

**Introduction to the
Internet
Microsoft®
Internet Explorer 5.5**

Elizabeth Wells

December 2001

Copyright © 2001 University of Greenwich

All rights reserved. Except as permitted under current legislation, no part of this work may be photocopied, stored in a retrieval system, published, adapted, transmitted, recorded or reproduced in any form or by any means, without the prior permission of the copyright owner.

Microsoft Internet Explorer is a registered trademark of Microsoft Corporation.

Contents

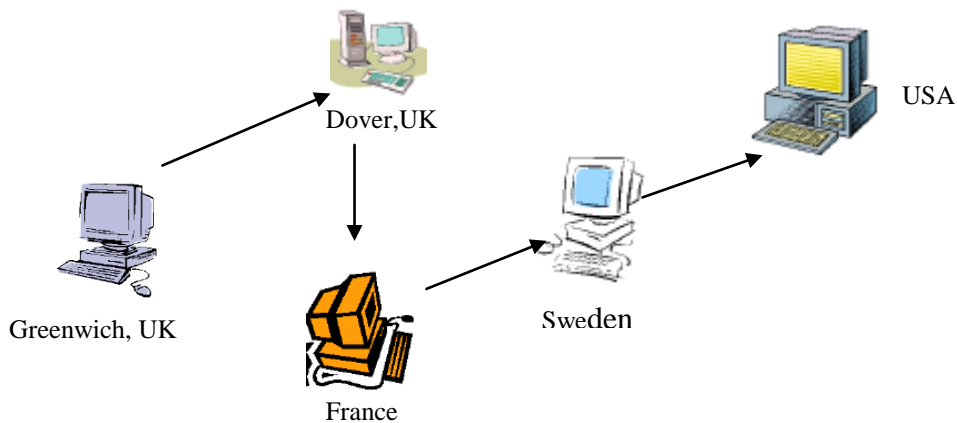
What is the Internet?	1
Connecting to the Internet.....	1
Going On Line	1
From Home	1
Telephone access	2
Internet Service Provider	2
Starting Internet Explorer.....	2
Addresses (URLs) for web sites	2
Using a Web Address or URL.....	3
Finding an address typed previously	3
Using the AutoComplete feature	3
The Toolbar	4
Back	4
Forward	4
Stop	4
Refresh	4
Home.....	4
Search	4
Favourite	4
History	4
Print.....	4
Moving Around A Web Site.....	5
Links – Moving Between Web Sites	5
Frames.....	5
Problems with loading a page	6
Searching for information.....	7
Indexes	7
Search Engines.....	7
Meta Search Engines.....	7
General Rules for Searching	7
Favourites	8
Marking a single page	8
Opening a Favorite Web Site	8
Working with Favorites showing constantly	8
Organising Favorites	8
Where are the Favorites saved?	10
History.....	10
Changing History options.....	10
Deleting History Entries.....	10
Printing Web Pages.....	11
Printing Frames.....	11
Printing Graphics	11
Copying Text or pictures.....	12
Saving Pictures	12
Downloading Files.....	12
Changing the Home Page	13

Cache	Error! Bookmark not defined.
More Netscape Tips	Error! Bookmark not defined.
Using More Than One Browser Window	15
Importing and Exporting Favorites	15

What is the Internet?

The Internet is a group of computers that speak the same language and have agreed to talk to one another. It is a facility to share information with people wherever in the world they are.

A message you send from your machine *may perhaps* go via the following route (though this is simplistic). Messages to the same place will not necessarily go the same route twice.



Connecting to the Internet

To connect to the Internet your computer must have a unique IP address assigned to it. The University does this for you for your own workstation - and Internet Service Providers (ISPs) such as AOL, U-Net, Compuserve, Tesconet etc provide this information for home use.

Going On Line

When accessing the Internet you must have a “browser” which acts as mediator (or interface) between your desktop and the Internet.

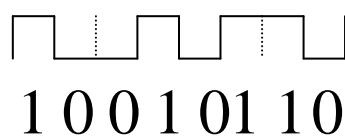
Internet Explorer is a browser. However, it is good to remember that some people use Netscape or various other web browsers and that the way the screen looks to you will look different to them. Each browser has its own way of displaying and handling text, graphics, sound and links, although the way that you use them is similar.

From Home

You will need 3 things before you can connect your home computer to Internet: a modem, telephone access and an Internet Service Provider.

Modem

Information flows around the computer using 0 and 1, that is, electricity or no electricity



Information flows across the telephone wire using variations of electricity.



This means that when you want to send information from the computer across the telephone wire (as you do when using the Internet) you must have some way of translating “computer speak” into “telephone speak”, and back the other way for information which you receive.

This means that you need a *modem* (modulator/demodulator) between your computer and the telephone wire.

Telephone access


You can use the socket your telephone plugs into. It is usually safer to unplug the modem from the telephone wire when not in use.

Internet Service Provider

There are many of these now. Check around for the best deal. Some give free access (you pay your telephone company for the time you use the phone line) while some charge monthly (you pay the telephone company and the Service Provider) and some charge monthly but give a free phone number so that you do not pay your telephone company anything. You need to consider how much you will use the Internet and work out the best option for you.

Once you have decided on a Provider you will have to set up *Internet Explorer* to use the phone number given to you by the Provider. Often this is done automatically using a CD.

Starting Internet Explorer

Select **Start, Programs, Internet Explorer**, or click on the  icon on the shortcut toolbar.

Addresses (URLs) for web sites

URLs, or Uniform Resource Locators, are addresses of web sites that you are visiting.

Host computers in the Internet are indicated by a server name, followed by a domain name. This is also usually followed by the country of origin.

The URL or address is often shown beginning with `http`. This stands for *hypertext transfer protocol* which is now assumed so it is usually unnecessary to type it.

The URL is usually made up from the following parts:

- `www`, (stands for Worlds wide web)
- some letters which indicate the organisation (e.g. `gre` for the University of Greenwich)
- some letters which describe the type of organisation the most common of these are:
 - co** or **com** for a commercial organisation (**co** will have a 2 letter country extension)
 - ac** or **edu** for an educational establishment (**ac** will have a 2 letter country extension)
 - org** for an organisation (**org** may have a 2 letter country extension)

These three parts are separated by full stops and *never* include spaces e.g. www.gre.ac.uk

Due to that fact that many people are producing web sites and each needs a URL the available URLs are becoming in short supply. To deal with this new types are being introduced constantly. E.g. we now have .biz for businesses, .name for personal, .museum (speaks for itself?) and .aero.

These simple addresses give access to the home, or main page of the web site. As you move to look at other pages within the web site you will see the address lengthens. E.g. www.bbc.co.uk is the main web page for the BBC, but as you choose other pages you may see, for example, /radio4 appear on the end of the address. Because the original part of the address stays the same you can tell that you are in the same place. If the address changes drastically it can be an indication that you have *surfed* to a different site.

Some examples of Web sites

The Times	www.thetimes.co.uk
Sainsbury's	www.j-sainsbury.co.uk
The British Monarchy	www.royal.gov.uk
British Rail Timetable	www.railtrack.co.uk
NASA	www.nasa.gov
Kodak	www.kodak.com or www.kodak.co.uk (for English and Irish site)
Premiership Football	www.fa-carling.com
BBC	www.bbc.co.uk or www.bbc.co.uk/radio4 etc.
Altavista search engine	www.altavista.co.uk

Using a Web Address or URL

If you know the URL for a site you can type it in.

At the top of the *Internet Explorer* screen is a text box labelled *Address* that will show the address of the current web site



Click into this text box. The existing URL address turns blue. If you start to type now the address currently showing will be deleted - and over-written by the new address you are entering. Once you have finished typing the address press the **Enter** key or click .

Finding an address typed previously

You can also find an address you have typed before by clicking on . Scroll down the list to find the address you want and click on it. The web site will automatically be loaded.

Using the AutoComplete feature

If you start type an address that you have typed previously, it would be nice if the address was automatically completed for you.

To make this happen:


Select **Tools, Internet Options**, click the **Advanced** tab.

Scroll down until you find Use inline AutoComplete and click to add a tick


Click **OK**

The Toolbar


Back

 Each click of the “Back” button will take you back one stage through the web pages/sites you have viewed since you opened *Internet Explorer* for this session. This button differs from any “back” buttons you may find on an actual web page which will only take you back through the pages of that particular web site until you reach the web site’s Home page.


Forward

 The “Forward” button works on the same principle as the “Back” button above in that each click will take you forward through each web page/site that you have visited in this session. Again, this button differs from any “forward” buttons you may find on an actual web page, which will only take you forward through the pages of that particular web site.


Stop

 The “Stop” button is there to enable you to stop a search that you have told the search engine/index to perform if you should change your mind – or if the search or load is taking too long!


Refresh

 The reload button will refresh your screen i.e. it will look for and load the information again.

