

Get More Out Of Google

While this infographic is geared towards helping college students do online research using the Google search engine, it is also an infographic that can help anyone search with Google.

Navigation is an easy scroll down the page.

The first thing you'll learn is how to find the information you want from a Google search. The first section of the infographic is How to Google where you'll learn how to use the following operators in your searches:

site: the site you want to find the information on

" " put quotation marks around the terms you're using to find the exact phrase

- using the dash or subtraction sign will exclude the words following it from the search

~ the tilde allows you include related words in your search

.. putting two periods or dots between numbers will allow you to search a date range

file type: this helps you find a specific type of file (great for image searches)

intitle: this will only show results with the following word or words in the title

* the asterisk replaces itself with common terms in your search

The second section of the infographic is Google Scholar, a handy resource for students to find academic and scholarly secondary sources, that will teach you the operators: author: and how to further use quotation marks to get the information you want out of the search. It also shows you the best order to put your search terms in.

The next section is Other Google Tricks where you'll learn about using the Google search engine to define, calculate, and do unit conversions. Then you'll find the handy Keyboard Shortcuts section. It is setup for Macs, but if you replace command with ctrl for a lot of the tips it will work.

Now you'll find yourself at the end of the infographic where it offers a few remaining research tips for students. If you are a student, don't forget to use your college or university's library, the research librarians at your school have access to more information than you do as a student. I wouldn't have made it through either of my capstone projects last year without my librarian's help.

Get More Out of Google



Tips & Tricks for Students Conducting Online Research

There is a lot more to efficient Googling than you might think: in a recent study on student research skills, **3 out of 4 students** couldn't perform a 'well-executed search' on Google. When the success of your term paper hangs in the balance, using Google effectively is crucial, but most students surprisingly **just don't know how**.

Here are some crucial tips for **refining your Googling**, as well as some other great places to hunt down that last study you need for your thesis.



How to Google

Search terms called **'operators'** can help you get far more specific results than you would by only using generic search terms. Here are some of the most useful.



What You Want

NYTimes **articles** about test scores in college, but not the SATs, written between 2008 and 2010.



How To Google It

site:

Only searches the pages of that site.

" "

Searches for the exact phrase, not each of the words separately.

-

Excludes this term from the search.

site:nytimes.com ~college "test scores" -SATs 2008..2010

~

Will also search related words, such as 'higher education' and 'university'.

..

Shows all results from within the designated timerange.



What You Want

A **report** on the different air speed velocities of common swallows.



How To Google It

Don't ask Google questions. Think about how an answer would be phrased, and search for that (ie, never search for 'What is the air speed velocity...').

filetype:

Searches only results of the file type you designate. Can use for pdf, doc, jpg, etc.

intitle:

Only shows results with that word in the title (in this case, 'velocity').

filetype:pdf air speed **intitle:velocity** of ***swallow**

*

Replaces itself with common terms in your search (in this case, Red Rumped swallow and Lesser Striped swallow will both be searched, along with many others).



Google Scholar

For most projects you work on in college, simple Googling won't do the trick on its own. Enter Google Scholar, which exclusively searches **academic and scholarly work** - that is, the kind of work you'll need to be citing in your papers.



What You Want

Papers about photosynthesis by Dr. Ronald L. Green and Dr. Thomas P. Buttz.



How To Google It

author:

This will search for papers by Green rather than papers involving the word 'green.'

“ ”

For more specific results, you can put the authors full name or initials in quotes.

author:green photosynthesis "tp buttz"

Just like a normal Google search, this is where the topic you're looking for goes.



Other Google Tricks



Definitions

Good for quick word definitions. Just put **define:** in front of the word you want.

define:angary



Calculator

For quick math problems, don't worry about opening your calculator app. Just type the equation into Google using +, -, *, / and parentheses for **basic functions**.

