



ARKS KEYS TO INFORMATION TECHNOLOGY

INTERNET EXPLORER

Welcome to the Internet

In this section you will learn how to connect to the **Internet**, some of the language used, how to find a location, and how to keep a record of what you have viewed on the **Internet**. Remember that it all takes practice. This section will give you a basic introduction to the **Internet**. You will be introduced to new operations at a steady pace. All the words marked in bold will have an explanation in the **Dictionary of Terms**. If at any time it all goes horribly wrong, don't panic, just start again!

There are many different kinds of **Internet Browser** packages and these instructions will give you a basic explanation of how one particular package works, but they can also be used for other packages. The most common **Internet browser** packages are **Microsoft Internet Explorer** and the **Netscape Navigator**. This section covers the use of **Microsoft Internet Explorer**, but the same principles apply to **Netscape Navigator**. If you are using **Navigator**, some of the pictures in this section will be different, but the basics are the same.

Let's begin

What do you think the Internet is? Write your answer in the box:

What did you think the **Internet** was? Here is the most general explanation of what the **Internet** is:

The Internet is a worldwide network of computers.

This means that millions of computers can link up to each other. Part of the Internet is the **World Wide Web**. The **World Wide Web**, or **www**, has hundreds of millions of pages of information that can be searched and looked at (**browsed**). When you register with an **Internet Service Provider**, you will usually be given a '**browser**'. A **browser** helps you locate information on the **Internet**.

Because the **Internet** contains hundreds of millions of pages of information, trying to find something you want could be very time consuming. By going to a **Search** site, you can do a search to locate pages on a topic or subject that you are interested in. You will have to type in a topic or subject in the search box.

When you have typed in your subject, and told the **search engine** to go and find the pages for you, the **browser** window will present you with a list of all the pages that mentions that subject. It will give you what it thinks is the nearest match to your request.

For example, if you wanted to find out about Adult Education on the **Internet**, your **browser** is likely to tell you that it has found tens or hundreds of thousands of references for that particular subject! It is a good idea to make your subject as specific as possible. For example, Adult Education in United Kingdom will narrow it down a bit.

You will still have to make a choice of what pages you look at.

When you have chosen a particular page from the list that your **browser** gives you, the **browser** then connects to that site and **downloads** that page of information, and displays it. **Downloading** is how your **browser** brings the page into your computer so you can look at it on the screen. Pages can consist of words, pictures, and sounds. When you find something that interests you, you may want to save its location onto your computer or print it out. You can save its location by using what's called a **Favorite** or **Bookmark**. The **browser** that you are using will have somewhere where you can save the addresses of pages that interest you. These are useful if you want to visit a particular site more than once.

You can open the list of **Favorites** or **Bookmarks** then click on the page you want and the browser will open that page for you.

You can also print out things from the **Internet**. You print in the same way as you would for any document. Be aware though that a single web page can end up being printed on many pages. Some web pages can use over 50 pages of paper when printed.

You can also save the page, including images to your local hard disk so you can view the pages **offline**. (Not connected to the **Internet**).

A word of caution about asking for particular subjects on the Internet:

There is no guarantee that you will find what you are looking for and you may find things you did not want to find. The **Internet** is not regulated, so there is all manner of dubious and unsavoury materials and subjects on the **Internet**. It is up to you as the user to make the decision about what you look at, and if you find something that annoys, upsets or distresses you, then there is not really anyone to complain to. Another problem is that if you give out your **e-mail** address over the Internet, this is the same as giving your telephone number to the rest of the world.



What do
you think?

Please try and answer these questions:**What is the Internet?****What does a browser do?****What does download mean?****What do you use a "favorite" for?**

Did you have any problems with these questions? Write your comments in the box.

Activity

Now you will try out a short exercise on the **Internet**.

Switch on and **boot up** your computer if it is not already on.

On your computer screen, you should see the **icon** for **Microsoft Internet Explorer**.



Double click on this.

If it is not on your desktop, you can find it by clicking on the **Start** button, moving the mouse pointer to **Programs**, then find **Microsoft Internet Explorer** and click on it to start.

