

Step 3

Internet

Mac OS X

Aug -18
Liljedalsdata.se

Beginning

You must know Step 1 and 2.

This course provides you have connection to internet.

This is a basic orientation about how to use internet.

Internet is changing all the time. What you see here may not be what you see on your computer. When this happens you have to guess what to do. This is realaty in this business and you must accept this to be able to learn about computers.

One of the biggest problems when using internet is to know all usernames, mailaddresses and passwords. Where you found this booklet is also a list of addresses you may write.

Create folder \Documents\Internet

Searching on Internet

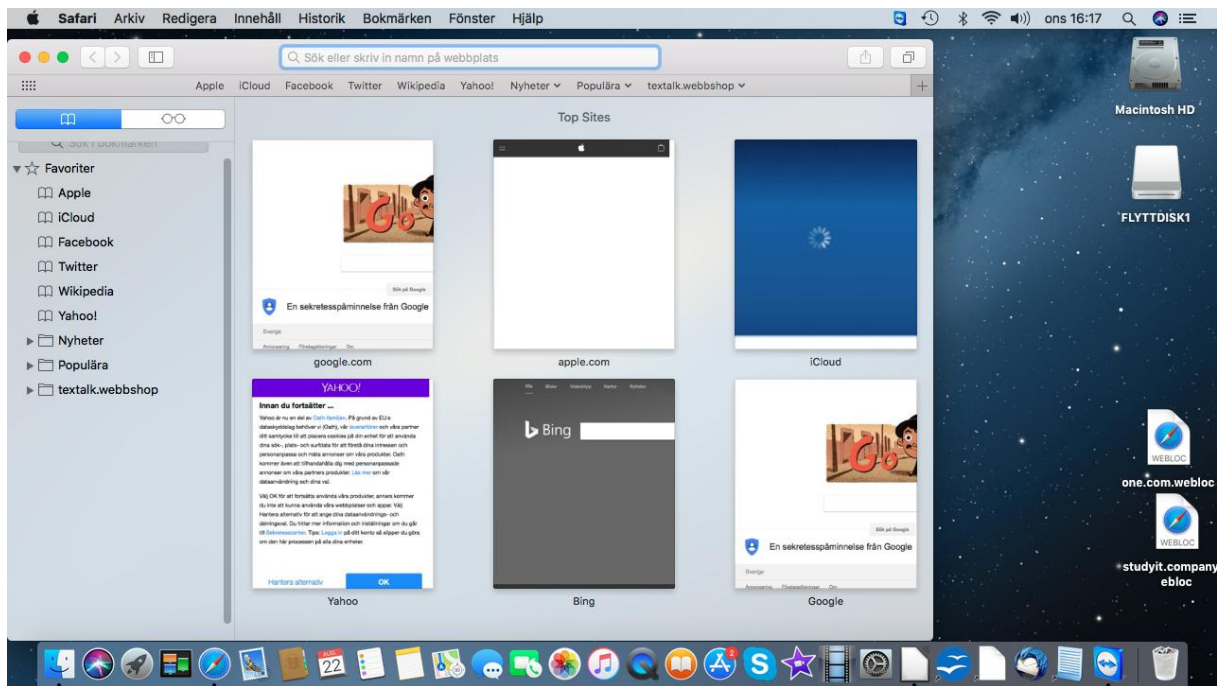
Searching by adress to a webpage

Start Safari

Click Safari/Adjustments

Here you can decide how long used addresses will be stored. Safari history is important to clear if you are going to create webbpages

Close adjustments



In upper long square you may write the address to some webpage the address called URL-address. The most used webbpages are shown and you can choose them by clicking on them

If you are interested of a big company you often can take a chance to guess an address

If you are interested about Volvo you may write <http://volvo.com> or <http://volvo.se>

Com is standing for a commersiel organization and se is standing for Sweden

Try this

Now yo shall find the webpage of Volvo

If you move cursor over the webpage you will see cursor is changed to a hand sometimes

Here you may click and see pages which the first page are linked to and which have special information. If yoy like to return to the first page you click the BACK-bottom to the left on top of screen

Seaching with search engine

If you don't have an adress you can use a search engine to find information.

One of the most famous is google.

Suppose you are interested in information about how to build a violin but you don't know how to find such information.

Write URL-address: google.com

Write build violin in search field and click search or press <Enter>

You will get a list of addresses where there is information about building violins and a little information about what is written on each page

Search engine also tell you how many pages are found

Choose f.ex. Violin builder Ragnar Othelius building a violin in Örebro.

Clicka the link about building a violin.

Here you can see how to build a violin.

If you fail with an address you think is okay you can try a search engine and find the page in this way

To print information from internet

Suppose all this information seems to be interesting and you want it printed.

Click Tools/Print or press <Ctrl> + P.

If you want to save this information for later use click Tool/Arkiv//Save as.

Save the file as violin building in your Internet folder.

Suppose you are interested of a small part of page.

