

## LESSON 6



# Searching for Websites

The growth of the web has been explosive. In June 1993, there were approximately 130 websites on the Internet. Nobody knows exactly how many websites and web pages are available on the Internet today, but by mid-2008, there were more than a trillion unique URLs (web addresses) available on the web. While highly useful information is available on the web, its very volume makes finding what you need difficult. Good search techniques will help you quickly locate the most useful web pages. In this lesson, you will use the most significant aid to finding information on the web: the Internet search engine and Internet Explorer's Instant Search feature.

## LESSON OBJECTIVES

After studying this lesson, you will be able to:

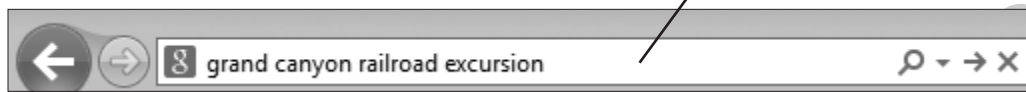
- Describe what an Internet search engine does
- Perform a basic instant search
- Use Internet Explorer's tabbed browsing feature
- Use favorites to mark and navigate to websites
- Navigate using the History panel
- Print a web page

*Additional learning resources are available at [labpub.com/learn/silver/wtwc4/](http://labpub.com/learn/silver/wtwc4/)*

# Case Study: Planning a Rail Trip

Spring break is approaching, and Terry wants to travel. He calls a cousin, and they decide to visit the Grand Canyon together. Neither of them has visited the Grand Canyon before, so there's no literature close at hand. Terry goes on the web to find out what's available at the Grand Canyon, where to stay, and what to see. He knows that the best way to find information on the web is to use a search engine. With the choice of a few key words, Terry discovers some good general information and learns about a railroad with daily trains traveling into and out of the Canyon.

Internet Explorer's Address bar also serves as an instant search box, making it easy to quickly search with your favorite search provider.



Tabbed browsing lets Terry open several web pages in the same Internet Explorer window.



# Searching from the Address Bar

You are connected to the Internet, and your web browser is running. Now how do you find pages with the information you wish to view? Unless you want to rely only on URLs that you've memorized or links sent to you via email, you need to perform a *search*. There are numerous services (called *search engines*) available on the web to help you search for web pages.

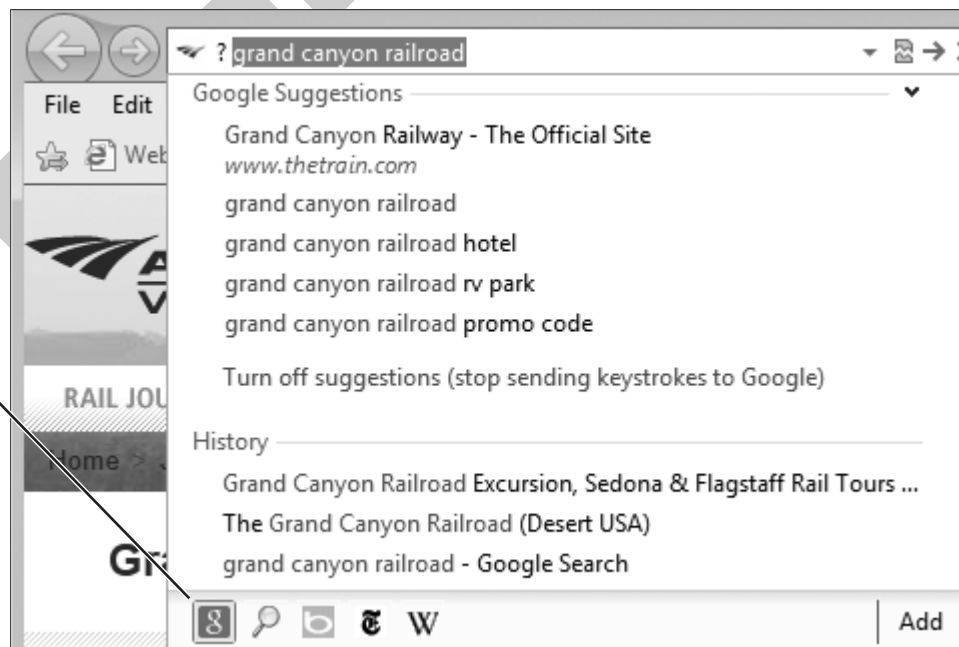
## About Search Engines

An Internet search engine is a website designed to help you locate and navigate to web pages that contain the information you desire. Search engines typically display a list of search result links, which you use to navigate to sites that meet your search criteria. As you will see, there are many types of search engines; the search engine you select can determine the success or failure of your searches. This topic introduces basic techniques for locating web pages.

**NOTE!** Most of the exercises in this lesson use the Google.com search engine because it is an excellent general search engine that is easy to use. The techniques you use to work with Google.com will also work well with other search engines.

## Address Bar Search

The Address bar gives you immediate access to your favorite search engines.



Internet Explorer features an integrated Address/Search bar. Previously, users had to navigate to a search engine's web page in order to use it for a search. Now you can type one or more words into the Address bar and immediately see search results from the search provider of your choice.

**NOTE!** The Address/Search bar will always simply be referred to as the Address bar throughout this lesson.

## Choosing a Search Engine

No single search engine is ideal for every type of search. Some search engines may consistently produce search results highly relevant to the actual information you are seeking. Other search engines may perform a search so complete you don't have time to make your way through all of the hits and yet may be perfectly suited to searching for a very obscure piece of information. Over time you will likely begin to favor one search engine in particular, though there may be occasions when you seek additional search engines because the one you usually use does not provide the results you need.

## Adding Search Providers

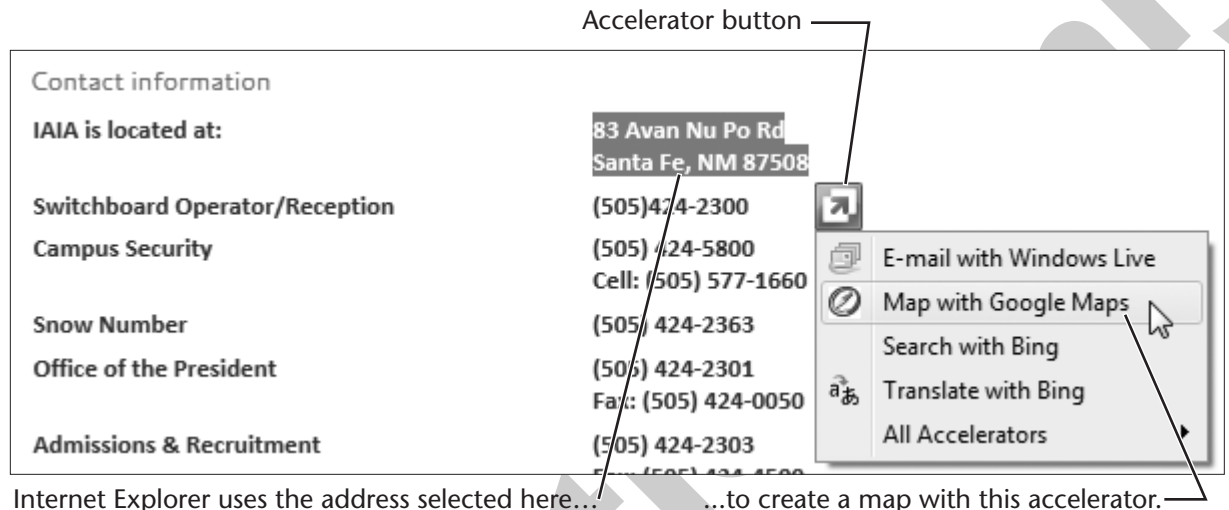
You can add search providers to the Internet Explorer's Address bar, making it easy to switch from one to another as your search needs dictate. For example, you might use Google as a general search engine and then switch to a different search engine to run a more complete search. The Internet Explorer Gallery has many categories of search providers to choose from. For example, there are search providers for shopping, news, music, and other specialized search needs.



The Internet Explorer Gallery displays search providers you can add to the Address bar.

## Accelerators

In addition to search providers, Internet Explorer also allows the installation of accelerator add-ons. These can take information from web pages and transform it into an instant search without the need to do any typing in the Instant Search box.



Accelerators can perform searches from content you select on a web page.

**! NOTE!** Skill Builder 6.3 gives you the opportunity to try out an accelerator.

## Setting a Default Search Provider

You can tell Internet Explorer to use a particular search provider by *default*. This means any keyword search in the Address bar will use this provider unless you choose a different provider. You can alter your default search provider at any time.

