

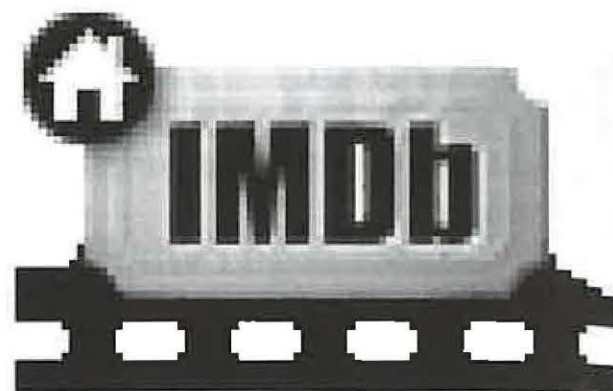


Information Please Almanacs

Sometimes all you need is a quick fact or a bit of trivia—the latest population figures from the United States Census, for example, or Oprah Winfrey’s birthday. When that’s the case, visit Infoplease (www.infoplease.com), a free online reference site that gives you access to data from the various *Information Please* almanacs as well as material from *The Columbia Electronic Encyclopedia*, a dictionary provided by Random House, and a database of biographical information.

✓ Tip

- There’s also a special kids’ version of Infoplease called Fact Monster (www.factmonster.com), where school students can not only search but also ask questions and get help with homework assignments.



imdb.com

Internet Movie Database

“Where have I seen that character before?” If you’ve ever left a movie theater puzzling over that question, you need the Internet Movie Database (IMDb). With information on over 150,000 movies and hundreds of thousands of actors, actresses, and crew members, IMDb (imdb.com) is the single best film resource we’ve encountered on the Web.

You can search IMDb for a specific actor or actress (or crew member) for a brief biography and a complete list of other movie credits. Or you can search by movie title to find out when a particular film was made and who was involved in the production—director, cast, and crew.

There’s lots more besides, and the site is now owned by online bookseller Amazon.com, so it’s sure to get better and better.

✓ Tip

- For Advanced Search options, like finding the names of all the movies in which, say, Lauren Bacall and Humphrey Bogart appear together, click on More searches on the IMDb home page and then on people working together.



www.mapquest.com

MapQuest

MapQuest (www.mapquest.com) specializes in worldwide maps and driving directions between any two places in the United States. The maps won't replace your trusted road atlas or the large, fold-out variety you keep in the glove compartment of your car. But the point-to-point driving directions, including estimated mileage, are a neat feature.

Based on our experience, you'll still want to consult your favorite map or road atlas to verify the suggested route, but in general, MapQuest is pretty reliable. Give it a try before your next road trip.

✓ Tip

- If you want to *buy* an atlas, road map, or wall map, go to Mapquest's MapStore Web site (www.mapstore.com). The site offers maps of all types from more than 100 publishers.



support.microsoft.com/directory

Microsoft Product Support Services

If you've ever tried calling a major software company for technical support, you know how frustrating it can be to get even the simplest question answered. You either get a busy signal right from the start, or you work your way intently through the company's voice-mail menu system, only to be put on hold.

Microsoft does a better job than most at handling technical support calls, but they also supplement their phone operation with an outstanding product-support Web site, located at support.microsoft.com/directory.

The site gives you access to the Microsoft Knowledge Base—the place to look for answers to questions about any Microsoft product. Other searchable databases offered at the site include Frequently Asked Questions, Download Center (for service releases, patches, and updates), and Microsoft Newsgroups.

✓ Tip

- If all else fails and you simply have to talk to a real person, click on Phone Numbers to access a directory of Microsoft technical support numbers and service options, organized by product.



Monster Career Center

Originally known as the Monster Board, Monster.com is the Internet's most popular job-hunting site. But in addition to its gigantic searchable database of job openings and resume postings, the site's Career Center (content.monster.com) offers one of the best collections of job-hunting and career-development resources on the Net.

You'll find sound advice on writing cover letters and resumes, the latest salary surveys from the U. S. Department of Labor's Bureau of Labor Statistics and other sources, relocation tools and calculators, and a searchable database of company information.

✓ Tip

- The Bureau of Labor Statistics Web site (www.bls.gov) is another excellent place to look for career information and salary data. Among other things, you can search the latest edition of *The Occupational Outlook Handbook*, one of the most comprehensive sources of information on a wide range of occupations. Updated every two years, *Handbook* entries for specific occupations typically include descriptions of job activities, working conditions, education and training requirements, projected earnings, and job prospects.



New York Times Book Reviews

One of several "New York Times on the Web" features, the Book Review site (nytimes.com/books) gives you access to all the book reviews, book news, and author interviews that have appeared in *The New York Times* since 1980, searchable by title, author, or keyword. You can also browse the current issue of *The New York Times Book Review*, which is supplemented by Web-only features like author interviews, complete first chapters of selected books, and expanded versions of the hardcover and paperback bestseller lists (30 titles instead of 15).

✓ Tips

- For best results when looking for a book title or an author's name at the *New York Times* Web site, enclose the words in double quotes: "Ship of Gold" or "Gary Kinder."
- Another good source of book reviews and first chapters is Steve Brill's Contentville (www.contentville.com).



www.parentsoup.com

Parent Soup

Whether you're awaiting the birth of your first child or packing the last one off to college, you're sure to have questions and concerns, and iVillage's Parent Soup Web site (www.parentsoup.com) may just have the answers.

Parent Soup's database includes thousands of articles on all aspects of parenting, from very specific concerns (like how to deal with the current body-piercing craze) to more general issues like baby-proofing your house and financing your child's college education.

Other popular features at the site include:

- ◆ The Baby Name Finder
- ◆ Pregnancy and First Year Calendars
- ◆ Child and Senior Care Directories



www.petersons.com

Peterson's Education & Career Center

Brought to you by the publishers of *Peterson's Guide to Four-Year Colleges* and dozens of other well-known education and career guides, the Peterson's site (www.petersons.com) makes much of that same information available online in searchable form.

There are separate databases for private secondary schools, colleges and universities, graduate programs, studying abroad, camps and summer programs, and executive education and training.

✓ Tip

- If you've found the right school but need help figuring out how to pay for it, visit the FinAid Web site (www.finaid.org), where you can search for scholarships, fellowships, and loans.



www.gutenberg.net

Project Gutenberg E-Texts

Project Gutenberg was started 30 years ago by Michael Hart at the University of Illinois. His objective was to make all of the world's great works of literature available online so that students and researchers could study them at no cost. Volunteers from all over the world do the typing, and the project survives solely on donations.

Today, the Project Gutenberg archive (www.gutenberg.net) includes more than 3,000 works, all of which are in the public domain, so no laws are being broken. You can search the archive for the complete text of *Aesop's Fables*, *Alice in Wonderland*, the Bill of Rights, the Book of Mormon, and the King James Bible, to name just a few examples. The project is also slowly expanding to include musical scores and important images (like the original Tenniel illustrations for *Alice in Wonderland* and an MPEG file of the moon landing).

Of course, only the most dedicated and underfunded scholars would choose to read *Moby Dick* on their computer screens. The real advantage to having great works of literature available online is that they can be downloaded to your computer and then *searched* using any word processor.

✓ Tip

- For those occasions when all you need is a quick quote (rather than the full text) from one of the literary classics, try Bartleby.com (www.bartleby.com).



www.1040.com

Tax Forms and Information

Have you ever sat down to work on your taxes, only to find that you're missing one vital form? It's probably an obscure one, too—one that's not likely to be available at the post office or library, even if they're still open when you make your discovery.

Thanks to 1040.com (www.1040.com), a service of Drake Software, you need never face this problem again. You can download federal and state tax forms, along with all the relevant instructions and publications, at any time of the day or night.

✓ Tips

- You'll need a program called Adobe Acrobat Reader to view and print the forms that you get from 1040.com. If you don't have that program on your system already, you can download it for free at many Web sites, including 1040.com.
- The Internal Revenue Service Web site (www.irs.gov) offers tax forms, too, of course. But 1040.com is easier to use and often faster than the official government site.



www.tvguide.com

TV Guide Online

Television listings and the Internet were simply made for each other, so we're happy to report that *TV Guide* has done an excellent job with its Web site (www.tvguide.com). Suppose you like to tape reruns of "The Practice" to watch while doing your NordicTracking. Or maybe you want to know when a PBS show will be aired again. With the magazine, the only way to find the channels and times is to laboriously page through each day's listings. But with the *TV Guide* Web site, it's a snap!

The first time you visit the site and click on TV Listings, you'll be asked to enter your Zip code and type of service (cable, broadcast, or satellite). From then on, whenever you visit the site and use any of the search functions, your local area listings will be presented automatically.

✓ Tip

- The *TV Guide* Web site uses *cookies* to remember your zip code information. If you've disabled cookies in your Web browser, you'll have to enter your zip code information each time you visit the site.



www.ups.com



UPS Package Tracking

Not to be outdone by FedEx, rival United Parcel Service (UPS) also offers Package Tracking and Drop-off Locator features at its Web site (www.ups.com).

For Package Tracking, you simply key in the UPS tracking number and you'll be presented with a detailed report on the status of your shipment. The Drop-off Locator helps you find the nearest place (often your neighborhood grocery or office-supply store) that will accept packages for shipping by UPS.

✓ Tip

- UPS tracking numbers are typically quite long, and it's easy to make a mistake when typing them into the search form. If you were sent the tracking number in an e-mail message, use your program's Copy and Paste features to enter the number in the UPS search form instead of typing it yourself.



wsj.com

Wall Street Journal Online

Don't cancel your subscription to the traditional paper version of *The Wall Street Journal* that's delivered in time to enjoy with your morning coffee or carry with you on the train for your commute to work. But if you'd like to be able to search for articles that have appeared in the *Journal* during the past 30 days, spring for an extra \$29 per year (\$59 for non-subscribers) for access to the online edition, available on the Net at wsj.com.

✓ Tip

- Subscribers to the online edition of *The Wall Street Journal* are also given access to the Dow Jones News/Retrieval Publications Library—more than 6,000 newspapers, news wires, magazines, trade and business journals, transcripts, and newsletters going back 20 years. Searching this database is provided as part of your online subscription, but any articles you choose to view and print (or save to disk) are billed at \$2.95 each.



www.zdnet.com

ZDNet Computer Information

ZDNet (www.zdnet.com) is the online home for *PC Magazine*, *Macworld*, and more than a dozen other Ziff-Davis computer publications. It's one of the best technology sites on the Internet, and a great place to search for hardware and software reviews, shareware and public domain software, and information on high-tech companies.

For best results, click on Power Search to access ZDNet's search options for these areas:

- ◆ **Product Information.** Use the Articles search form to find articles, reviews, buyer's guides, and company information in Ziff-Davis computer magazines and newspapers.
- ◆ **PC Downloads.** Use the Downloads search form to locate shareware and public domain software for Windows and DOS.
- ◆ **Mac Downloads.** Click on the Mac Downloads link to search for shareware and public domain software for the Macintosh.

✓ Tip

- The next time you're considering a hardware or software purchase or struggling with a computing problem of some sort, check here first. You won't be disappointed.



Zip Code Lookups

The United States Postal Service (USPS) is the target of lots of criticism and jokes, but here's an example of something they're really doing right: a convenient, easy to use, zip code locator. Just go to the Web site (www.usps.com), click on **Find ZIP Codes**, and key in a street address, city, and state. Almost instantly, the system tells you the nine-digit ZIP+4 code for that location.

