

IX. INTRODUCTION TO BROWSERS

There are several browsers on the market. The browser will be your connection to the internet.

We will cover one browser in some detail and if you would rather use one of the others, you will find that there are many similarities and you will not have much trouble learning any browser that you want to use.

Microsoft Explorer



Windows Internet browser or Internet Explorer, is probably the most popular today, because it comes on almost all computers sold.

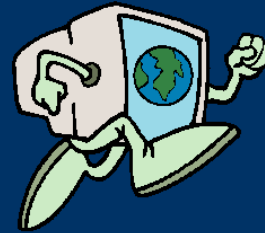
You will find it a good browser, indeed, most browsers will do the job, it is usually a matter of personal preference.

Netscape



Netscape is also a good browser, and many people really like it. The Netscape people are quite innovative and have nice features.

Fire Fox



Firefox is an excellent browser that has all of the normal features.

It is free and available for download on the internet. There are many “PLUGINS” available also. The plug-in is a little addition to Firefox that makes it easy to do certain processes that you might want to add. Just go to their website to download them.

If you put your cursor over any of the icons in the bars at the top there will be a little window that opens to tell you what the icon will allow you to do.

At the top you will see the usual menus File, Edit, View, Go, Bookmarks, Tools, and Help. We will not go to each of the items in each menu but I will mention some of them so you are aware of what they

are.

You will see a left and right arrow on the left side of the toolbar which move you back one page or forward one page. There may be a tiny arrow between the right and left arrows. This will open up a history of the pages you have been to recently. Click on one of them and you will return to that page.

The double arrow in a circle format is the “reload” option. If you go to a certain page often, you will want to click on this reload button to be sure you have a fresh version of the page.

When the reload button is pressed the browser will force the program to go get the page from the internet instead of picking it off of the computers hard drive or memory.

Normally the browser will compare the page you have presented in the browser with the same page on the internet and be sure it is the same page, however this doesn't always happen. If the pages are different the browser should go get the new and updated page for you.

Next there is a stop sign shaped icon with an “X” in it. This will stop what is loading from loading any further. This is good to know since now and then a page that you don't really want to see will load and you can stop it.

Next to the stop button is the “HOME” button (a little house) which will take you to your home page. The home page is the first page that comes up when you open your browser.

The address window is where you type in the internet address that you want to go to. Be sure to add the www. at the front of the address. Most of the time this addition will get you where you want to go. If not, add the http:// before the www. and see if that works. Most of the current browsers will function with only the www.

Next to the address bar is the search bar. Just type in what you want to search the internet for and it will go find it. The little down arrow beside the search engine icon will open a menu with other search engines to use. You can also add and remove search engines in some browsers.

If you don't find what you want on the first search, try one of the other search engines since they may list what you want.

If you would like to keep the page you have loaded for awhile but also want to go to other sites press Control key and T and another tab will open up. This tab will act just like another browser. You can open several tabs at a time. (Some older versions of Microsoft Explorer and Netscape do not have this feature.

Under File you will find the usual open, save, save as features. You can save the page to your computer if you want. It will save the page and all pictures and items shown on the page. You can then go to your hard drive and look at it any time you wish.

“SEND LINK” will open an email so you can send the address of this page to a friend or to yourself if you are at a different computer.

You can print the page with PRINT and the Import option will allow you to import bookmarks from other browsers.

If you install Firefox it will usually find your book marks in your old browser and automatically bring them into Firefox. If this does not happen, use this feature.

The Edit menu is the normal items you are used to.

The View menu allows you to set up your taskbars, and bookmarks. There are also other options one of which is View Source.

Web pages are basically text files, but they have code built into them to tell the browser how the maker of the page wants it to be presented. The code sets the font, colors, layout and any other formatting.

In the View source menu you can look at the code and text together. This is handy if you are a webpage maker, you can see how to do certain operations.

It is also handy if you don't know if the link you are about to click on is really what it says.

If the link says you are going to <http://www.open.org> and you view source and find that it really is going to 129.235.9.1 (not a real address, just to illustrate) you will want to be very cautious as it may be trouble.

“Go” allows you to click to where you want to go, including to places you've been lately.

The Bookmarks button shows operations available to you to sort, add and delete bookmarks.

Tools and Help are the normal menus. Options vary with which version of browser you have.

One of the options in tools is Options. There are many settings here and you will need to read the help file to find out what they are and how to use them. Many of them you will have no reason to use, but there are a couple that should be mentioned.

We have mentioned “cookies” that internet sites place on your computer. One of the options is to delete cookies. Do it now and then, but remember if you do you will have to log into your forums and sites that require passwords.

The other option is Empty Cache which dumps the storage area that fills up with all the information that you view in your browser.

Normally you don't have to worry about it, but if your browsing starts to slow down you might empty the cache. It sometimes gets filled to overflowing and begins to slow the computer down.

To set these options, click on TOOLS/OPTIONS. Cache is on the General tab and Cookies are on the Privacy tab.

The Tabs tab allows you to set up how the tabs in the browser operate.

You will not hurt the browser by clicking around so experiment. Slowly you will find how you want it set for your browsing pleasure.



1. Internet Security

There are two major areas of security while you are on the internet. In browsing you will be confronted with shopping. If you do any shopping it is best to be sure you are doing so on a “SECURE” site. In the browser there is a little padlock icon. If it is closed it is a secure site, if it is open it is not secure.

Most of the time now days secure sites are displayed in the address bar with an orange background and the http will have an “s” behind it (https://)

Even if it is a secure site beware since you are giving this site your personal information and normally a credit card number.

If you don't know a site, check with others and see if anyone has experience with it. Many sites are quite well known, such as Amazon.com and Ebay. These sites are secure, but you can still be taken by the sellers on Ebay so be careful.

Also be sure to watch your address bar when you click on links. Are you going where the link said you would go.

Your email is the other real danger. You can follow links to false sites that will ask you for personal information trying to get your money.

You can also get virus programs that will cause troubles for your computer.

When dealing with email, if you don't know the sender, be very careful. Even if it says it is from a company you do business with, don't just automatically do what they want you to do.

There are tricksters that have many very nice sounding ways of getting your money so be very careful.

If you get an email from your bank, call your local branch and ask them if this is really from them.

There are thousands of ways to separate you from your money, and dozens of others invented every day, so if you like your money in YOUR pocket book be very careful.

2. Computer Security: Even though we are talking internet in this section we ought to mention general computer security once again.

If you keep your personal information (Social Security number, bank numbers, credit card numbers etc.) be sure that you secure it.

If your computer is stolen, the thief can access your information just as easy as you can.

Most organizer programs can be secured with a password. This is an excellent idea.

If you have a financial program on your computer it most likely can be secured by password – again be sure to do it.

You can also set up a user account and put a password on it.

Just a word about passwords and what to use or not use. Don't use something easy like your birthday, anniversary, or pets name. Make your password something that a thief would not think of – something like your address or name would be rather obvious.

While giving you a strong “BE CAUTIOUS!” message be sure to enjoy your internet experience. I personally have bought hundreds of items online. It is convenient and saves me a lot of running around town finding the lowest

prices. We have never had any security problems online, but we are very careful how we operate online.

Ebay is another site that if you are careful is a good resource for items you want cheap. Just be very careful to read every word so you really know what you are bidding on. Also be sure you deal with people that have very high feedback ratings. If the rating isn't 100% look at the feedback and see why there are bad things being said about the seller.

On Ebay many people view their purchases as “How much money am I willing to lose?” If you bid, win and receive something that is terrible, are you willing to have lost that money.

I have found that most people selling on Ebay are quite reputable, but I may have just been very lucky too.

Most Ebay sellers will work with you to solve any problems. They know their feedback is the total reputation that they have online. Most of them want to take care of it and will strive to make you happy.

Be careful is the watch word.

One further mention of security is needed. Your data is important to you, so be careful to keep it safe.

The passwords you set will help, but if your text and pictures are important to you be sure that you back them up.

Computers fail, houses burn down, burglars steal things and all sorts of terrible things happen.

If you should lose your computer your information is gone unless YOU BACK UP!

It is always good to have a copy of your personal data backed up to an external hard drive or CDROM. You can then store it someplace away from your home. You can store it at a friend's or relative's home. It takes little space and it is a good precaution on your part.

Personal data is very important to many people, but not so important to others. If you are willing to loose it, then caution isn't needed. However if you value your information, having two backups wouldn't be too hard to do. I personally have kept three backups for years. I seldom needed three, but a back up has been quite important to me several times over the years.

