



Leabharlann UCD
UCD Library

Google Cheat Sheet

January 2014

www.ucd.ie/library

To get the most out of Google (www.google.com) use the following, as appropriate:

Functionality	Examples
Stemming - Google generally automatically searches for words with different endings	fountains will find fountain and also fountains
To search for an exact phrase put quotation marks around a set of words Exclude punctuation when using "" to search for a title	"climate change" "freedom of information" "state bodies" "Fuel Poverty Older People and Cold Weather an all Island Analysis"
Use hyphens (-) to search for terms that could be one, two or hyphenated words	straw-bale will pick up straw-bale, strawbale or straw bale
Fill in word gaps using an asterisk. This will pick up possible extra word/s. It will also fill in unknown gaps. NB: check more than one source to verify the answer to your question.	"george * bush" will pick up George W. Bush, George H. W. Bush, George Walker Bush "There are * continents" "* opened the aviva stadium"
Google assumes an AND between search terms. The use of the implicit AND reduces search results and is used to combine different concepts.	History agriculture Ireland is actually history AND agriculture AND Ireland and will retrieve items which contain all three terms
To include terms that have a similar meaning / synonyms use OR between words. This will increase your search results. NB: use the OR to combine American terms and spelling variations	History agriculture OR farming Ireland OR irish "climate change" OR "global warming" self-care therapists OR counsellors OR counselors
To exclude a word add the minus symbol (-) before the word NB: don't use if the words are related in meaning – result may exclude relevant sources	"king charles" –dog
To limit a search to a specific site/s add site: to the URL	"Ireland in a warmer world" site:www.met.ie

	<p>site:europa.eu/ regulation 1008</p> <p>site:www.independent.ie OR site:www.irishtimes.com OR site:www.irishtimes.com OR site:rte.ie "medical card" scheme OR criteria change</p>
To limit a search to part of a URL add site: to the suffix	<p>"wave energy" OR "tidal energy" site:ac.uk OR site:edu</p> <p>"Samantha power" speeches site:gov</p>
To exclude a URL add –site: before the URL	ipad mini -site:apple.com
<p>To limit a search by filetype add filetype:pdf or filetype:ppt or filetype:xls to your search</p> <p>NB: not all publications are PDFs and not all statistics are XLS</p>	<p>site:oe.cd.org ireland economy filetype:pdf</p> <p>marketing filetype:ppt OR filetype:pptx site:ac.uk OR site:edu</p> <p>unemployment OR "live register" site:cso.ie filetype:xls</p>
<p>Limit your results to a specific time period e.g. past 2 months, past year. Good way to limit by the recent past</p>	<p>Recent OECD report on the Irish economy: site:oe.cd.org ireland economy Then click on Search tools / Any time / Past year (or Custom range)</p>
<p>Search over specific time periods using the years separated by two dots. Good way to limit by longer/older date range</p>	Dublin housing 1900..1950
<p>Limit words to appear in title using intitle: as a prefix</p>	intitle:"The Tempest" gender
<p>Get a definition by adding define before the word</p>	define dymaxion
<p>Check under About for the credentials of a website</p>	<p>"fine gael" policy "northern ireland" "anglo irish agreement" OR sunningdale OR fitzgerald http://www.ucd.ie/ibis/about/</p> <p>20 year "irish language" strategy comment OR opinion OR "press release" OR debate OR discussion http://www.gaelport.com/about</p>
<p>Use Google to calculate, e.g. miles in kilometres, temperature, currency</p>	<p>4oz in grams</p> <p>€12 in £</p>

<p>Add “type” of information being sought to search string :</p> <p>“Annual report”</p> <p>Bibliographies</p> <p>Database OR dataset</p> <p>"Digital library" OR "digital collection"</p> <p>Libguide</p> <p>“Search engine”</p> <p>Once within a resource such as a database, perform a second stage search for your topic. If the resource is text-based – Word or PDF, use Ctrl and f key to search within.</p>	<p>Eirgrid “annual report”</p> <p>gender studies bibliographies</p> <p>"public health" ireland OR irish database OR dataset</p> <p>Architecture Ireland OR irish database</p> <p>“soil chemistry” datasets</p> <p>"first world war" OR "world war 1" "digital library" OR "digital collection"</p> <p>"irish literature" libguide</p> <p>"first world war" OR "world war 1" libguide</p> <p>Spss libguide</p> <p>zoology portal OR directory OR "search engine“</p> <p>E.g. Eirgrid “annual report” And then Ctrl & f to bring up the search box. Then type in your search terms.</p>
More help	https://support.google.com/websearch/?hl=en#topic=3378866
Other Google services and academic search engines	<p>For information on using Google Scholar, Google Books and academic search engines see UCD Library guide:</p> <p>http://www.ucd.ie/t4cms/Guide1.pdf</p>