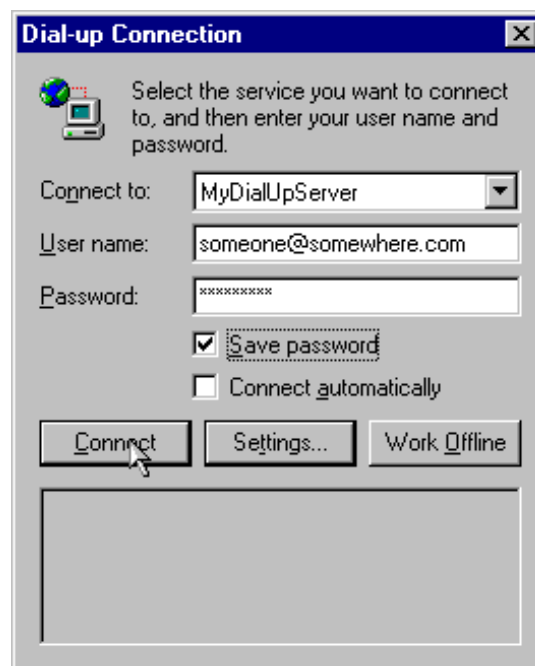


What happens next depends on how access to the **Internet** has been set up. If you are in a school or other educational institution, **Internet** access is established for you, and all you will see are the pages as they are loaded. If you are using a single PC and modem you will have to do a bit yourself before connecting to the **Internet**.

If you have a PC and modem the following will happen:

A dialogue box similar to the following will open with the details of your **Internet** account, and offer options to:

- Connect,
- Settings...
- Work Offline



Click on **Connect** and then wait. This can sometimes take a few minutes.

Internet Explorer

A screen will open up and its look will depend on what your home page is set up to be. It might be the home page of your **Internet Service Provider (ISP)** or your organisation. You can set your home page to be almost anything you want.

The following image is taken from the ARKS home page.



Sometimes you may need to use a password to gain access to the **Internet**. This is more common in schools and some organisations and how to do this will vary. Your tutor should tell you what to do at this stage.

Passwords are used by some organisations to restrict the use of the **Internet**. This section assumes that you are able to gain access.

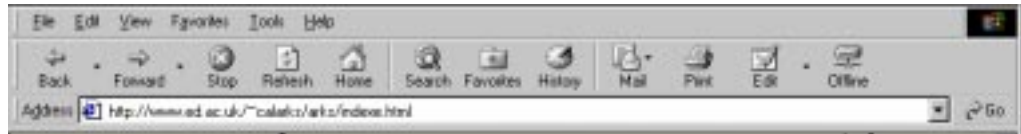
Once your home page has loaded, you are now **on line**.

On line means that you are connected to the **Internet**. This takes a little bit of time, so please do not start clicking the mouse. You will know when you are on line if you look at the bottom left hand side of the page. You will see **document done** at the bottom status bar of the **browser**. Other **browsers** may have an icon that flashes while they are getting ready.

The page that is in front of you is called your **home page**.

Features of Internet Explorer

You will notice that on the **tool bar** there are a number of buttons:



One of these is labelled **Home**. If, while you are **'surfing' the Internet**, it all goes horribly wrong or you get lost or bored, then you click on **home** and you are back where you began. Remember, this all takes practice.

Now you will begin to **'surf the net'**

If you look at the above image, below the buttons there is a box called **Address**. The Address box will currently have the address of your home page.



Exercise 1: Entering a Web address

- Click into the Address box and the replace what is there with the following address:

- Type in exactly

http://www.bbc.co.uk

- Either press the **Return/Enter** key

or

click on the **Go** Button to the right of the Address box.

If a message appears that says **"unable to locate"**, or **"site not found"**, check that you have typed in the location address correctly.

This is very important. Double check that you have left no spaces, you have used lower case, and all the full stops are in the right places. Also remember, it is a colon : not a semi colon ;. If you are still unable to connect, then contact your tutor.

Do not assume that you have done something wrong. The **Internet** can sometimes become very busy and it may be that there are a lot of people trying to use it, which can make it very slow.



What you have typed in is the **URL** for the BBC.

URL means **Universal Resource Locator**. This means the address of pages or web sites on the **Internet**. The **URL** address is unique. There are no two addresses the same anywhere on the World Wide Web.

