

CWS

community workshop series

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INTERNET/WEB BASICS

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GETTING STARTED

Prerequisites:

It is assumed that the user is familiar and/or comfortable with computer hardware, software and the operating system Microsoft Windows.

- This workshop is intended for new Internet users.
- We will be using PC desktop computers running the Microsoft Windows XP Operating System. Our web browser will be Microsoft Internet Explorer.
- It is important to note that the "Internet," the "Net," and the "Web" are all, for our intents and purposes, the exact same thing. These terms are used interchangeably in popular culture.

Please let the instructor know if you have questions or concerns prior to starting class.

What You Will Learn:

Locate and open a web browser	Use the browser toolbar and other features	Use the browser's help feature
Recognize a web address (URL)	Identify and follow links on a web page	Change the size of text on a web page
Understand error messages	Use a search engine and refine your search	Copy text from a web page or series
Navigate a variety of web pages	Preview and print a web page	Manipulate and alter multiple windows
Identify advertisements on a web page	Understand personal and virus safety	Beyond the World Wide Web

BASIC WEB SKILLS/USING A WEB BROWSER

The Web, also known as the World Wide Web (WWW), is essentially a collection of a uncountable number of pages of information displayed on the Internet. It is an information-sharing tool that is growing at an unbelievable rate. You can view this information with the help of a "web browser." Once you have a web browser, you can search this information using a "search engine." You can find information on the web about virtually anything, and from almost anyone – including professional organizations, schools and college as well as individual people just like you!

Locate and Open a Web Browser:

A web browser is a program that lets you see information and images on web sites. A browser reads the information on a web page and displays it on the computer screen. The two most popular web browsers are called "Microsoft Internet Explorer" and "Mozilla Firefox." You can use both of these browsers at the Chapel Hill Public Library.

To open one of these browsers:

Point to the browser's icon with the mouse and double-click on it. A window like the one pictured below should come up on the screen.



The default homepage at the Chapel Hill Public Library is Yahoo!, or <http://www.yahoo.com>.

Using the Browser's Menu Bar:

The Menu bar is directly below the Title bar and it displays the menu. You use the menu to give instructions to the software. For the purpose of this workshop, we will use the Internet Explorer browser, but once you know how to use one browser, it is easy to learn how to use another – they all function in a similar way.

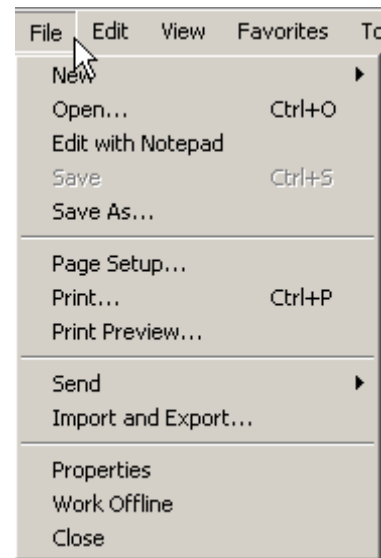
The Menu Bar



You can click on each of the words to see a menu of the tasks you can perform.

To see a menu:

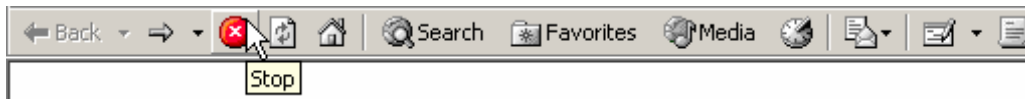
1. Point with your mouse to a menu option
2. Click the left mouse button once to open a drop-down menu
3. Point with your mouse to a particular item
4. Click once with the left mouse button to select the item



Using the Browser's Toolbar:

The toolbar buttons give quick commands to the browser while you are viewing web pages. The toolbar is located just below the menu bar. Below are some examples of what the different icons mean. If you roll over the icons with the mouse, you will get a description (in a pop-up window) of what they are, and the tasks that they perform.

The Toolbar



These are the most commonly used buttons on the toolbar:



The **Back** button is to go back to a web page that you have just viewed.

