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, such as *pharaoh* rather than *Egyptian king*.

Example: When asking 'what kind of clothes did Viking women wear?', appropriate key words might be: **Viking women clothes**.

2 Use quotation marks for exact phrases

Example: Searching the phrase **"army nurse"** *will result in web pages where that phrase appears. There will be fewer sites than if we searched for* **army** *and* **nurse** *separately.*

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

- Use + or AND to include all words:
  "army nurse" **+**Australian   "army nurse" AND Australian

- Use – or NOT to exclude words you do not want:
  "army nurse" +Australia **–**Gallipoli   "army nurse" AND Australian NOT Gallipoli

IMPORTANT! *Do not use a space between the + and – signs and the search term. Example* **–Gallipoli**, *not – Gallipoli*

4 Advanced search option in Google

Click the **Advanced Search** option in **Settings** in 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

*Examples: www.**yahoo**.com; www.**ask**.com; www.**boolify**.org; www.**duckduckgo**; www.**bing**.com*

8 Evaluating websites

Some questions to ask yourself are:
- What can the URL tell you? Some examples are **.gov**, **.edu**, **.org**, **.au**
- Who is the author? Are they a qualified authority on the subject? You should be able to find out more 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?