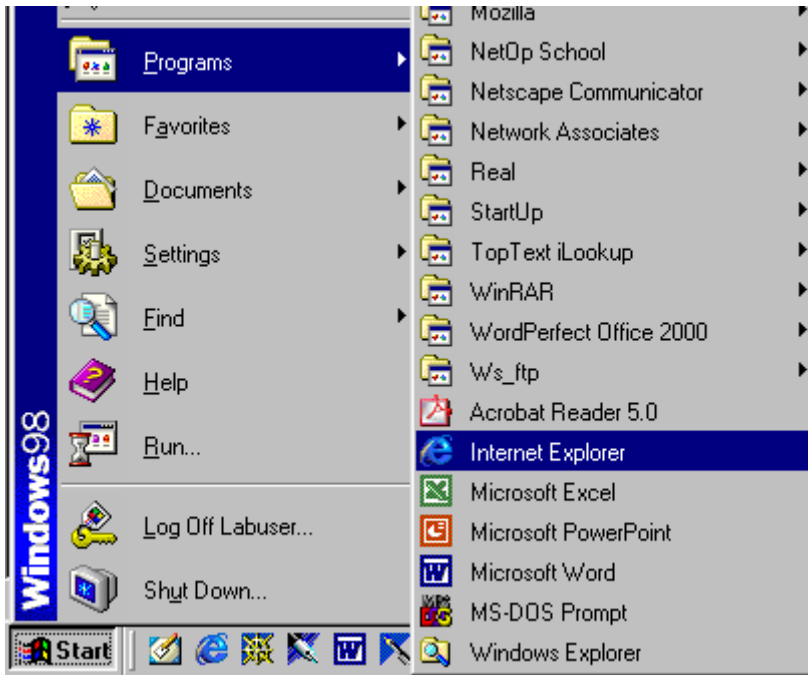


Introduction:

Microsoft Internet Explorer (IE) has become the overwhelming standard for browsing web pages online. All Windows-based computers come pre-installed with Internet Explorer, and versions appear on other platforms. This prevalence (along with speed, stability, and ease of use) is what has led to IE being the preferred web browser for both creators and users of the world wide web.

Opening Microsoft Internet Explorer:

Start >> Programs >> Internet Explorer, or look for the Internet Explorer icon on the desktop or quick launch.



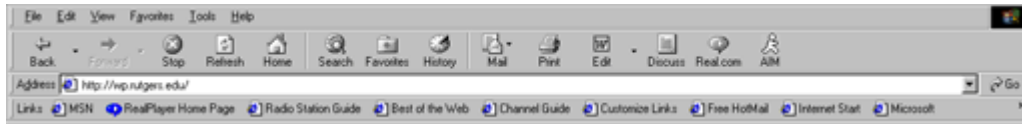
Basic Layout of Program:

- The "File" menu contains selections such as saving, closing, and printing.
- The "Edit" menu contains selections such as copying, pasting, and finding text.
- The "View" menu contains selections such as changing the toolbars available, changing the size of text onscreen, refreshing the current page, etc.
- The "Favorites" menu contains a list of "bookmarked" pages, and options to actually bookmark pages.
- The "Tools" menu contains selections such as reading mail, and changing advanced options within the program.
- The "Help" menu contains various selections for seeking help with the program.

The Toolbars:

- The "Standard Buttons" toolbar is the primary way to navigate back and forth between pages, as well as refreshing and stopping the loading of pages. It has the familiar Back, Forward, Refresh, Home buttons.
- The "Address Bar" is the primary entry for URLs (uniform resource locators) to browse to pages.

- The "Links" bar contains preset links to websites, and can be altered for one-click access to your favorite sites.



Visiting a Web Page:

When the program is opened each time, (provided an Internet connection is available) it will automatically load up what is set to the "Home Page." This is a page that is saved within IE, and can be changed (see later in tutorial).

To visit a specific site, you will need to know the URL ("Uniform Resource Locator") for that site; this is also sometimes simply referred to as the website's "address." URLs are an easy way to remember, for example, the location of a company online. A computer's location on the web is its IP address. This is a series of numbers that pinpoints just where the computer is. But IP addresses are hard to remember (ex: 255.6.90.100). When you use an URL, the browser looks up that address and translates it to IP.

