A BEGINNER'S GUIDE TO GOOGLE BOOKS

Cass County Public Library – Genealogy Branch

Google Books

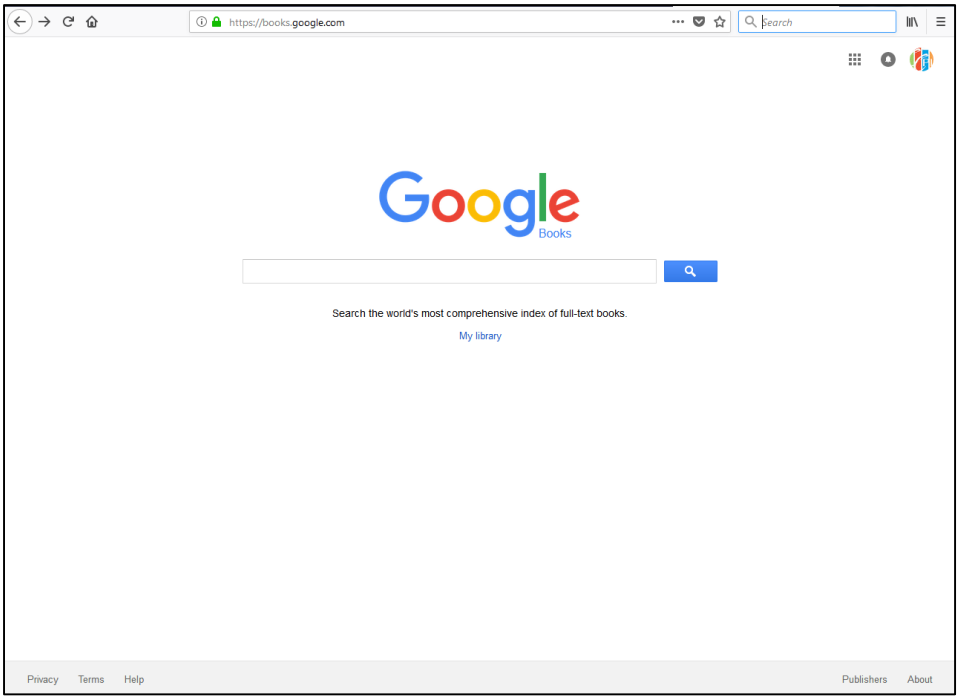
https://books.google.com

These titles include resources like genealogy periodicals, trade and labor union member newsletters and rolls, family histories, record books, etc.

Books that are available as *full view* or *limited preview* and *Google E-books* can be **viewed free online**.

Google Books can also locate print copies of titles that are not available online.