When you think about the time and effort required to travel to the Post Office and thumb through that big fat Zip code directory they keep there, this is a wonderful innovation. And a great example to leave you with as we end this chapter (and this part of the book) on special-purpose search engines.

✓ Tips

- To save keystrokes when you want to visit the USPS Web site, you can just type `usps` in your Web browser's Address or Location box.
- In addition to Zip codes, you can also get postal-rate information, order stamps, and track packages at the USPS Web site.

SEARCH ENGINES QUICK REFERENCE



For each search engine covered in this book, we've assembled the most important commands and other essential information into one or more Quick Reference guides. How do you do an AND search with AltaVista or Google? Are Yahoo queries case-sensitive? What Boolean operators are allowed with Lycos? This is the information we have always wanted to have at hand for our own online searches but could never find all in one place.

The Quick Reference guides appear throughout the book in the individual search engine chapters. But we've collected all of them into this appendix, arranged in alphabetical order by search engine name, to make them easier to find. If you're like us, you'll be turning to these pages often as you explore the Web with your favorite search engines.

AltaVista Basic Search Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLE:
Plain-English Question	Simply type the question in the search form text box. Use as many words as necessary.	What is the date of the Battle of Trafalgar?
Phrase Search	Type the phrase as a sequence of words surrounded by double quotes .	"Battle of Trafalgar"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Use a plus sign (+) in front of each word or phrase that must appear in the results.	+London + "art museum"
OR Search (multiple words and phrases, any one of which may be present)	Type words or phrases separated by spaces, without any special notation.	Stratford Shakespeare
NOT Search (to exclude a word or phrase)	Use a minus sign (-) in front of a word or phrase you want to exclude from the results.	+python -monty
Case-Sensitive Search	Use lowercase to find any <i>combination</i> of uppercase and lowercase. Use capital letters (initial caps or a combination of uppercase and lowercase) to force an exact match of your search term. The first example would match <i>Bath</i> (but not <i>bath</i> or <i>BATH</i>). The second example would match <i>BATH</i> only.	Bath BATH
Date Search	Not available on the Basic Search form. Use Advanced Search or Power Search.	
Field Search	Type field-search keyword in lowercase, followed by a colon and your search word or phrase. (See page 292 for a complete list of field-search keywords.)	title:"Victoria and Albert Museum" host:cambridge.edu domain:com
Nested Search	Not available on the Basic Search form. Use Advanced Search or Power Search.	
Proximity Search	Not available on the Basic Search form. Use Advanced Search or Power Search.	
Wildcard Search	Use an asterisk (*) at the end of or within a word, along with at least three letters at the beginning of the search term.	Brit* col*r

AltaVista Advanced Search Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Not recommended on Advanced Search form. Use Basic Search instead.	
Phrase Search	Just type the phrase in the search box (<i>without</i> quotation marks). AltaVista interprets as a phrase any words that appear together without a search operator between them.	Tower of London
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Use AND between words or phrases to specify that both must be present in the results.	Oxford AND Cambridge
OR Search (multiple words and phrases, any one of which may be present)	Use OR between words or phrases to specify that you want to find references to either or both terms.	Oxford OR Cambridge
NOT Search (to exclude a word or phrase)	Use AND NOT in front of the word or phrase you want to exclude from the query.	Oxford AND NOT Cambridge
Case-Sensitive Search	Use lowercase to find any <i>combination</i> of uppercase and lowercase. Use capital letters (initial caps or a combination of uppercase and lowercase) to force an <i>exact match</i> of your search term, as shown in the example.	Round Table
Date Search	Type the range of dates you want to search in the From and To boxes, using the form DD/MM/YY. The example would search for dates between January 1, 2001, and December 3, 2001 (not March 12, 2001).	From: 01/01/01 To: 03/12/01
Field Search	Type field-search keyword in lowercase, immediately followed by a colon and your search word or phrase. (See page 292 for a complete list of field-search keywords.)	title:Castle Howard domain:com host:cambridge.edu
Nested Search	Use parentheses to group search expressions into more complex queries. The example would find <i>Queen Mother</i> as well as <i>Queen Mum</i> .	Queen (Mother OR Mum)
Proximity Search	Use NEAR to find words or phrases that appear within 10 words of each other. The example would find <i>bed and breakfast</i> as well as <i>bed & breakfast</i> and <i>breakfast in bed</i> .	bed NEAR breakfast
Wildcard Search	Use an asterisk (*) at the end of or within a word with at least three letters at the beginning of the search term.	bicycl* col*r

AltaVista Field Search Quick Reference

SEARCH TERM	DESCRIPTION	EXAMPLES
anchor:	Searches for Web pages that contain the specified hyperlink.	anchor: "free product samples"
applet:	Searches for Java applets. If you don't know the name of the applet, try combining an applet wildcard search with some other search term.	applet:beeper +applet:* +Java
domain:	Searches Web addresses for a specific domain (com, edu, gov, net, org , etc.) or two-letter Internet country code. (See Appendix B for a complete list.)	domain:edu domain:uk
host:	Searches just the <i>host name</i> portion of Web addresses.	host:beatlefest.com host:oxford.edu host:BBC
image:	Searches Web pages for the filenames of images matching your search term.	image:ringo.gif image:*.gif
like:	Searches for Web pages similar (or related in some way) to the specified URL.	like:www.beatle.net
link:	Searches for hypertext links (URLs) embedded in a Web page.	link:www.songlyrics.com
text:	Searches for text in the body of the Web page.	text: "Strawberry Fields"
title:	Limits search to the part of the Web page that the author labeled as the title.	title: "John Lennon"
url:	Searches for text in complete Web addresses (URLs).	url:beatles.html

AOL Search search.aol.com

AOL Search Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Type a question that expresses the idea or concept, using as many words as necessary. Don't include a question mark, because it may be interpreted as a wildcard character.	Does Norm Abram have a Web site
Phrase Search	Type the phrase enclosed in double quotes .	"New Yankee Workshop"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Type words or phrases separated by a space. You can also use the Boolean operator AND (uppercase or lowercase) to connect two or more search terms, or put plus signs (+) directly in front of required search terms. All three examples will produce the same results.	"paint shaver" clapboard "paint shaver" AND clapboard +"paint shaver" +clapboard
OR Search (multiple words and phrases, any one of which may be present)	Use the Boolean operator OR (uppercase or lowercase) to combine words and phrases.	woodworking OR cabinetry
NOT Search (to exclude a word or phrase)	Use the Boolean operator NOT (uppercase or lowercase) to exclude a word or phrase.	"customwindows" NOT software
Case-Sensitive Search	Not available.	
Date Search	Not available.	
Field Search	Not available.	
Nested Search	Use parentheses to group search expressions into more complex queries.	hardware AND (antique OR reproduction)
Proximity Search	AOL Search offers three different proximity operators, which you can type in uppercase or lowercase: ADJ to find words next to each other. The example would find <i>paint stripping</i> and <i>stripping paint</i> . NEAR or NEAR/n to find one search term within a specified distance (<i>n</i> is number of words) from another. The example would find <i>moss</i> within five words of <i>roof</i> . W/n to find one search term within a specified distance (<i>n</i> is number of words) <i>after</i> another. The example would find <i>roof</i> within three words after <i>moss</i> .	paint ADJ stripping moss NEAR/5 roof moss W/3 roof
Wildcard Search	Use an asterisk (*) to match <i>multiple</i> characters anywhere in a word (beginning, middle, or end). The example would find <i>cabinetmaker</i> , <i>cabinetry</i> , and <i>cabinets</i> . Use a question mark (?) to match a <i>single</i> character.	cabinet* "anders?n windows"

Argus Clearinghouse www.clearinghouse.net**Argus Clearinghouse Quick Reference***

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Word or Phrase Search	Type the word or phrase without any special punctuation.	news media
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Use AND to connect two or more words or phrases. The example would find guides whose titles or keywords include both words.	Asia AND business
OR Search (multiple words and phrases, any one of which may be present)	Use OR to connect two or more words or phrases, either one of which may appear in the guide's title or keywords.	justice OR judicial
Wildcard Search	Use an asterisk (*) to search for wildcard characters at the end of a word. The example would find <i>biology</i> as well as <i>biological</i> and <i>biologist</i> .	biolog*
Nested Search	Use parentheses to group search expressions into more complex queries. The example would find references to <i>art museum</i> , <i>art gallery</i> , and <i>art galleries</i> .	art AND (museum OR galler*)

*Note: Argus Clearinghouse searches are not case-sensitive. Also, punctuation marks (apostrophes, dashes, hyphens, etc.) are ignored, so it's recommended that you leave them out when searching.

Deja Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Not recommended. Use a phrase or AND search instead.	
Phrase Search	Type the phrase as a sequence of words surrounded by double quotes . Restrictions: Phrases must contain at least two words that are not Deja stopwords. For a list of <i>stopwords</i> , see Figure 15.15 .	"forensic medicine"
AND Search (multiple words and phrases, each of which must be present)	Use AND or & to connect two or more words or phrases. Or simply type the words or phrases separated by a space. All three of the examples would produce the same results.	cholesterol AND exercise cholesterol & exercise cholesterol exercise
OR Search (multiple words and phrases, any one of which may be present)	Use OR or (pipe symbol) to connect two or more words or phrases. Both examples would find newsgroup postings that mention either <i>fitness</i> or <i>nutrition</i> .	fitness OR nutrition fitness nutrition
NOT Search (to exclude a word or phrase)	Use AND NOT or &! in front of a word or phrase you want to exclude from your results. To look for postings about vitamins but not multi-level marketing deals, for example, you might want to exclude <i>mlm</i> .	vitamins AND NOT mlm vitamins &! mlm
Case-Sensitive Search	Not available.	
Date Search	Use the Power Search form and specify a range of dates in the fill-in-the-blanks form. Use the format MMM D YYYY (for single-digit days of the week) or MMM DD YYYY (for double-digit days). Alternatively, you can use the date-search operator ~dc (for <i>date created</i>) right on the search form, in which case the date format must be YYYY/MM/DD.	Oct 1 2000 Apr 15 2001 ~dc 2001/03/24
Field Search	Use the Power Search form for fill-in-the blank searching of newsgroup Author, Subject, and Forum (i.e., newsgroup name) fields. Alternatively, you can use the following field-search operators on the search form itself: Author: ~a Subject: ~s Group name: ~g	~abjones@nih.edu ~s "lyme disease" ~g sci.med.diseases.*
Nested Search	Use parentheses to group search expressions into more complex queries. The example would find postings that mention <i>clinical study</i> or <i>clinical trial</i> .	clinical AND (study OR trial)
Proximity Search	Use NEAR or ^ (carat symbol) to find words that appear in close proximity to each other. The default distance is 5 characters, but you can change that by including a number along with the carat symbol. The second example would look for the two words within 30 characters of each other. Restrictions: Phrases aren't allowed with Deja proximity searches. Also, neither search term can be on the Deja stopwords list. (See Figure 15.15 for stopwords.)	infertility NEAR treatment infertility ^ treatment infertility ^30 treatment
Wildcard Search	Use an asterisk (*) to search for wildcard characters. The example would find <i>therapeutic</i> , <i>therapist</i> , and <i>therapy</i> . You can also use braces { } to search for a range of words. The example would find all words that fall alphabetically between <i>therapeutic</i> and <i>therapy</i> . Restrictions: Wildcards cannot be used in phrases.	therap* {therapeutic therapy}

Excite Quick Reference**FOR THIS TYPE OF SEARCH:**

Plain-English Question

Phrase Search

AND Search
(multiple words and phrases,
each of which *must* be present)OR Search
(multiple words and phrases,
any one of which may be present)NOT Search
(to exclude a word or phrase)

Case-Sensitive Search

Date Search

Field Search

Nested Search

Proximity Search

Wildcard Search

DO THIS:

Simply type a phrase or question that expresses the idea or concept. Use as many words as necessary.

