

## **History of the Internet**

The Internet had its origins in the cold war between Russia and America during the 1960's. Concerned about the survivability of its communications in the event of a nuclear strike, the US air force needed to ensure that it could still communicate with its forces.

After implementing the network, it was known as ARPANET and used by the US military and US universities. Gradually, as more and more connections were made, it has evolved to the Internet.

It was created as a project for the U.S. Department of Defense (DOD). Its goal was to create a method for widely separated computers to transfer data efficiently even in the event of a nuclear attack. From a handful of computers and users, today the Internet has grown to thousands of regional networks that can connect millions of users. Any single individual, company, or country does not own this global network.

The Internet connection in Ethiopia becomes Functional Starting from January 1, 1997(1989). The EthioNet is connected to the Global Internet at Washington DC through a SPRINT link connection with 256 Kbps bandwidth. The Gateway and the domestic routers at the various locations are connected to the 7500-gateway router in turn.

## **What is the Internet?**

The Internet is a computer network made up of thousands of networks worldwide. No one knows exactly how many computers are connected to the Internet. It is certain, however, that these number in the millions and are increasing at a rapid rate.

No one is in charge of the Internet. There are organizations, which develop technical aspects of this network and set standards for creating applications on it, but no governing body is in control. The Internet backbone, through which Internet traffic flows, is owned by private companies.

All computers on the Internet communicate with one another using the Transmission Control Protocol/Internet Protocol suite, abbreviated to TCP/IP. Computers on the Internet use client/server architecture. This means that the remote server machine provides files and services to the user's local client machine. Software can be installed on a client computer to take advantage of the latest access technology.

An Internet user has access to a wide variety of services: electronic mail, file transfer, vast information resources, interest group membership, interactive collaboration, multimedia displays, real-time broadcasting, shopping opportunities, breaking news, and much more.

In simple terms, the Internet is many computers linked together. When we use the Internet we pass data from computer to computer across a vast network of wires, fiber optic cables (cables which contain thin glass wires that transmit data using light pulses) and satellite links.

The Internet's best-known feature, the World Wide Web, links together millions of documents called Web Pages. You view Web pages using a Web browser (a software program that allows you to find, view and send information over the Internet), such as Netscape or Microsoft Internet Explorer and so on.

### **Difference between Internet and Intranet**

There's one major distinction between an intranet and the Internet: The Internet is an open, public space, while an intranet is designed to be a private space. An intranet may be accessible from the Internet, but as a rule it's protected by a password and accessible only to employees or other authorized users.

From within a company, an intranet server may respond much more quickly than a typical Web site. This is because the public Internet is at the mercy of traffic spikes, server breakdowns and other problems that may slow the network. Within a company, however, users have much more bandwidth and network hardware may be more reliable. This makes it easier to serve high-bandwidth content, such as audio and video, over an intranet.

### **Language of the Internet**

**The Web, WWW, W3, W<sup>3</sup> or the World Wide Web** is all the resources and users on the Internet that are using the Hypertext Transfer Protocol (HTTP).

**Web Page:** A single Web document. Everything you can see in your browser window at one time (including what you can see by scrolling) makes up one Web page.

**Browser, Web Browser:** The piece of software that runs on your computer and allows you to view Web pages. The most common browsers are Netscape and Internet Explorer.

**Web Site:** A set of Web pages that are logically connected. They usually have a consistent look and feel, and are all related to the same theme.

**Home Page:** The starting, introductory or welcome page for a Web site. A person's own home page is a Web page that describes all about them.

**Link, Hot Link, Hyper Link:** A part of a Web page that can be clicked to get somewhere else. Links usually turn up a different colour and/or underlined in your Web browser.

**Broken Link:** A link that references a page that no longer exists. If you click on a broken link you will get some kind of "Page not found - Error 404" message.

**HTML:** Stands for Hypertexts Markup Language. This is the language that all Web pages are written in.

**URL:** Stands for Uniform Resource Locator. This is the address of a Web page - for example **<http://www.Geocities.com/tewelgn>** is the URL of this Web page.

**Web Server:** A Web server is a computer which holds a number of Web pages, and 'serves' them out to computers that request them. There is nothing very special about the actual computer - it's just an ordinary computer (though usually a fairly powerful one) running special software.

**Surf:** "Surfing the Web" means casually using the Web - not really having any direction, just clicking the links that look interesting to find yourself in weird and interesting places.

**Cyber:** Virtual - not real but existing only in the context of the Internet.

**Cyberspace:** A conceptual place that doesn't actually physically exist - but you can roam around in it, visit places, meet other people there, chat to them, go shopping ... Cyberspace is a real world metaphor for the Internet.

**Newbie:** A person who is new to the Internet, or new to a particular aspect of the Internet such as a service

**Post:** When you send a message to some body, you're posting. This word can be used as a verb ("I posted a message") or a noun ("that was a nice post").

