



# Getting started online. Staying connected.

This guide will help you get online using a laptop or PC.

## 1. Open the internet browser.

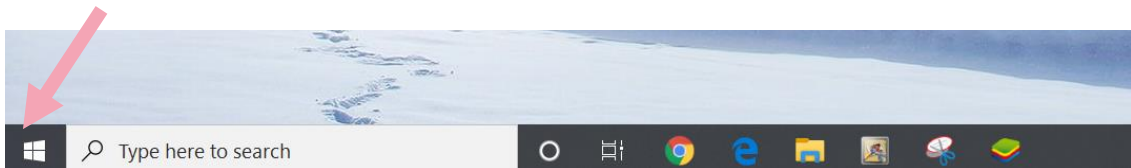
Find the icon for your internet browser. You will probably have Microsoft Explorer, Microsoft Edge or Google Chrome.



You might find the icon in the taskbar at the bottom of the screen. Point the mouse over the icon and click on it.



If you can't find the icon at the bottom of the screen, you will find it in the Start Menu.

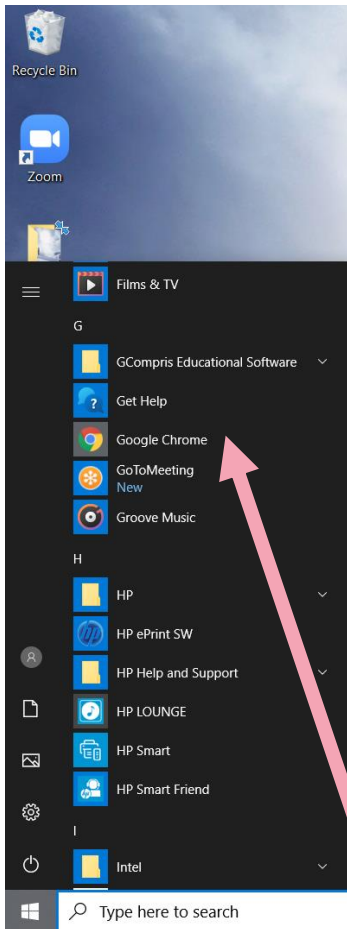


Click the 'Windows' icon. This will make a menu pop up.

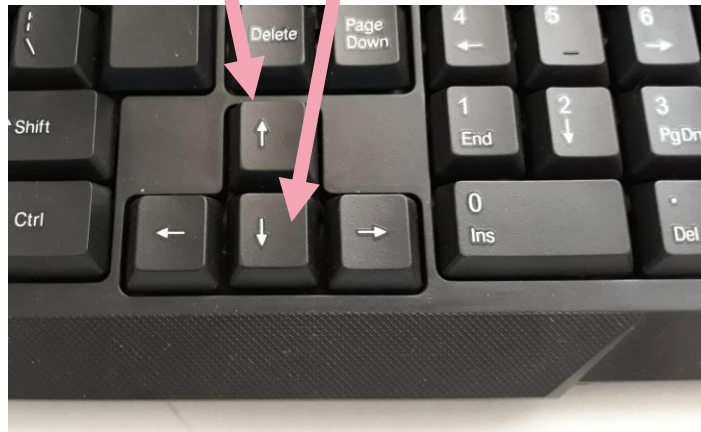


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You will see a list of the programmes on your computer. The menu will disappear if you click on another part of the screen.



You can use the up and down arrows on your computer keyboard to move up and down the list.



