



Course name

*Internet Search
Notekeeping and Tagging from Anywhere Online*

Duration

4 lessons

In this course you will

Lesson 1: Google Gmail

1. Get a Google User ID via Gmail

Lesson 2: Google Notebook

2. Learn to create notes in Google Notebook
3. Learn to edit & organize your Google Notebook
4. Learn to make TinyURLs

Del.icio.us and other search methods

5. Learn to tag Internet sites using <http://del.icio.us>
6. Learn some alternative search methods

Lesson 3: Blogging, posting and editing posts

7. Start a blog at <http://www.blogger.com>
8. Posting, and editing posts

Lesson 1 - Internet Search

Google: Start by getting a Gmail account

Lesson 1 Objectives:

1. Learn about Google free services for education
2. Get a Google User ID via Gmail

1.1 Get a Google User ID by starting a G-Mail account

Google is well known for its famous search engine. In fact the company name has become a verb in English: "to Google something" means to look it up in Google. But Google has many other useful services.

How many free Google services can you name off the top of your head?

Write as many as you can here: _____

Now Google 'Google' and find a complete list of services. Which ones that you didn't already know about look useful to you?

_____ Why? _____

_____ Why? _____

One difference in using Google services like Notebook and Google Docs is that, although you might have similar applications on your PC, when you use Google services you can save and share your work on the Internet, and the things you save are then available on *ANY* PC.

In this **Lesson 1**, we are going to gain access to these Google services by starting a G-Mail account. In **Lesson 2** we will learn about a useful Google Internet search tool, Google Notebook.

In **Lesson 3** we will examine Del.icio.us (at <http://del.icio.us>), which is another service which allows you to create bookmarks on one PC but use them from *anywhere* on the Internet. **Lesson 4** is about Blogger, a Google service that lets us report our research on the Internet.

1.2 Gmail

Gmail is different in several ways from other email. For example:

- Other email adds mail to the inbox as mail is received, so the new messages are disconnected from the old ones, but the Gmail inbox is organized by subject or thread, and unread mail is **highlighted in bold, like this**.
- You can **TAG** your messages so they can be easily located and grouped later.
- Your Gmail inbox can be included in your Google searches.
- Gmail tells you if your contacts are online and if so you can chat with them through the Gmail window in your browser

In order to use many Google services, you must have a Google account.

A Gmail account is the best kind to start with, because,

1. You don't have to give an email address to get a Gmail account (but you can if you want, and you should, because it will help if you need to recover your password - in case you forget it).
2. If you start a Google account without a Gmail ID then your Google ID is the *email address* you give. This will be confusing if you get a Gmail ID later, since you'll then have two Google account names. It's best to start out with a Gmail name and stick with that one.

To get a Gmail account, click on Gmail at the top of any Google page or browse to <http://www.gmail.com>

If you are signed in to Google already in that browser window, you will be taken to your mail.

Otherwise, you will see a dialog box like the one at right (make sure it says Sign in to **Gmail**, not to *Google*)

If you have an account you can sign in to Google (and in this case, you'll go directly to Gmail)



If you NEED an account, sign up here. Then follow the instructions on the screen

Be sure and remember your ID and password.

But if you forget it there are ways you can get it back.

1.3 Gmail Registration

Get your own Google account by signing up for a Gmail account
 Here are instructions:

<p>Desired Login Name: be sure and check to see if the one you choose is available.</p> <p>A "strong" password is longer than 8 characters and contains characters besides letters</p> <p>Deselect 'remember me'</p> <p>Security Question: Choose a question from the list or write your own. Your answer goes in the next blank down.</p> <p>If you give a pre-existing, or Secondary email address you can use it to recover your ID and password.</p>	<p>Get started with Gmail</p> <p>First name: <input type="text"/></p> <p>Last name: <input type="text"/></p> <p>Desired Login Name: <input type="text"/> @gmail.com Examples: JSmith, John Smith</p> <p><input type="button" value="check availability"/></p> <p>Choose a password: <input type="password"/> Password strength: _____ Minimum of 8 characters in length.</p> <p>Re-enter password: <input type="password"/></p> <p><input type="checkbox"/> Remember me on this computer.</p> <p>Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. Learn More</p> <p><input checked="" type="checkbox"/> Enable Web History.</p> <p>Security Question: <input type="text" value="Choose a question ..."/></p> <p>Answer: <input type="text" value="What is your primary frequent flyer number"/></p> <p>Secondary email: <input type="text" value="What was your first phone number"/></p> <p>Location: <input type="text" value="United Arab Emirates (الإمارات العربية المتحدة)"/></p> <p>Word Verification: Type the characters you see in the picture below. </p>
<p>Type the word that spam robots can't read (Here, it's 'idail')</p> <p>Click on the button to accept the terms of service and Create your account.</p> <p>And that's it, done!</p>	<p><input type="text" value="idail"/>  Letters are not case-sensitive</p> <p>Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.</p> <p>Printable Version</p> <p>Google Terms of Service</p> <p>Welcome to Google!</p> <p>1. Your relationship with Google</p> <p>By clicking on 'I accept' below you are agreeing to the Terms of Service above and both the Program Policy and the Privacy Policy.</p> <p><input type="button" value="I accept. Create my account"/></p>

This is what the Sign Up procedure looked like in August, 2007. It could change in small details but will likely remain the same in concept.

Lesson 2 - Internet Search Techniques

Google Notebook

Lesson 2 Objectives:

1. Learn about Google Notebook as an Internet search tool
2. Save clips of text and pictures from the Internet
3. Organize your Google Notebooks by sections
4. Learn other features of Google Notebook

2.1 Google Notebook

Google notebook lets you take notes when you work online. You can access Google Notebook through your Google account wherever you are on the Internet.

Google Notebook is available to you online wherever you are, but it most conveniently works as a *plugin* for your browser. This means it can be downloaded from Google and installed in your browser. Then you can click on its icon and use it wherever you happen to be using the Internet.

When the plugin has been installed, then it appears here in your browser:



What does it do?

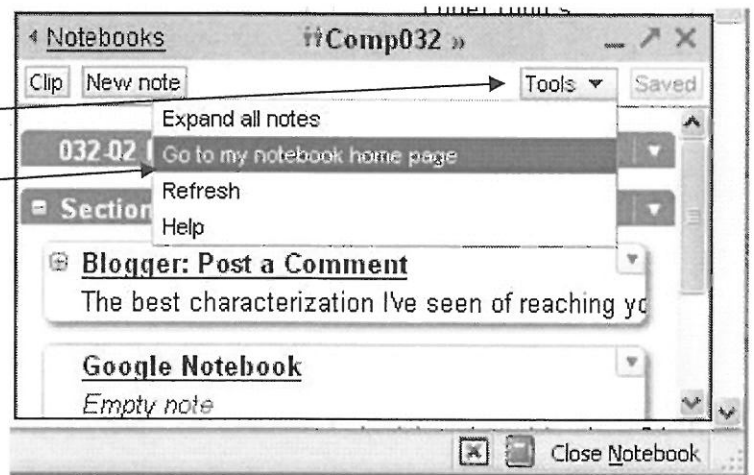
View this link <http://www.google.com/notebook/>

and write *in your own words* (do NOT copy) the 4 things that Google Notebook lets you do ...

1. _____
2. _____
3. _____
4. _____

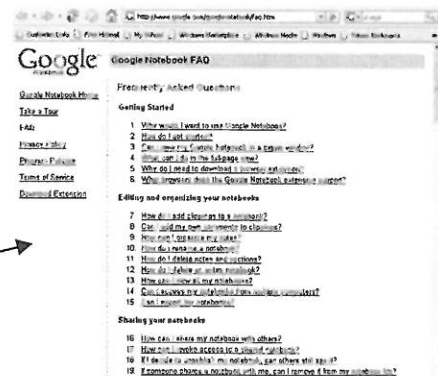
Google notebook has two states: mini-view and expanded or full-page view

There is a limited set of tools available in the mini view. If from the Tools menu you select **Go to my notebook home page**, you will get the Full-page view, which looks like the screenshot below ...



