

## INTERNET BASICS – --INDEPENDENT STUDY

<<http://www.somerset.lib.nj.us>>

**Essential terminology:** - **arrow** - indicates where the mouse is pointing.

Anytime you see a **little hand** it means you can click and go to a new page.

Anything that is **underlined** means you can click and go to a new page. These are called **links**.

The **hourglass** means you did something right and the computer is working. No hourglass means you should try it again.

**I-beam** – looks like a capital “I”, also indicates where the mouse is pointing.

**Cursor** – is a solid, vertical black line. Indicates where your cursor is so that you can begin typing.

**Dialog box** – is any gray box that pops up on your screen. To get rid of it, move the arrow **off** the gray box and left-click the mouse.

**Bars** (not saloons) There are many types: Blue or Title, Navigation, Location, Task, Status, Scroll, etc. Most are very useful. Be sure to read them, try to figure out what they are or do.

### I. Mousercise

**Mouse Buttons** - Generally, use the left mouse button. Click lightly and quickly. If one click doesn't do it, click twice quickly. The **right mouse button** performs various functions depending on where you are. Click anytime to see what those functions might be.

**Mousercise on the Web** - Click on “web by subject.” Click on “learn the web”. Click on “mousercise”. Work through the exercise, paying careful attention to the instructions. There are other Internet tutors available here for additional practice.

### II. Introduction to the Internet.

**Title Bar** – Shows the title of the current Web page, it also indicates that you are connected to the Internet.

**Menu Bar** – This shows the main menus that give you access to your browser's features. Click on each one to drop down a menu and see what it does.

**File** – then click on Print Preview or Print

**Edit** – then click on Find (on This Page), type in a word in the text box of the pop up window, then click on Find Next

**View** – then click on Text Size, highlight and click on a selection to make the text in the main browsing window larger or smaller

**Favorites** – then click on Add to Favorites to save the link from your current Web site to revisit later  
Also click on "Organize Favorites" to learn what functions are available there.

Also check out the Minimize, Restore, and Close Buttons on the blue bar at the top, right hand side.

Minimize, Restore and Close are also on the right mouse button when you point to an open program on the task bar at the bottom of your screen.

**Toolbar** – The standard buttons are the main features you need to navigate Web pages. Place the mouse pointer over the icons that represent their functions to read a pop up description. Notice menu arrows for some icons.

**Address Bar (Location)** - Here is where you type in addresses (URLs). Click once to highlight the address that shows. Move your I-beam to the location where you want to begin typing a new address, depress and hold the left mouse button and move the mouse quickly to the right to highlight the part of the address you wish to delete. Begin typing your new address.

**Go Button** – Type in the address of a website, then click on this button to request the page

**Links Bar** – This toolbar has links to Microsoft related websites and can be customized to add icons for you most frequently used websites.

**Main Browsing Window** – This area is where the websites that you visit will be displayed.

**Status Bar** – This bar display information about the activity that is being process by the computer. The phrase “Opening Page” with a web address indicates the web site you are connecting to, “Done” indicates that the website has been successfully loaded to your computers browser.

**Connectivity Icon** – While working online this icon is displayed.

**Scroll Down/Up Arrows** – Click on these arrows to scroll down or up a web page.

**Scroll Bar Box** – Drag this box in the scroll bar to see other parts of the current page quickly.

### **Evaluating Websites**

Remember, no one is overseeing the material on the Internet. You will have to evaluate Internet sites yourself. Try to determine who is responsible for the site. Check when it was last updated. Is it well designed? Do you think you can rely on it?

### **III. Intro to Library Home Page**

**Online Catalog** – We will come back to this one.

**Doing Research?** – Lists and links for various research: telephone directories, magazines, newspapers, business directories, etc.

**Ask A Librarian** – Link to this part of the library’s website and you will find out how to ask a librarian a question via phone, email, or live online through the Internet.

**Try These Websites** – This links you to a page of recommended websites by our library’s homepage committee. Also try linking to reference sites, web periodicals, and web by subject to find a directory of free informative web sites.

