



1300 1 6363 7 or 0400 373 205  
www.nemesisconsultancy.com.au

## Internet Search - Reference Guide

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This reference guide has been compiled as a guide for you to use when conducting Internet searches.

Before you commence, here are a couple of tips about what not to do when conducting researching the Internet.

### DO NOT

- **Access a LinkedIn account from your personal LinkedIn account. If the settings are not correct, the personal profile you have reviewed will be notified that you have looked at it.**
- **Request to join any private social networking sites that the person/organisation you are searching for are a part of.**
- **Request a 'friend' status of the person under investigation.**

### Some simple quick tips:

- Google's spell checker automatically uses the most common spelling of a given word, whether you spelt it right or not.
- Capitalisation: A search for Peter Moroney is the same as a search for peter moroney
- Put the word 'define' in front of a word to see its definition
- Use quotation marks to search for an "exact phrase" or "name"
- If a common word is relevant to your search, place the quotation marks around "the" or "&". This is common in book names, movies etc.
- Place a @ in front of a word to search social media. For example: @facebook
- Put a # in front of a word to search for a word. For example: #manicmonday
- Put a \* in your word or phrase to act as a wildcard
- Put 'site:' in front of a site (or domain) to search that particular site. For example: site:nemesisconsultancy.com.au or site:.gov. If you wanted to search for a name within that site place site:nemesisconsultancy.com.au "peter moroney"
- Put 'cache:' in front of the site address to see Google's cached version of a site. For example: cache:nemesisconsultancy.com.au

### When searching via name

- Try the person's name in inverted commas, eg "John Smith", this will produce an exact result however will not provide results for J Smith, Johnny Smith etc. Can also try searching for the variations, "Johnno Smith", "Johnnie Smith" etc.
- If you get a large number of search results, try narrowing it down by adding a further search criteria. For example, if John Smith lives at Orange, try "John Smith" AND "Orange". Adding the 'AND' will only give results that include John Smith AND a reference to Orange.



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## INSTRUCTING SURVEILLANCE

- If discussing potential surveillance with a client, be sure to ascertain:
  - Have they considered an online investigation?
  - Any prior surveillance? Ask for copies.
  - Photographs of the plaintiff/claimant/member.
  - Number of hours required.
  - If they nominate a particular day, why? What is the reason for suspecting a person may be more active on that one particular date?
  - What is the objective of the surveillance?
  - Engage with the surveillance organisation you intend to use.
  - Google earth the residence. Is it conducive to surveillance?