



**Internet 2**  
(Using Microsoft Edge)

<i>Action</i>	<i>Technique</i>
<p><b>1. Evaluate Websites</b></p>	<p>The most important factor when evaluating web sites is your search requirements. What kind of information are you looking for? Are you using the web for entertainment, academic, career or medical information? Look carefully at the content, tone &amp; style of the website. <b>Evaluate the page/content for:</b></p> <ul style="list-style-type: none"> <li>• <b>Authority</b> <ul style="list-style-type: none"> <li>○ Check for the source of the information: Who is the author? What are his/her credentials? Does he/she provide an email or contact address/phone number?</li> <li>○ Look at the domain name. Is it a preferred .edu, .org or .gov?</li> </ul> </li> <li>• <b>Objectivity</b> <ul style="list-style-type: none"> <li>○ Make sure that the website is not just advertisement disguised as information.</li> <li>○ Is the information unbiased and detailed with limited advertisement?</li> </ul> </li> <li>• <b>Currency</b> <ul style="list-style-type: none"> <li>○ Check the date when the webpage was last updated.</li> <li>○ Are there any dead links on the website?</li> </ul> </li> <li>• <b>Coverage</b> <ul style="list-style-type: none"> <li>○ Is the information presented detailed, comprehensive and free?</li> <li>○ Note any supplemental information, print or electronic, that is provided.</li> </ul> </li> </ul>
<p><b>2. Increase or Decrease Zoom Level</b></p>	<p>You can enlarge or reduce the view of a webpage. The <b>zoom</b> level enlarges or reduces everything on the page, including text and images. Once you are on a website, click the three dots (...) in the right hand corner of the screen, this is the main menu in <b>Edge</b>. Click the plus sign (+) to <b>zoom in</b>, and the minus sign (-) to <b>zoom out</b>.</p> <p>You can also zoom in or out in any window by holding down the control key (<b>Ctrl</b>) and using the scroll wheel on your mouse. You can zoom in by scrolling up and zoom out by scrolling down.</p>
<p><b>3. Printing</b></p>	<p>In <b>Edge</b>, <b>Print</b> and <b>Print Preview</b> have been merged and will allow you to see how a printed webpage will look before you print it. Depending on what you see in <b>Print Preview</b> you can print only the pages you want, adjust page orientation, scaling, and margins.</p> <p>To access <b>Print Preview</b>: Click the three dots in right hand corner of the screen (...), this is the main menu. Click <b>Print</b>. This will show you a preview.</p>

	<p>From <b>Print Preview</b> you can:</p> <ul style="list-style-type: none"> <li>• Change the Orientation from Portrait to Landscape.</li> <li>• Print more than one copy.</li> <li>• Print all pages, current page, or a page range.</li> <li>• Stretch or shrink the page size.</li> <li>• Change the margins</li> <li>• Add headers or footers.</li> </ul> <p>“More settings” will allow you to change how many sides of the paper to print on, alter the size of the page you print on, and decide which tray of your printer to use for paper. Collate will ensure that the pages of your document print in order.</p> <p>Click “cancel” to exit from <b>Print Preview</b> without printing.</p>
<p><b>4. Searching Effectively</b></p>	<p>Use a <b>Search Engine</b> such as Google (www.google.com) or Yahoo (www.yahoo.com) if you do not know the website address or URL.</p> <p>Before doing a search, make sure you can define exactly what you are looking for. This will enable you to use the best keywords for your search.</p> <p>Start with a simple search using multiple keywords or search terms.</p> <p>Keep it simple: just type what you are searching for - in as few words as possible- in the search box, and use the <b>Enter</b> key on your keyboard or click the <b>Search</b> button.</p> <p>The <b>search engine</b> will search the web for content that’s relevant to your search.</p> <p>Every word matters. The <b>search engine</b> will include all the terms that you used in your search.</p> <p>Punctuation and capitalization does <u>not</u> matter but spacing your search words correctly is necessary.</p> <p>Certain words are ignored by <b>search engines</b> so do not include them in your search:</p> <ul style="list-style-type: none"> <li>• a</li> <li>• the</li> <li>• and</li> </ul> <p>If you cannot find what you are searching for, rephrase your search term and try again.</p>

**A note regarding links:** The library cannot be held responsible for links that may have degraded and now point to "unacceptable" sites that are unrelated to the link's original target. The library does not endorse the content of any website other than www.mcl.org.

<u>CATEGORIES</u>	<u>WEB ADDRESS OR URL</u>
BOOKS & BOOK REVIEWS	<a href="http://www.nytimes.com/books">www.nytimes.com/books</a> <a href="http://www.loc.gov">www.loc.gov</a> <a href="http://www.amazon.com">www.amazon.com</a>
COMPUTERS	<a href="http://www.webopedia.com">www.webopedia.com</a> <a href="http://www.help2go.com">www.help2go.com</a> <a href="http://www.cnet.com">www.cnet.com</a>
CONSUMER INFORMATION	<a href="http://www.consumerreports.org">www.consumerreports.org</a> <a href="http://www.consumerworld.org">www.consumerworld.org</a>
HEALTH & MEDICAL	<a href="http://www.medlineplus.gov">www.medlineplus.gov</a> <a href="http://www.mayohealth.org">www.mayohealth.org</a> <a href="http://www.merck.com/pubs">www.merck.com/pubs</a> <a href="http://www.webmd.com">www.webmd.com</a>
JOBS & CAREERS	<a href="http://www.quintcareers.com">www.quintcareers.com</a> <a href="http://www.indeed.com">www.indeed.com</a> <a href="http://www.careers.org">www.careers.org</a>
LEGAL & GOVERNMENT	<a href="http://www.nolo.com">www.nolo.com</a> <a href="http://www.alllaw.com">www.alllaw.com</a> <a href="http://www.usa.gov">www.usa.gov</a> <a href="http://www.medicare.gov">www.medicare.gov</a> <a href="http://www.ssa.gov">www.ssa.gov</a>
MOVIES & VIDEOS	<a href="http://www.imdb.com">www.imdb.com</a> <a href="http://www.hulu.com">www.hulu.com</a> <a href="http://www.youtube.com/movies">www.youtube.com/movies</a> <a href="http://www.allmovie.com">www.allmovie.com</a>
MUSIC	<a href="http://www.pandora.com">www.pandora.com</a> <a href="http://www.jango.com">www.jango.com</a> <a href="http://www.playlist.com">www.playlist.com</a>
NEWS & INFORMATION	<a href="http://www.nytimes.com">www.nytimes.com</a> <a href="http://www.wsj.com">www.wsj.com</a> <a href="http://www.cnn.com">www.cnn.com</a> <a href="http://www.trentonian.com">www.trentonian.com</a> <a href="http://www.nj.com/times">www.nj.com/times</a>
U.S. POSTAL ZIP+4 CODES & much more	<a href="http://www.usps.gov">www.usps.gov</a>

---

# Notes