

Internet @ Basics



Computer



Access



Training



Support

@your library

Moore Memorial Library

Public Computer Center

Web @ Basics

Every website has an address,
called a URL.



URL :
Uniform Resource Locator

www.greenenylibrary.org

Lets break that down:

www • (dot)

stands for World Wide Web

greenenylibrary

is the name of the website

• (dot) **org**

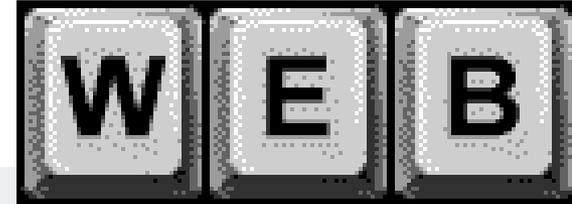
**tells you this is a non-profit
organization**

Other address endings

.edu (education sites)

.gov (government sites)

.com (commercial sites)

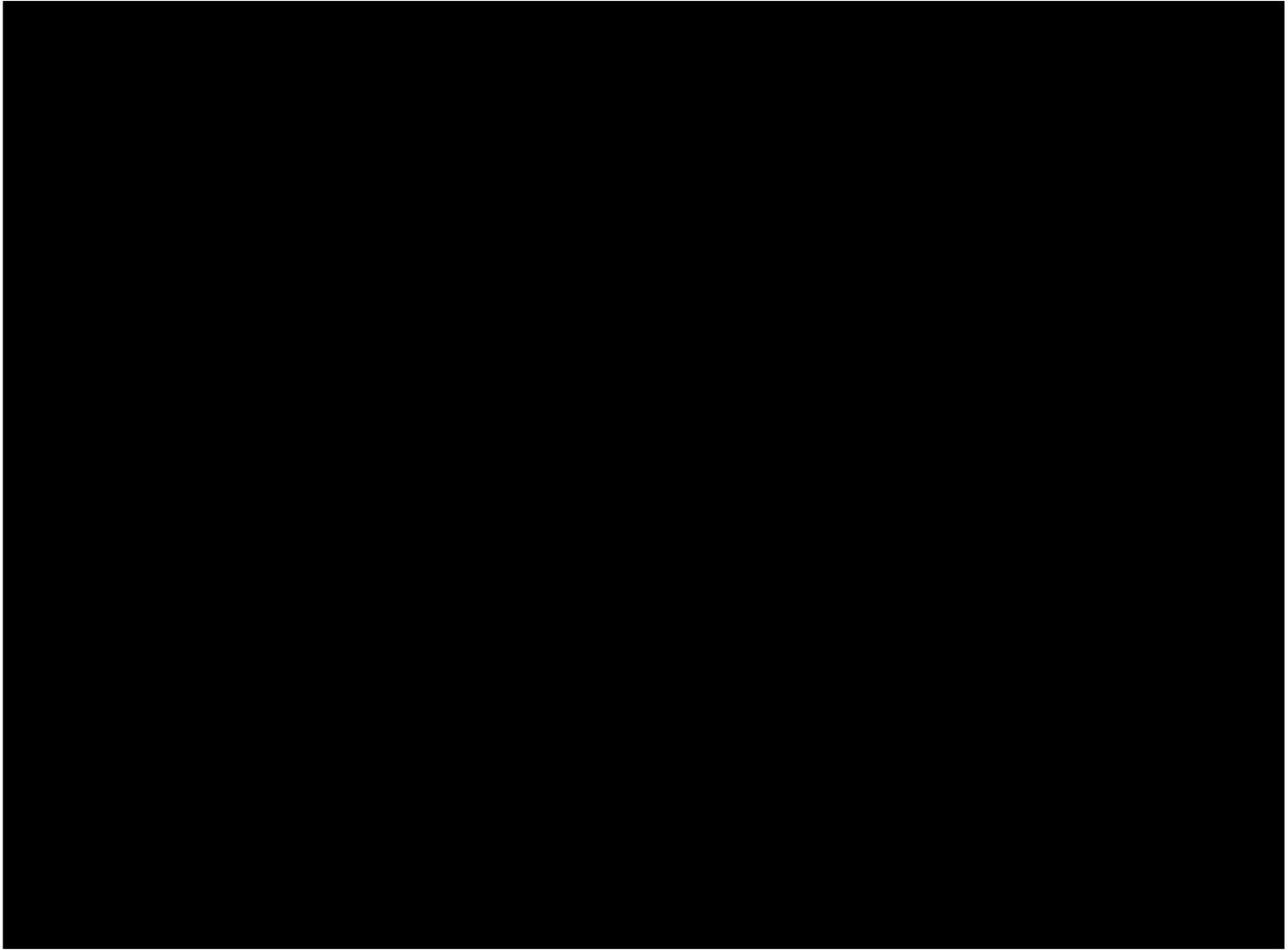


The World Wide Web (WWW)

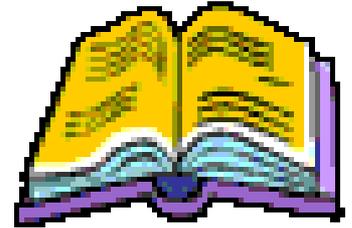
When most people think of the Internet, the first thing they think about is the **World Wide Web**. Nowadays, the terms "Internet" and "World Wide Web" are often used interchangeably—but they're actually not the same thing.

- The **Internet** is the **physical network** of computers all over the world.
- The **World Wide Web** is a **virtual network** of **web sites** connected by **hyperlinks** (or "**links**"). Web sites are stored on **servers** on the Internet, so the World Wide Web is a part of the Internet.

