



## Module 3: Mining the Internet & Saving Graphics

The Internet is becoming a "traditional" tool for research, exploration, and dissemination in classrooms and homes around the world. The boundaries of learning and outreach are expanded as users connect to people and resources from any where and at any time. Module 3 provides an introduction to using the Internet as a research tool and provides guidelines for capturing Web graphics and content.

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## Learning Outcomes

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Upon completion of Module 3, you should be able to:

- Launch the Netscape Internet Browser
  - Demonstrate a basic knowledge of navigating the Internet using Netscape
- Use Search Engines to “mine” the Internet for information
  - Search using Boolean terms such as “AND,” “OR” and “NOT”
  - Filter your search results to expand or limit your findings
- Save bookmarks and use them to reference useful pages
- Save images directly from the Internet
- Be familiar with copyright issues, intellectual property, and ethical use
- Navigate directory hierarchy to save images in the proper place
- Import a saved image into a StarOffice™ text document

**Conduct  
effective  
searches using  
Boolean terms  
for Internet  
searches:**

**“AND”**

**“OR”**

**“NOT”**



### **PRACTICE**

- **Practice exercises are included at the end of key sections to reinforce the concepts and to provide hands-on practice.**
- **Practice exercises require no more than 2-4 minutes.**

# Using the Internet & Search Engines

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## Launching the Netscape Browser

The Netscape Navigator browser is a separate stand-alone application used for surfing the Internet. Launching Netscape varies according to your operating system.

- **Solaris:**  
Click the **Netscape icon** on the Common Desktop Environment (CDE) Front Panel.
- **Windows:**  
Click the Start button on the Task bar to display the Start Menu, then select **Programs > Netscape**.
- **Linux:**  
Click the **Application Starter button** on the KDE Front Panel, then select **Netscape**.

## Navigating the Internet

you are going to go to a new Web site for the Smithsonian Institution.

1. Launch Netscape Navigator. A default Home Web page will be set, and the Location box will contain that site's address (URL). (See Figure 3.1)
2. Click the mouse **once** in the Location box where the URL is displayed. If you only click once, this will highlight the full URL.
3. To replace this text with your desired URL, enter the URL of the Smithsonian Institution, [www.si.edu](http://www.si.edu).
4. Press the **Enter** or **Return** key.

**URL = Universal Resource  
Locator**

**In other words, the URL is the  
Web address.**



You do **not** have to type the "**http://**." The browser will automatically fill in that information.

You must, however, type in the address perfectly. The browser doesn't have Spellcheck!

Netscape Navigator will begin loading the Smithsonian page. You should see something similar to Figure 3.1.

