

# Internet Simplified<sup>®</sup>



*Simply the  
Easiest Way  
to Learn*

Paul McFedries



# INTERNET *Simplified*<sup>®</sup>



by Paul McFedries



Wiley Publishing, Inc.

# INTERNET SIMPLIFIED®

Published by  
**Wiley Publishing, Inc.**  
10475 Crosspoint Boulevard  
Indianapolis, IN 46256

[www.wiley.com](http://www.wiley.com)

Published simultaneously in Canada

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Library of Congress Control Number: 2008943500

ISBN: 978-0-470-40446-1

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

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## About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 60 books to his credit. Paul's books have sold more than three million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows Vista*, *Windows Vista: Top 100 Simplified Tips & Tricks*, *Teach Yourself VISUALLY Computers, 5th Edition*, *Macs Portable Genius*, *iPhone 3G Portable Genius*, and *The Unofficial Guide to Microsoft Office 2007*. Paul is also the proprietor of Word Spy ([www.wordspy.com](http://www.wordspy.com)), a Web site that tracks new words and phrases as they enter the language.

## Author's Acknowledgments

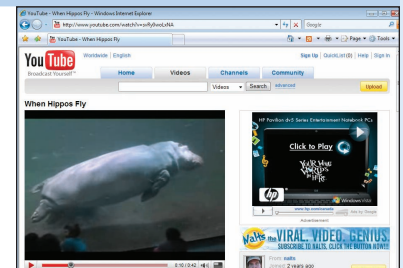
It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb through the pages will show you that this book is also chock full of images, from sharp screen shots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section on the previous page, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Vince Averello. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to acquisitions editor Jody Lefever for asking me to write this book.

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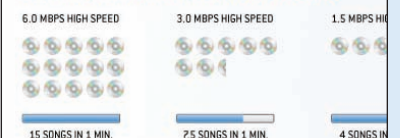
#### HOW MUCH MORE CAN YOU DO WITH EARTH

A blazing-fast Internet connection means doing more in less time. More photos and songs you can download using 3 different speeds to dial-up.

#### DOWNLOADING PHOTOS (average 1MB file)



#### DOWNLOADING MUSIC (average 3MB file)

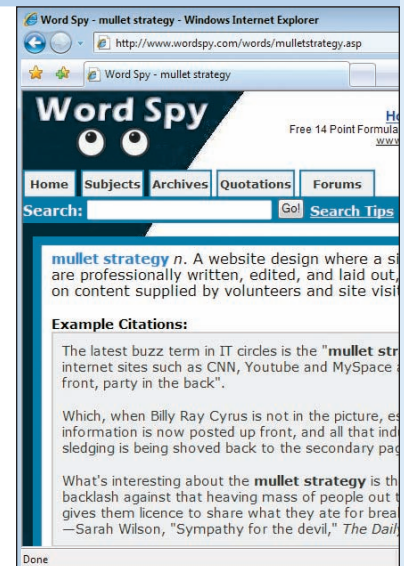




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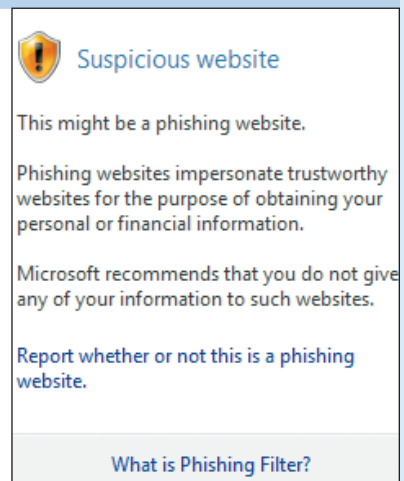
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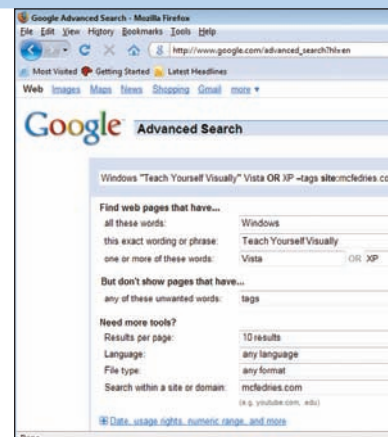


