

# Using The Internet Effectively

## A Guide To Safe And Secure Web Surfing



### Introduction

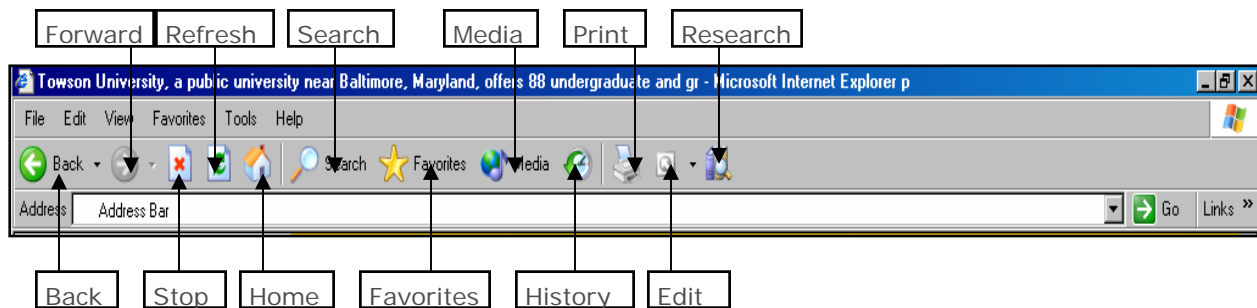
This document covers Microsoft Internet Explorer, downloading, and uploading. Learn how to surf the Internet securely without fear of viruses, spyware, and ad ware. How to use Google.COM for searching for websites and pictures is also covered.

### Summary

- Internet Explorer
- Downloading
- Uploading
- Security
- Viruses
- Spy-ware
- Ad-ware
- Google

### Internet Explorer

Internet Explorer is a Web browser created by Microsoft. A Web browser is a software application used to locate and display Web pages. Other examples of Web browsers include Netscape Navigator and Mozilla FireFox. Web browsers read coding, usually HTML, interpret it, and translate into a format we can use, a Webpage.



### Interface

Back— Move to the previous webpage viewed

Forward— Move to the previous webpage viewed. You have to move back before you can go forward

Stop— Prevent the page from loading after you have selected it to load

Refresh— Reload the page. Use this if errors occur.

Home— Go to the page you have instructed Internet Explorer to load when it opens

Search— Open the Search task pane to conduct a web search

Favorites— Open the Favorites task pane to create shortcuts to your favorite websites

Media— Open the Media task to listen to streaming audio or watch streaming video

History— Open the History task pane to view a list of the recently viewed web pages

Print— Print the webpage being viewed

Edit— Edit the webpage using Microsoft FrontPage

Research— Perform a search of Microsoft reference materials

Address Bar— Type the URL (webpage address) here (ex. www.towson.edu) and press **Enter** on the keyboard to go to a page.

## Use Internet Explorer To Find What You Are Looking For On A Webpage

Do you know exactly what you are looking for on a Webpage but, can not find where the information is located? Is there a lot of text on the page, making it hard to find what you are looking for? Try using the **Find** command to locate the information:

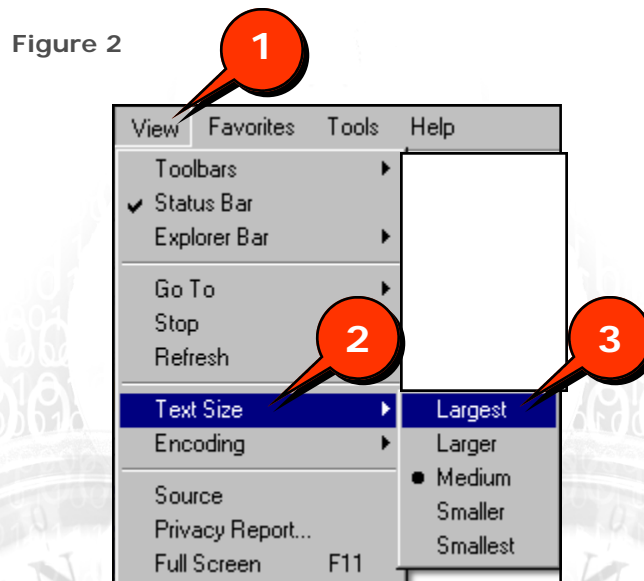
1. Click on **Edit** in the Menu bar (**Figure 1, 1**) and select **Find (on This Page)...Ctrl+F** (**Figure 1, 2**).
2. Type in the word to search for in the **Find what** text box (**Figure 1, 3**).
3. Click on the **Find Next** button (**Figure 1, 4**).
4. Matches will be highlighted in the document (**Figure 1, 5**).



