

INTERNET STUDENT HANDOUTS REVISION Fall, 2000

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OPENING YOUR WEB BROWSER

DEFINITION

A web browser is a software application used to facilitate Internet access. Netscape and Internet Explorer are the most commonly-used Internet browsers.

OPENING INTERNET EXPLORER VERSION 4.01, 5.X

1. Activate the **Start** button to open the Start menu.
2. From the Start menu, choose **P**rograms.
3. From the Programs menu, choose **I**nternet Explorer.
4. From the Internet Explorer submenu, choose **I**nternet Explorer.

OPENING NETSCAPE NAVIGATOR VERSION 4.X

1. Activate the **Start** button to open the Start menu.
2. From the Start menu, choose **P**rograms.
3. From the Programs menu, choose **N**etscape Communicator.
4. From the Netscape Communicator submenu, choose **N**etscape Navigator.

NAVIGATING

MOVING BACKWARDS TO THE PREVIOUS WEB PAGE

Click once on the **Back** button on the Command toolbar, or press Alt + left arrow.

MOVING FORWARD TO THE PROCEEDING WEB PAGE

Click once on the **Forward** button on the Command toolbar, or press Alt + right arrow.

MOVING TO A WEB PAGE YOU VISITED PREVIOUSLY

Netscape Navigator 4.7

Method #1

1. Click once on the down arrow to the right of the Location edit box.
2. You will see a list of sites you have accessed by typing URLs (web addresses). You will not see sites that you accessed by linking (clicking).
3. Click any site to return to that web page.

Method #2

1. Open the **Go** menu.
2. You will see a list of all the sites you have visited during this current web session.
3. Click once on the site to which you want to return.

Method #3

1. Open the **C**ommunicator menu and choose **T**ools.
2. From the Tools submenu, choose **H**istory.
3. You will see a history list that includes all the sites you have visited over whatever period of time is set in Preferences.
4. To navigate to a site on the list, follow one of these directions.
 - Left double click on the site you which to visit.
 - Select the site and press Enter.



Internet Explorer 5.x

Method #1

1. Open your **V**iew menu and choose **G**o To.
2. The bottom section of the Go To submenu lists the pages you have visited. Chose the page to which you want to return.

Method #2

1. Left click the down arrow between the Back and Forward buttons on the toolbar.
2. You will reveal a list of the last nine pages you have visited.
3. Select the web page you want to view again.

Viewing the Complete History

1. Left click on the History button on the toolbar.

Keyboard shortcut

Ctrl + H

2. Choose whether you want a history of the web pages visited Today or Last Week.
3. Internet Explorer will display a folder for each web site you have visited.
4. Open any folder to access the web pages you have visited within that web site.

MOVING DIRECTLY BACK TO YOUR HOME PAGE

Click once on the **Home** button on the Command toolbar.

KEYBOARD COMMANDS

NETSCAPE VERSION 4.7

Navigating

Down arrow	Scroll toward the end of a web page
Up arrow	Scroll toward the beginning of web page
Page Down	Scroll toward the end of a web page in larger increments
Page Up	Scroll toward the beginning of a web page in larger increments
Tab	Move forward to next link
Shift + Tab	Move backwards to previous link
Ctrl + Home	Move to beginning of web page
Ctrl + End	Move to end of web page
Ctrl + Tab	Move among frames
Alt + right arrow	Go to next web page
Alt + left arrow	Go to previous web page

Other Netscape Keyboard Commands

Control + A	Select All
Ctrl + B	Edit bookmarks
Ctrl + D	Add bookmark
Control + F	Find in Page
Ctrl + G	Find again
Control + H	History
Control + I	Page Information
Ctrl + M	New mail message
Ctrl + N	New Navigator window
Control + O	Open Page
Control + P	Print the current page or active frame
Control + Q	Exit
Control + R	Reload
Control + S	Save the current page As
Control + U	Page Source
Control + W	Close window
Control +]	Increase Font
Control + [Decrease Font
Control + 1	Navigator
Control + 2	Messenger Mailbox
Control + 3	Collabra Discussion Groups
Control + 4	Page Composer
Control + 8	Netcaster
Control + 9	AOL Instant Messenger Service
Control + Shift + 1	Message Center

Control + Shift + 2	Address Book
Ctrl + Shift + 0	New blank page
Control + Shift + I	Security Information
F1	Help Contents
Enter	Activate a selected hyperlink
Esc	Stop page loading

INTERNET EXPLORER VERSION 5.x

Navigating

Down arrow	Scroll toward the end of a web page
Up arrow	Scroll toward the beginning of web page
Page down	Scroll toward the end of a web page in larger increments
Page up	Scroll toward the beginning of a web page in larger increments
Tab	Move forward through the links on a web page, the Address bar, and the Links bar
Shift + Tab	Move backwards through the links on a web page, the Address bar, and the Links bar
Home	Move to beginning of web page
End	Move to end of web page
Ctrl + Tab or F6	Move forward among frames
Shift + Control + Tab	Move backwards among frames
Shift + Backspace or Alt + right arrow	Go to next web page
Backspace or Alt + left arrow	Go to previous web page
Alt + Home	Go to your Home page

Using the Address Bar

Alt + D	Select text in the Address bar
F4	Display the Address bar history
Ctrl + left arrow	When in the Address bar, move the cursor left to the next logical break (. or /)
Ctrl + right arrow	When in the Address bar, move the cursor right to the next logical break (. or /)
Ctrl + Enter	Add "www" to the beginning and ".com" to the end of the text typed in the Address bar.
Up arrow	Move through the list of AutoComplete matches
Down arrow	Move back through the list of AutoComplete matches

Working with Favorites

Ctrl + B	Open the Organize Favorites dialog box
Ctrl + D	Add the current page to your favorites
Alt + up arrow	Move selected item up in the Favorites list in the Organize Favorites dialog box
Alt + down arrow	Move selected item down in the Favorites list in the Organize Favorites dialog box

Editing

Ctrl + A	Select the web page
Ctrl + C	Copy
Ctrl + V	Paste

Other Internet Explorer Keyboard Commands

Ctrl + E	Open search in Explorer bar
Ctrl + F	Find on this page
Ctrl + H	Open History in Explorer bar
Ctrl + I	Open Favorites in Explorer bar
Ctrl + N	Open a new window
Ctrl + O or Ctrl + L	Go to a new web page location
Ctrl + P	Print the current page or active frame
Ctrl + S	Save the current page
Ctrl + W	Close the current window
ENTER	Activate a selected hyperlink
F1	Display Internet Explore Help, or when in a dialog box, display context help on an item
F11	Toggle between Full Screen and regular view of the browser window
Control + click	In History or Favorites bars, open multiple folders

URLs

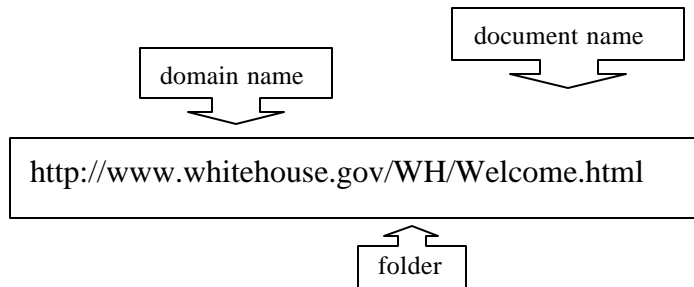
DEFINITION

Just as people have home addresses that indicate where they live, Internet documents have Internet addresses that indicate where they are stored. These Internet addresses are called URLs (pronounced *you are els* or *erls*), or uniform resource locators.

ANALYSIS of the URL

<http://www.whitehouse.gov/WH/Welcome.html>

This web document is named `Welcome.html`. It resides in an electronic folder named `WH`. This folder resides on a computer at the White House. The White House is a government institution.



PARTS OF A URL

http

`http` stands for hypertext transfer protocol. It refers to a set of rules for moving web documents around the Internet. When you type a URL, you do not need to type `http` because your software assumes you are asking for a web document.

://

A colon followed by two forward slashes signifies that the web page is located on a computer other than the one you are using (i.e., a remote computer).

www

`www` stands for world wide web. It just indicates this is a world wide web document. Most web addresses start with `www`.

domain name

A domain name reveals who owns the web site and usually what type of organization they represent.

Common Organization Abbreviations

.com	commercial organizations
.gov	government organizations
.edu	educational institutions
.org	nonprofit institutions
.net	usually indicates an Internet provider

path

This part of the URL reveals the name and location of the web document inside the computer in which it resides. The path in the White House example on the previous page is **/WH/welcome.html**.

.htm or.html

These extensions indicate documents written in hypertext markup language, the computer language of web documents.

SPECIAL URL NOTES

- The periods in URLs are pronounced, “dot.”
- A slash is always a forward slash.
- An underscore, often used in email addresses (e.g., lopez_melissa) , is created with shift + hyphen.
- There are never any spaces in a URL.
- When entering a URL that follows the format: <http://www.oneword.com>, you only need to type the one word (e.g., Instead of entering www.microsoft.com, you can simply enter **microsoft**).
- If the URL ends with a slash (/) and no document name, the browser looks for a default web page named index.html or default.html.
- Some domain names use country codes.

Examples

www.royal.gov.uk	Official web site of the British (United Kingdom) monarchy
www.louvre.fr	Official web site of the Louvre Museum in Paris, France

OPENING A WEB SITE BY TYPING ITS URL

Netscape

Menu/Keyboard Method

1. Open the **F**ile menu and choose **O**pen Page.

Keyboard shortcut Ctrl + O

2. In the Open edit box, type the URL.
3. Press the **Enter** key.

Toolbar Method

1. Click once in the **Location:** edit box on the location toolbar.
2. The current URL will be selected.
3. Type over the current URL.
4. Press the **Enter** key.

Internet Explorer

Menu/Keyboard Method

1. Open the **F**ile menu and choose **O**pen.

Keyboard shortcut Ctrl + O

2. In the Open edit box, type the URL.
3. Press the **Enter** key.

Toolbar Method

1. Click once in the **Address** toolbar edit box.
2. The current URL will be selected.
3. Type over the current URL.
4. Press the **Enter** key.

INTERNET GLOSSARIES¹

There are many Internet glossaries available on the Internet. You can access many of them through the Yahoo web site.

BURROWING DOWN TO INTERNET GLOSSARIES

1. Open the Yahoo home page (www.yahoo.com).
2. On the Yahoo homepage locate (no linking yet) the **Computers and Internet** topic.
3. Link to the **Internet** subtopic under this heading.
4. Link to **Dictionaries**.

USER TIPS

The **Netdictionary** (www.netdictionary.com) and **NetLingo** (www.netlingo.com) have excellent definitions and hyperlinks, but are not very accessible if you are using a screen reader. **The Glossary of Internet Terms** appears to be screen reader friendly.

¹ A glossary is a dictionary of specialized terms used for a given subject.

PRINTING WEB DOCUMENTS

PRINTING AN ENTIRE DOCUMENT

1. Open the **F**ile menu and choose **P**rint (Control + P).
2. Press the Enter key.

PRINTING A SINGLE PAGE OR SPECIFIC PAGES WITH NETSCAPE 4.7

1. Open the **F**ile menu and choose **P**rint **P**review.
2. Observe the left footer which contains the page number of the page you wish to print.
3. Select the **P**rint... button from the Print Preview toolbar.
4. Put your cursor in the **f**rom: edit box in the Print Range section of the Print dialogue box.
5. Enter the number of the first page you wish to print.
6. Press **T**ab once to move to the **t**o: edit box.
7. Enter the number of the last page you want to print.
8. Press **E**nter or left click the OK button.

PRINTING SELECTED TEXT WITH INTERNET EXPLORER

1. Select (highlight) the portion of the web page you wish to print.
2. Open the **F**ile menu and choose **P**rint.
3. In the Print Range section of the Print dialogue box, activate the **S**election radio button.
4. Press **E**nter or left click the OK button.

SEARCHING THE WORLD WIDE WEB

DEFINITION

Search Tools

There are over a billion web pages on the Internet, and this number is supposed to double each year. Search tools are software applications, available as world wide web pages, that help you find the information you need from the billions of pages on the Internet.

TYPES OF SEARCH TOOLS

Portals

A portal is more than a search tool. A portal is a web site designed to meet most of your Internet needs. It is a one-stop-shopping web site offering a comprehensive set of services including search tools, email, chat rooms, stock quotes, sports scores, etc. Some portals even offer tools like calendars and address books. Examples of portal sites include Yahoo, MSN.com, and Excite. America on Line (AOL) is also a portal; however only people who are members of AOL can access this popular portal. In October, *1999 PC Magazine*² awarded Yahoo its Editors' Choice award for best portal web site.

Search Engines

Introduction

Search engines send out electronic robots (also called spiders) to search web pages. The robots return their findings to their search engines which then index the information like in the back of book, only on a much larger scale. Search engines are extremely helpful when you are looking for a web page that contains specific words or phrases.

Not all search engines were created equal. They differ in many ways including the number of web pages they search through, the frequency of updating, quality and quantity of search help offered, and the display of the search results. Because search engines run automatically and index so many web pages, they may often find information not listed in directories.

What Robots Search Through

Exactly what information do these robots bring home? Well, robots have different strategies. The following list highlights the typical parts of a web document that robots may look through.

