

Using Internet Explorer 8
INFORMATION TECHNOLOGY SERVICES
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About Internet Explorer 8

Internet Explorer 8 (IE8) is a Web browser developed by Microsoft. It includes many new features and makes browsing the World Wide Web faster, easier, and safer.

Internet Explorer Window

Internet Explorer has several toolbars, including the **Menu** bar, the **Favorites** bar, and the **Command** bar. It also include the **Address** bar, where users can type a Web address, and the **Status** bar, which displays messages such as a Web page's download progress (see Figure 1 and Table 1).

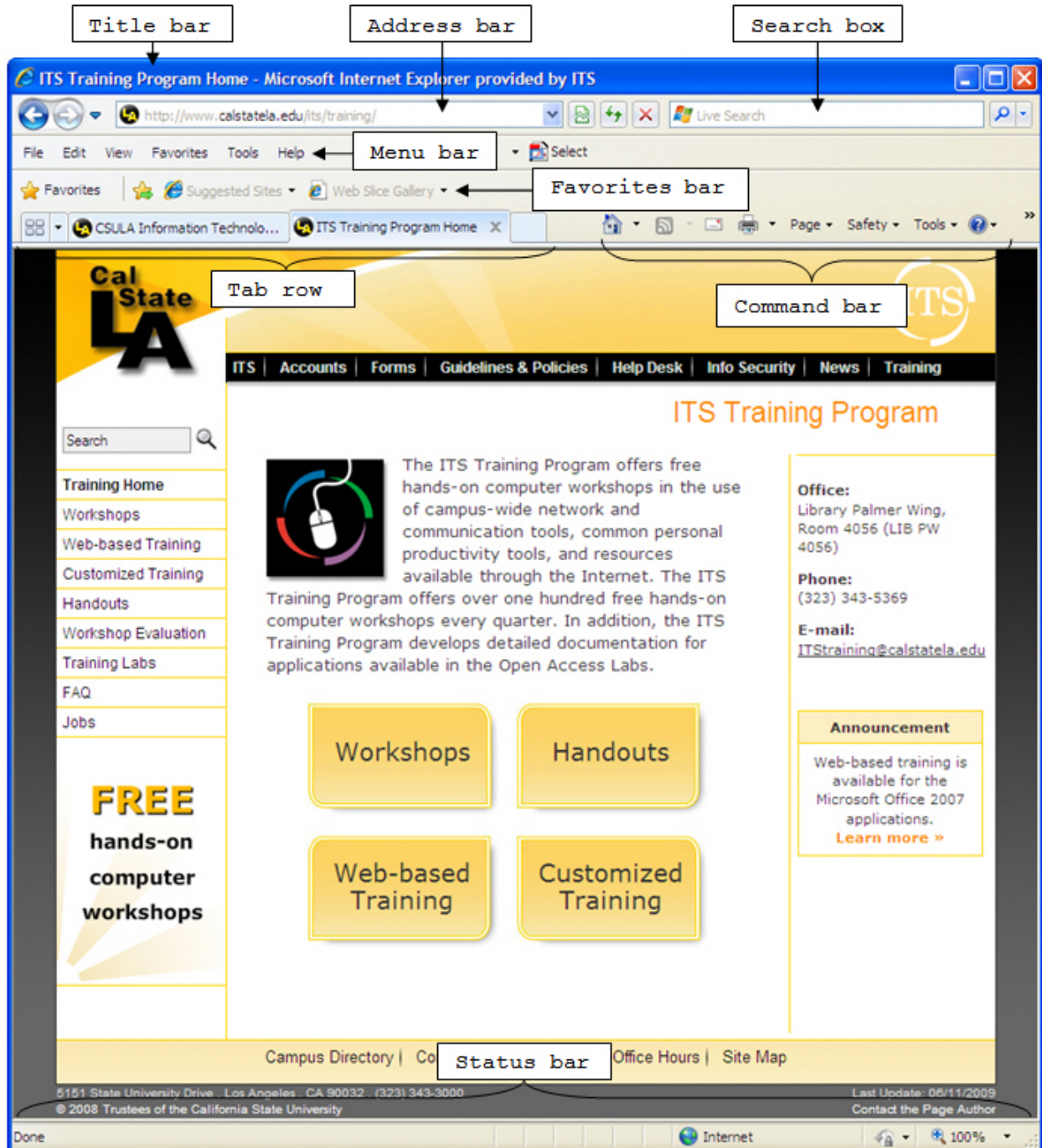


Figure 1 - Internet Explorer Window

Table 1 - Internet Explorer Interface

Item	Description
Title bar	Displays the title of the current Web page and the name of the Web browser.
Address bar	Displays the Web address, or URL, of the current Web page. The background color changes to visually indicate the trustworthiness of the displayed page - red background when a page has an invalid security certificate, green background when a page uses a high security certificate, and white background when a page has no encryption.
Search box	Allows users to search the Web without having to go to a search provider Web site such as Google or Yahoo.
Menu bar	Provides access to all IE8 commands and options.
Favorites bar	Allows users to store links to Web sites that are visited frequently.
Tab row	Allows users to open multiple Web sites, each in its own tab, in a single browser window.
Command bar	Provides easy access to commonly used commands and options.
Status bar	Displays the progress of a page as it downloads, displays the Web address of links, allows users to change the zoom level of the current Web page, etc.

TOOLBAR BUTTONS

The Internet Explorer toolbars contain many buttons that are shortcuts for widely used menu commands (see Figure 2 and Table 2).

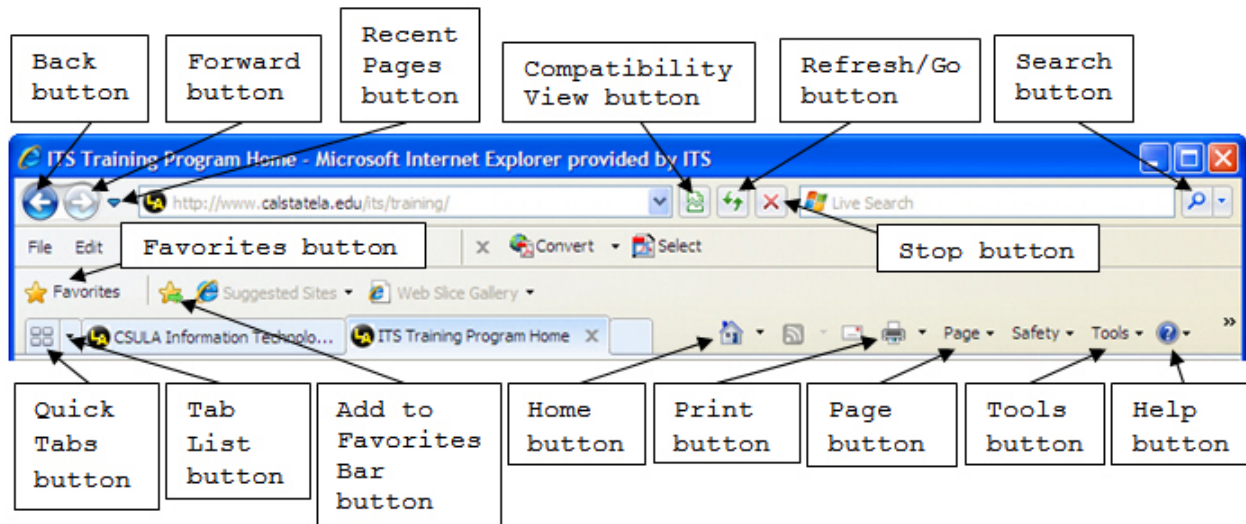








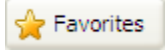





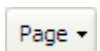
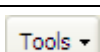



Figure 2 - Toolbar Buttons

Table 2 - Toolbar Buttons

Button	Name	Description
	Back button	Returns to the previous page.
	Forward button	Goes forward one page. The button is only available when the Back button has been used.
	Recent Pages button	Displays a list of recently viewed Web page titles.

Button	Name	Description
	Compatibility View button	Corrects display problems like misaligned text or images on Web pages designed for older browsers. The button is only displayed when a Web page does not display correctly in IE8.
	Refresh button	Reloads the current Web page to display the most up-to-date version.
	Go button	When typing a Web address in the Address bar, the Refresh button changes to the Go button which is used to go to the Web address that was typed in.
	Stop button	Stops the current Web page from loading.
	Search button	Displays search results.
	Favorites button	Displays the Favorites Center panel which allows users to open, add, and organize their favorite Web sites.
	Add to Favorites Bar button	Adds a link to the Favorites bar for the currently displayed Web page.
	Quick Tabs button	Displays all open Web pages as thumbnails. The button is only displayed when more than one tab is open in the window.
	Tab List button	Displays a list of all open Web page titles. The button is only displayed when more than one tab is open in the window.
	Home button	Displays the home page.
	Print button	Prints the current Web page.
	Page button	Displays a menu with commands for the current Web page such as sending the page via e-mail, zooming in and out, and changing the text size.
	Tools button	Displays a menu with tools and options such as Pop-up Blocker, Manage Add-ons, Toolbars, and Internet Options.
	Help button	Displays a menu with options for learning more about IE8.

Opening a Web Page

When Internet Explorer is started, the home page is displayed. Users can navigate to other Web pages in several ways.

To open a Web page by typing the Web address:


1. Click in the **Address** bar (see Figure 3).
2. Type the Web address of the page you want to visit. The typed text replaces any text already in the bar.
3. Click the **Go** button  on the **Address** bar or press the **[Enter]** key.




Figure 3 - Address Bar

To open a Web page by following a link:

1. Move the mouse pointer over a link on a Web page.
2. Click the link once.


To open a recently visited Web page:

1. Click the **Recent Pages** button  on the **Address** bar.
2. Select the page title from the list.

Changing the Home Page

The home page is the page that is displayed when Internet Explorer is first started or when the **Home** button is clicked.

To change the home page:

1. Navigate to the Web page you want to use as your home page.
2. Click the arrow to the right of the **Home** button , and then click **Add or Change Home Page....** The *Add or Change Home Page* dialog box opens (see Figure 4).

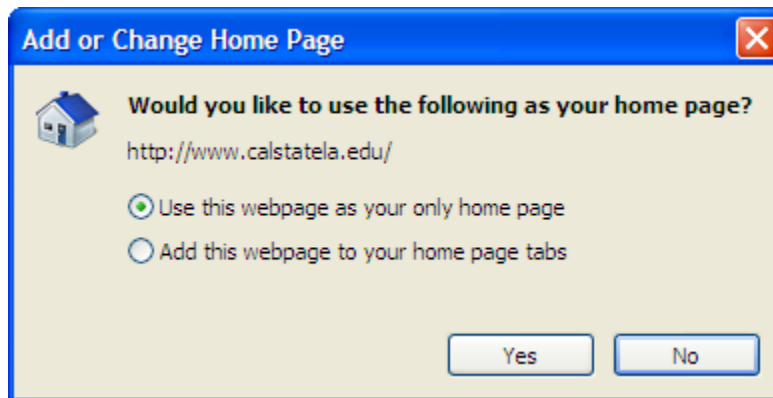


Figure 4 - Add or Change Home Page Dialog Box

3. Select the *Use this webpage as your only home page* option button.
4. Click the **Yes** button.

Tabbed Browsing

Tabbed browsing is a feature that enables users to open several Web pages within a single Internet Explorer window, each displayed in its own tab. Users can switch between open tabs by clicking the tab they want to view.

OPENING A NEW TAB

There are several ways to open a new tab.

To open a new blank tab:

1. Click the **New Tab** button  on the **Tab** row (see Figure 5).

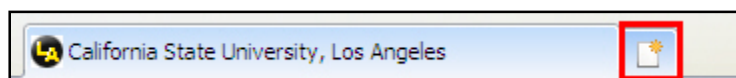


Figure 5 - Tab Row

To open a new tab from a link on a Web page:

1. Right-click the link and select **Open in New Tab**.

NOTE: Internet Explorer groups tabs by displaying new tabs in the same color as the Web page they linked from (see Figure 6).

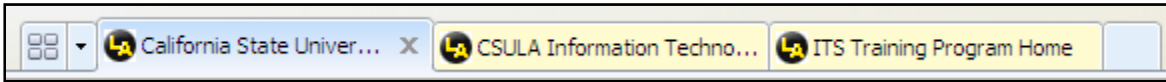


Figure 6 - Tabs Grouped by Color

CLOSING A TAB

If more than one tab is open, users can close the tab that is no longer needed. If only one tab is open, the browser window must be closed to close the tab.

To close a tab:

1. Click the **Close Tab** button  on the tab you want to close.

QUICK TABS

Quick Tabs provides a thumbnail view of all open tabs (see Figure 7). This makes it easier for users to switch to other tabs or to find the Web page that they want to view.

NOTE: The **Quick Tabs** button is only displayed when more than one tab is open in the window.

To open a Web page from Quick Tabs:

1. Click the **Quick Tabs** button  to the left of the row of tabs.
2. Click the thumbnail of the Web page that you want to open.

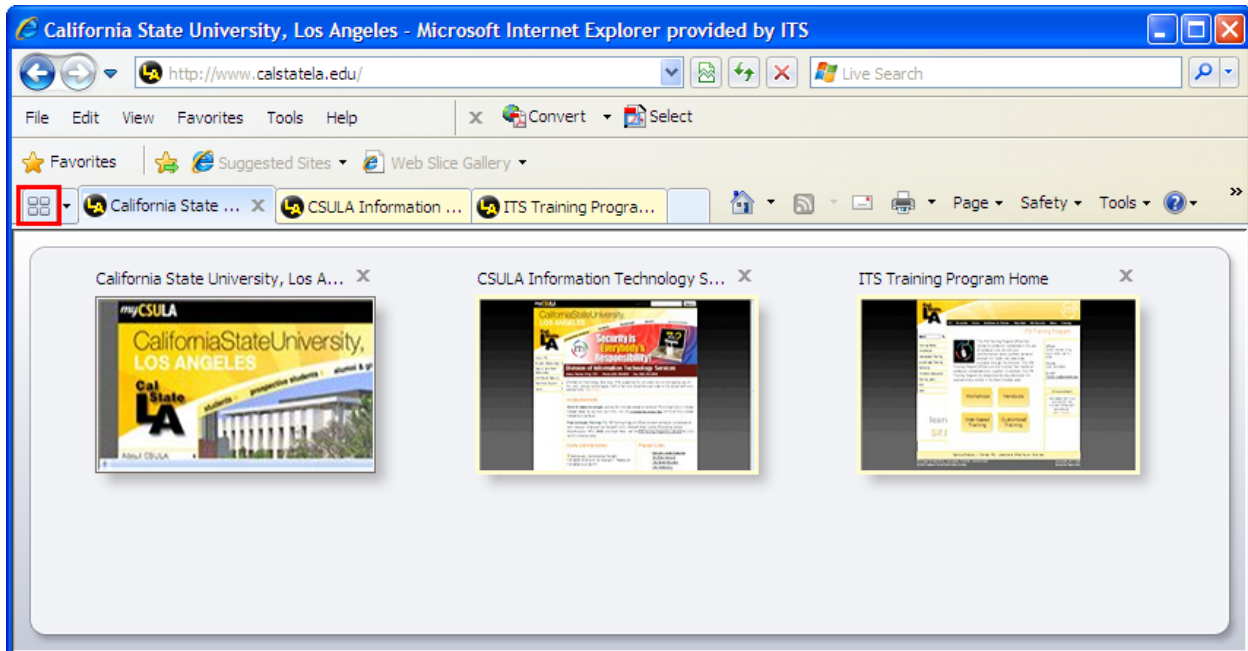


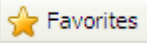
Figure 7 - Thumbnail View of All Open Tabs

Favorites

Favorites are links to Web pages that are saved in the Web browser. By adding a Web page to the Favorites list, users can go to that page by simply clicking its name, instead of having to remember and type its Web address.

ADDING A WEB PAGE TO FAVORITES

To add a Web page to the Favorites list:

1. Navigate to the Web page that you want to add to your Favorites list.
2. Click the **Favorites** button  and select **Add to Favorites...** The *Add a Favorite* dialog box opens (see Figure 8).
3. In the **Name:** box, type a new name for the page if desired.
4. From the **Create in:** list box, specify the folder that the favorite should be added to.
5. Click the **Add** button.

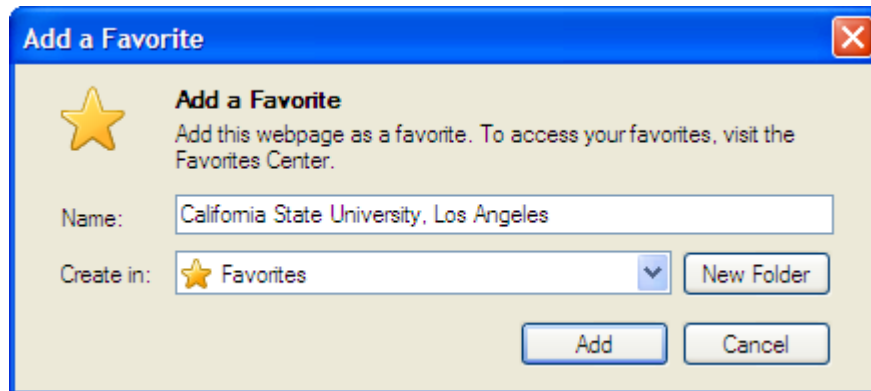
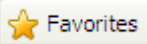


Figure 8 - Add a Favorite Dialog Box

OPENING A FAVORITE

To open a Web page from the Favorites list:

1. Click the **Favorites** button . The **Favorites Center** panel displays (see Figure 9).
2. Click a folder to expand it if necessary.
3. Click the Web page that you want to open.

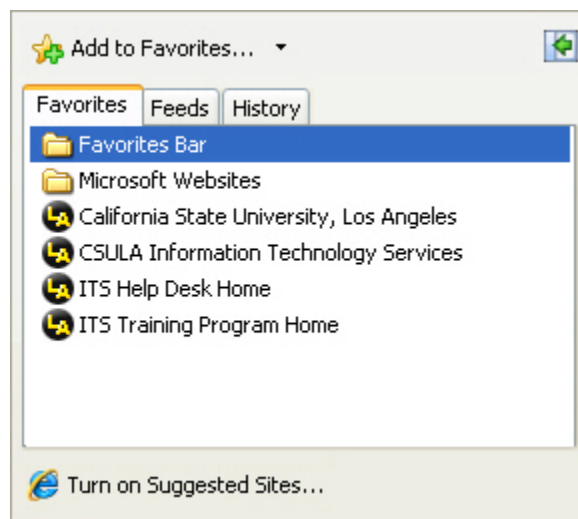


Figure 9 - Favorites Center Panel

ORGANIZING FAVORITES

To organize the Favorites list:

1. Click the **Favorites** menu and select **Organize Favorites....** The *Organize Favorites* dialog box opens (see Figure 10).



Figure 10 - Organize Favorites Dialog Box

To create a new folder:

1. Click the **New Folder** button in the *Organize Favorites* dialog box. A new folder displays.
2. Type a name for the new folder.
3. Press the **[Enter]** key.

To rename a Favorite or an existing folder:

1. Select the Favorite or folder to be renamed.
2. Click the **Rename** button.
3. Type a new name.
4. Press the **[Enter]** key.

To delete a Favorite or an existing folder:

1. Select the Favorite or folder to be deleted.
2. Click the **Delete...** button. A warning message window displays asking you to confirm.
3. Click the **Yes** button to delete the selection or the **No** button to cancel the deletion.

To move a Favorite into a folder:

1. Select the Favorite to be moved.
2. Click the **Move...** button. The *Browse For Folder* dialog box opens.
3. Select the folder you want to move the Favorite to.
4. Click the **OK** button.

Searching the Web

The World Wide Web contains a vast collection of information and continues to grow at an exponential rate. The Internet Explorer **Search** box helps users find what they are looking for quickly and effectively.

To search the Web using the Search box:


1. Click in the **Search** box (see Figure 11).
2. Type a keyword or phrase.
3. Click the **Search** button  or press the [Enter] key.



Figure 11 - Search Box

To find a word or phrase on a Web page:

1. Click the **Edit** menu and select **Find on this Page...** The **Find** box opens below the **Tab** row (see Figure 12).
2. Type a word or phrase in the **Find** box. As you type, highlighted matches appear on the Web page, and the page automatically scrolls to the first match.




Figure 12 - Find Box

Using Accelerators

Internet Explorer 8 includes a number of useful Accelerators that can be used with text on a Web page to easily perform tasks such as mapping a street address, translating or defining a word, e-mailing content to others, and searching.

To use an Accelerator:

1. Highlight the text from a Web page that you want to use with an Accelerator. The **Accelerator** button  appears near the highlighted text (see Figure 13).

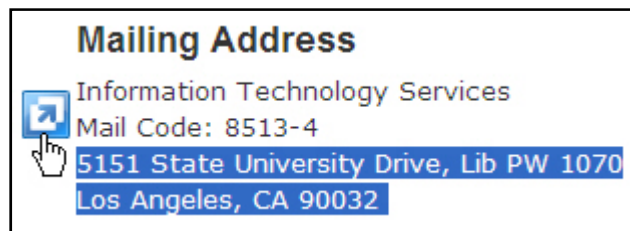


Figure 13 - Accelerator Button near Highlighted Text

2. Click the **Accelerator** button. A list of Accelerators displays (see Figure 14).
3. Click the desired Accelerator. Internet Explorer opens the Web service using the text you have highlighted.

NOTE: Resting the mouse pointer over certain Accelerators displays a preview of the information or content.

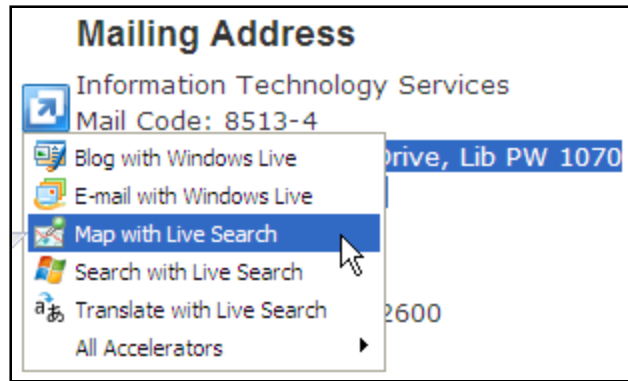


Figure 14 - List of Accelerators

Saving a Web Page

When viewing pages on the Web, users may find information that they want to save for future reference or to share with others. Users have the option of saving entire Web pages or specific parts of a page, such as text, graphics, or links.

To save a Web page:

1. Navigate to the Web page that you want to save.
2. Click the **File** menu and select **Save As...**. The *Save Webpage* dialog box opens (see Figure 15).
3. From the *Save in:* list, select the folder you want to save the page in.
4. In the *File name:* text box, type a name for the page.
5. From the *Save as type:* list box, select a file type.
6. Click the **Save** button.

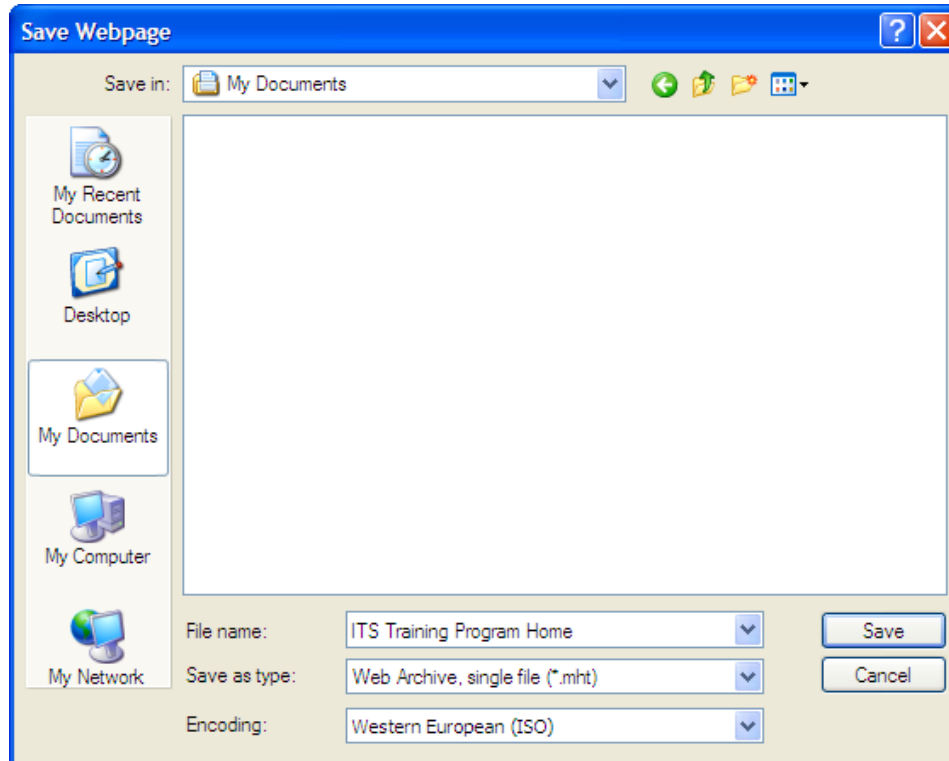


Figure 15 - Save Webpage Dialog Box

Customizing Page Setup

Within the *Page Setup* dialog box, user can change settings that determine how a Web page will look when it is printed (see Figure 16 and Table 3).

To modify page settings:

1. Click the **File** menu and select **Page Setup....** The *Page Setup* dialog box opens (see Figure 16).
2. Under **Paper Options**, select either *Portrait* or *Landscape* to specify page orientation.
3. Under **Margins**, type the margin measurements in the *Left*, *Right*, *Top*, and *Bottom* text boxes.
4. Under **Headers and Footers**, click the drop-down lists and select the items to be printed on the left, center, or right of the header and footer (see Table 3).
5. Click the **OK** button.

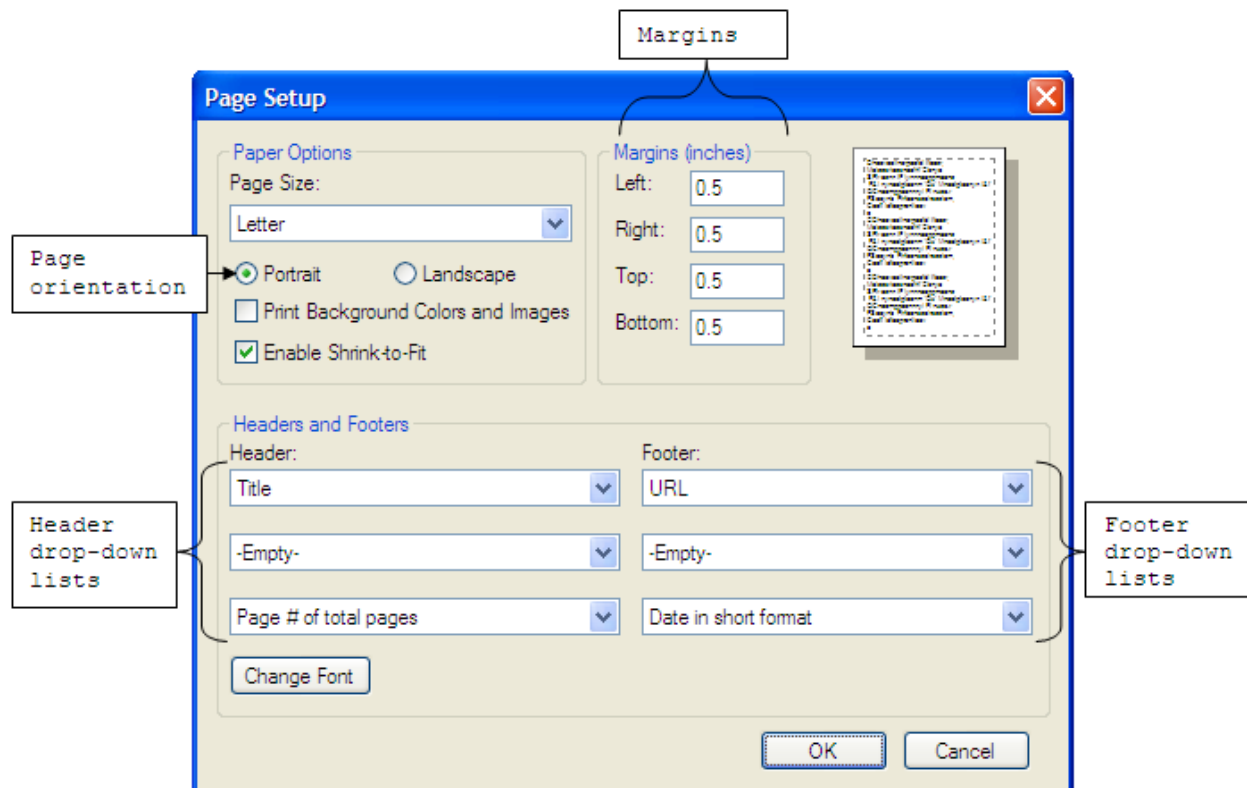


Figure 16 - Page Setup Dialog Box

Table 3 - Header and Footer Drop-down List Items

Item	Description
Title	Prints the Window title.
URL	Prints the Web address.
Page number	Prints the page number.
Page # of total pages	Prints the page number of total pages.
Total Pages	Prints the total number of pages.
Date in short format	Prints the date in short format.
Date in long format	Prints the date in long format.
Time	Prints the time.
Time in 24hr format	Prints the time in 24-hour format.
Custom	Allows users to create their own custom header and footer text by using ampersand codes.

Printing a Web Page

When viewing pages on the Web, users may find information that they want to print for future reference or to share with others. Clicking the **Print** button on the **Command** bar prints the currently displayed Web page to the default printer. Users can set different printing options by opening the *Print* dialog box.

NOTE: To preview how a Web page will look when it is printed and to check the number of pages that will be printed, click the **File** menu and select **Print Preview...**

To print a Web page:

1. Navigate to the Web page that you want to print.
2. Click the **File** menu and select **Print...** The *Print* dialog box opens (see Figure 17).
3. Set the desired printing options.
 - **Select Printer:** Lists the printers that are set up on the computer.
 - **Page Range:** Allows users to specify which pages or what content to print.
 - **Number of copies:** Allows users to specify the number of copies to print.
 - **Collate:** When printing more than one copy, collate assembles each set in numerical order.
4. Click the **Print** button.

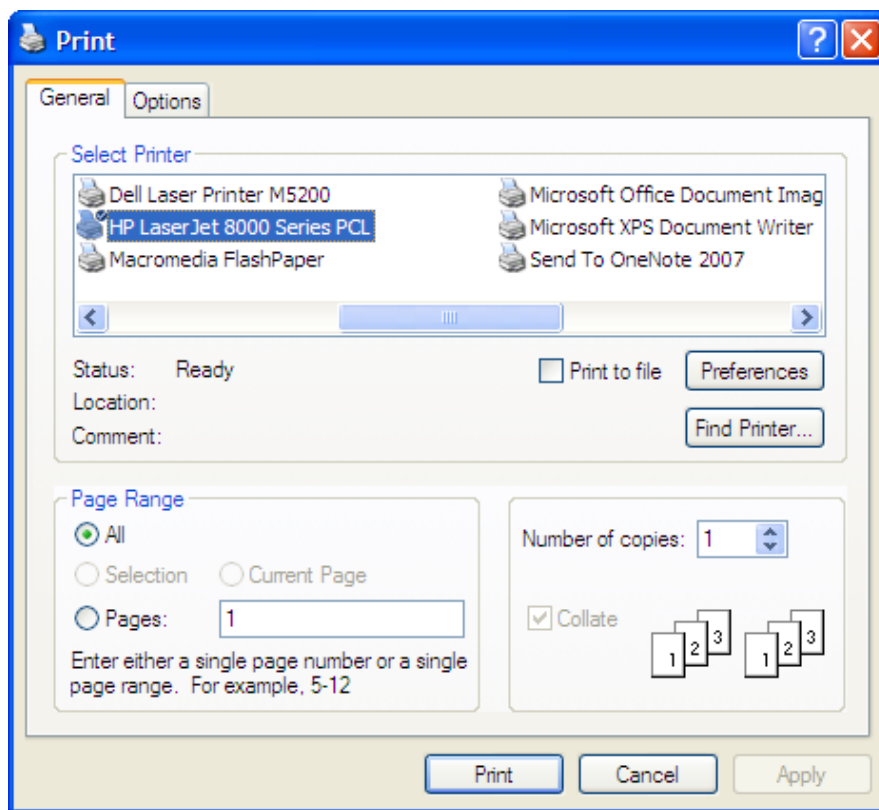


Figure 17 - Print Dialog Box

Information Security Tips

For more on Information Security, visit:

- User Guidelines for E-mail Communications:
http://www.calstatela.edu/its/policies/ITS-1000-G_EmailCommunications.pdf
- Information Security Tips: <http://www.calstatela.edu/its/itsecurity/tips>