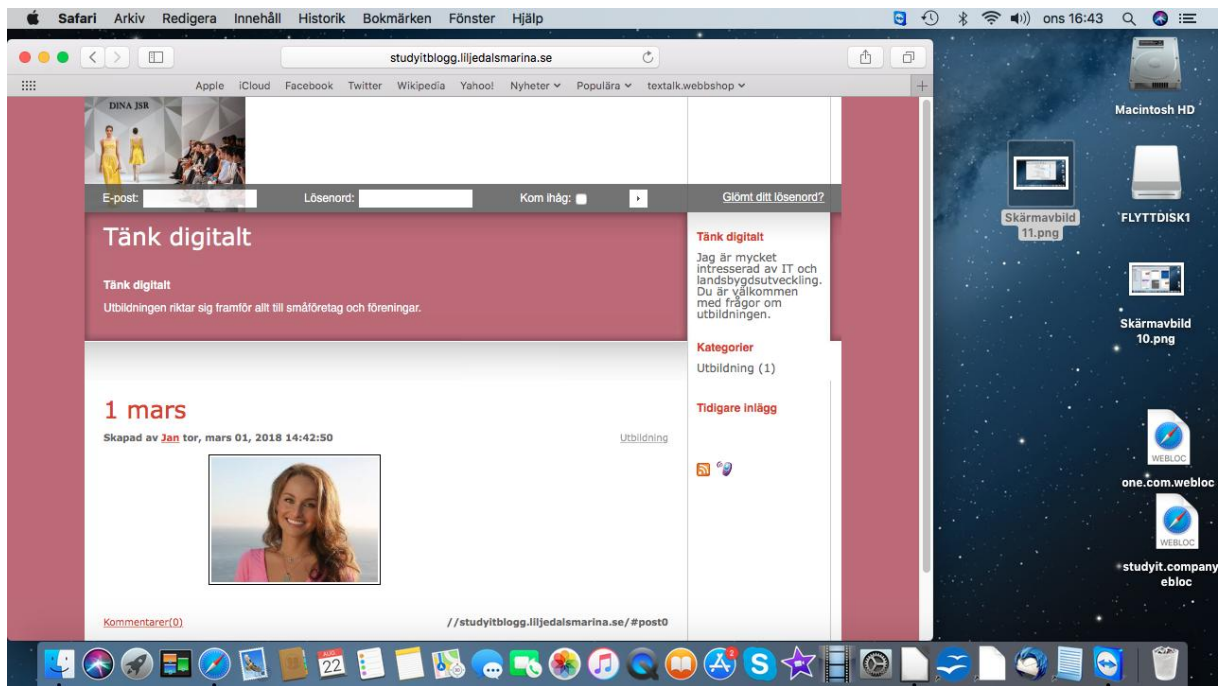
Mark the part you are interested in.

Click right and choose copy.

Start Word or another word processor, click right and choose past.

To create information on internet

Start webreader and write <http://studyitblogg.liljedalsmarina.se> as an URL-address



This is a blogg

Suppose you want to ask how many A4-pages can be saved in an USB-memory with capacity 4 MB.

Click comments in lower edge of screen.

Now you can ask your question.

Click <Send>

Hopefully owner of blogg will answer your question in a future insertion.

Creation of a blogg you can learn by Step 5

To pay bills

Advantages with paying bills by internet are that the program keeps your suppliers data stored so you don't have to registrate them every time. You can also order the payment long time before it's time to pay f.ex. if you are not at home when it is time to pay.

You can also check status on the account any time.

Disadvantages is you have to write the long OCR-number for every bill.

Here is now an instruction about how this may work.

If you get problems with paying by internet your bank has the duty to help you.

When you enter the bank and wish to pay by internet you get the adress to the webpage you have to use plus an PIN-code.

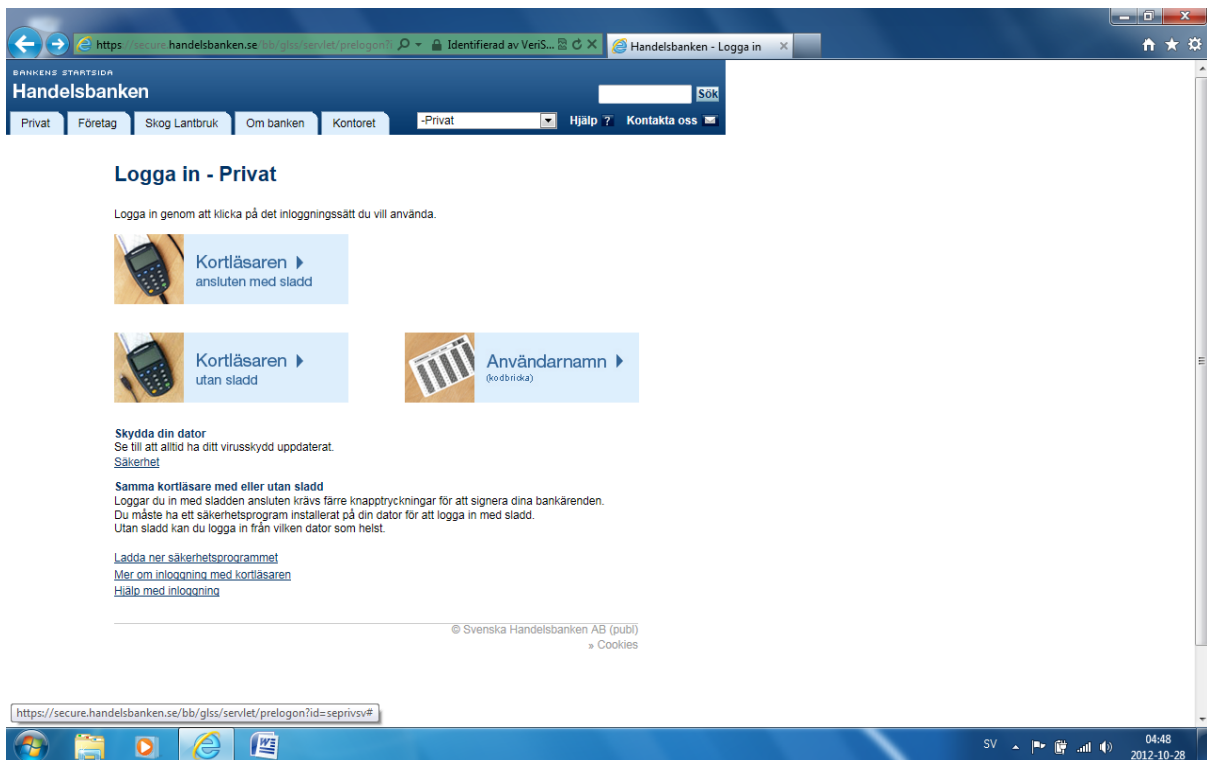
You probably must download a security program which is necessary to be able to use the box where you registrate your PIN-code to go further.

