

Introduction to the Internet

Computer Essentials – Session 4 - Step-by-Step Guide

What is the Internet?

The Internet is a collection of millions of computers world-wide that are all connected to one another. While they do not share everything with each other, there is some limited amount of information a computer on the internet can get from any other computer on the internet.

There is a LOT of information on the internet, but all of it comes from another computer somewhere. Computers specially designed for transmitting information on the internet are called *servers*.

The internet is technically the set of computers connected together, but often people will say “The Internet” when they are referring to the *World Wide Web*, which is the portion of the internet we will focus on in this lesson. Another very important aspect of the internet is e-mail, or electronic mail. Some other aspects of the internet include the ability to retrieve files from other computers (downloading,) and real-time chat.

So what is the World Wide Web and what’s the URL, Earl?

The WWW is all the web pages on the internet. When you visit a website, you are retrieving a web page file from another computer. To do this, you will need to use a “web browser” program such as Internet Explorer. In that program, you would specify an address, the URL(Uniform Resource Locator), of the computer that holds the information, such as:

<http://mnl.mclinc.org/events-2/computer-classes/computer-class-resources/>

Here is what each of those sections represent.

- [http://](#) – This is a beginning section of all web pages. The http stands for HyperText Transfer Protocol. Fortunately, you do not need to type this or know anything about it other than that the computer will add it to the beginning, just like it adds the .docx to the end of your Word document filenames.
- [www.mc-npl.org](#) – This is the actual website. This section is also sometimes called the *domain name*. The domain name section of the page is what tells your web browser where on the internet to look, and very often is as much information as the computer needs.
- The *extension*, .org in this case, can be one of several different things based on the website itself. The most common of these is .com, for a commercial website.*
- /ComputerLab – The section following the domain name is often the name of a folder on the computer you are contacting. So once you reach the computer at [www.mc-npl.org](#), you are requesting a file in the ComputerLab folder.
- /ClassResources.html – This section simply specifies the actual file that you want to view. HTML is the extension for a file that is a webpage. Note: If you do not specify a folder or file, and simply give a domain name, such as “[www.yahoo.com](#)”, there is a main page that the website will show you by default. Often, this is the only webpage available, or an index of all the other pages, so frequently typing in web addresses will rely on simply knowing the actual website.

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*More about extensions: The webpage, <http://www.cnn.com>, or just [cnn.com](http://www.cnn.com) for short, is the website of the cable channel CNN. As a result, the information you see on it is current news headlines. Many companies have their own website as their company name-dot-com. (Pepsi.com, Nike.com, Victoriasecret.com, etc.) “Dot com” indicates that this is the website of a COMpany or a COMmercial enterprise. A non-profit ORGanization would have an extension of .org, GOVERNment websites end in .gov, EDUcational learning facilities are .edu, and there are one or two others, like .net. If there is ever another section tacked on the end, like “.com.uk”, that usually means the website is outside this country – in that case, in the United Kingdom.

What do I need to access the Internet? What else do I need to know?

Obviously, you need a computer. That computer also needs to be connected to the rest of the internet. There are several different types of connections, like DSL and cable that you might have. The source of your internet connection is called your *Internet Service Provider*. (ISP)

Of course, you are welcome to use the computers in the library computer lab. At that point, all you need is a valid library card.

Getting Started

As stated above, looking at web pages on the internet requires using a web browser such as Internet Explorer. There are other web browsers such as Firefox, Opera and Chrome. Internet Explorer is the browser developed by Microsoft. There have been several versions of Internet Explorer. Version 9 is the version currently being used in the computer lab.

Some Features of IE 9

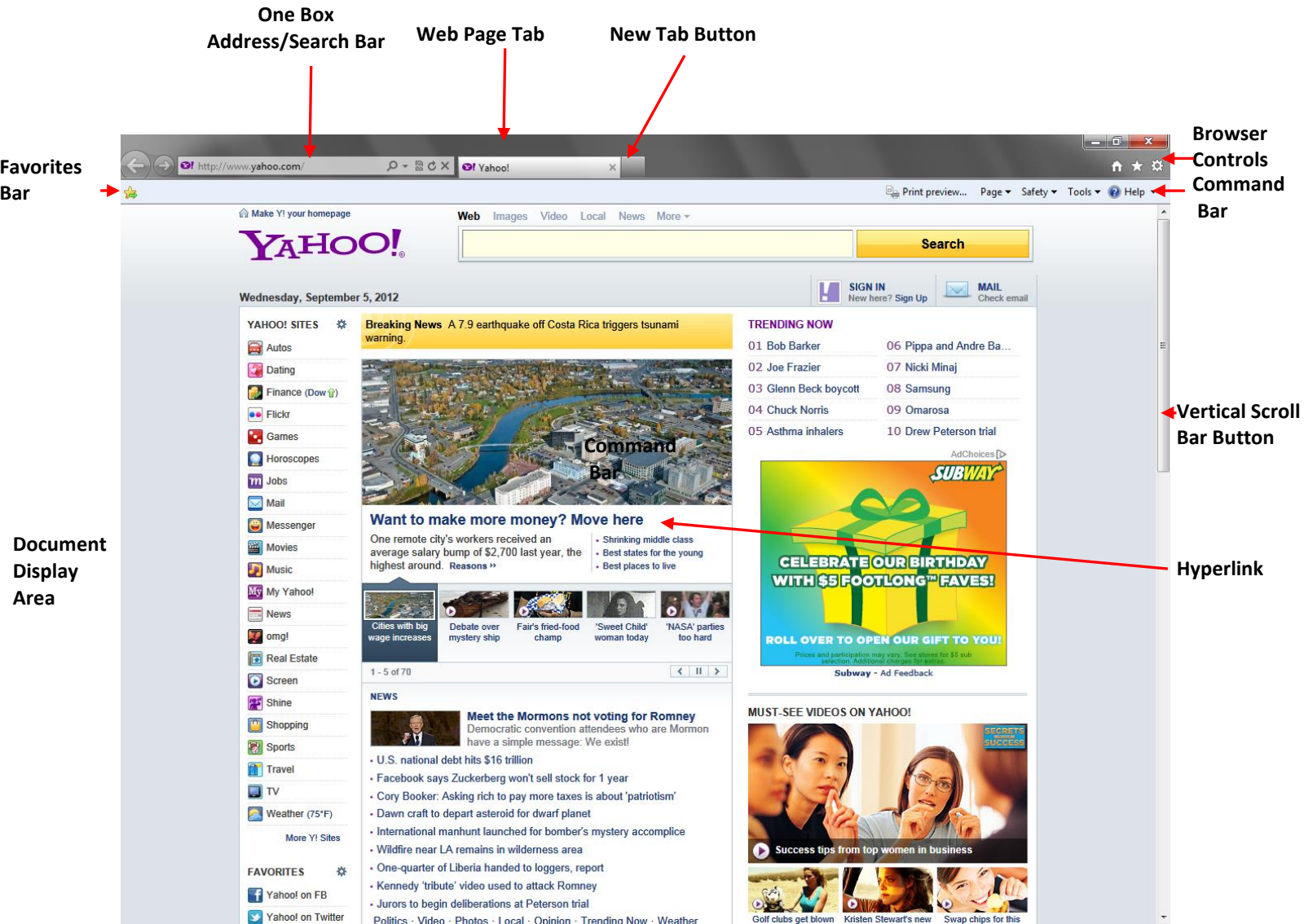
- **Tabbed Browsing:** Open multiple sites within the same window and use tabs to move between them.
 - **Cleaner Interface:** IE9 eliminates the title bar and the many toolbars of previous versions, moving the address bar, tabs, and navigation buttons onto a single row. You do have the option to add the toolbars back. In the lab, we have added the Favorites Bar and the Command bar.
 - **One Box:** The address/search bar which allows you to go directly to a webpage by typing in a URL or type in a search term.
 - **Compatibility View:** Allows content designed for older web browsers to still work well in Internet Explorer 9.
 - **Accelerators:** a form of selection-based search which allow a user to invoke an online service from any other page using only the mouse.
 - **Pop-up Blocker:** Prevents pop-up advertisements
 - **Page Browsing:** Activated by pressing Ctrl+F, a ‘**Find Bar**’ will appear below the tab row letting you search for words or sentences in a webpage.

