

Internet Search Tips





Searching tips

Use key sites where you can. If your tutor has given you a website to use then use it as they will have checked the validity of the information and it will contain what you need.

When you are using a search engine try not to write full sentences or questions, just use keywords¹

If you can't find the answer to a question on the first attempt, try again! Think about what different words you could use, for example instead of 'consume' you could use 'drink' or 'eat.'²

You can try some of these ideas to improve searching:

-  Include words. A word must be included if you put a plus sign(+) right before it
-  Exclude words. A word will be excluded if you use the minus sign (-) right before it.
-  Exact phrase. ("") will find "exact words in the exact order"
-  An asterisk (*) is a wildcard. E.g. *A Christmas ** would find *A Christmas Carol, A Christmas Story, A Christmas Festival* and loads of other results.

Check out these sites for more information:

www.vtstutorials.ac.uk/detective

www.bbc.co.uk/webwise

www.rgu.ac.uk/library

www.teachingideas.co.uk/welcome/searching



¹ BBC Webwise www.bbc.co.uk/webwise

² *ibid*

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RESEARCHING

Help! There is SO much information out there I just don't know where to begin!

There are lots of places to gather information from- books, journals, websites etc but the real problem is deciding what is properly sourced and relevant to you so here are a few pointers to help you on the way.

BOOKS



If you can find a good book on your subject or assignment then use it. All the books in the LRC are properly sourced, verified and curriculum appropriate.

You can find all the LRC books on the computer catalogue **Eclipse** which can be accessed from any computer in the LRC.

◇ Use a title or author search (surname only) if you know it. If not then use a keyword search and type in the subject you are after and this will bring up all the books, websites and DVDs we have that cover the subject. If you only want books then click on the website/dvd icon and it will leave only the books.

◇ Click on the book that you want and note down the CLASS NO. This will tell you WHERE the book is in the LRC. There is also a floorplan (compass icon) to show you the exact location in the LRC and there are shelf guides and subject headings at the top of the shelves to help you. OR ask a Librarian!

Finding Information In Books

- Once you have found the book you want, use the CONTENTS page at the front of the book to see if there is a chapter covering the topic you need.
- If not then go to the INDEX pages at the back of the book. Everything that is covered in the book should be listed here alphabetically.
- The GLOSSARY at the back of the book will explain certain words and terms used throughout the book.
- Photos and pictures. If a book uses these then they are normally referenced either underneath or next to the picture or at the back of the book under an ILLUSTRATION/ PHOTO LIST
- A book will often have a FURTHER READING page at the back which gives a helpful list of other books and websites with more information about your subject.
- References and Bibliography will be located at the back of the book.

THE INTERNET

Ok, so most of us now turn immediately to the internet to find our information. However, there is so much stuff out there and it can be quite overwhelming and time consuming trawling through it all to find what you need.

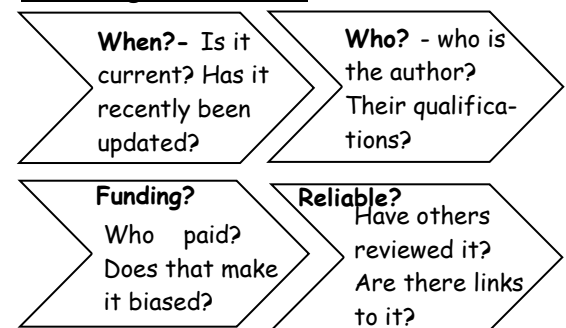
Is it relevant and reliable too?



Wikipedia

Yes we all love Wikipedia- a wealth of information on almost everything you can think of. BUT REMEMBER! It is NOT a properly sourced site. Anyone can edit a page without being checked so the information may be defamatory, libellous or just plain wrong!

Assessing Information



Look at the address:
co.uk/.com/.biz/.ac.uk/.org.uk/.gov.uk/.edu.

As a general rule .com/.biz/.co.uk are often businesses and may be trying to sell you something.