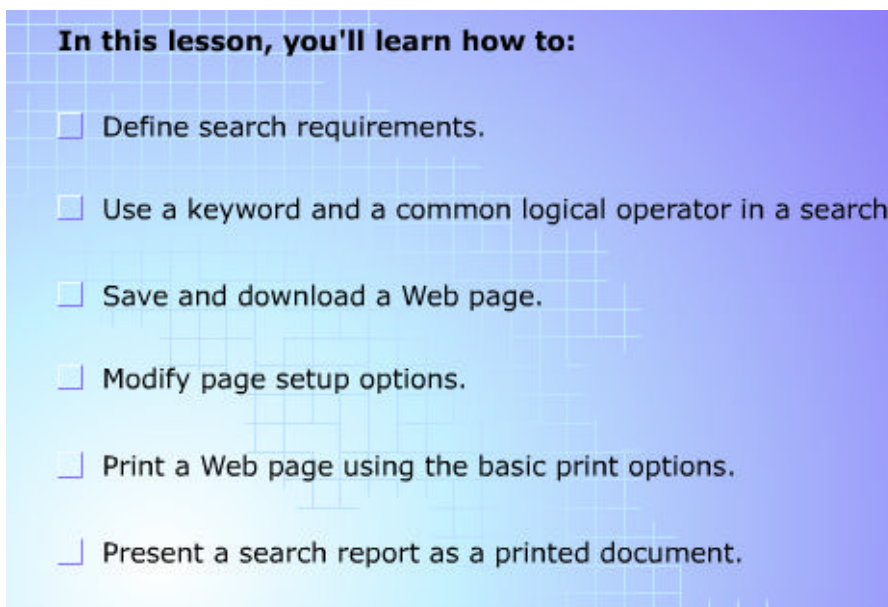


Searching the Web

Once you begin using the Internet, you may know that information you are looking for exists on the Web, but not know how to locate it. Search engines are programs that enable you to locate preferred Web sites, and also present you with you and exiting Web sites.



In this lesson, you'll learn how to:

- Define search requirements.
- Use a keyword and a common logical operator in a search.
- Save and download a Web page.
- Modify page setup options.
- Print a Web page using the basic print options.
- Present a search report as a printed document.

Using a Search Engine

As the Internet has millions of Web pages, typing to locate specific information could be time-consuming. Luckily, the World Wide Web contains search engines, such as Yahoo!, Google, and MSN Search.

Search engines maintain indexed databases of the contents of other Web sites, and so allow you to search the Internet quickly for specific information using search criteria or keywords.

To search for specific information;

- ? Click in the Search box
- ? Click Search

The search engine will filter its database to locate any Web pages that match your search criteria, that is, contain the word you typed in the Search box. After a moment or two the search engine will display a list of relevant Web sites on a new Web page. Each entry in the list is referred to as a hit.

The hits are displayed in various categories, which contain hyperlinks to related Web sites. If too many hits are found, or you don't find the right information in the returned Web sites, you can narrow down your search by entering more specific search criteria. If few hits are displayed you can extend the scope of your search by entering more general search criteria.

To narrow or extend your search:

- ? Click the Back arrow

The keyword you typed in the Search box earlier will still be entered in the text box. You can add a more specific word on the text box and click Search again.

When you use more than one word or phrase as your search criteria, you need to put quotation marks around it. The quotation marks specify that the words in the phrase must appear together in all the search results. If you don't add the quotation marks, the search engine will find one list of Web pages that contain the first word and another for the second word.

To add an opening quotation mark, in the Search box, click before the first word.

- ? Press and hold down the SHIFT key
- ? Press the Quotation Mark key on the top of your keyboard
- ? Release the SHIFT key
- ? Follow the same procedure, enter quotation mark after the second word.

To further refine the search criteria, you can use what's called a logical operator. Logical operators refine keyword searches by including or excluding certain keywords from the search results. The plus and minus signs are commonly used logical operators.

The plus sign in front of a word specifies that that word must appear in all the search results, while the minus sign in front of a word specifies that that word must not appear in any of the search results.

To use the Logical operator:

- ? Click the space bar
- ? Press the minus sign or plus sign
- ? Type the word you want to appear /don't want to appear in the search results
- ? Click Search

Downloading and Saving Web Pages

As you surf the Web and go from site to site, you may discover new information that you want to read offline. One way to read information offline is to save the Web page to your computer. Then you can read it at your leisure.

To **save a Web page** to the My Documents folder, which is located on your Local Disk (C:):

- ? Click File on the menu bar
- ? Click Save As

The save Web Page will appear. In the File name: box and Save as type: box, you will see that the Web page you want to save is the name of the file to be saved, and html is the default file type.

- ? Select the My Documents folder by clicking on the My Documents button
- ? Click Save

You can open the My Documents folder to check for the Web page you have just saved.

To save a Web Page as a text file:

- ? Click File on the menu bar
- ? Click Save As
- ? Click on the Save as type: arrow and select Text File(*txt)
- ? Click Save

Downloading files from the Internet is easy and fun. As you browse various Web sites, you may come across software that you want to download.

In the Search box of a Web site, type the word of the software you want to download and click GO.

After a few seconds the search results will display a list of programs that you can download on a free, on trial basis or for sale.

- ? You can choose the specific program by clicking on its hyperlink.