I have thousands of hours of studies that I have done that I want my children and grand children to have access to, so I am very careful to backup often and in several places.



The following sites are not recommended but are given as resources and examples of some of the things that you can do on the web.

Pocket PC Magazine site: This is an example of an internet forum or board where people come together to discuss things of common interest. This one is related to pocket computers and is a great resource to someone having problems with a unit. Few people use their real name. They use a screen name so that security isn't an issue. Just do not give personal information and you should be safe.
<http://www.pocketpcmag.com/forum/>

Microsoft site: The Microsoft site has a lot of resources to assist you with their products and they also offer many downloadable programs to update our products. There are also a few free items if you do some searching.
<http://www.microsoft.com>

Wikipedia Encyclopedia site: Wikipedia is an online encyclopedia that is rather unique. Anyone can add to the

information on Wikipedia and it is made available to everyone. Normally the information is quite accurate, but be careful because you don't know who is putting information there.

http://en.wikipedia.org/wiki/Main_Page

There are other online encyclopedias available, but not all are free.

Google site: Google is a very popular search engine, but they are expanding into other areas as well. It might be worth your time to go to their main site and just snoop around.

One of the new items is a satellite mapping area where you can see satellite views of any area in the world, and then zoom in to much closer views. (Broadband is required for this service.) <http://www.google.com>

Quest Dex site: This site is an online phone book and is usually quite good and a very handy tool to use.
<http://www.dexonline.com/cgi/search.fcgi?from=QWESTRES>

There are also phone sites called backward sites that allow you to type in the phone number and the site will then give you the name and address of the phone number if there is a listing.

Open.org ISP: Open.org is the city's internet service provider. This service has been available for several years and is fairly inexpensive.
<http://www.community.open.org>

cityofsalem.net: If you are interested in the city and its operation this site is full of information. They have info from the city council, the neighborhood associations and from each of the governmental agencies.

You can report items you think the police might be interested in as well as graffiti.
<http://www.cityofsalem.net>

Salem Keizer Community Development Corp.:
<http://www.salemcdc.org/>

Ebay: <http://www.ebay.com>

Paypal: Paypal is a system whereby you can pay for Ebay purchases online securely. Many other online businesses are now accepting Paypal payments as well.

You go to Paypal's site and register, give them a bank account or credit card and they will set up an account for you. When you make a purchase you will be transferred to the Paypal site to make your payment. That way the seller has none of your information except your address where they will send the product.

<http://www.paypal.com>

Memoware: this site has many ebooks online for download. You just need to go and look around to see the variety of books. You can search for a book by title or author.

The books come in different formats, and if you don't have the reader you need, they have links to the reader websites so you can download the reader.

<http://www.memoware.com/> There are also other sites for free books online.

Hotmail: Hotmail is a free email service that is fairly reliable. Just go to their site and sign up and you will have email access. There are a number of other free services as well.

<http://www.hotmail.com>

Statesman journal: This is the local newspaper for free. Just go to the site and most of the printed paper is online. You can also search for past items as well.

<http://www.statesmanjournal.com>

Yahoo: Yahoo is another popular free email service, but like Google they are expanding into other areas that you might find of interest. <http://www.yahoo.com/>

TV Channel 8: All of the main channels have websites online. Some of them require you sign up for a free account, others have no registration requirement. This is channel 8's website. <http://www.kgw.com/>

Webcams: There are thousands of webcams online. This is just one site that has many cameras listed. A webcam is just a camera that is aimed at something and hooked to the internet so others can see what the camera sees.

You want to be careful since there are things on cameras that you might not want to see.

There are cameras on top of buildings so you can see the streets below, there are cameras aimed at animals, at closed stores, open stores, malls, beaches etc.

Some of them you can control so that you can look around with the camera.

You can watch what is going on in Estonia or London any time of day. It is interesting if you have a little time to waste.

http://search.earthcam.com/search/ft_search.php?s1=1&term=oregon

Fitness Training: There are hundreds of fitness websites as well as health sites. Be careful what you accept as valid, anyone can put these sites up.

<http://www.thetrainingstationinc.com/> is a fitness site, while <http://www.webmd.com> is a medical site that you might find of interest.

There are other medical websites that have good information as well. The Mayo Clinic and other hospitals have large websites that can be good resources for you.

Genealogy: If you have interest in finding information about your family this site as well as many others online will have hints and information that will assist you. Sadly a number of these sites cost, so beware to look around before getting too excited. Just Google for genealogy and you will find other sites.

<http://www.usgenweb.org/>

Job finding: If you are looking for work, this is the classified ads at the Salem paper. There are a couple

of other Salem sites as well as nationwide sites.
<http://statesmanjournal.gannettonline.com/careerbuilder/index.html>

One of the more popular national sites is
<http://www.monster.com>

Office Depot: Most of the major retailers have online sites as well. Most offer online purchase. Some allow you to purchase online and pick up at the local store. I will list some that I have looked into.

<http://www.officedepot.com/>

<http://www.bestbuy.com>

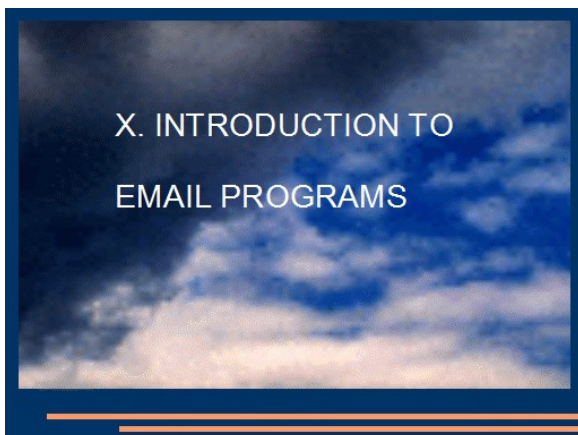
<http://www.officemax.com>

<http://www.circuitcity.com>

<http://www.target.com>

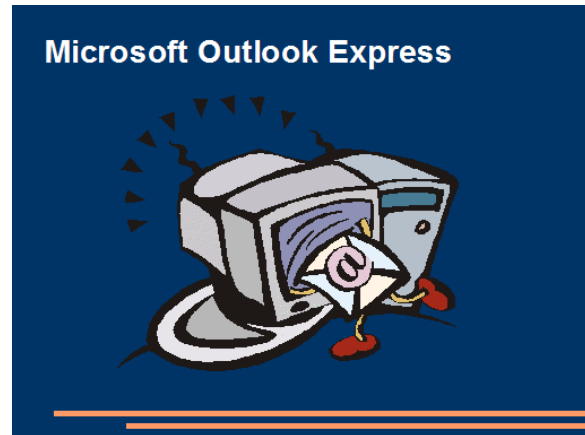
There are thousands of sites that might interest you. There are free books, maps and just about anything you want to see or read about on the net. Just do a Google and you will find tons of stuff.

CLASS SESSION 5

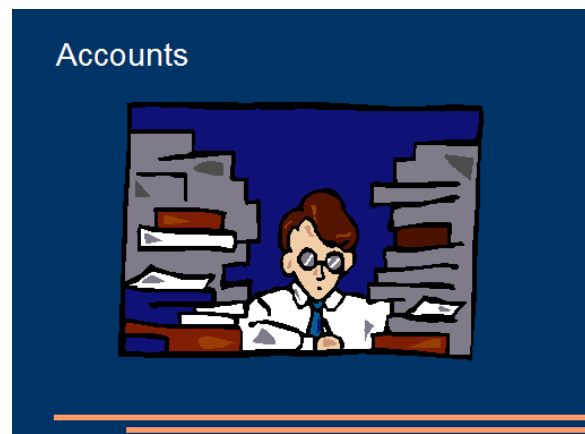


As with browsers there are several email programs that are all equally good, just pick one that fits how you want to work.

Outlook express comes with most computers right now. Others are very similar so if you learn one, you should be able to run any of them.



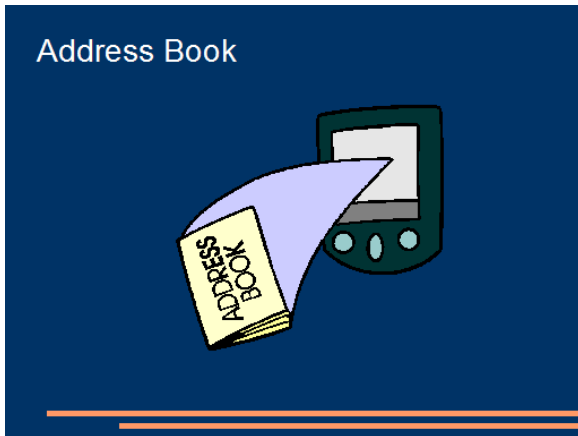
Outlook Express is a watered down version of Outlook. Outlook will be the concentration of our comments. If you can run it Express and the other email programs should be easy for you to pick up and use.



