## Google – General Searching

**Tip #1:** Phrase: Use quotation marks to keep words together as a phrase, e.g., *"to be or not to be"*. Especially helpful for phrases with stop words.

**Tip #2:** Phrase or 1 word?: Put a hyphen between two (or more) words to pick up the two words, the words hyphenated, or the words together without a space or hyphen, e.g., *health-care* picks up health care, health-care, and healthcare.

**Tip #3:** Synonyms: Use the tilde (~) in front of a word to pick up words that Google considers synonyms of your word, e.g., *~physicians* retrieves results with physicians, doctors, medical, etc.

**Tip #4:** Fill in the blank: Let Google fill in the missing info, e.g., *John McCain was born \* .*

**Tip #5:** Truncation: Google now supports truncation, e.g., *diabet\* .*

**Tip #6:** Just ask: Google will give you the facts if you just ask, e.g., *Where was Bono born?* (Best if a recent fact – compare with, where was William Osler born?).

**Tip #7:** Define: Get definitions for words by putting define**:** in front of a word, e.g., *define:subsume*.

**Tip #8:** Wikis: Find wikipedia information directly from Google, e.g., *wiki Hillary Clinton*.

**Tip #9:** Local Stuff: Check out local movie times in Google, e.g., *movies la jolla*.

**Tip #10:** Title: Search for your word(s) as a main topic, use the link for more options on the Adv Search from to use "*Where your keywords show up*" and select title of the page or type intitle**:** before the word(s) e.g., *intitle:stem cell san diego*.

**Tip #11:** Not "that" word: Use the minus sign ("-") in front of a word to eliminate that word from the search. e.g., *bass -fish* to eliminate many fish-related results

**Tip 12:** Words that are close together: To find a word within a certain number of words of another word, use the asterisk (\*) in between the two words (one each possible word apart), e.g., *evidence based \* \* practice* to find the word "practice" within 1-2 words of "evidence based".

**Tip #13:** Refine your search: Look at the bottom of the results page for the link to *Search within results*.

**Tip #14:** Blogs #1: Use **Google Blog Search** to find blog postings on specific topics, e.g., *evidence based medicine*

**Tip #15:** Blogs #2: Use regular **Google search box** to find blogs dedicated to a certain issue e.g., *bioethics blog* (Not sure what's the difference between 12 & 13? Look at the URLs in the results.)

Tip #16:    Alerts:  Google can repeat your search and email you new or changed items matching your keywords.  Go to the more link, then even more to open Alerts.  Type or copy search terms (use keywords or any of these tips) and set options – depth & frequency.

## Google - Advanced Search

Tip #17:    Advanced Search page:  to easily remember and access some of the advanced techniques, use the Advanced Search page.

Tip #18:    Either "this" word OR "this" word:  Google assumes AND, but if you want to include synonymous terms use OR, e.g.,  *effective OR efficacious.* Also use the Adv Search form.

Tip #19:    Site Search:  Search for results only from a particular domain such as .gov, .edu, or from a specific website, e.g., on the Adv Search form, enter *cdc.gov*  or use site**:** as in  *site:nnlm.gov/mar/*

Tip #20:    Type of File Search:  Find particular file types such as PowerPoint (.ppt), Word (.doc), Excel (.xls) or PDF (.pdf) & more.  Look for *file type* drop box on the Adv. Search form or use *filetype:pdf*

Tip #21:    Search within the URL:  Search for your keywords where they might appear in the URL to find groups with a special focus, e.g., *inurl:cancer*.

Tip #22:    Cache:  Locate a Google's last saved version of a web page, place "cache**:**" before the website, e.g., *cache:cnn.com*.

Tip #23:    Links to a Page:  Find information about a website including who links to it and what other websites are similar, e.g., "*info:biomed.ucsd.edu*

Tip #24:    Weather:  Find weather forecasts by typing in *weather* followed by the name of the city and state abbreviation, e.g., *weather Chicago*.

Tip #25:    Airlines:  Find airline flight status information by typing in the airline and flight number, e.g., *frontier 558*

Tip #26:    Tracking Packages:  Find out information about parcel tracking numbers, UPC codes, VIN codes, etc. by just typing in the number, e.g., for a UPC code, enter *021130240302*

Tip #27:    Stocks:  To get stock quotes and information, enter a ticker symbol into the search box, e.g., *ibm*

Tip #28:    Find results that include a particular date range, e.g., *babe ruth 1921..1935*

**Google - Clinical Uses**

Tip #29: Limit to PubMed: Use Advanced Search page to search for phrases using the *with the exact phrase* box and put *ncbi.nlm.nih.gov/entrez/* in the domain box.

