

ICDL Module 7

Web Browsing & Communication

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Web Browsing

The Internet

Terminology and Concepts

Internet

The Internet is a collection of thousands of individual networks and organizations, each of which is run on its own. Each network cooperates with other networks to direct Internet traffic so that information can pass among them. Together, these networks and organizations make up the world of the Internet. For networks and computers to cooperate in this way, however, a general agreement must take place about things such as Internet procedures and standards for protocols. The World Wide Web Consortium (W3C) develops standards for the evolution of the most well-known part of the Internet, the World Wide Web (find it at www.w3.org). The W3C is an industry consortium run by the Laboratory for Computer Science at the Massachusetts Institute of Technology (MIT).

World Wide Web (WWW)

The World Wide Web (WWW) is just a small part of the Internet as a whole. The Internet, relates to all the hardware and software involved, and in addition to the WWW, it also includes FTP (File Transfer Protocol), email, newsgroups, etc..

The WWW is basically the text and pictures that you can view using your Web Browser, such as Microsoft Internet Explorer, Mozilla Firefox etc.

Web sites and URLs

A Web site is simply a group of files and folders which are stored on a WWW server and which can be freely accessed by people 'surfing the Web'. For instance Microsoft has a Web site, from which you can download information and software. The trouble is that you need to know the address of the Web site; in much the same way as if you want to phone someone you have to know his or her phone number. The address of a Web site is given by something called its URL (Uniform Resource Locator).

Due to the very large number of organizations who now have Web sites, you can also use a search engine, in which you can enter a word or phrase connected with what you wish to find and it will then display sites which match the information which you have entered. The results can be overwhelming however. A recent search using the search words "PC courseware" displayed a list of a million sites containing these words!

URL (Uniform Resource Locator)

The URL (Uniform Resource Locator) is just another name for a Web address. The URL consists of the name of the protocol (usually HTTP or FTP) followed by the address of the computer you want to connect to, e.g. a URL of <http://www.Google.com> would instruct your Web Browser to use the HTTP protocol to connect to the Google Web site.

Hyperlinks

A hyperlink is a piece of text (or a picture) on a Web page, which when clicked on will automatically:-

- Take you to a different part of the same page
- Take you to a different page within the Web site
- Take you to a page in a different Web site

- Enable you to download a file
- Launch an application, video or sound

Text which is underlined normally indicates a hyperlink. By default these text links are normally displayed in blue.



When you move the mouse pointer over a hyperlink, it changes to the shape of a hand.

ISP (Internet Service Provider)

If you want to connect to the Internet, you need to subscribe via an Internet Service Provider. The ISP gives you a connection to the Internet either via your telephone line or via a special digital high speed line or cable. An example of a popular ISP is AOL (America On-Line).

Structure of a Web Address

The Web Address (URL) has a very specific structure. Look at the following example.

Service:

The first part of the URL is the service specifier, such as HTTP or FTP, which specifies the access method.

Host:

The second part of the URL is the server internet address in this case:

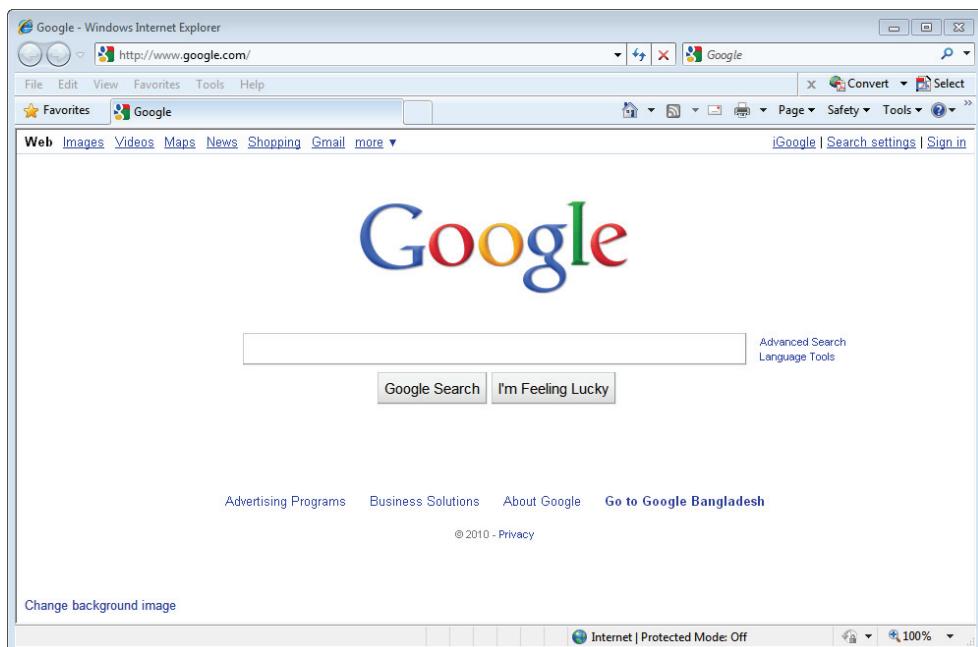
www.cheltenhamcourseware.com

Folder and file structure:

The last part of the URL details the folder containing a particular file as well as the file itself. The starting file for a web site is often called the **Index** file.

Web Browser

The Web Browser allows you to view Web pages. Microsoft Internet Explorer looks like the illustration below.



Web browsing applications include 'Internet Explorer' (from Microsoft), Opera and Firefox. In each case there are many different versions, you will find that the later versions offer much more versatility, as well as a better range of built-in features. Another example is the Apple Safari web browser.

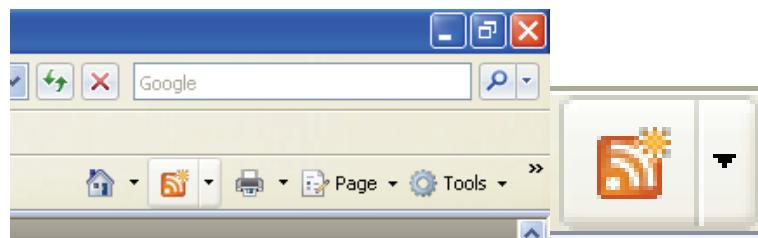
Search Engines

A search engine holds information about pages on Web sites throughout the Internet. It only has information about Web sites which have been reported to it, or ones that it has found out about automatically. It is important to realize that a search engine does not have complete information about all Web sites on the Internet! There are a number of different search engines, run by different organizations. Within a search engine you can enter a search phrase, such as **film reviews**, and the search engine will then search through its database and after a short pause, should display a list of sites that fit your search parameters.

Really Simple Syndication (RSS) feeds

RSS (Really Simple Syndication) is a method used to publish information that needs to be frequently updated. Such as news headlines, tickertapes or podcasts. A RSS document is called a "feed" or "channel".

You need software called an RSS reader to read and update RSS content. You can then subscribe to a feed using the RSS reader. The RSS reader regularly checks for updated content and then displays the new content. Most good news websites will have the option of an RSS feed. In most cases to subscribe, you need only click on a button within the site. Once you subscribe the content will update automatically without the need to keep pressing the refresh button.



Try visiting news web sites and see if you can subscribe to their RSS service. To help you a few news sites are listed below:

www.bbc.co.uk/news
www.cnn.com
www.abc.net.au/news

Podcasts

A podcast is a way of providing content such as radio programs in a form which can be easily downloaded and listened to later on a the PC or mobile devices such as an Apple iPod.

The term "podcast" is a combination of the words "iPod" and "broadcast".

Many web sites allow you to manually download content.

The thing that makes a podcast different is that once you subscribe to a podcast it will be downloaded automatically for you. The illustration below shows a typical page allowing you to subscribe to a podcast.

Security Considerations

Identifying Secure Web Sites and https

If a web page uses encryption you will see a padlock displayed in the Internet Explorer toolbar. If you do not see this padlock on a page requesting your credit card details you should not enter your credit card details.



Pages that are secured for the acceptance of credit cards normally have a web address that starts with **https://** instead of **http://**, as in the example illustrated below.



Protected sites

A protected site is a site which allows only restricted access. In many cases sites are restricted via a password. If you do not supply the correct password when you access the site, you are not allowed to view the sites contents. Many companies may use the restrictions to allow information to be widely distributed, but in a controlled manner to its employees. Other examples are sites operated by commercial companies which are selling some type of information such as stock market movements.

Digital certificates



A digital certificate is used to encrypt information for secure transmission across the Internet. A digital certificate can be used to create a digital signature for an email, the signature guarantees the identity of sender, and it also ensures that the message cannot be tampered with in transit. A digital certificate can be purchased from a certificate authority such as www.verisign.com who will verify your identity.

Digital certificates are used by Internet based shopping Web sites to encrypt your credit card details so they cannot be intercepted as they travel the Internet. You can view the digital certificate for a secure Web site by double clicking on the padlock in the Web Browser address bar, e.g. <https://www.paypal.com>

When you are purchasing from a web site there are a range of trust logos that may be displayed and clicking on these should authenticate the site. The **VeriSign Secured** logo is illustrated below.

Encryption

Encryption is a means of 'scrambling' a message or web page. It is used to make a transmission more secure, so that only the intended recipient of the message will be able to read the message. There are many means of enabling this encryption, both via hardware and software. A famous encryption program is called PGP.

Modern encryption programs are becoming so secure now that some governments are insisting that the manufacturers of the programs build a 'back-door' into the program which will enable the government/police/intelligence communities to easily read the messages. This is so that criminals who use the Internet do not have access to unbreakable encryption.

There are different levels of encryption, which is often described by the number of bits used within the encryption. Thus a system using 128 bit encryption would be much more secure than one using 32 bit encryption.

Security Threats

Viruses

Surfing the Internet can provide you with an incredible source of information. There are however dangers! If you download anything from the Web (even a document file), there is the possibility that the downloaded item may have been infected with a computer virus.

Worms

A computer worm is a self-replicating computer program that sends copies of itself to other computers via a network. It can copy itself from computer to computer without your knowledge.

It is different from a virus because it has no need to hide itself within another program. Many worms can reduce your available bandwidth due to their copying activities, but otherwise do not actually damage your files. However there are also destructive worms that will attack or compromise your data.

Trojans

A Trojan horse (often just called a 'Trojan') is a type of software which you normally expect to do one thing, but in fact it does something else that you did not intend.

A Trojan is not a computer virus and does not try and copy itself across your network. It is basically just a program which you need to run. The name comes from the classical story of the wooden Trojan Horse.

Spyware

This is different from a virus. Details such as your online browsing habits can be sent, without your knowledge, to marketing companies, or even criminal organizations that will try to get information such as your credit card details or access passwords.

Malware

The word Malware is a combination of the words "malicious" and "software". Malware is software designed to install itself and run without your consent and without your knowledge. Sometimes when you download free programs from an internet site, they come bundled with hidden programs that you did not ask for and will not want. Often these hidden programs send back marketing information to companies. Sometimes they may have more sinister purposes, such as sending your credit card details to criminals intending to steal from you.

When installing free programs you find on the net always read the licensing terms, as often the malware content is hidden away within this long document.

Spam

Be very careful about entering your email address into forms on Web sites which you are not familiar with. You may later get unsolicited emails (called spam) from that Web site. Even worse, your email address may

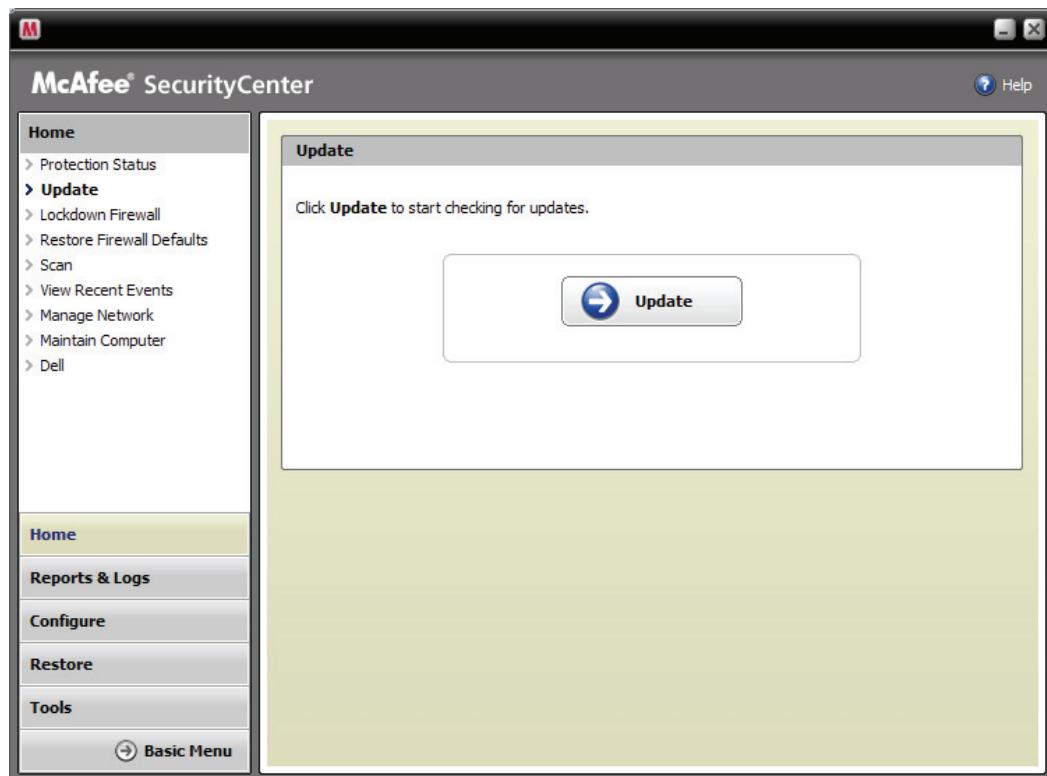
be passed on to companies which sell lists of email addresses to advertisers, after which you will receive spam on a daily basis!

Fraud

Never give your credit card details to anyone or any company unless you know that you are dealing with a reputable organization. You may find that the items you purchase are never delivered or worse that your credit card details are used fraudulently to make other purchases.

Virus checkers

To give yourself some protection against virus attack, you should have a virus checker installed (such as Norton Anti-Virus, or McAfee). If an item that you download from the Internet is infected the virus checker program will detect it immediately. The other important point to remember is to update your virus checker on a regular basis, so that it knows about more recent viruses. Many antivirus programs have an auto-update feature which allows them to update themselves automatically as required. You can also run a manual update as illustrated below for the McAfee antivirus program.

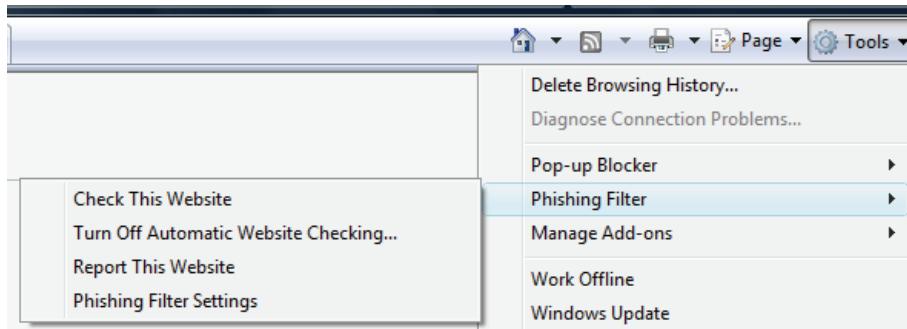


Phishing Filter

Phishing refers to efforts to trick you into revealing your personal or financial information. This is often done by sending out millions of emails at random claiming to be from your bank or similar organizations and then requesting that you update your details, using a link provided within the email. When you click on this link you are taken to a web site that looks just like the real thing but is in fact a copy of a banks web site. When you type in your details, you have just given the information to criminals who will use that information in identity theft related crime.

TIP: If you get an email requesting that you update your details never respond. Bank and credit card companies never send out this type of email.

Click on the **down arrow** to the right of the **Tools** button. From the drop down menus displayed select the **Phishing Filter** command. This will display a submenu containing further commands.



Check This Website

Clicking on this option will check the Web site you are visiting against a list held by Microsoft of reported phishing websites.

Turn Off Automatic Website Checking

This is not a good idea and if you select this command you will see a warning dialog box displayed.

Report This Website

This option allows you to report a suspect site to Microsoft.

Phishing Filter Settings

Let's you customize your settings.

Firewall

A firewall consists of software and hardware protection against invasion via the Internet. In most large companies any connection to the Internet automatically goes through a firewall which would have been installed and customized by the companies' technical IT team. In most cases you will be unaware of the firewalls existence.

Internet security & password logons

When your Internet connection is setup for you there is normally a logon ID and a password issued to you. You should keep these details private and secure. Many PCs will remember these details for you and log you in and issue the correct password automatically. If you connect to a different network you may need to enter different details.

Risks associated with online activity

As well as all the benefits there are dangers linked to online activity.

Unintentional disclosure of personal information:

Many web sites ask you to register in order to access all the features of the site. Often registration can require you to provide details about yourself such as name, date of birth, address or telephone number.

Before you hand over your details consider if the web site is reputable? Do they publish a privacy policy? Can they be trusted to store your details in a secure manor, safe from hackers?

Bullying or harassment:

Bullies have started to exploit the Internet allowing them to continue harassing their victims. Often they send abusive or threatening emails, more technically able bullies will also produce web sites to circulate vicious rumours.

Targeting of users by predators:

The internet can allow everyone a certain level of anonymity, unfortunately there are people that abuse this, pretending to be someone they are not in order to gain your trust. Never reveal details about yourself in chat rooms. Never arrange to meet someone you have met through the Internet.

Parental control options

Many parents are worried about what their kids get up to when on the web. Some issues to consider are:

Supervision:

Set-up the computer in a family room. This will enable you to watch and participate in your child's Internet activities.

Web browsing restrictions:

There are many software products on the market which will block access to web sites that you consider inappropriate. Type searching for "cyber patrol" or "net nanny" for details. Internet Explorer includes some basic parental control options which are covered elsewhere in this course.

Computer games restrictions:

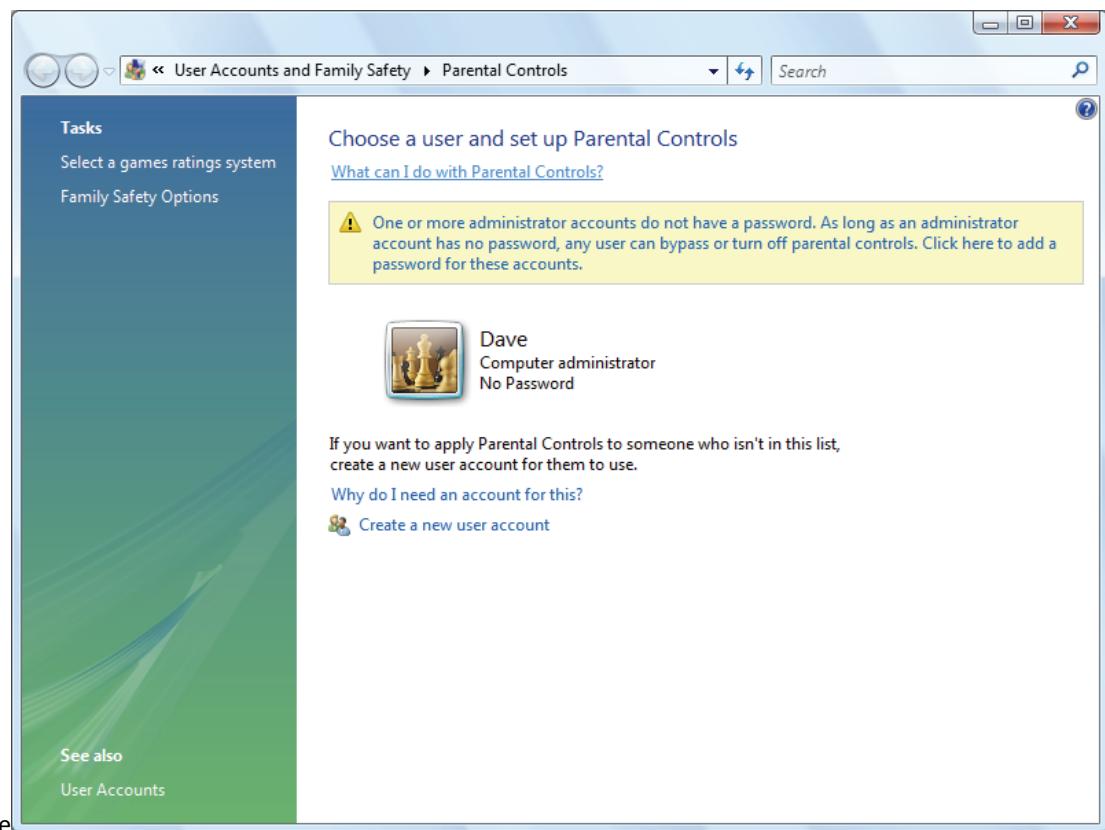
Computer games are now age rated in much the same way as films. This can help you decide if a particular game is appropriate. The latest generation of games consoles incorporate parental control options allowing you to prevent the play of games intended for an adult audience.

