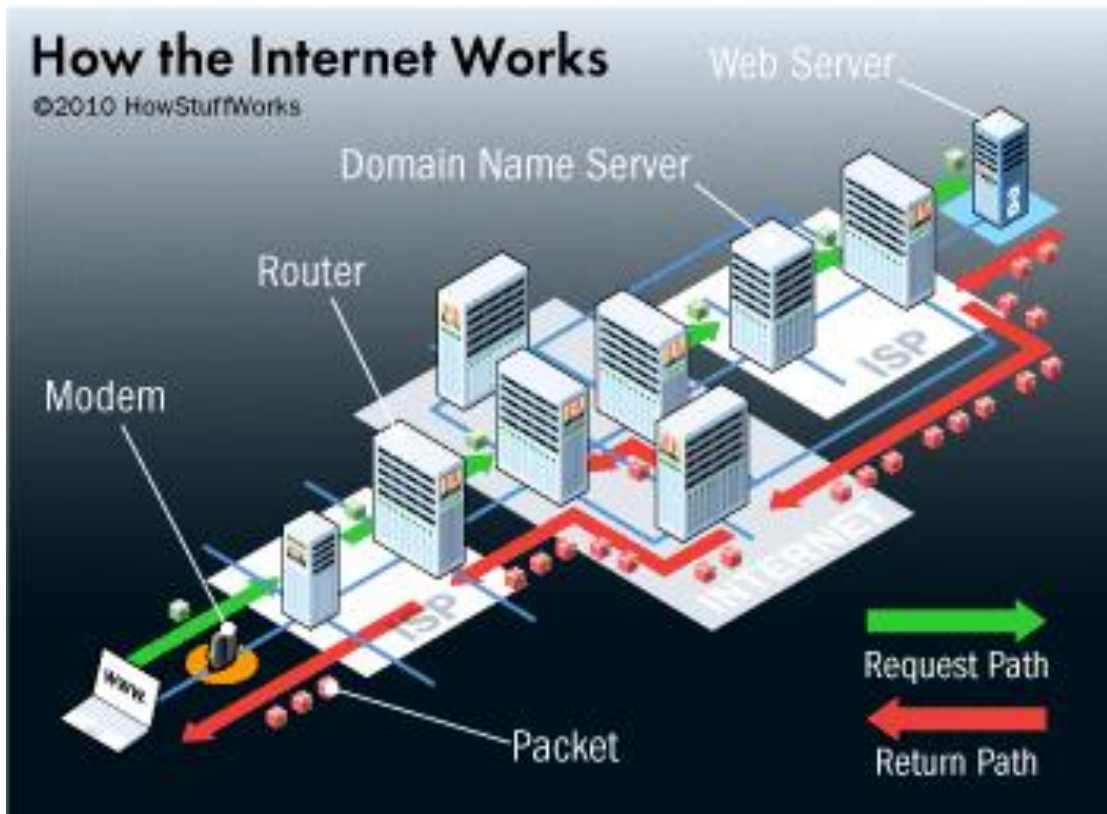
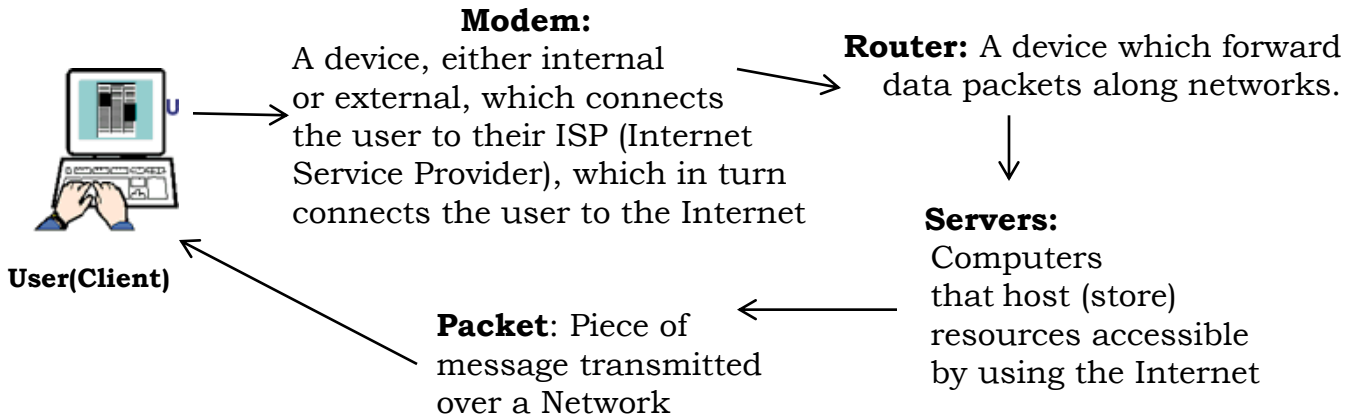


INTERNET BASICS

What is the Internet?

The **Internet** is a global electronic system of networks which connects computers around the world. Many people think of the **Internet** and the **World Wide Web (WWW)** as one and the same thing. This is a misconception. Although the **World Wide Web** is probably the most widely used resource, it is only one of many resources available on the **Internet**.



Examples of resources available on the Internet:

- 1) **World Wide Web (WWW)** – Consists of Web sites.
- 2) **Email** – At one time email was a type of communication available on the Internet but completely separate from the WWW. Now there are so many Web sites offering email, it is no longer always a separate resource.
- 3) **IRC (Internet Relay Chat)** – Chat rooms allow real-time communication.
Accessing chat rooms is not allowed on library computers.
- 4) **Listservs** – Email newsletter, each devoted to a certain topic. Somewhat like a magazine subscription. Subscription is usually free.
- 5) **Usenet** – Made up of newsgroups, also known as discussion groups or bulletin boards. Messages (questions, answers, comments) devoted to a certain topic can be posted and/or viewed without personal registration.

Accessing the Internet using a computer requires:

- 1) **Modem** – A device, either internal or external, that allows the computer to transmit and receive data.
- 2) **ISP (Internet Service Provider)** – A company that provides access to the Internet.
- 3) **Browser** – A computer program designed, at its most basic level, to locate and display data residing on the Internet.

