
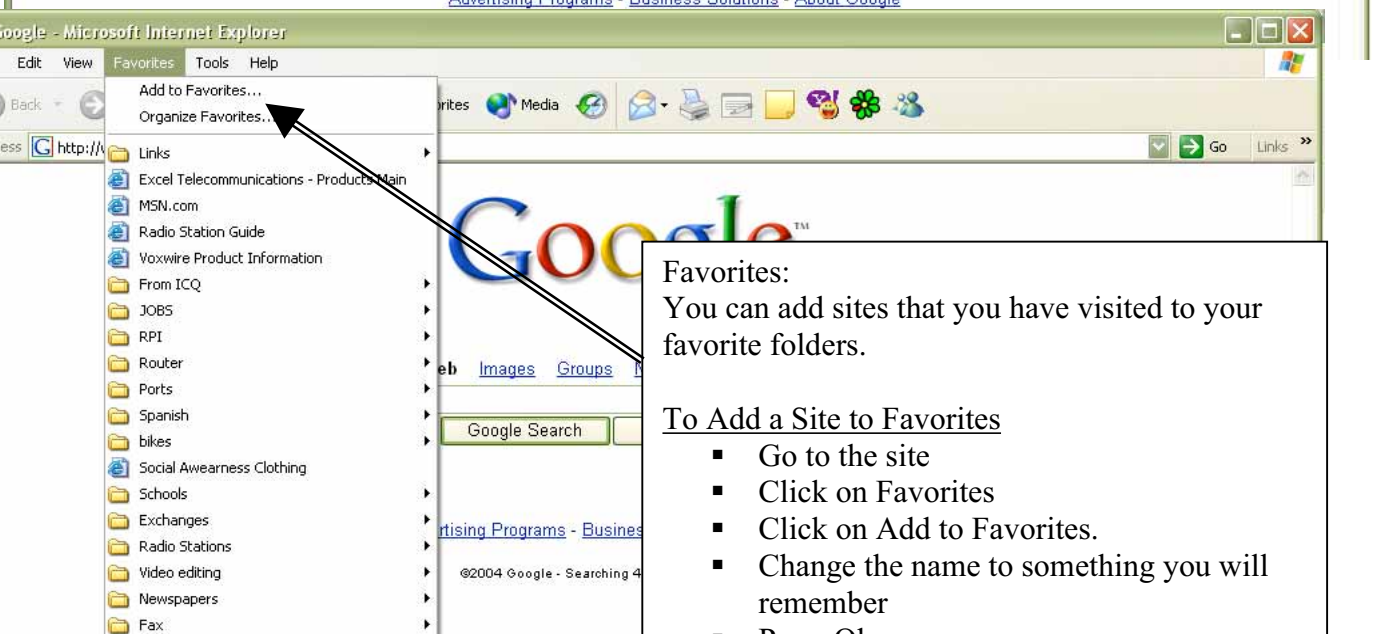


## Surfing the Web: Using Address Bar and Favorites.



If you know the address of the site you are looking for, type it in here. You don't need to type in the http:// and press enter on the keyboard or click Go.



**Favorites:**  
You can add sites that you have visited to your favorite folders.

**To Add a Site to Favorites**

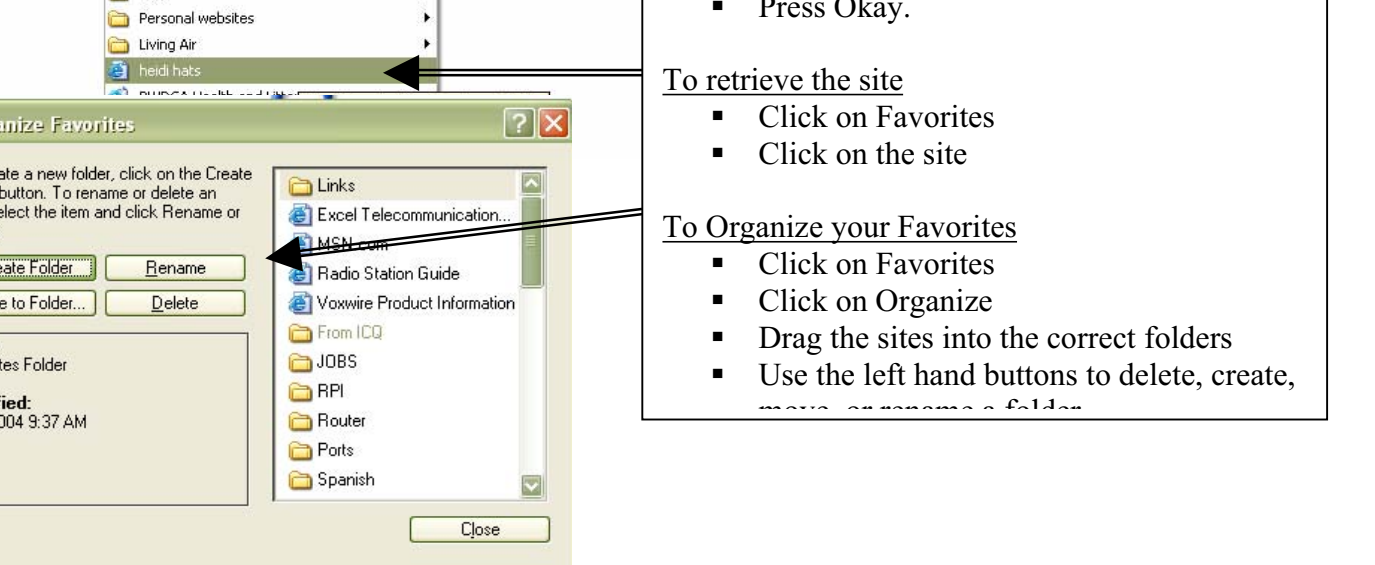
- Go to the site
- Click on Favorites
- Click on Add to Favorites.
- Change the name to something you will remember
- Press Okay.

**To retrieve the site**

- Click on Favorites
- Click on the site

**To Organize your Favorites**

- Click on Favorites
- Click on Organize
- Drag the sites into the correct folders
- Use the left hand buttons to delete, create, move, or rename a folder



To create a new folder, click on the Create Folder button. To rename or delete an item, select the item and click Rename or Delete.

Create Folder    Rename  
Move to Folder...    Delete

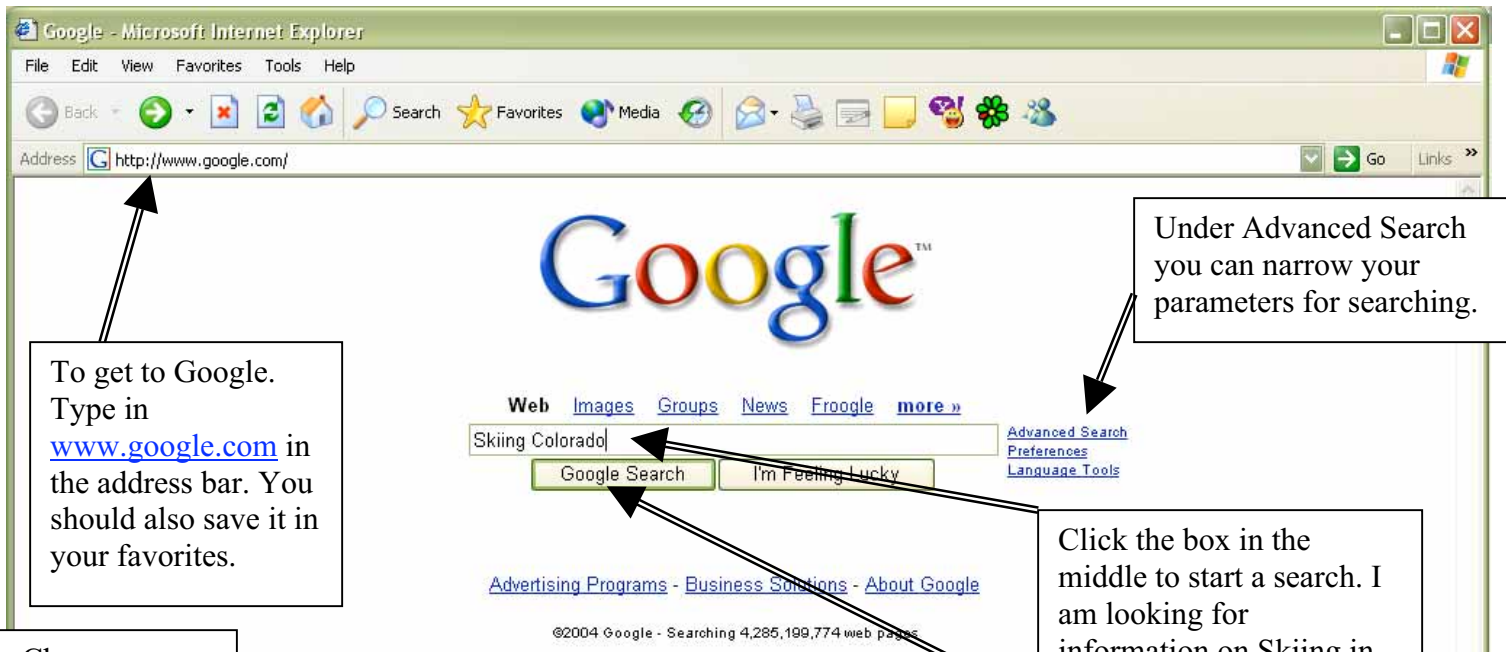
Links  
Favorites Folder  
Modified: 6/1/2004 9:37 AM

Links  
Excel Telecommunication...  
MSN.com  
Radio Station Guide  
Voxwire Product Information  
From ICQ  
JOBS  
RPI  
Router  
Ports  
Spanish

Close

## Surfing the Web: Searching

If you don't know the address of a site, or want to find out more information about a subject, we need a search engine to help us. Search engines use key words and look through all the websites to match what you are looking for. I prefer to use Google. There are many search engines and some are better than others. They all work on key words.



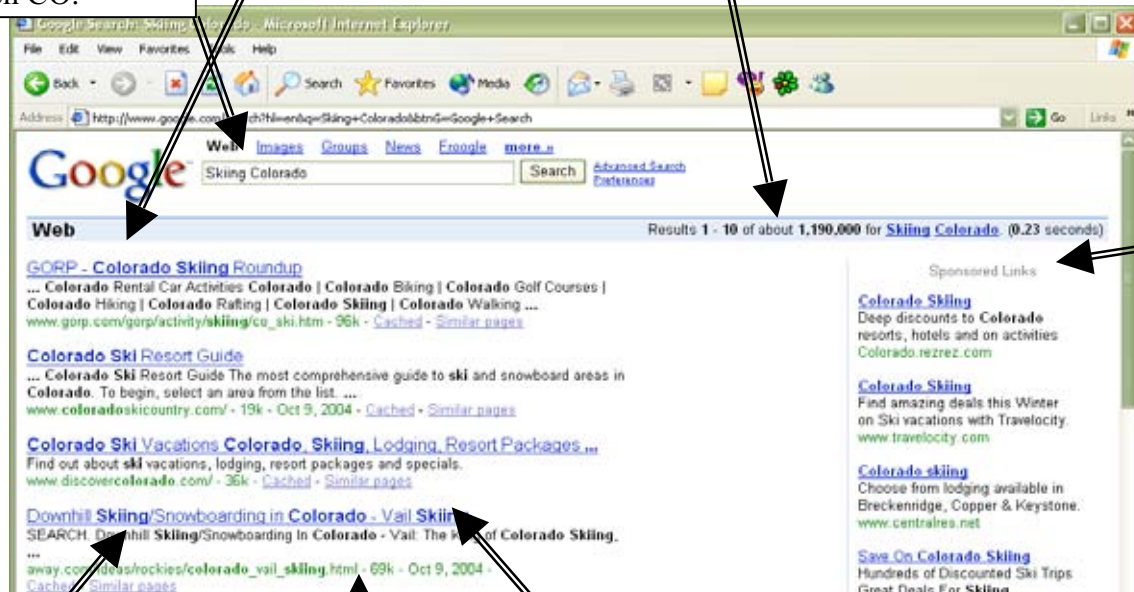
To get to Google. Type in [www.google.com](http://www.google.com) in the address bar. You should also save it in your favorites.

Under Advanced Search you can narrow your parameters for searching.

Click the box in the middle to start a search. I am looking for information on Skiing in Colorado. Press Google Search.

To Change your search, click and type in a different topic. Like Skiing Aspen CO.

This search yielded more than a million results! Google places the most relevant information



Sponsored links paid Google to be placed here.

To find more information about the topic, click on the blue underline words. The black gives information about the site without having to go to the site and the green is the actual site address.