Computer usage time limits:

Set limits for the length of time spent using the computer. Excessive amounts of time spent online may indicate a problem.

Parental Filtering

Parental filtering lets you control how and when your children access the Internet. Setting up parental filtering requires that each child has a standard user account and you will need an Administrator user account. This may sound very complicated and it is beyond the level of this course. For now be aware that you can control Web access. If you need more information; then within the Internet Explorer, press the **F1** key and search for help using the phrase 'Parental Filtering'.



Using the Browser

Basic Browsing

Opening Microsoft Internet Explorer

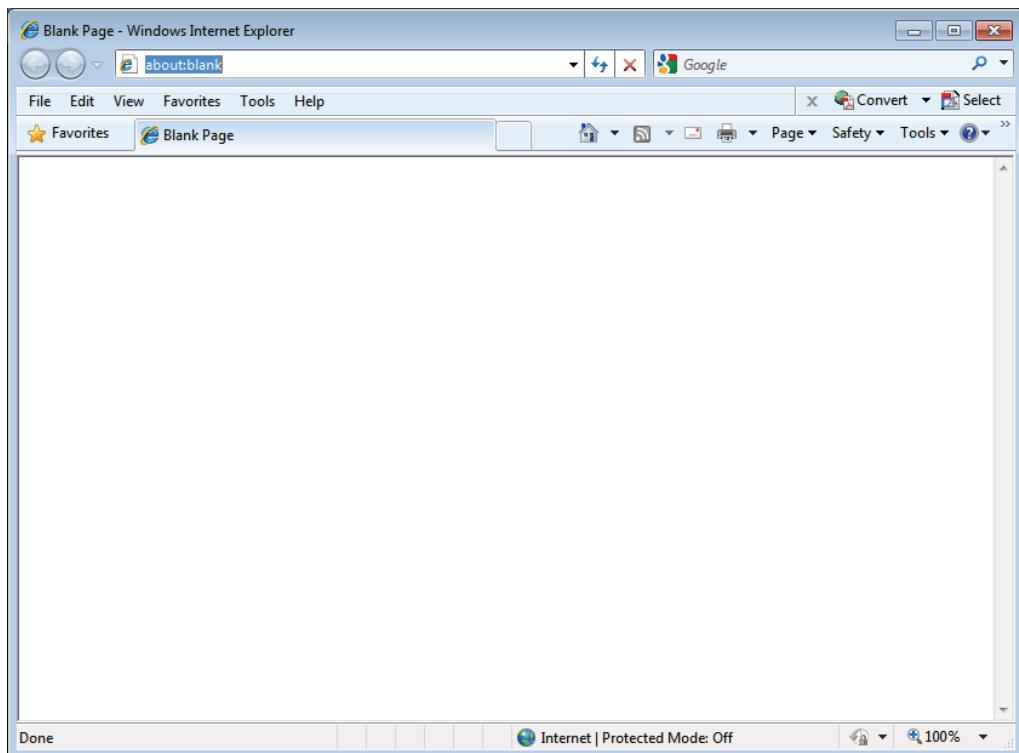
The Internet Explorer icon is usually displayed at the bottom-left of your screen.



On many computers you may also see the Internet Explorer icon displayed on your Desktop (the empty Windows screen).



Click on the icon and you will see the Internet Explorer window displayed on your screen.



When the Internet Explorer opens it normally displays what is called the 'Home Page'. This is the default Web page that the program is set to display. In the example shown, the computer was a Dell PC, and not surprisingly, Dell had set the Home Page to display a Web page relevant to Dell. As we will see you can easily change the Home Page of your particular copy of Internet Explorer.

If you want to close the Internet Explorer you would click on the **Close** icon at the top-right of the program window.

Minimizing, Maximizing, Restoring and Closing

These buttons act in the same way as every other standard Windows program and are displayed at the top-right of your screen.

Clicking on the **Minimize** button will minimize the Program window down to the Windows Task Bar (the bar that runs along the bottom of your screen).



Clicking on the **Restore Down** button will run the program within a window.



Clicking on the **Maximize** button will maximize the program if you are viewing it within a window.



Clicking on the **Close** button will close the program.

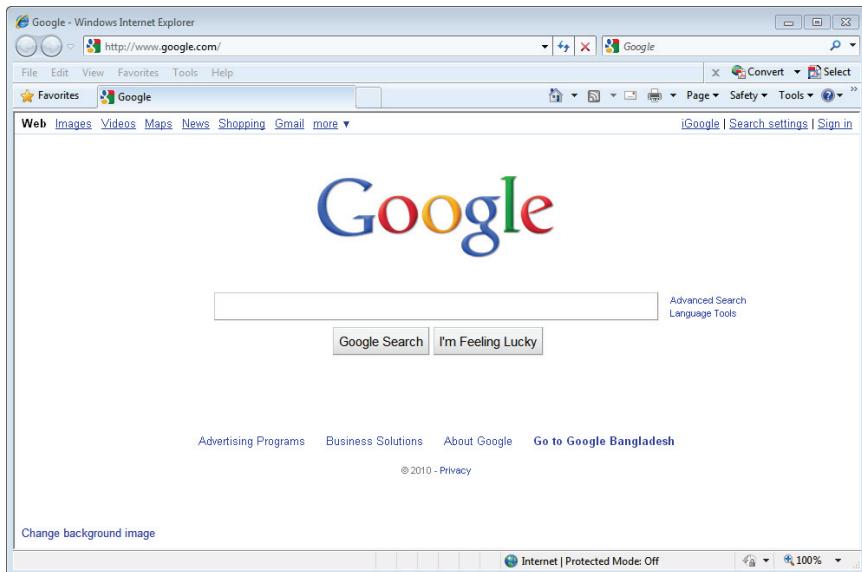


Entering a URL into the Address Bar

There is an address bar towards the top of the screen.

Type in the Web address (URL) for Google www.Google.com and press the Enter key.

You will see the Google Web page displayed. It will look different, as Google changes the look and content of their Web site on a regular basis.



Creating a new tab

You may want to open and browse several web sites at a time. For that you can create new tabs to open new web sites.

Click on the button on the right of the tab. A new blank tab will be displayed and you can enter web site address same way as you done before.



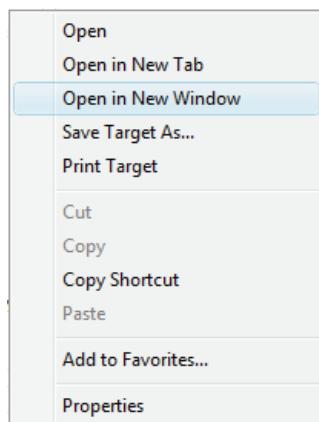
Stop button



Sometimes you may want to stop a page from continuing to download once you have clicked on it. It may be a very slow loading page and you get fed up waiting for all the pictures within the Web page to be displayed. To stop a page from continuing to download, click on the **Stop** button.

Forcing a Web page to display within a new window

Sometimes you may want to open the page that the hyperlink links to, within a new, separate window. To do this right click on a hyperlink and from the pop-up menu displayed, click on the **Open in New Window** command. You will now see two copies of the Internet Explorer displayed. One displays the original page while the second displays the page that you hyperlinked to.



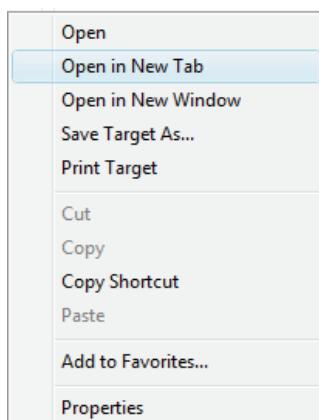
TIP: To open a hyperlinked Web page within a new window, hold down the **Shift** key and then click on the hyperlink.

Try this now.

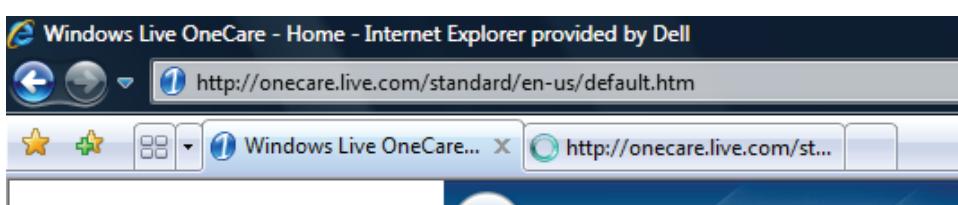
Forcing a Web page to display within a new tab

Sometimes you may want to open the page that the hyperlink links to, within a new tab (i.e. a new tab within the existing copy of the Internet Explorer). To do this right click on a hyperlink and from the pop-up menu displayed.

*Click on the **Open in New Tab** command.*



Try this now and you will now see two tabs displayed within your Internet Explorer window.



Refreshing Web pages

Sometimes you may want to refresh a page. This means reloading the page. For instance you may be looking at a news page and after leaving the page on your screen for an hour, you might want to refresh the page, to display the latest version of the page. To refresh a page click on the **Refresh** icon.



TIP: Many Web pages, such as news pages use special techniques to refresh themselves automatically.

Switching between tabs

To switch from one tab to another simply click on the tab. Try this now.

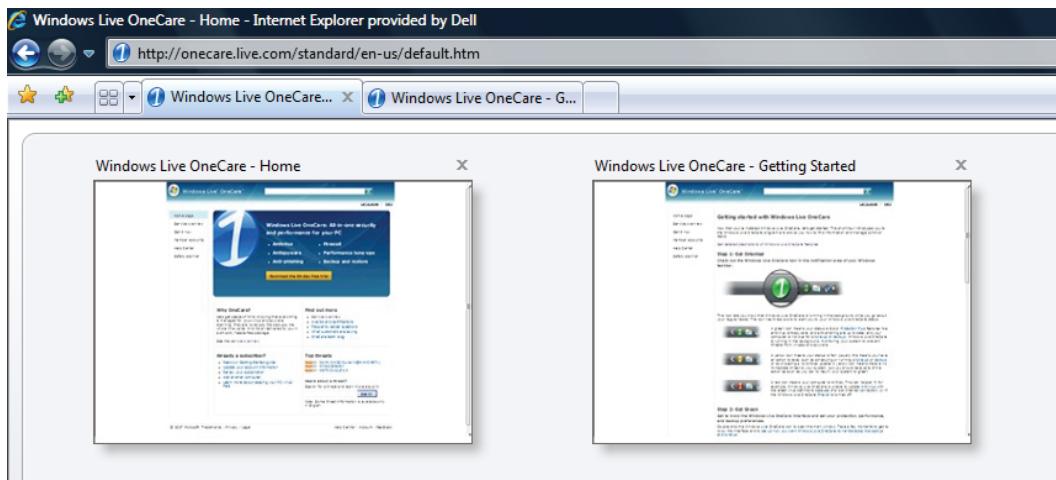
TIP: The tab switching keyboard shortcut is **Ctrl+Tab**.

Quick Tabs

*Click on the **Quick Tabs** icon (top-left of the screen).*



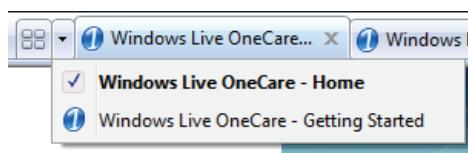
You will see the Web sites in your tabs, displayed as thumbnail previews.



Click on the preview Web that you want to view and you will switch to that Web site.

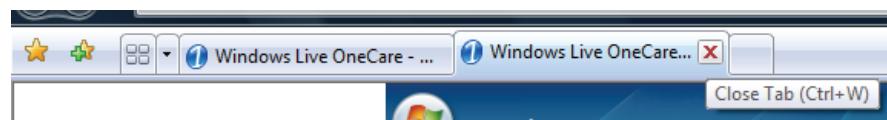
Tab List

If you click on the **down arrow** next to the **Quick Tabs** icon you will see the **Tab List**. Clicking on an item in the list will display the selected Web page.



Closing a tab

To close a tab within the Internet Explorer, click on the **Close** icon displayed at the top-right of each tab.



Internet Explorer icons

Towards the top-right of the Internet Explorer window you will see a number of icons displayed.



Home. Clicking on this icon will display the Home Page for your copy of the Internet Explorer.



Feeds. We will see more about feeds later.



Printer. Let's you print your Web page.



Page. Let's you select page related options.



Tools. Displays a range of Internet Explorer tools.

Available Help Functions

Displaying Help

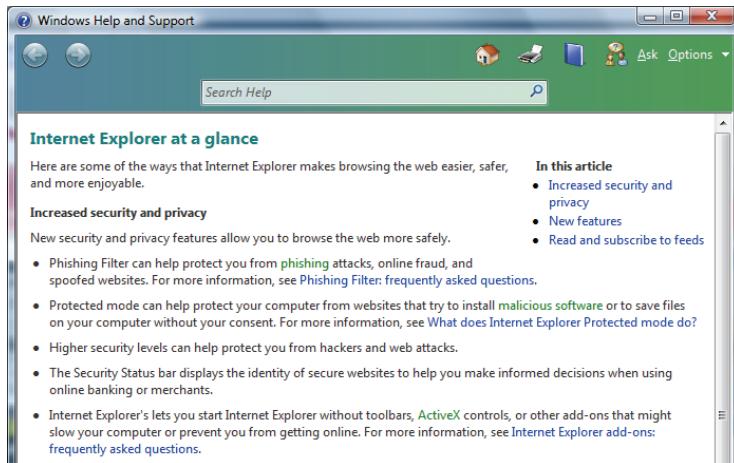
With the Internet Explorer window open, press the **F1** key. This will display the Internet Explorer help window. Within this window you can see information on topics including:

- Increased security and privacy
- New features
- Read and subscribe to feeds

Towards the bottom of the windows are further links to items such as:

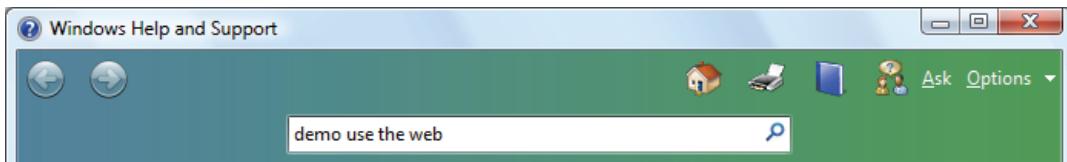
- Internet Explorer keyboard shortcuts
- Fill in website forms and passwords automatically
- How to know if an online transaction is secure
- Internet Explorer browser settings

Take a little time reading up on the new features available within this version of Internet Explorer.

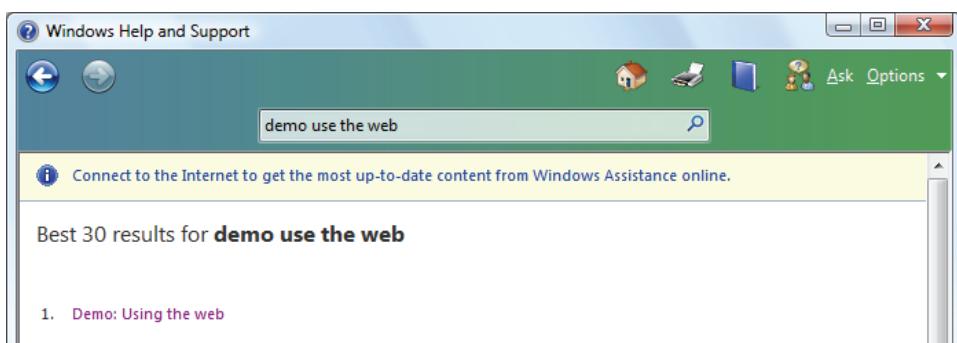


Help Demos

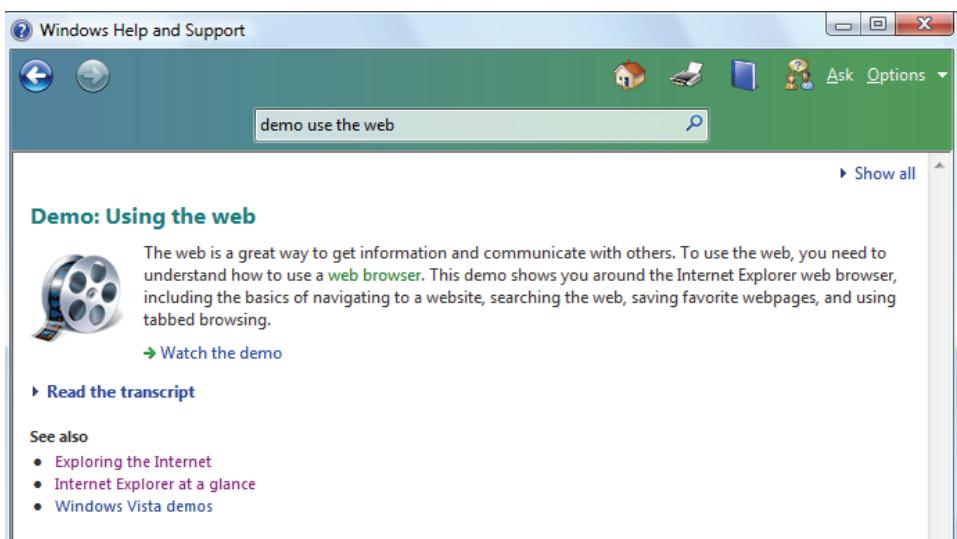
Within the Help search box, type in the words **Demo use the Web**, as illustrated below, and then press the **Enter** key.



You will see the demo link illustrated below.



Click on this link and you will see the following.



Click on the **Watch the demo** link. Note there is sound as well as pictures, so make sure that your speakers are connected up.

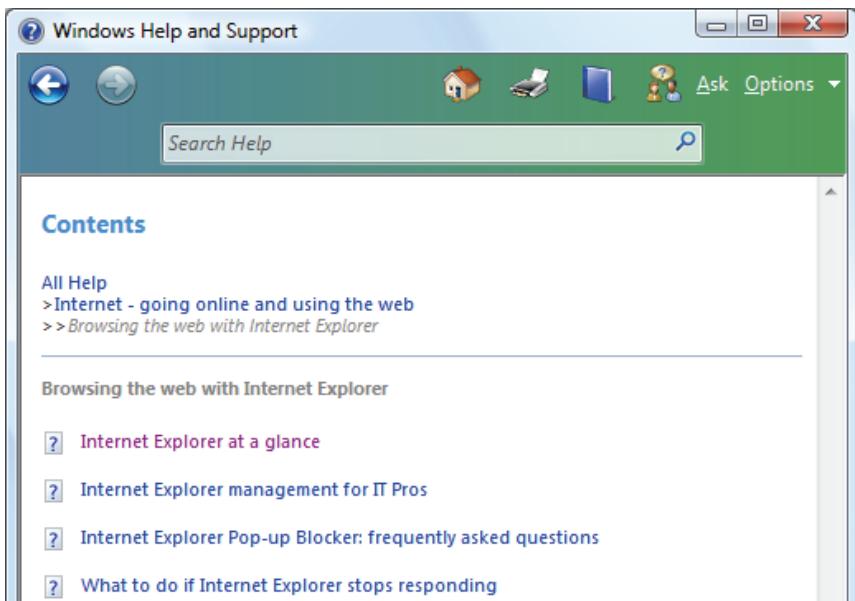
Close the demo window when you have finished watching the presentation.

