

Basics Lesson Five - Internet Essentials

The World Wide Web (www) is synonymous with the modern Internet

- The Internet started out as a black-screened, text-based way for the government and educational institutions to communicate quickly over vast distances. When the Internet was transformed by adopting a graphical environment (meaning it uses pictures and clicking on text for navigating, instead of needing the knowhow to type text commands in order to do something), it became easy to use. It was then it became known as the **World Wide Web or WWW**.
- Often abbreviated as WWW, it has previously been humorously and historically described as short for World Wide **Wait**. That wait was because of a combination of the wait required for a slow dialup connection, plus overloaded web activity. This has been mostly resolved by “Broadband” (cable, satellite, DSL, or optic) connections as well as servers (the computers which maintain all the web page information) with larger capacity (the ability to handle more connections at once).

What makes the Internet so attractive and addictive?

- The Internet offers an expansive base of information.
 - You can obtain vast amounts of computer help, technical information (even user manuals for most electronics, appliances, and just about any other device or entity), educational material, and entertainment (music, videos, and games).
 - You can even find the menu for your favorite “chain” restaurant, or the current showings and times at the local theater.
 - For computer help, just put part (or all) the error message into the search line, or enter the file name giving a problem; or enter the term you wish explained, into a search engine, such as Google (www.google.com), Bing (www.bing.com), or Yahoo (www.yahoo.com). You will be amazed at the references that can be found.
 - For technical information or “How to” instructions, insert the product or device into the search engine, and add “manual” or “tutorial” or “review”. Or go to the manufacturer’s home page (usually the manufacturer name followed by .com) and look for support.
 - There are abundant Self-Help sites available.
 - Manufacturer’s product information, access to customer service, technical help, and even user manuals are frequently obtainable.
 - For instance, download a camera or electronic equipment manual. They are easier to read than those often tiny, “impossible to keep your place” booklets.
 - Medical sites are accessible and medical advice available.
 - Cooking help or recipes can be found.
 - Newspapers around the world are available online.
 - Keep in touch with hometown news from anywhere in the world.
 - The Internet also offers entertainment. Music, videos, gambling, travel information, and interactive games are everywhere.
 - Even the local theater and television listings can be accessed.
 - Locate people or businesses.
 - For example, just from a phone number, or zip code.
 - Or use the white and yellow pages online.
 - Even purchase products or groceries online
 - Obtain maps and directions, if the address or general location is known for the destination.
 - You can shop, visit cute or inspirational web pages, and even send electronic greeting cards.

Basics Lesson Five - Internet Essentials

With most of this information free, all you need to be able to use the Internet is a computer with access to the Internet. This connection can be from work, or a personal connection at home, such as via a telephone line, television cable, or a satellite TV. This requires you either subscribe to an Internet Service Provider – ISP, or "borrow" the use of someone else's. There are also free "wireless hot spots" all over; sandwich chains, coffee spots, even shopping centers and doctors' offices. The ISP will either use normal telephone lines (DSL and dialup), television cable, or satellite connections all passed through to the computer through a "modem"; these respective modems connect the computer to the Internet signal. Internet Providers such as AT&T, Comcast, CenturyLink, or other phone or cable services all offer Internet Service ISP); as does AOL offer broadband (high speed connection) and dialup (used now only in very remote areas).

- You may have an Internet connection available through a workplace Network Internet Access.
- As mentioned above, you may also share someone else's Internet Service Provider.

Once you have data "streaming" to your computer, you need a software program called a "**browser**" to view the (interpret) the data being sent (read text, view pictures, or interact with the Web). Such browsers include, Microsoft Edge (Windows 10), Internet Explorer (included with all Windows), Google Chrome, or Firefox to name a few of the more common ones.

- Most Browser software programs necessary for viewing the Internet pages are free: Microsoft Edge and Internet Explorer (supplied free by Windows), Chrome, Firefox, and AOL (if using their downloadable software) are the most well-known and used.
- AOL software, as a browser, is somewhat clumsy.
 - Because of that, my suggestion if using AOL desktop software, is use Internet Explorer (or your browser of choice) for working with the Internet.
 - As an Email program, it is quite easy to use for beginners.
- Remember that an E-mail Program does not **view** the Internet, though it does **require** connection with the Internet.

