

INTERNET TECHNOLOGIES

UNIT - I

Internet : Introduction - Internet – What is Internet – www – Websites & Browsers – Use of the Internet – Benefits of Internet – Issues with Internet - Major feature of Internet - Where to begin and Address

UNIT - II

Mail Service : Introduction to gmail – Google Accounts – Gmail features – Get to know the gmail interface - Get to know the Gmail interface – Setting up gmail – Signing and Signout in to gmail account – Adding contacts – Importing mail contacts – Sending mail – Send & Receive – Formatting - Add Signatore – Managing email – Working with labels - Creating filters – Search message in a mail

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UNIT - V

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INTERNET

Introduction

The Internet is one of the most important changes that has happened to the way we live and work in the last twenty years.

It began life about 40 years ago, in an American military research agency called DARPA. Its inventors could never have foreseen how it would develop over time.

The Internet now spans the world, connecting billions of people in their everyday lives.

What is Internet

The internet is made up of millions upon millions of small computer networks all brought together to form the vast "Inter-Network". That word never caught on, so it was shortened to the much easier-to-say "Internet".

A large part of the Internet is the 'World Wide Web' (WWW).

This is made up of web sites that have one or more web pages. This is the part of the Internet that you probably use most of the time.

But the Internet isn't just web pages.

It also includes other services such as:

- Instant messaging
- Chat rooms
- Email
- File transfers
- News groups
- Peer to peer networks
- Forums

Note that no-one 'owns' the Internet. This is because each part of it is made up of individual networks that someone has put together and then linked to the Internet.

However, each network has to obey Internet standards in order to connect. For example IANA is an international group responsible for organising web addresses - every web address has to be unique.

The World Wide Web (WWW)

It is important to understand that the Internet is not the same as the World Wide Web.

Internet main services



The Internet is to the World Wide Web as Europe is to France. One is the container, the other is an item within the container.

The world wide web (WWW or just 'the web') is part of the Internet but is much younger. The Internet is about 40 years old whilst the WWW is merely 25 years old.

It was developed at CERN, the world famous underground physics laboratory in Switzerland, by Tim Berners-Lee around 1990.

The complete web is organised as millions of 'web sites'. Each web site is made up of one or more 'web pages'. Each page is made up of text, images or multimedia such as video and sound.

So the World Wide Web is actually made up of millions upon millions of individual web pages.

Web sites, pages and browsers



Web sites are hosted on dedicated computers known as 'web servers'. These machines will send a web page to your browser when you request it.

There are many different browsers available, such as Chrome, Firefox, Internet Explorer, Opera, Safari and so on. But they all do the same job - namely to display a web page delivered from a web server.

Each web page has an address (URL) that starts with http: or https: for a secure page.

This is very important, as it is what binds the World Wide Web together. The http is a 'protocol', which is a fancy word for a communication standard. If two computers share the same 'protocol', then they can share information. The http protocol is the one used for the world wide web.

The internet is more than just the World Wide Web, and those other parts use different protocols. For example for exchanging files between internet computers use the 'ftp' protocol.

Uses of the Internet

Research and homework

The internet is a fantastic place to research information for a project or piece of homework. It doesn't matter what topic you have been set, you can guarantee that you will find something on the subject.

Communication

The internet opens up many different possible ways to communicate with others. Here are some:

- Email
- Blogs

- Social networking sites e.g. Facebook, Myspace, Bebo
- Chatrooms
- Forums
- Voip - internet telephone

Shopping

Whatever you want to buy, you can pretty much guarantee that you can find it for sale somewhere on the internet.

Find out more about ecommerce by reading the ecommerce theory section

Leisure and Entertainment

There are many different ways that you can choose to spend your time online and amuse yourself.

Here are a few:

- Playing online games
- Listening to music (mp3 download or live streaming)
- Reading online books and e-books
- Watching online videos e.g. YouTube
- Looking for holidays or concert tickets
- Reading about your hobbies
- Keeping up-to-date with the news and sporting events
- Watching 'catch up' television from the main channels

Exploring the world

The internet has many services that help you explore the world.

- Satellite and mapping applications e.g. Google Earth
- Travel sites providing details of other places
- Live web cams showing other parts of the world
- Almanacs and encyclopedias

There are always new things turning up on the internet as entrepreneurs think of the next great service that everyone wants.

Benefits of the Internet

Always available

The Internet is always available for you to use, 24 hours a day, 7 days a week, 365 days a year. You don't have to wait for it to open or wait for someone to make it available. It is just there, when you need it and for whatever you need.

Of course that does not mean every web site is always open. For instance it is common for bank web sites to shut down at midnight and open again at 7am. Overnight, they are updating and checking all the money transactions that have taken place over the last day.

Vast range of information

Think of any search term and type it into a search engine. We can pretty much guarantee that you will find web sites with information on that term.

It doesn't matter what you want to know about, you will find something on the Internet that can provide the information you need.

Easy to contact people

The Internet provides many ways to enable you to keep in contact with people at all hours of the day and night. From email, forums, chatrooms, telephone calls and video conferencing. You are almost spoilt for choice.

This ability has helped many companies grow from a small local company into a large, multi-national organisation.

Access to other cultures

The Internet enables you to look at sites about or written by people in other countries. You can look at photographs of where they live and read about their way of life.

This enables you to get a unique insight into their culture, something that just would not be possible without actually visiting them in person.

Up-to-date

One of the main advantages of the Internet is how fast things can be updated. When a news story breaks, the BBC website can have that news on its pages within a couple of minutes. They can keep adding more information as it becomes available.

If that were a newspaper, you would have to wait up to a day to read about the news. Even news on the television takes longer to get to you than the Internet.

Issues with the Internet

Information overload

There is almost too much information on the Internet. It is easy to feel overwhelmed by the amount of information that is out there.

When you type a search term into a search engine, you won't just get a few results, you will get millions!

Search engines do a good job at prioritising which are the most relevant sites for your search term. However that one piece of information that you are after might be on page 345 of the results. There is very little chance that you are going to find it.

Information can be biased

No one owns the Internet and there is nothing to stop people posting their opinions and points of view on web pages, forums, blogs.

Many people believe what they read on the Internet. You need to be careful and think about what you are reading. An awful lot of material and web sites are biased and only give you one point of view.

Information can be inaccurate

With a book or encyclopedia, you can be pretty confident that what you are reading has been checked, cross referenced and is correct. But with the Internet, no one checks what has been written. The website that looks like it has all of the answers to your history homework might just be incorrect. You need to double check things out for yourself - don't just believe what you read.

Offensive material - fraudulent sites

No matter how careful you are when using the Internet, there is always the possibility that you will come across some sites that contain offensive or even illegal material. Use the 'safe search' option in your favourite search engine.

Be assured, even adults use the 'safe search' just to reduce the time-wasting, inappropriate results of an innocent search term. The idea is to use the Internet as a tool to get on with the job in hand, whatever that may be

Where to Begin? Internet Addresses

Because the Internet is a global network of computers each computer connected to the Internet must have a unique address. Internet addresses are in the form nnn.nnn.nnn.nnn where nnn must be a number from 0 - 255. This address is known as an IP address. (IP stands for Internet Protocol; more on this later.)

The picture below illustrates two computers connected to the Internet; your computer with IP address 1.2.3.4 and another computer with IP address 5.6.7.8. The Internet is represented as an abstract object in-between. (As this paper progresses, the Internet portion of Diagram 1 will be explained and redrawn several times as the details of the Internet are exposed.)

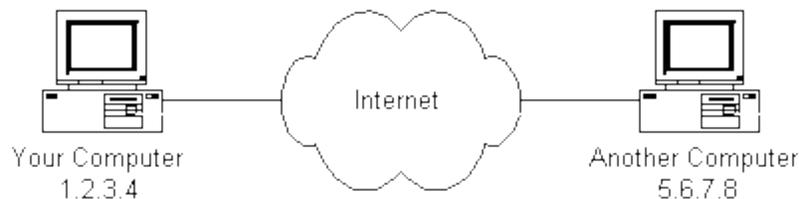


Diagram 1

If you connect to the Internet through an Internet Service Provider (ISP), you are usually assigned a temporary IP address for the duration of your dial-in session. If you connect to the Internet from a local area network (LAN) your computer might have a permanent IP address or it might obtain a temporary one from a DHCP (Dynamic Host Configuration Protocol) server. In any case, if you are connected to the Internet, your computer has a unique IP address

Major Features of the Internet:

1. The world wide web.
2. E-mail.
3. News
4. Telnet
5. File Transfer Protocol (FTP)
6. Internet Relay Chat (IRC)

The World Wide Web

- The World wide web is a part of the internet, which supports hypertext documents, allowing users to view and navigate different types of data.
- A web page is a document encoded with hypertext markup language (HTML) tags.
- HTML allows designers to link content together via hyperlinks.
- Every web page has an address ,a uniform resource locator (URL).

E-mail

- Electronic mail (e-mail) is the most popular reason people use the Internet.
- To create, send, and receive e-mail messages you need an e-mail program and an account on an Internet mail server with a domain name.
- To use e-mail, a user must have an e-mail address, which you create by adding your user name to the e-mail create by adding your user name to the e-mail server's domain name, as in jsmith@aol.com.

News.

- One Internet based service called news, includes tens of thousands of newsgroups.
- Each newsgroup hosts discussions on a specific topic. A newsgroups a some indicated its users special topic of interest, such as alt.food.cake.
- To participate in a newsgroup, you need a news-reader program hat.left you read articles that have been posted on a news server. You can post articles for others to read and respond to.

Telnet

- Telnet is a specialized service that lets you use one computer to access the contents of another computer a telnet host.
- A telnet program creates a “ Window” into the host so you can access files, issue commands, and exchange data.
- Telnet is widely used by libraries to allow visitors to look up information, find articles and so on.

File transfer protocol

- File Transfer protocol (FTP) is the internet tool used to copy files from one computer to another.
- Using a special FTP program or a web browser, you can log into an ETP host Computer over the internet and copy files on to your computer.

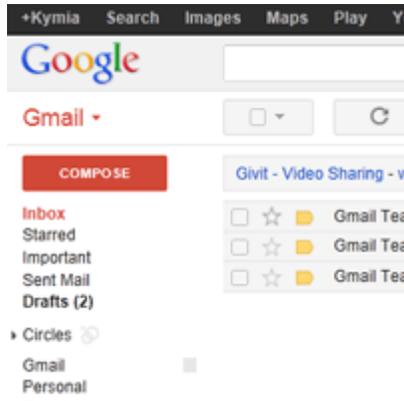
- FTP is handy for finding and copying software files, articles and other types of data. Universities and software companies use FTP servers to provide visitors with access to data.

Internet Relay chat (IRC)

- Internet Relay chat (IRC) is a service that allows users to communicate in real time by typing text in a special window.
- Like news, there are hundreds of IRC “channel” each devoted to a subject or user group.
- You can use a special IRC program to participate in chat room discussions but many chat rooms are set up in web sites, enabling visitors to chat directly in their browser window.

UNIT - II

Introduction to Gmail



Gmail is a free email service provided by Google. In many ways, Gmail is like any other email service: You can **send and receive emails**, **block spam**, create an **address book**, and perform other basic email tasks. But it also has some more unique features that help to make it one of the most popular email services on the Web.

In this lesson, we'll talk about some of the **features** and **advantages** of Gmail, and we'll give an overview of the **Gmail window**.

Introduction to Gmail



Google accounts

Creating a **Google account** will be needed to access **Gmail** because this email service is one of the many services offered by Google to registered users. Signing up for a Google account is free and easy, and naming your new **Gmail address** will be a part of the signup process. This means whenever you're signed in to Gmail, you are automatically signed in to your Google account. You'll be able to easily access other Google services like **Google Docs**, **Calendar**, **YouTube**, and more. Creating a Google account also means you'll be a part of **Google+**, Google's social networking service.

Of course, you don't have to use any of these features—you may prefer to focus only on email for now. However, if you'd like more information, you can check out our **Google Account** tutorial, where we talk about some of the **different services** Google offers and show you how to change your **privacy settings**.

Gmail features

Gmail offers several useful **features** to make your email experience as smooth as possible, including:

- **Spam filtering:** Spam is another name for junk email. Gmail uses advanced technologies to keep spam out of your inbox. Most spam is automatically sent to a **separate spam folder**, and after 30 days it is deleted.
- **Conversation View:** An email **conversation** occurs whenever you send emails back and forth with another person (or a group of people), often about a specific topic or event. Gmail **groups** these emails together by default, which keeps your inbox more organized.
- **Built-in chat:** Instead of sending an email, you can send someone an **instant message** or use the **voice and video chat** feature (if your computer has a microphone and/or webcam).
- **Call Phone:** This feature is similar to voice chat, except it allows you to dial an actual phone number to call **any phone in the world**. It's **free** to make a call to anywhere in the U.S. or Canada, and you can make calls to other countries at relatively low rates

Get to know the Gmail interface

When you're working with Gmail, you'll mostly be using the main **Gmail interface**. This window contains your **inbox**, and it allows you to navigate to your **contacts**, **Mail settings**, and more. Also, if you use other Google services such as **YouTube** or **Calendar**, you'll be able to access them from the top of the Gmail window.

Click the buttons in the interactive below to learn about the different parts of the Gmail interface.

+Henri Search Images Maps Play YouTube News **Gmail** Drive Calendar More -

Google Henri Rousseau 0 + Share

Gmail - More

COMPOSE

Inbox (61)

Starred

Important

Sent Mail

Drafts (4)

Circles

Facebook (71)

Friends & Family

Music

Notes

Personal

Pictures

More labels

Unread 1-25 of about 61

<input type="checkbox"/>	☆ LinkedIn	Richard Branson: What is your definition of entrepreneur? - LinkedIn Don't mi	Nov 9
<input type="checkbox"/>	☆ javier.flores838	Upcoming Charity Event - Hey Everyone! I just wanted to send out a reminder abc	Nov 8
<input type="checkbox"/>	☆ LinkedIn Updates	LinkedIn Network Updates, 11/08/2012 - LinkedIn Network Updates, Nov 1 - Nov 1	Nov 8
<input type="checkbox"/>	☆ Google+ team	Dan Patterson, Madonna, and 1 other shared with you on Google+ - Hi Henri	Nov 6
<input type="checkbox"/>	☆ LinkedIn Updates	LinkedIn Network Updates, 11/01/2012 - LinkedIn Network Updates, Oct 25 - Nov	Nov 1
<input type="checkbox"/>	☆ Spotify	This Week's New Music - See what's new on Spotify View in your browser Spotif	Oct 31
<input type="checkbox"/>	☆ LinkedIn Updates	LinkedIn Network Updates, 10/25/2012 - LinkedIn Network Updates, Oct 18 - Oct	Oct 25
<input type="checkbox"/>	☆ Spotify	This Week's New Music - See what's new on Spotify View in your browser Spotif	Oct 23
<input type="checkbox"/>	☆ LinkedIn Today	Top news today: Charles Best: How One Teacher Helped Rebuild Joplin,... -	Oct 23
<input type="checkbox"/>	☆ LinkedIn Today	Top news today: Loving Lunch (That Loves Our Kids Back) - LinkedIn Today Li	Oct 16
<input type="checkbox"/>	☆ LinkedIn	Richard Branson: You can bank on personal interaction - LinkedIn Don't miss	Oct 13
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Gmail



Setting up a Gmail Account



Introduction

Google

Gmail -

COMPOSE

Inbox (31)

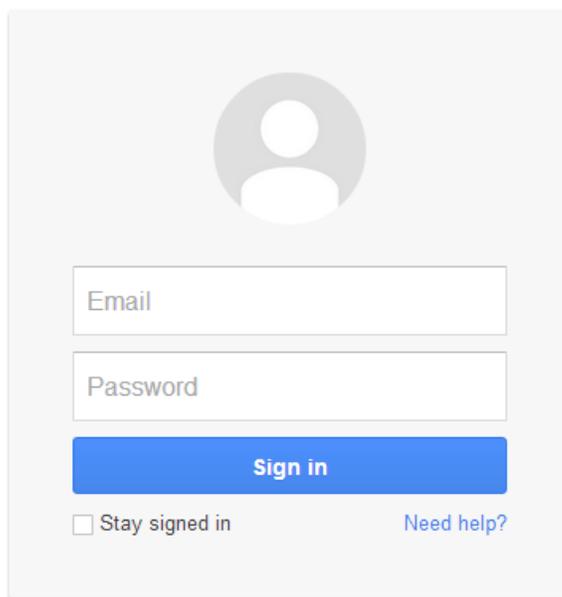
Setting up a Gmail account is easy. You will begin by creating a Google account, and during the quick signup process you will choose your Gmail account name. In this lesson, we'll show you how to **set up** your **Google account for Gmail**, add and edit **contacts**, and edit your **mail settings**.

Setting up a Gmail account

To create a **Gmail** address, you'll first need to create a **Google account**. Gmail will redirect you to the Google account signup page. You'll need to provide some basic information like your **name**, **birthdate**, **gender**, and **location**. You will also need to choose a **name** for your new Gmail address. Once you create an account, you'll be able to start adding **contacts** and adjusting your **mail settings**.

To create an account:

1. Go to **www.gmail.com**.
2. Click **Create an account**.



[Create an account](#)

3. The **signup** form will appear. Follow the directions and enter the required information, such as your name, birthdate, and gender.

Name

Elena Casarosa

Choose your username

Elena.M.Casarosa @gmail.com

[I prefer to use my current email address](#)

Create a password

.....

Confirm your password

.....

Birthday

March 02 1980

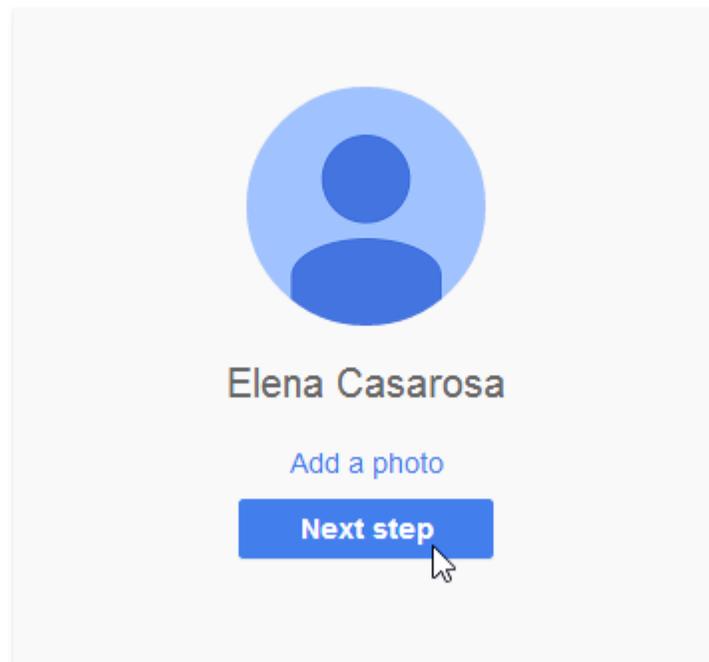
4. Finally, review Google's **Terms of Service** and **Privacy Policy**, click the check box, then click **Next step**.

