

PHIA
Public Health Information Alliance
<http://www.hsls.pitt.edu/phia>
Barbara Folb, Project Manager
412-246-5501
folb@pitt.edu

Introduction to Using the Internet Module 1: Using Internet Explorer

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Document Standards

- Menus to click on are in bold type. If you must click a series of submenus, there will be a – between them. Ex: **File-Print**
- Names of Internet Explorer icons or buttons will be in italics. Ex: *Print*.

Browser Basics

This section will familiarize you with the components of the Internet Explorer 6 web browser and cover the basics of moving around the Internet.

The Internet Explorer Screen

The screen has three main areas, the Menus, Toolbars, and the Browser Window where the web pages are displayed. A fourth area, the Explorer Bar, appears on the left side of the browser window when certain functions, such as the History function, are used.

Menus

Internet Explorer Menus are organized along the lines of any standard Windows application such as Word or Excel, with titles such as File, Edit, and so on. The most useful functions in each menu will be discussed as needed to explain how to do a task.

Toolbars

There are standard toolbars following the Windows conventions with icons for navigating the Internet and working with web pages. The functions of most toolbar icons can also be invoked through the Menus or by right clicking with the mouse. The appearance and number of toolbars displayed can be customized.

Browser Window

The browser window displays web pages. Much of the way a web page is displayed is dictated by the coding of the web page, but you can override that display and choose your own default fonts and colors. The browser window may be subdivided into frames or all one window, depending on how a web page is coded.

The Explorer Bar

The Explorer Bar can display several different Internet navigational aids, including your search History, a search box, and the list of Favorite sites you build yourself.

Moving Around the Internet

Following Links

Hypertext links, or urls, are the shortcuts from one web page to another, or from one place within a web page to another place on the same page. They are what make using information on the Internet so different from using information in print. To follow a link, left click on it.

1. Links can be displayed as text or images. Most text links display as underlined text, but not always.
2. When you move the cursor over a link, the cursor icon turns into a pointing hand.

3. Click once on the link to move to follow it.

Back and Forward Buttons

Use the *Back* and *Forward* buttons to move one click away, or to jump up to nine clicks away.

1. To return to the last page you visited, click the *Back* button
2. Click the *Forward* Button to return to the last page visited before you clicked on the *Back* button.
3. To move to one of the last nine pages you visited, click on the small black drop down arrow next to the *Back* or *Forward* button, and click on the link you want in the list that appears.

Return to Home

Click on the *Home* button to return to your designated home page.

Using History to View Pages Visited in the Recent Past

The History feature saves links to all the pages you have visited for a period of time that you can specify. The default setting is 20 days.

Opening History

There are two ways to open the History.

1. Click on the *History* button on the toolbar.
2. Click through the menus: View – Explorer Bar – History.

Navigating History

Use the View or Search options to find links in the History list.

View

1. Click on the drop down arrow next to the word **View**, then click on the appropriate word to reorganize the list by **Date**, **Site**, **Most Visited**, or **Order Visited Today**.
2. A list of folders will appear. Click on the folder to see a list of individual pages within that website.
3. Once you find the link you want, click on it to revisit the page.

Search

1. Click on the word **Search**. Enter a word or phrase to find.
2. Once you find the link you want, click on it to revisit the page.
- 3.

Refreshing a Page

Internet Explorer stores copies of the pages you visit as temporary files. To be sure you are using the most recent version of a web page, and not the cached copy, use Refresh.

1. Click on the *Refresh* icon in the toolbar.
2. If you want to be sure it gets the latest version, hold down the control key while clicking on the *Refresh* icon.

Stop a Page From Loading

Sometimes a page will take a very long time to load, or you will see before it completely loads that the page is not what you want. To interrupt the download, click on the *Stop* button in the toolbar.

Opening Multiple Windows

You may want to force a link to open in a new browser window. Other times, a web page will be programmed to automatically open a page in a new window. This can be very useful when you need to move back and forth between several web pages.

When you have multiple windows open, a button for each open window appears on the bar at the bottom of the Windows desktop. You can use the buttons to move easily from one window to another.

Opening a Second Copy of the Current Window

1. Click on **File-New-Window**. A duplicate of the current window opens.

Opening a Link in a Second Window

1. Right click on the link you want to open.
2. Click on Open in New Window in the menu.
3. The link opens in a new window, and the page you were on is still open behind it.

Recognizing and Using Different Types of Files on the Internet

There are many types of files on the Internet. Internet Explorer uses plug ins, software programs, to display these different types of text and multimedia documents found on the Many of these plug ins come bundled with Internet Explorer, but on occasion you will encounter a page the requires you do download a new plug in to use the file. If you must download a plug in to use the files, a link to the download site will usually be on the page.

Common File Types and their Plug Ins

Portable Document Format (PDF)

A pdf file is a scanned document. Scanning a long text document is a fairly quick way to convert it into a web accessible form, so they are very common. Adobe Acrobat Reader is the software used to display it.

1. When using a pdf document, always use the Acrobat toolbar that is loaded along with the document for printing, saving, or searching within the document. If you print it with the browser print function, it will print garbage.
2. Pdf documents can be very large. This can make printing slow. Consider sending a long document a few pages at a time to the printer, or just printing selected pages if you don't need the whole document.
3. When articles are offered in both pdf and html format, it is generally preferable easier to read the html on a computer screen, and easier to read the pdf version as a printed document.

Multimedia Types

Multimedia presentations can include any combination of audio, video, and slides. The quality of the playback of these files will vary depending on the speed of your Internet connection. Sometimes the web page will embed the playback software in their page, and sometimes player will automatically open to play the files.

Common types of multimedia files include:

- RealMedia
 - Quicktime
 - Flash
1. Click on the link to a media file to open it.
 2. There will be a delay while the player connects to the website and downloads the first portion of the media file.
 3. The media file will continue to download new portions of the file to your computer until the end of the file is reached.
 4. No files are left on your computer when it is done playing.

Microsoft Files

Internet Explorer can recognize and open Microsoft Office files such as Word or PowerPoint without any other software needed.

Customizing the Browser

The Internet Options Menu

Access the Internet Options from **Tools-Internet Options**

Change Home Page

You can set any page to be the page that initially opens when you start Internet Explorer

1. With the General Tab selected, find the Home page section. Type in the url of the page you want, or click on one of the buttons below the entry box (*Use Current, Use Default, Use Blank*).
2. Click OK to close Internet Options.

Change History Setting

You can specify the number of days the history of pages you visit is stored.

1. With the General Tab selected, find the History section.
2. Click the up or down arrows to change the number of days the history is stored.

Change Display Font

Web pages often, but not always specify the font to display text. You can specify what font will be displayed when the web page doesn't specify a font.

1. With the General Tab selected, click on the *Fonts...* button.
2. Choose a Web Page font and a Plain text font from the available list.

If you need to override the specified fonts on web pages, you can do that.

1. With the General Tab selected, click on the *Accessibility...* button.
2. Check the desired boxes. You can choose to override font styles and font sizes.
3. Hint: there is a quick way to increase or decrease font size. Click on **View-Font Size** and choose the option you want.

Change Display Colors

Web pages often, but not always, specify the color of text, page backgrounds, urls and urls visited. You can set defaults to use when none is specified. You may also choose whether a link changes color when the mouse point is over it.

1. With the General Tab selected, click on the *Colors...* button.
2. In the Colors section, either check the box to use the default Windows color scheme, or choose your own colors. To choose a color:
 - a. Click on the color block.
 - b. Choose a color from the basic colors or
 - c. Click on Define custom colors and
 - i. Click on the box at the lower left where you want to store your custom color.
 - ii. Drag the cross hairs around the rainbow colors until you are in a color range you want.
 - iii. Click on the color you want in the gradient bar to the right of the rainbow colors.
 - iv. Click on the *Add to Custom Colors* button.
 - v. Click on several *OK* buttons to close the dialog boxes.

If you need to override the specified colors on web pages, you can do that.

1. With the General Tab selected, click on the *Accessibility...* button.
2. Click in front of Ignore colors specified on web pages.
3. Click on *OK*.

Customizing the Toolbars

You can select which toolbars are visible in the browser window, and which icons are included in each bar, and where the toolbars are located.

View or Hide Toolbars

1. Click on **View-Toolbars**.
2. Toolbars with a check in front of them are currently displayed.
3. Click on the Toolbar name to toggle display on or off.

Add or Remove Icons from a Toolbar

1. Right click on the Toolbar.
2. Left click on *Customize...*
3. To add an Icon
 - a. Click on the icon to add in the left box.
 - b. Click on the *Add* button.

4. To remove an Icon
 - a. Click on the icon to remove in the right box.
 - b. Click on the *Remove* button.
5. When done, click on the *Close* button.

Change Icon Display

Icons can be large or small, with or without text labels. While you are learning what the icons do, display the text to reinforce their functions.

1. Right click on the Toolbar.
2. Left click on *Customize...*
3. Choose the Text options and Icon options you want from the drop down lists.
4. Click on *Close* to apply the changes.

Moving Toolbars Around

You may have had the surprise of accidentally hiding a toolbar, and wonder how to get it back in the display. Learn how to move them on purpose, and how to make sure they stay where you want them.

Locking and Unlocking the Toolbars

Locked toolbars cannot be moved. Unlocked toolbars can be adjusted within the area just below the menus at the top of the browser window.

1. Right click on the toolbar.
2. Click on *Lock the Toolbars* to toggle the locking on or off.

Drag and Drop Toolbars

Toolbars have a handle you can grab to move them around. The handle looks like a vertical bar at the far left of the toolbar. Toolbars can be one on a line, or multiple toolbars per line.

1. To move a toolbar, move the cursor over the handle. The cursor icon will be a horizontal double-headed arrow.
2. Click on the handle. The arrow will now have two vertical bars in the middle of it.
 - a. To display all your toolbars one per line, drag and drop all bars down until there are no lines with a handle appearing in the middle of the line.
 - b. To put more than one toolbar on a line, click on the handle of the toolbar you want to the right hand side of the line, then drag and drop it into the proper line.
 - i. Now adjust the amount of the line each toolbar takes up by dragging the right hand bar left or right.

Shrinking and Expanding the Toolbar Area

The bottom edge of the toolbar area can be dragged up and down when the toolbars are unlocked. As the space gets smaller, the toolbars don't disappear, they just crowd into a smaller space.

1. Unlock the toolbars as shown above.
2. Place cursor on the dividing line between the toolbars and the browser window. The cursor displays a double-headed vertical arrow.

3. Left click then drag the divider up or down. As you drag up the lowest toolbar will jump to the one above. You can keep dragging up and make them all appear on one line.
4. As the toolbars get more compact, they display less of their features. All the hidden features are still available. Click on the small double arrow head pointing to the right at the far right of any toolbar to see the hidden features.
5. Dragging the divider down reverses the process until all available toolbars are displayed.

Printing, Saving, and Emailing Pages

Printing Pages

You can either quickly print pages by using the print button in the browser, or take more control of the appearance and number of pages that print using **File-Print** or **File-Print Preview**.

Using the Print Button

1. Click on the Print button in the Toolbar.
2. The entire page prints immediately.

Using File-Print

1. Click on File-Print.
2. Choices you can make
 - a. Choose the number of pages or range of pages to print
 - b. Change the number of copies to print
 - c. Set layout to portrait or landscape
 - d. Print a table of all the links from a page as well as the page. Since most web pages hide the exact url behind a link title, this allows you to know the actual url for all links on the page.
 - e. Print all the documents linked from the page. Not recommended if there are more than a few links from the page, you will waste a lot of paper.
2. After making your changes, click on Print.

Using Print Preview

1. Preview the page(s) before printing see what the printed page will look like.
 - a. With the page you want to print open, click on **File-Print Preview**
 - b. Note the number of pages that will print, whether the whole page appears or needs to be printed in landscape, and whether the printed page will be legible.
2. Make any needed changes to the page layout by clicking on the Page Setup button.
 - a. You can change portrait to landscape, choose which printer to use, or change the default header and footer that will print.
3. Click on the word **Print** in the Print Preview menu bar.
 - a. Some changes you can make from the Print dialog box:
 - i. Choose the number of pages or range of pages to print
 - ii. Change the number of copies to print
 - iii. Set layout to portrait or landscape
 - iv. Print a table of all the links from a page as well as the page. Since most web pages hide the exact url behind a link title, this allows you to know the actual url for all links on the page.

- v. Print all the documents linked from the page. Not recommended if there are more than a few links from the page, you will waste a lot of paper.

Saving Pages

You can save a copy of a web page to your computer.

1. Click on **File-Save as**.
2. Choose where you want to save the file in the Save in box.
3. Use the given file name or create your own in the File Name box.
4. Choose the type of file to save as. The default is html. Text is also an option.
5. Click on the *Save* button.

Viewing a Saved Page

1. Click on **File-Open**.
2. Click the *Browse* button to locate the file.
3. Once you find the file, double click on its name.
4. The path to that file is now in the dialog box.
5. Click on *OK*.
6. The file opens in the browser window.

Emailing Pages

Internet Explorer provides a quick way to email a web link or a whole web page.

1. Click on **File-Send**
2. Choose either *Page by Email* or *Link by Email*. When choosing, consider that the link will take up much less space in the recipient's mailbox. The advantage to sending the page is that the recipient can save a copy of the page to their computer, and open it even if when not connected to the Internet
3. Your default email program will open. Follow the usual steps for editing and sending an email.

Managing Favorites

The Favorites list allows you to save links to web pages and organize them into folders. Like any folder system, it requires some thought and maintenance to keep it useful and organized. There are some links in the Favorites even before you add your own.

Two Ways to View the Favorites List

1. Click on the **Favorites** menu. A list of all folders drops down, in the order you added them to the list. It will close as soon as you choose a favorite to open.
2. Click on **View-Explorer Bar-Favorites**. Favorites open in a frame to the left of the window. The folders are sorted alphabetically. The Explorer Bar will stay open for use until you close it.

Saving a Favorite

You can save favorites either through the Favorites menu or by opening it in the Explorer bar.

1. Open the web page you wish to save.

2. Click on **Favorites-Add to Favorites** or open the Favorites in the Explorer bar and click on *Add...*
3. A box pops up with a name for the site. If it is not a meaningful name, replace it with one you like.
4. Click on the *Create In* button. A list of existing folders appears.
 - a. If an existing folder suits your needs, click on it, then click on *OK*.
 - b. If you need a new folder, click on the *New Folder...* button.
 - i. Type a name for the folder
 - ii. Click the *Create In* button.
 - iii. Click on *OK*.

Organizing Favorites

As you create new folders, they are added to the end of your Favorites folders. You can nest folders, and move links between folders, as well as rename and delete items.

Move a Link or Folder Into to a Different Folder

1. Open the Favorites either through the menu or in the Explorer bar.
2. Click on *Organize..*
3. In the new dialog box, left click once on the link or folder you want to move to highlight it.
4. Click on *Move to Folder*.
5. Left click once on the folder you want to move to.
6. Click on *OK*.

Sharing Your Favorite's List

You can create an HTML file of your favorites and move it from one computer to another.

Saving Favorites to a File

1. Click on **File-Import and Export...**
2. The Import/Export Wizard opens. Click on *Next*.
3. Click on Export Favorites.
4. Highlight the folder you want to save. All subfolders will be included. Saving the main Favorites folder saves all folders. Click on *Next*.
5. In the next screen, a location and name for the exported file are given you can change it by clicking on *Browse* and choosing a new location and name in the standard Windows fashion. Click on *Next*.
6. Click on *Finish*. Your favorites file is now available to use.

Importing a Favorites List to Your Browser

1. Click on **File-Import and Export...**
2. The Import/Export Wizard opens. Click on *Next*.
3. Click on Import Favorites. Click on *Next*.
4. Browse for the file you want to import. Click on *Next*.
5. Click on the folder within your existing Favorites where you want the imported Favorites list to be.
6. Click on *Next*. Click on *Finish*.

7. The imported folders are now integrated in your existing Favorites folders.

For More Information

Don't forget the Help menu provided with Internet Explorer. For more information and technical support directly from Microsoft, use the following page:

Internet Explorer Overview

<http://www.microsoft.com/windows/ie/evaluation/overview/default.asp>