Browsing for Help

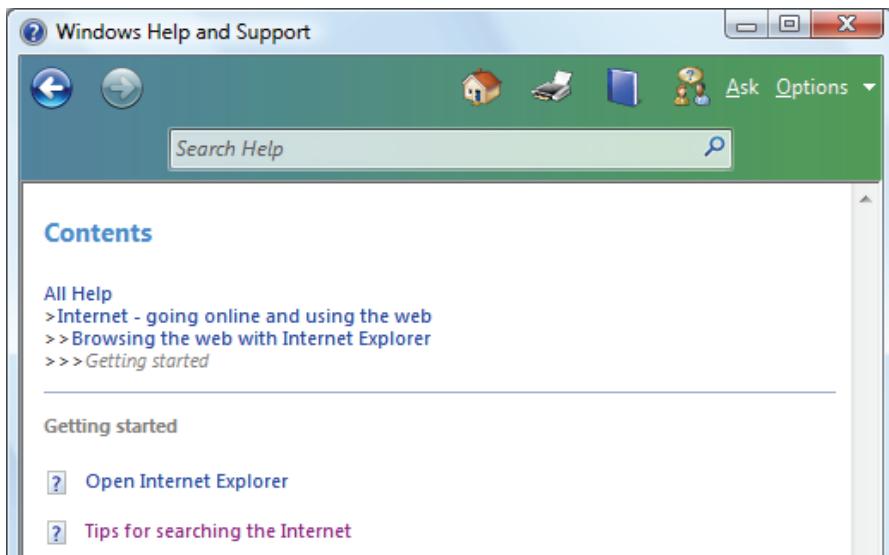
Click on the **Browse Help** icon.



This will display a window, as illustrated below.



You can use this window to browse for topics of interest. For instance clicking on the **Getting Started** item, will display the following.



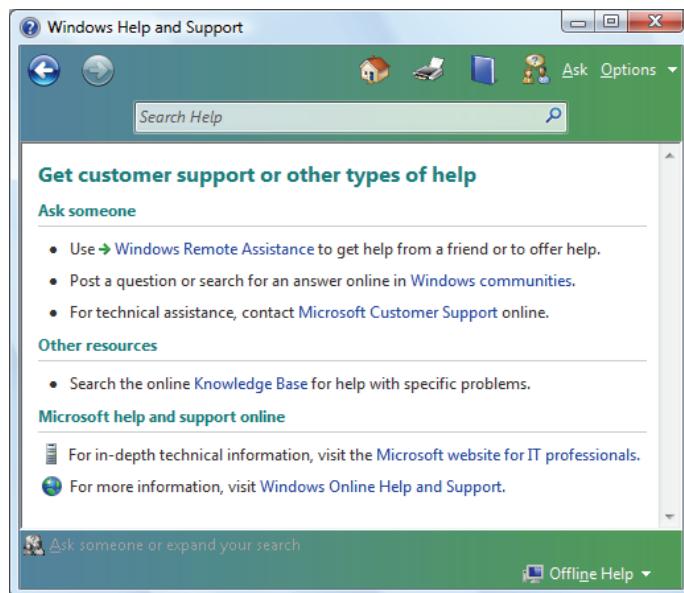
Experiment by clicking on some of these links and seeing what sort of help is available.

Asking for Help

Click on the **Ask** icon.



This will display the following window.



You can use this to get help online or search the **Knowledge Base** which is a technical database which can be very useful for solving particular problems.

Printing Help sheets

*Display a page of help information and then click on the **Print** icon to print that page of information.*



Settings

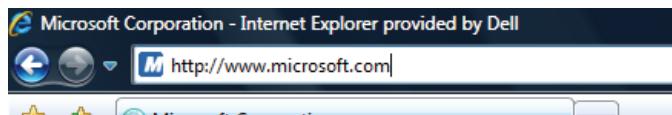
Setting Home Page (Start Page)

You can set your Home Page to any Web page you like. Once set this means that the page you select will be displayed automatically within the Internet Explorer each time you start the program.

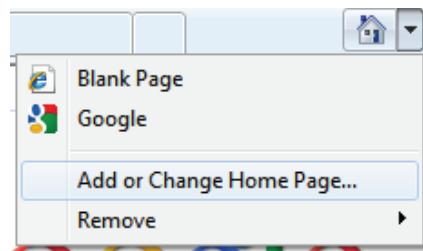
*Display the Web page that you would like to set as the home page. In this case type the following into the address bar and then press the **Enter** key:*

www.microsoft.com

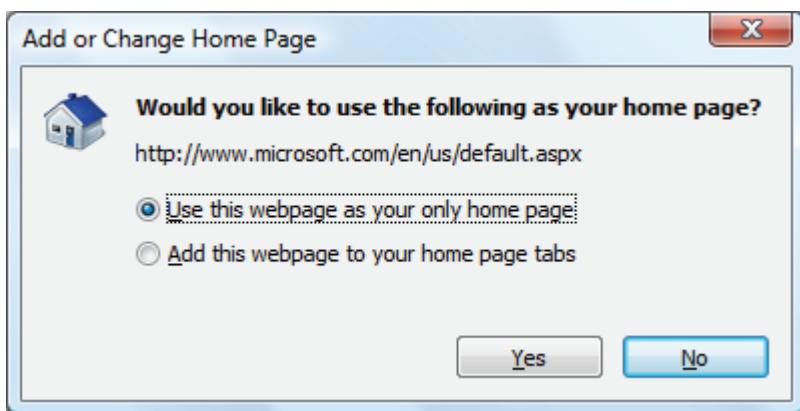
You will see the following



*Once the Microsoft Home is displayed, click on the **down arrow** next to the **Home** icon. This will display a drop down menu. Select the **Add or Change Home Page** command.*



This will display the **Add or Change Home Page** dialog box, as illustrated.



*Click on the **Use this webpage as your only home page** option. Click on the **Yes** button. You will not see any changes, but the home page has been changed.*

NOTE: You may see a pop-up from your anti-virus checker asking if you really want to allow your home page to be changed. The reason for this is that some malicious virus type programs often try to change your home page to a page selling you a product or service you do not want.

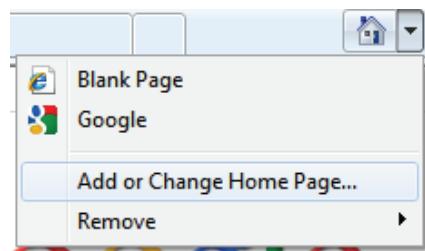
Close the Internet Explorer program and then restart the Internet Explorer program. You should see that the Microsoft page now opens up automatically.

Setting multiple Home Pages

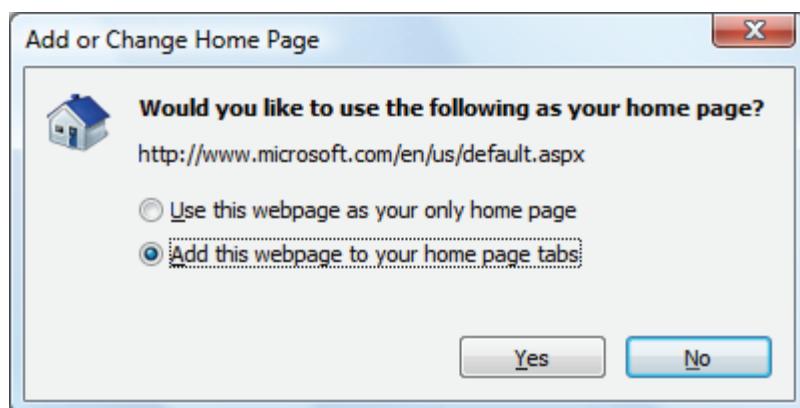
*Display the Web page that you would like to set as a home page on another of your tabs. In this case type the following into the address bar and then press the **Enter** key:*

www.intel.com

*Once the Intel Home is displayed, click on the **down arrow** next to the **Home** icon. This will display a drop down menu. Select the **Add or Change Home Page** command.*

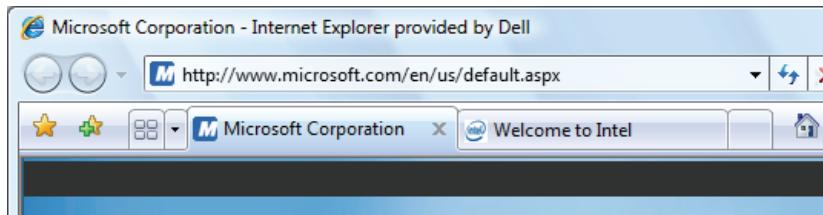


This will display the **Add or Change Home Page** dialog box, as illustrated.



*Click on the **Add this webpage to your home page tabs** option. Click on the **Yes** button. You will not see any changes, but the home page has been changed.*

Close the Internet Explorer program and then restart the Internet Explorer program. You should see that the Microsoft Web site and the Intel Web sites both now open up automatically, as illustrated.



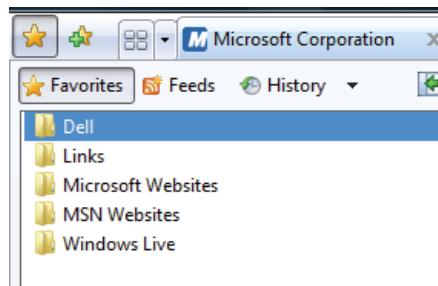
Displaying your viewing history

Internet Explorer keeps a log of the Web sites you have visited. You can display this list and click on a Web site within the history list to revisit it.

*To view your history, click on **Favourites Centre** icon (top-left of your window).*

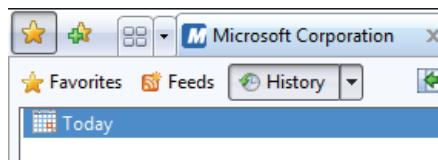


This will display the following drop down.

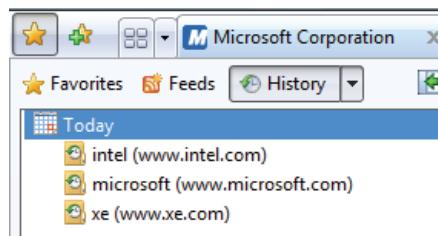


TIP: The keyboard shortcut to display this drop down is **Alt+C**.

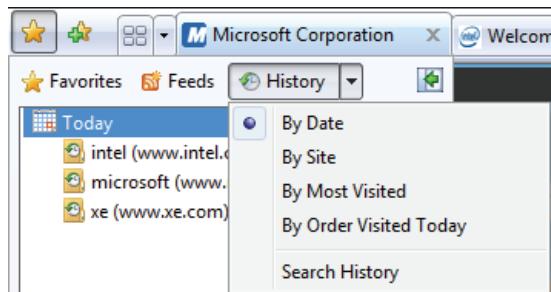
*Click on the **History** button. You will see the following.*



*Click on the **Today** icon and the list will expand to display all the Web sites you have visited today. Clicking on an item in the list will display that Web site.*



TIP: Clicking on the **down arrow** next to the **History** button will allow you to sort the history by specified criteria, such as **date**, **site name**, **most visited sites** and by **order visited today**.



Deleting a history item

To delete a history item, right click over the item in the history list and from the pop-up menu displayed, select the **Delete** command.

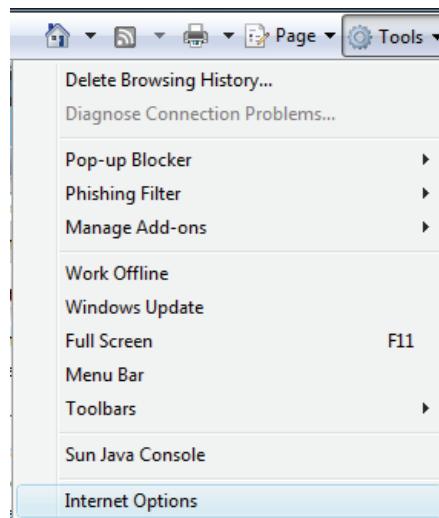


Deleting the entire browsing history and temporary files

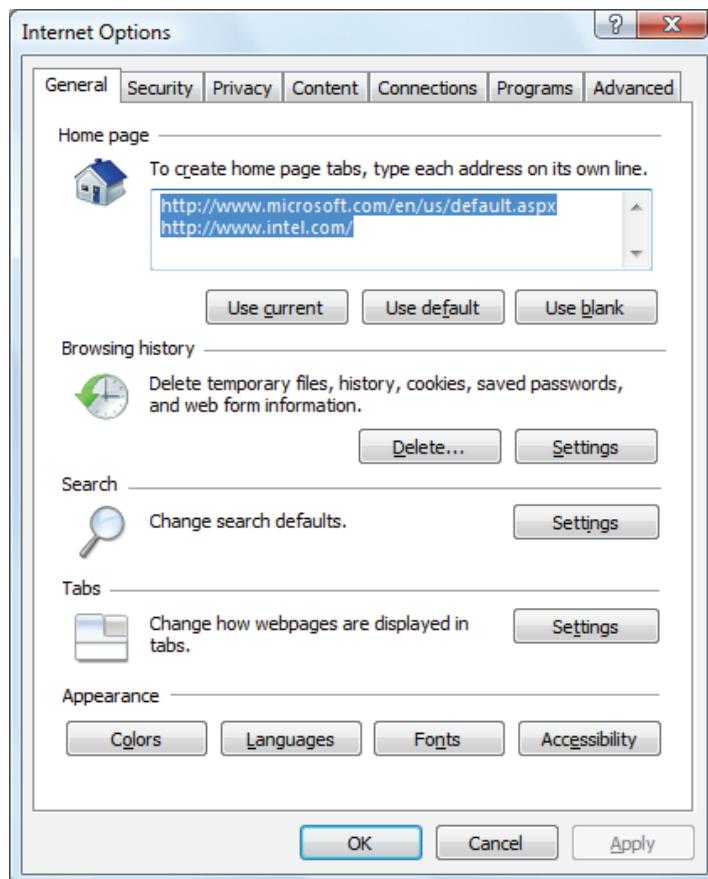
Click on the **Tools** button (top-right of your screen).



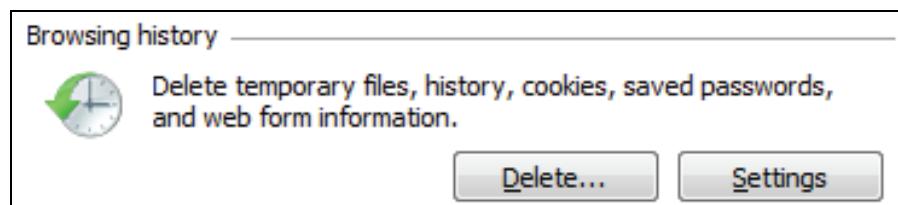
From the drop down list displayed, select the **Internet Options** command.



This will display the **Internet Options** dialog box.



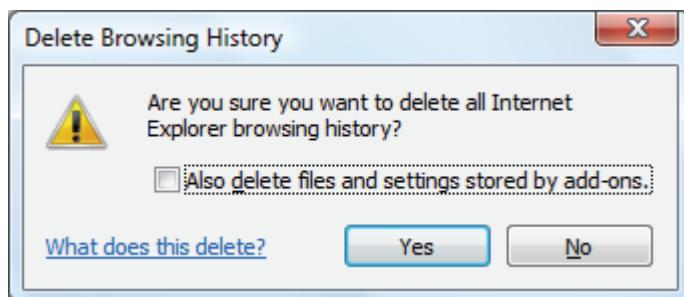
Within the **Browsing history** section of the dialog box, click on the **Delete** button.



This will display the **Delete Browsing History** dialog box.



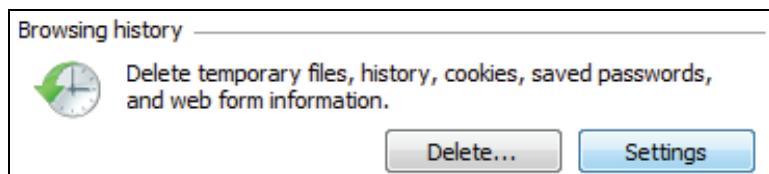
You can choose to delete only particular types of files or you can click on the **Delete all** button displayed at the bottom of the dialog box. Click on this option and you will see the following dialog box.



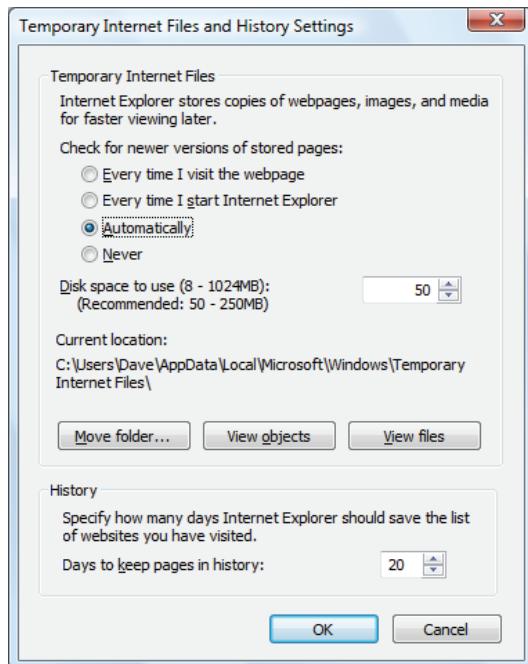
*Click on the **Yes** button to delete your entire browsing history, along with any temporary files that may have been downloaded.*

Customizing history options

Click on the **Tools** button (top-right of your screen). From the drop down list displayed, select the **Internet Options** command which will display the **Internet Options** dialog box. Within the **Browsing history** section of the dialog box, click on the **Settings** button.



This will display the Temporary Internet Files and History Settings dialog box.



You can use the settings within this dialog box to specify how many days are recorded within the History tracking system.

Information Bar

The Information Bar is displayed, when needed, just above a Web page and is used by Internet Explorer to display information relating to security, file downloads and blocked pop-up windows.

In the example illustrated, we visited the CNN Web site (www.cnn.com) and the following dialog box was displayed.

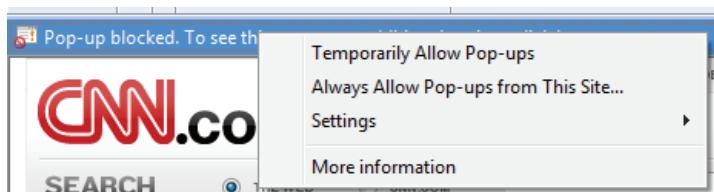


TIP: As Web sites are always changing, you may not see this pop-up if you try visiting the CNN web site.

After reading the Information Bar window, clicking on the **Close** button will close the window. A message is displayed within the Information Bar.



Clicking on the **Information Bar** displays a list of options.



Temporarily Allows Pop-ups.

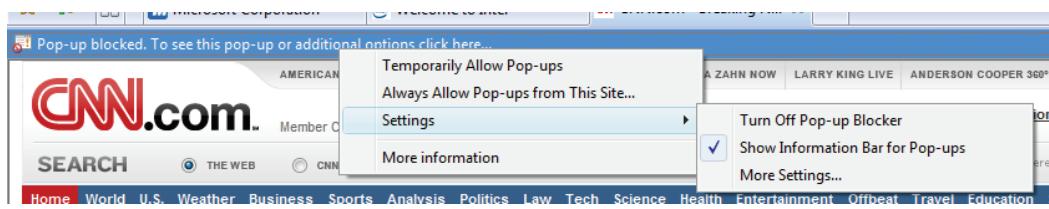
Allows pop-ups while you are currently viewing this site. If you later come back to this site the pop-ups will again be blocked.

Always Allows Pop-ups from this Site.

This option will always allow this site to display pop-up messages. Be very sure about this before using this option.

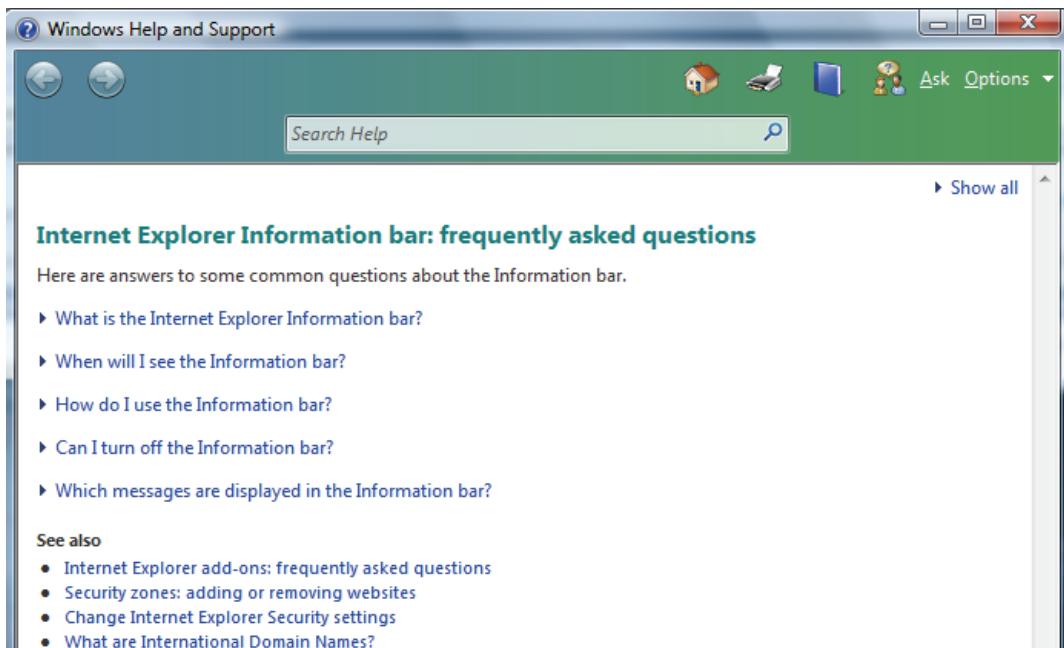
Settings.

