

## Lesson 2: How do you Search for Information on the Internet?

Slide 1

Module 5  
The Internet as an  
Information Resource

Lesson 2  
How to search for Information on the  
Internet.

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Slide 2

Scope

- What are the ways to find information on the Internet?
- What are the Internet search tools and services?
- How to use Internet tools and services?
- How to find information on the Internet?

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Slide 3

Learning Outcomes

By the end of the lesson, students should be able to:

- Identify Internet search tools and services
- Understand how to utilize Internet tools and services
- Use Internet search tools and services
- Locate tutorials and other web-based training materials on how to use the Internet as an information resource

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Slide 4

**What are the Major Internet Tools and Services?**

- Electronic mail (email)
- Newsgroups
- Internet Relay Chat (IRC)
- Telnet
- File Transfer Protocol (FTP)
- World Wide Web (WWW)

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Slide 5

**Email**

- The most popular use of the Internet
- Available for free on the Web
  - Yahoo Mail, Hotmail, Eudoramail
- Valid email address consists of a username and a domain name separated by the @ sign
  - eg. juandelacruz@mail.com

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Slide 6

**Newsgroups and Listservs**

- Services dedicated to discussions on a particular topic through posted articles
- Accessible through newsreaders
- Names signify to users the topic of discussion
  - eg. alt.library.automation

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Slide 7

**IRC (Internet Relay Chat)**

- Allows real-time, text-based communication through the Internet
- Organized by topic of interest into "channels"
- Discussion occurs in "chat rooms"
- Some web sites have built-in chat rooms



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Slide 8

**Telnet**

- Service that allows one computer to access another computer
- Enables the user to exchange data and issue commands on the other computer, the Telnet host
- Mainly used by libraries to allow access to information stored on their computers

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Slide 9

**FTP (File Transfer Protocol)**

- Allows the transfer or copying of files from one computer to another
- Ideal for procuring or sending files to a remote computer
- FTP programs available freely
- Modern browsers have FTP capabilities



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Slide 10

**World Wide Web (WWW)**

- Invented in 1991 by Tim Berners-Lee, the web is the fastest-growing Internet service.
- Based on HTML (Hyper Text Markup Language) allowing users to access data in multimedia format
- Simplest unit is the web page, primarily a document encoded in HTML format that can be accessed by using a browser
- HTML links contents within a web page to each other as well as to other web pages through a hyperlink
- Each page has an address, a Uniform Resource Locator (URL)

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Slide 11

 **Activity 5.2.1**

Read these articles:

- A Basic Guide to the Internet  
<http://library.albany.edu/internet/internet.html>
- Learn the NET. Anatomy of a URL.  
<http://www.learnthenet.com/english/web/110www.htm>

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Slide 12

**Web Browsers**

- Most of the Internet services and search tools that can be used to find information resources are available through the World Wide Web
- To be able to use these services and search to find information on the Internet one must first know how to use a web browser
- Each particular browser has its own features and functions that may help or hinder you in your search - so you must be familiar with at least two browsers and choose the one that you will be more effective and comfortable with

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Slide 13

**Web Browsers (2)**

- Programs used to access the World Wide Web
- Allow a user to access resources on a server
- Display the contents of the Web in multimedia format
- Examples of browsers
  - Internet Explorer, Mozilla-Firefox, Opera, Safari

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Slide 14

**How to use a Web Browser**

- Enter a URL in the location or address bar to visit a particular web site
- Open, resize, close a browser window
- Locate and use the navigation tools on your browser ie., back, reload/refresh, home, print
- Identify and use hyperlinks to get around the Web
- Download and save documents and files
- Use plug-ins like Adobe Acrobat or Macromedia Shockwave

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Slide 15

 **Activity 5.2.2**

Read these articles:

- Microsoft Internet Explorer: Surfing, Browsing, and Finding Your Way On the Web  
<http://www.microsoft.com/windows/ie/using/articles/findyourway.mspx>
- Using Internet Explorer 6  
<http://library.albany.edu/internet/ie.html>
- An Introduction to Mozilla Firefox, Part 1  
[http://opensourcearticles.com/introduction\\_to\\_firefox/articles/firefox\\_15/english/part\\_01](http://opensourcearticles.com/introduction_to_firefox/articles/firefox_15/english/part_01)

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Slide 16

**What Internet Services and Search Tools are Available through the Web?**

- Search engines
- Subject directories
- Metasearch engines
- Specialized search engines
- Invisible Web
- Other search tools

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Slide 17

 **Activity 5.2.3**

Read these articles:

- Glencoe Norton Online. For your information features: Getting Started on the World Wide Web <http://www.glencoe.com/norton/norton4e/getstarted.html>
- Things To Know Before You Begin Searching <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/ThingsToKnow.html>
- Checklist of Internet Research Tips <http://library.albany.edu/internet/checklist.html>
- Conducting Research on the Internet <http://library.albany.edu/internet/research.html>

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Slide 18

**What are Search Engines?**

- Web sites that use "bots" or "spiders" that periodically search the World Wide Web and automatically index and store the information in their database
- Examples
  - Google - <http://www.google.com>
  - Alltheweb - <http://www.alltheweb.com>
  - Altavista - <http://www.altavista.com>

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Slide 19

**How to use Search Engines**

- Simple keyword search
- Type keywords in the search box , press Enter on the keyboard and then select from the results



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Slide 20

**How to Use Search Engines (2)**

- Advanced search
- Most search engines allow you to refine your search



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Slide 21

 **Activity 5.2.4**

Visit these sites:

- Bare Bones Lesson 1: Search Engines  
<http://www.sc.edu/beaufort/library/pages/bones/lesson1.shtml>
- UC Berkeley. Teaching Library Internet Workshops: The BEST Search Engines  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html>
- Danny Sullivan. 2001. Power Searching for Anyone  
<http://searchenginewatch.com/facts/article.php/2156031>

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Slide 22

**What are Subject Directories?**

- Listings and directories of web page files that have been assembled manually, selected and evaluated by humans
- Examples
  - Yahoo - <http://www.yahoo.com>
  - Librarian's Index – <http://www.lii.org>
  - LookSmart - <http://www.looksmart.com>

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Slide 23

 **Activity 5.2.5**

Read these articles:

- Bare Bones Lesson 3: Subject Directories  
<http://www.sc.edu/beaufort/library/pages/bones/lesson3.shtml>
- Recommended Subject Directories  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SubDirectories.html>
- Searching the Internet: Recommended Sites and Search Techniques -Subject Directories  
<http://library.albany.edu/internet/subj.html>

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Slide 24

**What are Metasearch Engines?**

- Examples of metasearch engines
  - Metacrawler – <http://www.metacrawler.com>
  - Dogpile – <http://www.dogpile.com>
  - ProFusion – <http://www.profusion.com>

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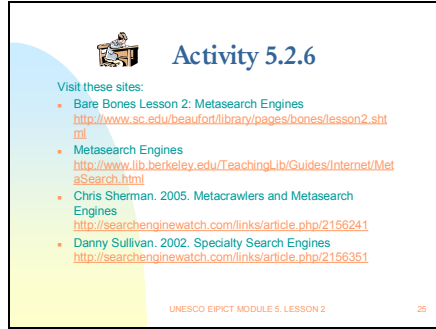
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Slide 25



**Activity 5.2.6**

Visit these sites:

- Bare Bones Lesson 2: Metasearch Engines  
<http://www.sc.edu/beaufort/library/pages/bones/lesson2.shtml>
- Metasearch Engines  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/MetaSearch.html>
- Chris Sherman. 2005. Metacrawlers and Metasearch Engines  
<http://searchenginewatch.com/links/article.php?2156241>
- Danny Sullivan. 2002. Specialty Search Engines  
<http://searchenginewatch.com/links/article.php?2156351>

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Slide 26



**What are Specialized Search Engines?**

- Examples
  - Locate mailing lists and newsgroups
    - The Litz – <http://www.liszt.com>
    - Mailbase – <http://www.mailbase.ac.uk>
    - Dejanews – <http://www.dejanews.com>
    - Google groups - <http://groups.google.com/>
  - Locate scholarly publications
    - Scholar Google – <http://www.scholar.google.com>

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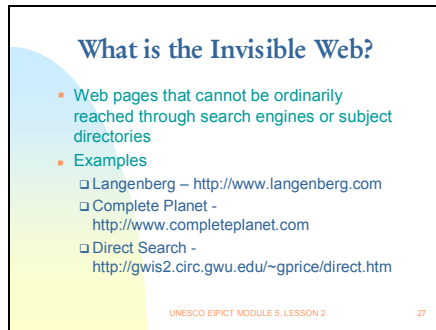
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Slide 27



**What is the Invisible Web?**

- Web pages that cannot be ordinarily reached through search engines or subject directories
- Examples
  - Langenberg – <http://www.langenberg.com>
  - Complete Planet - <http://www.completeplanet.com>
  - Direct Search - <http://gwis2.circ.gwu.edu/~gprice/direct.htm>

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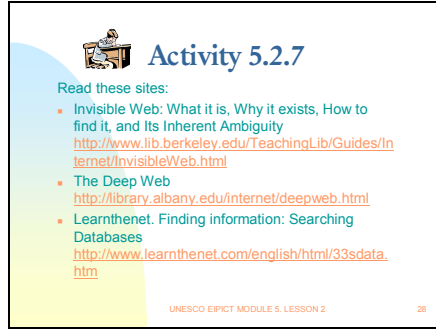
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Slide 28



**Activity 5.2.7**

Read these sites:

- Invisible Web: What it is, Why it exists, How to find it, and Its Inherent Ambiguity  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/InvisibleWeb.html>
- The Deep Web  
<http://library.albany.edu/internet/deepweb.html>
- Learnthenet. Finding information: Searching Databases  
<http://www.learnthenet.com/english/html/33sdata.htm>

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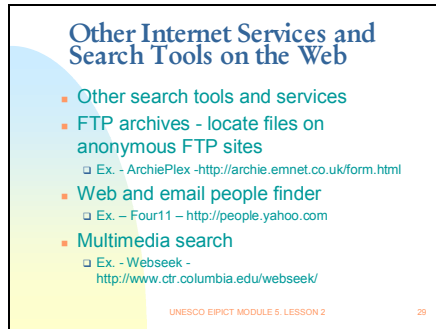
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Slide 29



**Other Internet Services and Search Tools on the Web**

- Other search tools and services
- FTP archives - locate files on anonymous FTP sites
  - Ex. - ArchiePlex - <http://archie.emnet.co.uk/form.html>
- Web and email people finder
  - Ex. - Four11 - <http://people.yahoo.com>
- Multimedia search
  - Ex. - Webseek - <http://www.ctr.columbia.edu/webseek/>

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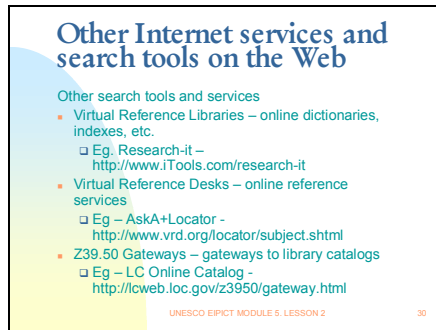
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Slide 30



**Other Internet services and search tools on the Web**

- Other search tools and services
- Virtual Reference Libraries – online dictionaries, indexes, etc.
  - Eg. Research-it – <http://www.iTools.com/research-it>
- Virtual Reference Desks – online reference services
  - Eg – AskA+Locator - <http://www.vrd.org/locator/subject.shtml>
- Z39.50 Gateways – gateways to library catalogs
  - Eg – LC Online Catalog - <http://lcweb.loc.gov/z3950/gateway.html>

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Slide 31

**How to Find Information on the Internet**

- Analyze your topic
- Choose the search tool you need
- Learn how to use the search tools
- Formulate your search strategy
- Search with a question in mind

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Slide 32

**Analyze your Topic**

- What are you searching? For what purpose?
- What type of information do you want?
- The purpose is to determine what terms to use in your search and what search tool features you need to search successfully

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Slide 33

**Choose the Search Tool you Need**

- Search tools find documents matching your information need
- Every search tool is different - they vary in features and size/comprehensiveness
- The most important features in selecting a search tool are those which allow you to refine or focus your search when you need to

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Slide 34

**Learn how to use the Search Tools**

- Being familiar with most of the major search tools and their capabilities allows you to zero in on your search
- Learn how to use Boolean logic, phrase searching, truncation, field searching, etc.
- Spend time reading the Help file to know its features and capabilities

