

Welcome to the Internet!

If you are wondering what to do and how to do it, the information contained in this page will help you get started. Pretty soon you'll be doing everything you want to do with no problem! The Internet is a highly enjoyable source of fun and entertainment, research, and anything else you can think of. Learning is all a big part of the experience and hopefully the information here will help you get as good a head start as possible so that you can start enjoying more! This page is in a No-techie-type language, just plain simple every day language that is easy to follow!

This page answers a lot of the questions that we all had when we were new to the Internet, and questions that are asked daily. Hopefully we've succeeded in making it all easy to understand! We didn't have a page like this when we started! We had to learn on our own with trial and error and helping each other as we all learned!

Getting Started

A link on a page will be colored differently than other text on a page most of the time. In some cases a link will be inside of a button that says "back", "next" or other things. It means that you click on it and it will lead you to another page, another site, or an e-mail address. The Internet is made up of billions of links that lead you to some amazing places from right there in the comfort of your home or office! You can't "surf" the Internet and not click on something, it just doesn't work automatically!

Look at everything your Internet Browser has at the top and you will see a long white bar that says something like "Address", "Location", or whatever your favorite browser likes to call it. This is where you will see the location of the web page that you are viewing. If there is anything that you are interested in, chances are there is a web page online with that title. For example games. Type in www.games.net or www.games.com in that box then hit your "enter" key on the keyboard and see where you end up! If there is not a web site with that name it will tell you "not found" so try something else! If you are interested in flowers, sports, fishing, toys, dogs, etc., just try typing it in the white box with .com or .net or .org, hit your keyboard's "enter" key, and see what happens!

How else do you find sites that you are interested in? Try using a search engine! Some of these are www.infoseek.com, www.mamma.com, and lots of others. If you want another search engine, just type in Search Engines in the search box at one of the other two search sites I just listed. Eventually you will find your "favorite" search engine. There are several search engines already on our web site, just type in www.ecsis.net in the long white bar at the top of your browser and hit your "enter" key! We have two search engines right on our front page, others can be found by going to "Public" pages. Type in what you are interested in and it will list enough links to keep you occupied for a very long time!

Software

If you need software there are dozens of places to find what you need! Three of my favorites are www.winfiles.com, www.nonags.com and www.slaughterhouse.com. Awesome games can be found at www.happypuppy.com! There are hundreds of other places to get software and pretty soon you'll discover your favorite places to find what you want or need! I just did a quick search using Infoseek and it came up with over 300,000 places you can look for just games, so imagine what all is out there waiting for you to find it!

Downloading

First of all you will need a program that can unzip a file that you download! www.winzip.com has a good one!

1. To always know exactly where to find what you download, create a special file on your hard drive especially for the programs that you download. In Windows Explorer (that is the folder where all of your programs live), click on the C drive's folder. Click on File. Click on NEW. Name it 1Downloads or Downloads or Zips, whatever you can remember. It is handier having it at the top of your folder list.

2. Click on the .zip file. A box appears asking you what you want to do with it. Click on "Save As", "Save to Disk", whichever your browser says. NEVER tell it to Open! You could invite an unwelcome surprise onto your hard drive!

3. Another box appears. It probably says Programs, but you don't want to stick your file in that, so click on the down arrow, click on C drive or whatever drive you want to stick your downloaded programs into. Scan to where you put your new special folder for your downloads. Click on Save.

4. The best thing to do before unzipping your program, is to get off-line, shut down everything except your Windows Explorer. Double click on the Zip, or it may even be an .exe file. Some programs automatically insert themselves where they are suppose to go, but most don't. You have to TELL it where to extract to, most like to go into "Program Files" and that is fine. When asked where you want the program installed to, click on NEW in the box, and name the folder whatever your program is called. Then click on Ok and Unzip now.

5. When the unzipping is finished, you need to look inside your new folder by going to your Explorer and scanning down until you find it. Some programs have a Setup file with a little computer beside it. Double click this, or it may already have everything setup itself. This depends on what the program is. Your program will be the most colorful one that says .exe If you would like to have the icon on your desktop, be sure of which file in the folder is your program itself, then click with your RIGHT mouse button on it, and scan to "Create Shortcut". Drag that shortcut up onto your desktop holding the mouse button down until you have it placed where you want it.

6. To keep from having too many little icons on your desktop, you can click with your right mouse button on your desktop, then click on NEW and scan to Folder. Name your folder. Drag the icons you want inside that folder into it with your left mouse button. That keeps everything from getting too cluttered! You might want a Games folder and an Important Folder, or whatever you want to name them.

7. Please don't forget to go back to your special folder for your downloads and delete them! They take up a lot of precious disk space!

Speeding it up

The Internet is a marvelous thing but if you don't have up to date equipment it can be a major headache for you. If you have a modem that is less than a 56k V.90, we recommend that you upgrade to a better modem! A 28.8 or 33.6 modem was fantastic when they first came out compared to the previous modems, and with the "birth" of the 56k it was a lot faster! If you just use the Internet for your e-mail or rarely then you might be happy with the modem you have, however for serious surfers and for those who like to download games and programs, etc., you may be much happier with a 56k V.90 modem! Purchasing a new computer or upgrading the one you have now will also help, but of course its not necessary unless you want to! We recommend that you have at least 64 mb Ram (memory). Keep your hard drive cleaned up, the more "junk" you have on your hard drive the slower it will get. Dump the cache, weed out files that you never use that are safe to delete, run scan disk, etc.!

