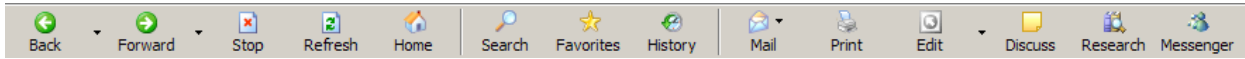# Internet Explorer User's Guide

The Internet Explorer Toolbar

The Internet Explorer toolbar has a number of helpful features, including:

- *Favorites* – Bookmarks your favorite pages - more on this below

- *Mail* – Click the down arrow to:
    - *Read Email* – opens Thunderbird into the Inbox
    - *New Message* – opens Thunderbird and starts a new email message
    - *Send Link* – Opens an email message and inserts a link to the current website into the email message
    - *Send Page* – Opens an email message and inserts the current website as the body of the email message

- *Edit* – Click the down arrow to edit the current webpage in FrontPage, Word, Publisher and other Microsoft programs. This is a quick and easy way to edit a webpage that you are permitted to edit (such as your personal homepage or, in some cases, your departmental web pages).

- *Research* – Click this button to look up a word or phrase for dictionary definitions, synonyms, and translations into many languages.

Internet Explorer uses a feature called Favorites to put Web sites you visit often within easy reach. That way, you don't have to remember or type anything. Just click your mouse twice—and there you are.

Using Favorites

Internet Explorer uses a feature called **Favorites** to make your favorite websites easily accessible. In Netscape, these were called **Bookmarks**.
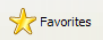
Your Netscape Bookmarks have been converted to Favorites in Internet Explorer and will be in a folder in your Favorites list called Imported Bookmarks. If they are not, contact the Helpdesk at 610-519-7777.

To Add a Website to Your Favorites List

Internet Explorer makes it easy for you to return to a particular website when you add it to your list of **Favorites**. To add a website to your **Favorites**:

1. Go to the website that you want to add to your **Favorites**.
2. From the menubar above, click the **Favorites** button, click **Add to Favorites**.
3. In the **Add Favorite** box, you will see the **Name** that will be given the Favorite. If you want to change the name, delete the current name and type a new name. Then click **OK**. The site will be added to your **Favorites** list.

Note: You can also click the **Favorites** icon on the Internet Explorer toolbar, which will open the Favorites task pane up on the left. To close the task pane, click the on the
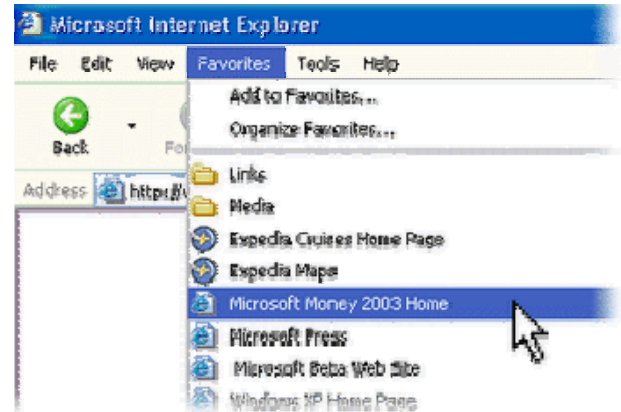
Favorites task pane.

💡 **Tip:** You can add the current page to your main list of favorites (but not to a folder) right from the keyboard by pressing **CTRL+D**.

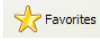## Go to a Website on Your Favorites List

Now that you have added your favorite sites to the **Favorites** list, you can easily get to them! To get to a place on your Favorites list:

1. Click **Favorites** either on the menubar above or on the toolbar.
2. Select the website you want to visit and click it once.

Alphabetize Your Favorites

If your list of Favorites gets unruly, you can put it in alphabetical order.

1. Open the **Favorites** task pane by clicking the ⭐ Favorites icon on the toolbar.
2. **Right-click** anywhere in the **Favorites** menu.
3. On the menu that opens, click **Sort by Name**. Internet Explorer will list the folders first (if you have them), and then individual web pages after that, all in alphabetical order.

Deleting a Website from the Favorites List

You may find that the link to a favorite webpage no longer works or you may not need the link anymore. To **Delete** a link from your **Favorites** list:

1. Go to your Favorites either by clicking on **Favorites** from the menubar or by clicking the ⭐ Favorites icon on the toolbar.
2. Locate the **Favorite** you want to remove, **right-click** it and select **Delete**.

📘 **Note**: Be careful when deleting entire Favorites folders, as it will delete all Favorites inside of that folder.

Organizing Your Favorites into Folders

As your list of Favorites grows, you can organize it by categorizing them, creating a folder for each category, and storing links to websites—or even other folders—in them. For example, you could create a folder named Movies and use it to store links to theaters, movie times, reviews, and so on. To create a Favorites folder:

1. Select **Favorites** from the menubar above and select **Organize Favorites**. You can also click the **Favorites** icon on the toolbar and click **Organize** from the task pane that appears.

2. Click **Create Folder**. See step 2 in the image at right.

3. Type a name for the folder, and then hit **Enter** on your keyboard. See step 3 in the image at right.

4. To move existing Favorites into your new folder, locate them on the list and drag them into your new folder. If the number of Favorites you have makes dragging impractical, select one and use the **Move to Folder** button instead.

5. You can also move items out of a Favorites folder by selecting the link and dragging it out of the folder.

6. Notice that the **Organize Favorites** box to the right also allows you to **Rename** and **Delete** Favorites folders, as well. This can also be done by right-clicking a Favorites folder from the Favorites menu or task pane and selecting either Delete or Rename.

7. When you've finished with the **Organize Favorites** box, click **Close**.

8. Now that you have created a folder, the next time you want to add a Favorite to that folder, click **Add Favorite** as you normally would, but click **Create in <<**, select the folder, and click **OK** (see image on right).
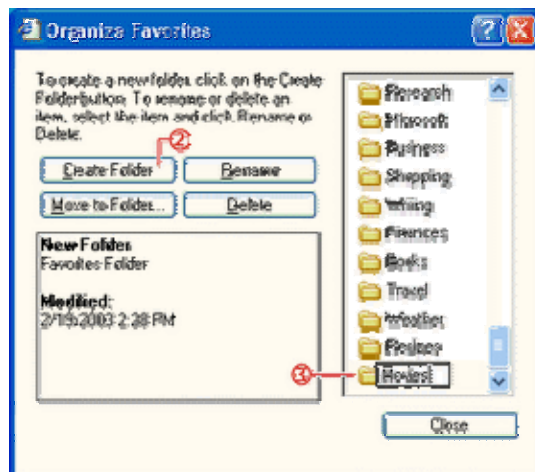
   Tip: You can drag existing **Favorites** to your new folder using from the Favorites menu or within the **Favorites** task pane. To do this, simply grab the link and move it into your new folder.
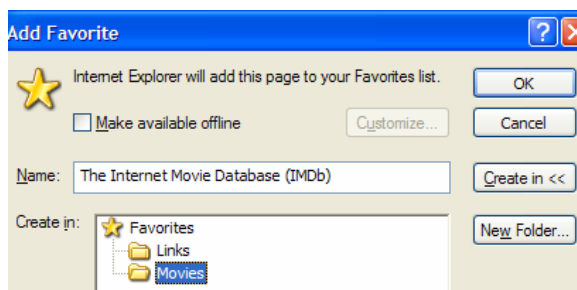
Using the Internet Explorer Links Bar

The **Links** bar can be used to quickly get to your favorite websites. Links are like **Favorites**, but are more easily accessible.

The **Links** bar is usually located just under the Internet Explorer **Address** bar, like you see here on the right.
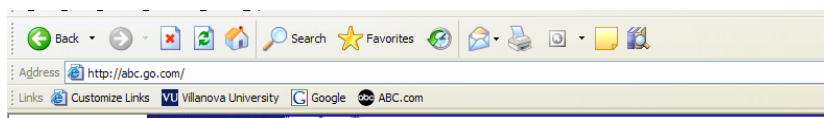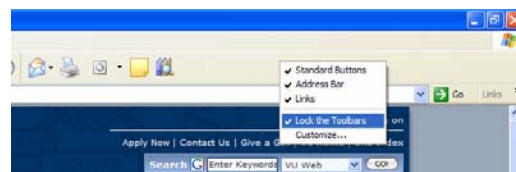
On your Villanova PC, the **Links** bar is located on the far right-hand side of the Address bar, like the one here on the right (next to the green arrow).
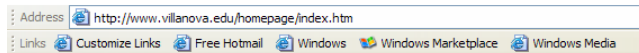
To move the **Links** bar *down* so that it displays *below* the Address bar like the first picture above:

1. Right-click on the gray toolbar area at the top of the window.

2. Click on **Lock the Toolbars** to <u>uncheck</u> the option.

3

3. *Now* you can move your **Links** bar down by clicking and holding the **Links** button and dragging it down until it appears *below* the Address Bar. Your Links bar will now appear below the Address bar and will extend to show a number of websites, like this.

Address 🔵 http://www.villanova.edu/homepage/index.htm

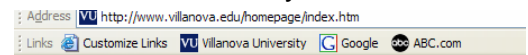Links 🔵 Customize Links 🔵 Free Hotmail 🔵 Windows 🔵 Windows Marketplace 🔵 Windows Media

4. To **Delete** a website from the **Links** bar, right-click on the website (e.g., Free Hotmail) and select **Delete** from the menu. Do this with all Links that you do not want to see on the bar.

5. To **Add** a website to the **Links** bar:

   a. Browse to one of your favorite websites.

   b. When the website has loaded, click and hold the blue Internet Explorer symbol 🔵 located at the left of the website address and **drag** it down into the Links bar. Wait a moment and then you will see the website listed on your Links bar.

   Note: Sometimes the symbol will <u>not</u> be an 🔵 symbol, but rather will be another symbol, like those listed here on the right for the VU Homepage, Google and ABC.

   Address 🔵 http://www.villanova.edu/homepage/index.htm

   Links 🔵 Customize Links 🔵 Villanova University 🔵 Google 🔵 ABC.com

6. To **Rename** a link on your Links bar, right-click on a link in the **Links** bar and select **Rename** from the menu. Type a shorter name and then click **OK**. You may want to do this for links that have very long names so that you can fit more links on the Links bar.