

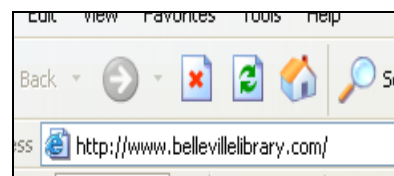


Internet Navigation

To access this Lesson Plan on-line, open up the library website www.bellevillelibrary.com and go to the tab that reads **Adults**. Scroll down and click on [FREE computer Lessons](#). On this page click on the link that says [Internet Navigation](#).

Internet Terms You should know

- **Address or URL (Uniform Resource Location):** A series of letters or numbers leading you to an Internet site or page. Each Website has a unique address. Our library website address is www.bellevillelibrary.com.
- **Browser:** A software program that enables your computer to connect to Internet sites. The library computers use Microsoft Internet Explorer.
- **Cursor:** The pointer you use to indicate what you want or where you want to go next, this is controlled by the mouse (or the arrow keys). Usually the cursor is an arrow (or a line when it is on text.) When it points to a "link" to an Internet site - it becomes a pointing hand, which lets you know there's an address embedded there.
- **Online Database:** A collection of information or reference resources accessible through the Internet. There are free and 'pay for use' databases available through the library website.
- **Directory:** A listing of Internet sites arranged by subject headings, then subheadings and sub-subheadings similar to the yellow page listings.
- **Domain:** The domain gives you information about who made/runs the website. It is part of the address or URL.
 - .com for commercial (www.bellevillelibrary.com)
 - .edu for educational institutions (www.ua.edu)
 - .gc.ca for government of Canada: .gov for the U.S.A.)
 - .org for organization (www.vlib.org)You will also see domains relating to the country of the site's origin.
 - .ca (Canada) .uk (United Kingdom) .de (Germany)
- **E-mail:** You can write, send, and receive messages using the Internet. You have to have an email account first – you can get one free from several email service providers like Yahoo.com, Hotmail.com or Google.
- **Hits:** List of websites that are the results of an internet search using a search engine such as Google.
- **Homepage:** The page or site that appears by clicking on the house icon near the top of your browser. This page will usually come up first when you open your Internet browser. The library website is our homepage, but you can change the homepage to suit yourself.



- **HTML (Hyper Text Makeup Language):** The language used to format and display a document for the Internet.
- **HTTP (Hyper Text Transport Protocol):** The technique used by Web servers to take you to a different website within the World Wide Web.
- **Internet:** A collection of networks and computers all over the world, all of which share information.
- **ISP (Internet Service Provider):** A company that provides access to the Internet such as Sympatico, Cogeco, etc.
- **Link (hyperlink):** A connection to a different web-page or web-site.

How to Start the Internet:

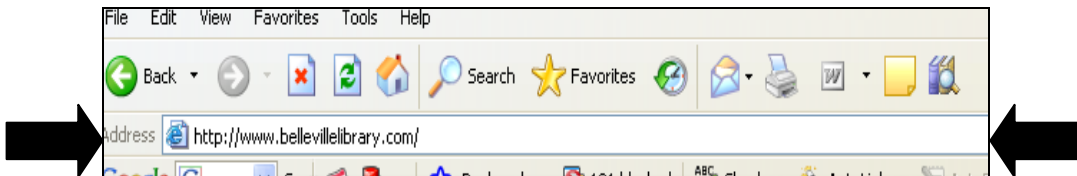


Start by double clicking the **Internet Explorer** Icon from the desktop. If there is no shortcut (or icon) on your desktop, you should be able to find the software by clicking on the **Start** button, click on **Programs** and then drag your cursor to the right to locate and click on **Internet Explorer**.

How to search the Internet:

1. When you know the exact address of the website you want to visit, just type the **URL** into the address box at the top of the screen and click **Go** or press the **Enter Key** on your keyboard.

Try typing: **bellevillelibrary.com**



REMEMBER:

- No spelling mistakes allowed in typing URL.
 - The address is case-sensitive.
 - You never use spaces between words
 - You don't need to type **http://**, or even **www**. They will be added automatically.
2. When you don't know the address (URL) you will need some tools to help you find what you are looking for. A **Search Engine** or **Subject Directory** will do the job for you.

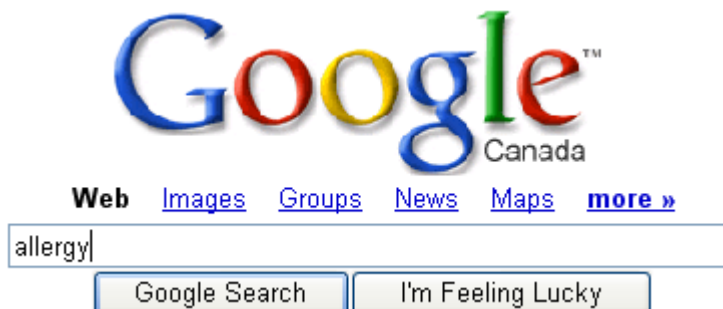
Search Engine: (e.g. google.ca): you need to know a keyword or its synonyms to perform a search.

