



Beginner handout

[www.fastershire.com](http://www.fastershire.com)

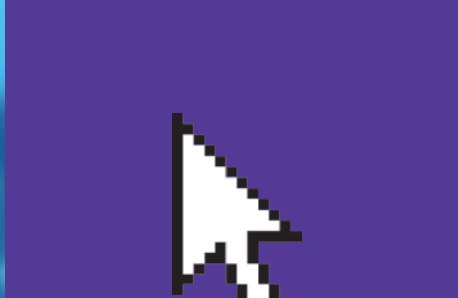
## Getting online

This activity will help you get online for the first time.

### What will I learn?

- How to get online
- How to browse the Internet
- How to search for what you want

welcome to  
*fastershire*  
Faster broadband for Herefordshire and Gloucestershire



## How do I do it?

Be safe! If you're using this hand-out on a shared or public computer, remember to:

- Log on using a 'strong password': one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.
- Never share or write down your password.
- Log out when you're finished.

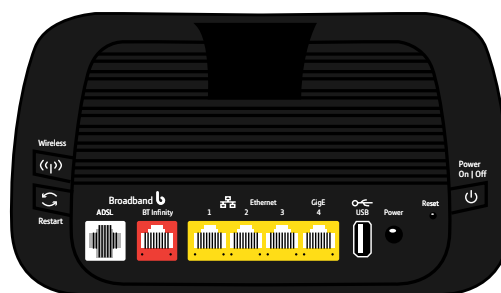
The web links referred to throughout this document can be found in the Useful Links section at the end.

### What do I need to get online?

1. To get on the Internet you need:
  - a computer
  - a phone line
  - a broadband Internet service and equipment.

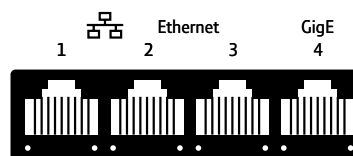


Front of broadband modem



Back of broadband modem

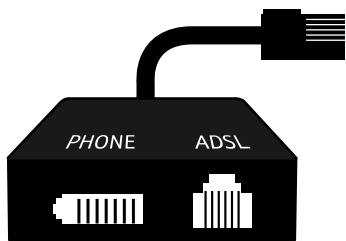
- The most important piece of equipment is your broadband modem or router (a router is a modem that can connect more than one computer to the Internet). This is what connects your computer to your broadband service provider, and from there, to the whole Internet.
- Your modem or router will have connector sockets at the back (see diagram below) that allow your computer to connect to the Internet using an 'ethernet' cable. One normally comes provided.



Connector sockets

- Wireless modems and routers allow computers that have a built-in 'wireless' aerial to connect to them without needing this cable. This include laptops, notebooks, 'smartphones' like iPhones or Android handsets, and tablet computers like iPads.

- You'll also get a little box called a 'filter' (see diagram below). You need to connect this between your phone and the phone socket, otherwise your broadband connection can interfere with your ordinary phone conversations. Your modem/router connects to the 'ADSL' or 'data' socket on the filter. If you've got more than one phone that's connected to a phone socket, additional filters are cheap to buy.



Filter

- See if you can trace the link between the computer and the phone line. Does it use a cable, or a wireless connection?

## How do I set up my broadband modem?

1. When your broadband modem/router arrives, you may need to set it up before you can use it. Set-up instructions will be provided with your equipment and should include your broadband username and password.
  - Plug your modem into its power supply. If you are going to use a cable connection, use the network cable that came with the router to connect it to your computer (this is fatter than a phone cable and has a larger connector at each end).
  - Plug the filter into your phone socket, your phone into the 'phone' connector on the filter, and the router into the 'ADSL' or 'data' connector on the filter, using the phone cable that came with the modem.
  - Switch on your computer and the modem. Depending on your broadband provider, you may get a set-up disk. Put this in your computer's CD/DVD drive. A set-up program should open automatically and guide you through what to do.
  - You may get written instructions instead. To use these you will need to open your web browser and enter a special web address in the instructions. This opens a web page stored in the modem that allows you to set it up.

If you get stuck, your broadband provider will have a helpline for you to call. You may even be able to have someone come and set up your connection for you, for a fee.

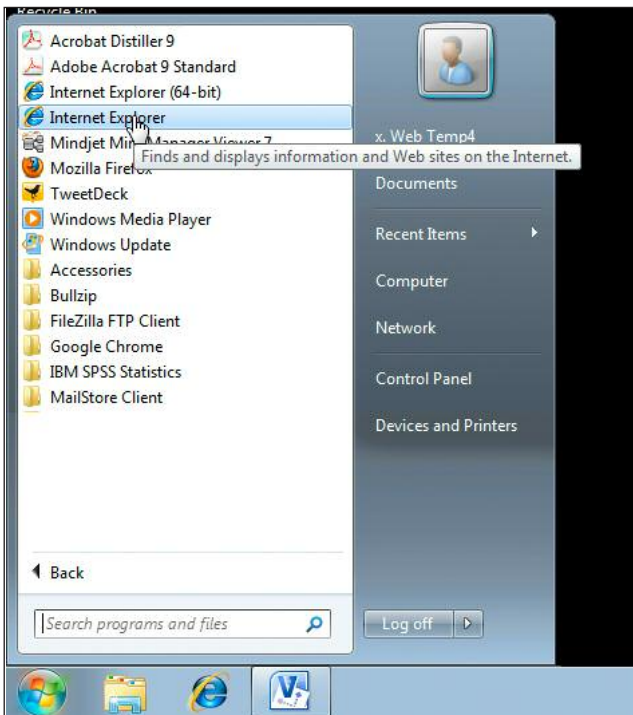
If you are using a wireless connection you may need to set this up on your computer:

- Open the Windows Start menu and click on 'Control Panel' and then 'Network and Internet'. This will let you connect to a wireless network.

To connect, you may need to enter a code printed on your modem, called a 'wireless key' or 'network key'. This code stops other users from accessing your wireless network

How do I browse the Internet?

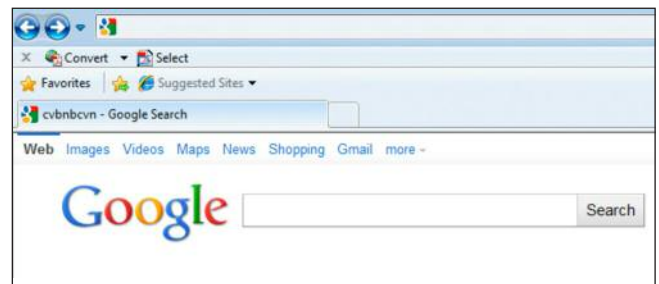
3. To access the Internet you use a web browser - a program that lets you view web pages. There are different browser programs, but they all work in the same way.
  - Open your web browser: click the 'Start' button in the bottom left-hand corner of your screen, then select your browser by clicking on its name or icon.



Accessing Internet Explorer

4. What are the main parts of your Internet browser? Find the:

- address bar (the space where you type a web address)
- forward and back buttons
- 'home page' button (the web page that your browser always opens first).



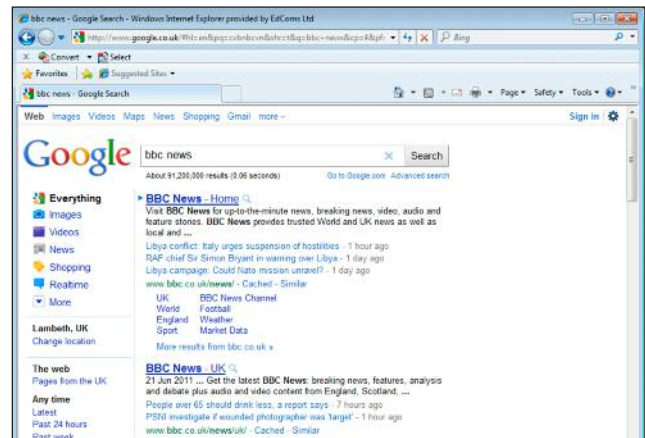
Internet browser

5. Every web page has a unique web address. This tells the computer where the web page and all its files are stored. Visit a web page:
  - type **http://www.btlife.bt.com/do-more-online/** into your address bar and press 'enter':
  - When your cursor changes from an arrow to a hand, you've found a web link. Click on the web links to go to other web pages.
  - Use the forward and back buttons to move between web pages and to return 'home'.
  - Many web pages are larger than your computer is able to show at once on its screen. To see the rest of the page, you need to 'scroll' up and down. You can do this by:
    - rolling the scroll wheel on your mouse.
    - 'clicking and holding on the 'scroll bar' that is on the right-hand side of your web browser's window. Moving this up and down moves the web page up and down in your browser window.
  - Use these ideas to explore the BT web pages, scrolling up and down, clicking on links, and using your forward and back buttons.

### How can I search for what I want?

6. A 'search engine' is a web page that finds information on the Internet. Examples of search engines include 'Google' and 'Bing'.

- Visit the Google web page using the web address in 'Useful Links'.
- Type 'BBC news' into the long bar and click on 'search'. You'll see lots of web page suggestions appear.



Google search results for BBC news

- Click on the first one to go to the BBC news website.
- Explore the site by clicking on the links. What's in the news today?





## Useful Links

You may want to use these links in your session:

**BBC:**

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

**Google:**

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

**Bing:**

<http://www.bing.com>



Connect with us on:

