


Appendix H

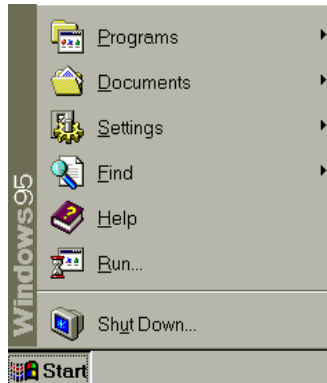
Internet Explorer Basics

Internet Explorer Basics

1. Open Internet Explorer

You have two options for opening Explorer:



- click on the Explorer icon  on your desktop, or if there is no icon,
- click and hold on "Start" on the Taskbar. Explorer will be listed under "Programs" or "Internet". Click on Internet Explorer.




Explorer will automatically open at the Home page. The title of the page will display at the top of the Explorer Window.

2. Going places: Hypertext Links and URLs

Hypertext links:

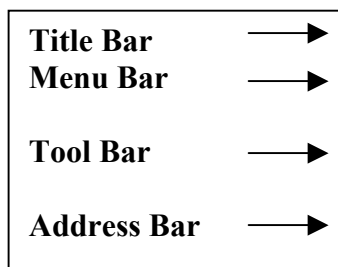
Move your mouse pointer over the page. If the arrow  turns into a hand  at a word or an image, you have found a hyperlink. Click on it once to retrieve the page connected to the link. While the

page is loading, notice that the  at the top right of the page will animate. The status bar at the bottom left of the Explorer window will show the progress of the page load.

URL or location:

Try going to at least one of the following sites by typing the URL in the address bar and hitting "Enter". (You don't have enter http://-- that part of the address will enter automatically. Note that there are no spaces in a URL. Also, URLs can be case sensitive.)

- <http://www.cliconhealth.org> (CLIC on Health)
- <http://www.kidshealth.com> (Kids Health)
- <http://www.healthfinder.gov> (Healthfinder)
- <http://medlineplus.gov> (MEDLINEplus)
- <http://www.google.com> (Google)
- <http://nihseniorhealth.gov> (NIH Senior Health)



Internet Explorer Basics

3. The Tool Bar:

The Tool Bar will help you navigate. Try clicking on Back, Forward, Home, and Search.

- *Back* will take you to the previous page. The ▼ to the right of Back will show the last nine sites you visited. Click on a site's name to return to it.
- *Forward* will return you to your last selection if you just clicked Back.
- *Stop* will stop the process of loading a page. If a page is taking too long to load, click stop and try another address.
- *Refresh* will clear the current page, and retrieve the latest version of the page. Use this if a page or picture doesn't load properly, or if a "Transfer Interrupted!" message appears, or if your computer has stored an older version of the page in a cache, and you want to get the latest version of the page.
- *Home* will take you to the Home Page.
- *Search* will take you to the Microsoft Search Engine page.
- *Favorites* will store links to your favorite Web sites. We'll cover this in more detail in Step 4.
- *History* will display a list of the Web sites you've recently visited. We'll cover this in more detail in Step 5.
- *Print* will print the page (if a printer is available).

4. Favorites

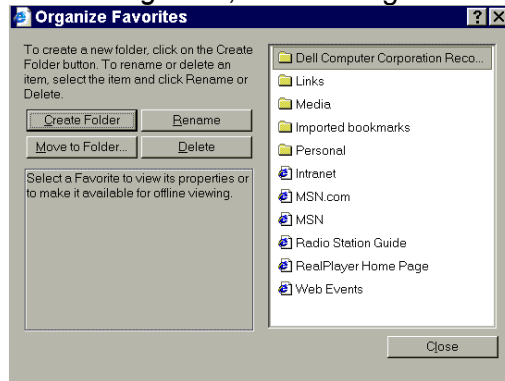
- a) Adding Favorites: When you find a page that you'd like to return to in the future, click on the *Favorites* icon. The Favorites bar will open on the left side of the window.



Click on *Add*, and the address of the page you are viewing will be added to the end of your Favorites list. Whenever you want to return to this page in future Web sessions, click on *Favorites*, select the page, and click on it to access the page. Now add Favorites for three pages, so that you can organize them.

Internet Explorer Basics

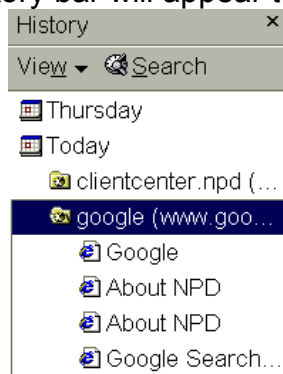
b) Organizing Favorites: Click on *Organize*, and the Organize Favorites window will appear.



- Select a favorite, click on it and hold while dragging it to a different position in the list.
- Click on Create Folder, and a new folder will appear at the bottom of the list. Type a new name for the folder and hit enter.
- Click on a favorite that you added, hold and drag it into your new folder.
- Double-click on the folder to be sure the favorite is there.
- To delete a favorite, click on it, and hit the Delete key.
- Click on Close when you are finished organizing your favorites.
- Click on the Favorites button on the toolbar to close the Favorites bar.

5. History

When you click on History, the History bar will appear to the left side of the window.



Click on *Today*, and folders for Web sites you have visited will appear. Click on a Web site folder to display individual pages, and then click the page icon to display the Web page in the Explorer browser window. Close the History bar by clicking the History button on the toolbar.

Internet Explorer Basics

6. The Menu Bar

a) Printing pages (if a printer is available)

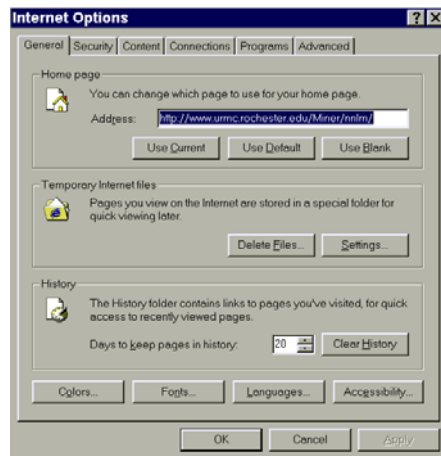
- Under *File*, check *Print Preview* to see how many pages are available to print, and what they will look like (available only on Explorer 5.5).
- Under *File*, click *Print* to print the page. Or you can click on *Print* on the toolbar.

b) Saving Pages & Images

- Saving a page: Under *File*, click on *Save As* to save a page. A Save As window will appear. Choose whether to save the page in HTML or as plain text under Save as type. Choose a folder on your computer to save it in. Open the saved page.
- Saving an image: put the cursor on an image you'd like to save. Hit the RIGHT click, and a menu will appear. Choose *Save Image* as from the menu. When the Save as window appears, choose a folder on your computer to save it in.

c) Customizing your browser:

- Choosing your homepage: Go to the page you'd like to use as your homepage. Under *Tools* on the menu bar, click on Internet Options. The Internet Options window will appear. Click *Use Current Page* or type the page's URL in the Address box. Click *OK*. To check that the new page is now your homepage, click on *Home* on the toolbar, and your new homepage should load.



- Changing the size of text: Under *View*, click on *Text Size*, and then choose a different size of text.

d) Help: Click on *Help* to find out about more things you can do with Explorer.

Congratulations! You've completed the walk-through and have the skills you need to browse the World Wide Web.

C. DeGolyer
E. G. Miner Library
University of Rochester Medical Center
7/2000