

Introduction to the Internet

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How to get connected?

First chose an Internet provider, they will probably have software they will need to send you. There are dial-up connections, such as AOL, stargate, Libcom, and netzero. There is also cable and DSL, cable and dsl are high-speed Internet connections and are really needed only if you need to download large files that would take too long on a dial-up.

Please click double click on the icon labeled Internet Explorer, the picture is a blue letter E.

The program that allows you to view information on the Internet is called a browser.

The two most common are Netscape Navigator and Internet explorer.

We will be using Internet Explorer 5.5

The first thing you will see is your home page.

Links

The most useful feature on the Internet is the link. Links are used to move from one page of information to another. Links can be disguised as pictures and animation, but will most commonly be shown as different colored text that is underlined. The only way to be sure if something is a link, is to move your arrow over the picture or word, if it changes to a hand with 1 finger, it is a link. Links only need to be clicked once (one finger, one click).

When you move your arrow over a link that is shown as words it will change colors, this is done to show you that you have that link selected and if you click, it will go to that link.

Buttons:

Back

The back button allows you to view previous pages you have visited. On the button itself there is a small downward facing triangle, by pressing the triangle you will see the pages you can go back too. This feature is used to skip over the pages you don't want to go back through. To use the feature you move the arrow over the page you want to go back to and left click once on it.

Forward

The next button is forward, it is displayed with an arrow pointing to the right. The forward button displays the next page that you have visited, forward is only used if you press back and would like to go forward again.

Stop

The next button is stop. Stop simply stops the page from loading. It is usually used if a page starts loading and you don't want to view it. Most commonly used when you first open Internet explorer and you don't want your homepage. You can just press stop and type in the address of the site you wish to go to. Also if a page is taking a very long time to load, sometimes it's a good idea to click stop and try again.

Refresh

The next button is refresh. Refresh is used when you stop a transfer or the transfer stops by itself. By clicking on the refresh button it will continue to load the page. Please click on the refresh button once to see the page reload. Also from time to time you will see an error message that says, "page cannot be displayed", when you see this error you should press the refresh button to try to load the page again. The reason for that error is that the website doesn't exist anymore, or you lost your Internet connection, or you could have typed the address wrong. In any case just try clicking refresh a few times then you can always try again later.

Home

The next button is home. The home button loads your homepage again. The homepage is the page that opens every time you open Internet explorer.

Print Preview

The next button is print preview, this feature is only available Internet explorer 5.5 or higher, and if you have a lower edition this feature will not be available. I will still explain this feature, because even if you don't have it, there will be times when it will be available to you. Plus this is a very useful feature. Please press the print preview button. Print preview is useful because it displays exactly what you could print. If you have this feature you shouldn't be surprised when you print. The other useful thing is that print preview splits the document into pages; otherwise you would just see one long document, so it also gives you an idea of how many pages you could print. At the top of the screen you will see an area that says "page 1 of some #". You can move from page to page by pressing the arrows on either side of that area. The next area say "75%", but it could say any number. This feature is called "zoom", because you zoom in closer to the document or zoom farther away from the document. To use the zoom feature you click once on downward facing triangle beside the number. After you press the button you will see many different percentages. 500% zoom in very close, and 10% zooms very far away. 10% is used to get an idea on how much information or pages there are. Since print preview shows you what information is on each page you can then make wiser decisions on what pages you would like to print. We will now close this window by either clicking on the word close or by pressing the X in the upper right.

Print

The next button is print. The print buttons prints everything you are viewing. This is not always the best way to print because it doesn't give us the options we sometimes want. To access the other way to print click on the word "file" in the upper left. After you click on file you will see new choices, put your arrow over the choice that says, "print ..." and click on it. After you click you will see a new window appear. We are interested in the feature that says "page range". To print a page range you need to click in the white circle beside to the left of the word "pages". After you click you can now enter and number you would like too. To print different pages that are not in order you must put commas between the numbers (Ex: 3,5,7,9). To print pages that are in a succession you put a dash between them (Ex: 5-10). To change the number of copies you want, you should see a number. You can increase or decrease that number by pressing the up or down triangles to the right of the number. When you increase the number of copies to more than 1, you will see a feature become available called "collate", this is used to put your copies in succession, without that checked, you will get your number of copies of page one, then page 2. Collate just puts them together for you. There is also a feature called print selection, it is not available to us right now, because we have nothing selected. To use this you just highlight whatever you want to print, then go through the print process and choose the choice "selection". To print all you do is press the button that says "print", but we're not going to print so click "cancel".

