

Reading Techniques That Work

❖ Reading Web Pages

Although there is an infinite number of web page layouts, they all have some elements in common. These are the main content, ads on the side, above or below, some sort of a navigation bar and a search function. By identifying the main parts you can quickly find the information that you are looking for.

Here are some tips for navigating a web page efficiently:

- ✓ **Make sure that you locate the main content:** It is usually the most important part of the page but on some pages you may have to scroll down or sideways to find it.
- ✓ **Check that you are on the web page that you are looking for:** If you do not see any information that seems relevant, use the navigation bar or search box to find the relevant page. If not, use a search engine to find other websites.
- ✓ **Do not read everything:** Skim the page to find what you are interested in. Use the speed reading techniques to read faster.
- ✓ **Utilize headings to skim the page:** Most articles have a heading at the beginning of each section. If the heading is not relevant, scroll down to the next heading.
- ✓ If you know exactly what you are looking for, hold down Ctrl+F (or Cmd + F on a Mac) to open the Find toolbar where you can type the word or phrase that you are looking for.