

Internet Basics Skills Tutor

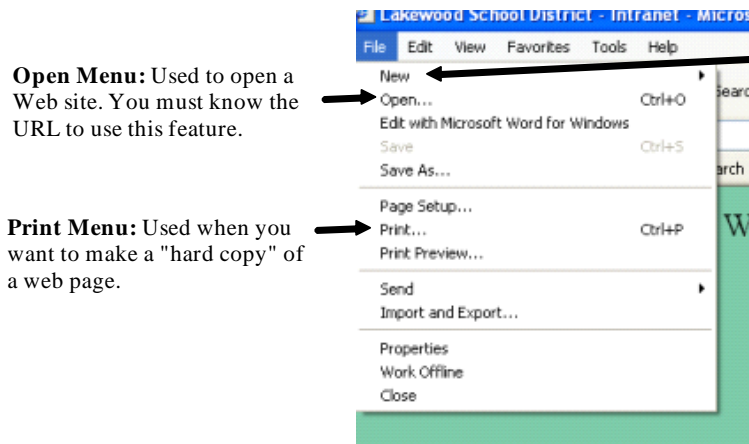
Use Menus and Toolbars

Menu Bar



The Internet Explorer Menu Bar functions are described below.

File Menu

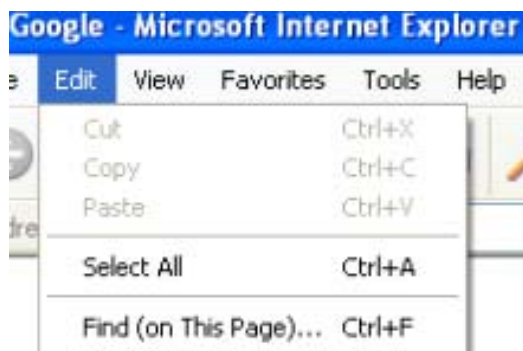


Open Menu: Used to open a Web site. You must know the URL to use this feature.

Print Menu: Used when you want to make a "hard copy" of a web page.

New Menu: Used to open a new page (in a new window) on top of another page you already have open. This is nice when you want to use two pages at the same time.

Edit Menu



Select All – Selects the entire web page you are viewing. It can then be copied into another application such as Word.

Find (on This Page) – Searches the page for a particular word or phrase. This can be useful for searching very long web pages.

View Menu

Status Bar: Shows or hides the status bar at the bottom of the window.

Toolbars: Allows you to turn on and off the various toolbars.

Explorer Bar: Shows Favorites, Search, History, or My Computer folders in a bar on the left side of your screen.

Go To: Allows the user to navigate forward and back through pages and the home page.

Text Size: Allows the user to adjust the size of the text displayed on the screen.

Full Screen: Used when presenting, it hides all the menus. Press F11 to go back to normal view.

Favorites Menu

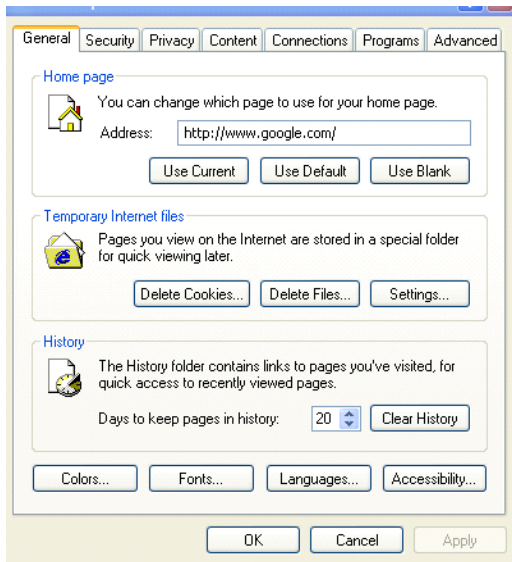
Folders: These expand when clicked to show more links.

Links to web pages

Tip: Use folders to organize your web sites.

Tools Menu

Use the Internet Options Menu to change the start or “home page” Internet Explorer defaults to when you first open it.



To set the home page:

1. Open the Web page you would like as your home page.
2. Click on the TOOLS MENU > Internet Options.
3. Click on the General Tab (if not already selected).
4. Click on the **Use Current** button. Click on the **OK** button.

Help Menu

Use the Help menu when you need Internet Explorer support. The Contents and Index menu will open the Microsoft Internet Explorer Help window and you will be able find help by searching in one of three ways.

Method One:

To browse through the table of contents, click the **Contents** tab. Double click the book icons to reveal topic entries and subtopics.

Click a table of contents entry to display the corresponding topic.

Method Two:

To see a list of index entries, click the **Index** tab, and then either type a word or scroll through the list. Topics are often indexed under more than one entry.

