What is the Internet? (using Internet Explorer)

1. The Internet is a means of connecting computers across the world by means of something called the World Wide Web. The inventor, Sir Tim Berners-Lee, is celebrated on a British stamp issued in 2007.

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2. The Internet can be used to search for and get information (by means of a **Search Engine**), to shop, to view pictures and video, to send and receive e-mail. When you do these things it is called going "on-line". You connect to **websites** where these things are available.

3. If your computer is connected to the Internet, eg by means of a dial-up (slower) or Broadband (faster) connection, then a program called a **Web Browser** is used to go "on-line". Internet Explorer is the most common of these programs. Others include Mozilla Firefox.

4. To enter the Internet
   Either double click on the Internet Explorer icon on the Desktop
   Or
   left-click on the program from the **Start Bar** or from **All Programs**.

5. Internet Explorer will open with a "Home Page". This is a **web page** which you find useful to see each time you open. Alternatives might be your Internet Service Provider Home Page, or a **Search Engine** such as Google, or a favourite filmstar's **web page** or whatever you like. You can set this up yourself
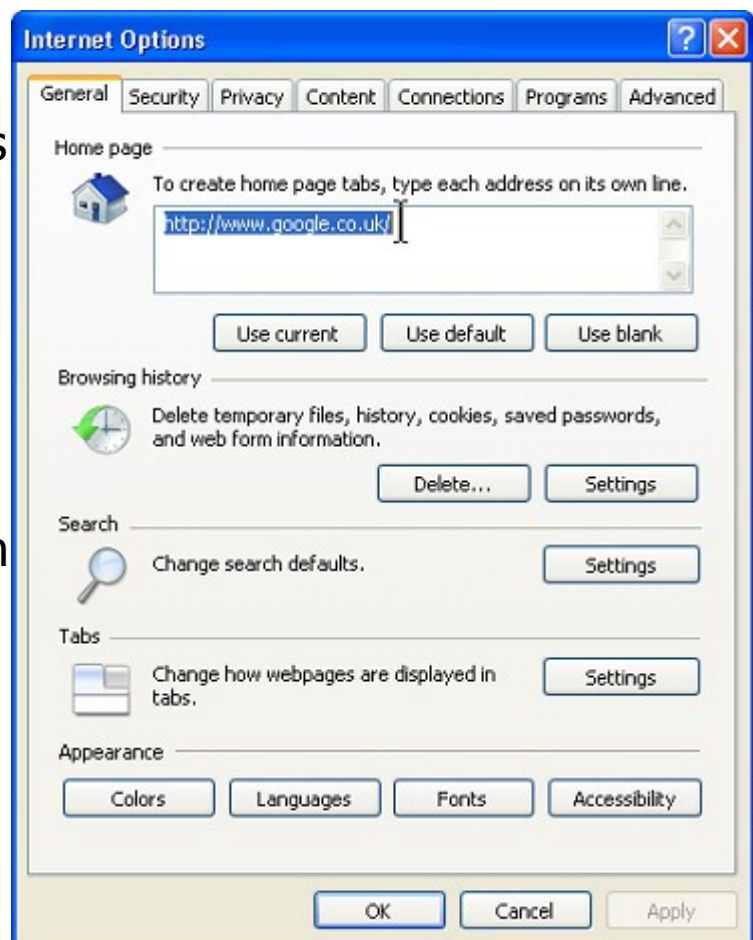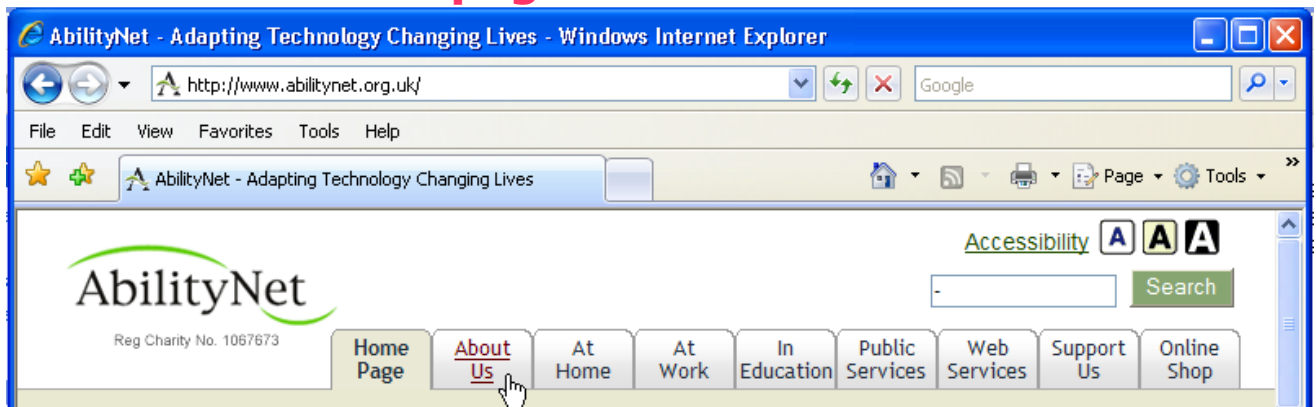
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providing you know the **web address** for the **web page.**

6. Every **website** on the Internet has a **web address**. This is a code which allows you to access any individual **website**. It is in the form of www.websitename.addresstype where www stands for World Wide Web, websitename is the name of the site (as you'd expect!), and addresstype can be various options such as .com (pronounced dot com), .co.uk, .org. You can tell the type of **website** by this, eg .com usually denotes a company website (often but not always American), .co.uk a British company website and .ac.uk a British University website. Each **web page** attached to a **website** is reached by a further code /webpage which is tagged on to the end of the **web address**. These can usually be reached by just clicking on the appropriate part of the **website** as well.

7. To select a **website** as a Home Page select **Tools** in the Menu Bar. Then select **Internet Options**. A window appears which allows you to type in the **web address** of your chosen Home Page.
Once this is set then you can return to this by clicking on the icon.

8. To access a **website** you type in a **web address** into the address bar. Supposing you wanted to access the AbilityNet website you would type in www.abilitynet.org.uk and Internet Explorer would insert the prefix **http://** and a symbol thus ⚡http://www.abilitynet.org.uk/ and would connect to the Ability Net Home Page. The AbilityNet website has lots of useful information for PassITon clients. You can find out more by left-clicking on the **Tab** "About Us" which routes to a different **web page**.

9. Internet Explorer has lots of features. Some of these are as follows:-
Left-clicking on the left (or right arrow) allows you to jump back (or forward) to the last **web page** looked at.

Left-clicking on the star opens up access to Favourites. This is a selection of **websites** which you use often, stored so that you can access them easily without having to type in the full **web address**. You add to these by left-clicking on the star plus symbol and selecting "Add to Favourites".

10. Sometimes the **website** seems to appear slowly or stops connecting. By left-clicking on the Refresh button you can start connecting to it again. There may be a real problem with the **website** when Internet Explorer will show a new page detailing options to try.

HTTP 500 Internal Server Error

The website cannot display the page

Most likely causes:
- The website is under maintenance.
- The website has a programming error.

What you can try:
- Refresh the page.
- Go back to the previous page.
- More information

11. A **Search Engine** is a **website** which allows you to search for **websites** which have the information you are looking for. Typical **Search Engines** are Google www.google.co.uk, or
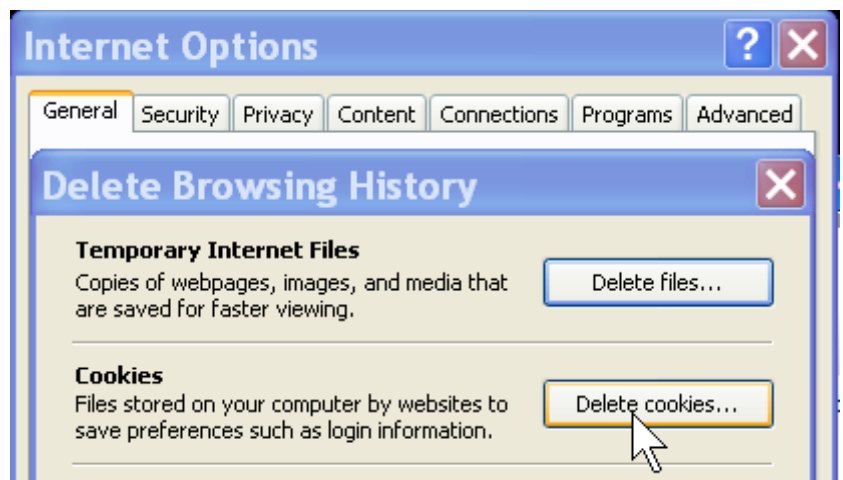
Ask www.ask.co.uk, or a composite such as

Dogpile www.dogpile.co.uk
You type in the word(s) you are looking for and the **Search Engine** will give you a number of **websites** to try. Some may be relevant but others may be about something totally different to what you want.

12. Now that you can connect to the web you may find that other people or companies are interested in what's on your computer or what you browse using your computer. So the aspect of security becomes important. When you connect to a **website**, eg to order an item, you may find that the company puts a "**Cookie**" on to your computer so that it can track what your computer is looking at when connected

to the **website** and know whether you are the same person as before. Google does this to keep track of the type of searches you do so that it can tailor advertising to you.

It is good to delete **Cookies** from time to time by selecting from the Menu Tools, Internet Options, and under the General Tab, Browsing History, left-click on

Delete.... and then on Delete Cookies.
Be aware, however, that some **websites** may become unusable as a result.

13. You can minimise the effect of sites spying on your computer by installing a piece of software such as a free one called Spy-Bot. This will allow you to ensure that any tracking software or **spyware** which has been installed on your computer without your knowledge is deleted.

14. Parental Control software (or Internet Filter Software) is software that can be installed to counteract **websites** appearing which may have undesirable features. It can be set to block certain **websites**, **chat rooms** and games. One which can be downloaded free is called Naomi.
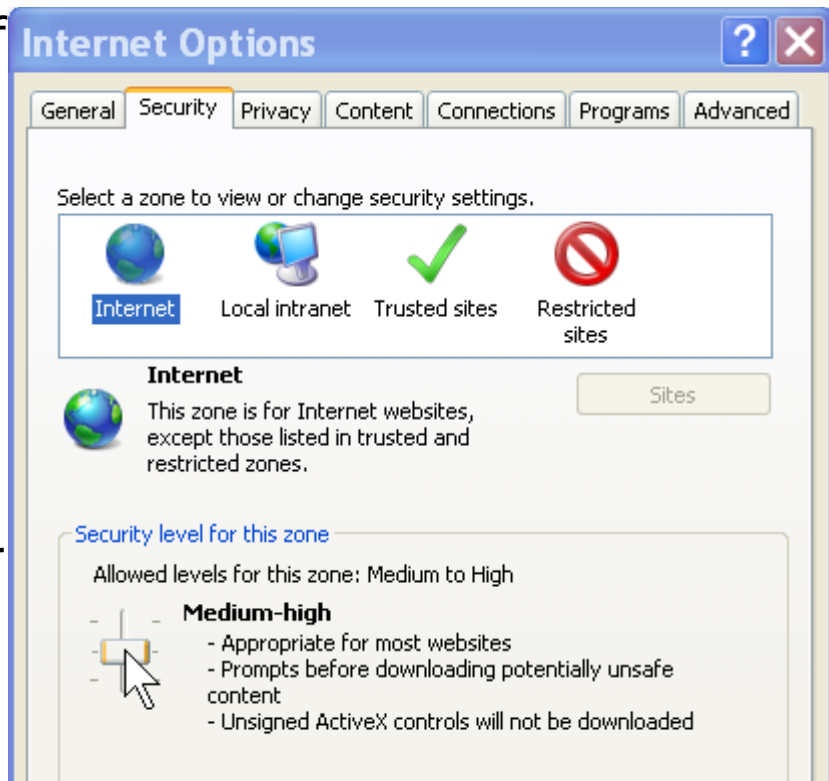
Controls may also be possible through your Internet **PTO**

Service Provider.

15. There are levels of security that can be set up by selecting from the Menu Tools, Internet Options, and under the Security Tab, select a zone eg Internet then set the Security level for this to High, Medium-High or Medium by dragging the slider up or down. You can also set up Restricted sites ie those you don't want to appear.

16. A **Phishing Filter** on Internet Explorer 7 can be set up. Phishers attempt to acquire sensitive information fraudulently, such as usernames, passwords and credit card details, by pretending to be a trustworthy entity, such as a bank. Internet Explorer will then display a warning **web page** if Phishing occurs and a notification on the Address bar so that you can take appropriate action. This is set up by selecting from the Menu Tools, Phishing Filter, Turn On Automatic Website Checking. A Window appears allowing you to click on a button to Turn On or Turn Off the Phishing

Filter. Phishing also often occurs through E-mail requests. Never respond to these however plausible they seem.

17. Another problem that can happen is that a virus can attack your computer. A virus is a small program which causes unusual behaviour such as interfering with files, displaying unwanted messages or messing up the computer's setup. A virus can get into your computer via an e-mail or when you download a file from the web or from an infected file on a disc. It is essential to have an anti-virus program installed. A free one is called AVG. This can be downloaded from the web and it will require keeping up to date eg every week. It will automatically scan e-mails and downloads for viruses. It can also be used to scan individual files or your whole computer which should be done from time to time.

18. Sometimes you might want to revisit a **website** but can't recall its name. If it was in the last few minutes you can keep left-clicking on the **back arrow** until it appears.

Otherwise after left-clicking on the star that opens up access to Favourites select the History button.

Left-clicking on the arrow allows selection of **websites** by date, site name, most frequently visited, or most recently visited. By left-clicking on the one you want a list of visited **websites** will be displayed.

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19. You will not take long to find that Shopping is possible on the Internet. Your favourite high street store will be on the web as well as others who only deal on the web. You will have to be registered to be able to buy. When you choose something it is usually put into a "Cart", ie an electronic shopping Trolley, which stores all the things you choose till you are ready to pay just like in the supermarket. You can view your Cart and add or subtract items. You then proceed to the "Checkout" where postage and packing and VAT are added. When you are ready to pay using your Credit or Debit card the website should transfer you to a safe website which is more secure. You will notice the "http://" in the Address bar becomes "https://" and a 🔒 padlock symbol appears to the right of the address. If this does not happen never release your card details. And remember to check whether your store is accessible through www.buy.at/passITon which is a **website** which gives commission to PassITon every time you shop.
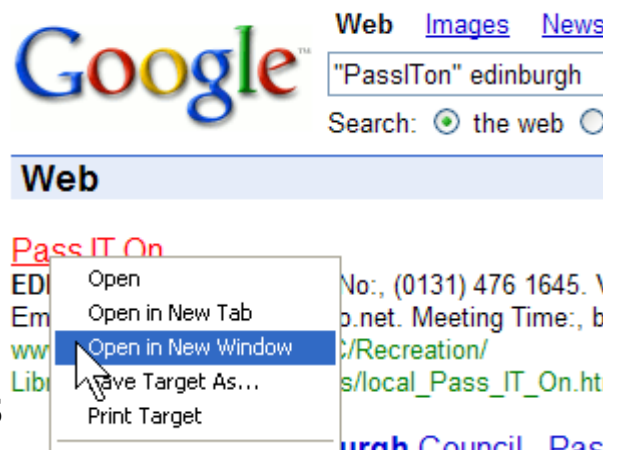
20. Web **chat rooms** are a way of talking with the world, except that you don't talk but type. You can log in as yourself or with an alter ego or as anonymous or guest. There are general chat rooms and special interest ones but be aware that some may not be all they seem to be. So exercise caution as other people may be posing as someone different.

21. Sometimes you may want to open up another **web address** whilst not losing the original one. For instance you may want to keep a search list on Google open whilst clicking on a link from it. In this case, instead of left-clicking on the link, right-click and you will be given a menu of options. Left-clicking on **Open in New Window** opens the link in a separate Window

which allows you to jump between them (eg by left-clicking on the required Window in the Taskbar) without losing either.

22. An alternative is to left-click in the menu of options above on **Open in New Tab** which

opens a new Tab. Note that this is not automatically selected but this allows you to choose **either** the new Tab **or** the original Tab by left-clicking on your choice. Each Tab can be used like a separate Window.

23. These are shown for Internet Explorer but there are similar ways of doing it in Mozilla Firefox.

24. **Uploading** and **Downloading** are ways of sending and receiving files. For instance you may want to **upload** a set of photo files to get them printed. Or you may want to **download** a music or program file or program update onto your computer. If the files are big they will take **PTO**

longer.

25. Happy "surfing"!
   (ie casually browsing **websites**)

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