
Uses for the Internet:

The Internet is used for many things such as e-mail, social networking, job-hunting, getting the latest news, research, listening to music, watching videos, getting driving directions, reading online books and so much more.

What do you plan to use the Internet for?

COMMON TERMS YOU MIGHT HEAR AND WHAT THEY MEAN:

BROWSER: A browser is an application used to access and view websites. Some popular browsers include Microsoft Edge, Google Chrome, Firefox, and Safari, but there are plenty of others.

WEBPAGE: Is what you see in your browser when you are on the internet. Think of the webpage as a page in a magazine. You may see text, photos, images, diagrams, links, advertisements and more on any page you view. (<https://www.lifewire.com/top-internet-terms-for-beginners-2483381>)

Web Address: The web address tells the browser exactly where to find the page. For example, www.akronlibrary.org is the *web address* to get to the library's website.

*.com signifies the part of the **URL** that identifies what exactly that site is part of i.e., institution, government, business, etc.

- **com:** generally for commercial businesses
- **gov:** government organizations
- **edu:** educational organizations
- **org:** non-profit organizations

GETTING STARTED USING GOOGLE CHROME

What is Google?

Google is the most popular **search engine** on the Internet. A search engine is a program that searches for items online that correspond to keywords or characters specified by internet users. Google is **easy to use, and** also more **effective** than the average search engine, making it easier to find what you are looking for. Google is also home to a variety of **features such as Google Maps, Google Drive, Google Docs, Images, Gmail, Calendar, Translate, and much more.**

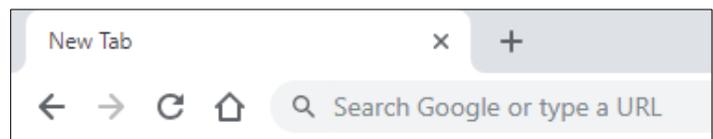
Begin by double-clicking on the Google Chrome icon in the task bar or on your desktop. If you do not see a shortcut on your desktop, click on the icon in your task bar.



TO VISIT A SPECIFIC WEB PAGE:

When you know the URL (or web address) you can type that right into the address bar.

- Click somewhere *on* the address of your current page.
- When the letters are highlighted in blue, type in **the address**.
- For class let's type, **akronlibrary.org**.
- Hit the **Enter** key on your keyboard to go to that page.



GOOGLE CHROME TOOLBAR

Let's look at the Google Chrome Toolbar which will help you to navigate through your use of the Internet.



1. **Forward button:** Return to a page after you have used the **Back** button. To see your browsing History, right-click on the **Back** button.

- a. Click and hold either back or forward button to see your recent history.
2. **Refresh button**  will **reload** the current page. If a website stops working, try using the Refresh button. If a webpage doesn't load correctly, it will temporarily become the **Stop button** . Click this button to stop a webpage from loading if it is taking a long time.
3. **Home button**: this will always take you back to your home page.
4. **Address bar**: The address bar is where you type in a specific web address that you wish to navigate to or you can also type in a search term.
5. **Bookmark button**: Click to bookmark a web site to find it again easily.
6. **Chrome menu button**: Click to display different tools such as history, settings and print.

Can you see the home button on your screen? No? Let's turn it on then.

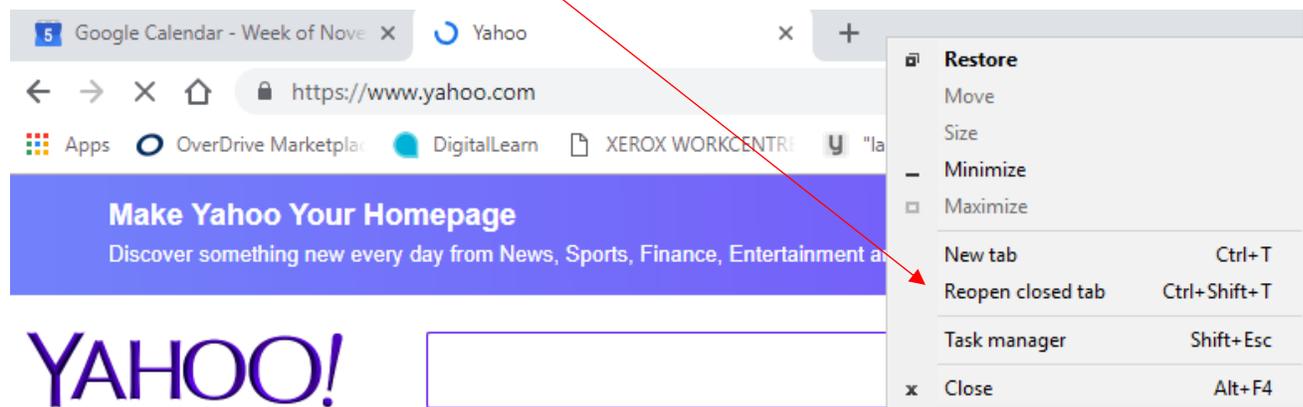
1. Click on the **Chrome menu button**.
2. Click on **Settings**.
3. Turn on the **Show home button** by sliding the button so it turns blue. 

