

INTERNET FOR BEGINNERS



- Introduction
- Web Browsers
- Navigation
- URLs



washingtoncenterville
PUBLIC LIBRARY

Centerville Library
111 W. Spring Valley Road
Centerville, OH 45458
(937) 433-8091

Woodbourne Library
6060 Far Hills Avenue
Centerville, OH 45459
(937) 435-3700

www.wclibrary.info

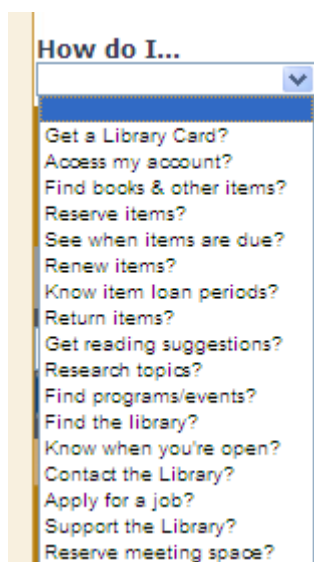
World Wide Web

The World Wide Web is an Internet-based system for the retrieval of information from distributed servers by use of a client or **browser**. It supports text, graphics, and multimedia. It is also known as the Web, W3, or WWW.

Web Browsers



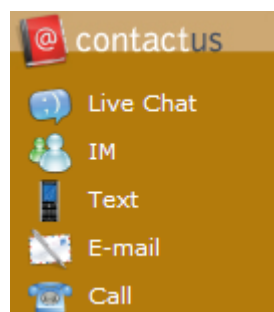
We use Internet Explorer at the library. Other major browsers include Chrome, Safari, Firefox, and Opera. All browsers allow for Internet navigation by using hypertext links (or links). Links can appear as underlined words, buttons, or icons. Below are some links on the library's home page.



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Internet Explorer 8



Identify these parts of the browser.

Address bar ____ Back and forward buttons ____

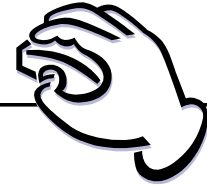
Minimize + Maximize + Close buttons ____

Refresh and Stop buttons ____ Scroll bars ____ Zoom ____

Getting Started: Double click the Internet Explorer icon:



Navigation Basics



Use the library's home page to practice some browser navigation skills. **Click on the library logo on the top left corner.**

Scroll Bar – The scroll bar is located on the **right side** of the computer screen. It enables you to move the page up and down. There are several ways to move the scroll bar:

- Click on the up or down arrows at the top or bottom of the scroll bar.
- Move the cursor to the button within the scroll bar and drag the button up or down while holding down the left mouse button.
- Click once on the “white space” within a page and then use the keyboard's arrow keys.

Scroll Bar →

Scroll
Bar →

Scroll Bar



Keyboard Arrows—move page in direction of arrow

Home—move to the beginning

End— move to the end

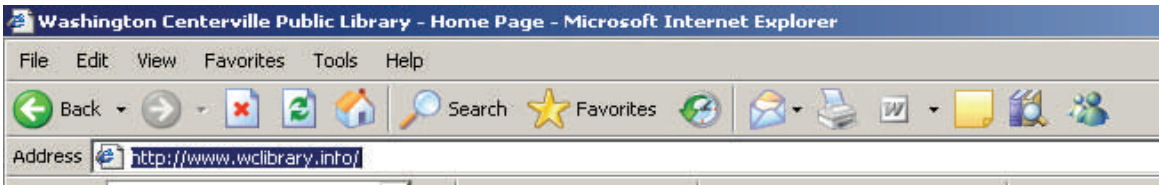
Page Up—move page up

Page Down—move page down

Right mouse button

The right button on the mouse provides a menu of options depending on what application you are using. It usually includes options to copy and paste, to print, and to save. This button is disabled for security reasons on WCPL's patron computers.

Entering a web address



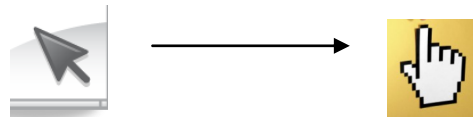
Three step process—

1. Click in address bar (text will turn blue; see above)
2. Type new web address
3. Press Enter key

Click once in the address bar and type in this address:
www.weather.com

Navigating a web page with your cursor

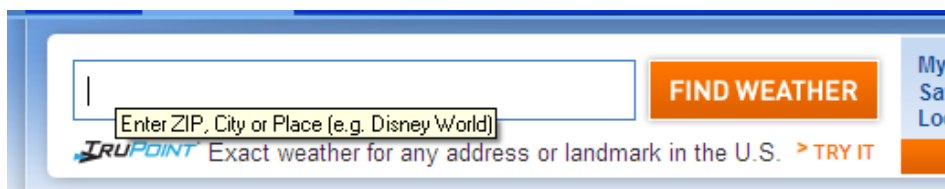
Move the mouse cursor over the current web page. Notice when the cursor changes shapes between an **arrow** and a **hand**. When a **hand**, the cursor is placed on an active hypertext link. You can connect to another webpage by clicking once on the link.