Your address box should look something like this:



What the URL Means



Using the above example of the BBC's web address, the address can be split into different sections:

http:// means that the page is treated as using the **Hyper Text Transport Protocol**. Hypertext means that a page contains links or jumps to other pages, and protocol just means an agreed language that computers use to talk to each other.

www. means that the **URL** is located in the **World Wide Web**.

bbc.co.uk this part of the address is the host or domain name and belongs to a company (co.) in the United Kingdom (uk), in this case the BBC (bbc.).

Note that there are other protocols on the **Internet** that you may come across, and you may find pages in a search that use the following areas of the Web:

ftp:// is **F**ile **T**ransport **P**rotocol, and is used to transfer files directly between computers.

gopher:// is an older information retrieval protocol and was originally used to store and retrieve information on the **Internet** before the Web became so popular. Gopher is used to “go for” information. It is still widely used.

When you see ‘**document done**’, you can use the mouse to move around the page. Notice that the mouse pointer sometimes changes to a hand. When you see a ‘hand’ this means there is a link between the page you are viewing and another page. Links are usually underlined and a different colour to the rest of the text on a web page. But not always. Images can also be links, and the pointer will also change to a hand when you move over a link.

The BBC ‘home page’ should open and should look something like this:



Move the mouse over the page onto a topic that interests you.

Now double click when the **mouse** pointer changes to a hand. A new page will now open.

When you are finished with this page, and want to go back to the previous page, click on the **Back button**. This will take you back to the previous page you were looking at. You can continue clicking on the **Back** button, and will eventually come back to the first page that was opened for the session.

You can also use the **Forward button** to go back to a page you have come **Back** from.

Now choose another topic. Wait until the mouse pointer changes to a hand, then double click.

When you have seen all you want to see on this page, you can return to the **home page** if you want and then disconnect from the **Internet**.

To do this:

- Go to **File** and click on **Close**.

You may see a dialogue box asking if you want to stay connected, or to disconnect now. If you do, click on the disconnect button.

You have now left the **Internet**.



What do you think?

How did you get on with these operations?

Did you have any problems?

Did you find out anything interesting?

Write your comments in the box.

Internet Explorer

'Searching' on the Internet

What if you did not have a **URL** for a site on the **Internet**?

How do you think you could locate a certain topic?

You can search through the **Internet** using a **Search Engine**. This means that you type in specific words or topics and the **Search Engine** locates all the pages with those words in them.

You will now search the **Internet** for information on a certain topic.



Exercise 2: Searching the Internet

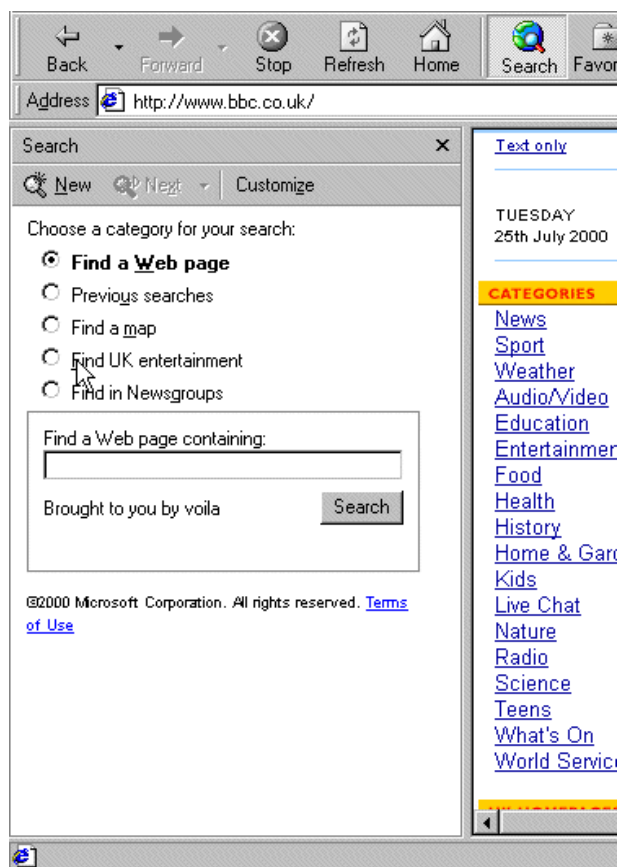
To do this:

- If your PC is off, switch on and **boot up** your computer.

On your computer screen, you will see the **icon** for **Microsoft Internet Explorer**.

