



Bartholomew County Public Library  
536 Fifth Street. Columbus, IN 47201  
(812) 379-1266

[reference@barth.lib.in.us](mailto:reference@barth.lib.in.us) [www.barth.lib.in.us](http://www.barth.lib.in.us)

Providing resources for lifelong learning and enjoyment

## Internet - Searching and Online E-mail

- ✓ Internet Service Provider - a company that offers its customers access to the [Internet](#). The ISP connects to its customers using [dial-up](#), [DSL](#), [cable modem](#) or dedicated high-speed interconnects. Cell phone companies are also offering connections through an internet access card.
- ✓ Internet Browser – Microsoft Internet Explorer and Mozilla Firefox

### Symbols to Know



The icon on your desktop you click on to open **Internet Explorer**. This icon is also located on the Start Menu.

### Click on the Internet Explorer Icon



This will take you back to your **Home** page, the page that shows up when you open up Explorer.



Clicking on this opens up your **Favorites**, websites you've marked to visit again (see next item).



This will **Add a Favorite** to your list.



Clicking on this will reload (or **Refresh**) a page. This is useful if the page is constantly updated (like a news site). If a site is taking a long time to load, clicking Refresh will often help.



This is the **Stop** button, which simply halts a page as it's loading. It's typically located next to the Refresh button, and shouldn't be confused with the Close Screen button (see next page).



The **Back** button (on the left) takes you the page you were on previously. The **Forward** button takes you to the page you were on before you clicked Back.



The **Arrow** indicates where your mouse is onscreen.

When you place the Arrow over a link (when you click it, it takes you to another page) it turns into the **Hand**.

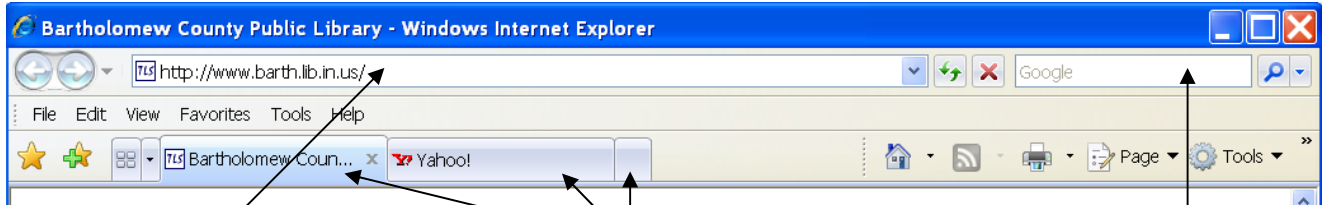


Change Print Size

Scroll Methods – scroll bars, keyboard arrows, mouse wheel

## II. Let's Get Started

Click on the second search tab. Enter a specific web site address  
[www.yahoo.com](http://www.yahoo.com) is a search directory



**Address bar** – When you know the address (with all the slashes and dots and such) of your destination, click in this space and type it here.

**Tabs** – Designed to look like the tops of file folders, tabs allow you to have multiple websites open and to move among them with ease. Simply click on the next tab to the right to open a new tab.

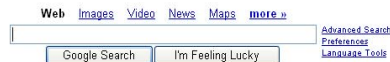
**Search engine toolbar** – When you don't know the specific address of your destination, you can search for it, either by going to a website such as Google, Yahoo, or Dogpile, or by using the search engine toolbar available on many browsers.

Click on a third search tab. Enter a specific web site address  
[www.google.com](http://www.google.com) is a search engine



### Basic search hints:

- ✓ **Enter the word recipes**
- ✓ The results on the right hand side of the page are Sponsored Links. These also appear at the beginning of your search results in a shaded box.
- ✓ Sometimes you will see a result in your listed that is indented from the rest. That means that it is contained within the website directly above it.
- ✓ Evaluating websites - **.com** commercial, **.edu** educational, **.org** not-for-profit, **.mil** military, **.gov** government
- ✓ Google will give you a gentle nudge in the right direction if it thinks you've misspelled a search term
- ✓ Google does not care whether you use capital or lower case letters (i.e. *NASA* will get you the same results as *NaSa* or *nasa*)
- ✓ Google ignores common words such as *a*, *an*, *and*, *the*, etc.
  - So, if you really want one of those words in your results, try enclosing your search terms in quotation marks (i.e. "to be or not to be")
- ✓ Google does recognize the order in which you type your terms, so put the most important ones first.
- ✓ It is better to be exact in your terminology e.g. **violets** instead of flowers.  
**Try an image search.**




### III. Online E-mail

These are just three of the free email accounts. There are others.

