# Part 1: BASIC INTERNET

SURFING THE INTERNET

To be able to access the Internet, you need an ***Internet service provider*** (ISP) and a *browser*. Examples of Internet service providers are *Comcast, Verizon, AOL,* and many more. These services have a monthly cost.

A *web browser* is a free program that your computer runs to communicate with large web computers, called servers, and display web pages. All computers with Windows operating systems come with the browser called Internet Explorer, but some service providers have their own browsers, such as AOL and msn Explorer. Other good free browsers for downloading are Mozilla Firefox, available at www.mozilla.org, and Opera, found at www.opera.com.

A *web page* is a document composed in the universal language of the Internet called HTML. Every web page has an address so that it can be accessed on the Web. A collection of web pages comprise a **web site**. In order to access a web page, you must have the Address Bar enabled on your home page. The main toolbars of Internet Explorer 8 are shown in the following example:
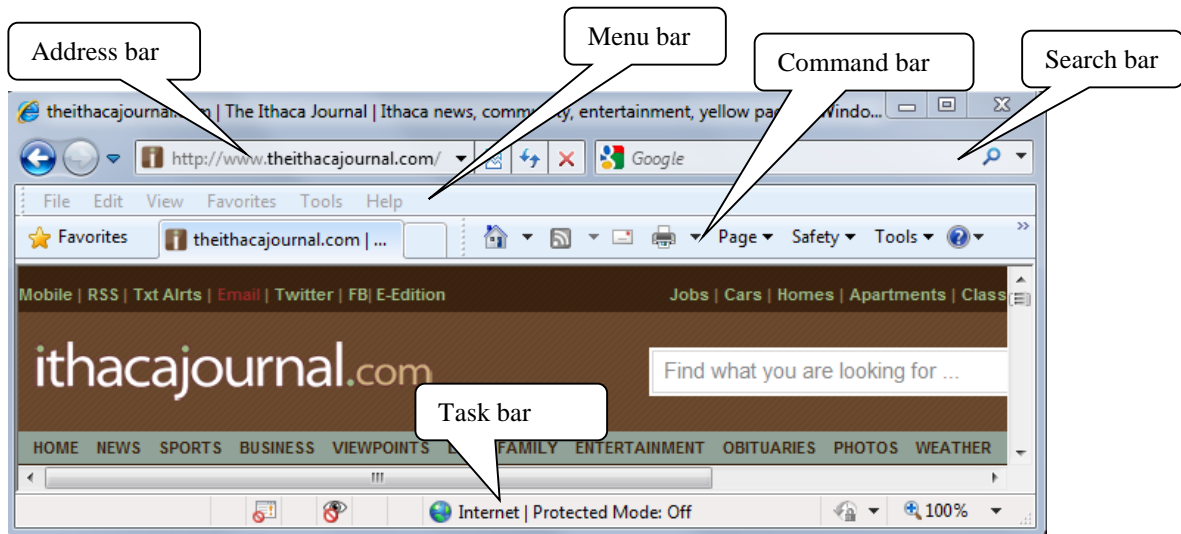
To use the Address Bar: Click in the address bar; the area is highlighted (blue). Type the web address of the site you want. Click GO or press the Enter key, and you will be taken to the web site you have typed.

WEB ADDRESSES

A web address, or URL (Uniform Resource Locator), has a standard format with some variations. For example, the web address for the Sarasota Herald Tribune is http://www.heraldtribune.com.

- *Http* means "hypertext transfer protocol," the language that web browsers and servers use to communicate with each other. All web addresses begin with http://.
- *"www"* refers to the World Wide Web. Most, but not all, addresses include www.
- The next portion of the address is the specific name of the website, using lower case and no spaces. The extension (in this case, *.com*) often indicates whether the page is a business or organization or other category. Examples: organizations - .org, commercial web sites - .com or .net, schools or universities - .edu.

When typing a web address, it is no longer necessary on updated systems to include http://www because modern computers fill it in for you. Remember to make all letters lower case and include no spaces.

