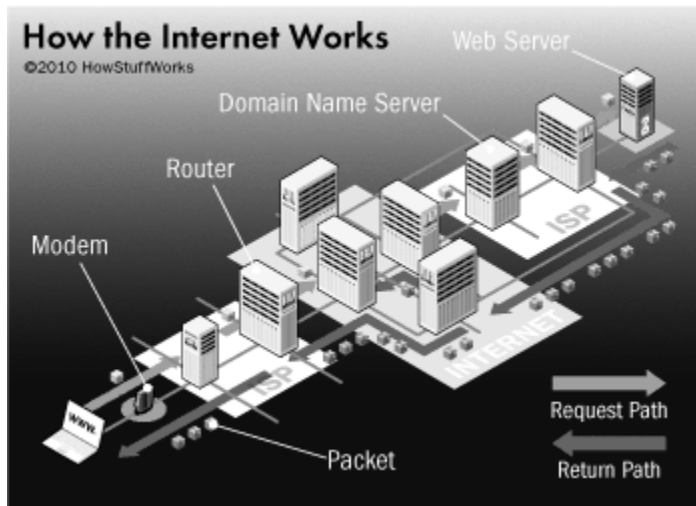


INTERNET

USING INTERNET EXPLORER 11

Internet



What is the Internet and how did it begin?

The Internet is an **I**nternational **N**etwork of cables and wires connecting computers together.

- 1969 - U.S. Dept. of Defense formed ARPA (Advanced Research Projects Agency under the Ministry of Defense), also called ARPANET. It later became DARPA with the D standing for Defense.
- 1980s - National Science Foundation builds and connects five supercomputing centers
- 1990s - Legislation passed to expand and upgrade to a high-speed national network open to the private sector and general public
- Currently - Billions of people from around the world use the Internet via computers and other devices, like smartphones or tablets

So where does the World Wide Web come in?

- Developed at the European Laboratory for Particle Physics in Switzerland (CERN) in the early 1990s
- Thanks to Dr. Tim Berners-Lee, it allowed us to see color, images, movies and sounds

What can you do with the Internet?

- Find information
- and communicate with others

Find information on almost everything

Activities and games

Find word games, board games, interactive games, and educational games

Streaming Media

Watch some of your favorite TV shows, movies, and learn how to do just about anything

Music

Listen to or download music. You can even use BCPL's Freegal to download music for free.

Travel

Find out what's happening in cities and countries, book flights, hotels, even make restaurant reservations

People

Find names and addresses or connect through social networking

Recreation

Follow your favorite sports team, celebrity, music group, find recipes, etc.

Maps

Look up street addresses, get directions, see satellite views of locations

Business

Products, stock quotes, information on businesses

Education

Library catalogs, college information, help with homework

Government information

Tax forms, bills before Congress, consumer information

Electronic publications or E-pubs

Read newspapers, magazines, books. Try BCPL's Zinio and read magazines online for free!

Shop

Comparison shop and buy items. Find the best price!

Communicate with other people



Email (Electronic mail) (info@bcpl.org)

- You can write and read messages

Social Networking

- Share your thoughts and photos, through blogging, Facebook, Twitter, Instagram, and other social platforms




Live Chat

- Talk to someone online or use Instant messaging for real-time conversation

Feedback/Surveys

- Many websites allow you to add your two cents or get help

What do you need to connect to the Internet?

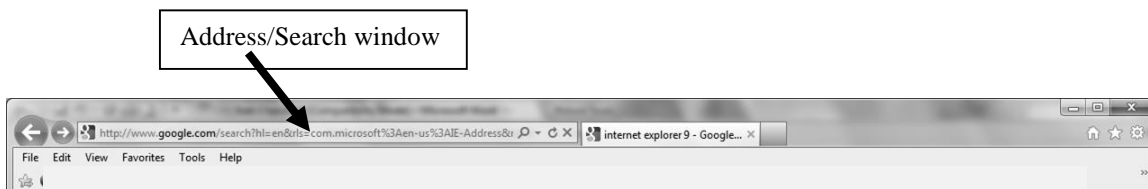
- **Internet Service Provider**
- Best deal is a flat monthly rate with unlimited access
- **A computer** (with a minimum of 6-8 GB RAM and a multi-core processor) or a device like a smartphone or tablet
- **High-speed access**
 - Time Warner (cable modem) – without phone or cable, the lowest monthly cost is about \$35.00 (ask about an installation fee). 877-760-3882
 - Zoomtown-Cincinnati Bell (DSL) or Fioptics – pricing begins at \$15.00 per month (ask about installation fee). (513) 565-2210
 - You can also check with your cell phone service, like Sprint or even use **Free NetZero** dial-up (10 hours per month) or the paid high-speed versions.
- **Software/Modem/Router** – your ISP will likely provide this. A modem lets your computer connect to the Internet and the router provides some security and creates a home network that can allow you to access the Internet wirelessly (Wi-Fi) and connect multiple devices.
- **Antivirus software** – McAfee and Norton are popular programs, but there are free programs, like AGV (freeavg.com) available online
- **A web browser.** The most popular browsers are:
 - Google Chrome 
 - Internet Explorer (or Microsoft Edge) 
 - Mozilla Firefox 

How do I get to the Internet once it's installed?

