

Lesson 1

# Advanced Search:

Researching with precision.

Simple tools and tips to help you get better results, faster.



## Course 1: Training Center Fundamentals

This course teaches skills every journalist needs for reporting in the digital age. You will learn a broad range of practical tools that you can use immediately.

# Lesson Overview

Find exactly what you're looking for.

Journalists for publications all over the world use Google Search every day but many aren't getting the most out of it.

By taking advantage of helpful features built right within Search, you'll get better results, faster. Instead of typing paragraph-long search queries that generate irrelevant results, you can narrow or refine your searches to find more of what you're actually looking for.

- 3 Search for this. Not that.
- 5 For better results, double up on modifiers.
- 6 Make it even easier with the Advanced Search tool.

For more lessons, visit:

[newsinitiative.withgoogle.com/training/course/fundamentals](https://newsinitiative.withgoogle.com/training/course/fundamentals)

## Card 1

# Search for this. Not that.

Sometimes finding the specific information you need means filtering out what isn't useful. Adding modifiers to your search is a powerful way to focus on just what you're looking for.



Hubble distant galaxies site:nasa.gov

All Images News Shopping Videos

About 13,500 results (0.54 seconds)

**Hubble Finds Distant Galaxy Through Cosmic Magnifying Glass**  
<https://www.nasa.gov/.../nasa-s-hubble-finds-extremely-distant-galaxy-through-cosmic-magnifying-glass>  
Oct 16, 2014 - Peering through a giant cosmic magnifying glass, the Hubble Space Telescope has discovered a galaxy that is so far away that its light has taken billions of years to reach Earth.

**Hubble Sees a Legion of Galaxies | NASA**  
[https://www.nasa.gov/image-feature/goddard/20160311\\_hubble\\_sees\\_a\\_legion\\_of\\_galaxies](https://www.nasa.gov/image-feature/goddard/20160311_hubble_sees_a_legion_of_galaxies)  
Mar 11, 2016 - Hubble Sees a Legion of Galaxies. The Hubble Space Telescope has discovered a vast field of galaxies, some of which are among the most distant ever seen.

Use **site:** to just search for keywords on the specific site you're interested in.

California education spending 2017 filetype:xls

All News Images Videos Shopping More

About 1,470 results (0.67 seconds)

**[XLS] Nonclassroom-Based Funding Determination**  
[www.cde.ca.gov/sp/cs/as/documents/fdf201617.xls](http://www.cde.ca.gov/sp/cs/as/documents/fdf201617.xls)  
A continuing NCB charter school must file by February 1, 2017. A NCB charter school must be approved in advance ...

**[XLS] Export to Excel - Legislative Analyst's Office**  
[www.lao.ca.gov/Recommendations?Year=2015&Export=True](http://www.lao.ca.gov/Recommendations?Year=2015&Export=True)  
<td> Adopt budget bill language and supplemental reporting language for the headquarters complex for the California Military Department ... </td> Bureau of Private Postsecondary Education</td> ... the 2017-18 legislative outcomes to reassess ongoing ...

Use **filetype:** to just look for specific types of files like a .pdf or .xls file.

California education spending 2017 -private

All News Images Videos Shopping

About 2,950,000 results (0.58 seconds)

### CA Funds Student Illegals, Cuts Middle-Class

[dailycaller.com/2017/.../jerry-brown-funds-student-illegal](http://dailycaller.com/2017/.../jerry-brown-funds-student-illegal)  
Feb 22, 2017 - California Governor Jerry Brown won't touch state expenses — but spending on scholarships for illegals will corner Budget detailed Brown's intention of ...

### How does California rank in per-pupil spending

<https://edsources.org/2017/how-does-california-rank-in-per-pupil-spending>  
Feb 28, 2017 - The California Budget and Policy Center, a Sacramento 2017 brief "California's Support for K-12 Education Is ...