Two commonly used browsers are:

Internet Explorer (IE)
Netscape Navigator

Examples of ways to be connected to the Internet:

- 1) **Dial Up** – Uses phone lines and the modem inside computers to connect to the Internet. You cannot be actively using the Internet and also using your phone at the same time. It is the slowest type of connection.
- 2) **DSL (Digital Subscriber Line)** – Uses phone lines, but piggy-backs the signals on the lines so that one part of your phone line is dedicated to your Internet connection and the other part of your line is dedicated to your phone. You can be actively using the Internet and your phone at the same time. It is much faster than Dial Up and more stable (you rarely get disconnected during an Internet session as happens with Dial Up), but you cannot use the modem in your computer; you must obtain one.
- 3) **Cable** – Uses a cable just the same as cable television. You must obtain a modem from your ISP. Comparable to DSL in features.
- 4) **Satellite** – A connection using a satellite. Outdoor and indoor equipment must be obtained. Actually, a satellite connection is slower than DSL or Cable and about twice as expensive.
- 5) **Wireless** – Using a **properly equipped** laptop computer, Pocket PC or even a cell phone, the Internet can be accessed using a wireless connection. You must also have a wireless Internet access plan, the proper software and be within range of a “hot spot”, which is a location that has the equipment to broadcast, so-to-speak, data from the Internet.

The World Wide Web (WWW)

The **World Wide Web** consists of **Web sites**.

Web site:

Like books, Web sites contain information and consist of pages. A Web site may consist of many pages or just a single page.

Web page:

The individual pages that make up a Web site. You view a single Web page at a time.

Home page:

When accessing a Web site, the first page displayed is usually the Home page. Often, like a book's table of contents, it gives information about what is available on that site. Your browser also has what is referred to as "your home page." This is simply the first page displayed when you connect to the Internet, or, the starting point of your Internet session.

Jefferson Parish Library Home Page

Internet Explorer
on.lib.la.us/
Is Help
Search More »
Suggested Sites Web Slice Gallery
Select Language
Powered by Google Translate
Home Locations Services Reference Policies Library Info Card Catalog/ILL Online Databases Childrens/Teens/Adults Calendars Contact Us
Check it out @ JPL:
Find Books, DVDs, CDs, and more in the Catalog Search
Download eBooks, Audiobooks, Videos (OverDrive)
my JPL Log in to your account
Computer Classes @ Your Library
Text-a-Librarian
Get email reminders for due dates
Find us on Facebook
Twitter FOLLOW US
Book to Movie Discussion Group
Starship Troopers by Robert Heinlein
6:30pm, Monday, Sept. 12
East Bank Regional
Book to Movie Discussion Group: "Starship Troopers" by Robert Heinlein (129 minutes), 6:30pm, Monday, September 12, Jefferson and Napoleon Rooms, East Bank Regional.

FEATURES of a Web PAGE

Name and Address

Web pages have names, displayed on the Title Bar, and addresses or URLs (Uniform Resource Locator), displayed in the Address Bar. When you hear, “Visit our Web site at www.whatever,” this is the address of the Web site.

Below is the Home Page of Jefferson Parish Library’s Web Site

Title Bar →

Address or URL
of page currently being viewed
appears in
Address Bar

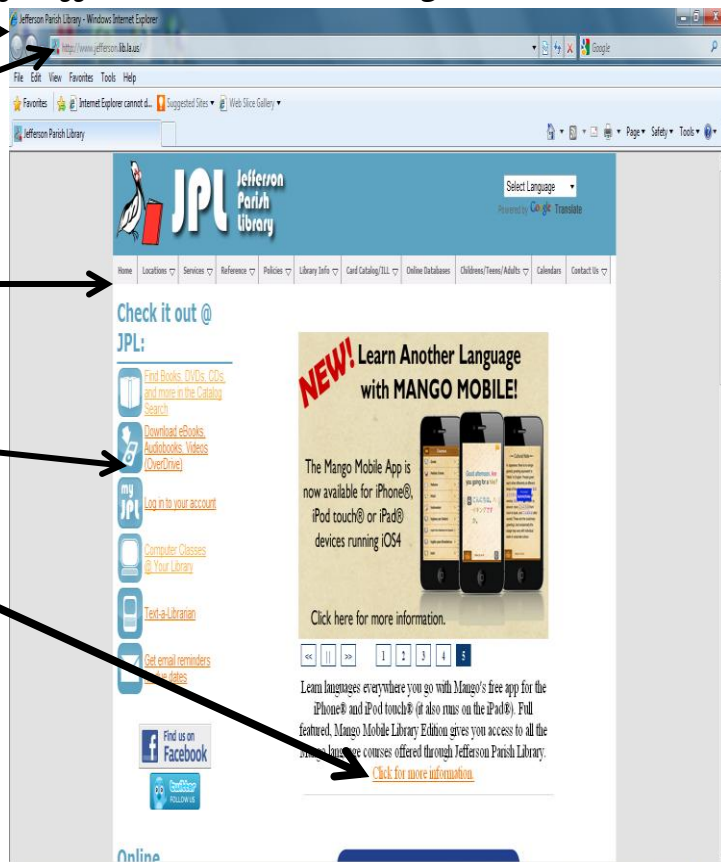
Navigational Bar →

Links →

Mouse pointer
changes into
hand when
pointing to link



When pointing to a link
the Status Bar displays
address of Web page
that clicking on link
will take you to



Hyperlinks/Links

One way to navigate the WWW is by clicking on a link. A link is an area of a Web page that, when you click on it, will take you from the page you are presently viewing to another page either within the same site or to an entirely different site.

Links can be *anything* on a page. Examples:

- Underlined text; color varies but is often blue
- Images
- Objects in motion

Any of the following *may* happen when you point to a link:

- The mouse arrow **should** change into hand with pointing finger →
- Address appears on Status Bar
- Link changes colors
- Link moves
- Box appears near link with a Web page address or information



Once you have clicked on a link it may change colors. Many Web pages have this feature which can be helpful in retracing steps taken in a Web search.

FEATURES of INTERNET EXPLORER



Title Bar: Displays the name of the Web page you are viewing and which program you are using. It also contains the minimize, resize, & close (exit) buttons.

Menu Bar: Contains buttons which open drop-down menus that provide access to most commands available in the program. In most Windows programs, the most common menu options are File, Edit, View and Tools.

Example 1: Clicking on **File > Print Preview** will show you what the Web page will look like if printed and exactly how many pages it will take to print the Web page.