TO OPEN A NEW TAB:

- Click on the **new tab** icon (the small plus sign) to the right of the open tabs. You can also hit **Ctrl+t** to open a new tab.



- **To switch between tabs**: Click on the tab that you wish to see. This will not close the other tabs that you have open.
- **To close a tab**: click the small x in the right-hand corner of the tab.
- **To open a recently closed tab**: Right click with your mouse on the empty area in the title bar select **“reopen closed tab”**.



One or the other

SETTING THE HOME PAGE



A **home page** is the page that will load when you click the **Home button** on your address bar.

1. Click on the  Chrome menu then choose **Settings**.
2. Click on **Show home button**.
3. Type the address in that you want to be your home page. Note: the library computers are locked into the library home page so they cannot be changed.

Show home button

Custom



New Tab page

Enter custom web address

SETTING THE STARTUP PAGE

A **start up page** is the first page that will load automatically when you double click on the icon to open your browser. If you want your homepage and start up page to be the same then you need to set the startup page too.

- Scroll to the bottom of the screen.
- Click on **manage startup pages**.
- Then, click on **Open a specific page or set of pages**.
- Click on **Add a new page**.

← Manage on startup pages

Pages to open on startup

Open the New Tab page

Continue where you left off

Open a specific page or set of pages

Open a specific page or set of pages

 www.akronlibrary.org
http://www.akronlibrary.org/

Add a new page

Use current pages

- A pop up box will appear on the screen, type in the web address you want to have as your start up page.
- Click the **ADD** button.
- You can add as many set up pages as you would like to open when you double click on your browser.



Browsing History

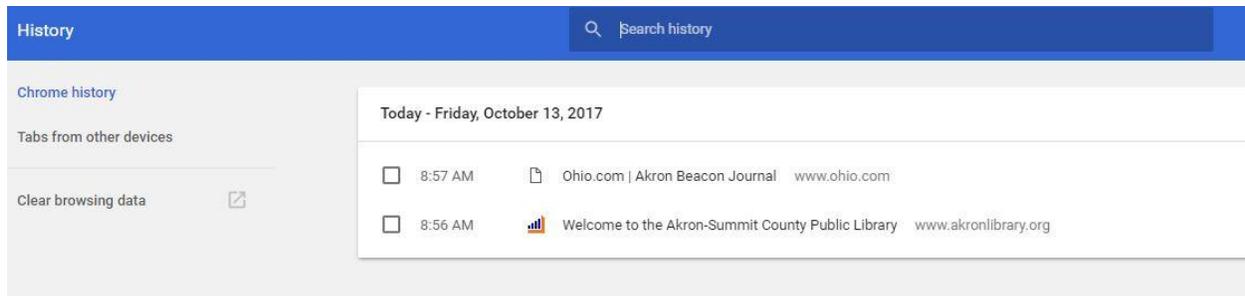
Chrome will keep a record, or history, of every webpage that you visited. This will help with load times on websites that you visit regularly. You may want to view your history to find a previously viewed page or delete the history (for privacy reasons).

To view the history:

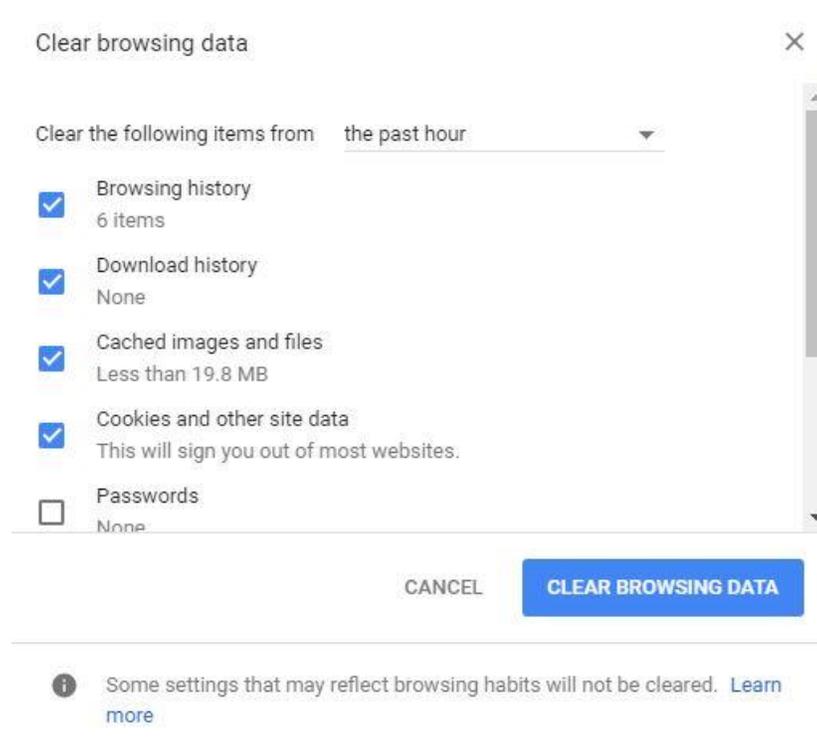
- Click on the Chrome menu  on the upper right-hand side of the browsing window.
- Then choose **History**.
- Your full browsing history will appear in date order.



To help you in searching for a recently visited page, you can enter a search term in the bar at the top and then click, **search history**



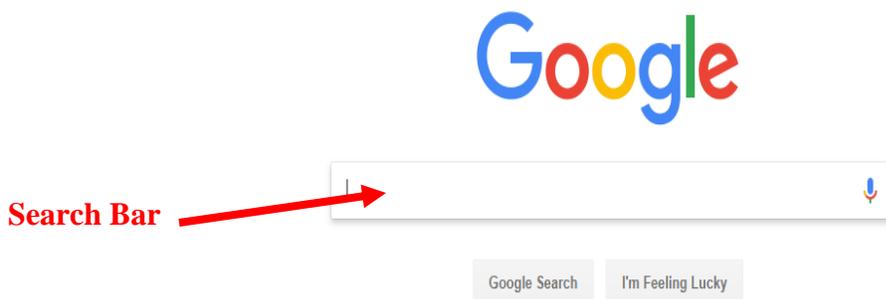
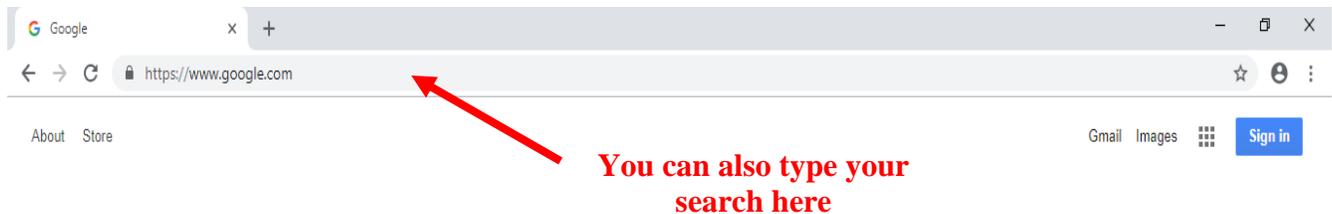
To delete your history, you can click on **clear browsing data**. A window will pop-up where you can choose how far back you want to delete. You can delete an hour ago, a week ago, or since the beginning of time.



PERFORMING A SEARCH USING GOOGLE CHROME

Let's visit Google:

- Type **google.com** in the address bar.
- in Chrome, type your search terms into the address bar, or go Google.com in your web browser. From there, you can search for anything you would like more information about. Just type your search terms in the search bar, then click the **Google Search** button or press **Enter** on your keyboard.



- After you type search terms into search bar, you will see a list of **relevant websites (also called search results)**, that match your search. If you see a site that interests you, simply click the link to open it. Place your mouse pointer over the text (Link) and you will see the mouse pointer turns into a hand icon . Click on it. If the site doesn't have what you need, click on the **Back** button  at the top of the browser window to return to the results page to look for more options.
- Click in the search box and type **recipes**.
- A drop box will appear below with suggestions of other search terms. Feel free to click on one if it matches what you're looking for.
- Hit the **Enter** key or click on the **Google Search** button to conduct the search.

