

GREAT TIPS TO MAKE THE MOST OF YOUR BROWSER

Tips are for Internet Explorer 5 unless Netscape is stated. Article was written for Windows 95/98/ME. Some tips may be similar in Macs

A is for addresses and automatic features

1. To delete Internet addresses from the drop down bar on a home page: Go into My Computer/-Control Panel/Internet Options and clear the "History".
2. To stop an Internet address from being automatically completed when you enter the first few letters: Click start - settings - control panel - Internet options. Click on the advanced tab and scroll down to the Use online Auto Complete in Internet Explorer' setting and uncheck the box.
3. To try to prevent your computer automatically trying to dial the Internet on start-up: Check to see whether you have any Internet shortcuts on your desktop or in your start up folder, then remove them. To find out, highlight all icons on the desktop, right click on properties and see if any have an URL attached. To check the start up folder, click start/settings/task bar/advanced/programs/startup.

B is for Bookmarks

4. The bookmark feature of a browser lets you store and organise the addresses of Web sites you want to visit again (Internet Explorer calls Bookmarks "Favorites."). Whether you use Netscape or Explorer, a quick way to bookmark is to hold down the Ctrl key on your keyboard and then press the "D" key. Your browsers will automatically bookmark the Web page you are on.

C is for cookies and cache

5. Cookies allow advertisers to gather information about Web visitors. Unfortunately, any type of software can be introduced to your computer through the use of cookies, including viruses. This makes for a high-risk security problem for your PC.

To turn off cookies:

- In Explorer 5 Select "Tools Internet Options..." from the main menu. Change to the "Security" tab. Click "Custom Level...". Scroll down to the "Cookies" section.
- To enable: Set "Allow cookies that are stored on your computer" to "Enable". Set "Allow per-session cookies" to Enable'.
- To disable: Set "Allow cookies that are stored on your computer" to "Disable". Set "Allow per-session cookies" to "Disable". To get a prompt: Set "Allow cookies that are stored on your computer" to "Prompt". Set "Allow per-session cookies" to "Prompt". Click "OK".

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- In Netscape Communicator 4 Select 'Edit - Preferences...' from the main menu. Select 'Advanced' To enable: Select 'Accept all cookies' or 'Accept only cookies that get sent back to the originating server'
 - To disable: Select 'Disable cookie' To get a prompt: Check 'Warn me before accepting a cookie' and select 'Accept all cookies' or 'Accept only cookies that get sent back to the originating server' Click 'OK'
6. Clear your browser cache frequently. If Web pages are loading and then seem to 'hang' and the base bar says 'Document Done click stop and reload', it's time to clear your cache.
- For Netscape Communicator 4 Select 'Edit Preferences...' from the main menu. Change to the 'Advanced | Cache' section. Click on 'Clear Memory Cache' and 'Clear Disk Cache' buttons to clear memory and disk cache.
- For Explorer 5 Select 'Tools Internet Options...' from the main menu. Change to the 'General' tab. Click on 'Delete Files' button.

D is for disconnect and download

To avoid constantly being regularly disconnected from the Net, remember the following points about your phone line:

7. Make sure that you DO NOT have 'call waiting' turned on when you are on the Internet. Otherwise, your Internet connection will be cut off when the line receives an incoming call.
8. If your modem shares a line with a telephone, fax or answering machine, try disconnecting these devices before you connect. Also ensure that no one picks up another phone while you are online, as this can also disconnect you from the Internet.
9. Check for and clear any message from your line prior to connecting to the Net, or disconnect the messaging service.
10. Avoid using phone extension cords. If you have to use an extension cord, buy a good quality one no longer than is absolutely necessary.
11. If you are using Windows 95 and 98 Dial-Up Networking, you can also try this setting to avoid being disconnected: Double click your 'My Computer' icon. Double click your 'Dial-Up Networking' icon. Click your RIGHT mouse button on your connection icon. Click 'Properties'. Click the 'Configure' button. Click the 'Connection' tab. Click the 'Advanced' button. The initialization string goes into the 'Extra settings' box. (s10=50)
12. Download and browse at the same time to prevent your Internet connection from timing out. Sometimes when you're waiting for a Web site to respond or for a file to download, you might find that Windows 95 disconnects you. An error message states that you've reached your connection 'time-out'. Windows' Dial-Up Networking utility has disconnected your computer because you have left it unattended for an extended period of time. To increase the time-out value, open the Internet Options dialog box (issue the

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Internet Options... command on the View menu), click the Connection tab, and click the Settings button to open the Dial-Up Settings dialog box. You'll see the Disconnect If Idle For check box followed by a spin control field. Increase the value in the spin control field to 10 minutes or higher. This should allow enough time to prevent the disconnection while you're downloading files or accessing busy sites.

