USING INTERNET EXPLORER


CONTENTS

Using the Internet

The Toolbars

1. Open **Internet Explorer**. Click on the **View** in the Menu bar
2. Click on **Toolbars**.
3. Be sure that there is a checkmark by **Standard Buttons**, **Address Bar**, and **Links**.
These are the Toolbars that you want active. If any of these do not have a checkmark, click on them. (You may have to go to the View Menu several times to make sure they are all checked.)
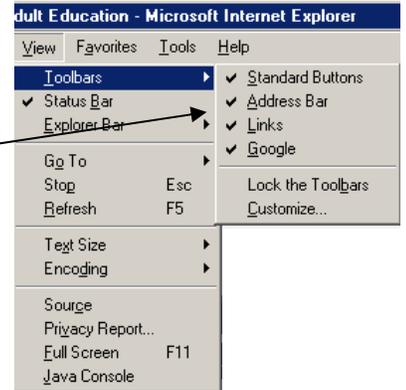
Notice that I have an additional tool bar called **Google**, This is an ad-on tool bar that you can download from the google.com website. Google.com is a search website - the best one! It is a great toolbar that among other things, blocks those annoying pop-up menus. If you don't have it—get it!

4. The top of your screen will look similar to this - but not necessarily - depending how your toolbars are placed on the screen.

Menu Bar   Address Bar   Standard Tool Bar   Links Bar   Google Toolbar
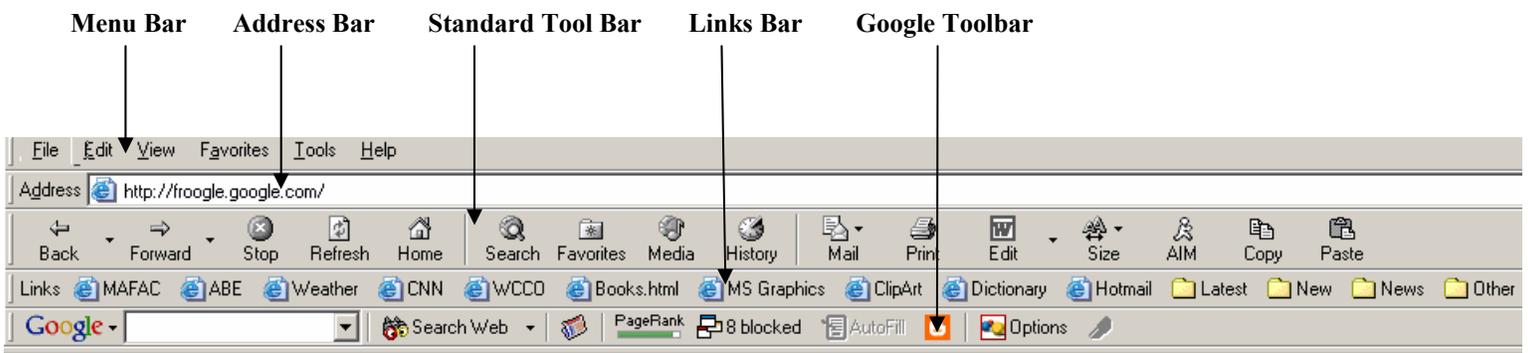
1. **The Toolbars can be moved and re-arrange**. Let's move the Standard toolbar to the top row next to the Menu bar.
2. Click on the **vertical line** just to the left of the Back Button. Your cursor will turn into a line with double arrows.
3. Click the mouse (**hold it down**) and drag the Standard toolbar so that it is positioned next to the Help menu in the top row.
The Toolbar will now look like this,
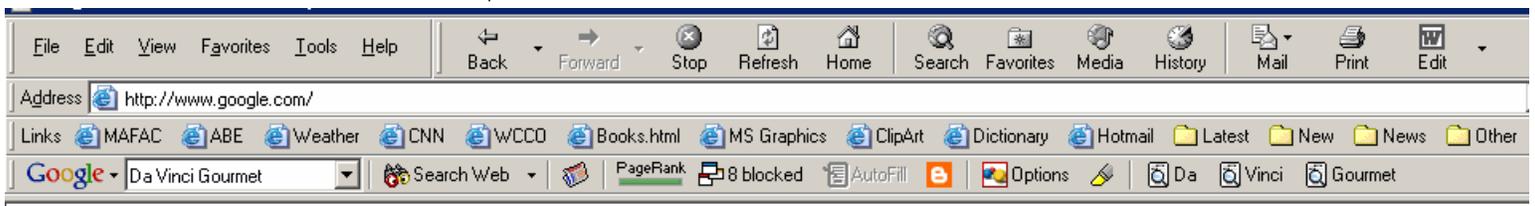
1. **You can customize the Standard Toolbar**. Click on the **View** menu, point to **Toolbars**, and click on Customize.
2. There are 3 things you can do in this dialog box.
(1) You can **add and remove buttons** in the Standard Toolbar.
(2) You can choose whether or not to have your buttons **labeled** with a text label.
(3) You can choose whether to use **small icons** or **large icons** in the Standard Toolbar.
3. Experiment with these options to see how they work.
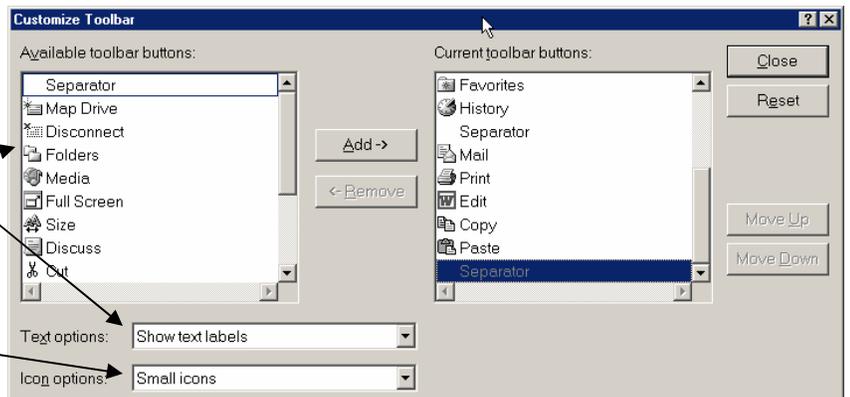
Lock the Toolbars