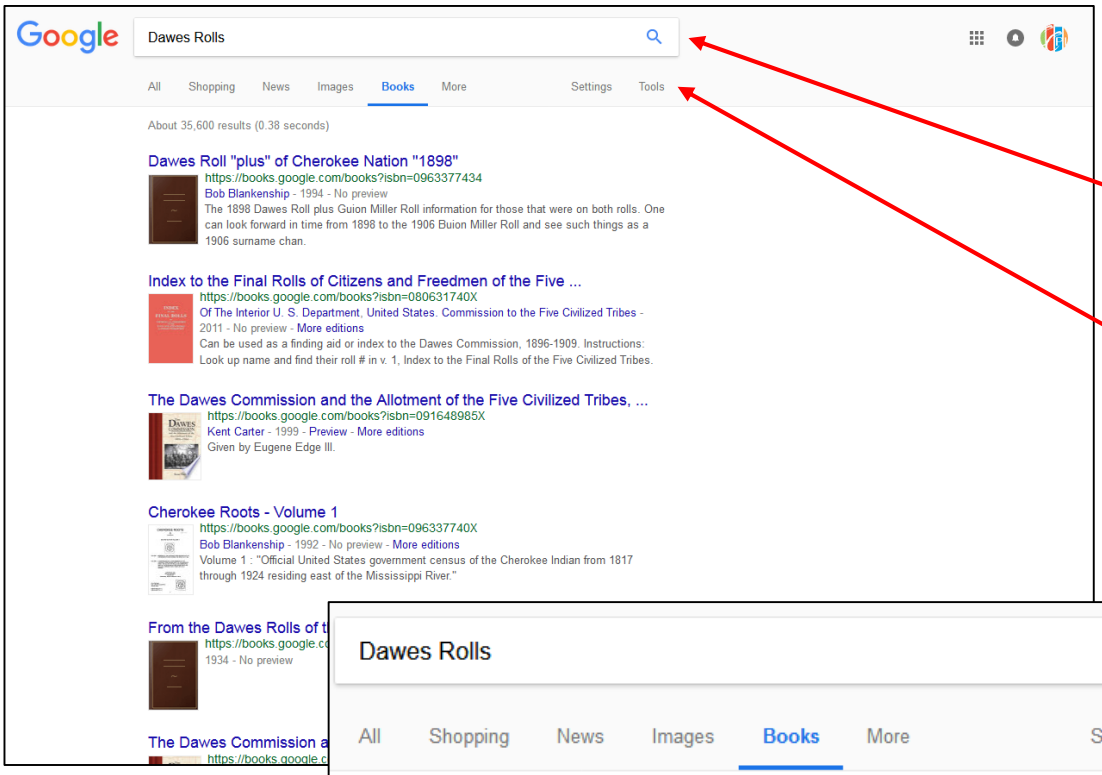
The **basic search form** [*right*], is the first page you see.



Basic Search

Basic searches function the same way general Google searches work and the results are displayed the same way as well. Type a keyword or phrase into the search box and click the search button.

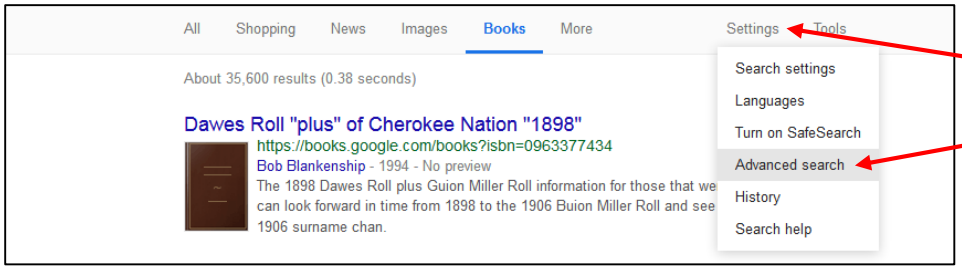
Example Search: Dawes Rolls



Refining a Basic Search

If you are unsatisfied with your results, you can add or remove keywords in the *search box* and click the search button again.

To filter your results, click on ***Tools*** to reveal the filters. With these, you can filter by availability online, document type, century published, and sort by relevance or date.



Click *Settings* and then select *Advanced Search* from the drop down list to go to the form

