Intro to IE8

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[Internet Explorer 8]

An Introduction to the popular Microsoft Browser

An Introduction to the Microsoft Web Browser

A **web browser** or **Internet browser** is a software application for retrieving, presenting, and traversing information resources on the World Wide Web.
- Wikipedia

Internet Explorer 8 is Microsoft's internet browser. It's most commonly referred to as IE8, but the most current release of the browser is IE9, which was released on March 14th, 2011. For the purposes of this guide, we will be discussing IE8.

IE8 provides many improved basic and safety features over previous versions of the browser, including InPrivate and tabbed browsing.

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Introduction to the Browser

Your Internet browser may be something new to you, but fear not, it won't stay that way for long! By poking around a bit, you'll find all sorts of little treasures "hidden" in the menus and toolbars of Internet Explorer that will help you navigate the great World Wide Web. Hopefully this manual will help you along the way.

Note: Not all websites require 'www' in front of the website address. If you are given a web address with no www (ie – 'cisco.netacad.net') you do not need to add the 'www' in front of this address. By doing so it may lead you to an invalid website address.

Address Field - Where you type the URL (the internet address), the page you requested will open in the current tab (i.e. www.theweathernetwork.com)

Browser Search Field - Type in a search topic, the browser will open in the current tab to complete the search for you

These are your toolbars. Where you'll find all your menus

Status Bar - displays status of webpage or link when hovered over

Google Search Field - Type in a search topic, Google will do the search for you (i.e. 'Saskatoon local news')

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Introduction to the Browser

Now that you've had a quick introduction to the parts of a browser, let's see how much you've learned!

(Try it first without peeking!)

_____ - Where you type the URL (the internet address), the page you requested will open in the current tab

_____ - Type in a search topic, the browser will open in the current tab to complete the search for you

These are your

Where you'll find all your menus

_____ - displays status of webpage or link when hovered over

_____ - Type in a search topic, Google will do the search for you

T o o l b a r s

Menu bar – The menu bar is where one would access such items as "File, Edit, Favorites, View, Tools, and Help"

Status bar – The status bar displays the status of the web page, whether it is loading or if it is a protected page, information about the internet address when hovering over a link, or if it a page accessed on the internet or loaded from an HTML file on the local drive, etc.

Command bar – The command bar, located on the far right of the browser, is

Favorites bar – The favorites bar saves and stores webpages they've marked as a "favorite" so that they may access it at a later date

> **NOTE:** these items may not appear on all browsers due to layout changes. To access these items at any time, first press the 'alt' key on your keyboard to make them visible.

If any of your toolbars go missing, either click on "View" on your Menu Bar, or click on "Tools" on your Command Bar, and then "Toolbars" from the drop down menu. Another menu will appear. Select the missing toolbar.

Command Bar

Menu Bar

Favorites Bar

Status Bar

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File

Under the File options, you can access other features such as New Tab, Save, Print, Properties, and Exit.

Edit

When you've selected text on the webpage, you can go to Edit to find the Cut, Copy, Paste, and Select All options.

View

View allows you to not only add or take away toolbars such as the Menu, Favourite, and Command Bar, but also allows you to view the History, Favorites and Feeds bar on the side.

Under View, you may also change some settings such as the text size, zoom and styling of the webbrowser.
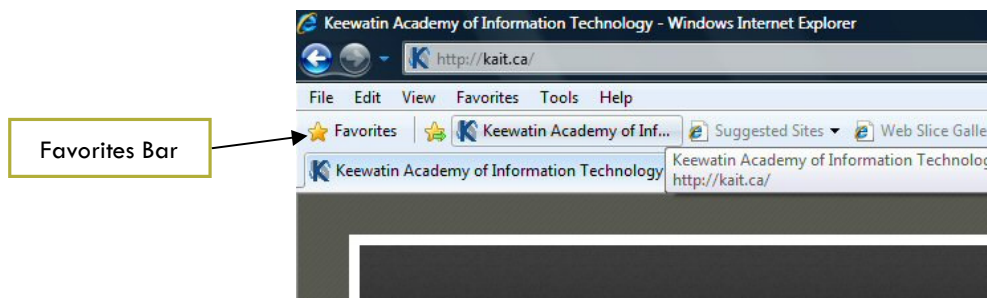

Have you ever looked up and found that everything on your browser is either really huge or really small? Well, don't panic! This is an easy fix. Click on View > Zoom > and select 100%.

Favorites

Favorites is where you can bookmark your favourite websites for later reference. To add a website, click on Favorites > Add to Favorites.

There is also a Favorites Bar on the toolbars, which can be viewed by clicking on View > Toolbars > and selecting Favorites Bar. By adding a website to the Favorites Bar instead of simply marking it as a Favourite, you instantly make it more accessible.
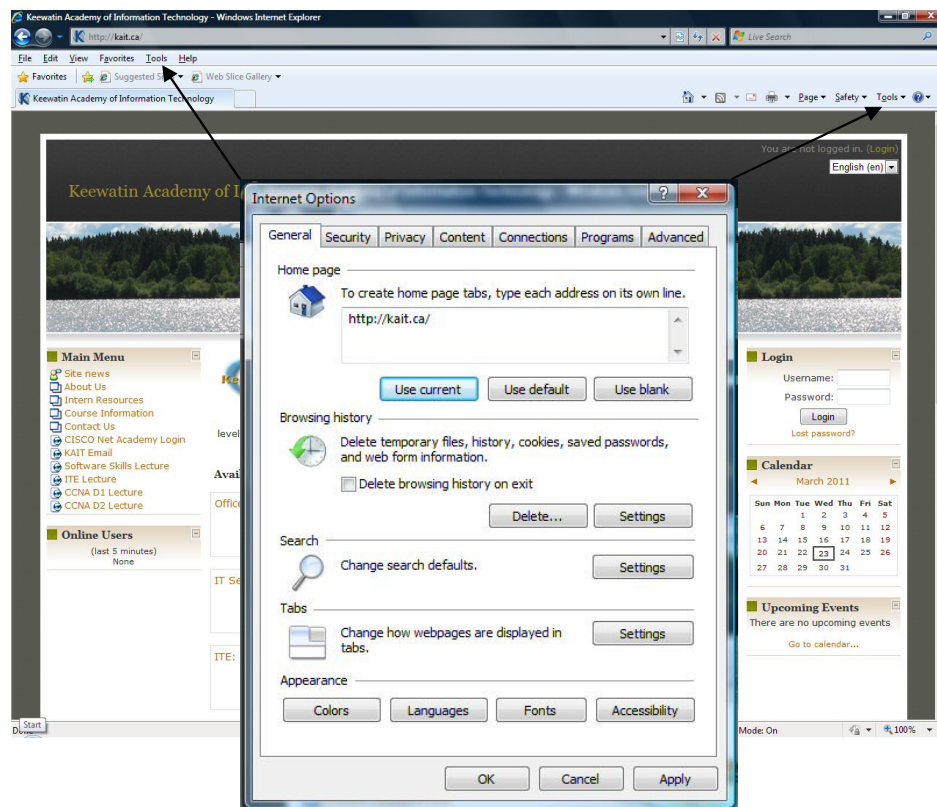

Favorites Bar

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Tools

IE 8 offers a lot of extra security options accessible in the Tools option in the **Command Bar**. These options include Delete Browsing History, InPrivate Browsing, InPrivate Filtering, Pop-up Blocker, SmartScreen Filter, etc. (all of which will be looked at more closely later in this manual).

