

**SEARCH, SEEK, OR CRAWL**

**W**EBCRAWLER, Infoseek, and Excite are search tools that can make the Web more manageable. Each has its strengths and weaknesses. The best way to find the one that works for you is to experiment with each tool and use all of its available features. Soon, you'll find the one that suits your searching needs.

**Excite** <http://www.excite.com>. Excite reportedly has an index of more than one million Web documents as well as the ability to search Usenet news and Usenet classified ads. It uses a combination of text and subject indices to search either by concept or keyword. This engine supports binary operators (AND, OR, and AND NOT).

**Tip:** Use as many words as you can to narrow your search. The more precise you can be, the better the results. If you find a site that matches what you're looking for, click on the button next to it to find other sites with similar criteria.

**Infoseek** <http://www.infoseek.com>. It offers free and subscription-based options. Infoseek allows phrase searching, but Boolean searches are not supported. It is both a search engine and a

searchable subject catalog with options to search Usenet newsgroups, e-mail addresses, and Web FAQs. Infoseek also offers links to headline news stories from Reuters New Media and Nynex Information Technologies' Big Yellow phone directory site. Use this site to search beyond the Web.

**Tip:** Capitalize all proper names such as Bill Clinton or George Bush. Pairs of capitalized words are treated as a single phrase.

Be sure to visit  
ASTD's Web page at  
<http://www.astd.org>

**Webcrawler** <http://www.webcrawler.com>. It has

full-page indexing, which makes it useful if you're looking for an obscure term. Webcrawler also offers "natural language searching," which means that you can enter a phrase like "multimedia software for diversity training." It is not, however, considered to be as fast or as up-to-date as AltaVista and HotBot.

**FLEX YOUR BROWSER**

Here's how to get your browser in shape, from *Computer Life* magazine.

► **Use bookmarks.** In Netscape, choose Add Bookmark from the Bookmarks menu, or press Ctrl+D or Command+D. In Netscape 2.0, this will create a bookmark to the particular frame you're looking at rather than the general URL.

► **Search for text.** To search for specific pieces of text—such as training consultants in Alaska—try the OpenText search engine, <http://www.opentext.com>. It lets you search for exact phrases, not just keywords.

► **Use the Go menu.** To return quickly to a previously viewed site, use the Go menu and choose the site from the list there. It's faster than entering the URL again.

► **Search within pages.** You can search the Netscape page you're viewing for a specific word or phrase. Click Find and enter your search words. In Windows, click on the Up or Down button to search toward the top of the document; on a Mac, click Find Backwards.

**SEARCH VOYEUR**

The Magellan Internet Guide has created a strange, yet oddly intriguing demo called Search Voyeur, <http://voyeur.mckinley.com/voyeur.cgi>. It lets you watch "randomly selected real-time searches." The display, which updates automatically every 20 seconds, lets you peek into a bizarre cross section of cyberlife. Of course, I had to take a look. Within a few seconds I discovered that somewhere out there are people that want to know about lobster biology, auto insurance, custard pies,

bluesky	philip
jeff	brunner simons
huraspower calculators ext mph	lotta and schooler
revelance	nutrition software
srach	hempage
pan.pala	pcopy server
cranberry lake co.oredo	unchemical products maintenance
midberryhill.co.uk.mastorder.mhanyx.html	gravity control
fourball	

massage, grapes, video conference, resumes, and quite a few unprintables.

The first screen on Webcrawler's page lets you select whether you want to see Web titles only or titles and summaries for each hit. The summary mode displays a brief abstract of the page, its URL, and a confidence ranking. This search engine is particularly good for finding sites related to such common topics as computers and software.

**Tip:** If you want to find out what other sites are linked to a certain URL, click on the "Special" button at the top of the page to access the Surf the Web Backwards link-back feature.

One last tip to keep in mind: Most search engines interpret quotes as exact phrases. It's a good way to find very specific information. For example, if you type "American Society for Training and Development," chances are you'll get our site as one of the first or only on your hit list. (Although you may end up with local ASTD chapters as well.)

## GAME TERMINATOR

According to Coleman & Associates, 23 percent of PC game players admitted to playing more games at the office than at home. In fact, the annual cost of games at work in terms of lost workplace productivity in the United States has been estimated at \$50 billion. So, to decrease the problem, DVD Software has developed a games elimination utility, AntiGame, which can eliminate 6,096 different games from computers.

AntiGame can also clean out games on the local drives of PCs in a network. A new feature lets the software detect games even when users try to hide them in compressed files.

AntiGame can detect games under Windows 3.x, Windows 95, Windows NT, OS/2, and DOS. It costs \$59.99 per file server. You can download an evaluation version of the software at the company's Web site, <http://www.antigame.com>.

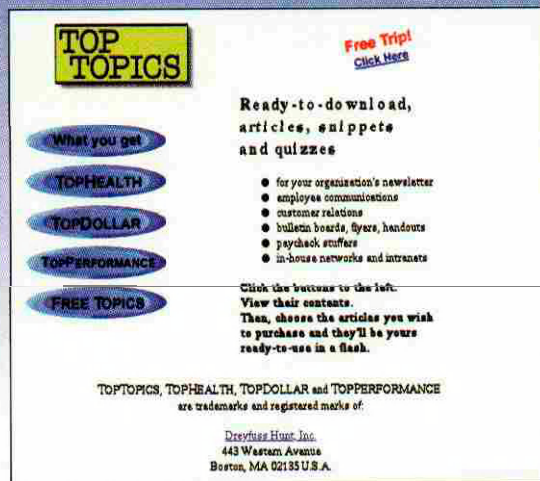
Game over.