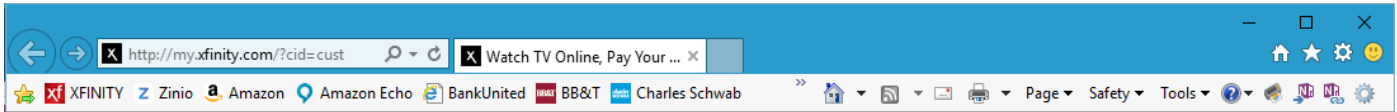
The Most Common browsers are:

- Microsoft Edge (Supplied with Windows 10)
- Internet Explorer (supplied by Microsoft with Windows)
- Google Chrome
- Mozilla's Firefox (which also offers an Email program, Thunderbird)
- Opera
- America Online desktop 9.x (supplied by America Online as a free download)
- But there are even others.

Basics Lesson Five - Internet Essentials



Using the Browser

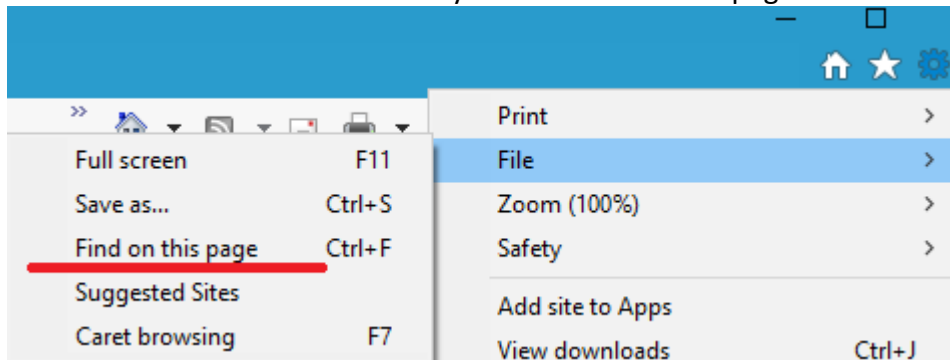
Common Features of a Browser window (Using images from Internet Explorer shown below)



- The **Title Bar** lets you know what web page you are viewing, and sometimes with which Browser you working. It also can contain toolbars
 - Internet Explorer 11 no longer displays a menu bar. To get it back, right-click on the toolbar and then click on “Menu Bar” (or for temporary display of the classic menu, hit the ALT key).
- The various **Toolbars** contain buttons which are used to “navigate” web pages, or open features available with the browser.
 - They can often be customized (decide which buttons you want thus which functions).
 - To customize the main Internet Explorer Toolbar, now referred to as the “Command bar”, either right-click on the toolbar and choose “Customize Command bar”; or go to the View menu (of the menu bar if available) and choose “Customize”.
 - Why customize the Toolbar?
 - You may have particular functions specifically used by you, and others unneeded.
 - Clicking on a “button” opens something (Favorites (History is now under Favorites), Add to Favorites, Search, etc.), clicking again on the same button closes it.
- The **Address Bar** is the line identified by the box containing the current web address. It reads: “http://www.whateveraddress.com” as an example.



- The address box is just to the right of the two arrows (Back and Forward buttons).
- The **Back** button returns you the page you were viewing just before the current page.
- The **Forward** button returns you to the page you were viewing just before you used (clicked on) the Back button.
- The Address box is where you enter the web address you wish to be connected to, such as obtained from a newspaper or magazine article, an e-mail (“paste into your browser”), or simply supplied in written form. You can also insert search terms into this box.
- A **PADLOCK**  appears to the right on this box, as a sign of a secure connection. You want to see this before putting any personal information, such as credit card numbers, etc.
 - On AOL, the lock is at the bottom right. But similarly, look for it for security.
- Most browsers also now use the Address box as the **Search** box, into which you can enter text, then click the “magnifying (or search) glass”.
- The drop-down menu from Tools|File  (the sprocket icon) allows you find text “on this page”.



Basics Lesson Five - Internet Essentials

- The **Status Bar**, which is located at the bottom of the Internet Explorer window, displays information about:






- Link destinations show there when the link is hovered over (the mouse cursor rests over).
- May supply hints at times
- At the far right, you can use a drop-down or sliding tool to zoom in or out on a page.

