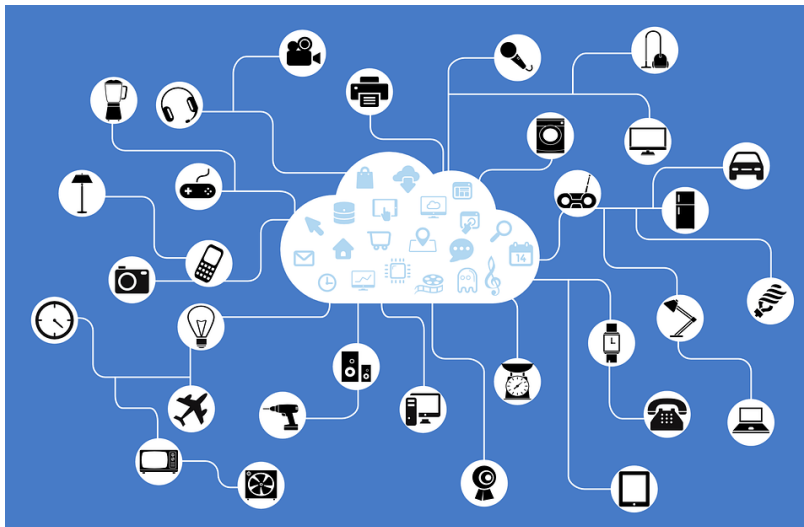

What is the Internet?

“A means of connecting a computer to any other computer anywhere in the world via dedicated routers and servers. When two computers are connected over the Internet, they can send and receive all kinds of information such as text, graphics, voice, video, and computer programs”. (<http://www.businessdictionary.com/definition/internet.html>).



Uses for the Internet:

The Internet is used for many things such as e-mail, social networking, job-hunting, getting the latest news, research, listening to music, watching videos, getting driving directions, reading online books and so much more.

What do you plan to use the Internet for?

COMMON TERMS YOU MIGHT HEAR AND WHAT THEY MEAN:

BROWSER: Is a free software package or mobile app that lets you view web pages, graphics, and most online content. The most popular web browsers include Chrome, Firefox, Microsoft Edge, and Safari, but there are many others. (<https://www.lifewire.com/top-internet-terms-for-beginners-2483381>)

WEBPAGE: Is what you see in your browser when you are on the internet. Think of the webpage as a page in a magazine. You may see text, photos, images, diagrams, links, advertisements and more on any page you view. (<https://www.lifewire.com/top-internet-terms-for-beginners-2483381>)

HTTP: is the protocol used to request and transmit files over the Internet or other computer.

HTTPS: is the acronym for "Hypertext Transfer Protocol Secure." This indicates that the webpage has a special layer of encryption added to hide your personal information and passwords from others. (<https://www.lifewire.com/top-internet-terms-for-beginners-2483381>)

→ <https://www.pinterest.com>

URL: "Uniform Resource Locator". In other words, the **web address** of internet pages and files. The URL tells the browser exactly where to find the page. For example, www.akronlibrary.org is the URL *or web address* to get to the library's website.

*.com signifies the part of the **URL** that identifies what exactly that site is part of i.e., institution, government, business, etc.

- **com:** generally, for commercial businesses
- **net:** network providers
- **mil:** military organizations
- **gov:** government organizations
- **edu:** educational organizations
- **org:** non-profit organizations

GETTING STARTED USING GOOGLE CHROME

What is Google?

Google is the most popular search engine on the Internet. A search engine is a program that searches for items online that correspond to keywords or characters specified by internet users. Google is easy to use, and also more effective than the average search engine, making it easier to find what you are looking for. Google is also home to a variety of features such as Google Maps, Google Drive, Google Docs, Images, Gmail, Calendar, Translate, and much more.

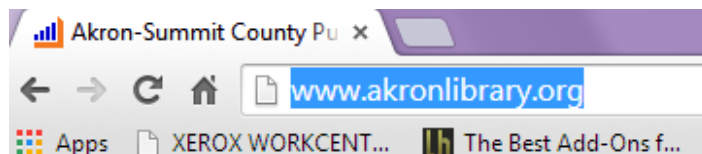
Begin by double-clicking on the Google Chrome icon in the task bar or on your desktop. If you do not see a shortcut on your desktop, click on the icon in your task bar.



