

<b>Phrase Searching</b> (“ ”)	By putting double quotation marks around a set of words, you are telling Google to consider those exact words in the exact order you have entered them.	For example: <i>“back pain”</i> OR <i>“Treaty of Waitangi”</i>
<b>Synonym search</b> (~)	By putting ~ immediately before a word, you are telling Google to search for this word, and for any other words that mean the same thing, or are closely related.	For example: <i>~deaf</i> This will retrieve <i>deaf, deafness</i> and <i>hearing impaired</i> .
<b>Intitle:</b>	Put <b>intitle:</b> immediately before (no gaps) a word to instruct Google to retrieve results which contain that word in the title.	For example: <i>television violence intitle:children</i> In this search the word <i>children</i> will have to be in the <i>title</i> of each result, and the words television and violence may be <i>anywhere</i> in the result.
<b>Allintitle:</b>	Put <b>allintitle:</b> immediately before a search (no gaps) to instruct Google to retrieve results that contain all of those search words in the title.	For example: <i>allintitle:television violence children</i> In this search <i>all of the words</i> would have to be in the title of each result.
<b>The OR operator</b>	Google will usually search for <b>all</b> of the words you have entered into the search box. However, if you have entered several words that mean the same thing and want Google to search for <b>any</b> of those words (rather than <b>all</b> of them) you can separate them by OR (in caps).	For example: <i>Road deaths 2004 OR 2005</i> This will retrieve results about either one of these years, whereas <i>Road deaths 2004 2005</i> (without the OR) will show pages that include <i>both</i> years on the same page.
<b>site:</b> Search within a <i>specific</i> website or a <i>specific type</i> of website	Typing the URL (web address) immediately after <b>site:</b> will tell Google to search for your words within that particular website. You can also search within a <i>specific type</i> of website (called a domain).	For example: <i>disabilities site: www.minedu.govt.nz</i> This search will retrieve pages about disabilities but only from the website <i>www.minedu.govt.nz</i> .  Another example: <i>Treaty of Waitangi site:.govt.nz</i> This search will retrieve results about the Treaty of Waitangi that come only from a <i>govt.nz</i> domain (a NZ government website).  <b>See the next page for a list of commonly used domains</b>

Below is a list of the different types of domains (types of website) you could use after **site**:

#### Common domains:

.com	commercial company USA
.co.nz	commercial NZ
.co.uk	commercial site UK
.org	non-profit making organisation
.org.nz	non-profit organisation NZ
.org.uk	non-profit UK
.edu	academic / educational site USA
.edu.au	academic site in Australia
.ac.nz	academic / educational site NZ
.ac.uk	academic site UK
.gov	government site
.gov.uk	government site UK
.govt.nz	government site NZ

### Is this website any good?

Consider the following when evaluating a website:

#### Site information (who owns/publishes the site?)

- Does the site have authority for its claims?
- Does it link to an organisational affiliation? (Look for a header or footer identifying the sponsor or affiliation of the site).
- Does it provide contact information?
- The URL can provide source information. Check the domain, e.g: .edu or .com or .ac or .gov or .org or .net
- Do other reputable sites link to this site?

#### Author information (who wrote the page?)

- Title / position? Credentials?
- Does it provide contact information?
- Is the author quoted by other sources?

#### Currency (when was the page written?)

- Is the information up-to-date enough for your purpose?
- Is the page dated? When was it last updated?
- Are the links within it current or expired?

#### Accuracy (is the information reliable?)

- Is the information factual, detailed, exact and comprehensive?
- Can the information be verified in other sources and / or are there links to supporting evidence?
- Is it well designed and without spelling or grammatical errors?

#### Bias / Purpose (why was this page written?)

- Is the information balanced and objective? Is the language used emotive, or designed to sway opinion?
- Who is the intended audience? (academics, potential customers?) Is there advertising on the page?
- Does the author have any connection to an organisation or institution that may influence their treatment of the topic?

#### References:

Google.(2010). Google search basics: More search help. Retrieved from <http://www.google.co.nz/support/websearch/bin/answer.py?answer=136861>.  
University of Otago Library.(2007). Using the Internet for Research: Advanced Google Searching. Retrieved from [http://www.library.otago.ac.nz/pdf/Internet\\_for\\_Research.pdf](http://www.library.otago.ac.nz/pdf/Internet_for_Research.pdf).