

Internet Guide for New Users



HELP! I'M GOING AROUND IN CIRCLES!

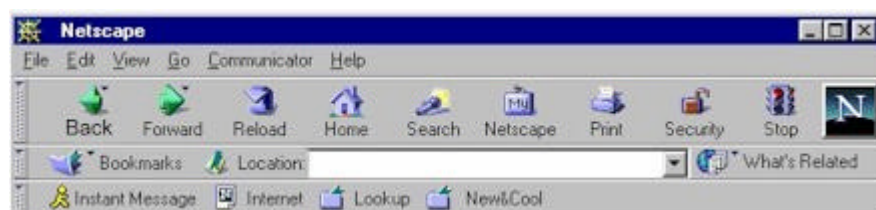
How do I get started?

You are probably saying to yourself, "I'm here now, but I don't know what to do next." When I using the Internet, I was afraid that I would never be able to learn everything. I was overwhelmed "computer speak". The vastness of the information amazed me. But with patience, trial and error, I persevered. So, I decided that people need a simplified way to learn how the Internet works.

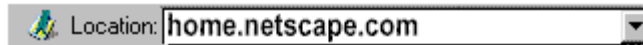
Think of using the Internet like using a huge library. Once you learn how to use the card catalogue system, then you can find your book. A card catalogue system uses subject, author, and title to organize books. The Internet uses a similar method of organization. In the Internet system, you'll be "surfing" in no time.

What is browsing?

A browser connects you to the world wide web. It will be Netscape Navigator or Microsoft Explorer. In this course, you are using Netscape, this tutorial will show you how to use Netscape. Browsing is getting connected to the web and looking around.



How do I open a new page?

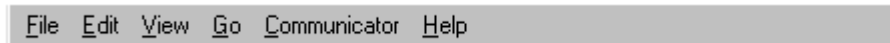


This is the location window. It contains the URL (Uniform Resource Locator) or address of the seeking. You can type in the address in the window. If you use a search engine, the address the window. A URL will begin with http://, followed by the rest of the address. Not all websites

What are the parts of the navigator window?

The navigator window contains many parts. Let's take a look at them.

Menu Bar



Title Bar



Navigator Bar



Back: Push this button to return to the previous page.

Forward: Push this button to go to the next page.

Reload: Push this button to refresh or reload your page.

Home: Push this button to go to your home page. In this course, your home page will be the home page. You may change your home page on your own computer.

Search: Push this button to go to some of the search engines, which are preset by Netscape

Netscape: Push this button to go to the main page for Netscape. This page will lead you to many websites and provide information for you.

Print: You may push this button to print or click on file to print.

Security: This button provides security information about a website.

Stop: Push this button to stop a website from loading.

Location Bar



This includes the Location field, where you type the web address of a page you want to see, a Related button. PC users will also see the bookmarks menu here, rather than as part of the m

Personal Toolbar



This is a place for accessing and filing the bookmarks you want to use most often.

Status Bar



When a page is loading, download information, such as how much data has been received, a status bar. The status bar also contains a security icon, which you can click to get security info page. An icon is a small image.



Component Toolbar

Navigator connects you with Email.

The Inbox (green arrow is lit) tells you if y

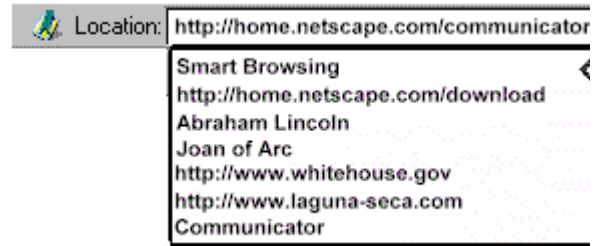
If you would like to subscribe to a newsgroup information will be found here. A newsgroup you to talk to other people about a particular are many excellent teacher forums.

The address book allows you to store other addresses.

The Composer allows you to send an Email

History List

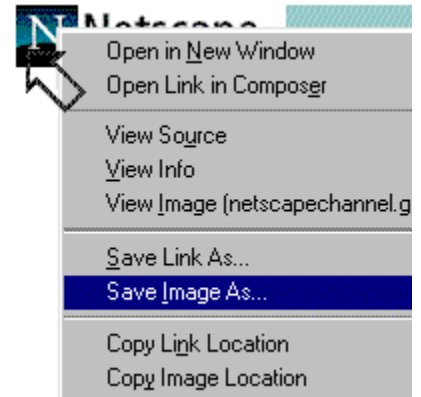
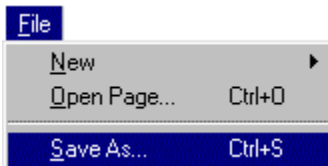
The history list tells you the recent websites that you have visited. By using the history list, you can easily return to a previous page.