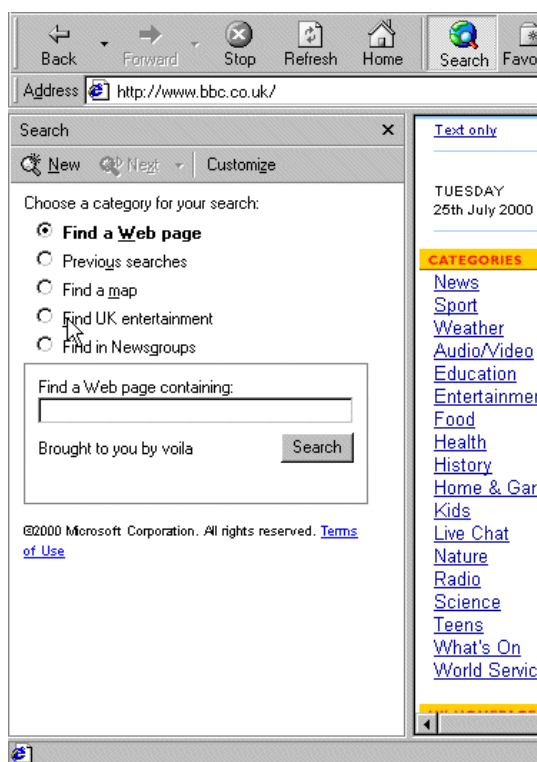
- Double click on this.
- Click on **Connect** if you have to, and then wait until the home page appears. **Microsoft Internet Explorer** has a search button, and you could start your search off here.
- Click on the **Search** button.

Your screen should look something like this:



Exercise 2 continued: Searching the Internet

- Use the mouse to click on the search box.
- Type in the words:
Mountains Scotland
- Then click on **Search**. It could also say 'submit' or 'go get it'.



A results page will open and give you a list of the web pages that the search engine thinks has the most relevant information on the Mountains of Scotland. You will need to scroll down to see more choices.

When you have chosen one that you would like to view, move the mouse pointer over the words until the pointer changes to a hand.

Then double click on the page you want to view, and it will appear.



Activity
continued

Exercise 2 continued: Searching the Internet

Remember, this may take a little time. If at any time you get bored or lost, remember that you can always click on **Home** and you will be back where you started.

If for any reason a page does not appear, do not assume that it is your fault. Sometimes the **Internet** can be very slow, depending on the time of day.



What do
you think?

What did you find?

Write down a few notes about what you found and where you can get more information about the Mountains of Scotland.

There are quite a few different search engines. None of them search the whole Web due to the fact that it is so huge, and hundreds of thousands or more new pages are being added every day. The search engines just cannot keep up. Some search engines specialise in specific areas of interest, but the best ones can only offer to search around 10% to 20% of what is on the Web. If you don't find what you want on one engine you may well find it on another.

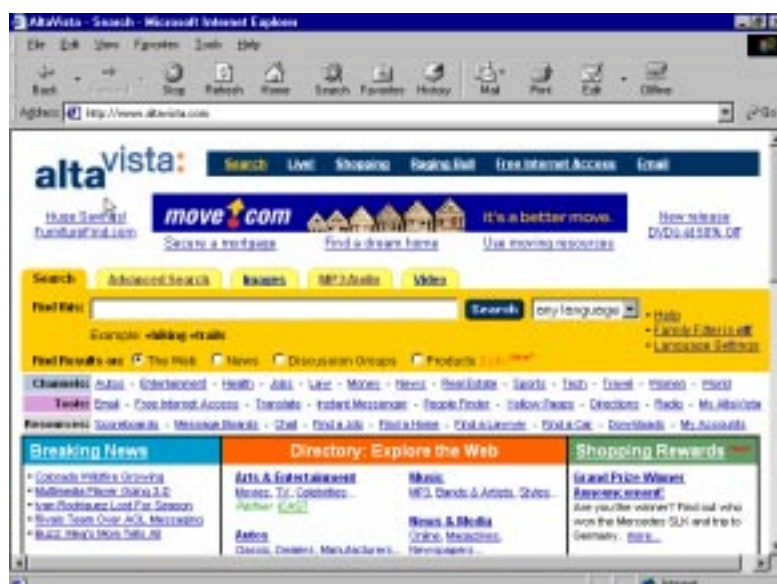
Exercise 3: Using a Search Engine



For this exercise you will be using a search engine called **AltaVista**.

- Type the **URL** of Alta Vista into the Address box, exactly as follows:
http://www.altavista.com
- Either press the **Return/Enter** key,
Or click on the **Go** Button to the right of the Address box.

When it has loaded it will look something like the following:



This time, choose a subject yourself, and then type what you want to look for in the search box and click on the **Search Button** or press the **Return/Enter** key.

After a while you should have the results page displaying what it has found.

Follow any of the links that look interesting.

You may have noticed that your search might have produced hundreds or thousands of results, and that some of them do not seem to be relevant to what you want. This is not very useful, so how do you refine your search request to give you more relevant results?

This next exercise will show you how to do this.

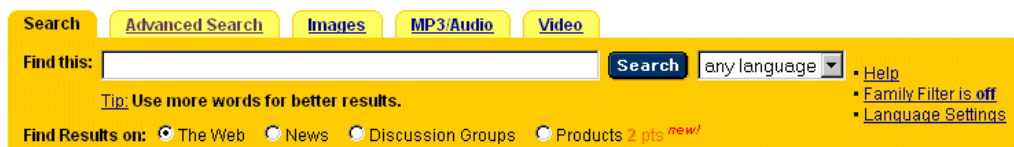


Exercise 4: Getting Better Results with Searches

You may have noticed that the previous exercise found pages that mentioned 'mountains' and 'Scotland', but did not have anything to do with 'Mountains of Scotland'. This is because the search engine looked for pages that had *either* word on them.

You can get search engines to look for specific phrases. The features and rules are slightly different with each search engine so the following exercises may not work if you try it on other search engines.

The following rules all apply to the **AltaVista** site:



1. If you want to look for a phrase, enclose the words in double quotes ("), so you would have **"Mountains of Scotland"**.
2. To look for a page that contains two or more words, use the keyword **AND**. So you would type in **"Mountains of Scotland" AND maps**, which would return all pages that had the phrase **Mountains of Scotland** and also contained the word **maps**. Hopefully this would return a page with a map of the Scottish Mountains. You could also try **Scotland AND Mountains AND maps**.
 - Try this option
3. If you want to look for pages that could contain either of two or more words, use the keyword **OR**. So you could try **Scotland AND Mountains OR Hotels**. This should return pages that contain **Scotland** and **Mountains** or **Hotels**. This would still return pages with the word **Hotel**, but not necessarily Scottish hotels. So to find pages with Scotland, Mountains and Hotels on them, you would use the following phrase **Scotland AND (Mountains OR Hotels)**.
 - Try this option

Exercise 4 continued: Getting Better Results with Searches

1. You can exclude pages by using the keyword **NOT**. So you could use **Scotland AND Mountains AND NOT Whisky**. This would exclude all pages that mentioned **Whisky**, even though they mentioned **Scotland** and **Mountains**.
- Try this option

There are other search options available that let you look for specific web sites, images etc. as well as other more advanced options. If you want to explore all of the advanced search options that AltaVista has to offer, click on the **Advanced Search Help**, and follow the **links**. There is a **lot** of quite technical reading here, so be prepared to spend some time if you want to read it all. At the moment, simple search options would be a better idea.



The screenshot shows the AltaVista search interface with the following elements:

- Navigation tabs: Search, **Advanced Search**, Images, MP3/Audio, Video
- Boolean query input field with a "Search" button
- Advanced Search Cheat Sheet link
- Sort by input field
- Language dropdown menu (set to "any language") and a checkbox for "Show one result per Web site"
- From and To date input fields (example: "e.g. 31/12/99")
- Tip: Use parantheses to separate search queries and tell AltaVista in which order to perform the search.
- Example: (database OR software) NEAR (engineer AND experience)
- Help links: Advanced Search Help, Advanced Search Tutorial, Family Filter is off, Language Settings

See **Appendix 2** for a summary of the basic AltaVista Help options.

There a number of other search engines you might like to try:

<http://www.ask.co.uk>

<http://www.excite.com>

<http://www.google.com>

<http://www.infoseek.co.uk>

<http://www.lycos.com>

<http://www.metacrawler.com>

<http://www.webcrawler.com>

<http://www.yahoo.com>

Now go back to your home page. Do you remember how to do this?

