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What is the Internet?

It is the cables and infrastructure that transfer data from California to Illinois, etc.

What is the World Wide Web?

Some popular websites: Apple, Google, CNN, Fox News, Google News, Amazon, Facebook, EAPL

The World Wide Web is all of the websites the Internet transfers to us.
(But unfortunately people use Internet and World Wide Web interchangeably)

How do we get to or view the World Wide Web? How do we view those websites?

Web browsers left to right: Chrome, Firefox, Safari, Internet Explorer, and Edge

Like telephones are what we use to make telephone calls, web browsers are what we use to view web sites. Our favorite browser is Chrome. Double click browser desktop icons, or single click their taskbar or dock bottom bar icons to open them.
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What is the address bar? (And other web browser parts)

Double click on Chrome, Firefox, or Internet Explorer to get started. [We prefer Chrome.]

Like the number keys on a telephone, the address bar is where we tell the web browser where we want to go. We can type in specific www.website.com web addresses (also called URLs) or searches like current weather.

As the page you requested or search you entered loads, you’ll see a stop X briefly appear instead of the refresh button. In Chrome, this button is to the left of the address bar. Clicking that stops a slow page from loading. If you ever need to reload a page, click the refresh button. ← and → arrows at the left of the address bar help you go back and forward through the pages you’ve viewed.

Please make sure you have Chrome open.
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Let’s answer some questions to practice searching and using the web

Use the Chrome **address bar** to enter in your first search. After that, you can use either that address bar or Google’s search bar to enter further searches.

Please let us know if you get stuck or have questions about these examples. Results may vary. For questions 1-30, write down your search and answer in the pictures of address/search bars:

1) What is a web browser?

Many searches pull up basic answers as the top result. If you want to see more information about something **text like this or like this** is a link to a different page that you can single click.

Your mouse will turn into a hand for links you can click. Single click links to view them. Pictures can also be links. You’ll see the hand any time you hover over a link you can click.

Let’s click on the blue “Web browser – Wikipedia” link to practice.

Click on the **back button** to go back. **forward** would go again to the Wikipedia page. And single click on the **back button** to go back to the search results one more time.
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2) How big is the earth?

Google

3) How tall is your favorite celebrity?

Google

4) What's the latest news about Chicago?

Google

Notice above the search results Google has sections of results including All, News, Videos, Shopping, and more. Or sometimes Google will pull up Top Stories before main results.

5) What movies are showing nearby? (Click back to All if you clicked into News for #4.)

Google

6) How many movies are there in your favorite movie series?

Google

7) What's the weather like around here?

Google

8) What's the best way to get from Lake Zurich to O'Hare International Airport?

Google

9) What day of the week will it be on July 4th, 2018?

Google

10) When was your favorite major company founded?

Google
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11) How is your favorite word defined?

12) When is your favorite sports team playing next?

13) What’s the spelling of a word you can never spell?

A lot of people use Google and other search engines and make typos and spelling errors. Over time, Google and other search engines have learned the proper spellings of words. Above the first results, they will say something like “Showing results for [correct spelling] Search instead for [incorrect spelling]” when you spell something incorrectly.

14) Is your favorite celebrity on Twitter?

15) How many books are there in your favorite book series?

16) What is the white houses’ website?

The White House website is a bit different from others. Most websites end in .com or .net. The White House website ends in .gov. Only government websites have that ending, or domain. As the web grows, more and more domains like .org, .biz, .info, are created and used more often.

17) What is the Lake Zurich government website?
18) What is 1 x 2 x 3 x 4 x 5 equal?

Google can automatically do certain calculations for us. Google uses `x` as a letter as in medical *x-ray*. For math use `shift-8` * to multiplication, - to subtract, + for addition, and `/` for division.

19) Where is the Great Lakes Air Force Base?

Even if you don’t have the exact correct name for something (this base is really “Naval Station Great Lakes”), Google usually figures it out for you. Also, look beyond the first result.

