

Welcome to Life on the Internet! Life on the Internet was created so you can acquire the necessary skills and knowledge to use the various resources on the Internet. This is a step-by-step guide that covers the different aspects of the Internet.

This Internet guide was designed for both Macintosh and Windows 95 users. When using the Internet both interfaces are almost identical in appearance and in operational methods. The main difference between the two is the manipulation of the Macintosh keyboard and the Windows 95 keyboard. Commands in this guide are based on the Macintosh version. When describing an operation if there is a difference between the Macintosh version and the Windows version, the Windows version will be shown in brackets [] following the Macintosh command.

The following is an Internet presentation which may be accessed from the following web address:

<http://www.uni.edu/ietti/teachtec/training/define>

The “Life on the Internet...Defining” presentation was designed to be used as a computerized presentation (similar to a PowerPoint or Persuasion presentation). The presenter will move through the different web pages using hypertext (defined in the presentation). This guide will contain additional information, or notes, for the presentation web page.

Definition Activity

Before beginning the presentation start the **Definition Activity** (Activity Section, p. 5A, salmon paper). After each audience member has completed the first part of the activity, the presenter should access the first web page, or title page, of the Internet presentation.

Presentation Guide	Presentation Notes
<p>Slide 1 Life on the Internet...Defining</p>	<p>Slide 1</p>
<p>Slide 2 Topics To Be Covered</p> <ul style="list-style-type: none"> • The Internet • The World Wide Web • Internet Service Provider • Web Browser • Uniform Resource Locator • Hypertext • Web Terminology 	<p>Slide 2</p>
<p>Slide 3 Internet</p>	<p>Slide 3</p>
<p>Slide 4 What is the Internet?</p> <ul style="list-style-type: none"> • A global network of computers that communicate and share information. 	<p>Slide 4</p> <ul style="list-style-type: none"> • there is not one big computer • there is not an organization regulating the Internet.
<p>Slide 5 What is the Internet?</p> <ul style="list-style-type: none"> • Diagram of five networked computers 	<p>Slide 5</p> <ul style="list-style-type: none"> • the Internet is only a network of computers
<p>Slide 6 What is the Internet?</p> <ul style="list-style-type: none"> • Diagram of all the countries and one small section of the Internet 	<p>Slide 6</p> <ul style="list-style-type: none"> • this illustration demonstrates that the network is global.
<p>Slide 7 World Wide Web</p>	<p>Slide 7</p>
<p>Slide 8 What is the World Wide Web?</p> <ul style="list-style-type: none"> • The World Wide Web (WWW/Web) is one of several tools you can use to find information on the Internet. • It allows you to view information on the Internet in a 	<p>Slide 8</p> <ul style="list-style-type: none"> • the WWW is only a tool • you can view text, graphics, movies and sounds

multimedia and easy-to-navigate format.

Slide 9

How Does the World Wide Web Work?

- Before: diagram of the Internet before the WWW

Slide 10

How Does the World Wide Web Work?

- Now!: diagram of the Internet now with the WWW

Slide 11

Internet Service Provider

Slide 12

What is an Internet Service Provider?

- An Internet Service Provider (ISP) is a company that provides Internet access for its clients.
- Examples: America Online (AOL) & CompuServe

Slide 13

Web Browser

Slide 14

What is a Web Browser?

- A Web Browser is software located on your computer that allows you to view the Internet in a multimedia format (e.g., sound, movies, and pictures).

Slide 15

What is a Web Browser?

- Diagram of the Internet with a web browser on a computer

Slide 16

Examples of a Web Browser

- Netscape
- Microsoft Internet Explorer
- Mosaic

Slide 9

- this diagram illustrates that before the WWW the user could only access computer languages x, y, and z one at a time.

Slide 10

- now with the WWW you can read **all** computer languages at one time.

Slide 11

Slide 12

- look in your yellow pages to see your local ISP

Slide 13

Slide 14

- the web browser is only software (many feel this is the WWW - NO!)

Slide 15

- this is diagram illustrates that the web browser is on the computer, not part of the Internet or WWW

Slide 16

- Cyberdog
- winWeb or MacWeb

Slide 17
Uniform Resource Locator

Slide 18
What is a Uniform Resource Locator?

- A Uniform Resource Locator (URL) is an address of a web page on the Internet.
 - URLs are unique
 - URLs are case SENSITIVE

Slide 19
What is a Uniform Resource Locator?

- Web Address:
<http://www.whitehouse.gov>
- Street Address:
1600 Pennsylvania Ave., NW
Washington, DC 20500

Slide 20
Learning Uniform Resource Locators

- Affiliation Abbreviations
 - .com = Commercial
 - .edu = Educational
 - .gov = Governmental
 - .int = International
 - .mil = Military
 - .net = Internet resource
 - .org = Non-profits

Slide 21
Learning Uniform Resource Locators

- Examples
 - The Department of Education
<http://www.ed.gov>
 - U S WEST
<http://www.uswest.com>

Slide 17

Slide 18

- there is not a directory of URLs (way too many, and they change constantly)

Slide 19

- this illustrates that a URL takes you to a particular web page and the street address takes you to a particular building

Slide 20

Slide 21

- <http://www> is the same in each example

- University of Northern Iowa
<http://www.uni.edu>
- United States Army
<http://www.army.mil>

Slide 22

Learning Uniform Resource Locators

- Quiz!
- Please turn to the URL Quiz Activity in the Workbook (p. 6A)

Slide 23

Learning Uniform Resource Locators

- Answers!

Slide 24

Hypertext

Slide 25

What is Hypertext?

- Hypertext, also known as a link, is a "button" which takes you to another part of the original page or to another web page.
- Click Me!!

Slide 25a

What is Hypertext?

- You just linked to another page. Remember to look at the color of the hypertext when you return to the previous page.
- Return to the Previous Page

Slide 26

Web Terminology

- Web Site
- Web Page
- Homepage

Slide 27

What is a Web Site?

- Diagram of a web site

Slide 22

Slide 23

Slide 24

Slide 25

- demonstrate a textual link by clicking on the "Click Me" link.

Slide 25a

- click on the "Return to the Previous Page" link
- the "Click Me" link should have changed colors
- explain how the arrows at the bottom are graphical links

Slide 26

Slide 27

- a web site is consists of multiple web pages

Slide 28

What is a Web Page(s)?

- Diagram of web pages

Slide 29

What is a Homepage?

- Diagram of a homepage

Slide 30

Topics Covered

- The Internet
- The World Wide Web
- Internet Service Provider
- Web Browser
- Uniform Resource Locator
- Hypertext
- Web Terminology

Slide 31

What is to Come?

- Navigating the Internet
- Searching the Internet
- Evaluating the Internet
- Organizing the Internet

Slide 32

Finish the Definition Activity!

The End

After completing the Definition Activity please complete the next section, Life on the Internet...Navigating

Slide 28

a web page is one page within a web site

Slide 29

- a homepage is the first page of the web site, it should provide links to all the other sites

Slide 30

if any questions you can click on the appropriate link.

Slide 31

the following is what will be covered in the Iowa - U S WEST workshop

Slide 32**The End**

For this section, “Life on the Internet...Navigating,” a web browser will be utilized to navigate the Internet. The web browser allows you to view multimedia data from the Internet via the World Wide Web. Several web browsers exist, for example: Netscape Navigator, Microsoft Internet Explorer, Mosaic, and MacWeb. For the Iowa - U S WEST Workshop, Netscape Navigator will be used as the web browser for navigating the Internet. Since Netscape has produced several different versions, this guide will address Macintosh and Windows 95 Netscape versions 2.0, 3.0, and 3.0 Gold.

Special Note

Netscape 3.0 has been installed on each Macintosh and Dell laptop for the Iowa - U S WEST Project. Therefore, the additional versions addressed in this guide will aid others when using the different workshop facilities throughout Iowa.



Hands-On

This section will contain step-by-step instructions for navigating the Internet. When you are asked to tap, or lightly strike, a certain key on the keyboard it will appear in ALL CAPS and in **boldface**. In addition, if you are asked to use the keyboard to type text, the designated text will appear in “quotations” and in a typewriter font.

The following instructions will provide information on how to manipulate basic commands of Netscape Navigator. This section will guide you through the various Netscape menus and buttons. After using the various commands this section will provide jumping-off sites to get you started in navigating the Internet.

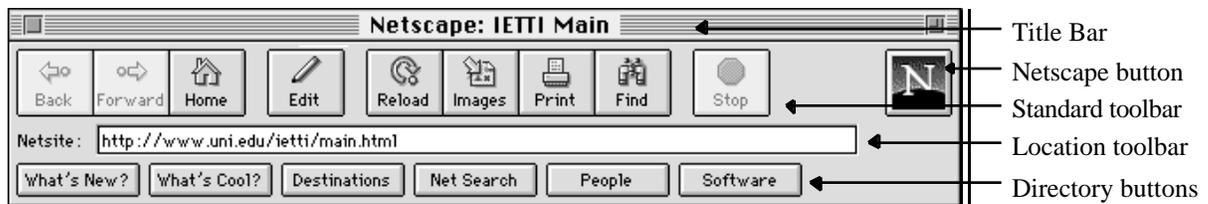
Starting Netscape



Netscape Navigator™ 3.01

Fig. 1

- 1a. Locate the **Netscape** icon (Fig. 1) on your computer’s hard drive.
- 2a. Double click on the **Netscape** icon (Fig. 1) to open the application.



