COMPUTER &
LIBRARY TRAINING

Computers for Beginners 3: Use the Web

Mar 2020 CF/DC

tpl toronto public library

Learning Objectives:

In this class you will:

1. Practice connecting to Wi-Fi and using Settings.
2. Understand web site addresses.
3. Practice using web site addresses to visit web sites.
4. Learn about different areas of a web site.
5. Learn how search engines work and when to use them.
6. Conduct a simple search with the search engine Google.

Use the Web

The internet is a huge network of computers from all around the world connected together through wires, telephone lines, optical cables, satellite and even underwater cables.

Because of the internet we can connect to people and information across the globe using different types of software and applications (or **Apps**) such as email, social media, and web browsers.

Web browsers are software applications which allow us to read websites and the information published on them. We can read research online, do our banking or go shopping online, navigate around the world using maps, book flights and hotels, find health information and connect to government. There are fun sites with games and educational sites for learning all kinds of interesting things. There is music, video, magazines, newspapers and e-books and e-audiobooks.

Protect your privacy: Because the iPad is designed as a personal device we have a few extra steps to perform before we are connected and ready to surf the web!

Connecting to the internet: At Toronto Public Library our desktop computers are automatically connected to the internet but when we use iPads we need to connect via Wi-Fi, a wireless system.

Let's get started!
Does everyone remember how to turn on/wake up their iPad?

Review 1: Power On/Off vs Sleep/Wake

To turn the iPad on:

1. Press and hold down the sleep/wake button (top left) for a few seconds, then let go
2. You will see a black screen with a white Apple logo
3. Be patient as the iPad powers on

To Login (or *Unlock* the iPad):

4. Press and quickly release the Home Button (a quick tap - **do not hold** the button down)
5. Tap once on each number to enter your passcode: **1 2 3 4 5 6**

Sleep/Wake

If you are using an iPad for a period of time you can save the battery by putting the iPad "to sleep" rather than turning it off altogether:

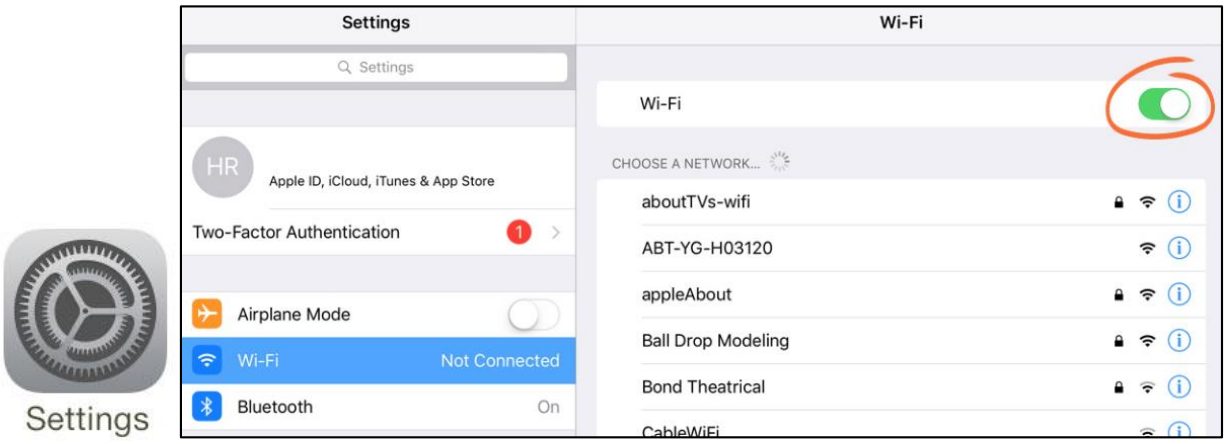
To put the iPad "to sleep"

1. Press and quickly release the sleep/wake button (top left)

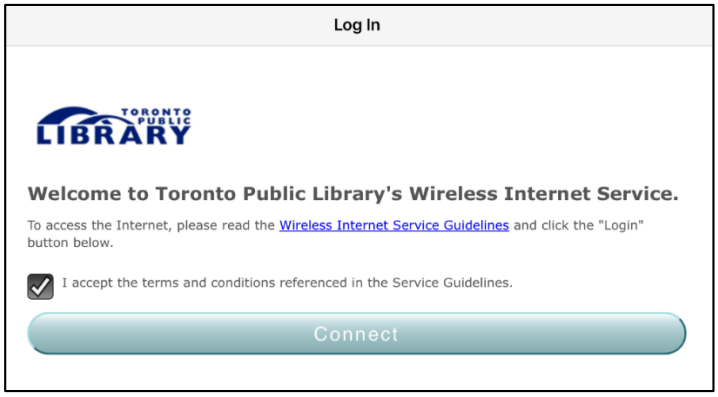
To "wake up" the iPad

2. Press and quickly release the sleep/wake button (top left)
3. **Try all of these techniques out several times to get a feel for them!**
4. **Final step – iPad ON, press the Home Button, and login with passcode**

Exercise 1: Get Online with Wi-Fi



1. **From the main Home Screen tap once**, lightly, on **Settings** to open it
2. **Tap on Wi-Fi**, on the left, to open the Wi-Fi pane on the right
3. Tap once on the **on/off switch** to the right on Wi-Fi in the right panel
4. Select the **Toronto Public Library** network and **tap Connect**
5. A welcome page should load in a moment. (If not - open your web browser and the page will load.)
6. **Check the box** acknowledging that you accept the **terms and conditions**
7. Tap **Login**
8. **Tap on the Home Button** to get back to the Home Screen
9. Wi-Fi symbol on the top left of your Home Screen indicates you are online



Exercise 2: What is a Web Site Address?

Just like every phone has its own unique phone number, and every house or apratment has its own address, every page on the internet has its own address. The address is also known as a URL (Uniform Resource Locater).

Looking at the address for a web site can tell you something about the web site.

For example, the address for the home page of the Toronto Public Library web site is:

https://www.torontopubliclibrary.ca

or

www.torontopubliclibrary.ca

or

tpl.ca

The important part of the web address begins after the first period. This middle and last part of the web address is called the domain name. The domain name for the TPL web site is:

torontopubliclibrary.ca

The domain name relates to what the web site is about or who publishes it. Common domain name endings include:

- .ca (for Canadian web sites)
- .com (for commercial web sites)
- .edu (for college or university web sites)
- .org (for organizations, including nonprofit organizations)

TIP: reading the address backwards is useful, as with a postal address!

Even though most web addresses begin with https://www, we do not need to enter this into our computer when we type in a web address. The computer will add it in for us.