**FAQ:** Stands for Frequently Asked Questions. They originate from online discussion forums where more experienced users got sick of answering the same "newbie" questions over and over again. So they started writing lists of frequently asked questions and their answers so **newbie's** could refer to those. The concept has grown, and now a FAQ is more general - designed as an introduction to a certain topic.

**Snail Mail:** Traditional mail using paper, pen, envelope and stamp.

**Remote:** Not on your own computer or on a computer directly connected with yours, but far away out in the Internet somewhere.

**Local:** On your own computer, or on a computer connected closely with yours (a local network).

**Download:** Download a file means transferring that file from a remote computer to your own computer. Technically, you are downloading a Web page (and all the elements, such as pictures contained on it) every time you view it, but the word is usually persevered to describe saving a file permanently on your own computer.

**Shareware:** Software that you can use for free on a trial basis. It can often be downloaded from the Web.

**ISP:** Stands for Internet Service Provider. They are companies who provide you with Internet access (for example ETC is the only Internet Service Provider). Usually you use your telephone connected to a modem to dial up and connect your computer to your ISP.

**Bandwidth:** It has a technical definition, but it is mostly used to describe how much data you can fit through a single connection at a time, and is related to how fast your Internet connection is.

**E-Anything:** You can prefix the letter E to any activity to make it mean doing that activity over the Internet. "E-learning" and "E-commerce", "E-government" are common examples of this. This practice has evolved from the word "Email" (in which the E stands for Electronic).

### **Advantages of Internet:**

**Send and receive messages all over the world:** You can send and receive electronic mail to or from anyone who also has access to the Internet, anywhere in the world in just seconds.

**Participate in discussion groups:** Thousands of special interest communities, or newsgroups, provide access to Internet-based discussions on topics from astrology to zoology.

**Find and access information:** You can access information from any where around the world. Millions of documents are available from libraries, museums, governments, educational institutions, the media, private corporations and individuals, not to mention your favorite music group.

**Retrieve files:** On the Internet, you can access files that contain software programs, graphic images, music and other types of information, often for free.

**Do Your Banking And Shopping:** Today many banks have web sites that enable you to check your accounts, pay bills and even make investments using the Internet. There are also an ever-increasing number of products and services available for purchase right over the web.

### **Why people use the Internet?**

- **To find general information about a subject**

The Web is like a huge encyclopedia of information - in some ways it's even better. The volume of information you'll find on the Web is amazing. For every topic that you've ever wondered about, there's bound to be someone who's written a Web page about it. The Web offers many different perspectives on a single topic.

- In fact you can even find online encyclopedias. Many of these are now offering a subscription service, which lets you search through the complete text of the encyclopedia. There are also many free encyclopedias that may give you a cut-down version of what you would find in a complete encyclopedia.

<http://www.britannica.com>

<http://encarta.msn.com>

<http://www.encyclopedia.com>

- **To access information not easily available elsewhere**

One of the great things about the Web is that it puts information into your hands that you might otherwise have to pay for or find out by less convenient means.

***<http://www.timeanddate.com/worldclock>*** - current local times for cities all over the world - even knows about daylight savings.

***<http://www.xe.net/currency/table.htm>*** - get a table with exchange rates to and from any other currency.

- **To correspond with faraway friends**

Email offers a cheap and easy alternative to traditional methods of correspondence. It's faster and easier than writing and cheaper than using the telephone. Of course, there are disadvantages too. It's not as personal as a handwritten letter - and not as reliable either. If you spell the name of the street wrong in a conventional address, it's not too difficult for the post office to work out what you mean. However if you spell anything wrong in an email address, your mail won't be delivered (you might get it sent back to you or you might never realize).

- **To meet people**

The Web is generally a very friendly place. People love getting email from strangers, and friendships are quick to form from casual correspondence. The "impersonal" aspect of email tends to encourage people to reveal surprisingly personal things about themselves. When you know you will never have to meet someone face-to-face, you may find it easier to tell them your darkest secrets. Cyber-friendships have often developed into real life ones too. Many people have even found love on the Net, and have gone on to marry their cyber-partner.

- **To discuss their interests with like-minded people**

Did you think you were alone in your obsession with a singer, TV programme, author, and hobby? Well, chances are there's group of people like you discussing every little detail of your obsession on the Internet right now.

- **To have fun**

There's no doubt that the Internet is a fun place to be. There's plenty to keep you occupied on a rainy day.

Here are just a few of the many frivolous things to do on the Web:

<http://postcards.wired2000.net/>

<http://www.ethio.com>

- **To learn**

On-line distance education courses Universities can give you an opportunity to gain a qualification over the Internet.

- **To read the news**

[www.bbc.com](http://www.bbc.com)

[www.ethiopiancommentator.com](http://www.ethiopiancommentator.com)

[Www.ethiozena.net](http://Www.ethiozena.net)

[www.cnn.com](http://www.cnn.com)

- **To find software**

The Internet contains a wealth of useful downloadable. Some pieces of shareware are limited versions of the full piece of software, other are time limited trials (you should pay once the time limit is up). Other shareware is free for educational institutes, or for non-commercial purposes. [www.shareware.com](http://www.shareware.com), <http://>

- **To buy things**

The security of on-line shopping is still questionable, but as long as you are dealing with a reputable company or Web Site the risks are minimal.

