



# Software Application Training Tutorial



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**For Assistance call Ext. 3350**

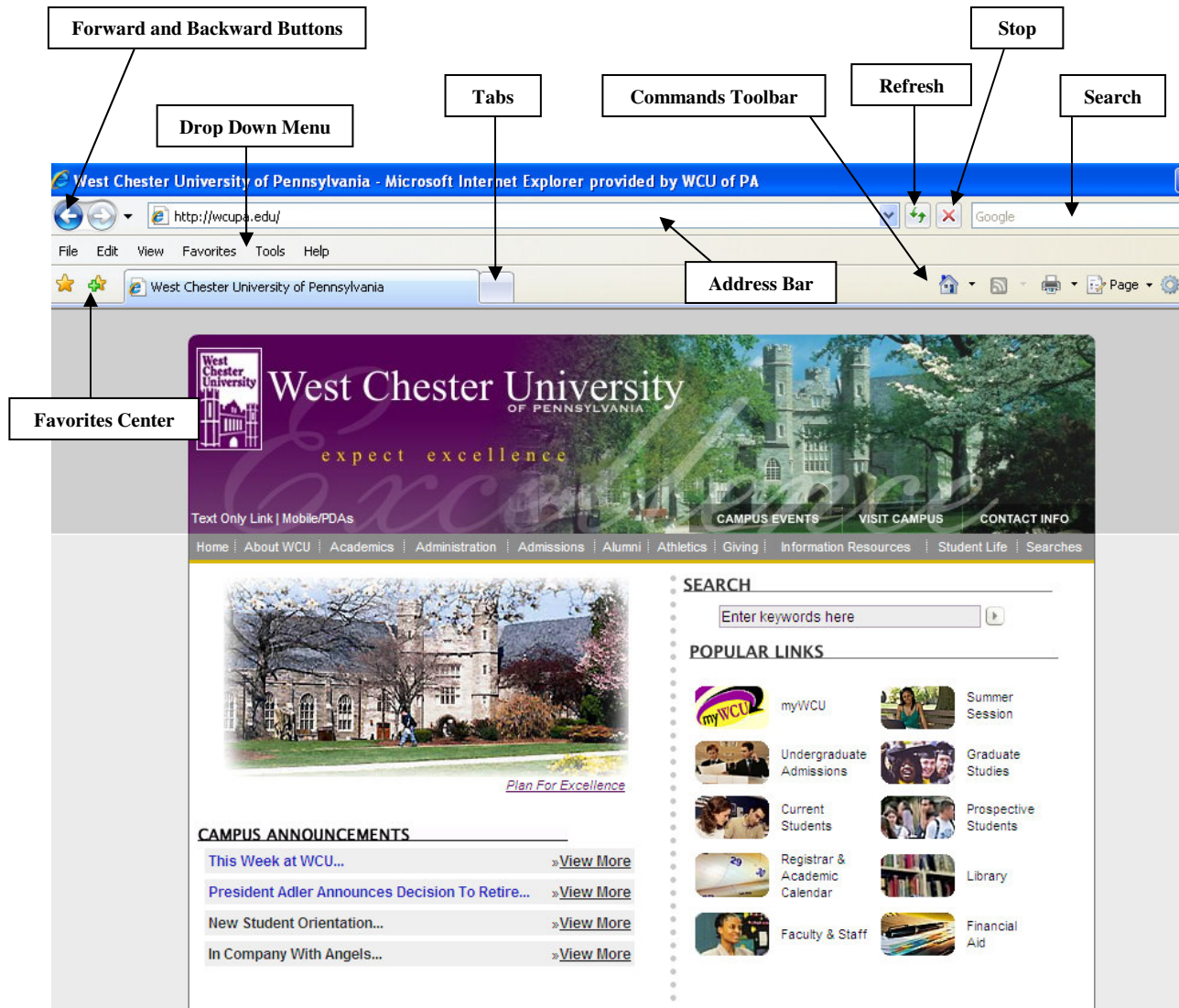
**A Member of the Pennsylvania State System of Higher Education**

## **Internet Explorer 7.0**

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## Getting Started with Internet Explorer 7.0



### Introduction

Internet Explorer 7 has new security and privacy features which allow you to browse the web more safely.

- Phishing Filter can help protect you from phishing attacks such as online fraud and spoofed websites.
- Higher security levels can help protect you from hackers and web attacks.
- The Security Status bar displays the identity of secure websites to help you make informed decisions when using online banking or merchants.
- Internet Explorer's add-on disabled mode lets you start Internet Explorer without toolbars, ActiveX controls, or other add-ons that might slow your computer.

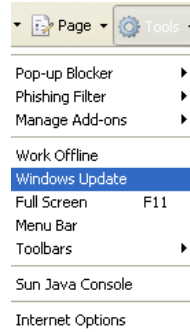
## Internet Explorer 7

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- Help prevent online attacks by keeping Internet Explorer up to date. Keeping Windows and Internet Explorer up to date is one of the best ways to prevent trouble online. Microsoft issues updates periodically which can help prevent online attacks through known vulnerabilities and provides these updates free of charge through Windows Update. If your computer is not set up to automatically receive updates, you can manually request these updates by using Internet Explorer.

