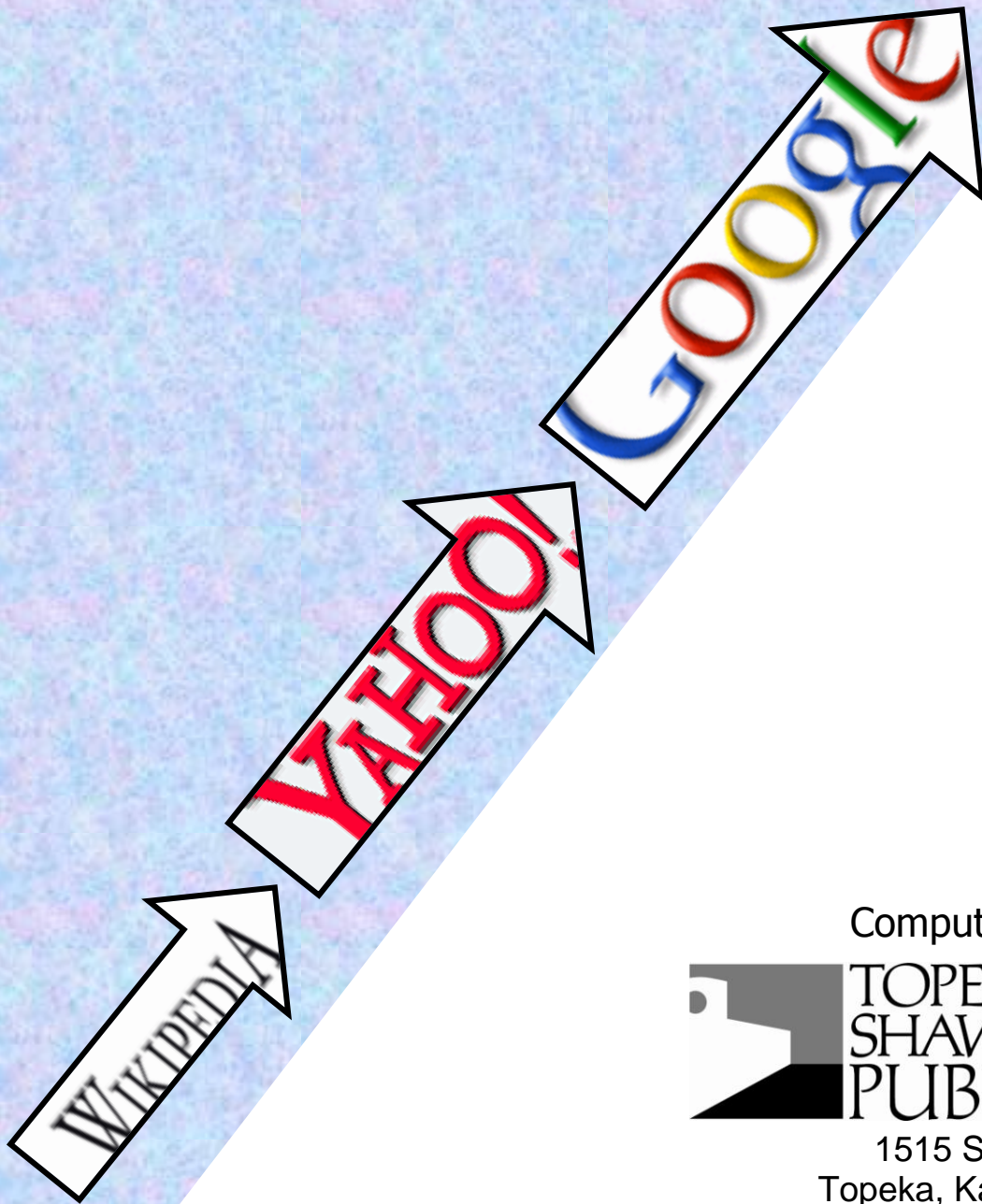


Internet

Introduction



Computer Training Center



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What is the Internet?

