

# Bing Cheat Sheet. Bing It On!!!!

## *A recruiters' guide for searching for candidates on BING*

BING is the world's first Decision Engine – a faster way to make more informed decisions, delivering:

- Great results
- A richer, more organized experience
- Powerful decision making tools to help you accomplish key tasks more easily

BING will help you make faster, more informed decisions when searching online. Bing saves you time, improves your search success, and reduces the numbers of pages and clicks to complete complex tasks.

This isn't a complicated process and the logic is all in how you apply it. BING gives you the tool to find what you are searching for with ease.. As a recruiter/sourcer/researcher, you will want to think effective, simplistic, and less complicated when structuring your search strings and the results will come with this Decision Engine. BING brings a fresh approach and incorporating some specialties, like domain, sites, region specific domains and much more. This fresh approach will help you structure strings with ease.

### Advanced Searches

If you've done a search and want to narrow the results, you can use Bing's advanced search option to help with that task.

Choose the parameters of your search. You can look for results by:

#### Search Terms

- **All of these terms:** Uses an **AND** operator. Bing ignores punctuation and **stop words** for this type of search term. (STOP WORDS In database searching, "stop words" are small and frequently occurring words like and, or, in, of that are often ignored when keyed as search terms. Sometimes putting them in quotes " " will allow you to search them.)
- **Any of these terms:** Uses an **OR** operator. Bing ignores punctuation and stop words for this type of search term.
- **This exact phrase:** Searches for the exact phrase, including punctuation and stop words.
- **None of these terms:** Uses a **NOT** operation. The NOT operation will group the terms within parentheses, including punctuation and stop words.

#### Advanced Search Options

+	Finds webpages that contain all the terms that are preceded by the + symbol. Also allows you to include terms that are usually ignored.
" "	Finds the exact words in a phrase.
( )	Finds or excludes webpages that contain a group of words.
AND or &	Finds webpages that contain all the terms or phrases.

<b>NOT or -</b>	Excludes webpages that contain a term or phrase.
<b>OR or  </b>	Excludes webpages that contain a term or phrase.

## NOTES

By default, all searches are **AND** searches on Bing.

You must capitalize the NOT and OR operators. Otherwise, Bing will ignore them as **stop words**. Only the first 10 terms are used to get search results.

Term grouping and Boolean operators are supported in the following preferred order: parentheses () quotation marks "

**NOT + -**

**AND &**

**OR |**

## Advanced Search Keywords

Want to spend less time sorting through irrelevant results? Advanced keywords can give you better search results so that you find only what you want. Use the following keywords to help limit and focus your searches:

Keyword	Definition	Example
<b>contains:</b>	Keeps results focused on sites that have links to the file types that you specify.	To search for websites that contain links to Microsoft Windows Media Audio (.wma) files, type <b>music contains:wma</b> .
<b>filetype:</b>	Returns only webpages created in the file type that you specify.	To find reports created in PDF format, type your subject, followed by <b>filetype:pdf</b> .
<b>inanchor:</b> or <b>inbody:</b> or <b>intitle:</b>	These keywords return webpages that contain the specified term in the metadata, such as the anchor, body, or title of the site, respectively. Specify only one term per keyword. You can string multiple keyword entries as needed.	To find webpages that contain <b>msn</b> in the anchor, and the terms <b>spaces</b> and <b>magog</b> in the body, type <b>inanchor:msn inbody:spaces inbody:magog</b> .
<b>ip:</b>	Finds sites that are hosted by a specific <b>IP address</b> . The IP address must be a dotted quad address. Type the <b>ip:</b> keyword, followed by the IP address of the website.	Type <b>IP:207.46.249.252</b> .
<b>language:</b>	Returns webpages for a specific language. Specify the language code directly after the <b>language:</b> keyword.	To see webpages only in English about antiques, type <b>"antiques" language:en</b> .

