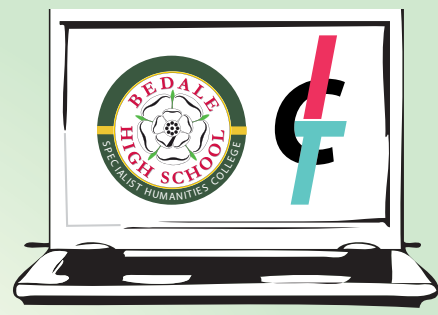




Searching the internet



- 1 Choose your search engine to use:
Yahoo; Ask Jeeves; Altavista; Google
- 2 Decide on the type of information you need to find: **text; video; picture**
- 3 Choose your key **word"s"**
- 4 Refine your search; **Speech Marks; +; -;**

<p>Look for a phrase by using "Speech Marks" around it</p>	<p>To force additional words use +(plus symbol) eg +bald</p>	<p>To force words not to appear use -(minus symbol) eg -bold</p>
<i>No gaps between symbols and search word</i>		
- 5 Read abstract (suggested results) and use **"right click"** and use open in **"new tab"**
- 5a Close web sites not required (click cross on tab)
- 6 Add useful web sites to **favourites** (Explorer)/**Bookmarks** (Firefox)
- 7 Save any useful information to your computer
 - a. **Copy text** into word and save document
 - b. **Save pictures** (Make sure they are the full size picture from the web site not google search page)
 - c. "Print" **Primo PDF** the page to your computer [*This is the most complete way of saving the page*]