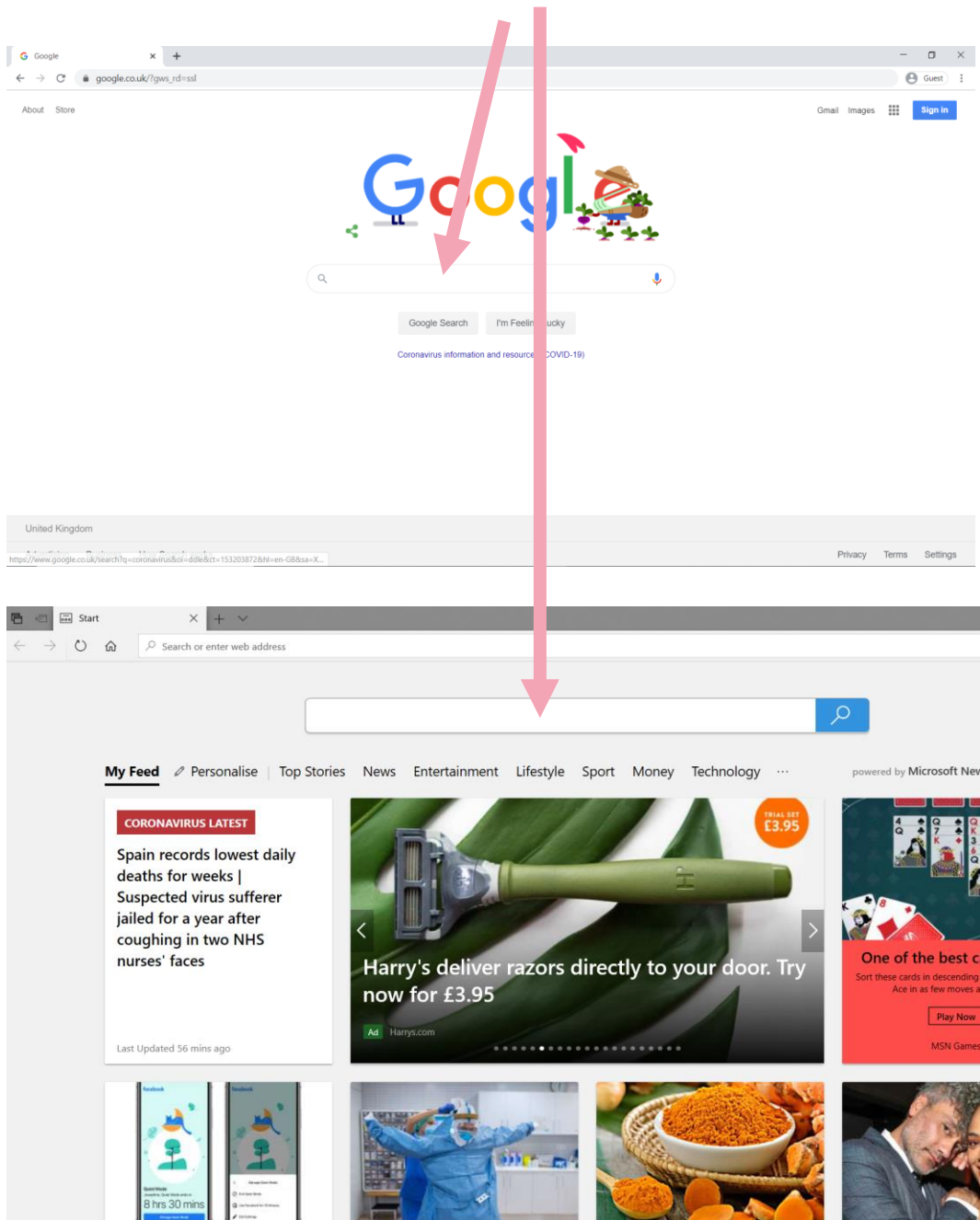
The Start menu is normally in alphabetical order. Keep pressing the down key until you see “Google Chrome”, “Internet Explorer” or “Microsoft Edge”.

Click on the writing that says “Google Chrome”, “Internet Explorer” or “Microsoft Edge”. This will open your internet browser, which is the programme you will use to access the internet.

## 2. Navigating to a website.

Your internet browser will open on a search menu.

To search for something, point the mouse on the search box and click on it.

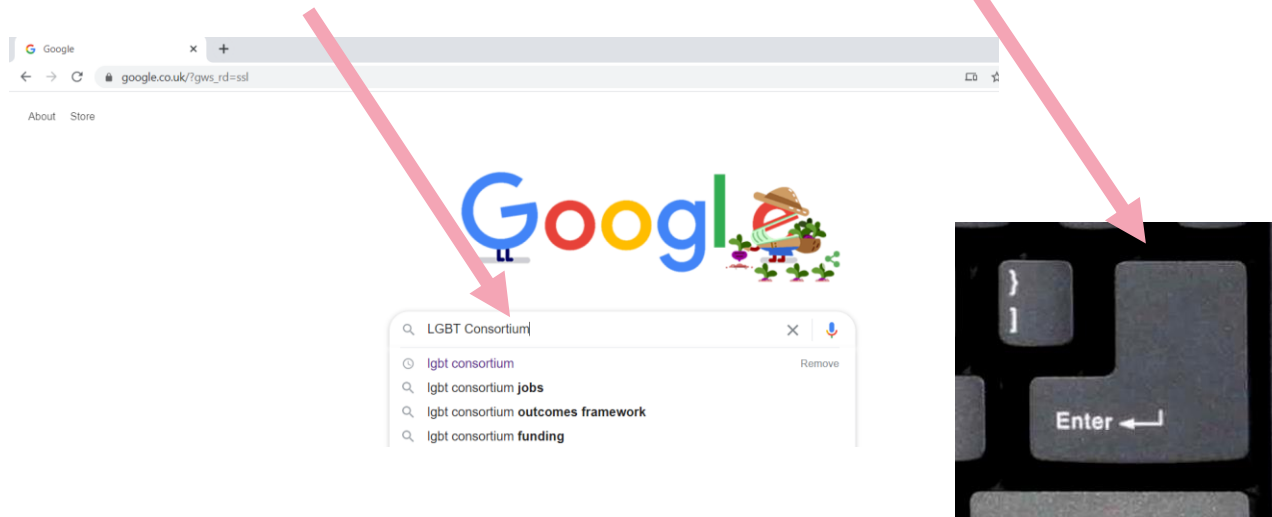


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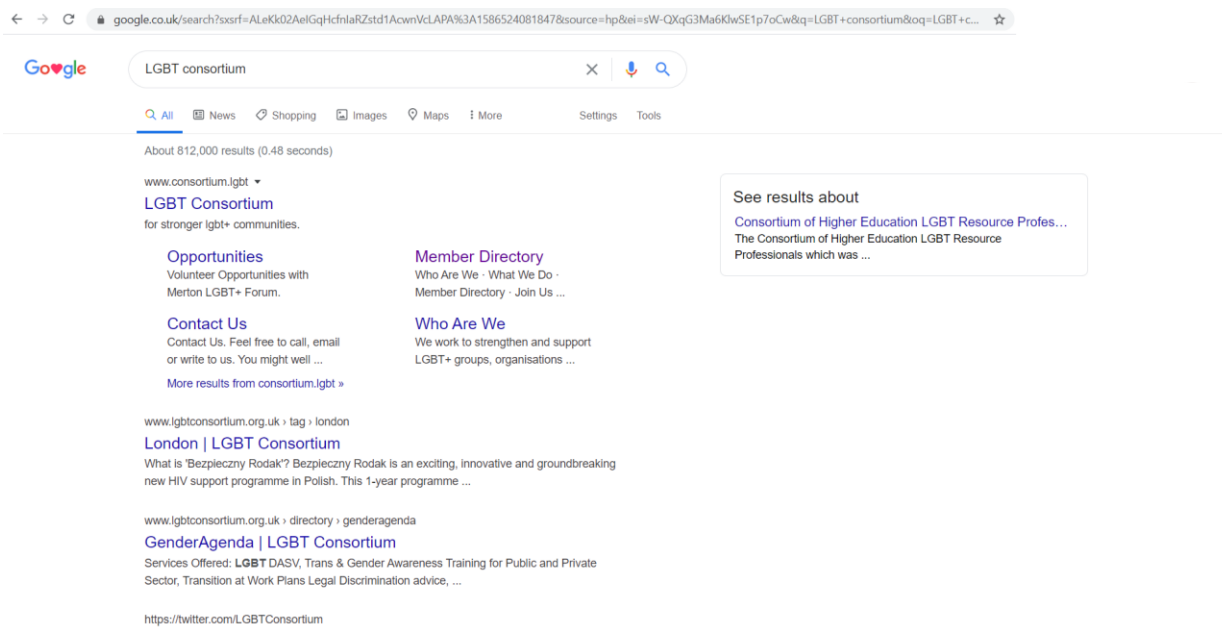
www.transactual.org.uk

## 2. Searching for a website.

Type what you are looking for. For example, if you are looking for the LGBT Consortium website you should type “LGBT Consortium” then press the Enter key.

