## Name of the Tool Google Guide

### Home Page



### Logo



URL http://www.googleguide.com/

Subject Google--Guidebooks.

Accessibility Free

Language

Dansk, German, Hebrew, Italian, Spanish

**Publisher** 

Nancy Blachman

### **Brief History**

Google Guide, an online interactive tutorial and reference for experienced users, novices, and anyone in between. Google Guide started as a standard website. For Google tips, tricks, & how Google works, users can visit Google Guide. Google Guide is neither affiliated with nor endorsed by Google. It is prepared by Nancy Blachman and Jerry Peek who aren't Google employees. This page was last modified on: Thursday January 25, 2007

# Scope and Coverage

In this online interactive tutorial, one can get answers of many questions like, how to select terms and search (more) effectively, how Google interprets the query, what's included with the results, how to search using Google's special tools and shortcuts, what to do when one can't find the answer he or she want, when Google added services, features, and options (Google's Feature History), and most of all how Google works and others. To provide answers of the above questions, Google Guide is divided into five parts, called Part I: Query Input, Part II: Understanding Results, Part III: Search Tools, Part IV: Services, Part V: Developing a Website.

# Kind of Information

Under each part (above mentioned), this guide book provides idea how one can handle Google to access desired information. Under each part, the guiding information is provided under many headings. As for example, the part I "Query Input" provides information under the headings like 'Entering a Query', 'Going Directly to the First Result', 'Selecting Search Terms', 'Interpreting Your Query', 'Crafting Your Query by using Special Characters', 'Quoted Phrases', 'Quotation Marks Replace the + Operator', 'The – Operator', 'The OP and | Operators', 'The ... Operator', 'The \* Operator', 'Special Characters: Summary', 'Advanced Search Form', 'Other Search Forms', 'Refining a Query', 'Anatomy of a Web Address', 'Using Search Operators', 'Search Operators'.

When one click on a Category name, a listing of its articles appears next in the sidebar. To read a complete article, one has to click on its title in the sidebar or under its excerpt. While reading an article, one can read the next or previous complete article by clicking on the "Next" and "Previous" links you'll find at the top and bottom. This is another way to read all articles in a category.

#### Special Features

- ➤ Google guide invites suggestions from its users for the improvement of the guide book.
- The side bar of the web page provides Google guide blog pages, like
  - Google in the news
  - Google Press Releases
  - Google-Friends Newsletter archive
  - Google: Search Engine Showdown News Archive
- ➤ Users can email the guide book pages to their account or share via other social networking sites.

## Arrangement Pattern

The contents of the guide book are arranged category wise. All the categories arranged in parts.

Remarks	The more one know about how Google works, its features and capabilities, the better it can serve our needs. In that matter, Google Guide helps to know more about Google.
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