The Internet Options settings can also be accessed via the Tools options in the **Menu Bar**. Here, you can set options such as your Homepage, change how tabs are viewed, the overall appearance of your browser (including colour and fonts), set security and privacy settings, set up your internet connection if you have dial-up, make IE your default browser, and many other settings.
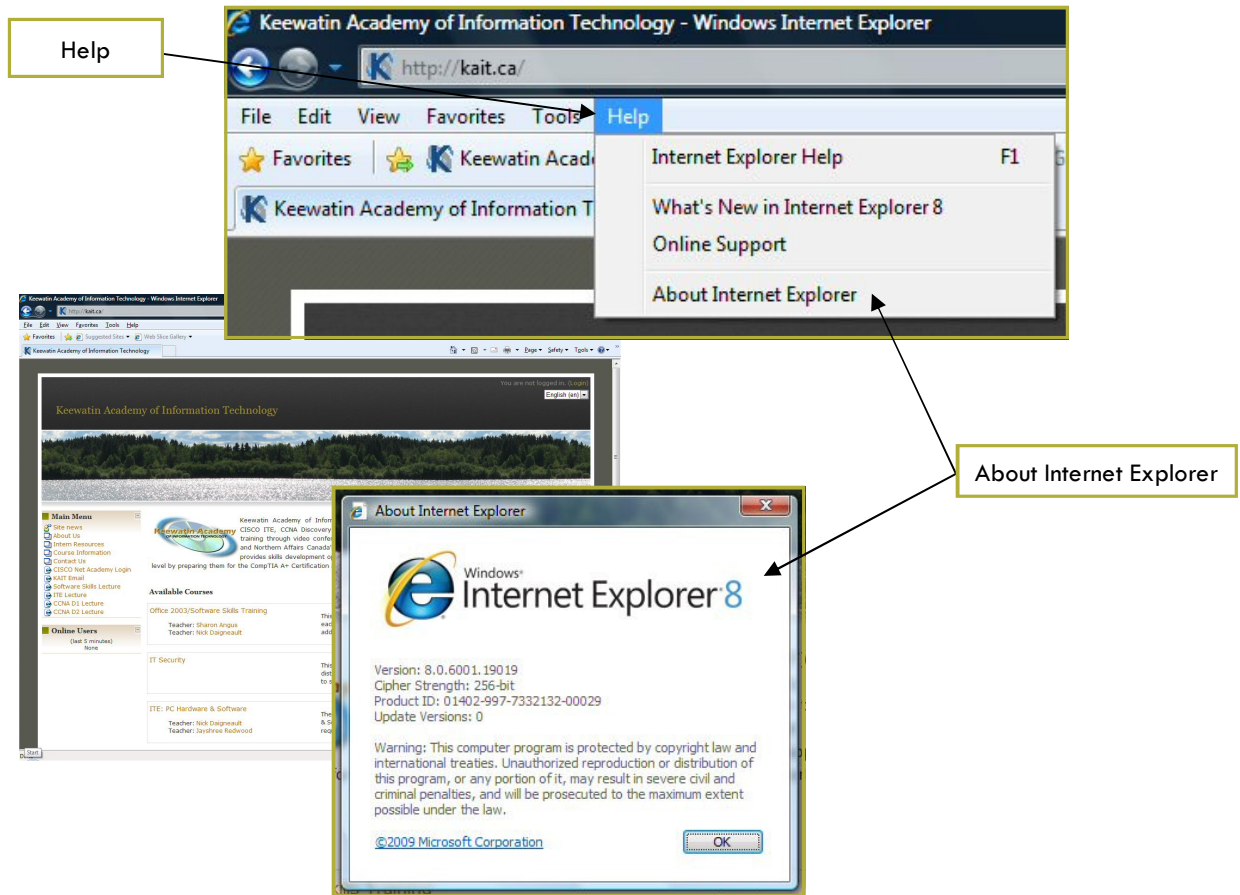
Another important feature of the Internet Options is the Content Tab. Here you can turn-on and turn-off autocomplete for web addresses, forms, and more importantly passwords. This is useful for people who use social networking and online banking as to not leave confidential information such as logins stored on a computer.

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Help

If and when you're at a loss for what's gone wrong, there's an error on the page, or you need a little bit more help with the browser, there is always the Help option.

