

CHAPTER 3

Learning on the Web

by Denise Jacobs

Just because you use a tool every day doesn't necessarily mean that you are using it well—especially if you've never learned what using it well means. This is certainly true with computers, as there are countless people who use computers daily but only to the degree of their limited knowledge. The same can be said for the Web, as many—even the generations who became familiar with computers before they were familiar with books—probably don't use the Web and the vast numbers of useful tools contained therein to their fullest extent.

This chapter aims to provide a guide to using the Web better in order to more efficiently find the answers to your own questions, locate new sources of information and retain said new information. Further, we will look at good reasons and venues for getting help, knowing how to participate online, making and maintaining connections, organizing the information found, organizing yourself and expanding your learning through working with others.

About learning

My guess is that if you have started down the path to becoming a web professional, then you are no stranger to learning. However, there is taking in information, and then there is *learning*. What's the difference? I see learning as an enjoyable process, where you actively seek the information that you need, find great sources, and easily incorporate the new knowledge into your current reserve of information, where it has staying power. Unfortunately, so much of what is passed off as learning—such as cramming information that doesn't interest us into our heads to be able to pass a test or engaging in academic activities that don't truly interest us and make us want to acquire more knowledge—doesn't fit that profile.

In my opinion, real learning is pleasurable, and at the core of true learning is following and feeding your natural curiosity and being hungry for more. Being passionate and deeply interested in the subjects where you increase your knowledge will not only give you the capacity to learn more about them, but to have a great time while doing so.

Know your learning style

Knowing how you learn best ensures that you will be able to retain and easily access whatever information you attain—while also enjoying the process. Embarking on an endeavor such as acquiring new skills for a new profession or hobby takes initiative, and is made a lot easier if you know how gather the information for yourself so that you can best absorb it.

Let's take a look at the most basic learning styles, and see which one(s) sounds most like you.

Visual and written learners

Do you find yourself wanting to sit at the very front of the room so you don't miss anything? Do you get a lot from printed text, diagrams, and handouts? Do you tend to think in pictures? Congratulations, you are a visual learner.

Chances are that you remember what things look like and potentially where they are located on the page. You probably also like to take detailed notes, make annotations and write your ideas out to clarify them.

So how do you make this learning style work for you? Here are some suggestions:

- Visualize information that you hear into representative pictures or text.
- Sketch out your ideas as pictures or diagrams.
- Take copious notes and use color to highlight points.
- Read and study in a place with no sound distractions.

Auditory learners

Do you remember what has been said to you, often verbatim? Are you less concerned with where you sit in a classroom, as long as you can hear what is being said? Do you process your thoughts by talking them through, and gain a lot of understanding from discussions? If that sounds like you, then you are an auditory learner.

You probably don't get as much from written text unless it's read to you, and probably love books on tape. You may also be musically inclined and have a good ear for tone, pitch, and key.

So how do you make this learning style work for you? Here are some suggestions:

- Take an active part in discussions and organize opportunities for talking about the subject.
- Record classes or get audio or video recordings of lectures.
- Read text aloud so that you can hear it.
- Express your ideas verbally and accentuate with stories and analogies.

Kinesthetic learners

Do you find it hard to sit still for very long? When in a classroom, are you wishing that everyone would stop reading and talking about subjects and actually *do* something? Do you get easily distracted by movement and gesture while you talk? These qualities mean that you are a kinesthetic learner who learns best through doing, movement and touch.

You may be prone to tapping a foot while sitting down and to being physically active. If someone shows you how to do something once, you have no problem repeating it, and then probably improving upon it.

So how do you make this learning style work best for you?

- Skim through readings once before reading them again in detail.
- Read or study standing up, while doing something physical (like on an exercise machine), or while chewing gum.
- Do something with your hands while learning (like sculpt something, fold paper, etc.).
- Take study breaks where you move around.

Once you know how you learn best, you will have a better idea of the types of sources that you will get the most value out of when looking for information on the Web. However, your learning style is not the only thing that determines how well you take in information. Our brains are naturally wired to learn better when we are engaged, relaxed, when more of our senses are stimulated, and when we follow our natural urge to explore.

Finding the answer

So, now you have something that you want to know more about and you are on the quest for knowledge. Let's take a look at some of the ways you can more easily find the information that you seek.

Effective web searching

I'm sure you have used Google thousands of times at this point, but are you getting the results that you want quickly? Here are some tips on how to effectively search the Web for the answers you seek.

