Computer Use – Washington County

Basic Maneuvers

Please don't change any computer settings

The computer
- The computer remains on at all times
- If the screen goes dark, move the mouse to reactivate it

The cursor (a moveable on-screen arrow)
- Move the cursor by moving the mouse
- To type, first set the cursor (If text in this box is highlighted; ignore it.)
  - Move the cursor to the appropriate place, such as a search box
  - Once there, click
  - Type when the cursor changes to a blinking vertical bar

How to scroll (move the page up or down)
- Click the arrowhead (up or down) at the far right margin.
- Or click the arrowhead and hold down the left button until the page moves to the desired position
- Or place the cursor on the up (or down) arrow at the far right margin
- Or move the page up and down with the arrows on the keyboard

To Access the Internet

Caution: Updates to websites and software may affect these general guidelines.

- Click the Firefox icon (the orange & blue icon) in the Quick Launch Toolbar (bottom left the screen; Fig 1)
- Or double click Desktop icon (Fig 2)

Fig 1: Quick Launch toolbar at bottom left of screen   **Fig 2: Desktop icon**

The screen opens to OSU Extension Service Washington County
http://extension.oregonstate.edu/washington/

- To access a website from a Desktop icon, double click the icon

Fig 3: Examples of desktop icons

Finding Things Fast with Bookmarks

Bookmarks lists useful websites sorted into alphabetized subfolders.
> Just one click takes you to the desired website.
> You can find a complete list of MG Bookmarks later in this section.

To access Bookmarks from any web page

1. Click Bookmarks in the menu bar at the top of the computer screen,
   between History and Tools (Fig 4: 1)
   - o Move the cursor to the subject of choice
   - o To see contents, slowly move cursor to the right
   - o Move to desired topic, then click
2. Or click on the Bookmark icon (just below the menu bar) (Fig 4: 2)
   - o Move the cursor to the subject of choice; click it
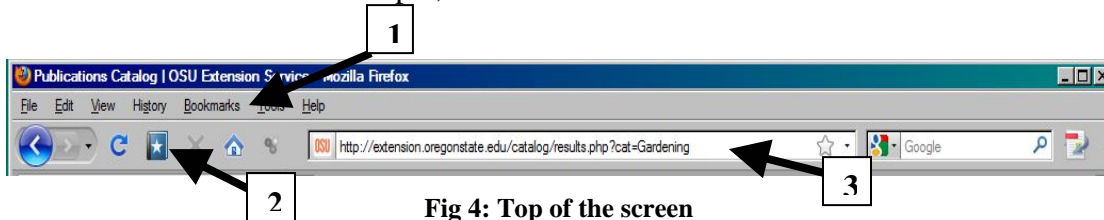   - o Locate desired topic; click it

Fig 4: Top of the screen

Search Engines

A search engine is a retrieval system that helps you locate information.

To access a search engine

1. To go to the desired search engine from any web page
   - o Move the cursor into address bar near top of the screen (Fig 4: 3)
   - o Click to set cursor (Any existing text is highlighted; just type over it)
   - o Type the address of the search engine you would like to use
     (e.g.: google.com; yahoo.com; or msn.com)
   - o Click **GO** (to the far right of the address box) or press **Enter**

2. Or access search engines in Bookmarks (just below the menu bar)
   - o Click Bookmarks
   - o In the drop down menu, go to the folder Search Engines;
     click to open the folder
   - o Scroll to the desired search engine; click

Generic instructions to use any search engine

After the search engine page is open
   - o If needed, move the cursor to the search box, and click
   - o **Type** your search terms (Any existing text is highlighted; just type over it)
     Note: Capital letters aren't needed in search words/phrases
   - o Hit the **Enter key**

To search for images with any search engine
> e.g.: You want to use Google to find images of lilac bacterial blight

- Go to google.com
- **Click** on Images (near far left top corner of the page)
- If needed, click in the search box to set the cursor
- **Type** the search phrase "lilac bacterial blight" but without quotes
- Hit the **Enter** key
- The result pages display images of lilac bacterial blight, possibly plus some extraneous items
- To see an image in the original context, **click** it

To limit your search to relevant, credible, research-based information
> Note: Also see *Research-based & Credibility* (Tab I)

- Use search terms such as oregon state extension, wsu extension, pnw, or pacific northwest (Capital letters unnecessary in searches)
- Or use the Advanced Search within the search engine
- Or limit the search to specific domains (e.g.: gophers site:edu)
  edu (colleges and universities)   usda.gov (U.S. Department of Agriculture)
  gov (government)   gov.bc.ca (British Columbia)
  org (organization)   aphis.usda.gov (Animal & Plant Health Inspection Service)

Examples of an Advanced Search
> Note: Each search engine has its own method for an advanced search.

- **Example using google.com**
  e.g.: You want information about bronze birch borer, and you want to limit your search to education (edu) websites
  - Click on Advanced Search at the right of the search box
  - When the Advanced Search page opens, type your search words (bronze birch borer) in the search box, but omit the parentheses
  - To limit the search for education sites, type edu in the box to the right of the phrase "Search within a site or domain"
  - Click on the Advanced Search box at the right

- **Example using yahoo.com**
  e.g.: You want to use yahoo to locate information about giant hogweed, and you want to limit your search to government (gov) websites
  - Type your search words "giant hogweed, but omit the quotes
  - Click on Web Search at the right
  - When the next window opens, click **Options** at the right of the search box
  - Click on **Advanced Search**
  - Go down to **Site/Domain**
  - Click the bubble in front of "**Only .gov domains"**
  - Click on **Yahoo! Search** (at either the top or bottom of the page)

- **Example using [msn.com](msn.com)**
  e.g.: You want to use msn to locate information about vireya rhododendron, and you want to limit your search to organization (org) websites
    o Type your search words "vireya rhododendron" in the search box, but omit the quotes
    o Click **magnifying glass** icon at the right
    o Click **Advanced**
    o Click **Site/Domain** (The words Site/Domain change to boldface)
    o **Type** the letters org in the box
    o Click **Add to Search** (This adds site:org to your search term)
    o Click on the magnifying glass icon at the right

- **Example using any search engine**
    o **Type** "vireya rhododendron site:org" (without quotes),
    o Hit the **Enter key**

Finding OSU Extension Publications online

From the computer Desktop
- Double click the icon for OSU Extension Gardening (See Fig 5)
- On the new page, click on "How-to and other Publications" in the menu towards the left
- On the new page, set the cursor in the search box, if needed (Fig 6)

Fig 5: Icon

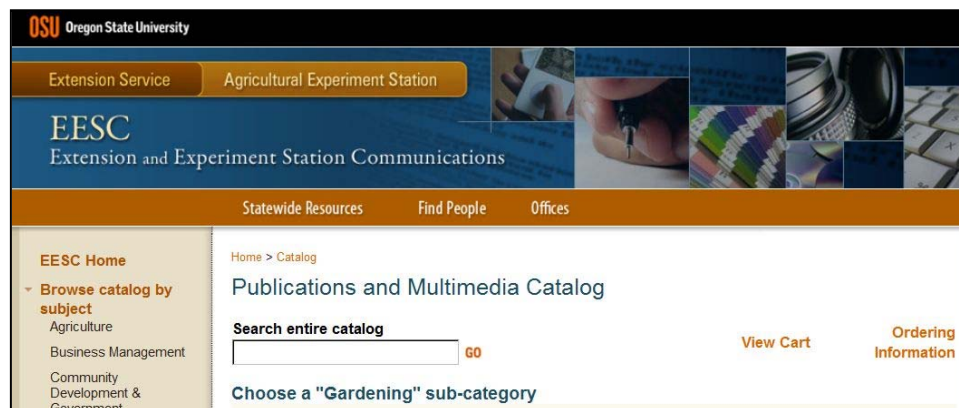**Fig 6: Publications search box**

- **Type** the search term in the search box (e.g.: raspberries)
    Click **GO** at right of search box
        The search for "raspberries" has 4 results, one of which is *Growing Raspberries in Your Home Garden*. **Click** "View it now"
- Or, if you know the publication code, type that (here, it's **EC 1306**)
    Click **GO** at right of search box
        The search for "EC1306" has only one result, *Growing Raspberries in Your Home Garden*. **Click** "View it now"