

Connect With Others Now: First Steps Toward Your Digital Experience

An Instructional Guide to
Accessing Information on the Web

This pamphlet will guide you through the steps to:

1. Identify your digital device
2. Connect your device to wi-fi/internet
3. How to find more tutorials that explain how to use technology online.
4. How to cater your device to your needs.

As well as common terms, symbols, and websites. Sources for information and how to find them.

[Cover image: simplified blue globe with happy face, over lines of gradient browns, orange, and yellow]

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Connecting to Wi-Fi & the Internet



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Device Identification

First, please identify what device you are using to access the internet. Depending on the brand, where items are and what they look like will vary slightly

Mobile Device



[Left image:
tablet and phone
with yellow and
blue background]

[Right image:
Laptop with
brown keys]

OR

Desktop Computer & Laptop Computer



Smart phones are small handheld devices used to make calls and access the internet. Tablet's are book sized devices also used to access the internet.

APPLE

- Has icon of an apple with a bite taken out of it on the back of device.

- Check beneath phone or tablet case, though most apple device cases show off the apple logo

Turn to PAGE 5

ANDROID

- Any phone that is not an apple phone

Turn to PAGE 7

Desktops are large multi-piece set-ups. They need to always be plugged in to turn on. Laptops are portable and fold in half.

APPLE MACINTOSH

- Has icon of an apple with a bite taken out of it on the back of device or on the front of the monitor beneath the screen.

- Check beneath laptop case, though most apple device cases show off the apple logo

Turn to PAGE 11

PERSONAL COMPUTER (PC)

- Any computer that is not an apple computer

Turn to PAGE 9

Apple iPhone & iPad

Trouble shooting PAGE 23

Step 1. Plug in your phone to charge the battery. Then, turn it on by holding down the power button located on the side of the phone until the screen lights up. The power button

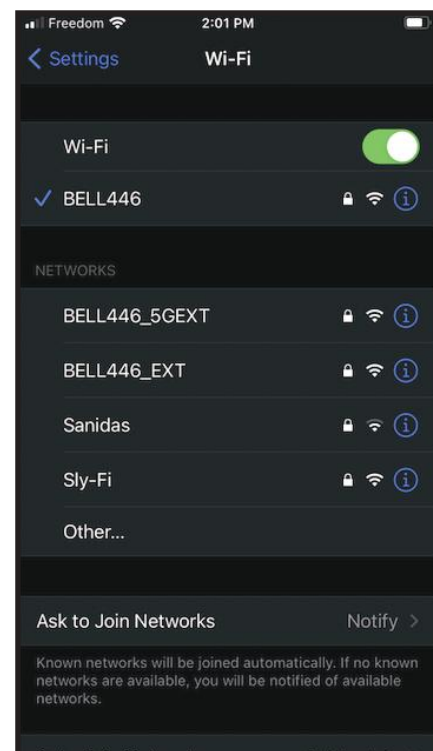
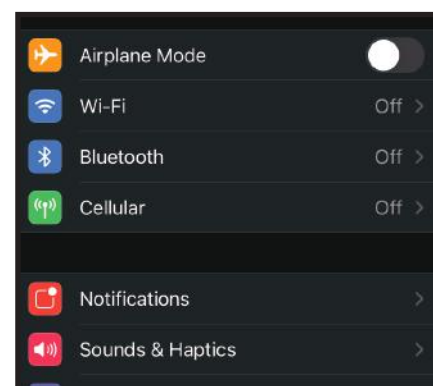
Step 2. Once the phone has booted up, the screen should show the time. Press the home button on the screen of the phone. If you have a password, enter it. This should take you to the home page of your phone.

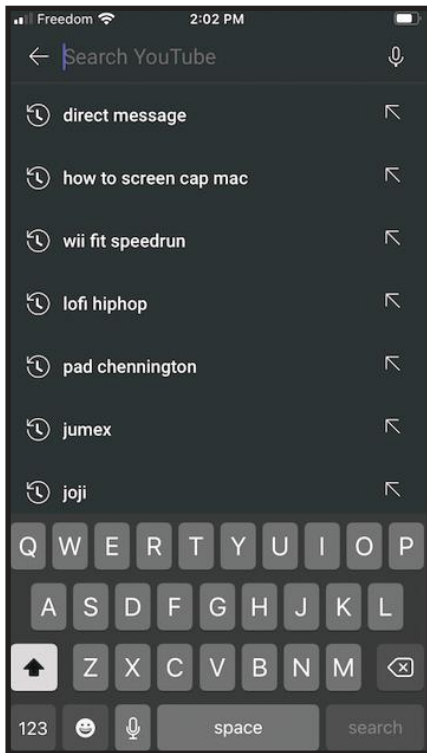
Step 3. Find the Settings application and tap on it. The phone will bring you to this page.

Step 4. Tap on the button that says Wi-Fi and has the Wi-Fi fan shaped icon.

Step 5. Tap on the slider button next to the word "Wi-fi". The Wi-fi is on when the slider is bright green instead of grey. The white circle will be farthest to the right of the screen when on.

Step 6. When the Wi-Fi is on, it will show the available connections around you. Select your Wi-Fi. The name of your connection will have been provided by your internet service provider and on the back of your internet router. Tap on the Wi-Fi network you are using and fill in the password. Some routers will have the password on the back as well.





Step 7. Tap “connect” to connect to the internet.

Step 8. If you are using a public Wi-Fi source like from a library, restaurant, or store there is an extra step. When tapping connect, your phone should bring you to a screen that shows the term’s of service to use the internet. In order to use the wi-fi you will have to accept or sign in. The internet will connect automatically after doing so.

Step 9. Click on the home button to return to the home page of your phone.

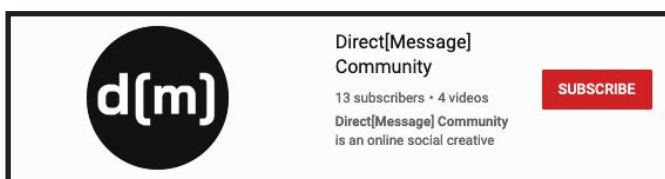
Step 10. Find the youtube application. It is a red rounded rectangle with a white triangle in the center. Tap on it. It will open to this screen.