## Change The Font Size Within Internet Explorer

The Webmaster controls formatting the font on the Webpage. If the text is too small to read, the size can be increased by the user. To increase the font size on a Webpage:

1. Click on **View** in the menu bar (**Figure 2, 1**).
2. Hover your mouse over **Text Size** (Figure 2, 2) and click on the appropriate size (**Figure 2, 3**).



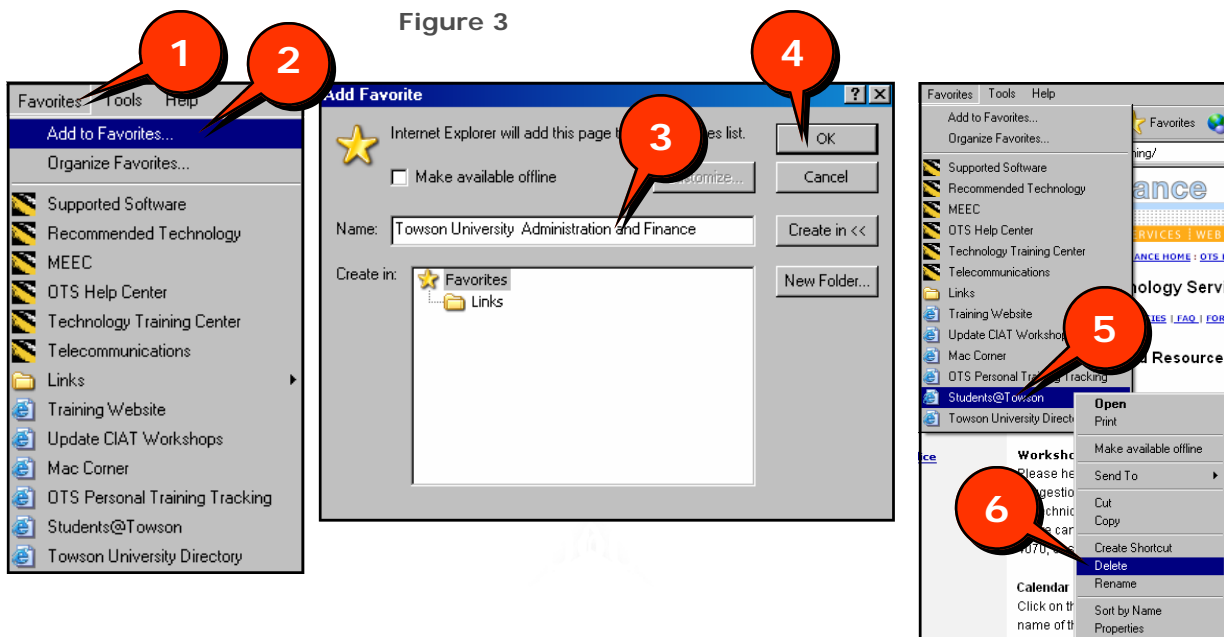
## Create A List Of Favorite Websites Within Internet Explorer

Tired of typing the address to a Website you frequently visit? Creating a favorite for the Website will save you the trouble of typing the address every time. To create favorites:

1. Go the Webpage you want to create a favorite for.
2. Click on **Favorites (Figure 3, 1)** and choose **Add to Favorites (Figure 3, 2)**.
3. The name of the favorite is provided in the **Name text** box. To rename the favorite, change the name in the textbox **(Figure 3, 3)**. Click **OK** when finished **(Figure 3, 4)**. The favorite will then be added to the list.

