



## **Click! & Learn** **Making Online Travel Reservations**

### **Objectives**

- An introduction to travel websites
- An introduction to travel search engines
- Searching airline websites and electronic ticketing
- Discounts and online travel reservations



### **Travel Web Sites**

Travel web sites search their own databases and travel-agency systems to come up with the best airfares and hotel deals.

#### **Orbitz** - [www.orbitz.com](http://www.orbitz.com)

Orbitz.com enables travelers to search for and purchase a broad array of travel products including airline tickets, lodging, rental cars, cruises and vacation packages. Users can search specific or flexible dates, round-trip, one-way, multi-destination, preferred class, fare type, specific airline and non-stop only. Booking fees apply.

#### **Travelocity** - [www.travelocity.com](http://www.travelocity.com)

Travelocity customers can access pricing information about airlines, hotels, car rental companies, cruise lines, vacation and last-minute travel packages, and other travel-related services. Some unique extras include Flight Navigator which lets you know how many seats are left available on a particular flight, while FareWatcher e-mails you when your destination city sees an airfare price drop. Booking fees apply.

#### **Expedia** - [www.expedia.com](http://www.expedia.com)

Expedia-branded Web sites feature airline tickets, hotel reservations, car rental, cruises, and many other in-destination services from a broad selection of partners. Users can search by specific or flexible dates, round-trip, one-way, multi-destination, non-stop flights, and preferred airlines. Additional features include airline seat selection, real-time flight information, and an expanded directory of hotels and bed-and-breakfast inns. Booking fees apply.

#### **Priceline** - [www.priceline.com](http://www.priceline.com)

Priceline's Airline Ticket Service allows customers to select flights, times and airlines from a list of low prices or they can still use the Name Your Own Price® airfare savings and Priceline will find out whether the price is acceptable or not. A service fee will be added to the purchase price.

#### **Hotwire** - [www.hotwire.com](http://www.hotwire.com)

Hotwire offers low prices on airline tickets, hotel reservations, car rentals, vacation packages and cruises. Hotwire partners allow them access to their unsold empty seats on flights, empty hotel rooms, and un-rented cars. Search results display day and fares but not airlines or flight times. Flight times and airline name will be shown only after the purchase is complete. It is for bargain hunters who can be flexible about their plans.

## Travel Search Engines

Travel search engines are meta-search sites which scour airline web sites, smaller databases and sometimes other travel sites to find low fares. They differ from travel websites because the consumer is sent directly to the supplier's web site to make the purchase. It may be beneficial to use these sites because several airlines do not allow travel web sites to include them in their databases but they may be included in search engine search results.

Travel search engines get referral fees from airlines, hotels and rental car companies, but those fees are well below the commissions paid to the three major online travel agencies -- a difference that leads to lower consumer prices.

### **Sidestep** – [www.sidestep.com](http://www.sidestep.com)

In addition to flights, SideStep can provide hotel, car rental, cruise, and last-minute travel information and also offers an e-mail newsletter called TravelFinds Spotlight that is more thematic or destination-focused.

### **Travel Zoo** – [www.supersearch.travelzoo.com](http://www.supersearch.travelzoo.com)

The company's products provide advertising opportunities for airlines, hotels, cruise lines, vacation packagers, and other travel companies. These products also provide Internet users with a free source of information on current sales and specials from travel companies.

### **Mobissimo** – [www.mobissimo.com](http://www.mobissimo.com)

The Mobissimo search engine performs real-time queries of the multiple websites that travelers traditionally check manually, plus dozens of others that are often overlooked. Mobissimo then returns what it claims is the most comprehensive travel search results available.

### **Kayak** - [www.kayak.com](http://www.kayak.com)

This site works with suppliers advertising predominantly late-availability deals. Each supplier is currently charged a pay-per-click rate but the company is considering allowing agents to pay a monthly fee.

### **Cheap Flights** – [www.cheapflights.com](http://www.cheapflights.com)

One of the oldest sites travel search engines founded in 1996 and provides prices on domestic and international travel. The site does not sell tickets and many may find it easy to use because there are no downloads or registrations required.

## Searching Airline Websites and Electronic Ticketing

Some travelers have preferences on specific airlines and it would be simpler to make reservations directly from them. The benefit is that the third-party is eliminated from the transaction and the savings can be passed on the consumer. So if you are looking for low-cost tickets, check the airline's website.