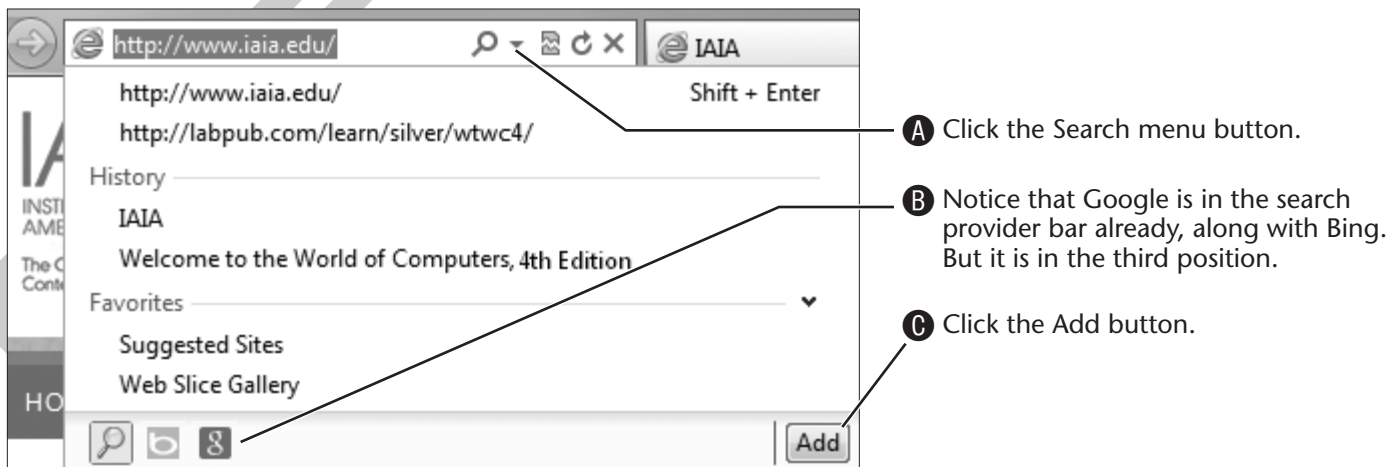
**QUICK REFERENCE: Searching with the Address Bar**

Task	Procedure
Perform an instant search	<ul style="list-style-type: none"> <li>Type one or more search keywords into the Address bar and then tap <b>Enter</b>.</li> </ul>
Change the default search provider	<ul style="list-style-type: none"> <li>Click the Tools button </li> <li>Choose Manage Add Ons.</li> <li>Choose Search Providers in the left panel.</li> <li>Right-click the desired search provider, then choose Set as Default.</li> <li>Click the Close button at the bottom-right corner of the window.</li> </ul>
Add a new search provider	<ul style="list-style-type: none"> <li>Click the Address bar search </li> <li>Click the Add button at the bottom-right corner of the drop-down box.</li> </ul>

**HANDS-ON 6.1 Add a Search Provider****WebSim**

In this exercise, you will add a new search provider to the Instant Search box.

1. Start Internet Explorer. If necessary, Maximize the window.
2. Navigate to the student web page: **labpub.com/learn/silver/wtwc4**
3. Click the Add a Search Provider link.  
As it starts, Internet Explorer is already running in the WebSim.
4. Follow these steps to add a new search provider:



Internet Explorer displays a new tab with the first of several pages listing popular search providers. To the left is a navigation panel displaying various categories of providers.



5. Click the scroll bar on the right side of the window to simulate scrolling down.
6. Choose Most Popular from the navigation bar at the top of the search provider list.  
The Internet Explorer Gallery displays the most popular search provider choices.
7. Point (don't click) over the New York Times on the first line of the list.  
A rating for the search provider appears. As with many ratings you see on the Web, this one should be taken with a grain of salt. However, it may help you spot particularly ineffective search providers.
8. Click the New York Times.  
The search provider's Internet Explorer Gallery page appears.
9. Click the Add To Internet Explorer button.  
An Add Search Provider dialog box appears.
10. Click the Add button.  
Internet Explorer adds the New York Times to the Address bar search.
11. Click the Search button on the Address bar as shown below.



Notice that the New York Times has been added to the search provider list. You can now switch to this provider at any time.

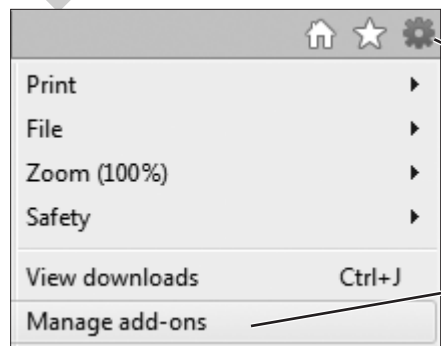


12. Click anywhere on the web page to dismiss the Search list.

## Set the Default Search Provider

Now you will set the search provider that Internet Explorer always uses when you first start the program.

13. Follow these steps to display the Add Ons window:

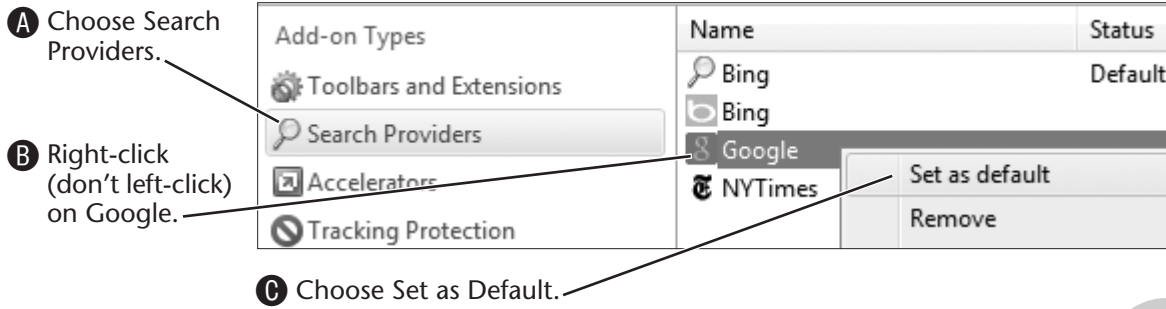


**A** Click the Settings button.

**B** Choose Manage Add-Ons.

The Manage Add-Ons window appears.

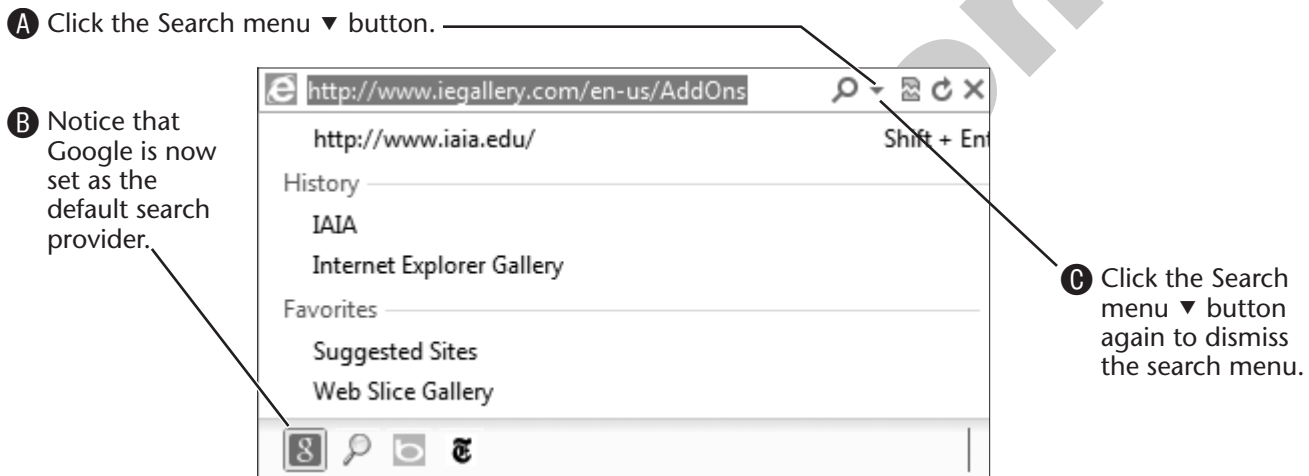
#### 14. Follow these steps to change the default search provider setting:



Google is indicated as the new default search provider.

#### 15. Click the Close button at the bottom-right corner of the window.

#### 16. Follow these steps to verify your new default setting:



#### 17. Click the Continue to Next WebSim button.

The next WebSim loads into Internet Explorer, ready for the next exercise. Continue reading the next topic.



# Performing Basic Keyword Searches

A basic keyword search asks the search engine to find web pages with a specific word or several specific words. Basic searches are quick and easy to execute and will often yield the information you are seeking. Search results are typically reported as a list of search results with a short summary of each page. Sometimes a search may yield no results at all, while other times you may get millions of results—more than you could possibly browse.

## Selecting Search Words

The more words you include in a keyword search, the more likely it is that the search results will be relevant to your needs. However, you don't want to start out with so many search words that you miss websites that did not include some of the search words but would still be of interest. When you perform a keyword search with more than one word, most search engines will show you the pages that contain all the words first, then pages that contain only a few of the words.

**! TIP!** Every Internet search engine has its own rules and conventions (called syntax) for searching. However, the two rules described in the following Quick Reference table work with most Internet search engines.

### QUICK REFERENCE: Typing Basic Search Words—Rules

Rule	Examples
Use capital letters only when typing proper nouns. If you type more than one proper name in a search, separate each name with a comma.	Mahatma Gandhi, Grand Canyon
If you wish to search for an exact phrase, enclose the phrase in quotation marks.	"global warming trends" "hybrid automobile"

## Behind the Screen

### How Internet Search Engines Work

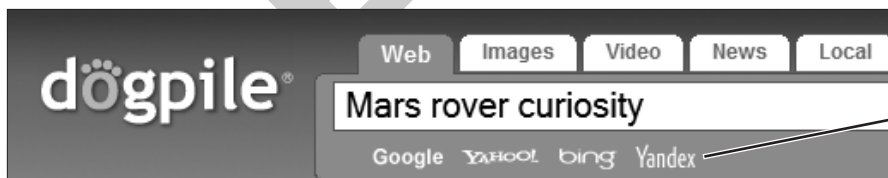
All Internet search engines maintain some type of database of web pages and their content. When you perform a search, the search engine uses its database to list all web pages that meet your search criteria. Search engines differ in the techniques they use to locate websites and add them to their databases.

Search engines can be broken down into three primary categories based on their method of indexing the content of the web.

- **Full-text**—Some search engines index every word of every web page they encounter. While this yields a very complete search, it is likely that many hits won't relate to the specific topic for which you are searching. On the other hand, you are guaranteed a very complete search. The Hotbot.com search engine uses the full-text indexing technique.
- **Computer-generated**—Some search engines review the first page or part of the first page of a website and then use programming to assign the web page to specific search key words. The Google search engine employs this technique, using data such as the popularity of a website to assign its order in the search results list.

### Metasearch Engines

The web also has search engines that search other search engines. Essentially, a *metasearch* engine sends your search to several search engines and other resources with a single command. This approach takes advantage of the strengths of several search engines simultaneously. However, you may end up with more search results than you bargained for.



This metasearch engine searches four popular search engines simultaneously.

## Behind the Screen *(continued)*

### Search Result Order

Different search engines usually list the same sites in a different order. There are a few factors that can affect the order of sites in the search results list.