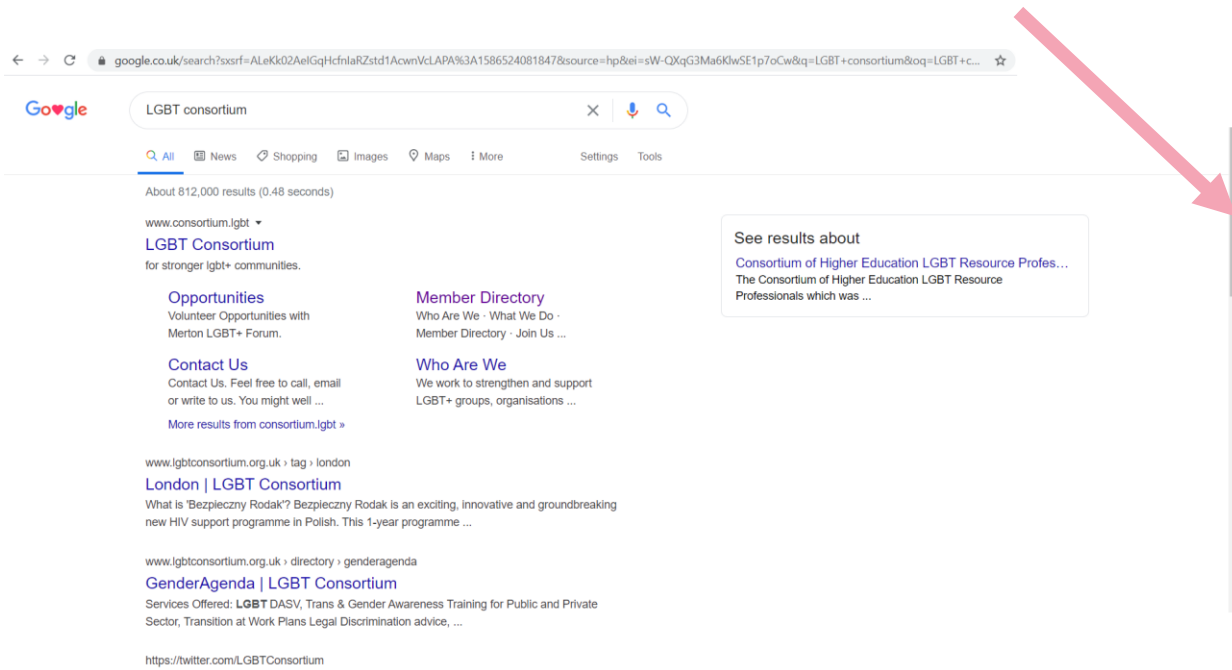


A list of websites will then show up.

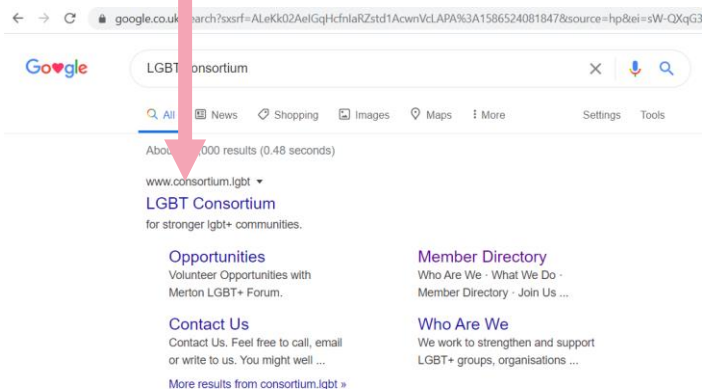


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You might be lucky and the website you are looking for might show up at the top of the list. If not, you can move down the page using the bar at the side. Move the mouse pointer over the dark grey bar and click. Hold down the mouse button and pull the pointer down the screen. This will move the page down and is referred to as scrolling. Keep scrolling until you find what you're looking for.