There are many more tools available in Full-page view. For example you can make sections, rename anything, move items around, and also, SHARE notebooks. There are two types of sharing, collaboration with invited partners and creating a public URL.

Google has excellent HELP pages so you can learn much more about this useful free tool.



You can get more information from the tour:

<http://www.google.com/googlenotebook/tour1.html>

2.2 Make clips of text or pictures found in Web pages

One of Google Notebook's most useful features is making 'clips' of text or pictures at sites you visit online where you find information that you want to keep. It's very easy to simply click on the picture or highlight the text and **clip** it to your notebook.

Suppose you want to make a trip somewhere. You do an Internet search and find some information you think is worth saving. First, select the section or notebook where the clip will go, then highlight text or click on a picture and click on **CLIP**.

Mongolia Naadam Festival and Gobi Tour - 2008

The Naadam Festival is the major Mongolian holiday and a wonderful time to experience the culture and people of this amazing land. The festival has its roots in the nomad wedding assemblies and hunting extravaganzas of the Mongol Army. The opening ceremony features marches and music from soldiers, monks and athletes before the real fun begins! In the Naadam Stadium the three sporting passions of Mongolians, horse racing, wrestling and archery, are played out over 2 days. But if you don't want to watch sport all the time, there's plenty to see and do outside – food, music, crafts or just people watching.

Once you have had your fill of the sports, people watching and local food and culture, we will fly out to the Gobi to see the dinosaurs with some of the most beautiful views in the world. This is the best time to see the atmosphere!

Trip Overview:

Tour Length: 8 days
Group size: 4 to 16 people

Notebooks:

- Create a new notebook...
- Unfiled bookmarks
- ESL_Home
- 032MachinesProject
- k12online
- My Notebook
- Comp032**
- Simplemachines

Clip: what's this? Saved Tools

Select text or pictures on any web page to add them to your notebook.

032.02 Returning

Section 1


Expand section

Internet 100%

Here's what the result will be:

Mongolia Naadam Festival and Gobi Tour - 2008

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Trip Overview:

Tour Length: 8 days
Group size: 4 to 16 people


Notebooks: Create a new notebook..., Unfiled bookmarks, ESL_Home, 032MachinesProject, k12online, My Notebook, **Comp032**, Simplemachines, Labels

Comp032 Open in full page
Clip what's this? Saved Tools
before the real fun begins! In the Naadam Stadium the three sporting passions of Mongolians, horse racing, wrestling and archery, are played out over 2 days. But if you don't want to watch sport all the time, there's plenty to see and do outside – food, music, crafts or just people watching.

If you want to make a note, you can annotate, or write in your own words, here

Mongolia Naadam Festival and Gobi Tour - 2008

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Trip Overview:

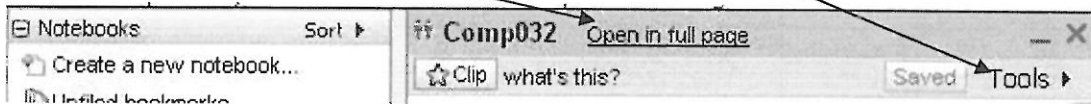
Tour Length: 8 days
Group size: 4 to 16 people

Notebooks: Create a new notebook..., Unfiled bookmarks, Multiliteracies, ESL_Home, 032MachinesProject, k12online, My Notebook, **Comp032**, Labels

Comp032 Open in full page
Clip what's this? Save now Tools
archery, are played out over 2 days. But if you don't want to watch sport all the time, there's plenty to see and do outside – food, music, crafts or just people watching.
You can annotate the note by writing here

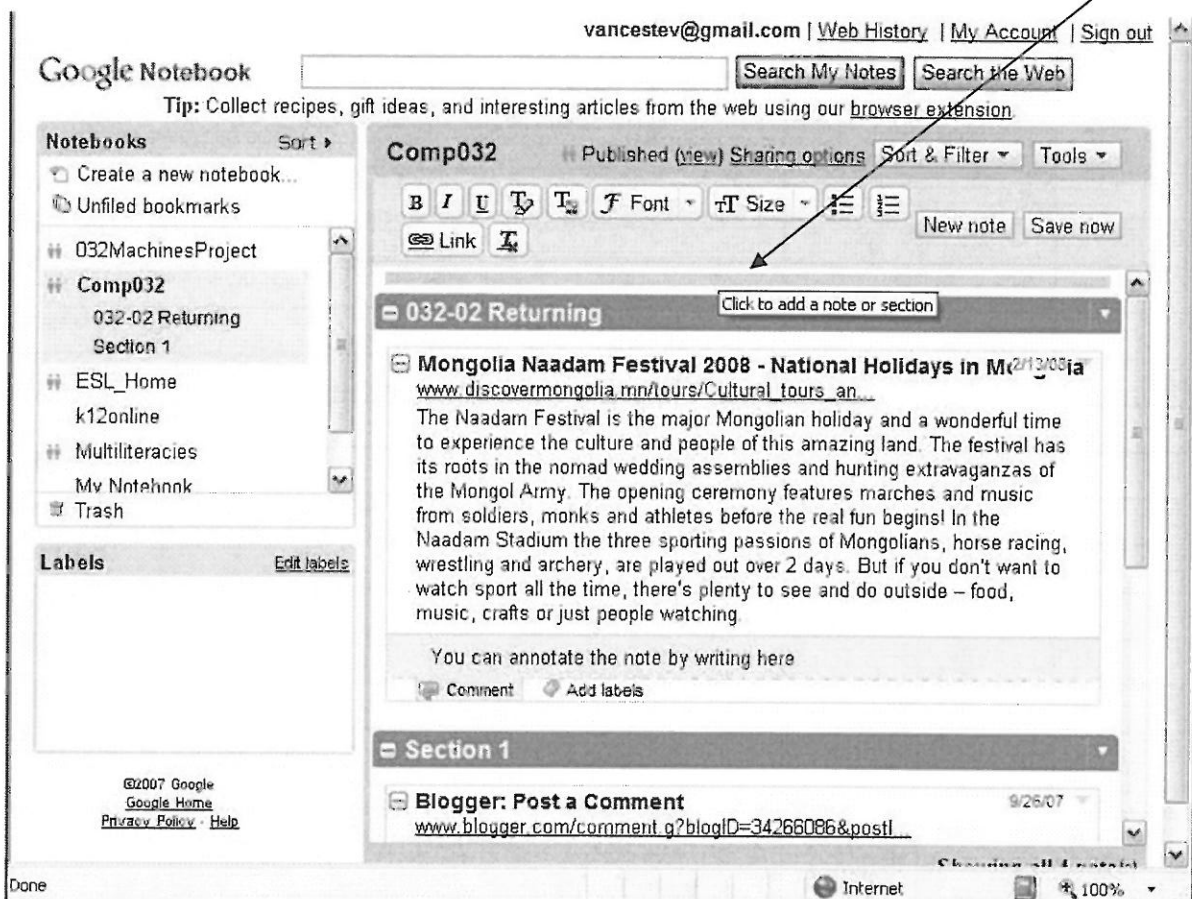
As you can see, you can easily capture information from the Internet using Google Notebook, and keep it in a place where you can get it back later wherever you are on the Internet. But suppose you capture information and wish to organize or re-organize it later, so you can have related information in one section or notebook? Fortunately it's easy to create new sections and move notes from one section to another.