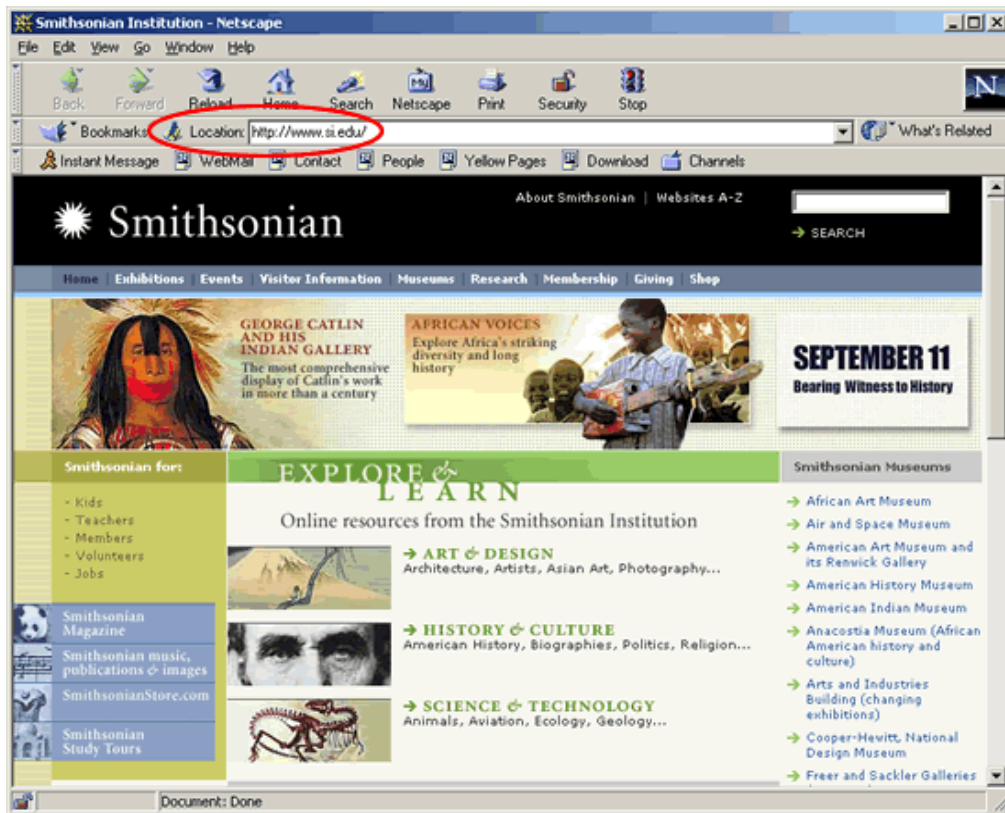


Figure 3.1

The underlined texts and text/graphical items that change when you move your mouse over them are “hyperlinks” upon which you can click to jump to the appropriate pages.

5. Move the mouse over a hyperlink, and you will see it change from a pointer to a hand.
6. Click on the hyperlink, and the selected page will appear.
7. Explore sections of the Smithsonian Web site by clicking on some of links.



**Hyperlinks** that serve as site navigation jump to other pages at the Smithsonian site. Other hyperlinks may take you to another site at another institution. Don't assume that hyperlinks always jump to pages within the same site. Links can take you anywhere. There is no direction on the Internet when using hyperlinks for navigation.

Sometimes, a link to another site will open a new browser window.

## Netscape Navigation Buttons

- The browser's **Back** button returns you to pages you just visited (Figure 3.2).
- The **Forward** button (the right arrow) takes you to where you were before you went back, which is Forward.
- The **Reload** button refreshes a page to see recent changes on a dynamic site, such as news feeds, or to refresh a page that may have had errors when downloading.
- The **Home** button takes you back to your default page, the page that shows when you first open the browser, which may be your school Web site. You can set this default page to load any Web page you want.



Figure 3.2



To change the default Home page:

1. In Netscape, pull down from **Edit > Preferences**.
2. Under Navigator, you'll see a section titled, "Home." In the Location bar, type in the address of the new default Home page.

## Page Loading

The **Netscape icon**, Figure 3.3, can be used as an indicator to show that pages are still loading.



Figure 3.3

- When the shooting stars are animated, the page is in process of downloading.
- When the shooting stars have stopped, the page is fully loaded.

While a page is loading, you may want to stop the action. Use the **Stop** button, Figure 3.4, to stop the download.



Figure 3.4



### PRACTICE

- **Practice navigating or "surfing" the Internet, using hyperlinks within a Web site.**
- **Practice using the Back and Forward buttons to visit pages previously visited.**

## Finding Specific Information

Many search engines and directories are available to search the Internet. In this module, we will present only two options, **Yahooligans!** and **Dogpile**. (See Module 3 Create Your Own for additional recommended search engines.)

**Yahooligans!** ([www.yahooligans.com](http://www.yahooligans.com)) contains indexed category listings and was created specifically for children. It is an indexed directory that presents a “Web Guide for Kids.”

**Dogpile** ([www.dogpile.com](http://www.dogpile.com)) is a meta-search engine that searches fifteen popular search engines, such as Google, Ask Jeeves, AltaVista and Looksmart at the same. It saves time by checking multiple search engines at once, and it returns fast, reliable results.

