

LESSON 2

Finding and Managing Information

In this lesson you will learn how to:

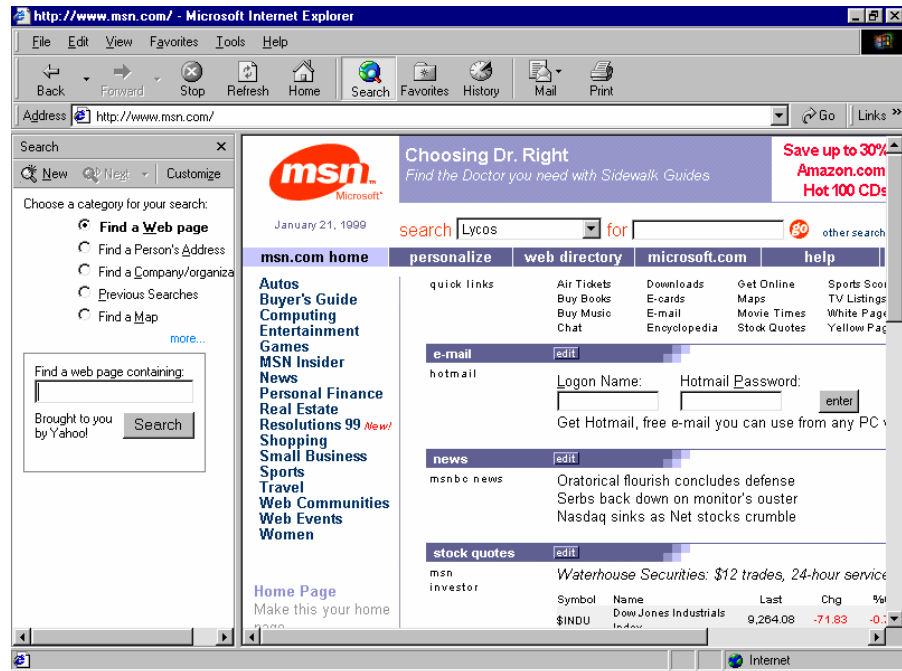
- *Search for information on the Web.*
- *Create a Favorites list.*
- *Use and modify your History folder.*

Imagine that you're the account executive for Impact Public Relations' most prestigious client—Lakewood Mountains Resort. The resort's off-season is looming, so you're researching the feasibility of offering package deals to attract business groups and vacationers. You turn to the Internet to research current travel trends, prices, and schedules. Microsoft Internet Explorer 5 offers a number of tools that can help you find and store links to Internet information. As you find sites that interest you, you can create a site list for future reference.

In this lesson, you will learn how to use Internet Explorer to search for information on the World Wide Web. Then you will learn how to create, use, and manage a list of your favorite Internet sites. You'll also see how Internet Explorer keeps tabs on your Internet travels. Finally, you'll learn how you can use and manage Internet Explorer's history feature.

Searching the Internet

The Internet contains so many documents that you'll frequently need help finding specific information. Internet Explorer makes finding Web information easy. You can search for information on the Web by using Internet Explorer's Address bar or by clicking the Search button on the toolbar, which opens the Search Assistant, as shown in the illustration on the following page.



The Search Assistant is a tool that helps you find information on the Internet. It gives you the choice to search for a subject word, or search for a subject word within a category. Searching by category helps to narrow down what you want to look for. After you type in a subject word and click the Search button, the Search Assistant will display a list of links to Web pages that contain information about your subject word. Just click the link to view the information.

The Search Assistant also gives you the option to choose a *search engine*. A search engine is a Web tool designed to look for Internet information based on subject words (also called *keywords*) or to browse for topics organized by subject groups. You can view other available search engines by clicking the drop-down arrow to the right of the Next button in the Search Assistant.