Use **full-page view** for this (or click on **Tools** and select **Notebook Home Page**)

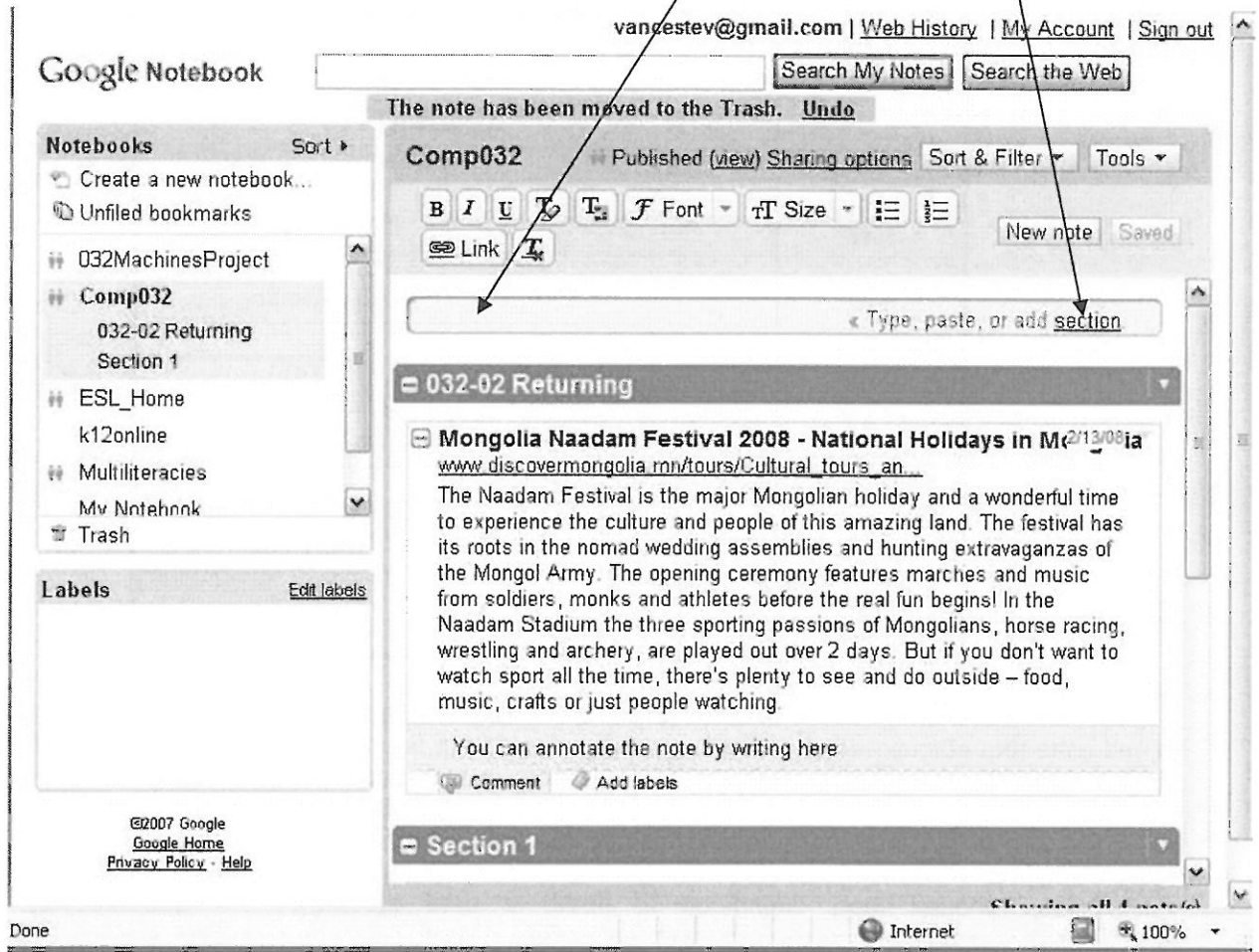


2.3 Create sections in existing Notebooks

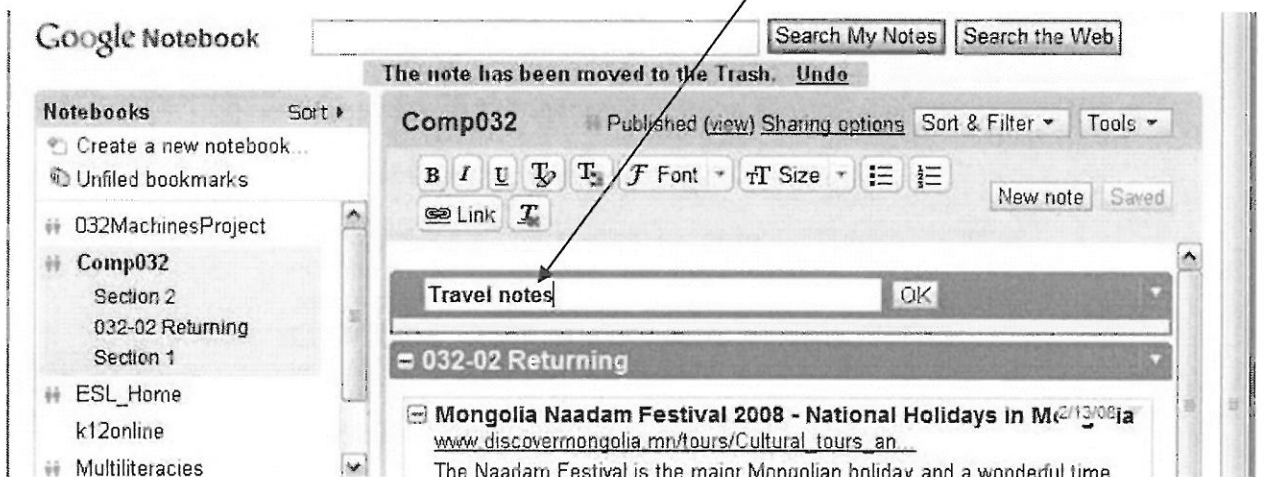
First, move your cursor into the spot where you want the new section to appear. You will see a blue bar there. Click on it.