This feature of Internet Explorer is available only with **Version 6.0 or higher.** To find out what version of Internet Explorer you have do this:
1. Click on the **Help Menu.**
2. Click on **About Internet Explorer** . You will see the version of your Internet Explorer.

You can lock the toolbars when you get them the way you like. Click on **View**, point to **Toolbars**, then click on **Lock the Toolbars**. A check mark will be place next to Lock the Toolbars and will prevent the toolbars from being changed.

(This feature is probably not available on these lab computers).
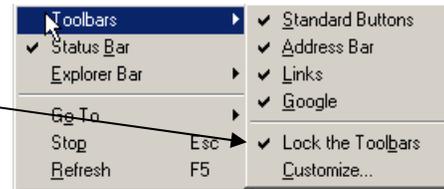
The Address Bar

1. To go to a web site quickly, click once in the **Address Bar** to highlight the current address. *NOTE:* You may have to click twice rapidly to highlight it. Then type in the address you want to go to.
2. Click once (or twice rapidly) in the **address bar** - type **kstp.com** - press **Enter**.

The Links Bar

1. This toolbar is used to store your "**favorite**" links. Look at the Links bar and you may see such favorite links as Hotmail, CNN, WCCO, Weather…
2. Let's add **kstp.com** to the links tool bar. Click on the **Internet Explorer icon** just to the left of the words http://kstp.com.

3. **Drag the icon** to some location in the Links bar—you may place it anywhere in the Links bar.

4. You now see it in the Links bar. Websites in the links bar should have very short names. Let's change the name. **Right-click** on KSTP.com in the Links bar.
5. In the drop-down menu, select **Rename**.
6. Take out the word **.com** - click **OK**
7. Now if you want to go to KSTP.com, you just have to click on that KSTP link in the Links bar. **Try clicking** on some of the links in the Links Bar.
8. Let's delete the link **KSTP.com** from the links bar. **Right-click** on KSTP.com in the links bar.
9. **Select Delete** - press **Yes**. You have deleted that link from the Links bar.

