



# Internet Explorer v.7



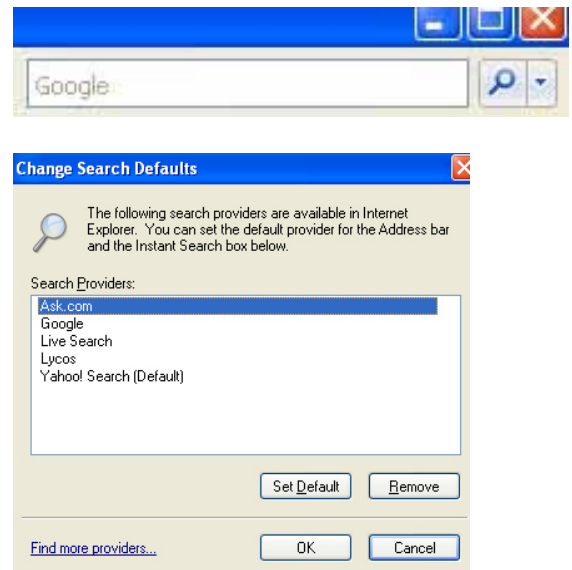
## 1. Navigating: Note these changes:




*Tip: If Tool Bar is NOT showing, press Alt key.*

## 2. Searching:

- Enter search word and click on the magnifying glass
- Click the down arrow next to magnifying glass to change search engines
  - Select desired search engine and enter search word
- To add more search engines, click on **Find more providers** link; click the Web Search engine desired; click **Add Provider** and that search engine will always appear in the search list
- To change Default search, click down-arrow, select **Change Search Defaults**, select desired search, click **Set Default**; click **OK**
- To remove a search engine, click on it, then click on **Remove**; click **OK**



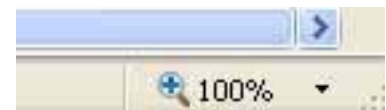
## 3. Printing:

- Pages are automatically resized so that content fits better on printed pages
- Click on **Printer** icon and the webpage will print automatically on the default printer 
- Click on the down arrow next to the printer icon for other options
- Click on **Print** and the **Print Window** appears to select printers and pages to be printed
- On **Print Preview** window there are options to change margins, orientation and also to remove the header and footer
- To print selected text:
  - Highlight desired text on a web page
  - Click on **Printer** icon (or **File to Print**)
  - Under **Page Range** in the **Print window**, click on the button beside **Selection** and click **Print**; only the selected text will print on a piece of paper

*Tip: Always use Print Preview before printing to make sure the printed page is what is desired*

## 4. Zooming:

- The zoom tool is in the bottom right corner of window
- Click on the down arrow and select the desired zoom, either zoom in or zoom out
- Use the shortcut keys:
  - Ctrl +** for zooming in
  - Ctrl -** for zooming out



5. **Home Pages:** More than one home page can show; each one will appear on a separate tab
  - a. To change the **Home Page**, have the page showing that is desired as the Home Page
  - b. Click on the down arrow next to the **Home Page** icon and select **Add or Change Home Page**
  - c. Click on appropriate button to make this page the only home page, or an additional home page



6. **Favorites:**

- a. Favorites can be viewed by clicking on **Favorites** in the **Menu Bar**, OR
- b. Click on **Favorite Center** icon and view **Favorites** and **History**
  - i. Click on webpage and **Favorite Center** disappears
  - ii. Click on green arrow icon to the right of **History** to keep Favorites showing
- c. To add a Favorite click on **Favorites** on **Menu Bar** and select **Add Favorites**, OR
- d. Click on the **Add Favorites** icon & select **Add to Favorites**
  - i. Click on **Export and Import** to save and retrieve Favorites
  - ii. Click on **Organize Favorites** to move, rename and delete Favorites, and create new folders



7. **Tab Browsing:** This allows for multiple web pages to be open in the same IE window

- a. To add a new page tab, click on new tab, enter a new URL and press **Enter**
- b. To have a link open in a new tab, right-click on the link and select **Open in New Tab**
- c. Click on **Quick Tabs** icon to see thumbnails of all tab web pages
- d. To close a tab, click **X** on desired tab
- e. A group of tabs can be saved as one Favorite; click on **Add Favorites** icon and select **Add Tab Group to Favorites**



8. **RSS Feed:** some websites have content that can be automatically delivered to the browser; RSS stands for Real Simple Syndication. RSS is a way for website owners to easily distribute a list of headlines, update notices and such when content changes on an unpredictable schedule.

