

## Internet Basics for Beginners

### 1. What is the Internet?

The **Internet** is a group of millions of interconnected computers and networks that allow people to find and use information and communicate with others around the world.

The **World Wide Web (www)** is a piece of the Internet that consists of a collection of connected electronic documents stored on **servers** around the world. Files connect to each other by clickable **links** or **hyperlinks**.

**URL** or **Web Address**: pinpoints the location of a particular document or website on the WWW (similar to a postal address).

The **http://** part of the web address stands for "hypertext transfer protocol", and is a standard method of transferring data between a Web server and a Web browser. There are different kinds of data that can be transferred on the Internet.



- The information contained in a URL gives you the ability to jump from one web page to another with just a click of your mouse. Every URL is unique and identifies one specific file.
- URL's can also be an indicator of the validity of a website.

### Domain Names

- .com: commercial, for-profit
- .org: service or non-profit organizations
- .edu: educational institutions
- .gov: government agencies or dept.
- .net: networking organizations
- .mil: military

You may also see suffixes that relate to the state or country of origin. For example, Colorado officials may use **state.co.us** as a suffix, while Pennsylvania officials would use **state.pa.us**. A site based in the United Kingdom would end in **.uk** while one from Russia would end in **.ru**.

## Some Helpful Tips on Web Addresses:<sub>1</sub>

- Most web addresses start with “www” (example: [www.nbc.com](http://www.nbc.com))
- Web addresses must be typed *correctly*, with dots in proper places and no spaces!
- Web addresses use UPPER or lower case letters interchangeably.
- Email addresses contain the @ symbol (example: [jdoe@aol.com](mailto:jdoe@aol.com)). Web addresses do *not* contain the @ symbol.
- Refer to the suffix to help you determine which websites are the best to look at. Would you be more likely to find information about the FDA on a .com site or a .gov site?
- If you see ‘https’ at the beginning of a web address, that means the page is secure, and more likely to be safe to enter credit card and personal information on that page.

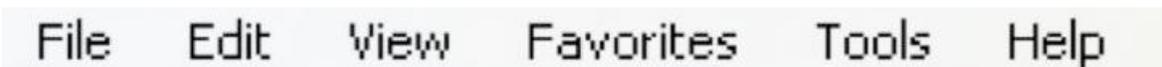
## 2. Web Browsers

A web browser is a software application that enables a user to display and interact with text, images, videos, music and other information typically located on a Web page at a website on the World Wide Web. Typically, they can be found on the **Desktop** and/or the **Start** menu.

- **Practice: Open up Internet Explorer, Google Chrome, or Firefox from the desktop.**



- Web browsers use Toolbars, just like most Windows applications



- **File:** Print the website or open up a new browser window or tab.
- **Edit:** Cut, copy, and paste text.
- **View:** Change the size of the text.
- **History:** Shows where you have visited over the last several days.
- **Bookmarks / Favorites:** Save web addresses so that you can revisit them quickly without having to retype them.
  - You can organize your bookmarks by folder.
  - Create a new folder by choosing the **New Folder** Button and naming your folder. You can then choose to add bookmarks to this particular folder.
- **Tools:** Allows you to change the settings on your browser.

### 3. Getting around in your Browser



As you move your mouse around you'll find that sometimes the cursor is in the shape of an arrow, and sometimes the arrow changes to an **I-beam**. The I-beam is a program's way of letting you know that the location your pointer is in is meant for text. As soon as you move outside of an area meant for text, the I-beam will turn back into an arrow again.



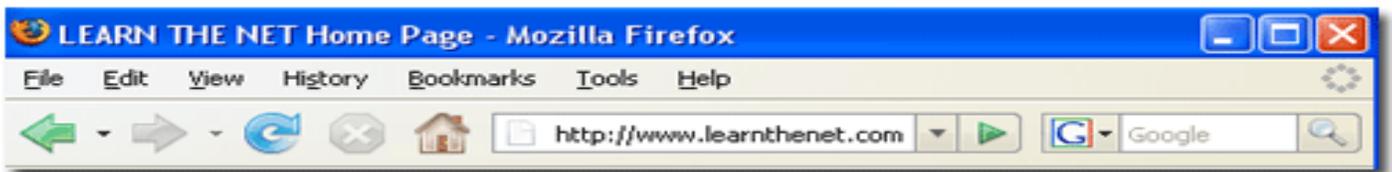
Sometimes, your pointer will appear to be a hand with a finger pointing up. This indicates the area your pointer is in is a **hyperlink**. A hyperlink is usually depicted as an underlined word or phrase, a picture icon, or a button or bar with words. Clicking on a hyperlink will "take you" to another web page or web document.



Finally, sometimes your pointer will appear as an **hourglass** or stopwatch. The hourglass indicates that the program is busy working and you must wait for it to complete its task before clicking on anything else.

- **Practice: Move your cursor around on the page and notice when the arrow turns into a hand or an I-beam.**

### Address Bar and Icons



**Back** button sends you back to the last page viewed.



**Forward** button allows you to return to a page after you've used the Back button.



**Stop** button stops the web browser from loading the current page.



**Refresh** button reloads the current page. Sometimes all the elements of a web page do not load properly or the web page is updated frequently, as in a news service page. By reloading the page, your data will be updated.



**Home** button will always take you back to the first page displayed when you first opened the web browser.



**Print** button allows you to print the current page displayed by the web browser. (see printing tips at end of handout).

- **Practice: Click on a hyperlink on the library's website. The arrow will turn into a hand icon when you are on a hyperlink. Next, click the 'back' button to take you back to the library's home page.**

#### 4. Search Engines and Search Tips

- **Practice: Highlight the address in the address bar, type in google.com and press 'enter'.** (To highlight an address, click into the address bar with your left mouse button-- you may have to click more than once to get it highlighted. You can also drag your cursor from left to right over the address to highlight.)

Internet search engines are designed to help people find information stored on other websites. Search engines:

- Are searchable by keyword & search millions of web pages.
- Allow both simple and advanced searches.
- Search results are usually ranked in order of relevancy.

**Some Major Search Engines are:**

**Google:** [www.google.com](http://www.google.com)

**Ask:** [www.ask.com](http://www.ask.com)

**MSN Search:** [search.msn.com](http://search.msn.com)

**Yahoo:** [www.yahoo.com](http://www.yahoo.com)

**Search Box:** Type search terms into a search box to find links to relevant websites.

- Free computer tutorials
- Hiking trails in Colorado
- Nobel Prize winners



## Search Tips & Techniques

### **Broad to narrow Searching:**

- This is a good way to begin a search when you are unsure about what type of material is available, or if you're unsure about where to begin on a topic.
  - Ask yourself, "What is my question—what information do I need? What do I want to know?"
  - Ask yourself, "What are the key concepts of my question?"
  - Identify those key concepts and use them as '**keywords**' in your search.
- Begin searching with one broad topic, i.e. 'car comparison'.
- Use additional keywords to narrow your search, i.e. 'hybrid car comparison'.
- Narrow it down to the specific, i.e. 'hybrid car gas mileage comparison'.
- If you still have trouble finding the information you're looking for, try using synonyms or similar terms for your topic, i.e. cooking/cuisine/recipes.

### **Additional Search Tips:**

#### **Tip #1: Exact Phrase Searching**

Use "quotation marks" to isolate specific words and phrases. Google will search your term(s) in that EXACT order. Helpful when searching for people or very specific things.

- Example: "1978 raleigh sport bicycle"
- Example: "red fender stratocaster guitar"
- Remove the quotes if you don't get many results.

#### **Tip #2: Broad Searching**

Find results that include either of two or more search terms to broaden your search.

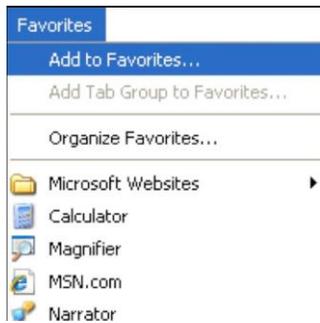
Use uppercase **OR**

- Example: recipe brownie **OR** blondie
- Example: best hiking **OR** biking trails in Colorado

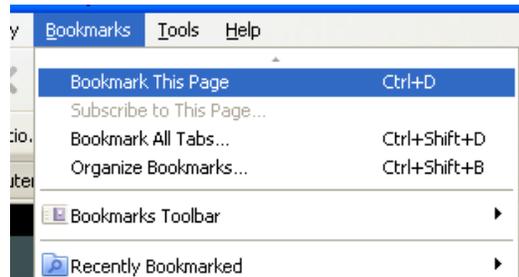
## **5. Adding Favorites/Bookmarks**

**Bookmarks** are saved websites. In Internet Explorer or Firefox, you can bookmark a website as a **Favorite** so you don't have to remember the URL every time you want to return to the website. To bookmark a website, click on the **Favorites** drop down menu while you are on that website, then click on **Add to Favorites**. In Firefox, click on **Bookmarks** and **Bookmark This Page**.

