



Connecting to the Internet:

Even if you plan on accessing the internet primarily from library devices, it still doesn't hurt to know what your options are to access the internet from home.

All types of internet connections are provided by (and therefore are purchased through) an internet service provider, or an ISP. Two common types of internet connections are cable and DSL.

Cable internet service works through the internet connection port on your wall, and travels through a coaxial cable that is plugged into a modem. This is a high-speed option, but can be slower if you have a lot of neighbors accessing the internet at the same time. Because this option offers very fast speeds, it is more expensive to purchase.

DSL internet service is transmitted through copper telephone lines. A cable would run from your phone jack in the wall to your modem. This option is cheaper than cable internet and is more widely available, however it can be slower and is affected by how far away you live from the central tower.

How much speed do you need?

Internet through your ISP is usually priced in tiers by advertised max speeds.

Internet speed is measured in Megabytes per second, or Mbps for short (pronounced "megs"). The Federal Communications Commission (FCC) recommends internet speeds of 12-25 Mbps for families with multiple internet users or for frequent online streaming. Otherwise, it will depend on what you plan on using the internet for:

- Basic internet browsing and email: 3-5 mbps
- Video streaming (low definition): at least 3 mbps
- Video streaming (high definition): at least 5-6 mbps
- Video streaming (4k HDR): at least 25 mbps

Broadband internet: As per the FCC, broadband internet is defined as at least 25 mbps download speed and 3 mbps for upload.

A **wired connection** is possible for both DSL and Cable internet service. This would involve an ethernet cable that would connect your router to your desktop or laptop computer.

A **wireless connection** requires a router. Most tablets, smart phones, and certain compact laptops will not be able to support a wired connection to the modem, and therefore connect to the internet through WiFi.

The **modem** connects your home to the internet, and the **router** creates a network inside your house. Sometimes, these devices are sold separately, but more recently, these devices are now **2-in-1**. This equipment can be provided by your ISP (usually for a monthly fee). It may save you money in the long run to buy your own. Just be sure that the device you purchase is compatible with your ISP and service.



Connecting to WiFi

You can connect to WiFi on a variety of devices, including your smartphone, laptop, tablet, e-reader, and most desktops. The steps to connect to a WiFi network will depend on the device, but in most cases, you'll select your WiFi connection through settings or network settings.

When you connect to a WiFi network, you may have to enter a **password**. This is usually pre-set by your ISP and may be located on the bottom/side of your modem or router.

Some connections do not require a password (for example, the Library WiFi). You can usually tell by which WiFi connections require passwords by which have the **shield** next to them.

If you know you will access a WiFi connection again, be sure to check the box that says "**connect automatically**." With this box checked, your device will automatically connect to the selected WiFi connection when you are in range.

The Web Browser

A web browser allows you to access the internet and browse the web.

There are different types of web browsers with different layouts and features.

1. Google Chrome
2. Internet Explorer*
3. Microsoft Edge
4. Mozilla Firefox
5. Safari

*Internet Explorer is being phased out on new machines that operate on Windows 10 (and higher). The library still allows you access to Internet Explorer for now, however.

You can do just about anything from any browser, but browsers are designed to make it easy and seamless to access their products and services (where applicable).

Which browser is best to learn? If you want to be particular about it, it may be helpful to use a browser that makes accessing the applications and programs you use most often easier.

For example, if your email is through Gmail, Google Chrome would be the natural choice.

However, regardless of which browser you choose, you can access any website and service from any browser!

Google Chrome Overview

Google Chrome is a **web browser** developed by Google. This web browser will come installed on machines made and developed by Google, such as ChromeBooks. It does not come on most devices by default, so you may need to access the internet to **download** Google Chrome for free at google.com/chrome.

Google Chrome is known for being a browser that runs fast, and can handle multiple tabs being open at once. It allows you to **sign in** to the browser itself with your **Google Account** (Gmail) and will save your passwords, bookmarks, and browsing data between devices (such as your smartphone and home computer). Because you can sign into the browser, you will also be



logged in to access other Google Apps and services, such as Gmail, Google Docs, and Google Drive.

Tabs

Google Chrome uses a tab system, which allows you to have multiple pages up at the same time within the same window. This is helpful for when you'll need to **flip between pages** (for example, when online shopping.)

To add a tab, you'll click the **plus** button. To close a tab, you will click on the **X** button on the far right of the tab.

You can also **reorder** the tabs by clicking and dragging one to the right or left. You can pull a tab out of the current window by clicking it and dragging it down. To put it back, you can click and drag the tab back into the cluster of tabs in the other window.

To open a link in a new tab, right-click the link, then select "**Open Link in a New Tab**"
You can also open a link in a new **window**.

As you get used to web browsing, you may find it helpful to open pages in a new tab by default.

Logging into the Browser

While you do not have to log in to the browser to use the internet, it can be a helpful aid. Especially if you have a home computer.

If you choose to sign-in to the browser using your Google Account, Google Chrome will remember and save your:

- Browsing history- visited webpages
- Bookmarks
- Passwords

You will also be logged in when you go to access other Google Apps and services, such as Gmail and Drive.

Google will also sync your information between devices, including your phone and computer when you enable this option. This comes in handy sometimes! (For example, I left the Kroger ad up on my computer before I left to go shopping. If I open Google Chrome from my phone, I can access the tabs that are open on my home computer so I can easily pull it up on my phone.)

How to log in to the browser:

Click on the generic avatar in the top right corner.

Click the blue "**Sign in**" button.

You will sign in with your **Gmail account** (username@gmail.com).

Note that you will have to create a Gmail account to be able to sign in to the browser. However, you don't have to use it as your primary email if you don't want to.

You'll know if you are signed in if you see the picture associated with your Gmail show up in the top right corner. If you don't have a photo, it may be a colored circle with your initials in it.

Note: It's recommended to only log in to the browser when you are using your **personal device**.



Password Management

When you log in to an account through a website for the first time, Google may ask if you would like to have your password saved. You do not need to be signed into the browser to save your passwords.

How to save a password

When you fill in login information (a username and password) this option will appear as a pop up on the right hand side of the text bar. Keep an eye out for it!

Tip: if the pop up doesn't display, try to check that same spot for a key and click on it.

Before you save your password, verify the following:

→ **Was your login successful?**

You don't want Google to memorize the wrong login.

→ **Are the username and password fields filled in correctly?**

Ensure that your username is correct. If it is not, you can click in the text box and edit it as necessary.

You can verify your password at first glance by ensuring that the amount of dots matches the amount of characters in your password.

For example, if your password was iLOveDOGS! and Google displays only •••• (four dots) it's likely not saving the right text.

You can also verify your password by clicking the eye next on the right hand side of the password text box. If it is not correct, you can erase the text and type the correct password.

Click "Save" to complete.

Accessing the Password Manager

You can view and manage any of your saved passwords on Google Chrome.

To do this, click on the three dots in the toolbar (to the right of your avatar). Click "**Settings**," then locate the section titled "**Autofill**" and select "**Passwords**"

Your saved logins will appear.

This page will display the website that the login belongs to, and the **username**.

Your passwords will not be visible unless you click the eye button and enter the **password for your device** to authenticate your identity.

If you select the three dots on the end of the row, you can view details of the login, or click to remove it.

You may wish to delete login information when:

- You changed your username or password



- It saved incorrect information (such as the verification code and not the password)

“Never Saved” Logins

You can also request that Google never offers to remember your login information for a particular website.

You may choose to use this option when your login information is highly sensitive (like a SSN) or to increase security for access to your bank accounts.

When prompted, you will simply select “Never” to avoid being asked again.

You can always change this in the password management section of settings if you decide to.

Bookmarks

Adding a Bookmark:

A **bookmark** saves the URL of a page you're on so that you can easily access it later.

As you get used to browsing the internet on a personal device, it may be helpful to keep a record of pages you need to access again.

In Google Chrome, you can easily designate a page to be a bookmark by **clicking on the star** on the right-hand side of the address bar while the page is open. (Note: if the star is colored in, it means you've already saved this page!)

When you click this button, you can **edit the name** of the bookmark, to make it easy to find.

For example, if I attempt to bookmark my email, the name defaults to “Mail - Freyja Vanoy – Outlook” which is rather long. I may erase that text and change it to “Outlook” or “Email” to make it easier for me to see.

