

Welcome to “ITS Technology Tips,” where we bring you some useful information about the technology here at Loyola and effective ways to use the technology. Remember to visit the weekly [Tech Tips Blog](#) for the latest tips and the [Technology Tips Archive](#), to find all Tech Tips in PDF format, categorized for easy access.

Get the Most out of your Google Search

While it’s all too common to “Google it” to find any information imaginable, you may spend more sifting through endless results than you need to. Using Google Advanced Search not only helps you refine your search, you might come across some information that you wouldn’t normally find.

Advanced Search

You can access Google Advanced Search by clicking on the “[Advanced Search](#)” link on the [Google home page](#). **Note:** If you’d like to search for images only, click on the “**Images**” tab on the Google home page then click on the “[Advanced Image Search](#)” link.

Once you are ready to start your Advanced Search, keep in mind that you’ll only need to enter information into the fields you’d like to use. If you’d like to search for items with a particular file type, such as a PDF or Flash video file, try selecting a **File Format**. If you wish to narrow your results to only Government or Education sites, you can type **.gov** or **.edu** into the **Domain** field. For more tips on refining your search, visit [Google Help: Advanced Search](#).

The screenshot displays the Google Advanced Search interface. At the top, the Google logo is on the left, and "Advanced Search" is in the center. On the right, there are links for "Advanced Search Tips" and "About Google". Below the header, there are several sections for refining search results:

- Find results:** Includes radio buttons for "with all of the words", "with the exact phrase", "with at least one of the words", and "without the words". There are input fields for each option and a "Google Search" button.
- Language:** A dropdown menu set to "any language".
- File Format:** A dropdown menu set to "any format".
- Date:** A dropdown menu set to "anytime".
- Numeric Range:** Two input fields for numbers between.
- Occurrences:** A dropdown menu set to "anywhere in the page".
- Domain:** A dropdown menu set to "Only" with a note "return results from the site or domain". Below it, an example "e.g. google.com, .org" and a "More info" link are shown.
- Usage Rights:** A dropdown menu set to "not filtered by license" with a "More info" link.
- SafeSearch:** Radio buttons for "No filtering" (selected) and "Filter using SafeSearch".

Below these filters is a section for **Page-Specific Search**:

- Similar:** "Find pages similar to the page" with an input field containing "e.g. www.google.com/help.html" and a "Search" button.
- Links:** "Find pages that link to the page" with an empty input field and a "Search" button.

University Search

If you’d like to narrow your search to a specific school, a link for [Google University Search](#) is located at the bottom of the Advanced Search page. You can use the alphabetical index to locate your target school and then search for information within that institution only.

That’s our technology tip for this week. If you have found the information helpful, please drop us a line at Training@luc.edu. If you’d like to go back to our archive of technology tips, please visit us on the Web at <http://www.luc.edu/its/techtips.shtml>.