



15 GAME-CHANGING GOOGLE TIPS



Most people rely on Google to find what they need each day. You probably do too. And, if you’re like most of us, and you search on Google many times a day, you may be spending more time browsing than you need to.

With just a few helpful tips, you and your employees can increase productivity while still finding what you need online each day. We’ve come up with some great “game changing” Google Search Tips. See below!

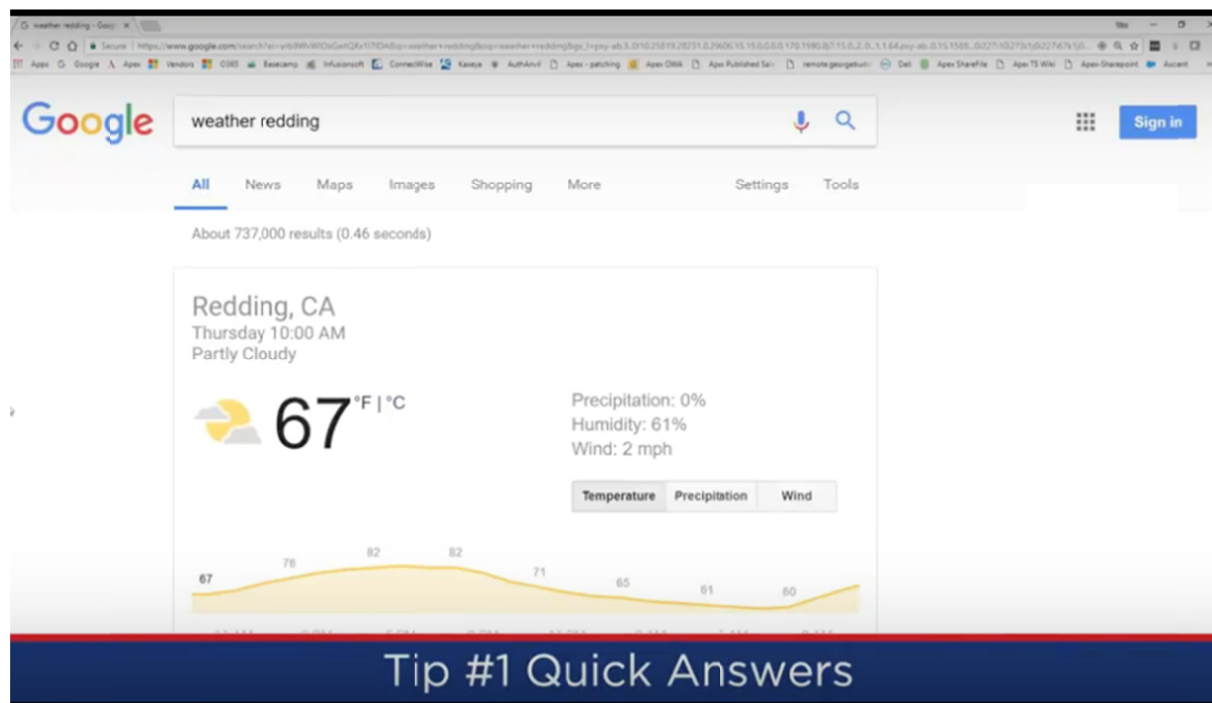
Note: These tips will work in any web browser, not just Google Chrome. Also, don’t worry about your spelling, using caps, or writing out the entire search name. Google Search is usually smart enough to figure out what you’re trying to find.

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1. Quick Answers

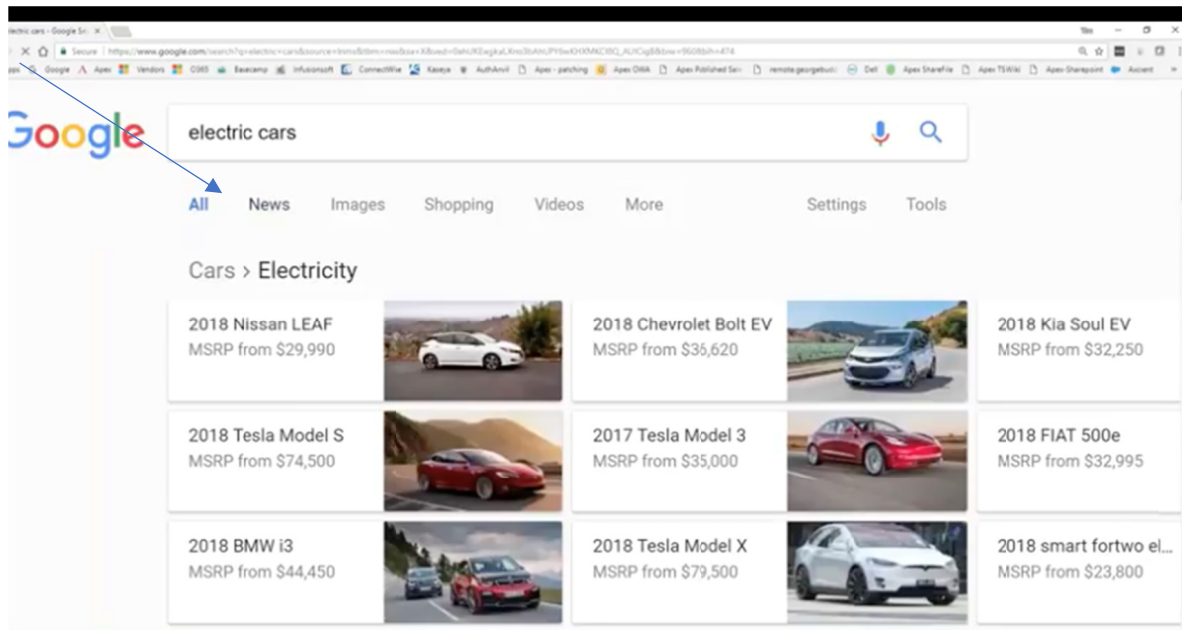
Want to know what the weather will be like today? Simply type in “weather” redding (Redding, California), and Google will tell you if you need to bring an umbrella with you.



Let's say you want a definition for the word ransomware. You guessed it. Just type it in “define ransomware” and Google will pull up a dictionary and your answer will appear. If you want to hear how it's pronounced, just click the little sound symbol.

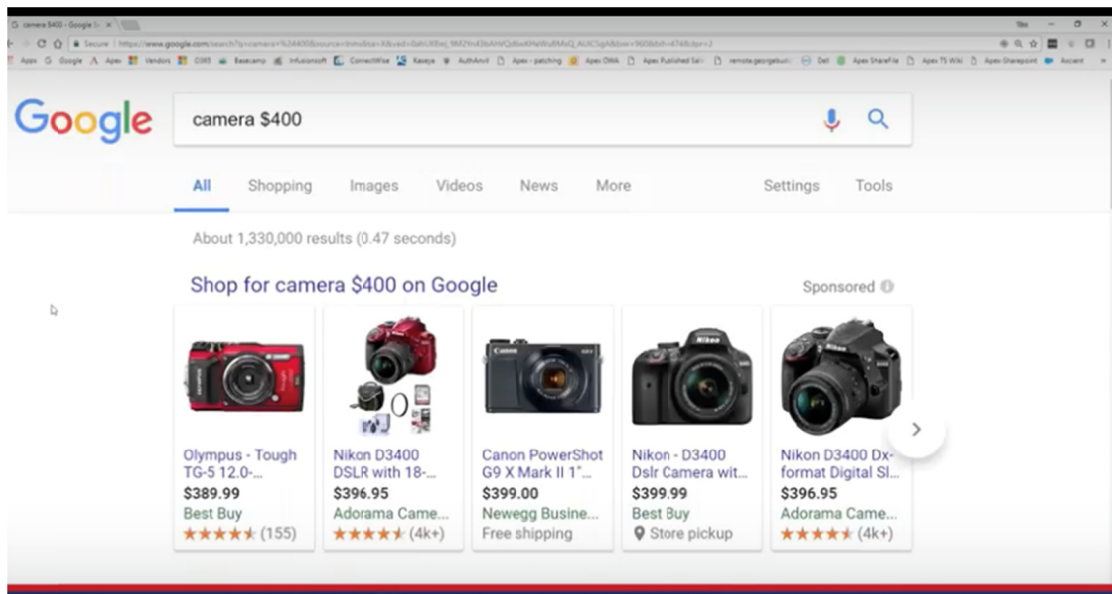
2. How To Use Tabs

Whenever you do a search you'll see tabs at the top of the page under results. These will provide you additional information about your search topic such as news, images, shopping, videos and more. You can get a plethora of information right from the results page. Google's very good at providing what you need very quickly.

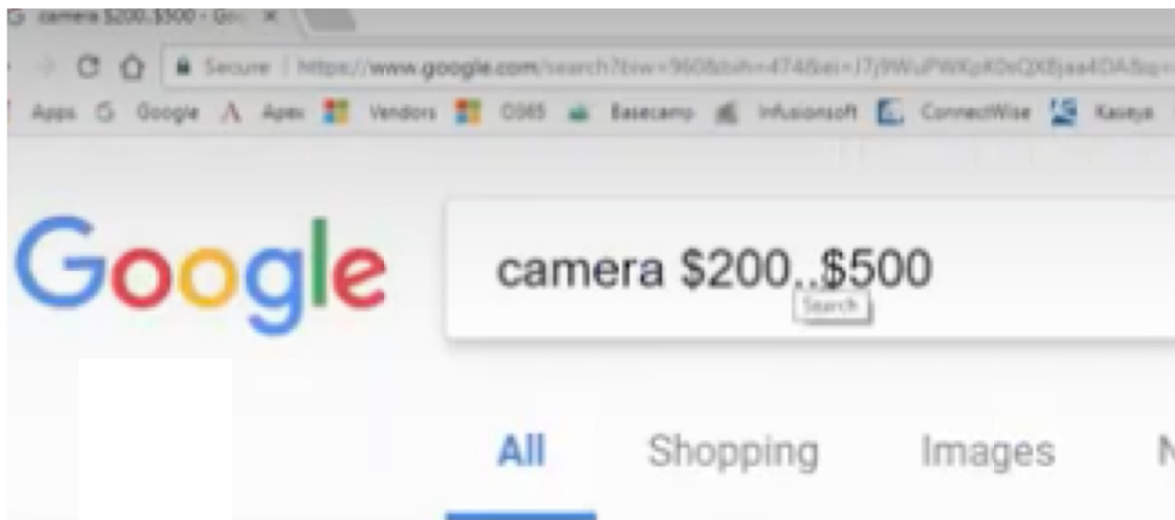


3. Search Separators

Google lets you get very specific with your searches. For example, if you want to buy a new camera, but you only want to spend \$400, just type in – camera \$400 – and voila! Google limits your search parameters and presents you with specific options.



You can also ask for a range of camera prices. For example, type \$200 .. \$500 and Google will come up with cameras from \$200 to \$500 in price. (The dot dot is the key to doing this.)



If you type in a word that has two meanings like jaguar (the animal vs. the car) you may need to help Google. If you want to know the speed of a jaguar (the animal not the car) key in "jaguar speed animal" and Google will know right away that you're looking for the speed a jaguar can run.



jaguar speed animal



All

Shopping

Images

Videos

News

More

Settings

Tools

About 9,200,000 results (0.98 seconds)

80kph

Jaguar Facts

Kingdom: Five groups that classify all living things

Animalia

Top Speed: The fastest recorded speed of the animal

80kph (50mph)

Diet: What kind of foods the animal eats

Carnivore

Prey: The food that the animal gains energy from

Deer, Capybara, Tapir

Predators: Other animals that hunt and eat the animal

Human

35 more rows

[Jaguar \(Panthera Onca\) - Animals - A-Z Animals](https://a-z-animals.com/animals/jaguar/)

<https://a-z-animals.com/animals/jaguar/>

About this result Feedback

If you want to find an exact answer for your search, such as – the world’s tallest building – put quotes around your search. This tells Google that you only want to know about that one specific building and not others.

