



Basic Internet Skills Series

An Introduction to WEBSITES

Schenectady County Public Library
99 Clinton Street, Schenectady, NY 12305
Visit us at SCPL.ORG

Internet Basics: WEBSITES

The Internet: a global network of computers allowing millions of people to share information. It is maintained by the major Internet service providers. Some of the main features of the Internet:

- World Wide Web
- Email
- Messaging
- Social media

Getting to the Internet: BROWSERS



A browser is a software application used to locate and display web pages. The most popular browsers are **INTERNET EXPLORER** (Microsoft), **FIREFOX** (Mozilla), **CHROME** (Google) and **EDGE** (Microsoft).

Web Addresses

Every document on the web has an address which is called the URL (Uniform Resource Locator).

The URL to locate GOOGLE is: **<http://www.google.com>**

http:// or https:// (hypertext transfer protocol) identifies the document as a web page. You do not need to enter this part. The "s" indicates a "secure" version with added encryption.

Encryption is the process of encoding messages or information in such a way that only authorized parties can read it. Banks and other institutions that require personal information will add a further layer or "lock" to protect the data.

www. **WORLD WIDE WEB** (not all web sites require this). The period ("dot") must be included.

google **HOST** or owner of the website (company, school, person, hospital, library, etc.)

.com **DOMAIN NAME**

Other domains include

- **.edu** - Educational institutions
- **.org** - Organizations (some are nonprofit)
- **.gov** - Government agencies
- **.mil** - Military branches
- **.com** - commercial businesses
- **.net** - networks
- **.ca** - Canada / **.uk** - United Kingdom / **.de** - Germany

- ✓ There are never spaces in a web address (URL).
- ✓ URLs can be of varying lengths.
- ✓ Longer URLs indicate you are moving deeper into a website, especially as you see more slash marks (/).

Opening Google Chrome

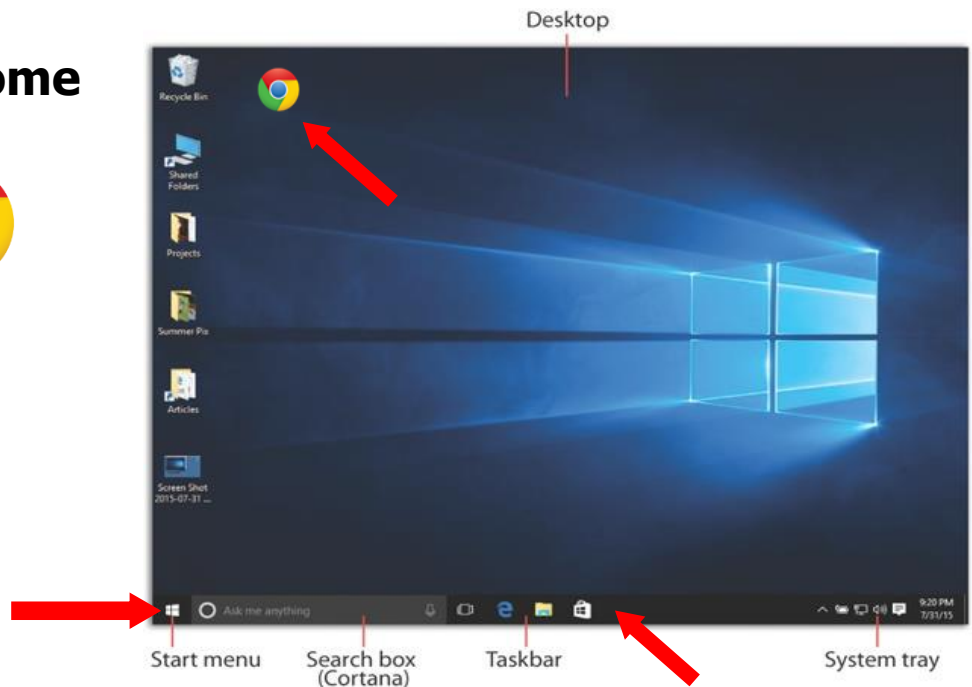
Double-click the icon
on the DESKTOP
or
pinned to the TASKBAR.