Step 11. At the top of the screen, tap on the magnifying glass to type in the search field.

Step 12. Type “ Direct Message Community” in the search box without the qoutation marks.

Step 13. Click on Direct Message Videos.

Congratulations! You now have access to the worlds knowledge at your fingertips.



Android Phone & Tablet

Trouble shooting PAGE 27

Step 1. Plug in your phone to charge the battery. Then turn it on by holding down the power button located on the side of the phone until the screen lights up.

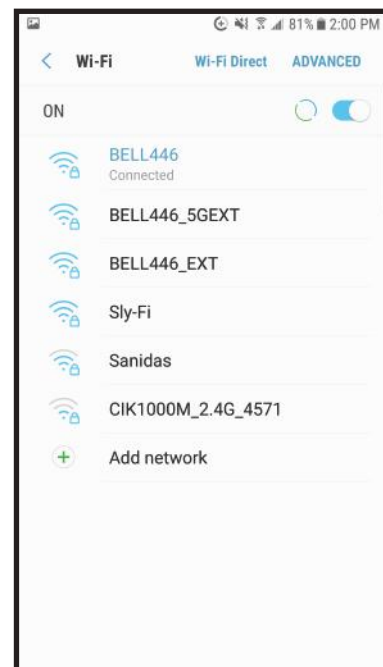
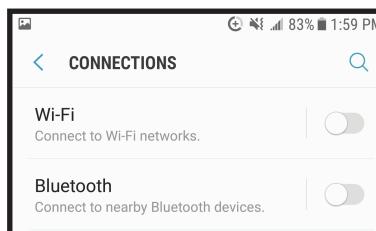
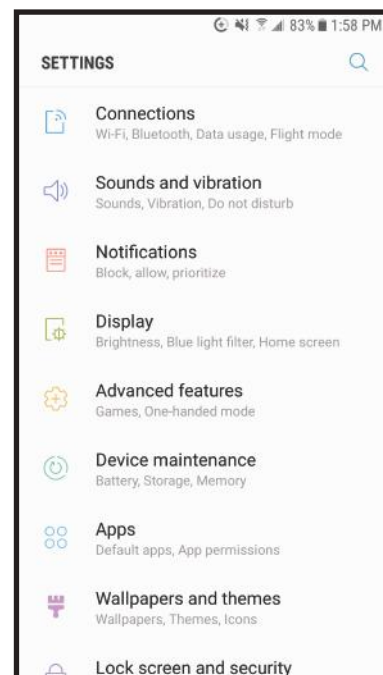
Step 2. Once the phone has booted up, the screen should show the time. Press the home button on the screen of the phone. **If** you have a password, enter it. This should take you to the home page of your phone.

Step 3. Find the Settings application and tap on it. The phone will bring you to a page similar to this.

Step 4. Tap on the button that says Connections.

Step 5. Tap on the button that says Wi-fi. Tap on the slider button next to the word “Wi-fi”. The Wi-fi is on when the slider turns a color instead of grey. The white circle will be farthest to the right of the screen when on.

Step 6. When the Wi-Fi is on, it will show the available connections around you. Select your Wi-Fi. The name of your connection will have been provided by your internet service provider and on the back of your internet router. Tap on the Wi-Fi network you are using and fill in the password. Some routers will have the password on the back as well.





Step 7. Tap “connect” to connect to the internet.

Step 8. If you are using a public Wi-Fi source like from a library, restaurant, or store there is an extra step. When tapping connect, your phone should bring you to a screen that shows the term’s of service to use the internet. In order to use the wi-fi you will have to accept or sign in. The internet will connect automatically after doing so.

Step 9. Click on the home button to return to the home page of your phone.

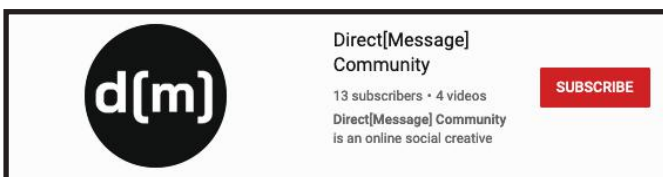
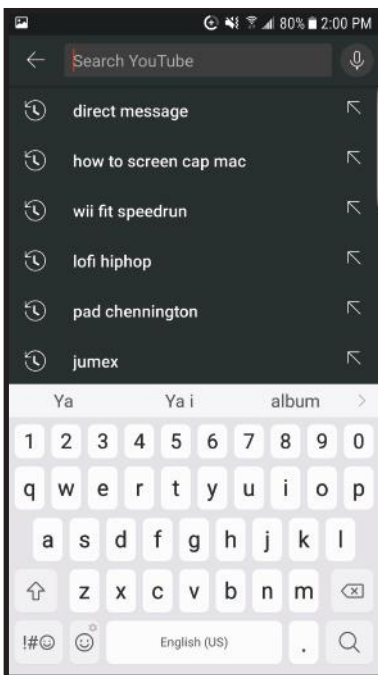
Step 10. Find the youtube application. It is a red rounded rectangle with a white triangle in the center. Tap on it. It will open to this screen.

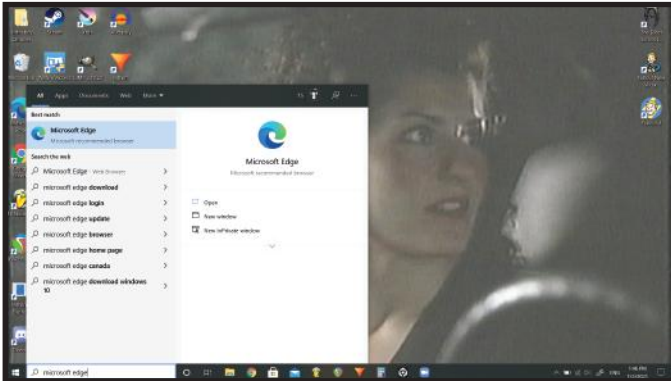
Step 11. At the top of the screen, tap on the magnifying glass to type in the search field.

Step 12. Type “ Direct Message Community” in the search box without the qoutation marks.

Step 13. Click on Direct Message Videos.