The **Forward** button is to go forward to the web page that you have previously viewed.

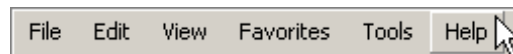
The **Stop** button is to stop a web page from loading.

The **Refresh** button will reload the web page that you are on – webpages will change throughout the day, so it is important to refresh them to see the most recent changes.

The **Home** button brings you back to your "starter" web page.

Using the Browser's Help Feature:

As with many other programs, web browsers have **Help** features that you can use if you need a hand in conducting a task. The help feature can be found in the browser's Menu bar.



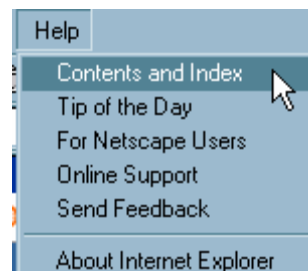
1. Point with your mouse to the "Help" option on the browser's menu bar

2. Click once with the left mouse button

3. Slide the mouse down to "Contents and Index"

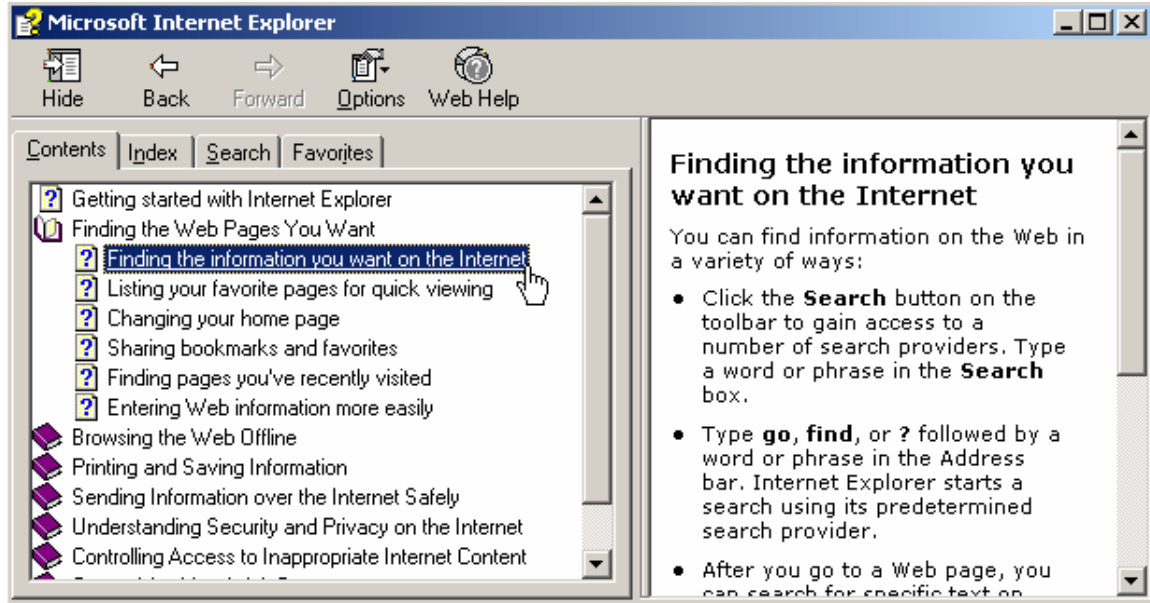
4. "Contents and Index" will become highlighted

5. Click once with the left mouse button



*It is important to note that all web browsers are not the same. Like television sets, they all browse the same Internet, but are designed very differently. The "Help" feature on many web browsers may not be found the way it is shown here.

A Help window like the one below will appear on your screen.



Feel free to explore the help features. You can even search for a particular item if it does not appear to be in the index. In fact, you can also search the Internet for help on a variety of topics – your instructor can tell you how to do this!

WEB ADDRESSES/URLS

Go to a Specific Web Address:

Web site addresses are easy to recognize and we see them everywhere. A web site address is also called a URL (Uniform Resource Locator).

Here is an example of a typical web site address:

www.yahoo.com

If you click on this web site address, you will be brought to the Yahoo! Website. This is the most commonly used way to display a web site address.

