

Tech Savvy Seniors

Introduction to the Internet

Part 2 Beginners Guide



TOPIC	INTRODUCTION THE INTERNET - PART 2
WELCOME TO THE INTERNET!	So you have an internet connection, a computer with a web browser and know the very basics of hyperlinks and search. Now it's time to make the most of what you've learned. There are literally millions of internet sites to explore, and Part 2 of our <i>Introduction to the Internet</i> workshop will walk you through how to make the most of them.
WHO IS THIS WORKSHOP FOR?	You may be looking to extend what you learned in the <i>Introduction to the Internet Part 1</i> workshop with some practical activities, or perhaps you just want some hands-on experience to see if a home broadband connection is worthwhile. Either way, this session will get you surfing the internet.
WHAT YOU'LL NEED	An internet-connected laptop or desktop computer; either your own or supplied by the workshop organisers. You may need to share a computer with others in the workshop.
WHAT YOU'LL LEARN	This session expands on what was covered in Part 1 of our <i>Introduction to the Internet</i> workshop. First, we'll go through some of the features of your web browser that can make navigating the web much easier. Second, we'll look at important browser add-ons that will let you see all the web has to offer, including videos and music. Then we'll get you started with some of the best sites for common things you might like to do on the internet. Finally, we'll provide some tips for keeping yourself safe online.

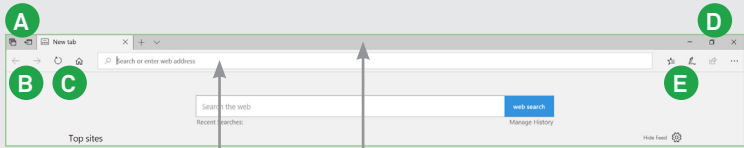
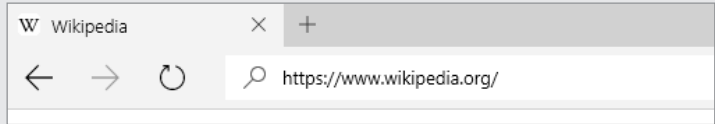
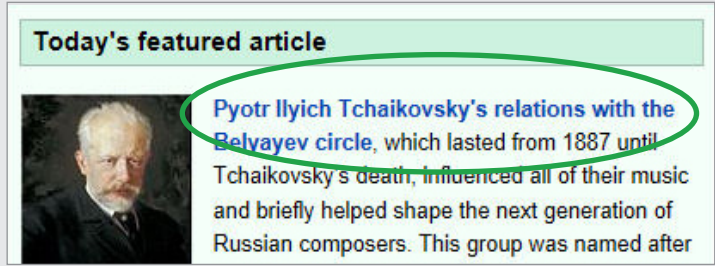
TIMETABLE

This session will be broken into ten parts, with a 15 minute break in the middle. As always, feel free to ask questions at any time.



SUBJECT	DURATION
Introduction and review	10 minutes
Scrolling and navigating	15 minutes
Downloading	15 minutes
Using tabs	15 minutes
Using favourites	15 minutes
Changing your home page	10 minutes
Break	15 minutes
Enlarging a web page	10 minutes
Watching movies and listening to music: add-ons and players	15 minutes
Some of our favourite things: travel, maps, genealogy and news	15 minutes
Staying safe online	10 minutes
Summary	10 minutes
TOTAL	155 minutes

SUBJECT	INTRODUCTION AND REVIEW
TIME 	10 minutes
RECAP 	If you attended Part 1 of our <i>Introduction to the Internet</i> workshop, you should already be familiar with the basics of accessing the web. In that session we covered: ▶ How to get connected to the internet ▶ Starting up your web browser ▶ How to load a web page and use the Scroll bar to move up and down the page ▶ What hyperlinks are, and how to navigate using them ▶ How to perform a basic internet search ▶ How to go backwards and forwards through pages you've already visited. This session builds upon those early sessions, but if you feel you need to recap some of the lessons, just ask your presenter to walk you back through their key points. Much of today's session will explain the additional features of your browser. We'll also get you started with some of the web's best sites, and give you some quick tips about staying safe while browsing.