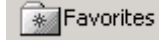
Home

 The “Home” button will take you to the page that is listed as your Home page in the *Options* (see page **Error! Bookmark not defined.**) whether it is the University of Greenwich Home page or the Netscape Home page. If you are searching the Internet and at any time wish to see your Home page again this button will always take you back Home. (You can also press **Alt Home**) Again, this is different from any “Home” buttons located in web sites that will take you to the web site Home page rather than your Home page. (To change the designated home page see page 13)


Search

 The “Search” button will take you automatically to one of the many search engines/indexes (see page 7).

Favourite

 This will enable you to mark a page that you feel is useful so that you can come back to it. (see page 8 for more details)

History

 This allows you to see a list of web pages you have visited over a period of days (see page 10)

Print



The “Print” button works in the same way as the print button in most other software packages in that it is the shortcut to printing the page that you are looking at. (See page 10).

Moving Around A Web Site

If a web page is longer than the available area on your screen, a scroll bar will appear automatically on the right-hand side of your screen. Similarly, if the page is wider than the available area, a scroll bar will appear at the bottom of the screen.

Click on to move up a bit or to move down a small amount.

Click on the and drag up or down to move fast through the web page



Links – Moving Between Web Sites

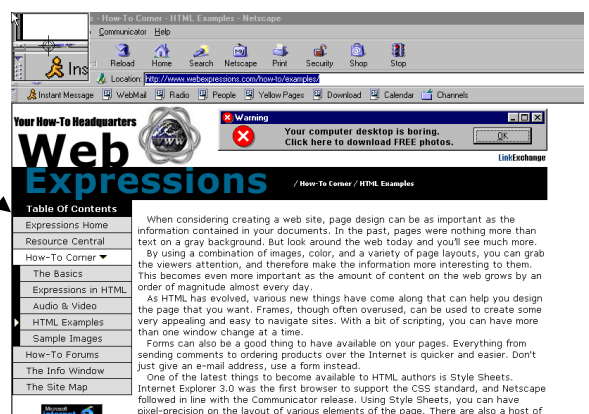
A link – often called a *hyperlink* provides the means to move from one web site to another, from one page to another within the same web site – or, indeed – from one part of a page to another. Links can be text-based (blue and underlined) or graphical – or completely hidden from view! To identify a link, move around the screen and watch for the mouse pointer to change shape . Note that you could move to an entirely different web site, in a different country etc. To see whether this is so you can look at the address and see whether the basic address has changed.

Frames

Some web pages are created using Frames which work like tables in that the details on the page are split into sections. These sections are, in fact, different web pages joined together as one.

Frames are often used to have a list of contents at the side. You select an item on which to click and the frame at the right changes to show that information while the frame at the left still shows the list of contents.

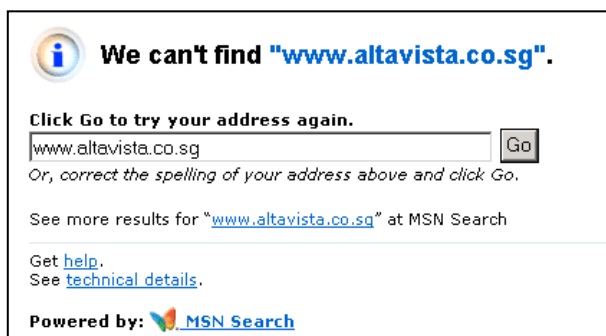
The frames can be horizontal as well as vertical.



Problems with loading a page

There are many problems which occur when you are trying to load a page.

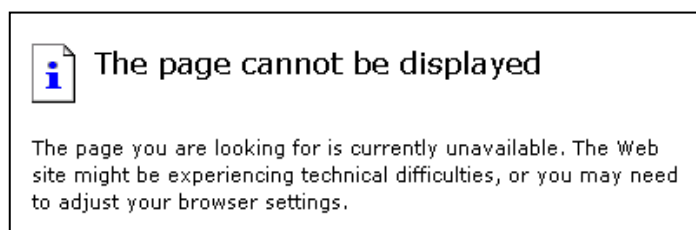
- You may have mis-typed the address - in which case you may see a message similar to that shown right.
- The page may have been moved or removed completely – you may see the same message shown right



- The page starts loading and you see something like Opening page http://www.metacrawler.com/... in the bottom left of the screen. That message then stays there for a long time and nothing changes. This may be due to the information you have sent coming into collision with other information. The best thing to do in this situation is to click to stop the message and then click to Refresh the screen. You may find that the information then loads quickly, or it may not if the problem was due to something other than a collision

- The page says **connecting** and nothing happens. This can be due to the fact that there is a problem with the computer you are trying to reach (or with the phone line to it). It is worth clicking and to attempt to refresh it. If it still does not load then leave it and try later!

