Internet Basics

What is the Internet? A global network of computers that communicate through phone and satellites to host services such as email, chat, newsgroups and the World Wide Web. The internet is a network of networks that uses many different protocols.

What is the World Wide Web? WWW is a collection of interlinked electronic documents stored on computer servers and accessed via the Internet using the http protocol. With a web browser, a user views web pages with text plus multimedia and navigates pages using hyperlinks.

What is a Web browser? A web browser is a software program used to access the World Wide Web and display web pages. Two popular browsers are described below. Internet Explorer is pre-installed on all Windows-based computers. Firefox offers a much smaller file and excellent spyware. Both browsers can be installed on your computer to work with a Google or Yahoo toolbar.

Microsoft Internet Explorer (9 latest version) Download click below
http://windows.microsoft.com/en-US/internet-explorer/download-ie

Mozilla Firefox (17 latest version) http://www.mozilla.com/en-US/firefox/

To use a browser, you must accept an online agreement, and pay a monthly fee to a service provider that connects you to the Internet

What is an Internet Service Provider (ISP)? ISPs connect computer users to their network through options including telephone dial-up, DSL, broadband wireless access, cable modem, and ethernet. ISP examples: AOL, MSN, Optimum Online.

What equipment do I need for Internet Access? A computer, an Internet Service Provider, installed web browser software, and a communication device to access the network (router, modem, phone line, DSL, cable)
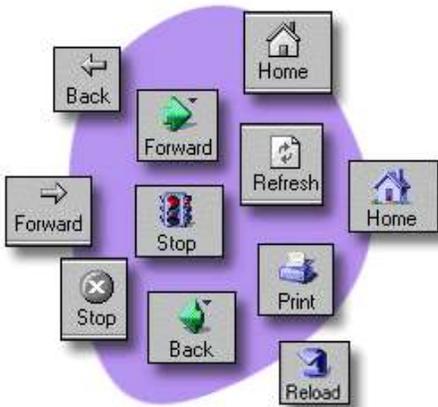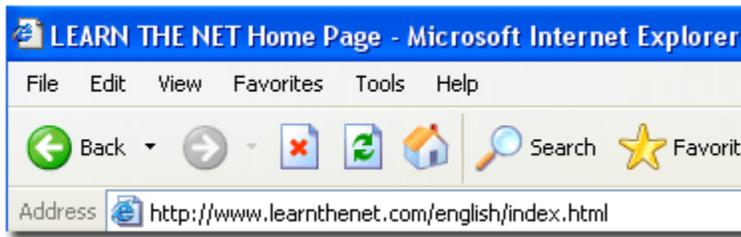
What is a Website? It's one or more web pages that relate to a common theme, such as a person, business, organization, or a subject, such as sports. The first page is called the "Home Page", which acts like an index, indicating the content on the site. From the home page, you can click hyperlinks to access other web pages.
Every website has a unique address or URL (Uniform Resource Locator).

How do I get to the World Wide Web?

Look for your browser icon on the computer desktop screen or in your quick launch menu on the left. Go to Start, Open up Programs, and click on your browser choice (Internet Explorer example on left)

Information courtesy of BCCLS Tech Com   1

How do I navigate on the Web? At the top of your screen is a Browser Toolbar with buttons. This is the primary way to navigate back and forth between pages, as well as refreshing and stopping the loading of pages.

Back - Takes you back to the previous document.

Forward - Moves you to the next document (only works after back has been used).

Stop - Stops a transfer of information from another computer.

Refresh - Reloads the current page. Helpful to ensure that you have the most current content and if part of a page does not load.

Home - Preset to take you to a "starting point". At the library clicking on Home will take you to the Library's homepage, at your home it will go to wherever your Internet Service Provider has set it.

Search - Heads to Search Page where you can use Search Engines to look for information.

The "**Address Bar**" is where you type in a website address **Go button** takes you to the web address you typed in the Address Bar.

Once Internet Explorer is open and running, you can visit any site you wish by clicking in the address bar and typing in the URL of the site you wish to visit (for example, you'd type http://www.google.com as the URL for the search engine Google

How do I Bookmark a Favorite Website? In Internet Explorer, while visiting a web page, click on "Favorites".
In the dropdown menu, click on "Add to Favorites". Then click "OK".
The web page title will be added to the list of your "Favorites".

