

Objectives

- Learn Internet terminology.
- Learn to use an Internet browser.
- Browse pages on the Web.
- Print a Web page.

Handouts

- [Critical Evaluation of Web Pages](#)
- [What's a URL?](#)
- [Basic Internet Glossary](#)

What is the Internet?

The Internet is a worldwide network of computers. Using the Internet you can communicate with people anywhere in the world, find information on just about any topic, and share your ideas. There is no one person or group that runs the Internet and virtually anyone can publish information. It is important when searching that you evaluate information for accuracy, reliability, and currency.

Activity: Review handout [Critical Evaluation of Web Pages](#)

Getting Started with Internet Explorer

Internet Explorer is a web browser that is used to access, view, and navigate Web pages on the Internet. The Web is composed of pages with information or graphics. Looking at pages on the Web is commonly called browsing, or surfing. Web pages are accessed by either clicking **hyperlinks** or by typing a Web address in the **address bar** of the Web browser.

The Internet Explorer Window has five main areas:

Title Bar: Displays the title of the Web page you are visiting.

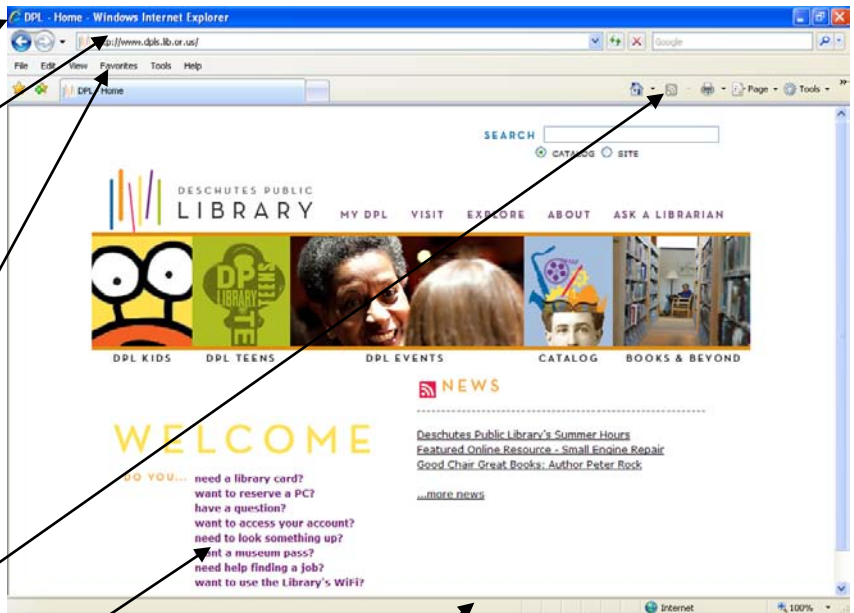
Address Bar: Type any web address in this space and press <Enter> on the keyboard to go directly to a web site.

Menu Bar: Provides menus to accomplish such tasks as printing, changing the size of the displayed text, and accessing **Help**.

Toolbar: Provides buttons for you to use to navigate the Web.

Information Area: Displays the contents of the Web page. Each statement is a **hyperlink** and take you to a new page or site when clicked.

Status Bar: Located at the bottom of the window, this displays information about the page, such as download status and whether the Web page is secure for online purchases.



Activity: Navigating Internet Explorer

Double-click the **Internet Explorer** icon  on the desk top.

- The **Information Area** displays the library web page.
- With the mouse, move the pointer to **Ask a Librarian** and click once.
- Click **Back** to go to the previous page.
- Click **Forward** to reverse the action of the **Back** button.
- Click **Home** to return to the main page.

Moving Around a Web Page

There are a number of techniques for moving around a web page and between web pages.

Scrolling: Use the vertical bar to the right of the screen to move up and down a web page.

Hyperlinks: Move the mouse around the page. When a link can be made, the arrow becomes a pointing index finger. Click once with the mouse to access another part of the web site or go to another web site.

Buttons: A link of a different type. They may act as a link or as an <Enter> command.

Boxes: Click in the box, type in information, and then click a button to enter the data.

“Breadcrumbs”: Links that appear horizontally across the top of a web page, usually below title bars or headers. They provide links back to each previous page you navigated through to get to the current page.

Activity: Exploring the DPL Web Site

- Click on **BOOKS & BEYOND** to read about what the library has to offer adults.
- **Scroll** down to the bottom of the page until you see the date the page was last modified. Remember that this can be important when evaluating web pages.
- Click on **Know Books** in the menu on the left of the screen. Explore some of the information located there by clicking on links in the left-hand menu.
- Click on the “breadcrumb” for **Home** to return to the main DPL screen.
- Click the radio button in front of **SITE** at the top of the page to search the entire DPL web site.
- Type in **Online Resources** and click <Enter> on the keyboard.
- Click on the link **DPL – Online Resources**.
- **Scroll** down the page to explore the many subscription resources available to you 27/4 from home, office or school.
- Explore anything else on the library’s web site by clicking on hyperlinks and using “breadcrumbs” or the back button to return to the main screen.

What is a URL? (Handout – [What’s a URL?](#))

Activity: Access a specific web site using the **Address Bar**.

- Click once in the white area of the **Address Bar**. The current text is selected.
- Type www.ktvz.com. The new Web address replaces the text in the **Address Bar**.
- Press <Enter>. The KTVZ web site is displayed.
- Practice with a few more web sites:

www.tripcheck.com
www.youtube.com
www.cocc.edu

www.amazon.com
www.cnn.com
www.ebay.com

- Can you think of some additional web sites? Remember to be careful when guessing web addresses. Ask your instructor for assistance if you are unsure.

Printing Web Pages

Sometimes a Web page will print on multiple pages because the page does not fit on one piece of paper. However, you can specify the information you want to print. Before you print, you should view the page in **Print Preview** to determine if you want to print the entire page or only a section.

To Print an Entire Web Page

1. Locate a page on the library's web site that has information you want to print.
2. Click **File**, and select **Print Preview**. The Print Preview window opens.
3. Look at the number of pages that will print. If you want to print these pages, click **Print**. Otherwise, click **Close**.

To Print Part of a Web Page

1. Move the mouse pointer to the beginning of the text you want to print.
2. To select the text, hold down the left mouse button, drag the mouse pointer to the end of the text you want to print, and release the left mouse button. The text is selected.
3. Click **File** on the menu bar and select **Print**. The **Print** dialog box appears.
4. Select **Selection** in the **Print Range** options and click **Print**.

To Print a Single Page or a Range of Pages

1. Click **File** on the menu bar and select **Print**. The **Print** dialog box appears.
2. Select **Pages** in the **Print Range** options and type in the page numbers you want to print in the text box.
3. Click **Print**.

PRINTING TIP: Some web pages will offer a "printer friendly" version of the web page. By clicking on such a link, a clean copy of the essential information will be displayed.

Further Information

Internet for Beginners: <http://netforbeginners.about.com>

Learn the Net: <http://www.learnthenet.com>

LearnFree.org, Internet 101: <http://www.gcfllearnfree.org/internet101>