



INTERNET FOR BEGINNERS

VOCABULARY

Bookmark - A saved shortcut that directs your browser to a specific webpage. It stores the title, URL, and a shortcut icon for the site. Bookmarks allow you to easily access your favorite locations on the web.

Cookie - A small amount of data generated by a website and saved by your web browser. Its purpose is to remember information about you.

Download - To transfer a file between a website (or network) and your computer (device).

ISP (Internet Service Provider) - A company that provides access to the internet; i.e. Comcast, AT&T U-verse Spectrum, etc.

Search Engine - A program used to retrieve information from a network or database.

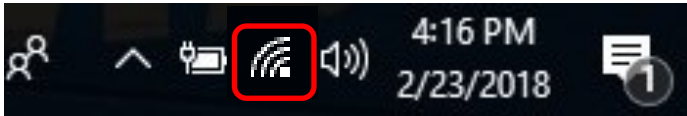
Toolbar - A strip of icons along the top of a web browser used to perform certain functions.

Web Browser - The software on a computer that lets you view webpages and other online content.

GETTING CONNECTED

In order to view webpages or access files on the internet, you will need to establish a connection with an Internet Service Provider at home, or by using a public Wi-Fi hotspot such as the one at the Library.

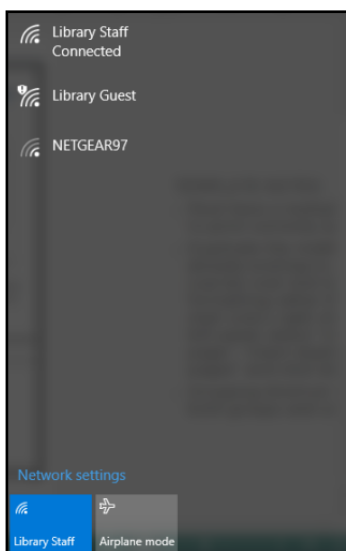
You can view the possible connections that are in range of your computer by clicking on the **Wi-Fi signal icon** in the Task Bar of your desktop.



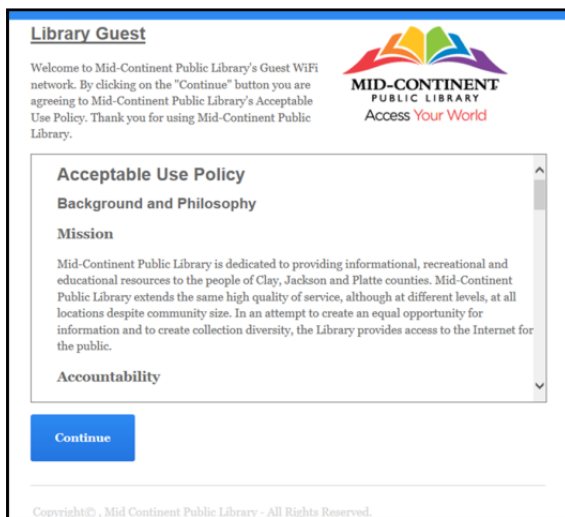
Notes

GETTING CONNECTED

After clicking the Wi-Fi signal icon, a menu will appear with a list of possible networks in the area. You will choose the one for the location you are in. For example, if you are at the library, you will choose the **Library Guest** network connection. This is a free connection to the internet provided by the Library, and does not require a password.



Some free Wi-Fi networks, like at the Library, ask you to confirm a user agreement, like our Acceptable Use Policy, in order to connect to the Internet using their network.



BROWSERS & SEARCH ENGINES

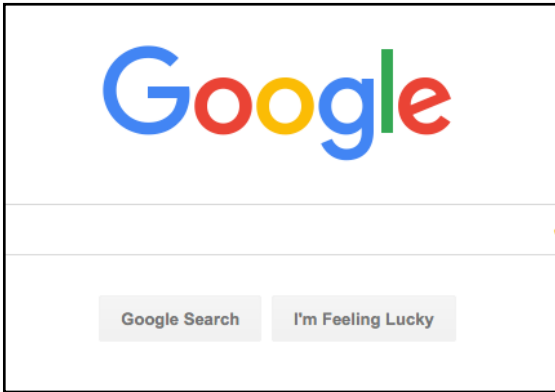
A **web browser** is the software you use to access the Internet. A browser is needed to view online content. You can type the name of an exact website to which you would like to view. Common web browsers include: Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari.



