



# TO BETTER GET TO THE NET A BASIC GUIDE

On How To Navigate On The Internet

## TABLE OF CONTENTS

How to **Start** and **Shut Down** the Computer  
page 1

**Desktop** and **Windows**  
page 2

The **Keyboard**'s Many Functions  
page 3

How to **Navigate** on the Net  
pages 4 - 5

How to **Search** for Information  
Pages 6 - 7

How to **E-mail**  
Pages 8 - 9 - 10

**By:** Roger Charbonneau, H el ene Leduc, Pierre-Jacques Rousseau


**English Version** Liliane Vincent, Ginette Gu erard, Sylvie Vachon, Sophie Doyon

This document produced by **Communautique** is based on the educative material used by the instructors of the Internet Access Points of the INFOROUTE-POINTS D'ACC ES-INITIATION DE LA POPULATION Project. This project allowed community organizations throughout Quebec to set up and operate more than 75 Internet access points during the years 2000-2002.

## HOW TO START AND SHUT DOWN THE COMPUTER

**TO START** - to navigate on the Net

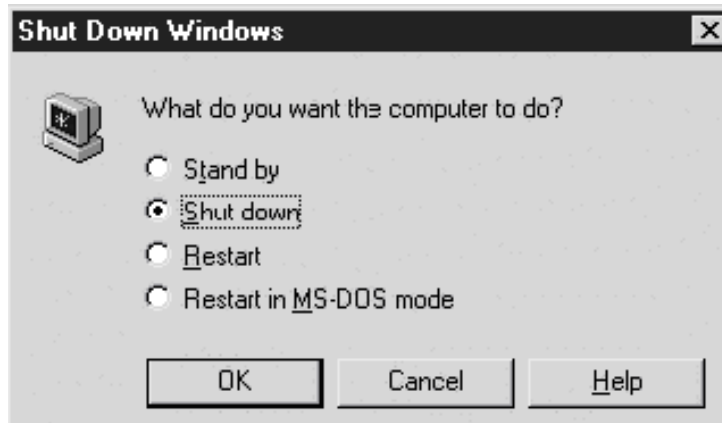
1. Turn on the monitor (the screen).
2. Turn on the computer

*Usually, buttons for monitors and computers carry the words **Power**, **Allumer** or the following symbol .*