Search

The final button is search. Please click the search button. By clicking on the search button a new window will appear on the left side of your screen. The window that you just opened allows you to search the Internet. There is a lot of information on the Internet and searching can be frustrating, because you don't always find what you want. An easy way to fix that is be specific on your searches. To Demonstrate searching, type the word NASA on your keyboard and you must make sure you have the flashing vertical bar in the area where you type your search, if its not there then you must click in the area once. After typing you can either move your curser over the button that says search and left click or press enter on your keyboard. You should then see titles of sites. When you move your cursor over the titles, you should see the pointer finger. Please click on the link at the top titled [National Aeronautics & Space Administration \(NASA\)](#). After clicking look at the top right of your screen, you should see a spinning letter E. When the E stops spinning the site is finished loading. Please close the search engine window by clicking the x at the top of the small window on your left. After you have finished, click on the home button.

Address Bar

The next area I would like to explain is the area below the buttons. It is called the address bar. The address bar is where you can type specific web addresses. With Internet addresses you can go to search engine pages such as yahoo, AltaVista, or infoseek. Your address bar will have different ending, such as .gov(government), .com(commercial), .net(network), .org(organization), .edu(education). The 2 most secure and trusted are .gov and .edu.

A site to visit is e trade. To go to the site click in the white portion of the address bar. The text in the bar should then be blue highlighted. Press backspace to clear the bar. Then type on your keyboard www.etrade.com and press enter. The site will then appear. Etrade is used for buying, selling, and watching stocks.

Another site of interest is the Allegheny county web site. Please type www.county.allegheny.pa.us into your address bar. Once at the site click on the link labeled Real Estate website. You will then see a warning message. It tells us we need Internet explorer 4.0 or higher. We have 5.5 so we are ok, please scroll down to the bottom and click on ok. Now you are in the real estate database, you can look up your own house or any other house your interested in, just by typing the address or the owner's name.

Favorites

What favorites does for us is it remember the address of the page we are now viewing. At the top of the screen you should see the word favorites, please click on it. Then click on "add to favorites", after you do that you should see a new window come up and ask you what you would like to call this page, the name that appears seems good, so we are going to click on ok. You can't tell what the benefits of this is right now, but I would like you to click on the home button. We are now going to assume we have just started the internet and we want to go to the real estate web site. Please click on favorites, then scroll down and click on "Allegheny county assessment". We should then be immediately transferred to that site, without doing any of the other stuff we had to do.

Organize Favorites

You can also delete or organize sites in your favorites list, because at some point in time you are going to have to many sites listed and you may not even visit them anymore. Please click on favorites, then click on organize favorites. Organize favorites can also be used to move or create folders to put our favorites in. This is very useful for keeping track of websites. Please click on "Create Folder". It will then put a new folder in the list and you will have to name it. Please name the folder "Real estate". You can then move any of your favorites to that folder. First you click once on the favorite you would like to move. Then you click on the button "move to folder". You will then see another window asking you where you would like to move your favorite too, for our purpose we are going to choose the folder "real estate and then click "OK". Your favorite should now be moved. To delete a favorite or even a folder you just click once on whatever you wish to delete, and then click on the delete button. Then click yes, because we want to get rid of it. That is how you can organize your favorite please click on the close button. You can now search for your own house or someone else's.

Search Engines

A search engine is nothing more than a website that searches for other websites. We are going to go to www.Google.com We are going to use the search feature on this page. To search we must first click in the white box beside the button that says fetch. After clicking we should then be able to type "nasa". So type nasa, and then press enter on the keyboard or click on the button that says fetch. We will then get our results. This search engine provides more information such as a brief description of the site and the actual address of the site. This has many benefits, such as knowing what the site is about before you view it.

Printing a Selection

Another question about the Internet is how do I print a small paragraph of information when I have lots of other information I don't want. There are 2 ways to solve this problem; each of them involves selecting (sometimes called highlighting). We are going to select the title of the document on the page. To select we must first put our arrow at the beginning of the title, then we hold down the left mouse button and move the arrow to the end of the title, once you reach the end let go of the button. You should then have the text you want blue highlighted. Now that it is highlighted I will tell you the first option. First click on the word "file" in the upper left, and then click on print. Click in the white bubble beside the word that says "selection". To print all you have to do is click the print button and it will print that selection for you, but we're not going to print so click cancel.

Copy and Paste

If that way doesn't work or you don't like that way there is a harder and longer way. Make sure you have your text selected, then click on the word "edit" in the top left beside file, then move your arrow over the choice copy and click on it. Then minimize this window by click on the minus sign button in the upper right, then double click the icon that says Microsoft Word. Once Microsoft Word is open you must click on the word "edit" and then click paste, your title should then be in Microsoft word and you can print it. The same thing goes for pictures, but instead of highlighting the picture, you right click on it, then left click on the choice "copy", then go into Microsoft word. Then click on edit, then paste, and you picture should appear for you.

Thank you for your time, if you have any questions feel free to ask them.