**Library Info** – Branches, policies, hours, library jobs.

**Branch Pages** – Click here to find information about our library branches, such as location, hours, and programs.

**Programs** – Link to this section of our home page to find current programs for adults and kids. Some require registration.

**Kids & teens** – Programs and links for children and teens

**Online Book Club** – **This free site allows you to receive the introductory text of new books for a week to determine your reading interest. You may choose the subject area of your interest.**

**Google Search** – Type in a search engine inquiry to search the Internet or our website.

### **Online Catalog**

Click on **SCLS Online catalog**. To find book, video, or music materials click on the triangle to the right of the word ‘TITLE’, then click on the word describing the type of search you want to do to. Click on and highlight TITLE, AUTHOR, SUBJECT, or WORD. In the text box to the right, type in the key words that describe your materials search. Then click on the ‘SEARCH’ button. When a listing of materials is displayed on the screen, click on the text of the item you want to find more info about.

**Patron Information** – Point and click on ‘View Your Library Record’, in the text boxes type in the appropriate information for your name, barcode #, and pin # (usually the last four digits of your phone number), then point and click on the display record button. Click on ‘Items currently checked out’. To renew items online, point and click in the box next to the item, then click on the ‘Renew Selected’ button.

### **IV. Finding Information**

You can use Search Engines, Links and/or Subject Directories. Go to ‘**more search engine sites**’. Try all of these. Google works pretty well. The Google Advanced Search works especially well.

**V. Printing.** You can click on the little printer icon. Better is to click on **File**, then **print preview**. This will tell you how many pages will print, down in the left-hand corner. Then click on the printer icon.

### **VII. Getting Around the Internet**

There are many ways to get around the Internet:

1) Follow links – from library home pages, or sites such as [www.yahoo.com](http://www.yahoo.com), [www.msnbc.com](http://www.msnbc.com) etc. Almost any website has links you can follow. When they are categorized they are called "subject indexes", or directories.

*See Handout A*

2) Collecting URLs you find in your reading, in directories, etc, such as

[www.infoplease.com](http://www.infoplease.com)

[www.rutgers.edu](http://www.rutgers.edu)

[www.familysearch.org](http://www.familysearch.org)

[www.amazon.com](http://www.amazon.com)

[www.cdnnow.com](http://www.cdnnow.com)

[www.irs.gov](http://www.irs.gov)

[www.nasa.gov](http://www.nasa.gov)

*Also see Handout B.*

You can bookmark sites on your home computer under the Favorites menu button, or you can keep track some other way. I have included a list of sites I think might be useful.

3) When you are interested in exploring a topic or subject, but you don't know any specific sites to start with or places to go, you need to use what are called subject indexes or directories. [www.yahoo.com](http://www.yahoo.com) is a good example, as is our library home page. [www.somerset.lib.nj.us](http://www.somerset.lib.nj.us)

*See also Handouts C and D.*

**Search engines** are a way to find information when you don't know where to start. There are several search engines listed on our home page under "search engine sites". Try them all out to see which ones you like best. Do the same search on each one and compare your results. Here's one I did the other day: **Tahmeena Faryal**. The results give a pretty good idea of how well a search engine works. Here are some others you might like to try:

Monticello (home of Thomas Jefferson)

Property Taxes in New Jersey

Petra

Big Wild Goose Pagoda

Bridgewater baseball association

Polk city directories

Smithsonian

National Geographic

Readers Digest

Xianyang terra cotta museum

Metropolitan Museum of Art

Museum of Modern Art

**VIII. Setting up email**

*See Handout E.*

## CAN YOU FIND?

1. Find a Bed and Breakfast in Cape May?

Hint: Web by Subject – Travel

2. What is the weather in your hometown?

Hint: Try [www.weather.com](http://www.weather.com)

3. Find a Japanese restaurant in Somerset County?

Hint: Web by Subject – New Jersey (Things to do)