Tip #30: Diagnosis: Use "differential" or other medical terms to sift out most of the commercial and layperson websites, e.g., *differential low back pain*.

Tip #31: Consumer Health: Add "nlm" to your search to find information from MedlinePlus that will be at an appropriate level for patients and consumers, e.g., *nlm knee injuries.*

Tip #32: Coding: Add "icd9" to your search to find the ICD-9 code, e.g., *icd-9 tinea pedis*.

Tip #33: Search a specific resource: Add "merck," "aafp," or "emedicine" to find information about your topic in those resources, e.g., *emedicine cataracts*.

Tip #34: Grey Literature: effective searches will use combined search techniques, e.g., *filetype:PDF, phrases,* and perhaps *site:gov* – all depending upon the information you have to start with.

Tip #35: Images To Supplement Reading Or Presenting: Use Google Images to find medical, pathology, or radiology images to consult while you are reading a dry book without pictures, or to use in your PowerPoint presentations.

**Google Scholar**

Tip #36: Journals: Limit your search to academic materials (journal articles, books, etc.) by using Google Scholar

Tip #37: Categories: Focus your Google Scholar search to a particular field by using the categories on the Advanced Search screen. e.g., if your search is for the word "bridges," click the *Engineering category* if you are referring to the structures and the *Medicine category* if you mean dental bridges

Tip #38: Author Searches with initials: If you want articles by WR Mower use the – like when phrase searching, e.g., on the Adv Search form, enter *wr-mower* (can also use full name).

Tip #39: Title Searches #1: use the Adv Search form to have Google search to return results where all your terms are in the title of the articles.

Tip #40: Title Searches #2: use intitle**:** to specify just one word or phrase that should be in the title.

Tip #41: Recent Articles: Sort your Google Scholar results by "Recent Articles" (normal view considers how often papers were cited which puts older, more cited articles at the top)

Tip #42: More Like This One: Discover similar items in Google Scholar by clicking on Cited by… link for the item of interest in your results.

Tip #43:   Citation Management:  Set up your Google *Scholar Preferences* so that you can download references to EndNote, Reference Manager, RefWorks, etc.

Tip #44:   Getting to the Full Text:  Use the link to UC-eLinks in Google Scholar.  It tells you if UCSD has access to the electronic version of an item, lets you check ROGER to see if we have it in print, and permits you to order a copy on interlibrary loan if we do not own the item at all. See http://biomed.ucsd.edu/GoogleScholarPreferences.pdf for details.


## Google Books

Tip #45:   Book Search:  Use Google Books to discover books, old and new.  Some have limited previews, snippet views, no views, or are available full-text.

Tip #46:   TOC or Indexes:  Use Google Books to look at book tables of contents and indexes or to identify frome what book a photocopied page might have come.

Tip #47:   Full-text Search:  You can examine sections of books, and locate some entire poems, essays, etc., e.g., search for *winston churchill maiden speech* & see if a limited preview or full-text book will give you the full-text of the speech.

Tip #48:   Look inside a Book:  Use "Search within this book" to use keywords to find passages within a book, e.g., find out where the phrase *"truth and beauty"* is found in the book TRUTH AND BEAUTY by Ann Patchett.

Tip #49:   About this Book:  (Very cool feature!) Look for the added information like popular phrases, reviews, and mapping of locations mentioned in the book – this is available for snippet, limited, & full-text views.


Tip #50:   Use Google Images to find medical or pathologic images to consult while you are reading a dry book without pictures, or to use in your PowerPoint presentations.


## Google Images

Tip #51:   Images:  They say a picture is worth a thousand words... so find one to help answer your questions – check the Advanced Search page for helpful options.

Tip #52:   Advanced Search:  Use the options on this screen refine your search for image size, file type, color vs. black and white, etc., e.g., *hamburger*, then *medium-sized* and *clip art*.

Tip #53:   Faces:  find pictures of people that are mostly full-faced pictures, e.g., *Marye Anne Fox* go to Advanced Search page and *select Faces*.

Tip #54:   Life Historical Pictures:  a new historical archive – browse or search, e.g., *moon space source:life*

Tip #55:   Picasa:  upload and modify photos and publish them in a web album to share with others.

## Google News & News Archive

Tip #56:    Recent news:  Find the most recent news (30 days) using Google News e.g. *pirates Africa*

Tip #57:    News Archive Search:  (within Google News) to locate historical newspaper articles.  Some full-text will have a fee.

Tip #58:    News in Labs:  A very cool new display of news items – Google News Timeline.  Definitely check it out!

## Google – A Multi-use Tool

Tip #59:    Find residential and business phone numbers by using phonebook:, e.g., *phonebook:john smith san diego*

Tip #60:    Use Google as a weights and measures converter, e.g., *220 lb to kg* or *4 gallons to cups*.

Tip #61:    Use Google as a currency converter, e.g., *3.5 USD in GBP*

Tip #62:    Use Google as a calculator, e.g., *45+39 or 108-31, or .825*50, or 6452/4.*

## Google Maps

Tip #63:    Use Google Maps to find locations and services and get directions, e.g.,*hotels la jolla*

Tip #64:    In select areas, see the street view, e.g., search *Ocean Beach* and use the button for street view or traffic.

Tip #65:    In select areas, see live traffic or anticipate traffic on a specific day & time, e.g. *Seattle, WA* and click on the *Traffic* button – look for the little box for the "change" link

Tip #66:    Check out a location by looking at picture, videos, or reading Wikipedia, e.g., search *Seattle, WA* and click on the *More* button check one (or more options).

Tip #67:    Create your own "My Maps" for providing directions or document your adventures with special notes, pictures, or videos.  Use the *My Maps link* from the *Google Maps* page.

Tip #68:    Download and explore Google Earth to explore maps and satellite imagery, see features such as schools, parks, restaurants and hotels, get driving directions, etc.

Tip #69:    Explore third-party Google utilities such as Gmaps Pedometer (http://www.gmap-pedometer.com/) or Map My Run (http://mapmyrun.com/) which allows you to trace your route on a Google map and find out its length in miles or kilometers

Tip #70:   Google "Mashups" are websites that combine Google maps with other data (e.g., golf course locations, pub locations in London, zip code areas, census data).  You can find out about mashups at the "Google Maps Mania" blog (http://googlemapsmania.blogspot.com/) or the "Cool Google Maps" blog (http://coolgooglemaps.blogspot.com/) or find more by searching Google.

**Google Patent**

Tip #71:   Patent key words:  Search patents with a key word or phrase, e.g., *hip replacement*, look for the "Read this Patent" tab to see it full-text which includes the original text and illustrations.

Tip #72:   Patent by the numbers:  get details on a patent by using its number, e.g., 7037243 (a cordless jump rope) – look for Google's link to quickly set up an RSS feed for this patent.

Tip #73:   Advanced Search:  checkout the possible search fields on the Adv. Search form.

**Google Services**

Tip #74:   Translate:  Copy the URL of a foreign language page and have Google's Translate help you change it.  Look for "Language Tools" link under Advanced Search link.

Tip #75:   Google Docs, Spreadsheets & Calendar:  Do you have to work at a lot of different computers?  Use Google Docs (compatible with Microsoft Word 2003 & older) and have them available from any computer with internet access.

Tip #76:   Blogs:  Join the web 2.0 folks and create your own blog with Blogger.

Tip #77:   Calendar:  Create one or more calendars to organize your events, share them with family and friends, and send reminders.  Add Friend's Calendar e.g., use our Google email – ucsdbiomed@gmail.com

Tip #78:   E-Mail:  G-mail has good spam control and provides easy searching of messages.

Tip #79:   Gmail & IM:  Use G-Mail for email or Google Talk to keep in touch via IM or calls.  (Use Meebo if you have more than one account)

Tip #80:   Notebook:  Clip and collect information as you cruise the web.

Tip #81:   Picasa:  Modify and enhance your pictures, make a back up or even share a slideshow of select pictures.  Publish your photos or keep them just for those you invite to see them.

Tip #82:   Goog411:  Directory assistance from any phone – 800-466-4411 (800GOOG411) for businesses.

Tip #83:    <u>For the Texters:</u> quick Google "business type" queries from your cell phone, e.g., *weather 92093* or *Movie Name la jolla* and text to 466453 (GOOGLE).

Tip #84:    <u>Google 411</u> for your cell phone and its FREE – 1-800-466-4411  (1-800-GOOG411) to ask for the city & business of interest.

Tip #85:    <u>All Google, all the time</u> – sign up for a Google account and customize your iGoogle screen with links to gmail, RSS feeds, Google Reader, add a pretty theme, pick a news feed, get the weather, see your calendar, or add games.

Tip #86:    <u>My Google Tools</u>:  want to learn more about Google's service tools?  Take our 2<sup>nd</sup> Google Class.  Check our schedule for the next offering http://biomed.ucsd.edu/services/instruc.htm.