Web sites usually have many pages, and each single page needs a unique address. The various pages on web sites often keep part or all of **the** domain name, and add different endings to it. For example, this address:

https://www.torontopubliclibrary.ca/elearning/

takes us to a page on the TPL web site that lists **e**learning products library users can access free of charge.

What does the web address tell you about these web sites?

https://www.stratfordfestival.ca

https://www.nofrills.ca

https://www.nasa.gov

https://www.facebook.com

Can you spot the web site addresses in the following ads?
Remember, since our browsers will automatically add https://www to the web address and we do not have to type it in ourselves, it is often left out of published web site addresses. Also notice that it really doesn't matter if you use upper or lower case letters.

Made for Seniors

Get delicious, home-style meals delivered to your door!

Tired of cooking for one or two? Take a well-deserved break without sacrificing one bit of home-style goodness. Our meals are chef-prepared, frozen for your convenience and delivered to your door. Simply heat and enjoy when you're ready to eat.

Over 200 choices | FREE delivery* | No subscription

Get your **FREE** Menu
1-855-410-6325
HeartToHomeMeals.ca

HEART TO HOME MEALS
DELICIOUS MEALS MADE FOR SENIORS™

*Some conditions may apply.

MASSEY HALL

ALAN CUMMING

Legal Immigrant

SAT JUN 16 • 8 PM

Tony Award-winning actor and activist Alan Cumming performs a cabaret of songs and stories about his life and loves in his adopted homeland.

Presented in association with Musical Stage Co.

FOR TICKETS VISIT
MASSEYHALL.COM

OR CALL
416-872-4255

#MyOttawa

Gauguin: Portraits

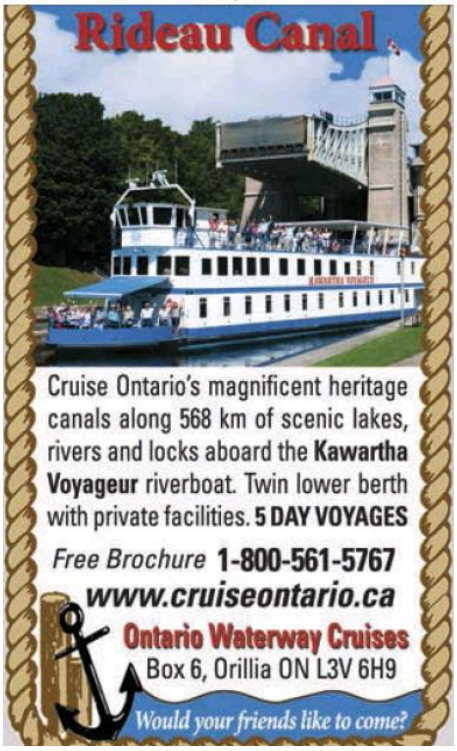
The **National Gallery of Canada** presents the world's first-ever exhibition devoted to Paul Gauguin's portraiture. Featuring paintings, works on paper and sculptures, **Gauguin: Portraits** brings together a unique and unforgettable selection of works by this influential artist from collections around the world. Until September 8.

Paul Gauguin, Vahine no te vi (Woman of the Mango), 1892. The Baltimore Museum of Art. The Cone Collection, formed by Dr. Claribel Cone and Miss Etta Cone of Baltimore, Maryland (BMA 1950.213). Photo: Mitro Hood

OTTAWA
CANADA IN ONE CITY

OTTAWATOURISM.CA/SUMMER-MUSEUMS

Get cooking at
RICARDOCUISINE.COM
WE'VE GOT OVER
6,000
RECIPES
that'll inspire you!


Rideau Canal
Cruise Ontario's magnificent heritage canals along 568 km of scenic lakes, rivers and locks aboard the Kawartha Voyageur riverboat. Twin lower berth with private facilities. 5 DAY VOYAGES
Free Brochure 1-800-561-5767
www.cruiseontario.ca
Ontario Waterway Cruises
Box 6, Orillia ON L3V 6H9
Would your friends like to come?

REMOTE. EXCLUSIVE. UNFORGETTABLE.
Walk with polar bears at the only Arctic safari eco-lodges on the planet.
THE WORLD'S NEXT GREAT SAFARI™
CHURCHILLWILD.COM
UNIQUE LODGES
OF THE WORLD

Exercise 3: Using a Web Address

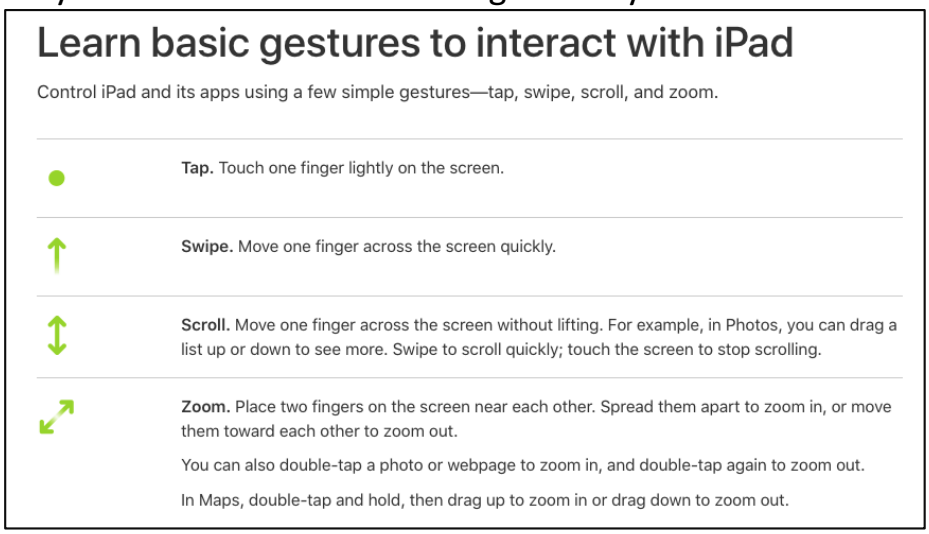
Let's get some practice entering a web address and using the touch screen to navigate the web page.

1. Tap once on the Chrome icon to open the Chrome browser
2. Tap once in the address bar to activate your cursor (for typing text)
3. Type in tpl.ca

TIP: You can get to the TPL web site by typing in torontopubliclibrary.ca or tpl.ca. Watch your spelling!

Gestures:

Do you remember the different gestures you can use with the touch screen?



Learn basic gestures to interact with iPad

Control iPad and its apps using a few simple gestures—tap, swipe, scroll, and zoom.

Tap. Touch one finger lightly on the screen.

Swipe. Move one finger across the screen quickly.

