INFORMATION SYSTEMS SERVICES

Exploring The World Wide Web
Using Internet Explorer

This document contains a series of exercises which give an introduction to the use of Internet Explorer browser (version 6).

**U N I V E R S I T Y   O F
L E E D S**

Contents

Format Conventions

In this document the following format conventions are used:

Commands that you must type in are shown in **bold Courier** font.	`WIN31`
Menu items are given in a **Bold, Arial** font.	**Windows Applications**
Keys that you press are enclosed in angle brackets.	**<Enter>**

Feedback

If you notice any mistakes in this document please contact the Information Officer. Email should be sent to the address **info-officer@leeds.ac.uk**

Print Record

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Task 1 Launching Internet Explorer

Objective   To run Internet Explorer (IE).

Instructions You will run Microsoft Windows and then launch IE..

Comments   You will need to have a username and password for a Novell file server.

Activity 1.1   Login to PC in an ISS cluster. The Windows desktop is displayed.

Activity 1.2   Double-click on the **Internet Explorer** icon. After a short wait, the IE screen is displayed as shown below.

Task 2 Using Internet Explorer

Objective To use IE to access University Library information.

**Instructions** You will click on the University Library link in the University Pages.

Comments The University Library provides a wide range of information on the World Wide Web.

Activity 2.1 Click on the option `Academic Services` on the left of the IE screen. Next click on `Library`. A new window displaying a screen similar to the one shown opposite opens.

The document *URL* (*Uniform Resource Locator*) is displayed near the top of the screen, in the **Address:** window.

Look at the document URL. Notice that it contains the address `leeds.ac.uk` This indicates that the document is held on a computer system at Leeds University, which is in the UK academic community.

The document URL is a little like a postcode, in that it provides a precise reference to the location of a document.
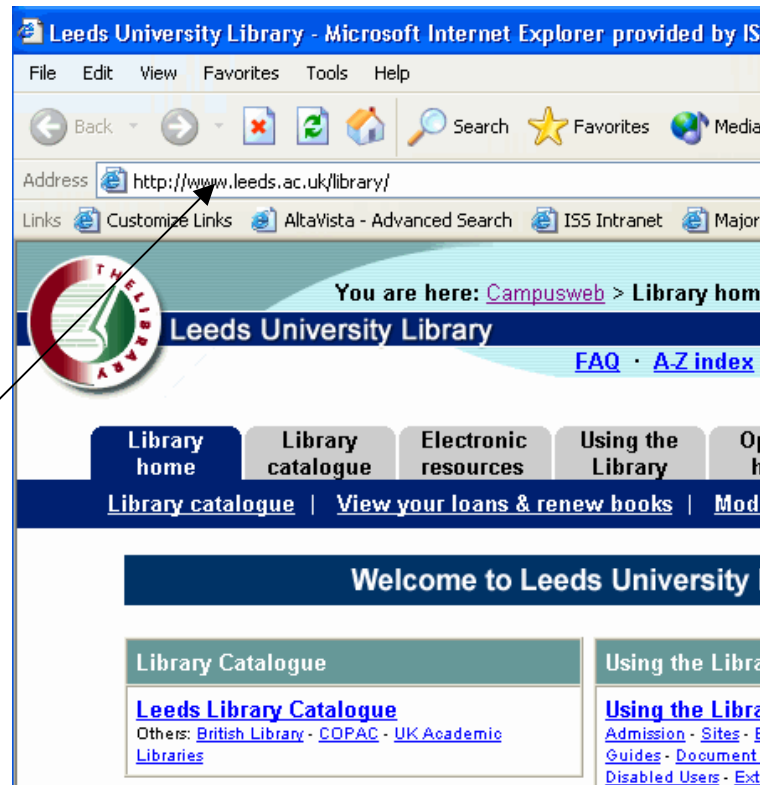
The University Library home page (August 2002)

Activity 2.2 In order to look at material on the WWW you will need to know how to retrieve a document. All documents on the WWW can be retrieved using the document URL. A URL can be typed into the **Address:** window shown above. To type a URL into the **Address:** window simply click your mouse inside it and start typing. Pressing the **<Enter>** key on your keyboard will then load the document.