Setting Your Home Page

1. Click on **Tools** in the Menu bar - then click on **Internet Options**,
2. **Click twice** in the box next to Address. Type kstp.com. Click **Apply**. Click **OK**.
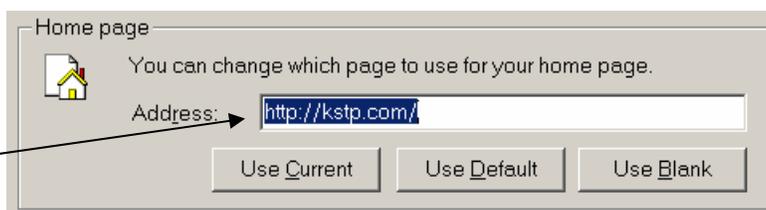
3. You have set KSTP as you homepage. Click on the **icon** that looks like a house in the Standard Tool Bar. You will go to KSTP.com
4. Go back to **Tools->Internet Options** and reset the home page address to marshalladulteducation.org - Click **Apply**. Click **OK**.
5. Quit Internet Explorer by pressing **Alt F4**. (NOTE: The F4 key is in the top row of the keyboard.)
6. **Open Internet Explorer again.** When it loads up, it will open to the Marshall ABE website - you have set that website as the homepage. Re-set the home page to google.com

Using the Refresh Button

1. Click once (or twice rapidly) in the **address bar**. Type in the address bar the following website: weather.com
2. Click on the **map** of the United States in the middle of the page. A radar map of the US appears.
3. Click on the **Refresh** button in the Standard Toolbar.

4. This will reload the webpage and give you an updated
   radar map. If a webpage does not load up correctly or if you want to see the latest content in a page, click on the Refresh button.

Changing the Text Size of your screen

1. Some websites use very small text (or very large text) on the web sites. You can change the size of the text on the screen.
2. Click on **View**, then click on **Text Size**.
3. Choose the smallest text size.

4. Click on **View**, then click on **Text Size**
5. This time click on the largest text size

6. Now choose a text size of your choice—one that is suitable to your eyes
7. The last text size that you select will become the text size that Explorer uses each time you start the program.

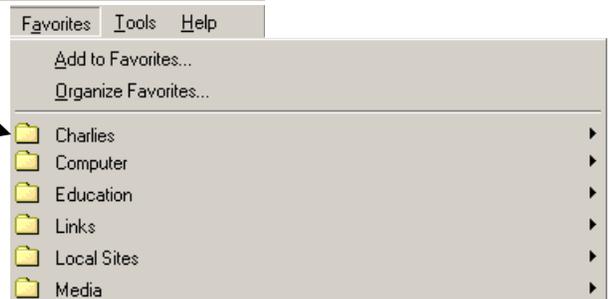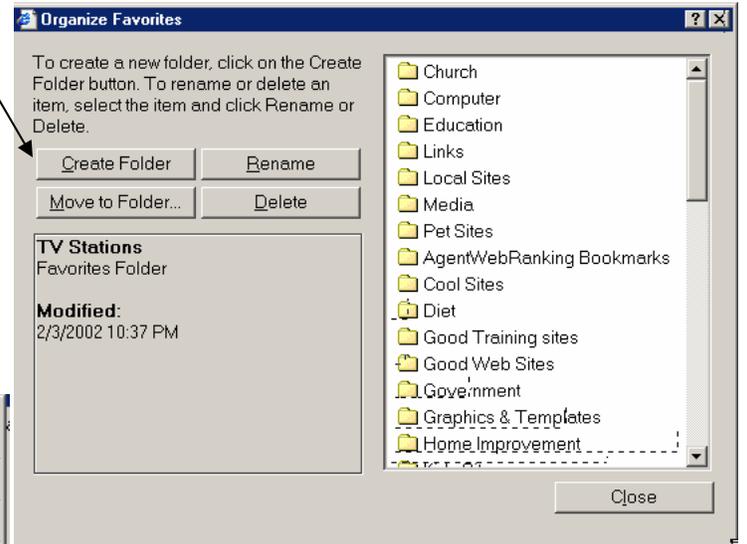| View Favorites Tools |
| --- |
| Toolbars ▶ |
| ✔ Status Bar |
| Explorer Bar ▶ |
| Go To ▶ |
| Stop   Esc |
| Refresh   F5 |
| Text Size ▶ |
| Encoding ▶ |
| Source |
| Privacy Report... |
| Full Screen F11 |
| Java Console |

