

USING THE INTERNET

1. Finding The Information You Want	2
a) To improve your searches	2
b) To customize your searches	2
2. To Save A Web Page On Your Computer	3
3. Saving Pictures Or Text From A Web Page.....	4
4. Add The Active Document To Favorites.....	4
5. Sharing Bookmarks And Favorites	4
6. To Change Your Home Page.....	5
7. How To Browse The Web Faster And Easier.....	5
a) To open a Web page or folder, or to run a program	5
b) To link to Web pages you recently visited	6
c) To link to a specific Web page	6
d) What to do if a Web page isn't working	6
e) To find pages you've recently visited.....	6
f) To specify how many pages are saved in the History list	7
8. Listing Your Favorite Pages For Quick Viewing.....	7
9. Internet Explorer Keyboard Shortcuts.....	8
a) Viewing and Exploring Web Pages	8
b) Using the Address Bar	9
c) Working with Favorites	9
d) Editing.....	10
10. Resetting Internet Explorer Web Settings.....	10
11. To Add Web Content To The Desktop.....	10
12. To Specify Which Font And Color Settings To Always Use	10
13. Changing Fonts And Background Colors.....	11
a) To change how page colors are displayed	11
b) To display text in a different font	11
c) To display text larger or smaller	11
15. Ways To Get Assistance While You Work	13
16. Parts Of Internet Explorer.....	13
a) The Menu Bar	14
b) The Tool Bar Buttons	15
c) The Address Bar	15
d) The General Options.....	16

USING THE INTERNET

1. Finding The Information You Want

You can find information on the Web in a variety of ways.

1. Click the **Search** button on the toolbar to gain access to a number of search providers. Type a word or phrase in the **Search** box.
2. Type **go**, **find**, or **?** followed by a word or phrase in the Address bar. Internet Explorer starts a search using its predetermined search provider.

After you go to a Web page, you can search for specific text on that page by clicking the **Edit** menu and then clicking **Find (on this page)**.

Note:

- If a Web address doesn't work, Internet Explorer asks if you want to search for similar Web addresses. You can change this setting so that Internet Explorer searches automatically without prompting.

a) To improve your searches

You can search for all sorts of information on the Web: Web pages, e-mail addresses, companies, maps, and more. Just choose the category of information you want to search in, and you'll be prompted for the type of information needed for that category.

1. On the toolbar, click the **Search** button.
2. Choose which type of search you want to do.
3. Type the information that you are looking for, and then click **Search**.

The number and type of fields displayed depend on which category you are searching.

Tips:

- The more information you type in each field, the shorter and more accurate your results will be.
- Within some categories, you can specify that you want to use several different search providers. Then you can quickly search more than one provider without retyping your query by clicking the Next button at the top of the Search bar.
- If you just want to find Web pages similar to the Web page you are currently viewing, just click the Tools menu, and then click Show Related Sites.

b) To customize your searches

As you search for items on the Internet, you may want to customize the way you search. You can choose which search categories are available and which search providers to use for your searches.

To customize your searches

1. click the **Search** button on the toolbar
2. then click the **Customize** button in the Search bar.

You can customize a variety of search options, or choose to use a default search provider

(i) To choose which categories are available

- Select the check box for each category you want displayed.

USING THE INTERNET

(ii) To choose providers within a category

- Within each category, select the check box for each provider you want available.

(iii) To choose the main provider within a category

- Within each category, click the main search provider you want to use, and then click the up arrow below the list to move the provider to the top of the list.

(iv) To arrange the order in which search providers are used

- Within each category, click a provider in the list, and then click the up or down arrows under the list to rearrange the order in the list. The provider at the top of the list is the first one used within the category.

(v) To arrange the order of categories in the Search bar

- Select the category in the category list, and then click the up or down arrow under the category list to change its position.

(vi) To save previous searches

- Select the **Previous searches** check box.

(vii) To use one search provider at a time

- At the bottom of the Customize Search Settings window, click **Choose a Default Search Provider**.

2. To Save A Web Page On Your Computer

1. On the **File** menu, click **Save As**.
 2. Double-click the folder you want to save the page in.
 3. In the **File name** box, type a name for the page.
 4. In the **Save as type** box, select a file type.
- To save all of the files needed to display this page, including graphics, frames, and style sheets, click **Web Page, complete**. This option saves each file in its original format.
 - To save all of the information needed to display this page in a single MIME-encoded file, click **Web Archive**. This option saves a snapshot of the current Web page. **Note** This option is available only if you have installed Outlook Express 5 or later.
 - To save just the current HTML page, click **Web Page, HTML only**. This option saves the information on the Web page, but it does not save the graphics, sounds, or other files.
 - To save just the text from the current Web page, click **Text Only**. This option saves the information on the Web page in straight text format.

Note:

- With **Web Page, complete** and **Web Archive**, you can view all of the Web page offline, without adding the page to your Favorites list and marking it for offline viewing.
- When you choose **Web Page, complete**, only the current page is saved.

USING THE INTERNET

3. Saving Pictures Or Text From A Web Page

As you view pages on the Web, you'll find information that you'd like to save for future reference or share with other people. You can save the entire Web page or any part of it: text, graphics, or links. You can print Web pages for people who don't have access to the Web or a computer.

To save a page or picture without opening it

- Right-click the link for the item you want, and then click **Save Target As**.

To copy information from a Web page into a document

- Select the information you want to copy, click the **Edit** menu, and then click **Copy**.

To create a desktop shortcut to the current page

- Right-click in the page, and then click **Create Shortcut**.

To use a Web page image as desktop wallpaper

- Right-click the image on the Web page, and then click **Set as Wallpaper**.

To send a Web page in e-mail

- Click the **File** menu, point to **Send**, and then click **Page By E-mail** or **Link By E-mail**. Complete the mail message window, and then send the message. Note that you must have an e-mail account and an e-mail program set up on your computer.

4. Add The Active Document To Favorites

1. On the **Web** toolbar, click **Favorites**, and then click **Add to Favorites**.
2. In the **File name** box, type the name to use as a shortcut to the current document or Web page.
3. Click **Add**.

5. Sharing Bookmarks And Favorites

Favorites (known as bookmarks in Netscape Navigator) are a convenient way to organize and link to Web pages that you visit frequently.

Internet Explorer automatically imports all your Netscape bookmarks. On the **Favorites** menu, click the **Imported Bookmarks** folder to view them.

If you use Internet Explorer on several computers, you can easily share favorites between computers by importing them. Also, if you use both Internet Explorer and Navigator, you can keep your favorites and bookmarks up-to-date with each other by importing them between programs.

- To import bookmarks or favorites
 1. click the **File** menu
 2. then click **Import and Export**.

USING THE INTERNET

- To export favorites to bookmarks or favorites on the same or another computer
 1. click the **File** menu
 2. then click **Import and Export**.

Note: Exported favorites are saved as a regular HTML file, so either Internet Explorer or Navigator can import them. You can export a selected folder in your Favorites list, or all of your favorites.

The exported favorites file is fairly small, so you can copy it to a floppy disk or network folder, or attach it to an e-mail message if you want to share the favorite items with other people.

6. To Change Your Home Page

Your home page is the page that is displayed every time you open Internet Explorer. Make sure it is a page that you want to view frequently. Or make it one that you can customize to get quick access to all the information you want, such as the msn.com home page.

1. Go to the page you want to appear when you first start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **General** tab.
4. In the **Home page** area, click **Use Current**.

Tip: To restore your original home page, click **Use Default**.

7. How To Browse The Web Faster And Easier

If you learn just a few basic things about browsing the Web, such as how to use the buttons on the Internet Explorer toolbar, you'll find that browsing the Web is easier and faster.

To start browsing the Web, click any link on your home page, which is the page that appears when you start Internet Explorer. You can see whether an item on a page is a link by moving the mouse pointer over the item. If the pointer changes to a hand, the item is a link. A link can be a picture, a 3-D image, or colored text (usually underlined).