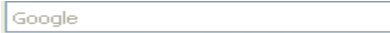

1. Click the **Tools** button 

2. Then click **Windows Updates**

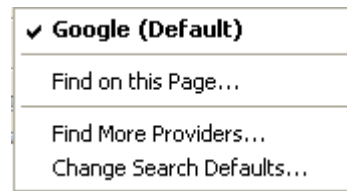


3. Follow the prompts on the screen to check for updates.

### *New Features*

- Tabbed browsing is a new feature in Internet Explorer that allows you to open multiple webpages in a single browser window. See page 8 for more information.
- The new Instant Search box   lets you search the web from the Address bar. You can also search using different search providers to get better results. As you can see, Google appears as the search default in the box above. To change the search default:

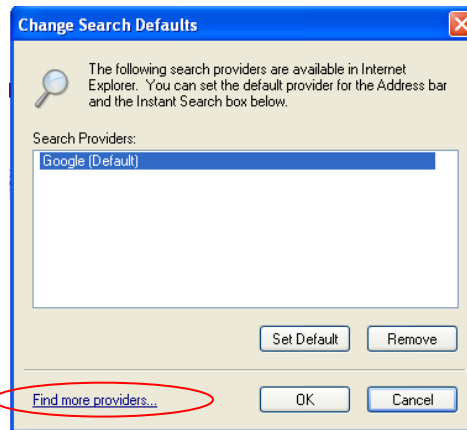
1. Select the down arrow next to the magnifying glass.
2. The following menu will appear


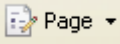


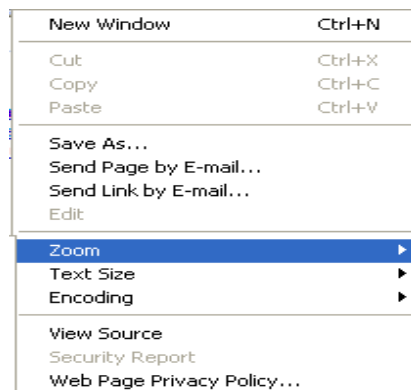
3. To change the default, simply select Change Search Defaults.
4. The following box will appear where you will need to click the Find More Providers link.

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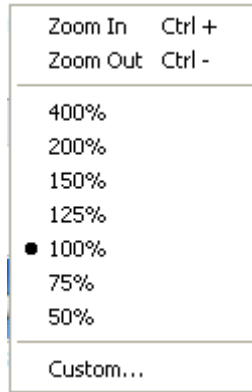
5. You will be redirected to a page where you can add whichever search provider you choose.
- Click the Favorites button  to open the Favorites Center to manage favorites, feeds, and history in one place.
  - The Zoom feature lets you enlarge or reduce text, images, and some controls.
    1. To Zoom click the Page Tab. 
    2. Next click Zoom and a side menu will appear.



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3. Here you can select Zoom In, Zoom Out or a specific Zoom Percentage that you'd like to use.



- Research Button: In IE 7, you have the opportunity to do research right from your homepage, without having to navigate to a different site. You can access this feature by:
  1. Open Internet Explorer
  2. Select View → Explore Bar → Research
  3. A research pane will appear on the left-hand side of your screen, where you can type text to look up in a variety of research and reference services.

*Note\*\* If you are already researching information on a website and come to a word that you don't know the meaning of, simply hold down the ALT key on your keyboard and click the word on that page. It will instantly go to your search box and searches will begin on the word you selected. For this to work, the search box MUST already be open.*

## **Helpful Information When Working in IE 7**

### *How do I display the Internet Explorer menu?*

The Pull-Down Menus that were displayed in earlier versions of Internet Explorer are turned off in Internet Explorer 7, but you can turn them back on.


To display the menus temporarily:

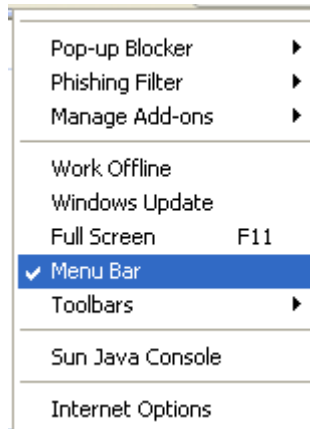
1. Open Internet Explorer.
2. Press the ALT key.

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To display the menus permanently

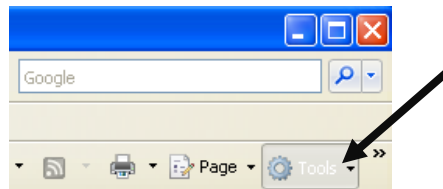
1. Open Internet Explorer.
2. Click the **Tools** button  and then select **Menu Bar**.



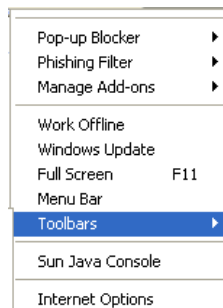
To turn the menus off, repeat the steps above to clear the check mark.

