An Introduction to the Internet Using Internet Explorer 5.0

INTERNET HISTORY

What is the Internet?

The Internet is a huge network of networks, some very large, and some as small as a single computer, connecting hundreds of thousands of computers and millions of people worldwide. It allows businesses, research foundations, scientists, government agencies, schools, teachers, students and others to communicate via phone line from around the world. Since it is made of many independent networks, there is no one central authority or governing agency.

Where did the Internet originate?

The Internet was started by the U.S. Defense Department's Advanced Research Projects Agency (ARPA) during the 1960's as a fail-safe communication network that would continue to operate during an emergency. University researchers and defense department personnel used the ARPANet almost exclusively until the early 1990's. At that time, the government changed the policy that had prohibited commercial activity on the Internet, and within a year, dozens of companies emerged offering low-cost access to businesses, schools, and individuals.

INTERNET ACCESS

How do I connect to the Internet?

There are two basic ways to connect to the Internet:

- Internet Service Provider (ISP) - A company or organization that sells Internet accounts to educators, schools, and individuals. ISPs offer direct access and the software needed to get online via a modem and phone line. Lafayette Parish School System is it's own service provider. Examples of other direct service providers are IDT, Global Net, and Eatel.
- Commercial Online Service - companies like America Online, Compuserve, and Prodigy offer Internet access in addition to the other services that they provide.

What do I need to connect?

The following is a list of the MINIMUM hardware and software requirements.

Windows System	Macintosh Operating System
486 or Pentium with Windows 95/98	Power Macintosh
16 megs of RAM	16 megs of RAM
Service provider (LPSS)	Service provider (LPSS)
Browser (Netscape or Internet Explorer)	Browser (Netscape or Internet Explorer)

INTERNET USE

What are some common uses of the Internet?

- Communicate worldwide via email;
- Download or upload free ware/shareware items;

- Use the World Wide Web to order products, read reviews, obtain stock quotes and weather forecasts, make travel arrangements, conduct research for work or school projects;
- Gather information on almost any subject;
- Take "virtual" field trips to far-away places;
- Bring "experts" from various fields into the classroom;
- Obtain access to governmental information;
- Make learning exciting!

What are the Ten Commandments of Computer Ethics?

Thou shalt not use a computer to harm other people.
Thou shalt not interfere with other people's computer work.
Thou shalt not snoop around in other people's files.
Thou shalt not use a computer to steal.
Thou shalt not use a computer to bear false witness.
Thou shalt not use or copy software for which you have not paid.
Thou shalt not use other people's computer resources without authorization.
Thou shalt not appropriate other people's intellectual output.
Thou shalt think about the social consequences of the program you write.
Thou shalt use a computer in ways that show consideration and respect.
        Internet for Teachers and Parents, Teacher Created Materials, Inc., 1996

Are there any cautions I should be aware of?

Accuracy: Be cautious not to believe everything on the Internet. Almost anyone can publish information on the Internet, and some of it may be false. All information should be checked out for accuracy through additional reputable sources.

Security: When sending information over the Internet, be prepared to let the world have access to it. There are ways to gain access to anything that you send to anyone over the Internet, including email. Be extremely cautious when sending confidential information to anyone.

Copyright: Always be sure to give credit to the author of any information (including graphics) found on the Internet. Often permission from the author can be granted to use their material.

Viruses: These small, usually destructive computer programs hide inside of innocent looking programs and emails. When triggered, often by the date or time on the computer's internal clock or calendar, it executes a nuisance or damaging function such as displaying a message on your screen, corrupting your files, or reformatting your hard disk.

STUDENT SAFETY ON THE INTERNET

How do I teach my students to be Internet "street smart"?

The Internet is a very big but public place. Like any other place outside the home - a school bus, a playground, the school itself - the Internet brings some risk to children. Just as there are individuals in society at large that may be rude or harmful, so are there individuals on the Internet. The best approach is for teachers and parents to teach children about the existence of these individuals and how to keep themselves safe from harm.