Thousands of computers linked together make up the Internet. It started in the late 1960's as an alternative means of government communication. The Internet became available for public use in 1990. The World Wide Web was created in 1989 in Switzerland. It was released in 1992 and became free for public use in 1993. Some common definitions are:

- **www** stands for World Wide Web but it is often called “The Web.” It is just one part of the Internet. It uses the **http**, or hypertext transfer protocol, to allow users to browse web sites or pages which often contain pictures and other multimedia. The most important thing to remember about **http** is that you do *not need to type http* in the address bar. In our opinion, WWW also stands for Wild Wild West. In other words, the Web is not completely civilized or tame, yet. We also think that WWW stands for World Wide Wait. Even with a fast Internet connection, you need to be patient for pages to appear.
- **Hyperlink or Link**--when you move your mouse over a link, the mouse pointer changes to a pointing hand. Links can be text and are often blue and underlined. Pictures or graphics can also be links. A link can take you to a new part of the page, a new page, or a new website. After clicking on a text link, the color of the link may change from blue to purple. This indicates that you have used the link before. The link will remain purple for about 24 hours.
- **E-mail** or electronic mail. E-mail is the most popular application on the Internet.
- **Blogs**, short for *web logs*, allow user comment on web pages.
- **RSS or Feeds**—RSS or, *real simple syndication*, is a way for users to be notified when web pages or blogs change.
- **Instant Messaging** (IM) allows for real-time text-based communication on the world wide web. Common IM applications include AOL Instant Messaging (AIM), Google Talk, or Yahoo! Messenger. An example is *Ask a Librarian* on the library's web page.

What is a browser or browsing software?

A browser is the software installed on a computer that enables a user to see and interact with the world wide web (www). Some commonly used browsers include: AOL, Firefox, Safari, Chrome, and Windows Internet Explorer which is used on 70% of home computers. We use **Internet Explorer 7** (IE7) in our classroom. If instructed to “open your browser”, that means to connect to the Internet in your usual manner.

How to read a Web address

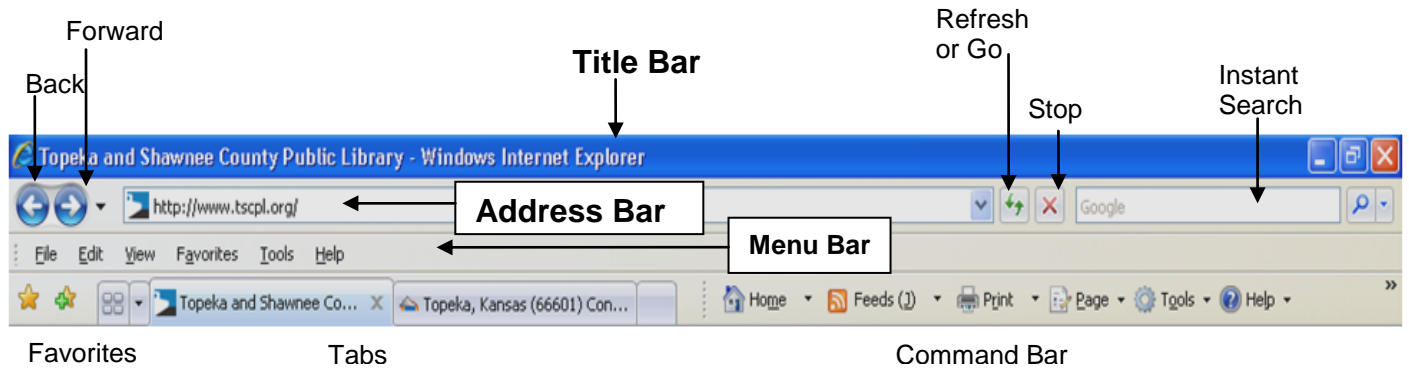
An Internet address uses a format called the **URL** or Universal Resource Locator. Every web page has a unique address. The first part of a URL is called the domain. It usually indicates the name of a company or institution although it could also be the name of a server or particular computer. The sub-domain or extension follows the domain name. It identifies the type of company or institution. A period or “dot” separates the domain name from the sub-domain. Some addresses include a location identifier, too.

.com	a commercial for profit company	www.cjonline.com	Topeka Capital-Journal
.org	a not for profit organization	www.topeka.org	City of Topeka
.edu	an educational institution usually a university	www.washburn.edu	Washburn University
.gov	federal or state government	www.whitehouse.gov	The White House
.state	state government	www.treasurer.state.ks.us	Kansas State Treasurer
.k12	a kindergarten to grade 12 school	www.topeka.k12.ks.us	Topeka Public Schools (501)
.net	an internet service provider or web host	www.att.net	AT&T Internet service



Always type web addresses exactly as you see them. There is no room for creativity when typing web addresses.


- **Never** use spaces in a web or e-mail address.
- **Always** use lower case letters unless instructed otherwise.
- You can always tell an e-mail address because it has an @ sign. You cannot type e-mail addresses in a browser address bar or a search box.

Internet Explorer 7




Title Bar--Shows the name of the viewed website and the name of the browser which, in this case, is Windows Internet Explorer.


Back  and **Forward**  buttons—navigate back one page or forward one page. Click on the down arrow to the right of the Forward button to see recently visited pages.