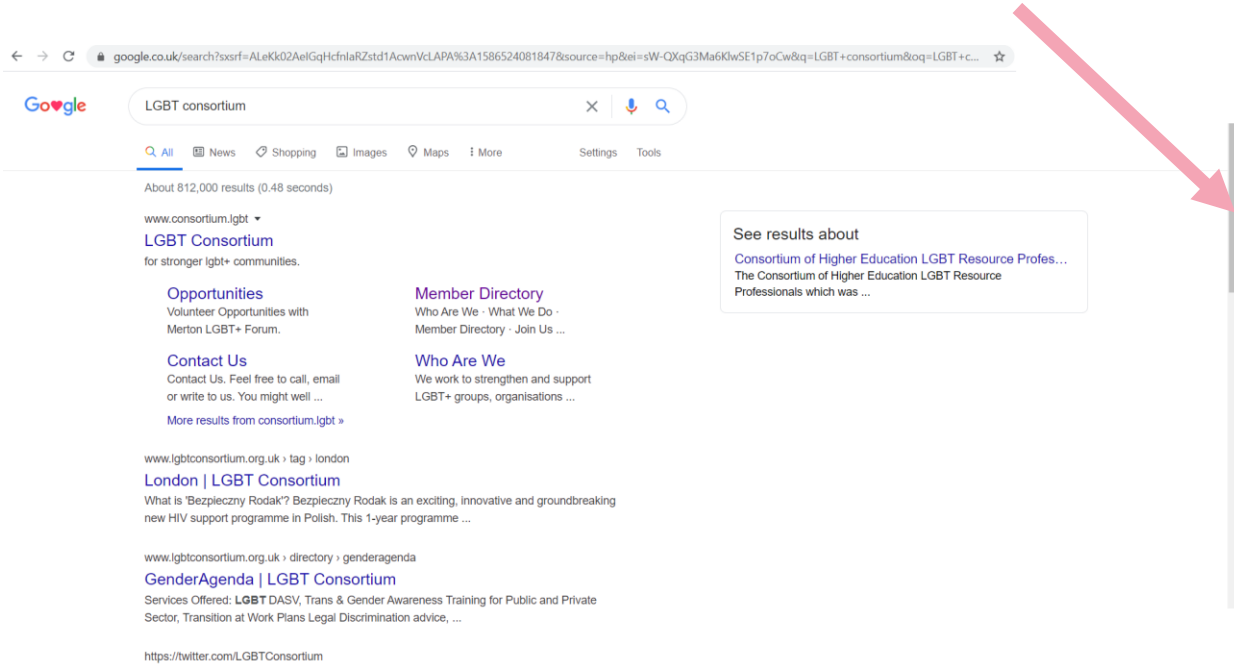


When you've found what you're looking for, point click on the blue writing. This blue writing is called a hyperlink. You might notice that the mouse pointer changes to an image of a pointing finger when you are pointing at a hyperlink.

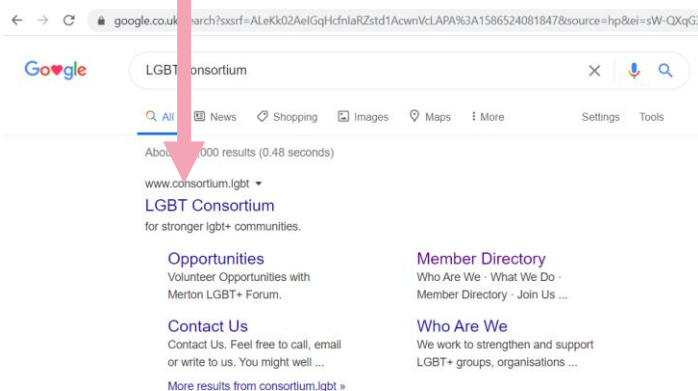


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You might be lucky and the website you are looking for might show up at the top of the list. If not, you can move down the page using the bar at the side. Move the mouse pointer over the dark grey bar and click. Hold down the mouse button and pull the pointer down the screen. This will move the page down and is referred to as scrolling. Keep scrolling until you find what you're looking for.