- Entire web document
- Parts of document (e.g., first few lines, first 20 lines, titles, headings, subheadings, hyperlinks)
- Meta Information

² Cohen, Alan. "Internet: Web Portals and Search Sites." *PC Magazine*, October 5, 1999, p.141.

This is information about the information in the document. This meta information is part of the HTML (hypertext markup language) code for the document, but does not appear on the page for viewing. You can, however, view this meta information by asking your browser to view the source (i.e., the source code, or HTML, of your document). You will find this meta information within the head element towards the top of the document. The meta information usually includes the document's title, author, keywords, and sometimes, a summary.

Every search engine has a slightly different strategy on where robots search. These different strategies account for some of the differences you find when you search for the same information through various search engines.

Ranking System

Another aspect of search engines is how they determine which web pages to offer you first when many pages fit the criteria you're searching for. The following lists offers several criteria for ranking documents highly such that they appear in the first group of documents the search engines offer you.

- The words for which you are searching appear near the top of the web page.
- The words for which you are searching occur frequently in the web page.
- The words for which you are searching are in the web page's title.
- "Fuzzy And" ranking refers to retrieving web pages that contain any of the search terms (e.g., as if you used OR). The search tool then displays those pages that contain ALL the terms first.

Top-Rated Search Engines	
Name/URL	Special Features/Comments
Altavista www.altavista.com	<ul style="list-style-type: none"> ● Searches approx. 250 million+ web pages ● Massive and fast ● Excellent when searching for specific words or phrases, especially obscure references on obscure pages ● Need to compose your search string carefully to avoid large number of irrelevant hits ● Searches full web pages and newsgroups ● Excellent for specialized needs like searching in a foreign language or searching for multimedia content ● Facilities proper name searching by recognizing capitalization ● Can specify images, text, and particular date (Refer to search help.) ● Supports full Boolean logic and truncation
Excite www.excite.com	<ul style="list-style-type: none"> ● Conceptual searching feature (e.g., If you look for <i>youth</i>, Excite will also search for <i>teenager</i>.) ● Small number of relevant hits ● Excellent summaries
Fast Search www.alltheweb.com	<ul style="list-style-type: none"> ● Searches approx. 200 million+ pages
Hotbot www.hotbot.com	<ul style="list-style-type: none"> ● Searches approx. 200 million web pages ● Can narrow search to site with specific technology (e.g., Java) or Internet domain (e.g., .org) ● Can search for images, sounds, etc. ● Combines the standard Inktomi search technology with a new, popularity-based service called Direct Hit. Direct Hit keeps track of what links people choose from search results and how long they stay at the web site they have linked to from the search engine. The longer a user stays at a site, the higher it's ranked. ● CNET Editor's Choice for search engines 4/99³

³ <http://home.cnet.com/category/topic/0,10000,0-3817-7-276910,00.html>

Top-Rated Search Engines	
Name/URL	Special Features/Comments
GO Network (Infoseek) www.go.com	<ul style="list-style-type: none"> ● Searches web pages, Usenet groups, FAQs, e-mail addresses and more ● Excellent search accuracy ● Includes words that other engines ignore (e.g., "A" in "Vitamin A") ● Searches approx. 125 million+ pages ● Can sub-search within a previous result
Lycos www.lycos.com	<ul style="list-style-type: none"> ● Can search for images, sounds, or file extensions (e.g., .gif)
Northern Light www.northernlight.com	<ul style="list-style-type: none"> ● Searches approx. 200+ million web pages ● Can do industry search with industry-based categories ● Can do publication search for keywords within specific journals ● Organizes search results in categories with a folder representing each category. Inside each folder are the web site results appropriate for that folder's category. ● Provides full text published journal articles for a small fee (≈\$1-4) ● Supports full Boolean logic ● Assumes AND between words ● Weights terms left to right in ranking ● Truncation with *
Webcrawler www.webcrawler.com	<ul style="list-style-type: none"> ● Quality, evaluated sites with reviews and ratings ● Cleaner, sparser version of Excite
Google www.google.com	<ul style="list-style-type: none"> ● A googol is the numeral one followed by 100 zeros ● Searches approx. 125+ million web pages ● "Uncanny knack for turning up relevant hits"⁴ ● Automatically searches for all words (i.e., no need to use + or AND) ● Uses PageRank system One way people express confidence in a web site is to create links to it The more links that exist to a given site, the higher it is ranked by Google. ● "I'm Feeling Lucky"TM button, takes you directly to the website of the first search result. ● Assumes AND between search terms

⁴ ibid 2, p. 148.

Meta (Multi) Search Engines

These search tools search multiple search tools simultaneously.

Top-Rated Meta Search Engines	
Name/URL	Special Features/Comments
Dogpile www.dogpile.com	<ul style="list-style-type: none"> • Searches 26 search tools • Lists results by search tool (i.e., The results are not consolidated and may include many duplicate sites.). • Can be customized to exclude particular search engines, or search them in a certain order
Inference Find www.infind.com	<ul style="list-style-type: none"> • Searches major search tools (e.g., AltaVista, Yahoo, Excite) • Collects ALL results and then sorts them. This means if a given search engine only gives 10 results at a time, Inference Find will go back to get another 10 etc. until it has all the results from all its affiliated tools and then it compiles the results. • Separates sites into categories (e.g., educational, commercial) • Clean, nondistracting design
Mamma www.mamma.com	<ul style="list-style-type: none"> • Links to general information categories (e.g., Yellow Pages, White Pages, news sports weather) • Results are ranked and show the search tool that found the hit. • Searches seven sites simultaneously. It does a nice job of combining the results and reordering them using its own relevancy ratings.
Metacrawler www.metacrawler.com	<ul style="list-style-type: none"> • Integrates results of 9 major databases • Various search options (e.g., searching by continent, searching by domain)
ProFusion www.profusion.com	<ul style="list-style-type: none"> • Offers searching options (e.g., search tools) • Clear, spartan interface
Savvy Search http://www.savvysearch.com/	<ul style="list-style-type: none"> • Specialized metasearching by categories. When you choose your category, Savvy Search lets you know which sites will be used to search for your information. • Generic search includes AltaVista, Anzwers, Excite, AOL Netfind, Magellan, Google, HotBot, Infoseek, Lycos, NationalDirectory, PlanetSearch, Web Crawler, WhatUSeek • Cnet Editor's Choice award for metasearch engines 4/99 (http://home.cnet.com/category/topic/0,10000,0-3817-7-276933,00.html)

Subject Directories

Subject directories are created by human beings, not electronic robots. They are alphabetical, hierarchical list of subjects designed to facilitate your web browsing. In other words, they are a list of web sites submitted by people and sorted by the directory's human developers into increasing more specific categories. You burrow down through the hierarchical list of topics until you find web pages relevant to your needs.. Subject directories are most helpful when you are searching for information that can be easily classified into a category.

