

## A Guide to Free Internet Tutorials on the Web:

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### Part I: Internet Tutorials from Universities, Academic Organizations, Public Libraries, Foundations, etc.)

**Virtual Chase Internet Tutorials:** *"The Skill of the Hunt: Effective Research Strategies for Finding Information on the Web."* and *Virtual Chase Research Guides for Using the Internet Effectively:*  
<http://www.virtualchase.com/articles.shtml>

Both sets of tutorials come from the highly esteemed Virtual Chase, a web site used by information professionals around the world. The Research Guides includes how to find information on *"Companies"*; *"Legal Research"*; *"People Finder"*; *"Search Engines"*; *"How to Find Federal and State Statutes Online"*; *"How to Find Federal Legislation by Topic"*; *"Finding Statistics Online"*; *"How to find a Treaty Ratified by the U.S."*; and *"U.S. Government Web Sites as Starting Points."* Virtual Chase also has an online article on *"Teaching Internet Research Skills"* at <http://www.virtualchase.com/researchskills>

**SUNY (State University of New York) at ALBANY LIBRARIES. Internet Tutorials:**  
<http://library.albany.edu/usered/>

AND

<http://library.albany.edu/usered/tutorials.html>

Many professionals view these set of free tutorials as the best yet available on the Web. Designed for the students, professors and staff at SUNY Albany, but these professional, value added handouts are useful for anyone. Web Site is divided into 5 separate sections:

**Section I: Internet Tutorials:** *"Using and Searching the Web," "A Basic Guide to the Internet," "How to Connect to the Internet," Understanding the World Wide Web."*

**Section II: Research Guides:** *"Checklist of Internet Research Tips," "Conducting Research on the Internet," and "Evaluating Internet Resources."*

**Section III: Search Engines, Subject Directories and the Deep Web.** *"Getting Started: Selecting a Tool for your Search," "Boolean Searching on the Internet," "The Deep Web," "How to Search a Search Engine Effectively," "Searching the Internet: Recommended Sites and Search Tools," and "Second Generation Searching on the Web."*

**Section IV: Browsers.** *"Internet Explorer and Lynx"*

**Section V: Plagiarism**

1. **Beginners Central** covers basic Internet operations, such as email, ftp, user groups, downloading, how to Post messages, etc. Only relevant to those IRC FSNS who truly do need the basics. Concise and easy to read instructions. The Web Site is available at: <http://www.refdesk.com/factbeg.html>
2. **Marylaine Block's** presentations and handouts on the Internet (<http://marylaine.com/handouts.html>) include two presentations: one on Basic Internet Searching and the other is covering Advanced Internet Searching. This Web site also offers specific presentations on Business Reference Resources on the net, Internet Trends Affecting Librarians and Health/Medical Resources. Nice set of tutorials from an accomplished librarian. Her presentations give a sense of how to organize materials in a formal training workshop, especially for IRCs that haven't done many formal presentations.

3. **Netsquirrel.com** (Patrick Crispen) "Internet, PC and Classroom resources" Includes the following modules: "Computer Care 101: Keeping your Computer Healthy," "Computer Care 102: Top 10 Troubleshooting Tips and Tricks," "Designing Online Communities," "How Internet Filters Work," "Google 101—Stop Searching and Start Finding," "Google 201: Advanced Googology," "Guidelines for Good Web Design," "Students as Teachers of Technology," "Web Page Design, Parts 1 and 2," and "The Tour bus Guide to the Most Useful Sites in the World (Updated for 2003)" (<http://netsquirrel.com>)

4. **AARP: Learn the Internet** [http://www.aarp.org/learntech/computers/basic\\_web/a2004-10-15-lti-basicbrowsing.html](http://www.aarp.org/learntech/computers/basic_web/a2004-10-15-lti-basicbrowsing.html)

Presents a very basic series of instruction tutorials, only appropriate for FSNs who function at the most basic level only. Among the tutorials offered at the AARP Web Site are: "Basic Browsing Tutorial," "Understanding the Basics," "Title, Menu and Tool Bars," "Addresses and Address Bar," "Navigating Web Pages and Web Sites," "Printing," "Finding Things," and "Handling Common Problems."

[http://www.aarp.org/learntech/computers/inter\\_web/a2004-10-27-intermediatebrowsing.html](http://www.aarp.org/learntech/computers/inter_web/a2004-10-27-intermediatebrowsing.html)

**The AARP Guide** also includes very practical "How To" Guides. These include:

"Surviving Computer Freeze," "How to Use a Word Processor," "Firewalls Explained," "How to Work with Function Keys," "In-Depth Explanation of Cookies," "How to Use a Search Engine," "How to Download Files."

Again this site is aimed at those with very low level to nonexistent skills. I feel hesitant in recommending the site: it may be useful strictly for pedagogical reasons, to give IRCs ideas on how to present and teach basic skills. I truly doubt that we would ever hire FSNs with no computer experience. If however, this is the case, the AARP guide is excellent in portraying the sheer basics in very simple yet commanding language.

5. **University of California at Berkeley's Class Handouts on "Finding Information on the Internet, A Tutorial."** Updated June 2003. Specific Tutorials include: "*Using Search Engines*," "*Search Strategies: Using Directory Information with hands-on exercises*," "*Research Quality Web Searching: How to Insure Results*," and "*Evaluating Web Pages*." <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Handouts.html>
6. **Also consult:** <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>
7. **Baylor University Libraries.** "Library Instruction Tutorials." Tutorials include: "Web Site Evaluation Criteria for Libraries," "General Guides to Research," "Subject-Specific Guides," "Interactive Tutorials," "Guides to the Internet and Evaluation of Resources," "Designing Tutorials." <http://www3.baylor.edu/LIRT/lirtproj.html>
8. Ohio State University Libraries, **NET-TUTOR.** <http://liblearn.osu.edu/tutor/>

Purpose of site is to motivate and train users to actively evaluate web sites in order to retrieve quality information. Divided into 3 areas:

**TOOLS:** "*Getting Started on the Web*," "*E-MAIL Basics*," "*Online Discussion Groups*."

**RESEARCH TECHNIQUES:** "*Smart Research Strategies*," "*Finding Articles*," "*Evaluating Web Sites*," "*Citing Net Resources*."

**SPECIAL TOPICS:** "*Careers and Employment*," "*Historical Research*," "*News Sources*."

9. **Texas Information Literacy Tutorial:** <http://tilt.lib.utsystem.edu/nf/intro/internet.htm>  
Can bypass the registration procedure by registering as a Guest User. Tutorial presents excellent research strategies for the beginning student. Students select a topic and a self-paced tutorial pops

up demonstrating how to select and evaluate the best resources for that topic. Several Texas libraries participated in the creation of this literacy tutorial.

10. **Web Junction.**

<http://webjunction.org/do/Navigation?category=511>

Web Junction presents a series of basic handouts on a variety of Internet functions, such as E-MAIL and browsing. Specific chapters include: "Top Web Resources," "Top Eight Internet Tips," "Copying Favorites and Bookmarks to another Computer," "Glossary of Internet Terms," "Resources for Beginners," and "Web Site Evaluation." All handouts are updated yearly. Handouts are professional and informative.

11. **Ithaca University Libraries. A Guide to Thinking Critically** about what you see on the World Wide Web. <http://www.ithaca.edu/library/training/think.html>

A wonderful guide to how to evaluate web pages and how to think critically about them. Very useful for pedagogical purposes in terms of teaching classes how to evaluate web sources. Professional quality handouts on this site.

12. **Internet 101** <http://www.internet101.org/>

Provides focused lessons on learning how to use the Internet most effectively. Includes such topics as: "Getting Started," "Safe Surfing," "Viruses," "Browsers," "Searching and Search Engines," "Locating Software," "News Groups," and "File Sharing."

13. **Santa Cruz (California) Public Library Internet Tutorials.**

<http://www.santacruzpl.org/tutorials/index.shtml> Includes New User Tutorials and Internet Explorer 5.0 with a trackball (also available in Spanish) and Netscape 4.7 with a Mouse (also available in Spanish.) The bulk of their free tutorials are available in the Section labeled "Searching for Information on the Web." It contains "Evaluating Internet Resources" (from the Library at the University of Maryland,) "Search Engine Showdown," "Keyword Search Tools" (from Cabrillo College Library,) "Savvy Searching" (from the Santa Cruz Public Library,) "Search Engine Glossary" (from Search Engine Watch,) and "Search Engine Reviews" (from Search Engine Watch.)

14. **ACRL Guide to the Internet: Subject Specific Sources of Information.** ACRL's monthly Internet Subject Guides in [College and Research News](http://www.ala.org/ala/mgrps/divs/acrl/publications/crlnews/internetresources.cfm) offers the best Internet sites in a variety of topics of interest to IRCs. Includes biographies, patents and trademarks, Government Information, Human Rights on the Internet, Library Assessment, Maps and Mapping Resources and U.S. History, among many others. Each article is prefaced by an introduction giving an overview and evaluation of the best sites. Each site chosen includes a complete annotation. These are an excellent series of guides. <http://www.ala.org/ala/mgrps/divs/acrl/publications/crlnews/internetresources.cfm>

15. **Computer Tutorials Based on Pictures** A Collection of free, easy-to follow illustrated tutorials for software and computer subjects such as Microsoft Office, Dreamweaver, Photoshop Elements, HTML and CSS, My SQL, PHP, and Perl. Originally developed as part of a U.S. Department of Education study to help people with learning disabilities to learn computer skills.

From **Visibooks**. <http://inpics.net>

**PART II: Free Internet Tutorials from Non U.S. Sources**

1. **The BUBL Site** has a series of Internet training tutorials at <http://link.bubl.ac.uk/ISC335/> The BUBL site, while hosted in the UK, does link to a high percentage (roughly 50 percent) of US materials. BUBL for example links to the Internet tutorials maintained by SUNY Albany. It is a convenient list of Internet Education and Training materials.

2. **RDN Virtual Training Kit** is another UK hosted site, but again links to a substantial amount of US materials. This is one of the most professional training sites I have discovered – the site offers a very sophisticated sense of how to use the Internet effectively in a variety of subject fields. The screen shots in this professional tutorial presents for the first time user a good flow in conveying not only the best Internet sites, but more than that, discussing exactly why these sites are important. Evaluation of Web sites is also built in each tutorial. The RDN Virtual Training Suite is excellent for those who will be teaching Internet resources in a certain area and want to know how to present the material in the most effective way. The free online tutorials are designed to help students and lecturers improve their Internet information literacy and IT skills. Of most interest to IRCs and IROs would be Internet tutorials for Economists, Political Scientists, Government, Lawyers, Social Research Methods, Social Statistics, and Women’s Studies. View the Web Site at: <http://www.vts.rdn.ac.uk>
3. **INTUTE: Best Internet and Electronic Resources in the Social Sciences, Health and Life Sciences, Art and Humanities, Education and the Sciences and Technology, updated monthly with new resources:** <http://www.intute.ac.uk/>

### **PART III: SUBJECT- SPECIFIC TUTORIALS:**

#### **BUSINESS AND ECONOMICS:**

1. **Rutgers University Business Guides:**  
[http://www.libraries.rutgers.edu/rul/rr\\_gateway/f\\_aids/f\\_aids.shtml#biz](http://www.libraries.rutgers.edu/rul/rr_gateway/f_aids/f_aids.shtml#biz)  
  
AND  
  
[http://www.libraries.rutgers.edu/rul/rr\\_gateway/researchresources.shtml](http://www.libraries.rutgers.edu/rul/rr_gateway/researchresources.shtml)  
Subject specific tutorials on: “*Business Research Strategies*,” “*Business Plan Research*,” “*Product Research/Company Research*,” “*Financial Analysis Research*,” “*International Business Research*.”
2. **Researching Companies Online.**  
<http://www.learnwebskills.com/company/>  
This business research tutorial presents a step-by-step process for finding free company and industry information on the World Wide Web. Accurate and timely information is essential for any business to remain competitive. With the Internet, you can gather a tremendous amount of business intelligence information on prospects, competitors, vendors, suppliers, customers, or other companies in just a few hours
3. **GLOBAL EDGE:** Michigan State University Resources for Business and Finance.  
<http://globaledge.msu.edu/resourceDesk/>  
  
Includes basic Trade Desk Tutorials, guides to locating Trade Information, Global Business and Finance Resources, and imports and exports and International Business Resources.
4. **International Economics Study Center,** <http://internationalecon.com>  
Covers tutorials on International Trade, International Finance, and Economics. Includes syllabi from instructors. Many of the syllabi come from George Washington University. Includes course notes on International Finance Theory and Policy. Offers many tutorials on international issues relating to trade. The current newsroom is priceless: e.g. U.S. vs. European positions on bananas, and latest news from the WTO. Tutorials on International Trade and International Finance are excellent as they give students an intellectual background on the issues involved, for a value added web site.

**CRIMINAL JUSTICE:**

1. **Old Dominion University Libraries.** "Using Information Resources in Criminal Justice." <http://www.lib.odu.edu/libassist/tutorials/criminaljustice/index.htm> (Includes information on Law and Legislation as well as how to find criminal justice statistics.)

**LAW AND LEGAL RESEARCH:**

1. **Lyonette Louis-Jacques Legal Guides.** Ms. Jacques is a professional law librarian at the **University of Chicago Law Library**, and provides an excellent and very professional series of Internet guides and tutorials to the legal research process. These tutorials are found at: <http://www.lib.uchicago.edu/e/law/db/ref/>  
These guides include how to find International and Comparative Law.
2. The University of Virginia's School of Law also provides another useful series of links to U.S. Legal Research, especially the steps for effective legal research, at their web site: <http://www.law.virginia.edu/nutshell>
3. **Legal Information: LLRX (Law Librarians Research Exchange)** <http://www.llrx.com> LLRX some of the best research guides on the Web, including authoritative information, written by law Librarians on how to find US and International Law. Among the specific articles are: "*Update to a Guide to the U.S. Federal Legal System*," and "*Zimmerman's Research Guide: An Online Encyclopedia for Legal Researchers*." On the left hand column of the Web Page is a section labeled "Resource Centers." In the Resource Center section, one finds: "*Comparative and Foreign Law Guides*," "*International Law Guides*," "*Presentations and Training*," "*State and Federal Legislation*" and "*Trends and Developments in Legal Research*" (written July 21, 2003.)
4. **Library of Congress:** <http://www.loc.gov/law/guide/us.html> Good set of free legal tutorials covering the Constitution, the States and the Executive, Judicial and Legislative Branches.
5. **The Georgetown Library Resource Guides**, covering a range of legal research topics [http://www.ll.georgetown.edu/research/browse\\_guides\\_topic.cfm](http://www.ll.georgetown.edu/research/browse_guides_topic.cfm)
6. **The Seven Commandments of Highly Effective Web Searching**, <http://www.llrx.com/columns/notes54.htm>
7. **Law Scout**, <http://lawscout.uakron.edu/> Provides subject access to all the pathfinders and guides of over 130 law schools and other institutions.

**PART IV: CONTINUING EDUCATION ON THE INTERNET:** Many valuable Internet Tutorials are hidden in general continuing education sites.

1. The two best of these sites is the University of Texas at Austin's World Lecture Hall, available at: <http://www.utexas.edu/world/lecture/>  
To use the site, click on Browse by Area first. You will see a radio box labeled "Choose an Area." Using the arrow, choose Library and Information Science. Here you will find many Internet tutorials, many with complete course syllabi from some of the best Library Schools in the United States. Of course, there are many other courses available in this Web Site, such as African American Studies, Journalism, Environmental Science, Political Science, among many others. Although hosted by the University of Texas at Austin, the continuing education courses come from universities and colleges all over the U.S.
2. The second (and very impressive) site for Continuing Education is provided by **MIT**, the **Massachusetts Institute of Technology**. The site is available at: <http://www.ocw.mit.edu>  
Courses range from Anthropology to Urban Studies and Planning. Each course module includes

Readings, Lecture notes from the professor, assignments and Related Resources, giving the best Internet Resources in a particular subject area, already pre-evaluated by the course professor as being “the best in the business.”

3. Another excellent guide to free distance education materials is provided by Yale University: <http://oyc.yale.edu>
4. Also consult [www.ocwconsortium.org](http://www.ocwconsortium.org) and then click on the **MEMBERS** tab.

## **PART V: HOW TO FIND QUALITY INFORMATION ON THE WEB:**

Please use these peer-reviewed search engines for locating quality information on the Internet.

1. **Librarian’s Index to the Internet** (<http://lii.org>) Arranged by Subject Content. Contains a Search Window for searching of specific terms. Sites are already evaluated as being the best by professional librarians working with subject experts in a variety of fields.
2. **INFOMINE (University of California at Riverside)** Presents one attempt to catalog the Web. Available at: <http://infomine.ucr.edu>
3. **Internet Public Library’s Pathfinders:** <http://www.ipl.org/div/pf/>
4. **Internet Resources Newsletter: Monthly Newsletter giving quality sites:** <http://www.hw.ac.uk/libwww/irn/>
5. **Pinakes:** a subject gateway <http://www.hw.ac.uk/libwww/irn/pinakes/pinakes.html> is a useful site providing access to over 50 major, high-quality subject gateways on a wide range of academic subjects. One can use Pinakes to find gateways to the best Internet resources on most subjects.
6. **Also, the Special Library Association’s PROFESSIONAL DEVELOPMENT WEB SITE (LIBRARIANS RESOURCE CENTER):** <http://units.sla.org/chapter/ctor/resources/lrc/cover.htm> Maintains several links to Internet Tutorials and Search Engines (Tutorials and Comparative Evaluations.)

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