- Go to the **button bar**
- Click on **Home**
- Go to **file**, and click on **Close**.
- Click on the **disconnect** button if you have to.

How did you find this task?

Did you have any problems?

Were you able to remember some of the operations?

Write your comments in the box.

Exercise 5: Adding Pages to Favorites

When you find pages on the **Internet** that you like, you can keep a record of their address. This is called a **Favorite** in **Internet Explorer**, or a **Bookmark** in **Netscape Navigator**. You can build your own list of pages that have interested you. You will be able to open your list of **Favorites** and just select the page you want.



To do this:

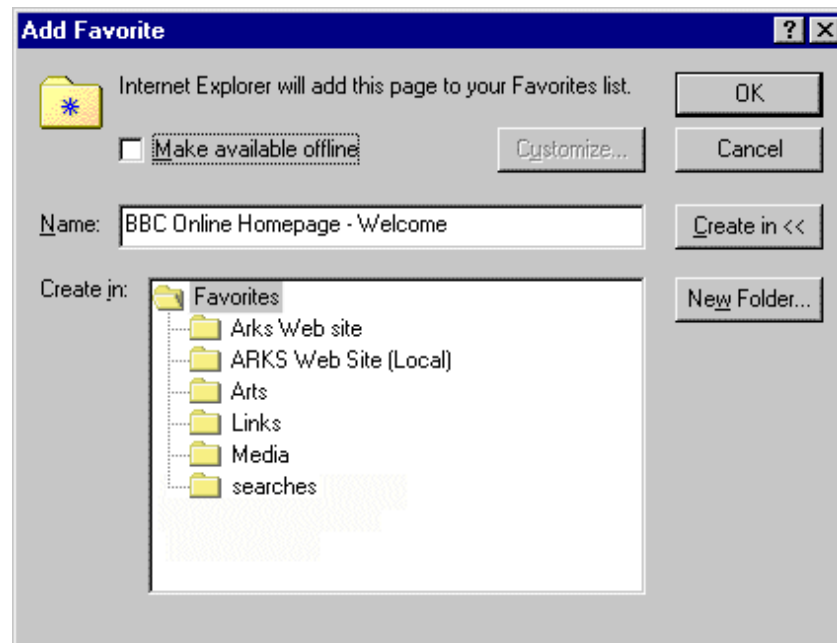
- Switch on and **boot up** your computer if it isn't already on.
- On your computer screen you will see the **icon** for **Microsoft Internet Explorer**.
- Double click on this.
- Click on **Connect** if you have to, and then wait until your home page has loaded.
- Click into the Address box and then type in:
http://www.bbc.co.uk
- When the page has opened, click on **Favorites**.
- Click on **Add to Favorites**



Activity continued

Exercise 5 continued: Adding Pages to Favorites

A dialogue box will open with the title of the page and a list of the favorites folders.



- Choose the folder you want to put the **Favorite** in
- Click on **OK**

The page you have indicated will be added to your **Favorites list**. You can do this with all the pages that you find interesting. You can also organise them by putting them into different folders just like you organise your documents.

You have learned to:

- Open a connection to the **Internet**
- Use a **URL** address
- Use a **Search Engine**
- Open a **Favorites** list

Some notes of caution when using the Internet



Being online can be very time consuming. It also costs money. Prices can vary a lot. You should also be aware that, if you have an **e-mail** address, giving this out over the **Internet** is the same as giving your name and telephone number to the rest of the world. It is also an unfortunate fact that there is a lot of unsavoury content on the **Internet**. The **Internet** is not controlled by anyone, so you may come across things that shock and upset you. You can register with some **Internet Service Providers** that can filter out some of the worst kinds of information.

As with all things connected with computing, it all takes time and practice.

If it all goes horribly wrong, then start again.

Finally

Remember that to bring something from the **Internet** onto your computer is called **downloading**. If you wanted to put a **Web** page onto the **Internet** this is called **uploading** or **file transfer (ftp)**. **Uploading** is how your computer sends information to the **Internet Service Provider**.

You have now covered some of the basics of using the **Internet**. This will be useful when you come to work through the sections on **e-mail**, and using a **browser** to set up a web based e-mail account for yourself.

Setting up your own Website

Appendix 1 has some background information about setting up your own website, but the details are not covered in this book.

Happy Surfing!

Congratulations and well done!

