



A guide to the Internet for beginners



Digital Skills
Sessions, by:





Contents

The Internet is a huge network of billions upon billions of other, smaller networks. This includes private, personal, business, academic and Government networks, all linked by electronic and wireless connections. Basically, the Internet is a database of pretty much everything.

The best way to get used to using the Internet is by using it! In this guide we'll show you what the Internet is and how it works. You'll learn how to get around, how to search for information and how to use a web address to get to a web page. You'll learn how to use links to get around, and how to stay safe online.

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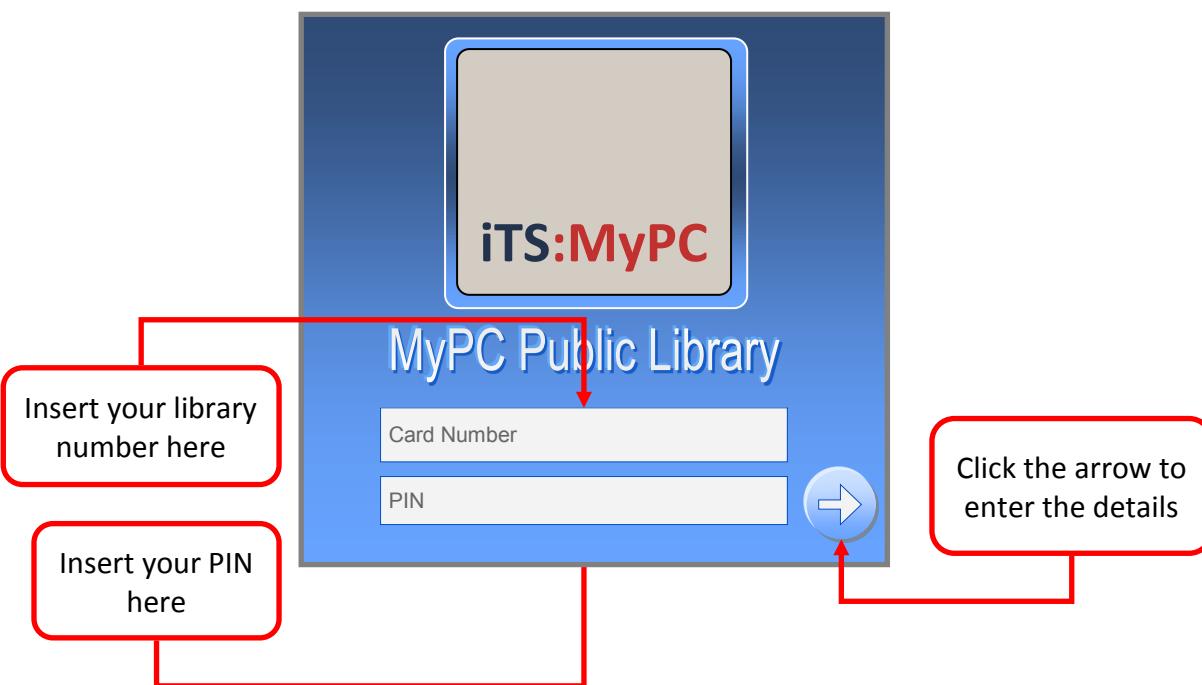
How to log onto a library computer

1. As a member of Newcastle Libraries you get a two hour daily computer allowance. You can walk up and use any available computer, but at busy times you might need to book with a member of staff.

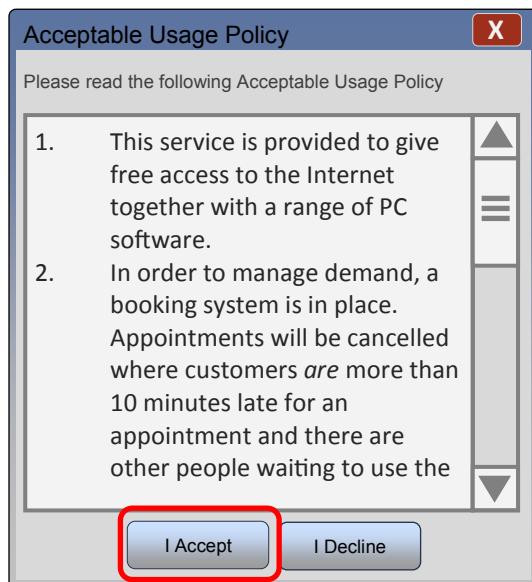
2. An available library computer will have a box at the top of the screen which says so. Underneath it will tell you for how long that computer is available. If you've reserved a computer this box will have your library number in it.



