

# Web Browsing Using Internet Explorer For Mac



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## Overview

Browsers are windows to the World Wide Web and they allow you to view and interact with a wealth of information presented as text, images, animations, video, and audio. The creation of web browser software transformed the Internet from a text-based realm to a multimedia one that continues to rapidly grow and evolve.

Becoming proficient at web browsing is a fundamental skill for anyone in our contemporary times, but perhaps even more so for educators. As facilitators of the learning process, educators must become technology literate and proficient at accessing, acquiring, managing, and applying information resources that can be applied in support of learning. It is likely the Web will continue to expand and serve a central role in our communication, information sharing, and learning.

## Objectives

- ¥To develop familiarity using Microsoft Internet Explorer
- ¥To develop skills and techniques for browsing the Web

## Prerequisites

Teachers should be familiar with the basic operating system of their computer including use of mouse, disks, and file management.

## Glossary

The following terms and definitions are useful to know for this module:

### **Internet**

A series of networks that link computers and servers all over the world.

### **Browser**

The software that allows you to use the Internet with a graphical interface.

### **Web site**

A set of electronic web pages that contains textual, graphic, audio, and/or video information.

### **Search Engine**

A web site designed to help you locate information on the Internet more easily comprised of a combination of bots that comb the web indexing web content and extremely powerful databases that manage the information.

### **URL**

The unique address used to locate a web site on the Internet.

Example: <http://www.kodak.com>

# Welcome to Internet Explorer

Now that your new classroom technology is set up and ready to use, you are ready to become an efficient Internet user. Being able to use the Internet efficiently will help you enhance teaching and learning in your classroom. Your new iMacs come preinstalled with Internet Explorer 5.0 web browser software. These training materials will walk you through a series of information and steps to increase your skills as an Internet user.

## Locating and Opening Your Internet Explorer Application

To begin browsing the Internet you must first know where to locate your Internet Explorer application and open it.

### Locate and Open Internet Explorer

1. Double-click your hard drive icon.



**Macintosh Hard Drive Icon**

2. Double-click your applications folder.



**Applications Folder**

3. Scroll down and locate your Internet Explorer folder.



**Internet Explorer 5 Folder**

4. Double-click the Internet Explorer folder.
5. Locate the Internet Explorer icon and double-click it.



**Internet Explorer Icon**

## Similarities to Netscape

Internet Explorer and Netscape are the two main web browsers used in schools, business, and personal use. Internet Explorer is a Microsoft product, and Netscape is owned by AmericaOnline.

While there are many differences between the two browsers, there are also many similarities, especially in some of the most useful and used functions. As those functions are discussed, Netscape notes are provided to indicate when Netscape uses different language for a similar useful function employed by Internet Explorer.

## Browsing Methods

Browsing is an interesting term used to describe the actions you take while gathering information on the Internet. Browsing really consists of two actions. The first action is the viewing of a web page or the contents of a web page. The second action is the navigation through and between a series of web pages that make up one web site or a series of web sites.

Internet Explorer provides a number of different browsing or navigational methods to help you find the information you need.

### Linked Text

Almost all pages on the Internet have some kind of text that has a built-in link to another page on the Internet, unless it is all graphics or is designed to automatically jump to another page after so many seconds. This type of text is called linked text, hypertext, or hyperlinks.

1. When you move the cursor across a piece of text that has been highlighted with a special color, usually blue, a white hand appears indicating that the text you are pointing to is a linked text and will take you to a new page when clicked.



**Cursor Pointing to Free Email**

To visit the new web page indicated by the highlighted text, simply click once while the white hand is pointed at the highlighted text.

### Linked Images

Many pages on the Internet also have linked images that have built-in links to other pages on the Internet. These linked images function much the same way as linked text.

1. When you move the cursor across an image that has been linked, a white hand appears indicating that the image you are pointing to is a linked image that will take you to a new page when clicked.



**Cursor Pointing at Apple Logo**

2. To visit the new web page indicated by the linked text, simply click once while the white hand is pointed at the image.
3. It is rarely obvious that an image is linked unless text is used along with the image that shows you it is linked. Therefore, you need to get into the habit of running the cursor over images to find out if they are linked or not. Many logos on web pages are linked to return you to the home page of the web site. For example, when you click the LAUSD logo, you are returned to the LAUSDNet home page.



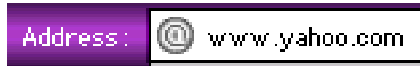
**Los Angeles Unified School District Logo**

### **Address Bar**

Another method used to browse or navigate to another page is the Address Bar. Internet Explorer's Address Bar is located just under the Button Bar at the top of the page. This method is good to use when you already know the web address or URL of a web site or page that you would like to visit.

You may have found an address in the newspaper, a magazine, seen it on TV, or had a friend email you the address. However you obtained the address, the Address Bar is the place to go to help you find the page quickly.

1. Locate the Address Bar at the top of the Internet Explorer page.
2. If the Address Bar already contains a URL, take your cursor and drag through and highlight the existing address.
3. If there is no existing address, click your cursor in the Address Box.
4. Type the URL of the web page you would like to visit. For example, you might enter: [www.yahoo.com](http://www.yahoo.com).



**www.yahoo.com in Address Bar**

5. You now have the option to press the Return Key or click the Go button at the right end of the Address Bar. After you click, you are taken to the web site of the address you entered.

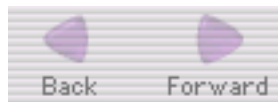


**Go Button in Address Bar**

 Netscape Note: In Netscape, the Address Bar is called the Location Bar.

### **Forward and Back Buttons**

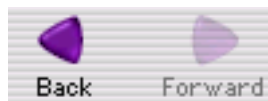
You can also use the Forward and Back buttons on the left end of the Button Bar to move one page forward or one page backward. When you first open Internet Explorer the Forward and Back buttons will not be available for use, because you haven't visited any sites yet.



**Back and Forward Buttons**

After you have visited at least one page, you can use first the Back button, then the Forward button.

1. If you just opened Internet Explorer for the first time in a session, you will need to visit at least one page before having access to the Back Button. Click a link or type in an address in the Address Bar to visit a new page.
2. Now you will see the Back Button highlighted at the left of the Button Bar. Click the Back button once to return to the first page.



**Back Button Highlighted**

3. Now that you have one other page you have visited in addition to the first page, the Forward button is now highlighted. Click the Forward button to return to the page you just came from.



**Forward Button Highlighted**

4. As you visit more and more web pages, you will be able to use the Back and Forward buttons

as often as you like to return to pages you have recently visited.

## Opening Pages

You have already learned how to open Internet Explorer pages from scratch when the application is closed down. Here are a couple of additional tips related to opening pages that will help you on your Internet journey.

### Opening the Browser after the Window has been Closed

New users of web browsers tend to lose their browser windows fairly often and think there is something wrong with their computer, the application, or their cosmic pulse in the world of technology. This is a common occurrence. What often happens is a user tries to quit the program by clicking the Close button in the top left corner of the window.



Close Button

Then when the user tries to open Internet Explorer again from its icon, nothing happens, because the program is really still open. When you understand this process and recognize what is happening, it is easy to fix.

1. Assume you have closed the Internet Explorer window, and have clicked around your desktop and the Internet Explorer icon trying to figure out how to reopen the window. The first thing to do is locate the Finder icon in the upper right corner of your screen.



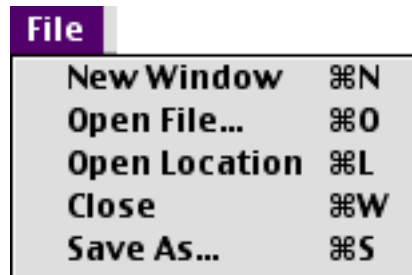
Finder Icon

2. If you are currently in another program, the icon for that program may have replaced the Finder icon, so you may use it instead. Click the Finder icon and drag down to choose Internet.



Finder Menu

3. You will notice the menu bar at the top of the window return to the Internet Explorer menus, and you will see the words Internet Explorer in the upper right corner of the screen.
4. From the File Menu, select New Window.



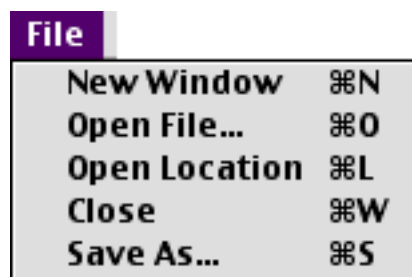
File Menu

5. A new Internet Explorer window will appear on your screen. You can also use Command + N to open a new Internet Explorer window.

### Opening More than one Browser Window

Many occasions call for having more than one browser window open at the same time. You may want to compare some text or images on one page to those on another page. Or you may be taking an online course where your training materials appear in one window, but your application appears in another.

1. Locate the icon and double-click it to open your first Internet Explorer window.
2. With the first window open, choose New Window from the File Menu, similar to the process.



File Menu

3. A second window opens on top of your first window. Position the two windows so that you can click either window. One will be in the foreground and one will be in the background.
4. Toggle back and forth between the two windows as needed simply by clicking either page.
5. You can continue to open additional windows as needed.

## Toolbars

One of the most useful elements built into the Internet Explorer environment is the Toolbar. When you open Internet Explorer, your window automatically contains five open toolbars. We have already discussed some functions on a few of the toolbars, but in this section we will look more closely at all five toolbars. Internet Explorer has given each toolbar a name followed by the label Bar, as follows:

- Buttons Bar
- Address Bar
- Status Bar
- Explorer Bar
- Favorites Bar

### Buttons Bar

The Buttons Bar is the uppermost Toolbar in the Internet Explorer window, just below the web page title. It is the bar we looked at earlier when learning how to use the Back and Forward buttons to browse through previously visited web pages.



Buttons Bar

### Stop Button

The Stop button is the next one in the row of buttons reading from left to right following the Back and Forward buttons. The Stop button can be useful in a few of situations.