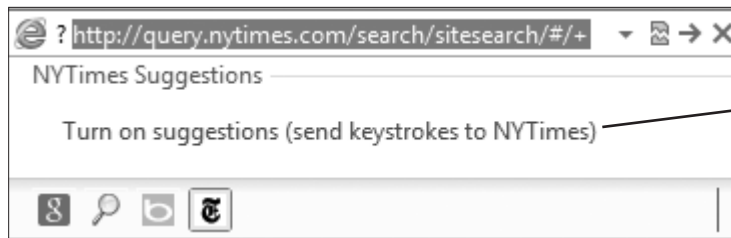
- **Content of the page**—The text on the web page can make a difference in the order a site is listed. The search engine reviews the homepage to determine the level of relevance of the site to your search terms.
- **Search relevance rating**—Each search engine has its own system for rating the relevance of a website to the terms you used in your search. How this relevance rating is processed will change the order of sites in the search results list.
- **Content of the meta-tag for a page**—Many web pages have some hidden code (called a meta-tag) that contains search keywords. Some search engines use this information to determine the order of the web page in a search results list.
- **Sponsored links/money**—Yes, it's true. Many websites pay a search engine to give them a higher position in the search results list. The logic is that the first sites in the search results list are much more likely to be browsed. Conversely, if a web page is deep in the list, it is much less likely that a searcher will make it that far down the list to view the page.

Ads related to grand canyon	Why these ads?
<p><b>Visit The Grand Canyon   NationalParks.org</b>  <a href="http://www.nationalparks.org/">www.nationalparks.org/</a>            Take A Trip The Grand Canyon And Do Trip Research With Our Online Guide</p>	
<p><b>Grand Canyon Rim to Rim   fsguides.com</b>  <a href="http://www.fsguides.com/">www.fsguides.com/</a>            Rim to Rim hiking tours since 1999. Professional, knowledgeable guides            Grand Canyon Tours - Utah Hiking Tours - Havasu Falls - Yosemite</p>	
<p><b>Grand Canyon Tours   Papillon.com</b>  <a href="http://www.papillon.com/Grand_Canyon_Tours">www.papillon.com/Grand_Canyon_Tours</a>            Book Your Grand Canyon Tours Online with Papillon &amp; Save Up to 40%!            Helicopter Tours from Las Vegas - Airplane Tours from Las Vegas</p>	
<p><b>Grand Canyon National Park - National Park Service</b>  <a href="http://www.nps.gov/grca/">www.nps.gov/grca/</a>            Jul 31, 2012 – Official National Park Service site. News and events, information on camping and lodging, facilities and fees, maps and volunteer openings.            Plan Your Visit - Lodging - Fees &amp; Reservations - Directions</p>	
<p><b>Grand Canyon - Wikipedia, the free encyclopedia</b>  <a href="http://en.wikipedia.org/wiki/Grand_Canyon">en.wikipedia.org/wiki/Grand_Canyon</a></p>	

Three sponsored (paid) links push their websites to the top of Google's search results. The paid links appear before the much more popular National Park Service website (the first unpaid result). Not all search engines mark sponsored links.

## Search Suggestions

Internet Explorer's search suggestions feature displays likely searches as you type in the Address bar. This feature works by sending your keystrokes to the active search provider. Due to privacy issues, this feature doesn't work until you choose to turn it on with one or more search providers. You can also turn this feature off when you don't want to use it.



A search provider displays an invitation to turn on search suggestions.



### HANDS-ON 6.2 Search with the Address Bar

WebSim

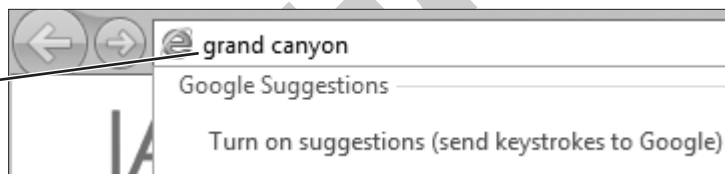
In this exercise, you will search on a specific keyword via the Address bar.

**Before You Begin:** The Address Bar Search WebSim should be open. If it is not, go to the student web page and then click the Address Bar Search link.

The WebSim begins with an Internet Explorer browser window open.

1. Follow these steps to perform a quick search for the Grand Canyon:

**A** Start typing **gran** in the Address bar.



**B** Click Turn On Suggestions.

Google displays search suggestions based on what you've just typed. Notice that it's already suggesting Grand Canyon. It does this because the words Grand Canyon are very popular search keywords.

2. Choose Grand Canyon from the Google Suggestion list.

The first page of Google's search results appears. Notice that this initial search found over 72,000,000 (!) results.

3. Choose Images from the left side of the search results.

Google displays images located by your search.

4. Choose Maps from the left side of the search results.

Google displays a map of the Grand Canyon.

Notice that the left panel of search categories has disappeared.

5. Click the Back  button.

You return to the Images page, and the search categories list reappears on the left.

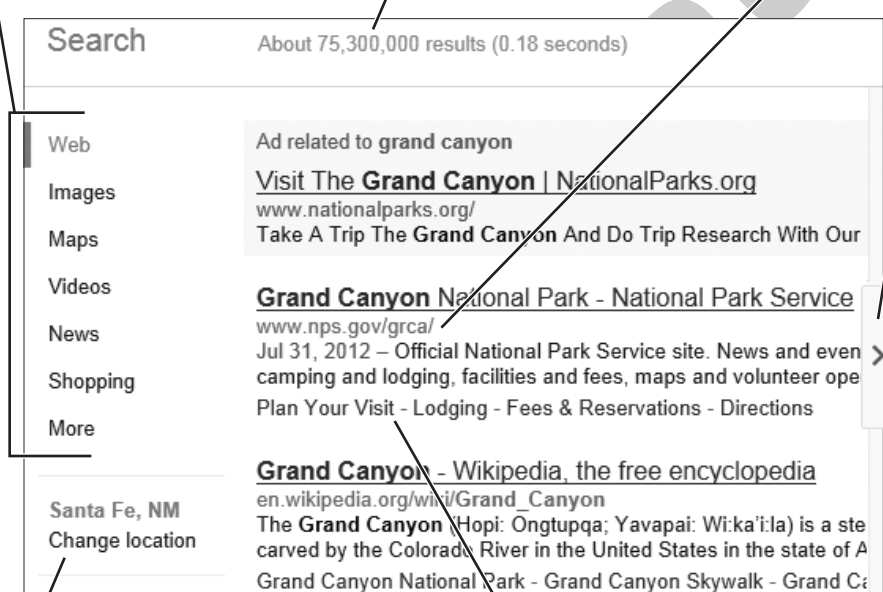
6. Choose Web from the left side of the search results.

You are back to the original search results. Next, we'll look at the details of interpreting search results.

7. Click the Continue to Next WebSim button.

## Interpreting Search Results

Most search engines display basic information about each result turned up by a search. This helps you select the results most likely to have the content you want. This is one area where search engines can differ quite a bit. The following figure displays features of a search results list from the Google search engine.



The figure shows a Google search results page for the query "Grand Canyon". The page includes a left sidebar with search categories (Web, Images, Maps, Videos, News, Shopping, More), a main results area with an advertisement and organic search results, and a right sidebar with a "Similar" section. Annotations point to specific features:

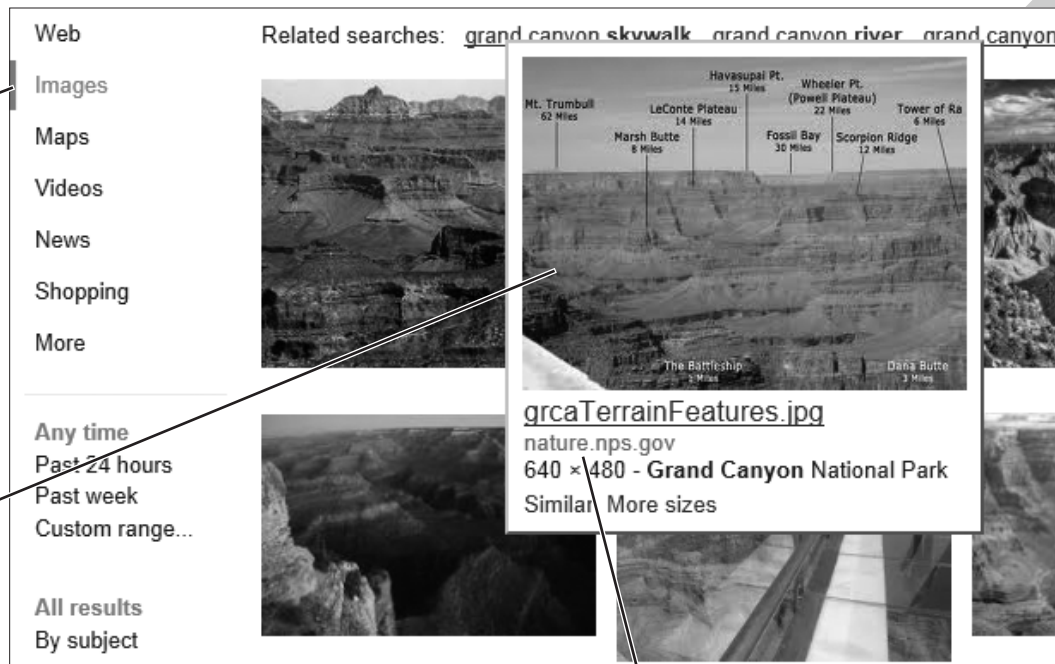
- These links narrow the search results to specific categories.** (Points to the left sidebar categories)
- The number of results generated by your search.** (Points to "About 75,300,000 results (0.18 seconds)")
- The URL (web address) of the page.** (Points to the URL of the first organic result: [www.nps.gov/grca/](http://www.nps.gov/grca/))
- Displays a preview of the page.** (Points to the preview of the "Grand Canyon National Park" website in the "Similar" section)
- The search engine's estimate of your current location.** (Points to "Santa Fe, NM Change location")
- Links to highly popular pages on this site.** (Points to the Wikipedia result: [en.wikipedia.org/wiki/Grand\\_Canyon](http://en.wikipedia.org/wiki/Grand_Canyon))
- Displays a previously stored older version of the web page.** (Points to the "Cached" link in the "Similar" section)
- Starts a new search for websites similar to this one.** (Points to the "Similar" section header)

## Searching for Specific Types of Results

Good search engines also allow you to search for specific types of results. For example, you can search specifically for images or maps of a particular locale. You tried this at the end of the previous Hands-on exercise.

Search engines let you search for specific categories of search results.

Pointing over an image displays some details.



You can tell from the URL that this photo came from the official National Park Service website.

## Narrowing a Search

When a search yields millions or even just thousands of results, it could be quite time-consuming to browse through even a fraction of the pages to find the information you need. Fortunately, you can easily narrow a search by adding search keywords. This means that you can conduct a broad search first and then add more keywords to the search to reduce the number of results. This is called narrowing your search because a narrower cross-section of websites will match your additional keywords.

**Example** Since Terry and his cousin have decided to take a rail trip into the Grand Canyon, Terry decides to narrow his search to pages that contain references to railroad and railway trips.





## HANDS-ON 6.3 Narrow a Search



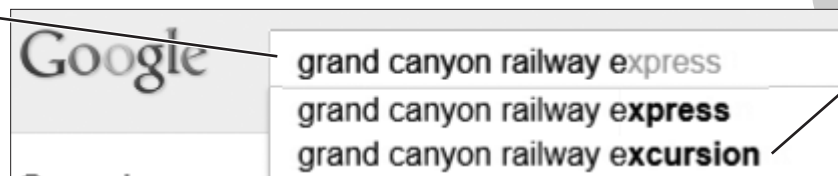
In this exercise, you will add keywords to narrow a search for visits to the Grand Canyon by railway.

**Before You Begin:** The Narrow a Search WebSim should be open.

In the next step, you could narrow your search in the Search box or in the Google web page showing the search results. Be sure to use the Google web page as shown.

1. Follow these steps to add words to your search:

**A** Start typing **railway** e. (Google displays search suggestions as you type.)




**B** Choose grand canyon railway excursion from the search suggestion list.

Google displays the results of your narrowed search. The number of results has gone down from more than 71 million to 28,300. Notice that there are three sponsored (paid) links in the shaded region at the top of the list, and more sponsored links to the right. These paid links are a major income generator for Google and other search engines.

2. Click the scroll bar on the right, and then click the first unshaded link: Grand Canyon Railway – The Official Site.  
The linked web page appears.
3. Click Explore on the new web page then choose Schedule & Route.

### Navigate Back and Forward

4. Click the scroll bar on the right side of the page to simulate scrolling down the page.

Notice that the Forward  button is dimmed. This is because you can only move forward again once you have moved back.

5. Click the Back  button.

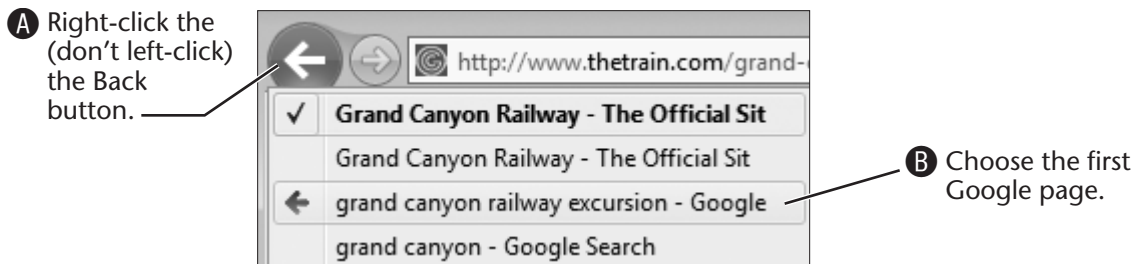
You return to the first page you viewed on the site. Notice that the Forward button is no longer undimmed. Once you move back, it's possible to move forward.

6. Click the Forward  button.

You return to the page you moved back from. It's also possible to jump back several pages with a single command. Let's do that next.




## 7. Follow these steps to perform a multipage Back command:



Internet Explorer jumps you back to the search page in one step.

Notice that the color of the Grand Canyon Railway link on the Google search page has changed. This is Internet Explorer's way of telling you that you've visited this link.

- Click the second Grand Canyon Railway in the shaded sponsored links area.
- Going back and forth between search results is one way to go about finding the information you need. But going back and forth between different sites is difficult and a bit tedious. There is another method to open web pages that makes this type of search much more effective: tabbed browsing. Let's learn about this feature now.
- Close  the WebSim window.

The book web page reappears since it is no longer covered by the WebSim page.

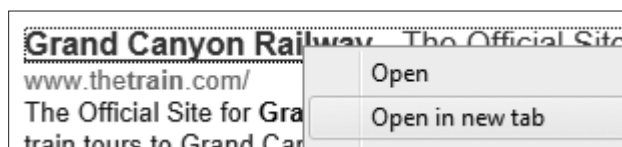
## Using Tabbed Browsing

*Tabbed browsing* is the capability to open multiple web pages within the same browser window. Instead of going back and forth between web pages or having to open multiple browser windows, you can open a new tab for each page you wish to view. You can also open a new tab and start a new search or navigate to a new web page via the Address bar.



## Opening Links in a New Tab

You can open links in new tabs by using a right-click rather than a left-click. A right click opens a pop-up menu with the option to open the link in a new tab or in a new browser window.



Right-clicking a link displays Open in New Tab in a pop-up menu.


**TIP!** When you want to view several results from a search, use the right mouse button to open each search result in its own tab.



## HANDS-ON 6.4 Open Links in Tabs



In this exercise, you will open links in new tabs and then switch from one tab to another.  
**Before You Begin:** The student web page should be open.

1. Click the Open Links in Tabs link on the student web page.  
A simulation of Google search results appears.
2. If necessary, Maximize  the new Internet Explorer window.
3. Follow these steps to open a search result in a new tab:

**A** Right-click (don't left-click) the Grand Canyon Railway – The Official Site link.



**B** Choose Open in New Tab from the pop-up menu.

Internet Explorer opens a new tab for this web page. However, you are still viewing the search results in the original (leftmost) tab.




4. Scroll down the page, then right-click the Grand Canyon Railroad Excursion – Sedona & Flagstaff Rail Tours link and then choose Open in New Tab from the pop-up menu.  
Another new tab appears at the top of the web page.
5. If necessary, scroll down the page and then open the Grand Canyon Discovery Tour link in a new tab.  
You could actually open a dozen or more new tabs, but these three new ones will do.

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## Navigating Tabs

You can switch from one tab to the next using the mouse or convenient keyboard commands. It's also easy to close a tab once you are finished viewing it. Internet Explorer can even help you open recently closed tabs for another look.

**QUICK REFERENCE: Using Tabbed Browsing**

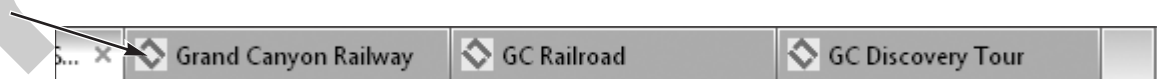
Task	Procedure
Open a link in a new tab	<ul style="list-style-type: none"> <li>• Right-click the link you wish to open.</li> <li>• Choose Open in New Tab from the pop-up menu.</li> </ul>
Close a tab	<ul style="list-style-type: none"> <li>• Point over the tab you wish to close.</li> <li>• Click the tab's Close  button, or use <b>Ctrl+W</b> from the keyboard.</li> </ul>
Close all tabs but one	<ul style="list-style-type: none"> <li>• Right-click the tab you wish to keep.</li> <li>• Choose Close Other Tabs from the pop-up menu.</li> </ul>
Close all tabs	<ul style="list-style-type: none"> <li>• Close  the Internet Explorer window.</li> <li>• Choose Yes if you are asked to confirm closing the tabs.</li> </ul>
Switch to a new tab using the keyboard	<ul style="list-style-type: none"> <li>• Use <b>Ctrl+Tab</b> to switch to the next tab.</li> <li>• Use <b>Ctrl+Shift+Tab</b> to switch to the previous tab.</li> </ul>
Open a new tab	<ul style="list-style-type: none"> <li>• Click the New Tab  button on the tab bar, or use <b>Ctrl+T</b> from the keyboard.</li> </ul>
Open a recently closed tab	<ul style="list-style-type: none"> <li>• Right-click on a tab.</li> <li>• Choose Recently Closed Tabs from the pop-up menu.</li> <li>• Choose the tab you wish to re-open.</li> </ul>

**HANDS-ON 6.5 Navigate Tabs**

In this exercise, you will use various techniques to navigate between tabs.

**Before You Begin:** The search results page should be open, and there should be four tabs visible. Repeat Hands-On 6.4 on page 219 if you did not continue from the previous exercise.

1. Click once on the Grand Canyon Railway tab as shown below.



The web page for this tab appears immediately. One advantage of opening web pages in new tabs is that the pages can load in the background while you choose additional pages to open. This can be helpful if you access the Internet via a slow connection.

**! NOTE!** In the next step, hold down one key and then tap the other key. Do not try to hold down both keys at the same time.

2. Hold down the **Ctrl** key with the thumb on your left hand, tap the **Tab** key on the left side of the keyboard with your index finger, and then release the **Ctrl** key.

Internet Explorer jumps you to the next available tab. This keyboard method can be a very handy way to navigate tabs without having to reach for the mouse.

3. Use **Ctrl**+**Tab** again to jump to the next tab.

Now you are at the end of the tabs for this Internet Explorer window. The next time you jump to a new tab, you will start over with the first tab.

4. Use **Ctrl**+**Tab** one more time to jump to the next tab.

The Google search tab appears. Now you could perform a new search, or choose additional links to open in new tabs.

**! NOTE!** Do not try to hold down all three keys at once in the next step.

5. Hold down both the **Ctrl** and **Shift** keys and then tap the **Tab** key again. Release the **Ctrl** and **Shift** keys.