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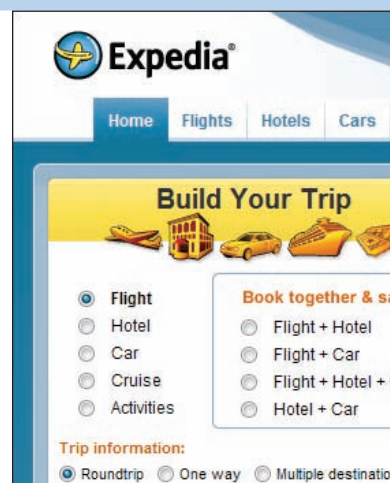
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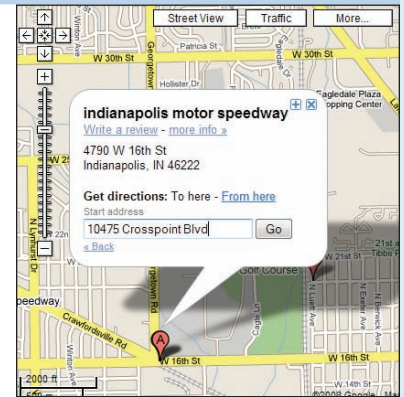
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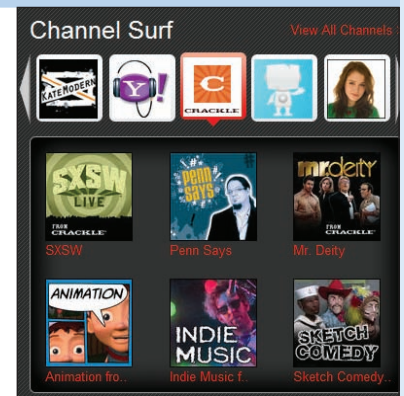
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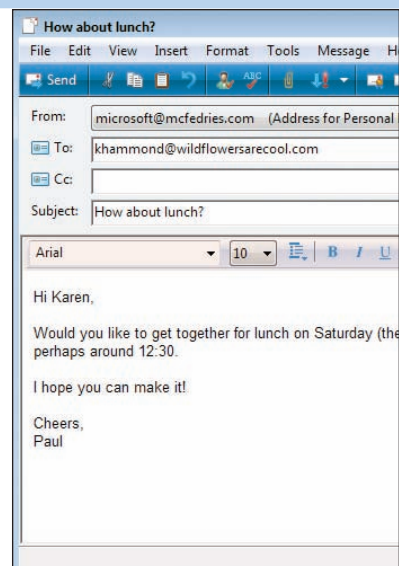


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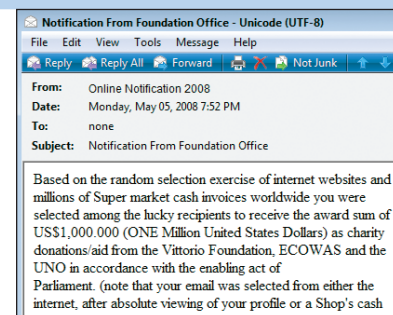
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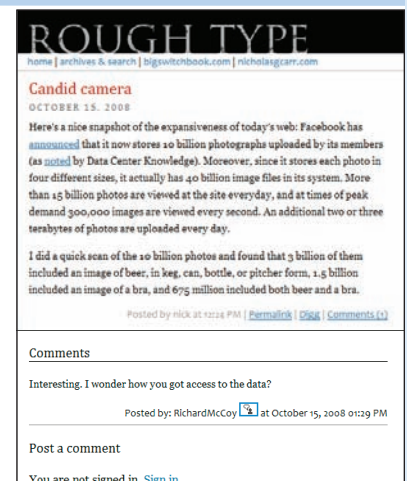
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# How to Use This Book

Do you look at the pictures in a book before anything else on a page? Would you rather see an image instead of read about how to do something? Search no further. This book is for you. Opening *Internet Simplified* allows you to read less and learn more the Internet.