Enter the adress you have got and follow instructions.

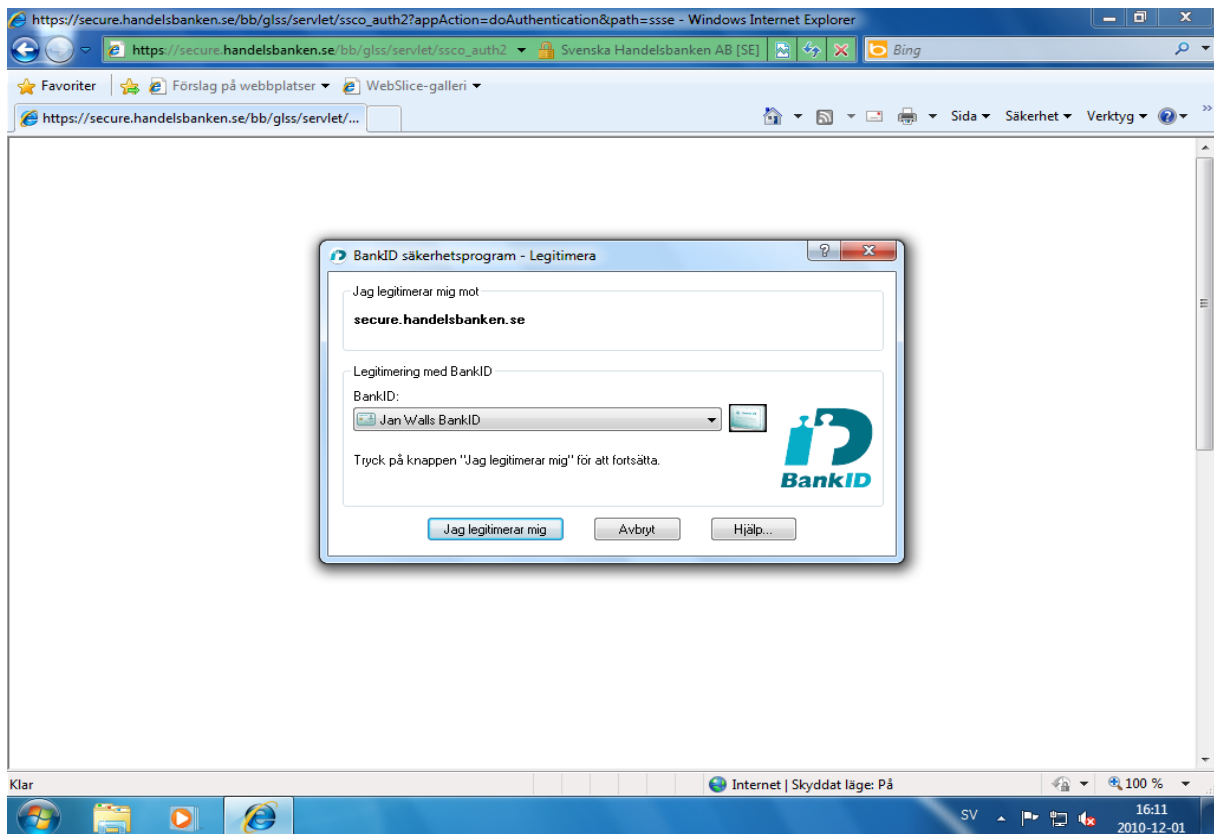
Suppose you will pay your first bills.

Enter f.ex. Handelsbanken.se

.Click down arrow and choose private.