20) How late are any of the stores in the Deerpath Court Shopping Center open? (Walmart, LA Fitness, Oberweis, etc.)

21) How fast is 40 miles per hour in kilometers per hour?

22) How many liters is a gallon?

23) Basic technology troubleshooting: how do you turn off a Windows 10 computer?

24) Search for the “common cold”. What are some symptoms? Treatments? And what do “People also ask” about the common cold?
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25) What time is it in Singapore?

26) How do you say “hi” in Spanish? German? French? In any other language you’d like to try? If you know the language you try: Did Google get it correct? Remember: results aren’t perfect.

27) Type in 60047 and see what happens. Type in Lego 60047 and see what happens.

Like for the “common cold”, this result on the right side is Google structuring info for us.

28) What is one thing on the menu of Bellalukes?

29) What’s it called when a word loses meaning after repetition? Or what’s another word mean?

If you can’t remember something perfectly, throw whatever information you’ve got at Google, and Google will usually figure it out for you.

30) What’s the sci-fi movie where emotion is illegal? Or another movie you can’t remember?
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- Right click any of the links on your page. Click the **New tab** option.

**Tabs – open multiple web pages at once!**

These tabs are located at the top of each web browser. To open a new tab, each browser has a **new tab** button, or you can use the keyboard shortcut ctrl+t (Safari Cmd+t). Each tab is labeled with the website **title**. Click on that title to switch to that tab. The tab you’re in is highlighted lighter. Once you’ve opened a new tab, use the address bar to type in an address or do a search like usual.

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**Firefox tabs**

**Internet Explorer tabs**

**Chrome tabs**

**Safari (Mac only) tabs**

**Edge tabs** – Edge moves its **address bar** down into the middle of the screen on a new tab page. Use the keyboard shortcut Ctrl+L or Cmd+L on in Safari to move your cursor in the address bar quickly.
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As more tabs are added, they get smaller to fit into the width of your window. There’s no limit on tabs, but opening up tons of tabs slows your device down.

- Open a few tabs in your web browser.
- Do a search or load a web page in each tab. A few page suggestions:  
- Switch between tabs by single clicking on the one you want to switch to.
- To close a tab, click the X at its right edge. Sometimes the Xs disappear unless you’ve clicked on the tab you want to close. Sometimes the Xs only appear by hovering over/near a tab.

Web Browser settings

If you want to customize the way your web browser works, such as changing the home page, all web browsers have settings menus. These settings menus also include menus for printing. Single click the buttons shown below for each browser to get started:

[Internet Explorer] – upper right corner of the window gear button.

[Firefox] – upper right corner of the window three line button.

[Google Chrome] – upper right corner of the window vertical ... button.

[Safari] File Edit View History Bookmarks Window Help

[Apple Safari] – upper left corner of the whole screen.

[Microsoft Edge] – upper right corner of the window ... button.
Printing
Printing from the web is tricky. The print option is usually located in your web browser settings menu. You can also pull it up with the keyboard shortcut Ctrl+p or Cmd+p on a Mac.

**Picture 1** is Chrome’s standard print menu. As you change options on the left, the print preview to the right changes. At the top it tells you **how many pages it is**.

**Picture 2** is a standard print menu like you’ll often see in Firefox, Internet Explorer, or Microsoft Edge. Both allow you to customize **which pages print out**.

Printing from email in particular is extremely hard. Here’s an email:

What you typically want to print from an email is in the red box.
Here’s what it’s actually going to print by default without any customization:
This example email account is very clean, but most email accounts have a bunch of ads and other stuff around the edges of the page. Those will print unless we use a different print button.

Most email services have special print buttons in each message.

Gmail – in the upper right of each message is a super tiny Printer button. This pulls up a special print that only prints the body of the message. This doesn’t print attachments!

Yahoo Mail – once in a specific message, Yahoo has a …More ▼ menu which includes a Print button. Again, this pulls up a special print that only prints the body of the message but which doesn’t print attachments.