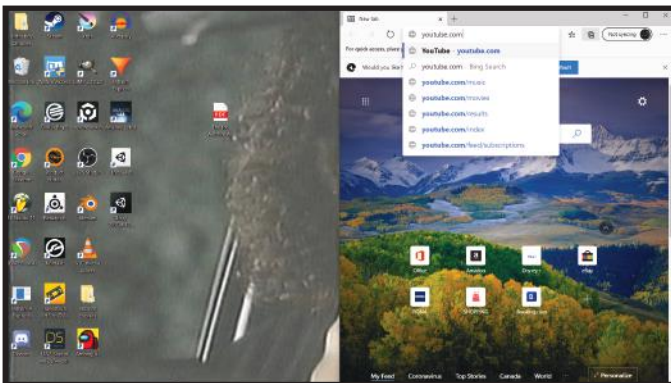
Congratulations! You now have access to the worlds knowledge at your fingertips.



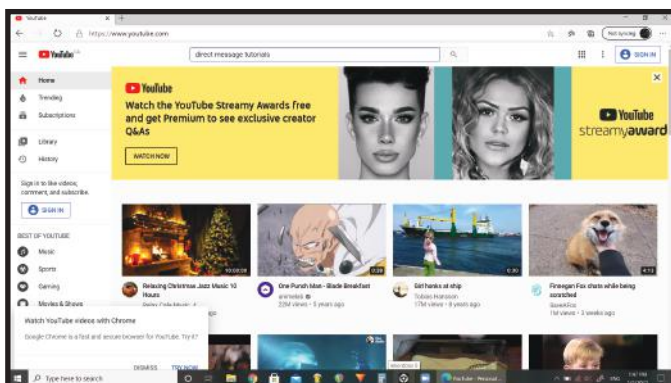


Step 7. On the bottom left of your screen. Click the bar containing the magnifying glass search icon. Type “Microsoft Edge” without the quotation marks.

■ ■ ■ **Step 8.** Click on the Microsoft Edge application. The icon for it will be a blue green swirl.



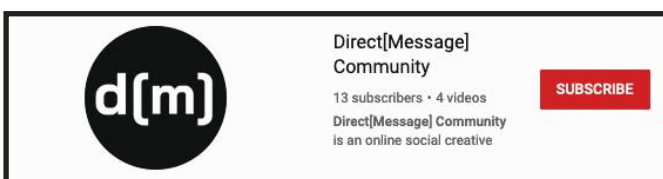
Step 9. When the Microsoft Edge web browser application opens, go to the white search bar at the top of the window and type in “Youtube.com”. Hit the enter button on your keyboard.



Step 10. The web browser will take you to the youtube.com website. Once there, click on the search bar next to the magnifying glass icon. The search bar will be lower than the one you just used. Type “Direct Message Community” and hit the enter button.

Step 11. Click on the first result that appear’s that has a red “subscribe” button next to it and says “Direct Message Community”. You will find your tutorial’s here.

Congratulations, you have accessed the wealth of the internet!



Apple Computer (aka Macintosh, Mac)

Step 1. Turn on your computer using the button with the power symbol.

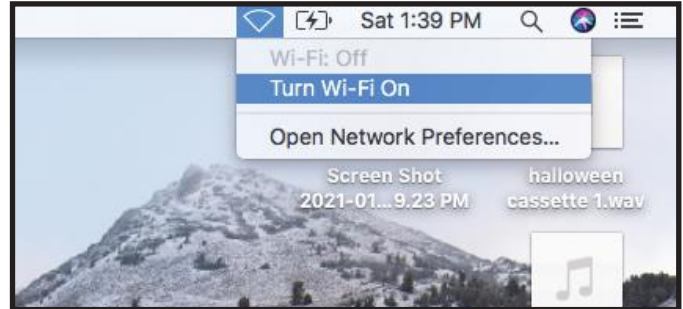
Step 2. Once your computer is on, log on to your account

Step 3. On the top right of your screen, there is a bar with upside down triangle icon. Click it and then click on “turn Wi-Fi on”. It will show you a list of available connections around you once on.

Step 4. Click on the name of your Wi-Fi network. The name of your connection will have been provided by your internet service provider and on the back of your internet router. Tap on the Wi-Fi network you are using and fill in the password. Some routers will have the password on the back as well.

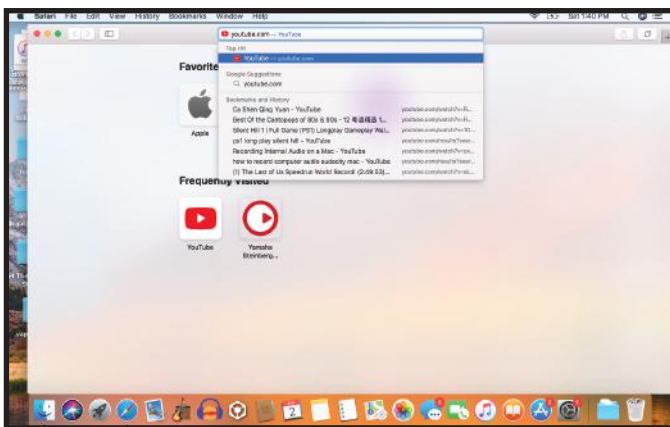
Step 5. Click connect.

Step 6. If you are using a public Wi-Fi source like from a library, restaurant, or store there is an extra step. When tapping connect, your computer should bring you to a screen that shows the term’s of service to use the internet. In order to use the wi-fi you will have to accept or sign in. The internet will connect automatically after doing so.

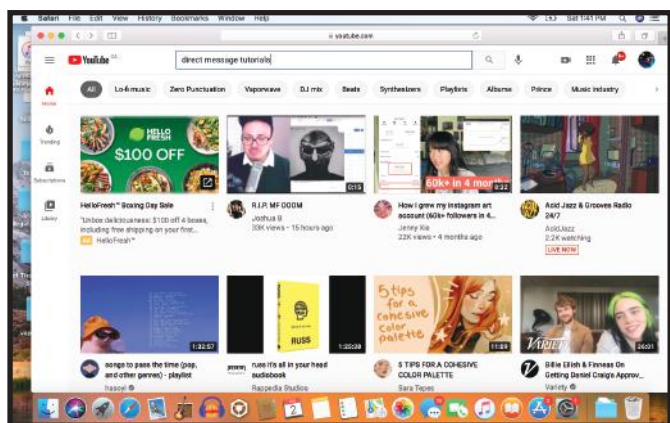




Step 7. On the bottom of your screen, look for an icon that is a blue compass with a red and white needle. When you hover your cursor over it, it should say “Safari”. Click on it, it is a web browser



Step 8. When opened, the search bar should have already been selected. If not, select the search bar at the top of the screen that has the magnifying glass next to it. Type “youtube.com” without the qoutation marks and hit the enter button on your keyboard.

