

INTERNET BASICS AT THE DEERFIELD PUBLIC LIBRARY



CLASS OUTLINE:

- 1) Detailed tour of the window
- 2) Understanding the parts of a web address
- 3) Decoding Internet Safety
- 4) Questions, Answers and Review

EXPECTED OUTCOMES:

- 1) Familiarity with the parts of the window.
- 2) Better understanding of how the Internet can work for you
- 3) Ability to visit your favorite websites



PARTS OF THE WEB ADDRESS

<http://www.deerfieldlibrary.org>

Type of Information being Transferred: Most often, we are using **Hyper Text Transfer Protocol**

Web Host and Domain Name: World Wide Web and then the Domain (Owned Space) is deerfieldlibrary

Type of Organization. **.org** is a non-profit organization.

TERMINOLOGY

Page Forward: Moves the screen to the farthest forward screen you have visited.

Page Backward: Moves the screen back a single screen (in order).

Favorites Bar: These are links to pages that you visit frequently.

Address Bar: The location that you are trying to reach on the web.

Refresh: To update the current page that you are on. Beware, though, refreshing some websites might cause you to lose information that you have typed on the site.

Tab: This feature allows you to visit more than one website without having to open an entirely new window. The tabs keep everything organized and allow you to move between websites with ease. Notice that there is a little X in the corner of the tab. This will cause you to close the entire tab and have no access to the tab.

Maximize: Makes the screen fit the entire size of your monitor. This will not always make the text bigger, but it will allow you to expand your viewing pane.

Minimize: Shrinks your internet window and puts it down into the taskbar. It does not close the window; rather, it just moves it downward and out of your way.

Close: This big, red X button does just exactly that: closes up the window that you are using. It is very important to remember that once you close the window, it is closed. Only choose this option when you are completely finished with your work.

Tools: Inside of the Tools button, there is a menu that has many different functions that will be helpful to you during your Internet sessions. There, you can find your print option, zoom to change the size of the screen and much more.

Favorite Button: This provides a quick way to add your favorite websites to your window. These will appear every time that you open a new browser window.

Home: This button will take you back to the page that you have set as your home screen.

Scroll Bar: You can move the viewing pane up and down by simply clicking and dragging.

HYPERLINKS

Hyperlink: a link from a hypertext file to another location or file that is activated by clicking on a highlighted word or image on the screen. It will often appear in blue and be underlined. Once you have visited the link (by clicking on it), it will turn to another color.

Be safe when using hyperlinks. Be sure that you are using them in trusted situations. Hyperlinks can lead you to untrustworthy websites or sites that you are not interested in interacting with.

The screenshot shows a search engine results page for the term "hyperlink". The results are listed in a vertical column. Each result includes a blue title link, a green URL, and a snippet of text. The results include:

- Hyperlink - Definition and More from the Free Merriam-Webster ...**
www.merriam-webster.com/dictionary/hyperlink
computers : a highlighted word or picture in a document or Web page that you can click on with a computer mouse to go to another place in the same or a ...
- What is hyperlink? - A Word Definition From the Webopedia ...**
www.webopedia.com/TERM/H/hyperlink.html
This page describes the term **hyperlink** and lists other pages on the Web where you can find additional information.
- Hyperlink - Wikipedia, the free encyclopedia**
en.wikipedia.org/wiki/Hyperlink
For example, in an online reference work such as Wikipedia, many words and terms in the text are hyperlinked to **definitions** of those terms. **Hyperlinks** are often ...
Types of links - Hyperlinks in various technologies - How hyperlinks work in HTML
- Hyperlink Definition - The Tech Terms Computer Dictionary**
www.techterms.com/definition/hyperlink
The definition of **Hyperlink** defined and explained in simple language.
- Hyperlink - Definition of Internet Hyperlinks**
netforbeginners.about.com > ... > H - Glossary of Internet Terms
by Paul G. in E-Town - in 171 Google+ circles
If you are new to the Web and the Internet, then **hyperlinks** are definitely a must-know. **Hyperlinks** are the heart of the World Wide Web, and work by 'jumping' ...
- Hyperlink - Definition of Hyperlink - What is a Hyperlink**
presentationsoft.about.com > ... > Presentation Definitions
Hyperlinking allows the viewer to quickly access another location -- be it another website, a slide in a presentation, or an email address.
- hyperlink - definition of hyperlink by the Free Online Dictionary ...**
www.thefreedictionary.com/hyperlink
hy-per-link (h p-r-ŋk) Computer Science. n. See link1. v. hy-per-linked, hy-per-link-ing, hy-per-links. v.tr. To make a hypertext link in (an electronic document or ...
- Hyperlink | Define Hyperlink at Dictionary.com**
dictionary.reference.com/browse/hyperlink
to create **hyperlinks** in or to: an extensively hyperlinked document. verb (used without object). 3. to follow a **hyperlink**: From their Web page, you can **hyperlink** to ...

