

# *Introduction to* **THE INTERNET**



Getting Started on the  
World Wide Web  
Using Internet Explorer

Revised: January 2012  
Twinsburg Public Library  
Price: \$1.50

# ACCESSING THE INTERNET AT THE TWINSBURG PUBLIC LIBRARY

Full access to any Internet site

11 workstations in the Computer Classroom (users must be 18 & over or with an adult)

16 workstations in the Computer Lab

4 research stations in the Reference Department

(research database only not intended for other use).

Printing capability

Laser jet printer in the Computer Lab

Laser jet printer behind the Reference Desk

(Printouts for black & white are 10 ¢ per page and 25 ¢ for color)

E-mail is available through major search engines on the Internet. Users are welcome to register for and use these services at the Library, but we do not take responsibility for security or potential problems of these accounts.

## *TIPS*

*Use the Internet in the morning if possible.*

*Please bring your library card with you to sign-up for a workstation in the Computer Lab.*



# THE INTERNET

## WHAT IS IT?

### A COMPARISON TO A LIBRARY

#### INTERNET-----LIBRARY

Think of the Internet as a huge collection of documents, which are stored on computers around the world.

#### WEBSITE OR WEBPAGE-----BOOK OR DOCUMENT

A university, government agency, company, or individual can store information on a web page.

#### HOME PAGE-----TITLE PAGE & TABLE OF CONTENTS

The first document displayed when you connect to a website. This page introduces you to the site and provides you with the information available there.

#### WEB BROWSER-----LIBRARY MAP

A program that allows a user to navigate sites easily and explore and view information.

#### SEARCH ENGINE-----Librarian

A program that searches and retrieves information from the Web by searching for keywords or by browsing through categories.

Examples: Google, Yahoo, Infoseek, Excite, and ohioweblibrary.org

#### URL (Uniform Resource Locator)-----CALL # or PHONE #

The URL uniquely specifies the location of a resource by telling you how to get it, where to find it, and what it is called.



# What is the Internet?

Sometime in the mid-1960's, during the Cold War, the government found the need for a bombproof communications system. They devised the idea of linking computers together, throughout the country.

The Internet started as an emergency military communications system, operated by the Department of Defense. This “pipeline” of computers began to expand into Universities and Colleges. As this happened, this communication system had gone from military-based to a communication tool for scientists. Years later, businesses began using the Internet for information and communication.

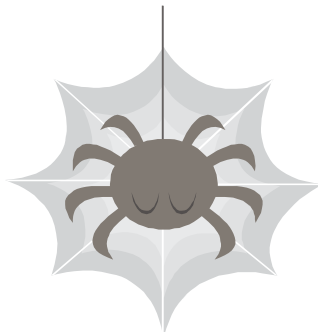
For class purposes, we will refer to the Internet as a LIBRARY.



## What is the World Wide Web?

The World Wide Web is a graphical, easy-to-use system on the Internet. The World Wide Web consists of a huge collection of documents called *web pages* that are stored on computers around the world. These documents, as well as the links between them, comprise a “web” of information. The World Wide Web is also called WWW or simply “the web.”

The WWW is not another name for the Internet. Often the World Wide Web is mistaken for being the same as the Internet. The Internet is a global network of computers that communicate in a common language. It is similar to the international telephone system- no one owns or controls the whole thing, but it is connected in a way that makes it work like one big network. The Internet is actually older than the WWW. The World Wide Web, however, is the most rapidly growing part of the Internet due in part to its ease of use. Information from web sites all over the world can be viewed with a computer and a high-speed modem.



# Home Page



## What is a Home Page?

A home page actually has two meanings. A home page is the document displayed when you first open your web browser, and a home page is the first document of a web site.

Regarding the first definition, you can choose any web page in the world to be your home page. The computers at the Twinsburg Library have the home page set at the TPL web site. *It is the document displayed when you first open the Internet Explorer Browser.* We will learn later how you can return to your saved home page while you are surfing the web.

As noted, the term “home page” can also refer to the first document of an entire web site. In this respect, the home page serves the same purpose as the title page and table of contents in a report. The home page usually has an introduction to the site, with links to the categories contained in the rest of the web site.