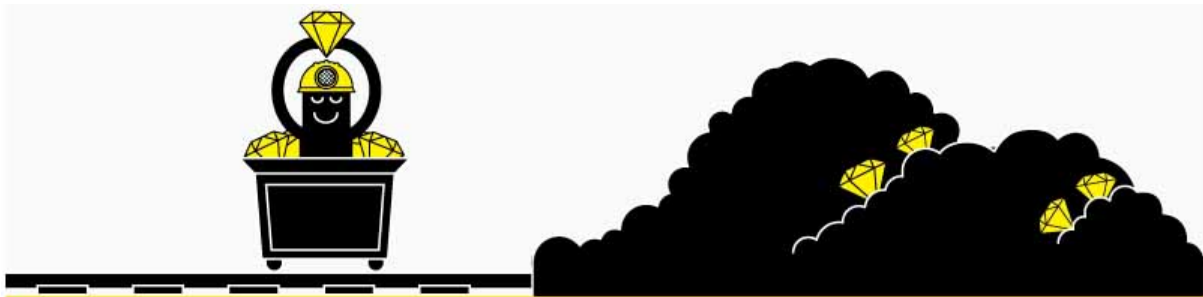
(2*3)/5+44-1



Unit Converter

Easiest unit conversion ever. Just type what you're looking for in a sentence with the **units you have and want**.

54 pounds in kilograms



Keyboard Shortcuts

90% of Internet users don't know how to use **Command + F** to find items on a page. If you're one of those 90%, this section is for you.*

*As 70% of students use Macs, we formatted these tips for Mac users, but many of them will work for PCs if you press 'CTRL' instead of 'Command'.



Find On Page

The most important keyboard shortcut for **research**, ever. Press **Command + F** when looking at any document or web page, type in the word you're trying to find, and presto, **all instances** of the word are highlighted for you.



Zoom In/Out

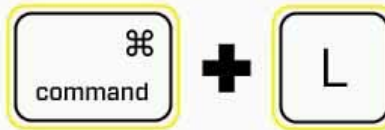
Sometimes online PDFs make for strained reading. **Bump up the size** a few notches with this simple command.





Select The Address Bar

Doing rapid Google searches in a number of tabs can be fatiguing. Instead of mousing up to the address bar every time, just hit **Command + L** and it's already selected.



Cycle Windows & Apps

Research on the computer is always plagued by window and app clutter that grows as your work does. Use **Command + `** (the key above tab on the left side) to cycle through windows in a certain application, or **Command + Tab** to cycle applications.

windows



applications



Screenshot

Sometimes, for whatever reason, you might need to capture the state of your screen, or an image from a document.

Command + Shift + 3 screencaps your whole screen.

Command + Shift + 4 lets you draw a box around a specific area of your screen you wish to capture.





Use Your Library's Website

Google should never be your only research option. Most colleges' library web pages have links to **wealths of resources** at your disposal. This is where you can find access to scholarly databases such as **JSTOR**, which publish content that you can't access for free elsewhere.



Don't Cite Wikipedia

Let's face it: we all use Wikipedia when conducting research. It's a great first resource to familiarize one's self with a topic, but using Wiki for a research paper is a **deadly academic sin**. But if you find a good wiki, check out the reference links at the bottom for more credible sources.



Mine Bibliographies

This tip is applicable for both **digital and traditional research**. If you find a great book, study, or article, chances are it cites some other great sources. Always thoroughly explore the bibliographies of your research materials for leads, and look up everything you find that seems promising.

References

<http://library.uvic.ca/instruction/research/google101.html>•<http://www.dumblittleman.com/2007/06/20-tips-for-more-efficient-google.html>•<http://scholar.google.ca/intl/en/scholar/refinerearch.html>•<http://www.theatlantic.com/technology/archive/2011/08/crazy-90-percent-of-people-dont-know-how-to-use-ctrl-f/243840/>•http://www.maclife.com/article/features/10_cooler_keyboard_shortcuts_you_never_knew_about•<http://www.womansday.com/Articles/Life/15-Keyboard-Shortcuts-You-Probably-Don-t-Know.html>



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