



Web Browser Basics

Both Netscape and Internet Explorer are “web browsers” which let you view internet content. When you are using these programs, you click on “links” to connect to other webpages. Links can be text (usually underlined and in blue) or graphics. When your mouse passes over a link, it

changes from an arrow  [Beginner's Central](#) to a hand icon:  [Beginner's Central](#) .

To return to the webpage you just viewed, click on the BACK button:  . Alternatively, click on the GO menu at the top of the screen and click on the page you want to go back to. If a page is slow to load or does not load completely, click on the RELOAD or REFRESH

button:  .

Use the ELEVATOR on the right side of the window to move up and down a webpage.

Quickly Locating Educational Resources on the Internet

One of the most exciting things about the internet is the incredibly huge number of resources which are literally available at your fingertips. However, if you don't start looking at the right place, searching the internet can be a very frustrating process.



Think of this experience as trying to find a worthwhile book in the Library

Copying and Pasting Text and Graphics from the Internet into a Word Processing Document

A basic computer literacy skill which teachers and students both need is how to obtain internet information and put it into a document they are typing. This process is very similar on Windows computers and Macs. To master this skill, you need to know how to do four different things.

1. Launch your web browser and your word processor so they run at the same time:

Windows 95/98

Macintosh Operating System (OS)

Either click once on the desktop icon for the program you want to launch and press ENTER,


Either click once on the icon for the program you want to launch in the LAUNCHER,


-or-

-or-

Click on the START menu in the bottom left corner, move up to PROGRAMS, and select the program you want to launch. Click on the program once with the LEFT mouse button.

Click on the APPLE icon in the upper left corner of your screen and move down to the program you want to launch. Then click once with the mouse.

In the upper right corner of your screen you will see these icons: . Click on the

In the upper right corner of your screen, you will see an icon like this if you are running Netscape 4.0: . Whatever the icon looks

2. Switch between your web browser and your word processor:

Windows 95/98

At the bottom of your screen beside the START menu, you should see two minimized icons for the two programs you launched.

They will look something like this:



Click on the other minimized icon to switch to the other program.

Macintosh OS

In the upper right corner of the screen, you will see your APPLICATION ICON. Click on this icon and hold down the mouse.



The Program which has a check mark beside it is the “active” application. Move down the menu and choose a different program to switch.

3. Copy text from your web browser and paste it into your word processor document:

(Same for Windows 95/98 and Macintosh OS)

1. Find a text passage you want to copy. Click and hold down the mouse in front of the first word of the passage, and DRAG your mouse to the end of the passage.
2. From the EDIT menu choose COPY.
3. Switch into your word processor (see above steps).
4. From the EDIT menu choose PASTE.

4. Copy a graphic from your web browser and paste it into your word processor document:

Windows 95/98

Macintosh OS