Now you're ready to find a Web site on your own.

a) To open a Web page or folder, or to run a program

- To go to a Web page, type the Internet address - for example, www.smithfamily.org.au—in the Address bar, and then click the **Go** button.
- To run a program from the Address bar, type the program name, and then click the **Go** button.
- If you know the complete path and file name, you can type them—for example: `C:\MSOffice\Winword\Winword.exe`.

USING THE INTERNET

- To browse through folders from the Address bar, type the drive and folder name, and then click the **Go** button—for example: C: or C:\My Documents

b) To link to Web pages you recently visited

- To return to the last page you viewed, click the **Back** button.
- To view a page you viewed before clicking the **Back** button, click the **Forward** button.
- To see a list of the last few pages you visited, click the small down arrow beside the **Back** or **Forward** button.

c) To link to a specific Web page

- To return to the page that appears each time you start Internet Explorer, click the **Home** button.
- To select a Web page from your list of favorites, click the **Favorites** button.
- To select a Web page from the list of those you visited recently, click the **History** button. The History list also displays previously viewed files and folders on your computer.

d) What to do if a Web page isn't working

- If a page you are trying to view is taking too long to open, click the **Stop** button.
- If you get a message that a Web page cannot be displayed, or you want to make sure you have the latest version of the page, click the **Refresh** button.

e) To find pages you've recently visited

There are several ways to find Web sites and pages you've viewed in the last few days, hours, or minutes.

(i) To find a page you've seen in the last few days

1. On the toolbar, click the **History** button.
2. The History bar appears, containing links for Web sites and pages visited in previous days and weeks.
3. In the History bar, click a week or day, click a Web site folder to display individual pages, and then click the page icon to display the Web page.
4. To sort or search the History bar, click the arrow next to the **View** button at the top of the History bar.

(ii) To find a page that you just visited

- To return to the last page you viewed, click the **Back** button on the toolbar.
- To view one of the last nine pages you visited in this session, click the arrow to the side of the **Back** or **Forward** button, and then click the page you want from the list.

Tips:

USING THE INTERNET

- You can hide the History bar by clicking the History button again.
- You can change the number of days that pages are saved in the History list. The more days you specify, the more disk space is used on your computer to save that information.

f) To specify how many pages are saved in the History list

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.
2. Click the **General** tab.
3. In the **History** area, change the number of days that the History list keeps track of your pages.

Tips:

- To empty the History folder, click Clear History. This will temporarily free up disk space on your computer.
- For Help on an item, click the question mark at the top of the dialog box, and then click the item.

8. Listing Your Favorite Pages For Quick Viewing

When you find Web sites or pages that you like, you can keep track of them, so it's easy to open them in the future.

Tip: Add a Web page to your list of favorite pages. Any time you want to open that page, just click the **Favorites** button on the toolbar, and then click the shortcut in the Favorites list.

To add a page to your list of favorite pages:

1. Go to the page you want to add to your Favorites list.
2. On the **Favorites** menu, click **Add to Favorites**.
3. Type a new name for the page if you want to.

Tips:

- To open one of your favorite pages, click the **Favorites** menu, and then click the page you want to open.
- As your list of favorite pages grows, you can organize them into folders.

If you have a handful of sites or pages that you visit often, add them to your Links bar.

(i) To add a page to your Links bar

The Links bar is located next to the Address bar, which makes it a convenient place to add links to a few Web pages that you use frequently. Just click the link to display the page.

You can add a page to the Links bar in a variety of ways:

1. Drag the icon for the page from your Address bar to your Links bar.
2. Drag a link from a Web page to your Links bar.
3. Drag a link to the Links folder in your Favorites list.

Tips:

USING THE INTERNET

- If the Links bar does not appear on the toolbar, click the **View** menu, point to **Toolbars**, and then click **Links**.
- You also can organize your links by dragging them to a different location on the Links bar.

If there is one page you visit most, you can make it your home page so that it is displayed every time you start Internet Explorer or click the **Home** button on the toolbar.

(ii) To change your home page

Your home page is the page that is displayed every time you open Internet Explorer. Make sure it is a page that you want to view frequently. Or make it one that you can customize to get quick access to all the information you want, such as the msn.com home page.