When you click on the blue bar, you can start a new note or a new SECTION

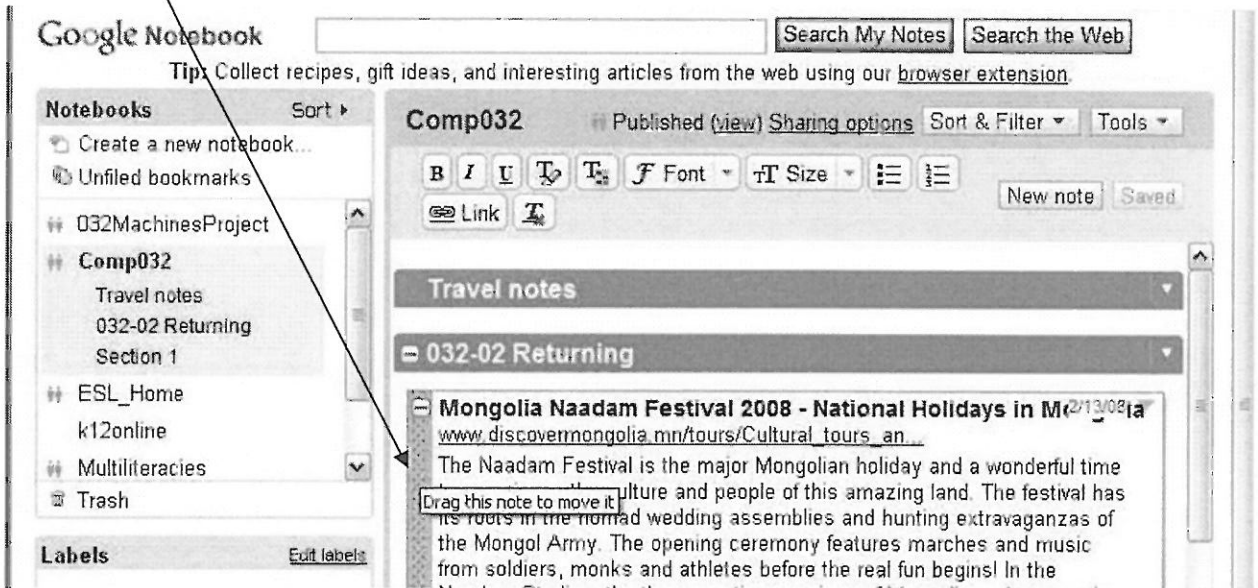


If you choose SECTION you can then type its name

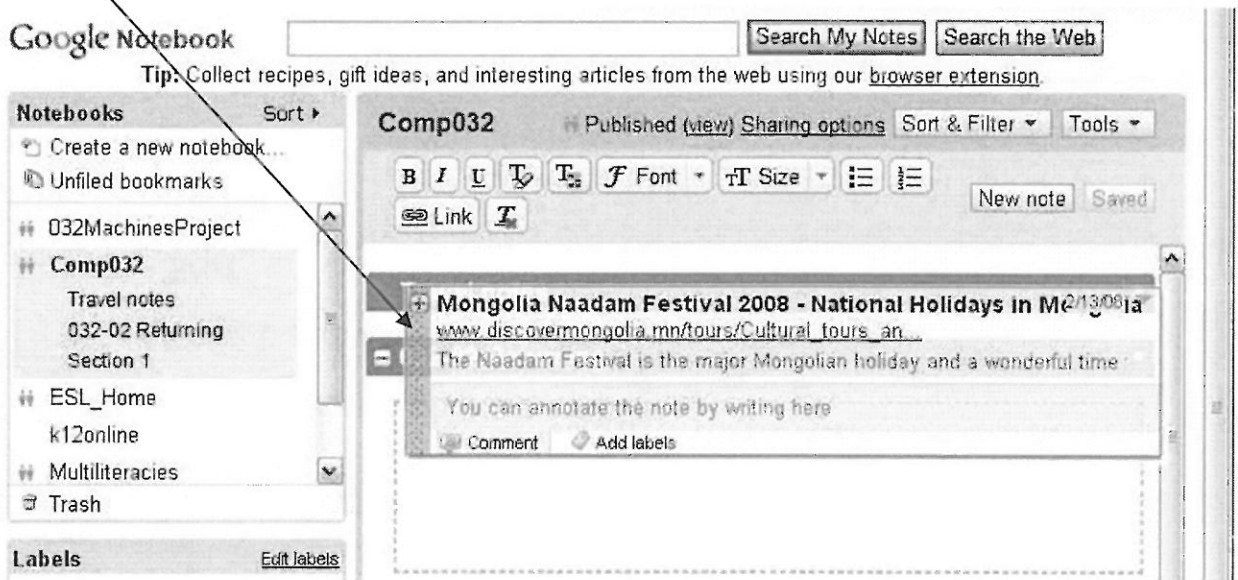


2.4 Move notes between sections

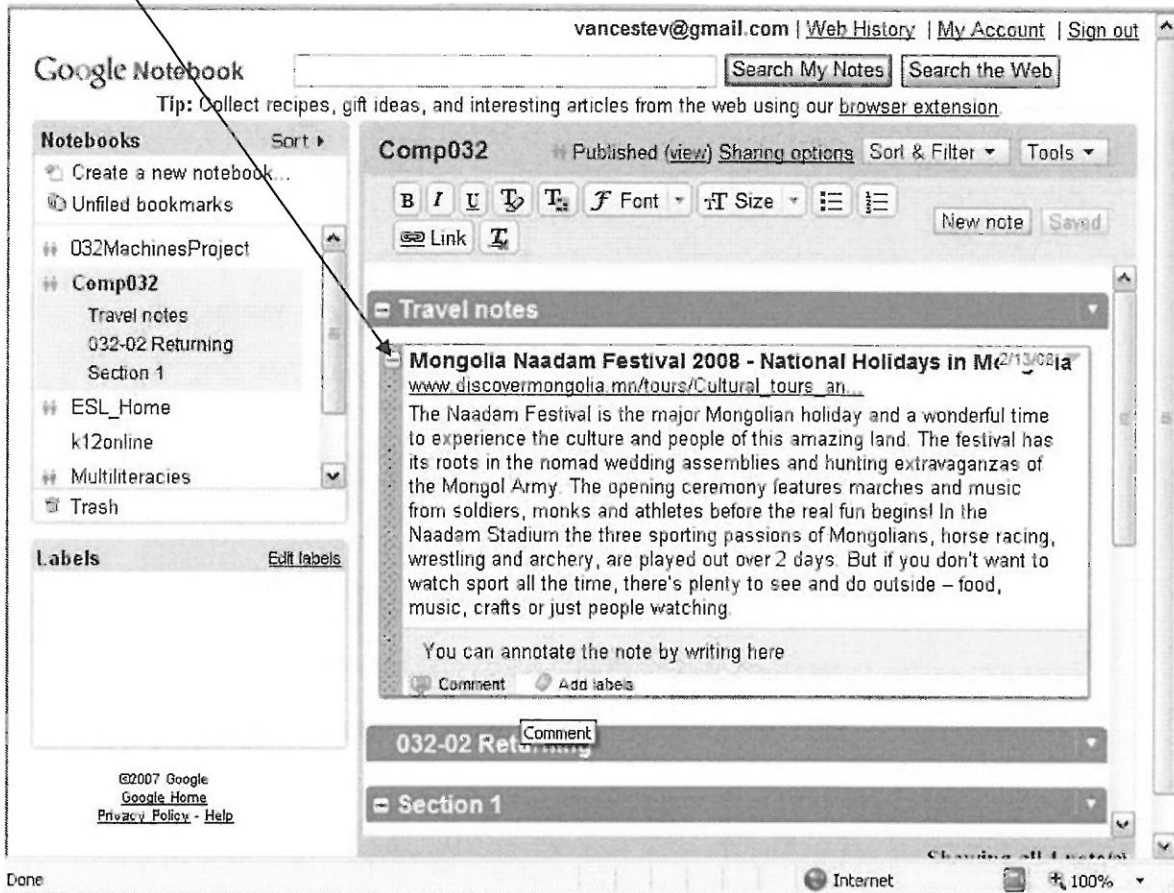
Now you can move notes you made before into the new section. Pass your cursor over the VERTICAL blue bar.