Once IE is open and running, you can visit any site you wish by clicking in the address bar (or pressing Ctrl + Tab), and entering in the URL of the site you wish to visit (for example, "<http://www.google.com>" is the URL for the search engine Google; "<http://www.rutgers.edu>" is the URL for [Rutgers University's main page](#)). After entering in the URL, simply hit "Enter" on the keyboard, or click the "Go" button to the immediate right of the address bar.



Navigating a Page:

Web pages will generally contain "links," which when clicked, bring you either to a different portion of the site, a file to view, or to a different site all together. A link can be either text or an image; links will generally be noted by blue text or an underline, or will change colors if the cursor is placed over it. By simply placing your cursor over a link (without yet clicking it), you will notice in the bottom left-hand corner of IE, the address of the file linked to will appear as text (for example, on the Rutgers University main page, by placing the cursor over the words "The University" in the "About" section, you will see the link pointing to "<http://www.rutgers.edu/about-the-university.shtml>"). By clicking that link, the browser will then open the file you have clicked.

Links that go to files with extensions such as .htm, .html, .shtml, .jhtml, and their variants will bring you to another web page. Notice what the file extension of a link is before you click it; any files can be linked to online. While the vast majority will be other web pages (and images), you may come across files such as .zip, and .exe. Be aware of what it is, exactly, that you are clicking. For more information, view the tutorial dealing with viruses.

Many pages will be longer than what there is room for on the screen (some may be wider, but this is rare). To continue viewing this material on the page, simply use the scroll bars at the far right and bottom of the screen, indicated by the triangles, to move back and forth along the page.

If you wish to bring your browser back to a page you were previously at, rather than attempting to find a link on your current page, you can click the "Back" button on the "Standard Button" toolbar to go back one page. Also, by clicking the tiny downwards triangle next to this button, you can choose from approximately ten sites, in chronological order of your visiting, to go "back" to. If you wish to then go forward, again, you can use the "Forward" button the same way as the "Back" button.



If you wish to stop the loading of any web page for any reason, click the "Stop" button. If you then wish to reload the page (or to check and see if any changes have been made to a page since your last visit), click the "Refresh" button (also on the standard button toolbar).



Favorites:

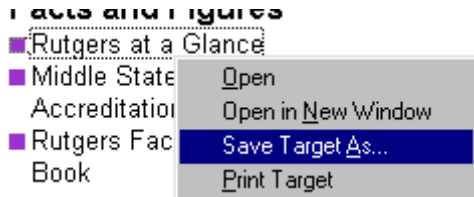
In your browsing of the web, you will undoubtedly come across pages (some with long, forgettable URLs) that you will wish to save for later viewing (such as news sites, which may update regularly). In web browsing, you don't "save" web pages, per se. You "bookmark" the site's URL; in IE, we call these bookmarks "favorites." To bookmark a page, browse to the page you wish to bookmark. Click the "Favorites" menu, and click "Add to Favorites." IE will automatically name the favorite whatever the page's creator had written in that page's title bar; you can change this to whatever you wish. Choose a folder you wish to save the link to; if a menu of folders does not immediately show up, click the "Create in" button. You can even create your own folder by clicking "Create Folder," and naming the folder. Finally click "OK."

Now, any time you wish to visit that page, click the "Favorites" menu in IE, and browse the menu to the link you have created, and click it.

Downloading Files:

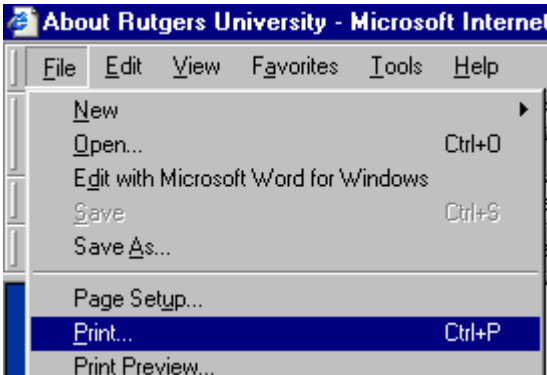
One of the first things to understand while browsing the web is that each page you go to is, in actuality, just a file like any image, song, or program you have on your

computer. It can be viewed, edited, and downloaded off the web to your own computer. All HTML files, images, etc. online can be downloaded. To download a file, click the right mouse button over the link (again, be it an image, HTML file / web page, etc.), and click "Save Target As." A familiar box should pop up prompting you to save the file to a desired location.



