



Basic Internet Skills Series

An introduction to the World Wide Web

Location: Central Library, Schenectady County Public Library
Visit Schenectady County Public Library at <http://www/scpl.org>

Internet Basics

History of the World Wide Web: The World Wide Web (WWW or “the Web”) is a part of the Internet. The Internet is a global system that makes it possible for computers worldwide to share information via a variety of languages called protocols. The Internet also includes e-mail, Usenet newsgroups, instant messaging and FTP. The framework for the World Wide Web was proposed by Tim Berners-Lee in 1989 in a document he submitted to CERN (European Organization for Nuclear Research) as a result of the need for scientists to easily access, read and add to documents stored on their computers. In the 1950s and early 1960s, prior to the widespread inter-networking that led to the Internet, most communication networks were limited in that they only allowed communications between the computers on the network. Some networks had gateways or bridges between them, but these bridges were often limited or built specifically for a single use. One prevalent computer networking method was based on the central mainframe method, simply allowing its terminals to be connected via long leased lines. The invention of the fiber optic cable revolutionized the Internet making it possible for data, graphics and sound to be transmitted quickly into our homes and offices. The latest advances seem to be focusing on technology to miniaturize hardware/increase portability and increase access through Wi-Fi (Wireless Fidelity) and cloud storage.

Getting to the Internet: Browsers



A browser is a software application used to locate and display web pages. The three most popular browsers are Microsoft Internet Explorer, Firefox, and Google Chrome.

The Internet: URLs

Every document on the web has an address which is called the URL (Uniform Resource Locator). Each URL has several parts: the protocol, the host name and domain name.

The URL to locate GOOGLE is <http://www.google.com>

http:// and **https://** **hypertext transfer protocol** identifies the document as a web page. It is the standard used to connect, communicate and transfer data on the Web. Most web browsers will automatically add this prefix to the address. The “s” indicates a “secure” version of http and is usually used by web pages that ask for personal information. For more information about protocols, visit http://www.ehow.com/list_6686383_common-protocols.html

www document on the World Wide Web. Not all web sites require this.

.google host name

.com domain name that identifies category of the page. Other typical domain names include: • **gov** - Government agencies; • **edu** - Educational institutions; • **org** - Organizations (nonprofit); • **mil** – Military; • **com** - commercial business; • **net** – Network Organizations; • **ca** – Canada; • **th** – Thailand

A URL may have additional components that identify special features of the page such as html (hypertext markup language)

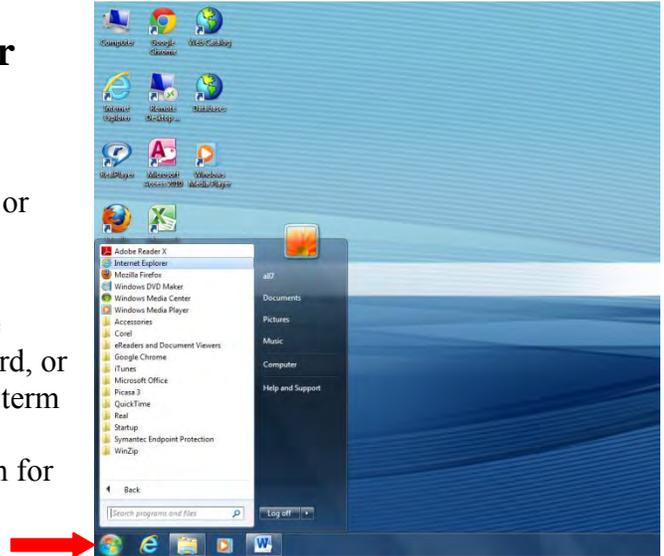
Opening Microsoft Internet Explorer



→ Programs → Internet Explorer

Or double-click on the shortcut icon on the desktop or pinned to the taskbar.

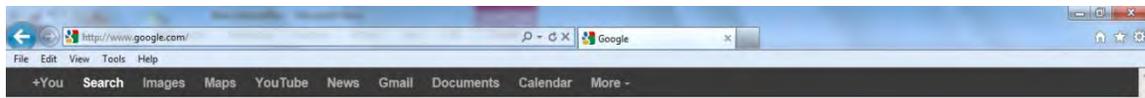
Search Engines: A program that searches the World Wide Web for information on a term, keyword, or phrase and provides a list of possible websites. The term is often used to specifically describe systems like Google, Bing, and Yahoo that enable users to search for documents on the World Wide Web.



Google	http://www.google.com	Excite	http://www.excite.com
AltaVista	http://www.altavista.com	Lycos	http://lycos.com
Dogpile	http://www.dogpile.com	Ask	http://ask.com
Yahoo!	http://www.yahoo.com	WebCrawler	http://www.webcrawler.com
Bing	http://www.bing.com		

There are hundreds of search engines in addition to Google and Bing. For example, if you are over 50 try <http://www.good50.com> Yahoo has a special section just for seniors [http://dir.yahoo.com/Society and Culture/Cultures and Groups/Seniors](http://dir.yahoo.com/Society_and_Culture/Cultures_and_Groups/Seniors) Did you know The Walt Disney Group has its own family friendly search engine at <http://go.com> Explore other search engines at http://en.wikipedia.org/wiki/List_of_search_engines and <http://www.thesearchenginelist.com> (note copywriter date.)

Internet Explorer Toolbar



File menu: contains actions such as page setup, print preview, print and properties.
Edit menu: contains actions such as copy, paste, select all.
View menu: contains actions such as changing available toolbars, size of text on screen, refreshing the current page.



Tools menu: contains popup blocker, phishing filter, internet options, etc.

Help menu: contains options for getting help with the program.

(Notice that for many actions there is a keyboard shortcut using the Control key and a letter key. For example, open file Ctrl-O and close file Ctrl-W)

Icon Shortcuts

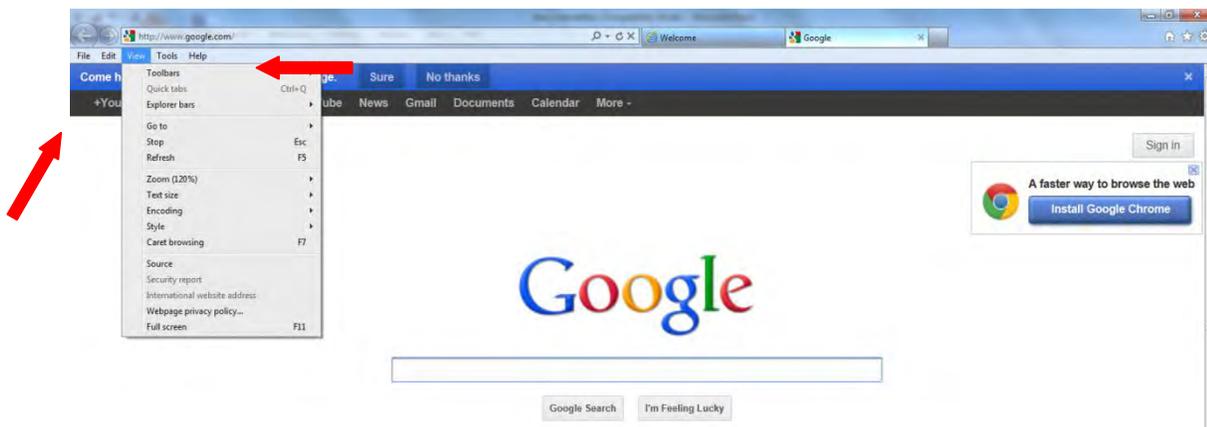
 **Home:** returns you to the page that you see when you first open your browser.

 **Favorites (or Bookmarks) menu:** creates a type of “shortcut” to a favorite website.

 **Tool:** includes internet options, print, safety, and About Internet Explorer.

Getting to Know the Toolbars

From the View menu: you can select or deselect different toolbars to appear on your browser. Various search engine toolbars can also be downloaded.



The address bar contains the website’s URL. The symbols at the end of the address bar allow you to Search, Select address field, Refresh, or Stop loading a page.



