THE UNIVERSITY OF ARIZONA
FOUNDATION
Development Research & Resources

GOOGLE SEARCHING FOR CONTACT INFO

USEFUL OPERATORS:
- **OR** [must be in CAPS]
- **" "** [quotation marks] to search for exact phrase
- **( )** [parentheses]
- **-** [Minus sign] to exclude a term
- ***** [asterisk] "wildcard" or placeholder
- **Site:**   to search only within a specific website; or type of website, such as .org
- **Filetype:**   to search only certain types of files, such as pdf

If you know the company they work for, start by looking up the company website. There may be a bio or contact info on the Leadership/Team/Management or About>People page.

Hint: Searching for people is always easier if they have a unique name. If they have a common name, you have to add more specific search terms to narrow your search.

Search only within one specific website:
> **Site:dmbinc.com**
> **Site:dmbinc.com "John Smith"**

Search for several name variations at once:
> **("John Smith" OR "John S. Smith" OR "Johnny Smith" OR "Smith, John" OR "Smith, Johnny")**

To eliminate irrelevant results, you can use the minus sign:
> **"John Smith" –dance**

To look for an email:
"John Smith" email @businessname.com

If too many hits and need to narrow, can do it by filetype.
"John Smith" email @businessname.com (filetype:pdf OR filetype:xls OR filetype:doc)

Resources:
- Google Advanced Search page: http://www.google.com/advanced_search
- Tips & Tricks: http://www.google.com/intl/en/insidesearch/tipstricks/basics.html
- Basic Search Help:
  https://support.google.com/websearch/answer/134479?hl=en&ref_topic=3025380
- Search Operators: https://support.google.com/websearch/answer/136861