Internet 1
(Using Microsoft Edge)

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Mercer County Library System
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Action	*Technique*
1. Connect to the Internet Microsoft Edge is just one of the **Browsers** we use in computer classes.	1. Turn on your computer. **2.** When you see the **Desktop** displayed, look in the **taskbar** for an icon that represents one of the Internet browsers that you have on your computer. [In the computer lab you will see the icon for **Microsoft Edge**]. **Click** on the Edge icon **e** on the taskbar to open the program and connect to the Internet. Once you are on the Internet you will see your "homepage" displayed. This is the webpage that is first displayed when you get on the Internet. **Type the URL or the website address in the address bar** and hit "Enter" on the keyboard to get to the website you want.
2. Access a Website by Typing the Website's Address in the Address Bar	1. Locate the **"address bar"** on the interface of your browser. **The address bar is usually located on the top section of the website**. The website address of the webpage you are currently viewing will be displayed. Click in the **address bar** to select/highlight the current address. 2. Begin typing the new website address (URL) to replace the highlighted address – or delete the old address before typing the new. 3. Click "Enter" on the keyboard to go to the website. **Note: A shortcut for going to a website ending in .com (dot com) is to type the center part of the address then, using the keyboard, hold down the Control Key (CTRL) and hit Enter. The complete website address (for example, www.google.com) will be entered automatically.**
3. Access a Website when you <u>Don't Know</u> the Website Address	When you don't know the address (URL) of a website use a **search engine** to access a particular website. Two of the **search engines** used in our Internet classes are **Yahoo!** (www.yahoo.com) and **Google** (www.google.com). 1. Using the **search engine** of your choice, type in a keyword or phrase in the search bar. The search bar will be located within the **search engine's** webpage and will usually have a button with the word "Search" next to it. It may also have a small magnifying glass to signify "search." 2. Click "Search" to receive a list of possible websites for your key word. You can also hit "Enter" on the keyboard to initiate the search.

	3. Some **search engines** will begin to suggest topics as you start to type your keyword(s). If you see your topic you can click on it to initiate the search. 4. Use the scroll bar on the right of your desktop to review the possible websites. Click on the link for a website that you'd like to visit. To see more than what the first page displays click on "next" at the bottom of the page. 5. If the websites suggested are not what you wanted, try entering a different keyword for your search.
4. Change your Homepage	"Home Page" refers to the first webpage that you see when you connect to the Internet. It is also the first webpage of any website. Once you are connected to the Internet you can easily change <u>your</u> Home Page by going through the following steps: **For Microsoft Edge:** 1. In the top right corner click the three dots (…), which is **More** or the **Main Menu** in **Edge**. 2. In the menu that drops down, click **Settings**. 3. Under "Open with" click the radio button next to "A Specific page or pages." 4. Choose **Custom**. **5.** In the box "Enter a web address" type the web address of the page you want to use as your home page. **Click the plus sign (+) next to the box or the "Save" icon to complete this process.**
5. Add a Favorite, also known as, Bookmarks	Adding a website to the **Favorites** menu or Bookmarking it saves a website address so that you can visit that website without retyping the URL. Your **Favorites** or Bookmarks will be available to you each time you use the browser on that computer. If you use more than one computer you will need to go through the same procedure for each machine. **For Microsoft Edge:** 1. Go to the website that you want to save. 2. Click on the **Star** ☆ in the upper right section of the screen and then click on "**Add.**" If you were successful, the star will turn gold ⭐. 3. Access your favorite websites by clicking on the **Hub** in the upper right section of the screen (the **Hub** looks like a star with four parallel lines ⭐≡). Click on the **Hub** to see the menu, which will bring up a list of websites you have saved in **Favorites**. On the list, click on the website that you wish to visit.

INTERNET TERMS

Address Bar	The **address bar** is at the top of the browser window and displays the location (website address or URL) of the current webpage. The **address bar** is where you type a new website address. You can go to another website by typing its URL in the **address/URL bar** and using the Enter key on your keyboard.
Domain Names	The unique name that identifies an Internet site. Every website and every email has a **domain** name in its address. Domain Meaning Examples: .com ⟶ Commercial www.google.com .edu ⟶ Educational www.rutgers.edu .org ⟶ Organization www.mcl.org .gov ⟶ Government www.nih.gov .net ⟶ Network www.verizon.net .mil ⟶ Military www.navy.mil Each country in the world has its own Internet **domain**. A few countries and example **domains** are shown below. <table><tr><td>.au</td><td>www.australia.gov.au</td></tr><tr><td>.br</td><td>www.brasil.gov.br</td></tr><tr><td>.ca</td><td>www.collectionscanada.ca</td></tr><tr><td>.uk</td><td>www.amazon.co.uk</td></tr><tr><td>.us</td><td>www.co.maui.hi.us</td></tr></table>
Firewall	A computer **firewall** is used to protect your computer from damage by unauthorized users. The **firewall** is already configured. The **firewall** can be either hardware or software-based. **Firewalls** are used to prevent unauthorized Internet users from accessing private networks connected to the Internet.
HTML	**Hyper Text Markup Language (HTML)** is a programming language used to create and design websites on the Internet.
HTTP	**Hypertext Transfer Protocol (HTTP)** is a standard format for transmitting data used by the World Wide Web. **HTTP** defines how messages are formatted and transmitted.

Home Page	This is the starting point or the first page of a website. This page usually has some sort of table of contents on it and often describes the purpose of the site. For example, http://www.mcl.org is the **home page** of Mercer County Library System. When you type in a website address, such as http://www.mcl.org, you are typically directed to the **home page** of the website.
Internet	The **Internet** was created in 1969, during the Cold War, by the United States military. The **Internet** spreads across the globe and consists of countless networks and computers, allowing millions of people to share information. The World Wide Web, E-mail, and Instant Messaging are some of the features of the **Internet**.
Internet Service Provider (ISP)	This is the service that provides, for a fee, Internet access, and usually an e-mail account. Comcast, Verizon, and AOL are examples of some **ISPs**.
Links	**Links** allow you to "jump" or link from one document to another. The text of a **link** is usually a different color from the rest of the text on a page, and may be underlined. An image or a button can also be a **link**. Your pointer or cursor will change into the shape of a pointing hand when it is on a **link**.
Search Engine	Google, Bing, and Yahoo are all **search engines**. They index millions of sites on the Web, so that we can easily find websites with the information we want. By creating indexes, or large databases of websites (based on titles, keywords, and the text in the pages), **search engines** can locate relevant websites when users enter search terms or key words.
Spam	**Spam** refers to junk e-mail. The unsolicited e-mail messages you receive about refinancing your home, reverse aging, and losing weight are all considered to be **spam**.
Spyware	**Spyware** can capture information like your web browsing habits, e-mail messages, usernames and passwords, and credit card information. **Spyware** can be installed when you open an e-mail attachment containing this software. It can also be installed when you install another program that has a **spyware** installer attached to it.

URL	A **Uniform Resource Locator** is the address of a website. It identifies the location of a website on the internet. For example, you can type in the address www.mcl.org to access the library's website.
Virus	**Computer viruses** are software programs or scripts that can modify the way a computer works. These programs can delete, move, create or erase files, consume your computer's memory, and cause your computer not to function correctly. Some might damage a computer's hard drive. Others can create a backdoor, allowing a remote user to access your computer system. There are many anti-virus software programs that scan incoming files for **viruses** before they can cause damage to your computer. Some of these programs are Norton AntiVirus, and McAfee.
Web Browser	A **web browser**, or **"browser,"** is the computer program people use to access the World Wide Web. Some common **browsers** are Microsoft Edge, Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.
Webpage	Websites are made up of **webpages**, similar to the pages in a book.
Website	A **website** is a collection of webpages. For example, www.mcl.org is a **website**, which includes many webpages that make up the site.
www **World Wide Web**	Stands for the **World Wide Web**. **The World Wide Web**, or **"the Web,"** is a subset of the Internet. **The Web** consists of webpages that can be accessed using a web browser.

POINTS TO REMEMBER

❖ Not everything you read on the Internet is <u>true</u>, <u>accurate</u>, or <u>unbiased</u>. Learn to **evaluate** the information. Be a careful consumer!

❖ Some advertisements on the Internet are designed to look like warnings, games, or informational sites so you will click on them. Learn to recognize them; then **ignore** them.

❖ You <u>can't</u> find everything on the Internet. The information on the Internet is there only if someone has decided to put it there; and it's only up-to-date if someone has decided to update it.

❖ You **can't** cause **damage** to the computer by clicking on the links.

❖ Don't visit questionable websites. Many current Web browsers will alert you if you try to go to a site that is known for hosting malware. Pay attention to these warnings and stay away from those sites.

❖ When using email: be careful of viruses and worms which can use your email to make it seem like someone you know is sending you an email. So to be safe, **never** open an attachment unless you know the person that sent you the email.

❖ Pay close attention to any windows that pop up while you surf the Web. If you see a notification claiming that you need to download the latest video driver to watch something, use caution.

❖ Run your antivirus software at least once a week. You should also make sure your antivirus software and your Operating System remain current by downloading updates on a regular basis.

❖ Sometimes webpages can be very slow to load. This can be caused by a slow Internet connection, heavy traffic on the Internet, too many users on the specific website, or webpage that includes too many large graphics. If you find that a page is taking too long to completely load--or if you get a "**cannot open site**" or "**page not found**"--**make sure you've entered the correct URL and try accessing the page again or click on the "refresh" icon** ↻.

Have fun browsing the web!