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Introduction to the Internet

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PREFACE	1
MODULE 1 – ACCESSING WEB SITES	3
OVERVIEW OF THE INTERNET AND ITS POSSIBILITIES	4
GETTING STARTED	7
INTERNET EXPLORER TOOLBAR	7
EXERCISE 1 – EXPLORING THE BROWSER	7
ACCESSING INTERNET WEB SITES	9
EXERCISE 2 – SIMPLE NAVIGATION	12
MODULE 2 - E-MAIL	13
WEB-BASED V. POP3 ACCOUNTS	14
ACCOUNT SET-UP WITH HOTMAIL	15
REGISTRATION	15
CHOOSING A MEMBER NAME AND PASSWORD	17
SENDING MESSAGES	21
RECEIVING MESSAGES	23
DELETING MESSAGES	24
REPLYING TO MESSAGES	24
EXERCISE 5 – PRACTISE SENDING AND RECEIVING MESSAGES	25
SETTING UP AN ADDRESS BOOK	26
BLOCKING SENDERS	27
ATTACHMENTS	28
EXERCISE 6 – SEND ATTACHMENTS	29
LOGGING OUT	30
SAVING MESSAGES TO A FLOPPY DISK	30
PREFERENCES AND OPTIONS	31
ACCESSING A POP3 ACCOUNT	32
CREATING FOLDERS	33
OTHER HOTMAIL SERVICES	34
MODULE 3 - SEARCHING FOR INFORMATION	35
DIFFERENT SEARCH ENGINES	36
EXERCISE 3 – TRY SOME OF THESE!	36

MODULE 4 - SAVING INFORMATION YOU FIND..... 45

SAVING WEB PAGES..... 46

EXERCISE 4 – SAVING WEB PAGES FROM INTERNET EXPLORER 46

SAVING IMAGES 47

EXERCISE 5 – SAVING IMAGES..... 47

USING TEXT AND IMAGES IN A WORD PROCESSOR..... 47

EXERCISE 6 – COPY AND PASTE TEXT FROM A WEB PAGE INTO WORD 48

EXERCISE 7 – COPY AND PASTE PICTURES INTO WORD 49

PRINTING WEB PAGES 50

Preface

Application and Version Differences

Because of version and preference differences, screen shots and descriptions may differ slightly from what a trainee may experience in the training environment. Where possible, the manual has been designed with the training environment in mind. The course is based around the use of Internet Explorer version 5.5.

Cat Conatus Support

Cat Conatus offers free phone support for any material covered - and any other questions you may have. Most times a quick phone call will solve the problem and you'll be on your way.

Contact John Guenther on

Mobile: **0412 125 661**

Fax: **6425 4005**

Office: **6425 9016**

Email: **john@catcom.com.au**

If I can't answer your problem right away, I'll return your call within 24 hours.

About this Manual

This Manual has been developed for the sole purpose of Online Access Centre courses. It may not be copied without express permission of the author / presenter.

Course Structure

This course contains examples and detailed instructions. A floppy disk is included if you want to take home saved information. Links to search engines used in the course will be found at.

<http://www.catcom.com.au/search/>

This site is used extensively through this course as a springboard to examples and illustrations.

Course Objectives

By the end of this course you will

- ❑ be able to use a browser to access web sites with addresses you know
- ❑ have identified different types of search engines for different purposes
- ❑ be able to use a search engine to refine a search for particular information
- ❑ be able to save information you find on the Internet
- ❑ use Hotmail to send and receive emails
- ❑ use some of Hotmail's other features to extend your use of email

Module 1 – Accessing web sites

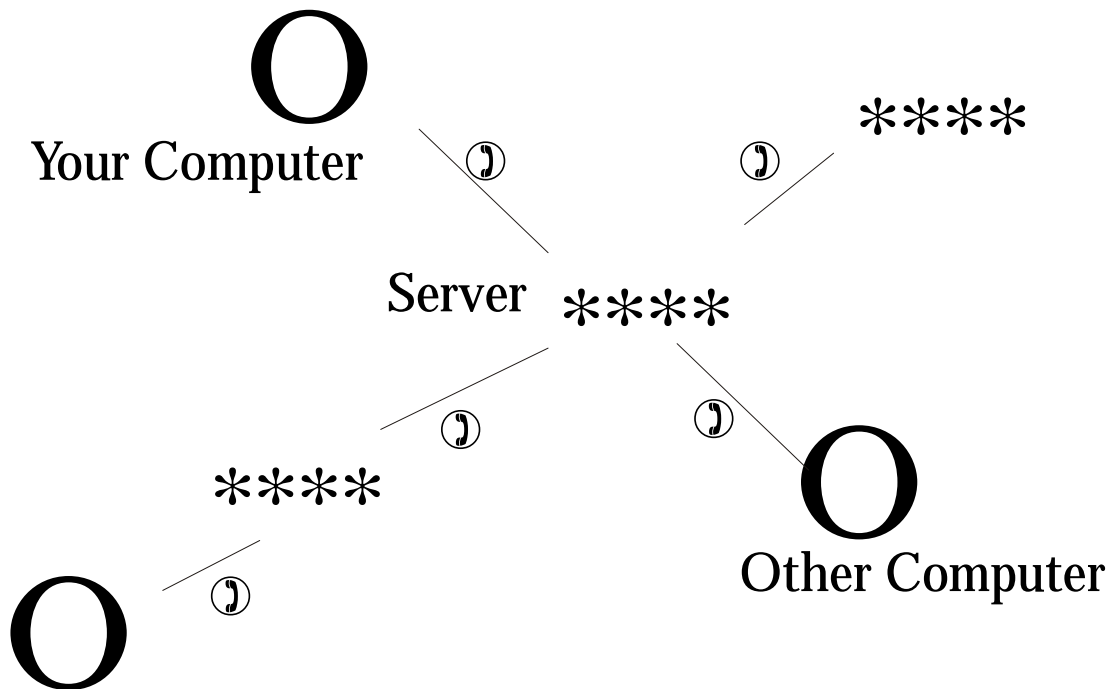
By the end of this module you will

- ❑ know what the Internet is and what it is made up of
- ❑ have an idea of how the Internet developed
- ❑ consider some of the possible ways the Internet can be used
- ❑ be able to use an internet browser to access web sites
- ❑ be able to navigate your way around the web

Overview of the Internet and its Possibilities

What is the Internet?

Essentially the Internet is an interconnected network of computers. The computers in the network are connected through various kinds of telecommunications media, from satellite to ISDN lines through to ordinary telephone lines.



Because of all the interconnections, you can quickly get the idea that it becomes something of a “web” – and because it is global, it has been dubbed the “world wide web”.

It is a means of sharing ‘information’ between computers right across the world. In this context information could be programs, radio stations, games, electronic documents, voice messages – you name it!

No one ‘owns’ the web – and because of all the interconnections, it technically can’t totally break down. Crucial players in the web are – as you might expect – the telecommunications providers (in Australia’s case this is *Telstra*) and the Internet Service Providers (ISPs), who run the servers, which connect your computer with other computers.

In the case of an Online Access Centre (OAC), the computers you use are connected to a Government owned server – and whereas at home you would use a normal telephone

line to 'dial in' to the Internet, here your connection is through a permanent ISDN telephone line. ISDN lines are lines that allow dedicated transfer of data at a much faster rate than normal phone lines.

Brief History

The Internet began in 1969 as a research project of the United States Department of Defence. It was primarily concerned with joining up computers for strategic purposes so that in the event of a bomb attack the computer-controlled systems could be managed from alternative sites anywhere in the country.

Over the next 20 years more and more larger, mainly government organizations joined the network until, by around 1990 the general public could access the internet. Since around 1995, personal computers have been built with the Internet in mind. Software was also designed primarily for individual users to be able to not only retrieve information, but also to interact with 'web sites'.

The immediate future of the Internet appears to be in the development of 'e-commerce', or electronic commerce where consumers can engage in financial or other types of business transactions across the Internet with the same confidence they have about engaging with businesses down the street.

Internet Possibilities

The Internet is more than about getting information.

The Internet provides

- ❑ a means to cheaply communicate with people all around the world.
- ❑ opportunities for entertainment.
- ❑ possibilities for organisations and businesses to network together.
- ❑ the ability to conduct business transactions and do banking.
- ❑ an easy way for a business or organisation to promote itself.
- ❑ an interesting way for people to meet others and make new friends.

- new ways for people to work – ‘telecommuters’ is a new term used to describe people who work from home and maintain contact with ‘the office’ through the Internet and E-mail.
- a means to break down the barriers of isolation and distance, which previously limited the opportunities of people in rural and regional areas of Australia
- new ways to learn – many training courses are now being developed with the Internet in mind as the primary means of accessing learning resources.


Invariably, people start using the Internet with one purpose in mind – and then discover a whole new and expanding world of possibilities, only limited by the imagination.

Getting Started

To keep things simple, in this course we will only be using the Internet Explorer web browser. While the focus of the course is searching for information, some people may be unfamiliar with how to use a web browser. This first module shows you how to access web sites using the address bar.

We'll assume here that you know how to turn on and switch off a computer. Start the



Internet Explorer browser by double-clicking the  on the desktop.

Internet Explorer toolbar

Let's take a look at Internet Explorer's main toolbar.

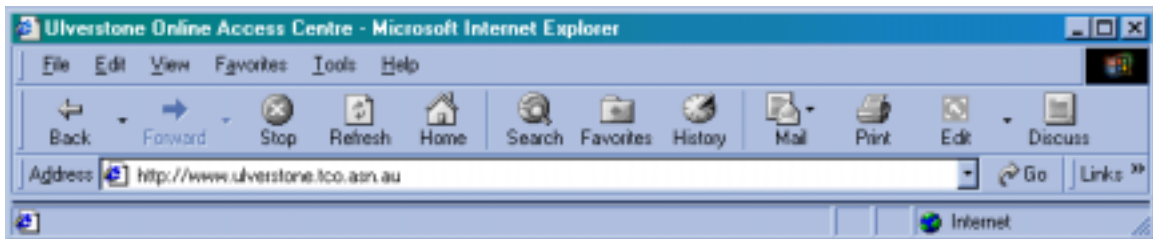














Table 1 explains each button and how you can use it.

Exercise 1 – Exploring the browser

1. Click on each of the buttons listed in the table below in both browsers to see what happens.
2. Find out what makes a button available or 'greyed out'.

Table 1 - Browser buttons and features

Internet Explorer toolbar button	What it does
	Goes back to the previous page. If greyed out, it means you can't go back further.
	Goes forward to the next page in the order you visited them. If greyed out, it means you can't go any further forward.
	Stops the browser from trying to go to an address.
	Reloads the current page and brings it up to date by checking for newer versions of the file.
	Sends you back to your home page. This is set under Tools Internet Options in Internet Explorer 5.
	Directs you to a search page where you can type in a keyword or search by a category.
	Prints the current page.
 (status bar)	Tells you whether you are at a 'secure' site for example when conducting confidential transactions. In IE5 a padlock appears in the status bar.
	Allows you to 'bookmark' your favourite sites for quick reference.
	Displays a list of sites you have recently visited.
	Opens up your default mail program. This button does not work if you have a Hotmail or web based account.
	The address bar is used for typing in an address that you already know.