**Electronic ticketing** - Rather than printing a paper ticket, a computer record advising the airline your ticket has been purchased is created and instantly delivered to the airline(s) with all payment information included.

- Available with participating airlines, hotels, cruises, etc.
- If you request an electronic ticket you will not receive a paper ticket.
- After tickets have been issued electronically, a copy of the passenger receipt will be available online.
- A copy of the passenger receipt will not be sent by mail.
- The airline will access the electronic ticket record when the consumer checks - in for the flight using the confirmation number given at the time of purchase.
- The consumer must agree to the Terms & Conditions of Travel before the tickets can be issued electronically.
- The airline will access the electronic ticket record at the time of check-in using the confirmation number given at the time of purchase.

### **Discounts and online travel reservations**

While making online travel reservations, it is good practice to look around the website for any discounts offered to members of particular associations, such as AAA Auto Club or AARP. Also, some websites offer discounts to government employees. If you are unsure if any such discounts are available or do not see any offered, look for contact information on the website's home page, and call to speak with a representative.



## **Click & Learn Online Shopping**

### **Objectives**

- Introduction to Major Online Shopping Websites
- Precautions for Online Shopping

The Internet offers some significant advantages to online shoppers. It can give you access to products and services which are not available in your local stores, help you to avoid crowds, it's convenient, easy to use and can possibly save you time and money.

### **Major Online Shopping Websites**

Note: The use of these websites is not an endorsement by the Tampa-Hillsborough County Public Library. They are used as examples and have been selected based on patron inquiry.



**EBay**     **www.ebay.com**

Founded in 1995, eBay has become one of the internet's great success stories. eBay is an auction site rather than a purely point of purchase location. While eBay does allow the user to purchase an item immediately through its "Buy It Now" option, the website has built its reputation on its auction feature. Users can bid on an item for an allotted amount of time. The highest bidder at the end of the time limit is the winner and agrees to pay the bid amount for the item. The potential to purchase an item at a greatly reduced price and the availability of non-traditional items has earned eBay its large following.

**Amazon.com**

**Amazon**     **www.amazon.com**

Amazon got its start in the book business. The founder, Jeff Bezos launched the website in 1995. By 1997, Amazon delivered to its 1 millionth customer. Offerings continued to branch out from books to movies and music and now just about everything can be found on Amazon. The option of buying both new and used items, coupled with the ability to locate harder to find titles has kept Amazon popular.



**CNET**     **www.cnet.com**

CNET is actually a conglomerate of several sites that offer shopping options in several formats. The my Simon page is a popular destination for buyers looking for great deals on electronics and gadgets. The advantage of my Simon is that it lists several resources to purchase specific items and ranks them according to price. Finding the cheapest available price for an item is the draw for most of my Simon's customers. Shoppers aren't buying

items directly from CNET; rather they are able to compare several retailers from a centralized location. CNET also offers extensive reviews from its collection of websites.

### **Google**      **<http://www.google.com/products>**

Google Product Search is the shopping element offered by search engine giant, Google. Like CNET, shoppers don't purchase items directly from Froogle, rather, it is a reference page to compare prices from a wide range of retailers. Froogle also allows for some customizing of the shopping experience by allowing the shopper to fix price ranges, list search results according to price, and take advantage of Google's powerful search capabilities.

## **Precautions for Online Shopping**

### **Research**

Most brick-and-mortar retailers offer their products online with histories of dependable service, but there are countless unknown vendors, some may even offer the more specialized items you need. Can they be trusted? Anyone with a computer can *look like* a reputable business, and hidden behind the monitor are some of the greatest con artists of all time. It is important therefore that research become an important component of online shopping. Read reviews of both the product you intend to buy and the seller you want to purchase it from. Consumer Reports, the well-known magazine of product reviews offers a great website to research things you may be interested in. Some reviews require a subscription, so make sure you visit our library catalog to link to the article (we are a subscriber).

Note: Take time to browse, it doesn't cost anything. A major concern for many shoppers is that they will somehow accrue charges without their knowledge. If credit card information has not been entered into a website, no money has changed hands.