- [www.yahoo.com](http://www.yahoo.com)
- [www.gmail.com](http://www.gmail.com)
- [www.hotmail.com](http://www.hotmail.com) also known as Windows Live

All three accounts have similar signup forms.

**YAHOO!** Yahoo! - Help

 **Hi there!**

We'll get you set up on Yahoo! in three easy steps! Just answer a few simple questions, select an ID and password, and you'll be all set.

Already have an ID or Mail address?  
  
[Forget your password or Yahoo! ID?](#)

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I prefer content from

**1. Tell us about yourself...**

My Name

Gender

Birthday

I live in

Postal Code

**2. Select an ID and password**

Yahoo! ID and Email  @

Password  Password Strength

Re-type Password

**3. In case you forget your ID or password...**


Alternate Email

Security Question

Your Answer

Just a couple more details...

Type the code shown

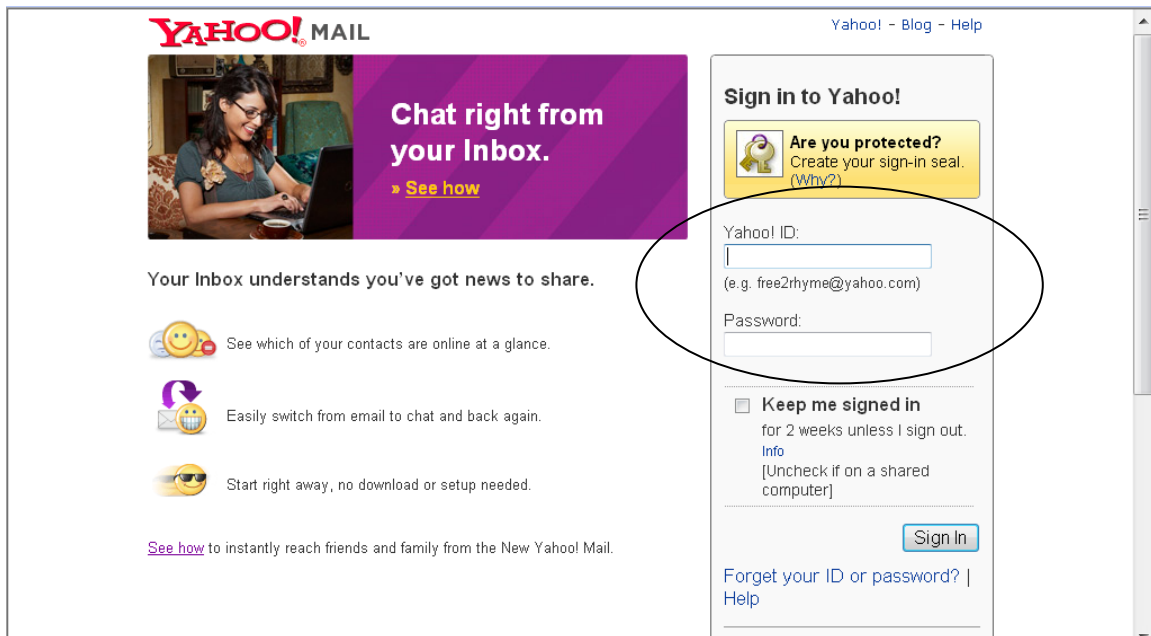


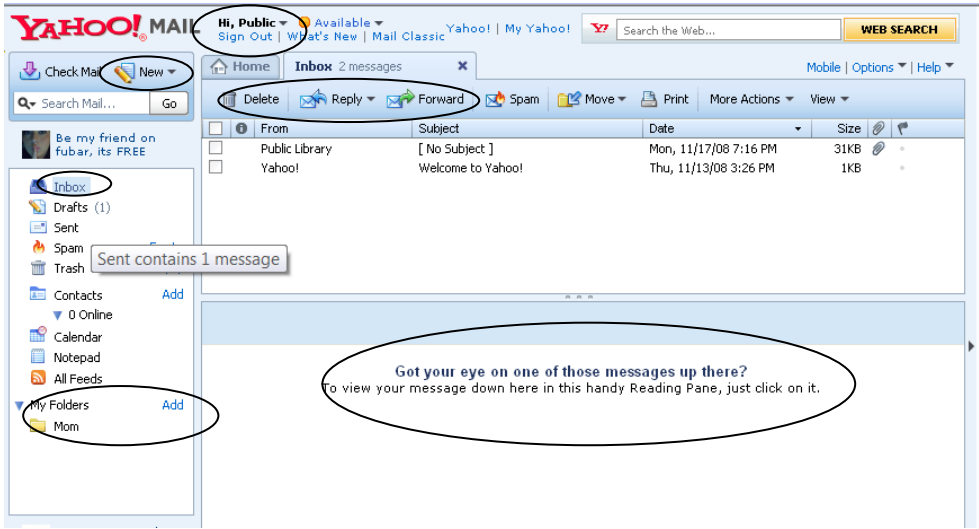
Do you agree?  I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically.

I have also read and agree to the [Mail Terms of Service](#).

For your convenience, these documents will be emailed to your Yahoo! Mail account.

## Managing your email



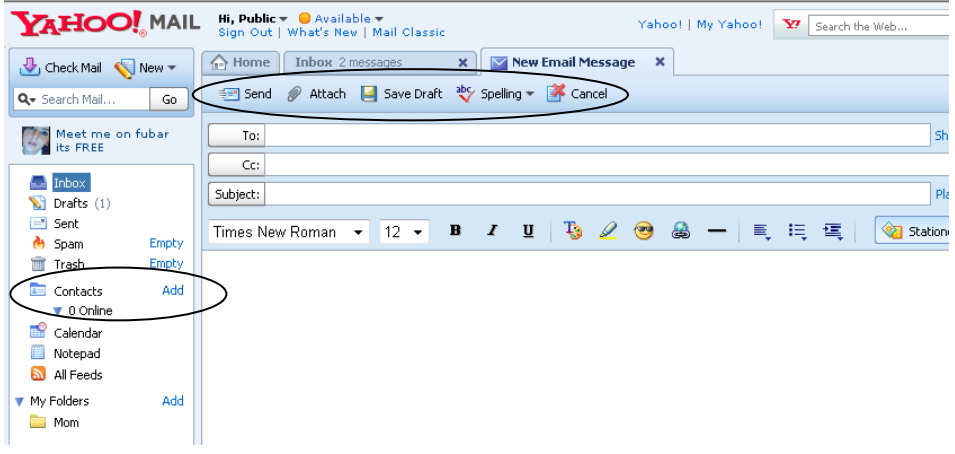


To create a message

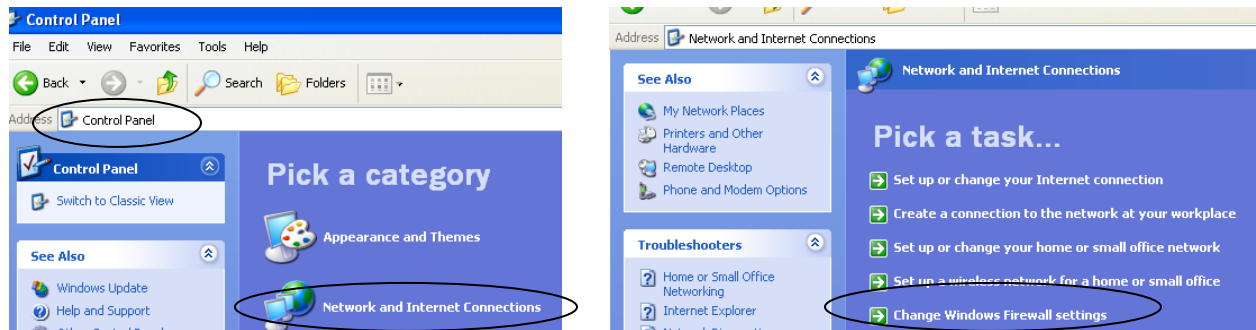
- Click on New

Contacts -----Send-----Attach

- Enter the name of the person you are emailing if their name is already in your contact file or Click on the word **To:** for a list of contacts. To enter more than one name, separate each name by a semicolon or use the CC: box.



## Online Security



When you are using your home computer to go online, it is critically important to have some kind of **virus protection** installed. The two largest and most trusted companies that make this software are MacAfee and Symantec. With either of these, you will buy software and update it when you are online. It downloads the fixes to the newest viruses and spyware that has been found.

In addition to virus protection, it is always a good idea to back up the important information on your computer, just in case.

**Shopping online** has some very real advantages. It's very easy to comparison shop, so it's easier to find a good deal. There is no sales tax online, so you can save money that way too. But it's also important to be careful. Don't enter in your credit card number into a site that isn't secure. A secure site will begin with the letters **https://** and it tells you that the merchant that you are dealing with has taken measures to encrypt your information to keep it safe. Never send your credit card number through an email message; it just is not safe enough to disclose that kind of information. If you a lot of shopping online, it may be worth the investment to get a credit card just for online shopping that has a low limit. That way, if the worst does happen, you won't be liable for more than a couple hundred instead of several thousand.

**Spyware** captures your keystrokes. – Not Safe

**Cookies** capture your preferences. - Safe

### Email Tips

Email is not encrypted. Do not put personal information in your email messages such as your social security number, credit card number, or pin number.

The IRS or your bank does not communicate with you using email.

Be very careful about opening email attachments. Most viruses are spread in that way. Never open anything from someone that you do not know, and don't open something from someone you know unless you are expecting an email with an attachment.

# It Might Come up . . .

Ten Websites You Will Probably Hear About, Even if You Never Use Them

**Google (google.com)** — On google.com you can set up an e-mail account, read the news, get directions, and go shopping, but at its core Google is a **search engine**, a website for finding websites. Because of the great success of that search engine, Google is the first choice for most people when they look for websites.

**Wikipedia (wikipedia.org)** — An online encyclopedia, Wikipedia is free and user-written and edited. Anyone can write and edit a Wikipedia entry, which sounds chaotic, but results in a worldwide group of experts and fact checkers. People who post incorrect information are known as trolls. Wikipedia is a nonprofit organization.

**Amazon (amazon.com)** — It began as a way to sell books without the costs associated with a physical bookstore and has become a store for almost everything, complete with customer reviews. Its founder is **Jeff Bezos**.

**Facebook/Myspace (facebook.com; myspace.com)** — Technically separate websites, but for our purposes the same thing: **social networking** websites, for keeping in touch with old friends and making new ones. The first “friend” every Myspace member makes is **Tom**, Myspace’s president.

**eBay (ebay.com)** — The online auction site where people sell everything, from the real (DVDs, cars, furniture) to the more conceptual (one man auctioned his life). The company eBay works to keep its site free of illegal items, but occasionally someone will try to sell human kidneys or the like. Also a good way to find the market value of collectibles.

**Yahoo (yahoo.com)** — A search engine, an e-mail outlet, and a news source, Yahoo is one of the most popular sites on the web. The name is an acronym for “Yet Another Hierarchical Officious Oracle.”

**The Drudge Report (drudgereport.com)** — Matt Drudge combines links to other news sources and stories he writes himself to bring to his readers the latest in news and rumors. Although controversial and criticized for bias, the Report is often among the earliest news sources to have important stories. The Report secured its place in history when, in 1998, it broke the Monica Lewinsky story.

**Blogger (blogger.com)** — The **blog** (an abbreviation of “web log,” a term for an online journal, column, or the like) was part of the internet long before Blogger. What Blogger did was make blogging possible for a people who couldn’t or didn’t want to create their own websites.

**Craigslist (craigslist.org)** — The low-tech, local version of eBay, Craigslist is like a huge community bulletin board, allowing a person to find just about anything he or she is looking. Because it’s organized by location, Craigslist is essentially newspaper classifieds section except that it’s free, easily restricted, and infrequently censored.