**[www.amazon.com](http://www.amazon.com)** is a huge American book store (they exist only on the Web and are very reputable). Their prices are very good - it's can be much cheaper to buy books from here than from ET book stores, especially if you buy several at once to keep the shipping cost down.

### **Why do people put things on the Web?**

- **To advertise a product**

Most company Web sites start up as a big advertisement for their products and services. It may be hard to see why anyone would willingly visit a 10 page ad - but these advertisements are very useful to anyone genuinely interested in finding out about their products. Companies may also give away some information for free as an incentive for people to visit their pages. [www.adobe.com](http://www.adobe.com) - a good way to find out the facts about the excellent software that Adobe offers.



- **To sell a product**

Internet shopping (e-commerce) is still in its infancy - it takes a very good marketing strategy to actually make money out of selling items over the Web, but that doesn't stop lots of people from trying.

<http://www.amazon.com> – is one of the most successful (perhaps the most successful) e-businesses.

- **To make money**

A popular way to make money out of the Web is from advertising revenue. Popular sites have banners at the top of the page enticing people to click them and be taken to the advertiser's Web site. These banners are generally animated and very appealing, with mysterious messages to make users wonder where they will be taken. For each person that clicks the ad, the host site gets commission. Making money this way is only successful if the site gets lots of visitors (thousands a day); so the sites must be very useful and offer something of real value to their visitors.

**<http://www.altavista.com>** is an example of a site that makes money from banner advertisements.

**[Www.imdb.com](http://www.imdb.com)** -offers a very useful and fun service. It's financed by advertising and sponsorship.

- **To share their knowledge with the world**

Many individuals write Web pages to share information about their interests or hobbies. They don't expect to make any money out of it - they just feel that the Web has given them so much information that the least they can do is put something into it that may be useful for others. Other rewards come from the prestige of having their site recognized as something good and the contact inspired by their pages with others sharing the same interest.

## **Accessing the Internet**

There are several ways to access the Internet. The two most common methods are through a modem connection or a network connection.

### **Modem Connection**

A modem is a device that adapts a computer to a telephone line. It converts the computer's digital pulses into audio frequencies for the telephone system and converts the audio frequencies back into pulses at the receiving side (the computer). Most home computers use a modem and a phone line to dial into an Internet Service Provider's (ISP in our case ETC) computer, which provides access to the Internet. Internet Service Providers will typically charge a monthly fee for a certain number of hours of access to the Internet, or, in some cases, for an unlimited number of hours.

### **Dial-Up Connection Procedure.**

- ➔ To establish a conventional dial-up connection to the Internet, you will need the following:
1. An account from the Internet Service Provider (in Ethiopia, at present, Ethiopian Telecommunication Corporation (ETC) is the only Internet Service Provider).
  2. A telephone connection.
  3. A computer.
  4. A modem (External/Internal).
  5. Browser Software.

### **Dial up Internet Configuration.**

1. Click **Start, Settings, Control Panel**.
2. From the left pane in **Control Panel**, click **Create a New Connection**
3. Click **Next**
4. Select:
  - a. **Connect to the Internet** and Click **Next**
  - b. **Setup My Connection Manually** and Click **Next**
  - c. **Connect Using a Dial-up Modem** and Click **Next**
5. Type:
  - a. The **ISP Name**, that is **ETC** in our case and Click **Next**
  - b. The **Phone No** that is **900** and Click **Next**
  - c. The **User Name & Password** and Click **Next**
6. To add a shortcut for the connection on the **Desktop**, Check the **Add the Shortcut to this connection**.
7. Click **Finish**

After you finish the wizard you will get the following window.



Now, you can click on the **Dial** button and get connected to the Internet.

## Web Browser

Web browser is a computer program that allows you to connect to and browse the Internet.

To connect to the Internet, you may have to complete a log on sequence. Logging on means that you have to enter a **User name** and a **Password** (a series of letters and/or numbers that the Internet Service Provider sets up for you).

1. From the Windows Start menu, choose your browser (for example, Internet Explorer or Netscape Communicator).
2. If necessary, enter your **user ID** and **Password** in your Internet Service Provider's dialog box. Your browser will open with the home page displayed.

## Domain Name

A domain name is a way to identify and locate computers connected to the Internet. A domain name must be unique; no two organizations on the Internet can have the same domain name. A domain name always contains two or more components separated by periods called “dots”. The major categories for the top-level domain names are:

- .com:** for commercial enterprises.
- .edu:** for educational institutions.
- .net:** organizations directly involved in Internet operation or for network.
- .org:** miscellaneous organizations that don't fit any other category, such as non profit organizations.
- .gov:** for government entities
- .mil:** for military service
- .int:** for organizations established by international treaty
- .country codes** a two letter abbreviation for particular country such as “et “ for Ethiopia  
“ fr” for France” it” for Italy and so on.