Help

About Internet Explorer

In the Help menu, you can also find a link to Microsoft Internet Explorer's Online Support as well as basic information about the current installation of your browser.
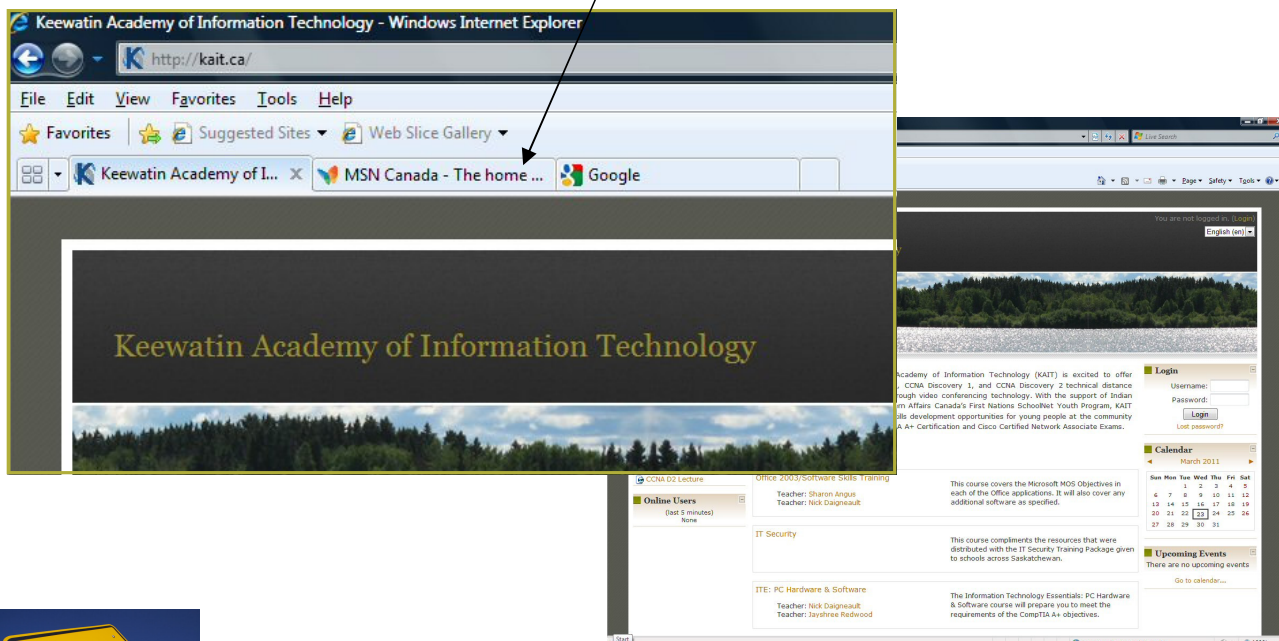
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Tabbed Browsing

The first version of Internet Explorer to include the feature called Tabbed Browsing was IE7 back in 2006, so this feature has been around for a while. Tabbed Browsing allows for multiple websites to be accessible within a single browser window. This potentially reduces the number of windows and applications open on the Windows Task Bar on the bottom of your screen.

You can also open links and other windows within tabs in the Internet Explorer browser window. If you have multiple tabs open, you can use Quick Tabs to easily switch to other tabs. Quick Tabs provides a thumbnail view of all your open tabs making it easier to navigate between multiple tabs.
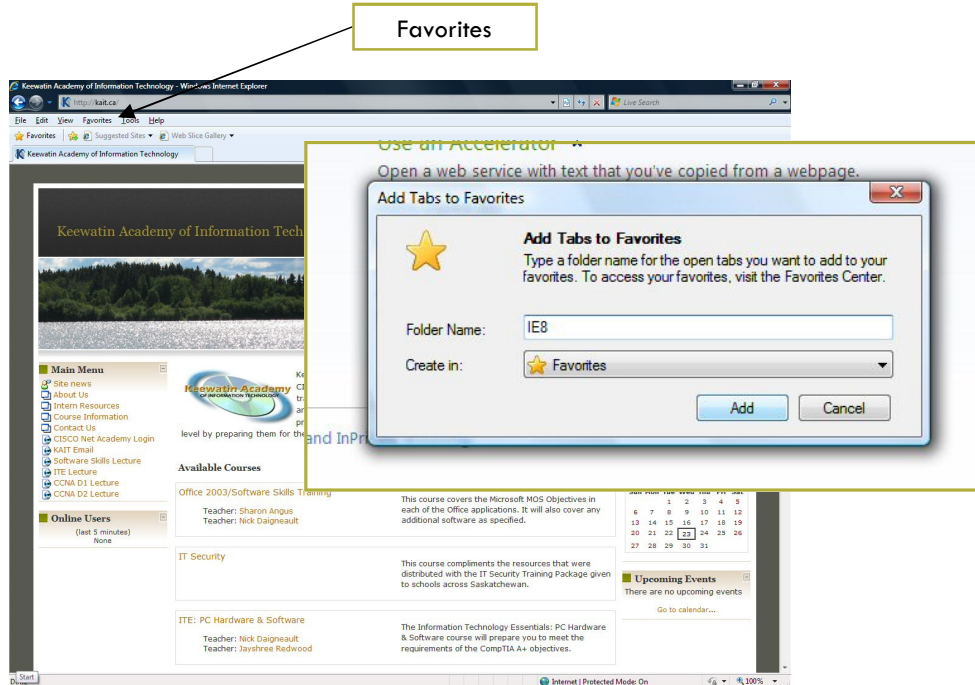
Opened Tabs in IE8

