

TECH TUTOR

Internet

LEVEL 2

kcls.org/techtutor

Internet Level 2 Manual
Rev 6/2014
instruction@kcls.org



kcls.org

Internet – Level 2

The KCLS Tech Tutor Program offers free One-on-One Computer Help and Computer Classes. Go to kcls.org/techtutor for upcoming Tech Tutor sessions, learning online and class manuals. This manual is for *Internet – Level 2* classes held on KCLS computers running Windows 7.

Contents

Signing In to Library Computers	1
In this class, you will.....	2
Tabbed Browsing	2
Open a New Tab in a Browser	2
Close, Switch, and Re-arrange Tabs.....	3
Exercise: Tabs	3
Bookmark Your Favorite Web Pages	4
Internet Explorer	4
Google Chrome	4
Mozilla Firefox	4
Printing From the Web	5
Search Engine Basics	6
Search Modifiers.....	6
Word Exclusion	6
Site Specific Search	7
More Search Operators.....	7
Beyond Keywords: Using Ask.com	8
Keyboard shortcuts	10
Internet Security	10
Protect Your Computer	10
Safe Communication.....	11
More Computer Learning from KCLS	11

Signing In to Library Computers

For personal use of library computers, sign in with your library card number and Personal ID number.

For a computer class, sign in with these codes:

627837

1212

Note: Be careful not to type the letter “O” for a zero (0) or the letter “l” for a one (1).

In this class, you will...

Learn more about:

- Tabbed browsing
- Bookmarks for favorite Web pages
- Printing from the Web
- Searching with modifiers

To review Internet Level 1 manual, go to kcls.org/techtutor, select *Internet Level 1* from the drop-down menu of classes and click "Manual".

Tabbed Browsing

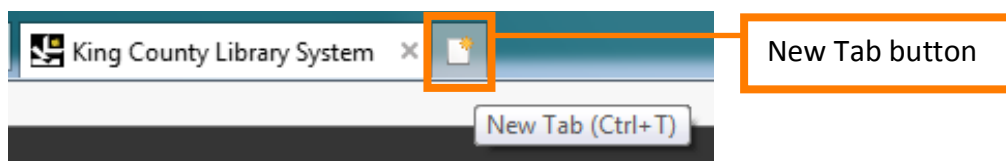
Tabbed browsing is a feature in web browsers that enables you to open multiple webpages in a single browser window. Because you may want to view and compare various sites regularly, tabbed browsing lets you keep a neat desktop (less windows) and quickly switch between sites.

Open a New Tab in a Browser

Tabbed browsing is available in all modern web browsers, such as Google Chrome or Mozilla Firefox. The examples in this class use Internet Explorer, but the concepts are the same.

To open a new tab in a web browser:

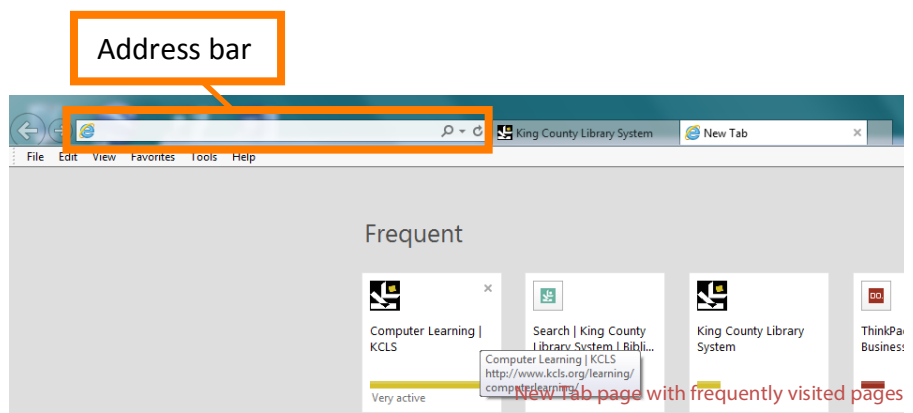
1. Launch Internet Explorer from the desktop
 - a. The browser will load and display your homepage
 - b. On KCLS computers, the homepage is the King County Library System website
2. Click the "New Tab" button on the tab row (see image below)
 - a. Alternatively, you can press "Ctrl + T" on the keyboard as a shortcut
 - b. To open a new tab from a link on a webpage, press Ctrl as you click the link



New Tab button on the tab row

On the new tab page, you can type a web address into the address bar; perform a search; open previously closed tabs or browsing sessions.

