



Section 2

Five Steps to a Successful Search

1

Are you using the correct search tool?

Remember: Search Engines: Specific Information
Search Directories: General Index
Meta Search Engine: Searches other search tools



2

Always use quotes when searching for a phrase or name

Remember: "Hale Bopp Comet" "Albert Einstein" "William Shakespeare"

3

Use the boolean parameters to narrow the focus of your search: "and" "not"

Remember: volcano and active and Hawaii migration not whale

4

Check your spelling!

Remember: Search tools look for exact keyword matches in the database. If you misspell "prosenchyma" then you will find all of the people in the world who misspelled this word with your same mistake!

5

If you don't find it using one search tool, try another!

Remember: All search tools use different databases so try a meta search engine to find lots of information very quickly!