Subject Directories	
Name/URL	Special Features/Comments
Infomine lib-www.ucr.edu	<ul style="list-style-type: none"> ● "Scholarly Internet resource collection"
Internet Public Library www.ipl.org	<ul style="list-style-type: none"> ● "First public library on the Internet"
Magellan www.mckinley.com	<ul style="list-style-type: none"> ● Quality, evaluated sites with reviews and ratings
Search.com www.search.com	<ul style="list-style-type: none"> ● Organized by categories with access to many different kinds of search services. ● Access to 100+ web search sites in 14+ categories
Yahoo www.yahoo.com	<ul style="list-style-type: none"> ● Largest (over 1 million pages) human-compiled guide on the web ● Most popular search directory ● Excellent for narrowing a broad topic and for searching by categories of information
Librarians Guide to the Internet http://lii.org/	<ul style="list-style-type: none"> ● About 5000 sites ● High quality sites with good annotations ● Accepts truncation ● Assumes AND between words and phrases

Specialized Subject Guides and Web Guides

These search tools are compiled by human beings with expertise in specific subjects. Some specialize in one subject and others offer multiple topics.

Some Specialized Subject Guides	
Name/URL	Special Features/Comments
All-in-One www.albany.net/allinone/	<ul style="list-style-type: none"> • Consolidation of many useful web search sites • Efficient way to utilize many search tools in quick succession (i.e., Provides one-stop access to dozens of search engines and directories.)
InfoPlease infoplease.com	<ul style="list-style-type: none"> • Encyclopedia • Searches <i>Information Please Almanac</i>, <i>Entertainment Almanac</i> and <i>Sports Almanac</i>, the <i>Columbia Encyclopedia</i>, and the <i>Random House College Dictionary</i>
About www.about.com	<ul style="list-style-type: none"> • Experts (called guides) in many fields manage the site. • Web sites carefully chosen by the guides
Ask Jeeves Refer to the Ask Jeeves section in your handouts. www.askjeeves.com	<ul style="list-style-type: none"> • Natural Language Searching
DejaNews www.dejanews.com	<ul style="list-style-type: none"> • Newsgroup searching
The Quotations Page http://www.starlingtech.com/quotes/ Familiar Quotations www.columbia.edu/acis/bartleby/bartlett/ Quoteland www.quoteland.com/index.html	<ul style="list-style-type: none"> • Quotation searching
Argus Clearing House http://www.clearinghouse.net/index.html	<ul style="list-style-type: none"> • "Selective collection of topical guides"
CNET www.cnet.com	Excellent information about computers and the Internet.

ASK JEEVES (www.askjeeves.com)

Natural Language Searching

- Jeeves is a search engine. Unlike with most search engines, you can use natural, everyday language to tell Jeeves what information you need.

Examples of Natural Language Questions and Requests

Who is the Chief Justice of the United States Supreme Court?

Find the capital of Minnesota.

What color is an amethyst?

Asking Jeeves a Question

1. Open the Ask Jeeves web site.
2. In the Ask Jeeves edit box, enter your question or request.
3. Press Enter or left click the **Ask?** button to the right of the edit box.

Jeeves' Responses

I have found answers to the following questions:

- This section contains questions related to your inquiry.
- If the question has a pull down menu, open the menu and choose the most relevant question from the list.
- To get the answer to the question, left click the Ask? button to the left of the question.

Web Resources

- The web resources are broken down by search tools.
- To explore the potential results from a given search tool follow these steps.
 1. Open the pull-down menu (combo-box) for the search tool to reveal the names of the web pages Jeeves is offering you.
 2. Choose the web page you think is mostly likely to provide the information you want.
 3. Left click the Ask button to the left of the search tool.

Returning to Jeeves' Original Responses to Your Inquiry

- Once you activate one of the Ask! buttons, you can navigate back to Jeeves' original responses to your inquiry by left clicking on the <<**Back to Your Question** link on the Ask Jeeves toolbar towards the top of the web page.

Making a New Inquiry

Method One

Navigate to the **Ask Jeeves** home page by linking to the Home link on the Jeeves toolbar at the top of every page, and start over again.

Method Two

1. Navigate back to the response page for the current question.
2. Enter your next question or request in the **Ask Another Question** edit box at the bottom of the page.
3. Press **Enter** or left click the Ask button to the right of the edit box.

Who is Jeeves anyway?

Jeeves is a fictional character created by the novelist P. G. Wodehouse. Jeeves is a highly dignified, extremely intelligent and well educated butler (or gentleman's gentleman) who works for a bumbling gentleman named Bertie Wooster. Wodehouse's writings about Jeeves and Wooster span the years 1917 to 1971.

LEARNING MORE ABOUT WEB SEARCHING

Helpful Web Sites

About.com Web Search

<http://websearch.miningco.com/internet/websearch/>

Choose the Best Engine for Your Purpose

<http://www.nueva.pvt.k12.ca.us/~debbie/library/research/advicengine.html>

Finding Information on the Internet, A Tutorial

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html#Outline>

How to Search the World Wide Web: A Tutorial for Beginners and Non-Experts

<http://204.17.98.73/midlib/tutor.htm>

Search Engine Showdown

<http://www.searchengineshowdown.com>

Search Engine Watch

<http://searchenginewatch.com>

Sink or Swim: Internet Search Tools and Techniques

http://www.sci.ouc.bc.ca/libr/connect96/search.htm#search_logic

The Spider's Apprentice - A Helpful Guide to Web Search Engines

<http://www.monash.com/spidap4.html>

Tutoring: Guide to Effective Searching on the Internet

<http://www.thewebtools.com/tutorial/tutorial.htm#index>

Searching Advice Accessed Through Yahoo

Starting with Yahoo's home page, follow these links to a list of documents with advice on how to search the web successfully.

1. Open Yahoo's home page (www.yahoo.com).
2. Link to the **Internet** subtopic link under **Computers and Internet**.
3. Link to **World Wide Web**.
4. Link to **Searching the Web**.
5. Link to **How to Search the Web**.

COMMON SEARCH TECHNIQUES USED WITH MOST SEARCH ENGINES

The following strategies for narrowing a search to get more relevant results work with many search engines and directories. For best search results, each web searcher should consult the search help available through each searching application.

Quotation Marks

Enclose phrases and clauses for which you are searching within quotations. This ensures that the searching tool looks for web sites with the words in the exact sequence as you entered them.

Examples

"Grand Canyon" "Great Britain" "Gone with the Wind" "Wall Street Journal"

Plus Sign

Place a plus sign before text to indicate this text **MUST** be included in the documents the search tool finds.