### *Different Tool Bars in IE 7.0*

1. Open Internet Explorer and on the right side of the web page select Tools.




2. Select Toolbars from the drop down menu.



3. A side menu will appear where you have the option of customizing and displaying certain toolbars.

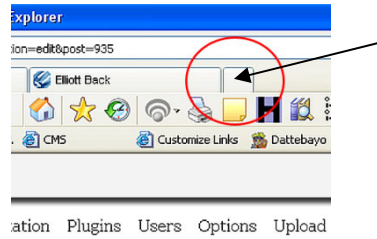
## Tabbed Browsing

### What is it?

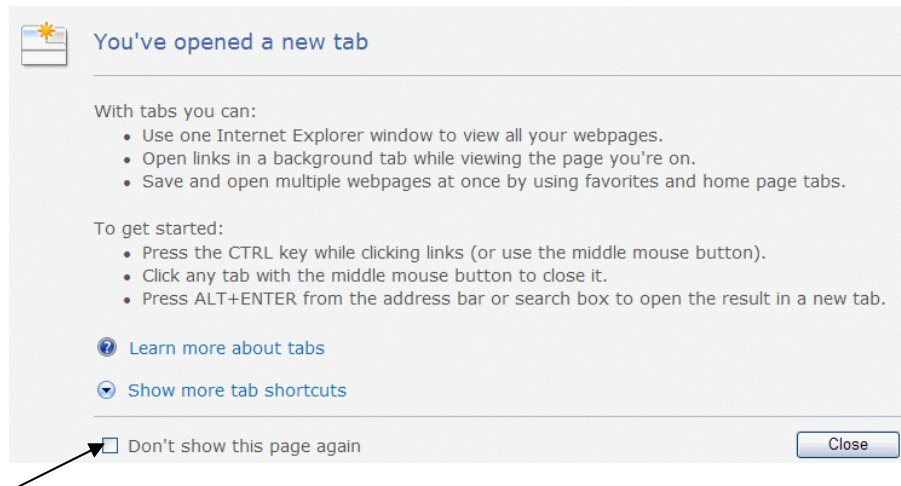
Tabbed browsing is a new feature in Internet Explorer that allows you to open multiple websites in a single browser window. You can open webpages or links on new tabs, and switch between them by clicking on the tab. If you have a lot of tabs open, you can use Quick Tabs  to easily switch to other tabs. The advantage is that you have fewer items open on the taskbar.

### How to Open a New Tab

1. To open a new blank tab click the **New Tab** button on the tab row or press CTRL+T.



2. If you are opening a new tab for the first time, the following will appear in your tab:



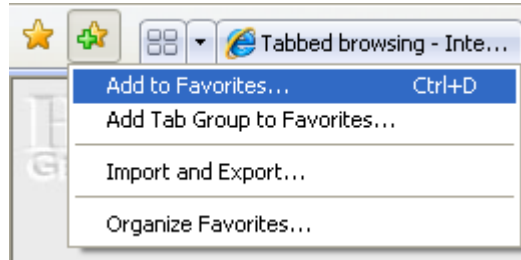
- A new tab will be opened to about:Tab, not about:blank.
- about:Tab includes a brief explanation of tabs. Click on the **Don't Show Again** button to switch to about:blank.
- When you open a new tab to **about:blank** or **about:Tab**, the Address Bar is already highlighted allowing us to quickly enter the URL that we want to visit.

### Group of Tabs

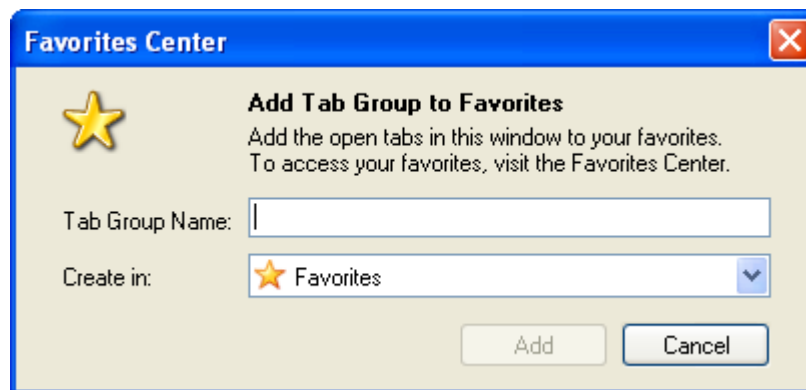
There are two types of Tab Groups - Grouped Favorites and Multiple Home Pages. Internet Explorer also introduces a feature called Restore Last Tab Group.

### Grouped Favorites

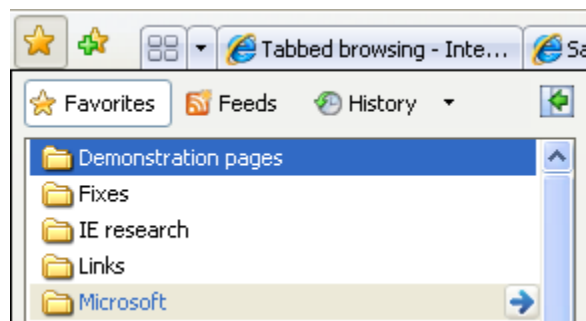
1. Open each page that you would like to have in your Favorites Group in its own tab. Once you have done this, click on the Favorites menu then click on **Add Tab Group to Favorites**.



2. Decide on a Folder Name.



3. Now open the Favorites Center by clicking the star on the toolbar. Navigate to the folder containing the shortcuts. Click on the blue right-pointing arrow that appears on the right hand edge of the folder entry.



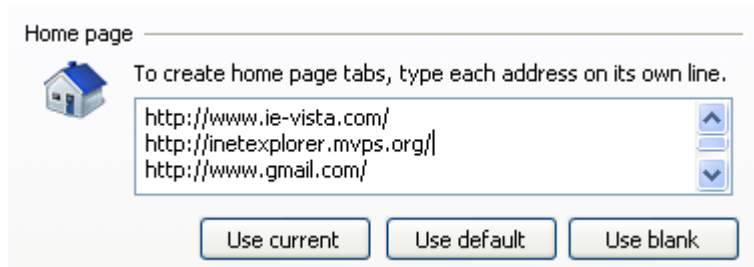
All favorites stored in the folder will now open at the same time in their own tab.