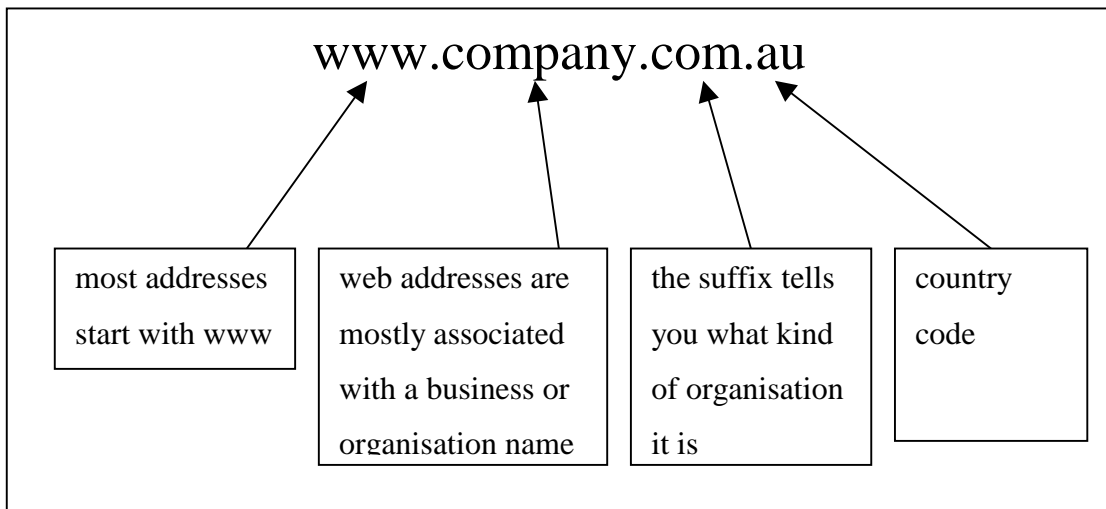
Accessing Internet web sites

When you know the address of a web site, its just a matter of typing it into the Address bar, as shown in the illustration below.



Rules for web addresses

The following diagram shows rules used for typing in addresses into a web browser.



Guessing web addresses

The *domain names* of larger organisations are generally pretty easy to guess. You don't have to type in the **http://** part, because the browser assumes that this is the kind of address you are looking for.

Take Table 2 for example:

Table 2 - Easy to guess URLs

Organisation	Address
Optus	http://www.optus.com.au
The Advocate Newspaper	http://www.theadvocate.com.au
Westpac	http://www.westpac.com.au
Myer Direct	http://www.myerdirect.com.au
Service Tasmania	http://www.service.tas.gov.au
Centrelink	http://www.centrelink.gov.au
St Vincent de Paul	http://www.vinnies.org.au
American Red Cross	http://www.redcross.org
TAFE Tasmania	http://www.tafe.tas.edu.au
ABC	http://www.abc.net.au

Suffix codes

Here are the common suffixes you will find.

Suffix	What it means
com	commercial organisation
org	non-profit organisation
gov	government organisation
edu	educational institution
net	networking organisation
asn	Australian association
mil	military organisation

Country codes

Most country codes follow a simple pattern. Here's a few examples.

Country	Code	Country	Code
Australia	au	New Zealand	nz
United Kingdom	uk	Germany	de
France	fr	Canada	ca
Indonesia	id	South Africa	za

Search Engines

Search engines are massive databases of web pages that are *registered* with the organisation that owns the search engine. By typing in a word or phrase, the search engine will provide you with a list of sites with those words. Alternatively, you can search by a category and narrow down your search that way. A list of some search engines is shown at www.catcom.com.au/search.

Hyperlinks

Many sites will provide you with links to related sites. The links will either be attached to a button or an underlined word.



The example above shows what happens when you move your mouse pointer over a hyperlink. The image use for the 'ATOassist' logo takes you back to the ATO home page, while the underlined words take you to other pages in the 'Business' section.

Back and Forward Buttons

'Back' and 'Forward' buttons save you time when you are reviewing where you have been. Once you have visited a site, your computer stores the files associated with the

site in what is called the *cache* of the computer – a short term storage area especially set aside for web pages. Often a site with lots of images or sound will take a long time to download, but by using the back and forward buttons you can save time because the browser recalls the files from its cache and displays those files, not the ones from the remote server.

Exercise 2 – Simple Navigation

1. Open a browser window by clicking on the desktop shortcut for Internet Explorer.
2. Take one of the addresses in Table 2. Type the URL into the address / location bar of your browser.
3. Identify the links to other pages within the site and explore the site.
4. Try to find links that take you *out* of that site.
5. Use the 'Back' and 'Forward' buttons to review where you've been.

Tip: www.whatis.com is a great site for finding out what all these strange terms really mean

Module 2 - E-mail

In this module you will learn

- ❑ about different types of e-mail accounts
- ❑ how to set up an account with Hotmail
- ❑ how to send and receive messages
- ❑ how to manage your inbox
- ❑ how to set up and use an address book
- ❑ how to send attachments
- ❑ how to save your mail
- ❑ how to get the best out of Hotmail services

Web-based v. POP3 accounts

Getting access to E-mail is probably one of the primary reasons that people want to gain access to the Internet.

Generally, if you sign up with an ISP you will have access to E-mail and a host of other Internet related services. Your ISP should give you instructions about setting up your e-mail account.

What is POP3?

Here's a definition from <http://whatis.com/pop3.htm>

POP3 (Post Office Protocol 3) is the most recent version of a standard [protocol](#) for receiving [e-mail](#). POP3 is a [client/server](#) protocol in which e-mail is received and held for you by your Internet server. Periodically, you (or your client e-mail receiver) check your mail-box on the server and download any mail. POP3 is built into the Netmanage suite of Internet products and one of the most popular e-mail products, Eudora. It's also built into the [Netscape](#) and [Microsoft Internet Explorer browsers](#).

An alternative protocol is [IMAP](#) (Interactive Mail Access Protocol). With IMAP, you view your e-mail at the server as though it was on your client computer. An e-mail message deleted locally is still on the server. E-mail can be kept on and searched at the server.

POP can be thought of as a "store-and-forward" service. IMAP can be thought of as a remote file server.

POP and IMAP deal with the receiving of e-mail and are not to be confused with the Simple Mail Transfer Protocol ([SMTP](#)), a protocol for transferring e-mail across the Internet. You send e-mail with SMTP and a mail handler receives it on your recipient's behalf. Then the mail is read using POP or IMAP.

ISPs generally use POP3 accounts for you to receive mail. These require the use of an e-mail program such as Outlook Express or Netscape Mail. POP3 accounts tend to be faster than web based accounts and you generally are not quite as limited in the choice of user names as you would be with Hotmail. For example, if you wanted to have an e-mail address like john@hotmail.com, you would probably be directed to choose something like john2097@hotmail.com ; hardly personal! Another disadvantage of web-based mail is that there are generally quite tight restrictions on how much mail you can store on the server – in the case of Hotmail, its just 2MB (megabytes), which is an awful lot of text, but not much in the way of pictures!

Web-based accounts do have their advantages though. They are just as functional as POP3 accounts (though perhaps slower); they don't require an Internet account with an

ISP and you can pick up your mail anywhere in the world providing you have access to the web.

If you have a POP account you cannot access it by using the



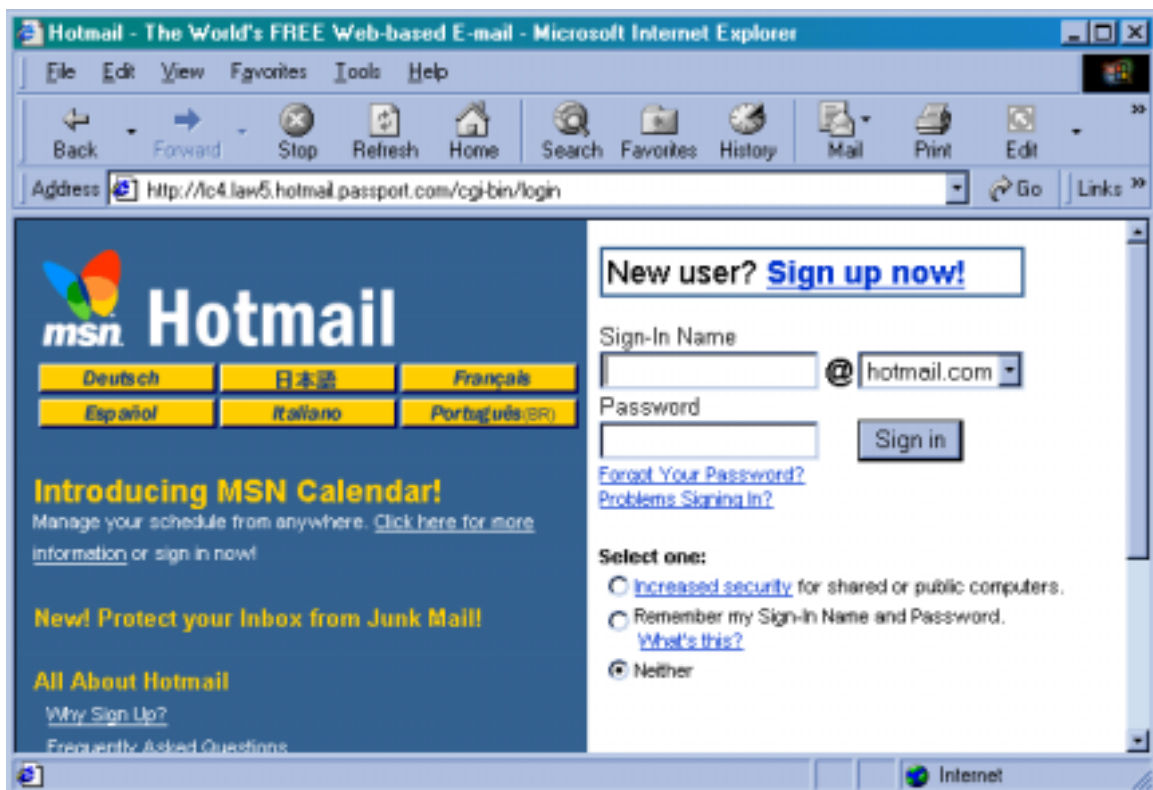
button at an Online Access Centre.

It is possible to access your POP3 mail account through Hotmail.

This module will be primarily concerned with setting up and using a Hotmail account. For those already with Hotmail accounts there is an additional section about advanced features of Hotmail (see pages 26 to 33).

Account set-up with Hotmail

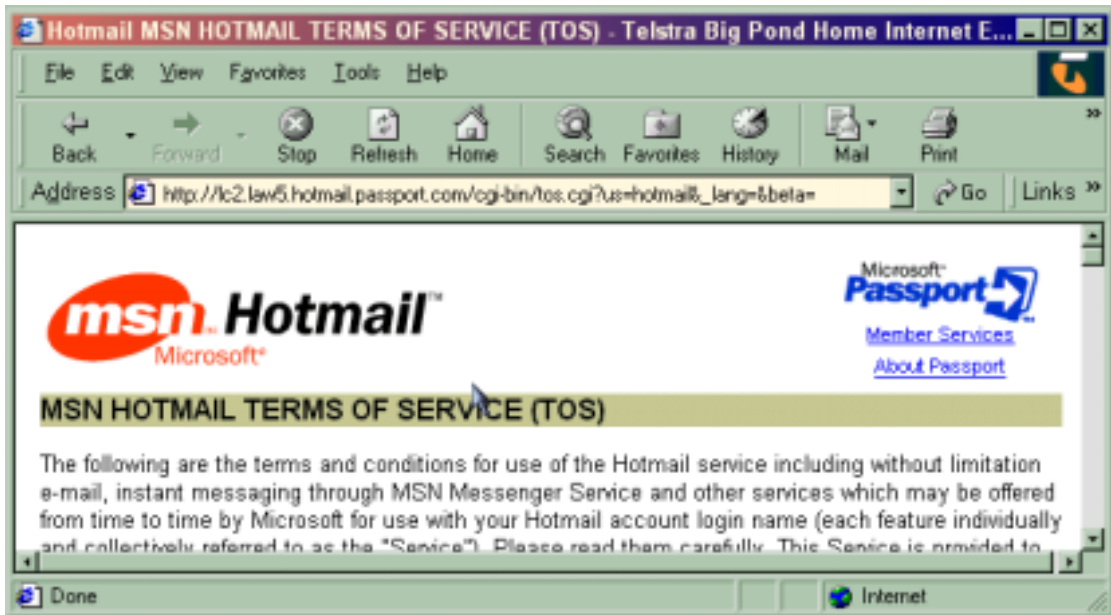
Hotmail is fairly easy to set up and use. The following steps show how you can set up your own Hotmail account so you can send and receive e-mail.