Example	Interpretation
+Egypt +pyramid	You are instructing your search tool to find web pages that include both <i>Egypt</i> AND <i>pyramid</i> .

Minus Sign

Place a minus sign before the text to indicate this text **MUST NOT** be included in the documents the search tool finds.

Example	Interpretation
+cougar +car -animal -team	You are instructing your search tool to find web pages that include both <i>cougar</i> and <i>car</i> . You are also instructing your search tool not to offer any pages that include the word <i>animal</i> or the word <i>team</i> .

Capitalization

Use lower case unless entering proper names. In all search tools, using lower case retrieves sites that use lower case and capitals. In some search tools (e.g., Altavista) using capitalization results in only finding sites that use capitalization.

Boolean Terminology

Use AND, OR, NEAR, and NOT to connect words and phrases (e.g., pudding NOT chocolate).

Example	Interpretation
AND dyslexia AND adults	The search engine will look for web pages that feature the words dyslexia AND adults.
NOT London NOT "Jack London"	The search engine will offer you web pages that feature the word London but do NOT include the name Jack London.
OR cats or felines	The search engine will find pages with that contain cats, pages that contain felines, and pages that contain cats and felines.
NEAR furniture near "Queen Anne"	<p>The search engine searches for pages that feature the word furniture when it is near the phrase Queen Anne.</p> <p>The search engines below support the NEAR command. The exact distance between terms is also shown, as this varies by search engine:</p> <ul style="list-style-type: none"> • AOL Search (specify number) • AltaVista (within 10 words of each other) • Lycos (within 25 words of each other) • WebCrawler (within 2 words of each other)

Truncation

femini*	The search engine will search for web pages with the word femini as well as femini with all possible endings (e.g., feminine, feminist, feminism).
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Choosing the Best Search Engine

The following information was compiled by Debbie Abilock. You are encouraged to check out this helpful information online at

<http://nuevaschool.org/~debbie/library/research/adviceengine.html>.

Information need	Search strategy
I need a few good hits fast .	<p>Google returns important, relevant hits quickly with bold terms; pages cached in case the site's down. Weights importance and value on others' links.</p> <p>Ixquick Metasearch submits your search (use phrases, boolean logic, wildcards) to major search engines and displays results that are universally ranked in the top ten.</p>
I have an general broad academic subject and need to explore or focus it.	<p>Infomine - high-quality subject tree; librarian-selected</p> <p>Librarians' Index to the Internet - "a thinking person's Yahoo"¹</p> <p>Northern Lights² organizes results into folders by concept</p>
I have a general popular or commercial topic and need to explore or focus it.	<p>Yahoo a "tree" with sites submitted by users</p> <p>GO focuses on entertainment, recreation, leisure and lifestyle</p>
I have general keyword(s) and need help refining my search strategy.	<p>HotBot SuperSearch's template helps you create a Boolean or phrase search, or limit by media type, date, domain, etc.</p> <p>FAST Search Advance Search² template casts a fast, wide net.</p> <p>Excite suggests word lists to refine your first search term. Search for more on-target results based on successful hit.</p> <p>Altavista suggests phrase search terms on your results page.</p>
I bet this search has been done before .	<p>Ask Jeeves! prepares answers to common questions asked in natural language.</p> <p>Direct Hit a "popularity engine" which ranks your hits based on other searchers' behaviors.</p>
I need quality, evaluated pathfinder guides prepared by a subject expert .	<p>AlphaSearch and WWW Virtual Library search or browse subject-organized full-text documents, databases and gateways</p> <p>New Athenaeum guide to guides with reading level estimated</p>

Information need	Search strategy
	<p>Argus Clearinghouse librarian/academic evaluated subject guides</p> <p>About.com popular/commercial evaluated subject guides</p> <p>BUBL LINK- organized by Dewey number (European focus)</p>
I need balanced information from verified sources for a school research project to take home .	Nueva's Library catalog is geared to the school's curriculum
I want to search on often-ignored words in a phrase (e.g. "Vitamin A" or "to be or not to be").	Infoseek includes little words (such as <i>a, to, be, not</i>) in the search
I need a pinpoint search using a unique phrase or word.	AltaVista works best for needle-in-the-haystack search for unique word or phrase (<i>Himalayan cat</i> not <i>cat</i>)
I need information on a proper name (a place, person, or object).	<p>AltaVista and Infoseek search with capital letters to force an exact case match on the entire word (e.g. Al Gore and NeXT)</p> <p>A person search on HotBot SuperSearch will retrieve the name in both reversed and normal order (e.g. Picasso, Pablo and Pablo Picasso)</p>
I need biographical information.	<p>Biographical Dictionary - quick identification of a name</p> <p>Biography.com - database of 20,000 paragraph-length biographies</p> <p>Lives links to biographies, autobiographies, memoirs, diaries, letters, narratives, oral histories, collections by profession, region, era</p>
I need a company's Web site.	IJump direct to company's Web site using company or brand name, stock ticker symbols, name of an executive or employee, geographic terms (ZIP, postal, area code, city name)
I need US government information.	FedWorld browse government databases or Web sites, keyword searches on government Web pages or reports
I need hard-to-find or late-breaking information .	Inference Find a "metasearch" which queries multiple engines simultaneously; likely to pick up rare or recent information not widely indexed

Information need	Search strategy
	<p>YahooNews updates continuously from newswires; with full coverage" of hot topics</p> <p>Northern Lights Current News updates headlines, weather, and sports continuously; can search two weeks archive</p>
<p>I need current information from magazine or newspaper articles.</p>	<p>ProQuest Direct has full text of over 450 magazines and newspapers and can be searched from school or home. (Get password from Library)</p> <p>AJR NewsLink links to newspapers and magazines, mainly US and Canada</p> <p>News Directory links to online English language media worldwide</p> <p>TotalNEWS and Northern Lights search current news</p> <p>UnCover free search of large current multidisciplinary journal index, but full-text delivery is fee-based</p>
<p>I need accurate, objective information on hot topics.</p>	<p>Social Issues - Multnomah County Library's Homework Center</p> <p>BIOTN compiled by librarians at a Catholic university about controversial current events issues (e.g. gun control, human rights, censorship)</p>
<p>I need statistical data.</p>	<p>Statistical Information help page at Nueva</p>
<p>Is there almanac-type information on the Internet?</p>	<p>Information Please (almanac facts) CIA World Factbook (country facts)</p>
<p>I need primary sources.</p>	<p>Online Digital Library links</p> <p>US focus: American Memory, U.S. History, California Heritage</p> <p>Ancient Greece: Perseus Project</p>
<p>I need images and sounds (photos, art, designs, logos, videos, music, noises), media types (Java, VRML) or file extensions (.gif)</p>	<p>ditto.com search or browse selected high-quality, non-objectionable pictures</p> <p>Amazing Picture Machine (NCREL) small, education-appropriate pictures</p> <p>American Memory US historical images and sounds; search by formats (maps, motion pictures, photos and prints, sound recordings)</p> <p>AltaVista Photo Finder searches 17 million images, audio clips, video files from the web and private collections</p> <p>HotBot: SuperSearch template has options for</p>