OR SELECT:



→ Google Chrome

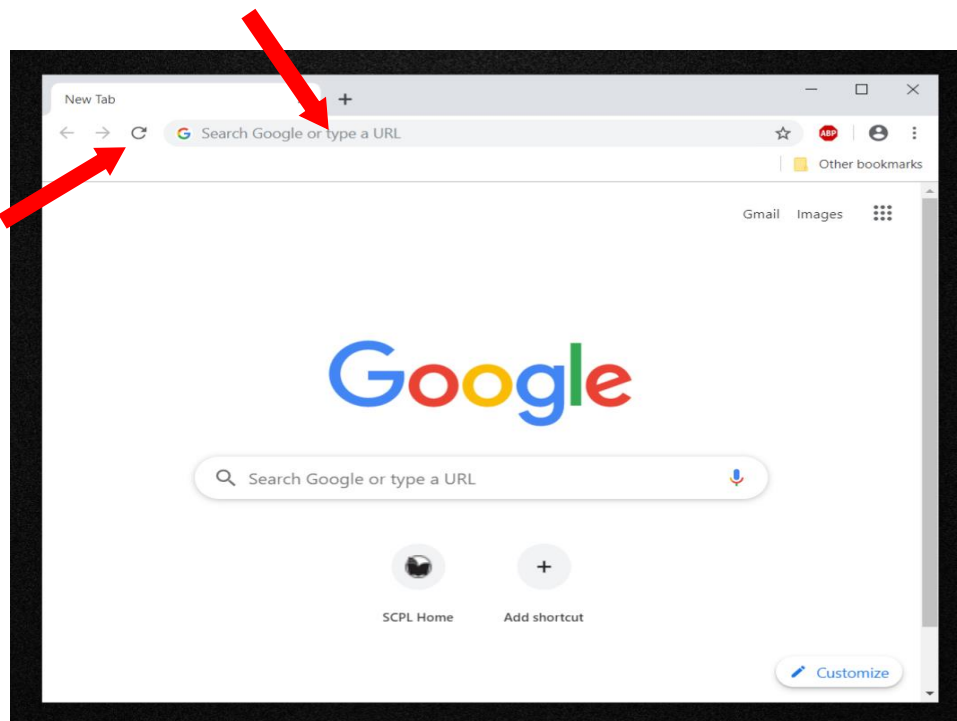


Visiting a Web Page


After you have opened your browser (Google Chrome, Internet Explorer, Firefox, etc.), it will load the "home page". This may already be set as Google, but can be any web page of your choice.

Click once in the **ADDRESS BAR** to activate the I-bar which tells the computer you are about to enter a web address (URL). Type the web address and press ENTER.

To reload or update
the current website,
press the **REFRESH**
arrow.



Navigating a Web Page - Links

Links are words or images on a web page that point to other web pages. When you move your arrow cursor over a link, a  will appear.

The **LINK** usually will become underlined and the text highlighted in blue. Clicking once on a link with your mouse will automatically take you to a connecting page.

Since the web is ever changing, some links may point to pages that no longer exist or have moved to a new location. When this happens, the computer will post a "file not found" message.



If a page is larger than the screen, **SCROLL BARS** appear – usually on the right (and sometimes on the bottom).

The browser keeps the **history** of every site you have visited during your session.

- to return to a previously viewed site, click the **BACK ARROW** in the top left corner
- to move forward, click the **FORWARD ARROW**
- click and hold down either button to see your history of websites visited

The  icon in the address bar allows you to **BOOKMARK** a favorite site.

CHROME: Using the browser

You may want to have more than one website open at the same time.