After you select a search engine, you can type in a keyword or click subject groupings to narrow your search. The more criteria you add to your search, the more likely you are to find the type of information you're seeking.

tip

When using a search engine, you can search for multiple terms by including a plus sign between words in the search text box. For example, you can enter *mountain+resort* in the search text box to find Web sites about mountains and resorts. Also, if you want to search for a phrase, you can surround the phrase with quotation marks. For example, you can enter “*bed and breakfast*” to find Web sites about bed and breakfast services. Most search engines include a page dedicated to Internet searching tips and techniques.

You can also search for Web sites using the Address bar. Internet Explorer provides one main Address bar search feature—*Autosearch*. Autosearch enables you to search for Web pages by word or phrase. In the Address bar, type *go*, *find*, or *?* followed by a space and a word or phrase, and then press Enter. The Auto-search Web page will appear with a list of hyperlinks to Web sites. Each Web site will have a short description listed below it. For example, you could type *go fish* to search for information related to fish. The Autosearch Web page will list hyperlinks related to fish. After you read the descriptions of the Web sites, simply click a hyperlink that interests you. The Web site you choose will appear in Internet Explorer.

You will use the Autosearch feature as you gather information for your client, Lakewood Mountains Resort.

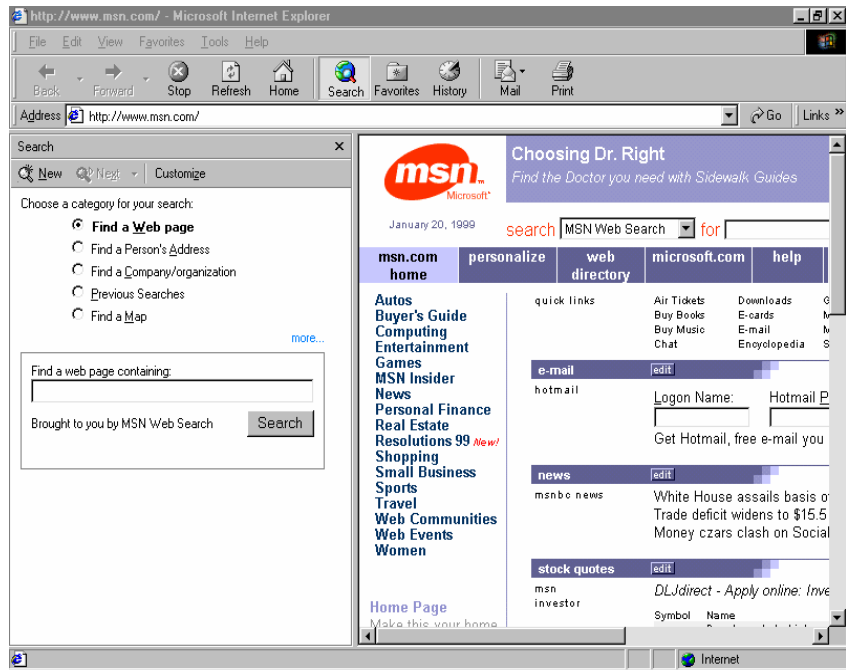
Display the Search Assistant

In this exercise, you display and resize the Search Assistant in Internet Explorer.

- 1 Start Internet Explorer.
- 2 On the toolbar, click the Search button.
The Search Assistant is displayed.
- 3 Click the Search button again.
The Search Assistant closes.
- 4 Click the Search button, and position your mouse pointer along the right edge of the Search Assistant.
The mouse pointer turns into a horizontal double arrow.

The AutoComplete dialog box might appear, asking if you want it to list suggestions of your previous search words as you type search words in the Search Assistant. Click Yes.

- 5 Drag the right edge of the Search Assistant to the right.
The Search Assistant appears wider, as shown in the illustration.



- 6 Drag the right edge of the Search Assistant to the left until it is close to its original size.
The Search Assistant becomes thinner.
- 7 Click the Close button at the top-right corner of the Search Assistant.
The Search Assistant closes.

