Using the Web and Accessing Documents
Library Web pages and E-Resources are made available via the World Wide Web (WWW), you will need to use a software application called a ‘Web browser’ to access Web sites (popular Web browser applications include Chrome, Internet Explorer and Firefox).

Web sites can be educational, commercial or private resources.

Web sites always have a unique ‘Web address’ (or URL – Universal Resource Locator address), e.g. the Web address (URL) for the University of Liverpool is http://www.liv.ac.uk. You may have noticed that commercial Web sites usually end in ‘.com’, whilst educational Web sites end in ‘.edu’ or ‘.ac.uk’ (in the UK) and other Web sites can have endings such as ‘.org’, ‘.net’ etc.

You may also see references to the ‘Internet’, the World Wide Web refers to Web pages which you can access in your Web browser application such as Internet Explorer, whilst the ‘Internet’ refers to technology used to make the World Wide Web function including technologies such as E-mail.
Web Browser Applications

Before logging into the Library at University of Liverpool, please ensure you are using a standard and up-to-date Web browser application, we recommend:

For any computer platform (Windows, Apple, Android etc.) the latest version of Chrome browser can be downloaded at http://www.google.com.chrome/

Alternatively the latest version of Firefox can be downloaded at http://www.mozilla-europe.org/en/firefox/

For Apple Macintosh computers the latest version of Safari can also be downloaded at http://www.apple.com/safari/download/
Visiting Links to Web Sites

When using the Library Web pages, you will need to visit a range of Web sites, provided by the University and external providers.

To visit a Web site address (URL) provided in a document or from another Web page, you can either click on the link provided (the Web site you are visiting should open in a new browser window or ‘Tab’ in your Web browser).

Alternatively, if you know the Web address (URL) of the required Web site, you can type this directly into your Web browser application (in the address bar at the top of the screen), you may also need to hit the ‘Enter / Return’ key or click a ‘Go’ icon on the address bar to visit the site, e.g.

libguides.liverpool.ac.uk/online

You should use caution when visiting/following links to Web sites, for advice on computer security and safeguards to protect your data, see https://www.liverpool.ac.uk/csd/security/
Managing Open Windows

When you visit Web pages, they will typically open in your Web browser application (Internet Explorer, Firefox etc.) however, when you click on links to Web pages these may open in a new browser Window or in a new ‘Tab’ within your Web browser – you can switch between each tab to access open pages, e.g.

You may also find some Web pages open in a new window outside your current browser window, if you are using Microsoft Windows, you can usually access your open browser windows and other running applications using the tabs across the bottom of your screen in the ‘Task bar’, e.g.
Printing Web Pages

You can print the current Web page using a Print icon or Print menu option - See ‘File’, three vertical dots or similar icon in the top bar of your browser.

Note - that this will only print the Web page being currently viewed (and will not print digital documents linked from the current Web page, unless these have been opened and printed):
You will also notice a ‘Save As’ (or similar) option under the File, three vertical dots or similar menu in your Web browser, this option will allow you to save the current Web page in Web format (HTML) or text format (TXT), you should note that if you are trying to save a digital document linked from the current Web page, you should click on this digital document first, then save the document when this has opened, e.g.
Opening Links in New Windows

If you are viewing a Web page and wish to open a link in a new window (to ensure you still have the original Web page available in the background) you should right-click (not left-click) the link, a menu should appear (the wording will vary depending on your Web browser), including the option to 'Open in New Window'.

In the example below we have obtained a list of search results and have used 'Open in New Window' to ensure the original results list remains open in the background:
You will encounter a variety of **digital document formats** when accessing Library Web pages and E-Resources, the format of digital document files can be identified from descriptions given by the Web site providing the link to the resource, you will also need the appropriate software application to open these files.

You will notice that when you download document files, you may be able to see the ‘**file extension**’ which identifies the file type, this is a three letter/digit identifier found at the end of the file name (e.g. mydocument.doc) the file extension also enables your computer to open the document using the correct application.

Popular formats include **Word (.doc)**, **Adobe Acrobat (.pdf)**, **PowerPoint (.ppt)**, **Excel (.xls)** and **text format (.txt)** however you encounter other formats online, if you have difficulties identifying or opening document formats please contact the [IT Helpdesk](#) or your Librarian for assistance.
Where to obtain Document Applications

You will need to have the appropriate software installed on your PC to view some files (e.g.: Excel, PowerPoint, Adobe Acrobat).

See the Computing Services (CSD) software page for freely available Microsoft Office applications [http://Liverpool.ac.uk/csd/software](http://Liverpool.ac.uk/csd/software).

Adobe Acrobat Reader is freely available to view PDF documents. Note – Acrobat Reader does not allow you to create PDF files: [http://get.adobe.com/reader/](http://get.adobe.com/reader/)
Opening/ Viewing Document Files

To view a Word, PowerPoint, Acrobat or other document directly from the Web page, just click on the link to the required document (using the left mouse button), the document should open directly from the Web browser.

Depending on how your Web browser is configured, you may also be asked what you would like to do with the document, i.e. either Open or Save.

Note: some less familiar or unusual document formats may not open directly from a Web page link; if you cannot open a document directly from the Web page, you should: save the file from the link then open the document within the required application.
Saving Links to Documents

Where there is a link to a file, such as a Word, Excel, PowerPoint file etc., you can often save that file by following this procedure:

1. Hold the mouse cursor over the link to the file you wish to save.
2. Press the right mouse button over the link (a menu will appear).
3. Scroll down the list and click on 'Save Target As' (you may see 'Save Link As' or similar options depending on the Web browser you are using).
4. You will see a box appear where you can choose the location to save the file.
5. Click on the Save button in the bottom right hand corner.
Saving Open Documents

You can save most documents (Word, PowerPoint, Acrobat etc.) after you have opened them directly from the Web Page.

1. Make sure you are viewing the open document (i.e. not viewing the link to the document).
2. Select File from the pull-down menu (top left corner of your application) and click Save As, choose the location to save to (e.g. your computer).
3. Type a name for the file in the file name box.
4. Choose a folder from the list to save in.
5. Click on the Save button
Printing Open Documents

For most applications, you can print by selecting ‘File’ from the pull-down menu (top left corner of the screen), then click on ‘Print’ or click on the Print icon:
Closing Windows and Documents

To close any open Window using Microsoft Windows, Linux / Ubuntu or other systems, click on the cross in the top right hand corner of the window, e.g.:
Closing Windows and Documents

Note, for Apple Macintosh users, look for the small red cross.

You can shrink and modify the size and shape of open windows on-screen by clicking the corner of an open window, holding this with the left mouse button depressed then dragging the corner to expand or decrease the size of the open window.

Additionally, you can ‘minimise’ an open window, allowing it to remain active but hidden in your task bar/ system tray (usually at the bottom of your screen), to minimise, click on the dash type button in the top corner of the window you wish to minimise e.g. on Windows, or on Apple Macintosh. You can access minimised windows by clicking on these in your task bar.

Additionally, you can ‘maximise’ a screen to make it fill all or most of the space on your desktop, this can be helpful to make the contents of a window easier to read, the maximise icon usually appears as a square or plus symbol, e.g. on Windows and on Apple Macintosh.
Managing/ Backing-up your Files

You should become familiar with managing your files using the Operating System installed on your computer (e.g. Windows, Apple Macintosh, Linux / Ubuntu).

When you save or download documents or other files onto your computer these will be available at the location where you saved or download them, you may wish to keep your files in a particular folder or location on your computer, or may wish to store files on an external storage device such as a USB drive or external hard disk.

You should keep backup copies of your files (particularly your academic course work/documents), you should ensure you also make backups in a location separate to your location to protect against data loss. You could backup on an external hard drive, USB drive or a networked/cloud drive (see details for backing up to your university M drive). You should also ensure your work is stored securely and privately.

You should take care when managing your files not to accidently delete important system files on your computer, particularly when exploring the contents of your computer hard drive.
Managing Files on your Computer

The default location to save documents in applications on Microsoft Windows is the ‘Documents’ folder (also called ‘My Documents’ on some versions of Windows). See ‘Windows Explorer’ or ‘This PC’ icons to view your document files.

The application for managing files on Apple computers is Finder (see this guide). You will see a tree structure displaying all the drives, removable drives and other locations available on your computer.

You may need to expand and explore your drives/ folders. This view of your computer can be useful to copy files between different drives (e.g. from your computer to an external USB drive):
Managing files

Using your file manager you can:

• Rename files
• Drag and Drop files to move them from one folder to another.
• Delete files (these may be moved to the Recycle bin but you should use this option with caution).
• Copy and Paste files and folders to copy items from one area to another.
• See this guide for further help managing files on Windows and see this guide for help managing files on Macintosh computers. For other file management using Operating Systems such as Ubuntu/Linux, please consult on-board help or Web-based handbook.
You should take great care when browsing the contents of your computer hard drive, for example, if you use Microsoft Windows, you should not explore the ‘Windows’ folder to ensure you do not accidentally delete important system files.
Support and Advice

• For training video, guides and tutorials on using the Library please see the Training page shown in the left menu of the Library for Online Programmes [http://libguides.liverpool.ac.uk/online/training](http://libguides.liverpool.ac.uk/online/training)

• For general enquiries using Library resources or login help please see our 24/7 support services at [http://libguides.liverpool.ac.uk/online/support](http://libguides.liverpool.ac.uk/online/support)

• If you have any further questions, to schedule a consultation or to report ongoing problems please contact the Librarian at the first opportunity [http://libguides.liverpool.ac.uk/online/support](http://libguides.liverpool.ac.uk/online/support)