Netscape 2.0 & Netscape 3.01 Fig. 2



Netscape 3.01 Gold Fig. 2

For this guide the following toolbars will be visible: Standard toolbar (Fig. 2) Location toolbar (Fig. 2), and Directory Buttons (Fig. 2). Later on in this section you will be asked to manipulate the appearance of the Netscape window.

- 3a. If you wish to resize your Netscape web browser window, click on the **Size Box** on the title bar (Fig. 2) [Click on the **Maximize** button (see the Dell & Window 95...Basics tutorial) in the top right corner of the title bar]. You can also click in the bottom right corner of the browser window and drag the window to the size you want.
- 4a. If you would like to move the Netscape web browser window, click on the title bar and drag the window to the desired location.

At activation, the first web page which appears in the Netscape web browser windows is the User-defined Home web page. This is any web page which has been set in General Preferences (under Option menu) by the Netscape user.

Additional Information

The following will provide instructions on how to activate Netscape using a dial-up service (PPP).

Macintosh

1. Place the mouse icon over the **Apple (🍏)** menu, click and hold down on the menu name. Drag down to select the **Control Panels** command. The Control Panel window should become visible.
2. Locate **Config PPP** and double-click on the **Config PPP**. A Config PPP window should appear.

3. Click on the **Open** button. Your modem should start to dial-up. You may be prompted to enter in your password during this process. If so, please enter in your password.
4. Continue with step 1a of Starting Netscape.

To disconnect you will have to repeat steps 1 - 2 of the Macintosh section. Then instead of clicking on the Open button in step 4 you will need to click on the **Close** button.

Windows 95

1. Double-click on the **My Computer** icon.
2. Locate the **Dial-up Network** icon and double-click on the **Dial-up Network** icon. A window should appear.
3. Select the appropriate icon for connecting to your ISP.
4. Click on the **Connect** button. Your modem should start to dial-up. You may be prompted to enter in your password during this process. If so, please enter in your password.
5. After being connected, minimize (see the Dell & Window 95...Basics tutorial) the PPP window.
6. Continue with step 1a of Starting Netscape.

To disconnect you will have to click on the **PPP** button on the task bar at the bottom of the screen. In the PPP window, click on the **Disconnect** button.

The Computer Mouse (Pointer) Icon



Fig. 3



Fig. 4



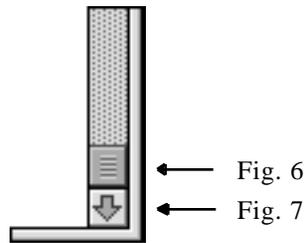
Fig. 5

When using Netscape, the computer pointer icon may change into three different shapes, or icons. The arrow icon (Fig. 3), the pointing finger icon (Fig. 4), and I-beam icon (Fig. 5) are the three icons utilized by Netscape:

- The arrow icon (Fig. 3) will appear when you use any of the Netscape menus, Netscape toolbars, or scroll bars.
- The pointing finger icon (Fig. 4) signifies a link or button to another location on the same web page or another web page.
- The I-beam icon (Fig. 5) will appear when that particular location or function (text field) demands the learner to use the keyboard to type text.

The default computer mouse icon is the arrow. The arrow is used to manipulate the scroll bars and Netscape's navigational buttons and menus.

Use of the Scroll Bar



To manipulate the scroll bar:

- 1b. Click and drag down, or up, on the scroll bar elevator (Fig. 6), to view the contents of the Netscape window.

or

- 1b. Place the computer pointer icon over the desired arrow (Fig. 7) (up or down) on the scroll bar and click several times on the arrow. The content of the window should move up or down according to the direction of the arrow selected.

or

- 1b. The learner may place the computer pointer icon over the desired arrow (Fig. 7) (up or down) on the scroll bar, click and hold the arrow button until the desired content appears in the window.

File Menu and Netscape Status Button

File	
New Web Browser	⌘N
New Mail Message	⌘M
Mail Document...	
Open Location...	⌘L
Open File...	⌘O
Close	⌘W
Save as...	
Upload File...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

Netscape 2.0 & 3.01 Fig. 8

File	
New Web Browser	⌘N
New Document	▶
Edit Document	
Open Location...	⌘L
Open File in Browser...	⌘O
Open File in Editor...	
Save as...	
Upload File...	
New Mail Message	⌘M
Mail Document...	
Page Setup...	
Print...	⌘P
Close	⌘W
Quit	⌘Q

Netscape 3.01 Gold Fig. 8

Within the File menu (Fig. 8) you can access the Close and Quit [Exit] command. The Close command closes a Netscape web browser window, whereas the Quit [Exit] command actually quits the Netscape program. Another command which you may use quite often is the Open Location command. This command accesses a web page by allowing you to type the desired URL, or address of the web page.

- 1d. Place the mouse icon over the **File** menu (Fig. 8), click and hold down [Click] on the menu name. Drag down to select the **Open Location** command [Select the **Open Location** Command]. The Open Location dialog box should appear.

Special Note

Netscape also allows you to access the menu commands by providing short-cut key strokes. For example, you may close a Netscape window by tapping the **COMMAND OPEN-APPLE [CTRL]** key and the **W** key simultaneously. By tapping the **COMMAND OPEN-APPLE [CTRL]** key and the **N** key simultaneously, you will open a new Netscape web browser window.

- 2d. Type in the Iowa - U S WEST Teacher Technology Project homepage URL, <http://www.uni.edu/ietti/teachttec/>, in the Open Location dialog box.
- 3d. Click the **Open** command button. The Iowa - U S WEST Teacher Technology Project homepage should appear.

Other than accessing the Open Location command from the File menu, you can access this command by clicking on the Open command button located on the Standard Toolbar and by typing the URL in the Location toolbar. Both the Open command button (Netscape 2.0 and 3.0, not available in Netscape 3.0 Gold) and the Location toolbar will be practiced at a later time.

Additional Information

The Iowa - U S WEST Teacher Technology Project homepage contains important information and materials for the project. We highly recommend that each teacher become familiar with the Iowa - U S WEST Teacher Technology Project web site and the information which is available on the web site. This site was designed to provide easy and efficient access to project and workshop materials.

The Save As command in the File menu allows you to save a web page to your hard drive or diskette. After you have saved the file, you can edit it in a word-processing application. This command is an excellent feature when you want to save and edit lesson plans which you have found via the World Wide Web.

The following steps will lead you through accessing another web page to practice the Save As command. Once you have located the other web page you will then proceed to save the file to either your diskette or hard drive.

The following steps are divided into a Netscape 2.0 and 3.0 section and a Netscape 3.0 gold. Please follow the appropriate section according to the version you are using.

Netscape 2.0 and 3.0

- 1e. Place the mouse icon over the **Open** button and click on it. The Open Location dialog box should appear.
- 2e. Type in the following URL,
<http://www.bham.wednet.edu/copyperm.htm>, in the Open Location dialog box.
- 3e. Click the **Open** button. The Copyright Permission Letter from Bellingham Schools should appear.

Netscape 3.0 Gold

- 1e. Place the mouse icon over the **File** menu (Fig. 8), click and hold down [Click] on the menu name. Drag down to select the **Open Location** command [Select the **Open Location** command]. The Open Location dialog box should appear.
- 2e. Type in the following URL,
<http://www.bham.wednet.edu/copyperm.htm>, in the Open Location dialog box.
- 3e. Click the **Open** button. The Copyright Permission Letter from Bellingham Schools should appear.

Once you click on the Open button the Netscape Status button (Fig. 2), in the right hand corner of the Netscape web browser window, should become animated. It will show shooting comets that indicate that you are loading or accessing a web page. It is important to watch the Status button to determine whether or not the connection between your computer and the web page being accessed was completed. If the animation is slow or the comets freeze, this could indicate that the connection was interrupted or Netscape has frozen. To eliminate complications, especially when using a modem, we suggest removing your hands from the mouse and the keyboard until the animation has completely stopped.

Additional Information

If you click on the Netscape Status button (Fig. 2) it will take you to Netscape's Homepage.

Additional Information

The Copyright Permission Letter page is a sample letter that can be saved to your hard drive and then edited. Please note the permission notice at the bottom of the page.

Macintosh Instructions

- 4e. Place the pointer arrow over the **File** menu (Fig. 8), click and hold down on the menu name. Drag down to select the **Save As** command. The Save As dialog box should appear.
- 5e. In the **Save As:** text box type the words "Copyright Letter."
- 6e. Click on the **Desktop** button on the dialog box.
- 7e. Locate your diskette icon and then click on your diskette icon so it becomes highlighted.
- 8e. Verify the diskette icon is highlighted and then click on the **Open** button.
- 9e. Once you have designated where the file will be saved, verify the Format command is "Text" in the bottom of the Save As dialog box and click on the **Save** button.

Windows Instructions

- 4e. Click on the **File** menu (Fig. 8) name and select the **Save As** command. The Save As dialog box should appear.
- 5e. In the **Save As:** text box type the words "Copyright Letter."
- 6e. Locate and click on the **3 1/2 Floppy [A:]** drive on your computer.

