

12 The Internet

In this chapter you learn about

- the Internet and its history
- web browsers
- security on the Internet
- user accounts on the Internet
- Software and Service Providers on the Internet

Basic skills in using a computer includes access to and knowledge about the Internet, as the world wide network of computers, the World Wide Web are called, in daily speech.

12.1 Introduction

It is necessary to have basic knowledge about the Internet, to gain full use of your computer. If you do not possess such knowledge, Internet courses are recommended. In this book we offer a brief introduction.

12.1.1 History of the Internet

The foundation of the Internet were made in the 1960s where the US Department of Defense established a nation-wide computer network as an alternative to the existing communication systems. For the fear of an enemy nuclear attack that might disrupt communications.

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In 1989 Sir Tim Berners-Lee created the so called “World Wide Web” – what we in daily speech call the Internet. The Internet does not have a central “government”, as all the Internets servers are spread across the planet. There are a few institutions, though, that manages domains, decides how upgrading of the Internet is carried out, and so on.

12.1.2 Internet browsers

An Internet browser is a software application used for browsing, receiving and displaying information from the World Wide Web. Presently the most widespread browsers are Internet Explorer, Google Chrome, Safari and Firefox.

Browsers are basically alike, but in this book descriptions is be based on the browser Internet Explorer 11 (IE), as it is one of the worlds most used browsers. You can download the app from Windows Store, or you can download the Desktop program by clicking [here](#).

12.1.3 IE updates automatically

Internet Explorer can be set to update automatically.

Example

You want the Internet Explorer to be updated automatically.

Do like this

Open Internet Explorer. Click on the item *Help*. Click on *About Internet Explorer*. Checkmark *Install new versions automatically*.

12.1.4 Internet services

A great number of applications on the Internet, are called Internet services.

Search engines

Search engines are probably the most used services on the Internet. In Denmark Google and Bing (Bing also searches via Yahoo and MSN) are the most popular ones. There are many others, you can see a list of search engines by clicking [here](#).

Web storage

Web storage are increasingly used to store all kinds of data, to be accessible from any computer in the world (you need a username and password to do this, of course).

The most popular are iCloud (Mac-users), Dropbox, OneDrive, Google Drive, Sugarsync and more.

Googles Picasa is web storage for photos, with strong photo editing features.

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Webmail

Webmail is increasingly used, as you do not need to install a mail program on your computer. The most popular are Outlook and Gmail.

Calendars

You can use calendars from Microsoft, Google and others, for free.

Social media

Social media are services like Facebook, Twitter, Instagram, LinkedIn and so on.

Skype is a service from Microsoft, where text-, audio- and video communication is offered for free. Skype can be used by multiple persons simultaneously, when you have Windows 8.1 installed. There are more descriptions of Skype later in chapter 12.7 [Skype](#). Go to the Skype website by clicking [here](#).

12.1.5 Media players

Mediaplayers for playing audio- or videofiles must be mentioned: Spotify, WiMP, iTunes and Deezer services popular at the moment. VLC, Windows Media Player, iTunes og KMPlayer are other popular mediaplayers.

12.1.6 Photo editing programs

Many Photo editing programs can be downloaded from the Internet for free: Adobe Photoshop CS2, IrfanView, Photofiltre and Pixlr. It is often required that you create a user account.

There are many more, but the ones mentioned above are the most popular ones.

12.1.7 Internet Explorer

Internet Explorer has improved website updating, side-by-side browsing, and synchronising of Favorites, tabs and settings on all your Windows 8.1 computers.

Download IE from Microsofts website by clicking [here](#).

When installed Internet Explorer can be opened by clicking on this icon 

InPrivate Browsing

InPrivate-browsing prevents Internet Explorer to save data about your webbrowser session. This includes cookies, temporary internetfiles, review and other data. Tools and plugins are deactivated as a standard. This feature in Internet Explorer is opened by clicking on Security in the upper right corner, and then choose InPrivate Browsing.

