

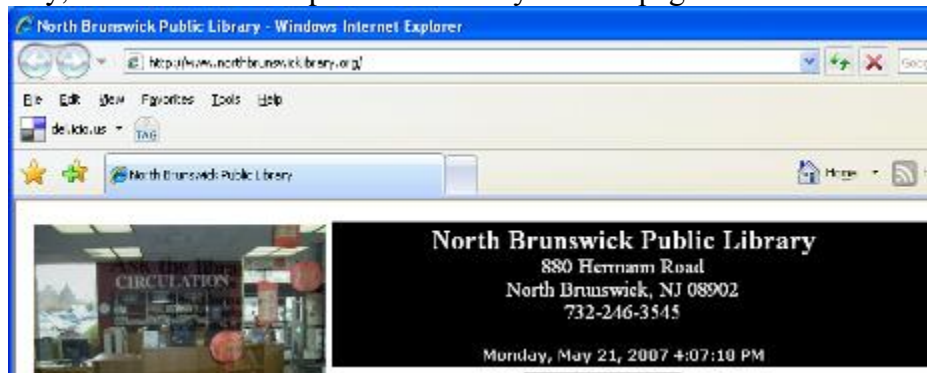
# Beginner's Guide to the Internet

To access the internet, double click on either of these two icons:




**Internet Explorer** and **Firefox** are Web browsers. They basically do the same thing, but some users prefer Firefox for technical reasons. We will be discussing IE, but, aside from the look of the screen, the instructions are the same.

In the library, the browser will open to the library's home page which looks like this:



## Web pages, an overview

Most web pages are set up with similar information on them.

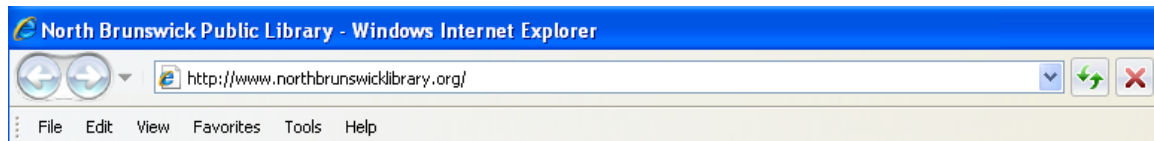
- Most will have a “Home” link. This will take you back to the opening screen for that website.
- Either across the top or on the left side, there will be a series of links or buttons showing the different page options that you can click to. [The library's are on the left side]
- An “About Us” link or button with information about the company, including addresses and phone numbers. [The library's is near the bottom on the left]
- Many pages have a “search” box that allows you to search within the site for things you are looking for. This is particularly true for news and shopping sites. [www.npr.org] [www.staples.com]
- Some sites have pictures instead of text links that you can click on. Anywhere that your cursor turns into a finger,  means it is a clickable item. [www.pbs.org]
- Sometimes pages do not fit on the screen. You may have to scroll to the right if you can't read everything.

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- Most of the time, you will have to scroll down to the bottom to see everything.

### So, how do I get to these web pages?

In order to go to any webpage, you must type in the “address bar.” This is the white box at the top of the page that looks like this:



The white box with text that starts with http:// is the address bar.

The blue bar across the top displays the name of the page you are on. The light blue circles with the left and right arrows allow you to go back a page (or more) with the left arrow and, if you have already gone back a page, you can go forward to pages you were at with the right arrow.

Typically, if you click once in the address bar, the entire address will become highlighted in blue (or gray on some machines). You can either press the backspace key to delete all of the text or you can just begin typing the address. If you click on the address bar and the text does not get highlighted, simply double click in the address bar and it will get highlighted again.

Note: If you mistype an address, put your cursor near where the misspelling is and click once. The address will be highlighted in blue. If you click again, it will un-highlight and the cursor will blink somewhere in the address. You can use the left and right arrows on the keyboard to get to the spot you want to change and then press the backspace key to remove the letter to the left, or the Delete key to remove the letter to the right.

### All web addresses follow this format:

www.domainname.com or www.domainname.org or something similar. Note that the periods or dots must be there; there are no blank spaces in the addresses, and there is no period at the end.

**www** stands for World Wide Web

**domainname** is the name that the company uses for their webpage

**com** is for a commercial site

**org** is for a non profit organization (like the library)

other endings include net, tv, co.uk (for England), .ca (for Canada) and more

For these endings we say “dot com” or “dot org” Frequently, companies will say Our address is, for example, “sears dot com” It is always good practice to include the www even if that is not mentioned . So that address would look like: **www.sears.com** Or on the radio, you may hear “npr dot org” That address is **www.npr.org**

## What if I don't know what I'm looking for?

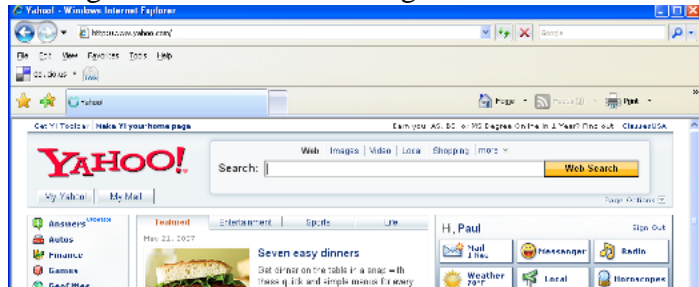
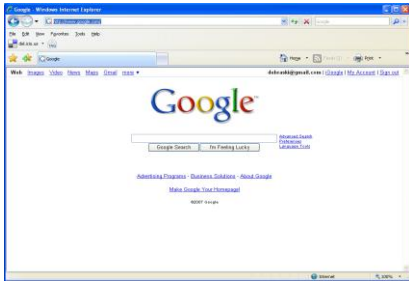
If you know the address you are looking for, just type it into the address bar.

But let's say you don't know the address, you just know you want to access the Federal Express website. 90% of the time companies use their name in their website, like Sears. And you could simply type that address and get it right. But if you typed [www.fedex.com](http://www.fedex.com), you wouldn't get Federal Express, because their address is [www.fedex.com](http://www.fedex.com). So, if you're not sure, the best way to find a web site is through a search engine.

### Search Engines:

The two most common search engines are [www.google.com](http://www.google.com) and [www.yahoo.com](http://www.yahoo.com). Google has a cleaner look, and is designed only for searching. Yahoo has a great deal of things going on in the page, including news, shopping, stock quotes and more. However, using each one is very much the same.

Here are some shots of Google and Yahoo search engines:

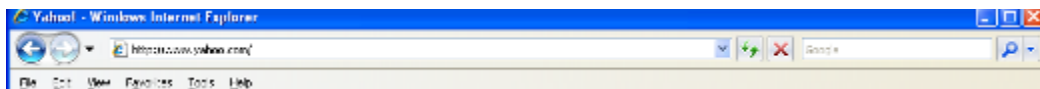


Google: Make sure the cursor is blinking in the white box under the colorful Google.  
Yahoo: Make sure the cursor is blinking in the white box next to the word SEARCH.

Type in what you are looking for, and remember, be as specific as possible, without explaining everything. For instance: where do I vote in Middlesex county:

### Closing your web browser

Finally, to close any window or program on the computer, click the red box with the white x in the top right corner of the screen:



If you get this message: Simply click on Close Tabs to exit.

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