

Using the Web: a quick guide

1. To **view** Web pages on your computer – click the Internet Explorer icon on the desktop.



2. If you know the **address** of a site, click in the Address Bar. Type in the Web address of the site you want to go to, and then press **enter**. If the address starts with **www**, you do not need to type the **http://** bit.



3. To **move around** a web page, use the up and down arrows on the scroll bar on the right of the screen, or use the *Page Up*, *Page Down* keys on the right of the keyboard.

4. To **move from one web page to another**, click on a link that [looks like this](#). You can see whether an item on a page is a link by moving the mouse pointer over the item. If the pointer changes to a hand, the item is a link. A link can be a picture, a graphic, or button.

5. To return to the last page you viewed, click the **Back** button.



6. To view a page you viewed before clicking the **Back** button, click the **Forward** button.

7. To see a list of the last few pages you visited, click the small down arrow beside the **Back** or **Forward** button.

8. If a page you are trying to view is taking too long to open, click the **Stop** button, then click the **Refresh** button.



9. To **print** a web page that you are viewing: click the **Print** button on the toolbar. This will the print the page exactly as laid out on the screen (remember one web page may be spread over several A4 pages).



10. To **save** a web page, go to **File/Save As**. In the *Save Web Page* box, make sure you are saving to the floppy A: drive, and give the page a suitable filename. You can save the page in three formats: *web page complete* (saves the text + graphics), *web page html* (saves the page layout, but not the graphics), or *plain text* (saves text only and not the layout).

11. To **open a saved web page**: open Internet Explorer, go to **File/Open**, then in the *Open* dialogue box, click **Browse** and navigate to your file on the A: drive. Click **Open** and **OK**. If you save the page as plain text, you can open it using Word.
12. To **copy** selected text from a page (to paste in a Word document, for example), select the text, *right-click* on the highlighted text, and click **Copy. Paste** the text into your document.
13. To **copy** a picture on a page (to paste in a Word document, for example), select the text, *right-click* on the highlighted image, and click **Copy. Paste** the image into your document.
14. To **save an** image on a Web page as a separate file: move the mouse pointer over the image; *right-click* and select **Save Picture As** from the context menu. In the following dialogue box, navigate to the A: drive and give the picture a filename. Click **OK**.
15. To **insert** a saved image in a Word document, go to the menu bar and select **Insert/Picture/From File**. You can then resize or crop the image, using the **Picture** toolbar.
16. To 'bookmark' a useful website so that the address is automatically saved: on the main menu bar of Internet Explorer, select **Favourites**. Click add to favourites.
17. To **find information** on the Web when you don't know where to look: use a search engine. There are lots of engines that all work in different ways and produce different results – so try more than one. Recommended: Google (www.google.co.uk) and NorthernLight (www.northernlight.com).
18. For catalogues of websites recommended by humans, try a **directory**, such as the Britannica web guide (www.britannica.com) or About.com (www.about.com).

SEARCH TIPS

When you enter text into a search engine, it helps to know how it handles your query.

- First, most search engines will look at each word entered independently; so a search global warming would return pages that contain the words 'global' and 'warming' - but they might be sentences apart.
- If your search is for a name of more than one word or a phrase, it helps to place double marks round the name or phrase; "toni morrison"; or "global warming". Results will then be restricted to pages where the words appear consecutively.
- A more advanced technique - though one not supported by all search engines - is to use something called Boolean logic. There are two basic operators:
 - An 'and' search on two words sociology AND gender) would look for web pages containing both words.
 - An 'or' search ("global warming" OR "greenhouse effect") would look for pages with either word or phrase. Google's help page suggests another example: vacation london OR paris will return pages with the word vacation and Paris or vacation and London. Google **always** runs 'and' searches unless told otherwise. So, enter two words such as child psychology and Google will automatically search on child AND psychology, and return all pages containing both words.
- Another useful technique is a 'not' search, especially with a word that has several meanings and you want to specify one meaning only. You insert NOT (or a minus sign) in front of the meaning you don't want. Google gives the example of bass-music, which will return pages that mention *bass*, but automatically subtracts all those that include *music* - helpful if you are fishing for information about angling, not music.
- Google can find phrases: enclose a phrase in double quotation marks or brackets, e.g. "anthem for doomed youth" if you want to find the Wilfred Owen poem. This facility can be useful for confirming suspicions of plagiarism and pinpointing the source.