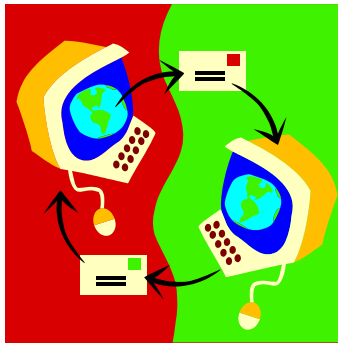


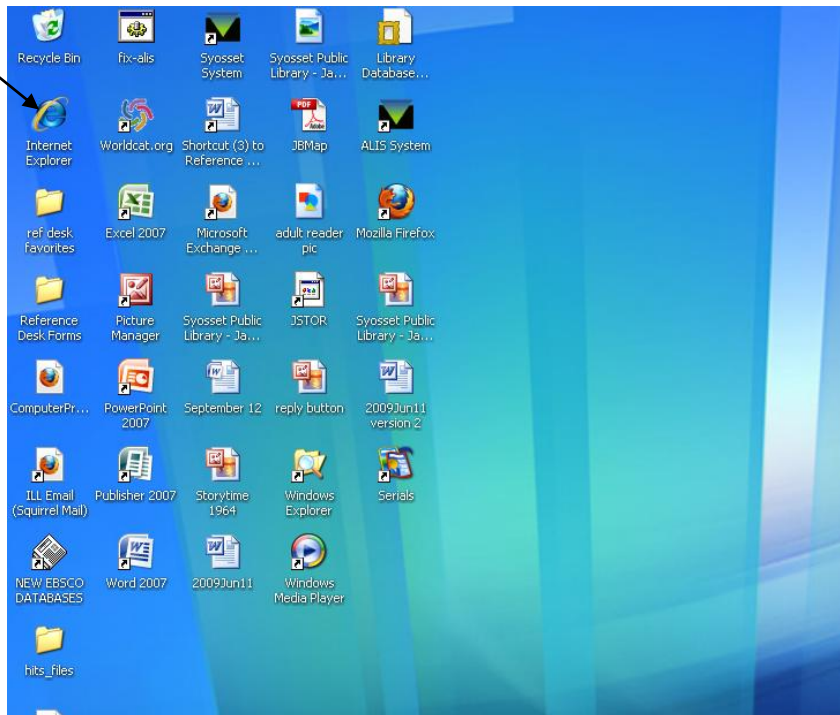
Introduction to the Internet

The internet is a network of computers linked, via a phone line, cable or a wireless connection, to each other so that information can be transferred or communicated from one computer to another. The most widely used part of the Internet is the World Wide Web.



The Web consists of electronic pages, known as websites. Websites can be created by any business, organization or individual. They can include text, graphics, animation, sound and video. The web can be accessed from any computer with Internet access.

To open the Internet, click twice on the icon on your desktop.

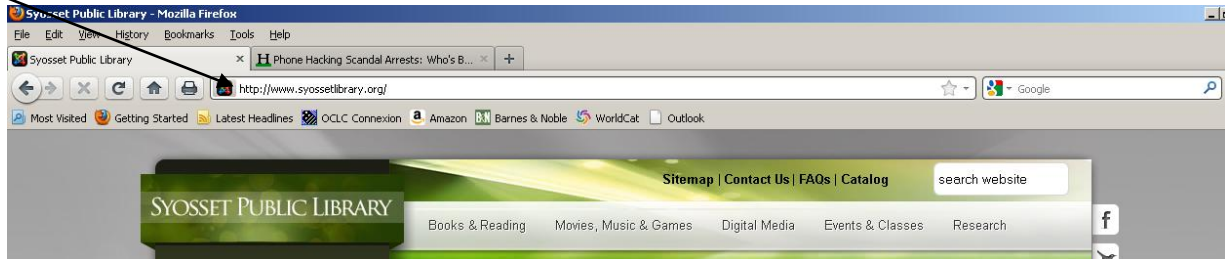


The computer will open to the homepage, which can be any website the user chooses. At Syosset Library we use our website as our Homepage.



WEBSITE ADDRESSES-

Each website has its own unique address and must be typed into address box exactly as written. This is how you get to a website.



