Internet Explorer

WWW Addresses

To go to a web page/site:

1. Click in the **Address** box (the white box at the top of the window to the right of the word **Address** – click once in there with the mouse; the contents highlight).

2. Type a web address: www.yahoo.com

3. Hit **Enter.** The page will load. It may take a moment; watch the status bar (bottom of the window) to see what's happening.

Click the **down arrow** next to the **Address** box to open a list of previously typed-in URLs (web site addresses). Click a site in the list to go to it.

Navigation Buttons

Back

Go back to previous page. The little down arrow next to **Back** will give you a list of recent pages to go back to, so you don't have to hit **Back** five times to go back five pages.

Forward

Go to the page where you were before you went back. It's grayed out until you've used **Back.** The little down arrow next to it works like the one for **Back,** only it gives you a list of pages you've come back from in your navigation.

Stop

Stop a page from loading. This is useful when you click a link by mistake, or when you don't need all of a page's contents to load (e.g., what you want is at the top of the page, and you don't need to wait for whole page to load).

Refresh

Reload a page. This is useful when a page doesn't load properly the first time, or to refresh a picture on a webpage from a live camera.

Home

Go to your browser's home page. Each browser is set to open to a particular web page, or none at all (a blank page). Set this option in **Internet Options**.

Other Buttons

These buttons each open a subwindow, a long, narrow window to the left of your main browser window. To close the subwindow, click the button again, or click the **Close** box [X] in the upper right corner of the subwindow.

Search

Open a subwindow for searching. It's a stripped down version of a search engine. You can choose a different search engine from a short list, or get a list of search engines (provided by Microsoft). You may prefer to use your browser to go to a particular search engine without using the **Search** subwindow.

Favorites

Here you keep (and may have been given) a list of places you're likely to want to visit on the web. I tend to use my **Favorites** menu, rather than using the **Favorites** subwindow. See more about **Favorites** below.

History

View a list of places you've been, whether or not you marked them as favorites. Click a **day** (or **week)** to see websites, click a **site** to see which pages at that site you visited, and click a **page** to go there. Default amount of **History** maintained is 20 days. Change this option (or clear the **History)** in **Internet Options**.
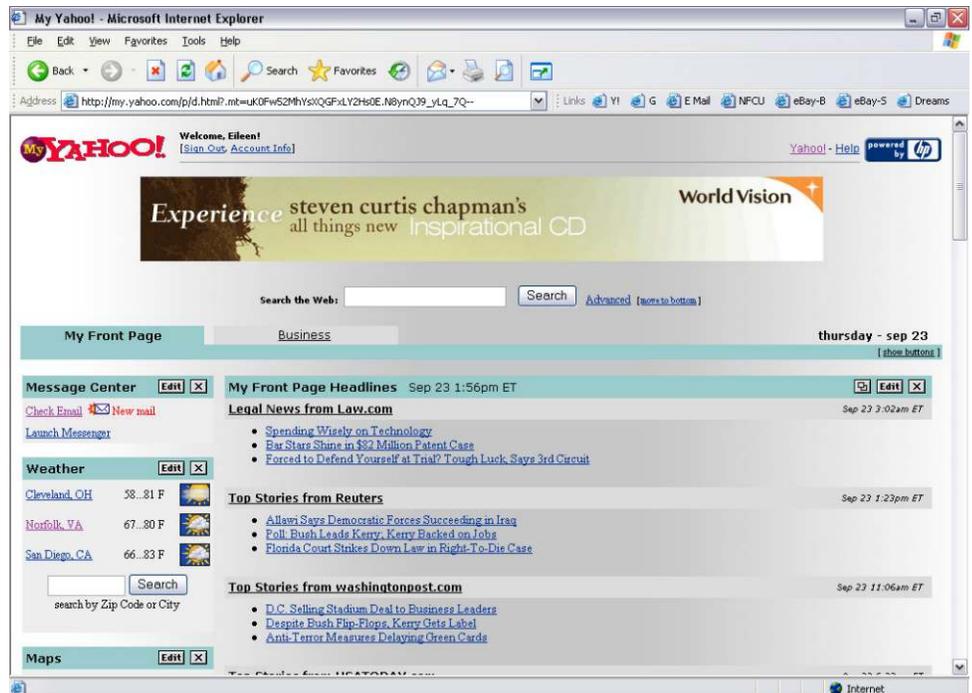
Favorites menu

When you're viewing a web page you think you might want to return to, add it to your Favorites. Then when you're ready to go, you don't have to type in the address again or navigate to it however you got there the first time. Going to the page is then a matter of just picking it from the Favorites list. If you have several favorite web pages which fall into a particular category, you can organize your favorites into folders in the list.

To Add a Favorite:

1. Go to the web page you want to add (see p. 1).

2. While viewing the web page you want to add, click the **Favorites** menu, and then select **Add to Favorites**.

3. In the **Add Favorite** window, click **OK.**

Now when you click **Favorites,** you'll see the name of that page added to the bottom of the list. To return to that web page, click **Favorites,** and click the name of the page. Favorites appear in the list in the order in which they were added. To list them alphabetically, right-click anywhere in the list and then click **Sort by name**.

Create in >>

If you want to add the favorite into a folder (either an existing folder or a new folder), click the **Create in >>** button.

Existing Folder

Click an existing folder in the list; you'll see the folder icon become an open folder. Click **OK.**

New Folder

Click the **New Folder** button to create a new folder for the favorite you're adding. In the Create New Folder window, type a name for the folder and click **OK.** Your new folder will appear in the list in the **Add Favorite** window, and will appear as an open folder. Click **OK** to add the current web page as a favorite in your new folder.

More on Folders . . .

You can create folders within folders; your new folder will be created in whatever folder was selected in the Add Favorite window. If you accidentally put it in a place where you don't want it, make another one in the place you want it (by clicking the desired folder, e.g., **Favorites,** to put the folder out on the primary level), and then use the **Organize Favorites** menu command to delete the one you don't want.

Organizing Favorites: Moving, Renaming, Deleting

Click **Favorites** menu, then click **Organize Favorites**.

To create a new folder

Click **Create Folder**. It will appear in the folder list, highlighted and temporarily entitled New Folder. Type a name for the folder and then hit Enter.

To move a favorite into a folder

Click the favorite, then click **Move to Folder**. The Browse for Folder window opens; click the folder you want and you'll see it "open." Click **OK**.

To rename a favorite (or a folder)
Click the favorite, then click **Rename**. The existing name will highlight; you can type a new name or click on the highlight and edit what's already there. Hit Enter when you're done.

To delete a favorite (or a folder)
Click the favorite, then click **Delete**. You'll probably be asked "Are you sure...?" Click **Yes**. Like other files you delete in your computer, the delete favorite will be put in your Recycle Bin and remain there until you empty your Recycle Bin.

Alternatives: Using the Favorites list
You can do many of these same things from the Favorites menu itself, without clicking Organize Favorites.   It may be more difficult if you have a long, long Favorites list that you have to scroll up and down in.

Click the **Favorites** menu, and then:

To sort the favorites list alphabetically:
Right-click anywhere in the Favorites list and click **Sort by Name** to put the whole list in alphabetical order. Folders will be listed first in a group, and then the individual favorites will be sorted together.

To move a favorite or a folder up or down in the list:
Click-and-drag a favorite or a folder up or down in the list, watching the display to see where it will be dropped (indicated by a black insertion line), and release the mouse button when you have it where you want it. This is useful if you want to control the order of the list, say if you like an alphabetical sort but there are a few favorites that end in W that you'd like at the top of the list

To move a favorite to an existing folder:
Click-and-drag a favorite or a folder up or down in the list, watching the display to see where it will be dropped. When you get "on" an existing folder, the contents of that folder will drop open to the side. Move your mouse to the side and watch the insertion line; release the mouse when you have it where you want it.

To rename a favorite (or a folder)
Right-click the favorite, then click **Rename**. The existing name will highlight; you can type a new name or click on the highlight and edit what's already there. Hit Enter when you're done.

To delete a favorite
Right-click the favorite, then click **Delete**. You'll probably be asked "Are you sure...?" Click **Yes**.

The Favorites Menu

Click the Favorites menu, and the favorites will drop open. Click the desired favorite to go to that web page, or click outside the list — either way, the list closes back up after you click.