12.1.8 Internet Explorers user interface



Forward and back

At the upper left on the screen there are forward and back-arrows, to browse the latest opened website.

Address bar

To the right of the arrows is the Address bar, that shows you the address of the website. An internet address will typically begin with “*http://*”, which is an abbreviation of “hypertext transfer protocol”, which is the protocol that is used on the World Wide Web.

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After `http://` is usually the letters “`www`”, an abbreviation of World Wide Web. It is no longer necessary to write the three letters anymore, for most websites.

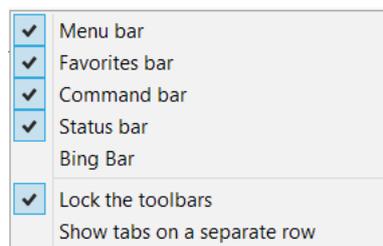
After `www` comes a dot, the name of the website (fx `microsoft`), another dot, finishing with the postfix. (fx `dk` = Denmark).



In the upper right corner are the buttons *Minimize*, *Restore up/down* og *Close*. Below these are the icons for *Home*, *Favorites* og *Tools*.

Menu bar

Below the Address bar is the Menu bar. If you right click on an empty space on the Menu bar, a menu appears that looks more or less like this:



It is recommended that there are checkmarks for Menu bar, Favorites bar, Command bar and Status bar. Click on the text to add checkmarks.

The *Favorites bar* contains often used hyperlinks, after your own choice.

In the left side of the Favorites bar there is a star symbol. If you click on it, you add the present website to the Favorites bar. This makes it easy and fast to find it again.

Webcontent

The content of the website is shown under the tool bars.

Hyperlinks

A *hyperlink* (or just link) is a shortcut to a website. They are sometimes called bookmarks too.

Hyperlinks can be inserted in documents, in presentations, on websites and many other places, and is usually easily recognized because they are underlined. When you click on a hyperlink, the corresponding website will open in a webbrowser.

12.2 Security on the Internet

The Internet is open for all – criminals too. Therefore you must behave sensible when you are “surfing the internet” – especially when you visit websites you do not know. Be sure you know the basics about security on the Internet – you can read more by clicking [here](#).

12.3 Cloud computing

Cloud computing is a concept covering software delivery and other services via the Internet. It is called respectively SaaS (Software as a Service), PaaS (Platform as a Service) and IaaS (Infrastructure as a Service).

Windows 8.1 is cloud-based, which means, that the computer set-up (apps, browser-settings and so on.) is administered and stored on (large) servers somewhere in the world.

When using Windows 8.1 you will experience, that no matter to which computer you log in, the user interface will look and behave as you are used to, because the personalized settings are centrally stored and accessible online. Notice that the username is always shown in the upper right side of the Start screen.

The Lock screen, the Start screen, Apps view and Desktop (and links to websites, if you use Internet Explorer 11) can be personalized, which offers some advantages, compared to earlier versions.

You have to create a free user account with Microsoft, to make full use all of the features offered by Windows 8.1

Besides the personalized set-up for the Start screen described above, you can also get a free e-mail-account, calendar and free online storage space on your personal OneDrive.

OneDrive offers storage of documents, photos and other datafiles on the Internet. This is also called cloud storage. *Upload* is a word used for data storage on a network, while *Download* is the opposite, namely when you get data from a network to your computer.

Read more about OneDrive in chapter 12.6 [OneDrive](#).

12.4 Create a Microsoft-account

There are a number of providers of cloud services, where applications and data are stored in the cloud, instead of on your local Hard Drive: Google, Facebook, Adobe, Dropbox og SugarSync must be mentioned. Only Microsoft is described here.

Open up your webbrowser, and visit the website <https://signup.live.com>. Choose *Create a user account*, and fill out the form on the webpage. It is important that you can remember the username and password you choose, so write it down and store it somewhere safe. It is also important, that you select a password that is not decrypted easily.