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- **RSS Feeds:** Shows RSS news feeds available on a site
- **Printing:** Automatically fit web page text on the printed page(not in lab)
- **Zoom:** Magnify parts of a web page to read more easily
- **Favorites Bar:** Easy access to your Favorite bookmarks. This bar does not appear by default but can be “turned on.”

The IE9 Window




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Hands-On Practice

Navigating the Internet Using Internet Explorer 9

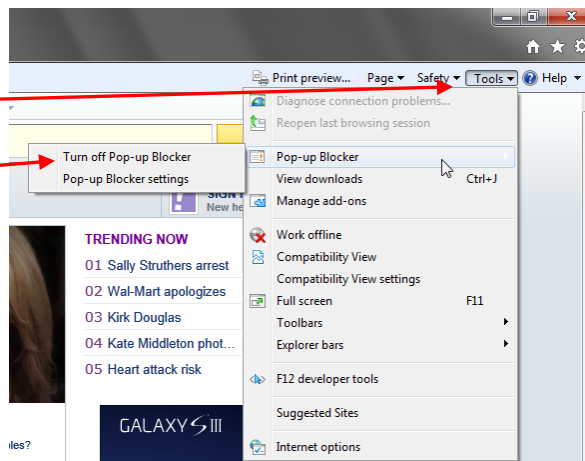
Opening Internet Explorer

Double-click the icon  on the desktop or use the start menu to open the browsing software. The webpage that should open (in the Computer Lab) is called Yahoo! Look around the screen and notice some of the various things scattered around. Yahoo is a website that has a lot of different resources on it, and their main web page (home page) is very cluttered with all kinds of stuff. But notice that the name of the page is on the webpage tab; you have some different toolbars, and especially pay attention to when you have a scroll bar. Most web pages are not nearly this complicated, but many are.

One item in particular to notice is that Yahoo has a number of advertisements on their website. These ads are constantly changing and picked out of a list of different ads, so you might not see the same one if you go to Yahoo a second time, or even if a computer next to you looks at their website at the same time. While websites very often use advertising to earn enough money to stay up and running, it is generally a good rule of thumb to *never pay attention to ads, especially if they are trying to get you to click on them as a game or if they are claiming that you have won a prize.*

Page Controls

Use the Tools menu to navigate to an option for turning off the Pop-up Blocker.



Entering a URL

When you first open the browser, the insertion point will be in a Yahoo search field. **Click into the address bar (One Box). Type “www.irs.gov” – just those 9 letters and 2 periods. No spaces, no other characters, not the quotation marks on the outside. Your typing should replace what was there before.** If you make a mistake in typing or need to change any part of the address, the **one box** acts just like a text box. You can use backspace, delete, etc. to edit the existing text. **When your address bar says www.irs.com on it, get ready to press the Enter key on your keyboard, or click the Go to button, but don't do it just yet. Focus on the Webpage tab that says Yahoo. Once**