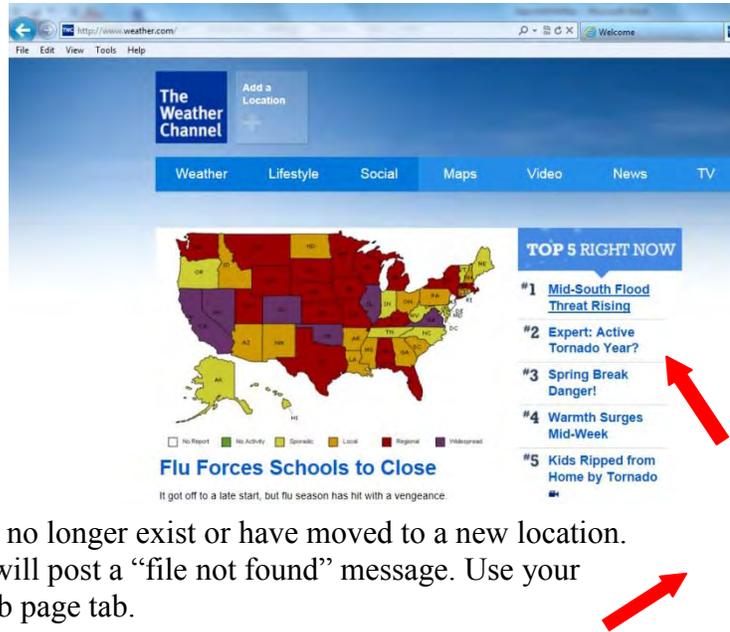
Visiting a Web Page

After you have opened your browser (Internet Explorer, Firefox, etc.), it will load (bring up) the home page which may be set as Google, another search engine, or any web page of your choice. Click in the address bar to activate the I-bar which tells the computer you are about to enter a URL (web address).

Navigating a Web Page - Links

Links are words or images on a web page that point to other web pages. When you move your arrow cursor over a link, a hand cursor will appear. The link usually will become underlined and the text highlighted in blue.

Clicking once on a link with your mouse will automatically take you to a connecting page. Since the web is ever changing, some links may point to pages that no longer exist or have moved to a new location. When this happens, the computer will post a “file not found” message. Use your navigation arrows or click on a web page tab.



If a page is larger than the screen, scroll bars appear – usually on the right and/or bottom.

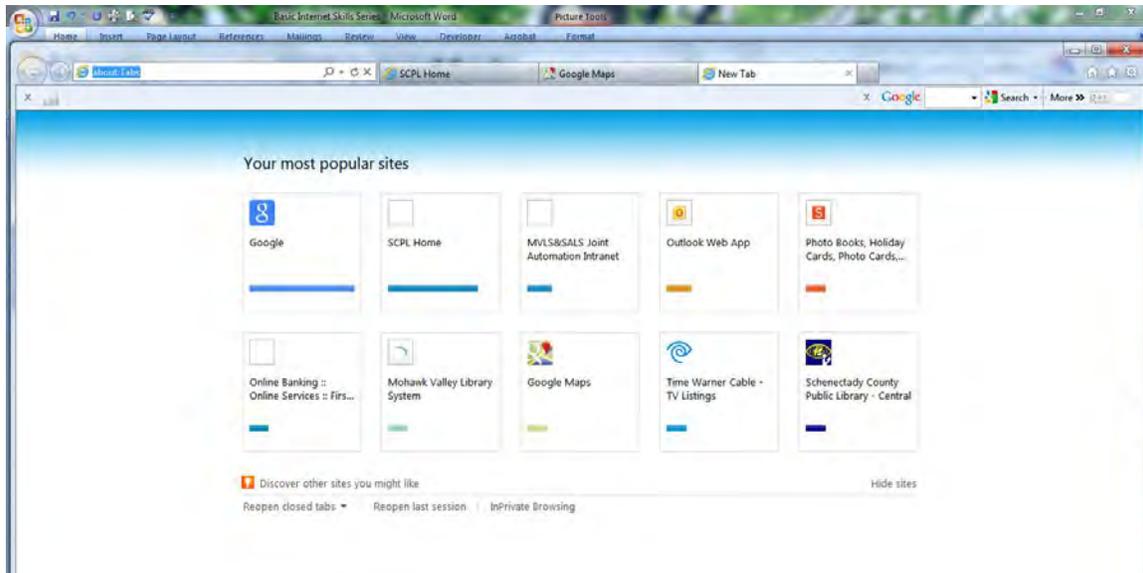


If you want to return to a previously viewed site, click the back arrow button OR forward arrow button OR the down arrow at the right end of the address bar. Another option is to click View → Explorer bars → History on the main toolbar to view previous sites.

