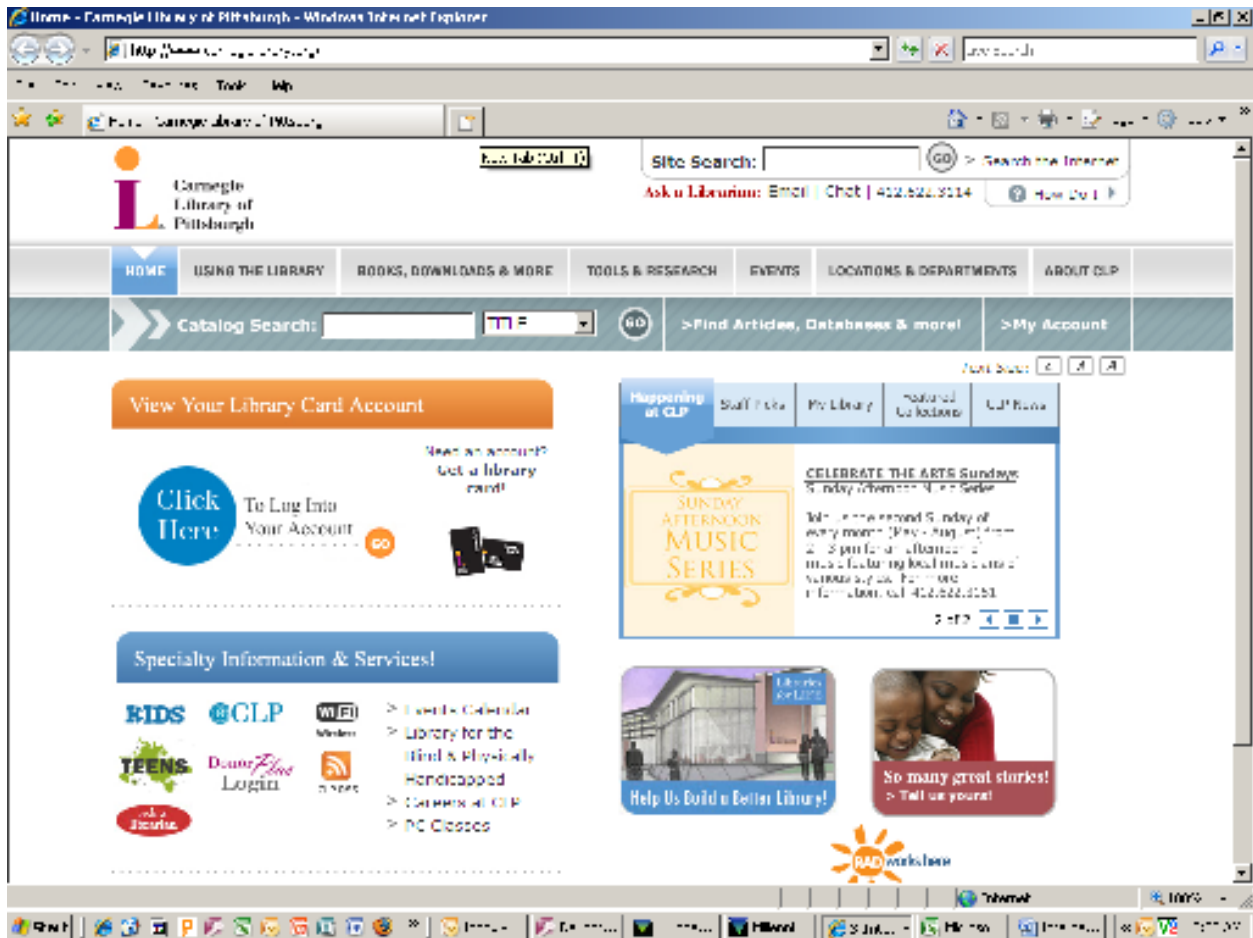


## The Internet Explorer Screen

Microsoft Internet Explorer is a computer program called a browser that helps you interact with and navigate through information resources on the Internet. The Internet is a worldwide network of computers that all use the same rules (or protocols) to communicate and share information. You can use Internet Explorer to read publications and view pictures stored on a computer halfway across the world. Internet Explorer enables you to access web sites and interpret the html code, which is the computer language that web pages are written in.



