an 'Additional Search Criteria' section with radio buttons for 'All', 'Author', 'Title', 'Series', and 'Describe A Plot'. There are also checkboxes for 'Limit To' (Adults, Teens, Older Kids, Younger Kids) and a dropdown menu set to 'All'. Below the search area, there are tabs for 'All Results', 'Books', 'Author Read-alikes', and 'BookTalks'. A 'Refine Search' section includes links for 'Add search to folder', 'Display link to search', and 'Create alert for this search'. The results section shows 'Results: 1-10 of 15 for AU' and 'Bill Bryson AND Automatically "And" search...'. It includes a 'Page: 1 2 Next' indicator and a 'Sort by: Relevance' dropdown. A 'Narrow Results by' sidebar lists categories like 'Travel Writing -- United States (4)', 'Travel Writing -- Europe (3)', 'Twentieth century (2)', 'Humor Writing -- General (2)', 'Europe -- Description and travel (2)', and 'Arts and Entertainment -- General (2)'. The main result is '1. A short history of nearly everything' by Bill Bryson, published by Broadway Books in 2003. It includes a book cover, author information, publisher, ISBN (9780767908177), popularity (4 stars), and a summary: 'The author traces the Big Bang through the rise of civilization, documenting his work with a host of the world's most advanced scientists and mathematicians to explain why things are the way they are.' Links for 'Author Read-alikes', 'Award Winners', 'Recommended Reads', 'Review(s)', and 'First Chapter' are provided.

The search terms are retained in the **Find** field above the Result List. The Result List can be filtered by document type--for example, *Books*, *Author Read-alikes*, etc. To view a different document type, click the appropriate tab.

Notes:

- If you perform another search from the **Find** field, while viewing a specific *NoveList Plus* document type tab, *NoveList Plus* searches the entire database. Your results are not limited to the document type selected.
- If you click the *NoveList Plus* logo or the "Home" link above the Find field, you are returned to the Homepage with your search terms *cleared* and your search parameters *reset*.
- If you click the **Advanced Search** link, you are taken to the Advanced Search screen with your search terms *carried forward*.
- If you click **Refine Search** link, you are returned to the Homepage with your search terms *remembered* and any configured search parameters *retained*.