Types of searches

The most common searches use keywords and phrases. However, you can get even more specific results by incorporating search operators or even targeting specific sites. Let's take a look at each of these.

Keywords, keywords, keywords

Keywords are the cornerstone of web searching. Making sure that you devise the best combination of them can make a huge difference, like the difference between trying to hit a target with buckshot or with a laser.

In order to achieve more laser-like precision with your keywords, here are some tips from Google itself:

- Every word matters, so it is best to keep it simple.
- Use the words that will probably be used on the pages you seek.
- Use descriptive words, and as few as possible.

Phrases

Sometimes you are looking for a group of words together. To limit your search results, it is helpful to create a phrase (also known as a string) of the words you are looking for. A phrase is a series of word enclosed in quotes, and the search engine will generate results of the phrase with the words in the exact order given. For example, if you are looking specifically for pages with the phrase *web design resources*, then your search phrase would be “web design resources,” and the results would be pages with only that full phrase in the content.

Hello? Operator?

To further limit your search results, it also helps to use operators that will give your search certain helpful parameters.

- Terms exactly the way you state them: **+**. Use the plus (+) sign directly in front of a word when you want that exact term to be used as the search parameter and not that word plus synonyms. Example: **+css ie hacks**.
- Exclude terms: **-**. Use the minus sign (-) to exclude some terms from the search results. Example: **web conference -california**.
- Wildcard/Fill in the blank: *****. Use an asterisk (*) to find your term plus any other term that is associated with it. Example: **illustrator tutorial ***.
- Either one term or the other: **OR**. Using **OR** is for finding results for one of your terms or the other one. Example: **web design OR webdesign**.

Site-specific

Do you already know the site that the content is on, but just don't know how to find it? Then you can specify this in your search parameters as well, by putting the search terms and then specifying **site:** in front of the name of the site you want to limit your search to. For example, to find articles with the words *design trends* on *smashingmagazine.com*, you would enter: **design trends site:smashingmagazine.com** as your search phrase.

Culling through your results

Once you generate some promising links, here are some recommendations for choosing which ones to follow:

1. **Read the short description:** This will be text taken directly from the page, and will give you an idea whether the content will be relevant.
2. **Check the URL of the page:** Looking at the page URL before you even see the page will give you a lot of information about the source website. You can do a cursory glance to see if it is from a recognizable or authoritative-sounding source, and save yourself from going to a site that doesn't provide the information you seek.
3. **Check the “cached” version of the page:** The description looks good, the URL seems legitimate, but you want to cut to the chase. With the cached page, you can easily scan for your keywords, which will be highlighted in different colors. It is a great way to find out quickly if the page is worth reading in earnest.

OK, so you have decided to follow a link and you are on the page. Here are some ways to check that the content will be valuable to you:

1. **Check the author and her or his credentials:** If the article has a section about the author, read it and see if his or her background lends them authority. If the site is by a single author, read the about page if there is one for the same reason.
2. **Check the date of the content:** Sometimes you go to an article that looks great, but then you find that it was written ten years ago. Sometimes information is ageless, but when you are looking to have the most current, you may want to dismiss older sources. Beware of content that has no date at all, for you have no idea of how relevant or current it is.
3. **Don't be shallow:** While it is important to check the date of the content, don't completely dismiss pages that may be poorly designed, don't have the latest graphics, or lack the most current look-and-feel. The content may still be relevant and well worth reading.

Types of sources

The type of source that will be the best for you will depend on what information you are looking for and, again, how you best assimilate information. Almost everything on the Web counts as a legitimate information source as long as you document its origin: articles, pdfs, slideshows, videos, podcasts and images. So, if you are visual learner, articles will be fine for you, whereas if you are more auditory, then a podcast or recorded book might be better. If you are more kinesthetic, then watching a video or a screencast tutorial might be the best way for you to absorb the information.

Tip: <http://Easybib.com> is a great online tool for citing sources.



Taking notes

All of the resources in the world won't do you much good if you don't make a note of what parts of them are actually useful for you. In the time-honored spirit of learning, taking notes is critical to being able to access and utilize all of the information that you gather. Let's take a look at some of the ways you can organize and save important pieces of information for future use.

