Basic Search with Yahoo

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With over 3 billion indexed websites and easy to use search features, Yahoo Search went from being a student hobby to one of the most recognized and used search and information services. Yahoo, which is an acronym for "Yet Another Hierarchical Officious Oracle”, is one of the few search engines that has had substantial assistance by librarians and librarian students who aim to organize the web.

**Accessing the Yahoo Search Webpage**

1. Click on the **Internet Explorer icon** on your desktop or **Click>Start>Internet Explorer**. The Internet Explorer window will now be visible.
2. In the address field of the Internet Explorer window, enter **www.search.yahoo.com**

3. Next, strike the **Enter key** or click the **Go** button

4. The Yahoo Search web page should now appear. You may now access any Yahoo Search feature.
Basic Layout of Yahoo Search

- **Search Term Entry Field:** Enter Your Search terms
- **Yahoo Search Button:** Executes the Search on your search terms
- **Show Mail:** Displays a user's Yahoo mail
- **Show News:** Displays a listing of the current news articles and stock reports
- **Edit:** Allows you to add or delete search views that you would like to see on the Yahoo search
- **Shortcuts:** Enables you to do a quick search for certain information.
- **Advanced Search:** Allows you to customize your search.
Entering search terms into Yahoo

In order to perform a search that retrieves relevant information, you should enter descriptive words in the search terms field. Remember that you may have to search Yahoo more than once and change the search terms to retrieve the best information possible. Begin searching Yahoo with the most obvious search terms. For instance, you want to retrieve information on Pittsburgh’s Convention Center. You may begin your search by entering the search term Pittsburgh, but by entering multiple words, such as the Pittsburgh Convention Center, you will retrieve more relevant information.

Performing a Web Search in Yahoo

1. If you are not already on the Yahoo Search web page, please access the Yahoo Search web page.
2. Next, within the search term field enter your search terms (As shown below). Yahoo Search will only return results that contain all of the search terms. Note: If you misspell a word, Yahoo Search will suggest alternate spellings.

3. Next, click the “Search the Web” button.
4. You will now be redirected to the Results Page.

5. Begin to review the results of your search. If your search did not retrieve your desired information, rework your search terms and perform the search again.

**Reviewing and Retrieving Your Web Search Results**

1. After you have completed a search, you may begin to review the retrieved results.
2. The most relevant result of your search appear next to the cardinal numbers.
3. Underneath the web page title is information on the website. Please review the information.

4. After reviewing the information, double-click on the desired website title to be redirected to that web page.

5. After reviewing the web site, if you find that the website does not meet your information needs you may continue to review and retrieve your results or you may edit your search terms.

**Basic Yahoo Search Views**

Now that you have learned the basics of the Yahoo layout and searching Yahoo, we may now discuss the other views that Yahoo provides. On the Yahoo website, located at www.search.yahoo.com, there are 10 different search views available for display:

Below are the descriptions of the search view:

<table>
<thead>
<tr>
<th>Search Views</th>
<th>Description of the View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web (Default Service)</td>
<td>Searches the entire web including the Yahoo Directory.</td>
</tr>
<tr>
<td>Images</td>
<td>Searches for any type of picture, animation, or clip art.</td>
</tr>
<tr>
<td>Video</td>
<td>Searches for video over the web</td>
</tr>
<tr>
<td>Directory</td>
<td>Sites organized by librarians to help guide users through the web.</td>
</tr>
<tr>
<td>Local</td>
<td>Find local businesses serving your area.</td>
</tr>
<tr>
<td>News</td>
<td>Searches over 7,000 news sources.</td>
</tr>
<tr>
<td>Products</td>
<td>Searches for product reviews and prices on the Web. (Not Discussed in this Document)</td>
</tr>
<tr>
<td>Maps</td>
<td>Searches the search entry terms for visual location information. This view is not available by default.</td>
</tr>
</tbody>
</table>
You may add the Map View to the Yahoo Search Page by clicking the Edit link. (Not Discussed in this Document)

| People Search | Searches for a person’s information (i.e. address, phone number, etc.). This view is not available by default. You may add the People Search to the Yahoo Search Page by clicking the Edit link. (Not Discussed in this Document) |

| Travel | Searches for travel information such as airplane tickets, hotel reservations, car rentals, etc. This view is not available by default. You may add the Travel to the Yahoo Search Page by clicking the Edit link. (Not Discussed in this Document) |

**Performing a Basic Yahoo Image Search**

Performing a Basic Image Search within Yahoo is similar to performing a Web Search, which was explained previously in the document. However, an Image Search will only return images that have the search term in the name, contain the word in the description of the picture or information contained within the picture. Yahoo Image Search does not search the different images for shapes or colors.