Clicking on this option will display a submenu of additional options, allowing you to turn off pop-up blocking or specify which sites you will allow pop-ups to be displayed from.



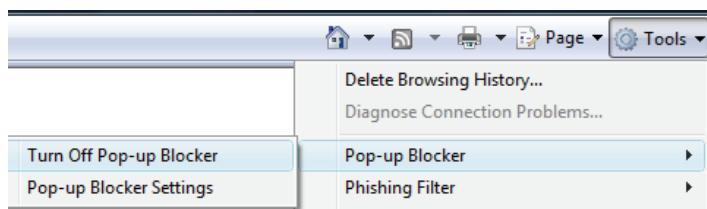
More Information.

Clicking on this option displays Help about pop-up blocking

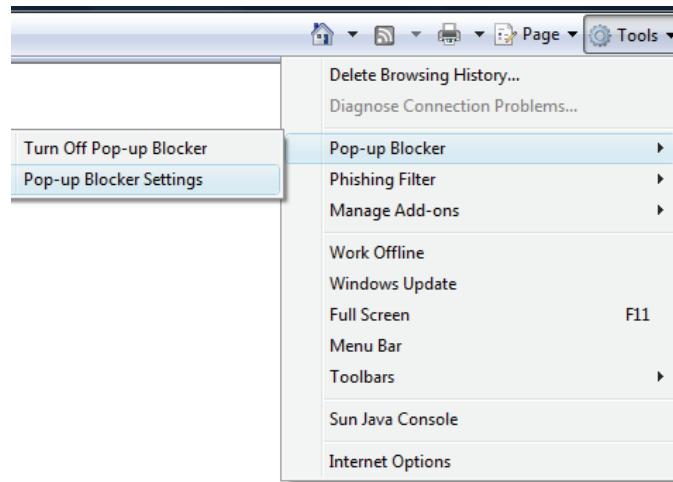


Pop-Up blocking

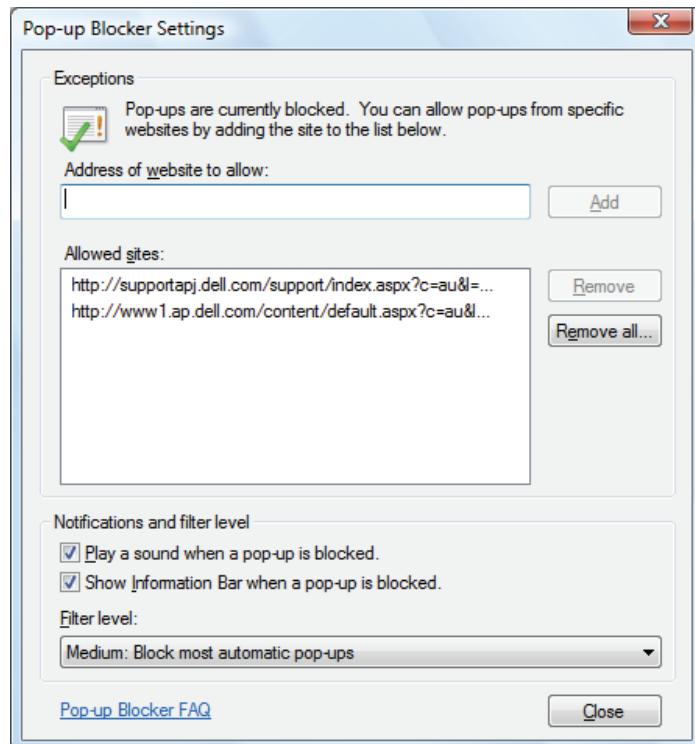
Pop-ups are annoying little windows or messages that pop-up when you visit certain sites. They are mostly used for marketing purposes but sometimes may be used for surveys or other purposes. It is a good idea to make sure that your computer is setup to block pop-ups. To do this click on the **down arrow** next to the **Tools** button within the Internet Explorer toolbar. From the drop down list displayed, click on the **Pop-up Blocker** command. From the submenu displayed, make sure that pop-up blocking is enabled.



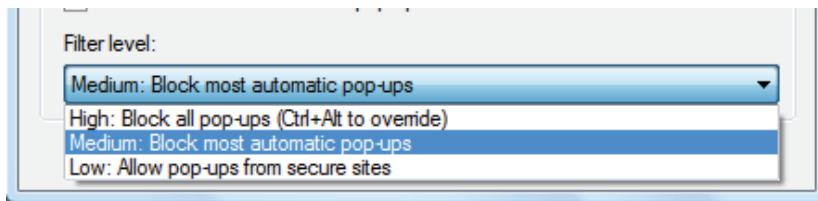
*Click on the **down arrow** next to the **Tools** button within the Internet Explorer toolbar. From the drop down list displayed, click on the **Pop-up Blocker** command. From the submenu displayed, click on the **Pop-up Blocker Settings** command. This will display the following.*



This will display the **Pop-up Blocker Settings** dialog box.

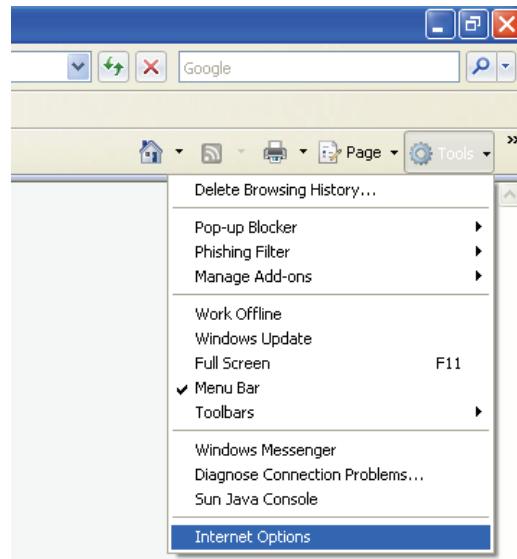


If you want to allow pop-ups from trusted sites, you can enter the Internet address (URL) into the **Allowed sites** section of the dialog box. You can also remove any sites that have been listed there. You can use the **Filter level** section of the dialog box to set the strength of pop-up blocking.

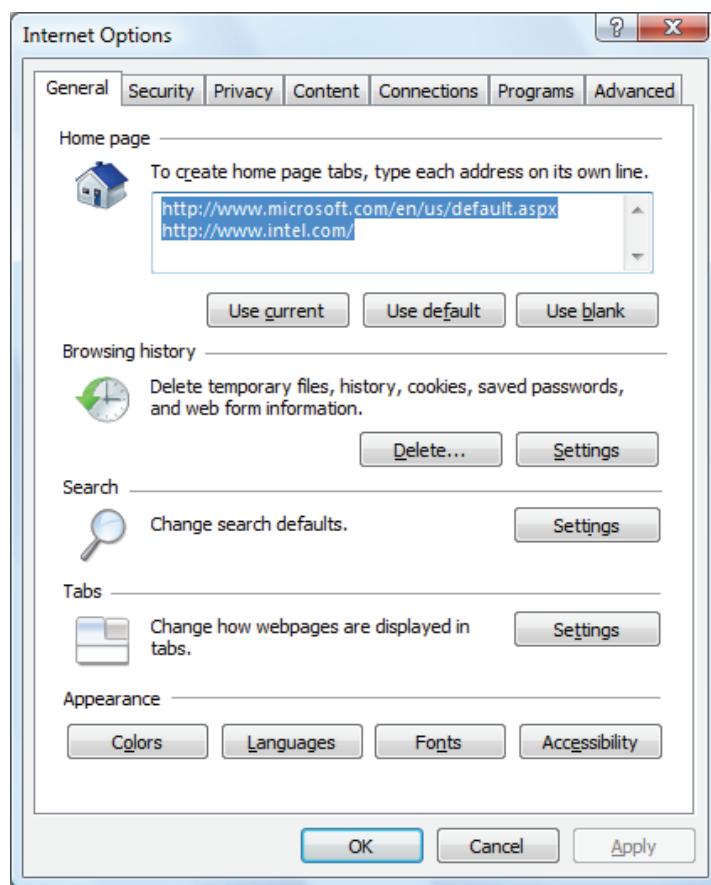


Turning off popup blocking

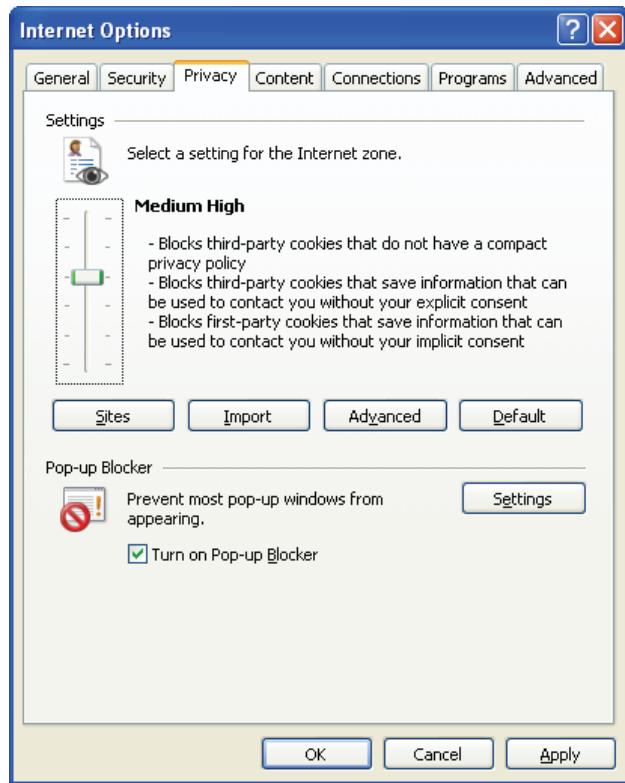
To do this click on the **Tools** button in the Internet Explorer toolbar. From the drop down menu displayed select the **Internet Options** command.



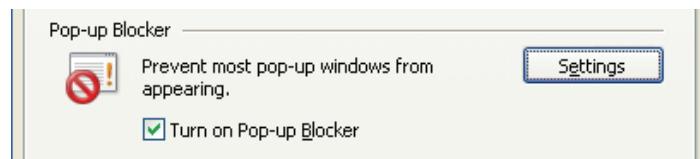
This will display the **Internet Options** dialog box.



Click on the **Privacy** tab, to display the following.



Remove the tick from the **Turn on Pop-up Blocker** tick box and the click in the **OK** button to close the dialog box.

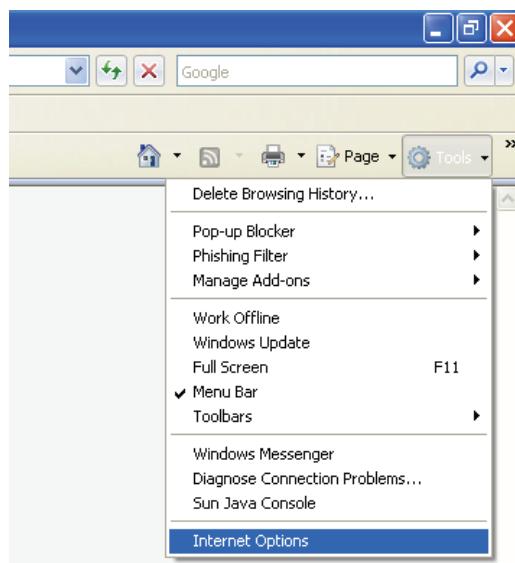


Cookies

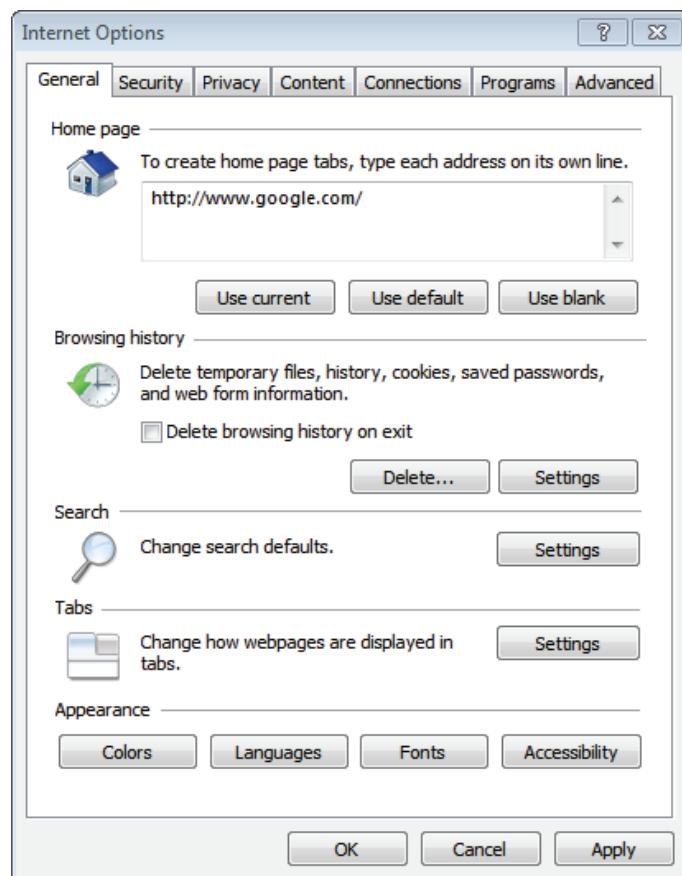
Some Web sites can store hidden information about you on your hard disk using cookies. This information is stored in small text files. Cookies can be useful, for instance, a site may store your preferences about a Web site, so that when you re-visit the site your preferences can be accessed automatically. Cookies are used by some Web sites to identify you; this saves you having to "log in" to the Web site each time you visit.

More information: <http://www.cookiecentral.com>

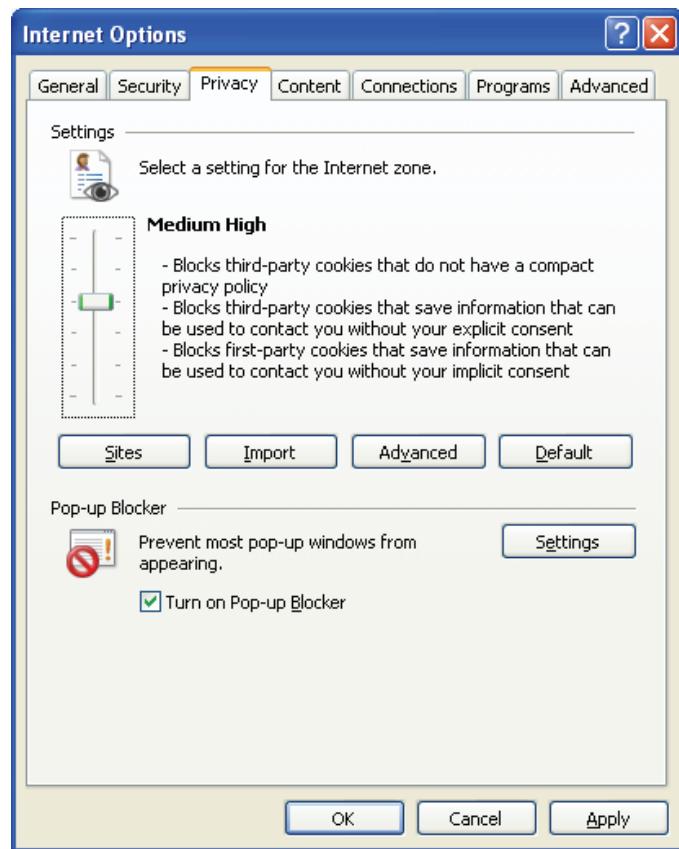
You can totally prevent the downloading of cookies or you can limit the type of cookies that are downloaded to your computer. To do this click on the **Tools** button in the Internet Explorer toolbar. From the drop down menu displayed select the **Internet Options** command.



This will display the **Internet Options** dialog box.



Click on the **Privacy** tab, to display the following.



You can use the slider to control the way cookies are handled. If you drag the slider to the top you will see the following. All cookies are blocked.

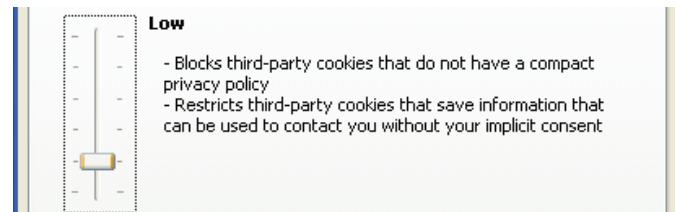


If you drag the slider to the bottom, all cookies are allowed.

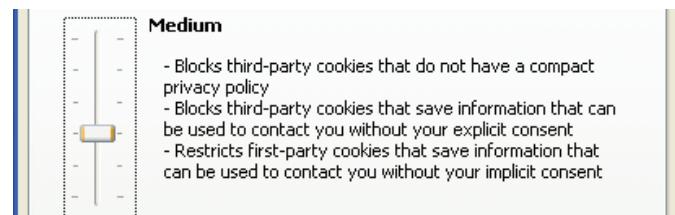


In-between these two extremes, you have the following settings.

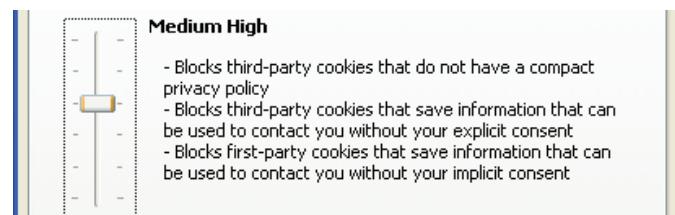
Low:



Medium:



Medium High:



High:



Select the desired privacy level and click on the **OK** button to close the **Internet Options** dialog box.

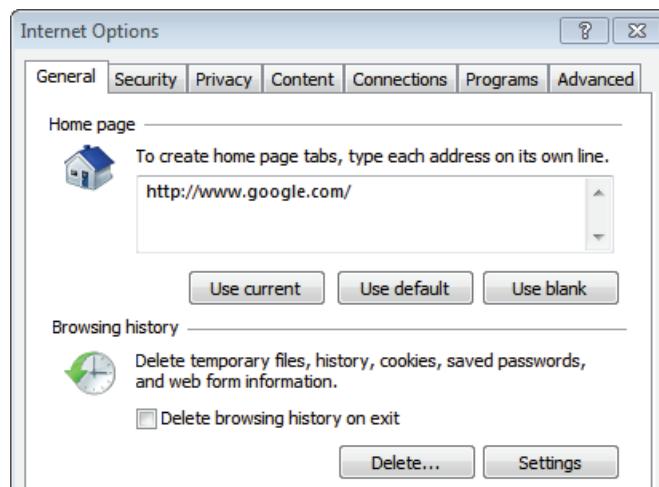
Internet cache

Each time you display a Web site within your Web Browser, a copy of the information (both text and pictures) is saved on your hard disk. The reason for this is that the next time you want to re-visit the site; the information is quickly loaded from the copy on your hard disk, rather than slowly from the actual Internet site.

As pictures are stored in the cache, if you are visiting a site which has many separate Web pages, with say a company logo on each page, then all subsequent pages from that site will load a little faster as the logo graphics will load from the cache, not via the Internet.

Emptying the cache and deleting temporary Internet files

Click on the **Tools** button (top-right of your screen). From the drop down list displayed, select the **Internet Options** command which will display the **Internet Options** dialog box. Make sure that the **General** tab is selected.



Click on the **Delete** button and you will see the following.



Click on the **Delete files** button. You will see a warning dialog box displayed.



Click on the **Yes** button. You will see the temporary files being deleted, as illustrated.



Close the dialog box once all the temporary files have been deleted.

Toolbars

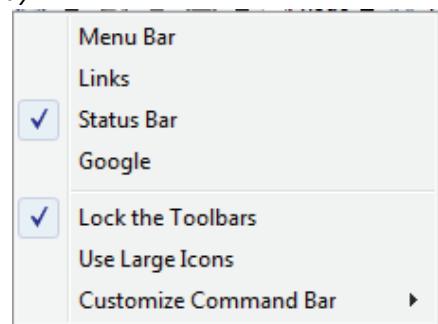
There are a number of different toolbars that you can display. Move the mouse pointer over one of the icons in the toolbar, as illustrated below.



Right click and you will see other toolbars that you can display.

*Click on the **Menu Bar** command and you will see drop down menu items displayed to the left of your toolbar. This gives you quick access to a range of commands and customization options.*

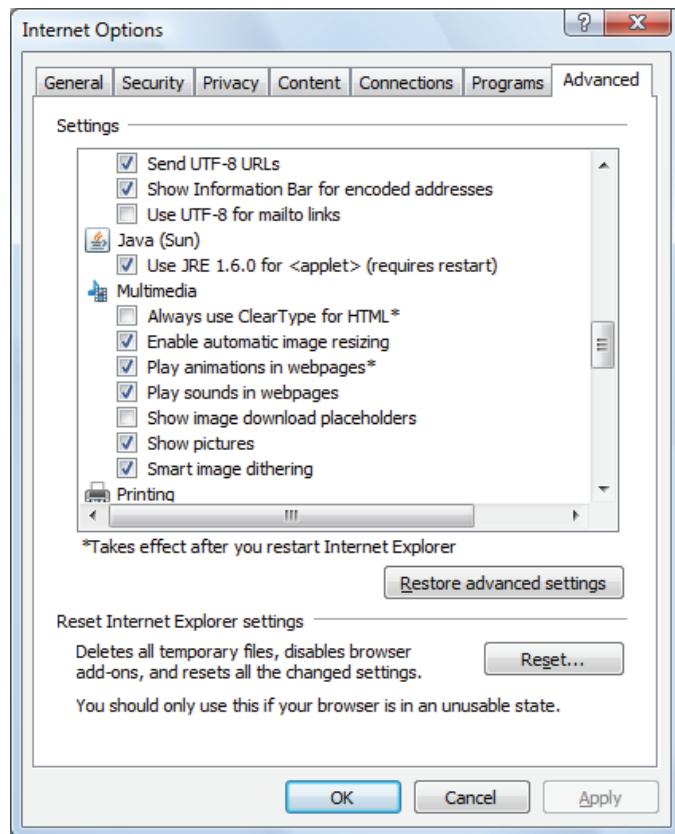
TIP: These drop down menus are very similar to the options displayed within earlier versions of Internet Explorer, so if you have some experience of using a previous version you may find this option useful.



Disabling picture display

If you set the Internet Explorer not to display pictures, then Web pages will load much faster. However the whole point of a Web page is the ability to display text and pictures. You are missing out on a lot by not seeing pictures. In some cases a Web site may consist of only pictures (with even the text on the Web site, actually being a picture of the words).

*To disable the displaying of pictures, click on the **Tools** button within the Internet Explorer toolbar. From the drop down menu displayed select the **Internet Options** command. Click on the **Advanced** tab and then scroll down to the **Multimedia** section, as illustrated below.*



*To disable the display of pictures, remove the tick next to the **Show Pictures** option. Do not actually do this; just remember how to do it.*

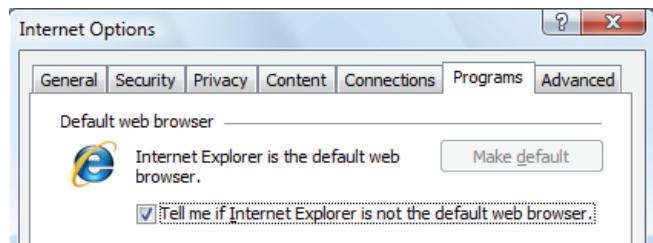
TIP: With modern high speed broadband connections it is very unlikely you would ever need to do this. However if you find yourself far from home with a very limited Internet connection, then it is a trick that may one day come in useful for speeding up your Internet access.

Setting your default browser

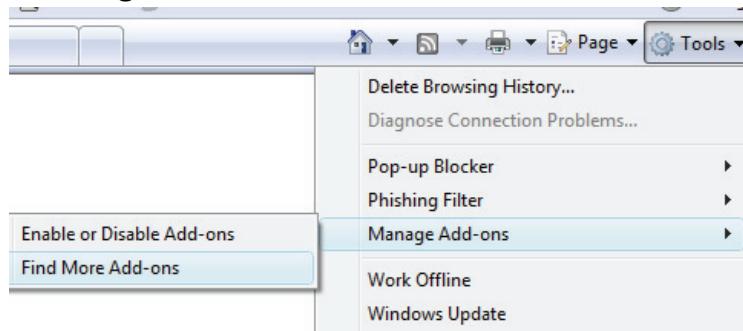
Microsoft Internet Explorer is a Web Browser. There are many other Web Browsers available and if you install another browser you may need to set the default browser from one program to another. Click the **Tools** button within the Internet Explorer toolbar. From the drop down menu select the **Internet Options** command. This will display a dialog box.

Click the **Programs** tab and then click on the **Make default** button and click on the **OK** button to close the dialog box and save your changes.

TIP: If you installed another Web Browser, it will normally be set to be the default browser automatically.



Installing Add-ons



ons are available.

Do not actually install any add-ons, but take a look around and see what is available. You may wish to install some of these after the course on your own computer.

TIP: In a business environment you may be prohibited from installing add-ons on your business computer. Always check with your computer support department before installing anything on your computer.

You can add extra functionality to the Internet Explorer. To do this click on the **Tools** button and click on the **Manage Add-ons** command. From the submenu displayed, click on the **Find more Add-ons** command.

You will see a page displayed within the Internet Explorer explaining more about add-ons and what add-

Navigation

Hyperlinks

Slowly move the mouse pointer over the Web page displayed on your screen. You will notice that if you point to certain text or pictures, the mouse pointer changes to the shape of a small hand.



When the pointer changes to this shape it means that you are pointing to a hyperlink. When you click on a hyperlink you will jump to a new location. That location could be a different location on the same page. It could be a different Web page of the same Web site. It could even be a different Web page on a different Web site.

TIP: Hyperlinks may also allow you to download files from the Web site.

Try clicking on a few hyperlinks and see what happens.

Back and Forward buttons

The **Back** button allows you to go back to the last Web page you displayed on your screen. Having gone back, the **Forward** button allows you to go forward to the next page that you visited. Experiment with using these buttons.

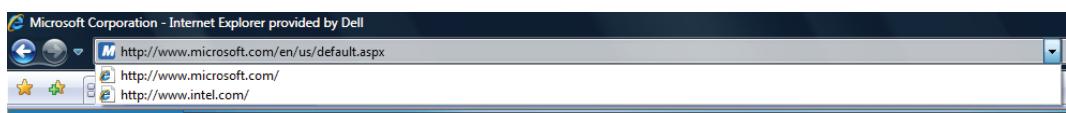


Navigating through Web sites

Normally when you first view a Web site you see what is called the Home Page for that Web site. The Home Page is the starting page for a Web site and you use hyperlinks within that page to visit other pages within the Web site. See if you can see a link called Home Page on the pages you visited within the Microsoft Web site. Not all Web pages will have this link, but most well designed Web pages will have some sort of link to allow you to quickly jump back to the home page.

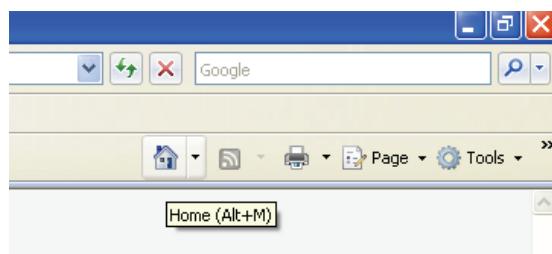
Revisiting Web pages via the address bar

If you click on the **down arrow** to the right of the **address bar** you will see a list of recently visited Web pages. Try clicking on one of these and you will display that page within the Internet Explorer.



Visiting the Home Page

To visit the Internet Explorer Home Page, click on the **Home** icon within the toolbar, as illustrated.



Bookmarks

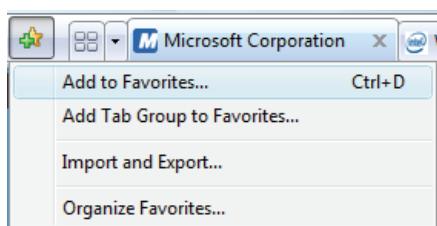
Adding a Web page to your favourites

Favourites are also called bookmarks, and act in the same way that you would use a bookmark to mark a place in a book you are reading. You can set a bookmark and later use the bookmark to redisplay a particular Web page. This means that you do not have to remember the Web address of a Web page, just click on the favourite that you have saved for that particular page.

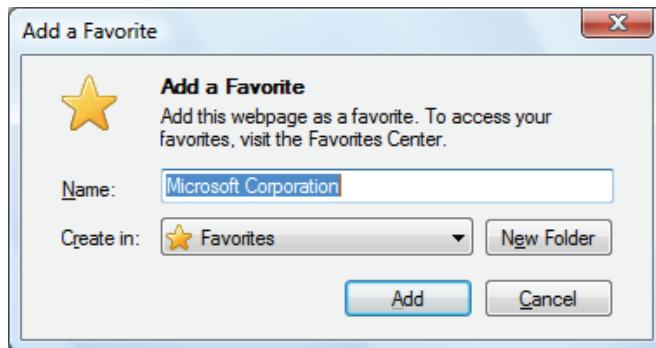


Display the Microsoft home page. To add a bookmark for the Microsoft home page, click on the **Add to Favourites** icon (top-left of your screen),

*From the drop down list displayed, select the **Add to Favourites** command.*



This will display the **Add a Favourite** dialog box.



*Click on the **Add** button and you have created a bookmark for the page that is currently displayed within the Internet Explorer.*

Opening a favourite (bookmark)

First type in the address of another Web site, so that we can use the favourites list to display the favourite Web site we have just added. Type in the following Web address and press the **Enter** key:

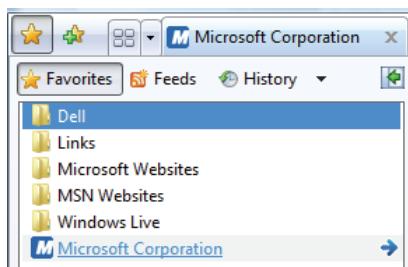
www.dell.com

Click on the **Favourites Centre**



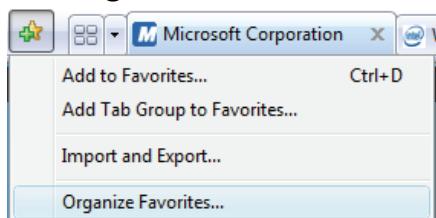
icon.

Within the drop down displayed, click on the **Favourites** button.



Click on the required item within the favourites list and that Web site will be displayed on your screen.

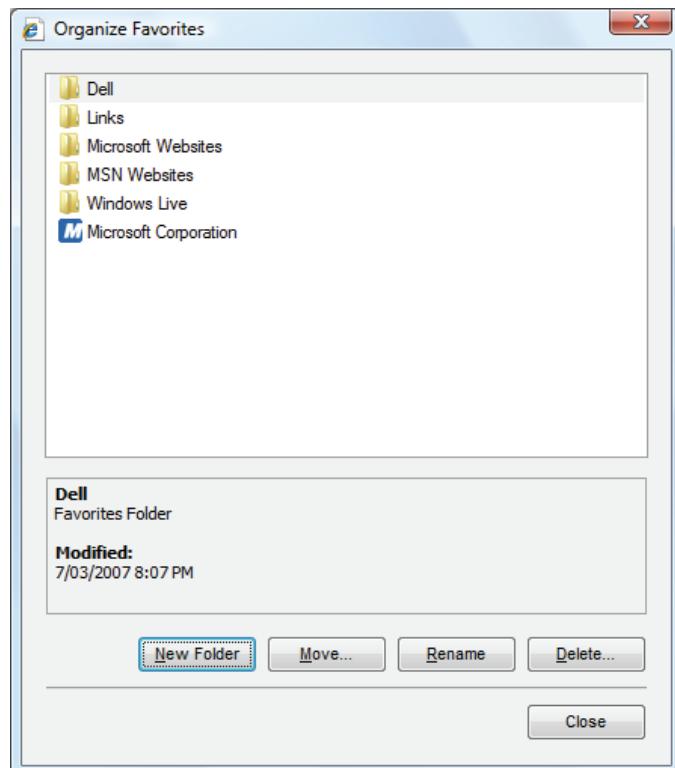
Creating a new favourites folder



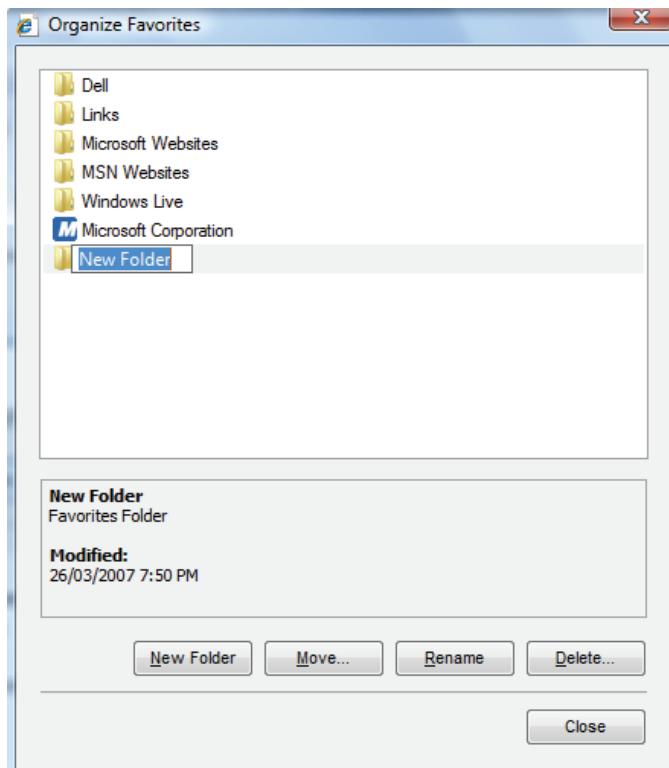
You can easily create a folder in which you can organize your favourites. A particular favourite can be moved from one folder to another so that your favourites can be grouped to make them more accessible.

Click on the **Add to Favourites** icon and from the drop down displayed, select the **Organize Favourites** command.

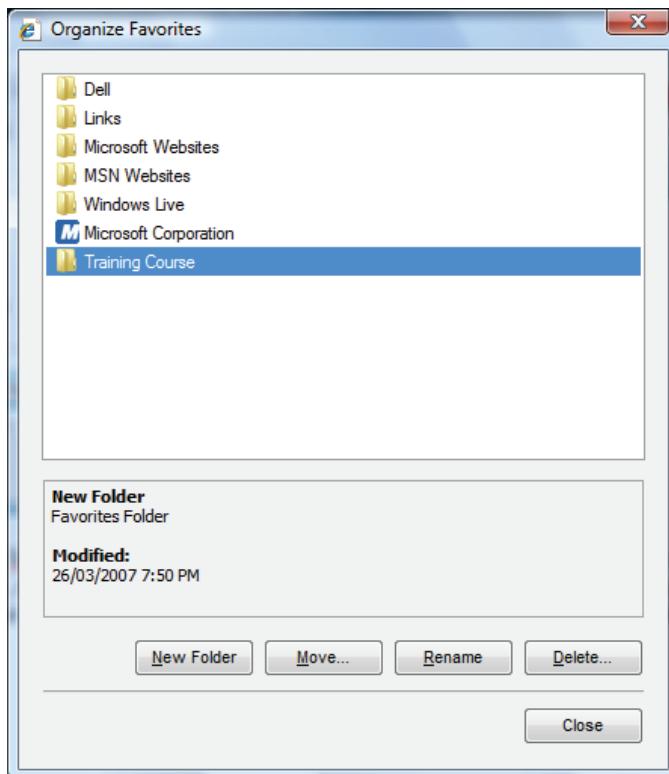
This will display the **Organize Favourites** dialog box.



*To create a new folder click on the **New Folder** button. You will see a new folder is created, called **New Folder**. This is displayed in editing mode, so you can now type in a new name for the folder such as '**Training Course**'. Then press the **Enter** key.*

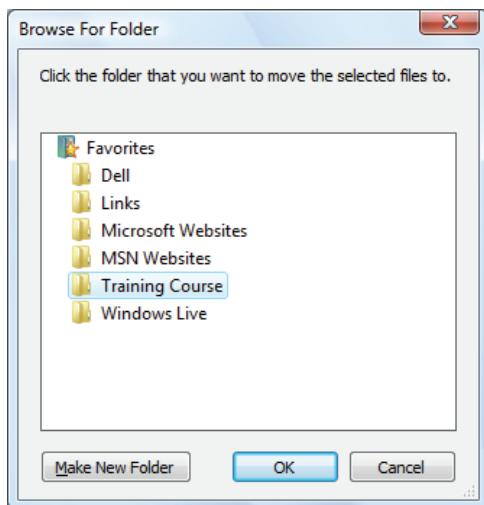


You will now see the new folder displayed, as illustrated.



Moving a favourite to a folder

Click on a favourite, such as the **Microsoft** favourite. Click on the **Move** button. You will see a dialog box displayed.



Select the folder that you want to move the favourite to, in this case the **Training Course** folder. Click on the **OK** button and the favourite will be moved to the folder as requested.

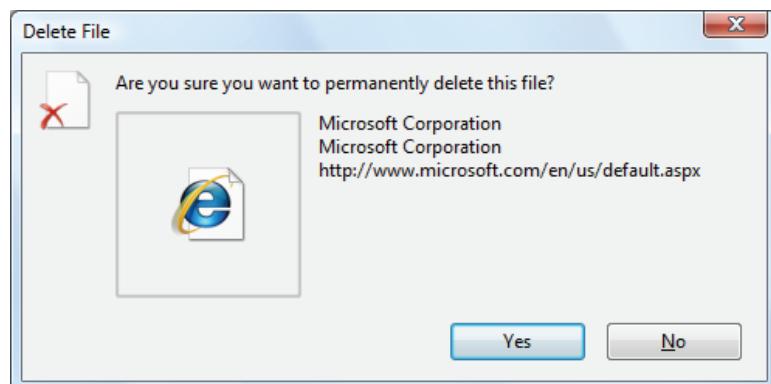
Renaming a bookmark

Your favourite is now in the **Training Course** folder.

Click on this folder to display the favourite. To rename the favourite, once selected, click on the **Rename** button. Type in a new name, in this case **Microsoft Web Site**. Press the **Enter** key and the favourite is renamed.

Deleting a bookmark

Select your Microsoft favourite and click on the **Delete** button. You will see a warning dialog box.

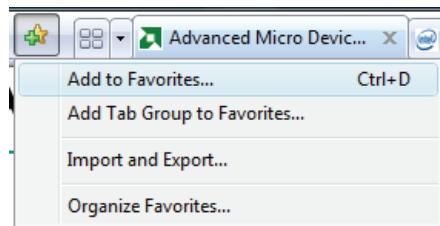


Click on the **Yes** button.

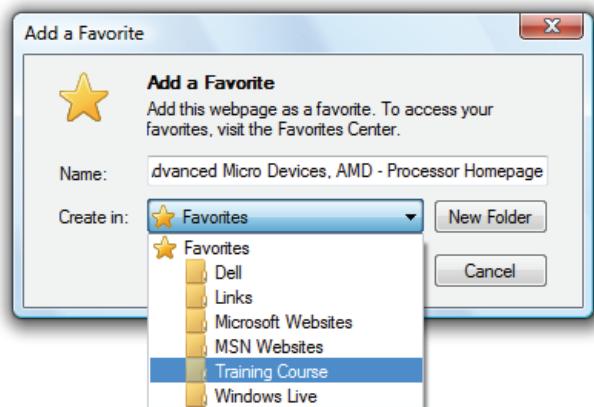
Adding a Web page to a specified bookmark folder

You can add a new favourite directly to a folder within your favourite sites.

*Visit a Web page at www.amd.com. We shall create a favourite for this Web page. Click on the **Add to Favourites** icon. From the drop down displayed, click on the **Add to Favourites** command.*

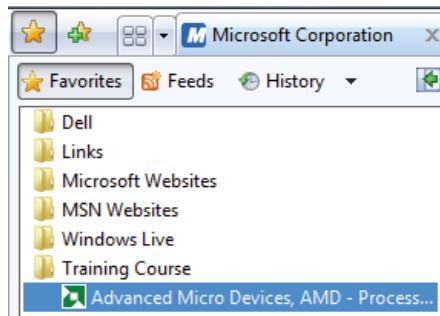


This will display the **Add a Favorite** dialog box. Within the **Create in** section of the dialog box, click on the **down arrow** next to **Favourites**. In this case select the **Training Course** folder.



