**How To Search**

Effective & Efficient Strategies

1. Use multiple, specific, **descriptive key words** for narrower results.

Example: Instead of searching for dogs, search for Golden Retriever

2. If at first you don’t succeed, try **synonyms**.

Example: If your search for rare cats doesn’t work, try exotic cats or rare felines

4. Add a **minus sign** before words you don’t want included (use with multiple meaning words)

Example: If you are searching for bat, but you want the animal and not a baseball bat, you would enter  
bat **–baseball**

3. Place **quotation marks** around specific words or phrases

Example: “White House” rather than white house

6. Search for and pay attention to **URL domain types**

.com = company (selling/ bias)

.gov = government website

.edu = educational institution

.org = organization

.net = networking (communication)

5. Look for **two words** at once by placing **OR** between them

Example: Shippensburg College **OR** University

8. **Keep track** of all your searches!

Don’t just look at the first results. Take some time to see what’s out there!

**Keep track of what you read by copying and pasting URLs into a word document!**

7. **Specify the format** of the information you’re looking for

**Blogs** = people’s opinions

**Video** = some might be made by anyone, some may be created by news outlets or the government

**News** = up-to-date news articles and stores



**How To Evaluate**

Recognizing Valid Websites & Information

# Low-Quality Sites

# High-Quality Sites