TO VISIT A SPECIFIC WEB PAGE:

When you know the URL (or web address) you can type that right into the address bar.



- Click somewhere *on* the address of your current page.
- When the letters are highlighted in blue, type in **the address**.
- For class let's type, **akronlibrary.org**.
- Hit the **Enter** key on your keyboard to go to that page.



GOOGLE CHROME TOOLBAR


Let's look at the Google Chrome Toolbar which will help you to navigate through your use of the Internet.



1. **Forward button**: Return to a page after you have used the **Back** button. To see your browsing History, right-click on the **Back** button.
 - a. Click and hold either back or forward button to see your recent history.
2. **Refresh button**  will **reload** the current page. If a website stops working, try using the Refresh button. If a webpage doesn't load correctly, it will temporarily become the **Stop button** . Click this button to stop a webpage from loading if it is taking a long time.
3. **Home button**: this will always take you back to your home page.
4. **Address bar**: The address bar is where you type in a specific web address that you wish to navigate to or you can also type in a search term.
5. **Bookmark button**: Click to bookmark a web site to find it again easily.
6. **Chrome menu button**: Click to display different tools such as history, settings and print.

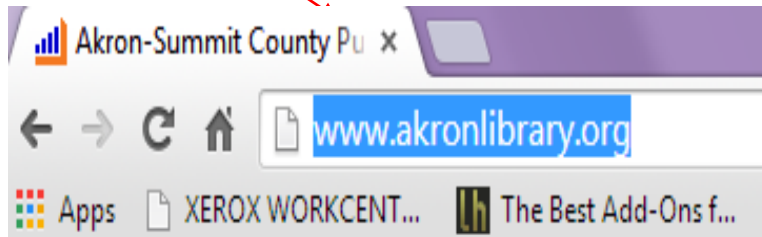
Can you see the home button on your screen? No? Let's turn it on then.

1. Click on the **Chrome menu button**.

2. Click on **Settings**.
3. Turn on the **Show home button** by sliding the button so it turns blue. 

TO OPEN A NEW TAB:

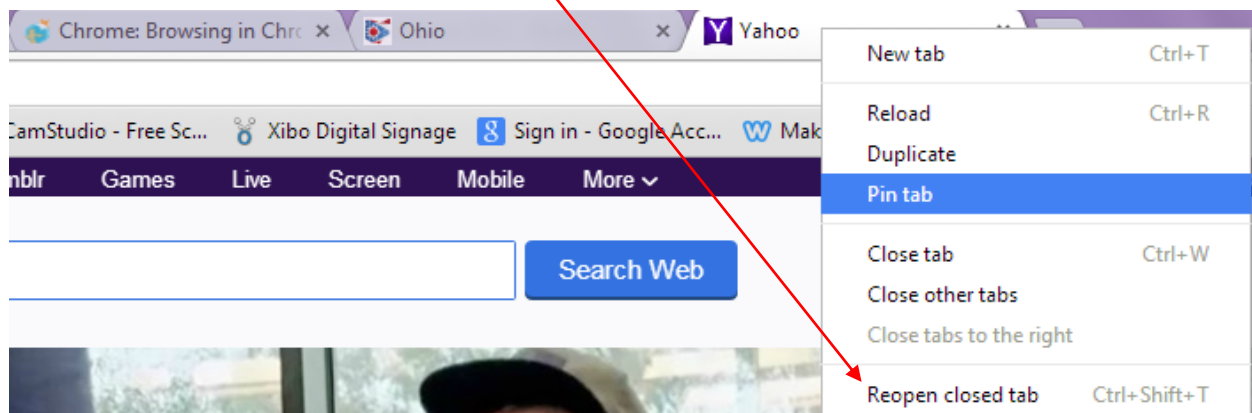
- Click on the **new tab** to the right of the open tabs. You can also hit **Ctrl+t** to open a new tab.



- **To switch between tabs:** Click on the tab that you wish to see. This will not close the other tabs that you have open.



- **To close a tab:** click the small x in the right-hand corner of the tab.
- **To pin a tab:** If there are webpages that you use regularly, you can “pin” them to open every time you open Chrome. To pin a tab, right-click on the tab and choose “pin tab” from the drop-down menu. The pinned tab will appear as a much smaller tab on the left-hand side of the screen. Alternatively, if you no longer want a tab to be pinned, right-click on the tab and choose “unpin tab”.
- **To open a recently closed tab:** Right click with your mouse on the empty area in the title bar select “reopen closed tab”.