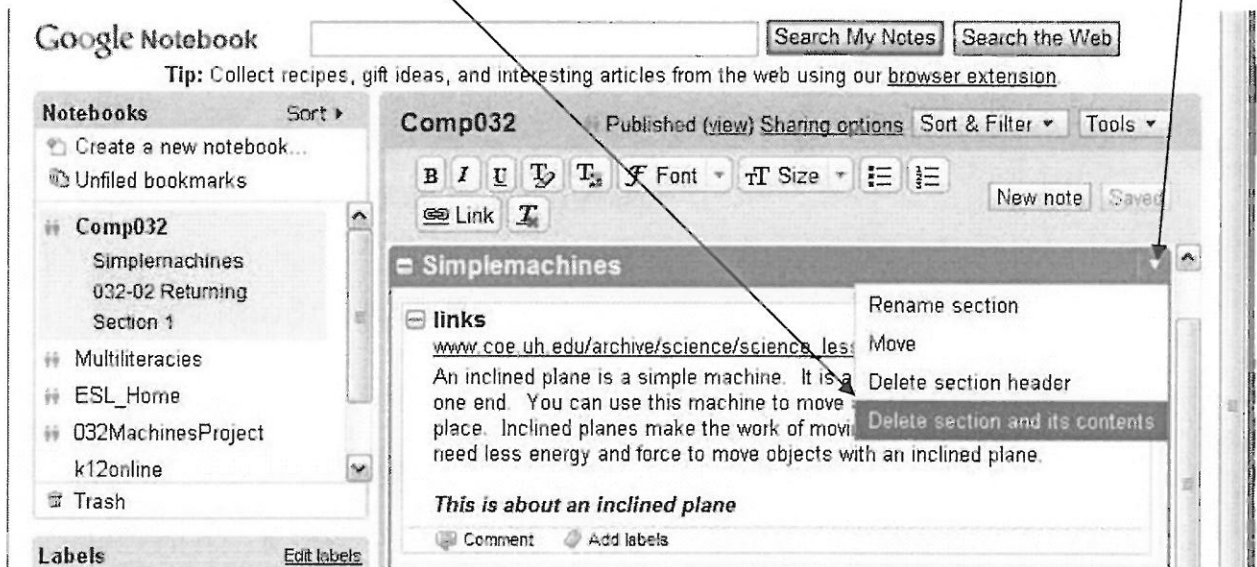
Drag it



Drop it



If you want to rename or delete sections, this is easily done as well. Pull down:



2.5 Google Notebook Checklist

Here is a chart showing some useful things you can do with Google Notebook. See if you can figure out how to do these things.

1. Open a browser window and visit a Web site such as Wikipedia
2. Put in a search term for something you wish to explore
3. Check off when you have completed the tasks and leave comments

Task	<input checked="" type="checkbox"/> when done	Can you do this?	How did you do it?
1		Open the notebook	
2		Sign in	
3		Create a 'clip'	
4		Annotate the clip (write a description)	
5		Browse to a new site (Google the term you have found in Wikipedia and create a new note)	
6		Create a section	
7		Rename the section	
8		Create a new Notebook	
9		Rename all Notebooks	
10		Create a section in the new notebook (give it a name)	
11		Move one of your postings to the above section	
12		Change to your Notebook Homepage view	
13		Edit (change) a note title	
14		Edit (change) a note text or annotation	
15		Delete one note	
16		Invite someone to share this notebook with you	
17		Have that person write in your notebook (or you write in theirs)	
18		Make your notebook public and put it's url here →	

Checkpoint

Now you do it ...

1. Launch Notebook and log on with your Google ID and password
2. Create a section or notebook to record information on a topic you are interested in, such as travel to a destination of your choice.
3. Visit some websites and place clips in one or more sections in your Notebook.
4. Annotate the clips (*annotate means to add some description or more information in your own words*). So your teacher can see these ...
Use **bold and italic** to show clearly where your annotation is in the clip. To do this (**highlight your annotation text**, and press **ctrl-b**, and then **ctrl-I**).
5. Enter full-page (expanded) view and share this notebook publicly
6. Enter a nickname (shared items are indicated "More by nickname") and generate the URL (at any time you can visit this expanded view and see your shared items in a new window and get the URL from there).
7. Visit <http://tinyurl.com> and create a TinyURL for your shared notebook and **send that to your teacher in an email.**
(for more on *TinyURL.com*, see next page)

Course: Vance's Foundation 2, Beginn... Page: Presenters Comp032 - Google Notebook

Notebooks Sort: A-Z | Date

Create a new notebook ...

Comp032

032-02 Returning Section 1

Worldbridges

My Notebook

Multiliteracies

Trash

Comp032: sharing options

This notebook is currently shared.
Tip: this icon will appear next to a shared notebook.

Invite Collaborators:
Collaborators may view and edit this notebook. If you add someone who does not have a Google account, we'll help them set one up.

Separate email addresses with commas.

Publish this notebook (make a public web page)
 No Yes...

Invite people to view it.
Separate email addresses with commas.

Address of the web page:
<http://www.google.com/notebook/public/00282768216331850800/8DRXCwoQopiUhdQi>

Important
When publishing a notebook that contains content from websites, please remember to respect the hard work (and legal rights) of the people that created the content. Publishing a notebook is the same as creating your own web page — don't include content in your notebook that you couldn't legally publish on your own webpage. For more information on our program policies, [click here](#).

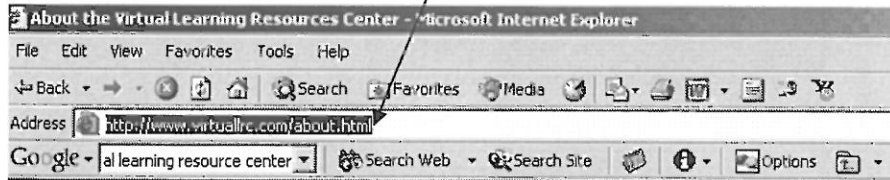
Author's name (appears on all of your published notebooks)
Vance

©2007 Google
[Google Home](#)
[Privacy Policy](#) · [Help](#)

When you write out URLs you are likely to make mistakes, and others may not be able to read your writing. Also, when you send URLs in email, they may not work if they are too long. TinyURLs enable us to overcome these problems.

2.6 How to use TinyURL.com

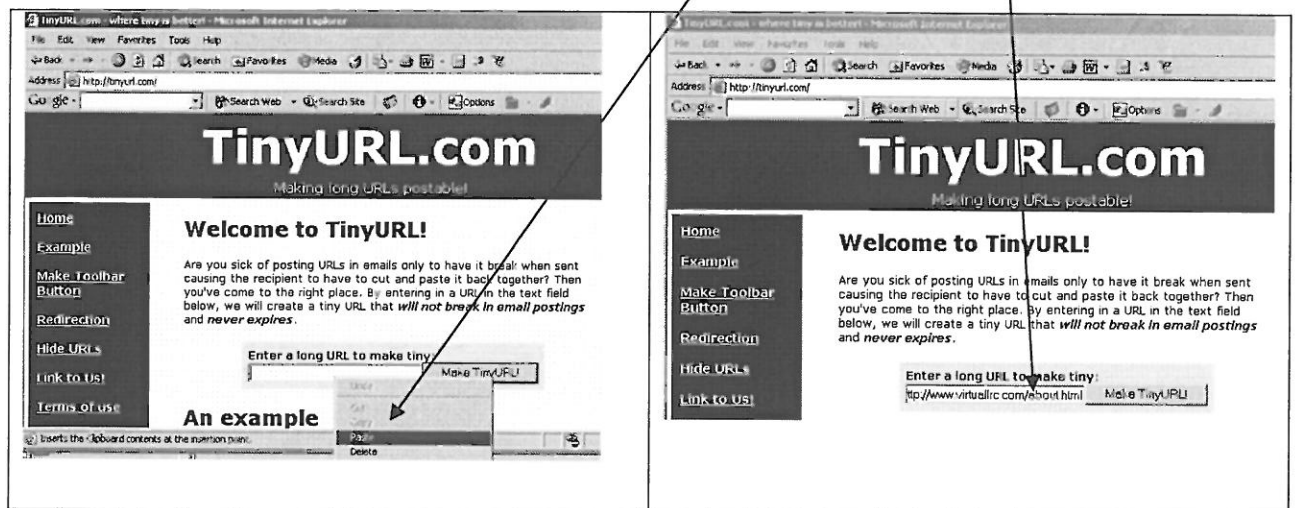
Step 1: Highlight the big URL you want to make tiny.



Step 2: Copy the URL into your computer memory or 'clipboard'.