SUBJECT	SCROLLING AND NAVIGATING
TIME 	15 minutes
MOVING BETWEEN WEB PAGES 1 The diagrams in this workshop show the Edge web browser. Edge is the latest version of Microsoft's Internet Explorer browser and comes with the Windows 10 operating system. You can upgrade Windows 7 and 8 computers to Windows 10 by following the instructions at: https://www.microsoft.com/en-us/windows/windows-10-upgrade If your computer uses an earlier version of Internet Explorer, or a different browser, the steps to complete each activity will be different.	We touched on some of the basics of navigating and moving around a web page in Part 1 of our <i>Introduction to the Internet</i>, but we'll look into it a bit further here. First, you need to open the web browser. On a Windows 10 computer, that means clicking the Edge icon. Edge is the latest version of Internet Explorer and comes with Windows 10 computers. When the browser opens, you'll see buttons, icons and headings representing various features, tools, search and navigation controls.  Address bar Enter a website address or a search term here to find what you're looking for Tab Shows the title of the website in the open window When it comes to moving around the web, the three main ways include: 1. Typing the address of a webpage in the Address bar  2. Clicking on a link  Links can be text or images. Text links will be highlighted, typically in blue, and often underlined. When you move the mouse pointer over a link, text or image, the cursor will change.

From left to right



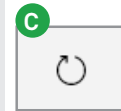
Tabs you've set aside
Manage groups of saved tabs, like a Favourite.

Set these tabs aside
Save the tabs currently open as a group



Back Go back to a previously viewed web page

Forward Go forward to a previously viewed web page



Refresh Reloads web page, so you know you're looking at the most current version



Minimise Shrinks the web browser window into the Start bar

Maximise Expands the browser window to fill your monitor

Close Shuts down web browser



Hub Access Favourites, Reading Lists, Downloads and your browsing history

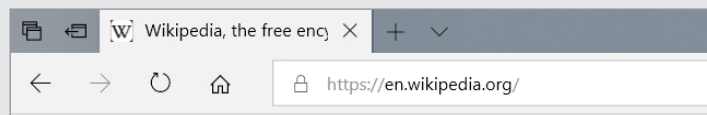
Notes Lets you write and draw onto a web page

Share Shares the web page to an email address or social media accounts

Settings Tools for setting a home page, language, zoom functions and more

MOVING BETWEEN WEB PAGES

When you move your mouse over a link, you'll also see, at the bottom left of the browser window, what address the link points to.



3. Using the **browser buttons**

The browser arrow buttons allow you to go back to a previous page, or forward again if you've already been to a page.

There is also **Favourites** buttons in the browser bar that can be used to navigate; we'll be looking at it in more detail shortly.

The Scroll bar lets you move up and down a web page



MOVING AROUND THE PAGE



Most web pages are too big to fit on the screen all at once. Many are too long, some are too wide.

If a page is too long, a **Scroll** bar will appear on the right-hand side of the window. If it's too wide, a bar will appear at the bottom of the window.

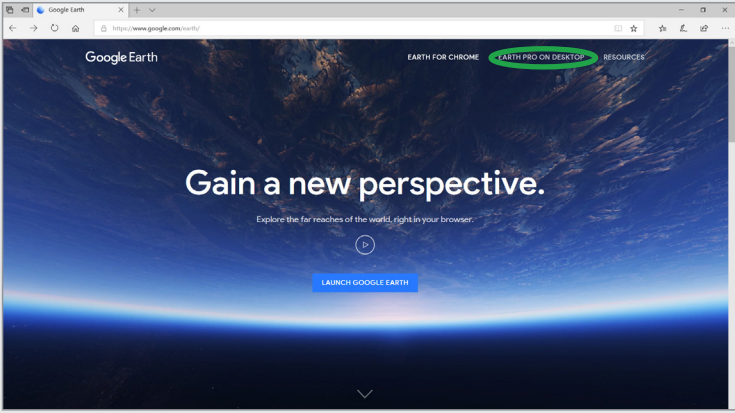
You can move the page up and down (and left and right) by moving your mouse pointer to the Scroll bar. Then (left) click on it and hold down the mouse button and move the bar up and down.

