

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 (i.e., "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 (i.e., "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 (i.e., $1 + 2 - 3 * 4 / 5$)
% of	Symbols for determining the percentage of a number (i.e., 35% of 100)
^ **	Symbols for mathematic exponentiation (i.e., $2^4 = 16$, or $2**4 = 16$)
#	Symbol used for hashtags (i.e., #hashtag, or #hashtagsareuseful)
@	Symbol used for messaging accounts and websites (i.e., @toddington, or @david)
1234..5678	Symbols used to search for results from specific date ranges (i.e., Toddington 2003..2008)
12.34.567.89	Symbols used to represent and search for an IP address (i.e., 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 (i.e., allintext:facebook.com buy market)
intext:xxxxx	Searches for a single term in the text of a page (i.e., intext:toddington)
allintitle:xxxxx	Searches for multiple words in the title of a page (i.e., allintitle:how to search facebook)
intitle:xxxxx	Searches for a single term in the title of a page (i.e., intitle:toddington)
cache:xxxxx	Searches for the cached file of a specific webpage (i.e., cache:toddington.com)
define:xxxxx	Searches for the definition of xxxxx (i.e., define:boolean)
filetype:xxxxx	Searches only for specific types of electronic file formats (i.e., filetype:pdf)
doc:xxxxx	Searches for related text documents in Word format (i.e., doc:toddington)
jpg:xxxxx	Searches for related image documents in JPG image format (i.e., jpg:toddington)
pdf:xxxxx	Searches for related electronic documents in Adobe format (i.e., pdf:toddington)
ppt:xxxxx	Searches for related electronic documents in PowerPoint format (i.e., 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 (i.e., related:toddington.com)
site:xxxxx	Searches only within a specific website (i.e., site:toddington.com "free resources")
stocks:xxxxx	Searches for information related to a specific stock (i.e., stocks:MSN)



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time:xxxxx	Searches for the current time at a specified location (i.e., time:vancouver)
weather:xxxxx	Searches for the current weather at a specified location (i.e., weather:vancouver)
url:xxxxx	Searches for URL addresses containing a specific word (i.e., url:google)
inurl:xxxxx	Searches for multiple words that appear a URL (i.e., toddington inurl:contact page)
allinurl:xxxxx	Searches for multiple words that appear in a URL (i.e., allinurl:toddington julie)
after:xxxxx	Searches for results after a date (i.e., after:2018, after:2018-02-01)
before:xxxxx	Searches for results before a date (i.e., before:2019, before:2019-01-03)
author:xxxxx	Searches for messages from a specific author (i.e., author:redherring)
group:xxxxx	Searches for messages within a specific newsgroup (i.e., redherring group:rec.arts.videos)
insubject:xxxxx	Searches for messages related to a specific subject (i.e., insubject:crazy ivan)
location:xxxxx	Search for news articles from a specific location (i.e., location:Vancouver)
source:xxxxx	Search for news articles from a specific source (i.e., source:Vancouver Sun)

ESSENTIAL HOTKEYS FOR YOUR KEYBOARD

PRT SC or PRTSCR	Keyboard key that saves a copy of your computer screen
CTRL+C	Keyboard key that copies a selected image or highlighted text
CTRL+V	Keyboard key that repeats a copy of a copied image or highlighted text
CTRL+X	Keyboard key that deletes a copy or original image, or highlighted text
CTRL+Z	Keyboard key that undoes an error you just made in copying, typing, or formatting
CTRL+Y	Keyboard key that undoes your deletion that you realized was actually correct
More Windows Keyboard Shortcuts	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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