

NAVIGATING, SEARCHING AND FILTERING INFORMATION ON THE INTERNET

TIPS FOR EFFICIENTLY SEARCHING FOR INFORMATION ON THE INTERNET

Internet constitutes an inexhaustible source of information and knowledge. However, with the vast amount of data accessible through the network, it's essential for us to develop skills that enable us to search for information in a fruitful and efficient manner. To achieve this, here are some tricks.

GOOGLE is the most widely used search engine worldwide, and it's common practice to directly type in the term we want to explore without applying any filters. Consequently, the results often yield a large number of hits, not always the most desirable ones. To avoid such situations, Google offers **filters** that allow us to refine and personalize search results to find exactly what we're looking for: images, videos, shopping items, news, and more. In addition to these filters, if we click on the gear icon next to our Google profile picture, we'll find the option for '**Advanced Search**,' which gives us the ability to filter by language, latest update, file type, usage rights, etc. And as if that weren't enough, Google also has a **system of symbols** that we can use in our searches to further refine the results. Some of these symbols include:

- Quotation marks (""): to search for an exact phrase, in the same order as we have written it.
- Asterisk (*): to replace a word we don't know.
- Hyphen (-): to exclude a specific word within a search. It is necessary to put the hyphen in front of the word we don't want to appear.
- Colon between two numbers: allows searching for information within those numerical ranges. It can be useful, for example, to locate articles published between certain dates or to search for a smartphone whose price ranges between two specific amounts.

OTHER SEARCH ENGINES. Although Google is the most widely used search engine in the world, there are other search engines, such as Bing or Yahoo. However, these are not the only options: we also have specific search engines, very useful for academic work. Among them are the following:

- Google Scholar: It's the academic version of Google and is designed to find articles, books, abstracts, etc.
- Microsoft Academic: It's the academic version of Microsoft and is continuously updated.
- Scholarpedia is an online encyclopedia of high scientific rigor that ensures the accuracy of the information provided.
- Busca Biografías is a large database containing biographies of relevant figures from the present or the past.

HOW TO FILTER AND EVALUATE INFORMATION

In the digital information age, not only must we learn to navigate the Internet efficiently, but it is also necessary to develop the ability to distinguish between reliable, truthful, and high-quality sources and those that may be questionable or even false. To do this, when faced with



specific information, we should consider the following questions:

- **Media where it is published.** Where is the information published? We should pay close attention to the platform where the information is published and opt for those that offer more trust: public organizations, universities, research centers
- **Authorship:** Who is the author of the information? Is the author an expert in the field? If the article is signed, we can research the author to determine if they are a professional in the subject matter. However, much of the information found on the internet lacks authorship, which prevents us from knowing if the author is a professional in the field, thereby reducing the credibility of the content.
- **Publication date:** When was the information published? Is it a recent article? If the article was written a long time ago, the data it contains may have become obsolete. In fact, reliable websites constantly update the information they provide.
- **Bibliography:** Are the sources from which the information was obtained cited? Knowing the source of the information is a guarantee when determining the reliability of the content.

THE TEN COMMANDMENTS OF THE GOOD INTERNET NAVIGATOR

1. Let's use filters to narrow down our searches.
2. Let's select the appropriate keywords and connectors in our searches.
3. Let's be critical: not everything published on the Internet is true.
4. Let's pay attention to the quality and reliability of the information.
5. Wikipedia cannot be the only nor the main source of information we use.
6. Let's not rely on a single source: the more, the better.
7. Let's compare and contrast the information we obtain from different sources to verify that there are no contradictions.
8. Let's select the most relevant and reliable information from all consulted sources.
9. Let's cite the sources from which we obtained the information, respecting copyright and avoiding plagiarism.

TO KNOW MORE...

- Andalucía Vuela: [Cómo buscar información por Internet con éxito](#). Junta de Andalucía.
- Aula Planeta: [Cinco claves que debes enseñar a tus alumnos para documentarse en Internet](#). Grupo Planeta.
- Manuel Salvador Jorge: [Búsqueda en Internet y gestión de la información para el alumnado](#). Consejería de Educación. Junta de Castilla y León.