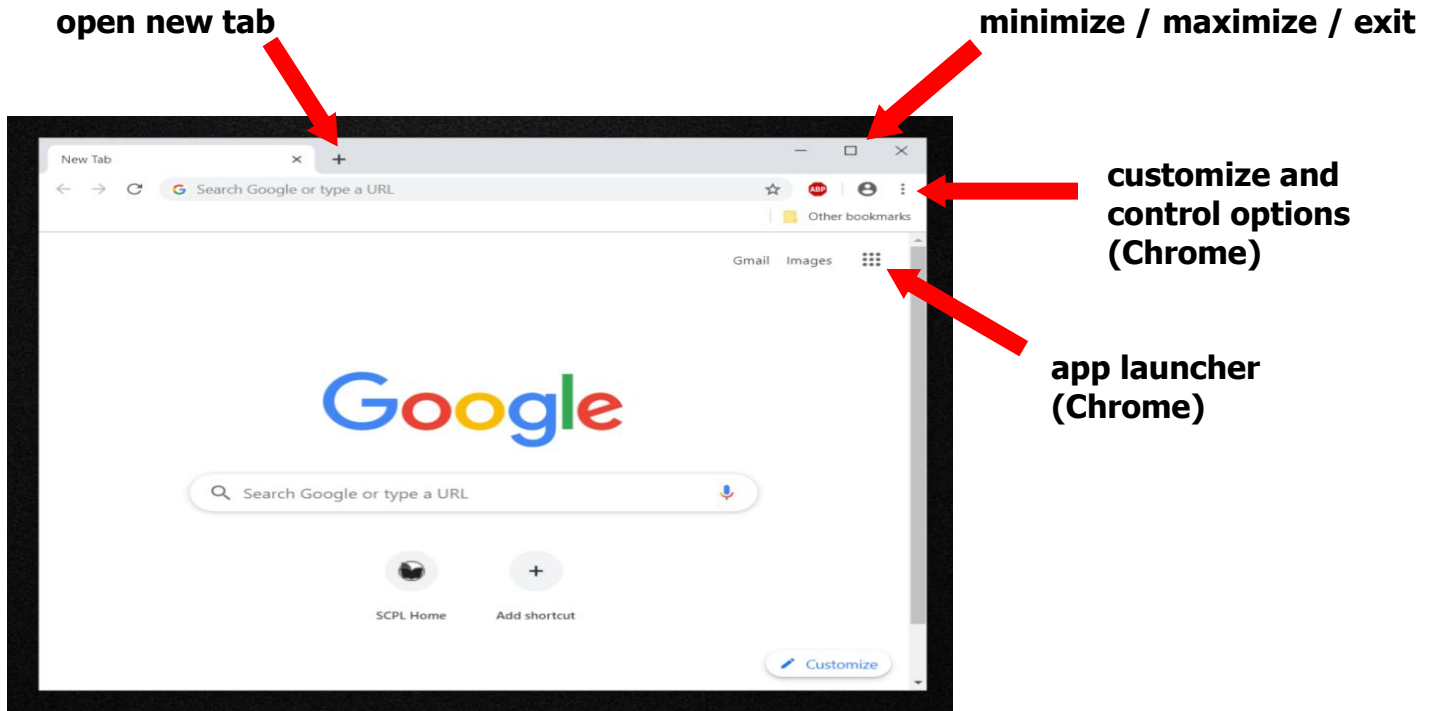
To **OPEN A NEW TAB**, press the + sign. Type in the web address and press ENTER.

To **MOVE** between websites:

- press and hold CTRL while tapping TAB
- or click directly on the tab

To change the viewing size of the screen, click in the upper right hand boxes:

minimize the screen, **maximize** the screen (or restore down), or **exit** (CLOSE) the browser.