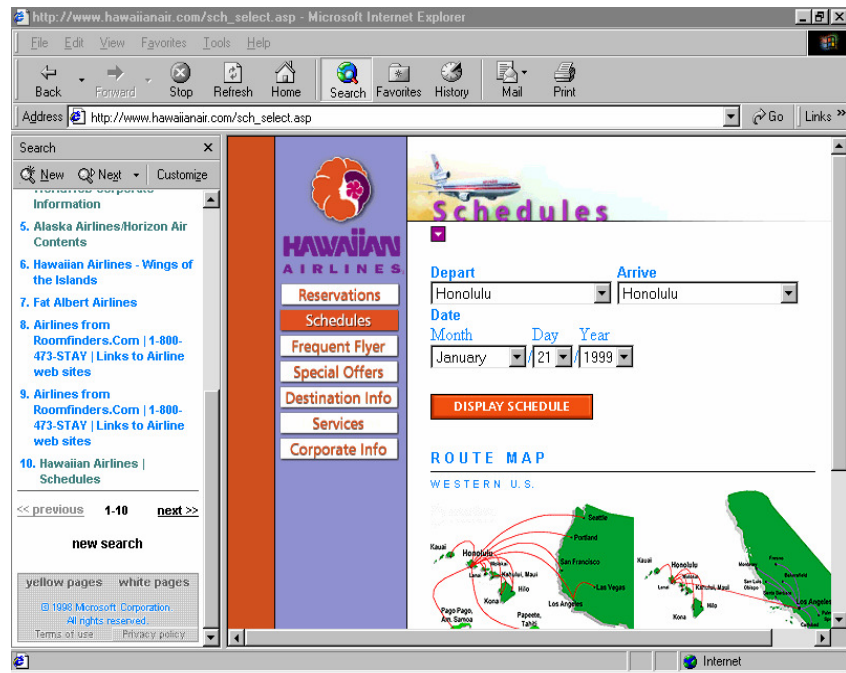
Search for a Web site

In this exercise, you use the Search Assistant to do a quick search for the word *airlines*.

- 1 On the toolbar, click the Search button.
The Search Assistant is displayed.
- 2 Type **airlines** in the Find A Web Page Containing text box.
This indicates that you want to search for Web sites containing the word *airlines*.
- 3 Click the Search button.
The search is performed. Links to categories and Web pages containing information matching your search criterion appear in the Search Assistant.
- 4 Click a link in the Search Assistant.
A Web page matching your search criterion is displayed in Internet Explorer's display pane.

You can also start a search by pressing Enter after typing in a word.

Your screen will differ from this one if you clicked a different hyperlink. Select a search engine



- 5 In the Search Assistant, click the New button.
The Search Assistant is now ready for a new search.
- 6 On the toolbar, click the Search button.
The Search Assistant closes.

Selecting Your Own Search Engine

There are several search engines (such as Yahoo, HotBot, and AltaVista) that you can use to find documents on the Internet. You might find over time that you prefer one search engine in particular. Internet Explorer lets you choose which search engine you want to use.

Select a search engine

In this exercise, you conduct a search on restaurants, and then you select a different search engine to conduct a new search on restaurants.

- 1 On the toolbar, click the Search button.
The Search Assistant is displayed.
- 2 Type **restaurants** in the Find A Web Page Containing text box, and click Search.
A list of links related to the word *restaurants* appears.
- 3 In the Search Assistant, click the drop-down arrow to the right of the Next Button.
A list of search engines appears.
- 4 Click Yahoo!
Yahoo! displays a new list of links related to restaurants.

If you click only the Next button and not the drop-down arrow, the next search engine in the list will conduct a search on restaurants.

- 5 Click the New button.
A new search can now be conducted.

tip

You can change the order and content of your search engine list by clicking the Customize button in the Search Assistant. The Customize Search Settings window will appear, and you will see a list of search engines in the Find A Web Page section. Click a search engine in the list box, and then use the up or down arrow buttons to move the search engine to a different location in the list. You can change the content of the search engine list by deselecting or selecting the check boxes to the left of the search engines. When you are finished making changes, click OK.

Choose a category to narrow your search

In this exercise, you select different categories in the Search Assistant to narrow your search.

