



Welcome

to the

Basic Web Searching

Guide

To use this *Guide*, you must have a working Internet Service Provider. If you do not have one, ask your friends or family members whom they use as their Internet Service Provider.

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Before using this Guide, review the "Basic Internet Guide."

This Guide will help you to:

1. Identify five things you can search for on the Internet.
2. Use the search button on your browser.
3. Review the results of your search.
4. Identify what is a search engine.
5. Use a keyword or key phrase to complete a search with a search engine of your choice.
6. Learn about things to be cautious of when searching on the web.
7. Check a web site for accuracy.



Searching the Web

Circle **FIVE** things that you want to search for on the Web.

NOTE: You may want to pick something related to your Dreams. See "My Dreams" in your "My Stuff" folder in "My Documents."

- Adaptive equipment
- Animals
- Antiques
- Art
- Books
- Cars
- Cartoons
- Clothing
- Colleges
- Conferences
- Consumer reports
- Dating
- Food
- Furniture
- Games
- Health
- Houses
- Jewelry
- Make-Up
- Medical information
- Movies
- Music
- News
- Recreation
- Sports
- Social clubs
- Support groups
- Travel
- TV programs
- Other:



Connect to the Web:



1. Double-click on the dialer icon. A window will open.
2. Type in your password, click on "Connect" (wait a few seconds for it to verify your password and connect - some computers will make a noise that you hear when connecting).

NOTE: You are connected when you the dialer window disappears and the icon of two computers on your bottom bar are flashing green.

3. Double-click on the "Internet Explorer" icon that looks like:



NOTE: You may have Netscape as your browser that looks like this:



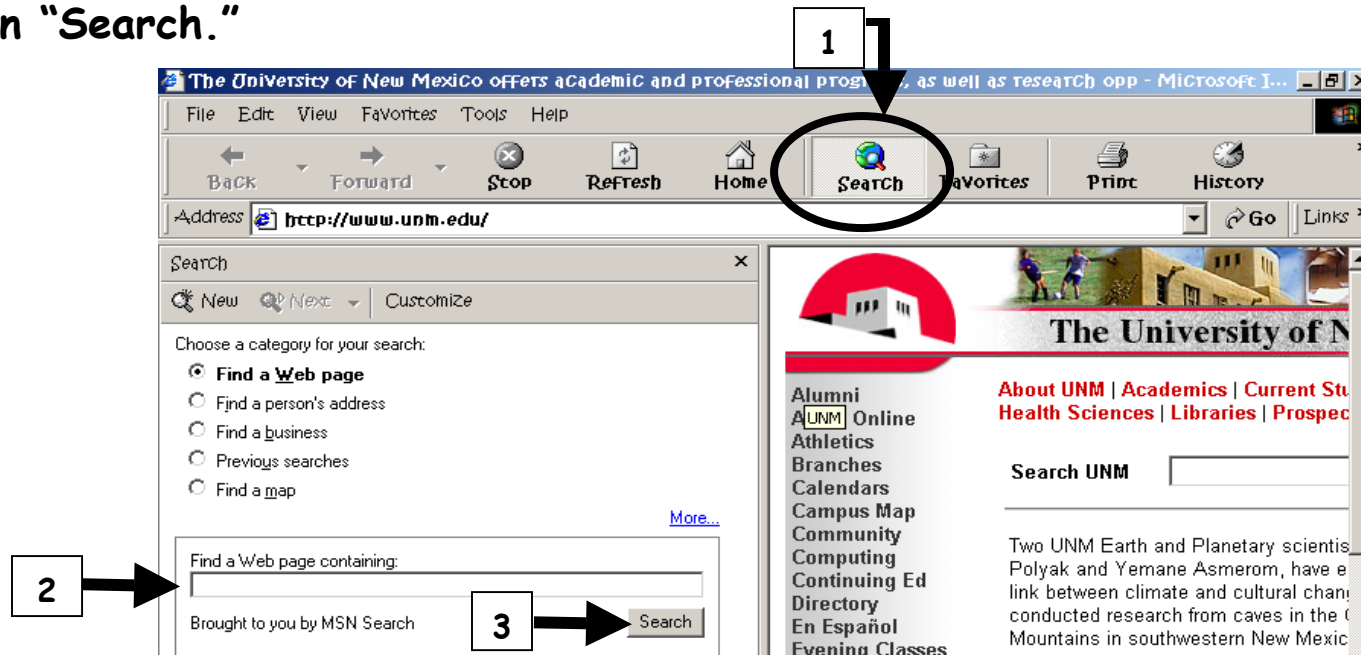
Netscape 7.0.Ink



Browser Search Button:

Remember the "Search" button on your browser's navigation toolbar. Be careful - sometimes, inappropriate web sites come up that you will want to avoid. Please sure to read the web site descriptions carefully before clicking on the links.

1. Click on "Search" button and the side bar opens.
2. Type in your search topic (one topic from page 3).
3. Click on "Search."





Reviewing Browser Search Results:



Usually, the Internet Explorer search button will go to www.msn.com to do the search. It will say: "Results 1 - 15 of about # containing "your topic." Here are some tips in reviewing the results.

1. Make sure that they are real results and NOT paid ads that say "sponsored links." NOTE: Real results will say, "We found # results."
2. Look for your search topic in **bold**.
3. Click on the web site links.
4. Review web site link carefully to see it gives you what you are looking for.
5. If so, you can print the information or save that link in your favorites/bookmarks.
6. If not, click on the back button and select another link to review.
7. If you don't find what you're looking for, consider doing a more specific search topic.



What is a Search Engine?



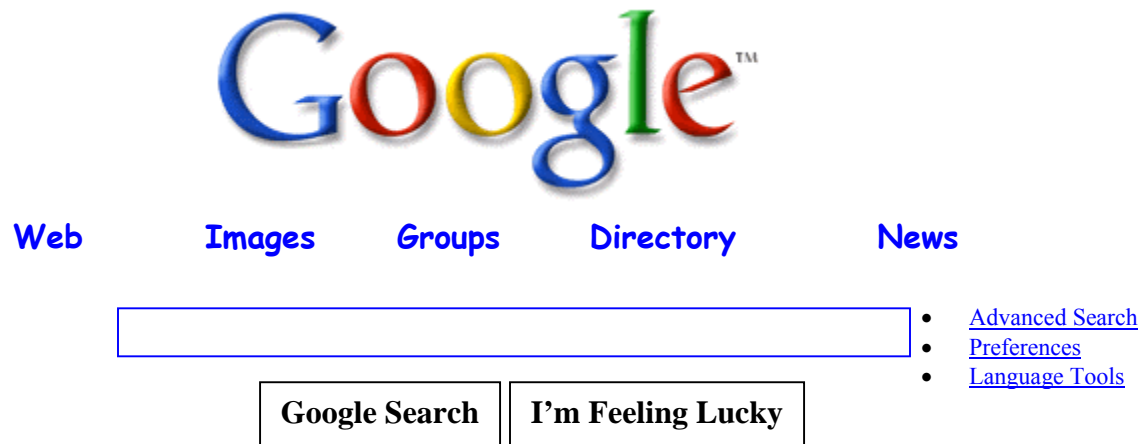
Besides the browser search button, there are “Search Engines” available to do searches on the web. A search engine is a program that helps you find whatever kind of information you are looking for on the Web using keywords or key phrases. Also, Search engines provide a way to find a web site when you do not know the full web address. Here are some popular search engines:

| | |
|------------|---|
| Google | http://www.google.com |
| Yahoo | http://www.yahoo.com |
| Alta Vista | http://www.altavista.com |



Using a Search Engine:

1. Go back to page 3 where you circled 5 things that you want to search on the web. Choose one topic.
2. Type in: <http://www.google.com> in your address toolbar of your browser and hit "enter."
3. The Google web site looks like this:

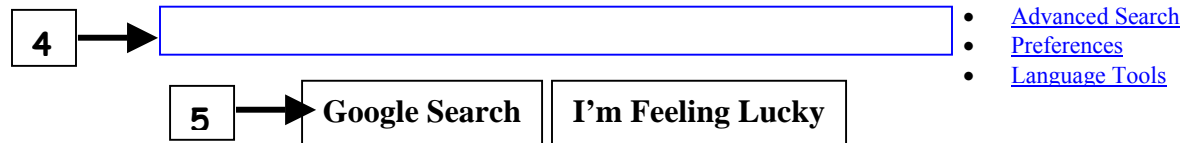




Doing a Search: (continued)



Web Images Groups Directory News



4. Type in the same search topic in the box. The search topic is also called a keyword. Most search engines allow you to use keywords or key phrases to search for what you want.
5. Click on "Google Search." NOTE: Pictures may pop up offering you a trip, a date or other things. These are ads and cost money.



Compare the Search Results:



Compare the results of Google's Search with your browser's search (www.msn.com). The Google Search should have many more results. The reason why is because Google searches over 3 billion web pages for your keyword.



Reviewing the Google Search Results:

1. Look on the right side of the page. It will say "Sponsored Links" - those are paid advertisements for products or services.
2. Look on the left side of the page. This is the first page of the search results. Review the descriptions carefully.
3. Find a description that looks interesting to you and click on the link (it is usually a title or name that is blue and underlined).
4. Your browser will take you directly to that web page. Once the web page is loaded, review the information to see if it is important to you. If it is, you may want to either print it off or save the web address in your "Favorites" menu.
5. Click on "Back" in your navigation toolbar. This will take you back to the Google search results. NOTE: The link that you just used will usually be a different color. This lets you know that you already visited the web page.



Going to the Next Google Results Page:

Google uses its name as a way to get to more pages. Simply click on either "Next" or the next page number. See below:



Narrowing Your Results:

To make good use of your time, you will want to narrow your search so that you will not have lots of web pages to find what you are looking for. To do this, click on "Advanced Search," see below:

- [Advanced Search](#)
- [Preferences](#)
- [Language Tools](#)



Doing an Advanced Search:

The Google "Advanced Search" window looks like below. You will need to type in more details in the boxes that you want to use. Try using each of the boxes with your topic to narrow the results.

| | | |
|--------------|---------------------------------------|----------------------|
| Find results | with all of the words | <input type="text"/> |
| | with the exact phrase | <input type="text"/> |
| | with at least one of the words | <input type="text"/> |
| | without the words | <input type="text"/> |

Using a Filter:

To avoid unwanted web pages, be sure to click on "Safe Search." "Safe Search" filters out those web pages during your search.



Be Careful!



- The Internet is loaded with all kinds of information, some accurate and some NOT.
- Watch out for paid ads. Avoid clicking on them unless you want to buy something.
- Some web sites will attach a tie to your computer (it is not food, but it is called a "cookie"), which tracks where you have been.
- If you go to a Chat Room, don't give your address or phone number for your personal safety.
- There are web sites that contain sexual or pornographic pictures and information. Be careful. Some Internet Service Provider have filters you can get that screen out this kind of stuff.
- When buying stuff on the Internet, make sure that it is a company that people know of. For example: There is a secured web page (a window opens up to tell you that it is a secured site).



Checking Web sites

It is important to check a website to determine if it is accurate or NOT. Use the below to evaluate a web site:

1. **Authority** - is there a phone number or mail address to contact for more information?
2. **Accuracy** - is there lots of spelling or grammar errors? Are there sources that you can test out?
3. **Objectivity** - is there advertising? Are there any biases that are clearly stated?
4. **Currency** - is there a "Date Last Updated" that shows that the information is kept updated?
5. **Coverage** - is there enough facts to show they know what they are talking about? Are there sources for these facts you can check to be sure they are true?



What is next?



Continue to practice using the Basic Web Searching Guide to search for topics related to topics in your “My Dreams” document.

If you are interested in how to set up your own email address, then go to the web site below and print off and read “Basic Email Part 1” Guide at the below web site:

<http://cdd.unm.edu/iu/nowalls/courses.html>