

get more out of

Google

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

HOW TO GOOGLE Don't ask Google questions. Think about how an answer would be phrased, and search for that (ie, search for "What is the air speed velocity...").

filetype:pdf

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

air speed

intitle:velocity

intitle: Only shows results with that word in the title.

of

***swallow**

* Replaces itself with common terms in your search.

WHAT YOU WANT NYTimes **articles** about Monty Python, but not including anything about the tv series, written between 1968 and 2012.

HOW TO GOOGLE In the search field, type the following:
site:nytimes.com ~dvd "Monty Python" -tv series 1968..2012

site:nytimes.com

site: Only searches the pages of that site.

~dvd

~ Will also search related words, such as 'movies' and 'documentaries'.

"Monty Python"

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

-tv series

- Excludes this term from the search.

1968..2012

.. Shows all results from within the designated time range.

Google Scholar

For most projects you work on in school, 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 So... you're looking for written works about black hole by Neil deGrasse Tyson.

HOW TO GOOGLE IT In the search field, type:
author:"deGrasse Tyson" black hole

author:"deGrasse Tyson"

author: This will search for work by deGrasse Tyson rather than papers involving the words.

black hole

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

Other Google Tricks

define:action

DEFINITIONS

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

(8+266)/2*(72-1)

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**.

30 feet in meters

UNIT CONVERTER

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

Research Smarter, Not Harder

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 publishes 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 yourself with a topic, but, using Wikipedia for a research paper is an **academic sin**. If you happen to find a good wiki, be sure to check out the resources 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.

Keyboard Shortcuts

Most computer users have a few basic commanders in their tool box, but we're going to show you a few others you might want to add. Since there are too many awesome shortcuts to list here we suggest going here checking this page out > <http://ow.ly/L23SE>

ctrl + F

FIND ON A PAGE

The most important keyboard shortcut for **research**, ever. Press **Ctrl + F** when looking at any document or web page, type in a word or phrase you're looking for, and poof! **All instances** of the word or phrase will be highlighted for you.

ctrl + +

ZOOM IN OR OUT

Sometimes you just need a little boost. Fear not, simply zoom (**Ctrl +**) in as much as you need to with this handy little command. And when you're done you can just as easily zoom back out (**Ctrl -**) to set your screen back to normal in seconds!

ctrl + -

ctrl + L

SELECT THE ADDRESS BAR

Doing rapid Google searches in a number of tabs can be tiring. Instead of mousing up to the address bar all the time, simply hit **Ctrl + L** and you're ready to type in a new url.

ctrl + Z

UNDO YOUR LAST ACTION

Sometimes we hit keys we don't mean to which can make us do something we didn't want to do. No fear, that's what **Ctrl + Z** is for! To back up one step simply use this handy command.

alt + tab

SWITCH BETWEEN OPEN ITEMS

Got a lot of items open and need an easy way to swap between them? Try **Alt + Tab**.