### **Safety Tips**

- When possible, use companies you know
- Compare prices before buying
- Check the return policy before you order
- Use a credit card – they tend to have fraud protection in the event of identity theft and misuse
- Look for the secure transaction symbol on your screen before entering your credit card number. This will look like a padlock on the very bottom of your browser.
- Consider calling in the order if you don't feel comfortable entering your credit card information online
- Print and keep information about your order
- Use secure passwords
- Trust your instincts – if it sounds too good to be true, it probably is!
- Never buy from spammers



## ***Click!* & Learn Online Cooking**

### **Objectives**

- Learn how to search for online recipes
- Visit online cooking and recipe sites
- Explore specialty cooking sites online

Although there are countless cooking websites, the following are the sites used in this class:

<http://foodtv.com>

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

<http://www.ichef.com>

<http://www.marthastewart.com/>

<http://bettycrocker.com/default.asp>

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

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

### **Foodtv.com - <http://www.foodtv.com>**

This website is created by the Food Network. If you are a fan of the Food Network, there is biographic information on each of the hosts as well as information on the current and past week's shows. But the gem in this website is the over 23,000 recipes.

There are many ways to locate recipes in this site. One way is to just click on the featured, thematic links around the home page. Or, if you are looking for a specific recipe, just enter an ingredient or recipe in the Recipe/Topic search at the top of the page.

Look to the right side of the page if you would like to learn more about the Food Networks' programming schedule and shows.

### **NutritionData – [www.nutritiondata.com](http://www.nutritiondata.com)**

Is your desert as sinful as it looks? Find out at Nutrition Data. The Fast Food Facts section has plenty of restaurants listed. The Tools tab boasts a Daily Needs Calculator that requires only some basic information to provide you with daily nutritional needs.



**iChef** - <http://www.ichef.com>

There are thousands of free recipes to browse by category or search by keyword and ingredients.

You can request recipes in forums, rate recipes, create your own web site in the Recipe Clubs, or watch iChef TV.

Sign up for your free myChef membership so you can create your own online cookbook and subscribe to a weekly newsletter.

An appealing feature of the website is that the recipes are rated.

Recipes may be printed to fit 3x5 or 4x6 cards, or a full page.

**Martha Stewart** – <http://www.marthastewart.com>

This website talks about all material that Martha Stewart covers in her magazines and TV shows. You can find recipes here a few ways.

One is just to type a recipe or ingredient in the “Ask Martha” search box, which will show all the ways the item/term is used throughout the website (recipes, photos, “Good Things,” and more). Or you click on the “Food” tab and use the “Recipe Search” which offers only recipes, but there are more than 5000 to choose from. Or finally you can find all sorts of recipe categories on the side bar that you might find appealing.

You can print (a full-page) or email any recipe.

**Betty’s Recipes** - <http://www.bettycrocker.com/default.asp>

Recipes found at this website are created by Betty Crocker. There are five different tabs across the top with three, “Recipes,” “Cooking,” “Baking,” leading to recipe possibilities. Each of these three sections is further broken down into smaller categories enabling you to find cooking inspiration in many ways.

After you find your recipes, you may print (a full-page along with a picture) or email them. Another feature is a Grocery List which creates a grocery list to make the recipe. Also, you can add the recipe to your Recipe Box (you need to sign up to participate in this program).

**All Recipes** – [www.allrecipes.com](http://www.allrecipes.com)

This site has over 30,000 free recipes. Create an account and download today. Recipes are submitted by cooks from all over the world.

**Cooking for Engineers** – [www.cookingforengineers.com](http://www.cookingforengineers.com)

This site features Michael Chu’s reviews and recipes and is geared towards someone who likes to analyze food and recipes. Also provided is product testing to help you find your next equipment purchase at the best price.



## **Click! & Learn Online Scrapbooking**

### **Tips on creating an archival scrapbook or photo album**



Extend the life of your scrapbook by using archival material. The ideal scrapbook would be constructed with 100% archival materials, including a protective cover, a hinge that allows the book to comfortably expand, and a size that is easy to shelve or store.