13. If your modem disconnects during a download and the download window stays open, keep the window open, reconnect to the Internet and start downloading the file again. Often, Internet Explorer will resume the download from where it left off.
14. To speed up downloads, always use FTP (rather than HTTP) software for the download. Most FTP clients can be configured to repeatedly dial busy download sites and maintain a constant connection. FTP programs can also be set to reconnect and continue downloading if a connection is broken.

E is for Extensions

15. If you have downloaded a file from the Internet that can't be opened, look at the extension of the file name to discover which program you need to run it. For example a file that ends in .exe is a program. A file that ends in .txt is a text file and can be opened with a word processing program or WordPad. Here are some others: .ppt Microsoft powerpoint (slide show) file, .doc Microsoft Word (word processing) document, .xls Microsoft Excel (spread-sheet) file, .jpeg and .bmp Graphic (picture) file, .gif and .tif Graphic file, .avi and .mpeg Video file

F is for Favourites

16. Get to a favourite site almost instantly with the Windows 95's Run program. From the Start button, select run and type the complete URL for a favorite site including the http://. Windows will then launch your default Web browser and go straight to the site.
17. Favourites is a function of the IE browser that lets you store and organise your most visited Web sites. To set a site as a favourite, go to the page you want to add to your Favorites list. On the Favorites menu, click Add to Favorites. Type a new name for the page if you want to.
18. To transfer Internet Explorer Favourites between computers: Open Internet Explorer, click File/Import Export. Select Export Favorites and save them to a disk. Then put the disk in the new computer and click Import Favorites under the same menu.
19. To sort favourites alphabetically, click the Favorites menu on the toolbar (not the Favorites button). Right-click a favourite, then choose Sort By Name. You should be all set, though you'll need to take this step periodically to keep things in alphabetical order.

G is for Graphics

21. To cut down on unnecessary graphics and speed up your browsing, click the Advanced tab in the Internet Properties (or Internet Options) dialog box. Scroll to the Multimedia section of the Advanced tab display window. Click each multimedia check box (for

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example, Show Pictures, Play Videos, Play Sounds, and Smart Image Dithering) to remove all check marks.

H is for history

22. To find out which Internet sites the last user of your computer has accessed: Just click on the HISTORY button on the top of the screen. If any sites are available, they will be displayed down the left hand side of the screen. You then expand each day/week to see what was visited. You can set up this history period manually by going to Control Panel Internet Options History.
23. To clear the history, Go into My computer/Control panel/Internet options and select "history."

I is for images

24. You can save an image from a Web page as a graphics file by positioning the mouse over the image and right-clicking (Windows) or holding down the mouse button (Mac) and selecting Save Image As. Select where you want the image to be stored on your computer and click Save.

J is for Jerky

25. If you notice Web pages loading slowly or in "jerks," select Internet options from the Tools menu on the browser. From the Advanced tab (listed under Browsing options) select Smooth Scrolling. Click OK.

K is for Kill animated gifs

26. Animated gifs are the moving pictures that appear on some Web sites. They can slow down your browsing. To disable them, select Tools/Internet options and click the Advanced tab. Scroll down to the multimedia section, deselect the Play Animations option and click OK.

L is for language alternatives

27. To select a different language for your browser click Start/ -Settings/Control Panel/Regional settings. Then select the language you want from the drop down box and restart Windows.

M is for modem speed and multiple windows

28. Check your modem speed and get the best connection rate. Set the DTE rate as high as possible. Usually 115,200 bps on recent PCs. 230,400 bps will likely become the norm on newer PCs. If nothing happens when you 'log on' change the setting to a slower rate and try again.
29. Modem Line Rate Force your modem to connect at a lower speed (2400 or 4800 bps less) if it retrains (pauses transmission and re-negotiates the connection) often or your calls break down frequently. A stable connection at a lower speed can often give more data

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throughput than an unstable connection. Check your modem's handbook to find out how to set the maximum line rate. Windows 95 and 98 Dial-Up Networking Double click your 'My Computer' icon. Double click your 'Dial-Up Networking' icon. Click your RIGHT mouse button on your connection icon. Click 'Properties'. Click the 'Configure' button. Click the 'Connection' tab. Click the 'Advanced' button. The initialization string goes into the 'Extra settings' box. (s10=50)

30. Cut Searching and Browsing Time by having multiple browser windows open at the same time. You can even drag links from one browser window to the other to load a page while you are reading.