Example 2: Clicking on **Edit > Find** (on This Page) will allow searching for all occurrences of a word or phrase on a page. To use the **Find** feature:

In the **Find** window:

Enter word or phrase in the **Find what** field
Make sure the correct **Direction** is chosen (**Up** or

Down)

Note: **Find** searches in one direction only,

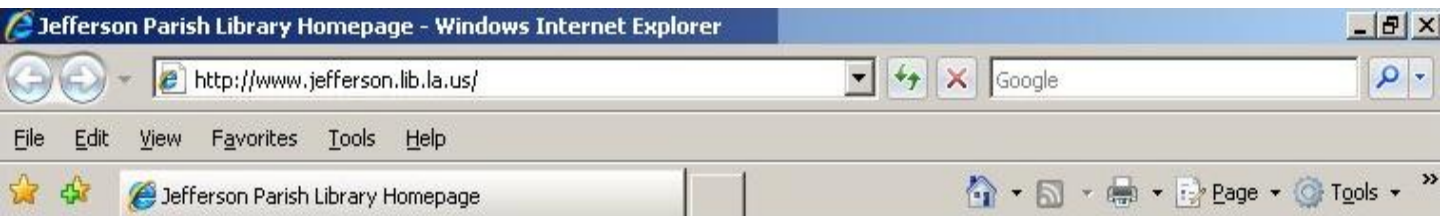
starting from

your position on the page

Click on **Find Next**

Another way to access the **Find** feature is by holding down the **Ctrl** key on the keyboard and pressing the **F** key (**Ctrl+F**).

Standard Toolbar



Back



Forward



With these buttons you can return to pages you have visited:

- 1) only during the same session you are presently in
- 2) in the exact order you have visited them

If a button is grayed out, it is unavailable, which means that it is impossible to perform this function at this time. For example, if the *Forward* button is grayed out, this means that you have not visited any pages beyond this point. If you click the *Back* button and move back to the previous page, the *Forward* button then becomes active because you have taken a step back, so to speak, and, therefore, can move forward to the page from which you have stepped back.

Stop



When you are trying to access a Web page, if you click the *Stop* button before the page is displayed, the browser will stop trying to access the page and return to the page you were viewing.

Reasons to use the *Stop* button:

- 1) you clicked on a link by mistake
- 2) it is taking much too long to connect to a Web page
- 3) you are taken to a page with the message “page cannot be displayed” (the connection may be successful on the second attempt)

Refresh



This button breaks the connection with the page you are viewing, then reconnects to the same page giving you the latest version of that page. In other words, it updates the page you are viewing if any changes have occurred on that page.

Reasons to use the *Refresh* button:

- 1) When viewing pages which contain information such as, the stock market, sports scores, weather or breaking news. Many sites do not automatically update information while you are viewing a Web page.
- 2) *Back* & *Forward* buttons do not refresh the pages to which they take you. Pages are displayed exactly as they were when you first accessed them. If it is possible that any information may have changed since last you have visited the page (in the same session), click *Refresh* once the page is displayed.

Home



This button takes you back to the first page that is set to display when you connect to the Internet—your starting point. You can change your *Home*. The easiest way is to, first, go to the page you want as your new starting point or new *Home*. Using the Menu Bar click on the following:

Tools > Internet Options > General Tab

There will be a small address bar displaying the address of your present *Home*. Click on the *Use Current* button beneath that address bar and the address will change to the page you are viewing. Click on *OK*. You may also type into this same address bar the Web address of any page that you would like to be your *Home*.

Favorites

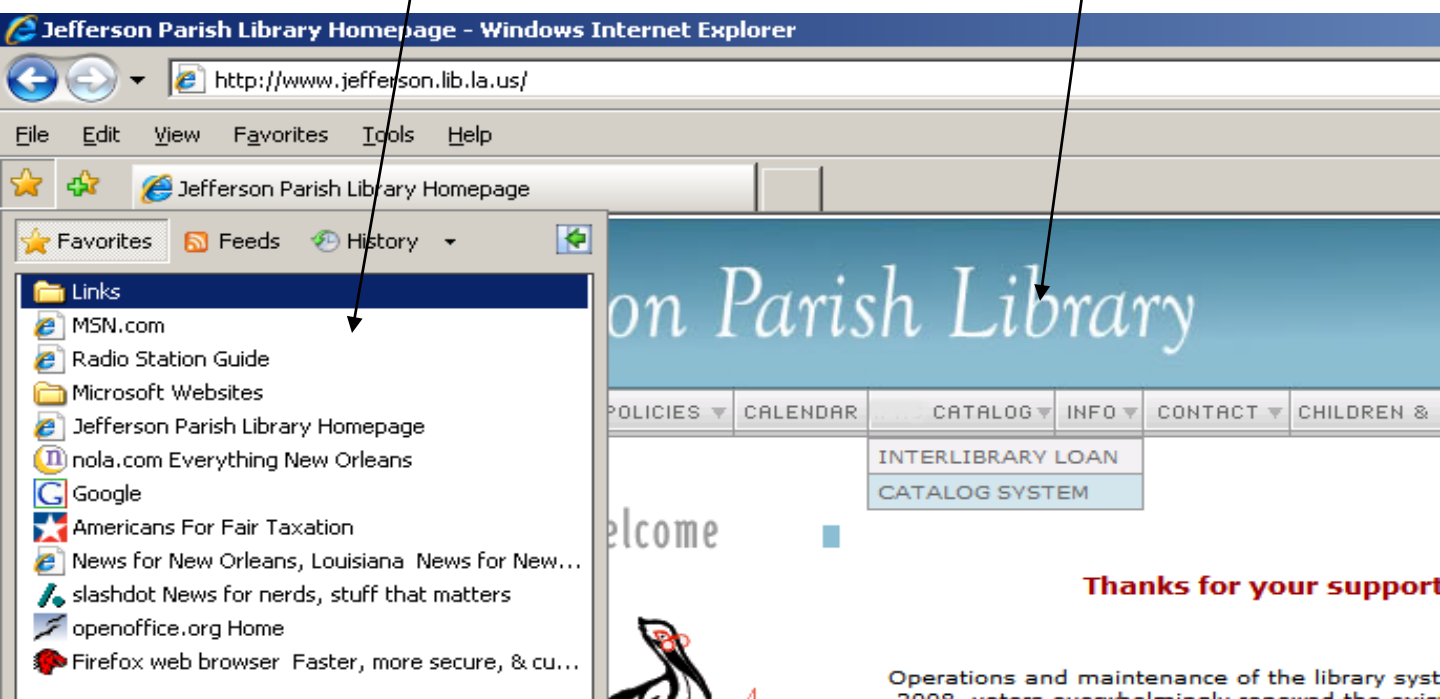


While exploring the Internet, you will find many pages which you will want to revisit in the future. The *Favorites* button offers a way to return to those pages quickly and easily without having to remember their addresses or how you found them. *Favorites* remain listed for use during your present session or future sessions

Once you click the *Favorites* button on the Standard toolbar the following occurs:

The Favorites menu opens up on the left side of the screen. This menu lists all the web sites that have saved into the favorites menu. Selecting a web site from this menu will send the browser to that site and close the menu. You can exit the menu without selecting a web site by clicking the Favorites button again.

