

Lecture no. 21

Department: Information and Library Science

Subject: Information Storage & Retrieval

Name of the lecture: How to use the Internet tools and services? -2

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Simple keywords search

Type keywords in the search box, press Enter on the keyboard and then select from the results.

2. Advanced search

Most search engines allow you to refine your search.

Activity

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1. Go to Google advanced search page and refine your search for the same topic you searched earlier.
2. Write down the advance features you used, and then compare the number of results from-with the simple search you did earlier.

How to use the Internet tools and services?

Meta-search engines, the invisible web, specialized search engines and other search tools and services use the same basic principles in locating your information need. Ideally combinations of both browsing, and keywords searching (simple and advanced) wouldwill yield more accurate results

How to use the Internet tools and services?

Each Internet tools s and services s provides s help files that can guide you in utilizing it more effectively.



Activity 2-65

Visit the sites of the search tools and services discussed in the earlier slides and use them to search for information.

How to find information on the Internet? فقط هذه المطلوبة

- Analyze your topic
- Choose the search tool you need
- Learn how to use the search tools
- Formulate your search strategy
- Search with a question in mind

Analyze your topic

- What are you searching? for -what purpose?
- What type of information do you want?
- The purpose is to determine what terms to use in your search ~~for~~ and what search tool features you need to search successfully

Choose the search tool you need

- Search tools find documents matching your information need
- Every search tool is different. They vary in features and size/comprehensiveness
- The most important features in selecting a search tool are those, which allow you to refine or focus your search when you need to.

Learn how to use the search tools

- Being familiar with most of the major search tools and their capabilities allows you to zero in on your search
- Learn how to use Boolean logic, phrase searching, truncation, field searching, etc.
- Spend time reading the Help files to know its features and capabilities

Formulate your search strategy

- Formulating your search strategy beforehand allows you to search for information systematically
- It also saves you a lot of time and money if you are paying for Internet access by the minute
- Your search strategy should be based on your information need
- How to find information on the Internet?

Search with a question in mind

- How am I going to use this?
- Do I have enough or too much information?
- Scan the content of the material to find out if it has anything of value
- Evaluate the website for accuracy and authority