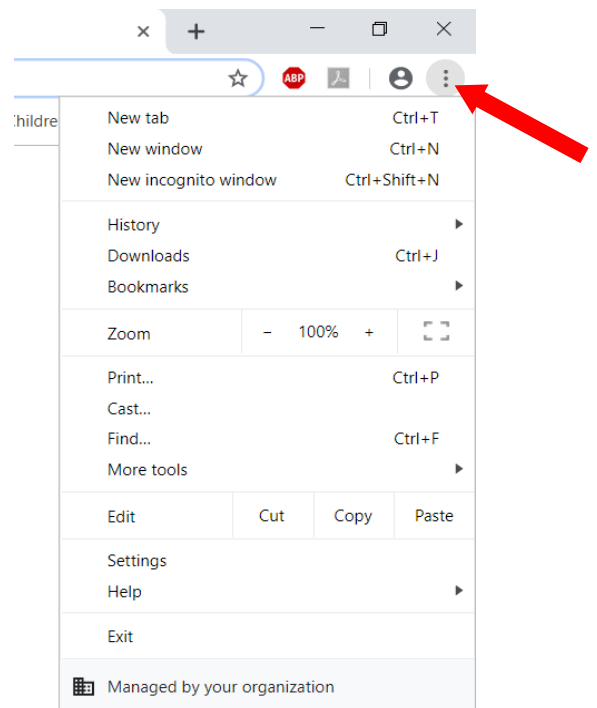


For more help in using Chrome go to:

SUPPORT.GOOGLE.COM/CHROME

- **PRESS the VERTICAL DOTS to customize and control options:**

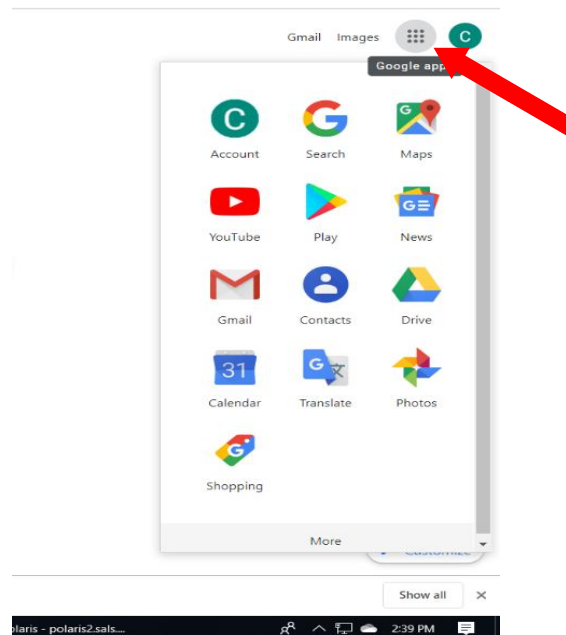
- History
- Downloads
- Bookmarks
- Zoom screen (in and out)
- Print
- Find text
- Edit/Cut/Copy/Paste
- Settings
- Help for Google Chrome



The **APP LAUNCHER** displays a menu of all the Google apps (also called “applications” or programs) available for your use on the web.