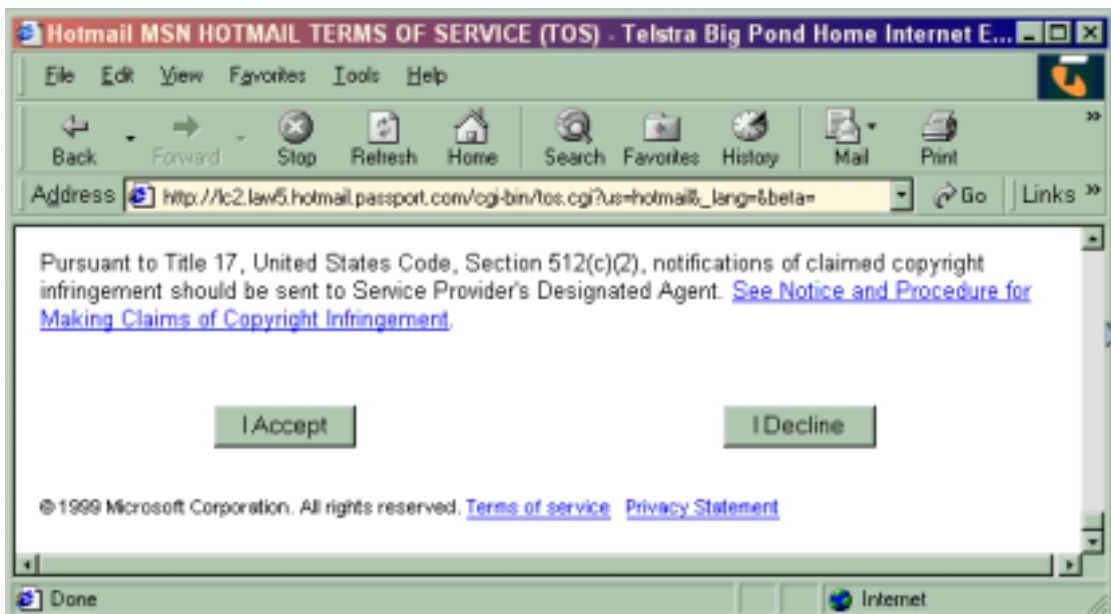
Registration

1. First, go to the Hotmail web site by typing www.hotmail.com in the address bar.


2. This site can be used later on, to sign in, read and send e-mail. For now, click on the link that says sign up now.




3. You are required to accept the terms of service before proceeding. Click the 'I Accept' button.



4. A registration form appears, which you are required to complete. Some of the boxes are text boxes to type in, others are drop-down lists with options to choose from. This first part is pretty straight forward. Once you've completed this, scroll down the page and complete the account information.





[Member Services](#)
[About Passport](#)

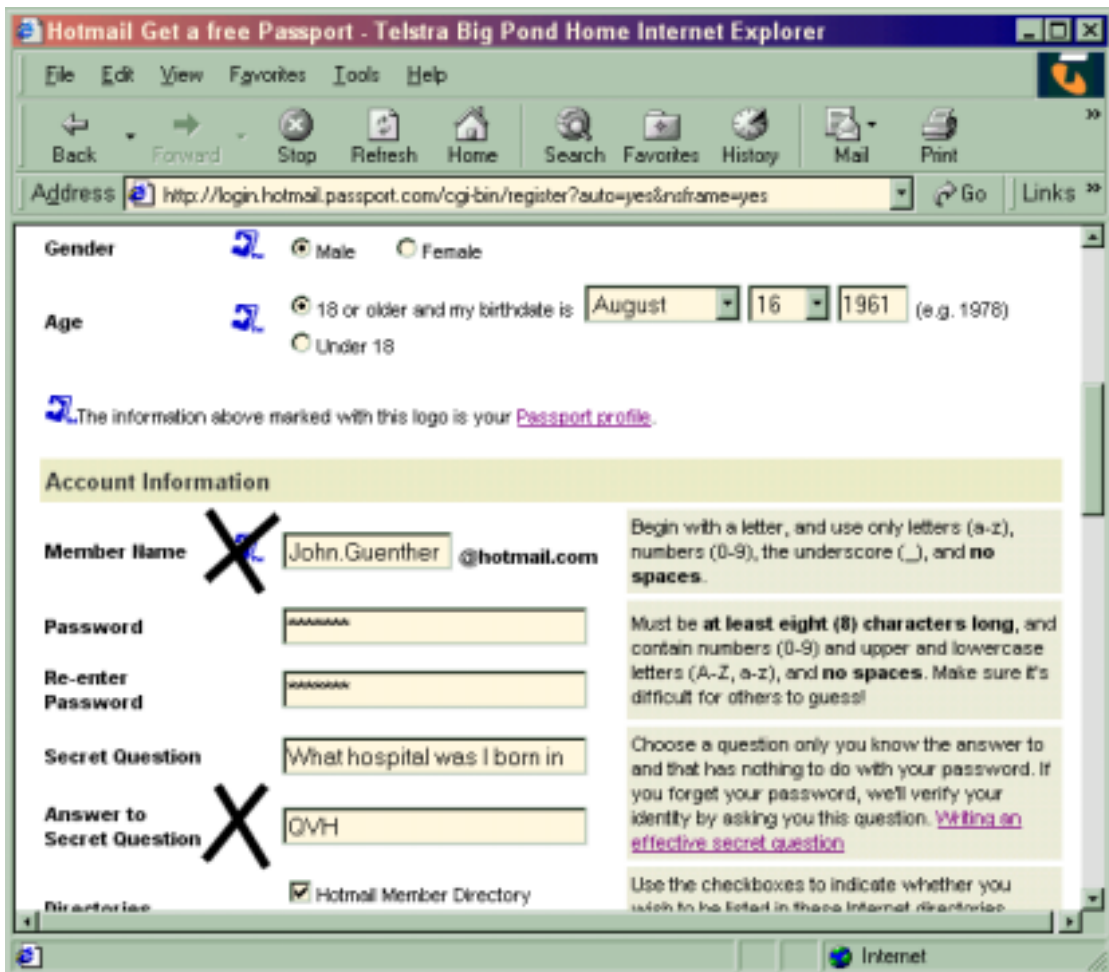
Get a free Passport

Welcome! When you create a Passport, you get one member name and password for use with Hotmail and a host of other Internet services provided by Microsoft and other companies.

Profile Information

First Name	<input type="text" value="John"/>	Your full name will be sent with all outbound mail messages.
Last Name	<input type="text" value="Guenther"/>	
Country	<input type="text" value="Australia"/>	
State/Territory	<input type="text" value="Tasmania"/> in <i>Australia</i>	
Postal Code	<input type="text" value="7315"/>	
Time Zone	<input type="text" value="Hobart - Tasmania - 08:51 PM EST"/>	

Choosing a Member Name and Password



The screenshot shows the registration form with the following details:

- Gender:** Male, Female
- Age:** 18 or older and my birthdate is: August 16 1961 (e.g. 1978), Under 18
- Account Information:**
 - Member Name:** John.Guenther@hotmail.com (marked with a red X)
 - Password:** [Masked]
 - Re-enter Password:** [Masked]
 - Secret Question:** What hospital was I born in
 - Answer to Secret Question:** QVH (marked with a red X)
 - Hotmail Member Directory

Instructions for Member Name and Password are provided on the right side of the form:

- Member Name:** Begin with a letter, and use only letters (a-z), numbers (0-9), the underscore (_), and **no spaces**.
- Password:** Must be **at least eight (8) characters long**, and contain numbers (0-9) and upper and lowercase letters (A-Z, a-z), and **no spaces**. Make sure it's difficult for others to guess!
- Secret Question:** Choose a question only you know the answer to and that has nothing to do with your password. If you forget your password, we'll verify your identity by asking you this question. [Writing an effective secret question](#)

5. Your *Member Name* is also the first part of your e-mail address. **You cannot use dots or spaces** in this. Use all lower case characters.
6. Your *password* must be at least **8 characters**. It is something you should easily remember, but that others would have difficulty guessing.
7. *The secret question* is what is used in the event that you forget your password. The answer you supply, if correct will allow Hotmail to send you your password. The answer **must be at least 5 characters long**. It can be changed later if you like.

Hotmail Get a free Passport - Telstra Big Pond Home Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <http://login.hotmail.passport.com/cgi-bin/register?auto=yes&iframe=yes> Go Links

Your Member Name may contain only the following characters:
_0123456789abcdefghijklmnopqrstuvwxyz
(No Spaces) and must begin with an alpha character.

Member Name @hotmail.com Begin with a letter, and use only letters (a-z), numbers (0-9), the underscore (_), and no spaces.

Your password must be at least eight (8) characters long.

Password Must be at least eight (8) characters long, and contain numbers (0-9) and upper and lowercase letters (A-Z, a-z), and no spaces. Make sure it's difficult for others to guess!

Re-enter Password

Password secret answer should be at least 5 characters.

Secret Question Choose a question only you know the answer to and that has nothing to do with your password. If you forget your password, we'll verify your identity by asking you this question. [Writing an effective secret question](#)

Answer to Secret Question

Sign Up Clear Form

Done Internet

8. If you get any of these items wrong, you will be prompted to re-enter the information.
9. If your user name is already in use, you will be advised accordingly. You do not have to accept any of the suggestions. If **bill_smith** doesn't work, try something like:
bill_c_smith or **william_c_smith** or **bill_charles_smith**

10. Click the 'Submit New Member Name' button.

**Registration Error - We're sorry, someone has already selected
john_guenther**

Try one of these member names:

- guentherjohn@hotmail.com
- john_guenther23@hotmail.com
- john_guenther24@hotmail.com
- john_guenther25@hotmail.com
- john_guenther26@hotmail.com

or try another of your own choosing:

- john_c_guenther @hotmail.com

Submit New Member Name

11. All being well you will get the success message. You are also advised that in order to remain active, your account must be used at least once in the next 10 days and after that, every 90 days.

Sign Up Successful!

Congratulations. Your new Member Name is:


<john_c_guenther@hotmail.com>

Important: For your Hotmail account to remain active, after today you must sign in at least once within the next ten (10) days. Also, after the initial 10 day period you must sign in at least once every 90 days to keep your account active.

[Continue at Hotmail](#)

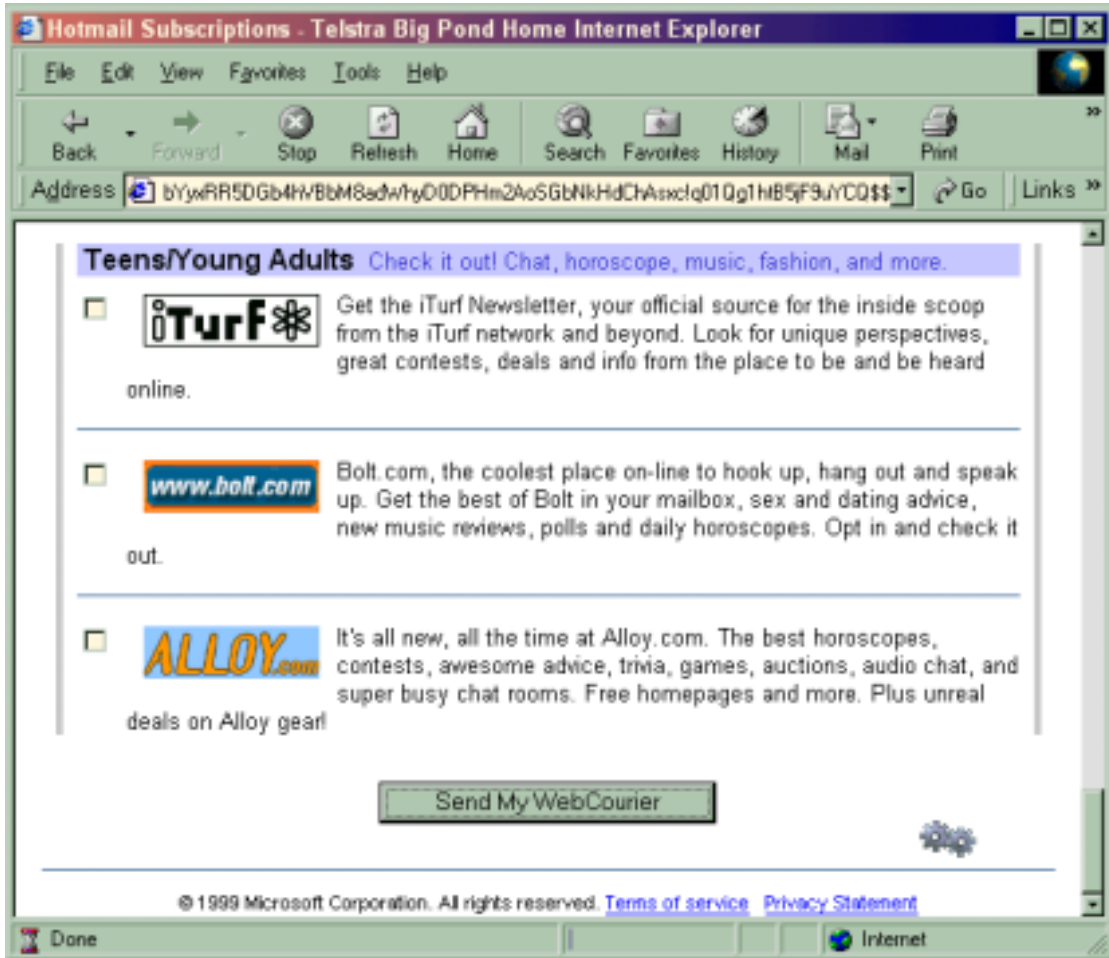
Tips:

To Sign Out, click 

To Sign In, click 

You can use your Passport to access Hotmail as well as many other top internet sites. For a directory of Passport sites visit <http://www.passport.com/>.

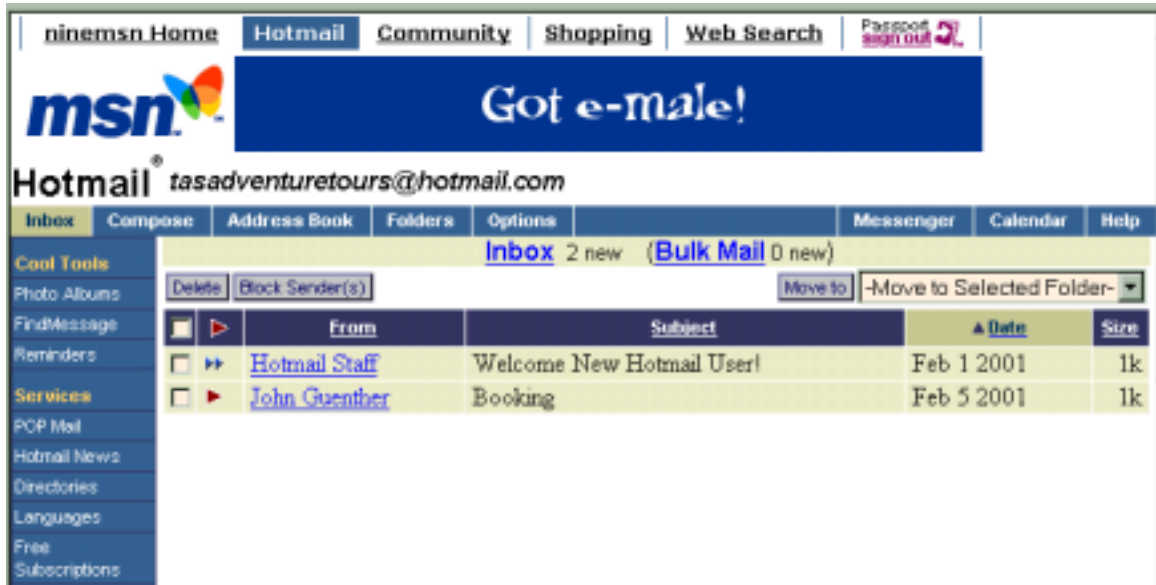
12. After that you will be given the opportunity to sign up to a multitude of other services. If all you want is e-mail, then ignore these and just submit your Hotmail subscription.



13. If you think you might forget the details you submitted you *might* like to write your Member name, password and secret answer below, remembering that your password is a bit like a PIN (not to be given to anyone else)

Member name	
Password	
Answer to Secret Question	

14. After successful submission you will be brought to the Hotmail Inbox, where you can expect to see a 'welcome message' from Hotmail.



15. Congratulations! You have successfully set up your Hotmail account. To read the message from 'Hotmail Staff' just click on the blue link and a message window will appear.

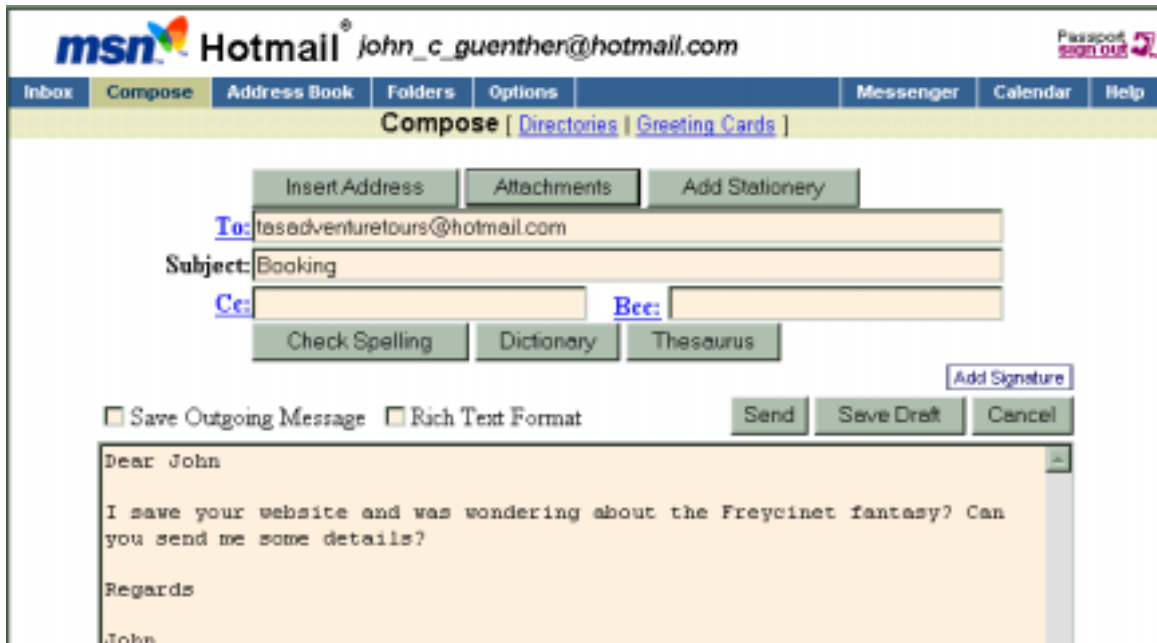
16. In future, you will find all new messages in your 'Inbox'.

Sending Messages

To send a message, follow these steps.

1. Click on the **Compose** button on the options bar and you will see the following dialog box.

Tip: e-mail addresses must be typed in perfectly in order to work. There isn't a postman to sort out incorrectly addressed mail!



2. In the '**To**' box, type in the e-mail address of the recipient. If you want to try out your account, send a message to yourself. **Make sure you have the case correct and all the necessary symbols.**
3. Fill in an appropriate **subject**. The subject helps you identify a message in a long inbox list later on.
4. '**cc:**' is for people you wish to copy. If you like, try another person's address in the training group.
5. '**bcc**' is for 'blind carbon copies'. The recipient should not see who has been bcc'd.
6. Type your message.
7. If you want to keep this message tick the '**Save Outgoing Message**' box.
8. Click the 'Send' button.



9. The above message should appear with a list of who you sent the note to.
10. If you want to see messages that have been sent, you can click the 'Folders' option on the option bar and choose 'Sent Messages' from the list.

Receiving Messages

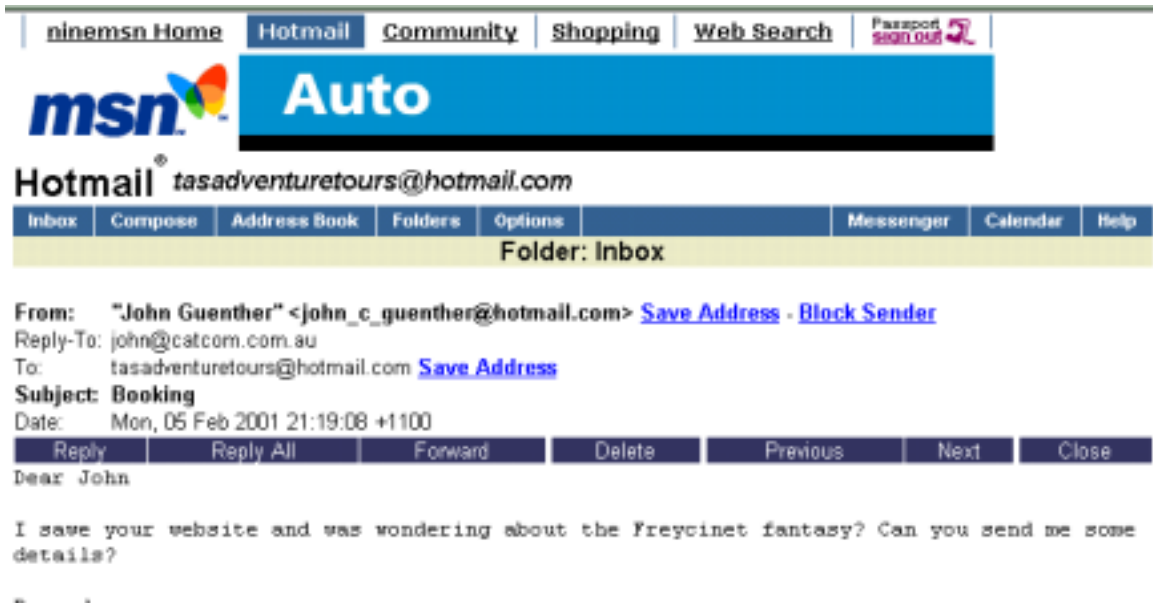
Each time you log in, and each time you return to the Inbox, the view is refreshed to include new messages.