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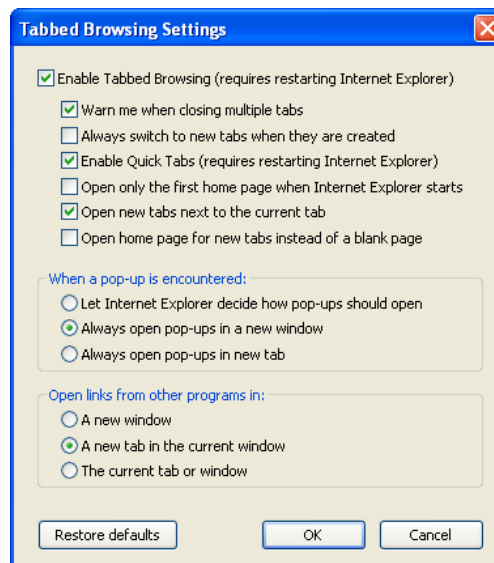
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## Multiple Home Pages

1. Go to Tools→Internet Options → General Tab. Creating multiple home pages is as simple as hitting the enter key to go down a line, one URL per line:



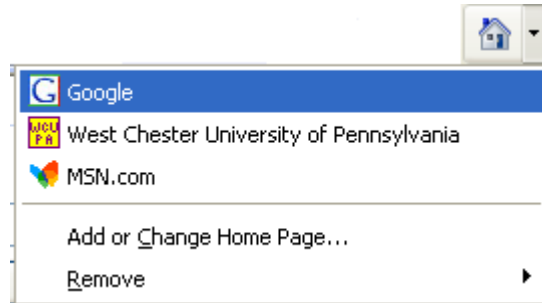
- Internet Explorer will open all of your home pages when you start Internet Explorer, or when you click on the Home button on the toolbar.
2. If you wish you can set Internet Explorer to open only your first home page when it starts. You will still be able to open all home pages by clicking on the Home button after the option is enabled. Go to **Tools →Internet Options →Settings** (in the Tabs section.)



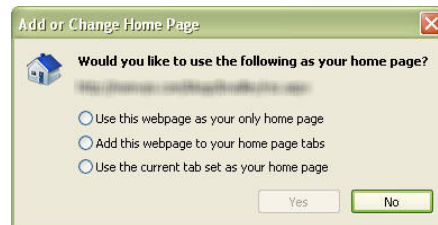
## Internet Explorer 7

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- Click on the drop-down arrow on the right edge of the Home button to access even more options. You can open just one home page, add or change a home page, remove a home page or remove all home pages.

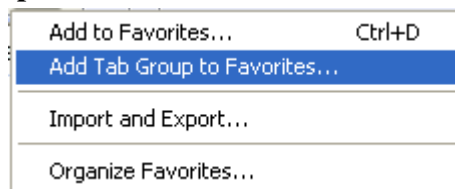


- If you click on **Add or Change Home Page**, Internet Explorer will offer to add the page that is currently being displayed as a Home Page:

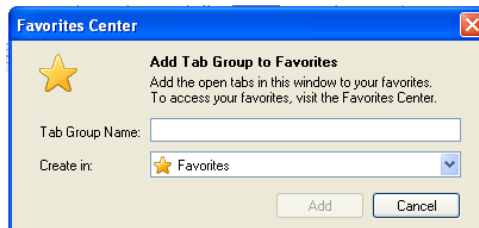


### Saving a Group of Tabs

- To save a group of tabs click the **Add to Favorites** button. 
- Then click **Add Tab Group to Favorites**.



- Give the group a name.
- Select the folder that you want the group to be stored in and then click **Add**.



**\*\*Note:** You need to have at least two tabs active when the time comes when you want to save a group of tabs. Otherwise, the Add Tab Group to Favorites option will not be accessible. \*\*

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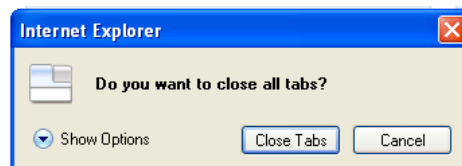
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### Opening a Saved Group of Tabs

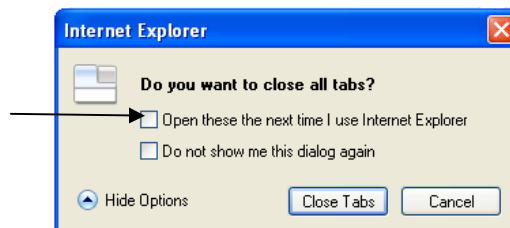
1. Click the **Favorites Center** button. 
2. Then click the **Favorites** button. 
3. Go to the folder that contains the tab group you want to open and then click the arrow to the right of the folder name. 
4. All of the webpages will open on separate tabs.

### Restoring Tabs/Tab Groups

When you close Internet Explorer, you will be asked whether you want to close all tabs. When the prompt appears:



1. Click **Show Options**.
2. Select **Open these the next time I use Internet Explorer**.
3. Then click **Close Tabs**.



4. When you reopen Internet Explorer the tabs will be restored.

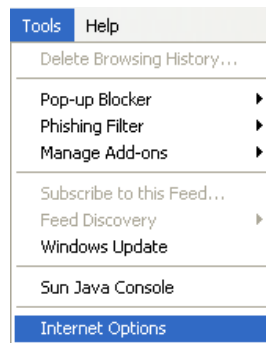
*Note\*\*In IE 7, you can have as many as 10 tabs open at one time.*

# Finding the Web Pages You Want

### Search From the Address Bar

When a website address cannot be found, Internet Explorer automatically searches the web to try to find that site by using your default search provider. Follow these steps to set your preferences for how this is done.

1. In Internet Explorer click the **Tools** button and then click **Internet Options**.



2. Click the **Advanced** tab.



3. In the **Settings** list scroll down until you find **Search from the Address bar**.
4. Do one of the following:
  - To view a list of likely matches in the main window so that you can choose which webpage to display, select **Just display the results in the main window**.
  - To turn off searching from the Address bar, select **Do not search from the Address bar**.
5. When you have made your selection click **OK**.