To start Internet Explorer, move the mouse pointer over the Internet Explorer icon (pictured to the left) on the desktop and double click on it. The window will open and will automatically load the web page designated as that computers home page, or starting page.

The following is a guide to the parts of the window you will see when working on Microsoft Internet Explorer.

## The Title Bar



The Title Bar in MS Windows always contains the following items: a symbol associated with the application you are using, the name of the application you are using, the name of the file within the application you are using, and the maximize, minimize, and close buttons. For example, when you're using Internet Explorer you will see Internet Explorer's blue, lowercase "e" logo, the name of the current web page (in this case it was the PC Center's home page), the name Internet Explorer, plus those three gray buttons at the far right.



The Internet Explorer's blue, lowercase "e" logo icon features a drop down menu that controls the size, location, and appearance of the Internet Explorer window. Essentially, all of these functions can be utilized through the maximize, minimize, and close buttons to the far right of the Title bar, so you will not be using this menu that often.



**Minimize:** Puts the window down in the Taskbar and closes the application window, not the entire application.



**Maximize/Restore Down:** makes the window the full size of the desktop.



When the screen is maximized this button changes to a double box. This then performs the opposite function and returns the screen to the smaller window size.



**Close:** Closes the application.

## The Address Bar



The Address Bar tells you where you are, helps you get where you want to go, and lets you access where you've been.

The Address Bar tells the exact web address for the page you are currently viewing. If you have a web address that you want to visit, you can type it in this white text entry box and press the *Enter* key on the keyboard to bring up that site. The arrow at the far right end of the box brings up a listing of the last ten sites you've visited and provides you with a link if you want to return to them.



**Back** - Sends you to the last page you visited. If you have not visited any pages yet, this button will not be active.



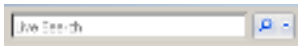
**Forward** - Working with back, sends you to the page you were on before pressing back.



**Refresh** - Reloads the entire page to update it to the most current information.



**Stop** - Stops a page from being downloaded.



**Search** - Allows you to search the entire internet using search engines and directories, chosen by MSN. Type in your search term(s) and click on the magnifying glass to send the search on its way.

### **The Menu Bar**



The Menu Bar features drop-down menus, which allow you to perform special functions within Internet Explorer. It's a great place to take a tour to get acquainted with the functions of Internet Explorer. Computers usually provide you with a couple ways of doing the same thing. Many of the commands available through the Menu Bar are also available through the Address and Explorer Bars. As you become more experienced with Internet Explorer, you will discover which is your preferred method.

**File:** Supplies the commands that allow you to open a new page, save a page, send a page, preview and print a page, and close and exit Internet Explorer.

**Edit:** Allows you to cut, copy, paste, and search for words and phrases within a page.

**View:** Lets you choose which toolbars you want displayed, alter the font size, go to the last page you visited or the computer's home page, and refresh the web page.

**Favorites:** Allows you to store links to your favorite web sites for future use. You can also organize and update your favorites in this menu.

**Tools:** Provides access to options for changing a computer's home page and finding similar web pages to the one currently being viewed.

**Help:** Provides user support through examples and an index. Keep in mind this is help for using Internet Explorer, not for using the web site you may be viewing.


### **The Explorer Bar**

The Explorer Bar contains shortcut buttons for many of the utilities provided in the menu bar. The buttons, when clicked on, act as shortcuts you can use while searching the web. If a button is gray in color, this means it is not active and is not able to be used.



**Favorites Center and Add to Favorites**—Save your favorite web pages by clicking on the green plus sign on your toolbar. Revisit your favorite pages by clicking on the star and viewing your saved selections.