I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

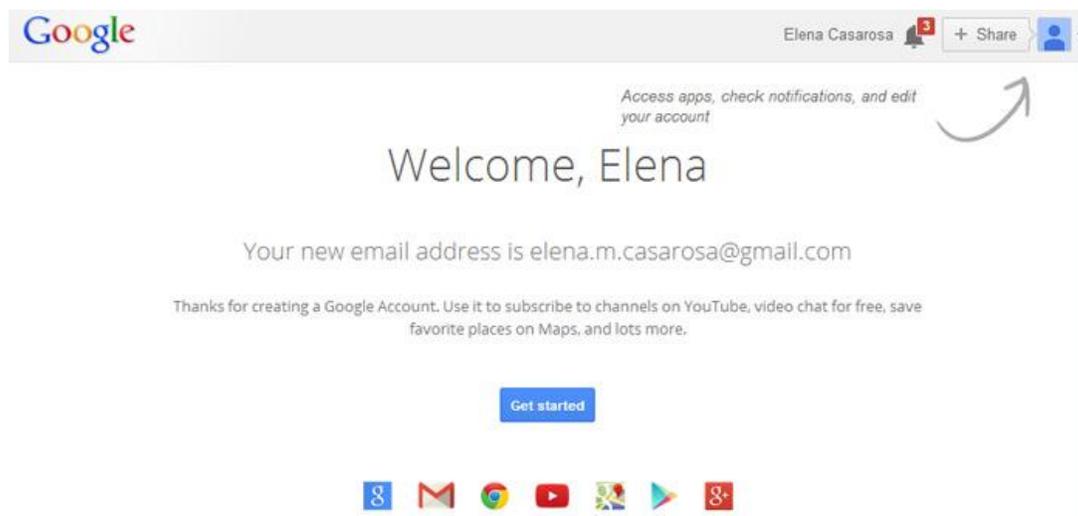
Next step

5. The **Create your profile** page will appear. Click **Add a photo** if you want to add a photo to your **Google+** profile. If you don't want to set a profile photo at this time, click **Next step**.

Choose how you appear across Google by creating a public Google+ profile. Include a photo - you can update it at any time.



6. Your account will be created, and the Google welcome page will appear.



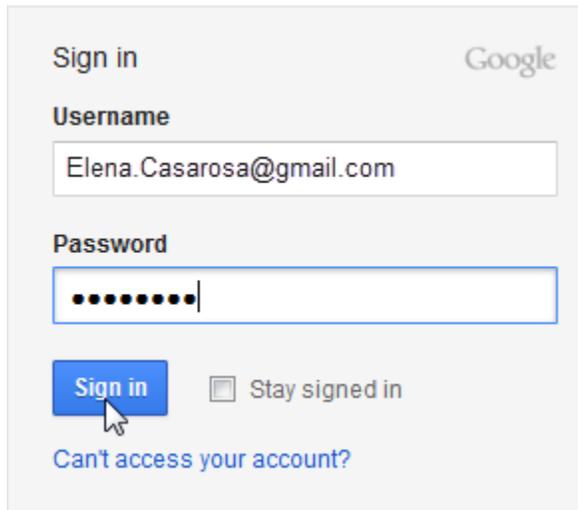
Signing in to your account

When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign into** your account and **sign out** when you're done with it.

Signing out is especially important if you're using a shared computer (for example, at a **library** or **office**) because it prevents others from viewing your emails.

To sign in:

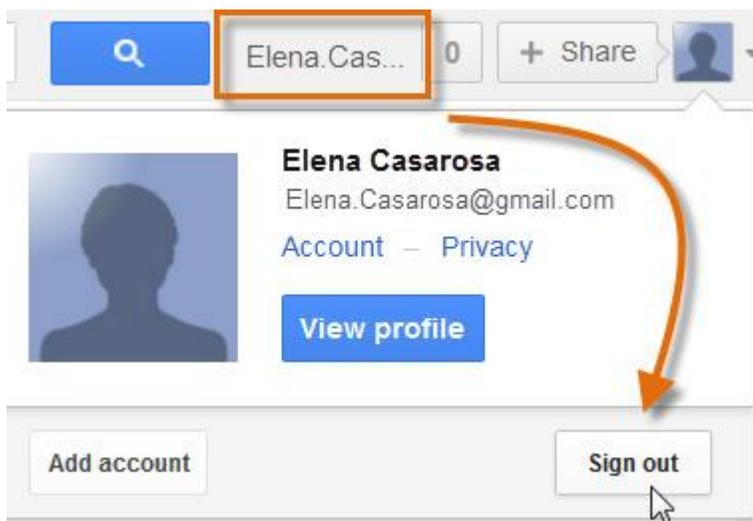
1. Go to **www.gmail.com**.
2. Type your **user name** (your email address) and **password**, then click **Sign in**.



The image shows the Gmail sign-in interface. At the top left is the text "Sign in" and at the top right is the "Google" logo. Below the logo is the "Username" label and a text input field containing "Elena.Casarosa@gmail.com". Underneath is the "Password" label and a password input field filled with dots. To the left of the password field is a blue "Sign in" button with a mouse cursor hovering over it. To the right of the "Sign in" button is a checkbox labeled "Stay signed in". Below the "Sign in" button is a blue link that says "Can't access your account?".

To sign out:

- In the top-right corner of the page, click your **name** and select **Sign out**.

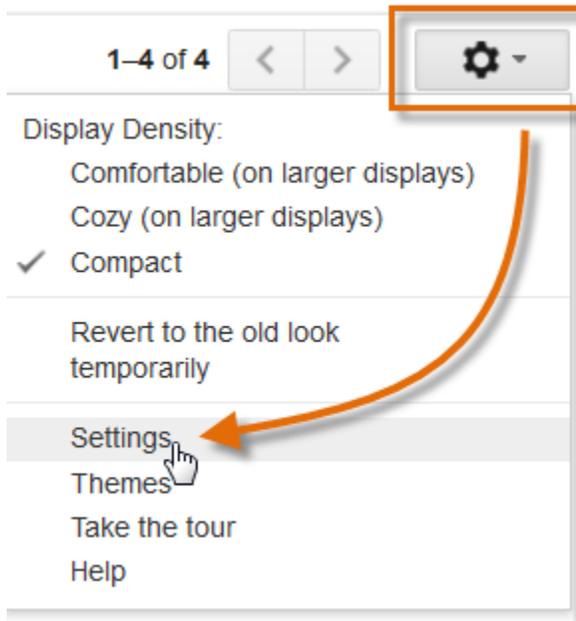


Mail settings

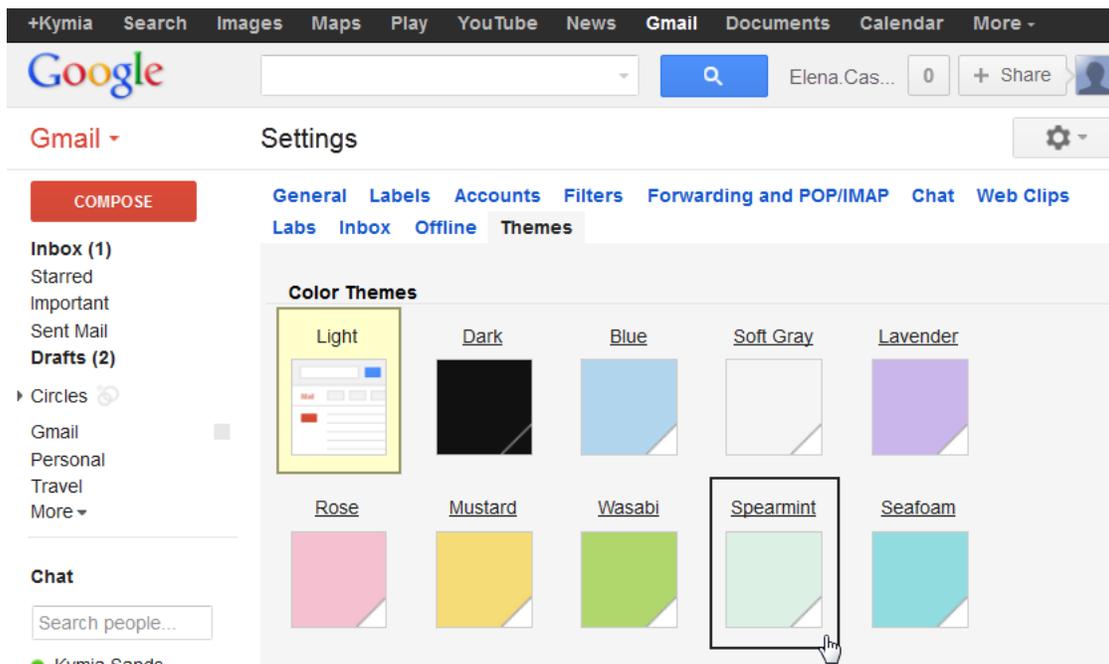
Occasionally, you may want to make adjustments to Gmail's **appearance** or **behavior**. For example, you could create a **signature** or **vacation reply**, edit your **labels**, or change the **theme**. These adjustments can be made from your **Mail settings**.

To access your mail settings:

1. Click the **gear icon** in the top-right corner of the page, and select **Settings**.



2. From here, you can select the **category** you want to edit.



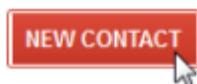
Adding contacts

Like all major email providers, Gmail lets you keep an address book of **contacts** so you don't have to memorize everyone's email addresses. You can also add other contact info, such as **phone numbers, birthdays, and physical addresses.**

To add a contact:

1. In the **Gmail drop-down menu**, select **Contacts**.
2. Your contacts screen will appear. Click **New Contact**.

Contacts ▾

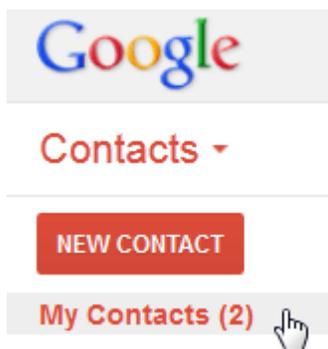


3. Type the person's **name** and **email address**. You can also type additional contact information if desired. All changes you make will be **saved automatically**.

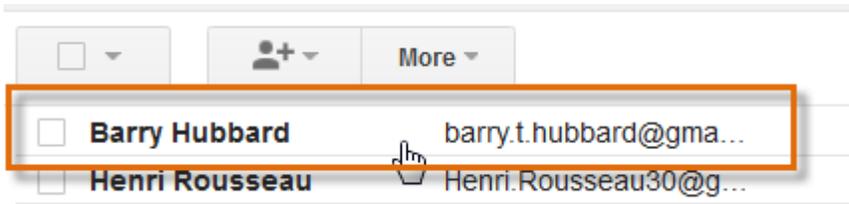
A screenshot of the Gmail contact creation form. The name "Barry Hubbard" is entered in the name field and is highlighted with an orange border. Below the name is a "My Contacts" tag. The email address "barry.t.hubbard@gmail.com" is entered in the "Home" email field and is also highlighted with an orange border. Below the email field is an "Add email" link. There are empty input fields for "Phone" and "Address". A "Add a picture" link is visible next to a placeholder image.

To edit a contact:

1. In the **left menu pane**, click **My Contacts**.



2. Click the contact you want to edit.



3. You can now make any **changes** you want to the contact.



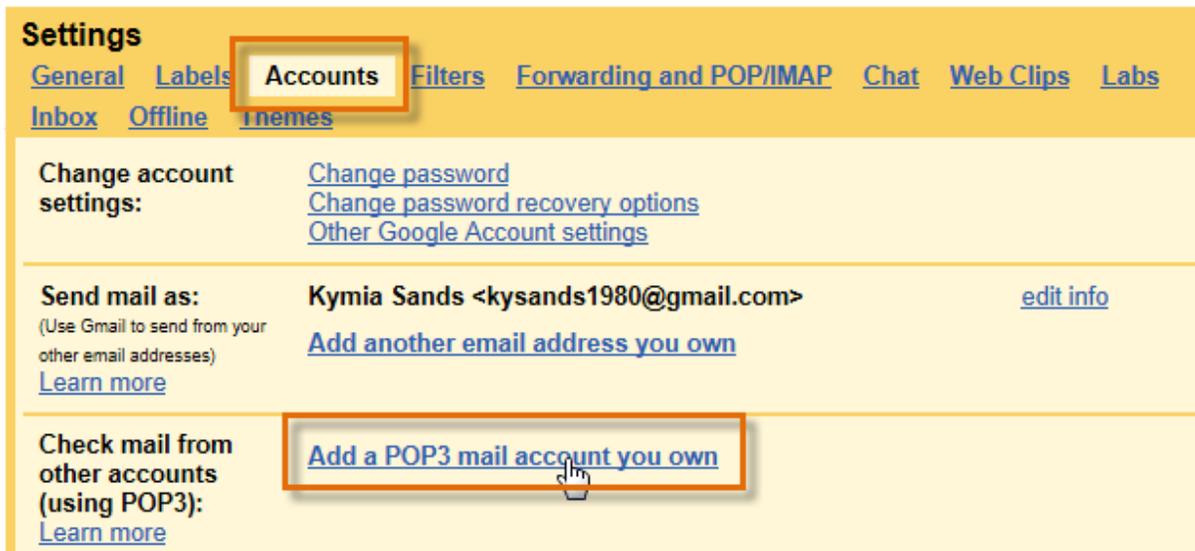
By default, when you send an email to a new address, Gmail adds the address to your contacts. You can then go to your contacts to **edit** the person's information as needed.

Importing mail and contacts

You may already have a contact list from another email address, and it would be a lot of work to re-enter all of this information manually. Gmail allows you to import your contacts from another email account, and you can even import all of your email messages from that account. Several email providers are supported, including **Yahoo!**, **Hotmail**, and **AOL**.

To add other accounts:

1. Click the gear icon in the top-right corner of the page, and select **Settings**.
2. Go to **Accounts** and click **Add a POP3 mail account you own**. You can then follow the instructions on the screen to import your mail.



ending Email



Introduction

Henri Rousseau

Thank you and appointment confirmation

Hi Henri,

Thank you, again, for coming to the grand opening meeting you. I'd like to confirm the appointment y Saturday at 12:00 for your sibling portrait. I know are going to love it!

Package Price List.docx (13K)

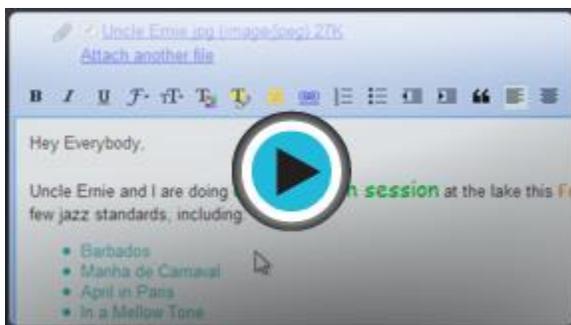
Send



Now that you've created a Gmail account, you can start sending email messages. Writing an email can be as simple as typing a message, or you can use **text formatting**, **attachments**, and a **signature** to customize your message.

In this lesson, we'll show you how to **compose an email**, add an **attachment**, and create a **signature** that will appear on all of the messages you send.

Sending email

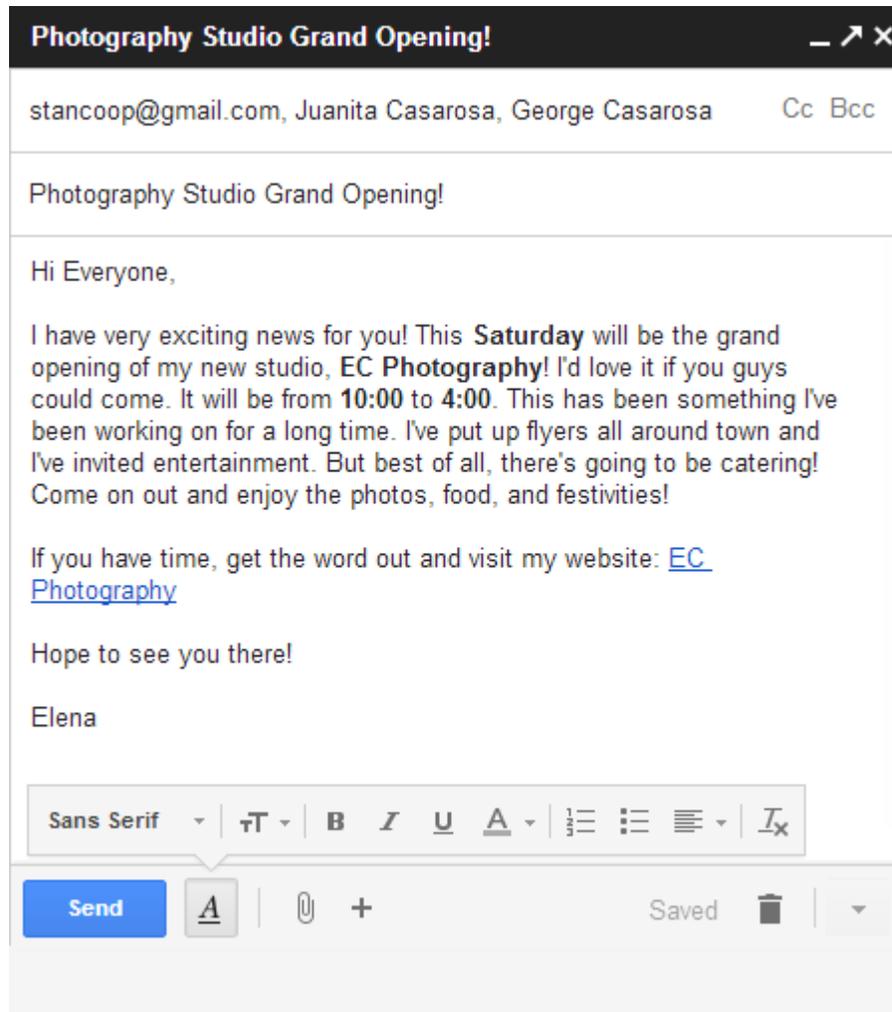


When you write an email, you'll be using the **compose window**. This is where you'll add the **email address of the recipient(s)**, the **subject**, and the **body** of the email, which is the message itself. You'll also be able to add various types of **text formatting**, as well as one or more **attachments**. If you want, you can even create a **signature** that will be added to the end of every email you send.

Watch the video to learn how to compose and send an email.

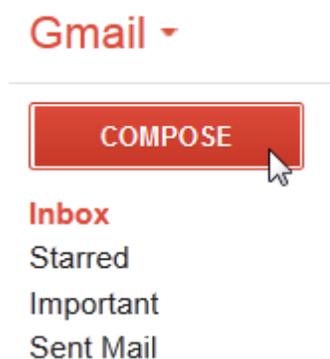
The compose window

Click the buttons in the interactive below to learn about the different parts of the compose window.