To delete a favorite:

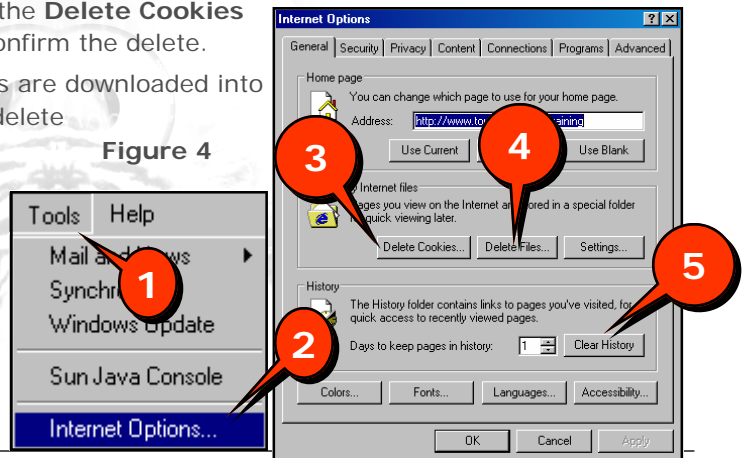
1. From the list of favorites, right click the favorite to be deleted **(Figure 3, 5)** and left click **Delete (Figure 3, 6)**. Click **Yes** to confirm the deletion.



## Delete Cookies, Temporary Internet Files, And The History Of IE

Cookies can track what Websites you visit and temporary Internet files take up space on your hard drive. All of this information can be deleted fairly easily. To delete this information:

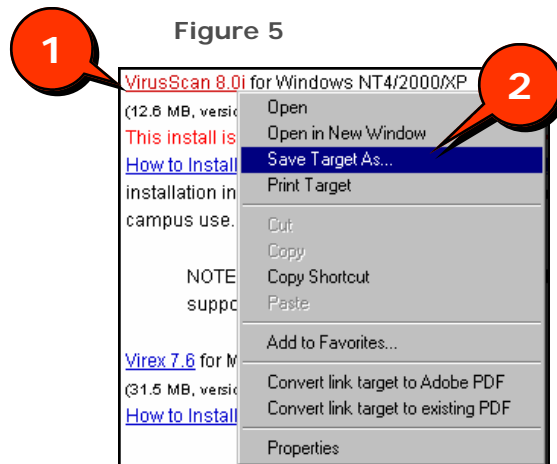
1. Cookies are messages given to a Web browser by a Web server. Some can track what Websites you browse. To delete the cookies, click on **Tools** in the menu bar **(Figure 4, 1)** and select **Internet Options (Figure 4, 2)**. Click the **Delete Cookies** button **(Figure 4, 3)** and click **Yes** to confirm the delete.
2. When you view a Webpage, all of the files are downloaded into the Temporary Internet Files folder. To delete these files, Click the **Delete Files** button **(Figure 4, 4)**, place a check mark in box next to delete all offline content and click **OK**.
3. To clear the history of what Web pages you have viewed, click the **Clear History** button **(Figure 4, 5)**. Click **Yes** to delete the History.



## Download

Downloading means *To copy* data (usually an entire file) from a main source to a peripheral device. The term is often used to describe the process of copying a file from an online service or bulletin board service (BBS) to one's own computer. To download a file:

1. Browse the Internet and find the file to be downloaded. Right click on the file (**Figure 5, 1**), left click on **Save Target As** (**Figure 5, 2**). Choose where to save the file and click **Save**.