All students, parents, and teachers in Lafayette Parish schools are required to read and sign the appropriate Acceptable Use Policy (AUP) adopted by the Lafayette Parish School System. The AUP is a written agreement outlining the appropriate use of the Internet at school It should be kept on file and referred to when teaching responsible uses of the Internet. Using the Internet in school is a privilege and with it comes responsibility. Students must be aware that action will be taken if they use the Internet in an inappropriate manner.

It is important to know that there are inappropriate sites on the Internet. The Lafayette Parish School System has in place a filter called X-STOP. It prevents the students from reaching many undesirable sites. If the students do find a site that hasn't been filtered and should be, please notify the Technology Department immediately so that it can be removed.

To insure that students are using the Internet appropriately, teachers must monitor them. The Internet is not for "surfing", but is to be used for educational purposes. The following is a list of helpful hints to make your classroom Internet projects successful:

- Place computers so that the monitors are visible by the teacher at all times;
- Set time limits, give handouts, use bookmarks, and give specific instructions when the students are doing Internet research;
- Allow students to work in pairs;
- Be certain that each student (and their parent) using the Internet has read and signed a copy of the Lafayette Parish School System Acceptable Use Policy;
- Remind students not to give out personal information such as full name, home address, phone number, etc.;
- Do not allow students to arrange a meeting with anyone that they may have corresponded with on the Internet;
- Email activities must be monitored through the teacher's account;
- Remind the students that some online users are not who they seem;
- Students should not be allowed to enter "chat rooms".

The World Wide Web

The World Wide Web is the fastest growing component of the Internet. It is very easy to use and much time can be spent doing so. Before we get started, there are some definitions and abbreviations that one needs to be aware of.

- Browser - The software that you use to view web pages. Netscape Communicator and Internet Explorer are two of the most popular browsers.
- Download - To copy data from a remote computer to a local computer.
- E-mail - Messages sent via the computer from one person to another, or from one person to many people.
- Filter - Software that allows targeted sites to be blocked from view. At present LPSS uses X-Stop as its filter.
- Home Page - The beginning "page" of any site.
- HTML (HyperText Markup Language) - The coding language used to create documents for use on the World Wide Web. There are three-letter suffixes used in coding that help to identify the type location one is viewing. Some of the more common ones are listed below.

.com (commercial)
.edu (educational)
.gov (government)
.mil (military)
.net (networking)
.org (noncommercial, or organizational)

- HTTP (HyperText Transport Protocol) - The protocol used to move hypertext files across the Internet.
- Hypertext - Generally any text that contains "links" to other text.
- Netiquette - The written or unwritten rules of behavior that govern the Internet.
- Search Engine - A web server that collects data from other web servers and puts it into a database (much like an index), it provides links to pages that contain the object of your search.
- URL (Uniform Resource Locator) - The Internet address. The prefix of a URL indicates which area of the Internet will be accessed. URLs look differently depending on the Internet resource you are seeking.

|	
http://www.whitehouse.gov	World Wide Web
gopher://marvel.loc.gov	Gopher
ftp://oak.oakland.edu	FTP (File Transfer Protocol)
news:k12.chat.teacher	Newsgroups

- WWW (World Wide Web) - A system of pages coded in html which are connected using hyperlinks.

VIEWING THE INTERNET

Start Internet Explorer 5 (IE5) by double clicking on the icon [Internet Explorer]   on the desktop.