Outlook – once in a specific message, Outlook has a … menu which includes a Print button. This prints the message, but not any attachments still.
To print an attachment you still have to download it and open it.

To download an attachment, usually you have to click a ▼ button or a **Download** button next to the icon showing the attachment.

Downloads display in different locations after they’ve completed. The easiest way to open a downloaded attachment is different for each web browser:

*Chrome download display location (lower left corner)* – Click the ▲ arrow and then **Open with system viewer**, and in that program (usually Adobe Reader) click File > Print.
Firefox download display location (upper right corner) – click on the ▼ arrow and then click on the icon of the download to open it. In the program that opens, you can finally print the attachment (usually by going to File > Print).

Safari (Mac only) download display location – click the ▼ arrow that appears once you’ve downloaded a file, and then double click the file you want to open it. In that program, you can finally print the attachment (usually by going to File > Print).

Internet Explorer download display location – click the View Downloads button to be taken to a list of your downloads. Open the downloaded file from there and in the program that opens, you can finally print the attachment (usually by going to File > Print).
Edge download display location – click the three lines button toward the upper right and then click the ▼ arrow icon. Open the downloaded file from there and in the program that opens, you can finally print the attachment (usually by going to File > Print).
Disable a pop-up blocker – “I clicked the link but the page wouldn’t load.”

Pop-ups are terrible mini-web pages that try to automatically appear. The person who invented pop-ups regrets it and has apologized (literally: http://www.theatlantic.com/technology/archive/2014/08/advertising-is-the-internets-original-sin/376041/). Sometimes online education portals use them beneficially. We block pop-ups by default, but they can be manually allowed:

**Chrome**

- It’s very difficult to even see that Chrome has blocked a pop-up. It briefly says “Pop-up blocked” but that quickly disappears.
- A red and white icon appears next to the bookmark star at the far right side of the address bar near the top of the screen.
- Click that icon and either click the link of a pop-up to let it load or **Always allow pop-ups from [the site]** and then click **Done**.

**Firefox**

- It’s more obvious when Firefox blocks a pop-up. A nice big yellow bar appears just below the address bar.
- Click the **Options** button.
- You can click **Show [address of the pop-up]** to show that individual pop-up only or click to **Allow pop-ups for [site address]** meaning allow every pop-up from that site.

**Internet Explorer**

- It’s also fairly obvious that you’ve run across a pop-up in Internet Explorer. A nice big yellow and white bar appears all the way at the bottom of your screen.
- Either click **Allow once**,
- Or click **Options for this site** and then **Always allow** to allow every pop-up from that site.
**Edge**

- Like Internet Explorer, Edge makes it fairly obvious you’re run across a popup. A grey and blue bar appears all the way at the bottom of the screen.
- Either click **Allow once** (and then select from which popup you want to allow if there are multiple or click **Allow all pop-ups**),
- Or click **Always allow** to allow every pop-up from a site.

**Safari**

- Safari makes allowing popups the most difficult of any of the major browsers.
- In the far upper left corner, click on the **Safari** menu, and then click on **Preferences**...
- Click into the **Security** section of **Preferences**
- Uncheck **Block pop-up windows**

- Click the **red circle X** in the upper left corner of the Preferences window.
- Refresh the page you were on by either clicking the **refresh button** or using the keyboard shortcut **cmd+r**.
- Click the link that you think was supposed to open a pop-up again.

**Set your homepage** – “Can it load my email automatically?”

A homepage loads first when you open a browser. Set a homepage to speed up your workflow.

**Chrome**

- In the upper right corner, click the **vertical three dots menu button**.
- Click **Settings** toward the bottom.
Find the **On startup** section, and click **Set pages**

In the menu that appears, hover and click the X to get rid of the current homepage, and then click into the **Enter URL...** textbox to type in a new page, like [eapl.org](http://eapl.org). And click **Ok**.