Internet Explorer jumps you back to the previous tab.

### Close and Re-open Tabs

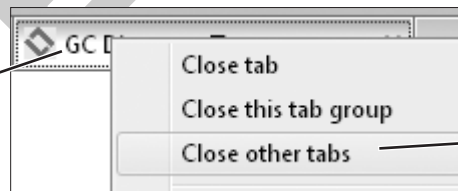
6. Point at the second to the last tab in the tabs group, then click the x to close that tab as shown at right.

Internet Explorer closes that tab.



7. Follow these steps to close all but one tab in the tab group:

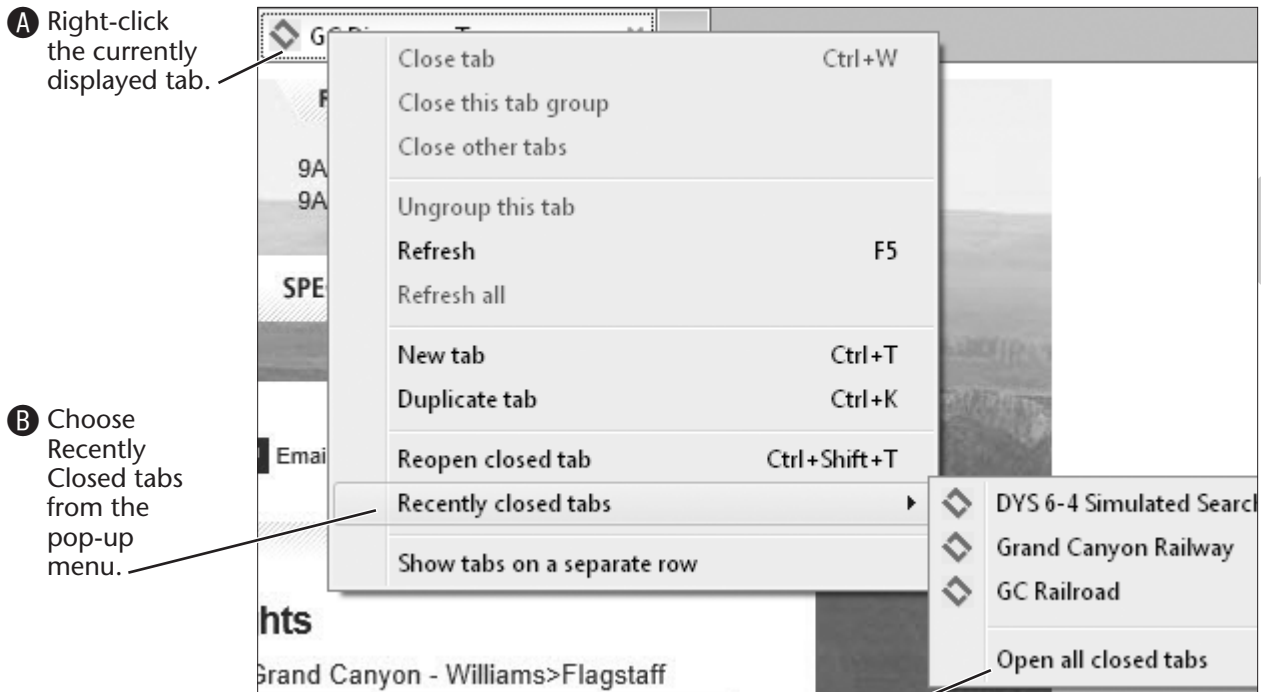
**A** Right-click the currently displayed tab.



**B** Choose Close Other Tabs from the pop-up menu.

All of the other tabs immediately disappear.

8. Follow these steps to re-open the tabs you just closed (and any others you might have opened in this particular Internet Explorer window).



Internet Explorer re-opens all the tabs you had previously closed in this window.

## Bookmarking Favorite Websites

A *favorite* (also called a *bookmark*) is a way to mark a web page so you can open it quickly in the future. Favorites make it easy to locate the web pages you browse most often. For example, you can use a favorite to view the local weather report or to check your favorite online news source.

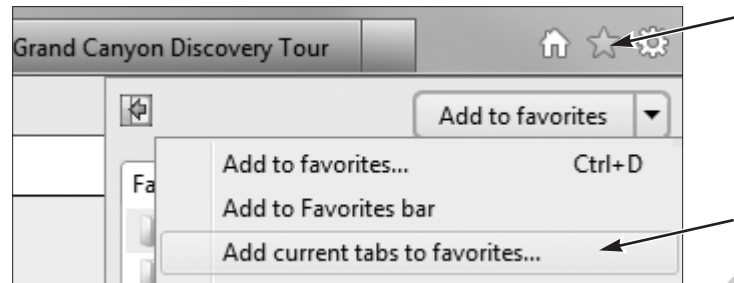
### The Favorites Bar

Internet Explorer has a toolbar to display favorites bookmarks. Use the Favorites bar to get one-click access to the websites you visit regularly. The Favorites bar may not be visible when you start using Internet Explorer.

**! NOTE!** Depending on how your computer lab is set up, favorites may not yet be visible on your screen. If not, you will make it visible in the next Hands-on exercise.

## Creating Favorites

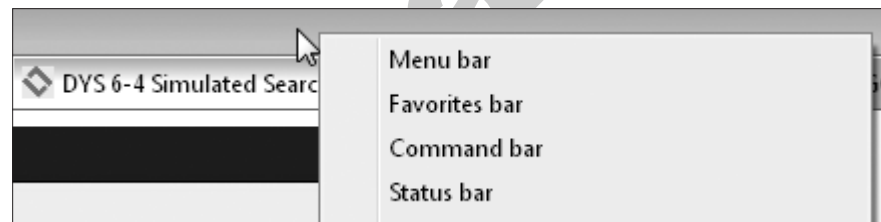
Any time you are viewing a web page you think you will visit often, you can create a new favorite for it using either the mouse or keyboard. If you have several web pages open in tabs, you can create a folder of favorites that you can open with a single click.



You can add all currently displayed tabs to a folder in your Favorites list with a single command.

## Hidden Controls

In order to maintain as clean and uncluttered look as possible, Internet Explorer hides some familiar toolbars and menus. These are hidden when the program is first installed (such as a new Windows computer), but you can call them up easily.



A right-click on the Title bar (above the tabs) displays a pop-up menu for Internet Explorer settings.



## HANDS-ON 6.6 Add Favorites



In this exercise, you will add a favorite for a single web page and for a group of currently displayed tabs and then navigate within Favorites.

**Before You Begin:** If you did not continue this exercise from Hands-On 6.5 on page 220, you must first repeat Hands-On 6.4 on page 219. (There is no need to repeat the Hands-On 6.5 exercise.)

### Add Favorites

1. Follow these steps to add a single web page to Favorites:

**A** Display the Grand Canyon Discovery tab.

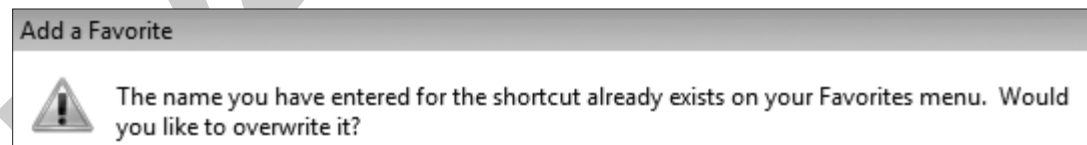
**B** Click the Favorites button.

**C** Click the Add to Favorites button.

**D** Change the name of the favorite as shown here. (Just start typing. There is no need to use the **Backspace** or **Delete** key.)

**E** Click the Add button.

If someone else has added the same favorite, you may see a prompt from Internet Explorer asking if you wish to overwrite the old favorite with this new one.

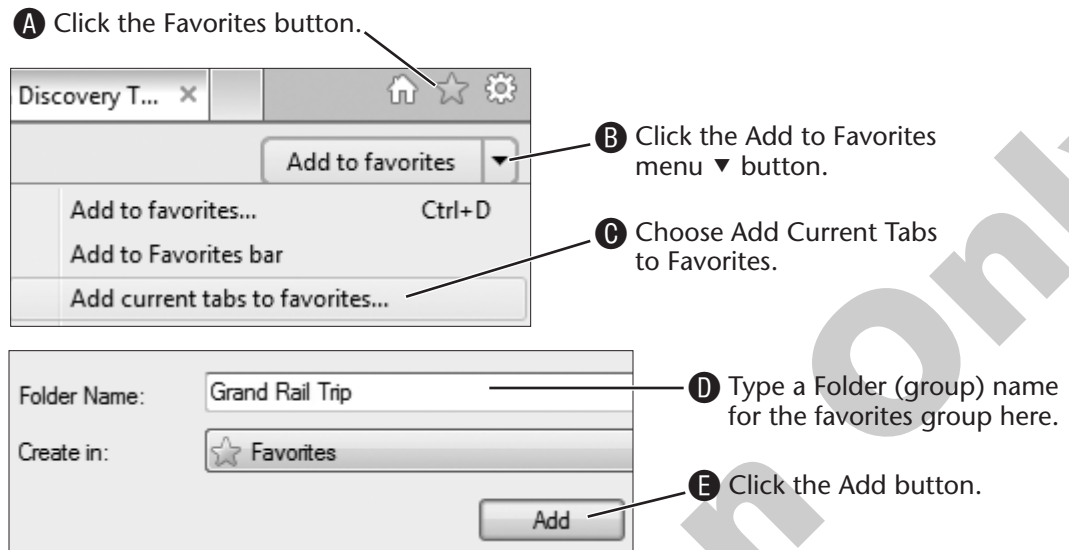


2. Choose Yes to confirm overwriting the previous favorite with the same name if a prompt appeared at the end of Step 1.

Internet Explorer adds the web page to your Favorites list. Now you will add all of the currently displayed tabs to your Favorites.