- 1 Click the Find A Business option.
A search for Web pages related to companies and organizations will be conducted.
- 2 Type **Microsoft** in the Business text box, type **Redmond** in the City text box, type **WA** in the State/Province text box, and click the Search button.
A list of links related to Microsoft appears in the Search Assistant.
- 3 Scroll down the list, and click one of the Microsoft Corporation links.
The InfoSpace Web page appears, displaying information about Microsoft.
- 4 In the Search Assistant, click the New Button, and click the word *More*.
The list of categories becomes larger.
- 5 Click the Find In Encyclopedia option.
The search will be conducted by Encarta.
- 6 Type **elephants** in the Find Encyclopedia Articles On text box, and click Search.
Encarta conducts a search on elephants and lists the results.
- 7 Click the Elephant link.
The Encarta Web page appears, displaying facts about elephants.
- 8 On the toolbar, click the Search button.
The Search Assistant closes.

You can select another search engine to conduct the same search by clicking the Next button in the Search Assistant.

Use Autosearch

In this exercise, you use Autosearch to find Web pages containing the word *boeing*.

- 1 Click in the Address bar.
Internet Explorer selects the current text.
- 2 Type **go boeing**, and then press Enter.
The Autosearch Web page appears with a list of hyperlinks related to the word *boeing*.
- 3 Click any hyperlink on the Autosearch page to display a Web site related to the word *boeing*.
Internet Explorer displays the Web site of the hyperlink you clicked.

Creating a Favorites List

A *Favorites list* is a menu you create that contains a collection of shortcuts to Web pages. Your Favorites list contains at least five folders (you might have additional Favorite folders if you created them in previous versions of Internet Explorer or Windows): Channels (this folder contains *channels* or Web sites designed to deliver customized information to your computer based on an updated schedule), Imported Bookmarks (this folder contains bookmarks you might have created in other browsers before you installed Internet Explorer 5), Links, Media, and Software Updates.

Your Favorites list can store links to any Web page you choose. The simplest way to add a link is to display the Web page in your browser and then add the page to your Favorites list.

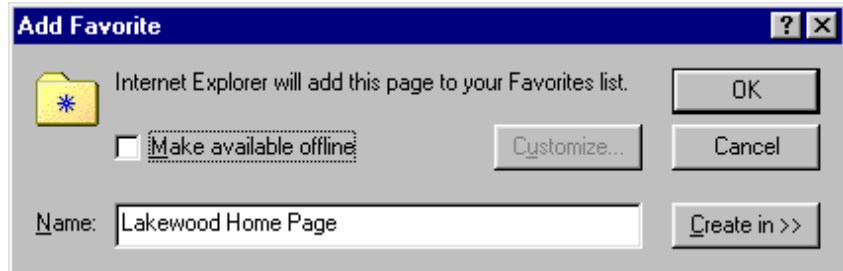
In addition to placing Web page links in your Favorites list, you can add links to local resources (such as your hard disk drive or files and folders that you access frequently). Adding a local resource to your Favorites list allows you to quickly display the resource by clicking its Favorites link. To view your Favorites list's contents, click the Favorites button on the toolbar. The Favorites bar is displayed in the left pane of the Internet Explorer window.

Add the current Web page to your Favorites list

In this exercise, you add the Microsoft home page to your Favorites list.

- 1 Click in the Address bar, type `miscrosoft.com` and press Enter.
The Microsoft home page is displayed.
- 2 On the toolbar, click the Favorites button.
The Favorites bar is displayed.