Method Three:

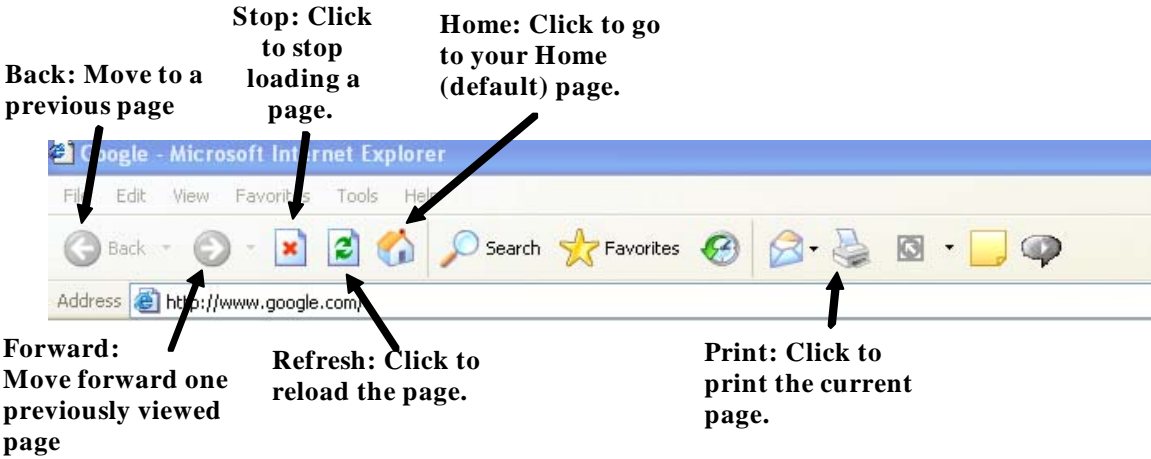
To locate every occurrence of a word or phrase, click the **Search** tab, type the word or phrase for which you want to search, and then click **List Topics**.

Double-click a search results entry to display the corresponding topic.

Toolbars



Look below for Toolbar functions.




The **Search**, **Favorites**, and **History** buttons on the Standard toolbar are for displaying in the Explorer Toolbar. (It is located on the left side of your window IF you have selected a bar to show under the VIEW MENU > Search, Favorites, or History or clicked on one of the above buttons.)


Web Terminology

Here are some Web terms explained.....


Favorite – A shortcut to a specified location on the Web.

	<p>A Favorite is a saved link (see Link below) to a Web page located under the Favorites Menu. You decide how to add, delete, and organize your Favorites. Look at the Favorites Menu, you will see “Add” and “Organize” with links to folders and web sites listed below.</p>
---	--


HTML or Hyper Text Markup Language - is the programming language of the World Wide Web. HTML documents can be created using HTML editors such as FrontPage.

	<p>HTML is what is used to create Web pages. It is a special computer programming language that tells your computers web browser what content to display, how it should look, and where to place it. To see what HTML looks like, click on the VIEW menu and then Source. This will open a new window that displays the HTML “code” that is the web site you are viewing.</p>
---	---


Internet – A network of millions of computers used to send information back and forth to one another. The World Wide Web is one feature of the Internet.

	<p>The Internet is really just a whole bunch of computers that talk to each other via some kind of cable (telephone, TV). Computers with Internet access can send and receive documents, graphics, video, email, SPAM, and viruses.</p>
---	---


Links – (sometimes called hyperlinks) when clicked, connect you to another site or another page within the same site.

	<p>These are the colored, underlines words (usually blue) you see on Web pages. When you click on a link it takes you to another place on the Internet. It might take you to a place within the same page, to another page within the same Web site, or to a totally different Web site. This is one way to get around the Internet or surfing.</p>
---	---

Listserv – Automated (managed) mailing list. Sends messages automatically to all subscribers on the listserv.

	<p>A Listserv is like belonging to a special “club” in which everyone gets all the email messages sent by everyone else. Listservs are usually set up around one subject and you must choose to belong (subscribe) to the Listserv and to abide by the rules set up by the moderator. You can also choose to unsubscribe.</p>
---	--

Page - What you see on your screen while using a Web browser. You may have to scroll to see all the information.

	<p>These are also called Web pages. They are created and stored on a special Internet computer called a Web server. When you visit a Web page, your computer is “talking” to the Internet Web server that stores the Web page.</p>
---	--

Site - Location where information is stored on the World Wide Web (WWW).



Also known as a Web site. This is a collection of Web pages stored on a Web server somewhere in the world that your computer accesses when you tell it to by clicking on a link or entering a URL (Web address). See URL below.

Web Browser - A Web Browser is Internet software that interprets information from a Web server, formats it, and displays it on your computer screen. We use Internet Explorer 6.0 as the default browser on our PCs.



This is the software you open on your computer that does all the work. You have Internet Explorer installed on your computer. Think of it as the software you use to visit the Internet (just as you use Word to create documents and Outlook to send and receive email).

WWW, World Wide Web, or Web - A collection of hypertext pages linked to one another. These pages may include text, graphics, and/or links to other pages on the WWW.



The WWW is the portion of the Internet that we use to access Web sites. This is part of the Internet that most people see and use the most.

URL or Uniform Resource Locator - Means for directing users to a specific hypertext page, at a specific site. Sometimes called an Internet/Web address.

Domain - Part of a Web address, called the top-level domain name (usually groups or countries). See below.



This is how the WWW know where to send you (or what to display on your computer screen). Every Web page has a unique address just as your house does. Look near the top of your Internet Explorer window. You will see a space called “Address” and some text starting with HTTP://. This is the URL or Web address of the page you are viewing. The chart below shows a special part of a URL that gives you information about the type and/or location of the page.

.net – networks/service providers	.ca – Canada
.com – commercial business	.uk – United Kingdom
.edu – educational institutions	.us – United States
.mil – military	.au – Australia
.gov – government	.jp – Japan
.org – nonprofit organizations	.ch - Switzerland

Enter a Specific URL (Web Address)

A Web address (also called a URL) displays a specific Web page. If you know the Web address you can enter it and Internet Explorer will display the page. There are two methods of entering a Web Address.

Method One:

- Click on the Internet Explorer icon on the address bar
- This will highlight the current address
- Enter the new address. (Type it exactly as written)
- Press the return key. This tells the computer to search for the Web page.



Method Two:

1. Click on the FILE MENU > Open



2. Enter the Web address and click on the OK button

Basic Navigation Skills

Navigation through Web sites and Web pages happens in a nonlinear fashion by clicking on links or entering specific URLs. Internet Explorer also has some navigational buttons to help you get around the Internet.

Links

Links, also called hyperlinks or hypertext links, allow you to click on text or graphics and your computer will display a new page or a different area within the same page. Most links are text that is underlined in blue.

To link

1. Rest your mouse over the link, your cursor will turn into an image of a hand
2. Click one time. Your computer will load the new page.

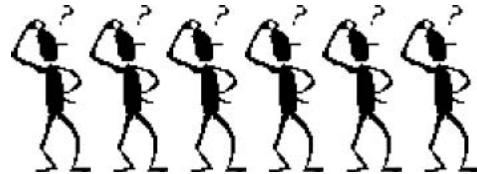
That is all there is to navigating around the Internet!

Use a Search Engine (and Enter Information on a Web Page)

Now that we know how to navigate around the Internet, let's see if we can be more specific in our search strategies.

Have you ever wondered?

What is a search engine?
What is a search directory?
When do you use a search engine?
When do you use a search directory?
What are search operators? Let's find out!



First, what are the different search engines and methods of searching?

A search engine is a web site linked to a database that performs searches. A search method is the way a search engine requests and retrieves information from its Web site.

Search Engine (What you use to search)

1. Directory Search Engine: Uses subject searching and is hierarchical in nature. Use broad general terms to start and then narrow (sometimes called a knowledge tree).

Animals to sea animals to squid to Giant Squid

These are very easy to use and all Web sites are reviewed and indexed by humans. The disadvantage is that their databases are relatively small. Examples:

<http://www.google.com/>

<http://www.looksmart.com>

2. Search Engine: uses keywords to search through its extensive database. It is larger than a Directory search tool, but it is not exact in the way it is indexed which makes relevant documents harder to find. Examples:

<http://www.go.com/>

<http://www.northernlight.com/>

3. Directory with a Search Engine: Uses both subject and keyword search methods in a coordinated way to produce "hits." Can be used in several Search Directories.

Example:

<http://www.yahoo.com>

<http://www.hotbot.com/>

4. Multi-Engine Search Tool (also called Meta-Search): The search uses keywords and then lists the hits by search engine or in a single listing. (Sometimes known as a engine that searches search engines)

Examples:

<http://metacrawler.com>

<http://dogpile.com>

Search Methods (How to search)

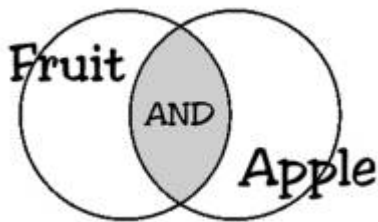
1. **Subject:** (Hierarchical in nature) starts with general subject headings becoming more specific as the searcher chooses sub-headings. (Broad to narrow searches)
2. **Keyword:** Use "operators" to refine and narrow search "queries." (Operator: a rule or a specific instruction used in composing a query, i.e., Boolean Operators. Query: A search request. A combination of words and symbols that defines the

- information the user is seeking. Queries are used to direct search tools to appropriate Web sites.)
3. Meta-search: A search that uses a number of search engines in parallel to provide a response to a query. (Search engines are computer programs that locate information in their database.) Think of it as a search engine that searches other search tools!

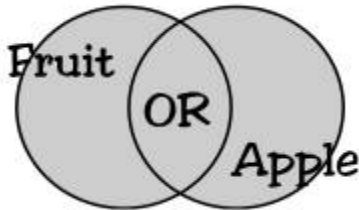
Keyword Search Operators

Operators are the “rules” or specific instructions used for creating a keyword search query. Each search engine has its own operators, but several search engines use many of these operators. (Look at the searching tips usually located in the front page of your search engine to determine which operators to use.)

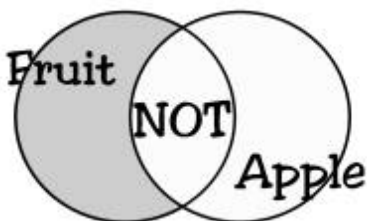
Boolean Operators: Use AND, OR, NOT to refine search queries. (Always capitalize Boolean Operators). Use AND to narrow your search. Your results will include documents that contain all the keywords you connected with AND.



Use OR to enlarge your search. Your results will include documents from all keywords.



Use NOT to limit your search. Usually a keyword search is used first. After reviewing hits, limit the search to exclude matches you are not interested in retrieving.



Nesting: Use parenthesis () to group portions of Boolean queries. Examples of advanced searching using Boolean operators and nesting:

Fruit AND (banana OR apple)
(salmon OR trout) AND restaurant
(salmon OR trout) AND restaurant AND Seattle

Once again, be sure to capitalize Boolean operators.

Plus / Minus Use a + before a keyword to retrieve only the documents containing that keyword. (It is similar to the Boolean term AND.) Use a — before a keyword to exclude that keyword from the search. (It is similar to the Boolean term NOT.)

Do not leave a space between the operator and the keyword that follows. Examples:

+fruit+apple-banana
+fruit+apple

3. Phrases Words enclosed in quotation marks denote an exact phrase (or at least close). Search engines treat this phrase as a single keyword. Examples:
"fruit recipes" "solar system" "tutorial for searching"

4. Truncation Use the main part of a word to search for variations of the word. It can be automatic or it may require an asterisk (*) to initiate. Examples:
discover* (includes discovery, discoverer, discoverers, etc.) sing* (includes singer, singing, sings, sing-along, etc.)

5. Case Sensitive Tips: Use lower case for query keywords except for proper nouns treat adjacent capitalized words as a single proper name, e.g. George Washington Separate proper names from each other with a comma, e.g. George Washington, Thomas Jefferson

Try these sites for more great information about searching! Boolean searching:

Library of Congress <http://catalog.loc.gov/help/boolean.htm>

University of Albany <http://library.albany.edu/internet/boolean.html>

Search Engine Watch <http://searchenginewatch.com/facts/article.php/2155991>

Entering Information on a Web Page

Entering information on a Web page is as easy as word processing! First, make sure you are entering the information in the correct location. Most Web pages provide fields (little

boxes in which to type) or forms (larger boxes in which to type). Some Web pages have checklists or radio buttons that you can click on to enter some kind of choice. Click where you want to enter the information and begin typing. When you enter search terms on a Web page, first click in the search field if you do not see a blinking cursor. After all information is entered, look for some kind of submit or enter button that you can click on to submit your information.

Print a Web Page

It is possible to print Web pages.

1. Navigate to a Web page you want to print
2. Click on the FILE MENU > Print or the print icon on the Toolbar.




Click on the Print icon to print your Web page.

Note: If you use the FILE MENU > Print method you will see a Print dialog box. If you click on the print icon on the toolbar to print, Internet Explorer will auto print without showing you the dialog box.


Ethics

The following issues often arise when talking about education and the Internet.


1. Copyright and the Internet

	<p>It is safest to assume anything on the Internet is copyrighted. Follow Fair Use guidelines for educators when using Internet materials. Many sites have a copyright or “use” policy. Need more information? Try these Web sites: Lakewood School District Copyright Compliance or International Association of Library Associations</p>
---	--


2. Using graphics from the Internet

	<p>If you are using a graphic from the Internet, be sure you follow Fair Use guidelines. If you are using it in a publication or Web page, be sure to check use guidelines or ask permission. Many Web sites are set up to share graphics; check their policy before using. What is Fair Use? Try this Stanford University site for more information: http://fairuse.stanford.edu/</p>
---	---

3. Lakewood School District uses an Internet firewall server.


	<p>Lakewood School District uses a firewall server that restricts access to certain sites on the Internet. These sites have been reviewed and deemed inappropriate for education by Lakewood School District and a vendor who keeps the filtering software up to date. If a site has been blocked in error, the URL can be manually added if necessary.</p>
---	---

4. LWSD staff Internet use policies

	<p>This is a LWSD document that is found in the Welcome packet. It is also called LWSD policy 4610. Found here. This document also contains the student Acceptable Use Policy.</p>
--	--

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's Internet service provider reserves the right to disconnect the district to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

5. LWSO Web page guidelines

	<p>Lakewood School District provides and maintains a web site on the Internet for two major purposes:</p> <ol style="list-style-type: none">1. To provide information to the Lakewood School District community.2. To provide resources for staff and students. <p>Staff members wishing to create and post Web pages on the Lakewood School District Web server must follow the guidelines for the Lakewood School District.</p>
---	--

Add, Delete, and Organize Favorites

Add Favorites

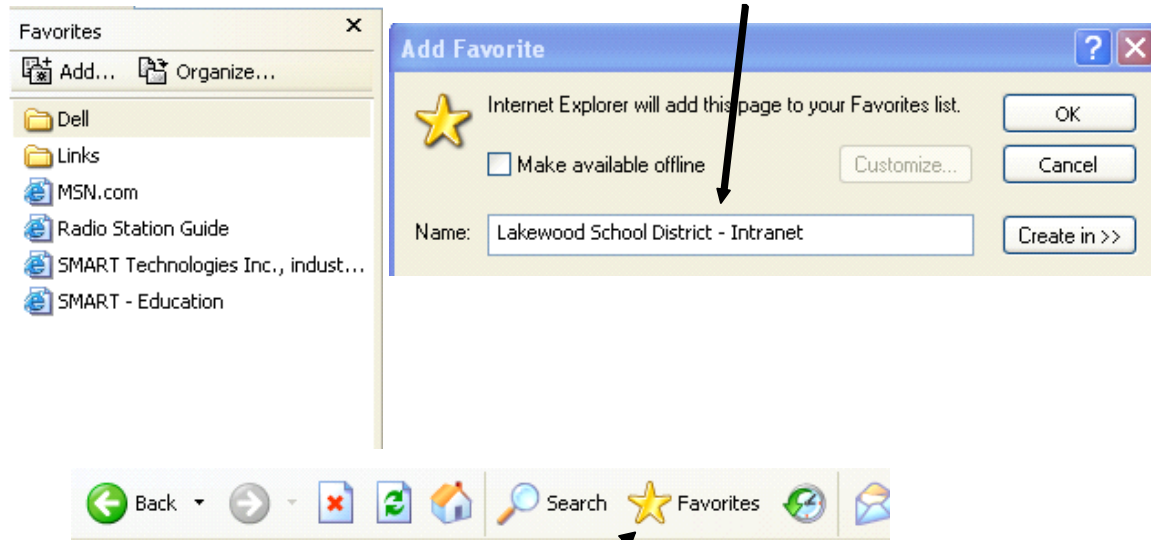
When you find a Web site you would like to visit again, you can tell the computer to remember its address by adding a Favorite. If you visit a Website on a regular basis, adding a Favorite will make accessing the site a much easier task. You will not have to type in the URL (Web address) every time you want to visit.

