



PacLII
Pacific Islands Legal Information Institute



School of Law, University of the South Pacific
Ecole de Droit, Université du Pacifique Sud
Skul blong Lo, Yunivesiti blong Saot Pasifik

PacLII Training - Module 1
A Brief Guide to Using the Internet

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A Brief Guide to Using the Internet

What is the Internet?



The Internet is a large computer network linking smaller computer networks worldwide. This network allows information to be transferred between computers and allows anyone with access to the Internet to find information from millions of different sources around the world. The Internet is a vast source of information that is constantly changing and expanding.

The most popular free Internet service is the **World Wide Web (WWW)**. The World Wide Web allows people to look at information easily by using '**Hyper Text Transfer Protocol**' (HTTP). HTTP is a set of rules for exchanging information on the Internet. It performs the search and retrieve functions for information.

Each page of information on the WWW has its own unique address which makes it possible both for individual users and Internet search engines to find information. Within the hypertext on www pages are '**hyper-links**': text or images which, when clicked on with a mouse, will let the user move from webpage to webpage.

Once you are connected to the Internet, you can use an Internet "**browser**" to look for information on the WWW. A browser is a program that lets you locate and view web pages. The most widely used browser is Internet Explorer.

Understanding URLs

Each page of information on the world-wide-web has a unique address, called a **URL** ('**Uniform Resource Locator**'). The URL is displayed in the address window at the top of the screen. In the example below, the URL for the PacLII website is displayed:



TIP:

If you know the URL of a page on the Web, you can simply type it into the Address window, press ENTER and your browser will take you to that page.

The parts of a URL

Here is a sample address: <http://www.pngjudiciary.gov.pg>

- **http://** - All Internet addresses start with these letters. They stand for 'hypertext transfer protocol'.
- **www** – Stands for 'World Wide Web' and generally follows the 'http://'.
- **pngjudiciary** – This part of the address will often describe the site content or owners. In this case, this is the site of the PNG Supreme Court and National Court.
- **gov** – The next part of the address will tell the browser what kind of site it is. Common examples include:
 - **'gov'** – government;
 - **'edu'** – educational institute;
 - **'com'** – commercial;
 - **'org'** – organisation;
 - **'net'** – network services – often used by commercial sites or sites that do not easily fit into the other categories.
- **pg** – This is a country locator address. It shows what country the site comes from. *Sites from the United States do not contain a country locator address.* Several examples of country abbreviations:
 - **'au'** – Australia
 - **'fr'** – France
 - **'vu'** – Vanuatu
 - **'nz'** – New Zealand

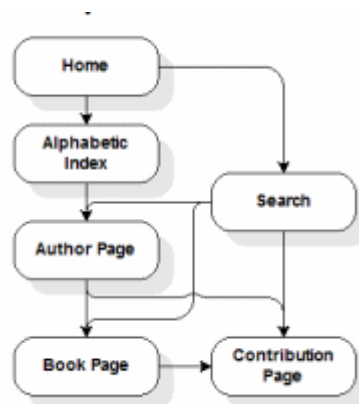
TIP:

Don't forget the full-stops in URLs. Even a small error in the address will prevent the browser from finding the correct page!

The Anatomy of a Web Site

A website is a group of web pages all sharing the same basic URL. Each website contains a **homepage**, which is the first document users see when they enter the site. The site might also contain additional documents and files.

If you mapped a website, it might look something like this:



You can see that the homepage is the first point of entry into the site. From the homepage, it is possible to navigate to other pages by clicking on hyperlinks. Each web page is connected to another and this is what forms the site.

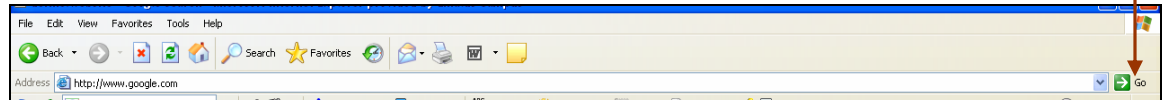
Each web page must have its own address. However, each page in a site will always contain the “root address” or the URL of the homepage. For example, the URL for PacLII is: <http://www.paclii.org> . However, if you wanted to access the Pacific Islands Treaty Series (PITS) page within the PacLII site, you would have to type the following URL: <http://www.paclii.org/pits/>

Moving around the Internet

There are a number of different ways to move from website to website, and most people use a combination of methods. How you go about finding information will depend on how much you know about the information you are looking for!

