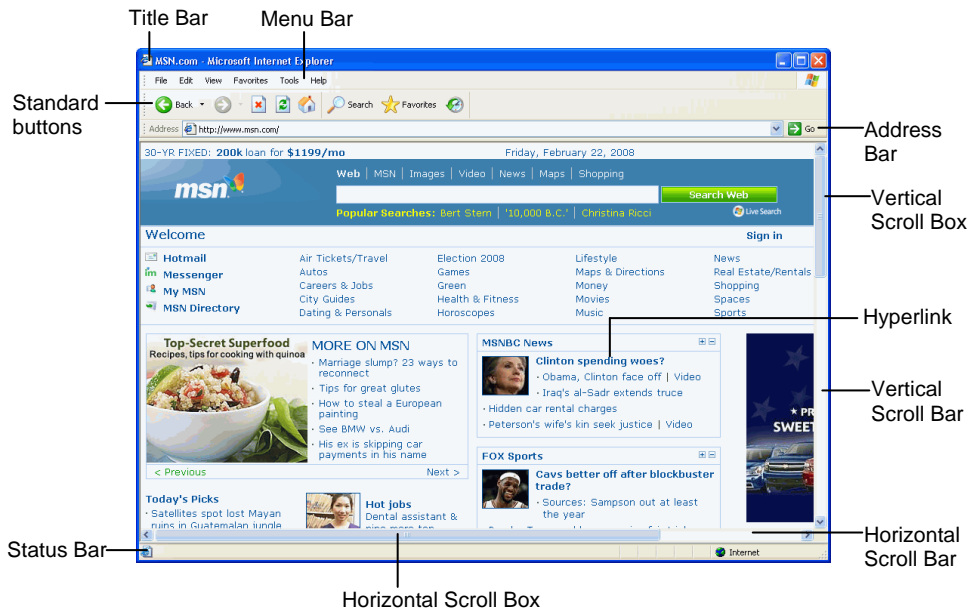


Internet Explorer 6 Training

Internet Explorer Quick Reference Card

Internet Explorer 6 Window



Keystroke Shortcuts

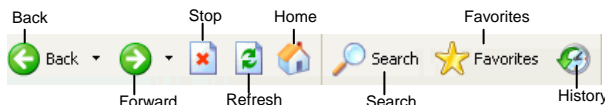
General

Find	<Ctrl> + <F>
Open new window	<Ctrl> + <N>
Close current window	<Ctrl> + <W>
Print a Web page	<Ctrl> + <P>
Save a Web page	<Ctrl> + <S>
Select all items	<Ctrl> + <A>
Full Screen Mode	<F11>
Help	<F1>
Add page to Favorites	<Ctrl> + <D>
Open Organize Favorites dialog box	<Ctrl> +

Navigation—Go To

Cycle forward through items on a web page	<Tab>
Cycle back through items on a web page	<Shift> + <Tab>
Up One Screen	<Page Up>
Down One Screen	<Page Down>
Home page	<Alt> + <Home>
Refresh page	<F5>
Stop download	<Esc>
Go to next page	<Alt> + < → >
Go to previous page	<Alt> + < ← > or <Backspace>
Scroll up	<Ctrl> + < ↑ >
Scroll down	<Ctrl> + < ↓ >
Open Search bar	<Ctrl> + <E>
Open Favorites bar	<Ctrl> + <I>
Open History bar	<Ctrl> + <H>

The Fundamentals



- A **web address** is also called a Uniform Resource Locator (URL) and it is made up of several parts: **http://** This stands for Hypertext Transfer Protocol, the set of rules for exchanging files on the World Wide Web.
Domain name: The unique name that identifies an Internet site. Domain names have two or more parts separated by dots. For example **www.ask-edi.com** or **www.bcbsks.com**.
- **To Open a Web Page:** Click the **Address Bar** and type the address of the Web page. Or, press <Ctrl> + <O> or <L> and enter the address.
- **To Open a Hyperlink:** Click the hyperlink on the Web page.
- **To Refresh a Web Page:** Click the **Refresh** button on the Standard Buttons Bar, or press <F5>.
- **To Stop Downloading a Page:** Click the **Stop** button on the Standard Buttons Bar, or press <Esc>.
- **To Go Back to a Page:** Click the **Back** button, press <Alt> + <←> or press <Backspace>. Or, click the **Back** button list arrow and select a page from the list.
- **To Go Forward a Page:** Click the **Forward** button or press <Alt> + <→>. Or click the **Forward** button list arrow and select a page from the list.
- **To Print a Web Page:** Select **File** → **Print** from the menu, or press <Ctrl> + <P>.
- **To Print Preview:** Select **File** → **Print Preview** from the menu.
- **To Customize the Standard Buttons Bar:** Select **View** → **Toolbars** → **Customize** from the menu. Or, right-click the Standard Buttons bar and select **Customize** from the contextual menu. Add and remove buttons on the toolbar using the Add and Remove buttons in the dialog box. Click **Close** to confirm the changes.
- **To Use AutoComplete in the Address Bar:** Start typing the URL of the page you want to open. A list of previously typed addresses appears below the Address Bar. Use the down arrows or the mouse to select an address from the list and press <Enter>.
- **To View or Hide Toolbars:** Select **View** → **Toolbars** from the menu. Toolbars with a checkmark next to them are currently displayed in the browser window.