The page which you are presently viewing remains open. The menu opens on top of the current page.

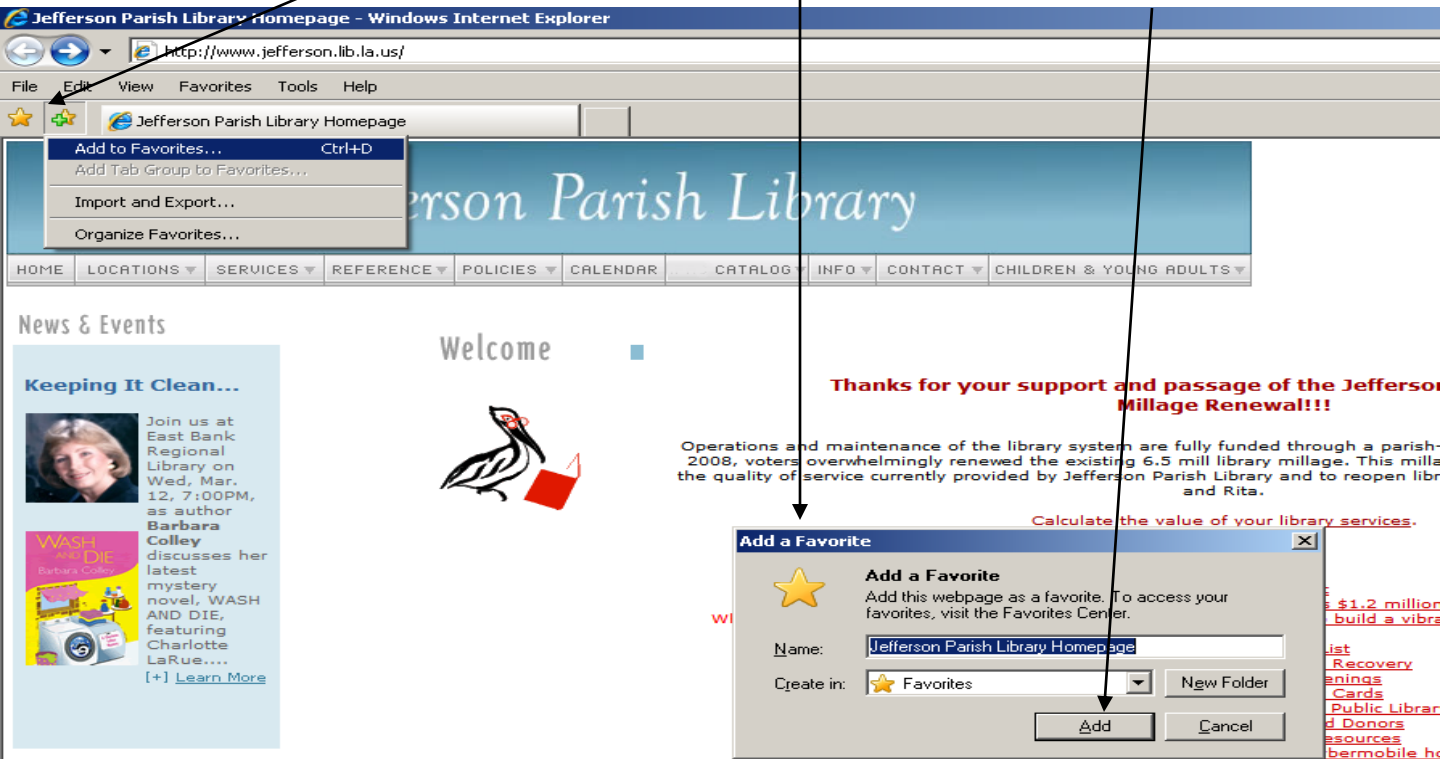


Adding Favorites

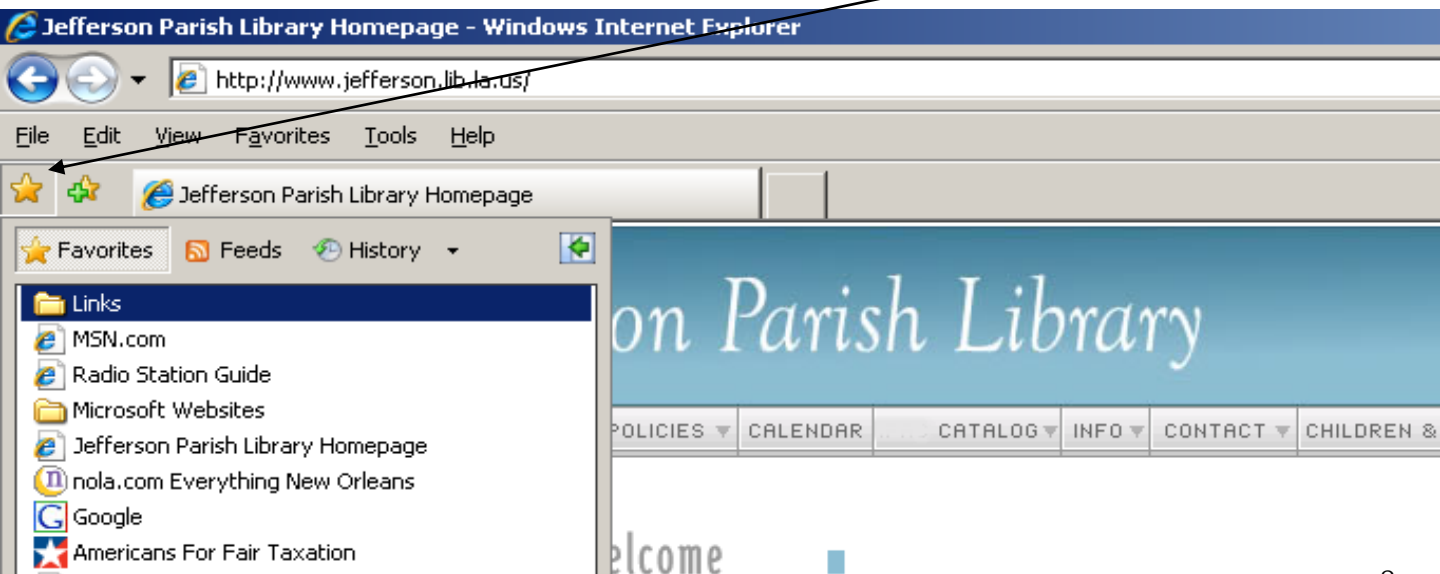
To add a page to the **Favorites**, you must first be viewing that page. Once you are at the page, click **Add to Favorites** button and select “**Add to Favorites**” from the menu...

