

# Google It

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Mike Peacher  
NTEU NVP District 4

## Basics

### *Setting Your Preferences*

Take a minute and let Google know how you want your search results displayed.

Open up the Google search engine and in the upper right hand click on "Preferences."

First select your language of choice, e.g., English.

Next, if you are fortunate enough to be multilingual, you can specify which languages you will accept in your search results.

You can set your preferences for SafeSearch filtering. This is a companion to the SafeSearch operator mention in the January 2006 newsletter and will ensure you do not inadvertently retrieve objectionable material.

Then set the number of results per page. The default is 10 and I have never had a need to change the setting.

Finally, you are given the option of opening your search results in a new browser window. This can save you time and aggravation.

Try it. You can always go back and change your settings.

### Engagement Survey 2006

Actions speak louder than words. Words without actions are meaningless.

Please do not tell us you value our input and then do nothing.

*The engagement is off.*

## Not Too Basic

### *Finding People (Continued)*

The commercial People Finding software available to private industry and government is more powerful than anything I can find on the Web.

However, sometimes you are looking for information that is not directly related to your official duties. Or, the commercial software is of no help.

Try this: Go to

<http://www.google.com/webhp?complete=1>

Enter "How to find people" – no quotation marks.

As soon as you enter How to find – look at the options that drop down.

Wow!