## What is a website?

A Web site is a collection of digital documents called Web pages that can be viewed using a piece of software called a Web browser. Typically the first page of a Web site is called the home page, from which other pages branch off. The first page you see when you start your browser is also called your home page.

When you are viewing a Web page, the page's address appears in the Address bar in the browser. Each Web page has a unique address, sometimes known as a URL (Uniform Resource Locator). You can type the address into the browser's Address bar to go directly to the page. An address (URL) typically starts with a protocol name, followed by the location on the Internet where the Web site can be found, followed by the name of the organization that maintains the Web site, and ending with a suffix that identifies the kind of organization it is.

For example, the address <http://www.EICTDA.gov.et/> provides the following information:

<b>http://</b>	<b>The Protocol http</b> stands for <b>Hypertext Transfer Protocol</b> . A protocol is a set of rules and standards that enable computers to exchange information.
<b>www</b>	<b>The Server</b> A Server is a computer that provides World Wide Web services on the Internet. The " <b>www</b> " in the Internet address shows that this Web site is located on the World Wide Web (www).
<b>EICTDA</b>	<b>The Domain</b> The Domain is usually the name of the company or organization. This indicates that the Ethiopian ICT Development Agency (EICTDA)) maintains the Web site.

### **. Gov.et    The Suffix**

The letters at the end of the address are used to indicate what kind of site it is. For example, the **.et** in this address indicates that it is a Ethiopian Web site. Generally, governmental organization, for commercial site addresses end with **.com**, and the addresses for many educational institutions end with **.edu**.

If the address links to a specific page within a Web site, additional information will be included after the suffix.

As you scroll down a Web page you will often see underlined or colored words and phrases. These are called text links (or hyperlinks). Links are text items or images on a Web page that have addresses coded into them that can bring you to other Web sites and pages. Clicking the link takes you to the new page. Surfing the Web is browsing, or exploring, from link to link.

You can tell whether an item is a link by moving the mouse cursor over the item. If the pointer changes to a hand, the item is a link. After you click a text link to go to another page, the colour of the link changes. This allows you to tell the difference between links you have and have not.

### **Using Help**

Both Netscape Communicator and Microsoft Internet Explorer have a built-in Help feature that you can use to learn more about the browser's features and to view step-by-step instructions for the functions that can be performed with the software.

☛ **To use the browser's Help feature:**

1. Click the **Help** command on the menu bar.
2. The **Help** menu opens. Click Contents and Index.
3. The **Help** window opens with the Contents tab on top. Click a section title or icon (book) to view the topics for that section.
4. Click a topic to view that information in the right pane of the **Help** window.

You can also click the **Index** tab to search for topics using an index of **Help subjects**, or click the **Search** tab to use full-text search and look for specific words or phrases.

In addition, you can use the other commands on the browser's **Help** menu to connect directly to the web sites operated by the browser's manufacturer. These sites typically provide access to technical resources, new product upgrades and additional information.

### **Using a Browser to navigate**

Moving between different web pages is called "navigating." There are several ways to go to a different Web page from the page you are currently viewing.

### **Navigating Using Web Addresses (URLs)**

Each Web page has a unique address or Uniform Resource Locator (URL) that provides your computer with the information it requires locating the page on the World Wide Web. When you open a Web page its address appears in the Address bar at the top of the browser.

☛ **To navigate to a web site using its address (URL):**

1. Click your cursor in the Address bar and then type the URL (address) of the Web page you want to view. **Example.** <http://www.ethionet.et>
2. Press the **ENTER** key on your keyboard.

### Navigating Using Links and the Toolbar

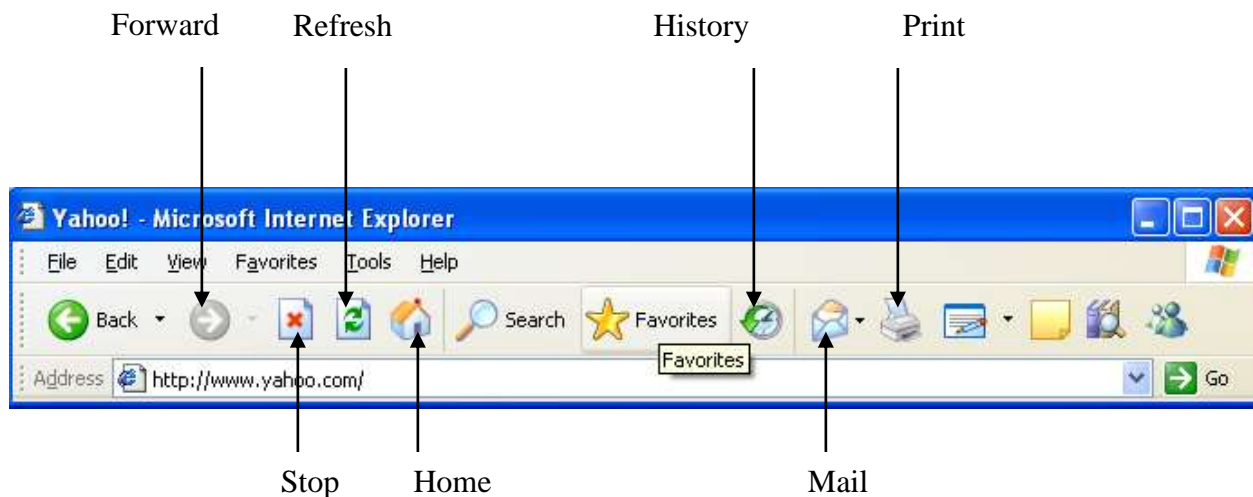
Links provide a simple and fast way to navigate or "surf" the Web