Under **Appearance** make sure **Show Home button** is checked, and that below that it says the name of the page you set. If it doesn’t, click **Change** and then click the circle radio button next to **Open this page [your homepage]**. And click **Ok**.

**Firefox**

- In the upper right corner, click the **three horizontal lines menu button**.
- Click the **Options gear** in the middle of the menu that appears.
- It should take you into the **General** section of **Options**. In the General section, find the **Home Page** text box, click into it, and type the website you want as your homepage.

Click in any blank space outside of the text box, and you’ve changed your homepage (yes, it’s annoying there isn’t a save or ok button to confirm it worked).

**Internet Explorer**

- In the upper right corner, click on the **gear menu button**.
- Click on **Internet options**.
- Find the **Home page** section. Click in the text box and change it to the homepage you want.
- At the bottom, click **Apply** and then **Ok**.

**Edge**

- Edge makes this difficult. First we have to enable the home button, which is hidden by default. In the far upper right corner, click the **... menu button**.
- At the bottom, click **Settings**.
- Scroll toward the bottom of settings, and click **View advanced settings**.
- At the top of Advanced settings, click the **Show the home button** option to make it **blue On**.
- Below that, click the drop down arrow and select the **A specific page** option.

- In the text box below that, type in an address like **www.eapl.org/** or whatever site you want.
- Click the save disk to the right of that text box.

**Safari**

- In the far upper left corner, click on the **Safari** menu, and then click on **Preferences...**
- Click into the **General** section of Preferences.
- Find the text box next to **Homepage**, and type in an address like **www.eapl.org/** or whatever you prefer. Then hit **Enter** on your keyboard.
- Click the **red circle X** in the upper left corner of the Preferences window.
If you can’t find the **Home** button, add it to Safari by clicking **View**, and then click **Customize Toolbar**...

- Drag the **Home** button where you want it to be, and then click **Done**.

**Add a bookmark** – “There are just a few pages I go to regularly, and…”

If there are pages other than your homepage you go to frequently, you can save them as bookmarks for easy access. In Chrome and Internet Explorer, the keyboard shortcut **Ctrl+Shift+B** shows/hides a bookmark bar. In Firefox, that shortcut shows a bookmarks menu.

**Chrome**

- Navigate to a page you want to bookmark, such as [http://www.yahoo.com/](http://www.yahoo.com/) , [http://aol.com/](http://aol.com/) , or a news site, your work homepage, or any other important page.
- In the upper right corner of the browser, at the end of the address bar, there should be a star. Click that **star** to create a bookmark.
- In the **Name** box, give it a name you’ll remember.
- Check to make sure the **Folder** is **Bookmarks bar**. Click **Done**.

**Firefox**

- Navigate to a page you want to bookmark, such as [http://www.yahoo.com/](http://www.yahoo.com/) , [http://aol.com/](http://aol.com/) , or a news site, your work homepage, or any other important page.
- Toward the upper right corner of the browser, to the right of the search box, there should be a star button. Click that **star** to bookmark it. In the **Name** box, give it a name you’ll remember.
- Check to make sure the **Folder** is **Bookmarks Toolbar**. Click **Done**.
- Show the bookmarks toolbar in **Alt+f > View > Toolbars**.
BONUS CONTENT

Internet Explorer

- Navigate to a page you want to bookmark, such as http://www.yahoo.com/, http://aol.com/, or a news site, your work homepage, or any other important page.
- Toward the upper right corner of the browser, beneath the close X, there should be a star button. Click that star to start creating a bookmark.
- This brings up a bookmarks menu. Click the down arrow to the right of Add to favorites to make sure you put it where you want it, either general favorites or the Favorites bar. We recommend the Favorites bar.

Edge

- Navigate to a page you want to bookmark, such as http://www.yahoo.com/, http://aol.com/, or a news site, your work homepage, or any other important page.
- Toward the upper right of the screen, after the end of the address bar, there should be a star button. Click that star to start creating a bookmark.
- That brings up a bookmarks menu. Click the down arrow to the right of the default Save in option. You can pick Favorites or Favorites Bar, but we recommend the default Favorites.
- Click Add.
- To access your bookmarks later, click the three line button toward the upper right corner, click on the small star in the menu that appears, and then click on the favorite you want to open.