- TIP:** When you open links on a webpage in new tabs, Internet Explorer groups those tabs by displaying new tabs in the same color as the page you linked from.



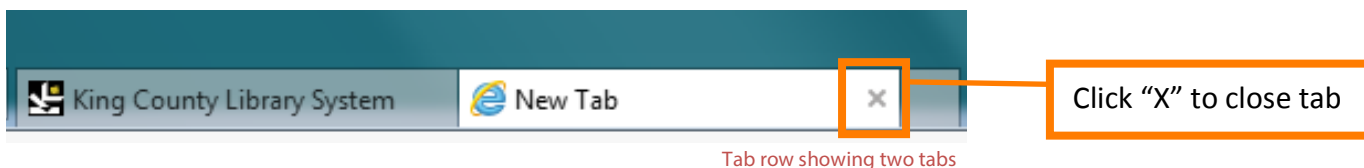
Close, Switch, and Re-arrange Tabs

Each new tab shows the icon and title of the webpage you have open. You can easily open, close, switch between, and re-arrange tabs from the tab row.

To close a tab in a web browser:

If you have more than one tab open, click the Close Tab button **X** on the tab you want to close. If you have a mouse with a wheel, and have more than one tab open, you can click a tab with the wheel to close it. If you only have one tab open, you must close the browser window to close the tab.

If you click the Close button in the upper-right corner of Internet Explorer, you will be asked whether you want to close the tab you're currently viewing, or the entire browser window.



To switch between tabs in a web browser:

If you have more than one tab open, simply click the tab you want to see. You may also use the keyboard shortcut Ctrl+Tab to move forward through the tabs. Try Ctrl+Shift+Tab to go backwards.

To re-arrange a tab in a web browser:

1. Hold down the left-mouse button over the tab in the tab row
2. Drag the tab to a new position in the tab row

This may be helpful if you want to group tabs for easier switching.

Exercise: Tabs

Tabbed browsing is really helpful because you can work with different webpages without losing track of others. Imagine you browse the Seattle Times book reviews page. You read an interesting review and want to check the KCLS catalog to request that book. Give it a try:

1. Open a new tab (see Open a New Tab in a Browser on page 2)
2. Type seattletimes.com/html/books/ in the address bar
3. Press Enter on your keyboard
4. Switch to the previous tab
5. Type kcls.org
6. Press Enter on your keyboard

You will now have the KCLS website on one tab and the Seattle Times book review on another tab. You can access either page with a simple click of the mouse (on the respective tab) to cross-reference the book you may be interested in. The tab row will look similar to the picture below.



Bookmark Your Favorite Web Pages

You can save a webpage as a bookmark, or favorite, to easily get to it whenever you need. Any bookmarks you set on library computers are erased at the end of your session (for privacy reasons). Any bookmarks you make on a home computer should work normally. Here's how to create a bookmark on three major web browsers.

Internet Explorer

Try these steps to create a favorite (bookmark) in Microsoft Internet Explorer:

1. Go to the page you'd like to bookmark
2. **Right-click** on a blank portion of the page and click **Add to Favorites** or press **Ctrl + D**
3. Name the bookmark and select a folder to save it in
4. Click **Add**



OR

1. Navigate to the page you want to add to your Favorites
2. At the top, right-hand corner of the [browser](#) window, click the **Star Icon**
3. Name the bookmark and select a folder to save it in
4. Click **Add**

Google Chrome

Try these steps to create a bookmark in the Google Chrome browser:

1. Navigate to the page you'd like to bookmark
2. Press **Ctrl + D**
3. Name the bookmark and select a folder to save it in
4. Click **Done**



OR

1. Navigate to the page you'd like to bookmark
2. In the address bar, click the **Star Icon** on the right-hand side
3. Name the bookmark and select a folder to place it in
4. Click **Done**

Mozilla Firefox

Try these steps to create a bookmark in Mozilla Firefox Internet browser:

1. Navigate to the page you'd like to bookmark
2. **Right-click** on any blank portion of the page
3. Select **Bookmark This Page** or press **Ctrl + D**
4. Name the bookmark and select a folder to place it in
5. Click **Done**



OR


1. Navigate to the page you'd like to bookmark
2. At the top, right-hand corner of the browser window, click the **Star Icon**
3. Click **Bookmark This Page**
4. Name the bookmark and select a folder to place it in
5. Click **Done**

Tip: If you would like to create a new [folder](#) to place this bookmark in, click the **down arrow** next to the **Folder** section and click the **New Folder** button.

Printing From the Web

Sometimes you will want to print information from the web, like a news article or recipe. Many times, you will find a button that reads "Printer Friendly" or "Print" with an icon of a printer next to it.

Try these steps to print in Internet Explorer Internet browser:

1. Click the arrow next to the **Print** button 
2. Click **Print Preview**
3. Click **Custom** in the **Change Print Size** list
4. Specify how large you want the webpage to be printed in the Custom Size text box. This will enlarge the printed size of the entire webpage, but it might result in some of the webpage being cut off in the printed document.


To improve legibility when printing webpages, it might be helpful to stop printing background colors and images. That way, the text will stand out more clearly.

To stop printing background colors and images:

1. Click the arrow next to the **Print** button 
2. Click **Page Setup**
3. In the **Page Setup** dialog box, clear the **Print Background Colors and Images** check box
4. Click **OK**

If you want to print only a specific part of a webpage (instead of printing the whole thing), follow the steps below.

To print selected webpage content:

1. Go to the webpage and select the content you want to print
2. Click the arrow to the right of the **Print** button 
3. Click **Print**
4. In the Print dialog box, click **Selection**
5. Click **Print**

Search Engine Basics

There are many search engines available on the web; **ask.com**, **bing.com**, **google.com**, and **yahoo.com**, are among the most widely used. But no matter which search engine you may be using, the process is simple. You simply type the name or subject for which you're seeking information in the search box, and hit *Enter* or click *Search*. This is a basic query and most of the time you will get the information you're looking for this way. However, sometimes search modifiers can yield even better search results so we will learn about those after looking at these important points and guidelines:

- In general, all words you include in the query will be used
- Search engines are **not** case sensitive; a search for *KCLS* yields the same results as *kcls*
- Choose descriptive words that would most likely appear on a web page; e.g. write *headache* instead of *my head hurts*
- Lastly, remember to keep it simple; normally, you won't need advanced search techniques, but when you do, you have search modifiers

Search Modifiers

Search modifiers, or operators, are tools to refine your search by attaching one to the keyword or key phrase you type in the search box. Below you'll learn about these search modifiers and some examples of how they're used. These modifiers are applicable in all search engines.

Word Exclusion

Sometimes you may type a keyword into your search box that is a homonym; a word with multiple meanings. The word exclusion operator is helpful in this case. To exclude a particular word from your search request, simply place a hyphen before it. Here's how:

1. The following modifiers work especially well with Google. Open your browser and go to google.com. Type the word *bass* into the search box and press enter.
2. You'll notice you get results that talk about bass fishing, bass guitars, Bass brand shoes, and even Bass British beer!
3. Let's say you want to exclude everything that has to do with guitars from your search. Type *bass* in the search box, **leave a space**, and **place a hyphen immediately before the word *guitar***, like so:



4. You will now get results for all things *bass* excluding *bass guitars*. However, commerce drives free internet services (including search engines) so you'll still see *bass guitar* results under shopping.
- ✓ **TIP:** Check out "Searches related to" at the bottom of the results page for helpful suggestions:

Searches related to: **bass -guitar -beer -shoes**

[flw outdoors bass](#)

[bass fishing](#)

[bass 2009](#)

[bass angler](#)

[speaker bass](#)

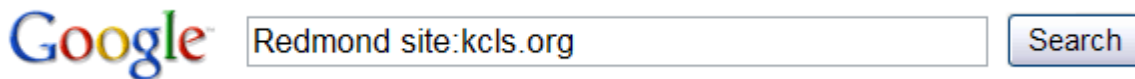
[freshwater bass](#)

[bass sponsors](#)

Site Specific Search

It is also possible to limit your search results to a particular site. For example, if you wish to obtain any information about Redmond on the KCLS website, do the following:

1. Type *Redmond site:kcls.org* into the search box; press *Enter*.



This searches just www.kcls.org for the term Redmond. It is very convenient because you will get information on library events, location and hours, groups, etc., all specific to Redmond!

