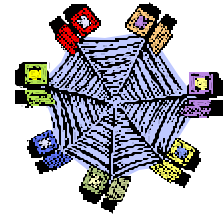
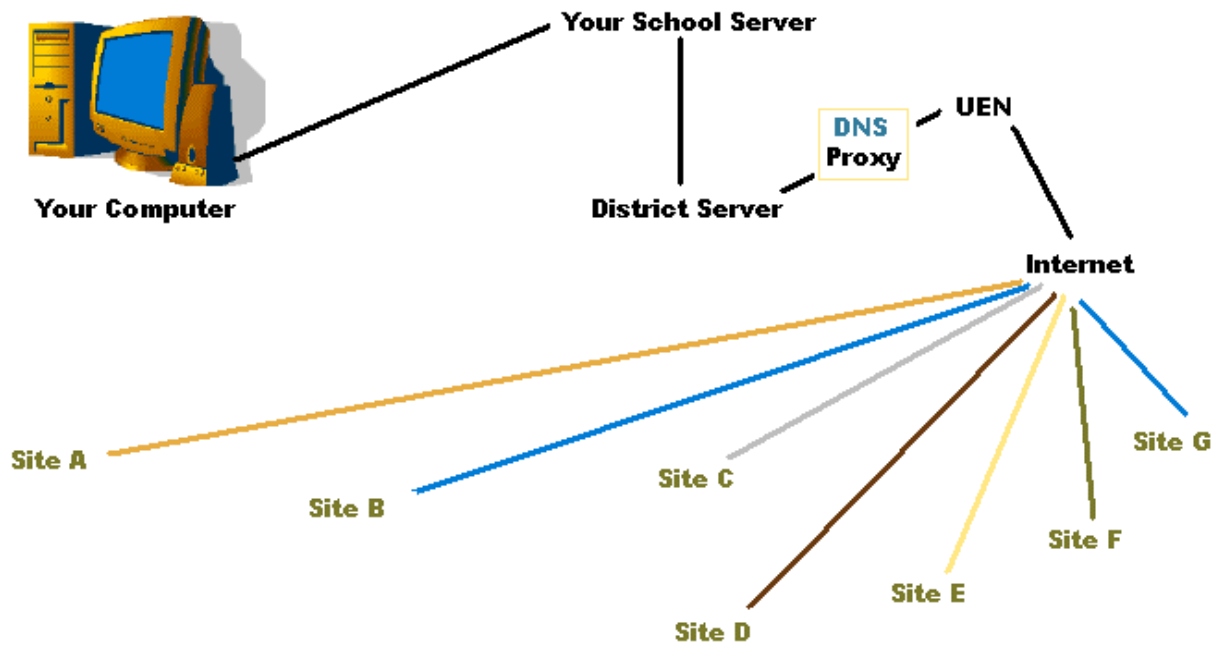


Basic Internet



How the Internet Works:

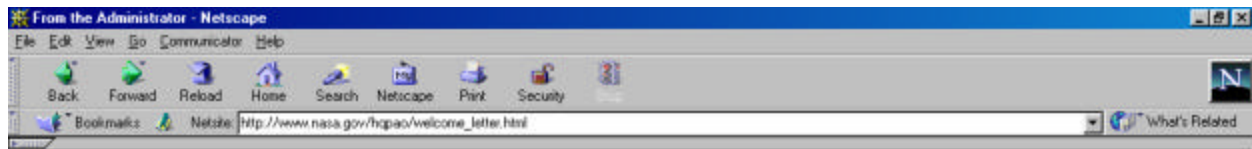


DNS Short for Domain Name System (or Service), an Internet service that translates domain names into IP (Internet Protocol) addresses.
www.nasa.gov = 205.119.87.94

File Server A computer and storage device dedicated to storing files. Any user on the network can store files on the server.

Proxy A server that checks the request against a list of denied sites. If the request is okay, it will be seen by the user. If not, an error message will appear on the user's monitor.

The Netscape Toolbars



Back = Takes you to the previously viewed page.

Forward Takes you forward one page if you have already been off the first page. (This button will only appear to you if you have come to site and clicked to go somewhere else, then came back.)

Reload If the site has an error somehow or if the site has stopped loading, the reload button will attempt to bring the page to you once again.

Home Links you to the home page that has been set up in your browser.

Search Allows you to do an Internet search.

Netscape Takes you to a Netscape web page.

Print Allows you to print what you see on your screen. *HINT*: It is wise when printing web pages to print only from page 1 to page 1 to test the print. Some web pages do not print as they appear on the computer.

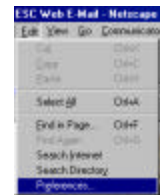
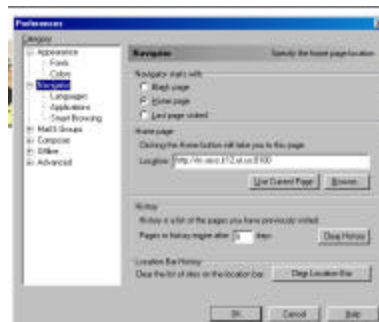
Security Shows if a site has been protected (shopping online is one example).