Saving to “the cloud”

I'm sure you have heard the term **the cloud** when it comes to the Web. In this instance I am using *the cloud* to refer to information stored on web servers (not your computer's hard drive) and accessed through web browsers and various devices, making it virtually infinitely scalable (**Figure 3.1**).

Saving to the cloud is very powerful as it frees you from being tied to a single machine to access your content, whatever it may be. Any

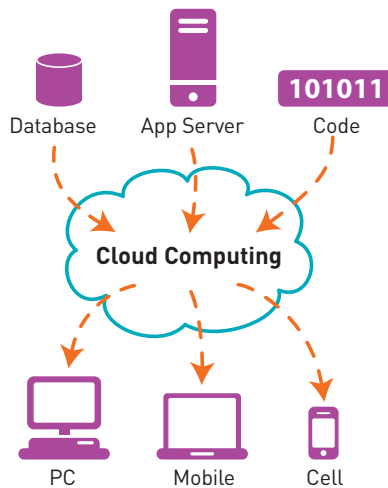


Figure 3.1: All of the components of “the cloud.” Courtesy of Boston Interactive at <http://www.bostoninteractive.com>.

device that can access the Internet can give you access to the information that you have saved and, correspondingly, the ability to alter and add to that information. You can see how powerful that can be for managing and annotating your information.

Blogs

A blog is a great way to take notes, to save references to further resources, categorize the information and have it all accessible to you no matter where you are, and can be device-independent as well. Because blogs are so easy to set up and have so many features that help you organize your posts, they are a natural option for note-taking and saving information in a reliable location that is not the hard drive of your computer.

Wordpress, Blogger and TypePad are all great, free online blogging platforms.



Tip: <http://www.scribfire.com/> is a great Firefox plug-in that enables you to make quick updates to your blog without having to log in.

Bookmarking sites

Bookmarking sites is a great way to access and manage your bookmarks without being tied to your computer. Some even have browser extensions that allow you to save to the bookmarking site at the same time you save to your browser's bookmarks on your computer.

Many of the sites that manage bookmarking are in fact social bookmarking sites intended to build community and common interests around bookmarked pages. With the rise of microblogging sites that also have a social bookmarking component like Twitter and Facebook, this feature of these sites is dropping in popularity. However, they are still great for what they do best: saving and tagging bookmarks for later use. With many of these sites, you can also set up a feed that will post your saved bookmarks to your other social media accounts.

The top bookmarking sites are <http://Delicious.com> and <http://Gnolia.com> (formerly Ma.gnolia).

Online notebooks

In addition to blogging to save your notes, you could also use an online notebook. Online notebooks work much the way sticky notes and scraps of paper work in the physical world: you can save and organize snippets of information of whatever length for later use. However, with online notebooks, you can save notes in multiple formats: text, screenshots, snippets of web pages and even photos from your cell phone. Once your notes are in the app, you can search for them by keywords, titles, and tags. How cool is that?

Some of the most popular online notebooks with the technorati are Evernote (which has the advantage of having web, desktop and mobile phone apps that can all be synced), Google Notebook, <http://google.com/notebook> (however, Google has ceased its development of the Notebook code), and Zoho, <http://notebook.zoho.com>.

You can often connect these tools to other online apps to import the information. For example, Evernote, <http://evernote.com>, can import bookmarked pages from Delicious.

Analog notes—the old-fashioned way

There are countless resources for taking notes, so I don't think it is necessary to rehash them here. What I do want to talk about is ways of capturing your thoughts so that they are easily accessible and usable for you in the future.

Hand-written notes

There is a vast variety of items to write your ideas in and on. The trick is in finding the one that fits you. While many designers are devotees of Moleskine notebooks, some folks like artist sketchbooks, some like lined notebook paper and others like graph paper. If you are eco-conscious, you could repurpose the blank backs of photocopied paper and use them for notes.

Organizing information is also a question of personal style. Notes usually comprise one or all of these techniques mixed together: outlining, using keywords and shorthand, capturing the main concepts, highlighting and underlining the key ideas. Mind-mapping—a visual and conceptual

Taking notes

method of collecting ones thoughts—marries images and words to convey rich meaning and immediate impact (**Figure 3.2**):

