Effective Google Searching

(The search tips below are modified from Google’s Help information, available at http://support.google.com/websearch/?hl=en)

Search Tips

- Every word matters. Generally, all the words you put in the query will be used.

- Search is always case insensitive. A search for [ british columbia ] is the same as a search for [ British Columbia ].

- Generally, punctuation is ignored. Punctuation that is not ignored include $ _ -

- Use the words that are most likely to appear on the page. For example, instead of saying [ how many killed ], say [ homicide statistics Canada ], because those are the terms Statistics Canada will use.

- Phrase search ("")
  By putting double quotes around a set of words, you are telling Google to consider the exact words in that exact order without any change. ["gun control"]

- Search single word exactly as is ("")
  By putting double quotes around a single word, you are telling Google to match that word precisely as you typed it, without substituting synonyms.

- Search within a specific website (site:)
  Google allows you to specify that your search results must come from a given website. For example, the query [ restorative justice site:gc.ca ] will return pages about restorative justice from the Government of Canada.

- Terms you want to exclude (-)
  Attaching a minus sign immediately before a word indicates that you do not want pages that contain this word to appear in your results.
  [ aboriginal justice Canada -australia]

- Fill in the blanks (*)
  The *, or wildcard tells Google to try to treat the star as a placeholder for any unknown term(s) and then find the best matches. The query [ Harper voted * on the * bill ] will give you stories about different votes on different bills. Note that the * operator works only on whole words, not parts of words.
• **The OR operator**
  Google's default behavior is to consider all the words in a search. If you want to specifically allow *either* one of several words, you can use the OR operator (note that you have to type 'OR' in ALL CAPS). For example, [homicide Canada 2004 OR 2005] will give you results about either one of these years, whereas [homicide Canada 2004 2005] (without the OR) will show pages that include both years on the same page. (The AND operator, by the way, is the default, so it is not needed.)

**Google Advanced Search**  [http://www.google.ca/advanced_search](http://www.google.ca/advanced_search)

Create more powerful searches using Google’s Advanced Search. You can easily search by phrase, exclude terms, limit by language and limit to specific sites or domains, plus more.

**Advanced Search**

<table>
<thead>
<tr>
<th>Find pages with:</th>
<th>To do this in the search box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>all these words:</td>
<td>Type the important words: tri-colour rat terrier</td>
</tr>
<tr>
<td>this exact word or phrase:</td>
<td>Put exact words in quotes: “rat terrier”</td>
</tr>
<tr>
<td>any of these words:</td>
<td>Type OR behaviour all the words you want: miniature OR standard</td>
</tr>
<tr>
<td>none of these words:</td>
<td>Put a minus sign just before words that you don’t want: “-standard”</td>
</tr>
<tr>
<td>numbers ranging from:</td>
<td>Put two full stops between the numbers and add a unit of measurement: 10.35 kg, £500.500, 2010–2011</td>
</tr>
</tbody>
</table>

Then narrow your results by:

<table>
<thead>
<tr>
<th>language:</th>
<th>Find pages in the language that you select.</th>
</tr>
</thead>
<tbody>
<tr>
<td>region:</td>
<td>Find pages published in a particular region.</td>
</tr>
<tr>
<td>last update:</td>
<td>Find pages updated within the time that you specify.</td>
</tr>
<tr>
<td>site or domain:</td>
<td>Search one site (like wikipedia.org) or limit your results to a domain like .gov or .org.</td>
</tr>
<tr>
<td>terms appearing:</td>
<td>Search for terms in the whole page, page title or web address, or links to the page you’re looking for.</td>
</tr>
<tr>
<td>SafeSearch:</td>
<td>Tell SafeSearch how much explicit sexual content to filter.</td>
</tr>
<tr>
<td>reading level:</td>
<td>Find pages at one reading level or just view the level info.</td>
</tr>
<tr>
<td>file type:</td>
<td>Find pages in the format that you prefer.</td>
</tr>
<tr>
<td>usage rights:</td>
<td>Find pages that you are free to use yourself.</td>
</tr>
</tbody>
</table>

**There is a link to Advanced Search on the bottom of every search result page.**
Search Results

You can limit or filter your search results to websites, images, maps, videos, news, blogs, and more. You can also limit by location, and by date of update.