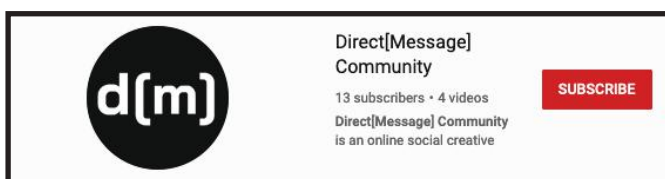


Step 9. When the web browser takes you to the youtube.com website. Select the search bar lower than the one you just used.

Step 10. Type “Direct Message Community” and hit the enter button.

Step 11. Click on the first result that appear's that has a red “subscribe” button next to it and says “Direct [Message] Community”. You will find your tutorial's here.

Congratulations, you have accessed the wealth of the internet!



Accessibility Settings



Page 14 Apple iPhone & iPad

Page 16 Android Phone & Tablet

Page 18 Personal Computer (PC)

Page 19 Apple Macintosh Computer (Mac)

Page 21 Youtube

Apple iPhone & iPad

Trouble shooting PAGE 27

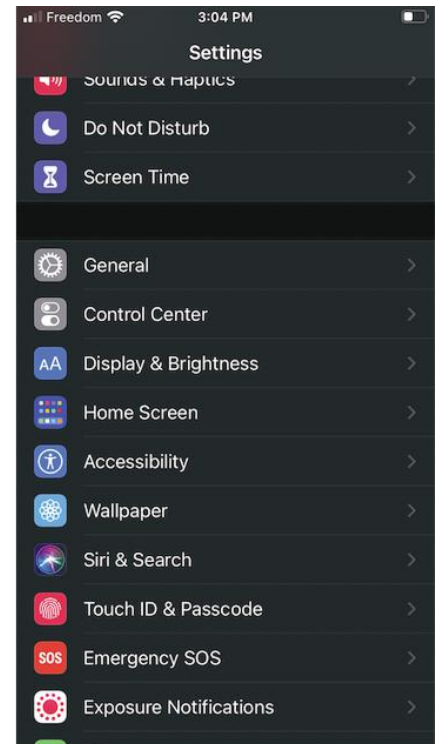
Step 3. When your phone is on, find the Settings application and tap on it. The phone will bring you to this page.



Step 4. Touch your finger to the bottom of the screen and quickly flick upwards to the top of the screen in one motion. Find the word “Accessibility” its icon will be a stick figure in a circle and tap it with your finger.

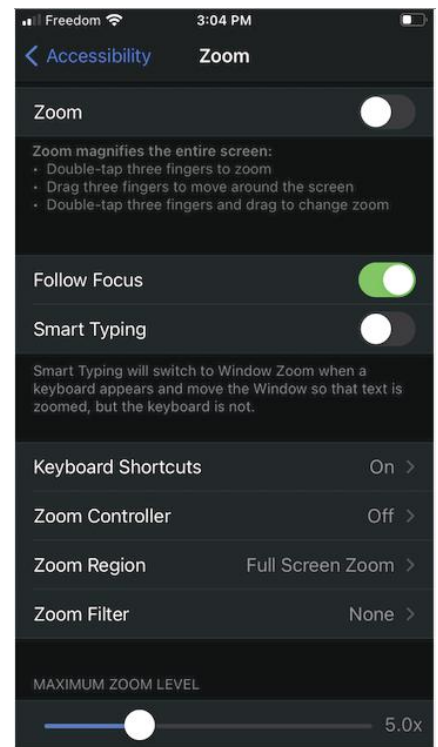
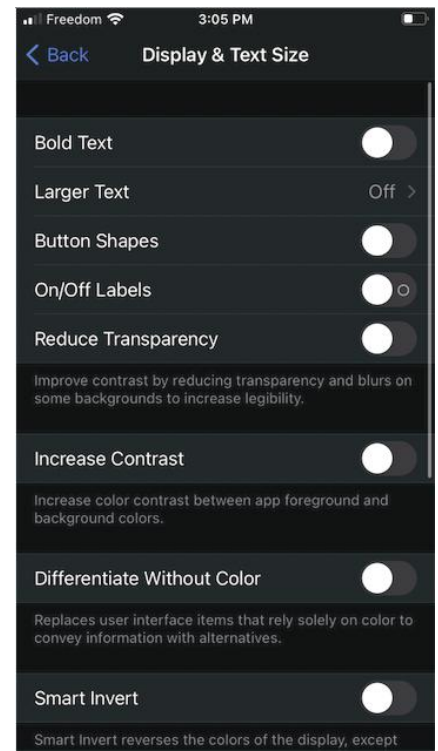
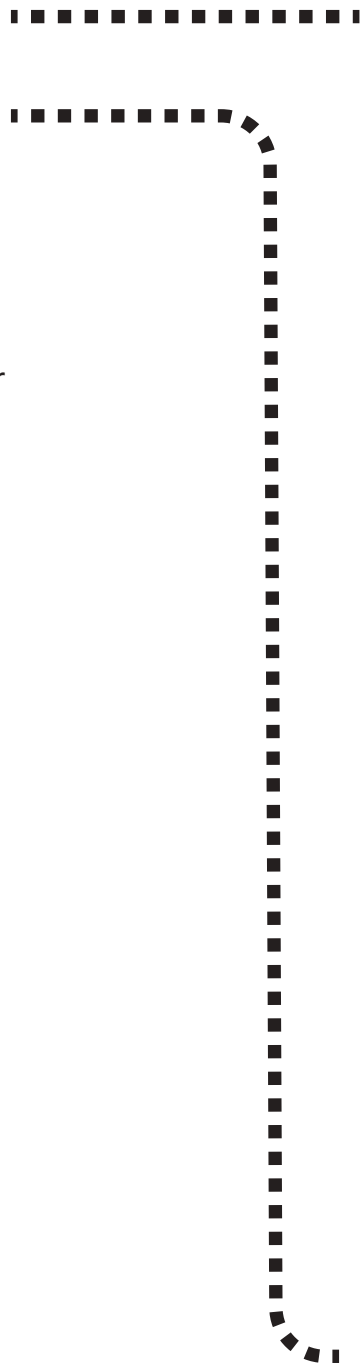
Keeping your finger on the screen and dragging up and down will allow you to scroll up and down the screen.