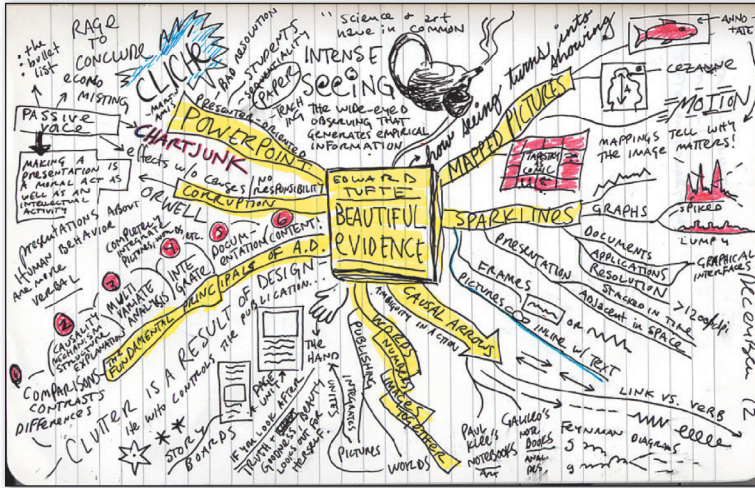


Figure 3.2: A great example of mind-mapping from Austin Kleon at <http://www.AustinKleon.com>

Another version of taking notes with strong visual impact is to do so with both words and pictures, also called “note-sketching” (**Figure 3.3**).

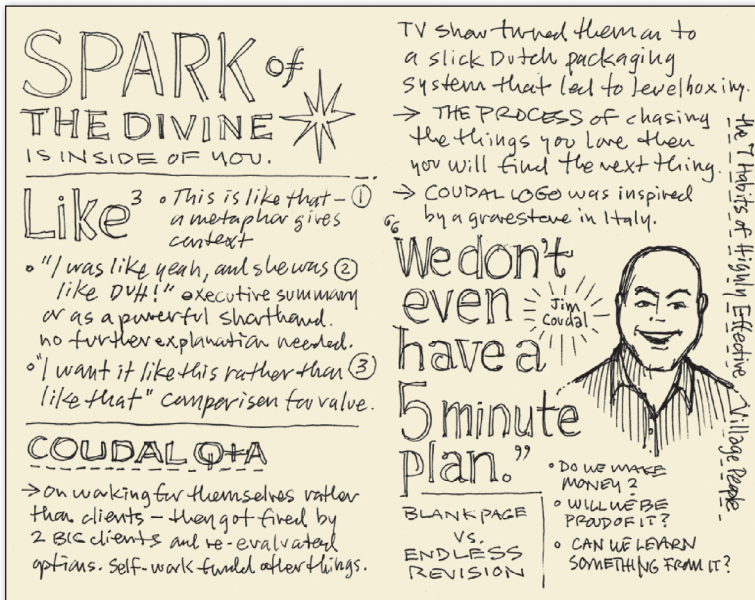


Figure 3.3: Mike Rohde of <http://www.Rohdesign.com> creates clear and inspiring sketch notes.

You don't have to put a lot of time and effort into your notes to make them beautiful—that's not the point. The goal is to accurately put down and mentally catalogue the information that you want to absorb in a format that will enable you to easily access it again when you need it.

Text documents

Maybe you would rather have your notes in electronic text form and want to have a copy on your hard drive as well. There is no shame in using a simple text editor, Word, or any other word processing application to save and manage your notes. If you want to be sure you can access them later from the Web, you can save them on Google docs (or any other document saving repository) for later use.

Staying up to date

Resources and information on the Web are generated in dizzying quantities that increase exponentially every moment. How can you stay up to date with all the new, relevant information being produced? Keep this in mind: you can't keep up with everything—it just isn't possible or necessary. To manage the amount of information you take in, choose the 3-5 most important areas and then only take in information related to those, at least for a while. RSS feeds, podcasts and email subscriptions are all great tools to enable you to keep up with information from your favorite sites.

RSS feeds

As you may be well aware, RSS stands for Really Simple Syndication, and is one of the best tools for keeping track of the new articles being posted on your favorite websites and blogs. While a lot of people know what RSS is, they don't capitalize upon its usefulness as a way to keep up with information.

If you already have a Google account, then the Google Reader is a natural option for you as your RSS feed reader. If you are not married to Google, then some alternatives are <http://Bloglines.com> and the Live Bookmarks Firefox extension.

Podcasts

If you are an auditory learner, then podcasts are the ideal means for you to get new information and to have it really stick with you. There are several ways to access podcasts, which are actually RSS-based. The most common way is to get them through iTunes. You can also access podcasts through podcast clients like gPodder, <http://gpodder.org/>.