INTERNET BROWSING (SURFING)

You will browse the Internet more efficiently if you use the Command toolbar to help you. Although different Internet browsers contain some different buttons, most contain these basic ones shown in this toolbar from Internet Explorer 8 - 10:
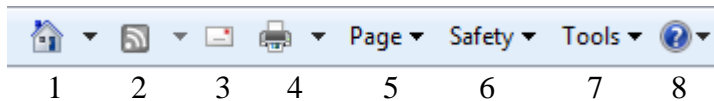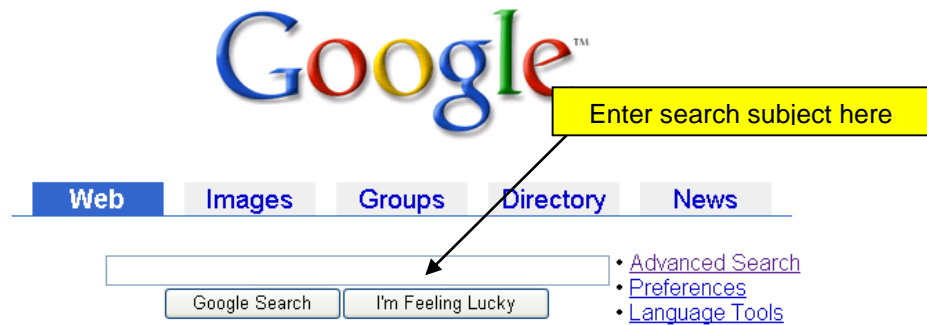

1. **Home Page:** This button takes you to your Home page, the one you first see when you open your Internet connection. Click the arrow next to Home to change your home page.
2. **Feeds:** Feeds are continually updated content from the Internet, such as news. Many, but not all websites offer feeds for you to subscribe to for free.
3. **Email**: This button opens the email program you have on your computer, such as Outlook, Windows Live Mail, or Thunderbird.
4. **Print:** This button opens your print window. Click the arrow to get a print preview of the current web page.
5. **Page**: This button contains many standard commands, such as Save As, Edit, and Cut/Copy and Paste.
6. **Safety:** This button lets you filter some web content, delete browsing history, and go to Windows Updates.
7. **Tools:** This button opens a menu of useful functions, such as setting which toolbars are visible, turning on or off the pop-up blocker, and setting your home page in Internet Options.
8. **Help:** This button gives you access to Help with your browser. You can also learn which version of Internet Explorer you have by clicking *About Internet Explorer*.

Favorites or Bookmarks: ⭐ Favorites   When you visit a website that interests you and to which you think you may return, it's a good idea to save it as a Favorite or Bookmark. Click the Favorites button, (often a star) then *Add to Favorites*. (In AOL click the heart in the top corner.) Next time you are on the Internet, click Favorites, and then click one of the website addresses listed, and you will be taken immediately to that website. You can also create folders within Favorites in which to save favorite sites by Topic using the *Organize Favorites* command.

FINDING SOMETHING ON THE WEB
USING A SEARCH ENGINE

The problem in finding information on the web is the huge amount of information that's stored there. Fortunately there are numerous search engines that can help you zero in on subject matter. My favorite is Google which can be found at www.google.com. Put that address into the Address Bar, click on Go and you will go to the Google website:

Enter search subject here

| Web | Images | Groups | Directory | News |

• Advanced Search
• Preferences
• Language Tools

Google Search   I'm Feeling Lucky

Enter the subject you want to find; click on Google Search and you will probably be overloaded with available web sites containing the material that you're looking for. Read the brief descriptions of each one and decide which you wish to try. There are specific ways to enter information in the search bar of any search engine that will narrow your choices. An easy-to-understand search method can be found at www.searchenginewatch.com/facts/math.html.

A few good search engines besides Google:
Ask Jeeves -- www.ask.com   Ask a question and search for its answer
Yahoo – www.yahoo.com   A good basic search tool and getting better
Bing -- www.bing.com   Microsoft's new search engine

DON'T CONFUSE THE ADDRESS BAR WITH THE SEARCH BAR
- If you know the web address, type it in the address bar.
- If you have a topic and want to find websites which deal with it, use a search engine.

IMPROVE YOUR WEB SEARCHING

Try to improve searching by knowing some strategies that will help you narrow the search, such as these:

1. **Be as specific as possible**. Let's say you want to find information about *arthritis*, for example. Ask yourself, is it rheumatoid or osteoarthritis I'm interested in? Do I want to learn about the condition or find some remedies? Once you know what you're looking for, then type a short phrase in the search engine box rather than just the broad term *arthritis*. In the same vein, don't type *Painters* if you want information on *Monet.*

2. **Use the Help menu within the Search engine you are using to learn its system**. Google has an especially clear Help menu, which includes how to search and interpret results. Some engines, for example, require you to enclose a phrase in quotes if you wish the search to focus on the phrase, not the individual words.