To type in a new website address

- 1. Click on the current address in the address box. The address will turn blue, this is known as highlighting**
- 2. Type in the new address exactly as written*. The computer will not recognize the address if there is any mistake. There are never any spaces in a website address.**
- 3. Press the ENTER key.**

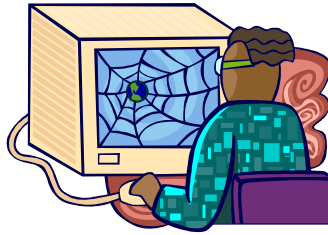
*** It is not necessary to type in <http://www>. The computer will automatically enter this into the address box.**

Some common domain names are:

- Org=nonprofit organization**
- Com=commercial or business**
- Gov= government**
- Edu=education or college**
- Mil= military**

These domain sites give some indication of who is the author or responsible for the website. Since websites are not regulated by any entity, each user must be careful when evaluating information given on a website or if doing business on website, especially if you give out any personal information or using a credit card.

HYPERLINKS-



Any word or picture on a website can be linked or connected to another website. This is known as a hyperlink. Hyperlinks are usually underlined and / or a different color. Simply point and click on a hyperlinked word or picture and the computer will go to the linked web site. This is the fastest way to travel around the web. NOTE: when you go to a new website, the website's address will appear in the address box.

USING A WEBSITE-

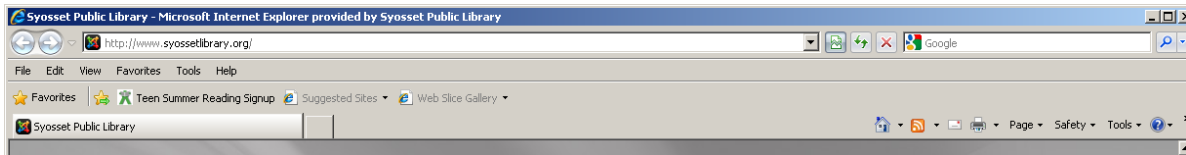
Each website is unique and varies by size, format, information and function. Most of the larger sites usually will have a table of contents across the top or left side. The table of contents or index will have headings which when you click on will take you to another area within the same website. Also larger sites might contain a search box allowing you to search for information within the specific site. (Not to be confused with the search box next to the address box.)



Since each website is unique the user must read information presented and get familiar with the website.

NOTE: sometimes the entire webpage will not be displayed on the screen, so you will need to use the scroll bars on the left side and on the bottom of the screen.

All websites have certain things in common which allows the user to access any website and get the needed information. These are the four bars on top of the screen, above the actual website. NOTE: when you place arrow pointer on a symbol, it will indicate the function.



The top bar is called the title bar which includes the name of the website and on the far right are 3 symbols.

- 1. The - allows you to keep the site open but minimized on the bottom task bar**
- 2. The double square allows the website to fill the entire screen**
- 3. The X closes the program.**

The second bar is the address bar and it includes

- 1. Arrows are basic navigational tools which allows the user to go back to a previously viewed page or to go forward**
- 2. Address box is where you type in the website address. Every website has its own unique address**
- 3. The circling arrows refreshes the page**
- 4. The X stops the computer from whatever it's doing**
- 5. The small box on the far right is a search box. The user can type in a topic, name or word and the computer will search for websites that include the word or have information about the topic.**

The third bar is the tool bar and it allows the user to perform various tasks such as printing, change font size, list of favorite websites and help. As you use the Internet more, you will start to learn the various functions on the tool bar.

The fourth bar is also a tool bar and does some of the same functions as the third bar.

- 1. The stars allows you to create and use a list of your favorite websites**
- 2. The little house takes you to your homepage**
- 3. The printer allows you to print your information**
- 4. Page allows you to change text size, email the page**
- 5. Tools allow you to set you homepage and make other changes.**

These four bars are on every website and help you to navigate the World Wide Web.