*Click on the **Add** button and the favourite will be created.*

*Click on the **Favourites Centre** icon and verify that the favourite has been added to the **Training Course** folder.*



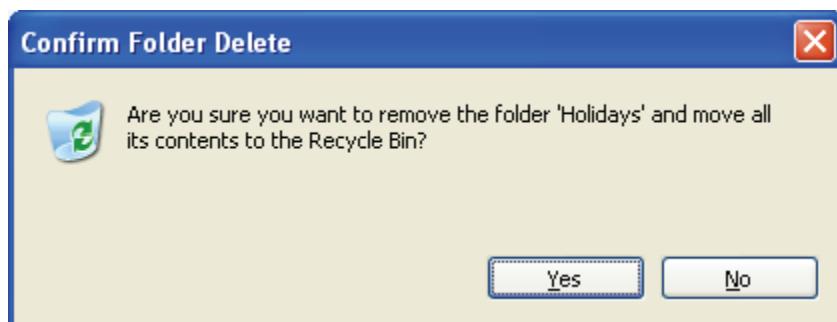
Deleting a favourites folder

*Use the techniques described above to create a favourites folder called **Holidays**.*

*Display the favourites and select the **Holidays** folder, as illustrated.*



With the Holidays folder selected, press the **Del** key. You will see the following.



Click on the **Yes** button to delete the favourite folder.

Using the web

Forms

Submitting & resetting Web based forms

In most cases a Web based form will look similar to the equivalent printed form. You can enter data in the normal way, sometimes selecting options from drop down menus. An example form is illustrated below.

The screenshot shows a web browser displaying a Google Account creation page. At the top left is the Gmail logo. To its right is the title "Create a Google Account - Gmail". Below the title is a language selection dropdown set to "English". The main heading "Create an Account" is centered above a descriptive text: "Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#)". The form itself is titled "Get started with Gmail". It contains several input fields: "First name" (empty), "Last name" (empty), "Desired Login Name" (empty) followed by a suffix "@gmail.com" and a note "Examples: JSmith, John.Smith", and a "check availability!" button. Below these are "Choose a password" and "Re-enter password" fields, with a note "Minimum of 8 characters in length." A checkbox "Stay signed in" is followed by a checked checkbox "Enable Web History" with a link "Learn More". At the bottom is a "Security Question" section with a dropdown menu "Choose a question ..." and a note "If you forget your password we will ask for the answer to your security question. [Learn More](#)".

Normally you need to use the **TAB** key (not the **ENTER** key) to move from field to field within the form. When you have finished, there is often a button at the bottom of the form called **Submit**, or something similar. Clicking on this button will transmit the form across the Internet.

Many forms also have a **Reset** or **Clear** button. Clicking on this button will clear any information that you have entered into the form.

TIP: Be very careful when sending your personal information via a web site form. Always read the Privacy Policy of the organization providing the form.

Searching

Search Engine Web sites

If you want you can visit a search engine Web site directly using any of the Web addresses listed below.

Google - www.google.com

Microsoft- <http://bing.com>

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

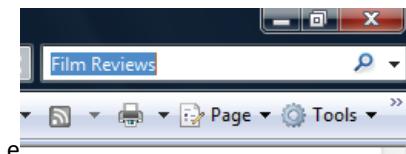
TIP: A good site that lists many more search engines is called Search Engine Watch. Have a quick look at this site and see what other search engines are available. www.searchenginewatch.com

Using Instant Search

You can enter a search word or phrase into the Instant Search box. This is normally displayed at the top-right of the Internet Explorer window, as illustrated.



Type in the phrase **Film reviews** and press the **Enter** key.



TIP: If you press **Alt+Enter** rather than **Enter** then the search results will be displayed within a new tab.

You will see a page of search results displayed, as illustrated.

The screenshot shows a Google search results page for 'Film Reviews'. The search bar at the top contains the query 'Film Reviews'. Below the search bar, there are tabs for Web, Images, Video, News, Maps, Desktop, and more. A 'Search' button and a 'Preferences' link are also present. The main content area displays 10 search results from various websites, including Film.com, Rotten Tomatoes, MRQE, and Channel 4 Film. To the right of the search results, there is a sidebar titled 'Sponsored Links' containing links to 'Watch a great Film!', 'FilmO', 'Latest Film Clips', 'Film Reviews', and 'Downloadable Papers'. The status bar at the bottom indicates 'Internet | Protected Mode: On'.

Clicking on one of the search result links will display the relevant Web site. In the example we clicked on the 'Rotten Tomatoes' Web site link. This is a well-known site containing film reviews.

TIP: When you see a page of search results, clicking on a link will display that Web site, and replace the page of search results. If you want the Web site link to open within a new window, press the **Shift** key while you click on the link. The Web page will then open within a separate window, and you can still access the page of search results.

ROTTEN TOMATOES: Movies - New Movie Reviews and Previews! - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.rottentomatoes.com/> Go Links

Rotten Tomatoes

Home Movies DVD Celebrities News Critics Trailers & Pictures Community Beta

Search: RT Showtimes & Tickets Web Find a movie or celeb or critic here! **SEARCH** powered by Google

MOVIES More Movies

TOP BOX OFFICE

53% The Twilight Saga: Eclipse...	\$69M
8% The Last Airbender	\$40.6M
99% Toy Story 3	\$30.2M
10% Grown Ups	\$18.5M
53% Knight & Day	\$10.2M
68% The Karate Kid	\$8M
49% The A-Team	\$3M
13% A Nightmare on Elm Street	\$1.2M
72% Get Him to the Greek	\$1.2M
57% Shrek Forever After (Shre...	\$0.8M

In Theaters | More...

OPENING

- 100% Predators
- 90% Despicable Me
- 100% Winnie the Pooh
- 92% The Kids Are All Right
- Grease Sing-a-Long

More...

COMING SOON

- The Sorcerer's Apprentice
- 100% Inception

Jul 14
Jul 16
More...

MOST ANTICIPATED

Jul 14
Jul 16
More...

Today's Features

Dream On!

See latest pictures from the sci-fi action flick *Inception*.

All-New Inception Pictures The American Trailer First Trailer for Range 10 Certified Fresh Musicals

Stop watching bad movies.
Get Flixster and Tomatometer scores on the Movie app!

Available on the App Store

Stop watching bad movies.
Get Flixster and Tomatometer scores on the Movie app!

Available on the App Store

FEATURED TRAILERS See All

Minions

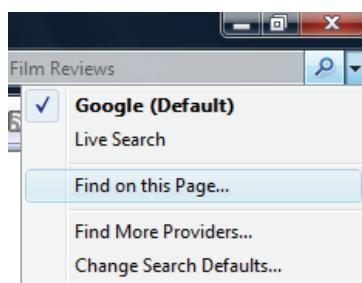
Using the Address Bar

*Click within the Internet Explorer **Address Bar**. Type in the word **Find** followed by the search phrase. In the example we are searching for **Film reviews**.*

Pressing the **Enter** key will display a page of search results.

Adding new search engines

Click on the **down arrow** to the right of the **Search Box** and you will see a drop down list.



*Click on the **Find More Providers** command. You will see a page displaying other search engines.*

Add Search Providers to Internet Explorer 7 - Internet Explorer provided by Dell

<http://www.microsoft.com/windows/ie/searchguide/en-intl/default.mspx?dcsref=http://runonce.msn.com/runonce2.aspx>

Microsoft Corporation computer courseware - Go... **Add Search Providers t...**

Windows

Add Search Providers to Internet Explorer 7

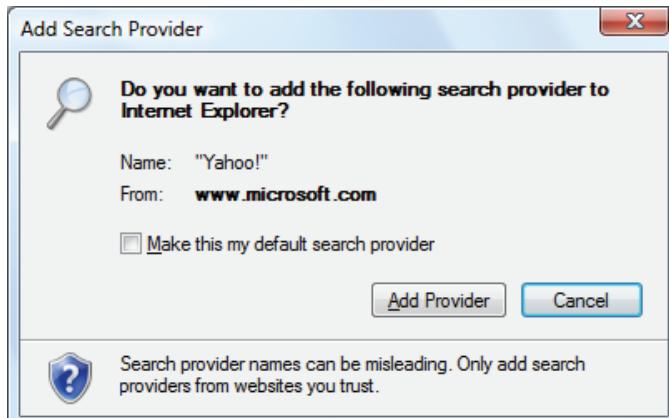
To add a provider to the Internet Explorer 7 Instant Search box, click the provider's link below. You can set any of these as the default search provider by selecting the **Make this my default search provider** check box in the **Add Search Provider** dialog box that appears when you click the link.

[See Global Search Guides](#)

Web Search	Topic Search	Create Your Own
AOL Stop Searching, Start Finding	Amazon Search Amazon's online stores	Add your own search provider to your copy of Internet Explorer 7 by following these steps:
Ask.com Better search results with keywords or questions	www.cnet.com Search tech news, reviews and downloads	1. Visit the desired search engine in another window or tab 2. Use the search engine to search for TEST (all capital letters) 3. Paste the URL of the Search results page URL: <input type="text"/>
Google Google Web Search	eBay Search Online Auctions	4. Specify a name for the search provider Name: <input type="text"/>
Lycos Lycos Search - Go Get It!	ESPN Search sports online	5. Install View XML
Rediff.com Search India as it happens	it Indian news, shopping and travel	If your search provider doesn't install correctly, click here to select another character encoding.
Sify News,Sports,Finance,Movies,Videos	Microsoft Search Microsoft.com	
Windows Live Search From Microsoft. Find it Fast	Naukri.com Top Jobs In India	
Yahoo! Yahoo! Web Search	News Corp. Online Australian news, sports, stocks, culture	
	Virgin.com Virtually everything . . . Virgin.com	
	Wikipedia Search The Free Encyclopedia	

Inclusion Criteria
Do you own a website? [Click here](#) to learn how to promote your favorite search engines in Internet Explorer 7.

*Click on the search engine you wish to add, in this case, click on **Yahoo!**. You will see the **Add Search Provider** dialog box.*



*Click on the **Add Provider** button.*

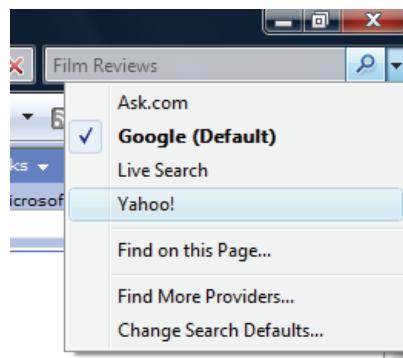
We can add another search engine at the same time.

Click on the **Ask** link. Again you will see a dialog box. Click on the **Add Provider** button.



Temporarily changing the search engine

Click on the **down arrow** to the right of the **Search Box** and from the drop down displayed select the search engine you wish to use. In this example select **Yahoo**.



Type the search phrase **Film reviews** into the **Search Box** and then press the **Enter** key. As you will see, different search engines return different search results.

Film Reviews - Yahoo! Search Results - Internet Explorer provided by Dell

http://search.yahoo.com/search?p=Film+Reviews&ei=utf-8&fr=b2ie7

Microsoft Corporation computer courseware - Go... Film Reviews - Yahoo! ...

Yahoo! My Yahoo! Mail Welcome, Guest [Sign In]

Web | Images | Video | Local | Shopping | more

YAHOO! SEARCH Film Reviews

Search Results

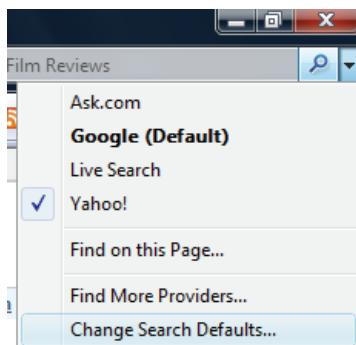
Also try: [300 film reviews](#), [ebert and roeber film reviews](#), [borat film reviews](#) More...

- Rent DVDs Online at BigPond Movies**
www.bigpondmovies.com - Always have great DVDs at home with BigPond Movies when you hire online.
- Rotten Tomatoes**
Read reviews of current movies from the nation's top critics and many other sources, used by Rotten Tomatoes to formulate a single "rotten" or "fresh" rating. Also ...
www.rottentomatoes.com - 131k - [Cached](#) - [More from this site](#)
- Ebert & Roeper**
... Roeper, the movie critics' show with Roger Ebert and Richard Roeper, featuring thumbs up/thumbs down ratings and audio clips of current reviews. ...
www.ebertandroeper.tv - 2k - [Cached](#) - [More from this site](#)
- Movie Reviews - E! Online**
Movies reviews for current releases from E! Online, with each film graded from A to F by both critics and users, as well as news about upcoming movies and DVDs.
www.eonline.com/movies/reviews - 31k - [Cached](#) - [More from this site](#)
- Movie Reviews - Movies.com**
Provides reviews for the latest theatrical movies, with a "We Say, Critics Say, You Say" chart.
movies.go.com/reviews - 45k - [Cached](#) - [More from this site](#)
- Movie Review Query Engine**
Searchable database of movie reviews from newspapers and magazines worldwide. Find movie reviews by titles, or browse reviews of current releases.
www.mrqe.com - 38k - [Cached](#) - [More from this site](#)
- filmcritic.com**
Movie reviews, feature stories, and film information from critics around the world. See ratings for box office and DVD releases, film festival coverage, and critic's ...
www.filmcritic.com - 33k - [Cached](#) - [More from this site](#)

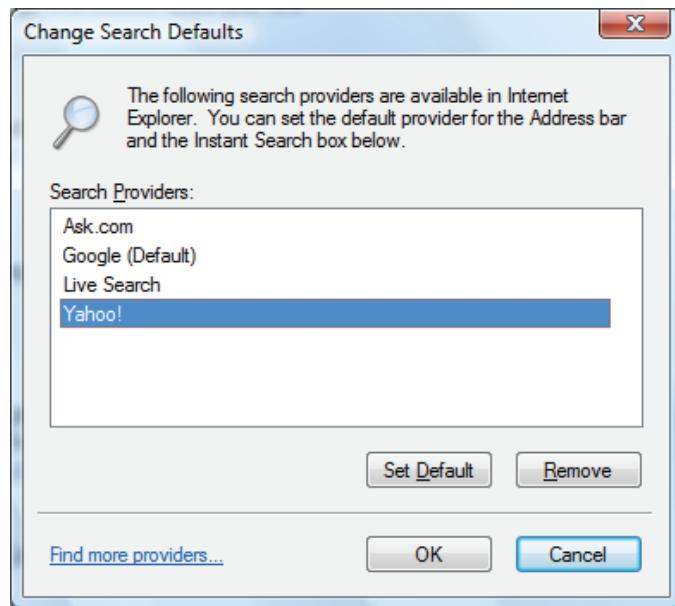
TIP: This search engine will only be used until you select another search engine or until you close Internet Explorer. When you reopen the Internet Explorer, the default search engine will be used again.

Changing the default search engine

Click on down the arrow to the right of the **Search Box** and from the drop down displayed click on the **Change Search Defaults** command.



This will display the **Change Search Defaults** dialog box. Select the search engine that you want to set as the default, such as **Yahoo**, click the **Set Default** button and then click on the **OK** button.



Before continuing set the default to the **Google** search engine.

Using keywords and phrases

Many people think that when you use a search engine, such as Google, it will magically search the entire Web and find the information which you require. The first thing to understand is that a search engine like Google will only search through a list which it maintains of sites that have been registered with that particular search engine. This accounts in part for the widely differing results you sometimes get when you search using different search engines. Also each search engine has different criteria for ranking search results, i.e. the order in which search results are displayed on your page. These search results are often displayed 10 per page, with a brief description about each site which it has found matching your requirements. In general it is better to use two or more words, or a short phrase when searching.

Don't use a single search word!

Normally you should use two (or more) words or a short phrase rather than a single word when using a search engine. Try to use unique words which directly relate to what you are searching for. For instance if you are searching for information about film reviews then search for **film reviews**, not just **reviews** which would include all sorts of reviews.

Using specific words

If you search using two words such as **film reviews**, then often a search engine will go off and find all the pages which it knows about relating to **film**, **reviews** and **film reviews**. This could include all types of reviews, not just film reviews.

To get round this problem many search engines allow you to insert a + symbol between your words, this means that you only want to find pages containing all your words.

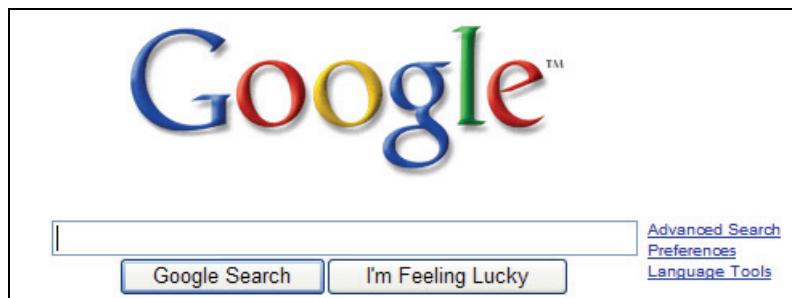
Using an exact phrase

Sometimes you would be better enclosing your search phrase with quotation ("") symbols. This will then mean that you want to find the exact phrase which you have entered. Thus if you search for "**"film reviews"**", using the quotation marks, then you should see more relevant search results.

NOTE: Search engine options will vary from one search engine to another. Always use the on-line Help available!

By excluding word(s)

Some search engines will let you search for certain words, while excluding other words from the search. To try this in Google, first type **www.google.com** in the Internet Explorer Address Bar to display the Google search engine. You will see the following.



Click on the **Advanced Search** link and you will see the following (remember that the Internet is constantly evolving so what you see might not be exactly like the illustration below).

A screenshot of the Google Advanced Search interface within a Windows Internet Explorer window. The title bar says "Google Advanced Search - Windows Internet Explorer". The main page has the Google logo and "Advanced Search" text. It includes sections for "Find results" (with all the words, with the exact phrase, with at least one of the words, without the words), "Language" (any language), "Region" (any region), "File Format" (Only return results of the file format), "Date" (anytime), "Numeric Range" (between two values), "Occurrences" (anywhere in the page), "Domain" (e.g. google.com, .org), "Usage Rights" (not filtered by license), and "SafeSearch" (radio buttons for No filtering or Filter using SafeSearch). There are also "Advanced Search Tips" and "About Google" links.

In the example illustrated let's say we wanted to find information about viruses but wanted to exclude the word computer from our search. We would type in the following.

with all of the words	<input type="text" value="virus"/>
with the exact phrase	<input type="text"/>
with at least one of the words	<input type="text"/>
without the words	<input type="text" value="computer"/>

Click on the **Google Search** button will then display the search result as required.

Tip: Save time by hitting the return key instead of clicking on "search"

++ virus ++ ✓
The Virus Foundry, the site containing commercial fonts for online purchase by Jonathan Barnbrook, designer of Exocet and Mason released by Emigre.
www.virusfonts.com/ - 5k - [Cached](#) - [Similar pages](#)

Virus The Movie ✓
Includes plot, cast and crew information, video clips, photos and a game.
www.virusthemovie.com/ - 7k - [Cached](#) - [Similar pages](#)

If you look carefully at the search page that is displayed you will see that the syntax for excluding a word is displayed, as illustrated below.

Web Images News Maps New! Groups

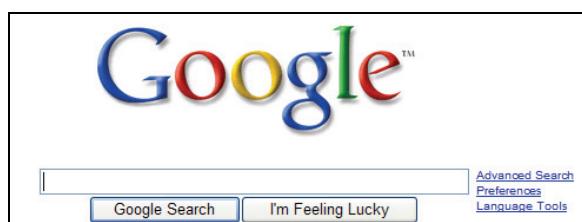
virus -computer

Search: the web pages from Australia

I.e. in this case **virus -computer**

By date

Type **www.google.com** in the Internet Explorer Address Bar to display the Google search engine. You will see the following.



*Click on the **Advanced Search** link.*

Within the “**with all these words**” section we can type in our search phrase, such as **computer viruses**. As you can see clicking on the drop down arrow within the **Date** section allows you to search for pages posted during a specific time period, ranging from the last 24 hours through to the last year.