BOOKMARKS

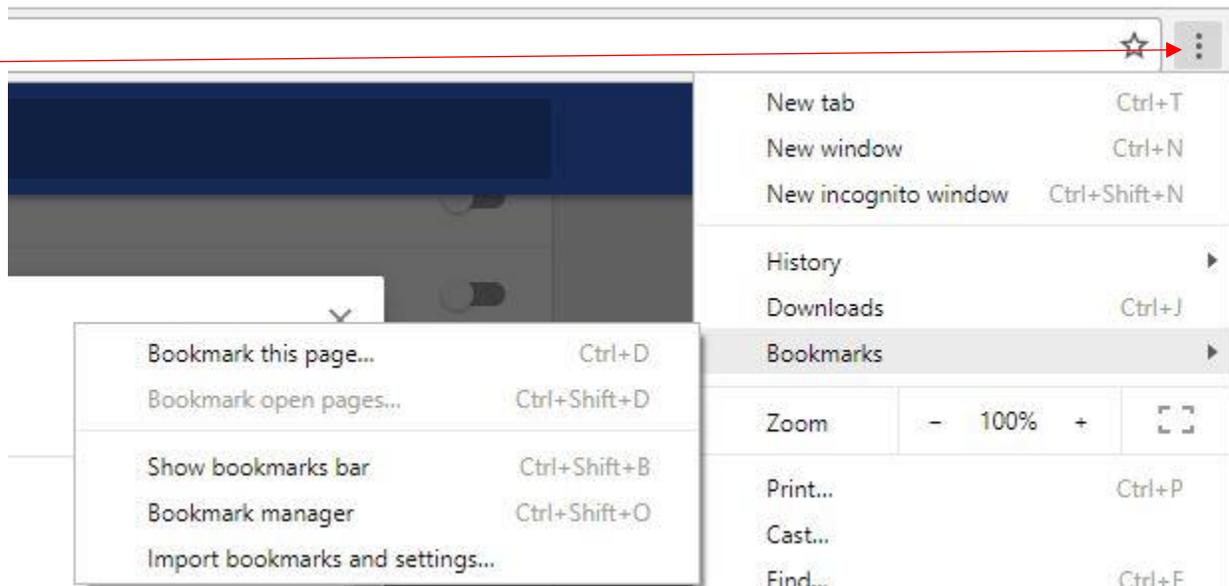
You may want to use bookmarks to help you organize and remember websites that you want to visit again at a later time. To do this in Chrome, simply navigate to a website

that you want to bookmark. Click on the  next to the address bar. When the dialog box appears, click **done**. The website will be saved to the bookmark bar.

You can choose to have your bookmark bar appear.

TO TURN IT ON

- Click on the Chrome menu button.
- Slide down to Bookmarks
- Then over to show bookmarks bar.
- Click **Show bookmarks bar** to turn on or click to turn off.



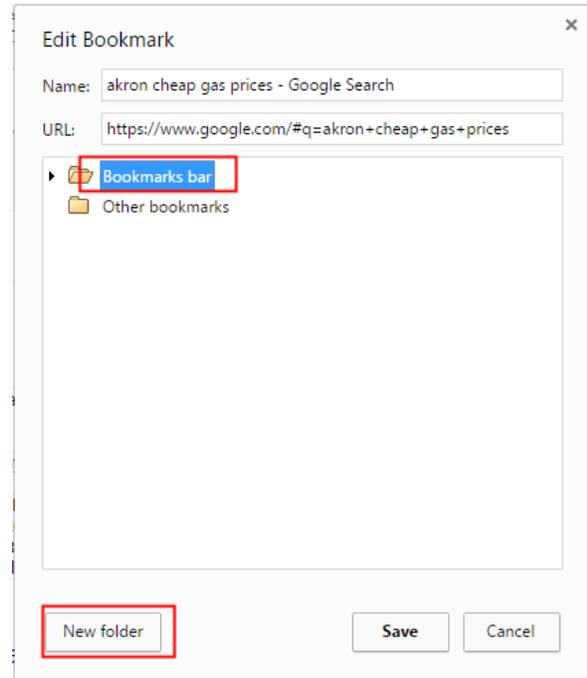
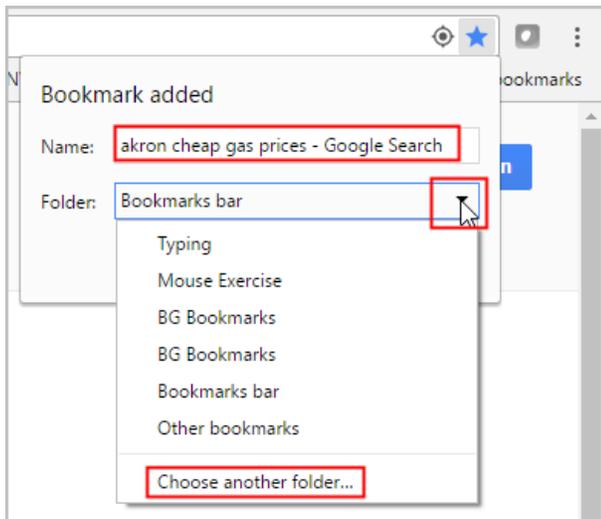
With the bookmarks bar turned on, the bookmark bar will appear below the search bar:



HOW TO ORGANIZE YOUR BOOKMARKS ON YOUR BOOKMARK BAR:

You can organize your sites in separate folders by creating folders on the Bookmark bar.

- Click **Choose another folder**
- In **Edit Bookmark** window, make sure you select **Bookmarks bar**.
- Click on **New folder**
- Type in the name of the new folder such as “Gas prices” for example, and click on **Save**.



GOOGLE TIPS & TRICKS

CALCULATOR

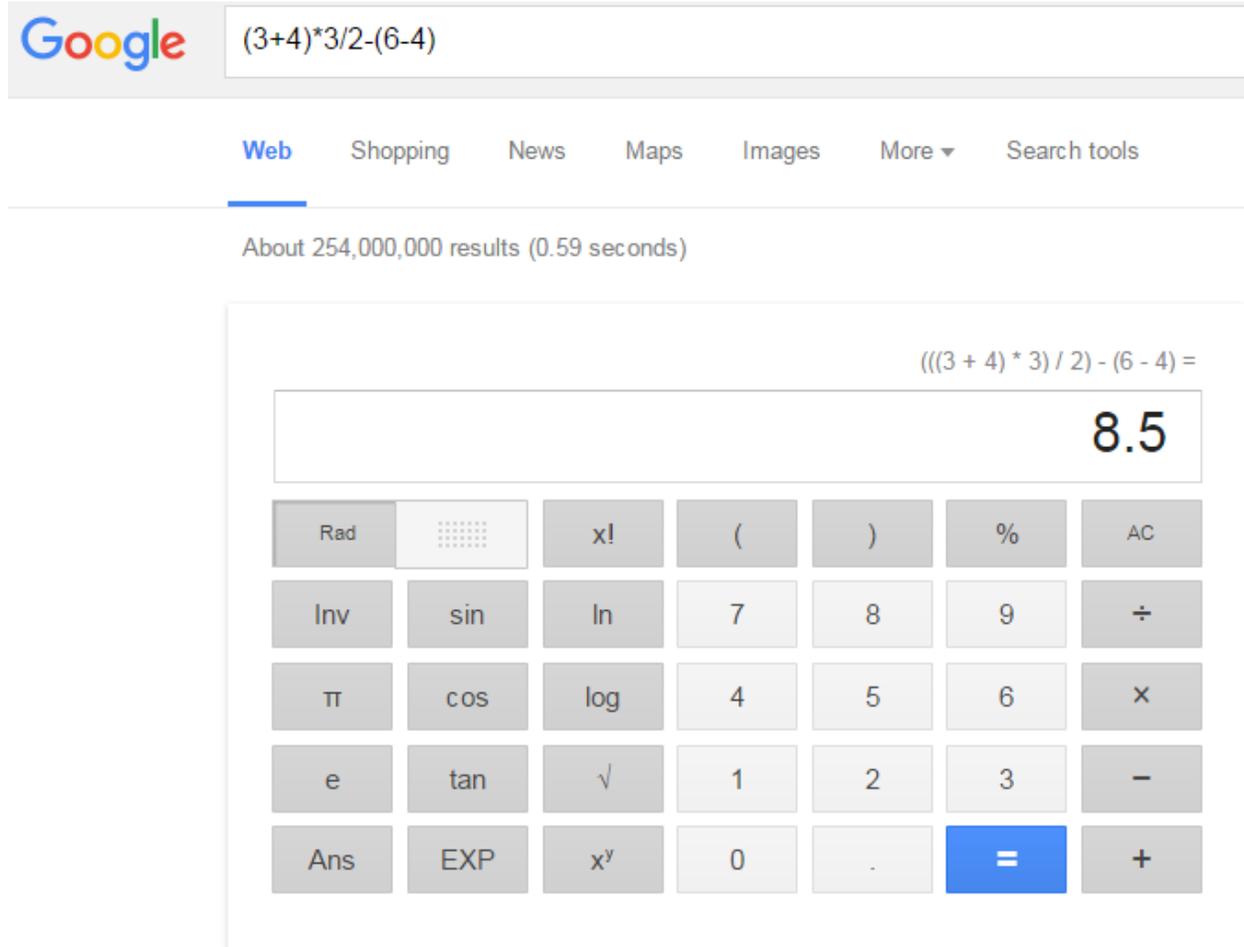
Google can be used as a calculator by typing the equation into the search bar and hitting enter. Here are some of the common functions:

Addition **7+6**
Subtraction **7-6**
Multiplication **7*6**
Division **7/6**

Percentages **45% of 25**
Raise to a Power **2^5**

It also recognizes Algebraic formulas. **(3+4)*3/2-(6-4)**

To see a complete list, visit <http://www.googleguide.com/help/calculator.html>.



The image shows a Google search interface. At the top left is the Google logo. To its right is a search bar containing the mathematical expression $(3+4)*3/2-(6-4)$. Below the search bar are navigation links: Web (highlighted), Shopping, News, Maps, Images, More (with a dropdown arrow), and Search tools. Below these links, it says "About 254,000,000 results (0.59 seconds)". The main content area displays a calculator interface. At the top right of the calculator, the expression $((3 + 4) * 3) / 2 - (6 - 4) =$ is shown. Below this, the result 8.5 is displayed in a large font. The calculator keypad includes buttons for Rad, a grid icon, x!, (,), %, AC, Inv, sin, ln, 7, 8, 9, ÷, π, cos, log, 4, 5, 6, ×, e, tan, √, 1, 2, 3, -, Ans, EXP, x^y, 0, ., = (highlighted in blue), and +.

DICTIONARY

Google can be used to look up the definition of a word. The **define** operator will return results with a list of definitions for your word and a link to the website that definition came from.

Example:

Define computer

Define virus

Dictionary

computer

com·put·er
/kəm'pyoodər/ 

noun
noun: **computer**, plural noun: **computers**

an electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.
synonyms: [personal computer](#), [PC](#), [laptop](#), [netbook](#), [ultraportable](#), [desktop](#), [terminal](#); [More](#)

- a person who makes calculations, especially with a calculating machine.

Translate computer to

Use over time for: computer

Mentions



1800 1850 1900 1950 2010

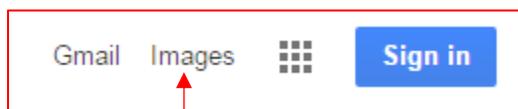
 Show less

Google will also allow you to hear how to pronounce the word if you click on the speaker after the phonetic spelling of the word.

You can also translate the word you defined using any of the languages listed under the drop down next to **Choose language**.

IMAGES

If you are looking for images (pictures) on Google, you can specify that you only want images as your results. Click on the **Google** logo in the upper left hand corner, then click on the word “images” in the top right-hand side of the screen before entering the search criteria.



Once you select “Images”, Google search bar will include a camera icon. Enter what you are looking for and hit enter.



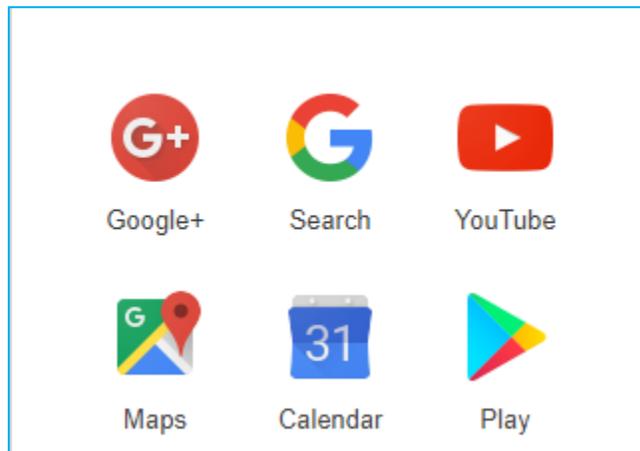
puppies   

The results will look like this:



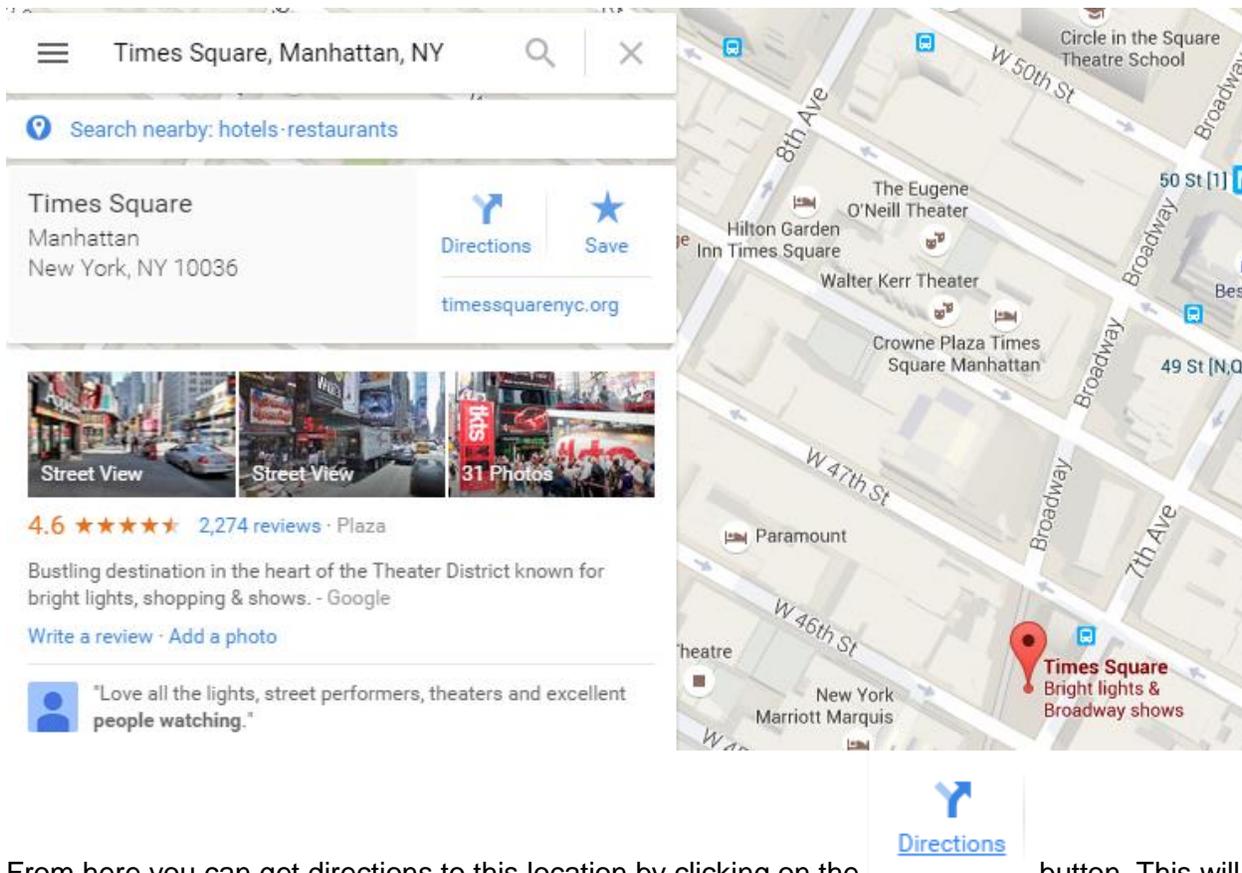
GOOGLE MAPS

You can use Google Maps to find a location, get directions, and also get a street view of a particular location. In the upper right hand corner of any google search page, you will see the Google apps icon.  Click on the icon and a drop down list will appear with a list of different apps available from Google. You want to click on the Maps icon to get to the maps page.



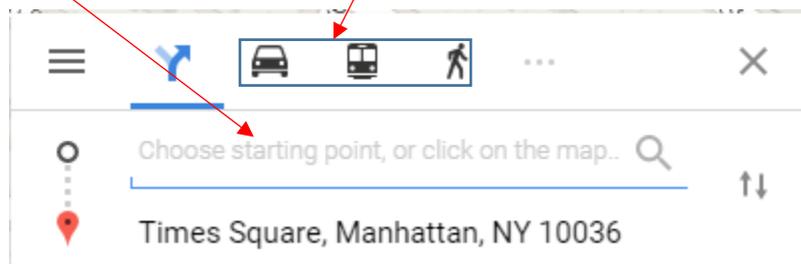
The map that comes up will be of your location. You can enter an address or location in the upper-left hand side search box to find a specific location as well as directions.

For example, type **Times Square**. Your results will look like this:



From here you can get directions to this location by clicking on the [Directions](#) button. This will open up a search box where you can enter a starting location.

Enter your location here. You can also select driving directions, by bus, or walking directions.