## Internet Explorer



## Firefox

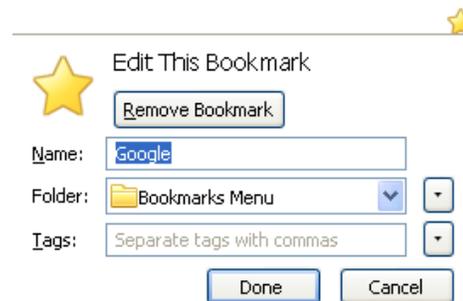


This will bring up a dialog box that allows you to rename the bookmark or add it to a folder for organizational purposes. Rename the bookmark as you like and click **Add or Done**.

## Internet Explorer



## Firefox

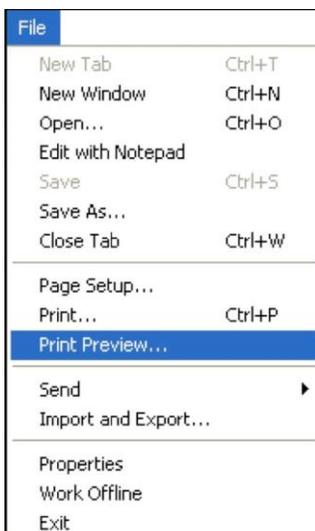


Once you have bookmarks in place, you need only click on the **Favorites** (Internet Explorer) or **Bookmarks** (Firefox) drop down menu to select the webpage you want to visit. To edit your bookmarks, just click on **Organize Favorites** (Internet Explorer) or **Organize Bookmarks** (Firefox) under the same menus.

### • Practice:

- **Bookmark the site you're on--google.com (by using 'Favorites' or 'Bookmarks' menu). Close out of your browser completely, and then re-open it.**
- **Using the Bookmarks (or Favorites) menu, find google.com and left-click on it to open.**

## 6. Internet Printing Tips:



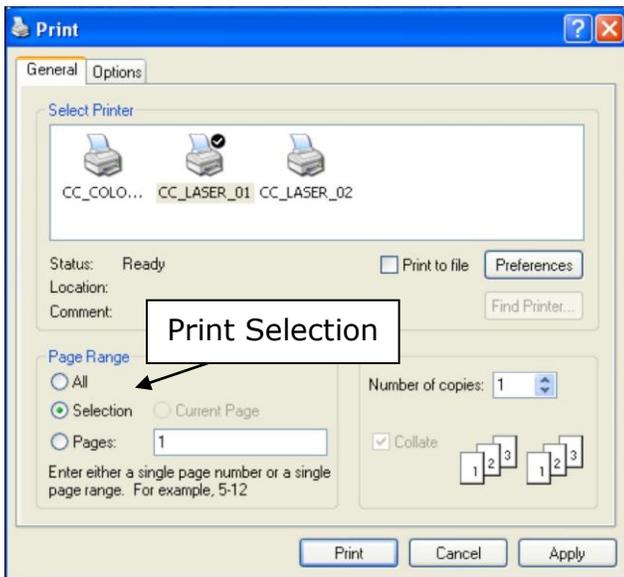
Before you print your webpage, you want to make sure you know what you are getting. Many web pages print out more than one page, and some omit or include information you don't want.

- To avoid wasting paper, ink, and time, use **Print Preview** to see what the page will look like when printed. To access Print Preview, click on the **File** drop down menu, then click on **Print Preview**. To close the preview, just click the red X at the top of

the window. Or you can print directly from the preview page by clicking on the printer icon in the toolbar along the top.

- To print your file without previewing it (or after exiting the preview page), click on the **File** drop down menu again. This time, click on **Print**. A dialog box will appear; inside this box you can choose which printer to print to (if you have more than one set up), how many pages to print, which pages to print, the number of copies you want, whether to collate those copies, and whether or not to print the document to a file. Make your selections, and then click **Print**.

