<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Back icon" /></td>
<td>Point and click with the left mouse button on <strong>Back</strong> to go back to the page you were looking at previously.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Forward icon" /></td>
<td>Point and click with the left mouse button on <strong>Forward</strong> to move forward to a page you were looking at previously.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Stop icon" /></td>
<td>Point and click with the left mouse button on <strong>Stop</strong> to cease the page loading.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Refresh icon" /></td>
<td>Point and click with the left mouse button on <strong>Refresh</strong> to see a fresh copy of the page.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Home icon" /></td>
<td>Point and click with the left mouse button on <strong>Home</strong> to go back to the start page for the computer on which you are working.</td>
</tr>
<tr>
<td><img src="image6.png" alt="Favorites icon" /></td>
<td>Point and click with the left mouse button on <strong>Favorites</strong> to go quickly to a Web site that you have saved as a favorite site.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Minimize icon" /></td>
<td>Point and click on the minimize button <img src="image8.png" alt="image" /> to <strong>reduce</strong> your window to a button on the taskbar.</td>
</tr>
<tr>
<td><img src="image9.png" alt="Resize/Restore Down icon" /></td>
<td>Point and click on Resize/Restore Down button <img src="image10.png" alt="image" /> to <strong>resize</strong> the size of your window.</td>
</tr>
<tr>
<td><img src="image11.png" alt="Close icon" /></td>
<td>Point and click on close button <img src="image12.png" alt="image" /> to <strong>close</strong> the window and program.</td>
</tr>
<tr>
<td><img src="image13.png" alt="Maximize icon" /></td>
<td>Point and click on the maximize button <img src="image14.png" alt="image" /> to <strong>enlarge</strong> your window to <strong>full screen</strong>.</td>
</tr>
</tbody>
</table>

**Browser:** A piece of software, usually Netscape Navigator, AOL or **Internet Explorer**, that allows you to view pictures, read text, listen to audio, and see moving images on the World Wide Web.

**Hyperlink (Link):** When you point at an image or words on a web page and the pointer arrow turns into a hand, you can click with the left mouse button and go to another web page or piece of information.

When there is more information on a Web page than can fit on the computer screen, a **scroll bar** will appear in the margin of the window. Click on the arrows to move the page one line at a time, or click on the bar and hold down the left mouse button to **drag the bar** and move the page.
What’s In a Web Address?

**URL (Uniform Resource Locator):** The address of a Web site. Each page on the Web has an address. A Web address is composed of the following:

- **http://www.microsoft.com/**

**Stands for Hypertext Transfer Protocol.** Designates that the page was written for the web and may include sound, images, etc.

**The domain name suffix.** Tells what type of institution the sponsor or owner is.

**The domain name of the site.** Usually the name of the sponsor or owner.

<table>
<thead>
<tr>
<th>Suffix</th>
<th>This site is sponsored, or hosted, by...</th>
<th>Examples</th>
</tr>
</thead>
</table>
[http://www.nasa.gov](http://www.nasa.gov) - NASA |
[http://www.navy.mil](http://www.navy.mil) - The U.S. Navy |
| .edu   | post-secondary educational institution. | [http://www.harvard.edu](http://www.harvard.edu) - Harvard University  
[http://www.ohio.edu](http://www.ohio.edu) - Ohio University |
| .us    | a host computer in the United States. | [http://www.gencourt.state.nh.us/](http://www.gencourt.state.nh.us/) - NH General Court |
| .org   | usually non-profit organizations. | [http://www.mfa.org](http://www.mfa.org) - Museum of Fine Arts  
[http://www.nashualibrary.org](http://www.nashualibrary.org) - Nashua Public Library |
| .com   | commercial organizations but unrestricted. | [http://www.aol.com](http://www.aol.com) - AOL  
[http://www.nike.com](http://www.nike.com) - NIKE |
| .biz   | originally for network infrastructures but now unrestricted. | [http://www.photo.net](http://www.photo.net) - Photo magazine  
[http://www.classical.net](http://www.classical.net) - Classical music info |

**Address bar:** Type the address of the site in this space, press *Enter*, and off you go.

If you press the down arrow at the end of the bar you’ll see the addresses that have been typed in recently. Highlight one of those, press *Enter*, and you will go to that sight.
Try These Internet Sites - Just for Fun!

- **www.amazon.com**
  A huge online bookstore and much more!

- **www.weather.com**
  From the TV Weather Channel

- **www.bhg.com**
  From Better Homes and Gardens magazine

- **www.medlineplus.gov**
  Consumer information on health topics, diseases, drugs, wellness, etc. Sponsored by the National Library of Medicine and the National Institute of Health

- **www.maps.yahoo.com**
  Maps and driving directions for the U.S. and Canada

- **www.boston.com**
  A Boston Globe site

- **www.edmunds.com**
  Information for buyers & sellers of new or used cars

- **www.expedia.com**
  Travel; airline reservations; hotel rooms...

- **www.pricegrabber.com**
  Comparison shopping

- **www.ballparks.com**
  All ballparks, arenas, fields, stadiums—all sports

- **www.cooks.com**
  Search for recipes

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**Search Tools**

One of the most common search tools is a web search engine. A web search engine is a computer program designed to search for information on the internet. Google is a very popular search engine. Once you’ve navigated your browser to Google.com, you can proceed to search for web pages, images, information and other types of files by entering keywords related to your search topic.

Some of the following search tools we have discussed in class. Try some of the other ones listed here to see how they differ. Remember to use the “help” feature to get good tips on how to search and improve the quality of your results.

- **Altavista** (Web Directory and Search Engine)
  [http://www.altavista.com](http://www.altavista.com)

- **Ask**
  [http://www.ask.com](http://www.ask.com)

- **Clusty** (Provides combined search results from MSN, Looksmart, Wisenut, and other search engines and groups similar results by topic)
  [http://clusty.com](http://clusty.com)
Dogpile (Provides combined search results from Google, Ask, Yahoo, and MSN)
http://www.dogpile.com

Google (Web Directory and Search Engine)
http://www.google.com

Librarians’ Index to the Internet (Web Directory edited by librarians)
http://www.lii.org

MSN/Live (Portal—Web Directory and Search Engine)
http://www.msn.com/

YAHOO! (Portal—Web Directory and Search Engine)
http://www.yahoo.com

Bing (Portal—Web Directory and Search Engine)
http://www.bing.com

Practice keyword searches Try some of these searches in one of the Search Engines listed above and see what kind of results you get!

- I need to read up on the Jeep Grand Cherokee.
- Where can I buy used auto parts for a BMW?
- Read a review of the movie “Best in Show”.
- Can I get a list of Italian restaurants in Boston?
- What causes tornadoes?
- What is the phone number for city hall?
- What health problems do dust mites cause?
- Where can I get photos of the surface of the planet Mars?
- Find information about Jane Austen and her writings?

Adding a Web Page to Your Favorites List

1. Go to the web page you would like mark (bookmark) as a favorite.
2. Click on Favorites from the menu bar with the left mouse button.
3. Select Add to Favorites.
4. The Add Favorite box appears and the name of your web page will be displayed in the Name field. You can change the name by highlighting and deleting (or backspacing over) it and then typing a new one.
5. In the Create In drop down menu you can choose which folder to put the bookmark into. (Or, you can create a new folder by clicking on the New Folder button.)
6. When you are finished, click the Add button.
7. To select the favorite web page, click on Favorites from the menu bar and click on the name of the web page.
Evaluating Web Sites for Quality
The ABC’s:

When evaluating a Web site, it’s important to keep in mind the type of search you are doing and the information you need. What are you using the Web for? Entertainment? Academic work? Hobbies or vocational interests? Scholarly sources are traditionally very strongly text-based. The appearance of an academic journal is different from the appearance of a popular magazine. For example, compare to the New York Times (http://www.nytimes.com) to the National Enquirer (http://www.nationalenquirer.com). Also consider the following factors:

Accuracy:
- Does the Internet resource have an identified comparable print or CD ROM data set or source?
- Is the content verifiable and replicable?
- Has the site been reviewed in professional or scholarly sources?
- Remember that nearly anyone can publish on the Web.

Bias:
- Do you want biased, slanted information or objective, balanced information?
- From what domain does the site derive? .edu, .org, and .gov sites are (generally) reliable; .net and .com sites may require more scrutiny.
- Is it clear who is sponsoring the site? Is it an advertisement or propaganda?

Content:
- What is the author’s rationale for the creation of the site? The content should add to the existing body of knowledge in a unique way.
- Is the content “popular” or “scholarly”?
- Do the site’s graphics and sounds add to the value of the site? Are there spelling or grammar errors?

Documentation:
- Is there a bibliography or sources cited listing on the site? Are they full enough to allow you to access the cited source in print or electronically?
- Does the author display knowledge of theories, schools of thought, or techniques usually considered appropriate in the treatment of his/her topic?

Editorial Control:
- Who is the author or source of the site? Are their credentials listed on the site? Are they well known in the field?
- What is the authority or expertise of the individual or group who created the site? Information should be present to contact the author of a site.
- Is the site current? Is there a date of creation or most recent modification? Do all the links work properly?

Gut Feeling:
- Look closely at these sites, are they for real?
Need More Practice?

Try *Mouserobics* at home...

or try these other tutorial sites:

Palm Beach County Library System Mouse Tutorial
http://www.pbclibrary.org/mousing/

Ohio State University Libraries: net.TUTOR
http://liblearn.osu.edu/tutor/

USC Beaufort Library: Bare Bones 101
http://www.sc.edu/beaufort/library/pages/bones/bones.shtml

About.com: Internet Basics, The Essentials
http://netforbeginners.about.com/od/internet101/u/inetbasics.htm
Glossary of Terms

Address:
Internet users encounter two important types of addresses:

1. E-mail addresses, for sending e-mail to someone. E-mail addresses almost always contain an @. (Example: JohnSmith@aol.com)
2. Web page addresses; more properly called URLs. (Example: www.nashualibrary.org)

Advanced Search:
In a search engine, advanced search usually refers to added searching features that allow searches to create more precise searches.

Attachment:
A computer file electronically stapled to an e-mail message and sent along with it.

Bookmark:
A URL that has been saved in some way so that you can quickly and easily return to a particular Web document.

Browser:
A program that lets you read information [HTML documents] and navigate the World Wide Web.

Chat:
A system in which people can communicate by typing messages. Unlike e-mail messages, chat messages are sent and received as you type.

Click:
Pushing down lightly and quickly on one of the buttons on the mouse in order to tell the computer to “do something.” The left button on the mouse is used for most things (clicking, dragging, selecting,) and the right mouse button is used to open menus for special features and commands.

Domain:
A name given to a host computer on the Internet.

Double click:
Clicking quickly two times on the mouse button. This usually opens the program that your mouse cursor is pointing at. If you don’t find it easy to double click, you can left click once on the program icon and then press the enter key on your keyboard.

Drag:
Pointing at an item on the screen, clicking with the left mouse button, and, while holding the mouse button down, dragging the item to another part of the screen.

Drop Down Box:
A box on the web page that will not allow you to type whatever you want into it, but instead shows you a list of items from which you may choose by clicking.
E-mail: Short for electronic mail, the system that lets people send and receive messages with their computers.

Help / FAQ: An option on most Web sites that gives instructions on how to use the site. It is sometimes called ‘About This Site’ or ‘FAQ’ (frequently asked questions).

Home page: The Web document your browser displays when you start the program or when you use the browser’s Home command.

Keyword: Searching for the key terms related to your topic. Usually keyword searching means that the search will find the terms you are looking for in a search engine or directory.

Metasearch Engine: A special kind of search engine that allows you to search multiple search engines at one time.

Search Engine: A tool that uses various electronic techniques to visit, search, and collect and organize data from Web sites. Google, Alta Vista and Netscape employ search engines to help you search.

URL: Proper term for referring to web page addresses.

Web Directory: A directory (list) of web sites that are selected, categorized and organized by people.