1. Go to the page you want to appear when you first start Internet Explorer.
2. On the **Tools** menu, click **Internet Options**.
3. Click the **General** tab.
4. In the **Home page** area, click **Use Current**.

Tips:

- To restore your original home page, click **Use Default**.
- If you forget to add Web pages to your Favorites or Links bar, click the **History** button on the toolbar. The History list shows where you've been - today, yesterday, or a few weeks ago. Click a name from the list to display the page.

9. Internet Explorer Keyboard Shortcuts

You can use shortcut keys to view and explore Web pages, use the Address bar, work with favorites, and edit.

a) Viewing and Exploring Web Pages

Press this	To do this
F1	Display the Internet Explorer Help, or when in a dialog box, display context help on an item
F11	Toggle between Full Screen and regular view of the browser window
TAB	Move forward through the items on a Web page, the Address bar, and the Links bar
SHIFT+TAB	Move back through the items on a Web page, the Address bar, and the Links bar
ALT+HOME	Go to your Home page
ALT+RIGHT ARROW	Go to the next page
ALT+LEFT ARROW or BACKSPACE	Go to the previous page
SHIFT+F10	Display a shortcut menu for a link
CTRL+TAB or	Move forward between frames

USING THE INTERNET

F6	
SHIFT+CTRL+TAB	Move back between frames
UP ARROW	Scroll toward the beginning of a document
DOWN ARROW	Scroll toward the end of a document
PAGE UP	Scroll toward the beginning of a document in larger increments
PAGE DOWN	Scroll toward the end of a document in larger increments
HOME	Move to the beginning of a document
END	Move to the end of a document
CTRL+F	Find on this page
F5	or Refresh the current Web page only if the time stamp for the Web version and your locally stored version are different
CTRL+R	
CTRL+F5	Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same
ESC	Stop downloading a page
CTRL+O	or Go to a new location
CTRL+L	
CTRL+N	Open a new window
CTRL+W	Close the current window
CTRL+S	Save the current page
CTRL+P	Print the current page or active frame
ENTER	Activate a selected link
CTRL+E	Open Search in Explorer bar
CTRL+I	Open Favorites in Explorer bar
CTRL+H	Open History in Explorer bar
CTRL+click	In History or Favorites bars, open multiple folders

b) Using the Address Bar

Press this	To do this
ALT+D	Select the text in the Address bar
F4	Display the Address bar history
CTRL+LEFT ARROW	When in the Address bar, move the cursor left to the next logical break (. or /)
CTRL+RIGHT ARROW	When in the Address bar, move the cursor right to the next logical break (. or /)
CTRL+ENTER	Add "www." to the beginning and ".com" to the end of the text typed in the Address bar
UP ARROW	Move forward through the list of AutoComplete matches
DOWN ARROW	Move back through the list of AutoComplete matches

c) Working with Favorites

Press this	To do this
CTRL+D	Add the current page to your favorites
CTRL+B	Open the Organize Favorites dialog box
ALT+UP ARROW	Move selected item up in the Favorites list in the Organize Favorites dialog box
ALT+DOWN	Move selected item down in the Favorites list in the Organize Favorites dialog box

USING THE INTERNET

ARROW	dialog box
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d) Editing

Press this	To do this
CTRL+X	Remove the selected items and copy them to the Clipboard
CTRL+C	Copy the selected items to the Clipboard
CTRL+V	Insert the contents of the Clipboard at the selected location
CTRL+A	Select all items on the current Web page

10. Resetting Internet Explorer Web Settings

If you installed another Web browser after installing Internet Explorer and Internet Tools, some of your Internet Explorer settings may have changed. You can reset your Internet Explorer settings to their original defaults, including your home page and search pages, and choice of default browser, without changing your other browser's settings.

1. On the **Tools** menu, click **Internet Options**.
2. Click the **Programs** tab.
3. Click the **Reset Web Settings** button.

11. To Add Web Content To The Desktop

You can add any "active content" you want from the Web to your desktop. Active content is content that changes on your screen, such as a stock ticker or a weather map. You can add an item from either the Windows Media Showcase, a page you've seen on the Web as you surfed, or a channel.

1. Right-click the desktop, and then click **Properties**.
2. Click the **Web** tab, and then make sure the **View my Active Desktop as a web page** check box is selected.
3. Click **New**.
4. If you want to browse the Windows Media Showcase for a component to add, click **Yes**.

If you want to select some other Web site, click **No**, and then type the address of the Web site you want, or click **Browse** to locate it.

Tip:

- You can also right-click any link on a Web page, drag it to the desktop, and then click **Create Active Desktop item(s) Here**.

12. To Specify Which Font And Color Settings To Always Use

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.

USING THE INTERNET

2. On the **General** tab, click **Accessibility**.
3. Change the settings as needed.

Tip:

- For Help on an item, click at the top of the dialog box, and then click the item.

13. Changing Fonts And Background Colors

When Web authors and designers create Web pages, they often specify particular font colors and sizes, typefaces, and background colors. These settings are specified for each item, or in a "style sheet," which is a type of template for specifying how different styles should appear throughout a Web page or site.

You can override any or all of these settings, which is useful if you have limited or low vision. You can specify your font and color preferences for all pages that do not use style sheets, and then you can specify whether to use any or all of your preferences on pages that use style sheets.

a) To change how page colors are displayed

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.
2. On the **General** tab, click **Colors**.
3. Change the settings as needed.

Note: For Help on an item, click at the top of the dialog box, and then click the item.

b) To display text in a different font

1. On the **Tools** menu in Internet Explorer, click **Internet Options**.
2. On the **General** tab, click **Fonts**.
3. In the **Web page font** and **Plain text font** lists, click the fonts you want.

Tip: For Help on an item, click at the top of the dialog box, and then click the item.

c) To display text larger or smaller

- On the **View** menu, point to **Text Size**, and then click the size you want.

14. To Make A Web-Page Picture Your Desktop Wallpaper

USING THE INTERNET

1. Right-click the desktop, and then click **Properties**.
2. Click the **Background** tab.
3. Click **Browse**, and then click the HTML document you want.
4. Click **Apply**.

The wallpaper appears on your desktop as tiled, stretched, or centered, depending on the current setting in the **Display** box.

Tip:

- You can also right-click any graphic on a Web page and then click **Set as Wallpaper**.

USING THE INTERNET

15. Ways To Get Assistance While You Work

You can get assistance in the following ways:

a) Asking for Help from the Office Assistant

When you have a question about a Microsoft Office program, you can ask the Office Assistant. For example, to get Help about how to format a message, type **How do I format a message?** in the Assistant.

If the correct topic doesn't appear in the Assistant balloon, click **None of the above, look for more help on the Web** at the bottom of the list of topics. You will get suggestions on how to phrase a question to the Office Assistant or how to narrow your search by using keywords. If you still can't find the information you want, you can send feedback to improve future versions of Help and be automatically connected to the Microsoft Office Update Web site to search for help there.

The Assistant automatically provides Help topics and tips on tasks you perform as you work — before you even ask a question. For example, when you compose a message, the Assistant automatically displays topics for helping you compose messages.

The Assistant also displays tips on how to use the features in the Office programs more effectively. Click the light bulb next to the Assistant to see a tip.

You can also select a different Assistant and set it to operate so that it matches your personality and the way you work. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because the Assistant is shared by all Office programs, any options you change will apply to the Assistant in your other Office programs as well.

b) Getting Help from the Help Menu

Just click **Microsoft Outlook Help** on the **Help** menu. If the Assistant is turned on, it appears. If the Assistant is turned off, the Help window appears. To type a question in the Help window, click the **Answer Wizard** tab. To scroll through a table of contents for Help, click the **Contents** tab. When you want to search for specific words or phrases, click the **Index** tab.