Step 5. The subheadings here such as, **Vision** and **Hearing** that have features that will adjust your phone to your personal needs.



Step 6. As an example- tap on “Display and Text Size”. Tap on “Larger Text”. Here you can customize the size of text throughout your phone by tapping on different options and adjusting. Make sure to turn this option on or it will not work. Do this by tapping on the slider next to the words “Larger Accessibility Sizes”. It is on when the slider is green instead of grey and the circle is to the far right of the screen. You are able to adjust the size of text below by holding your finger on the circle on the slider below and dragging your finger to the to the smaller or larger letter “A”

Step 7. Tap the arrow “< Back” at the top of the screen to go back to the full list of accessibility options. Feel free to tap through the options available to cater your device to your needs.



Android Phone & Tablet

Trouble shooting PAGE 27

Step 3. When your phone is on, find the Settings application and tap on it. The phone will bring you to this page.

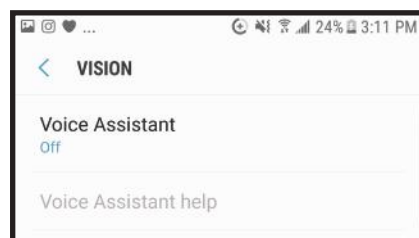
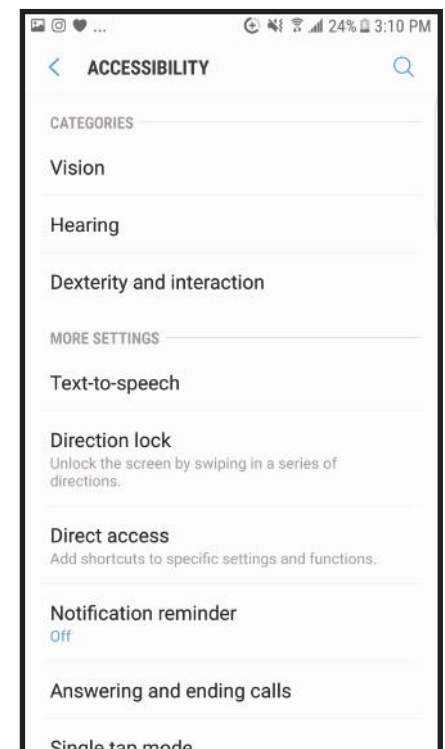
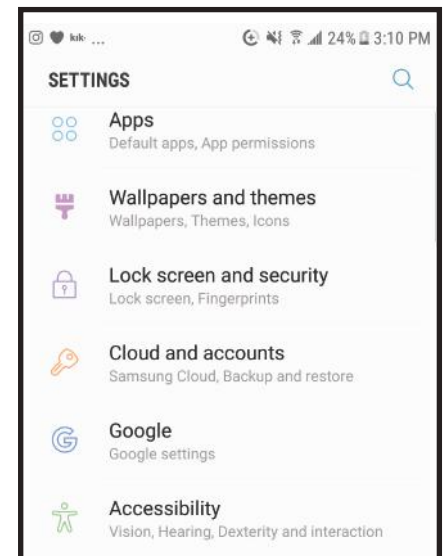


Step 4. Touch your finger to the bottom of the screen and quickly flick upwards to the top of the screen in one motion. Find the word “Accessibility” its icon will be a stick figure in a circle and tap it with your finger.

Keeping your finger on the screen and dragging up and down will allow you to scroll up and down the screen.

Step 5. The subheadings here such as, **Vision** and **Hearing** that have features that will adjust your phone to your personal needs. Note that a text to speech reader is a option.

Step 6. As an example- tap on “Vision”. Tap “Voice Assistant” and turn it on. This option will speak and tell you the help it offers.

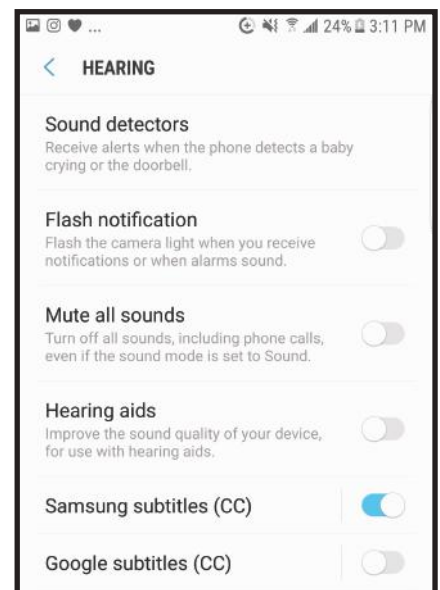
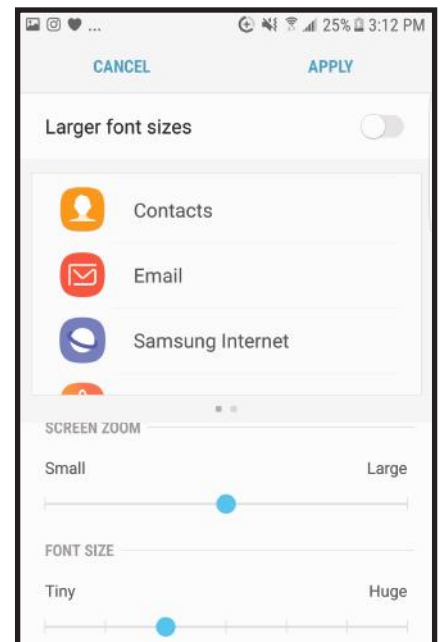
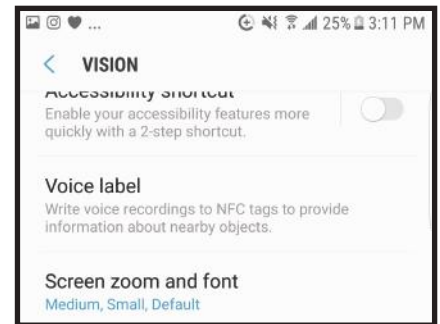


Also in the “Vision” section, if you scroll down, is the ability to increase text size.

