

Bharathidasan University

Centre for Differently Abled Persons

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Bachelor of Computer Applications

(For Students with Speech and Hearing Impairment)

Course: Internet and its applications
Unit -2

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Why Web is Popular

Because

- Easy to use
- Easy to navigate
- Combines words, graphics, sound, video
- Easy to Publish
- Reach larger audience

Indexed by the Search Tools

- A publisher of a web page can register the site with the search engine or directory
- Database collects data autonomously

Two Basic Approaches to Searching

- Search Engines
- Subject Directories

Search Engines vs. Directories

Directories

- ▶ Human aided, organized list
- ▶ May be general or subject-specific
- ▶ May be able to “search” directory
 - ▶ Google - general
 - ▶ NetTech Educational Technology Coordinator Website - subject specific
- ▶ User has control of browsing
- ▶ Fixed vocabulary
- ▶ Links go to Website home pages only
- ▶ Better at general searches

Search Engines

- ▶ Computer built index of information on web
- ▶ More inclusive
- ▶ Used to find specific resources
- ▶ Searchable by keyword
- ▶ Excessive “hits”
- ▶ Every page of a Website is indexed
- ▶ Better for general searches, but can be used to find specific information

Search Engines

- ▶ Designed to assist you in searching through the enormous amount of information on the Web
- ▶ No single search tool has everything
- ▶ Each engine is a large database which utilizes different search techniques and tools (spiders or robots) to build indexes to the Internet (some also utilize submissions and administration)
- ▶ Examples: Yahoo, Altavista, Excite, Google, Hotbot, ASK, Infoseek

More About Search Engines

- Searches for matching terms (keywords or several keywords)
- Results “ranked” by relevancy (for some)
- Can search by
 - subject or category
 - keyword
- Learn about each search engine’s description, options, and rules and restrictions

How to create a Gmail account

Follow these step-by-step instructions to create a Gmail account

Step 1: Go to Google

Open up your internet browser and go to the Google home page: <http://www.google.com> and then click on Gmail at the top right corner of the page



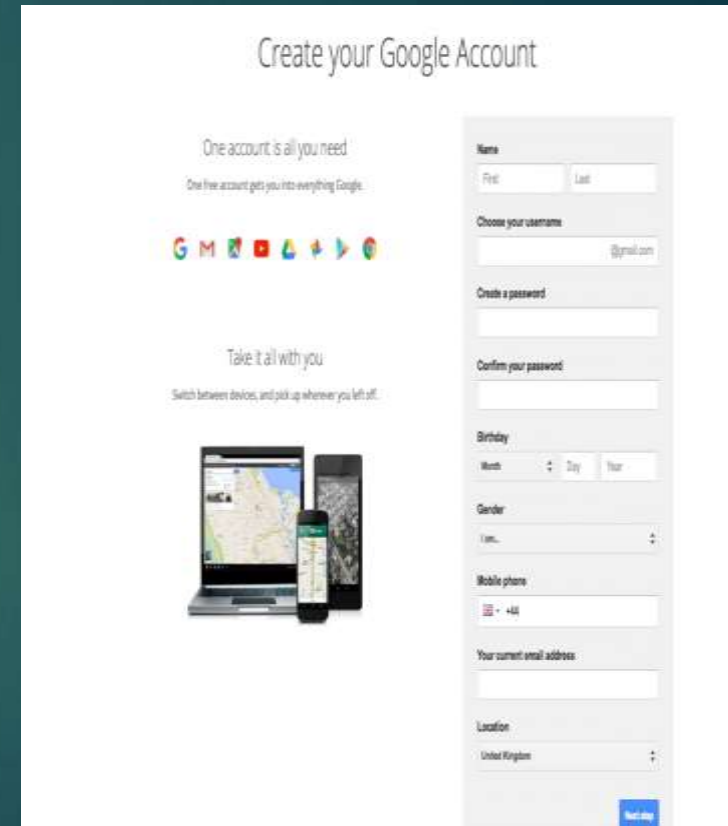
Step 2: Create an account

You'll now be in the 'Sign in' section. As you don't have a Google account yet, you need to create one. Click **Create an account**.



Step 3: Set-up

- To set up your new account, Google needs some information about you – first, your first and last names. The ‘choose your username’ is the unique email address that you wish to use, which will be placed before ‘@gmail.com’. Because it needs to be unique, Google may have to check the availability of any name that you decide on to make sure that no one already has it. Type an email name into the ‘choose your username’ box and then fill out the rest of your information.
- You’ll need to come up with a password so that you can log in securely to your account. Google may explain that you should try one with at least 8 characters long to be secure. Use letters and numbers to make the password more secure and difficult to guess. You can add an existing email address to keep your new email secure as well.



The screenshot shows the 'Create your Google Account' page. It features a header with the title and a sub-header 'One account is all you need'. Below this is a row of Google service icons (G, M, Y, B, R, P, L, E). A section titled 'Take it all with you' shows a laptop and a smartphone. The right side of the page contains a form with the following fields: 'Name' (First and Last), 'Choose your username' (with a dropdown for @gmail.com), 'Create a password', 'Confirm your password', 'Birthday' (Month, Day, Year), 'Gender' (I am...), 'Mobile phone' (with a dropdown for +44), 'Your current email address', 'Location' (United Kingdom), and a 'Next step' button at the bottom right.

Step 4: verification

- ▶ To get to the next steps you will need to Accept Google's privacy and terms first, once you have read it click on I Agree.
- ▶ Google will now ask you to verify your account via text or voice call, select the option that you want and click on Continue.
- ▶ If you chose the text message option you will see a new window where you will have to enter the code that Google has sent to your mobile number. Select Continue and congratulations you have created your Gmail account.

The image shows two screenshots from the Google account creation process. The top screenshot is a 'Privacy Policy' agreement screen. It has a title 'You also agree to our Privacy Policy, which describes how we process your information, including these key points:'. Below the title is a section 'Data we process when you use Google' with three bullet points: 1. 'When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.' 2. 'When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity - including information like the video you watched, device ID, IP addresses, cookie data, and location.' 3. 'We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.' Below this is a paragraph: 'Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data at My Account (myaccount.google.com)'. At the bottom, there is a 'Why we process it' section and two buttons: 'CANCEL' and 'I AGREE'. The bottom screenshot is the 'Verify your account' screen. It says 'You're almost done! We just need to verify your account before you can start using it.' Below this is a 'Phone number' field with an example 'ex: 0121 234 5678'. The field contains a UK flag icon and a handwritten number '0121 234 5678'. To the right of the field is a note: 'Standard text messaging rates may apply.' Below the phone number field is a question 'How should we send you codes?' with two radio button options: 'Text message (SMS)' (which is selected) and 'Voice Call'. At the bottom is a blue 'Continue' button.

You also agree to our Privacy Policy, which describes how we process your information, including these key points:

Data we process when you use Google

- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity - including information like the video you watched, device ID, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like ads, Analytics, and the YouTube video player.

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data at My Account (myaccount.google.com).

Why we process it

CANCEL I AGREE

Verify your account

You're almost done! We just need to verify your account before you can start using it.

Phone number ex: 0121 234 5678

UK + 0121 234 5678

Standard text messaging rates may apply.

How should we send you codes?