Turn on your computer or device and then double-click or tap on the Internet icon. This process may vary, depending on your Internet Service Provider.

You ISP may also provide Wi-Fi (wireless Internet for your home). Once your computer or device connects to Wi-Fi, you can go online just like you normally do. Wi-Fi is often available for free at coffee shops, hotels, etc. You may be required to sign in and accept their use policy. Wi-Fi is free at the library!

Internet Explorer 11 toolbar



Toolbar options/buttons

Address/Search window – you can click here to type an Internet address (lowercase, no spaces), such as www.cnn.com or use it as a search window (dean martin – lowercase with spaces).



Did you know that you can type in the domain of a .com address and use the Ctrl+Enter shortcut to add the www and the .com?

Example: type [cnn](http://cnn.com) in the Address window, hold down the
the
Ctrl key, press the Enter key and let go of both.

Instant Search provider – you can set this as a quick way to search your favorite search engine, such as Google. The default on Microsoft computers is Bing, Microsoft's search engine. To select a new search engine:

Click on the Tools button in the upper right corner (looks like a gear).

1. Click on Manage add-ons.
2. Click on Search Providers.
3. At the bottom, click on Find more search providers.
4. Click on Google or the search engine you wish to use and on Add to Internet Explorer.
5. On the Manage add-ons' window, click on Google (or search engine you chose) and on the Move up link until it's number one on the list.
 - a. You can also click on Set as Default and check the box to prevent another search engine from making changes.

6. Click on Close.

Toolbar buttons



Minimize Keeps the Internet open, but minimizes the window, so you can view the Desktop behind it.



Maximize/Restore Makes the Internet window fill the Desktop or reduces it to a smaller size, so you can see part of the Desktop.



Close Closes the Internet program.



BACK/FORWARD Back takes you to the page you were immediately viewing before the current page and Forward takes you to the page you were viewing, before you clicked on the Back button.



SEARCH You can press Enter or click on the Search button. Click on the down arrow to view a site you've previously visited.



STOP Stops the computer from trying to display a page.



REFRESH Reloads a page to make sure you have the most current one. When using e-mail, you can use Refresh to check for mail, while online.



HOME Returns to your Internet Service Provider's Start Page.



FAVORITES Add a website to your Favorites list, to make it easier to get to again and again. You can organize your bookmarked favorites into folders.

To add a favorite, locate the webpage, click on the Favorites icon, and click on the Add to Favorites button. You can rename the site, if you wish by typing in new keywords in the Name window. Click on Add.

To get back to a favorite, click on the Favorite's icon on the toolbar and click on the name of the bookmarked website.



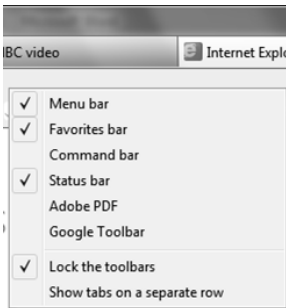
TOOLS Use to add a new search provider, use Safety (to delete temporary files), choose Zoom to increase/decrease the viewing size, etc.



ADD TO FAVORITES BAR Add websites you use often to the Favorite's Bar and just click on the button to get to them.

To add a webpage to the Favorite's Bar, locate the webpage, click on the Add to Favorites Bar button, and it will appear. To rename it to take up less space on the toolbar, right-click on the link, left-click on Rename, type a new name, and click on OK.

To remove a link from the Favorites Bar, right-click on it and left-click on Delete. Click on Yes.



ADDING TOOLBARS

You can add a Menu bar, if you'd like to see File, Edit, View, Tools, etc.

Right-click on a blank section of the toolbar and click on Menu bar or any other toolbars you'd like to see at the top.



HELP To find help for using Internet Explorer.