World Wide Web



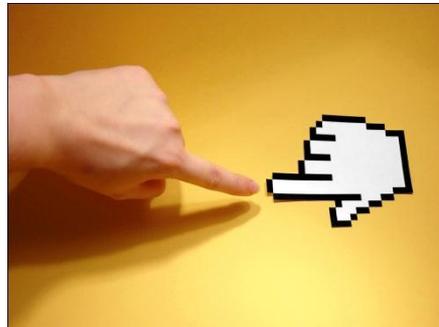
Websites are like books, with a front cover, called a **homepage**, and many **webpages** inside. To explore a site, click on a link and open one of the “pages” on the site.



Links can also take you to other websites, this is called **browsing**, or **surfing** the web.

A link can be text, a button, or an image. They are often highlighted.

When you move the cursor over a link it changes from an arrow to a hand.



Internet **BROWSER**

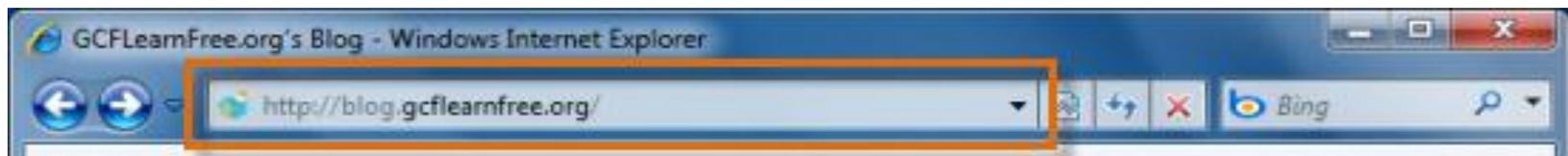
A '**browser**' is a program that gets you around the internet—

it is not a website—it is more like a car (with GPS)
that drives you **to** a website.



Address Bar

Browsers have an **address bar** that shows the web address (URL) of the page you are on. To go to a different page, you can type an address in the address bar and then press **Enter** (or **Return**).



Search Bar

Most browsers have a built-in **search bar** for performing web searches.



Note:
If you already know
the web address
insert it here,
in the *address bar*.