### Using Yahooligans!

1. In Netscape, type **www.yahooligans.com** in the Location box, then hit the **Enter** or **Return** key.
2. Yahooligans! sorts contents by categories, as shown on the left-side navigation bar (Figure 3.5), e.g. Games, Movies, Jokes, Science, etc. Click on one of these sections to view results.
3. Yahooligans! also enables you to do a search for a keyword or combination of words (also known as a keyword phrase). Enter a keyword (or phrase) into the search form, and click on the **Search** button.



Figure 3.5

## Using Dogpile

1. In Netscape, type **www.dogpile.com** in the Location box, then hit the **Enter** or **Return** key.
2. Dogpile has a number of tools and resources helpful to academia and research, e.g. **Search Resources** and **Web Directory > Resources**. (These links appear on the home page.)

Review the **Web Directory** to see the available options and tools.

3. You can search also their **Yellow Pages** to locate a business, **White Pages** to locate a person.

If time permits, review these links near the bottom of the page.

4. You will most likely focus on searching for a topic. You can do a keyword (or keyword phrase) search. Enter a keyword into the search form at the top of the page. Then click on the **Fetch** button to view results.
5. You will see the results organized by search engine in which the results were found.

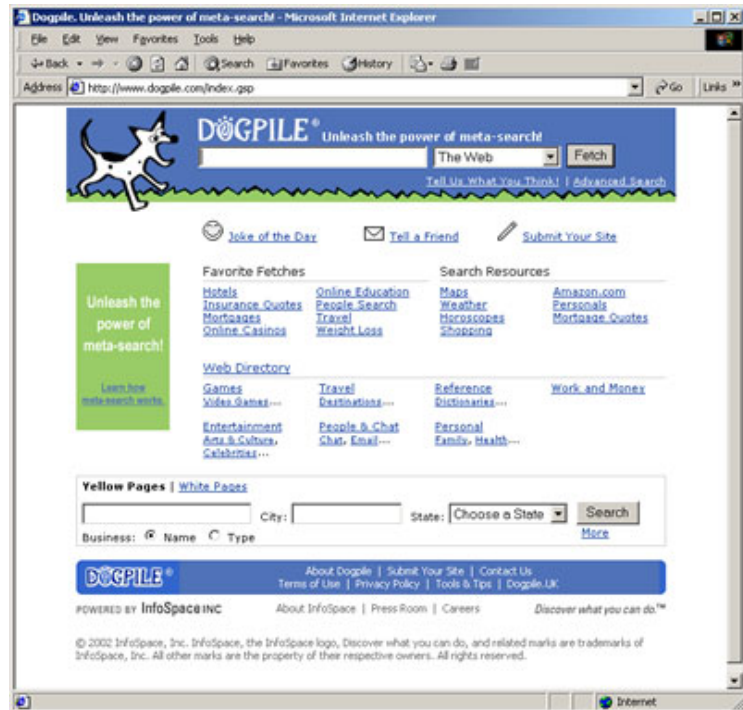



Figure 3.6



### PRACTICE

- Practice entering keywords into Yahoo!igans! and into Dogpile.
- Take a mental note of the differences in the results for a similar search in each search engine/directory.

## Filtering Your Results

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Typing keywords in the search box often yields a large amount of unhelpful results. Most search engines deliver too many matches in a casual search. This section presents tools for filtering your results and limiting your searches.

### Phrases

Words enclosed within double quote marks will return results with an exact phrase.

For example: “**Plymouth Rock**”



Most search engines automatically put invisible quotes around multiple words, signifying exact phrases. Manually placing double quotes around key phrases is not necessary with Dogpile and a few other search engines.

Yahooligans! Does, however, require the double quotes to search for a phrase.

### Plus / Minus

Put a [+] before a word to retrieve only the pages containing that term. (Plus is similar to the Boolean AND.)

For example: “**Plymouth +Rock**”

Put a [-] before a term to exclude that term from the search. (Minus is similar to the Boolean NOT.)

For example: “**Plymouth -Rock**”

NOTE: Do not leave a space between the operator and the term that follows.



