

Using search engines

Search engines let you easily find all manner of information.

Benefits of using search engines

Search engines help you find what you're looking for on the internet.

- There are many search engines, including those from Google, Yahoo and Bing.
- To start a search, type what you want to know more about into the Search box and click on the magnifying glass.
- If you want to search for a phrase, put it in "quotation marks" (use the marks with two strokes). Otherwise the search will be for the individual words.
- The results of your search will be presented as a list. There might be some advertisements, or sponsored links at the top of the list, before the real search results appear.
- If you make a spelling mistake, the search engine will still try to find what you're after.



Google, Yahoo and Bing

Using website addresses and bookmarks

If you already know the web address you want to visit, you won't need a search engine.

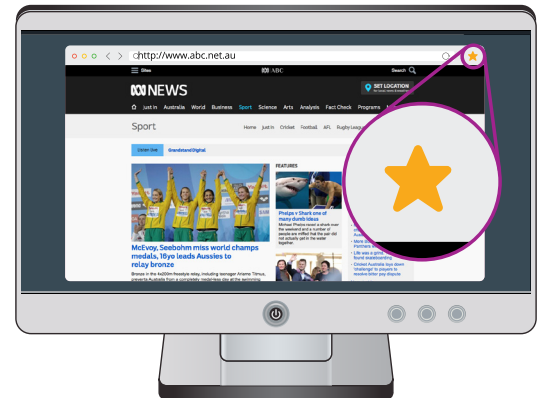
1. Type the website address into the **Address bar** of a web browser. This is near the top of the browser window. Click in the Address bar to start.
2. You can skip the **http://** at the start. The browser will add that for you.

Make it easy to return to a site by using Bookmarks or Favourites.

- **Bookmarks** and **Favourites** are names used by different web browsers for the same function.

Using search engines

- Bookmarks and Favourites are shortcuts to a website.
- On a Windows computer, you save a **Bookmark** by clicking the star on the browser **Address bar**, and confirming the name and location.



Save a bookmark by clicking the star

Searching websites

Many websites have their own search facility to help you find information within their sites.

- Look for a box with a magnifying glass near the top of the website.
- Enter the information you are looking for and click on the magnifying glass.
- The search will only be within that website.
- It is usually stricter on spelling than a search engine is on spelling.

Saving images and files from the internet

Sometimes you may want to save forms, documents or images from the Internet. This is called downloading.

- Most documents, images and other media are copyright protected. It is illegal to use them without permission of the website owner.
- Most images on the internet are in JPG format.
- Many documents are in Portable Document Format, or PDF. Your computer probably already has the Adobe Reader program for reading these documents. If not, you can download it from the Adobe website.
- If you have permission, you can download these and other documents.
- To download, click the right button of your mouse on the item.
- If it's a picture, click Save image as. Otherwise, click Save link as.



**Portable
Document
Format**