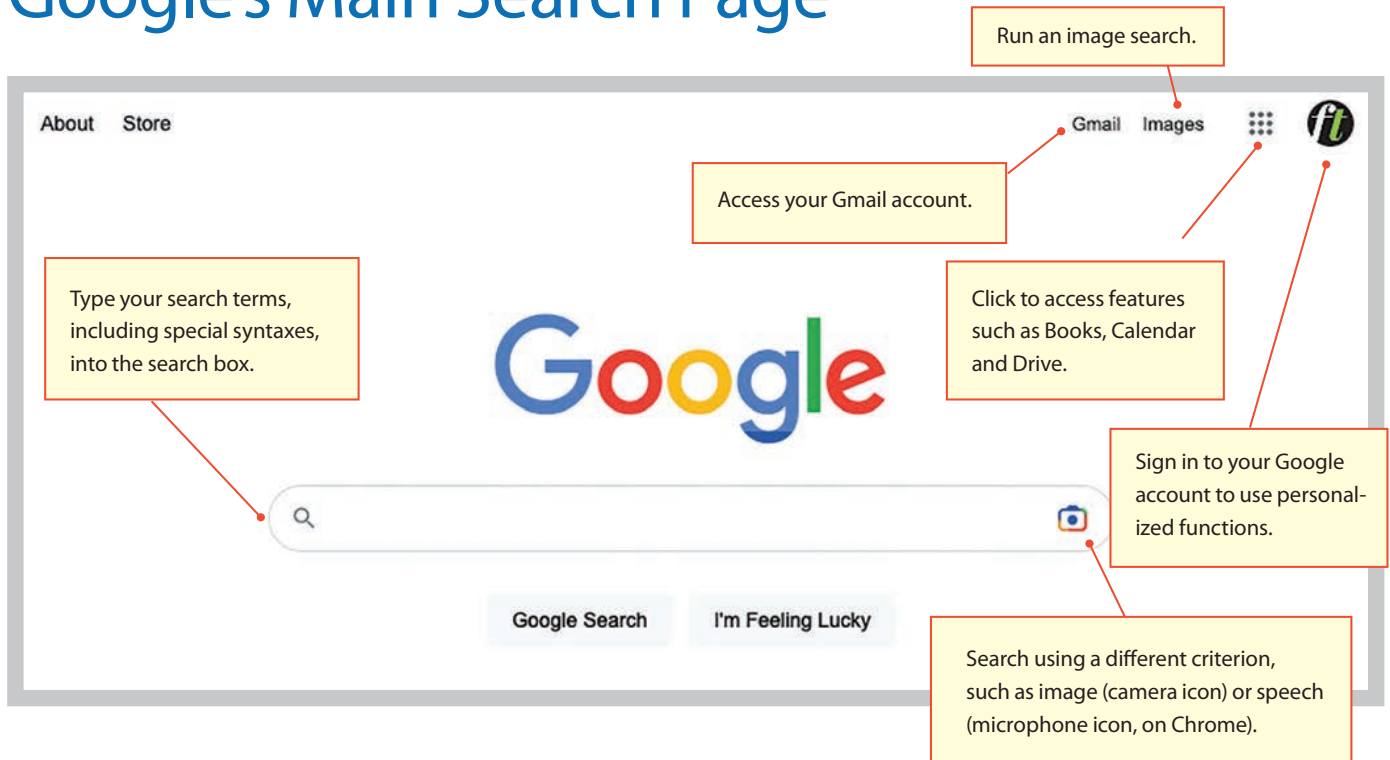


Google's Main Search Page



GOOGLE SEARCH TIPS

- 1 Save time.** Type search terms into your web browser's URL field, instead of going to Google's home page. Most major browsers use Google by default, and will treat any text that isn't a URL as a search term.
- 2 Disregard punctuation.** Google ignores symbols that aren't part of search operators, such as ?, !, ,, %, ^, *, (,), [,], \ when searching, so feel free to leave them off.
- 3 Disregard capitalization.** No need to capitalize names of people and places. Except for the *OR* search operator, capitalization doesn't matter when searching.
- 4 Don't stress spelling.** Google automatically uses the most-common spelling of a word, even if you spell it incorrectly. If you do want to search on a misspelling, add quotation marks around the word or take Google's suggestion to "Search instead for [misspelling]."
- 5 Put the most important search terms first.** Google gives greater weight to earlier search terms.
- 6 Go Advanced.** Skip search operators by using Google's Advanced search <www.google.com/advanced_search>, which includes options that approximate search operators.
- 7 Automate searches.** Once you have an effective search query, set a Google Alert to be automatically notified of new matches. Log into your Google account and visit <www.google.com/alerts>. Enter your query and click Show Options to choose the type of results you want (everything, news, books, etc.), how often you want to be notified, and the email address where you want to receive notifications. Click Create Alert.
- 8 Use Google Chrome.** Google once created add-ons for browsers like Safari and Firefox, but only supports its own Chrome browser. Doing so has its benefits: cross-web access to your Google account, instant closed-captioning, access to various browser extensions, and more.

GOOGLE SEARCH OPERATORS

Search operators are words or symbols you can include with a Google search to help narrow your results. If you don't want to worry about search operators, use Google's Advanced Search <www.google.com/advanced_search>, which offers a search form that offers "exact word or phrase," "none of these words" and other fields that function like search operators.

OPERATOR		USE WHEN ...	HOW TO USE	SEARCH EXAMPLE	CAVEATS
quotation marks	""	a word or phrase must be included on web pages matching your search.	Surround the word or phrase that must be included with quotation marks.	<i>"American" "migration" "routes" "genealogy" or "American migration routes"</i>	Searching for a name in quotation marks will miss variants: <i>"John Smith"</i> won't find Smith, John or John R. Smith. Run multiple searches or use the OR operator (below) to overcome this.
