

## **CHAPTER 3: WEB RESOURCES**

### **Purchasing a Computer**

When purchasing a computer, know what you need. Review the text sections on “Choosing Equipment to Meet Your Needs” and the standard features checklist. Then explore the following Web sites to see the newest computers and their comparisons.

[www.computerhope.com](http://www.computerhope.com)

<http://computershopper.com>

<http://pcworld.about.com>

[www.switchingtomac.com](http://www.switchingtomac.com)

### **Word-Processing Software**

Word-processing software is the suite of programs that allow you to create documents, format spreadsheets, and make presentations. Often, they come with templates for writing business letters, sending faxes, and setting up basic Web pages. Explore these two options for word-processing.

[www.Office2007.com](http://www.Office2007.com)

<http://www.google.com/a/>

### **Computer and Internet Security**

There are many programs that enhance and defend the performance of your computer with tools to remove Internet clutter and temporary files, recover deleted files, and protect against spyware and viruses. Check out the following two sites.

[www.symantec.com](http://www.symantec.com)

[www.mcafee.com/us](http://www.mcafee.com/us)

### **Spyware**

If you browse or download content from the Internet, your computer may have collected a few uninvited guests. Spyware—also called adware and malware—has become such a problem that an entire industry of “anti-spyware” software has sprung up to combat it. Protect yourself by searching for anti-spyware software online.

[www.download.com](http://www.download.com)

[www.lavasoftusa.com](http://www.lavasoftusa.com)

### **Internet Connection/Speed**

For information about Internet access, types of connections, testing your current speed, and determining what best meets your needs, explore the following Web sites.

[www.broadbandinfo.com](http://www.broadbandinfo.com)

[www.speedguide.net](http://www.speedguide.net)

[www.dslreports.com](http://www.dslreports.com)

[www.speedmatters.org](http://www.speedmatters.org)

## **Web Browsers**

A Web browser is a program that displays text, images, and other information on a Web page at a Web site on the Internet. Users can interact with the Web page by clicking hyperlinks and traveling to other pages and virtual destinations. Search Wikipedia for “list of Web browsers” or explore the following Web sites.

<http://en.wikipedia.org>

[www.mozilla.org](http://www.mozilla.org)

[www.firefox08.com/us](http://www.firefox08.com/us)

<http://browser.netscape.com>

[www.apple.com/safari](http://www.apple.com/safari)

[www.opera.com](http://www.opera.com)

[www.microsoft.com](http://www.microsoft.com)

## **Saving and Downloading Files**

For more information on how to save files and to learn about file extensions that are unfamiliar to you, check this frequently updated database.

[www.file-extensions.org](http://www.file-extensions.org)

Explore MSN’s tech and gadgets Web site for tools and how-to guides to safe downloading.

<http://tech.msn.com/downloads>

## **Uploading Files**

To upload files, you will need a File Transfer Protocol (FTP) program. Many companies make FTP software. Some offer free FTP programs for academic use.

[www.coreftp.com](http://www.coreftp.com)

<http://fetchsoftworks.com>

[www.ipswitch.com](http://www.ipswitch.com)

## **Ergonomics 101**

Creating a good ergonomic working arrangement is an important part of protecting your health. To review checklists prior to purchasing and setting up your workstation, visit the OSHA Web site. Select eTools from the Compliance Assistance menu and then select Computer Workstations from the Ergonomics eTools list. From there you can print a purchasing guide and ergonomic compliance checklist.

[www.osha.gov](http://www.osha.gov)

You can also pay a visit to the Center for Disease Control and Prevention's Web site. Choose from health and safety topics, data and statistics, or tools, or use the search box to find more information on "computer ergonomics."

[www.cdc.gov](http://www.cdc.gov)