Address Bar--type in this box if you know a web address. Press the enter key on the keyboard or click on the green arrow  to the right of the address bar after typing the address. You do not need to type **http://** when typing a web address. **You cannot type e-mail addresses in the address bar. E-mail addresses have an @ sign.** When viewing a webpage, the address of that page appears in the address bar. Click on the down arrow on the right of this box to see web addresses typed previously in the box.

Auto complete: If you've typed an address previously in the address bar, the next time you start to type the same address, a drop down menu appears with a list of previously typed addresses. Click on the address in the drop down list and press the Enter key to go directly to the site.

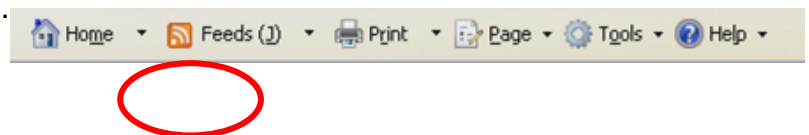
Tip: type just the domain name for a **.com** address and then press the Ctrl + Enter keys on the keyboard. For example, instead of typing **www.microsoft.com** just type **microsoft** in the address bar and hold down the Control key and press the Enter key on the keyboard. This works only for **.com** addresses.

 **Refresh button**—brings a fresh new image to the screen. This button changes to a Go button, which looks like a green arrow, when you type in the address bar.

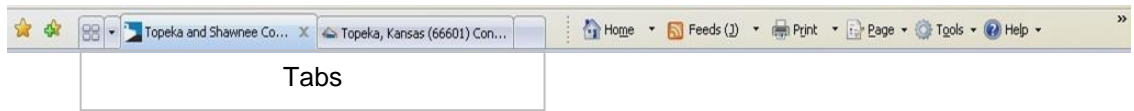
 **Stop button**-- use to stop loading a page if it is taking too long or if you change your mind.

Instant Search—type keywords in this box when you do not know a web address. This is a shortcut to a search engine like Google or Live Search.

Menu Bar—this bar may or may not be present. It is not necessary to display the bar because other buttons contain the same choices. If it's not there and you want to see it, click on **Tools** in the Command Bar then click on **Menu Bar**.



Command Bar



Favorites--Click on the gold star and the Favorites window appears on the left. Click on an item in the list.

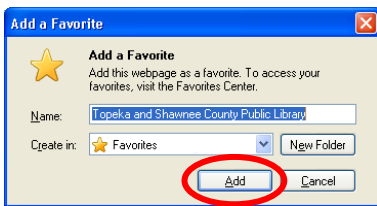


Click on **Feeds** to see subscribed RSS feeds which indicate web pages or blogs that have changed recently.

Click on **History** to see the sites you visited in the last few days, weeks or months. Delete History by clicking on **Tools**. Then click on **Internet Options**. At the bottom of the dialog box, select the number of days to keep sites in History. Click on the **Clear History** button to remove all sites in history.

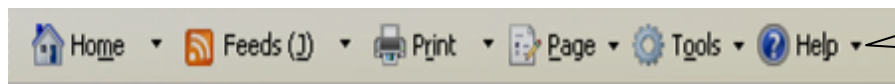


Add to Favorites



First, go to the web page you want to add. Click on the **Add to Favorites** button. Click on **Add to Favorites** in the drop-down menu to see the box on the left. Click on **Add**.

Tabs—allow you to view and switch between open web pages.



Click on the down arrow by each term to see choices

Home button takes you to the start or home page.

Feeds button shows the RSS feeds available on the page you are viewing. Subscribe to a feed when you want to be notified of changes.

Print – Click on the down arrow on the right of the word Print. Always choose **Print Preview**. See the last page of this handout for more information.

Page has many of the same choices as the File Menu. **Zoom** is the most useful because it allows you to increase the size of the text on a web page. You can also use the Zoom option in the lower right corner of the screen. Click on the slider and drag it to the right to zoom larger 125% -- or to the left for smaller --75%.




Tools include many options such as Delete Browsing History or Menu Bar. Go to **Internet Options** to choose a start or home page or change how long to save History.

Status Bar—located at the bottom of the screen.



Zoom

The left side of the Status Bar gives information about whether you have connected to a site. If you see “Waiting for ...” and you see the green bar to the right filling up, Wait! Your computer is in the process of connecting. Remember, we think **www** sometimes stands for World Wide **Wait**. Be

patient. If it takes too long for the connection and you don't want to wait any longer, click on the Stop button  to the right of the address bar at the top of the screen.

On the right side of the status bar is the **Zoom** shortcut. Click on the down arrow on the right of 100% to see choices. Choose 125% to make the text and graphics larger. Choose 75% to see the whole page without scrolling left and right.

Scrolling is very important when using the Internet. Find the **Scroll Bar** on the far right side of the screen. There are many ways to scroll. Remember that if you don't see what you expect to see on a web page, scroll down. It is often down the page a little bit.

Scroll with the mouse

Click on the **Up arrow** to see what's above.

Click on the **Down arrow** to see what's below.

Do slow single clicks on the arrows to move the screen slowly.

Hold down the left mouse button on the arrows to move quickly.

The **Scroll Box** shows how much there is to see on the page. If the scroll box is at the top of the scroll bar, you are at the beginning. If the scroll box is at the bottom of the scroll bar, you are at the end.

Drag the Scroll Box to scroll quickly. Put the mouse pointer on the Scroll Box, hold down the left mouse button and push (drag) the box up or down the scroll bar.

Use the **wheel** on the mouse to scroll. On most mice, there is a wheel between the left and right buttons.

Roll the wheel away from you to scroll up.

Roll the wheel towards you to scroll down.

Click the wheel to scroll by just moving the mouse forward or backward. Turn off this feature by clicking the wheel again.

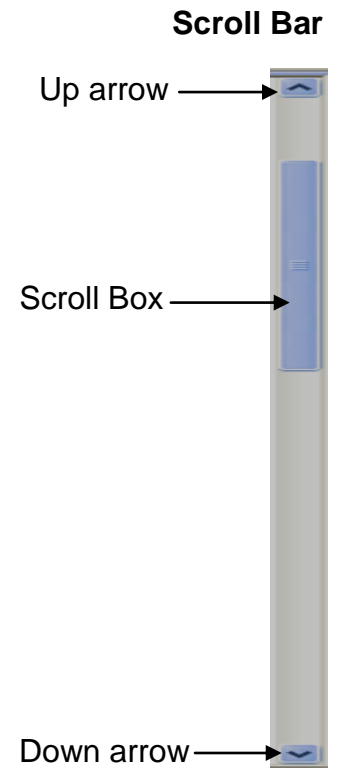
Scroll with the keyboard

Use the **arrow keys** or the **Page Up** and **Page Down** keys.

If the arrow keys do not respond, click with the mouse on any blank area on the web page. Sometimes there will be more than one scroll bar on a page. Click in a blank area of the area you want to scroll.



You may see a Horizontal scroll bar at the bottom of the screen. Use it to scroll left and right.



Search Engines

Search engines act like an index to the web. Use a search engine when you do not know a web address. Type keywords in the search box and websites that match your request will be listed. Google and Yahoo are the most popular search engines.

Ask www.ask.com

A comprehensive search engine that also includes a special "Ask for Kids."

Bing www.bing.com

Formerly **Windows Live Search** and **MSN Search**, this is a new search engine launched by Microsoft in 2009.

Google www.google.com

Uses link popularity as a primary way to rank web sites. Helpful with finding good sites for general searches. This search engine is also used by Yahoo and AOL.

Yahoo www.yahoo.com

Also has a subject guide to the web.

Web sites that we may visit in class:

Topeka & Shawnee County Public Library...	www.tscpl.org
Topeka Capital Journal.....	www.cjonline.com
City of Topeka	www.topeka.org
Shawnee County	www.snco.us
State of Kansas.....	www.kansas.gov
Google	www.google.com
Yahoo!.....	www.yahoo.com

Some of the Computer Center Training favorite sites:

Amazon	www.amazon.com
Animal Tracks	www.msnbc.msn.com/id/6356101
Dictionary, Translator & Word Games	www.dictionary.com
Earth Cam	www.earthcam.com
Ebay	www.ebay.com
Kansas State University	www.k-state.edu
Kids Yahoo	kids.yahoo.com
The Louvre, Paris	www.louvre.fr/llv/commun/home.jsp?bmLocale=en
NASA Image of the Day	www.nasa.gov/multimedia/imagegallery/iotd.html
The Smithsonian	www.si.edu
TV & Movies Online	www.hulu.com
University of Kansas	ku.edu
YouTube, Videos & Tutorials	www.youtube.com

Put a picture on your desktop

Pictures that you see on the Web sometimes can make great backgrounds for your computer desktop. Note, however, that not all pictures can be saved or used as a background.

Go to any website with pictures or use the examples below:

www.1000pictures.com

www.kswildflower.org a website with pictures of Kansas wildflowers

- When you **find a picture**, click on it until the mouse pointer looks like an arrow. A pointing hand usually indicates that the picture is a link to a larger picture.
- **Right click** somewhere inside the picture
- Left click on **Set as Background** in the shortcut menu.
- Close or minimize open programs and the picture will appear on the desktop.