Type the phrase enclosed in **double quotes**.Use a **plus sign (+)** in front of each word or phrase that *must* appear in the results.Alternatively, you can use **AND** (full caps required) between the words or phrases.

Type words or phrases separated by a space.

Alternatively, you can use **OR** (full caps required) between each word or phrase.Use a **minus sign (-)** directly in front of the word or phrase you want to exclude from your results.
(Note that there's no space between the minus sign and the search word.)Or use **NOT** or **AND NOT** (all caps) in front of the word or phrase you want to exclude.

Not available.

Not available.

Not available.

Use **parentheses** to group Boolean expressions into more complex queries.

Not available.

Not available.

EXAMPLES:thoroughbred racing in
KentuckyWhere can I find information
about thoroughbred racing
in Kentucky?

"Kentucky Derby"

+racing + "Churchill Downs"

racing AND "Churchill Downs"

Derby Preakness

Derby OR Preakness

"horse race" -Derby

"horse race" NOT Derby

"horse race" AND NOT Derby

racing AND (horse OR
thoroughbred)

Google www.google.com

Google Quick Reference

FOR THIS TYPE OF SEARCH:

Plain-English Question

Phrase Search

AND Search
(multiple words and phrases,
each of which must be present)OR Search
(multiple words and phrases,
any one of which may be present)NOT Search
(to exclude a word or phrase)

Case-Sensitive Search

Date Search

Field Search

DO THIS:

Simply type a phrase or question that expresses the idea or concept, using as many words as necessary.

Type the phrase surrounded by **double quotes**.
(Common words will be ignored, even with quotes.)

Type the words (or phrases in quotes) separated by a space, without any special punctuation.

Use a **plus sign (+)** only if one of the words in your query is a very common word (or *stopword*).
The second example would help you find guides at the popular About.com Web site dealing with history.Type words or phrases (no quotes allowed) separated by **OR** (full caps required).Use a **minus sign (-)** directly in front of the word or phrase you want to exclude.

Not available.

Not available.

Type the field-search term followed by a colon and the search word or phrase. Note that there is no space after the colon. (For fill-in-the-blanks field searching, use Advanced Search.)

Titles. Use `allintitle:` or `intitle:` with one or more search words. The first example would look for *both* words in page titles, the second *either* word.**URLs.** Use `allinurl:` or `inurl:` with one or more words you want to find in the URL. The first example would look for *both* words, the second *either* word.**Domains.** Use `site:` followed by a domain name or type (com, edu, gov, etc.), along with the search word or phrase you want to find at that site or domain type.The first example would find pages at the National Geographic Web site that include the word *inventions*. The second would find government (gov) Web sites that include the word *patents*.**Links.** Use `link:` with a specific Web address to find all pages that link to that address. The example would find pages that link to the U.S. Patent and Trademark Office (www.uspto.gov).Note: You *cannot* combine a `link:` search term with another search word or phrase.

Not available.

Not available.

Not available.

Nested Search

Proximity Search

Wildcard Search

EXAMPLES:

Who invented the steam engine?

"industrial revolution"

Edison "lightbulb"

+about guides history

phonograph OR speaking machine

Lincoln - "town car"

`allintitle:inventions``inventors``intitle:inventions inventors``allinurl:pdf1099``inurl:patents trademarks``site:nationalgeographic.com``inventions``site:gov patents``link:www.uspto.gov`

HotBot www.hotbot.com

HotBot Quick Reference

FOR THIS TYPE OF SEARCH:

Plain-English Question

Phrase Search

AND Search
(multiple words and phrases,
each of which *must* be present)OR Search
(multiple words and phrases,
any one of which may be present)NOT Search
(to exclude a word or phrase)

Case-Sensitive Search

Date Search

Field Search (Web page titles)

Field Search
(geography, domain,
or domain type)

Field Search (multimedia)

Nested Search

Proximity Search

Wildcard Search

DO THIS:

Simply type the question in the search form and select all the words from the search form's Look For menu.

Type the phrase with or without quotes and select exact phrase on the Look For menu. To look for multiple phrases, or a phrase and a single word, put the phrase in quotes and select all the words from the Look For menu.

Type words and/or phrases and select all the words from the Look For menu. You can use a **plus sign (+)** in front of each word or phrase, but it's not really necessary with an all the words search.You can also combine words and phrases with **AND** and select Boolean phrase from the menu.Type words or phrases separated by spaces and select any of the words from the menu. Alternatively, combine words and phrases with **OR** and choose Boolean phrase from the menu.Use a **minus sign (-)** in front of a word or phrase you want to exclude from the results. Or use **NOT** in front of the word or phrase and specify Boolean phrase.Use **lowercase** to find *any combination* of uppercase and lowercase. Use capital letters (**initial caps** or a combination of uppercase and lowercase) to force an *exact match* of your search term.Use the Date menu on the HotBot home page to select a timeframe (one week to two years). Alternatively, you can use the Date meta words *after:*, *before:*, or *within:* in your query. For examples, see the HotBot Meta Words Quick Reference (page 299). For point-and-click date searching, use Advanced Search.

Use the Look For menu on the HotBot home page to specify that you want to search the page title.

Or you can use the HotBot meta word *title:* in your query. (See page 299 for examples.)Use the HotBot meta word *domain:*. For example, use *domain: jp* to look for sites in Japan. Use *domain: com* to look for commercial sites in North America. (For more examples, see page 299.)

Alternatively, you can click on Advanced Search and use the Location/Domain section to focus your search on a particular geographic region, country, domain, or domain type (com, edu, gov, etc.).

Use the Pages Must Include section on the HotBot home page to look for image, video, MP3, or JavaScript files. For an expanded list of multimedia options, click on Advanced Search.

Alternatively, you can use *feature:* meta words in your queries on the HotBot home page to find **plug-ins**, embedded scripts, Java applets, audio and video files, etc. (See page 299 for a complete list.)

Combine search terms with parentheses and select Boolean phrase from the Look For menu.

Not available.

Use an **asterisk (*)** with at least two adjacent characters to search for zero or more characters anywhere in a word or string of characters (beginning, middle, or end).Use a **question mark (?)** with at least two adjacent characters to search for a single character. For example, *car** would match *cars*, *cart*, *carrot*, and *cardiovascular*. But *car?* would only match *cars*, *cart*, and other four-letter words.

HotBot www.hotbot.com**HotBot Meta Words Quick Reference***

META WORD FORMAT	WHAT IT DOES
title: <i>word or phrase</i>	Searches Web page titles for the word or phrase you specify. For example, title:Edmund's or title:"car guides".
domain: <i>name</i>	Restricts search to the domain name selected. Domains can be specified up to three levels: domain:com, domain:ford.com, domain:www.ford.com.
linkdomain: <i>name</i>	Restricts search to pages containing links to the domain you specify. For example, linkdomain:edmunds.com finds pages that point to the Edmund's Car Guides Web site.
outgoingurltext: <i>extension</i>	Restricts search to pages containing embedded files with a particular extension. For example, outgoingurltext:ra finds pages containing RealAudio (RA) files.
depth: <i>number</i>	Limits how deep within a Web site your search goes. To go three pages deep, use depth:3.
feature:acrobat	Detects Acrobat files.
feature:applet	Detects embedded Java applets.
feature:activex	Detects ActiveX controls or layouts.
feature:audio	Detects audio formats.
feature:embed	Detects plug-ins.
feature:flash	Detects Flash plug-in HTML.
feature:form	Detects forms in HTML documents.
feature:frame	Detects frames in HTML documents.
feature:image	Detects image files (GIF, JPEG, etc.).
feature:script	Detects embedded scripts.
feature:shockwave	Detects Shockwave files.
feature:table	Detects tables in HTML documents.
feature:video	Detects video formats.
feature:vrml	Detects VRML files.
scriptlanguage:javascript	Allows you to search for pages containing JavaScript. (Note that lowercase is required for javascript.)
scriptlanguage:vbscript	Allows you to search for pages containing VBScript. (Note that lowercase is required for vbscript.)
after: <i>dd/mm/yy</i>	Use in a Boolean expression to restrict search to pages created or modified after the specified date: Explorer AND after:31/12/00. (Note that date format is day/month/year.)
before: <i>dd/mm/yy</i>	Use in a Boolean expression to restrict search to pages created or modified before the specified date: Corvette AND before:30/6/99. (Note that date format is day/month/year).
within: <i>number/unit</i>	Use in a Boolean expression to search for pages created or modified within a specified time period. Units can be expressed in days, months, or years: (Jeep Cherokee OR "Grand Cherokee") AND within:3/months.

*Note: The words shown in italics are variables. You'll find examples of the terms you can use for each of these variables in the column labeled "What It Does."

InfoSpace www.infospace.com**InfoSpace Quick Reference****FOR THIS TYPE OF SEARCH:**

E-mail Address Search (worldwide)

Phone Number and Address Search
(U.S., Canada, and Europe)Reverse Lookup
(phone and fax numbers,
street addresses, e-mail addresses,
and area codes)**DO THIS:**

Click on Email in the White Pages section of the InfoSpace home page to display the search form. Start by completing just the Last Name and First Name fields.

To narrow a search, complete additional fields one at a time, in this order: Country, State/Province, City.

To broaden a search, try a partial entry in the First Name field. Searching for A in the First Name field and Fletcher in the Last Name field would find listings for *Albert, Al,* and *A. S. Fletcher.*

Click on Phone & Address in the White Pages section of the InfoSpace home page to display the search form. Start by completing the Last Name, First Name, and State/Province fields.

To narrow a search, complete the City field.

To broaden a search, try a partial entry in the First Name field. Searching for Jo Anderson would find listings for *Joe Anderson* as well as *Joseph Anderson.*

Another way to broaden a search that includes a City field is to select the Including Surrounding Region option.

Click on Reverse Lookup in the White Pages section of the InfoSpace home page.

Lycos www.lycos.com

Lycos Basic Search Quick Reference*

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Simply type a phrase or question that expresses the idea or concept, using as many words as necessary.	Are oyster mushrooms poisonous?
Phrase Search	Enclose the phrase in double quotes .	"edible mushrooms"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Type words or phrases separated by a space, without any special punctuation. By default, Lycos searches for <i>all</i> the words in your query, so even though plus signs (+) are allowed, you'll get the same results without them. The two examples shown here would return identical results: Web pages that contain both the phrase <i>oyster mushrooms</i> and the word <i>recipes</i> .	"oyster mushrooms" recipes +"oyster mushrooms" +recipes
OR Search (multiple words and phrases, any one of which may be present)	Enclose the words or phrases in parentheses . The example would find Web pages that include references to either <i>edible mushrooms</i> or <i>mycology</i> .	("edible mushrooms" mycology)
NOT Search (to exclude a word or phrase)	Use a minus sign (-) in front of a word or phrase you want to exclude from your results.	mushrooms -recipes
Case-Sensitive Search	Not available.	
Date Search	Not available.	
Field Search	To search titles of Web page documents, use title: directly in front of a word or phrase. (Note that there's no space between the colon and the search term.) For URL and Host/Domain, and Link Referral field searches, use Advanced Search.	title:mushrooms title:"mushroom gardening"
Nested Search	Not available.	
Proximity Search	Not available.	
Wildcard Search	Not available.	

* Note: This table applies to searches using the form on the Lycos home page. For Advanced Search, see page 302.

Lycos Advanced Search Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Simply type a phrase or question that expresses the idea or concept, using as many words as necessary. Leave the drop-down menu set to all words (AND match).	What are the best French table wines?
Phrase Search	Type the phrase without any special punctuation and choose exact phrase (quoted query) from the drop-down menu. Alternatively, you can type the phrase in double quotes and leave the drop-down menu set to all words (AND match).	French table wines "French table wines"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Type the words (or phrases in quotes) in the search form and leave the drop-down menu set to all words (AND match).	California "Cabernet Sauvignon"
OR Search (multiple words and phrases, any one of which may be present)	Type the words (or phrases in quotes) in the search form and choose any words (OR match) from the drop-down menu.	"sparkling wine" Champagne
NOT Search (to exclude a word or phrase)	Use a minus sign (-) in front of a word or phrase you want to exclude from the results.	Chardonnay -California
Case-Sensitive Search	Not available.	
Date Search	Not available.	
Field Search	Click Page Field and use the fill-in-the-blanks form to search Web page Title, URL, and Host/Domain fields. (For best results, avoid using quotation marks and other punctuation when using the Page Field option.) Click Link Referrals and use the fill-in-the-blanks form to look for links to a specific Web page. For examples, see "Using Advanced Search" on pages 130-133.	
Nested Search	Not available.	
Proximity Search	Not available.	
Wildcard Search	Not available.	

MSN Search search.msn.com**MSN Search Basic Search Quick Reference***

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Simply type a question that expresses the idea or concept, using as many words as necessary.	What's the best place for cross-country skiing in Minnesota?
Phrase Search	Type the phrase enclosed in double quotes .	"Gunflint Lodge"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Type words or phrases separated by a space. MSN Search automatically searches for <i>all</i> the words, so plus signs (+) aren't necessary.	skiing snowboarding
OR Search (multiple words and phrases, any one of which may be present)	Not available. Use Advanced Search.	
NOT Search (to exclude a word or phrase)	Use a minus sign (-) directly in front of the word or phrase you want to exclude from your results. (Note that there's no space between the minus sign and the search word.)	skiing -downhill
Case-Sensitive Search	Not available.	
Date Search	Not available. Use Advanced Search.	
Field Search	Not available. Use Advanced Search.	
Nested Search	Not available. Use Advanced Search.	
Proximity Search	Not available.	
Wildcard Search	Not available. Use Advanced Search.	

*Note: This table applies to searches using the form on the MSN Search home page. For Advanced Search, see page 304.

MSN Search search.msn.com**MSN Search Advanced Search Quick Reference***

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Type a question that expresses the idea or concept and choose all the words on the Find menu.	When was the Mir space station launched?
Phrase Search	Type the phrase without any special punctuation and choose the exact phrase on the Find menu.	Hubble space telescope
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Type words or phrases separated by a space and choose all the words on the Find menu. Alternatively, you can combine words and phrases with the Boolean operator AND (full caps required) and choose Boolean phrase on the Find menu.	"space camp" scholarships "space camp" AND scholarships
OR Search (multiple words and phrases, any one of which may be present)	Type words or phrases separated by a space and choose any of the words on Find menu. Alternatively, you can combine words and phrases with the Boolean operator OR (full caps required) and choose Boolean phrase on the Find menu.	NASA "space program" NASA OR "space program"
NOT Search (to exclude a word or phrase)	Use the Boolean operator AND NOT (full caps required) with the word or phrase you want to exclude and choose Boolean phrase on Find menu.	shuttle AND NOT challenger
Case-Sensitive Search	Not available.	
Date Search	Specify range of dates in the Modified between section of the search form, using the format dd/mm/yyyy.	Modified between: 01/01/2001 and: 30/06/2001
Field Search	Three types of field searches are possible: Titles. Type search words or phrases in the search box and choose words in title on Find menu. Links. Type complete URL (including http://) in search box and choose links to URL on Find menu. Domain. Use Domain section of form to limit your search by domain type (com, edu, gov, org, etc.) or to a specific domain.	astronaut hall of fame http://www.astronaut.org Domain: com Domain: nasa.gov
Nested Search	Combine search terms with Boolean operators and parentheses , and choose Boolean phrase from the Find menu.	(NASA OR "space program") AND budget AND 2001
Proximity Search	Not available.	
Wildcard Search	Use Enable stemming option to automatically search for both <i>root</i> words and <i>variations</i> . With stemming enabled, a search for budget would also find references to <i>budgets</i> , <i>budgetary</i> , and <i>budgeting</i> .	budget

*Note: This table applies to searches using MSN Search's Advanced Search form. For searches using the form on the MSN Search home page, see page 303.

Netscape Search search.netscape.com

Netscape Search Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Simply type a question that expresses the idea or concept, using as many words as necessary.	Where can I buy accessories for my IBM Thinkpad?
Phrase Search	Type the phrase enclosed in double quotes .	"thinkpad accessories"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Type words or phrases separated by a space, or use the Boolean operator AND (uppercase or lowercase) to connect two or more search terms. Both examples would produce the same results. You can also put plus signs (+) directly in front of required search terms, in which case your results will be limited to Partner Search Results (paid listings from GoTo) and Web pages from Google.	IBM thinkpad IBM AND thinkpad +IBM +thinkpad
OR Search (multiple words and phrases, any one of which may be present)	Use the Boolean operator OR (uppercase or lowercase) to combine words and phrases.	notebook OR laptop
NOT Search (to exclude a word or phrase)	Use a minus sign (-) directly in front of the word or phrase you want to exclude from your results. (Note that there's no space between the minus sign and the search word.) Alternatively, you can use the Boolean operator ANDNOT (one word, uppercase or lowercase) followed by the word you want to exclude.	notebook -thinkpad notebook ANDNOT thinkpad
Case-Sensitive Search	Not available.	
Date Search	Not available.	
Field Search	Not available.	
Nested Search	Not available.	
Proximity Search	Not available.	
Wildcard Search	Use an asterisk (*) to search for multiple characters at the end of a word only. The example would find references to <i>technological</i> , <i>technologies</i> , and <i>technology</i> .	technolog*

Northern Light www.northernlight.com

Northern Light Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Simply type a phrase or question that expresses the idea or concept, using as many words as necessary.	Where can I find information about study abroad programs in France?
Phrase Search	Type phrase surrounded by double quotes .	"youth hostel"
AND Search (multiple words and phrases, each of which must be present)	Type words (or phrases in quotes) separated by a space. You can also use plus signs (+) or AND operator if you're accustomed to doing so. All three examples would produce the same results.	Princeton "financial aid" +Princeton+"financial aid" Princeton AND "financial aid"
OR Search (multiple words and phrases, any one of which may be present)	Type words or phrases separated by OR (in uppercase or lowercase).	scholarship OR "student loan" OR grant
NOT Search (to exclude a word or phrase)	Use a minus sign (-) directly in front of the word or phrase you want to exclude. Alternatively, you can use NOT (uppercase or lowercase).	booksellers -Amazon.com booksellers NOT Amazon.com
Case-Sensitive Search	Strictly speaking, not available. Northern Light returns the same set of results regardless of case. But if you use mixed case, hits that make an <i>exact</i> case match will appear higher on the results list.	"Scholastic Aptitude Test"
Date Search	Not available with Simple Search form. Use Power Search or Business Search.	
Field Search	Type field-search term followed by a colon and the search word or phrase. <i>For Web pages and Special Collection documents:</i> title: (to look for words in Web page or document titles) url: (to look for words in Web page URLs) link: (to find Web pages or documents that include links to a specific site) text: (used with another field-search term to look for words in the <i>text</i> of Web pages or documents) <i>For Special Collection documents only:</i> company: (to find documents by company name) ticker: (to find documents by ticker symbol) pub: (to find documents in specific publication) recid: (to find document based on ID number from Northern Light article summary page) Note: For fill-in-the-blanks field searching, use Power, Business, or Investext search forms.	title:"Favorite Poem Project" url:booktv link:abouttheauthor.com url:npr.org text:"Car Talk"
Nested Search	Use parentheses to group Boolean expressions into more complex queries.	company:ebay ticker:MSO pub:business week recid:AA20010207020001236
Proximity Search	Not available.	SAT AND ("sample test" OR "prep course")
Wildcard Search	Use an asterisk (*) to search for <i>multiple</i> characters at the end of (or within) a word, or a percent sign (%) to look for a <i>single</i> character. Wildcard must be preceded by at least four other characters.	GRE test prep* gene%logy

Topica www.topica.com

Topica Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Phrase Search	Type the phrase as a sequence of words enclosed in double quotes .	"book reviews"
AND Search (multiple words and phrases, each of which <i>must</i> be present)	Use AND to connect two or more words and phrases.	authors AND mystery
OR Search (multiple words and phrases, any one of which may be present)	Use OR to connect two or more words and phrases.	grisham OR turow
NOT Search (to exclude a word or phrase)	Use NOT in front of a word or phrase you want to exclude from your results.	"genre fiction" NOT romance
Nested Search	Use parentheses to group words and phrases into more complex queries.	(fantasy OR SF) AND writers
Wildcard Search	Use an asterisk (*) to search for wildcard characters. The example would find references to <i>literacy</i> , <i>literature</i> , and <i>literary</i> .	litera*

Yahoo www.yahoo.com

Yahoo Quick Reference

FOR THIS TYPE OF SEARCH:	DO THIS:	EXAMPLES:
Plain-English Question	Not recommended.	
Phrase Search	Type the phrase as a sequence of words surrounded by double quotes .	"Russian lacquer boxes"
AND Search (multiple words and phrases, each of which must be present)	Use a plus sign (+) in front of a word or phrase that <i>must</i> appear in the results.	+antiques +Victorian
OR Search (multiple words and phrases, any one of which may be present)	Type words or phrases separated by a space, without any special notation.	eggs "Carl Faberge"
NOT Search (to exclude a word or phrase)	Use a minus sign (-) in front of a word or phrase you want to exclude from your results. To find software Easter eggs, for example, you might want to exclude the word <i>Fabergé</i> .	"Easter eggs" -Faberge
Case-Sensitive Search	Not available.	
Date Search	Not available. However, you <i>can</i> search for categories and Web sites that have been added to the Yahoo directory within a certain time frame. To do that, click on <i>advanced search</i> on the Yahoo home page and use the drop-down menu to select a timeframe (1 day to 4 years).	
Field Search	To search titles of Web page documents, use t: directly in front of a word or phrase. To search Web page URLs, use u: directly in front of the word you want to find. To search for multiple words, use multiple u: search terms with plus signs (+) .	t:"oriental rugs" u:carpeting +u:oriental +u:rug
Nested Search	Not available.	
Proximity Search	Not available.	
Wildcard Search	Use an asterisk (*) with at least the first three letters of your search term. The example would find references to <i>lacquer</i> as well as <i>lacquered</i> and <i>lacquerware</i> . (Note: You <i>cannot</i> search for wildcard characters at the beginning or in the middle of a word.)	lacq*

Zip2 www.zip2.com**Zip2 Quick Reference*****FOR THIS TYPE OF SEARCH:**

Business Name Search

Business Category Search

Point-to-Point
Driving Directions and Maps**DO THIS:**

To search for a specific business, enter its name (or one or two unique words) in the search form text box.

Click on the radio button to specify whether you want to search Near You or City & State. If you select Near You, make sure the drop-down menu is set to Near My Home, Near My Work, or whatever location you want to use as a starting point.

To search for all the businesses in a particular category, type one or two unique words in the search form text box.

Be sure to specify the area you want to search (Near You or City & State), as described above.

Click on the Get Directions icon that appears next to every listing in your Zip2 search results. (The Get Directions icon will be either a car in a circle or a double-pointing arrow in a square.)

To get maps and driving directions without searching, use the Get a Map section of the Zip2 home page.

**Note: Zip2 always performs an AND search, looking for all the words in your query. (There's no way to do an OR search.) Also, Zip2 ignores case.*

INTERNET DOMAINS AND COUNTRY CODES

B

Top-Level Domains (TLDs)

Common Domains (in use now)

DOMAIN	TYPE
com	Commercial establishments/businesses
edu	Educational institutions
gov	Government agencies
int	International organizations
mil	U.S. military facilities
net	Networks like AT&T and MCI
org	Non-profit organizations

New Domains (to be introduced in 2001)

DOMAIN	TYPE
aero	Airports, airlines, and related companies
biz	Commercial establishments/businesses
coop	Non-profit cooperatives
info	Unrestricted use
museum	Museums
name	Individuals
pro	Accountants, lawyers, and physicians

Domain Name Update

For the latest information on the availability of the new Internet top-level domains, visit the ICANN Web site at www.icann.org. ICANN, short for Internet Corporation for Assigned Names and Numbers, is the organization responsible for approving the new domains.

Many search engines let you look for Web sites based on Internet *domains* and *country* codes. Searching by domain allows you to focus your search on a particular *type* of organization: commercial, education, government, etc. Searching by country code makes it possible to zero in on (or avoid) sites that originate in a specific country.

To help you take full advantage of domain and country-code search options, this appendix includes three tables:

- ◆ **Top-Level Domains (TLDs)**
Includes the seven TLDs currently in use as well as seven new ones that are expected to be introduced in 2001.
- ◆ **Country Codes (Alphabetical by Country)**
- ◆ **Country Codes (Alphabetical by Code)**

Even if you never have occasion to do a country-code or domain search, this information may come in handy from time to time, simply for deciphering an e-mail or Web site address. Internet domains are pretty obvious, but you'll find that country codes aren't always easy to guess: AU, for example, is Australia (not Austria, which is AT).

Country Codes (Alphabetical by Country)

COUNTRY	CODE	COUNTRY	CODE	COUNTRY	CODE
Afghanistan	AF	Chile	CL	Greenland	GL
Albania	AL	China	CN	Grenada	GD
Algeria	DZ	Christmas Island	CX	Guadeloupe	GP
American Samoa	AS	Cocos (Keeling) Islands	CC	Guam	GU
Andorra	AD	Colombia	CO	Guatemala	GT
Angola	AO	Comoros	KM	Guinea	GN
Anguilla	AI	Congo	CG	Guinea-Bissau	GW
Antarctica	AQ	Congo, Dem. Republic of	CD	Guyana	GY
Antigua/Barbuda	AG	Cook Islands	CK	Haiti	HT
Argentina	AR	Costa Rica	CR	Heard Island/ McDonald Islands	HM
Armenia	AM	Cote D'Ivoire	CI	Holy See (Vatican)	VA
Aruba	AW	Croatia	HR	Honduras	HN
Australia	AU	Cuba	CU	Hong Kong	HK
Austria	AT	Cyprus	CY	Hungary	HU
Azerbaijan	AZ	Czech Republic	CZ	Iceland	IS
Bahamas	BS	Denmark	DK	India	IN
Bahrain	BH	Djibouti	DJ	Indonesia	ID
Bangladesh	BD	Dominica	DM	Iran	IR
Barbados	BB	Dominican Republic	DO	Iraq	IQ
Belarus	BY	East Timor	TP	Ireland	IE
Belgium	BE	Ecuador	EC	Israel	IL
Belize	BZ	Egypt	EG	Italy	IT
Benin	BJ	El Salvador	SV	Ivory Coast	CI
Bermuda	BM	Equatorial Guinea	GQ	Jamaica	JM
Bhutan	BT	Eritrea	ER	Japan	JP
Bolivia	BO	Estonia	EE	Jordan	JO
Bosnia-Herzegovina	BA	Ethiopia	ET	Kazakhstan	KZ
Botswana	BW	Falkland Islands (Malvinas)	FK	Kenya	KE
Bouvet Island	BV	Faroe Islands	FO	Kiribati	KI
Brazil	BR	Fiji	FJ	Korea (North)	KP
British Indian Ocean Territory	IO	Finland	FI	Korea (South)	KR
Brunei Darussalam	BN	France	FR	Kuwait	KW
Bulgaria	BG	French Guiana	GF	Kyrgyzstan	KG
Burkina Faso	BF	French Polynesia	PF	Laos	LA
Burundi	BI	French Southern Territories	TF	Latvia	LV
Cambodia	KH	Gabon	GA	Lebanon	LB
Cameroon	CM	Gambia	GM	Lesotho	LS
Canada	CA	Georgia	GE	Liberia	LR
Cape Verde	CV	Germany	DE	Libyan Arab Jamahiriya	LY
Cayman Islands	KY	Ghana	GH	Liechtenstein	LI
Central African Republic	CF	Gibraltar	GI	Lithuania	LT
Chad	TD	Greece	GR	Luxembourg	LU

Country Codes (Alphabetical by Country)

COUNTRY	CODE	COUNTRY	CODE	COUNTRY	CODE
Macau	MO	Paraguay	PY	Tajikistan	TJ
Macedonia	MK	Peru	PE	Tanzania	TZ
Madagascar	MG	Philippines	PH	Thailand	TH
Malawi	MW	Pitcairn	PN	Togo	TG
Malaysia	MY	Poland	PL	Tokelau	TK
Maldives	MV	Portugal	PT	Tonga	TO
Mali	ML	Puerto Rico	PR	Trinidad and Tobago	TT
Malta	MT	Qatar	QA	Tunisia	TN
Marshall Islands	MH	Reunion	RE	Turkey	TR
Martinique	MQ	Romania	RO	Turkmenistan	TM
Mauritania	MR	Russian Federation	RU	Turks and Caicos Islands	TC
Mauritius	MU	Rwanda	RW	Tuvalu	TV
Mayotte	YT	Saint Helena	SH	Uganda	UG
Mexico	MX	Saint Kitts and Nevis	KN	Ukraine	UA
Micronesia	FM	Saint Lucia	LC	United Arab Emirates	AE
Moldova	MD	Saint Pierre and Miquelon	PM	United Kingdom	UK
Monaco	MC	Saint Vincent and Grenadines	VC	United States	US
Mongolia	MN	Samoa	WS	U.S. Minor Outlying Islands	UM
Montserrat	MS	San Marino	SM	Uruguay	UY
Morocco	MA	Sao Tome and Principe	ST	Uzbekistan	UZ
Mozambique	MZ	Saudi Arabia	SA	Vanuatu	VU
Myanmar	MM	Senegal	SN	Vatican City State	VA
Namibia	NA	Seychelles	SC	Venezuela	VE
Nauru	NR	Sierra Leone	SL	Viet Nam	VN
Nepal	NP	Singapore	SG	Virgin Islands (British)	VG
Netherlands	NL	Slovakia	SK	Virgin Islands (U.S.)	VI
Netherlands Antilles	AN	Slovenia	SI	Wallis and Futuna	WF
New Caledonia	NC	Solomon Islands	SB	Western Sahara	EH
New Zealand	NZ	Somalia	SO	Yemen	YE
Nicaragua	NI	South Africa	ZA	Yugoslavia	YU
Niger	NE	South Georgia/ Sandwich Islands	GS	Zambia	ZM
Nigeria	NG	Spain	ES	Zimbabwe	ZW
Niue	NU	Sri Lanka	LK		
Norfolk Island	NF	Sudan	SD		
Northern Mariana Islands	MP	Suriname	SR		
Norway	NO	Svalbard and Jan Mayen	SJ		
Oman	OM	Swaziland	SZ		
Pakistan	PK	Sweden	SE		
Palau	PW	Switzerland	CH		
Palestinian Territory	PS	Syrian Arab Republic	SY		
Panama	PA	Taiwan	TW		
Papua New Guinea	PG				

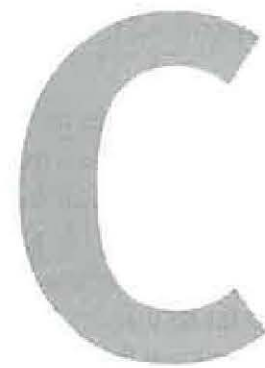
Country Codes (Alphabetical by Code)

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
AD	Andorra	CK	Cook Islands	GR	Greece
AE	United Arab Emirates	CL	Chile	GS	South Georgia/ Sandwich Islands
AF	Afghanistan	CM	Cameroon	GT	Guatemala
AG	Antigua/Barbuda	CN	China	GU	Guam
AI	Anguilla	CO	Colombia	GW	Guinea-Bissau
AL	Albania	CR	Costa Rica	GY	Guyana
AM	Armenia	CU	Cuba	HK	Hong Kong
AN	Netherlands Antilles	CV	Cape Verde	HM	Heard Island/ McDonald Islands
AO	Angola	CX	Christmas Island	HN	Honduras
AQ	Antarctica	CY	Cyprus	HR	Croatia
AR	Argentina	CZ	Czech Republic	HT	Haiti
AS	American Samoa	DE	Germany	HU	Hungary
AT	Austria	DJ	Djibouti	ID	Indonesia
AU	Australia	DK	Denmark	IE	Ireland
AW	Aruba	DM	Dominica	IL	Israel
AZ	Azerbaijan	DO	Dominican Republic	IN	India
BA	Bosnia-Herzegovina	DZ	Algeria	IO	British Indian Ocean Territory
BB	Barbados	EC	Ecuador	IQ	Iraq
BD	Bangladesh	EE	Estonia	IR	Iran
BE	Belgium	EG	Egypt	IS	Iceland
BF	Burkina Faso	EH	Western Sahara	IT	Italy
BG	Bulgaria	ER	Eritrea	JM	Jamaica
BH	Bahrain	ES	Spain	JO	Jordan
BI	Burundi	ET	Ethiopia	JP	Japan
BJ	Benin	FI	Finland	KE	Kenya
BM	Bermuda	FJ	Fiji	KG	Kyrgyzstan
BN	Brunei Darussalam	FK	Falkland Islands (Malvinas)	KH	Cambodia
BO	Bolivia	FM	Micronesia	KI	Kiribati
BR	Brazil	FO	Faroe Islands	KM	Comoros
BS	Bahamas	FR	France	KN	Saint Kitts and Nevis
BT	Bhutan	GA	Gabon	KP	Korea (North)
BV	Bouvet Island	UK	United Kingdom	KR	Korea (South)
BW	Botswana	GD	Grenada	KW	Kuwait
BY	Belarus	GE	Georgia	KY	Cayman Islands
BZ	Belize	GF	French Guiana	KZ	Kazakhstan
CA	Canada	GH	Ghana	LA	Laos
CC	Cocos (Keeling) Islands	GI	Gibraltar	LB	Lebanon
CD	Congo, Dem. Republic of	GL	Greenland	LC	Saint Lucia
CF	Central African Republic	GM	Gambia	LI	Liechtenstein
CG	Congo	GN	Guinea	LK	Sri Lanka
CH	Switzerland	GP	Guadeloupe	LR	Liberia
CI	Cote D'Ivoire (Ivory Coast)	GQ	Equatorial Guinea		