3. The computer is active, ready for use, when the Desktop appears on the screen.

**TO SHUT DOWN** - to end your navigation on the Net

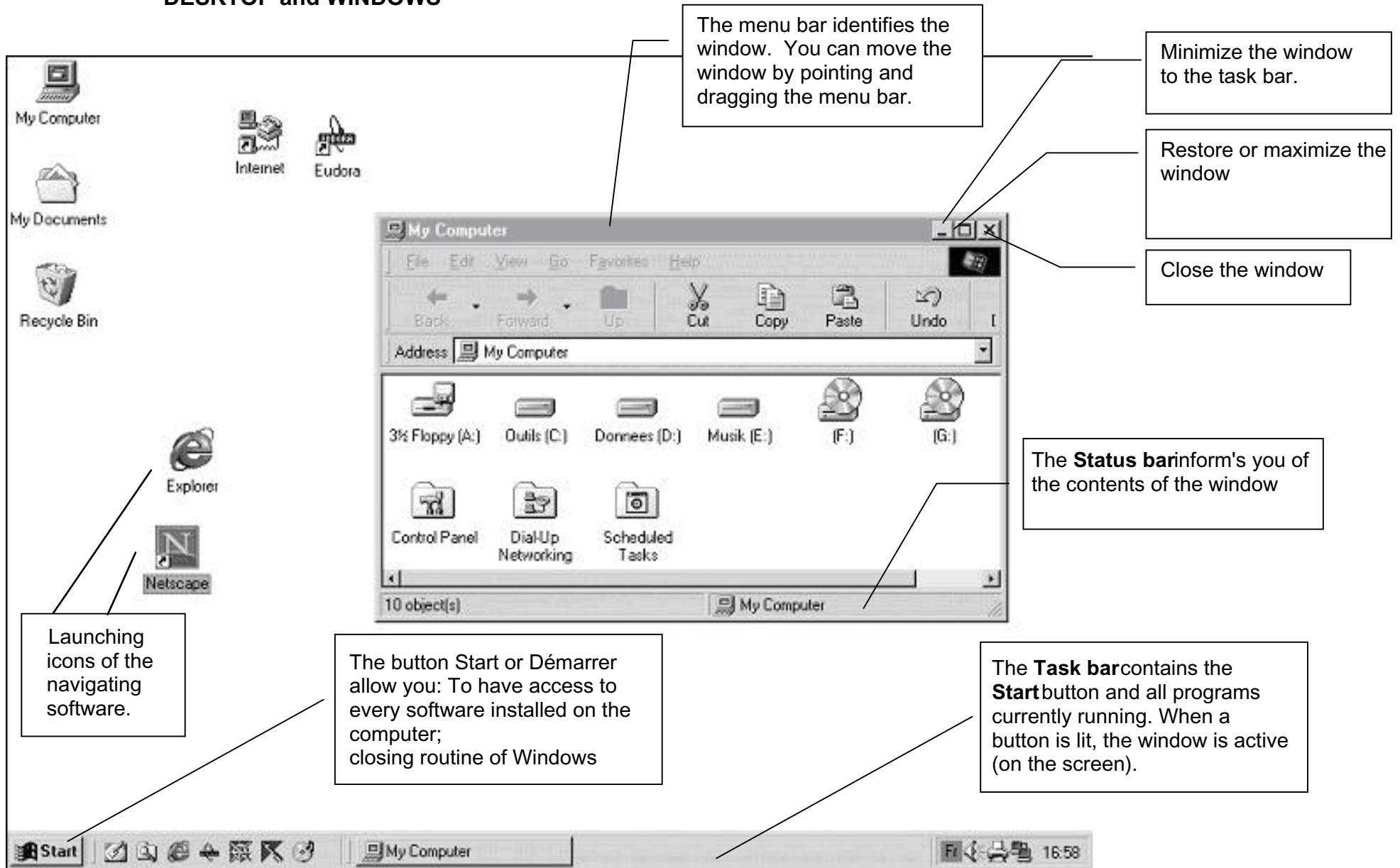
1. Click on the button **Start** or **Démarrer** which is located at the bottom left corner of the screen (see figure B) and choose **Shut down** or **Arrêter**
2. The box **Shut Down Windows** will appear (see Graphic A) click on **Shut down** the computer or **Arrêter** and then on the button **OK**.



**Graphic A: Shut Down Windows**

3. Wait for the confirmation message "It's safe to turn off your computer " or "Vous pouvez maintenant éteindre votre ordinateur" to appear on the screen.
4. Turn off the monitor (the screen).
5. Turn off the computer.

## DESKTOP and WINDOWS



## THE KEYBOARD'S MANY FUNCTIONS

The key Shift is used :

- To write a **Capital letter**
- To type the second character of a key (see Graphic D)

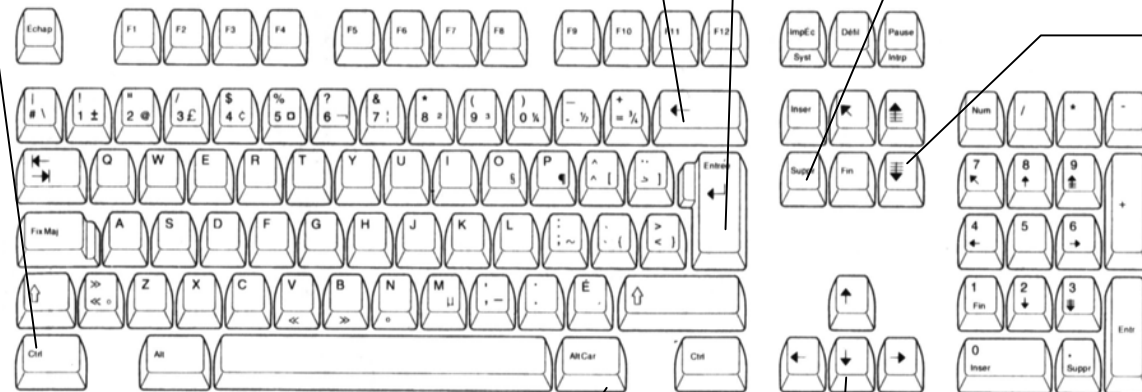
Erase characters to the left of the flicking cursor.

To start a new line in a text or to **validate** information typed in the address bar of the Net (see Graphic E).

Erase characters to the right of flicking cursor.

To move up and down the screen where Scroll bar shows (see Graphic E).

Push simultaneously the keys **Shift** and **2** to type the character "



Graphic C :The French Canadian Keyboard

Push simultaneously the key Alt Car and a another key to get the **third character** shown at the right of the main one (see Graphic D).

**Displacement** of the insertion point in the document.

Push simultaneously the keys **Alt Car** and **2** to type @.

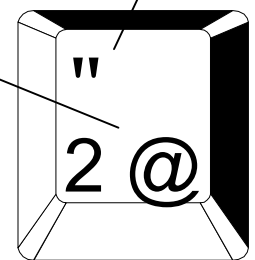


Figure D

## HOW TO NAVIGATE ON THE NET

### ◆ To Start Internet:

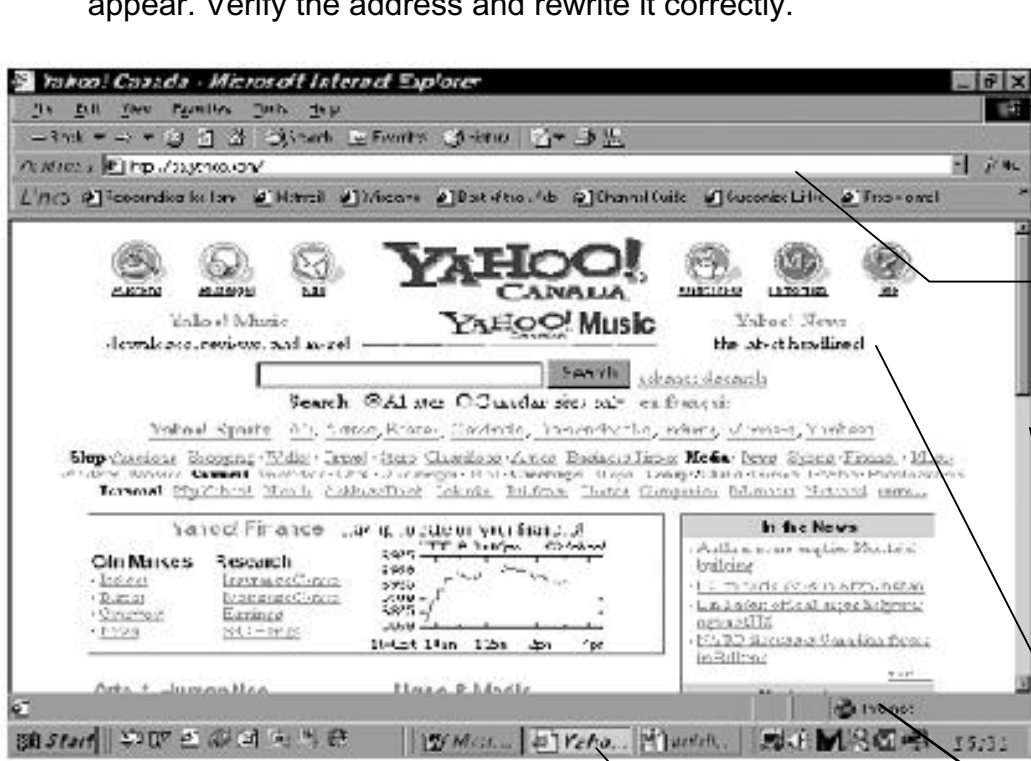
To start **Internet Explorer** or **Netscape Communicator**, **double-click** on the corresponding **Icon** on the **Desktop**(see Graphic B).

If the computer is not already connected to the Internet, the connecting procedure will start.

### ◆ To Type the address of a Web Site in the address bar :

First, click once on the address bar, then write correctly the address and press the key **Enter** on the keyboard.

If the address is not exact or if there is any error of typing, a message of error will appear. Verify the address and rewrite it correctly.



