

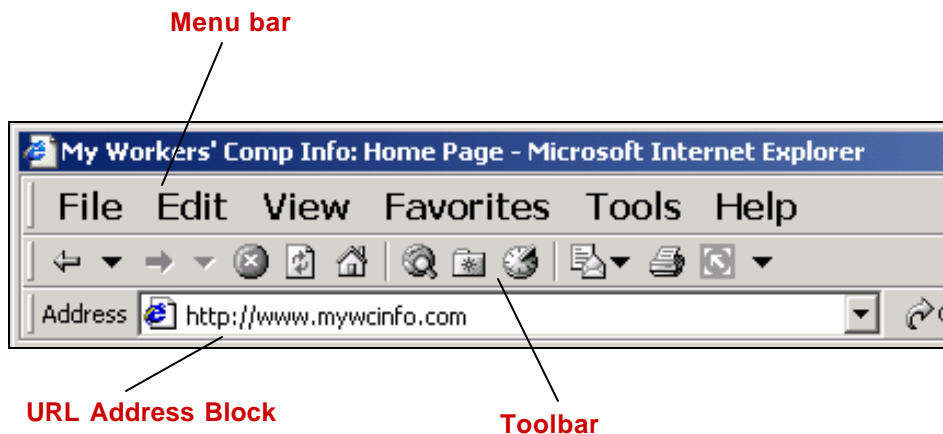
Tips for Using the Internet

Here are some basic tips on how to use the Internet. If you need additional information or have any computer support questions, please contact your Internet service provider or use the search tool discussed at the end of this document.

What is the Internet?

Also known as the World Wide Web, the Internet is a computer network made up of thousands of web pages linked together that anyone can access. No one person or organization controls the World Wide Web.

Web Basics



Toolbar



Back Button

- Use to go to previous page



Forward Button

- When highlighted, can be used to go forward one page.
- or
- Use the side arrow to choose a particular page.



Browser

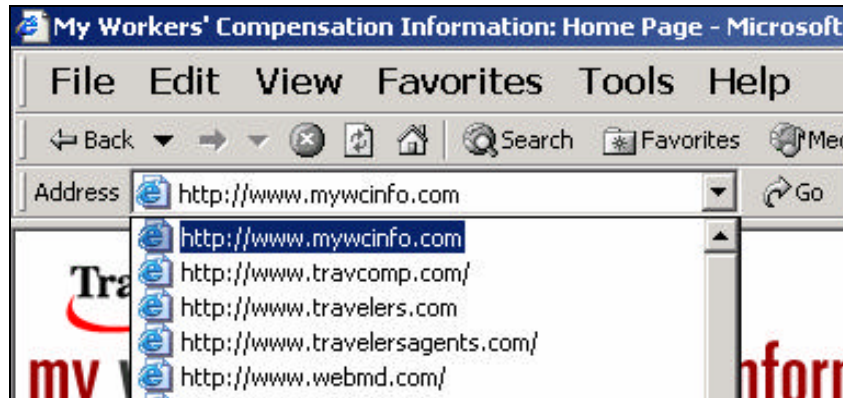
- A Browser is the software used to access a web site. It locates, opens and displays web pages.

URL Address

- URL is an acronym for Universal Resource Locator.
- It's a unique address on the World Wide Web so no two web pages can have the same URL.
- Type in the address of the site you want to go to in the URL address block.

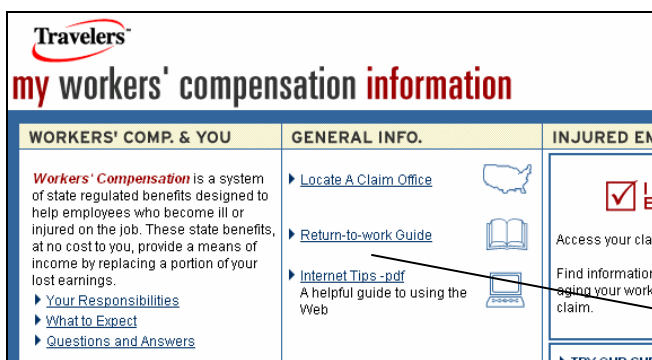


- Or, use the URL drop-down to view sites you have recently visited.



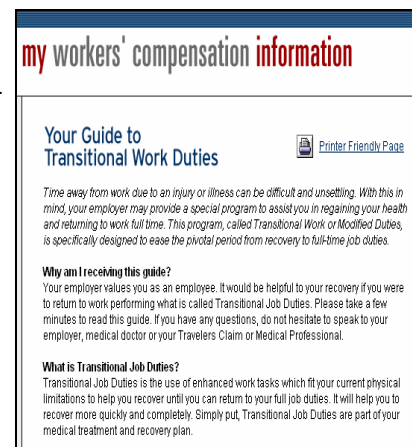
Rollover/Mouseover

- Sometimes when you hover over a specific word or line, the characters will change color, become animated, or wording will appear.
- This technique is used to show you that there is a link to another page or to give you additional information.



For example:

- When you hover over "Return-to-work Guide" on the workers' compensation homepage, the wording changes from blue to red.
- Click on the highlighted words to go directly to the "Return-to-work Guide" document.



What does .com mean?

A domain name describes the type of web site by the end of the address, such as .com, .net, .edu, .gov, etc.

- **.com** – used for commercial internet sites in the U.S.
- **.org** – organizational internet sites in the U.S.
- **.net** – administrative sites in the U.S.
- **.edu** – educational sites in the U.S.
- **.gov** – names used by U.S. government internet sites.

Use Search to Find Information

If you cannot find what you are looking for on this web site, you can search the entire Internet for additional information. Enter the URL of a specific search engine in the address box or click the search icon on your browser toolbar.

For example:



A search window will appear to the left side of your screen. To close this window, click on the “X” in the upper right-hand corner.

Enter keywords you would like to find information on and click “Search” to view the results.

General searching tips:

- Use more than one search engine.
- When looking for a general topic such as “Workers’ Compensation,” use a search engine that gives you fewer results (hits) but has higher quality.
- Instead of searching under the broad term “**Workers’ Compensation**,” narrow the search to “**Georgia Workers’ Compensation Statutes**.”
- Use specific words and symbols to accomplish this, such as **AND, OR, AND NOT, “ ”, (),** and *****.

Symbols that narrow your search:

AND • To search for two (or more) terms on the same page: Type the word “AND” between the terms. Ex.: *Workers’ Compensation AND Insurance.*

OR • To search for either of two (or more) terms on the same page: Type the word “OR” between the terms. Ex.: *Workers’ Compensation OR Insurance.*

AND NOT • To search for pages that include the first term and not the second: Type the words “AND NOT” between the terms. Ex.: *Claim AND NOT Automobile.*

“ ” • To search for an exact phrase: Enclose them in parentheses. Ex.: *“orthopedic specialist.”*

() • To group parts of your search: Enclose them in parentheses. Ex.: *insurance and (mileage form or medical form).* This returns pages with both the words *insurance and mileage form* or with both the words *insurance and medical form.*

***** • To search for various forms of a word: Add an asterisk to the end of the word. Ex.: *return to work*.* This returns pages with the words *return to work seminar...*, *return to work program*, etc.