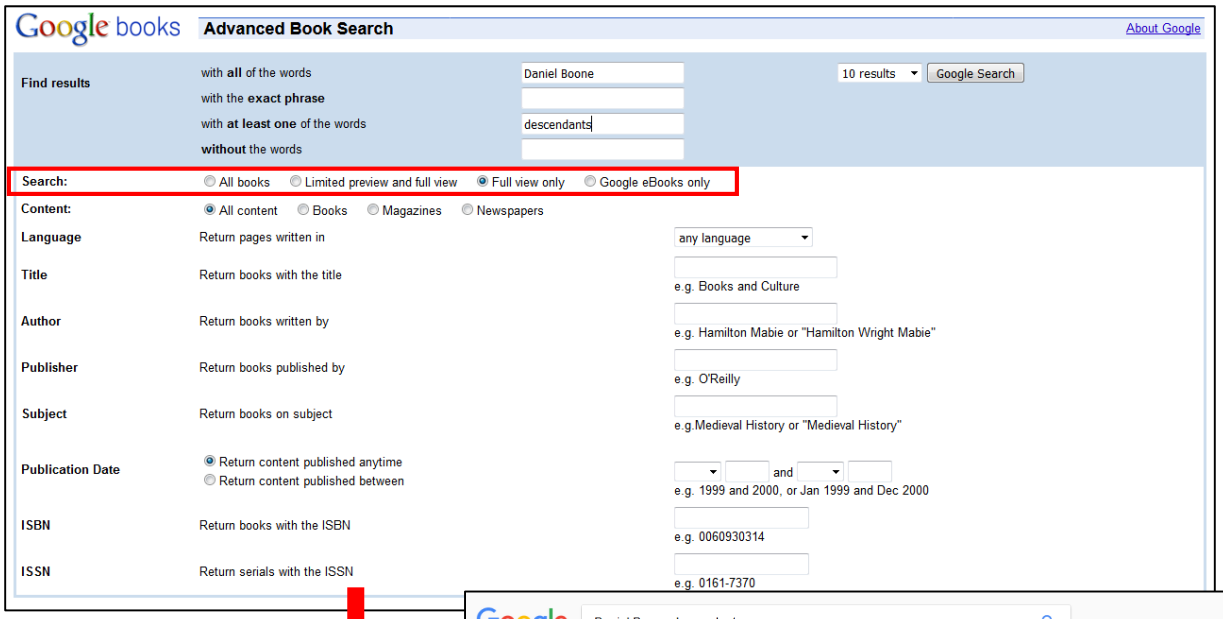
Advanced Search

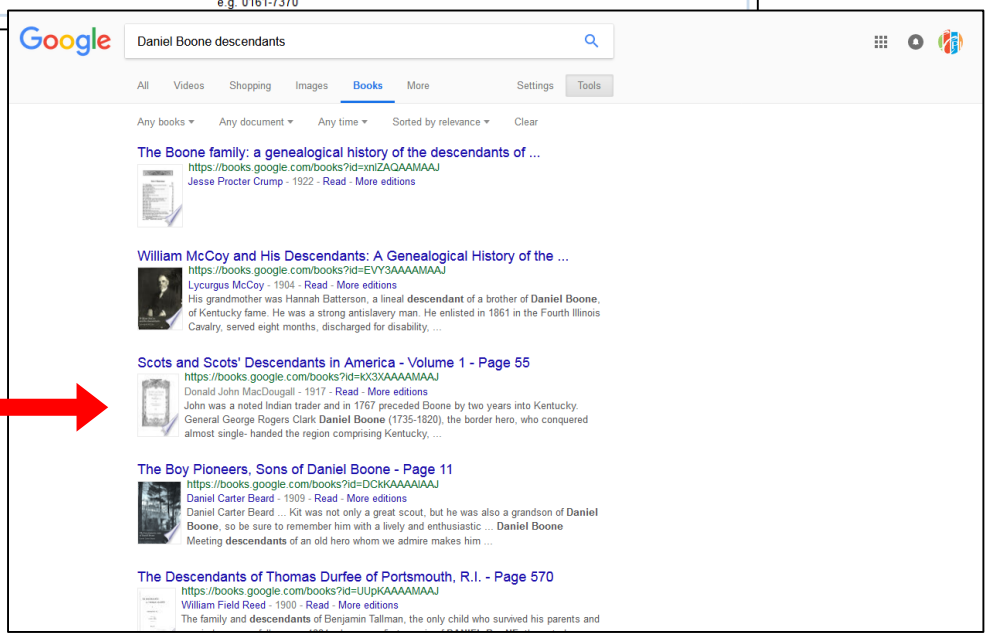
http://books.google.com/advanced_book_search

The *Advanced Search* form provides more options for filtering your search results and focusing your search. If, after doing a basic search as seen above, you find you are unsatisfied with your results, try combining filters with an advanced search.

Note: ***Pay special attention to the filters highlighted below***. Selecting **All books** will include results that are not available online. Selecting **Limited preview and full view** will include titles available for free partial and full viewing online. **Google eBooks** are digital titles distributed by Google, which may include different search results than a search for **Full view only** materials.

Example Search: with **all** the words: *Daniel Boone*; with **at least one** of the words: *descendants*





Search Tip

Start with a general search and narrow from there.

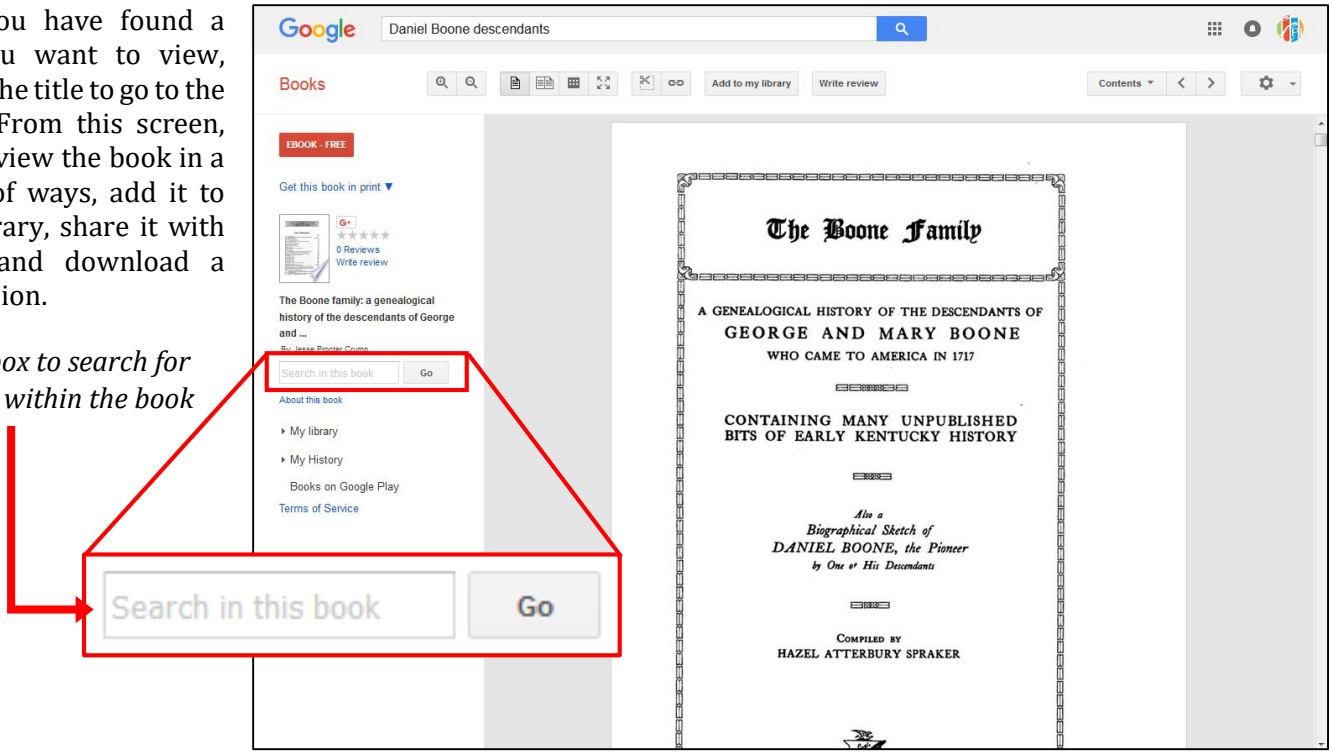
Using too many filters at the same time can work against you.

If your search is too narrow, then it won't return any results.

