

Integrating Computers into Learning Activities and Demonstrations

Level

LBS 3

Netscape Communicator 4.5



Goal: Use the Internet to create reports.

Learning Outcomes: After completing this section, the student should be able to:

- Identify the different parts of the internet screen
- Understand web search engines
- Use Web search engines to research specific subjects.
- Create reports using the information from the Web.

Contents:

- How to start the Internet
- Screen Identification
- Understanding Internet
- Bookmarks
- Understanding Search Engines
- Common Search Engines
- Defining the Search
- Tips on Searches
- Copy and Paste, Save
- Hands on Search Tutorial
- On your Own!

How to Start the Internet:

At Sir Sandford Fleming College, the Internet is located on the main menu. It is a program called Netscape. To begin,

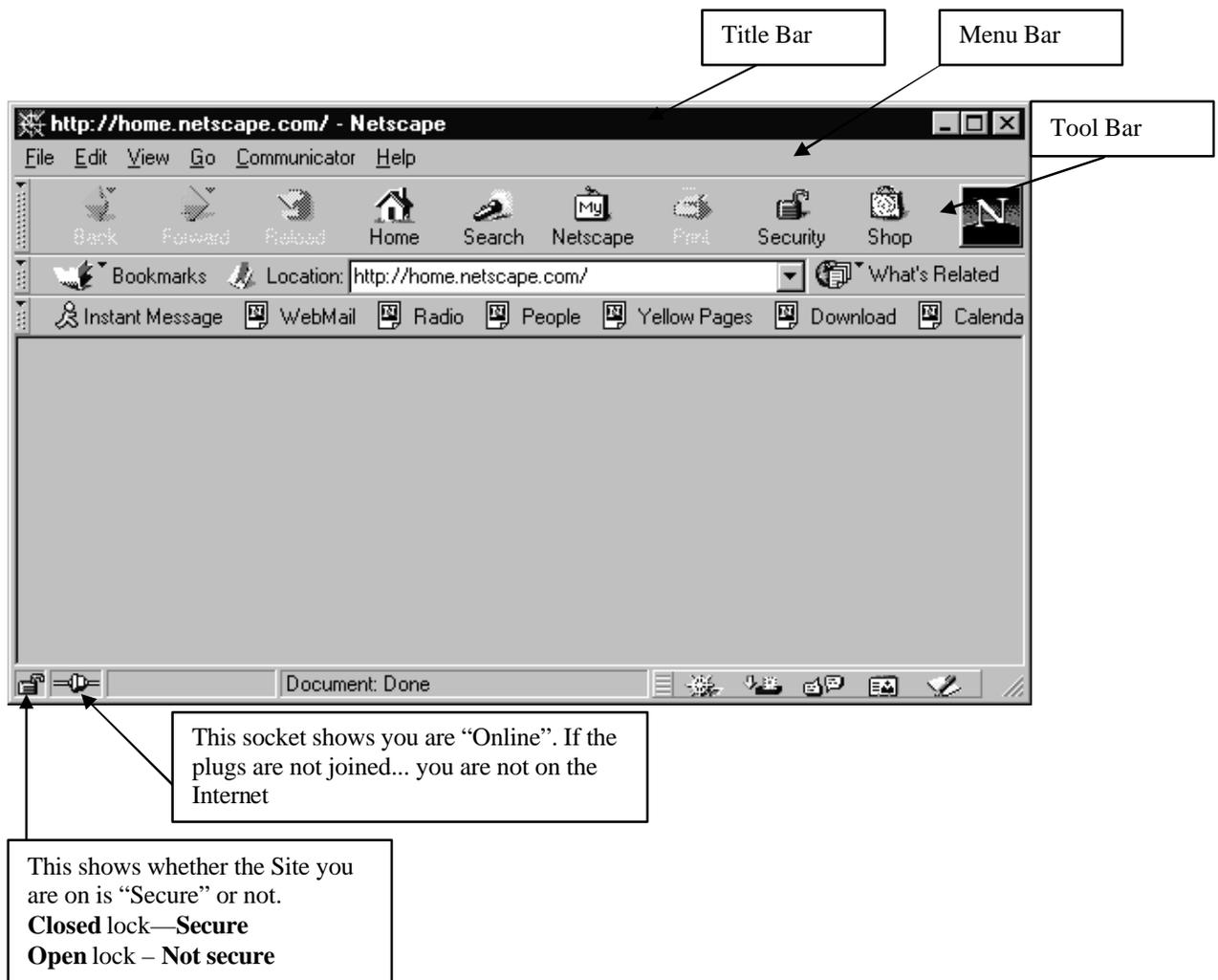
- Click on the Start Button
- Click on Netscape, wait a moment for the program to load.



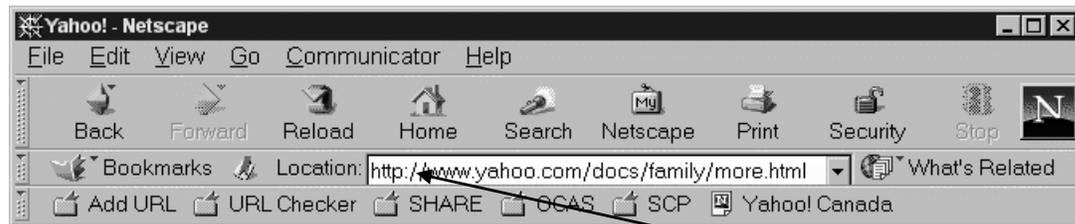
Time for you to try!

Following the instructions above, open the program Netscape Navigator

You will be presented with a window similar to the following example:



The following buttons appear on the tool bar (only the buttons needed by this subject will be discussed (Note the “Location Box”):



Location Box

Back is used to view a previously visited Internet web page.

Forward is used in the same fashion as the Back Tab.

Use the Forward and Back Tabs to surf pages you have current loaded into memory.

Reload is used to refresh the current web page.

Home is for your choice of web page to load when Netscape Navigator first opens.

You can configure Netscape to load a certain page each time the program starts.

Search is a Netscape web page service that lets you search the WWW for information.

Netscape is a Netscape service that allows you to create a personal home page.

Print is used to print the current or multiple pages you happen to be viewing. This is not a recommended way of getting information. Later in this chapter, you will be shown how to copy information over to a Word Processor.

Security is used to view your, or someone else's certificate encryption descriptions.

Stop is used to stop the loading of a web page.

Bookmarks is used to save the address of a web page for future indexing.

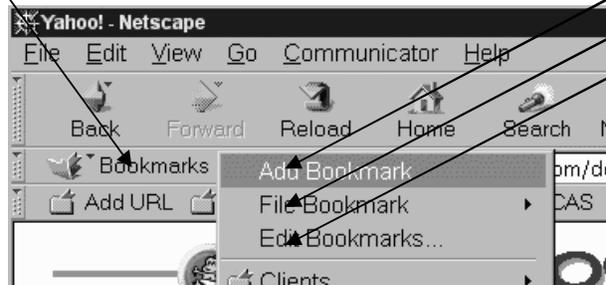
Location bar is the current address of the web page being viewed.

Bookmarks.

Once you have played around on the Internet, you might find that there are certain locations, which you may wish to “revisit”. To do this you can set a bookmark. It is similar to a bookmark that you would put in a book. You can just go to the bookmark and it will open the page to which you wish to return.

Click on **Bookmarks** and it will open a drop down box with the options to **Add**, **File** or **Edit** Bookmarks.

This is a great option to list your important web pages you will be returning to on an ongoing basis, such as a weather page or a news page.



In the Bookmarks window, you can customize your bookmarks to read what you want it to



Time for you to try!

To Set a Bookmark:

- With your Netscape Navigator open,
- In the LOCATION box type: **www.cnn.com**
- Wait for the CNN web page to load.
- Now let's set a bookmark.
- Click on Bookmark in the menu.
- Click on Add Bookmark.

Now to see if your Bookmark works:

- Click your mouse in the location box.
- Type: www.flemingc.on.ca
- This should take you to the Fleming Website.
- Now Click on Bookmark.
- Your CNN location should be listed – Click on it!
- Did you get back to CNN?



Now you should try and set a bookmark for yourself.

- 1) Locate the Web site that we will be using in our Searches.

<http://MasterSite.com/SEARCH.HTM>

- 2) Bookmark it!

One more....

- 1) Locate the following Web site. It is an excellent Canadian web site

www.canoe.ca

- 2) Bookmark it!

Finally --Check that your bookmarks work.

Search Engines

Where do you start? You have logged onto the Network, you are connected to the Internet. Now, you want to find some information on a certain subject.

General Search:

You would use a "Search Engine". To explain how a search engine works, you need to understand that when a person creates a web site, they can register key words within their web site to flag their location for anyone searching about their subject. For example if I have a web site about Blue Jays, I would make the words: bird, blue, jays, blue jays, north American, part of my information for searches. So if you typed in any one of those words, my web site would be flagged and you would be given the opportunity to access my web site through a "hyperlink". BUT! You could possibly access items like the blue jays baseball team.

Selective Search

In essence, when you do a "search" you are asking the computer Internet to look throughout their directories of information to show you *anything* on that particular subject. So if you want just information on the bird not the ball team, you need to refine your search. The best and easiest way to refine the search is to

Netscape Navigator:

This search is available to you right on the Netscape page. You can use the Search Button or you can actually click on the N in the upper right hand



corner.



Time for you to try!

- 1) Click on the Netscape search button



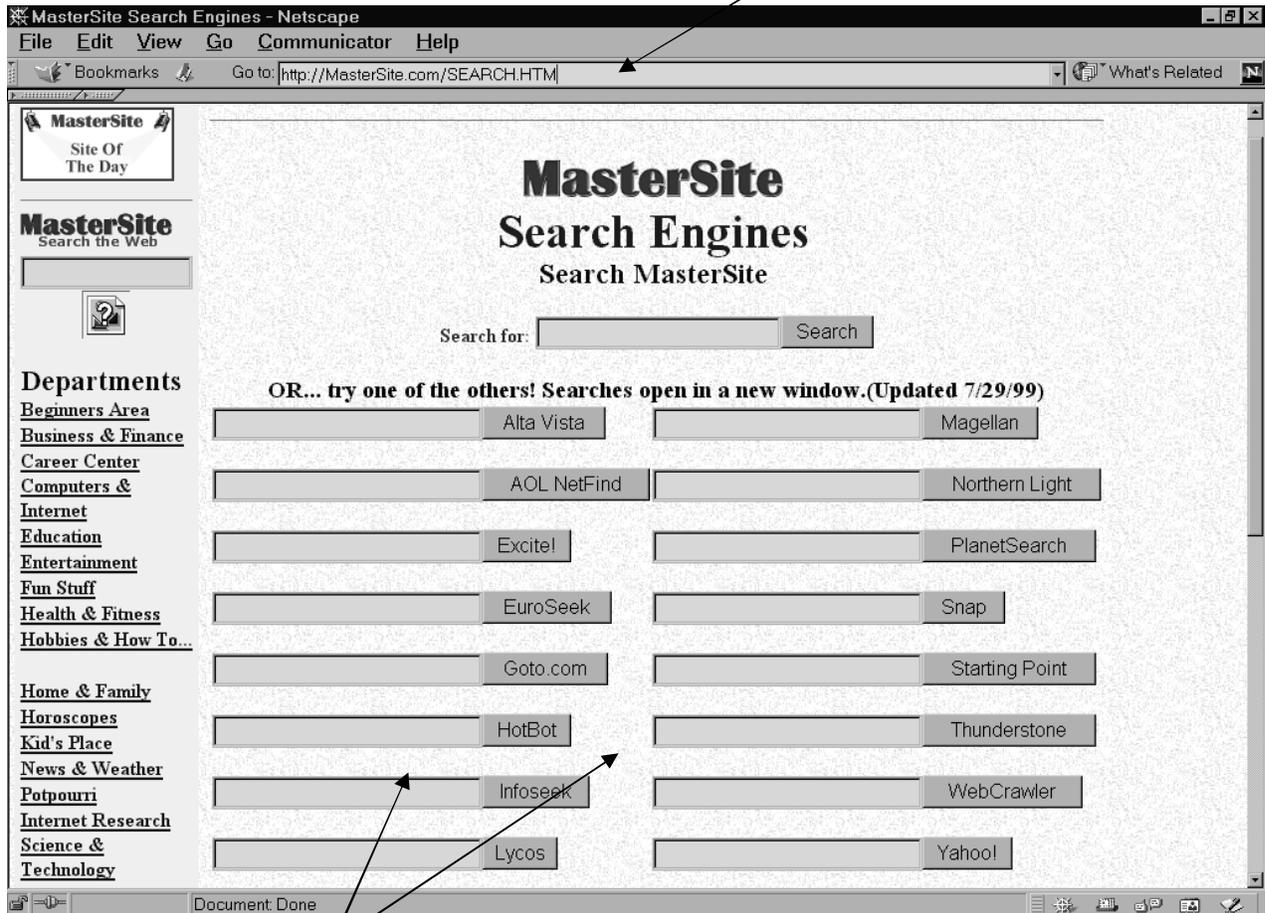
- 2) This will present you with the Netscape home page.
- 3) In the search dialog box, type in **computers**
- 4) After a few minutes the search results should be displayed.

