

Workshop: Getting More out of Google

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Advanced search strategies

- **Advanced Search**

Lets you rule out words that aren't related to your search, retrieve results in foreign languages (or English only), ask for PDFs or PowerPoint presentations or Word documents, or see who's linking to a site.

- **Google Scholar**

Finds scholarly articles and books, in databases and on the web. Also shows how many other works cite each result. It won't find everything, but it can help you supplement your searches elsewhere. It searches JSTOR, Project Muse, and PubMed, among other databases.

Google "extras"

- **Calculator**

Type a mathematical calculation (such as $2+2$, $\sqrt{25}$, or $31*6$) into the search box, hit Enter, and Google's calculator function will tell you the answer.

- **Mapping tools**

Google Maps lets you zoom in on specific locations, search for an address to see it mapped, look for businesses in an area (like "restaurants Swarthmore"), get directions, and see satellite imagery. If you have a Google account, you can annotate your own maps.

- **Document storage**

The Google Documents feature requires a Google account. It lets you create, store, and upload documents in standard Microsoft Office formats (Word, Excel, and PowerPoint).

Other search tools

Yes, there are alternatives to Google!

- The Librarians' Index to the Internet (<http://lii.org>): a directory of websites chosen by librarians for their substantial and useful content. Can be searched or browsed.
- Ask.com (<http://www.ask.com/>): a nice-looking search engine that does a lot of what Google does, together with suggestions to help you narrow or expand your search.

More tips

- Printable "Google cheat sheet": <http://www.google.com/intl/en/help/cheatsheet.html>
- Sreenath Sreenivasan offers "Better Googling" suggestions at <http://www.sreetips.com/google.html>.