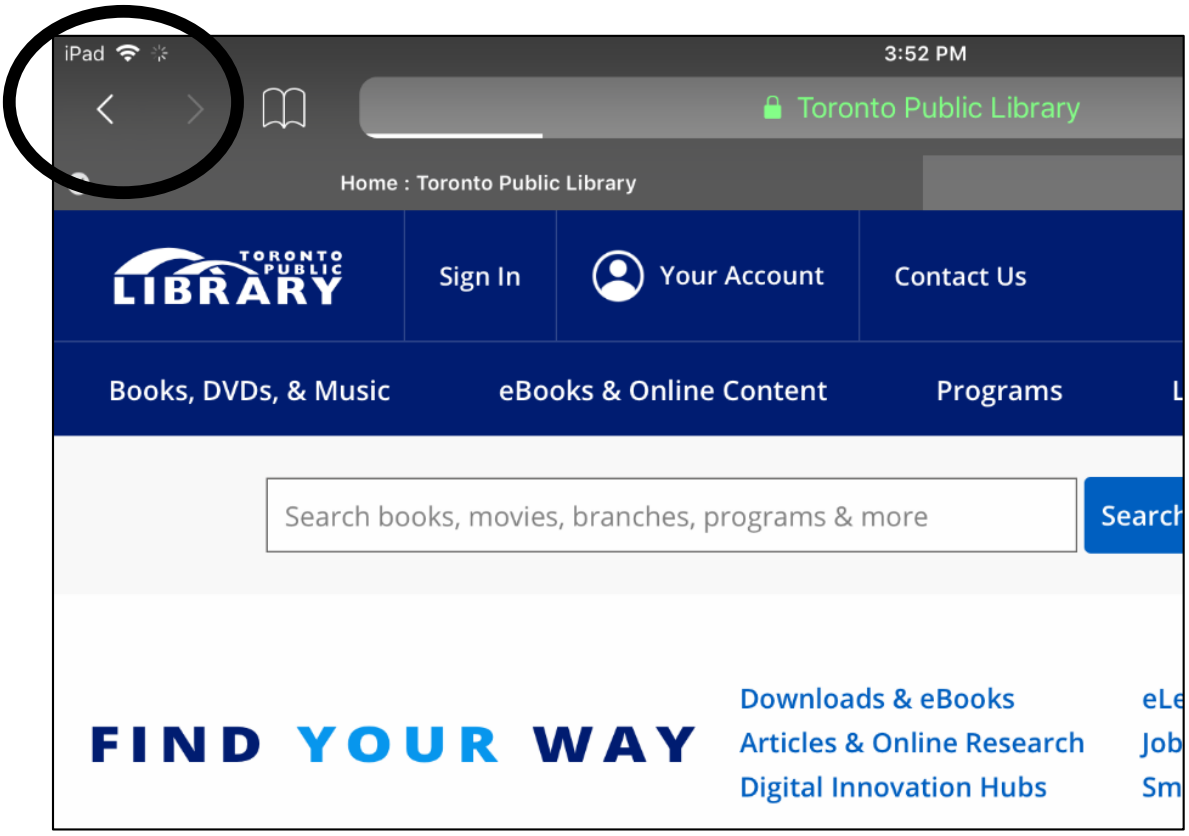
Scroll. Move one finger across the screen without lifting. For example, in Photos, you can drag a list up or down to see more. Swipe to scroll quickly; touch the screen to stop scrolling.

Zoom. Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out.

You can also double-tap a photo or webpage to zoom in, and double-tap again to zoom out.

In Maps, double-tap and hold, then drag up to zoom in or drag down to zoom out.

1. Take 5 minutes to **explore this web site on your own**
2. **Practice scrolling** by swiping up and down the page
3. **Zoom In and Zoom Out using two fingers or by double tapping.** Try to get used to the touch screen.
4. **Tap on some links** (usually blue text or menu headings) and see where they take you!
5. **Use the back and forward arrows** (top left corner) to navigate backwards and forwards between pages
6. On every TPL page you can see the logo in the top left corner – **tap on the logo to return to the home page.** You can't get lost!
7. **When you are done – share with the rest of the class some of what you learned.**



Exercise 4: Understanding a Typical Web Page Layout

What is a Home Page? A Home Page is meant to be the first page you visit on a web site. You will normally find:

- A logo which will always bring you back to the Home Page
- A search box which allows you to search within the whole website (but not the whole internet)
- Menus for organizing the most important information
- New items of interest
- Information about the organization that publishes the web site and how to contact them
- Commercial sites will usually include ads as well.

A typical home page will not have much content. Instead, it will be full of links to connect you to the content on other pages of the web site. If a web site were a book, the home page would be the table of contents and the index, combined.

There are three ways we can use the home page to explore a web site:
There are three ways we can use the home page to explore a web site:

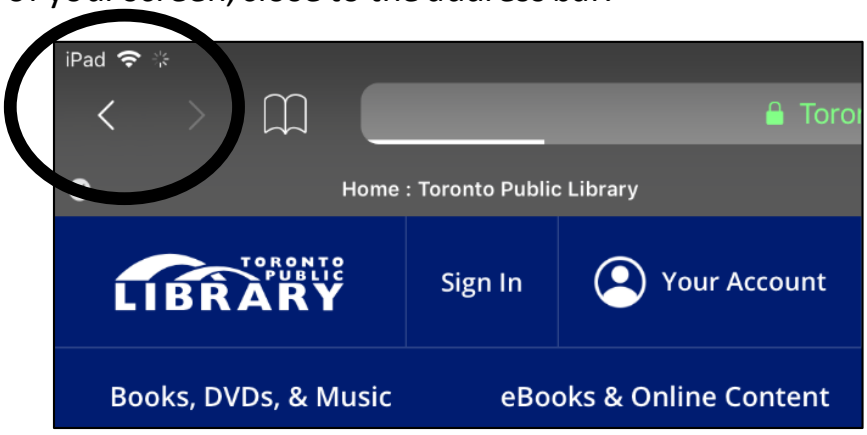
1. **Links**: Tap on the links to find featured information.
2. **Menus**: Use the browsing menu to find a subject you want to learn about.
3. **Search**: Use the web site's search feature to find something specific.

We will look at all three of these methods.

Use Featured Links to Find Information

Some of the links to featured content on the TPL home page. Many links are in a blue colour to make them more visible.

1. Scroll down the TPL home page. You will see a number of article titles and accompanying pictures. These are all links to new or featured content.
2. Tap on one of the links to see the whole article. As you read, do you see any links within or beside the article?
3. Go back to the home page by tapping the back button at the top left corner of your screen, close to the address bar.