More Search Operators

Below is a list of additional search operators that you may find helpful.

Phrase Search- Placing quotation marks around search terms will search for the exact phrase contained within those quotes. Ex) typing *"yorkshire terrier"* will only show results with that specific phrase.

The OR Operator- Placing OR between your search terms will bring results that contain either one of the terms. Ex) *"yorkshire terrier" OR yorkie* will bring up all pages that contain either the phrase yorkshire terrier or yorkie. Placing a | instead of OR yields the same results.

Inclusive Search- Search engines ignore certain words automatically, such as *I*, *a*, and *the*. Placing a + before your term will force it to be included. For example, when you write *Elizabeth +I*, the Roman numeral *I* will be recognized and included in the search.

Similar Word Search- Placing a tilde before a term will also search for terms similar to your request. Ex) writing *~pet* pulls up results that not only include pet, but also terms like dog, cat, bird and animal.

Wildcard Search- Adding an asterisk between terms creates a wildcard search. Ex) writing *"King County * System"* pulls up King County Library System, but also results such as King County Flood Warning System and King County Parks System.

Number Range Search- Adding an ellipsis [...] between two numbers will do a search for that range. Ex) *Laptops \$1000 ... \$2000* will produce results for laptops ranging in price from \$1,000-\$2,000.

File Type Search- If you only want results to be of a certain file type, Google makes it easy. Ex) *Senate resolution filetype:pdf* will only pull up results that contain my search terms if they are in Adobe Acrobat format.

Calculator Operators- Search engines also function as a calculator.

Addition Ex) $4+2$

Subtraction Ex) $4-2$

Multiplication Ex) $4*2$

Division Ex) $4/2$

Powers Ex) 4^2

Percentages Ex) *25% of 100*

Dictionary- Did you know your search engine will scan the internet for definitions of terms. Ex) *define: hydrogen*

Unit/Currency Converter- Search engines have the ability to make numerous conversions.

Ex) *500 Yen in Dollars*

Ex) *32f in C*

Ex) *925 in binary*

Weather Forecast- When searching for weather, you'll find a convenient four day forecast at the top of your results.

Ex) *Weather in Redmond, WA*

Ex) *Weather 98052*

Beyond Keywords: Using Ask.com

A search engine is a program that indexes millions of websites to help users find relevant information by searching for keywords or phrases. *Ask.com*, however, is a semantic search engine, meaning you can ask it a question and it will infer what you're asking to bring in results that way. Ask also presents a **Narrow Your Search** and **Expand Your Search** field on the side of your screen once you've asked a question or performed a keyword search.

Semantic Web Search

1. Type www.ask.com in your address bar
2. In the search box, you can type a question (punctuation is not important) or a keyword or phrase that you are interested in.



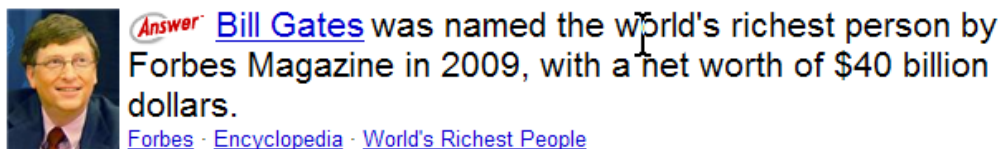
Example: Who is the richest person in the world, then click

Search

- Ignore the first few **sponsored** results. These are paid for by advertisers. Look for the results with the Ask logo or binoculars. Depending on your browser's settings, you should see a preview of the website by letting the mouse hover over the binoculars.

Some searches will bring back "Smart Answers" where you can see key information just below the sponsored results.

Example of a Smart Answer:



Answer **Bill Gates** was named the world's richest person by Forbes Magazine in 2009, with a net worth of \$40 billion dollars.
[Forbes](#) · [Encyclopedia](#) · [World's Richest People](#)

Example of a regular listing:

[Now the Richest person in the world is Indian](#)
The way stock market was moving northward, it was just matter of time before an Indian became the World's richest person. **Mukesh Ambani is now the richest person in the world based on the soaring Reliance stock prices.**
<http://trak.in/tags/business/2007/10/29/richest-person-...>

Beneath each relevant web site should be a brief description about what you can find there. This will help you narrow down your selection.