Hints

- Remember the browser is a window just like any other, and can be moved or re-sized
 - Except some pop-up windows cannot be resized. They have been fixed a certain size.
 - Also some browser windows are difficult to close (they hide the customary X).
 - Don't click on the window. Many of these pop-ups are designed to take you to their web page if clicked upon. Go down to the taskbar; find the button for the window (when you click on it, the pop-up displays over the other windows). Now right-click that button and choose **Close**.
 - If all else fails, click on the title bar (if one), then CTRL-SHIFT-ESC (Opens Task Manager), and End Task on the highlighted Internet Explorer item under the Applications tab.
- Pop-up Stopping programs prevent pop-ups by preventing a second instance of the browser (IE, AOL, etc) window from opening. But this can prevent some legitimate pages from working properly, such as banking, purchasing, and other programs which often use a second window to display purchasing forms, etc.
 - If you want to use a pop-up blocker, then:
 - Try temporarily disabling this feature (pop-up blocker) in Tools or Settings.
 - Or some browsers allow disabling the pop-up blocker on a use-by-use basis by holding down the CTRL key before and while clicking a link.



Appearance of the cursor when on a web page






- The cursor on a web page assumes three appearances.
 - Typically, the cursor is an arrow (a pointer), while over buttons, or borders. 
 - When over a link, the cursor becomes a hand. 
 - When the cursor hovers over text (which can be selected and copied as editable text), it becomes an I-beam. 

Basics Lesson Five - Internet Essentials

Use of the Address Box



- Click in the address box, and the current address turns blue (selected). Just begin typing into the box, and the newly typed address replaces the old. You do not need first to backspace through or delete the old address.
- Most browsers will add automatically the www. (dot). Type only **address**. and whatever **suffix** the domain ends with, and hit the ENTER key. As an example, **microsoft.com**, or **cvlcl.org**. If you are having trouble obtaining the page, try adding the **www.** (dot). Typing the **http://** is never needed.
 - The claim and common practice is you don't need to type the **www.**; Internet Explorer and most browsers will add it; but success at locating the site is unsuccessful, try adding the www. (www followed by the period mark).
 - With Internet Explorer and other browsers, if it is a .com suffix, just type the main name (such as microsoft), then while holding down the CTRL key, hitting the ENTER key adds both the **http://www.** (at the front) and the **.com** (at the end). **This works only for .com** (dot com), not for (dot) .anything else.
- Once you have typed (or pasted) in the URL (the web address), just hit the ENTER key. Also, when a new address is inserted: the far right "Refresh" button  changes into a "Go arrow" button .



- What is a **Link**?
 - A link takes you from the page you are viewing to another **area** of the same page, another web **page** or another web **site** entirely without typing an address.
 - When you hover over a link, the Cursor becomes a hand .
 - Clicking on that link may do one of several things:
 - A new web page may replace the old one in the original window, and the back button is available to return to the original page.
 - The new web page may open in a separate window (remember the pop-up stopper if nothing happens), while the other window remains available underneath the old. A click on its button on the Taskbar brings it back on top.
 - The new web page may replace the old, with a grayed-out Back button (the prior site history was erased, thus no going back).
 - Or with the "tabbed" viewing of Internet Explorer 7, it may open up a new tab.
 - When you go to a new page via a link, there is sometimes a link on that page allowing you to return to the previous page; otherwise make use of the BACK button.
 - The conventional color for links is blue, but the web author can dictate different colors.
 - Links conventionally appear as underlined text, or the link becomes underlined when hovered over with the mouse cursor.
 - Favorites (Internet Explorer), Favorite Places (AOL), or Bookmarks (Chrome, Firefox etc.) are lists of saved links allowing you to return to a desired web page. You can add to those Favorites when visiting a site you think you may want to return to (find again easily).
 - Click on the star icon    or .

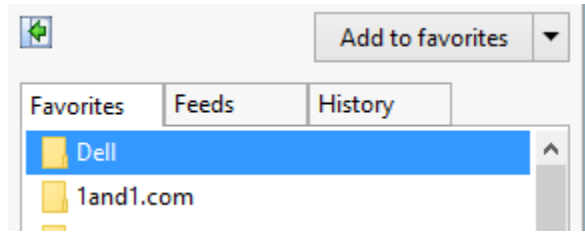
Basics Lesson Five - Internet Essentials