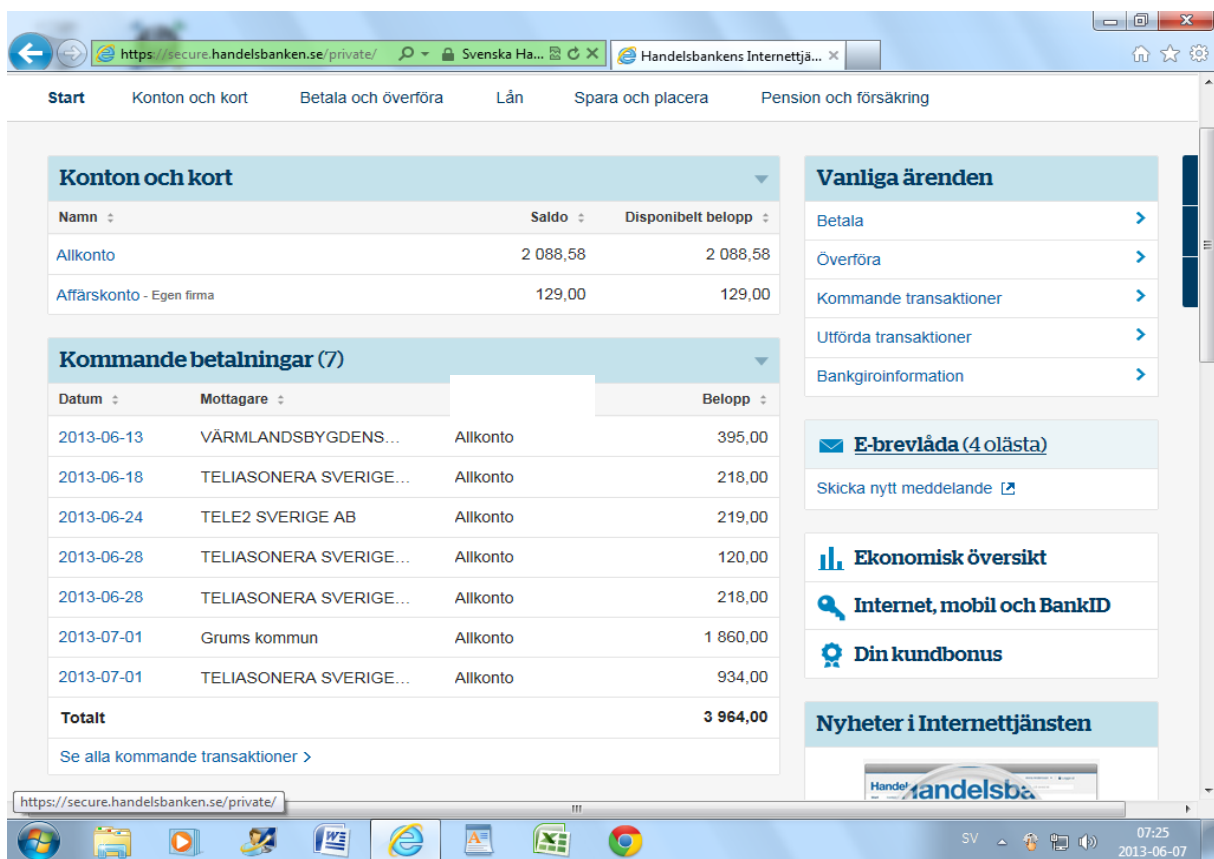


Click cardreader with a cable.



Click <I identify myself>

Now you have to registrate your PIN-code to get further.



If you want to see the status of your account you click on it.

Under your accounts you can see the bills which shall be payed.

If you want to pay bills click Pay to the right.

Here you choose which of your accounts you want to pay from.

First time you pay to a supplier you click < Registrare new reciever> and registate bank giro or corresponding

Reciever name is now shown and if you have marked save reciever tis is stored so you easily can pick it up next time.

Registrare Total amount, Date and OCR-number/Invoicenummer and click <Ready>.

The bill now is shown down on screen and you can start with
Next

Hen all bills are ready you go on with <Done> and you must sign in with the box again.

Print a page with all bills. This is your reciepe.

Marketing on net

Write URL-adress <http://studyit.eu>

This is a webpage where a company show information about activity, open times, contact possibilities a.s..o.

Click the link Blogg.

Here the company gives actuell information and customers can make a comment or write a question.

Click link Blogg.

Her you can do business with the company.

This is an exampel showing howe sociaties and business can make marketing on internet. Step 5 shows how to build webpage and Step 6 how to build a blogg and webshop.

Social media

Facebook, Twitter, Youtube and Instagram are different social media.

You can say these are built of bloggs and search engines. Step 5 and 6.

Chatt

Man skulle kunna beskriva en chatt som att ett antal människor har möjlighet att tala med varandra via nätet.

Overview

On internet you can reach a number of webpages which different persons, companies and organizations have developed. Often there are links to other textpages and maybe a webshop.

On certain pages you may leave information. F.ex. you want to buy a product, pay a bill or ask a question.

Sending mail by Internet

Here is fundamental exercise about mailing. We use free mailaddresses.

This mailprogram is on the net and can be reached from any computer

If you have another supplier of mailadress you maybe want to use a mailprogram situated on your own computer f.ex. Thunderbird.

In step 4 we order a mailadress from one.com and install this in Thunderbird.

Advantage with these programs is less time to open program, no advertising and more possibilities.

Yahoo

Suppose your name is Andersson and play in an symphony orchestra.

Your pal is Bengtsson living in Africa.