4. What is the latest exhibit at MOMA?

Hint: Web by Subject – Arts and Leisure

5. How do I join AARP?

Hint: Web by Subject – Seniors

6. How can I send an online greeting card?

Hint: Web by Subject – Email/free websites

7. What is the dealer invoice for a 2002 Volkswagen new Beetle and pros and cons for purchase?

Hint: Web by Subject – Consumers (Edmund.com)

8. What was the winning number for yesterday's Pick 6 Lottery?

Hint: Web by Subject – N.J. (State of New Jersey)

9. Where can I find the toll free number for L.L. Bean Co.?

Hint: Reference Sites – Online Phone and Address Directories

10. What are the signs of a heart attack?

Hint: Web by Subject – Health/Medical (American Heart Assoc.).

11. How can I track a flight to California that leaves today?

Hint Web by Subject – Travel (Thetrip.com)

12. Where can I find the score for last night's Mets game?

Hint: Homepage – Web Periodicals – USA Today.

HANDOUT - A.

### HAVE SOME FUN WITH THESE WEBSITES

[www.njcc.org](http://www.njcc.org)

New Jersey Computer Club. Also has some instruction available.

[www.seniors.gov](http://www.seniors.gov)

Has a directory of computer training resources

[www.newlifestyles.com](http://www.newlifestyles.com)

Contains information on a variety of senior living options.

[www.aoa.dhhs.gov](http://www.aoa.dhhs.gov)

Administration on Aging web site.

[www.aarp.org](http://www.aarp.org)

Has a section on games.

[www.csuchico.edu/~csu/seniors/computing.html](http://www.csuchico.edu/~csu/seniors/computing.html)

Has computer training help and resources.

[www.elderweb.com](http://www.elderweb.com)

Articles and links of interest to seniors.

[www.ncoa.org](http://www.ncoa.org)

National Council on Aging. Good links, including one for senior jobs.

[www.seniornet.org](http://www.seniornet.org)

More links of interest to seniors, including online computer tutorials.

[www.seniors-site.com](http://www.seniors-site.com)

Includes chat rooms.

[www.help-site.com](http://www.help-site.com)

Online computer manuals for operating systems, etc.

<http://refdesk.com>

Lots of links and directories of information. Includes:

HANDOUT – B.

[www.whitepages.com](http://www.whitepages.com)

An online telephone directory which includes reverse searching by address or phone number, international telephone directories, zip code information and area code lists.

[www.petjam.com](http://www.petjam.com)

By pet people, for pet people – adoption, shelters, veterinarians and answers to your pet questions.

[www.weather.com](http://www.weather.com)

For the weather channel addict – forecasts, outlooks, averages, records and more.

[www.petswelcome.com](http://www.petswelcome.com)

Pet travel resources with a listings page for over 25,000 hotels, Bed and Breakfasts, ski resorts, campgrounds, and beaches that are pet friendly.

[www.surprise.com](http://www.surprise.com)

Top rated gift ideas for any occasion or category, such as "loves to cook," "Movie Buff," or "Caffeine Fiend."

[www.tightwad.com](http://www.tightwad.com)

Source for conserving financial resources and building fiscal strength. Money secrets, savings and freebies.

[www.virtualflorist.com](http://www.virtualflorist.com)

Send free virtual bouquet for any imaginable occasion

[www.freeshop.com](http://www.freeshop.com)

Get a free trial of a number of specialty magazines – coupon source and other money saving offers.

## POPULAR SEARCH ENGINES

About.com <http://www.about.com> Human guides choose the best subject sites. Great for browsing.

AltaVista [www.altavista.com](http://www.altavista.com)

This engine always returns a large number of Web pages for a particular topic. Be sure to be as specific as possible when entering your keywords to avoid retrieving irrelevant sites.

Ask Jeeves [www.askjeeves.com](http://www.askjeeves.com)

Ask this search engine a question using full sentences.

Copernic [www.copernic.com](http://www.copernic.com)

Requires you to download free software. Works great. Keeps your search until you delete it. My favorite.

