

## Glossary:

**Search Engines:** are databases with a search box to type keyword/s and a software program that looks for your keyword/s on the web

**Query:** is a combination of keywords that make up an inquiry

**Subject or Web directory:** is a collection of Web pages put together by human editors into hierarchical categories.

**Virtual Library:** is similar to the web directory but the human editors are mostly librarians.

**Invisible (deep) Web:** is a collection of information stored in live (keeps changing) databases that can be accessed on the Web.

**Meta Search Engine:** is a search engine that sends your query or inquiry simultaneously to other search engines.

## Web Search Tools and Tips:

### Which tool should you choose?

- Use **search engines** to look for *specific information*
- Use a **meta search engine** when looking for a *specific subject*
- Use a **web directory** when looking for *general information* on a *popular topic*
- Use a **virtual library** for *scholarly information*
- When looking for *the latest news on a topic* or something that keeps changing you better use the **invisible databases**

### Some Tips to improve your searches:

**Plus and minus signs:** Use + in front of common word (when, where, I, of, how, etc.) to force Google to include the word on your search. For example: +I Robot. Use – in front of a word to exclude that word from your search.

**Tilde signs:** Use (~) in front of a word to include its synonyms in your search.

**OR search:** Use the word OR in uppercase between words to make sure Google searches for either of them.

**Use quotes:** use “” to search for whole phrases

**Advance Feature:** remember to use the advance feature of a search engine to add more detail to your query.