



## Synopsis

Laminated quick reference card showing step-by-step instructions and finer points of search using Google and Google Maps. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. NOTE: Updated July 2015

The following topics are covered:

- Using Google Search: Performing a Basic Search; Enabling/Disabling Google Instant; Spelling Corrections; Viewing the Results Pages; Using Knowledge Graph; Using Cached Pages; Finding Similar Sites; Refining Search Results; Limiting to a Content Group; Using Search Tools; Setting Search Preferences; Performing an Advanced Search; Using the Advanced Search Page; Using Advanced Search Operators; Using Date Ranges
- Using Google Maps: Searching for a Location; Controlling the Map; Getting Directions; Changing the Map View; Sharing a Map & Printing a Map

Includes a list of other Google Search features, such as Dictionary, Calculator, Currency Conversion, World Clock, Weather Source, and Translator.

## Book Information

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good reference

Very useful.

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