

Peoples Network



Using the Internet

Find a website (when you know the address)

1. From the desktop, double-click on the Internet Explorer icon (the blue 'e')
2. Click in the **Address** box at the top of the screen
3. Press **Delete** on the keyboard and the address box will become blank
4. Type in the web address of the site you want to visit
Tip: Web addresses usually start www. - take care to type it in accurately with all the punctuation marks, there are never any spaces in a web address
5. Press the **Enter** key on the keyboard and the new site will load.



Searching for websites

Search engines

- Click on the **Search** button on the toolbar for Microsoft's *MSN Web Search*
- Click on **Favorites** for several search engines, including Yahoo! (www.yahoo.co.uk) and Google (www.google.co.uk)
- To use a search engine, type a word or combination of words in the search box and press **Enter**. A list of results or 'hits' will be displayed with the most relevant 'hits' at the top of the list - many searches return hundreds or thousands, of results, think about the words you use in your search and look past the first page of results.

Web directories

- Web Directories list websites by subject
- DMOZ (www.dmoz.com) is one of the best known directories.
- BBC website (www.bbc.co.uk) has its own directory with links to external sites.



Moving around the internet

Hypertext

- As you move around a web page the cursor will sometimes change from an arrow to a pointing hand - the text or pictures where this happens are hypertext links.
- Links are often indicated by underlined text or text in a different colour.
- To use a link, just click on it, this may take you to another part of the site or a different website.

Internet Explorer buttons

In the toolbar are buttons to help you move around, the most useful ones are:

	BACK	Go back one page at a time through the pages you have just looked at.
	FORWARD	If you have used the back button and want to revisit a page, use Forward button
	REFRESH	Click on Refresh if a page or site is taking a long time to appear on screen.
	HOME	This will take you back to the People's Network homepage.
	FAVORITES	A list of useful sites will appear on left of screen, click on the link for the site you Want.
	SIZE	Change the size of the text you can see on the screen.



NB If you need large print, you can use the screen magnification and voice output software on the computers - ask staff for details or see User Guide 11

Right click

The right-click function has been disabled on People's Network computers

Print a web page

Most information on the internet is subject to copyright – do not print substantial amounts from a website without permission from the copyright holder or for your own personal use.

1. Click **File** on the menu at the top of the screen
2. Select **Print Preview**, the web page will be shown as it would look when printed out
3. To change paper orientation, use **Page Setup** on the menu
4. The number of pages that will be printed is shown at the top, use the arrow buttons to check whether there is something you want to print on pages
5. To print a section of the webpage click **Close** and highlight the part you want
6. Once you have arranged how you want the page to print, click **File** then **Print**
7. Choose which pages you want to print, or whether to print the section you highlighted.

See user guide 7 for more detailed information on printing

Download or save information

Copyright legislation also applies to downloading and saving information - you should not download substantial amounts from a website without permission from the copyright holder, and it should be for your own personal use. Many sites where music and videos can be downloaded do not offer legal downloads, a list of authorised sites can be found at <http://www.pro-music.org/musiconline/tracker-region-europe.htm> - scroll down to the bottom to see the UK list.

1. Click **File** on the menu bar, then **Save As**
2. A box headed **Save Web Page** will be displayed, change the file name if necessary
3. Click on **Save**.

To keep files permanently, copy them to CD or USB memory – see user guide 6a and 6b.

Further help

Staff can give basic help on searching, printing, downloading and copying to CD, they can also help you find and start online courses including:

- The BBC Webwise course for beginners <http://www.bbc.co.uk/webwise>
- Intute's Virtual Training Suite has tutorials in a wide number of subject areas, such as travel and gardening and more academic subjects. <http://www.vts.intute.ac.uk/>

Libraries also hold details of computer courses which run locally and will have books to help you.