The **Add Favorite** window opens.

Click **ADD**.



Once a page is listed in the *Favorites*, if, at any time in the future, you wish to visit that page, simply move the mouse pointer underneath where that page is listed. The arrow will turn into a hand with a pointing finger and the page name (or Web address) will become underlined. Also, a box may open with information about the page. A single left click should take you to that page, displaying it in the right section of your screen. To close the *Favorites* menu, click on the **Favorites** button again.

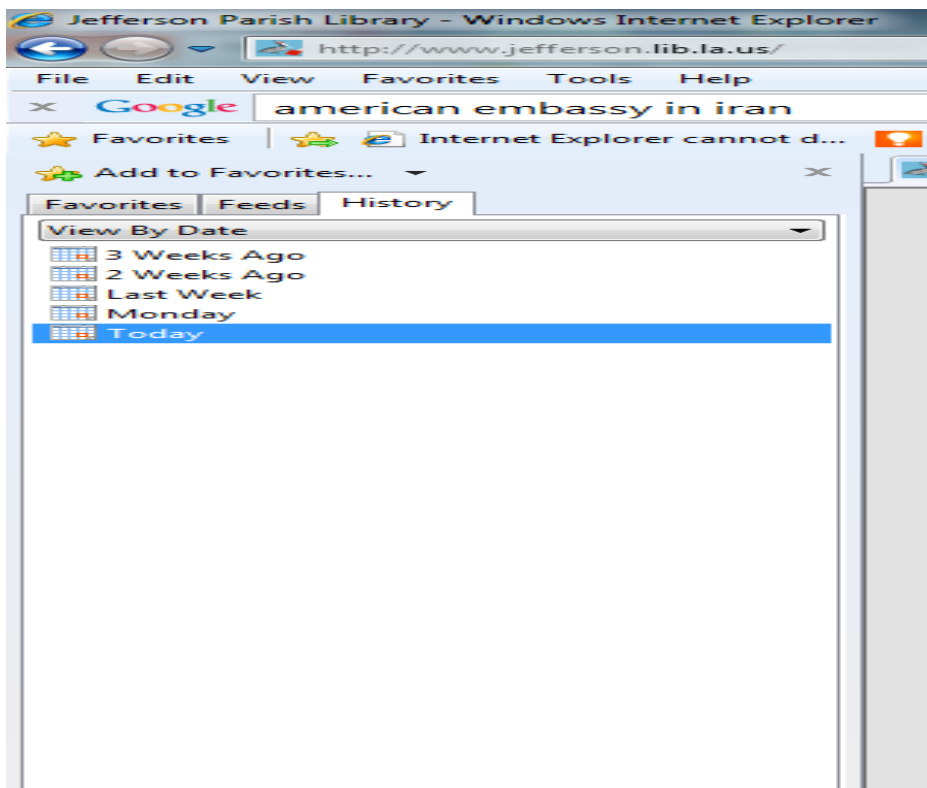


History

On the left side of the address bar, there is a drop down arrow. Point to the drop down arrow and left click. You will get a list of sites you have visited. See below. Click on any of the links and you will go to the most recently visited sites.



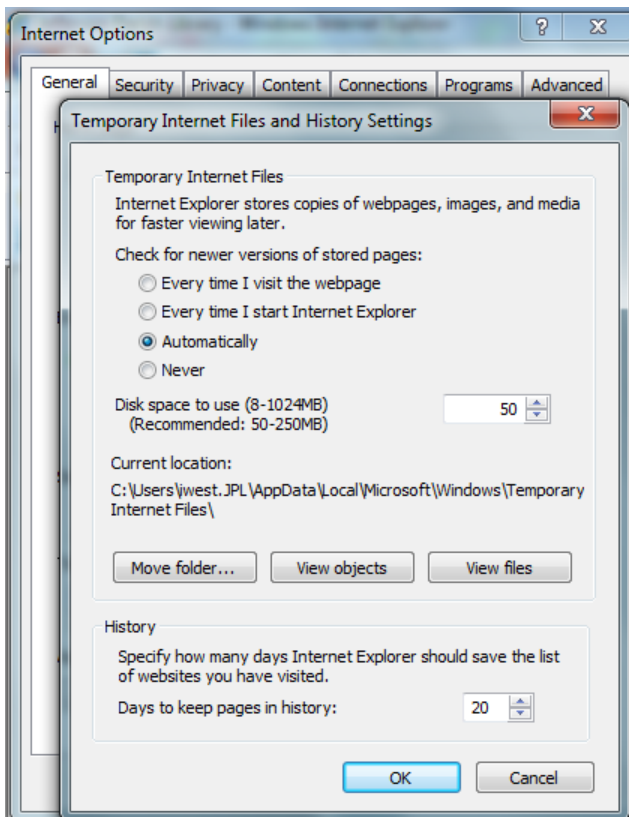
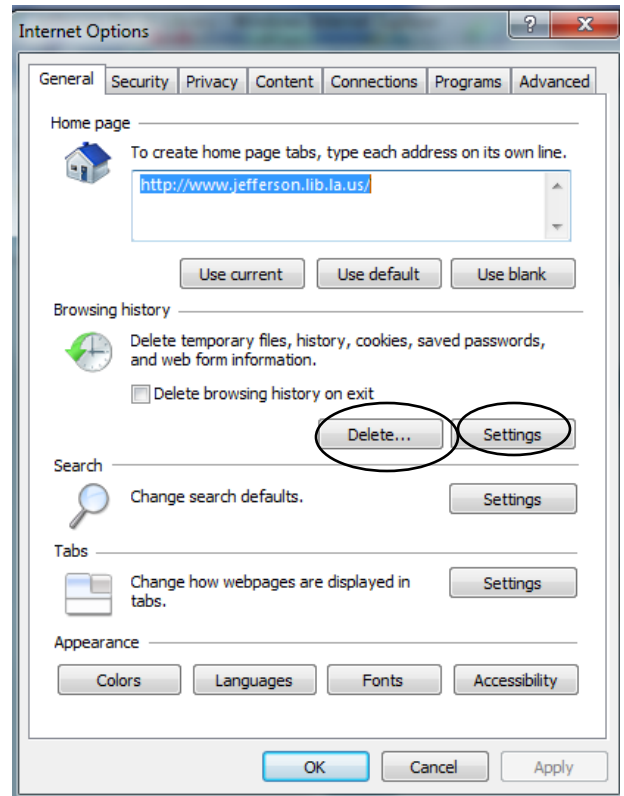
Clicking on the History tab at the bottom of the drop down menu (above) will bring up the menu below where you can view your sites visited less recently.