“Navigation” Buttons

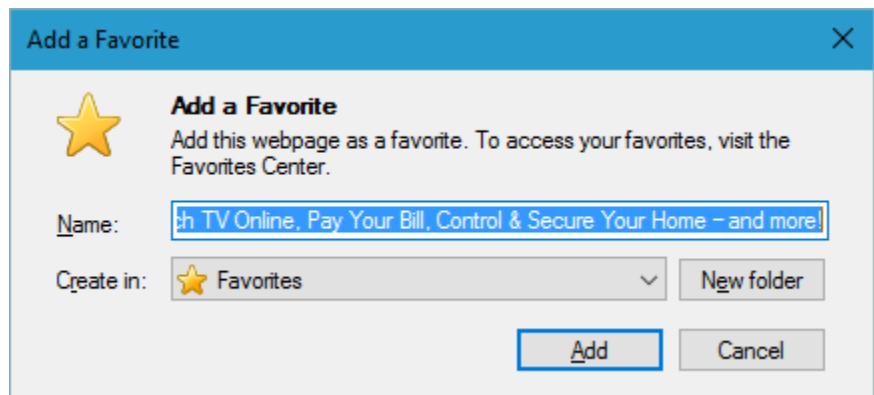
Internet Explorer’s buttons used as example:



- The **Favorites** button  opens a list of previously saved links. Once you click on a link, the list closes.
 - If you wish to keep this list open, click on the “Pin favorites open” button  (at the top right of the Favorites window).



- “History” brings up a window Pane on the left revealing the sites you have visited the last few days or weeks.
- The **Add to Favorites** button (top of Favorites box) allows you to save a page you are currently viewing to the list of Favorites. When “Add to Favorites” is clicked:



- You can choose to save it at the bottom of the Favorites list, or within another folder by clicking on “Create in” (or the drop-down arrow next to Create in) to use an already



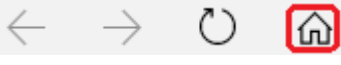



existing folder. Click on the “New Folder” button to create a folder **within the folder already named in “create in”** box.

- Most browsers have a folder labeled Favorites bar (or similar. This can display the most common favorites for quick access.
- Almost all browsers have “tabbed browsing”. What that means, is you can have several Internet pages opened, each in a separate tab of the same browser window.



- To open a new page in another “tab” by either:
 - Click on the blank tab and insert the address desired in the address box; then hit the ENTER key.
 - Hold down the CTRL key (or SHIFT+CTRL keys) while clicking on a link within the currently viewed page. The new page will open in a tab (CTRL on bottom, SHIFT+CTRL on top).
 - The four-box button to the left of the tabs creates small images of all tabs.

Basics Lesson Five - Internet Essentials






- Again, most browsers also offer a HOME button (appears as a small house icon), to quickly access the page you want to come up each time the browser is opened.
 - This button may not be displayed automatically, and may need use of "Settings" or "Internet Options".
 - **Home** button
 - Internet Explorer 
 - Google Chrome 
 - Microsoft Edge 
 - You can typically have one or more home pages which open when the browser first opens.
 - The page(s) set as home page are modified again in Settings or Options.
 - Settings or Internet Options are accessed differently in different browsers.
 - Internet Explorer has "Internet Options" found in the Tools menu displayed in the "sprocket" icon .
 - Google Chrome has Settings under the "hamburger" menu top right .
 - Microsoft Edge has Settings under the "ellipsis" menu .
 - Here you can change several of the appearance features or functionality of the browser.

Basics Lesson Five - Internet Essentials

AOL


The Address bar is similar to others. The left side contains typical navigation buttons.




- “Previous” and “Next” buttons  have the same function as Back and Forward, “Previous” taking you back to the previous site, and once used, and “Next” returning you to the later site. But there is no going beyond one back or one forward (no drop-down arrows).
- Stop  and Refresh  also function the same as Internet Explorer. Stop halts the page loading, and Refresh reloads (or attempts to reload) the page, thus "refreshing" the data.
- There is also a “Home” button (represented the small house ) , taking you to a single designated “home page” set within Settings/Preferences. You can also simply put it in Favorite Places.
- Simply typing an address in the Address bar followed by hitting the ENTER key takes you to a website. You can again click on the Go button. 

- The right half of AOL's Address toolbar has a search box, and the Favorites button and drop-down. 

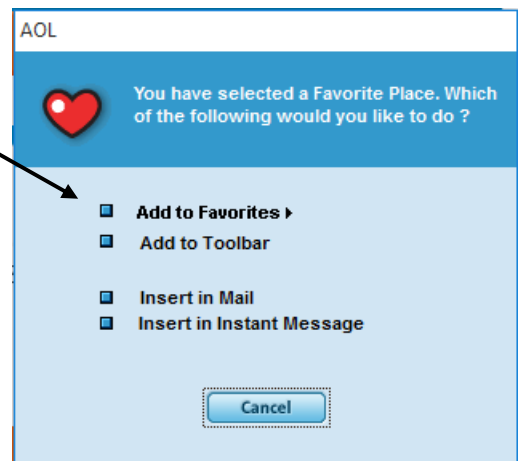
- Favorite Places is the original AOL name for Favorites, and is now labeled Favorites on the right side of the Address toolbar.

- One place where AOL differs from Internet Explorer. AOL does not have all these buttons on the main toolbar. AOL users find another toolbar at the right of each web site window. 

- To save a Favorite to Favorite Places:
 - Navigate to the desired site.
 - Click on the Red Heart to the right side of the web page toolbar.
 - Click on Add to Favorites.

- On AOL, the History shows for the last 300 sites by clicking the drop-down arrow next to Go. 

- Add buttons for Favorites to AOL's toolbar.
 - It acts as the Favorites bar in Internet Explorer.



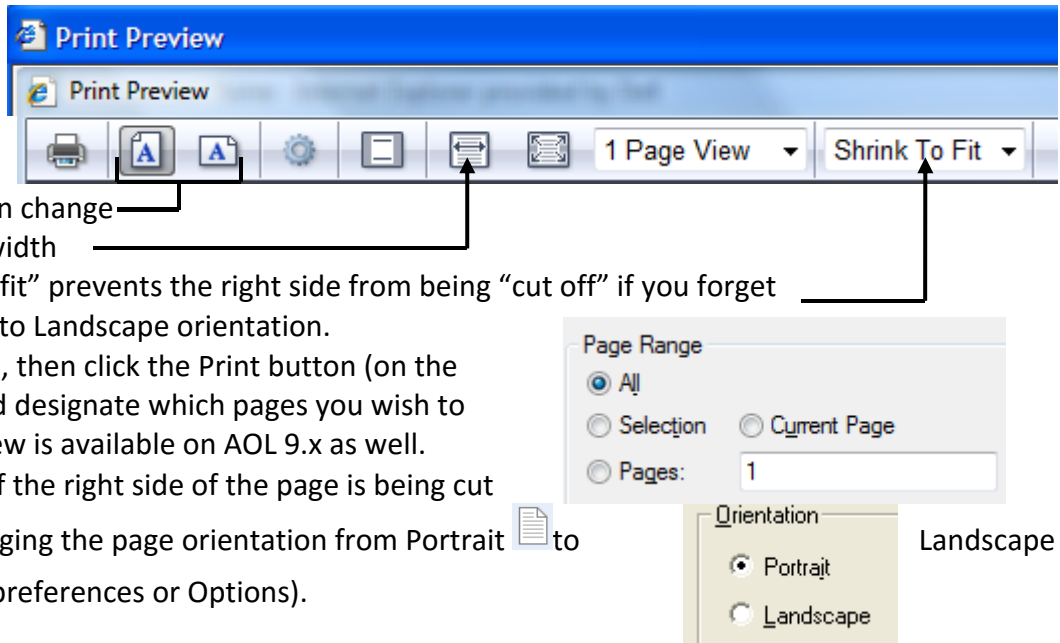
- AOL does have a main menu bar and icon bar as well.



Basics Lesson Five - Internet Essentials

How to Print the Entire Web Page

- Click on the Sprocket, Ellipsis (three dots), or Hamburger (three horizontal bars) icon usually near the upper right-hand corner of the window. Then go to Print. Chrome and Microsoft Edge will then present you with a printer dialog window allowing you to see what you are printing, and how many pages. On Internet Explorer, choose either Print or Print Preview. If you simply choose Print, you will not know how many printed pages you get until printing is finished. Print Preview provides a window similar to Chrome and Edge, allowing you first see how many pages and what you are printing.
- Print only certain (desired) pages by using Print Preview first.
- On Internet Explorer11, the Print Preview window offers several features.
 - Orientation change
 - View full width
 - “Shrink to fit” prevents the right side from being “cut off” if you forget to change to Landscape orientation.
- Look at each page, then click the Print button (on the Preview page) and designate which pages you wish to print. Print Preview is available on AOL 9.x as well.
- In Print Preview, if the right side of the page is being cut off, consider changing the page orientation from Portrait to Landscape (use printer preferences or Options).



How to Selectively Choose Text/and/or Graphics



- If you want to print just select text (for instance just a phone number, or address, or phrase) you hate to waste the ink printing an entire sheet of text or unwanted pictures. To do this, in your Printer Dialog box click “Selection”. If no choice of “selection” is present you have not yet selected anything.
 1. Select Text by dragging over it from one corner to the opposite diagonal corner. Any graphics included will also be included in the selection.
 2. Copy the selection (Edit/Copy or CTRL-C).
 3. Now select "Selection" from the printer to print this.
- If the printed text is too small, consider pasting the selection first into a word processor and enlarging the font size before printing from the word processor.
4. Open Word, Works, or Word Perfect (or even WordPad if only text).
 5. Paste the selection copied into the word processor (Edit/Paste or CTRL-V).
 6. Now print from the word processor either using File/Print/OK, or click the printer icon.

Basics Lesson Five - Internet Essentials

How to Save a Picture (Graphic) Found On a Web Page

- Choose the picture you wish to save.
 1. Right-click on the picture you have chosen.
 2. A menu appears. Click on "Save picture as".
 3. A new dialog box opens asking where you wish to save it. It usually opens in the (My) Pictures folder. Navigate to the folder you wish to save the picture in (or create a new one).
 4. Give it a descriptive name.
 5. Click Save.
- On that right-click menu, you could also choose "Set as background" which makes the picture your wallpaper (Remember, a small picture may look strange, either centered and tiny or stretched and distorted).

How to Access Internet Options

- You may need to change options on (customize) Internet Explorer, AOL, or another browser, such as the home page or security.
 - The home page is that web page which first comes up when you open Internet Explorer.
- To customize your Browser program:
 - For Internet Explorer, go to the Tools menu, sprocket icon  and choose Internet Options.
 - On other browsers, look for the hamburger or ellipsis menu icons.
 - For AOL go to Settings/Preferences/Internet, or the Settings icon  on the Main AOL toolbar.
- Why would you need to customize?
 - Connections may change (you change Internet Providers).
 - Security settings may need to be adjusted to properly use certain pages.
 - Privacy/Cookies settings may prevent or allow too much.
 - You may wish to change the Home (Start) Page.
 - Turn off the pop-up blocker if interfering with some web site functions.
 - When pages begin loading slower than usual (or not at all), you may want to try deleting Temporary Internet Files. It is advisable to do this occasionally anyway.
 - Clear the History of all sites you recently visited (paranoid or pornography?)
 - (Remember copies of all graphics looked at are in Temporary Internet Files as well.)

Basics Lesson Five - Internet Essentials

Similar Important America Online Menu bar Items

[File](#) [Edit](#) [Mail](#) [News](#) [Finance](#) [Entertainment](#) [Lifestyle](#) [Community](#) [Services](#) [Safety](#) [Window](#) [Keyword](#) [Sign Off](#) [Help](#)

File menu

- Mail Saved on My PC (FILING CABINET)
- Print Setup
- Print Preview
- Print

Sign Off menu

- Switch Screen Names
- Sign Off
 - Becomes a “Sign On” menu when disconnected

Help

- About [Program Name] gives the version or product ID
- [Program Name] Help provides help for the program

Basics Lesson Five - Internet Essentials

Simple Search Basics

- Most browsers including Internet Explorer use the main address box also as a search box.
 - **Just type** a term you are looking for in the address bar.
 - If it keeps wanting to take you directly to a web site, add a question mark (?) to the front or back of the search terms.
- Also, you can use a Search Engine such as:
 - yahoo.com
 - msn.com
 - aol.com
 - altavista.COM
 - google.com
 - Many others

Basic Techniques

- If looking for a definite phrase (or multi-worded name), use of quotation marks around the phrase.
 - Example: **“to be or not to be”**
- Include or Exclude certain items by including the words AND, OR, and NOT (must be in caps).
 - Examples: **dogs AND cats** or **dogs NOT cats**
- Using + or – signs in front of words also includes (+), or excludes (-).
 - Example: **+travel +planes -cars**
 - Most search engines now assume a plus sign unless specifically given a minus sign.
 - Most search engines are also not **case sensitive**.
 - Meaning a capital letter and small case letter are the same.
- Often need to try different words, or combinations of words, or different order of words
 - Even typing “chairs” (the plural) may yield different results from “chair”.
 - Search engines search for the first term listed first, then the second, etcetera.
 - So rearranging terms may yield different results.
- All search engines have a description of how to use their service optimally.
- All search engines also have “advanced” search buttons/options.
 - Here you can add or subtract terms, and limit searches in other ways.
- Some search engines also allow you to search within a list of results.
 - But that is no different than listing additional words in order.
- Find too many unwanted "hits" (a hit is a search item found), use the minus sign to eliminate sites relating to unwanted terms.