Notes

BROWSERS & SEARCH ENGINES

Once you are connected to the internet, a **search engine** will allow you to search the web by keyword or subject online. Google, Yahoo, and Bing are all search engines with which you may be familiar.

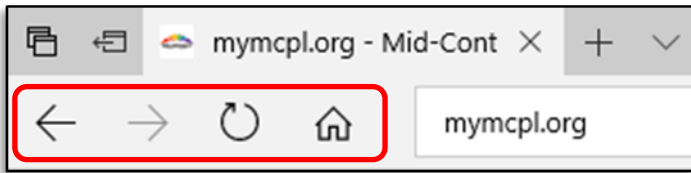


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creating indexes, or large databases of websites based on titles, keywords, and the text within the site pages, search engines can locate relevant websites in a matter of milliseconds when users enter search terms or phrases.

Notes

NAVIGATING THE INTERNET

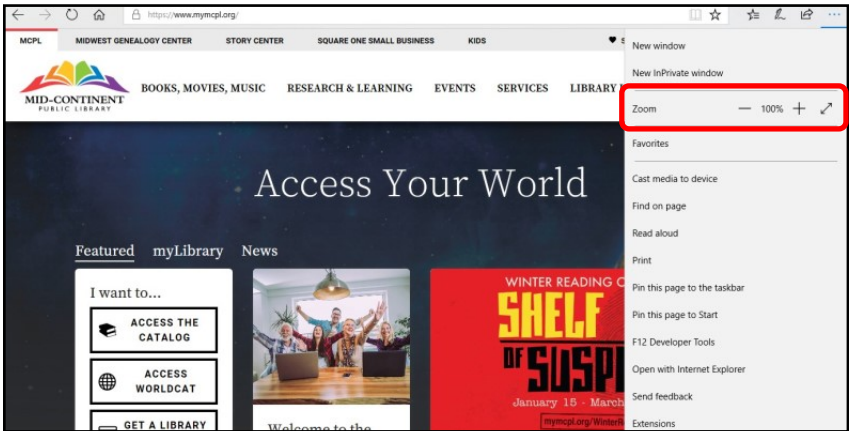


- **Forward/Back Buttons** - Helps to navigate to other pages.
- **Refresh** - Will reload the current webpage
- **Home** - The **house** symbol represents your home page. A home page is the very first website you see when you first open your internet browser.



- **System Buttons** - **Minimize** causes the browser window to be temporarily hidden. It will continue to appear on the desktop window list. **Maximize** causes the window to use all unused screen space, and **Close** will close the browser window.
- **Favorites** - Store your favorite website bookmarks so that you can return to them quickly by clicking on the bookmark in your favorites list by clicking the **star** icon.

NAVIGATING THE INTERNET

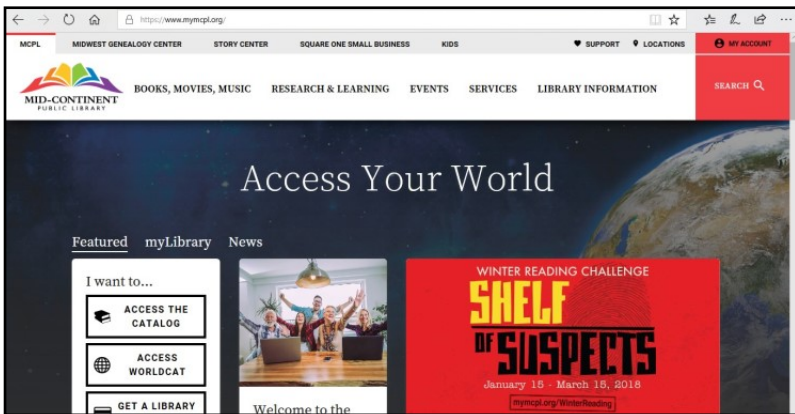


To increase the size of the text or images on a webpage, look in your browser's toolbar for an ellipses (three dots) indicating more options. Selecting that should give you an additional dropdown menu with the ability to adjust the zoom level.

Notes

NAVIGATING THE INTERNET

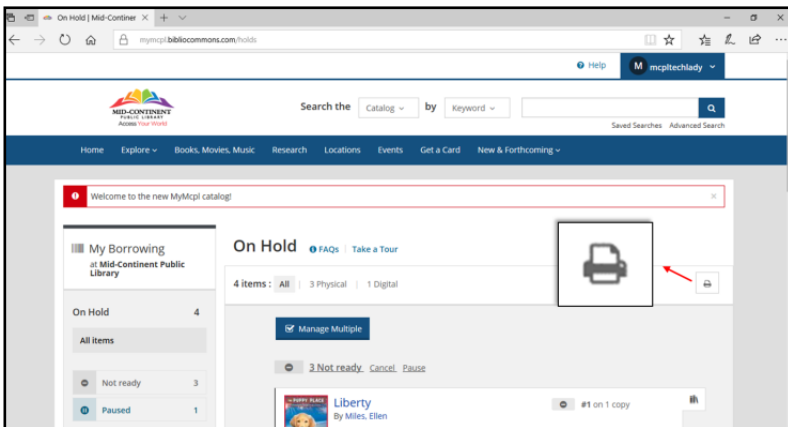
If a website contains more images or text than can be seen in a browser window, use the scrollbars to move the page over or down. The scrollbars on the right side and bottom of browser windows allow you to see items that are too far down or over to see from the normal view.



Notes

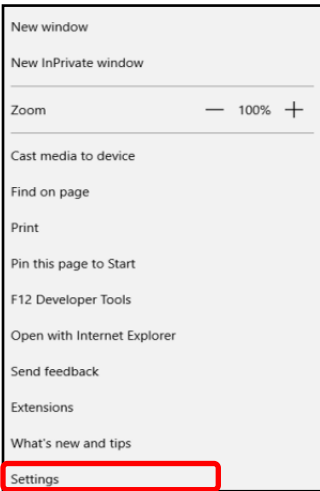
PRINTING ONLINE

Most websites that have printable content also have a button somewhere on the page specifically for printing. It is a better choice to use this button when printing from a webpage than going to the print option in the tool bar of your browser, as it automatically adjusts the content for better print formatting.



Notes

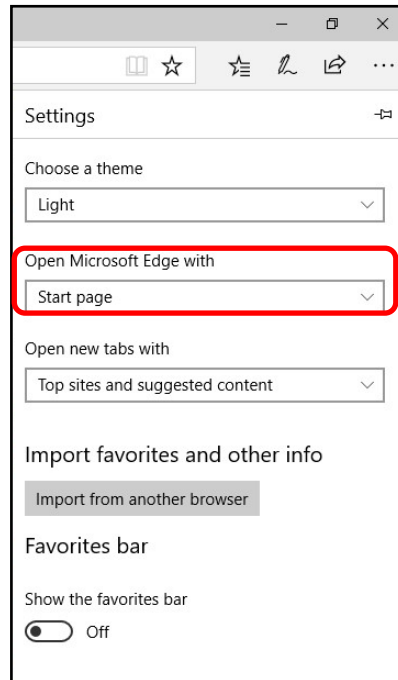
CHANGING YOUR HOMEPAGE



Most internet service providers or web browsers have a default homepage they automatically designate for people who use their service. This can be changed to be more personalized. Personalizing your homepage can provide a more pleasant

experience when getting on the internet because it can make you feel more in control.

In the **Setting and More** menu, go to **Settings**. Under the **Open Microsoft Edge with** section in Settings, you can enter a specific page or pages that you would like to open when you launch the browser.



Other Helpful Programs at Your Library

Program: _____

Branch: _____

Date: _____

Time: _____

Program: _____

Branch: _____

Date: _____

Time: _____

Program: _____

Branch: _____

Date: _____

Time: _____

Online Learning opportunities:
mymcpl.org/online-learning



MID-CONTINENT
PUBLIC LIBRARY