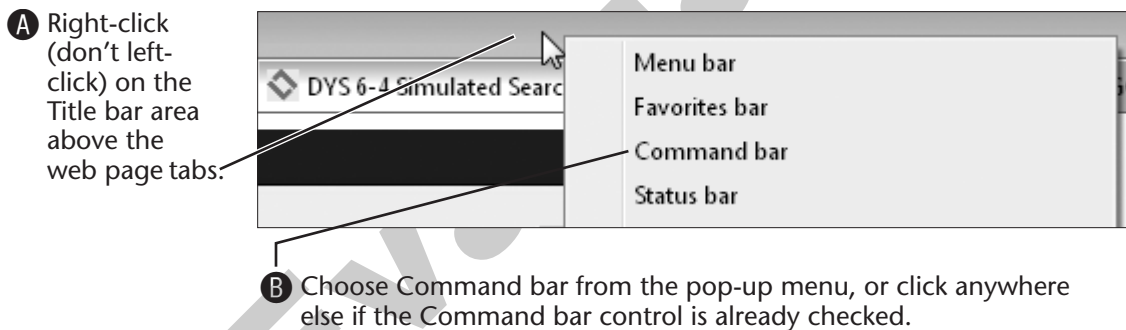
### 3. Follow these steps to add the entire tabbed group to Favorites:



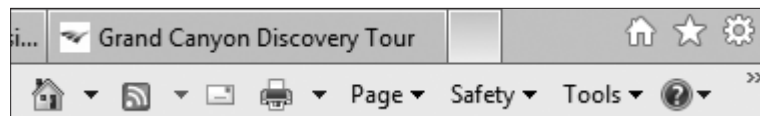
### Display Hidden Controls

Next you will display some Internet Explorer controls that might be hidden in your current computer setup.

### 4. Follow these steps to display the Command bar.



Internet Explorer displays the Command bar, on the upper-right side of the window. This contains buttons for several types of common commands.



### 5. Right-click on the Title bar, and then choose the Favorites bar, or click anywhere else if there is already a checkmark beside the Favorites bar command.

Internet Explorer displays the Favorites bar, just below the Back/Forward buttons. You can place buttons on this bar for single-click access to websites you visit frequently.

6. Click the Add To Favorites bar button just below the Back button as shown at right.

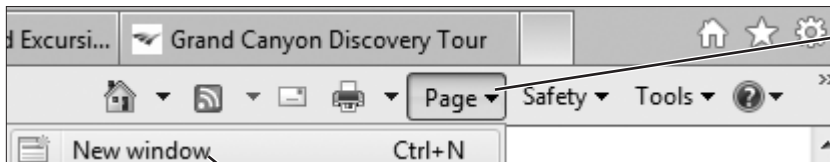
Internet Explorer adds a button for the currently displayed webpage to the Favorites bar.



## Navigate with Favorites

Now you will open a new browser window and navigate with your new favorites.

7. Follow these steps to open a new Internet Explorer window:



A Click the Page menu ▼ button on the Command bar.

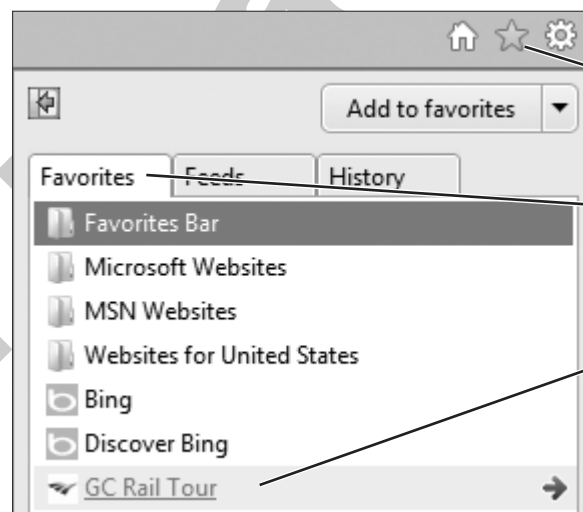
B Choose New Window from the menu.

Internet Explorer opens a new browser window. This new window displays the same web page you were viewing when you gave the New Window command.

**! NOTE!** For the rest of this book, a command like this will be written:  
Choose Page > New Window from the Command bar.

8. Click the Home button on the Command bar.  
This returns you to the homepage.

9. Follow these steps to navigate to a favorite:



A Click the Favorites button.

B If necessary, display the Favorites tab.

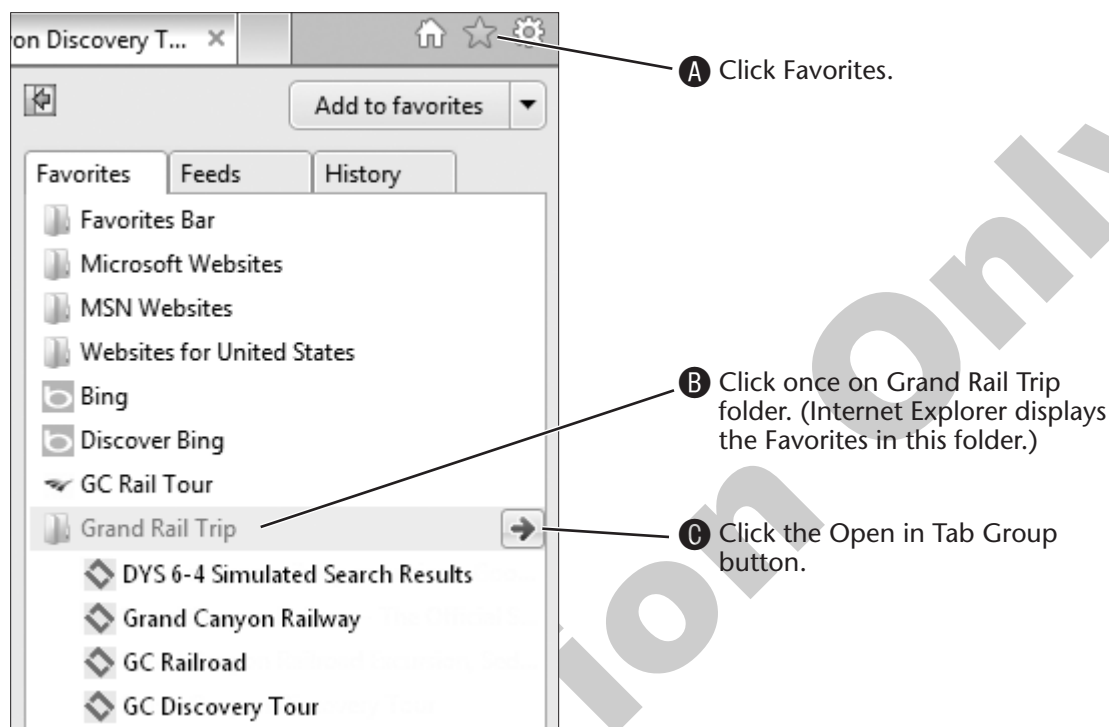
C Choose GC Rail Tour.

Internet Explorer immediately displays the web page.

10. Go Back to the homepage.

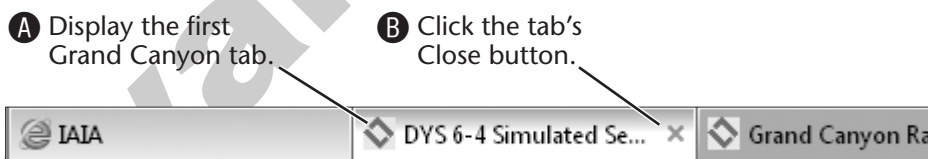
Now you will open the tab group favorite you created in step 3.

11. Follow these steps to open the entire tab group with one command:



**NOTE!** If another student performed this exercise without deleting the tab group, more than four tabs may open.

12. Follow these steps to close a single tab:

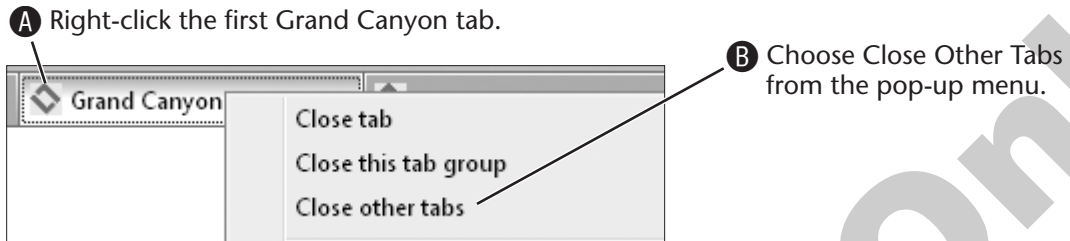


Internet Explorer displays the next tab in the tab group.

## Close a Tab Group

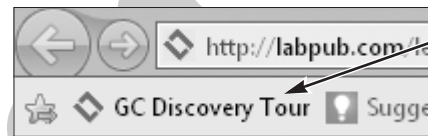
After you open several tabs, you may wish to close them again with a single command.

13. Follow these steps to close all but one open tab:



Internet Explorer immediately closes the other tabs, leaving you with the one you right-clicked to issue the Close Other Tabs command.

14. Click the button for the website you created on the Favorites bar previously, as shown at right.



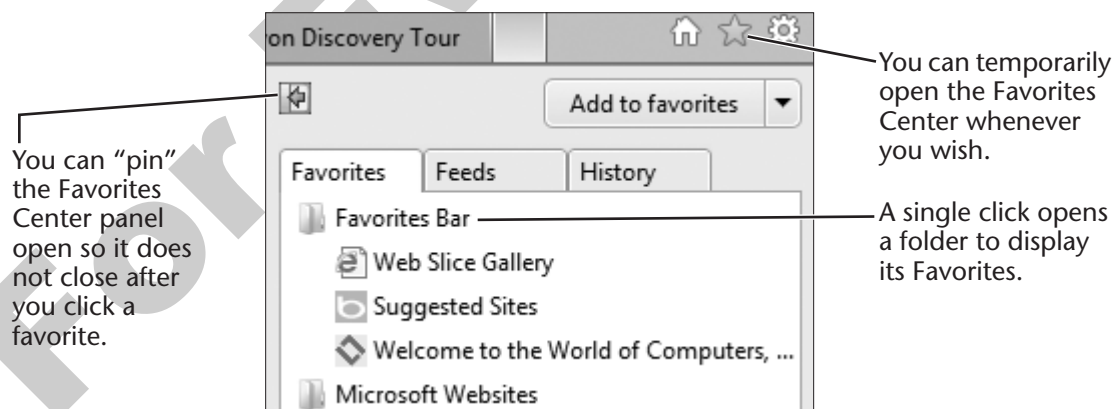
Internet Explorer displays the Favorite. The Favorites bar is a great place to put buttons for websites you visit most often.