**Tabs**—Internet Explorer 7 now allows tabbed browsing just like other browsers. Click on the *New Tab*  command to start a new tab. Tabs can be saved into *Groups*.



**Quick Tabs and Tab List**—View your tabs as thumbnail images or in a list.



**Home** - Takes you the page you have set as your home page on the computer.



**RSS Feed Detector**—Internet Explorer 7 automatically detects RSS feeds on the web page. If an RSS feed is present, a click on this icon allows you to subscribe to the feed and receive updated content.




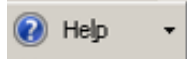
**Print** - Prints out the entire web page you are currently viewing. Please note: there will be no confirmation screen when you use this button. It automatically sends the page to the printer as soon as you click on the button.

**Print Preview** – Click on the down arrow to the right of the print icon to access the Print Preview. Print Preview allows you to view what you are going to print before actually printing it. This is very useful because you may not need all the pages that comprise the web site you are printing.



**Page** and **Tools**—These drop down menus give you additional commands. *Internet Options* is located in the *Tools* menu.

For the following, click the  at the end of the toolbar to see additional tools:



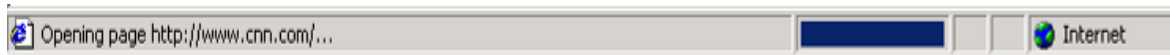
**Help**—Access the *Help* menu from Microsoft Office Online.

### The Scroll Bars



Another feature of the Internet Explorer screen are the scroll bars. Many times a web page is too large to fit on the screen all at once. The scroll bars allow you to move the screen viewing area. Scroll bars can be horizontal or vertical. They correspond to the direction they are going. In the above example, by clicking on the arrows you can see what is to right or left on the screen.

### The Status Bar



When you click on a link it takes the computer a little while to get the necessary information. Internet Explorer lets you know your progress through the Status Bar. It gives the action the computer is taking as well as the percentage of the page it has downloaded.

The Status Bar consists of two main sections. The first one is displayed to the left. This lets you know what action the computer is taking by giving you written information. In this example, the web page is opening.



The second portion features a blue bar that lets you know the progress of the downloading of the web site. As your computer gets more information the blue bar will move further over to the right, until it fills the space completely. In this example, the downloading is almost finished.



## Using Hypertext Links

Once a page has loaded, move your mouse pointer over different areas of the page. The cursor will change from an arrow to a hand with a pointing finger when it is over a hypertext link. A link can be text (usually underlined, or a different color than the rest of the text), or it can be an image.



Clicking the link will take you to a different Web page, and usually the text or graphic will indicate where you will be going. To go back to where you were before, click the **Back** button on the toolbar.

## Tips for Dealing with Errors

Sometimes when you are trying to access a web page, instead of a screen showing the page you have requested, you will see a screen with this message:



The page cannot be displayed

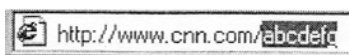
There are several reasons this error message may occur.

*First*, if you have typed in an address or URL to locate a web page, check to be sure that you entered the address **EXACTLY** as it was given to you. Spelling, punctuation, and capitalization are very important when you type WWW addresses. Think of it this way: if you dial a wrong number when using a telephone, you won't reach the person you are trying to call. It is the same with web addresses. If you type even one character incorrectly, you will not open the web page you are looking for.

*Second*, it is possible that the page does not exist anymore. The WWW is changing every day, so a Web site can change its address or completely disappear overnight. If following a link leads you to a dead end, this may be why.

*Third*, there could be a problem with the computer on the other end who houses the web page or too many people are attempting to access the site at the same time. Try again later if you get an unexplained error.

One thing to try if you get a *File Not Found* error, is deleting the part of the URL after the last slash (/). That will take you "up" a level in the computer's file structures and most likely to a main page within their website.



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### **PC Center**

at the Carnegie Library of Pittsburgh  
www.carnegielibrary.org/locations/pccenter  
412-578-2561 – Main Library  
412-363-6105 – East Liberty

