

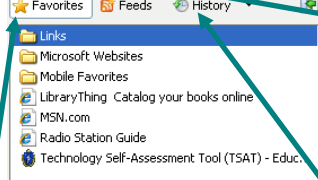
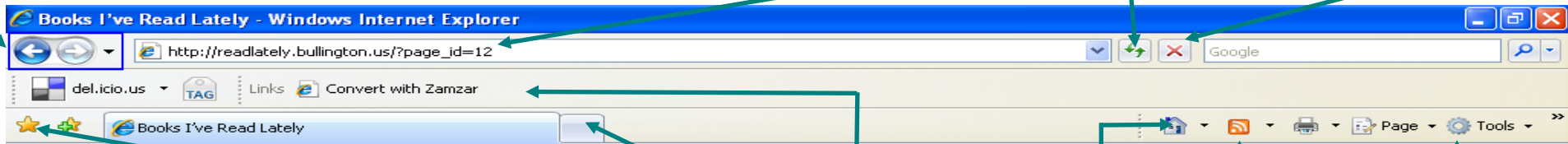
## Internet Explorer Toolbars

**Back/Forward** – These buttons allow you to go forward or backward to websites visited during the current session. If you click the arrow to the right of the buttons it pulls up a list of the last ten web pages visited; you can left click on any of them to quickly jump to an already visited website. When you jump forward or backward in this manner it will adjust the buttons so when you click again, you'll see the 10 websites before or after the one you are currently on.

**Address Bar** - Typing in a valid URL and hitting **Enter** will begin to load that site. See the section on **Anatomy of a URL** for more info.

**Refresh** – The browser stores pages in a cache to access them quickly in the future. To see the most current version of a page, click **Refresh**. Hold CTRL and click if page isn't refreshing properly.

**Stop** – This button stops the currently loading page from finishing. If a page is taking too long and you'd like to see just what's loaded or switch to another page, click **Stop**.



**Star** – Click the star to open your favorites, history and feeds (see more about feeds on back). Click the plus star to add a favorite

**Tabbed browsing** – Click this tab to open another website in Internet Explorer. By doing this you can have 1,2,3, or more websites all open at the same time and simply click each tab to switch between them. You can also set your homepage to open as multiple pages by opening the websites and then going into the **Options** menu.

**Links Toolbar** – This toolbar contains favorites that you have placed in your links folder. It provides one-click access to those sites.

**RSS Feed Indicator** – This button lights up orange when there is a “feed” present on a page. Click the orange button, then **subscribe to feed** to add it to your favorite feeds. See back of card (**RSS Feed**) for more info. RSS = Really Simple Syndication.

**Tools** – From the tools menu you can control the settings for the pop-up blocker, phishing filter as well as basic settings. One thing you may want to change right away is your default home page(s). Under **Internet Options**, type each address you would like to open at startup onto a separate line.

**Favorites** – This pulls down a list of websites whose address (URL) you have saved. This is extremely useful, especially when dealing with unwieldy addresses. See the section on **Favorites** for more info.

**History** – This button gives you access to the history file. The history file keeps a chronological list of all websites visited during a specified number of days. See the section on **Favorites** for more info.

**Home** – This button quickly jumps you to your preset homepage. Your homepage is the page that loads when the browser is first opened. This setting can be changed, see **Preferences**.

## Getting Started

Click on then **All Programs**. Choose Internet Explorer. Choose Internet Explorer from the pop-up menu. In the address bar, type the address (URL) of the website you would like to see, and hit the **Enter** key or click the **GO** button.

## Anatomy of a URL

**Protocol** – This is the language the computer uses to communicate with the server. Most pages use **http://** which is the default and will be automatically added if you leave it out. If the website uses another protocol you must type it (example: **ftp://**)

**Server Type** – 95% are **www**. Other examples are: news, games, sports, etc. These signify subsections of the main site. In the above example, try typing **sis** or **shenapps** in place of **www**.

**Website Name** – This is the name of the organization whose site you're trying to access. Replace the above with Disney, CNN, NBC, Microsoft, etc.

**Domain type** – The most common domain ending is **.com**. It stands for commercial. Anyone register a **.com**, **.net**, or **.org** (.gov, .mil & .edu are restricted domain types; only certain groups may register websites with these endings.)  
**.gov** = government      **.net** = network  
**.edu** = college/univ.      **.org** = organization  
**.mil** = military

\*\* A web address never includes spaces. All punctuation must be exact. Lower case is the norm but websites can be case sensitive.

