

# Y's Men Computer Users Tutorial Part 1

## Internet and Y's Men website

If you have a PC with Microsoft Windows or a MAC you will already have an internet browser. You will also have to open an account with an internet service provider or ISP. The ISP will provide you with a modem for receiving internet signals. The connection may be over a regular phone line (dial-up), your cable company's coaxial cable or the phone company's DSL line both referred to as "Broadband".

After following your ISP's instructions for getting connected by modem to the internet you will **open up your internet program called a browser**. In most cases you will use the Microsoft Internet Explorer that comes with the Windows operating system or perhaps the Safari program that comes with the MAC operating system. I suggest you **put an icon for your browser on your desktop** since you may use it more than any other program with the exception of email.

Creating a shortcut:

With your mouse click the left button on the Start button, then All Programs, then **using the right mouse button**, click on Internet Explorer. Now click on Create shortcut. You will see a copy of the Internet Explorer line has been added at the bottom of the list. Now click and drag this new line onto your desktop. You have created a shortcut to the browser.

Go to the Y's Men website:

Double click on the shortcut you created to open the browser. Maximize the size of your window by clicking on the middle icon, the small square) at the top right of the browser window. (The small minus sign minimizes the browser and the red X closes the browser). In the address window at the top you will see the address (called a URL) of the website that is currently your home page. It will begin with <http://> (don't ask). Put your mouse cursor in the address window and click. It will be highlighted in blue. Now type in <http://www.ysmenwestportweston.org>. Our website will open.

Create a Links toolbar:

A links toolbar will allow for fast connection to your most often used websites. Right click in the top gray toolbar area. Check only "Links Bar". Now click and hold on the little icon at the far left of the address window. Drag it down to the links bar until you see a black vertical bar. Release the mouse button. Rename the link by right clicking on it and left click on "Rename". For our website type in Ys and click OK.

Make our website your Home Page:

This will work on any currently active website you wish to make your Home Page. In the toolbar click on Tools> Internet Options>General. Under Home Page click on Use Current. From now on your browser will open with this website automatically chosen.

Now we will navigate around the Y's Men website including the Member's Only pages. If you need the User I.D. and Password please e-mail the webmaster.