



Windows

Getting Online

Website Basics

You can use a number of tools to move around a web page and go from one page to another.

There are three ways to navigate:

1. pointing and selecting a heading, button, or link that automatically takes you to another page
2. typing a web address into the address bar of the web browser and pressing Enter
3. selecting the navigation buttons on the browser's toolbar, which is usually found at the top of the screen

Try out these steps to navigate a website.

Point and Select Heading, Button, or Link

1. Headings organize and draw attention to important information on a website. When you

select a heading with a mouse click or by pressing the Enter key, you open a new web page.

2. Links are the most commonly used element on a web page. They are usually text, and once you select a link, its text color often changes. Some links move you to other parts of the same page. They can also take you to other pages within the website.

Type Web Address into Address Bar

3. The address bar is an edit field at the top of your screen where you type in the actual address for a particular website. It's much like writing a person's address on a letter.
4. Place your mouse pointer inside the edit field and left click, or use the keyboard shortcut of **Alt** and the letter **D**. For most websites, type the address and follow it with a period or dot and a suffix like **com** or **gov**.

Select Navigation Buttons on Browser's Tool Bar

5. Find the navigation buttons at the top of your screen and to the left of the address bar. You find the icons of left and right arrows and a semicircle with an arrow. These are your back, forward, and refresh buttons.
 - When you select the **back button**, you move back to the web page you just visited.
 - If you've opened at least two web pages, the **forward button** moves you forward to the page you've most recently opened.
 - The **refresh button** reloads the web page. If you're waiting for something to appear on a site that's frequently being updated, like stock returns, concert tickets, or airline check-in, select the refresh button or use the keyboard shortcut of **F5** to have the page reload with the most current information.

So how did it go? Did you try some of these options? There are more workshops exploring web browsing features. Try them out to see which ones work best for you!

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