The Cleveland Indians Home Page, for instance, introduces you to the web site and provides you with the contents of the site. When this page opens on the computer, you immediately know what web site has been accessed. The picture of the Cleveland Indians Logo puts you in the setting, and the various icons and underlined words provide you with the topics and web pages included within the web site. The home page serves as the title page and the table of contents for the Cleveland Indians web site. The various topics and other web pages can be accessed from the home page through the hypertext links within the WWW. We will discuss this in greater detail later.

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# Web Browser

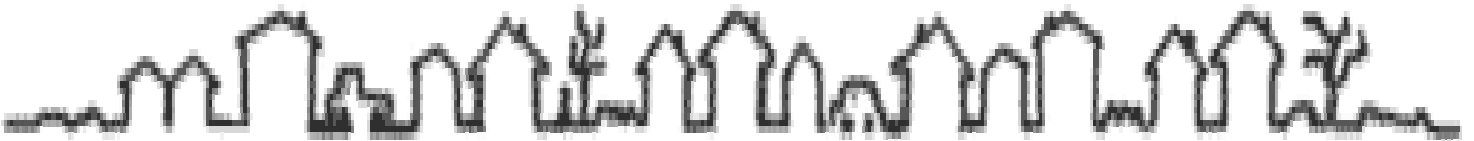
## What is a Web Browser?

### Definition:

A Web Browser is a computer program that allows a viewer to explore and view information on the World Wide Web. Web browsers allow the user to easily access and view pictures, graphics, movies, text, animation, and sounds.

There are many web browsers, including Netscape, Opera, Google Chrome, and Mozilla Firefox. The web browser used on the Twinsburg Library computers is Internet Explorer 7.0 and Firefox. They work the same way, but may display your site better or worse depending on the creator of that particular site.

Web Browser programs are like telephone companies. Imagine this scenario: You have this nice, new computer sitting on your desk at home, and it has a phone line plugged into its modem. You should have no problem getting onto the Internet, right? It's not quite that simple. Just like your telephone, which also has a phone line plugged into it, your phone will not work until you pay some company for telephone service. This is true for the Internet also. Your computer will not connect to the Internet, until you pay some company for Internet service. This is where EarthLink, NetZero, CompuServe, and most commonly, America Online (AOL) come into play. Once you begin paying an hourly or monthly service charge, your computer will be able to utilize the web browser and access the Internet.



