Lecture no. 22
Department: Information and Library Science
Subject: Information Storage & Retrieval
Name of the lecture: How to use the Internet tools and services? -3
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Simple search strategy
- pick your site
- learn to use the search tools
- choose your words carefully
- vary your spelling
- know how to widen your search
- know how to use the refining tools technique to narrow your search
- use multiple search engines
- use meta-search engines
- use specialized search engines
- reuse your search

Tips in finding information on the Internet
- Learn the features and functions of your browser
- If you know the URL go directly to it
- Always check for typing errors
- Define the topic in terms of concepts
- Express each concept using keywords multiple keywords or phrases
- Search multiple terms or exact phrase and not single words

Tips in finding information on the Internet
- Read the help screens and search tips
- Utilize two or more search tools
- Use any advanced features of the search engine
- Use services; which index quality sites
- Evaluate the results
- Download the information
- Cite your source properly

Pitfalls	Solutions
endless links that lead to getting lost	stop / try another search
data traffic takes eternity to download	try it another time /site; change ISP
too many; too few; many irrelevant sites	refine or vary your search
information overload	search with a more specific question in mind

Summary

To effectively find information we must:
- Clearly define what we are looking for
- Become familiar with the information resources and different search tools available via the Internet
- Learn how to use at least one or two of the search tools effectively
- Create and try our own search strategy
- Evaluate retrieved information and cite the source properly

Activity 2-8

1. Use the different Internet search tools to locate tutorials and other Web based training materials on how to use the Internet as an information resource.

استخدام أدوات البحث على الإنترنت المختلفة لتحديد الدروس وغيرها من المواد التدريبية على شبكة الإنترنت حول كيفية استخدام الإنترنت كمصدر للمعلومات.

2. List the materials you have found and their corresponding URL's.

قائمة المواد التي وجدت وعناوين المواقع المقابلة

References

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Electronic Resources

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