#### To navigate using links:

1. Click any link on the current page. A link can be a picture, a 3-D image, or colored text (usually underlined). You can tell whether an item is a link by moving the mouse cursor over the item. If the pointer changes to a hand, the item is a link.

The browser retrieves and displays the Web page for that link.

The buttons on the browser's **Toolbar** help you navigate the Web.



**Back Button:** If you want to go back to the last page you viewed, click the Back button on the toolbar. To go more than one page back, you can click the small down arrow next to the button and then click a Web page on the list.



**Forward:** Once you have gone backward using the Back button, the Forward button becomes available. Click the Forward button to go to the next page in a series of pages you have already visited. To go more than one page forward, you can click the small down arrow next to the button and then click a Web page on the list.

**Stop:** Clicking on it, will stop a page while it is in the process of loading. This is useful if a page is not successfully or speedily retrieving.

**Refresh:** It retrieves the page you are currently viewing. This is useful if the page does not load successfully or completely.

**History:** The history function allows you to view and select WebPages you have recently visited.

**Mail:** You can read email from this window. Choose the email software you wish to use by going back to the Menu bar and Choosing **Tools/Internet Options/Programs**

**Print:** Allows you to print the current page.

### **Electronic- Mail (E-Mail)**

Electronic mail (e-mail) is one of the oldest and most popular services on the Internet. With e-mail, you can send messages and documents down the hall, across town or around the world. You can also receive information through your personal e-mail mailbox, or "Inbox."

To send and receive e-mail you need an e-mail account. You can get this through an Internet Service Provider (ISP in our case ETC). But some Search Engines allow as creating E-mail account freely. Yahoo is the most common in this regard.

#### **Creating E-Mail Account on Yahoo**

- I. In the Address bar, type: **<http://www.yahoo.com>** , and press **Enter key**
- II. Click **Signup Now**
- III. Fill in your personal Information on the form that appears.
- IV. Click on **I Agree**
- V. Click **Submit This Form**, now the following message comes.

Registration Completed. Well Come "your User ID"! your Yahoo ID "your User ID"! . and your Yahoo. Mail Address "your User ID" and the domain name, that is your [user id@your damain name](#)".

When you check your e-mail, new messages are downloaded (through the Internet) from your ISP's computer into your Inbox. You must be connected to the Internet (or to your organization's network) to send a message or to check if you have new mail. Most Web browsers include features that allow you to send and receive messages, or they enable you to link to another program that handles e-mail. To send e-mail, you have to know the recipient's e-mail address. E-mail addresses consist of a user ID followed by a domain name (usually the name of an organization), just like a Web address. In the example below, the user ID is **tewelgn** and the domain name is **@freemail.et**. That is the E=mail account can be like:

tewelgn@freemail.et.

tewelgn@yahoo.com

In many cases, a user ID will be the first initial of the user's name followed by seven or more characters of their last name. However, many Internet Service Providers allow their clients to choose their own user ID.

### **Checking E-Mail from Your E- Mail Account**

To receive e-mail you need an e-mail account. You can get this through an Internet Service Provider or "ISP". In most cases, if you have purchased Internet services from an ISP, your monthly fee includes e-mail service.

To check if you have received any new e-mail messages, you must open your mail program and enter your mail account and password. After you enter your password, the program checks for new messages and then download these from the ISP's computer to your computer. These messages will appear in your mail program's Inbox.

☛ To check E-Mail:

- I. Enter the Account Web server in our case, **www.yahoo.com**
- II. Click on **Sign In**.
- III. Type your **E-Mail account** and **Password**.
- IV. Click **Sign In**
- V. To open list of your E-Mail, Click on **Inbox**
- VI. Click on the Subject of your incoming letters.

### **Sending E-Mail**

Most Web browsers include features that allow you to send and receive e-mail messages, or they enable you to link to another program that handles e-mail.

For example, Microsoft's two main e-mail software packages, Outlook and Exchange, can be used on their own or with the Web browser Microsoft Internet Explorer. You must be connected to send an e-mail message over the Internet.

While most e-mail software packages follow the same basic structure, specific tools and menus vary. Internet Explorer will be used as the examples in the e-mail demonstrations and practice exercises in this training.

Click on the 'Compose new message' button on the toolbar. You will get an empty mail form, which will have the following parts.

