## *Web Resources*

In order to access the internet, please open the web browser Mozilla Firefox. Go to Applications – Internet – Mozilla Firefox.

To search for any topic of your choice, type www.google.co.in in the address bar. If you already know the name of the website, you can type it in the address bar. For example, our website is http://rmsa.karnatakaeducation.org.in.

(Please make sure you are typing correctly; please do not make spelling mistakes.). Please note: If you click on the 'kannada' option in the above window, you can browse the web in Kannada.
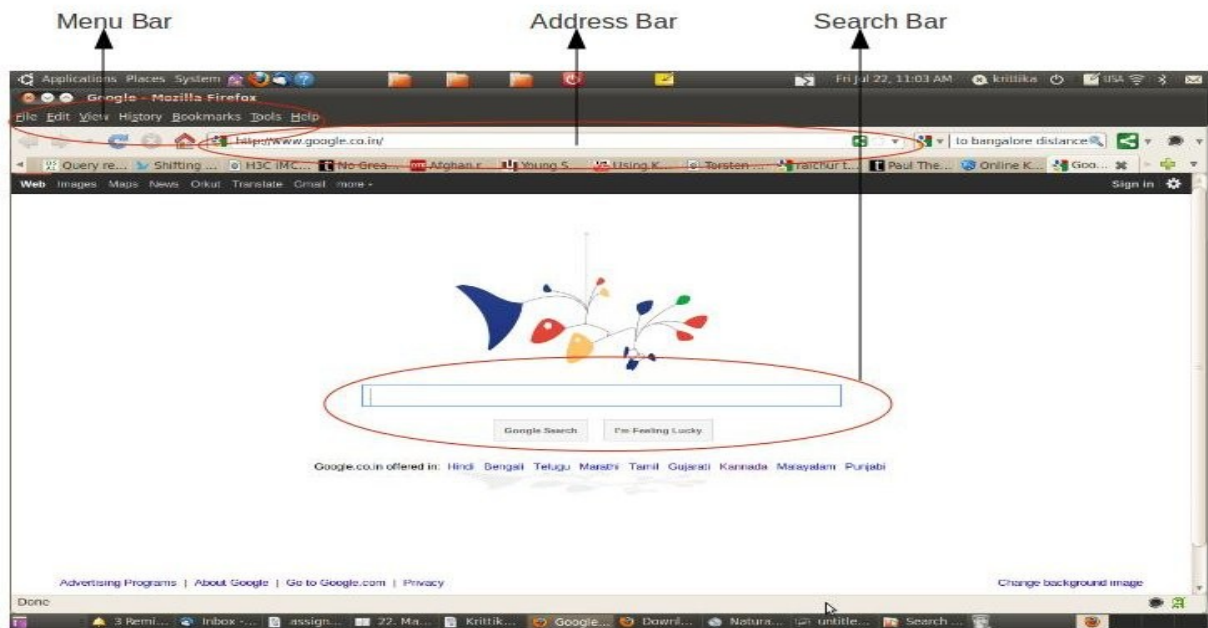
Bookmarks

If you want to keep going to the same website again and again, you can add it to your bookmarks. This is a shortcut which will help you go to the site faster.

To do this, please see the menu options on the top left corner of your browser. There will be an option called book marks. Please click on it and click on 'bookmark this page'. Next time when you open your browser, you can click on bookmarks and select the website instead of typing it out.

Copying the website address

If you want to give the link of the website in your resource book, just highlight the text of the page (which is in your address bar). Copy the link and paste it in your document.

Saving a web page

If you want to save the contents of a webpage on your machine, in the menu bar click on File – Save as (this is similar to how you save a document. The only difference is that the file will be saved in .html format and will be opened using the Firefox browser.

Copying the contents of the webpage

If you would like to copy the contents of the webpage, go to Edit – Select All. Right click on the page, Select copy and then paste it on to the document.

Email and mailing list

How to create an email id

To create an email id you can go to any of

the following websites
www.gmail.com
www.yahoomail.com
www.rediffmail.com
This handout will explain how to do this on www.gmail.com
On the right side bottom of www.gmail.com, you will see the option 'Create a New Account'.
You will have to fill the next page that appears page to fill. (The picture on top is an example of the form that you have to fill.) Please fill it carefully. Make sure that you write down your username and password in a safe place so that you do not forget it.
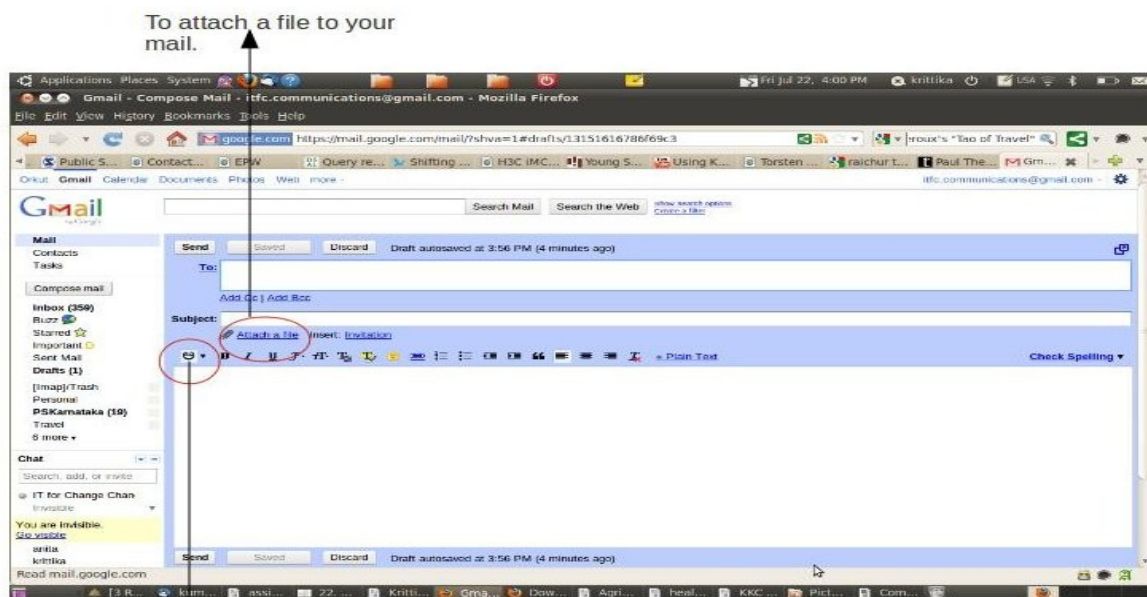The following step on gmail usually asks you to fill in your mobile number. Once you do that, you will get an sms with a number in it. Enter the number and then you are done. Your e-mail id is ready!

How to email
1. Open Mozilla Firefox. Type www.gmail.com (or other site where your mail is) in the address bar.
2. Enter your username and password CORRECTLY.
3. To check your existing messages, go to Inbox.
4. To compose a new message, go to 'Compose Mail'. These can be found on the left panel.

The Compose Mail Window
The compose mail window will look like this.

To attach a file to your mail.

To type your mail in Kannada