

Exercises for Using Bandon Library Computers

START THE BROWSER

1. Start the web browser to access the Internet by clicking on the icon for Firefox and get the page (partially shown) below.




What is the library's home page? _____

SEARCH WITH GOOGLE

2. To perform a search, you must type key words or phrases into the search field.



Type in the words *city of bandon* and click the Google Search button.

- a. What is the URL of the city site? _____
- b. How many "hits" did you get? _____
- c. Go back (hit the back arrow  until you get back to the very beginning) and search again but this time put quotation marks around city of bandon. How many hits? _____
- d. Go back again and again type city of bandon but click I'm Feeling Lucky. What did you get? _____

USE A URL ADDRESS

Sometimes you know the address of the page you want and you don't have to search for it.



3. For going to a specific known web page, type the URL in the address bar field and hit enter or click 'Go':

Type in http://bandonlff.org

- a. Whose web site is it? _____

PRINT A WEB PAGE

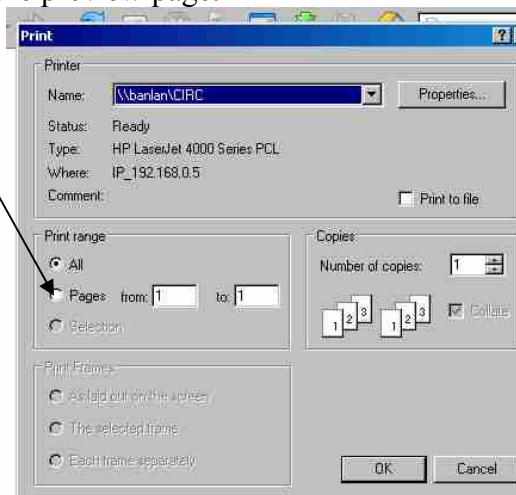
4. Go to the 'about us' page on the BLFF web site (hint: look at the navigation buttons on the left) and do a print preview using the Menu: File/Print Preview.

5. How many pages would you print out if you printed the whole web page? _____

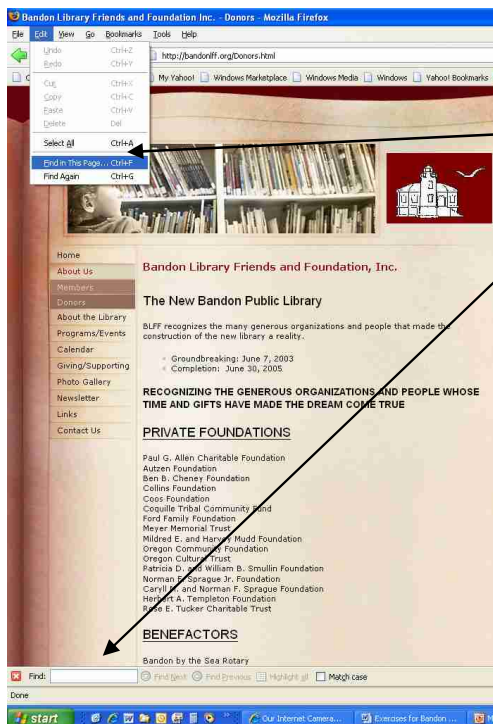
- a. Click the "page setup" button.
- b. Pick the Margins and Header/Footer tab.
- c. Select a center box under 'headers & footers,' choose 'custom,' and type in your name then click OK.



- d. Select print [click the print button] on the preview page.
- e. You will get the print dialog box. Click the radial button for “Pages: _____ from _____ to _____.”
- f. Type the number of the last page in both fields.
- g. Click OK. (The library will not charge you for this one page of practice. It will print out at the circulation desk have your name on it in the header or footer).



USING FIND ON THE PAGE



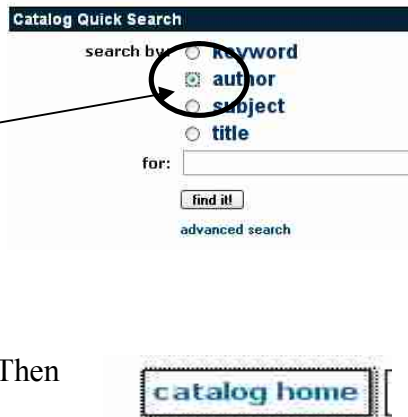
6. Go to the Donor page. (Under about us).
 - a. Use Edit/Find on this Page to get the ‘find’ field.
 - b. Find the name Deirdre Krumper on the page. Who is she?
 - c. Find the word foundation. How many instances? _____

MISCELLANEOUS

7. Try using the back and refresh keys.
8. Play a little with searching.
9. Close the browser by clicking the “X” in the upper right corner of the window.

USING THE LIBRARY’S ONLINE CATALOG

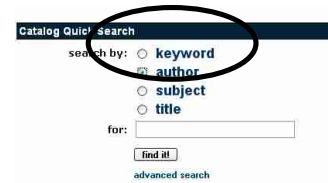
10. Start the web browser (as explained in #1 above)
11. Type <http://www.cooslibraries.org/> in the address bar (see #3 above)
12. Click the radial button for author, type *Zahn, Timothy* in the search field and click the search button. How many hits? _____
13. Peruse the listings for this author and see what’s there. Then click the ‘catalog home’ button to start again.



FIND YOUR FAVORITE AUTHOR

14. Repeat the search steps above to find your favorite author. Are any of your author’s books available in Bandon’s Library?

- a. Author _____ circle one: YES or NO
 b. An available title _____
15. Look over the page and see the options you have and the information that is provided.
16. Go back using the 'catalog home' button to the quick search.



FIND BOOKS BY KEYWORD and SUBJECT

17. Use the keyword search to find books on organic gardening. (Click the keyword radial button and type the words organic gardening in the search field.) How many are there? _____
18. Use the subject search on organic gardening. Notice the different results.
19. Click on one of the results so that you have a page of detail listings of books.

HOLDING AN ITEM FOR CHECKOUT

20. Click PLACE A HOLD for one of the items you find.
- Look at the results but **DO NOT** click SUBMIT unless you have filled in the information and really do want the book.
 - Note the information requested.
 - Do you know your library card number?
 - Click the back button to leave this page and return to the search results.



21. Click CATALOG HOME to return to the first page of the web site.

ACCESS YOUR LIBRARY ACCOUNT & OTHER INFORMATION

22. Access your account if you have a library card. Any books checked out?
23. Find Bandon Library's hours of operation. Which evenings can you come to the library?



24. Close the browser by clicking the "X" in the upper right corner of the window to go back to the desktop.

LOOK AT OTHER SOFTWARE ON THE DESKTOP

25. Open the "Policy" document on the desktop by double clicking on the Internet icon. Read the "Policy" document to understand the library's policy on using public access computers.
26. Try opening (double click) and closing (click the file/exit or the "X" in the upper right corner) the other applications available on the desktop. List the ones you tried below.