A photograph of a brick building with a white portico supported by columns. The name 'SULLIVAN UNIVERSITY' is visible on the pediment. The image is semi-transparent, serving as a background for the text.

Tips for an Effective Web Search

Tips for an Effective Web Search

- Most Important: Read the help or instruction pages for the search tool you are using.
- Avoid using words such as “a,” “of,” and “for.” These are often ignored during a search.



Tips for an Effective Web Search

- Enter the most important words first.
- Often search engines will search and rank the first term used before any of the other search words.

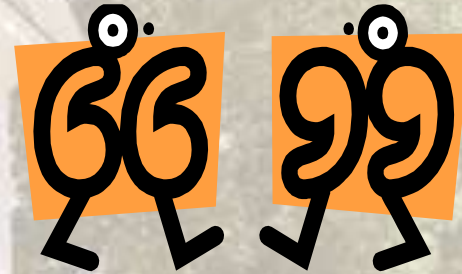


Tips for an Effective Web Search

- Use capitalization for proper nouns and acronyms.
 - For example, if you are looking for AIDS, you will be more likely to retrieve Web sites about Acute Immune Deficiency Syndrome (AIDS). If you type in "aids" without the capitalization when looking for AIDS, you will retrieve articles about "teaching aids" and "hearing aids", in addition to AIDS.
 - (Many search tools will search for both capitalized and uncapitalized words if the lower case is used).

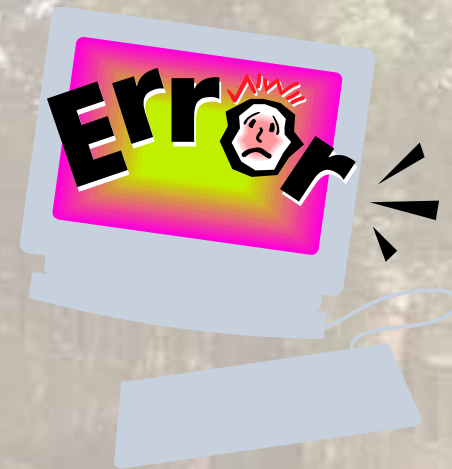
Tips for an Effective Web Search

- Enclose phrases in quotes:
(example: “United States”)
to keep the words next to each other.



Tips for an Effective Web Search

- Check for mistakes in the spelling of your search words.
- Use Boolean operators (or plus or minus signs depending on the search tool) to combine words.



Tips for an Effective Web Search

- If you do not find what you want:
 - Change the search using synonyms.
 - Use broader or narrower terms.
 - Use another search tool.