This is how a web site address is formed:

- It generally starts with "www," which means World Wide Web; it is followed by the name of the web site, which is yahoo in this case. Notice that a dot or a period separates these two parts. Popular websites include "Amazon," "eBay," and "CNN."
- At the end of this address, you will notice ".com." This is what we call a top-level domain (TLD). It tells us where the web site has been registered. It can also be .edu, .org, .gov, .mil, .net, or one of many other top-level domains.
- If you see a forward slash or bar like this one / after the domain name, it means that it is taking you to a specific area and web page on that web site. In the case below, it is taking you to the web site's "Search" page.

http://www.yahoo.com/search

Now that you know what a web site address looks like, you can go to a specific site by typing it in the browser's address bar. It is located just below the toolbar.

In Internet Explorer, the address bar looks like this:



If you want to go to a specific web site, perform the following tasks:

1. In a web browser, click once with the left mouse button in the white area of the address bar – this will highlight any text in the address bar.

2. Type the address www.unc.edu in the address bar (or anywhere else you want to go).
3. Click on the "Go" button in the far right corner of the address bar or press on the Enter key on the keyboard.

This will bring you to the University of North Carolina Website.



*Note: there is an "http://" that appears in front of the web site address. This is just how the web browser fetches the web site for you to view. You do not need to put this in when you are typing a web site address. The browser will know what to do on its own – in fact, the "http://" may soon be phased out by web browsers altogether.

Identify and Follow Links on a Web Page:

A link (also called a hyperlink) is an underlined word or phrase or image on a web page that links to another place on the same page or to an entirely different web page.

You can tell that you are on a link when you slide the mouse over some text or an image and the pointer becomes a hand.

Run your mouse over the UNC page. You'll notice that as you point to a section, such as "For Students," text appears below the link describing what you'll find in that section. This is called a "rollover."

Let's follow a link! We are now going to look at the Visitors web page on the UNC web site – your instructor can help you get started.

Here is how to do it:

1. Slide the mouse down to the line that says "For Visitors"
2. When the pointer turns into a hand over the phrase "For Visitors," click once with the left mouse button.

You should now see a web page with a lot of links arranged in different categories down the left hand side of the page and text with an image down the right-hand side. You can go back to the previous page by clicking on the "Back" button on the browser's toolbar.

Practice going to different links – remember that you can use the "Back" button to go back to the previous page or use the "Forward" button to go to the subsequent page.

Manipulate a Web Page:

If you are not comfortable with the text size on a web page, you can choose to change the size that the text is displayed in.

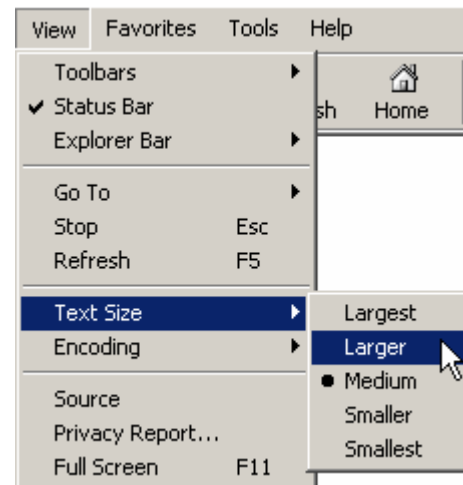
To change text size:

1. Bring the mouse pointer to the "View" option on the browser's menu bar
2. Click once with the left mouse button
3. Slide the mouse down to "Text Size"

You will see another little menu pop up on the right hand side of "Text Size."

