Internet Introduction

Learn basic internet functions and visit a variety of sites for information, shopping, and entertainment. We'll be using Windows 10 Microsoft Edge as our internet browser in class, and you can also use Google Chrome or Mozilla Firefox as a browser on your PC.

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: Firefox, Safari, Chrome, and Windows Edge and Internet Explorer which is used on 70% of home computers. 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 Browsers

Back & Forward
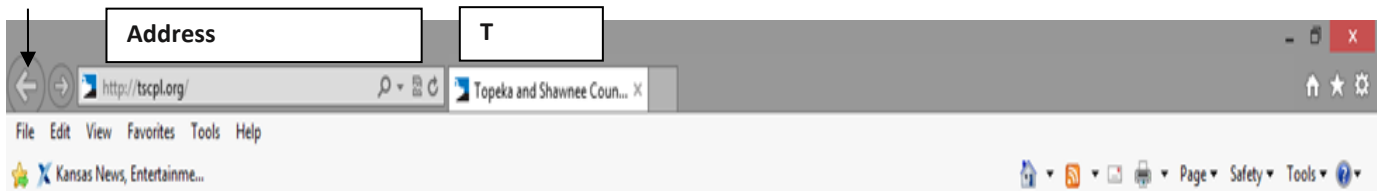
Back ⊙ **and Forward** ⊙ ▾ **buttons**—navigate back one page or forward one page. Right click on the Back button to see recently visited pages.

Address Bar

Type in this box if you know a web address. Press the enter key on the keyboard or click on the magnifying glass–called the **search button**– 🔍▾ 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 the search button 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.

Instant Search—type keywords in the address bar when you do not know a web address. This is a shortcut to a search engine web page like Google or Bing.

Refresh button—brings a fresh new image to the screen.

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

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

Tool Bars—other tool bars may be turned off by default. To turn on tool bars, put the mouse at the top of the screen in an empty area. Right click to see a list of available tool bars.
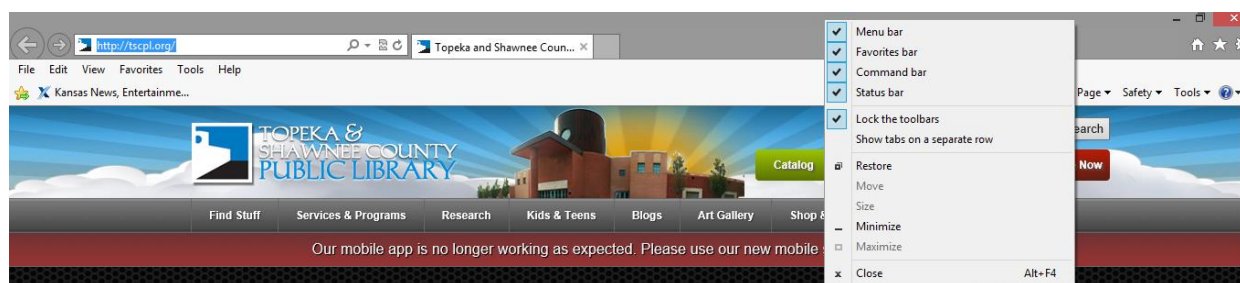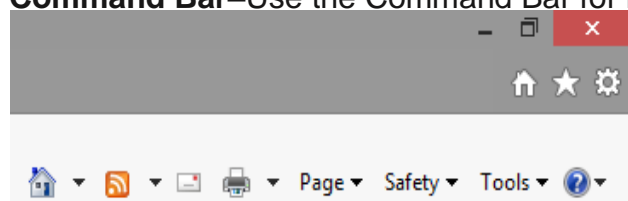

Menu Bar—this bar may or may not be present. It is not necessary to display the bar because other buttons contain the same choices.

Favorites Bar–Use the Favorites Bar to add web pages that you access frequently. Click on the gold star to add a webpage to the Favorites Bar.
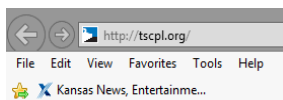
Command Bar–Use the Command Bar for many of the same functions as the Menu Bar.

Home button takes you to the start or home page. Click on the down arrow to the right of the Home icon to add additional home pages.

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.

Email—only works if you have email software installed on the computer.

Print – Click on the down arrow on the right of the Print icon.
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. The bar at the bottom of the screen is called the **Status Bar**.
Click on the down arrow by 100%. Click on125% to make the text larger; click on 75% to make is smaller.

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

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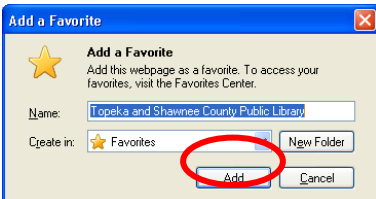
Scrolling is very important when using the Internet. Find the Scroll Bar on the far right side of the screen. There are many ways to scroll. Remember that if you don't see what you expect to see on a web page, scroll down. It is often down the page a little bit.

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.

