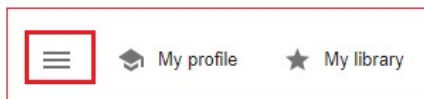


Using Google Scholar and more

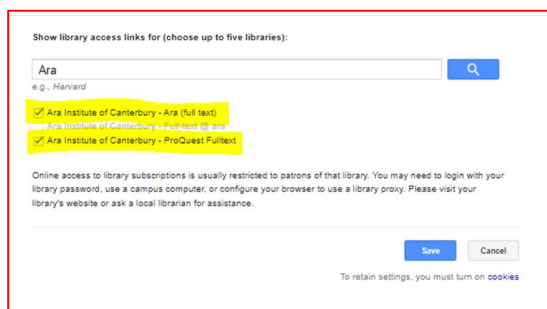
Set up Google Scholar on your own device

1. Go to <https://scholar.google.co.nz/>

Click on the menu icon in the top left corner.



2. Click on **Settings**
3. Click on **Library links**
4. Search for **Ara Institute of Canterbury** and **tick** the relevant boxes.



5. After your first search in Google Scholar you can:

- limit by a **date range**
- get full text by clicking **PDF** or **HTML** or **Ara (Full text)** to the right of any results



Find authoritative information in Google using site:

In a general Google search use **site:** before any of the following official domain names along with your keywords. Only authoritative organisations are permitted to use these domain names.

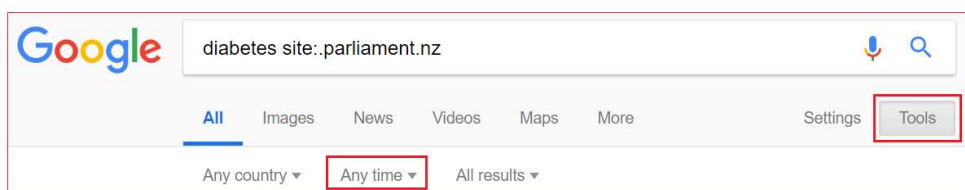
site:.govt.nz - finds government information

site:.health.nz - finds district health board information

site:.parliament.nz - finds research behind government legislation

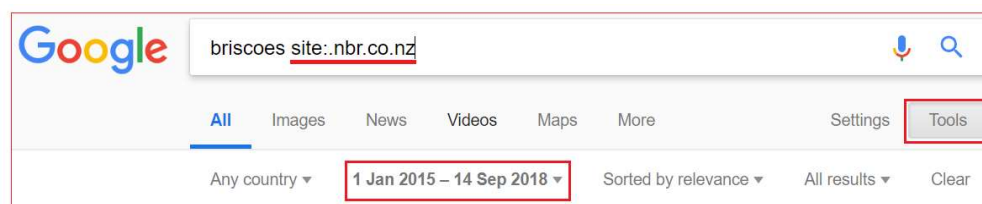
site:.iwi.nz - finds official iwi-based information

Click on **Tools** to **limit your results by date** (use the dropdown at **Any time**)



Search in a specific website

Use **site:** to search on your keyword within a website e.g. briscoes **site:.nbr.co.nz**



In the above example, the search finds articles in the “National Business Review” about Briscoes group. **Note:** If you find an article that is not full text, you can send the **details of your article** with your **student ID number** and **course code** to library@ara.ac.nz . We will obtain it from another library for you. This is [our Interloan service](#). It is free but it can take a week or more before you receive the interloan by email.

Use boolean operators in Google and Google Scholar

Phrase search: Use speech marks if words must appear next to each other in a phrase
e.g. "heart attack"

Boolean operators:

- **OR** - Use **OR** between terms with similar meanings (synonyms) to broaden your search. For example, the search strategy below finds articles on **diabetes** in relation to either "**myocardial infarction**" or "**heart attack**" or both. Use parentheses around your **OR** terms.



- Exclude terms with minus: Use the minus or hyphen with no space before a term. e.g. Diabetes -cancer means your article includes diabetes **AND NOT** cancer



Use Google Advanced Search

Use **Google Advanced Search** to refine your Google search if you don't want to memorise your **Boolean operators** and **site:** limiters. **Google Advanced** provides the template to include the limits to apply in your search.

Find it at https://www.google.com/advanced_search

Google Advanced also enables you to filter your results by **usage rights**. This is handy if you are looking for copyright-free material.

| | |
|-----------------|---|
| usage rights: | not filtered by licence |
| | not filtered by licence |
| | free to use or share |
| | free to use or share, even commercially |
| You can also... | free to use share or modify |
| | free to use, share or modify, even commercially |

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz