

Navigation

How do I navigate around the web?

The 'Internet' or World Wide Web (WWW) is a series of connected pages. There are 3 main ways of navigating around these pages:

- 1. Enter the web address (URL) of a specific site in the address bar.
- 2. Use the links on the page currently loaded.
- 3. Use 'Favorites' to visit your most frequently used sites.

What does a web address look like?

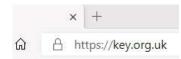
It is normal for the web address to start with either:

- http:// hypertext transfer protocol or
- https:// the 's' means secure

These are followed by **www** (world wide web) with the rest of the address varying, depending on the site being visited.

For example:

http://www.key.org.uk http://www.bbc.co.uk. http://www.amazon.com



I know the web address - How do I use it?

- 1. Delete the contents of the address bar.
- Type the web address (URL). DO NOT TYPE THE ADDRESS INTO A SEARCH ENGINE (eg Google) SEARCH BAR. As you type, suggestions of previously visited sites may be displayed. If one of these is the site you are looking for, click on it to go to that site.



3. Press <Enter>

What is the 'refresh' button?

The 'Refresh' button when clicked will download a fresh, up-todate copy of the current web page. This can be useful if it seems Internet



Explorer has stopped during the download of a page, or when the page details are constantly changing.

What are links?

Almost all web pages contain links to other pages. Menus on web pages are also just fancy links.

When you place your cursor over a link it will normally change in appearance, usually from an arrow to a pointed finger.



How do I use a link?

- Position your cursor over the link.
- 2. Click ONCE on the link with the left mouse button.

Most links will open in the current window. However, some links may be set up to open in a new window or tab.



How do I move through my viewed pages?

The 'Back' and 'Forward' buttons can be used to move through sites you have visited in the current window.



Use the 'Back' button in the toolbar to move back to the previously viewed web page.

NOTE: The back button will not become active until you have moved from the home page.

Use the 'Forward' button to move to the page you viewed after the one on screen.

NOTE: The forward button will not become active until you have moved 'back' at least once.



Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk