

# GOOGLE SEARCHING

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Google has a 10-word limit. If you type more, all words after the tenth word will be ignored. If you need more words, it may be helpful to use the “wildcard” syntax (\*) to replace common words (see further), which Google will not count.

By default, if you type more than one word, Google will assume you want all words to be included in the search result, as if you had typed “AND” between each word.

Google is not case sensitive. Searching for “translation agency”, “Translation Agency” or “TRANSLATION AGENCY” will produce the same results.

Google will ignore common words such as: “a”, “the”, “and”, “of”. If you want to include them in your search line, add “+” in front (e.g. "translators + in Belgium").

Similarly, insert “-“ before a word you want ignored (e.g. translation -proofreading).

## COMMON SYNTAXES

- OR  
Syntax OR  
|  
Example: translator OR proofreader  
translator | proofreader  
Google will search for “translator” or “proofreader”

- Exact phrase/ words  
Syntax ""  
Example: "Dutch translator"  
Google will search for the exact words: “Dutch translator”
- Wildcard  
Syntax \*  
Example: freelance \*  
Google will search for the word freelance and any other word succeeding it, e.g. “freelance translator”, “freelance jobs”, “freelance work” etc.
- Group  
Syntax ()  
This feature allows combining common syntaxes  
Example: freelance (translator | proof-reader)  
Google will search for “freelance”, “translator”, “proof-reader translator”, “freelance translator” and “freelance proof-reader”.

## SPECIAL SYNTAXES

- Special syntaxes let you search specific parts of web pages or specific types of information. They are great tools for narrowing down your results.
- Intitle: searches only the titles of the web pages.  
Example: intitle:Proz
- InURL: searches only the URLs (Internet addresses).  
Example: inurl:indutch
- Intext: searches only the text in the body of

the web page.

Example: intext:proofreading

- Inanchor: searches only the descriptive text of a link, whether it is a text or picture.  
Example: inanchor:proz
- Site: searches only sites or top-level domains.  
Example: site:eu
- Link: Typing in the "web page address" will give you a list of all pages linking to that specific URL.  
Example: link:www.indutch.com
- Daterange: limits search to a range of dates.  
Example: Proz daterange: 2453133-2453135  
Note that daterange works with Julian dates, not the Gregorian dates we use every day.  
You will need to convert your Gregorian date to a Julian date by means of a date conversion utility (e.g. <http://aa.usno.navy.mil/data/docs/JulianDate.html>) or use the handy Faganfinder Google interface (<http://europa.eu.int/eurodicautom/Controller>) to use Gregorian dates.
- Filetype: Searches for any file name extensions.  
Example: glossary filetype:pdf

## File types indexed by Google :

pdf	doc
eps, ps	ppt
wp	mdb
dbf	rtf
wk, wk1, wk2, wk3,	wri
wk4, wk5, wki, wku	wps
sam	wdb
lwp	wks
mw	ws
xls	

- **Related:** searches for other URLs of a similar nature.  
Example: related:www.foreignword.com
- **Query in site:** restricts your search to a specific site.  
Example: Hoefman site:http://www.proz.com
- **Allinurl:** restricts the results to documents containing the word (of the query) in the URLONLY.  
Example: allinurl:dictionary+English
- **Allintitle:** restricts the results to documents containing the word (of the query) in the title only.  
Example: allintitle:dictionary+English
- **Cache:** Searches in cache versions of pages indexed by Google.  
Example: cache:www.proz.com
- **~:** Searches for your keyword and its synonyms.  
Example: laserprinter ~help  
**Dictionary:** Searches for dictionary sites about the topic you enter.  
Example: dictionary:glass
- **Define:** Searches for definitions of your keyword.  
Example: define:hourglass

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