Information need	Search strategy
	media type Columbia University's WebSEEk catalogues 650,000 images and videos on Web sites Lycos RichMedia (sounds, images, videos) powered by FAST
I need a map .	TIGER Map Service maps for Web pages from U.S.Census National Geographic Map Machine - printable country, physical and political maps, star charts MapQuest interactive service for driving directions Cartography Links
I need a quotation .	The Quotations Page Quoteland Quotations Archive , Search Creative Quotations , Bartlett (1901)
I want to get advice and opinions from others.	AskA+ authoritative, non-commercial experts, suitable for K-12 Pitsco's Ask an Expert volunteers with varying levels of expertise Liszt catalogs discussion groups by topics
I need a virtual librarian .	KidsConnect , Internet Public Library Reference , Debbie , Marilyn
I want notice of new sites as they're announced.	Scout Report Signpost reviews of new sites not yet listed on expert sites
I've got a good search to rerun automatically .	Informant repeats your search, sends e-mail when hits change. Excite's NewsTracker tracks your news topic, refining search based on results Northern Light Search Alert Service runs your search on large database
I want to see sites just for kids .	KidsClick! Yahooligans!

¹ Cohen, Laura B. "The Web as a Research Tool: Teaching Strategies for Instructors." *Choice* August, 1999. Web III: Supplement to Volume 36. p. 29.

² Northern Lights and FAST Search are [neck-and-neck](#) for the largest search engine databases. For up-to-date information about search engine features and performance see [Search Engine Watch](#) <<http://www.searchenginewatch.com>>

BOOKMARKS

DEFINITION

A bookmark is the name and address of a web site stored in a bookmarks list.

Netscape Navigator 4.7

Creating a Bookmark

Create a bookmark by doing one of the following.

- Left click the **Bookmarks QuickFile** icon and select **Add Bookmark** from the menu.
- **Right-click in the display window**, then select **Add Bookmark** from the context menu that appears.
- **Drag the Page icon** (the one just to the left of the Location box) to the **Bookmarks QuickFile** icon.
- Press **Ctrl + D**.

Opening a Page with a Bookmark

Left click the **Bookmarks QuickFile icon** to open the Bookmarks list, and then left click the web site of your choice.

Internet Explorer 5.x

Creating a Bookmark

Open the **Favorites** menu and choose **A**dd to Favorites...

Special Note

Internet Explorer will give you option of saving your favorite site offline (i.e., You can access the version of the site you are saving without being connected to the Internet.).

Opening a Page with a Bookmark

Open the **Favorites** menu, and click once on the web site of your choice.

Creating a Bookmark and Placing it in a New Folder

These directions assume Internet Explorer is open, and the page you want to bookmark is displayed.

1. Open the **Favorites** menu and choose **A**dd to Favorites.
2. Left click the **C**reate in >> button.
3. Left click **N**ew Folder... button.
4. In the **F**older name : edit box, enter the name of your folder.
5. Press **E**nter or left click the OK button.
6. This New Folder box will close and you will be interacting with the Favorites dialog box.
7. Check the **N**ame edit box to be sure the name of the page you want to bookmark is entered there.
8. Check the list of folders and be sure the new folder you created is selected.
9. Press **E**nter or left click in the OK button.

Opening a Bookmarked Page from a Folder

1. Open the **Favorites** menu.
2. Select the folder that holds your bookmarked page.
3. From the folder submenu, choose the bookmarked page.

Saving a Bookmark to Your Diskette

The following directions assumes you have already created the bookmark on the hard drive.

1. Open the **Favorites** menu and choose **O**rganize .
2. From the list view, point to the bookmark you want to save to your diskette.
3. Right click to open a shortcut menu (Shift + F10, shortcut menu key on Windows keyboard)
4. From the shortcut menu, choose **S**end To.
5. From the Send to submenu, choose **3 ½ inch floppy (A)**.

Opening a Bookmark from Your Diskette

These directions assume Internet Explorer is not open.

1. Open Windows Explorer.
2. From the tree view, choose 3 ½inch floppy.
3. From the list view, select the bookmark file of your choice and press Enter.
4. Internet Explorer will open and display the page you chose.

ADJUSTING COLORS

NETSCAPE 4.7

1. Open the **E**dit menu and choose **P**references.
2. Left click the **C**olors option from the Appearance section in the Category: list on the left side of the dialogue box.
3. Left click the color box representing the current color for the item you wish to change.
You will get a palette of colors.
4. Left click the color of your choice.
5. Press **E**nter or Left click the OK button.

Special Notes:

- If the Color option is not visible, do one of the following to reveal the Appearance subcategories of Fonts and Colors
 - a. With the Appearance item highlighted (in focus), click once on the + to the left of Appearance.
 - b. With the Appearance item highlighted (in focus), press the right arrow key.
- You will have the option to adjust the color for your text, background, visited links, and unvisited links.
- Use Windows Colors option
Choosing this option means that the color you set through the Windows Control panel will override the colors set in this dialog box.
- The default color options are listed below.

text	black
background	white
unvisited link	blue
visited link	purple
Underline links check box	checked
<u>A</u>lways use my colors overriding document checkbox If checked, any colors specified by web page developers will NOT be used.	unchecked
Use <u>W</u>indows colors If checked, the colors set in the Windows Appearance sub-dialog box of the Display Properties dialog box will override the colors set in this Netscape Colors dialog box.	

INTERNET EXPLORER 5.x

Adjusting Internet Explorer to Use Your Color Choices

1. Open the **T**ools menu and choose **I**nternet **O**ptions...(Alt + V, O).
2. Left click on the **A**ccessibility... button (Alt + E).
3. Activate the check box for **I**gnore **c**olors specified on **W**eb pages (Alt + C).
4. Press **E**nter or left click the OK button.
5. Left click the **C**olors button (Alt + O) from the Internet Options dialog box.
6. Be sure the Use Windows Colors check box is NOT checked (Alt + W).
7. Choose your text color, your page background color, your link color, your visited link color, and your hover⁵ color.
8. Press **E**nter or left click the OK button to exit the Colors dialog box.
9. Press **E**nter or left click on the OK button to exit the Internet Options dialog box.

⁵ A hover color is the color of a link when you point to it.