When you've found what you're looking for, point click on the blue writing. This blue writing is called a hyperlink. You might notice that the mouse pointer changes to an image of a pointing finger when you are pointing at a hyperlink. Clicking on a hyperlink will take you to a website.

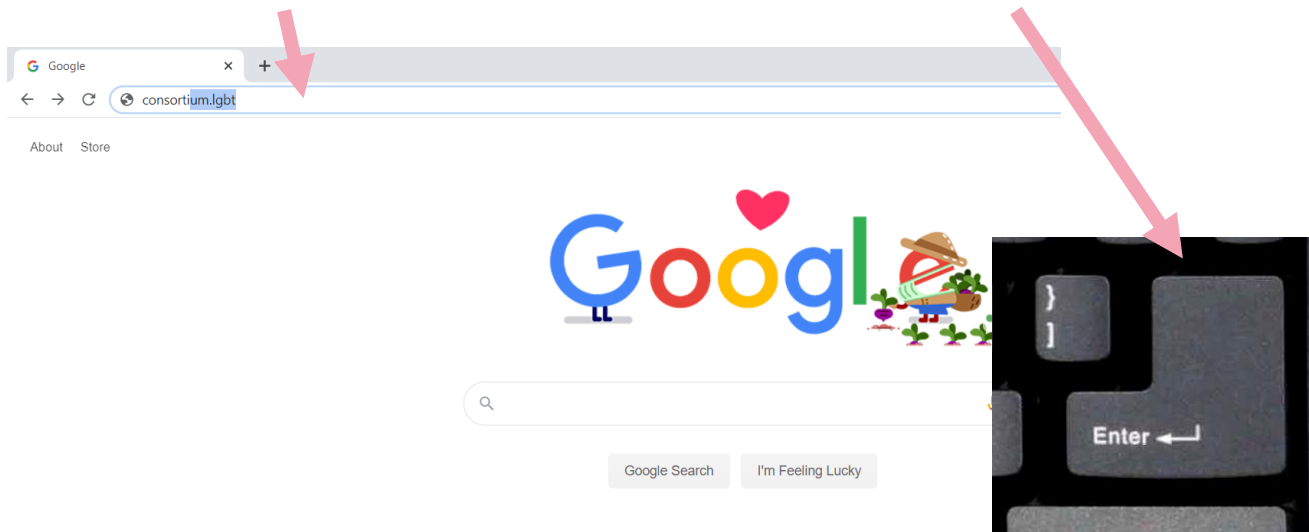


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### 3. Using a website.

