

# A guide to the internet...



## ...for beginners

Turn a new page



Newcastle Libraries

## **Your first taster session on the Internet**

By the end of your taster session you will be able to do the following:

- Move around the computer screen using the mouse
- Use single and double clicking
- Use a keyboard to type in web addresses or search terms
- Understand how to use the main toolbar icons in Internet Explorer
- Enter a web address correctly
- Follow links to other pages
- Return to the homepage
- Perform a search using a search engine
- Print out some information from the Internet

Please take time to practice these in your own time once you have completed your taster session. The best way to learn about the Internet is to practice using it. This booklet will guide you on how to use a computer at home or in a library for the first few times on your own. Don't forget that if you are using a computer in a library and get stuck there are always staff available who will be happy to assist you.

## Using a computer in the library

You are allowed two one-hour sessions per day for free in any of Newcastle's libraries. You can pre-book a computer for a specific time or just turn up and you a computer if there is one free. If you would like to book a computer please call 0845 002 0336. They can be booked up to a week in advance.

### How to log on and get started

If the computer has a blue screen this means it has not been pre-booked. The number of minutes that are available on that particular computer are displayed on the screen. If the screen is orange it means that someone else has already booked that computer. If it is you that has booked the computer your ticket number will be displayed and you can log on.

- 1) In order to log on you need to single click the mouse onto the grey 'Click here to logon' button on the screen (all clicks use the left mouse button).
- 2) You will then be presented with a text box explaining the terms and condition of use. Single click on 'OK'.
- 3) On the next screen you type in your eight digit library ticket number in the login ID field (for example 10028899). You then type in your password in the password field. Your password is your 4-digit PIN number. Single click on 'OK'.
- 4) You will then be logged on to the computer. To access the Internet double click on the Internet Explorer icon as shown below.



**Internet  
Explorer**

- 5) When you have finished using the computer don't forget to log off by single clicking the Start button in the lower left corner and then single clicking on 'Log off Library User'. Another box will appear, click on 'Log off'.

## The main features of Internet Explorer

Use the stop button to pause the loading of a website if it seems to be taking too long or if there appears to be an error.

Use the refresh button to reload the website if it doesn't display properly or there appears to be an error.

Click the homepage icon to return to the website currently set as Internet Explorer's default homepage.

Use the button that looks like a square to maximise the size of the Internet Explorer window.

Use the back and forward buttons to move between webpages you have just viewed.

Type a website address here and click the green Go button on the far right to go to a webpage.