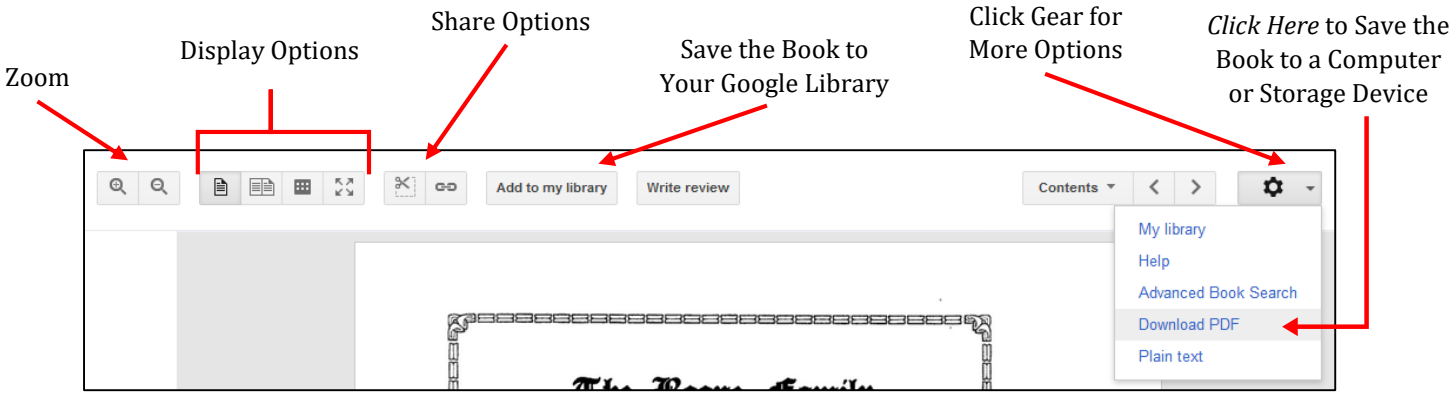
Viewing the Books

When you have found a book you want to view, click on the title to go to the viewer. From this screen, you can view the book in a variety of ways, add it to your library, share it with others, and download a PDF version.

Use this box to search for keywords within the book



Viewer Functions



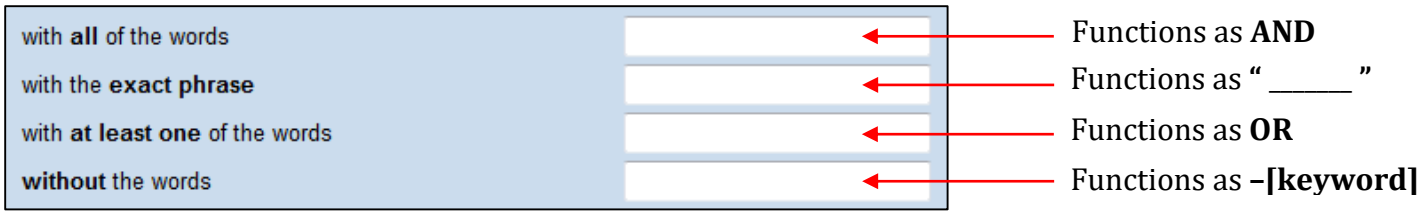
Search Tip: Experiment with Filters and Operators

When searching with keywords, operators like **AND**, **OR**, **–**, and quotation marks can help focus your searches. These terms help determine with keywords are included in your results and which are not. *The advanced search form will automatically insert the operators* [*examples shown on next page*].