- The page does not load and you see a message as shown right This can be due to the fact that there is a problem with the computer you are trying to reach (or with the phone line to it). It is worth clicking to attempt to refresh it. If it still does not load then leave it and try later! (Beware – this can also appear if you have slightly mistyped an address)




- The page loads but there are symbols on it. This means that the page was designed to have pictures in those positions. The pictures are stored in separate files and are loaded separately. For some reason the pictures have not loaded (sometimes because they have been moved). There is usually nothing you can do, though you could refresh the page to see if that makes any difference.

Searching for information

Of course there is no way that you can guess all URL addresses, especially when the information you need is buried deep within a site. The URL for NASA's Astronomy Site of the Day, for example, is antwrp.gsfc.nasa.gov/apod/astropix.html

Various indexes and search engines have therefore been designed to enable you to find a web site without necessarily knowing the correct address.

At the top of the Netscape screen is a Search button . Clicking this button opens the **UK Plus** search window.

There are 3 different types of sites which enable you to search for information:

Indexes

Indexes are sites that have been created with a fixed structure i.e. the creator of the web page has set up predefined key words which the index uses to search for your information. If you type in the key words for which to search it will give you a selective result with the most popular sites listed first and often this makes it difficult to find the right information first time around. An example of an index site is Yahoo. Many sites have local sites for different countries in order to speed up the searching.

The general address for Yahoo is www.yahoo.com. Local sites are indicated by the country characters before the site e.g. The UK site is uk.yahoo.com: the Singapore site is sg.yahoo.com

Search Engines

Search Engines differ from indexes in that they do not have selective criteria built in and therefore the key words which you enter in your search are run through the contents of every page and you will get a complete list of sites with the word(s) in them. This also has disadvantages in that often the sites provided may have the key word listed but in a completely different context to which you are looking for and therefore you will be filtering through various sites. Examples of search engines are Lycos, Infoseek, Alta Vista, Hotbot and Excite.

Again, these have a main site, www.altavista.com, www.excite.com, www.infoseek.com, www.hotbot.com etc. and some also have local sites e.g. www.hotbot.co.uk, uk.excite.com, uk.altavista.com, sg.lycosasia.com and Excite even has a site in Chinese, chinese.excite.com.

Meta Search Engines

Meta Search Engines actually use all of the above (i.e. indexes and search engines) to search for your key words and then combine the results. Examples of Meta Search Engines are Metacrawler and Google. Main addresses are www.google.com and www.metacrawler.com.

General Rules for Searching

- Don't worry about case – it is unimportant. Usually matches will be found for your words using any cases. If you have any doubts though it is safer to type words in lower case to find all matches.

- To search for a particular phrase, name etc put quote marks around it – e.g. for Charles Dickens type “**Charles Dickens**”
- In some search engines you can use + before a word or phrase to indicate that you are only interested in sites which include that word. You can also use – before a word to exclude sites containing that word or phrase
e.g +“bed and breakfast” –New England (note that there is no space after the + or – symbol)
- You may be able to use statements like “bed and breakfast” AND (Cotswolds OR Scotland) where you are asking for sites containing both “bed and breakfast” and “Cotswolds” or sites including both “bed and breakfast” and “Scotland”
Note that the words AND and OR must be in upper case.

Favourites

Favourite site addresses can be saved and retrieved easily and quickly. The following are instructions for working with Favorites in *Internet Explorer*. (Note. Some browsers call this “Bookmarking”).

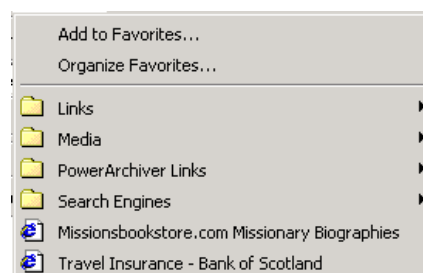
Marking a single page




1. Make sure that the page you wish to mark is currently showing on screen.
2. Click on the **Favorites** menu and then on **Add to Favorites**.

(You can also mark a page by pressing **Ctrl D**)

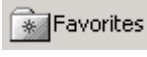
Opening a Favorite Web Site


1. Click on the **Favorites** menu
2. Click once on the entry you wish to use. The page will be loaded on your screen.



The yellow symbols  represent folders which contain Favorites. Click the  symbol to open it and see the Favorites it contains. An open folder has the appearance .

Working with Favorites showing constantly

You can also click on the  button. This will produce a permanent panel down the left of the screen listing favourites which have been set up.

Click on a favourite to load it, or click on  to mark the current site.

