# Google Tips

Introduction

Google offers a number of features that are very useful but not commonly known to most users. Among these are Google Book Search, Google Sites, and a timeline view for Google Search results.

Google Book Search – http://books.google.com

An enormous collection of books, magazines and other fiction and non-fiction publications, is online on Google Book Search.

1. Open the Google Book Search homepage (address below) in your favorite web browser such as Safari or Firefox.
2. Type some keywords click the **Search Books** button. Like a standard web search, Google Book Search lists publications which contain the words you searched for.
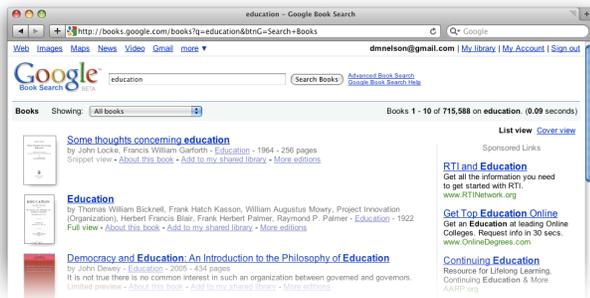
3. Your results will include items that are be viewed in full online, as well as others that must be purchased. You may wish to click on the **Showing** menu, then select **Full view only**. This will narrow your results to display only those that can be read in their entirety online.

4. Click the title or cover of a publication to view it. Notice that words or phrases are highlighted to illustrate where your keywords

were found. If the book is out of copyright or has lax restrictions on copying, you can save it to your computer in PDF form or download it as a plain text file. With virtually all books, you have the option to order an original printed copy from a number of online bookstores such as Amazon.

Google News – http://news.google.com
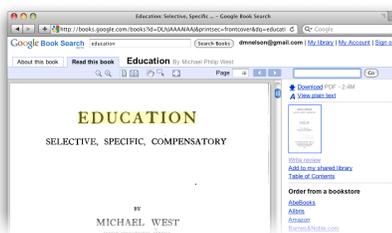
Google's news page is an easy but invaluable tool for keeping track of current events. Simply visit the Google News homepage and sign in with your Google account. You can customize the types new news stories you are shown (for example Business, World, Sports, etc.) . You can even enter your zip code for a customized section of local and regional news.

Google Search – Timeline View – http://www.google.com

The Timeline view is a powerful way to view your Google search results by date. The timeline does not group by date published, but rather by the date of the events that the site are about.

1. Begin by visiting Google as you would when performing any other search.
2. Enter the topic you wish to research as usual, but don't click **Search** yet.
3. We need to add some special text to the end for timeline view. Simply append "view:timeline" as shown below. Then click the **Search** button.

4. Your results will appear in a new format. At the top of the page, notice the timeline. In this example there is a timeline of results pertaining to Japan, ranging from 800 B.C. to modern times.
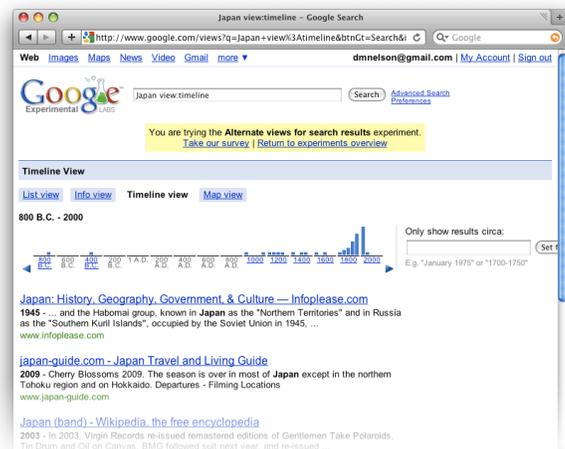
You can click on any point in the timeline to jump to results from that era. This way of presenting information can be a very useful tool for students who are using Google to research historical events.