minus sign	-	you want to eliminate pages containing certain words—for instance, if you're looking for an ancestor who lived in Massachusetts, but Google keeps returning results about a same-named person in Michigan.	Place the - in front of the word, words or exact phrase you don't want included.	<i>Michigan: Hannah Crawford -Michigan or Michigan: Hannah Crawford -"Dearborn Michigan"</i>	A minus sign search could eliminate useful web pages, e.g., a listing of Hannah Crawford along with her neighbor, who's listed as being born in Michigan.
asterisk	*	you're not sure of a middle name or word within a phrase, such as a book title.	Use an asterisk in place of each missing word.	<i>"Genealogy and Family History of the Wyoming and * Valleys, Pennsylvania" or William * Wigglesworth</i>	A search could return an overwhelming number of results, so supply as many known words as possible.
OR or pipe character	OR	the web pages you want to find could include one of several words, such as variants of a name.	Place OR or between the words or exact phrases that should appear on matching pages.	<i>John Smith OR Smythe Cincinnati or "John Smith" OR "Smith John" OR "John R Smith" OR "John Reginald Smith"</i>	The OR operator must be capitalized or Google will treat it as the "stop word" <i>or</i> , which is ignored in searching.
two points of ellipsis	..	you want to search on a range of years (e.g., if you're not sure when an ancestor was married).	Use between the two numbers at each end of the range.	<i>John Smith 1874..1878</i>	A broad year range could return an overwhelming number of results.

Google Quick Links

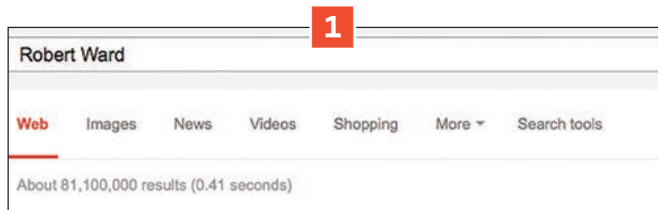
- **Account Settings** <myaccount.google.com>
- **Advanced Search** <www.google.com/advanced_search>
- **Alerts** <www.google.com/alerts>
- **Book Search** <books.google.com>
- **Calendar** <www.google.com/calendar>
- **Chat** (formerly Hangouts) <mail.google.com/chat>
- **Chrome** <www.google.com/chrome>
- **Drive** <drive.google.com>
- **Earth** <earth.google.com/web>
- **Gmail** <mail.google.com>
- **Help** <support.google.com>
- **Image Search** <images.google.com>
- **Maps** <www.google.com/maps>
- **News Archive Search** <news.google.com/newspapers>
- **Patent Search** <patents.google.com>
- **Photos** <photos.google.com>
- **Play Store** <play.google.com>
- **Products** <about.google/products>
- **Translate** <translate.google.com>
- **Voice** <google.com/voice>