If you ever click on the star by mistake, you can click the **“remove”** button to the right of the “done” button.

The Bookmark Bar:

The bookmark bar appears beneath the address bar. If a bookmark saves to the bookmark bar, you'll have quick access from wherever you are browsing.

The bookmark bar has a limit to what it can display (it depends on how big your screen is). To view all bookmarks saved in the bookmark bar, you can click on the arrow on the far right of the bookmark bar to see the rest.

This bookmark bar is visible by default, but it is possible that through settings you can hide this. If it ever disappears, open the settings by clicking the three dots. Select “Bookmarks,” then make sure “Show Bookmark Bar” is checked.

Bookmark Management:

You do not have to store all your bookmarks on the bookmark bar. Google Chrome (and all other web browsers) give you the option to organize your bookmarks to make them easy to access.

To get to the bookmark manager, click on the three dots next to the avatar.

Hover over “Bookmarks”

Then slide your mouse over and click on “Bookmark Manager”



You can **edit** your bookmarks or **delete** them by clicking the three dots next to each saved page listing.

Note that you can access other **bookmark folders** by selecting the folders on the left-hand side of the page.

To create a folder, click the three dots on the blue header of the bookmark manager page.

- Click "Add New Folder"
- Name the folder, and press "Save."
- Drag the folder to "Other Bookmarks" to make sure that it doesn't appear on the bookmark bar.

To **move** a bookmark, click the bookmark you wish to save, and drag and drop it to the folder you want it to live in.

Additional Resources

<https://edu.gcfglobal.org/en/internetbasics/>

Provides a full course-style walkthrough on using the internet as a beginner.

<https://www.cincinnati.library.org/main/techcenter.html/>

Scroll to the end of this page to find a handful of resources written by the Cincinnati Public Library. Try viewing "Internet for Beginners."

1 on 1 Technology Assistance at the Dayton Metro Library- Trotwood



Google Chrome Quick Internet Browsing Guide:

Homepage: The homepage is the **website** that your internet browser will open up by default. At the library, the homepage is daytonmetrolibrary.org, but on your home computer it may be Google.com, MSN.com, etc. If you need to get back to your homepage, you can click on the button that looks like a **house** to pull it back up again.

Address Bar: This is where you navigate to the **website** you would like to access by typing in the **URL**. Google's address bar is unique, because it also functions as a **Google Search**.

- If you know the web address, type it into this box to reach the page. For example, we can type in "yahoo.com"
Note that you do not need to type "www."
- If you do not know the URL, you can simply start typing what you're trying to reach, for example "Dayton Power and Light" and press **enter**. This will perform a Google Search.
- Google's address bar is pretty smart. Look for **suggestions** as you begin typing in the address bar. For example, as I begin to type "maps" the address bar has filled in "maps.google.com" for me automatically. I can also see other suggestions for a Google Search, such as "maps of USA" or "maps and driving directions."

Back/Forward Buttons: The **back** button allows you to return to the last page you were on. For example, let's say I open Google Chrome and go to Gmail and check my email. Maybe I click on a link in my email and go to Kroger's website. But now I want to go back to my email. If I press the back button, it will take me to the last website I visited, which in this case is my email.

The forward button moves you forward through visited pages. (You'll likely use the back button more than you will ever use the forward button.)

For example, following from the scenario above, I am on my email, but I actually remember that I never printed the coupon from the Kroger page I was on. I can hit the **forward** button to get back to that page I visited.

Tip: Click and hold either button to see a list of the pages you can go back or forward to. Click on the selection you want.

Refresh: this button will **reload** a page. When will you need to reload a page? More than you think!

If a page is taking an abnormally long time to reload or freezes **refreshing** normally solves the problem.

If you're waiting on an email that should arrive any minute, try refreshing the page to see if it pulls up.

Note that if you refresh, you may lose information that you entered on the page that wasn't



saved. Also, never refresh a page after you submitted a card payment. Sometimes, this may duplicate a charge.

Scrollbar: This is the thin bar on the right-hand side of the page that allows you scroll up or down on a website to view the content. **Click and drag** it up and down to scroll. You can also scroll with the mouse wheel in the center of your mouse, if you are using one.