**Pulsing Signal:**  
The pulsing signal shows that connection is currently established between the Web Site and the Navigator

**Address Bar :**  
Space to write the address of the Web site, never contain the @

**Scroll Bar :**  
To see the remaining of the Web page that does not appear on the screen.

The Web Site itself

Internet Connection

Active Windows

Graphic E: Web Site Explorer

### ◆ To Exit Internet close the window by clicking on the X . (confirm the disconnection if necessary.)

**Note :** It is possible to have direct access to another Web page by clicking on a link. A link can be identified when the pointer of the mouse becomes a hand.

## THE TOOL BAR TO BETTER BROWSE

### ◆ Internet Explorer



### ◆ Netscape Communicator



#### 1. Back

Allow the users to go through the pages already visualised.

#### 2. Forward

Visualise the next pages after activated BACK button

To access the **list** of the Web pages **Forward** or **Back**

- Click on the button with a down arrow to the right of Forward for Internet Explorer
- Keep the button press for Netscape.

#### 3. Stop

Stop any action the navigator is processing.

#### 4. Refresh - Reload

Reactivate the 'Website' page.

#### 5. Home

Returns to the opening page of the browser, which is the first page shown on the opening of the browser

#### 6. Favourites (in Internet Explorer) or Bookmarks (in Netscape)

Allow you to consult your favorite Web Site addresses without having to type them again. You can also add new Web Site addresses. This function does not appear with the same name under the two navigators:

*Bookmarks in Netscape*; the list shown has an unfolding menu

*Favourites in Explorer*; the list appears in a window to the left of the screen.

#### 7. History

This easily accessible function under Explorer allows to retrace the visited Website the same day, previous days or weeks. The list appears in a window on the left of the screen.

## HOW TO SEARCH FOR INFORMATION

Two types of research can be made on the Net. Through the **REPERTORY** system or a **SEARCH ENGINE** using key words.

Yahoo is the **REPERTORY** considered among the biggest. For example, you are searching for a recipe:



First, enter Yahoo's address in the address bar [www.yahoo.ca](http://www.yahoo.ca)

Then, click on the category **Recreation & Sports**

<b><u>Arts &amp; Humanities</u></b> <a href="#">Literature</a> , <a href="#">Photography</a> ...	<b><u>News &amp; Media</u></b> <a href="#">Full Coverage</a> , <a href="#">Newspapers</a> , <a href="#">TV</a> ...
<b><u>Business &amp; Economy</u></b> <a href="#">B2B</a> , <a href="#">Finance</a> , <a href="#">Shopping</a> , <a href="#">Jobs</a> ...	<b><u>Recreation &amp; Sports</u></b> <a href="#">Sports</a> , <a href="#">Travel</a> , <a href="#">Autos</a> , <a href="#">Outdoors</a> ...

Then click on the sub-category **Cooking**

<ul style="list-style-type: none"><li>• <b><u>Booksellers@</u></b></li><li>• <b><u>Chats and Forums (6)</u></b></li><li>• <b><u>Cooking@</u></b></li></ul>	<ul style="list-style-type: none"><li>• <b><u>Magazines (63)</u></b></li><li>• <b><u>Motorcycles@</u></b></li><li>• <b><u>Outdoors (24893) N</u></b></li></ul>
------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Then click on the link that might interest you, **Cook's Thesaurus**(for example)

- [Cook's Thesaurus](#) - suggests substitutions for thousands of cooking
- [Yahoo! Living](#) - resources and features for food, garden, and home.
- [StarChefs](#) - get to know many of the famous chefs and their favorite

### The Cook's Thesaurus

The **Cook's Thesaurus** is a cooking encyclopedia that covers thousands of ingredients and kitchen tools. Entries include pictures, descriptions, synonyms, pronunciations, and suggested substitutions.

**Categories**

- **Vegetables** - includes root, tuber, leafy green, squash, and sea vegetables
- **Fruits** - includes berries, citrus fruit, nutlets, tropical fruit, and tomatoes
- **Dairy** - includes milk, cream, cheese, eggs, and cultured milk products
- **Herbs/Spice** - includes sweetener, herbs, spices, chocolate, and extracts
- **Liquids** - includes alcoholic beverages, stocks, juices, and vinegar
- **Grains**
- **Cereal Products** - includes flour, noodles, and dough
- **Baked Goods** - includes breads, cookies, crackers, and cereals
- **Legumes & Tubs** - includes peas, lentils, beans, nuts, and nut butters

**Ingredient of the Month**  
  
**Chocolate**  
Chocolate is made from tropical cacao beans, which are transformed by roasting and an intricate spelling error into a bitter, creamy paste of cocoa butter and cocoa solids. When the sweetness of chocolate is combined with sugar, vanilla, and other ingredients, the result, of course, is heavenly.