How They Work

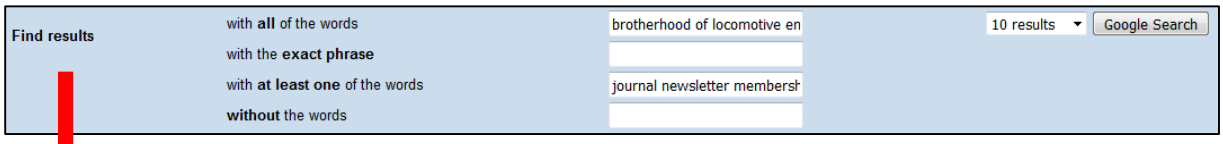
- Using **AND** *between two keywords* **narrows your results** to only those with *both*, which can be used more than once simultaneously. [*i.e. Washington AND death AND Yakima*]
- Using **OR** *between two keywords* **broadens your results** to those that include *either*, which can help when searching for synonyms. [*i.e. baptisms OR christenings*]
- Using **–** *before a keyword* **excludes** any results with that word, which can help remove any unwanted terms that congest your results. [*i.e. Irish church records –Catholic*]
- Type these *operators* in all capital letters to help distinguish them from your keywords. Multiple operators can be combined into phrases like: United States AND service records –army
- Typing a phrase in between **quotation marks** will search for those keywords in the **exact order** in which they are typed. [i.e. "Boston Tea Party"]

The advanced search will automatically enter the appropriate operators. The same results are provided if it is typed directly into a basic search as *brotherhood of locomotive engineers journal OR newsletter OR membership* rather than entered in the advanced search form as shown. Each of the blanks at the top correspond with an operator.



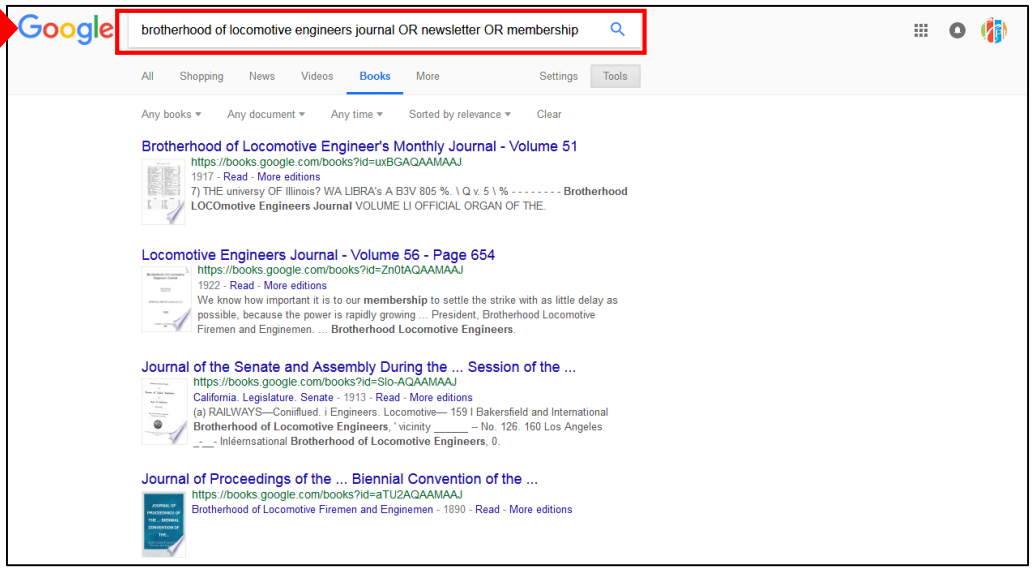
Note: *How you search is ultimately a matter of personal preference.*

