INFORMATION SKILLS	Getting more out of Google
University Library	

When using information from the Internet it is important to evaluate the material you find. It is easy to remember this for stand-alone sites, but harder when using a large, seemingly-comprehensive, search engine such as Wikipedia.

Search Tools	Appear as option above an initial search
Verbatim	Forces Google to search for terms exactly as you have typed them. Use in conjunction with inverted commas to ensure a specific word order is used
Advanced Search Features	Use **http://www.google.co.uk/advanced_search** or use short cuts below. Note punctuation
Site: **or** **-Site:**	Forces google to search a specific site Lets you to exclude a a specific site from your search (can also be used to exclude words)
filetype:	limit your search to ppt for presentations, xl for spreadsheets of data and statistics or pdf for research documents
Use Private/Incognito search Chrome Ctrl+Shift+N FireFox Ctrl+Shift+P IE Ctrl+Shift+P	If you are not signed in to a Google account, your results will still be tailored according to your search and browsing behaviour using cookies stored on your computer. If you use these settings your search history is ignored.
Special characters	Sometimes used in other search engines/databases
Asterisk *	Use this between words if you want to find them within 2/5 words of each other or at the end of a truncated root of a word with several variants
Join several words with hyphens/dashes	Google searches for the words appearing as strongly connected try. blank_spot or nine-year-old-boy.
Two full stops to indicate a range in Number Searches ..	Unique to Google. Use in any numerical scenario between two numbers to indicate a complete range or before one number to indicate an exact number
Repeat search terms	In cases when Google appears to be omitting words from a search try repeating them to emphasise order and importance. Also try changing order of your search to change results.
Think geographically	Use a national version of google as it will proritise local resources or try **&restrict=country au**.

Using Google Scholar?	
Read recommended texts to identify academic vocabulary	
Look at items with free pdfs	Check where these are located. .edu or.ac.uk suffixes are usually available freely from an author's home institution as pre-print copies.
Set up Library Link for Portsmouth	Identify FullText@Portsmouth and exploit what we have bought for you
Creating a literature review	Include citations to find older print material
Broken link or no link	Always check out all versions
Looking for authoritative/influential material	Sort by relevance surfaces frequently cited items
Use advanced search options	This is found under arrow in search box
Reorder your results **These are usually sorted by relevance rather than date**	Use the "Since Year" feature to identify recently published papers. Use Sort by date to show newest additions by date. or create a tailored date range.
Results too specific	Check what they are citing
Results too basic	Click on "Cited by"
Always explore	Related articles can open up new lines of enquiry, different viewpoints.
Search by author	Use author:
Search by title	Include title in inverted commas
Beware the Legal Opinion & Patents options	These relate to US materials only
Keep up to date	If you find relevant results use the envelope symbol to set up a regular alert.
Create citation	Use the Cite link to harvest a suitable citation
Save what you have found	If you have a long term research project you can save your articles to a Google Library.
Use the metrics link	Identify most influential journals in your field

Don't stop here take your search beyond Google

Remember Google is only a starting point.

Learn to use the library's Discovery tool, catalogue, journal & reading list searches to best advantage.

Try using the specialist databases shown on your subject page of the library website.

All the above provide the search features described here and more.

Contact your Faculty Librarian for help with specific databases or search strategies in general.