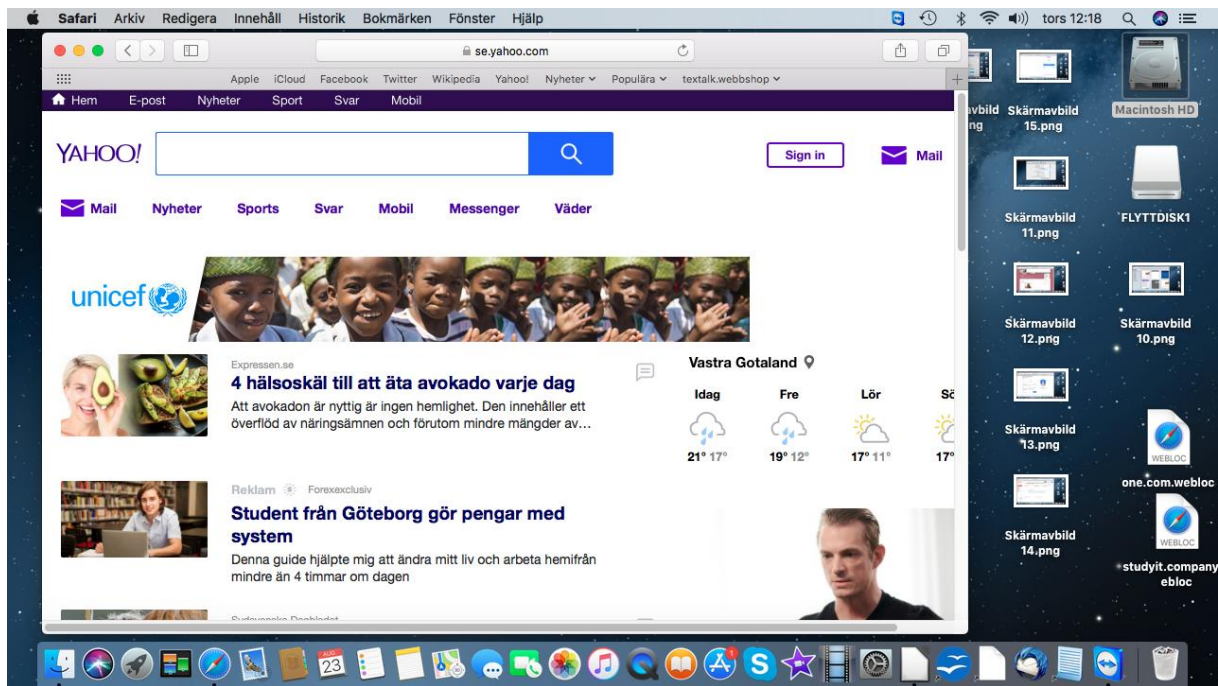
Andersson is crateing a mailadress

Note all adresses and passwords carefully. Don't think you will remember.

Now you are Andersson and are going to get a mailadress
There are commercial companies where you may get an address for free.
You must pay by seeing all advertising. If you want to delete with these mails in yahoo you click arrow down and choose I don't like advertising/Ready

You must follow all instructions carefully and not registrate own alternativs exopt where you have to do this.

Enter <http://yahoo.com> and click Mail.