SETTING THE HOME PAGE

A **home page** is the page that will load when you click the



Home button on your address bar.

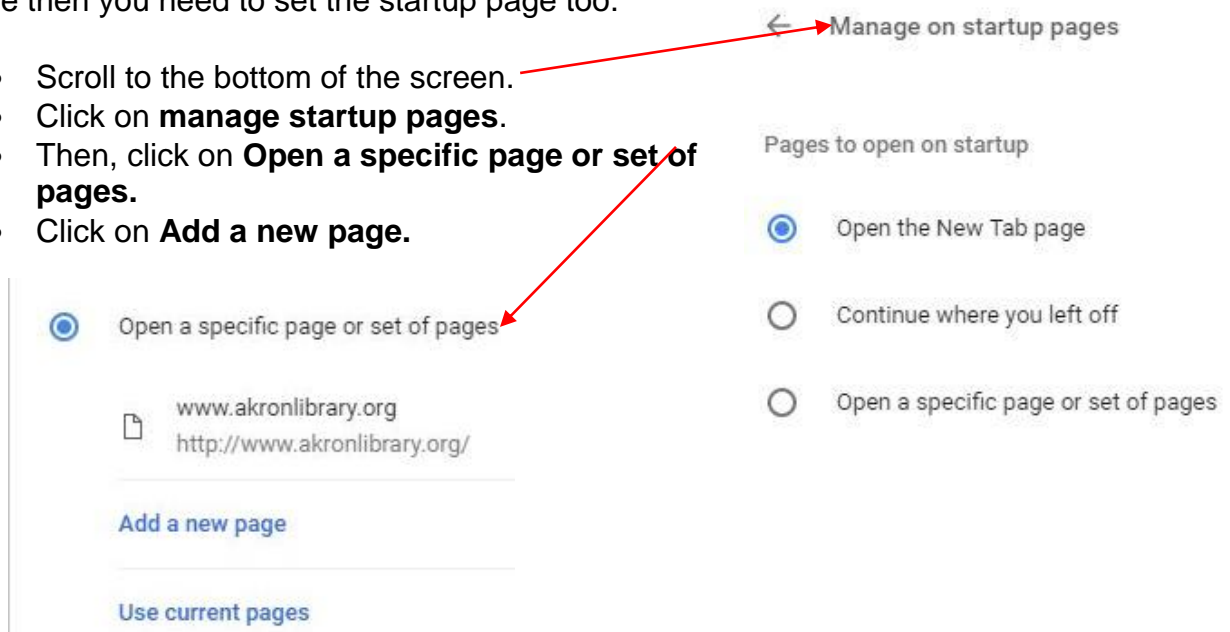
1. Click on the  Chrome menu then choose **Settings**.
2. Click on **Show home button**.
3. Type the address in that you want to be your home page. Note: the library computers are locked into the library home page so they cannot be changed.



SETTING THE ON STARTUP PAGE

A **start up page** is the first page that will load automatically when you double click on the icon to open your browser. If you want your homepage and start up page to be the same then you need to set the startup page too.

- Scroll to the bottom of the screen.
- Click on **manage startup pages**.
- Then, click on **Open a specific page or set of pages**.
- Click on **Add a new page**.



- A pop up box will appear on the screen, type in the web address you want to have as your start up page.
- Click the **ADD** button.


- You can add as many set up pages as you would like to open when you double click on your browser.