4. Slide the mouse to the right and down to the size of text you need

5. Click once with the left mouse button

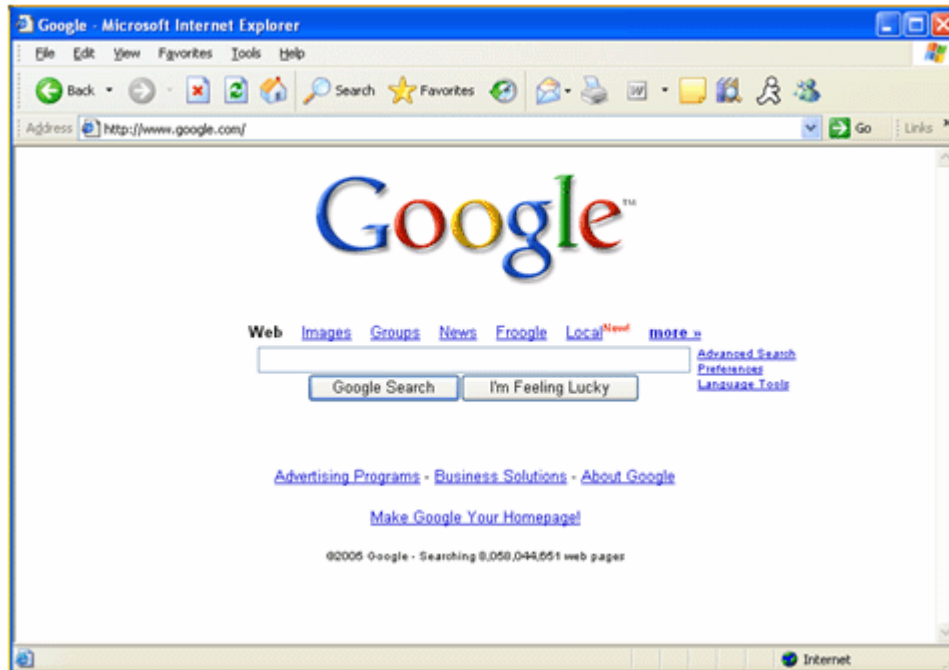


The text on the web page you are on should change to the size of text you have chosen. To change the text size back, just repeat the previous steps and put it back to the size it was originally. This a good tool to use, considering that webpages come in all shapes and sizes – it is essentially magnifying the text so that it becomes easier to read!

USING SEARCH ENGINES

Finding Information with a Search Engine:

To find information on the web, you will need to use a search engine. A search engine goes out and finds information for you on the World Wide Web. There are many search engines out there. Yahoo!, the default home page at the Chapel Hill Public Library, is one search engine. Google is another. Let's go to Google.



To open the Google search engine:

1. Go to the address bar and type the address: **www.google.com**
2. Click the "Go" button or press the Enter key on your keyboard

Google is now open and looks like the picture above.

3. Click once with the left mouse button in the search box
4. Type a word or a sentence on the information that you are looking for
5. For example, type the word "Spain" to see what you come up with
6. Click once with the left mouse button on the Google Search button

Google immediately gives you many websites that have to do with "Spain."



Refining Your Search:

Try the following steps in order to refine your search:

- If you get too many "hits," try adding extra words that describe what you want – if that gives more instead of fewer results, put "and" between each word, e.g. "spain **AND** vacation" will find only pages where both of those words are included.
- Put phrases in quotation marks, e.g. "historical sites in spain," "John Smith" or "american association of social workers."
- If you're looking for a company like Microsoft or Lexus or Coke, try typing the name in the address box at the top of your browser - it might take you directly there!

