

**HAWAII STATE PUBLIC LIBRARY SYSTEM
KANEOHE PUBLIC LIBRARY**

Internet Access

The Hawaii State Public Library System (HSPLS) offers free Internet access at all public libraries in the state. One or more Personal Computers (PCs) are available at each library, offering Internet Explorer, Open Office Writer and Open Office Calc. Due to the popularity of the Net, there are some restrictions on use:

- One hour walk-in sessions are offered at seven Internet stations, subject to availability. One reservation per week is permitted. One 15-minute express station is also available, with no reservations allowed. See <http://www.librarieshawaii.org/information/rules/internet.htm> for more details.
- Log in with your library card (barcode number) and PIN (last four digits of your phone number).
- The user must agree to follow the HSPLS Internet Use Guidelines.

Staff members at Kaneohe Public Library look forward to your cooperation and productive, enjoyable use of the Internet. We caution you, however, to understand that the Net can be unpredictable and slow to respond at times. Sources of information vary, and the consumer, of course, should beware. Mahalo.

Introduction to the Internet for Beginners

The INTERNET is a global network, decentralized by design, which connects millions of computers. There are more than 1.3 billion users. The Net, with its exchange of data, information, news, entertainment, products (online shopping), electronic mail, and blogs, has changed the way we live.

The World Wide Web (WWW or Web) is part of the Internet and now regarded as a major research tool and a major source of entertainment. This class will focus on the Web. An introduction to e-mail must be scheduled separately.

Please review the Glossary on page 3 to familiarize yourself with the terminology used in the class.



Step-by-Step Instructions:

- Click on Start, and then click on Internet Access from the Pull-up Menu..
- CLICK on the Location box, and type a URL. (For example, typing <http://www.hawaii.gov/kaneohepl/> will bring you our Home Page or <http://www.mauinews.com/> will bring you to the MAUI NEWS web site. Typing only the domain name (mauinews.com) will generally bring you to the site.
- PRESSING CTRL and O (at the same time) will also enable you to type a Web address, as will pulling down the File menu and clicking on OPEN.
- Using LINKS is an easy way to navigate or browse the Net. For example, from our Home Page click on “Selected Links,” then scroll down and click on the “Search Engines” link.
- SEARCH ENGINES: Type in google.com,” and then type in the keywords (or subject). This should produce a list of Web sites or documents related to your topic. Use quotation marks (“ ”) to treat keywords as a phrase. A plus sign (+) before the keyword(s) requires the word to be present in retrieved documents. Use “Help” as necessary.
- FAVORITES/BOOKMARKS are similar to Links (but are cleared regularly on HSPLS PCs). Open a site; click on Favorites; and “Add” this site to the list. Later click on the Favorite to return to the site without typing the URL.
- TOOLBAR: Click on each icon to familiarize yourself. For example, clicking on “Stop” (X icon) will abort or the end the loading of a site. This is very useful if it is taking too long to load or if you chose the wrong site.
- PULL DOWN MENUS: Sample each item in each menu as you did with the toolbar.
- PRINTING: Click on File, and choose “All” or “Pages from:”; Click “Print” or press “Enter/Return” to begin printing. Click on “Cancel” to NOT print. Use PRINT PREVIEW for a sample of what you are going to print. Pressing CTRL and P (at the same time) or pulling down File>Print are other ways to print. *Follow screen prompts. (Go to desktop; highlight print job (file name); click on print job and then on print now.)*
- ONLINE TUTORIALS are available on the Web. Click on the “Internet / Tutorials” under SEARCH ENGINES in Selected Links. Also try “Technical How Tos.”

Glossary

- **BLOG:** Short for Web Log, a blog is a Web Page that serves as a publicly accessible personal journal for an individual or institution. Typically updated daily, blogs often reflect the personality of the author.
- **BOOKMARK/FAVORITE:** Saves the Web page address for later retrieval. Bookmarks are comparable to links and can be organized alphabetically or by subject
- **CURSOR:** A special symbol, usually a solid rectangle or a blinking underlined character, which signifies where the next character will be displayed on the screen.
- **E-MAIL:** Electronic mail. This is the Internet's most popular application.
- **HOME PAGE:** The main page of a Web site. It serves as an index or Table of Contents to other documents stored at the site.
- **ISP:** Internet Service Provider is a company that provides access to the Internet via Dial-up (telephone), Digital Subscriber Lines or Cable.
- **HTML:** HyperText Markup Language is the authoring language used to create documents on the WWW. Pull down View>Page Source to see the HTML tags used.
- **HYPERLINK:** An element in an electronic document that **links** to another place in the same document or to an entirely different document. Typically, you point and click on the hyperlink to move to another document.
- **MOUSE:** A device that controls the movement of the cursor (pointer) on the monitor (screen). The arrow keys and the return/enter key on the keyboard can be used similarly some of the time. Efficient use of the mouse will make your Internet navigation ("surfing") much more pleasant.
- **PORTAL:** A Web site or service that offers a broad array of resources and services, such as e-mail, forums, search engines, and online shopping malls. Examples include AMAZON, YAHOO and AOL.
- **PULL DOWN MENUS:** Located above the toolbar (File; Edit; View; Go; etc).
- **SCROLL BAR:** A bar that appears on the side or bottom of a window that makes it easy to move to any part of a document. "Page Up" or "Page Down" on the keyboard work similarly. Ctrl and End (at the same time) moves to the bottom of the document while Ctrl and Home moves to the top. The Up and Down arrow keys move one line at a time.
- **SEARCH ENGINE:** A program that searches specified keywords and returns a list of the documents where the keywords were found. Examples are Alta Vista, CNET Search; Dogpile, Google, and Ixquick.
- **SUBJECT DIRECTORY:** A compilation and categorization of Web pages. It is also searchable by keyword. The LIBRARIANS INTERNET INDEX and the OPEN DIRECTORY are two examples.
- **TABBED BROWSING:** A relatively new (wonderful) browser feature that enables the user to keep multiple Web pages open at the same time in "tabs."
- **TELNET:** A terminal emulation program that is rarely used today.
- **TOOLBAR:** Frequently used icons near the top of the browser's screen that perform basic operations: Back; Forward; Reload/Refresh; Home, Stop, etc..
- **URL:** Uniform Resource Locator, the global address of documents and other resources on the WWW. It is generally lower case sensitive, with no spaces. For example, Kaneohe Public Library's URL or Web address is: <http://www.hawaii.gov/kaneohepl>.
- **WEB BROWSER:** Software applications that provide easy access to the WWW. FIREFOX, SAFARI (Macs), OPERA and INTERNET EXPLORER. (IE) are four of the most popular graphical browsers. IE is the only browser available at this time.
- **WEB PAGE:** A document on the WWW that is identified by a unique address.

- **WEB SITE:** *A site or location on the WWW.*
- **WINDOW:** *An enclosed rectangular area on the monitor (screen). More than one window can be displayed on the screen at the same time.*

References

- Cohen, Laura B. “The Web as a Research Tool: Teaching Strategies for Instructors.” [Bibliographic Essay] CHOICE; WEB III, Supplement to v.36 (1999). pp. 19 – 44.
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Notes