Organising Favorites


You can organise Favorites by putting them in folders, changing their description, moving them between folders and deleting them.

The advantage of putting them in folders is that you do not have one long list of favourites through which you have to search, but can look for a folder with the name of the relevant subject and look through that limited list for the particular page you want.

Select Favorites, Organise Favorites

or click on  Organize... in the Favorites panel at the left.

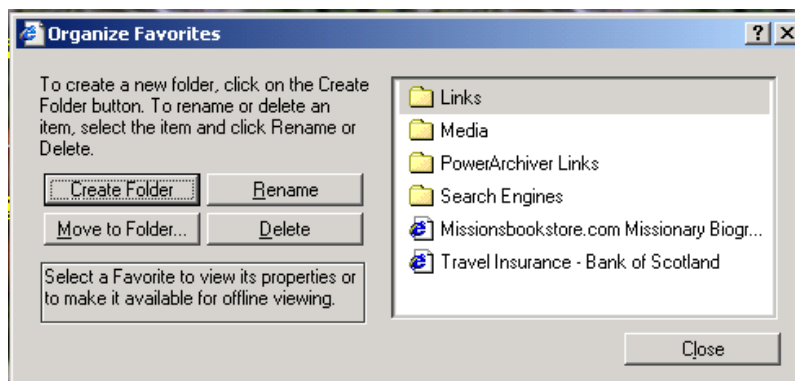
Create Folder

Click  and a new folder will appear at the bottom of the list.

 Travel Insurance - Bar



 New Folder

Type a new name for the folder and press the **Enter** key



You can also create a folder inside an existing folder. Open the folder by clicking on it and creat the folder as before.

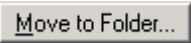
Rename

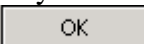
Click on the Favorite whose description you wish to change. Click  and the description will be highlighted in blue.  Travel Insurance - Bank of Scotland

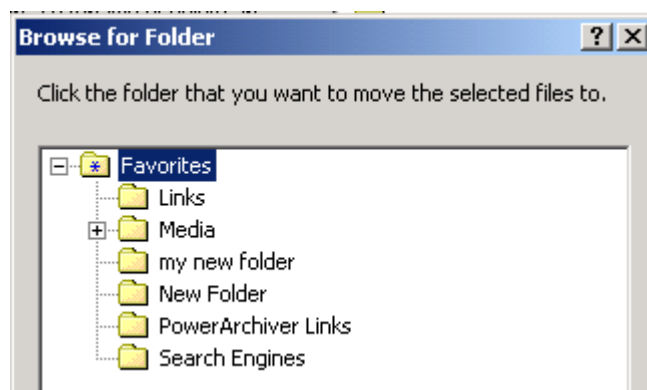
To replace the description type the new text and press **Enter**.

To edit the description click again at the position you wish to change the text and delete or insert as necessary. Press **Enter** when complete.

Move to Folder

To move a Favourite to a folder: Click the relevant Favorite and click .

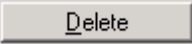
From the dialogue box shown right click on the folder into which you wish to place the Favorite and click .



Note:

You can also click and drag the Favorite to a new folder.

Delete

Click the Favorite you wish to delete and click . You must confirm that you wish to delete the Favorite, which will be removed to the **Recycle Bin** (Remember to clear this periodically!)

Alternatively, click the **Folder** you wish to delete. Again, you must confirm that you wish to delete the Folder, but note that in this case the Folder *and all the Favorites it contains* will be moved to the **Recycle Bin**.

Viewing details about the Favorites

If you click on a Favorite within the **Organize** window you can see how many times the Favorite shortcut has been used, and when it was last used.




You can also choose to make it available offline, which means that the page will be stored on your hard disk so that you can view it when you are not connected to the Internet. This can mean that you never see an updated version of the page.


Where are the Favorites saved?

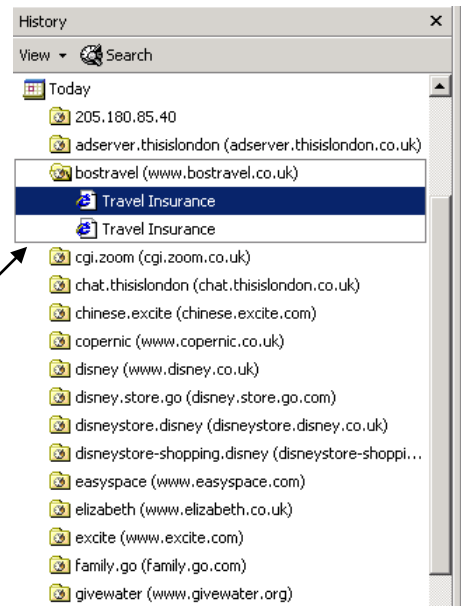
The Favorites are saved as shortcuts on the Hard disk in: **Documents and settings/nnnnn/Favorites** where *nnnnn* represents your user login id

History

Internet Explorer has a “History” facility where all the addresses that you have manually typed in are stored.

