Internet Basics
Learn about using a browser and search engines, and get started with exploring websites.

VOCABULARY

Internet/Web: a network that allows computers around the world to communicate and share information.

Browser: a program used to view information on the Internet.

Website: a group of related pages on the Internet.

Web page: a page that is part of a website.

Web Address/URL: the address or location of a webpage, displayed in the browser's address bar e.g. winnipeg.ca.

Link: An image or text that can be clicked to go to another web page.

Search Engine: a website that searches for information on the web. e.g. Google.

Web Browsers

Web browsers display the information on a web page. Browsers may have different layouts, but most have similar features. The most common browsers are Chrome, Edge, Firefox, Safari, and Internet Explorer. The browser you choose is up to you.

Forward Button takes you to the next screen, when available. **Back** button takes you to the previous page.

Tabs let you open new web pages on different tabs, and let you switch between them.

https://wpl.winnipeg.ca/library/

Home Page - Winnipeg Pu...   ✕   G Google

File   Edit   View   Favorites   Tools   Help

Page ▾   Safety ▾   Too

Refresh reloads a page with any changes since it first loaded. Use if a page is not loading properly.

Home returns you to the starting page for your browser.

Address Bar lets you see the address of the current page, or enter the address of a website you wish to visit.

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eg Public Library

Web Addresses

Every page on the internet has an address called a **URL** or **Uniform Resource Locator**. To connect to a website, click on the address bar and delete the existing text. Type the destination URL *exactly* without spaces or errors e.g. cbc.ca. (Case does not matter.) Press *enter.*

https://www.cbc.ca/

http (hypertext transfer protocol) refers to a set of rules that control how computers on the web communicate. **https** means the communications are encrypted or secure. This does not need to be typed in when entering an address.

www.cbc.ca is the website name/web location. **www** stands for world wide web. Some addresses do not include this.

.ca is an extension that tells you what kind of organization created the website.

Domain Types

.ca - Canadian
.com - commercial
.org - nonprofit

Evaluating Online Information

A lot of information online is posted by reputable organizations and is fact-based and reliable. But individuals may also host websites that contain their opinions or ideas and do not have expertise on a topic. It is important to ask questions about information you find.

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WHO created the website? Are they knowledgeable? Check the "About" link to find out background on the individual or organization.

WHY is the site online? Is the purpose to sell a product or to provide information?

WHAT kind of information does the site provide? Are there spelling errors or statements that are obviously incorrect? Cross-check facts with another website.

WHEN was the site published? Has it been updated recently?

Hyperlinks

A hyperlink or link is a word, phrase, or picture on a web page you can click to move to another location on the current site or elsewhere on the web. Words and phrases may be blue or underlined to show they are links. When you move your mouse pointer over a link, the arrow will change to a hand.

Web Searching

Search engines are tools that look for keywords on websites and present a list of results. **Google** is a popular search engine that is so widely used that "googling" means to look something up online. After entering keywords into a search engine, a list of results is shown. The same site may be shown multiple times.

winnipeg garage sales

Maps   Images   Shopping   News   More

> Click on one of the options to limit the search results to certain types of information.

search terms

540,000 results (0.44 seconds)

Advertise Garage Sales in Winnipeg | Buy & Sell | Kijiji Classifieds
[Ad] www.kijiji.ca/garage-sale-yard-sale ▾
Browse photos, prices & more on Kijiji, local free classifieds site. Try in-App Mess... Local & Easy
Types: Art collectibles, Baby items, Furniture, Home décoration, Sporting goods,

, Games for Sale
toys, games available
d listings today!

Arts, Collectibles
Unique, fantastique antique
collectibles. View them on

> Click on the **link** to go to the website.

> Some results are **ads,** and might not be the best source of information for your search.

se Garage Sales in Winnipeg | Buy & Sell | Kijiji ...
› Manitoba › Winnipeg › Buy & Sell ▾
n your al **Winnipeg** community! **Yard sales**, auctions, and more classified
nada's ocal Classifieds.

Garage Sale | Kiji nipeg. - Buy, Sell & Sav
https://www.kijiji.ca › innipeg ▾
Garage sale Jan 26 in 0 - 3:00 pm / Corner of 4th St W & 2nd
on Jan 27 if Household ...

> A **snippet** provides a short description of the webpage.

> The website's address or **url** is shown below the title.

eduled Garage Sales
scheduled-garage-sales.html ▾
April 14, 2019. 10:00 am - 3:00 pm. CALLING ALL
Local ...