Activity 2.3 Notice the underlined text on screen. This underlined text is usually a *hypertext link*. Clicking on a hypertext link will activate the retrieval of a new document. Move the cursor over the hypertext links, and notice how it changes into a hand icon when it moves over a link. Notice also how the destination of the link is displayed near the bottom of the window.

Task 3 Using The World Wide Web

Objective To retrieve documents held on the World Wide Web (which is often referred to as W³ or WWW).

Instructions To retrieve documents held on the World Wide Web using IE you simply need to click on the highlighted options.

Comments World Wide Web documents are normally stored in a format known as HTML (<u>hypertext</u> <u>markup</u> <u>language</u>). HTML documents can be converted from other file formats. In addition other file formats, such as colour photographs, can be displayed.


Activity 3.1 Click on the tab to **Electronic Resources.**

Activity 3.2 Now click on the **External web links** hyper-link.
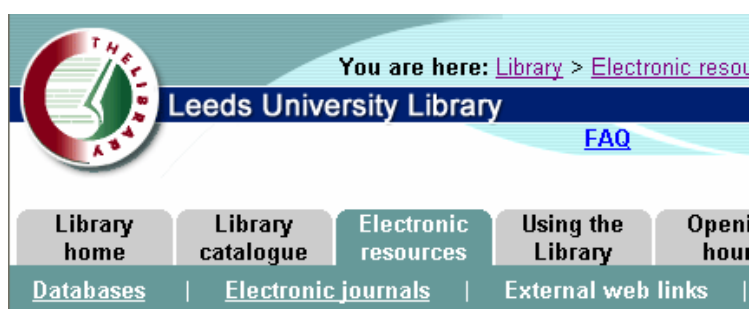
Activity 3.3 Take a look at this page. It contains to links other sources of information on the WWW. Many of these are useful for academic purposes.

The page is broken down into different categories – these include general resources, subject listings of resources and a search option.
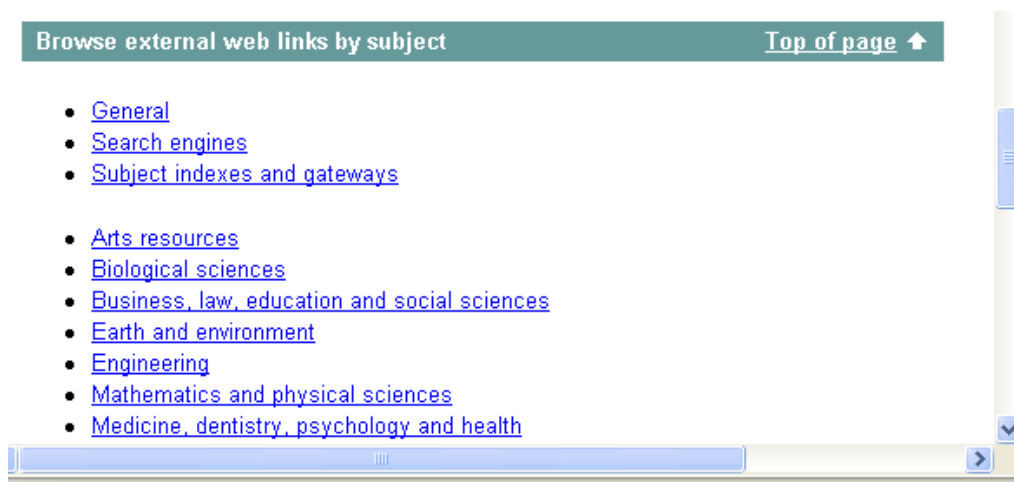
Use the scroll bar on the right of the screen to move up and down the screen in order to view the full page.

Activity 3.4 Have a look at the section with the heading `General`.

Activity 3.5 When you have finished looking at the this section you can move back to the Selected web sites page by clicking on the **<Back>** button in the toolbar (or choose the **Back** option from the **Go To** sub-menu, under the **View** menu) .

