®

Internet Explorer©

Back button: Click this to return to the previous page.
Forward button: Click this to go to the next page in a series of pages you have already visited.

Refresh button: Click this to update the current page if all the latest or expected information did not appear. This is helpful if you see old information on a page that is updated frequently or if graphics appear incorrectly.
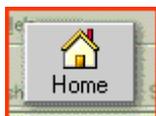
Home button: Click this to go to your home page (the first page you see when you open your browser).
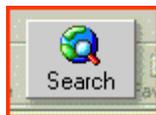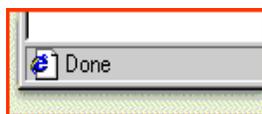
Search button: Click this to open the Search bar, where you can choose a search service and search the Internet.
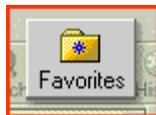
Favorites button: Click this to open the Favorites bar, where you can store links (shortcuts) to your most frequently visited Web sites or documents.

Address bar: Type Web-page addresses (URLs) here, or paths to documents on your computer.

Status bar: Watch the left side of the bar for Web-page loading progress. The right side tells you which security zone the current page is in, and shows a lock icon if you are on a secure site.

Searching the Web

```
No page to display - Microsoft Internet Explorer - [Working Offline]    _ 日 X
File   Edit   View   Favorites   Tools   Help
 ←      →       ⊗      🗘      🏠      🔍      🕔      📧      🖨      🔍     📋
Back  Forward   Stop  Refresh  Home   Search  History   Mail   Print   Size   Copy
Address  🖻 http://www.titusvillepa.com/                                  ▼  ⮕ Go
```

Type in the URL
The Uniform Resource Locator or URL is the location of a web page. Some examples
of URL are www.microsoft.com, www.mous.net, www.state.pa.us,
www.-indicates that it is on the World Wide Web
The suffix suggests the type of site:

> Com-commercial
> Org-non-profit organization
> Edu-educational institution
> Us – would be a country (United States, jp-Japan, nz-New Zealand)
> Gov-government

If you know the name of the site you would like to locate, you may type in the URL
in the address bar.

1. **Click** the mouse in the address bar
2. Type in the URL (NO spaces, do not forget the DOT between the sections)
3. Click on the **GO** command on the far right of the address bar OR press the **enter key**
4. **Wait-**Notice the status bar at the bottom of the screen it will show you the page loading
5. If you get an error page
   Check your typing and make sure you typed in the correct address
   Click the Refresh button on the toolbar
   If you still do not have any luck getting to the page you want, you may have to wait and try again later.

Other ways to search

Using a search engine
There are hundreds of websites called search engines. These search engines are large
databases of websites addresses. By using a search engine, you can search for
information about a topic. You must be careful that you only use respected sites. There
are sites that have misinformation on them and you should not believe everything you
read.
Some great search engines are:
www.dogpile.com
www.webcrawler.com
www.yahoo.com
www.google.com
These are just a very few of the great search engines available to you.

1. To use a search engine, type in the search engine name in the address bar
2. Click the GO command to the far right.
3. When the search engine loads, it will have a text box on it where you may type in the word or words you would like to find.
   <u>Example:</u>

   TYPE IN SEARCH WORD [   ] `GO`
4. Click into the box (you will see the cursor blinking in the box)
5. Type in the word (words) you would like to find
6. Click the command button beside the box

Advanced Searching Techniques

The first time you search for a topic, only to be presented with a list of 13,526,889 Web sites that match your search string, you will look for ways to narrow your search a bit.

To find exactly what you are looking for, it helps to know how the search engines interpret your query or search string. Here are few simple tips to refine your searches.

- Place " " around a two word search
  For example if you type in *sports cars* you may get links to sports and cars by typing in *"sports car"* you will find links to sports cars

- Use the asterisk (*) wildcard to look for words with the same prefix.
  For example, type "edit*," to search for "edit," "editor," "editing," and so on.

- Search for all forms of a word.
  For example, type "sink**" to find "sink," "sinking," "sank," and "sunk."

- Use the keywords NEAR and AND to find combinations of words.
  For example, type "system AND manager" or "system NEAR manager" to look for the words system and manager on the same page.

- Put quotation marks around keywords if you want Index Server to take them literally.
  For example, type "rock and roll" if you want the word and to be included as part of your search string.

- Use the AND NOT keywords to exclude certain text.
  For example, type, "surfing AND NOT the Net" to find all instances of surfing but not surfing the Net.

The results of a search

After you have typed in the keywords to search, the search engine will return many pages of results. These are LINKS to websites. Most of these results will have summaries that explain the sites basic information. You will need to scroll through the list and skim the basic results. When you find the right results (or what you think maybe the right results) click on the blue underlined link. The link will move you to that website. If you are not interested in that site you may click the **BACK** button on the toolbar and it will return you to your search results.

FAVORITES

Favorites are websites that you like and want to return to them. You may add them to your favorites and put them in folders according to their categories.

To add a page to your list of favorite pages

1. Go to the page you want to add to your Favorites list.
2. On the **Favorites** menu, click **Add to Favorites**.
3. Select the folder in which you want to place them.
    > *You may create a new folder by:*
    > *a. click on the NEW FOLDER command to the right*
    > *b. type in the new name for the folder*
    > *c. click the OK command button*
    > *d. click on the new folder to open it*
4. Type a new name for the page if you want to.

- To open one of your favorite pages, click the **Favorites** menu, and then click the page you want to open.
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Printing web pages

You may print out web pages but usually you will waste paper, time, and ink if you print the entire page. It is better if you select the area you are interested in and print only that information.

To print

1. File – Print
2. Selection