**YouTube (youtube.com)** — YouTube allows users to post short videos, although it will take videos off the site if the copyright holder complains or if the video is deemed obscene. Because of this, YouTube has become a repository for obscure professionally made videos and a place for people to show off their homemade videos, sometimes turning the makers into celebrities.

## Fancy-schmancy search hints using Google:

Google allows you to perform lots of fancy searches that make your results much more targeted. For example:

- ✓ If you put a minus sign (-) in front of a word in the search box, Google will exclude that term when it looks for results (*jaguar -cat* will bring you to pages about Jaguar cars first)
- ✓ Google has a dictionary, too. Type in **define:** and then the word that you would like to define. It will give you definitions from various websites.
- ✓ Google has a calculator built in. You can simply type in mathematical equations and Google will spit out the answers. Most of the operators are common sense, but a few of them aren't as intuitive.
  - + addition
  - subtraction
  - \* multiplication
  - / division
  - %of percentage of
- ✓ You can convert units of measure and currency, too. If you type **500 miles in kilometers**, it can tell that you have two units separated by the word **in**. It does the magic from there. This conversion trick works with about every measurement that you can find, and is a quick useful way to make those calculations.
- ✓ You can search a range of numbers. Type in two numbers separated by three periods. An example would be **ronald reagan 1980...1988**
- ✓ Google has a phone directory feature. Type in a phone number and (if it is a listed number) Google will tell you who or what business it is.
- ✓ Searching phone numbers gives you the chance to link into Google Maps. The mapping feature can show you where a specific address is located by street maps, aerial photography, or both. The resolution is very fine, and zooming it to see your house is entertaining.
- ✓ In addition to just looking at maps, you can use this feature to search for businesses by yellow pages headings. To find restaurants in Columbus, search for **restaurants 47201** and a list appears with names, addresses, locations and phone numbers.

## Selected Websites

|  |                                   |
|--|-----------------------------------|
| <a href="http://www.allrecipes.com">www.allrecipes.com</a>   | Online Recipes                    |
| <a href="http://www.barth.lib.in.us">www.barth.lib.in.us</a>   | Bartholomew County Public Library |
| <ul style="list-style-type: none"><li>• From our website, subscription databases are also available for your specific information needs- TIP: Use Inspire to find Consumer Reports online.</li></ul> |                                   |
| <a href="http://www.columbusareajobs.com">www.columbusareajobs.com</a>   | Columbus Employment Listings      |
| <a href="http://www.columbus.in.us">www.columbus.in.us</a>   | City of Columbus                  |
| <a href="http://www.cyndislist.com">www.cyndislist.com</a>   | Genealogical Research and more    |
| <a href="http://www.ebay.com">www.ebay.com</a>   | Online Auctions                   |
| <a href="http://games.yahoo.com">games.yahoo.com</a>   | Games to Play Online              |
| <a href="http://www.gardenweb.com">www.gardenweb.com</a>   | Gardening                         |
| <a href="http://www.in.gov">www.in.gov</a>   | State of Indiana                  |
| <a href="http://www.irs.gov">www.irs.gov</a>   | Internal Revenue Service          |
| <a href="http://www.google.com">www.google.com</a>   | Search Engine                     |
| <a href="http://www.hometownnews.com">www.hometownnews.com</a>   | Newspaper Links                   |
| <a href="http://www.switchboard.com">www.switchboard.com</a>   | Telephone Directory               |
| <a href="http://www.therepublic.com">www.therepublic.com</a>   | Columbus' Newspaper               |
| <a href="http://www.weather.com">www.weather.com</a>   | Online Weather Forecasts          |
| <a href="http://www.wikipedia.org">www.wikipedia.org</a>   | Online Encyclopedia               |
| <a href="http://www.firstgov.gov">www.firstgov.gov</a>   | Gateway to the Federal Government |

### **40% of searches are for medical information**

|  |                              |
|--|------------------------------|
| <a href="http://www.medlineplus.gov">www.medlineplus.gov</a> | Online Medical Information   |
| <a href="http://www.cdc.gov">www.cdc.gov</a>                 | Center for Disease Control   |
| <a href="http://www.mayoclinic.com">www.mayoclinic.com</a>   | Mayo Clinic                  |
| <a href="http://www.nlm.nih.gov">www.nlm.nih.gov</a>         | National Library of Medicine |