The Name Game on the Internet

The following are three letter domain codes used in Internet addresses:

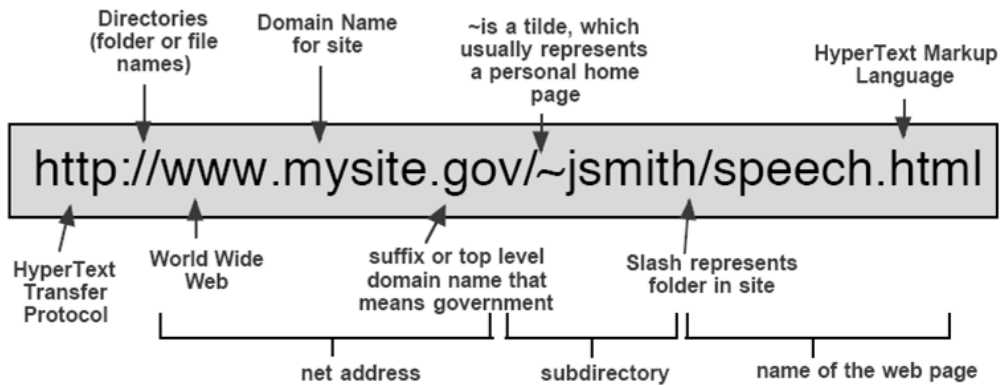
- .com commercial organizations, includes organizations such as commercial manufacturers (dell.com), television stations (abc.com), or some commercial Internet providers (aol.com)
- .edu educational institutions, includes K-12 schools, colleges and universities
- .gov government bodies and departments (whitehouse.gov, irs.gov)
- .mil military sites (pentagon.mil)
- .net networking organizations (kih.net)
- .org nonprofit organizations such as libraries and professional societies (bcpl.org)

You may see sites that have a two-letter country code

Examples:

.au	Australia
.ca	Canada
.nz	New Zealand
.jp	Japan
.uk	United Kingdom

The anatomy of a Web address:



Searching Tips

- Use lowercase letters with spaces between the words.

dean martin

- Use more than one keyword.

For example, if you're looking for local restaurants, type

restaurants cincinnati

- Be specific.

For example, if you're looking for a picture of the Mona Lisa, type

mona lisa picture

- Try using different synonyms for your search keywords.

For example, if you're looking for travel information about Hawaii, you might try the keywords

hawaii travel

If that doesn't bring up enough information, changing travel to tourism might help.

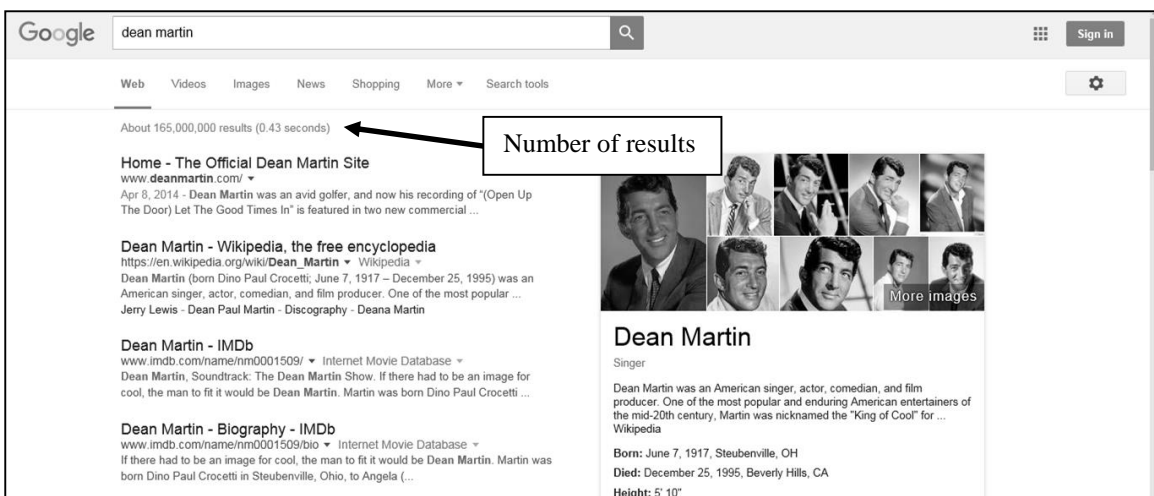
hawaii tourism

- Use the Advanced Search option. Most search engines have them.
- Try using a different search engine.

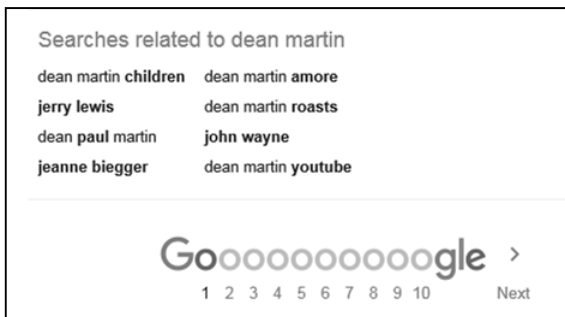
A great search tip – when searching for information, you can add quotation marks around the keywords to tell the search engine to look specifically for websites where the keywords would naturally be found next to each other, like a person’s name or a health condition

Examples: “dean martin” “heart disease” “apple pie recipe”

Google’s Search Results Page



Click on the **blue hyperlink** of your choice to get to that website. The results list generally offers an information blurb about what you will find at the website, along with the Web address. If you don’t find the results you want by clicking on all the hyperlinks on page 1, scroll down and click on **Next** or on one of the search suggestions at the bottom of the page.