- 7e. Once you have designated where the file will be saved, verify the **Format** command is "Text" in the bottom of the Save dialog box and click on the **Save** button in the dialog box.

In addition to the Quit, Close, Open Location, and Save As command, you will use the Print command often. The Print command allows you to print an entire web page.

? FAQ

Question: Does the Print command print an entire web site (multiple pages) or one web page?

Answer: The Print command only prints one web page, or all the content you can see when using the scroll bar.

Edit Menu, Status Bar, and Stop Button

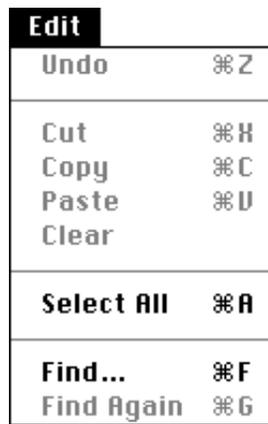


Fig. 9

The Edit menu (Fig. 9) contains the Undo, Cut, Copy, Paste, and Select All commands. They work similarly to the commands of a word-processing program (e.g., Microsoft Works, ClarisWorks, Microsoft Word, etc.). To see how you can use the Copy and Paste feature in Netscape complete the following steps.

The Location toolbar (Fig. 2) is another way to access a new web page. It not only displays the URL of the current web page you, but also allows you to click in the field and type in an URL to access another web page.

- 1f. Move the mouse over the **Location toolbar** (Fig. 2) until it turns to an I-beam.

Netscape 2.0

- 2f. Click in the **Location toolbar** and drag to highlight the current URL.

Netscape 3.0 & 3.0 Gold

- 2f. Click in the **Location toolbar**, with one click the entire Location toolbar should become highlighted.

- 3f. Tap the **DELETE [BACKSPACE]** key on the keyboard to delete the current URL.
- 4f. Type in the following URL:
<http://www.uni.edu/ietti/copyright.html>, at the blinking cursor.
- 5f. Tap the **RETURN [ENTER]** key on the keyboard. The IETTI Copyright Issues web page should appear.

One way to use the Copy and Paste commands is by entering a URL in the Open Location command and/or Location toolbar.

- 6f. On the IETTI Copyright Issues web page locate the Educational Fair Use Guidelines for Digital Images hypertext.
- 7f. Move the pointer behind the “.htm” of the Educational Fair Use Guidelines for Digital Images’ URL.
- 8f. Click on the right side of the URL in the white space and quickly drag the pointer to highlight the entire Educational Fair Use Guidelines for Digital Images URL,
<http://www.uspto.gov/web/offices/dcom/olia/confu/appendix.htm>. Verify that only the URL is highlighted and not the title.

If you hold the trackpad [trackball] button down too long before moving it, you will get a Back - Forward pop-up menu. If this happens, move the arrow off of the pop-up menu and then release the trackpad [trackball] button. Repeat step 8f.

- 9f. Place the pointer icon over the **Edit** menu (Fig. 9), click and hold down [Click] on the menu name. Drag down to select the **Copy** command [Select the **Copy** command].
- 10f. Move the pointer over the **Location toolbar** until it turns to an I-beam.

Netscape 2.0

- 11f. Click in the **Location toolbar** and drag to highlight the current URL.

or

Netscape 3.0 & 3.0 Gold

- 11f. Click in the **Location toolbar**, with one click the entire Location toolbar should become highlighted.
- 12f. Tap the **DELETE [BACKSPACE]** key on the keyboard to delete the current URL.
- 13f. Place the pointer icon over the **Edit** menu, click and hold down [Click] on the menu name. Drag down to select the **Paste** command [Select the **Paste** command]. The following URL should appear in the Location toolbar,
<http://www.uspto.gov/web/offices/dcom/olia/confu/appendix.htm>

- 14f. Tap the **RETURN [ENTER]** key on the keyboard. The Educational Fair Use Guidelines for Digital Images web page should begin to appear.
- 15f. When the Educational Fair Use Guidelines for Digital Images web page is loading, wait a few seconds (30% - 40% of data has been accessed, explanation in the following paragraph) so some text appears in the window and then click on the **Stop** button. The transfer of the text should become interrupted.



Fig. 10

Once you have completed Step 14f look at the Status bar (Fig. 10), located at the bottom of the Netscape web browser window. The percent of how much of the document's data has been accessed should be visible. The Status bar (Fig. 10) is similar to the Netscape Status button; however, the bar provides additional feedback.

Additional Information

If you place your mouse over a link the Status bar should state the URL of the web page you can access by clicking on that link.

You will notice that the Educational Fair Use Guidelines for Digital Images web page takes a considerable amount of time to load. If you are trying to access a web page which is taking too much time to load, you could click on the Stop button to discontinue the loading process. The Stop button may be utilized when the web page is taking longer to load than you prefer or when you want to cancel the downloading (see page 49 of the Life on the Internet...Downloading) of a file to your hard drive.

The Find command in the Edit menu and the Find button on the Standard Toolbar allow you to find a word(s) in a web page. However, the Find command only finds the first word(s). To find the next time that the word(s) appears in the web page you will use the Find Again command. You may perform the Find Again command until all of the word(s) have been found in the web page. The Find Again command will only work if the Find command was used first.

? FAQ

Question: Does the Find and Find Again commands find the word(s) throughout the web site (multiple web pages) or just the current web page?

Answer: The Find and Find Again commands only allows you to search the visible web page.

To practice the Find and Find Again commands in the Edit menu the following steps will need to be completed:

16f. While still at the Educational Fair Use Guidelines for Digital Images web page, place the mouse icon over the **Edit** menu, click and hold down [Click] on the menu name. Drag down to select the **Find** command [Select the **Find** command]. The Find dialog box should appear.

or

16f. While still at the Educational Fair Use Guidelines for Digital Images web page, click on the **Find** button on the Standard toolbar. The Find dialog box should appear.

17f. Click in the **text box** so a blinking cursor appears.

18f. At the blinking cursor type the word “sound.”

19f. Click on the **Find** button in the dialog box. The word “sound” should become highlighted on the Educational Fair Use Guidelines for Digital Images web page.

To find where the word “sound” appears again in the document complete the following instructions.

20f. Place the pointer icon over the **Edit** menu, click and hold down [Click] on the menu name. Drag down to select the **Find Again** command [Select the **Find Again** command]. If the word “sound” appears again in the web page it should become highlighted. If not, Netscape’s menu bar should flash and/or the computer may beep.

21f. Repeat Step 20f until you find the word “sound” every time it appears in the web page .

View Menu

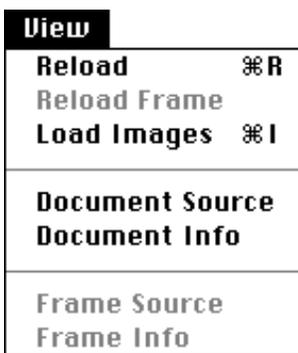


Fig. 11

The first command in the View menu (Fig. 11) is the Reload command. The Reload command may also be performed by clicking on the Reload button on the Standard toolbar. The Reload command allows you to “re-access” the current web page. You could also reload a web page when some of the images are not visible, when part of the web page is not visible, or when you feel the web page was not loaded properly.

To practice reloading a web page:

- 1g. While still at the Educational Fair Use Guidelines for Digital Images web page, place the pointer icon over the **View** menu (Fig. 11), click and hold down [Click] on the menu name. Drag down to select the **Reload** command [Select the **Reload** command]. The Netscape Status button should become animated.

or

- 1g. While still at the Educational Fair Use Guidelines for Digital Images web page, click on the **Reload** button on the Standard toolbar. The Netscape Status button should become animated.
- 2g. To save time you may want to click on the **Stop** button after you have completed Step 1g.

The Load Images command from the View menu or the Images button on the Standard toolbar allows you to load graphics which may not have been loaded. Graphics which did not load are represented by a square icon with a question mark in the middle of it.

The Document Source and Document Info commands provide additional information on the visible web page. Document Source shows you the scripting of the current web page. Document Info provides information on: when the page was created, when it was modified, the graphics used on the page, and other additional information.

Go Menu

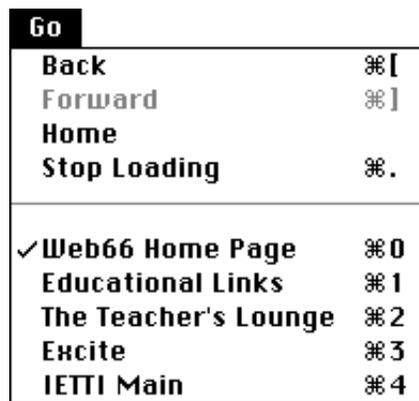


Fig. 12

The Go menu (Fig. 12) may be the most utilized Netscape menu. The Back, Forward, Home and Stop Loading commands can also be activated by clicking on the corresponding buttons on the Standard toolbar. Below the line in the Go menu is an additional way for you to access the most recent pages you have viewed since Netscape was started, or activated.

The Back command allows you to view the previous web page. This feature will work only if the user has accessed more than one web page.