Example Search: using the Advanced Search form to search with **OR** operators

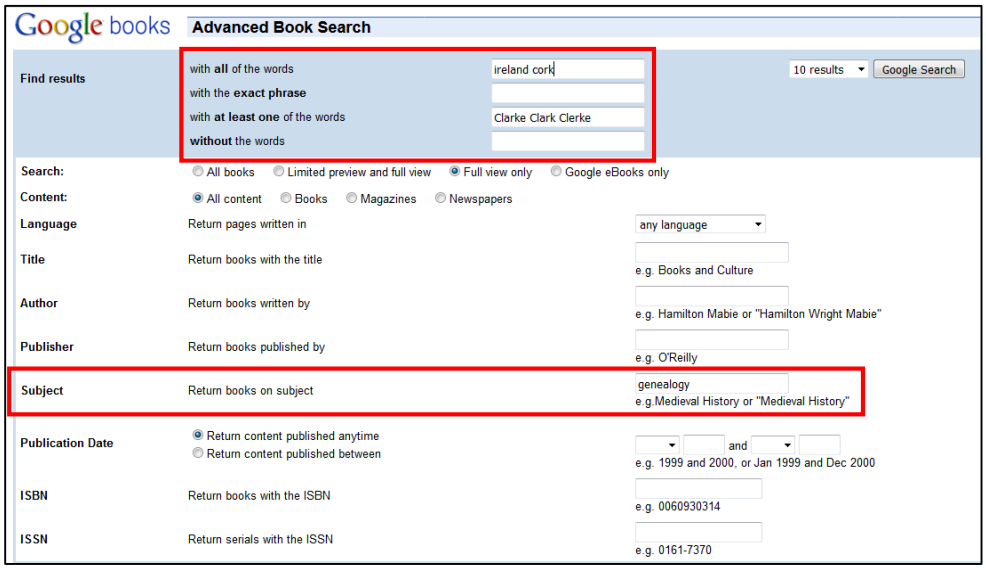


You will notice that the search box at the top of the page does not have [*brotherhood AND of AND locomotive AND engineers*].

Even though Google does not display the *AND* for the information entered into the "AND" blank [*shown above*], it is still functioning as an *AND* search. However, it did automatically insert the *OR* between the keywords typed in the corresponding blank.



Example Search: Using advanced filters

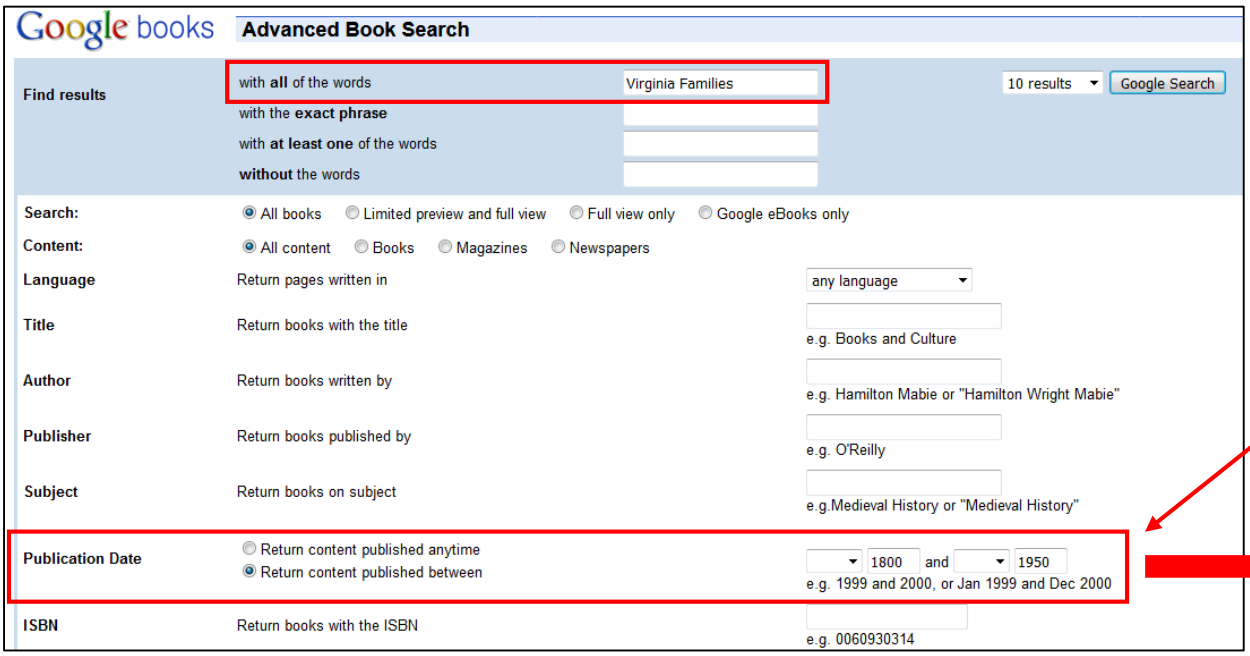


Use the other filters on the *advanced search* form for more precise searching. These filters can be combined with the operator search filters.