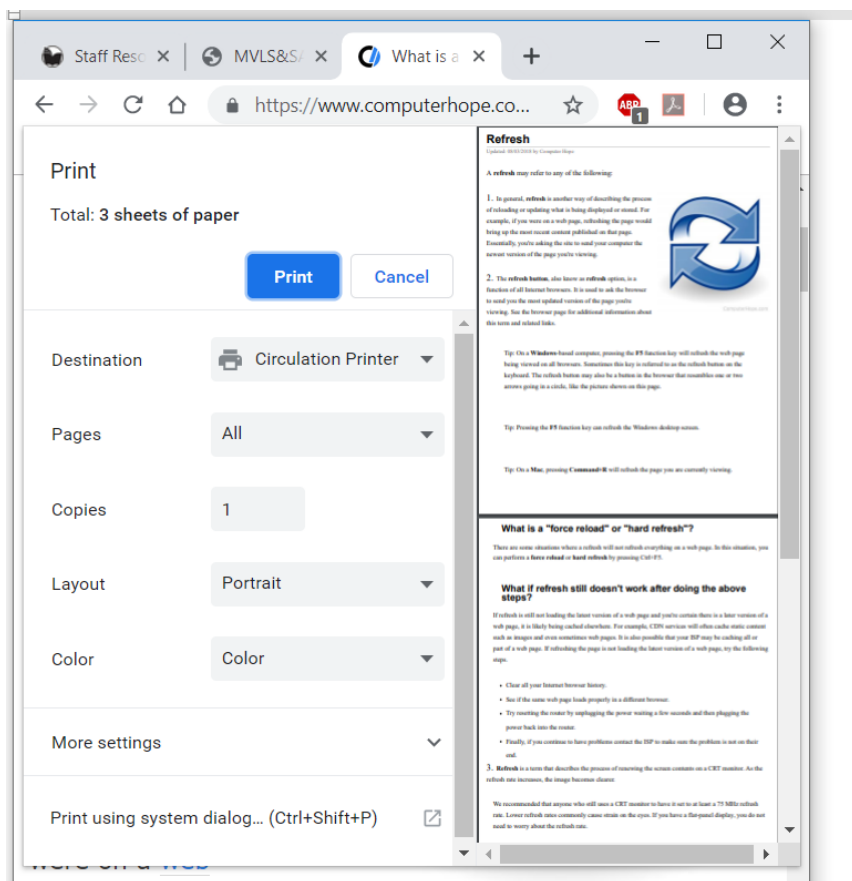
Try some of them:

- MAPS
- CONTACTS
- GMAIL (email)
- CALENDAR
- PHOTOS
- YOUTUBE (videos)
- SEARCH
- SHOPPING
- NEWS



The “hamburger” symbol takes you to the **MAIN MENU** in Chrome Help.

CHROME: Printing



Select the **PRINT** option to print the webpage. A dialog box will appear allowing you to:

- select the **PRINTER**
- choose the # of **PAGES** or range of pages
- choose the # of **COPIES**
- select Portrait or Landscape **LAYOUT**
- choose **BLACK & WHITE** or **COLOR** printing
- more options can be found under **MORE SETTINGS**
- select your options and press **PRINT** or **CANCEL**

A **PREVIEW** of the pages to be printed will appear on the right side of the page along with scroll bars to allow you to determine the pages to print.

Now You Try It!!

Exercises for the Internet Novice

1. Open Google Chrome. Click in the address bar to enter web address (the current address will turn blue). Type: SCPL.ORG Click the Enter key on your keyboard. Congratulations! You have successfully launched yourself onto the Internet and connected to the Schenectady County Public Library webpage.
2. Click in address bar and enter: ASKABBYSTOKES.COM Click the Enter key on your keyboard. Open different links and explore this excellent website for beginning computer users.
3. Return to the library homepage. (Remember the back arrow?)
4. Minimize the screen and bring it back up. Maximize the screen. Restore the screen to original size.
5. Use the scroll bars to find more links on the left side of the page and at the bottom. Explore the many links on the library webpage.
6. Return to the home page for the library by clicking on the HOME button.
7. Open a new tab and type in the web address: weather.gov
Open another new tab and type in the web address: weather.com
Note the difference that the domain makes in a web address. The government website does not have any ads at all while the commercial website has advertisements and extra non-related links. Explore the 2 websites and try the links.
8. Open a new tab, change the domain for the library website address and type in: SCPL.com
Again, note the difference that the domain makes in a web address. The library website is a nonprofit organization (.org) and the .com website is a commercial business.
9. Exit from the browser. This will close all open tabs/windows.
10. Have fun learning about topics that interest you. Check out the attached pages of 200 websites.

WEBSITES FOR BEGINNERS:

askabbystokes.com

Check out this excellent website with many guides, resources, and videos especially created for those who are new to the Internet. Abby Stokes also has a helpful book that we carry in the libraries.

support.google.com/chrome

Google has many helpful sites and videos for Chrome along with all of their apps.