TIP: If you are trying this after experimenting with the previous section make sure to remove any words from the “**without the words**” section.

computer viruses

any language

any region

any format

past 24 hours

anytime

past 24 hours

past week

past month

past 2 months

past 3 months

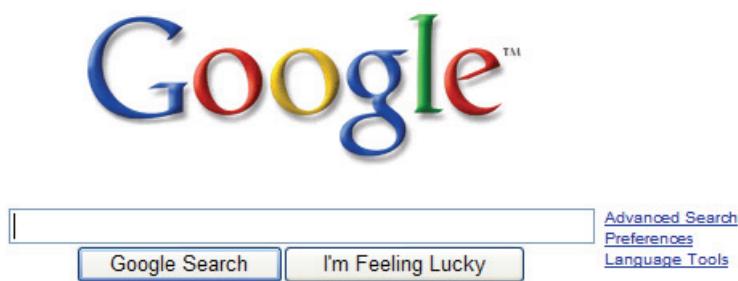
past 6 months

past year

*Click on the **Google Search** button will then display the search result as required.*

By file format

Type **www.google.com** in the Internet Explorer Address Bar to display the Google search engine. You will see the following.



*Click on the **Advanced Search** link.*

Within the “**with all these words**” section we can type in our search phrase, such as **computer viruses**. As you can see clicking on the drop down arrow within the **File Format** section allows you to search for information in a range of different formats, such as Adobe Acrobat PDF, Microsoft Word and Rich Text Format (RTF). In the example shown we have selected only documents in **Microsoft Word** format.

TIP: If you are trying this after experimenting with the previous section make sure to remove any restrictions from within the **Date** section.

The screenshot shows the Google Advanced Search interface. In the search bar, the query "computer viruses" is entered, and the file type filter "filetype:doc" is selected. The results count is shown as "10 res". Below the search bar, there are several search parameters with dropdown menus:

- Find results:**
 - with all of the words
 - with the exact phrase
 - with at least one of the words
 - without the words
- Language:** any language
- Region:** any region
- File Format:** any format (dropdown menu open, showing options like PDF, Postscript, DWF, etc., with Microsoft Word (.doc) selected)
- Date:** any date
- Occurrences:** any occurrences
- Domain:** any domain
- Usage Rights:** any usage rights
- SafeSearch:** No filtering (radio button selected)

Your search results will look something like the illustration below. As you can see only Word documents have been listed.

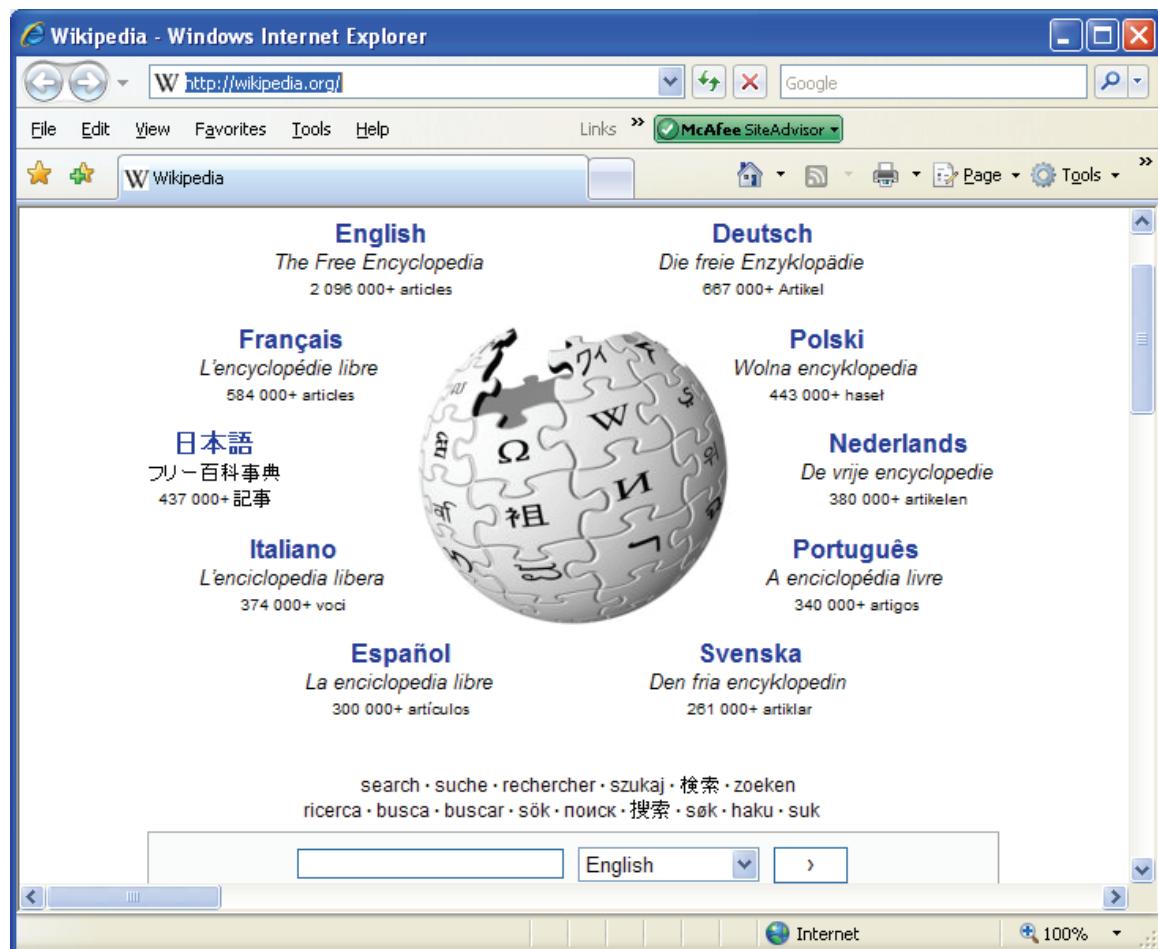
The screenshot shows the Google search results for the query "computer viruses filetype:doc". The results are displayed under the "Web" tab. Three Microsoft Word documents are listed:

- [DOC] computer virus incident report form** (with a green checkmark icon). File Format: Microsoft Word - [View as HTML](#). Description: Computer viruses are malicious software programs that have been written to purposely cause some form of harm to computer systems, networks, ... [csrc.nist.gov/groups/SMA/fasp/documents/incident_response/incidentreport-form.doc](#) - [Similar pages](#)
- [DOC] Policy Template** (with a green checkmark icon). File Format: Microsoft Word - [View as HTML](#). Description: The purpose of the Computer Virus Detection Policy is to describe the requirements for dealing with computer virus, worm and Trojan Horse prevention, ... [www.dir.state.tx.us/security/policies/virus_policy.doc](#) - [Similar pages](#)
- [DOC] UNSW Student Information Technology Help Desk Information Sheet 3 ...** (with a green checkmark icon). File Format: Microsoft Word - [View as HTML](#). Description: A computer virus is a program that is designed to damage or disrupt the normal ... Like biological viruses, computer viruses attach themselves to a host, ... [www.disconnect.unsw.edu.au/helpguide/Info_sheets/wordfiles/Information%20Sheet%203.doc](#) - [Similar pages](#)

NOTE: Word documents may contain virus like code, so you should be careful when opening documents unless you have confidence in the source from which you download them.

Online encyclopaedias

The Internet contains a number of online encyclopaedias, the best known of which is Wikipedia which you can investigate at: <http://wikipedia.org>



As you can see it is multilingual and has up to date information on a range of subjects. For instance try searching this encyclopaedia for information about Podcasting. You will find lots of information, links and references, as illustrated.

Podcast - Wikipedia, the free encyclopedia - Windows Internet Explorer

File Edit View Favorites Tools Help Links > McAfee SiteAdvisor

W http://en.wikipedia.org/wiki/Podcasting

Podcast - Wikipedia, the free encyclopedia

article discussion edit this page history

WIKIPEDIA
The Free Encyclopedia

navigation

- Main page
- Contents
- Featured content
- Current events
- Random article

interaction

- About Wikipedia
- Community portal
- Recent changes
- Contact Wikipedia
- Donate to Wikipedia
- Help

search

27,012 have donated.
You can help Wikipedia change the world!
From the fundraising blog – Why Wikipedia Does Not Run Ads
"Cheaper than cable" – Anon.

Podcast

From Wikipedia, the free encyclopedia
(Redirected from Podcasting)

A **podcast** is a digital media file, or a related collection of such files, which is distributed over the Internet using syndication feeds for playback on portable media players and personal computers. The term, like "radio", can refer either to the content itself or to the method by which it is syndicated; the latter is also termed **podcasting**. The host or author of a podcast is often called a **podcaster**.

The term "podcast" is a portmanteau of the words "iPod" and "broadcast",^[1] the Apple iPod being the brand of portable media player for which the first podcasting scripts were developed (see [history of podcasting](#)). These scripts allow podcasts to be automatically transferred to a mobile device after they are downloaded.^[2]

Though podcasters' web sites may also offer direct download or streaming of their content, a podcast is distinguished from other digital media formats by its ability to be syndicated, subscribed to, and downloaded

http://en.wikipedia.org/w/index.php?title=Podcast&action=history

There are many other examples such as Microsoft Encarta site which you can view at:

<http://encarta.msn.com>

MSN Encarta : Online Encyclopedia, Dictionary, Atlas, and Homework - Windows Internet Explorer

File Edit View Favorites Tools Help Links > McAfee SiteAdvisor

http://encarta.msn.com/

MSN Encarta : Online Encyclopedia, Dictionary, Atlas, ...

encarta greeting cards more

MSN home | Mail | My MSN | Sign in

msn POWERED BY Qwest Encarta®

Search Encarta Web Make Encarta your homepage

Home Encyclopedia Dictionary Atlas K-12 Success College & Grad School Adult Learning Quizzes More

Do Champs Make the College?
How athletic success may boost admissions.

< Previous Next >

Today's Highlights November 22, 2007

What makes people picky eaters?
Ever wonder why cranberry sauce seems so polarizing? Don't be deceived by a clean plate! (Check the napkin.)

This Week: Come on, Pilgrim
Were the Pilgrims really thankful?
Some Thanksgiving myths debunked.

Native American quiz
Test your knowledge of North American tribes.

What are we having?
How much do you know about your holiday meal?

Advertisement

PRINT YOUR MEMORIES

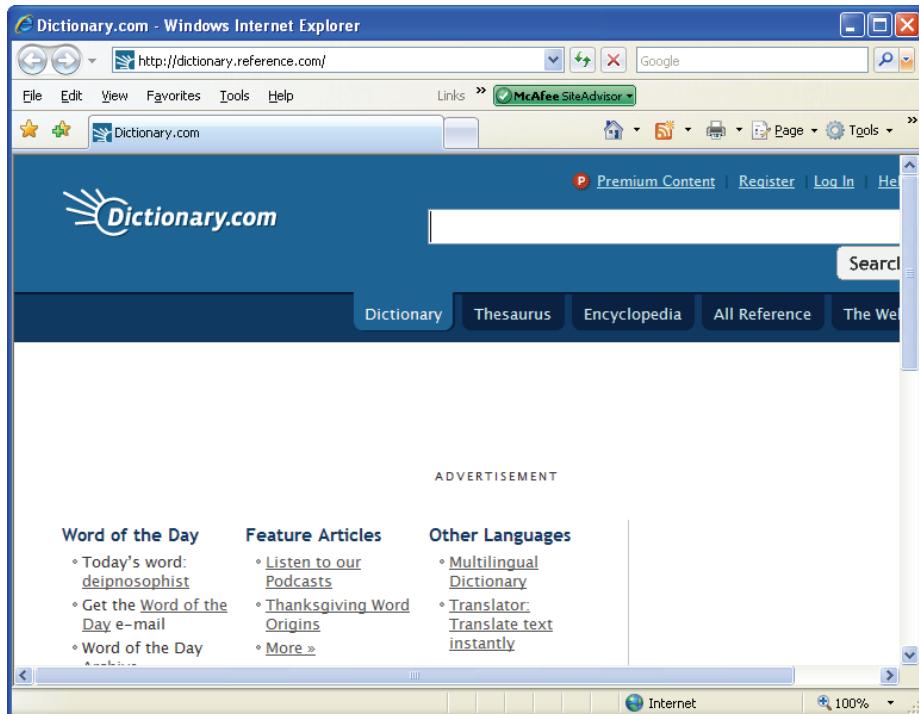
It's easy at Wal-Mart

Try searching the web for other free online encyclopaedias.

Online dictionaries

The Internet contains many online dictionaries; you can find an example at:

<http://dictionary.reference.com>



Try searching the web for other free online dictionaries.

Web Outputs

Saving files

Copying a picture from a Web site page

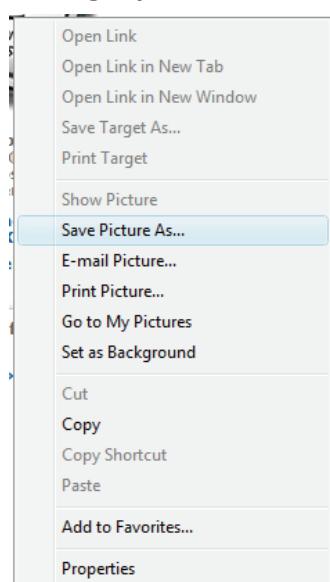
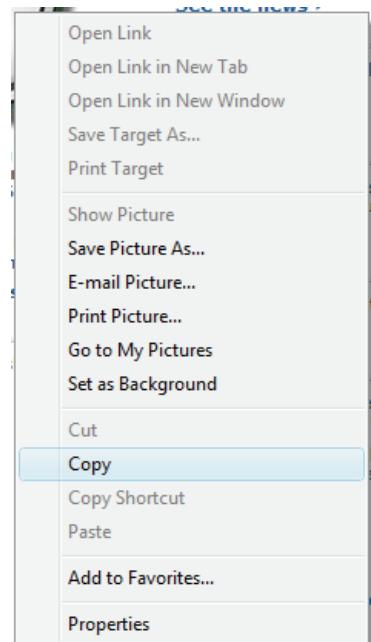
Display a Web page within the Internet Explorer, such as www.intel.com, right click on a picture within the Web page, and select the **Copy** command.

This will copy the image to the Clipboard. The image can then be pasted into a document using the normal **paste** command.

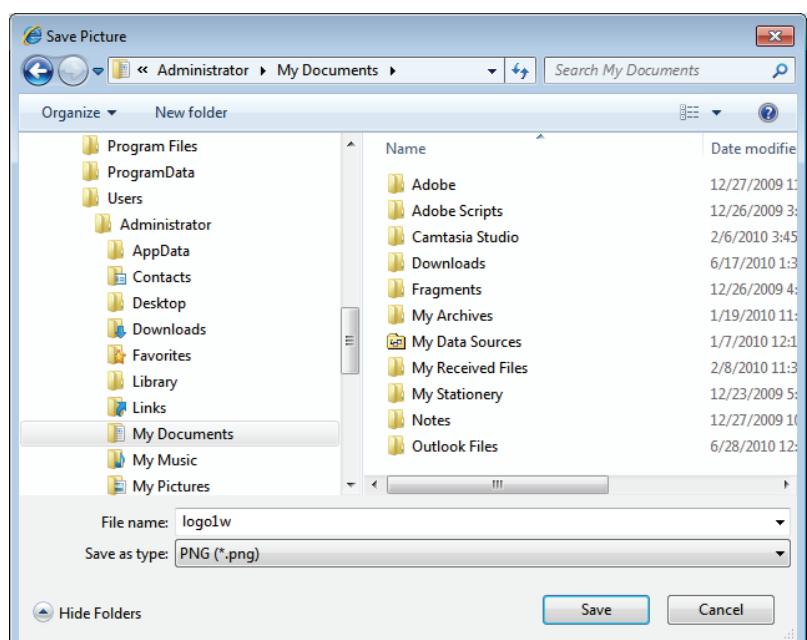
Open the WordPad program. To do this click on the Start button and then click on All Programs. Click on Accessories and then click on WordPad. Press Ctrl+V to copy the contents of the Clipboard into the WordPad window. Close the WordPad program without saving your document.

Saving a picture on a Web page as a picture file

Display a Web page within the Internet Explorer, such as www.intel.com, right click on a picture within the Web page, and select the **Save Picture As** command.



This will display the **Save Picture** dialog box.



You can then save the picture as a JPEG file to your hard disk. This picture can then be used in any documents that you create.

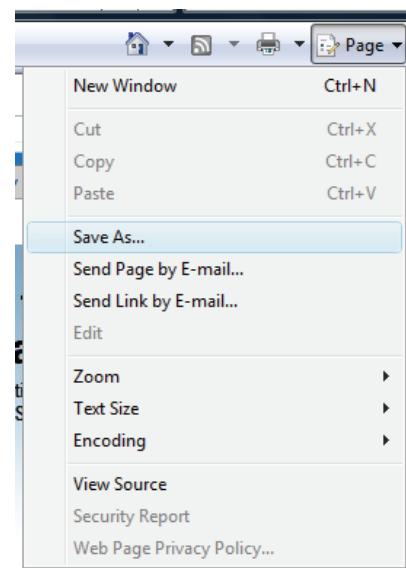
WARNING: Most pictures that you will see on Web pages are subject to copyright and you may need permission to use them within any documents that you create.

Copying a Web address (URL) to a document

Display a Web page such as www.google.com. Right-click over a hyperlink and from the pop-up menu displayed, select the **Copy Shortcut** command. The hyperlink URL has been copied to the Clipboard.

*Open the **WordPad** program. To do this click on the **Start** button and then click on **All Programs**. Click on **Accessories** and then click on **WordPad**. Press **Ctrl+V** to copy the contents of the Clipboard into the WordPad window. Close the WordPad program without saving your document.*

Saving a Web page



Display the Web page that you wish to save to disk, such as www.dell.com.

*Click on the **down arrow** to the right of the **Page** button (displayed on the toolbar) and select the **Save As** command.*

*You will see the **Save Webpage** dialog box.*

You can use this dialog box to specify a file name and a folder location.

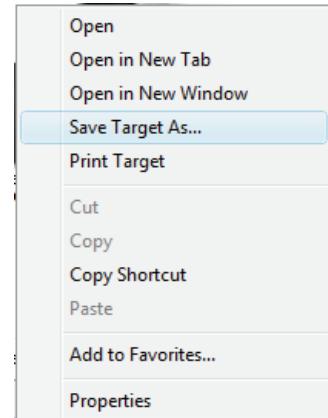
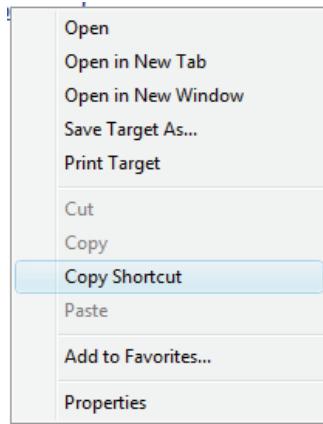
*Clicking on the **Save** button will save the Web page to your hard disk.*

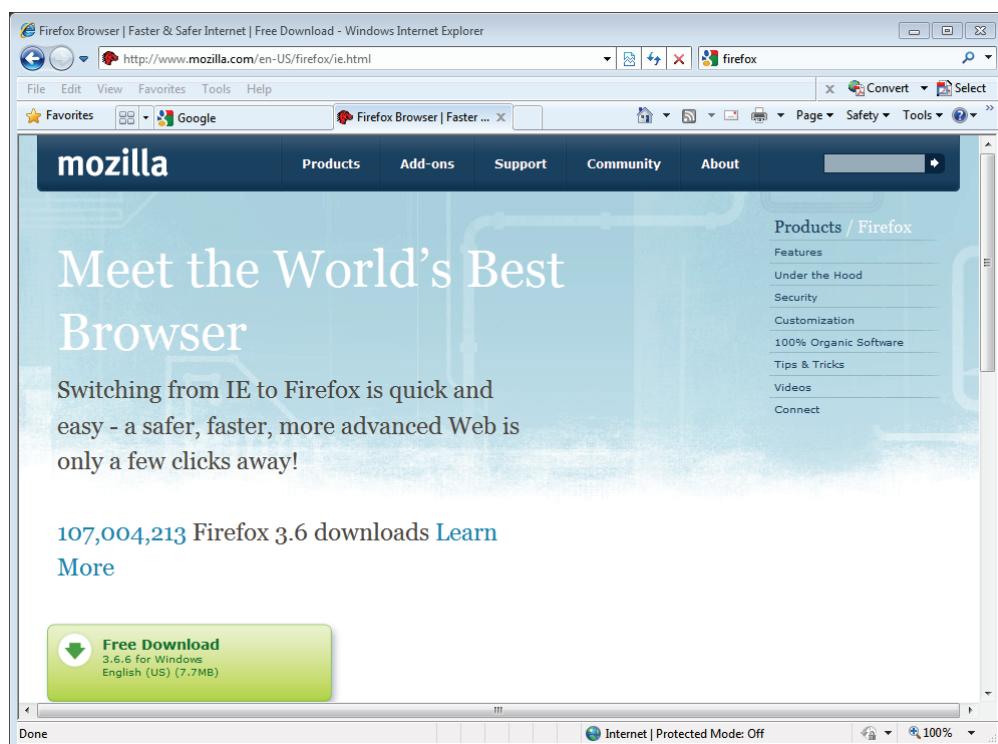
Downloading files from a Web page

Some Web pages give you the option of clicking on a hyperlink to download a file. This file might be a program or a document. Many documents will be available as either Microsoft Word formatted files or Adobe Acrobat PDF formatted files.