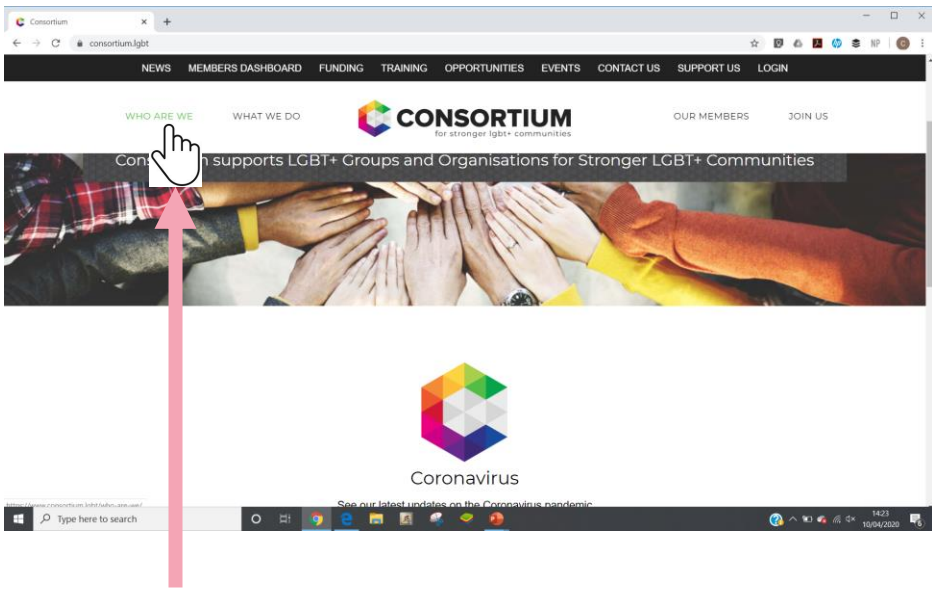
If you know the address of a website you can type it in the “URL bar” at the top of the browser. Click into the long box at the top of the screen, type in the website address and click enter. This will take you to the website.



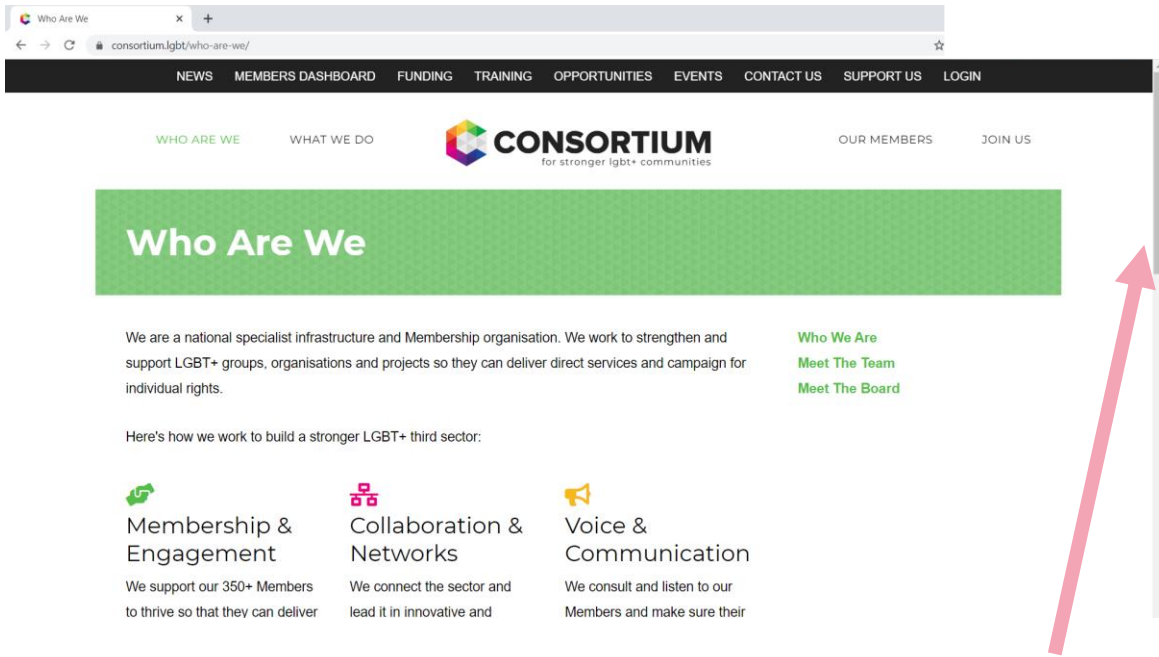
Once you're on a website, you can explore it. Use the mouse to click on the links to different parts of the website. You will be able to tell that it is a link because your mouse pointer will look like a hand



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Clicking on a link will take you to a different part of the website.



Quite often not all of the page will fit on the page at once. You can move down the page using the bar at the side. Move the mouse pointer over the dark grey bar and click. Hold down the mouse button and pull the pointer down the screen. This will move the page down and is referred to as scrolling.

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