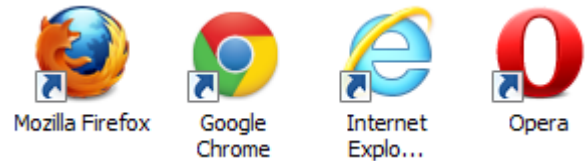


Using a Web Browser:

There are competing web browsers: Firefox, Chrome, Internet Explorer, Safari, Opera, etc.

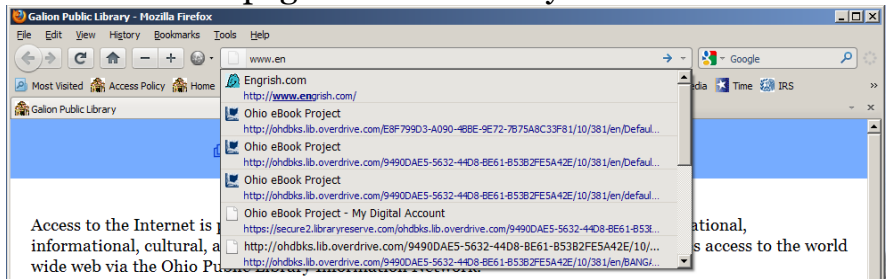
Each of them has different features and organizes its *user interface* (that is, how you interact with the software and invoke its features) a little bit



differently, but they all do basically the same thing: they let you use the web. Your computer at home probably comes with one, but if you want to try out a different browser you can download and install one. Our training laptops that we use for this class already have several of them installed.

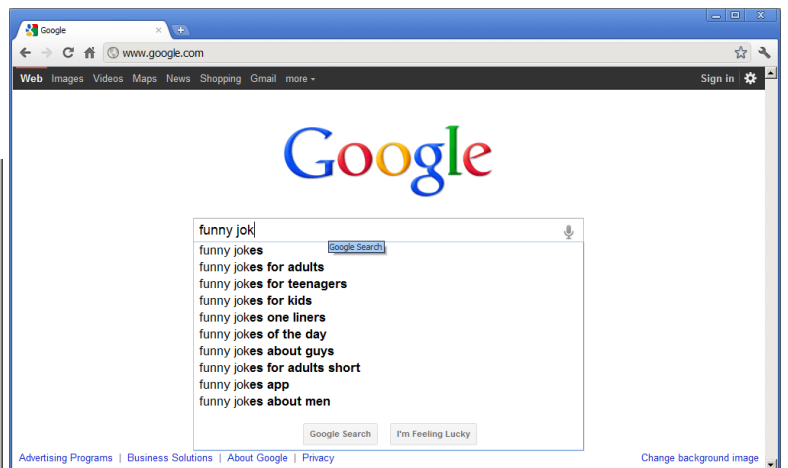
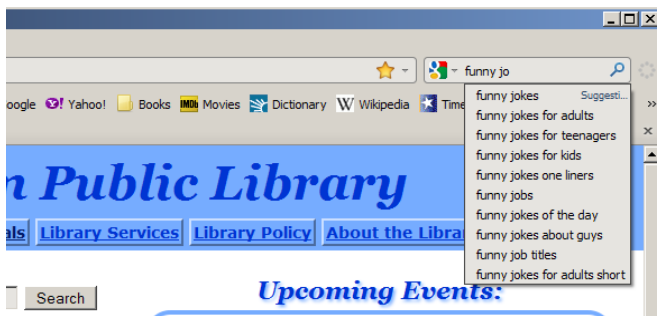
For now, just pick one. Double-click the web browser's icon to start it up. The browser will open a window and display a web page. The web page it shows you when you start it up is called your *start page*, or sometimes it's called your browser's *home page*.

Near the top of the browser window there should be a *location bar*, which lists the *URL* (the address) of the web page you are currently viewing. In the location bar you can enter any address you want, and the browser will retrieve that page and show it to you. To activate the location bar, you can just click in it, highlight its current contents, replace that with whatever address you like (try **www.google.com** for now), and hit the Enter key. The browser will retrieve and display that web page.