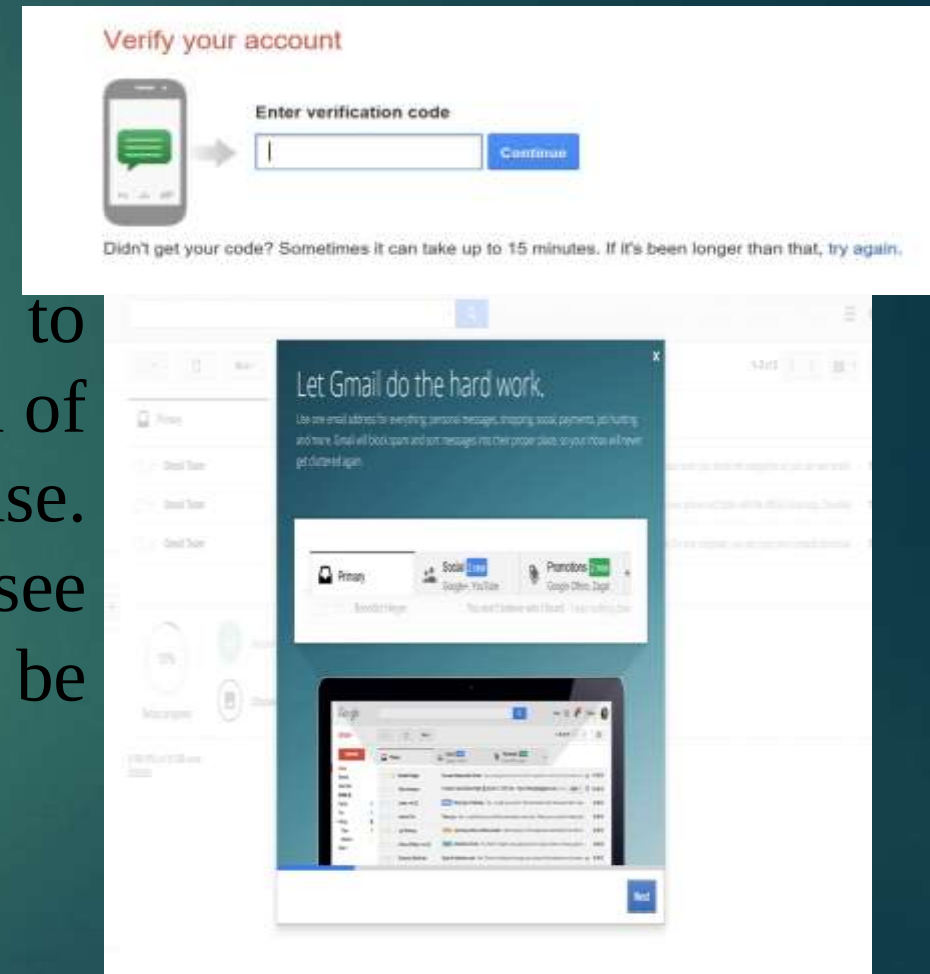
☒ Text message (SMS)

☐ Voice Call

Continue

Step 5: Google mail dashboard

► You will be automatically redirected to Gmail's dashboard and once you have read all of the information your Gmail is now ready to use. On the left hand side you will be able to see your inbox, sent mail and trash, you will also be able to compose emails from this list too.

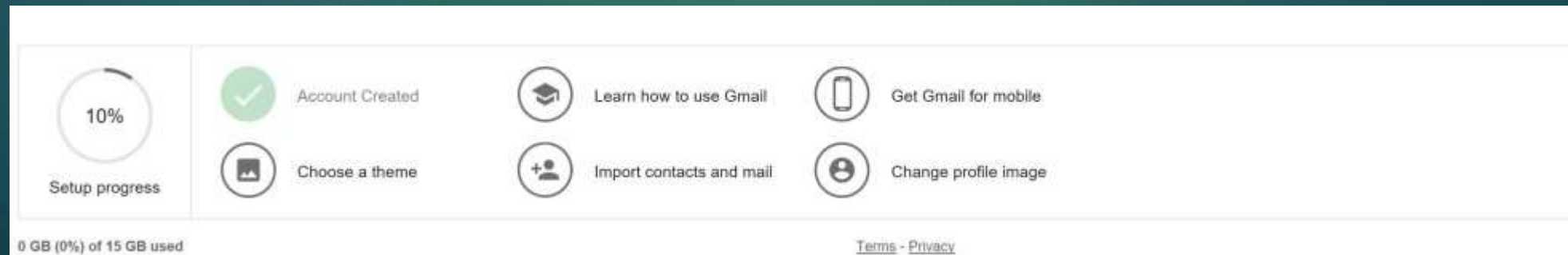


Step 6: Creating a profile picture

- ▶ You will now have set up your account. You can go straight to your inbox and get started, or you can set up a photo to show as your profile picture. To set up your profile picture click on the profile icon on the top right hand corner of the page and click **Change**.

Step 8: Completing your setup

- ▶ You can complete your Google mail setup by clicking the available resources on the dashboard.
- ▶ Now that you have fully set up your account how about looking at some of the other Google mail guides we have available? Click on the Next Steps guides below to see how to use Gmail.



Signing in to your account

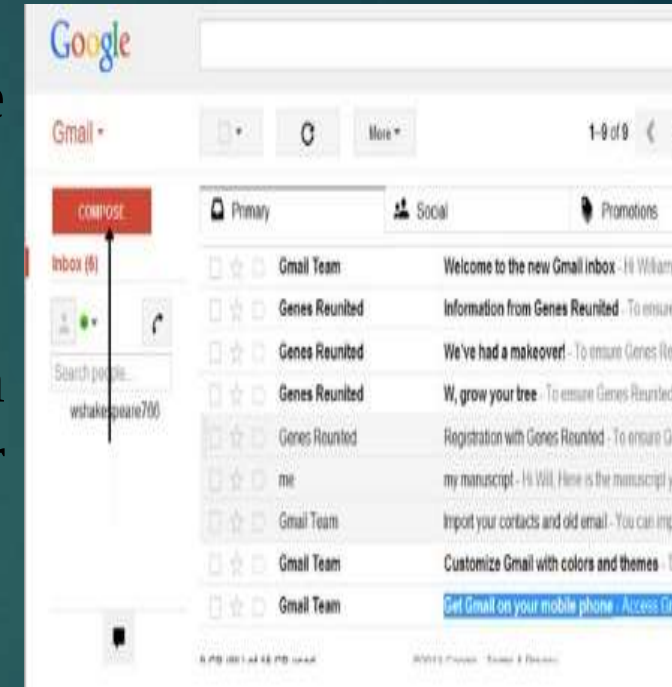
- ▶ When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to sign in to your account and sign out when you're done with it. Signing out is especially important if you're using a shared computer (for example, at a library or office) because it prevents others from viewing your emails.
 - ▶ Go to www.gmail.com.
 - ▶ Type your user name (your email address) and password, then click Sign in.

To sign out

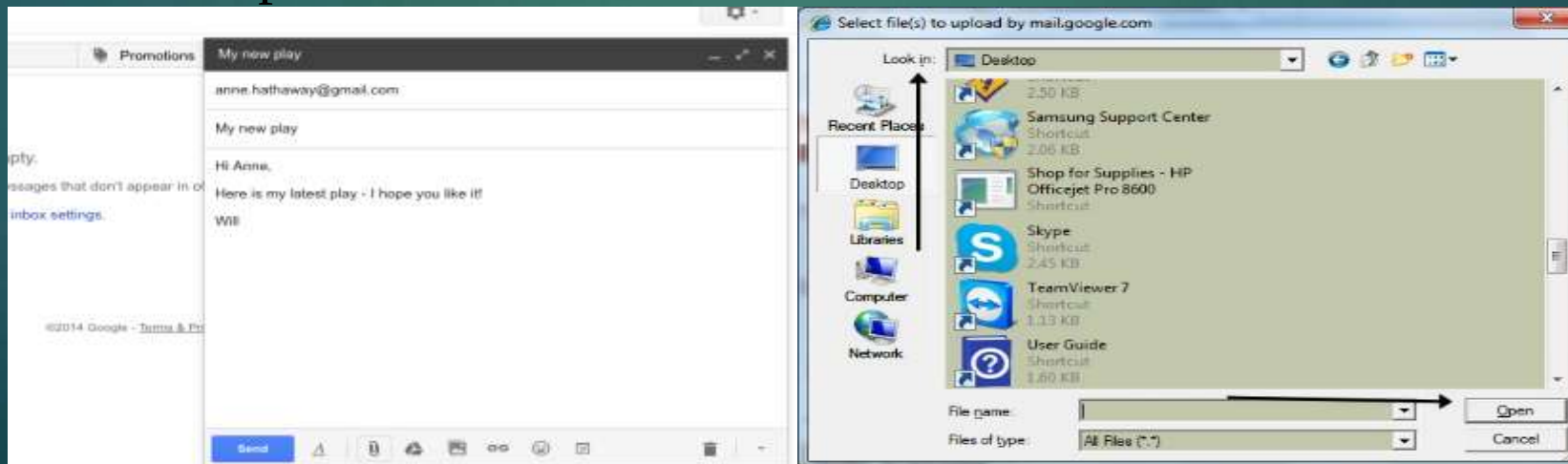
- ▶ In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.

step-by-step instructions to email a document

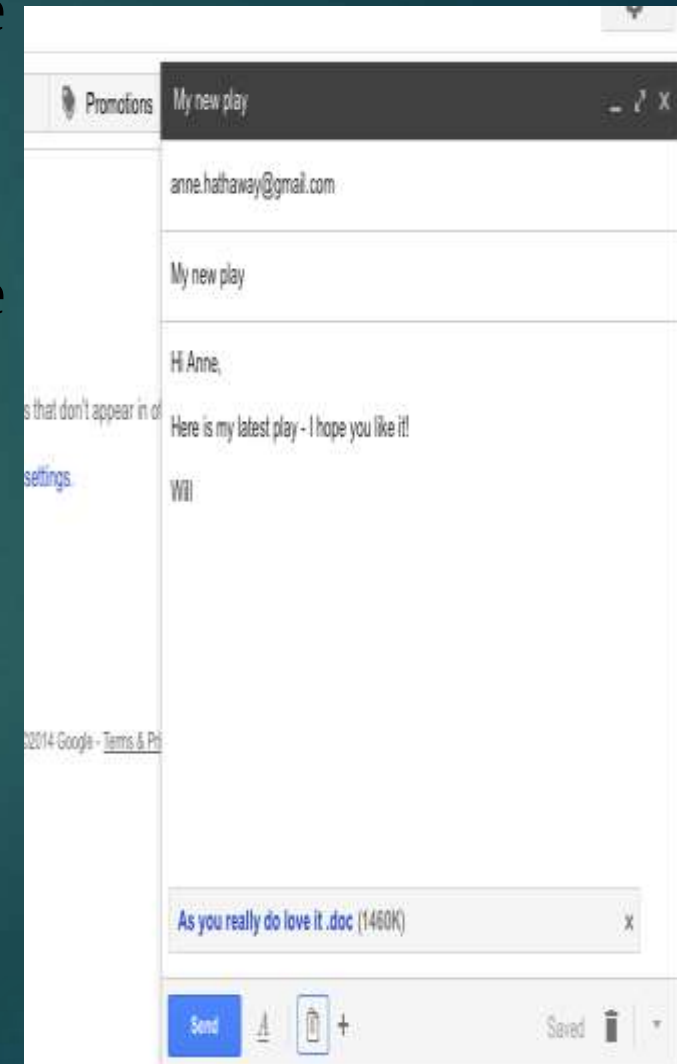
- **Step 1:** Log in to your email account so that you are on the dashboard (front page) of your mail account.
- **Step 2:** Click **Compose**. Alternatively, you can reply to an email that you've received by double-clicking on it in your list of received emails, then following the same steps.



- ▶ Step 3: Once your new email is open, type your recipient's email address in the 'To' field. Then put a title for your email in the 'Subject' box and type your message.
- ▶ Step 4: Click on the paper clip icon at the bottom of the compose window.
- ▶ Step 5: Browse through your Windows folders until you reach the document you want to attach to your email. Highlight this by clicking on it and then click Open. This will add the document as an attachment to your email.



- Step 6: You can tell that your document has been attached to your email by its file name appearing in blue text at the bottom of the compose window.
- Step 7: If you want to attach another document, click the paperclip icon again and repeat steps 4 and 5.
- Step 8: When you're ready to send your email, click Send.





▶ Thank you