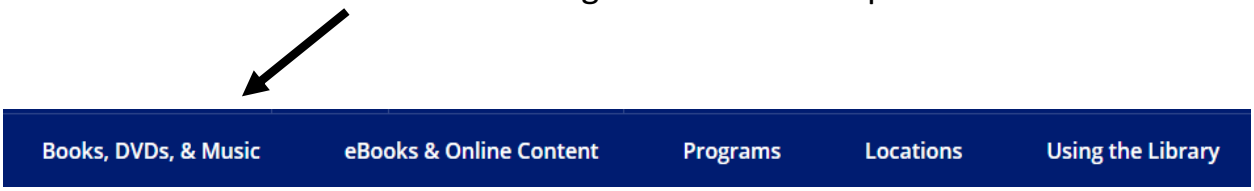


TIP: Featured links are meant to show what's fresh and new. They can change daily, or even several times a day.

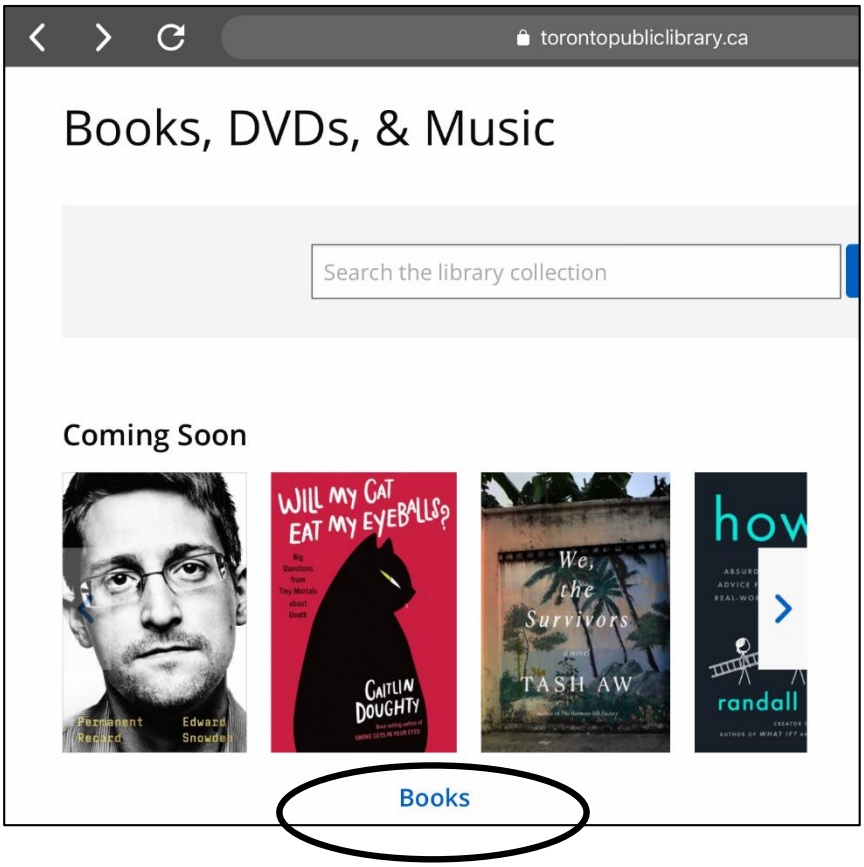
Use the Home Page Menu to Browse for Information

Most web sites will allow you to browse for information by category. Many home pages feature a menu that allows you to look for information in a specific category.

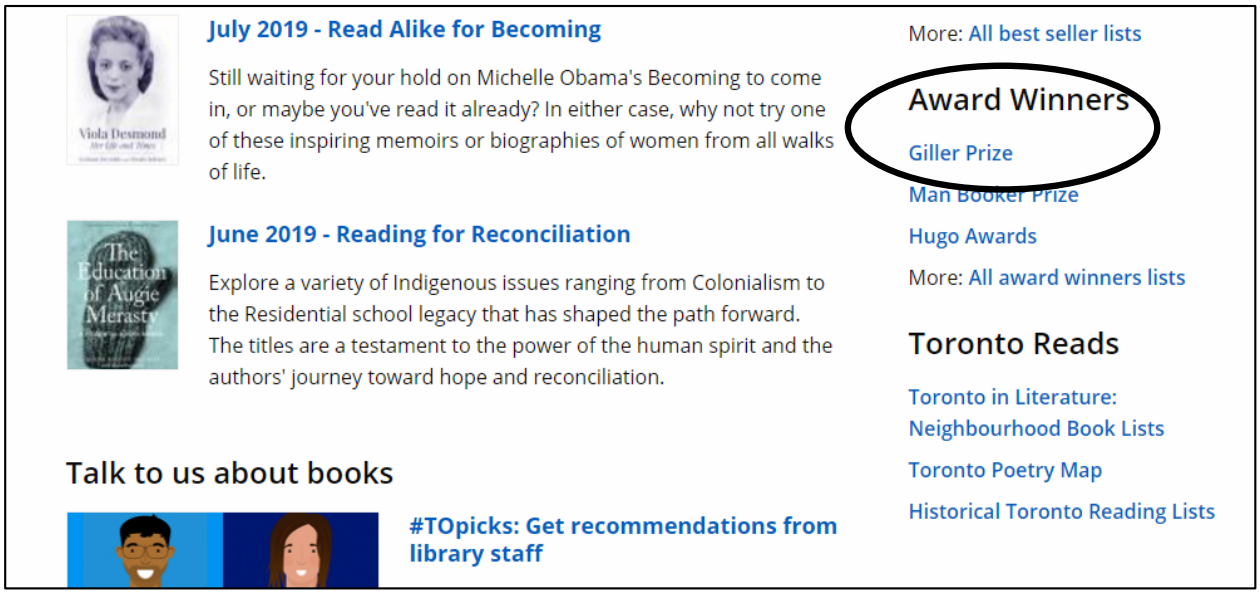
1. Find the menu on the blue background near the top of the screen.



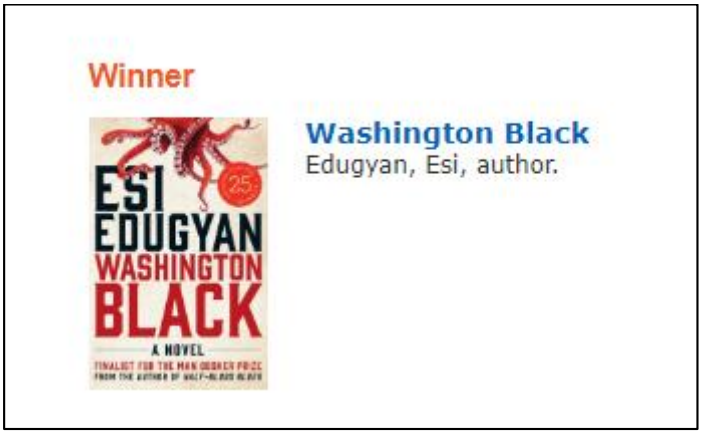
2. Tap on the heading: Books, DVDs, & Music.
3. Tap on the category: Books.