GOOGLE SEARCH SYNTAXES

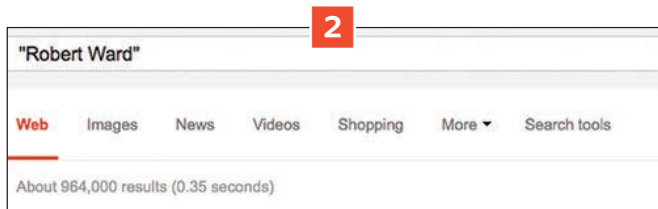
Including a search syntax with your search tells Google you want to find only certain types of results, or results on only certain types of web pages. Below are syntaxes especially useful for genealogy research, along with situations in which you might use each syntax and sample searches.

SYNTAX	WHAT IT DOES	USE WHEN ...	SEARCH EXAMPLE	CAVEATS
cache:	look for content in relocated or obsolete web pages at their old URLs	you can't find ancestral information that you know used to be on a website, or the site is down.	<i>harriet railey cache:www. myfavoritegenealogy- site.com</i>	Webmasters can use coding to keep Google from making a cache, or the last cached version of a site might be older than what you need.
filetype:	limit your search to PDF, JPG, DOC or other file formats	you want to find a photo (JPG file), PDF or other type of file about an ancestor.	<i>harriet railey filetype:pdf</i>	
info:	find information about a URL, such as cached versions, similar pages, or pages that link to it	a URL isn't working or you want to find more pages like the one you're on.	<i>info:cyndislist.com</i>	This code was technically retired in 2017, but may still return useful (if somewhat outdated) results.
intitle:	find sites with a specific word or phrase in the title bar (the website name, located at the top of your web browser)	you want to find genealogy websites about a particular family.	<i>railey intitle:genealogy</i>	Website titles with useful information won't always include a surname or the word <i>genealogy</i> , and so may be excluded from these searches.
inurl:	search for sites with a word or phrase in the URL	you want to find genealogy websites about a particular surname or place.	<i>railey inurl:genealogy</i>	URLs of useful websites won't always include a surname or the word <i>genealogy</i> .
map:	limit your search results to maps of a location	when researching a place name, especially if a word in it has multiple meanings.	<i>map:cork</i>	
related:	find sites that are similar to a URL you already know.	you've found a page with information relevant to your search, and you want to find other pages like it.	<i>related:sites.rootsweb.com/~quakers/</i>	
site:	search within a specific website or domain type, such as .gov or .edu	you want to find a term anywhere on the pages of a website, such as RootsWeb, USGenWeb or any site whose built-in search you find hard to use. Also good for limiting your search to government (.gov) or university (.edu) websites.	<i>"harriet railey" site:sites.rootsweb.com railey family site:edu</i>	This search may not find words within databases on a website.

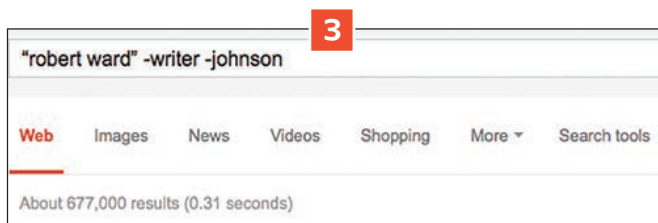
Case Study: Search Strategy for Genealogy