Subject Directory: (e.g. directory.google.ca): a guided search. A directory of subjects helps you narrow down your search to just the subject you want to find.

Let's look at **Google.ca**

Search strategies for Search Engine

1. Break down your topics into key concepts.
Try "allergy", "food allergy", and "children food allergy" and compare the number of total hits each time. The Search Engine is **not** case-sensitive at all.



2. Put more than two keywords into quotation marks (e.g.: "children food allergy") for more accurate results.
3. If you are sure about an exact name of a place or website, after you type the name you can click the **I'm feeling Lucky** button instead of **Google Search**.

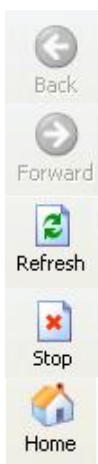
Remember! These are not TRUE!

1. Everything is on the Internet.
2. Everything on the Internet is free.
3. Everything on the Internet is true.

If you would like to learn more about finding information on the Internet, the following link will take you to a helpful tutorial :

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>

Navigation toolbars you should know



This button takes you back to the web page you were on previously. When you keep pressing this, you will keep going backwards.

This button takes you forward a page – to a page you have already opened.

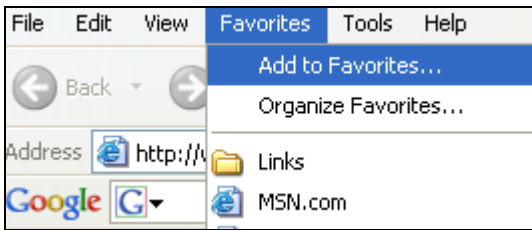
If a page is taking a long time to load, or the links or buttons will not work, try using this button to refresh the page

This button will stop the transfer to another page and will reload the last page you visited.

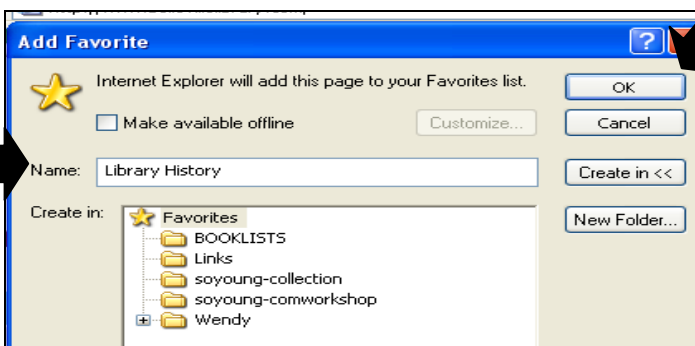
This button will take you back to the starting point, which is your home page.

Creating Favorites

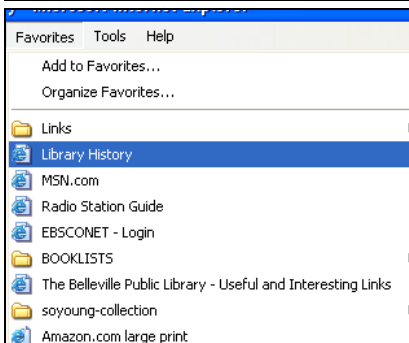
When you find a website that you know you will reference again – or one that you find especially useful: you can create your own **favorites** list.



While you have the web page open, click on **Favorites** found on the menu bar and select **Add to Favorites**.



You can change the name of the website or leave it as the website title. Then simply click **OK**.



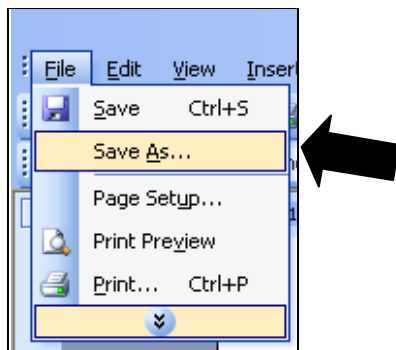
Once you have added the website to "Favorites", you can simply click on **Favorites** and find that site on the list.