4. Scroll and find the link for the Giller Prize and tap on it.



5. Tap on the year 2018. On this page you can see all the books on the short list for the year 2018 as well as the winner. Select a book and tap on the title or cover to see which branches it is available at.



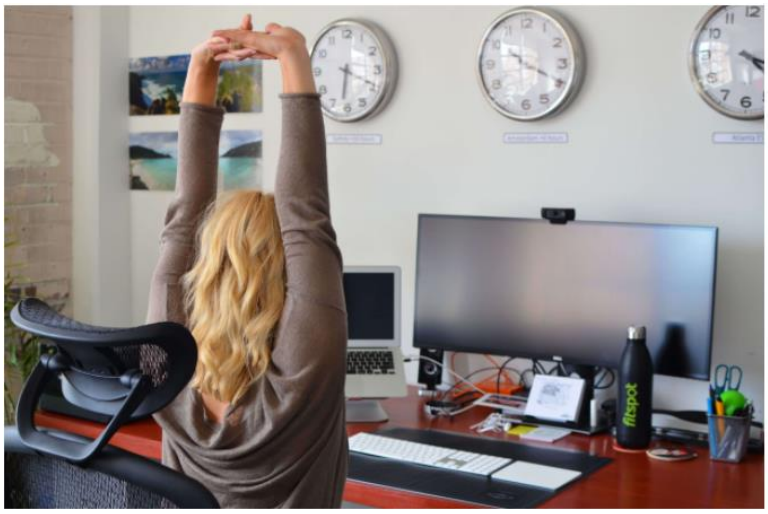
TIP: We tapped on several links to get to this web page. To get back to the home page quickly, tap on the TPL Logo on the top left side of any page. It's quicker than using the back button!

Challenge

With a partner, find the Programs category on the top menu of the TPL web site. Use the menu to look for a computer class *at your home branch*

(**Hint**: look for the category **Computer and Library Training**).

Stretch and Relax!

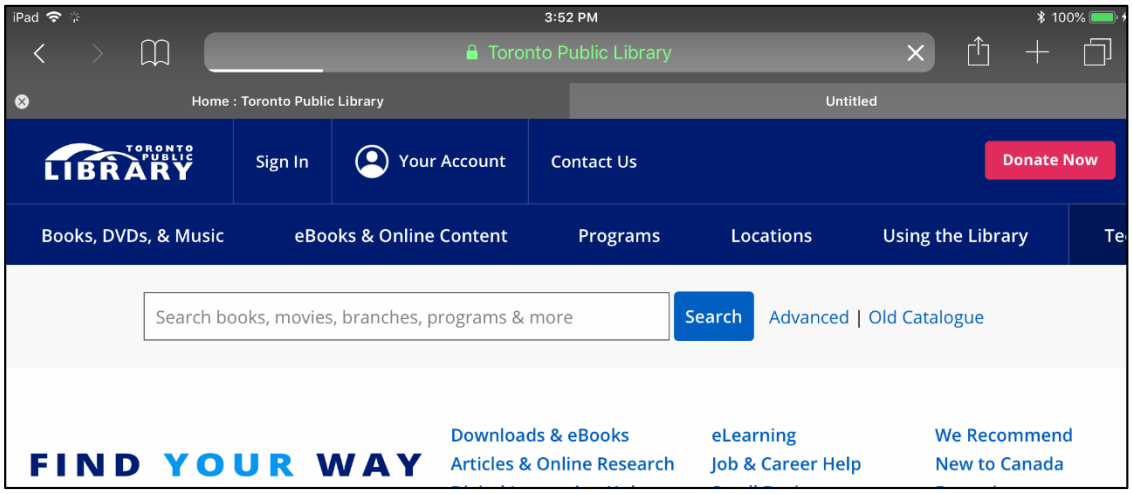


Let's practice:

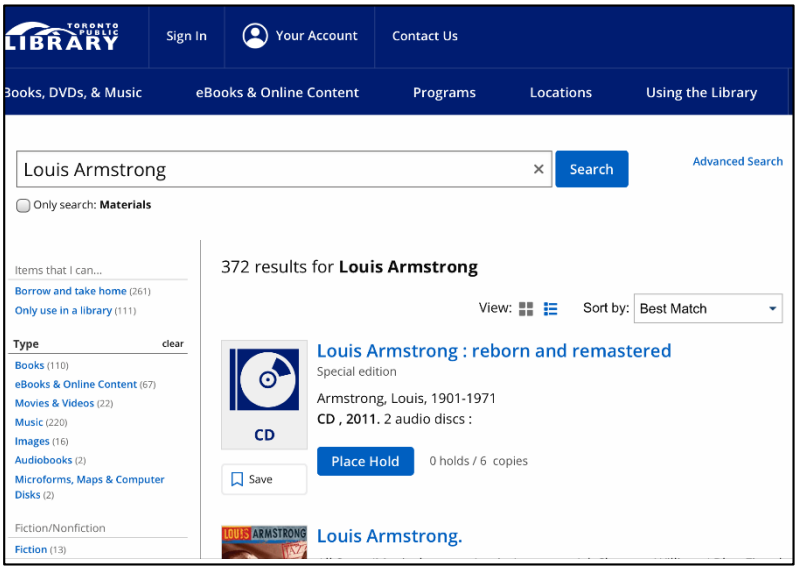
1. Shaking our hands out gently, stretching out our fingers.
2. Standing up and stretching our shoulders.
3. Rolling our necks gently to relieve neck strain.
4. Gently massaging our wrists.

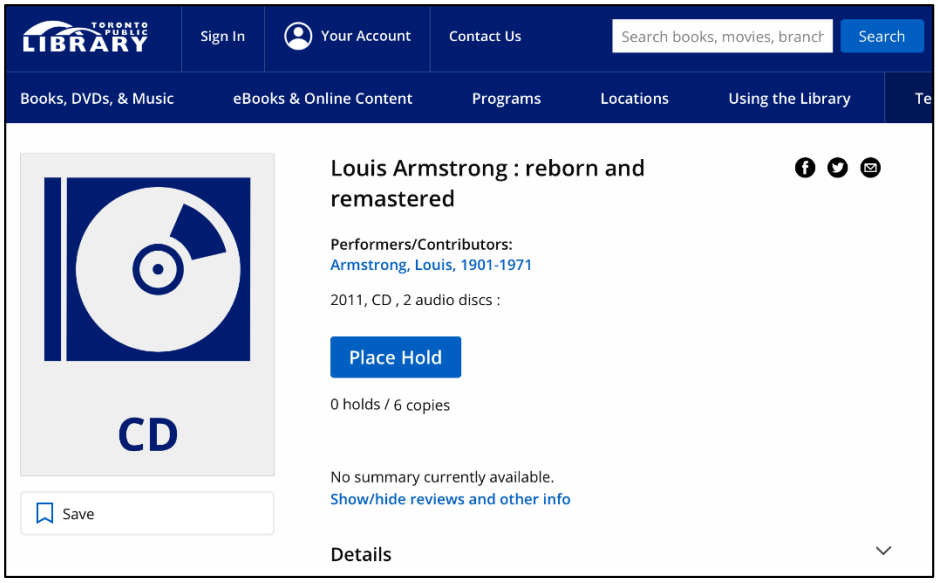
Search a Web Site from the Home Page

Many web sites include a search box. This will search for information anywhere on the web site. **This search box is only for this web site** – it does not search the whole internet for you!