To view this history file click on 

The  symbol represents the main site. If you click on this it will open to show all the pages visited at that site

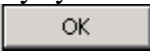


Click on these to load the particular page.

Changing History options

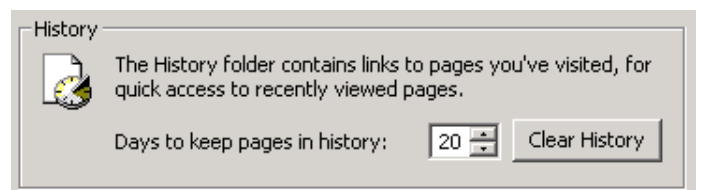
The history records where you have been for a set number of days.

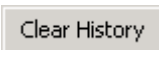
Select **Tools, Internet Options** and click on the **General** tab.

Type the number of days you wish to keep records for and click 

Deleting History Entries

You can only delete **all** History records.



Select **Tools, Internet Options** and click on the **General** tab and click 

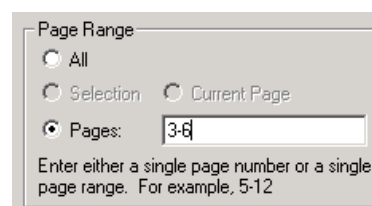
Printing Web Pages

Some web pages can be printed and some cannot as some web page authors will not want the contents of their pages printed and distributed.

To test this click on **File** and then on **Print Preview**. Any pages which can be printed will be displayed here, if the pages cannot be printed an error saying no pages to print will be displayed.

It is important that you are aware that some Web pages consist of text that will fit on many pages of A4. Don't just look at what is on screen and think "I'll print that" as you could get 50 pages printing out! It is always worth using **File, Print Preview** to see how many pages will print. You can then find which page or pages you really need, note their page numbers and print only those pages.

Select **File, Print** and type the relevant page numbers in the box as shown



You could also highlight the specific text you require and copy and paste it into Word and print from there.

Beware! Copyright laws apply to Web based material!

You can also, of course, Print Preview documents, note which pages you wish to print and then select **File, Print** and specify those pages. (see below)

Note also that by default the background of the web page is not printed. To change this:

Select **Tools, Internet Options** and click on the **Advanced** tab

Look for the option shown right and click to place a tick there if you want the background printed. Remove the tick to avoid printing the background



Printing Frames

Some web pages are set up as Frames (see page 5). Therefore before printing you should check that you are in the correct Frame that you wish to print and it is also a good idea to run **Print Preview** before printing to see how long the Frame actually is.

Printing Graphics

To print a picture separately, not part of the page it is necessary to save the picture and import it into a suitable application. See Saving Pictures on page 12

Beware! Copyright laws apply to Web based pictures too!

Copying Text or pictures

1. Select the relevant text or picture, or if you require the whole page click on **Edit** and then **Select All**.
2. Click on **Edit** and then **Copy** or **Ctrl C**.
3. Open the software program, Microsoft Word, for example, into which the text will be placed.
4. Click on **Edit** and the **Paste** or **Ctrl V**.

Notes:

- This procedure applies to most software running under Windows.
- Text cannot always successfully be copied from web pages. Although text may appear on your screen it may, in fact, be a graphical representation of text, especially if it appears with an irregular background.
- Images cannot be copied – they can only be downloaded (see page see below).

Saving Pictures

1. Place the mouse cursor on the image and click once with the **right** mouse button. A menu appears.
2. Click on **Save Picture As** and you will be asked for a filename for the picture file.
3. Type in a name or accept the name given
4. Define a suitable drive and folder. (note the name, type and location so that you can find it later!)
5. Click on **Save**.

NOTE: Not all types of picture are compatible with all software. If your picture cannot be loaded into your software use Copy and Paste instead.

Downloading Files

Many web sites have download facilities, examples being printer driver files or Zip (specially compressed) files. Downloadable files are those that have been specifically prepared by the owner of the remote site. You cannot download any other type of files.

To download a file:

1. Click on the **download file** object on the remote page. This may be a graphic, an underlined link or some other object defined by the owner of the remote page.
2. You may be presented with a warning notice declaring that the file type is unknown.
3. Click on **Save File** and you will be presented with a **Save As** screen.