Scroll Bar

Up arrow

Scroll Box

Down arrow

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 one of the addresses below in the address bar. Type keywords in the search box and websites that match your request will be listed. Google and Yahoo are the most popular search engines.

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.

Bing www.bing.com

This is Microsoft's search engine that is integrated into Windows 10.

Web sites that we may visit in class:

Topeka & Shawnee County Public Library ...tscpl.org
Topeka Capital Journal ....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 ....amazon.com
Animal Tracks...msnbc.msn.com/id/6356101
Dictionary, Translator & Word Games..........dictionary.com
Earth Cam ....earthcam.com
Ebay ....ebay.com
Kansas University ....ku.edu
Kansas State University..............................k-state.edu, www.kswildflower.org/
The Louvre, Paris ....www.louvre.fr/en
Monterey Bay Aquarium ....montereybayaquarium.org/
NASA Image of the Day..............................www.nasa.gov/multimedia/imagegalleryl
The Smithsonian...www.si.edu
University of Kansas ....ku.edu
Virtual Tours ....Sistine chapel interactive panorama
YouTube, Videos & Tutorials ....youtube.com
Washburn University...................................washburn.edu
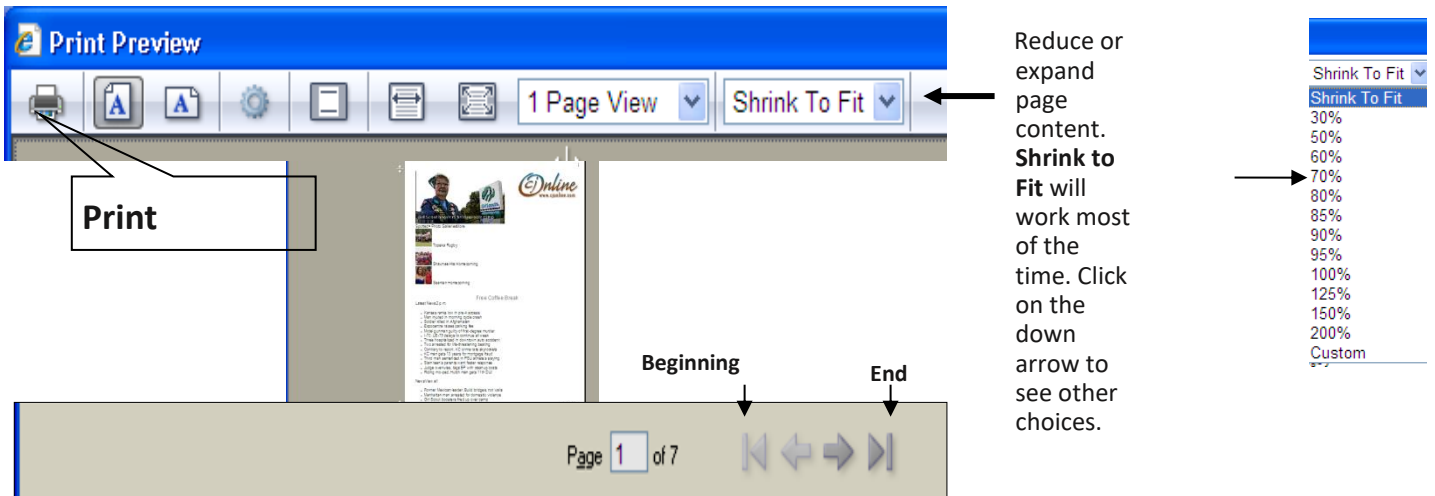
Printing

Several ways to get to Print options. From the Menu Bar, click on **File** and **Print Preview**.
In the Command Bar, click on the **down arrow** to the right of **Print**. Click on **Print Preview**.
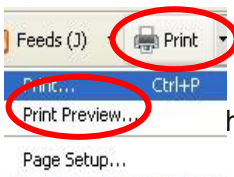

Always choose **Print Preview** so that you print only what you want and don't waste paper and ink.

[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.

Print

Beginning   End

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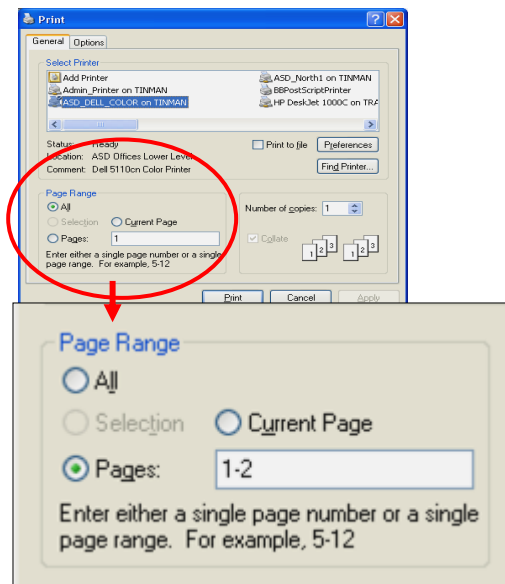
To print all the pages, click on **Print** at the bottom of the dialog box.

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**.

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