If you are receiving too many irrelevant results, try using “-” and “NOT” to limit your search query. Add an additional keyword to make the search string more specific.

## Boolean Operators

Boolean search terms, also known as Boolean Logic as used in set theory, may be used to limit or expand your search.

To understand how Boolean operators (AND, OR, NOT) work, imagine two interlocking sets of terms. (Figure 3.7 shows a Venn Diagram showing Boolean Operators.)

### AND

The word AND targets the area that both terms share, making a narrow query and reducing the results.

Example: **Plymouth AND Separatist**

### OR

The word OR targets all area within both sets. that contains both or either of the quoted keywords, making a more general query and widening the results.

Example: **Pilgrim OR Separatist**

### NOT

The word NOT targets the area in one set not included in another set, words that will not appear in the results.

Example: **Pilgrim NOT Separatist**

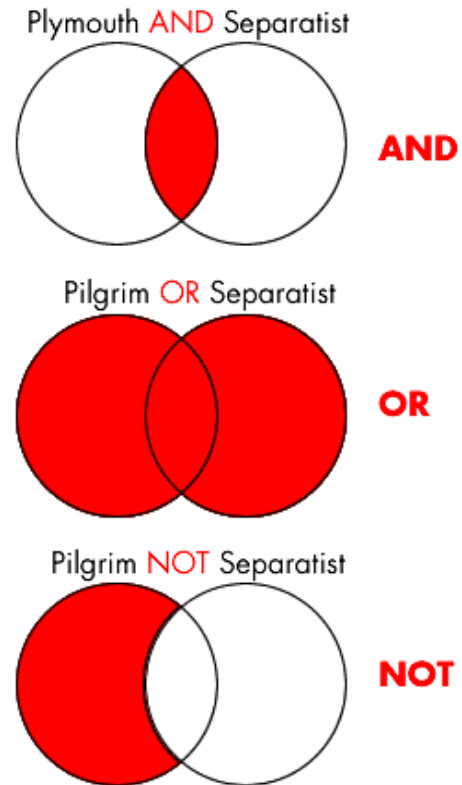


Figure 3.7



### TIP

Most search engines allow you to type searches, such as "(burger NOT cheeseburger) or (pizza AND pepperoni)." If you are doing compound searches, you will need to use quotation marks.



### PRACTICE

- Use Boolean Operators in Yahoorigans! and Dogpile, using the terms "AND" and "OR" to limit or expand your search.

## Using and Saving Bookmarks

Bookmarks offer a convenient way to keep track of useful Internet sites. You can save links to the places you have visited and then use these links to jump to those sites without the need to search for them again.

Once you have created bookmarks, you can organize them. For example, you could put all of your mathematics site bookmarks into one folder, all your science into another, etc.

Netscape also has some preconfigured bookmarks for your use. You are going to create your own bookmarks as well.

### Viewing Bookmarks

1. To view bookmarks, click on the Bookmark button on Netscape's **Location bar** (Figure 3.8).
2. Note that the bookmark folders appear at the bottom. Bookmarks appear as a small bookmark icon. These may look a little different on different systems.
3. To visit a bookmarked site, move the mouse over a folder and a submenu will appear with the bookmarks (Figure 3.9).
4. Click on a bookmark to jump to that Web site.

