

## [Powerful Google Search Tips for Lawyers](#)

The act of searching for information takes up more of our day (and our life) than ever. So, learning how to access that information more effectively is a wise investment of our time.

As an attorney interested in efficiency, you already know from your use of legal research platforms the importance of Boolean operators (*and, or, from, where*, etc.).

And though you're no doubt aware that Google is a fast-evolving platform, you may not be using many (or any) of its advanced operators – operators that can cumulatively save you hundreds of hours over the course of a year (and get you better results).

Here's a terrific "cheat sheet" listing many of them: [http://www.googleguide.com/advanced\\_operators\\_reference.html](http://www.googleguide.com/advanced_operators_reference.html)

### **Some of the great techniques you'll find:**

By adding *site:[domain name]* before your search term, you'll get results only from that domain. So, for example, *site:njsba.com ethics opinion*, will provide results only from the New Jersey Bar Association website. (This is particularly useful because the site itself does not have a good search feature.) Likewise, *site:acc.com alternative fee* will give you a treasure trove of results on that topic from the perspective of The Association of Corporate Counsel. (You won't have to wade through articles dealing with the subject from the world of accounting and consulting, etc.)

By adding *intitle:* in front of your search term, you'll get results with only those terms in the title of the page. This significantly narrows down your results even tighter than if you had just entered the term in quotes without the *intitle:* prefix, because you're assuring that each result will be focused on your topic, as opposed to merely mentioning it somewhere on the page.

### **Other tips include:**

- Inserting *location:[a place]* using Google News in order to find results you're looking for from the news publications in given geographical area.
- *filetype:[a type of file]* in front of your term will return only PDFs or DOCs or PPTs (or whatever you designate)
- An incredibly simple **unit conversion** function (from distances to currencies to weights and measures)

Google – and all of search – is increasingly moving toward natural language interface. That is, you just type in your question and get an answer. To wit, if you want to know what time it is anywhere on the planet, just type in *What time is it in [city]*.

To make it easier to remember these functions, be sure to print out the PDF of the list located at the upper left hand corner of page from the link above.