



Jefferson Parish Library

# INTERNET BASICS

PHONE:  
504-838-1144

IT Training Team  
Jefferson Parish Library

EMAIL:  
[jpltrain@jplibrary.net](mailto:jpltrain@jplibrary.net)



## **In this class you will learn about:**

- How the Internet works
- Connecting to the Internet
- How to browse the Web



## INTERNET BASICS

### *What is the Internet?*

The **Internet** is a global electronic system of networks which connects computers around the world. Many people think of the **Internet** and the **World Wide Web (www)** as one and the same thing. This is a misconception.

Although the **World Wide Web** is probably the most widely used resource, it is only one of many resources available on the **Internet**.



## CONNECTIONS TO THE INTERNET

- **Dial Up** – Uses phone lines and the modem inside older computers to connect to the Internet. You cannot be actively using the Internet and also using your phone at the same time. It is the slowest type of connection.
- **DSL (Digital Subscriber Line)** – Uses phone lines, but piggy-backs the signals on the lines so that one part of your phone line is dedicated to your Internet connection and the other part of your line is dedicated to your phone. You can be actively using the Internet and your phone at the same time. It is much faster than Dial Up and more stable (you rarely get disconnected during an Internet session as happens with Dial Up), but you cannot use the modem in your computer; you must obtain one.
- **Cable** – Uses a cable just the same as cable television. You must obtain a modem from your Internet Service Provider. Comparable to DSL in features.
- **Satellite** – A connection using a satellite. Outdoor and indoor equipment must be obtained. Actually, a satellite connection is slower than DSL or Cable and about twice as expensive.
- **Wireless** – Using a **properly equipped** laptop computer, Pocket PC or even a cell phone, the Internet can be accessed using a wireless connection. You must also have a wireless Internet access plan, the proper software and be within range of a “hot spot,” which is a location that has the equipment to broadcast, so-to-speak, data from the Internet.

## HARDWARE NEEDED

- A **network card** is a piece of hardware that allows computers to communicate over a computer network. The network card will have an Ethernet port, a wireless connection, or both.

**NETWORK CARD**



- If you have a laptop with a wireless connection, you can access the Internet at any place that offers a Wi-Fi connection.
- Many restaurants, coffee shops, bookstores, hotels, and other businesses offer free Wi-Fi. In addition, many cities provide free Wi-Fi in public areas such as parks and downtown areas.

## HARDWARE NEEDED

- The primary piece of hardware you need is a **modem**.
- The type of Internet access you choose will determine which type of modem you need. **Dial-up** access uses a *telephone modem*, **DSL** service uses a *DSL modem*, **cable** access uses a *cable modem*, and **satellite** service uses a *satellite adapter*.
- Your ISP may give you a modem (often for a fee) when you sign a contract, which helps to ensure that you have the right kind of modem. However, if you would prefer to shop for a better or cheaper modem, you can choose to buy one separately.



**MODEM**

## HARDWARE NEEDED

- A **router** is a hardware device that allows you to *connect several computers* and other devices *to a single Internet connection*, which is known as a home network. Many routers are wireless, allowing you to easily create a wireless network.
- You don't necessarily need to buy a router to connect to the Internet. It's possible to connect your computer directly to your modem using an Ethernet cable. Also, many modems now include a **built-in router**, so you have the option of creating a network without having to buy more hardware.

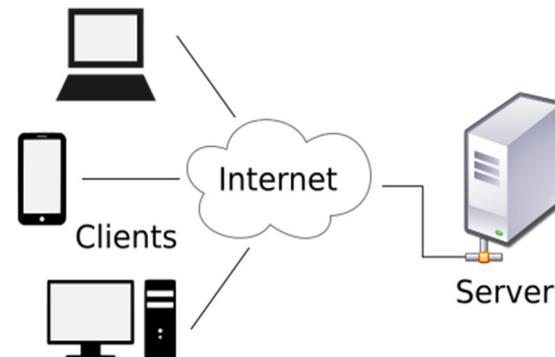


**ROUTER**



## SERVERS AND CLIENTS

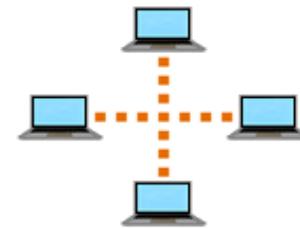
- A **server** is a computer that "serves" many different computers in a network by running specialized software and storing information. For example, webpages are stored on servers.
- When you access a webpage, your computer is acting as a **client**. A client runs familiar software such as web browsers or email software, and it communicates with the server to get the information it requires.
- In order for your browser to display a webpage, it requests data from the server where the page is stored. The server processes the request, then sends the data to your browser, where it is displayed.



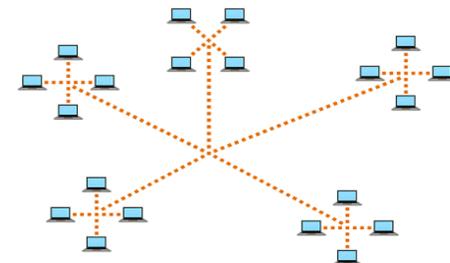
# COMPUTER NETWORKS

## TWO MAIN TYPES:

- **Local Area Network (LAN):** A LAN is two or more connected computers sharing certain resources in a relatively small geographic location, often in the same building.
- **Wide Area Network (WAN):** A WAN typically consists of two or more LANs. The computers are farther apart and are linked by telephone lines, dedicated telephone lines, or radio waves. The Internet is the largest Wide Area Network (WAN) in existence.



LAN



WAN



## HOME NETWORKING AND WIRELESS SECURITY

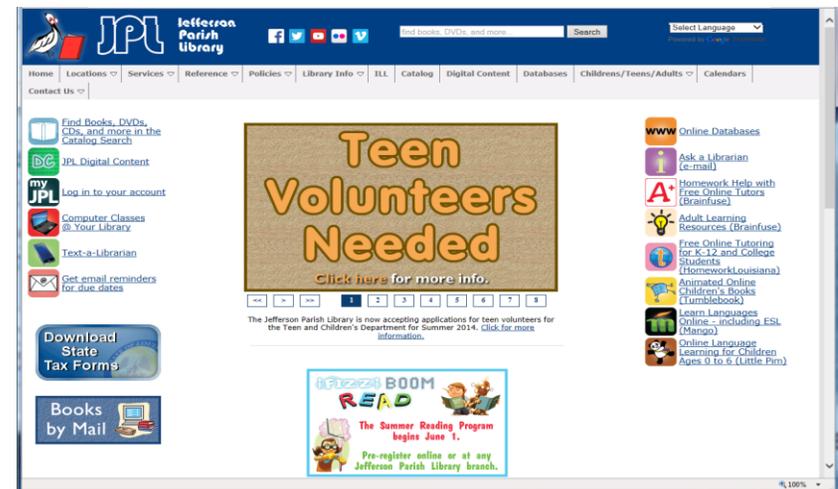
- A **home network** can be **wired** (using Ethernet cables) or **wireless** (using Wi-Fi). It may also be a mixture of the two, with some devices connecting with Ethernet and others connecting wirelessly. Wireless is generally more convenient; however, you'll need to think about wireless security. Below are some important security terms you'll need to know:
  - **SSID:** A service set identifier, commonly called the SSID, is the name of a wireless network.
  - **Encryption:** Encryption prevents unauthorized people from reading data that is transmitted over your wireless network. The data is coded into an unreadable form, and it can only be decoded by a computer that has the correct password (or passphrase). The most common types of encryption for wireless networks are WPA (Wi-Fi Protected Access) and WPA2.
  - **Encryption password:** An encryption password is a series of characters that is used to control access to the network.

## THE WORLD WIDE WEB (WWW)

The World Wide Web consists of *WEB SITES*.

- **WEB SITE:** Like books, Web sites contain information and consist of pages. A Web site may consist of many pages or just a single page.
- **WEB PAGE:** The individual pages that make up a Web site. You view a single Web page at a time.
- **HOME PAGE:** When accessing a Web site, the first page displayed is usually the Home page. Often, like a book's table of contents, it gives information about what is available on that site. Your browser also has what is referred to as "your home page." This is simply the first page displayed when you connect to the Internet, or, the starting point of your Internet session.

### JEFFERSON PARISH LIBRARY HOME PAGE



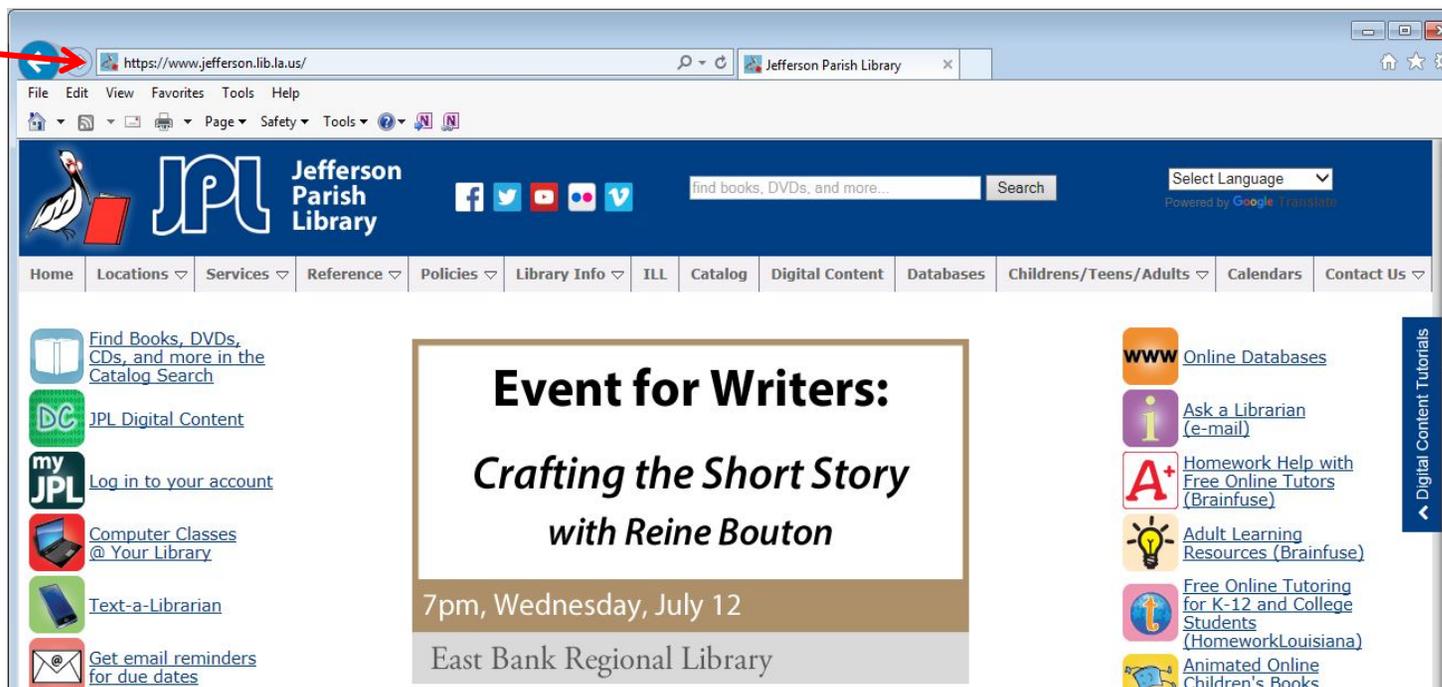
## FEATURES OF A WEB PAGE

- **NAME and ADDRESS:** Web pages have names and addresses, or URLs (Uniform Resource Locator), displayed in the Address Bar. When you hear “Visit our Web site at [www.####.com](http://www.####.com)” this is the address of the Web site. The Address Bar is located at the top of the page.

### 1. ADDRESS BAR

The URL of the page currently being viewed appears here.

If you know the address of a website, such as [www.yahoo.com](http://www.yahoo.com), you can go directly there by typing the address.



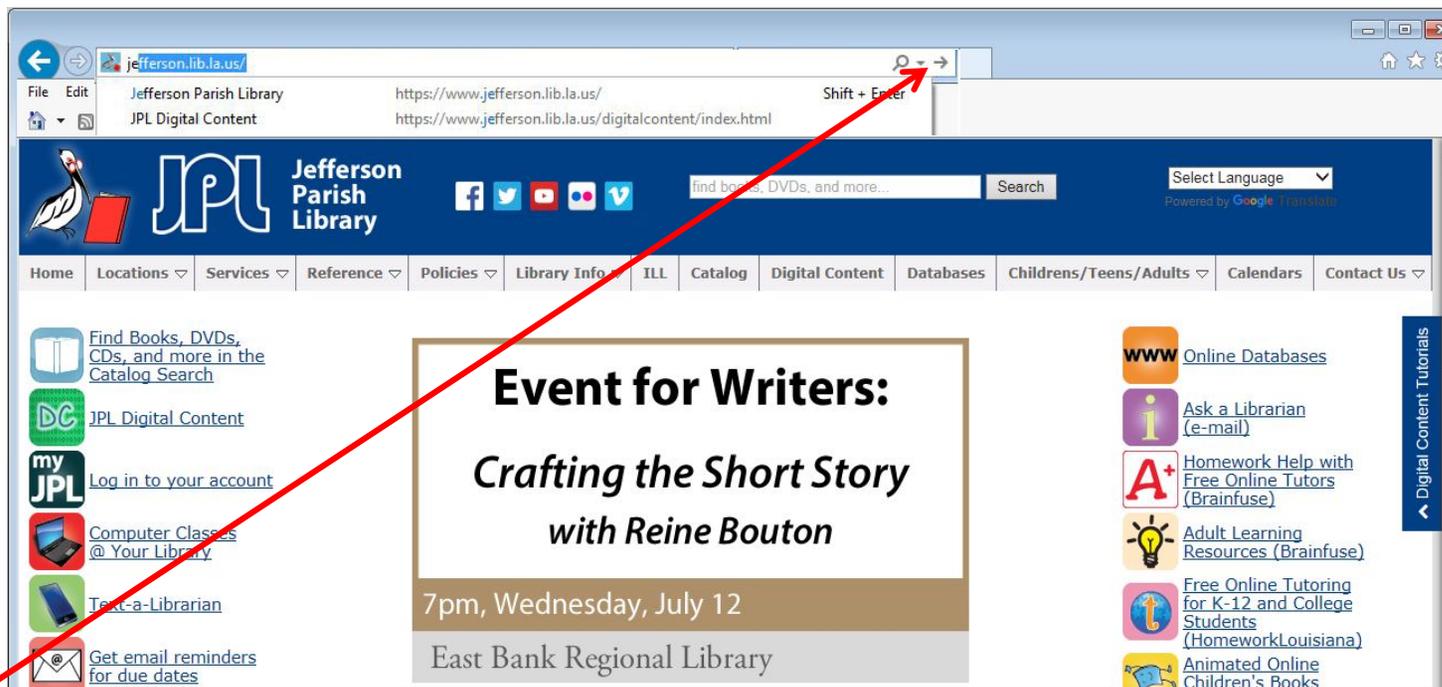
## FEATURES OF A WEB PAGE

- **NAME and ADDRESS:** Web pages have names and addresses, or URLs (Uniform Resource Locator), displayed in the Address Bar. When you hear “Visit our Web site at www.####.com” this is the address of the Web site. The Address Bar is located at the top of the page.

### 1. ADDRESS BAR

If you click inside the Address Bar, the address becomes highlighted. At this point you can simply type in a new address. Whatever is highlighted will automatically be erased with your first keystroke and replaced with what you type.

Then click the ENTER key or GO button to the right of the address bar. When you type in the address bar the REFRESH button changes to the GO button.



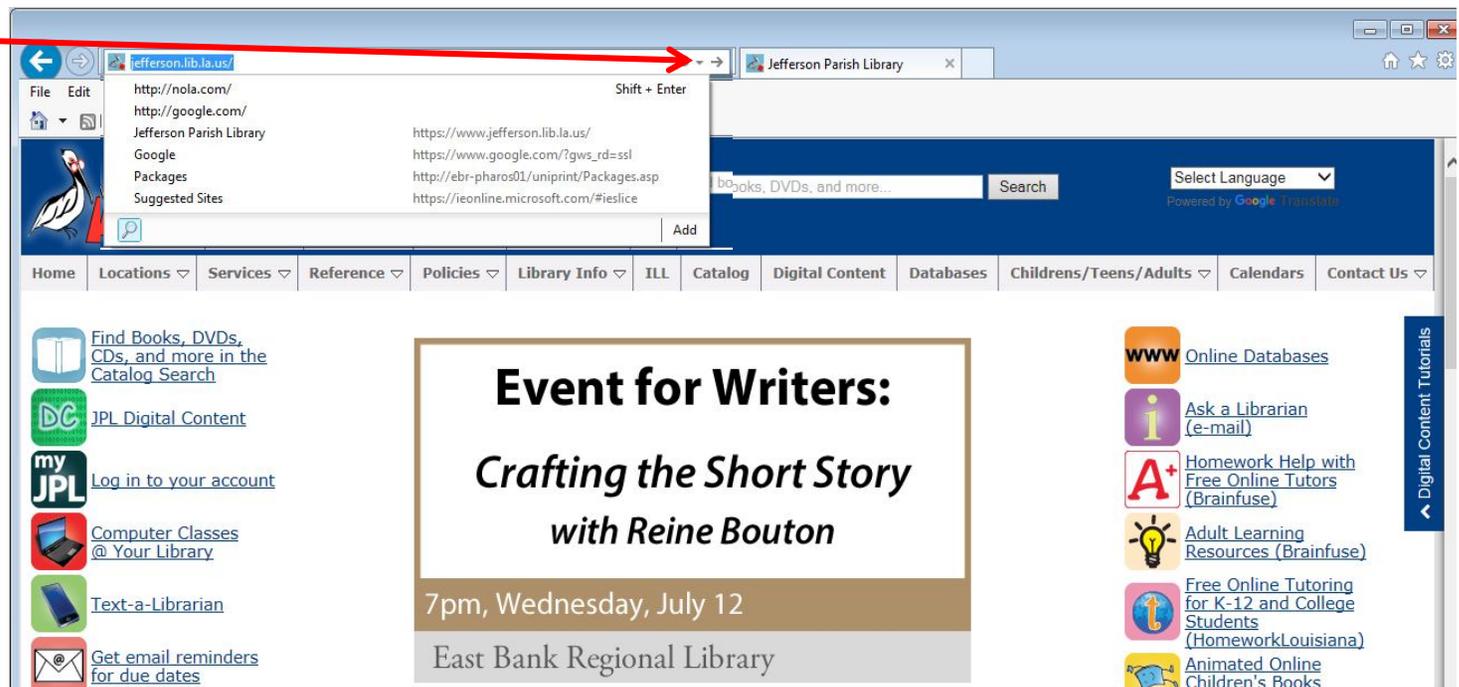
## FEATURES OF A WEB PAGE

- **NAME and ADDRESS:** Web pages have names and addresses, or URLs (Uniform Resource Locator), displayed in the Address Bar. When you hear “Visit our Web site at www.####.com” this is the address of the Web site. The Address Bar is located at the top of the page.

### 2. DROP-DOWN BAR

- Located at right end of the Address Bar, the DROP-DOWN bar keeps the addresses of the sites you have typed into the Address Bar.

When you click on the arrow, it opens a drop-down menu and allows you to return to a site simply by clicking on the site in the drop-down menu.