### Search More Efficiently

Here are a few ideas for improving the results of searches:

- Use specific words rather than generic categories.
- Use quotation marks to search for specific phrases. Surrounding terms with quotation marks limits the search results to only those webpages that contain the exact phrase you've specified.
- Use the minus (-) sign before a keyword to tell search providers to exclude pages with that term. Using a minus sign will retrieve webpages that do not include the word.
- Eliminate common words such as *a*, *my*, or *the*, unless you're looking for a specific title.

- Use synonyms or alternative search terms.
- Search only a specific website or domain. Type the search term you're looking for followed by **site:** and the address of the website you want to search to narrow the search to that specific site. For example, to search Microsoft.com for information about viruses, type **virus site: www.microsoft.com**.

### Working With Favorites

Favorites, also known as *bookmarks*, are a convenient way to organize and link to webpages that you visit frequently.


If you use Internet Explorer on several computers you can easily save your favorites on one computer and import that list onto another computer. If you use both Internet Explorer and another web browsing program, you can keep your favorites synchronized by importing them between programs.


#### To Import or Export Favorites

1. Open Internet Explorer.
2. Click the **Add to Favorites** button, and then click **Import and Export**.
3. Follow the instructions in the Import/Export Wizard.

By default, the Import/Export Wizard creates a standard HTML file named **bookmark.htm** and saves it in the My Documents folder. When you use the wizard to import your favorites, it will look for that file.

#### Keep Track of your Favorite Webpages

- **Add a page to your list of favorites:** Any time you want to open that page, click the Favorites Center button  on the toolbar and then click the shortcut in the list.
- **Add the page to the Links bar:** Put the websites you visit most frequently on the Links bar and they're always only one click away.
- **Make the page your home page:** If there is one page that you always want to go to, make it your home page. If there are several webpages that you visit on a daily basis, you might want to make those into a set of home page tabs so they appear every time you start Internet Explorer.

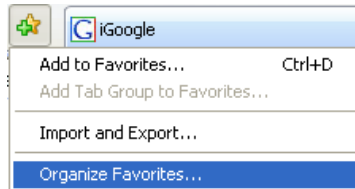
*Note\*\*If you recently visited a webpage and want to find it again but you didn't save the link, click the **Favorites Center** button , and then click **History**.*

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## How to Organize Favorites

1. In **Internet Explorer**, click the **Add to Favorites** button , and then click **Organize Favorites**.



2. In the **Organize Favorites** dialog box, you will see a list of your favorite links and folders. From here you can do the following:
  - o **Open folders:** Click a folder to expand it and see the links it contains.
  - o **Create new folders:** Click **New Folder**, type a name for it, and then press ENTER.
  - o **Move favorites:** Select a link or folder and then drag it to the new position or folder. You can also move items by selecting the link or folder, clicking **Move**, and then choosing the folder you want to move it to.
  - o **Rename links or folders:** Select a link or folder, and then click **Rename**. Type the new name, and then press ENTER.
  - o **Delete links or folders:** Click a link or folder, click **Delete** and then click **Yes** to remove it.
3. When you are finished organizing your favorite links click **Done**.


**Folders** are used to organize your favorite links into groups that are meaningful to you.

1. In **Internet Explorer** click the **Add to Favorites** button and then click **Organize favorites**.
2. In the **Organize Favorites** dialog box click **New Folder** type a name for the folder, and then press ENTER.
3. Drag favorites from the list into the appropriate new folders. You can create nested folders by dragging one folder into another.
4. When you are finished creating and organizing folders click **Done**.

## Setting Up Your Homepage

### To Set the Current Page as the Homepage

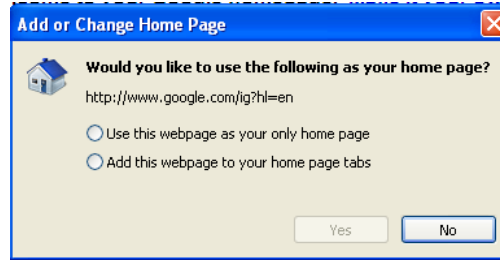
To make the webpage you're currently on your home page follow these steps:

1. If you have not already done so open Internet Explorer and go to the page you want to use as the home page.
2. Click the arrow to the right of the **Home** button  and then click **Add or Change home page**.

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3. In the **Add or Change Home Page** dialog box, do one of the following:



- To make the current webpage your only home page click **Use this webpage as your only home page**.
  - To start a home page tab set or to add the current webpage to your set of home page tabs click **Add this webpage to your home page tabs**.
  - To replace your existing home page or home page tab set with the webpages you currently have open, click **Use the current tab set as your home page**. This option will only be available if you have more than one tab open in Internet Explorer.
4. Click **Yes** to save your changes.


*Note\*\*To have more than one homepage tab appear when opening IE 7, See **Multiple Home Pages** on page 10 of this document.*

### To Reset Homepage as Default

To reset the home page to the one that was used when Internet Explorer was first installed, follow these steps.

1. Open Internet Explorer.
2. Click the **Tools** button and then click **Internet Options**.
3. Click the **General** tab.
4. Click **Use default** to replace your current home page with the one that was used when you first installed Internet Explorer.
5. Click **OK** to save your changes.

### To Delete a Homepage

1. Open Internet Explorer.
2. Click the arrow to the right of the **Home** button  and then click **Remove** to open a list of your home pages.
3. Do one of the following:
  - To delete one home page click that page and then click **Yes**.
  - To delete all home pages click **Remove All** and then click **Yes**.