- **Web**
  - Restorative Justice in Canada - A Consultation Paper
    - www.justice.gc.ca/eng/pi/pov-cpcv/cons.html
    - 5 Dec 2011 – Recent years have seen a growing interest in the concept of **restorative justice**. The conventional attitude to crime in **Canada** has been to see it ...
  - [pdf] Restorative Justice in Canada
    - www.crcvc.ca/docs/restjust.pdf
    - File Format: PDF/Adobe Acrobat - Quick View
    - Restorative Justice in **Canada**: what victims should know. - Prepared … During the past 30 years, a **restorative justice** movement has emerged in **Canada**. It is a ...
  - The Centre for Restorative Justice
    - www.sfu.ca/crj/about.html
    - The Centre for Restorative Justice is an initiative by the Simon Fraser University School of Criminology, funded by the Correctional Service of **Canada**.
  - Restorative Justice - Correctional Service of Canada
    - 1 May 2012 – Main page for **Restorative Justice** information at the Correctional Service of **Canada** including services, the Ron Wiebe award, victim-offender ...
  - Restorative Justice - Wikipedia, the free encyclopedia
    - en.wikipedia.org/wiki/Restorative_justice
    - [edit] Community **restorative** boards. A community **restorative** board, also referred to as Community **Justice** Committees in **Canada** and Referral Order Panels in ...
    - Community and **Restorative Justice**: Aboriginal Canada Portal

**Decode the URL’s**

When deciding which sites to click on in your result list, pay attention to the domain name in the URL. For example, here are search results for [taser].

- **Police Use of Force, Taser** and Other Less Lethal Weapons
  - www.ncjrs.gov/pdffiles1/nij/232215.pdf
    - .gov = government site
- **Self Defense Products & Personal Safety Equipment: Taser** ...
  - www.taser.com/
    - .com = commercial site
- **Tasers - CBC.ca**
  - www.cbc.ca/news/background/tasers/
    - .ca = Canadian site
USE OF TASERS BY LAW ENFORCEMENT AGENCIES ...
www.law.stanford.edu/program/centers/scjc/library/tasers.pdf
.edu = Education site (often U.S.)

Amnesty International Urges Stricter Limits on Police Taser Use as US
www.amnestyusa.org/.../amnesty-international-urges-stricter-limits-o...
.org = Organization site

Google Scholar  http://scholar.google.ca/

To search more effectively for scholarly articles, theses, books, and legal documents, use Google Scholar. Rather than retrieving a huge range of websites, results will be concentrated on published, scholarly literature.

You can do a more advanced search by clicking on the down arrow in the corner of the search box, and bringing up the advanced search template.
IMPORTANT! Most of the articles and books you retrieve will not be freely available on the open web. You can check to see if the journal is available at UFV by searching the UFV Journals List (http://cufts2.lib.sfu.ca/CJDB/BCLF/browse), or check for books in the UFV Library Catalogue.

Alternatively, start off with the library’s proxied link to Google Scholar, available in our Research databases gateway. (http://cufts2.lib.sfu.ca/CRDB/BCLF/browse/facets/name/G)

Google Scholar (Google)
This resource indexes peer-reviewed articles, papers, theses, books, abstracts, preprints, technical reports, and other scholarly literature; subject coverage is broad and focus is international.
[ about this database / terms of use ]

The results will include a “Where Can I get this at UFV?” link, which links to full text content.

Patti Wilson, University of the Fraser Valley Library
June 11, 2012

Google Books is a great resource for discovering the content in books. There are differing levels of access to the full text content, depending on whether the title is in the public domain (usually defined as when the author has been dead for over 50 years) or is otherwise published without copyright restriction. Books that are protected by copyright may offer a limited preview only. You can limit your search to Free Google eBooks if you choose. You can also limit by date of publication.

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Click on “Get this book in print”

Click on “Find in a library”

Type in your postal code. Libraries with the book will be listed, in order of closest location.

1. **University of the Fraser Valley**
   Abbotsford, BC V2S 7M8 Canada

2. **Kwantlen Polytechnic University**
   Surrey, BC V3W 2M8 Canada

3. **Simon Fraser University (SFU)**
   Burnaby, BC V5A 1S6 Canada