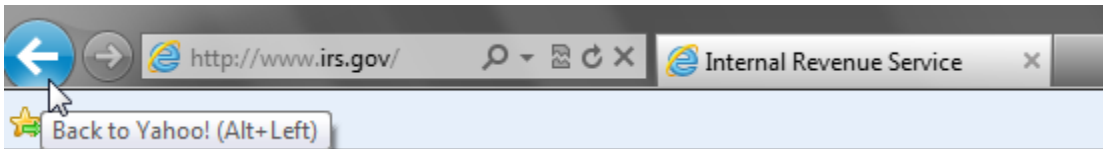
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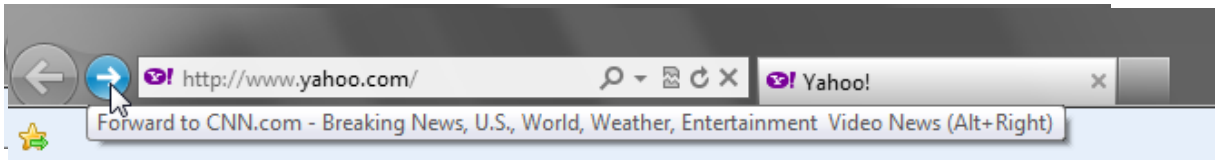
you press **Enter** or the **Go To** button, watch for the name change within the tab and the connecting indicator as your page “loads” into the web browser.



Once the page has loaded, `irs.gov` will replace Yahoo within the browser window. Focus on the back button which is now active. Point to it and note what the screen tip says. Clicking on the back button will return you to the Yahoo page.



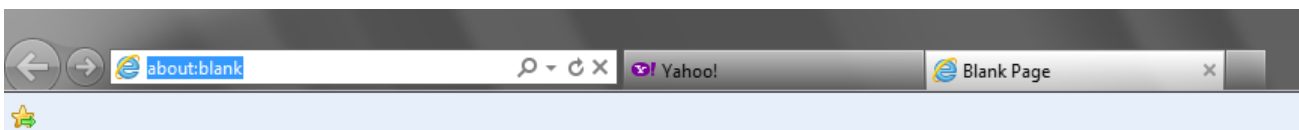
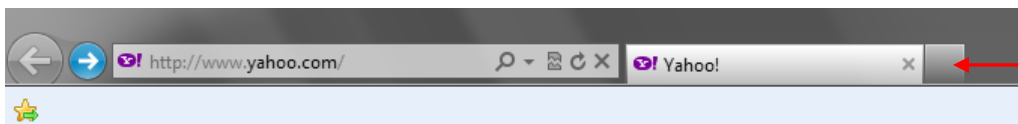
Now, the forward button will be active. Again, point to that button and note the screen tip. If you now click on the forward button, you will return to CNN.



Tabbed browsing

Tabbed browsing allows you to open multiple websites within the same window and use tabs to move between them.

If you want to switch to a new website, you will need to **click on the New Tab button**.



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Notice that the address bar (One Box) says “about blank” and the words are highlighted. There are two webpage tabs and one says Blank Page. That is what you are now seeing in your window. Once you begin typing, what you type will replace the words “about blank”.

Type www.refdesk.com

Focus on the **tab button** that you just opened and, once you press Enter or the Go To button, watch for the connecting indicator as your page “loads” into the web browser.



Notice that there are now 2 website tabs visible. To switch to another tab, simply click on it.

Browsing within a tab

This website (refdesk.com) has various reference materials on it, but in particular notice the section in the center of the screen partway down (that you may have to scroll to reach) marked “Site of the Day.” Every day, refdesk.com will pick a new website to feature, and the name of it will be just under the words Site of the Day. Notice that those words are blue and underlined. What does this normally mean?

Point to the name of the site. Note: Hyperlinks do not *always* have to be blue and underlined. Nonetheless, your mouse pointer does change to the shape of a hand, so you can be sure this is a hyperlink. While you are pointed at that link, a screen tip will appear right above the task bar that will display the exact web address of the website where this hyperlink will take you. If you click on the hyperlink, where do you think the new page will open? If you guessed “in the same tab”, you are correct.