The first thing to do is to get an email account. To do this you need to either purchase internet service from a provider like AOL, Earthlink or Netzero or any of the other providers available.

There are also free email services that have been mentioned, so just pick the service that is best for you.

Once you have the service you can set up your email program and get started.



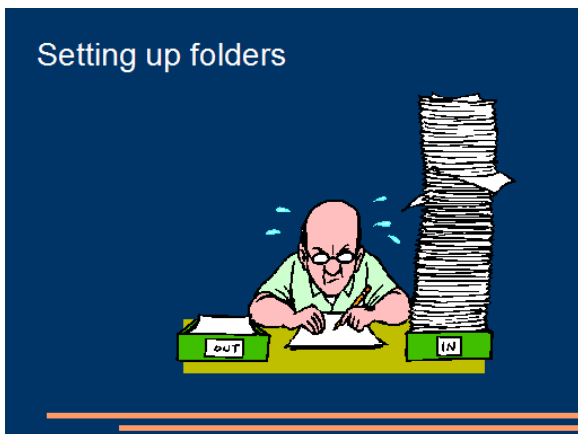
The address book is where you keep all of your information to contact people with.

Go to Tools and click on Address book. Here you can enter email addresses, snail mail addresses and a lot of other information about your contact.

To add a contact, click on the icon that looks like a rolodex card. Then just proceed to enter the information you have.

Once you have your address book set up you can add, remove, or change any of the information by finding the contact, right clicking for the option and choose properties.

You can choose to use the Outlook address book or the Address book that is built into Windows. The option is one of the windows in the Address book window you open from Outlook.



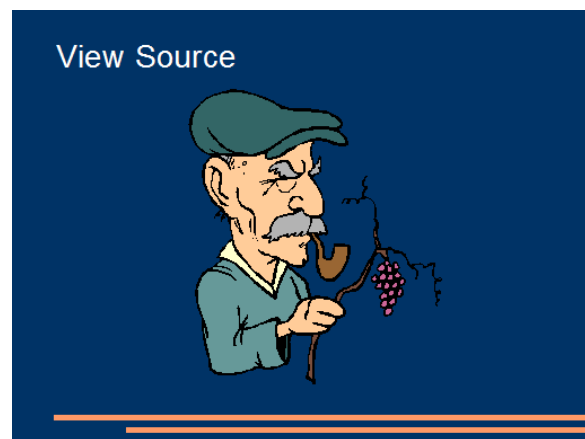
Outlook will have some folders set up for you, but if you want to sort your mail further you can set up other folders

as well.

Go to File and choose NEW and then choose FOLDER. It will ask you for a name.

If the folder is not where you want it or if you want to rearrange the folders, just click and hold on the folder you want to move and drag it to the new location.

When your folders are set up, you can then just click and hold on an email and drag it to the folder where you want it.



In some email programs you can find an option to "VIEW SOURCE." This allows you to see the code that comes with the email message.

This can be handy if you have an email that is from someone that you do not know. If there is a link on the email, if you view source the address should be the same as in the email. If it is not it is probably a scam of some sort.

Backing up



If you want to store your emails, you can move them to another location so that you don't have to look through months of email to find one you received last week.

Just go to the folder that you want to save, click on CONTROL A to select all (or go to Edit and Select All) then go to File and choose Save As. A window will open and you can save all of the messages as one big text file which you can open later and use the "FIND" function of the word processor to find the message you are looking for.

Options



There are many changes you can make in options, just go slowly and read the messages. If you have a question about the option, check the help file before you make any changes.

Setting up an Email account



If you sign up with AOL or one of the major companies, they will normally send you a CD with the programs on it. You just install it and it will set up most of your items automatically.

If you have problems their online help should take care of them.

If you sign up with Hotmail or Yahoo, you just open a browser, and type in the address and check your mail.