To close a tab, you simply click on the tab you wish to close and click the "x" that appears on the tab. If you accidentally close the *wrong* tab:
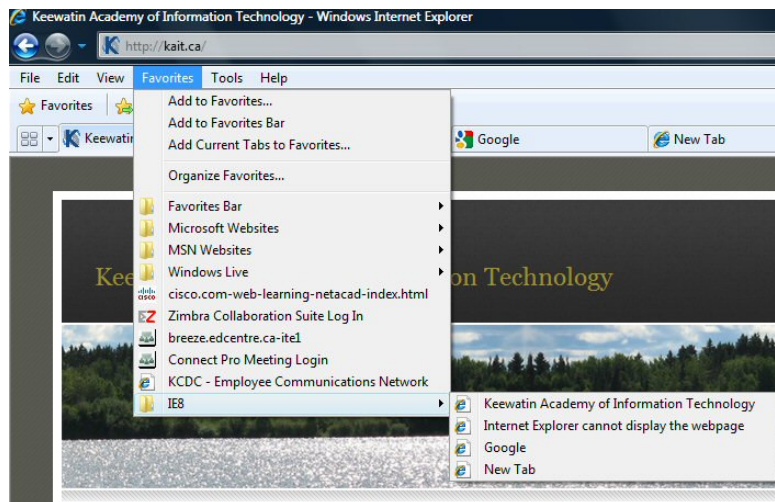
1. Open a new tab
2. On the new tab page, under **Reopen closed tabs,** find and click the address for the webpage that you want to open.

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If there are a group of tabs that you would like to save, click the **Favorites** button, then click the arrow next to the **Add to Favorites** button, then click the **Add Current Tabs to Favorites**. Once you've done that, give the tab a group name, then click **Add**.

To access group tabs you've saved, click the Favorites button, then click the folder that you want to open. Then click the arrow to the right of the folder name. All of the webpages that were saved will open on separate tabs. Using this method, IE groups those tabs by displaying a colour band at the top of those tabs.
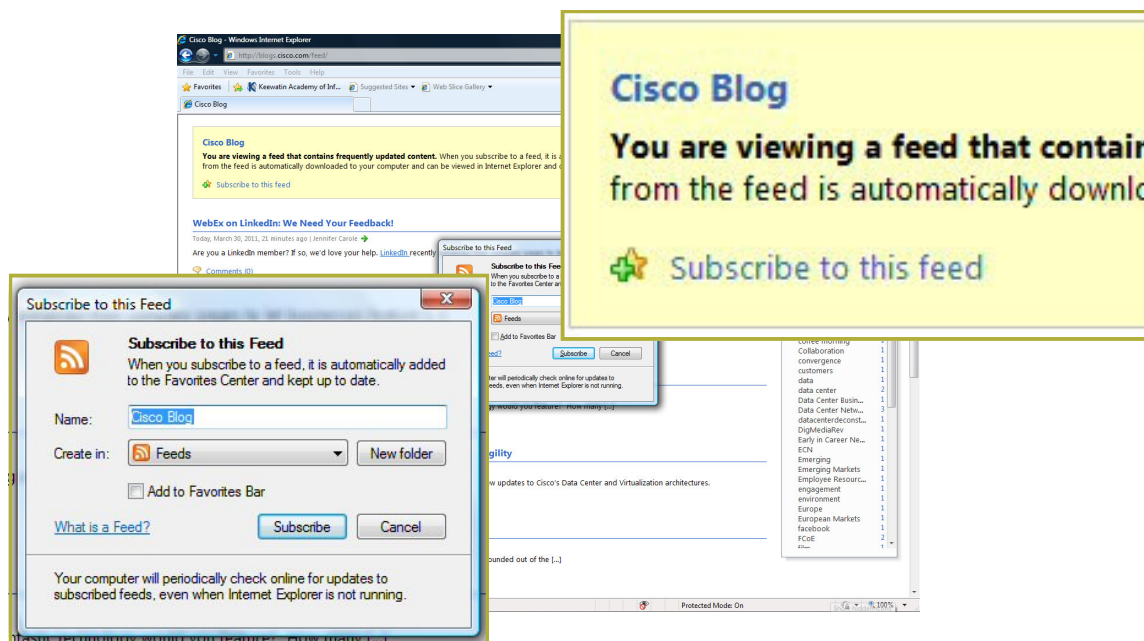
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Feeds

Feeds are frequently updated content on websites such as blogs or news websites. They can also be used for sites that often distribute video, photo or audio content. Audio content offered in MP3 format is often referred to as *podcasting*.