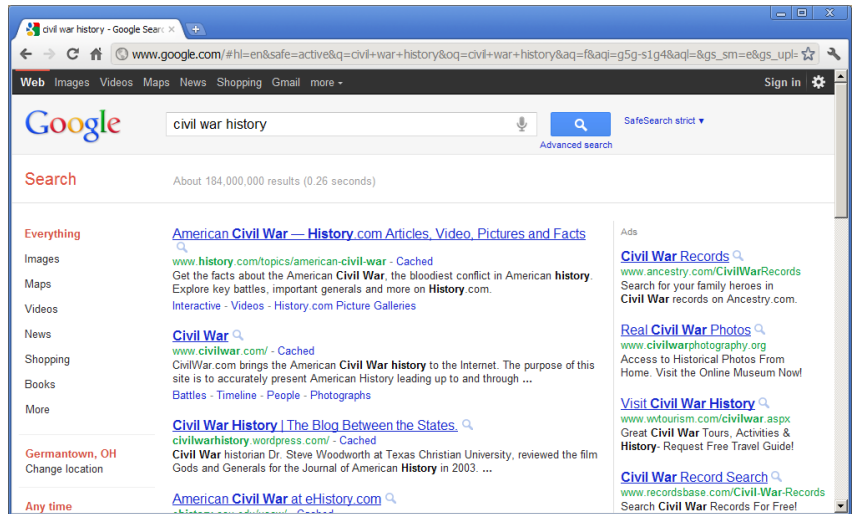


Finding Websites:

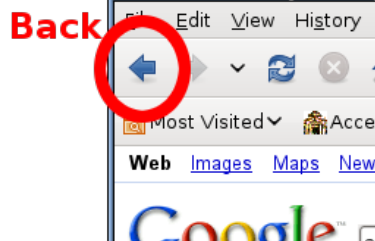
If you don't know the URL for the content you want to find, you may want to try a *web search*. Some web browsers have a *search box* to the right of the location bar. If your browser doesn't, you can visit a search site, such as Google, which will have search box on the web page. Either way, you click in the search box, type in words related to what you want to find, and hit the Enter key. This will take you to a page of *search results*.



The search results page will have a short paragraph for each site that matches what you typed into the search box. Each one will have a *link* (which you can click to go to the site) and some basic information to help you decide whether it's what you want or not. If you click on one of the links and it turns out not to be what you're after, you can click the browser's *back button* (a button, near the left end of the toolbar, usually shaped like an

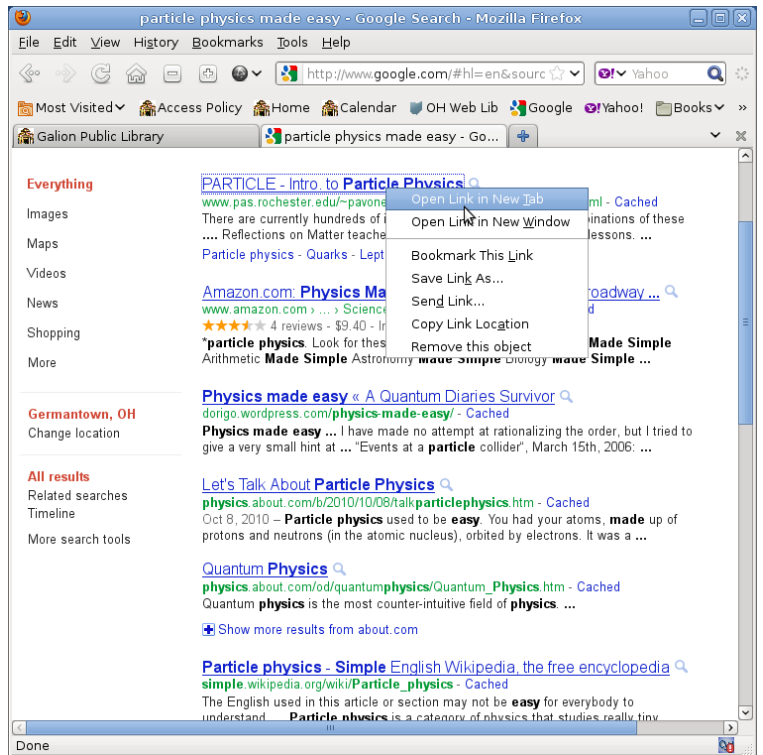


arrow that points to the left) to go back to the results and pick a different one.



If you aren't sure which one you want, or if you think you might want to leave

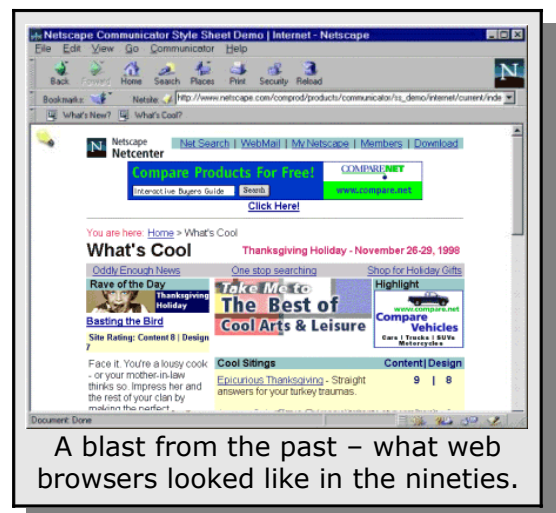
some of them open for comparison while checking out the others, you can right-click several of the links and choose "open in new tab" from the context menu. This leaves your search results open but also opens each page in a separate tab. You can switch between tabs at any time just by clicking the one you want on the tab bar. For more information about tabbed browsing, see page 7.



Most search engines will show you about ten results at a time, but, frankly, if the page you want isn't in the top five, you probably need to rethink your *search criteria*.

Try to be specific. Using more specific search criteria will get you more targeted results. If you search for **recipes** you'll get all kinds of stuff (342 million results, in fact), but if you search for **diabetic oatmeal hazelnut cookie recipe** the results will be much more narrow (only 88 thousand results).

The search engine will try to put the results that are the very best match for what you typed near the top of the results page (right below the advertisements).



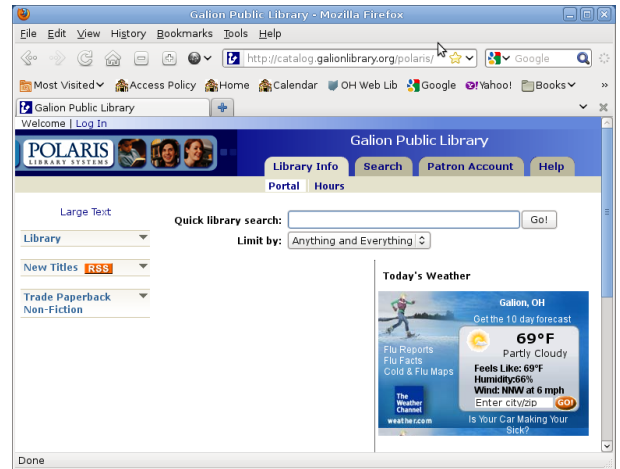
A blast from the past – what web browsers looked like in the nineties.

Library Website:

The library website offers a variety of library-related information – news about upcoming library events and programs, write-ups of new items we have recently added to the collection, information about library services and policies, and of course information about the library itself – its history, staff, Friends, and board.

Perhaps the most important feature of the library website is the *library catalog*. In the library catalog you can look up books, videos, or other items, to see whether the library has them, whether they are currently available, and so forth. In many cases there are also summaries, reviews, and other pertinent information.

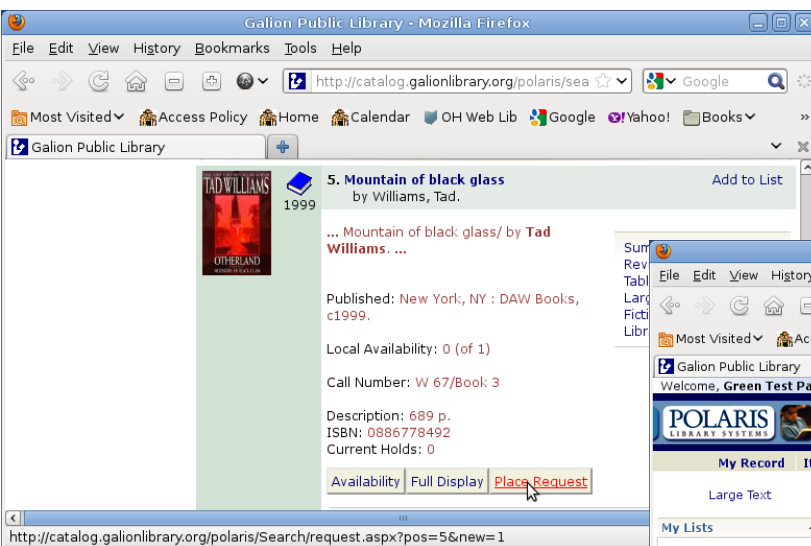
The catalog has record of every item in the collection.



If you log into your account with your library card number and password, the catalog will also show you information pertaining to your own account: what you have checked out, when it's due back, any fines you may have, where you are in the hold queue for that book you're waiting for, and so forth.

You can even renew your books if you want to keep them for a while longer.

You can also place requests for items that are checked out, so that we call you when the item becomes available.



The equipment for this course is funded in part through an Institute of Museum and Library Services LSTA Grant awarded by the State Library of Ohio.

Google Beyond the Basics

Google Images:

Google has indexed a large collection of images on the web. From the main Google page, click on "images", and type in search terms. You'll be presented with a page full of results. Each result consists of a small preview version of the image (called a "thumbnail") and some additional information that appears if you hover over the image: its filename, dimensions, and where it comes from. If you like one of the images, click on it to view the site it comes from.

There is also a link on Google Images, "Advanced Image Search", which will offer you some additional options. Most usefully, you can limit the results by how large the image is and by whether it is color, greyscale, or black and white. (The black and white search is useful for finding coloring pages for children.)

Google Maps and Driving Directions:

Google Maps features street maps and satellite photo imagery for most of the world, supplemented by Street View photographs and other information for some areas. Click the word "Maps" near the top left corner of the main Google search page and type in an address or the name of a location. You can also get driving directions from one location to another.

Google Local:

Another useful feature of Google is the local search, which can be activated by using the keyword "near" in the Google Maps search box.

Fill in what you want to find, followed by the word **near** and a geographical location, then click the Search button, and you get a list of results – with the ones closest to your location listed first. The screenshot here shows results for computer repair near Galion, but you could just as well find hotels near Niagara Falls or a Thai restaurant near Louisville, Kentucky.

<p>A. Kace Computers (419) 468-4329 References: switchboard.com - 3 more »</p>	<p>131 Harding Way E Galion, OH 44833 0.1 mi E - Directions</p>		<p>Zoom In 0 1 - Street 2 3 - City 4 5 6 7 8 9 Zoom Out</p> <p>N W E S</p>
<p>B. CPM (419) 468-1276 References: switchboard.com</p>	<p>342 Grove Ave Galion, OH 44833 0.3 mi SW - Directions</p>		
<p>C. Allied Electrical Repair (419) 468-4962 References: sba.gov - 9 more »</p>	<p>1404 Harding Way E Galion, OH 44833 1.4 mi E - Directions</p>		
<p>D. Alpha Computers (419) 683-4100 References: switchboard.com - 3 more »</p>	<p>926 E-Main St Crestline, OH 44827 5.0 mi NE - Directions</p>		

More Google Features:

From the main Google search page, if you click on the "more" link, you'll see a whole list of special features – special searches, news, catalogs, shopping, a web directory, and many more. In Google Labs, they continually test new features...

One of the most interesting features is Google Groups, an archive of and interface to the usenet newsgroups.

Unit Conversions:

Did you know that Google can convert units for you? Try something like "forty degrees Celsius in Fahrenheit" or "seven nautical miles in furlongs" or "two liters in fluid ounces". You can just punch these into the main Google web search box and hit the search button, and Google will do the conversion and give you the answer.

Google Groups

Some Noteworthy, Interesting, and Useful Newsgroups

- `rec.food.recipes`
This moderated group receives nothing but recipes and requests for recipes. With 10-30 recipes posted each day, and the Google archive going back for years, there are quite a lot of recipes, for almost any food. There are also other food-related groups in the `rec.food` hierarchy.
- `rec.arts.books`
This group is dedicated to discussion about books. There are also fan groups dedicated to many specific authors.
- `rec.games.int-fiction`
`rec.arts.int-fiction`
These groups are dedicated to interactive fiction – stories written in the form of computer games.
- `rec.pets.*`
Groups about certain kinds of pets: birds, cats, and dogs each have their own group.
- `microsoft.public.*`
There are groups in this hierarchy dedicated to Microsoft software, such as Windows XP. There are computer gurus reading these groups, who may be able to help you with problems, if you can explain your issue clearly.
- `comp.sys.ibm.pc.hardware.*`
Discussions about personal computer hardware and about troubleshooting computer hardware problems.
- `news.answers`
This very special group contains the FAQs (Frequently Asked Questions documents) from many of the groups.
- There are thousands more, but the ones you will care about are the ones related to topics that interest you.