Other search engines you can try:

www.yahoo.com

www.bing.com

A great website to try is www.refdesk.com

It has tons of helpful and entertaining information.

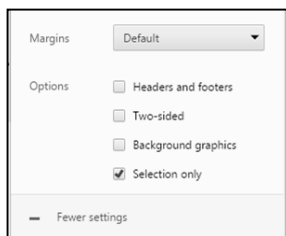
Surf & Tips

To Search the Internet

1. Double-click on the Internet icon on your desktop.
2. Click once in the Address window and type in the keywords of your choice.
Be specific! Example: *quilt shows kentucky*
3. Press Enter.
4. Scroll down and look at the results list of your search.
5. Click on one of the blue underlined hyperlinks to go to the specific webpage.
6. Click on the Back button to go back to the result's list, if you need to look at other webpages.

To Copy and print webpage text using Google Chrome

1. Click and drag over the text you want to copy to select it (or click before the beginning of text you want to select and then hold down the Shift key and click at the end of what you want to select).
2. Click on the Customize and Control button in the upper right corner (three lines), and on Print.
3. Click on More Settings and on Selection only. Uncheck the boxes next to Headers... and Two-sided.



4. Click on Print.

To save an image

1. *RIGHT*-click on the image and click on the Save image as option.
2. Select the appropriate location, rename the file, if necessary, and click on Save.

To Print a webpage

1. Click on the More actions button in MS Edge (three dots) or on the Customize and Control button (three lines) in Google Chrome and on Print.

Need more mouse practice? Try these websites:

Mouse practice - www.pbclibrary.org/mousing/games.htm

Mouse practice - www.seniornet.org/howto/mouseexercises/placemouse1.html

Typing tutor - www.powertyping.com/qwerty/lessonsq.html

Typing tutor - www.speedtypingonline.com/typing-tutor

Boone County Public Library's Computer Classes page -

www.bcpl.org/events/computer-classes/

Safety Tips

- Don't give out personal information like your Social Security number or banking information to anyone online! No reputable business will ask for it. If you're skeptical, call the bank, retailer, etc.
- Shopping is pretty safe to do online, but make sure the site is a Secure Site. You should be able to see the "padlock" at the page where you would enter your credit card information. You may also see an s in the URL. Ex. <https://www...> to show that it is a secure site (credit card information will be encrypted as a way to protect the information).
- If you want to sign up for mailing lists, newsletters, etc., a free email account (available from MyWay, Gmail, AOL, Yahoo!, Hotmail, etc.) is a good idea. That way, you won't clutter up your main account. Also, when shopping, stores may ask for your email address, in addition to your phone number, **don't give either one out, if you don't want them contacting you**. They won't be bothered if you say, "I don't give out my phone number" or "I don't give out my email address," but you will be called or emailed if you do. If you wish to get special deals or offers via email, use your extra email account.

Definitions

Address window – the place to type a known address or do a keyword search. It's also known as URL (Uniform Resource Locator) window.

Anti-virus software – software you can buy/get for free to protect your computer from viruses.

Download – to save a file to your computer from a program or the Internet.

Google Chrome – the most popular web browser. Some other Internet browsers are Microsoft's Edge or Internet Explorer, Mozilla Firefox and Apple's Safari.

Home Page – the main page of a website or your ISP's start page.

HTTP – (Hypertext Transfer Protocol) - the method used to access resources on the Internet.

Hyperlink – the clickable link in text or graphics that takes you to another place on the same page, another page, or another website – generally blue and underlined.

Internet – a worldwide network of networks, synonymous with World Wide Web.

ISP – Internet Search Provider

Modem - a device or program that enables a computer to transmit data over, for example, telephone or cable lines.

Router - a device that forwards data packets along networks so you can connect to the Internet.

Search Engine – a website which allows you to search an index of World Wide Web pages, such as Google.

Upload – data is being sent from your computer to the Internet.

URL – (Uniform Resource Locator) - a webpage address, such as www.bcpl.org

USB – Universal Serial Bus is the standard for connecting devices like a flash drive or printer.

Virus – a program written by a person to intentionally disrupt the normal functions of your computer.

Web browser – a software application used to locate, retrieve and display information online.

Weblink – another term for hyperlink.

Webpage – a single document or file on the World Wide Web, identified by a unique URL (address).

Website – a virtual location designated by a unique URL. A website is made up of one or more webpages.

Wi-Fi – wireless Internet. Allows you to access the Internet from anywhere in your house (with a router) and at public places that offer it.