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TII

Cheat Sheet: Advanced Search Techniques

Find better online information, in less time, at less cost, with less risk™

The following is a list of the most useful search techniques and/or operators, gathered from a variety of sources, that are used by researchers and investigators to get the best results out of search engines, and can be used to enhance anyone's set of search skills. Many of these search techniques are effective with the majority of search engines found in use today across the internet; some may be specific to a search engine.

| BASIC SEARCHES | |
|---|---|
| money laundering | Search for results containing both the words "money" and "laundering" |
| money +laundering | Search for results containing both the words "money" and "laundering" |
| money AND laundering | Search for results containing both the words "money" and "laundering" |
| "money laundering" | Search for results containing the exact phrase "money laundering" |
| money OR laundering | Search for results containing either the word "money" or "laundering" |
| money laundering | Search for results containing either the word "money" or "laundering" |
| money -laundering | Search for results containing the word "money" but not "laundering" |
| money NOT laundering | Search for results containing the word "money" but not "laundering" |
| money-laundering | Search for results containing variations as a single word, a phrase, or hyphenated words |
| "money" laundering | Search for results containing the exact word "money" and word variations of "laundering," including laundering, launders, launderers, or money-launderers |
| "money * laundering" | Search for results containing the exact words "money" and "laundering" with up to four other words between (ex. "money was hidden by laundering," or "money by laundering") |
| what is, what are, how do I, or where can I | Search for results using a question format, usually for seeking answers to questions (ex. "what is money laundering," "how do I identify money laundering") |



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SYMBOLS & NUMBERS

| | |
|------------------------------|---|
| + - * / | Symbols for plus, minus, multiply, and divide; for basic arithmetic (ex. $1 + 2 - 3 * 4 / 5$) |
| % of | Symbols for determining the percentage of a number (ex. 35% of 100) |
| ^ ** | Symbols for mathematic exponentiation (ex. $2^4 = 16$, or $2^{**}4 = 16$) |
| # | Symbol used for hashtags (ex. #hashtag, or #hashtagsareuseful) |
| @ | Symbol used for social media account handles and email platforms (ex. @toddington or @david) |
| 1234..5678 | Symbols used to search for results from specific date ranges (ex. Toddington 2003..2008) |
| 12.34.567.89 | Symbols used to represent and search for an IP address (ex. 199.103.56.231) |
| (123) 456-7890 | Symbols used to represent and search for a telephone number; this will also search for 123-456-7890 formats; 123.456.7890 formats require a separate search |
| @49.2849956, -123.1112456 | Symbols used to represent exact and unique geographical locations on programs like Google Maps; the first set of numbers is latitude (+N-S), the second is longitude (+E-W) |

SEARCH RESTRICTORS

| | |
|------------------|--|
| allintext:xxxxx | Searches for multiple words in the text of a page (ex. allintext:facebook.com buy market) |
| intext:xxxxx | Searches for a single term in the text of a page (ex. intext:toddington) |
| allintitle:xxxxx | Searches for multiple words in the title of a page (ex. allintitle:how to search facebook) |
| intitle:xxxxx | Searches for a single term in the title of a page (ex. intitle:toddington) |
| cache:xxxxx | Searches for the cached file of a specific webpage (ex. cache:toddington.com) |
| define:xxxxx | Searches for the definition of xxxxx (ex. define:boolean) |
| filetype:xxxxx | Searches only for specific types of electronic file formats (ex. filetype:pdf) |
| doc:xxxxx | Searches for related text documents in Word format (ex. doc:toddington) |
| jpg:xxxxx | Searches for related image documents in .JPG image format (ex. jpg:toddington) |
| pdf:xxxxx | Searches for related electronic documents in Adobe format (ex. pdf:toddington) |
| ppt:xxxxx | Searches for related electronic documents in PowerPoint format (ex. ppt:toddington) |
| link:xxxxx | Searches only for pages with links to a specific URL (no longer works with Google) |
| related:xxxxx | Searches for pages related to the provided URL (ex. related:toddington.com) |
| site:xxxxx | Searches only within a specific website (ex. site:toddington.com "free resources") |
| stocks:xxxxx | Searches for information related to a specific stock (ex. stocks:AAPL) |



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| | |
|-----------------|--|
| time:xxxxx | Searches for the current time at a specified location (ex. time:vancouver) |
| weather:xxxxx | Searches for the current weather at a specified location (ex. weather:vancouver) |
| url:xxxxx | Searches for URL addresses containing a specific word (ex. url:google) |
| inurl:xxxxx | Searches for a word that appears in a URL (ex. toddington inurl:contact) |
| allinurl:xxxxx | Searches for multiple words that appear in a URL (ex. allinurl:toddington training) |
| after:xxxxx | Searches for results after a date (ex. after:2018, after:2018-02-01) |
| before:xxxxx | Searches for results before a date (ex. before:2021, before:2021-01-03) |
| author:xxxxx | Searches for messages from a specific author (ex. author:redherring) |
| group:xxxxx | Searches for messages within a specific newsgroup (ex. redherring group:rec.arts.videos) |
| insubject:xxxxx | Searches for messages related to a specific subject (ex. insubject:crazy ivan) |
| location:xxxxx | Search for news articles from a specific location (ex. location:Vancouver) |
| source:xxxxx | Search for news articles from a specific source (ex. source:Vancouver Sun) |

ESSENTIAL HOTKEYS FOR YOUR KEYBOARD

| | |
|------------------------|---|
| PRT SC or PRTSCR | Saves a copy of your computer screen to paste elsewhere (Windows) |
| ⌘+SHIFT+3 (SCREENSHOT) | Captures your entire computer screen & saves it as an image on your desktop (Mac) |
| ⌘+SHIFT+4 (SNIP) | Click/hold your cursor to select a portion of your screen to capture as an image (Mac) |
| CTRL/⌘+C (COPY) | Copies a selected image or highlighted text |
| CTRL/⌘+V (PASTE) | Repeats a copy of a copied image or highlighted text |
| CTRL/⌘+X (CUT) | Copies and cuts/removes a selected image, or highlighted text |
| CTRL/⌘+Z (UNDO) | Undoes the last action you just performed in copying, typing, formatting, or deleting |
| CTRL/⌘+Y (RE-DO) | Reverses your 'undo' action that was made in error |
| More Windows Keyboard | https://support.microsoft.com/en-ca/help/12445/windows-keyboard-shortcuts |
| Mac Keyboard Shortcuts | https://support.apple.com/en-ca/HT201236 |

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