Received messages are stored in your Inbox until you choose to delete them (or until you reach your Inbox limit of 2MB – that's a whole lot of text messages!)

When you click on a blue link under the 'From' heading.



in your Inbox the message will appear in a new window:



Deleting Messages

When you wish to delete a message, simply click in the box next to the message (which places a tick in the box) and then press the [Delete](#) button. If you want to delete all the messages in your Inbox, click the 'Select All' button.



Replying to Messages

It would be very easy to forget exactly what someone has written to you about when you received their reply were it not for the [Reply](#) button. The 'Reply To' option places the recipients name in the 'To' box and in the subject line you will see 'Re: their subject'

To:	john@catcom.com.au
Subject:	Re: Test Message
cc:	
bcc:	

Save Outgoing Message

```

>From: "John Guenther" <john_c_guenther@hotmail.com>
>Reply-To: john@catcom.com.au
>To: john_c_guenther@hotmail.com
>CC: john@catcom.com.au, jguenther@trump.net.au, cat@hotmail.net.au
>Subject: Test Message
>Date: Sun, 05 Sep 1999 22:02:52 EST
>
>A test message to myself
>

```

You'll also notice that information contained in the original message is included with '>' symbols next to the text.

To reply to a message,

1. Make sure the message is selected in the Inbox.
2. Click the Reply button.
3. Fill out the details as for a new message.
4. Click the 'Send' button
5. The Confirmation message will display once sent.

Exercise 5 – Practise sending and receiving messages

Once you have successfully set up your account, practise sending, and receiving messages, replying to, and deleting messages with the others in the training group.

You can write your addresses in the table below, for future reference.

Name	E-mail address

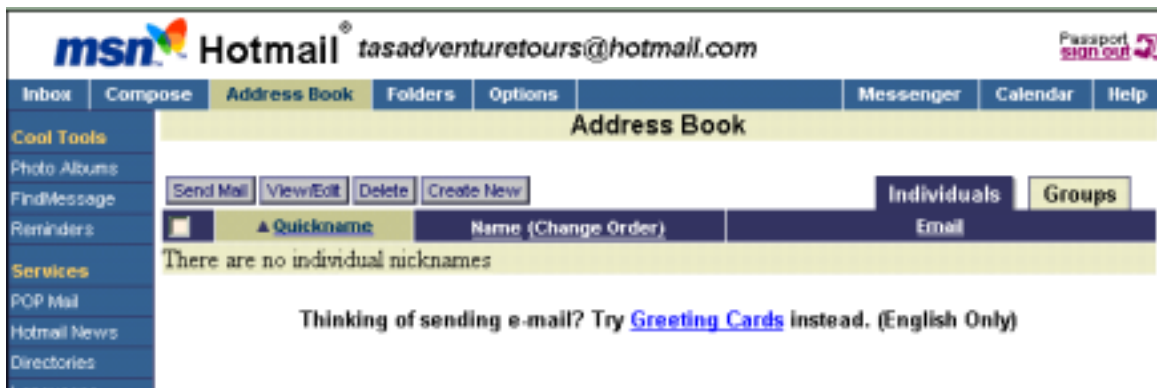
Setting up an Address Book

Remembering e-mail addresses can be more than a little tedious!

That's why there is an 'address book' so that when you send a message, you can just type in the person's name. The browser recognises the e-mail address associated with the person's name and sends to the e-mail address you have nominated.

Here's how we set up an address book in Hotmail.

1. First click on the **Addresses** button in the option bar. Note that you can create address book entries for individuals and groups. We'll only focus on the individuals for starters.



2. To set up a new entry, click the **Create New** link.

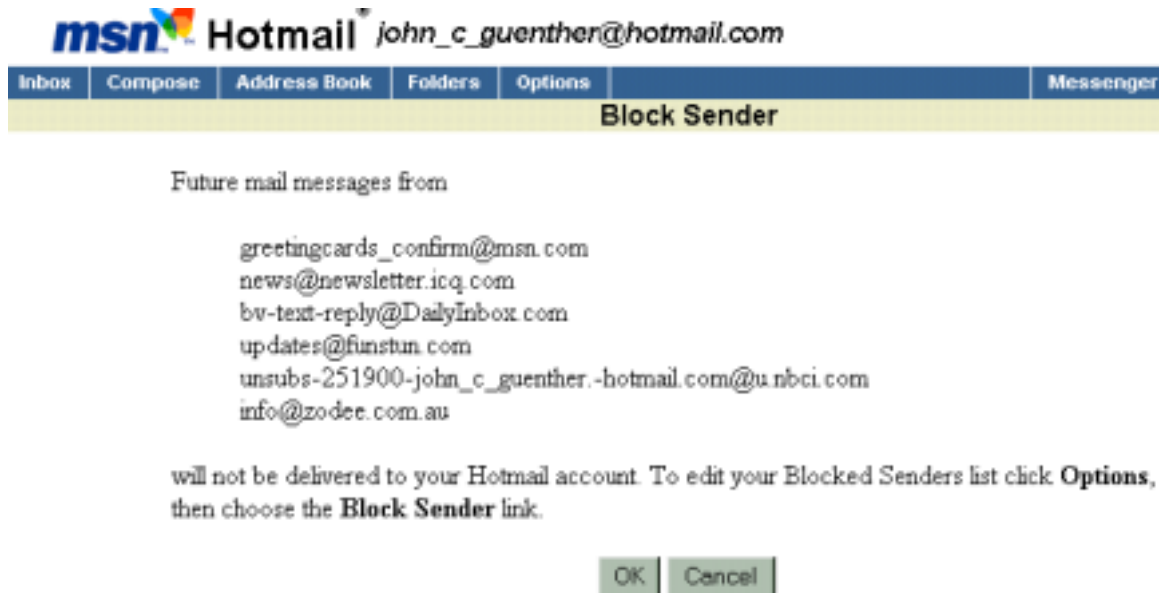
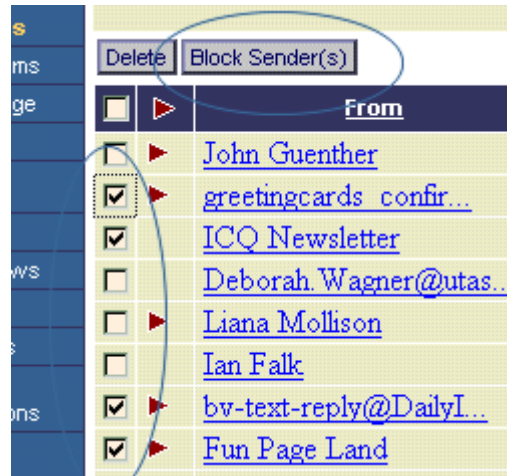
3. Type a name in the quickname box. Though it says it is optional, you really need to put in an e-mail address. The other information *is* optional.
4. When you're done, click OK.
5. Now try composing a new message to the person in the address book, using their quickname - or first and last names – instead of the e-mail address.

Blocking senders

Sometimes you will receive unwanted messages – mainly unsolicited junkmail – but also some mail which could be offensive. Hotmail has a great feature that allows you to stop these messages getting into your inbox.

Here's what to do:

1. Go to your Inbox and select all the messages you don't want to receive again.
2. Click the 'Block Sender' button:



That's it – you will never get messages from those addresses again!

Attachments

When you want to send a photo, a document or some other type of file by e-mail, you do so by sending it as an attachment. Any type of file can be sent as an attachment.

Here's how in Hotmail:

1. Click on the **Attachments** button in the 'Compose' section of Hotmail and the following page appears:

msn. **Hotmail** john_c_guenther@hotmail.com Passport sign out

Inbox **Compose** **Addresses** **Folders** **Options** **Help**

Attachments

1. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box below.
Attach File:
2. Click the **Attach to Message** button.
The transfer of an attached file may require 30 seconds to up to 10 minutes.
3. Repeat Steps 1 and 2 to attach additional files. Click the **Done** button to return to your message.

2. Next, you have to find the file. The easiest way is to click the Browse button and look for it on your computer. Note that you can attach a file from a floppy disk as well.
3. When you have found it, click on the 'Attach to Message' button, repeating the process if you have other files to attach. When you have successfully found all your files, click the 'Done' button and you will be returned to the 'Compose' window.
4. Complete the e-mail and send as normal.

Remember, large attachments take a long time to send and for those with slow connections, even longer to receive. Hotmail restricts the size of attachments to 1MB, which still gives plenty of scope for a variety of file types.

If you have a photo you wish to scan and send as an attachment, make sure it is in JPEG format, that it is cropped to show *only* what you wish the recipient to see and that is no more than about postcard size in your browser window.

Tip: Try to keep your attachments under 100KB.

Exercise 6 – Send Attachments

Try sending an attachment using a file on the floppy disk supplied. Send it to the others in the training group.

Logging out

It is important to use the log out procedure for Hotmail. If you don't, you may be denied access if you wish to log back in straight away, and have to wait for some time before reusing Hotmail.



Look for the 'Sign out' button and click it to log out.

A screen will be displayed confirming you have successfully signed out.

Important: Logging out from a public computer ensures that noone else can use your email account

Saving messages to a floppy disk

According to the Hotmail archives, “the only way to download your messages from your Hotmail account to your local computer is to “Cut and Paste” the text of a message to another off-line program...”

The easiest way to do this is to follow the following procedure:

1. select all the text by clicking and dragging over it with your mouse.
2. copy the text onto the windows *clipboard* using **CTRL + C** on the keyboard
3. open a word processor (like Microsoft Word)
4. at the beginning of a blank document, paste the text using **CTRL + V** on the keyboard.
5. save the document onto your floppy disk using File | Save on the menu bar , and then 'Save in' the 3 ½ Floppy A drive.
6. For another way to save a message try this:
Choose File | Save As from the menu bar and save the file as text.

Preferences and Options

The following sections are for those who already have a Hotmail account and want to take Hotmail a step further.

By clicking on the Options button in the Option bar, you can adjust a number of preferences that add considerable functionality to your e-mail – so much so that it rivals many POP3 e-mail programs.

Hotmail john_c_guenther@hotmail.com						Passport sign out
Inbox	Compose	Addresses	Folders	Options	Help	
Cool Tools						
QuickList						
FindMessage						
Reminders						
Services						
Directories						
Subscriptions						
Hotmail News						
Languages						
Go To						
MSN						
MSN Shopping						
Options						
		Your Information	Mail Handling	Additional Options		
		Personal Update your personal profile (name, address, vital statistics).	POP Mail Retrieve messages from up to four other e-mail accounts.	Signature Create a signature to append to your outgoing messages.		
		Password Change your password periodically.	Filters Filter your incoming messages and block junk e-mail.	Preferences Customize the appearance and operation of your Hotmail account.		
		Secret Question Change your secret question.				

Signatures, for example, are a convenient way of providing people with other information about yourself, for example a phone or fax number and perhaps a link to a web site of an organisation that you belong to.

Under preferences you change a number of features that affect how your e-mail behaves. For example, if you have a POP3 account (up to four in fact) and you wish people to reply to that account instead of your Hotmail account, then you can specify a different reply-to address.