3. **Narrow your search by a Category search**. Google includes an optional list of categories in which to search. This would be good if you had a word that existed in more than one context. The word *Saturn*, if searched within Astronomy, would result in information on the planet. But if searched within Automotive, it would result in facts about the car.

COPY AND PASTE FROM THE INTERNET

The Copy-Paste function can be used widely in Windows, including with Internet content.

For example, you can log on to the Internet and navigate to a favorite website. Here you might find an article you would like to print, but it is embedded in a lengthy web page, much of which you don't want. Since it is text, you can copy just the section you want to keep and paste it into a Word document, where you can save and/or print it.

First highlight the section you wish to copy by dragging over the text to select it. Then <u>right</u> click on the highlighted text and click Copy. Open Word or another word-processing program. <u>Right</u> click in the empty page and click Paste. Wait while the text from the webpage appears on the page. It is best at that point to save this document (File - Save As). Then you can print it or just save it.

CLASS ACTIVITY: **Find information on the Internet and copy the results to a word-processing document**

1. Using your choice of Internet search engines, such as Google.com, answer these questions. Bring you answers to next week's class.
   A. Describe what the most recent license plate from Idaho looks like.
   B. Which American President dedicated the Great Smoky Mountains National Park on September 2, 1940?
   C. What does the word "horologe" mean?

2. Choose one of the questions. After you get to the web page that contains the answer, copy just the section with the answer to MS Word.

Part 2: BASIC EMAIL

Email, short for *electronic mail*, is a way to send messages over the Internet to people who have an Internet account, but who may or may not be on the Internet at the time you send your message. Email programs are either <u>computer-based</u>, like Outlook, Thunderbird, or Windows Live Mail; or <u>web-based</u>, like Gmail or Yahoo or Verizon mail, which are housed on the Internet. Both have advantages and disadvantages.

<u>This tutorial will use Gmail as an example.</u>
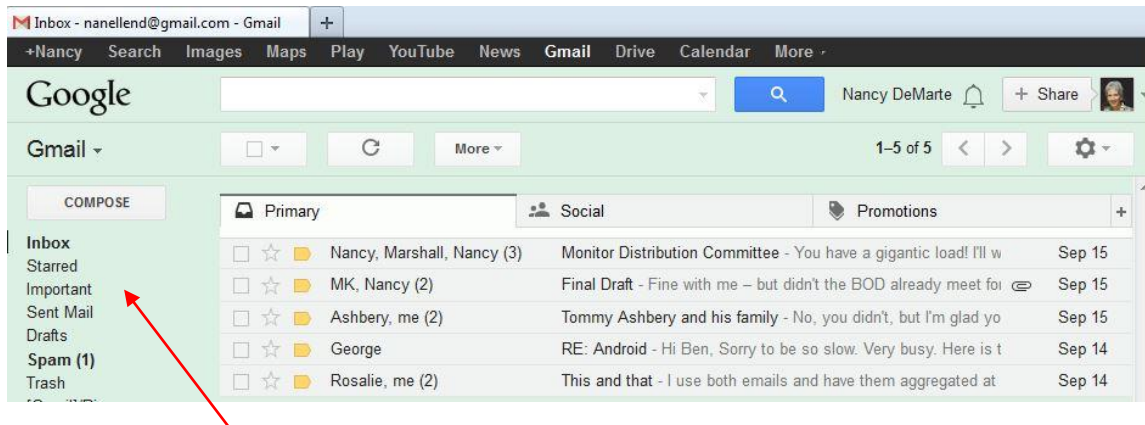
When you first open Gmail or most email programs, you will see these common email folders on the left side of the window.

Inbox – where incoming mail is stored until it is moved or deleted
Outbox – a temporary holding place where mail is kept before it is sent (not a visible folder in Gmail.)
Sent Mail – copies of messages that you have sent. They remain here until you delete or move them.
**Deleted Items (Trash)** – messages that you have deleted. You can still retrieve messages from this folder until you empty the deleted items folder, which should be done regularly.
Drafts – contains unfinished messages that you have chosen to save to work on later.
Personal Folders – You can create other folders for personal storage.

Compose: Above the folder list you will find a button used to write a message and send it.

