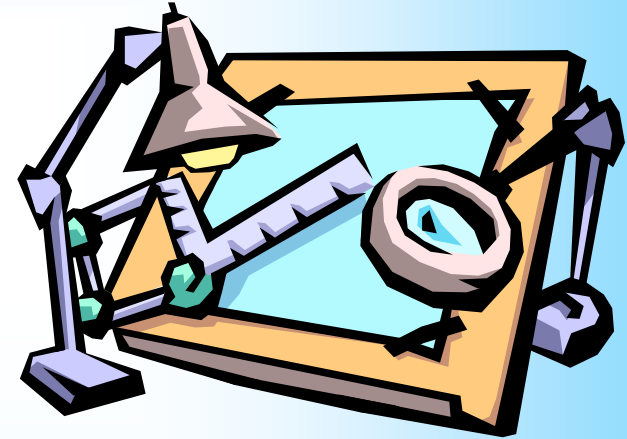



# Hints 'n' Tips



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- How to Browse the Internet? ..... Page 4
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# Getting on the internet and using a web browser

- To get onto the internet, you must click on the icon .
- Each page on the internet has a unique “address”. You type this in to the Address box as shown below.



- Enter the address of a search tool in the address box. The most common search engines are: [www.google.com](http://www.google.com) and [www.ask.com](http://www.ask.com). A good search engine for children to use is: [www.yahooligans.com](http://www.yahooligans.com)

*Enter your search in the box provided and click on “Google Search” or “Search”*



*Select whether you want to search the entire world or just UK pages*

# How to find what you want on the internet?



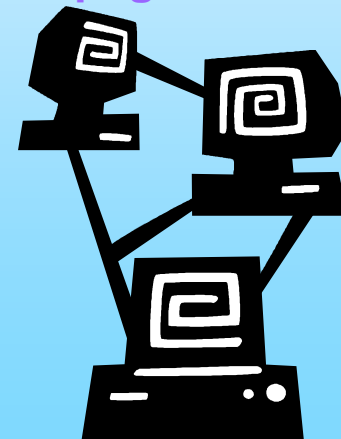
Be concise: If, for example, you want to look for information about your favourite pop band, enter the name of the pop band and add a word that specifies they are a pop group, e.g. “Savage Gardenmusic” or “Savage Garden group”.

Do Not Write Common Words: There is no need to enter words such as “the, a, with, find” etc....

Are you looking to make your search in the whole web or just pages from the UK? Select the appropriate option as shown on slide 6

Too many results/ Not what you are looking for?

- Try moving words around, e.g. “College Albemarle” and “Albemarle College” give different results
- Find synonyms to words you entered, your results might be more successful, e.g. music, tune, song, etc...



# How to browse the internet?

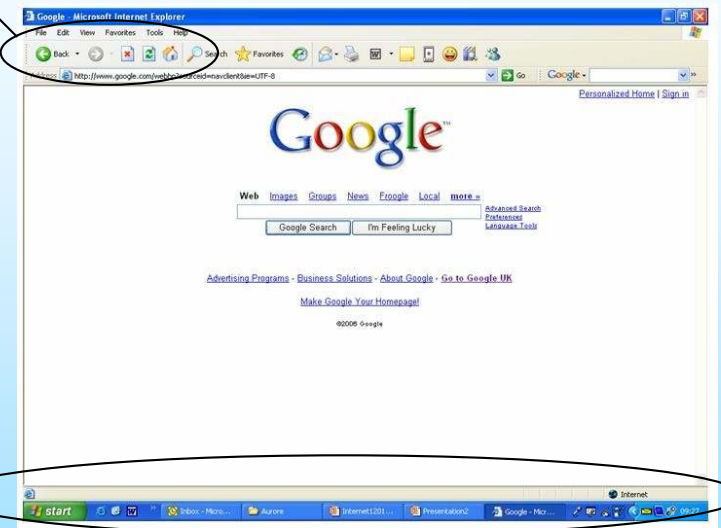
*These arrows allow you to go back and forth from pages you have recently seen.*

*This button takes you to your home page, the first page you saw when you opened the internet.*



*This button allows you to cancel your request for another page, e.g. when you have entered a new address or clicked on a link and decide you wanted to stay on the page you are currently on.*

*If your request to go to a new page takes too long or you want to make sure you have up to date information, click on this button to refresh your page.*

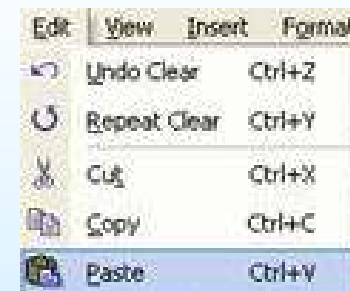


*The green lines mean that the computer is looking for the requested page*



# How to Copy and Paste in to word?

Select all the text you want to copy onto your word document (you can select text by left clicking on your mouse and scrolling down) then right click the button on your mouse and select “Copy” (or go to “Edit” and “Copy”) . Go to your word document and right click the button on your mouse again but this time select “Paste” (or go to “Edit” and “Paste”); all the text you selected will appear on your sheet



# How to Save a Picture from the internet?

Place your mouse cursor onto the picture you want to save and right click on your mouse. Select “Save Picture As...” and save it in your folder (Select “My Documents” from the drop down and double click on your folder before pressing “Save”) as shown in the Introduction pack.