Method One: Use Favorite Menu

1. Navigate to a Web page you want to set as a Favorite
2. Click on the FAVORITES MENU (on the Menu Bar at the top of your window) > Add. . .

Rename the Favorite (if desired) and click on the **OK** button

Tip: You can rename your Favorite in
the Name field.

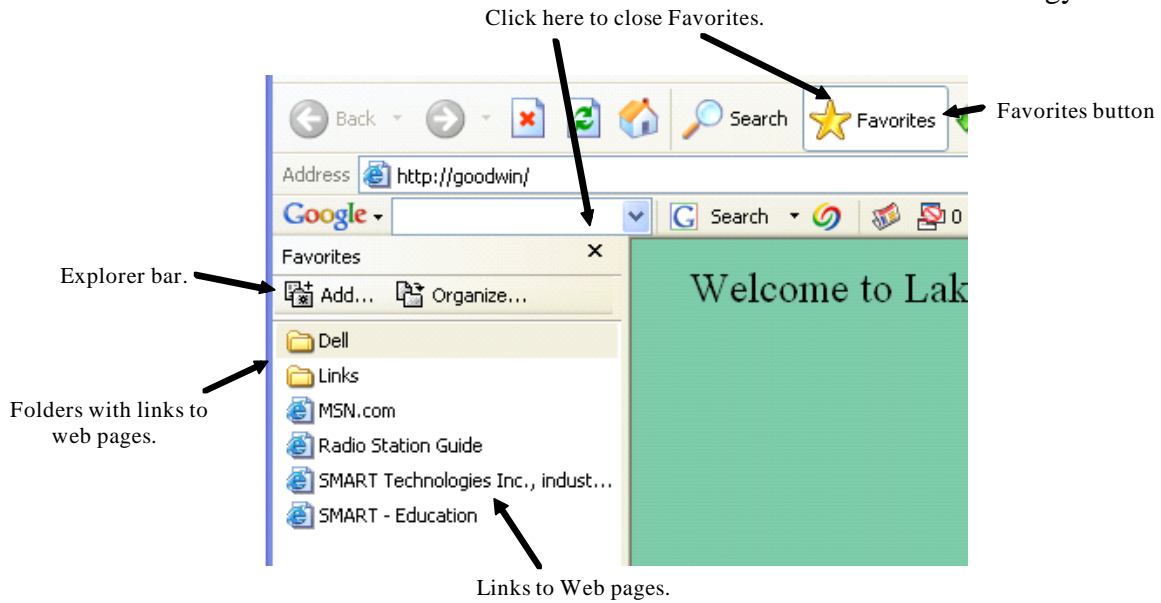


This will open the Explorer Bar on the left side of your Internet Explorer window

Method Two: Use Explorer Bar Open the Explorer Bar by clicking on the **Favorites** button located on the Toolbar

1. Navigate to the Web page you want to add as a favorite.
2. Click on the **Add Favorite** button on the Explorer Toolbar.
3. Look for your new Favorite in the list below the **Add** button.

Right click on a Favorite to rename.

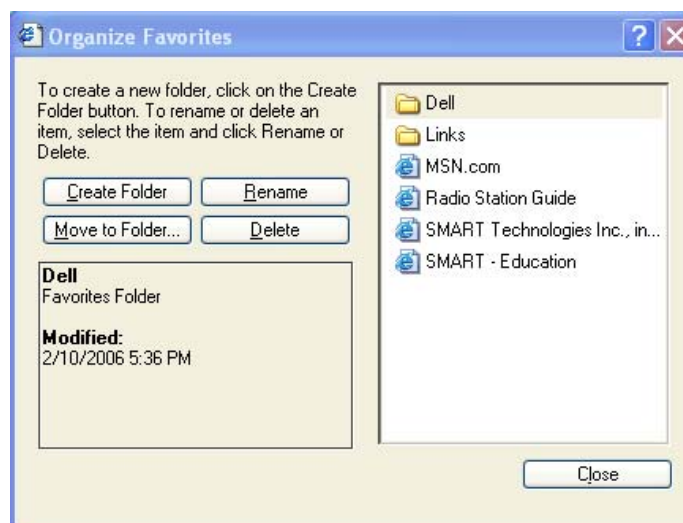


Delete Favorites

Delete Favorites (or Folders) – Method One: Menu Bar

If a Web site changes its address or you no longer want a link to a certain Web site you can delete it from your Favorites Menu.