**'To'** – Enter the e-mail address of the person(s) to whom the message is sent.

**Note:** Commas must separate multiple addresses; The Cc and BCc field may be left blank.

**'Subject'** – Enter a brief description as to what the message is about.

**'Cc'** – The carbon Copy field is for the e-mail address of the person(s) .Any addresses included here will be listed in all outgoing copies of the message.

**'BCC':** This blind carbon copy field unlike address listed in the Cc field address listed in the BCc.

**'Body'** – Enter the actual message here.

Some mail programs have the facility to send blind copies. If this feature is available, the other recipients of the mail will not know that you have sent a blind copy to another person. Almost all e-mail programs have the following features: address book, signature feature, and attachment facility. Now we will see how to make use of these features.

☛ **To send an e-mail message from within Internet Explorer:**

1. Click the **Mail** button on the browser's Toolbar.
2. Click **New Message/write message/compose**.
3. The **New Message** window opens. In the **To** box, type the recipient's e-mail address. (The recipient is the person to whom you're sending the message.) If you wish to send the message to more than one recipient separate each name with a comma. If you wish, you can enter a name(s) into the **Cc(Carbon copy)** box to send copies of the message to additional people.
4. Click the **Subject** box and then type a short description of what the message is about.
5. Click the message area and then type your message.
6. Click the **Send** icon to send the message to the recipient(s).

### **Attaching a file to a message**

You can send more than simple text in your e-mail messages. You can also attach a variety of computer files – including word-processor documents, spreadsheets, graphics, and video clips – to an e-mail message. E-mail is a useful way to share files with other people. You can attach a file located on your hard disk, on a floppy disk, or on the network to an e-mail message.

☛ **To attach a file into an E-Mail message:**

1. Create the message into which you want to attach.
2. Open your **Inbox**.
3. Click **Compose**.
4. Type the **recipient's address, Subject and body**
5. Click **Attach File**.
6. Then click **Browse** to open dialog box. Locate and click the file you want to attach. The name of the file will appear in the File Name box of the dialog.
7. An **Attach File** into the e-mail message.
8. Click **OK/Open**.

Many e-mail software packages have an Address Book feature. The Address Book allows you to create a list of e-mail addresses that you can use to quickly and correctly address the e-mail messages that you send. You can add and delete names to your Address Book

### **USING THE ADDRESS BOOK**

To add Addresses to Address Book:

1. Open a new message by Clicking **Compose** or **Reply**:
2. Click the drop-down arrow next to **Addresses**
3. Click **Add Contact**
4. Fill in the **Add Contact** form and click **Save**

☛ To send E-Mail from the Address Book:

1. Open a **New message**.
2. Click the **To** button or **Insert Addresses**
3. From the **Address Book** list, Check those recipients that you want to send a message.
4. Click **Insert Checked Contacts**.

### **Finding (Searching) Things on the Web**

The Web is a very big and much disorganized place. Just about any information you would ever want to know (and a whole lot more that you wouldn't) exists on the Web somewhere. But finding it is another story.

The reason for this is that it was never designed as a global information retrieval system, hence there is no central place monitoring where or how information is stored. The added makes it very easy to lose your focus and get lost.

### **Ways to find information on the Internet**

There are two different ways to search pieces of information (documents) on the Internet. These are:

- I. By entering the web address on the browser address bar. This method is used if we know exactly the web address of the information that we need.

Example: [www.aau.edu.et](http://www.aau.edu.et)

[www.ethiojobs.com](http://www.ethiojobs.com)

[www.ethionet.et](http://www.ethionet.et)

- II. By using **Search Engines** and **Key words** which is called **Simple Search**.

☛ To search a document using Simple Search:

1. Type the Web address of the search engine on the **Address Bar**.
2. Type the keywords
3. Click on the **Search** Button
4. From the retrieved directory, click on the link of the document you want to open.
5. Continue this process until you get the desired document.

### **Search Tips**

- Understand the search engine you are using. Read the 'search tips' or 'help' for the search engine.
- Use a variety of key words, use synonyms.
- Search engines often match the first word first so put the most important word or the broadest category at the beginning.
- Use quotation marks to search for a phrase.
- Try different arrangements of key words eg. if you are looking for indigenous women poets try "women writers" AND indigenous. This is a combination of a phrase and a single word.
- Some search engines are case sensitive. Most search engines will match both upper and lower case if lower case letter are entered, but only upper case if upper case letters are entered.
- Most search engines will match part or whole of a word - eg. sing will retrieve singer, single, singe etc.
- Think of common misspellings - take into account American spellings eg. Color.
- Most search engines will search for documents with any of the words you enter – **Example:** a search for Christmas carol will find documents with just the word Christmas, as well as documents with just the word carol. Documents with both of the words will appear earlier on in the results. You can use operators to restrict your search further (check the 'help' to find out which operators the search engine uses).
- Results are returned in order of relevance. If there is nothing useful in the first few pages, chances are there won't be anything useful in any of the others. Change your search query or use another search tool.



### **Search Engines**

These are computer programs that 'whiz around' the Internet to find documents that contain key words which you type in. Search engines have different ways of searching which means that they will return different results and may be more or less successful for different searches.

There are wonderful search engines like:

<http://www.yahoo.com>

<http://www.lycos.com>

<http://www.google.com>

<http://www.dogpile.com>

<http://www.excite.com>

<http://www.altavista.com>

<http://www.hotbot.com>

### **Limitations of Search Engines**

- The ambiguities of language mean that the list of retrieved documents may contain a high percentage of irrelevant material.
- Some search only document titles and others search the entire document.
- Being electronic, they can't discriminate between valuable documents and ones of dubious quality.
- With millions of people using the Internet they sometimes become overloaded.

Search engines are more useful when looking for very specific or obscure information, for instance:

- The history of the settlement of the Gambella.
- The myth of Internet.
- Pictures of baby chicks.
- 'The Musicians of Bremen' fairy tale.

Sometimes you will find the information you want almost immediately - other times you will be led on a wild goose chase through page after page of links. Don't give up too easily though, persistence usually pays off.

### **Evaluating Web Resources**

People often assume that any information they find on a computer is correct. This is a dangerous assumption regarding the WWW, where anyone can publish any information they like, without editorial intervention. Some information may be perfectly reliable, but other information may range from out-of-date, unreliable and inaccurate to biased, misleading or deliberately false.

### **Points for conducting research on the Web:**

- Be clear on what you want. Keep your purpose clearly in focus.
- Be selective, critical, and use a useful set of criteria.
- Don't take anything you find as undisputed fact.
- Shop around - find a wide range of sites on your topic, don't stop at the first useful looking page.
- Use your common sense when judging how much faith you should put into the information you find.

The World Wide Web is made up of millions of Web sites covering almost every subject under the sun. If you want to find specific information and you don't have a list of Web addresses or "URLs", then you need to conduct a Web search.

You can search for information on the Web in a variety of ways.

☛ To search using the Search button:

1. On the **Toolbar**, click the **Search** button.
2. The Search window is displayed on the left side of the window. Type the word or phrase you're looking for into the text box at the top of the Search window, and then click Search.
3. A list of search results is displayed in the Search window. Click any link in the list to display that Web page in the right side of the browser window.

**Note:** You can close the Search window by clicking the Search button on the Toolbar again or by clicking the Close button at the top of the Search window.

### **To search using a Search Engine:**

A search engine is a service that indexes and organizes Web sites. Search engines are set up by organizations that continually scan the Web. When new pages are found, they are classified in databases so you can easily search for information on any topic of interest. You can use a search engine by typing in its Web address.

Although each search engine appears slightly different, each has a box in which you can enter a search word or phrase and a button for you to click to begin your search. This is called a text box.

The list below provides the addresses of some popular search engines that you can try:

- Google: [www.google.com](http://www.google.com)
- Alta Vista: [www.altavista.com](http://www.altavista.com)
- Excite: [www.excite.com](http://www.excite.com)
- Hotbot: [www.hotbot.com](http://www.hotbot.com)
- Infoseek: [www.infoseek.com](http://www.infoseek.com)
- Lycos: [www.lycos.com](http://www.lycos.com)
- Yahoo!: [www.yahoo.com](http://www.yahoo.com)
- Yahoooligans!: [www.yahoooligans.com](http://www.yahoooligans.com)
- WebCrawler: [www.webcrawler.com](http://www.webcrawler.com) etc

No search engine keeps track of all the content on the Web, so try several search engines to see which produce the most useful results for the type of information you're looking for.

### **Boolean Searching on the Internet**

Boolean searching is based on a system of symbolic logic developed by George Boole, a 19th century English mathematician. Most keyword searchable computer databases support Boolean searches. Boolean search techniques may be used to perform accurate searches without producing many irrelevant documents. When you perform a Boolean search, you search the computer database for the keywords that best describe your topic. The power of Boolean searching is based on combinations of keywords with connecting terms called operators. The three basic operators are the terms **AND**, **OR**, and **Not**.

The operator **AND narrows** a search by combining terms and retrieves every document that contains both of the words specified.

**Example:** To locate general information on computer Virus problem, type *“computer virus AND data protection”* in the Search text box and press Enter key.

When the computer searches its database it retrieves every record containing both of the words computer virus and data protection, and the records from the intersection will be retrieved as the end result. Practice by searching information on the relationship between poverty and crime.

Several keywords may be used to narrow searches with the **AND** operator.

The **OR operator broadens or widens** a search to include documents containing either keyword. The OR search is particularly useful when there are several common synonyms for a concept or variant spellings of a word. If we say "Computer virus OR data protection", The computer searches for all documents containing computer virus and all documents containing body building and the union of all documents represented by both terms will be retrieved.

**OR** searches often produce large numbers of documents. E.g. car or automobile

Combining search terms with the NOT operator narrows a search by excluding unwanted terms.

To find information on gambling but not the lottery use:

Examples: gambling NOT lottery

cats not dogs, and so on

The term is sometimes stretched to include searches using other operators like "near" .

E.g. Fashion **NEAR** show may produce results on London Fashion Show, New York, etc. but not designers, producers, etc.

Boolean search terms may be combined in various ways to carefully refine searches.

Examples:

Oceans OR lakes AND pollution

Nurses AND malpractice NOT doctors

Children NOT infants AND psychology

**Note:** By default, Google only returns pages that include all of your search terms. There is no need to include Boolean operators between terms. If a common word is essential to getting the results you want, you can include it by putting a "+" sign in front of it. (Be sure to include a space before the "+" sign.)

### **TRUNCATIONS**

Truncations are character substitutes that could be used to retrieve variant spellings and allow the searcher to insert a truncation symbol, usually the \$ sign, an \* or ?

Examples:

- The search term teen\* will locate the terms teens, teenagers, and teenaged.
- By placing the \$ sign at the end of the root word work like work\$, you will retrieve all words beginning with that root (work, worker, workforce, workplace, etc.).

Be careful using truncation! If you want to retrieve items about cats, don't truncate the word cat. If you do, you will also retrieve cataclysm, catacomb, catalepsy, catalog, etc., etc. It's best to use the Boolean operator "or" in these instances (cat or cats)

Some databases and search engines automatically truncate your search terms to find plurals, -ing, or -ed endings.

### **WILD CARDS**

Some databases allow for wild cards to be embedded within a word to replace a single character. For instance, you can also use \$, \*, or ? Within a word to replace characters, such as, comp\$tion and find composition, competition, computation, etc.

You can also limit the number of characters that the wild card symbol represents such as theat\$2 and find theater or theatre, but not theaters, theatrical, etc.

### **Saving, Copying and Downloading Information From Internet**

The Internet is not only to be surfed. We can copy and save information, text or graphics, which we see on a web page to a disk and/or make printouts.

To copy graphics:

1. Click on the graphic you want to copy.
2. Right mouse clicks and choose Copy from the drop-down menu.

To save graphics:

- 1) Click on the graphic you want to save.
- 2) Right mouse click and choose Save Picture As from the drop-down menu

To copy text:

1. Position the mouse pointer at the beginning of the text you want to copy. The mouse pointer changes from an arrow to an "I" beam.
2. Drag to select the text.
3. Right mouse click and choose Copy from the drop-down menu:
4. The text is copied into the clipboard and can be pasted into a blank word document.

**Note:** If there is a large quantity of text, then choose select All from the drop-down menu.

To save text:

- ⇒ Choose **Save As** from the **File** menu. The Save As dialog box is displayed. The file name is already placed in the dialog box.
- ⇒ Click on the Save button

### **Saving Favorite Web Pages**

As you navigate from Web site to Web site, it soon becomes impossible to remember the path you took to get to a specific site or its exact address or URL. Fortunately, you can use the Favorites feature of your browser to save a list of your favorite Web sites so that you can easily revisit them in the future. [**Note:** In Netscape this feature is called **Bookmarks**.]

☛ **To add a Web page to your list of favorite pages:**

1. Go to the page you want to add to your list of favorite pages.
2. Click the Favorites command on the menu bar at the top of the browser.
3. On the Favorites menu, click Add to Favorites.
4. The Add Favorite dialog box opens. Type a new name for the page in the Name field if you want to. Click OK to add the page.

☛ **To view a favorite Website:**

1. On the Toolbar, click the Favorites button.
2. The Favorites window appears on the left side of the screen. Click a folder or page to display the Web page.

**Note:** You can hide the Favorites window by clicking the **Favorites button** on the Toolbar again.

### **Downloading Files**

On the Internet, you can access files that contain software programs, graphic images, music and other types of information, often for free. You can download (or save) these files onto your computer using your browser. When you click on an Internet file or program that can be downloaded, your browser will give you two options: to open the file or to save it to a disk (for example, onto your computer's hard drive or to any disk).

You should note that some files can contain viruses. A virus is a software program that is buried within an existing program or file. When you open that program or file, the virus copies itself onto your computer. The virus may be a simple prank that pops up a message on your computer screen but does no serious damage. However, other viruses are quite destructive and may destroy programs and data on your computer. Therefore, it is recommended that you save any file or program you wish to download to disk. This allows you to check the file with a virus detection program (such as McAfee Virus Scan or Trend Anti-Virus) before you open it.



For more information on virus protection, you can link to one or two popular virus detection program Websites:

The amount of time it will take to download a file will depend on the size of the file and the speed of your Internet connection.

☛ **To download a file or program:**

1. Click on the file or program you wish to download.
2. **The File Download** dialog appears. Click the Save this file to disk option and click OK.
3. The **Save As** dialog appears. Choose a location on your computer where you'd like to save the file and then click **OK**.
4. A dialog appears showing you the status of the download. When the file or program has finished downloading, you should check the file with a virus scanner before opening or installing it.

**Note:** If you're downloading a program file, note any installation instructions provided. Once you have finished downloading the program, install it according to the instructions on the original Web page.