MORE Search Engines

The Internet supplies different “search engines for you to use. There is a master site, which actually lists a lot of the search engines.

There are many sites to choose from you can either type in each address in the “location box” or you can go to the Master Site and choose one from the list.

Master sites - <http://MasterSite.com/SEARCH.HTM>



Various top search engines to use.

Listed below are a few Search engines you can choose from:

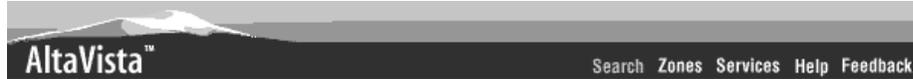
Yahoo! <http://www.yahoo.com>



In Brief:

Yahoo! s directory is considered a superb starting point, especially for novice users. Searches can be performed on only the Yahoo! directory or the whole Internet, Prefixes allow search terms to be specifically required or excluded from the result. There is no option to limit or enhance search results.

Alta Vista



In Brief:

AltaVista claims the largest Web index with over 31 million entries to WWW pages on over 620,000 servers worldwide. The site is accessed for searches over 30 million times every weekday. In advanced searches, you are able to sort the information! This helps to place sites and articles of the most interest at the top of the output listing.

Lycos



In Brief:

The Lycos search engine claims to have "the most complete catalog of website addresses available today." In actual fact, this search engine has a significant disadvantage relative to others because it is considerably less precise. One of the good features of the engine is that it allows the user to govern the closeness of fit among the terms entered.

How to Refine your Search

Tips for Better Searching

- **Use Double Quotes Around Words that are Part of a Phrase**
example:
- **Specify Words that Must Appear in the Results**
Attach a + in front words that *must* appear in result documents.
example:
- **Specify Words that Should Not Appear in the Results**
Attach a - in front of words that *must not* appear in result documents.
example:

Yahoo search tips



Time for you to try!

How To Use The Search:

1. Type your keyword(s) in the search box.
2. Use the radio buttons in the search box to select web pages, images, videos or audio clips. The default is web pages.

Here's an example:

1. Click on the bookmark –Master Search
2. Type in the search for box : **recipe chocolate chip cookies.**
3. Press the Search button or press the Enter key.
4. The Results page will show you numerous pages on the Web about recipes for chocolate chip cookies.

Tip: Don't worry if you find a large number of results. In fact, use more than a couple of words when searching. Even though the number of results will be large, the most relevant content will always appear at the top of the result pages.

Information for you:

The Search Results Display

Search results are displayed in up to four different sections:

Official Web Sites: Sites that most closely match your search term.

