

## Guidance for Reps: Using the Internet Effectively

### Searching

If you find you tend to get thousands of results when searching the internet, try the Google, Yahoo or Altavista *advanced* search options.<sup>1</sup> These search tools make it easier to:

- search for an exact phrase;
- restrict the search to results from the UK only;
- restrict the search to English language results only; and
- show more than 10 results per page.

Once you have a list of search results, right-click on each result of interest selecting “open in new tab”. Once you’ve opened all the results you are interested in, go through them closing tabs if they are not relevant. This is more effective than just clicking on one result and then using the back button to get back to the list of search results.

### Copyright

Beware of infringing copyright by copying and pasting<sup>2</sup> information or pictures from web-pages, or emailing downloaded documents from the internet. (See <http://www.ipo.gov.uk/> for details about the law on copyright.) You generally need to ask permission of the copyright owner before you can copy or distribute material. You should always acknowledge the source of the material.

### Links

If you want to bring a web-page to the attention of a colleague or other rep, email a link rather than copying and pasting the contents of the web-page into an email. Highlight the website address (generally starts <http://...>) from your browser and paste into your email. After pressing the space bar or return key the website address should turn into blue underlined text indicating that it has been recognised as a website address. (This may vary for different email software applications.) Recipients of the email will be able to click on the link to go directly to the correct web-page.

### Bringing news to you

One way to keep up-to-date with union news is to bring all the headlines from websites of interest to you to your “own” web-page. This avoids having to go to each individual website to see the latest news. RSS<sup>3</sup> feeds are a method of doing this.

You can set up your “own” web-page by creating an iGoogle account for free at <http://www.google.co.uk/ig> for example. Then add RSS feeds from websites of interest to that page. The SoR public site, SoR members’ site<sup>4</sup>, TUC, ACAS and BBC news all provide RSS feeds – look for the orange RSS symbol or other RSS link. You may then wish to set your iGoogle page as your homepage, so when you first log-on in the morning you can see the latest headlines from all your pages of interest.

### LRD publications online

All SoR members have free access to LRD publications online. You should find LRD booklets such as “Law at Work” useful in your role as a rep. A new version of this booklet is published every year, so it’s always worth checking the most up-to-date information online. SoR members can access this free service (once logged onto <http://www.sor.org/> as a member) by selecting “At Work” from the left hand menu, and choosing “LRD publications online” from the At work index.

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<sup>1</sup> [http://www.google.co.uk/advanced\\_search](http://www.google.co.uk/advanced_search), <http://search.yahoo.com/web/advanced> or <http://www.altavista.com/web/adv>

<sup>2</sup> “Copying and Pasting” refers to copying electronic text from one place to another. If you are using Windows: select the text; Copy (Ctrl C or Edit menu); place the cursor where you want to copy the text; and Paste (Ctrl V or Edit menu).

<sup>3</sup> RSS stands for Really Simple Syndication or Rich Site Summary – more details on <http://www.whatisrss.com/>

<sup>4</sup> There is an RSS feed just available to SoR members who have logged onto <http://www.sor.org/> as members.