Internet Options, Setting History

On your own computer you can determine how long you wish for the history to keep a list of pages visited. On the **Menu** bar click **Tools**. Click **Internet Options** on the **Tools** menu. The box to the left will open. Near the top will be tabs. The **General** tab should already be selected. If not, click on it.

In the **Browsing History** section near the middle, clicking the **Settings** button will open a window where you can set the number of days the History with retain viewed pages. (**Below**) You can also choose to delete your browsing history by clicking the **'delete'** button . (**Right**)

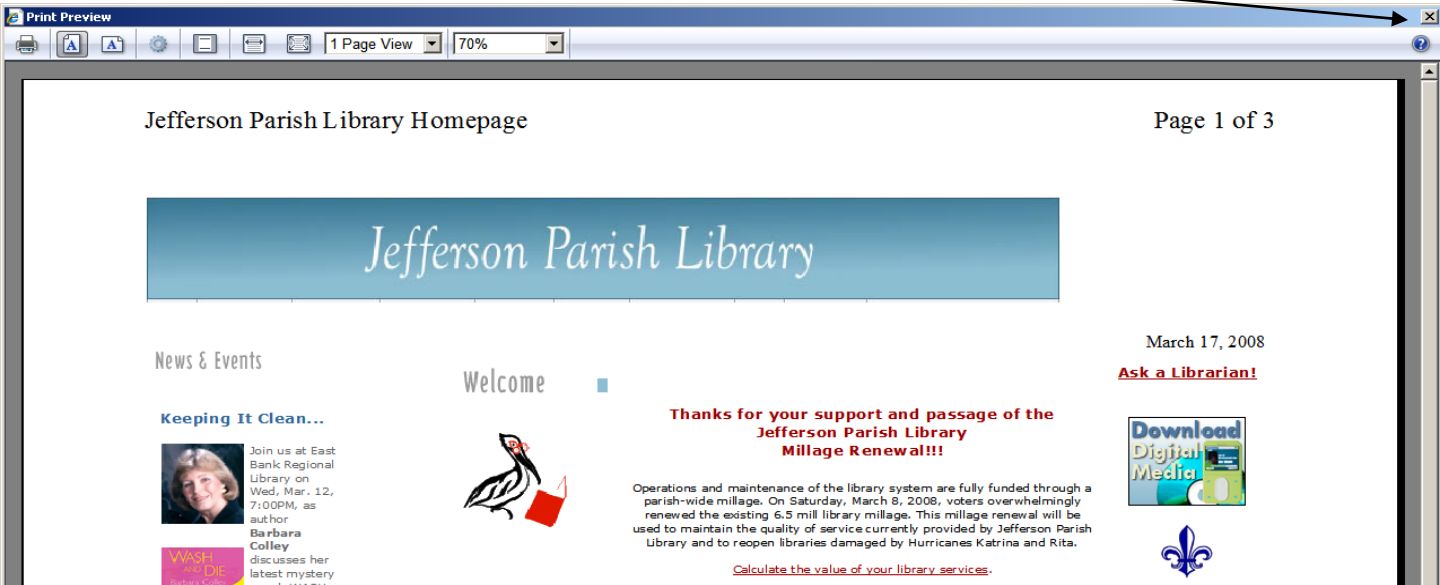


Once you are finished, click **OK**.

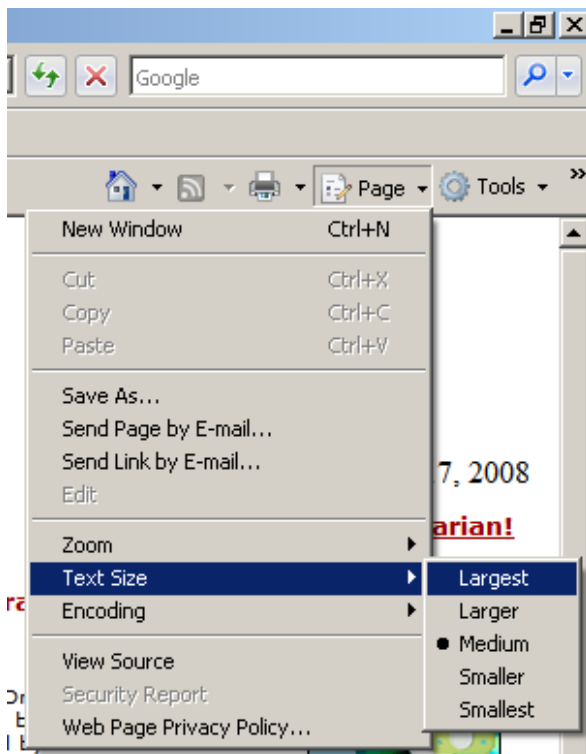
Print Preview



This button will show you exactly what the web page(s) will look like if printed, how many pages it will take to print and exactly what is on each printed page. Below is an example of what clicking *Print Preview* will display. To return to the normal view click on the **X** on the extreme right of the Title Bar.



Text Size



Print

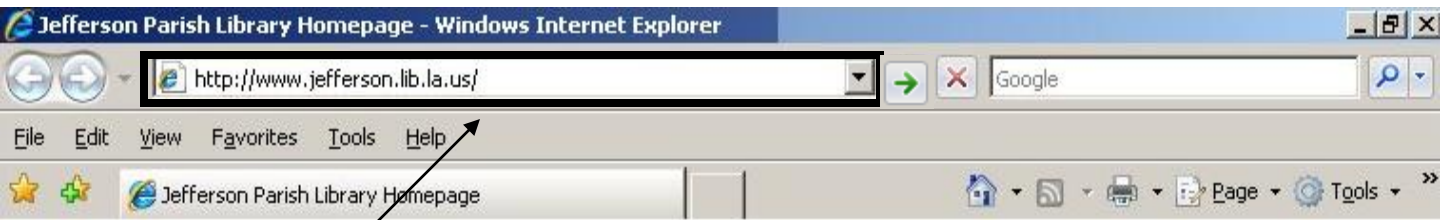


A quick way to access the printing options.