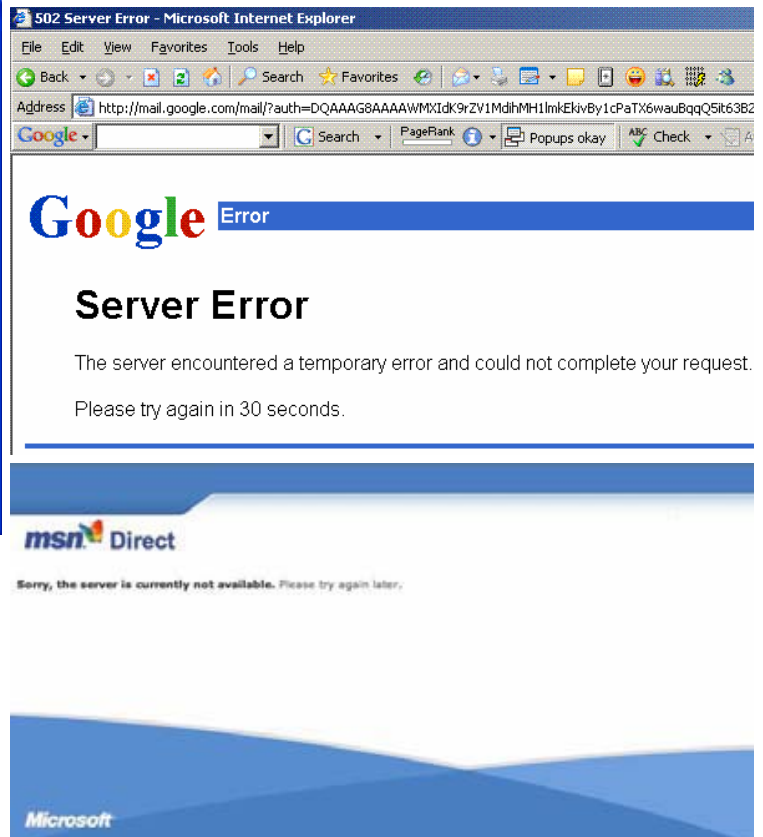
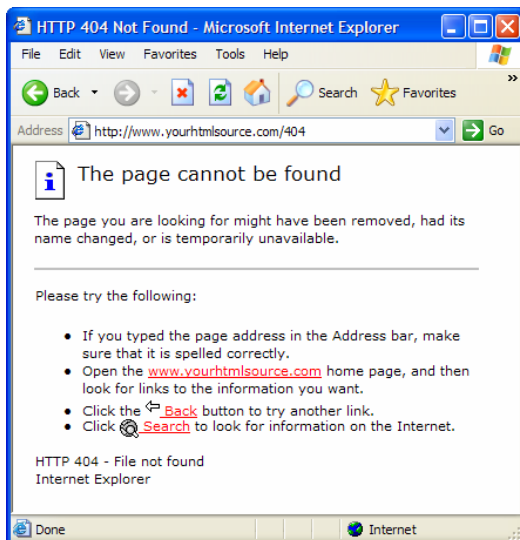
Understanding Error Messages:

Sometimes you will type a web site address but an error page comes up instead of the website. This does happen from time to time. You can also get an error message when you click on a link on a web page. If it does happen, just verify if you have typed the web site address correctly. If an error page still comes up, it can mean different things such as any of the following:

- The web site is temporarily down
- The web site does not exist anymore
- Your program can't open the web site because of some restrictions
- There may be too many people trying to access it at the same time.

There may be nothing you can do to rectify the situation. In this cause, you might just have to move on and go to another web site or another link. In this day and age, major websites are down for a very short period of time. It is the equivalent of a major television network going down – you can rest assured that many, many people are working very hard in order to bring it back up as soon as possible!

The following are screenshots of "down" websites:



COPYING INFORMATION FROM THE WEB

Saving Images, Documents and More:

You may want to keep information you find on a web site but you don't necessarily need to print a whole page. You can accomplish this by copying and pasting information from the web site to a word processor.

Here is how you highlight the text:

1. Let's go back to the UNC web page
2. Type the address **www.unc.edu** into the address bar
3. Click on the "Go" button in the far right corner of the address bar or press on the Enter key on the keyboard
4. Slide the mouse down to the line that says "For Visitors"
5. When the pointer turns into a hand over the word Visitors, click once with the left mouse button
6. Place the cursor before the text you wish to highlight. In this case, highlight the whole paragraph from "Visitors are always welcome..."
7. Hold down the left mouse button
8. Move the mouse down to the right until the text is highlighted, then let go of the mouse



THE VISITORS' CENTER
 THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL UNC HOME DIRECTORIES SEARCH DEPARTMENTS

250 East Franklin Street
Phone: (919) 962-1630
Hours: 9 a.m.-5 p.m. Mon-Fri

Finding Your Way
[Campus Maps](#)
[Directions to Visitors' Center](#)
[Helpful Contact Information](#)
[Visitor Parking Map](#)

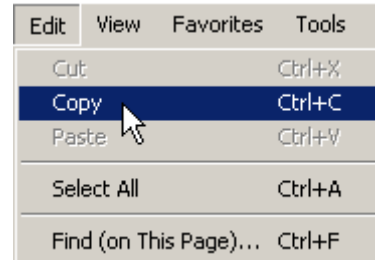
On Campus
[About Carolina](#)
[Admissions](#)
[Campus Attractions](#)

Visitors are always welcome at The University of North Carolina at Chapel Hill. Whether you have a few minutes or a few weeks, we hope you will enjoy your time on campus and experience the magic of Carolina.

