

Internet 1
(Using Microsoft Edge)

<i>Action</i>	<i>Technique</i>
<p>1. Connect to the Internet</p>  <p>Microsoft Edge is just one of the Browsers we use in computer classes.</p>	<ol style="list-style-type: none"> 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]. <p>Click on the Edge icon  on the taskbar to open the program and connect to the Internet.</p> <p>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.</p>
<p>2. Access a Website by Typing the Website’s Address in the Address Bar</p>	<ol style="list-style-type: none"> 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. <p>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.</p>
<p>3. Access a Website when you <u>Don’t Know</u> the Website Address</p>	<p>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).</p> <ol style="list-style-type: none"> 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.

<p>3. Access a Website when you <u>Don't Know</u> the Website Address (cont'd)</p>	<p>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.</p> <p>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.</p> <p>5. If the websites suggested are not what you wanted, try entering a different keyword for your search.</p>
<p>4. Change your Start Page and/or Home Page</p>	<p>Unlike other browsers, such as Chrome and Firefox, Microsoft Edge treats a start page and home page as two separate things.</p> <ul style="list-style-type: none"> • The start page is the website that opens when you first open Edge. • The home page is a website you can use as a "home base"; every time you use the Home button  from the browser, you will be redirected to this website. <p>Once you are connected to the Internet you can easily change <u>your</u> start page and home page by going through the following steps:</p> <p><u>For Microsoft Edge:</u></p> <ul style="list-style-type: none"> • In the top right corner click the three dots (...), which is More or the Main Menu in Edge. • In the menu that drops down, click Settings. • Start Page: <ul style="list-style-type: none"> ○ Under "Open Microsoft Edge with" select "A specific page or pages" from the dropdown choices. ○ In the box "Enter a URL" type the web address of the page you want to use as your start page. Click the "Save" icon to complete this process. • Home Page: <ul style="list-style-type: none"> ○ Under "Set your home page" select "a specific page" from the dropdown choices. ○ In the box "Enter a URL" type the web address of the page you want to use as your home page. Click the "Save" icon to complete this process.

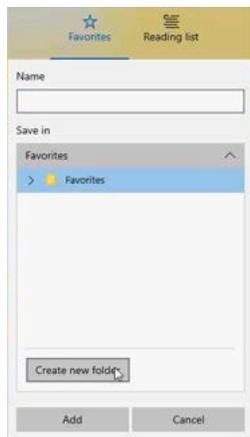
5. Add a Favorite, also known as, Bookmarks

Adding a website to the **Favorites** menu (or what Chrome and Firefox call “**Bookmarking**”) 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, located at the right end of the web address bar.
3. A pop-up menu appears; it allows you to rename the default website name and save it to a specific folder in your **Favorites** (see below for more on this action). Click on “**Add.**” If you were successful, the star will fill in and turn gold ★.
4. Access your favorite websites by clicking on the **Favorites** in the upper right section of the screen ☆. Click on **Favorites** 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.

6. Create a new folder in Favorites or Reading List



Clicking the “**Add to favorites or reading list**” (**Star**) button produces a pop-menu that allows you rename the website you are adding to the favorites or reading list, and it also lets you create and save the website in a new folder.

1. At the top of the menu, select from **Favorites** or **Reading list**. *They both work the same way. **Reading list** is just a way to separate things you read on the Web (articles, news stories, reviews, etc.) from other websites.
2. In the “Name” box, erase the default website name by clicking on the name, then using your **BACKSPACE** or **DELETE** key. Replace it with the name you prefer.
3. Under “Save in,” click on the dropdown arrow. Beneath the list of available folders, you will see “Create new folder.” Click on it, then a new folder icon will appear and a text box for renaming it.
4. After these steps are complete, click the **Add** button at the bottom of the menu.

7. Reading View	<p>If you click reading view  in the top right of the screen, Edge will remove ads and increase your text size to give you a cleaner reading interface. This feature is very useful is if you have a webpage with a great deal of text.</p>
8. Web Notes	<p>Another interesting new feature in Edge is Web Notes. This tool allows you to take notes, draw, and make highlights on a webpage, which you can then save to your computer. To access Web Notes, you click on the Add notes icon . You have a number of Web Notes tools:</p> <ul style="list-style-type: none">• Pen• Highlighter• Eraser• Add a Typed Note• Clip <p>If you wish to save your Webnote, click the save icon  on the right of the screen.</p>

9. Searching Effectively

Use a **Search Engine** such as Google (www.google.com) or Yahoo (www.yahoo.com) if you do not know the website address or URL.

Before doing a search, make sure you can define exactly what you are looking for. This will enable you to use the best keywords for your search.

Start with a simple search using multiple keywords or search terms.

Keep it simple: just type what you are searching for - in as few words as possible- in the search box, and use the **Enter** key on your keyboard or click the **Search** button.