You will see the Lafayette Parish School System homepage or the homepage that is listed as the default setting in the Preferences of your browser.
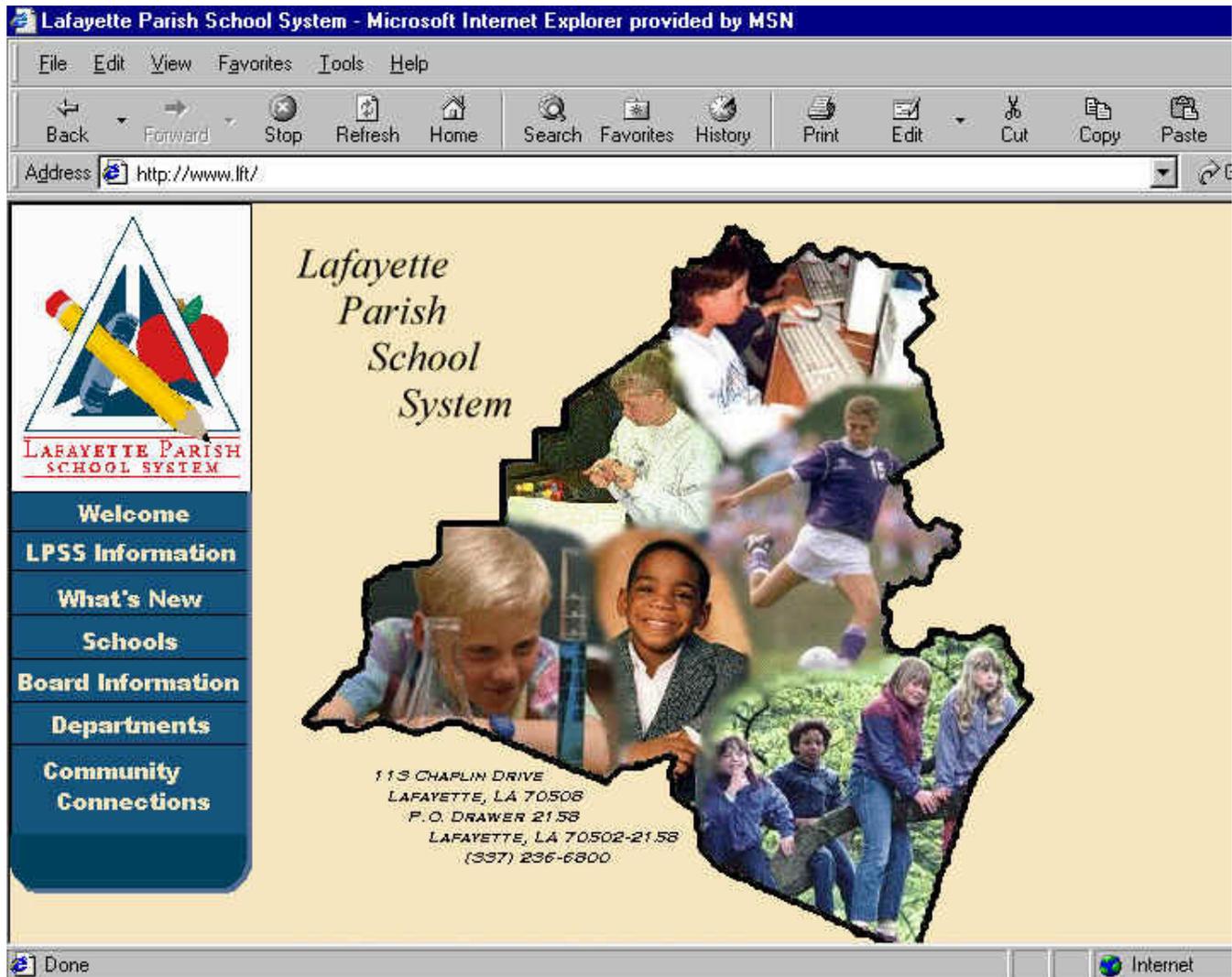
VIEWING THE EXPLORER WINDOW

- Title Bar - On the left shows the title of the visible web page, on the right shows the minimize/maximize/close boxes
- Menu Bar -Commands (Open, Print, etc.) are listed under topics such as File, Edit, View, Favorites,Tools, Help.
- Standard Toolbar - Buttons that activate the most commonly used tasks
- Address bar - Type Web-page addresses (URLs) here, or paths to documents on your computer.
- Links Toolbar - Allows the user to add links to web pages that are visited frequently.
- Scroll Bar - Allows up and down movement of the visible window
- Security - Pad lock [lock icon] shows on the Status bar and indicates if the site is secured

- Status Bar - Left side of the bar shows Web-page loading progress. The right side tells you which security zone the current page is in, and shows a lock icon if you are on a secure site.