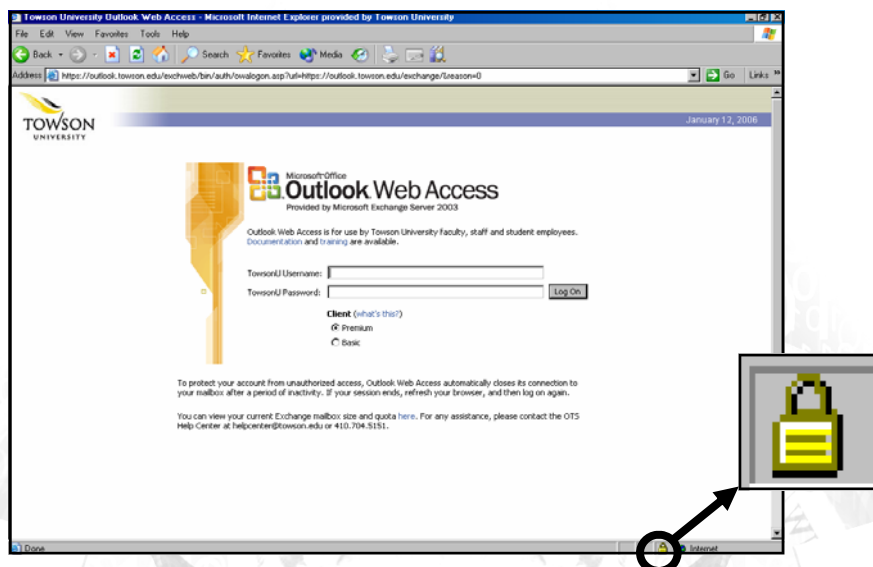


## Upload

Uploading is the opposite of downloading. When you upload, you send information from your computer, directly to another computer. Uploading is carried out through a process called FTP. You can upload files with an FTP program, or on certain websites.

## Secure Websites

Do you ever wonder what Websites can be trusted to receive your information? Are you worried about someone acquiring your information while it is being transferred over the internet? Internet Explorer displays an icon to let you know when you are dealing with a secure site. The lock icon located in the bottom right corner of the screen indicates a secure webpage. All information traveling back and forth between you and the server, is encrypted, meaning it is sent as a secret code that people not intended to receive the information can not decode. Never send information to an insecure site.



## Viruses

A computer virus is malicious coding intended to do harm to a computer. Your computer can become infected by a virus by downloading, receiving email attachments, or moving files between computers. Protect your computer from viruses by downloading McAfee antivirus software provided by Towson University for free. Refer to the McAfee help document to access more information on downloading, installing, and using McAfee,

[http://wwwnew.towson.edu/adminfinance/ots/training/documentation/Tuning%20Up%20PC/McAfee\\_80i.pdf](http://wwwnew.towson.edu/adminfinance/ots/training/documentation/Tuning%20Up%20PC/McAfee_80i.pdf).

## Spyware

Spyware is any software that covertly gathers user information through the user's Internet connection without his or her knowledge, usually for advertising purposes. For information on how to download and use software to rid your computer of spyware, refer to the spyware help document,

<http://wwwnew.towson.edu/adminfinance/ots/training/documentation/Tuning%20Up%20PC/spyware.pdf>.

## Adware

Adware is a form of spyware that collects information about the user in order to display advertisements in the Web browser based on the information it collects from the user's browsing patterns. See the link above under spyware for more information on eliminating ad ware.

## Google

Google is primarily a search engine. A search engine is a program that searches documents for specified keywords and returns a list of the documents where the keywords were found. You can use Google to search for Websites, pictures, phone numbers, and more. To perform a search, type the subject you are searching for into the text box. Click the **Google Search** button to perform the search (Figure 6, 1). Click the **Images** link to search the web for pictures (Figure 6, 3). The results are returned similar to the web search. Search for local businesses under the **Local** link (Figure 6, 4). Use this link to search for the address, phone number, or directions of a business. Click on the **Web** link to return to the standard web search (Figure 6, 2).

Figure 6