Stop Interrupts the transfer of the site to the screen.

Setting a New Homepage

If you would like to change the link when you click on the HOME button in Netscape:

1. From the "Edit" pull-down menu (in Netscape) choose "Preferences".
2. In the "Preferences" dialog box, make sure "Navigator" is highlighted in the white box to the left.
3. Click in the window next to the word "Location:" and type in the new URL.
4. Click OK, then click on the HOME button again to make sure it works.



Setting Bookmarks

If you find a web site that you will want to visit again, rather than writing down the URL, you can set a bookmark that remembers the address for you. You may also edit them to change the name or assign them to folders to help your organization.

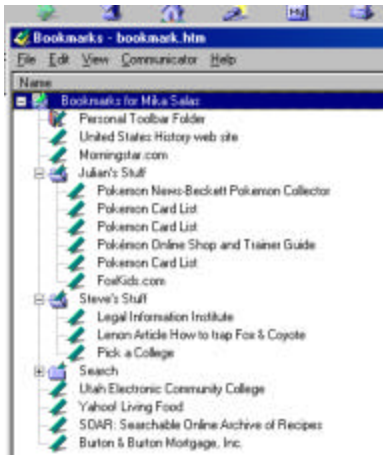
1. Find a web site that you would like to bookmark.
2. Click on the “Bookmarks” button on the toolbar, and then choose “Add Bookmark”.
3. The name of the web site will be placed at the bottom of the list of bookmarks that have previously been set.



Editing Bookmarks

If you begin compiling many bookmarks, you may want to create folders to help organize the bookmarks you have. You may also want to delete older bookmarks and periodically check them to make sure they all work. Some sites are taken down or moved and it is a good idea to keep your bookmark list current.

1. Click on “Bookmarks”, and then choose “Edit Bookmarks”.
2. From the dialog box that appears, you can add folders, and delete, move, or rename bookmarks.



Moving Bookmarks:

1. Click on the bookmark that you would like to move and hold down on the mouse.
2. Drag the bookmark over a folder until the folder is highlighted.

Deleting Bookmarks:

1. Click once on the bookmark, then hit “Delete” on your keyboard.

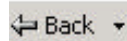
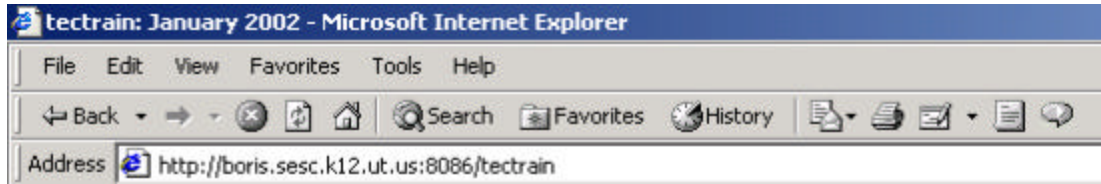
Renaming Bookmarks:

1. Click once on the bookmark.
2. From the “Edit” pull-down menu, choose “Properties”.
3. Highlight the old name and type in the new.

Adding folders

1. From the “File” pull-down menu, choose “New Folder”.
2. Type in the name of the new folder.
3. You may move this folder like the bookmarks themselves.

Internet Explorer Toolbars



The "Back" button allows you to visit the previous page viewed in the window.



The "Forward" button allows you to go ahead one page if you have already gone ahead and then come back.



The "Stop" button allows you to interrupt the transfer of a page currently being downloaded.



The "Refresh" button allows you to begin downloading the page again.



The "Home" button returns to the web site that has previously been set as the browser's homepage.



The "Search" button will open a frame to the left side of the screen that allows you to conduct a search of the Internet using Microsoft's MSN search engine.



The "Favorites" button saves the URL's of sites to which you would like to return. Favorites in IE are the same as Bookmarks in Netscape.



The "History" keeps track of all of the sites visited by the machine up to 3 weeks ago.



The "Mail" button will allow you operate your email from the browser if you are using a Microsoft email program like Outlook or Outlook Express.



The "Print" button allows you to print the web page currently on the screen.
HINT: It may be better to choose "Print" from the "File" pull-down menu and then choose to only print the first page of the print job as a test. Some web pages print differently than they appear on the screen.



The "Edit" button allows you edit the web page that you are viewing with a web editor or with Notepad.



The "Discuss" button will allow you to connect with an online chat group. This feature will most likely be blocked at your school.

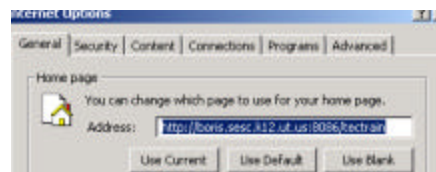


The "Real" button connects you to Real Player's web site.

Setting a New Homepage

To set a new homepage using Internet Explorer:

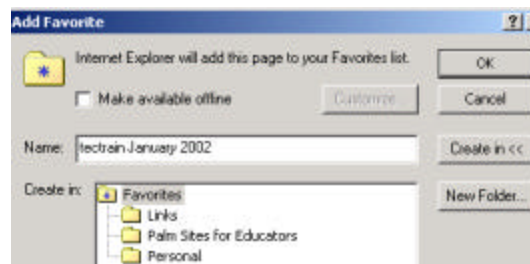
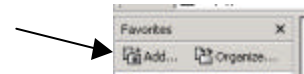
1. From the “Tools” pull-down menu, choose “Internet Options”.
2. Make sure the “General” tab is selected.
3. In the space next to “Address”, type in (or copy/paste) the URL for the homepage you would like to use.
 - a. “Use Current” will set the current page viewed as the homepage.
 - b. “Use Default” sets the page based on the default browser’s homepage (which may be Netscape even though you are using IE). Typically this will be either Netscape’s or IE’s main page.
 - c. “Use Blank” will bring up a blank white screen.



Favorites

Favorites are IE’s equivalent to bookmarks in Netscape.

1. Inside the browser, click on the “Favorites” button. You should see a new frame to the left side of the screen that shows the default favorites set for the computer.
2. As you surf the Internet and come upon a site that you would like to mark as a favorite, simply click the “Add” button in the Favorites frame.
3. Now you are asked to place the new favorite in an existing folder, rename it if you would like and to make it available offline.
 - a. To **Rename** the favorite, simply highlight the name given and type in the name you prefer.
 - b. To **Make the site Available Offline**, simply click in the box next to the words.
 - c. To place the new favorite in an **existing folder**, simply click on the folder in the “Create in” window.
 - d. If you would like to create a **New Folder**, simply click on the button that reads “New Folder”, give it a name and then click OK.

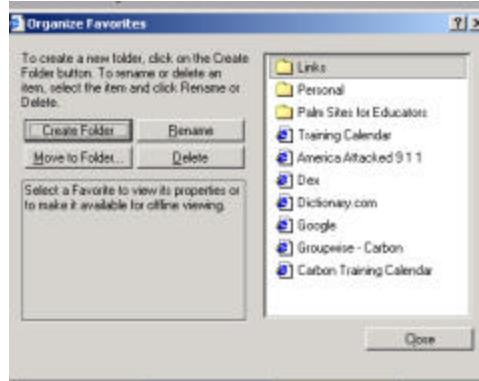


HINT: You may also add favorites to existing folders by dragging the URL from the window to the favorites frame until the folder is highlighted and then let go of the mouse.

Organizing Favorites

In order to make Favorites useful, they will need to be organized. To organize them:

1. Click on the “Organize” button in the Favorites frame.
2. You will see the following dialog box appear on the screen. You can follow the directions on the buttons to begin creating the look and organization that you would like with your favorites. You may also choose to delete some of the default favorites that come with the browser.
3. When you are finished, click “Close”.



Search Engines

A search engine is a web site that locates other sites for you based on the search criteria that you type in. Below are a few search engines and their URL's.

Yahoo	http://www.yahoo.com	MetaCrawler	http://www.metacrawler.com
Yahooligans	http://www.yahooligans.com	Google	http://www.google.com
Go.com	http://infoseek.go.com	AltaVista	http://www.av.com
Excite	http://www.excite.com	WebCrawler	http://www.webcrawler.com
Ask Jeeves	http://www.ask.com	Ask Jeeves for Kids	http://www.ajkids.com
Dex	http://www.uswestdex.com	The Yellow Pages	http://www.yellowpages.com

Conducting an Efficient Search

Most people will choose type in keywords only when conducting a search on the Internet. Sometimes, however, it may be more beneficial to use one of the following methods instead.

1. Adding special characters in a keyword search.
 - a. Using a **plus sign** “+” in between words will force the search to find matching sites with **both** of the words.

Example:

German Shepherd	Sites with the word “German”, the word “Shepherd” and the words “German Shepherd” will be found.
German+Shepherd	Sites ONLY with the words “German Shepherd” will be found. Both have to be there for the search.
 - b. Using a **minus sign** “-“ in between words to exclude a word from the search.

Example:

Abraham-Lincoln	Sites with the word “Abraham” but not “Lincoln” will be found.
-----------------	--
 - c. Using **quotations** around a word or words will help find an exact phrase.

Example:

“Statue of Liberty”	Looks for this exact phrase in a web site.
---------------------	--
2. Using Boolean operators in a search.
 - a. Using the word **and** in a search requires two or more conditions to be true.
 - b. Using the word **or** in a search requires just one of the conditions to be true.
3. Using Category searches helps to narrow down the millions of sites so that you get a more accurate list from which to choose.
 - a. Go to the Yahoo (www.yahoo.com) search engine.
 - b. Rather than just typing in a keyword, look below the keyword window at all of the categories listed. Also, be sure to note the sub-categories under each main heading.
 - c. Click on the “Science” link.
 - d. Now click on the “Astronomy” link.
 - e. Now type “Star” in the window towards the top right side of the window. Under the window, click in the radio button next to words “Just this Category” and then click the “Search” button.



NOTE: This search now contains **168 links**. If you typed the word “Star” from the original Yahoo site, you would have had to search through **7,682 links** and 7,514 of them had nothing to do with astronomy!