Browsing History

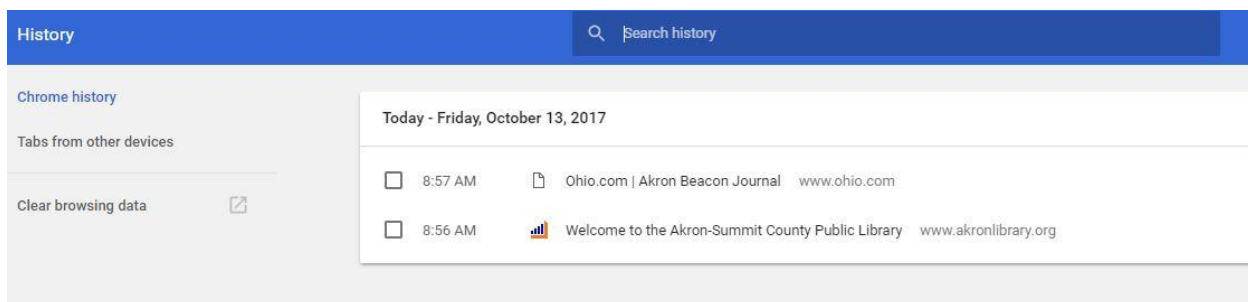
Chrome will keep a record, or history, of every webpage that you visited. This will help with load times on websites that you visit regularly. You may want to view your history to find a previously viewed page or delete the history (for privacy reasons).

To view the history:

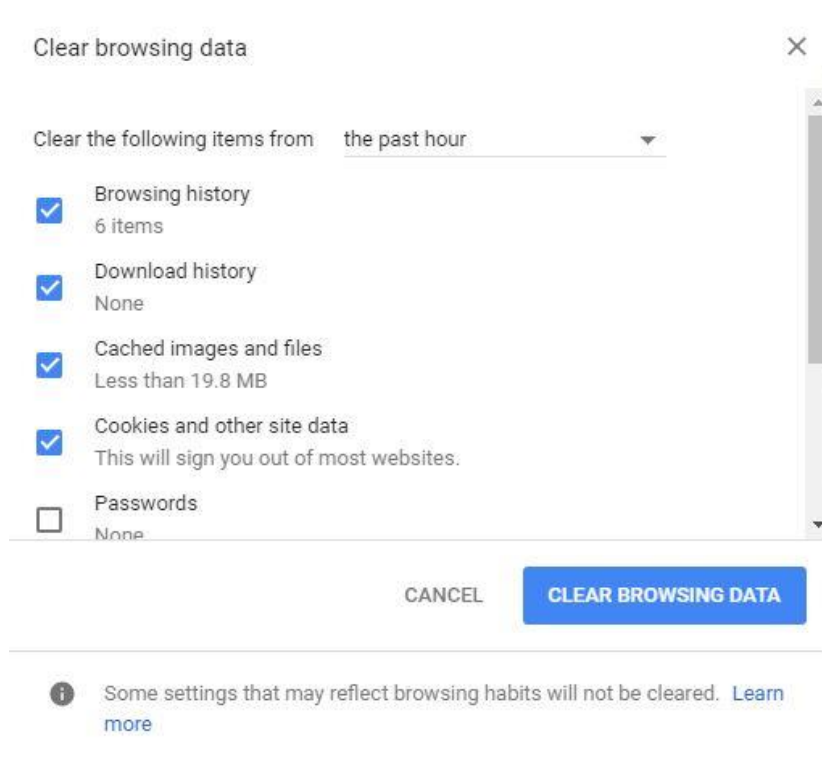
- Click on the Chrome menu  on the upper right-hand side of the browsing window.
- Then choose **History**.
- Your full browsing history will appear in date order.



To help you in searching for a recently visited page, you can enter a search term in the bar at the top and then click, **search history**




To delete your history, you can click on **clear browsing data**. A window will pop-up where you can choose how far back you want to delete. You can delete an hour ago, a week ago, or since the beginning of time.

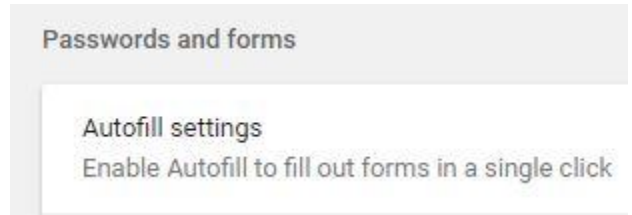


AUTO FILL SETTINGS

You can save time filling out forms by using Chrome Autofill. You save this information when you are entering information by clicking save when you are done. If you wanted to fill out the autofill a head of time you can do that under settings.

- Click on the Chrome menu  on the upper right-hand side of the browsing window.
- Click on **Settings**.

- Click on **Advanced** at the bottom of the screen.
- Under **Passwords and Forms**, click **Autofill settings**.
- To add a new entrance, click on **Add**.