N is for Netscape Navigator browser

31. Sometimes the Web can be s-o-o-o slow. You can speed browsing up dramatically by turning off graphics in Web pages. That way, only the text is shown and you save the download time getting all the pictures. While using Navigator select Edit, then Preferences. Click Advanced and uncheck the box next to Automatically Load Images. Note that while you turned off graphics as above, you can still view a graphic or picture. Just click on its icon and Navigator will fetch the image for you.
32. Send a Web page you are viewing with NN to someone else via email. Drag the bookmark icon (located to the left of the location field) into the attachments list tab of your email message. Or select the 'send page' option from the NN File menu and send a copy of the open page via email.
33. To see a history of sites you have recently visited, press Ctrl-H. You can sort the list by name or location.
34. Click on the My Netscape button to personalise the browser to suit your interests.
35. Set a bookmark. On the Netscape Navigator Toolbar menu, click Bookmark. A menu appears. Select Add Bookmark on the menu. You can also click on File Bookmark and put in your designated folder.

O is for Open

36. To open a new Navigator window, click Ctrl-N (Windows) or Command-N (Mac)

P is for Password removal

37. To remove your password so that you can connect directly to the Internet or Outlook express, Click Start Settings Control Panel Internet Options. Click the 'Connections' Tab, then highlight your dial-up connection and click the settings button. Set up your name and password, click OK, now check the box 'Always dial my default connection'. Now when you click on IE it will bring up your connection box. You now need to check the box to bypass the security check and it will auto log in every time you hit IE.

Q is for line quality

38. The quality of your phone line is the responsibility of your telephone company and they are obliged to ensure that your line is of an acceptable Internet standard. A simple way to

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check the quality of your phone line is to pick up a fresh connection and dial a 1. There should be no noise or crackling on the line.

R is for repair

39. If you have trouble every time Internet Explorer runs up, note that IE has a self-repair function. To find it select Start/Settings/Control Panel. Double click Add/Remove programs and select Microsoft Internet Explorer 5 and Internet Tools. Click the Add/remove button. From the options presented to you, select Repair Internet Explorer. After the repair process is complete, restart Windows.

S is for shortcuts and searches

40. You can use almost All the popular search engines on the Web to search for a phrase IF you place all the search key words in quotes. For instance, a search for the words site promotion will bring results for the individual words. If you submit the words "site promotion" you'll get results on the entire phrase.
41. I nternet Explorer makes it easy to send Web pages using Outlook Express. Follow these steps while visiting a Web site you wish to e-mail to someone:
- From the File menu, choose Send
 - Choose either Page By Email or Link By Email. Both operations will launch the Compose Message dialog box in Outlook Express. Page By Email places the Web page contents as your message. There is room at the top of the message area for a one-line message from you. Link By Email places the URL for the page in your message area and a shortcut to the Web page as an attachment.
42. To set up a desktop shortcut that will automatically dial your ISP and connect to a favourite Web site when you click on it, put your mouse on the desktop and right click. Select New, then Shortcut. In the Action window, type in the URL of the site you want to regularly connect to.
43. To search on the Internet, enter the Web address of a search engine into the top browser window. Here are some good search addresses: www.google.com, www.yahoo.com, www.altavista.com, www.excite.com. When the search site loads, find the blank search window on the site and type in a few key words based on what you are looking for. The site will return to you a list of sites. You can also type "search" and a key word or phrase in the URL window at the top of the browser. Or just click on the Search button at the top of the browser window.

T is for Toolbar buttons

44. You can add or remove buttons from the Internet Explorer toolbar. Right-click the toolbar and click Customise. This will display all the buttons. Add the buttons you want to the toolbar by selecting the button you want, hitting Add and click Reset.

U is for URL

45. A URL is another name for a Web address, so www.netguide.co.nz is both a Web address and a URL. To type in a URL, go to the top window of your browser and if an address is

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already there, highlight it and press the delete key. In the blank window type the URL of the web site you want to access.

V is for video

46. To see video clips that are available for viewing on a Web site, double click on the link to the video. If it doesn't play, you probably need specific media player software like the free player available from www.realplayer.com

W is for Web settings button

47. To restore IE's default settings (and undo any customisation you may have attempted), select Internet Options from the tools menu. Click the Programs tab and the Reset Web Settings button.

X is for eXtra RAM

48. Check how much memory you have in your computer a minimum of 16 megabytes is recommended for browsing. To check, click Start/Settings/Control Panel/System. Your processor type (eg Pentium) and current Ram amount will be displayed.

Y is for Your own home page

49. To choose which home page loads every time you load your browser, go to the page you want to appear when you first start Internet Explorer. On the Tools menu, click Internet Options. Click the General tab. In the Home page area, click Use Current.

Z is for overly Zealous

50. You can "tweak" your browser to personalise it or change its decor, but you can seriously affect the performance of your browser if you change settings without knowing what you are doing. Always double-check your actions against printed or online advice from reliable IE or Netscape sources.

This information was taken from the NetGuide website at:

www.netguide.com.au/useful_stuff/tutorials