The Scroll Wheel and Arrow Keys

Using the Scroll bars can be a little slow, but there are alternatives.

If you're on a Windows computer, you probably have a mouse with a scroll wheel on it. That's the little wheel between the left and right mouse buttons. By spinning that wheel forward or backward, you can move the page up and down.

You can also use the arrow keys on your computer's keyboard to scroll the page up and down (and left and right).

SUBJECT	DOWNLOADING
TIME 	15 minutes
OVERVIEW 	Sometimes you come across a link that doesn't point to another web page, but to a file. This is a download link. When you click on that link you'll be given the option to save the file to a folder on your computer. Using this method, you can download information, music and other media to your computer, as well as get new games and programs you can install on your computer. Let's run through a quick example to see how this works.
DOWNLOADING A PROGRAM 	Google Earth is a program you can download from the internet that lets you view satellite images from all over the globe, including landforms, buildings, oceans, cities and even your own house. Here's how to get it. Open up your browser. Type www.google.com/earth into the Address bar. Click Earth Pro on Desktop from the Google Earth home page, then click Download. On the next page click Agree to accept Google Earth's privacy policy.  Edge and most other browsers will download the Google Earth file automatically to your computer's Downloads directory. A download progress bar will appear, until the download is complete. You will be asked to run the program, open the folder or view your download. Choose run.

DOWNLOADING A FILE

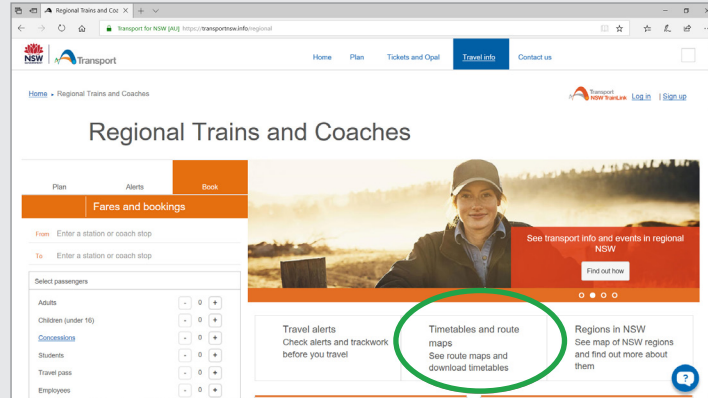


Many transport websites provide route and timetable information that you can download to your computer and refer to whenever you need to, without having to be online. You can even print copies to take with you when you leave home.

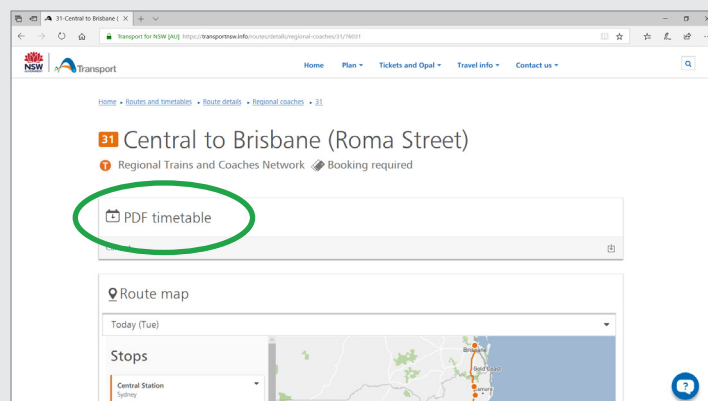
Open up your **browser**.

In the Address bar, type **www.countrylink.info**.

Click **Timetables and route maps**.