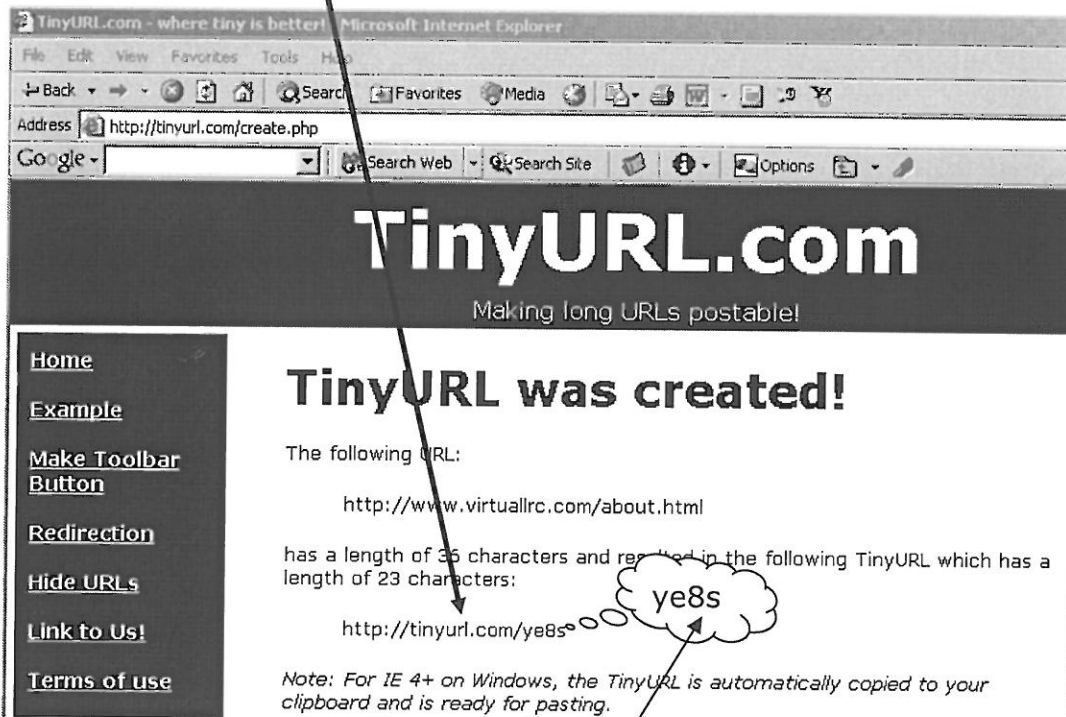
Step 3: Launch <http://www.tinyurl.com> and paste the big URL here



Step 4: Click on Make TinyURL ...



And you can use this as the new URL ...



It's enough to just remember the last part of the TinyURL (in this case, **ye8s**) since the first part is always http://tinyurl.com/ and then a few numbers & letters

Lesson 3 - Internet Search

Del.icio.us and other search methods

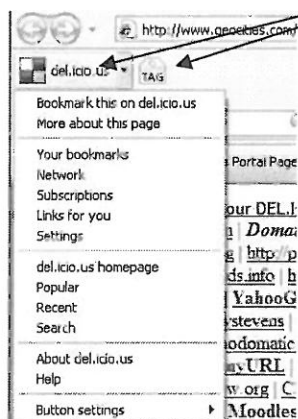
Lesson 3 Objectives:

1. Learn to use <http://del.icio.us>
2. Learn about Social Bookmarking
3. Learn about other alternative Web searches

3.1 Del.icio.us

<http://del.icio.us> lets you save your bookmarks to your account wherever you happen to be on the Internet. To use it you first have to open an account .

Once you are registered you need to install two useful buttons to your browser toolbar. At many computers at the PI, you should find these buttons already installed. They look something like this:



When you visit a website you want to bookmark you can use the first button to see your account and the second to **tag** sites.

If you are using a browser where these buttons are not installed, you can use the facility anyway. For example, if you want to see your bookmarks, you can type a URL ending in your user ID (like this one, only replace your user ID with the one given here).

<http://del.icio.us/vancestevens>

If you want to tag a site but have no buttons for *Del.icio.us* in the toolbar, you can log on to your account and find a small POST link where you can copy in the URL you are trying to tag.

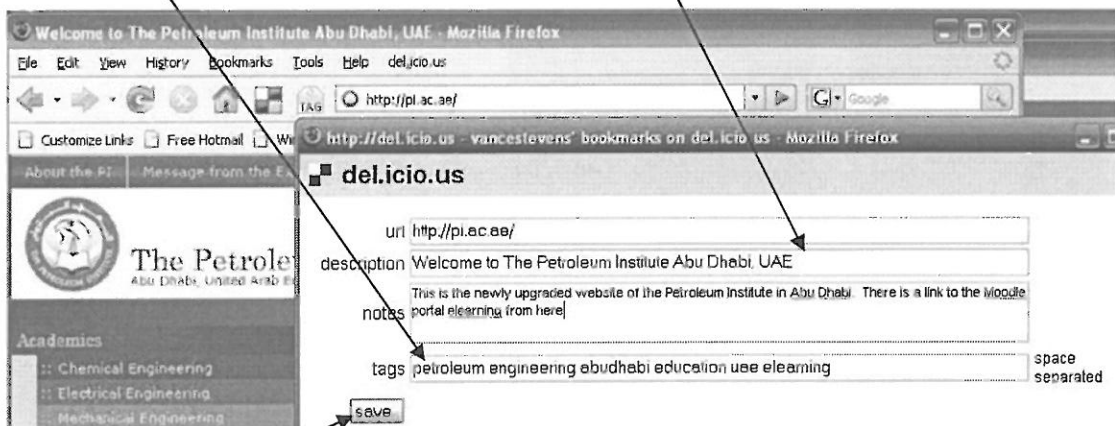


But if there is already a TAG button in the toolbar, you simply log on to your account at *Del.icio.us*, surf as you would normally, and when you find a site you want to bookmark, just TAG it.

What is a tag? It's a one-word description, or as many one-word descriptions as you can think of, to categorize the site meaningfully for you.

To see how this works, let's visit the PI website and TAG it. Browse to <http://www.pi.ac.ae>

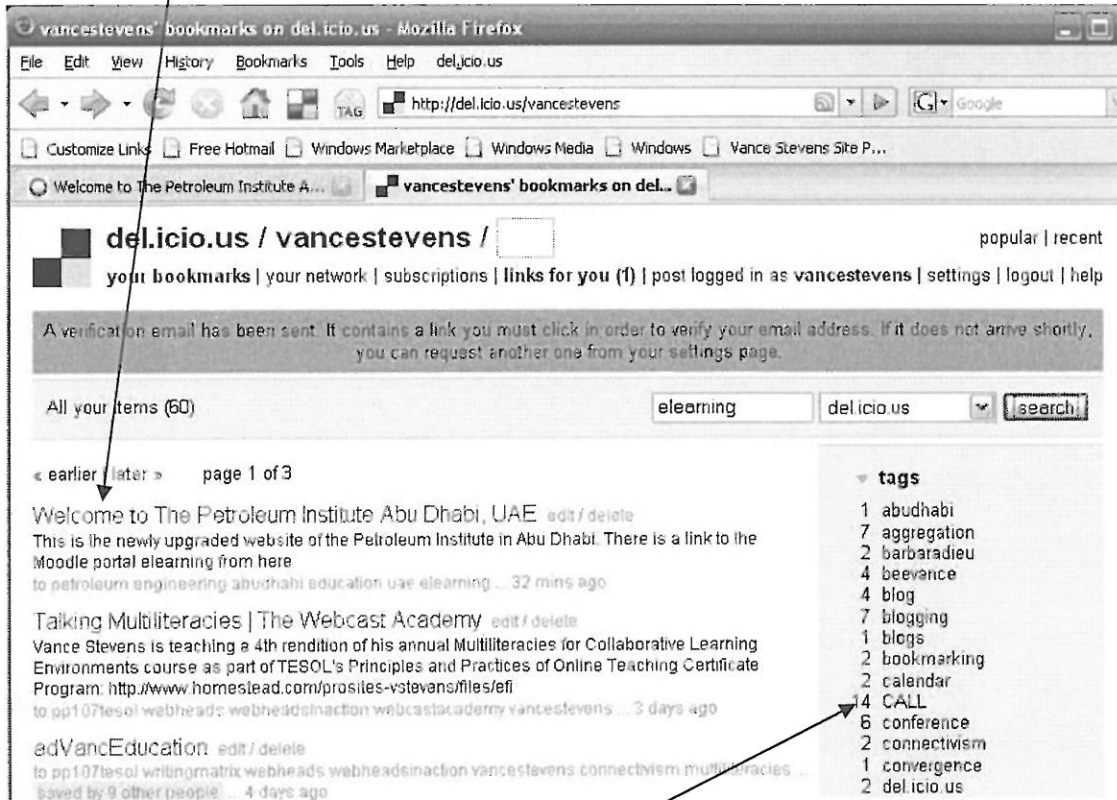
- Here, you can write a short description of the site, a few words to help you remember what you found there, or copy some text from the site itself (highlight text at the site before clicking TAG and it will appear here).
- For tags, you can use ones like those in the example or make up your own.