A good password meets the following requirements:

- contain between 8 and 40 characters
- contain both numbers and letters
- contain allowed special characters
- never contain the same character 4 times in a row
- does not start or end with a blank
- never contains a social security number

Allowed special characters are: { } ! # “ \$ ‘ % ^ & , * () _ + - = : ; ? . og @.

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It is a good idea to mix lower- and uppercase letters, even though not all websites distinguish between them.

The more complex your password is, the safer you are. You can make your password more complex by:

- choosing a password with 8 characters or more
- making sure that your password not relates to anything about yourself, e.g. your familys or your pets names or birthdays.

You must of course remember your password, so the efficiency shall be compared to the possible harmful effect a loss of the password could have.

Notice the existence of password management providers on the Internet, that generates very efficient passwords for all your accounts, and you only have to remember one master password. E.g. agilebits.com and lastpass.com – many more could be mentioned.

12.5 Outlook

12.5.1 The Webmail and the app

If you have a Microsoft-account and want to use the Outlook webmail system, you can visit the website login.live.com and log in. You can install the app Outlook from Store (read more in chapter 13 [Windows store](#)).

With Windows 8.1 you can use the app or the webmail. They do not look alike, but the app does actually offer exactly the same functionality as the webmail!

12.5.2 Configure your accounts in the mail-app

If you use more than one mail account(e.g. a business mail), you can add these mail accounts to your mail-app.

Example

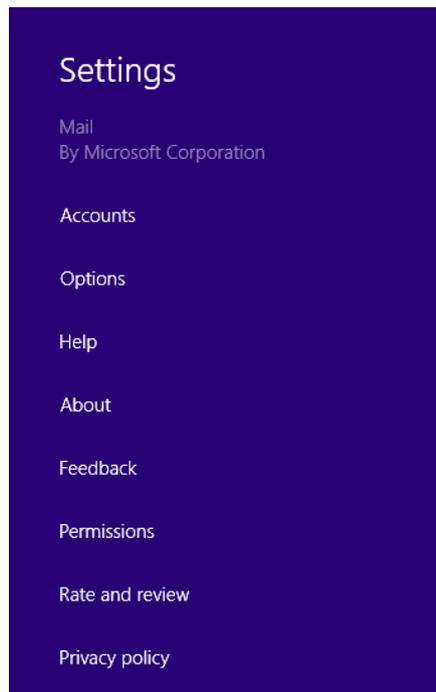
You want to add the mail account `yourname@gmail.com` to your mail-app.

Do like this

First open the mail-app by clicking on its tile on the Start screen.



Then open the Settings Charm, and the panel to the right should look something like this:



Choose the item *Accounts*, then *Add an account*. Let us say it is a Google account. The Mail program will connect to the account, and then you must write your mailaddress and password.

The account will be shown at the bottom of the open e-mail app.

12.5.3 Send an e-mail from the app

Example

You want to send an e-mail from the Mail app.

Do like this

Open the app, and create a new e-mail by clicking on a blue plus in a blue circle.

You need an e-mailaddress to send your e-mail to – otherwise skip this procedure ☺

Write a short text in the topic-field, and then write a message, e.g. you ask the receiver to confirm the reception of your e-mail, and then click on the Send-symbol (a moving envelope).

12.5.4 Attach files to e-mails

Outlook Web App has the feature “Share with OneDrive”. You can automatically upload a file from your computer's Hard Drive to OneDrive, when attached to an e-mail.

This way the receiver of the e-mail will get a link to the file on your OneDrive, instead of the file itself.

There are almost no limits to the file sizes you share this way, and other people get access to editing a file directly on your OneDrive.



