

§1. Web Browser and E-mail

1.1. Web Browser

Most of our campus PCs are installed with *Internet Explorer* (usually referred to as IE), *Chrome*, and *Firefox*. Here we will mainly talk about the use of *IE*. One new feature of *IE* is that it supports tabbed browsing.

We list some useful shortcut keys for using *IE* below.

1.1.1. General

Press	To
F11	Turn Full Screen Mode on or off
CTRL+F	Find a word or phrase on a page
CTRL+N	Open a new browser window
CTRL+P	Print the page
CTRL+A	Select all items on the page
CTRL+0	Zoom to 100%
CTRL+Plus	Zoom in
CTRL+Minus	Zoom out
ALT	Activate the menu bar or to show the menu bar if it is hidden

1.1.2. Navigation

Press	To
ALT+HOME	Go to home page
ALT+←	Go backward
ALT+→	Go forward
F5	Refresh page
CTRL+F5	Refresh page and the cache
ESC	Stop downloading page

1.1.3. Address Bar

Press	To
ALT+D	Select the Address Bar
CTRL+ENTER	Add "http://www." to the beginning and ".com" to the end of text in Address Bar
ALT+ENTER	Open the website address that is typed in the Address Bar in new tab

1.1.4. Tabbed Browsing

Press	To
CTRL+T	Open new tab
CTRL+TAB	Switch to next tab
CTRL+SHIFT+TAB	Switch to previous tab
CTRL+W	Close tab (closes window if only one tab is open)

1.1. Some Suggested Websites

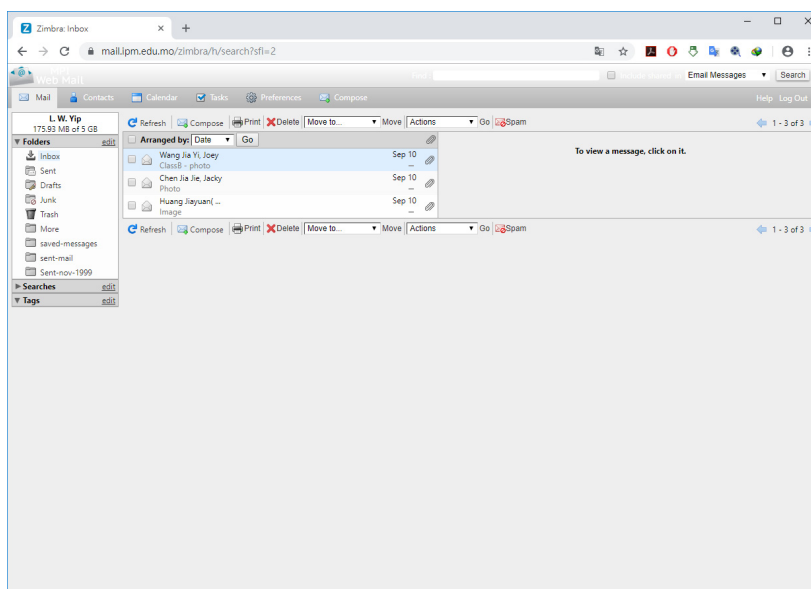
The *IE* shortcuts for some suggested websites can be found in the following folder and its sub-folders under our course folder of the Hand-out drive:

My Favorites

1.2. E-mail

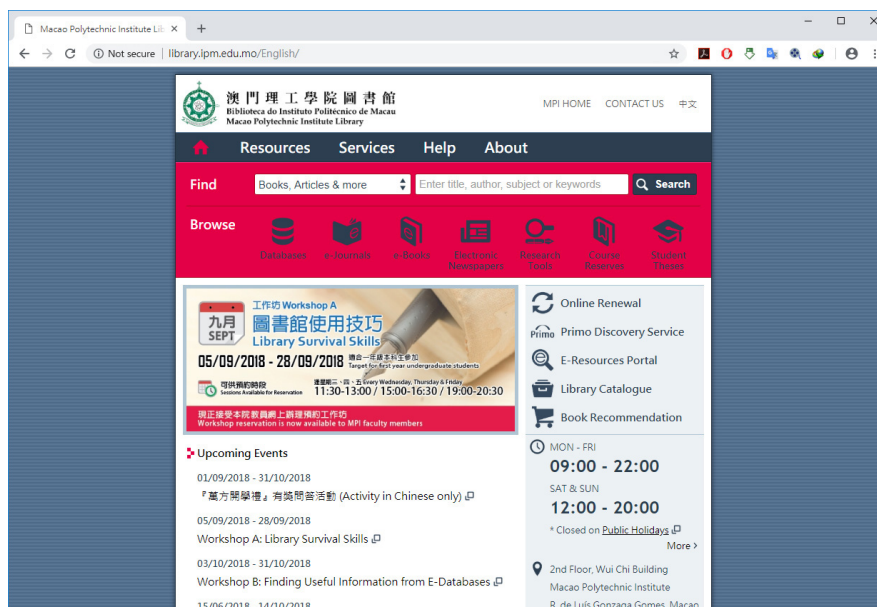
It is strongly recommended that you check email for your MPI account every day. One convenient way to check email is to visit the webpage <https://mail.ipm.edu.mo>. You may also use some professional email programs (e.g. *Thunderbird*) to handle your MPI emails.

After you login successfully, the user interface may look like the following:



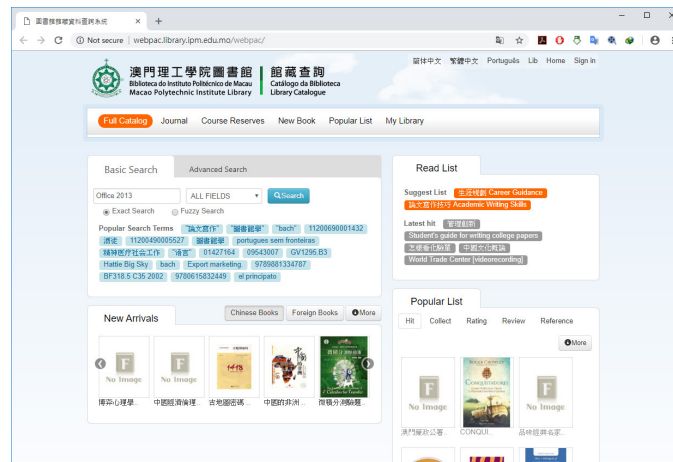
§2. Library e-Resources

The URL of the MPI library homepage is <http://library.ipm.edu.mo/>. The English interface of this web page is as shown below:



2.1. Finding Books

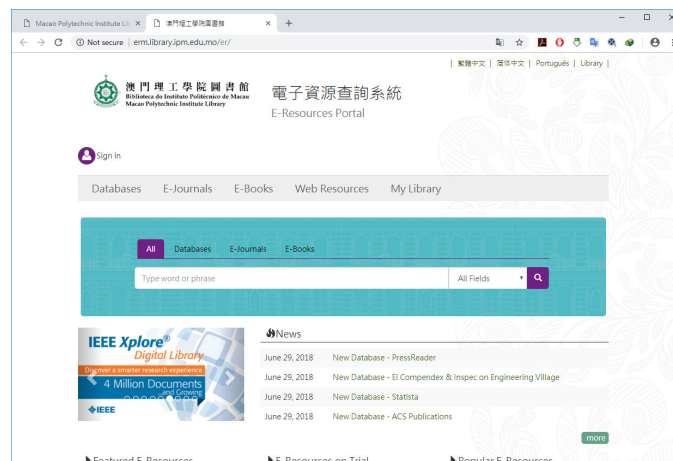
Clicking on “Library Catalogue”, the following web page will be shown:



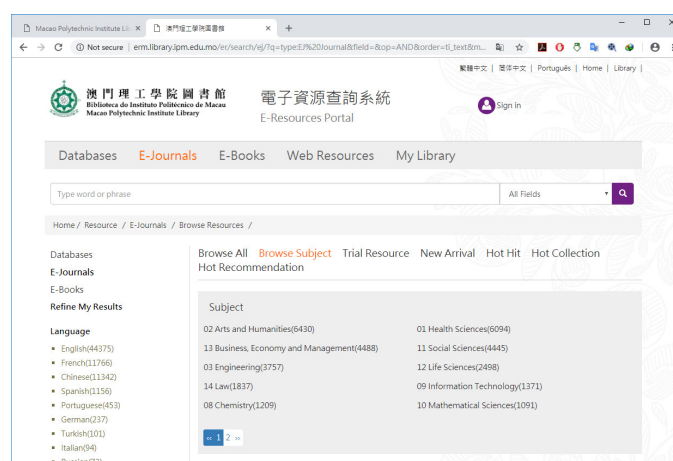
For example, if you are looking for a book on *Microsoft Office 2013*, you may type “Office 2013” in the “Title Keyword” box.

2.2. Finding Journal Articles

From the library homepage, click “E-Resources”, the following web page will be shown:



To access journals of certain categories, you may go to the “E-Journals” page, and then click “Browse Subject”:



§3. Search Skills

Since Google is the most popular search engine, we will use it to discuss some internet search skills.

- (a) To search for web pages containing “Bill” and “Clinton”, type the following in the search box:

Bill Clinton

For Google, if we use a space to separate “Bill” and “Clinton”, it means “and” already.

- (b) To search for web pages containing “Bill” or “Clinton”, type the following in the search box:

Bill or Clinton

- (c) To search for web pages containing “Clinton” but not “Bill”, type the following in the search box:

Clinton -Bill

- (d) To search for web pages containing the exact phrase “Bill Clinton”, type the following in the search box:

"Bill Clinton"

That is, surround the phrase you want with a pair of quotes.

- (e) To search for web pages containing the phrase “Bill Clinton” and either the word, wife, or the word, daughter, type the following in the search box:

"Bill Clinton" (wife or daughter)

- (f) To search for web pages containing any word that begins with the text, book (e.g., book, booklet, bookstore, bookshelf), type the following in the search box:

book*

The character * (asterisk) used in this way is called a wildcard.

- (g) To search for web pages ending with certain domain, type something similar to the following in the search box:

site:mo "public holidays"

The above example will find out those web pages containing the exact phrase “public holidays” and having the regional domain mo. Note that there is no space between the colon and mo.

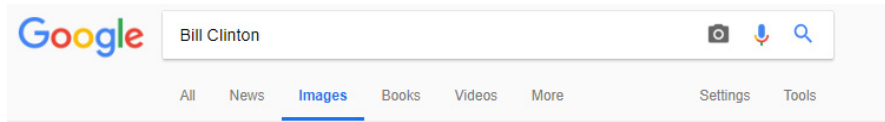
- (h) Similar to the previous example, if you are looking for web pages about calendar under the MPI website, you may type the following in the search box:

site:ipm.edu.mo calendar

- (i) The above example can be modified further if you are looking for a particular type of file. For instance, if you are looking for a calendar in PDF format, you may type the following in the search box:

site:ipm.edu.mo calendar filetype:pdf

The above examples illustrate the search for web pages. If you are looking for pictures, simply click on Images (see the picture below).



- (j) Besides using keywords to look for pictures, we may also search by images. The two pictures below show the steps for this purpose.