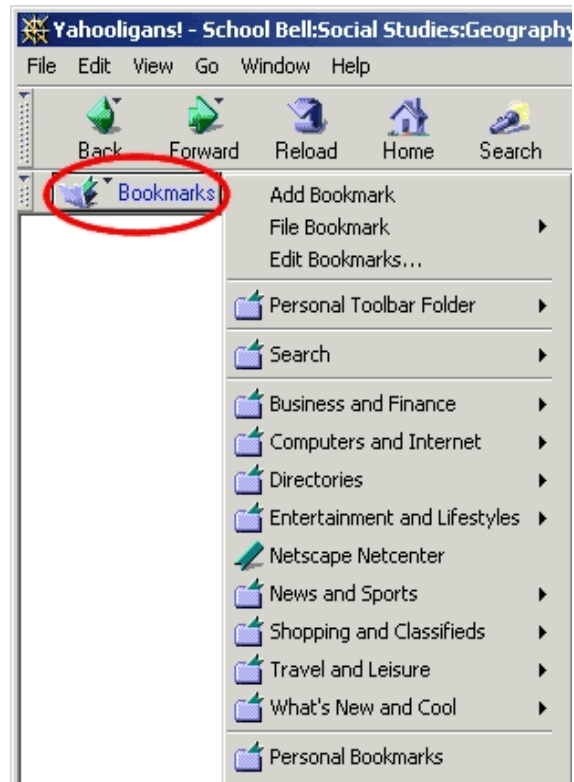


Figure 3.8

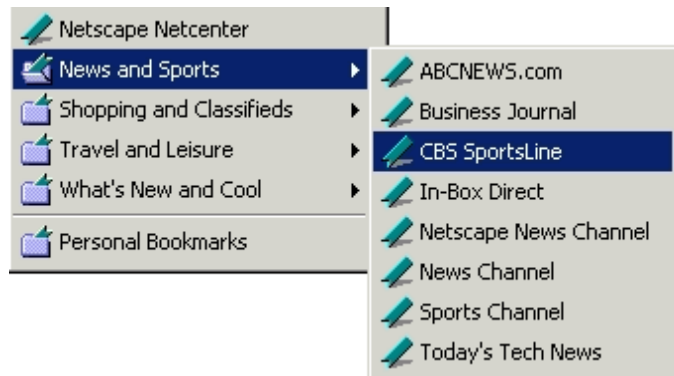


Figure 3.9

## Adding and Organizing Bookmarks

There are different ways to add a bookmark.

### Add a Bookmark

1. Access the Web site you want to bookmark.
2. Click on the **Bookmark** button on the Location bar (Figure 3.10) and then click **Add Bookmark**. Your bookmark will be added to the bottom of the list under Personal Bookmarks.

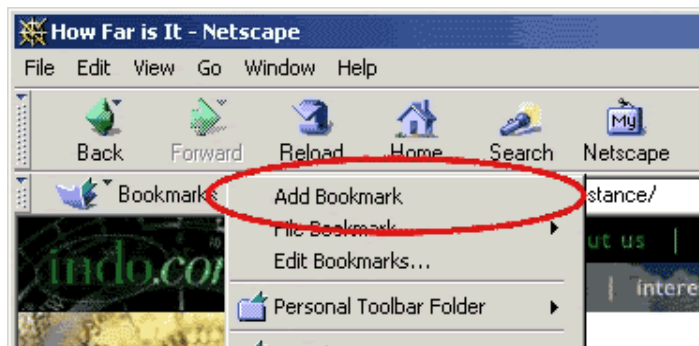


Figure 3.10

Creating a bookmark in this manner doesn't create an organized list. They all appear at the bottom of this window.

### Organize Your Bookmarks

1. To organize your bookmarks, click on **Bookmarks > Edit Bookmarks**.
2. You will see a window of all the folders and bookmarks. Open and close the folders by clicking on the + or ? sign next to each folder. (In Figure 3.11, **Shopping and Classifieds** is a closed folder. **Travel and Leisure** is open.)
3. you are now going to create a new folder for your bookmarks.
4. Click **Bookmarks > Edit Bookmarks...** (Figure 3.10).
5. Choose **File > New Folder**.
6. A dialog box will prompt you for a name of the folder. Enter a name.
7. You can then drag your bookmarks into the new folder to organize.

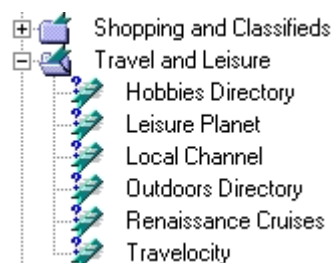


Figure 3.11

### Deleting Bookmarks

1. Click **Bookmarks > Edit Bookmarks...**
2. Click the bookmark once to select it.
3. Press the Delete key on your keyboard.