The screenshot shows a web browser window with the address bar containing "jefferson.lib.la.us/". A red arrow points to the address bar, which has a drop-down menu open. The menu lists several sites: "http://nola.com/", "http://google.com/ Jefferson Parish Library", "Google Packages", "Suggested Sites", "https://www.jefferson.lib.la.us/", "https://www.google.com/?gws\_rd=ssl", "http://ebr-pharos01/uniprint/Packages.asp", and "https://ieonline.microsoft.com/#ieslice". The website content includes a navigation menu with items like Home, Locations, Services, Reference, Policies, Library Info, ILL, Catalog, Digital Content, Databases, Childrens/Teens/Adults, Calendars, and Contact Us. There is also a search bar and a "Select Language" dropdown. A central banner advertises an "Event for Writers: Crafting the Short Story with Reine Bouton" on Wednesday, July 12 at 7pm at the East Bank Regional Library. On the left side, there are links for "Find Books, DVDs, CDs, and more in the Catalog Search", "JPL Digital Content", "my JPL Log in to your account", "Computer Classes @ Your Library", "Text-a-Librarian", and "Get email reminders for due dates". On the right side, there are links for "Online Databases", "Ask a Librarian (e-mail)", "Homework Help with Free Online Tutors (Brainfuse)", "Adult Learning Resources (Brainfuse)", "Free Online Tutoring for K-12 and College Students (HomeworkLouisiana)", and "Animated Online Children's Books".

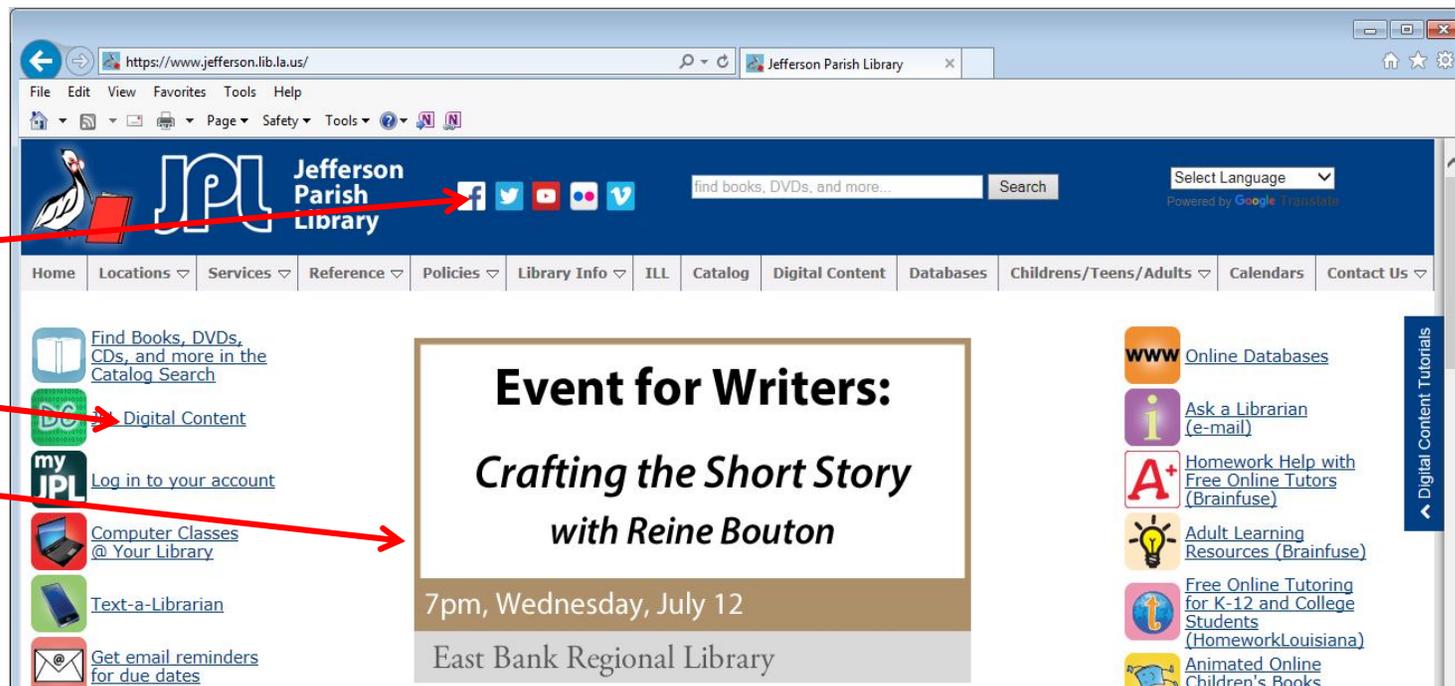
## FEATURES OF A WEB PAGE

- **HYPERLINKS/LINKS:** One way to navigate the WWW is by clicking on a link. A link is an area of a Web page that, when you click on it, will take you from the page you are presently viewing to another page either within the same site or to an entirely different site.

### 3. LINKS can be anything on a page.

Examples:

- Images
- Underlined text; color varies but is often blue
- Objects in motion

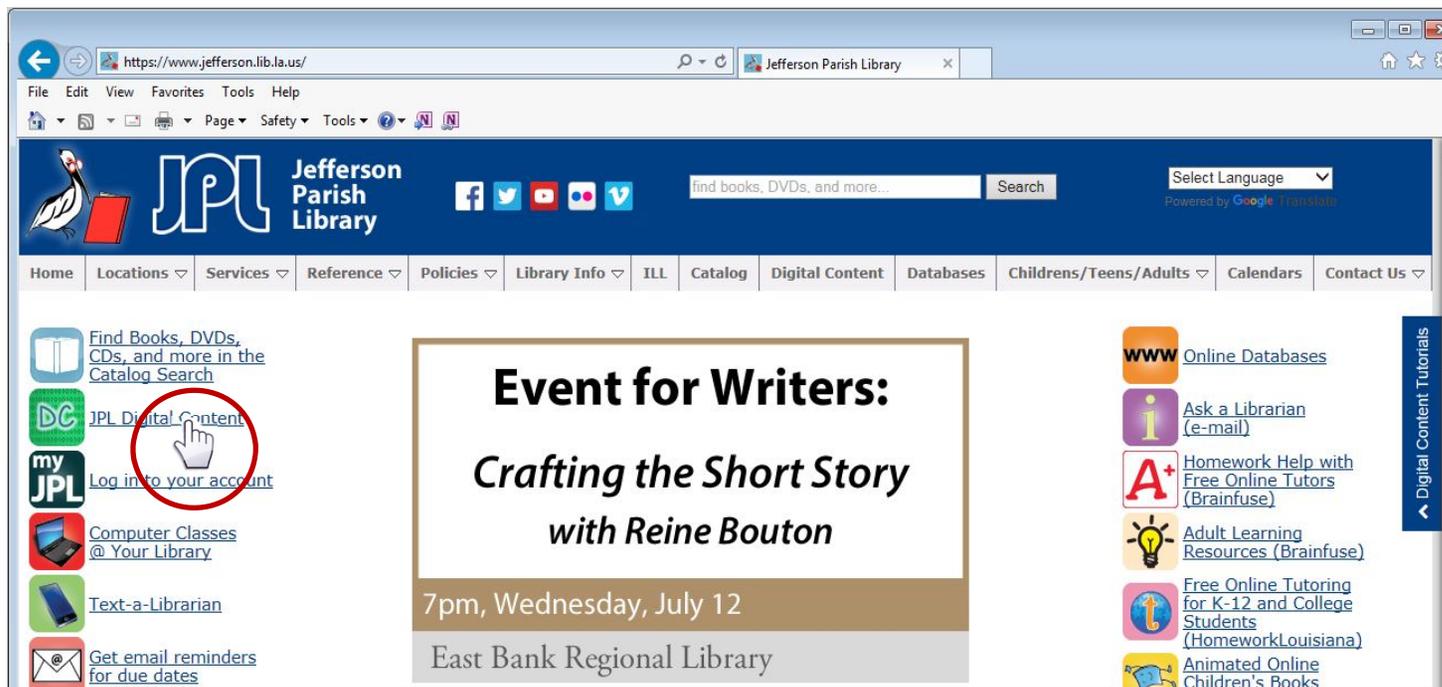


## FEATURES OF A WEB PAGE

- **HYPERLINKS/LINKS:** One way to navigate the WWW is by clicking on a link. A link is an area of a Web page that, when you click on it, will take you from the page you are presently viewing to another page either within the same site or to an entirely different site.

Any of the following may happen when you point to a link:

- The mouse arrow *should* change into hand with pointing finger
- Link changes colors
- Link moves
- Box appears near link with a Web page address or information