1. Click the Stop button if you are in the middle of accessing a web page and you change your mind.
2. Click the Stop button if it is taking longer than you expected to access a web page.
3. Sometimes when you are trying to print a web page, an animation graphic or other web item continues to regenerate itself through the source code that drives the web page. When this is happening you are not able to access the Print function. Simply click the Stop button once, and you will then be able to print the web page.

### Refresh Button

When you click the Refresh button, the Internet Explorer browser revisits the web server the page was served from and a new, more current version of the page is brought to the window. While most pages currently on the Internet are static and don't change rapidly, the Refresh button can be useful to you in a couple of scenarios.



**Refresh Button**

1. Whenever a web page is generating dynamic information that changes often over time, clicking the Refresh button will open the page. An example of a good use of the Refresh button is when a sports page that gives a continuous update of scores needs to be revisited often for accurate scores. Students might use this function for gathering information for live news broadcasts.
2. Another scenario for using the Refresh button is when you or students are keeping track of stocks. A variety of web pages allow students to keep portfolios to track simulated stock purchases. The Refresh button allows students to receive up-to-the-minute reports on stock activity.
3. When you get a little more comfortable with the Internet and start building your own web pages, the Refresh button will become very useful. If you are designing your own web pages and posting them to a web server, you can click the Refresh button to view your newly posted pages.



Netscape Note: In Netscape, the Refresh button is called the Reload button.

## Home Button

Just as most web sites have a home page, your personal Internet Explorer also has a home page. The home page is the page that always opens up first when you launch Internet Explorer.



**Home Button**

No matter how far you have travelled on your Internet journeys, no matter how many pages you have visited, you can always return to your home page quickly by clicking once on the Home button.

## AutoFill Button

Internet Explorer has a number of functions to help you automate tasks for use on the Internet. After it has been configured, the AutoFill button allows you to fill out web forms automatically with information you have previously entered. The Help Menu discussed later will help you configure your AutoFill Profile in Preferences.



**AutoFill Button**

1. After you have configured your AutoFill Profile, you can click the AutoFill button to have your pre-entered information placed in the appropriate field on the forms.
2. After your information has been entered in the appropriate fields, each field will be highlighted so you can make changes if necessary.

### **Print Button**

The Print Button allows you one-click access to your Print window, rather than having to choose the Print command from the File menu.



**Print Button**

1. Click the Print button to display the Print window.
2. Select the appropriate number of copies and other desired information.
3. Click the Print button on the Print window and your web page will be printed.

### **Mail Button**

The Mail button allows you to send the web page you are viewing to anyone else who also has email capabilities.




**Mail Button**

1. Locate the web page you would like to send to a colleague or friend.
2. Click the Mail button and the default mail client is launched which allows you to enter the appropriate email information to send the web page.
3. If you click and hold the Mail button the following menu opens, which offers you the option to read your mail, send a new message, or send a link.



**Mail Menu**

 Netscape Note: In Netscape, a partial equivalent for the Mail button is the Send Page function under the File menu.

## Address Bar

The Address Bar, covered briefly in the First Steps section, is one method to browse the Internet by inputting the URL or web address of your choice.



Address Bar

The Address Bar can be used for additional purposes to help you in your use of the Internet as a classroom tool.

1. If you are using linked text or linked images to navigate around the Internet and you want to know the address of the pages you visit, simply look at the Address Bar. The URL of the page is always displayed there.
2. Another useful function of the Address Bar is the Favorites icon in front of the address. Once you have visited a page you would like to save, you can drag the Temporary Favorites icon from the Address Bar and drop it on your Favorites tab, and the address will be saved for future reference.



Temporary Favorites Icon

## Status Bar

The Status Bar is at the very bottom of the Internet Explorer window. As the name implies, the Status Bar lets you know the current status of Internet Explorer.

When Internet Explorer is displaying a page that is finished loading, the Status Bar reads "Internet Zone." However, when you run your cursor across linked text or linked images, the Status Bar displays the web address of the page you would visit if you clicked that linked text.



Status Bar Link

When you click the linked text or image to visit another page, the Status Bar will tell indicate that Internet Explorer is connecting to a server.

## Explorer Bar

The Explorer Bar is the only vertical Toolbar in the Internet Explorer window. To save space here, the following image shows the Explorer Bar as a horizontal strip.



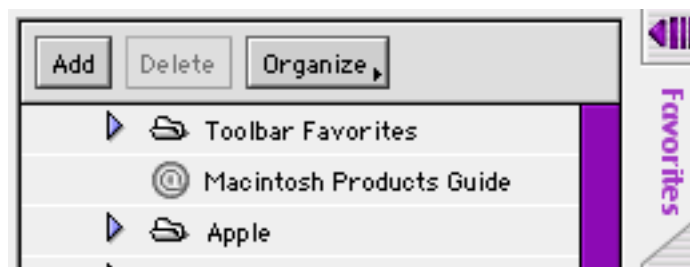
Explorer Bar

The Explorer Bar consists of five distinct functions tabs. When you click any of the tabs, it acts like a toggle switch. When you click once, the function opens, and when you click the tab again, it closes.