15. Close  the Internet Explorer window.

The first window you worked with (and its open tabs) should now be visible.

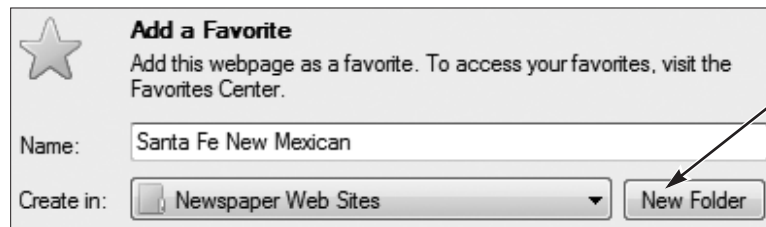
## The Favorites Center

The Favorites Center panel displays all of your available favorites. You can open the panel briefly to choose a favorite and it will close when the favorite opens, or you can “pin” the Favorites Center panel so it remains open until you close it.



## Organizing Favorites into Folders

When you create a favorite, you have the option of placing it in an existing folder in your Favorites list or creating a new folder. This allows you to group favorites so you can find them more easily.





The New Folder option allows you to create a new folder for a favorite, or you can choose an existing folder in the Create In list.

**NOTE!** Skill Builder 6.4 gives practice with organizing favorites.

## Deleting Favorites

When you no longer need a favorite, it's easy to delete it. You can also delete an entire folder of favorites by deleting the folder.

### QUICK REFERENCE: Creating and Using Favorites

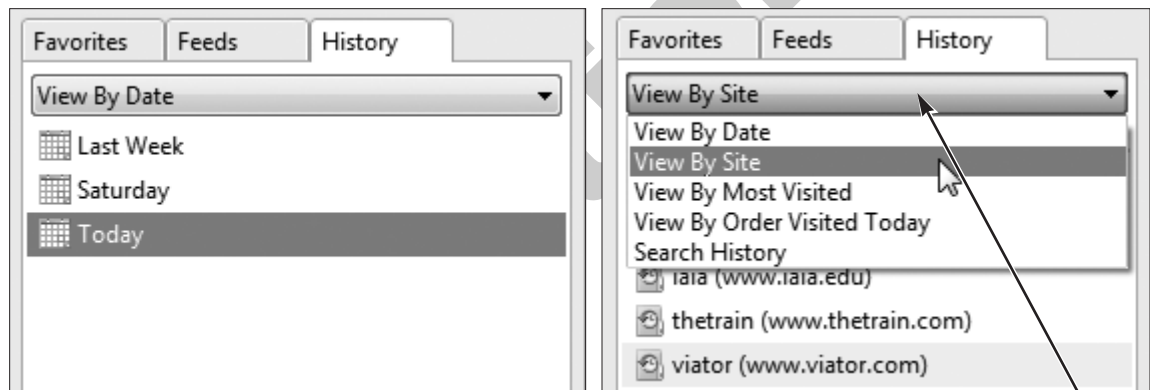
Task	Procedure
Create a favorite for a single web page	<ul style="list-style-type: none"> <li>• Display the web page for which you wish to create a favorite.</li> <li>• Click the Favorites button, then click the Add to Favorites button; or, use <b>Ctrl+D</b> from the keyboard.</li> </ul>
Create a favorite for a group of pages	<ul style="list-style-type: none"> <li>• Open each web page for the group in its own tab.</li> <li>• Click the Favorites button, then click the Add to Favorites ▼ menu button and choose Add Current Tabs to Favorites.</li> </ul>
Navigate to a favorite	<ul style="list-style-type: none"> <li>• Click the Favorites button</li> <li>• If necessary, display the Favorites tab in the Favorites panel.</li> <li>• Click the favorite you wish to open.</li> </ul>
Open a folder of favorites	<ul style="list-style-type: none"> <li>• Click the Favorites button, then choose the folder with the favorites you wish to open.</li> <li>• Click the Open Tab Group  button for the folder.</li> </ul>
Delete a favorite or folder of favorites	<ul style="list-style-type: none"> <li>• Click the Favorites button.</li> <li>• Right-click the favorite or folder you wish to delete, then choose Delete from the pop-up menu.</li> </ul>
Pin the Favorites panel open	<ul style="list-style-type: none"> <li>• Click the Favorites button.</li> <li>• Click the Pin the Favorites Center  button.</li> </ul>

# Using the History View

The History view in the Favorites panel displays all of the web pages you've visited. This can be handy when you want to quickly revisit a web page you've seen before. By default, the History view keeps track of web pages you've viewed up to 20 days before. You can increase or decrease this setting if you wish.

## Changing the History View

There are several ways to view your browsing history. By default, the History view displays browsing history by date. You can alter this view as your needs dictate. For example, you might want to display your history in order starting with the most recently viewed pages, or you could display the entire history by website. You can even perform a search on items in your browsing history.



You can view your browsing history in a variety of ways.



### HANDS-ON 6.7 Use the History View

WebSim

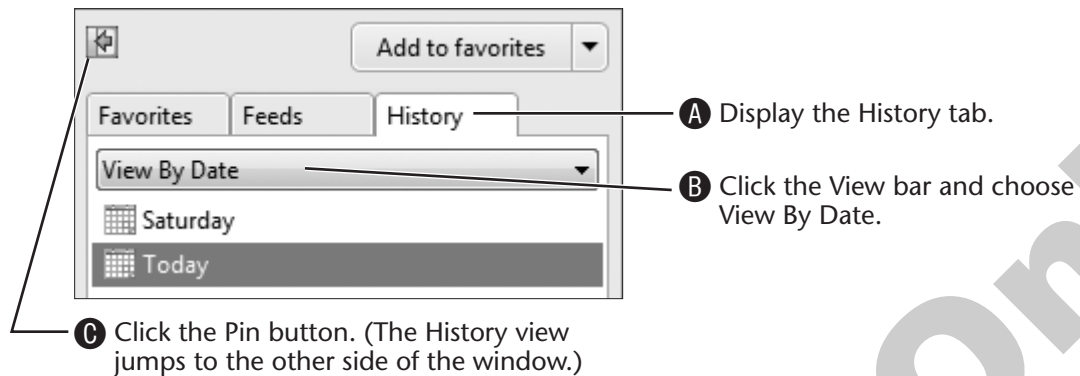
In this exercise, you will use the History view to navigate previously viewed web pages.

**Before You Begin:** The Internet Explorer window displaying four tabs should be open. Repeat Hands-On 6.4 on page 219 if you did not continue from Hands-On 6.6 on page 224. (There is no need to perform Hands-On 6.5 or Hands-On 6.6.)

1. Click the Favorites  button.

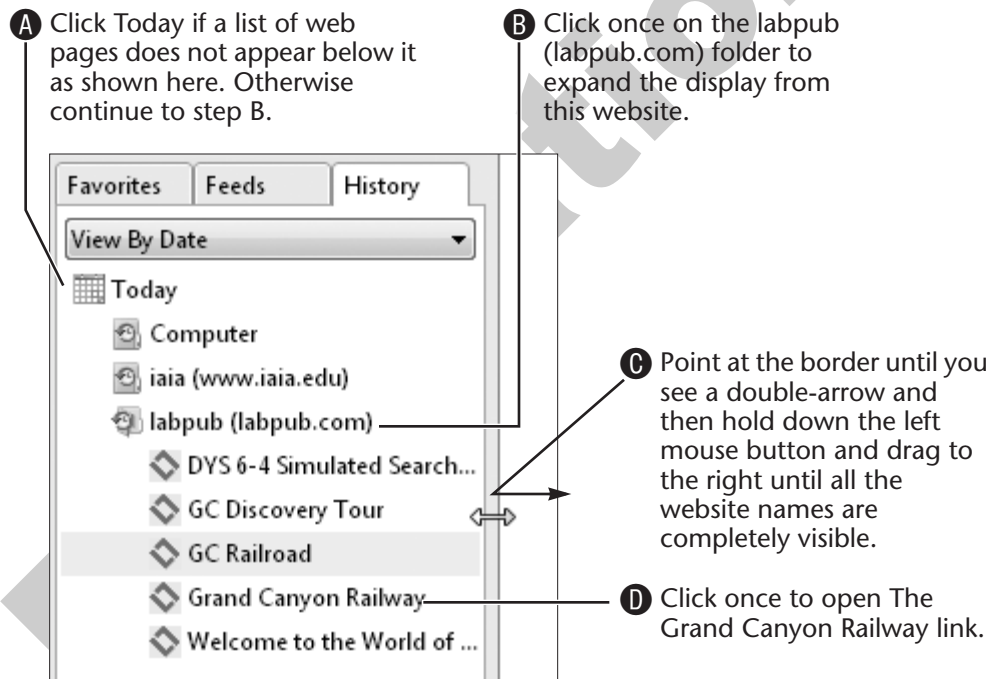
Since you most recently used the Favorites panel to navigate favorites, this is what it displays until you shift to History view.

- Follow these steps to display the History view and pin it to the side of the Internet Explorer window.



Internet Explorer may display a list of days and weeks, or it may display a list of the websites visited on the currently expanded day/week.

- Follow these steps to navigate to a web page in History:



Internet Explorer displays the web page.

- Right-click (don't left-click) the GC Discovery Tour item and then choose Open in New Tab from the pop-up menu as shown below.

