

## week 1

### the basics:

### devices, internet connection & wi-fi

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## introduction

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With local lockdowns and restrictions making it hard for us to be together, we know it can feel a little bit isolating lately, especially if you aren't used to using technology. The Human Libraries Team have created a weekly series of step-by-step workshops to help you understand how to use digital devices and how to stay connected with people.

We've had to move a lot of our programme online (although we'd much rather be in a room together). Our workshop sheets will help you to get set up so you can participate with our events and stay connected with your friends, family and your local community.

In this first week, you'll get a basic introduction to learn about different kinds of devices, how to connect to the Internet and use it to search for websites. By connecting your device to the Internet, you will be able to access the ways of connecting with people online in the rest of the workshops.

**Remember:** if you are having any issues or need to ask a question, we're here to help you over the phone and give you a hand getting set up. You can fill out a 'Digital Support Booking form', and email it back to the library: [library.service@sefton.gov.uk](mailto:library.service@sefton.gov.uk). A member of the team will contact you to help with your problem on a Monday morning, between 10am - 12pm. **If you don't have an email yet — don't worry — just phone the team on Crosby Library's land-line: 0151 257 6400 between 10am - 12pm on Monday mornings.**



**human libraries**

# key terms

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## device

A piece of technology (phone, laptop or tablet) which acts as a mini-computer, connecting you to the Internet and allowing you to carry out functions e.g. call people and search for information.

## app

An App is short for 'mobile application' and is a computer program or software designed to run on your device so you can do different things, like video call or message someone. You can download an App using the App store.

## the internet

The Internet is a global network of computers that allow you to share and view information. It works much like the postal system, enabling people to send one another envelopes containing digital messages, at lightning speed. The Internet enables computers to send each other small packets of digital data.

## mobile data

Mobile Data allows your phone to access the Internet even when you're not on Wi-Fi. It comes from your service provider, such as O2 or EE.

## wi-fi

Wi-Fi is a wireless networking technology that allows devices, such as computers and tablets, to connect to the Internet. The Wi-Fi provides Internet connectivity through a wireless router. Wireless routes often have their own name and connection password. So you need access to a wireless router, which connects your device to Wi-Fi, connecting you to the Internet and that allows you to connect with people.

## websites

A website is a series of online pages grouped together containing information, stored under one name, usually used by an organisation or individual to communicate things with the outside world.

## wireless router

A Router is a device that communicates with the Internet and devices in your home that connect to the Internet.

## settings

Settings are where you go on your device to make adjustments to how your device works e.g. connect to the Wi-Fi

## search engines

Search engines are a searching tool, that allows you to search for websites and information online. There are over 1 billion websites on the Internet, meaning there is no limit to what you can search for.

## mobile contract

a mobile contract is where you get access to the Internet, text messages and phone calls, when you buy a mobile on a monthly payment plan.

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# workshop

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## devices

First things first, what type of device you have or are using? **A, B or C** -

### **A.**

**A smartphone** is a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded apps.

### **B.**

**A laptop or computer** is a screen monitor and a keyboard, which are either connected or disconnected depending on which one you have. Laptops are portable and easy to carry around, whereas a computer will need to stay in one place.

### **C.**

**A tablet** is like a smartphone but bigger, and without a contact number like a mobile device, typically with a mobile operating system and touchscreen display.

Smartphones, laptops and tablets usually come with basic apps downloaded to them, which you can use to do anything from give someone a call for a chat, to access the Internet, and even track how many steps you do in one day!

## connecting to the Internet

Once you have figured out what device you have, the next stage is accessing Wi-Fi, which will allow you to connect to the Internet. To do this, first you will need to find out what the **password** is for your Internet on the back of your router.

If you don't have a router to connect to the Internet at home, don't worry. You can access free public Wi-Fi at your local library or in a nearby cafe, or you can use mobile data if you have a smartphone.

### step by step:



For laptop devices: look in the right hand corner of your screen, can you see this symbol?

Click on the symbol and then look for the name of your router (*which will be on the back of your router with the password*). Click on the name of your router and a box like this will come up:

The Wi-Fi network "LUNA" requires a WPA2 password.

You can also access this Wi-Fi network by bringing your Mac near any iPhone, iPad or Mac that has connected to this network and has you in its contacts.

Password:

Show password  
 Remember this network

? Cancel Join

Type in your password and click join — that's it!  
You are connected to the Internet.

## settings

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If you are connecting using your phone or tablet look for the Settings symbol and click on it. Here, look for the Internet settings and symbol, and you will be able to connect the same way you do to a computer. The setting symbol looks like this:



If you are in a public place, like a library or a cafe, ask an employee of the place for the Wi-Fi name and password, so you can follow the steps above.

If you have a phone, you have the option to get mobile data to connect to the Internet, but be warned, this can be expensive if you run over your limit or are not on a mobile contract.

### **Places you can get free wi-fi in Sefton:**

- Bootle and Crosby Libraries
- McDonalds
- The Old Bank
- The Strand

## using the internet

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Now you are hooked up to the Wi-fi, you can access the Internet...

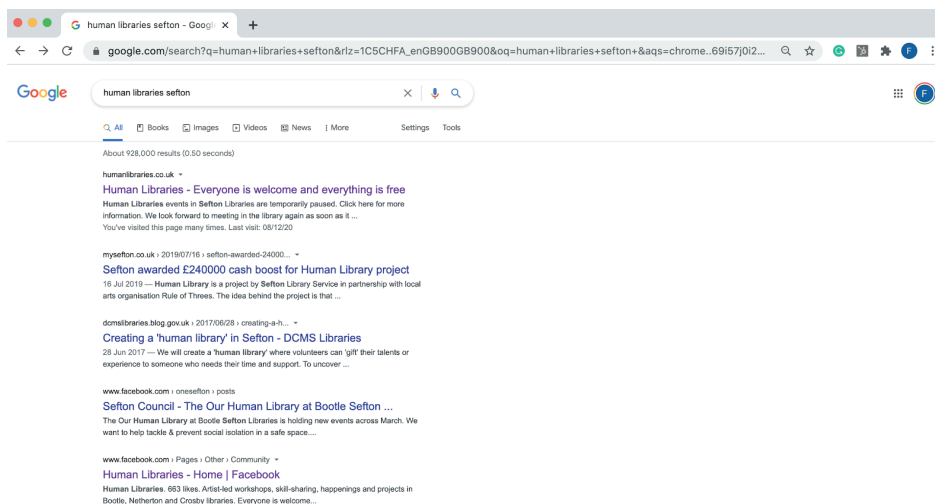
Look for either one of these symbols on your phone, laptop or tablet. This will take you to a **Search Engine**, allowing you to search and access **Websites**.



Here is an example of what Google's search engine looks like:



To find a website, click the blank box in the middle and type what you want to search, for example 'Human Libraries Sefton' or type in <https://humanlibraries.co.uk/> you will find the link for our website, where you can find out about our events. Usually, the first link to come up is what you will be looking for.



You are now connected to the Internet and can search for websites!

Next week, we will look at **Setting up an Email and Apps**.