**OBJECTIVES:** Upon completion of the Google® component you will be able to:

- Demonstrate Internet searching abilities by performing searches within the basic and advanced search options. Use several Google® features, including the Book and Scholar search.

**WHAT IS GOOGLE®?**

According to the Google Web site, Google® is the “world’s largest search engine.” It is one of the most popular sites on the Internet. Millions of people search through Google® daily.

Search features of Google® include: the Basic Search and the Advanced Search. The web is usually searched using Google® but a user can also specify a search that looks only for images or videos.

**THE GOOGLE SEARCH ENGINE:**

**Google® Basic Search**

To use Google’s® Basic Search function:

- Type one or more search terms (keywords) into the search box and click SEARCH.
- The Google® basic search automatically searches for all of the search terms. Web pages are returned that includes ALL of the search terms.
- **NOTE:** Google® is not case sensitive. The search engine searches for all search terms in lower case.
- The user will often get many, many Web page results with the Basic Search.
- There is an “I’m Feeling Lucky” button that can be clicked. This will retrieve the one (1) Web page which was felt to be most relevant by Google®. However, using this feature may cause the user to miss other, useful Web sites.

**Google® Advanced Search**

The Google® Advanced Search contains options that can help the user conduct more precise and relevant searches. This search can save the user time and prevent frustration.

With the Advanced Search, the user can:

- Find web pages that have...
  - All these words (narrows a search)
  - This exact wording or phrase (narrows a search)
  - One or more of these words (broadens a search)
- Limit results by...
  - Not showing pages that have “any of these unwanted words”
  - Language
  - Date (how recent the page is)
  - Site or Domain (i.e., .edu, .gov, .org, etc.)
OTHER GOOGLE® FEATURES:

In addition to the Google® search engine, there are many other applications and search features available to the public.

Google® provides access to applications such as: Gmail (http://www.gmail.com), Google calendar (http://www.google.com/calendar), and Google docs (http://docs.google.com). Some Internet websites that have been acquired by Google® include: Blogger (http://www.blogger.com) and YouTube (http://www.youtube.com).

Of particular interest are two special Google® searches: Google® Scholar and Google® Books.

Google® Scholar (http://scholar.google.com)

According to Google® Scholar, this search “provides a simple way to broadly search for scholarly literature.” Sources from the various academic disciplines include: articles, books, court opinions, abstracts from the “world of scholarly research.” Many Google® Scholar results are not available in full-text, but as a citation or brief abstract.

Google® Books (http://books.google.com)

Google® provides a search for digitalized books. There are several types of results available, depending on agreements with authors and publishers as well as the books' copyright:

- Free Google eBooks— The full text of the entire publication is available. However, a majority of the books listed on Google Books are out of copyright (i.e., are not in the public domain). For those books still under copyright that provide complete full text, the copyright owner (the author or publisher) has “asked to make the book fully viewable.”
- Preview available – In this case, the author or publisher has given permission for a limited number of pages to be viewable as a book “preview.”
- Google eBooks – The books found here may have full text but most are available for purchase.
- No preview available – Only basic information about a book is available.

Google Books has caused a great deal of controversy. A few years ago, Google® was sued by several publishers and authors in an effort to discontinue or change Google® Books. In November 2009, a preliminary settlement agreement was reached that will allow Google® to make many out-of-print books available for “preview, reading, and purchase in the U.S.” New options for reading “entire books” will be made available including: the option to purchase online access to books; institutional subscriptions to libraries and universities; and information on how to buy or borrow books from bookstores or libraries. See the Google® Books Settlement Agreement (http://www.googlebooksettlement.com/agreement.html) for more information.
Other features and types of searches:

- Google® Finance (http://www.google.com/finance)
- Google® Image Search (http://images.google.com/)
- Google® Earth (Maps) (http://earth.google.com/intl/en/)

Please consult ABOUT GOOGLE® (http://www.google.com/about.html) or MORE GOOGLE® PRODUCTS (http://www.google.com/intl/en/options/)