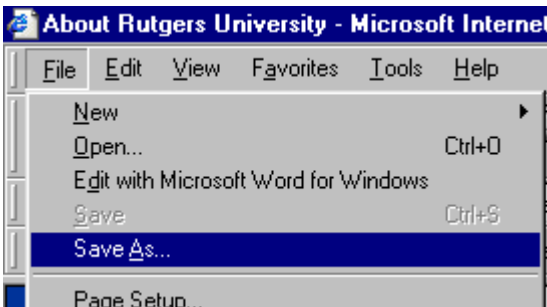
Printing a web page:

There are several things to consider when attempting to print a page. First, consider the amount of images and color on the page; the default of many printers is to print at a considerably high quality in color. You may not wish to waste so much ink. Also, look around on the page when reading things such as articles; the website maintainer(s) may have provided a link to a "printer-friendly" version (this means that the graphics will be limited, and the text will be formatted in a more traditional manner). To print without changing any options, press the "Print" button in the standard buttons toolbar. To select printing options before actually printing, select File >> Print.

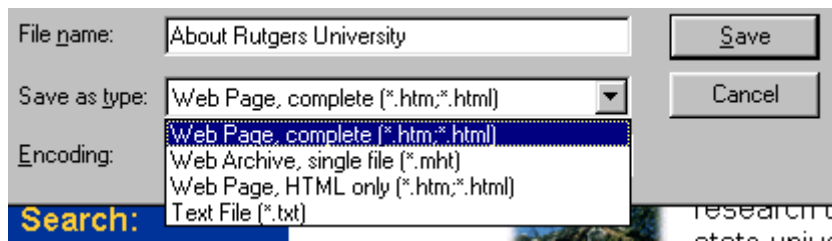


Saving a page:

There are several reasons why you may wish to save a website or page to your own computer. One of the more popular reasons is to simply view the coding that makes up the page, and learn new techniques. Whatever your reason may be, you have a few options at your disposal. To save a web page, select File >> Save As.

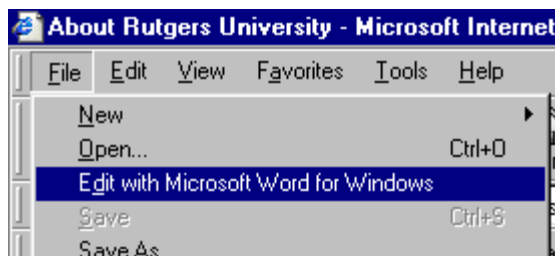


- Web Page, complete: This will save the entire HTML file (web page) you are on, as well as a folder full of any and all images that appear on that page
- Web Archive, single file: This will save the entire HTML file (web page) you are on, as well as any and all images that appear on the page, and create a single file which you can open (it will appear as if you were online viewing the page)
- Web Page, HTML only: This will save only the HTML coding of the page you are on
- Text File: This will attempt to format all text that appears on the page you are saving into a single text-only file

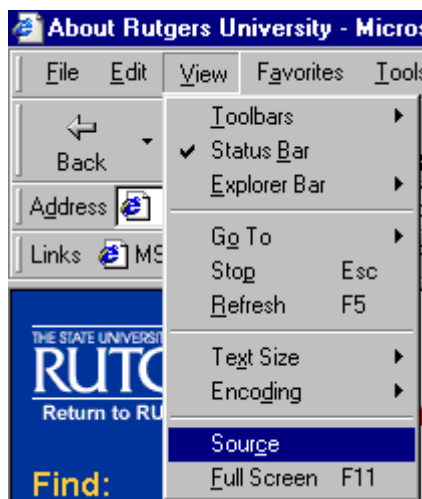


Editing a page:

Rather than downloading a page with the above method, there are two other ways to get right into editing the current page in your browser. The first is to simply select File >> Edit with Microsoft Word. This will open the page in Microsoft Word for editing in a WYSIWYG (What You See Is What You Get) style.