## Favorites

Favorites are an ever present function of Internet Explorer. The Favorites Menu and Favorites Toolbar will be discussed later, and there is the Favorites function as it exists on the Explorer Bar. All three are somewhat related and have overlaps.

1. Click the Favorites tab on the vertical Explorer Bar running up the left side of your window.
2. The Favorites pane slides open from the left with a list of favorite links to web sites.



**Favorites Pane**

3. The list contains both folders and direct links to web pages. Click a folder and it expands to show you the list of favorite links within that folder.
4. At the top of the pane, three buttons allow you to Add, Delete, or Organize your Favorites. When you click the Add button, the link of the page you are currently visiting is added to your list of Favorites.
5. To delete one or more Favorites from your list, simply drag through the icons of the links you would like to delete, then click the Delete button.
6. If you want to organize your Favorites, click the Organize button at the top of the pane, and a menu with four options appears.



**Favorites Menu**

7. When you select New Folder, a new Untitled Folder appears in your Favorites pane. Click the folder to highlight the text and rename it as you choose.

8. You can now drag Favorites into the folder based on the category you selected.
9. If you select New Favorite from the menu, a window opens where you can provide information about the Favorite you have added.



**Info for Untitled Favorite**

10. You can also select New Divider from the menu which places a dark-lined divider underneath the favorite you have highlighted.
11. The option on the menu is Open Favorites Window, which shows you another list of your Favorite links, this time with the URL or web address listed to the right of each title.



**Favorites Window**

12. Click the Favorites tab to close the Favorites pane.

## History

The second tab on the vertical Explorer Bar is the History tab which provides a chronological list

of all sites you have visited either within a session, within the day, or within past days you used the browser.

1. Click the History tab on the vertical Explorer Bar running up the left side of your window.
2. The History pane slides open from the left with a list of links in ascending order from when you visited them.
3. If this is your first time using Internet Explorer you will not have any history to track yet. After you have spent some time using the browser, you will notice a list of links at the top of the pane that show you where you have been that day.



**History Pane**

4. Click any link to revisit a page you have visited earlier in the day.
5. At the bottom of the pane is a list of folders with month and date labels. Inside these folders are the web sites you visited on those days.
6. Click the History tab once to close the History pane.

## **Search**

The Search tab on the vertical Explorer Bar provides a variety of search options to help you locate web pages, people, phone numbers, and more.

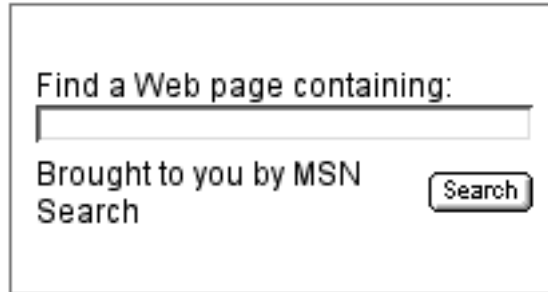
1. Click the Search tab on the Explorer Bar. The Search pane slides open from the left side of the window. The top section of the window contains choices to indicate your search topic.

Choose a category for your search:

- Find a **W**eb page
- Find a person's address
- Find a **b**usiness
- Previous **s**earches
- Find a **m**ap

**Top of Search Pane**

2. After you have clicked to choose a category for your search, move to the bottom of the pane and type in any keywords that will help narrow your search.



Find a Web page containing:

Brought to you by MSN Search

Bottom of Search Pane

3. Click the Search button to start the search.



msn Search go to msn.com

Search the Web for:

**found: 'stock market'**

show result summaries

Featured Sites

1. [Hourly Market Report](#)
2. [Breaking News](#)
3. [Business Interest](#)
4. [Take Stock of MoneyCentral Investor](#)

Search Results

4. If you would like to view summaries of the results, click the check box in front of "show result summaries."

1. [Hourly Market Report](#)  
Current market report notes trends and events.
2. [Breaking News](#)  
Check the latest financial headlines at MoneyCentral.