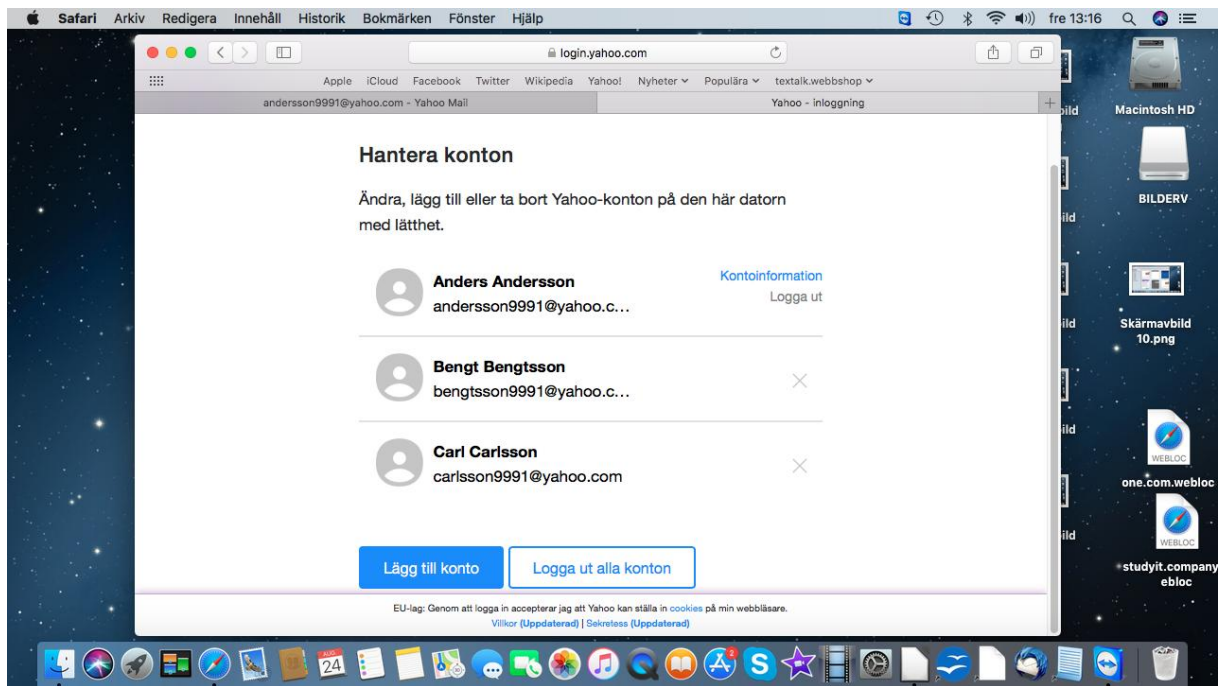
If you have no account

On the end of screen is alternative sign in

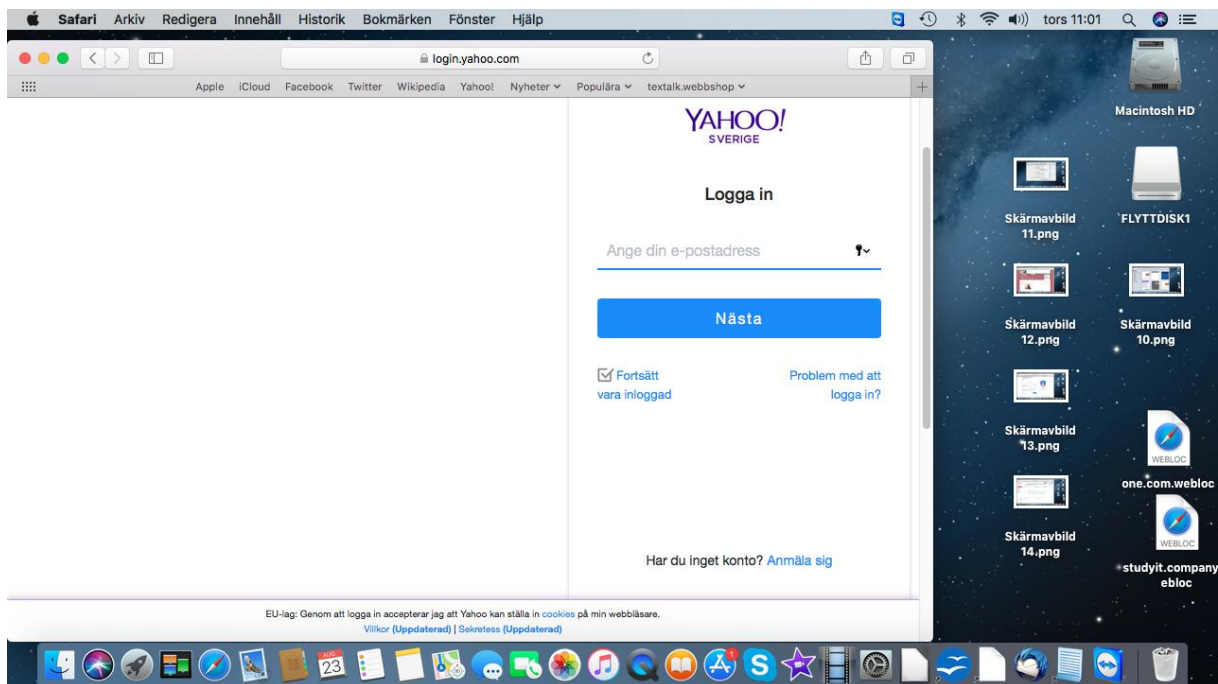
You choose mail address/username but as you can not use an address which is occupied you often must find a rear alternative. If you for instance write andersson9991 the adress will be andersson9991@yahoo.com

If you have an account

If you have an account at yahoo you will be logged in to this and you can see this in an icon with first letter in account adress. Click the icon and choose add or handle accounts if you want to create a new one



Click add account



Click registration down the screen.

Register surname and lastname.

Choose a password.

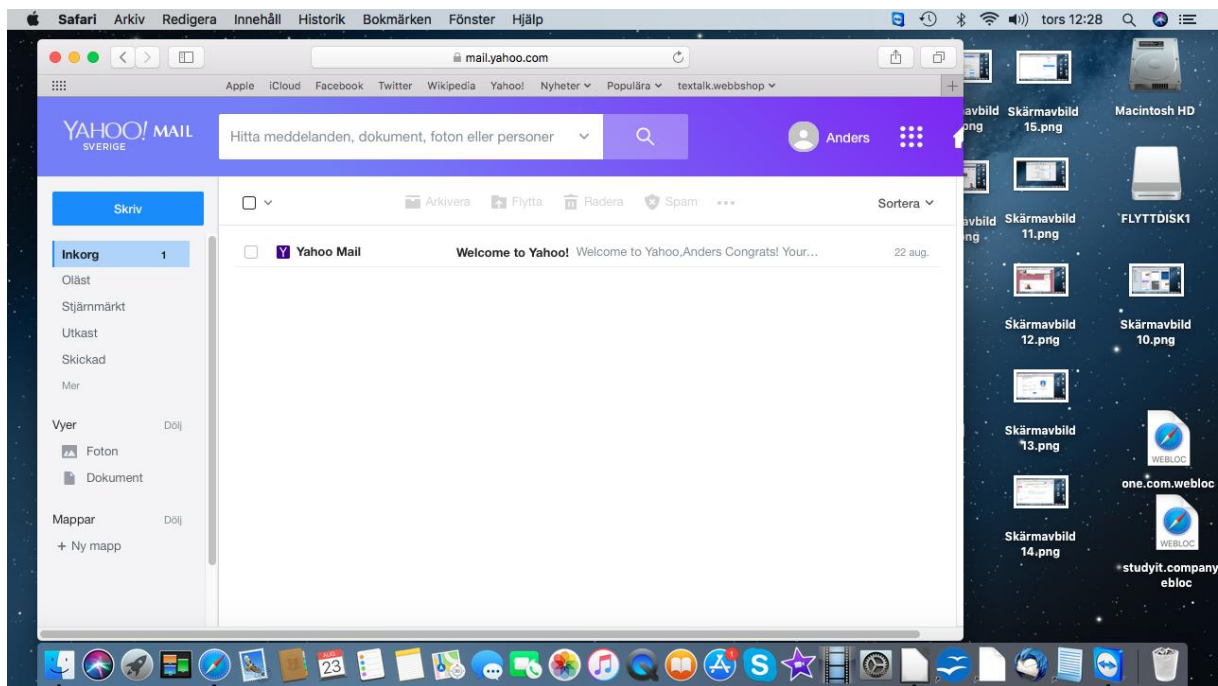
This mailadress is on row 1 in adresslist at the end of booklet. Write your own on row 2.