ADJUSTING FONTS

NETSCAPE 4.7

1. Open the **E**dit menu and choose **P**references.
2. Click once on the **F**onts subcategory from the **A**pppearance section in the **C**ategory: list on the left side of the dialogue box.

Special Note

If the Fonts option is not visible, do one of the following to reveal the Appearance subcategories of Fonts and Colors.

- a. With the Appearance item highlighted (in focus), click once on the + to the left of Appearance.
- b. With the Appearance item highlighted (in focus), press the right arrow key.

You will have 5 pull-down menus for adjusting the following three options.

For the Encoding:

- Encoding refers to the pair of fonts used for web page text. Different parts of the world use different pairs of text. In the Western encoding option, proportional text (variable width⁶) is Times New Roman, 12 point; and monospaced text (fixed width) is Courier New, 10 point.
- If you change the encoding type, both fonts in the pair will change.

Variable Width Font:

- Most web pages use variable-width fonts.
- By adjusting the font and size for the variable-width font, you will be adjusting all text created with variable width fonts.

Fixed Width Font:

- Web pages occasionally use fixed fonts especially for editable fields.
- By adjusting the font and size for the fixed width font, you will be adjusting all text created with fixed width fonts.

⁶ A variable width font has letters that take up different amounts of space, e.g., *i* will take up less space than *o*.

Coping with Specified Fonts

There are three radio buttons options for telling Netscape how to cope when a web developer specifies fonts for a web page.

Use my default fonts, overriding document-specified fonts

If you choose this option, your font choices will always override the choices made by the web page developer.

Use document specified fonts, but disable Dynamic Fonts⁷

If you choose this option, any fonts specified by the web page developer will be used **if** the font is already available on your computer.

Use document-specified fonts, including Dynamic Fonts

If you choose this option, any fonts specified by the web page developer will be used, even if the font is not available on your computer.

Increasing Overall Font Size

Open the View menu and choose **I**ncrease Font or **D**ecrease Font,

or

use these keyboard commands:

Control +] to increase font

and

Control + [to decrease font.

Each time you use this command, you make the fonts larger or smaller by one size. According to the Netscape Help documentation, any changes made with this option will be reflected in the font size choices in the Preferences dialogue box.

⁷ A web page might specify a font you do not have on your computer. If you choose the Dynamic Fonts option, the needed font will be downloaded to your computer automatically so you will see the web page as its author intended.

INTERNET EXPLORER

Adjusting Internet Explorer to Use Your Choice of Font and Font Size

1. Open the **V**iew menu and choose **T**ext **S**ize.
2. From the Text Size submenu you have a choice of Largest, Larger, Medium, Smaller, and Smallest.
3. Open the **T**ools menu and choose **I**nternet **O**ptions...
4. Left click on the **A**ccessibility... button.
5. Activate the check boxes for **I**gnore font **s**tyles specified on Web pages and **I**gnore font **s**izes specified on web pages.
6. Press **E**nter or left click the OK button.
7. From the Internet Options dialog box, left click the **F**onts... button..
8. Choose your proportional font and fixed-width font.
9. Press **E**nter or left click the OK button to exit the Fonts dialog box.
10. Press **E**nter or left click on the OK button to exit the Internet Options dialog box.

LOADING PAGES WITHOUT GRAPHICS

NETSCAPE 4.7

1. Open the **E**dit menu and choose **P**references.
2. Choose **Advanced** from the Category list.
3. Uncheck the **Automatically load images** checkbox
4. Press **Enter** or click once on the OK button.
5. Press **Control + R** to reload the page.

INTERNET EXPLORER 5.x

1. Open the **T**ools menu, and choose **I**nternet Options..
2. Be sure the Advanced tab is in front.
3. **Uncheck** the **Show pictures** check box in the Multimedia section.
4. Press **Enter** or click once on the OK button.
5. Refresh the current page with the keyboard command **F5**, or open the **V**iew menu and choose **R**efresh.



IMAGES

SAVING AND INSERTING

Saving

1. Right click on the image on want to save.
2. From the shortcut (context) menu, choose **S**ave **P**icture **A**s
3. In the Save As dialogue box, indicate where you want your picture saved (e.g., 3 1/2floppy (A)).
4. Press **Enter** or left click the Save button to complete saving your picture.

Inserting a Saved Image into Word 97

1. Place your cursor where you want the picture to be inserted.
2. Open the **I**nsert menu and choose **P**icture (Alt + I, P).
3. From the Picture submenu, choose **F**rom **F**ile.
4. Use the Insert Picture dialogue box to indicate the location of the file.
5. Press **Enter** or left click on the Insert button.

COPYING AND PASTING AN IMAGE

1. Right click on the image you want to copy.
2. From the shortcut (context) menu, choose **C**opy..
3. Open the application into which you want to copy the image.
4. Place your cursor where you want the picture to be inserted.
5. Choose Paste (Edit menu, toolbar icon, keyboard command or shortcut menu).

COPYING AN IMAGE FROM AN IMAGE SEARCH

These directions make the following assumptions.

- You have searched specifically for an image using a search engine like Lycos that enables image-only searches.
- You are copying the image from a web document that only contains an image.

1. Open the **Edit** menu and choose **Select All**

Keyboard Shortcut

Ctrl + A

2. Open the **Edit** menu and choose **Copy**.

Keyboard Shortcut

Ctrl + C

3. Open the application into which you want to copy the image.
4. Place your cursor where you want the picture to be inserted.
5. Choose **Paste** (Edit menu, toolbar icon, keyboard command or shortcut menu).

Keyboard Shortcut

Ctrl + V

COPYING FROM A WEB PAGE INTO MICROSOFT WORD

These directions make the following assumptions:

- a) Microsoft Word and your web browser (Internet Explorer or Netscape) are both open.
 - b) Your web browser is the active application, and you have a web page open from which you want to copy some information.
1. Select (highlight) the text you want to copy from the web page.
 2. Open the **Edit** menu of your browser and choose **C**opy.
 3. Make Word your active application using one of the following methods.
 - Click once on the **Word** button on the **task bar**.
 - Hold down your **Alt** key as you tap your **Tab** key to cycle through all open applications. Release your Alt key when you arrive at Word.
 4. In your Word document, position the cursor (insertion point) where you want to paste in the copied information.
 5. Paste in the information you copied using one of the following methods:
 - Open **File** menu and choose **P**aste.
 - **Control + V** (Paste keyboard command)
 - Click once on the paste icon on the Standard Toolbar.