When you pause with your mouse cursor on the name of a page, the address of the page will pop up in a little box.
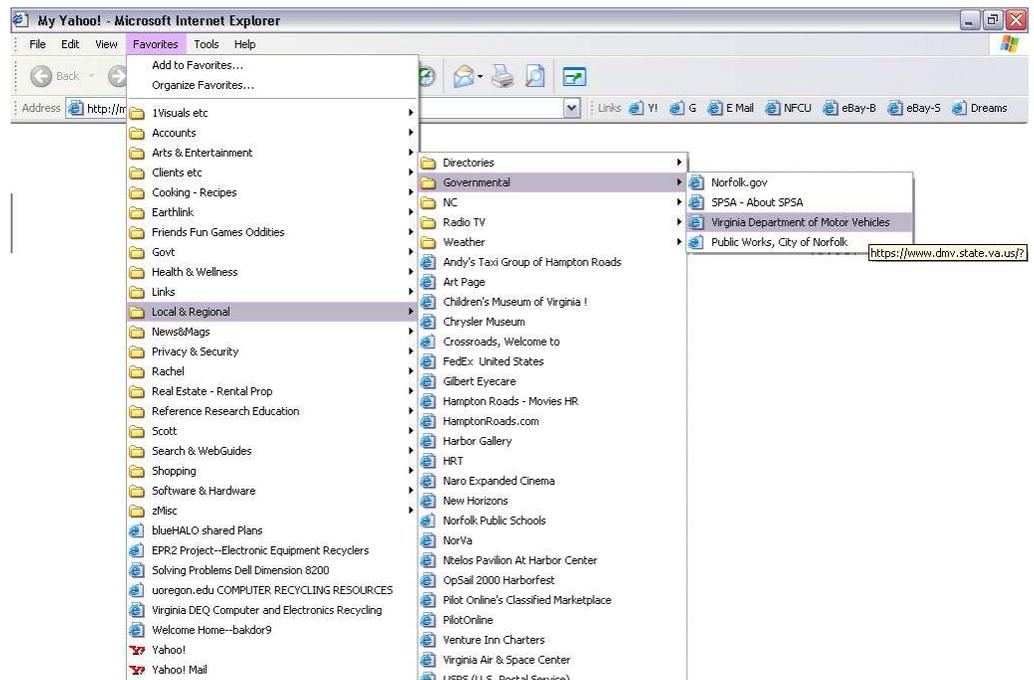
The Favorites Window (in the "Explorer Bar")

If you click the Favorites button on the toolbar instead of the Favorites menu, a subwindow opens to the left to display the favorites. This is handy if you want to keep the favorites in view. The window can be closed by clicking the Favorites button again, or by clicking the X in the top right corner of the subwindow.
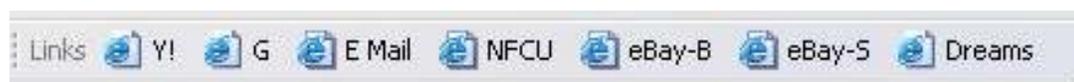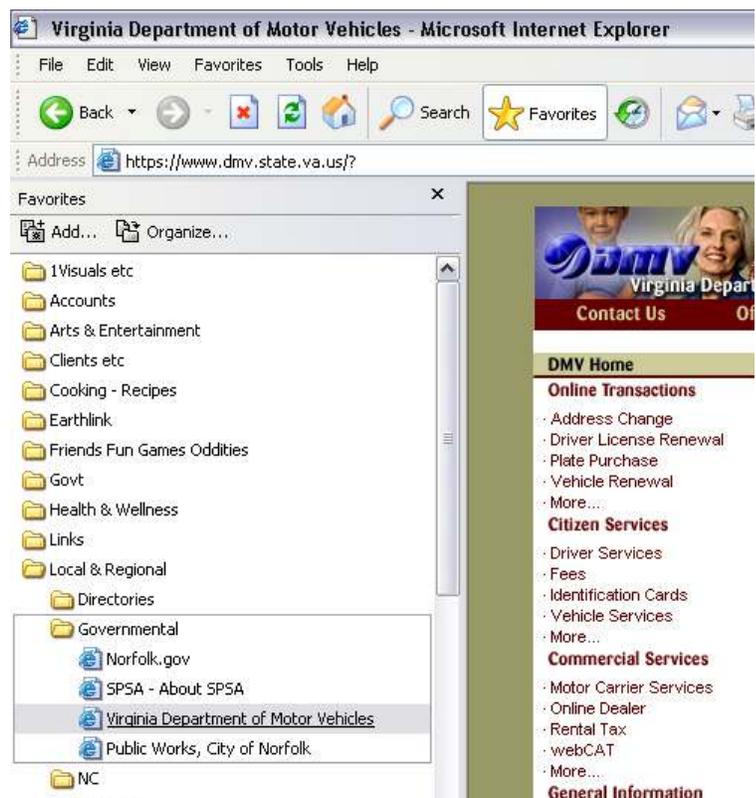
Links

There is a favorites folder called Links, which is able to display its contents like buttons on a toolbar in the Internet Explorer window. Your Links folder may already contain items placed there by Microsoft or your Internet provider; you can leave them there or delete them. Add your own favorites to this folder, and if you have the Links toolbar turned on, you will be able to use them just like any other toolbar buttons.

Internet Options

The <u>Internet Options</u> dialog box lets you change the settings for Internet Explorer, e.g.:
Specify your Home Page, how long a History to keep, connection settings, default email program.
<u>Internet Options</u> also gives you access to be able to delete cookies and temporary Internet files.

How to open Internet Options

1. Click the **Tools** menu.

2. Click **Internet Options . . .**

(Alternately, you can right-click the Internet Explorer icon on the desktop and click Properties, or access Internet Options in the Control Panel.)

There are several tabs in the Internet Options dialog box **(General, Security,** etc.). Click a tab to display its contents.

In general . . .

Make desired changes.
Click **OK** to save your changes and close the dialog box.
Click **Cancel** if you want to close the box without changing anything.
Click **Apply** if you want to make a change and leave the dialog box open.

Home Page

Each web browser has a page it calls home. That's the web page that's displayed when you start up your browser, and also when you click the Home button on the toolbar. When you sign on with an ISP (Internet Service Provider), chances are the software they provide you with will be set to use their home page. Some of those pages offer lots of info (local weather, stock quotes, etc.) and links (shopping, sports, etc). They can be nice to use because you can configure them to contain the information you want, and they provide "content" to guide you on the web. But maybe every time you go to the web you go right to Yahoo, or to a particular newspaper or financial site. You can set your home page to *any web page*, and change it again any time you like.

<u>The easiest way to change your home page:</u>
Go to the web page you want (e.g., www.my.yahoo.com).
Open the **Internet Options**, and look in the **Home Page** area of the **General** tab. Click **Use Current**, and click **OK.**
If you don't want any page in particular to load when IE starts, click **Use Blank**.
To set the home page back to what it was set to by your provider (or by Microsoft) click **Use Default**.

Temporary Internet Files

Cookies (small text files) and other kinds of files are placed on your hard drive by web pages you visit, and by web-based email messages you open. Some files are helpful (say, a cookie that keeps you signed in on a particular web site so you don't have to type your ID and password every time you visit the site), and some are designed to track what you view on the internet so that advertisers can market to you, and some serve other purposes. It's a good idea to clean out these files periodically. Here's what to do:
Click **Delete Cookies . . .**, then click **OK** in the box that pops up.
Click **Delete Files . . .**, then in the next box click in the checkbox "Delete all offline content" then click **OK**.

History

The history setting is linked with the **History** button on the toolbar. You can set the number higher or lower to keep more or fewer days of history by clicking on the little up or down arrow buttons next to the number box, or by typing a different number in the box. Click **Clear History** to erase the current contents of the history folder.

Watch out for Pop-Ups!
When you see ad windows like the ones pictured below, **do not click on them at all.**
You might unwittingly install some kind of annoying or even malicious software on your computer. Click the red X in the upper right corner (beware, as there is sometimes a second X just inside the ad window there) or find the button associated with the window that would be found down on the Windows Taskbar at the bottom of your screen—right-click that button and then click Close.
The Security Warning window pictured here top right is sometimes asking about a legitimate program (e.g., a Windows Update component signed by Microsoft, or a Norton Antivirus online scan signed by Symantec). Watch out for ones signed by Gain Publishing and other advertisers. When in doubt, click No or close the window without clicking anything.
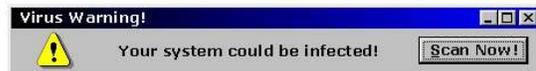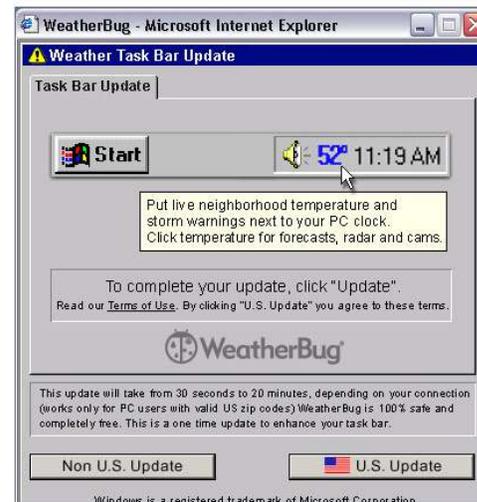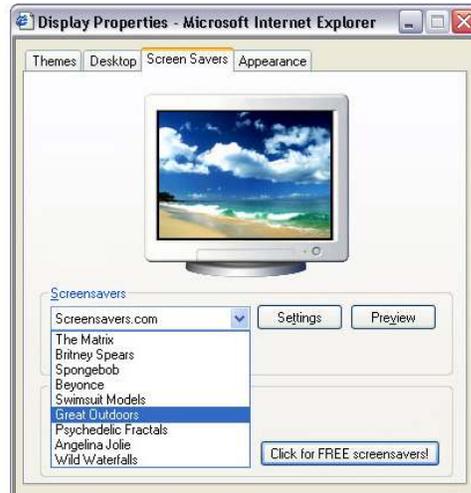

This one is *very* similar to the Windows Update notification.