Registrate birthday and sex.

You must registrate a mobil number and you must confirm this with a code sent to you by SMS.

Mailprogram in Yahoo

Log in as Andersson



You can delete the mail from Yahoo by marking it and click trash

You can read a mail by clicking the text

If an advertising mail is popping up you can delete by clicking I don't like the advertisement/Ready

Independent mailprogram you have Inbasket as a starting point. Here you can see your mail, choose the mails you want to read and delete mail you don't want to save.

Logout as andersson by clicking icon A on top to the right and choose logout.

Bengtsson registrateing a mail address

Now you are Bengtsson and you are going to create a mail address

Click Yahoo and mail on top to the right

Click the icon with a letter and choose handling accounts

Click add

Write surname and lastname

You choose mailadress but you must choose one which nobody has choosen earlier.If you writebengtsson9991 the real address is

bengtsson9991@yahoo.com

Choose a password

Mailadress here is in row 3 adresslist. Write your own in row 4

Write birthday, sex and mobile number

You probably have to verify your number

Click Mail

Click continue

Click Inbasket

Bengtsson has a mail from Yahoo

You can read a mail by marking it. You can delete a mail by clicking in square to the left and clicking basket

Independent mailprogram you usually start by Inbasket

Logout as bengtsson by clicking icon B and log out

Andersson sending mail to Bengtsson

Now you are Andersson and are mailing to Bengtsson

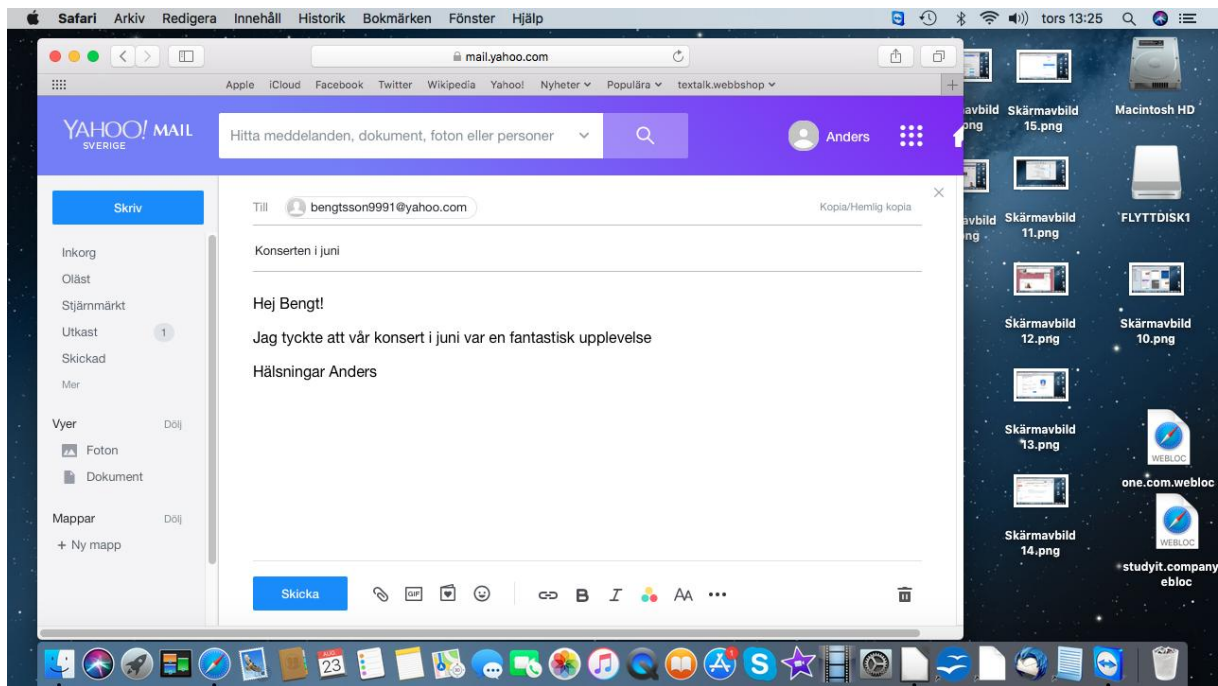
Start Safari and enter yahoo

Log in as Andersson and click mail

Answer Yes if mailadress and password will be saved. This means that you only need to write an a and mark your mailadress.