1. Click on the FAVORITES MENU > Organize Favorites
2. Select (click on) the folder or Favorite you want to delete
3. Click on the **Delete** button
4. Click YES on the “Recycling message”



Delete Favorites (or Folders) – Method Two: Explorer Bar

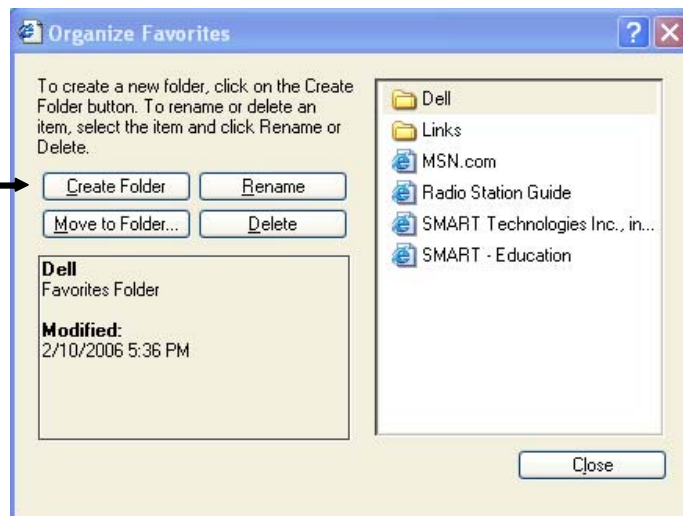
To delete a Favorite or folder from the Explorer Bar, right click on the item and select “Delete”

Organize Favorites

Create Folders for Favorites – Method One: Use Menu Bar

1. Click on the FAVORITES MENU > Organize Favorites

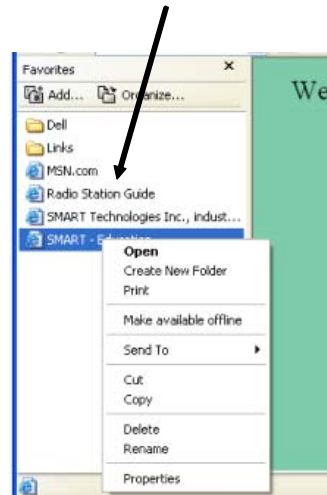
1. Click here to create a folder in which to organize your **Favorites**.
2. Give your folder a meaningful name.
3. Click away from the folder to "set" the new name.



Create Folders for Favorites – Method Two: Use Explorer Bar

There are two ways to create folders using the Explorer Bar.

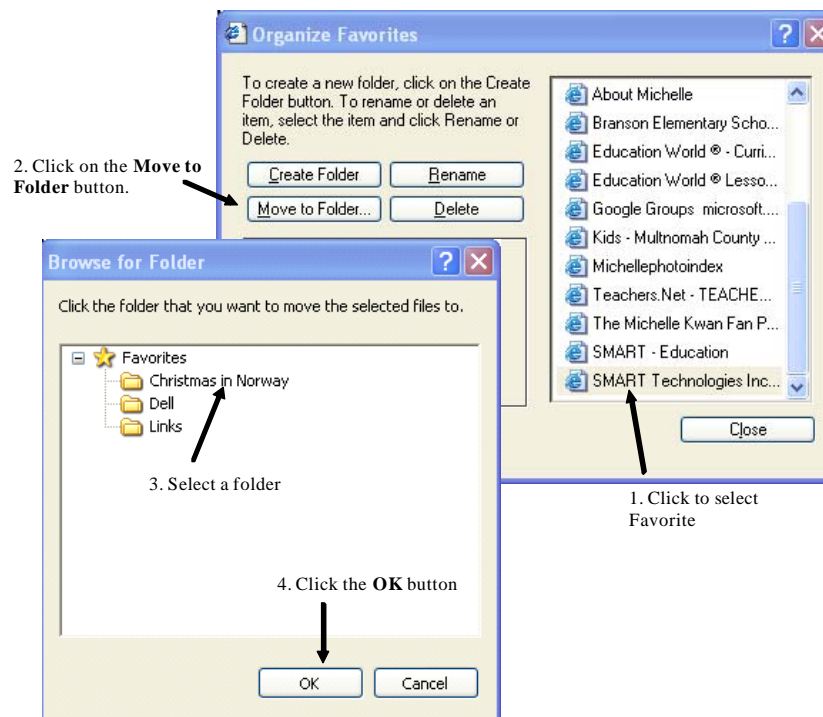
1. Click on the Organize button and follow the directions listed in Method One.
2. Right click in the area below the Explorer Bar and select “Create New Folder.” Name your folder.



