

# Tips for using Google

site:	Only searches the pages of a specific site e.g. – <a href="#">site:the Australian.com.au drugs in sport</a>
“ “	Exact phrases e.g. <a href="#">“motorbike trailers”</a>
..	Results from within a time range e.g. <a href="#">drugs in Australian sport 2009..2014</a>
filetype:	Only results of a specific file type like PDF, doc, jpeg etc e.g. <a href="#">filetype: pdf fructose in food</a>
define:	For a quick definition of a term e.g. <a href="#">define: anxiety</a>
images: filtering results by colour	Google images → search for <a href="#">volcano</a> Results = lots of great images/photos of volcanoes Click search tools and filter results to black and white = diagrams of how a volcano works. Lots of other options to filter: full colour, one colour, photo, line drawings, clipart, time etc Colour can carry an implied context – b & w = older photos, or diagrams
pages that are shown from a search	Google decides which pages to show you by: <ol style="list-style-type: none"> <li>1. Number of times your keyword appears in the document</li> <li>2. If your keyword is in the title</li> <li>3. Synonyms for your keyword</li> <li>4. If it is considered a quality website by google</li> <li>5. Page rank – how many other pages link to it</li> </ol>
bold words in search results	Words that google associates with your keyword
word order matters	Try all combinations – <a href="#">search for types of grass</a> e.g. green grass = results on types of lawn grass green = lots of results on the 'colour' Natural/normal sequences is usually best
capitalization and punctuation	Don't matter to google, unless special characters e.g. + (plus sign – does not mean 'and' to google), # (pound), @ (at), % (percent), \$ (dollar)
spelling	Is important, but google will correct
find function	<a href="#">Control + F</a> Searches a webpage for specific word/s Allows you to review quickly
<a href="#">print screen OR control + shift + 3</a>	Take a screenshot
<a href="#">Control + V</a>	Paste the screenshot into your word doc or email etc
Google Alerts	Google will email you updates of latest, relevant google results based on your search area
Google Advanced Search	Get to it by clicking on the gear icon – top right hand corner of search result page Allows you to search for exact phrase, date range, file format, specific sites (edu, gov)

Google search features	Go to <a href="http://www.google.com/help/features.html">http://www.google.com/help/features.html</a> for a full list of possible search features
Different media types	Use the different media types, beside images, to find variety in sources e.g. search <a href="#">cane toads</a> Videos: for example of national geographic videos and/or Youtube clips News: for news stories about cane toads Books: on cane toads Apps: suggestions on apps that can help distinguished cane toads
Translate	To translate results that may be in another language use <a href="http://translate.google.com">translate.google.com</a>
Whois	To find the owner of a website if not certain use <a href="http://Whoisaustralia.com.au">Whoisaustralia.com.au</a>
Web history	Access your google web history to help track your researches and find previous information you cannot re-locate
Google Scholar	Is great...until you have to pay! Check your school database subscriptions