- To see a ScreenTip for a menu command, toolbar button, or screen region, click **What's This?** on the **Help** menu and then click the item you want information about.
- To see a ScreenTip for a dialog box option, click the question mark button in the dialog box, and then click the option. (If you don't see the question mark button, select the option and then press SHIFT+F1.)
- To see the name of a toolbar button, rest the pointer over the button until the name appears.

c) Getting Help from the Office Update Web site

You can connect to the Microsoft Office Update Web site and other Microsoft Web sites directly from any Office program by using the **Office on the Web** command on the **Help** menu. For example, you can access technical resources and download free product enhancements — all without leaving the Office program you're working in

16. Parts Of Internet Explorer

USING THE INTERNET

a) The Menu Bar














<p>The File Menu:</p> <ul style="list-style-type: none"> New Open... Ctrl+O Edit with Windows Notepad Save Ctrl+S Save As... Page Setup... Print... Ctrl+P Send Import and Export... Properties Work Offline Close 	<p>New Opens a new window. Open... Opens a new Internet file or a local file. Edit Edits the file. Save or Save As... Saves the file as HTML or text. Page Setup... Choose set up options for the page. Print... Prints the page. Send Sends the page as email or a shortcut to the desktop. Import and Export... Import and export your Favorites or Bookmarks. Properties Contains information about the page or image such as type, size, creation date. Work Offline When you make a Web page available offline, you can read its content when your computer is not connected to the Internet. Close Closes the window.</p>
<p>The Edit Menu:</p> <ul style="list-style-type: none"> Cut Ctrl+X Copy Ctrl+C Paste Ctrl+V Select All Ctrl+A Find (on This Page)... Ctrl+F 	<p>Cut Removes the current selection and places it on the clipboard. Copy Copies the selection to the clipboard. Paste Places the contents of the clipboard into the document. Select All Selects everything in the page. Find... Finds and item on this page.</p>
<p>The View Menu:</p> <ul style="list-style-type: none"> Toolbars ✓ Status Bar Explorer Bar Go To Stop Esc Refresh F5 Text Size Encoding Source Full Screen F11 	<p>Toolbars Hides or displays toolbars. Status Bar Shows or Hides the Status Bar. Explorer Bar Shows or Hides the Explorer Bar on the left. Go To Commands for browsing to various pages. Stop Stops loading of the current page. Refresh Refreshes the contents of the current page. Text Size Specifies relative text size of pages. Encoding Specifies character set for this page. Source View the source (HTML) for this page. Full Screen Maximizes window to full screen.</p>
<p>The Favorites Menu:</p> <ul style="list-style-type: none"> Add to Favorites... Organize Favorites... 	<p>Add to Favorites... Add pages to a list so that you don't have to remember their URL. Organize Favorites... Organize your favorite web sites into folders; rename, delete or move them.</p>
<p>The Tools Menu:</p> <ul style="list-style-type: none"> Mail and News Synchronize... Windows Update Show Related Links Internet Options... 	<p>Mail and News Contains commands for Internet Mail and News reader programs. Synchronize... Updates all offline content. Windows Update Updates the Windows Update Web Page to update components. Show Related Links Shows links related to the current page. Internet Options... Enables you to change settings.</p>
<p>The Help Menu:</p>	

USING THE INTERNET

Contents and Index Tip of the Day For Netscape Users Tour Online Support Send Feedback		
About Internet Explorer		

b) The Tool Bar Buttons



 Back	The Back Button takes you back to the previous page you visited. If there is a small black down arrow on the button, clicking it will list the last pages for you to choose from.
 Forward	The Forward Button takes you back to page you visited before you clicked the Back Button. If there is a small black down arrow on the button, clicking it will list the last pages for you to choose from.
 Stop	The Stop Button stops the loading of the current page.
 Refresh	The Refresh Button reloads the current page to make sure you have the latest copy, or if the page did not load correctly the first time.
 Home	The Home button returns you to a page that you have defined to be the page you see every time you start the Browser.
 Search	The Search Button connects you to a list of search engines.
 Favorites	The Favorites Button displays the pages you have designated as favorite web sites.
 History	The History Button displays web sites visited in previous days and weeks.
 Mail	The Mail Button lets you use your defined mail program for email messages.
 Print	The Print Button sends the current page to the default printer.
 Edit	The Edit Button lets you edit the page.

c) The Address Bar



USING THE INTERNET

d) The General Options

