

Internet Basics: Navigating the Web & Searching Google

The internet has changed the way that we communicate and access information. Our language is even changing to reflect this. New words have entered our language like *Cyber Space* and *Google* and old words have taken on entirely new meanings like *net* and *web*. This class is targeted at beginning computer users and will provide an overview to the Internet. Topics covered include using a web browser, the Boulder City Library's website, searching with Google, and printing a website.

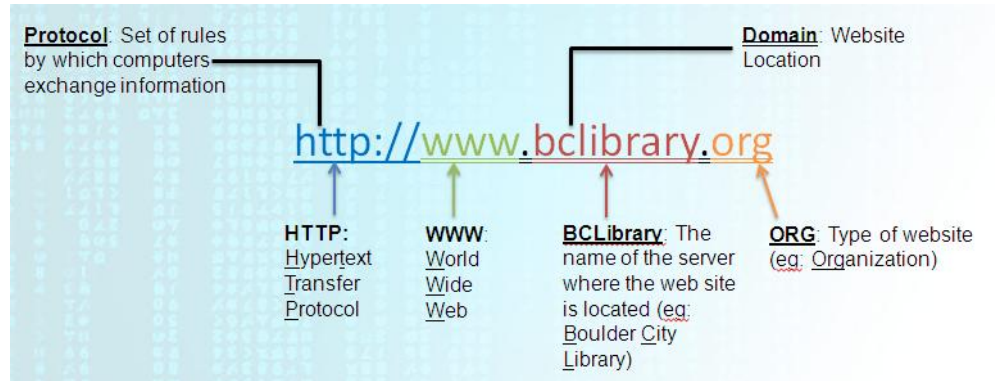
Overview of Course:

1. What is the internet?

- a. The internet is a worldwide network of computers. In a network, computers "talk" to each other electronically and allow you to gather information from around the world.
- b. Two types of computers make up the internet: servers and clients. Servers store data (information, pictures, etc...) and "serve" it upon request, to computers known as clients, which is what your computer is considered.

2. What is a Web Address?

- a. If you want to go to a particular web site, you need to know the exact web address just as you would need to know the street address to get to a specific destination (e.g. business or residency). Each web site has a unique address referred to as a URL. URL stands for "Uniform Resource Locator."



3. What is a web browser?

- a. A software application for retrieving, presenting, and navigating information resources on the World Wide Web.
- b. Different Web Browsers
 - i. Internet Explorer
 - ii. Firefox
 - iii. Safari
 - iv. Chrome

4. What is a hyperlink?

- a. These are more commonly known as links. They allow you to navigate from one page to another. The search results you receive from Google are links to another webpage somewhere on the internet.

- b. Most links will appear to be blue and underline if you have never visited them before, however each site is different. If you can't figure out if something is a link or not, put your mouse pointer over it and if it is a link the pointer will turn to a little hand.

5. What can I do on the Boulder City Library Website?

- a. In your address bar type: www.bclibrary.org and press Go (or enter)
- b. The Boulder City Library's website contains information about the library, latest news, the online catalog, useful databases and websites, and our Children's page.
 - i. Home: Will take you to the main page. It contains the latest news and announcements from the library.
 - ii. Library Information: Contains information about the Library Board, Staff, Departments and Policies, Meeting Room Information, Events, Employment, and Pictures.
 - iii. Search our Catalog: This page allows you to search for books and even put them on hold!
 - iv. Children's Department: This is an entirely different website put together by our children's librarian. It has information about our children's events and special pages just for them.
 - v. Resources: This contains our Databases (under Research), Computer resources for some do-it-yourself learning, and EBooks & Your EReader: A How To.

6. What is a search engine?

- a. Search Engines are created by computer programs known as spiders (also known as crawlers, robots, or simply bots). These spiders locate web documents and create an index of words. When a word or words are typed in the search engine, a list of web sites that contain that word(s) displays. The words you enter are known as a query. The web sites that display are sometimes referred to as hits.

7. How To: A Basic Search

- a. In the Address bar type: www.google.com
 - i. Google is the top search engine in the world.
- b. Let's look up a recipe for chocolate cake
 - i. Click in the text box
 - ii. Type chocolate cake
 - 1. Note that Google gives you "Suggestions"
 - 2. Suggestions can be helpful if you don't know exactly what you're looking for or how to spell it
 - iii. Press enter
 - iv. You will be presented with a list websites and other web documents that fit the keyword "chocolate cake"
 - v. Using different words will get you different results.

8. How To: Advanced Search

a. Google Tips

i. **Phrase search ("")**

By putting double quotes around a set of words, you are telling Google to consider the exact words in that exact order without any change.

ii. **Search within a specific website (site:)**

Google allows you to specify that your search results must come from a given website. For example, the query [iraq site:nytimes.com] will return pages about Iraq but only from nytimes.com.

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iv. **Fill in the blanks (*)**

The *, or wildcard, is a little-known feature that can be very powerful. If you include * within a query, it tells Google to try to treat the star as a placeholder for any unknown term(s) and then find the best matches.

v. **Search exactly as is (+)**

By attaching a + immediately before a word (remember, don't add a space after the +), you are telling Google to match that word precisely as you typed it.

Putting double quotes around a single word will do the same thing.

vi. **The OR operator**

Google's default behavior is to consider all the words in a search. If you want to specifically allow *either* one of several words, you can use the OR operator (note that you have to type 'OR' in ALL CAPS).

9. How To: Printing a Website

a. Click on the File Menu

b. Select Print Preview to take a look at the document before printing it

i. You may only need page 1 or page 2 instead of 6 pages

c. Click the Print button

i. On the Print Screen:

ii. Select your printer

iii. Select Pages or All

iv. Select Number of Copies

d. Click OK

10. Extra Hint: Copy and Paste

a. Sometimes a webpage or an email doesn't want to print right. We can get around this using copy and paste.

i. Highlight the text you would like: click, hold, and drag

ii. Right click and select Copy

iii. Open a new Word Document

iv. Right click inside the document and select Paste