Task 4 Browsing the WWW

Objective   To view documents held on computer systems linked to the WWW.

Instructions Access to a number of documents can be obtained using some of the tools available from the **External web links** page.

Activity 4.1   Select the link to **Subject Indexes and Gateways** from the **External web links** page. This leads to a subject list for subject indexes and information gateways on the World Wide Web.

Choose the link **BUBL LINK** (you may have to scroll down the page to see this link). BUBL is a subject guide to resources on the Internet, based at the University of Bath. BUBL stands for *Bulletin Board for Libraries* - although the service covers a much wider area than simply library information.

When the BUBL page has loaded, use the scroll bar on the right of the screen to move down this page and take a look at the different subject areas which are available. Choose an area and if you then find a subject which interests you, you can take a look at the resources listed in that section by clicking on the hypertext links.

When you have explored the BUBL service return to the **Subject Indexes and Information Gateways** page by clicking on the **<Back>** button on the IE toolbar.

Activity 4.2   Another service which can be useful when trying to locate resources on the WWW is the NISS Information Gateway. NISS (*National Information Services and Systems*) is a service which promotes access to electronic information for the UK Higher Education community.

Access NISS by scrolling down the current page and clicking on the button next to **NISS Directory of Networked Resources**. The NISS directory of resources will load. Choose the **A/Z** link and then scroll down this list and have a look at the different subject areas which are available.

Activity 4.3   When you have finished exploring the NISS Information Gateway you should move back to the **External web links** page using the **<Back>** button on the IE toolbar.

Task 5 Searching the WWW

Objective To search the World Wide Web.

Instructions You will be taken through a series of logical steps which will introduce you to searching the WWW.

Comments A number of searching tools are available from Library pages.

Activity 5.1 Select the link called **Search Engines** on the **External web links** page. This section contains links to some tools which you can use to search for information on the WWW.

Search engines can be used to search through databases of documents on the WWW and the Internet. They work by providing an empty box or *form* on screen into which search words can be typed. The search engine will then perform a rapid search through its database and retrieve documents which contain the word(s) you have specified.

Activity 5.2 Access the Alta Vista search engine by scrolling down and clicking on the Alta Vista link. Alta Vista is an extremely powerful tool which has a large database of WWW resources.

Click in the search box on the search form to place your cursor inside it. You can now type a search word. Type the word **Leeds**

To start the search click on the **<Search>** button on screen.

Alta Vista will now perform a search through its database for documents that contain the word `Leeds`.

When the search is completed your search results will appear on the screen. You can now take a look at the documents Alta Vista has found by clicking on the hypertext links.

Activity 5.3 To find out more about how you can use Alta Vista to search the WWW, click on the **Help** link (in the **Search Tools** list).

Task 6   Saving and Printing Files from the WWW

Objective   To save and print a document from the WWW

Instructions   You will be taken through a series of logical steps which will
introduce you to saving and printing files from the WWW.

Activity 6.1   If you find some useful information on the WWW it's likely that you'll
want to take away a copy for further reference

