

Internet Basics—Wells County Public Library Class

What is the Internet? (aka The “superhighway”)- The Internet is like 1-69 for information stored on computers around the world. People create Web sites on their home or business computers and the net links you to them. The Internet itself does not contain information. The net connects you to information stored on other computers. The most common one is the World Wide Web (www).

What is a Web browser? (*your “vehicle” on the superhighway*)- A Web browser is a software program used to access the World Wide Web and display Web pages. With a Web browser, a user views Web pages with text plus multimedia and navigates pages using hyperlinks. Two popular browsers are described below. Both browsers work with a Google or Yahoo toolbar.



Microsoft Internet Explorer (the big blue “e”) is pre-installed on most Windows-based computers. But if you need to download the latest version you can at:
<http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>



Mozilla Firefox offers a much smaller file and excellent spyware. You can download at:
<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)? (*the “gas” that gets your vehicle to work*)- 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, DIRECTV, Comcast, Only Internet, AdamsWells. Your ISP will give you an instruction sheet, talk you through it on the phone, or make a service call to your home to get you set-up for the Internet.

A few types of Internet Access/Service:

- **Dial-up** access is via the telephone line. You use a modem connected to your computer and a phone line to establish a modem-to-modem link through your ISP. Dial-up is slow, connections are easily broken, you cannot receive phone calls while online, and only one computer at a time can use the Internet.
- **Cable Internet Access**- uses your cable line to access the Internet. Always “on.” High-speed Internet access and it is much faster than any type of dial-up connection.
- **DSL** is a high-speed Internet connection. DSL is always “on” - no waiting for a connection. DSL is much faster than dial up. Uses a regular phone jack but does not interfere with phone calls. More than one computer can be on the Internet at the same time. Some homes require a special set up. Some remote areas cannot receive DSL.
- **Wireless**- requires a line of sight from your home to one of the ISP’s antennas (set up around the county on towers, barns, and silos). If you cannot get year-round line of sight, you will have to choose another type of service. Call to see if you are eligible. Your ISP will install a small box high on your house to connect to the signal. Wireless is always “on.” It offers the fastest speed. More than one computer can be on the Internet at the same time. Has nothing to do with your phone line. Severe weather can interfere with the signal. Note: some businesses have wireless “hotspots” that you can access if your computer has WiFi capabilities. This is not the same as paying for a wireless Internet Service Provider.

Summary of the equipment you need for Internet Access: (all the “parts” you need to get going)- A computer, an Internet Service Provider, installed Web browser software, and a communication device to access the network (router, modem, phone line, DSL—digital subscriber line, cable, wireless adapter card)

What is a Web site? (*businesses and homes you can stop at on the superhighway*)- 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 Web site 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 of the taskbar. Or go to “Start,” Open up All Programs, and click on your browser choice.



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.



Toolbar Buttons/Bars:

- **Back**-Takes you back to the previous Web page.
- **Forward**-Undoes the back button. You can only use Forward after you have gone “Back.”
- The **Address Bar** is where you type in a Web site address.
- **Refresh**- Reloads the current page. Helpful to ensure that you have the most current content and if part of a page does not load.
- **Stop**- stops the transfer of information. If a page is loading very slowly, try clicking “Stop” and then click on “Refresh.”
- **Search**-heads to the search page where you can use Search Engines to look for information.
- **Home**-loads the page you have set to be the default page when the browser loads.

Two main ways to get places on the Internet:

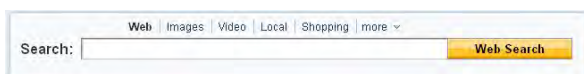
1. browsing the Internet using a search engine or
2. typing in the address (only use when you have the exact Web site address)

Browsing the Internet by “topic” or “subject”

To find information on the Internet, you can use Search Engines. Search engines are databases. Like a phonebook, they help you search for information. Some popular search engines are: Google, Yahoo, Alta Vista, Lycos, and Dogpile. Many Web sites will have search boxes that link to some of these search engines. Examples of “Search the web” boxes.