1. Launch Internet Explorer and type [www.search.yahoo.com](http://www.search.yahoo.com) into the Address field. Next, strike the Enter key or click Go.
2. The Yahoo Search web page should now be visible.
3. Next, Click the Images link.
4. Next, within the search term field enter your search terms.
5. Click the “Search Images” button
6. You will now be redirected to the Results Page.
7. Begin to review the image results of your search.

8. When you have found a desired image, double-click on the image. If your search did not retrieve your desired image, rework your search terms and perform the search again.

9. The website that contains the image should now be visible. If you would like to see the full-sized image, click on the View Image link located at the top of the page.
Performing a Basic Yahoo Video Search

Maybe you may want to see a video on your search term? Yahoo video searches for video files. You may view these files online by clicking on the video image. Please note: Yahoo only searches on words associated with the files not the actual content of the video.

1. Launch Internet Explorer and type `www.search.yahoo.com` into the Address field. Next, strike the **Enter** key or click **Go**.
2. The Yahoo Search web page should now be visible.
3. Next, Click the **Video** link.
4. Next, within the search term field enter your search terms. Please review the popular video searches before executing your search. If your search is listed in the popular video searches, click on the title.
5. Click the “**Search Video**” button
6. You will now be redirected to the Results Page.
7. Begin to review the video results of your search.

8. When you have found a desired video, double-click on the video. If your search did not retrieve your desired image, rework your search terms and perform the search again.
9. The website that contains the image should now be visible. If you would like to view the video, click on the “Play Video” link located at the top of the page.

Performing a Basic Directory Search
Yahoo’s Directory is an attempt to organize the web based on subject classification. The subject decision is made and edited by librarians.

1. Launch Internet Explorer and type www.search.yahoo.com into the Address field. Next, strike the Enter key or click Go.
2. The Yahoo Search web page should now be visible.
3. Next, Click the Directory link.
4. Next, within the search term field enter your search terms.
5. Click the “Search Directory” button
6. The search results page should now appear. Please note: Yahoo provides a Related Directory Categories that may provide more information.

7. After reviewing the information, double-click on the desired website title to be redirected to that web page.
8. After reviewing the web site, if you find that the website does not meet your information needs you may continue to review and retrieve your results or you may edit your search terms.

Performing a Basic Local Search
Yahoo Local Search searches for stores and services located in your area.
1. Launch Internet Explorer and type www.search.yahoo.com into the Address field. Next, strike the Enter key or click Go.
2. The Yahoo web page should now be visible.
3. Next, Click the Local link.
4. The Yahoo Local web page should now appear.
5. Next, enter what you would like to search for in the “Search For:” search field.
6. Enter the location or area to search for in the “Location” search field.
7. Click the “Search” button to begin your search.
8. The Yahoo Local results should now appear.
9. After reviewing the search results, double-click on the desired result title to retrieve any additional information.

Performing a Basic News Search
Yahoo News searches over 7,000 sources to return both current and past news. In addition, you may sign up to receive e-mail alerts about your search terms or have updated search terms news added to your “My Yahoo” page.

1. Launch Internet Explorer and type www.search.yahoo.com into the Address field. Next, strike the Enter key or click Go.
2. The Yahoo search web page should now be visible.
3. Next, Click the News link.
4. The Yahoo News web page should now appear.
5. Next, within the search term field enter your search terms
6. Click the “Search News” button to only search the news sources.
7. You should now see the results of your search. On this webpage, you may sign up for e-mailed news alerts on the search term, obtain images of the search term or images that are related to the search term, or add the search to your My Yahoo page. You may also view news by category (located at the bottom of the page).

8. After reviewing the information, double-click on the desired website title to be redirected to that web page.

9. If your search did not retrieve your desired news information, rework your search terms and perform the search again.

**Yahoo Shortcuts**

Do you want find local, news, reference information fast? With Yahoo shortcuts, you can.

**To access Yahoo shortcuts:**

1. Launch Internet Explorer and type [www.search.yahoo.com](http://www.search.yahoo.com) into the Address field. Next, strike the Enter key or click Go.

2. The Yahoo search web page should now be visible.
3. Click on the shortcuts link that is located next to the search entry term field.

4. You will now be redirected to Yahoo Shortcuts webpage. Please explore the Yahoo Shortcuts. The next section of this document will explain Yahoo Shortcuts further.

