


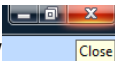




# Internet Explorer (IE) 7

<http://www.microsoft.com/hk/windows/ie/ie7/tour/fre/interface/index.html>

## Minimize/Maximize and Exiting Windows Programs

- If you are logged in to a site, be sure to “Sign Out” or “Log Out” before exiting the window
  - When using “secure sites,” be sure there is a closed Lock icon either in the right corner of the address bar or lower right side of the Task Bar.
- Use the 1<sup>st</sup> box or “dash or minus” symbol to remove the window from your immediate view (reminder...it will still appear in your task bar) 
- Use the 2<sup>nd</sup> box or the “square/double square” as follows
  - Single square  to make a “smaller window” larger
  - Double square  to make a “larger window” smaller
- Use the “X” in the 3<sup>rd</sup> box to close the window 

## Navigating the Web

- Address Bar
  - When on the internet, you don’t have to enter “http://” but you probably will have to enter [www.](http://www.)
  - IE remembers the address you type in for a set time---it also remembers incorrect addresses
- Working with Links
  - Internet searches can produce “infected” pages. Read the name of the link and see if it sounds OK. Usually “address.org” is safe.
  - Hover over a link to see the web address at the bottom of the screen
- Favorites/Bookmarks
  - Click on the yellow star with the green plus to “Add” the page for quick retrieval 
  - Give it a name that makes sense to you
  - Organize by using folders
  - Click on the yellow star to retrieve saved pages 
  - Sort your Favorites/Bookmarks

## **Home** (takes you back to your set home page)

- To set the home page
  - Navigate to desired page
  - Click Tools
  - Click Internet Options,
  - General Tab
  - "Use Current"

## **Clear History, etc**

- Click Tools
- Click Internet Options
- Under Browsing History, click Delete
  - You can delete all items (NOTE: Clicking on Delete Passwords will delete any "saved" passwords on sign-in pages such as Facebook, etc)

## **File /Page**

- Can change size of text and zoom the page.

## **F11 key**

- Removes/adds the "bars or ribbons" at the top. (toggle off /on)

## **F10 key**

- Brings up the "old" File/Edit/View/Favorites/Tools/Help ribbon (toggle off/on)

## **Windows & Office Updates**

- Click on Tools
- Windows Updates
- Express

## **Miscellaneous tips**

- When surfing, right click the image to open in a new tab or window.
- When closing windows you did not open (pop ups),
  - Right click on the IE tab in the Task Bar
  - Select Close
- Popup blockers are cool....but...they interfere with many ABAC used programs
- Don't install Tool Bars (watch on-screen selections when installing software/programs). Remove any tool bars you now have.
- Miscellaneous updates:
  - Java, Adobe and other various software will require updates. If you are uncertain of the authenticity, please ask someone in Tech Support ([techsupport@abac.edu](mailto:techsupport@abac.edu) or 2222).