

Internet Instruction

The Internet is basically this:

One computer communicates to another computer through either a network or telephone line with linking communication equipment.

Below is a “website” which is also a Search Engine/site. **Google** is the fastest and most powerful. As an example, you can search either Pictures or Links to other site by clicking on either IMAGES or WEB respectively and enter the search terms.

Also you can enter in the ADDRESS area the complete name of the website if known. Almost all start out with: `www.nameofsite.xxx` (example only)

The last three letters are designations of the type of site: [these are the most common]

.com Commercial sites [stores, banks, businesses, entertainment, anybody looking for \$\$\$\$]

.biz Businesses [personal or commercial] **New

.edu Educational institutions [colleges, universities, most accredited institutions]

.org Organizations [Family Groups, Medical, Political, Economic, Study & Research]

.info Information Sources [non-commercial]

.mil Military Branches of Service [Army, Navy, Marine Corps, etc]

.net Networked units [medical, state-oriented, major corporations, insurance, community, etc]

.pro Professional Services [Doctors, Attorneys, Accountants]

.gov Government units [state, local, federal and their subsidiaries]

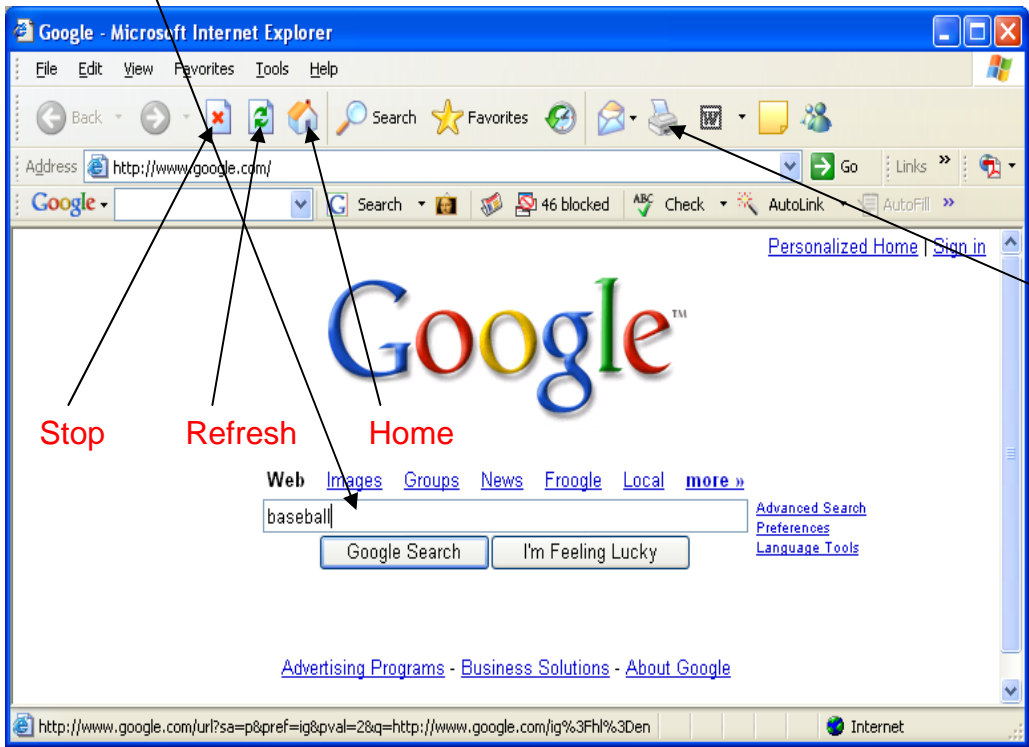
.k12.--.us School Districts [rural, urban, county, combined, etc]

.ut, .ca, .ru (etc) Designates states or foreign countries – 2 letters only.

NOTE: Correct spelling is vital. 1 incorrect character can make all the difference of finding or missing the website.

Internet Searches

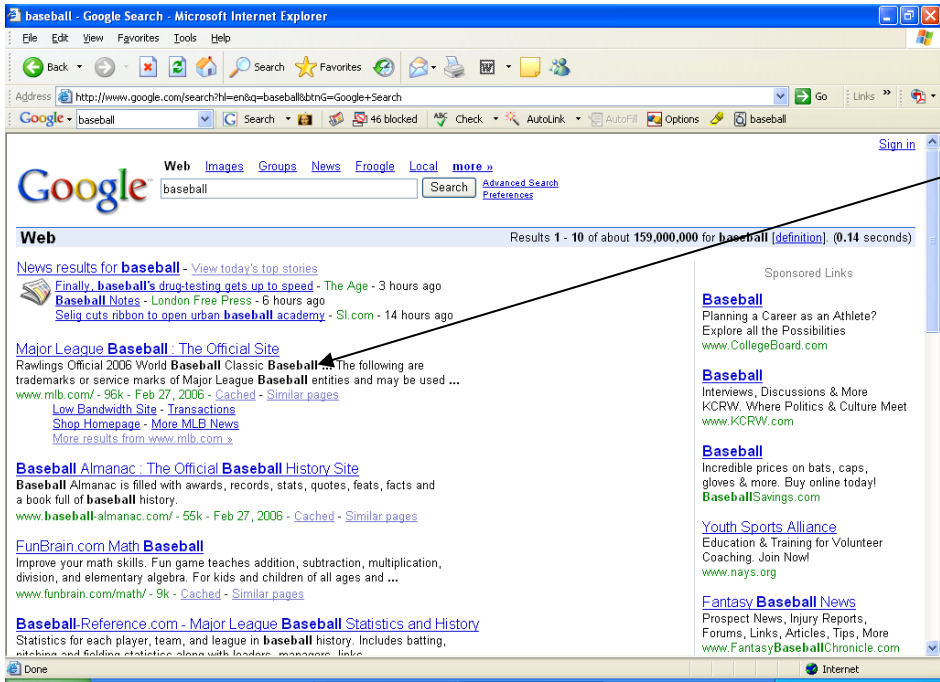
The examples below will use Google as a basis for instruction. When searching put a search term in this box and press the ENTER key. Also look at the Definitions on the right side.



DEFINITIONS:

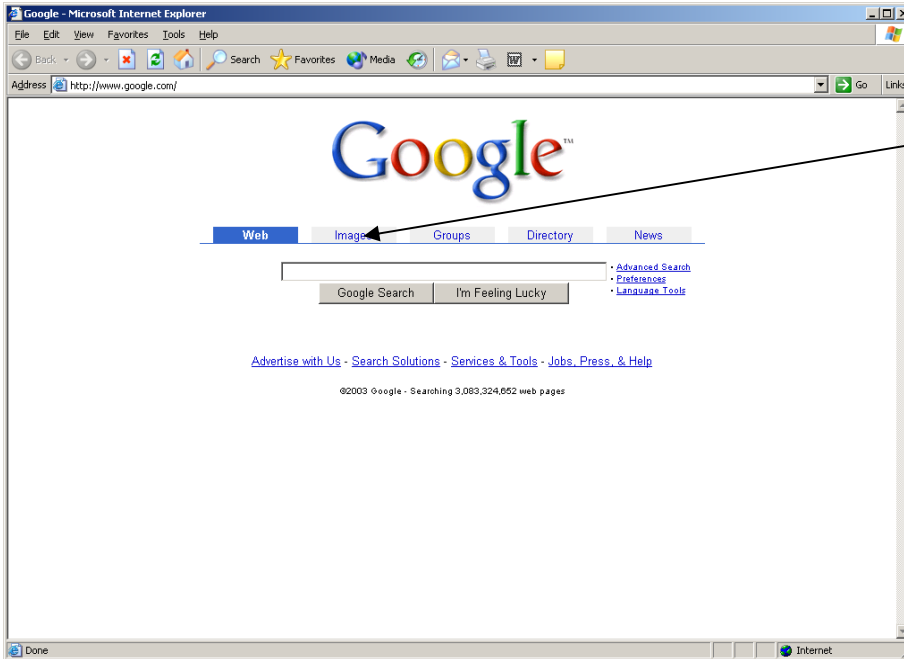
HOME: this is the page your Internet opens to after you are logged in.

PRINTER: By clicking on the printer, it will print everything on the page you are presently looking.



LINK: These are usually underlined in BLUE and will take you to other pages in the Internet.

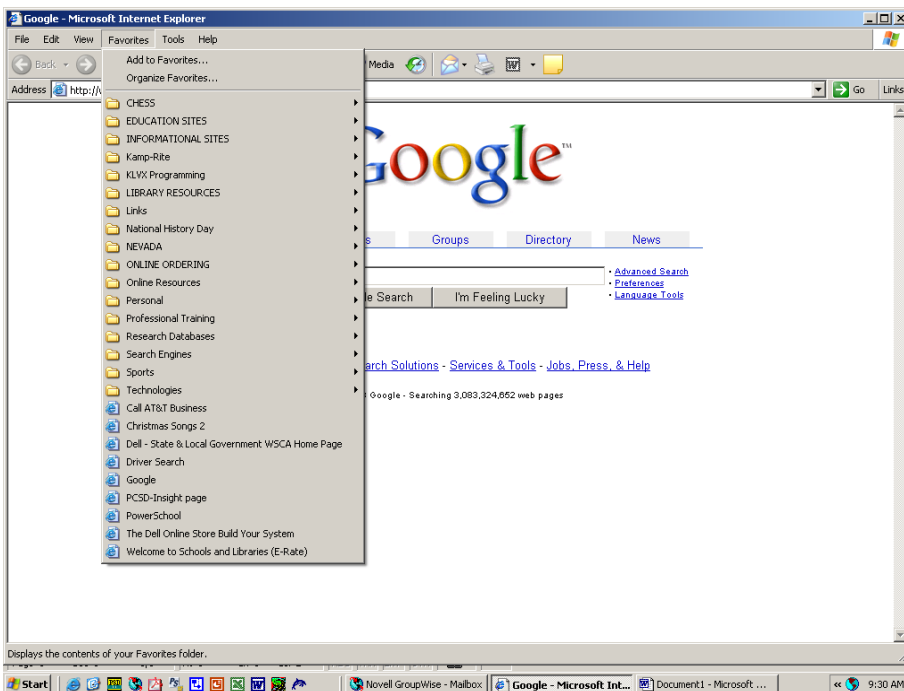
Image Search



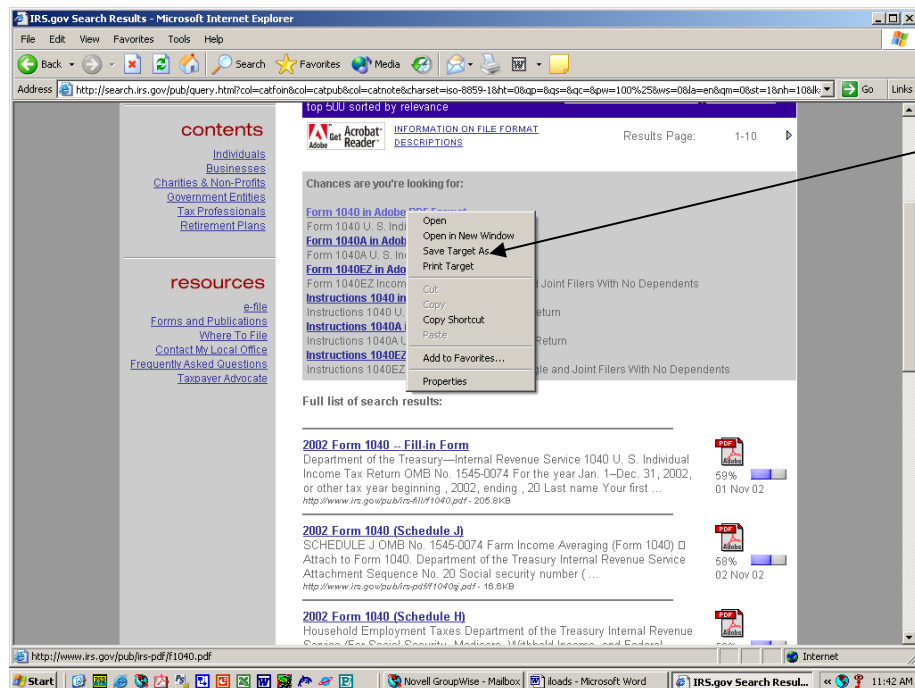
In Google, you can also click on the **IMAGES** tab to search for just about any kind of picture or sign or symbol.