Favorites

1. Type this address in the Address Bar: **marshallindependent.com** - and press **Enter**
2. Click on **Favorites** and then click on **Add To Favorites**.
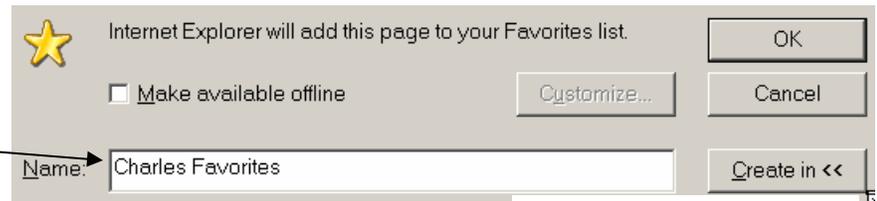
3. Click on **New Folder** and type a **name** for the new folder (Example: Charles Favorites). Click **OK**.
4. The Marshall Independent web site has been added to your Favorites in a special folder you created.

Internet Explorer will add this page to your Favorites list.   OK

☐ Make available offline   Customize...   Cancel

Name: Charles Favorites   Create in <<

5. You can save your web sites in folders as shown here. Click on Favorites and visit some of the websites that have been saved

6. You can organize your favorites. Click on **Favorites** and then click on **Organize Favorites**.
7. In the Organize Favorites dialog box, you can **Create Folders** to put your favorites in, **Rename** folders, **Delete** folders or web sites from you list, and you can **Move** web pages to folders of your choice

Favorites Tools Help
Add to Favorites...
Organize Favorites...
📁 Charlies ▶
📁 Computer ▶
📁 Education ▶
📁 Links ▶
📁 Local Sites ▶
📁 Media ▶

Try these options
8. To make a new folder, click on **Create Folder.**
9. To Rename a folder, click on the folder you want to rename click on **Rename**, then type in the new name, click **OK**.
10. To Move a website to a folder, click on the **web site** form the list on the right side, click on **Move to Folder**, select the folder you want to move to, and click OK
    NOTE: You can also drag and folder or web site to any folder you want to put it in.
11. To Delete a web site from your Favorites list, click on the **web site** on the right side, then click on **Delete**.

Organize Favorites ? ✕

To create a new folder, click on the Create Folder button. To rename or delete an item, select the item and click Rename or Delete.

| Create Folder | Rename |
| Move to Folder... | Delete |

TV Stations
Favorites Folder

Modified:
2/3/2002 10:37 PM

📁 Church
📁 Computer
📁 Education
📁 Links
📁 Local Sites
📁 Media
📁 Pet Sites
📁 AgentWebRanking Bookmarks
📁 Cool Sites
📁 Diet
📁 Good Training sites
📁 Good Web Sites
📁 Government
📁 Graphics & Templates
📁 Home Improvement

Close

One Final Note on Favorites: You can do many of the **above** options directly from the drop-down Favorites menu. Do this.
1. Click on **Favorites**,
2. **Right-click** on any folder or website
3. A pop-up menu appears. You have several options, including Delete, and rename.
4. Click on any of the options you want to try out..

| **Open** |
| Print |
| Make available offline |
| Send To ▶ |
| Cut |
| Copy |
| Create Shortcut |
| Delete |
| Rename |
| Sort by Name |
| Properties |

Doing a Search on the Internet

1. What is the best search site? **Google** is the largest and most people consider it the best - it claims to have over 3 billion sites in its database. Here are the top 3 search sites.
    Google.com - by far the best. Also, best for images and best for ranking pages.
    Alltheweb - excellent - fast, clear and uncluttered
    Yahoo.com - excellent - uses the Google search engine. Yahoo is particular good for news.

2. Let's do some searches. Click once (or twice rapidly) in the **address bar** to highlight the text. In the address bar, type **google.com**

3. In the **white box** just above Google Search, type the word **tigers**. Click **Search** (or press Enter).

4. In the **blue bar**, it will tell you how many web pages were found having the word "**tigers**" in it. ⟶ Results **1 - 10** of about **3,450,000**. Search took **0.19** seconds.