Google Groups is the world's largest archive of usenet. usenet is a worldwide system of discussion fora, and it has been around for a while – in fact, usenet is older than the web. usenet has discussion groups related to nearly every conceivable topic, from lucid dreams to football cards, from Japanese animation to discrete physics, and from loneliness to Kool-Aid. All of these discussions – years' worth of public discussions – are archived at Google Groups. When you search here, you can find out what people are saying, or were saying at some point in the past, about a given topic. This is a great resource for finding technical information about computer hardware and software, but it's also good for many other things.

Finding the right newsgroup for your topic:

In an ideal world, usenet would be more organized. The hierarchy list at right may help a little. You can also try searching for something that would be sure to come up frequently in a group dedicated to your topic; once you find the group, then you can search that group for what you really want to find.

Searching Google Groups:

On the main Google Groups page, you can search through all the groups, or you can browse down into one of the hierarchies. If you descend into a group or hierarchy, an option appears under the search box, e.g., "Search only in `rec.*`". If you select this option, your results will all come from that group or hierarchy.

Posting Your Own Question:

Google Groups also lets you sign up for an account so that you can post your own messages to usenet.

Hierarchies

There are 5 major usenet hierarchies:

- Big8 is the oldest and most organized part of usenet, with formal votes over what groups may be created. Big8 is divided into eight topic areas:
 - `rec` – recreation
 - `comp` – computer stuff
 - `sci` – science and technology
 - `soc` – society and culture
 - `talk` – issues and debates
 - `humanities` – the fine arts
 - `news` – usenet itself
 - `misc` – miscellany
- The `alt` hierarchy has groups on any conceivable topic, including ones that are redundant with the Big8 topics.
- `free` is even less organized than `alt`.
- The `biz` hierarchy is for business.
- The "podunk" hierarchies consist of groups sponsored by specific vendors or organizations, each with its own toplevel hierarchy: `microsoft`, `osu`, `adobe`, `gnu`, `netscape`, etc.

Special Collections

Library Catalogs:

Many libraries, including Galion Public Library, have an online interface to our library catalog, so that you can access it from home. This allows you not only to look up books and other materials, but also to see whether they are in or checked out and when they are due back, place reserve requests on items that are out, and see what you have checked out on your account and when it is due back. From the Galion Public Library website, click on **Catalog** to reach our catalog.

Encyclopedias and Reference:

Numerous websites offer reference information. Dictionaries, encyclopedias, thesauri, atlases, ... it's like having an entire library reference collection right at your fingertips. See the sidebar for a few examples.

Looking up Periodical Articles:

EbscoHost is a searchable collection of magazine, newspaper, and journal articles. In many cases it includes the full text of the article, and always it has the bibliographical information. EbscoHost is a subscription site, but you can access it via the Ohio Web Library (see sidebar).

Public Domain Material:

A lot of older material that is no longer under copyright has been made available for free on the internet. Historical information, classic literature, religious texts, famous paintings, and a variety of other such materials are all to be found on sites like Project Gutenberg or the Wikimedia Commons. Some works are even available in audio formats (e.g., from Librivox), and many older films are available in video (typically on sites like YouTube).

Television Episodes:

There are several sites available that allow you to watch television episodes online, not just old shows, but sometimes current ones as well. Some networks have their own site (e.g., CBS, the BBC). Besides these, there are also sites that carry shows from various networks (e.g., Hulu).

RSS Feeds & Podcasts:

RSS allows people who publish new material on a regular basis to keep their readers, listeners, or viewers up-to-date on the latest articles or episodes available by creating a *feed* (basically, a list of the latest stuff). You can use software called a *feed reader* or *podcatcher*, which regularly checks for new stuff and downloads it for you whenever it becomes available. All kinds of stuff is available this way, including audio books (see for example podioobooks.com), video shows, opinion columns, news, travel logs, foreign language lessons, and more. (If you don't use a feed reader, you can keep checking for new content manually using your web browser.)