Click on the Site of the Day link, then **click the back button** to go back to refdesk.com. What do you notice about the color of the link? If you said it’s a different color now, you are correct. This is a handy method of keeping track of links you’ve already clicked on.

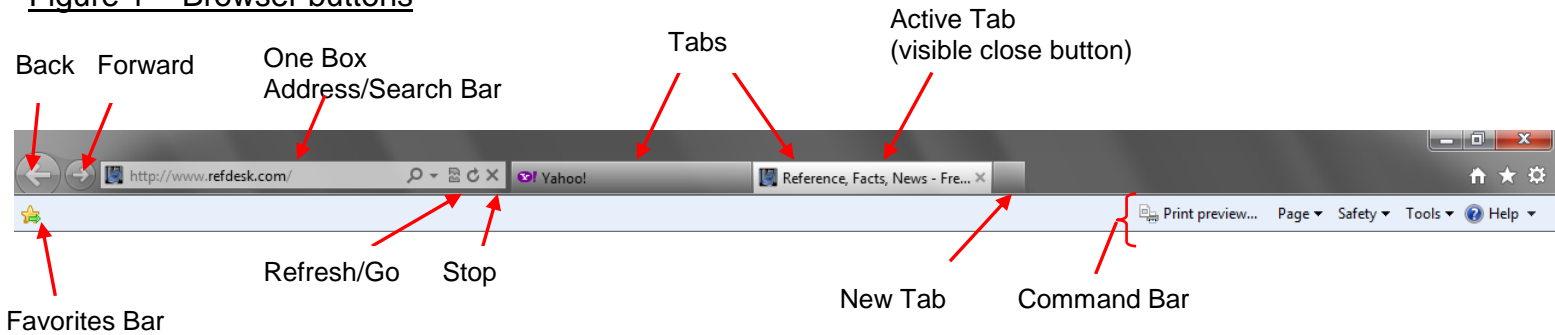
Now, let’s go to a different link on the [refdesk](http://refdesk.com) page. **Find the link that says TOTD ARCHIVE.** Instead of just clicking on it, let’s **right-click on the link and select open in new tab.** Note how doing that does not take you to the new tab; you will have to **click on the new tab** to view the content.

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Browser tool locations

Figure 1 – Browser buttons



Let's examine and review the Browser tools

The **Back** button will take you to the last webpage you were looking at before the current one in the **Active Tab**. The active tab is the one with the X close button visible when you are not hovering over the tab.

After you have pressed the back button, it will become gray because you can go back no more, but you can return **Forward** to where you had rewound from.

What is the homepage? It is the page which loads into the active tab of the browser window when you first open the browser. To get to the homepage at any time, you would click the **Home** button and the homepage will load into whichever tab is the active one at the moment.

Another important button is the **Refresh** button. While a majority of webpages will not change in a short span of time, CNN's might, and if there is some breaking news we may want our computer to go get the freshest version of the current CNN webpage. Pressing the refresh button might update some of the news items on the CNN home page. It *will* probably change the ads you had on the screen. The other time the refresh button is useful is when a page doesn't load completely and you need the computer to try again. The Internet is not perfect, so once in a while when a webpage file doesn't fully reach your computer, you may need to refresh your browser.

Along those lines, if your computer is trying to get a webpage and it is not succeeding or it is simply taking a long time, but the computer isn't giving up, you should press the **Stop** button on the toolbar before doing anything else. After pressing Stop, you can press Refresh to try again, or Back to return where you came from, or simply go to another webpage altogether.

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Favorites

Part of the tricks of learning to use a computer is getting the computer to do all the work. Notably, why remember all the webpages you've been to on your own? Sometimes the website is some place you visit over and over and don't want to type all the time. Sometimes the website has a REALLY long and confusing web address, which your current site of the day might. (This varies from day to day, obviously.) Sometimes you just want to remember the resource for later because you aren't sure you'll be able to find it again. In any of those cases, what you really want is to make the computer store the address of that page so you can recall it later like speed dial. We call these remembered places "favorites." Other browsers may refer to them as bookmarks.

