Welcome to the BT Get IT Together handbook, your printable guide to getting online. Packed full of hints and tips, this handbook helps you keep track of your learning along with lots of space to make your own notes. Use it as your personal reference guide or work thorough it with a friend – either way there’s lots to try!

PRINTING TIP
Be a little bit more eco-friendly and select ‘print double sided’. You could also print in black and white rather than colour. Just tick ‘grey-scale’ in your printer options menu.

Getting online checklist
It’s a great feeling when you know you’re making progress, so why not tick off each subject below once you’ve got the hang of it?

☐ Turning the computer on and off
☐ Typing with the keyboard
☐ Using the mouse
☐ Connecting to the internet
☐ Opening a web browser
☐ Using a search engine
☐ Exploring the internet
☐ Using email
You’ll need a computer to connect to the internet at home. There are so many makes and models of computer - every one is different. So don’t get frustrated if you can’t find what you’re looking for on your computer straight away.

What type of computer do you have?

**Laptop or notebook**
A laptop, or notebook, computer is smaller than a desktop and has the screen and keyboard built in. This makes it small enough to carry around, which is useful if you do not have a permanent place to put it. They do not have a mouse - you use a trackpad to move the screen cursor instead.

**Desktop computer**
A desktop computer comes with a separate monitor (screen), keyboard and mouse. If you have difficulty seeing or using small buttons, then a desktop computer may be a better choice for you, as the keyboard and monitor are larger than with most laptops.

1. Turning it off and on
Every computer has a power button, so you’ll need to locate this to turn it on. If you have a desktop computer, you’ll usually find this on the tower. Most laptops or notebooks have the power button next to the keyboard or on the side of the computer. If you’re not sure where the power button is on your computer, just ask your helper to show you and jot it down in the notes section.

2. Logging in
Some computers will need you to log in with a username and password, or sometimes just a password. Other computers might not have this security set up and you can just turn them on and start using them straight away. Find out what you need to do for the computer you are using. You can write down the details below if you’d like to keep a reminder.

Your username is:

Password reminder question:
Remember that for security reasons you should never tell someone or write down your password. Instead write yourself a hint to jog your memory in case you forget it.
Using the keyboard

All computers come with a keyboard that lets you type in information. With a keyboard you can write words, numbers and symbols. Most keyboards have the standard typewriter ‘qwerty’ keys, with some extra keys for different uses. Here we’ve explained what some of the most common symbols do. Have a go at trying them out - remember, practice makes perfect!

**BACKSPACE**
This is most commonly used to delete something you have written.

**CONTROL**
When pressed with another key, control will perform a special action, similar to shift. Control is often used in shortcuts.

**SPACE BAR**
Press this when you want to make a space between words or other characters.

**SHIFT**
Use this to type capital letters and characters displayed on the top half of other keys.

**RETURN/ENTER**
This key has two functions. You can use it to make a paragraph break, or use it to action something (e.g. when you write in the address bar of your internet browser, pressing Enter takes you to that website).

Using the mouse

A mouse is a hand-sized controller that lets you direct an arrow, or cursor, around the computer screen. When you move the mouse with your hand, the cursor will move around the screen. Most types of mouse have a left and a right button and sometimes a wheel in between.

**LEFT CLICK**
Click on the left to select something or move things about on your screen.

**WHEEL**
If you have a wheel in the middle of your mouse, use it to scroll up and down a page.

**RIGHT CLICK**
Click on the right to show the options menu.
Connecting to the internet

There are lots of different ways to connect to the internet, so it’s good to know how your computer works. Some computers will be set up to connect automatically, while others may need you to manually ‘dial up’ or even enter a password. If you receive internet through a Wi-Fi (wireless) connection, you may need to find the ‘network’ before you can go online. Ask your helper to explain how your individual computer connects to the internet.

My type of internet connection is:  

To connect to the internet I need to:

Opening an internet browser

To access the internet you need an internet browser – an easy to use computer program that lets you search for and view millions of web pages on any subject you can think of. Most computers come with an internet browser already installed. Below are some of the most common internet browsers. They all work in a similar way, so don’t worry too much about which one you use.

If you have a ‘Start’ button (in the bottom left-hand corner of your screen), click on this to open your internet browser. Alternatively, look for the browser icon on your desktop and double-click it. If your computer doesn’t have either, you should be able to find your internet browser in your ‘Applications’ menu. If you’re not sure, just ask your helper to show you where to find it.