# How to move between applications on your computer ?

On the top right corner of any application you use, you will find the following buttons:



or



Minimises your window (Makes your window “disappear” into an icon at the bottom of your screen)

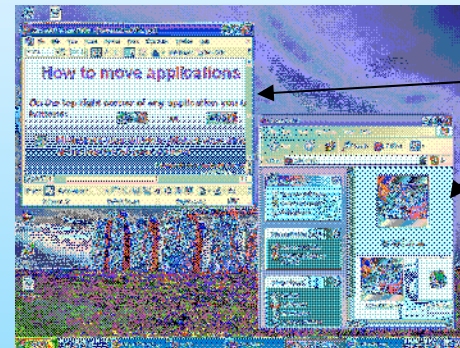
*Windows that were minimised and “changed” to icons*



*Click on the icons to get its window back on the screen*



Reduces the size of your window. This is useful if you want to look at two windows at the same time



*Two windows reduced so they can be viewed simultaneously*



Resizes the window to fit the whole screen



Closes your window

# Want to improve your typing? Try this free course!

- To register for the typing lessons, go to: <http://www.goodtyping.com/> and click on “Register for free”.

## Free online Typing course

New users, [register for free](#) to start the full course now.

username (e-mail or id):

password:

Sign In

### New user sign-up

E-mail:

Password:

Re-type password:

Name:

Surname:

City / State:

Country:

How did you hear about this site?

Keyboard layout to learn (IMPORTANT: if you are not sure click

United States, New Zealand, Caribbean, South Africa, Philippines

United Kingdom, Australia, Ireland

Belgium

Brazil

Canada (International)

Canada (French)

Denmark

Finland, Sweden

France

Germany, Austria

Iceland

Italy

Japan

Netherlands

Norway

Portugal

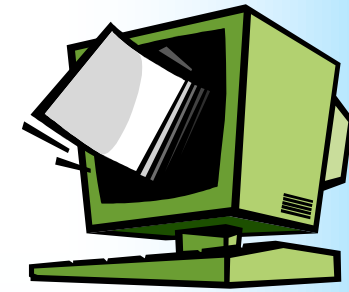
Switzerland (German), Liechtenstein

Switzerland (French), Luxembourg

- Enter your details (you will need an email address to sign up for this. If you have a school address, use that, if not ask a teacher if you can set one up. Alternatively you could register using your Computer Partner's email address)
- Select “United Kingdom” for the Keyboard layout to learn.
- Make sure you write your password down somewhere in case you forget it.
- Click on “Start course”
- You can now start the course!



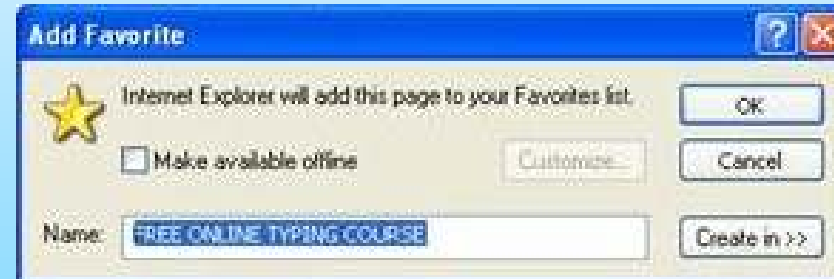
# How to add a page to your favourites ?



- For pages you see on a regular basis, it is often a good idea to add them to your favourites. “Favourites” is an internet option that allows you to list the web pages you visit regularly. This is a good option as it gives you quick access to the page and does not require for you to remember the web address or look for it each time.
- To add a page to your favourites, Click on “Favourites” and select “Add to Favourites”.



- The pop up below will appear, you can keep the name that comes in the Name field by default or delete it and choose one that is more appropriate. Click on “OK” and your page will now be in your favourites.



# What is an eCard?

- An e-card is a digital version of paper cards you get or give for birthdays, Christmas, etc.... They are very easy to make and send!
- A good and safe site is “Webshots”: <http://cards.webshots.com/>



*Choose a category that relates to the occasion for sending a card*

# How to send an eCard?



- Once you have chosen an appropriate category, a list of all cards related to the chosen topic appears, click on the card you like and it will enlarge it. At the top of the card you can click on the “Send this eCard” link:

Happy Anniversary

Your Email Address Book

Addresses you enter to the right will be added automatically.

You must login or create a Webshots Member account to use the address book. It's free!

Add Recipient ->

From: your name

From: your email

To:

Message:

Today is January 17

Send eCard: Today Today

Optional Sound: Choose a sound!

It may take a moment for the sound to load.

Preview Send!

Enter your name and an email address (It can be the same as the one you are sending it to if you have not got one of your own)

Write your friend, parent or Computer Partner's email address

Enter a message to personalise your card. You can write as much as you want!

You can select the date you want the card to arrive to your friend

You can preview what your card is going to look like with your message. If you are happy with it, you can then click on "Send!"