World > Buildir



Burj Khalifa
2,717'

If you type the word OR in your search, Google will search for more than one item. For example, you may want to search for a “red OR black Tesla” and here’s what Google will come up with:

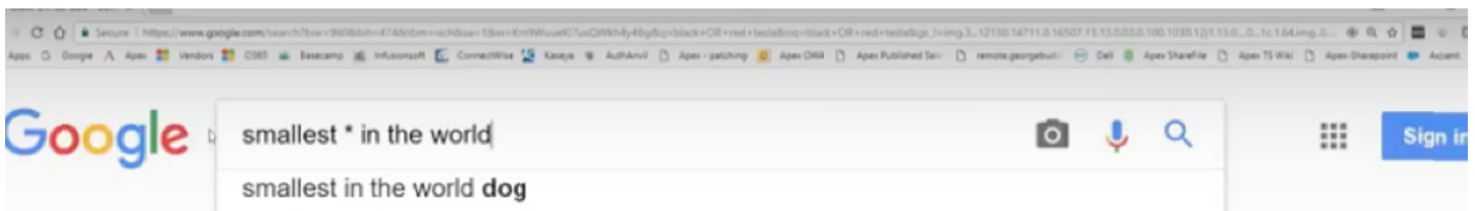
Images for black or red tesla



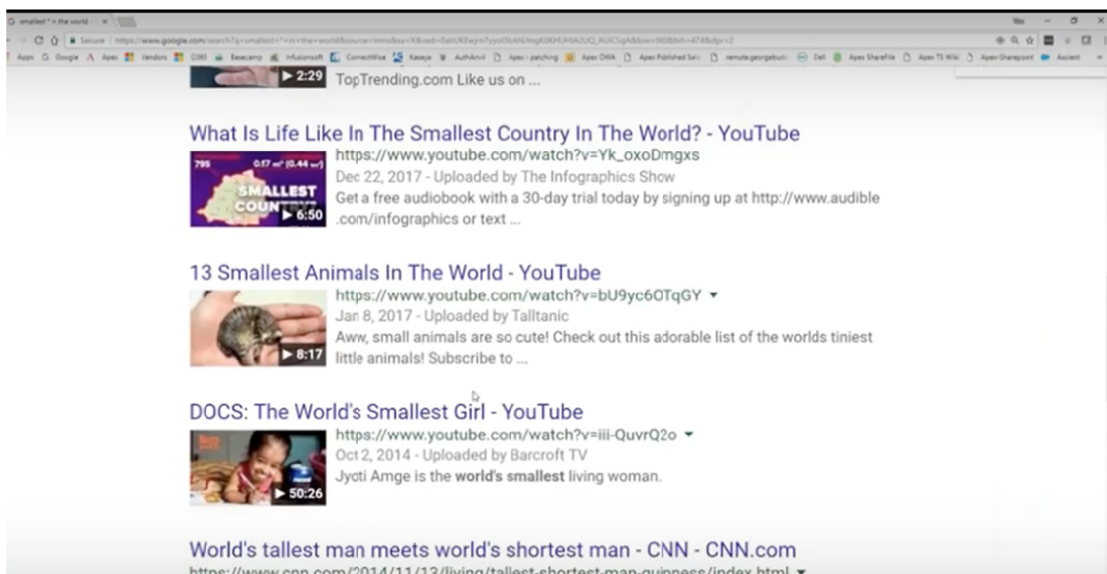
➔ [More images for black or red tesla](#)

[Report images](#)

Use the asterisk (*) mark to define a search further.

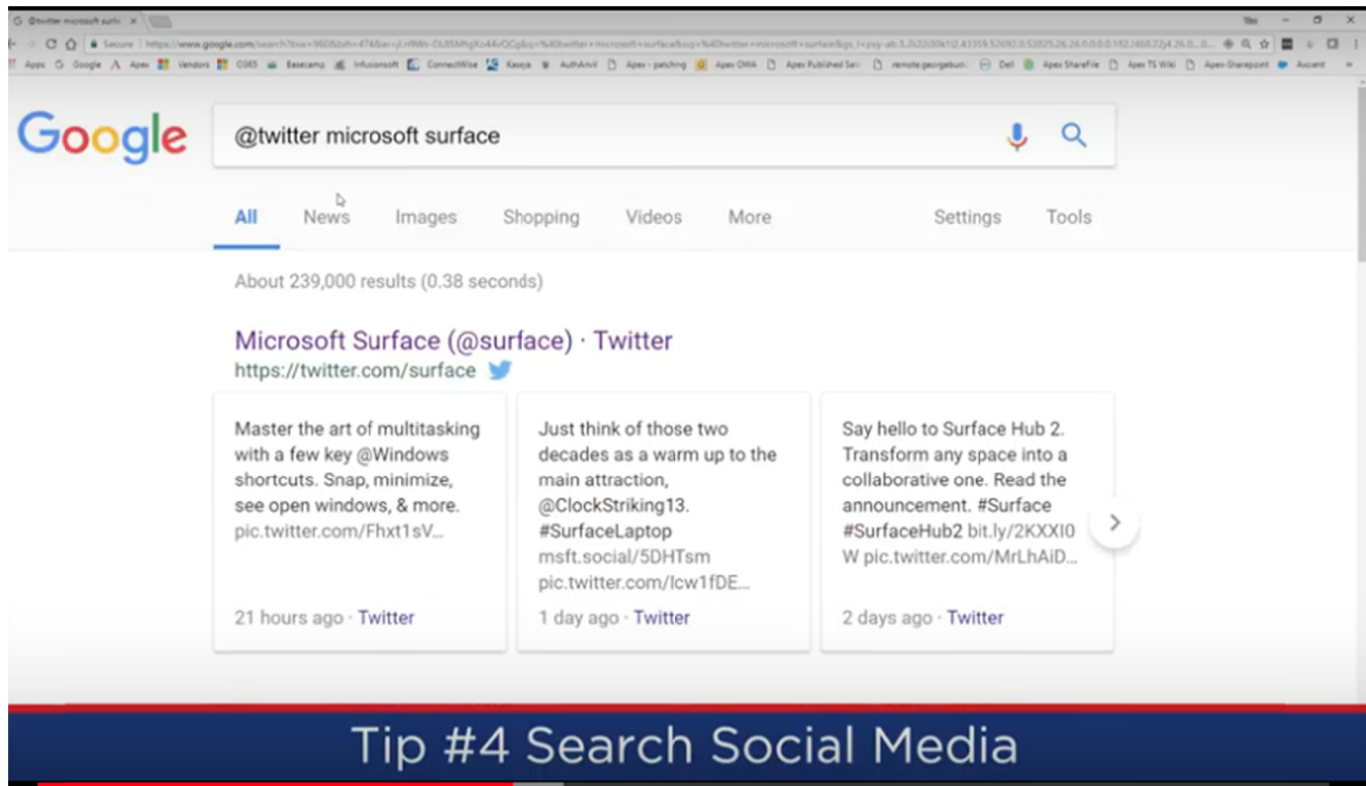


Google will come up with a list of many of the world’s smallest things.

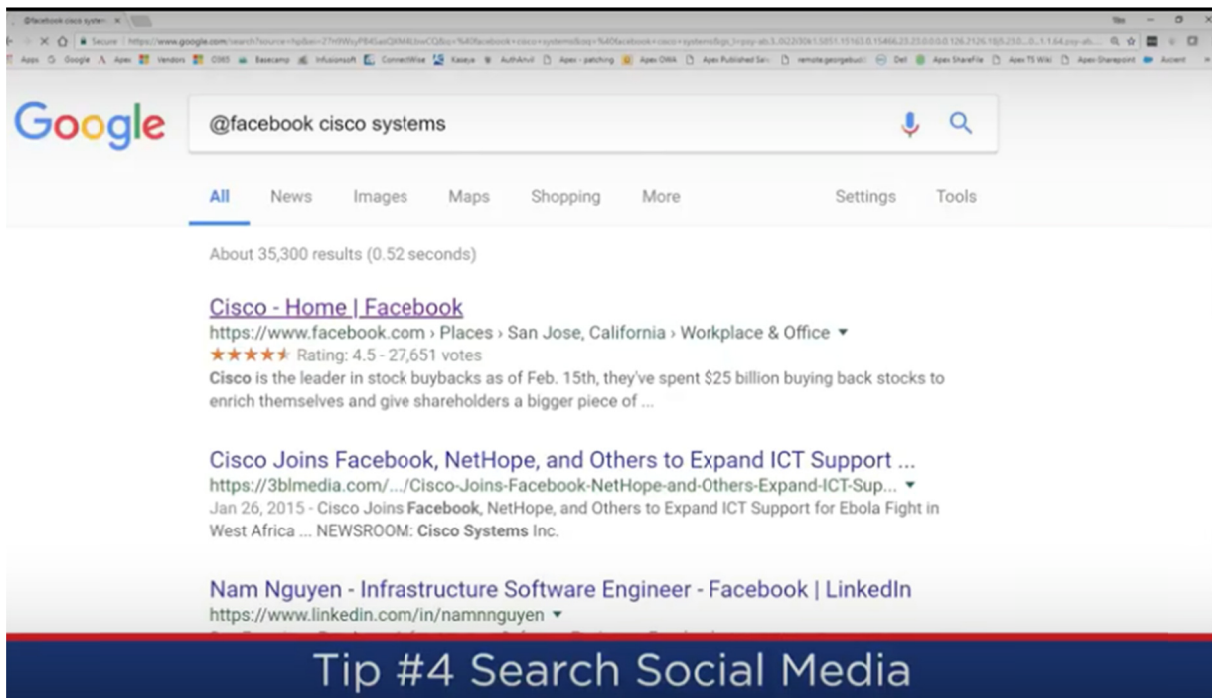


4. Searching in Social Media

To specify that you want to search for something on social media, tell Google this by typing in the @ sign. For example, if you want to learn about the Microsoft Surface on Twitter, type in @twitter microsoft surface and the Twitter feed will pop up.



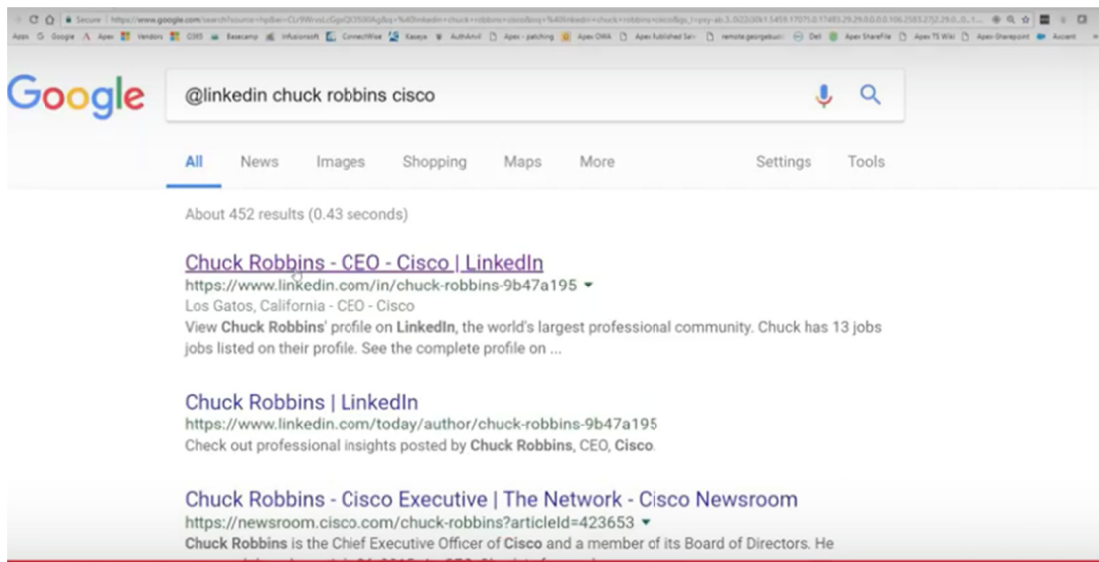
You can do the same with any social media platform. If you want to find the Facebook page for Cisco, simply key in @facebook cisco systems and the Facebook page for Cisco will appear.