My internet browser is:  

[Images of Firefox, Safari, Internet Explorer, and Google Chrome browsers]

Your notes...
Searching the internet

If you don’t know the address of the website you want to visit, or if you’d like to find out more information about something you’re interested in, you can use a search engine.

There are lots of different search engines, but some you may have heard of before are:

AOL  Yahoo!  Google  bing  Ask.com

The search engine I prefer to use is: ________________________________

The most common is Google. To find it, type www.google.co.uk into the address bar of your internet browser and press Enter.

How to do a Google search

1. Type in your search

On the Google homepage, you’ll see a white page with the Google logo in the middle. Underneath there is a long bar – you type what you are looking for in here. For example, if you want to find beef casserole recipes, just type ‘beef casserole recipes’ into the bar and click ‘Google Search’.

2. Predictive suggestions

As you type in the words of your search query, Google will try and guess what you are looking for and list some suggestions underneath the search bar. Don’t worry, you don’t have to choose one of the suggestions, but if you are searching for something with a long name, it might be a useful shortcut! To select a suggestion, just click on it.

3. Search results

Whether you click ‘Google search’ or opt for a predicted suggestion, you will still arrive at the search results page. This is a list of relevant websites Google has found for you. To view any of the websites, just click on the blue writing, which is also underlined. It’s that easy!
Exploring the internet

Once you’ve got the hang of using an internet browser, there’s so much to explore online. You can use the internet to pay your bills, do your shopping, watch TV programmes – and much more. Why not write down some of your favourite websites in the notes section?

Know the site you’re looking for?

If you know the address of the website you’d like to visit, you can type it into the address bar on your internet browser and press the Enter (or Return) key on your keyboard. The address bar is the long white horizontal bar at the top of your internet browser.

Not sure where to start?

You’ll soon discover your own favourite pages to visit, but for now we’ve put together a guide of some useful websites to get you started. These simple tasks will help you learn how to find and do things on the internet.

Directgov

www.direct.gov.uk is the official UK government website and has lots of information on public services. Why not see if you can find out something new about your area?

Online shopping

Have you tried shopping online yet? Pop the name of your favourite supermarket in a search engine and see if you can get a bargain online.

BBC iPlayer

Did you know you can watch TV programmes and listen to the radio online? There are lots of sites to choose from, but www.bbc.co.uk/iplayer is a great place to start.

NHS Choices

Have a look at some useful healthy living information on www.nhs.uk, the country’s biggest health website.

Hobbies

What are your hobbies? Use a search engine to see if you can find any local groups or online forums with similar interests.

Facebook

You may have heard of the social networking site Facebook. Have a go at setting up an account and while you’re there check out BT’s page, www.facebook.com/BTUK.

Your notes...

www.bt.com/getit
Using emails

Email is a great way to stay in touch with your family and friends, cheaply and easily. Emails can be short or long. You can also send and receive photos and documents by email. You can email just one person, or a whole group at the same time.

Setting up an email account is easy - you can get one from your internet service provider (ISP) or you could use a web-based service like Google Mail at www.google.co.uk/mail or Hotmail at www.hotmail.com. If you have broadband from BT, you’ll have free BT Yahoo! Mail. To start using your BT Yahoo! Mail, just go to www.btyahoo.com and log in with your username and password.

Email providers

Setting up an email account is easy - you can get one from your internet service provider (ISP) or you could use a web-based service like Google Mail at www.google.co.uk/mail or Hotmail at www.hotmail.com. If you have broadband from BT, you’ll have free BT Yahoo! Mail. To start using your BT Yahoo! Mail, just go to www.btyahoo.com and log in with your username and password.

Your username is: _________________________________

Password reminder question: _________________________________

Remember that for security reasons you should never tell someone or write down your password. Instead write yourself a hint to jog your memory in case you forget it.

Checking your inbox

Signing in to your email account is simple and you can do it from any computer. Just go to the homepage of your email provider, click ‘Sign In’, and enter your username and password.

To read the emails you have been sent, go to your inbox and click on the title of the email to open it.

Sending emails

Click ‘Compose’ or ‘New’ to open up a blank email. In the ‘To:’ field, enter the email address of the person you’re sending the email to. Email addresses always include an ‘@’ symbol.

When typing someone’s email address, make sure you type in all of the characters, and that the dots are in the right place.

Next, choose a subject. Once that’s done all you need to do is write your message in the big box and click ‘Send’.

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