Move Favorites to Folders - Method One: Use Menu Bar

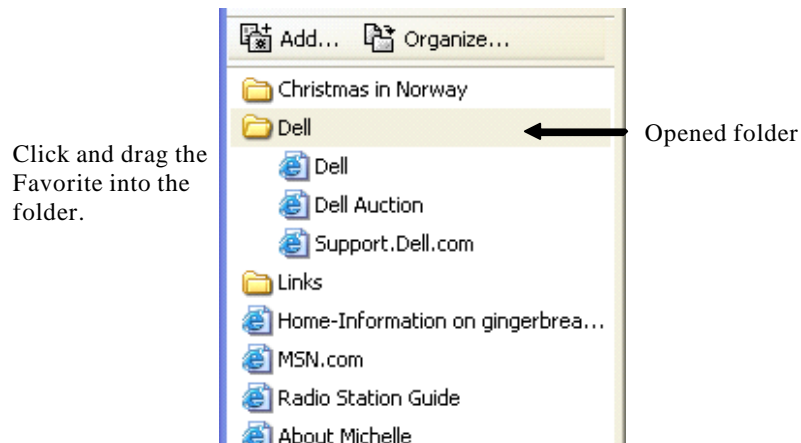
To place your Favorites in a folder: FAVORITES MENU > Organize Favorites . . .

1. Click on the Favorite you want to move to a folder (select)
2. Click on the Move to Folder button
3. Click on the folder you want (in the new window)
4. Click on the **OKAY** button



Move Favorites to Folders - Method Two: Use Explorer Bar

1. Click on the folder to open it.
2. Drag the Favorite to the opened folder (drag it exactly where you want it to be listed)

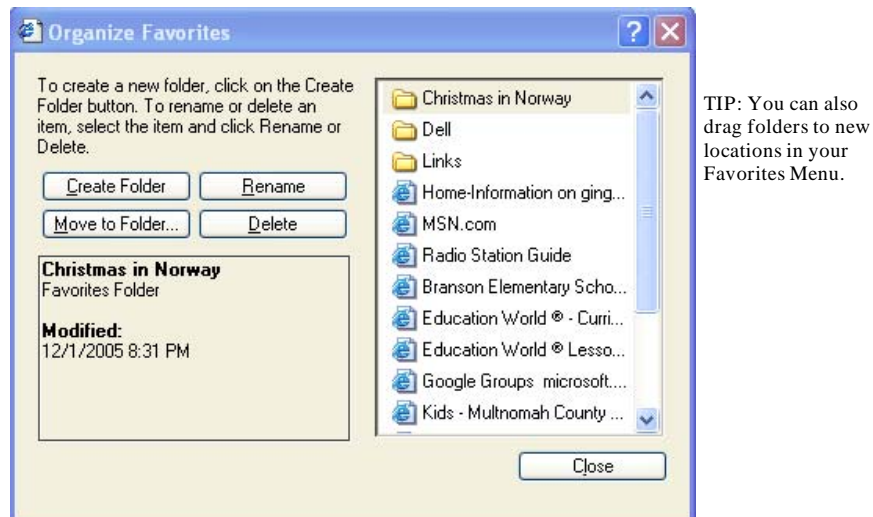


Now that you know how to put your Favorites into folders, you might want to organize the order of Favorites within a folder.

Organize Favorites within Folders – Method One: Menu Bar

Use the FAVORITES MENU > Organize favorites . . .

1. Open the folder in your “Organize Favorites” window by double clicking on the folder. All Favorites within the folder will appear.



1. Click on the Favorite you want to move
2. Drag it to a new location within the folder (it will move to the new location)
3. Repeat the process as many times as it is necessary to organize your folder.

Organize Favorites within Folders – Method Two: Explorer Bar

You can move folders and Favorites in the Explorer Bar by clicking and dragging them to new locations. As you drag, you will notice a bar that indicates where the Favorite will be placed.

Organize Favorites

Create Folders for Favorites – Method One: Use Menu Bar

1. Click on the FAVORITES MENU > Organize Favorites

• Click here to create a folder in which to organize your Favorites.

• Give your folder a descriptive name.

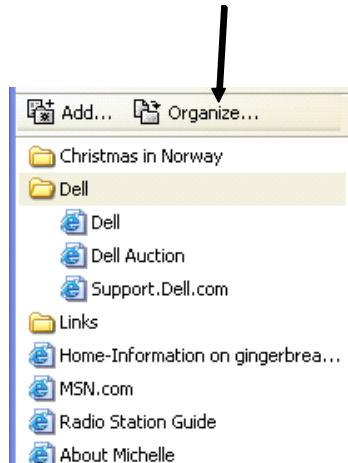
• Click away from the folder to "set" the new name.

TIP: Keep your Favorites organized in folders for easy access and to save time when using Internet Explorer.

Create Folders for Favorites – Method Two: Use Explorer Bar

There are two ways to create folders using the Explorer Bar.

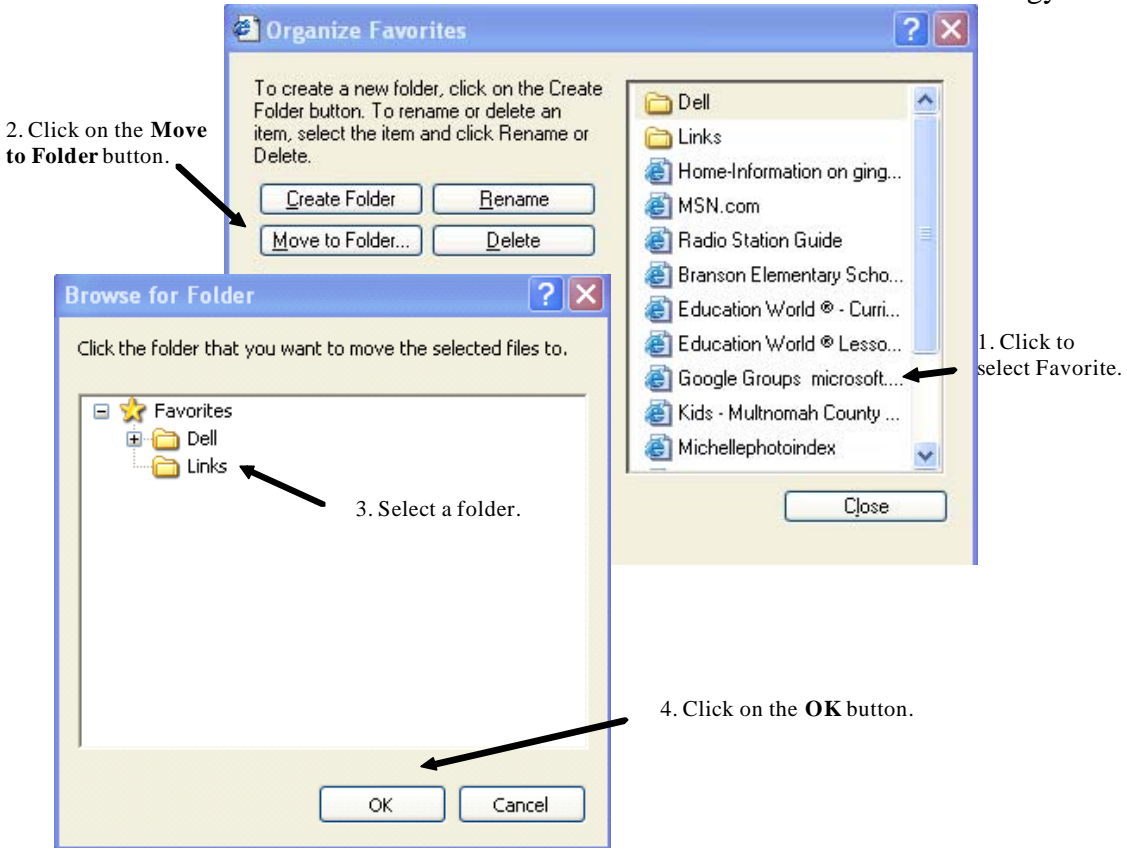
1. Click on the Organize button and follow the directions listed in Method One.
2. Right click on the Explorer Bar and select "Create New Folder." Name your folder.



Move Favorites to Folders - Method One: Use Menu Bar

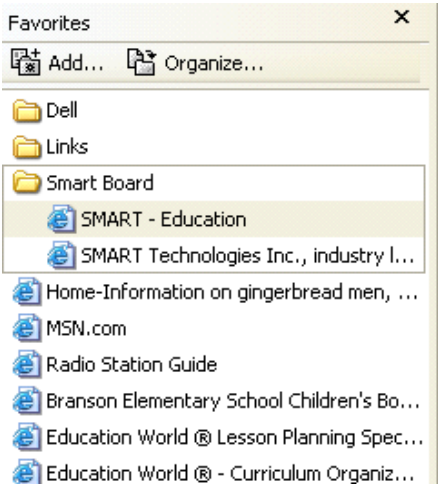
To place your Favorites in a folder: FAVORITES MENU > Organize Favorites . . .

1. Click on the Favorite you want to move to a folder (select)
2. Click on the Move to Folder button
3. Click on the folder you want (in the new window)
4. Click on the **OKAY** button



Move Favorites to Folders - Method Two: Use Explorer Bar

- 1. Click on the folder.
- 2. Drag the Favorite to the folder (drag it exactly where you want it to be listed)



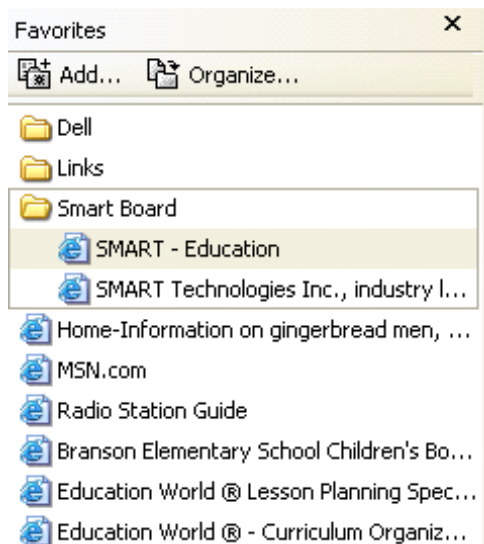
Click and drag the selected Favorite into a folder.

Now that you know how to put your Favorites into folders, you might want to organize the order of Favorites within a folder.

Organize Favorites within Folders – Method One: Menu Bar

Use the FAVORITES MENU > Organize favorites . . .

1. Open the folder in your “Organize Favorites” window by double clicking on the folder. All Favorites within the folder will appear.



TIP: You can also drag folders to new locations in your Favorites menu.

1. Click on the Favorite you want to move
2. Drag it to a new location within the folder (it will move to the new location)
3. Repeat the process as many times as it is necessary to organize your folder.

Organize Favorites within Folders – Method Two: Explorer Bar

You can move folders and Favorites in the Explorer Bar by clicking and dragging them to new locations. As you drag, you will notice a bar that indicates where the Favorite will be placed.