Reference Sites

dictionary.com

thesaurus.com

en.wikipedia.org

en.wiktionary.org

www.worldatlas.com

www.almanac.com

www.infoplease.com

Ohio Web Library

Some of the resources on the internet are only available by subscription – but Ohio libraries subscribe to many of them for you so you can access them if you have a library card.

From our home page, click on "Services", then click the link that says Ohio Web Library.

If you are at home, you may be prompted to to enter your library card number, which is printed on the back of your library card. (Enter just the numbers, without any spaces.)

Tabbed Browsing

Opening and Closing Tabs:

There are several ways to open a new tab. Some browsers may not have all of these options, but most browsers have at least one of these:

- Right-click on a link and choose "open in new tab" from the context menu.
- Middle-click a link, or hold *Ctrl* and click a link.
- Pull down the *File* menu and select *New Tab*.
- There may be a *New Tab* button on the left edge of the tab bar. Click it.
- Hold *Ctrl* and press *T*.

To close the current tab when you are finished with it, look for an X button at the right side of the tab itself or the right end of the whole tab bar, or pull down the *File* menu and choose *Close Tab*.

Switching Between Tabs:

There should be a tab bar just above the page area, below the other toolbars. Click on any tab on the tab bar to make that one the current tab.

Bookmarking Tabsets:

Some browsers will let you bookmark a set of tabs. For example, in the Mozilla Suite browser (Navigator), pull down the *Bookmarks* menu and choose *File Bookmark*. In the dialog box that comes up, check the box for "bookmark this group of tabs". In Firefox, pull down the *Bookmarks* menu, choose *Bookmark this Page*, and check the box for *bookmark all tabs in a folder*.

Browsers:

Most web browsers released within the last ten years have tabbed browsing. If you download, install, and use any of these browsers, the tabbed browsing functionality and other modern features will be available to you:

- Mozilla Firefox→ <http://www.mozilla.org/products/firefox/>
- Google Chrome→ <http://www.google.com/chrome/>
- Internet Explorer (recent versions)→ <http://www.microsoft.com/windows/IE/>
- Opera (recent versions)→ <http://www.opera.com/>
- Apple Safari→ <http://www.apple.com/safari/>
- Mozilla Suite (recent versions)→ <http://www.seamonkey-project.org/>
- Konqueror (for KDE only)→ <http://www.konqueror.org/>
- Epiphany (for Gnome only)→ <http://www.gnome.org/projects/epiphany/>
- Camino (for Mac only)→ <http://caminobrowser.org/>
- OmniWeb (for Mac only)→ <http://www.omnigroup.com/products/omniweb/>

What is Tabbed Browsing?

Have you ever wanted to open a link, without losing the page you're already looking at? Tabbed browsing lets you open links in new tabs, keeping the current page open in the current tab. You can switch between tabs at any time. Tabbed browsing has several advantages:

- You can continue reading the page you are already looking at, while you wait for the other pages to open in their own tabs.
- When you're searching, if you open the results in new tabs, then you can look at them each in turn, without going back to the search results each time. This trick also works for reading messages or threads in a webmail account or discussion forum.
- If you are in the middle of doing something, and need to do something else real quick, you can open a new tab, do whatever you need to do, and easily get back where you were by going back to the original tab. For example, if you are filling out a form and need to look something up to answer one of the blanks, you can look it up in a new tab, keeping the form open in the original tab.
- If you visit the same few websites each day (news, weather, daily comics, ...) you can bookmark them together as a tabset, so that you can open them all with one click. (You can even set a group of tabs to open whenever the browser starts.)

Discussion Fora

usenet:

Although you can access usenet via Google Groups, it's not convenient for ongoing use. If you want to follow the discussions on one or more usenet groups on an ongoing basis, it's useful to get software designed for this purpose, called a *newsreader*. A newsreader automatically retrieves new posts for you, groups together all the posts in each conversation thread, and generally makes usenet a lot more manageable. For a list of popular newsreaders, see <http://www.newsreaders.com/win/clients.html>

Weblogs:

Weblogs, *blogs* for short, are websites that periodically feature new articles and allow readers to post comments. They range in size from personal blogs read by two or three close friends to large high-traffic sites like Slashdot, where thousands of people regularly leave comments. Blogs cover every conceivable topic: politics, food, computers, science, television, cross-cultural experience, grandkids, ... you name it, people blog about it.