Point to the star that is part of the Browser Controls and note the screen tip.



Click on the Star and then on the FavoritesTab. (Note that there are also tabs for Feeds and History) You will see a list of folders. These folders contain links to websites. **Slide down to the weather folder and click on it.** The folder "opens" to show the website links inside. If we were to want to go to one of these places, we would simply point to it and click on it. Warning: Do not click on the tempting blue arrow to the right of a folder as it will open all the links in a folder in their own separate tabs all at once!

Instead, let's store the current page we are looking at. **Click on the Add to Favorites button** which is above the tabs. A dialog box will appear asking us what name we want this favorite to appear on the menu as, and which folder we would like to place it in, if any. For today, don't change anything. **Click on the Add button and your favorite will be added to the list. Click on the favorites button to see the new link on the list** (It will be at the bottom of the list).

Important note: Most computers will store favorites permanently, until they are deleted. The computers in the lab will only remember a favorite until they are shut down at the end of the day.

Printing

Oftentimes we want to print what we are viewing to have for long-term or just to read on paper. If you want to print what you are viewing, there are a few things to be careful of.

Before you print from the internet, you should always perform a **print preview** first. This will give you a view of exactly what will happen if you print right now. Sometimes the browser splits the pages into sections and only focuses on one section. Sometimes it will print out on many pages. The best way to avoid unwanted pages and the wasting of costly paper

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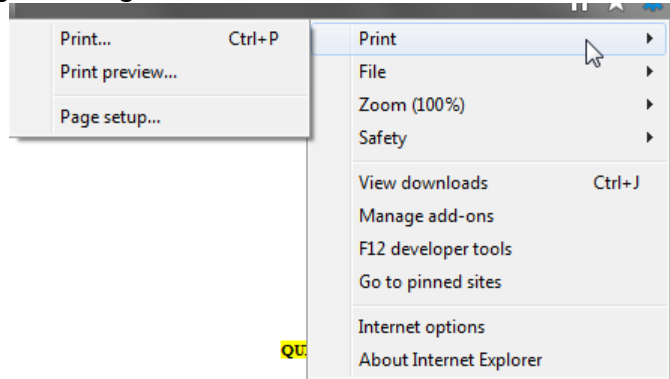
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and ink is to always do a print preview before printing. The steps below will guide you to printing the yahoo page, so, to start, **open Internet Explorer**.

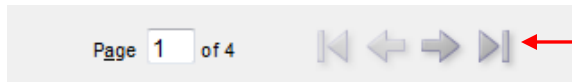
- 1) The print options can be accessed by clicking on the gear button of the browser controls



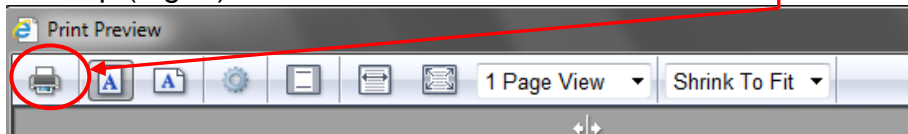
When you hover over the print button, a flyaway menu will appear with the print preview command. **Click on Print preview**.



- 2) The webpage will appear in the Print Preview (PP) window. The bottom center of the PP window will tell you how many pages will print. Clicking on the arrows will allow a view of each page and you can choose the pages you want to print. (Especially note the last page. Often it has little more than credits on it and you may not need it. **Click this button** to see last page)