What is a link?

Every web page has links. A link takes you to another page or website. Look for a word that colour from the text. When you click on this word, you will go somewhere else. To return, use button at the top of the page. After you click on a link, it will change to another colour. This w you will know you have been to this place before.

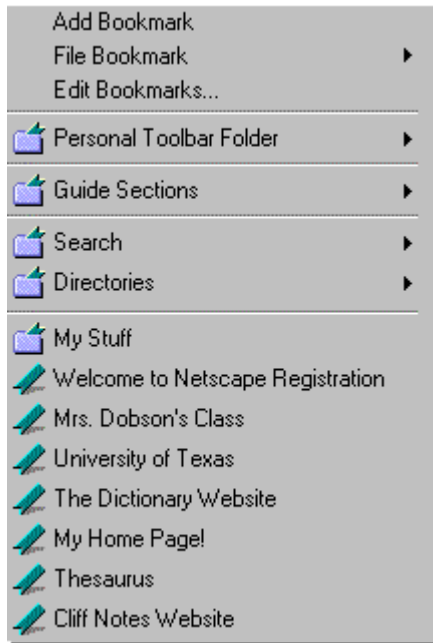
How do I save files or images?



You can click on file at the top of the page. Always click on save as... for a new file. Choose the directory and folder. When you save from the Internet, make sure you make this as a txt. file, unless you want an html file. You can also save an image (picture or graphic) in the same way.

With your mouse, you can click on the right button (right click) to save a file or an image. This is the same as clicking on file. It takes time to get used to it.

What is a bookmark?



If you find websites that you bookmark them. This is just like marking in a book. Click on add bookmark. You can also put photos behind each file. The bookmark feature will save you a lot

What is a search engine?



A search engine is a device that allows you find information on the web in a fast manner. You locate specific information. You can search by pushing the search button. This will bring up search engines. As a research historian, I used to spend time going to personally look at records in libraries and other places. Sometimes, I had to travel to other cities. Now, I can use the search engines to find information faster, cheaper, and from home. Eventually, after you have used the Internet for a while, you will discover all of the advantages. Watch out! Using the Internet is addicting! You may have to be anonymous.

You can search by categories. Go to <http://www.yahoo.com/> for an example.

You can search by being specific. Type in a specific name or title.

You can search by concept or keyword. Go to <http://www.lycos.com/> to try using concept and keyword search.

You can use Boolean language. This uses words like and or and not. You can type in "Jefferson Thomas" for example. This is a feature to limit your searches.

ALWAYS put your words in quotes. Otherwise, you will bring up too much information. I have a link to search engines with a description of each one.



Which search engines are best?

I prefer YAHOO because it is divided into categories. Yahoo is not a true search engine, but it is. ALTA VISTA is best for very specific information.



What is a multi-search engine? This is a great way to look at many places at once. As a multi-search engine, you save tremendous time and energy.

My favourites are: DOGPILE, PROFUSION, BEAUCOUP, and ASK JEEVES.

Simply go to Yahoo and type in one of these words. Click on search to go to these places.

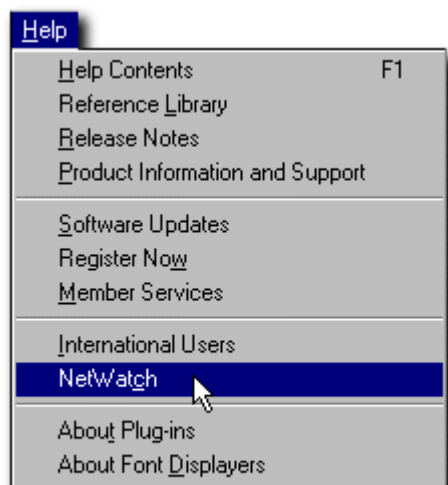


What is a hit? A hit is a place where you may find information. Hits are usually grouped in terms of hits, the information becomes far removed from your original topic.

How do search engines rank material? The first answer is the best match and so on to the end. Some search engines will give you a percentage from 100% to the end.

REMEMBER: JUST BECAUSE THE INFORMATION IS ON THE INTERNET DOES NOT MAKE IT A reliable source until you know your way around the net.

NetWatch



NetWatch allows you to choose safe Internet sites for children.

Also, look for the kidsafe sign at each website.

About Communicator...

HAVE FUN! HAPPY SURFING!



YOU'RE IN CHARGE NOW!

Web Design by:



Some material and graphics were "stolen" from Netscape. Thanks Netscape! All other graphics from Microsoft Publisher 98.

LINKS

Links to Useful Sites for Teachers -

<http://unr.edu/homepage/sb204/edulinks.html>

There are great websites here. One of my favourites is Kathy Schrock's Guide.