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### Reorganize Homepage Tabs

By default home page tabs are ordered chronologically with the most recently added webpage being the first tab. To reorder the home page tabs follow these steps:

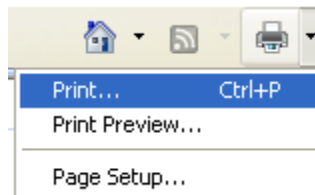
1. Open Internet Explorer.
2. Click the **Tools** button and then click **Internet Options**.
3. Click the **General** tab.
4. Under **Home Page** select the home page you want to move right-click it and then click **Cut**.
5. Click at the beginning of the line where you want to move the home page address and then press ENTER to create an empty line. Right-click the empty line and then click **Paste**.
6. Repeat steps 4 and 5 for each home page you want to move.
7. Click **OK** to save your changes and exit.

*Note\*\*Refer to Tabbed Browsing if you want to back up your homepage or save homepage tabs.*

## Printing & Saving Information

### To Print a Webpage

1. In Internet Explorer go to the webpage that you want to print.
2. Click the arrow to the right of the **Print** button and then click **Print**.



3. Set the printing options you want and then click **Print**.

### *Printing Notes\*\**

- *To print content that is in a frame right-click the frame click **Print** and then in the **Print** dialog box click **Print**.*
- *To print a picture right-click the picture, click **Print Picture** and then in the **Print** dialog box click **Print**.*
- *To print a specific section of a webpage select that section, right-click the section and then click **Print**. In the **Print** dialog box click **Selection** and then click **Print**.*
- *To preview how a webpage will look when it is printed click the arrow to the right of the **Print** button and then click **Print Preview**. In Print Preview, you can make changes to how the page will print (including rotating, shrinking, or stretching it).*

### **To Save a Webpage on your Computer**

1. In Internet Explorer click the **Page** button and then click **Save As**.
2. Go to the folder you want to save the page in.
3. In the **File name** box type a name for the page.
4. In the **Save as type** box do one of the following:
  - To save all of the files needed to display this page, including graphics, frames, and style sheets select **Webpage complete**. This option saves each file in its original format.
  - To save all of the information needed to display this page in a single file, click **Web Archive single file**.
  - To save just the current HTML page click **Webpage, HTML only**.
  - To save just the text from the current webpage click **Text File**.

## **Security & Privacy**

### **Pop-Up Blocker**

Pop-up Blocker is a feature in Internet Explorer that lets you limit or block most pop-ups. You can choose the level of blocking you prefer, from blocking all pop-up windows to allowing the pop-ups that you want to see. When Pop-up Blocker is turned on, you will get an Information bar message saying "Pop-up blocked. To see this pop-up or additional options click here."

To turn Pop-up Blocker on or off

1. In Internet Explorer click the **Tools** button and then click **Pop-up Blocker**.
2. Do one of the following:
  - To turn off Pop-up Blocker click **Turn Off Pop-up Blocker**.
  - To turn on Pop-up Blocker click **Turn On Pop-up Blocker**.

To change Pop-up Blocker Settings:

1. In Internet Explorer click the **Tools** button click **Pop-up Blocker** and then click **Pop-up Blocker Settings**.
2. Make any changes that you would like and then click **Close**.

### **Cookies**

Websites use cookies to offer a personalized experience to users and to gather information about website use. Many websites also use cookies to store information from a shopping cart or customized pages. With a trusted website, cookies can enrich your experience by allowing the site to learn your preferences or allow you to skip having to sign in every time you go to the website. However, some cookies, such as those saved by banner ads, might put your privacy at risk by tracking sites you visit.

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To delete all cookies:

1. In Internet Explorer click the **Tools** button and then click **Internet Options**.
2. On the **General** tab under **Browsing history** click **Delete**.
3. Click **Delete cookies** and then click **Yes**.
4. Click **Close** and then click **OK**.

*Note\*\*Cookies are stored in a folder named Cookies which is stored inside the Documents and Settings folder. By default, the path is C:\Documents and Settings\your user name\Cookies.*

### Content Advisor

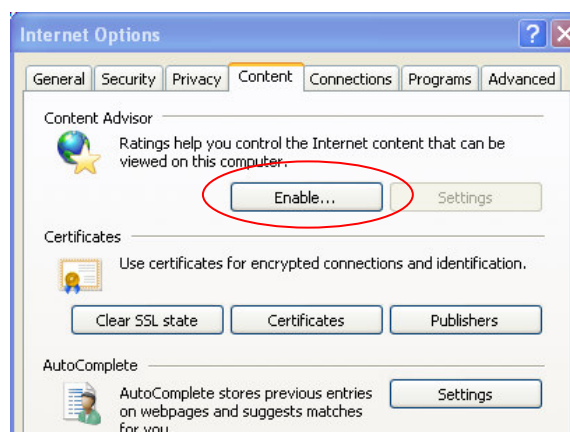
Content Advisor is a tool for controlling the types of content that your computer can access on the Internet. After you turn on Content Advisor, only rated content that meets or exceeds your criteria can be viewed. You can adjust the settings to suit your preferences.

You can do the following:

- View and adjust the ratings settings to restrict or allow content in each of the following categories: language, nudity, sex, and violence.
- Create a list of websites that should always be blocked, regardless of how their content is rated.
- Create a list of websites that can always be viewed, regardless of how their content is rated.
- View and change the ratings systems Content Advisor uses.

Content Advisor is not turned on by default. To turn on Content Advisor:

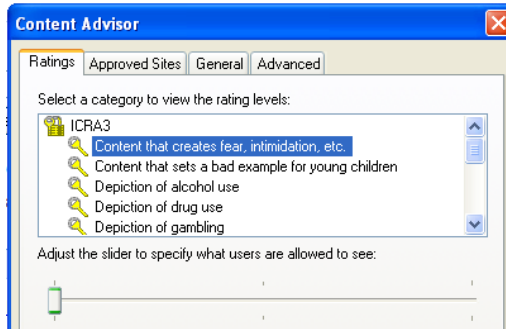
1. In Internet Explorer click the **Tools** button and then click **Internet Options**.
2. Click the **Content** tab and then under **Content Advisor** click **Enable**.