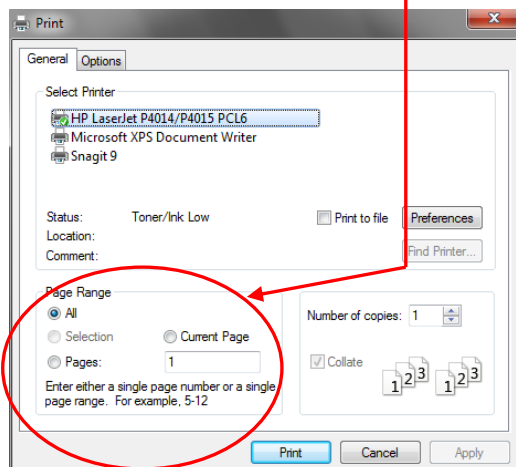


- 3) Once it's been determined what pages you want to print, **click the "Print" button**. The Print window comes up (Fig. 2).



- 4) In the Print dialogue box (Fig. 2), there is a section called **Page Range** where you choose the pages you want to print. Unless you change the setting, by default **all** pages in a document will print.

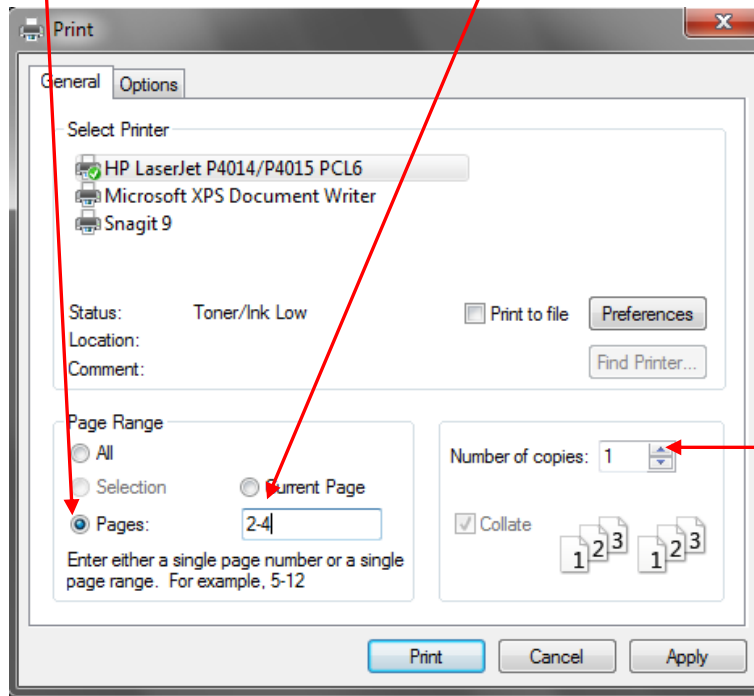
Figure 2 – Print Dialogue box



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- 5) To print only certain pages of a document, in the Page Range section of the Print dialogue box **click in the Pages button** and **type in the page numbers** you want to print.



If you want multiple copies of the same pages, use the “number of copies” scroll wheel.

- 6) Finally, you would press the Print button. If you decide not to print, then you would **click cancel**. If you cancel you must do step 7.

- 7) Close Print Preview window to return to webpage by **clicking the X**.



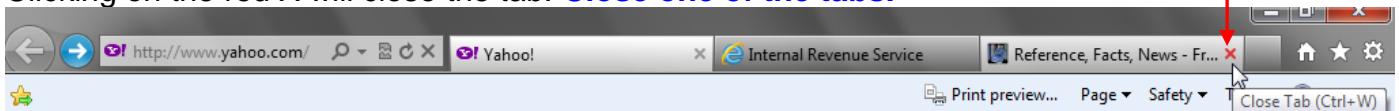
Closing Tabs

The active tab is the tab with the visible X close button.



When you point to the close button it will “light up” in red.

Clicking on the red X will close the tab. **Close one of the tabs.**



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Closing the browser

Take note of the fact that we now have two tabs open and let's **close the entire browser window**. Unless this option is turned off, a box like the one below will ask you if you want to close all the tabs or the current tab. Close current tab will leave the browser and all other tabs open.

Click Close all tabs.