1. Select a scrapbook with a hinge that allows the book to expand. “D” or “O” type three-ring, poly post, multi-ring, and strap are popular bindings that allow for expansion.
2. Use only the right hand pages or tear out every other sheet if the scrapbook is bound or the hinge does not provide enough room to expand.
3. Pages should be white or off-white archival, acid-free 80 lb. weight or better (archival papers include 100% rag, Bainbridge, Lig-Free, Perma/Dur, Permalife, Strathmore, True Core).
4. A charcoal or artists pad that is 100% cotton rag with sturdy weight pages can be used as a scrapbook. These pads are bound. To prevent the book from bulging, attach the items to the right-hand side of the page only. Leave the first and last pages blank to provide extra protection. You can strengthen the cover by attaching a title sheet with a glue stick.
5. A good functioning 3-ring binder, preferably fabric covered, can also be used to create a scrapbook. Check to be certain the rings will not pop open on their own and will close completely (even a small opening will allow pages to slip out).
6. Besides using archival paper, archival plastic page protectors and photograph pages are available in a variety of combinations for scrapbook pages. Leave a blank page at the beginning and end of the notebook for added protection against wear and tear.
7. If you choose to use plastic page protectors, purchase them from a recognized archival products company. Many “PVC-free” plastics that are available through discount stores are not archival. Archival plastics include cellulose triacetate, DuPont Mylar polyester, polyethylene, and polypropylene. These pages are often available at a photo shop.
8. Resources for archival quality scrapbooks include Creative Memories, Gaylord, Light Impressions, LBS/Archival Products, and other companies that offer archival quality products.
9. Attach your photographs, postcards and other items with archival photo corners. Mylar mounting corners are often available from a photographic supply store and are

recognized as archival. Avoid using tape as much as possible since it will eventually cause yellowing and may “ooze” and cause items and pages to stick together.

10. Attach newspaper clippings to the pages with a water-soluble or washable, non-toxic glue stick. Two brands that may be used are 3M Scotch permanent adhesive glue stick and Loctite Deskset glue stick. Cut your clipping long enough so that you can create a hinge for the glue.
11. Make sure to identify the origin of your clippings, photographs, and other memorabilia. Provide the date, the source of the item, names, and places.
12. Flowers and other objects can be put into a polyethylene zip-lick bag then attached to the page using white cotton thread.

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## Websites

Northeast Document Conservation Center  
<http://www.nedcc.org/p101cs/p101wel.htm>

Find basic and reliable information on paper preservation. Note the care and handling guidelines.

Creative Memories  
[www.creativememories.com](http://www.creativememories.com)

This site gives tips and pointers, layout ideas, and journaling ideas.

Creative Scrapbooking  
[www.creativescrapbooking.com](http://www.creativescrapbooking.com)

This site features layouts from scrapbookers, as well as album ideas and links to other sites.

## The Basic Steps of Scrapbooking

**Choosing Pictures** – Choose between 3-5 pictures of the same type (birthday, Christmas, vacation, etc.)

**Crop** – Crop pictures to get rid of any unwanted background, which takes away from the focus of the picture. You don't have to crop everything out, use your own judgment.

**Page Background** – This is where your artistic side can soar. Decide if the background should be print or solid, perhaps themed like your pictures. Use the acid/lignin free glue or photo tabs, adhere the background to the album page.

**Pictures** – It's now time to secure the pictures to the background. Place the pictures in a simple, pleasing arrangement.

**Journaling** – This can be the most difficult part. For beginners, less is better. Write a short statement about the picture; be sure to include the place, name of person(s) in the pictures, and if it's a special occasion. Also be sure to include the occasion date.

**Stickers/Diecuts** – These should just enhance your page, not become your page. Add them to bland areas of your page.

## Finding the Words

Journal writing is a part of scrapbooking but using a favorite quote or a poem is just fine too. Just remember to cite the author quoted. To locate the perfect quote or poem, check out these websites.

### *Poets Corner*

[www.theotherpages.org/poems](http://www.theotherpages.org/poems)

This site contains a collection of poems indexed by author and title. The collection is limited to poems that are past copyright or which the site has explicit permission to use.

### *Quoteland*

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

Quotes on this site are arranged by topic and author.

### *Quotes from Shakespeare*

Shakespeare's plays and sonnets are the most often quoted. These two websites provide a collection of quotes.

### *All Shakespeare*

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

### *Absolute Shakespeare*

<http://absoluteshakespeare.com>

## Finding the Time

To enhance your scrapbook, create a time capsule page. Include the newspaper headlines from the day as well as highlights from the year. Things you could include might be the consumer price index, top songs of the day, TV shows popular at the time, top toys, best selling books, and Academy Award winners.

