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.customguide.com.

To Open a Web Page: Click the Address Bar and type the address of the Web page. Or, press <Ctrl> + <L> and enter the address.

To Open a Hyperlink: Click the hyperlink on the Web page.

To Open a Hyperlink in a New Tab: Press and hold <Ctrl> and click the hyperlink on the Web page.

To Refresh a Web Page: Click the Refresh button on the Address Bar, or press <F5>.

To Stop Downloading a Page: Click the Stop button on the Address Bar, or press <Esc>.

To Go Back to a Page: Click the Back button or press <Alt> + ←.

To go Forward a Page: Click the Forward button or press <Alt> + →.

To Fix a Broken Page: Click the Compatibility View button on the Address Bar.

To Search the Web: Click the Search button in the Address Bar or press <Ctrl> + <E>. Type your search word or term and press <Enter>. Press <Alt> + <Enter> to view results in a new tab.

To Change the Search Provider: Click the Search button list arrow in the Address Bar and select the provider you wish to use from the row of icons along the bottom of the menu.

To Add a Search Provider: Click the Search button list arrow in the Address Bar. Click Add and follow the instructions.

To Use AutoComplete in the Address Bar: 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 the Menu Bar: Press the <Alt> key. The Menu Bar appears below the Address Bar. To keep the menu bar displayed, right-click an empty area of a toolbar and select Menu Bar from the contextual menu.

To View Favorites: Click the Favorites button or press <Alt> + <D>.

To Go Back or Forward in your Browsing Path: Right-click the Back button or the Forward button and select a web page from the contextual menu.

To Open a Typed URL: Click the Address Bar list arrow and select a web page from the list.

Keystroke Shortcuts

General

Find <Ctrl> + <F>
Open new window <Ctrl> + <N>
Print a Web page <Ctrl> + <P>
Select all items <Ctrl> + <A>
Zoom in <Ctrl> + +
Zoom out <Ctrl> + -
Full Screen Mode <F11>
Help <F1>

Navigation—Go To

Cycle through items on a web page <Tab>
Up One Screen <Page Up>
Down One Screen <Page Down>
Home page <Alt> + <Home>
Tools <Alt> + <X>
View favorites <Alt> + <C>
Refresh page <F5>
Stop download <Esc>
Add favorite <Ctrl> + <D>
Go forward <Alt> + ←
Go backward <Alt> + →

Tabs

Open a New Tab <Ctrl> + <T>
Close Tab or Window <Ctrl> + <W>
Open link in new tab (background) <Ctrl> + <Click>
Open link in new tab (foreground) <Ctrl> + <Shift> + <Click>
Switch to next tab <Ctrl> + <Tab>
Switch to previous tab <Ctrl> + <Shift> + <Tab>

Navigation—Address Bar

Select Address Bar <Alt> + <D>
View list of entered addresses <F4>
Open dialog box <Ctrl> + <L>
Add "www." and ".com" to beginning and end of text in Address Bar <Ctrl> + <Enter>
Tabs

- Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.

- **To Open a New Tab:** Press <Ctrl>+<T>, or click the New Tab button to the right of the most recently opened tab.

- **To Open a Duplicate Tab:** Press <Ctrl>+<O>, or right-click the tab you wish to duplicate and select Duplicate Tab from the contextual menu.

- **To Open a Link in a New Tab:** Press and hold the <Ctrl> key and click the link you want to open. Or, click the link with the middle mouse button (the mouse wheel).

- **To Open Search Results in a New Tab:** Press <Alt>+<Enter> from the Search box to open search results in a new tab.

- **To Open Quick Tabs View:** Press <Ctrl>+<T>, or click the New Tab button to the right of the most recently opened tab.

- **To Close a Tab:** Click the Close Tab button on the tab. Or, press <Ctrl>+<W>. Or, click a tab with the middle mouse button (the mouse wheel).

- **To Close All Tabs:** Press <Alt>+<F4> and click the Close all tabs button.

- **To Close All Other Tabs:** Press <Ctrl>+<Alt>+<F4>, or right-click a tab and select Close other tabs from the contextual menu.