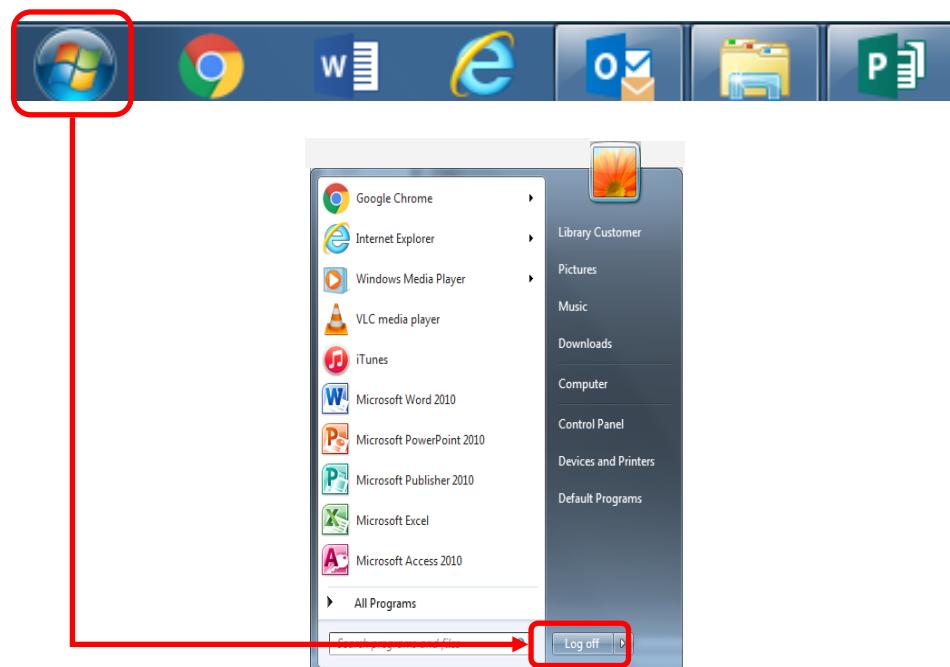
3. To log onto a library computer you need to type your library number and pin number into the relevant boxes. Then press Enter or click the arrow on the screen:



4. Once you've logged on to the computer, you'll see a box containing Newcastle Libraries' acceptable usage policy. Click *I Accept* to finish logging on:



Note: When you've finished using the computer, you should log out. This prevents other people from using your computer or getting access to potentially private details. To log out, click the *Start* button in the bottom left of the screen and then click *Log Off*:



How to get onto the Internet

1. To get onto the Internet you need to use a *web browser*. The library computers have two: Internet Explorer and Google Chrome. It's a personal preference which you'd prefer to use (they both work in a similar way), but we recommend Google Chrome.