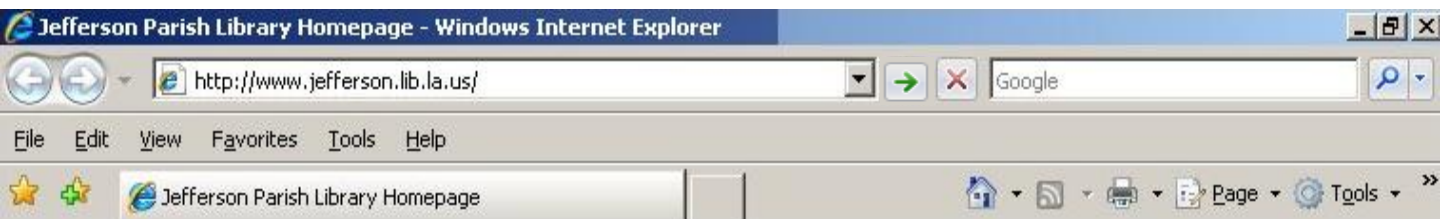
If the print is too large or too small for you viewing, you can change the size. The size change will also show up on the printed page.



Address Bar

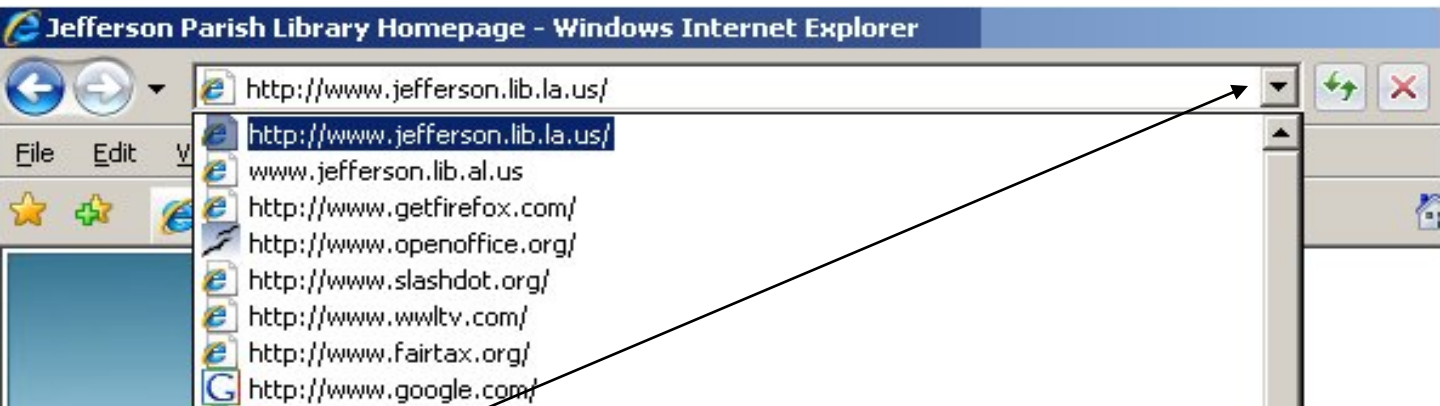
If you know the address of a web site, such as www.yahoo.com, you can go directly there by typing the address in the Address Bar located just below the Standard Toolbar.



Address Bar



If you click **inside** the Address Bar, the address becomes highlighted. At this point you can simply type in a new address. You do not have to do anything to erase the present address. Whatever is highlighted will be automatically erased with your first keystroke and replaced with what you type. Then click the **Enter** key on the keyboard or click the **GO** button  to the right of the address bar. When you type an address into the address bar, the **Refresh** button  changes into the **GO** button.



Drop-down arrow:

Located at right end of the Address Bar keeps the addresses of the sites you have **typed** into the Address Bar. When you click on the arrow, it opens a drop-down menu and allows you to return to a site simply by clicking on the site in the drop-down menu.

Tips for entering addresses:

- 1) No spaces in web address
- 2) Use lower case letters unless upper case is specifically noted
- 3) Accuracy is important. The address must be *exactly correct*. Any deviation will not get you to the correct page
- 4) With newer browsers you do not have to type **http://**
- 5) If the address begins with **ftp://** **you must type in the complete address including ftp://**

Things you should know about web address domains:

The domain consists of letters in the address, often at the end and always after a *dot* (period), which tells you what kind of Web site it is. Examples:

- 1) .com = commercial
- 2) .edu = educational institution
- 3) .gov = government site
- 4) .mil = military
- 5) .org = non-profit organization and certain other types of organizations
- 6) .la.us = site from an official Louisiana institutions such as the libraries

There are many more domains. Other countries have their system of domains.

SEARCH ENGINES (SE's)

SE's are Web sites whose main purpose is to find sites which contain information that you are interested in finding if you do not know a specific address. Although different SE's will very often return lists containing many of the same sites, they will also return different sites in addition to the duplicates. If you do not know a web address, you can search by typing terms in a search box. True SE's use electronic devices called robots or spiders (they run around the Internet, including the World Wide Web searching).

Many SE's have different methods of searching and search different sections of Web pages for your term(s):

- some search the Web pages' titles
- some search the URL
- some search the entire text of the web page

Most SE's have become quite sophisticated in interpreting how you enter multiple terms into the search box so the page following this one may not be necessary with some search engines. It is always very helpful and you will learn a great deal about searching by checking the help option or search tips for the search engines you are using. It is well worth your time.

The Search Text Box is the area where topics or search terms are entered. Always check to see that the blinking insertion point is in this area. If not, point inside the text box, click, move the mouse away, check to see that the blinking insertion point is now present in the text box, and type in the topic(s) on which you wish to find information.

Enter a search term(s); click that site's Search button or press the Enter key.

The SE will process your search request and create a Results/Hits list of sites.

Types of Search Engines

There are different types of search engines:

1) *Directory*

Yahoo is an example of a directory search engine.

At **Yahoo**, actual people examine sites for content, then categorize and place them into a directory which is navigated by links. Web sites found in the directory almost assuredly contain information on the topic under which they are placed.

2) *Multi- or Meta-Search engines*

ixquick is an example of a Meta- or Multi-Search engine.

These web sites employ more than one individual SE to find your term(s).

Below is the address of a site to help you evaluate certain search engines:
www.infopeople.org Point to *Search Tools*; click on *Search Tools Chart*.