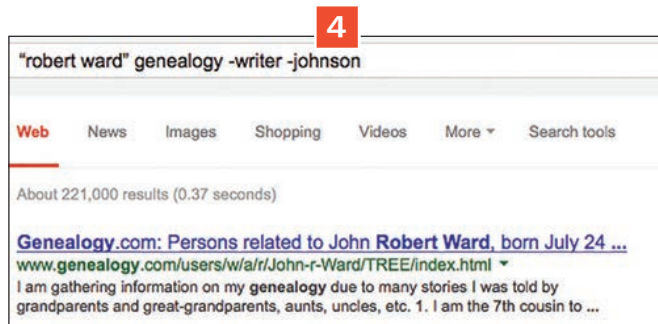
Start basic, with a broad search for a relative's name: *Robert Ward*



You'll discover this is a common name, and *ward* has other uses (such as a voting ward). Use quotation marks to limit results to pages where the words appear side by side: *"robert ward"*.



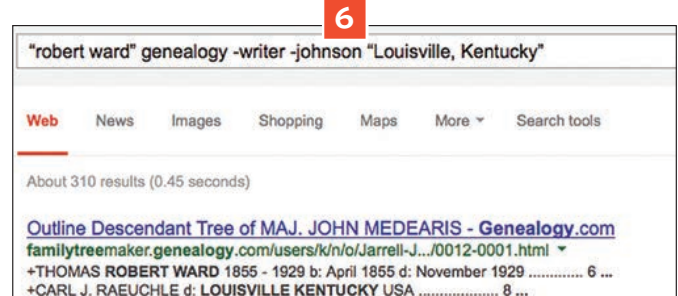
Hits might include others of that name, such as Sen. Robert Ward Johnson and the author Robert Ward. Exclude those words from your search: *"robert ward" -writer -johnson*.



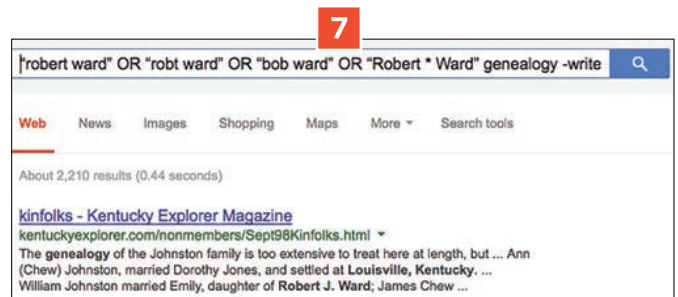
Bring family history-related results to the top by adding the keyword *genealogy*: *"robert ward" genealogy -writer -johnson*.



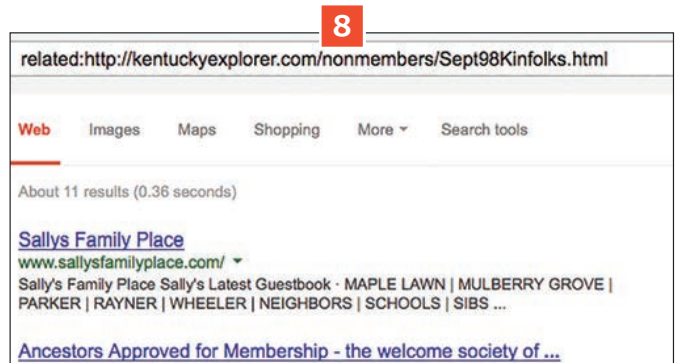
Places an ancestor lived can help narrow results. Insert Robert Ward's state, county and/or city: *"robert ward" genealogy -writer -johnson Louisville, Kentucky*.