Select a route from the options on the page. When your route displays open, click **“Current”** beneath **PDF timetable**.



 PDF timetable

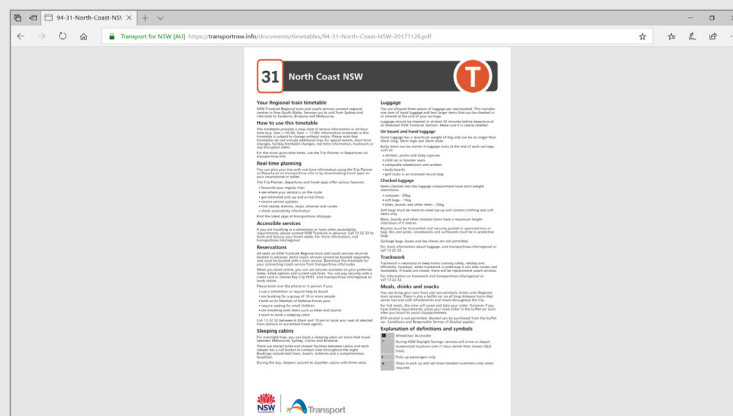
DOWNLOADING A FILE



The Countrylink timetables are a type of file called a PDF, or Portable Document Format. The Edge browser opens PDF files open in a new window. To save the file, right-click on the PDF and choose “Save as”.

You’ll be asked where on your computer you want to save the file. Choose **Desktop**, then **Save**.

A download progress bar will appear, until the download is complete. (If the file is very small, the bar will disappear very quickly!)

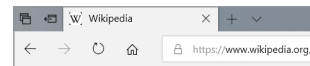


Be careful about what you download

Downloading programs and files from the internet can be dangerous, as they may contain viruses that can spy on or control your computer.

We’ll cover more on this in our cyber safety session, but if the source of the download seems suspect, don’t download the file. Major sites like Sydney Buses or Google are generally safe, but more obscure ones may not be.

SUBJECT	USING TABS
TIME 	15 minutes
OVERVIEW 	Browsers can actually have more than one web page open at a time. In fact, you can have many web pages open at once, with each available as a tab in your browser. Keep in mind that your computer can slow down if you leave dozens of tabs open at once. This is really useful if you want to keep a page open for reference later. It's also handy if you're reading an article and you see a link you'd like to follow but don't want to stop reading the article to do so. You can just open the link as a new tab and go back to it later.
TABS IN ACTION 	You can see the tabs at the top of your browser window. By default there's only one. It's the box with the web page description in it.  Next to that tab you'll see a little box. Move your mouse over it and you'll see a + sign. This represents a new tab. Click on it (the arrow alongside shows you thumbnail previews of the open tabs).  A new tab will appear. You can go to any address you like in this new tab.  You can always switch between open tabs by just clicking on the tab you want to go to. You can also always open more tabs by clicking on the + button. Click on the little X in a tab to close that particular tab.



TABBING WHILE READING



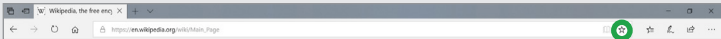
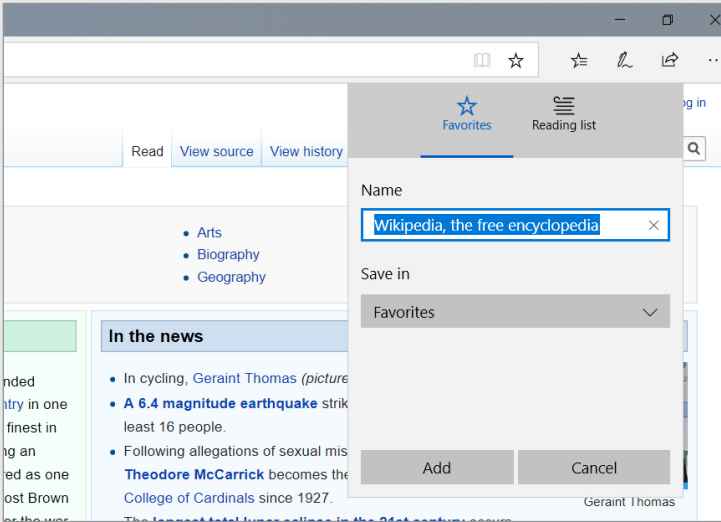
So you're reading an article, and want to follow a link, but don't want to leave the article just yet. You can have your browser open a tab in the background and load the page ready for you to read it later.