A download appears giving a description of a product, file size, date, and comments by individuals who have already downloaded and tried the product.

- ? Click the Download Now hyperlink

The File Download dialog box will appear. It will display where the file is being downloaded from, and it offers you four options: Open, Save, Cancel and More Info.

If you select the Open option, the program will open up and execute once you have finished downloading the file.

If you select the Save option, the Save As dialog box will appear asking you to save the file to a location on your computer. The File Download box will appear, showing the name of the file and the approximate time that it will take to complete the download.

Once you have completed downloading your file, the File Download dialog box will disappear or indicate that the file transfer from the Web site to your computer is complete.

Printing a Web Page

Sometimes when you find information that interests you on the Web, you may prefer to read the information offline at a later time, or to print a copy for reference.

Before printing a Web page, you can modify the page setup to ensure that all the contents of the page will be printed in a clear and presentable manner.

To change the page setup options of a Web page

- ? Click File
- ? Click Page Setup on the File menu

The Page Setup dialog box is divided into sections that enable you to change different page properties; it also contains a diagram of a page, which changes as you make alterations to the page setup.

Under Paper, you can alter the size and type of paper on which the Web page is printed. The Size: box defaults to A4, which is standard printing page.

- ? Click the Size: arrow to see the other paper sizes available.

A Web page can be printed on a variety of paper sizes, from A5 to Envelope.

In the Source: box, you can select which paper tray on your printer to use, depending on the type of paper you want to print on.

Under Headers and Footers, you can edit the appearance and content of the headers and footers, the text on the top and bottom of your printed Web page. The header and footer boxes contain code for adding standard header and footer information when you print a Web page.

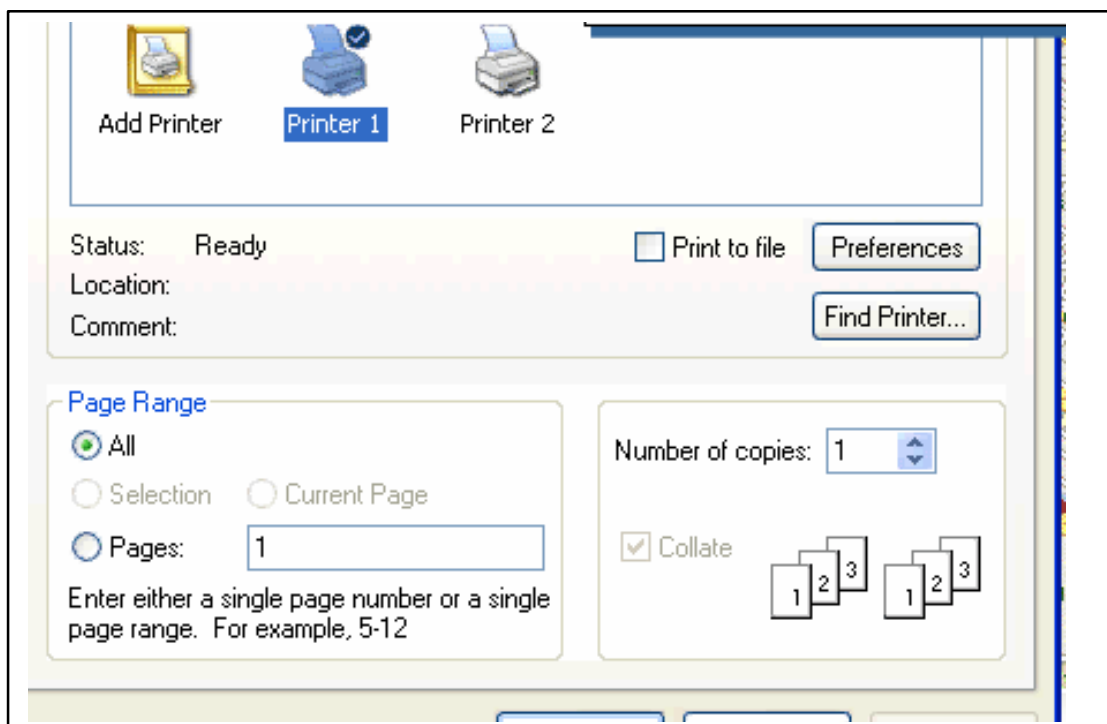
Under Orientation, there are two options, Portrait and Landscape. Portrait is the default orientation and prints the Web page vertically on the page. In contrast, Landscape prints the Web page horizontally across the page. Depending on the Web page, it may sometimes help if you print the contents of A web page horizontally.

Under Margins, you can alter the margin settings on your page, to suit your printing needs. Margin settings define the amount of space between the contents of the Web page and the edge of the paper when the Web page is printed.

After preparing for printing you can now print the Web page.

- ? Click File on the menu bar
- ? Click Print

In the Print dialog box, you can select a printer, and specify the range of pages and the number of copies you want to print.



The search report is the feedback you get when you conduct a search, offering you a list of hits. It may be a useful reference for you the next time you look for the same thing. To print a search report:

- ? Search for a specific topic
- ? On the search result page, click File
- ? Click Print.

Review

In this lesson, you:

- Defined search requirements.
- Used a keyword and a common logical operator in a search.
- Saved and downloaded a Web page.
- Modified page setup options.
- Printed a Web page using the basic print options.
- Presented a search report as a printed document.