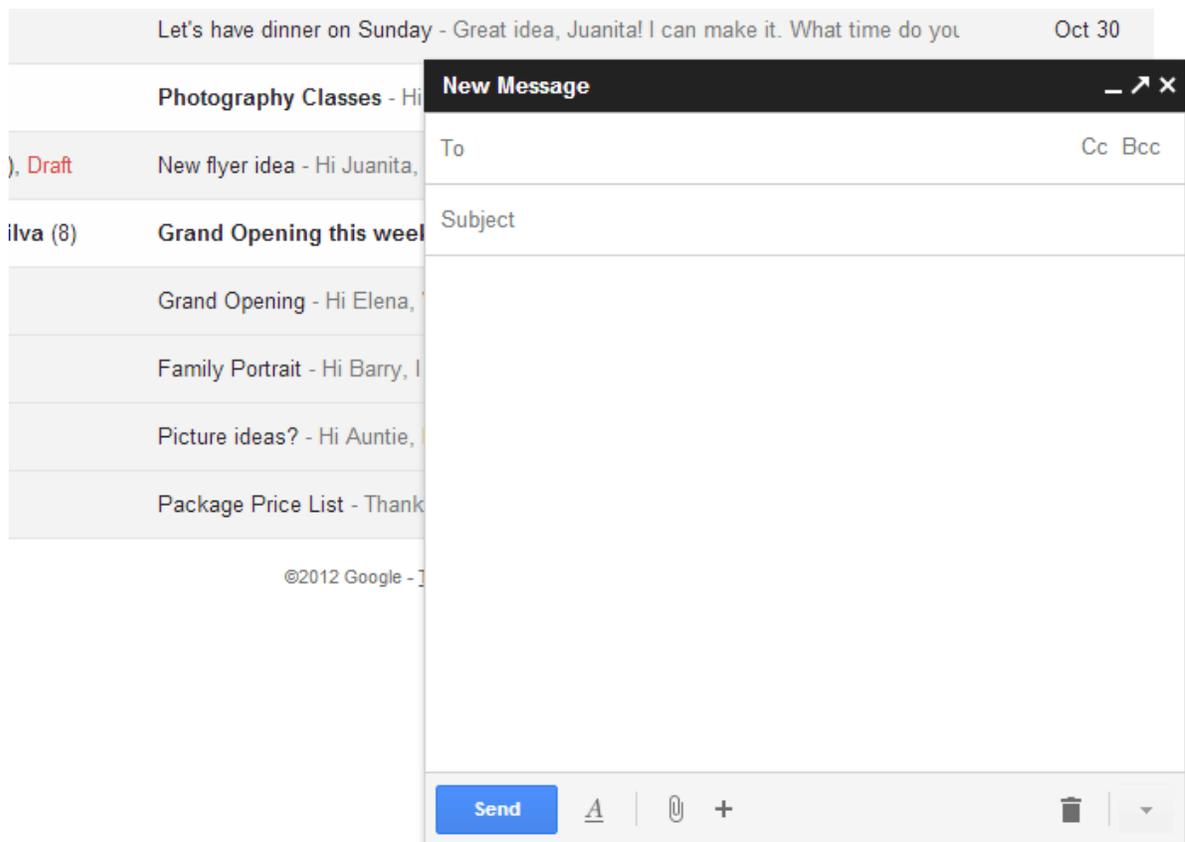


To send an email:

1. In the **left menu pane**, click the **Compose** button.

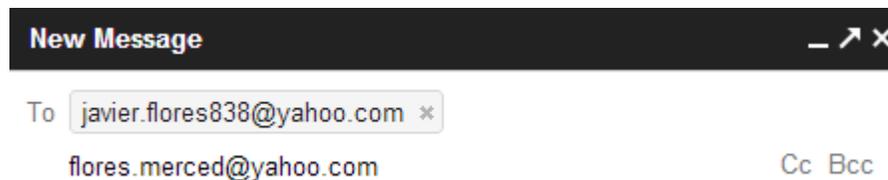


2. The **compose window** will appear in the lower-right corner of the page.

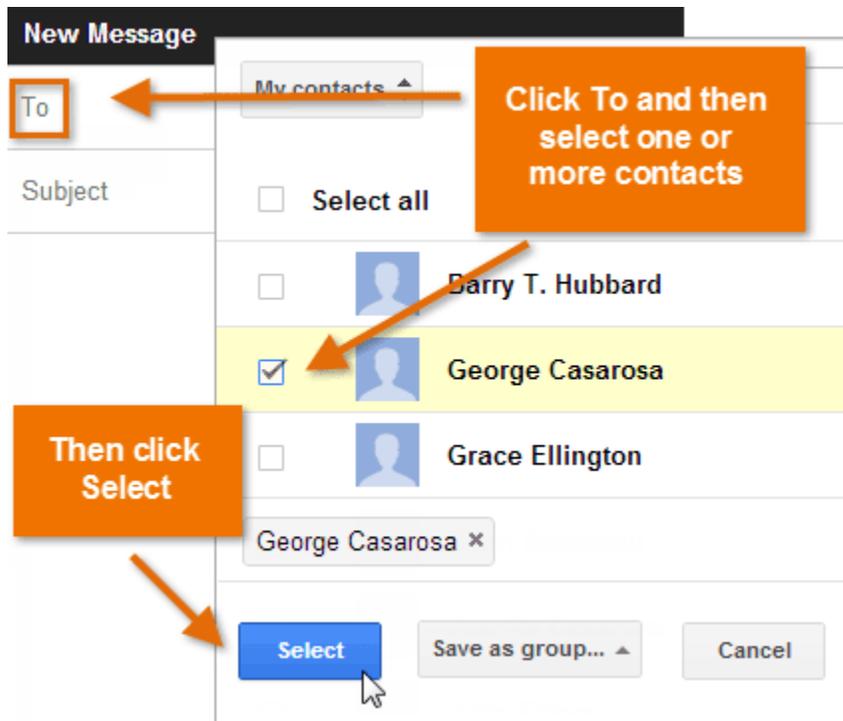


3. You'll need to add one or more **recipients** to the **To: field**. There are two ways to do this:

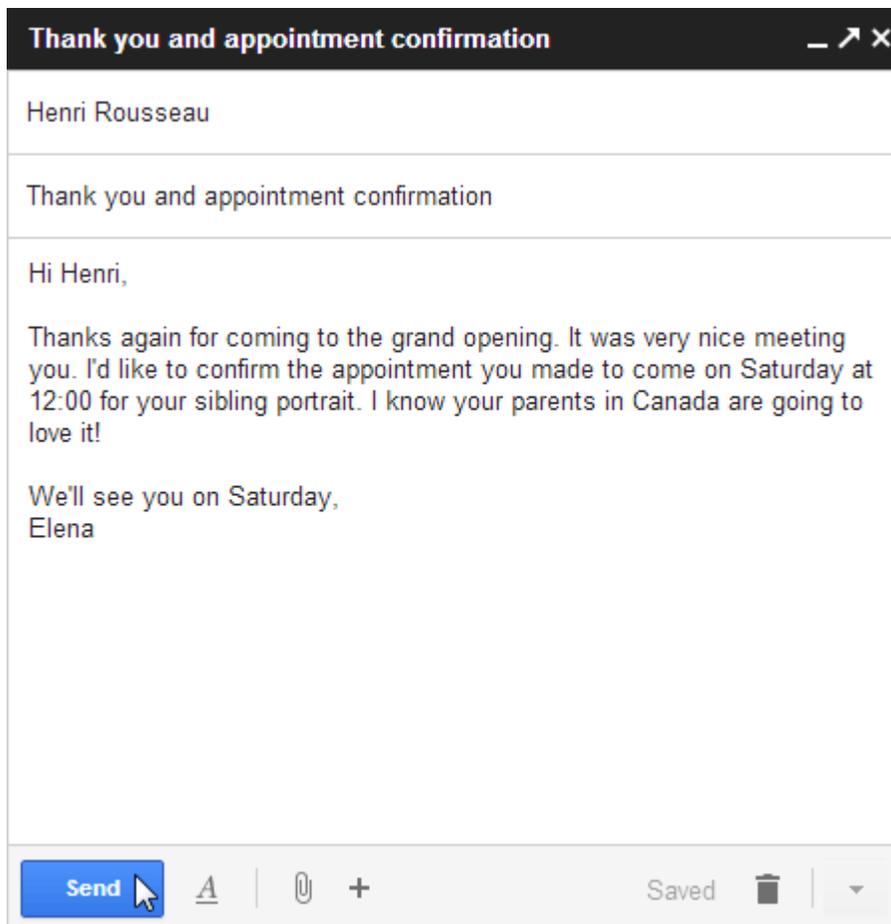
- Type one or more **email addresses**, separated by commas.



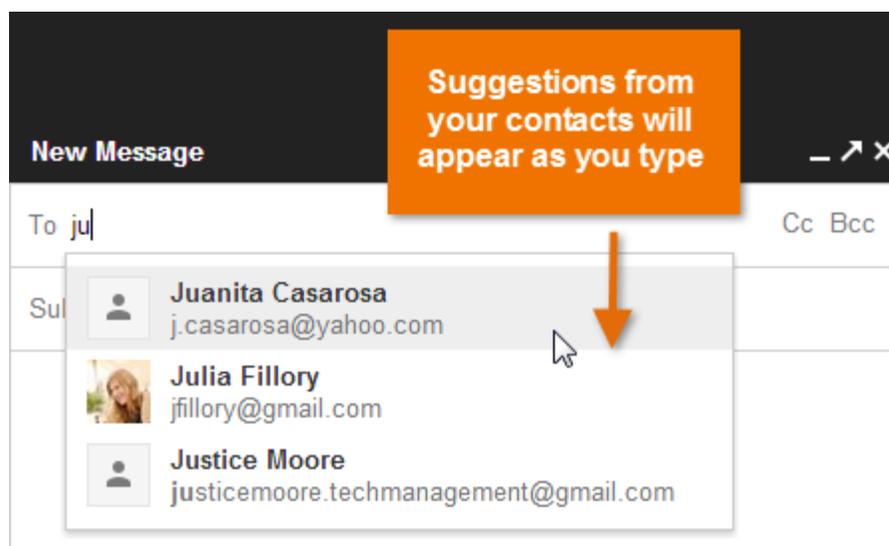
- Click **To** to select recipients from your **contacts**, then click **Select**.



4. Type a **Subject** for the message.
5. In the **Body** field, type your message. When you're done, click **Send**.



If the person you are emailing is already one of your contacts, you can start typing that person's **first name**, **last name**, or **email address**, and Gmail will display the contact below the **To: field**. You can then press the **Enter** key to add the person to the **To** field.



Adding attachments

An **attachment** is simply a **file** (such as an image or document) that is sent along with your email. For example, if you are applying for a job, you might send your **resume** as an attachment, with the body of the email being the **cover letter**. It's a good idea to include a **message** in the body of your email explaining what the attachment is, especially if the recipient isn't expecting an attachment.

To add an attachment:

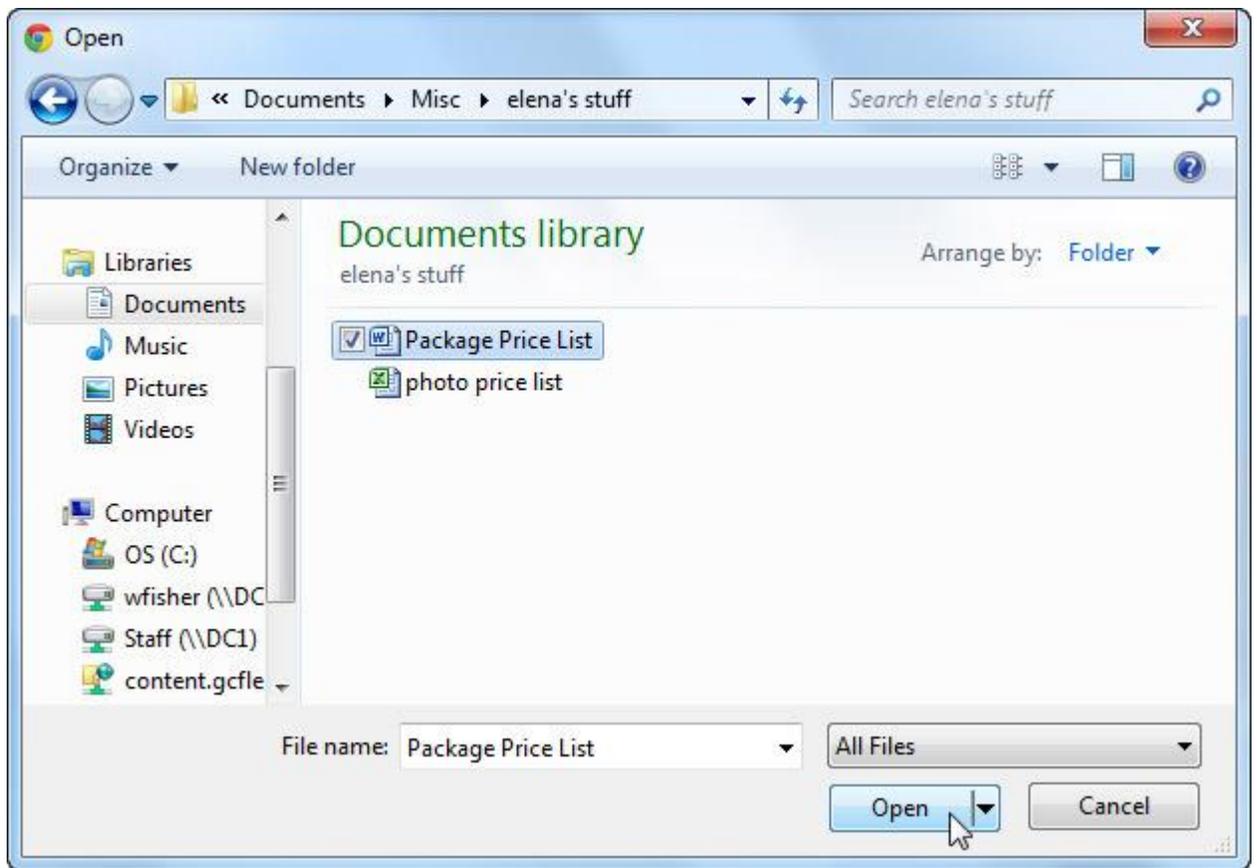
1. While composing an email, click the **paperclip icon** at the bottom of the compose window.

Thank you, again, for coming to the grand opening. It was very nice meeting you. I'd like to confirm the appointment you made to come on Saturday at 12:00 for your sibling portrait. I know your parents, in Canada, are going to love it!

Thank you and we'll see you on Saturday,
Elena



2. The **File Upload dialog box** will appear. Choose the file you want to attach, then click **Open**.



3. The attachment will begin to upload. Most attachments will upload within a few seconds, but larger ones can take longer.

Thank you and we'll see you on Saturday,
Elena

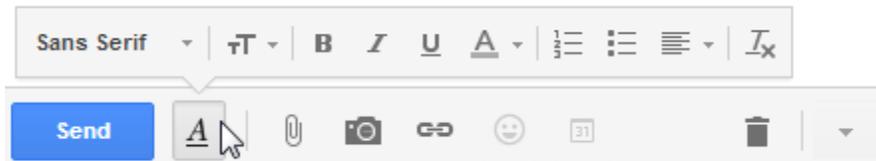


4. When you're ready to send your email, click **Send**.
You can click **Send** before the attachment finishes uploading. It will continue to upload, and Gmail will automatically send the email once it's done

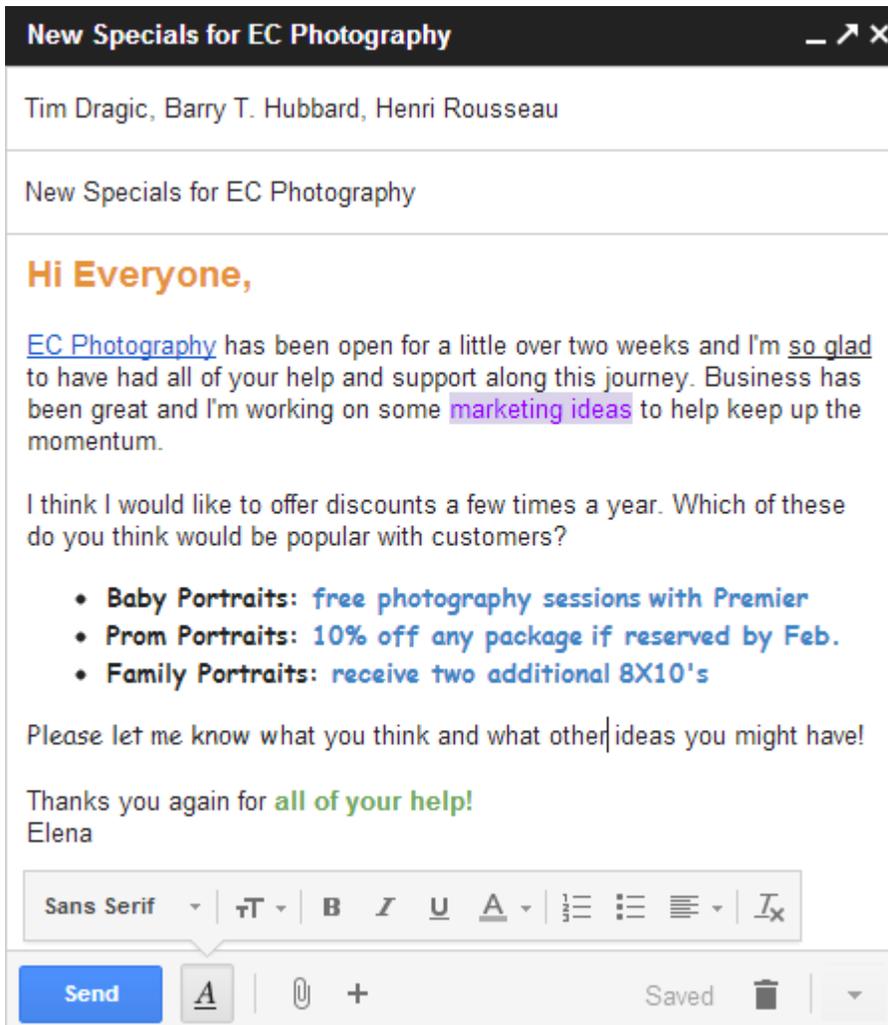
Email formatting

Gmail allows you to add various types of **formatting** to your text.

- Click the **Formatting button** at the bottom of the compose window to see different formatting options.



Click the buttons in the interactive below to learn about different formatting options in Gmail.



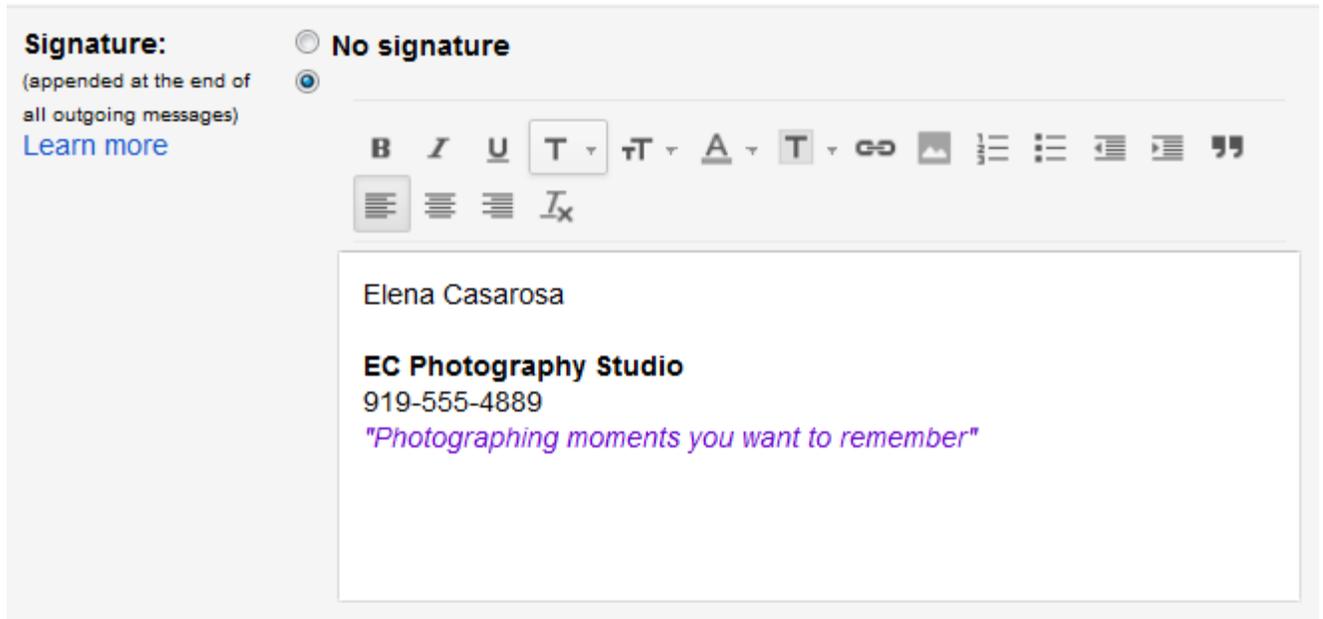
For more serious emails, such as **job applications**, you should be careful not to add formatting that would seem too **informal**, such as **bright colors** or **emoticons**.

Adding a signature

A **signature** is an optional block of text that appears after every email you send. By default, Gmail does not include a signature, but it's easy to create one. It will typically include your **name** and some **contact information**, like your phone number or email address. If

you're using Gmail at work, you may want to include your **title** and your **company's address** or **website**.

1. Click the **gear icon** in the top-right corner of the page, and select **Settings**.
2. Scroll down until you see the **Signature** section.
3. Type your desired **signature** in the box. You can also change the **font**, add **other formatting**, or insert an **image** if you want.



4. Scroll down to the bottom of the page and click **Save Changes**.



You should keep your signature brief. Instead of listing all of the phone numbers, email addresses, and mailing addresses where you can be reached, just list the **most important** ones.

Keep in mind that your signature will be seen by many different people, so you may not want to include your home address or anything too personal. Even if you only email people you know, someone can still **forward** your email to someone else, which can reveal your signature to even more people.

Managing email



The simplest way to deal with email clutter is to **delete** unwanted messages. However, it's possible to keep your inbox organized while still keeping all of the emails that are important to you. You can **archive** messages to move them out of your inbox, or you can apply **labels** to your messages based on the category they're in.

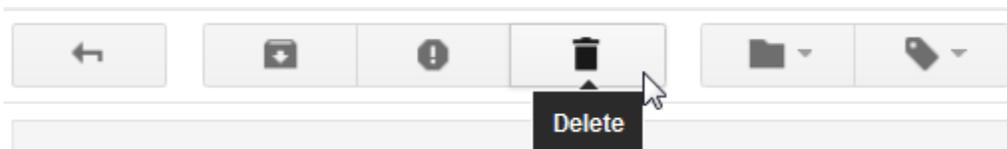
Watch the video to learn how to delete and archive messages, as well as how to manage your labels.

Deleting unwanted messages

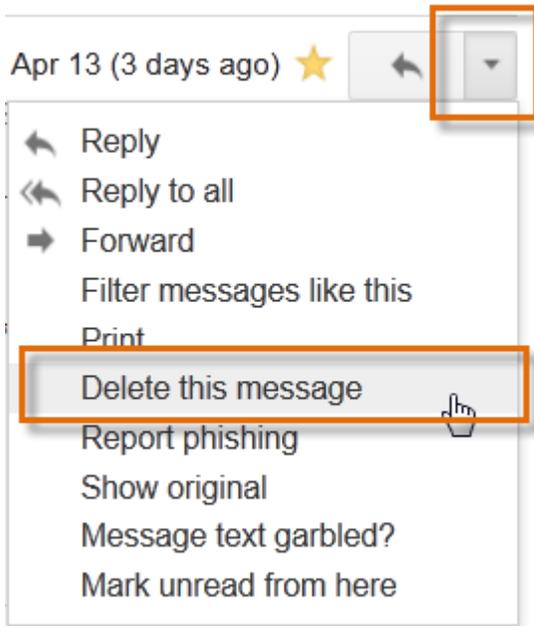
No matter how many emails you receive, you'll probably never run out of space. Gmail gives you several gigabytes (GB) of storage, which will hold countless emails and their attachments. However, it's a good idea to delete messages you don't want to make it easier to find the ones you do want.

To delete a message:

- While viewing the message, click the **Delete** button.

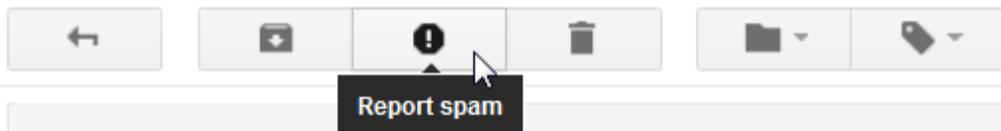


If the message is a part of a **conversation**, the entire conversation will be deleted. If you just want to delete one message in a conversation, click the **drop-down arrow** in the top-right corner of the message and select **Delete this message**.



Dealing with spam

Usually, **spam**—or junk email—is automatically sent to your **Spam** folder, so it never gets to your inbox. However, some spam still gets past Gmail's spam filter. Instead of simply **deleting** these messages, it's best to **Report them as spam** so Gmail knows to filter them out in the future. The process is the same as deleting a message, except you'll click the **Report spam** button instead.



Messages in your **Spam** folder are automatically **deleted after 30 days**, so you'll never have to worry about deleting them manually.

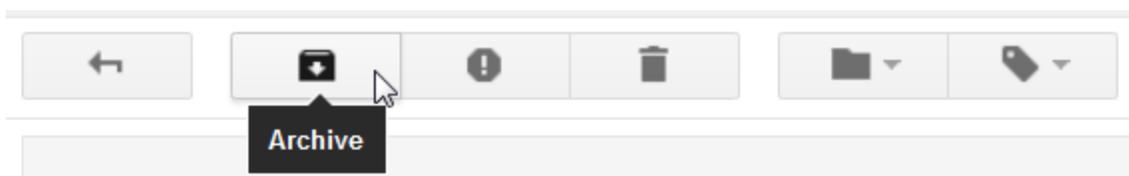
Archiving messages

Sometimes you may want to remove emails from your inbox, but you don't want to delete them. Gmail allows you to **archive** messages so they will no longer appear in your inbox.

Because you can still access archived messages, it's **safer** alternative to deleting.

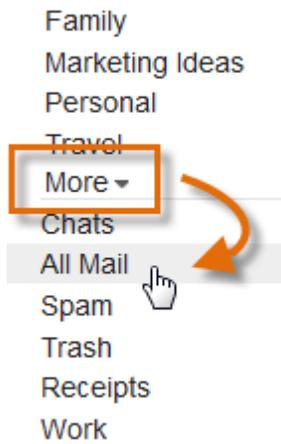
To archive a message:

- While viewing the message, click the **Archive** button.



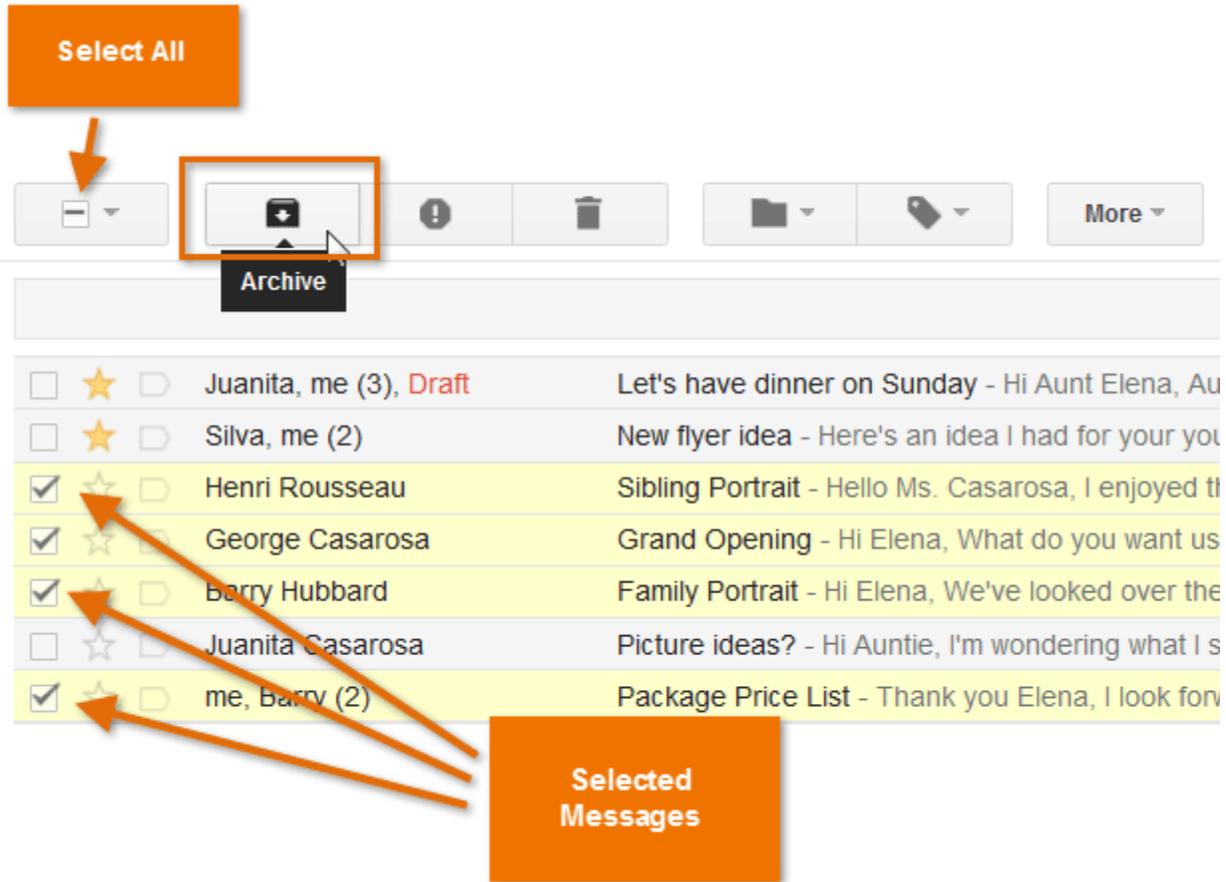
To view your archived messages:

- In the **left menu pane**, click the **more** drop-down arrow and select **All Mail**. It will then display all of your messages, including **archived messages** and the messages in your **inbox**.



Managing multiple messages

If you're **deleting**, **archiving**, or **reporting spam**, you can take action on **several messages at a time** by selecting them in your **inbox**. Simply place a **check mark** next to each message you want to manage, then click the desired button. You can also click the top check mark to **select all** of the messages that are currently visible.

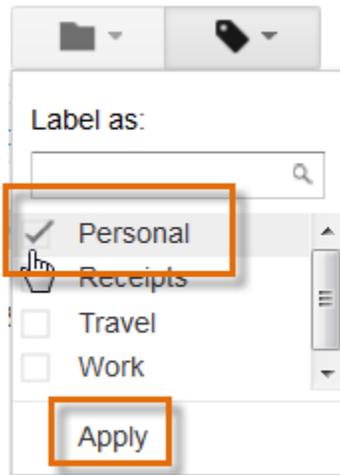


Working with labels

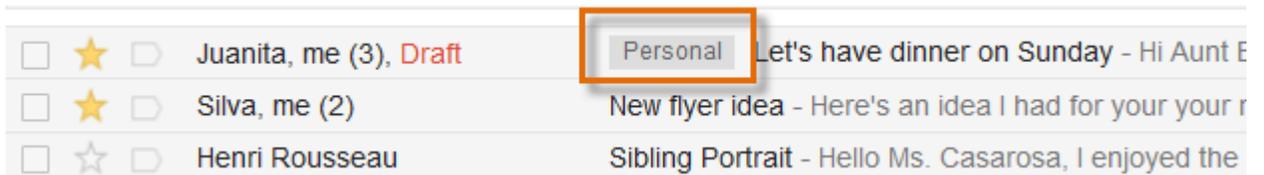
Labels allow you to organize your messages and make them easier to find. Applying a label to a message is kind of like putting it into a folder, with one important difference: You can apply **more than one label** to a message. For example, if you received a message about a **company trip**, you could label it as **Travel** and **Work**. You can choose to label only the most important messages, or you can label every single one—it's up to you. You can **create new labels** whenever you need to, and you can also choose a **color** that will make the label stand out.

To apply a label to a message:

1. While viewing the message, click the **Labels** button. A drop-down menu will appear with a list of labels.
2. Place a **check mark** next to all of the labels you want, then click **Apply**.

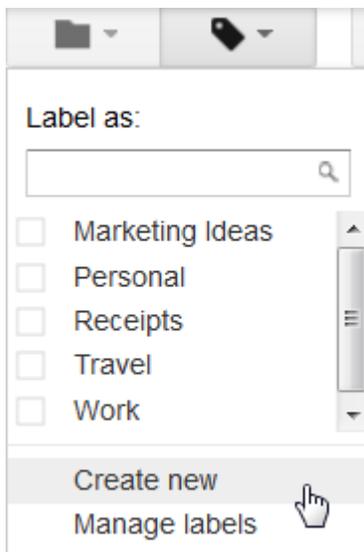


3. Now, when you view your **inbox**, you'll be able to see the label next to the message **subject**.



To create a new label:

1. While viewing the message, click the **Labels** button, and select **Create new**.



2. Type a new **label name**, and click **Create**. The new label will be applied to the message.

New Label

Please enter a new label name:

Nest label under:

Create

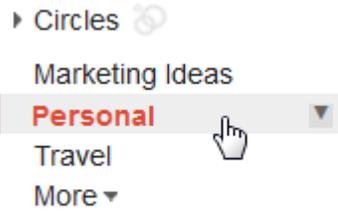
Cancel

Viewing labeled messages

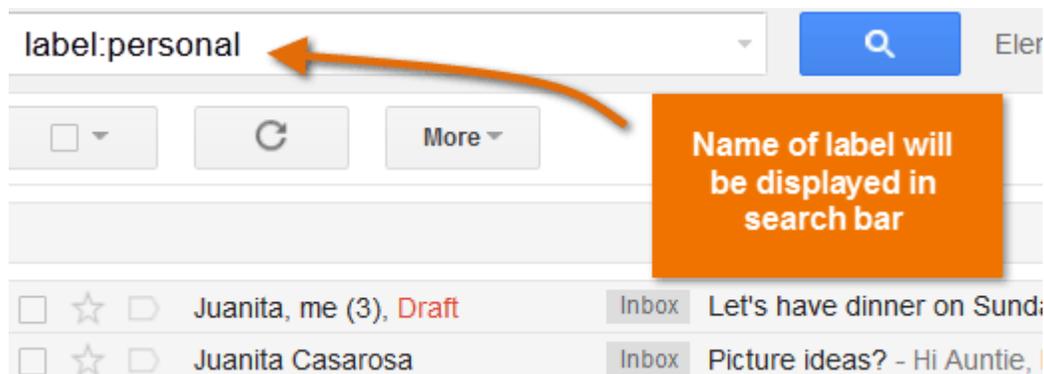
Once you've added labels to some of your messages, you can easily view all of the messages that contain a particular label. This is where all of the time spent labeling messages **pays off**. For example, you may want to view messages with the label **Travel** so you can see everything that pertains to an upcoming trip.

To view labeled messages:

1. In the **left menu pane**, click the **name of the label** you want to view.

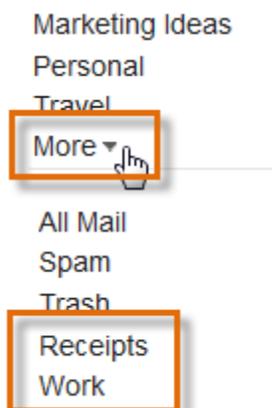


2. Gmail will now display only the messages containing the label you selected. The name of the label you chose will appear in the search bar.



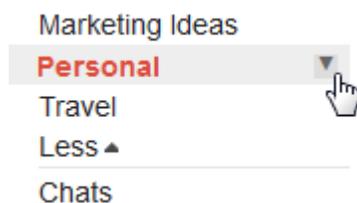
3. To view all of your messages again, click **Inbox** in the **left menu pane**.

Some labels may be **hidden**. If you don't see the label you want, click the **more** drop-down arrow to view the hidden labels. From there, you can also click **Manage labels** to control which ones are hidden.

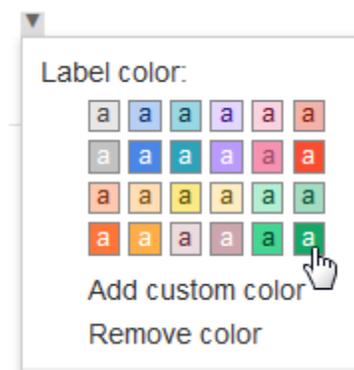


To choose a label color:

1. In the **left menu pane**, find the label you want to change.
2. Click the **drop-down arrow** to the right of the label name.



3. From the menu, select the desired **color**.



4. The label will update to reflect the new color.

Personal	Let's have dinner o
Marketing Ideas	Personal
Work	Sibling Portrait - Hello I
Work	Grand Opening - Hi Ek
Work	Family Portrait - Hi Ele
Personal	Picture ideas? - Hi .
Work	Package Price List - TI

Creating filters



Filters can save you a lot of time by automatically performing actions such as **labeling** or **deleting** messages as soon as they arrive in your inbox. You can create filters that look for a specific **sender**, **recipient**, **subject**, or **specific words** that are contained in the body of the email.

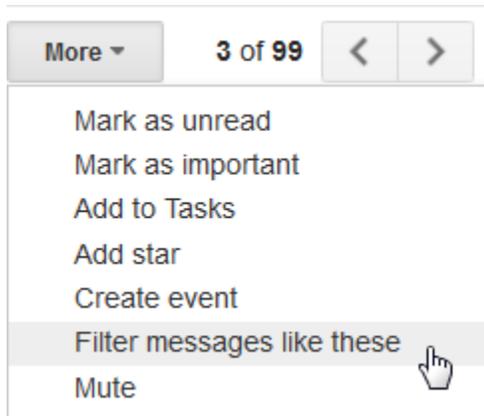
Watch the video to learn how to create filters and search for an email message.

To create a filter:

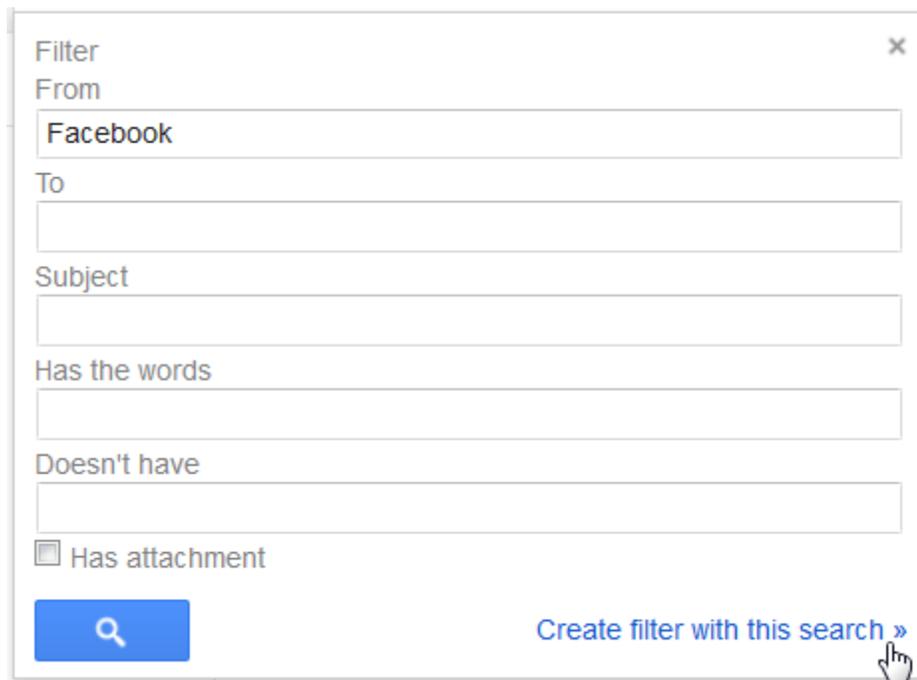
1. Open an email message. Ideally, this message should be similar to the emails you want to filter. For example, we'll filter **messages sent by Facebook**, so we'll open a message from Facebook.

<input type="checkbox"/>	☆	Elena Casarosa	Thank you and appointment confirmation -
<input type="checkbox"/>	☆	Twitter	Twitter Classical Music (@ClassicalMusic8
⋮	☆	Facebook	Welcome back to Facebook - facebook Hi He
<input type="checkbox"/>	☆	Twitter	Twitter Marian Sawyer (@MarianSawyer) is

2. Click the **More actions** button, and select **Filter messages like these**.

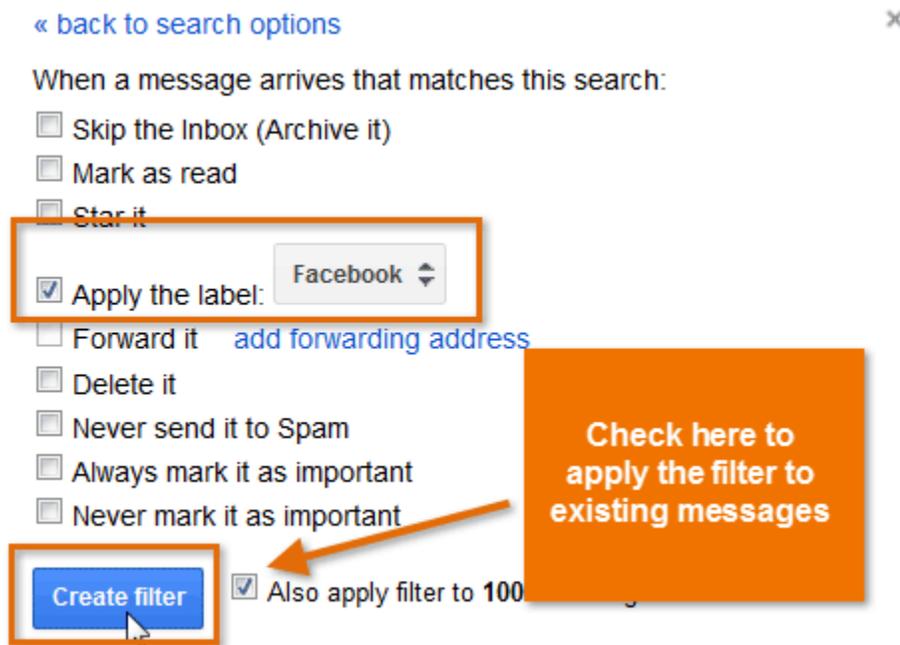


3. In the box that appears, type one or more **search criteria**. One or more fields may already be filled in based on the email you opened, but you can edit the criteria if necessary. In this example, we're only looking for messages that are from Facebook. Click **Create filter with this search** to select actions you want to apply to the filter.



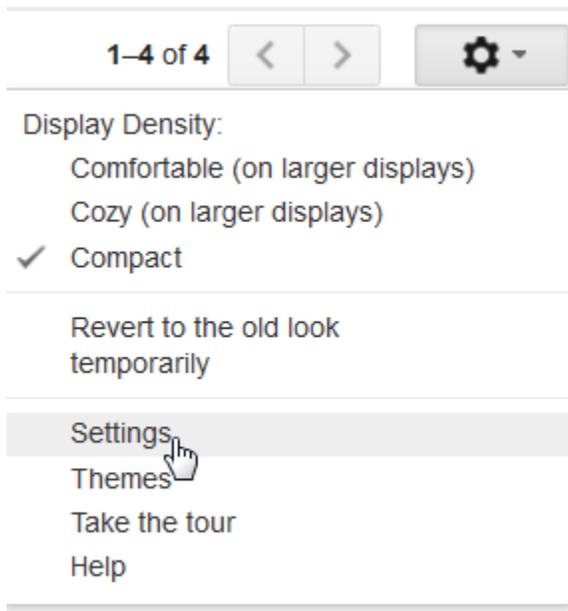
4. Place a **check mark** next to the desired action. If you want to apply a label, you'll need to choose the label from the drop-down menu. In this example, we'll choose the **Facebook** label.
5. If you want to apply the filter to existing messages that meet the criteria, place a **check mark** next to **Also apply filter to (x) conversations below**.

6. Click **Create Filter**. In this example, the Facebook label will be applied to any new messages you receive from Facebook, as well as all of the existing ones. You will then be redirected to your opened email.



To edit or delete filters:

1. In the top-right corner of the page, click the **gear icon**, and select **Settings**.



2. Click **Filters** to view a list of filters that are currently active. You can then **edit** or **delete** the desired filters.

Settings



[General](#) [Labels](#) [Accounts and Import](#) **[Filters](#)** [Forwarding and POP/IMAP](#) [Chat](#)
[Web Clips](#) [Labs](#) [Inbox](#) [Offline](#) [Themes](#)

The following filters are applied to all incoming mail:

Matches: **from:Facebook**
Do this: Apply label "Facebook"

[edit](#) [delete](#)

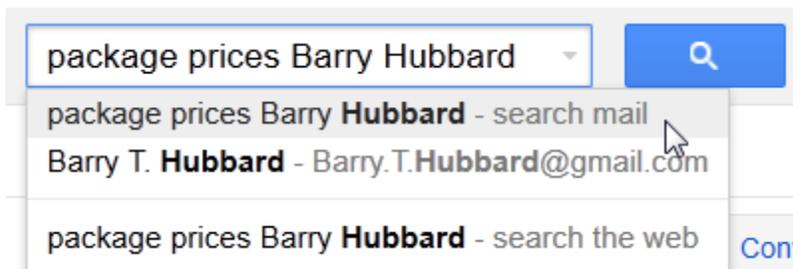
[Create a new filter](#)

Search mail

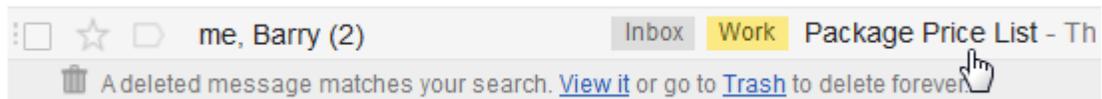
The **Search Mail** feature allows you to perform a **Google Search** in your email. This means you can find any message, no matter how new or old. It searches every part of the message, so you can find a message even if you **don't remember who sent it** or if you never **labeled** it.

To search for a message:

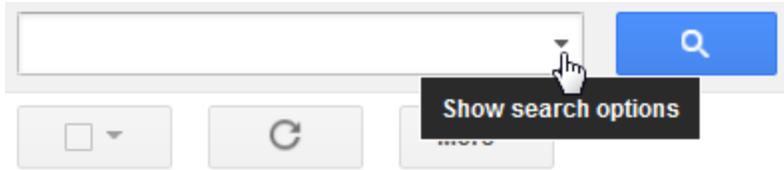
1. At the top of the page, type some search terms in the Gmail **search box**, then click **search Mail**.



2. Your inbox will display your **search results**. You can click an email to read it, or you can try a different search.



If you're still not finding what you're looking for, you can click **Show search options** to perform an advanced search.



UNIT - III

Search on Google

Learn a few tips and tricks to help you easily find information on Google.

1: Start with the basics

No matter what you're looking for, start with a simple search like **where's the closest airport?**. You can always add a few descriptive words if necessary.

If you're looking for a place or product in a specific location, add the location. For example, **bakery seattle**.

2: Search using your voice

Tired of typing? Say "Ok Google" or choose the microphone icon to search using your voice. Learn more about "Ok Google" and voice search.

3: Choose words carefully

When you're deciding what words to put in the search box, try to choose words that are likely to appear on the site you're looking for. For example, instead of saying **my head hurts**, say **headache**, because that's the word a medical site would use.

4: Don't worry about the little things

- **Spelling.** Google's spell checker automatically uses the most common spelling of a given word, whether or not you spell it correctly.
- **Capitalization.** A search for **New York Times** is the same as a search for **new york times**.

5: Find quick answers

For many searches, Google will do the work for you and show an answer to your question in the search results. Some features, like information about sports teams, aren't available in all regions.

- **Weather:** Search **weather** to see the weather in your location or add a city name, like **weather seattle**, to find weather for a certain place.
- **Dictionary:** Put **define** in front of any word to see its definition.
- **Calculations:** Enter a math equation like **3*9123**, or solve complex graphing equations.
- **Unit conversions:** Enter any conversion, like **3 dollars in euros**.

- **Sports:** Search for the name of your team to see a schedule, game scores and more.
- **Quick facts:** Search for the name of a celebrity, location, movie, or song to find related information.

SEARCH OPERATORS

You can use search operators and other punctuation to get more specific search results. Except for the examples below, Google Search usually ignores punctuation.

Punctuation & symbols

Even though you can use the punctuation marks below when you search, including them doesn't always improve the results. If we don't think the punctuation will give you better results, you'll see suggested results for that search without punctuation.

Symbol	How to use it
+	Search for Google+ pages or blood types Examples: +Chrome or AB+
@	Find social tags Example: @googler
\$	Find prices Example: nikon \$400
#	Find popular hashtags for trending topics Example: #throwbackthursday
-	When you use a dash before a word or site, it excludes sites with that info from your results. This is useful for words with multiple meanings, like Jaguar the car brand and jaguar the animal. Examples: jaguar speed -car or pandas -site:wikipedia.org
"	When you put a word or phrase in quotes, the results will only include pages with the same words in the same order as the ones inside the quotes. Only use this if you're looking for an exact word or phrase, otherwise you'll exclude many helpful results by mistake.

	Example: " imagine all the people "
*	Add an asterisk as a placeholder for any unknown or wildcard terms. . Example: " a * saved is a * earned "
..	Separate numbers by two periods without spaces to see results that contain numbers in a range. Example: camera \$50..\$100

Search operators

Search operators are words that can be added to searches to help narrow down the results. Don't worry about memorizing every operator, because you can also use the [Advanced Search](#) page to create these searches.

Operator	How to use it
site:	Get results from certain sites or domains. Examples: olympics site:nbc.com and olympics site:gov
related:	Find sites that are similar to a web address you already know. Example: related:time.com
OR	Find pages that might use one of several words. Example: marathon OR race
info:	Get information about a web address, including the cached version of the page, similar pages, and pages that link to the site. Example: info:google.com
cache:	See what a page looks like the last time Google visited the site. Example: cache:washington.edu

Note: When you search using operators or punctuation marks, don't add any spaces between the operator and your search terms. A search for **site:nytimes.com** will work, but **site:nytimes.com** won't.

REVERSE IMAGE SEARCH

You can use a picture as your search to find related images from around the web.

How reverse image search works

When you search using an image, your search results may include:

- Similar images
- Sites that include the image
- Other sizes of the image you searched for

Search using an image works best when the image is likely to show up in other places on the web. So you'll get more results for famous landmarks than you will for personal images like your latest family photo.

Reverse image search using your computer

You can search using an image on these computer browsers:

- Chrome 5+
- Internet Explorer 9+
- Safari 5+
- Firefox 4+

Upload an image

1. Visit images.google.com or click the camera icon in the search box on any Images results page .
2. Click **Upload an image**.
3. Click **Choose file**.
4. Select the image from your computer.

Drag & drop an image into the search box

If you're on Chrome or Firefox 4+, you can drag an image from your computer into the search box.

1. Visit images.google.com.
2. On your computer, click the image you want to search for.
3. While holding down the mouse, drag the image into the search box.

Search using an image URL

1. On any website, right-click an image and select **Copy image URL**.
2. Visit images.google.com or click the camera icon in the search box on any Images results page .
3. Click **Paste image URL**.

4. Paste the URL you copied into the box.
5. Click **Search by image**.

Right-click an image on a site (Chrome & Firefox)

Chrome

1. Right-click any image you see on a website or in search results.
2. Click **Search Google for this image**.
3. A new tab will open with your results.

Firefox

1. Download the [Search by Image extension](#).
2. Right-click any image you see on a website or in search results.
3. Click **Search Google with this image**.
4. A new tab will open with your results.

Reverse image search using your phone or tablet

You can search Google to find images that are similar to ones you see in search results. This is available on the Chrome app (Android and iPhone or iPad).

1. Use the Chrome app to do a search.
2. Touch the image you want to search with to open a larger version of the image.
3. Press and hold the image. In the box that appears, touch **Search Google for this image**.

How Google uses the image you search with

When you search using an image, any images or URLs that you upload will be stored by Google. Google only uses these images and URLs to make our products and services better.

Filter your search results

You can filter and customize your search results to find exactly what you want. For example, you can find sites updated within the last 24 hours, or photos of a certain color.

Note: Filtering your search results doesn't change any of your search settings. To change settings like SafeSearch, results per page, languages, or delete past searches, visit the [Search settings](#) page.

Add or remove filters

Computer

1. Do a search on Google.

2. Choose the type of result you want to see, like **Images** or **News**, by selecting a type under the search box. Click **More** to see extra choices.
3. Below the search box, click **Search tools** to see more filters you can apply to your search. The Search tools you see will be different based on your search and the filters you've already used, so you won't see all the options every time.
4. To remove any filters you've added through Search tools, click **Clear**.

Mobile browser

Use these instructions if you're searching on a mobile browser, like Chrome or Safari, on your phone or tablet.

1. Do a search on Google.
2. Choose the type of result you want to see, like **Images** or **News**, by selecting a type under the search box. Touch **More** to see extra choices.
3. Touch **More > Search tools** to see more filters you can apply to your search. The Search tools you see will be different based on your search and the filters you've already used, so you won't see all the options every time.
4. To remove any filters you've added through Search tools, touch **Clear**.

Ways to filter search results

- **Type of result:** At the top or bottom of a search results page, you'll see a number of ways to filter your results to see one type of content. For example, click Images to have all of your search results be pictures, or Shopping to see search results that help you find ways to buy the things you searched for.
- **Search tools:** Once you've decided which type of results you want, you can refine your results even further using Search tools. Search tools can include things like location, color, size, and the date a page was published.

Types of search tools

Some Search tools aren't available in all languages or only show if you're signed in to your Google Account.

Search tools you can use for Web results

Search tools will be different based on the type of results you're looking at, but may include:

- **Publish date:** Limit results according to when they were published on the Web.
- **Verbatim:** Search for exact words or phrases.
- **Dictionary:** Find definitions, synonyms, images, and more for your search term.

- **Private:** If you're signed in to your Google Account, you can see content that was shared with you on Google+ or Gmail.
 - **Nearby:** See results for your current location.
 - **Videos:** Filter by length of video, quality, and source, like youtube.com.
 - **Recipes:** Filter by ingredients, cook time, and calories.
 - **Applications:** Choose the price and operating system, or OS, for available apps.
 - **Patents:** Select a patent's filing or publishing date, the patent office it was filed in, filing status, and type. You can also do a patent search directly at patents.google.com.
- Search tools you can use for Images results
- **Size:** Pick among large, medium, or icon, or set the exact dimensions.
 - **Color:** Find images of a certain color, black and white, or transparent.
 - **Type:** Only see images that are faces, photos, clip art, line drawings, or animated GIFs.
 - **Time:** Find a photo that was recently published, or published on a certain date.
 - **Usage rights:** See photos that you can reuse or modify. Learn how to [find content to reuse](#).

Advanced Search

Narrow down search results for complex searches by using the Advanced Search page. For example, you can find sites updated in the last 24 hours or images that are in black and white.

Do an Advanced Search

1. Go to the Advanced Search page.

Advanced Search

Find pages with...		To do this in the search box
all these words:	<input type="text"/>	Type the important words: <code>tricolor rat terrier</code>
this exact word or phrase:	<input type="text"/>	Put exact words in quotes: <code>"rat terrier"</code>
any of these words:	<input type="text"/>	Type OR between all the words you want: <code>miniature OR standard</code>
none of these words:	<input type="text"/>	Put a minus sign just before words you don't want: <code>-rodent, -"Jack Russell"</code>
numbers ranging from:	<input type="text"/> to <input type="text"/>	Put 2 periods between the numbers and add a unit of measure: <code>10..35 lb, \$300..\$500, 2010..2011</code>
Then narrow your results by...		
language:	<input type="text" value="any language"/>	Find pages in the language you select.
region:	<input type="text" value="any region"/>	Find pages published in a particular region.
last update:	<input type="text" value="anytime"/>	Find pages updated within the time you specify.
site or domain:	<input type="text"/>	Search one site (like <code>wikipedia.org</code>) or limit your results to a domain like <code>.edu</code> , <code>.org</code> or <code>.gov</code>
terms appearing:	<input type="text" value="anywhere in the page"/>	Search for terms in the whole page, page title, or web address, or links to the page you're looking for.
SafeSearch:	<input type="text" value="Show most relevant results"/>	Tell SafeSearch whether to filter sexually explicit content.
file type:	<input type="text" value="any format"/>	Find pages in the format you prefer.
usage rights:	<input type="text" value="not filtered by license"/>	Find pages you are free to use yourself.

[Advanced Search](#)

2. In the "Find pages with" section, enter your search terms.
3. In the "Then narrow your results by" section, choose the filters you want to use. You can use one or more filters.
4. Click **Advanced Search**.

Tip: You can also use many of these filters in the search box with [search operators](#).

Advanced Search filters you can use

Websites

- Language
- Region
- Last updated date
- Site or domain
- Where the search terms appear on the page
- SafeSearch
- Reading level
- File type
- Usage rights (find pages that you have permission to use)

Images

- Size
- Aspect ratio
- Color
- Type (face, animated, etc.)
- Site or domain
- Filetype
- SafeSearch
- Usage rights (find images that you have permission to use)

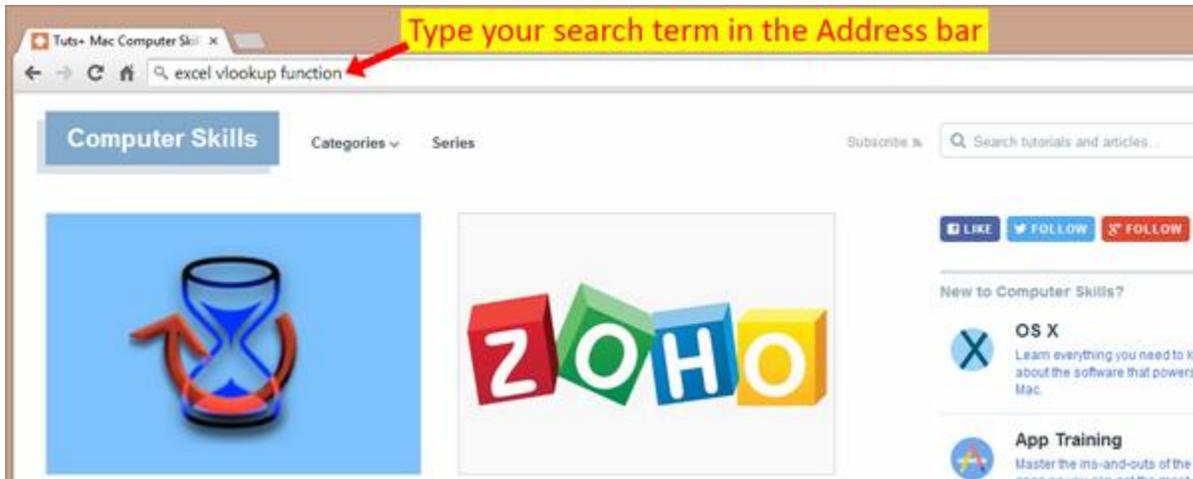
Search engines do a lot more than immediately meets the eye. If you're getting results that aren't relevant, if you're getting too many results, if you want to find something on a particular web site, or if you just want to do a quick calculation or measurement conversion, there are some pretty cool tricks that you can do.

Some of these techniques will work in any search engine, but the coolest features work only on Google. Also, please keep in mind that since web content changes frequently, the results you get from running the sample searches in this tutorial may be different from what I show.

Screencast

Choose Your Default Browser Based on Your Preferred Search Engine

If you prefer Google, install [Chrome](#) and if you prefer Bing, use the latest version of [Internet Explorer](#) on your PC. The reason is that you can type search terms directly in the Address bar (Chrome calls this the Omni Box). In Chrome, this defaults to searching Google, and in IE, this defaults to searching Bing. You can switch the default search engine, but you get the best integration with these search engines with these respective browsers.



Type your search terms into the Address bar in Chrome and Internet Explorer

Otherwise, in Safari or Firefox, just pick your favorite search engine so you can use it automatically from the address or search box, respectively.

Using Punctuation and Boolean Operators

Quotation marks mean that you're looking for a specific phrase. Over the years, search engines have gotten so good at guessing what we want, quotation marks aren't as necessary as they used to be. But they can still be helpful. For example:

"bow ties are cool"

will be far more likely to find that exact phrase, where searching without the quote would lead to pages talking about cool bow ties, but not necessarily that exact phrase.

OR and parenthesis

By default, if you search for several words, most search engines will show results where both or all of the words are found. This is known as an AND search – as though you wanted *this* and *this*. But if you want results with either (or any) of your words, use the OR keyword. It means that either (or any) of your search terms were found. For example:

"Doctor Who" OR "Sherlock Holmes"

This will find pages containing either the phrase "Doctor Who" or the phrase "Sherlock Holmes". Some page results will contain both.

When you place search terms in a set of parenthesis, they are treated as a single unit. So...

("Doctor Who" OR "Sherlock Holmes") ("Matt Smith" "Steven Moffat")

This will find pages containing either the phrase "Doctor Who" or the phrase "Sherlock Holmes", and also the name of either actor Matt Smith or producer Steven Moffat.

Are you familiar with the Boolean NOT operator (or a minus sign)? Google still lists it in the documentation, but Google, Bing and Yahoo ignore it and it no longer works.

Searching Within a Specific Site

One of my favorite search features is the *site* keyword, which limits a search to a specific web site. This is great if a site doesn't have its own search form, or if it isn't working. For example:

```
"Peter Capaldi" site:bbcamerica.com
```

This will find references to actor Peter Capaldi, but only on www.BBCAmerica.com.

You can also use the *site* attribute to limit searches to a particular top-level domain, like .org, .gov and so on. For example:

```
"fishing license" site:.gov
```

This will show you government sites that contain the phrase "fishing license".

Wildcard Searches

Sometimes you know part of a phrase you're looking for, but aren't sure of all the words or maybe how the words will be spelled. That's when an asterisk comes to the rescue, as a wildcard. It's especially handy if there are several ways of expressing what you want. For example:

```
the three *
```

...will show results for The Three Stooges, The Three Doctors, The Three Musketeers, The Three Tenors, and more.

You can also search for numbers in a range, by using two periods as a wildcard. For example, if you're shopping for an Android tablet and have a budget of \$300 to \$600, do this search:

```
android tablet $300..$600
```

Connectivity Searches

Two great keywords that show connectivity are the *link* and *related* keywords. The *link* keyword will show what pages link to a particular page. For example:

```
link:amazon.com
```

The *related* keyword will show what sites are similar to the one you specify. Who is to say what qualifies as being similar? Who knows! The algorithms are proprietary. For example:

```
related:amazon.com
```

If you visit a page that doesn't have content that you're expecting to see – for example, a news item is no longer on the front page – Google might have it cached. So try the *cache* operator to see what the site looked like the last time Google crawled it:

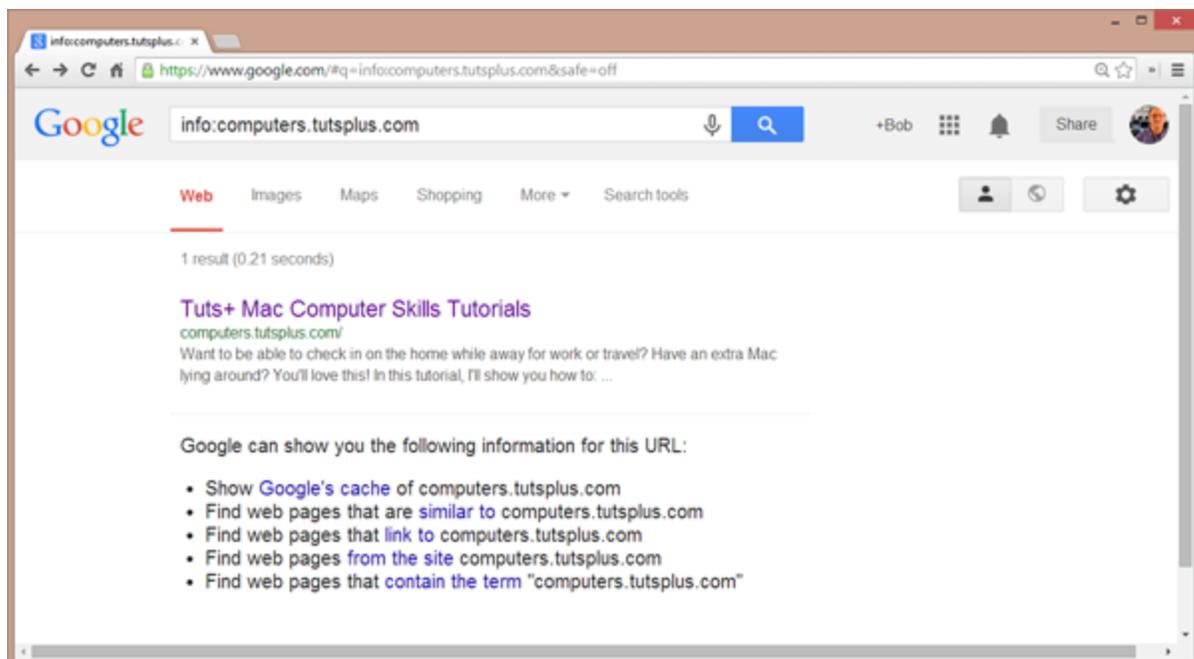
```
cache:computers.tutsplus.com
```

An Operator That Combines All of the Above

Rather than remember all the above operators, you can remember just one, instead: *info*. When you run *info* against a web address, you'll get a menu of operators that you can click to get the results.

For example:

```
info:computers.tutsplus.com
```



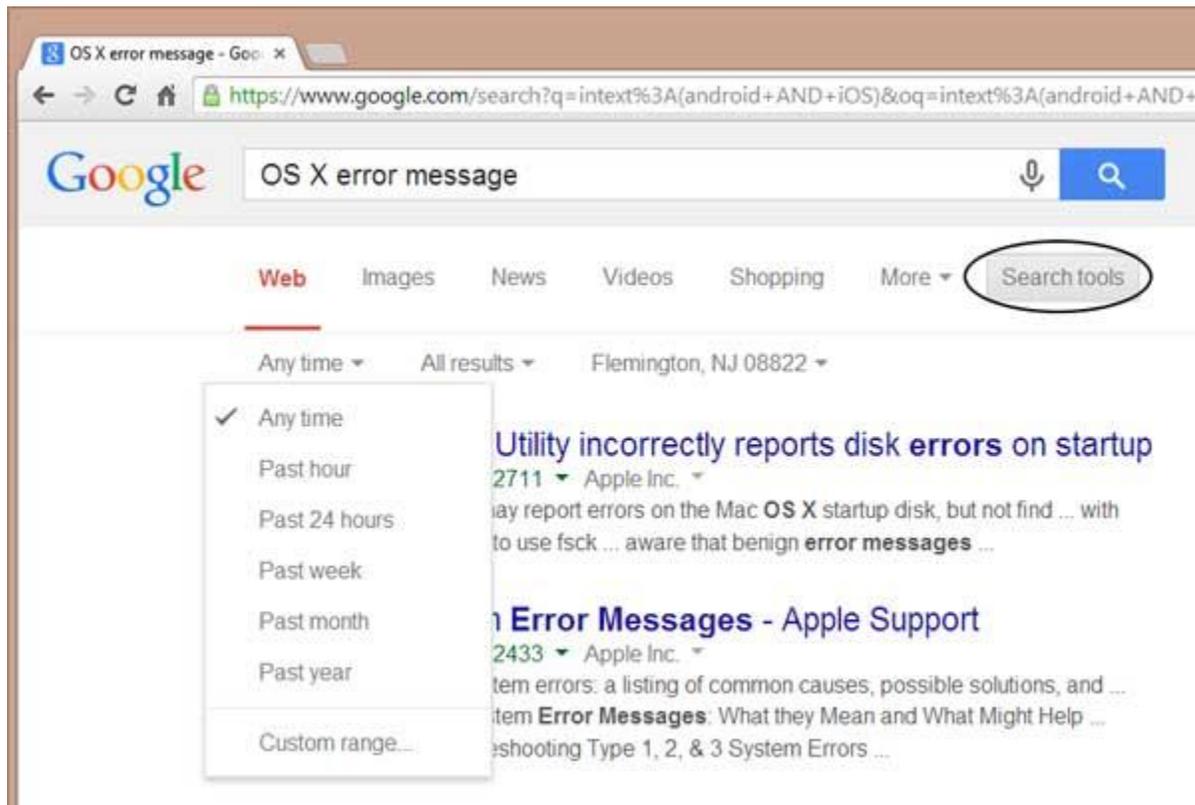
The *info* keyword combines several other keywords

Filtering Results

Sometimes, you might want to see only recent results, or results from a specific time period. After running a search in Google, click the **Search Tools** link just below the Search bar, then from the submenu that appears, click **Any Time** and make a choice. In Bing, *Any Time* is always visible just below the Search bar, and Yahoo has timings in the left column.

Also from Google's submenu, you can choose a reading level from **All Results**, and choose a location on the right. Google will try to detect your location automatically, but it doesn't always guess correctly. It tends to use the location where your Internet provider's equipment is. If you want to

change the location, click the **Down Arrow** and enter the location you want. Entering a Zip or Postal code usually works.



Google has very detailed filtering. Bing and Yahoo only have time filters.

Undocumented Google Keywords

Page Title, Content and URL

If you want to search for words specifically in a page title, and ignore page content, use the *intitle* keyword. For example, if you're looking for articles that compare Android with iOS, try this:

```
intitle:android AND iOS
```

If you're searching for multiple words and want results where *all* of the words are in the title, not just some of them, use *allintitle* instead.

The opposite of searching titles is searching page content and ignoring the title. For that, use the *intext* keyword, as follows:

```
intext:android AND iOS
```

Keep in mind that many pages will have the same phrases in the titles and content, so many of the results from the previous two searches will be the same.

You can also search for a word that appears in a page's URL, with the *inurl* keyword, like this:

inurl:photoshop

When searching for multiple words, you can also use *allinurl* to make sure that all the words or phrases are in the URL.

Google also has similar keywords specifically to search blogs. They are:

- *Inblogtitle*
- *Inposttitle*
- *Inpostauthor*
- *Blogurl*

Finding Files of a Specific Type

With the *filetype* keyword, you can restrict search results to display a particular type of file, like image or archive files, or Adobe and Microsoft documents. For example, if you want a sample expense sheet in Excel and don't like Excel's built-in templates, this search will find some for you:

expense sheet filetype:xlsx

Weather

Need a quick weather forecast? Use the *weather* keyword and Zip or Postal code to get current conditions and a graph for the next several hours:

Weather 08822

Definitions

You can also get a quick dictionary definition, using the *define* keyword. It isn't as extensive as usingdictionary.com, but it's a lot faster. For example:

define:solenoid

Math, Measurement and Language Conversions

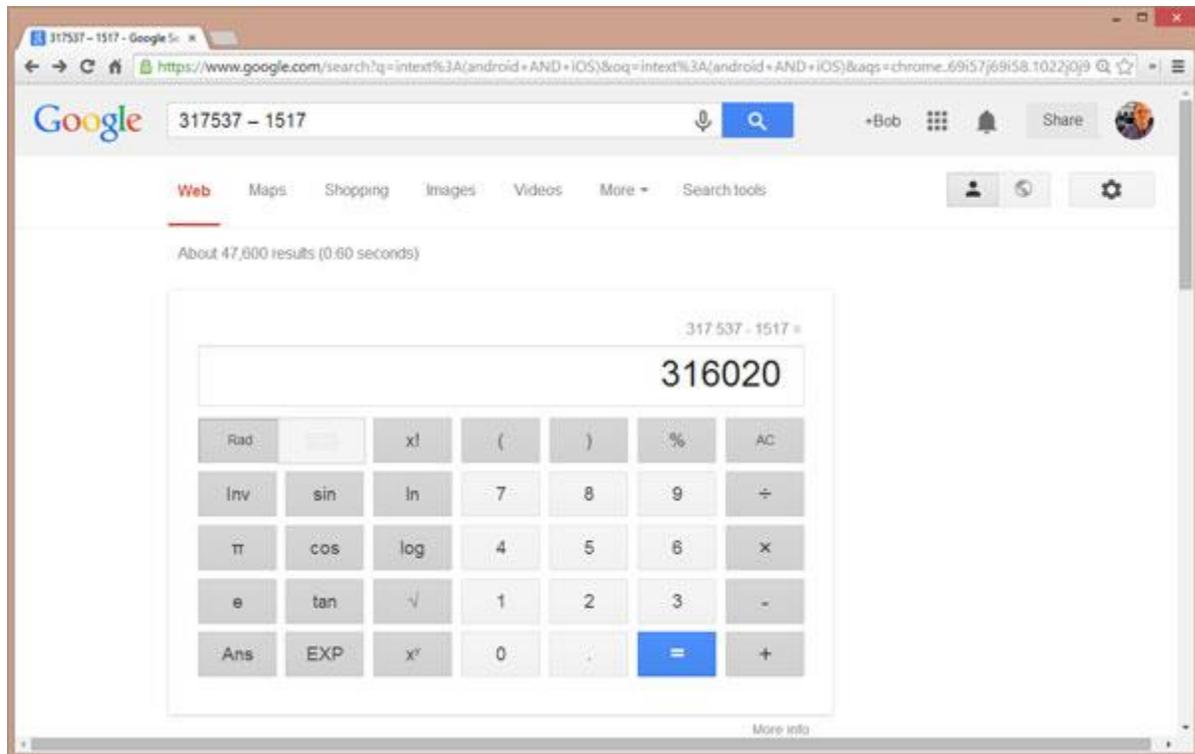
If you need to do some quick calculations or convert measurements from one unit to another, Google and Bing have you covered.

Basic Arithmetic Searches in Google and Bing

Examples:

- $1035 + 698$
- $317537 - 1517$
- $256 * 768$
- $105/39$

When you enter a calculation into the Search/Address bar, both Google and Bing will display a handy calculator. You can click the buttons or use the numbers on your keyboard. If your keyboard has a number pad, this is especially nice.



Keep your calculator in the drawer. Google and Bing have them on the screen.

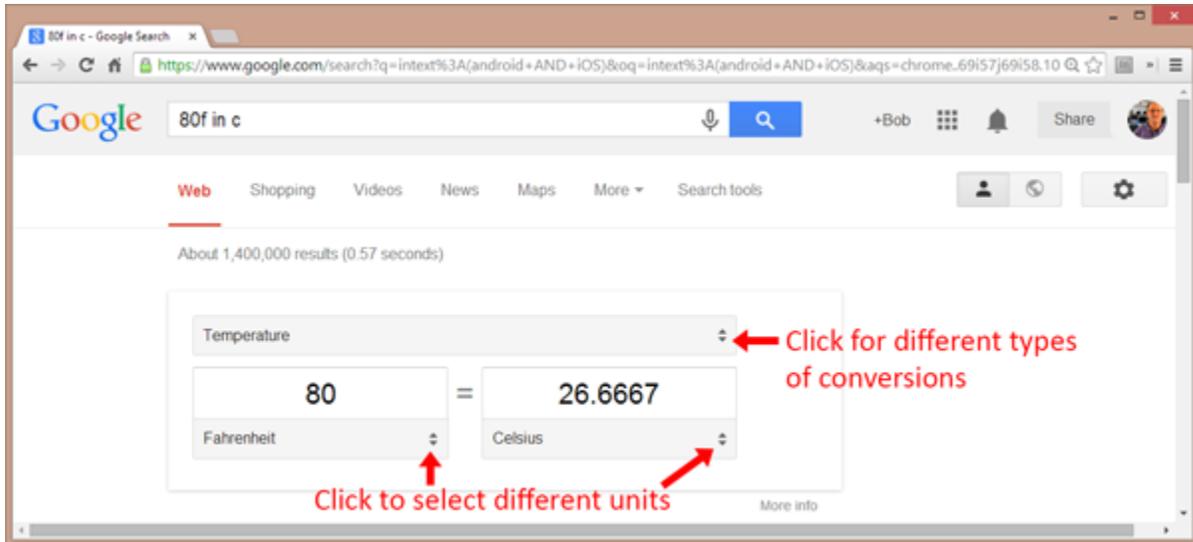
Converting Between Imperial and Metric Units

If you're converting a recipe from Imperial to Metric measurements (or vice-versa) or converting distance, temperature, weight and more, you can do this with a simple search in Google or Bing. Most units you can abbreviate (like *g* instead of *grams* or *oz* instead of *ounces*).

Examples:

- 2 cups in ml
- 500g in oz
- 200 miles in km
- 80F in C

Similar to doing arithmetic, when you search for a unit conversion, Google and Bing will display a conversion calculator, with your search displayed in it. Click the top drop-down list to choose different types of conversions (temperature, length, etc.) and click the lower drop-downs to choose different units.



Google and Bing also have unit conversion calculators

Language Translation

Google can translate in and out of approximately a dozen languages. How do you say "wind" in Spanish or what does the French word "suivant" mean? Run these searches:

wind in Spanish

suivant in English

Other Cool Features

Here are some great tips that don't fit into other categories.

Flight Status

Want to check the status of a flight? Just search for the airline and flight number. Google will show the flight status, and if the flight is currently in the air, you'll see its relative position, as in the screen capture below. Bing will show basic departure and arrival information. For example:

United flight 1

The screenshot shows a Google search result for "united flight 1". The search bar contains "united flight 1" and the search button is visible. Below the search bar, the "Web" tab is selected. The search results show "About 687,000,000 results (0.49 seconds)". The main result is a card for "United Airlines Flight 1" with the status "On-time - arrives in 10 hours 6 mins". A flight path diagram shows a green arrow from IAH to NRT. Below the diagram, the departure and arrival information is displayed:

Time	Terminal	Gate	Time	Terminal	Gate
9:00 AM	E	4	12:35 PM	1	-

Showing airport times.

For

up-to-the-minute flight information, just search for the airline and flight number

Six Degrees of Kevin Bacon

If you want to know how many degrees of separation there are between almost any actor and actor Kevin Bacon, do a *bacon number* search in Google, like this:

Harrison Ford bacon number

The answer to that particular query is 2.