Favorites or Bookmarks

These are places that have been saved in a list. When you wish to **ADD** a FAVORITE, do the following: Click on FAVORITES, **ADD TO FAVORITES**, pick the folder where you wish to put the bookmark and then click on **OK**.



The same thing applies to Documents you wish to save. Use of Adobe Acrobat PDF documents is universal in the Internet. For this example we will use a PDF file download from the Internal Revenue Service website at www.irs.gov.



Once you have found the document, then do a right mouse click on the document. In the **Choices Menu**, Select **Save Target As** with the left mouse button.

A new window will appear and you can choose the place to store documents. **MY Documents** would be the best place to store all documents.

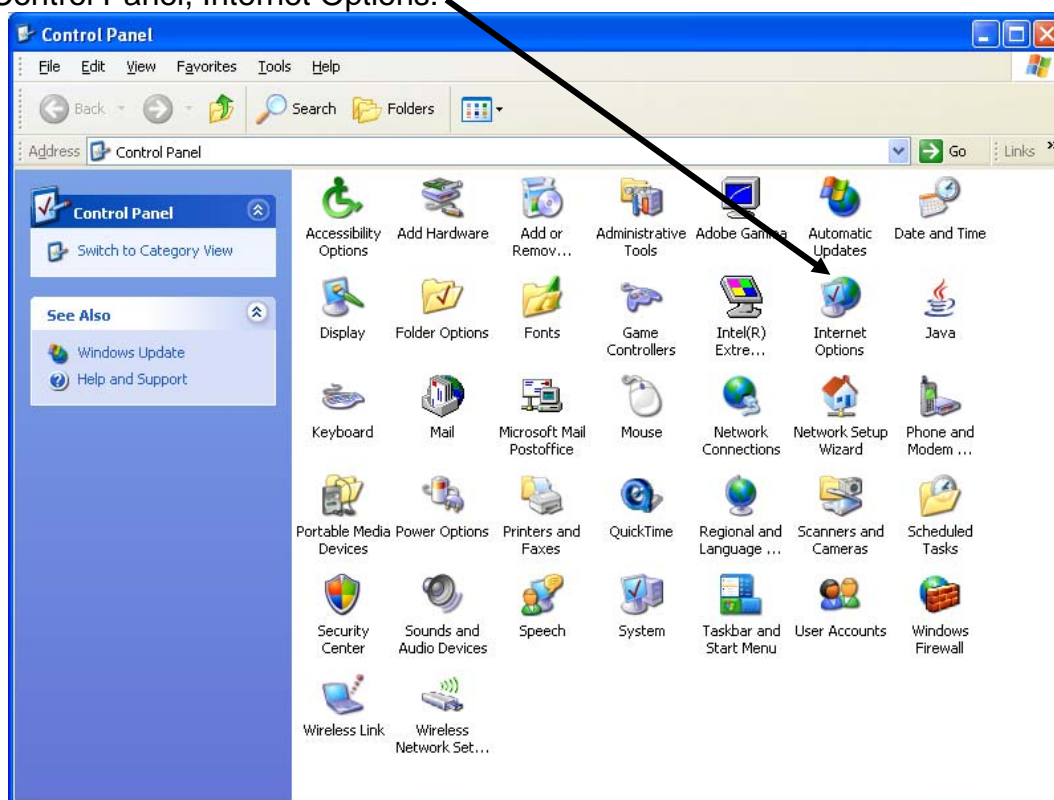
In either case, as the document or picture downloads, a small box will popup showing you the progress of the download that depends on your connection speed to the Internet.