## RSS Feed

RSS feeds are free subscription services that most major websites offer. Using the built-in feed reader in IE 7, you can collect articles from all of your favorite websites in one spot. Then, instead of going to the websites each day, you can read a 3-4 line summary of the major stories and decide if you want to read more. Instructions on how to subscribe to feeds can be found on the front **Toolbars** section. To view your feeds go to the **Favorites** section and select the **feed** icon.

## Using the History Feature

Click on the history file icon in the **Favorites** section (star). Click on the appropriate calendar icon to go back to a specific day and view the websites that were visited. Click on any of the links to access that website again. This is also a handy way to check the websites your students or children are visiting.

## Toolbars and Full Screen Mode

Sometimes it's desirable to view more of a webpage than normal. If you press the **F11** key across the top of the keyboard, IE will go into full screen mode. Essentially, it removes the toolbars from the top. To go back to normal view just press **F11** again.

If you would like to change which toolbars display by default when IE starts up, **right-click** on one of the toolbars. The toolbars with check marks are the ones currently being displayed. Simply click on a toolbar name to deselect it and remove it from the display.

## Search Terms and their Effects

**"Put phrases in quotations"** – typing the phrase you are looking for in quotes tells a search engine that you are looking for web pages that not only have these words on the page, but the words must appear adjacent to each other and in the exact order they were typed.

+ A plus sign immediately preceding one of many search terms tells the search engine that the term before and the term following the plus **must both** appear on the pages returned. If you omit the +, the search engine usually returns pages that include one term or another, but not necessarily both (i.e. an **OR** situation).

Combining these two techniques should lead to very specific results.

## Saving Graphics from a Webpage

Bear in mind that many web graphics are copyright protected and may not be used without the owner's permission. That being said, if an image is not copyright protected or you have permission and give proper credit, you can copy a web image by **right-clicking** on it and **selecting Save Picture As**. Navigate to the location where you wish to save it, give it a logical name and click **Save**.

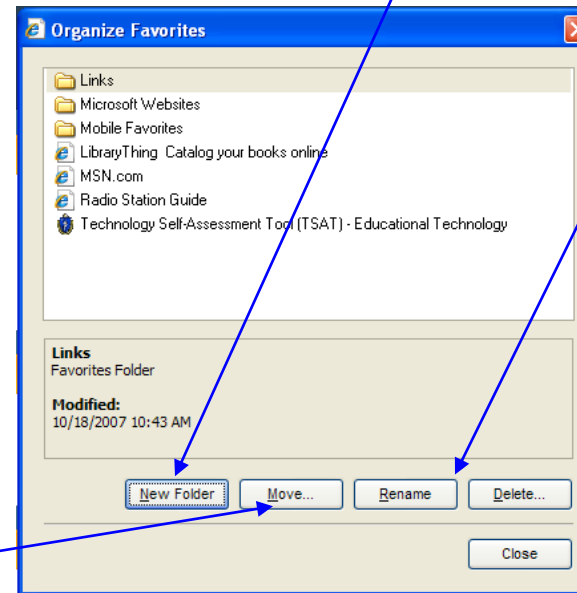
## Organizing Favorites

To open the **Organize Favorites** section, click on the star with the green plus symbol next to it and choose **Organize Favorites**.



**New Folder** – This creates a sub-folder within your **Favorites** folder so you can organize favorites by topics of your choosing. If you would like to place a folder inside of another, you can create it and drag it onto another folder (it will become a sub-folder of the one highlighted).

**Move** – Click on a website in the Organize Favorites window and click the **Move** button. Choose the folder to which you would like these websites moved. To select more than one website, hold down the CTRL key while left clicking on each website. Alternatively, you can click and hold the left mouse button on a website and drag it to a folder.

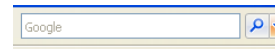


**Rename and Delete** – These are fairly self explanatory. Simply click on the folder or website you wish to change, then click **Rename** or **Delete**.

**Take Favorites with you** – You can copy your Favorite's folder to a disk and take it with you. In Internet Explorer, click on the star with the green plus sign. Choose **Import and export**. Follow the prompts to export your favorites to a floppy disk or USB drive.

## Built-in Search Feature

In the upper left corner of the screen is the built in internet search feature.



By default this feature uses MSN/Microsoft Live for its searches. However, you can add more services providers and change the default search engine.

Click the small downward arrow to the right of the magnifying glass. Select **Find more providers**. Choose several of your favorite search engines. Now click the arrow again and click **change default provider** to specify default search engine you prefer.

## ShenTRAC

As always the Lead Teachers for Instructional Technology have many resources available to you via our website. To access the ShenTRAC website and technology resources go to:

<http://www.shenet.org/district/shentrac>

Under **Resources**, click on icons for **Help Sheets**, **Frequently Asked Questions**, **Newsletters** and more.