Search Results with Summaries

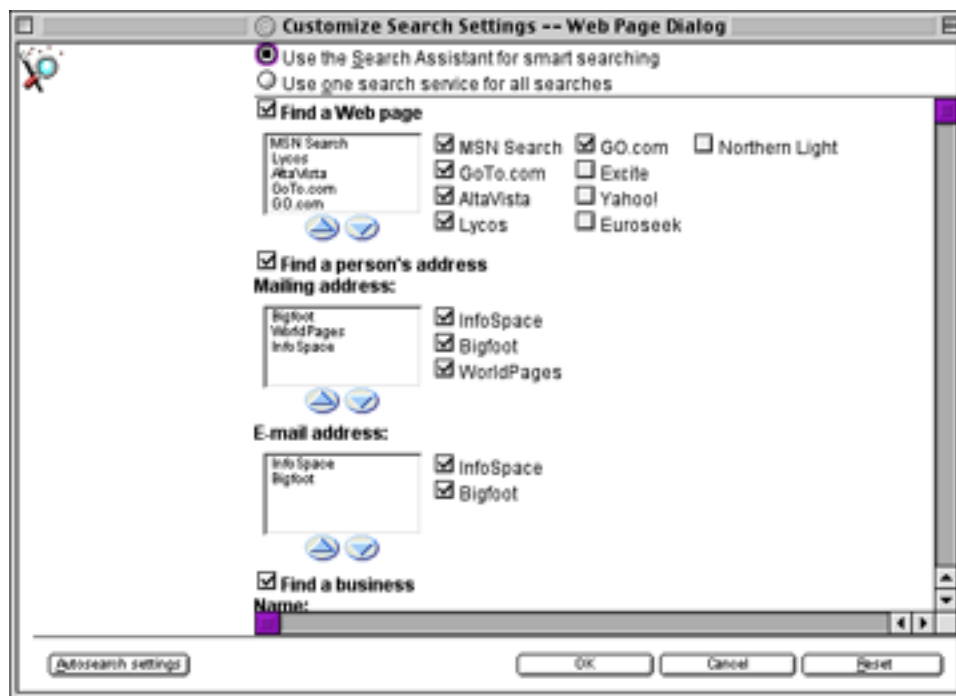
5. The search you just performed was done by one search engine. If you would like to look at the results of other search engines, click the Next button at the top of the Search pane.



**Buttons at Top of Search Pane**

6. To conduct another search, click the New Search button at the top of the Search pane and enter a new category and new keywords.

7. You can customize your searches by clicking the Customize button at the top of the Search pane.



**Customize Search Settings**

8. The Customize Search Setting window opens with a series of categories and options. You can check and uncheck any of the options available.

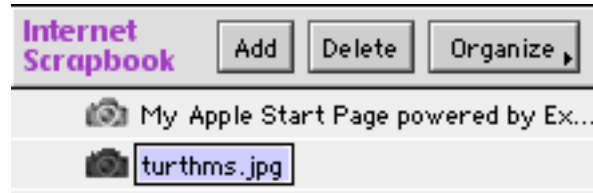
9. After you have made your selections, click the OK button to return to your Search pane.

10. Click the Search tab to close the Search pane.

## Scrapbook

The Scrapbook tab on your vertical Explorer Bar provides a different function than your Favorites pane. Whereas the Favorites pane offers you a list of links that will connect you to web pages you have saved, the Scrapbook pane actually takes a snapshot of web pages or graphics and stores them in your own computer. This saved snapshot allows you to come back and view these pages or images without being connected to the Internet if you so choose.

1. Click the Scrapbook tab and the Scrapbook pane slides open from the left side of the window.



Top of Scrapbook Pane

2. Now that your Scrapbook pane is open, you can add web pages or graphics to view later. Find a web page you like, then click the Add button at the top of the Scrapbook pane.
3. A copy of the web page is stored in your Scrapbook pane.
4. Locate an image you like somewhere on the Internet. Click and hold the image then drag it to the Scrapbook pane. A copy of the image is stored in your Scrapbook pane.
5. Similar to other Explorer Bar functions, you can delete items from your Scrapbook pane or organize your Scrapbook items using the appropriate buttons at the top of the pane.
6. Click the Scrapbook tab to close the Scrapbook pane.

## Page Holder

The Page Holder tab is the last function on the Explorer Bar. You can select any web page you visit and have it open in the Page Holder pane. The main value of this function is when you have a web page with a list of links you would like to visit all in a row. By placing the page of links in the Place Holder, the page you want to visit will appear in the main window when you click the link in the Place Holder pane.

1. Click the Page Holder tab on the Explorer Bar. The Page Holder pane slides open from the left side of the window.



Buttons at Top of Page Holder

- The Page Holder pane opens with four buttons at the top of the pane. Select a web page in your main browser window that you would like to put in the Place Holder, then click the Add button.
- The web page you selected now appears in the Page Holder pane and when you click links on that page, the new page opens in the Main menu window.



**Page Holder Pane with Web Page**

- If you would like to view only the links on the page in your Page Holder pane, click the Links button at the top of the pane.



**Page Holder Pane with Web Page Links Only**

- When you are ready to place a new page in the Page Holder, click the Clear button at the top of the pane, find a new web page, then click the Add button.
- Click the Page Holder tab to close the Page Holder pane.

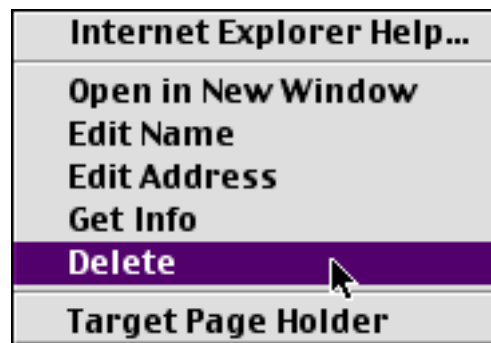
## Favorites Bar

The Favorites Bar is located near the top of the Internet Explorer window, just under the Address Bar. The Favorites Bar contains a list of links preconfigured with Internet Explorer. You can remove or add any links you wish to your Favorites Bar. This is a good place to put links you use all the time.