	You can also access this function using the Search Builder <b>Language</b> function. For more information about using Search Builder, see <a href="#">Use advanced search</a> .	
<b>loc:</b> or <b>location:</b>	Returns webpages from a specific country or region. Specify the country or region code directly after the <b>loc:</b> keyword. To focus on two or more languages, use a logical <b>OR</b> to group the languages.	To see webpages about sculpture from the U.S. or Great Britain, type <b>sculpture (loc:US OR loc:GB)</b> . For a list of language codes that you can use with Bing, see <a href="#">Country, region, and language codes</a> .
<b>prefer:</b>	Adds emphasis to a search term or another operator to help focus the search results.	To find results about football but that primarily pertain to the organization, type <b>football prefer:organization</b> .
<b>site:</b>	Returns webpages that belong to the specified site. To focus on two or more domains, use a logical <b>OR</b> to group the domains. You can use <b>site:</b> to search for web domains, top level domains, and directories that are not more than two levels deep. You can also search for webpages that contain a specific search word on a site.	To see webpages about heart disease from the BBC or CNN websites, type <b>"heart disease" (site:bbc.co.uk OR site:cnn.com)</b> .  To find webpages about the PC version of Halo on the Microsoft website, type <b>site:www.microsoft.com/games/pc halo</b> .
<b>feed:</b>	Finds <a href="#">RSS</a> or Atom feeds on a website for the terms you search for.	To find RSS or Atom feeds about football, type <b>feed:football</b> .
<b>hasfeed:</b>	Finds webpages that contain an RSS or Atom feed on a website for the terms you search for.	To find webpages on the New York Times website that contain RSS or Atom feeds, type <b>site:www.nytimes.com hasfeed:football</b> .
<b>url:</b>	Checks whether the listed domain or web address is in the Bing index.	To verify that the Microsoft domain is in the index, type <b>url:microsoft.com</b> .

**NOTE: Don't include a SPACE after the colon in these keywords**

## Using Advanced Search

If you've done a search and want to narrow the results, you can use Bing's advanced search option to help.

At the top of your search results page, click advanced to open the advanced search box.

Choose the parameters of your search. You can look for results by: search terms

All of these terms: Uses an AND (A search keyword that you can use to find results that contain all the search terms you specify.) operation. Ignores punctuation and stop words (Words that are frequently used, but that do not offer descriptive value to search engines. For example, a, of, and the are considered stop words.) .

Any of these terms: Uses an OR (A search keyword that you can use to find results that contain either of the search terms that you specify.) operation. Ignores punctuation and stop words.

This exact phrase: Searches for the exact phrase, including punctuation and stop words.

None of these terms: Uses a NOT (A search keyword that you can use to find results that don't contain a search term you specify.) operation. The NOT operation groups the terms within parentheses, including punctuation and stop words.

#### Site/Domain

Limit your search to a specific site, such as Microsoft.com, or to a root domain, such as edu, gov, com, net, org. You can also limit your search to country- or region-specific domains, such as uk and de.

#### Country/Region

Limit your results to websites from specific countries or regions.

Language Limit your results to specific languages.

When you've finished adding options, click the search button.

#### Note

You can select any of these options multiple times to create a more powerful search. For example, to search for websites in French and Spanish, click Language, select French, and then click Add to Search. Repeat these steps for Spanish.

### **Search Effectively**

Having trouble finding what you want in your searches? Keep in mind that the quality of your results depends a lot on the words that you use to search. Here are some tips to make every search more effective:

Make sure that you spell search words correctly. Remember to leave a space between each word in your query.

Use words that you would expect to find in the websites that you're looking for during your search.

Use the **OR** and **NOT** keywords to combine or exclude words. For example, if you use *tree* **NOT** *evergreen*, you will get results for trees but not for evergreen trees. This feature is currently available only in select countries and regions.

Vary your search terms for different results. A different word or phrase will return different search results. Try using fewer descriptive words, or try words that have a different but similar meaning. For example, try *alloy* instead of *metal* or *steel*.

Search for exact phrases by placing the search words within quotation marks. For example "*short evergreen tree*".

Click a category to see only the results associated with that category. A list of categories may appear at the top of the search results.

Use **Instant Answers** keywords to focus your search. For example, to learn the definition of a word, type **define**, followed by the word you want to define. For more information, see [Find instant answers](#). This feature is currently available only in select countries and regions.

### Notes

Basic searches aren't case sensitive.

Common words, such as *a*, *and*, and *the* are ignored unless you use quotation marks around them. For example, "*a*" *car* "*and*" *car*, or "*the*" *car*.

If your search includes a date, type the name of the month instead of the calendar number.

You don't have to type the word **AND** between your search words. By default, all searches are **AND** searches.

You can type up to 150 characters, including spaces, in the search box.

**Search didn't return the correct results** There are many reasons a search may not return the results you'd like. You can simply walk back through a couple areas such as Advanced Search and Search Effectively above while reviewing what you entered for your search to find and make the adjustments to re-run it. It could be something as simple as you accidentally added a space or possibly typed a word in wrong. Check the spelling of your search words.

