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TIP OF THE MONTH

If you visit a website regularly or need to keep a listing of your websites visited for a particular project, bookmark the site(s) under your Favorites list.

To do this, follow these steps:

- 1) Navigate to the page you want to bookmark. You can bookmark the home page or any other page that is convenient.
- 2) On the Main menu, click on Favorites.
- 3) A drop down box appears where you can Add to Favorites ... or Organize your Favorites...
- 4) Choose Add to Favorites.
- 5) A dialog box appears where you can enter a title for the page you're currently viewing. Be as general or as descriptive as you need; you can use one word or a full sentence.
- 6) Press OK and your new page will appear under Favorites on the main menu.

It is very helpful to create folders under the Favorites list. Be as specific as possible so you can access the page quickly. When you are ready to Add the page to your list (step 5), click on Create In and a listing of folders appears. Highlight a folder or create a new one and press OK.

Searching the Internet

The internet or world wide web (WWW) is a highly useful tool for work and personal use. Since the internet stores an incredible amount of information and is still expanding, locating specific information can be problematic at times. This newsletter will hopefully help by providing tips which will aid in your searching.

Search Engines vs. Directories

When you're browsing the internet, you'll probably use one of two techniques to locate information: browsable directories or search engines. The primary difference is that with directories, information is categorized in a hierarchy (general to specific terms) while search engines send out "spiders" and return results based on keywords entered. Spiders (also known as bots, crawlers, and wanderers) are actually programs created to search publicly accessible information. The information is then added to a database which search engines access.

Sites listed in a directory are reviewed and updated regularly by individuals. Some directories charge a fee for listing websites in their directory which may be based on the type of account chosen or how active or prominent the website is compared to other sites listed.

Search engines, on the other hand, rely on full text searching or page ranking to return the best results. With page ranking (such as google.com), high quality sites that have many links to it will receive a greater ranking than a low quality site with no links. The results will also reflect how well your query matches the

WWW (Websites Worth Watching)

1. www.netlingo.com - Heard a phrase you don't know about? Check here for simplified definitions.
2. www.findarticles.com - Find articles in publications, journals and newspapers.
3. www.robertniles.com - great site to bookmark. Links to sites such as zip codes, dictionaries, crime stats, etc.
4. www.usps.com - Click on Find Zip Codes to get Zip+4 info.

Internet Searching To find past newsletter issues, go to: www.readynetgo.net/newsletter/

information on individual webpages. Search engines are quite incredible given the amount of information on the net and the time it normally takes for a typical search request -- a few seconds!

Useful Websites

Here are some suggestions for **search engines**:

www.google.com

www.ilor.com

www.ixquick.com

www.altavista.com

www.msn.com

www.excite.com

www.northernlight.com

www.alltheweb.com

Here are some suggestions for **directories**:

www.yahoo.com

www.looksmart.com

www.excite.com

Two points to remember: 1) No two search engines or directories will return identical results so it's a good idea to use the same phrase on multiple sites. 2) Since everyone has their own particular style, try out different search engines and directories and see which format works best for you.

Search Tips

- 1) Since directories are updated manually, they are useful for locating general information like information about a particular town or celebrity. Search engines are more useful for very specific information like all of the restaurants in a town (that have websites).
- 2) Search using many keywords separated by spaces or commas or put a few words in quotes to search by an exact phrase. Be as specific as possible to return the best results.
- 3) There are many sites that offer search capabilities specifically for their industry. For example, if you have a question about wine, try www.wine.com or www.winespectator.com. If you have a computer question, try www.pcworld.com or www.pcguid.com.
- 4) If the information you need is located in a magazine or journal, try www.findarticles.com. This site offers over 300 publications indexed.
- 5) If you need government information, try searchgov.com. This site lists links to Executive Agencies, State and Local Government and Independent Agencies. Type in a search word or click on one of their handy links.

Using Boolean Phrases

Boolean phrases allow you to search and retrieve more complicated information by using operators such as AND, OR, IF ... THEN, and NOT. For example, by typing: recipe AND lemons AND water NOT sugar will return results for sugar-free lemonade.

Not all search engines use these exact techniques so it is best to read each site's policies. For instance, some engines, like Excite.com, accept the + sign in addition to the word AND while others, such as Google.com, don't need either if you type in all of your required words separated by spaces.