LIBRARY



YAHOO



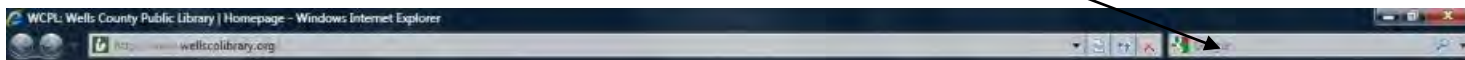
ONLYINTERNET



ADAMSWELLS

You can search by typing keywords or phrases in the white Search Box. They search all the contents of a Web site. Search engines rank results in order of relevancy, but sometimes you may have to wade through a lot of irrelevant search results to find a page that you want.

Most Web browsers now let you search easier by offering a search screen directly on the Internet toolbar. Just type your keyword search and press enter.



Look for something on the ‘superhighway’ — **type in “gardening”**

Type the word “gardening” in the search the web box and click “Search” or hit the Enter key on your keyboard. Hmm...Google says there are a whopping 89,800,000 results (9/08). (NOTE: There were 67,800,800 in 9/07)

Narrow it down: ask for better directions — **type in “fall gardening”**

Click in front of the word “gardening” and add the word “fall”. Don’t forget to add a space between the words. Click “Search”. We’ve narrowed it down to 400,000 websites (9/08). (160,000 in 9/07)

Narrow it more: ask in a different way — **type in “planting fall bulbs”**

Erase “fall gardening” by clicking to the right of the last word and then backspacing. Retype “planting fall bulbs” and click search. We’ve narrowed it down to 320,000 websites (9/08). (140,000 in 9/07)

Back Forward Refresh Home

File Edit View Go Bookmarks Tools Help

http://www.google.com/search?hl=en&q=planting+fall+bulbs&btnG=Search

Web Images Maps News Shopping Gmail more

Google

planting fall bulbs Search Advanced Search Preferences

Web

Fall Planting Bulbs
www.JacksonandPerkins.com Our Best **Bulb** Selection Yet! Reserve Your **Bulbs** Today.

Fall Bulb Planting | DoItYourself.com
How to plant **bulbs** in the **fall** that will bloom into flowers in the spring.
www.doityourself.com/stry/**fallbulbplanting** - 38k - Cached - Similar pages

Shows A - Z: Gardening By The Yard: **Planting Fall Bulbs**, Power ...
Paul James shares tips on the best way to plant **bulbs** in the **fall** so that you can have
gorgeous blooms in the spring. He answers viewers' questions on ...
www.hgtv.com/hgtv/shows_gby/episode/0,1806,HGTV_3842_5068,00.html
Cached - Similar pages

Bulbs and More - **Planting** and Care
This will help settle the soil in the **planting** bed plus provide needed moisture for the **bulbs** to
start rooting. **Fall** planted **bulbs** must root before cold ...
www.urbanext.uiuc.edu/**bulbs/planting**.html - 16k - Cached - Similar pages

Search by address

Search by topic or subject

Clickable link:
underlined and/or blue words
when the cursor becomes a
hand

Description: black words
describe

Website: green words are the
actual website

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. If your keywords aren't working, browse some top 10 web results for hints on other keywords.

How can I tell if a Web site 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— Does the publisher look reliable? (i.e. if it's .gov Web site, then it should be reliable)? Who is the author? Is there a way to contact the writer or publisher? (a phone number, mailing address, or email address). Information presented anonymously should arouse suspicion. How current is the information? Are there references to other sources? Is the domain name for a commercial vs. non-profit site.

Typing in an Address using 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 the URL of the site you wish to visit.



Get started—clear the address box


If there is text in the address box you must clear it first. Click to the right of the last letter. Hit the backspace key until all the letters clear or once it's highlighted in blue simply start typing.

