

Instructions for Removing Websites from Google

Please select an option below for instructions. Removals take effect the next time Google and other search engines crawl the website.

1. Removing your website using a Robots.txt file

Create a text file using NotePad (Go to Start>Accessories>Notepad) and name it robots.txt. Then, place the following words in this file and upload the file to your server root:

```
User-agent: *  
Disallow: /
```

To check that the robots.txt has been correctly uploaded onto your website server, the organization website address should show the robots.txt wording in the Internet browser page.

Instructions for Removing Your website from Google

When creating a robots.txt file, please keep the following in mind: When deciding which pages to crawl on a particular host, Googlebot will obey the first record in the robots.txt file with a User-agent starting with "Googlebot." If no such entry exists, it will obey the first entry with a User-agent of "*". Additionally, Google has introduced increased flexibility to the robots.txt file standard through the use asterisks. Disallow patterns may include "*" to match any sequence of characters, and patterns may end in "\$" to indicate the end of a name.

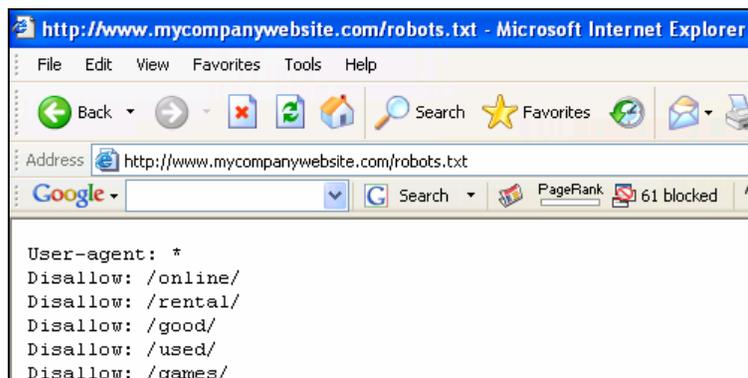
2. Removing Files from part of a website using a Robots.txt file

To remove all pages under a particular directory (for example, FileName), create a text file using NotePad (Go to Start>Accessories>Notepad) and name it robots.txt. Then place the following words in the Robots.txt file and upload the file to your server root:

```
User-agent: Googlebot  
Disallow: /FileName
```

To check that the robots.txt has been correctly uploaded onto your website server, the following URL should show the robots.txt wording in the Internet browser page. Please see an example from

<http://www.mycompanywebsite.com/robots.txt>



3. Removing Your Website from part of a website using Meta Tags

Place the following meta tag into the <HEAD> section of each web page and images:

```
<META NAME="ROBOTS" CONTENT="NOINDEX, NOFOLLOW">
```

4. Removing Pictures and Images from part of a website

To remove images and picture files (for example, NFLfootball.gif), create a text file using NotePad (Go to Start>Accessories>Notepad) and name it robots.txt. Then place the following words in the Robots.txt file and upload the file to your server root:

```
User-agent: Googlebot
```

```
Disallow: /*NFLfootball.gif$
```

5. Remove File from dynamically generated pages

To remove files (eg: called 'FileName') from dynamically generated pages, create a text file using NotePad (Go to Start>Accessories>Notepad) and name it robots.txt. Then place the following words in the Robots.txt file and upload the file to your server root:

```
User-agent: Googlebot
```

```
Disallow: /*FileName?
```

Removing WebPages from Search Engine Cache

Search Engines such as Google automatically takes a "snapshot" of each page it crawls and archives it. This "cached" version allows a webpage to be retrieved for end users if the original page is ever unavailable (due to temporary failure of the page's web server). As users can access the cached version by choosing the "Cached" link on the search results page, these pages need to be removed.

To remove all search engines from showing a "Cached" link that features products and images from your website, place this html in the <HEAD> section of each page:

```
<META NAME="ROBOTS" CONTENT="NOARCHIVE">
```

Remove your entire website

Create text file and name it robots.txt. Place the following words in this file and upload the file to your server root:

```
User-agent: *
```

```
Disallow: /
```

To check that the robots.txt has been correctly uploaded onto your website server, the organization website address should show the robots.txt wording in the Internet browser page.

If you do not have access to the root level of your server, you may place a robots.txt file at the same level as the files you want to remove. Doing this and submitting via the automatic URL removal system will cause a temporary, 180 day removal of a site from the Google index, regardless of whether you remove the robots.txt file after processing a request. (Keeping the robots.txt file at the same level would require you to return to the URL removal system every 180 days to reissue the removal.)

More information is available at <http://services.google.com:8882/urlconsole/controller?cmd=reload&lastcmd=login>

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