2. To open the browser, you need to click on the relevant icon. They'll look something like this:

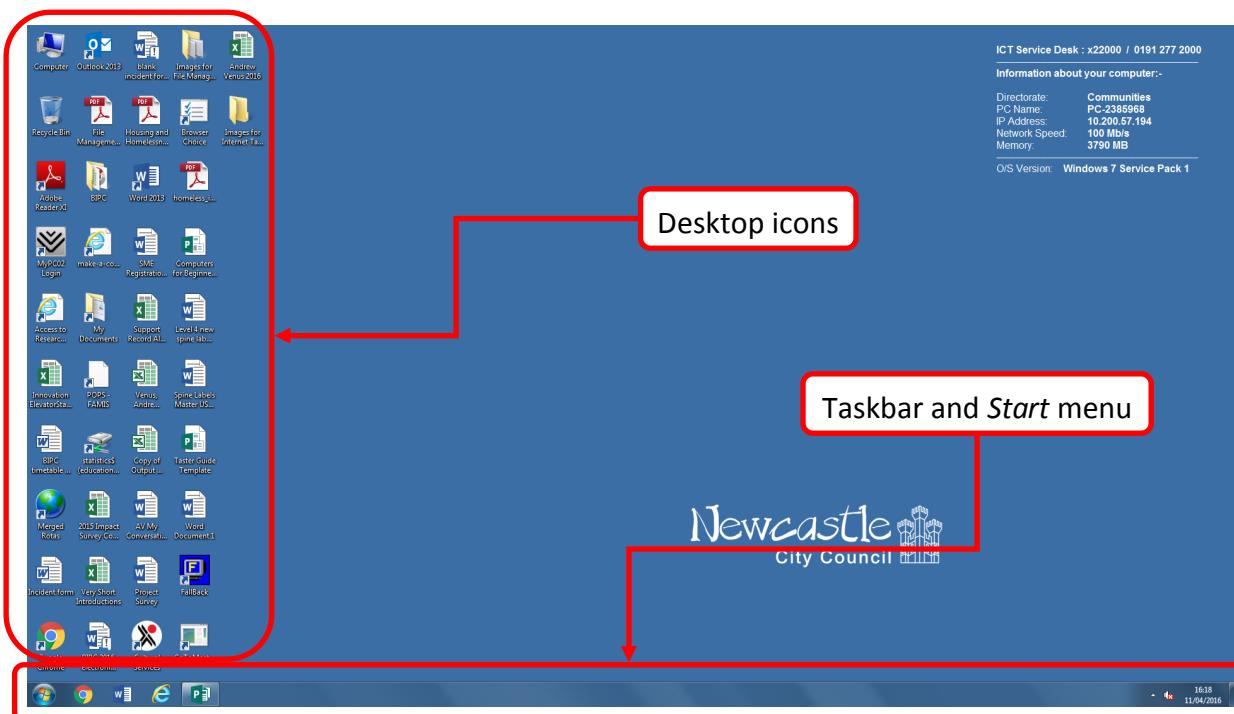


Google Chrome

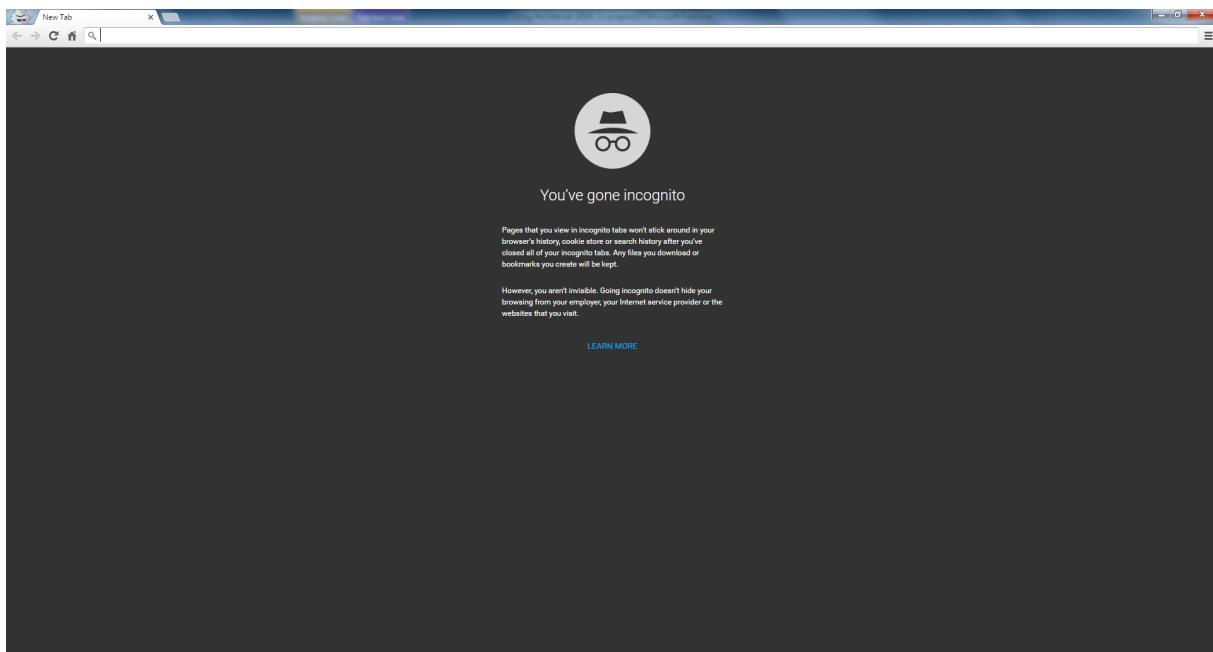


Internet Explorer

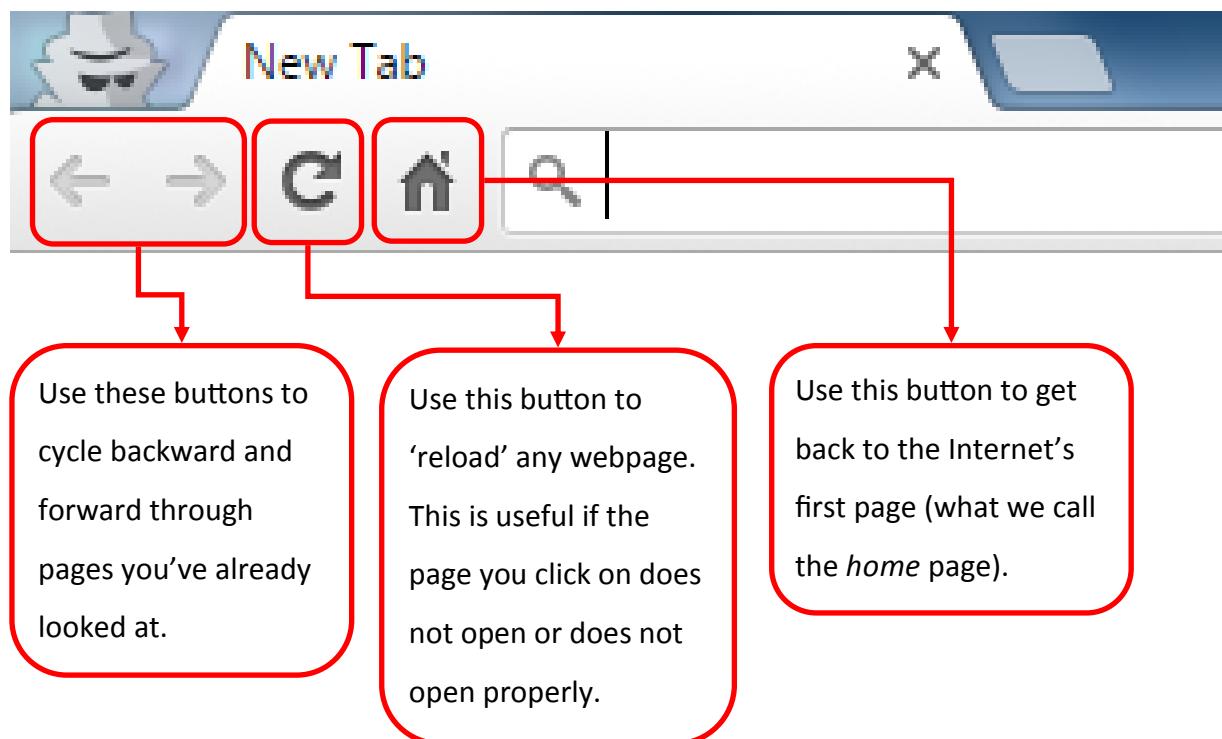
The library computers should have Internet icons in the taskbar at the bottom of the screen, on the desktop or in the *Start menu* itself. If you look around you should be able to find them. Try clicking *Google Chrome* to open it.