Look for a small icon like this:

That is an RSS icon. RSS means "Really Simple Syndication." It's a way for subscribing to, as previously mentioned, frequently updated content.

To subscribe, all you need to do is click on the icon > a page listing the number of feeds attached to the RSS will open > click on the feeds you'd like to subscribe to > a window will pop up.

Type a name for the feed, and if you choose, create a folder for the feed. If you want to make the feed easily accessible, click the "Add to Favorites Bar" checkbox. Then click, the "Subscribe" button, and you're all done!
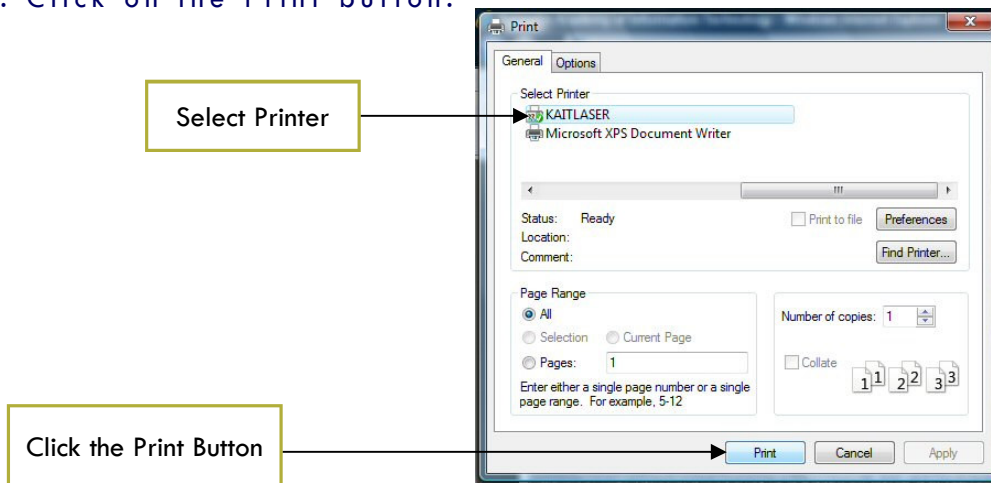
Congratulations, you've set up your first feed!

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Printing from the Browser

Sometimes you find that you need to print something from your browser: maybe some text, or maybe an image. First of all, to print text from a browser ...
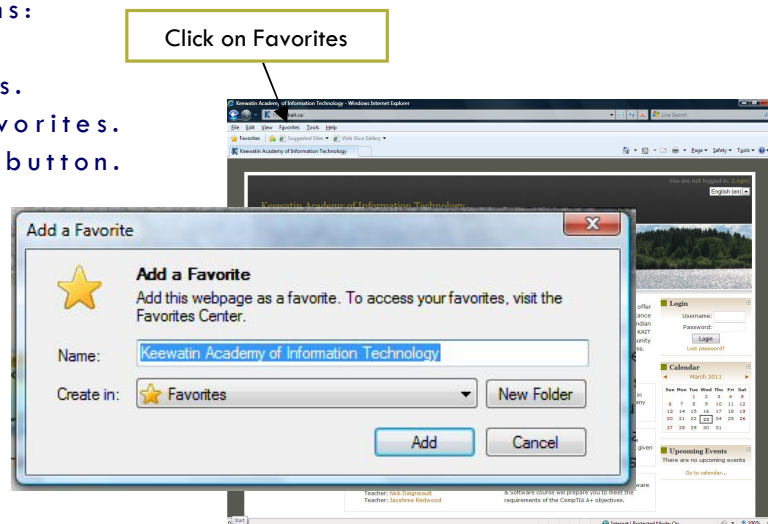
1. Click on File
2. Select Print
3. Select the Printer you wish to print to (if there is more than one printer available) in the print dialog box.
4. Click on the Print button.