**Favorites Bar**

1. One way to add favorites to your Favorite Bar is to click and hold the icon in front of the web address in the Address Bar, then drag it to the Favorites Bar. The icon will now appear on your Favorites Bar.
2. Another method for adding favorites to your Favorites Bar is to grab a link from a web page and drag it to the Favorites Bar.
3. To remove a link from the Favorites Bar, begin by holding down the Control Key on the keyboard.
4. Put the cursor on the link you want to delete.
5. A pop-up menu appears.



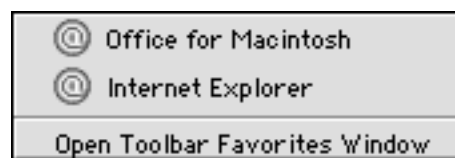
**Pop-up Menu**

6. Select the Delete option, let go of the mouse, and the link is deleted.
7. If your Favorites Bar fills up with more links than can be displayed on your screen, an arrow or More button will appear on the right end of the bar.



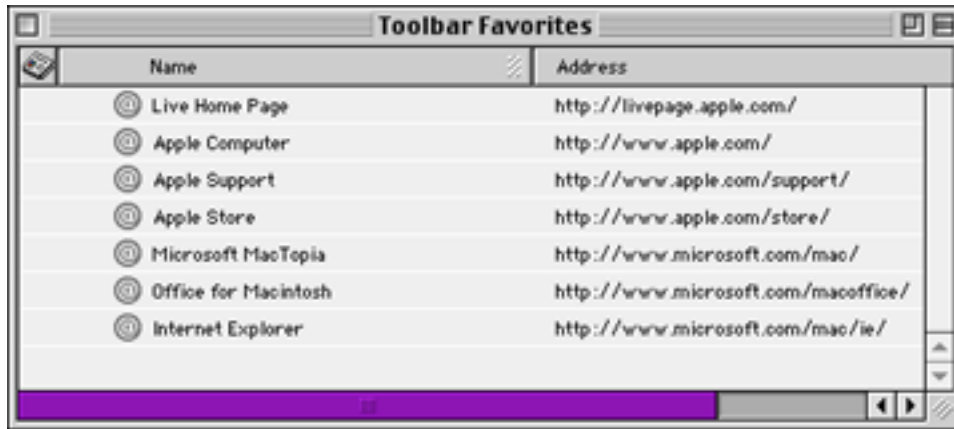
**Favorites Bar More Arrow**

8. Click the arrow or More button to see a menu that lists the other links you can choose.



**Favorites More Arrow Menu**

9. You can also select the Open Toolbar Favorites Window from the menu. This window will allow you to Add or Delete favorites as well.



**Toolbar Favorites Window**

10. To add links to the Toolbar Favorites window, simply drag an icon or link to the window.
11. To delete a link, hold down the Control Key, then click the link. A pop-up menu appears and the link disappears when you select the Delete option.

### Collapse Toolbar Icon

There is one other link on the Internet Explorer window related to Toolbars. At the top of the vertical Explorer Bar is a left arrow button. When you click the button, all Toolbars collapse except the Explorer Bar itself.



**Collapse Toolbar Icon**

1. Click the arrow at the top of the Explorer Bar. The Buttons Bar, the Address Bar, the Favorites Bar, and the Status Bar collapse.
2. Click the arrow again to redisplay the Toolbars.

## Menus

Every application comes with a set of menus with commands and functions that help you use the application more effectively. Internet Explorer has eight menus that accompany the many other functions available directly from the Toolbars within the window.

Many of the functions and commands within the menus are redundant to other functions we have already discussed. Some of the functions are more advanced than you need to know at this point. It is necessary to briefly explore another group of menu commands to help you become a successful Internet user. While we will show you screen shots of the complete menus, we will only address a few of the functions and commands on each, mostly in narrative format rather than a series of steps.

### File Menu

The File Menu for Internet Explorer looks similar to File Menus for other applications.



File Menu

#### New Window

The New Window command opens a new Internet Explorer window, whether there is already one open or whether the original window was closed without quitting the application.

#### Open File

The Open File command allows you to open HTML documents or images within the browser window.

## Import and Export Favorites

As you build lists of favorites, you can export those links as a file that you can share with others on disk or through email. Likewise, you can also import favorite files sent to you by others.

## Edit Menu

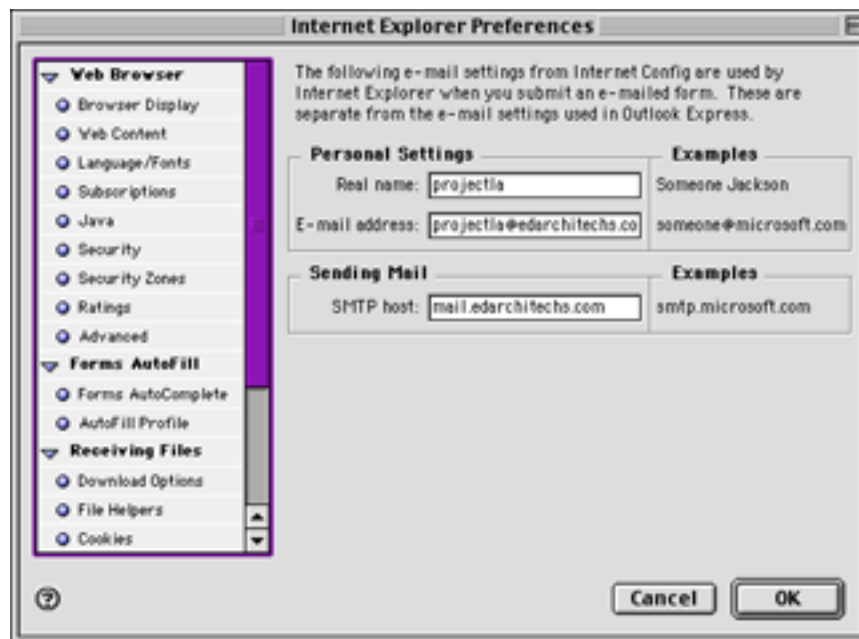
The Edit Menu is similar to most other applications.



Edit Menu

## Preferences

Other than the basic cut, copy, and paste commands, the Preference command is the most valuable. The Preference window gives you the opportunity to adjust the configuration of many of the aspects of your Internet Explorer application.



Preference Window

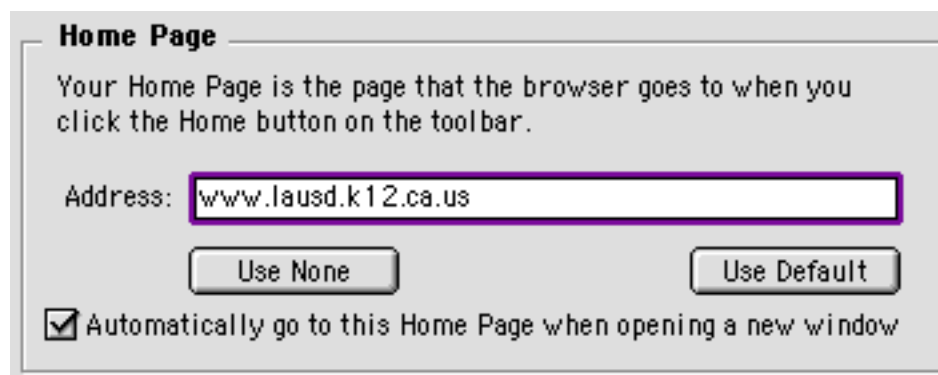
## Setting Your Browser Home Page

While most of the configurations in the Internet Explorer Preferences take you a little beyond the familiarity purposes of these materials, we will jump into them briefly to show you how to configure your browser home page.

1. Your Internet Explorer was installed with a preset browser home page. By using the Internet Explorer Preferences, you have the option to choose any home page you like.
2. Open your Internet Explorer Preferences and choose Web Browser from the left pane.
3. You will see a section in the center of the right pane labeled Home Page. The preset address is: [livepage.apple.com](http://livepage.apple.com).



4. If you click the default button, your new browser home page will switch to: <http://www.msn.com/>, the Microsoft Network home page.
5. If you click the Use None button, the Home button on your buttons bar is not available to click.
6. If you want to set your own home page, click the address field and the cursor blinks.
7. Enter the URL address you want to use for your browser home page. For example, enter [www.lausd.k12.ca.us](http://www.lausd.k12.ca.us).



Now when you click the Home button you will be taken to your self-selected home page.

## View

The View Menu provides access to a number of commands that let you alter the look and feel of the Internet Explorer window and its Toolbars.

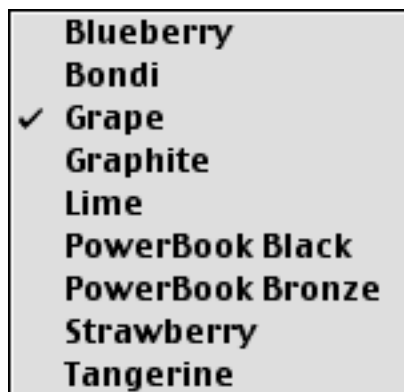


View Menu

Many of the functions on the View menu have been covered earlier when discussing specific Toolbars, so we will move into a few View commands you have not seen yet.

### Browser Color

You can alter the basic color of your browser by choosing one of the nine available options.



Colors Menu

## Go

The Go Menu is comprised of a Back and Forward button and a list of recently visited sites, similar to the History tab on the Explorer Bar.



Go Menu

## Favorites

The Favorites Menu contains the same basic information as the Favorites tab in the Explorer Bar. That information includes a list of favorites and the ability to Add and Organize favorites.



Favorites Menu

## Tools

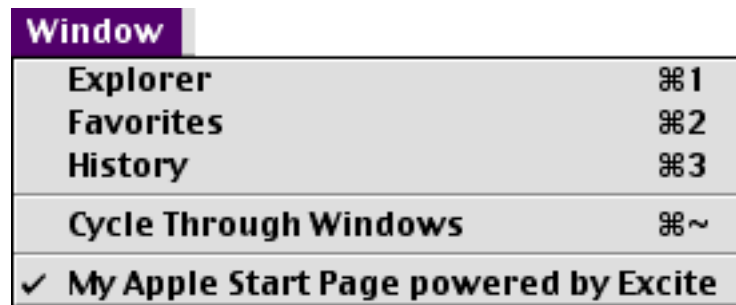
The Tools Menu contains tools for specialized functions that you can learn about through the Help menu.



Tools Menu

## Window

The Window Menu offers you some basic navigational tools for moving through or opening windows.



Window Menu

### Explorer

The Explorer command opens the Internet Explorer window if it is not already open.

### Favorites

The Favorites command opens the Favorites window with a list of your favorite links.

### History

The History command opens the History window with a listing of your recently visited sites.

### Cycle Through Windows

If you have more than one Internet Explorer window open, the Cycle Through Windows command moves through one window at a time, bringing each to the foreground as it goes.

## Help

The Help Menu is one of the most important functions available to you as a regular user of Internet Explorer. Whenever you have questions or difficulties with Internet Explorer, use the Help menu to assist you with your needs.



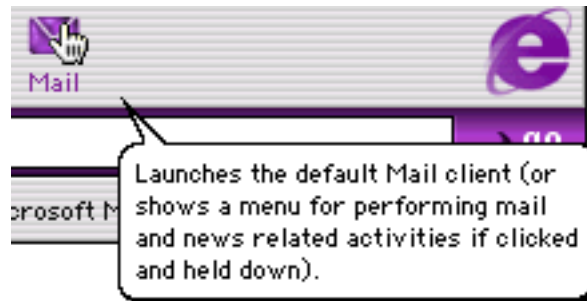
Help Menu

### Show Balloons

The Show Balloons option is a toggle switch that moves back and forth between Show Balloons and Hide Balloons.

1. From the Help Menu, choose Show Balloons to turn balloons on.

- Slide the cursor across the Internet Explorer window until you see balloons with messages appear.



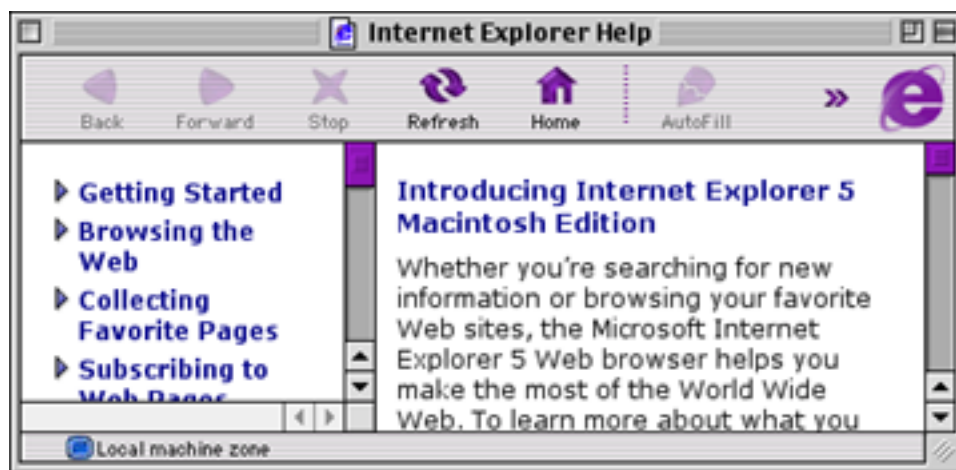
**Balloon Message on Mail Button**

- Slide the cursor to other sections of the Internet Explorer window to view other balloon messages.
- To turn balloons off, choose Hide Balloons from the Help Menu.

### **Internet Explorer Help**

The Internet Explorer Help provides you with a wealth of information regarding the use of Internet Explorer as a web browser.

- From the Help Menu, choose Internet Explorer Help option from the Help menu.



**Internet Explorer Help Window**

- Use the left pane, similar to the Page Holder. Use the scroll bar and display all categories in the pane, then click a category link of your choice.
- The information for that category appears in the right pane. Use the scroll bar to read the information in the pane.

4. You can also use the Button Bar at the top of the Help window.
5. Use the scroll bar on the left pane and locate the Index link near the bottom of the pane. Click the triangle in front of the word Index, and another level opens.

▼ **Index**  
Index  
**Help Index Link**

6. Now click the Index link from the new level. An linked alphabet appears.

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| [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) |  
[L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) |  
[W](#) | [X](#) | [Y](#) | [Z](#) |

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**Linked Alphabet in Index**

7. Now you can either click a letter to take you to that section within the index, or you can scroll down the alphabetical list until you find the category you need.

As you continue your quest to become a seasoned Internet Explorer user, you will find the Internet Explorer Help menu one of your most valuable tools.

## Closing Thoughts

Web browsers are your window to the vast content of the Internet. Developing your proficiency using Internet Explorer will improve your ability to access, manage and utilize Internet resources to enhance teaching and learning in your classroom and increase your professional productivity.

## Resources

A list of linked web resources can be found on the [Internet Explorer Resource](#) page.