EVALUATING WEB PAGES

TYPE OF PAGE	
What is the overall purpose of the page (e.g., sales, news, information, personal, advocacy ⁸)?	
AUTHORSHIP	
Who wrote the page?	
What information does the page offer about the author (e.g., credentials, organizational affiliations)?	
What contact information do you have for the author (e.g., telephone number, address, email address)?	
What organization is responsible for the web page? What type of organization is this (e.g., government, education, non-profit, commercial business)?	
What contact information do you have for the organization (e.g., telephone number, address, email address)?	
Does the organization have a copyright ⁹ for the web page?	
ACCURACY	
Are the sources for factual information clearly indicated?	
Does the page have correct grammar and spelling?	
If the page offers published text (e.g., newspaper article, poem), is it the entire, unmodified version?	

⁸ An advocacy page is created by an organization to promote an idea. Examples of advocacy pages are the Democratic Party (www.democrats.org) and the Republican Party (www.rnc.org).

⁹ the exclusive, legally secured right to publish, reproduce, and sell the matter and form of a literary, musical, dramatic, or artistic work. This definition is from *britannica.com* (<http://www.britannica.com>).

CURRENCY	
When was the page originally published on the web? When was it last updated?	
OBJECTIVITY	
Do you think the page is biased in any way? If yes, are the biases clearly stated?	
Does the page offer multiple viewpoints (or links to viewpoints) about the topic?	
Is there any advertising on the page? Is it clearly differentiated from the page content?	

Web Pages on Evaluating the Quality of Web Pages

Evaluating Internet Resources

<http://www.albany.edu/library/internet/evaluate.html>

Evaluating Web Resources

<http://www2.widener.edu/Wolfgram-Memorial-Library/webeval.htm>

How to Critically Analyze Information Sources

<http://www.library.cornell.edu/okuref/research/skill26.htm>

World Wide Web Power Searching, Internet Workshops Fall 1999 - The Teaching Library UC Berkeley.

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/pt2pptx.pdf>

A SAMPLER OF MULTIMEDIA ON THE INTERNET

MP3

An MP3 file is a relatively small sound file that produces CD quality sound. MP3 files store about one minute of music in 1 MB (megabyte) of storage. Contrast this to a wave file (.wav) that requires a 10 MB file to play one minute of music. To play an MP3 file on your computer, you need a multimedia player that supports MP3 files.

Some MP3 Players

- Latest version of Windows Media Player
(www.microsoft.com/windows/mediaplayer/default.asp)
- RealPlayer (www.real.com)
- RealJukebox (www.real.com/welcome/realjukebox)

MP3 Libraries

These are web sites that catalogue MP3 songs by their genre (e.g., rock, jazz, country). Most of the MP3 files available on these web sites come from one of these sources:

1. new artists hoping to gain fans,
2. songs by well-known artists who have licensed their music for MP3 distribution, and
3. songs that are no longer under copyright regulations.

Many of the web sites that offer MP3 songs are also selling CDs and/or charging for some MP3 files. Some sites offer the opportunity to listen at no charge to a sample of an MP3 file. Then, if you like the sample, you can pay for the whole MP3 file.

MP3 Libraries Sites

- Liquid Audio (www.liquid.audio.com)
- MP3.com (www.mp3.com)
- Listen.com (www.listen.com)
- Emusic (www.emusic.com)

Searching for MP3 files using a Search Engine

Both Altavista and Hotbot give you the opportunity to search specifically for MP3 files.

- Altavista (www.altavista.com)
- HotBot (www.hotbot.com)

Playing an MP3 File

1. Locate an MP3 file on an Internet web site.
2. Activate the MP3 file link.
3. The MP3 file is downloaded (copied) to your computer.
4. The MP3 player (e.g., RealPlayer G2, RealJukebox, Windows Media Player) on your computer opens and plays the MP3 file.

Saving an MP3 File

1. Right click on the link to an MP3 file.
2. From the pop-up (shortcut, context) menu, choose the option to save the file. The exact wording will differ depending on your browser.
3. In the Save As dialog box, indicate into which folder you want to save the MP3 file.
4. In the Save As dialog box will display the name of the MP3 file. It should end with the extension .mp3.
5. Press Enter or left click Save.

Special Note:

Whether you choose to play or save an MP3 file, the file is saved to your computer. If you choose to save the MP3 file, the file is saved in the location you choose. When you choose to simply play an MP3 file, the file is saved in Temporary Internet Files folder on your computer.

STREAMING

Streaming refers to web technology that makes it possible to transmit large audio and video files over the Internet. Streaming technology starts by sending the first part of a file. While you are playing this first part of the whole file, the streaming technology is sending the next part. This process continues until you have experienced the whole file.

Streaming Radio

Audio streaming makes it possible to listen to a radio station while your computer is connected to the Internet. "Streaming" means you can listen to the radio broadcast without having to download (copy) the whole radio broadcast to your computer first.

Players

- Windows Media Player
- RealPlayer (two versions: free download, RealPlayer Basic from real.com and RealPlayer Plus (approx. \$30.00) from real.com)

Some Sources for Online Radio

- Real.com www.real.com
- NetRadio.com www.netradio.com
- WindowsMedia.com (www.windowsmedia.com)
- MIT List of Radio Stations (www.mit.edu/stations/list.html)
- Broadcast.com (www.broadcast.com)
- NetRadio.com (www.netradio.com)
- World's Radio Stations (web.engr.uark.edu/~kaw)

Using the Radio Toolbar in Internet Explorer

Special Note:

The radio toolbar is available in Internet Explorer when you install Windows Media Player. If the radio toolbar is not in view, complete the following steps.

Viewing the Radio Toolbar

1. Open the **V**iew menu, and choose **T**oolbars.
2. From the Toolbar submenu choose **R**adio.
Your toolbar will display a Play icon, a volume control slider and a Radio Stations combo box.
3. Open the **R**adio Stations combo box, and choose **R**adio Station Guide.
4. Internet Explorer will open the WindowsMedia.com web page.
5. The multimedia resources available to you will be played through the Windows Media Player installed on your computer
6. Choose the Music, Radio, or Broadband tab and then follow the links to a selection that interests you.

VIDEO STREAMING

Some Video Players

- WindowsMedia Player
- RealPlayer (Basic and Plus)

Searching for Videos Using a Search Engine

Both Altavista and Hotbot give you the opportunity to search specifically for video files.

- Altavista (www.altavista.com)
- HotBot (www.hotbot.com)

SOURCES FOR ONLINE TEXTS

Electronic Texts and Publishing Resources

<http://www.loc.gov/global/etext/etext.html#booksellers>

Internet Public Library Online Texts Collection

<http://www.ipl.org/reading/books/>

NetLibrary (free ebooks and rental ebooks)

http://www.netlibrary.com/free_reading_room.asp

On-line Books Page Book Listing

<http://digital.library.upenn.edu/books/>

Project Gutenberg

<http://www.promo.net/pg/>

WWW.Books-On-Line.com

<http://www.books-on-line.com>