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Slide 35

**Formulate your Search Strategy**

- Formulating your search strategy beforehand allows you to search for information systematically
- It also saves you a lot of time and money if you are paying for Internet access by the minute
- Your search strategy should be based on your information need

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Slide 36

**Search with a Question in Mind**

- How am I going to use this?
- Do I have enough or too much information?
- Scan the content of the material to find out if it has anything of value
- Evaluate the web site for accuracy and authority
- Note: In searching you must have a search goal in mind or else you will be overwhelmed by the number of results that will come your way - learn how to skim and quickly evaluate content for a more effective search

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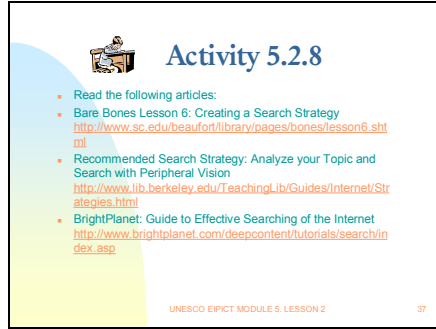
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Slide 37



**Activity 5.2.8**

- Read the following articles:
  - Bare Bones Lesson 6: Creating a Search Strategy  
<http://www.sc.edu/beaufort/library/pages/bones/lesson6.shtml>
  - Recommended Search Strategy: Analyze your Topic and Search with Peripheral Vision  
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Strategies.html>
  - BrightPlanet: Guide to Effective Searching of the Internet  
<http://www.brightplanet.com/deepcontent/tutorials/search/index.asp>

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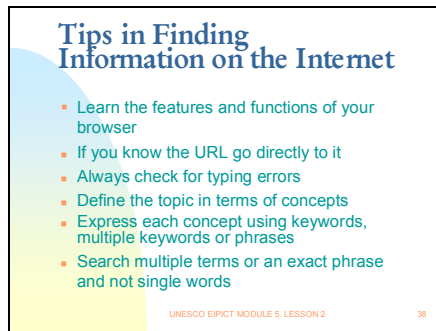
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Slide 38



**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 an exact phrase and not single words

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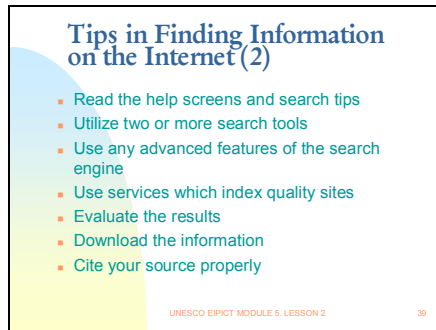
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Slide 39



**Tips in Finding Information on the Internet (2)**

- 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

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Slide 40

**How to Cite Online Resources**

Internet information resources citation and style manuals

- APA (American Psychological Association) format - based on APA's Publication Manual Fifth Edition.
  - ◆ APA Electronic Reference <http://www.apastyle.org/elecref.html>
- MLA Style Guides: Modern Language Association's style guides. <http://www.mla.org/style>
- Library of Congress: How to Cite Electronic Resources <http://cweb2.loc.gov/ammem/ndlpedu/start/cite/index.html>

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Slide 41

**How to Cite Online Resources(2)**

- Chicago Manual of Style - based on The Chicago Manual of Style 14<sup>th</sup> edition - Citation Style Guides for Internet and Electronic Sources <http://www.library.ualberta.ca/guides/citation/index.cfm#Chicago>
- More examples : Online! A Reference Guide to Using Internet Resources <http://www.bedfordstmartins.com/online/citex.html>

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Slide 42

**Some Pitfalls and Solutions**

<b>Pitfalls</b>	<b>Solutions</b>
<ul style="list-style-type: none"><li>▪ endless links that lead to getting lost</li><li>▪ data traffic takes eternity to download</li><li>▪ too many; too few; many irrelevant sites</li><li>▪ information overload</li></ul>	<ul style="list-style-type: none"><li>▪ stop / try another search</li><li>▪ try on another time /site; change ISP</li><li>▪ refine or vary your search</li><li>▪ search with a more specific question in mind</li></ul>

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**End of Lesson 2 Module 5**