BROWSERS



An **Internet Browser** is the program through which people access the Internet. There are **four main Internet Browsers**, and their logos are pictured above! In the order in which they appear, the four main browsers are:

- Safari
- Firefox
- Google Chrome
- Internet Explorer

The browser you use ultimately depends on personal preference, but there are some benefits to using one browser over another. **Safari** and **Internet Explorer**, for example, can be considered default browsers, and are the browsers that will come preinstalled on computers (note: Safari is typically available only for Apple technology). You can also use any web browser or app store to download any other browser onto your devices!

Google Chrome and **Firefox** are both relatively new Internet Browsers, the former being released in 2008 and the latter in 2002.

As you can see, there are a few options on which Browser to use—but the main question is, why use one over the other? The different browsers each offer different loading speeds, design interface, and features. Again, however, the choice of which browser to use is a personal one, and no browser is really different from another; all browsers provide support for website coding, similar loading speed, customizability, and support.

For more on Browsers and the differences between them, here are two articles from PC Magazine:

- “Which Browser is Best? Chrome vs. Firefox vs. Internet Explorer.” Michael Muchmore. PCMag. 26 September 2014. <<http://www.pcmag.com/article2/0,2817,2365692,00.asp>>
- “How We Test Web Browsers.” Michael Muchmore. PCMag. 6 June 2014. <<http://www.pcmag.com/article2/0,2817,2457966,00.asp>>

INTERNET SAFETY TIPS

- Never trust a link sent to you by someone you don't know. By clicking the link you may be taken to a site that may look like your bank or credit card company, but isn't. One thing a criminal can't fake is the actual Web site address of a company or bank. Instead of clicking a link in an e-mail, search for the Web address using a search engine to find the real one. Use that to ask the company about the message you received, or call using the number listed on your statements. Mark the real site as a favorite in your browser so that one click brings you there safely every time.
- Never trust an e-mail that asks for your personal or account information (called a phishing scam). These usually seem convincing (the shabby ones have spelling errors, but the high quality scams look impeccable). No bank or reputable company is going to send you an e-mail asking you to correct your information, validate your identity, re-enter your password, and so on.
- The smarter scams often contain text warning you against fraud. They do this because many people believe that an e-mail that warns them to be careful must be legitimate. That is not always true. This also extends to sites that claim they have protections in place for your privacy and security. Anybody can make these claims, but only certain sites protect you.
- Never respond – or even open an e-mail with a deal that is too good to be true unless it is from a company that you know well and expect to get these kinds of offers from them. Scammers want you to react without taking time to think things through, so their e-mails frequently sound urgent, such as:

...“if we don't hear by tomorrow your account will be closed” (and you'll notice that the date of “tomorrow” never is listed).

...“this offer won't last, order now to ensure”...

- Never believe that someone you don't know is going to give you money.
- Do not believe a person from another country who just needs you to “help transfer funds” and they need your bank account number to do so. Such scammers promise to give you a huge amount of money for helping them out. The result is an empty bank account.
- If you never entered a lottery, you did not win the lottery. Such scams ask you to provide your information and bank account number so they can transfer your prize money. Don't. The result is an empty bank account.
- Don't believe a really rich, famous person just wants to help you out... and that the celebrity also mysteriously needs your address, phone number, bank account information to do so. The result is an empty bank account.
- Guard your information well. It is better to be rude than to be ripped off, so demand validation, verification, and authentication before giving your information to anyone. If you still feel uneasy, say no or check further.