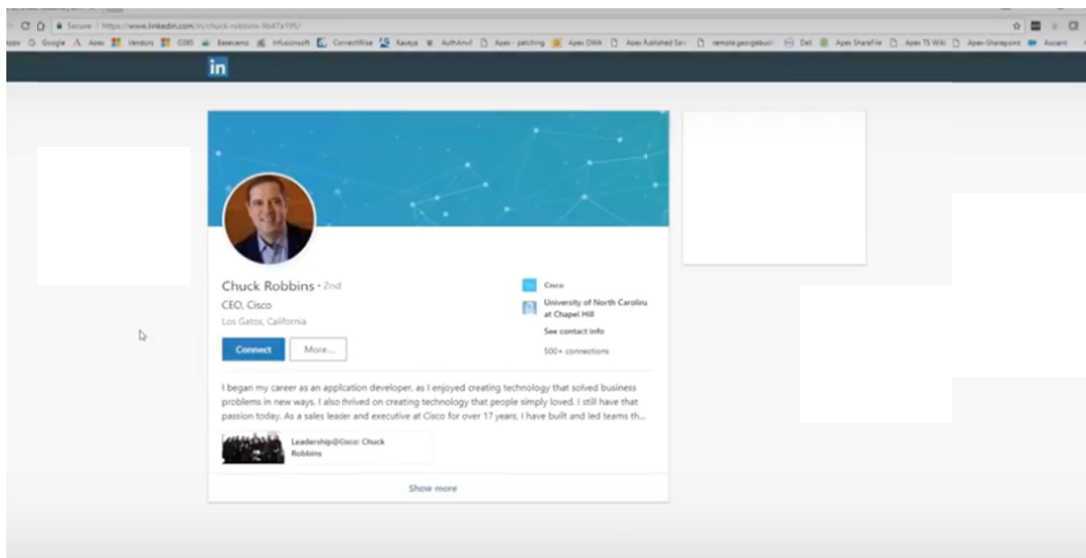
Try this with LinkedIn. To search for the CEO of Cisco, Chuck Robbins, key in @linkedin chuck robbins and his LinkedIn page will pop up.



Here's the link to his page.



Click it, and you're on his LinkedIn page.



5. Image Search

On the main Google Page, you'll find the word Images on the top left. Click this, type in what image you're looking for and Google will find it for you.



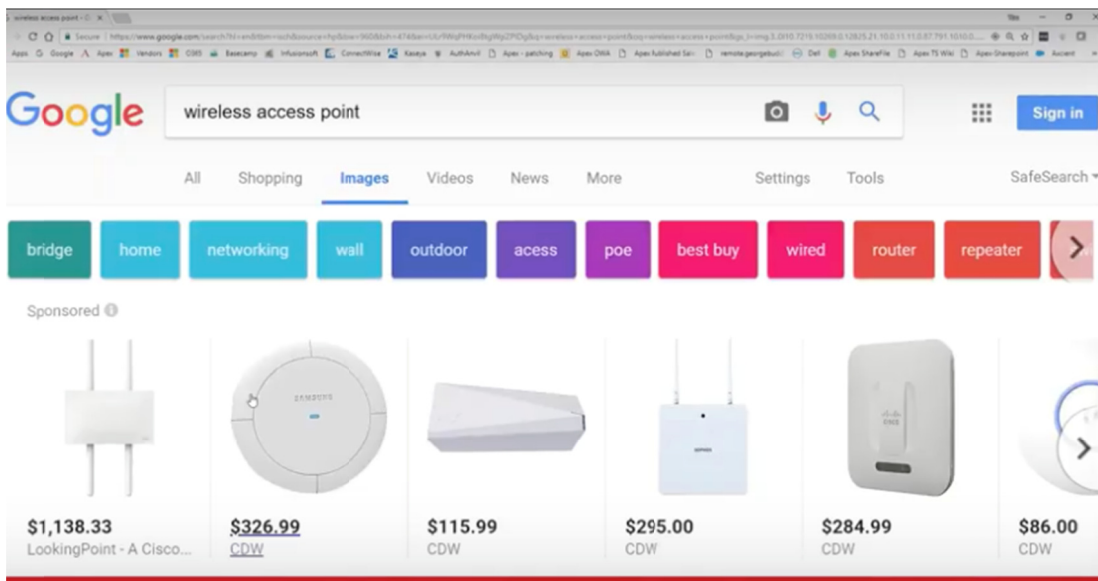


wireless access point

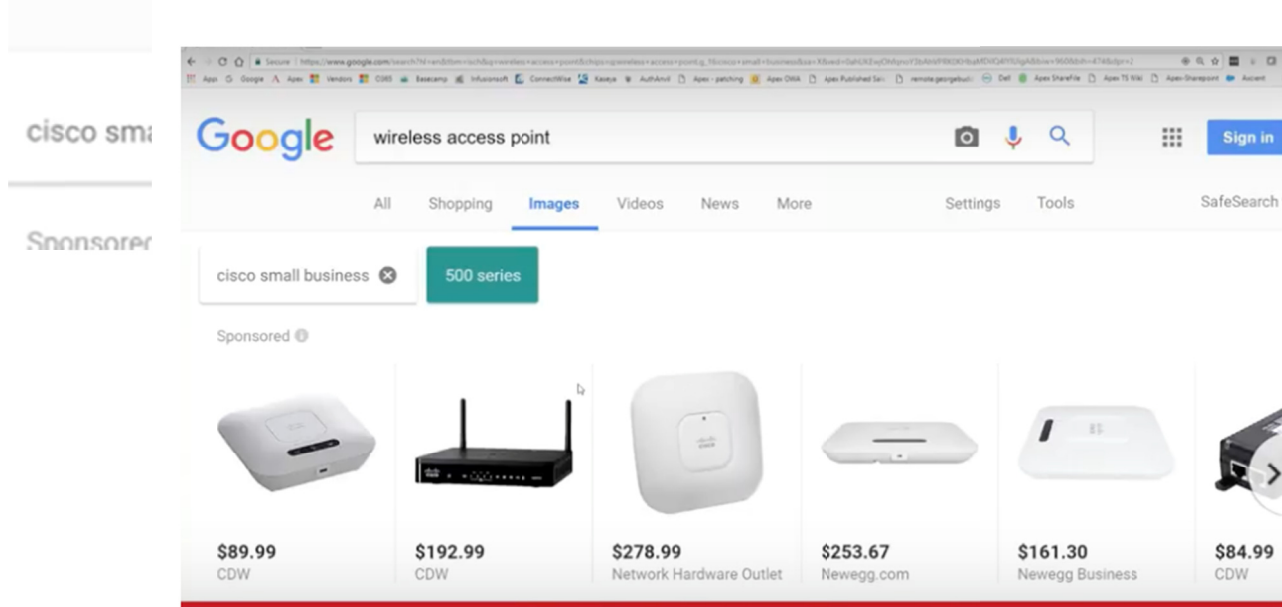
wireless access point

wireless access point icon

You'll get lots of images to choose from.



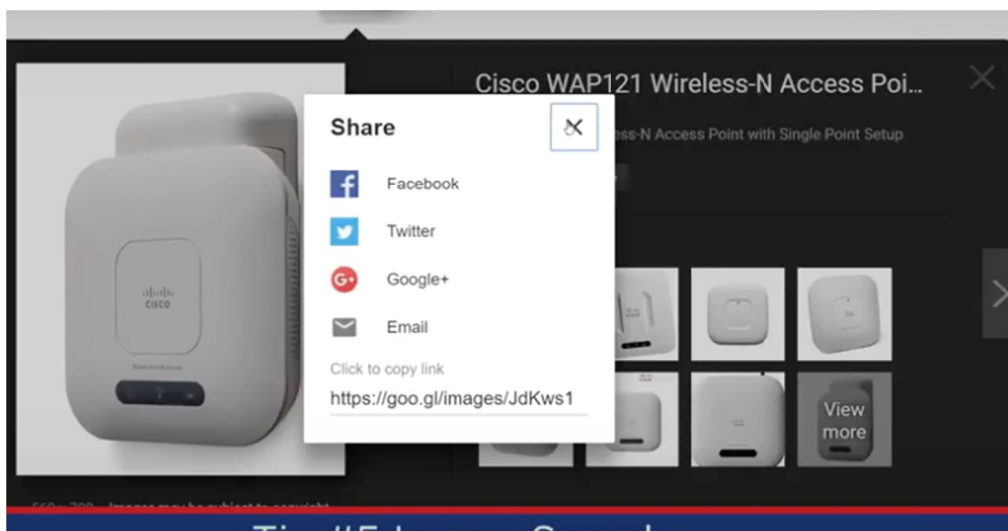
Let's say you only want small business wireless access points from Cisco. Just key in the term and Google will pull these up.



Click on an image and Google will take you to that link. You can also right-click the image and Google will save it to your hard drive. Or, you can copy the image and paste it where you'd like such as in a PowerPoint slide or proposal you're preparing.



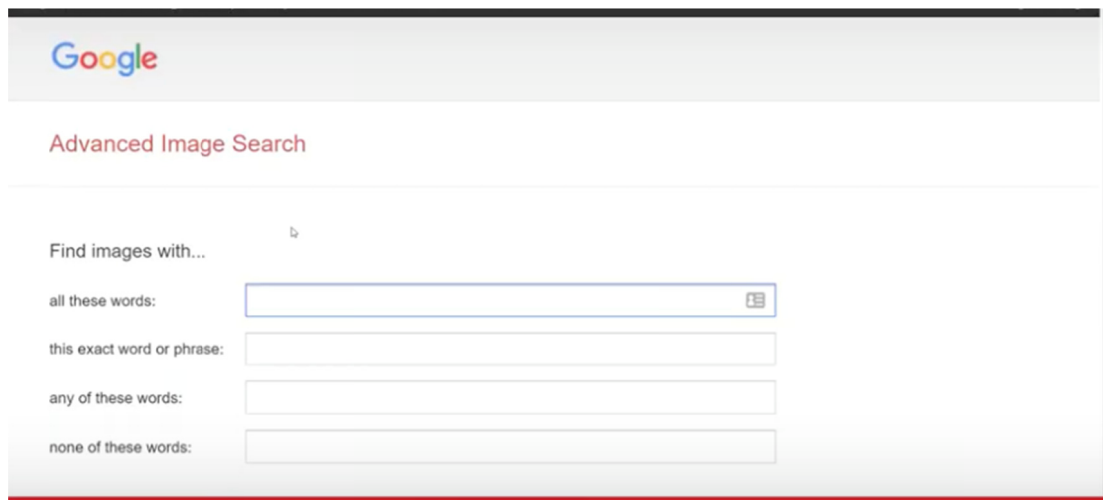
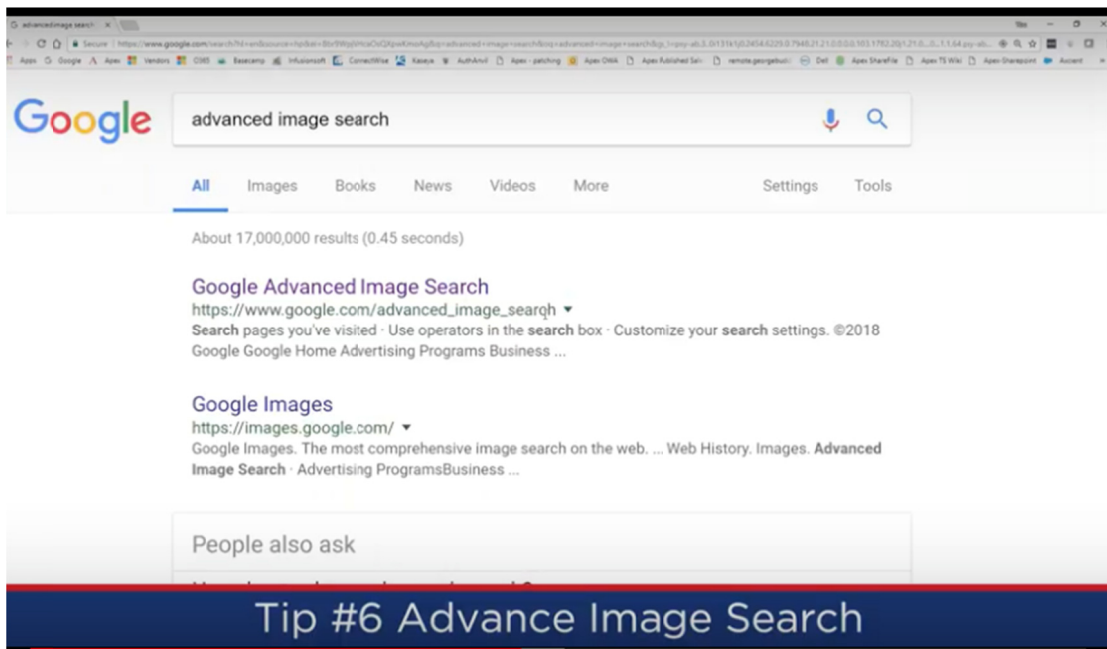
You can even share the image to social media or in an email if you'd like.