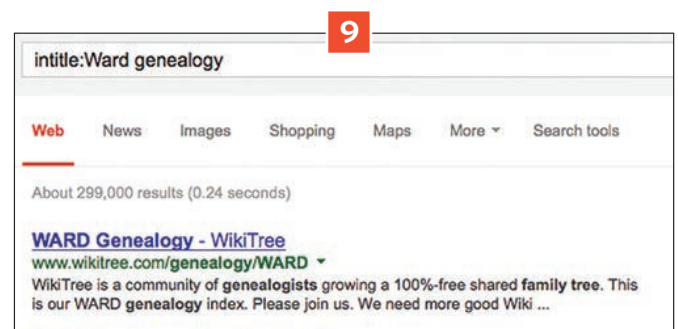
Narrow the results further by putting the city and state in quotation marks: *"robert ward" genealogy -writer -johnson "Louisville, Kentucky"*



To also find nicknames and name variants, use OR: *"robert ward" OR "robt ward" OR "bob ward" OR "Robert * Ward" genealogy -writer -johnson "Louisville, Kentucky"*.



If a website is helpful, look for similar sites using the related syntax search: *related:[insert URL of the helpful website]*.



Look for websites about family surnames with the intitle and inurl syntaxes: *intitle:Ward genealogy* and *inurl:Ward genealogy*. Also try substituting *family* and *family history* for *genealogy*.

ALTERNATE GOOGLE SEARCHES

BOOKS

<books.google.com>

Google Books lets you search 40 billion books and journals published around the world. If a book's copyright has expired or the publisher allows it, you can view and save the entire book to your computer. Otherwise, you can read only a snippet (or nothing at all).

Search Tips

- 1 Start with the Advanced Book Search (shown at right) <books.google.com/advanced_book_search>. Type a person's name or last name in the Exact Phrase box, and type *genealogy* OR *family* OR *history* in the Title box.
- 2 Try running three separate searches with the name in the Exact Phrase box, plus *genealogy* or *family* or *history* in the Subject box (you can't use OR in the Subject box).
- 3 Add a year range to the "all of the words" box to narrow your search. To find an occurrence of any number within a range, use the points of ellipsis operator: 1823..1833.
- 4 To find a relative in county histories, search for the name in the exact phrase box or the "all of the words" box, plus the name of the county as a title word or subject. If the person's last name is uncommon, try just the last name plus a town or county name.
- 5 If Google doesn't give access to the book pages you need, you can buy the book, request it on interlibrary loan, or ask a holding library for copies of the pages. Search WorldCat <www.worldcat.org> to find copies of the book in libraries.

IMAGES

<images.google.com>

Search for images related to ancestral families and places. Note that this search finds images with your search terms in the file name and/or on the same web page, which can produce irrelevant results.

Search Tips

- 1 Type your search words and hit Enter. Use the same search techniques as for any Google search. In addition to relatives' names, search for your ancestral colony, city or village. Adding *genealogy* or *history* to your search helps find old images.
- 2 Click a matching image to open a larger view, with a link the web page it's on.
- 3 If you can't locate your search terms on the linked page, use the browser's Find function (in the Edit menu, or hit control-F or command-F).
- 4 You can search for similar photos or information about a photo. On the Google Images home page, click the camera in the search box. Then enter the URL of the image, drag the file into the search box, or upload the file. Results show you web pages with that image, as well as similar images.

The screenshot shows the Google Books Advanced Book Search interface. It features a search bar at the top with a dropdown menu for 'Find results' (options: with all of the words, with the exact phrase, with at least one of the words, without the words). Below the search bar are several filter sections: 'Search' (radio buttons for All books, Limited preview and full view, Full view only, Google eBooks only), 'Content' (radio buttons for All content, Books, Magazines, Newspapers), 'Language' (Return pages written in: any language), 'Title' (Return books with the title: e.g. Books and Culture), 'Author' (Return books written by: e.g. Hamilton Mabie or "Hamilton Wright Mabie"), 'Publisher' (Return books published by: e.g. O'Reilly), 'Subject' (Return books on subject: e.g. Medieval History or "Medieval History"), 'Publication Date' (radio buttons for Return content published anytime, Return content published between: e.g. 1999 and 2000, or Jan 1999 and Dec 2000), 'ISBN' (Return books with the ISBN: e.g. 0060930314), and 'ISSN' (Return serials with the ISSN: e.g. 0161-7370).