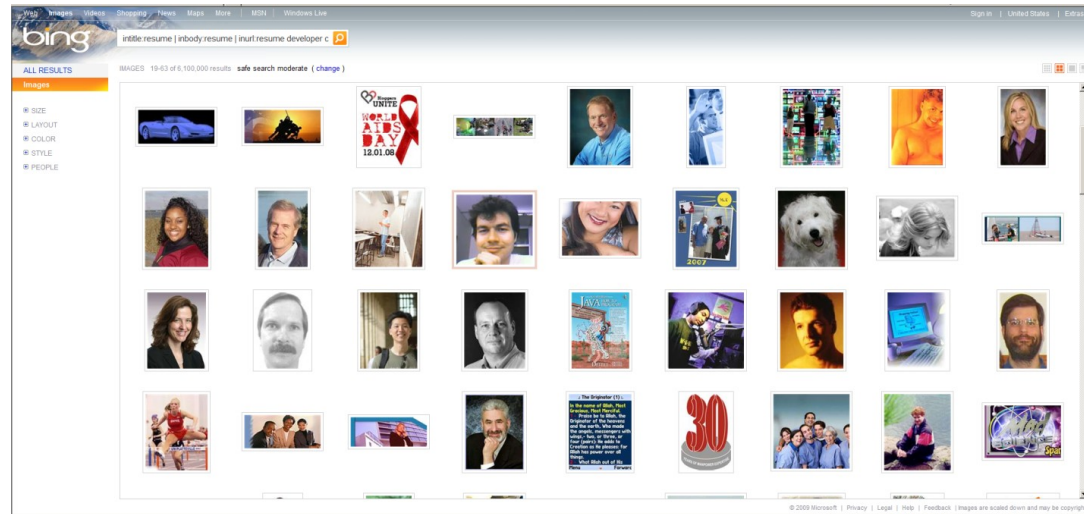
If you own your own website and it isn't returned in search results, see the [Bing Site Owner Help](#) for information about how to add your website to the Bing index.

**BUT WAIT THERE IS MORE:**

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**Searching Images on Bing.**

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**Use the same search engine logic but use the images on the menu.**



Sample of string to use: results varies, but you'll find that diamond

**Sample of string to use: results varies, but you'll find that diamo**

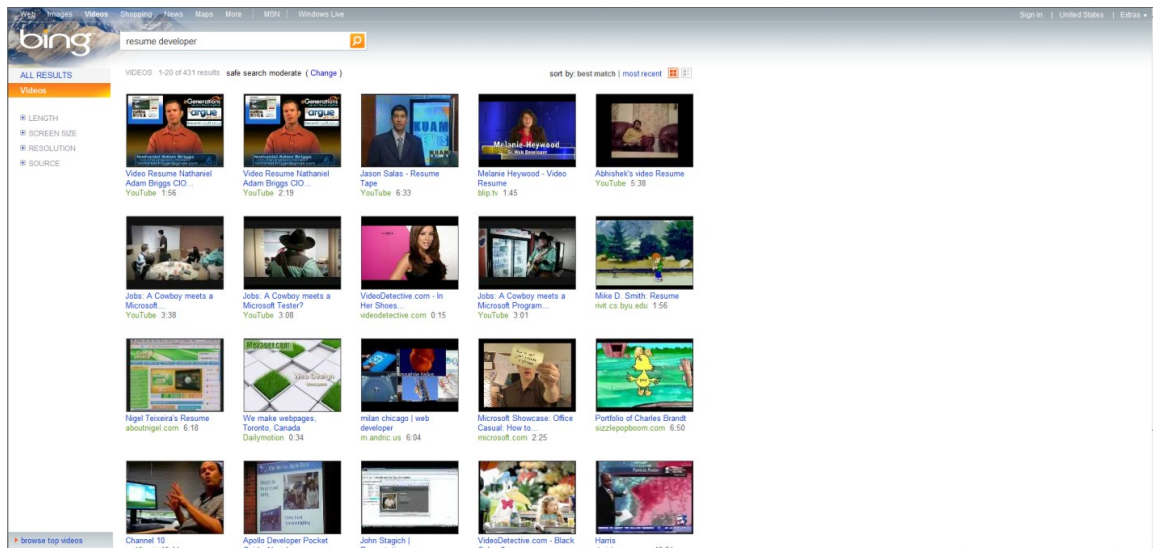
**intitle:resume | inbody:resume | inurl:resume developer c# | c++**

**intitle:resume | inbody:resume | inurl:resume developer**

**Gets Even Better: Searching Resumes on BING Videos**

## Gets Even Better: Searching Resumes on BING Videos

Have you noticed the trend of candidates using video resumes to highlight their skills and experience? It is a great idea candidates are using to capture the busy recruiters attention. However, how do you find the candidate you are looking for today in the pool of videos? Bing allows you to search videos similar using key search words.



**Thank you for sharing this Kay Kelison!**

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