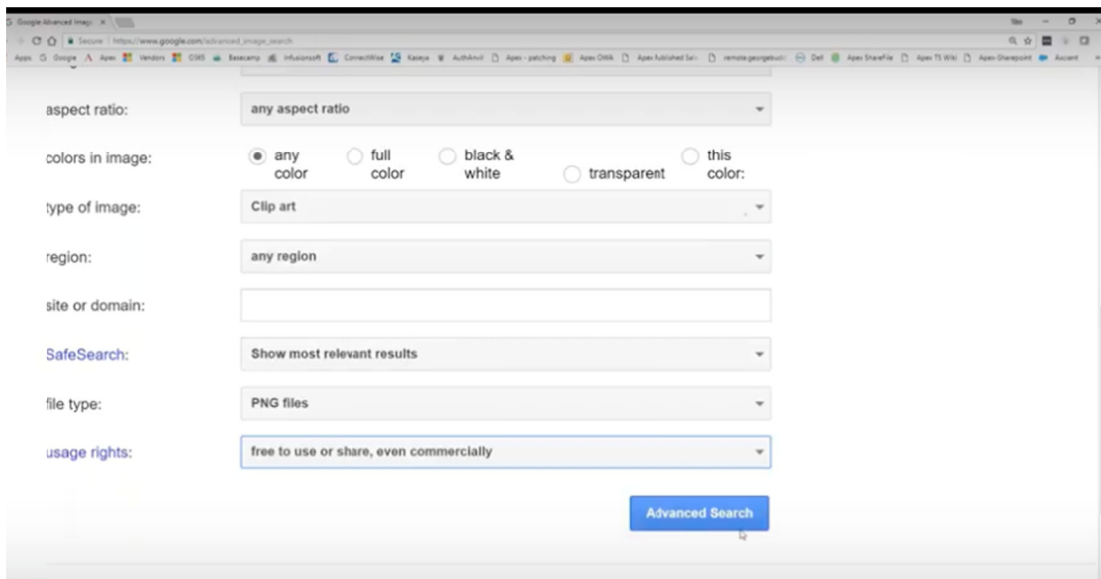
6. Advanced Image Search

Keep in mind that when you copy and paste images they may be copyrighted. So, if you're planning on preparing a marketing piece or anything that will go out to an audience with your company's name on it, just be sure that the image is free to use.

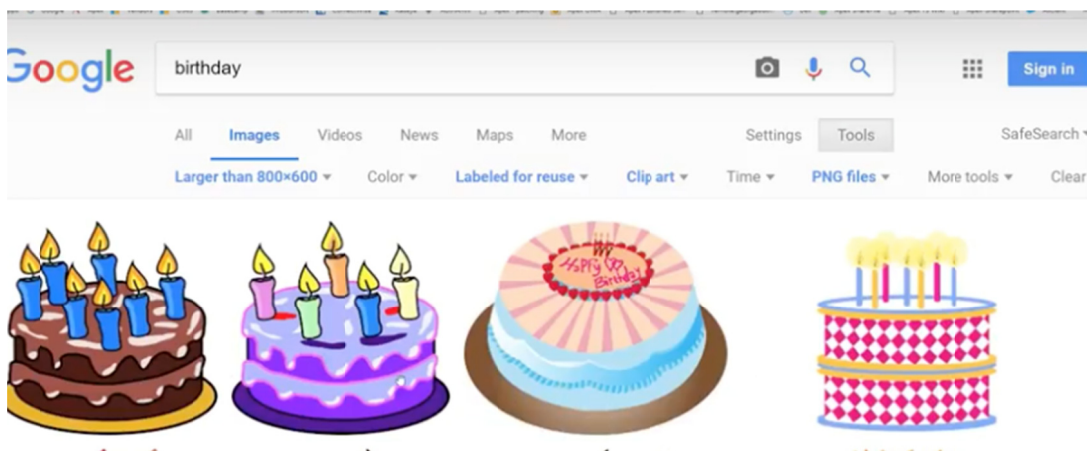
For advanced image searches, type this into your Google Search box and a page will come up where you can find these.



You can get very specific for what you're looking for. We searched for birthday images. Below you'll see that we only wanted Clip Art and PNG images that are free to use.

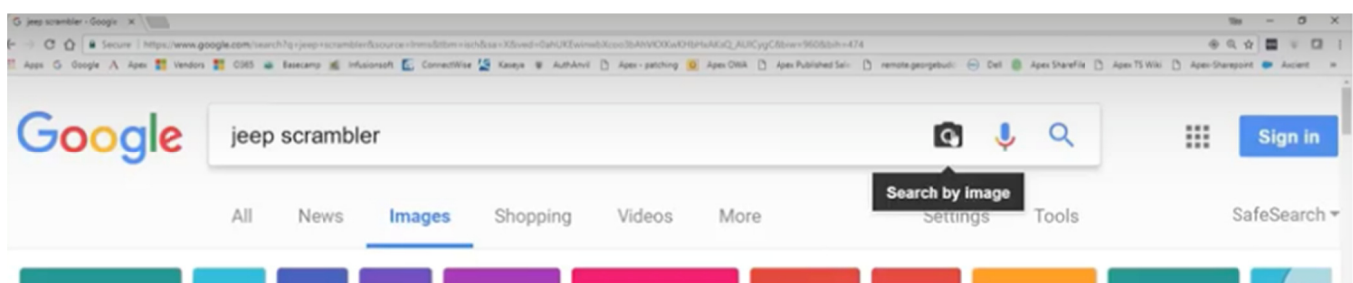


And we found just what we needed.

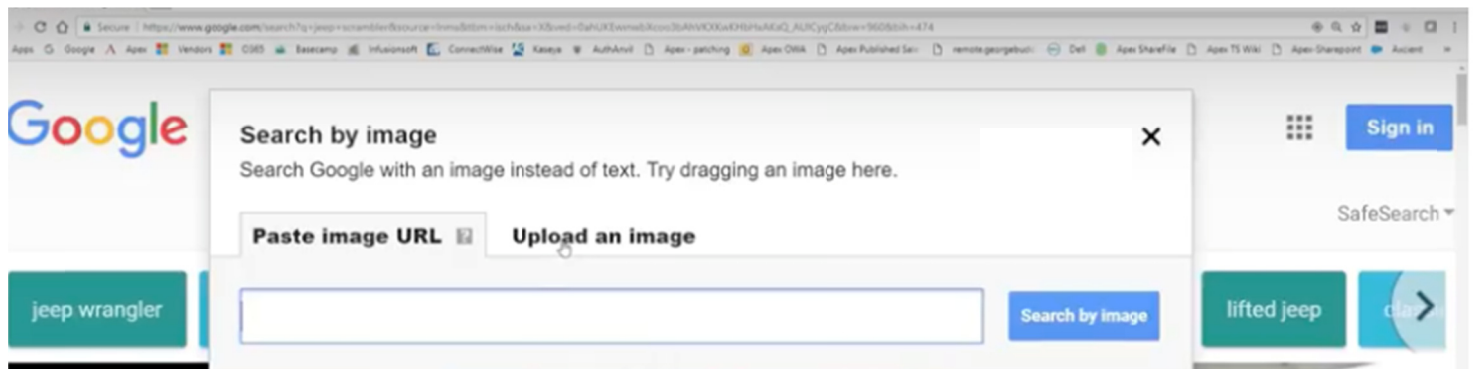


7. Reverse Image Lookup

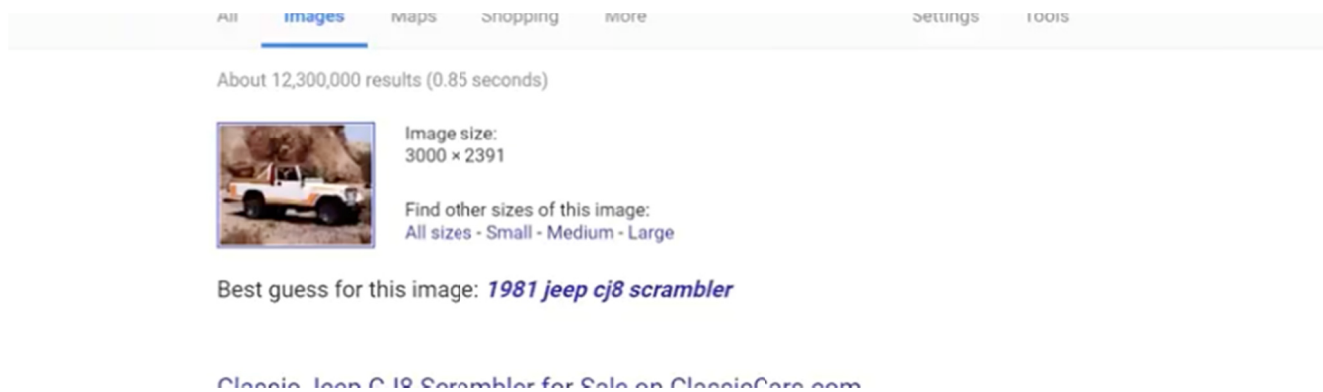
If you have a photo or picture and you want Google to find similar images, go to the top right of the Google Search Page and click Search By Image.



You can paste in an image or upload one that's similar to what you're looking for.



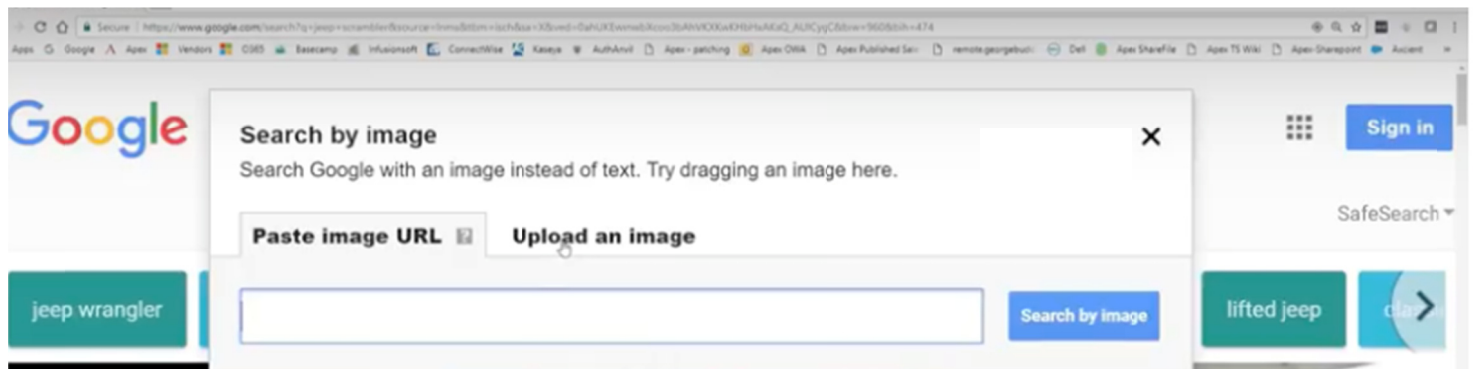
Google will analyze the image you provide to find others just like it. (In this case, we wanted to find images like our 1981 Jeep Scrambler.) Try doing this with images of someone's face and see what Google comes up with.



8. Filter Your Search Results

Google will give you so many results that you'll probably want to filter them down. We typed Dell File Servers into our search and Google came up with results going all the way back to 2013. To filter our search results, under the All button you can select results for a specific period of time. Now we don't have to scroll through pages and pages looking for something more recent. We can even search a custom date range if we want.

You can paste in an image or upload one that's similar to what you're looking for.