Excite [www.excite.com](http://www.excite.com)

This engine searches for concepts as well as keywords, so be very descriptive with your terms.

Go.com [www.go.com](http://www.go.com)

This search engine is easy to use with simple subject categories.

Google [www.google.com](http://www.google.com)

A no-frills, quick and highly effective search engine. For a more definitive search try the advanced search feature.

HotBot [www.hotbot.com](http://www.hotbot.com)

HotBot makes it easy for you to enter an advanced search quickly.

LookSmart [www.looksmart.com](http://www.looksmart.com)

More of a directory than a search engine, LookSmart is a great tool for those who like to browse categories.

Lycos [www.lycos.com](http://www.lycos.com)

Lycos also includes Point Review – Top 5% - which is great for browsing new website reviews.

Northern Light [www.northernlight.com](http://www.northernlight.com)

Unique new search engine which sorts your search results into categories and subject headings. Very helpful, especially for more experienced users.

Yahoo [www.yahoo.com](http://www.yahoo.com)

A good place to search for popular information quickly using simple subject categories.

HANDOUT C.

### **Tips for Searching**

When using search engines consider the words you choose to describe your subject.

1. Be Specific. Use descriptive words. When you enter two or more words on a search line, it will look for pages that have any of the words on that page. This would be an "OR" search.

If the engine returns too many documents, consider using more specific words to describe your subject. For example, a search for "france travel" might be narrowed to "paris travel." If the engine returns too few documents, consider broadening your topic. For example, try "european travel."

If you type "silver dollars" within quote marks, it will look for all documents or sites with the phrase "silver dollars". If you do not use the quote marks, then most search engines will look for everything with either silver or dollar.

2. Upper or lower case letters. Most of the search engines display better results if lower case letters are used. It is a good idea to check the individual engine instructions –some are case sensitive.

3. Boolean Searches. Many search engines offer more sophisticated search options such as Boolean searching. In multi-word searches, "And" decreases the number of pages returned, while "Or" increases the number of pages returned. "Not" also decreases the number of pages returned. Below are some examples of how the searches work.

- Use AND to limit your search. Typing candy AND sweets will retrieve all sites with the words candy AND sweets. Some engines use a Plus (+) for AND.
- Use OR to expand your search. Typing candy OR sweets will retrieve all sites with the word candy in them and all sites with the word sweets in them. Thus, you'll get a much larger set than you would using AND. Many engines automatically use OR for a list of words separated by spaces.
- Use NOT to limit your search. Typing candy NOT chocolate will retrieve all sites containing the word candy which do not contain the word chocolate. Some engines use a minus sign (-) for NOT.

4. Quotations. Many of the search pages will allow you to put quotations around two or more words and search only for that phrase instead of each word individually.

5. Try several Engines. Each search engine collects and organizes the web pages differently. Try several if you are not getting the results you need.

6. Online Help. Each search engine or directory may work differently. Check their online help for tips on how best to conduct your search.

Excerpted from NJLA Internet Training Guides: Internet Basics.

HANDOUT – D.

## **SETTING UP EMAIL**

Go to Somerset County Library System Home Page

<http://www.somerset.lib.nj.us>

Select “web by subject guides”

Select “email/free web sites”

The following sites still work and are free, however, the library class will deal with Yahoo email.

Yahoo.com

Excite.com

Netscape.net

Hotmail.com

Select “sign up now” and follow the instructions. Click on “Sign Up Now” under Free Yahoo! Mail. ‘You must have a unique ID , or Screen Name. This can often be accomplished by including numbers, or by using unusual words: e.g. “jsmith9703” or “cruella”, etc. Numbers can precede, or you can put them in the middle. Some email sites will suggest combinations that are available. You must complete the registration form with your actual name, address, etc. This information is relatively safe and is generally not shared. You can specify whether you want to be included in a directory. We suggest that you answer “no” to that question.

If you need help, anyone at the reference desk can briefly help you to set up your email account.

HANDOUT - E