

USING the INTERNET EFFECTIVELY

Understanding the Language

World Wide Web (WWW) - The Internet. The Web consists of a huge collection of documents stored on computers around the world.

Web Site - A web site is a collection of web pages maintained by a college, university, government agency, company or individual.

Web Page - A web page is a document on the Web. Web pages can include text, pictures, sound and video.

URL - Each web page has a unique address, called the Uniform Resource Locator (URL). You can instantly display any web page if you know its URL.

Hypertext - Web pages are hypertext documents. A hypertext document contains highlighted text that connects to other pages on the Web. You can easily jump from one Web page to another by selecting the highlighted text.

Web Browser - A program that lets you view and explore information on the web. The most commonly used are either Internet Explorer or Netscape Navigator.

Home Page - The home page is the page that appears each time you start a Web browser.

Links - Allow readers to select highlighted text or pictures to display other related pages on the web.

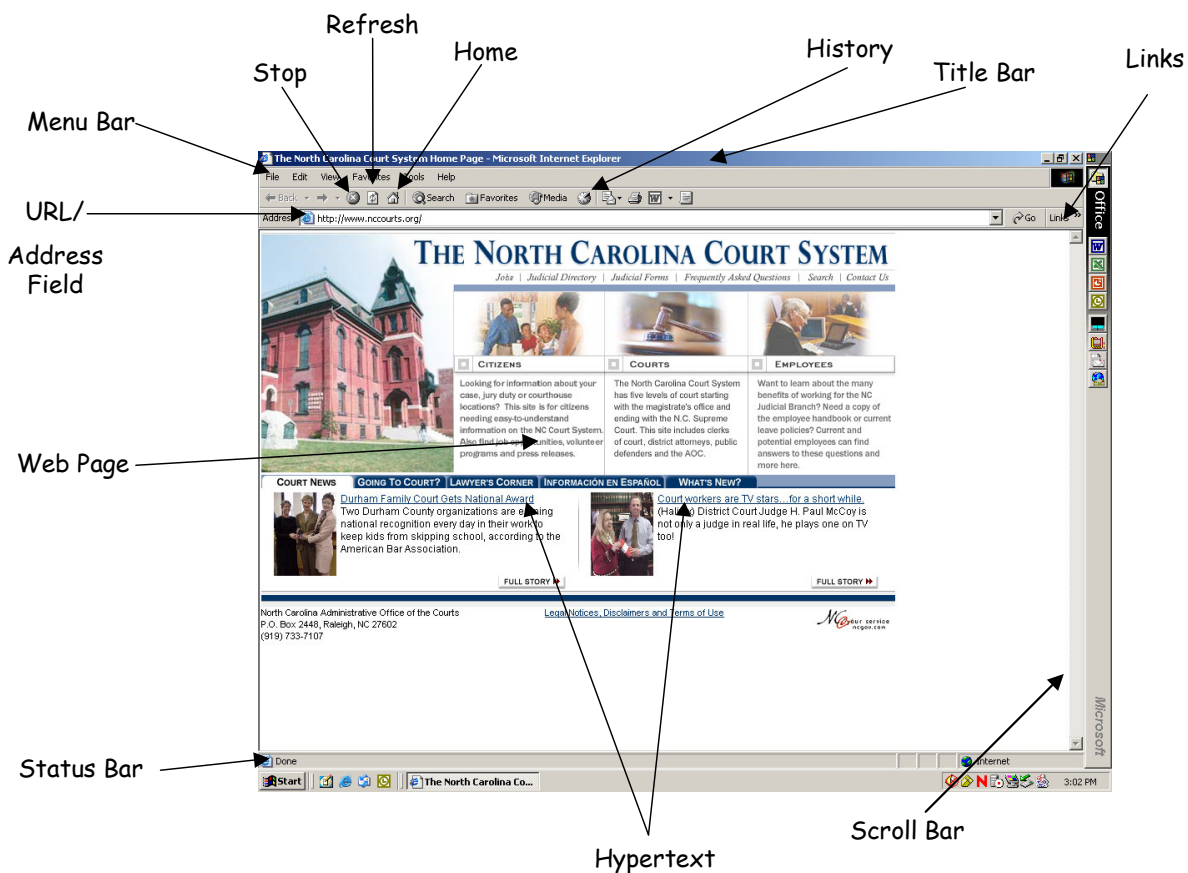
Error Messages - Sometimes an error message appears when you click a hyperlink. Common messages are "server busy" "DNS entry not found," and "File not found." These messages mean that your browser could not communicate with the web server that stores the page you requested - either because the server is busy, the Web page's location has changed permanently, or the page no longer exists on the web.