Addresses of sample Search Engines, Multi/Meta-Search Engines and Directories

Multi/Meta-Search Engines:

ixquick – www.ixquick.com
Google – www.google.com
Ask Jeeves – www.askjeeves.com
Dogpile – www.dogpile.com
FAST Search – www.alltheweb.com
Mamma – www.mamma.com
Metacrawler – www.metacrawler.com

Search Engines:

AltaVista – www.altavista.com
Excite – my.excite.com/myexcite/my.jsp
HotBot – www.hotbot.com
Infoseek – infoseek.go.com
Lycos – www.lycos.com

Directories:

Yahoo! – www.yahoo.com

Other Web Sites of Interest

Libraries:

Jefferson Parish Library – www.jefferson.lib.la.us
Library of Congress – www.loc.gov
Salt Lake City Public Library – www.slcppl.lib.ut.us

Tutorials:

Excel Tutorial – www.usd.edu/trio/tut/excel
Word Tutorial- www.baycongroup.com/wlesson0.htm

Automobiles: N.A.D.A. – www.nada.com

Employment: Monster – www.monster.com

Entertainment: Internet Movie Database – www.imdb.com

Health: healthAtoZ – www.healthatoz.com

How Do Things Work: www.howstuffworks.com

Louisiana: INFO Louisiana – www.state.la.us

Maps: Mapquest – www.mapquest.com

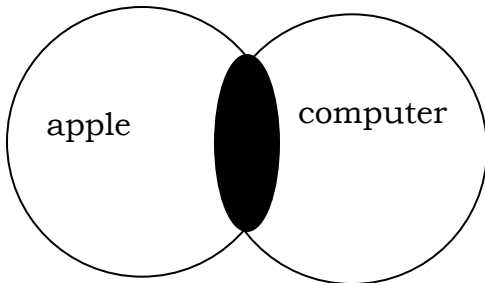
News: CNN – www.cnn.com

Sports: ESPN – www.espn.go.com

Weather: Weather Channel – www.weather.com

Search Techniques

- 1) *Rules vary from one SE to another* - Always take time to check each SE's search tips, Help, etc.
- 2) *Lowercase* - Always enter terms in lowercase. If you capitalize, the SE may retrieve the term only if it is capitalized on the web page. With proper names, only capitalize the initial letters.
- 3) *Phrases* - Enclose a phrase in quotes so that it is treated as a phrase and not as individual words.
- 4) *Use unique or specific words* - Avoid general or broad terms; Spelling counts!
- 5) *Boolean or Logical Operators* - help fine tune search results.



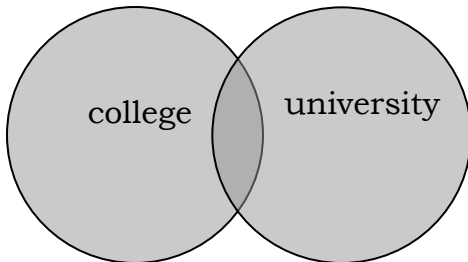
AND +

Example: apple **AND** computer
apple +computer

[Note: Do not put a space between + and the word which follows.]

Search will return only those pages which contain both terms.

Search results: Only the overlapping area of the two circles at left.

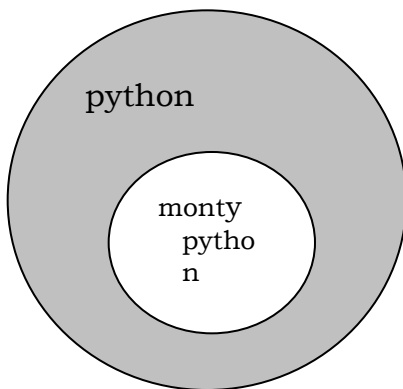


OR

Example: college **OR** university

Search will return pages which contain either term.

Search results: The entire area of both circles at left.



NOT -

Example: python **NOT** monty

python -monty

[Note: Do not put a space between - and the word which follows.]

Search will return all pages with the term except the ones excluded.

Search results: The area contained within the larger circle except that contained in the smaller circle within.

INTERNET GLOSSARY

BOOLEAN SEARCH - A search using words AND, OR, and NOT. The words are used to increase or decrease the amount of information you may get when doing a search. George Boole developed the process.

BROWSER - A program on a computer that accepts requests for information, processes the requests and allows you to navigate to resources on the Internet. Microsoft Internet Explorer is the browser used in the Jefferson Parish Library System computers. Netscape is another popular browser.

BLOG- (WEBLOG) An online journal made up of links and postings in reverse chronological order. Many blogs link to other web pages, allowing readers to participate in discussion of information on certain blogs. You must register on the blog site to participate

DOWNLOAD - When you copy a file from another computer to your computer such as when using **FTP** (File Transfer Protocol-a program to download files) to get software and files.

E-MAIL - Stands for electronic mail. It involves sending and receiving messages over a network such as the Internet.

HOST - A computer that provides information to internet users. Also known as a **server**.

HTML - (Hypertext Markup Language) One of the computer languages used to create web pages.

HTTP - (Hypertext Transfer Protocol) The Internet standard for transferring information on the World Wide Web.

HYPERLINK - (Also known as a link) A connection from one World Wide Web document to another. Clicking a link transfers to the destination document.

INTERNET - A worldwide computer network that connects universities, government laboratories, companies, and individuals around the world. The Internet provides data communication services such as electronic mail, file transfer, discussion groups, and remote log-on to distant computers.

ISP - (Internet Service Provider) The Company you use to connect to the Internet, usually for a monthly charge.

MY SPACE- a social networking website offering interactive, user submitted network of friends, personal profiles, blogs, groups, photos, music, and videos internationally.

PROTOCOL - A set of rules or standards that must be followed to enable communication or file transfers between two computers. Without such standards, the two computers would not be able to communicate with each other.

SEARCH ENGINES - Web sites that index hundreds of thousands of web pages, and allow you to search through them by keyword to find topics you are interested in. Some of the major search engines include Yahoo!, AltaVista, Lycos, Webcrawler, and Google.

URL - Uniform Resource Locator is the address for the web sites. An example of a URL is <http://www.jefferson.lib.la.us>. Many browsers will add the http:// for you.

WEB PAGE - A World Wide Web page. A web page may print out several paper pages. A **web site** is a collection of web pages with some common ownership or theme. A **home page** is the front door for the web site - the page you usually see first when you connect to the site. It typically indicates a web site's ownership, purpose and contents. The home page also provides links to important pages within the site.

WORLD WIDE WEB - Known as WWW or the Web. This resource is a major component of the larger Internet. It allows users to explore and retrieve text and graphics from web sites.



Notes

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