Including Original Text (Replying)	<input checked="" type="radio"/> Auto <input type="radio"/> Manual	Select whether or not you automatically include quoted text when replying to a message. If you select Auto, the original text is automatically included in your outgoing message when you reply. If you select Manual, you can decide whether or not to include the original text when you reply. The Manual option only works if your browser supports JavaScript.
Reply-To	<input type="radio"/> Off <input checked="" type="radio"/> On	Specify Reply-To address if different from john_c_guenther@hotmail.com <input type="text" value="john@catcom.com.au"/>
Confirm Sent Messages	<input type="radio"/> No <input checked="" type="radio"/> Yes	Select whether or not to receive confirmation that each of your messages has been sent. If you select Yes, you will receive a confirmation page. If you select No, you will not receive a confirmation page.

Inbox
Compose
Addresses
Folders
Options
Help

Accessing a POP3 account

One of the advantages of having a Hotmail account is that you can access your mail anywhere in the world, even if people send it to your POP3 address. Set up your POP3 server settings by first going into the Options section of Hotmail, then click on the POP3 link.

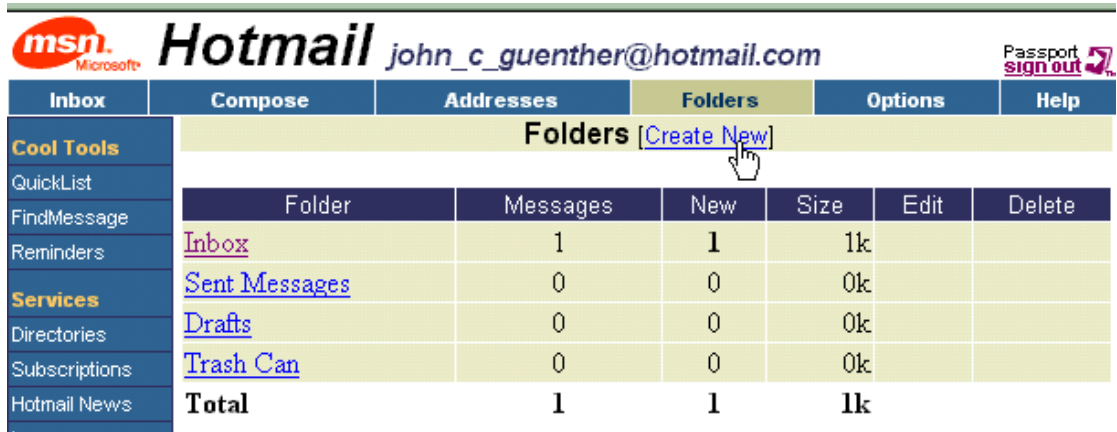
Then enter in the first three boxes, the information required for you to access your account(s). This information should be available from your ISP.

Inbox	Compose	Addresses	Folders	Options	Help
POP Server Settings					
<p>Use this form if you have one or more Post Office Protocol (POP) accounts with an existing Internet Service Provider or with your company. If you are unclear about these fields, click the Help link for more information. When you are finished filling in the fields, click OK.</p>					
<input type="button" value="OK"/> <input type="button" value="Cancel"/>					
1st POP Account:					
POP Server Name:	<input type="text" value="mail.hotnet.net.au"/>	New Mail Indicator			
POP User Name:	<input type="text" value="cat"/>	<input type="radio"/>			
POP User Password:	<input type="password" value="AAAAAAAA"/>				
Server Timeout (seconds):	<input type="text" value="90"/>				
Port Number:	<input type="text" value="110"/> (Standard is 110)				
	<input checked="" type="checkbox"/> Leave messages on POP server				

Hotmail allows you to check up to 4 POP accounts.

Creating Folders

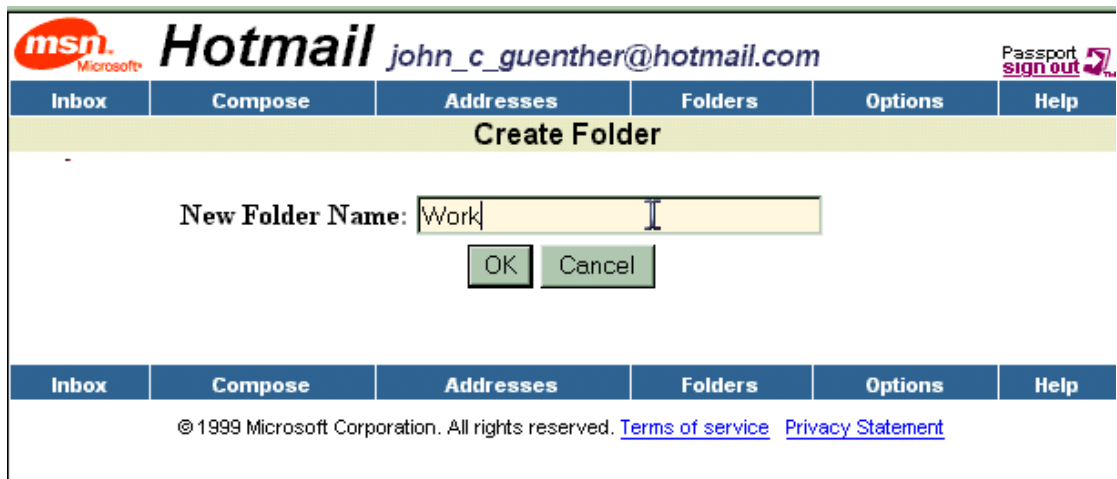
Folders can be used for categorising mail into logical groups. Suppose you want to set up a special location for e-mails related to your work. In that case you may wish to have a folder labelled 'Work'.



The screenshot shows the Hotmail interface for user john_c_guenther@hotmail.com. The 'Folders' tab is selected, displaying a table of existing folders. A mouse cursor is pointing at the 'Create New' link.

Folder	Messages	New	Size	Edit	Delete
Inbox	1	1	1k		
Sent Messages	0	0	0k		
Drafts	0	0	0k		
Trash Can	0	0	0k		
Total	1	1	1k		

In the Folders dialog box, click on the "Create New" folder button.



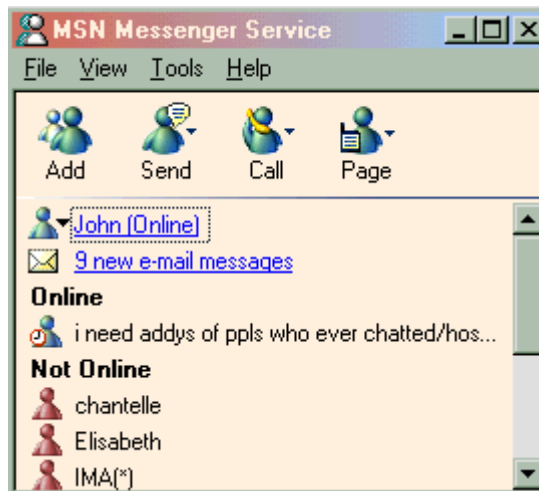
The screenshot shows the 'Create Folder' dialog box in the Hotmail interface. The 'New Folder Name' field contains the text 'Work'. There are 'OK' and 'Cancel' buttons below the input field.

Type the name into the box and click OK.

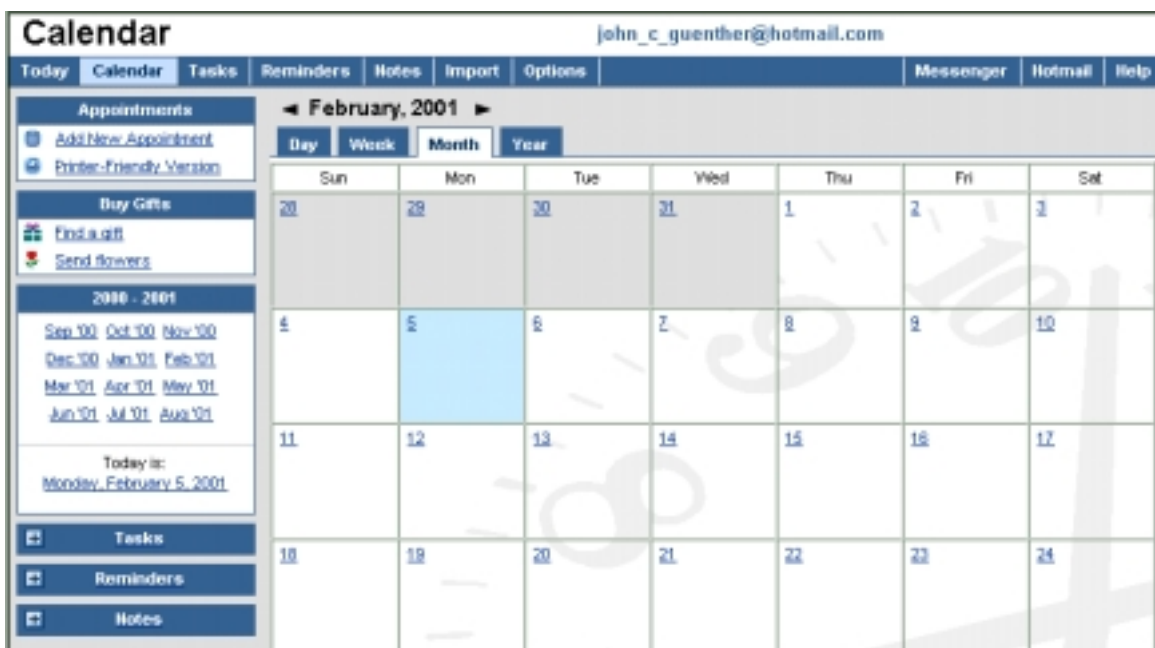
Other Hotmail services

Once you have access to Hotmail's email you also have access to a few other services.

Messenger allows you to chat with online friends in real time. You do this by inviting people to your 'contacts' list. It can be fun to use and is worth a try out!



Calendar allows you to set up and online diary. If you get about a lot this could be an option for you:



Module 3 - Searching for information

In this module you will learn

- ❑ About different search engines
- ❑ Different ways of performing searches
- ❑ Where to go for the best information
- ❑ Using advanced search options

Different search engines

What is a search engine?

A search engine is basically a database with lists of registered web site. There are literally hundreds of Search Engines to choose from. In reality you will probably ever only use a dozen of these and you will probably find two or three that you like and stick with them.

Exercise 3 – Try some of these!