Step 7. Tap “Screen Zoom and Font”. It will bring you to this page. Press your finger to the blue dot and slide it back and forth to increase or decrease how zoomed in your screen is on the top most slider. And to increase or decrease the font size of words on the slider below it. Tap “Apply” to return to the Visions Menu and save your changes.

Step 8. Tap the arrow “< Back” at the top of the screen to go back to the full list of accessibility options. Scroll and tap “Hearing” to be brought to the audio accessibility options. Note that closed caption and hearing aid options are here.

Step 9. Tap the arrow “< Back” at the top of the screen to go back to the full list of accessibility options. Feel free to tap through the options available to cater your device to your needs.

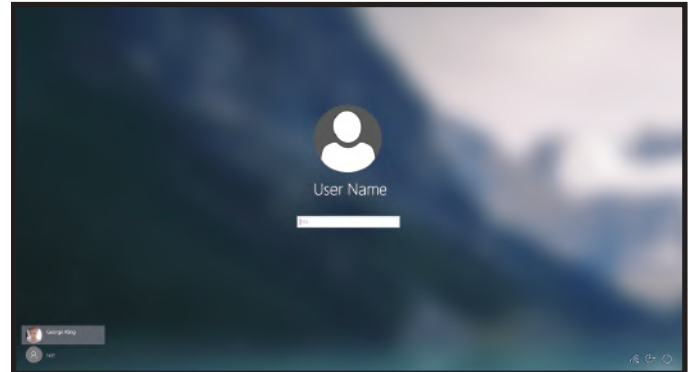


Personal Computer (aka PC)

Trouble shooting PAGE 29

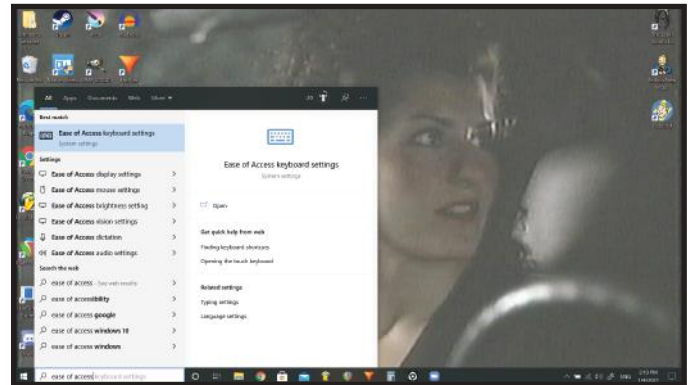
Step 1. Turn on your computer using the button with the power symbol.

Step 2. Once your computer is on, log on to your account

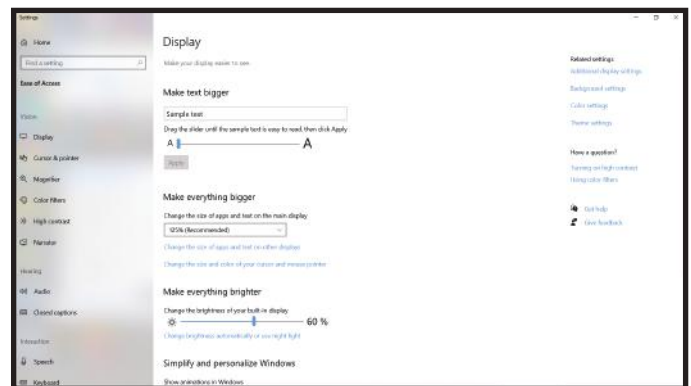


Step 3. On the bottom left of your screen. Click the bar containing the magnifying glass search icon. Type “Ease of Access” without the quotation marks.

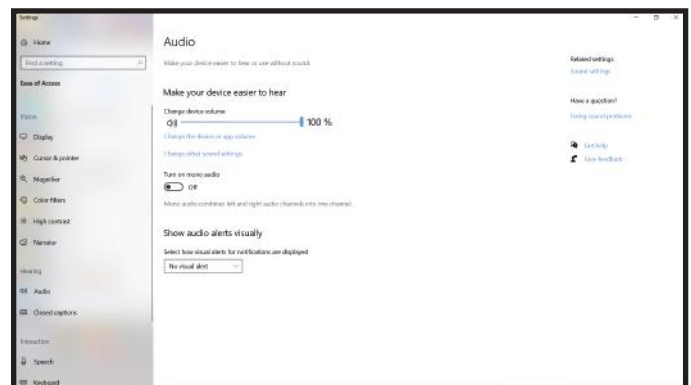
Step 4. Beneath the subheader “Settings” this is where you will find the different setting you are able to change for accessibility. As an example, click on “Ease of Access Display Settings”



Step 5. To increase the font size of words on your computer, click and hold on the blue rectangle. Slide your mouse back and forth to increase or decrease the size of font. Let go of your mouse button at the size you prefer and click on “Apply” so the change happens across your device.



Step 6. Look at the side menu on the left side of the screen. Here are more options that affect how you see, hear, and interact with your computer. Explore by clicking and scrolling through the options available to cater your device to your needs.



Apple Computer (aka Macintosh, Mac)

Step 1. Turn on your computer using the button with the power symbol.

Step 2. Once your computer is on, log on to your account.

Step 3. At the bottom of your screen, find the icon that is a gear in a grey box, when you hover your cursor over it it should say “System Preferences” click on it. This is the settings menu.

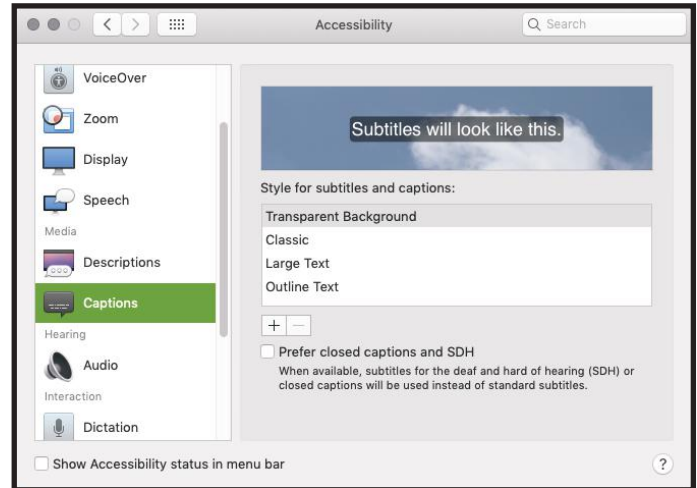
Step 4. A window will pop up containing the settings for your device. Near the bottom of the window you will find the Accessibility option. The icon will be a stick figure standing in a blue circle, click on it.

Step 5. It will bring you to this window. On the left side in a menu of different accessibility options to explore including “Zoom” which adjusts ways to zoom in the screen. “Descriptions” that gives an audio description of things on your computer. And “Caption” which creates subtitles.

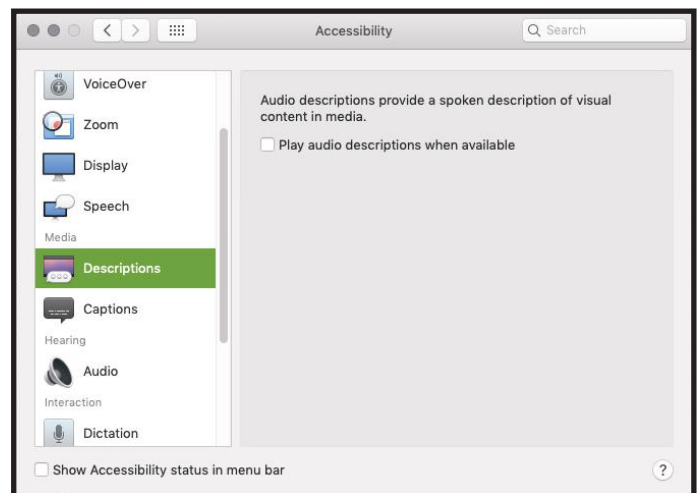
Step 6. As an example, click on “Zoom”. Click on the tiny white box next to the words “Use scroll gesture with modifier keys to zoom”. Once selected you will be able to hold down the “Option” button and use two fingers to drag up and down the track pad to zoom in and out. This option only is relevant if you have a laptop or a desktop with an attached track pad.



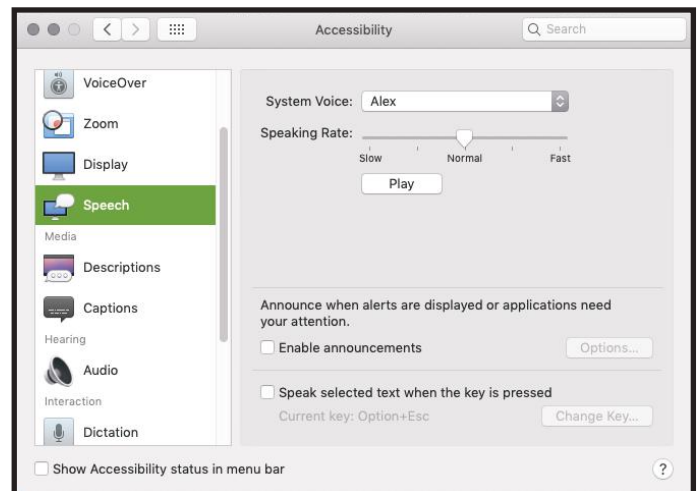
Step 7. On the side menu, click on “Captions”. Click on the white box next to the words “Prefer Closed Captions and SDH” if you prefer to have subtitles when available.



Step 8. On the side menu, click on “Descriptions”. Click the white square next to “Play Audio Descriptions When Available”, to do so.



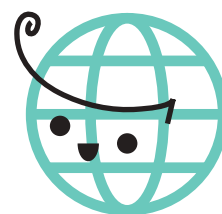
Step 9. On the side menu, click on on Speech to adjust the voice that talks. How fast it talks. If you would like what key’s you type announced. Or to announce when applications need your attention.



Step 10. Scroll down on the side menu to . When clicking on the “Mouse & Trackpad” there are options to slow how fast the cursor’s move. To allow for a slower double click speed. Or to change how fast your computer scrolls if you have scroll wheel on your mouse.

Step 11. On the side menu if you click on the “Keyboard” option. You allow options like sticky keys that has you hold down a key press before inputing. Explore the options available to you to cater your device to your needs!

Common Terms, Symbols, and Things on the Web



Page 23 Common Terminology

Page 25 Common Symbols

Page 26 Community Resources Online

Common Terminology

Words / Phrases / Slang you will see in reference to the internet

- Data:** Data is information. Music, photos, videos, documents, etc. This is all information that computers and phones understand as data.
- Upload:** To send data / information from your device to another device or the internet.
- Download:** To save data / information from another device or the internet onto your device.
- Software:** Software is a program you download onto your computer or phone. Software is commonly called app's or applications when on a cellphone. These app's vary in what they do. Calculators, games, social media, messaging, storage. Not all software needs a wi-fi or an internet connection to work. But you need to be connected to the internet in order to download these programs.
- Browser:** A web browser is a software application that allows you to access websites
- Website:** Think of a website as book. Each has different subjects and reasons for existing. Some give you access to the weather, news, and stores. Other's allow you see thing's other people have created across the globe such as recipes, novels, and art. You access these websites using a browser.
- Some websites may have applications or software you can download onto your computer or phone for ease of access without having to use a web browser.
- Webpage:** If a website is a book, then a webpage are the individual pages within that book. Websites will have many pages within them that are accessed by clicking on highlighted words. Luckily, each page is usually associated with the highlighted word. Such as "shop", "about", or "contact us".