*To download a file you would right click on the hyperlink, and from the pop-up menu displayed, select the **Save Target As** command.*

You will then see a dialog box allowing you to specify the folder in which you want to save the file.

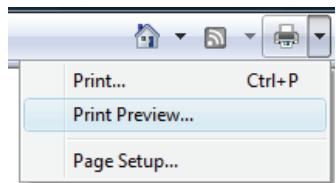




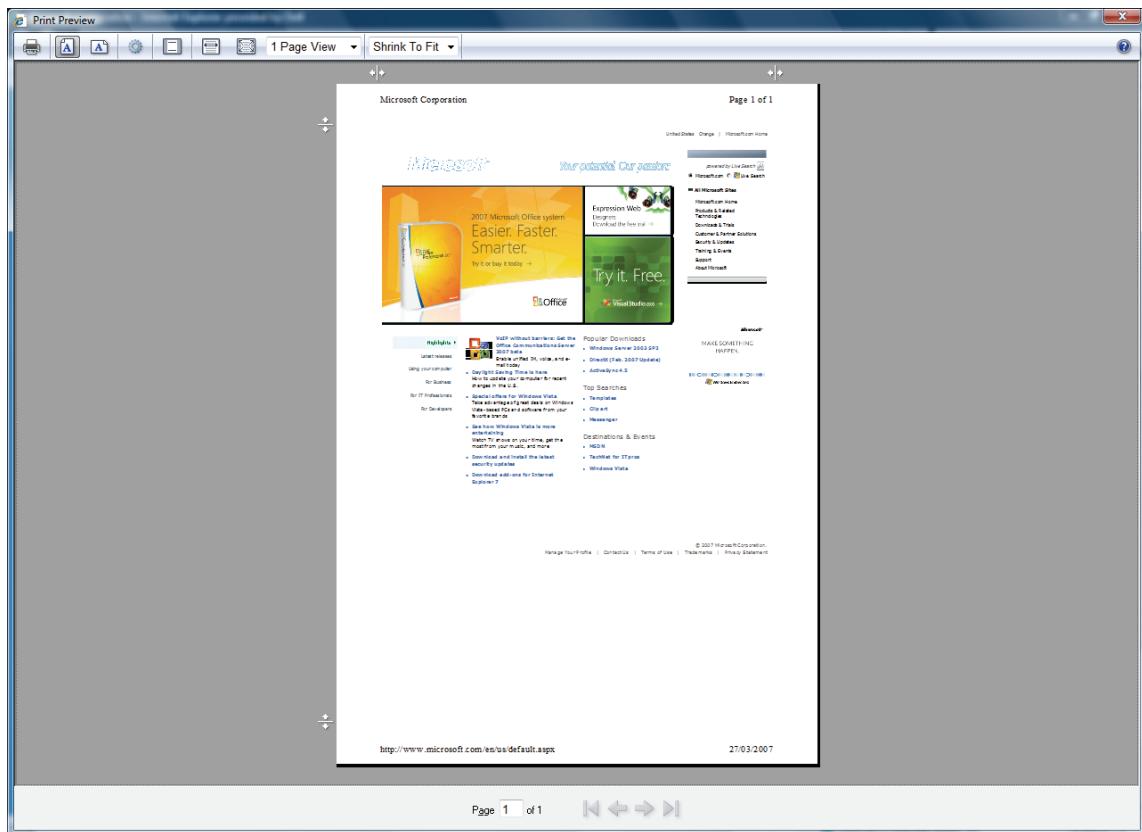
Preparing & Printing

Previewing Web pages

To see how a Web page will print, display a Web page such as www.microsoft.com and then click on the down arrow to the right of the **Print** icon on the Internet Explorer toolbar. From the drop down listed, click on the **Print Preview** command.



You will see the Web page displayed within the **Print Preview** window.



You will see the following icons displayed within the Print Preview toolbar.



**Print****Portrait**

Prints the page using portrait page orientation.

**Landscape**

Prints the page using landscape page orientation.

**Page Setup**

Allows more control over how the page is set up.

**Turn headers and footers on or off**

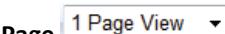
Controls the printing of additional information such as the date, URL and page number.

**Full width view**

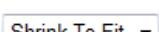
Zooms the Web page displayed within the Print Preview window to the width of the window.

**Full page view**

Zooms the Web page displayed within the Print Preview window to fill the Print Preview window.



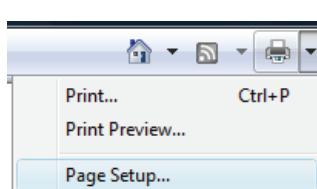
Let's you specify the number of pages to display.



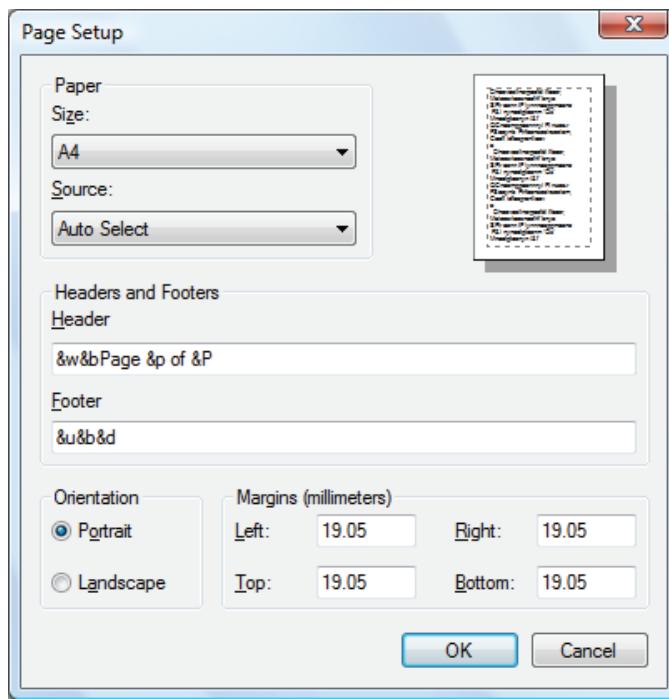
Reduces or enlarges the Web page when displayed to fit the printed page. Earlier versions of Internet Explorer would often print pages with the right section of the Web page not being printed correctly.

Page Setup - Orientation, paper size and page margins

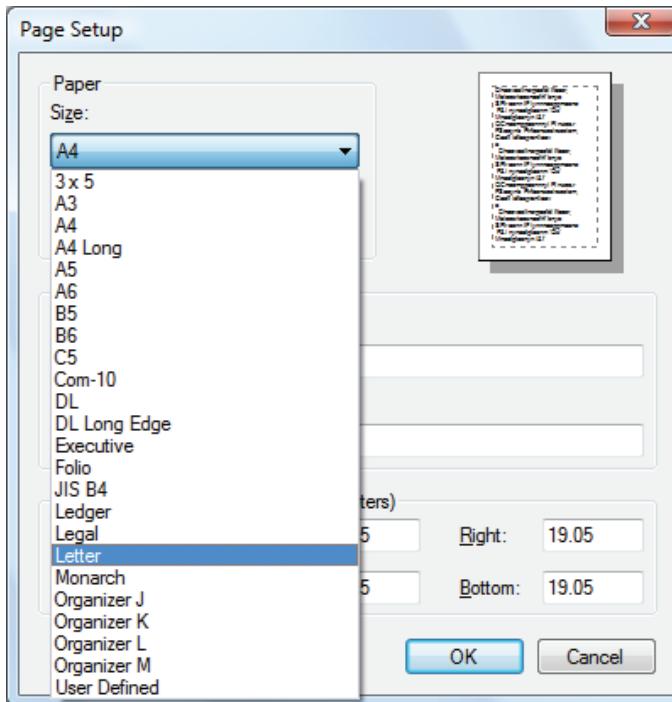
Click on the **down arrow** to the right of the **Print** icon within the Internet Explorer toolbar. From the drop down displayed, click on the **Page Setup** command.



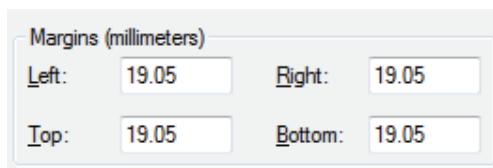
This will display the **Page Setup** dialog box.



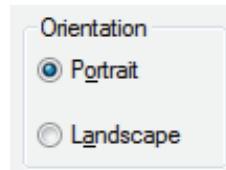
To select the correct paper size click on the **down arrow** next to the **Size** section and select as required.



Use the **Margins** section of the **Page Setup** dialog box to set top, bottom, left and right margins.



Use the **Orientation** section of the **Page Setup** dialog box to select either landscape or portrait page orientation.



Use the **Headers and Footers** section of the **Page Setup** dialog box to set the information you want displayed within your header or footer.



There are codes that you need to insert into the Header or Footer box to display or format particular information.

&w

Displays the title of the Web page.

&u

Displays the Web page address URL address.

&d

Displays the date in a short format.

&D

Displays the date in a long format.

&t

Displays the time.

&T

Displays the time using a 24-hour format.

&p

Displays the current page number.

&P

Displays the total number of pages printed.

&b

Aligns text to the right.

&b

Let's you centre text and must be placed before and after the text you want to centre.

&&

Displays a single ampersand (&) sign.

TIP: If this all looks like too much trouble, just use the default settings offered by the Internet Explorer.

Printing the entire Web page

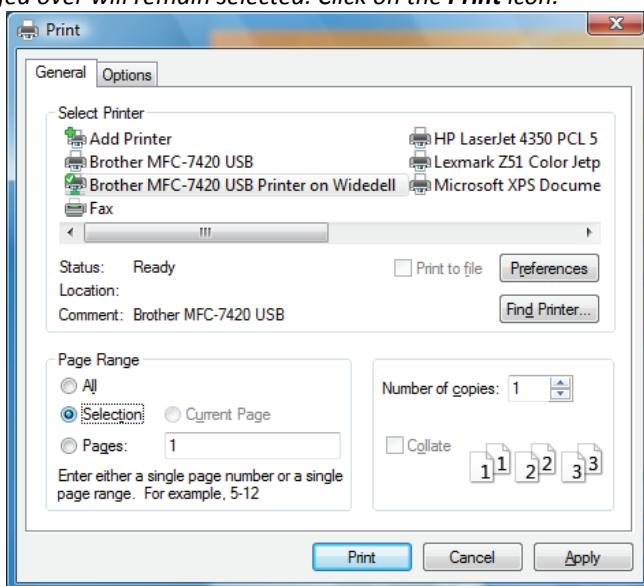
Normally to print the entire page, you would display a page within the Internet Explorer, such as the Microsoft home page and then click on the **Print** icon.



TIP: The keyboard shortcut to print a Web page is **Ctrl+P**.

Printing a selected area on a Web page

*To print just a selected area of a Web page first select an area on the Web page by dragging across the area you wish to print with the mouse key pressed down. When you release the mouse key the area you dragged over will remain selected. Click on the **Print** icon.*



Within the **Print Range** section, click on the **Selection** button.

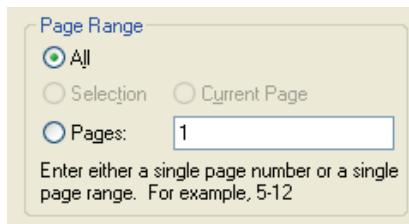


Click on the **Print** button and just the selected area will be printed.

Printing specific page(s)

Display a web page that contains a lot of data that will require more than one page to print.

Press **Ctrl+P** to display the **Print** dialog box. Within the **Page Range** section of the dialog box, enter the pages or page range that you wish to print.

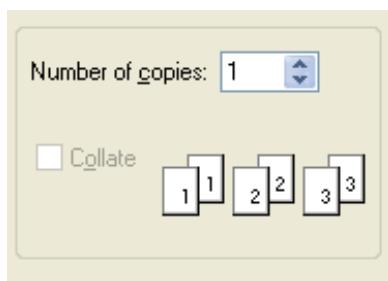


Click on the **Print** button to print the requested pages.

Printing a number of copies

Display a web page that you wish to print multiple copies of.

Press **Ctrl+P** to display the **Print** dialog box. Within the **Number of copies** section of the dialog box, enter the number of copies that you wish to print.



Click on the **Print** button to print the requested copies.

Communication

Terminology & Concepts

The structure of an email address

Take a typical email address:

lamia@gmail.com

The first part of the address “**lamia**”, is the user name and indicates the person to whom the email is addressed.

The “@” symbol marks the end of the user name.

The “@” symbol is followed by one or more sub-domains, separated by periods. In the example above the “**gmail**” is the sub-domain. Sub-domains are registered by organizations or individuals to give themselves an internet identity.

At the very end of the email address is the TLD or Top Level Domain. In the example the TLD is “.com”, indicating an international company. There are other TLDs such as “.net”, “.org”, “.biz” and “.info” designed to help you identify different types of organization.

SMS (Short Message Service)

Commonly known as ‘texting’. SMS allows you to send and receive text messages between mobile (cell) phones.

Voice over Internet Protocol (VoIP)

Voice over Internet Protocol, is a technology that allows you to talk with other people via the Internet. You can talk for free to other people using VoIP on their computers. You can even make calls to real telephones at a much cheaper rate than normal. This system is ideal when you need to make a lot of long distance or international calls. You can use VoIP by just installing a microphone and headset, or you can purchase a special VoIP compatible phone, which will normally plug into one of the USB sockets on your computer. A well-known VoIP product supplier is Skype, who produce a range of excellent phones.



Benefits of VoIP

Inexpensive long-distance and international calls compared to traditional phone systems.

You can search for contacts, worldwide.

You can combine speech with video when you use a Webcam.

Portable, people can contact you on the move as long as you have an Internet connection. This is especially useful when travelling internationally, as international calls using mobile (cell) phones are very expensive.

WARNING: A VoIP phone is not suitable for making emergency calls. If your computer is unavailable you may not be able to use the VoIP phone.

Also the voice quality may be worse compared to using a traditional phone.

Instant messaging (IM)

Instant messaging (IM) provides a mechanism for real-time communication between two or more people sending text messages via their computers. This is different from sending an email which once sent may be read sometime later by the person you sent the email to.



Some types of instant messaging software let you speak rather than having to type your messages. You can use your web cam so that you can see the person you are talking to.

Benefits of IM

There are many benefits including:



Real-time communication:

Unlike leaving an email, IM allows you to communicate in real time and have a two way conversation.

Knowing whether contacts are online:

Unlike when sending an email, you can see if the person you want to send the message to is online or not.

Low cost:

Compared to traditional phone calls, IM is very cost effective, especially when combined with the flexibility of use and additional features compared to a traditional phone call.



Ability to transfer files:

As well as sending text messages you can attach files including pictures, sound, video and other files.

Online (virtual) communities

It is important to understand the concept of online (virtual) communities. These can take many forms including:

- Social networking websites
- Internet forums
- Chat rooms
- Online computer games

Social networking websites

These sites allow you to link up with other people, to share news, experience and gossip. Some such as 'Friends Reunited' are specifically designed to let you find friends that you have lost contact with.

MySpace



Facebook



hi5



Bebo



Twitter



These are some more social networking websites

Internet forums (message boards / discussion boards)

An Internet forum is a web based application that lets you join in online discussions. You can post your views or comments for all in the forum to see and react to. Try searching the Web for information on message boards and you will find that there is a discussion for you, whatever your interest!

Chat rooms

The term 'chat room' has had a lot of media attention over the last few years. The term has evolved to include any web based mechanism to share your news with others on the web. The communication is in real time, i.e. you can talk to other individuals, rather than leaving messages. Try searching the Web for more information and examples.

Online computer games

Online games are games that are accessed and played via the Internet. In many cases you can play against other people. Try searching the web using the phrase 'online computer games' and you will find lots of sites you can access.

Security Considerations

Spam or Unsolicited Email

Spam is the bulk sending of unsolicited and often fraudulent email messages, normally trying to sell a commercial product or service. There are companies which will sell lists of email addresses by the million. If you are a regular Internet user, then the chances are that the providers of these lists will pick up your email address (using a variety of sneaky techniques). As more and more companies buy in these lists and use them in their marketing campaigns, you will receive more and more spam emails, offering you an increasingly bizarre range of products and services! In many countries the sending of spam is now against the law!

Increasingly unscrupulous marketing companies are using popup windows within your Web browser to display unwanted messages. There are now many anti-popup programs available to help block this newer type of spam.

Phishing

Phishing refers to efforts to trick you into revealing your personal or financial information. This is often done by sending out millions of emails at random claiming to be from your bank or similar organizations and then requesting that you update your details, using a link provided within the email. When you click on this link you are taken to a web site that looks just like the real thing but is in fact a copy of a banks web site. When you type in your details, you have just given the information to criminals who will use that information in identity theft related crime.

Be careful of emails claiming to be from financial institutions or popular web sites instructing you to click on a link and login. Often the link points to a clone of the legitimate web site which is under the control of criminals. Should you click on the link & log into the fake site you will have inadvertently given your password details away. Never click on a link in an email, to be safe open your web browser and type in the address for the web site, this way you can be sure that you are viewing the legitimate site.

Modern web browsers such as Internet Explorer 7+ or Mozilla Firefox 3+ have anti-phishing features that will display a warning if you visit a web site that has been identified as fraudulent.

Viruses

Be very careful about opening files which are attached to email messages as they may contain viruses. You should know that Microsoft Word documents can contain special types of virus, called macro viruses. Even pictures can contain virus like code.

Digital signatures

A digital signature is a code which is attached to an email to uniquely identify the sender. Like a traditional hand written signature the purpose of the digital signature is to guarantee that the sender of the message is who he or she claims to be. Digital signatures employ sophisticated encryption techniques to ensure that they cannot be counterfeited.

E-mail Theory

The advantages of using email

Fast

One of the great things about email is that you can send messages and files to anyone in the world, almost instantly.

Low cost

The cost of sending information by email is a fraction of that involved when using the traditional mail system, especially when emailing to a different country.

Worldwide portability

Once you have an email account set up, you should be able to access your email from anywhere that has an Internet connection. Even many holiday hotels now have an email connection for customers!

Time Zone friendly

If you live in Europe and phone someone in the western United States at 9 am locally, you would either get no answer (because the office in the US would be empty), or you could be waking them up in the middle of the night. The great thing about sending an email is that you can send it anytime you want and the recipient will read the mail when they want.

Web-based Email

Many email providers now offer a web-based interface for accessing your email. This enables you to access your message from any web enabled PC or device without the need to install software.

Netiquette

There are some simple rules when sending emails:

Use short, accurate subject descriptions

In a busy office situation, a person may receive many emails a day. Prior to opening the email the only indication that an email might be relevant to that person is the email subject header. Keep emails simple, short and to the point!

Avoid using all upper case letters in a message: The use of letters in UPPER CASE is considered as shouting within an email. Use of all upper case (or all lower case) can also make the message difficult to read.

Be brief

People tend to 'skim read' email messages. If they are too long the chances are that the recipient will miss important information buried within the message.

Use the spell checker

Never send an email without spell checking the contents first. This can give a really poor impression about your organization.

Respect privacy and confidentiality

Never quote part of one person's email within another email without permission. In many cases there is a message attached to the bottom of emails, warning that the email is confidential!

Don't 'flame'

If some idiot emails you over something which is inappropriate, do not respond and get into a series of increasingly hostile email exchanges. This is called flaming. Never reply to unsolicited email (spam), unless you want to receive even more rubbish in your email inbox!

Issues when sending file attachments

There are a number of issues to consider such as:

File size limits

If you attach a file of a certain size, then the coding necessary you attach the file to the email will make the file size of the attached file larger than the original file size.

Many email system will set limits on the size of email attachment that they will accept. These limits differ from one system to another. Also remember that the larger the attached file that longer your email will take to be delivered.

File type restrictions

Many email systems will block attached files if the attachment is an executable file. This is because many virus and other malicious software types are spread through the emailing of attached executable files. Even if you can attach an executable file, do not be surprised if the email is rejected by the email software of the person you are sending the file to.

Do not send to many attachments at the same time

Send a lot of simultaneous attachments (such as photographs), may exceed file size attachment limits.

Netiquette

Remember do not send large file attachments to people who are not expecting them.