

Internet Explorer

**Accessing the web, Getting
Around, Searching, Favourites,
Saving & Printing**

Using Internet Explorer to Access the Web

The fastest growing segment of the Internet is the **World Wide Web** (WWW). The web consists of thousands of servers, each containing a collection of multimedia documents published in electronic form. Internet Explorer provides access to all major web resources with a single, easy-to-learn **graphical user interface** (GUI). This interface allows you to browse information and easily conduct secure electronic commerce. A single web page in one of these documents can include its own hypermedia content and hyperlinks to other pages. The multimedia information on a page may include colour pictures, hypertext links, audio clips, graphics, digitised movies and more.

To Load Internet Explorer

1. Login to the SCSD1 Computer Network
2. Double-click the Internet Explorer icon on the Windows desktop.

What's on the Internet Explorer Screen?

- The **title bar** shows the name, if any, of the current page.
- **Pull-down menus** activate all the features of Internet Explorer.
- **Toolbar buttons** activate commonly used Internet Explorer features.
- The **address bar** below the toolbar shows you the web address of the current page and can be used to enter the web address of the page you wish to load next.
- The **Internet Explorer logo** is animated as a transfer of information is in progress.
- The **content area** of the displays the contents of the currently loaded web page.
- A **locked padlock icon** indicates a secure document.
- The **status message** shows you information about a targeted page or a transfer in progress. For example, when you point the cursor over a highlighted link, the status message displays the location of the page a mouse click will bring.
- The **progress bar** fills as a transfer operation completes its progress.

Getting Around the Web

The web uses **hypertext links** (also known as 'hot spots') to navigate through different pages of information. These links are text or pictures which, when clicked, open another web page, picture, sound file, movie clip, or any other file type.

Text links are usually shown underlined. If you are not sure whether text or a picture is a link the best way of checking is to move your mouse pointer over the text or picture, if the mouse pointer changes to a pointing finger it is a link.

Toolbar Buttons



Back: Opens the previous page in the history list. A history list is a reference to a hierarchy of pages you have viewed. The Back button is only available when you have selected a link from the starting web page (home page).

Forward: Opens the next page in the history list. If you have used Back or a history menu item to bring back a page, then Forward opens the page ahead of it in the history list. The Forward button is only available after using Back or a history item.

Stop: Halts any ongoing transfer of page information.

Refresh: Opens a fresh copy of the current web page to replace the one originally loaded.

Home: Opens the home page designated in the Internet Explorer preferences. Scott County School District 1's home page has been set as the designated home page for all computers on the SCSD1 computer network.

Favorites: Opens your individual list of saved websites.

Print: Prints the content area of the current Internet Explorer page. A print dialogue box lets you select printing options.

The Address Bar



Each web page is kept distinct by its **web address** or URL (Uniform Resource Locator). Every web page has a **unique** web address, which is shown in the location field.

Direct Access to a Web Address

Web addresses are everywhere: TV, magazines, newspapers, adverts etc.! If you find (or are recommended) a web page, you can take note of the address, and rather than search through the net to find that page, type the address **straight into the address bar**.

Searching the Internet

The web is a reservoir of information on every conceivable subject. The rate at which the web is growing is phenomenal. This poses a problem of sifting through the masses of information if something useful is to be found. The solution to this problem is by the use of search tools called '**search engines**'.

If you do not have a web address for the information you are looking for, search engines can help you find it. On High schools web site there are links to some of the **most popular** search engines.

1. From the High Schools home page, select **Search** from the **Quick Links** drop-down menu.

Using Search Engines

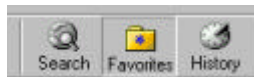
The choice of which search engine to use is a compromise between time and quality/quantity of information. Generally, the casual browser is advised to restrict most of their searches to the sources provided under the **Search** link on the High Schools home page. There is enough information to satisfy interest with minimal wasted time and effort.

When you are on a search engine web page you will see a **text box** somewhere near the top of the page. Click once in this box and then type in the **main** word or words to do with the information you are looking for. Next to the text box will be a button or picture saying '**Search**', '**Go**', '**Find**', or something similar. Click this button and a web page will open with a **list of links** to web pages containing the words you typed in.

Narrowing Down a Search

In many cases the number of '**hits**' (web pages found by your search) is well over 1000. There is so much information available on the web that it is important to be as **specific as possible** when using a search engine. This way the number of hits you get will be significantly less, but are most likely to be **more relevant**.

Favorites



Using **Favorites** enables you to access frequently visited sites, and avoids needless searching of the web. Choosing the Favorites button gives you access to the websites you have previously saved and allows you to add and organise pages in your Favorites list. As you add pages to a Favorites list, the title of the page is shown as a **link**. **Selecting the title** will open the web page on your screen.

Creating Favorites

When you locate a page you wish to reference as a **Favorite**, click the **Favorites** button and select **Add Favorite**. The title of the current web page is then added to the **Favorites** list.

Deleting Favorites

1. Choose the **Favorites** button menu, and select **Organise**.
2. **Highlight** the Favorite title, and choose **Delete**. When it asks if you are sure, press yes.
3. From the Favorites **File** menu, choose **Close**.

Printing

Web pages can be printed. You are advised to **Print Preview** the web page and alter the **Page Setup** if necessary before printing.

Print Preview

Shows a snapshot the page to be printed. It is important to check how many pages will be printed – occasionally web pages which appear short on screen can be very long on paper!

1. From the **File** menu, select **Print Preview**.
2. The web page will be **formatted** for printing (using the preferences you selected in Page Setup) and **displayed** on screen.
3. You can **zoom** into and out of parts of the formatted page by clicking the left mouse button.

If you do not require **all** of the formatted pages to be printed, make a note of the page numbers that you do want and specify them in the print options screen.

Saving Images

1. Using the **right mouse button**, click on the desired image.
2. Select **Save Picture As**. Select the location where the image is to be saved and (if necessary) change the filename. The image can now be inserted into a **Word document**, a **PowerPoint presentation**, or other packages.

Copying Images

You can **copy** an image from a web page and **paste** it into a Word document.

1. Using the **right mouse button**, click on the desired image.
2. From the menu, select **Copy**.
3. Open **Word**.
4. From the **Edit** menu, select **Paste**.

Saving Text

When you view a web page, you can save the text as a **text file**.

1. From the **File** menu, select **Save As**.
2. Change the **Save file as type** option to **Text File (*.txt)**.
3. Check that the save location for the file is correct.
4. Click **Save** to save the text.

The text file can now be opened in Word, or another word processing package.

Copying Text

You can **copy** text from a web page and **paste** it into a Word document.

1. Select the text to be copied.
2. From the **Edit** menu, select **Copy**.
3. Open **Word**.
4. From the **Edit** menu, select **Paste**.

NOTE: Check the copyright laws before saving pictures or text.