1. Tap once in the TPL search box then type in the name of a book or movie or music you are interested in.
2. Your search results will display – TPL tries to match the words you typed in with content on the site.
3. Tap on a result to see more details about the item.





Optional Challenge

Look at the bottom of the TPL home page. What kind of information can you find there? **List three things items of interest:**

1) _____

2) _____

3) _____

Exercise 5: Conduct a Simple Search Using Google

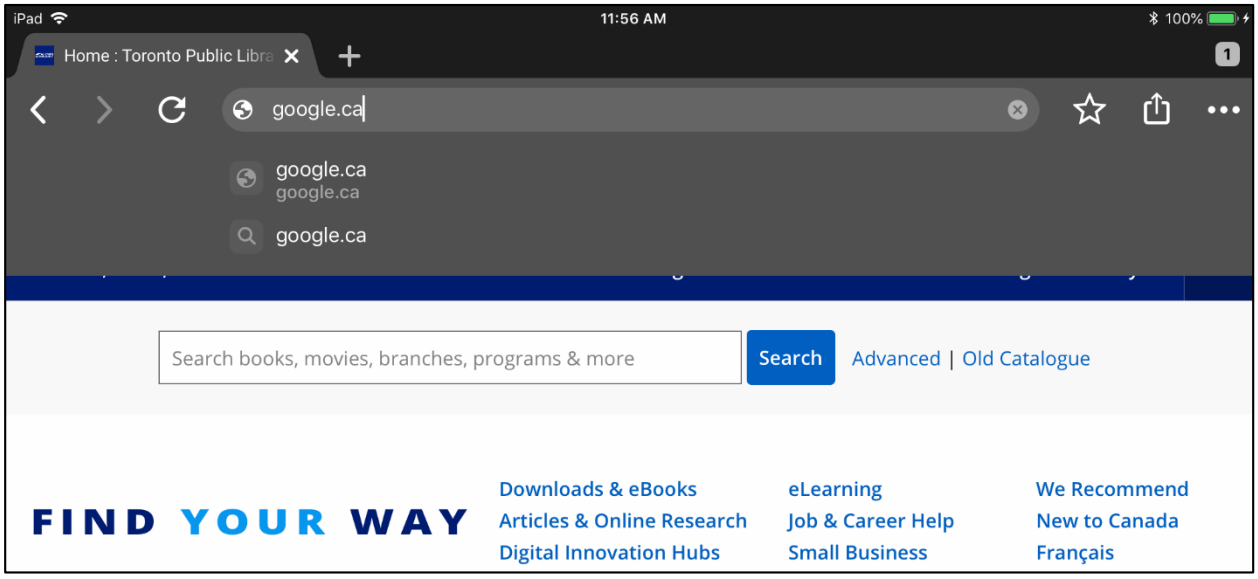
There are times when we have a question and we don't know which web site can answer it. That's when we do a web search. To do this we need to use a search engine. **A search engine is a web site which indexes other web sites!**

A search engine matches the words you type into it with words that it finds on web sites. It then shows you a list of possible results.

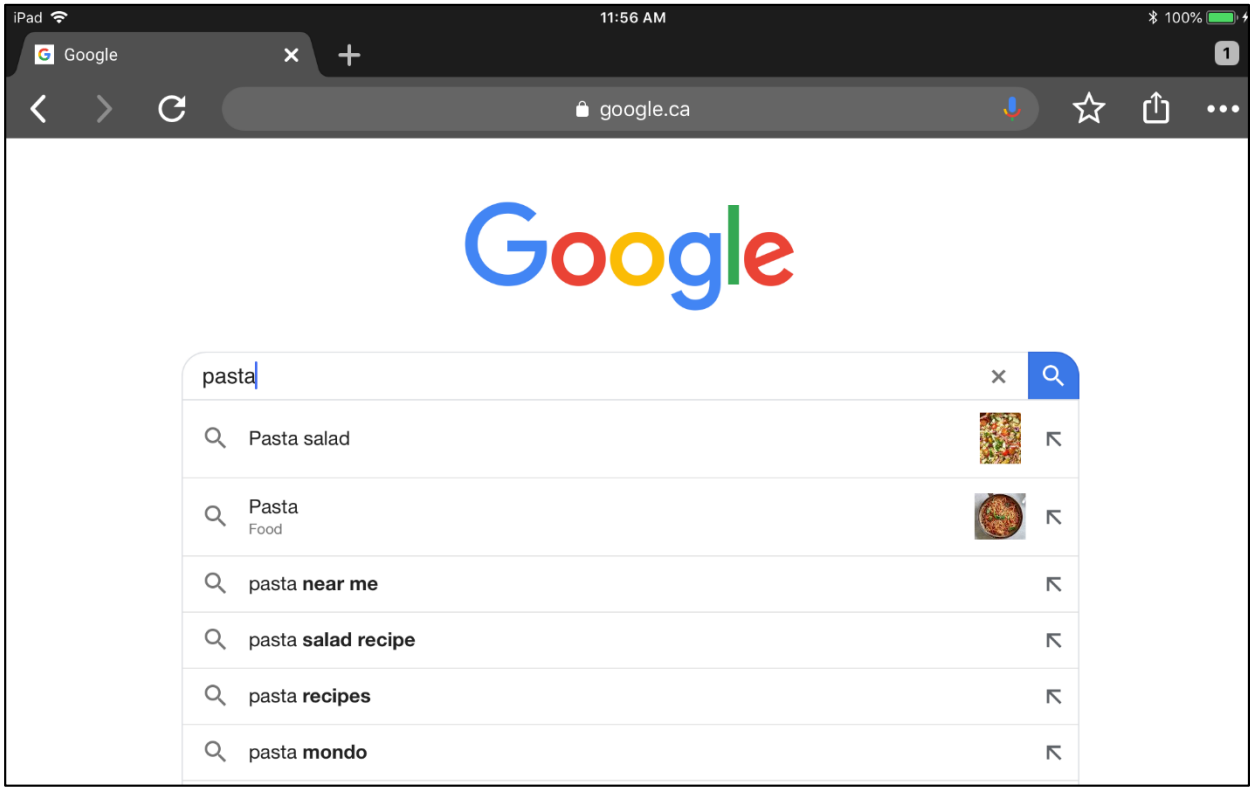
There are many search engines available on the internet. Some of the more popular ones include Google, Bing, and Yahoo! Search. **In this class we will practice using Google.**

1. Go to the Google web site by typing **google.ca**

   into the address bar of the browser.



