

Google Search Operators & Time Saving Shortcuts

Disclaimer: Search operators change and Google is doing it's best to use AI to make these obsolete

Name	Examples	Description
Site	Egypt Site:edu Reading strategies Site:edutopia.org	Restrict search results to those from a specific site or top level domain (.edu or .org)
Filetype	Civil War Filetype:pdf WW2 Filetype:PPT	Restrict search results to certain types of files/documents
" <i>search phrase</i> "	"Los Angeles 1991" "Steve Jobs"	Returns results with those exact words in that order
- <i>term</i>	Apple -fruit Egypt -ancient	Removes results that include the - term you don't want included
AND OR	Electricity inventor tesla OR edison	Returns results related to X or Y, or both. *The () character can also be used in place of "OR." Google defaults all searches to AND, so these are mainly useful when used with other search operators such as site:edu OR site:org
*	Steve * Apple * Tesla electricity	An asterisk (*) acts as a wild-card and will match on any word. Great when you can't remember a word in a name or phrase
define	Tesla define albatross define	Including the word define forces Google to show the definition as the first result
in	43 cm in feet	Using the word in automatically triggers Google conversions

Mac Shortcuts and Cool Stuff

Find on Page	Command F	Brings up a small search window in almost every computer program that allow you to search for a word or phrase anywhere on the visible page
Cut, Copy, Paste	Command X, C, V	Save time with shortcut keys: Command + X(Cut), C(Copy), V(Paste)
Screenshot	Command Shift 3, 4, 5	C+S+3= Whole screen C+S+4=Crosshairs to drag a section C+S+5=Image or Video
Undo	Command Z	Undo the last action you took - this works in almost all programs
Move to Trash	Command Delete	Forget dragging stuff to the Trash
Preview File	Spacebar	When you are in Finder or browsing to upload files, select the file and press spacebar

Chrome Shortcuts

Action	Shortcut
Open a new window	⌘ + n
Open a new tab, and jump to it	⌘ + t
Reopen previously closed tabs in the order they were closed	⌘ + Shift + t
Jump to the next open tab	⌘ + Option + Right arrow
Jump to the previous open tab	⌘ + Option + Left arrow
Jump to a specific tab	⌘ + 1 through ⌘ + 8
Jump to the last tab	⌘ + 9
Close the current tab or pop-up	⌘ + w
Minimize the window	⌘ + m
Quit Google Chrome	⌘ + q

Gmail Shortcuts

(Must be enabled in Settings>General)

Action	Shortcut
Go to Inbox	g + i
Compose	c
Newer conversation	k
Older conversation	j
Back to threadlist	u
Open "label as" menu	l
Archive	e
Delete	#
Reply (Reply All)	r (a)
ADD CONVERSATION TO TASKS	Shift + t