Google Books advanced search form

The screenshot shows the Google News page for newspapers. It features a search bar at the top with a dropdown menu for 'Search Archive' and 'Search the Web'. Below the search bar is a list of newspaper titles under the heading 'All Newspapers'. The titles are arranged in a grid and include: A Propos (164 issues, Sep 16, 1973 - Aug 17, 1974), A'tome (23 issues, Feb 14, 1974 - Dec 19, 1974), L'Abeille (752 issues, Sep 4, 1827 - Dec 31, 1830), L'Abeille de la Nouvelle-Orleans (275 issues, Dec 31, 1862 - Dec 31, 1870), L'Acadieu de la Nouvelle-Orleans (14,981 issues, Jan 1, 1846 - Dec 28, 1929), The Aberdeen Times (363 issues, Nov 28, 1968 - Apr 15, 2009), Acadian Recorder (128 issues, Nov 18, 1854 - Dec 28, 1861), L'Acadien (922 issues, Dec 31, 1819 - Aug 13, 1929), L'Action (23 issues, Jan 3, 1963 - Feb 28, 1963), L'Action Conservatrice (2 issues, Jun 21, 1935 - Oct 11, 1935), L'Action des Deux Montagnes (70 issues, Oct 4, 1962 - Aug 25, 1965), L'Action Libérale (345 issues, May 3, 1888 - Sep 26, 1931), L'Action Québec (534 issues, Nov 1, 1971 - Sep 8, 1973), L'Action Sociale (1,333 issues, May 1, 1903 - Dec 30, 1915), The Acton Free Press (65 issues, Sep 6, 1894 - Dec 25, 1895), Adams County News (The Adams County Record), and The Advertiser.

Google News page, showing a list of newspaper titles in the collection

NEWS ARCHIVE

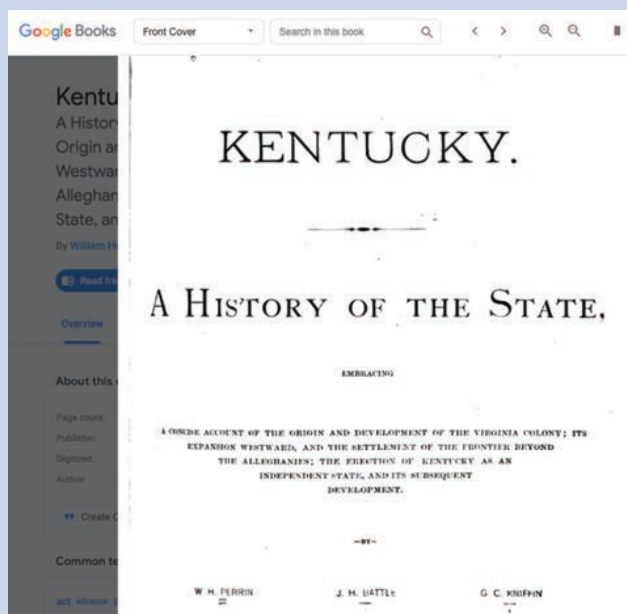
<news.google.com/newspapers>

The News Archive covers newspapers back to 1738, digitized by Google and other parties. The database no longer supports keyword searches; the "Search Archive" button generates a site: search instead. You'll have to browse papers by date, then use your web browser's Find function to find keywords of interest.

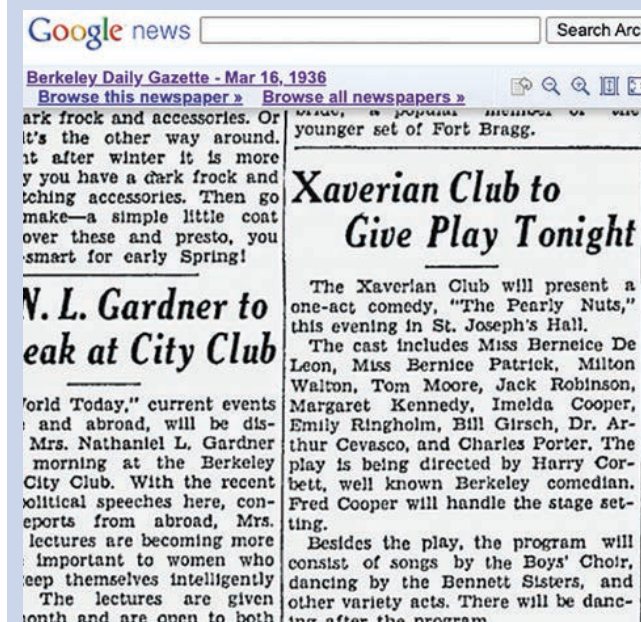
GOOGLE REFERENCE TOOLS

Google incorporates syntaxes that let you instantly look up useful facts and figures, making it a mega-reference tool as well as a search engine. Reference options that genealogists find especially useful include:

Tool	Use when ...	How to use it
area code lookup	you want to find out from his or her phone number roughly where a potential cousin lives.	Type the area code in the Google search box.
calculator	you want to calculate ages, conference hotel rates, etc.	Type the calculation in the search box, using * to multiply and \ to divide. Examples: 1879-43 or \$200 * 3.
currency converter	you want to know how much that British record will cost.	Type the amount and the currency you want it converted to, such as <i>10 british pounds in us dollars</i> or <i>10 gbp in usd</i> .
dictionary	you need to quickly look up unfamiliar genealogy terms.	Type <i>define:</i> plus the unfamiliar word, as in <i>define:intestate</i> .
local information	you're looking for details on location, population, current weather, etc., for ancestral towns.	Type a place, such as <i>Lebanon, Ohio</i> , into the search box.
time	you want to see what time it is where Aunt Betty lives before you call.	Type the place name and <i>time: Boise</i> . Just <i>time</i> gives your local time.
unit converter	you need to convert metric measurements, land area, etc.	Type the measurement and the units you want it converted to, as in <i>72000 sq ft in acres</i> .
weather	you want to figure out what to pack for a conference.	Type the place and <i>weather:San Antonio</i> .



SAMPLE CITATION: Book Found at Google Books
Perrin, William Henry, J. H. Battle, and G. C. Kniffin, *Kentucky: A History of the State, Embracing a Concise Account ...*, 7th Edition (Chicago: F.A. Battey and Company, 1887), 849; digital images, Google Books (http://books.google.com/books?id=0dc_AAAAYAAJ; accessed 19 March 2023).



SAMPLE CITATION: Newspaper Article Found at Google News Archive
"Xaverian Club to Give Play Tonight," *Berkeley Daily Gazette* (California), 16 March 1936, p. 6, col. 2; digital images, *Google News Archive* (<http://news.google.com/newspapers>; accessed 16 March 2023).

GOOGLE TRANSLATE

Google Translate <translate.google.com> helps you research the records of your ancestral homeland by translating text in 130 languages from records, books, websites, and even entire documents. You also can use it to translate research requests that you're writing to overseas archives. Keep in mind that the translation you get may be somewhat rough.

The screenshot shows the Google Translate interface. Callout boxes point to the following features:

- Select what medium you would like to translate.** Points to the 'Text', 'Images', 'Documents', and 'Websites' buttons.
- Specify the translate from and to languages.** Points to the language selection dropdowns.
- Hover over a word or phrase in the translated text to see alternate suggestions.** Points to the English translation text.
- Clear the windows to enter new text.** Points to the 'X' icon in the input window.
- Speak your input text.** Points to the microphone icon.
- Hear the text pronounced.** Points to the speaker icon.
- See characters from this language's alphabet.** Points to the character count '140 / 5,000'.
- Rate and provide feedback on the quality of the translation.** Points to the 'Send feedback' link.

TRANSLATE A PHRASE OR PASSAGE

Type or paste text to be translated in the left (input) box. Google will auto-detect the language, or you can specify it. The text will be translated in the right (output) box.

QUICKLY TRANSLATE WEB PAGES

Copy a URL into Google Translate, and the tool will generate a new version of that page in your desired language.

If you're using Google Chrome, you can ask the browser to automatically translate web pages into your language (say, English). From your browser settings, click Languages. You can

add a language that Chrome will attempt to show content in when possible. Then, under Google Translate, you can toggle a feature that automatically translates from specific languages to your target language.