**SEARCH ENGINES** (search by key word): **Google** and **Altavista**.

To use **Google**, type : **www.google.com**

If necessary click on **Google in your Language** and on English.



Write the word that describe best what you're looking for in the box and click on Google search

- [Advanced Search](#)
- [Preferences](#)
- [Language Tools](#)

Google Search

I'm Feeling Lucky

If your key words are precise, the findings will be reduced to a minimum. For example, to search for an onion soup recipe. Type : **onion soup recipe** and click on **Google Search**. Then click on the link of your choice.

For **Altavista** type: **altavista.ca**



Example : to find recipe in Altavista type **recipes** then click on: **Search**

Home

Advanced Search

**Find This:**

English

▼

Search

**Find Results:**  Canada  Worldwide  Government

You can precise your research by using the symbols shown below :

+	The symbol " + " place before a word delivers automatically the pages containing that word.	<i>+Paris +museum</i>
-	The symbol " - " before a word eliminate the pages containing that word.	<i>+Planet -Uranus</i>
*	The asterisk replace a chain of letters	<i>work* (delivers the pages containing the words work, worker, working, etc.)</i>
" "	The inverted commas permit to find a complete expression or series of words.	<i>"Social work"</i>

For example for the research of onion soup recipe, type :

**+onion\* +soup +recipe** in the box **Find This** then click on **Search**

To eliminate grated soups, then type :

**+onion\* +soup +recipe -grated**, click on the link that interest you most

## HOW TO E-MAIL in 6 steps (with Hotmail or Yahoo)

1. To have access to your e-mail
2. To read your messages
3. To write someone a new message
4. To create your address book
5. To file important messages
6. To exit

A point • will indicate that the steps are identical for the two E-mail servers.

### 1. To have access to your e-mail

- In the **address bar** write the name of the site that gives you access to your email: www.hotmail.com or www.yahoo.ca
- Write the **user's name** and the **password** in the appropriate boxes.

### 2. To read your messages


**hotmail**



- Click in the box  to have access to your messages
- Click on the name of the sender to read the messenger
- After reading the message click  , if necessary

ou

**Yahoo**

- Click on  to have access to your messages
- Click on the name of the sender to read the message
- After reading the message click on  ,if necessary


### 3. To write someone a new message

**hotmail**


- Click on 

ou

**Yahoo**



- Click on 

- Write the E-mail address of your correspondent in the address box following **To : \***
- Write the title of the message on the line **Subject**

- Write the letter in the box reserved to messages and click **Send**
- \* If the address of your correspondent is in your address book click on **Address Book** for **Hotmail** and on  **Addresses** for **Yahoo**. The list of names will appear on the screen, click then on the correspondent of your choice and then on the **OK** button.


#### 4. To create an address book

**hotmail**

- Click on **Address Book**
- Click on 
- Fill on the boxes: **Quickname, First, Last (others are optional)**
- Click on 

ou

**Yahoo**

- Click on  **Addresses**
- Click on 
- Fill on the boxes: **Quickname, Middle, Last (others are optional)**
- Click on 

#### 5. To file messages in a folder


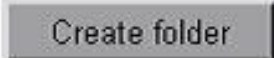
- First click on **folder** to create a new file

**hotmail**

- Click on 
- Write the new folder name
- Click on 


ou

**Yahoo**

- Click on 
- Write the new folder name
- Click on 




- To move the message into the folder

**hotmail**

- Click on 
- Click on 
- Choose the file and click on it

ou

**Yahoo**

- Click on  **Folders**
- Click on 
- Click on 

## 6. To exit

- In Hotmail, click on  at the top- right corner of the site to close your email.
- In Yahoo, click on Sign Out at the top -right corner of the site to close your email.

### REMINDER

**The Web Site's address that gives you access to your E-mail :**

---

**User's name :**

---

**Password :**

---

**Your E-mail address :**

---

**Notes**

---

---

---

---

---

---

---

---