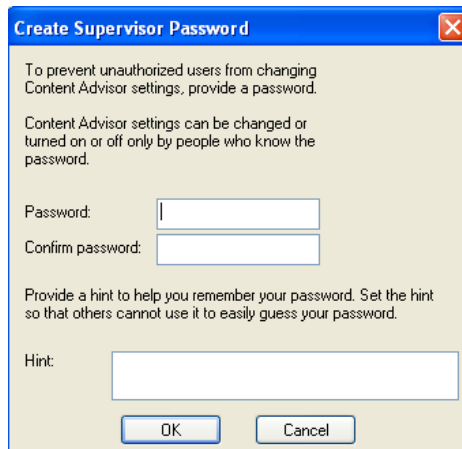
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If you've never turned on Content Advisor before continue to the next step. If you've previously turned on Content Advisor type your supervisor password and click **OK** until you return to Internet Explorer. Content Advisor is now turned on and you should not continue to the next step.

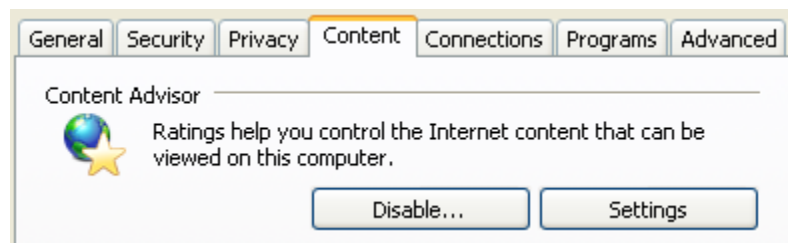
3. Click a category in the list and then move the slider to set the limits you want to use.



4. Repeat this process for each category you want to limit and then click **OK**.
5. Type a supervisor password, confirm it and type a hint that will remind you what the password is. Click **OK**.

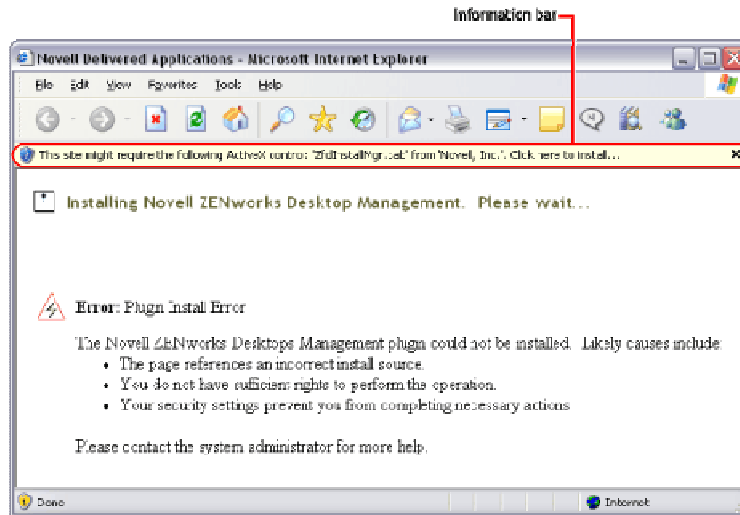


6. After Content Advisor is enabled the next time you want to update settings, the following box will appear where you have the option of disabling content advisor or change settings.



### Internet Explorer Information Bar

The Information bar is the place where Internet Explorer displays information about security downloads, blocked pop-up windows, and other activities. It is located at the top of the webpage.



If Internet Explorer is still using its original settings you'll see the Information bar in the following circumstances:

- If a website tries to install an *ActiveX* control on your computer or run an ActiveX control in an unsafe manner.
- If a website tries to open a pop-up window.
- If a website tries to download a file to your computer.
- If a website tries to run active content on your computer.
- If your security settings are below recommended levels.
- If you started Internet Explorer with add-ons disabled.
- If you need to install an updated ActiveX, or add-on program.

#### **Turning Off Information Bar (not recommended)**

If you want to turn it off, you have to turn it off for each type of message.

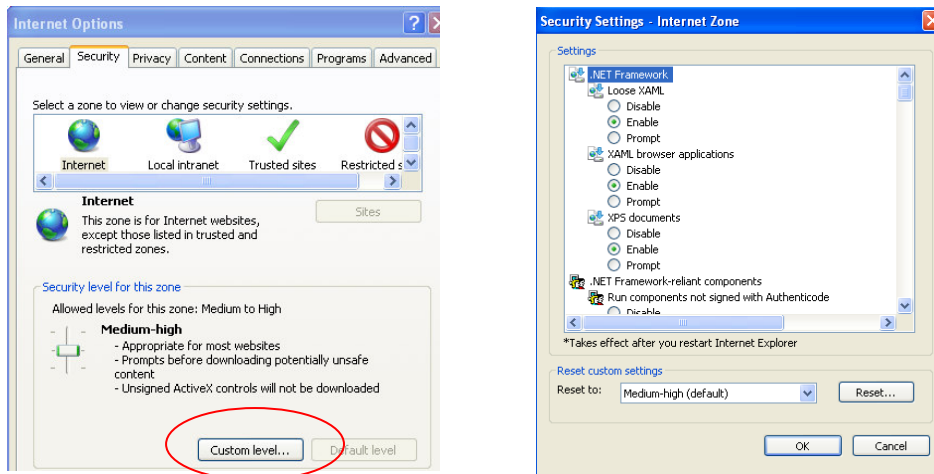
To turn off Information bar messages about blocked pop-up windows:

1. Open Internet Explorer.
2. Click the **Tools** button click **Pop-up Blocker** and then click **Pop-up Blocker Settings**.
3. Clear the **Show Information Bar when a pop-up is blocked** check box and then click **Close**.