- A box will appear where you can type in your address as shown below.



- Once you fill out your information, remember to click save.
- You can add as many different address as you want. You can edit or delete the address at a later time.
- When you are filling out something that requires your address information, you can pick the one that you would like to use from a drop down list.

PERFORMING A SEARCH USING GOOGLE CHROME

Let's visit Google:

- Type **google.com** in the address bar.
- in Chrome, type your search terms into the address bar, or go Google.com in your web browser. From there, you can search for anything you would like more information about. Just type your search terms in the search bar, then click the **Google Search** button or press **Enter** on your keyboard.



- After you type search terms into search bar, you will see a list of **relevant websites (also called search results)**, that match your search. If you see a site that interests you, simply click the link to open it. Place your mouse pointer over the text (Link) and you will see the mouse pointer turns into a hand icon . Click on it. If the site doesn't have what you need, click on the **Back** button  at the top of the browser window to return to the results page to look for more options.
- Click in the search box and type **recipes**.
- A drop box will appear below with suggestions of other search terms. Feel free to click on one if it matches what you're looking for.
- Hit the **Enter** key or click on the **Google Search** button to conduct the search.

A new page will appear with a list of other websites that Google thinks are most relevant to your search term.

The screenshot shows a Google search for "recipes". The search bar contains "recipes" and the search button is visible. Below the search bar, there are navigation tabs for "All", "News", "Books", "Images", "Videos", "More", "Settings", and "Tools". The search results show "About 841,000,000 results (0.50 seconds)".

The first result is "Allrecipes | Food, friends, and recipe inspiration" with the URL "allrecipes.com/". Below the title is a short description: "Find and share everyday cooking inspiration on Allrecipes. Discover recipes, cooks, videos, and how-tos based on the food you love and the friends you follow." and a list of categories: "Recipes · Food, friends, and recipe ... · Dinner Recipes · Desserts".

The second result is "Recipes - Allrecipes.com" with the URL "allrecipes.com/recipes/". Below the title is a short description: "Find and share everyday cooking inspiration on Allrecipes. Discover recipes, cooks, videos, and how-tos based on the food you love and the friends you follow."

The third result is "Quick Recipes, Easy Meal Ideas - Recipe.com" with the URL "www.recipe.com/". Below the title is a short description: "Browse the best collection of recipes on the web. Explore recipes by food type, preparation method, cuisine, and more. Also, check out our 'Most Popular' lists in ...".

Red arrows point from the following labels to the corresponding parts of the search results:

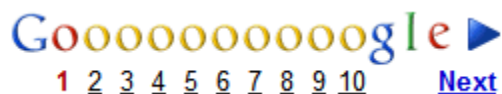
- Link** points to the blue title of the third result.
- Web Address** points to the URL of the third result.
- Site Description** points to the short description of the third result.

Below the search results, there is a section titled "Top stories" with three small images: a bowl of green salad, a plate of food, and a tray of fried items.


One-page listing is usually four to five lines long. Some information is provided to give you a small glimpse of what you can find on that page. The words in blue are the page's title and direct link. The two lines of black text under that is a quote from the page in which they found your search term. The green text is the URL (or address) of that page. Notice that your search term is highlighted in bold.

To see the contents of a page, click on the blue title (the link). To go back to the list of search results, click on the **Back** button at the top of the window.

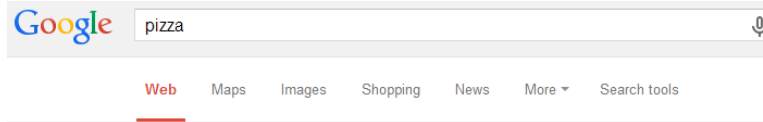
You can navigate to the other pages to see more results. Scroll down to the bottom of the page, and click on the number **2** or the word **Next**.



MORE SEARCHING

Let's do another search. Type in **Pizza** in the address bar at the top. When you do a search for things like Pizza, you will get different returns from Google. You may see some of the links on your list that say Ad  next to them. These companies pay Google to get their website to be on the top of the search results.

You may get locations near you that sell Pizza.



About 686,000,000 results (0.66 seconds)

[pizza](#)

Rating Price Hours

Da Vinci's Pizza

3.4 ★★★★★ 21 reviews · \$\$ · Pizza

S Main St · Pizza, cheesy bread, salads & wings are all on the menu at this casual stop for basic eats.

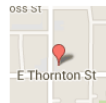


Nunzio's Pizzeria

3.8 ★★★★★ 9 reviews · \$\$ · Pizza

Grant St

Opens at 4:00 pm



Bricco

3.8 ★★★★★ 72 reviews · \$\$ · American

W Exchange St · Stylish, contemporary pizzeria with creative pies & a selection of over 240 beers & wines.



[More pizza](#)



[More images](#)

Pizza

Dish

Pizza is a yeasted flatbread typically topped with tomato sauce and cheese and baked in an oven. It is commonly topped with a selection of meats, vegetables and condiments. [Wikipedia](#)

Nutrition Facts

Pizza, 14" regular crust

Amount Per 1 slice (107 g)

Calories 285


% Daily Value*

Total Fat 10 g	15%
Saturated fat 4.8 g	24%
Polyunsaturated fat 1.8 g	
Monounsaturated fat 2.8 g	
Trans fat 0.3 g	
Cholesterol 18 mg	6%
Sodium 640 mg	26%
Potassium 184 mg	5%
Total Carbohydrate 36 g	12%
Dietary fiber 2.5 g	10%
Sugar 3.8 g	

You may get information about pizza which could include a definition, show images, and nutritional facts.

BOOKMARKS

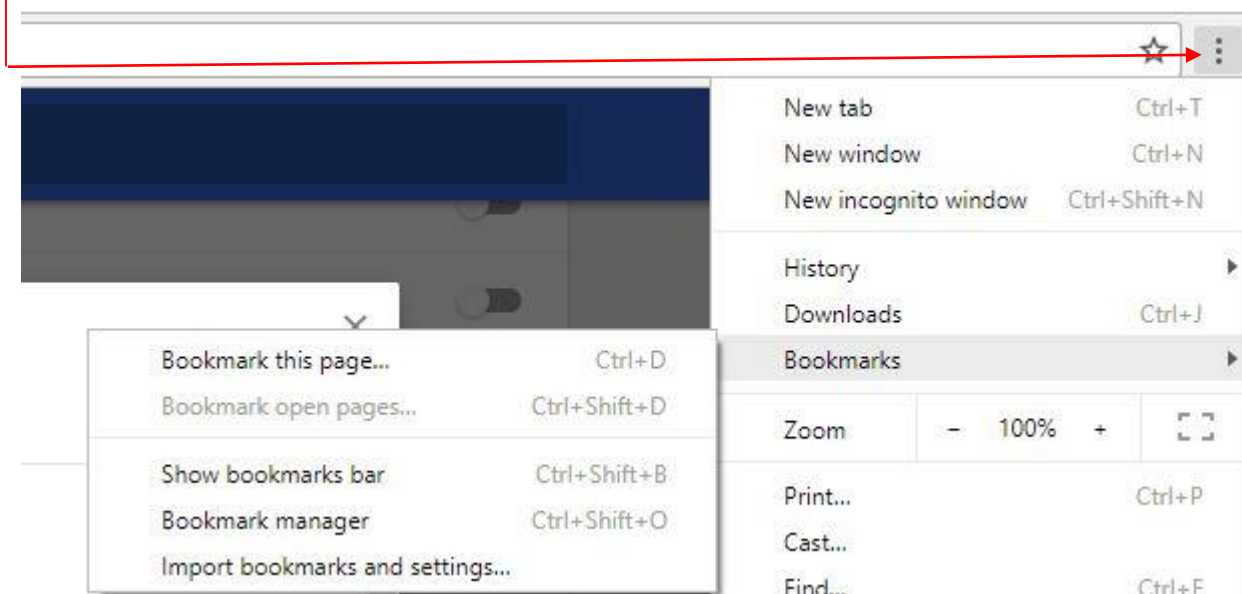
You may want to use bookmarks to help you organize and remember websites that you want to visit again at a later time. To do this in Chrome, simply navigate to a website

that you want to bookmark. Click on the  next to the address bar. When the dialog box appears, click **done**. The website will be saved to the bookmark bar.

You can choose to have your bookmark bar appear.

TO TURN IT ON

- Click on the Chrome menu button.
- Slide down to Bookmarks
- Then over to show bookmarks bar.
- Click **Show bookmarks bar** to turn on or click to turn off.