To practice the Back command:

- 1h. Place the pointer icon over the **Go** menu (Fig. 12), click and hold down [Click] on the menu name. Drag down to select the **Back** command [Select the **Back** command]. The Netscape Status button should become animated and the previous web page should appear.

or

- 1h. Click on the **Back** button (Fig. 2) on the Standard toolbar. The Netscape Status button should become animated and the previous web page should appear.

Additional Information

Place the pointer icon over an empty space (where no text or graphics are present) in the web page. Click and hold down the trackpad button [Use the right-hand trackball button and click] until a pop-up menu appears. A pop-up menu should appear with both the Back and Forward commands visible. Just one more way in accessing the Back and Forward commands!

The Forward command allows you to view the next web page that you have already been to. This feature will only work if the Back command was previously used.

To practice the Forward command:

- 2h. Place the mouse icon over the **Go** menu, click and hold down [Click] on the menu name. Drag down to select the **Forward** command [Select the **Forward** command]. The Netscape Status button should become animated and the next web page should appear.

or

- 2h. Click on the **Forward** button (Fig. 2) on the Standard toolbar. The Netscape Status button should become animated and the next web page should appear.

The Home command allows you to access the User-defined Home web page set in the General Preferences under the Options menu. You may set the preferences so that the Home command accesses your personal homepage, a favorite homepage, or your institution's homepage.

To practice the Home command:

- 3h. Place the pointer icon over the **Go** menu, click and hold down [Click] on the menu name. Drag down to select the **Home** command [Select the **Home** command]. The Netscape Status button should become animated and the User-defined Home web page should appear.

or

- 3h. Click on the **Home** button (Fig. 2) on the Standard toolbar. The Netscape Status button should become animated and the User-defined Home web page should appear.

The Stop Loading command does the same action as the Stop button on the Standard toolbar. (If you need additional information consult the previous Stop button section.)

The last feature of the Go menu provides an easy way of accessing those pages which you have viewed while Netscape was open. This feature is very helpful when you do not want to click the Back button several times. By using this feature you can directly go to the most recently viewed web page. Please note that this feature does not permanently save those web pages. In addition, while Netscape is open, or active, after a period of time Netscape will remove the first web pages to make room for additional web pages.

- 4h. Place the pointer icon over the **Go** menu, click and hold down [Click] on the menu name. Drag down to select the **IOWA - U S WEST Project** command [Select the **IOWA - U S WEST Project** command]. The Netscape Status button should become animated and the Iowa - U S WEST Teacher Technology Project homepage should appear.

Bookmarks Menu

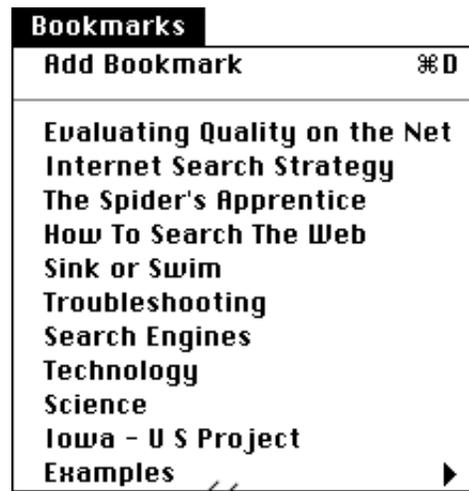


Fig. 13

Since the Go menu does not permanently save a web page, Netscape allows you to bookmark a web page just like you would bookmark a page in a book you are reading. To add a bookmark go to the Add Bookmark command in the Bookmarks menu (Fig. 13). The Add Bookmark command saves the URL and the name of the web page so it appears in the Bookmark menu. Therefore, you can easily access the “saved” web page.

To bookmark a web page:

- 1i. Verify that you are at the Iowa - U S WEST Teacher Technology Project homepage (<http://www.uni.edu/ietti/teachtec/>).
- 2i. Place the pointer icon over the **Bookmarks** menu (Fig. 13), click and hold down [Click] on the menu name. Drag down to select the **Add Bookmark** command [Select the **Add Bookmark** command].

Nothing appears to have happened, but when you click on the bookmarks menu you will see that Iowa - U S WEST Project has been added to the bottom of the list.

To test a bookmark:

- 3i. Place the pointer icon over the **Bookmarks** menu, click and hold down [Click] on the menu name. Drag down to select the **IOWA - U S WEST Project** command [Select the **IOWA - U S WEST Project** command]. The Netscape Status button should become animated and the Iowa - U S WEST Teacher Technology Project homepage should appear.

Options Menu



Netscape 2.0 & 3.01 Fig. 14



Netscape 3.01 Gold Fig. 14

The Options menu (Fig. 14) contains various commands that affect the appearance of the Netscape web browser window and commands that help set-up Netscape preferences. You have the choice of whether the following are visible in the Netscape web browser window: the Toolbar (Standard toolbar), Location toolbar, and Directory buttons. In addition, you also have the choice of whether or not you want to view graphics. To eliminate the time it takes to load graphics, especially when utilizing a modem, you may want to shut-off the Auto Load Images command. You can shut-off the Auto Load Images command by selecting it. This removes the checkmark. If you click on the Options menu again, you will see that the checkmark is gone. To add the Auto Load Images feature repeat this process so the checkmark is visible.

Another helpful tip when utilizing Netscape is reducing the amount of cache (memory) Netscape stores on your hard drive. By reducing the amount of cache will help eliminate hard drive freezes.

To the reduce the cache:

- 1j. Place the pointer icon over the **Options** menu (Fig. 14), click and hold down [Click] on the menu name. Drag down to select the **Network Preferences** command [Select the **Network Preferences** command]. The Network Preferences window should appear.
- 2j. Place the pointer over the **Cache** tab and click to verify it is selected.
- 3j. Locate the down arrow next to the **Cache Size**. The Cache Size is the second item in the Cache box.
- 4j. Click on the **down arrow** (or the up arrow) next to the Cache Size until the Cache Size is “1M.”
- 5j. Click on the **OK** button.

Special Note

By removing the Standard toolbar, Location toolbar, and Directory buttons, you can help keep students focused on a certain web page or on the Bookmarks you have created for them.

Directory Menu



Fig. 15

The Directory menu (Fig. 15) contains the same commands as the Directory buttons located below the Location toolbar. The What's Cool? and What's New? command accesses corresponding web pages which provide additional interesting web pages/sites. Both pages are basically Netscape's opinion of what web sites are cool and what new URLs are interesting (Netscape does have a disclaimer that states that they do not necessarily endorse those sites found on the What's Cool? and What's New? web pages). The Directory menu also provides additional commands that access other helpful web pages. For example, the About the Internet command can provide additional assistance with using Netscape and/or the Internet.

- 1k. Place the pointer icon over the **Directory** menu (Fig. 15), click and hold down [Click] on the menu name. Drag down to select the **About the Internet** command [Select the **About the Internet** command]. The About the Internet web page should appear in the window.
- 2k. Scroll down to find the “ILC Glossary of Internet Terms” link (Fourth item in the list), and click on it. The ILC Glossary of Internet Terms web page should appear in the window.

Additional Information

The ILC Glossary of Internet Terms web page provides you with a large quantity of Internet terms and definitions. Unfortunately, when learning to use the Internet, you will encounter others using technical jargon . This site helps to eliminate some of the frustrations of not knowing the jargon and provides easy-to-understand definitions.

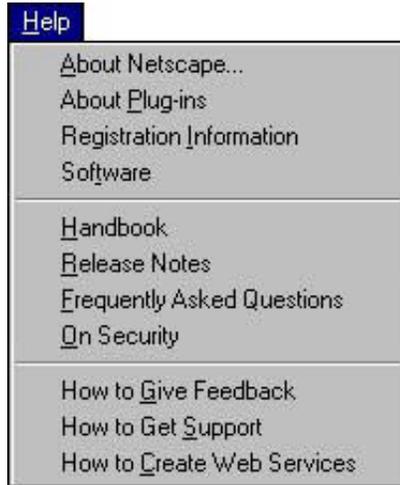
Window Menu



Fig. 16

If any of the commands in the Window menu (Fig. 16) are selected a new window appears. For example, if you select the Netscape Mail command the Netscape Mail window will appear. In addition, another nice feature is the History command. The History command accesses a window that is similar to the Go menu, but provides additional options. Overall, the Window menu provides you with additional Netscape features.

Apple Menu (Macintosh)/Help Menu (Windows 95)



Windows 95 Fig. 17



Macintosh Fig. 18

The Windows 95 version has a Help menu (Fig. 17). However, the Macintosh version utilizes the Apple menu (Fig. 18) to provide some of the same commands. For example, in the Help menu (Windows 95) there are two commands, About Netscape and About Plugins. The same commands also appear in the Apple menu of a Macintosh. Once either of these commands are selected a new web page appears and discusses the corresponding topics.

Manipulating the Appearance of the Netscape Window

The following instructions will demonstrate how easy it is to change the appearance of the Netscape web browser window. In addition, the following changes will provide additional space for the web pages to appear on your screen.

11. Place the pointer icon over the **Options** menu (Fig. 14), click and hold down [Click] on the menu name. Drag down to select the **Show Directory Buttons** command [Select the **Show Directory Buttons** command]. The Directory buttons should be removed from the Netscape web browser window. Remember those commands (e.g., What's Cool?, What's New?, etc.) are still accessible under the Directory menu.
21. Place the pointer icon over the **Options** menu, click and hold down [Click] on the menu name. Drag down to select the **General Preferences** command [Select the **General Preferences** command]. The General Preferences window should appear.
31. Place the pointer icon over the **Appearance** tab and click once. The Appearance tab window should be brought to the front of the General Preferences window.

- 4l. Under the **Show Toolbar As** if the selection is “Pictures” or “Pictures and Text” select “Text.”

Additional Information

Another selection within the Appearances tab window is the Home Page Location (located at the bottom) which lists the URL of the web page that appears when Netscape is opened. The same web page will also appear if the Home command is selected in the Go menu or if you click on the Home button in the Standard toolbar. For now, do not change the Home Page Location unless you are using your own computer.

- 5l. Click on the **OK** button in the **General Preferences** window. All the pictures from the Standard toolbar buttons (except for the Netscape Status button) should have been removed (Fig. 19).



Fig. 19

Print Command and Page Setup Command

The Print command in Netscape allows you to print a web page. Therefore, if you are at a web page and you would like to make a paper version (i.e., for easier reading) you can select the Print command in the File menu or click on the Print button on the Standard toolbar. Netscape also allows you to manipulate the Page Setup of the hard copy (printed copy). Though the Page Setup in the Windows 95 version differs in appearance from the Macintosh some of the same options are available. One nice feature of Netscape is the option to have the name and URL of the current web page appear on the printed copy. We suggest that you view the Print window and Page Setup window at a later time.

Special Note

The following Special Note is for Macintosh users only: One of the most common problems when using the Macintosh version of Netscape is accidentally closing a Netscape web browser window. The following two steps will demonstrate what to do if this accident occurs.

- 1m. Place the pointer icon over the Close Box on the left side of the title bar and click. The Netscape web browser window should close.

Please note that clicking on the Close Box does not quit, or exit Netscape. The Netscape icon should still appear in the Application menu (far right side of the menu bar).

- 2m. Place the pointer icon over the **File** menu (Fig. 8), click and hold down [Click] on the menu name. Drag down to select the **New Web Browser** command [Select the **New Web Browser** command]. A new Netscape web browser window should appear with the User-defined Home web page visible.

Navigating the Internet

This section will provided you with jumping off web sites that are both interesting and entertaining. You should take at least 20 to 40 minutes to navigate, or explore, the Internet. If you want to return to a particular web page at a later time, please bookmark the web page.

Uniform Resource Locators

Classroom Connect
<http://www.classroom.net/>

Global School Network
<http://www.gsn.org/>

CNN
<http://www.cnn.com/>

AskERIC
<http://ericir.syr.edu/>

Kathy Schrock's Guide for Educators
<http://www.capecod.net/schrockguide/>

Lesson Plans
<http://bulldog.unca.edu/~srashley/lesson.html>

The Weather Channel
<http://www.weather.com>

Virtual Florist
<http://www.virtualflorist.com/>

How Are You.com "Greeting Card" Super Store
<http://www.howareyou.com/>

People Finder
<http://www.excite.com/Reference/people.html>

ESPN SportsZone
<http://ESPN.SportsZone.com/>

Disney's Family.Com
<http://www.family.com/>

 **Additional Information**

For additional web sites please refer to the Outstanding Sites handout in the Additional Information section (pages 1 & 2) of the workbook.

Life on the Internet

Searching



Hands-On

The previous section on navigating the Internet only showed you a small portion of what can be found on the Internet. However, many topics in which you may be interested may not have been found in the previously documented URLs. Unfortunately, there is not an Internet directory that provides quick and easy access to all the web pages. With the rate of web pages being developed and put onto the Internet, such a directory would be impossible to keep up-to-date. As a result, search engines and subject guides have evolved.



On-line Presentation Notes

The following is an on-line presentation which may be accessed from the following URL:

[http://www.uni.edu/ietti/teachtec/training/
search](http://www.uni.edu/ietti/teachtec/training/search)

The “Life on the Internet...Searching” presentation was designed to be used as a computerized presentation (similar to a PowerPoint or Persuasion presentation) the presenter will move through the different web pages using hypertext. The audience for this particular presentation may also access the same presentation from the Internet and follow along at their own computers; therefore creating an interactive presentation. This guide will contain additional information, or notes, for the presentation web page.

Presentation Guide	Presentation Notes
<p>Slide 1 Life on the Internet...Searching</p>	<p>Slide 1</p>
<p>Slide 2 Acknowledgments:</p> <ul style="list-style-type: none"> • Modified from "Sink or Swim: Internet Search Tools & Techniques" by Ross Tyner, M.L.S., Okanagan University College • Modified from "The Spider's Apprentice" by Terry A. Gray • Presentation developed by Libby Underhill, M.A. Educational Technology 	<p>Slide 2 The following presentation was created by Libby Underhill, a graduate assistant from UNI.</p> <p>The following two resources were used with permission.</p>
<p>Slide 3 Topics Covered:</p> <ul style="list-style-type: none"> • Search Engines vs. Subject Guides • Keyword vs. Concept-based • Simple Searches vs. Advanced Searches • Search Strategies 	<p>Slide 3</p>
<p>Slide 4 Search Engines vs. Subject Guides</p>	<p>Slide 4 Why do you need a Search Engine or Subject Guide?</p> <ul style="list-style-type: none"> • same reason you need a card catalogue in the library (physically impossible to examine all books) • millions of pages/billions of words on the Internet (everyday more information is being posted) • web lacks bibliographic control standards • imagine: searching the world's largest library <ul style="list-style-type: none"> - books, etc. stripped of covers/title page; shelved in no particular order; w/o references to central catalogue

Slide 5

What is a Search Engine?

- A tool that allows the user to run keywords against a databank
- Examples
 - AltaVista
(<http://altavista.digital.com>)
 - Excite
(<http://www.excite.com>)
 - Infoseek
(<http://guide.infoseek.com>)
- You might call it a Virtual Librarian!

Slide 6

What is a Subject Guide/Directory?

- Organized index of subject categories
- Allows the user to browse through lists of web sites by subject compiled/maintained by humans
- Examples
 - Magellan
(<http://www.mckinley.com>)
 - Yahoo
(<http://www.yahoo.com>)

Slide 7

Factors Influencing Search Results:

- Size of database
- Frequency of updating
- Search capabilities

Slide 8

Types of Text Indexing: Keyword vs. Concept-based

Slide 9

Keyword Indexing:

- Difficulty distinguishing between words
 - spelled the same but different

Slide 5

- based on a combination of criteria (established by user and/or search engine)
- the search engine retrieves WWW documents that match the keywords entered
- uses software programs known as robots, spiders, crawlers that electronically follow hypertext from one document to the next
- when it discovers new sites, it sends information back to the main databank to be indexed

Slide 6

- sometimes called directory
- many include a search engine for searching their own database

Slide 7

- web offers choice of dozens of different search tools:
- each with its own database
 - own command language
 - own search capabilities
 - own method of displaying results

Slide 8

- will start using examples with search engines

Slide 9

- meanings
 - ex: hard drive, hard cider
- Difficulty with so-called stemming
 - ex: enter "big;" return hit on "bigger?"
 - singular/plural
 - verb tenses

Slide 10

Keyword Indexing:

- Cannot return hits on keywords that mean the same but not entered
 - ex: enter "heart disease;" will not return documents using "cardiac disease"

Slide 11

Concept-based Indexing:

- Tries to determine what you mean, versus what you've entered
- Checks for dominant themes/concepts

Slide 12

Concept-based Indexing

- Excite is an example of a concept-based search engine
- Works better in theory than in practice
 - works best when user enters a lot of words, all of which roughly refer to the concept one is seeking

Slide 13

Simple Searches vs. Advanced Searches

Slide 14

Simple Searches

- Case Sensitivity
- Phrases
 - use of double quotes ("Abraham Lincoln")

Slide 10

Slide 11

Slide 12

Slide 13

Slide 14

- use of capitalization essential for searching proper names in certain search engines and subject guides (ex. Lincoln, Lincoln Logs)
- not all search engines use both of

- insert punctuation (Abraham;Lincoln; Gettysburg)

Slide 15
Simple Searches

- Required Terms (+)
- Prohibitive Terms (-)
 - ex: ="F.Scott Fitzgerald" - Gatsby

Slide 16
Advanced Searches

- Boolean Method:
 - AND (all terms specified must appear in document)
 - OR (document may have either term)
 - NOT (document has one term but not the other)

Slide 17
Advanced Searches

- Best to use uppercase to make Boolean Terms stand out
- In most cases, OR is the default

Slide 18
Advanced Searches

- AND Diagram

Slide 19
Advanced Searches

- OR Diagram

Slide 20
Advanced Searches

- NOT Diagram

Slide 21
Searching Kicker

- All search engines have different methods of refining queries

these methods (see Summary of Search Engines: Table 1 and Table 2 p.38). Therefore, it is important to read the help section of each search engine and/or subject guide

Slide 15

- no space between required/prohibitive terms and word

Slide 16

- AND - example "heart" and "attack" (use to exclude common hits that would be irrelevant)
- OR - use if don't want to rule out too much
- NOT - "Abraham Lincoln" NOT "Civil War"

Slide 17

- Each search engine and subject guide work differently
- Therefore it is essential that you read the Help Tips or Search Tips of each

Slide 18

Slide 19

Slide 20

Slide 21

- see Summary of Search Engines: Table 1 and Table 2 (p.38)

- Best way to learn:
 - READ the help files on the search engine site

Slide 22

Let's Practice Searching!

- Search Engines
 - Excite
 - HotBot
 - AltaVista
 - Infoseek
- Subject Guides
 - Magellan
 - Yahoo
- Bookmark this web page

STOP

Complete the Practice Searching section on page 80.

Slide 23

Search Strategy

Slide 24

Search Strategy

1. Define the topic
2. Identify important concepts within the topic
3. Identify keywords to describe those concepts
4. Consider synonyms and variations of keywords
5. Prepare search logic

Slide 25

Search Strategy

- Important because:
 - Most search engines index every word of the document
 - This increases number of results retrieved
 - Also decreases relevancy of results

Slide 22

- **REMEMBER** to bookmark this page!
- **STOP** and practice searching by completing the Practice Searching section. After completing two searches, please return to this site (use Bookmark menu) and finish the presentation.

STOP

Slide 23

Slide 24

Slide 25

- when selecting a search engine, consider whether it allows the user to specify which part(s) of the document to search (ex: URL, title, first heading or defaults to searching entire document)
- important because of the likelihood of words being found in inappropriate context
- need to familiarize yourself with a variety of search tools/effective

search techniques to take advantage of resources offered by the web w/o drowning in the sea of irrelevant info.

The End

Please complete the Searching the Web Activity section preceding the Practice Searching: Excite Search Engine, Practice Searching: HotBot Search Engine, and the Summary of Search Engines

The End

Practice Searching: Excite Search Engine

If you are currently participating in one of the Iowa - U S WEST Teacher Technology Project Workshops, you should be viewing Slide 22 of the Life on the Internet...Searching presentation (http://www.uni.edu/ietti/teachtec/training/search/slide22_search.html) in a Netscape web browser window. This section will lead you through a key word search utilizing two different search engines.

If you are participating in a Iowa - U S WEST Teacher Technology Project Workshop complete the following instructions:

- 1n. While viewing Slide 22 of the Life on the Internet...Searching presentation, click on the hypertext "**Excite**." The Excite homepage should appear.

or

If you are *not* participating in a Iowa - U S WEST Teacher Technology Project Workshop complete the following instructions:

- 1n. Click in the **Location toolbar** so a flashing cursor appears. Type in the word "excite" and then tap the **RETURN [ENTER]** key. The Excite homepage should appear.

Excite is a search engine which lets you search more than 50 million web pages (<http://www.excite.com/Info/>) on the Internet. In addition to conducting searches, you can also utilize the Excite Web Guide. The Excite Web Guide is a subject (directory) search which contains around 140,000 reviewed web pages. These web pages have been reviewed by Excite editors and categorized by subject. Another feature of Excite is the Reference links (e.g., People Finder, Email Lookup, Yellow Pages, Stock Quotes, etc.) located below the Excite search box. These links will take you to both interesting and useful web sites.

Special Note

Also, located on the Excite homepage is the "Help" link (at publishing date this link was located at the bottom of the page). If you would like to learn more about these features we highly recommend clicking and accessing the Excite Help web page. This web page will describe each of these features in detail and provide labeled graphics.



Fig. 20

To do a simple search:

- 2n. Click in the **Excite search box** (Fig. 20) so a flashing cursor appears.
- 3n. In the **search box** (Fig. 20) type in “internet integration education project.” Excite is not case sensitive (see Summary of Search Engines: Table 1 and Table 2 p.38). Therefore when using Excite, all text, with the exception of Boolean modifiers, should be in lower case.
- 4n. Click on the **Search** button or the **RETURN [ENTER]** key. After a few seconds the Excite Search Results web page should appear with the number of results from the search.

The number of results for this particular search should be around 5 million. That is a lot of web pages! To reduce the amount of search results you will need to use more advanced searching techniques. Please pay special attention to the red percentages in front of each search result and the link [More Like This] following each search result. To learn more about Excite’s advanced searching techniques, the red percentages, and the [More Like This] link, you will need to access Excite’s Search Help.

To access Excite’s Search Help:

- 5n. Locate the “**Search Tips**” link located on the right hand side of the Excite search box.
- 6n. Click on the “**Search Tips**” link. Excite’s Search Help web page should be appear.

The How to Use Excite Search section contains several informational links. For this guide, you will be asked to access the following three links: Advanced search, Relevance rating, and More Like This.

- 7n. Locate the “**Advanced search**” link under the How to Use Excite Search section.
- 8n. Click on the “**Advanced search**” link. The Advanced Search Methods section should appear.

The Advanced Search Methods section discusses the various options you have when conducting advanced searches in Excite. Please scroll down the page and see how the parentheses function works within Excite.

After reading the Advanced Search Methods section:

- 9n. Click on the “**Back to the top**” link located at the bottom of the Advanced Search Methods section.

or

- 9n. Use the **scroll bar** to return to the top of the Search Help web page.

Please review what relevance ratings, or the red percentages next to each search result, means. Relevance rating is a nice feature which many search engines and subject guides utilize. To access the Relevance Rating section:

- 10n. Locate the “**Relevance rating**” link under the How to Use Excite Search section.

- 11n. Click on the “**Relevance rating**” link. The Relevance Rating section should appear.

After reading the Relevance Rating section:

- 12n. Click on the “**Back to the top**” link located at the bottom of the View by Web Site section.

or

- 12n. Use the **scroll bar** to return to the top of the Search Help web page.

Please review what the More like This feature allows you to do. To access the Relevance Rating section:

- 13n. Locate the “**More Like This**” link under the How to Use Excite Search section.

- 14n. Click on the “**More Like This**” link. The More Like This section should appear.

After reading the More Like This section:

- 15n. Click on the “**Back to the top**” link located at the bottom of the Browser Errors section.

or

- 15n. Use the **scroll bar** to return to the top of the Search Help web page.

or

- 15n. Use the **scroll bar** to go to the bottom of the Search Help web page.



Fig. 21

- 16n. Locate the **Search** button (Fig. 21) located on Excite’s Search Help web page (either at the top or bottom of the Search Help web page).

- 17n. Click on the **Search** button located on the Excite’s Search help web page. The Excite homepage should appear.

To conduct an advanced search complete the following steps:

- 18n. Click in the **Excite search box** so a flashing cursor appears.
- 19n. In the **search box** type in “internet AND integration AND education AND project.” Remember when using Boolean modifiers they should be typed in upper case.
- 20n. Click on the **Search** button or tap the **RETURN [ENTER]** key. After a few seconds the Excite Search Results web page should appear with the number of results from the search.

For this search, the results should be around 14,000 returns. By using the different advanced searching methods you will help reduce the number of returns; therefore helping to eliminate irrelevant returns.

Practice Searching: HotBot Search Engine

In the following section you will be conducting an advanced search using the same key words as used in the previous section.

To access HotBot:

- 1o. Click in the **Location toolbar** so a flashing cursor appears. Type in the word “hotbot” and then tap the **RETURN [ENTER]** key. The HotBot homepage should appear.

HotBot is a search engine that searches over 50 million documents in its database (<http://www.hotbot.com/Help/intro.html>). This search engine is designed a little differently than other search engines. HotBot provides several additional searching functions (e.g., modify, date, location, and media type) that help limit searches. In addition, this search engine allows you to save the settings that you may have made when using the additional searching functions. This guide will not cover how to use the other searching functions and how to save your settings; however we *strongly* suggest that you return to HotBot at a later time and learn how to use these features.

Special Note

The only way you will learn how to effectively and efficiently use HotBot is to click on the Help button located at the bottom of HotBot’s homepage. Once the Help web page appears click on the “An Introduction to Using HotBot” link.

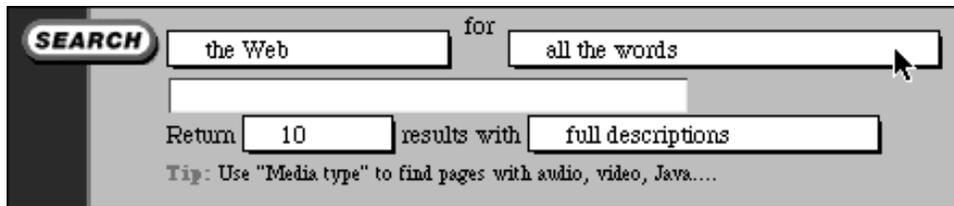


Fig. 22

To see what basic searching options you have, complete the next step.

20. Click on the drop down box labeled “**all the words.**” This box should be located above HotBot’s search box.

HotBot provides you with six different searching options. Most of these options should be self-explanatory; however if you have any questions please click on the Help button located at the bottom of HotBot’s homepage. Once the Help web page appears click on the “An Introduction to Using HotBot” link.