## Who Needs This Book

This book is for a reader who has limited experience with the Internet and wants to learn more. It is also for readers who want to expand or refresh their knowledge of the different aspects of the Internet.

## Book Organization

*Internet Simplified* has 13 chapters.

Chapter 1, **Learning Internet Basics**, gives you a brief overview of the Internet and the services it offers.

In Chapter 2, **Getting on the Internet**, you learn how to choose an Internet service provider and how to connect to the Internet.

Chapter 3, **Browsing the World Wide Web**, gives you the basics of Web browsing and shows you how to perform useful tasks such as filling in forms and saving your favorite sites.

In Chapter 4, **Surfing the Web Safely and Securely**, you learn how to protect yourself and your family while on the Internet, and you learn how to guard against specific threats such as viruses and spyware.

Chapter 5, **Searching for Information on the Web**, gives you a detailed look at how to search for the information you need using Google and other search services.

Chapter 6, **Getting Things Done on the Web**, puts the Web to work by showing you how to read news, research topics, bank and invest, find a job, and much more.

In Chapter 7, **Working with Internet Media**, you learn how to use the Internet to get music, subscribe to podcasts, listen to the radio, share photos, and watch YouTube videos.

Chapter 8, **Social Networking**, examines the social side of the Internet and shows you the basics of sites such as Facebook, MySpace, and LinkedIn.

In Chapter 9, **Buying and Selling Online**, you learn all about online shopping — including how to do comparison shopping on the Web and how to shop securely — as well as how to sell goods and services online.

Chapter 10, **Communicating via E-mail**, gives you a complete tour of the Internet's e-mail system, including how to send messages, receive messages, handle file attachments, and subscribe to mailing lists.

In Chapter 11, **Enhancing E-mail Security and Privacy**, you continue your look at e-mail with several tasks related to e-mail security and privacy.

Chapter 12, **Communicating via Instant Messaging and Chat**, shows you how to use the Internet to carry on instant messaging conversations, including text, audio, and video chats.

In Chapter 13, **Creating and Reading Blogs**, you learn all about the blogging world, including how to use sites such as TypePad and Blogger to set up your own blog.

## Chapter Organization

This book consists of sections, all listed in the book's table of contents. A *section* is a set of steps that show you how to complete a specific technique. Each section, usually contained on two facing pages, has an introduction, a set of full-color screen shots and steps that walk you through the task, and a tip. This format allows you to quickly look at a topic of interest and learn it instantly.

## What You Need to Use This Book

- A computer running Windows Vista or XP, or a Mac running OS X.
- For a dialup Internet connection, you need either an internal or external dialup modem connected to your computer.



- For a high-speed Internet connection, you need a broadband modem (usually provided by your Internet service provider).
- To share an Internet connection, you need a network router.

## Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

### Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

### Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

### Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

### Click and Drag, and Release the Mouse

Move your mouse pointer and position it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

## The Conventions in This Book

A number of typographic and layout styles have been used throughout *Internet Simplified* to distinguish different types of information.

### Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

### Italics

Italic words introduce a new term and are followed by a definition.

### Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

### Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature. Steps without bullets tell you what the program does in response to your following a numbered step. For example, if you click a menu command, a dialog box may appear, or a window may open. The step text may also tell you what the final result is when you follow a set of numbered steps.

### Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid, for example the loss of data. A note may also cross-reference a related area of the book. A cross-reference may guide you to another chapter, or another section with the current chapter.



You can easily identify the tips in any section by looking for the Simplify It icon. Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps.

### Operating System Difference

The screen shots used in this book were captured using the Windows Vista and Mac OS X 10.5 (Leopard) operating systems. The interface features shown in the tasks may differ slightly if you are using a Windows XP or earlier Windows operating system, or an earlier version of Mac OS X.