



## Using the Internet – FAQ

### What is my homepage? How do I set my homepage?

- A **homepage** is the website that loads when you open your browser. The little house icon in Internet Explorer also links to this page.
- To set your homepage: Open the website you want to make your homepage. You can have more than one, just open them in multiple tabs. Go to **Tools >> Internet Options >>** Under the **General tab** in the **Homepage** section >> Click on Use Current and it will make the page or tabs that you have open your homepage >> Click OK to save the change. Click on the picture of the house (the homepage icon) to test it.

### What are “Favorites?” How do I bookmark a website in my Favorites? How do I organize my Favorites? How do I delete a bookmark in my Favorites folder?

- **Favorites**, also known as **bookmarks**, is a place where you can save (or “bookmark”) your favorite websites, or websites that you visit a lot.
- To bookmark a favorite website: Go to the webpage you want to bookmark >> Click on the **yellow star marked with the green plus sign** >> Click **Add to Favorites** >> A dialogue box pops up called “Add Favorite” >> At this point, you can rename the website to make it easier for you to find, or leave it the way it is. To change the name, **click in the white space next the word “Name”** and delete or backspace over the words. Type in a name of your choosing >> To pick a folder for the bookmark to go in, click on the **Create in** button. Select the folder you want to put the bookmark in >> Now click **OK** >> The bookmark should appear in the Favorites sidebar.
- You can organize your Favorites folder by creating folders for the similar bookmarks to be kept in. For example, all bookmarks about dogs can go in a folder labeled animals, so it’s easier for you to find them. To create a folder: Open the **Favorites sidebar** by clicking on the **Yellow Star**. You can drag and drop your bookmarks into already existing folders, or you can create folders to put them in. Try **right clicking** to bring up a shortcut menu. Click on **Create New Folder** to make a folder for your bookmarks.
- To delete a bookmark: While in the Favorites sidebar, You can simply **right click** on the bookmarks or folders you want to delete when the Favorites sidebar is open and select **Delete**.

## What are cookies? How do I delete cookies?

- **Cookies** are subject to a number of misconceptions, mostly based on the erroneous notion that they are computer programs. In fact, cookies are simple pieces of data unable to perform any operation by themselves. In particular, they are neither spyware nor viruses, despite the detection of cookies from certain sites by many anti-spyware products. Cookies are parcels of text sent by a server to a web browser and then sent back unchanged by the browser each time it accesses that server. They are used for authenticating, tracking, and maintaining specific information about users, such as site preferences and the contents of their electronic shopping carts. Ex. Amazon.com uses cookies to track your likes and dislikes so they can offer you items similar to ones you've already shopped for.
- To delete cookies in Internet Explorer: Go to **Tools >> Internet Options >> The General Tab >> Under Browsing History click Delete Cookies >> Click Yes**

## What are privacy settings?

- Privacy settings allow you to change how your browser accepts cookies. You can have it accept all cookies, block all cookies, or somewhere in between. You can also choose to change the settings on your pop-up blocker.
- Go to **Tools >> Internet Options >> Privacy tab >> Move the slider** to choose which settings you want for your browser. Each time you move it an explanation of that setting is available on the right of the slider.

## What are Temporary Internet Files? How do I delete them?

- Each time a user visits a website, files downloaded with each web page are saved to the Temporary Internet Files folder, creating a cache (pronounced "cash") of the web page on the local computer's hard disk. The next time the user visits the cached website, only changed content needs to be downloaded from the Internet; the unchanged data is available in the cache. This helps the page load faster.
- To delete cookies: Go to **Tools >> Internet Options >> The General Tab >> Under Browsing History click Delete files** in the Temporary Internet Files Section >> Click **Yes**

## What is spyware? How do I get rid of spyware?

- **Spyware** is computer software that is installed surreptitiously on your personal computer to intercept or take partial control your interaction with the computer, without your informed consent. While the term spyware suggests software that secretly monitors your behavior, the functions of spyware extend well beyond simple monitoring. Spyware programs can collect various types of personal information, but can also interfere with control of the computer in other ways, such as installing additional software, redirecting Web browser activity, or diverting advertising revenue to a third party.

- **Anti-Spyware software** is available to buy and download to aid you in taking back control of your computer. Programs such as Lavasoft's Ad-Aware SE and Spyware Doctor rapidly gained popularity as effective tools to remove, and in some cases intercept, spyware programs. These are available to download, sometimes for free on the internet. Do a search for the software by typing its name in a search engine. Or go to your local electronics store, such as Best Buy and Circuit City and asks for the latest Anti-spyware programs. Many Anti-virus programs now come equipped with anti-spyware as well.

### **What is history? How do I clear my history?**

- History saves the web pages you've visited for days, weeks, or months depending on your personal settings. This can be useful if you've forgotten to bookmark a site and closed the browser, or you want to continue exploring where you were a few weeks ago.
- To change History settings: Go to **Tools >> Internet Options >> General tab >>** Under the **History** section you can pick how many days you want to keep your websites by **clicking the up and down arrows >>** Click **OK**
- To clear history: Go to **Tools >>** click **Internet Options >>** Click the **General tab >>** Under **Browsing history**, click **Settings**. >> Under **History**, specify the number of days you would like Internet Explorer to remember the webpages you have visited. If you don't want a webpage history kept, set the number of days to 0. >> Click OK twice.

### **I was exploring the Internet Options and now I want to return to the old browser settings. How do I do that?**

- Exploring your internet browser is a great way to learn all of its functions. Have no fear of permanently damaging Internet Explorer. You can choose to reset the web settings back to the factory defaults.
- To rest browser: Go to **Tools >> Advanced Settings Tab >>** Click on the Reset button at the bottom of the dialog box. >> Click Reset again and your settings will go back to the factory default.

### **How can I view my prints before I print them?**

- There is a function called **Print Preview** that allows you to view web pages before you print them. This is useful because it shows you exactly what you're printing and how it will look on the page. Sometimes a web page will print blank pages and not the actual image or text. To avoid paying 10 cents for a useless paper, always use print preview.
- To Print Preview: Click **File >>** Click **Print Preview >>** It should show you what the website looks like and how many pages it is. >> Click **Close** when finished viewing or **Print** to print the page.

## How do I change the text size of a website?

- Sometimes the text of website is too small to read. To change the size to something more comfortable go to **View >> Text Size >>** Another box with choices from **smallest to largest** should come up >> Experiment with the sizes and choose one right for you.
- Keyboard shortcut: **Ctrl +** makes the text bigger. **Ctrl -** makes the text smaller

## When is it safe to enter my credit card online?

If you want to know the truth it's never totally safe to hand out your credit card or your personal information online. It's never totally safe when you hand it off to the waiter either. What you can do is follow some simple rules to protect yourself.

1. Only shop or hand out your credit card number to companies you are familiar with.
2. Check out the company website to see if they look legit.
  - a. Should have a real address and phone number
  - b. A terms and conditions and shopping policy
  - c. When you go to buy, your browser should tell you the site is secure (a lock icon in the bottom of the browser and/or in the address bar)
3. Make sure you're transmitting your credit card info over a secure server. Don't send it to somebody in an email.