

Function	Code	Example	Explanation
Get Full text	AUT articlelinker	Click on AUT articlelinker or on the title of the document	Access GS from the Library A-Z databases list
AND <i>is assumed between words - don't type it</i>	-	discourse analysis	These words are also automatically searched for as: discourse and analysis - Broadens your search – more hits
Phrases	"..."	"Discourse analysis"	as a phrase – find the words together, in that order - Narrows your search, makes it more focussed, fewer irrelevant hits
Synonyms	OR <i>must be in CAPS</i>	Cats OR felines Pudding OR dessert Globalisation OR globalization Ecology OR ecological	Use for: synonyms, variations in spelling, different word endings, plurals - Broadens your search – more hits
Author only search	author:	author:shakespeare <i>colon no space</i> author:"umberto eco" <i>author's name as phrase</i>	Finds only documents which have this author - Makes your search very specific
One keyword in the title of the document	intitle:	intitle:zealand <i>colon no space</i>	The keyword, here zealand, must be in the title of the document - Makes your search very specific and retrieves fewer results
All keywords in the title of the document	allintitle:	allintitle:zealand diabetes "type 2"	Your results must have <i>all</i> your keywords in the title of the document, including any phrases you use in the search box - Makes your search extremely focussed – far fewer hits

Truncation	-	-	Not available in GS. - To make sure different word endings are searched for, use OR (see examples above)
Export articles to Endnote	Import into EndNote	In Scholar Preferences	Click on Scholar Preferences > scroll down to Bibliography Manager >select Endnote from the drop down box > <input type="button" value="Save Preferences"/> The link to Endnote will be displayed beside the title of the document in your search results
Results from the Last 5 yrs	Recent articles		Click this button to restrict your results to the last 5 years. (Not completely reliable!)



GOOGLE - Tips

Many of the above rules work in Google as well. Look at Google's Advanced Search screen and also try these short cuts:

Limit your search to a Domain	site:	"academic writing" site:.ac.nz <i>colon no space</i>	searches for documents on academic writing (a phrase) available on NZ education websites
Education Organisations .ac.nz .org.nz .edu .org		site:.edu site:.harvard.edu	Searches only sites that end in .edu (ie mainly American education sites) Finds your keywords on Harvard University web pages only
Limit your search to a File type	filetype:ppt	"academic writing" filetype:ppt	searches for PowerPoint documents on academic writing