COMMON EMAIL FUNCTIONS
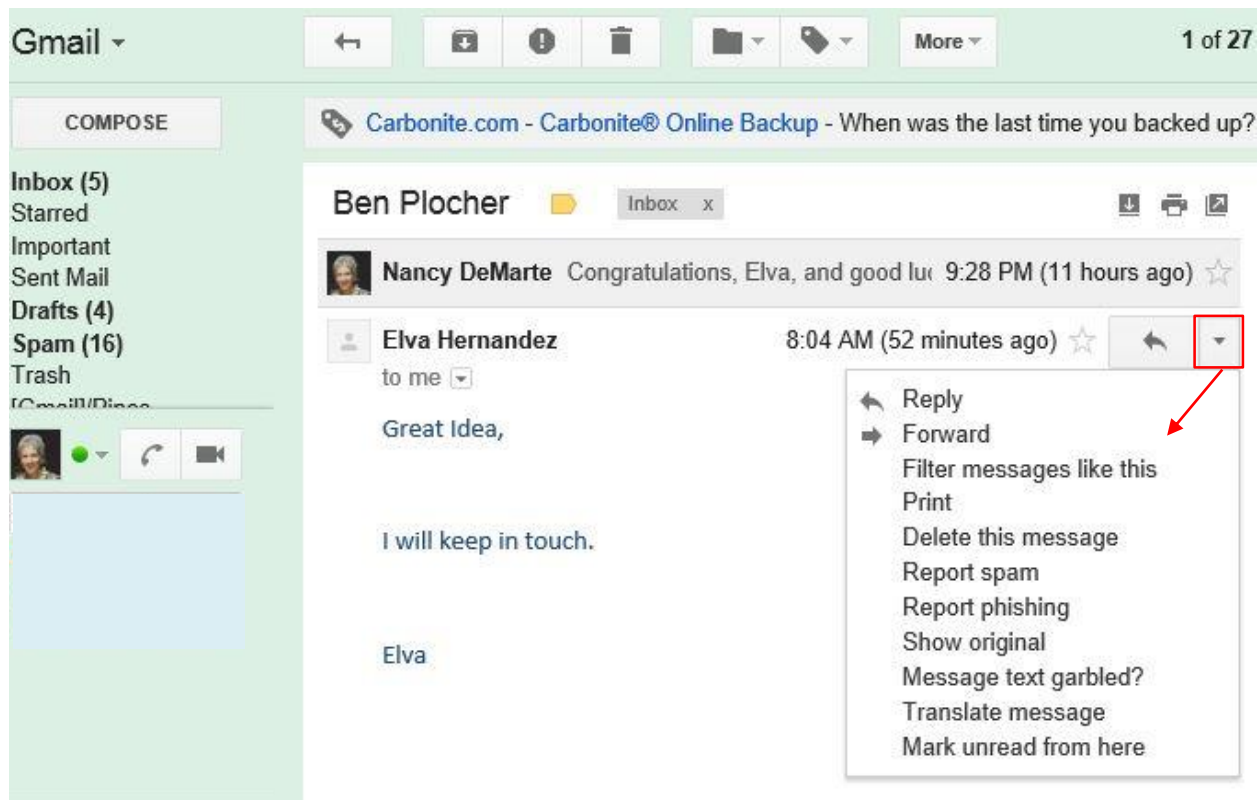
READING MESSAGES
1. Open your email program, Gmail. Your new messages will be downloaded automatically to your Inbox.
2. Click the Inbox folder, if it isn't already open.
3. Click the message you want to open.

Once you open and read a message from your Inbox, you have choices about what to do with it. In Gmail, the curved arrow in the top right corner gives you the following choices:

- **Reply** – lets you send a reply message back only to the sender, often including a copy of the original message that you received.

- **Reply All** – same as Reply, but sends the message back to everyone to whom it was originally sent. This only appears if the Gmail message was sent to more than one person.

Clicking the down arrow to the right of the curved arrow gives you many more options, such as these:

Forward -- lets you send the open message on to somebody else, with or without a message from you.