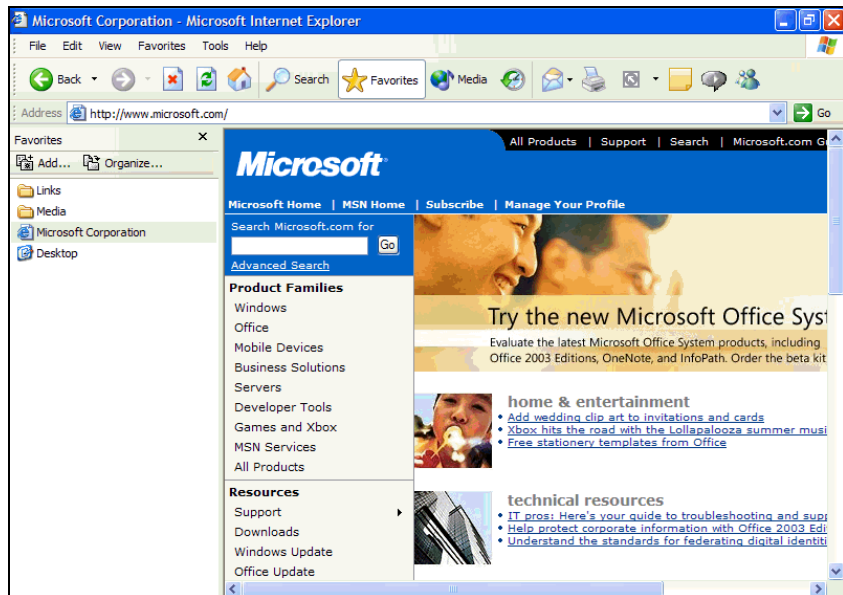
- 3 On the Favorites bar, click the Add button.
The Add Favorite dialog box appears as shown in the following illustration.



tip

You can also use the menu bar to add Favorites to your Favorites list. Display a Web page. On the Favorites menu, click Add To Favorites, and click OK.

- 4 In the Add Favorite dialog box, click OK.
The Favorites list now includes a link to the Microsoft Home Page as shown in the illustration on the following page.



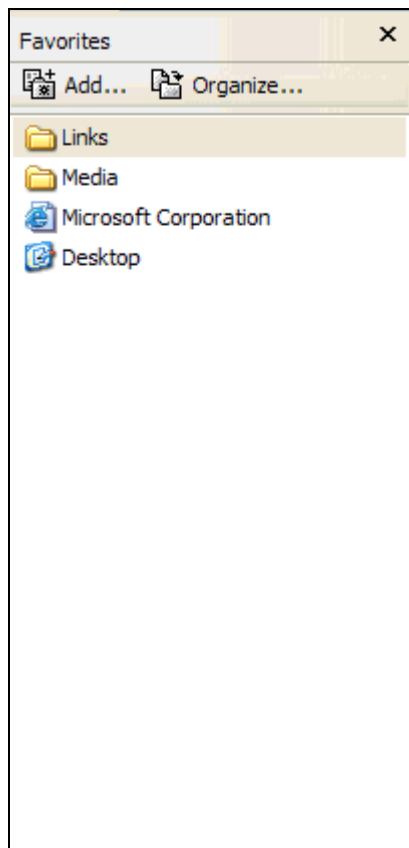
- 5 On the toolbar, click the Favorites button.
The Favorites bar closes.

Add your desktop to your Favorites list

In this exercise, you add your desktop to your Favorites list.

- 1 Click in the Address bar, type **desktop**, and press Enter.
The contents of your desktop appear.
- 2 On the Favorites menu, click Add To Favorites.
The Add Favorite dialog box is displayed.
- 3 In the Add Favorite dialog box, click OK.
Your desktop is added to your Favorites list.
- 4 Click the Back button to return to the previously displayed Web page.
- 5 On the toolbar, click the Favorites button.
The Favorites bar is displayed. Notice that the Favorites list now includes a link to your desktop.

When you click a Favorites link using the Start menu, Internet Explorer opens and displays the selected Web page.



