Introduction to the Internet

1. What Is the Internet? A Brief Overview

- **The Internet**: (definition according to *Merriam-Webster*) an electronic communications network that connects computer networks and organizational computer facilities around the world.
- **The World Wide Web**: (also per *Merriam-Webster*) a part of the Internet accessed through a graphical user interface and containing documents often connected by hyperlinks.
- The Internet is used for a variety of reasons: communicating with friends and family (e.g., via e-mail), shopping, finding news and information, paying bills, etc.

2. The Web Browser

- A **Web Browser** is a computer program that allows you to view Web pages on a computer connected to the Internet.
- Each browser has buttons that help you navigate the World Wide Web.
- Internet Explorer (from Microsoft) is the most used browser. Other popular browsers include Firefox, Chrome & Safari.
- **Internet Explorer** and **Chrome** are available at the library computers. Each browser is accessible from the Internet Folder on the desktop of your computer. To access either browser, you will need to double click its desktop shortcut.
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* Brief Review of the Mouse

Double Clicking

Use two *quick* left mouse clicks when clicking on a desktop icon to start a program (e.g., Internet Explorer). Programs are usually represented by symbols on your desktop known as icons.

Single Clicking

Use one *quick* left mouse click when clicking on a link to view a Web page or to *highlight* the address bar to type in a new web address.

* The Basics - Exercises

1. Start *Internet Explorer* by *quickly* double clicking on the desktop icon (looks like blue “E”).
2. Internet Explorer (IE) will open to the library’s home page. Single left click on the *Catalog* link on the upper left side of the page to go to the catalog page. Click on the red exit button to close the browser, and then restart it by *quickly* double clicking on the desktop icon.
3. Repeat same process by opening *Chrome*, linking to the catalog, and then closing Chrome.

3. Anatomy of a Web Site (Breaking Down the Ela Public Library Website)

Home Page vs. Ordinary Web Page
- Rough comparison: as a book has chapters & pages, a website can have many Web pages.
- The “home page” is the main Web page of a website.
- It contains links to the other pages on the site (sort of like a table of contents).

Links
- The main way to navigate the Internet is by clicking on links.
- Links are found on nearly all websites and take you from one part of the website to another (usually referred to as another “page”).
- Links can also take you to a completely different website.
- Links may be text (often underlined and/or brightly colored), and icon, or a picture.
- The cursor (arrow) always becomes a hand when placed over a link.

4. All about Web Addresses

Address Bar

This is the location at the top of the browser where you enter a Web address. Also, the address of the Web page currently being viewed is displayed here.
Address

Every website has its own address, or “URL.” The URL (Uniform Resource Locater) must be typed exactly right, without spaces. Most look like this: www.website.com

Domain

The ending of a URL or Web address is called the domain. This tells you what kind of website it is. For practice try going to two different sites with the same name but different domains and look at the differences. www.si.com and www.si.edu

Domain Examples:

.org = not for profit organization
(e.g., American Red Cross = www.redcross.org)

.gov = government
(e.g., Congress = www.congress.gov)

.edu = college or university
(e.g., University of Illinois at Urbana-Champaign = www.uiuc.edu)

.com = commercial organization or business
(e.g., Walgreens = www.jewelosco.com)

.net = originally intended to be used by network providers such as Internet service providers, but has turned into a generic domain used by both commercial and non-commercial sites (e.g., LSU Sports = www.lsusports.net)

Also, websites originating in other countries often have an ending that corresponds to the country.

For example:

.uk = United Kingdom
(e.g., Parliament = www.parliament.uk)

.se = Sweden
(e.g., Government of Sweden = www.government.se)

Entering Addresses
To type a new address, single click anywhere on the address in the Address Bar to highlight it (it turns blue) Type your new address and hit the Enter key. If you double click by mistake and the address is not completely highlighted, click away from the Address Bar and then try again.
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*Web Address (“URL”) Exercises*

1. To view the home page for the Cable News Network, along with a lot of today’s news, type www.cnn.com in the address bar, then click on the green arrow button or hit the Enter key. *Can you find the links on the CNN home page?* You’ll always be able to recognize a link when your cursor (arrow) is over one because it will turn into a white hand with an index finger pointing up.

2. To view the home page for eBay, type www.ebay.com in the address bar, then click on the green arrow button or hit the Enter key. Can you find the links on the eBay home page?