## FEATURES OF INTERNET EXPLORER

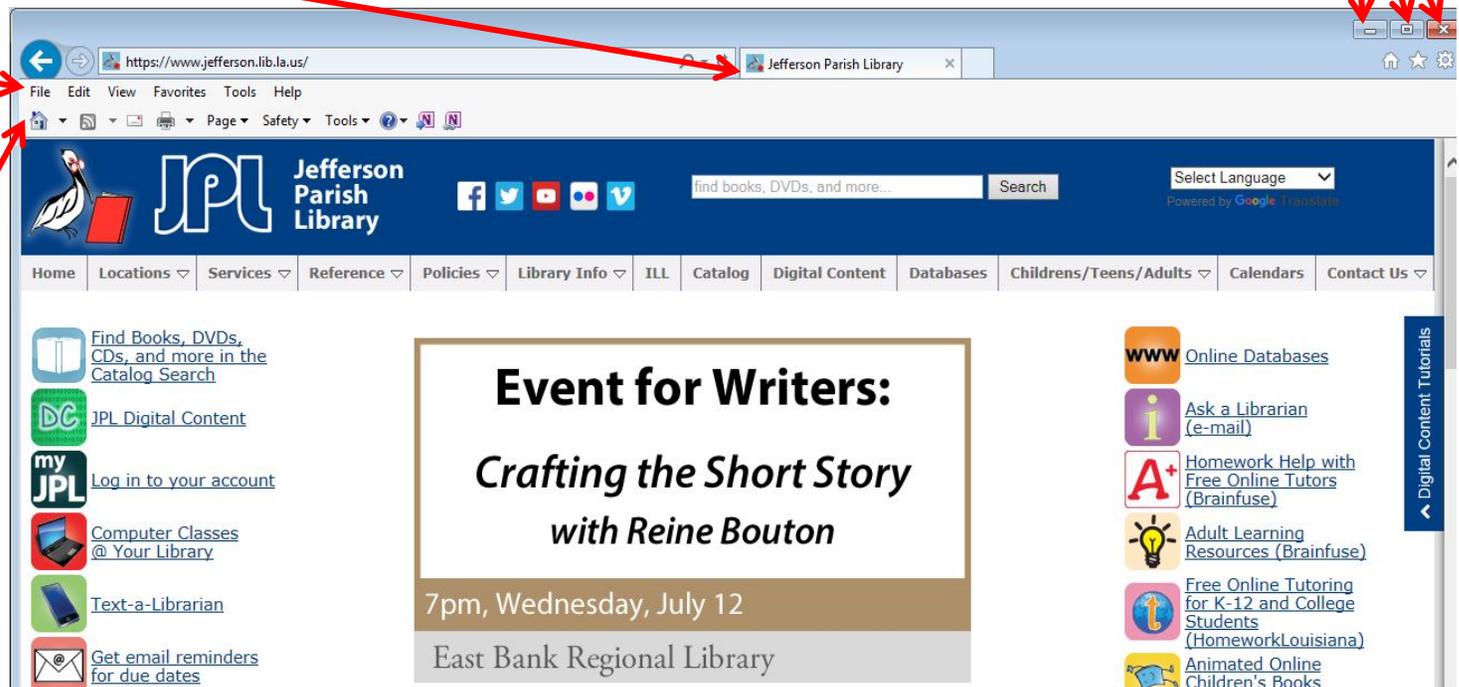
1. **TITLE BAR:** Plain bar at the top of the page. It also contains the minimize, resize and close buttons.
2. **PROGRAM APPLICATION TAB:** To the right of the Address Bar. It shows the programs which you have running on the Internet.

3. **MENU BAR**

In most Windows programs, the most common menu options are FILE, EDIT, VIEW and TOOLS.

4. **COMMAND BAR**

Contains buttons which open drop-down menus that provide access to most commands in the program.



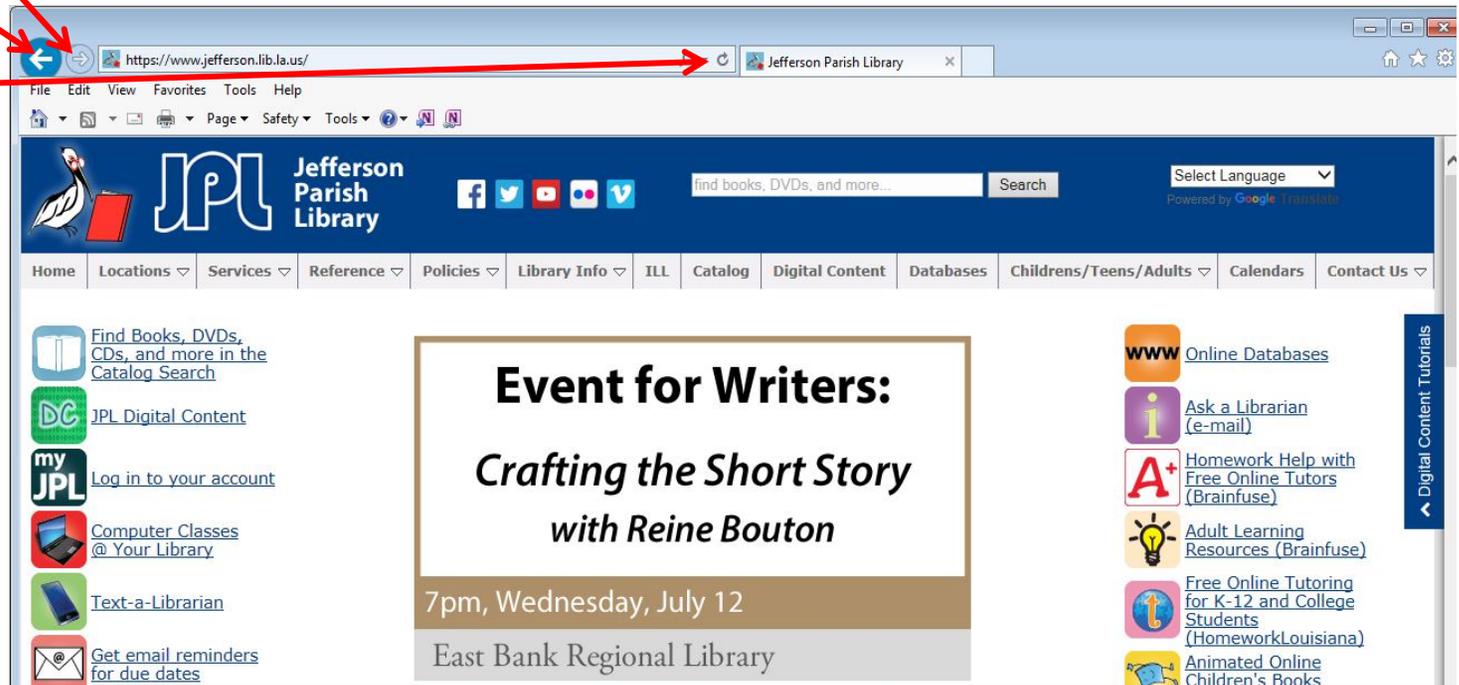
## FEATURES OF INTERNET EXPLORER

5. **BACK and FORWARD BUTTONS:** With these buttons you can return to pages you have visited. This is possible only within the same session and in the exact order in which you visited them. Back and Forward buttons do not refresh the pages to which they take you. Pages are displayed exactly as they were when you first accessed them. If it is possible that any information may have changed since you last visited the page (in the same session), click the Refresh Button once the page is displayed.

6. **REFRESH BUTTON**

Only available while on a webpage. This button updates the information on the page by breaking the connection with the page you are viewing, then reconnecting to the same page giving you the latest version of that page. Useful for sites containing information such as:

- breaking news
- weather
- stocks
- sports scores



## FEATURES OF INTERNET EXPLORER

7. **STOP BUTTON:** While you are trying to access a web page, if you click the STOP button before the page is displayed, the browser will stop trying to access the page and return to the page you were viewing.



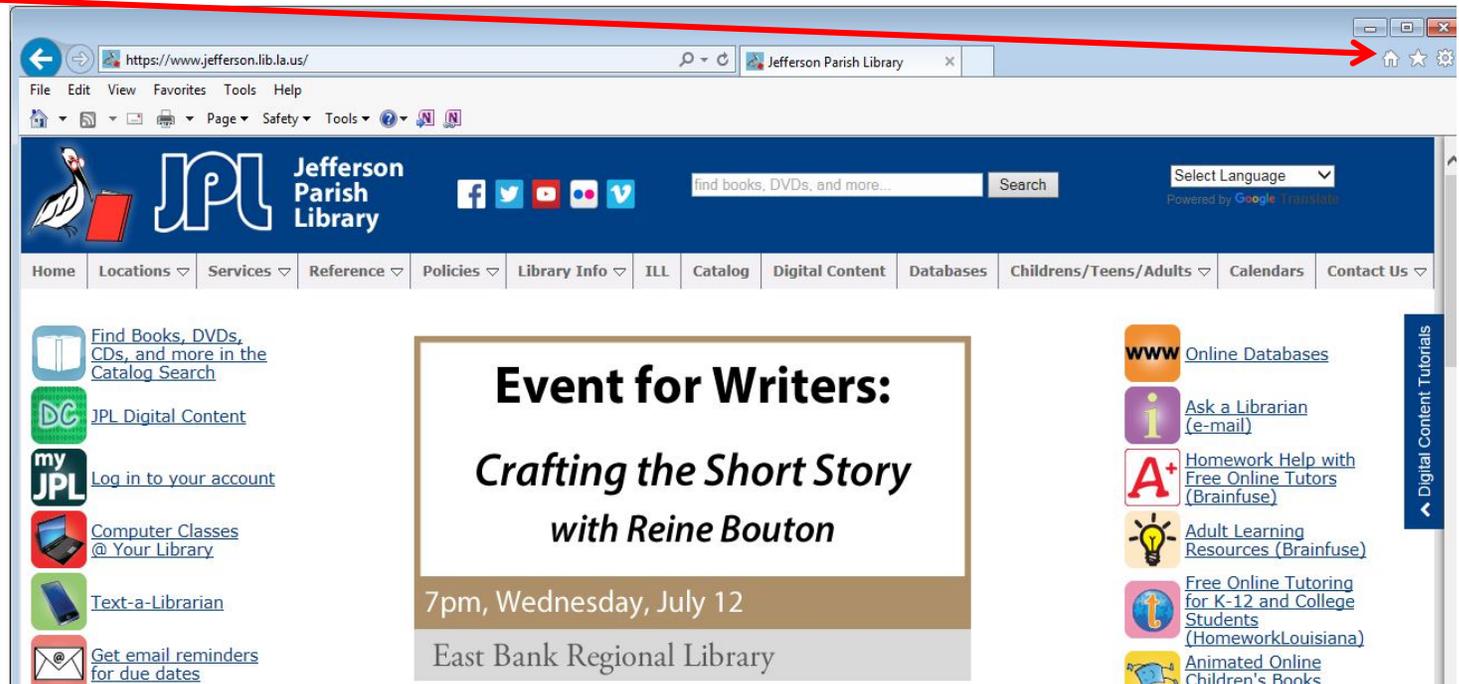
### 8. HOME BUTTON

This button takes you back to the first page that is set to display when you connect to the internet.