Opening Internet Explorer

There are many ways to open up a web browser:

1. Click on Start. Click on Programs. Click on Internet Explorer.
2. Double - click the icon on your desktop.
3. Click once on the Internet Explorer icon on the Microsoft Office Toolbar.

Reviewing the Internet Explorer Screen



Title bar - shows the name of the open web page and the web browser's program name and contains the Minimize, Restore and Close buttons.

Menu Bar - provides a convenient way for you to execute typical File, Edit, View and Help commands.

Scroll Bar - allows you to move up and down or move right and left if a web page is longer or wider than the windows.

Status Bar - indicates the name of the web page that is loading, the load status, and important messages such as "Document: Done." When you point to a hyperlink, its URL also appears in the status bar.

Back Button - allows you to go back to a previously viewed web page. If you have just opened your web browser, the Back button will be dimmed.

Forward Button - allows you to go forward if you have used the Back button previously.

Reload/Refresh Button - allows you to load again a Web page currently appearing in the web browser window. Use this button to update a page that contains current information such as news headlines.

Home Button - allows you to return to the home page for your web browser.

Stop Button - allows you to stop loading the contents of a web page.

Search Button - Click on the Search button. Review search techniques. Go to Google and review the search expressions.

Favorites Button - Click on the Favorites button. Review how to add a favorite and how to organize.

History Button - Click on the History button. Review how to look at history and also how to clear history.

Address Field - Review how to enter an address. Review the Go button.

Links Toolbar - Review the buttons and how to use.

USEFUL WEBSITES

www.nccourts.org - The official web site of the North Carolina Court System, provides a variety of helpful tools and useful information.

Judicial Directory	Employees
Judicial Forms	Court News
Search	Going to Court
Contact Us	Lawyer's Corner
Citizens	Information in Spanish
Courts	What's New

www.ncga.state.nc.us - The North Carolina General Assembly's website provides quick links to statutes, laws, publications, resources and various other state government sites. It also offers audio links to both the House and Senate chambers.

www.ncgov.org - The official website for the State of North Carolina contains links to information such as the Governor's web page, North Carolina Homeland Security, the North Carolina JobBank, North Carolina natural attractions and various other facts about our State.

www.doc.state.nc.us - The Department of Corrections website (formerly OPUS via the mainframe) allows you to locate offenders, and give you access to certain offender information.

www.ncdot.org - The North Carolina Department of Transportation website has many useful links that include real-time road conditions, maps, driver and vehicle information.

<https://tao.aoc.state.nc.us> - The State of North Carolina allows you to check your state email via the Internet through a secure connection.

www.usps.gov - The United States Postal Service's website offers a "zip + four" zip code search for anywhere in the country, plus various international locations.

www.mapquest.com - This website is just one example of many websites that afford users the ability to type in a starting point and a final destination address, and an area map along with driving directions will be produced. Approximate travel time and mileage distance are also given.

www.download.com - This website has many free programs, screensavers, music, etc that a user can download to their computer. But remember - use this one at home and not at the office. ;-)

www.babelfish.altavista.com - This website is one of many websites that gives the user the ability to translate English into Spanish and also many other languages.

www.judges.unc.edu - Jessie Smith's web page for Superior Court Judges.

SEARCH ENGINES

www.google.com	www.ask.com
www.yahoo.com	www.search.com
www.msn.com	www.altavista.com
www.aol.com	www.switchboard.com
www.bigfoot.com	www.refdesk.com