Go directly to the web address — **type in *www.news-banner.com***

Click so the flashing bar appears inside the address box. Type: *www.news-banner.com*

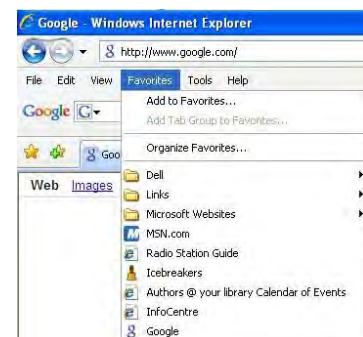
The web address must be accurate or it will not work. Click "Go" or hit the Enter key on your keyboard.

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.

- A link can be text: <http://www.wellscolibrary.org> or an image
- Text links are often noted by blue text or an underline
- 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.
- Links also appear on Web pages in menus. Sometimes when you rollover them they change colors.

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. Some long web pages have a "return to top" or "top" link or button.

How do I Bookmark a Favorite Web site? 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.

Practice websites

INFORMATION SITES

The US Post Office	www.usps.gov
Indiana State Government	www.in.gov
Indiana Dept. of Health	www.in.gov/isdh
AARP	www.aarp.org
National weather	www.nws.noaa.gov
Purdue Extension Office	www.ces.purdue.edu/

LOCAL SITES

Wells County Library	www.wellscolibrary.org
Bluffton News Banner	www.news-banner.com
Creative Arts Center	www.wellscocreativearts.com
WNUY Radio 100.1 FM	www.wnuy.com
City of Bluffton	www.ci.bluffton.in.us

USEFUL OR FUN SITES

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	IN Gov:	http://www.indiana.gov
Encyclopedia:	http://www.wikipedia.org	Email services:	http://www.gmail.com
Travel:	http://www.fodors.com		www.mail.yahoo.com
Visit Indiana	www.visitindiana.net	Rotten Tomatoes (reviews of current movies):	
Food TV (website for the Food Network on TV):			www.rottentomatoes.com/movies/
	www.foodtv.com		

What type of Website Domain is it? Not all Web addresses (URLs) end in “.com”

- .com or .net for business Web sites (Walmart, Sears)
- .edu for colleges/universities (University of Michigan, Michigan State)
- .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

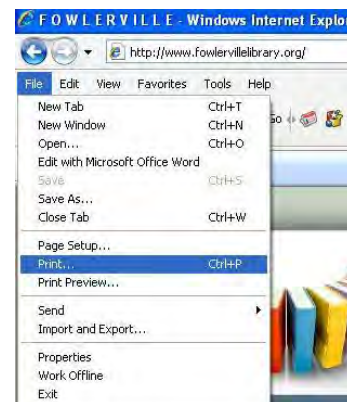
www.whitehouse.gov vs www.whitehouse.org

Do all Web sites offer free access?

No. Some Web sites (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.

How do I print a Web Page?

- If there is a link that says “printer-friendly” or “printable version” it is best to click on that.
- If not, click “file” on the menu on the top toolbar.
- Click “Print Preview” the page—Web pages sometimes print in pieces or frames, so it is best to check what you are printing before you push print.
- Double check the pages appear like you’d like them and only print the pages you need.



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.
- 4.) Before dealing with an online merchant, check their reviews
www.bizrate.com, www.epinions.com, www.amazon.com
- 5.) 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 and some sites have a VeriSign logo, so you can verify it's secure.



- 6.) Username and password guidelines
 - a. Write them down and keep them in a safe place
 - b. Avoid using easy to guess usernames (like your name)
 - c. Passwords are case-sensitive and should include letters and numbers (more secure)
 - d. Most Web sites 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 Web sites 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/>
- Google Search engine tutorial: <http://learnthenet.com/english/search/000search.htm>

**This sheet was created using information from Rockaway Township Public Library, computer tutorials created by Barb Hauck-Mah, Reference Librarian.*