To change your HOME page: navigate to the page you wish to set as your new HOME. Using the MENU bar click

- TOOLS
- INTERNET OPTIONS
- GENERAL TAB

There will be a small address bar displaying your present HOME. Click on the USE CURRENT button and the address will change to the page you are viewing. Click OK to save the change.

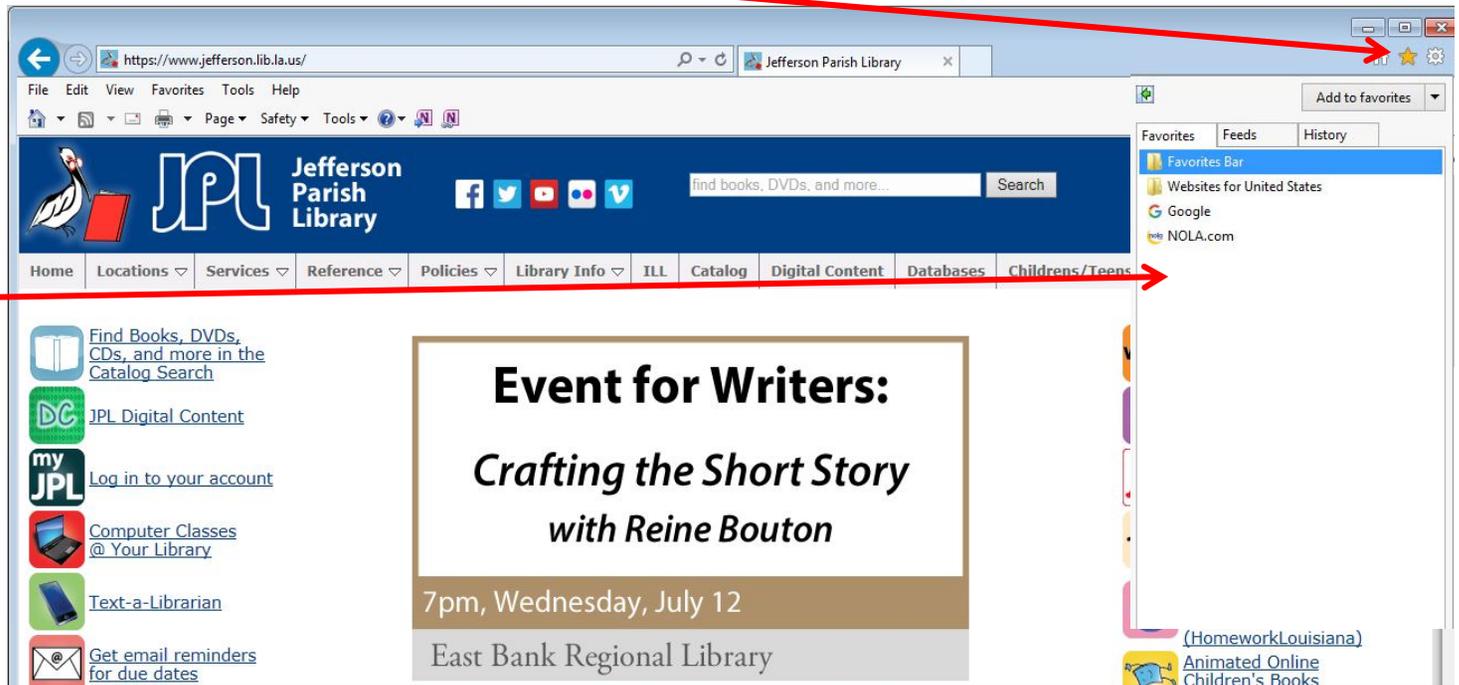


## FEATURES OF INTERNET EXPLORER

9. **FAVORITES BUTTON:** While exploring the Internet, you will find many pages which you will want to revisit in the future. The FAVORITES BUTTON offers a way to return to those pages quickly without having to remember their addresses. FAVORITES remain listed in the browser settings for future sessions.

Once you click the FAVORITES icon, the following occurs:

- The FAVORITES menu opens on the right side of the screen beneath the icon. The page you are currently viewing remains open.
- This lists all the websites that have been saved into the favorites menu. Selecting a website from this menu will send the browser to that site and close the menu. You can exit the menu without selecting a website by clicking the FAVORITES button again.

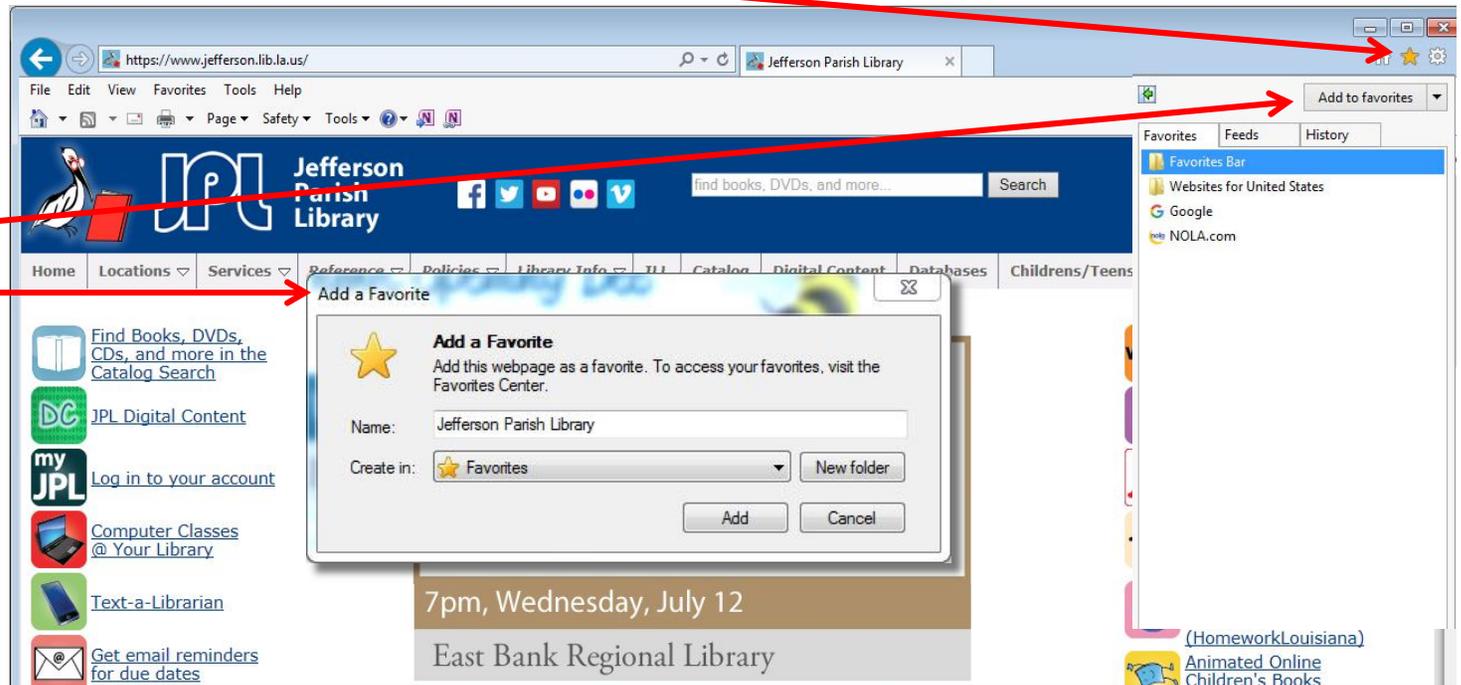


## FEATURES OF INTERNET EXPLORER

9. **FAVORITES BUTTON:** While exploring the Internet, you will find many pages which you will want to revisit in the future. The FAVORITES BUTTON offers a way to return to those pages quickly without having to remember their addresses. FAVORITES remain listed in the browser settings for future sessions.

- To add a page to FAVORITES, you must first be viewing that page. Once you are at the page, click the FAVORITES icon, the dialogue box will open, then select ADD TO FAVORITES.

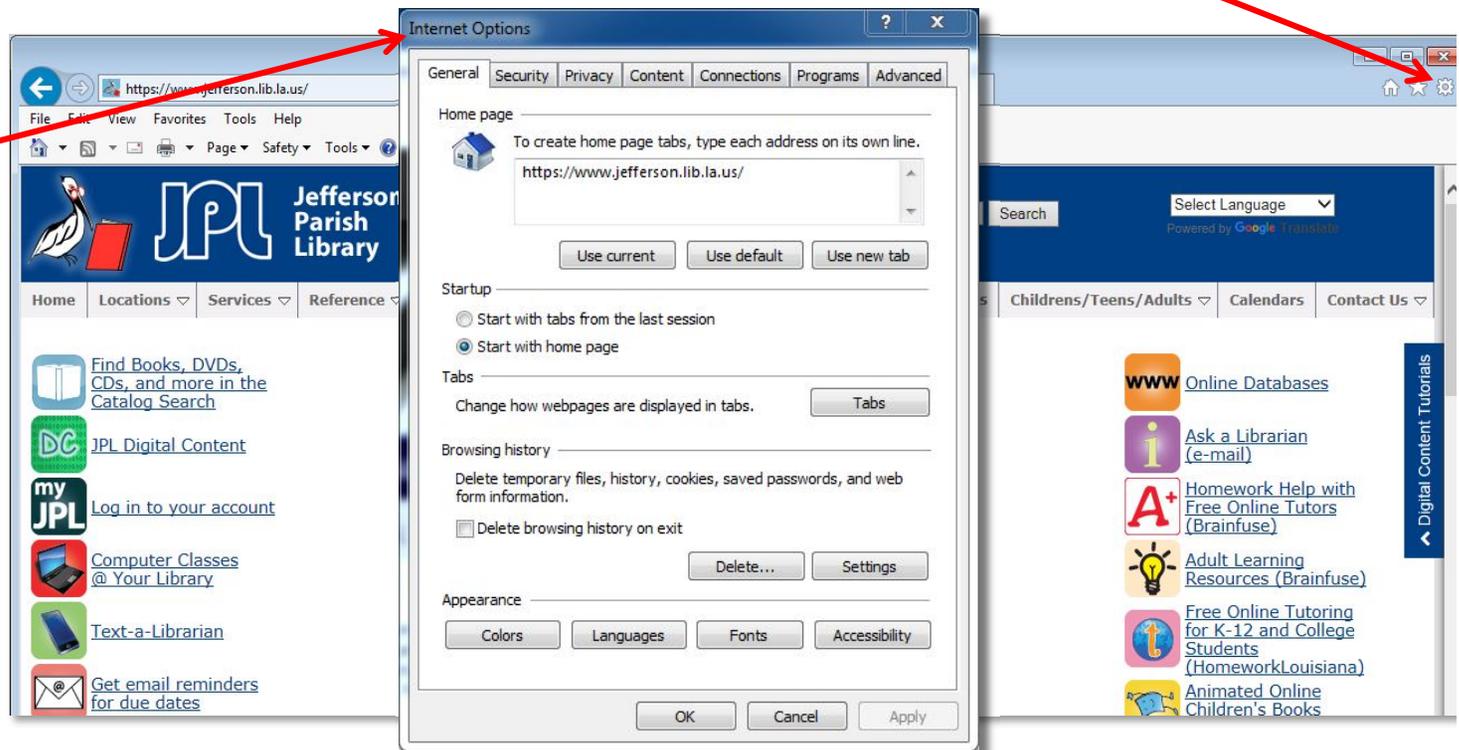
- The ADD A FAVORITE dialog box will open. The name of the page you are adding appears. You can change this to another name if you prefer. Click ADD and it is now in your FAVORITES folder. You may access it any time in the future by clicking the FAVORITES button and selecting it from the list in the folder.



