

Lecture no.20

Department: Information and Library Science

Subject: Information Storage & Retrieval

Name of the lecture: How to use the Internet tools and services?

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How to use the Internet tools and services?

Most if not all of the Internet tools and services can be used through the World Wide Web. To be able to use the search tools on the Web, one must first know how to use a browser. Moreover, features and functions of available search tools and services vary accordingly, one must be familiar with at least two or more search tools to become effective in finding information on the Net.

Browsers

- Programs used to access the World Wide Web
- Allows a user to access resources on a server
- Displays the contents of the web in multimedia format
- Examples of browsers: Netscape Navigator, Internet Explorer, America Online, Opera

Using a Browser للاطلاع

You need to be familiar with the features of your web browser and know how to use it:

- enter a URL in the location or address bar to visit a particular web site.
- open, resize, close a browser window.
- locate and use the navigation tools on your browser, ie., back, reload/refresh, home, print.
- identify and use hyperlinks to get around the web.
- download documents and files.
- use plug-ins like Adobe Acrobat or Macromedia Shockwave.

Generally there are two ways of using search tools and services:

1. Browsing – usually applied to directories where subjects are arranged hierarchically
2. Keywords search – search box is provided for using entering keywords to search the database
 - Simple search – search for on the keywords
 - Advanced search – search can be refined [using various techniques](#)

Browsing Subject directories

From the home page you start with a broad subject area and follow the links to more specific areas until you reach the subject you wish to explore, then you click on [one of the displayed](#) results to go to the [selected page](#) (document).

Yahoo! Directory

World wide web] Beginner's Guides

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