There are also a number of sites that exist solely to host people's personal blogs, and anyone can create a blog on these sites, usually free of charge. Some of the most popular blog-hosting services include Blogger, TypePad, Xanga, Blogsome, LiveJournal, and WordPress.com

Special Fora:

Special-purpose discussion sites also exist for many specific topics, often with special features particularly useful for those topics. For example, computer programming discussion sites (e.g., Perlmonks) have features that make it easier to post sections of program source code. Some fora also feature official news: for example, the geocaching forum Groundspeak features official news about that hobby. MozillaZine often features official news about Mozilla Firefox. There are special discussion sites devoted to many topics: hobbies, celebrities, musicians, popular products, etc.

User-Edited "Wiki" Sites:

Recently a number of sites have arisen that host public content that just about anyone can contribute to and edit. (Various moderation and double-checking systems exist to curtail vandalism.) A site of this nature is sometimes called a *wiki*, although the word is not universally used. The most famous of these sites is Wikipedia, a publicly-edited general-purpose encyclopedia with very wide breadth of coverage (over three million articles). User-edited "wiki" sites exist for a wide range of topics, from cooking (recipes.wikia.com) to Star Trek (memory-alpha.org).

Social Networking:

A *social networking site* is a website designed around the principle of helping people to publicly establish contact with friends, relatives, and other people they know. Through mutual friend and "friend of a friend" relationships, people can then expand their "social network", i.e., the group of people with whom they have contact. Most social networking sites allow people to share various information about themselves and their friends by placing it on the site. Typically, only people who have an account on the site can see all of the information. Individual sites come and go, but the most popular ones at the time of this writing are MySpace, FaceBook, Twitter, and LinkedIn. Some social networking sites have a more specific focus. For example, Last.fm lets people share their musical tastes and make contact with others who listen to some of the same music; whereas, Lang-8 is focused on language learning.

Interesting Sites

There are of course millions of websites, but here are a few interesting ones:

- *The Internet Movie Database* has information on every movie ever. www.imdb.com
- *Lang-8* lets you write journal entries in the language you're studying, then post comments and corrections to other people's journal entries in your native language, and they correct yours. www.lang-8.com
- *Flickr* allows people to upload and display their own photographs online. www.flickr.com
- *YouTube* lets users upload their own videos and share them with others. www.youtube.com
- *Uncyclopedia* is a parody of an encyclopedia. Don't take it seriously. www.uncyclopedia.org
- *In the Pipeline* is a professional blog run by a medicinal chemist. Watch out: his "Things I Won't Work With" series will have you laughing out loud. pipeline.corante.com
- *There, I Fixed It!* features photos of jerry-rigged or dangerous repairs. thereifixedit.com
- *eBay* hosts online sales and auctions. www.ebay.com

Outline

- I. The Basics
 - A. Using a Web Browser
 - i. What is a web browser?
 - ii. What web browser do I use?
 - iii. How do I make it go?
 - B. Finding Websites
 - i. When you know the address
 - ii. Searching
 - iii. Crafting good search criteria
- II. Galion Public Library Website
- III. Google beyond the basics
 - A. Advanced search options
 - B. Unit Conversions
 - C. Google Images (also note openclipart.org and sxc.hu if time)
 - D. Maps and Local
 - E. Google Groups
- IV. Tabbed Browsing
 - A. Opening and closing tabs
 - B. Search results
 - C. Bookmarking tabsets
 - D. Browsers that offer these features
- V. Searching special collections of information
 - A. Library catalogs
 - B. Reference (encyclopedia, dictionary, etc)
 - C. Ohio Web Library
 - D. Public domain material
 - E. TV episodes
 - F. Syndicated feeds and podcasts
- VI. Discussion fora
 - A. usenet (mostly covered under Google Groups)
 - B. Blogs
 - i. Major blogs (Ars, slash, ...)
 - ii. Smaller blogs (In the Pipeline, Dave Barry, personal blogs, ...)
 - C. Special fora (examples: DSL Reports, Groundspeak, Mozillazine, PerlMonks, ...)
 - D. User-edited sites (Wikipedia &c)
 - E. Bug-reporting databases
- VII. Social Networking
 - A. Pure social networking (FaceSpace and MyBook)
 - B. Business networking (LinkedIn)
 - C. Microblogging (Twitter)
 - D. Topical social networking (Last.fm, Lang-8)