

The Ultimate Sherlock Handbook

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I. What and Where

A. Major Search Engines

1. [Google](#)

- a) Searches are not case sensitive.
- b) Searching for “social media” is the same as searching for “Social MEDIA”.
- c) Besides a few exceptions, most punctuation is ignored.
- d) Use as few terms as possible for more search results. Too many words can be too specific and will limit your search results.
- e) Try to be as descriptive as possible with your search words.
- f) For more Google shortcuts click [here](#) and [here](#).

2. [Yahoo](#)

- a) Use specific words in order to narrow down your search for better results.
- b) Use a plus sign (+) to include words.
(1) Example: social media +technology +twitter
- c) Use a minus sign (-) to exclude words.
(1) Example: social media -facebook -myspace
- d) Search Meta Words
(1) Example: site:makeuseof.com
(2) Example: link: <http://www.makeuseof.com/dir/>
(3) Example: intitle:Twitter

e) For all Yahoo shortcuts [click here](#).

3. [Windows Live](#)

a) Search certain file types within web pages with the contains operator.

(1) Example: contains:mp3

b) Search results will show only web pages with a specific file type.

(1) Example: filetype:doc

c) Show web pages only in a specific language in your search results.

(1) Example: language:es

d) Show web pages from a specific location or region.

(1) Example: loc:iq

e) Find RSS or Atom feeds that pertain to a particular topic.

(1) Example: feed:technology

f) See [Live Search Help](#) for more tips.

B. People Search Engines

1. [ZoomInfo](#) – Find people and companies.

- a) As well as searching for other people, you can create or claim your own ZoomInfo profile to increase your visibility on the web.
- b) Install the Firefox addon to search on demand. Highlight a name on any web page, right click and instantly search ZoomInfo for this person.
- c) Use the advance search feature to search for specific titles, industries, company and geographic info.

2. [123People](#) – Free people and public record search.

- a) You will need a first and last name in order to search accurately for a person.
- b) The city and zip code is optional but is good to have for common name searches.
- c) 123People displays any type of information that is publically available on the Internet; private information will not be displayed.

3. [Pipl](#) – The most comprehensive people search on the Web.

- a) You can search by name, email, username or phone number.
- b) The Pipl [directory](#) can be used to search by keywords and categories.
- c) Pipl helps you find deep web content that cannot be found on regular search engines.

C. Music Search Engines

1. [MusicDemon](#) – Search for free music.

- a) You can do an audio or lyrics search.
- b) You can search by artist name, song title or album title.
- c) For more specific results you can use shortcuts.

(1) Example: artist:bobby valentino

(2) Example: album:the rebirth

(3) Example: artist:bobby valentino album:the rebirth

2. **Mix Turtle** – The music search engine.
 - a) You can search by artist or song title.
 - b) You can create an account and then create playlists.
3. **SkreemR** – The world’s greatest MP3 search engine.
 - a) Use the advance search options to search by title, artist, album, genre, bitrate, and length.

II. Working with outline numbered text

A. Move an outline numbered item to the appropriate numbering level

1. On the Formatting toolbar:
 - a) To demote the item to a lower numbering level
 - (1) *click a list number*
 - (2) *click Increase Indent.*
 - b) To promote the item to a higher numbering level
 - (1) *click a list number*
 - (2) *click Decrease Indent.*
- 2.