There are podcasts on every subject. If you are a kinesthetic learner, then podcasts are great because you can listen to them while engaging in an activity like exercising at the gym.

Email subscriptions

Most websites have an area where you can submit your email address to get on their list to receive newsletters and updates via email. If you are more email-oriented and don't feel glutted by your current email load, this may be a good method for you, as the updates will be delivered right into your inbox.

One issue with email subscriptions is that they are less reliable than RSS notification, as they rely upon the author of the site to take the initiative to put together and send out the newsletter. Another issue is the opposite: sometimes a website author is way too prolific, and your email updates end up feeling instead like a constant barrage of spammy marketing.

Staying on task

Learning new skills is not just about acquiring information, but also about putting it to use. As your knowledge grows, several things happen: while you start to gain mastery over some subjects, you also see the areas in which you need to gain further material and know-how. How do you keep track of the moving parts of everything that you have on your "To Do" list to learn in order to advance to the next steps?

Have no fear. Instituting a system of prioritizing and ways of managing your tasks can greatly facilitate the process.

Productivity systems

Most of us can manage to accomplish tasks fairly successfully. However, you may have fallen prey to times when old habits of procrastination or paralysis from not knowing the next step prevented you from reaching your ultimate goals. When you have a lot that you are working towards achieving either within a given period of time or long-term, putting a productivity system in place (that you actually practice) will help you to reach your goals.

It may surprise you, but productivity is a skill—a mix of approaches and habits for dealing with time, attention and tasks. Like any skill, productivity needs to be learned, developed and honed in order to be performed well.

Productivity systems are useful as a way to learn and instill new habits and break old tendencies that thwart productivity. There are many productivity systems out there, but some of the ones that people in the web community swear by are as follows:

- Getting Things Done (usually referred to in the abbreviated form GTD)
http://en.wikipedia.org/wiki/Getting_Things_Done
- 43Folders
<http://www.43folders.com/>
- Zen to Done, a simplified version of GTD
<http://zenhabits.net/2007/04/zen-to-done-ztd-the-ultimate-simple-productivity-system/>

In the absence of a set productivity system, here are some tips for increasing your productivity:

- Know your working habits.
- Know your natural cycles.
- Understand the basics of how most productivity systems work and make an effort to incorporate some of those habits into your life.
- Most of the systems have a process that resembles these steps: Dump everything in your head, organize your ideas, break ideas down into actions with action verbs, prioritize actions, make realistic lists of the actions, executive the lists but stay flexible to the unexpected.
- Aim for simplicity.

Task managers and calendars

Once you have decided on your system, you need a way to keep track of your tasks. Much like the option of saving any notes you take to the cloud or staying with writing them down on paper, you have the option of using an online task manager or keeping track of them in a written format.

<http://Mashable.com> has an excellent (if not a little overwhelming) list of some of the best task managers available online to help you get things done. The link is listed in the Chapter 3 Recommended readings at <http://interactwithwebstandards.com>. Some popular applications include Things (Mac only), Google Tasks, and Remember the Milk, but there are many, many others that you may find more useful.

Where the first part of productivity is about learning new habits to be better able to manage your tasks, another part is about better managing your time. You can best get a handle on accurately controlling the slots of time in your days with a good calendar. Google Calendar is one of the best, and most easily accessible options. You can even customize it and share with others. As with everything, some people—even web folk—prefer a printed calendar or days and times written in their notebooks as their low-tech calendar.

Finding the answers from other people

It is easy to feel that you are an island, working away towards your goal of becoming a web professional or at least gaining a certain level of proficiency. But of course, you are not alone; you are virtually a click away from untold numbers of people. This is where your learning moves from solo to being community-based.

Crowd-sourcing

Web searches aren't the only way to find information. Crowd-sourcing is a research method that has gained popularity due to its speed and effectiveness. Crowd-sourcing is harnessing the knowledge of a large community of people to generate ideas, problem-solve and create solutions.

The rise of crowd-sourcing has been concurrent with the boom of social media. Indeed, there is practically no better way to access untold numbers of people who share similar interests. The main channels of crowd-sourcing are anyplace there is a critical mass of people reading the information and able to interact with you, such as through social media channels like Twitter and Facebook, blogs, forums, wikis, and mailing lists.