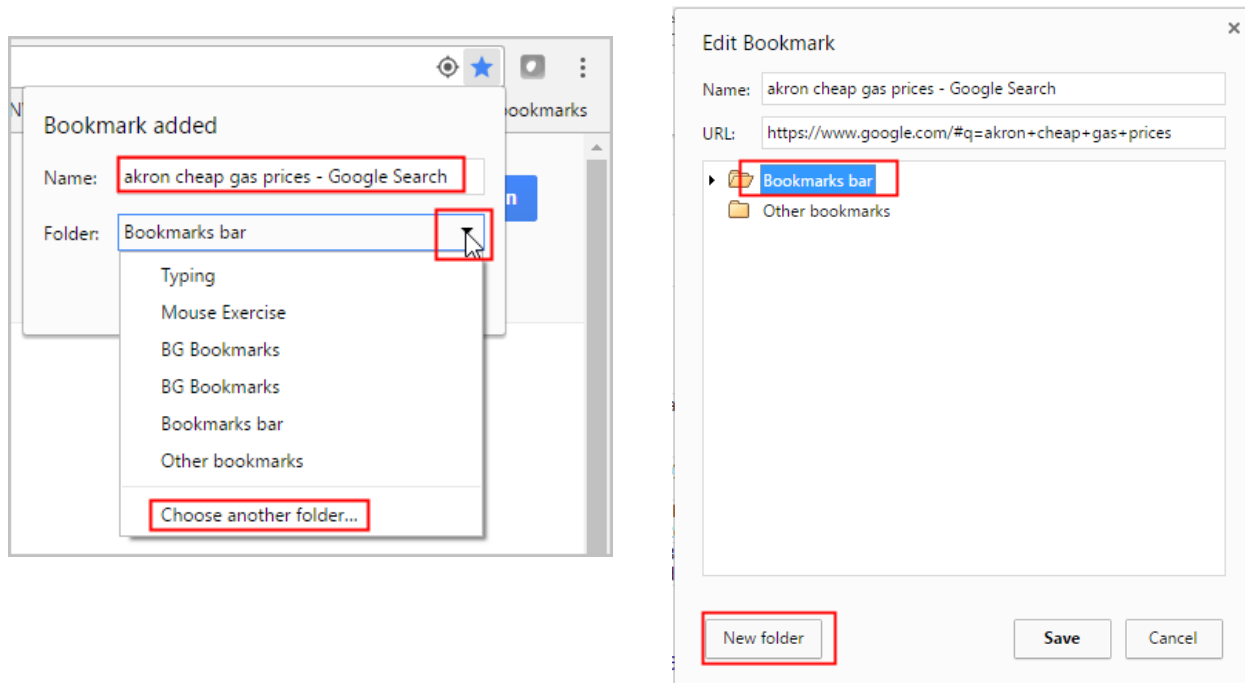
With the bookmarks bar turned on, the bookmark bar will appear below the search bar:



HOW TO ORGANIZE YOUR BOOKMARKS ON YOUR BOOKMARK BAR:

You can organize your sites in separate folders by creating folders on the Bookmark bar.

- Click **Choose another folder**
- In **Edit Bookmark** window, make sure you select **Bookmarks bar**.
- Click on **New folder**
- Type in the name of the new folder such as “Gas prices” for example, and click on **Save**.



Search Tips

Tip #1: Your search can be too broad.

What do we want to know about recipes? Do you want to know how to bake a cake? Do you want to know how to sear a steak? Our search term was too broad, try being a little more specific.

Tip #2: Your search can be too specific.

If you type 20 words into a search box, the search engine is going to look for a page with all 20 of those words. For example, if you search for “I am looking for a recipe that talks about baking a soufflé.” The search engine will bring up websites matching each word, overloading you with unnecessary information.

Tip #3: Be creative.

Your goal when searching is to find information that other people have already put up on the Web. You may not use the same terminology as they did. That's why it's helpful to come up with a list of synonyms for your search terms.

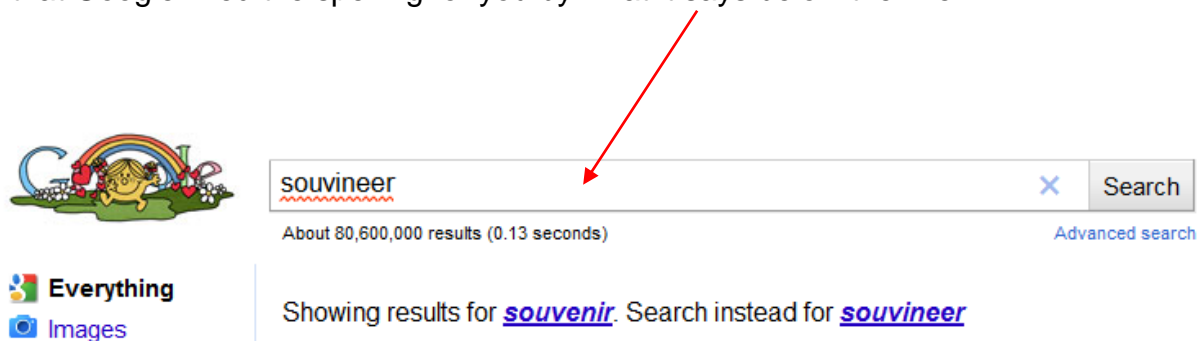
Tip #4: Be aware of advertisements.

The purpose of an advertisement is to get you to visit someone's website. The website owner will either try to get you to spend money or try to get your information. Most advertisements are not malicious, however, some are. It's a good idea to refrain from giving out any personal information to a site you navigated to through an advertisement unless you *completely* trust them.



TYPOS

Search engines are pretty good at spelling. If you type in a word with the wrong spelling, the search engine will automatically do a search with the correct spelling. You can see that Google fixed the spelling for you by what it says below the line.



APPENDIX:

What you will need to search the Internet:

1. A computer with an Internet connection. The connection comes from an ISP or Internet Service Provider. ISPs are usually phone or cable companies that charge you a monthly fee for Internet access. Examples of local ISPs are: Time Warner Cable, Dish Network, Verizon, Earthlink, Comcast.or AT&T.

There are several types of connections to choose from. You will need to decide which one is best for you. Each one comes with a different speed and along with that, a different cost. For example, if you are going to be downloading music or streaming videos you will need a fast connection.

(a) Dial-up: This type of connection is through a phone line and computer modem. It is the slowest type of connection as well as the least expensive. You will not be able to use the telephone while you are connected to the Internet.

(b) DSL (digital subscriber line): a connection through telephone wires using DSL modem sending digital data. This does not tie up your phone line. Not available in many areas.

(c) Cable: a connection through a cable modem using cable wires. You do not have to have cable television service.

(d): Satellite: a connection through a satellite. Can be affected by weather.

(e) Wireless: the computer connects to a router without using wires. Your computer sends out a radio signal searching for service. Once a signal is found a connection is made. (Note: In order to use the computer's wireless feature you must have an ISP.)

(f) 3G and 4G: devices connect to the internet wirelessly through your provider's network. Used for devices such as smart phones, tablets and laptops when there is not a wireless connection.

2. Hardware: The primary piece of hardware that you need besides your computer is a **Modem**. The **modem** is usually provided by your ISP provider and depends on the type of Internet connection that you have chosen. If you have several computers to connect to the same Internet connection you will need a **router**. A **router** can be wireless or hard wired with an Ethernet cable.

3. Web browser software: A program that allows your computer to search the Internet. Popular web browsers include Google Chrome, Firefox, Safari, and Internet Explorer.

(IE is currently being phased out.) A full list of all available browsers can be found at http://www.webdevelopersnotes.com/design/browsers_list.php3.

4. Anti-virus software: A program that will help defend your computer against harmful viruses that can damage your hard drive. There are many different anti-virus programs some of which are free. You can visit www.download.cnet.com to search for different types of anti-virus software. Be sure to narrow your search results to “Free” to find software for no charge.

5. (Optional) Plug-In software: Plug-in applications are programs that can easily be installed and used as part of your Web browser. You don’t need plug-in software to surf the web, but you won’t have full functionality. Here are the most common you will need: Java Virtual Machine, Adobe Flash Player, Adobe Shockwave Player, Windows Media Player, Real Audio Player, and Apple Quick Time. These plug-ins allow you to see interactive pictures and menus, watch videos, hear sounds, and play games.