When done, save your bookmark. Now let's see what it looks like at your account, and learn about what information you can get about who else is tagging sites you bookmark, and what tags they are using.

3.2 Del.icio.us

Log on to your del.icio.us account. Find the bookmark you just created. Here, it appears at the top of a list of all bookmarks created by user 'vancestevens' (because it's the most recent one created):



There are some interesting things you can do with the information given here. For example, I can see:

- What other bookmarks I have collected for any tag I have used.
- What other bookmarks I and OTHERS have collected using any tag I care to search on.
- And often most interesting, WHO else has bookmarked sites I am interested in, and what tags do THEY find interesting? (*click a pink highlight to see this*)

Check out this video!

There's a great video explaining del.icio.us in simple terms made by Lee LeFevre at Commoncraft: <http://www.commoncraft.com/bookmarking-plain-english>

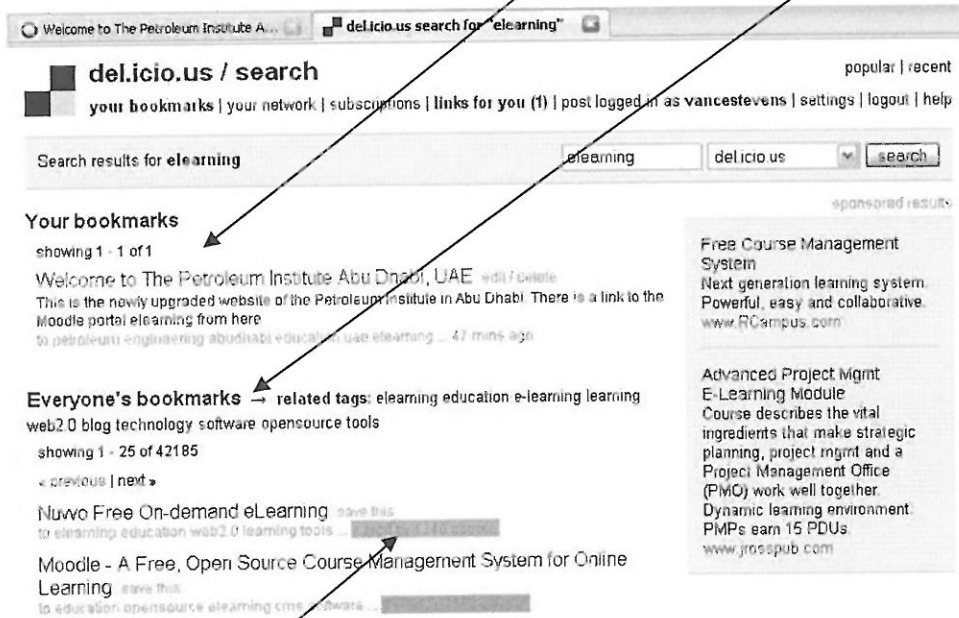
If your English is not so good, hit the pause button at the end of each sentence and think about what was just said before hearing the next one.

3.3 Del.icio.us

Suppose I want to see what other bookmarks I have collected for a given tag. By clicking on one of my tags, I can see what other sites I have bookmarked with the same tag. For example, clicking on my tag: 'education' (or writing it here) I see



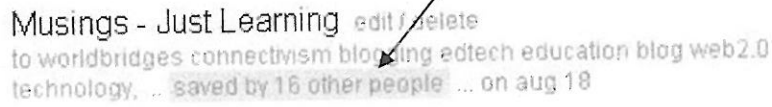
It turns out that the PI site is the only one I have tagged so far using the tag 'elearning' but by searching on that tag, I can see what sites OTHERS have found and tagged the same way:



Also, I can see that **Nuvo free** is a popular site for elearning, having been tagged that way so far by over 1200 other users

Sometimes it is particularly interesting to see who else has tagged a site, and explore some of the tags that person has associated with the topic.

For example, in this entry, it is indicated that 16 other users have tagged this site **education** as I did:



We can click on the site title and see the original posting or article

and we can click on other users' names to get more information about who else has been using this tag with this site:



Checkpoint

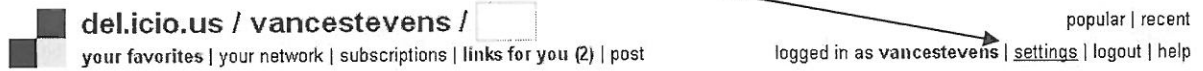
At your account, review your entry for the PI website. How many others have tagged this site the same way you did?

Expand (Click on) one of the 'saved by _____ other people' notices.

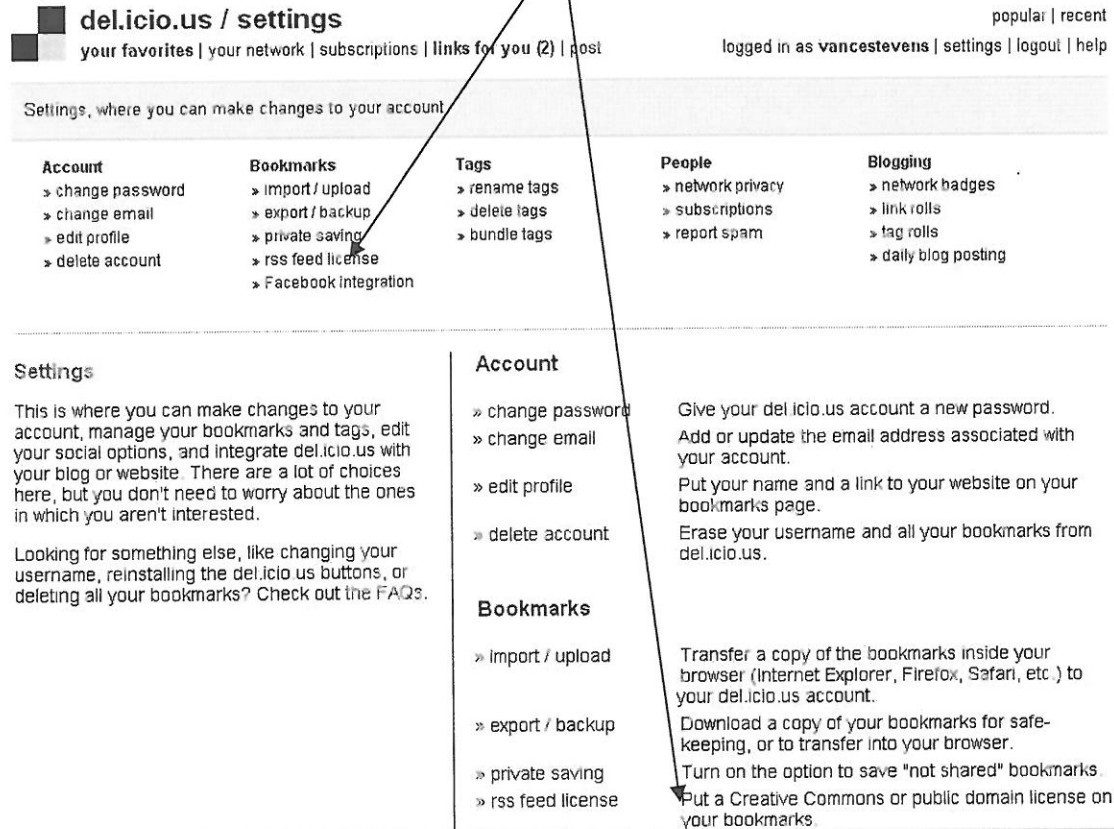
(Write in how many others have bookmarked the site with that tag above.)