TOOLBARS

The **Standard Toolbar**, **Address Toolbar**, and **Links Toolbar** can be shown or hidden by going to View, Toolbars and either adding a check mark to show the toolbar or removing the check mark to hide it.

To expand or collapse the **Address Bar** and **Links Bar**, simply double click on the bar and it will expand or collapse.

All toolbars can be moved to different locations simply by dragging and dropping them in the new location.

The buttons on the **Standard Toolbar** are for the most commonly used tasks.

- Back - Goes back to the previous page. Clicking on drop down arrow will list last nine pages visited.
- Forward - Goes to the next page (if it has been previously visited). Drop down arrow will list last nine pages visited.
- Stop - Stops the transmission, it is necessary to stop a transmission before clicking on another hotlink
- Refresh- If all words and/or images do not load or show on the page, clicking refresh will allow the information to be retransmitted.
- Home - Always goes to the homepage that is set in Tools, Internet Options, General Tab, in this case, Lafayette Parish School System Homepage.
- Search - Opens Explorer MSN search bar in a separate frame on the left side of the current window.
- Favorites - Opens the Favorites bar where you can link (bookmark) new sites or open previously linked sites.
- History - Opens a frame listing the sites visited. The number of days shown is determined by a setting in Tools, Internet Options.
- Print - Prints the selection, the viewed site, or a selected number of pages.

- Security - Gives information on the security of the viewed site--a locked icon on the Status bar indicates it is a secure site.

- (or a similar icon, depending on your version) gives the status of a transmission. The red oval circulates until site is accessed. Other icons will display some type of movement as the site is being accessed.

The **Address Toolbar** contains the URL of the current site.

The **Links Toolbar** is customized by adding links to frequently visited sites.

VIEWING A PAGE

There are several ways to move from one page to another.

- Clicking on links (often called hotlinks or hyperlinks) - Underlined and/or colored words and images can be links. You can see whether an item on a page is a link by moving the mouse pointer over the item. If the pointer changes to a hand, the item is a link.
- Using the Back/Forward buttons - They will be activated as different web pages are viewed.
- Typing in the URL - This may be done by going to File, Open, and typing in the correct Internet address; or by typing in the address in the blank area in the **Address Toolbar** and clicking the Go button. **Remember that the URL must be typed correctly**, it is case sensitive, and any extra spaces will cause the location not to be found.

    ** IE5 has an "AutoCorrect" feature--a special tool that automatically recognizes and corrects common typing errors in URL's (\ instead of /, etc.).

- Using the drop down arrow at the end of the **Address** box - Shows the last sites that were visited; any of them may be clicked on to revisit that site. The number in the list is dependent upon the history list set up in Tools, Internet Options.
- "AutoComplete"--IE5 keeps tract of sites visited. When you start to type the URL in the **Address Bar**, IE5 gives you a list of possible matches in a drop-down box under the address bar. Just click on the correct URL to go to that web site. However, this feature is an option which must be turned on or off in Tools, Internet Options. Click on the Content tab, then AutoComplete. Make sure there is a check mark next to Web Addresses. To clear the AutoComplete history, click on the Clear Forms tab in the Clear AutoComplete History section at the bottom of the window.

Type in the URL of the White House-- http://www.whitehouse.gov (you may use File, Open, or the Address Toolbar).

Notice the [msn] icon (or a similar icon) at the top right of the page. While the network locates the page, the icon will display some type of movement as the page is downloading and status messages appear at the bottom of the window. **Remember, don't click on another link until the Status bar says " Done".**

If page has not finished downloading, click the Stop button before clicking on a hyperlink.

To move by clicking links, move the pointer until it changes to a hand with a pointing finger. This happens whenever the pointer is over a link (links can be words or images). Click the link once.