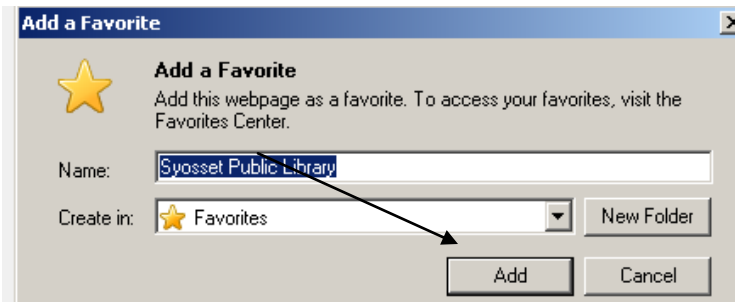
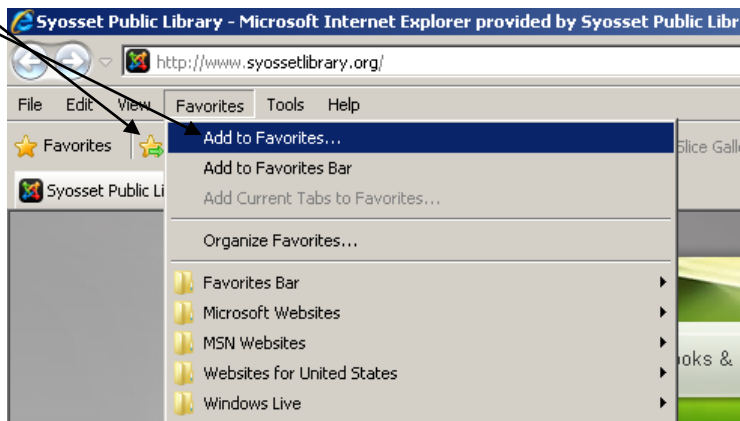
THE TASK BAR-

The bar on the bottom of screen is called the task bar. It displays all the programs which are opened. It also has the start button which allows you to shut down the computer.

CREATING A LIST OF FAVORITE WEBSITES-

If you like a particular site you can save it to your favorites

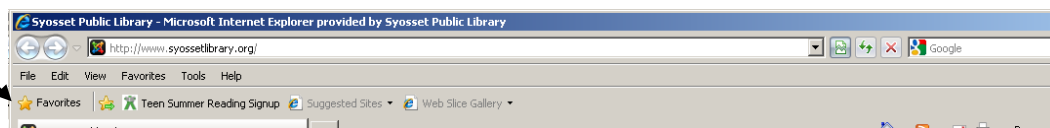
- by clicking on the small star & plus sign
- click on Add to favorites



- A new screen will appear with the current website's address automatically in the box, just click on Add.

ACCESSING FAVORITES-

To access the list of your favorite websites click on the large star.



USING SEARCH ENGINES-

If you do not know a website's address, you can use a search engine. Search engines are similar to the search box near the address box. Simply type in the topic or word which you need information or to look up a specific business.

Some popular search engines are:

- *Google= goggle.com*
- *Yahoo=yahoo.com*

These search engines are very helpful in locating websites, maps, images, news stories, weather, movies-times etc.

The best way to learn to use the Internet is just to use it.

DATABASES AND RECOMMENDED WEBSITES-

For reliable sources of information, check out The Syosset Library Website- www.syossetlibrary.org. We have a long list of databases which are paid subscriptions to magazines, scholarly journals, encyclopedias and dictionaries. Plus we offer a comprehensive list of websites.

The screenshot shows the Syosset Public Library website in a Mozilla Firefox browser. The address bar displays 'http://www.syossetlibrary.org/'. A search box in the top right corner has a dropdown menu open, listing various search options: 'Search the Catalog', 'Articles & Databases', 'Recommended Websites', 'Health Reference', 'Local History', 'Job & Career Center', 'Live Homework Help', 'Live Librarian', and 'R & R Blog'. The website's main navigation bar includes 'Home', 'Books & Reading', 'Movies, Music & Games', 'Digital Media', 'Events & Classes', and 'Research'. A 'QUICK LINKS' section lists items like 'How Do I Get a Library Card?', 'Loan Rules', and 'Search the Catalog'. A banner for 'LISTEN TO A GUIDE TO WHAT'S FOR IN MUS' is visible, along with a 'CELEBRATING THE LIBRARY'S 50TH ANNIVERSARY!' banner. The footer shows the date 'Tuesday, Jul 19, 2011' and the time '9 AM - 9 PM'.