



working for everyone

www.workingforeveryone.com

How-to Guide | Using the internet for your job search

Use this guide to help you:

- Understand how the internet works and how to access it
- Understand how to use the internet to search for a job website
- Search for a job website or perform a 'keyword' internet search

Note: This guide is designed for job seekers who have never used a computer before. Please make sure you have first read the [Using a computer for your job search guides](#) in the [additional resources](#).

Step 1 | Understand how the internet works

The internet (also called the net, the web or cyberspace) is a network of computers that are interconnected with each other all over the world – hence the term 'internet'. The internet contains many, many different websites, and each site has a number of web pages.

Websites can contain words, pictures, movies, music and also hyperlinks. Clicking on a hyperlink will take you to another web page or piece of information. Hyperlinks are often blue or underlined to stand out from normal text. For example, the following hyperlink takes you to the homepage of the [Working for everyone website](#). When your cursor is sitting over a hyperlink you can see a message with the web address that it points to.

Step 2 | How to access the Internet

To access the Internet, you need a web browser. This is a type of application or program that works on your computer. Your web browser icon may be on your desktop or your taskbar (at the bottom of the screen).

Common web browsers include Chrome, Firefox, Internet Explorer and Safari.



Click on an icon like the ones above to open your browser.

Step 3 | Search for a web address

When your browser opens, you will see a web page called your home page. Your cursor will automatically appear at the top of the screen in the address bar, which looks like this:



Each web page has a unique 'address' on the internet called a URL (which stands for Universal Resource Locator). Almost all addresses begin with www (for World Wide Web) and also all have a domain at the end that tells you what type of web page you are viewing. Examples include:

Examples of domains in web addresses	
.com	commercial (worldwide)
.com.au	commercial (Australia only)
.org	not-for-profit organisation
.edu	education (school, university etc.)

Many but not all websites of Australian companies and organisations end in .au (e.g. www.seek.com.au)

To visit a website, type the address in the address bar of your browser and press **Enter**. You can also find basic navigation tools next to the address bar such as **Forward** →, **Back** ← and **Refresh** ↻. Use these to go **back** to the last page you visited or **forward** to return to a page you were on before the last page. The **refresh** button reloads a webpage.

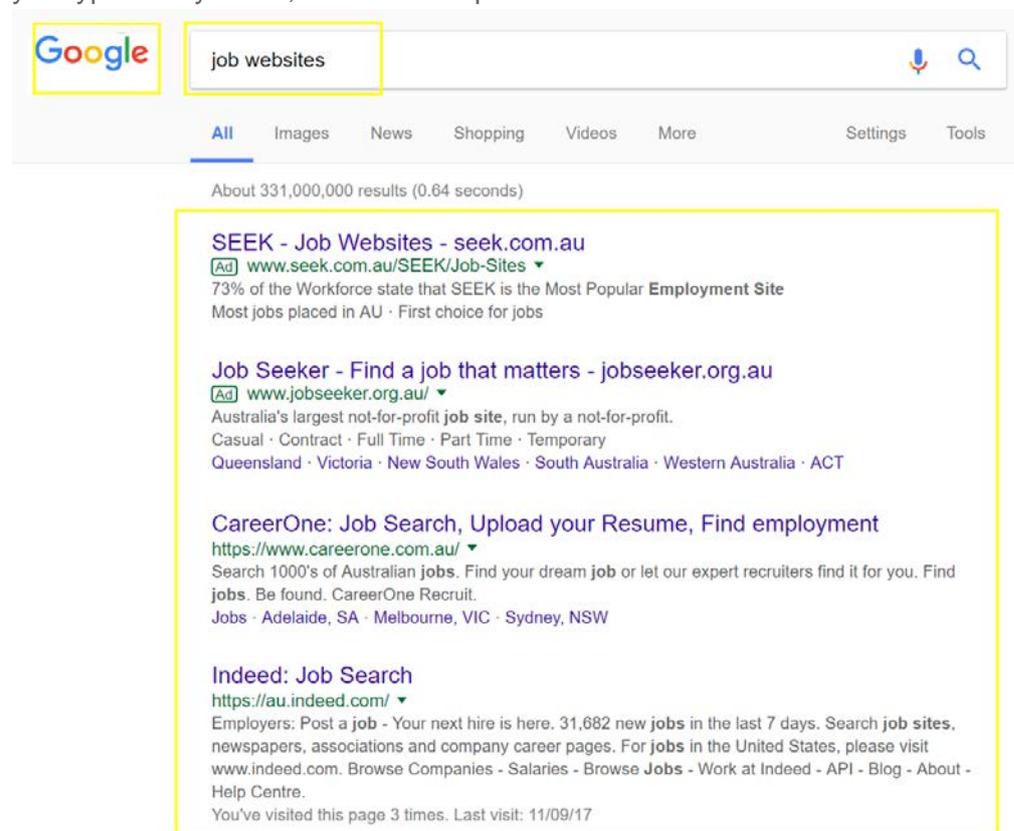
Step 4 | Do a 'keyword' web search using Google

Information on the internet is constantly changing. The best way to find the information you are looking for is to use a 'search engine'. A search engine can scan many websites at once to help you search the internet. An example of a search engine is www.google.com.

Tips for searching using Google

- Type your topic or keywords into the search box and hit **Enter**
- Your search results will appear as a list on the screen
- Click on the blue website title to visit the website. The green text shows you the name of the actual website address

Example: Highlighted in the image are the Google Icon, Google search bar where you type in keywords, and an example of a search results list.



Try using Google to search for:

- Recruitment agencies for your occupation or industry
- Job search sites advertising roles in your field
- Companies you are interested in working for
- Job search or career advice

Find related guides on our resources page

www.workingforeveryone.com/resources

The following guides might also be helpful. Find them on our [resources page](#)

- [Applying for advertised jobs](#)
- [Finding jobs that are not advertised](#)
- [Using social media for your job search](#)
- [Using a computer for your job search](#)

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