Explore the White House site by clicking on the hotlinks. Also try using the Back and Forward buttons. Notice that after a page has been visited, the hotlink will change color. Be sure to use the scroll bar at the right of the screen, it enables the viewing of all of the page.

On the Menu Bar, select View, Go to. This provides a listing of the pages that have been visited. By clicking on any of those pages, you can return to them. The check mark shows the current page of the site being viewed.. When Explorer is exited,

this list will be lost.

SEARCH ENGINES

There are many search engines on the World Wide Web. On the **Standard Toolbar**, click on the Search button. This will open the Explorer search page to the left of the window. From here the user may enter a search term in the MSN search box or click the Customize button to select any one of a number of search engines. IE5 links to nine search engines and they each take turns at being the featured provider-of-the-day.
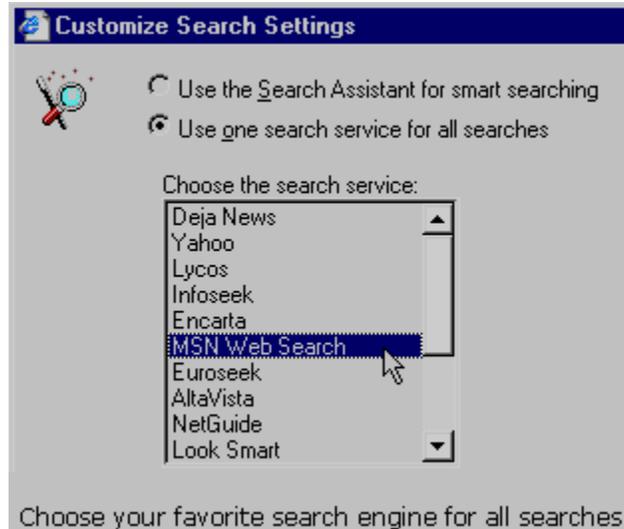
In the Customize screen (as shown above), you can select a different engine to use for all searches. Often people will become familiar with one search engine in particular and use it exclusively. It is important to know that all search engines don't find the same links, therefore it is good to try several.

In the Explorer bar search window, in the dialog box next to the word "search" type in a topic for the search. Be careful to use a word or phrase that is not too general, but at the same time is not so specific that it won't find links. Type in the words Louisiana Plantations. (Remember that this is a search for information so you need not know the URL.) This will bring up the search results page. It will contain a list of links with topics matching Louisiana Plantations. At the bottom of the list, you will see the word "next" if there are additional links. Click on "next" to see more hits. Clicking on "previous" returns you to the previous hit list. Click on one of the hyperlinks displayed in the hit list. The search results page remains open on the side of the window until you close it. Therefore, if you do now like the present page, simply click on another. If you don't find anything to meet your needs, try another search engine or other terms. If a particular search engine isn't listed, the URL can be typed in the **AddressToolbar** for easy access.

Often, a site does not have exactly what you are looking for. By going to the menu bar, Tools, Show Related Links, the Explorer bar will open on the left side of the Window and produce links to other similar sites.
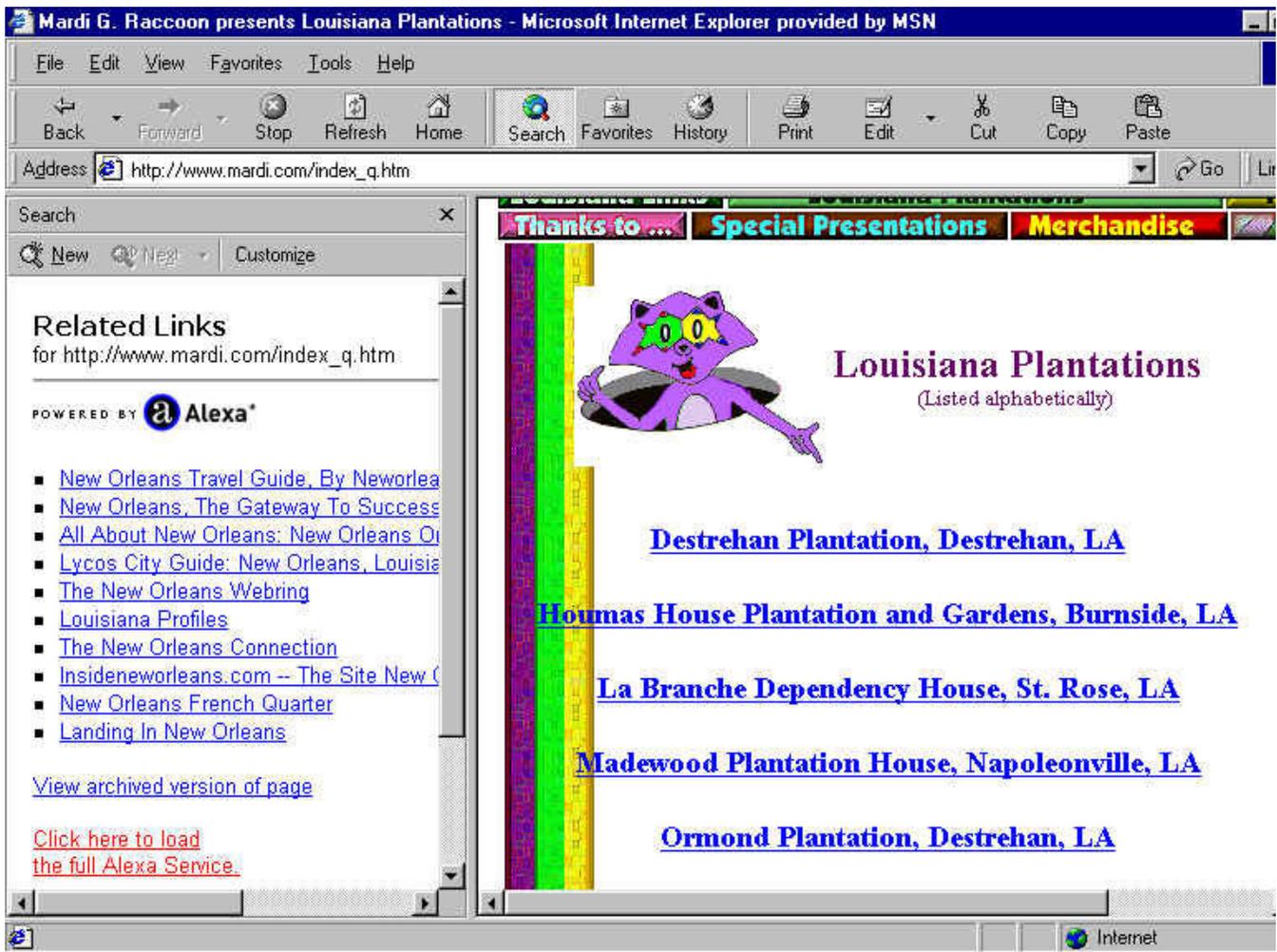
GENERAL TIPS FOR SEARCHING THE INTERNET

- Quotation marks - Sometimes words or phrases can be enclosed in quotation marks. This will more closely define your search for those words. The search results will list only those sites that contain the words in that exact order: "great barrier reef"
- Plus and minus signs - Typing a plus sign (+) directly in front of a word indicates that the word must appear in the search results: sting +police Typing a minus sign (-) indicates that the word should not be included in the search: python -monty
- Boolean operators - This is using the words AND, OR, AND NOT, and parentheses. In order to work, these words must appear in ALL CAPS and with a space on each side.
    - AND - indicates that the documents found must contain all the words joined by the AND: Mars AND Jupiter AND Saturn
    - OR - documents found must contain at least one of the words joined by OR: Mars OR Jupiter
    - AND NOT - indicates that the documents found cannot contain the word that follows AND NOT: Mars AND NOT Jupiter
    - Parentheses - used to group portions of queries together for more complicated searches: fruit AND (banana OR apple)
- Title search - restricts the search to the title of a document, use a colon just before the title: (title:Mars)