UNC-Chapel Hill's 729-acre central campus is among the most beautiful in the nation. Follow brick walkways into the University's early years by taking a walking tour of its most historic sites. Maps available at the Visitors' Center will guide you through the heart of the nation's first state university.

To copy the text:

1. Click on the **Edit** option on the browser's menu bar
2. Slide the mouse down to **Copy**
3. Click once



This has copied the text you have highlighted onto the Clipboard which stores it for you to paste somewhere else. You will now need to open Microsoft Word so you can paste this text into a blank document.

Now open **Word**:

1. Double-click on the **Word** icon on the desktop

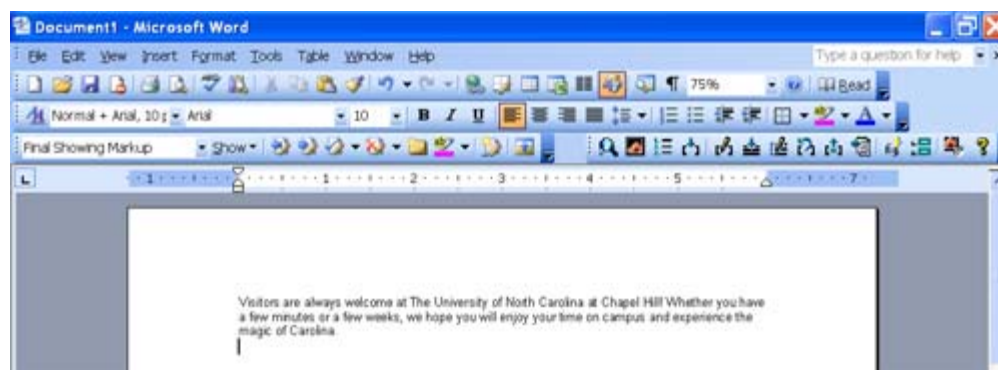


Once Word opens,

2. Click on the **Edit** option of Word's menu bar
3. Slide the mouse down to **Paste**.
4. Click once

*Note: You can also use "Ctrl-C" to COPY and "Ctrl-V" to PASTE.

The text should now be pasted into the blank Word document!



NAVIGATING THE WEB

Identifying Advertisements:

It is common to find advertisements on web sites. A lot of these advertisements are traps. They get you to enter your personal information and tell you that this is for a chance to win money or prizes but most of the time it's just to get your email address so they can send you junk mail.

Some other advertisements just pop up and tell you that you need to Click Here because you have a virus and you need to clean up your computer or something similar. Again, these are just ways to get you to send these people your personal information or sell you something. Please consult your instructor if you have specific questions.

REMEMBER: You can always ignore advertisements, just like you can change the television channel at home. You are not forced to do anything on the Internet!

Viruses and Personal Safety:

For your own safety, **NEVER** give out your personal information over the web to unsolicited advertisements. These are not secure. If you are applying for something legitimate, it will be done on a secured site. You can tell if it is a secured site because you will see a little lock in the taskbar at the bottom of the screen in the right hand corner.



Viruses are programs that are loaded onto your computer without your knowledge. They can destroy or delete everything on your hard drive such as your file and folders. They can be downloaded with pictures and files from the web or they can be attached with email messages.

Your home computer should be protected against viruses. You can equip it with virus safety software that stops viruses from attacking the computer's hard drive and your files. When you try to download something from the web, the virus safety software will scan the downloaded file or image to make sure that it does not contain any viruses.

NOTE: Images and screen captures may differ from those seen on another system.

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