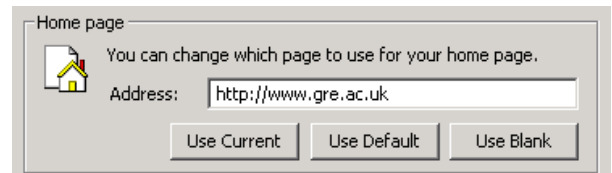
4. Give the file a meaningful name but DO NOT change the extension – the three letters after the dot. These three letters identify the type of file.
5. Make sure that the directory selected is the one in which you want to store the file, then press **OK**.

NOTE: When you download a file from the Internet or anywhere else, you should be aware of security considerations. A file that contains a virus – malicious programming instructions – could damage your PC – or the entire network! You should only use files downloaded from sites you know you can trust – and virus check them before use if possible.

Changing the Home Page

To change your home page: (i.e. the page you see when you start *Internet Explorer* or when you click the **Home** button)

Select **Tools, Internet Options**, and click on the **General** tab.



Type an address in the **Address box** or use one of the buttons as follows:

Use Current

If the desired home page is visible on screen, click this button

Use Default

This will set the Home page that was set when *Internet Explorer* was first installed.

Use Blank

Click this to have no page loading when you start *Internet Explorer*

Once you are satisfied click

OK

Temporary files

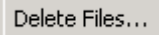
Temporary files are created every time you visit a web site/page and are stored on the computer's hard disk.

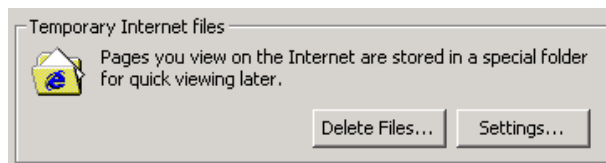
The temporary files are like photocopies of the pages that you visit and every subsequent time that you visit that page your system will first look in on your hard disk for temporary files. If it cannot find the "copy" there it will then go to the source i.e. the actual web page/site that you are looking for. Because of this you may not always be looking at the current version of the web page.

As well as this fact, the temporary files take up space on your hard disk so it is advisable that you clear them regularly.

Clearing temporary files

Select **Tools, Internet Options** and click on the **General** tab

Click on . You must confirm that you wish to delete the files



You will also see the option **Delete all offline content**. This applies to any sites which you marked as a **Favorite** and stated that you wished to be able to view the information offline. If you no longer need to view information off-line click so that this options has a tick, otherwise leave it un-ticked


Click  to confirm deletion and  again from the **Internet Options** window.


Checking temporary files against the original


Select **Tools, Internet Options** and click on the **General** tab and click 

Under **check for newer versions of stored pages:** you can define how often you want *Internet Explorer* to check whether the saved version is the same as the version on the original site, i.e. whether any changes have been made to the original site.

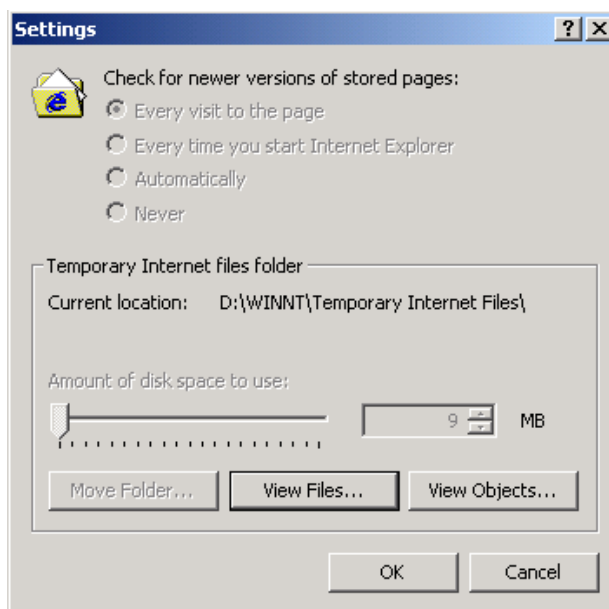
Every visit to the page This is the most accurate, but since it means that the information will be collected from the original source every time you want to look at it, it is also the slowest!