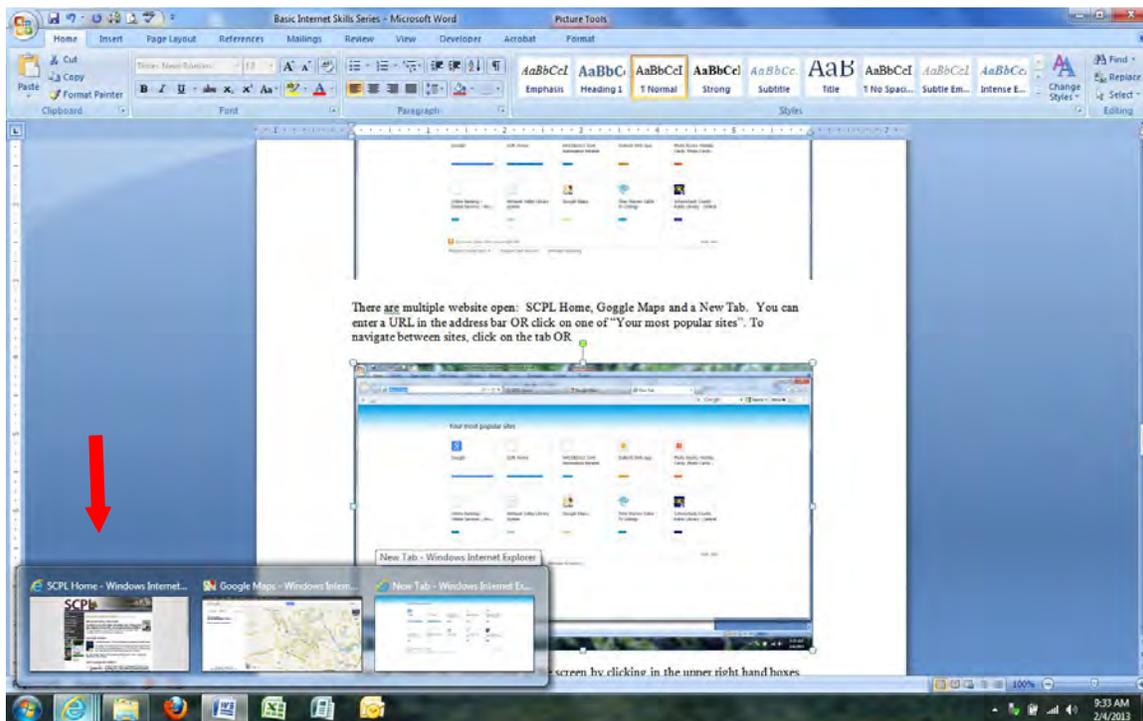
The ★ icon on the right side of your screen will also bring up your “View favorites, feeds, and history.”

Using Tabs and Task Bar

You may want to have more than one website open at the same time. How do you navigate multiple websites and/or documents?



There are multiple websites open: SCPL Home, Goggle Maps and a New Tab. You can enter a URL in the address bar OR click on one of “Your most popular sites”. To navigate between sites, click on the tabs OR place your arrow cursor on the task bar shortcut then click on the webpage image.



Minimize, Maximize, Restore down

You can change the viewing size of the screen by clicking in the upper right hand boxes
If you minimize the screen, to return it to its original size, click the file button on the Bottom of the task bar.



Minimize Maximize



Restore down

To close the program, click the red box or File  Exit.

Printing a Page



Always do a Print Preview before printing. Some web page designers block material from being printed. You may want to select some material but not all for printing. You may also want to select a range of pages.

