

## DIGITAL LITERACY

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2005

### SEARCH TIPS

- Boolean logic
  - Use AND, OR and NOT to refine searches (most search engines require these to be in caps) (OR statements in parentheses)
  - Implied operators:  
Use (+) and (-) before terms to include or exclude
  - Advanced search drop menus for Boolean terms
  
- Phrases  
Using double quotation marks ("") will force terms to be searched as a phrase, as written.
  
- Truncation  
Use of an asterisk (\*) at the end of the stem of a word will ensure inclusion of all versions of the word.
  
- Stop words  
Most stop words are ignored by search engines unless contained within quotation marks. Stop words are small, common words such as adverbs, prepositions and conjunctions.

#### NOTE:

- finding keywords and search terms is the biggest challenge to searching for information- browse a topic to come up with relevant words
- the most important keyword should come first in a string
- use lower case to find both lower and upper case versions
- the 'find' command on a page will locate your keywords in the text

### FIELD SEARCHING

Electronic records are organized into fields including title, domain, host, URL etc. In some search engines you can use these field labels to specify where you want it to search. (Each search engine will be different, trying it is best, but Altavista and Taoma are good examples.)

For example: domain:edu AND "information literacy"

Limits your search to educationally sponsored websites

Current top level domains are:

edu- education

gov- government

com- commercial

net- networks and organizations

org- US non-profit organizations    mil- US military sites and agencies

also country codes such as uk (United Kingdom) and ca (Canada)