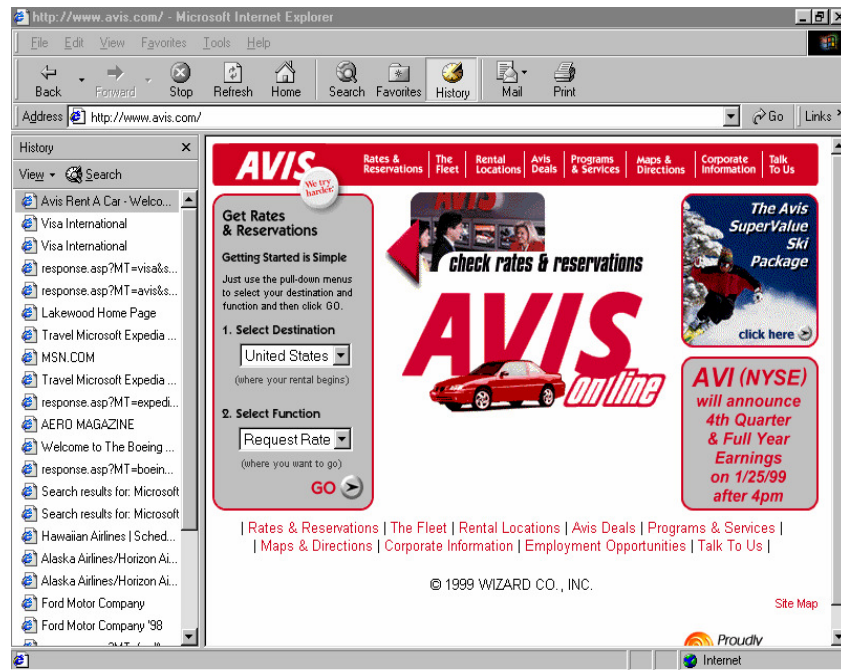
- 6 On the toolbar, click the Favorites button.
The Favorites bar closes.

Using the History Folder

You just finished surfing the Internet for six hours, looking for information for your Lakewood Mountains Resort project. You realize too late that you forgot to add some helpful sites to your Favorites list. You groan as you wonder how you'll be able to retrace your steps. Fortunately, your partner walks by and notices your dismay. As you explain that you'll never "re-find" some sites, your partner stops you in mid-sentence to ask if you've checked the History folder.

Internet Explorer automatically records a history of each Internet browsing session. This record is in your History folder, which contains links to each site you visit on the Internet. Your History folder also stores other facts, such as the day you visited each Web page.

To view the contents of your History folder, click the History button on the toolbar. The History bar appears along the left side and has a search feature that allows you to type in a search word to locate a site that you visited.



You can specify how long Internet Explorer saves items in your History folder. By default, the History folder stores links to all sites visited within the last 20 days. After an item has been stored for 20 days, it is deleted. For more control, you can manually delete links stored in the History folder. Microsoft refers to deleting all links in your History folder as *clearing* your history.

View your history

You can view a history of your Internet explorations with a click of a button. In this exercise, you view the contents of your History folder.

- 1 On the toolbar, click the History button.

This exercise assumes that you have visited the Lakewood Mountains Resort Web site today.

Click a folder to open a list of links, and then click a link to view a Web page you recently visited.