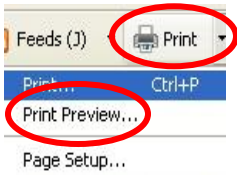
To change the desktop background

- ▼ **Right click** somewhere on the desktop (not on any icons or words)
- ▼ Left click on **Properties**
- ▼ Click on the **Desktop** tab
- ▼ Click on an item in the scroll menu. Use the up and down arrows on the keyboard to cycle through the choices.
- ▼ Click **Apply**. Click **OK**. Close or minimize open windows to see the desktop.

Printing

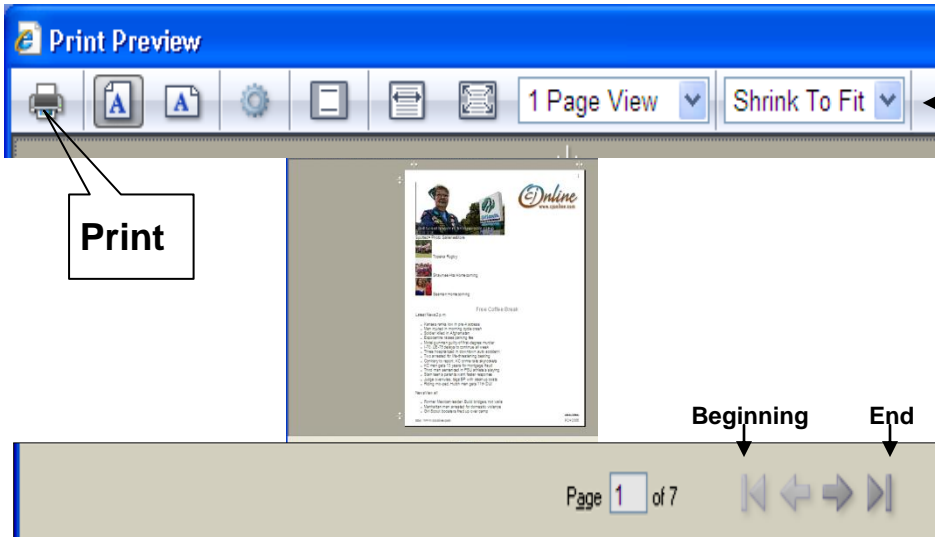
Internet Explorer 7 or 8 do a much better job of printing than older versions of Internet Explorer. To get a free download, go to the Microsoft website www.microsoft.com and click on Downloads.

In the Command Bar, click on the **down arrow** to the right of **Print**. Click on **Print Preview**.

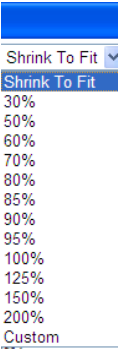


Always choose **Print Preview** so that you print only what you want and don't waste paper and ink.

[The Print Preview command can also be found in the File menu.]

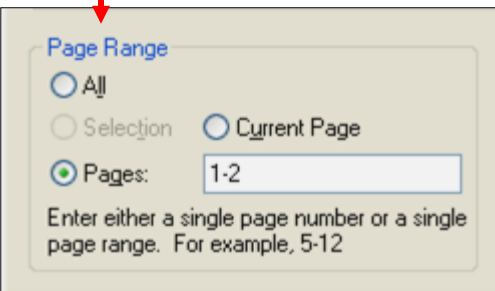
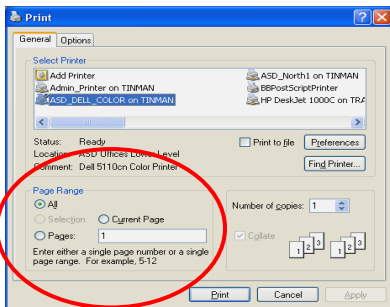


Reduce or expand page content. **Shrink to Fit** will work most of the time. Click on the down arrow to see other choices.



At the bottom of the Print Preview page, notice the number of pages. View the pages by clicking on the arrows to the right. Single arrows go back and forth one page at a time. The arrows with the bars go to the beginning or the end. If there is more than one page, always check the last page. Often, there is nothing significant on the last page.

Decide on the pages you want to print then click the **Print** button.



To print all the pages, click on **Print** at the bottom of the dialog box.

To print a single page or a range of pages, click in the **Pages** radio button and type the page or pages you want in the box to the right. Click on **Apply**. Click on **Print**.

To print a section of a web page,
 Select (highlight) the section
 Choose **Print Preview**
 Click on the **Print** button
 Choose the **Selection** radio button
 Click on **Apply**. Click on **Print**.