To do this, instead of left-clicking on a link, right-click on it instead. What will appear is called the **Context Menu**.



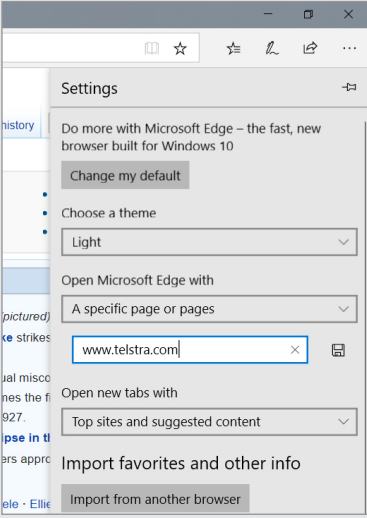
Right-click a link to view the Context Menu and open a new tab

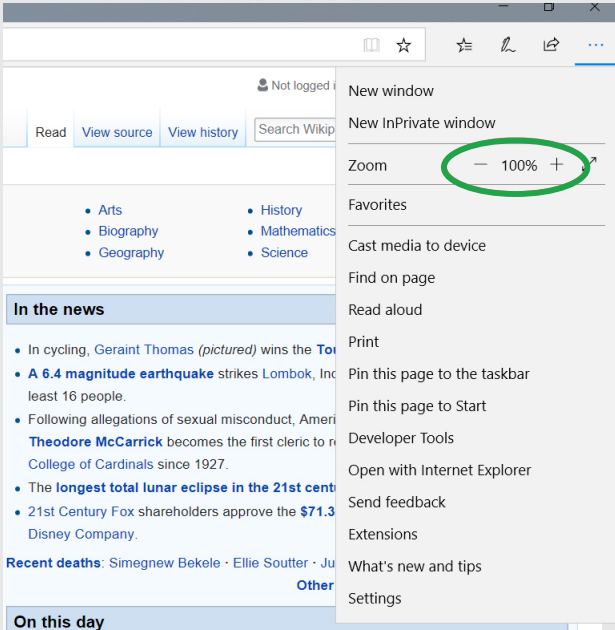
One of the options in the context menu is **Open in New Tab**. Left-click on that. A new tab will open in the background and the page will start loading.

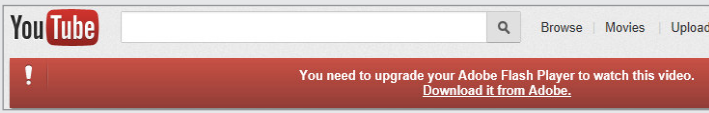
SUBJECT	USING FAVOURITES
TIME 	15 minutes
OVERVIEW 	It's likely you'll end up with a number of web pages you like to visit a lot. Instead of having to always type in their address, you can bookmark them. That creates a quick link in your browser that you can just click on instead of retyping the address. In Edge, these are called Favourites. In other browsers, they're just called Bookmarks.
ADDING A FAVOURITE 	Go to a web page you like. It can be any web page. Click the the Star icon at the top right of the browser to Favourite the website.  The name of the website will appear in a box (you can re-type the website name if you want). Next, choose where you want to save it.  The web page will now be added to your Favourites list. To see all your Favourite websites, click on the Hub (the star with three lines, to the right of the favourites star).