30. Release the mouse button so the phrase “**all the words**” remains selected.
40. Click in the **HotBot search box** (Fig. 22) so a flashing cursor appears.
50. In the **search box** (Fig. 22) type in “Internet integration education project.” The word “Internet” needs to be capitalized.

Additional Information

HotBot is case sensitive. Therefore, if you are searching for a proper noun you should use upper and lower case.

60. Click on the **Search** button or tap the **RETURN [ENTER]** key. After a few seconds the HotBot Search Results web page should appear with the number of results from the search.

When using HotBot your search result should be around 66,000. HotBot also utilizes the relevance rating, yet it does not use the More Like This feature. Please scroll down the page and compare the Excite results and HotBot results. Remember search engines use different databanks, or databases, to conduct their searches. Hence, each search engine will have different returns.

Summary of Search Engines

Before returning to the Life on the Internet...Searching presentation please review the following tables. Both tables were created by Terry A. Gray and have been duplicated with permission. These tables summarize some of the common features of search engines. In the opinion of Gray, the boldfaced elements within tables are the best implementation of a particular feature. Please note, that with the rapid changes of search engines you will want to

verify each element by reading the Help Tips or Search Tips of the search engines you are using.
 In the tables “Y” represents yes and “N” represents no. The other symbols are the symbols for the particular function.

Table 1: Internet Search Engines

Category	AltaVista	Excite	WebCrawler	Lycos
Case Sensitive?	Y	N	N	N
Considers Phrases?	Y	N	Y	N
Required Term Operator	+	+	N	N
Prohibited Term Operator	-	-	N	N
Wildcard Expander	*	N	N	\$
Limiting Character	N	N	N	.
Results Ranking?	Y	Y	Y	Y
Controllable Results Ranking?	Y	N	N	Y
Booleans Allowed?	Y	Y	Y	N
Proximity Operators Allowed?	Y(10)	N	Y (range)	N
Subject (Directory) Searching?	N	Y	Y	Y
Refine Based On First Search?	N	Y	N	N
Controllable Display Format?	Y	N	Y	Y

Table 2: Internet Search Engines (continued)

Category	OpenText	InfoSeek	Yahoo!	NlightN
Case Sensitive?	N	Y	N	N
Considers Phrases?	Y	Y	N	Y
Required Term Operator	N	+	N	N
Prohibited Term Operator	N	-	N	N
Wildcard Expander	N	N	N	N
Limiting Character	N	N	N	N
Results Ranking?	Y	Y	N	N
Controllable Results Ranking?	N	N	N	N
Booleans Allowed?	Y	N	N	Y
Proximity Operators Allowed?	Y(80)	Y(100)	N	N
Subject (Directory) Searching?	N	Y	Y	N
Refine Based On First Search?	Y	N	N	N
Controllable Display Format?	N	N	N	N

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••• Returning to the Life on the Internet...Searching Presentation •••

To return to the presentation:

- 1p. Place the mouse icon over the **Bookmarks** menu, click and hold down [Click] on the menu name. Drag down to select the **Searching: Slide 22** command [Select **Searching: Slide 22** command]. The Netscape Status button should become animated and Slide 22 should appear.

Searching The Web Activity

The ~~Searching The Web Activity~~ (Activity Section, p. 7A, salmon paper) is designed to show how important it is to develop a search strategy as indicated by the Life on the Internet...Searching presentation. The process of taking the time to search the Internet and utilizing different search engines and/or subject guides is very timely. To help reduce the time and still find desirable web sites, you will need to develop an effective strategy. This activity is meant to help you start thinking about how you and your students will search the Internet effectively.

Please read the activity instructions and begin the activity by using one of the four search engines/subject guides provided. Or, you can return to Slide 22 of the Life on the Internet...Searching presentation (see step 1p) and utilize any of the search engines/subject guides (but not limited to) provided on Slide 22.

Searching the Internet

You should take at least 20 to 40 minutes to search the Internet using search engines and/or subject guides. If you want to return to a particular web page at a later time please bookmark the web page.

Another important aspect of using the Internet is the process of evaluating web sites. As previously indicated, the Internet contains millions of web pages on a multitude of different subject areas. These web pages were created by experts, amateurs, special interest groups, and pranksters—just to name a few. Therefore, once you have located a web site that is of some interest to you, you will need to evaluate the site for accuracy, ease of navigation, content, and appearance.

Accuracy : The accuracy of the web site is very important when determining whether or not you will want to present the material to others as being factual. Unfortunately, anyone who has rights to put a web page on the Internet can post anything they want—factual or false.

Ease of Navigation: The ease of navigation is important when you may be asking others to use the site. If you feel a site is not easy to navigate you may not want young students to use the site. In addition, if a web site takes a considerable amount of time to appear, you may not want to use this site in a classroom lesson (especially for you are using a modem).

Content: The content of a web site also needs to be considered. For example, is the web site free of biases and are there any misspellings?

Appearance: The appearance of a web site needs to be considered when you will be asking others to view the site. If graphics and the background are distracting and make the text hard to read, you may want to look at other options for presentation the material to others.

Evaluation Of A Web Site Activity

The **Evaluation Of A Web Site Activity** (Activity Section, p. 9A, salmon paper) is designed to get you to think about the accuracy, ease of navigation, content, and appearance of a web site. This activity contains both “good” sites and sites that you may not want to use in the classroom.

Please read the instructions and begin the activity.

Another significant aspect of using the Internet and a web browser is organizing your bookmarks into categories. By organizing your bookmarks, you will hopefully locate a desired bookmark faster. In addition, this section will demonstrate how you can give your bookmark file to your students and/or colleagues for them to use.

Hands-On

Adding Folders

In this section will create one folder and then create at two least additional folders within the first.



Fig. 23

To create a folder:

- 1q. Place the mouse icon over the **Window** menu (Fig. 23), click and hold down [Click] on the menu name. Drag down to select the **Bookmarks** command [Select the **Bookmarks** command]. The Bookmarks window should appear.
- 2q. Click on a bookmark (i.e., the Iowa - U S WEST Project link) that you want the new folder to appear after.



Fig. 24

- 3q. Place the mouse icon over the **Item** menu (Fig. 24), click and hold down [Click] on the menu name. Drag down to select the **Insert Folder** command [Select the **Insert Folder** command]. The New Folder dialog box should appear.
- 4q. Click in the **Name** box so a flashing cursor appears.
- 5q. Type in your first and last name in the **Name** box.
- 6q. Click on the **OK** button located at the bottom right hand side of the Insert Folder dialog box. A folder should be visible with your first and last name as the title.

To create folders within a folder:

- 7q. Click on the newly formed folder so it becomes highlighted.
- 8q. Place the mouse icon over the **Item** menu, click and hold down [Click] on the menu name. Drag down to select the **Insert Folder** command [Select the **Insert Folder** command]. The New Folder dialog box should appear.
- 9q. Click in the **Name** box so a flashing cursor appears.
- 10q. Type the words "Iowa - U S WEST" in the **Name** box.
- 11q. Click on the **OK** button located at the bottom right hand side of the Insert Folder dialog box. A folder named Iowa - U S WEST should be visible under the folder labeled with your name. The Iowa - U S WEST folder should also be indented under the same folder.
- 12q. Click on the folder labeled with your name so it becomes highlighted.

- 13q. Place the mouse icon over the **Item** menu, click and hold down [Click] on the menu name. Drag down to select the **Insert Folder** command [Select the **Insert Folder** command]. The New Folder dialog box should appear.
- 14q. Click in the **Name** box so a flashing cursor appears.
- 15q. Type the words “Interesting Sites” in the **Name** box.
- 16q. Click on the **OK** button located at the bottom right hand side of the Insert Folder dialog box. A folder named Interesting Sites should be visible under the folder labeled your name. The Interesting Sites folder should also be indented under the folder labeled with your name.



Additional Information

After completing the Life on the Internet...Organizing section you may continue to add and organize folders.

Moving Bookmarks

In this next section you will be asked to move or re-arrange the bookmarks that you have created today into the Iowa - U S WEST Project or Interesting Sites folders.

- 1r. Click on the **Iowa - U S WEST Project** link (not folder) and drag the link into the Iowa - U S WEST folder.
- 2r. Continue to click and drag the bookmarks that you have created into the corresponding Iowa - US WEST folder or Interesting Sites folder.



Special Note

It is easier to re-arrange folders when they are closed.

To close a folder:

1. Double-click on the folder to close it.

To open a folder:

2. Double-click on the folder to open it.

Editing Bookmarks

This section will show you how to edit the name of a link, determine the URL of a link, and add a description to a link. If you are going to give your bookmark file to your students to use during a lesson, it may be helpful to add a description of the web page/site.

- 1s. Place the pointer icon over the **Item** menu, click and hold down [Click] on the menu name. Drag down to select the **Edit Bookmark** command [Select the **Properties** command]. A dialog box should appear.
- 2s. The name of the link should already be highlighted (if not, highlight the entire name) rename the link to better describe it. For example, rename the Iowa - U S WEST Project to Iowa - U S WEST Teacher Technology Project.
- 3s. Click in the **Description** box so a flashing cursor appears.
- 4s. Type in a description of the link. This is a nice feature when you want others to use your bookmarks.
- 5s. Click on the **OK** button in the dialog box when you have changed the name and added a description.
- 6s. Repeat step 1t - 5t of Editing Bookmarks at least one more time.