- **Delete –** moves a message to your "deleted items" folder

- **Report Spam** - stores incoming messages that meet the requirements for spam

DELETING MULTIPLE MESSAGES AT ONCE

1. Click the Inbox folder in the folder list, unless it is already open.
2. Click the box to the left of a message in your inbox to highlight, but not open it. You can check more than one message.
3. Click the Trash Can icon above the list of emails to delete all the checked messages.
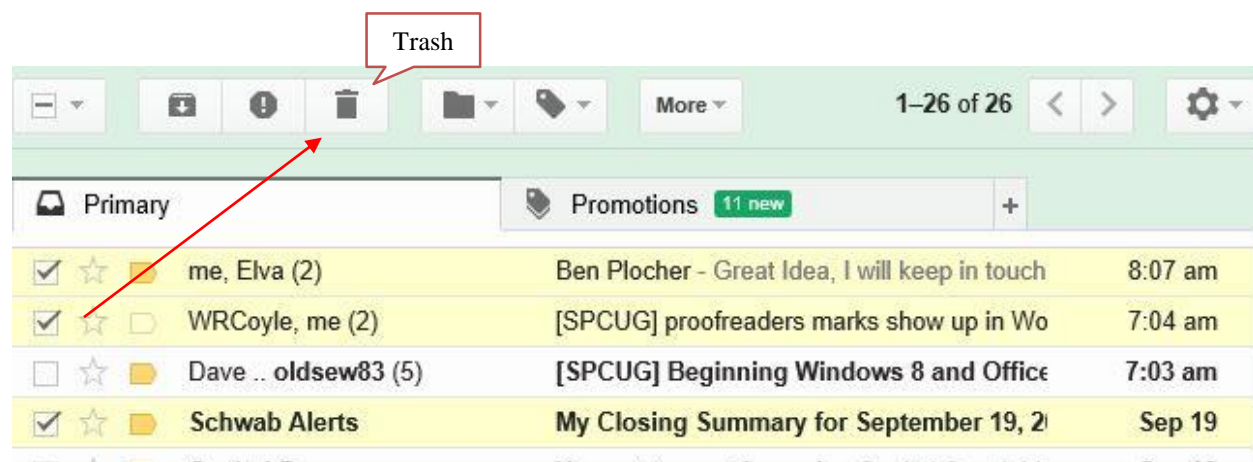
CREATING AND SENDING MESSAGES
1. Open your email program.
3. Open a blank message (Compose)
4. Fill in the "To" and "Subject" boxes. Email addresses contain no spaces. They must have an @ sign between the username and the email web address. (jon56@aol.com)
5. In the large message area, type your message.
6. Connect to the Internet, if you are not already connected. Cable and DSL services are always connected.
7. Click *Send*.

THE CONTACTS LIST

One of the conveniences of email is that once you have entered a person's name and email address into your Contacts list you never need to type that email address again when sending that person a message.

ADDING A PERSON TO YOUR CONTACTS LIST in GMAIL

1. Under the large word Google in the top left corner, click the word Gmail. Choose Contacts, then New Contact.
2. A form opens with spaces for information. In the large Add Name box, type the person's name. Then add his or her email address in the email box and other information, if you wish.
3. Click Add to see other items you may enter and add the new contact to your list.

CREATING A GROUP WITHIN YOUR CONTACTS LLIST

With contact groups you can easily organize your contacts, making it easier to email a specific set of people. For example, if you created a contact group called "Soccer club", you could just send a message to that group, rather than sending out an email to 50 different people.

To create a contact group:
- Click Gmail at the top-left corner of your Gmail page, then choose Contacts.
- Select contacts that you want to add to a group, click the Groups button. , then Create new.
- Enter the name of the group.
- Click OK.

To add contacts to a contact group:
- Select the contacts in the Contacts list.
- Click the Groups button.
- Select the group you'd like to add the contact to, or select Create new to create a new group.

Note: Groups are listed below My Contacts on the left side of the Contacts window.

ADDRESSING AN EMAIL MESSAGE USING YOUR CONTACT LIST

Once you have a list of contacts in your Contacts list, use this list to address your messages, rather than typing email addresses each time.

1. Open a blank message.
2. Click in the address bar next to "To:" and begin typing the first name of the person you want to send an email to. Gmail will show you a list of all Contacts with that name.
3. Click the name you want. Although only the person's name may appear in the address bar, the email address is there, too. To add other contacts to this message, click to the right of the first name and type another name, etc.
4. Be aware of your three choices of where the email addresses can appear:
   - To – The message will be addressed to this person.
   - Cc – The message will go to this person as a copy. (often used in business)
   - Bcc – The message will go to this person as a blind copy; that is, the person will not see any other names of people receiving this message. This is useful if you are

sending a message to a large group. Some people don't like their email address widely distributed.

