
Table of Contents

Foreword	13
Introduction to Visual Steps™	14
What You Will Need	15
How to Use This Book	16
The Reading Order	17
The Screenshots	17
Newsletter	18
Test Your Knowledge	18
For Teachers	18
1. Plan Your Trip with Google Maps	19
1.1 Finding a Location	20
1.2 Zooming In and Out	23
1.3 Moving the Map	25
1.4 Setting a Default Location	26
1.5 Using Satellite Images	27
1.6 Finding Businesses and Organizations	30
1.7 Getting Directions	32
1.8 Printing the Directions	35
1.9 Changing the Route	36
1.10 Adding Destinations	37
1.11 Background Information	40
1.12 Tips	41
2. Explore the World with Google Earth	45
2.1 Installing <i>Google Earth</i>	46
2.2 Finding Locations	49
2.3 Navigating	50
2.4 Zooming In and Out	53
2.5 Viewing Photos and Information	54
2.6 Measuring Using the Ruler	56
2.7 Adding Layers	58
2.8 Flying a Route	60
2.9 Viewing a 3D Display	62
2.10 Tilting	65
2.11 Marking	67
2.12 Background Information	69
2.13 Tips	70

3. Making Internet Phone Calls with Skype	73
3.1 Installing <i>Skype</i>	74
3.2 Creating an Account	77
3.3 Connecting the Headset	81
3.4 Sound Test	81
3.5 Adding a Contact	82
3.6 Calling a Contact	85
3.7 Buying <i>Skype Credit</i> for <i>SkypeOut</i>	86
3.8 Calling with <i>SkypeOut</i>	92
3.9 Adding <i>SkypeOut</i> Contacts	93
3.10 Background Information	95
3.11 Tips	97
4. Subscribing to RSS feeds: Podcasts, Computer Tips and News	99
4.1 Podcasts	100
4.2 Subscribing to a Podcast	103
4.3 Adding RSS Feeds to <i>Windows Vista Sidebar</i>	106
4.4 Computer Tips from Visual Steps	110
4.5 Subscribing to Computer Tips	112
4.6 Subscribing to More Feeds	113
4.7 The Feed List in the <i>Favorites Center</i>	115
4.8 Displaying All Feeds in the <i>Feed Headlines Gadget</i>	117
4.9 Background Information	119
4.10 Tips	120
5. Trading on eBay	123
5.1 Registering on <i>eBay</i>	124
5.2 Finding an Item	131
5.3 Finding Out More About an Item	136
5.4 Placing a Bid on an Item	141
5.5 After Winning an Item	149
5.6 Buying an Item at a Fixed Price	152
5.7 Selling on <i>eBay</i>	158
5.8 Background Information	177
5.9 Tips	182

6. Your Own Blog on the WWW	185
6.1 Creating a <i>Google</i> Account	186
6.2 Your Own Blog on <i>Blogger</i>	188
6.3 Posting the First Message	191
6.4 Editing Your Profile	194
6.5 Selecting a Template for Your Blog	198
6.6 Deleting a Post	200
6.7 Adjusting Settings for Comments	201
6.8 Adding a Comment	203
6.9 Publishing or Rejecting Comments	204
6.10 Reading Comments	205
6.11 Removing Your Blog	206
6.12 Background Information	208
6.13 Tips	209
7. Making Friends in Facebook	211
7.1 Surfing to <i>Facebook</i>	212
7.2 Setting Up a <i>Facebook</i> Account	212
7.3 Viewing and Editing Your Profile	217
7.4 Viewing and Adjusting Privacy Settings	222
7.5 Inviting Friends	223
7.6 Finding and Adding Friends in <i>Facebook</i>	225
7.7 Confirming Friends in <i>Facebook</i>	226
7.8 Writing Notes	228
7.9 Adding a Photo Album	231
7.10 Viewing Your Profile	235
7.11 Writing on the Wall	236
7.12 Deactivating Your Account	237
7.13 Background Information	239
7.14 Tips	240
8. Global e-mailing with Windows Live Hotmail	245
8.1 Creating a <i>Windows Live Hotmail</i> address	246
8.2 Opening Your Webmail Page	251
8.3 Sending and Receiving a Webmail Message	254
8.4 Creating and Using a New Folder	255
8.5 Deleting a Message	257
8.6 Emptying the Deleted Folder	258
8.7 Changing the Theme	258
8.8 Displaying the Reading Pane	259
8.9 Signing Out	260
8.10 Background Information	261
8.11 Tips	262

9. Chatting with Windows Live Messenger	265
9.1 Downloading and Installing <i>Windows Live Messenger</i>	266
9.2 Signing In to <i>Windows Live Messenger</i>	270
9.3 How Does <i>Windows Live Messenger</i> Work?	272
9.4 Adding a Contact Yourself	273
9.5 A Contact Adds You	276
9.6 Using <i>Windows Live Messenger</i>	277
9.7 Sending Instant Messages	278
9.8 Making a Video Call	280
9.9 The <i>Windows Live Messenger</i> Settings	285
9.10 Your Status	287
9.11 Quitting <i>Windows Live Messenger</i>	287
9.12 Background Information	289
10. Windows Live Spaces: Your Own Place on the Internet	291
10.1 Signing In to <i>Windows Live Spaces</i>	292
10.2 Your Profile	293
10.3 Editing Your <i>Space</i>	297
10.4 Selecting a Web Address	300
10.5 Starting Your Blog	301
10.6 Sharing Your Photos	303
10.7 Adding a List	305
10.8 Finding People with Similar Interests	307
10.9 Viewing Your Friends List	309
10.10 Signing Out	310
10.11 Background Information	311
10.12 Tips	312
11. Your Home Video on YouTube	313
11.1 Using <i>YouTube</i>	315
11.2 Playing Video Clips on <i>YouTube</i>	316
11.3 Finding Videos on <i>YouTube</i>	319
11.4 Signing Up for a <i>YouTube</i> Account	320
11.5 Uploading a Video to <i>YouTube</i>	323
11.6 Removing a Video from <i>YouTube</i>	331
11.7 Background Information	332

12. Your Digital Photos in a Web Album on the Internet	333
12.1 Creating a <i>MyPhotoAlbum</i> Account	334
12.2 Adding Photos to Your Album	337
12.3 Using the <i>Easy Upload Tool</i>	342
12.4 Personalizing Your Album	346
12.5 Rotating Photos	349
12.6 Selecting an Album Cover	350
12.7 Playing a Slideshow	351
12.8 Rearranging the Photos	353
12.9 Deleting Photos	354
12.10 Adding Contacts	354
12.11 Sharing Your Album	356
12.12 Background Information	359
12.13 Tips	360
13. Interesting Online Reference Sites	363
13.1 <i>Wikipedia</i>	364
13.2 Searching in <i>Wikipedia</i>	365
13.3 Using an Online Dictionary	367
13.4 Translating Text	369
13.5 Finding Historical Material	371
13.6 Medical Reference Sites	375
13.7 Background Information	377
Appendices	
A. Removing a Program	381
B. How Do I Do That Again?	383
C. Index	386