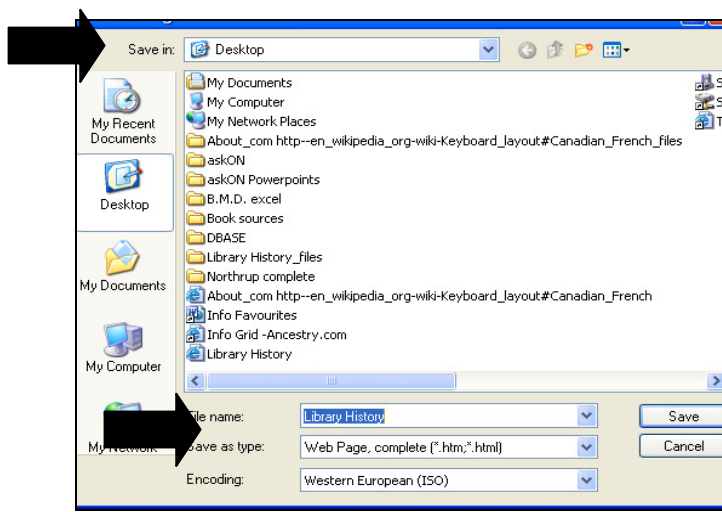
You can also organize these favorites by creating **folders** by subject matter.

Saving a Website

You can save a favourite website onto your computer so that you can access it anytime – you will be automatically connected to the Internet. To do this:

1. You must be on the Website
2. Click on the **File** button from the menu bar at the top of your screen
3. Click on the **Save as** button

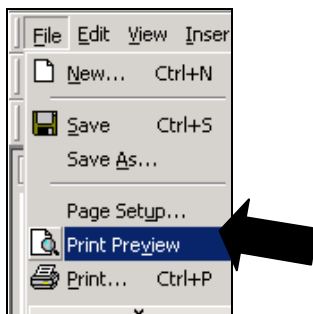




4. You can again change the **File name**, or keep the website title.
5. By choosing the **Save as type** as a "Web Page, complete" – you will be saving the page as a link.
6. You will probably want to **Save in** the Desktop – where it will be easily accessed.

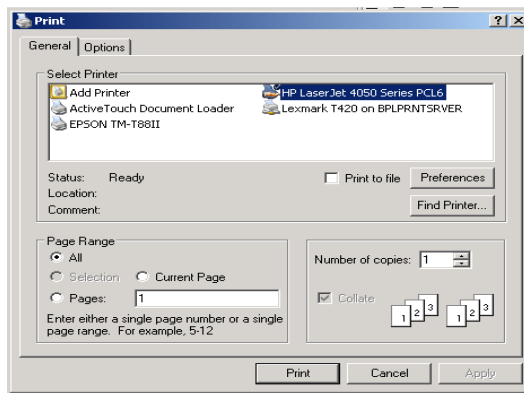
Print out pages from the Internet

When you are on a page that you wish to print, click on the **File** button from the menu bar at the top of your page. Then click on **Print Preview** from the drop-down menu.



The Print preview will show you not only how the actual print will look, it will also show you how many pages you have selected to print.

***We always recommend that you choose to "print preview" before you print anything!



Next click on the **Print** button. A window will open where you can enter the **number** of copies you want, **which pages** you want to print and which **printer** you are choosing to print from.

When you have made your selections, simply click on the **Print** button at the bottom of the window.

* When you want to print only a part of a web page, you can use your mouse to highlight the selected material (paragraph or picture etc.), and then in the **Print drop-down box** under **Page Range** you would select the word **Selection**. This will print **ONLY** what you have highlighted.

Copy & Paste of website address

www.nlm.nih.gov/medlineplus/allergy.html

Very often, web addresses (like the one above) are links to websites. When you want to access the particular website, you will not want to re-type the long and complicated **URL** into the address window. Instead, using the same techniques you learned in the Word Processing class, you will want to **Copy** and **Paste** instead. Similarly, if you want to keep a written record of the **URL**, you can Copy and Paste it into a Word Document created for this purpose.

To Copy and Paste the address you will first need to highlight it. Simply clicking on the actual address will highlight it entirely. You can then click on **Edit** (on the menu bar) and then **Copy** – **OR** you can press down the **control key** and **c** on your keyboard (at the same time). To Paste the address you have just copied, you will want to place the cursor in the location you want the address (i.e. in the address window or in the Word Document), then click on **Edit** and then **Paste** – **OR** you can press down the **control key** and **v** on your keyboard (at the same time).

Practice: Try to copy the address above, open **Internet Explorer** and paste it into the address box.



Books & DVD's Available @ your Library

- The Internet for Dummies **004.67 Lev**
- Internet and E-mail for Seniors with Windows XP : for Everyone who Wants to Learn to Use the Internet at a Later Age **004.678 Stu**
- The Senior's Guide to the Internet : Surfing, Shopping, E-mail and Security **004.678 Col**
- E-mail and the Internet : Computers for Seniors (and kids of all ages). **DVD Movie 004.678 Ema**
- Internet for Seniors : a Step-by-Step Guide for the Computer Shy **DVD Movie 004.678 Int**

Don't forget to visit the Library website www.bellevillelibrary.com to try our useful websites and online databases.