5. Type a subject in the Subject line, then click in the message box below it and write your message.
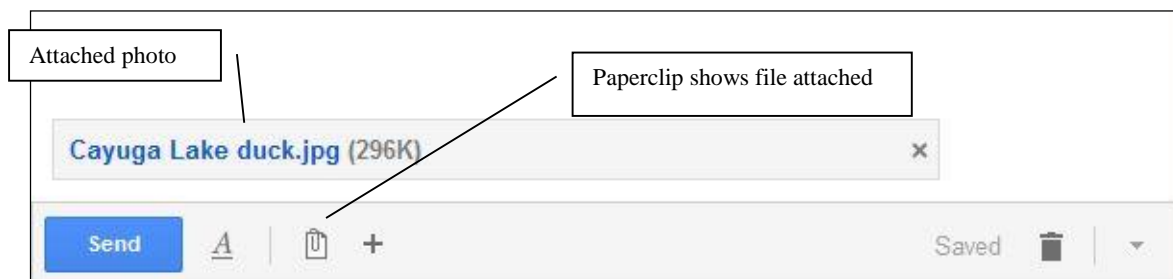6. Click *Send*. The message is on its way.

EMAIL ATTACHMENTS

An attachment can be anything that is digital in nature, such as a document, a picture, music, or a video clip. Rather than being located within the message, an attachment comes along with it and must be opened. We'll use Gmail as an example.

TO ATTACH A DOCUMENT OR PHOTO FILE

1. Before attaching a document or photo, you have to know its file name and where it is saved on your computer. Probably it is in My Documents or My Pictures. If you have used good filing practices, you will be able to locate the document fairly easily.
2. Compose the email message you want to send. Enter an email address, subject, and message.

3. Click the Attach icon, often a <u>paperclip</u>.   In Gmail it is at the bottom of the message. In other email programs, it can be at the top.
4. An Explorer window opens, showing the contents of your computer. Find the file you're looking for and click Open.
5. You will see the name of the document or photo you attached listed at the bottom of the Gmail message.
6. Click Send.

Attached photo

Paperclip shows file attached

Cayuga Lake duck.jpg (296K)   ×

Send   *A*   [U]   +   Saved   🗑   ▾

OPENING ATTACHMENTS in Gmail

Opening an attachment that you receive requires a little caution to prevent malware from entering your computer.

1. Recognize which email messages contain attachments. Attachments in Gmail and most programs are indicated by a small paperclip at the right end of the line which holds the message name (just before the time) in the Inbox.

2. Make sure your anti-virus program scans all incoming mail. Most recent anti-virus programs do this.

3. Don't open attachments from senders you do not know. Scammers sometimes send malware and viruses which only activate when an email attachment is opened.

4. Decide whether to Open or Save the attachment. Look very carefully at both the sender of the email attachment and the type of file it is. Usually a document (.doc) or photo (.jpg) will not carry a virus, whereas an executable file (.exe) may. Gmail provides a few layers of safety for attachments. In Gmail, if you click the attachment, you can choose either View, which gives you a full preview of the attachment without opening it, or Download, which brings the attachment into your computer. You can also right click the attachment (paper clip), and choose Archive, which stores it unopened, or Delete.

TIP: FORWARDING EMAIL WITHOUT EXTRA "STUFF"

Among the petty annoyances of email is the predominance of forwarded jokes and stories with lists of email addresses at the beginning. There are two good ways to send "just the joke without the junk".

▪ One is to copy only the crux of the message into a blank message. This eliminates your receivers getting all those addresses.

▪ Open the original message and scroll to the start of the text you want to forward.
   1. Click and drag over this text to highlight it.
   2. Right click on the highlighted text and click Copy.
   3. Close this message. Open a blank message (Compose).
   4. Right click in the message box and click Paste.
   5. Address the message, add a subject and an optional short comment, and click Send.

▪ Another way is to delete the unwanted addresses before sending a message on to others.
   1. Open the message you wish to forward.

2. Click the Forward button. This gets the message ready to be addressed to a new person or persons. It also allows you to delete text from the message.
3. Drag over the sections of the message that you wish to delete, such as all the addresses, to highlight them.
4. Press the Delete key on the keyboard or click Delete. This will remove as much as you wish, leaving just the message.
5. Address the message, add a subject and an optional short message, and click Send.

HOMEWORK

Send me an email this week in which you have <u>attached</u> a document or photo from your own collection. If you don't have anything to attach, open WordPad or another word-processing program, and write a short note. Save it My Documents with your name as the title. Attach it to an email and send it to me at my email address