Avatar: This is a name for the picture associated with your account login. On Google Chrome, you can click on the little person to sign into the browser. You can also confirm your sign-in information by clicking on this picture once.

Settings: this button is the three dots next to the avatar in the toolbar. This pulls up various options such as **print, history, downloads** and **bookmarks**.

Apps: The apps button is located on your default homepage or new tab page. It looks like a cluster of squares and is a quick link to Google Web Applications, such as Google Drive, or Gmail. This spot is handy because this means you do not have to type in the web address to get to these pages.

Tabs: Tabs are open **pages within a window** of the web browser. They'll display over the top of your **address bar**.

Link: a link is an object that will direct you to a specified URL when clicked. Usually links are **blue and underlined**. Your mouse will likely become a **hand** when you are hovering over a link.

Close: This button closes the **window** (including all of your **tabs**). It will be red when you hover over it.

Maximize: This button that looks like an open square will make the window fill the entire screen. Click it again to make the window shrink back again.

Minimize: This button will keep your browser open, but will tuck it out of view. You can open your pages again by clicking on the Google Chrome icon in your toolbar at the bottom of your screen.

Window: For review, a window is the content that's open. You can move the entire window by clicking and dragging the space at the top around the tabs.



Mobile Browsing with Chrome

Quick overview:

Every mobile device will come with a default internet browser. The icon may be titled simply "internet."

However, you can take advantage of the bookmark, password, and browser history sync options of Google Chrome by using Google Chrome on your mobile device as well.

To use Google Chrome on your mobile device, you may need to download the app from the Google Play Store (Android) or the App Store (iOS).

Internet browsing through the Chrome Mobile App is **nearly identical** to browsing on a desktop, so you're already halfway to mastering it!

The main difference is a more condensed layout. The buttons that appeared on the toolbar are accessible by clicking the three dots to expand the view. This will show you the **back/forward buttons, refresh, and the bookmark star**.

Your **address bar** will also be below the Google logo. This function will work the same as your desktop Google Chrome address bar. You may also have the option to click the microphone and **speak** to allow your device to convert your voice to text. This option may be nice to avoid typing something lengthy out.

Logging into your Google Account:

If it is your first time using Chrome on mobile, click on the three dots to open settings.

Click "Sign in to Chrome"

Select if you would like to sync your passwords, history and more between your devices.

You'll be able to confirm that you are logged into Chrome's mobile browser when you see your avatar on the default homepage.

Tabbed Browsing

Google Chrome's mobile app still uses tabbed browsing. The main difference is that you cannot see all of your tabs at the top of the screen at all times.

To open a new tab, you have two options: click the **settings button (three dots)** and select **"new tab"** OR you can tap the square with a number inside and click on the **plus button on the top left**.

To view your open tabs: Click on the square button (second from the right, at the top of the screen). Now you can view all of your currently open tabs. If you have many tabs open, you may need to slide your finger up and down to scroll through them.

To close some or all tabs:

To **close a tab** either click on the **x** button on the window while in this view or **slide the window** to the left or right.

Having too many tabs open on your mobile device can **slow it down**. Be sure to close your tabs when you are done using them, or check back every so often and close all of your tabs by opening the tab view, clicking the three dots for settings, then selecting **close all tabs**.

Accessing Bookmarks & History

You can access your bookmarks, browsing history, and password manager by clicking the three dots next to your avatar. Same as the browser!



Bookmarks saved on your mobile device will default to the folder **mobile bookmarks**. You can change the folder when you are saving the page.

History your history across all devices will display here. Keep an eye out for a cool feature: Chrome will show you **pages that you left open** on another device you were logged in to.

Passwords: You can view and access the password manager on mobile. Chrome's mobile app will continue to offer to save passwords and will autofill saved passwords.

Downloads:

While your downloads will not sync across devices (Chrome will only display downloads that are **stored locally** on the device), you have the capability to download, view and retrieve files saved to your phone.

File access can be tricky, because it's slightly different for every phone. For this reason, it's handy to know where to find files through the browser.

To access downloads, click on **settings** (three dots) and then click **downloads**.

You can **adjust settings** for where downloads are saved in Chrome settings on mobile, the same way we did on the desktop version.