Select Printer

Click the Print Button

Favorites

Favorites are a way of linking to sites you visit often. By setting a link, you can visit them without having to remember the URL every time, you can just click on the name of the site in the Favorites menu. To save a site to your Favorites, follow the following instructions:

Click on Favorites

1. Click on Favorites.
2. Select Add to Favorites.
3. Click on the Add button.

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Keyboard Shortcuts

Once you get the hang of using the various aspects of IE, and mastered all the different options, you probably want an easier and faster way of accessing them. One method is called Keyboard Shortcuts. By using specific keystrokes (pressing and holding two or more keys in combination), you can perform a task that would normally require a mouse or other pointing device.

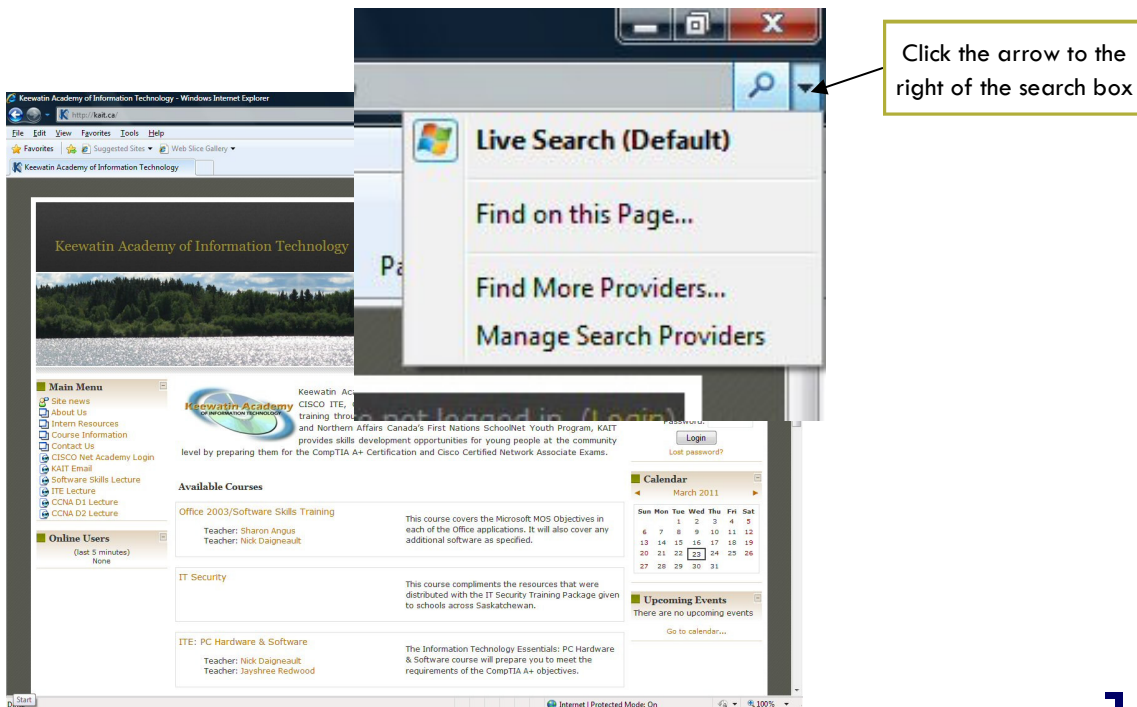| PRESS THIS KEY	TO DO THIS
Alt	Show the Menu Bar. After you make the selection., the menu bar goes away.
Alt+Home	Go to your Homepage. (i.e. Google, or MSN, etc.)
Alt+C	View your favorites, feeds, and browsing history.
Ctrl+L	Highlight the text in the Address bar.
Ctrl+D	Add a webpage to your favorites.
Ctrl+B	**Organise your Favorites.**
Ctrl+Shift with an arrow key	Select a block of text
Shift with any arrow key	Select more than one item in a window or on the desktop, or select text within a document
Ctrl with any arrow key+Spacebar	Select multiple individual items in a window or on the desktop
Ctrl+A	Select all items in a document or window
Ctrl+C (or Ctrl+Insert)	Copy the selected item
F4	Display the address bar list in Windows Explorer
Esc	Cancel the current task

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Live Search and Other Search Engines

You can choose which provider you would like to use when you search for information on the Internet. You can change the search provider for a specific search (Internet Explorer uses that search provider until you choose another one or until you close Internet Explorer) and you can specify which search provider you prefer to be used by default. When you first install Internet Explorer, you might have only one provider installed. If you want to change providers, follow the steps below to add new search providers.

