

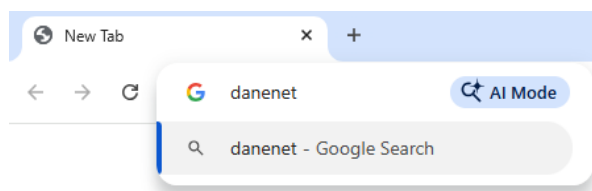
INTERNET BASICS



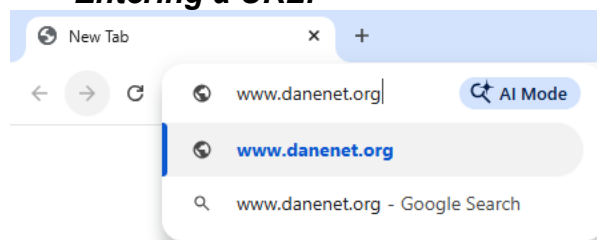
VOCABULARY:

- **Desktop:** the main screen that displays after the computer starts
 - You will see your taskbar (at the bottom of the screen)
- **Web Browser:** A program installed to your computer that allows you to access the internet
 - Ex. Microsoft Edge, Google Chrome, iOS Safari, Firefox
- **Search Engine:** A website that allows you to look up information. Most web browsers are also search engines. Ex. You can type a search term into the address bar, or you can type a URL into the address bar.

Searching a term:

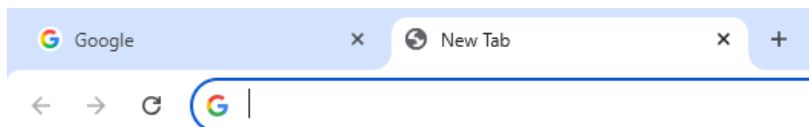


Entering a URL:

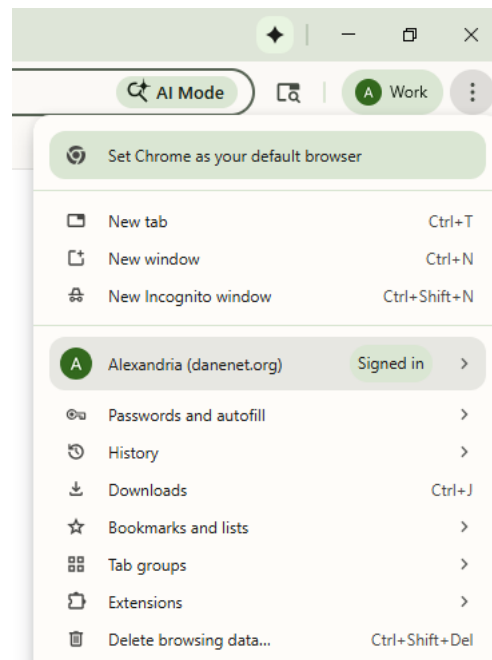


WEB BROWSER TERMS:

- **Browser Window:** This is how you view and navigate web pages. Within a browser window, you can have multiple tabs. You can also have multiple browser windows open at the same time.
- **Address Bar:** Use this to type in the address of a website or web page, also called a URL.
- **URL:** A URL is the web address for a specific page on the internet. Each page has a URL, and you can type it directly into the Address Bar.
- **Search Box:** If you do not know the specific URL, you can search for a page on the internet by using the search box. A search box will always be available on a Search Engine, like Google, Yahoo!, or Bing. Many websites also have a search box so you can search for something specific on a website. Ex. On the public library website, I can search “events”.
- **Tabs:** A tab is one page on the internet. You can access multiple pages at the same time and go back and forth between them by using tabs. Click the + icon to add a new tab, and click on the tab to select which page you want to view.
- **Back:** Use this to return to the previous page in the browser, or if you realized you clicked on the wrong link.
- **Forward:** Use this to return to the screen that appeared before you clicked the Back button.



- **Refresh:** Click the circle arrow to reload the webpage to make sure content is up to date
- **Stop:** If a website is taking too long to load or you have clicked on the wrong page, click the X on the upper left corner to stop the page from loading.
- **Bookmarks:** Add your frequently-visited websites to your Bookmarks so you can find them easily
- **TIP:** Whenever you see three dots, it will often open a menu of settings or other options. On Google Chrome, the three dots in the upper right corner of the screen will allow you to open a new tab, a new window, view your saved passwords, view your history, view your downloads, add bookmarks, and more!