Use the - symbol to eliminate results of related words you may not be interested in.

nasa + climate change

All News Videos Images Books More Settings

About 390,000 results (0.39 seconds)



'Critical' NASA Climate Missions Targeted in Budget Cuts  
Climate Central - Mar 31, 2017  
Those missions are aimed not only at helping scientists learn more about key parts of the climate system and how global warming is changing ...



Despite Debate, Estimates of Humanity's Impact on Climate Change  
Tierra - Apr 18, 2017  
Climate change contrarians have used many arguments to cast doubt ... Gavin Schmidt, a NASA climate scientist not involved in the study, said ...  
Climate change impacting the faculties of citizens, global leaders?  
Blog - Tierra Bus (blog) - Apr 18, 2017  
[View all](#)



NASA Images Reveal Huge New Crack on Greenland's Petermann ...  
Caza News- Apr 18, 2017  
Researchers chart changes in the thickness of sea ice, ice sheets and glaciers, as well as looking at how the Earth's poles respond to climate ...  
NASA just snapped the first photos of a mysterious crack in one of ...  
Highly Cited - Cuervoni News - Apr 15, 2017  
[View all](#)

Use the + symbol to only surface combined search results.

## Card 2

# For better results, double up on modifiers.

To make your searches even more relevant, try combining search modifiers.



California education spending 2017 filetype:xls -private

About 125 results (0.55 seconds)

- [xls]** Nonclassroom-Based Funding Determinations - C  
[www.cde.ca.gov/sp/cs/as/documents/dfd201617.xls](http://www.cde.ca.gov/sp/cs/as/documents/dfd201617.xls)  
A continuing NCB charter school must file by February 1, 2017. A funding NCB charter school must be approved in advance ...
- [xls]** Current Expense Per ADA for 2015-16 - California  
[www.cde.ca.gov/ds/fd/ec/documents/currentexpense1516.xls](http://www.cde.ca.gov/ds/fd/ec/documents/currentexpense1516.xls)  
3, As of January 9, 2017. 4, Address e-mail questions to sacsinfo@cde.ca.gov  
CO = County Code. 6, LEA = Local educational agency.
- [xls]** Sample MPP Calculation (xls) - Sonoma County C  
<https://www.scoe.org/files/sample-mpp-calculation.xls>  
64, Minimum State Aid Funding per ADA, District, Charter ... 113, A-26, C, Intensive Instruction ..... 33, 2017-18, 3 yr rolling avg.
- [xls]** elsec06t - Census.gov  
<https://www2.census.gov/aovs/school/elsec06t.xls>

You can use any combination of site:, filetype: and “-” modifiers at the same time.

Search for file types such as Excel spreadsheets by typing in filetype:xls. To eliminate certain terms from your search, use the “-” sign.

### Card 3

## Make it even easier with the Advanced Search tool.

Too hard to remember all these refinements? No problem. For more tips, go to [google.com/insidesearch](http://google.com/insidesearch). Or, try out the self-paced courses in advanced techniques at [powersearchingwithgoogle.com](http://powersearchingwithgoogle.com)

Also, check out the Advanced Search tool to get more detailed results.



For the Advanced Search tool, go to the settings option at [google.com](http://google.com) and selecting Advanced Search.

Google Search

I'm Feeling Lucky

Search settings

**Advanced search**

History

Search Help

Send feedback

Privacy Terms Settings

Find pages with...

all these words:

this exact word or phrase:

any of these words:

none of these words:

numbers ranging from:  to

Then narrow your results by...

language:

region:

last update:

site or domain:

terms appearing:

SafeSearch:

file type:

usage rights:


Advanced Search

Its cheat sheet of search refinements is a good refresher and saves time.

# Congratulations!

You completed “Advanced Search: Researching with precision.”

If you want to learn more tools that will help you research, report and distribute your stories, go to the Training Center website for the next lesson in the Fundamentals Course:



7 min estimated time

## Reverse Image Search: Verifying photos.

Find photographs and uncover their backstories.