Click File  Print Preview OR shortcut icon on toolbar OR use your right click button on your mouse. Print Preview lets you see what the web page will look like when it is printed and number of printed pages.

In this example, there would be two printed pages at the default “Shrink to Fit” size.

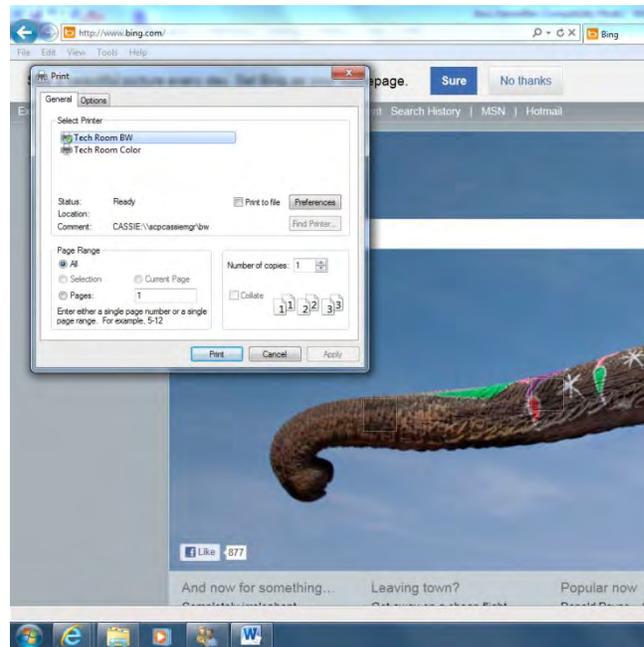
You can select (click and drag your mouse over the desired text) a portion of a page to be printed and change the size of the printed document using the Change Print Size menu. In the example below, the document would now be four printed pages at 150%. In addition, you can change the orientation from Portrait to Landscape view. It may affect the number of printed pages.



You can either click the Print icon on the toolbar or close the Print Preview window. (Click in the red box in the top right corner.)



File  Print menu allows you to select the number of copies you would like, indicate whether you want to print a selection (previously highlighted by clicking and dragging your mouse over the desired text), or a range of pages such as 1-5 or 7-9.



Now You Try It!!

Exercises for the Internet Novice

1. Open Internet Explorer. Click in the address bar to enter web address (the current address will turn blue) Type: <http://www.scpl.org> Click the Enter key on your keyboard. Congratulations. You have just successfully launched yourself onto the World Wide Web and connected to the Schenectady County Public Library webpage.
2. Click in address bar and enter: <http://www.whitehouse.gov> Click the Enter key on your keyboard. Go to Print Preview. How many pages would print from this website? Close Print Preview window. Open any link on the website. Highlight any printable portion of the page. Go to Print Preview and view what you have selected. (Hint – involves a drop down menu)
3. Return to the library homepage. (Remember the back arrow or drop-down arrow?)
4. Minimize the screen and then bring it back up. Maximize the screen. Restore the screen to original size.
5. Use the scroll bars to find the links on the left of the page. Explore links on webpage. (You should be on the Library page.)
6. Return to the home page for the browser by clicking on the home shortcut icon.
7. Explore other search engines listed above (such as Yahoo!, Excite, WebCrawler, etc.)
7. Exit from the browser.

Free Online Internet Basic Tutorials

<http://www.learnthenet.com/english/web/000www.htm> The web at a glance with 21 short lessons. Sponsored by Learn the Net (www.learnthenet.com)

<http://www.bbc.co.uk/webwise/course> Main page for online tutorials. Sponsored by the BBC – British Broadcasting Company

<http://www.bbc.co.uk/webwise/course/coursemenu.shtml> Learn how to use the internet step-by-step. Also includes Computer Tutor – guide to using a computer

<http://www.netskills.ac.uk/share/index.html> Freeware provided by Netskills and hosted by Newcastle University

<http://www.refdesk.com/factbeg.html> Finding information on the Internet – a range of topics. Some links may have outdated information.

<http://www.internet101.org> Current and simple to use internet guide