

Tips and Tricks

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Most of us use Google for its great searching capabilities, but there are several tricks that few people know about.

Did you know...

If you type a keyword followed by **filetype:**, the results of the search will only be files of that type with that keyword; i.e., **tornado filetype:ppt** will give you only Powerpoint files about tornados. (no space after the colon)

Using a tilde ~ before a keyword tells Google to search for that word and synonyms of that word, i.e., **pirate ~treasure** will give you results with pirate treasure, pirate loot, etc. (no space after the tilde)

You can find phone numbers using Google:

- **phonebook:** searches the entire Google phonebook
- **rphonebook:** searches residential listings only
- **bphonebook:** searches business listings only

To use this feature type your choice above followed by:

- first name (or first initial), last name, city (state is optional)
- first name (or first initial), last name, state
- first name (or first initial), last name, area code
- first name (or first initial), last name, zip code
- phone number, including area code
- last name, city, state
- last name, zip code

You can use Google to get word definitions. Type **define:term** and Google will give you definitions for that word; i.e., **define:tornado** will give you the definition for tornado.

Google is also a calculator. Simply type in the problem and hit enter! Google can also do conversions; i.e., type **100 dollars in euros** and hit Enter. For more help with the calculator, go to: <http://www.google.com/help/calculator.html>.