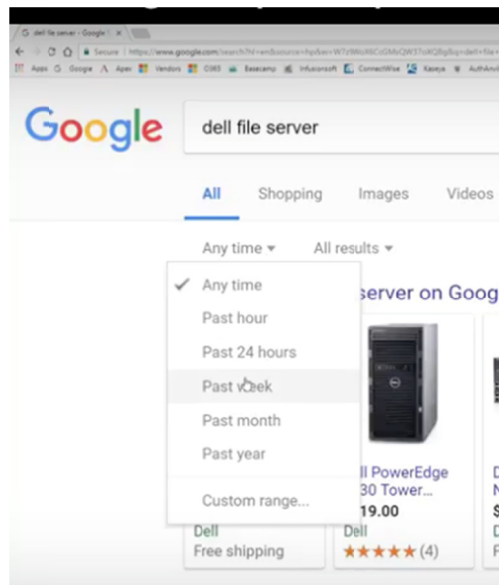


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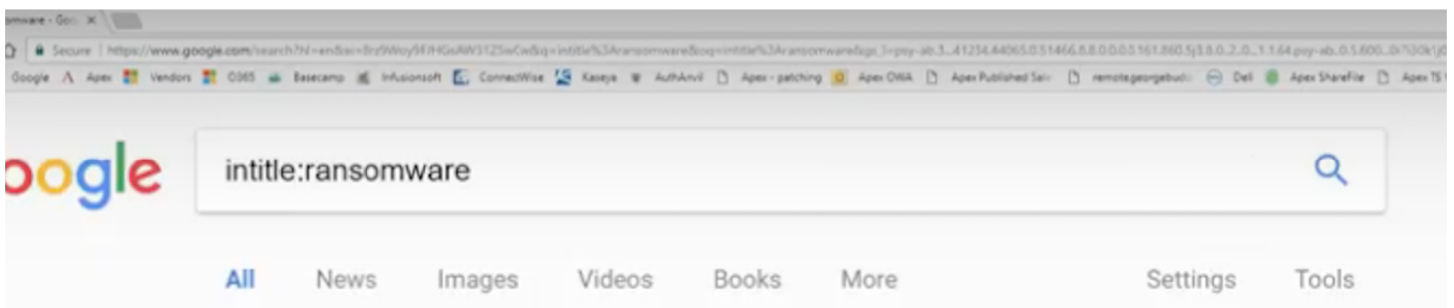
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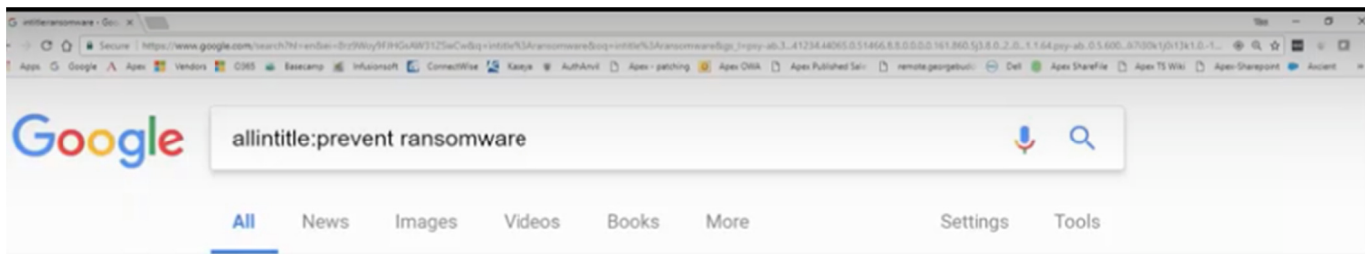


9. Search Body, Title or URL

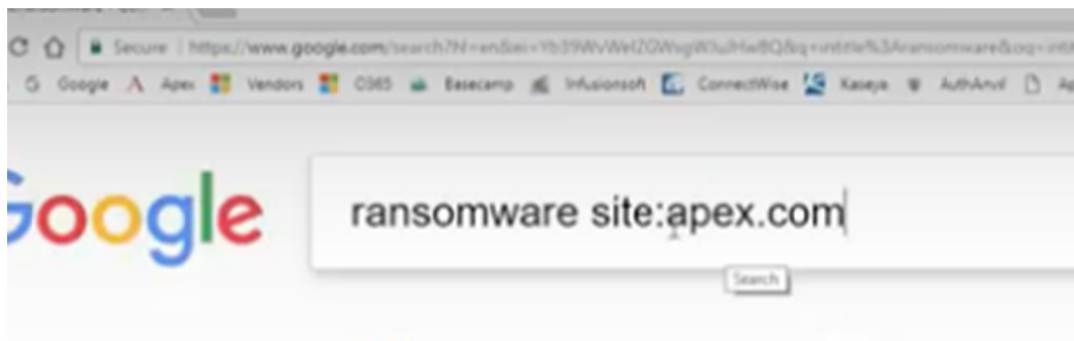
If we type the word “ransomware” in Google’s search box, we get over 13 million results where the word appears in the text, titles, and URLs. You can narrow this down by using a Google reserved word “intitle:” in front of the word ransomware. Google will bring up results where the word ransomware appears in the title of an article. Now we’ve gone from 13 million results to 85,000. (Note: Don’t put any spaces between the colon and your search word.)



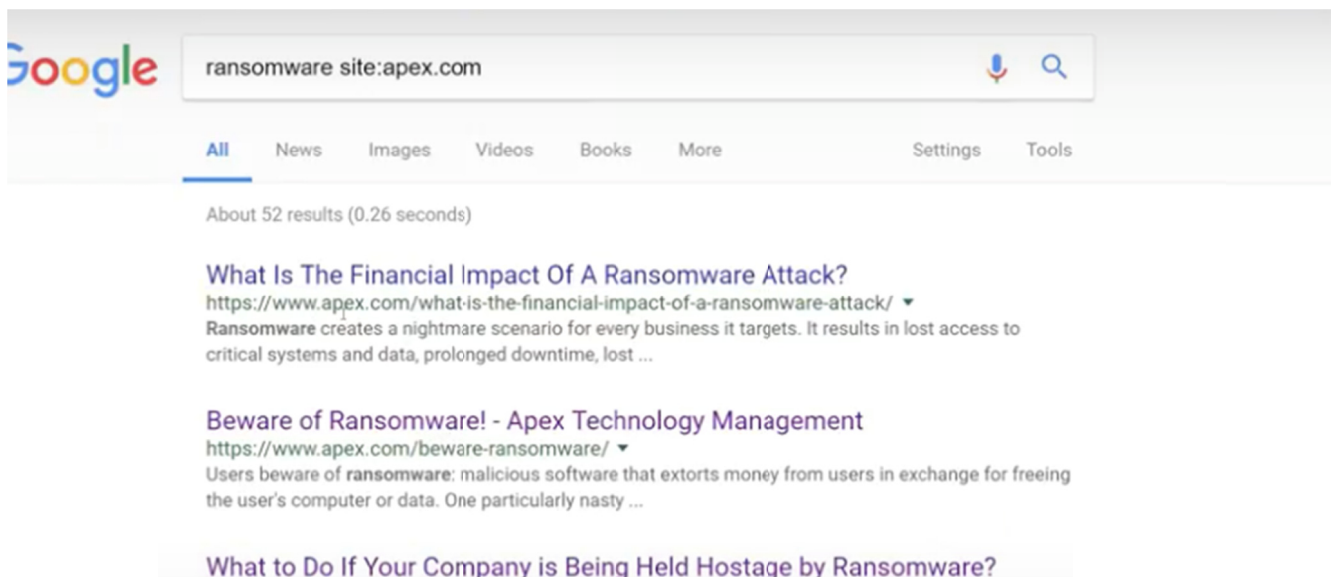
Here, we’re using another Google reserved word – “allintitle:” along with our search words “prevent ransomware.” Google reveals all the articles that have the words prevent and ransomware in the title.



There's a new Google reserved word you can try – site. Use this when you want to limit your search to a specific website. We're going to do this to look for the word ransomware on the Apex website.

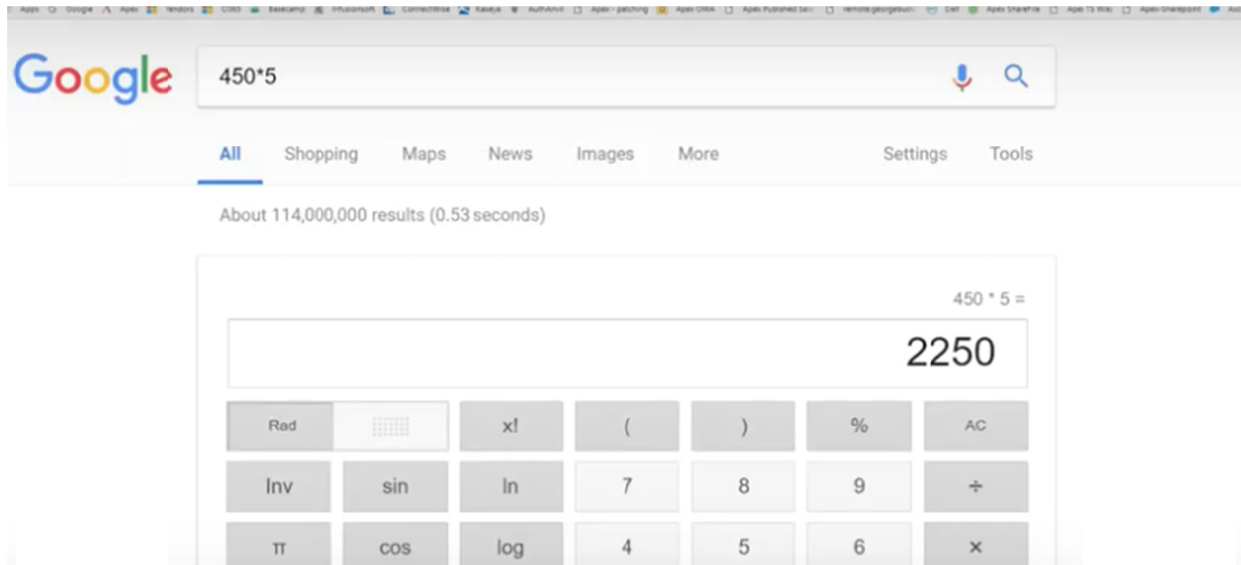


We get 52 results.