The **search engine** will search the web for content that's relevant to your search.

Every word matters. The **search engine** will include all the terms that you used in your search.

Punctuation and capitalization **do not** matter but spacing your search words correctly **does**.

Certain words are ignored by **search engines** so do not include them in your search:

- a
- the
- and

If you cannot find what you are searching for, rephrase your search term and try again.

10. Searching with Google

You can access more Google search features from the filters underneath the search bar as well as the “Apps”  at the upper right of Google’s homepage.

Some of the specific searches that Google offers:

- Google Book Search: Searches the contents of current and out-of-print books
- Google Image Search: Searches photographs and other online images
- Google Finance: Searches stocks and market information as well as top business news stories.
- Google Flights: Searches most airlines to find current pricing on airfare. Includes fare calendars and booking.
- Google Maps: Searches for and displays maps of street addresses and other locations
- Google News: Searches current news articles
- Google Scholar: Searches for articles and other scholarly information
- Google Shopping: Searches across multiple retail websites to find pricing on selected products.
- Google Video: Searches for videos on the Web

Additional searches can be accessed by typing them in the Google Search Bar, for example:

- Google News Archive Search: Searches older news articles

Google Patent Search: Searches for patent information

INTERNET TERMS

Address Bar	<p>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.</p>																															
Domain Names	<p>The unique name that identifies an Internet site. Every website and every email has a domain name in its address.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Domain</th> <th style="text-align: left;">Meaning</th> <th style="text-align: left;">Examples:</th> </tr> </thead> <tbody> <tr> <td>.com</td> <td>→ Commercial</td> <td>www.google.com</td> </tr> <tr> <td>.edu</td> <td>→ Educational</td> <td>www.rutgers.edu</td> </tr> <tr> <td>.org</td> <td>→ Organization</td> <td>www.mcl.org</td> </tr> <tr> <td>.gov</td> <td>→ Government</td> <td>www.nih.gov</td> </tr> <tr> <td>.net</td> <td>→ Network</td> <td>www.verizon.net</td> </tr> <tr> <td>.mil</td> <td>→ Military</td> <td>www.navy.mil</td> </tr> </tbody> </table> <p>Each country in the world has its own Internet domain. A few countries and example domains are shown below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td style="text-align: center;">.au</td> <td style="text-align: center;">www.australia.gov.au</td> </tr> <tr> <td style="text-align: center;">.br</td> <td style="text-align: center;">www.brasil.gov.br</td> </tr> <tr> <td style="text-align: center;">.ca</td> <td style="text-align: center;">www.collectionscanada.ca</td> </tr> <tr> <td style="text-align: center;">.uk</td> <td style="text-align: center;">www.amazon.co.uk</td> </tr> <tr> <td style="text-align: center;">.us</td> <td style="text-align: center;">www.co.maui.hi.us</td> </tr> </tbody> </table>	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	.au	www.australia.gov.au	.br	www.brasil.gov.br	.ca	www.collectionscanada.ca	.uk	www.amazon.co.uk	.us	www.co.maui.hi.us
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																														
.au	www.australia.gov.au																															
.br	www.brasil.gov.br																															
.ca	www.collectionscanada.ca																															
.uk	www.amazon.co.uk																															
.us	www.co.maui.hi.us																															
Firewall	<p>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.</p>																															
HTML	<p>Hyper Text Markup Language (HTML) is a programming language used to create and design websites on the Internet.</p>																															
HTTP	<p>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.</p>																															

<p>Home Page</p>	<p>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.</p>
<p>Internet</p>	<p>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.</p>
<p>Internet Service Provider (ISP)</p>	<p>This is the service that provides, for a fee, Internet access, and usually an e-mail account. Comcast and Verizon are some examples of ISPs.</p>
<p>Links</p>	<p>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.</p>
<p>Search Engine</p>	<p>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.</p>
<p>Spam</p>	<p>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.</p>
<p>Spyware</p>	<p>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.</p>

<p style="text-align: center;">URL</p>	<p>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.</p>
<p style="text-align: center;">Virus</p>	<p>Computer viruses are software programs or scripts that can modify the way a computer works. These programs can delete, move, or create 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.</p> <p>There are many anti-virus software programs that scan incoming files for viruses <u>before</u> they can cause damage to your computer. Some of these programs are Norton AntiVirus and McAfee.</p>
<p style="text-align: center;">Web Browser</p>	<p>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.</p>
<p style="text-align: center;">Webpage</p>	<p>Websites are made up of webpages, similar to the pages in a book.</p>
<p style="text-align: center;">Website</p>	<p>A website is a collection of webpages. For example, www.mcl.org is a website, which includes many webpages that make up the site.</p>
<p style="text-align: center;">www World Wide Web</p>	<p>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.</p>

POINTS TO REMEMBER

- ❖ Not everything you read on the Internet is true, accurate, or unbiased. 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 can't 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** .