Activity 6.2   To save a document from the WWW choose the **Save As...** option from
the **File** menu. A pop-up window will appear on screen, as shown
below.
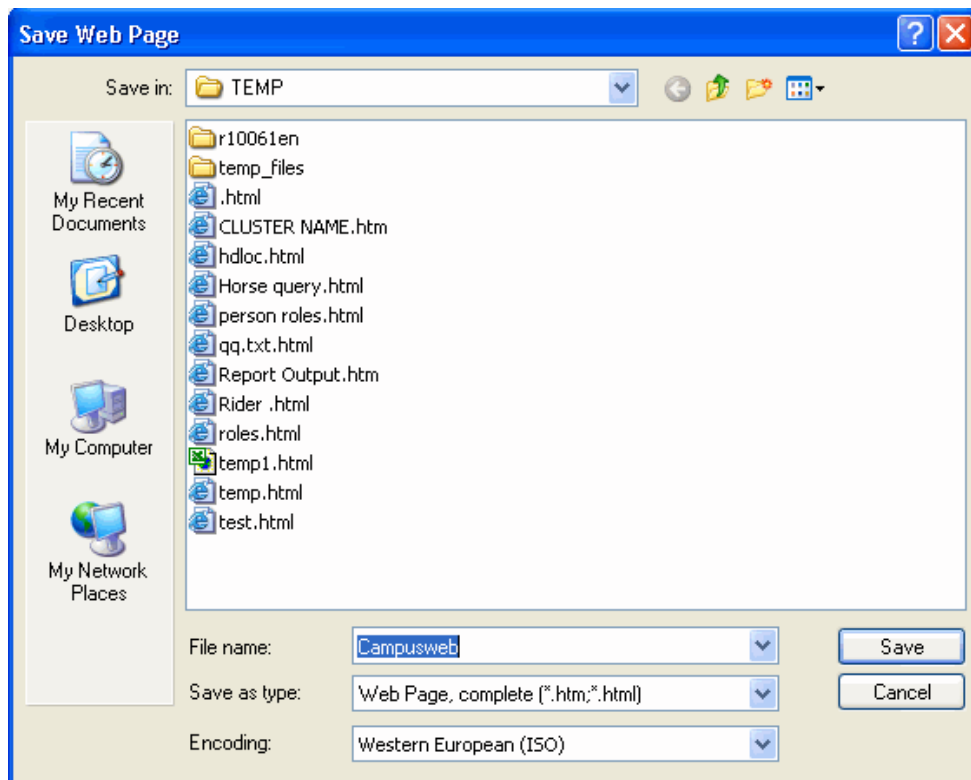
Choose the directory you wish to save the file in using the downward
arrow next to the **Save in:** option.

Leave the **Save as type:** as Web Page.

Click on the **<Save>** button to save the file.

Activity 6.3   To print a document from the WWW click on the **Print** button in
the IE toolbar or choose **Print...** from the **File** menu.

If you are printing in a computer cluster you will need to make
sure you have some printer credits available, and that you have the
correct printer selected. Click on the **<OK>** button in the Print
window to print your document.

Task 7   Favourites

Objective   To add a URL to your **Favorites** list.

Instructions   You will a new page to your **Favorites** list and view the current list.

Activity 7.1   Most web browsers have a feature known as 'bookmarks' which lets you create your own file of useful URLs so that you can easily find these documents again if you need to use them in the future. In Internet Explorer these are also know as '**Favorites'**. When you find a useful resource you can automatically add it to your favourites list, and whenever you use the WWW in the future you can get back to that resource simply by selecting it from your favourites list.

Activity 7.2   To add a page to your list of favourites, choose **Add to Favorites…** from the **Favorites** menu.
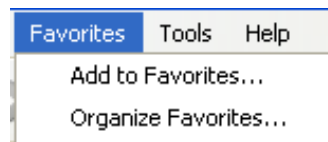
The name of the WWW document which you are currently viewing will now be added to your favourites file. To check this, click on the **Favorites** menu again. You will see that a document name has been added to the list. If you select this item the file will automatically load.

Alternatively click on the **Favorites** button on your IE toolbar. Your list of favourites will be displayed on the left-hand side of your browser window.

Task 8 The History List

Objective   To view the list of pages you have visited recently

Instructions You will a view the **History** list and go back to a page you have already
visited using the list.

Activity 8.1 Internet Explorer automatically keep a list of all the sites you have
visited and saves it in the History file. You can change the number of
days the history file spans by clicking on the **Internet Options** item in
the **Tools** menu.

Activity 8.2 To view the history file, click on the history button in the
IE toolbar. This history list appears on the left-hand side
of the browser window.

Activity 8.3 As you move your cursor over the pages in the history
list, notice that they turn blue and become underlined – indicating
that they are links. Some of the links may have folder icons next to
them e.g. campus.leeds. Click on the folder icon to expand the section
to show all the pages in this section.

Folder icon