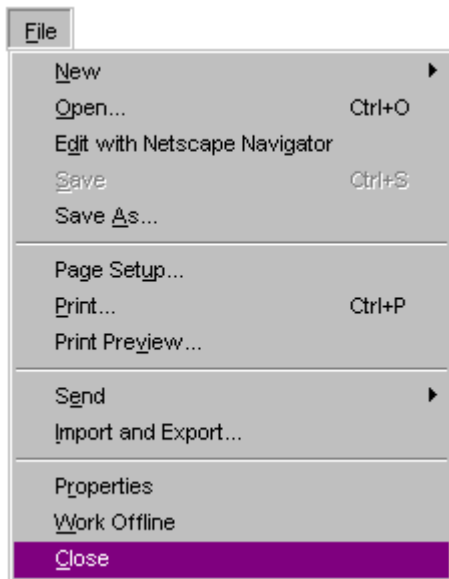


Using Internet Explorer Menus

Quite a few commands in the menus can be used to improve your Internet session



New - Select Window to open a new browser window. You can also use the keyboard combination Ctrl + N (hold down Ctrl while you **tap N**)

Open - Use this option to open a web page on the Internet, or one stored on your computer. However, IE can be used to open any type of document stored on your computer; PowerPoint shows, Excel spreadsheets, Word documents and many more.

Edit With ... - Perfect for editing the WebQuest or WebGuide templates. Some versions of IE are set to edit with Netscape Composer, others are set to use MS Word.

Save As... - IE has it all over Netscape with this option. Choose **Save As...** and all images associated with the page are saved in the same place as the web page text.

Page Setup... - Use this option to change from Portrait to landscape, add a header or footer, or change the margins.

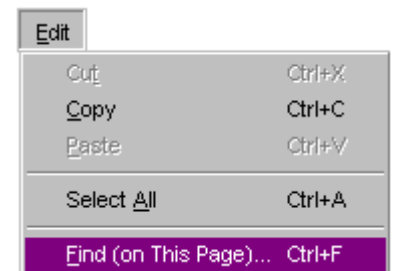
Print Preview... - See what the page will look like **before** printing.

Send - Send the page you are viewing, or the URL of the page, by Email.

Import and Export... - Use this option to Import favorites you saved on a disk from another computer.

Copy - Copy highlighted images or text to paste into another application; MS Word, PowerPoint or other applications. You can also use the keyboard combination Ctrl + C (hold down Ctrl while you **tap C**)

Find (on This Page)... - You have done a search and know that somewhere on the page you are viewing, you will find **kudzu recipes**. Choose Find then type the word "**kudzu**", or even a part of the word. You can also use the keyboard combination Ctrl + F (hold down Ctrl while you **tap F**)



Toolbars - Choose this option to view, or hide, the buttons, address bar or links. This is also the option to use to customize the button toolbar.

Status Bar - Choose this option to hide, or view, the gray bar at the bottom of the browser window.

Explorer Bar - This allows you to quickly open the **Favorites** or **History** pane to the left of the browser window.

Go To - Netscape users, this is the Go Menu. This opens a window of the most recently visited web sites, listed in chronological order. Use this choice to jump past a redirect page.

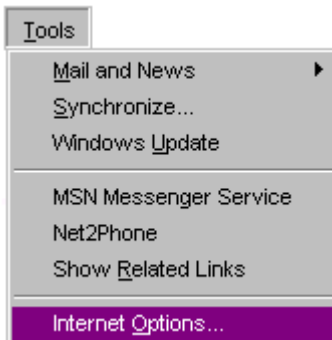
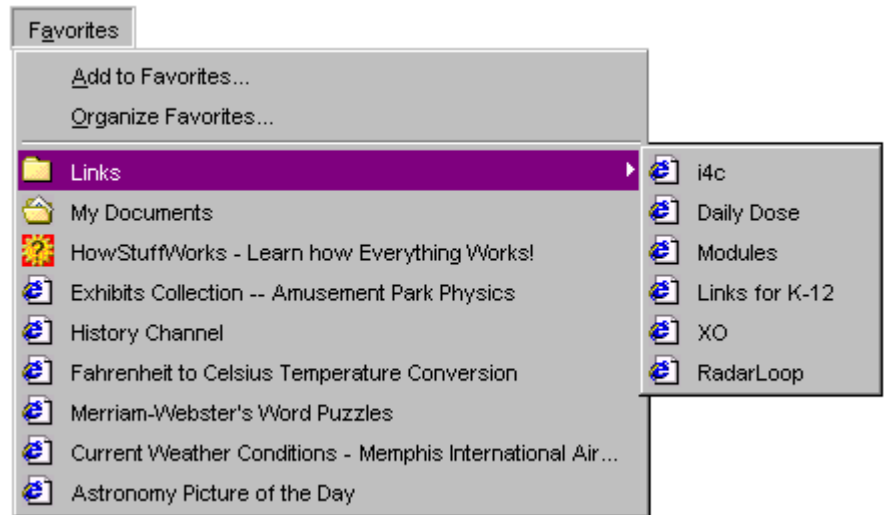
Text Size - <sigh> I miss Netscape's almost infinite range of text sizes. Oh well, use this menu to select one of five text sizes.

Full Screen - Use this choice, or the F11 key, to remove all but the window content from your screen. Remember F11 to bring the toolbars back.

Add to Favorites... - Netscape users, Favorites are Bookmarks. Use this menu to add an Internet page to your favorites list. You can also use the keyboard combination Ctrl + D (hold down Ctrl while you **tap** D). I realize that keyboard shortcuts are usually spelled out to the right of the menu choice, but this one works, just as it does in Netscape.

Organize Favorites... - This is the same as Netscape's "Edit Bookmarks." Use this menu to delete listings, to move them into folders, or to move them up or down in the list. Moving them is done by clicking on a favorite, holding the mouse button down and then moving the mouse pointer up or down in the list. This is known as clicking and dragging.

Links - Placing a favorite in this folder then choosing Toolbars and then Links from the View menu, places favorites on the browser window. This is just like Netscape's **Personal Toolbar**.



Internet Options... - This is the only option in this menu which I find appropriate for classroom use. The uses of Internet Options will be described immediately below.

General Tab

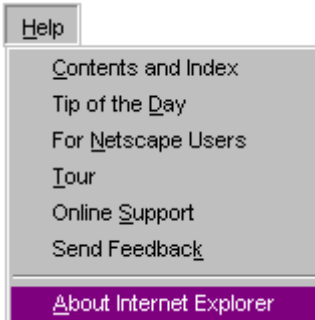
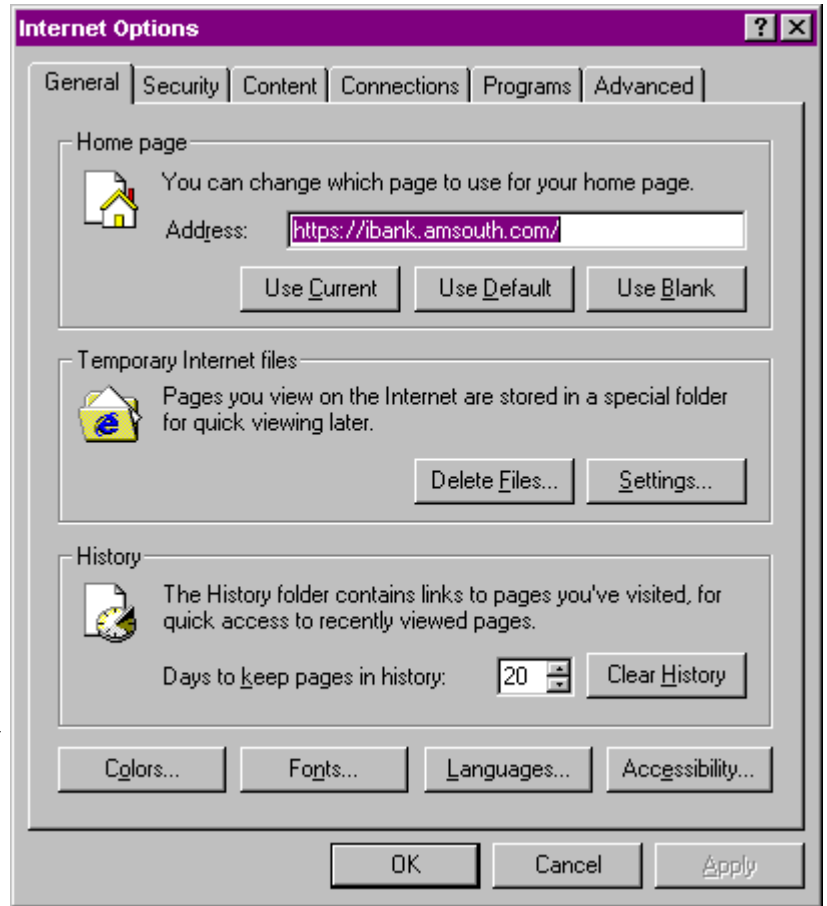
Home page - The home page is the Internet location which is displayed when you first launch Internet Explorer. It is also the page which is displayed when you select the **Home** toolbar button. The best method to follow is to have the web page open that you want to change to the home page to. If the page is open, select **Use Current**, and the change is made.

Temporary Internet Files - In Netscape these files are known as cache files. IE saves a copy of each page you visit. The next time you attempt to visit that same page IE will look in the Temporary Internet files first and will display the page quicker.

History - Change the number of days that pages are kept in the history or entirely clear the History list. If you use this feature for classroom management, have students sign a log sheet whenever they use the Internet. Compare their log-in time to the History to determine inappropriate access.

Colors... - Some backgrounds are absolutely horrible. The page content may be good, but it might be impossible to concentrate on the content. Select the **Colors...** button, deselect the choice to **Use Windows colors**, then click on **Background**. Choose a color which will allow you to see the page content. Another use of this area is to set the hover color. Place a check mark in the "Use hover color" box, then click OK. Close internet Options. Place your cursor over a link and it turns red (unless you select a different hover color).

Accessibility - If changing colors at the **Colors** button does not get rid of the horrible background, placed a checkmark in the first box in the Accessibility pop up window, "Ignore colors specified on Web pages." That gets rid of the background and overrides all color instructions.



Contents and Index - If you have ever used the Windows help menu, or MS Office help menu, you will feel right at home. Enter a word to describe what you are looking for and read the answer.

For Netscape Users - Whether you are switching from Netscape Navigator or just want to use more than one browser, it's easy to learn and use Internet Explorer with these tips.

Tour - A step-by-step tour designed to teach new users the basics of the Internet Explorer browser.