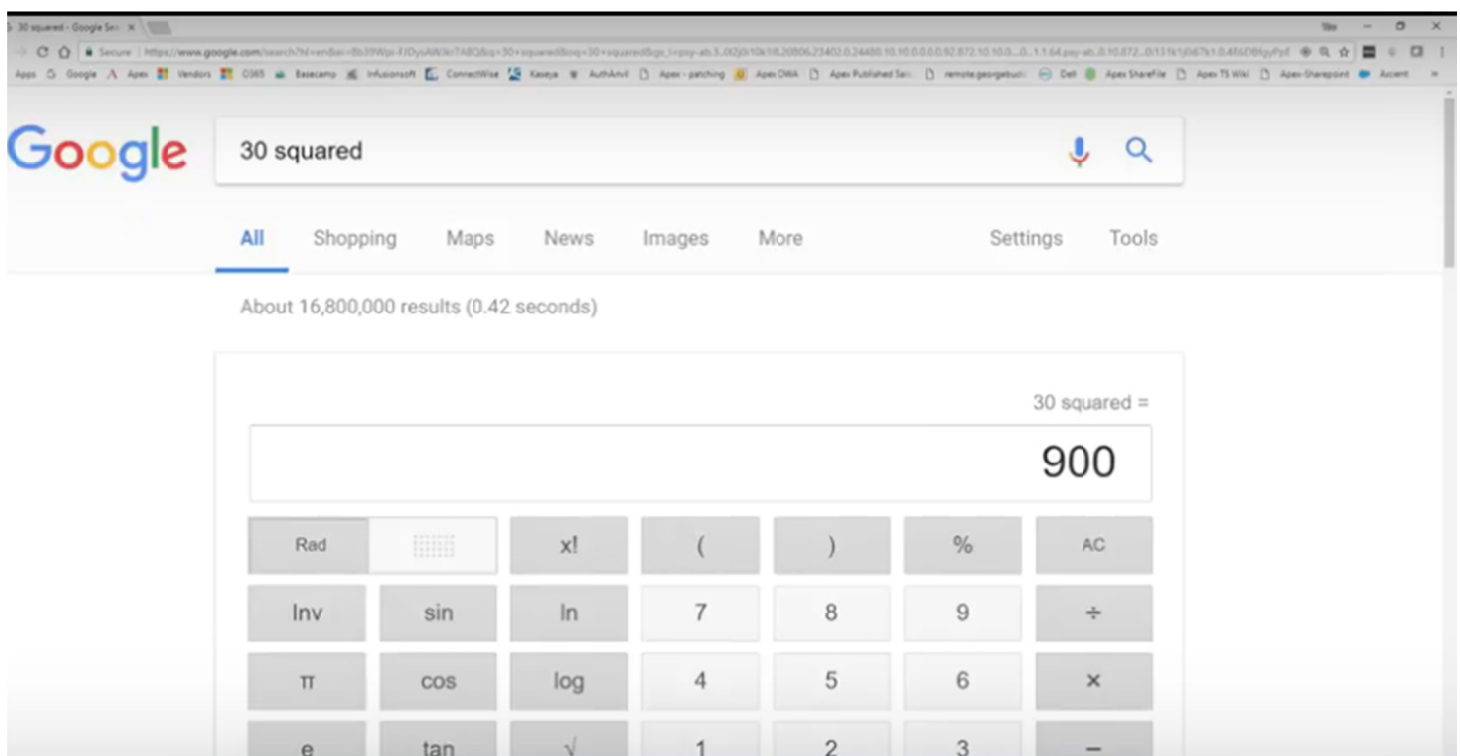


10. Math In Your Search Box

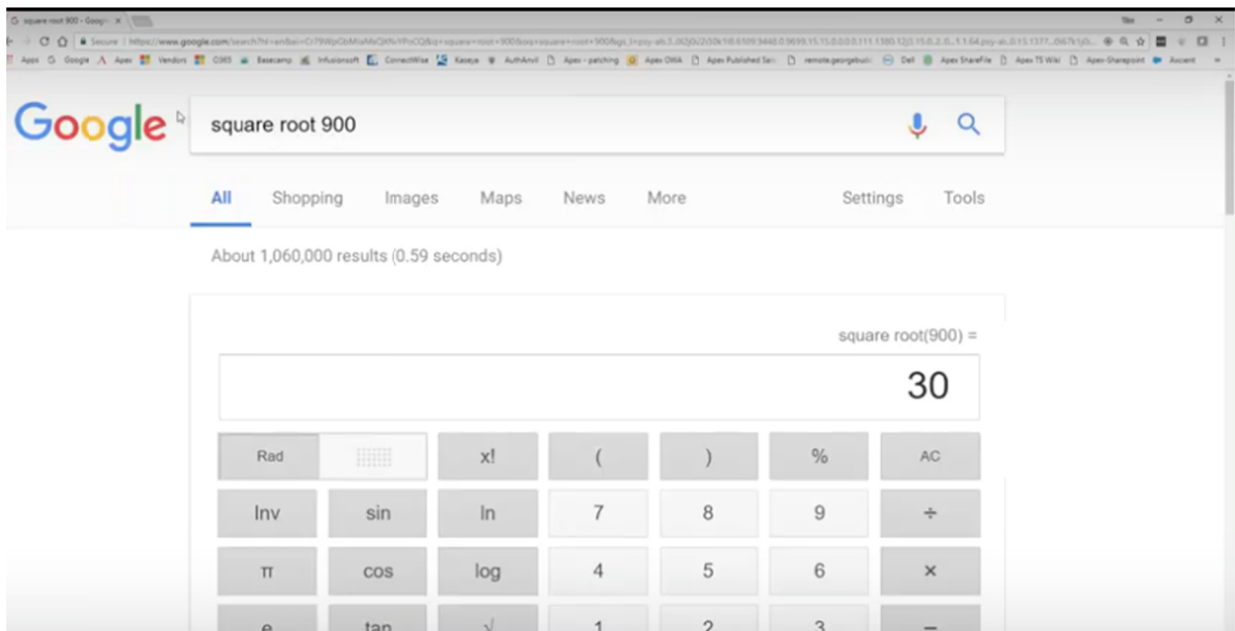
Google has the capability of doing math in the search box. To perform a simple calculation, try something like multiplying 450 by 5. In this case we enter 450*5 and Google comes up with the answer 2250. Plus, Google posts a calculator on your screen so you can erase the answer and calculate again.



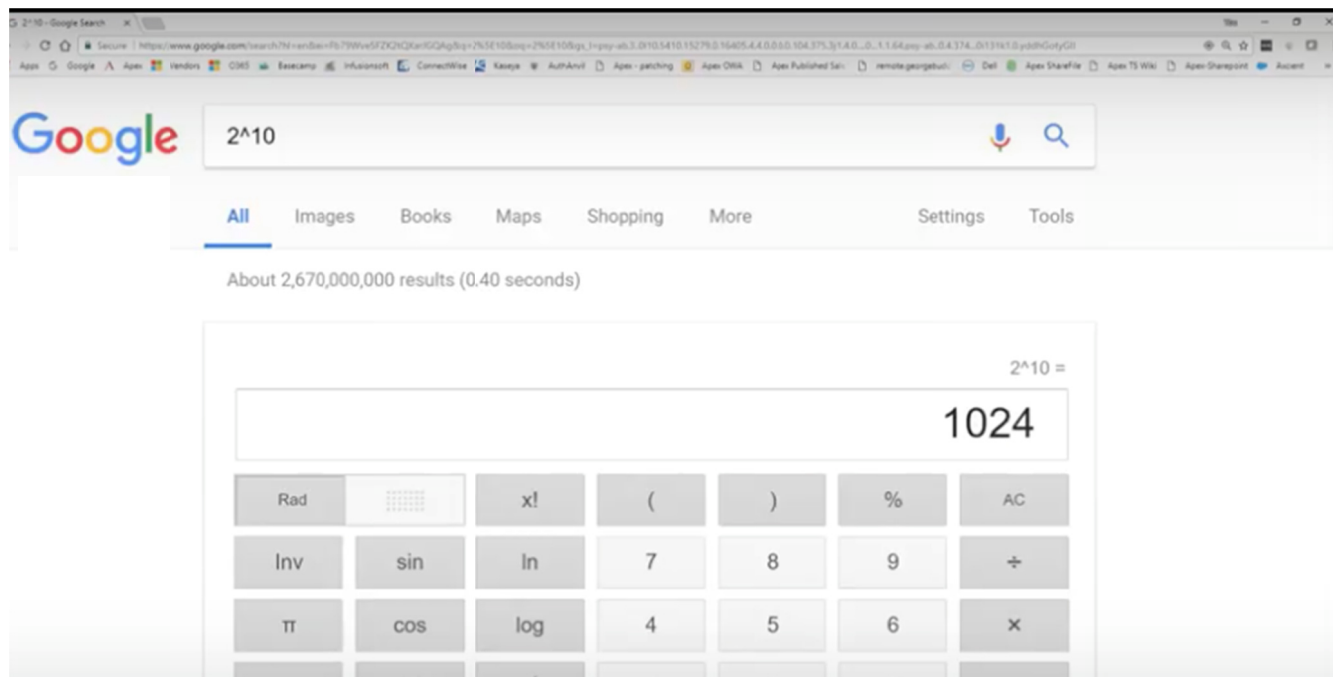
You can type a number and the word “squared” as you see below and find the answer.



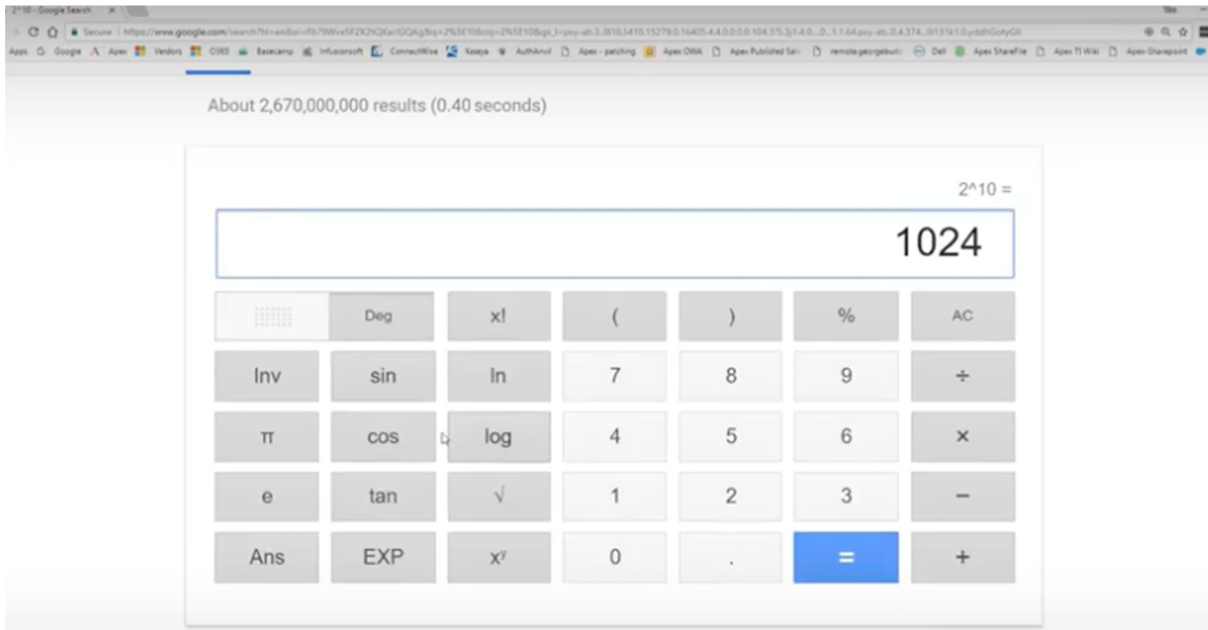
You can find the square root of a number by typing the words “square root” before the number.



We found the answer of 2 to the 10th power by using the calculation below. (Hit the shift key and the number 6 to get the caret symbol.)

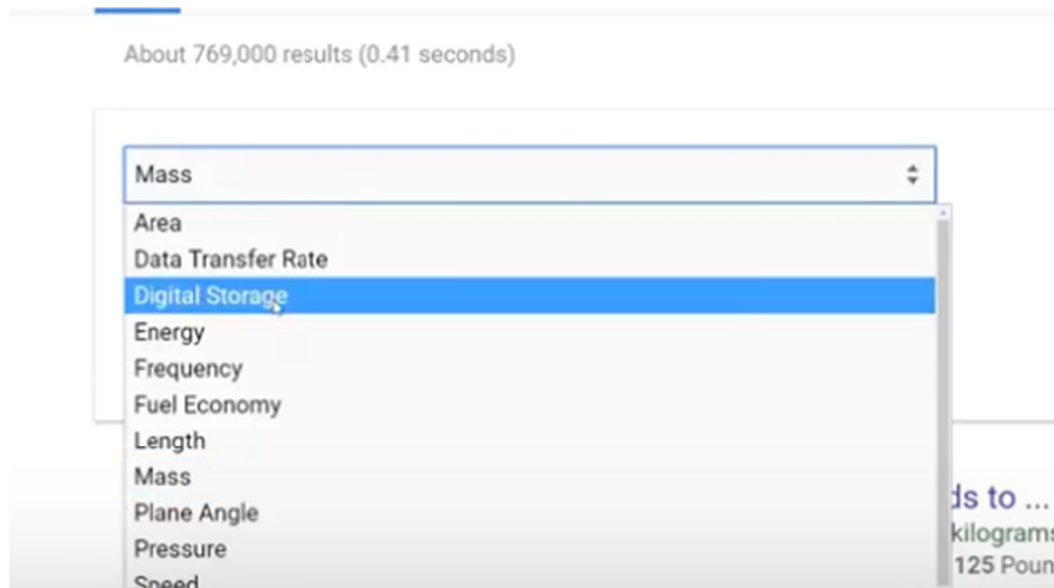


The Google Calculator allows you to perform many different calculations, even scientific functions. It's very powerful.



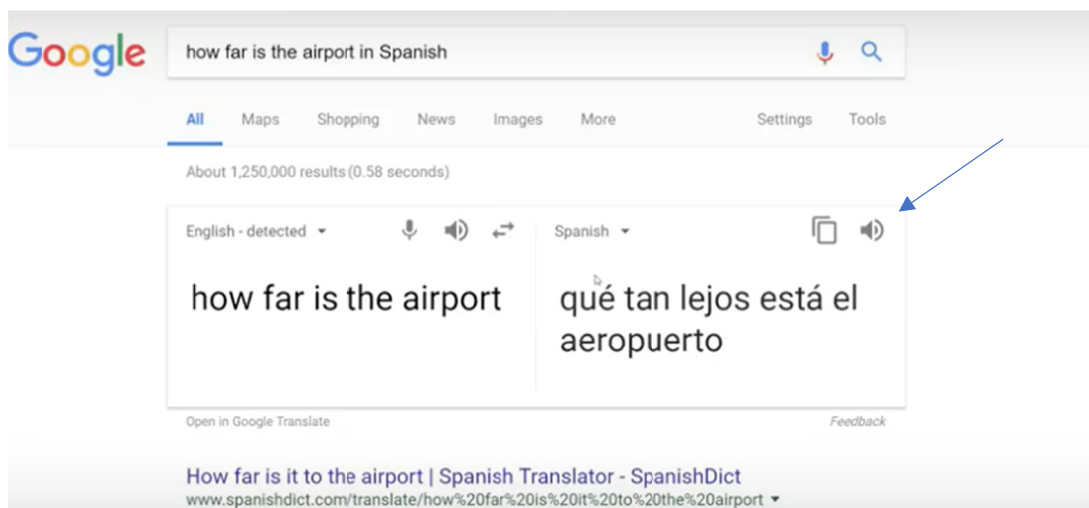
11. Conversions

Key in whatever you want to convert and Google does the work. Here, we're converting cups to gallons.