How do you do it? Start by simply asking for answers, resources, opinions, or the sharing of experience. You can provide incentives, but usually people will respond without them. If you've ever asked a question on Twitter and received a number of responses within minutes or have written a blog post with a question and had it answered, then you have experienced crowd-sourcing.

When crowd-sourcing remember this: the answer is only as good as the source. The more people who respond to your request, the better, because then, either you will be able to sift through the responses to find those that are the most appropriate for the situation, or the crowd will vet the responses and give you the best solution.

Providing answers

Being active on the Web is not just about what information you can glean from it and get from other people. In order to be a healthy part of the web ecosystem, it is important to attempt to replenish the Web with as much assistance and resources as you have taken.

Be a good online citizen

There is such a thing as web “karma”—what you say and do (or don't do) can have much farther-reaching ramifications than you know, and will mostly likely come back to you in some way, shape or form. Therefore, it is a good idea to remember several key points about being an active citizen on the Web:

- What happens on the Web, stays on the Web—indefinitely (or a close approximation thereof). Comments that you make on a blog, forum, wiki, and now, Twitter, Facebook and other social network sites are public, searchable and archived.

- Despite what seems to be the incredible vastness of the Web, much like the person-to-person world, once you start frequenting certain places based on common interests, it is in fact a very small world. Thus, you can't truly be anonymous. In certain communities, people know each other, and once you join in and make yourself visible, they will start to know you too. Hopefully, you will endeavor to be seen in a positive light.
- Also similar to the offline world, on the Web you have a visible identity that is based upon your words and actions, and increasingly, your web identity even supplants your in-person identity, as the Web may be someone's first introduction to you—without you even knowing. This is important to be aware of before you start making off-color or negative comments on a blog or website (if not done anonymously). Any of these could easily come up in a search for your name.



Resource // Building and managing your web identity

I'm sure you have gotten the message by now: you have a web identity and it grows and expands with your activity on the Web. To start the process of building your "brand," it is helpful to have an idea of what you want to be known for and then to start making contributions that support it.

For example, if you want to be known for your Illustrator expertise, then many of your blog posts should be about Illustrator tips and techniques, your social media posts can offer Illustrator resources, you can write Illustrator tutorials for websites, and participate on forums and lists about design and creating vectors.

Use good web etiquette

Anytime you deal with people, there are always going to be some guidelines for how the interaction should go, and on the Web it is no different. What are some of the hallmarks of playing well with others on the Web? Here are some good pieces of netiquette advice to keep in mind:

- Spend some time observing before you jump in.
- When you do offer something, know what you are talking about and make sense when talking about it.
- Share your knowledge and expertise openly.
- Link to supplemental information.
- Give credit to the sources of your information—ideas, stories, images.
- Leave insightful and helpful comments, and read over your wording to make sure the message is clear.



Tip: When making comments, especially ones that are less than favorable, while telling the truth, be sure to temper the tone of your message. Being rude or unnecessarily harsh doesn't do anyone any good—and it ends up reflecting poorly on you. Think of how you would feel if that same comment was made to you.

- Limit gratuitous self-promotion and ceaseless self-chatter. People are overwhelmed by information and don't care about what you are doing every second of the day.
- Be forgiving of others' mistakes.

Give back

Now that you have some of the rules of the road for behaving well online, it's time to infuse the Web with your own contributions. Let's look at some of the ways you can do so.

Through blog comments

Adding a comment to a blog post is a great way to do several things simultaneously: to give back by providing additional information and resources, to increase your visibility and people's awareness of who you are and what you know, and finally to direct people to your own website and potentially having the opportunity of both giving back and growing your online persona. While "me too" comments are harmless, they won't really advance your reputation as much as a thoughtful, information-rich response would. Instead, practice good netiquette and observe before you jump in by reading the other comments, share your information and make sense while doing it, and finally, offer relevant information and link to it.

Through forums and lists

Differently from blog posts, on forums and lists people are actively asking for answers and sharing resources. Similar to blog posts, these venues are both great opportunities for you to solve problems, offer solutions, and share your expertise, knowledge and resources—and positively build your reputation while doing so.

Through social media

You probably already have a number of social media accounts such as Twitter and Facebook, but how many of your messages have to do with providing content that will be helpful for other people?

One of the biggest recommendations that social media professionals give to those starting out is to “lend value.” What does that mean? That means that while posts about your cats may be amusing for some of your followers, for most of your followers they are just more pieces of the unending useless chatter that constitutes their social media stream. In order for your stream to be valued, provide posts that are informative and useful for your followers. Resources, tips and links to articles are all great ways to lend value.