- a. When on a webpage with RSS feeds, the **RSS** icon will appear orange
- b. Click the down arrow and select the available RSS feeds from that webpage
- c. The selected RSS feeds will appear in a list; click on the **Favorites** icon and click on **Feeds**
- d. Click on one of the feeds and a list of articles will show; click on the desired article

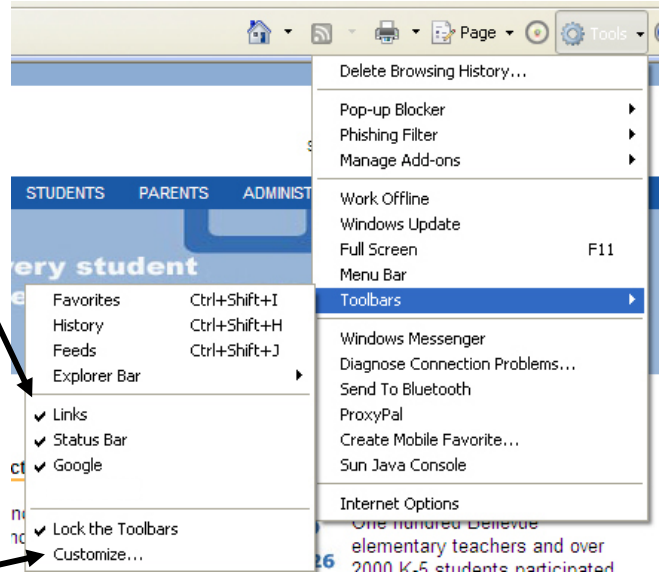


9. **Security:**

- a. **Pop-up Blocker:** This prevents pop-up advertising windows; click on **Tools** to **Pop-up Blocker** to:
  - i. Turn off pop-up blocker, to allow pop-ups
  - ii. Change Blocker settings, and add desired sites with pop-ups
- b. **Phishing Filter:** This gives information when visiting a site that is a security risk for online fraud
  - i. A window will appear when on a suspicious site
  - ii. The **Address bar** will change color to show if a web site might be dangerous:
    1. Yellow means to proceed with caution
    2. Red means to not proceed, that this is a known phishing site
- c. **Clearing Browser History:** Click **Tools** and select **Delete Browser History**; temporary internet files, Cookies, History, Form data and Passwords can be deleted, or by clicking on **Delete all**, all of these categories will be cleared

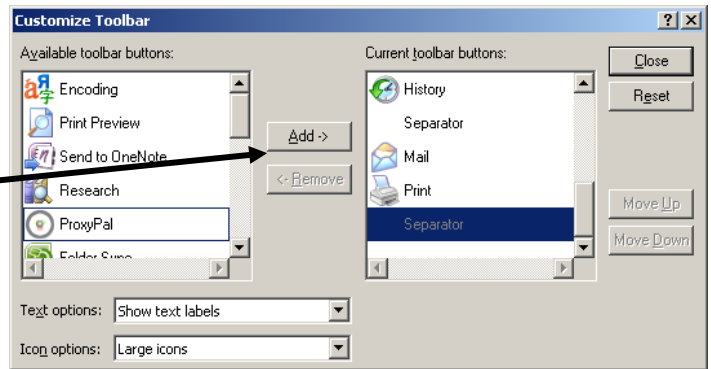
10. **Toolbars:** Toolbars can be turned off and on, and individual tools can be removed and added

- a. Click on the **Tools** icon on the toolbar
- b. Go to **Toolbars** and select the ones to be displayed or not to be displayed
- c. Checkmarks beside items indicates that that toolbar is showing
- d. When having Links displayed, the **Links** toolbar will display on the second line; click and drag it to the left to display the sites
- e. The Google toolbar may not be necessary because the IE search tool is already there and can be set to search Google



11. **Customizing Toolbars:**

- a. Click on **Customize**
- b. Tools appearing on the toolbar can be taken off and others added
- c. Click on desired tool and then click **Add** or **Remove**



12. **Adding ProxyPal**

- a. Scroll under **Available toolbar buttons;** click on **ProxyPal** and click **Add**
- b. Tools can be moved within the toolbar by clicking and dragging them to the desired position

**TIP:** To download I.E.7 click [HERE](#). Scroll down and click on the **Staff Laptop Information** page link. If problems with the use of I.E.7 arise, go back to the Staff Laptop Information page and click the link to run the latest fix . These links are only active when inside BSD.