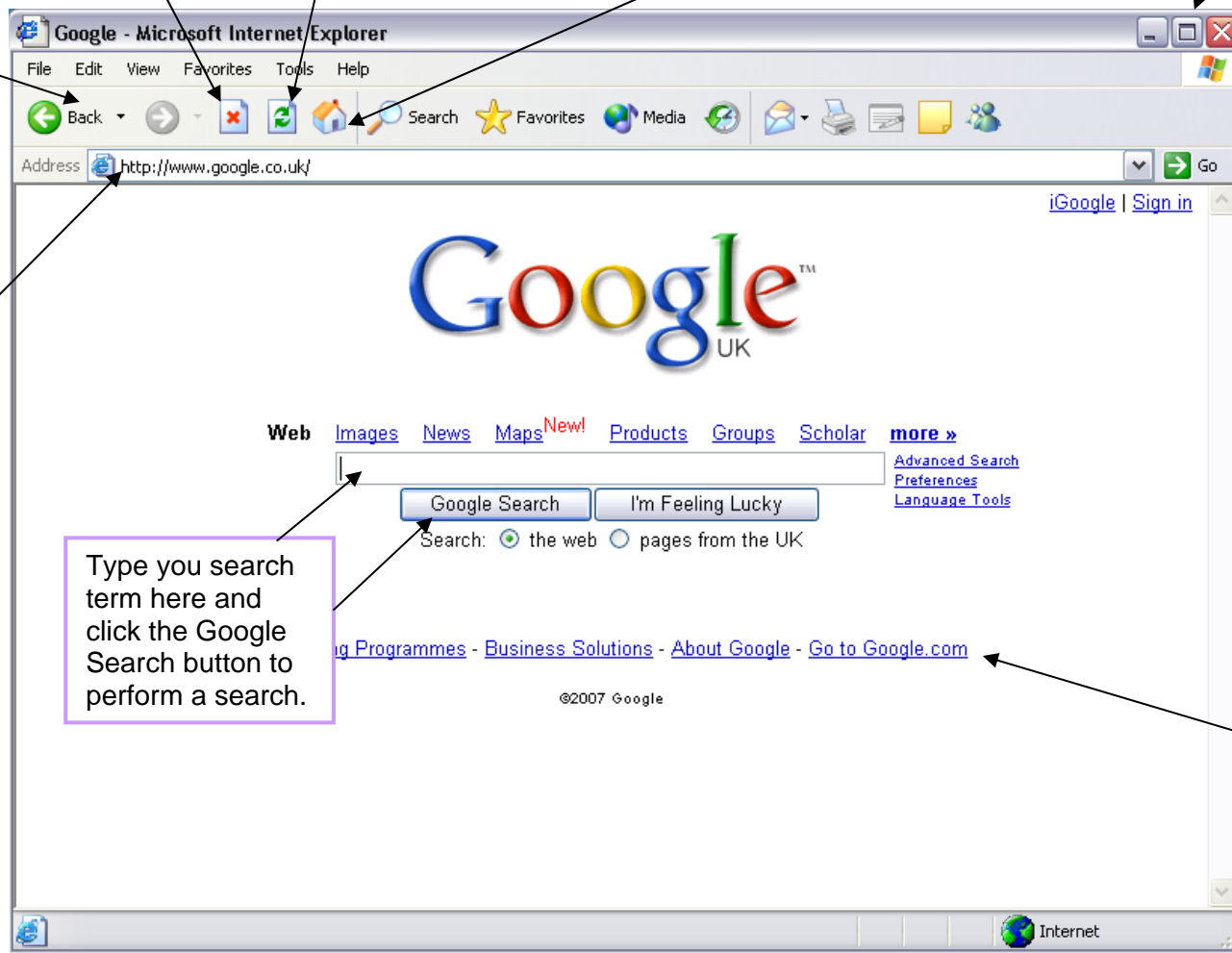
Please note that your screen might look slightly different depending on how Internet Explorer has been set up on your computer. For example the icons might be bigger and Google might not be the homepage.

Type your search term here and click the Google Search button to perform a search.

Use the X button to close down Internet Explorer.

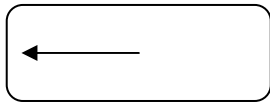
Scroll up and down the page by clicking the arrows at the top and bottom of the scroll bar at the side of the page. (On this example they are greyed out because there is no more page to see)

Click on links such as these to other pages. When you put your mouse over a link it will turn into a hand icon.



## How to enter a website address

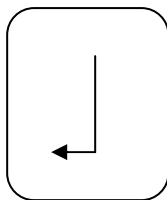
The address box appears at the top of every webpage. Move the cursor with your mouse to the address bar so that it is over the website address already there. Single click the left mouse button to highlight the website address. Then press the backspace key to delete the text.



The backspace key is at the top right of the keyboard.

You can now type in the address of the website you want to go to. Remember that website addresses do not contain any spaces or capital like normal sentences. They often start with [www.](http://) or <http://> and end with [.com](http://) or [.co.uk](http://) depending on the part of the world they are based.

Once you have typed in the address with the keyboard you can click the return key on the keyboard to go to that page.



The return key is underneath the backspace key on the right of the keyboard.

Another way to go to the website you have just typed is to single click the 'Go' button at the right side of the address bar.



Here is a list of websites for you to try out:

[www.bbc.co.uk](http://www.bbc.co.uk)

[www.newcastle.gov.uk](http://www.newcastle.gov.uk)

[www.ancestry.com](http://www.ancestry.com) (available free in all Newcastle Libraries)

[www.nufc.co.uk](http://www.nufc.co.uk)

[www.amazon.co.uk](http://www.amazon.co.uk)

[www.wikipedia.org](http://www.wikipedia.org)

[www.youtube.com](http://www.youtube.com)

## How to use a search engine

A search engine is a webpage that is specifically used to search for keywords or websites on the internet. There are many different search engines that you can use. Some search engine websites also provide other services such as email, chat or map searches. You may find some easier to use than others or some that provide a better quality of results than others. Here are some examples of search engine websites:

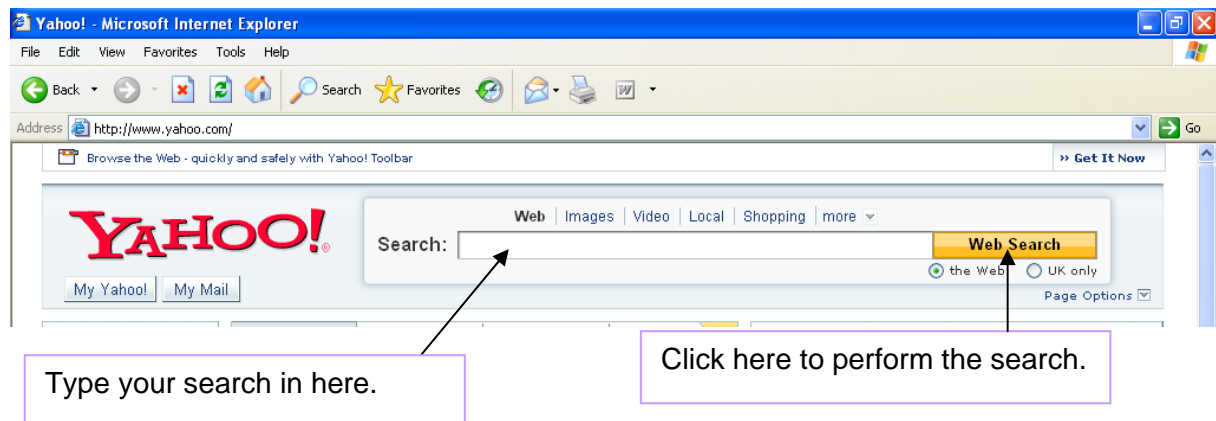
[www.google.co.uk](http://www.google.co.uk)

[www.yahoo.co.uk](http://www.yahoo.co.uk)

[www.live.com](http://www.live.com)

[www.altavista.com](http://www.altavista.com)

To use a search engine type in the name of the website into the address bar and either press the Go button with the mouse or press the return key on the keyboard. This will take you to the search engine and there should be a box for you to type in your search terms with the keyboard. Try to keep your search term simple (three word at most) to avoid irrelevant results.



There should be a button on the webpage that says 'Go', 'Search', 'Find' or something similar. Click on this button with your mouse to perform the search. Alternatively, press the enter button on your keyboard and this should also carry out the search.

You will then be presented with a page of results in the form of a list. The most relevant search results are displayed at the top off the list. Use the scroll bar at the side of the page to move up and down and read the results. If you see a result that interests you then click on the link to navigate to that page. Links appear as underlined text or sometimes as pictures. Point to the link with the mouse – the mouse pointer becomes a hand – and then perform a single click with the left mouse button. If you need to return to your list of results use the back button at the top of the Internet Explorer window.

## Jargon Buster!

The following is a list of commonly used terms related to using the Internet that you may find useful:

Blog	Someone's online diary.
Browser	Software that allows you to look at webpages eg. Internet Explorer.
CD-rom	A disk similar in appearance to an audio CD but it is used to store information such as files, photos or software.
Cookie	A message from a website which is sent to your computer and stores information making it quicker to access the website again.
Downloading	Copying files from the Internet to a CD-rom or directly to your computer.
E-mail	A way of sending message from one computer to the other over the Internet
Homepage	An introductory page that links to others on the website. Every website has a homepage. It also refers to the page set to automatically display when you open up Internet Explorer.
HTML	The programming language used to create most webpages.
Internet	Millions of computers linked together all over the world via a global network.
ISP	Internet Service Provider – the company you use to connect to the Internet eg. BT, Virgin
Links	There is a link available whenever the cursor changes from an arrow to a hand. By clicking on these links you will automatically be taken to further web pages.
Search Engine	A search engine indexes the contents of the Internet and allows you to search using keywords.
Spamming	The act of sending unsolicited email to another user – junk mail in electronic form.
Spoof emails	Emails that pretend to be from reputable sources (banks, websites such as ebay etc) in order to obtain information from you.
URL	Universal Resource Locator – another term for the website address.