

Library Helpsheet



Using the Internet



The **World Wide Web** (WWW) provides access to millions of millions of documents and pages of information. However, anyone can publish a website so it is important to be careful what you search for, and which sites you open. Indeed, remember to **evaluate** the information – is it relevant? Is it current? Is it accurate? Can I trust it?

Also remember that just because something is published on the internet, does not mean it's free to use e.g. images should not be copied and pasted from websites unless permission is given to do so. **Do not** copy and paste information either – that is plagiarism and is not permitted.

First of all, here's a **glossary** of terms about the internet:

Boolean operators	The use of Boolean operators (AND, OR and NOT) can expand or narrow your search AND = includes all the keywords in your search and they appear anywhere in the webpage OR = includes 2 or more terms e.g. if there can be different spellings or more than one word for a topic e.g. cookery OR cuisine; organisation OR organization NOT = to exclude a term e.g. football NOT English will not find hits for English football
Domain name	Words and numbers which form part of the URL of a website to identify the website (excludes www)
Downloading	The transfer or copying of a file from a website onto your computer or memory stick e.g. software, document, PDF or by printing a file
Homepage	The introductory, main page of a website – usually with a menu to select other pages on the website
HTML	Hypertext Mark-up Language – a rule for creating or writing a web page
HTTP	Hypertext Transfer Protocol – the protocol used for the WWW for documents or screens to be passed from servers to users in a hypertext format
Hypertext	Text which can be linked to other text or webpages
Internet	A network of computer networks using protocols which allows access to networks across the world
Metasearch engines	Send searches to many search engines at one time and blends the results into one hit list. Also called webcrawlers.
Protocol	A set of rules which enables 2 computers to talk to each other
Search engines	Tool to help you find information on the internet by maintaining a database of websites and programs to collect information which is then indexed by the search engine into a results list
Search term	The topic or keyword you use when searching for information
Server	A computer or storage space in a network that holds software and programs which are accessed by other computers on the network

URL	Uniform Resource Locator – the web address of the website you access or use
Website	A site or location on the WWW which contains a homepage and additional images, documents and files
Webpage	A document with or without images on the internet which forms part of a website
Web browser	Software for accessing and presenting information found on the internet e.g. Chrome, Internet Explorer, Firefox, Safari
WWW	World Wide Web – a collection of online documents stored on servers around the world and connected by the internet

Here are some key tips for using the internet.

Using the Internet in Ardrossan Academy

- **Do not** try to download anything from the internet e.g. software
- Use of the internet is for your **class work**
- Use the **back button** to go to the previous page as often windows do not open for each site and if you close the window, you will need to go back into the internet and start your search again
- When printing from the internet, make sure you highlight the text you want to print so that you **only print what you need**. Ask for help if you are unsure.



Searching

- Make a **mind map** beforehand to generate lots of **keywords** or a list of topics so that you don't need to waste time thinking about what search terms to use
- Check the **spelling** of your keywords
- Make a note of the search terms you have already used – no point duplicating searches!
- Use the **advanced search** option if available – this will refine your search by using Boolean operators AND, OR, NOT (see over for details)
- Use **“quotation marks”** around your search term to look for an exact phrase
- If you get more than 20 pages of hits, don't waste your time looking at more than 2 pages for relevant information; try an additional or different search term.



Recording sources

- **Always note** where you found the information you use from the internet in your essays and projects – if you make a print out, the URL (web address) is on the bottom of the page
- It is a good idea to have an open Word document when you are searching. That way you can copy and paste the URL into the document and make a note of the information from the website which you found useful
- **DO NOT** copy and paste directly into your essay – that's plagiarism and not allowed – make sure you put information into your own words and note which sentences are quotes and the source of the quotes.