Netcenter Pages: Tools, services and premium content that most closely match your search term. These results link to content within Netscape Netcenter.

Web Site Categories: Groups of reviewed web sites related to your search term. These results link to categories within the Reviewed Web Sites: Hand-selected web sites that have been reviewed and categorized by a team of editors.

Note that if no results are found in a particular section, that section won't appear. If no results are found within any of the four sections, an Internet search will be conducted through Google.

Copying Information from Netscape Navigator

Let's say you have a project to submit. The subject is Red Racing Cars. You have used the search engines to find the information you need for your assignment. Now, how do you get the information over to your document without retyping it OR by printing it off the way it is. If you were to print it, then you will get a lot of wasted paper. The ideal way would be to "copy" only the portion of the text you want over to your word processor program... BUT, be sure to credit the source! To do this, you would have to:

1. Open Navigator
2. Use a "search" to find any web sites on red racing cars
3. Bookmark any sites that you find to be useful
4. Go back to any of these sites and now we need to copy information over to our document.
5. Leave Netscape open
6. Open Microsoft Word – you should see the two program buttons on the Task Bar. You can use your mouse to click between the two programs.



7. Click on the Netscape button on the task bar
8. Click and drag over the text that you want to copy
9. Click on Edit, on the Menu, select Copy OR

Just hold down the Ctrl key and type the letter C for copy.

10. Now, click on the program Word's button on the Task Bar.

11. Position your cursor where you want the text to appear.

12. Click on Edit, on the Menu, select Paste OR

Just hold down the Ctrl key and type the letter V for paste.

13. Please note, Pictures will not copy over in this method. To copy a picture, you would have to right click on the picture and save it, then put it in your document. That is not within the scope of this lesson, but if you want to try, go ahead.



Time for you to try!

The following instructions will guide you through a copy and paste of found information on the web.

1. Open Microsoft Word –
2. Open Navigator -- you should see the two program buttons on the Task Bar. You can use your mouse to click between the two programs.
3. For the sake of convenience, we will use the Fleming web site. In the location type: Library
4. Go back to any of these sites and now we need to copy information over to our document.
5. Position your cursor on the first word, Click and hold down the left mouse button, drag over the text
6. We will use the fast keys, Hold down the Ctrl key and type the letter C for copy.
7. Now, click on the program Word's button on the Task Bar.
8. Click your mouse in the document (this should be a blank document, so your cursor should appear at the top of the page.)
9. Hold down the Ctrl key and type the letter V for paste.

Did your text appear? IF not, then start again. Perhaps you missed a step.

To copy the Web site location over:

1. Click on the Navigator button on the Task Bar.
2. Click on the web location address. It should be highlighted. If not, then click and drag over the location.
3. Hold down the Ctrl key and type the letter C for copy.
4. Now, click on the program Word's button on the Task Bar.
5. Click your mouse in the document after the copied text. (this should be the bottom of the text.)
6. Hold down the Ctrl key and type the letter V for paste.

Please note, Pictures will not copy over in this method. To copy a picture, you would have to right click on the picture and save it, then put it in your document. That is not within the scope of this lesson, but if you want to try, go ahead.



Time for you to try!

Final Project:

In this assignment, you will use search engines to find information. You will then copy a simple paragraph over to Microsoft Word from the information you have found. You will also, list three web site locations, which contained the information. Submit the results to your instructor.

Step One:

Open Microsoft Word

Step Two:

Open Netscape Navigator

Step Three:

Conduct a Search: The topic should be **ONE** from the list:

Medical	Arthritis
Science	Nuclear Power
Geography	Uganda
Entertainment	Top Current Movies
Current Events	Top News Story

You may narrow it down as you wish.

Step Four:

Work your way around the website search results. Be sure to visit at least 3 web site locations.

Step Five

Copy the **LOCATIONS** over to Word.

Step Six:

Once you have found something, select a portion of the text and copy it over to Word.

Step Seven:

Type your name on your Word document. Print it and hand in your results.