The cursor also changes when placed on or in a text box—the arrow becomes an **I-beam**, a Roman numeral “I”.

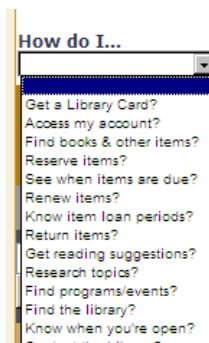
To type within a box, move the cursor to that box and then click the left mouse button. That changes the cursor to a blinking vertical line.

Type in your zip code and then click on Find Weather.

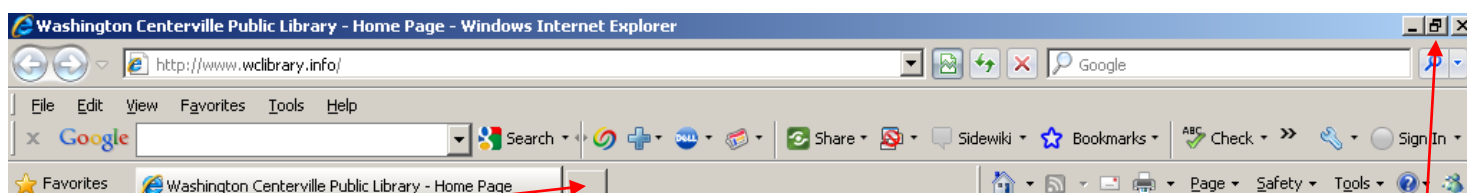


Using a Pull-Down Menu

Another common web page feature is a pull-down menu, a text box with an arrow on its right side. Clicking on the arrow within the box shows a list of options from which to choose. Go to www.wclibrary.info and use the How Do I... drop-down menu to find contact information for the library.



Browser Icons and Buttons



Microsoft Internet Explorer Toolbar

Open new
tab

Back – Return to previous page. (*arrow—left*)

Forward – Advance to next page. (*arrow—right*)

Stop – Stop the loading of a site. (*sign-X*)

Refresh – Reconnect to a site. (*arrows-circular*)

Home – The site, set by the PC user, that is first viewed when using the Internet: a home-base. (*house*)

Also available on most browsers are:

Favorites – Customizable list of frequently-used websites (opens in a separate frame).

_ Minimize
□ Maximize

TIP

On your home computer, you can customize the browser's toolbar—removing, adding or rearranging buttons—as you like.

Internet Explorer Menus

File Edit View Favorites Tools Help

Menu commands, listed at the top of the screen, can be clicked to display commands. On WCPL's computers, many commands have been deactivated for security reasons.

Popular commands in these menus:

File: Print, Print Preview, Save

Edit: Copy, Paste, Select All, Find on this Page

View: Text size, Zoom

Favorites: saved web sites/web pages, "bookmarks"

Tools: Internet Options, Pop-Up Blocker, Clear Browsing History

Help: Search help pages for IE, About Internet Explorer

URL



The URL (Uniform Resource Locator) is a web page's address. A URL is a unique sequence of letters, numbers, and symbols that determines what web page will display. A URL consists of several parts. URLs use periods (dots) to separate terms and slashes to separate levels. **URLs have no spaces.**

The domain suffix is the end of a URL; it indicates the type of site:

What would the URL be for finding tax forms?

Glossary of Internet Terms

Browser – A client program (software) that is used to look at various kinds of Internet resources - for example, Microsoft Internet Explorer and Firefox

Homepage – Main web page for a business, organization, person, or a collection of web pages

Internet – Collection of interconnected computer networks

Link – The connection between an element in a hypertext document and another file or document (also called **Hyperlink**)

Scroll – To move a document in a window in order to view other portions of the document

URL – Uniform Resource Locator - Standard way to give the address of any resource on the Internet that is part of the WWW. A URL does not necessarily have to start with 'www'.

Domain Name – Unique name that identifies an Internet site; has two or more parts separated by periods (dots)

Common domain types include:

.lib - library .com - commercial .org - organization
.edu - educational .gov - government .mil - military

