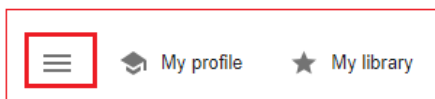


## Using Google Scholar and more

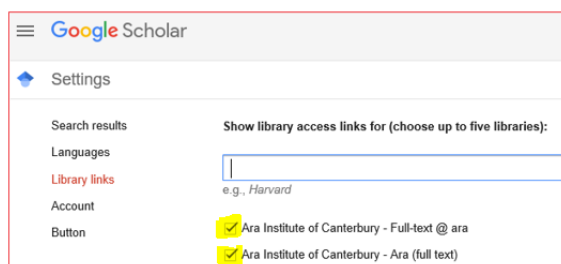
### Set up Google Scholar on your own device

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

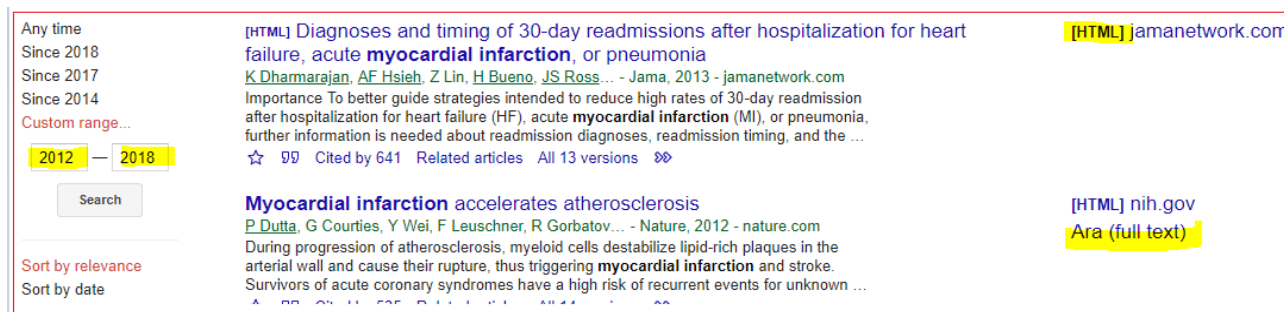
Click on the menu icon in the top left corner.



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.

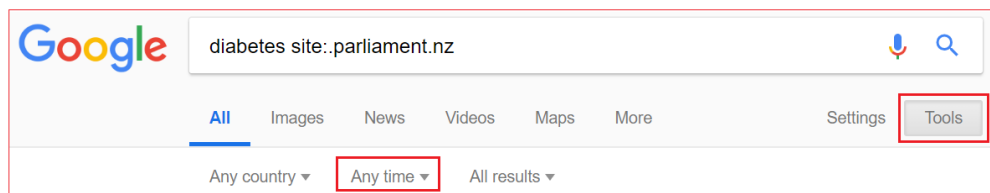
**site:.govt.nz** - finds government information

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

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

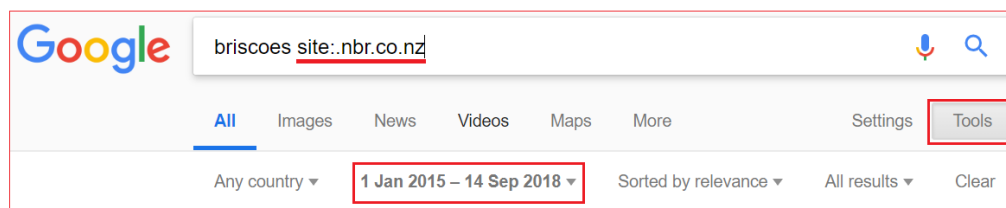
**site:.iwi.nz** - finds official iwi-based information

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**



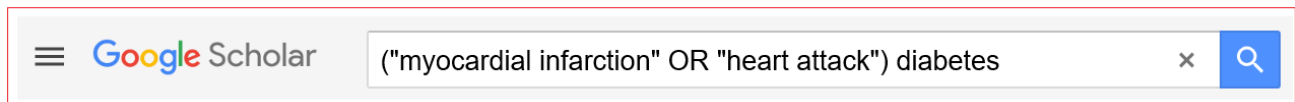
In the above example, the search finds articles in the “National Business Review” about Briscoes group. **Note:** If you find an article that is not full text, you can send the **details of your article** with your **student ID number** and **course code** to [library@ara.ac.nz](mailto:library@ara.ac.nz) . 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

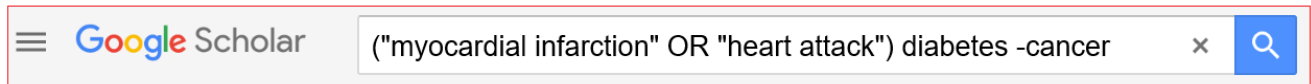
**Phrase search:** Use speech marks if words must appear next to each other in a phrase  
e.g. "heart attack"

### 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

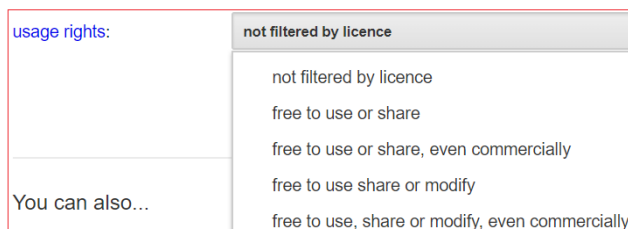


## Use Google Advanced Search

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](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.



## 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](mailto:library@ara.ac.nz)