How to Utilize Yahoo Shortcuts

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<th>Shortcut Title</th>
<th>Description</th>
<th>How to enter information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>Area Code</td>
<td>Displays information about the specified area</td>
<td>[area code]</td>
</tr>
<tr>
<td>Local</td>
<td>Gas Prices</td>
<td>Displays information about the lowest gas</td>
<td>Gas [zip code]</td>
</tr>
<tr>
<td>Local</td>
<td>Maps</td>
<td>Displays a map and directions to the specified</td>
<td>[street address] [city]</td>
</tr>
<tr>
<td>Local</td>
<td>Traffic Reports</td>
<td>Displays information about the traffic in the</td>
<td>[city] traffic</td>
</tr>
<tr>
<td>Local</td>
<td>Local Listings</td>
<td>Finds information about local stores, restaurants,</td>
<td>[city] [state] [type of</td>
</tr>
<tr>
<td>Local</td>
<td>Weather</td>
<td>Finds the most current weather reports</td>
<td>[city] weather</td>
</tr>
<tr>
<td>Local</td>
<td>Zip Codes</td>
<td>Finds the region’s zip code</td>
<td>zip code [city]</td>
</tr>
<tr>
<td>News &amp; Information</td>
<td>Movie Showtimes</td>
<td>Finds information on what movie is playing when at your local theatre</td>
<td>Showtimes [zip code]</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>News &amp; Information</td>
<td>News</td>
<td>Retrieves news information on the specified topic</td>
<td>News [topic]</td>
</tr>
<tr>
<td>News &amp; Information</td>
<td>Sports Scores</td>
<td>Displays game scores for the specified team</td>
<td>[team] scores</td>
</tr>
<tr>
<td>News &amp; Information</td>
<td>Stock Quotes</td>
<td>Displays current stock information for the specified stock symbol</td>
<td>Quote [stock symbol]</td>
</tr>
<tr>
<td>News &amp; Information</td>
<td>Images</td>
<td>Retrieves images on the specified subject</td>
<td>[subject] images</td>
</tr>
<tr>
<td>News &amp; Information</td>
<td>Videos</td>
<td>Retrieves videos on the specified subject</td>
<td>[subject] video</td>
</tr>
<tr>
<td>Travel</td>
<td>Airport Information</td>
<td>Displays information about airport delays</td>
<td>[city] airport</td>
</tr>
<tr>
<td>Travel</td>
<td>Exchange Rates</td>
<td>Converts the specified amount to the specified currency exchange</td>
<td>convert [amount] to [currency]</td>
</tr>
<tr>
<td>Travel</td>
<td>Flight Tracker</td>
<td>Displays information about a particular flight</td>
<td>[airline name] [flight number]</td>
</tr>
<tr>
<td>Travel</td>
<td>Hotel Rates</td>
<td>Finds information about hotels in the specified city</td>
<td>[city] hotels</td>
</tr>
<tr>
<td>Reference</td>
<td>Aircraft Registration</td>
<td>Finds information about the specified FAA Number</td>
<td>[FAA Registration Number]</td>
</tr>
<tr>
<td>Reference</td>
<td>Dictionary</td>
<td>Displays the definition of the specified word</td>
<td>Define [word]</td>
</tr>
<tr>
<td>Reference</td>
<td>Encyclopedia</td>
<td>Displays information from an encyclopedia resource</td>
<td>[topic] facts</td>
</tr>
<tr>
<td>Reference</td>
<td>Package Tracker</td>
<td>Finds and displays information about your package fast.</td>
<td>For UPS, enter the tracking code. FedEx, type: fedex [tracking code]. And for the U.S. Postal service, type: usps [tracking code]</td>
</tr>
<tr>
<td>Reference</td>
<td>Synonym Finder</td>
<td>Displays like words for the specified word</td>
<td>Synonym [word]</td>
</tr>
<tr>
<td>Reference</td>
<td>UPC Codes</td>
<td>Displays product information for the UPC Code</td>
<td>[UPC Codes]</td>
</tr>
<tr>
<td>Reference</td>
<td>Vehicle History</td>
<td>Displays the vehicle history of the specified</td>
<td>[Vehicle Identification Number]</td>
</tr>
<tr>
<td>Calculator</td>
<td>Calculator</td>
<td>vehicle number</td>
<td>Math question (example: 5+5)</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>----------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Calculator</td>
<td>Time Zones</td>
<td>Displays the current time of the specified city</td>
<td>Time in [city]</td>
</tr>
<tr>
<td>Calculator</td>
<td>Weights and Measurement Converter</td>
<td>Converts specified amount to the specified units</td>
<td>convert [amount] [units] to [units]</td>
</tr>
</tbody>
</table>