TRANSLATE A DOCUMENT OR IMAGE

Go to <translate.google.com> and click the Images or Documents link above the input window. You can submit your file as a JPG, PNG, PDF, TXT, DOCX, PPTX, XLSX or RTF. Alternatively, you can drag your file into the browser window. Note that this may not work for handwritten documents or those in hard-to-read typefaces, such as German Gothic.



Google's translations aren't perfect. To test a translation, copy it from the output window, paste it in the input window, have Google translate it back to the original language, then compare it with the original text. This also works for letters or email messages you're trying to write in another language.

TRANSLATE ON THE GO

The Google Translate mobile app for iPhone and Android lets you translate text between 130 languages, hear translations spoken aloud, save translations and sync them across devices, view dictionary results for words and phrases, and translate handwritten and typed copy in photos.

MORE GOOGLE TOOLS

TOOL	DESCRIPTION	FEATURES AND TIPS
Drive www.google.com/drive	file-management and -storage system with a library of web-based, cloud-based publishing tools: a word-processor (Docs), a presentation-builder (Slides), and a spreadsheet-builder (Sheets)	<ul style="list-style-type: none"> ● Save money on the standard Microsoft Office suite by using this free tool. Free accounts have access to 15GB of storage, shared across other Google apps like Gmail and Photos. ● Invite other users to collaborate on documents, such as research logs, family history narratives, photo slideshows or spreadsheet-based family trees. ● Take your work offline by downloading files to your desktop in their respective file formats (DOCX, XLSX, etc.) or using the tools on mobile devices.
Earth www.google.com/earth	a free web plug-in for Windows and Mac that lets you “fly” to specific locations to view geographic data	<ul style="list-style-type: none"> ● You can mark ancestral addresses and overlay them with historical maps to pinpoint the location and see what else used to be there. ● Download the desktop app for even more features.
Maps maps.google.com	virtual atlas for pinpointing and viewing key ancestral locations, as well as seeing what’s nearby	<ul style="list-style-type: none"> ● Enter an address to get a zoomable road map. Click the Layers button to toggle additional views, such as a satellite view of the neighborhood today. ● If an area is covered by Street View, take a photographic tour by clicking the small person icon under the zoom buttons. This takes you to a road-level image with arrows you can click to move forward, backward and turn around, just as if you were moving down the street. ● Identify nearby repositories with the integrated Local Search. When you map a town, add keywords such as <i>library</i>, <i>archive</i> or <i>courthouse</i> to your search. Google will list the nearest research repositories and plot them on the map.
Photos photos.google.com	photo-storage and -organization tool, with labeling functionality and basic photo-editing	<ul style="list-style-type: none"> ● The tool sorts digital images chronologically. But you can easily rename and move images, organize them into albums, and add descriptions. A facial-recognition feature helps you identify who’s in a photo. ● Sync your mobile device to automatically upload images. ● Basic photo-editing features include cropping and adding filters. ● As of 2021, all images and videos you upload to Photos count toward your Google Drive storage limit. You can reduce the size of your media by using the Storage saver setting, or purchase more storage space at one.google.com/storage.

4 Google Tools for Organizing Research

Let these Google tools serve as your virtual administrative assistants. You’ll need a free Google account to use them.

1 Bookmarks: When you’re using Chrome and logged in to your Google account, bookmark a genealogy website you want to revisit. You’ll be able to access it from Chrome on other devices.

2 Calendar: Keep your personal datebook or go a step further by creating community calendars for your family, genealogical society, or reunion committee.

3 Gmail: An email address that never changes is useful for family history correspondence. Gmail is often praised for its sorting and searching features, and its spam filter.

4 Play Store: Research on the go using your Android-based smartphone or tablet. The Google Play Store offers scores of apps that have genealogy functions. Several family tree-viewing apps are available, as well as apps for genealogy software and websites such as Find A Grave, Ancestry.com, BillionGraves, MyHeritage and WorldCat. Many research libraries also have apps for searching their catalogs.