FILTERING

Lafayette Parish School System is presently using the X-Stop, Internet content management filtering software to block out inappropriate sites. However, no software program has been created that can filter everything, so caution must be taken when students are surfing the net. IE5 does have a built in filtering system called Content Advisor--only approved content will be displayed and the settings can be accessed only through a password. To activate Content Advisor, go to Tools, Internet Options, Content Tab. Click the Enable button in the Content Advisor section. See the following web site for a complete description of the Content Advisor settings: http://www.actden.com/IE5/print5.htm. Clicking Help on the menu and typing in Content Advisor in the index or search tab will further explain this feature.

LINKS & FAVORITES

Links Toolbar, Favorites folder, and creating a desktop shortcut are handy ways to keep track of sites that are visited frequently or need to be accessed quickly.

1. There are several ways to add a link to the **Links Toolbar.** Go to the webpage you want linked.

   - Drag the icon for the page from your Address bar to your Links bar.
   - Drag a hyperlink from the Web page to your Links bar.
   - Click the Favorites button and drag a link to the Links folder in your Favorites list.

2. To add a link to the Favorites folder, go to the menu, Favorites, Add Favorite. The following window opens, where you can place the link in any existing folder or in a new folder you create. If you just click the OK button, the name of the currently displayed page will be added as the last item on the favorite list without putting it in a folder.
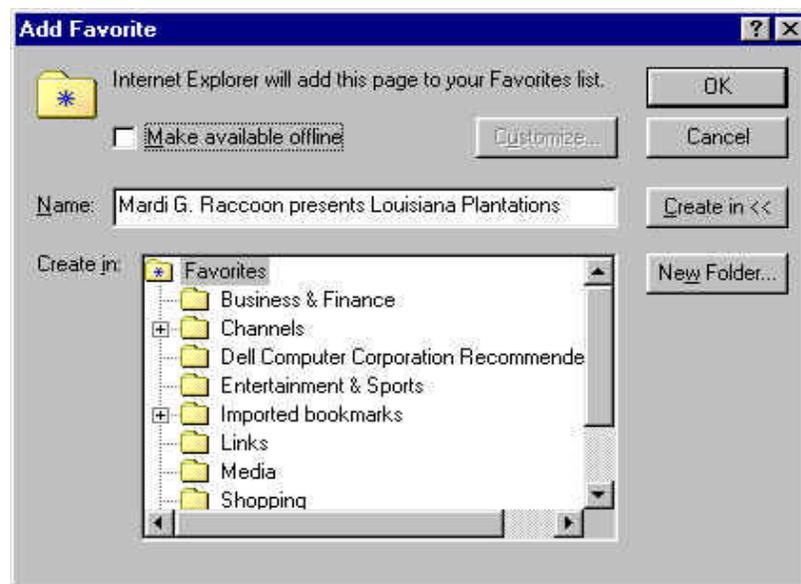

3. To place a shortcut to a site on your desktop, right click anywhere on the desired web page (except over an image or link). A pop-up mneu appears--select Create Shortcut, then click OK. The shortcut is on your desktop. By clicking on the shortcut, IE5 will open automatically and go directly to the linked site.

To organize Favorites

   - Click Favorites and choose Organize Favorites.
   - Drag and drop any link or folder to reposition it.
   - The links can be dragged and dropped into folders to further organize them.