12. Translations

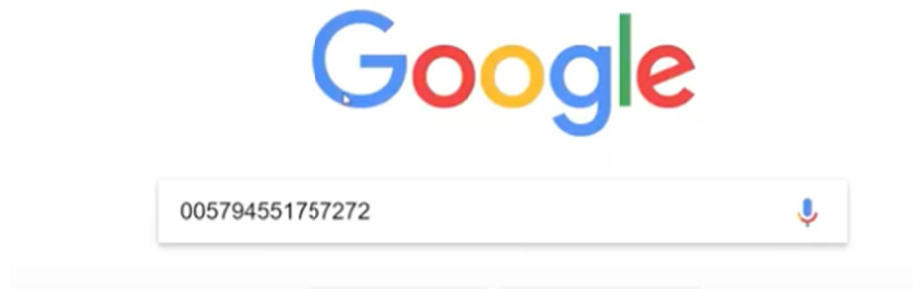
Google is fluent in many languages. Ask Google how to say – how far is the airport in Spanish. Here's the answer below. If you click the sound symbol, Google will say the phrase for you. This is very handy when traveling to other countries.



13. Track A Package

You don't need to go to the UPS or Fed Ex websites to track a package. Google can tell you where it is. Just put your tracking number in the Google search field and Google recognizes

what carrier has your package. Then it takes you to the answer on the carrier's website. In this case, it's Fed Ex.



005794551757272

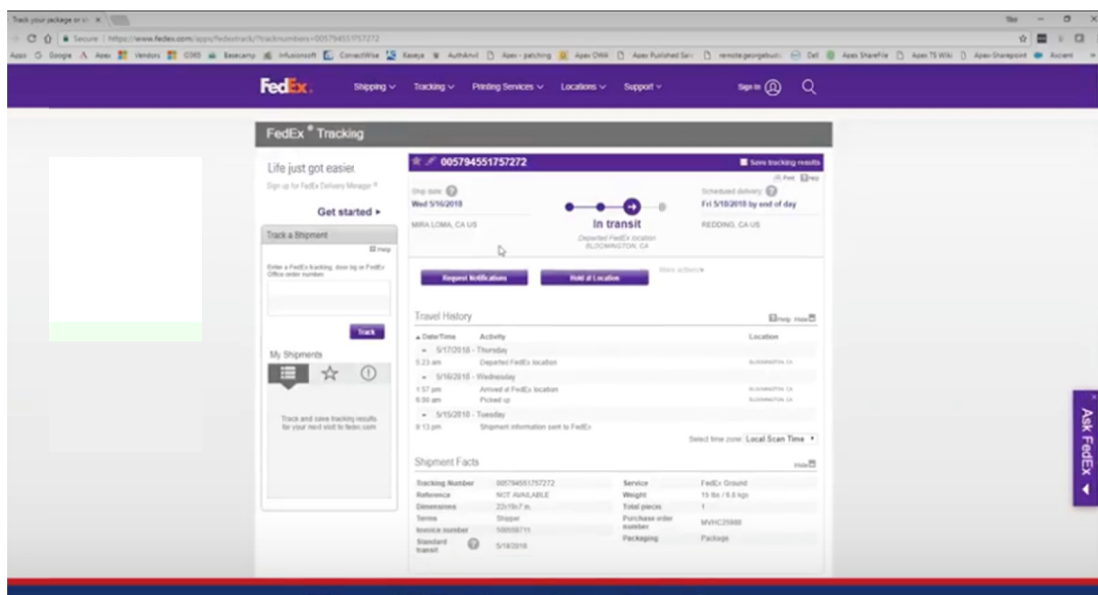
Track a package

005794551757272

FIND CARRIER

[Track via FEDEX](#)

[Feedback](#)



FedEx Tracking

Life just got easier
Sign up for FedEx Delivery Manager®

Get started

Track a Shipment

Enter a FedEx tracking, share tag or FedEx Office order number

Track

My Shipments

Track and save tracking results for your next visit to FedEx.com

005794551757272

Ship date: **Wed 5/16/2018**

Ship to: **SEBIA, LOBNA, CA, US**

In transit

Departed FedEx location: **BUCKLEUP.COM, CA**

Scheduled delivery: **Fri 5/18/2018 by end of day**

REDDING, CA, US

Request modifications **Hold at location** **Track activities**

Travel History

Date/Time	Activity	Location
5/17/2018 - Thursday	Departed FedEx location	BUCKLEUP.COM, CA
5/16/2018 - Wednesday	Arrived at FedEx location	BUCKLEUP.COM, CA
5:07 pm	Picked up	BUCKLEUP.COM, CA
5:00 am	Picked up	BUCKLEUP.COM, CA
5/15/2018 - Tuesday	Shipment information sent to FedEx	
9:13 pm		

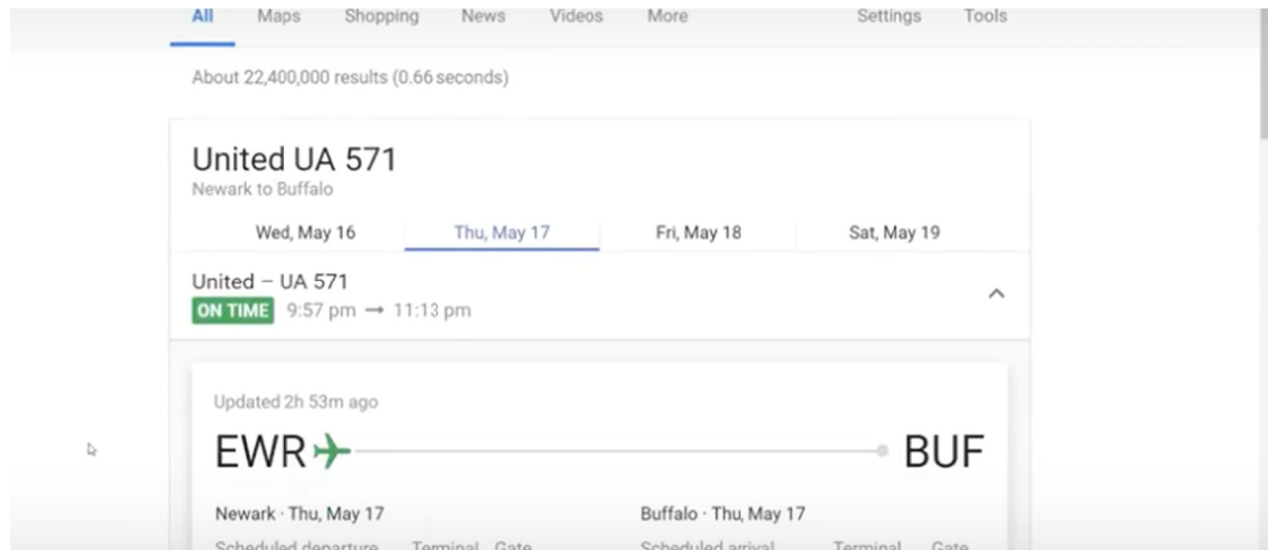
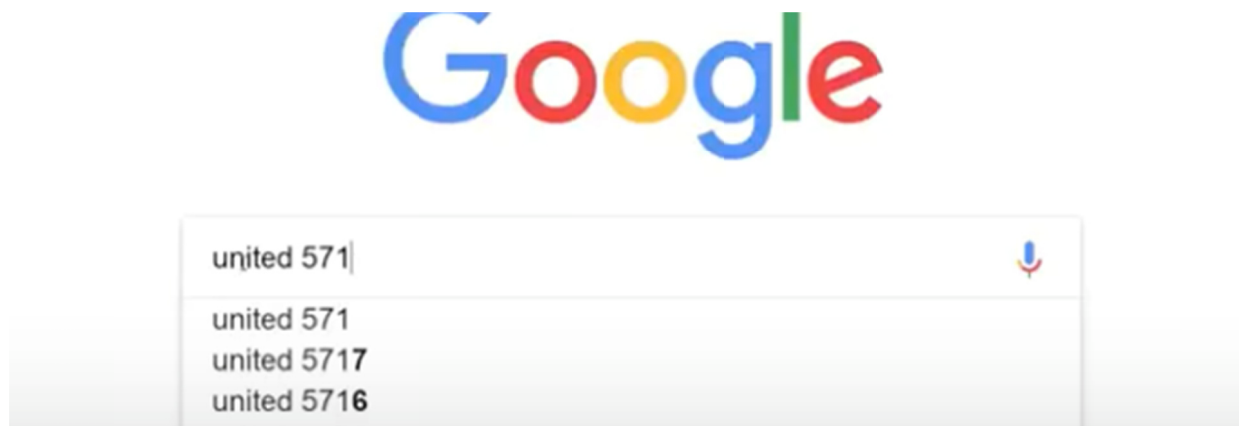
Shipment Facts

Tracking Number	005794551757272	Service	FedEx Ground
Reference	NOT AVAILABLE	Weight	15 lbs 7.8 lbs
Shipments	201/1617 m	Total pieces	1
Sender	Shopper	Purchase order number	504022580
Source number	108058715	Packaging	Package
Standard manifest	5/16/2018		

Ask FedEx

14. Track Airline Flights

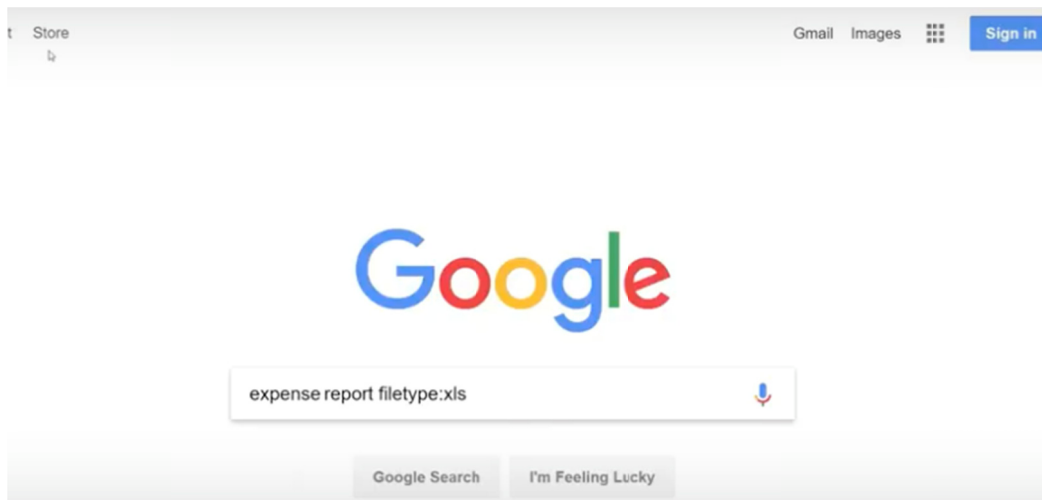
You no longer need to go to Flight Stats or other airline tracking sites. Look for your flight right from the Google search box.



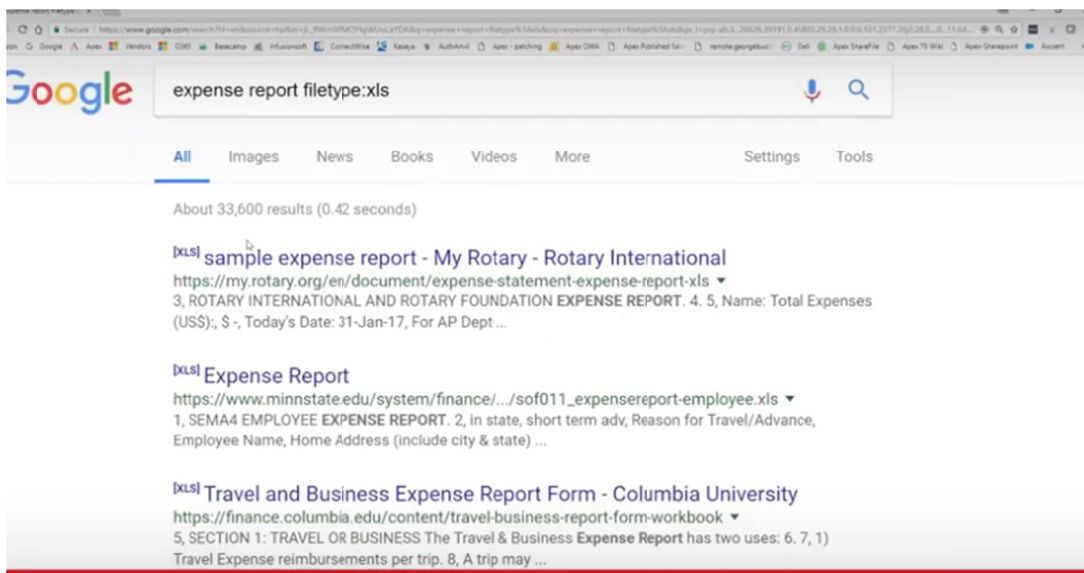
Google even tells you the landing time along with the terminal and gate where the plane will be arriving. And, if you're doing this on your smartphone, click the sound symbol and Google will read this to you.

