

Do You Google? (Revisited)

Important Google Tidbits

- Google searches are not case sensitive; searching for *ukulele* is the same as searching for *UKuLEle*.
- Search operators are case sensitive; searching for *ukulele OR banjo* recognizes OR as an operator, while *ukulele or banjo* does not.
- Google's default behavior is to search for pages that contain all of your search terms.
- The order you specify search terms is relevant; earlier terms are deemed more important.
- Google excludes common words (known as *stop words*) such as *I* and *the*.
- Some operators can be combined, while others must be used alone.

Basic Google Operators

- + forces words to be included in the search results. This is useful with stop words that otherwise would be discarded. For example, to search for *hammered dulcimers* rather than *mountain dulcimers*:
+hammered dulcimer
- - prevents a search term from being included in the search results. For example, to search for *Stillwater* references that do not mention *Oklahoma*:
stillwater -oklahoma
- OR or | results in documents that contain one or both of the search terms. For example, to search for pages that contain *Dell*, *IBM*, or both:
dell OR IBM
- " " forces Google to search for the exact phrase contained in the quotes, including stop words. For example, to search for pages about *the Three Stooges*:
"three stooges"
- ~ asks Google to search for synonyms of the given word. For example, to search for *cooking tips* (or *cooking help* or *cooking guides* or ...):
cooking ~tips

- * can be used to represent any word. For example, to find references such as *apples with cinnamon*, *apples with bruises*, etc.:
"apples with *"
- .. (i.e., two periods with no space between them) is used to search for a range of numbers. For example, to find *2 dulcimers* up to *10 dulcimers*:
"2..10 dulcimers"
To find phrases such as *I play 1 dulcimer* and *they play 5 dulcimers*:
"play 1..5 dulcimer OR dulcimers"

Other Google Tips & Tricks

- Search-by-site – Searches for matches on a specific website. For example, to find *video courses* on the *OSU site*:
"video course" site:okstate.edu
- Search-by-document-type – similar to search-by-site:
"squirrel heads and gravy" filetype:mp3
- Area code lookup – Enter a 3-digit number and *area code* to find the location of the corresponding area code. For example, the following tells you about the area code that includes Stillwater:
area code 405
- In a like fashion, enter a 5-digit number to find information about a zip code:
74075
- Search-by-stock-symbol – Enter a valid ticker symbol to see current information. For example, to see current data on *Apple Computer*:
appl
- Word definitions – Discover the definition of a word or phrase. For example, to learn the definition of *gigabyte*:
define:gigabyte
- Calculator – Enter an arithmetic expression and google will calculate its value. Operators are +, -, * (multiplication), / (division), % (remainder), and ^ (exponentiation). For example, the following returns *20*:
 $5 \% 3 * (4 + 6)$
and the following returns *48.92625*, the cost of a \$45 item with Stillwater & OK sales taxes applied:
 $45 * 1.08725$
- Google also performs many different unit conversions. For example:

- 1 cup + 2.5 tablespoons in ounces →
9.25 US fluid ounces
- 100 km in miles →
62.1371192 miles
- 98.6 fahrenheit in celsius →
37 degrees Celsius
- 100 british pounds in dollars →
161.1400 US Dollars
- To translate from one language to another, visit:
<http://translate.google.com>
- To learn more about the many possibilities of Google search, visit:
<http://www.google.com/help/features.html>

Google Maps

- *Google Maps* is at: <http://maps.google.com>
- Its basic usage is for finding locations.
- Addresses can be entered in many forms:
 - 1107 S Duck, Stillwater, OK
 - Public Library, Stillwater, OK
 - Library in Stillwater, OK
- Google Maps uses satellite photos, and it provides names of streets, roads, and some businesses and attractions.
 - Note: These satellite images are not real-time; they may be weeks or months old.
- By dragging *Pegman* onto the map you can get a *streetview* of many locations.
 - As you drag Pegman onto the map, but before you release him with the mouse, You will be shown (in blue) the locations that have streetview.
 - This is great when you are driving to a location for the first time and want to see the area so you'll recognize it while driving.
- Google Maps also provides turn-by-turn directions from one place to another.
 - Go to Google Maps and then click on the *Get Directions* button.
 - Enter starting and ending locations.
 - You will be given detailed directions, distances, and time estimates.

Google Earth

- *Google Earth* is a stand-alone (i.e., non-browser-based) product similar to Google Maps.
 - These two products share many of the same features.
 - However, Google Earth has more capabilities, since it is not dependent on a browser.
 - It can show 3D views of select structures, for which people have constructed 3D models.
- You now can access many Google Earth features by clicking on the “Earth” link in Google Maps.
 - You may be asked to install a plug-in for your browser.
- You will find Google Earth at <http://earth.google.com>

Google Docs

- *Google Docs* is a browser-based suite of productivity apps.
 - Like Microsoft Office, it contains word processor, spreadsheet, and presentation apps.
 - These share many of the features found in Microsoft Office.
 - It’s free.
 - Your documents are stored on your Google account so that you can access them from any computer with a browser.
- Google Docs also contains a *forms* app that lets you create and send surveys, quizzes, etc. The results are collected automatically into a spreadsheet.
- Google Docs also contains a *drawing* app that lets you create drawings, designs, charts, etc.
- You can upload existing documents from your computer, and they will be converted to Google Docs format.
- You can download documents to your computer and save them in different formats, such as MS Office, PDF, and PNG.
- One of the strongest features of Google Docs is its *collaboration* ability.
- For example, if you are working in MS Word with 2 other people, it may go like this:
 - You email the draft document to your friends.

- Each makes their changes and emails the modified document back to you.
- You compare the changes from each person and combines them into a single document.
- Repeat.
- With Google Docs, collaboration is easier:
 - Create or upload the original document.
 - Select the document and click *Share*.
 - Enter the email addresses of your friends, and then click *Invite Collaborators*.
 - A secure link is emailed to the invitees; they click on the link to view and edit the document.
 - Only those with whom you've shared the document can view/edit it.
 - Changes are displayed immediately to others who are viewing or editing the document.
 - As collaboration is taking place, participants can text-chat (live) in the same browser window. (You instead could use a product such as *Skype* to set up a voice chat conference call.)
 - Previous versions of the document also are saved and available to the collaborators.
 - A document (word processing, spreadsheet, presentation, or drawing) can be shared with up to 200 people.
 - Up to 50 people can edit a word processing document, spreadsheet, or drawing at once.
 - Up to 10 people can edit a presentation at once.
- You can access Google Docs at <http://docs.google.com>

Google Sketchup

- *Google Sketchup* is an app for designing 3D models and scenes.
 - It is a great deal of fun, and simple enough that your young grandchildren can use it.
 - I (and many others) use it to design wood-working projects, such as furniture.
- It can be found at <http://sketchup.google.com>

- For example, it can be used for:
 - Kitchen design.
 - Video game design.
 - Landscape design.
 - Furniture design.
- There are many good tutorials on the Web for using Sketchup:
 - <http://sketchup.google.com/intl/en/training/videos.html>
 - <http://youtube.com>
 - Google the words *sketchup tutorial*

Google Warehouse

- If you'd rather let someone else do the hard work, or if you need "props" to help liven up your Sketchup scenes, consider *Google Warehouse*.
 - <http://sketchup.google.com/3dwarehouse>
 - The site contains literally hundreds of thousands of pre-designed models.
 - You can search to find the model you want.
 - You can import the models directly into your Sketchup document.