-
- Interface:** The layout of interactive parts on an app, program, website, computer, or phone. This is also known as a UI. A user interface.
- Hyperlink:** A hyperlink is a webpage address that is tied to a word or picture, so when it is clicked it will take you to that webpage. They are often highlighted in a different color and underlined. Ex: [Return to Homepage](#)
- Settings:** Options that change how programs, applications, and devices work.
- Streaming:** Temporarily accessing data such as video and music without downloading it.
- Install:** Downloading items will let your device store the information. Installing will let your device read them. Phones automatically install applications. While desktop and laptop computers will need additional steps to install software.
- Router:** A small machine that connects computer and phone devices to Wi-Fi and internet networks.
- The Cloud:** A remote storage space for data / information that is accessed through a Wi-Fi / internet network. But does not take up any storage space on your device
- Mouse:** A fist-sized, usually oval device with buttons that connects to your computer and controls how the cursor moves around the screen. A mouse allows you to select items with your cursor by clicking.
- Monitor:** The part of the computer that shows the screen and visual display.

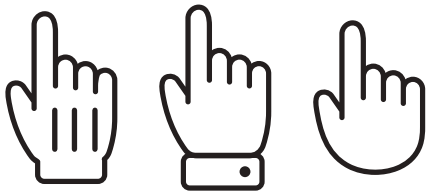
Common Symbols

visual shorthand and icons on the internet



1. Cursor

Found on computers, this tiny black arrow with a white border is what you use to interact with things on the computer screen. Click.



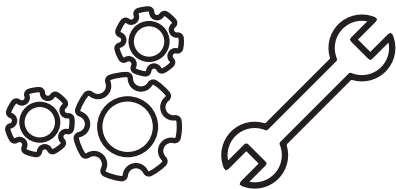
2. Pointer

The cursor will turn into a gloved hand with a pointing finger when a picture or word contains a [hyperlink](#) that will take you to a different webpage.



3. I-Cursor

The cursor will turn into an upper-case letter I when you are hovering the cursor over text, or an indication you are able to write or delete text in that area.



4. Settings

The settings application on any device looks like a single gear or set of gears. Very rarely a wrench. This is where you can change things like wi-fi, volume, brightness, etc.



5. Search

The icon to search your phone, computer, browser, or website will have a magnifying glass. Type what you want to search for in the box next to it.



6. Power

The universal icon to turn a device on/off is a C shape rolled onto its back, with a line coming up through the hole.

Trouble Shooting



Page 27 Phone problems

Page 29 Computer problems

Not turning on:

Make sure the charger is working. A phone will indicate that it is charging when a tiny light glows near the top of the phone. If the light is not there, the charger may be loose or not in all the way.

Another reason might be that the wrong button is being pressed. The power button and volume buttons look very similiar and may even be on the same side of the phone. The power button tends to be seperate from other buttons or shorter than the volume button. It could also be on the top or bottom of the phone.

Can't find the application:

The application may not be on the home screen of your phone when you first log in. You may have to swipe left or right on the home screen to find it or tap on application folders. Application folders look like a square with tiny colored squares inside of it.

Needs Password:

If you cannot remember your password but know that one has been set, please identify what kind of password your phone is asking for.

1. Number Pin; your phone will prompt you with a numberpad
2. Pattern; your phone will prompt you with a **3 by 3** or **4 by 4** set of dots
3. Password; your phone will prompt you with your phones keyboard
4. Fingerprint; your phone will prompt you to use your finger to unlock your phone
5. Face ID; your phone will prompt you to hold it up to your face to take a picture

If you do not have a password you may simply need to swipe again or hit enter without inputting a password or a pin number. If not, try entering a password 3 times. It is also possible your phone was given a simple password such as 0000 or 1234. Often, your device will then prompt you for a secondary way of opening your phone if the password is entered wrong enough times. Such as with your finger/thumbprint or with face ID. You may need to press your thumb to the home button, a button on the back of your phone, or against a button on the side of your phone. Or allow your phone to record your face. If this is still not the case do not try to enter a password more than 5 times or it could lock your phone.

Contact your phone provider as they may be able to unlock your phone remotely.

Using public wi-fi- no sign in screen pops up:

If you are using public Wi-Fi such as from a restaurant, library, or store. While a window should pop up to let you sign into the Wi-Fi network. You might have to manually sign in by clicking on your web browser and attempting to go to a website to initiate the sign in. Even if the Wi-Fi isn't working.

No home button:

Some iPhones do not have a home button. Tap the bottom of the screen, press on the bar that appears, and drag it upwards to return to the homescreen of your phone.

If you are needing the home button to sign into your phone, tap the screen, and swipe up from the bottom' you will then be prompted to enter your passcode to unlock the phone, or even use "FaceID" to unlock it.

If you are using an Android phone without a home button, swipe up from the bottom of the screen. A small bar should appear with a circle in the middle. The middle circle is the home button. The shape to the right of that middle circle shows you all the apps you have open if you tap it. And the shape to the left of the circle will take you back to the last page.

How do I get to all the symbols and numbers on the keyboard:

Your phone's keyboard has a button to access things like shapes and numbers. This button will have either numbers or symbols on it such as "1#+", for Android phones, or "#+=" for Apple iPhones. Press it and you will be able to access these symbols. Press the "ABC" to return to the letter page of your phone's keyboard.

Wi-Fi has tiny "!" next to it:

The Wi-Fi network is there but the connection is broken. Try unplugging your router for 10 seconds and plug it back in. This soft reset will allow the router to reread the connection and correct it.

Wi-Fi has tiny “!” next to it:

The Wi-Fi network is there but the connection is broken. Try unplugging your router for 10 seconds and plug it back in. This soft reset will allow the router to reread the correction and correct it.

(PC Computer) No globe icon:

if you have tried to connect to a wifi network before. The globe icon will be replaced with the wifi fan icon.

(Apple Mac Computer) bar at top of screen isn’t there:

Drag your cursor to the top of the screen as far as it can go. After a few seconds it should appear.

No power button symbol:

Paint will sometimes wear off a button if used often enough and newer laptops will not mark their power buttons. An unmarked button in the corner of your laptops keyboard or the smooth metal part where the keyboard is embedded may be the power button. Be sure to hold it down for a few seconds.

Desktops power buttons tend to be a large focal button on the skinnier front of the the computer tower.

Old desktop, no wi/fi option:

If you have an older desktop computer, it may not be able to connect to Wi-Fi without a cord. You may need an ethernet cord to directly link your desktop to your router. This is a good option if your older laptop has connection troubles as well.