Country Codes (Alphabetical by Code)

CODE	COUNTRY	CODE	COUNTRY	CODE	COUNTRY
LS	Lesotho	PG	Papua New Guinea	TM	Turkmenistan
LT	Lithuania	PH	Philippines	TN	Tunisia
LU	Luxembourg	PK	Pakistan	TO	Tonga
LV	Latvia	PL	Poland	TP	East Timor
LY	Libyan Arab Jamahiriya	PM	Saint Pierre and Miquelon	TR	Turkey
MA	Morocco	PN	Pitcairn	TT	Trinidad and Tobago
MC	Monaco	PR	Puerto Rico	TV	Tuvalu
MD	Moldova	PS	Palestinian Territory	TW	Taiwan
MG	Madagascar	PT	Portugal	TZ	Tanzania
MH	Marshall Islands	PW	Palau	UA	Ukraine
MK	Macedonia	PY	Paraguay	UG	Uganda
ML	Mali	QA	Qatar	UM	U.S. Minor Outlying Islands
MM	Myanmar	RE	Reunion	US	United States
MN	Mongolia	RO	Romania	UY	Uruguay
MO	Macau	RU	Russian Federation	UZ	Uzbekistan
MP	Northern Mariana Islands	RW	Rwanda	VA	Vatican (Holy See)
MQ	Martinique	SA	Saudi Arabia	VC	Saint Vincent and Grenadines
MR	Mauritania	SB	Solomon Islands	VE	Venezuela
MS	Montserrat	SC	Seychelles	VG	Virgin Islands (British)
MT	Malta	SD	Sudan	VI	Virgin Islands (U.S.)
MU	Mauritius	SE	Sweden	VN	Viet Nam
MV	Maldives	SG	Singapore	VU	Vanuatu
MW	Malawi	SH	Saint Helena	WF	Wallis and Futuna
MX	Mexico	SI	Slovenia	WS	Samoa
MY	Malaysia	SJ	Svalbard and Jan Mayen	YE	Yemen
MZ	Mozambique	SK	Slovakia	YT	Mayotte
NA	Namibia	SL	Sierra Leone	YU	Yugoslavia
NC	New Caledonia	SM	San Marino	ZA	South Africa
NE	Niger	SN	Senegal	ZM	Zambia
NF	Norfolk Island	SO	Somalia	ZW	Zimbabwe
NG	Nigeria	SR	Suriname		
NI	Nicaragua	ST	Sao Tome and Principe		
NL	Netherlands	SV	El Salvador		
NO	Norway	SY	Syrian Arab Republic		
NP	Nepal	SZ	Swaziland		
NR	Nauru	TC	Turks and Caicos Islands		
NU	Niue	TD	Chad		
NZ	New Zealand	TF	French Southern Territories		
OM	Oman	TG	Togo		
PA	Panama	TH	Thailand		
PE	Peru	TJ	Tajikistan		
PF	French Polynesia	TK	Tokelau		

USENET NEWSGROUP HIERARCHIES



Deja (www.deja.com) and several of the leading general-purpose search engines greatly simplify the process of finding information in Usenet newsgroups. It's no longer necessary to know exactly which newsgroup deals with a particular topic. Just tell Deja (or a search engine like HotBot or Yahoo that offers newsgroup searching) that you want to direct your query to newsgroups instead of the Web and let it take care of the details.

Eventually, though, you may want to employ the power-searching technique of limiting your newsgroup queries to *specific* newsgroups. Or you may simply want to know what those “alt-dot-something” names mean and how they get assigned. The key concept is newsgroup *hierarchies*.

The first part of a newsgroup name is the major topic or *top-level* hierarchy—alt for the wildly popular “alternative” newsgroups, biz for business-related groups, comp for computer hardware and software, sci for science, and so forth. Each of these major topics is then broken down into subtopics, and those are broken down again and again as additional groups are created for discussions of greater and greater specificity.

For example, in the `alt` hierarchy, a group called `alt.music` might be formed to discuss music in general. Over time, some participants may decide they want to focus on a specific *type* of music, like jazz, while others prefer to discuss bluegrass. So two new groups are formed: `alt.music.jazz` and `alt.music.bluegrass`. Things can get even more specific as people decide to focus on a favorite jazz or bluegrass musician. The newsgroup name gets longer and longer as the topic of discussion becomes more and more specific.

Of the hundreds of top-level newsgroup hierarchies, the ones you are most likely to encounter are presented in **Table C.1**, along with a brief description.

✓ Tips

- For advice on searching Usenet newsgroups with Deja, see Chapter 16.
- Although Deja's specialty is newsgroup searches, it isn't the best place to look for a comprehensive list of newsgroup hierarchies. Instead, try one of these sites:

Liszt's Usenet Newsgroups Directory

www.liszt.com/news

Master List of Newsgroup Hierarchies

www.magma.ca/~leisen/mlnh

Tile.Net Newsgroup Hierarchy List

tile.net/news

Table C.1

Popular Usenet Newsgroup Hierarchies	
TOPIC	DESCRIPTION
alt	Alternative newsgroups—everything from sexually oriented topics to the truly offbeat. They're called "alternative" because they don't fit neatly anywhere else. Many Usenet servers don't carry these groups.
bionet	Biology network.
bit	Articles from Bitnet LISTSERV mailing lists, used mainly by the academic community.
biz	Business-related newsgroups. This is the place for advertisements, marketing, and other commercial postings (product announcements, product reviews, demo software, etc.).
cern	Discussions relating to CERN, the European Particle Physics Lab located in Geneva, Switzerland. It was at CERN that Tim Berners-Lee developed the World Wide Web to enhance collaboration on research documents.
clari	ClariNet News, a commercial service providing UPI wire news, newspaper columns like Dave Barry, and lots more to sites that subscribe.
comp	Computer-related newsgroups. Topics of interest to computer professionals and hobbyists, including computer science, software source code, and information on hardware and software systems.
gnu	Discussions about the GNU (Gnu's Not Unix) project and the Free Software Foundation.
hepnet	Higher Energy Physics network.
humanities	Discussions of humanities and the arts.
info	Creators of Internet mailing lists often place their messages automatically into Usenet. This is where you'll find them.
k12	Topics of interest to teachers of kindergarten through grade 12 (curriculum, language exchanges with native speakers, and classroom-to-classroom projects designed by teachers).
linux	Discussions about Linux, a version of the UNIX operating system that's distributed as freeware for use on personal computers. Linux is a system for the very technical professional—not for casual PC users.
microsoft	Newsgroups devoted to discussions of Microsoft products and services.
misc	A catch-all category for groups that address topics not easily classified anywhere else. Two of the most popular are misc.jobs and misc.for sale.
news	Groups concerned with the Usenet network (<i>not</i> current affairs, as you might think). The newsgroups news.announce.newusers, news.newusers.questions, and news.answers are the places to check for information aimed at first-time Internet and newsgroup users.
rec	Groups focusing on recreational activities and hobbies of all sorts—arts and crafts, games, music, sports, etc.
schl	Resources for elementary and secondary school teachers (similar to k12).
sci	Discussions of scientific research and applied sciences.
soc	Groups devoted to social issues, often related to a particular culture.
talk	Debates and long-winded discussions without resolution and with very little useful information.
vmsnet	Virtual Memory System Net, a place where people talk about VAX/VMS issues.

WEB SEARCHER'S TOOLKIT

Toolkit at a Glance

Categories of tools for Windows users:

- ◆ Screen and Web site capture
- ◆ Download tools
- ◆ File compression and extraction
- ◆ Fast browser and tools
- ◆ Convenience tools
- ◆ Multimedia players, editors, and tools
- ◆ Sound-related tools
- ◆ Image-related tools
- ◆ Security and encryption

Categories of tools for Mac users:

- ◆ Screen and Web site capture
- ◆ Download tools
- ◆ File compression and extraction
- ◆ Sherlock companions
- ◆ Sound-related tools
- ◆ Image-related tools
- ◆ Security and encryption

Whether it's an article, a file, or an image, getting the information you want online can be a major challenge. Fortunately, there are many software tools that can either make the task easier or help you work with the information once you've saved it to disk.

For example, a program like Download Accelerator Plus (DAP) can boost your download speed by as much as 300 percent. How? By cleverly searching the Net for copies of the target file and then downloading pieces of it simultaneously from several different sites.

Another program called Webforia lets you "clip" and save complete Web pages with fully functional hyperlinks. You can then organize them into a "library" that you can search by keyword. You can also assemble the Web pages into a report, add content of your own, and send the results as a single file to colleagues and co-workers for viewing with their Web browsers. No need for them to go online.

Good news, bad news

Perhaps best of all, tens of thousands of tools like these can be downloaded from the Net and used *free of charge*. (As you may recall from our discussion of specialty search sites in Chapter 20, CNET Shareware.com (www.shareware.com) and ZDNet (www.zdnet.com) both offer excellent searchable software libraries.)

That's the good news. The bad news is that there are so *many* programs that it is very difficult for most people to know which are worth the time and trouble involved in downloading and installing them.

That's where this appendix can help.

We have been writing books and articles alerting people to the wonders of "free software" since the days when the only way to connect a computer to a phone line was to place foam cups around the mouth- and earpieces of a telephone handset. (If you were lucky enough to get a good connection, you might be able to communicate at the "blazing" speed of 300 bits per second.)

We know how to find the really good stuff—the best of which is not only equal to the top-rated commercial programs, it is often superior.

That's because most freely available programs are works of art that embody the vision of a single individual. Commercial software, in contrast, tends to be written by a committee guided by input from marketing focus groups.

Shareware, freeware, and public domain software

In this appendix, we've identified and provided brief descriptions of specific programs that, in our opinion, rank as the "best of breed" in their respective categories. *Public domain* and *freeware* programs may be used completely free of charge.

Shareware programs may also be used that way. But shareware is "software on the honor system." If you like and regularly use a shareware program, you are honor-bound to pay the requested *registration fee*. The cost is usually between \$15 and \$40, and registering the program may even entitle you to technical support from the programmer who created it (not something one should expect anytime soon from Microsoft or Apple!).

To encourage you to do the right thing, many shareware programs delay their startups with a "nag screen" that reminds you to register. Some are set to operate for 30 days and will then refuse to load until you pay the requested fee. Still others can be used forever, but with certain features disabled.

Shareware registration options

Our advice: If you find that one of these programs saves you time or aggravation, pay the fee and become a registered user. Often you can handle the transaction online, using your credit card and a secure server, and download the product directly. (The download may take a while, and you'll want to be sure to copy the downloaded file to a backup location.)

In some cases, you may simply receive a numerical code via e-mail and thus be able to unlock your copy of the program without downloading a separate registered version.

Getting the programs

Windows Users. All of the Windows programs described in this appendix are available from Web sites like CNET Shareware.com and ZDNet. (For a truly extensive list of sites, go to Yahoo and do a search using the keyword *shareware*.)

Alternatively, if you'd prefer to save yourself the time and trouble of downloading the programs, you can order them all on a CD-ROM that we've put together for the convenience of our Windows readers. The cost is \$15, including shipping. To place an order, and to find out about other programs that may have come to our attention since the book was published, visit our Web site at www.trulyuseful.com.

Macintosh Users. The shareware situation for Macintosh users is a bit different. Because the audience is substantially smaller, and the Mac has traditionally been viewed as such a complete, user-friendly system, there simply isn't as much free software out there.

In addition, you don't have to do very many searches at the major shareware sites to realize that they aren't making Mac programs a priority. Even the top-rated programs that are available are often several years old.

So you have to be clever. Instead of one-stop shopping at a site like CNET Shareware.com, you may have to visit the Web site of the program's creator and download a copy from there.

You might also try MacUpdate, MacShare.com, or The Shareware Place, all of which specialize in Macintosh information and software. Another good choice is The Ultimate Macintosh, where you'll find a page of links to the major Mac software archives as well as Sherlock news, set managers, and plug-ins.

Where to Look for Shareware

Windows and Macintosh

- ◆ CNET Shareware.com
www.shareware.com
- ◆ ZDNet
www.zdnet.com

Macintosh Only

- ◆ MacShare.com
www.macshare.com
- ◆ MacUpdate
www.macupdate.com
- ◆ The Shareware Place
www.sharewareplace.com
- ◆ The Ultimate Macintosh
www.ultimatemac.com

Essential Tools for Windows Users

Our recommended toolkit for Windows users includes 35 programs organized into nine different categories. Some of the programs are designed to save you time. Others make up for shortcomings and annoyances in Web browser software. Still others handle tasks that you may not have even known were possible.

One thing's for sure, with this collection of tools, you'll be equipped to handle a great majority of the search-related and computing challenges that come your way.

Screen and Web site capture

- ◆ **Collage Complete.** Have you ever wondered how people who write about computers—book authors, journalists, trainers, etc.—create the screen images that illustrate their work? Many of them use this sophisticated screen capture and image processing program. It lets you capture, crop, convert, magnify, dither, and manipulate images in every conceivable way and in all the most popular image file formats. No wonder it's the book publishers' choice.
- ◆ **HyperSnap.** While Collage captures just what you see on your computer screen, Hypersnap can take a picture of an entire Web page—even those portions that you have to scroll down to in order to read. It also can clip out screens from games, MS Direct X and 3Dfx GLIDE applications, and DVD movies. In general, it offers an excellent combination of power and ease of use.
- ◆ **Webforia.** This program captures Web screens as HTML files with all the images and links intact (and active if you are logged onto the Net while viewing them). As part of the process, it creates a document summary, a list of keywords, and several index entries. You can then organize your stored documents into libraries that can be searched or exported as a single file to be shared with others. You can also use the saved Web pages to produce an impressive report.
- ◆ **Offline Explorer Pro.** This is the program to use to download a *complete* Web site and store it to disk for offline viewing. You simply key in the address of the target site and Offline Explorer goes out to the Net, downloads all the files, and fixes their internal links to point to a location on your hard drive. If you like, you can even export the entire collection of files to CD-ROM or some other location, from which it can be viewed using any browser.

Download tools

- ◆ **Cute FTP.** The Internet's File Transfer Protocol (FTP) is designed to make it as fast and easy as possible to copy—upload and download—files between your computer and a Web server. It's a task that comes up frequently if you need to put updated files on a Web site or if you do a lot of downloading. This program's claim to fame is that it makes the file transfer process as easy as copying files from one of your local disk directories to another.
- ◆ **WS-FTP Pro.** Although its interface is quite user-friendly, this really is a program for FTP power users. Feature-rich, with a solid history, this is *the* program for frequent FTPers.

- ◆ **Download Accelerator Plus (DAP).** This is one of those programs you fall in love with because of what it does for you and the way it works. Like GoZilla, its worthy competitor, it is ad-sponsored. But if you want to download a file as quickly as possible, and be able to resume where you left off should you be knocked offline (a frequent occurrence, especially with very large files), you want DAP on your disk.
- ◆ **Picture Agent.** Usenet newsgroups were started to facilitate discussion of the UNIX operating system. But the discussion topics soon expanded to cover nearly every aspect of life. There are tens of thousands of newsgroups, and many of them (`alt.binaries.clip-art`, for example) allow users to post images and other binary files as part of their messages. Picture Agent will comb the list of newsgroups you specify and download and save to disk whatever image postings those groups contain.

File compression and extraction

- ◆ **WinZip.** From the beginning of the online world, programmers have developed techniques for compressing files or groups of files so that they can be transmitted faster. Once downloaded, the files can be extracted from the compressed archive file and restored to their original form. The Zip compression format has become the standard, but you will still encounter archives on the Net that use formats like TAR, GZIP, and BinHex. This program can handle them all. And it will let you create archive files that are *self-extracting*, so the person using the file doesn't need a compression program in order to open it.
- ◆ **Aladdin StuffIt/Expander.** StuffIt, from Aladdin Systems, occupies the same position in the Mac world as Zip does among Windows users. This pair of programs lets Windows users compress and extract files or groups of files in the Macintosh format. Expander also handles Zip, GZIP, ARC, ARJ, uuencode, BinHex, MacBinary, MIME/Base64, and self-extracting StuffIt archives.

Fast browser and tools

- ◆ **Opera Browser.** Here's a full-featured browser written from the ground up to be both fast and frugal with your hard-drive space, memory, and system resources. Yet it has plenty of unique features. For example, you can specify both a search engine and a keyword or phrase in your browser's Address or Location box (where you normally enter Web addresses). So typing `g Peachpit Press` would take you to Google and perform a search on the name of our publisher. Opera also provides the ability to resume failed file downloads. And it allows keyboard (as opposed to mouse) access in all levels of the program—one of several features designed to help people with visual and mobility impairments.
- ◆ **Cache Explorer.** Browsers store the contents of the Web pages you visit in a cache directory on your hard disk. That way, the second time you visit a page, it will be displayed much faster because the elements are coming from your hard disk instead of from the Internet. Cache Explorer organizes these files and presents them with easily understandable names. A search function lets you find the Web pages you've visited on the basis of the keywords you specify. So if you've forgotten a site's address but remember a keyword or two, chances are that everything you need is in the cache—and Cache Explorer will help you find it.

- ◆ **Bookmark Magic.** This program will convert Internet Explorer Favorites into Netscape Bookmarks and vice versa. It will also sort Favorites/Bookmarks by their descriptions, find and delete duplicates, and allow you to make descriptions bold and/or italicized. You can also save your Favorites or Bookmarks list in a single HTML file that can be used with any browser or even posted to a Web site.
 - ◆ **Internet Watcher Ad Blocker.** Banner ads at Web sites are like TV commercials—most people ignore them. But now there's a way to prevent them from even making their way to your screen. This program can also be used to prevent pop-ups from appearing and to stop animations (or “dancing baloney,” as they are sometimes called). And it can prevent children or employees from accessing the Web sites you specify. It works its magic by setting itself up as a *proxy server* and can be used as such on any network.
- ### Convenience tools
- ◆ **Magellan Explorer.** If you find the Windows built-in file explorer a pain to use, you'll love the double-window approach to file management offered by Magellan. Highly customizable, it places all the tools you need right at your fingertips.
 - ◆ **ClipMate.** Here's another tool we couldn't live without. It remembers every piece of data (both text and graphics) that you cut or copy. Once your data is saved in ClipMate, you can select an item and it is automatically placed *back* on the Clipboard or directly into an application.
 - ◆ **PC Data Finder.** This program goes far beyond the file searching function offered by Windows to let you use AND, OR, NOT and NEAR operators, wildcards, and phrases. You can also search by document title and author. It's like having a search engine dedicated to your own computer's contents.
 - ◆ **12 Ghosts.** This is a collection of utility programs (there are actually 21 of them), each of which uses a different color PacMan-style ghost icon. Included are a timer that can run programs or pop up reminders, a shredder that wipes out any trace of a given file, and a text-replacement program. Best of all, one of ghosts lets you shut down Windows with a single click.
 - ◆ **EZ Macros.** A *macro* is a script of the things you want your computer (or a specific program) to do when you strike a single hotkey combination. For example, you might hit **Ctrl][E]** and your system would load Internet Explorer, go to AltaVista, and conduct a search that you want to do on a regular basis. Perform this action once with EZ Macros in Record mode, and it will create the macro for you.
 - ◆ **AutoMate.** This powerful program will do macros as well. But its main focus is true automation. Actions can be scheduled for specific times or intervals (daily, weekly, only on weekends, etc.), but they can also be triggered by the appearance of certain dialog boxes, certain windows, system startup or shutdown, and more. So if you want to get daily sports scores, or pick up a newspaper Op-Ed piece by a columnist who appears only on Wednesdays and Sundays, this is the program to use to automate the task.

- ◆ **Quick View Plus.** From the creators of Paint Shop Pro, this program can correctly display over 200 Windows, DOS, Macintosh, and Internet file types. Files created by both old and current word processors, spreadsheets, and database programs are included. As is nearly every graphics file type ever created.

Multimedia players, editors, and tools

- ◆ **MultiMedia Xplorer.** Unlike the Windows Media Player or RealPlayer, this program is designed to not only *play* the multimedia files you find on the Net but to help you *manage* them as well. It can display all major image formats and convert among them (including a mass convert that handles any number of files at the same time). It handles sound and video files, of course, and includes a Multimedia Detective that scans your disks for sound, image, icon, and graphics files.

Sound-related tools

- ◆ **MP Convert.** This is a compact little *CD-ripper* that will pull tracks off an audio CD and convert them into one of three formats: WAV, WMA (Windows Media Audio), or MP3.
- ◆ **DMC Audio Converter and CD Ripper.** Designed for the more advanced audio user, this program will “rip” audio files from CDs and convert them into not only WAV format but also MP3 (Blade), MP3 (Lame), Ogg Vorbis, and WMA. The program will also let you convert LP record tracks into digital format for recording on a CD disk.
- ◆ **5-Star MP3 Finder.** Key in a musical artist, group, or song title and this program will search the leading MP3 music sites for you. You can then download and play the files it has found.

- ◆ **Nullsoft WinAmp.** Billed as the “ultimate high-fidelity music player” for Windows, this is a superb sound-file player, with a built-in graphic equalizer. It’s considered the emerging standard.

- ◆ **Aladdin Tuner.** Brought to you by the folks who do Stuffit and Expander, this is the slickest, most user-friendly Internet radio tuner available. You can select states or countries on the map or search for stations by location, format (rock, classical, NPR, etc.), media type (Real Audio, MP3, etc.), or keyword. When you run Aladdin Tuner the first time, it will have to go out to the Net to download the current database of stations.

- ◆ **Gold Wave Sound Editor.** On a par with Sonic Foundry and other top commercial programs, Gold Wave displays sound files as a waveform that you can cut, paste, and manipulate like a graphic image. We’ve used it to cut together music and sound effects for holiday slide-show sound tracks. The program includes lots of built-in effects and other powerful tools, including a filter to remove pops and clicks from files recorded from your old vinyl LPs.

Image-related tools

- ◆ **Graphic Workshop Professional.** The ultimate viewer and converter for image files, Graphic Workshop will display, scale, alter, and convert files in nearly 30 major graphics and animation formats—GIF, TIF, JPEG, PCX, MAC, IMG, EPS, and many others. You can also use it to display thumbnail images showing quick renditions of each graphic file on your disk.

continues on next page

- ◆ **PrintStation.** Getting multiple images to print on a single sheet of paper is a real hassle with a conventional paint program. With PrintStation, you simply select the files and specify how many rows and columns you want. The program will automatically size the images to fit. You can even enlarge one or more images on the page and the surrounding images will be adjusted accordingly. Once you have the images arranged, you can add labels and borders.
- ◆ **Slide Show to Go.** This program helps you turn all those images you've found online or elsewhere into a really snazzy slide show, complete with captions and a sound track. Best of all, when you're finished, you can export the show to a single EXE file and send it to friends. When the recipient double clicks on the file, the show will run automatically.
- ◆ **CS Enigma.** With this smooth, powerful encryption program, you can place many different files into a single encrypted archive. The encrypted file can then be sent via e-mail, and the recipient can extract the contents by simply entering the correct password—no need to have the CS Enigma program installed.
- ◆ **Zone Alarm.** If you have an always-on cable or DSL connection to the Net, you are as vulnerable to hackers as any company. Zone Alarm sets up a firewall on your computer to prevent outsiders from getting in. It was ZDNet's most popular download for the year 2000.

Security and encryption

- ◆ **Surf Secret.** In the interests of efficiency and convenience, Windows, AOL, and all browsers, chat, and instant messaging programs record the addresses of the Web sites you visit and keep copies of the text and images that come in. This program knows where all those tracks are hidden and methodically wipes them out. You can set it to run automatically in hidden mode, so that no one will know you're using it.
- ◆ **Neocrypt.** This easy-to-use program gives you strong encryption capability and a file "shredder"—point, click, encrypt. It can even handle files on removable media like Zip and CD-R disks.

Windows Toolkit on CD-ROM

In response to requests from readers who would like to try a number of these programs but prefer not to spend their time finding and downloading them, we've put the entire collection of Windows tools on a single CD-ROM. The cost is \$15 including shipping. For more information or to place an order, visit our Web site at www.trulyuseful.com.

Essential Tools for Macintosh Users

We've identified 19 programs for Mac users in seven different categories, including one for Sherlock companions. For the programs that aren't widely available from several sources, we've included the Web addresses for their creators.

Screen and Web site capture

- ◆ **Screen Catcher.** This program from St. Clair Software will take snapshots of screen images and save them in image formats that include PICT, GIF, JPEG, TIFF, BMP, PNG, Photoshop, SGI, MacPaint, TGA, and QuickTime. Its Catch-All feature will automatically scroll a window to capture images that are longer than your screen. Once captured, you can resize, dither, and otherwise manipulate the image file.
- ◆ **WebWhacker.** From Blue Squirrel comes a program that lets you download Web pages, including text and images, at the click of a single button. Once downloaded, you can view and surf the site offline, or incorporate it into a presentation.

Download tools

- ◆ **Interarchy.** Formerly known as Anarchie, this FTP client is among the most popular of all Mac shareware programs. It lets you upload and download files via the Net with an interface that makes the process as easy as transferring files from one folder to another on your local hard drive. Compatible with both MacTCP and Open Transport, the program also lets you do a "Mac file search" to quickly search the Net for Macintosh software.

- ◆ **Download Deputy.** This is a batch download utility that lets you use a Finder-like interface to create a list of the files you want to get and then download them in sequence. You can schedule the download to occur at any hour of the day or night. It can even be set to quit and shut down your system when it's finished.

File compression and extraction

- ◆ **StuffIt Lite.** As its name implies, this is a very basic program for creating StuffIt (SIT) archives. Sending a single compressed StuffIt file over the Net is far faster and more convenient than sending several uncompressed files one at a time.
- ◆ **StuffIt Expander.** You'll need OS 8.1 or higher, but if that's what you've got, then this program can easily decompress or extract any archive you're likely to encounter—including Zip files, LHA, TAR, MIME/Base64, ARC, RAR, and more.

Sherlock companions

- ◆ **Sherlock 2 Banner Ad Remover.** This patch for the OS 9 version of Sherlock 2 will remove the banner ads that appear when you search the Web. Available at CNET Shareware.com and elsewhere, the actual filename to look for is `sherlock-2-no-ads-90.hqx`.
- ◆ **Sherlock 2 Mod Patch.** Also for OS 9 users, this patch removes the default "brushed metal" surface of Sherlock 2 and adds new 3-D Copeland-style icons. Also removes white channel windows and replaces them with Mac buttons. The file is called `sherlock-2-mod-patch.hqx`.

continues on next page

- ◆ **Sigerson Sets Manager for Sherlock** “Sigerson” was the name Sherlock Holmes traveled under after sending Moriarty to his death over the Richenback Falls. The program is designed to help users cope with the fact that there are now over 300 Sherlock plug-ins. It really puts you in control!

Sound-related tools

- ◆ **SoundJam.** Here is what has been called the first “full-featured, all-in-one MP3 Player and Encoder for the Macintosh.” SoundJam can rip audio CDs and read and convert AIFF, QuickTime, and WAV formats into high-quality MP3s. No need to use separate programs to convert and play. A good place to get this and other audio programs is www.macradio.com.
- ◆ **Aladdin Tuner.** Another winner from Aladdin Systems, this media tuner and player (formerly known as MacTuner) uses a comprehensive database of available Internet radio and TV broadcasts to let you listen to radio stations all over the world. You can search for stations by name, location, or type of programming (including police and fire scanners!). You can also play MP3 and CD Audio files and customize the program’s look and feel with your choice of “skins.” The program and skins are available for download at www.aladdinsys.com.

Image-related tools

- ◆ **Picture Snooper.** Usenet newsgroups provide an incredible way to find and exchange information with others around the world on any topic you can imagine. Long ago, a technique was developed for converting binary files (images, sound, animations, and programs) into text characters that Usenet would accept. Picture Snooper automatically searches for, downloads, decodes, and saves to

disk the images and other binary files that have been posted to newsgroups you select. It’s available from QSys Software (www.qsyssoft.com).

- ◆ **Graphic Converter.** You can use this powerful program to import nearly 145 kinds of graphic files and convert them to nearly 45 different formats. Batch conversion of multiple files at once, a slide show feature, AppleScript support, and both basic and advanced image manipulation features are all part of this terrific package. The author’s Web site is www.graphicconverter.net.
- ◆ **Picture Archive.** This program lets you store your images in a searchable database organized into up to five categories of your own choosing. You can establish filters to control which images will be displayed, create a series of images, produce a simple slide show, and more. The program will also take a “fingerprint” of a given image and compare it to the fingerprints of other images in your database to alert you to duplicate images stored under different names.

Security and encryption

- ◆ **Web Confidential.** With this handy program, you can organize and save all your passwords, account names, user IDs, software keys, and other codes in a single convenient—strongly encrypted—file. Get it from www.web-confidential.com.
- ◆ **Window Washer.** This program from SiegeSoft protects your privacy and erases any traces of your Web browsing sessions. Compatible with Internet Explorer, Netscape, and AOL, it automatically removes tracking information stored in your browser’s cache, cookie collection, and history files. And it “bleaches” (shreds) the files to be deleted beyond all prospect of recovery.

- ◆ **NetShred.** A simpler alternative to Window Washer, this program will shred your browser's cache and history files and your e-mail trash file. You can activate the program manually by double-clicking on the NetShred icon, or set it to run automatically each time you close your browser or shut down your system. The same company also offers ShredIt, a program you can use to shred any file. For details, visit www.arccom.bc.ca.
- ◆ **SafeMail.** This is one of several Macintosh encryption programs available at www.highware.com. The others encrypt ("password protect") individual files or complete hard disk drives. But this one focuses on e-mail messages.
SafeMail is compatible with the OpenPGP (Open Pretty Good Privacy) standard, so anyone using a similar program on any platform will be able to decrypt the messages you send. The program uses the recipient's public key code to encrypt the message, which can then be decoded only with the recipient's private key code. (Each person's public and private key codes are mathematically connected.)
- ◆ **QuickEncrypt.** This program offers a quick and easy way to encrypt files and e-mail messages. As long as your recipients know the password (which you send separately), they will be able to decrypt your message or file, even if QuickEncrypt is not installed on their own machines.

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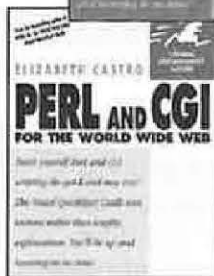
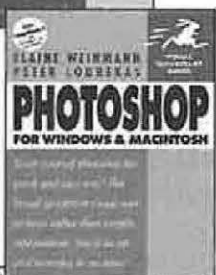


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Powered By	AltaVista	Google	Inktomi (GEN3)	FAST	Northern Light	Google
Web Directory	LookSmart	Open Directory	Open Directory	Open Directory	Northern Light	Yahoo
Default Search	OR	AND	AND	AND	AND	OR
Require/Exclude Search Terms	+/- (Basic Search) AND/AND NOT (Advanced Search)	+/- (Use + for stopwords only)	+/-	+/-	+/- AND/NOT	+/-
Phrase Search	Double Quotes	Double Quotes	Use exact phrase menu option.	Double Quotes	Double Quotes	Double Quotes
Boolean Search	✓		✓		✓	
Nested Search	✓		✓		✓	
Case-Sensitive Search	✓		✓			
Date Search	✓		✓		✓	
Field Search	✓	✓	✓	✓	✓	✓
Multimedia Search	✓		✓	✓		
Proximity Search	✓					
Wildcard Search	✓		✓		✓	✓
Search Customization	✓	✓	✓			
Strengths/ Unique Features	Full Boolean and case-sensitive searching.	Largest database of Web pages.	Power searching with easy-to-use interface.	Multimedia search options.	Searches include Web and "special collection" database.	Best Web directory.
	Field-search options.	Sophisticated relevancy ranking.	Multimedia search options.	Ability to handle phrases with stopwords.	Organization of results into "custom search folders."	Searches include both Yahoo directory and Google database.
	Search customization options.	PDF files included in search results.	Search customization options.		Search Alert Service.	

*Note: For updates on database sizes and other search engine features, visit www.trulyuseful.com.

Search Engines Quick Reference

Big Six Search Engines

SEARCH ENGINE	WEB ADDRESS
AltaVista	www.altavista.com
Google	www.google.com
HotBot	www.hotbot.com
Lycos	www.lycos.com
Northern Light	www.northernlight.com
Yahoo!	www.yahoo.com

Other General-Purpose Search Engines

SEARCH ENGINE	WEB ADDRESS
AOL Search	search.aol.com
Excite	www.excite.com
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