- With links highlighted, click on the appropriate button to move the link into desired folder.
- New folders can be created by clicking on the Create Folder button.
- Rename folders by highlighting the appropriate folder, clicking Rename button.
- Remove folders or links by highlighting and hitting the Delete button or the Delete key on the keyboard.
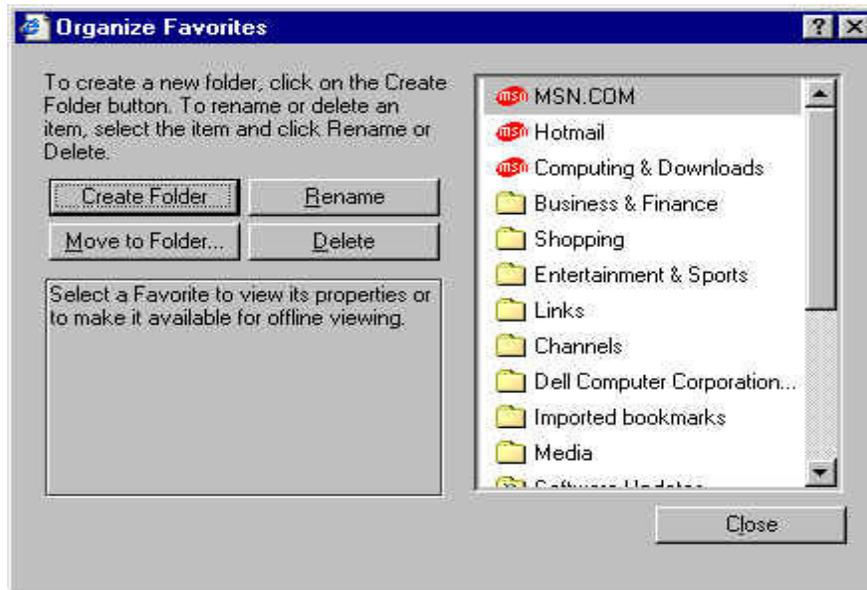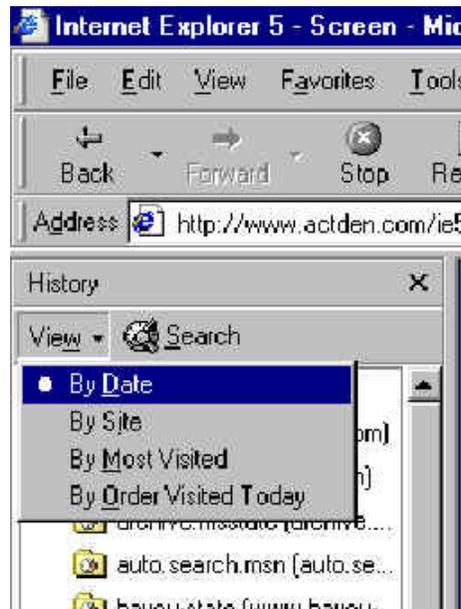

HISTORY

IE5 keeps a history list of the sites visited for a specific number of days, as determined by the settings in View, Internet Options. To open the History, click the History button on the **Standard Toolbar**.

The Explorer bar opens on the left side of the window showing all the sites you have visited. By clicking the View button in this window, one can select to display history by Date, Site, Most Visited, or Order Visited Today. See picture below.

To set or clear the History go to Tools, Internet Options. Click on the General tab in the last section, History. Set the desired number of days to keep the history list or click the Clear History tab to empty the history list.

CLEANING THE CACHE

Cache (pronounced cash) is a temporary folder that "holds" recently visited Internet sites on your hard drive so they download quickly. But a cache can fill up quickly, therefore it needs to be cleaned--all files deleted. To clean the cache, click on Tools, Internet Options, General Tab. Under Temporary Internet Files section, click the Delete Files button. Click OK at the next window and Ok to exit Internet Options.

PRINTING

To print the current page, click Print from the File menu or click the Print button.

COPYING

To copy text from a page

- Select the text to be copied (use Select All from the File menu or highlight the desired text)
- Go to Edit, Copy, or click the copy button on the **Standard Toolbar**
- Go to the document where you wish to paste
- Go to Edit, Paste, or click the paste button on the Standard Toolbar

HELP

At any time Help can be used. By clicking on Help, one can access the contents page. A small window will pop up and selections can be made. The Help items may be printed if desired. Under the Contents tab, click Taking the Explorer 5 Tour for a very good self guided tour of Internet Explorer.