## COOL SITES

► **Training Information Sources**, <http://www.training-info.com>. This site was created to answer the question, "Do you know where I can find a good \_\_\_ program?" The site lets users search for training programs based on these criteria: provider, content, location, and type of delivery. Users can view complete program outlines, objectives, delivery methodology, instructor qualifications, availability, and pricing.

► **LookSmart**, <http://www.looksmart.com>. Here's a new twist on the ubiquitous Web directory. This site has a graphical interface that shows users where they've been and where they're going. It looks like a group of file folders complete with tabs for easy navigation. A customizable "favorites" section lets the user access and personalize frequently needed resources such as magazines, local news, and software.

► **TopTopics**, <http://www.top-topics.com>. Are you trying to find



the perfect filler for an employee newsletter? Then head over to this site where you'll find a collection of articles, snippets, and quizzes ready for use in company newsletters, intranets, and employee and customer communications. Information can be searched by topic, title, keywords, seasonality, and word count. Visitors can choose from such titles as "Five Peak Performance Boosters" and "Picking a Mutual Fund That's Right for You." Fillers can be purchased online with a credit card.

## KEY WORDS

These commonly-used words, from the Net Lingo Web site <http://www.netlingo.com>, will help you to understand the mystique behind technology:

► **Beta.** The preliminary or testing stage of a product, as in "they're still in the beta mode with that software." Software developers encourage users to report bugs while beta testing their program.

► **Boolean.** A system for searching and retrieving information from a computer by using and combining such terms as AND, OR, and AND NOT to sort data. Boolean is used by several of the larger search engines.

► **Bugs.** A programming error that causes a program or computer sys-

tem to perform erratically, produce incorrect results, or crash. The term bug was coined when a real insect was discovered to have fouled up one of the circuits of the first electronic digital computer, the ENIAC.

► **Emoticon.** A symbol used to compensate for the absence of non-verbal clues on the Internet. For example <g> signifies a "grin" and :) or :-) a "smile", when inserted in the text of an e-mail message alerts the reader not to take it seriously.

► **Encryption.** A way of making data unreadable to everyone except the receiver. An increasingly common way of sending credit card numbers over the Internet when conducting commercial transactions.

## NET TRENDS

According to a poll from the American Institute of Certified Public Accountants, security in cyberspace is the number one technology issue for 1997.

"The explosive growth of the Internet has spawned legitimate concerns among both businesses and consumers about the security and reliability of financial and other transactions online. This should, in turn, drive the development of better encryption and firewall technologies to protect geographically dispersed networks against unauthorized break-ins," says Mark S. Eckman, a district manager at AT&T Controller's division and chair of the AICPA Information Technology Research subcommittee, which conducted the poll.

Other topics that made the top 10 list include digital wireless data and

faster data transmission protocols; training and technology competency in using computer hardware and software for business and personal applications; electronic commerce; and Electronic Data Interchange (EDI), which is the electronic exchange of business transactions such as purchase orders and inventory among organizations using a standard format.

The poll is conducted annually by CPA experts that advise companies on managing information technology. For more information about the poll, go to the AICPA's Web page, <http://www.aicpa.org>.

*@Work is a monthly column devoted to the use of the Internet. E-mail your online experiences and suggestions to [atwork@astd.org](mailto:atwork@astd.org).*

## CYBER-JARGON

Here are a few words from the always trendy, always cutting-edge pages of *Wired*.

- ▶ **Domain Dropping.** Giving someone you want to impress your hippest e-mail address, even if it isn't where you usually pick up your mail.
- ▶ **Serendipity Search.** An Internet search that uncovers interesting and valuable information that was not intended in the original search. For example, "I found this really cool site on bonsai trees during a serendipity search."
- ▶ **Tetwrist.** A repetitive strain injury acquired after extended play of such addictive puzzle games as Tetris and Minesweeper.

## Here comes the revolution in computer-based training!



**Hi... I'm Carl.**  
**Come and meet me at the**  
**ASTD Conference at**  
**booth # 1615, or meet me**  
**on the Internet at**  
**<http://www.edutec.ch/carl>**

Worldwide license purchased by McKinsey Inc.

This is the story of Carl's attempt to become a successful entrepreneur. Together with Carl, your employees learn all about business administration. The course contains about 30 hours of learning time including interactive business simulations. You can enter your own decisions and the program analyzes the results for you. Increase your employees' competency with this exciting training program.

**The Business Administration Course on PC** includes a comprehensive workbook. The program is available in English, French, Italian, German and Russian. The demonstration CD contains approx. 30% of the full version for just \$15 (for Windows™). Order by fax or on the Internet and convince yourself of the outstanding quality of the program. We are looking for resellers worldwide.

Internet: <http://www.edutec.ch/carl> - fax (Switzerland): ++41 1 439 2924 - phone: ++41 1 439 2929

**Edutec AG**