1. Click the arrow to the right of the search box.

2. Click **Find More Providers.**

3. Click the search providers you would like to add. This opens the **Add Search Provider** dialog box.

4. If you want the provider that you just added to be used by default when searching from the Address bar or search box, select the **Make this my default search provider** check box.

5. select the **Use search suggestions from this provider** check box to receive search suggestions.

6. Click **Add** in Internet Explorer 8, or **Add Provider** in Internet Explorer 7.

7. Repeat steps 3 through 6 for each provider you want to add.

Click the arrow to the right of the search box

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Deleting Browser History and Internet Cookies

When using Internet Explorer on a public computer, sometimes it is in your best interests to not share with the next user all the sites you were just on. For example, if you were checking your private emails, or checking your bank balance online, you may not want to share that with everyone who uses IE after you.

An easy, but not foolproof, way of protecting yourself is to delete your browser history and Internet cookies. This method of security means you are effectively (but not completely) removing your tracks from the browser, removing the trail of "breadcrumbs" you have left behind on your path through the internet on that particular browser.

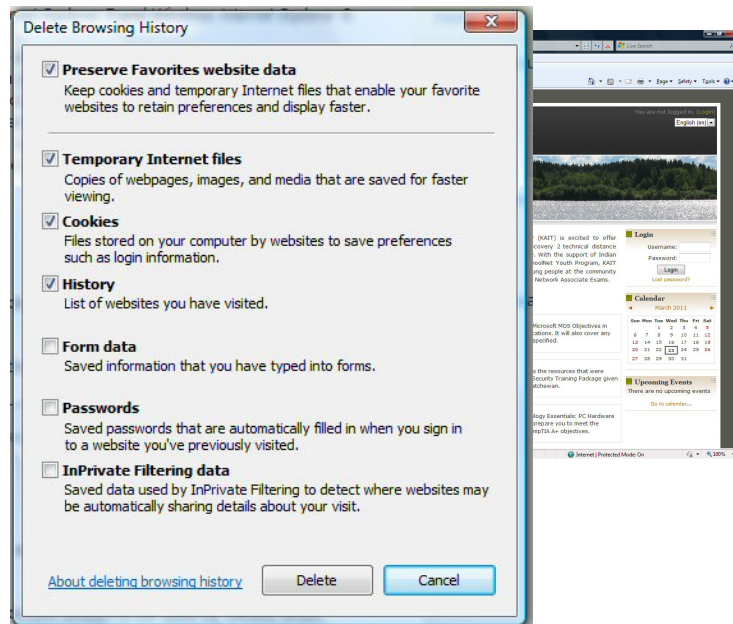*To be completely clear, though, no one can completely remove all their activity from the internet.*

This method just makes it more difficult for the average user to find and abuse your personal information.

To delete the browser history and cookies, follow the steps below:

1. Click on Tools.
2. Select Delete Browsing History.
3. Check all applicable boxes: Temporary Internet Files, **Cookies, History,** Form Data, Passwords (this one is especially important if you are on a public computer), and/or InPrivate Filtering Data.
4. Click the Delete Button.

Usually, it's helpful to have this information stored on your computer—it can improve your web browsing speed and also save you from having to type the same information over and over. But you might want to delete that information if, for example, you're using a public computer and don't want any of your personal information to be left behind.

InPrivate Filtering provides a way for you to see which third-party websites are receiving your browsing information, and lets you choose which to allow and which to block. InPrivate Filtering is applied per-session—you have to turn it on every time you open your browser.

When you block content on a website, you could get either a poor experience with missing elements, or the site might not work at all. That can happen when website contains a web analysis tool that isn't a visually obvious to you, but is financially necessary to the website. If you want to block the content that helps the website pay the bills, the site might not want you to be there.

When InPrivate Filtering is turned off, the status bar icon is gray , and is in color when InPrivate Filtering is on. Click the icon, or press Ctrl+Shift+F once, and InPrivate Filter is on. Do it again, and InPrivate Filtering is off.

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In Closing ...

So now you should be a bit more familiar with your Internet Explorer. Hopefully, with time, and this newfound familiarity, you will be comfortable enough to use IE to not only explore the World Wide Web, but explore it with a newfound enthusiasm!

Should you find yourself in a really tough spot, don't forget ... there's always the F1 key (aka HELP!)! ;)