If you already know the Address...

Type the address of the site in the Address bar at the top of your browser and press ENTER or click on “GO” with your mouse.

Example:**‘Browsing’**

Browsing is the term used to describe the action of finding sites by simply following hyperlinks. Text that is linked to other text (‘*hyperlinks*’) appears in a special colour and/or style and is often underlined.

For example, on the PacLII site, hyperlinks that have never been used by the person currently using the site are blue in colour and underlined. However, hyperlinks that have already been used are brown in colour.

A screenshot of the Pacific Islands Legal Information Institute (PacLII) website. The page features the PacLII logo on the left, which is a stylized 'P' in black and orange. To the right of the logo is the text 'Pacific Islands Legal Information Institute' and a search bar with a 'Search' button. Below the search bar is a tip: 'Tip: To search individual PacLII databases go to Full Search Form [Search Help]'. The main content area is divided into two columns. The left column is titled 'PacLII DATABASES' and lists various countries and territories with blue underlined links: American Samoa, Cook Islands, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Fiji Islands, Guam, Kiribati, Marshall Islands, Nauru, Niue, Nouvelle-Calédonie, Palau, Papua New Guinea, Pitcairn Island, Samoa, Solomon Islands, Tokelau, and Tonga. The right column is titled 'News & Additions' and contains sections for 'PacLII - Job opportunities' (with links for Editor Judgments and IT Assistant Manager), 'New Feedback Pages' (with links for Feedback Page and Report an Error Page), and 'Solomon Islands' (with links for Rules - Discussion paper 1, Rules - Discussion paper 2, and Rules - Exposure Draft).

To access the text connected to a link, simply click on that text with the mouse pointer.



A hyperlink can also be a picture or a 3D image.





TIP:

You can easily spot a hyperlink by placing your mouse arrow over text or an image and seeing if the arrow turns into a hand.

Basic Internet Navigation



These four icons provide the basic navigation methods of the Web:

-  **BACK:** Goes back to the previous page accessed. Can be used successively to 'step backwards' through the pages you have accessed previously.
-  **FORWARD:** If you have come to a page by using to the Back button, forward will return you to your previous page.
-  **STOP:** If a page is taking too long to appear, STOP will stop it loading. You may then need to use BACK to go back to the page you came from.
-  **HOME:** The HOME icon takes you to whatever URL (e.g. <http://www.paclii.org/>) is set as your browser's home page.

The 'Refresh' Button



Occasionally, you might have problems seeing a page or a page might take a long time to load. By clicking on your 'Refresh' button this problem may be solved. Refresh is also away of viewing recent updates to pages.

The History List

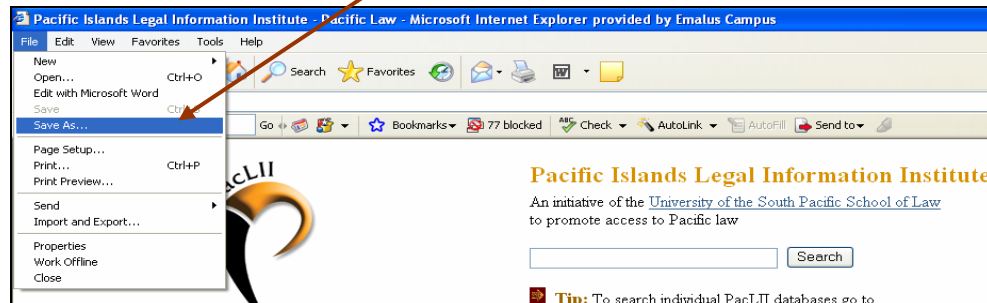


The addresses of pages you have accessed during your current Internet session are kept in the History List. Instead of using BACK and FORWARD successively you can go in 'one jump' to any of the pages in the History List. The History List is retained even if you close your browser.

Internet Extras

Saving web documents

In order to save web pages to your computer, you must select 'File/Save As' from the menu, and specify to where the document is to be saved on your computer.