Hasslefree Online Activities - <http://www.hasslefree.co.nz/links.t>

This is an Australian/New Zealand site. There are some great links for science teachers there is helpful information for new users of the Internet.

Basic Search Tips - Beatrice's Web Guide - <http://www.bguide.com/1997/may/970530.techtip.html>

There is great advice here. This is an interesting place, especially for women.

Newbie-u - <http://www.newbie-u.com/web/welcome2.html>

This is for new users.

The Teacher's Lounge - <http://edu-ss10.educ.queensu.ca/~hudsonp/index.html>

I love this site. It takes you on a trip using the Internet. I wish I'd thought of this there is some other useful teacher stuff.

Glossary

A

B

Bookmark

A way for web browser users to mark a web page they want to return to later, in the same way you would put a bookmark in a book. Choose Bookmarks from the Communicator menu in your browser to add or go to bookmarked pages.

C

Cache

To store on a computer user's hard disk a local copy of a web page accessed via the Internet. The web browser compares the cached copy of the page to the original, and if there have been no changes, the browser and server programs will use the cached copy rather than reloading the page onto the client, saving processing and download time. Also refers to a web site's database generating static copies of frequently requested dynamic pages, reducing processing time.

Channel

A section of the Netscape Netcenter site. Each channel focuses on a particular topic, such as travel, entertainment, or shopping.

Chat

A feature of Netscape Conference that lets you converse with other computer users by typing messages in real-time online sessions.

Classifieds

A service of the Netscape Netcenter site that lists ads for new and used goods as well as personal ads for those seeking relationships.

Client

Computer hardware or software used by an end user on a computer network or the Internet to query a remote server. A web browser is an example of client software. Also refers to a local computer.

Client-Server

A computing network in which the functions are divided between clients (or personal computers or terminals), and servers that store, process, and transmit the information. A standard language is used to define client-server interaction.

Cookie

A unique string of letters and numbers that a web server stores in a file on a user's hard drive. Web developers use cookies to store information on a visitor's personal computer. For example, cookies can keep track of purchases a visitor wants to make while shopping through a web catalog. Cookies may work through a single visit to a web site or may be set to work through multiple sessions when a visitor returns to a site that includes customized information, such as My Netscape.

D**Digital Certificates**

The digital equivalent of positive identification, such as a driver's license. Issued by various certificate authorities, digital certificates are used to prove that a web site, or a visitor to a web site, is the entity or person they claim to be.

Digital Signatures

Digital signatures work just like paper-and-ink signatures, allowing document recipients to confirm the source of a document. Digital signatures are generated by digital certificates.

Discussion Groups

A place to meet online and discuss topics with people who share common interests. Discussion Groups is Netscape Netcenter's discussion group, where members can read interviews with top business leaders and discuss today's hot topics.

Download

To retrieve a copy of a file from another computer using a modem or computer network.

E**Email**

Electronic mail that is sent either over a company's computer network or over the Internet. See also **WebMail**.

Encryption

A method of encoding messages to provide privacy for email, discussion group postings, and other communications as they move over intranets or the Internet. Some methods of encrypting, such as 128-bit encryption, are so difficult to break that U.S. export laws permit them to be used only within the United States. Netscape Communicator provides the option of securing U.S. documents using 128-bit encryption.

Extranet

A specialized virtual community created by linking business groups via the World Wide Web. Similar to an intranet, an extranet includes outside vendors and uses

web technology to facilitate interbusiness transactions, such as placing and checking orders, tracking merchandise, and making payments.

F

File Transfer Protocol (FTP)

A standard that allows users to transfer files from one computer to another using a modem and telephone lines or a computer network. Netscape Navigator and Communicator can both be used to access FTP sites.

Firewall

Computer hardware and/or software that limits access to a computer over a network or from an outside source. Used to prevent computer hackers from getting into a company's computer systems.

H

Home Page

The page a web browser is set to display every time the browser is opened.

HTML Editor

A software program that makes creating a web page nearly as easy as typing a memo using a word processor. Instead of learning HTML commands, users can format web pages using menus and buttons. The HTML editing tools in Netscape Composer support bullets, tables, paragraph alignment, font size, font color, indenting, and other common formatting features. Many HTML editor packages, including Netscape Composer, display the page being edited in the same way it will be displayed on the web - a feature called WYSIWIG, or what you see is what you get.

HTTP Publishing

The standard for publishing documents on web servers, whether on an intranet or the Internet. Netscape Composer's One-Button Publish feature supports HTTP publishing and allows users to publish their documents to any web server with a single mouse click.

Hyperlink

A connection found in web pages and other electronic documents that, when clicked with a mouse, automatically opens a file or web page in your web browser. A