## FEATURES OF INTERNET EXPLORER

**10. TOOLS BUTTON:** The TOOLS menu contains many options that you might want to be familiar with. You can delete your browsing history here, turn on or off Pop-up Blockers, check for Windows Updates and see your Internet Options settings.

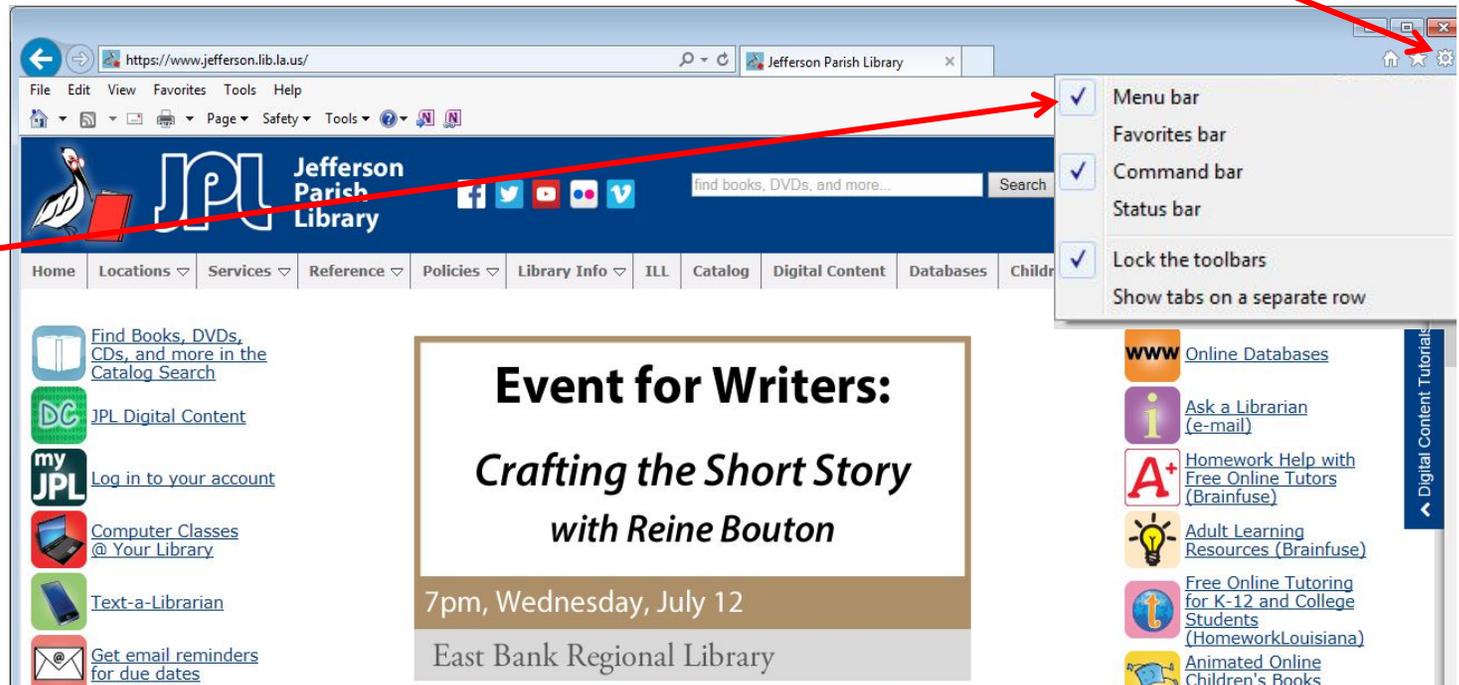
- By clicking on Internet Options in the Tools menu, and the Internet Options window will open. Near the top will be several tabs. Within each tab there will be options to change settings for internet browsing such as:
  - Changing your Home page.
  - Setting how long to keep your browsing history or deleting your history.
  - Security settings.



## FEATURES OF INTERNET EXPLORER

10. **TOOLS BUTTON:** The TOOLS menu contains many options that you might want to be familiar with. You can delete your browsing history here, turn on or off Pop-up Blockers, check for Windows Updates and see your Internet Options settings.

- By **right clicking** on the Tools icon, you can add your command bar or menu bar if it does not show up on your browser interface.





## TIPS FOR ENTERING ADDRESSES:

1. No spaces in web address.
2. Use lower case letters unless upper case is specifically noted.
3. Accuracy is important. The address must be *exactly correct*. Any deviation will not get you to the correct page.
4. With newer browsers you do not have to type **http://**
5. If the address begins with **ftp://**, *you must type in the complete address including ftp://*



## WEB ADDRESS DOMAINS:

The domain consists of letters in the address, often at the end and always after a dot (period), which tells you what kind of Web site it is.

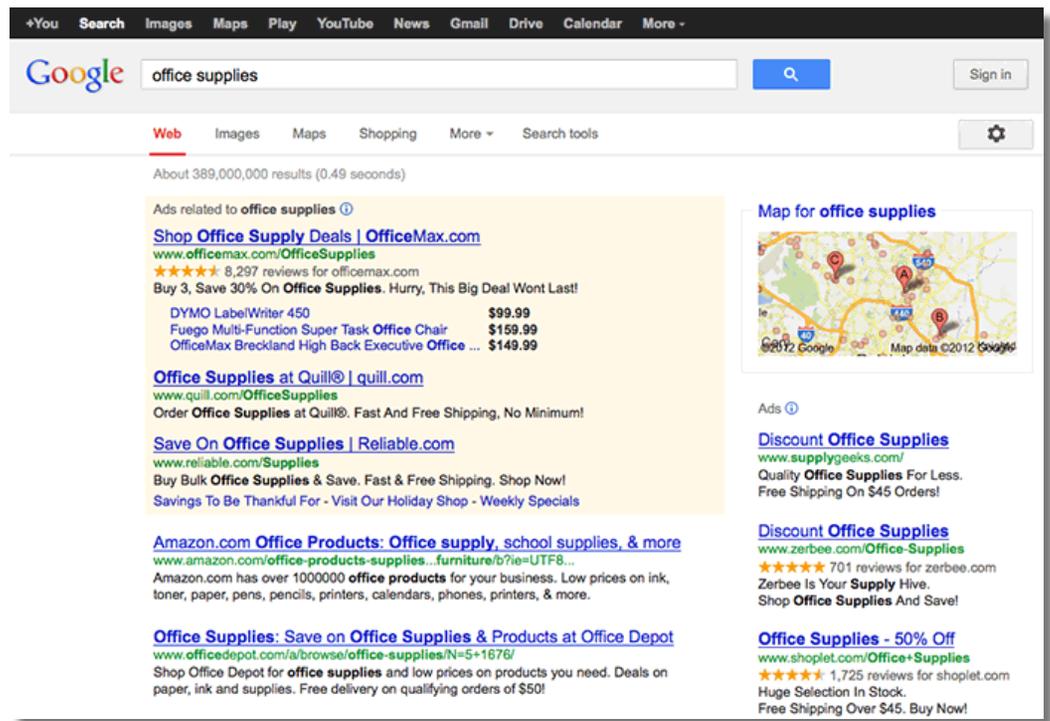
Examples:

- .com = commercial
- .edu = educational institution
- .gov = government site
- .mil = military
- .org = non-profit organization and certain other types of organizations
- .la.us = site from an official Louisiana institution such as the libraries

There are many more domains. Other countries have their system of domains.

# FINDING INFORMATION ONLINE:

- The most common way to find information online is with a search engine. All you have to do is type in a few words, and the search engine will give you a list of results you can click on. There are many different search engines you can use. Google, Yahoo and Bing are the most popular ones.
- Many browsers have a built-in search bar. To perform a search, just type what you're looking for (known as the search terms) in the search bar, then press Enter. Your browser will then take you to the search engine's website to show you the search results, which is a list of all of the websites that contain your search terms.