Advertisement

Tracking Packages and Searching Other Numbers

Google has information on package deliveries from the United States Postal Service, UPS and FedEx. The tracking numbers for these services use different formats, so you don't have to specify which one you want; just enter the number like this:

1Z1234X12345678

Doing a patent search? Use the *patent* keyword followed by the patent number:

patent 5889566

Google does several other alphanumeric searches that don't require a keyword. Just enter the numbers to search for:

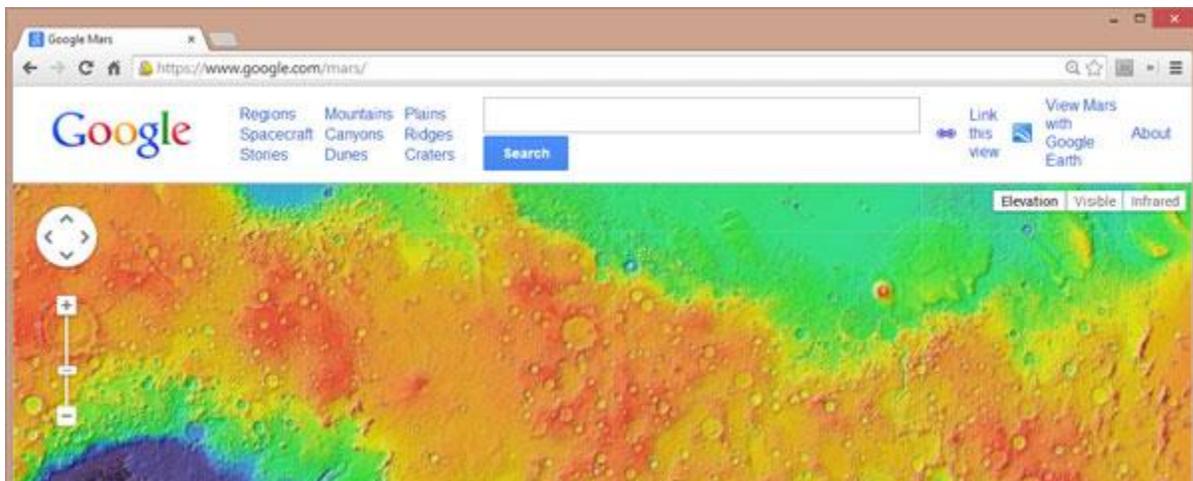
- Zip code
- ISBN
- VIN (Vehicle ID number)
- FAA airplane registration number
- Phone number

Search Mars and Beyond

This isn't a search as much as it's an undocumented feature, courtesy of NASA as well as Google. Just go to:

www.google.com/mars

...and have a look around! The default view is a false-color elevation map, and you can also choose infrared and real-life visible surface. There's also an option to explore Mars using Google Earth.



Explore Mars from the comfort of your chair

Once you've conquered Mars, try your hand – or bat'leth – in Klingon. Yes, Google has a Klingon language version at:

www.google.com/?hl=xx-klingon

Overview of Internet Collaboration

Online Chatting

Online chatting is a text-based communication between two or more people over the network. In this, the text message is delivered in real time and people get immediate response.

Talkomatic was the world first online chat system. It was developed by **Doug Brown** and **David R. Woolley** in 1973.

Chat Etiquette

Chat etiquette defines rules that are supposed to be followed while online chatting:

- Avoid chat slang
- Try to spell all words correctly.
- Don't write all the words in capital.
- Don't send other chat users private messages without asking them.
- Abide by the rules created by those running the chat.
- Use emoticons to let other person know your feelings and expressions.

Web Based Chat Services

Following web sites offers browser based chat services:

Website	Description
Facebook	It was founded by Mark Zuckerberg with his college roommates at Harvard university. Facebook lets the user to create personal profile, post status & photos, and receive notifications.
eBuddy	It is an instant messaging service. It supports multiprotocol instant messaging clients.
Convore	It offers real time web based chat system.
MeBeam	It offers video based chat between the clients to create video conferencing rooms for up to 16 people.
Yahoo! Messenger	It offers PC-PC, PC-phone, Phone-to-PC, file transfer, webcam hosting, text messaging service etc.
WhatsApp	It is an instant messaging service application available on smart phones.
Gmail	It offers instant chatting, sending and receiving mails, and video calling services.

Instant Messaging (IM)

Instant messaging is a software utility that allows IM users to communicate by sending text messages, files, and images. Some of the IMs also support voice and video calls.

Application	Description
Nimbuzz	It is native iPhone app. It supports voice and video chats, file sharing, and group chats with panache.
eBuddy	eBuddy IM helps to have all your buddies from multiple IM accounts in one single list.
Imo.in	It has capability to link all your IM accounts together. You can log on to all of your IM accounts by just logging into imo.in.
MeBeam	It offers video based chat between the clients to create video conferencing rooms for up to 16 people.
Yahoo! Messenger	It offers PC-PC, PC-phone, Phone-to-PC, file transfer, webcam hosting, text messaging service etc.
GoogleTalk	It is an IM by Google and one of the most widely used.
Lync	Lync is an IM developed by Microsoft. It is widely used in corporate sector for internal and external communication as well.

Internet Relay Chat (IRC)

Internet Relay Chat is a protocol developed by Oikarinen in August 1988. It defines set of rules for communication between client and server by some communication mechanism such as chat rooms, over the internet.

IRC consist of separate networks of IRC servers and machines. These allow IRC clients to connect to IRC. IRC client runs a program client to connect to a server on one of the IRC nets. After connecting to IRC server on IRC network, user can join with one or more channels and converse over there.

IRC Commands

Following commands are used while connected to an IRC server. Almost of the below commands will work with most of IRC clients and servers.

Command	Description
/away (message)	Leaves a message let the others know why you are gone.
/clear	Clears the text from current window.

/clearall	Clears all the text from all of the opened windows.
/dcc chat (username)	Opens a chat window with the username that you specify.
/help	Brings up a list of all the commands or the help window.
/ignore (on/of) (username)	Allows you to ignore or not ignore a user.
/ignore (+/-) (username)	Alternative to ignore or not ignore a user.
/join (#channel)	Joins a particular chat group.
/nick (username)	Changes the username
/part (channel)	Leaves specified channel.
/ping (username)	Pings a specified user and it let you know how far they are in seconds
/whowas (username)	Shows information about specified user that was in earlier.
/ping (channel)	Pings all users in specified channel.

Video Conferencing

Video conferencing or **Video teleconferencing** is a method of communicating by two-way video and audio transmission with help of telecommunication technologies.

Modes of Video Conferencing

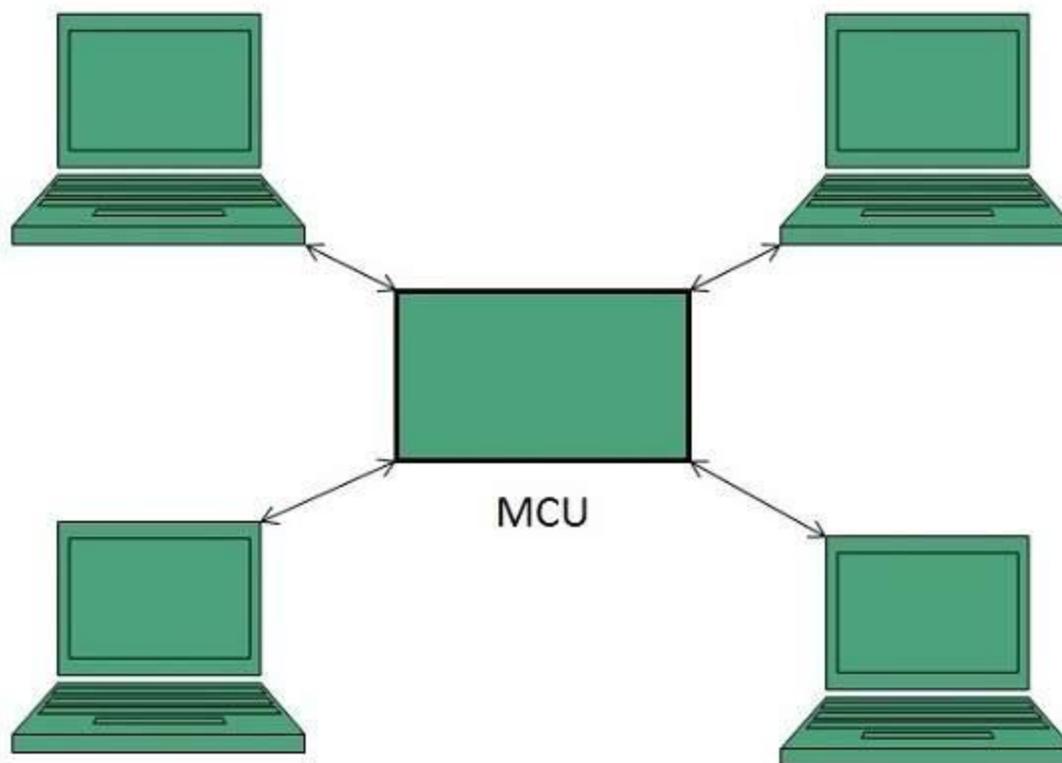
POINT-TO-POINT

This mode of conferencing connects two locations only.



MULTI-POINT

This mode of conferencing connects more than two locations through **Multi-point Control Unit (MCU)**.



Video Sharing

Video sharing is an **IP Multimedia System (IMS)** service that allows user to switch voice calls to unidirectional video streaming session. The video streaming session can be initiated by any of the parties. Moreover, the video source can be the camera or the pre-recorded video clip.

MAILING LIST

In order to send same email to a group of people, an electron list is created which is know as Mailing List. It is the list server which receives and distributes postings and automatically manages subscriptions.

Mailing list offers a forum, where users from all over the globe can answer questions and have them answered by others with shared interests.

Types of Mailing List

Following are the various types of mailing lists:

RESPONSE LIST

It contains the group of people who have responded to an offer in some way. These people are the customers who have shown interest in specific product or service.

COMPILED LIST

The compiled list is prepared by collecting information from various sources such as surveys, telemarketing etc.

ANNOUNCEMENTS

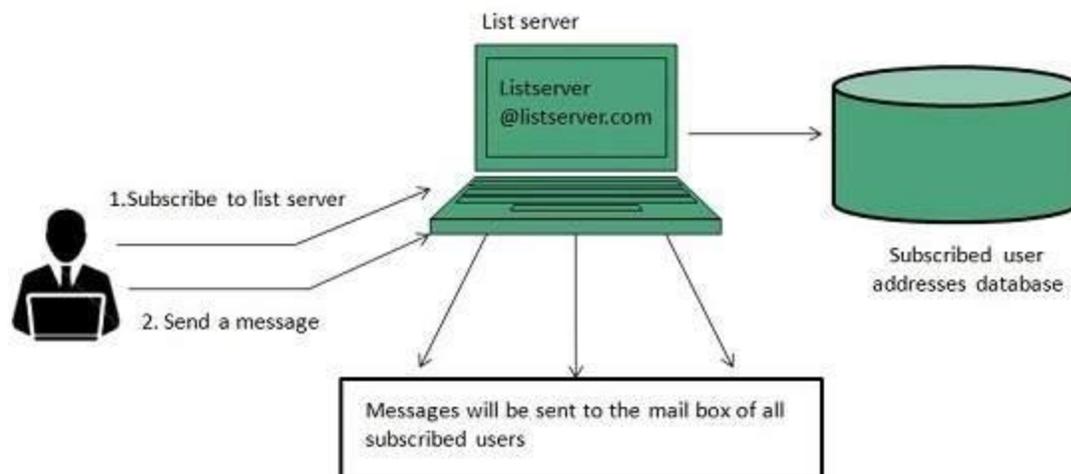
These lists are created for sending out coupons , new product announcements and other offers to the customers.

DISCUSSION LIST

This list is created for sharing views on a specific topic suchas computer, environment , health, education etc.

How does mailing list work?

Before joining a mailing list, it is mandatory to subscribe to it. Once you are subscribed, your message will be sent to all the persons who have subscribed to the list. Similarly if any subscriber posts a message, then it will be received by all subscribers of the list.



Finding Mailing List

There are a number of websites are available to maintain database of publically accessible mailing list. Some of these are:

- <http://tile.net/lists>
- <http://lists.com>
- <http://topica.com>
- <http://isoft.com/lists/list-q.html>

Mailing lists can also be found using Google website. In Google, move to directory and the follow: **Computers > Internet > Mailing List > Directories.**

Subscribing to Mailing List

To subscribe to a list, you need to send an email message to the administrative address mailing list containing one or more commands. For example, if you want to subscribe to Harry Potter list in gurus.com where name of the list server is Majordomo, then you have to send email to majordom@gurus.com containing the text, Subscribe harry potter in its body.

After sending the email, you will receive a confirmation email for your subscription. This email will include list of commands that will help you to perform various operations such as unsubscribing, receiving acknowledgement, and find out what list you are subscribed to.

USENET (USEr NETWORK)

Like mailing lists Usenet is also a way of sharing information. It was started by Tom Truscott and Jim Ellis in 1979. Initially it was limited to two sites but today there are thousands of Usenet sites involving millions of people.

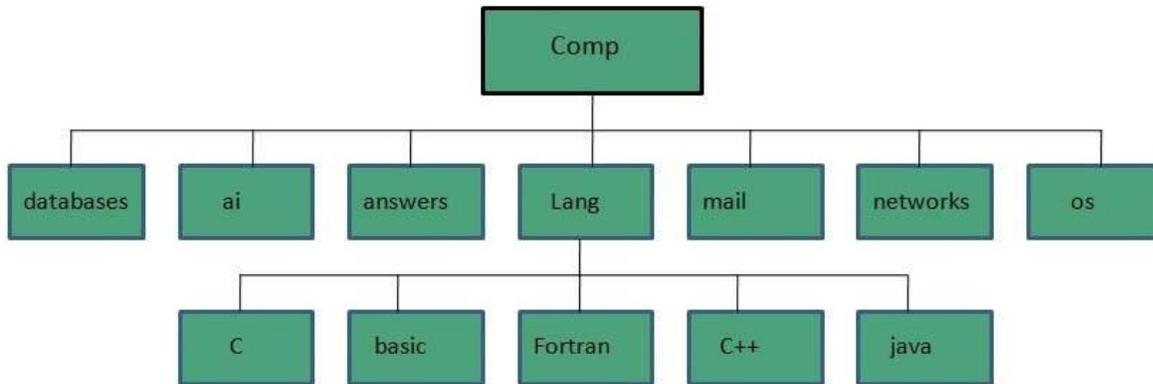
Usenet is a kind of discussion group where people can share views on topic of their interest. The article posted to a newsgroup becomes available to all readers of the newsgroup.

Newsgroup Classification

There exist a number of newsgroups distributed all around the world. These are identified using a hierarchical naming system in which each newsgroup is assigned a unique name that consists of alphabetic strings separated by periods.

The leftmost portion of the name represents the top-level category of the newsgroup followed by subtopic. The subtopic can further be subdivided and subdivided even further (if needed).

For example, the newsgroup **comp.lang.C++** contains discussion on C++ language. The leftmost part **comp** classifies the newsgroup as one that contains discussion of computer related topics. The second part identifies one of the subtopic **lang** that related to computer languages. The third part identifies one of the computer languages, in this case **C++**.



Newsgroup hierarchy of 'Comp'

The following table shows the top-level hierarchies of Usenet Newsgroup:

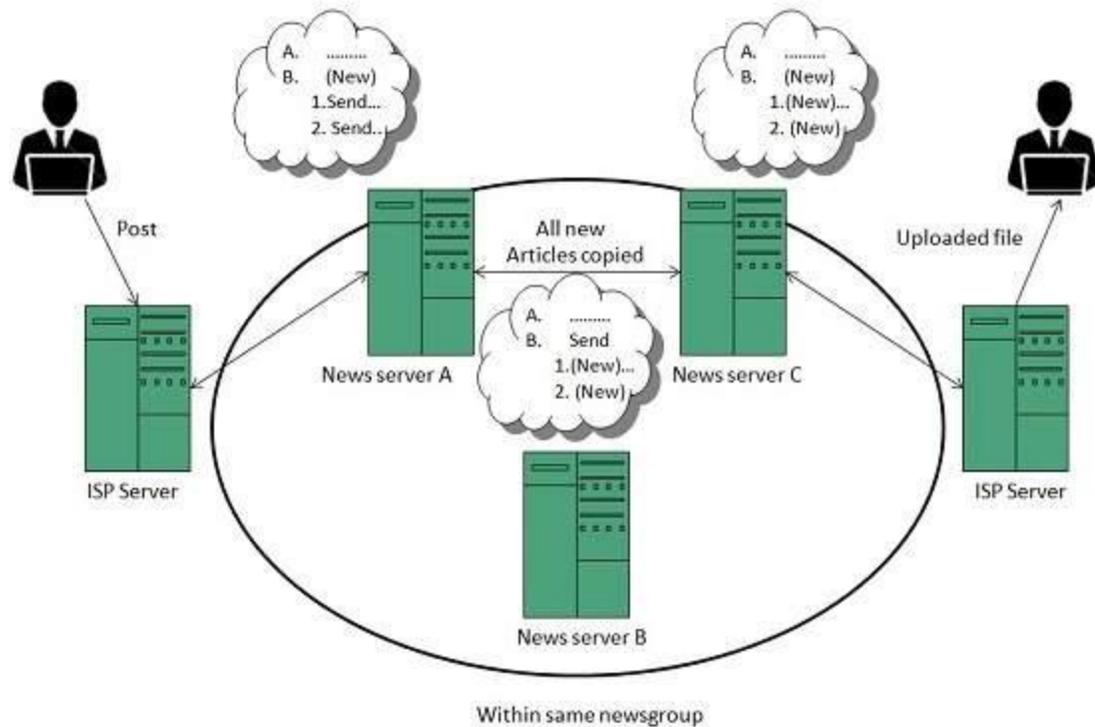
Comp.*	Computer related topics including computer hardware, software, languages etc.	Comp.lang.java.beans Comp.database.oracle
News.*	Newsgroup and Usenet topics	News.software.nntp
Rec.*	Artistic activities, hobbies, or recreational activities such as books, movies etc.	Rec.arts.animation
Sci.*	Scientific topics	Sci.bio.botany
Soc.*	Social issues and various culture	Soc.culture.india
Talk.*	Conventional subjects such as religion, politics etc.	Soc.politics.india
Humanities.*	Art, literature, philosophy and culture	Humanities.classics
Misc.*	Miscellaneous topics i.e. issues that may not fit into other categories	Misc.answers Misc.books.technical

Working of Usenet Newsgroup

When a newsreader such as outlook express connects to a news server, it downloads all the new messages posted in the subscribed newsgroup. We can either reply a message after reading or post a news article to the news server.

The article posted to a news server is appended to the file maintained for that newsgroup. Then the news server shares article with other news servers that are connected to it.

Then each news server compares if both carry the same newsgroup. If yes, then by comparing the files it checks that if there are any new articles in the file, if so they are appended to the file. The updated file of the news servers is then sent to other news servers connected to it. This process is continues until all of the news servers have updated information.



Reading Articles

If user wants to read article, user has to connect to the news server using the newsreader. The newsreader will then display a list of newsgroups available on the news server where user can subscribe to any of the news group. After subscription the newsreader will automatically download articles from the newsgroup.

After reading the article user can either post a reply to newsgroup or reply to sender by email. The newsreader saves information about the subscribed newsgroups and articles read by the user in each group.

Posting an Article

In order to send new article to a newsgroup, user first need to compose an article and specify the names of the newsgroup to whom he/she wants to send. An article can be sent to one or more newsgroup at a time provided all the newsgroups are on same news server.

It is also possible to cancel the article that you have posted but if someone has downloaded an article before cancellation then that person will be able to read the article.

Replying an Article

After reading the article user can either post a reply to newsgroup or reply to sender by email. There are two options available Reply and Reply group. Using Reply, the reply mail will be sent to the autor of the article while Reply group will send a reply to whole of the newsgroup.

Cancelling an Article

To cancle an article after it is sent, select the message and click Message > Cancel message. It will cancle the message from the news server. But if someone has downloaded an article before cancellation then that person will be able to read the article.

Usenet netiquette

While posting an article on a newsgroup, one should follow some rules of netiquette as listed below:

- Spend some time in understanding a newsgroup when you join it for first time.
- Article posted by you should be easy to read, concise and grammatically correct.
- Information should be relevant to the article title.
- Don't post same article to multiple newsgroups.
- Avoid providing your business email address while subscribing to a newsgroup as may be used by spammers.
- Avoid using capital letters as someone may interpret as shouting.
- Prefer to use plain text wherever possible in your article.

Mailing list vs. Newsgroup

S.N.	Mailing List	Newsgroup
1.	Messages are delivered to individual mailboxes of subscribed member of group.	Messages are not posted to individual mailboxes but can be viewed by anyone who has subscribed to that newsgroup.
2.	Working with mailing list is easier than newsgroup. It is easy to compose and receive emails.	Working with a particular newsgroup requires proper knowledge of that newsgroup.
3.	In order to send or receive mails, you required an email program.	It requires a newsgroup reader.
4.	Messages are delivered to certain group of people.	Messages are available to public.

5.	Mailing list does not support threaded discussion.	Newsgroup supports threaded discussion.
6.	Messages delivered to listed subscribers can not be cancelled.	Article posted on a newsgroup can be cancelled.

Online Training

Online Training is a form of distance learning in which educational information is delivered through internet. There are many online applications. These applications vary from simple downloadable content to structured programs.

Benefits

Online Training has proved to be very effective in corporate world. The benefits of Online Training are described below:

- It is cost effective and saves time.
- It is available 24/7 anywhere.
- It is easy to track progress of the course.
- It offers user-friendly and interactive interface.

Online certification

It is also possible to do online certification on specialized courses which add value to your qualification. Many companies offer online certification on a number of technologies.

There are three types of online certification as listed below:

- Corporate
- Product-specific
- Profession-wide

Corporate certifications are made by small organizations for internal purposes.

Product-specific certifications target at developing and recognizing adeptness with regard to particular product.

Profession wide certification aims at recognizing expertise in particular profession.

Online Seminar

Online seminar is the one which is conducted over the internet. It is a live seminar and allows the attendees to ask questions via Q&A panel onscreen.

Online seminar just requires a computer with internet connection, headphones, speakers, and authorization to attend it.

Benefits

Online Seminar has proved to be very effective in corporate and Academic world. The benefits of Online Seminar are described below:

- Online seminars are short, sharp and to the point.
- They always tend to deal with a specific subject in detail.
- Since the user participates online therefore manuals are provided via Pdf.
- Online seminars are cost effective and convenient.

Webinar

Webinar is a web based seminar or workshop in which presentation is delivered over the web using conferencing software. The audio part of webinar is delivered through teleconferencing.

Conferencing

Online conferencing is also a kind of online seminar in which two or more people are involved. It is also performed over the internet. It allows the business persons to do meeting online.

Benefits

Online Webinar has proved to be very effective in corporate and Academic world. The benefits of Online Webinar are described below:

- It is cheaper and convenient.
- It can be accessed 24/7 anywhere.
- It allows high level of participation.
- There is permanent record of proceedings.

SOCIAL NETWORKING

Introduction

Social Networking refers to grouping of individuals and organizations together via some medium, in order to share thoughts, interests, and activities.

There are several web based social network services are available such as facebook, twitter, linkedin, Google+ etc. which offer easy to use and interactive interface to connect with people with in the country an overseas as well. There are also several mobile based social networking services in for of apps such as Whatsapp, hike, Line etc.

Available Social networking Services

The following table describes some of the famous social networking services provided over web and mobile:

S.N.	Service Description
1.	Facebook Allows to share text, photos, video etc. It also offers interesting online games.
2.	Google+ It is pronounced as Google Plus. It is owned and operated by Google.
3.	Twitter Twitter allows the user to send and reply messages in form of tweets. These tweets are the small messages, generally include 140+ characters.
4.	Faceparty Faceparty is a UK based social networking site. It allows the users to create profiles and interact with each other using forums messages.
5.	Linkedin Linkedin is a business and professional networking site.
6.	Flickr Flickr offers image hosting and video hosting.
7.	Ibibo Ibibo is a talent based social networking site. It allows the users to promote one's self and also discover new talent.
8.	Whatsapp It is a mobile based messaging app. It allows to send text, video, and audio messages
9.	Line It is same as whatsapp. Allows to make free calls and messages.
10.	Hike It is also mobile based messenger allows to send messages and exciting emoticons.

Where Social Networking Helps

Following are the areas where social networking has become most popular:

Online Marketing

Website like facebook allows us to create a page for specific product, community or firm and promoting over the web.

Online Jobs

Website like linkedin allows us to create connection with professionals and helps to find the suitable job based on one's specific skills set.

Online News

On social networking sites, people also post daily news which helps us to keep us updated.

Chatting

Social networking allows us to keep in contact with friends and family. We can communicate with them via messages.

Share Picture, Audio and video

One can share picture, audio and video using social networking sites.

WEBSITE DEVELOPMENT

Web Page Anatomy

A web site includes the following components:

Containing Block

Container can be in the form of page's body tag, an all containing div tag. Without container there would be no place to put the contents of a web page.

Logo

Logo refers to the identity of a website and is used across a company's various forms of marketing such as business cards, letterhead, brochures and so on.

Naviagation

The site's **navigation system** should be easy to find and use. Oftenly the anavigation is placed righth at the top of the page.

Content

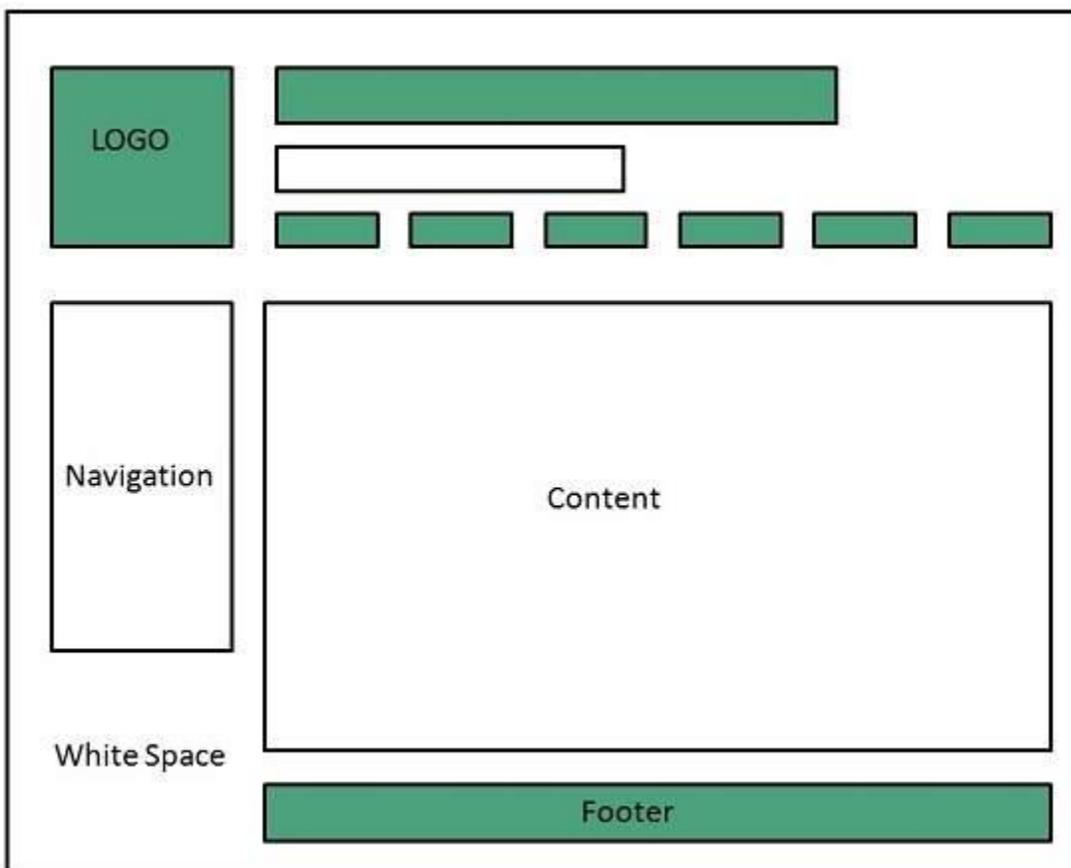
The content on a web site should be relevant to the purpose of the web site.

Footer

Footer is located at the bottom of the page. It usually contains copyright, contract and legal information as well as few links to the main sections of the site.

Whitespace

It is also called as **negative space** and refers to any area of page that is not covered by type or illustrations.



Web design Mistakes

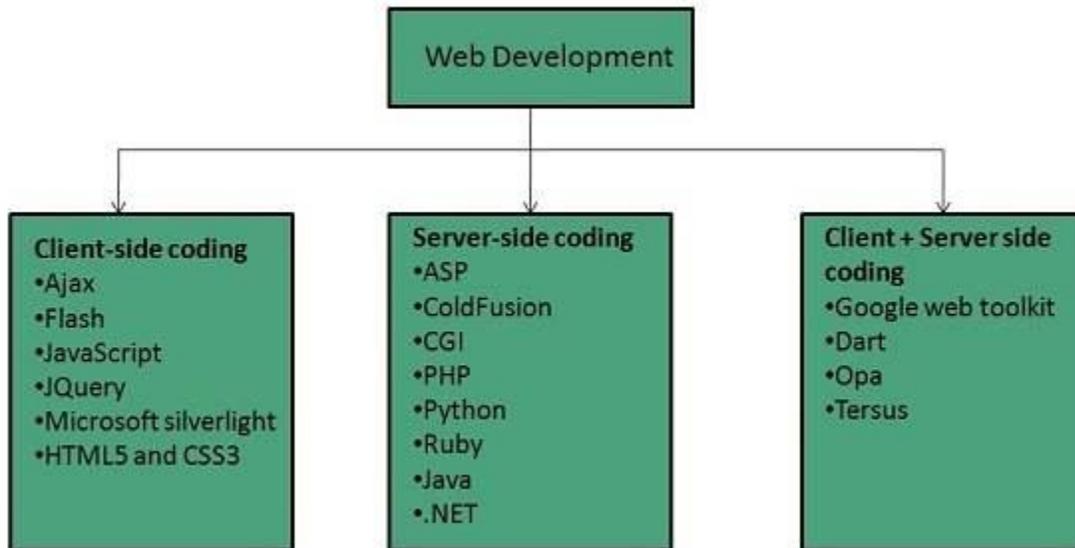
One should be aware of the following common mistakes should always keep in mind:

- Website not working in any other browser other internet explorer.
- Using cutting edge technology for no good reason
- Sound or video that starts automatically

- Hidden or disguised navigation
- 100% flash content.

Web development

Web development refers to building website and deploying on the web. Web development requires use of scripting languages both at the server end as well as at client end.

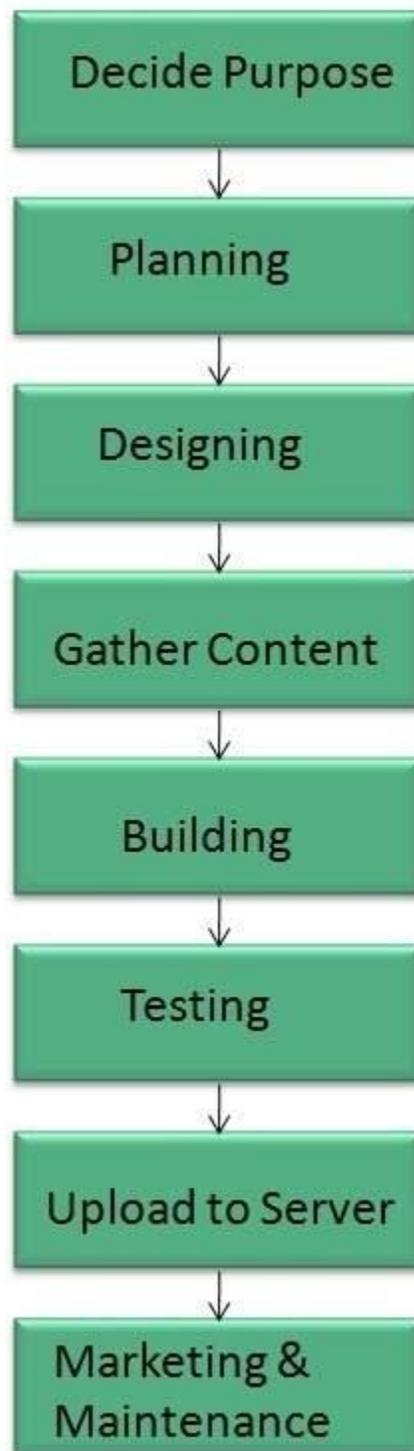


Before developing a web site once should keep several aspects in mind like:

- What to put on the web site?
- Who will host it?
- How to make it interactive?
- How to code it?
- How to create search engine friendly web site?
- How to secure the source code frequently?
- Will the web site design display well in different browsers?
- Will the navigation menus be easy to use?
- Will the web site loads quickly?
- How easily will the site pages print?
- How easily will visitors find important details specific to the web site?
- How effectively the style sheets be used on your web sites?

Web Development Process

Web development process includes all the steps that are good to take to build an attractive, effective and responsive website. These steps are shown in the following diagram:



Web development tools

Web development tools help the developer to test and debug the web sites. Now a days the web development tools come with the web browsers as add-ons. All web browsers have built in tools for this purpose.

These tools allow the web developer to use HTML, CSS and JavaScript etc.. These are accessed by hovering over an item on a web page and selecting the “Inspect Element” from the context menu.

Features

Following are the common features that every web development tool exhibits:

HTML AND THE DOM

HTML and DOM viewer allows you to see the DOM as it was rendered. It also allows to make changes to HTML and DOM and see the changes reflected in the page after the change is made.

WEB PAGE ASSESTS, RESOURCES, AND NETWORK INFORMATION

Web development tools also help to inspect the resources that are loaded and available on the web page.

PROFILING AND AUDITING

Profiling refers to get information about the performance of a web page or web application and **Auditing** provides developers suggestions, after analyzing a page, for optimizations to decrease page load time and increase responsiveness.

Skills Required

For being a successful web developer, one should possess the following skills:

- Understanding of client and server side scripting.
- Creating, editing and modifying templates for a CMS or web development framework.
- Testing cross browser inconsistencies.
- Conducting observational user testing.
- Testing for compliance to specified standards such as accessibility standards in the client region.
- Programming interaction with JavaScript, PHP, and JQuery etc.

Web Publishing

Website publishing is the process of uploading content on the internet. It includes:

- uploading files
- updating web pages
- posting blogs

Website is published by uploading files on the remote server which is provided by the hosting company.

Prerequisites for Website Publishing

In order to publish your site, you need the following things:

- Web development software
- Internet Connection
- Web Server

Web development software

It is used for building web pages for your web site. Dreamweaver and WordPress are example of web development softwares.

Internet Connection

Internet connection is required to connect to a remotely located web server.

Web Server

Web server is the actual location where your website resides on. A web server may host single or multiple sites depending on what hosting service you have paid for.

A domain name is the part of your Internet address that comes after "**www**".For example, in **www.tutorialspoint.com** the domain name is**tutorialspoint.com**.

A domain name becomes your Business Address so care should be taken to select a domain name. Your domain name should be easy to remember and easy to type.

Domain Extensions

The final letter at end of internet address is known as top level domain names. They are called top level because they are read from right to left, and the part after the dot is the highest in a hierarchy.

The following table shows the **Generic** Top-Level Domain names:

Domain	Meaning
.com	Commercial Busness
.edu	Education
.gov	U.S. government agency
.int	International Entity
.mil	U.S. military

.net	Networking organization
.org	Non profit organization

Registering Domain Name

Registering a Domain Name is very simple. You can take following step to get your desired domain name registered:

- Think of a name that justifies your business need. To find out the available names you can enter a name at commercial domain name registrar such as GoDaddy.
- If the domain name entered by you is available, then select that particular domain name.
- Now it will ask you for other additional services such as Email inbox, hosting etc. that host also provides. You may choose what's best for you.
- Now they will ask you for your personal information which is stored in WHOIS database.
- It will then ask for payment information. Pay for the purchase you have made. Make sure you enter the correct payment information.
- Once you are done with all above steps, you are ready to use their tools to upload your stuff to your site.

Domain Name Registrar

There are a number of domain name registrars available in the market. The following table contains some of popular domain name registrars:

S.N.	Domain Name Registrar
	Address Creation, LLC
	Addressonthe web, LLC
	101domains, INC
	Atomicdomainnames, LLC
	BigRock Solutions Ltd
	Black Ice Domain, Inc
	Block Host LLC
	Domain Monkeys, LLC

	Domain Mantra, Inc.
	DomainName, Inc.
	Dot Holding Inc.
	DotMedia Ltd
	Extend Names, Inc.
	Extremely Wild
	Fast Domain Inc.
	Google Inc

Overview

Web hosting is a service of providing online space for storage of web pages. These web pages are made available via **World Wide Web**. The companies which offer website hosting are known as **Web hosts**.

The servers on which web site is hosted remain switched on 24 x7. These servers are run by web hosting companies. Each server has its own IP address. Since IP addresses are difficult to remember therefore, webmaster points their domain name to the IP address of the server their website is stored on.

It is not possible to host your website on your local computer, to do so you would have to leave your computer on 24 hours a day. This is not practical and cheaper as well. This is where web hosting companies comes in.

Types of Hosting

The following table describes different types of hosting that can be availed as per the need:

S.N.	Hosting Description
	Shared Hosting
1.	In shared hosting, the hosting company puts thousand of website on the same physical server. Each customer has their own allocation of physical web space

	and a set of bandwidth limit. As all websites share same physical memory, MYSQL server and Apache server, one website on the server experiencing high traffic load will affect performance of all websites on the server.
2.	<p>Virtual Private Server (VPS)</p> <p>It is also known as Virtual Dedicated Server. It is a server which is partitioned into smaller servers. In this customer is given their own partition, which is installed with its own operating system. Unlike shared hosting, VPS doesn't share memory or processor time rather it allocates certain amount of memory and CPU to use which means that any problem on a VPS partition on the same drive will not affect other VPS customers.</p>
3.	<p>Dedicated Server</p> <p>In this kind of hosting, single dedicated server is setup for just one customer. It is commonly used by the businesses that need the power, control and security that a dedicated server offers.</p>
4.	<p>Reseller Hosting</p> <p>A reseller acts as a middle man and sells hosting space of someone else's server.</p>
5.	<p>Grid Hosting</p> <p>Instead of utilizing one server, Grid Hosting spreads resources over a large number of servers. It is quite stable and flexible. The servers can be added or taken away from the grid without crashing the system.</p>

Web Hosting Companies

Following are the several companies offering web hosting service:

S.N.	Hosting Company
1.	Blue Host
2.	Go Daddy
3.	Host Gator
4.	just Host
5.	Laughing Squid

6.	Hivelocity
7.	liquid Web
8.	Media TempleServInt
9.	Wired Tree
10.	Wild West Domains
11.	Wix
12.	WIPL
13.	Big Rock

SEARCH ENGINE OPTIMIZATION (SEO)

Search Engine Optimization refers to set of activities that are performed to increase number of desirable visitors who come to your site via search engine. These activities may include thing you do to your site itself, such as making changes to your text and HTML code, formatting text or document to communicate directly to the search engine.

Types of SEO

SEO can be classified into two types: **White Hat SEO** and **Black Hat or Spamdexing**

WHITE HAT SEO

An SEO tactic, technique or method is considered as **White Hat** if it follows the followings

- If it conforms to the search engine's guidelines.
- If it does not involves any deception.
- It ensures that the content a search engine indexes and subsequently ranks is the same content a user will see.
- It ensures that a Web Page content should have been created for the users and not just for the search engines.
- It ensures the good quality of the web pages.
- It ensures the useful content available on the web pages.

Always follow a White Hat SEO tactic and don't try to fool your site visitors. Be honest and definitely you will get something more.