Go to [www.dmarie.com](http://www.dmarie.com), and then click *Inspiration*, then *dMarie Time Capsule*.

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*TIP:* Only laser printers use archival ink. So if you don't have a laser printer, be sure to create a backup copy of your scrapbook on disc.

*The complete idiot's guide to Scrapbooking*  
by Wendy Smedley

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## Finding the Clipart

An assortment of clip art is available on the internet and in any word processing program, such as Microsoft Word. Stores and websites that sell computer software sell programs that contain clipart, as well. You can print the clipart in black and white and color in the images yourself. Sometimes you can open the clipart in a paint program or insert it into a Word document and print the image in color. Cropping and enlarging the image is also an option. Just make sure the image is printed on acid free paper and ink.

### Clip Art on the Web

*Librarians' Internet Index*  
[www.lii.org](http://www.lii.org)

Do a search using "clipart" as your search term.

***Old Fashioned ClipArt***  
<http://antiqueclipart.com/>

This site has a browsable, searchable collection of classic Victorian clipart and vintage black and white images.

***Kids Domain ClipArt***  
[www.kidsdomain.com/clip/](http://www.kidsdomain.com/clip/)

Designed for educational purposes, this site offers a large collection of holiday graphics and icons.

***Clip-Art Connection***  
[www.clipartconnection.com](http://www.clipartconnection.com)

This site has pages and pages of clipart of all kinds.

## **Online Scrapbooking**

Another way to preserve your memories is to save your photos on an online album. This is the newest way to display your pictures. To do this, you must have an email address. There is no charge involved.

### **Kodak**

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

You must have an email address to use this site. When you have your film developed at any Kodak film retailer, check the box on the envelope marked Picture Center. You will receive an I.D. number that can be used on the website to view your pictures online, crop them, organize them, order prints and email your pictures to others.

### **Fuji Film**

[www.fujifilm.net/login/index.asp](http://www.fujifilm.net/login/index.asp)

This site also requires that you have an email address. When you bring your film to a Fuji film retailer, you can have your photos put on disk. You can then load them onto your computer. On the site, you will find software that allows you to edit, crop, reduce redeye and add borders before emailing your images.

### **Other photo storage, sharing, and hosting sites**

These sites allow digital camera users to upload their pictures to a photo host. This has become extremely popular as an inexpensive and easy-to-use way of storing and sharing your photos. Some of these services are free and allow open viewing by anyone. Others have a fee and require a password to limit access to individuals you've shared the password with.

### **Snapfish**

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

### **Shutterfly**

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

### **Flickr**

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

### **NetVue**

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

### **Photobucket**

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

### **Myphotoalbum**

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

Instructions for uploading photos can be found on each site.



## ***Click!* & Learn Online Quilting**

### **Basic Tools for Quilting**

- Sewing machine
- Iron
- Universal sewing needles – size 12
- Rotary cutter & spare blades -45mm
- Self-healing cutting mat – 16” x 24”
- Acrylic ruler for rotary cutting – 3” x 24” or 6” x 24”, marked in 1/8” increments
- Sewing pins – glass heads
- Safety pins – 1” non-rusting

### **Suggested supplies**

- 100% cotton fabric, washed and pressed. Color and yardage determined by intended project.
- Quilt batting – polyester or cotton. Use the batting recommended in project directions.
- Good quality 100% cotton or poly-wrapped cotton thread – size 50. white or light gray for dark fabrics.
- Heavy duty spray starch. Keeps fabrics from stretching and makes it easier to work with.

### **Quilting Web Sites**

- [\*\*\*www.lii.org\*\*\*](http://www.lii.org)
- [\*\*\*www.quilt.com\*\*\*](http://www.quilt.com)
- [\*\*\*www.beaconfabric.com\*\*\*](http://www.beaconfabric.com)
- [\*\*\*www.quiltersbee.com\*\*\*](http://www.quiltersbee.com)
- [\*\*\*quilting.about.com\*\*\*](http://quilting.about.com)

### **Downloading Patterns from the Web**

- [\*\*\*http://mccalls.com/mccalls\*\*\*](http://mccalls.com/mccalls)