5. **Let's refine the search.** In the box next to **Google Search**, add the following to the word tiger: **+siberian** (don't forget the plus sign). You new search will look like this: tigers +siberian (there is a space between tigers and +Siberian)

6. Click on **Search** or press **Enter**. (NOTE: Searches are not case sensitive—you do not have to use capital letters in your search— although you may if you want to.)
    The search will now find all web sites with the word "tiger" and the word "siberian" in it.
    How many pages were found with this search? (Look in the blue shaded line to get the results.) (Answer _____)

7. **Refine the search further.** Add the following to the search: **-detroit** (be sure to use the minus sign and NO space).
    You new search will look like this: **tigers +siberian -detroit** *(be sure your spacing is correct)*

8. This search eliminates the possibility of finding a page with the term "Detroit Tigers" in it.
    How many pages were found with this search? (Answer _____)

9. **Refine the search further.** Take out **–detroit** and add **+"minnesota zoo"** - Be sure to use quotations around the words minnesota zoo.
    You new search will look like this: **tigers +siberian +"minnesota zoo"** *(be sure your spacing is correct)*

10. Click on **Search** (or press Enter). When you use quotations around words or a phrase, the words or phrase will be use exactly as they appear in the quotes when you do the search.
    How many pages were found with this search? (Answer _____)

11. **Refine the search one more time.** Add the words in quotations "**tiger lair exhibit**" to the search. The entire search should look like this: **tigers +siberian "Minnesota Zoo" +"tiger lair exhibit"** *(be sure your spacing is correct)*
    How many pages were found in this highly refined search. (Answer _____)

By using a combination of **+**, **-** and **" "**, you can refine your searches to exactly what you want to find. On the next page, you will find some Quick Tips to doing internet searches.

Using the Find Option

1. Do a new search for **Marshall ABE** - do not put the words in quotes.
    How many web pages did the search find? Look on the right side of the blue shaded line. (Answer _____)

2. This time do a search for "**Marshall ABE**" - add the quotes.
    How many websites were found?   (Answer _____)

3. Refine the search - add the words in quotes "**Lyon County**" (remember—it is not case sensitive - you can use all small letters.
    How many web sites were found? (Answer _____)

4. Click on the first link that was found—it should the Marshall ABE homepage.

5. Click on the **Edit Menu**, then click on **Find (in this page).** Type the words **Lyon County**—quotes are not necessary. Click on Find Next**.** The words "Lyon County" are found and highlighted - can you see them?

6. Click on **Find Next**. A second "Lyon County" is found.

7. Click on **Find Next**. A third "Lyon County" is found.

8. Click on **Find Next**. A box pops on the screen saying "Finished searching the document. That's it - there are no more "Lyon County" on the page. Click **OK** and close the Find box.

QUICK TIPS for Doing Searches

NOTE: These tips will work with most search engines in their basic search option.

- Use the plus (+) and minus (-) signs in front of words to force their inclusion and/or exclusion in searches.**EXAMPLE: +meat -potatoes**(NO space between the sign and the keyword)

- Use double quotation marks (" ") around phrases to ensure they are searched exactly as is, with the words side by side in the same order.**EXAMPLE: "bye bye miss american pie"**(Do NOT put quotation marks around a single word.)

- Put your most important keywords first in the string.**EXAMPLE: dog breed family pet choose**

- Type keywords and phrases in lower case to find both lower and upper case versions. Typing capital letters will usually return only an exact match.**EXAMPLE: *president* retrieves both *president* and *President***

- Use truncation (or stemming) and wildcards (e.g., *) to look for variations in spelling and word form.**EXAMPLE: librar* returns library, libraries, librarian, etc.EXAMPLE: : colo*r returns color (American spelling) and colour (British spelling)**

- Combine phrases with keywords, using the double quotes and the plus (+) and/or minus (-) signs.**EXAMPLE: +cowboys +"wild west" -football -dallas**(In this case, if you use a keyword with a +sign, you must put the +sign in front of the phrase as well. When searching for a phrase alone, the +sign is not necessary.)

- When searching within a document for the location of your keyword(s), use the "find" command on that page.

- Know the default (basic) settings your search engine uses (OR or AND). This will have an effect on how you configure your search statement because, if you don't use any signs (+, - " "), the engine will default to its own set-tings.

Quick Tips for Boolean Searches

- In Boolean searches, always enclose OR statements in parentheses. **EXAMPLE: Yosemite (campgrounds OR reservations)**

- Always use CAPS when typing Boolean operators in your search statements. Most engines require that the opera-tors (AND, OR, AND NOT/NOT) be capitalized. Other engines will accept either CAPS or lower case, so you're on safe ground if you stick to CAPS.**EXAMPLE: "immune system" AND homeopathic (medicine OR remedy)**

The tips on this page are found at:
        http://www.sc.edu/beaufort/library/bones.html
This excellent site provides extensive resources for learning how to search the web.
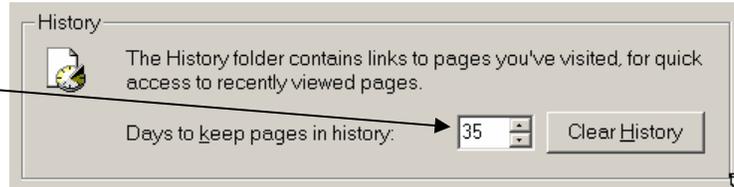
Using the History Button

1. Click on the **History** button in the Standard Toolbar.
2. A panel on the left side of the window opens up. This panel contains every site this computer has visited over the last 3 weeks.
3. You can view this listing in several ways. Click on the **View** button on the left side of the panel and click on **By Order Visited Today.** This view lists the website in the order they were visited today.
4. Click on the **View** button again. This time select **Most Visited**. This view shows you which websites have been most frequently visited.
5. Click on the **View** button again. This time select **By Site**. This view shows you folders which contain all the pages visited at each site you have visited.
6. Finally, click on the **View** button again and select **By Date**. This shows you every site you have visited over the last several weeks.
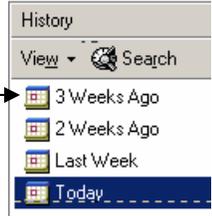
   You can change the number of days (or weeks) that are saved in your history by going to **Tools** in the Menu bar, and clicking on **Internet Options**.

   In the **History Box**, change the number of days you want to keep pages in history.

   Keep in mind that to save history takes up space on your hard drive. Try it!

7. To close the **History panel**, click on the **History button** again, **OR** click on the **X** (close) button at the top-right side of the History Panel.

Using More Than One Browser Window at a time.

Sometimes you want to view a website but you want but you don't want to leave the website you at currently at.

1. Type marshalladulteducation.org in the address bar.
2. Right-click on the Scope and Sequence button. In the pop-up menu that appears, click on Open Link in New Window.
3. The Scope and Sequence page opens in a new browser window.
4. Close the Scope and Sequence browser window by pressing the keys Alt-F4. *(Hint: Hold down the Alt Key and then press the F4 key. The F4 key is a key in the top row of the keyboard.)* NOTE: You could also have closed the Scope and Sequence window by pressing the Close Window in the top right hand corner of the window—that's the little box with the "X: in it.

Another way to get and use a new browser window.

1. Type **www.infoplease.com/ipa/A0862710.html** in the address bar. Be sure you type it in correctly.
2. This web site has a list of all the winning words of the National Spelling Bee since 1925. Do you know what these words mean?
3. Find the 2003 winning word - **pococurante. Double click** on it so it becomes highlighted (*selected)*. Press **Ctrl-C** to copy the word to the clipboard. (Note: You can also click the Edit menu and click on Copy).

4. Open a new browser window by pressing **Ctrl-N**. (Note: You can also click on the **File Menu**, point to **New** and click on **Window**.)
5. Type **www.m-w.com/** That is the Merriam-Webster Dictionary homepage.
6. Press **Ctrl-V** to paste in the word pococurante. Press **Enter** or click on **Look it up**.

7. Now you can click back to the National Spelling Bee website (in the Task Bar at the bottom of the screen), find another word you want to look up, copy it, and paste it into the Merriam-Webster Dictionary website and click on Look It Up. Try It!

Review:

To open a link on a Web Page in a new browser Window, **right-click** on the link and select **Open Link in New Window.**
To open a new browser window, press **Ctrl-N** or click on the **File menu**, point to **New** and click on **Window**.
To close a browser window, press **Alt-F4** or click the **close box** in the upper right hand corner of the window. You may also press **Ctrl-W** to close a browser Window (for all you Mac lovers - remember Command-W).

Copying text from a web page.
To copy large amounts of text (or sometimes any amount of text) can be difficult sometimes. Here are some easy ways to copy text from a web page.