## **Printing a Portion of a Page**



- To print only a portion of a document, select the portion of the file you would like to print by dragging your mouse over the text. The selection should be highlighted in blue. Then, click on the **File** drop down menu and choose **Print**. In the dialog box that appears, go to the section titled **Page Range** and click the circle next to **Selection**, then click **Print**. Only the text you have selected will be printed.

### **Practice:**

- **Click on print preview to see what it looks like.**
- **Close print preview and then click on File → Print to see what that dialog box looks like.**

## **7. Selected Websites by Subject**

### **Subject Directories – Browse through the internet instead of searching**

- Google Directory – Browse subject areas: [www.google.com/dirhp](http://www.google.com/dirhp)
- About Network – subject-based “channels with expert info on various topics: [www.about.com](http://www.about.com)
- Librarians’ Internet Index – a directory of “websites you can trust” compiled by librarians: [www.lii.org](http://www.lii.org)

### **News**

- The Daily Sentinel: [www.gjsentinel.com](http://www.gjsentinel.com)
- GJ Free Press: [www.gjfreepress.com](http://www.gjfreepress.com)

CNN: [www.cnn.com](http://www.cnn.com)  
NPR: [www.npr.org](http://www.npr.org)

#### Travel

Expedia: [www.expedia.com](http://www.expedia.com)  
Travelocity: [www.travelocity.com](http://www.travelocity.com)  
Orbitz: [www.orbitz.com](http://www.orbitz.com)  
Priceline: [www.priceline.com](http://www.priceline.com)

#### Health

Medline Plus: <http://medlineplus.gov>  
Web MD: [www.webmd.com](http://www.webmd.com)  
National Institutes of Health: [www.nih.gov](http://www.nih.gov)

#### Entertainment

Internet Movie Database: [www.imdb.com](http://www.imdb.com)  
YouTube: [www.youtube.com](http://www.youtube.com)

#### Cars & Trucks:

Kelly Blue Book: [www.kbb.com](http://www.kbb.com)  
NADA: [www.nada.com](http://www.nada.com)

#### Computers & Internet:

PC World: [www.pcworld.com](http://www.pcworld.com)  
Tech Bargains: <http://techbargains.com>  
HowStuffWorks: [www.howstuffworks.com](http://www.howstuffworks.com)

#### Shopping:

eBay: [www.ebay.com](http://www.ebay.com)  
Amazon: [www.amazon.com](http://www.amazon.com)  
Overstock: [www.overstock.com](http://www.overstock.com)  
Etsy: (handcrafted items) [www.etsy.com](http://www.etsy.com)

#### Weather:

National Weather Service: [www.nws.noaa.gov](http://www.nws.noaa.gov)  
Weather Underground: [www.wunderground.com](http://www.wunderground.com)  
Weather Channel: [www.weather.com](http://www.weather.com)

#### Government

Commonwealth of Kentucky: [www.kentucky.gov](http://www.kentucky.gov)  
Marshall County Govt.: [www.marshallcounty.ky.gov](http://www.marshallcounty.ky.gov)  
City of Benton: <http://www.cityofbenton.org/>  
White House: [www.whitehouse.gov](http://www.whitehouse.gov)

## 8. Some Tips for Safe Online Shopping

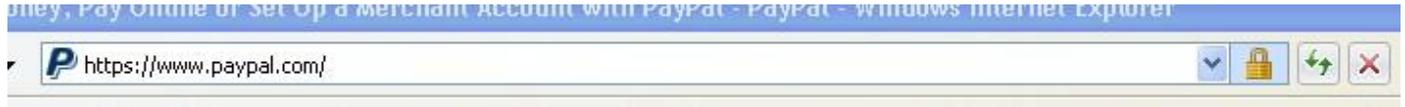
When you're shopping online (or doing anything that involves personal or financial information), always look for the small padlock icon at the lower right-hand corner of your browser's status bar. This indicates that you are on a secure site which scrambles your information before sending it to a merchant. Also, when you reach a page asking for sensitive

information, the address bar should read **https://** at the beginning of the web address. The extra **s** at the end of the http stands for **secure**.

In Firefox, the padlock will be in the lower right hand corner of the browser:



In Internet Explorer, both the https and padlock are in the address bar:



To learn more about identity theft and how to protect yourself, visit [www.ftc.gov/bcp/edu/microsites/idtheft](http://www.ftc.gov/bcp/edu/microsites/idtheft).