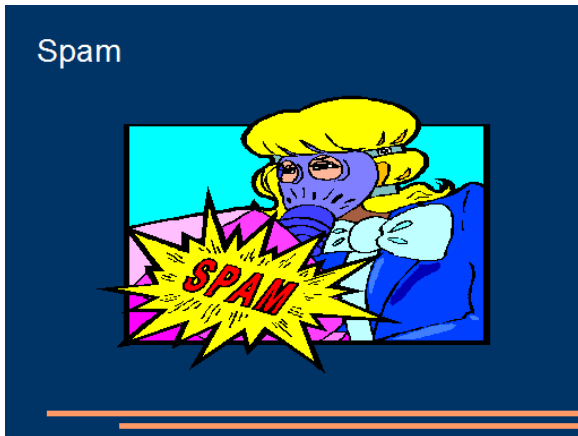
If you have a local internet provider there is a little more of a process to go through.

Go to Tools and Email accounts. There is a series of options for you. Just click on Add and it will step you through what you need.

When you sign up, the service provider should give you the information that you should enter.

You will need an address for incoming mail as well as one for outgoing mail plus your name and password.

Once this is set up you are ready to start emailing.



Spam is any unwanted email. After you have been on the net awhile you will start getting lots of it so do not be surprised when it happens.

There are several ways to cut down on spam other than not giving your email address out to anyone.

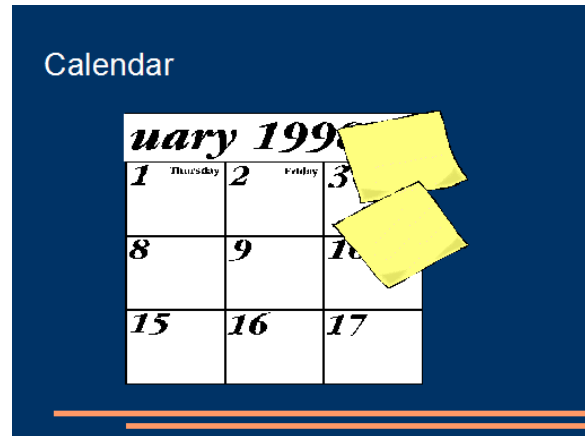
There are filters available in Email programs that allow you to set up a list of words that you do not want to get through. If an email contains these words it will automatically go to the trash.

The problem with this is that if someone you know uses that word, their email will also go to the trash so check the rejected email now and then to be sure it didn't make a mistake.

You can buy programs to eliminate spam. The workability of these programs is not within my experience.

Some service providers can take your address book and compare it to incoming mail and reject all that is not coming from someone you know.

The problem is that anytime you add someone to your address book you will have to contact the provider and update the list he has on file.



Calendar is a part of Outlook and can be quite handy. It will keep track of birthdays, anniversaries, appointments and any other event that you want to remember.

Somewhere in your folders there is one labeled Calendar and just click on it. Just enter your event on the date and time and it will be stored for you.

There are options so that the program can give you an alarm before the even if it is an appointment.

There is also a "TODAY" screen that will list your happenings for the day on one screen.

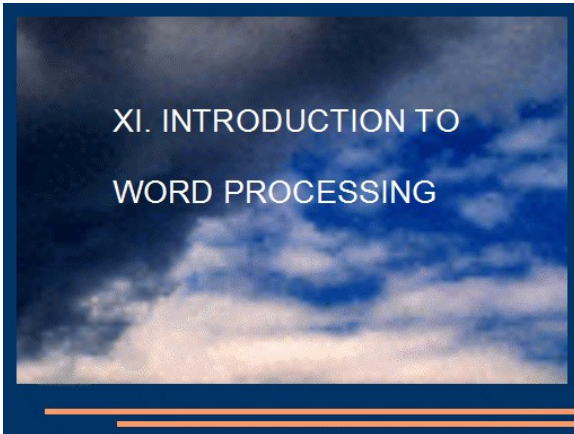
Most pocket computers can be hooked to your main computer and all this information can be transferred to the pocket unit. That way you have your information anywhere you go.

If you update, add or remove information from either computer the information will be compared and updated the next time the units are connected. (Be sure to read the syncing software help file to set up how you want the two units to communicate with one another.)