## SEARCH ENGINES:

- Search Engines are websites whose main purpose is to find sites which contain information that you are searching if you do not know a specific address. Although different search engines will very often return lists containing many of the same sites, they will also return different sites in addition to the duplicates. If you do not know a web address, you can search by typing terms in a search box. True search engines use electronic devices called robots or spiders (they run around the Internet, including the World Wide Web searching).
- Many search engines have different methods of searching and search different sections of Web pages for your term(s):
  - some search the Web pages' titles
  - some search the URL
  - some search the entire text of the web page
- Most search engines have become quite sophisticated in interpreting how you enter multiple terms into the search box.
- The Search Text Box is the area where topics or search terms are entered. Always check to see that the blinking insertion point is in this area. If not, point inside the text box, click, move the mouse away, check to see that the blinking insertion point is now present in the text box, and type in the topic(s) on wish you want to find information.
- Enter a search term(s); click that site's Search button or press the Enter key.
- The search engines will process your search request and create a Results/Hits list of sites.

## RELATED SEARCHES:

- A search engine will often recommend related searches that may be more specific than the search terms you used.
- Search engines may also include advertisements along with the search results. These ads are chosen by the search engine based on your search terms, and they look a lot like the actual search results.

### [Contact Us - Contacts and Organization | Pesticides | US EPA](#)

[www.epa.gov/opp00001/contacts/index.htm](http://www.epa.gov/opp00001/contacts/index.htm)

EPA's Pesticides work crosses many programs with Programs along with the Office of Chemical Safety

Searching for a vague term such as "contacts" can return too much variety.

### [Google Contacts - Wikipedia, the free encyclopedia](#)

[en.wikipedia.org/wiki/Google\\_Contacts](http://en.wikipedia.org/wiki/Google_Contacts)

Google **Contacts** is Google's **contact** management tool that is available in its free email service Gmail, as a standalone service, and as a part of Google's ...

### [Contact Lenses, Designer Eyeglasses, Sunglasses & More | Coastal™](#)

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

Best prices on **contact** lenses and eyeglasses. Coastal.com is the premiere online supplier of **contact** lenses. Offering the best selection of discount glasses and ...

### Searches related to **contacts**

[walmart contacts](#)

[costume contacts](#)

[colored contacts](#)

[cool contacts](#)

[crazy contacts](#)

[contacts wiki](#)

[color contacts for dark eyes](#)

[halloween contacts](#)

The search engine may recommend related searches.



## ADDRESSES OF SEARCH ENGINES and SITES OF INTEREST:

### Search Engines:

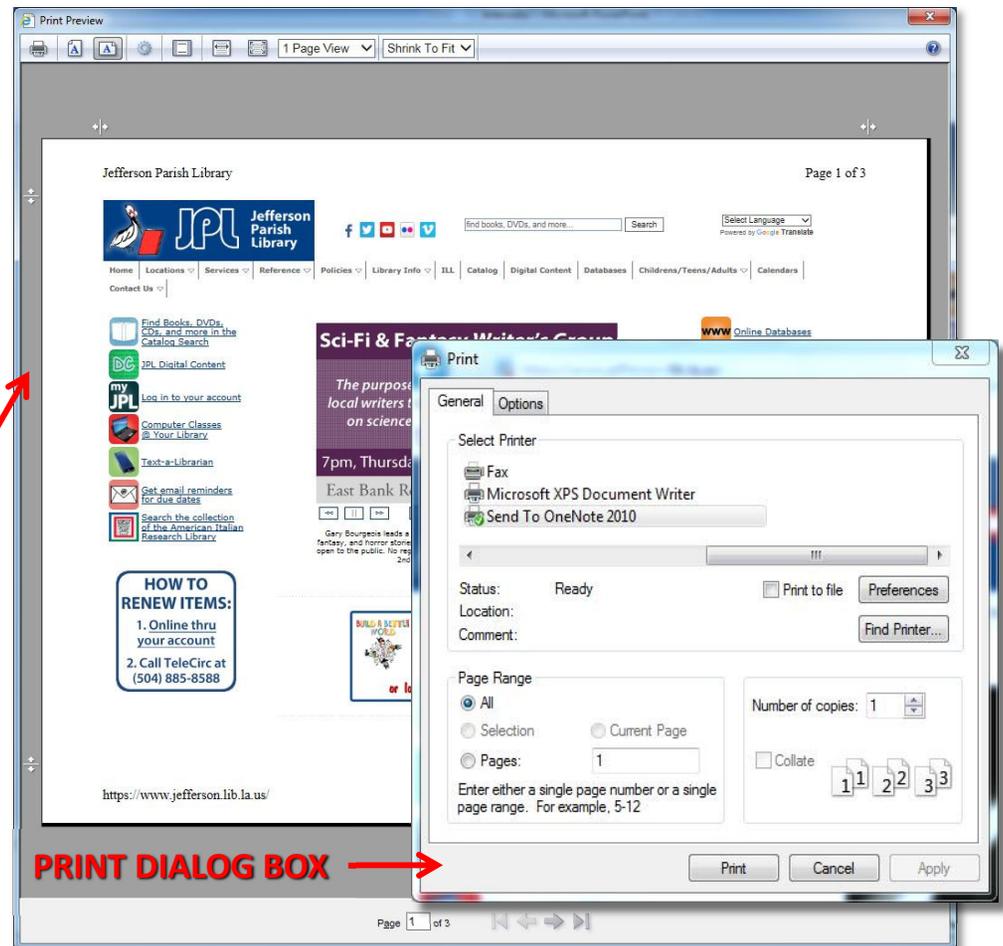
- Google : [www.google.com](http://www.google.com)
- Yahoo! : [www.yahoo.com](http://www.yahoo.com)
- Bing: [www.bing.com](http://www.bing.com)
- Startpage: [www.startpage.com](http://www.startpage.com)
- Dogpile : [www.dogpile.com](http://www.dogpile.com)

### Other Web Sites of Interest:

- Libraries: *Jefferson Parish Library* – [www.jpilibrary.net](http://www.jpilibrary.net)  
*Library of Congress* – [www.loc.gov](http://www.loc.gov)
- Automobiles: *N.A.D.A.* – [www.nada.com](http://www.nada.com)
- Employment: *Monster* – [www.monster.com](http://www.monster.com)  
*Indeed* – [www.indeed.com](http://www.indeed.com)
- Entertainment: *Internet Movie Database* – [www.imdb.com](http://www.imdb.com)
- Health: *WebMD* – [www.webmd.com](http://www.webmd.com)
- Louisiana: *INFO Louisiana* – [www.louisiana.gov](http://www.louisiana.gov)
- Maps: *MapQuest* – [www.mapquest.com](http://www.mapquest.com)  
*Google Maps* – [www.maps.google.com](http://www.maps.google.com)
- News: *CNN* – [www.cnn.com](http://www.cnn.com)
- Sports: *ESPN* – [www.espn.go.com](http://www.espn.go.com)
- Weather: *Weather Channel* – [www.weather.com](http://www.weather.com)
- Shopping: *Amazon* – [www.amazon.com](http://www.amazon.com)

# PRINTING FROM THE INTERNET

- **Print Preview:** Always do this before you print something from the Internet
- Go to **File** on the Menu Bar, and when the drop down box appears, click on Print Preview . This will show you exactly what the web page(s) will look like if printed, how many pages it will take to print and exactly what is on each printed page.
- This is an example of what clicking **Print Preview** will display. You can then click on the printer icon in the top left to print or return to the normal view by clicking on the **X** on the extreme right of the Title Bar.
- To **Print:** Go to **File > Print** on the Menu Bar. The Print dialog box will open. Select the printer, number of pages, copies and whether to collate numerous copies, then click the Print button to print.





## INTERNET GLOSSARY

- **BROWSER** - A program on a computer that accepts requests for information, processes the requests and allows you to navigate to resources on the Internet. Microsoft Internet Explorer is the browser used in the Jefferson Parish Library System computers. Other browsers include Mozilla Firefox and Google Chrome.
- **BLOG** - (WEBLOG) An online journal made up of links and postings in reverse chronological order. Many blogs link to other web pages, allowing readers to participate in discussion of information on certain blogs. You must register on the blog site to participate
- **E-MAIL** - Stands for electronic mail. It involves sending and receiving messages over a network such as the Internet.
- **HOST** - A computer that provides information to internet users. Also known as a server.
- **HTML** - (Hypertext Markup Language) One of the computer languages used to create web pages.
- **HTTP** - (Hypertext Transfer Protocol) The Internet standard for transferring information on the web
- **HTTPS** - (Hypertext Transfer Protocol Secure) The Internet standard for transferring secure information on the web.
- **HYPERLINK** - (Also known as a link) A connection from one World Wide Web document to another. Clicking a link transfers to the destination document.