“I studied English for 16 years but...
...I finally learned to speak it in just six lessons”
Jane, Chinese architect

ENGLISH OUT THERE

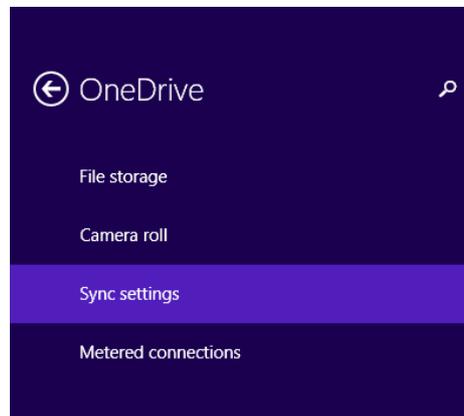
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12.6 OneDrive

Your computer settings are automatically saved on your OneDrive.

Choose the Settings Charm, choose *Change PC-settings* and then choose the item *OneDrive*.



It is recommended that all Sync settings are **on** – to fully use these features.

OneDrive saves all of your settings data in the cloud. If you want a local backup, just right click on the OneDrive icon in File Explorers Navigation pane, and then choose 'Available offline'. You can right click on any folder or file and choose online-only or available offline, if you want.

12.6.1 Autosave on OneDrive

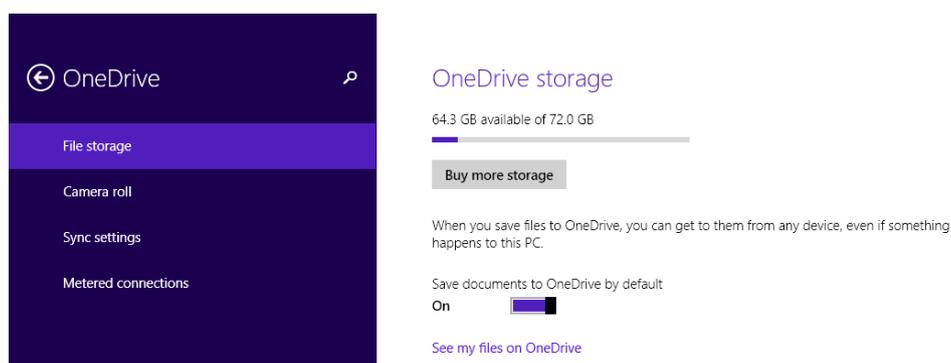
You can set your computer to automatically save selected files on your OneDrive.

Example

You want your documents to be automatically saved on your OneDrive.

Do like this

Choose the Settings Charm, choose *Change PC-settings*, and choose OneDrive. Click on *File storage* and activate the item *Save documents to OneDrive by default*.

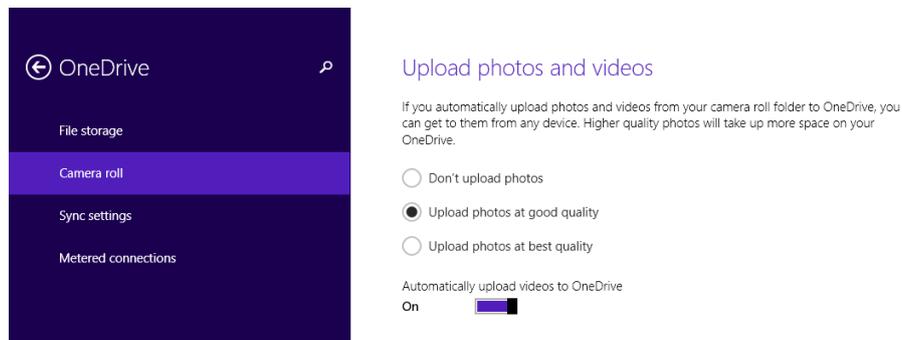


Example

You want your photos to be automatically saved on OneDrive.

Do like this

Under the item *File storage* is the item *Camera roll*:



Choose *Upload photos at good quality*. And if you want your video recordings uploaded too, set the item *Automatically upload videos to OneDrive* to On.

12.7 Skype

Skype is a free webservice that allows telephone- and videocalls plus filesharing via the Internet. You need an Internet connection, optionally a webcam to see other persons, and of course a headset to speak and listen.

It is required to have an account to use the service. Skype is owned by Microsoft, so you can use your Microsoft account to log in. Visit <http://skype.com> to read more about Skype.

