



Tips for Effective Internet Searching

1. Key words

- List keywords that define your topic – these will become your search terms.
- Be as specific as possible eg *Labrador* rather than *Dogs*

Example: What percentage of Australia's electricity comes from wind power?
Key words might be: wind, power, Australia, electricity

2. Use quotation marks for exact phrases

eg **"wind power"** will result in web pages where that phrase appears. There will be fewer sites than if we searched for **wind** and **power** separately.

3. Boolean searching : Use + and – to narrow your search

"wind power" +Australia "wind power" AND Australia
Use + or AND to include all words.

"wind power" + Australia –jobs "wind power" AND Australia NOT jobs
Use – or NOT to exclude words you do not want.

IMPORTANT – do not use a space between the + and – signs and the search term
eg –jobs not - jobs

4. Advanced search option in Google

Click the Advanced Search button at bottom of Google start or results page to refine your search by date, country, amount, language, or other criteria.

5. Browser History

Handy to find webpages you may have used previously or dismissed.

6. Searching the webpage – use Ctrl+F

Once you've found a webpage that looks useful, use the Search window on the webpage, or press CTRL+F to open the FIND box.

Type the word or phrase you are looking for and then press ENTER.

Click the **Highlight All Matches** button to show or hide all matches on the page. To filter the matches, press **Options**, and then click one or both of the following:

- **Match Whole Word Only.**
- **Match Case.**

Click **Next** or **Previous** to move from one matched word or phrase to another

7. Set a time limit then change tactics/ use different search engines

www.yahoo.com ; www.ask.com ; www.boolify.org ; www.duckduckgo.com ;
www.bing.com

8. Evaluating websites

- What can the URL tell you? .gov .edu .org .au
- Who is the author? Is he/she a qualified authority on the subject?
You should be able to contact them through an 'About us' or 'Contact' section.
- Why was the website created? Is there bias?
- Is it current?
- Does the page have overall integrity and reliability as a source?