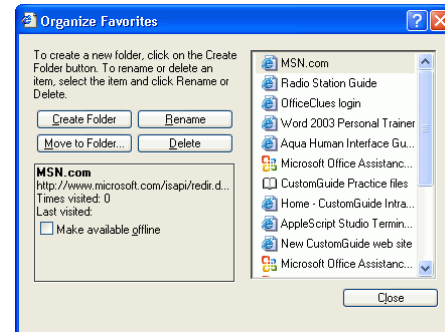
Navigation—Address Bar

Select Address Bar	<Alt> + <D>
View list of entered addresses	<F4>
Move through list of AutoComplete matches	<F4>
Add "www." and ".com" to beginning and end of text in Address bar	<Ctrl> + <Enter>
Open dialog box	<Ctrl> + <O> or <Ctrl> + <L>

The Fundamentals

- **To Open the Search Bar:** Select **View** → **Explorer Bar** → **Search** from the menu. Or, press **<Ctrl> + <E>**.
- **To Search the Web from the Search Bar:** Type your search word or term in the Search Companion and press **<Enter>** or click **Search**.
- **To View History:** Click the **History** button on the Standard Buttons Toolbar and click the **History** button. Click a favorite to open it in the current tab. Click the list arrow on the History button to change how history is viewed.
- **To Open the History Bar:** Select **View** → **Explorer Bar** → **History** from the menu. Or, press **<Ctrl> + <H>**. The pages are organized by date, and by web site.
- **To Clear History:** Select **Tools** → **Internet Options** from the menu. Under the General tab, click the **Clear History** button and click **OK**.
- **To Go to the Home Page:** The home page appears when Internet Explorer is launched. Click the **Home Page** button on the Standard Buttons Bar.
- **To Add or Change the Home Page:** Select **Tools** → **Internet Options** from the menu. If the Web page you want to use is open in the browser, click the **Use Current** button. Or, enter the URL of the page in the Address text box.
- **To Remove the Home Page:** Select **Tools** → **Internet Options** from the menu and click the **Use Blank** button.
- **To Get Help:** Select **Help** → **Contents and Index** from the menu press **<F1>** to open the Help window, type your question in normal English, and click the **Search** button.
- **To Save an Image:** Right-click the image and select **Save Picture As** from the contextual menu.
- **To Use an Image as Desktop Wallpaper:** Right-click the image and select **Set as Background** from the contextual menu.
- **To Copy an Image:** Right-click the image and select **Copy** from the contextual menu.
- **To Increase Text Size:** Click the **Tools** button on the Command Bar, point to **Text Size** and select a text size from the list.
- **To View Internet Explorer in Full Screen:** Click the **Page** button on the Command Bar and select **Full Screen**. Or, press **<F11>**.
- **To View Tips for Internet Explorer:** Select **View** → **Explorer Bar** → **Tip of the Day** from the menu.
- **To Use the Tip of the Day Toolbar:** Click **Next tip** to scroll through tips. Click the **Close** button to close the toolbar.
- **To Toggle Between Standard and Full Screen Views:** Select **View** → **Full Screen** from the menu, or press **<F11>**.
- **To Change Text Size:** Select **View** → **Text Size** from the menu and select if you want the text to be larger or smaller.
- **To Find Text on the Page:** Select **Edit** → **Find** from the menu, or press **<Ctrl> + <F>**.
- **To Open the Web Page in a New Browser Window:** Select **File** → **New** → **Window** from the menu, or press **<Ctrl> + <N>**.
- **To View Page Source Code:** Select **View** → **Source** from the menu.
- **To View Page Properties:** Select **File** → **Properties** from the menu.

Favorites



- **To Add a Favorite:** Open the page you want to add as a favorite. Select **Favorites** → **Add to Favorites** from the menu, or press **<Ctrl> + <D>**.
- **To View Favorites:** Select **Favorites** from the menu and select the Web page you want to view. If the page is organized under a folder, select the folder then select the page under the folder.
- **To Use the Favorites Bar:** To open, select **View** → **Explorer Bar** → **Favorites** from the menu. Or, press **<Ctrl> + <I>**. Click a favorites link to open the page in the browser window.
- **To Organize Favorites:** Select **Favorites** → **Organize Favorites** from the menu. To organize favorites, create folders and click and drag favorites into the folders.
- **To Rename a Favorite:** Select **Favorites** → **Organize Favorites** from the menu. Select the favorite and click the **Rename** button, then enter a new name for the favorite. Or, in the Favorites Bar, right click the favorite and select **Rename** from the contextual menu.
- **To Delete a Favorite:** Select **Favorites** → **Organize Favorites** from the menu. Select the favorite and click the **Delete** button, then enter a new name for the favorite. Or, in the Favorites Bar, right click the favorite and select **Delete** from the contextual menu.

Security

- **Information Bar:** The Information bar displays information about security, downloads, blocked pop-up windows, and other security alerts. When activated, it appears at the top of a Web page. When the Information bar appears, click it to view more information about the message or to take action. For example, to allow a pop-up window or install an add-in from the Web site.
- **Pop-up Blocker:** Some Web sites use pop-up windows as a way to advertise, or to download malware on your computer. This feature lets you limit or block most pop-up windows.
- **To Turn Off the Pop-up Blocker:** To open, select **Tools** → **Pop-up Blocker** → **Turn Off Pop-up Blocker** from the menu.

Search Tips

- The World Wide Web is a vast source of information. Here are a few tips to help find the information you want:

Search terms: To find lots of information on a topic, enter a single search term, such as *Hawaii*. Add terms to narrow results, such as *vacation Hawaii*.

Phrases: To find an exact phrase or name, enclose the phrase in quotations, such as *"the road less traveled"* or *"Abraham Lincoln"*.

Using common terms: Common words or single digits and single letters are sometimes excluded from a search because they can slow down a search. If a common word or character is essential to the results, put a + before the term, such as *Star Wars Episode +1*.