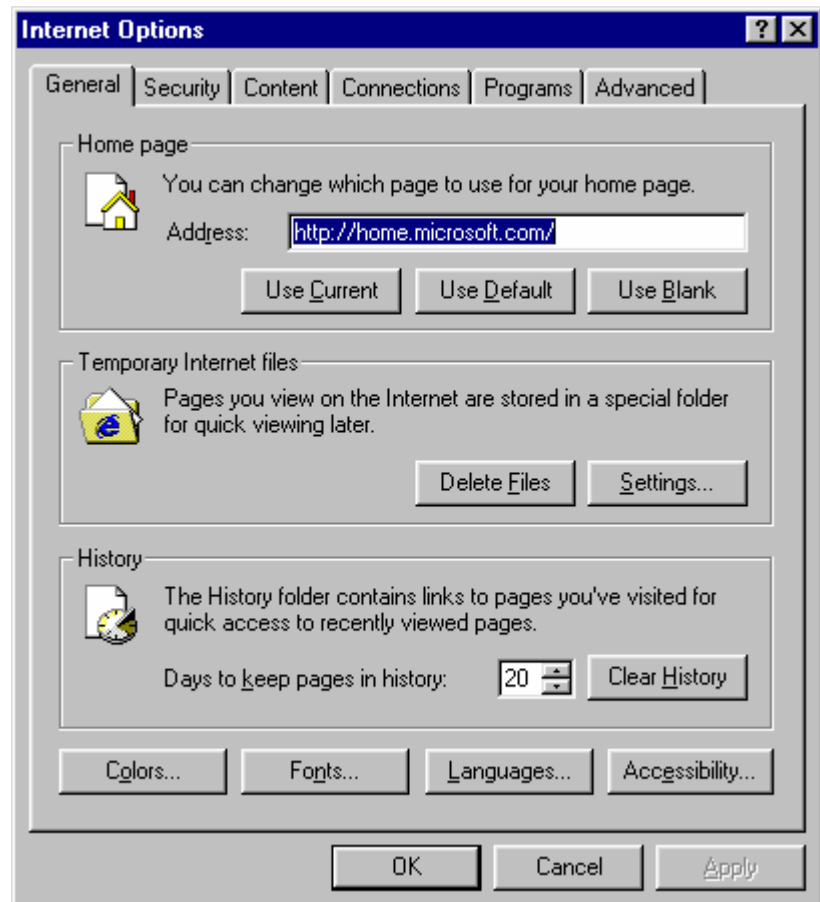
The History bar appears.

- 2 On the History bar, click the Search button.
The Search For text box appears.
- 3 In the Search For text box, type **lakewood**, and click Search Now.
A list of Web sites that contain the word *lakewood* appears.
- 4 Click the View button.
A drop-down list appears.
- 5 Click the By Date option.
A list of folders of Web sites that you visited today appears.
- 6 On the toolbar, click the History button.
The History bar closes.

Configure your history settings

You can change the length of time that Internet Explorer stores your history information. In this exercise, you configure your History folder's settings.

- 1 On the Tools menu, click Internet Options.
The Internet Options dialog box is displayed, as shown in the illustration.



- 2 On the General tab in the History section, double-click the number in the Days To Keep Pages In History text box.
The number in the text box is selected.
- 3 Type **30**.
The setting changes to 30 days.
- 4 In the text box, delete 30, type **20**, and click OK.
The setting returns to 20 days, and the Internet Options dialog box closes.

Clear your History folder

You can manually empty or “clear” your History folder. In this exercise, you clear all of the contents of your History folder.

- 1 On the Tools menu, click Internet Options.
The Internet Options dialog box is displayed.
- 2 On the General tab in the History section, click the Clear History button.
A message box appears, asking if you want to delete all items in your History folder.
- 3 Click OK.
The contents of your History folder are deleted.
- 4 Click OK.
The Internet Options dialog box closes.
- 5 On the toolbar, click the History button.
The History bar no longer displays a list of links.
- 6 Click the History button again.
The History bar closes.

Lesson Wrap-Up

This lesson covered the basics of searching for information on the Internet, creating a list of favorite Web sites, reviewing the history of which Web sites you have visited recently, and managing Internet Explorer’s history feature..

If you are continuing to the next lesson:

- Click the Close button in the top right corner of the Internet Explorer screen to close your browser.

If you are not continuing to other lessons:

- Click the Close button in the top right corner of the Internet Explorer screen to close your browser.

Quick Quiz

- 1 What tool do you use to look for information on the Web?
- 2 How do you search for multiple items on the Web?
- 3 How do hyperlinks work?
- 4 How long is information kept in the History folder, based on the default setting?

Putting It All Together

Exercise 1: On the Internet Explorer toolbar, click the Search button. In the Search Assistant, type **google** and click Search. Spend some time trying various Web searches using Google's search engine.

Exercise 2: Create a new folder for your Favorites list, such as one for home pages of friends who have Web sites, or a folder to hold links to your favorite online bookstores. Next, add links to your new folder.

Exercise 3: If you have more than a few links in your Favorites list, try clicking and dragging them up and down the list. Move your most often visited links to the top of the list.

Exercise 4: Using the history folder, review where you've been on the Web today.