- Note the **Narrow Your Search** and **Expand Your Search** options on the side.

Example:



Showing 1-10 of 2,887,000

Related Searches

- [Who Is the Richest Person in America](#)
- [Who Is the Richest Person on Earth](#)
- [Who Is the Richest Person in the World Today](#)
- [Who Is the Poorest Person in the World](#)
- [Who Is the Richest Black Person in the World](#)
- [Top Ten Rich People](#)
- [How Much Money Does Bill Gates Have](#)
- [Who Is the Richest Man Alive](#)
- [Who Is the Richest Teenager in the World](#)
- [Bill Gates](#)
- [Man In](#)
- [Donald Trump](#)

If you don't find what you are looking for on the first or second page, simply change your search phrase. There are over a trillion pages on the internet!

Keyboard shortcuts

Keyboard shortcuts will also streamline your workflow. To perform the action in the left column below, simply do the corresponding key combination to the right.

Open links in a new tab in the background	CTRL+click
Open links in a new tab in the foreground	CTRL+SHIFT+click
Open a new tab in the foreground	CTRL+T
Open a new tab from the Address bar	ALT+ENTER
Open a new tab from the search box	ALT+ENTER
Open Quick Tabs (thumbnail view)	CTRL+Q
Switch between tabs	CTRL+TAB/CTRL+SHIFT+TAB
Switch to a specific tab number	CTRL+n (n can be 1-8)
Switch to the last tab	CTRL+9
Close current tab	CTRL+W
Close all tabs	ALT+F4
Close other tabs	CTRL+ALT+F4

MOUSE SHORTCUTS-----

Open a link in a background tab	Click the middle mouse button on a link
Open a new tab	Double-click the empty space to the right of the last tab
Close a tab	Click the middle mouse button on the tab

Internet Security

Online communication offers benefits but also creates problems in areas such as privacy, security, and child safety. This section discusses some of the hazards and inconveniences of the Internet and some precautions you can take to protect yourself.

Protect Your Computer

Using e-mail and the World Wide Web exposes your computer to hazards such as *viruses*. A virus is a destructive program that can damage your computer's operation and information. Viruses most commonly arrive from *downloaded* software or from email *attachments*. *Downloading* means transferring a program from another computer to your own. Email usually arrives in the form of plain text (which can't contain a virus), but programs can be *attached* to the text and such attachments can carry viruses. Viruses can also arrive from putting an infected disk into your computer. It's a good idea for anyone **using the Internet at home** to purchase and install anti-virus software for his or her computer. Here are some popular brands:

McAfee: mcafee.com

Norton Antivirus: symantec.com

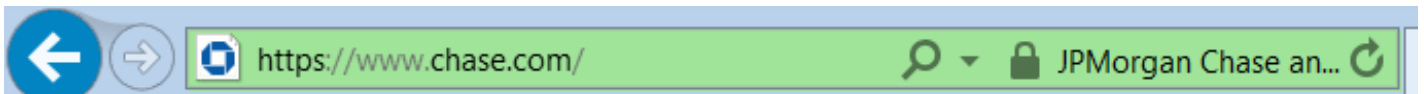
AVG Software: grisoft.com

Zone Alarm Free Basic Firewall: zonelabs.com

Safe Communication

When you communicate over the Internet, it's important to protect the security of vital information such as social security numbers or credit card numbers. To begin with, only send such information when you have a good reason to do so to an organization you know. Second, only send such information when using an *encrypted* connection. Encrypted means the information transferring from your computer to the server is encoded in a way that only the server can decode and understand.

If you are sending vital information over the Internet, make sure that the server is using *secure server* technology. This means that the information is sent in *encrypted* (secret code) form. Here are two indicators to watch for: first note the extra *s* when the address shows **https**. Second, if you are using Internet Explorer as your browser, a lock appears to the right of the address bar.



Example of secure server with "https" and "lock" icon in address bar

More Computer Learning from KCLS

The KCLS Tech Tutor Program offers free One-on-One Computer Help and Computer Classes. Go to kcls.org/techtutor for upcoming Tech Tutor sessions, computer learning online courses through premium databases and class manuals. This manual has been for *Internet – Level 2* class held on library computers running Windows 7.

Please visit kcls.org/usingthelibrary/computers/ to learn more about using KCLS library computers.

—END—