You will then have to choose a format in which to save your document. You have the following four choices:

- **Web Page, complete**

This will save a complete copy of the document exactly as represented on the screen. However, all the images will be stored in a separate folder. If you erase this folder, your copy will no longer be valid. *You cannot edit this format.*

- **Web Archive, single file**

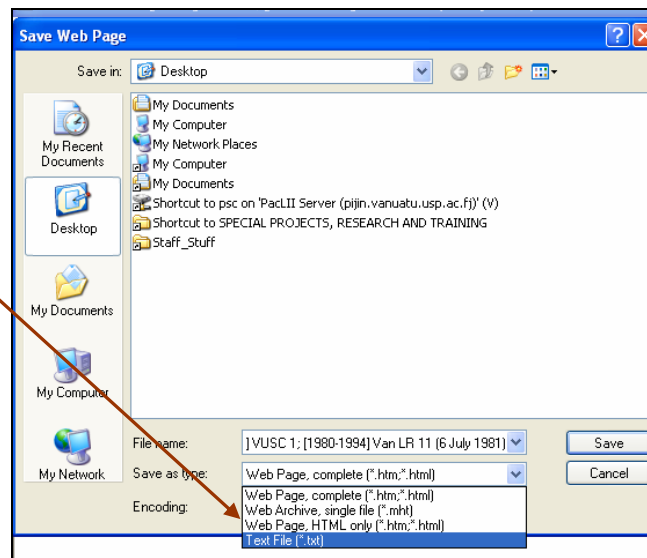
This will save an exact "mirror" copy of the case which will include all logos and images. *You cannot edit this format.*

- **Web Page, HTML only**

This will save an exact text copy of what you see on the screen; however you will not be able to see any logos or images that are included with the text. *You cannot edit this format.*

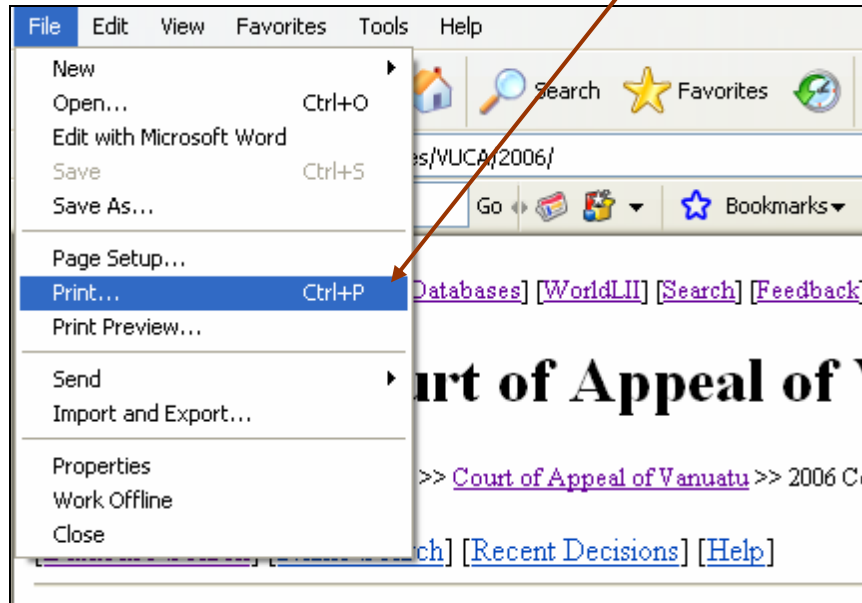
- **Text File**

This will save a simple, text-only version of the case which can be opened with any text editor [like Microsoft Word]. *You can edit this format.*



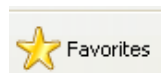
Printing web documents

To print web pages use the "Print" function of your browser or open up the File menu and click on "Print." The documents have already been formatted to print correctly onto A4 sheets of paper.



You can also print web pages that you have saved on your computer. If you saved the document in the text format, you can open it in Microsoft Word. Print the document by choosing "Print" in the Microsoft Word File menu. If you have save in another format, open the document and choose "Print" from the File menu.

Bookmarks or Favourites



Once you have been using the Internet for a while, you will find sites that you will want to return to. By adding the site URLs to your 'Favorites' folder, you will be able to return to them whenever you need to.

Simply click on the 'Favorites' icon on your browser's tool bar when you are at the page you want to save and choose 'add to favourites' or 'Bookmark'. Browsers also allow you to organise your bookmarks into folders so that you can build a library of important links under various subject headings.