INTRODUCTION TO MICROSOFT INTERNET EXPLORER

MARGARET E HEGGAN FREE PUBLIC LIBRARY

The INTERNET is a network of computers sharing information which is accessed primarily in the form of WEBSITES.

A WEBSITE is a viewable document on the INTERNET. The document can just display information, like a restaurant menu, it can be interactive like a weather station that allows you to specify your location, or allow you to input data like a registration page for a library event. WEBSITES are viewable through a BROWSER.

A BROWSER is a program that allows you to view and navigate WEBSITES. The most common BROWSERS include MOZILLA FIREFOX, GOOGLE CHROME, SAFARI, and MICROSOFT INTERNET EXPLORER. All browsers have the same basic features we will go over here, but each has a unique twist so be sure to try them all and see which one you like best.

THE BROWSER

This is the Microsoft Internet Explorer BROWSER. The top of the screen contains TOOLS that allow you to navigate to other websites. The bottom displays the WEBSITE you are currently viewing in a WINDOW.
The **ADDRESS BAR** is where you specify the website you wish to view by entering a **URL**. Think of the INTERNET as a physical neighborhood with each house containing a WEBSITE and your BROWSER as a driver. If you want to direct your driver to a particular house you would need to give them an address (via the ADDRESS BAR).

The **URL** is that address. Every WEBSITE has its own unique URL which is always in the form of `http://www.ADDRESSHERE .EXTENSIONHERE`

An **EXTENSION** goes at the end of a URL and defines the purpose of a website.

*.com* is the most common **EXTENSION**, and indicates a company or for profit service.

*.net* indicates a network, or a collection of websites.

*.edu* indicates an educational purpose, so any school website will end in .edu.

*.gov* indicates a government body, so if you want legislation information use .gov

*.org* indicates a non-profit organization, like your local library for instance.

To the left of the ADDRESS BAR you should see two arrows, on pointing to the left and one to the right. These are **NAVIGATION BUTTONS**.

**NAVIGATION BUTTONS** are a short cut for accessing WEBSITES you previously accessed within the same BROWSER session. Close the BROWSER and the NAVIGATION BUTTONS will refresh.

**BACK** is the arrow pointing left and will allow you to move to the previous page you were on.

**FORWARD** is the arrow pointing right and will allow you to go to the page you were on before you clicked BACK.

To the right of the ADDRESS BAR you should see two arrows forming a circle. This is the **REFRESH** button, which is used to reload a WEBSITE when there is an issue. If a WEBSITE is taking an unusually long time to load, try clicking REFRESH to start the whole process over.

To the right of the ADDRESS BAR you should see a red X. This is the **STOP** button and will halt a page from loading, which is useful if a WEBSITE is attempting to do something that you don’t want it to, like display an image or bring you to another WEBSITE.

**FAVORITES**

You can store URLs of WEBSITES you access frequently in the form of **FAVORITES** (also known as bookmarks). In order to display **FAVORITES** click on the yellow star (not the yellow star with a green arrow on top) icon on the left or right side of the browser, just above the WINDOW.
This should open the FAVORITES side bar, which displays a list of websites. Click on any of them to navigate straight to that WEBSITE.

To add a WEBSITE to FAVORITES first navigate to the page you want to add, and then open the FAVORITES side bar as you did above. At the top of this side bar should be a tab that says ADD TO FAVORITES... and a dialogue box ill pop up asking you what you want to name the link. Enter what you wish, click okay, and you should see the new link in your FAVORITES side bar.

LINKS

Navigation from WEBSITE to WEBSITE is done primarily through LINKS. A LINK is a clickable object on a WEBSITE that directs you to a new WEBSITE. This can be in the form of a button, an image, or just text. You’ll know you are about to click a link if you hover your cursor over the object and the arrow turns into a hand.

If you go to http://www.hegganlibrary.org you will see many links. Look for a button on the left side of the WINDOW labeled WASHINGTON TOWNSHIP.

See how the arrow turns into a hand when you hover over it? Click it and look at your ADDRESS BAR. It should now read http://www.townshipnj.com

SEARCH ENGINES

There is so much information on the internet that it is difficult to articulate even on a quantifiable scale. You simply can’t rely on the ADDRESS BAR to find the all information you’d want to find, and there is a tool for this problem known as a SEARCH ENGINE.

SEARCH ENGINES are websites where you can type in keywords to arrive at related websites.

There are many SEARCH ENGINES including GOOGLE (http://www.google.com) YAHOO (http://www.yahoo.com) ASK (http://www.ask.com) and BING (http://www.bing.com).

A KEYWORD is a word of phrase that identifies the information you wish to retrieve. In order to specify a phrase in a search engine surround the phrase with quotation marks.

EXAMPLE

Dog Food: will retrieve DOG and FOOD. The two words can be on opposite sides of the page.

“Dog Food”: will retrieve DOG FOOD. The words will be adjacent.