1. Open up this web site in a browser window: **www.listen-up.org/oral/birgit1.htm**
There is a neat list of 2500 words and phrases here "which are necessary and useful for the child learning English as a second language" (I copied that off the internet).
2. Press **Ctrl-F** and type in the words **Category A**.
   Click on **Find Next** - then click **Cancel**
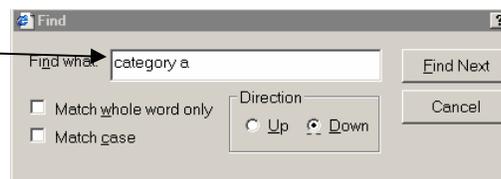
2. Now click the mouse on the word **Category** - the Category that is highlight
   - anywhere on the word.
3. Click and hold down the **shift key**.
4. Scroll down to the bottom of the page and click on the word "**porch**" - it is the last word in the list.
5. Press **Ctrl-C** (or you can select **Copy** from the **Edit menu**) to copy the words to the clipboard.

6. Open up **Microsoft Word** by clicking on the **Word** icon in the Task bar at the bottom of the page.
7. Press **Ctrl-V** (or you can click on **Paste** from the **Edit menu**) to paste the text
   into the Word Document.

   Please Note: That is only part of the 2500 word list - if you want the other half of the list, you have to click on Next Page and copy and past Part 2.

Copy and Save a Graphic from a Web Site
You can **copy** a graphic from a web page right into a Word document. Or you can **save** a graphic on a web page and then insert it into a Word document.

1. Let's paste a document first. At the bottom of the web page you were just on
   (**www.listen-up.org/oral/birgit1.htm** - the one with the word list), **right-click** on the graphic of the little house
    - it is at the bottom of the web page.

2. You have several options in the pop-up menu. Select **Copy**.
3. Go to **Microsoft Word** again (click on the **Word icon** at the
   bottom of the page.
4. Press **Ctrl-N** to start a new document.
5. Press **Ctrl-V** to paste the house in the blank Word document.
6. This method copying the text from a web site is called the **Shift-Click**
   Method. Please note that you can also drag the mouse over the text to
   select (highlight) it. This is very cumbersome and hard to do - especially
   if there is a lot of text

Now lets Save the same Graphic to the computer.
1. Once again, **right-click** on the graphic and this time select **Save Picture As.**
   The Save dialog box pops up.
2. Notice the name of the picture - **house**. That's it - click **Save**.
   The picture is saved in the My Pictures folder which is in the My documents folder
   on your hard drive.
3. This picture can then be inserted into a Word document using the Insert command..
   *(That's the next training session!)*

Types of Graphics
There are 2 types of graphics that are common to the internet: Jpegs and gifs (pronounced jiff). A jpeg graphic is typically a photograph and a gif is typically line art (such as the little house we saved). Note: There are other types of graphics on the internet but these are by far the most common. You can insert with jpeg or gif pictures into Microsoft Word or most other word processing programs.

Send a Link or a Page using Email.
You can send a webpage or a link to a friend via email. In order to do this, you must have an email account and your browser must be set up to automatically open up your email account. (I set up an email account just for this exercise).

1. Click on **Tools** in the menu bar and then click on **Internet Options**.
2. Click on the **Programs tab** at the top.
3. Click on the **down-pointing arrow** in the Email section and select **Hotmail**.
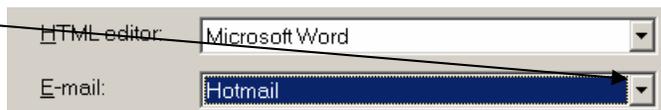
4. Find the webpage you want to send.
   Go to marshalladulteducation.org (type that address in the address bar).
5. Click **Tools**, point to **Mail and News** and click on **Send a Link.**
6. Type in the email user name: **abeschool**
   This is the email account I set up for this practice exercise.
7. Type in the pass word: **abemail**
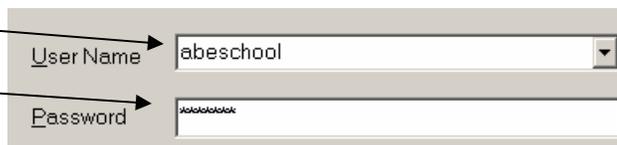
8. The email account opens up. Now type the email address of the person you want to sent the link to. You may send the link to me if you have no one else to send it to. My email address is: **charlescarrera@hotmail.com**
9. Type a message if you want—optional.
10. Click on **Send**. That's it—you just sent your friend a link to the Marshall Adult Education website.

When you select Send a Page, it does essentially the same thing that send a link does. You may try that one also.

Clearing the History. Cookies, and Cache
Occasionally you may want to clear the history, delete the cache, and delete your cookies. Do you know what these things are?

1. **To delete the History** from your computer, click on **Tools**, and then click on **Internet Options**. Click on **Clear History**. This will clear the history of every website you have visited in the last "*x"* number of days - the number of days to keep pages in history is stated there.

2. **To delete your cookies,** click on **Tools**, and then click on **Internet Options**. Click on **Delete Cookies**. You are asked if you want to delete all your Cookies. Click **OK**.

   What are cookies? Cookies are small files that are written onto you computer hard drives when you visit some websites. These files keep track of what areas you go to when you visit a website and how you use the website. This information is then used by the creators of that website. You can shut off your cookies if you don't want that information on your computer.
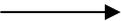
3. To delete your cache, click on **Tools** and then click on Internet Options. Now click on **Delete Files**. **But Wait!!! - Don't do it!!**   It takes a long time to delete your files (cache) and you'll be sitting for a long time doing nothing. So skip deleting the cache.

   What is the cache (Delete Files)? Every time you go to a website, it writes that website onto you hard drive so that the next time you visit that website, if the website has not change, it just takes the website from off your computer instead of going out on the internet to the server where the website is stored. It is able to get the website much faster off your hard drive than go out on the internet to retrieve the website.

Downloading Other Files Form a Website.
Websites often put Microsoft Word files or Acrobat Reader files on their website to download to you computer.

1. Go to **marshalladulteducation.org** and click on the
   Workforce button on the left side of the screen.
2. **Scroll** to the bottom of the page. There you will see
   some files that you can download.

Word Format (.doc)	Acrobat Reader Format (.pdf)
Workplan for MOU (Attachment A)	Workplan for MOU (Attachment A)
Literacy Levels (Attachment B)	Literacy Levels (Attachment B)
CASAS and Employment (Attachment C)	CASAS and Employment (Attachment C)
Job Opportunities (Attachment D)	Job Opportunities (Attachment D)
Words to Know (Attachment E)	Words to Know (Attachment E)
Initial Referral (Attachment F)	Initial Referral (Attachment F)
Assessment Information (Attachment G)	Assessment Information (Attachment G)
Client Progress Report (Attachment H)	Client Progress Report (Attachment H)
Employability Skills Profile	Employability Skills Profile

3. There are files in Word format and files in Acrobat
   Reader format. If you want to **open** and read a file right
   in your browser, just **click** on any of the files. If you
   want to **save** the file on your computer, then **right-click**
   on the file.

4. Let's save a file on the hard drive. **Right-click** on any file in the Word Format column.
5. Select **Save Target As.**
6. You must choose where you want the file to be save.
   Click on the **downward pointing arrow** in the
   "**Save in**" line and select Desktop.
   We will save the file on the Desktop.

   Save in: Desktop

7. Click **Save**. The file is saved on the Desktop

Acrobat Reader Files (sometimes called PDF Files)
PDF files are Acrobat Reader files.

1. Acrobat Reader is a **free** program that you can get from the internet. Many files on the
   internet are Acrobat Reader files.
2. If you don't have Acrobat Reader on your computer, you can get it (for free) from
   www.adobe.com.
3. We will open an Acrobat Reader file. Just **click on any file** in the
   Acrobat Reader Format column
   The file will automatically open in the Acrobat Reader program.
4. If you want to save the Acrobat Reader File on your computer instead of open it, then right-
   click on the it.

Acrobat Reader Format (.pdf)
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NOTE: Some computers have a program called RealDownload on them to do the downloading
of files. You do not need to have this program because Internet Explorer has it's own download program.

A note about viruses
You can get viruses in basically 3 ways.
    (1) From an attachment that someone sends you through email - Be careful when opening attachments—do not open any attachment if it appears suspicious in any way.
    (2) From Websites - be careful when you visit websites and download their files—they could have viruses. Do not visit any websites that you feel are not legitimate.
    (3) From floppy disks (or even CDs) - do not put a floppy disk or CD in your computer that you do not know exactly where it is from and what is on it.

Even when you take proper precautions, you may still get a virus. So it is always a good idea to have anti-virus software on your computer to help detect virus delete them before they have a chance to get into your computer.