2. Type the search term: **pasta recipes** into the search box and press the enter key.



TIP: Did you notice that as you type Google tries to guess what you want based on other common searches? If one of these suggestions matches your desired search, tap on it.

3. You will see a list of results. Scroll down the page to view them.
4. Choose a result and tap on it. Find a pasta recipe on the site.
5. Use the back button to go back to the results page, and tap on another result.

Challenge

Do a search to find information on the **CN Tower.** Can you use Google Suggest for this search? Do you need to go into a specific web site to get information?

Review Quiz

1. What does the TPL home page have to help you find content?
    a. Links to new or featured information.
    b. Menus to let you browse the categories you are interested in.
    c. A search bar to let you search within the web site.
    d. All of the above.

2. What part of the web site address **https://www.cbc.ca** would you need to put in the address bar to go to the CBC web site?
    a. The whole thing.
    b. www.cbc.ca
    c. cbc.ca

3. Which of the following addresses will take you to a Canadian web site?
    a. www.amazon.com
    b. www.amazon.co.uk
    c. www.amazon.ca

4. Google is:
    a. The world's only search engine.
    b. One of many different search engines.
    c. One of the three different browsers available on TPL computers.

Answers

1d. The TPL home page has links, menus and a search box to help you find information.

2c. You only need to enter the **domain name** (cbc.ca) in the address bar. The computer fills in the rest automatically.

3c. www**.**amazon.ca is the address of the Canadian branch of Amazon. The clue is in the top-level domain name: .ca.

4b. Google is the search engine we used today, but it's not the only search engine available. Bing and Yahoo! Search are two other popular search engines.

Wrap Up

Today we learned:

1. How to recognize and "read" a web site address.
2. How to use a web site address to find the web site.
3. How to explore a web site by starting from the home page and using links, menus and the search box.
4. How to use google to do a simple search on the internet.

We've covered a lot of ground! Next time, we will be learning to do more complicated internet searches to find images, news, maps and more.

Home Practice Part 1: Navigating Web Sites

The more you practice using the internet, the more comfortable you will become using it. Here are some web sites to practice exploring. Choose one that you're interested in and see what you can find!

Health:

1. **Web MD.** www.webmd.com Well-written articles on a wide variety of health topics.
2. **Canada's Food Guide.** https://food-guide.canada.ca/en/ Includes the food guide and lots of healthy, easy recipes.
3. **Unlock Food**. http://www.unlockfood.ca/en/default.aspx Award-winning website created by the Dieticians of Canada, full of healthy eating information.

Government:

1. **The Canadian Federal Government Web site**. Information about all parts of the federal government. https://www.canada.ca/en.html
2. **The Ontario Provincial Government Web Site.** https://www.ontario.ca
3. **The City of Toronto** https://www.toronto.ca
4. Toronto 311 https://www.toronto.ca/home/311-toronto-at-your-service Call 311 with questions about municipal services.

Travel:

1. **Tripadvisor**. https://www.tripadvisor.ca A web site full of reviews and advice for travelers.
2. **Ontario Travel**. https://www.ontariotravel.net/en/home Official web site of Destination Ontario. Lots of local trip ideas.

Arts and Leisure:

1. **Art Gallery of Ontario**. https://ago.ca Current and upcoming events.
2. **WholeNote**. https://www.thewholenote.com Articles, schedules and reviews for musical events throughout Ontario, from the people that bring you WholeNote magazine. Sponsored by the Ontario Arts Council.
3. **National Film Board of Canada**. https://www.nfb.ca The NFB is a national institution. Films on their web site can be streamed for free. Check out the classic short *The Log Driver's Waltz,* for example.
4. **New York Public Library**. https://www.nypl.org Find lists of recommended books, listen to debates and discussions on their podcast *The Librarian Is In*, and much more.

Home Practice Part 2: Searching the Internet

Here are some searches you can do for practice. Start from the google home page (google.ca) and think of good keywords to use in your search.

1. Toronto Star Crossword, Washington Post Crossword, Online Sudoku.
2. JS Puzzles (online jigsaw puzzles).
3. Online solitaire, online chess, or online mahjong.
4. The weather report.
5. Your favourite sports team or sports event.
6. Current news items.

Appendix 1: Private Browsing in Chrome

Browsers are software applications that allow you to go online and access web pages and other services. Your iPad comes with 2 browser Apps:
Chrome (made by Google) and **Safari** (made by Apple).

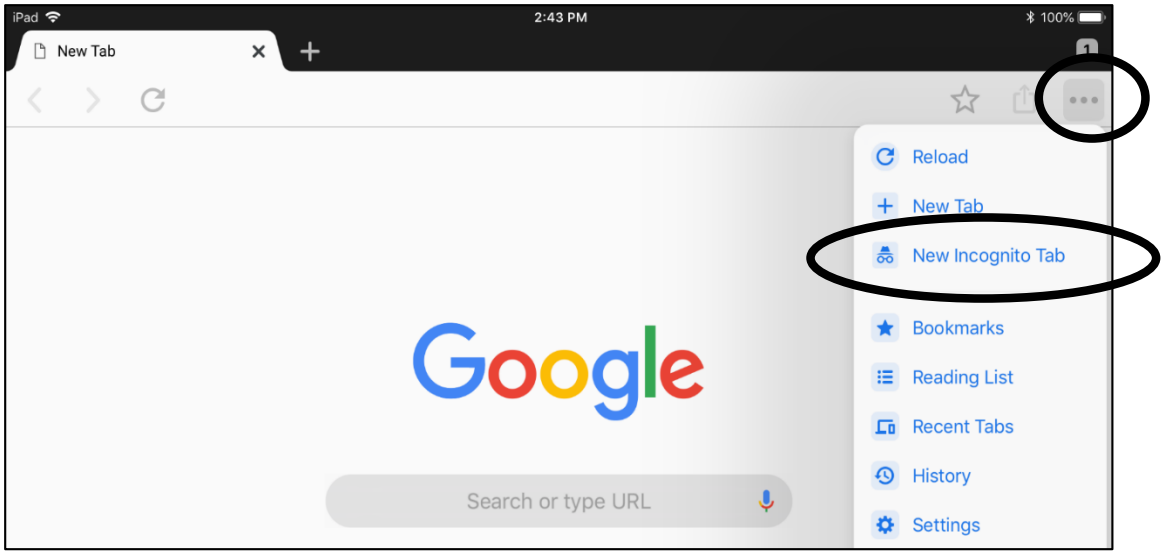
We mentioned earlier in the class that iPads are designed for personal use. But there are tools to protect your privacy when using a shared device. One of those is to use a Private Browsing window.

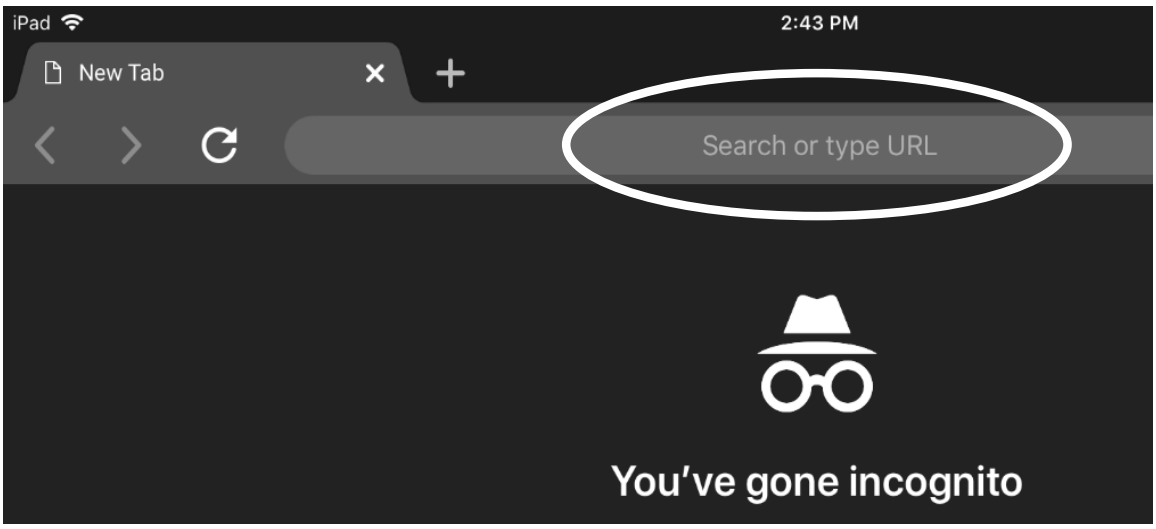
When you browse privately, other people who use the device won't see your activity. In **Chrome this is called Incognito.** Chrome doesn't save your browsing history or information entered in forms. Cookies and site data are remembered while you're browsing, but deleted when you exit Incognito mode.

It's quick and only takes 2 extra steps:

1. **Open the Chrome app**, with a quick single tap.
2. Tap the **3 dots** which stand for "More"

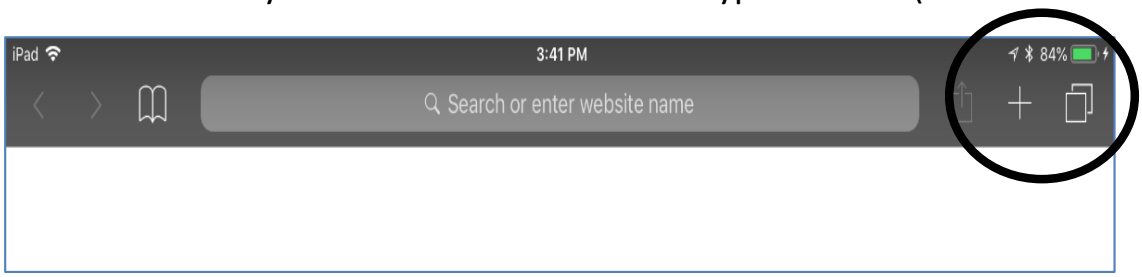
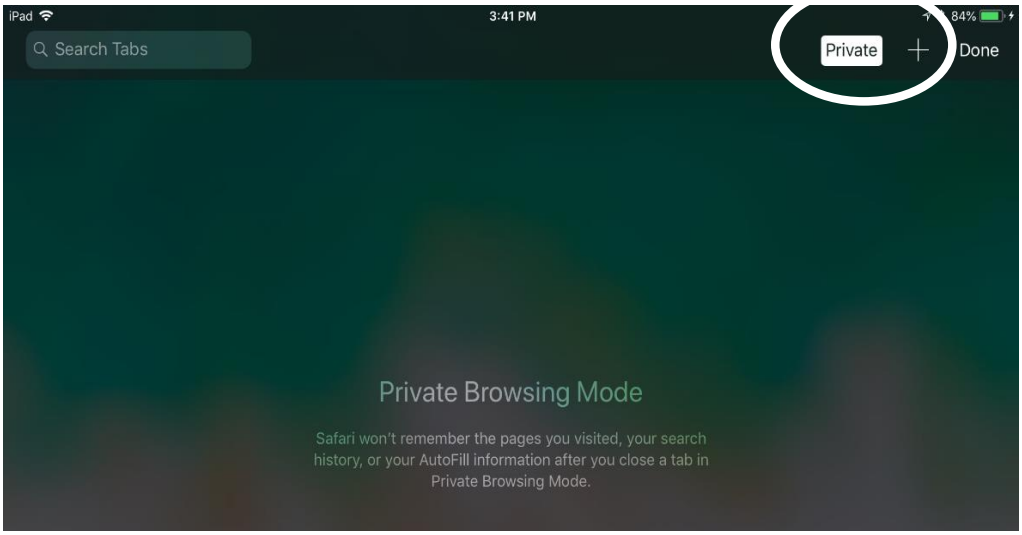
3. Then Tap **New Incognito Tab**
4. A new Incognito tab opens
5. You may now enter search words or type in a URL (or web address)


iPad
2:43 PM
100%
New Tab
Reload
New Tab
New Incognito Tab
Bookmarks
Reading List
Recent Tabs
History
Settings
Google
Search or type URL


iPad
2:43 PM
New Tab
Search or type URL
You've gone incognito

Appendix 2: Private Browsing in Safari

In **Safari Private Browsing** protects your private information and blocks some websites from tracking your search behavior. Safari won't remember the pages you visit, your search history, or your AutoFill information.

1. **Open the Safari app**, with a quick single tap
2. Tap the "**Show Pages**" icon (2 squares)

3. Tap **Private**, then **Done**
4. While Private Browsing is on, Safari appears black or dark instead of white or gray
5. You may now enter search words or type in a URL (or web address)