The Search Bar
In this bar you can type in
a *description* of what you
want to *search* for
—for example, libraries
Greene NY, or, weather —
whatever you would like
to find information about.

Browsers: **Google**

Safari

Firefox

Internet Explorer

Links

Most of the time, you will get to a different **page** *within* a website by clicking on a link.

A link *may* lead to another web page,
or it could lead to a document, video, or any other type of file (e.g. an image).

If you're not sure if something's a link, **hover** the mouse over it.
The pointer should change to a hand symbol.



Navigation Buttons

The Back and Forward Buttons

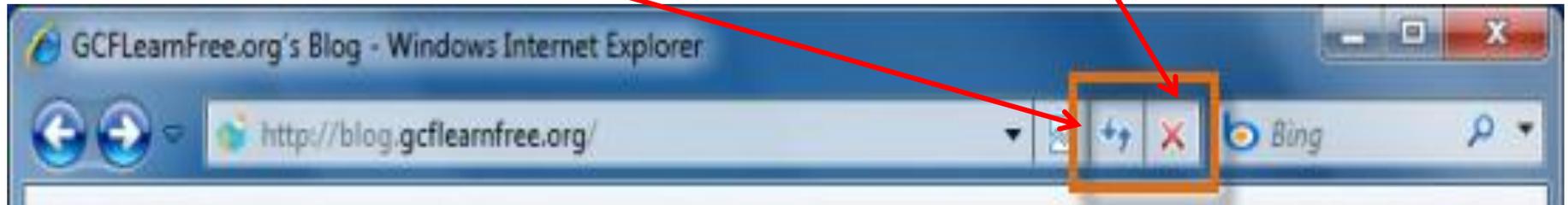
After you click on a link, you might want to go back to the *previous page*. You can do this using your browser's **Back** button. Once you've pressed the Back button, you can press the **Forward** button to follow the link again.



The **Refresh** and **Stop (X)** Buttons

You can use the **Refresh** button (sometimes called **Reload**) to tell the browser to load the page again.

If a page is taking too long to load, or if you've typed in the wrong URL, you use the **Stop** button to stop the page from loading.



NOTE: There are some instances where you *don't* want to use the navigation buttons. For example, when shopping online, you shouldn't refresh the page after purchasing an item, as it could cause you to purchase the item twice.

Bookmarks

If you've found a page you'd like to go back to later, you can add it to your **Bookmarks** (sometimes called **Favorites**).

Bookmarks make it easier to find a page later on. Instead of having to remember the exact **web address**, you can just **scroll through your bookmarks** until you see the name of the page.



Adding a Bookmark

In **Internet Explorer**, you can add a bookmark by clicking **Favorites** and then **Add to Favorites** in the drop box.

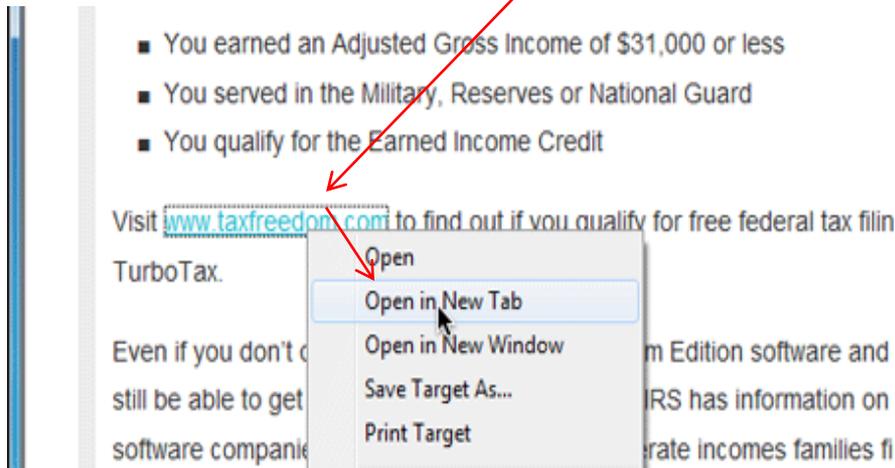
Other browsers are similar, but they may use different wording.

Tabs

Tabs are designed to make browsing **more convenient**.

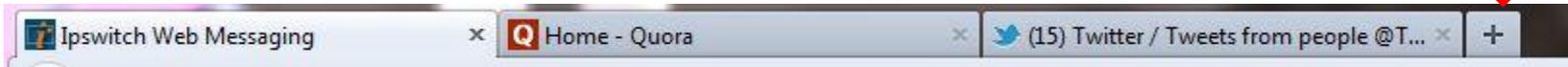
You can open as many tabs as you want, and they'll stay in the **same browser window** instead of cluttering up your desktop with multiple windows.

To open a link in a new tab, **right-click on** the link and a box will open. Click **Open in New Tab** (the wording may vary from browser to browser).



Opening a link in a new tab

Opening a NEW TAB



You can also open a new tab and start a new search by clicking the + button in Firefox.



In explorer the little square at the end of the address bar is for new tabs.

New tabs allow you to leave a page open while you search for other things.

You click on the different tabs to move from one open page to the other .

Internet Safety

People navigate the web by following links.
Good sites check their links and avoid leading you to a bad site.

But remember, the web has no quality-control mechanisms
and anybody can publish almost anything they like.



★ Always be wary of something that looks too good to be true. ★

How can I tell a “good” website from a “bad” website?

Always ask yourself who created the content and why.

Is it up to date?

Is the source likely to be reliable, and if not, can the information be checked?

(TIP: typing bbb into the search bar takes you to the Better Business Bureau.)

Trusted brands

Trustworthy organizations have established reputations and often provide the names of company officials, addresses and phone numbers. Look for “About” links.



Secure Sites

All web pages asking you for sensitive and personal information should be secured.

How can I tell if a web page is secure?!?

1. Check the web page URL

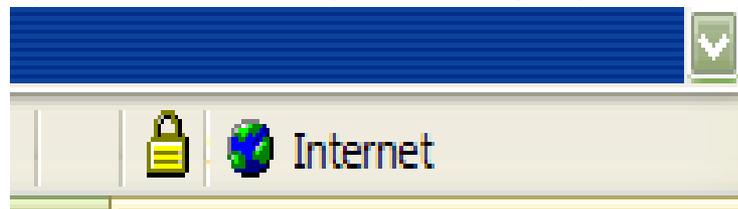
Normally, when browsing the web, web addresses begin with the letters "http".

A secure connection address should begin with "**https**" - note the "s" at the end.

When the URL begins with "https", any personal information typed in will be encrypted (i.e. secured, protected) before being sent over the web.

2. Check for the "Lock" icon

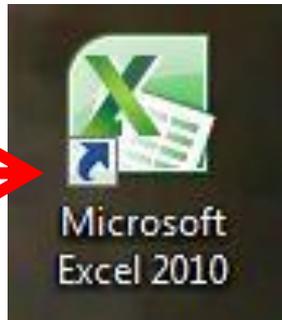
A standard among web browsers is to display a "lock" icon somewhere along the window of the browser. For example, Internet Explorer displays the lock icon in the lower-right of the browser window:



From our e-newsletter: →

Desktop Short-cut.

(the little arrow in the corner of an icon tells you this is a “short-cut” to that program.)



How to... create a desktop shortcut.

Found a page you like on the web and want to quickly access it from your desktop anytime? Internet Explorer let's you easily create a shortcut. Just right-click anywhere on the web page and a menu of options will come up. Click on 'Create Shortcut' and click 'Yes' to confirm and add the shortcut.



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Easy to sign up, easy to un-subscribe.

de·fine download

- to copy a file (document, video, music) from an online source and save it to your computer

upload

- to send a file (document, video, music) from your computer to an online destination

click Public Computer Center at www.greenenylibrary.org