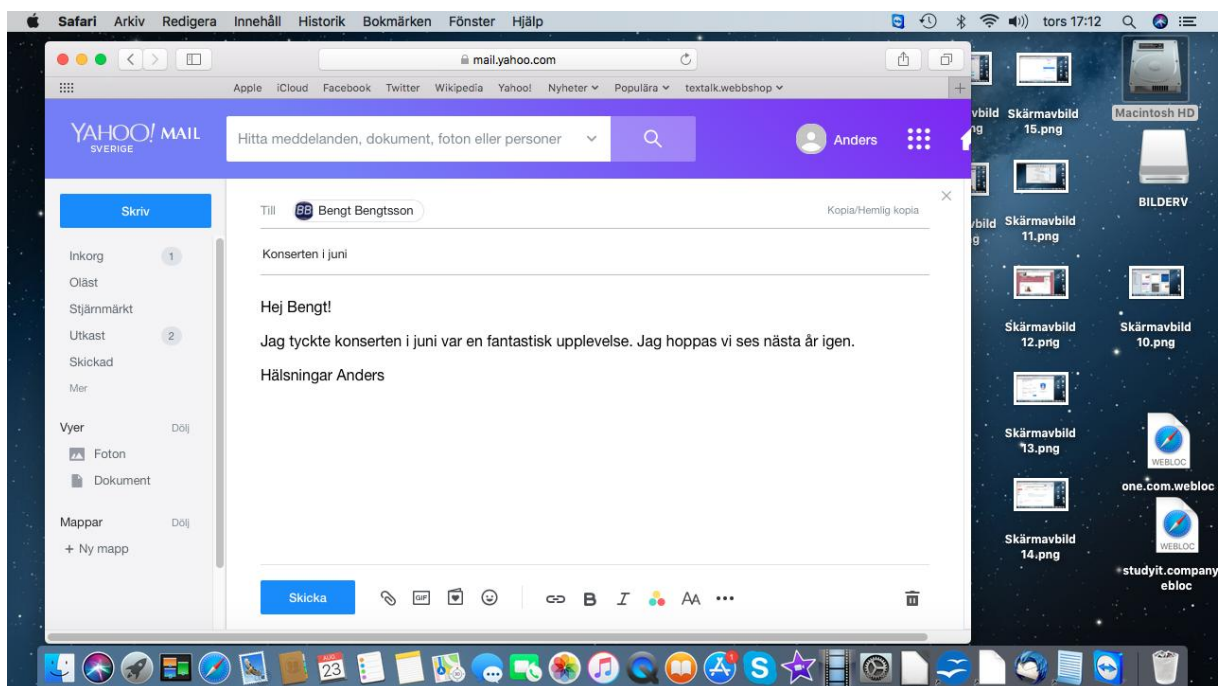
Click Inbasket

Click Write to the left on screen



Write mailadress of bengtsson. This will be saved so you only have to write a b next time and mark address.

Write subject Concert in june



Write text as above

Click bottom <Send > down to the left.

Log out asandersson by clicking icon A up to the right and choose Logout

Bengtsson answering mail from Andersson

Now you are Bengtsson and just coming home from your hunting in Africa

Click Yahoo and icon for Anders. Change to icon for bengtsson and click mail

Click login

Click Inbasket

Now you can see you have mail from Anders about concert in june.

Open letter by clicking the text from Anders

Click <Answer> down screen

Write

Hallo Anders!

I also think our concert was remarkable. I hope we will see each other next summer

Regards Bengt

Click <Send> on screen

Log out as bengtsson by clicking icon B and chooseing logout

Andersson reading answer from Bengtsson

Now you are Andersson

Logg in as Andersson

Icon A now is shown.

Click Mail

Click Inbasket and text

Now you can see you have got mail from Bengtsson about concert in June

Read answer

Above answer you see your mail

Logout as andersson

Enclosing a document

Close internet and start LibreOffice Writer.

Now you are Bengtsson and writing a book.

Write: The white leopard in the middle of first page.
Format the text.

Write Chapter 1 in the middle of second page.

Write Chapter 2 in the middle of third page.

Save the book in Document\Internet as the white leopard.

Start Safari and go to Yahoo

Log in as Bengtsson

Click Mail and Inbasket

Now you will send the book to andersson

Click write and write The white leopard as subject

Write

Hallo Anders!

I send my new book to you. I hope you have time to read it and give me some words about it some time.

Regards Bengt

Click clip

Find the white leopard and click twice on file

Above <Send> you can see The white leopard

Click <Send> as usual

Log out as bengtsson

Andersson open enclosure

Now you are andersson

Login

Click mail and Inbasket

Now you can see you have got mail from bengtsson. Clip is showing there is an enclosing

Mark mail

Down the screen you see the file The white leopard is enclosed.

You can choose between Show or get the file

Choose show. Here you can see the document by clicking Archive/Print you can print dokument.

You can return by bottom if you choose get file you can open it or save it.