Click on “details” to get the turn-by-turn directions.

Driving directions

via 8th Ave and W 46th St **5 min**
 3 min without traffic · [Show traffic](#) 0.3 mile

300 W 44th St
 New York, NY 10036

- ↑** Head southeast on W 44th St toward 8th Ave
 223 ft
- ↶** Turn left at the 1st cross street onto 8th Ave
 0.1 mi
- ↷** Use the right 2 lanes to turn right at the 2nd cross street onto W 46th St
 0.2 mi

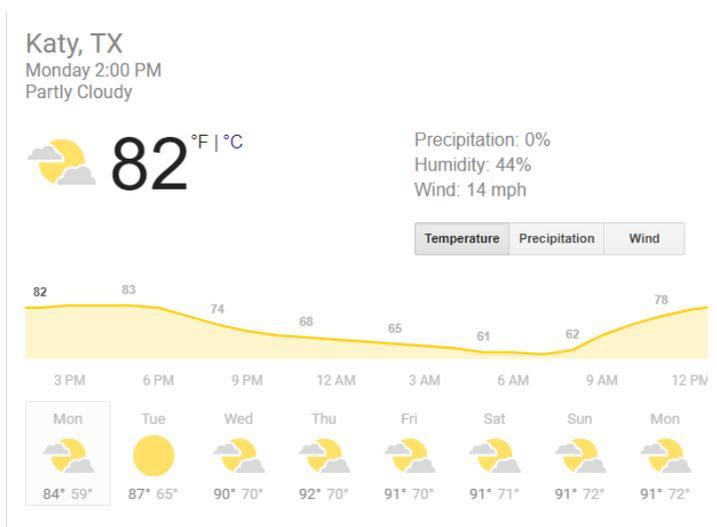
Times Square
 Manhattan, NY 10036

Click on the printer icon to printout the directions with or without a map included.

Print including maps
 Print text only

WEATHER

If you type weather Akron Ohio or any other city and state you want in the Google search box, the box below will appear and you can see what the weather conditions are for that area for today broken down by hour. You can also look at Precipitation and Wind too. This is powered by weather.com.



CONVERSION

If you would like to know how many inches are in a foot, feet in a yard, tbsp. in a cup, or pint in a quart, then just type what measurements you want to convert in the google search box.

10 feet to inches  

[All](#) [Shopping](#) [News](#) [Images](#) [Maps](#) [More](#) [Settings](#) [Tools](#)

About 21,500,000 results (0.70 seconds)

Length 

10 = 120

Foot  Inch 

4 tbsp to cups  

[All](#) [Shopping](#) [News](#) [Videos](#) [Images](#) [More](#) [Settings](#) [Tools](#)

About 29,400,000 results (0.66 seconds)

Volume 

4 = 0.25

US tablespoon  US customary cup 

HOLIDAY

To find out what date a particular holiday falls on type in the holiday name in the search bar and press enter. If you want to a holiday for a different year, add said year.



The image shows a Google search interface. The search bar contains the text "thanksgiving 2018". Below the search bar are navigation tabs for "All", "News", "Shopping", "Images", "Videos", and "M". The "All" tab is selected. Below the tabs, it says "About 29,800,000 results (0.50 seconds)". The main result is a large box containing the text "Thursday, November 22" in a large font, with "Thanksgiving 2018 in United States of America" in a smaller font below it.

TRACK PACKAGES

Type your tracking number for UPS, Fedex or USPS packages.



The image shows a package tracking interface. At the top, it says "Track a package". Below that is a text input field containing the tracking number "9114901496451070500217". To the right of the input field is a blue button labeled "FIND CARRIER". Below the input field and button are two rows of options: "Track via FEDEX" with a blue right-pointing arrow, and "Track via USPS" with a blue right-pointing arrow.

PRINTING FROM A WEB PAGE

Go to Ohio.com.

You can print the content from a web page by clicking on the Chrome menu button located on the upper right-hand side of the toolbar.



Choose the option to **print**.

A preview of the page will be displayed. If you do not want to print the entire webpage, use the scrollbar to navigate to the page that contains the information that you want to print. You can either print all of the pages or select the specific page(s).

Print
Total: 2 sheets of paper

Print Cancel

Destination \\staff-server1\ESWrkRm
Change...

Pages All
 1-2

Copies 1 + -

Layout Portrait

Double-check that the correct printer is located, the pages that you want printed are selected, how many copies you need and if you want to print in landscape or portrait. When you have finalized your selections, hit the blue **Print** button.