Through your own blog or website

Through your own website, you can control one hundred percent of what information you present to the world, follow your inspirations to create content, and share your expertise as it grows.

Collaborating

Opportunities for learning and growing your skills increase dramatically when you work with other people. Working in a collaborative environment with an active exchange of ideas has been shown to enhance critical thinking and promote higher levels of performance and better retention of information. In addition, working with other people can be great fun and create an environment in which you can explore and develop your learning, work and communication styles.

Learning and inspiration

Ironically, some of the most important learning that you will do won't be from actively pursuing knowledge, but rather from the downtime in-between reading, studying and practicing new skills. As mentioned before, the mind takes in information best when it is relaxed. Given that, it is really important to schedule breaks for yourself and have moments where it may not look like you are doing much on the exterior.

This is the time when your brain is busy making connections between all of the things you have recently assimilated, and starts firing new flashes of insight for future ideas.

Your mind also takes in information best when you are inspired, so make it a regular practice to seek inspiration. Be open and aware of all of the sources of inspiration around you, whether it is visual design, music, food, topics of conversation, comedy routines, movies, fabrics, or other people. Inspiration can come at any time and in any form, so the best thing is to be ready to capture it when it shows up.

Another, more structured method of generating inspiration is to create a “swipe” file. Swipe files have been used in the copywriting industry for years, where the practice is to save clever pieces of copy, great headlines and powerful phrases to use later as sources of ideas. You can do the same, but of course, you aren’t limited to copy—anything that you can save that captures and stimulates your imagination is worthy of going into your swipe file.

One of the online note-taking programs would be a perfect tool for storing your swipe file: screenshots, pictures, pieces of text, scanned sketches, etc. Later on, when you base a design on an item from your swipe file, you will probably be very happy that you saved all of those items that inspired you at one time.

Summary

Much like anything, learning effectively on the Web requires a skill set that goes beyond constructing a solid keyword search in Google (although that is a great start). Knowing your learning style lays the foundation for not only the types of information that you should seek out, but also for how you capture and record it for future use.

There are myriad wonderful online tools for note-taking, bookmarking, keeping up with information and organizing tasks and time. Which you choose depends on how well they fit the way you think and your work style.

Being on the Web is about being part of a larger community that stretches throughout the world. Take advantage of the huge resource that is the people on the Web by connecting with them as your peers, mentors, and reflections of your future self. However, remember as well to give something of yourself—be it advice, techniques, or a website of your own.

Finally, actively feed your brain with inspiration away from the Web. Give yourself the opportunity to take magical pieces of the world around you and weave them into your own unique vision.



Resource // Recommended readings

The following recommended readings for this chapter can be found at <http://interactwithwebstandards.com>.

- 25 Free Online Resources and Web Apps for Lifelong Learners
<http://www.missiontolearn.com/2009/06/lifelong-learner-free-resources/>
- GoogleGuide's Advanced Search Operators
http://www.googleguide.com/advanced_operators.html
- Netiquette Home Page
<http://www.albion.com/netiquette/>
- What happens on the Internet, stays on the Internet. Forever.
http://www.isound.com/artist_blog/what_happens_on_the_internet_stays_on_the_int

Online Notebooks

- 17 Noteworthy Alternatives to Google Notebook
<http://mashable.com/2009/01/25/notetaking-alternatives/>
- Comparison of notetaking software
http://en.wikipedia.org/wiki/Comparison_of_notetaking_software
- Instapaper: A simple tool to save web pages for reading later
<http://www.instapaper.com/>
- VizThink: visual thinkers practicing visual communication
<http://vizthink.com/>

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Resource // Recommended readings

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Getting Things Done and Task Managers

- GTD Toolbox: 100+ Resources for Getting Things Done
<http://mashable.com/2009/01/29/getting-things-done/>
- To-Do Lists: 12 Online Tools for Organizing Your Tasks
<http://www.sitepoint.com/blogs/2009/08/06/online-to-do-list-tools/>
- 15 Free Tools for Web-based Collaboration
<http://sixrevisions.com/tools/15-free-tools-for-web-based-collaboration/>
- Inspiration on Demand: Create a Swipe File
<http://writetodone.com/2008/11/17/inspiration-on-demand-create-a-swipe-file/>



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