

A few of my favourite Google things!

We have written a fantastic guide with top tips for getting the most out of your Internet searching which can be found on the Digital Library here:

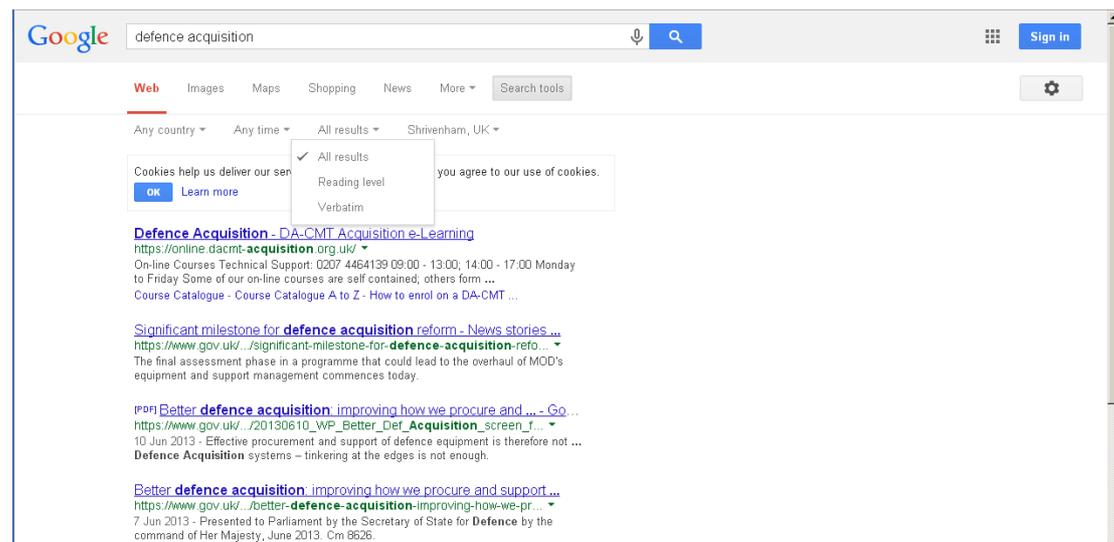
<http://barrington.cranfield.ac.uk/inductions/how-to-find-information-for-assignments/effective-research-via-the-internet>

Here is a summary of commands:

Google

Verbatim

Sick of the clutter and Google thinking it knows what you want? Try using the “Verbatim” option which will only look for the words you put into the search box and not alternative spellings or synonyms. Once you have run a search select “Search tools” and “All results” under the search box:



Short cut commands

- To search for keywords within a site use site:[insert url]
e.g. defence acquisition site:gov.uk
- If you find a really good website, look for ones that have similar content using related:[insert url]
e.g. related:rusi.org
- to find documents try searching by filetype e.g. defence acquisition filetype:pdf
- to find synonyms or definitions use define: e.g. define:military

Google Scholar

Take a scholarly approach <http://scholar.google.co.uk> and search directly for books, articles, reports etc. from Universities and professional organisations using Google Scholar.

Settings

To make life more simple tell Scholar to pick up our Library links (this will get you to the full text of articles where we have subscriptions) and use the Bibliography manager to set preferences to RefWorks. Get to these via the cog icon:  [Settings](#). If accessing off-site you will then need to log-in to resources (look for Shibboleth or institutional access) when you get to databases – or use the step below.

Off-site access to full text articles

To get to the full text of articles when off-site, put Google Scholar through the VPN extranet. Go to <https://extranet.cranfield.ac.uk> and enter your Cranfield IT account details. On the top right, there is a “Browse” box that will force web addresses to behave as though on campus.



Quickly find more

Snowball your research. If you have found the perfect article, click on the “cited by” link to see who else has made reference to it. Also use the “related articles” link to search for others that are similar.

Short cut commands

To narrow searches try these:

- For the first word of your search term to appear in the title use intitle:[insert word]
e.g. intitle:defence spending
This will look for items with defence in the title and spending appearing anywhere within the document.
- For all of your search terms to appear in the title use allintitle:[insert word]
e.g. allintitle:defence spending
This will look for items with defence spending in the title
- Cut out the things you don't want. Scan down your result list and look at what is there; if there are documents with words that are totally irrelevant use the minus symbol to remove them.
e.g. ABCD checklist –melanoma –dermoscopy
I was looking for the Oliver Wight ABCD checklist model which has nothing to do with moles, putting the “–” in front of some of the common words that were cropping up in my results removed them in seconds.
- There is an advanced search hidden under the arrow at the side of the search box. Clicking on this will get you to more options to refine a search.