

Getting on the Net



Using Internet Explorer on the Baglan Internet Server

Getting Started

Before you can use the Internet, you have to provide information so that the computer you are using knows who you are! The information is in the form of a user name and password which is required to allow you to run the Internet Browser program (the software which allows you to view World Wide Web pages). This is done at the first log-in point as the computer is started, in a window which has the title **Enter Network Password:**

(Update: it is no longer necessary to supply a password at this point, especially if you are not going to be using the Internet.)

Switch the computer on and wait for Windows to display the log-on screen. Enter the group name you have been allocated into the **User name:** area. Now click in the **Password:** area (or press the **Tab** key) and enter the Group password *carefully* - you will not see the text you are entering, only a selection of * characters. Select the **OK** button (or press *Return* or *Enter* on the keyboard) and the computer will continue to load Windows as normal. (Note: please do not use spaces between group and the number - this will not be recognised).

Once the computer has completed its loading procedure (*Boot-up*), you can now run **Microsoft Internet Explorer (MSIE for short)** by either double-clicking the logo on the Desktop or single-clicking the smaller logo on the Task Bar at the bottom of the screen.



Microsoft Internet Explorer (MSIE) on the Desktop



Microsoft Internet Explorer (MSIE) on the Task Bar

You will be asked again to provide your **Username:** and **Password:** details as **MSIE** runs. This is to double check that you are an authorised Internet user. If you failed to provide these details when you logged on, you will be presented with the log-on screen each time you try to access a web site. **It is vitally important that pupils are not provided with Usernames nor Passwords as this would allow them access to the Internet whilst unsupervised.**

Tip: *If you close the browser window at any time, you are effectively quitting the program. You will then need to run MSIE again and provide Username and Password details.*

Important: When you have finished using the Internet, you **MUST** log out. Select *Start>Shut Down...* and choose the option to log on as a different user (usually the last option at the bottom of the list).

[Section 2 - The Web Browser](#)

The Web Browser - Microsoft Internet Explorer

The Web Browser is your window onto the World Wide Web (**WWW**). There exists a variety of web browser programs for all computer platforms and all work in a similar fashion, providing similar functions. Under the National Grid for Learning initiative (**NGfL**), Baglan has provided you with version 5.5 of Microsoft's Internet Explorer as a modern web browser. The following will explain the main features of the web browser.



The Learn ICT Web Site in Internet Explorer

The first two buttons in the toolbar are labelled **Back** and **Forward**. These act like turning pages in a book, allowing you to move back through WWW pages you have recently visited, or move forward again. Note that these buttons may be *greyed out* (unavailable) if you haven't visited any new pages. When you use these buttons, new pages always appear in the same browser window, replacing the current contents. The **Stop** button simply stops a page from being loaded into the browser - think of it like a panic button!

The **Refresh** button forces the current page to be loaded into the browser window again (fetched). You should use this if you encountered any errors whilst the page was being fetched, e.g. graphics or images missing, garbled text etc.

The **Home** button immediately replaces the current page with the page designated as your home page. By default, this is currently set to the Baglan IT Centre's web site, but could be set to any page you like, for example your school's home page.

Search uses Microsoft's MSN search engine to find information and web sites. Make sure you read the section on searching before using this.

Favourites - when selected, a new *pane* appears in the browser window, allowing you to add the currently visited page to a list of favourite sites. This is useful when you need to create a list of sites you regularly visit. **Note that on the current set up, the Favourites list may be deleted when Internet Explorer is quit! This should be rectified soon!**

History - when this button is selected, a new pane appears in the browser window displaying a list of web sites or web pages you have recently visited. The history list can be kept for up to 20 days.

Print - select this when you want to print a copy of the current page. Please be aware that some WWW pages can be quite long and that many contain advertisements that you wouldn't want to print. See the section on extracting resources.

Address - every site you will visit has its own unique address (sometimes called a URL) which is displayed in the Address bar. The WWW address of the Learn ICT site is **http://www.learn-ict.org.uk** which means: using the *HyperText Transfer Protocol* (http), on the *World Wide Web* (www), a site called *learn-ict* which is a *non-profit making organisation* (org) within the *UK* is being visited. Keep an eye on the address bar, as it provides clues as to where in the world the site or page you are visiting is located. Most countries (outside of the USA) have their own two-letter country code as part of their WWW address; examples include **de** for Germany, **ca** for Canada, **es** for Spain, **dk** for Denmark, **fr** for France and so on.

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[Section 3 - Entering Web Addresses](#)

Entering WWW Addresses

Sometimes you will find WWW (World Wide Web) addresses published in newspapers and magazines or announced on radio and television. To visit these sites, you will need to enter the address in the **Address**: area of the browser window. Try entering the following address to find a live video view of Cardiff Bay:

<http://www.bbc.co.uk/wales/programmes/webcam.shtml>

To do this, select the current address in the **Address** bar (it should become highlighted, usually in blue). Now type the address exactly as it appears above and press *Return* (or *Enter*) on the keyboard or click the **Go** button. The current site will be *replaced* by the new one. (*You will need to select the **Back** button to return to the previous web page.*)



Note: most WWW addresses will begin with **http://** (**h**ypertext **t**ransfer **p**rotocol). This is a standard protocol for transferring web pages to browsers. Therefore, it is possible to enter addresses without this prefix, i.e. you could have entered www.bbc.co.uk/wales/programmes/webcam.shtml and the browser would automatically insert the **http://** prefix. Don't forget that the new web site you visit will replace the current site in the browser window, so closing the browser window may terminate the browser program. Here are a few more addresses for you to enter:

<http://www.bbc.co.uk/education/home/>

<http://www.thisissouthwales.co.uk/>

<http://www.wales.gov.uk/>

<http://news.bbc.co.uk/hi/english/uk/wales/default.stm>

The last of these addresses is quite long (not the longest by a long way!) and it would be possible to make any number of mis-typings, leading to error messages appearing on the browser. When you have entered an address (correctly) and found the visited site useful, add the address to the browser's **Favourites** list. This action adds the current site's address to a list of sites which you find useful. Selecting any address from the list immediately loads the new site into the browser window, replacing the current site.

Note: the Baglan Internet setup in schools has a number of filters in place to block access to undesirable sites. This prevents anyone from accessing a prohibited site by the direct entry of its address or by following (selecting) a link to such sites.

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[Section 4 - Searching the Web](#)

Searching the Web



It is true to say that searching the World Wide Web is very time consuming and can be a frustrating pastime to undertake. The main reason for this is the vast complexity of the Web. There are over two billion pages of information published on the web, and not all of it is of much use to educationalists or pupils. Therefore, when searching for anything, you will undoubtedly come across pages which have little relevance to your search.

To make searching as safe and straightforward as possible, select the **Search the WWW** link from *Curriculum Links* and select the **Search Tips** link. This will take you to the bottom of the page and offer you some tips on refining your search techniques. One important tip: try not to enter a single word as a search parameter as you may find millions of pages which contain that word.

The Baglan site's **Search the WWW** page offers you the choice of using a number of search engines (web servers which hold a database of web page contents). [Yahooligans](#) is a moderated site suitable for 7-12 year olds as is [Ask Jeeves for Kids](#); [Google](#) is a web page searcher (i.e. searches every published page) and [Yahoo](#) is a site searcher (i.e. a collection of pages). Get to know how a search engine works by visiting its site and looking for any Help pages.

Beware! Some of the results returned by a search engine may not be what you expect. This could include unsavoury text, images and advertising banners. If you expect pupils to use a search engine, you should conduct that particular search yourself to find out what results are returned.

Tip: *If you are not sure of which link to follow from the listing of search results, move your mouse pointer over one of the links you want to follow and click the right mouse button. This will display a menu from which you should select Open in New Window. This action causes the web page to appear in a separate window from the list of search results. If the page does not contain the information you were searching*

for, close this window so that you can immediately select another link in the same manner. Note: Holding down the Shift key and clicking a link with the left mouse button automatically opens a page in a new browser window.

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[Section 5- Extracting Resources](#)

Extracting Resources from the Web



Henry VIII

It is very important to learn how to extract useful and relevant resources (usually text and images) from WWW sites. Try not to be tempted into selecting the **Print** button when what appears to be a useful page appears in your browser window: you will almost certainly print out some meaningless information (page navigation icons, advertising banners etc.) or, worse, large amounts of irrelevant material.

Get into the habit of viewing any displayed web page very carefully for good, useful resources, then decide which elements of the page you would like to extract onto your computer. These elements can then be assembled in a word processor or DeskTop Publishing program to your own requirements.

For this example, go to the following web site by directly entering the following web address (*or search for a suitable web page*):

<http://www.history.school-master.co.uk/Tudors/henry.html>


This page has a image of Henry VIII that you are going to extract...

Move your mouse pointer so that it is over the image of **Henry VIII**. Click the *right* mouse button to display a menu and select **Save Image As...** from the menu. Windows will now display a standard **Save As...** dialogue box which requires that you tell it where to save the image, what to call it and what to save it as. Unless you have good reasons otherwise, always save the image in its original format (GIF or JPEG) as this will take up less space on your computer than saving it as a *Bitmap* file.

Check that the **Save in:** area displays **Pupils** (meaning the *pupil's work area* on the computer). (If you have your own folder in which to save work, double-click it to open it.) If it is displaying

a different area, select the pull-down arrow to the right of the **Save in:** area, select **Desktop** and double-click the **4 - Pupil's Work Area** folder; this will open **Pupils** as the area in which to save the image. Now delete the text in the **File name:** area and enter *Henry8* (or similar) as the new file name. **Save as type:** tells you what format this image is in - in this case it is a **JPG** (pronounced *jay-peg*) image. Finally, select the **Save** button to save the image onto your computer and close the dialogue box.

Now we will extract some of the text from the page. Look for the section on **A Terrible and Cruel King** and move your mouse pointer slightly to the left of the first word of the paragraph (*But he was also a terrible and cruel King.*); hold down the mouse pointer and move the pointer to slightly to the right of the last word of the paragraph (*...to have visited there in later years.*). The selected text block should now be highlighted; click the right mouse button whilst still pointing to the highlighted text. From the menu which appears, select **Copy**; this places the block of text on the *Windows Clipboard*, ready to be pasted into a word processor. Do not copy any more text until this block of text has been pasted - the Windows Clipboard can only hold one item at any time.

Open a word processor or DTP program to accept the copied text and the saved image. To paste the text, select the **Paste** icon (it looks like a small clipboard) in the program's toolbar. Note  that the text may have to be reformatted as it will probably appear similar to its original layout in the web page. Now use the program's method of inserting an image to place the picture of **Henry VIII** into the program. Finally, save the word processed file or continue copying and pasting text from the web page.

Tip: *When you become more confident at highlighting / copying / pasting / saving and so on, you will find that it is possible to simultaneously highlight both text and images in web pages, then copy and paste them directly*

into your own documents. However, it may be more beneficial to save the images as outlined above, so that you always have the use of them (because they are stored on your computer).

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