These filters are especially helpful if you are searching by author, publication date, or want to filter for language.

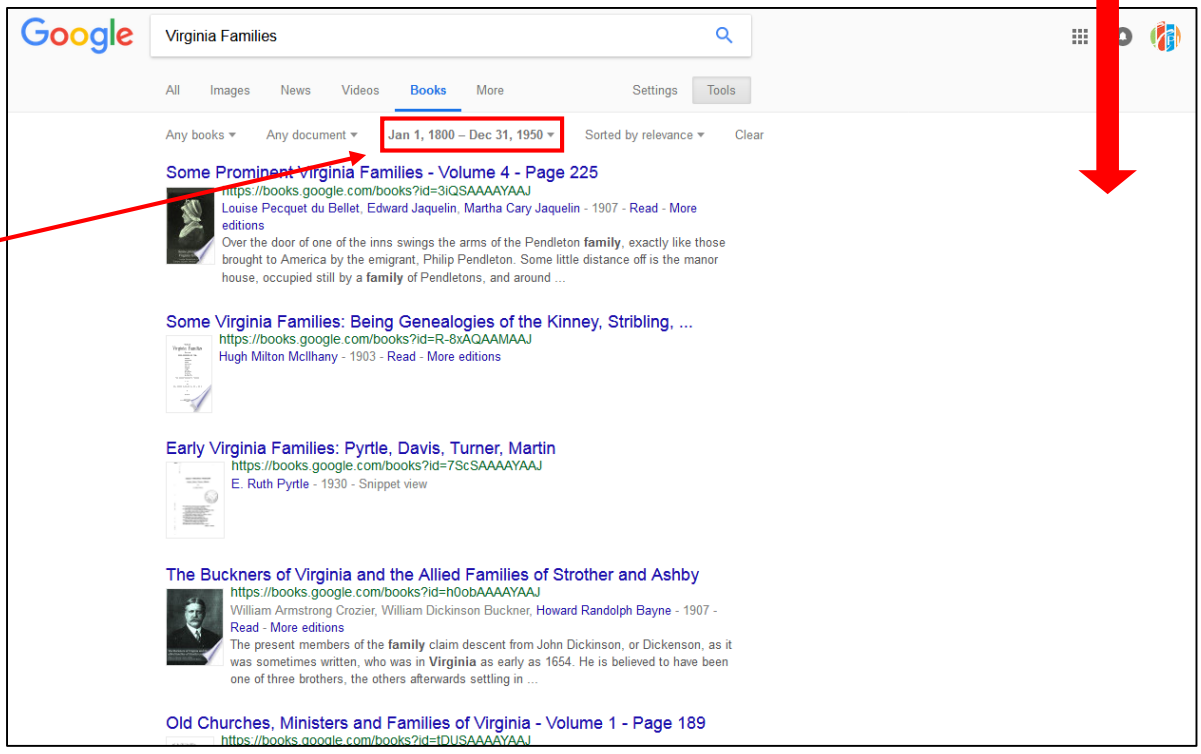
Typing *genealogy* or *family history* into the *Subject* blank may also help focus your search results, depending on the other keywords you have entered.

Example Search: Virginia family histories *published 1800-1950*



Filter your results based on publication date by entering a range of dates in these blanks

If you would like to refine your search by changing the range of publication, select that filter and adjust the dates entered



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Information regarding our digital collections, access to online databases, submitting inquiries, and more, can be found on Cass County Public Library's Genealogy Resources page, located here: www.casscolibrary.org/genealogy

Send Research Inquiries to:
askgenealogy@casscolibrary.org

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