3. To view the home page for the Public Broadcasting System, type www.pbs.org in the address bar, then click on the green arrow button or hit the Enter key. Can you find the links on the PBS home page?

4. Reminder: It is important to type in the correct domain. Let’s say you want to visit the Smithsonian Institution on the Internet. You take a guess at it and enter www.si.com in the address bar, then click on the green arrow button or hit the Enter key. What do you see? Try entering www.si.edu in the address bar, then click on the green arrow button or hit the Enter key. What do you see now?

5. **The Browser’s Buttons**

   - **Back and Forward Buttons**
   - **Print**
   - **Refresh and Stop**
   - **Home**

   Clicking this button brings you back to the last page you visited.

   **Forward**

   After using the Back button, clicking on the Forward button brings you to the page that you viewed after the current one. (It’s like following a breadcrumb trail of web pages you’ve visited). Click down arrow on other side of Address Box to view your browsing history.

   **Refresh**

   Clicking on Refresh reloads the currently displayed page.
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Stop

Clicking this button stops the computer from loading a new page. This is useful when a page is very slow to load and you don’t want to wait.

Home

Clicking on the Home button brings you to the browser’s starting page. The Home button can be set to any web page address, so different computers will open to different pages. For example, the Library’s computers’ Home buttons are set to the Library’s website: www.eapl.org *if you left click on the drop down triangle next to the image of the house, you can change the home page on your computer.

Print

Clicking on the Print button allows you to print the entire Web page that is currently being accessed, regardless of how many 8.5 x 11” pieces of paper will be required. *If you left click on the drop down triangle next to the image of the printer, you will get additional printing options, such as print preview. The keyboard shortcut to open the print menu is Alt + R, and to print is Ctrl + P.

Scroll Bars

Often a webpage doesn’t all fit on your computer’s screen and you need to “scroll,” or move the page up and down. The vertical scroll bar on the far right of the browser allows you to do this. Click on the arrow at the bottom of the scroll bar to move down the page. Click on the arrow at the top of the scroll bar to move back up the page.

There is also a **horizontal scroll bar** at the bottom of the screen that allows you to scroll to the left and right.

Browser Button Exercises

1. Type **www.yahoo.com** in the address bar, then click on the green arrow button or hit **Enter**. Look at the Go Forward toolbar button and notice that it is grayed out (disabled).
2. **Yahoo!** is a website with a wide range of features. Take a moment to look at some of the things that are available – mail, news, games, etc. There are also advertisements; can you identify them?
3. Single click on **Games**.
4. Single click on **Word & Daily** (in the menu at the left of the page).
5. Scroll down and single-click on **Daily Crosswords**. You may be shown an advertisement before your crossword puzzle appears. Sites like Yahoo! provide information and fun for free, but they pay for it by making you see advertisements.
6. Can you find your way back to the Yahoo! home page? Like a bread crumb trail, you can click on the Go Back toolbar button a number of times until you find yourself back where you started.
7. The **Go Forward** button is like a bread crumb trail in the other direction. Click on the **Go Forward** button until you’re back to the crossword. Then return to the **Yahoo!** home page by using the **Go Back** button.

8. Click on the **Home** button to return to the browser’s home page (it has been set **www.eapl.org**, the library’s home page, but you can set your browser home page on your home computer to be any Web page you desire).

9. Let’s try visiting the Centers for Disease Control website to find information relevant to older adults. Type **www.cdc.gov** in the address bar, then click on the green arrow button or hit the **Enter** key.

10. **Single click** on the **L** in the tool bar labeled A-Z Index

11. **Scroll Down** to **Life Stages**

12. **Single click** on **Life Stages**

13. **Single click** on **Older Adults and Seniors**.

14. Return to the CDC home page by clicking on the **Go Back** button, then click on **Diseases and Conditions**.

15. **Single click** on **Flu** to learn more about this topic, and then click **Home**.

**6. Tabs**

Use tabs if you wish to access more than one website at a time. To open a tab, click the **New Tab Button** to the right of your open tab(s).

**Exercise:** Open new tab and type **www.lakezurich.org**. Open another new tab and type **www.google.com**. Click on each tab to switch between the three website.

**7. Using a Search Engine**

- What do you do if you don’t know the URL of a specific website and you want to find information on a certain subject?
- Use a **Search Engine** - a website used to find other websites on a given topic. The most famous and most used of these search engines is Google (**www.google.com**).
- Remember that **anyone** can make a website. Therefore, it is important to evaluate the sites you find.

* **Searching Exercises**

1. First open **Chrome**. Type **www.google.com** in the address bar, then click on the arrow button or hit the Enter key.
2. In the search box, type in whatever you want to find – it can be the name of a company, a person, or any general topic. Capitalization does not matter, but spacing does. Type in **Baltimore Oriole** and press the **Enter** key or click the **Google Search** button.

![Google search for Baltimore Oriole](image)

3. Take a look at the results. Generally, the top few results will be fairly accurate. Watch out for the advertisements, which appear at the right side and sometimes the top of the page.

![Google search results](image)

4. You just did a simple web search. However, there are other types of searches, which are located near the top of the page. These searches are more specialized, allowing you to search only images, or on a map, among other options. Let’s try these searches by clicking the links. Start with **Images**.

5. Let’s click **Maps** (might need to access from **More**). Google picks up on the words “Baltimore” and “Oriole” and suggests maps for related locations (for example, Oriole Ave, Baltimore, MD). Do a Maps search for Lake Zurich, IL. Check out the Satellite View as well.

6. Google can be used for more than just web searches. Here are some fun Google tips:

   - When searching Google, it automatically searches for all the words you enter; you do not need to use “and” in your searches. To search for an exact phrase, type the phrase in quotation marks.

   - To eliminate a word in a Google search, type the minus key in front of it: for example **chocolate cookies -chip -chips**.
Other Google Features

- **Google as a calculator.** Type in a simple mathematical equation, using the symbols (+ - * /) on the number pad of the keyboard. Press Enter and Google does the math for you.

- **Google as a spell checker.** If you type in a word and spell it incorrectly, it will suggest the correct spelling.

- **Google as measurement converter.** For example, if you search for 10 pounds in kilograms, it will convert it for you. It also converts currencies (for example, 1 Euro in Dollars).

- **Google as a dictionary.** Type in define and then the word you want to define. For example, define crow
**BONUS:**

Windows 8 comes with an App version of Internet Explorer. It is not available at the library but you will have it in your home version.

The Internet Explorer App in Windows 8 is designed to work better with mobile devices. Load sites faster?

Internet Explorer now has two versions. One opens up as a traditional application on the desktop, the other opens in the modern full screen view. **They look quite a bit different, but essentially the modern Internet Explorer is an upside down version of traditional Internet Explorer.**

![IE desktop version (left), IE modern version (right)](image)

Like Google Chrome, Internet Explorer modern has a universal search/address bar where you can either type in a web address or do a search. By default, it will search Microsoft’s Bing.

- Hit the Windows key to get to the Start Screen and then either hit the desktop tile or use the keyboard shortcut Windows+D to get to the desktop.
- Single left click the blue ‘e’ in the bottom left corner. Internet Explorer will open up.
- In the top bar, where it says [http://eapl.org](http://eapl.org) or about:blank, delete everything and go to a website you use, like Google.com, or Yahoo.com.
- Hit the Windows key to get back to the start screen. Click Internet Explorer.
- In the bottom bar, where it says [eapl.org](http://eapl.org) or about:blank, type in an address like AOL.com.

You can access the Internet Explorer App from the Windows 8 start menu.
Some Recommended Websites

Search Engines
www.google.com
www.yahoo.com

Useful Websites from
Ela Library
www.eapl.org/research/useful-websites

Recipes
AllRecipes
www.allrecipes.com

Seniors
AARP Website
www.aarp.org

Jigsaw Puzzles
JigZone
www.jigzone.com

Telephone Numbers
AnyWho
www.anywho.com

Maps
MapQuest
www.mapquest.com

Travel
TripAdvisor
www.tripadvisor.com

News
Chicago Tribune
www.chicagotribune.com

Weather
Weather Channel
www.weather.com

Additional Resources

Internet Basics for Beginners
By Shaun Fawcett, M.B.A.
(004.678 INTERNET)

The Internet for Dummies
By John R. Levine
(004.678 INTERNET)

The Rough Guide to the Internet
by Peter Buckley & Duncan Clark
(004.678 INTERNET)

500 Internet Hints, Tips and Techniques
By Shaun Fawcett, M.B.A.
(004.678 INTERNET)

Find it Online: 4th Edition
By Alan M. Schein
(004.678 SCH)