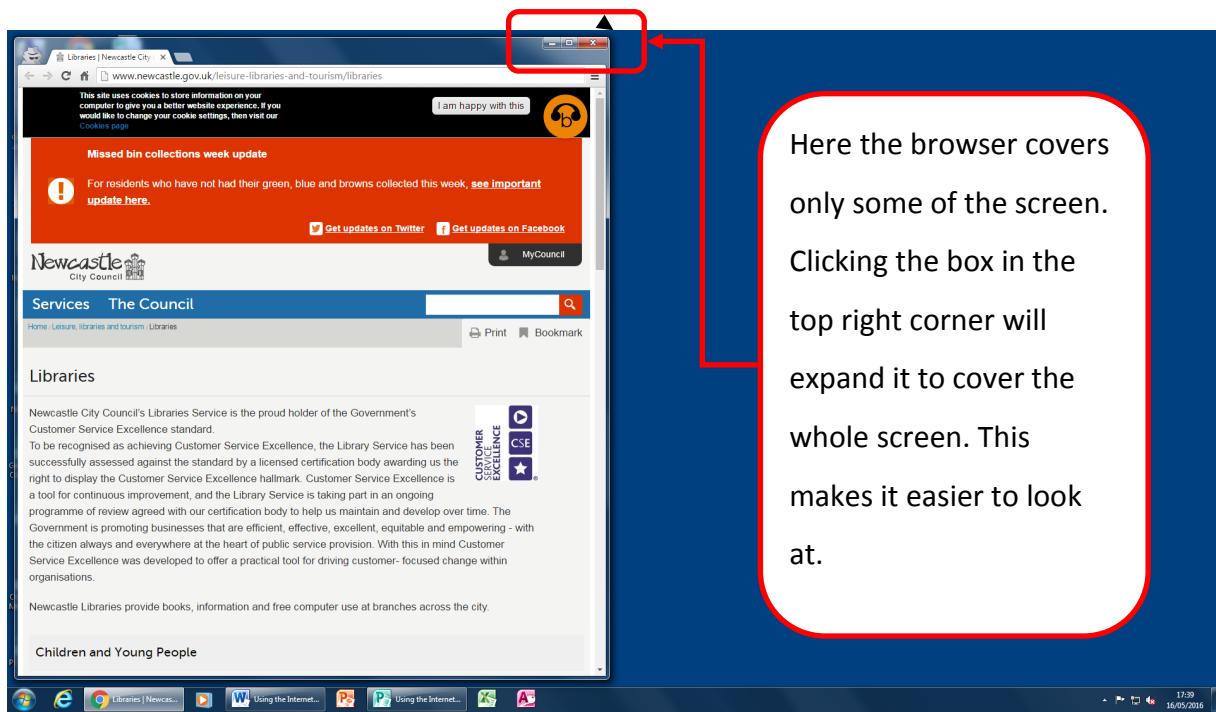
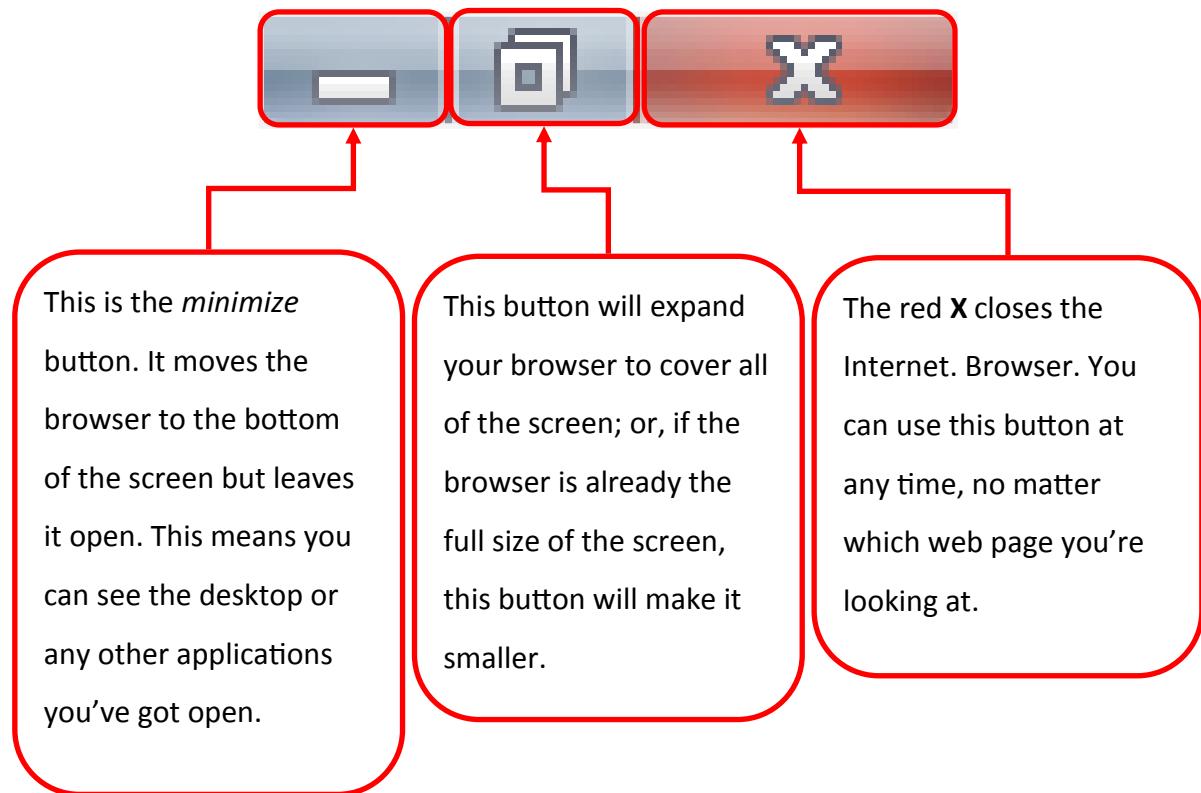
3. Once you've opened the Internet, you'll see a screen that looks like the one below. Note that this first screen is called your *home* screen (note that if you're using a computer somewhere else, the home screen might be different).



4. In the top left corner you'll see a number of icons. Here's a short description of each:



4. You can also change how the Internet browser is shown on screen by using the buttons in the top right of the page:



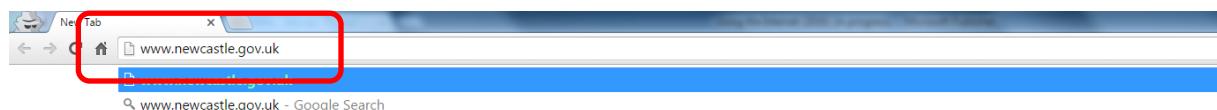
Using a web address

1. The quickest and easiest way to use the Internet is to type in a web address. (Think of a web address the way you would think of a postal address: after all, a web address merely tells your computer where to find a website.)

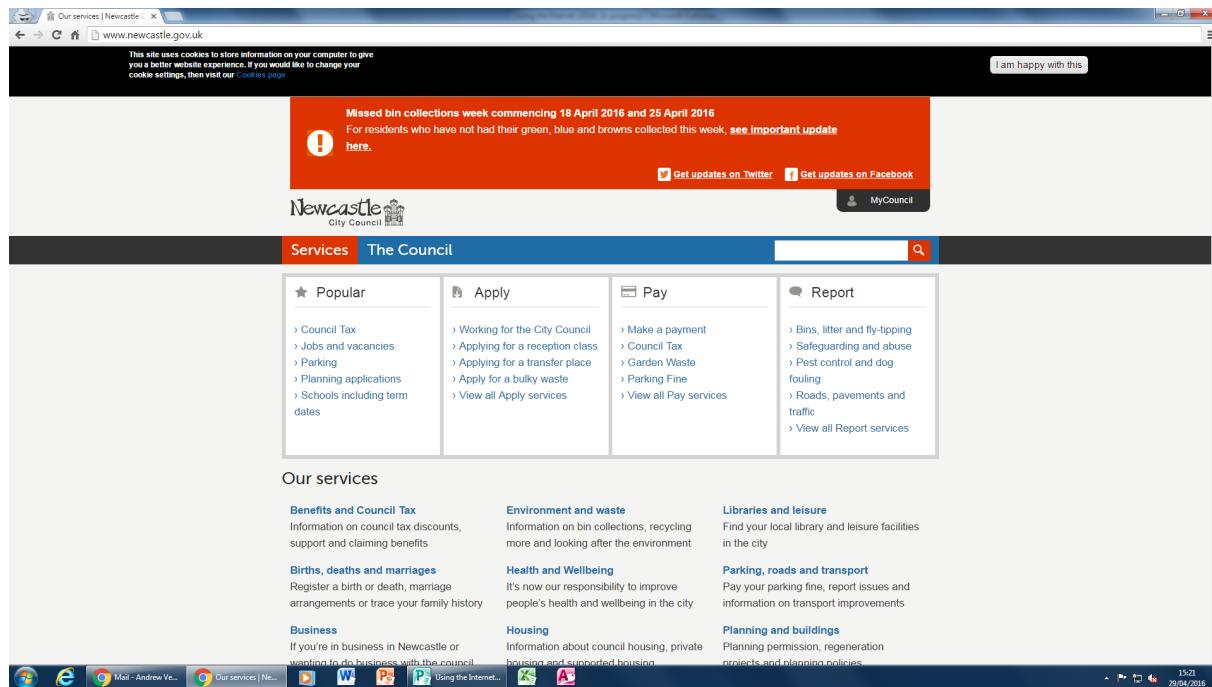
2. A website address will look something like this:



3. To use a website just type it into the bar at the top of the page and press the *Enter* key on your keyboard:



4. If you've typed in the website on the previous page correctly you should now see the Newcastle City Council website:



N.B. Don't worry if you make a mistake! The worst thing that will appear is an error screen. If you make a mistake just try again!