### **Want to organize your bookmarks as you work?**

1. Create folders as shown above.
2. Go to a Web page you want to bookmark
3. Drag the bookmark icon onto the **Bookmarks** button (to the left of the Location bar shown in Figure 3.12). This will cause the Bookmark menu to appear.

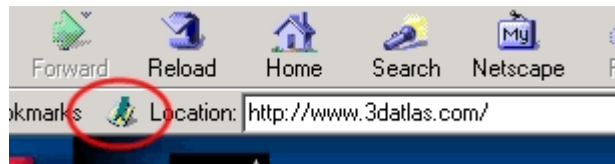


Figure 3.12

4. Continue moving your mouse over your folder, then other bookmarks in that folder will appear.
5. Depending upon where you release your mouse determines the location of the new bookmark, on the top, middle or bottom of the list.
6. You can always go back to **Edit Bookmarks** to reorganize.



Your bookmarks and folders will be saved with your login preferences on Solaris. Each time you log on to the server, they will be accessible to you for reference in Netscape.



### **PRACTICE**

- **View some Web sites and create new bookmarks.**
- **Organize your bookmarks by creating new folders and adding and/or moving your bookmarks.**

## Saving Images

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### Copyright Issues

Searching the Internet for images is easy. Easy availability doesn't, however, mean these images are free to use. Content on the Internet is protected by intellectual property laws, just like content in any other form of media. In fact, most sites will have their legal copyright information printed somewhere on the site.

1. In Netscape, go to a favorite Web site.
2. Check the footer or bottom of a Web page for a copyright, trademark, or reserved symbol.
3. See if there is a link to a disclaimer or terms of use that details what legal use of that site's content and images are. If there is a site map, browse through it to see if this kind of information is available on the site.

**Content on the Internet is protected by intellectual property laws, just like content in any other form of media.**

### Using Copyrighted Material

Sometimes you will need written permission from the copyright holder to use any material from their Web site. However, many common uses of Internet images are covered by Fair Use laws.

For example, using collected Internet images for educational purposes is perfectly acceptable. Saving images for your own personal use, such as for decorating your computer's desktop or simply collecting for fun, is also allowed.

It is only when you plan on displaying someone's images on the Internet, or otherwise distributing them to a general audience, that you must be concerned about copyright laws. The accepted solution for using images collected on the Internet is to place a copyright and credit to its owner with it.



Sources from the World Wide Web should be referenced in research documents. The Create Your Own for Module 3 presents samples for citing online references according to the MLA Style Guide ([www.mla.org](http://www.mla.org)).

## Saving Internet Images

Saving Internet images from Netscape is simple. Follow the steps below.

1. Right click on the image. A menu will pop up, as shown in Figure 3.13.
2. Select **Save Image As...** near the bottom.
3. A **Save As** box will appear, similar to the box that appears when you save any document, including a StarOffice™ document.
4. Navigate to your **Work** or **My Documents** directory. (This will vary depending on your file hierarchy and operating system. See p16 for a refresher.)
5. In the **File Name** field, you can change the name of the file if you don't want to use the original file name.
6. Click the **Save** button to save a copy of the image to your working directory.

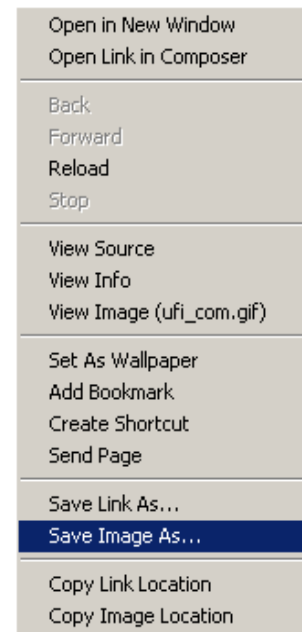


Figure 3.13



### TIP

Image file types: You shouldn't have to change the **File Type** field when saving an image (Step 5 above). It should be a **GIF** (.gif) or **JPG** (.jpg).