Next time you want to visit the web page, click on Favorites, look for the web page title, then click on that title.
The web page will appear on your screen.
You can Rename Favorites and Organize them into separate Folders.

What's a Link? Web pages contain "links," which when clicked, bring you either to a different portion of the site, a file to view, or to a different site all together.

- http://bccls.org A link can be text   or an image
- Links are often noted by blue text or an underline http://www.aarp.org/
- When your cursor changes to a hand (🖐), you are on a link. Look at the bottom left corner of your screen, and you will see the URL (Web address) of the link
- A text link will change color if the cursor is placed over it.

Lodi Library Homepage

How Can I View a Web Page? Scroll down a web page by using the vertical scroll bar on the screen's right side.
Look for a horizontal scroll bar on the page bottom to see left and right sides of the page.

Long web pages have a "**return to top**" or "**top**" link or button.

What type of Website Domain is it? Not all web addresses (URLs) end in ".com"
- **.com** or .net for business websites (Walmart, Sears)
- .**edu** for colleges/universities (Rutgers, NYU)
- **.gov** for government sites at federal, state, local levels
- **.org** for non-profit organizations (libraries, 501k agencies)
- **international** sites end with a country abbreviation **.uk** (Britain) **.ca** (Canada)

    IT MAKES A DIFFERENCE!   www.yale.edu   vs.   www.yale.com
    www.whitehouse.gov   vs.   www.whitehouse.org

Do all Websites offer free access?

No. Some websites (newspapers,databases) charge a subscription fee to gain access.

You will need to enter a password to access these sites.

Other sites require you to fill out a registration form to gain full, free access

What are the some popular Websites?

General web search http://www.google.com   Directions http://www.mapquest.com

Tax information   http://www.irs.gov   Selling   http://www.ebay.com

Shopping   http://www.amazon.com   NJ Govt   http://www.state.nj.us/

Health information   http://www.nlm.nih.gov/medlineplus/

Travel   http://www.fodors.com

Encyclopedia   http://www.wikipedia.org

How do I Print a Web Page?

1) Click on the link to a "printer-friendly" or "printable version".

2) Open "File" menu on the top toolbar

3) "Print Preview" the page --webpages sometimes print in pieces or frames

4) Print page as you would any document

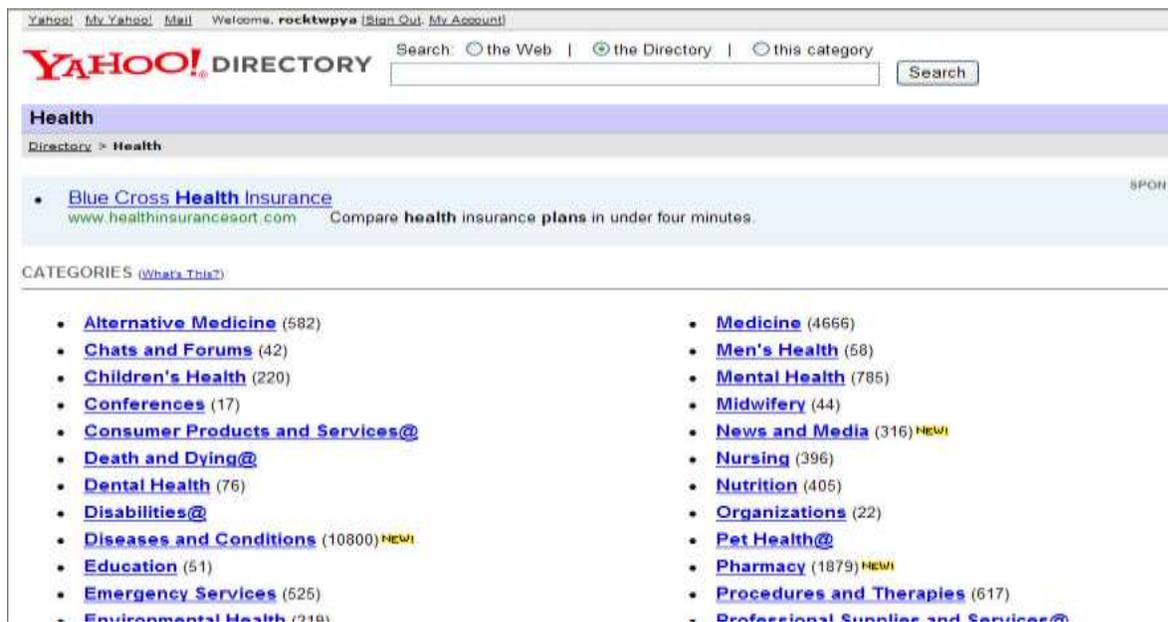TIP If trouble printing: Copy and paste the page into a Word document. Save it and print

How do I Search the Web? To find information on the internet, you can use Search Engines and Directories.