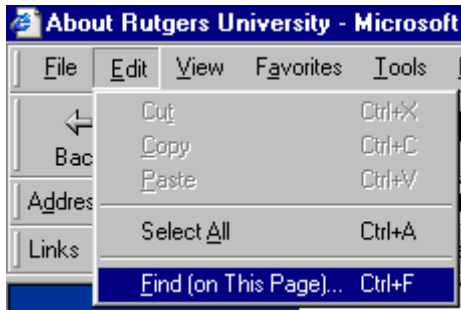


If you wish to edit the actual HTML, you can select View >> Source to open the source code to the page in Notepad (or WordPad, if the filesize exceeds Notepad's capabilities).



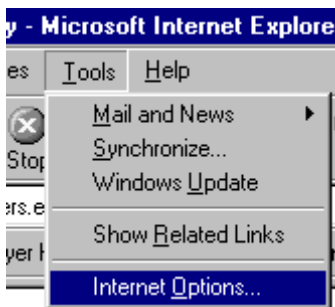
Finding text on a page:

It is possible that you will come across long pages of text. To search for a key word or phrase you are interested in, select Edit >> Find (or Ctrl+F) and enter in what you wish to search for. The first instance of the text will be highlighted on the page. You can continue searching for more instances on the same page.

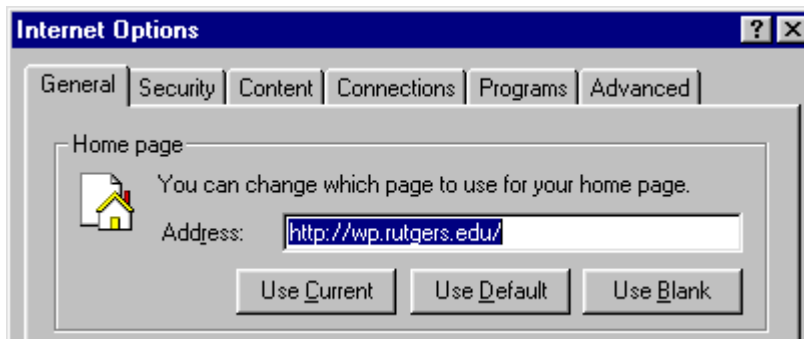


Setting your home page:

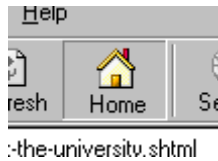
Select Tools >> Internet Options.



In the first selection of the "General" tab, you can either click "Use Current" to set whatever web page you are currently at as your home page, or set the home page to a blank window.

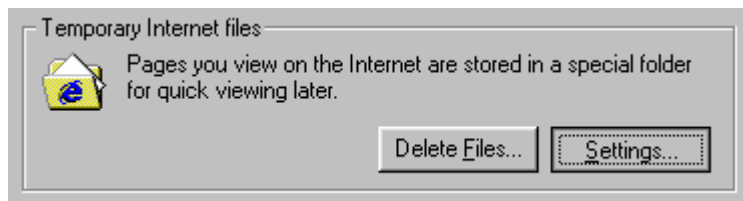


To visit your home page after extended browsing, simply click the "Home" button in the standard toolbar.

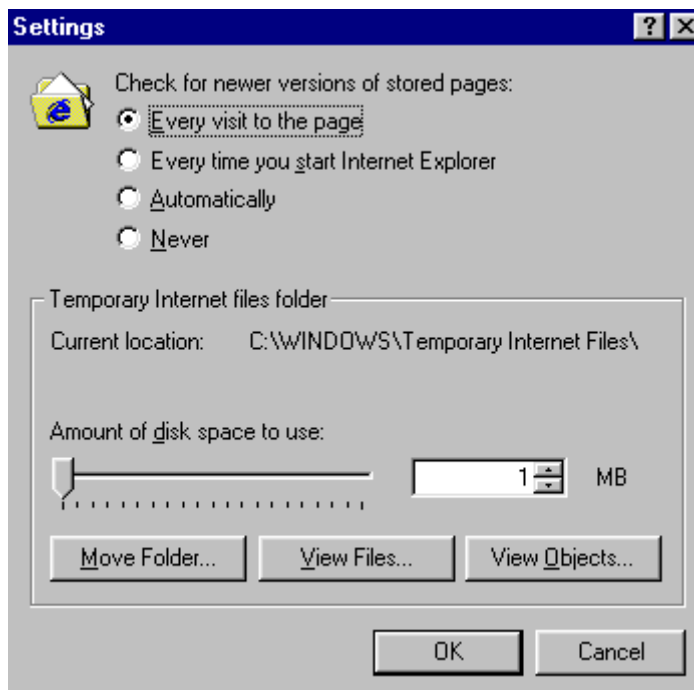


The Cache:

While viewing web pages, Internet Explorer will save files to a "Temporary Internet Files" folder on your computer. This helps speed up the loading of pages that you visit on a regular basis. However, this may also cause you to miss regular updates on a web page. If refreshing the page does not work, you may wish to clear the cache of these temporary internet files. In the Tools >> Internet Options window, under the section for "Temporary Internet files," you can delete these files and start with a fresh load.



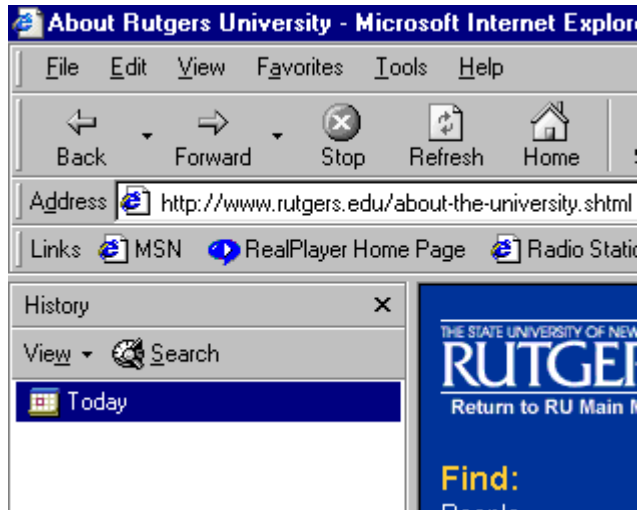
By clicking "Settings," you can also adjust the amount of space Internet Explorer will set aside on your computer for these temporary files, and how often the browser should check to see if a page is updated upon visiting.



History:

Internet Explorer keeps a record of the sites you visit in a folder called "History." By clicking the "History" button in the standard toolbar, a new sub-window will open,

listing sites in folder according to domain. This is useful for tracking down sites that you may have forgotten to bookmark the first time around.



Resolution:

It's good practice for website creators to create their site with a wide range of visitors in mind. This means they'll take into account the resolution of their users' monitors. Many people still use a resolution of 800x600 (generally on smaller monitors), but 1024x768 has become more of a standard; more will fit on the screen at once.

If you find you're having problems horizontally scrolling on too many sites, check your resolution. If you're working at 800x600, you may want to up it to 1024x768. If you are unfamiliar with the differences between screen resolutions, or even are unsure on how to change your resolution, be sure to check out the [screen resolution tutorial](#).

Outside Resources:

[Internet Explorer Tutorial](http://www.eiu.edu/~mediasrv/ie/menu.html) < <http://www.eiu.edu/~mediasrv/ie/menu.html> >
Divided into sections of "Commands & Functions" and "Special Features," this tutorial takes the user through every aspect of the browser necessary to use it.

[Grenville CAP - Internet Explorer Tutorial](http://www.recorder.ca/grenvillecap/tutorial/tutorial/tut-004b1.htm) < <http://www.recorder.ca/grenvillecap/tutorial/tutorial/tut-004b1.htm> >
Diagrams are provided as the user is walked through the various menus and features of the browser.

[Microsoft Internet Explorer Tutorial](http://special.ed.peoriaud.k12.az.us/ie_tutor.htm) < http://special.ed.peoriaud.k12.az.us/ie_tutor.htm >
Yet another tutorial which covers the basics, the toolbar, favorites, and also includes a section on how to search the internet.