



IT For All!

**An Easy Read Guide to
Getting Online**



What is this easy read about?



We know there are a lot of people with learning disabilities who are not on the internet.



This can be for a lot of different reasons.



We have written this easy read to make sure you know what the benefits of using the internet are.



We also want you to know a little bit about getting **online** and how to search for information.

Sometimes using the internet is called **being online**.

What are the benefits of being online?

There are lots of benefits to being online:



You can find lots of information online.



You can send messages to friends and family through email.

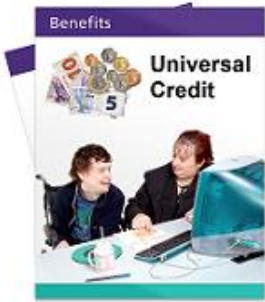


You can use the internet for **online banking**. This means you do not always have to go into your local branch to manage your money.



You can go shopping on the internet.

Sometimes the best deals and prices are found online.



More and more services are going online. There are now some benefits that need to be made and managed online.



The internet can be used for **social media**. This means things like Facebook where you can send messages and photos to your friends and family.



Sometimes the internet can help if you have a disability.



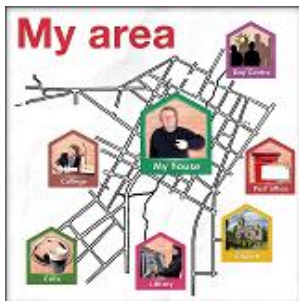
1 example is people who have problems with their eyesight can get a **screen reader**.

A **screen reader** is a computer programme that reads out the words on the screen for you.

How do I get online?



You should be able to get online at your local library for free.



There might be other places in your local area that offer free access to computer and the internet.



The Scottish Government fund a project called **Let's Get On**. They can tell you the nearest place to you to get online for free.



Their telephone number is **0300 004 1000**.

They also have a website: **www.letsgeton.scot**



You can connect to the internet at home. To do this through your computer you will need an **Internet Service Provider** or **ISP** for short.

An **ISP** is the company you pay to give you access to the internet.



There are lots of companies who can offer you an internet connection. It is worth shopping around to get a good deal.



It might also be a good idea to talk to friends and family about the ISP they use. They will be able to tell you what they think about the company they use.



A good ISP will take the time to answer your questions. They should make you feel at ease.

What kind of internet connections are there?



There are different types of internet connections.



Broadband gives you fast access to the internet.



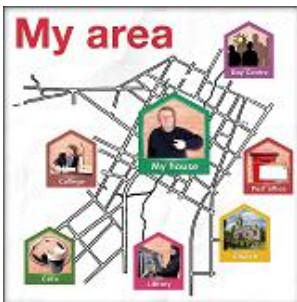
You will normally pay a charge each month for broadband.



For most types of broadband you will need a landline.



For **cable broadband** you do not need a landline.



Not everyone can get cable broadband. You would need to check if it is available in your area.



You will need to talk to your ISP about the best deal for your needs.



How much you pay depends on how much you want to do online.



If you want to watch a lot of films online it will cost you more than if you just want to look at websites. This is because different things take up different amounts of **bandwidth**.

Bandwidth is the amount of information passing down the line. Things like watching videos use up a lot of bandwidth. Things like sending an email do not use a lot of bandwidth.



If you do not want to pay monthly to go on the internet you can buy something called a **dongle**.

A **dongle** is something you plug into your computer. It lets you go onto the internet using a mobile phone signal. It will stop working when you run out of credit.



You can buy a dongle from places like mobile phone and computer shops.

How do I search the internet?



You will need an **internet browser** on your computer to search the internet.

An **internet browser** is a piece of software that lets you look at websites.

Most computers will already have an internet browser on them. Look for 1 of the images below on your computer.



Internet Explorer



Firefox



Google Chrome



There are other internet browsers that you can get. You could try a few until you find 1 you like.



Sometimes you will know the address of the website you want to visit. The address always begins with **www**. For example, our website is www.sclد.org.uk



Most organisations and companies have a website now.



If you know the address of the website you want to visit you can type it into the address bar.



If you would like to find out more information about something you're interested in you can use a **search engine**.

A **search engine** is a type of website. It finds other websites that have the words you searched for on their pages.



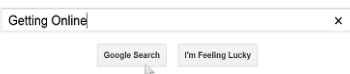
There are lots of different search engines.



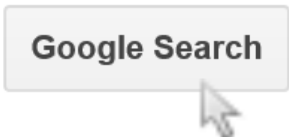
We will show you a search using Google as it is the most popular. The website for Google is www.google.co.uk



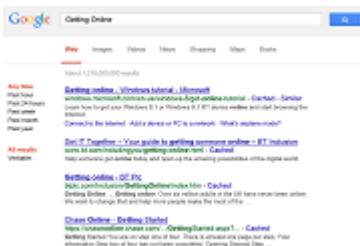
Type what you want to look for into the long white search bar.



Using 1 or 2 words is usually enough to find what you are looking for.



Then use the mouse to click on 'Google Search'.



You will then get a list of results. Click on the blue writing that is underlined to go to the result you want.

How do I use email?



Email is a great way to stay in touch with family and friends.



You can send short or long messages. You can also add photos to your emails.



Getting an email address is easy. You can get 1 from your ISP.



There are lots of websites who offer email addresses too. You can use a search engine to find one.



Most email addresses are free to get and use.



Make sure you keep your username and password safe. You will need them to login in to your email.



You can send your email to 1 person or to a big group of people. All you need is their email address.



An email address is easy to see as it always has the @ symbol in it.

How do I stay safe online?



Making sure you stay safe online is very important.



Here are a few tips for staying safe online.



You never really know who you are talking to online. Some people lie about who they are. It is important to be careful on websites like Facebook.



Be careful about sharing information about yourself on the internet. Keep your telephone number and address a secret.



Make sure you keep your passwords secret.



If you use the internet in a public place like your local library make sure you sign out of emails and websites before you leave.



Keep your bank details private.



Speak to someone you trust if anything online makes you feel scared or uncomfortable.