How to search effectively:

- Use words that are specific to your search e.g. libraries Winnipeg
- Don't worry about capitalization or punctuation.
- Common words like "a" and "the" are usually ignored.
- Use quotation marks for specific phrases if you can't find the results you want.
- Look at help options specific to the browser you are using.

Online Scams

- Do not open unexpected email **attachments.** Those with .exe at the end of the filename may be malicious software. Do not **download** files from unknown or untrusted sources.

- Be cautious of **popups** (boxes that appear on your screen) and suspicious links. They may tell you to install a program, appear to notify you of a problem with your computer, or tell you of a prize you have won.

- Watch out for **clickbait,** headlines that are ambiguous and sensational that encourage you to click to read more.

- Check the address bar of your browser to make sure you are on the site you think you are.

Privacy and Safety

- Be careful when sharing **personal information** and financial data with strangers on social net-working sites or anywhere online.

- Run a Google safe browsing **diagnostic** at https://transparencyreport.google.com/safe-browsing/search. Copy and paste the URL of a site to be checked into the search box on the diagnostic page, then click the search button. This will display a site safety report.

> Create **strong passwords** that are difficult to guess, and do not share them. They should have a mix of letters (uppercase and lowercase), numbers, and special characters.

- When entering confidential information e.g. a credit card number on a website, look for a **lock symbol** in the address bar. This means the website is using a secure connection and it is safe to enter your information.

- Decide whether to disable **cookie tracking.** Cookies are pieces of information that track web-sites you visit and links you view. Some websites give you the option to disable tracking, or you can turn it off in your browser.

- Private and Incognito mode will disable your browser from storing cookies or any other local data on your computer. This is localized to your computer only, and will not necessarily protect your privacy from outside threats. To use in Google Chrome, select the menu icon and choose "select New Incognito Window".

Maintaining Your System

- Malicious software or malware is a type of hostile software that interrupts the operation of a com-puter. It can gain access to private computers and collect sensitive information. Protect your computer by installing antivirus software and keeping it updated.

- Make sure your operating system and browser are up to date. They contain security features to help keep your computer secure.

Common Online Icons

Websites may use an icon instead of words to help you navigate the site. Here are some common icons and their functions:
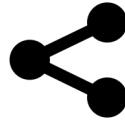
Search: Allows you to search the content using a text field next to the icon.

Navigate forward/backward: Allows you to move one page forward or backward.

Options: Indicates more options are available.

Share: Permits sharing of content.

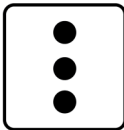**Settings:** Provides options for changing settings.

Edit: Allows you to edit or change information.

Attach a file: Allows you to attach a file to an email message.

Add photo: Indicates that you can add a photo.

Menu Options: Either symbol Indicates additional menu options are available.

Home: Moves you back to your homepage.

Download: Indicates that you can download or save something to your computer.

Chat: Allows you to open up chat functions to type messages to other users.

Upload: Indicates that you can upload or move content from your computer to the internet.

Favourite: Lets you bookmark pages or mark items as favourites.

Profile: Allows you to enter personal information or set up options.

Save: Indicates that you can save your work.

Refresh: Reloads the web page or checks for messages in your inbox.

Print: Lets you send documents to a connected printer.

These icons may vary on different sites. You can hover over an icon with your mouse to get a description of its function.

Practice Searches

1. Find the first line in the song "Video Killed the Radio Star" by The Buggles.

_____

2. Visit https://wpl.winnipeg.ca/library/ and search for a Star Wars book or DVD. What is it called?

_____

3. Go to bestbuy.ca and find the price of a Nintendo Dsi. How much is does it cost?

_____

4. Search for a how–to guide on changing a tire. What do you find?

5. Go to maps.google.com and type in your address. Do you see your house marked on the map?

     YES   NO

6. Find a recipe for tuna noodle casserole. What is the first ingredient?_____

7. What will the weather be like in Winnipeg tomorrow? _____

8. Try searching for search engines.

WHERE TO GET MORE HELP:

Library staff can help you find books and additional resources on your topic.

lyndaLibrary: Go to the databases section of the WPL website and use your library card to access videos to learn more about a topic.

Info Guides: Check out the library's Info Guides at guides.wpl.winnipeg.ca, including the lyndaLibrary guide.

Google: Go to google.com and conduct a search. Click on Videos in the options at the top if you prefer video instruction.

Digitallearn.org: Continue learning about computers and software online.

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LIBRARY CONNECT.

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