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 *hammed dulcimer* rather than *mountain dulcimer*:
  
  +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 +, −, *, / (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](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](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](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://youtube.com](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](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.