B. Microsoft Outlook

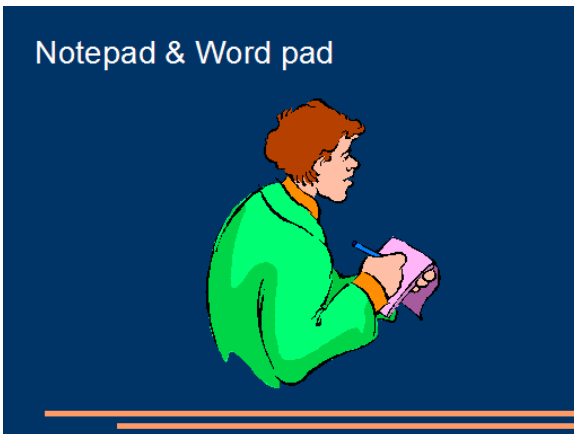
Outlook is the commercial email program from Microsoft and is quite similar to Outlook Express.

There are other Email programs around if you don't feel that you like one of the Outlooks.



Word processors are programs that allow you to create letters and documents. There are many different word processors available. Most are similar to operate so only a few will be covered.

The main difference in programs is in the amount of things you can do with them. The cheaper programs have fewer options in relation to style and look of the documents.



Notepad is the simplest of word processors, and Word Pad has options available.

Notepad is just a plain little program that does very well at what it does.

It has the normal open, new, save and save as options. The only menu item of note is “word wrap” in the Format menu.

Word wrap is a tool of formatting. If it isn't on, you will

get one long line in your notepad window. As you type the line gets longer and longer. With Word wrap turned on the program will break the line at the edge of the window and start another line so that you can see all of your text in the window. This is a left over feature that has been around for years in notepad. Most word processors automatically do this for you.



Word is the most popular of Microsoft word processors for office use. Microsoft Works may be more popular for home use due to its being less expensive.

Word is the top of the line in Word processors and you can do great things with it. There are other top end processors on the market as well which we will just mention later. All processors have similar features and options. It is just a matter of locating where they are. This is what the HELP file is for.

The options and abilities of these word processors are much too large a topic for this work. Some of the features and possibilities of the programs will be listed.

If you want further training go online and search for a Word tutorial or Word Perfect tutorial. There are many books on the subject as well. The public library will most likely have some help books as well as online sources.

With Word you can create many types of documents. If you go to the File menu and click on New a window will open to show the possible documents via

“TEMPLATES” which will help you to find just the document you want.

You can create basic web pages, posters, letters, reports and other items.

Within the Tools menu there is an Options menu that will allow many changes in the program to make your word processing easier.

Word is able to do a lot of formatting automatically and there is an options menu to allow you to control just how it automatically formats.

The program can spell check your document as you type, and to some extent auto correct your typographical errors.

The grammar checker can also check as you type. Anything that is questionable will be underlined with a squiggly green line. The spelling errors will have a squiggly red line under them.

If you right click on one of these marked errors you will be given choices as to how to correct the error.

As with most programs if you hover over an icon an explanation will appear to tell you what you can do by clicking it.

There are a number of printing options offered within the program.

You can insert and resize pictures and clip art to add to the appearance of your work. This publication is a good example of what Word can do. It was created entirely within Word.

Clips from spreadsheets can be inserted so that you can share numerical information with the reader as well.

If you are creating a document to share with a group or club, you can set the program up to insert the members name and address at the beginning of the document and the program will print out a copy for every member with their individual information on it.

Drawings and designs from other programs can be inserted and manipulated.

All sorts of formatting tools and fonts are available to make the documents look as nice as possible.

Bloggers can create their blog within Word and publish to the net.

The features are many and varied. Let it suffice to say, that Word can create just about anything that you want to in the way of a document. This includes page numbering, footers, headers and a ton of other options.



Word Perfect comes in a suite of office programs and is a very good set of programs. It is quite comparable to Word.

One comment might be made regarding the Grammar checker in Word and Word Perfect.

As far as I can tell from searching online the grammar checker in Word Perfect is much better than the one in Word. Word has not updated their program in this area from what I can tell.

It has been my observation that both have problems. I have used both grammar checkers extensively and what one misses the other often finds, so if you want to be as good as can be, use both.

Open Office Writer



Open office is a suite that is most likely on a level similar to Microsoft Office and Word Perfect. The best part is that it is free.

I'm sure there are some options it does not have but for free it is an awesome program. It should be adequate to most home uses if you want to save a lot of money.