Safari

- Navigate to a page you want to bookmark, like a news site, your work homepage, or any other important page.
- In the top bar there should be a Bookmarks menu, click it, and then click Add Bookmark...
- That brings up a bookmarks menu. We recommend leaving it in the Favorites folder.
- You can change the name of the bookmark in the text box.
- Click Add.
To access your bookmarks later, EITHER click **Bookmarks** in the top bar, then hover over **Favorites** and then click one of your bookmarks OR simply single click into the address bar and then click on one of your bookmarks (we recommend this method since it’s easier).
Recommended Additional Resources:

Other technology classes
Go to http://www.eapl.org/events to view and signup for other computer classes.

Class handouts
Go to http://eapl.org/events/computer-programs/class-handouts to download handouts and exercises.

Librarian and computer aide assistance
We are glad to help you out at the second floor reference desk as best we can while helping others.

Help appointments
Ela Library cardholders can schedule one-on-one appointments with librarians for further help. We can help with our Digital Media Labs or with general technology questions in our areas of expertise. Appointments last up to one hour. Paper appointment request forms are available at the 2nd floor reference desk. You can also request appointments online:
- Go here http://www.eapl.org/DMLhelp to sign up for a Digital Media Lab appointment.
- Go here http://www.eapl.org/computer-programs/one-one-technology-help-appointment-request to request a general tech help appointment.

Tech Tutoring
The last Wednesday of some months, a tech savvy librarian is available for six 30 minute tech tutoring appointments. Bring a list of questions and we'll help with as many as possible. Limit one tutoring appointment per month per patron. First registered first served, no library card required. Go to http://www.eapl.org/events to register for a session.

Databases
The Library offers card holders access to many premium databases at http://www.eapl.org/resources:
- Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- Lynda.com offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for card holders in good standing to access this resource, however you will be required to create a free account. *Please remember to log out when you are finished.*

Books
The Library has many technology-related books in the 2nd floor non-fiction collection around 004-007.
- Internet basics for beginners by Shaun Fawcett 004.678
- Computer basics by Michael Price 004.16

Laptops and iPads
Check out a laptop or iPad for use in the library for up to 2 hours. More info: http://eapl.org/laptops

Free online tech training websites
Recommended websites

Search engines
www.google.com
www.bing.com
www.duckduckgo.com

Download a different web browser
https://www.google.com/chrome/browser/desktop/

News
www.chicagotribune.com
http://www.dailyherald.com/
news.google.com

Recipes
www.allrecipes.com

Weather
www.darksky.net
www.weather.com

Telephone numbers
www.anywho.com
https://gethuman.com/
Find ReferenceUSA at http://eapl.org/resources

Maps and Directions
http://maps.google.com

Travel
https://www.airbnb.com/
https://www.kayak.com/

AARP website
www.aarp.com

More useful websites
http://eapl.org/research/useful-websites
Class Title: The Internet
Date: 9/18/2017

In terms of your skill with computers, how do you consider yourself?

- Absolute Beginner (no or little experience with computers, NOT yet comfortable using a mouse and keyboard)
- Beginner
- Intermediate
- Advanced

In terms of your skill using the Internet, how do you consider yourself?

- Absolute Beginner (no experience)
- Beginner (some experience, but not comfortable using)
- Intermediate (some experience, comfortable with the basics)
- Intermediate/Advanced (experienced with basic and intermediate functions, but require training on advanced functions)

How much do you feel that you learned?

- I learned a lot
- I learned some
- I didn’t learn much
- I learned nothing

How did you perceive the pace of the class?

- Too Fast
- Just Right
- Too Slow

Were the handouts helpful?

- Yes
- No

If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

- Footnotes (Library Newsletter)
- Library Website
- Other __________________________

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: