

Tips and Tricks for Using Internet Explorer

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn how to find and use all the Internet Explorer tools.

What hardware and/or software does the techtorial apply to?

The techtorial will be helpful for anyone with a computer with Internet access and an Internet Explorer browser.

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#), click Standards in the menu bar on the left, and then click the arrow to the right of Standards and Performance Indicators for Teachers.

SURFING WITH STYLE!

Most relatively new -- and many extremely experienced -- Internet users see their browser as little more than a window to the Web. Few take the time to explore the many useful tools their Internet browser provides. Internet Explorer, for example, one of the most commonly used browsers, has a number of little known bells and whistles that can make your Web work simpler and smarter. If you're one of those Web surfers who has yet to dive beneath the surface of Internet Explorer, this techtorial is for you.

The best way to complete the techtorial successfully is to have both the instructions and your browser window available at the same time. To do that, you'll need to either print the techtorial or open two IE windows at the same time.

To print the techtorial:

Click the blue bar at the top of this techtorial window. Hold down the mouse button and drag the slide until you can see the first slide of the techtorial beneath it. Click Printable Version of Techtorial. Then, click the Print icon or click File > Print > OK. Now, you can read the printed instructions and follow those instructions in Internet Explorer.

To open two Internet Explorer windows:

Open Internet Explorer. Click File > New > Window. Then you can click the first Internet Explorer window to read the instructions, and click the second IE window to follow those instructions.

"Window juggling" is an excellent skill to have. It allows you to work with any two programs -- Microsoft Word and Internet Explorer, for example -- at the same time.

Ready to begin? Follow the steps in this techtorial to learn some Internet Explorer tips and tricks.

SAY TO YOURSELF: ICON DO IT!

On a computer, an icon is an image that represents a frequently used file, program, application, or tool. To complete this techtorial, you will need to know the meaning of some Internet Explorer icons. Roll your mouse over each icon in the menu bar at the top of the Internet Explorer screen as we walk through the following most commonly used icons.

- An arrow pointing to the left: The **Back** arrow returns you to the Web site you last visited.
- An arrow pointing to the right: The **Forward** arrow (sometimes labeled **Next**) returns you to the Web site -- if any -- you visited after the Web site you are currently on.
- A document or circle with an X in the center: **Stop** stops the download of a site or its elements (such as sounds, video, pictures, and so on.)
- Two green arrows on a white document: **Refresh** reloads the latest version of a Web page. Click this periodically if you are viewing a Web site -- such as a weather or news page -- that periodically updates information.
- A house: **Home** returns you to the page you have designated as your home page.
- A globe with a magnifying glass: **Search** finds a site by name, topic, or content using the [MSN.com](http://www.msn.com) search engine.
- A file folder: **Favorites** allows you to "bookmark" sites you use frequently or want to save for future use.
- A sundial: **History** allows you to see which sites you've visited over a specified period of time. You can use History to find a site you visited recently or to track the sites a student has recently visited.
- A printer: Click **Print** to print an entire page or document. To print only one page or picture in a longer document, go to File>Print instead.
- A document with a W or a pencil on it: Click **Edit** to see only the text and html tags of a Web page. This tool allows you to copy or print large blocks of text from a Web page. (Do not plagiarize! Be sure to always cite your sources.)

More Terms to Know

To complete the techtorial, you also will need to know the following terms:

- **Home page:** the page your browser opens to when you first log on to the Internet.
- **Web page:** a single World Wide Web file containing text and media (sound, graphics, etc.) and coded tags (such as HTML) that describe how the file should look when the browser displays it.
- **Web site:** one or more Web pages maintained as a set by a person, group, business, or organization.

For example, [Education World Techtorials](http://www.educationworld.com) is a Web page that is part of the [EducationWorld](http://www.educationworld.com) Web site.

- **Address bar:** the area at the top of the browser window that contains the URL of the page you are on. To go to a new page, type the URL of that page in the address bar and hit Enter.
- **URL:** Uniform Resource Locator; a Web site's address. For example, <http://www.loc.gov> is the URL for the [Library of Congress](http://www.loc.gov).

NO PLACE LIKE HOME

Open Internet Explorer. Where are you? You're on your home page! Your home page is the first page you see when you log on to Internet Explorer. Your home page might be [Education World](#); your school Web site; a search engine, such as [Yahoo](#), an e-mail provider, such as [Hotmail](#), or any other site you choose! Changing your home page is easy -- once you know how. For example, to make Education World your home page:

- In the address bar, type <http://www.educationworld.com> and hit Enter. You should now see Education World's main page.
- In the address bar, find the blue Internet Explorer E directly to the left of Education World's URL.
- Drag the Internet Explorer icon to the house icon in the Internet Explorer menu bar.
- Click YES to answer the question: "Do you want to make Education World your home page?"
- To check whether the change was successful, type the URL of any other site in the address bar and hit ENTER. Then click the house icon. If the change was successful, Internet Explorer will return to Education World's home page.
- If the change was not successful, go to the site you want as your home page, and then click Tools>Internet Options. Under the General tab, click Use Current and OK.

SHORTCUTS TO SUCCESS!

Are there sites you go to a lot or have your students go to a lot? Do you want your students to easily be able to go to a site without typing a long URL? Do you want to limit your students Internet use to only a few sites? Make it easy on them and on yourself by creating a desktop shortcut for each of those sites.

- Go to the Web site to which you want to create a shortcut.
- Click File > Send > Shortcut to Desktop.
- A new icon (a piece of paper with the Internet Explorer E on it) should pop up on your desktop. Note the arrow on the icon. That tells you the icon is a shortcut to a site or document.
- If you want to rename the icon, right-click the title beneath the icon and select Rename.
- You or your students now can double-click the shortcut to get to that site.

QUICK TIPS AND TRICKS

The following additional quick tips will help you make better use of your Internet Explorer browser.

- To enlarge or decrease the size of text on a Web page, click View >Text Size and select the size you need.
- To save a favorite site, go to that site, and then click the Favorites icon. Click Add or Add to Favorites, click the folder in which you want to save the site, and then click OK. To rename the site to something that will help you remember what its' about, type the new name in the Name window. To create a new folder in which to organize your Favorites, follow the steps above, but before clicking OK, click New Folder, type a name for your folder in the window, and click OK.
- You can speed up your Web surfing by deleting some temporary files. (Those are pages the computer

automatically saves, but they can slow down performance if your computer is short of memory.) Go to Tools > Internet Options, choose the General tab, and find the Temporary Internet files section. Click Delete files.

- Separate the good, the bad, and the ugly by using Content Advisor to filter out inappropriate Web sites. (At most schools, you probably already have a filter, but this also is a helpful tool to share with parents.) Go to Tools > Internet Options > Content. In the Content Advisor section, click Enable, and then click Settings. Click and highlight each category, the slider to determine how vigilant you want the filter to be, and then click OK. A window labeled Content Supervisor Password will open. To prevent students (or anyone else) from changing your Content Advisor settings, type a password and click OK.

TELL ME MORE!

Where can I learn more?

For a free download of Internet Explorer 6 (the latest version of the program) or for more handy tricks go to Microsoft's [Internet Explorer 6](#) page.

What's next?

Next week's techtorial will be Spring Fever Solutions: Six Easy Office Activities for Grades K-6.