



Basics

Beginner's guide to



Everyday help

3.2 Finding information online

This activity will help you use the Internet to find the information you need.

What will I learn?

- How to find a recipe
- How to arrange a journey online
- How you can get involved in your community

-  Use this document with the glossary
-  A helper should take you through this guide



How do I do it?

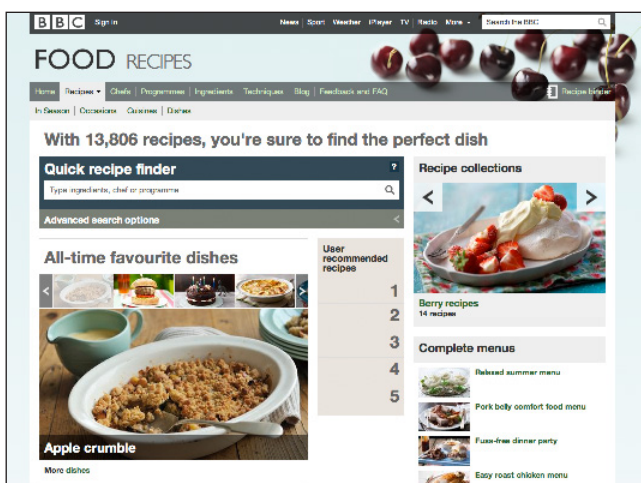
Be safe! If you're using this hand-out on a shared or public computer, remember to:

- **Log on using a 'strong password': one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.**
- **Never share or write down your password.**
- **Log out when you're finished.**

The web links referred to throughout this document can be found in the Useful Links section at the end.

How can I find a recipe?

1. There are hundreds of recipe websites to explore. You can find them by searching for recipes linked to your favourite magazine, TV programme, chef or style of cooking.



BBC recipes web page

2. Go to the BBC recipes web link in the Useful Links section using your web browser's address bar:

- Let's look for a recipe. The quick recipe finder has some 'Advanced Search Options' to help refine a search – you might have to click on the '<' sign to expand these. Explore the page to find the different ways of searching for recipes.
 - type ingredients or a name into the 'quick recipe finder', which will search the site for you
 - click on a photo of a dish, or on 'More dishes' to see a larger selection
 - click on a photo of an ingredient, or on 'More ingredients' to see a larger selection
 - choose a complete menu
 - choose recipes for a particular diet, like 'vegetarian' or 'healthy'.
- Remember, your cursor will change to a hand when it's on top of a web link. Use your back button to return to the main recipes page.
- Enter 'chocolate cake' into the 'Quick recipe finder' and press 'enter'.
- Explore the recipes and click on one that looks interesting.
- Explore the page for that recipe.
- What extra information can you find out by clicking on links for ingredients or techniques?
- Can you see how to print the recipe or a shopping list of ingredients? (The print version of the recipe opens a PDF document that you can print and save on your computer.)

How can I arrange a journey online?

3. Arranging a journey can be quick and easy online. You can find the best route and see how long it might take.
4. Go to the Google Maps link in the Useful Links section:
 - Enter the address '221b Baker Street London' into the Google Maps Search bar. Notice that Google might be suggesting addresses for you as you type. When you have the address you want, click the Magnifying Glass symbol to search the maps.
 - Now click on the Directions icon. Google maps will assume you want to go to this address. Press the $\uparrow\downarrow$ to move the address up into the 'from address' bar.
 - Enter 'Kew Gardens' into the lower 'to address' bar.
 - Google will now show a number of options for the journey including by car, train and walking. Explore these.
 - Look at the details of one of these journeys by clicking 'details' – a print option becomes available allowing you to print the directions as text only or with the map.
 - Have a go with the tools to navigate around Google Maps, which are on the left and right of the map:
 - you can try using 'click and drag' to move the map by putting your cursor onto a point in the map, clicking and holding down the left mouse button and moving the mouse. If you have a laptop with a 'track pad', this might require some practice.
 - try using the '+' and '-' buttons to zoom in and out on the map. Double clicking on a point will also zoom in on the map.
 - click on the 'Map' or 'Satellite' square to switch between a map view and an aerial photo.

- You can even take a look at the street:
 - drag the little yellow man onto Baker Street, or any road that turns blue.
- Use your mouse to look around:
 - click and hold to look around from side to side and up and down
 - double-click ahead to move along the road (or click on a white arrow in the road).

How can I get involved in my community?

5. Volunteering is a great way to be part of your community. Again, the web can be a great way to find out how you can help:
 - Go to the Do-it web link.
 - Click on 'News & Campaigns' and use the links to find out more about why volunteers can make a difference and how you can get started.
 - Use the 'Start Volunteering' facility to find a volunteering opportunity near you:
 - use the drop-down menu to choose an interest and/or activity
 - enter your town or postcode into the box
 - click on 'find it' and see what you could do in your area.



Quiz yourself

- What different ways were there to find a recipe on the BBC recipe finder site?
- How could you select and print your favourite recipes?
- What sort of information could you enter to find a destination on Google Maps?
- How can you add your own notes to Google Maps directions?
- What other volunteering websites did you find links for?

Try your new skills

- Use the BBC recipe finder to plan some evening meals for next week. Search for recipes or explore the different types of recipe using the buttons on the site.
- Use the Google Maps journey planner to plan the journey from your home to where you are learning today. Find the best route by car and on foot.

Write down any notes that will help you:

My learning checklist

- I can search for recipe ideas using the names of dishes.
- I can search for recipe ideas based on an ingredient.
- I can browse a recipe site to find ideas.
- I can plan a journey using a postcode, house number and street name, or the name of a famous place.
- I can print out my journey, adding my own notes.

Top tips

- There are lots of different sites you can use. When you find one you like, remember to bookmark it so you can find it again.
- Many sites offer different ways to find information, including search bars and navigation menus.
- Some sites allow you to register as a user. This lets you save your favourites so you don't have to search for them every time.

Write down any notes that will help you:

Where next?

- Use Google to find more recipe and travel sites.
- Try finding your local bus timetable.
- Try planning a journey by train using the National Rail site.
- Use the suggested websites to find a volunteering opportunity near you, and get in touch. You can use what you've learned to find out about travelling to your volunteering location.



If you are using a public computer, remember to change the settings back to how they were.

Useful Links

You may want to use these links in your session:

Google Maps:

<http://maps.google.co.uk>

BBC recipes:

<http://www.bbc.co.uk/food/recipes>

Google:

<http://www.google.co.uk>

National Rail:

<http://www.nationalrail.co.uk>

Community Service Volunteers:

<http://volunteeringmatters.org.uk/>

Do-it.org.uk:

<https://do-it.org/>