Every time you start Internet Explorer This is probably the most commonly used. The stored pages are checked against the original when you start *Internet Explorer* only. You can update a page by clicking  at any time

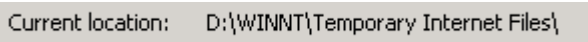
Automatically A stored page will be checked against the original only when you return to a page viewed in an earlier session, or a previous day. As *Internet Explorer* finds that a page changes infrequently it will check for content change even less frequently. This is faster than the other two options. You can update a page by clicking  at any time

Never A stored page will never be checked against the original for changes. This is the fastest option – but the most inaccurate as you will never know when you are viewing outdated material. You can update a page by clicking  at any time


Click  when complete



Location of temporary files

You will see  which will tell you where the temporary files are stored


What temporary files have I saved?

Select **Tools, Internet Options** and click on the **General** tab and click 

Click  to see a list of the files.

Increasing or decreasing space which can be used by temporary files

Select **Tools, Internet Options** and click on the **General** tab and click 

Click the  symbol and drag it along the slider to increase or decrease amount of space available for Temporary files.



The more disk space allowed the more pages can be stored, and the faster you will access frequently viewed material. If you are short of disk space set this to a lower amount.

Using More Than One Browser Window

It is possible to have more than one browser window open.

To open an additional browser window select **File, New, Window** or press **Ctrl N**. This will open a second browser window that works completely independent of the first.

You can open as many windows as you wish simultaneously, the only limitation being the capacity of your PC's memory.

Trying to use more than one window to load information at the same time is not a good idea as you have only one link! You can, however, view information in one window whilst loading in another.

Importing and Exporting Favorites

If you have used another Browser, or used Internet Explorer on another computer you may have favourite, or bookmarks, which you wish to add to the current one.

To import or export favorites (or bookmarks), select **File, Import and Export**.

You will see Wizard which allows you to select where you wish to import from, or export to.


Notes

- Exported favorites are saved as a regular HTML file,
- You can export a selected folder in your Favorites list, or all of your favorites.
- The exported favorites file is fairly small, so can be copied to a floppy disk or folder on a network, or attached to an e-mail message so that someone else can import your favourites into theirs

Secure buying

If you are buying goods, insurance etc over the Internet it is advisable to check that your details will be secure.


One way of doing this is to check that the address you are using begins with https.

You should also check to see whether there is a padlock  showing at the bottom right of the screen (you may not in fact be able to see the address so the padlock may be the only indication of a secure site)

These indicate that the site uses encryption to prevent your details being read by outsiders.

Viewing offline

Once you have marked your pages as Favorites, and stated that you wish to view them off-line (see Viewing details about the Favorites on page 10) you may wish to go offline to read the information in order to save telephone costs etc.

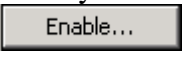
1. Before you disconnect from the Internet make sure that all the saved files are up-to-date by selecting Tools, Synchronize.
2. Disconnect from the Internet by selecting **File, Work Offline**.
3. Select **Favorites** or click  Favorites and click on the item you want to view.

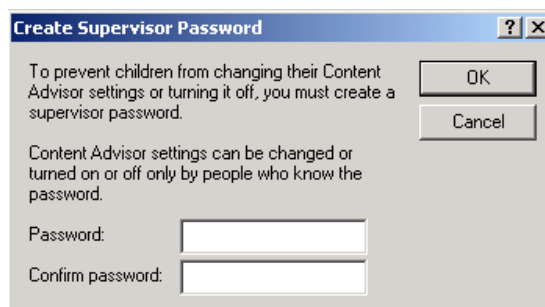
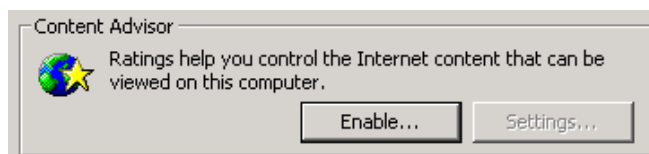
When you have chosen to work offline the option **Work offline** is ticked under the file menu. It will remain ticked when you close *Internet Explorer* and when you start *Internet Explorer* again it will start in Offline mode. Select **File, Work offline** again when you are ready to connect to the Internet.

Screening information


You can set controls as to what level of violence etc. you can see. This is of course, not wholly trustworthy.

Setting up screening

1. Select **Tools, Internet Options** and click on the **Content** tab.
2. The first time you do this you will need to click .
3. Click a category in the list, and then drag the slider to set the limits you want to use.
4. Repeat this process for each category you want to limit,
5. Click **OK**.
6. If a supervisor password has not already been set up for your computer, you are prompted to create one so that no unauthorised person can change the settings. Type the password in each box and click **OK**



Changing settings

1. Select **Tools, Internet Options** and click on the **Content** tab.
2. Click  and type the password when required to do so.
3. Change the options as before.