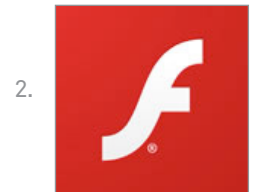
Favourites

SUBJECT	CHANGING YOUR HOME PAGE
TIME 	10 minutes
OVERVIEW 	Your browser Home page is like a super bookmark. It's the page that the browser opens to whenever you start it up. Most browsers come with a default Home page. On most Windows computers, for example, the default Home page is usually MSN's news page. You can change that, however. A lot of people, for example, set www.google.com as their Home page, because it's the page they use the most. Some people like to start their browser with a blank page.
SETTING A NEW HOME PAGE 	In Edge, it's easy to change your home page. Click the three dots on in the top right of the Edge browser to bring up your menu options, then select Settings at the bottom of the list. Under Open Microsoft Edge with, choose A specific page or pages. Type in the address of the website you want as a home page into the box. Click the disk icon to save. The web page will now appear every time you open the browser. 

SUBJECT	ENLARGING A WEB PAGE
TIME 	10 minutes
HOW TO ZOOM 	Sometimes you just come across a web page that's really hard to read. If you find the text is too small, it's really easy to zoom in. On your keyboard, hold down the Control (Ctrl) key and press the + button to zoom in and make the text bigger. (You can zoom out again by holding down Ctrl and pressing -). Another way you can do it is to left-click on the three dots in the top-right corner of the Edge browser. From the menu options, select Zoom. Adjust the setting to your preferred size by clicking the + or - symbols. The browser will remember your zoom level, so you don't need to change it for every page. 

SUBJECT	WATCHING MOVIES AND LISTENING TO MUSIC
TIME 	15 minutes
ADD-ONS AND PLAYERS 	Many sites have embedded content that you can only see if you have the right browser add-on. Most commonly, this is for multimedia sites that have video or music that plays as part of the site. A good example is the popular video site YouTube (www.youtube.com), which may require an add-on to play the videos embedded in the site. Without the add-on, you can't watch videos. If you come across a site like this, a link embedded in the site will tell you which add-on you need to play the media. An add-on is a program that you download and install (we covered downloading earlier on pages 7–9). Once you've done that, the add-on 'upgrades' your browser so that it can view the content that required it. Once you have an add-on installed, it works for all sites. Two major add-ons work for the vast majority of sites: Adobe Flash and Java. Don't worry about installing them straight away – when you go to a site that needs the add-on, a banner will indicate that you need it and provide a link to where you can download it. 

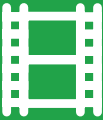
Common add-ons



1. Java
2. Flash
3. Acrobat

Websites will indicate when you need to download an add-on

SUBJECT	SOME OF OUR FAVOURITE THINGS
TIME 	15 minutes
LET'S EXPLORE 	You should now have all the tools you need to be an expert web browser. You might now be looking for a good place to start your browsing, however. Below we've listed some of our favourite sites; you can try visiting some of them while the session is on, and try even more when you get home. Just type in the web address (the bold text) into your browser Address bar to head to the site.
SEARCH 	www.google.com The home page of Google, the world's largest search provider. www.bing.com Bing is Microsoft's alternative to Google.
HELP 	www.youtube.com/telstra For 'know how' video demonstrations. www.bbc.co.uk/webwise/ A great site for internet beginners.
NEWS 	www.abc.net.au Home of the ABC. You can even watch episodes from ABC television and listen to ABC radio. www.smh.com.au Home of Fairfax's <i>Sydney Morning Herald</i>. You'll also find the Melbourne's <i>The Age</i> at www.theage.com.au www.news.com.au The web page of News Corp, which owns <i>The Australian</i>, <i>The Telegraph</i>, <i>Courier Mail</i> and many more. media.telstra.com Provides a constant news and information feed.