SEARCH ENGINE TERMS:

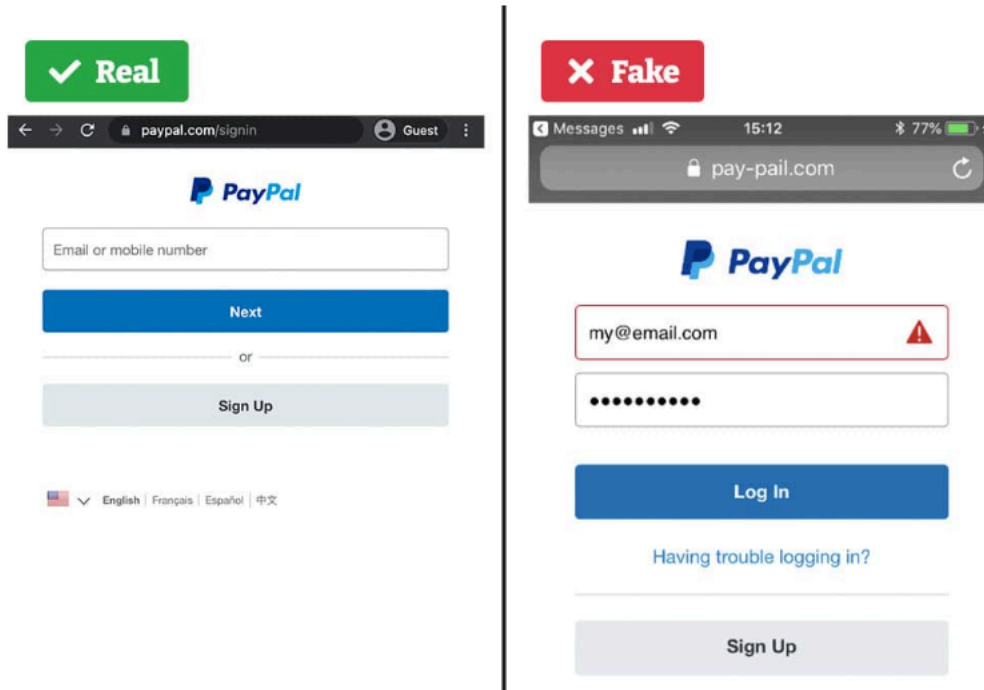
- **Search Recommendations:** When you begin to type in your search, the search engine will recommend relevant or commonly-used search terms.
- **Search Results:** You may have to scroll to find exactly what you are looking for. You can also use the tabs at the top of search engines to narrow your search down to the type of information you're looking for, ex. Images, Shopping, Maps
- **Sponsored Ads:** Websites can pay for their link to show up at the top of your search. There is nothing wrong with using the links from the ads, but it is good to be aware of the difference between the links on the page that are part of your search results and those that pay to be on the page.

SEARCH ENGINE TIPS AND TRICKS:

- Use quotation marks to search for an exact phrase.
Example: "Illinois State Fair"
- **AND** narrows your search results. It finds web pages that contain all the search terms.
Example: Chicago **AND** events
- **OR** expands your search. It finds web pages that contain either word.
Example: college **OR** university
- You can exclude terms from the search results by using the (-) minus symbol.
o Example: cardinal -baseball
- Review the search results list before clicking a link.
- Check multiple pages before using a new keyword search.
- Use "Also try" or "Searches related to."
- If you can't find a web page, try using the recommended searches feature available on most search result pages.

INTERNET SAFETY TIPS AND TRICKS:

- **Secure websites:** These usually begin with https:// or show a lock icon or message to alert users that the website owner employs their own security team to ensure encryption of the user's information.
- **Fake URLs:** Sometimes fraudsters create a fake URL as part of an online scam. Check the website address or URL to make sure you are on the website you intended to visit. A missing letter, a typo, or grammatical errors can be a sign that the website may be part of a scam.



- **Security settings:** Check the security settings in your web browser to view and set your security preferences.