Child Safety & Internet Protection

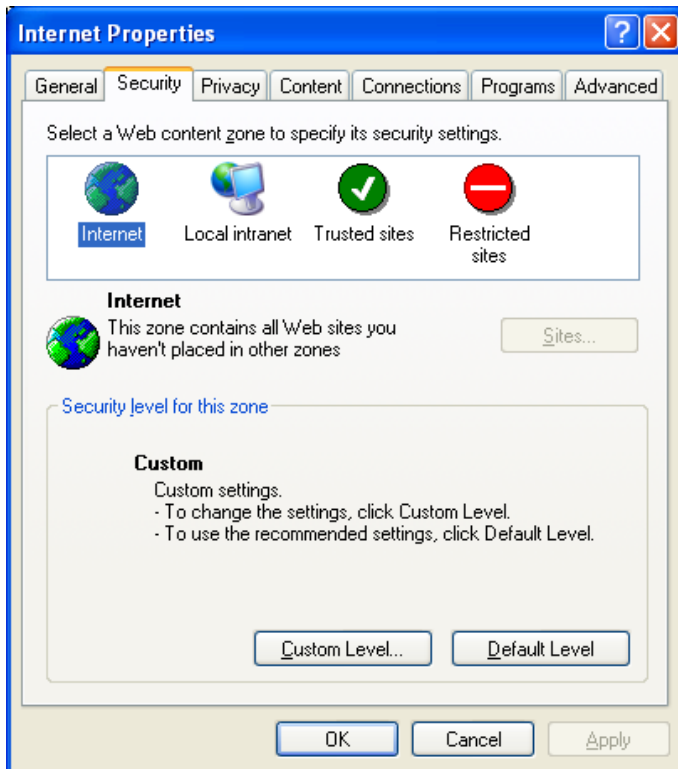
To protect users from venturing into areas that can be detrimental either in content or that might contain viruses, spyware, Adware, the following guidelines and personalized settings have been established to afford protection if you choose to use it.

Responsible parents can protect children from Internet danger by taking steps to insure children's safety. In the Control Panel click on Internet Options and go to the Security, Privacy and Content tabs and adjust settings to different levels of security. The Content tab allows you to restrict your child's access to websites based on content areas such as, Violence, Sex, Nudity and Language, by password protecting these areas. [See the screens on the pages below]

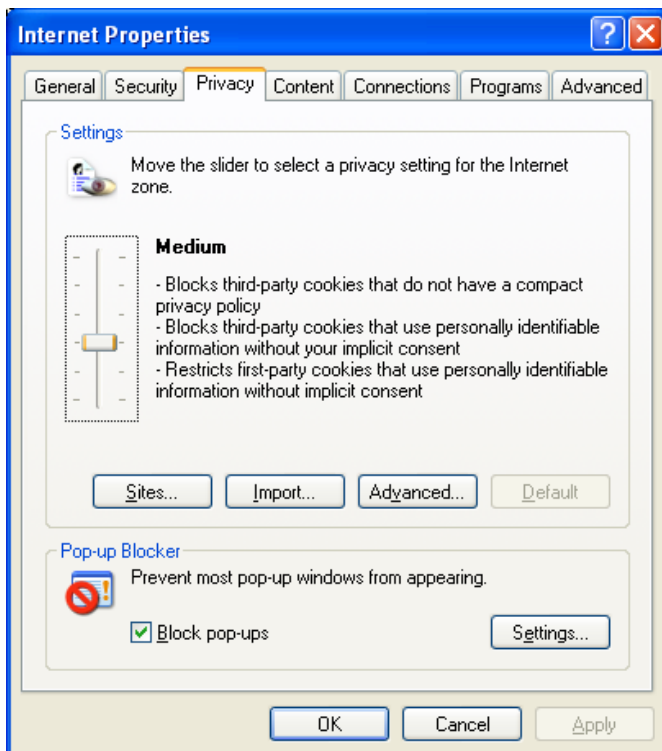
Control Panel, Internet Options:



In **Internet Options**, click on individual tabs **Security**, **Privacy** and **Content** to see additional options:

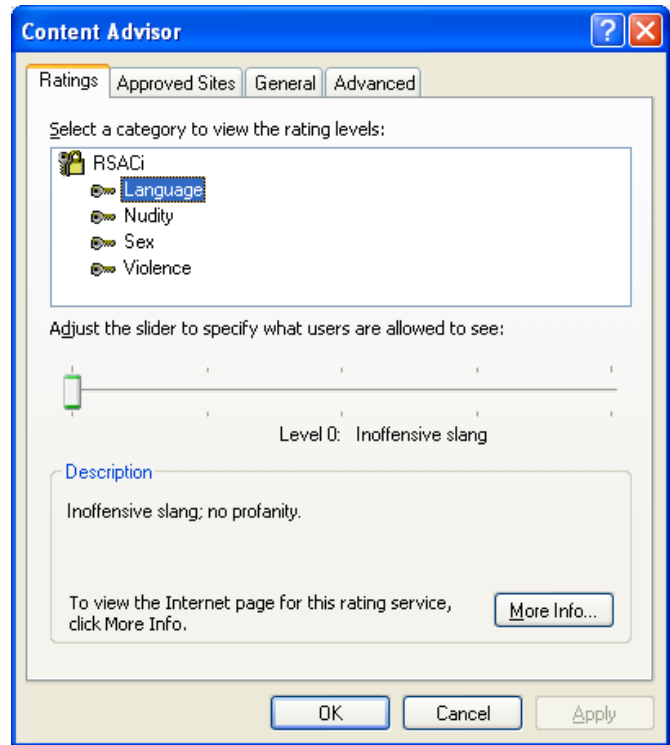
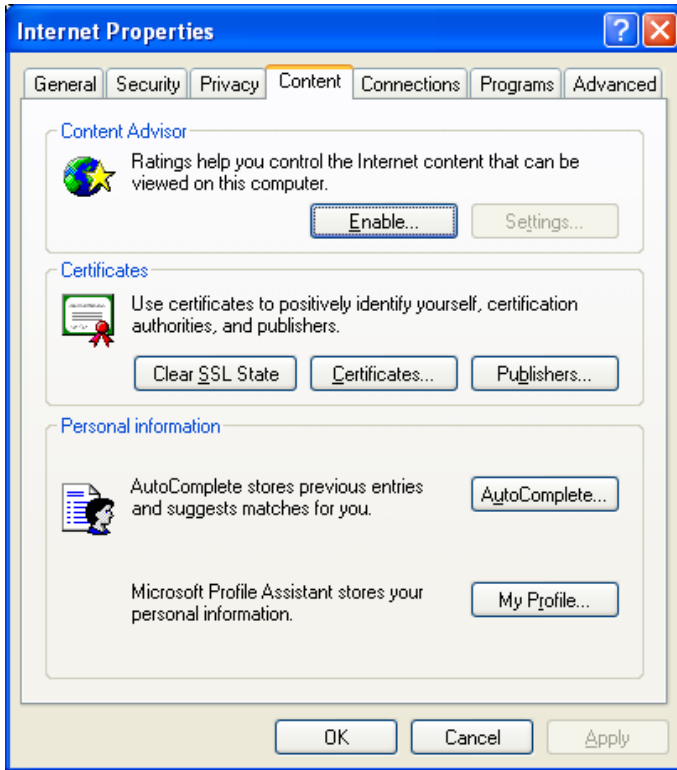


In this area, Click on Custom Level and make changes to fit you and your children's needs and the amount of security you wish to have.



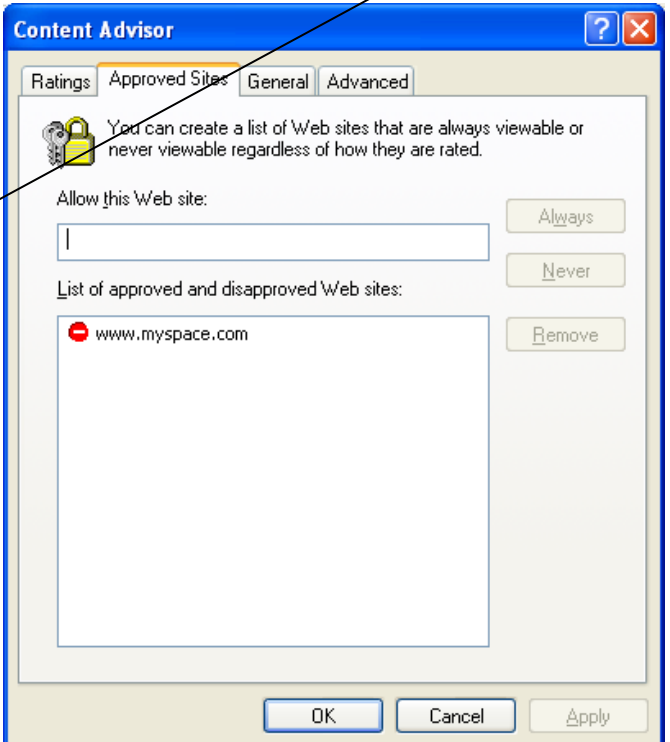
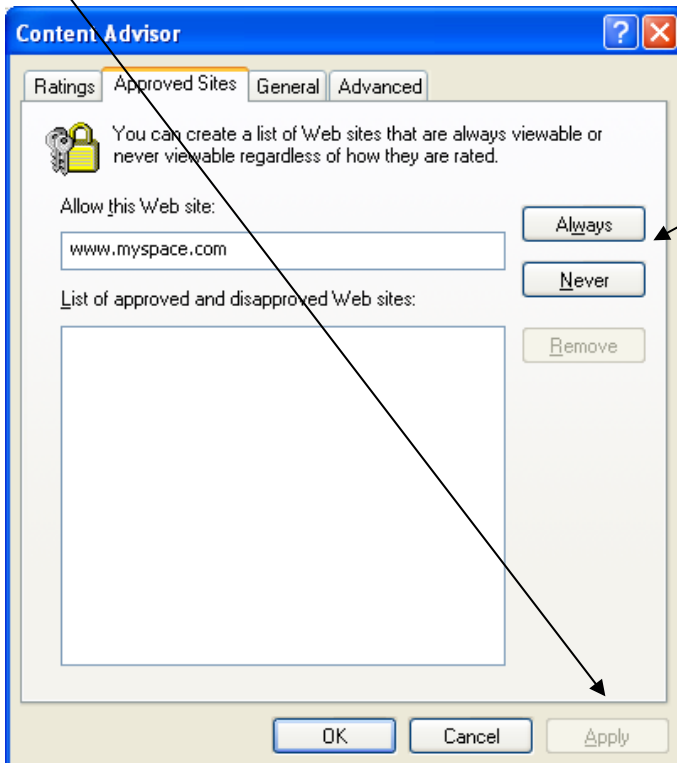
Privacy - Move the slider up or down to achieve the privacy level that is best for you. Click on Sites, Import and Advanced for additional options.

In the Content section, click on Enable and the Content Advisor screen will appear. Highlight one of the 4 areas and adjust the slider to filter the content as desired. Once it is changed, click on the General tab where you can create a password which only you would know, so if your computer users try to access the websites with the new content settings in place, it will ask for this password before they can go on.



To specify Web sites that others **can always or never see**

Click the **Approved Sites** tab, type the Internet address (URL) of a Web site, and then choose whether you want others to always or never have access to this site. Then Click on Never, then Apply, then OK.



Repeat this process for each Web site that you want to set access for.