The most popular **Search Engine** is Google.
You can search by typing keywords or phrases in the white Search Box.
They search all the contents of a website. Databases are maintained by robotic programs. Other search engines are www.hotbot.com, www.altavista.com

Search engines rank results in order of relevancy (how often your search term appears in the document) You wade through a lot of irrelevant documents.

Directories like Yahoo! are databases compiled by humans and arranged into categories like a card catalog. www.yahoo.com
Directories emphasize quality and human editors evaluate sites.
The Results screen will be a list of URL's or Categories
Yahoo! Now offers 2 ways to search: Directory or a Search Engine option

What are Metasearch Engines? If you have a tough, obscure topic, you can simultaneously look for results in multiple search engines by using a metasearch engine, such as the ones below

Dogpile www.dogpile.com   Clusty (was Vivisimo) http://clusty.com
IX Quick www.ixquick.com   Mamma www.mamma.com

TIP-- Try your keywords on 2-3 search tools, since each may yield different results.

Why can't I find the information I want? Identifying the correct keywords to use, in the right combination and order makes web searching a trial and error process

Basic Search Tips

  ➢ Begin the search by entering a specific keyword or short phrase

  ➢ Check the results for relevance and number of items found

  ➢ Search engines may respond with revised spellings or suggest other keywords

  ➢ The order in which keywords are typed can make a difference

  ➢ If your keywords aren't working, browse some top 10 web results for hints on other keywords to use OR

  ➢ try the search on the library catalog and note "subject and genre terms" listed

  Advanced Search Tips

  ➢   To search a phrase (rock and roll), enter it in quotes "   "

  ➢ Refine your results by specifying "all of the words", "exact words", document format, publication date and more

  ➢ You can use Boolean terms AND, NOT, OR to spell out the relationships between words in your keyword phrase

How can I tell if a Website has Reliable Information? Just because a document, article or blog appears online doesn't mean it contains accurate or current information.

Guidelines to consider in evaluating a site--

  ➢ Who is the author?

  ➢ Is there a way to contact the writer (a phone number, mailing address or e-mail address)? Information presented anonymously should arouse suspicion.

  ➢ Who is the publisher?

  ➢ How current is the information?

  ➢ Are there references to other sources?

  ➢ Is the domain name for a commercial vs. non-profit site

Internet Safety Basics

1) Never disclose your full identity (i.e., full name, address, etc.) to an unknown person on the Internet: this includes e-mail, chat rooms, instant messages, and guest books.

2) Never assume that the other person is telling you the truth.

3) **Guard your social security number , bank account number and pin with your life online-** if this info falls in criminal hands, it could lead to Identity theft.

3) Before dealing with an online merchant, check their reviews
   www.bizrate.com,   www.epinions.com,   www.amazon.com
The retailer's "**Contact Us**" page should list address, phone, fax, email information.

4) **Confirm you are on a SECURE SERVER** before you give your credit card number or bank account number to an online merchant

Look for the closed padlock picture
The http:// part of the URL changes to https

5) **Username and password guidelines**
-Write them down and keep them in a safe place

-Avoid using easy to guess usernames (like your name)

-passwords are case-sensitive and should include letters and numbers (more secure)

-Most websites will offer a security question and answer as a back-up if you forget your password. Once you answer the security question, your password will be emailed to you.

Recommended Websites for More Information

Learn the Net: Internet Owner's Manual   http://www.learnthenet.com/english/index.html

Internet Basics for Seniors http://members.aol.com/shobansen4/

Steve Garwood's Computer Classes http://www.stevegarwood.com/classes/index.htm

Google search engine tutorial http://www.learnthenet.com/english/search/000search.htm

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