15. Search File Types

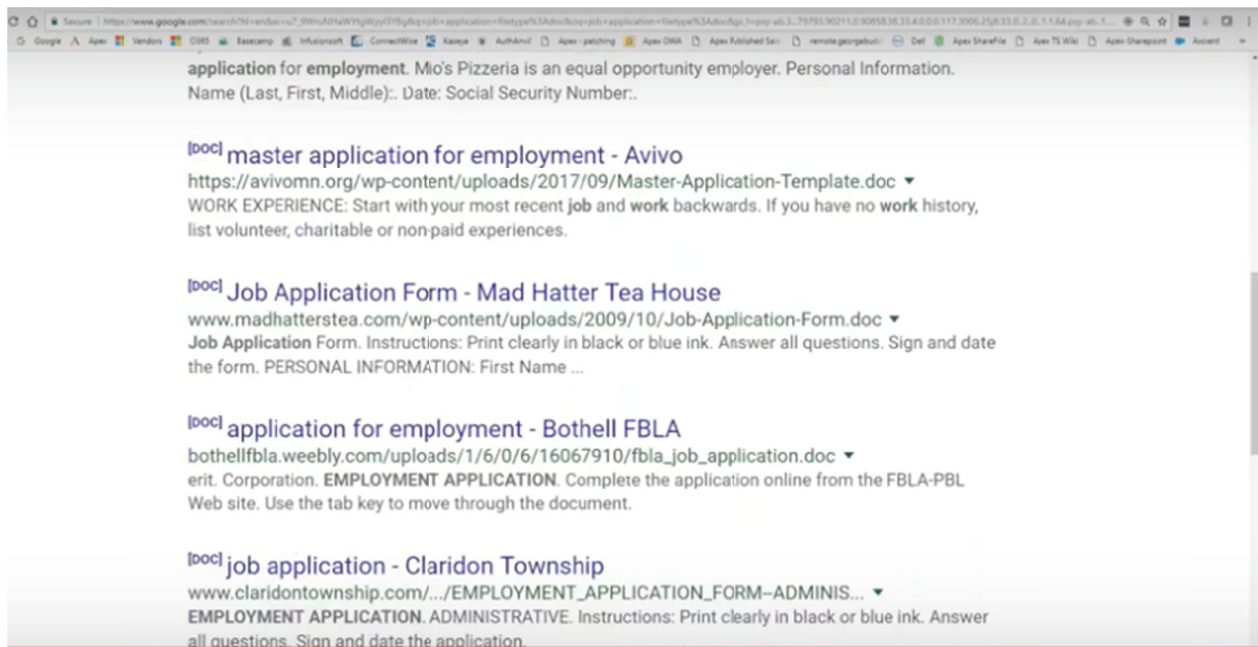
If you need to find an example of a certain file type, like an Excel expense report, use another Google qualifier like we did below. (expense report filetype:xls)



Google came up with over 33,000 results for us.



Choose one to download and you can get to work.



Jolack's
 Specialty Ice Creams

Job Application
 2101 Chestnut Blvd.
 Portsmouth, VA 23703
 757-483-1483

Applicant Name: _____ Today's Date: _____
 Home Phone: _____ Cell Phone: _____ Other: _____
 Address: _____ City/State: _____ Zip: _____
 E-mail Address: _____ Emergency Contact: _____

 How were you referred to Jolack's? _____
 What Position are you applying for? _____ Barista * Kitchen * Prep * Barista & Kitchen * Manager
 What hours are you available to work? _____ Full time Flexible * Part-time AM * nights & weekends *
 List the hours you are available for: FALL-SPRING _____
 List the hours you are available for: SUMMER _____
 How many hours are you available to work each week? _____ 15-20 20-25 25-30 All flexible
 Are you available to work on Holidays? _____ Explain: _____
 Do you attend School or College? Y/N _____ Explain: _____
 What is your class schedule? _____
 Will you be available to work during school breaks? Y/N _____ Explain: _____
 Do you have extensive transportation to/from work? Y/N If no, Explain: _____
 Explain how you will be able to get to work on time: _____
 Are you over the age of 18? Y/N If no, what is your age? _____
 If hired, would you be able to present evidence of your U.S. citizenship or proof of legal right to work in the US? Y/N _____
 If hired, are you willing to pass a controlled substance test? Y/N _____
 Have you ever been convicted of a criminal offense? (Money laundering) Y/N _____
 If yes, please state the nature of the case: _____ Resulted? Y/N _____

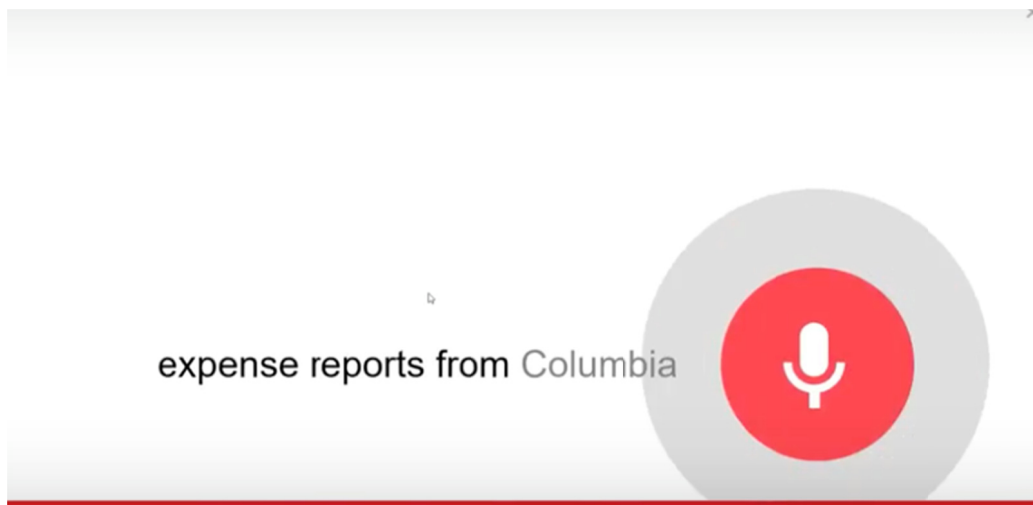
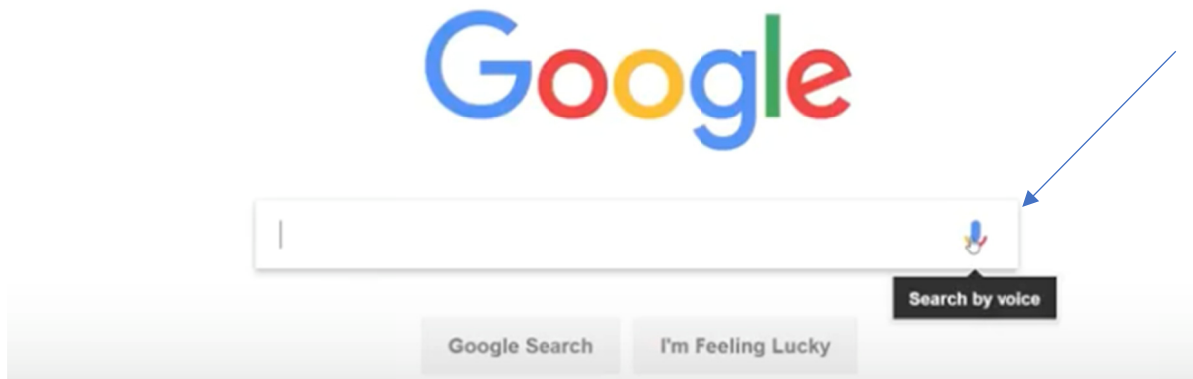
Note: Be careful when downloading versions of file types. Make sure your Excel and other programs are up to date and fully patched. If they aren't and the file you download contains a virus or ransomware, you're in trouble. Hackers hide malware in macros.

The new versions of Word, Excel, and other Office programs have a protection installed to keep you from downloading infected files.

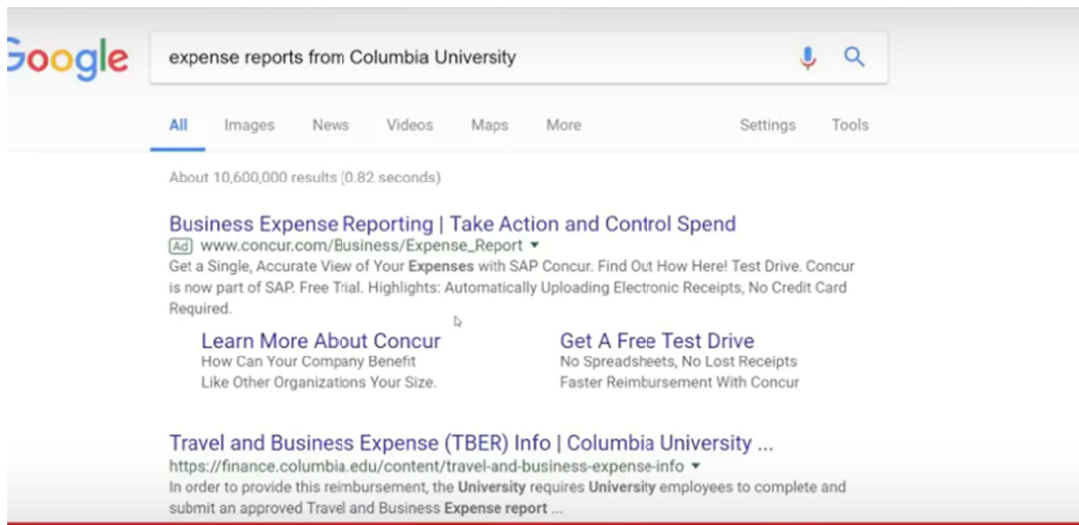
Here at Apex, we also have a robust firewall installed, so this protects us when downloading files.

Here's A Bonus Tip For You!

Try using the microphone in Google. Simply click it and speak what you want to find.



Google finds what we asked for.



Apex has you covered!

That's it! Feel free to email us or call our Help Desk with any questions you might have.



**Transforming Organizations and Lives Through
Innovative Technology Solutions**

info@apex.com

800.310.2739



• **Fast Facts about Apex:**

- Managed I.T. Services Provider
- In business for over 25 years (since 1991)
- Clients throughout California and other Regions
- Over 85 I.T. industry certifications (and climbing)
- 30 employees
- Rated #258 on the MSP Mentor “Top 501” List

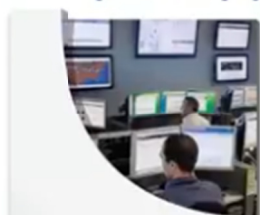


The Apex YouTube page has all of our recorded webinars

- Go to apex.com
- Scroll all the way to the bottom
- Click the YouTube link
- Everything is indexed by type



How Can Apex Help your Organization:



MANAGED SERVICES

- 24x7 Monitoring & Patching
- Backup & Disaster Recovery
- LAN/WAN Infrastructure
- Wireless / Remote Access
- Managed Security Services
- Proactive Preventative Care
- Virtual CIO



END USER SUPPORT

- Fully Staffed Help Desk
- Full Time Scheduling Coordinator
- Desktop/Laptop/Mobile
- Application Management
- Remote & On-Site Support



CONSULTING & PROJECT SERVICES

- IT Assessments
- System Upgrades/ Integration
- Project/ Program Management
- Business Process Engineering
- Client I.T. Staff Assistance



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- Disaster Recovery
- Software as a Service

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