Netiquette

I see a lot of people who type in all capital letters, this is a no-no in Internet Netiquette! If you type in all caps, you are shouting at someone! Typing in all lower case is a NO-NO too! Don't fall for the "chain letters" that arrive in your mail box telling you to forward to so many people. If you are sending the same letter to several people, read in your mail program how to send mail "BCC". This means that you can have several people on your mailing list and all their mail addresses won't show up for others to see, it also makes getting past the names and finding where the message starts much easier for people who will receive your letter. Never send huge photographs or files through your e-mail. If its 1 MB in size that is too large to send through e-mail!

Special Tips!

On your desktop, click with your RIGHT mouse button on your "recycle bin" icon. Look at the list that comes up and select "properties". Under the "global" tab you will see a slider with numbers on it. Most likely this says 10% which is the default. What does this mean? It means that 10% of your computer's hard drive will be taken up with trash and you don't want that! Move the slider down to 1% and it will help improve your system's performance!

The more icons (those little pictures on your desktop) you have on your desktop the more "memory" is taken up! Delete the icons off your desktop that you don't use every day! Nothing will happen...if you want to access those programs again simply click on "Start", "Programs" and locate the program in there! Once again, if you don't use a program regularly you can even delete it from your "Start" area! Nothing will happen and you can access those programs from your Windows Explorer if you ever want to!

Does your "Start" menu look like a major mess? To condense it down to a nicer look, click on "Start" with your RIGHT mouse button, and click on "Open". Double click on "Programs" and everything you have in Start will open up. What I did was to create new folders *File, New, Folder, and name it*. I have a folder called "design", one called "art", one called "important", "browsers", "microsoft", etc. I place all of the programs that I use for each topic into the new folder. For instance, in my Browser's folder I place all the various browsers that I use into it by clicking on what I want to move and dragging it into the folder I want it in. You can also take the program itself out of the folder its in and put it into another folder and then delete the excess files that are inside that folder. (Don't do that anywhere else but in your "start" menu though!) For instance there is a folder for a paint program in my start menu and it has a bunch of other things in there that I'll never use. I can take the program out of that folder and put it directly under my "Art" folder and delete the folder that it was in before I moved it out.

Important Things

Never delete anything that you are unsure of! If you didn't install it yourself, the best advice we can give you is to leave it alone! Avoid deleting .dll and .ini files in your Windows directory or anywhere else, unless you are certain it's ok! A lot of people complain that their programs no longer work, but it's because they have deleted the main component of it! If you get ready to delete unwanted programs and files, and get the message that other programs could be affected if you delete it, forget it! Leave it there!

Avoid running Netscape and Microsoft Internet Explorer browsers at the same time! They don't like that very well! This is personal experience talking to you! Some programs will tell you in their "readme" file to delete using the undelete file enclosed in the rest of the files. Others will tell you to go to your "Add/Delete Programs in your Control Panel. Some others you don't want to mess with trying to delete! Some will tell you that if you delete this program it will affect your system, so leave it alone!

At least every couple of months run ScanDisk on your computer. This can be found by clicking on Start, Programs, Accessories, System Tools. You want to be sure a check is in the thorough box, and that Automatically Fix Errors is checked as well. Check your Disk defragment, located in the same area, and if your computer needs Defragmented, run this as well. Even if your computer is only 3% defragged it can still benefit from it so go ahead and do it. Take my advice and leave that Drive Space ALONE! I've heard of people having to get new hard drives because of that program! Running Scan Disk and Defragmenter helps to keep your system in top shape. Defragmenter helps put programs back together where they belong! Scan Disk checks for errors and fixes them!

It is of the utmost importance that you never download anything from the Internet unless you have an Anti-Virus program installed. A couple of good ones to have are Norton Anti-Virus and F-Prot! Read carefully the documentation that comes with the program you are using!

Different virus act in different ways. Some destroy your .ini files, some your DOS, and others affect different or all parts. Just don't risk your computer's health and life by not having good virus protection!

NEVER click on a .exe file that comes into your E-Mail box! For some reason there are people who think it is very funny to create virus and infect people's computers! As stated above, having an anti-virus program is a MUST! Set it to check E-Mail messages, downloaded files, and read the help files to see what else your options are!

Hard Drive space

It is very important that every two or three days you clean out your browser's CACHE! Read in your browser Help files to find out how you can clean out your cache as well as your browser's memory cache and the Navigation bar history if it keeps that history.

Clean out your Documents Folder! Click on Start. Settings. Taskbar. Click on Start Menu tab. In the center, you see Documents Menu. Click the "Clear" button.

Copy/Paste

You see an address that sounds interesting, but you can't click on it! What I mean is like suppose you see www.ecsis.net typed out and it is not a clickable link. You have stuff in your Explorer that you would like to place somewhere else on your hard drive, and a lot of other different things you would like to do, but HOW?

1. Click your left mouse button at the start of the line and scan (holding the button DOWN the whole time) until what you want is highlighted.
2. Click on Edit at the top of the page. Now, Click on Copy. If you are in your browser, and it's an address you want to put into the address line, click once with your left mouse button and the present address will be highlighted. Now, just click on Edit again, and then click on Paste. Now, hit your enter key on the keyboard.
3. Another way of doing that, instead of clicking on Edit, is to highlight what you want to copy, then click your Right mouse button, scanning to where it says "Copy". Then scan to "Paste" when you get to where you want to paste it.
4. In your mailbox, you can use the copy/paste, as well, to scan over parts of a letter and paste into another letter, web page, etc.
5. Shortcuts for copy are helpful! Hold down your CTRL button and type the letter "C". The shortcut for Paste is to hold down your CTRL button and type the letter "V".

Other Help!

There are several books in the book stores or department stores that can help you further if you need it. Some of these are the "For Dummies" series and they are very good to use! These books are excellent to learn from regardless of how long you have been on the Internet and cover a wide range of subjects Internet and non-internet related!

Courtesy of the staff at ECSIS.NET