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To stop the Information bar from blocking file and software downloads

1. Open Internet Explorer.
2. Click the **Tools** button and then click **Internet Options**.
3. Click the **Security** tab and then click **Custom level**.



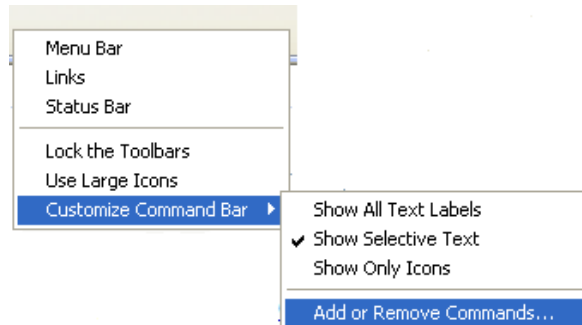
4. Do one or both of the following:
  - o To turn off the Information bar for file downloads scroll to the **Downloads** section of the list and then under **Automatic prompting for file downloads** click **Enable**.
  - o To turn off the Information bar for ActiveX controls scroll to the **ActiveX controls and plug-ins** section of the list and then under **Automatic prompting for ActiveX controls** click **Enable**.
5. Click **OK** then click **Yes** to confirm that you want to make the change and then click **OK** again.

## Customize Internet Explorer Toolbars

Internet Explorer has several toolbars: the drop-down menu, the links toolbar, and the Command Bar. The Command bar is located at the top right side of the Internet Explorer window (it contains the Home icon, among others) and it offers easy access to almost any setting or feature in Internet Explorer. You can customize the Command Bar buttons to suit your preferences and add website links to the Links bar.

### Change Buttons on the Command Bar


1. In Internet Explorer right-click the Command bar, point to **Customize Command Bar** and then click **Add or Remove Commands**.



2. Make one or more of the following changes:
  - To add a button click the button you want to add in the **Available toolbar buttons** list and then click **Add**.
  - To remove a button, click the button you want to remove in the **Current toolbar buttons** list then click **Remove**.
  - To change the order in which buttons are displayed click a button in the **Current toolbar buttons** list and then click either **Move Up** or **Move Down**.
  - To restore the **Command bar** buttons to their default settings click **Reset**.
3. When you're done, click **Close**.

*Note\*\*You should see your changes immediately. If you've added a lot of buttons, you might need to resize the Command bar to see them all.*

### Resize the Command Bar

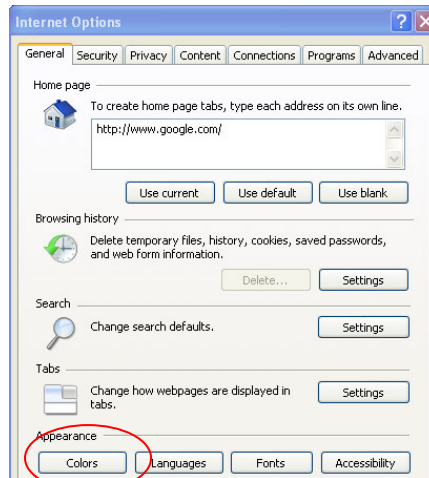
1. In Internet Explorer right-click the Command bar and then click **Lock the Toolbars** to clear the check mark (if the check mark is already gone skip this step).
2. Drag the Command bar separator bar  left or right.
3. When you're done right-click the **Command bar** and then click **Lock the Toolbars**.

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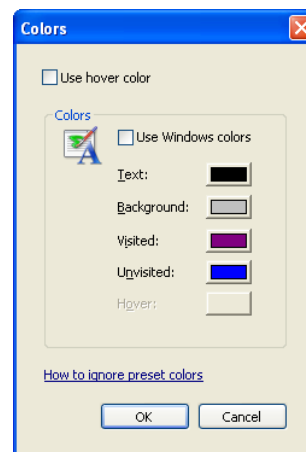
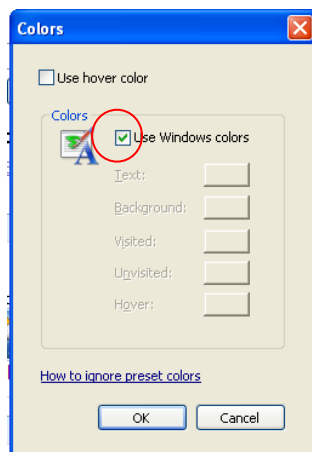
## Change the Colors Used For Webpages

You can choose the colors that Internet Explorer uses for webpage text, backgrounds, and links.

1. In Internet Explorer click the **Tools** button and then click **Internet Options**.
2. Click the **General** tab and then click **Colors**.



3. Clear the **Use Windows colors** check box so that it will look like the box on the right.




4. Do any of the following:
  - o To change the color that is used for text click the box to the right of **Text** click the color you would like to use for text and then click **OK**.
  - o To change the color that is displayed in the background click the box to the right of **Background** click the color you would like to use, and then click **OK**.
  - o To change the color used for links you have already visited, click the box to the right of **Visited**, click the color you want to be used for visited links, and then click **OK**.
  - o To change the color used for links you have not visited, click the box to the right of **Unvisited**, click the color you want to be used for unvisited links, and then click **OK**.

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- To change the color that a link will become when you point at it, select the **Use hover color** check box, click the box to the right of **Hover**, click the color you would like links to change to when the mouse pointer hovers over them, and then click **OK**.
5. Click **OK** to close the dialog box.

*This information was obtained from Internet Explorer 7.0's Help Section. You can find more helpful information by clicking the Help Button  in IE 7.*