## Opening Internet Explorer

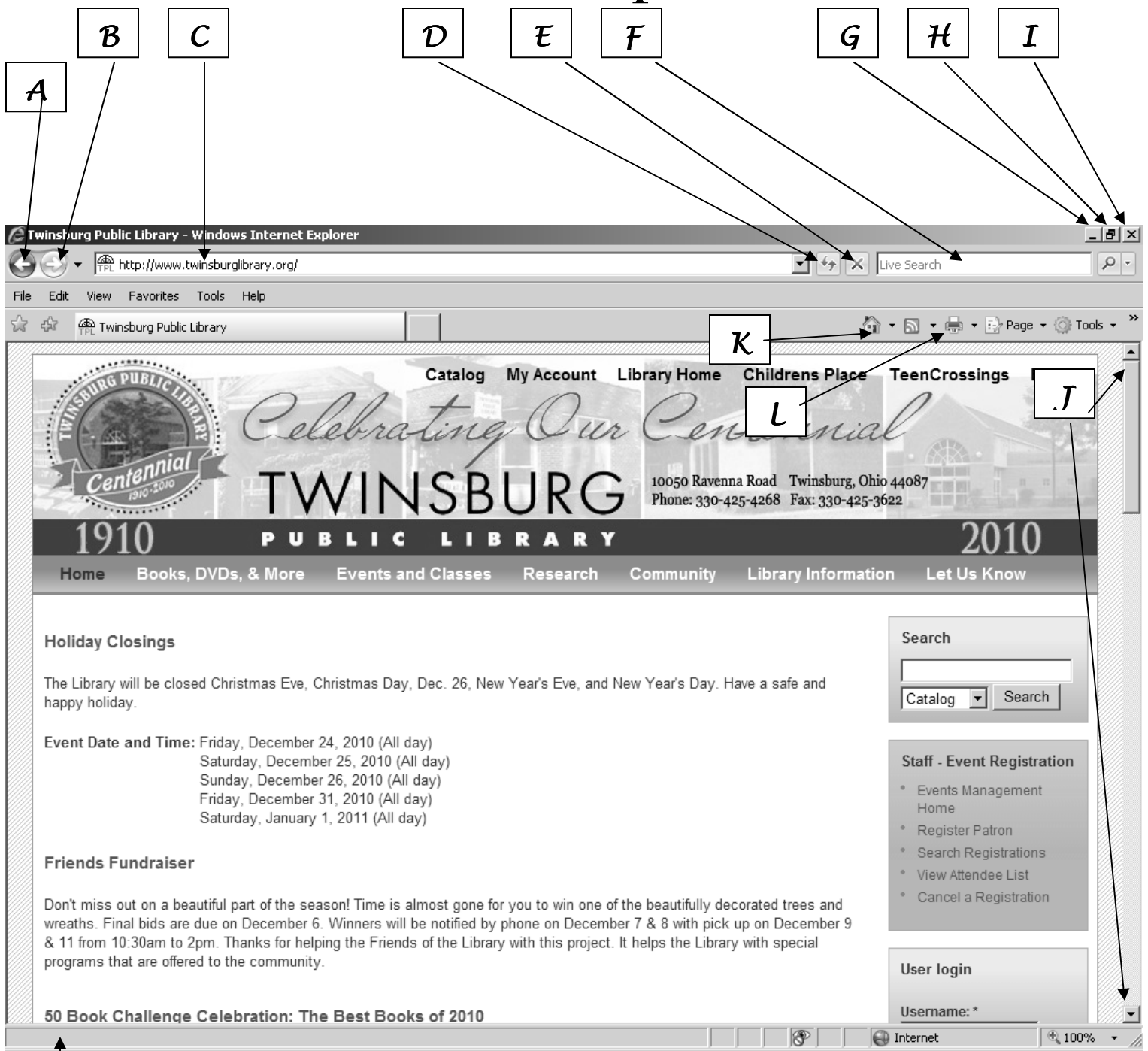
### Step-by-Step

#### Procedure:

Double click on the "Internet Explorer" icon on your desktop.  
This will open the Internet Explorer Browser.

Your screen will open Internet Explorer. The first page that appears is the Twinsburg Public Library's home page. This is the selected home page for all the computers in the library.

# Internet Explorer



M

- |                                 |                                  |
|---------------------------------|----------------------------------|
| A. Moves to previous page       | I. Closes your window button     |
| B. Moves ahead to next page     | J. Page up and Page down buttons |
| C. Displays current web address | K. Home button                   |
| D. Reloads current page         | L. Print button                  |
| E. Stops loading current page   | M. Status Bar                    |
| F. Google search tool           |                                  |
| G. Minimize screen button       |                                  |
| H. Maximize screen button       |                                  |

# Internet Explorer

What are all those Buttons? (Your menu selection may be different depending upon your Web browser version)

At the top of your screen, there are many buttons that perform different functions within Internet Explorer. Let's talk about each.

The **Back button** moves back to the previously loaded web page. This button enables you to move through all the pages in reverse order of how the pages were loaded.

The **Forward button** moves forward one loaded page. It would be the page you viewed before you went back a page.

The **Stop button** will stop loading the current incoming page. This is helpful when you have changed your mind and no longer wish for a page to load.

The **Refresh button** will literally load an entire page over again. This is useful in situations where communication has been interrupted for some reason, and the website you want is incomplete.

The **Home button** returns you to the home page. For the Twinsburg Public Library computers, this would be the TPL home page. This button is handy when you have been browsing a long time, and are perhaps not sure of how you landed where you are. The home button provides you with something familiar.

The **netsite or address line** will display the address of the currently loaded page. The netsite line is used to type an address for a new web site.

The **scroll bar** allows you to scroll through the entire web page. Web pages often extend beyond the viewing area provided in I.E.

The **status bar** provides information regarding the status of incoming files. It will tell you the percentage of a file that has been loaded, what size the incoming file is, and when the document is done loading.

There may be times when you will be unable to access some sites. Do not be discouraged if this occurs-- you have probably followed the procedures fine. Still, there are times when the sites will not open. Often a message, like the ones listed, will appear on the screen.

Message

Possible Explanation

*Server is busy*

Too many people are trying to access a popular site at the same time...try again later.

*Site not found*

The site may have been moved, causing its address to change (sometimes a redirect option will be offered, leading to the new location of the site).

*Unable to locate server*

The server for the web site may be down for upgrading or alterations...try again later.



# Hypertext

What is Hypertext?

Hypertext refers to links or connections to other Web pages. Hypertext allows you to jump from one page to another.

If you recall, we imagined the Home page of a Web site being like a title page and table of contents for the Web site. The viewer is introduced to the subject of that Web site and given the categories of the information contained within the Web site. These categories are links to the other pages within the site. By clicking on these links, you will jump to the Web page corresponding to the link.

## How can you distinguish hyperlinks within a web page?

Links within a page:

There are basically three types of links within a Web page.

1. Underlined word or phrase—often in a different color from the other text.
2. Buttons or bars with type.
3. Picture icons.

\*\*\*All of these items will yield a pointing hand when the mouse is directed to them!!

# URL

What is URL?

The URL is the address of a Web page. It is an acronym that stands for Uniform Resource Locator. You can spell the acronym out or pronounce it like “earl.” A URL uniquely specifies the location of a resource by telling you how to get it, where to find it and what it is called.

URLs are like telephone numbers. A telephone number is a unique sequence of numbers that links the telephone user with the unique location of another telephone. Each part of a United States telephone number indicates something. The area code connects with a particular region within the United States (339, 440, & 216 indicate Northeast Ohio).

The prefix indicates what city within that region (425, 487, 405, or 963 for Twinsburg). The last four digits indicate one specific phone line within that city and region.

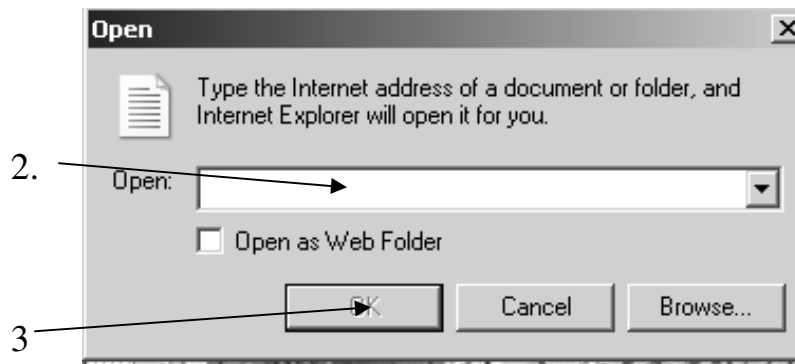
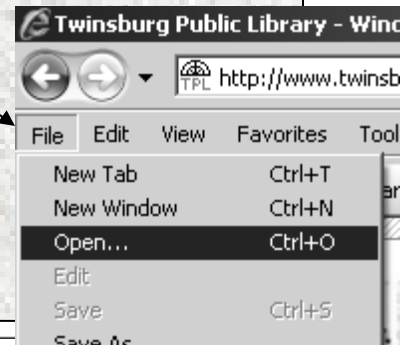
Like telephone numbers, URLs provide a specific sequence of characters that link the WWW user with a unique Web site. With a URL, you can instantly display a Web page that you have heard or read about. It is important to remember that the use of upper and lower case letters, as well as the sequence of characters must be exact for a URL to access the desired Web site.

## ACCESSING WEBSITES THROUGH URL

### How is it Done?

**Procedure**

1. Click the word "**File**" in the upper left-hand corner & scroll down and click: "**Open**" or you can Click on the: **address line**
2. Type the **URL** address (exactly)
3. Click on **OK** or press the **Enter** key



### TIPS

It is not necessary to type **http://** when you are entering a website. Internet Explorer automatically adds this to every address.

The URL must be entered exactly the way it is printed. A lowercase cannot replace an uppercase and vice versa .

Never put spaces in between any characters in an address.

### EXAMPLES

[www.edmunds.com](http://www.edmunds.com)  
[www.indians.com](http://www.indians.com)

## IDENTIFYING A WEB SITE

Every Web site has a unique address. This address is referred to as a URL – Uniform (or Universal) Resource Locator. It is easy to identify the type of organization that you’ve linked to by looking at the last part of the web address.

For example: [www.csu.edu](http://www.csu.edu) Notice the ending “edu” – this indicates that this organization is an educational institution.

There are 13 standardized domain names currently in use and are as follows:

<b>Domain</b>	<b>Type of Organization</b>
.com	Commercial entity
.edu	Education institution
.gov	Government agency or dept.
.mil	Military organization
.net	Network resource
.org	Other type of organization
.firm	for business
.store	for online stores
.web	for Web-related organizations
.arts	for cultural/entertainment org.
.rec	for organizations with recreational activities
.info	for organizations that provide information
.nom	for individuals who want to be identified as such
<b>Additional Domains</b>	
.uk	United Kingdom
.fr	France
.us	United States
.ger	Germany

Examples

With this knowledge, the URLs for the following sites make sense.

JcPenny <http://www.jcpenny.com>

Public Broadcasting Network <http://www.pbs.org>

Greenpeace <http://greenpeace.org>

Whitehouse <http://whitehouse.gov>

Navy Online <http://www.navy.mil>

# Search Engines

A Search engine is a program that searches and retrieves information from the World Wide Web by searching for keywords or by browsing through categories.

For Class purposes, we will refer to Search engines as LIBRARIANS.

## Accessing Web Sites through Search Engines

How is it done?

1. Click on the drop-down arrow below the Search box on TPL's Home Page within the right side column to automatically perform a Google's search.
2. Click in the empty search box. This will move your cursor to the search box, allowing you to type your search string
3. Enter a search string
4. Click on the **Search** button the Engine provides.
5. View results and determine if search yielded a desired site.
7. If yes, click on the desired site
8. If no, begin procedures again with a different search engine until a desired site is found.



If you know the address of the Search engine or web directory you want to use, you can just enter that address in the Netsite line, avoiding the first two steps.

For example: You know you want to use the directory, YAHOO! You could just type in Yahoo's address in the netsite line, and go straight to Yahoo's homepage: [www.yahoo.com](http://www.yahoo.com)

Popular search engines to try: [www.google.com](http://www.google.com) [www.ask.com](http://www.ask.com) [www.bing.com](http://www.bing.com) [www.dogpile.com](http://www.dogpile.com). Another different search engine is <http://ohioweblibrary.org> that's a bit different than the others. If you are writing a report on video games, try a search for "video games" with a standard search engine (Google, Bing, etc.). Then do the same search at <http://ohioweblibrary.org>.

If you're looking to buy video games, or need cheat codes, the standard search engine is a good choice. But if you want ~serious~ information, Ohio Web Library is the better choice.

For the Internet beginner... Web directories are a bit easier to use due to their many links on their homepage! Let's explore two examples: [www.hotsheet.com](http://www.hotsheet.com) and [www.yahoo.com](http://www.yahoo.com).

scroll down to the Shopping Mall - Hot Sheet news headlines, travel, shopping mall, finance, se - Windows Internet Explorer

http://www.hotsheet.com/

File Edit View Favorites Tools Help

scroll down to the Shopping Mall - Hot Sheet news he...

**hotsheet** scroll down or click here for Shopping Mall

mini mall quick

ask google ?

ask bing imdb movies news quote recipes rx

software tv weather wiki word yahoo you tube

**MSNBC headlines**

- GOP to block all bills until tax cuts are addressed
- Millions to lose jobless benefits as holidays loom
- Assange: Clinton should resign over alleged spying
- Assange's lawyer blasts his 'persecution'
- Video: Interpol hunts WikiLeaks chief
- Chicago closes infamous public housing complex
- Lowe's recalls 11 million shades, blinds
- Cyber Monday sales top \$1 billion for first time

entertainment finance news / sports research shopping mall social tech travel

**news and sports**

headlines	networks	sports	sports-pro
1st	ABC	CBS Sports	MLB
Drudge	CBS	ESPN	NASCAR
Front Pages	CNN	FOX Sports	NBA
Google	FOX	SI.com	NFL
Reuters	MSNBC	SportingNews	NHL
Yahoo!	USA Today	Y! Sports	PGA

Yahoo! - Windows Internet Explorer

http://www.yahoo.com/

File Edit View Favorites Tools Help

Yahoo!

Web Images Video Local Shopping More

**YAHOO!** Web Search

My Yahoo! | Yahoo! en Español | Make Y! your homepage

You are signed out. Sign In Page Options

**YAHOO! SITES**

- Mail
- Autos
- Avatars
- Dating
- Finance (Dow Jones)
- Games
- Horoscopes
- HotJobs
- Messenger
- Mobile Web
- Movies
- omg!
- Shine Food
- Shopping
- Sports
- Travel

**TODAY - December 01, 2010**

**Corn rains on an Ohio town after explosion**

The blast knocked a home from its foundation and showered kernels across a city neighborhood. "It was crazy" >>

What grain elevators do

- Farming boom in Midwest
- Food safety bill and you

1 - 4 of 40

**TRENDING NOW**

1. Eva Longoria
2. Kara DioGuardi
3. Debt reduction
4. Jon Gruden
5. Jackie Evancho
6. New York earthqu...
7. Eliza Dushku
8. David Cassidy
9. Pompeii collapse
10. Sons of Anarchy

**Find the Perfect Ring**

blue nile

FREE FEDEX SHIPPING & 30-DAY RETURNS

Ad Feedback

Latest video picks

**Did you know you can access direct links from our website to:**

- ✓ Checkout Books & Renew your materials
- ✓ View and reserve our latest DVDs
- ✓ Access Premium Databases for auto repair, newspapers, genealogy, health links and more!
- ✓ Find useful ‘Sites for Seniors’
- ✓ List of “Computer Classes” to view & sign-up!

Research	Community
Grant: <b>Research Tools</b>	
Know It Now 24x7	
Premium Databases	
Sites for Seniors	
Tax Forms	
Useful Websites	

Books, DVDs, & More
Catalog <b>Books, DVD's,</b>
Current List of Periodicals
Downloadable Media
Fifty Book Challenge
New Books, DVDs, & More
NextReads
Reader's Corner

Events and Classes	Res
Book Groups <b>Events and Clas</b>	
Computer Classes	
Events Calendar	
GED & ESOL	
Library Event Registration	
Writer's Circle	

**Let’s try a few searches by: URLs and a basic search.**

1. Visit: World Facts and Figures@ [www.worldfactsandfigures.com/](http://www.worldfactsandfigures.com/)  
*Where was the world’s coldest temperature recorded?*

Answer \_\_\_\_\_

2. Connect to PetFinder @ [www.petfinder.org](http://www.petfinder.org)  
*How many types of animals can you search for on this site?*

Answer \_\_\_\_\_

3. *What is the price of admission for an adult to enter the Rock & Roll Hall of Fame Museum?*

Answer: \_\_\_\_\_

Website: \_\_\_\_\_

4. *Name 2 restaurants in Hilton Head, South Carolina.*

Answer: \_\_\_\_\_

Website: \_\_\_\_\_

# PRINTING IN INTERNET EXPLORER

## *Procedure*

1. Click "**File**" then select "**Print Preview.**"
2. Click on the *Print* button
3. Click on the *OK* button when the *Print Dialog* box appears on the screen

I only want to print page 4!!!!

1. Click on *File*
2. Click on *Print Preview*
3. When the Print Dialog appears on the screen, click on *Pages* and type the page # in the: from and to boxes.
4. Click *OK*

## **EXAMPLE**

1. Connect to [www.africam.com](http://www.africam.com)
2. Click on Print ...Print Preview
3. Click the next page → button
4. Click on the Print button, select OK

That's all folks!  
Remember to be  
proficient you  
must practice,  
practice and more  
practice!