5. If you'd like to practise, here are a few other websites to try:

www.bbc.co.uk—The BBC's website

www.nufc.co.uk—The official Newcastle United website

www.amazon.co.uk—For online shopping

www.trainline.co.uk—For booking train tickets

www.wikipedia.org—An online encyclopaedia

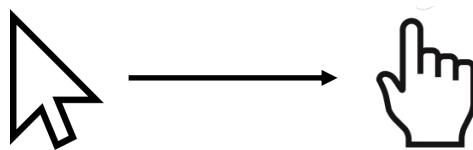
www.ebay.com—Online auctions

Keep an eye out at home and when you're out and about. Nearly everything has a website that you can type in and visit (your favourite TV show, shops, airlines, etc.).

Navigating a website

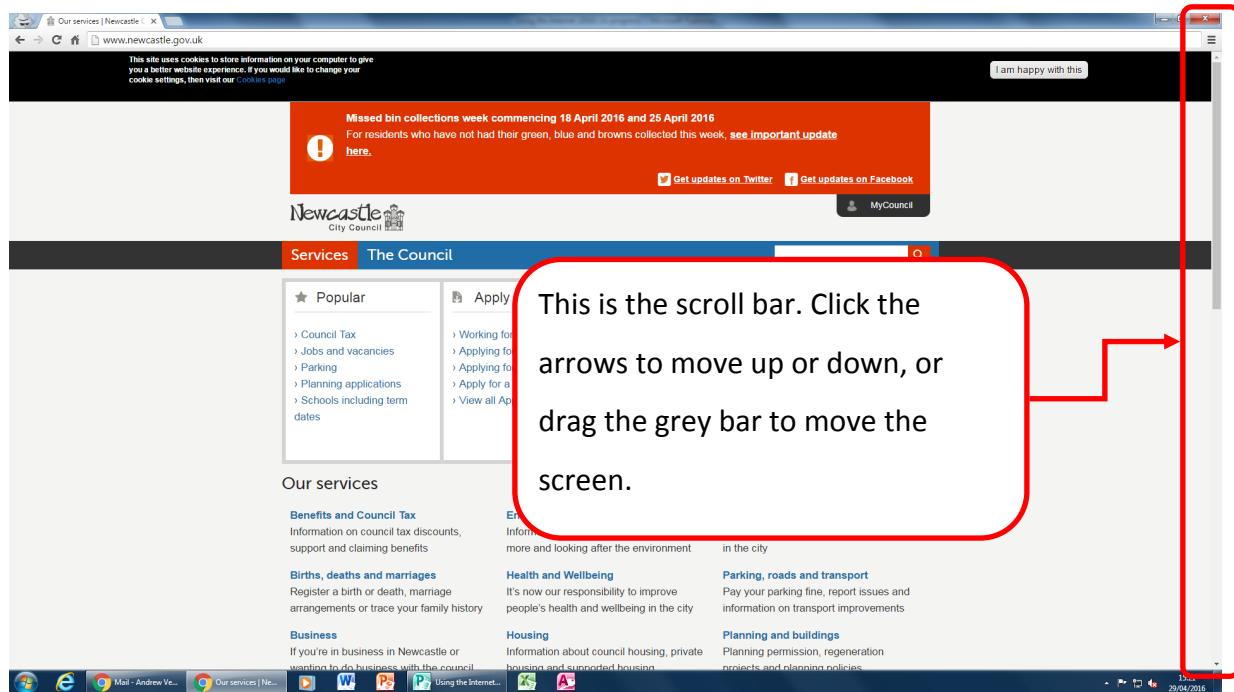
1. So what do you do when you've typed in a web address? It depends on the website. You find your way around most websites by using *links*. These will be pictures or words that you can click to go to different parts of the website. Links will often be underlined or a different colour to the rest of the text.

2. You can easily tell if something's a link by hovering over it with your mouse. If the cursor changes from an arrow to a hand, it means you can click to go to a different page.



3. Try moving your mouse around the Newcastle Council website. If you'd like, you can click some links and see where they take you.

4. You might also have noticed that there is more information further down the screen. To see this information, you can use the scroll wheel on your mouse to move up and down, or you can use the *scroll bar* on the right of the screen.

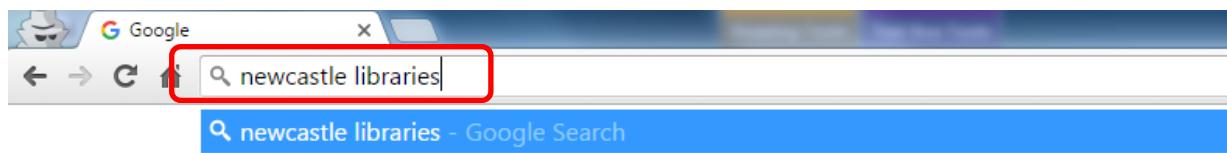


This is the scroll bar. Click the arrows to move up or down, or drag the grey bar to move the screen.

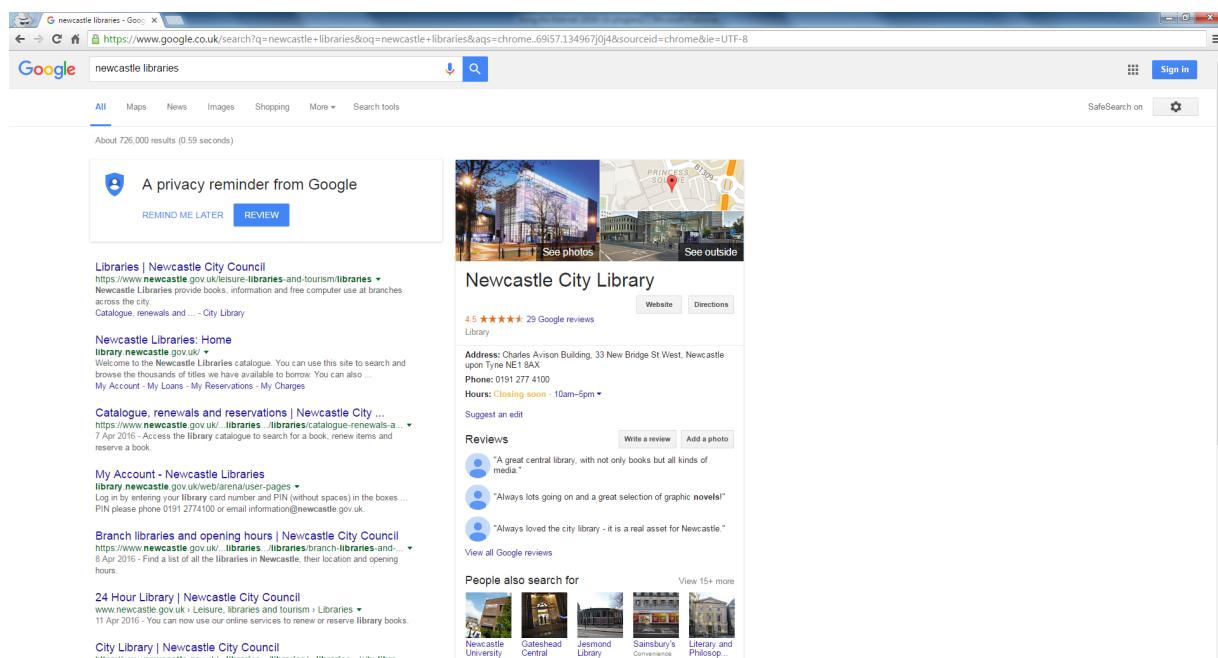
Searching the Internet



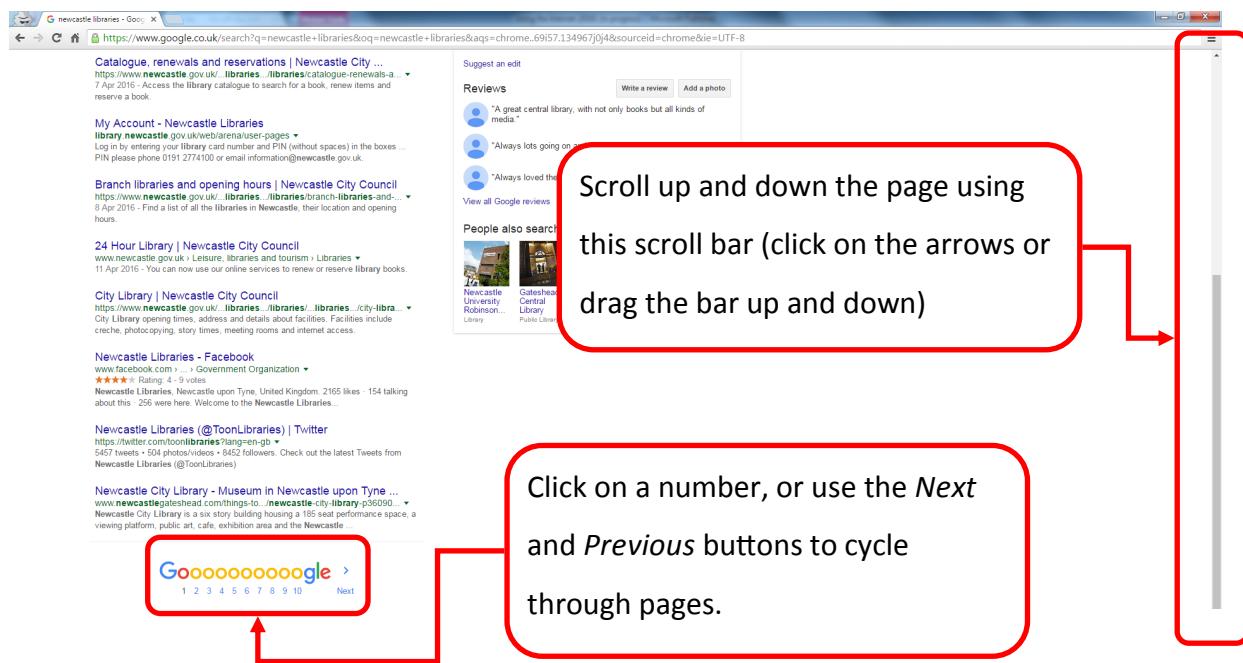
1. If you don't know the web address or are just looking for information about a particular topic, you'll need to do an Internet search. Using a *search engine* to find things will bring up a list of websites related to whatever you search for.
2. We've already tried typing in web addresses into the browser's address bar, but you can use this bar to carry out Internet searches. To show you how this works, type **Newcastle Libraries** into the address bar and press *enter*:



3. Your Internet browser will automatically perform a search using whichever search engine is its default (on Google Chrome this is Google and on Internet Explorer it is usually Bing). If you're using Chrome you should see a page that looks a bit like this one:



4. On the left of the screen you'll see a list of search results. They're arranged in order of relevance. You'll find that if you scroll down the page you'll see more results. Results are also ordered into pages, so click on each page number to look at more results:



5. Look at individual results to get a better idea of which website they lead to:

Libraries | Newcastle City Council

<https://www.newcastle.gov.uk/leisure-libraries-and-tourism/libraries> ▾

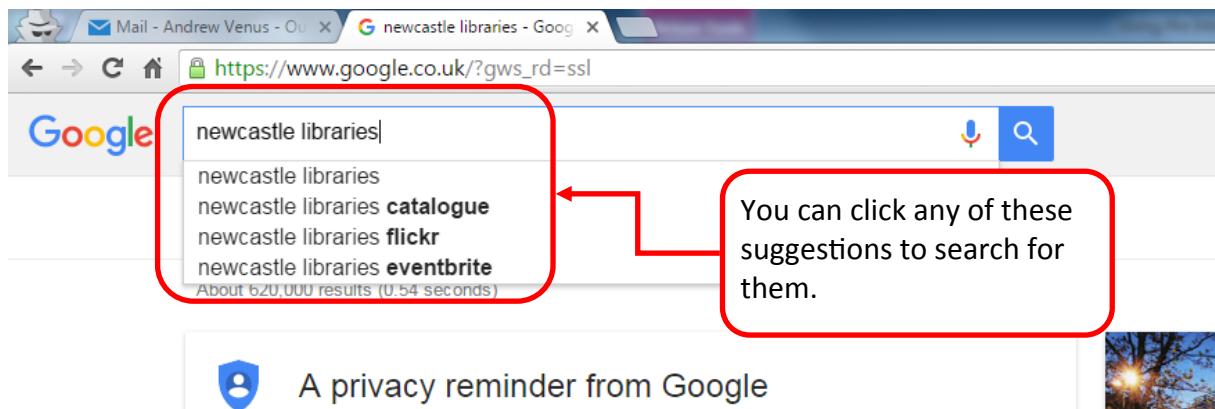
Newcastle Libraries provide books, information and free computer use at branches across the city.

[Catalogue, renewals and ... - City Library](#)

You'll see that the first two lines contain the name of the website and the web address (notice that the name is a link you can click). Underneath you'll get a small synopsis of the website. At the bottom you might see some links to other relevant or related websites.

Note: When you're looking at search results and you click on a link, remember the *back* arrow button at the top of the screen: you can use this to get back to your search results.

6. As you typed *Newcastle Libraries* you might have noticed that words and terms appeared underneath the *search bar*. This happens because Google will try to guess what you're looking for. If the word or term you're looking for appears, you can click it. Otherwise, finish typing in your word or term and press *enter*. Try searching for things you're interested in to see how this works.



Note: You can use different search engines to perform Internet searches. Google and Bing are just two of many (they are, however, by far the most popular). If you'd like to try a different search engine, just type the web address into the address bar. Underneath are just a few examples:

YAHOO!

www.yahoo.co.uk



DuckDuckGo

duckduckgo.com

dogpile[®]

www.dogpile.com



www.quora.com

boardreader[™]
Connecting Communities through Search

boardreader.com

WolframAlpha[®]

www.wolframalpha.com

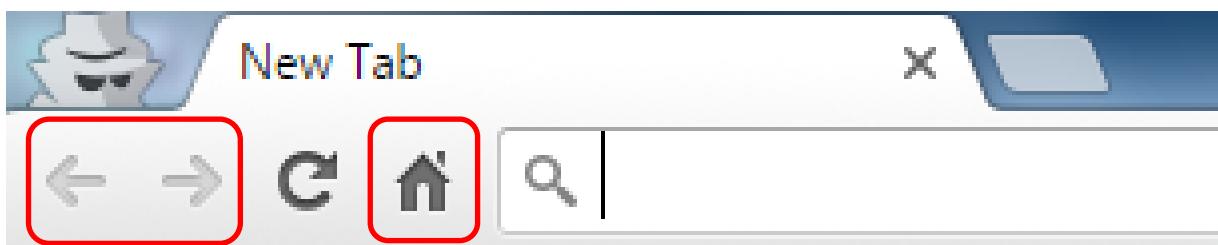


Staying safe online

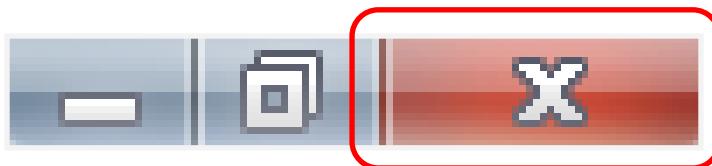
1. Many people, using the Internet for the first time, are worried that they might click on something they shouldn't or do something wrong. Fortunately, Newcastle Library computers are set up to prevent anything bad from happening.

2. Having said that, if you're worried about straying onto a webpage you think you shouldn't, there are a couple of things you can keep in mind:

First, remember the buttons in the top left of the screen. If you're worried about a website you're on, just click the *back button* to return to the previous screen. Similarly, you can always click the *home button* to return to your home page and start again:



4. If you want to be 100% sure you're not doing anything wrong, you can of course just close the Internet browser and open it again. To do this, just use the red X in the top right corner of the screen:



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