What other tags have others used for the PI site that you have NOT used?

If you want your bookmarks to be available to others, you might have to make them **public**. Start with Settings ...



You need to adjust your RSS feed license.



This radio button puts your bookmarks in the public domain

Bookmarks: rss feed license

del.icio.us does not own your bookmarks -- you do! As the creator, you have the right to license this list any way you see fit. You can leave it copyrighted (reserve all rights), release it to the public domain, or use a Creative Commons license.

Specify the license under which your feeds are available:

- None (You reserve all rights)
- Public Domain
- Creative Commons Attribution (?)
- Creative Commons Attribution-NoDerivs (?)
- Creative Commons Attribution-NonCommercial-NoDerivs (?)
- Creative Commons Attribution-NonCommercial (?)
- Creative Commons Attribution-NonCommercial-ShareAlike (?)
- Creative Commons Attribution-ShareAlike (?)

3.4 Some alternative search ideas

There are many ways besides using a standard search engine to search topics on the Internet. **Try these searches (NOTE the “” marks)**

Fill in the number of hits:

Search term	Search engine	Hits
Petroleum engineering	http://www.google.com	14,600,000
“Petroleum engineering”	http://www.google.com	1,520,000
“Petroleum engineering”	http://scholar.google.com/	
“Petroleum engineering”	http://blogsearch.google.com/	
Petroleum engineering	http://technorati.com/posts/tag/petroleum%20engineering	
Petroleum engineering	http://technorati.com/blogs/tag/petroleum+engineering	_____ blogs
Petroleum engineering	http://del.icio.us	

Now, see what you can find out about:

Search term	Search engine	Hits
social networking	http://www.google.com	
“social networking”	http://www.google.com	
“social networking”	http://scholar.google.com/	
“social networking”	http://blogsearch.google.com/	
social networking	http://technorati.com/posts/tag/petroleum%20engineering	
social networking	http://technorati.com/blogs/tag/petroleum+engineering	
social networking	http://del.icio.us	

Lesson 4 - Internet Search

Track what you are doing on the Internet via blogging

Lesson 3 Objectives:

1. Start your blog at <http://www.blogger.com>
2. Post to your blog, and edit your posts

How to Create a Blog at
<http://www.blogger.com>

online version of this material see

For the

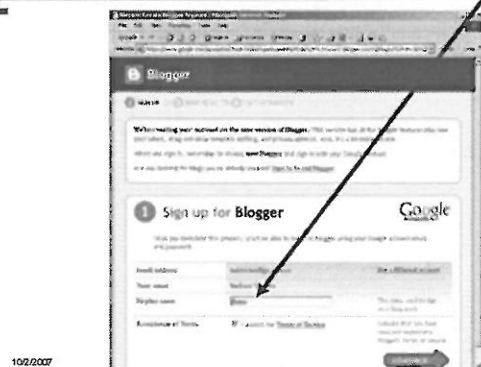
http://www.homestead.com/prosites-vstevens/files/efi/blogger_tutorial.htm

5. Create an account in Blogger

Sign in at
<http://www.blogger.com>



Step 1 of 3 – Decide how you will
'sign' your posts and comments



[OK, now create your blog!



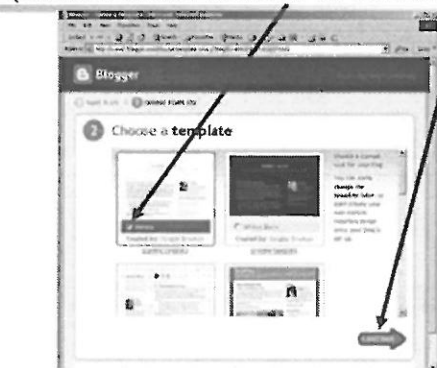
10/2/2007

[Write the title of your blog and its Web address



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[Decide how your blog will LOOK (click a radio button & continue)



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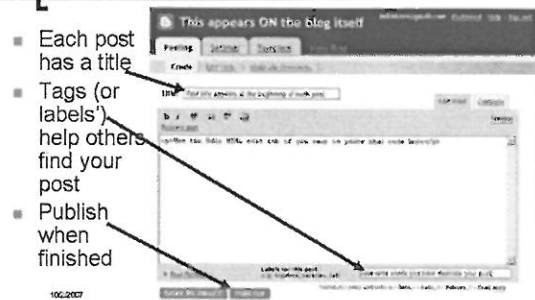
[Well done! Now you can start posting



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6. Posting and editing in Blogger

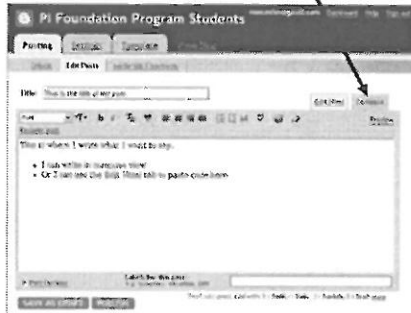
[Posting and publishing to Web



- Each post has a title
- Tags (or labels) help others find your post
- Publish when finished

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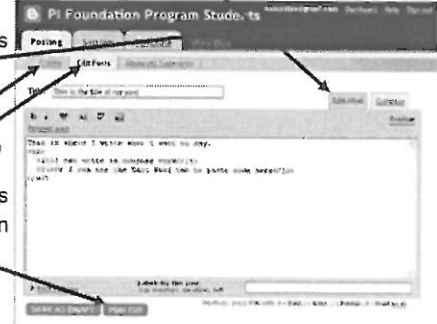
You can use the compose tab for a 'wysiwyg' view



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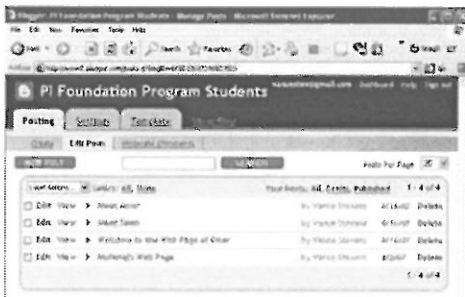
Or the Edit HTML tab to work in HTML code

- Dashboard is here
- Start a new post
- Edit Posts to manage all your postings
- Publish when done



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MANAGE lets you edit, delete, or view posts in ONE blog



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DASHBOARD lets you view all blogs created in your Account



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More: With your Google ID sign up for Docs & Spreadsheets



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