Bookmarks' Edit Menu

The Edit menu within the Bookmark window provides you with additional editing options. You may delete an unwanted bookmark by clicking on the bookmark and then selecting the Delete Bookmark command. You can also do a find for a particular word(s) by selecting the Find command in the Edit menu. Both of these options help you to use and edit bookmarks more proficiently.

Saving A Bookmark File

Creating a personal bookmark file is very simple and is an excellent way to share interesting bookmarks with others. For this section, we will be creating and saving a new file on a diskette. Therefore, at this time please insert a diskette into your computer.



Fig. 25

- 1t. Place the pointer icon over the **File** menu (Fig. 25), click and hold down [Click] on the menu name. Drag down to select the **Save As** command [Select the **Save As** command]. A dialog box should appear.
- 2t. A flashing cursor should already be visible in the Save bookmarks file name box [The name of the file should already be highlighted in the File name box]. Type in your first name for the title of the file.

Macintosh

- 3t. Click on the **Desktop** button and then click on your diskette icon in the save window.
- 4t. Click on the **Open** button and then click on the **Save** button in the dialog box.
- 5t. Place the pointer icon over the **Close Box** on the left side of the title bar and click. The Bookmarks window should close.

Windows 95

- 3t. Locate and click on the **3 1/2 Floppy [A:]** drive on your computer.
- 4t. Click on the **Save** button in the dialog box.
- 5t. Click on the **File** menu (Fig. 8) and select the **Close** command. The Bookmarks window should close.

Opening A Bookmark File In Netscape

After you have created a personal bookmark file, the next step is to learn how to open it up into Netscape. The Bookmark window should not be visible.

- 1u. Place the pointer icon over the **File** (Netscape) menu (Fig. 8), click and hold down [Click] on the menu name. Drag down to select the **Open File** or **Open File in Browser** command [Select the **Open File** or **Open File in Browser** Command]. The Open dialog box should appear.

Macintosh

- 2u. Click on the **Desktop** button in the window.
- 3u. Click on your diskette icon in the window so it becomes highlighted and then click on the **Open** button in the dialog box.
- 4u. Click on the file labeled with your first name so it becomes highlighted and then click on the **Open** button in the dialog box.

Windows 95

- 2u. Locate the **3 1/2 Floppy [A:]** drive on your computer.
- 3u. Click on the file labeled with your first name so it becomes highlighted.
- 4u. Click on the **Open** button in the dialog box.

Whether working on a Macintosh or a Windows 95 computer each bookmark file can be seen on the other platform. Therefore, no special formatting needs to be done to the bookmark files.

The Life on the Internet...Downloading sections are OPTIONAL! Do the following sections only if time permits.

Hands-On

Saving and Copying Images Off the Internet

This section was created to be used in combination with a web page located on the Internet.

- 1v. Please access the following URL in order to complete this section.
<http://www.uni.edu/ietti/teachtec/training/copysave.html>

To copy an image off the Internet:

- 2v. Place the mouse icon over the image of an apple and worm.
- 3v. Click on the image of the apple and hold the mouse button down [Click on the image with the right mouse button]. A pop-up menu should appear.
- 4v. Drag down to select the **Copy this Image** command [Select the **Copy this Image** command with the left mouse button].

By selecting the Copy this Image command you have copied the image of the apple to your computer's Clipboard. The Clipboard saves only one copied item (e.g., image, text, sound, etc.) at a time. Therefore, if you were to copy another image it would replace the apple image. After you have completed step 4v. you can paste the apple image into a word-processing file (e.g., Microsoft Works file, Microsoft Word File, ClarisWorks file, etc.), a spreadsheet file, database file, and a presentation file (e.g., Microsoft PowerPoint file, Aldus Persuasion file, ClarisWorks slideshow file, etc.).

Additional Information

The paste option in most computer programs (both Macintosh and Windows 95) is located in the Edit menu.

To paste an Internet image, text, sound, or movie into a file:

1. Open the file you want to paste the item into.
2. Place the mouse icon over the **Edit** menu, click and hold down [Click] on the menu name. Drag down to select the **Paste** command [Select the **Paste** Command]. The item should appear in the file.

To save an image from the Internet:

- 5v. Place the mouse icon over the image of an apple and worm.
- 6v. Click on the image of the apple and hold the mouse button down [Click on the image with the right mouse button]. A pop-up menu should appear.
- 7v. Drag down to select the **Save this Image as** command [Select the **Save this Image as** command with the left mouse button]. The Save dialog box should appear. The name of the file should already appear in the title name box.

Macintosh

- 8v. Click on the **Desktop** button and click on your diskette icon in the save window.
- 9v. Click on the **Open** button and then click on the **Save** button in the dialog box.

Windows 95

- 8v. Locate the **3 1/2 Floppy [A:]** drive on your computer.
- 9v. Click on the **Save** button in the dialog box.

You have now saved the apple image to your diskette. Now you can import the image into a word-processing file, a spreadsheet file, a database file, and presentation file. To learn how to import an image into one of these files please consult the manual and/or the help located in the corresponding computer program.

Special Note

One important aspect of copying and saving an image from the Internet is the copyright law implications. You will need to assume that all Internet images are copyrighted unless stated otherwise. Most web pages contain a contact name and an e-mail address; therefore if you have any doubts, e-mail the contact person to get permission. The process of e-mailing someone is efficient and very effective. Good luck and have fun!

Plug-ins

Netscape describes plug-ins as, “software components that extend Navigator’s [Netscape Navigator] capabilities - giving you, for example , the ability to play audio samples or view video movies from within Navigator” (<http://cgi.netscape.com/eng/mozilla/2.0/extensions/info.cgi?audio/x-mod>). A unique feature of plug-ins is the ability to view multimedia files within Netscape, or when Netscape is the active computer program.

When the following dialog box (Fig. 26) appears, it is warning you that the type of multimedia on this particular web page cannot be seen because you do not have the appropriate plug-in on your computer.

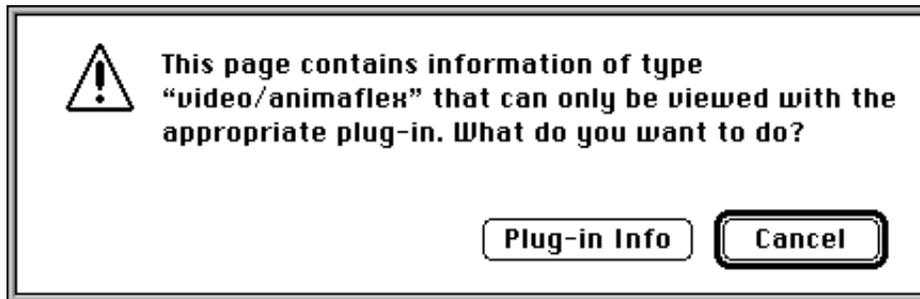


Fig. 26

Plug-In Info button: If you click on the Plug-in Info button a Netscape Plug-in web page will appear and provide additional information. The Netscape page also provides a link to another web page containing a list of plug-ins available.

Cancel button: If you click on the Cancel button the multimedia file will not load. However, you can still view the rest of the web page.

Additional Information

For more information on plug-ins, please see Netscape's Inline Plug-ins web page at http://home.netscape.com/comprod/products/navigator/version_2.0/plugins/index.html

Helper Applications

The following is Netscape's definition of helper applications:

“Helper applications run or display files that aren't integrated into Web pages and don't display inside the Navigator window. When Navigator encounters a sound, image, or video on the Internet, it hands off the data to the appropriate helper application.”

While viewing a web page if you click on a link to run a sound, image, or movie it will automatically begin to download the multimedia file (not the helper application) to your computer's hard drive. Downloading means copying a file from a web server (web computer) and placing it onto your computer. If the helper application already resides on your computer the helper application will automatically open and run the multimedia file. If the helper application does not already exist on your computer the following dialog box (Fig. 27) will appear.



Fig. 27

More info button: The More info button will access a Netscape web page containing information on helper applications.

Pick app button: This button access a Netscape web page that indicates which helper application you will need to download in order to run the file being downloaded. If you want to view the file being download, we recommend clicking on the Pick app button to download the appropriate helper application.

Save file: The file being downloaded will be saved to your hard drive, where it will be stored. Once you have download the corresponding helper application, you can open the downloaded file in the helper application to run it.

Cancel button: If you click on the Cancel button. you will cancel the downloading process. You can continue to view the web page, but you will not see or hear the multimedia file you tried to download.

Additional Information

For more information on helper applications please see Netscape's Helper Applications web page at http://home.netscape.com/assist/helper_apps/. This web page will provide links for Macintosh and Windows helper applications and configuration assistance (sounds worse than it is).

Special Note

We highly recommend that you do not go to the Netscape's Inline Plug-ins and Helper Applications web page and begin to download every plug-in and helper application. Rather, you should not download a plug-in or helper application until one of the dialog boxes (Fig. 26 & Fig. 27) previously described appears. This will save you time and hard drive space.

Congratulations you have just completed the tutorial!