WEATHER 	www.bom.gov.au Go straight to the source with the Bureau of Meteorology. www.weatherzone.com.au Another great weather site.
VIDEO AND PHOTOS 	www.youtube.com Where people can post their homemade videos for sharing with the world. www.flickr.com A site for photo sharing.
TRAVEL 	www.wotif.com.au A great site for finding travel information and deals. www.expedia.com.au Another site with extensive travel and weather information.
GENEALOGY 	www.familysearch.org If you're looking to find out more about your family history, this is an excellent place to start.
SHOPPING MOST SHOPPING STARTS WITH A GOOGLE SEARCH FOR THE SPECIFIC ITEM YOU WANT (SINCE THERE ARE TENS OF THOUSANDS OF ONLINE STORES), BUT YOU CAN ALSO TRY: 	www.shopbot.com.au A site that automatically compares prices for specific goods across hundred of online stores. www.ebay.com.au A site where you can bid in online auctions, and even auction your own stuff off.
GOVERNMENT 	www.gov.au The main page of the Australian government, which has link to all sorts of federal and state government services, including the Taxation Office (www.ato.gov.au), voting and registry services and much, much more.

SUBJECT	STAYING SAFE ONLINE
TIME 	10 minutes
OVERVIEW 	Now that you have the tools to confidently explore the internet, we should finish with some commonsense safety advice: as in the real world, when online you also need to be careful who you trust. There are no rules about who can publish a website and very few regulations about what can be published online. Also people can say they are whoever they want, so you need to be wary of scammers. Therefore you need to be careful about who you give your personal information to, where you buy things and what you download. It pays to be a little suspicious. You should not give personal information to strangers or buy things from stores you don't trust. You should also not download and install software from untrustworthy-looking sites. We'll cover this in more detail in our <i>Introduction to Cyber Safety</i> workshop.

SUMMARY

Congratulations, you're now a master of the web browser. You can now start to really see all the web has to offer. Here's a quick review of the topics covered in today's workshop.

TIME

10 minutes

RECAP



- ▶ How to navigate web pages using your browser's scroll bar, back and forward buttons
- ▶ How to download a file from the internet
- ▶ How to use tabs, add Favourites, set a Home page and zoom in on a web page
- ▶ What add-ons and players are, and why you might need them.

ADDITIONAL WORKSHOPS

If you really want to know how to get the best of the internet, we have further Tech Savvy Senior sessions as well. When you complete the rest of the Beginners course, you should be able to:

- ▶ Know how to stay safe online
- ▶ Know how to compose and send emails
- ▶ Do all your banking and shopping online
- ▶ Share photos and stay in contact with loved ones
- ▶ Use smartphones and tablets to make calls and access the internet.

GLOSSARY



TERM	EXPLANATION
ADOBE FLASH	An add-on for your browser that lets it play online videos (as well as other file types).
BROADBAND	A fast, always-on internet connection.
BROWSER	A program used for viewing web pages. Edge, Internet Explorer, Safari, Chrome and Firefox are examples of browsers.
DOMAIN NAME, ADDRESS OR URL	A web page's unique code that allows you to find it among the billions of other web pages on the internet.
DOWNLOAD	To transfer information (data) from the internet to your computer.
HOME PAGE	This can either refer to your home page, which is the page that your browser opens to, or the home page of a specific website, which is the 'base' page that links to all the others and the first page you generally see when you visit that site.
INTERNET	A worldwide network that allows computers to exchange information with each other.
KILOBITS PER SECOND (Kbps), MEGABITS PER SECOND (Mbps)	A way of measuring how much data an internet connection transfers every second. 1Mbps = 1024Kbps.
KILOBYTE (KB), MEGABYTE (MB), GIGABYTE (GB)	A way to measure an amount of data transferred or stored (the same as your computer's hard disk or memory). 1GB = 1024MB = 1048576KB
LINK (OR HYPERLINK)	A shortcut that connects one web page to another.

GLOSSARY



TERM	EXPLANATION
TAB	A web page that you have open in your browser. You can have multiple tabs open, each with a different web page.
ONLINE	Connected to the internet.
WEB PAGE	A document on the internet.
WEBSITE	A collection of web pages about the same subject that are published by the same person or organisation.

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