The following list can be found at <http://www.catcom.com.au/search>

Site	Address
AltaVista	http://www.altavista.com
Answers	http://www.answers.com.au
Ask Jeeves	http://www.ask.com
BlackStump	http://www.blackstump.com.au
Britannica	http://www.ebig.com
Dejanews	http://www.dejanews.com
Dogpile	http://www.dogpile.com
Excite	http://www.excite.com
GoHip	http://www.gohip.com
GoPlay	http://www.goplay.com
GoTo	http://www.goto.com
Hotbot	http://www.hotbot.com
Infind	http://www.infind.com
Infoseek	http://www.infoseek.com
Looksmart	http://www.looksmart.com.au
Lycos	http://www.lycos.com
Magellan	http://magellan.excite.com/
Matilda	http://www.aaa.com.au
Metacrawler	http://www.metacrawler.com
Northern Light	http://www.northernlight.com
OzSearch	http://www.ozsearch.com.au
Webcrawler	http://www.webcrawler.com
Webwombat	http://www.webwombat.com.au
Whowhere	http://www.whowhere.com
Yahoo	http://www.yahoo.com
Yahoo Australia	http://www.yahoo.com.au

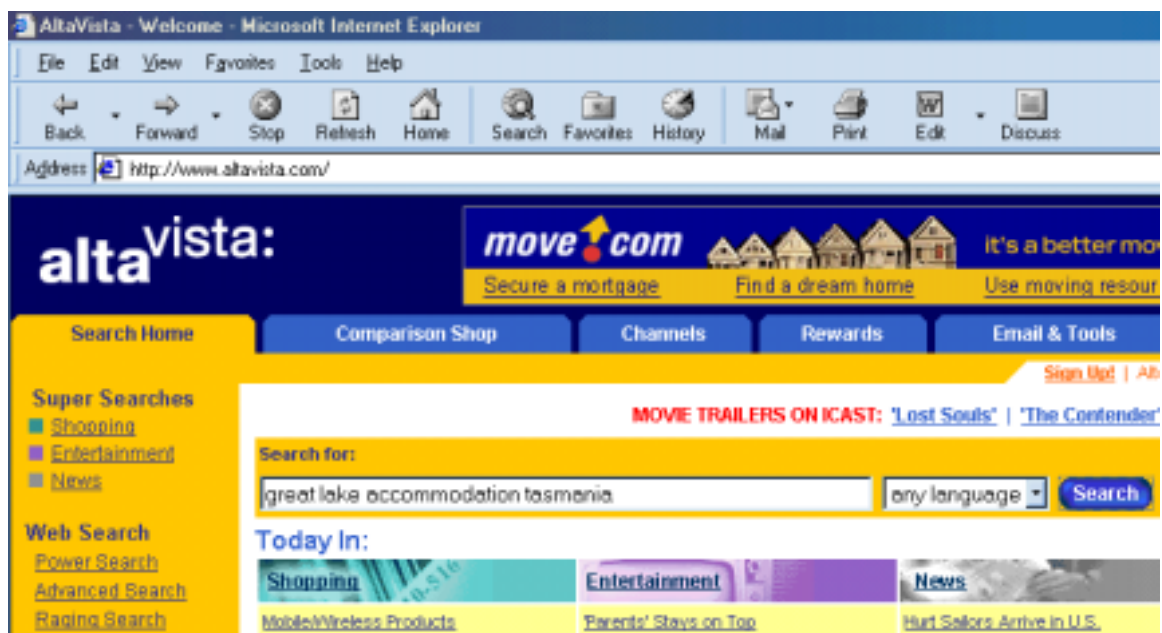
How does a site get on a search engine?

Normally, a web site must be referred in some way or another to a search engine in order for it to be registered on the search engine database. You can't expect to find Aunt Mary's personal web page on the Internet if its not listed!

How do I find things?

When searching for information on the ‘net the object is to find what you are looking for as quickly as possible. This is not always as easy as it seems!

There are effectively two main ways of searching for information on the Internet: by typing in a word or words to describe what you’re looking for – or by using a directory search using predefined categories that lead you to what you are looking for. Most search engines have both options.



The above example from ‘Altavista’ is typical of the kind of interface you can expect to find with a search engine. It’s just a simple matter of typing some words that describe what you’re looking for in the white box.

A simple scenario.

Let’s suppose we were planning a weekend away to get away from it all up in the Great Lake area of Tasmania. So we need somewhere to stay. Let’s also suppose that as part of our get away from it all weekend, we’d like to do some trout fishing on one of the lakes up there and that, because we don’t know much about fishing, it could be handy to have a guide to help us catch a fish so that we can enjoy eating it later on, back at the lodge!

Identifying keywords

In this example, you *could* type in something like **Great Lake Accommodation** so that you could find places to stay on your next fishing trip at the lakes (assuming you don't have a shack!). My guess is that with this search you will probably find upwards of 1,000,000 sites. Now there aren't one million places to stay up at the Lakes, and there are probably fewer who have a web site.

You could have just as easily used different keywords like "fishing", "trout", "highlands" or other relevant words relating to the search.

So how come there are so many sites?

When you type in a search like "Great Lake Accommodation" you will find sites that have references to Great OR Lakes OR Accommodation as well as those that have all three. Fortunately, most sites rank them in some kind of order with those sites having more of your key words, listed first.

Another problem with that particular example is that there is more than one Great Lake in the world – and there are literally millions of accommodation places! So we need to learn a few tricks to narrow things down.

Look out for the number of pages found 

Web Pages	Images	MP3/Audio	Video	2,195,412 pages found.
				Directories

[ospitals & Services in Tasmania](#) | [Tasmania State History](#) | [Tasmania History](#) | [Tasmania](#)
[Tasmania products and s](#)

alta^{vista} SHOPPING

[Computer Hardware](#)
[Gifts & Flowers](#)
[Furniture](#)

Limiting results to Australian sites

One way of narrowing a search is to look at the Australian version of the site. Many search engines have an Australian site that automatically gives preference to Australian sites. The Altavista Australian 'mirror' is found at <http://au.altavista.com/>. It works the same way as the International site but gives you the opportunity to limit searches to Australian sites or information.



Search results in Altavista

Using Altavista, there were over 2,000,000 sites – and in the first page of 10, only two were Tasmanian. Note my point about more than one Great lake! (see below). To access any of these results just click on the link and you will be taken to the site.

7. [World Cup Tickets and Accommodation](#)

A Massive 1998 World Cup Soccer Web Site. WldCup.com is a huge World cup spo

URL: www.wldcup.com/tickets/index.html

Last modified on: 21-Oct-1999 - 62K bytes - in English

[[Translate](#)] [[Related pages](#)]

8. [Accommodation for ICMP '97](#)

Accommodation Information and Bookings for ICMP '97: All accommodation reserve

URL: www.maths.uq.edu.au/~icmp97/accommodation.html

Last modified on: 12-Feb-1997 - 7K bytes - in English

[[Translate](#)] [[More pages from this site](#)]

9. [Ashton Gate Victorian Accommodation - Hobart - Tasmania - Australia](#)

Ashton Gate Guest House - Launceston - Tasmania Charming Victorian home nest

URL: www.view.com.au/ashtongate/2-0.htm

Last modified on: 17-Sep-1998 - 3K bytes - in English

[[Translate](#)] [[More pages from this site](#)] [[Related pages](#)]

10. [Tours Accommodation Tasmanian Trout Fishing Fly Lure Fishinternet Lakes Rivers](#)

1999 - 2000 TOUR RATES INCLUDING ACCOMMODATION AND ALL MEALS. OPEF
we...

URL: www.southcom.com.au/~alltrout/tours.html

Last modified on: 31-Oct-1999 - 13K bytes - in English

[[Translate](#)]

We could overcome this by adding the word Tasmania, so our search phrase becomes **Great Lake Accommodation Tasmania** and indeed when you do this, it does yield a better result. The first two items on the list below *do* offer accommodation – just what I'm looking for!

6. [Complete Fishing Tours - FlyTrek Tasmania](#)

FlyTrek - Tasmania. Fishing for the Wild trout of the Tasmanian Highlands. Fishing Lc
br) accommodation on Swan Bay, Great Lake, Miena...

URL: www.fishingtours.com.au/Operators/Tasmania/flytrek.html

Last modified on: 19-Sep-1998 - 2K bytes - in English (Win-1252)

[[Translate](#)] [[Related pages](#)]

7. [InterBed Accommodation and Travel Directory - Australia and International](#)

InterBed is an Australian Organisation providing Accommodation and Travel Informati
Travellers from around the World.We list properties in...

URL: www.interbed.com.au/

Last modified on: 17-Jan-2000 - 27K bytes - in English

[[Translate](#)] [[More pages from this site](#)] [[Related pages](#)]

8. [Tours Accommodation Tasmanian Trout Fishing Fly Lure Fishinternet Lakes Rivers](#)

1999 - 2000 TOUR RATES INCLUDING ACCOMMODATION AND ALL MEALS. OPERA
AUGUST - MAY INCLUSIVE. 1 FULL DAY ITINERARY. After a 7.00 a.m. pick up we...

URL: www.southcom.com.au/~alltrout/tours.html

Last modified on: 31-Oct-1999 - 13K bytes - in English

Simple rules for typing in a search phrase

Here's some simple rules to follow when typing into a search box in Altavista.

Phrase	What you get
mona lisa	Finds documents that contain either mona or lisa or any capitalized variant (Mona, MONA, liSA, Lisa). AltaVista ranks the results to show first the documents containing both words, close together, and near the top of the document.
Mona Lisa	Finds documents that have either Mona or Lisa but not any other capitalized variation. When you use a capitalized word, AltaVista assumes that you are only interested in an exact match.
+mona +lisa	Finds only documents that contain both words. Be sure there is no space between the plus sign and the word.
+mona lisa	All documents found must contain mona or any capitalized variant. Documents that contain lisa are ranked higher in the list than documents that do not contain lisa.
"Mona Lisa"	Finds documents that have the two words capitalized and found right next to each other. Placing quotation marks around any series of words turns them into a phrase and tells AltaVista that you are only interested in documents that have the words in this specific order.
+"Mona Lisa" - Louvre	Finds documents that contain the phrase "Mona Lisa" but do not contain the word "Louvre". Try recipe cookie +chocolate - chips to find recipes for chocolate cookies without chips.
+ Mona +Lis*	Finds documents that contain Mona and any word starting with Lis. Use an asterisk when you're not sure how a word is spelled or to find variations of the word: Try big* to find bigger, biggest, bigwig. Enter bicycle* to find singular and plural forms. Use an asterisk at the end or in the middle of words. AltaVista ignores an asterisk at the beginning of a word.

Now let's try refining our search using some of these rules.

“Great Lake” Accommodation Tasmania would restrict the search to the phrase “Great Lake” or accommodation or Tasmania. Great Lake is treated as one word.

We could also force Tasmania and Great Lake to be included by typing +**“Great Lake” Accommodation +Tasmania**

Interestingly, when I did these searches, the same sites came up first and second each time, but the number of sites narrowed down to 200. This is manageable.

Meta-Search Engines

Some search engines actually search a whole host of search engines to give you a composite result. One of these is Northern Light. (<http://www.northernlight.com/>)



What sort of results do you get when you try this on our Great Lakes example? One useful feature of this search engine is a list of folders with categories to narrow down your search:



Directory Searches

Directory searches are designed to lead you into the place you are looking for. For example, searching as we were, we might look under Travel, follow a lead to Accommodation, then to Tasmania, then to the Lakes. It doesn't always work this way, and indeed when I tried it, there was very little to look at. Below is an example of one attempt to find this kind of information with Looksmart Australia.

(www.looksmart.com.au)

Go to the [World Directory](#)

[Australia](#) - [Travel](#) - [Destinations](#) - [Tasmania](#) - [Wilderness Areas](#)

 ◀ Click here to submit a site in this category 

[Southcoast and Port Davey Tracks](#)
Great tack notes, area information, and photos of the Southcoast's best walks and scenic places, as well as useful info about facilities.

[Tasmania Parks & Wildlife Service](#)
Informative site with a visitor's guide to Tassie World Heritage areas, national parks and reserves, history, recreation and considerably

Tasmania Online (<http://www.tas.gov.au>)

A more direct way of tackling local searches is to use the resources of Tasmania Online, where you will find literally thousands of sites that belong to organizations and businesses in Tasmania. The site actually boasts 100,000 Tasmanian web sites.

Winner - 1998 Australian Society of Indexers Web Indexing Prize



Tasmania

TASMANIA

online

- About Tasmania
- Buying Tasmanian
- Community & Culture
- Government Services
- Investing in Tasmania
- Migrating to Tasmania
- Visiting Tasmania
- What's New [Year 2000 - The Tasmanian Story](#)
[Millennium Year Home Page](#)

A to Z
Subject
Search
Events Database

The site gives you several options for searching, including an A-Z listing, which can be very handy.



Welcome to Tasmania's Comprehensive Search Engine

Search Results

Searching for **Great Lake**, anywhere in the web pages.

Found: 161

Showing: 1 - 25

**** GREAT LAKE HOTEL

Stay with us on the shores of the great lake in the heart of Tasmania's Central Plateau..

[27/08/99] (10k) http://www.bothwell.tco.asn.au/great_lake_hotel.htm

**** Wild Trout Tasmania Locations

Join Angus and Giselle Davidson as we take you on an exciting trip into the Highland lake country of Tasmania to enjoy some of the greatest wild Brown and Rainbow trout fishing in the

In our search for Accommodation at the Great Lake, I decided not to restrict the search to accommodation because this search engine requires that all the words chosen be on the page. And as it turns out, there are indeed plenty of options on the list under Great Lake.

Other states have similar sites, but the Tasmanian one is particularly good!

Module 4 - Saving information you find

In this module you will learn

- ❑ how to save web pages
- ❑ how to save images
- ❑ how to use text and images in a word processor
- ❑ how to print web pages

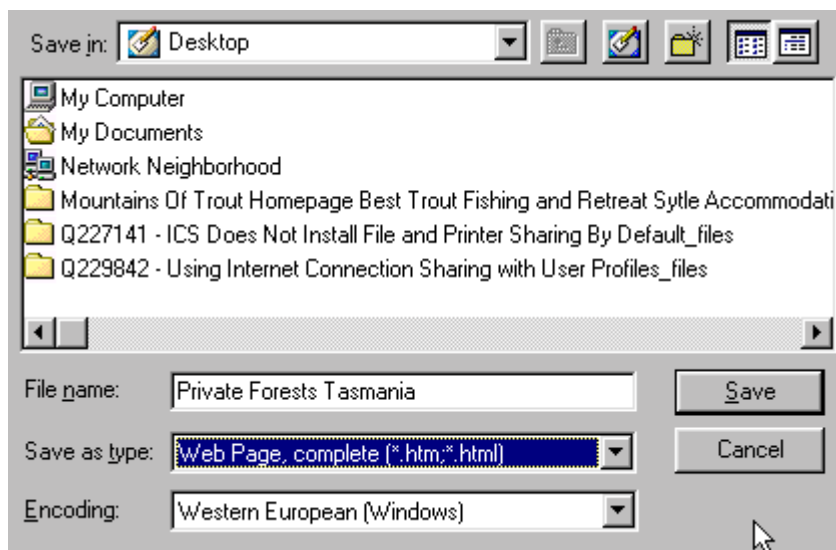
Saving web pages

With Internet Explorer you can save files in exactly the same way as shown above. But Internet Explorer has an added option – that of saving the complete web page. What it does is save the HTML file and in the same location it places a folder with all the other relevant files – images, sounds or whatever. Note that Netscape Communicator doesn't allow you to do this – you can only save the web page text without the images.

Lets give it a go!

Exercise 4 – Saving Web Pages from Internet Explorer

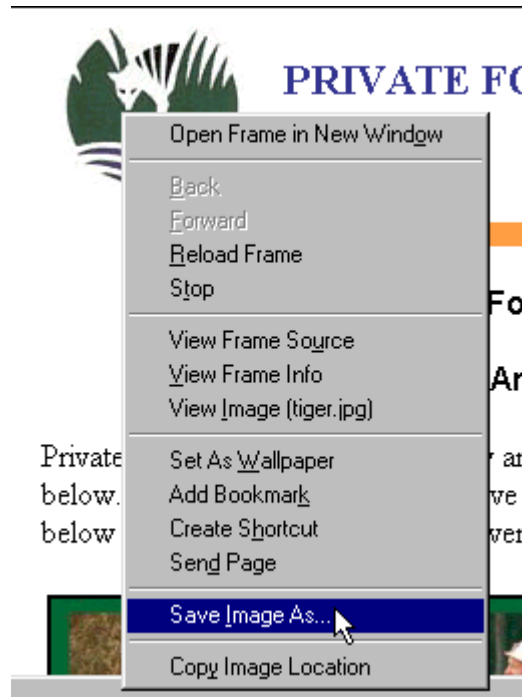
1. Find a page you want to save.
2. Choose File | Save As... from the menu bar. Accept the defaults for file name and file type.



3. From the 'Save in' location choose your 3 ½ floppy A drive.
4. Click the 'Save' button.
5. Open the file from Windows Explorer or My Computer as in step 4 of the previous exercise. Note that in this case you *do* have the pictures and any other files present.

Saving images

At times you may wish to just save an image from a web page, perhaps so you can copy and paste it into a word processed document. To do this right click on the image you want to save and choose the ‘Save Picture As...’ option.



Next, save the image into a location as we did in exercises 7 and 8.

Exercise 5 – Saving Images

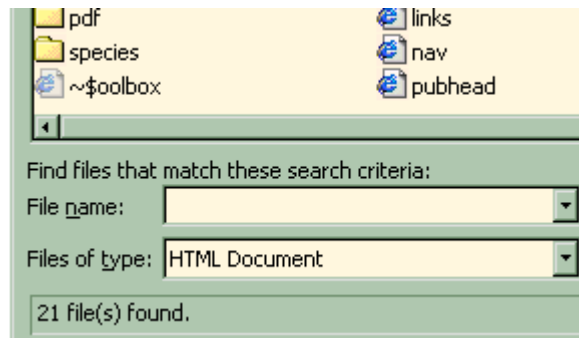
Practise saving images from web pages onto a floppy disk.

Using text and images in a word processor

Once you have your text, web pages and images saved you can easily use them in a word processing application such as Microsoft Word.

Web Pages

In Microsoft Word, open up a web page by choosing File | Open from the menu bar. Find the web page on your floppy disk (or other location) and change the file type to HTML document.



Depending on the type of file (whether it is a frames page for example) will depend on the result you get. But once you have it in word you can then do whatever you like with it!

Text Files

Text can be handled in a number of ways. You can even copy and paste the text directly from a web page if you like, straight into a word processor. (Edit | Copy, Edit | Paste) Let's try it.

Exercise 6 – Copy and Paste Text from a web page into Word

1. Select some text on a web page (either browser is fine) by clicking and dragging over the text. You'll notice the text is highlighted.

Services for all Areas of Private Forestry

Private Forests Tasmania gives policy and planning advice across all areas shown below. The authority covers both native forests and plantations. Click on the links below to see the range of services covered.



2. From the menu bar of the browser, choose, Edit | Copy.
3. Open Microsoft Word if it already isn't open (other word processors will work the same), move your insertion point to where you want the text to go, and choose Edit | Paste from the menu bar.

Tip: Use Ctrl + C to copy, Ctrl + V to paste

4. Try it again with some different text.

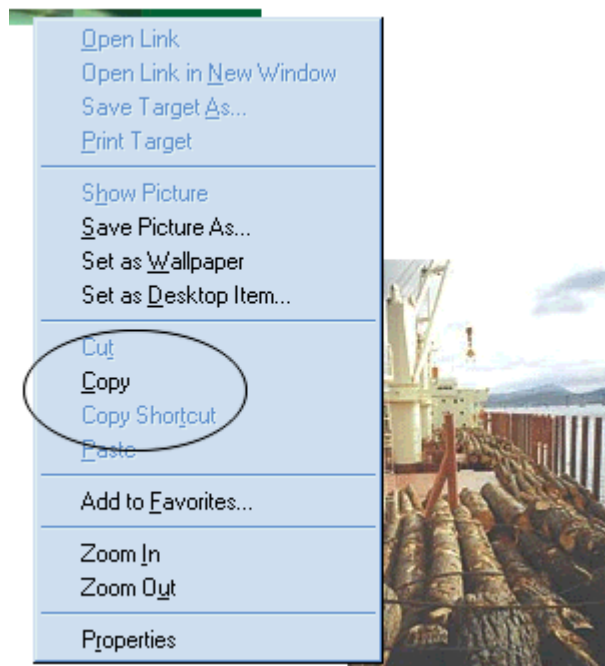
If you saved your web page as a text file, you can do a couple of things. You can open a text file in Word or you can insert a text file.

To open a text file, it's the same as opening an HTML file (explained above) except you choose 'Text File' from file type dialog box.

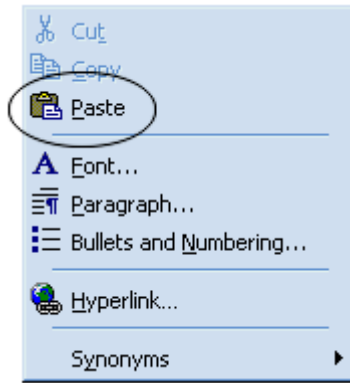
Inserting a text file is also pretty straightforward. Let's try.

Exercise 7 – Copy and paste pictures into Word

1. Make sure you have a blank document open in Word
2. Switch to your browser and go to the web site that contains a picture you would like to use.
3. Right click on the picture you would like to use in the word-processing document.



4. Choose 'Copy' from the menu.
5. Switch back to your open Word document
6. Right click and 'Paste' the picture into Word.

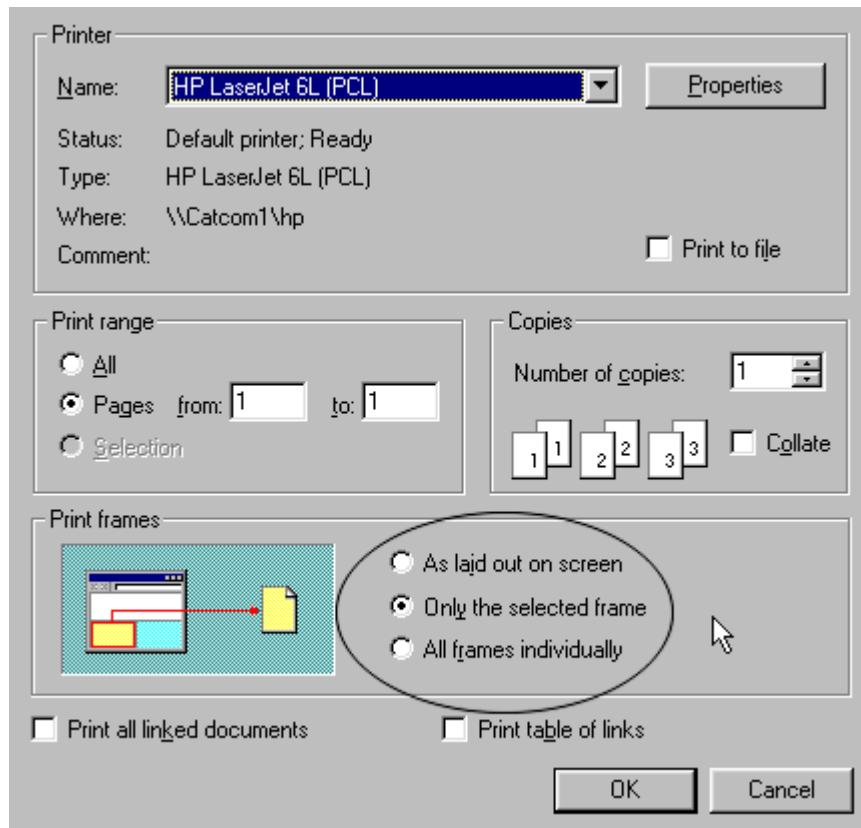


What could be easier than that?

Printing web pages

Printing from Internet Explorer

When in Internet Explorer you can choose to print the layout of the page, rather than frames if there are any. Choose File | Print... from the menu bar and you have several options:



You can choose to print the layout on the screen, or all frames individually, or only the selected frame.

If you want to see a preview of the printed page, choose File | Print Preview from the menu bar. Versions of Internet Explorer before 5.5 do not have a Print Preview option.

Remember: Web pages won't necessarily fit onto an A4 page, because they are designed to be viewed on a screen.