## Navigating File Hierarchy

Recall that a file system organizes data similar to the way a file cabinet, in a hierarchical structure, **folders** (aka directories). Folders are the basic organizational units. As you create files, for example, word processing documents, you'll store them in a folder. The way you organize folders will depend upon your own method of categorizing data.



When saving a document from within StarOffice™ 6.0, you can navigate your file hierarchy (your file cabinet) as well as create new folders on-the-fly.

When you **open** a document (**File > Open**) or **save** a new document (**File > Save As**), a dialog window appears.



Figure 3.14

You may then navigate into an existing file folder by double clicking on it. **Move up one level** using the navigation button (shown in Figure 3.14), or **create and name** a new folder.



Your default or root folder, will vary depending upon your network or home computer settings. The sample shown in Figure 3.14 defaulted to the folder **My Documents**.

## Importing Images into a Writer Document

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You can use your images in any StarOffice™ document, e.g. text, spreadsheet, presentation. you are going to insert an image into a text document for this module.

1. Open StarOffice™ Writer.
  2. Click on the **Insert** icon, the top button in the Main toolbar that runs down the left side of your screen, and hold it down for a second (long-click). A menu of options will appear.
  3. Click on the icon that reads **Insert Graphics** when you move your mouse over it.
- Alternatively, select **Insert > Graphics > From File** from the Menu bar.

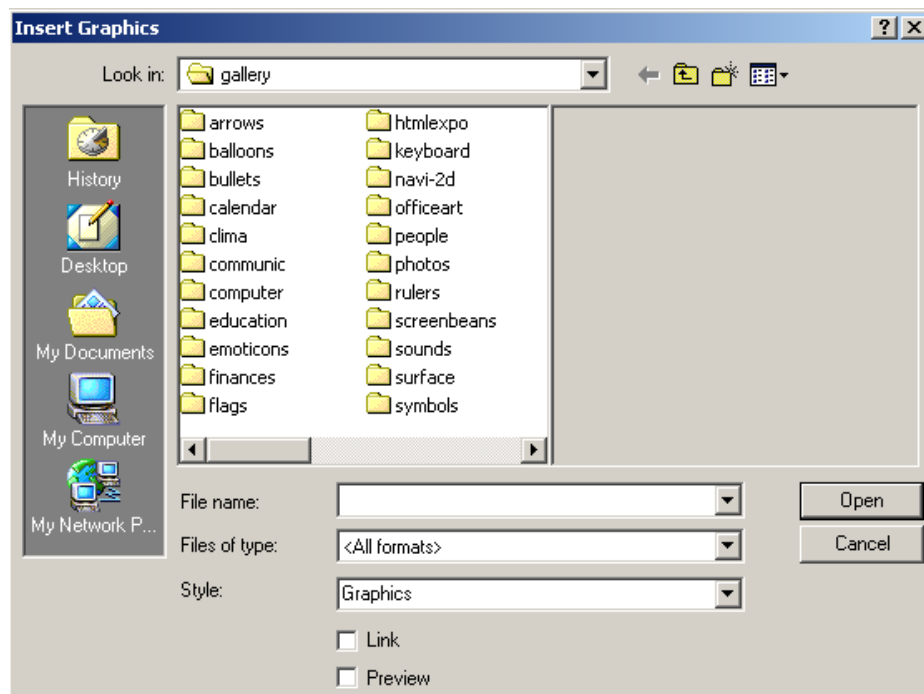


Figure 3.15

4. Navigate through your directories, and select a graphic file to insert into your document.
5. Click the **Open** button to insert your picture.
6. Use your mouse to move your image to the desired location in the document.

## Create Your Own

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The **Open Gateways Curriculum for Teachers** Web site provides opportunity to reinforce the material delivered in this Module. Download the "Create Your Own" document from: [www.sun.com/aboutsun/comm\\_invest/ogp/training/](http://www.sun.com/aboutsun/comm_invest/ogp/training/)