- **To Reopen a Closed Tab:** Press <Ctrl>+<Shift>+<T>, or right-click a tab and select Recently closed tabs and select a web page from the list.

- **To Switch Between Tabs:** Click the tab you want to view. Or, press <Ctrl>+<Tab> to move to the next tab. Press <Ctrl>+<Shift>+<Tab> to move to the previous tab.

- **To Show Tabs on a Separate Row:** Right-click a tab and select Show tabs on a separate row from the contextual menu.

Home and Tools

- **To Go to the Home Page:** The home web page(s) appear when Internet Explorer is launched. Click the Home Page button. Or, press <Alt>+<Home>.

- **To Add or Change the Home Page:** Make sure the web site(s) is open in the browser. Click the Tools button list arrow and select Internet options. Make sure each web page appears in the Home page section and click the Use current button. Click OK.

- **To Remove a Home Page:** Click the Tools button list arrow and select Internet options. Delete the web page you want to remove from the Home page section and click OK.

- **To Pin a Web Page to the Taskbar:** Click and drag the web page tab onto the Windows taskbar.

- **To Launch a Web Page Pinned to the Taskbar:** Click the tab. Or, press <F4> from the taskbar. The web page appears in the Internet Explorer window.

- **To Get Help:** Click the Help menu and select Help Topics or press <F1> to open the Help window, type your question and press <Enter>.

- **To Zoom In or Out on a Web Page:** Click the Tools button, select Zoom, and select a zoom percentage from the menu. Or, press <Ctrl> + + + + to zoom in, press <Ctrl> + - - - - - - to zoom out.

- **To View the Page at 100%:** Click the Tools button, select Zoom, and select 100% from the menu. Or, press <Ctrl> + + 0.

- **To Increase Text Size:** Click the Page button on the Command Bar, point to Text Size and select an option from the list.

- **To View Internet Explorer in Full Screen:** Click the Tools button and select File > Full screen from the menu. Or, press <F11>.

- **To View the Menu Bar:** Press the <Alt> key. The Menu Bar appears below the Address Bar. To keep the menu bar displayed, right-click an empty area of a toolbar and select Menu Bar from the contextual menu.

- **To Print a Web Page:** Click the Tools button and select Print from the menu. Or, press <Ctrl> + <P>.

- **To Print Preview:** Click the Tools button and select Print Preview from the menu.

- **To Find Text on a Page:** Click the Tools button and select File > Find on page from the menu. Or, press <Ctrl> + F.

Favorites, Feeds, and History

- **To View and Open Favorites:** Click the View favorites, feeds, and history button, or press <Alt> + <C>. If necessary, click the Favorites tab. Select a favorite to open it in the current tab. Click the arrow button to the right of a favorite to open it in a new tab.

- **To Add a Favorite:** Open the page you want to add as a favorite. Click the View favorites, feeds, and history button and click Add to Favorites. Or, press <Ctrl> + <D>.

- **To Add a Tab Group to Favorites:** Click the View favorites, feeds, and history button, click the Add to Favorites button list arrow, and select Add current tabs to favorites from the list. Enter a folder name for the tabs and click Add.

- **To Organize Favorites:** Click the View favorites, feeds, and history button, click the Add to Favorites button list arrow, and select Organize favorites from the list.

- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the Feeds button on the Command Bar will appear orange.) Click the View feeds on this page button. Click the Subscribe to this feed link.

- **To View RSS Feeds:** Click the View favorites, feeds, and history button and click the feeds tab. Click a feed to view its updates.

- **To View History:** Click the View favorites, feeds, and history button and click the History tab. Or, press <Ctrl> + <Shift> + <H>. Click a time frame or click the View By list arrow to change how history is viewed.

- **To Clear History:** Click the Tools button and select Internet options. Click Delete under Browsing history. Or, click the Tools button and select Safety > Delete browsing history from the menu.

- **To Pin the Favorites Center to the Windows:** Click the View favorites, feeds, and history button and click the Pin the Favorites Center button in the menu.