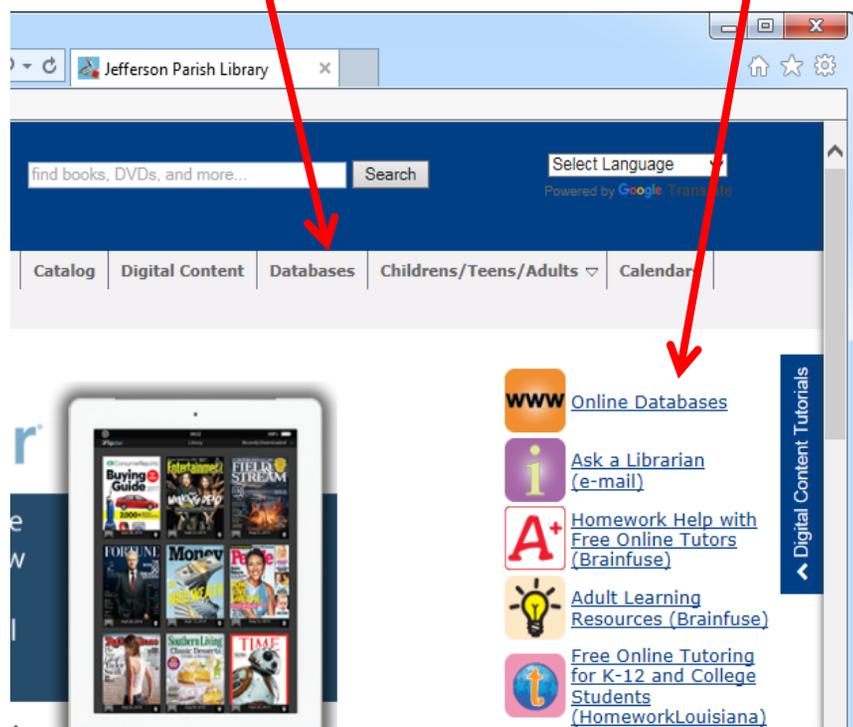
## INTERNET GLOSSARY

- **INTERNET** - A worldwide computer network that connects universities, government laboratories, companies and individuals around the world. The Internet provides data communication services such as electronic mail, file transfer, discussion groups, and remote log-on to distant computers.
- **ISP** - (Internet Service Provider) The Company you use to connect to the Internet, usually for a monthly charge.
- **PROTOCOL** - A set of rules or standards that must be followed to enable communication or file transfers between two computers. Without such standards, the two computers would not be able to communicate with each other.
- **WORLD WIDE WEB** - Known as WWW or the Web. This resource is a major component of the larger Internet. It allows users to explore and retrieve text and graphics from web site.
- **WEB SITE** - A location connected to the Internet that maintains one or more *pages* on the World Wide Web. A home page is the front door for the web site - the page you usually see first when you connect to the site. It typically indicates a web site's ownership, purpose and contents.
- **SEARCH ENGINES** - Web sites that index hundreds of thousands of web pages, and allow you to search through them by keyword to find topics you are interested in. Some of the major search engines include Google, Yahoo! and Bing.
- **URL** - Uniform Resource Locator is the *address* for the web sites. An example of a URL is <http://www.jplibrary.net>. Many browsers will add the <http://> for you.
- **DOWNLOADING/UPLOADING** - When you receive information from another computer on the Web you are *downloading*. When you send information out over the Web you are *uploading*.

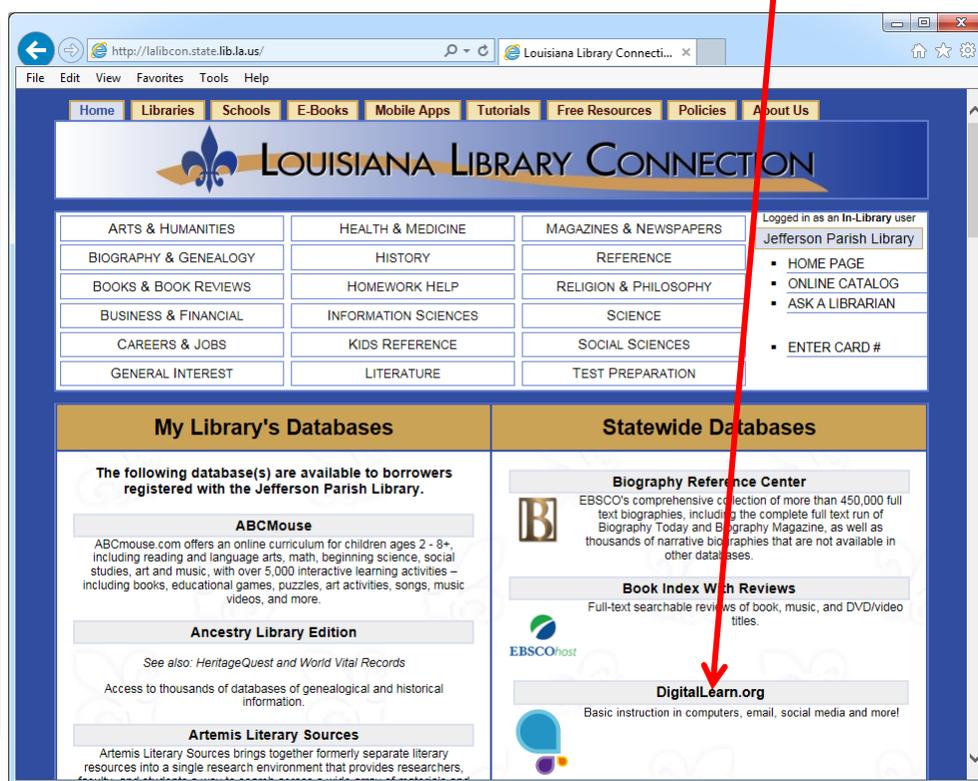
## ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage [www.jplibrary.net](http://www.jplibrary.net)

- From the JPL homepage, click on the **Online Databases** link or the **Databases** menu tab.



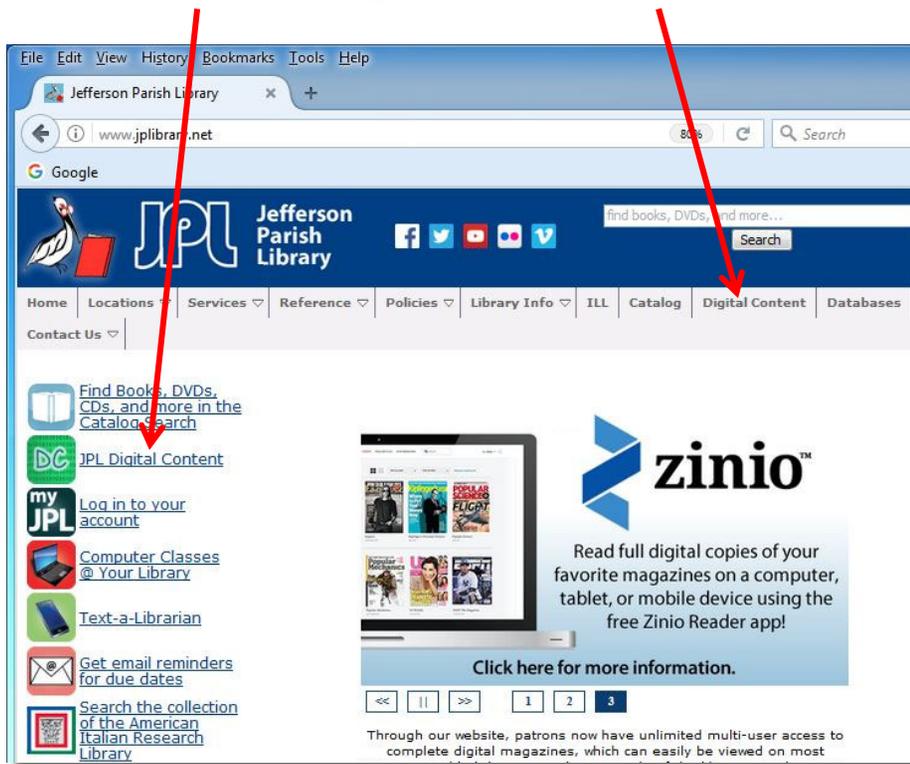
- Then scroll down and click on the **DigitalLearn.org** icon to access online training resources.



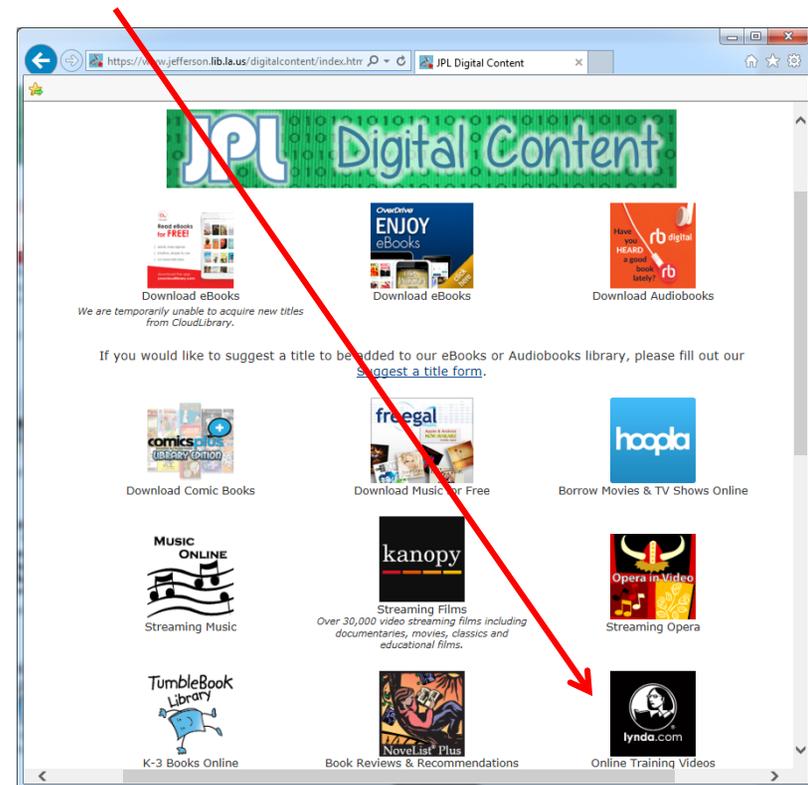
## ADDITIONAL RESOURCES

Additional helpful resources can be accessed through our homepage [www.jplibrary.net](http://www.jplibrary.net)

- From the library's homepage, click on the **JPL Digital Content** link or the **Digital Content** menu tab.



- Then click on the **lynda.com** icon to access online training using your library card number and pin.





## NOTES

*Microsoft, Excel, Internet Explorer, PowerPoint, Windows, and Word are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Firefox is a trademark of the Mozilla Foundation. Chrome is a trademark of Google.*

Jefferson Parish Library authorizes you to view and download materials such as this handout at our web site ([www.jpplibrary.net](http://www.jpplibrary.net)) only for your personal, non-commercial use, provided that you retain all copyright and other proprietary notices contained in the original materials on all copies of the materials. You may not modify the materials at this site in any way or reproduce, publicly display, perform, distribute or otherwise use them for any public or commercial purpose. The materials at this site are copyrighted and any unauthorized use of any materials at this site may violate copyright, trademark, and other laws. If you breach any of these Terms, your authorization to use any materials available at this site automatically terminates and you must immediately destroy any such downloaded or printed materials.