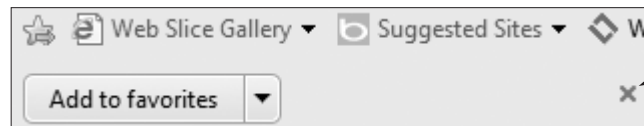



Internet Explorer opens the favorite in a new tab, while leaving the currently displayed web page in view.



5. Close the History view, as shown at right.

Now you are viewing webpages in the full screen again.

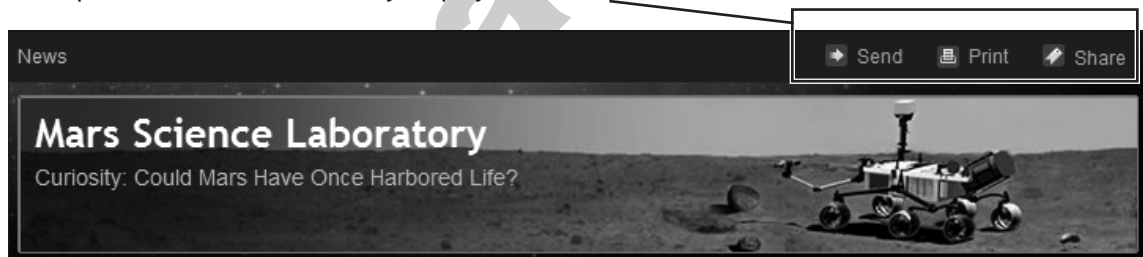


6. Close  the Internet Explorer window.  
Internet Explorer asks if you wish to close all of the tabs on the window.
7. Choose Close All Tabs to confirm closing all of the tabs in the window.  
You should now be back at the web page for this book.

## Printing Web Pages

You may often wish to print a web page when you view it. Modern websites make it easy to print an article, without also printing all the navigation and other features of the webpage. Many articles will have an easy way to share it via email or a social network.

Many websites feature links like these to help you send, print, or share the currently displayed article.






## Print Preview

Quite often, printing a single web page may require several printed pages. You may want to preview how the page will print and choose the best way to print it. For example, you could limit the printout to pages that contain items of interest as they appear in the Print Preview window.

**! TIP!** Many websites include a Print link on a page (such as for an article) that allows the page to print more efficiently. For example, the print mode may (or may not) omit online advertisements around the article.

**QUICK REFERENCE: Printing Web Pages**

Task	Procedure
Display a print preview	<ul style="list-style-type: none"> <li>Click the Print  menu ▼ button on the Command bar and then choose Print Preview.</li> </ul>
Print a web page directly	<ul style="list-style-type: none"> <li>Click the Print  button on the Command bar.</li> </ul>
Print only a selected portion of a web page	<ul style="list-style-type: none"> <li>Drag to select the portion of the web page you wish to print.</li> <li>Click the Print  menu ▼ button on the Command bar and then choose Print.</li> <li>Choose the Selection option in the Page Range section of the Print menu and then click Print.</li> </ul>

**HANDS-ON 6.8 Print a Web Page**

In this exercise, you will preview and print a web page.

**Before You Begin:** The book web page should be open in Internet Explorer.

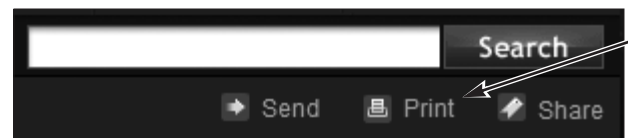
1. Click the Print a Web Page link.

A simulation of the Mars Rover Curiosity website appears. Let's take a look at one of the news articles on this mission.

2. Click the NASA Curiosity Rover Begins Eastbound Trek on Martian... link.

The article appears. Let's say that after looking it over you want to print a copy.

3. Click the Print link near the top-right corner of the page as shown at right.



Internet Explorer opens a new window displaying just the article. This is good, since it leaves out the navigation spaces that you wouldn't want to print anyway.

4. Click the Print button near the top of the new page.

The Print dialog box appears, set to print with the default printer.

5. Click the Print button near the bottom of the dialog box.

The WebSim displays an image of what the printout would look like.

6. Click the Close Printout button.

7. Click the Close button as shown at right to close the article print page.

You are back to viewing the original article.



## Use Print Preview

What if a website doesn't thoughtfully provide a Print link like the one you just used? You can select what you want to print and tell Internet Explorer to print only your selection.

### 8. Click the Continue WebSim link.

A new webpage appears from a website that doesn't provide a Print link for its articles. To get a good printout, you will select only the part of the page you wish to print.

### 9. Follow these steps to use the **[Shift]+Click** method to select a section of text on the web page:

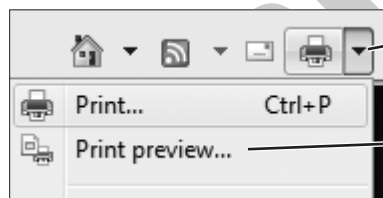
**A** Click once just left of the date at the start of the article.



**B** Hold down the **[Shift]** key, then click once near the end of the article. Then release the **[Shift]** key.

Internet Explorer selects any text and pictures between your two clicks.

### 10. Follow these steps to open a Print Preview of the web page.

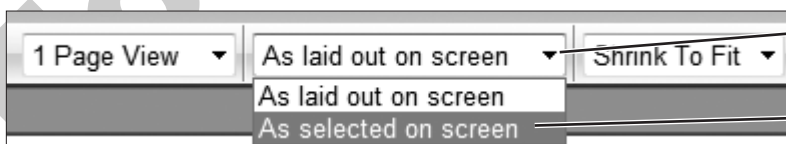


**A** Click the Print menu ▼ button on the Command bar.

**B** Choose Print Preview.

Internet Explorer displays a preview of the page as it will print. Notice that items above and below the article are going to print with the current setting.




### 11. Follow these steps to tell Internet Explorer to print only your selection.



**A** Click the Select Content menu ▼ button on the Toolbar bar.

**B** Choose As Selected On Screen.

Internet Explorer changes the printout to include only what you selected previously. The additional (unnecessary) parts of the page won't print.

12. Close  the Print Preview window.
  13. Close  the WebSim window.
  14. Close  the student web page window, or leave it open if you are going directly to the Skill Builder exercises.
- 

For Evaluation Only



# Concepts Review

## True/False Questions

			Page number
1. You can save all of the tabbed web pages in an Internet Explorer window as a tab group favorite.	<b>true</b>	<b>false</b>	_____
2. In general, the more results you get on a search, the better.	<b>true</b>	<b>false</b>	_____
3. The Address bar allows searches only with the default search provider you have chosen.	<b>true</b>	<b>false</b>	_____
4. You can open a link in a new tab.	<b>true</b>	<b>false</b>	_____
5. You can print a selected portion of a web page rather than the entire page.	<b>true</b>	<b>false</b>	_____
6. You cannot add a search provider to the Address bar that does not appear in the Add Search Provider page.	<b>true</b>	<b>false</b>	_____

## Multiple Choice Questions

7. Adding search words to reduce the total number of results is called \_\_\_\_\_.  
Page number: \_\_\_\_\_
- narrowing the search
  - widening the search
  - compressing the search
  - performing an advanced search
8. If a web search provider is not listed on a Search Providers page \_\_\_\_\_.  
Page number: \_\_\_\_\_
- you can add it to the Address bar search providers anyway
  - you cannot add it to the Address bar search providers
  - you must add it as a Topic search provider
  - None of the above
9. Adding a favorite for a website allows you to \_\_\_\_\_.  
Page number: \_\_\_\_\_
- change the homepage that appears when you start Internet Explorer
  - designate a new Address bar search provider
  - navigate to the site without typing its URL in the address bar
  - None of the above
10. The quickest way to close many open tabs in Internet Explorer while keeping the window open is to \_\_\_\_\_.  
Page number: \_\_\_\_\_
- close each tab individually
  - close the browser window and open a new one
  - use the Close Other Tabs command
  - use the Close All Tabs command




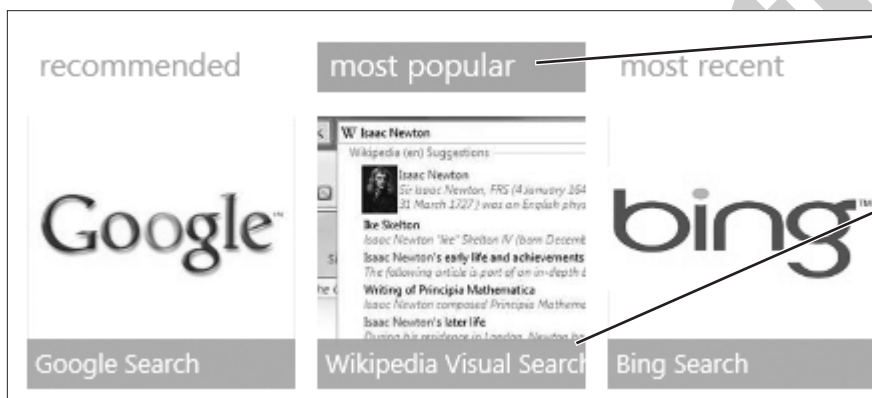
# Skill Builders

## SKILL BUILDER 6.1 Add New Instant Search Providers

In this exercise, you will add another Instant Search provider.

**! NOTE!** Since this exercise is performed on *live web pages*, the instructions or screen may vary from the detailed instructions here.

1. If necessary, start Internet Explorer.
2. Click the Search  menu ▼ button and then choose Add at the bottom-right corner of the drop-down menu.  
The web page with popular search providers appears.
3. Follow these steps to find the Wikipedia search provider:




**A** Choose Most Popular.

**B** Look for Wikipedia Visual Search in the first or second lines of the provider list.

**! NOTE!** Reminder: these are live web pages and the list and the item for Wikipedia may differ from the figure above.

The Wikipedia Visual Search page appears.

4. Click the Add to Internet Explorer button.  
An Add Search Provider window appears.
5. Click the Add button.  
Internet Explorer installs the new search provider. Or you may see a prompt that Wikipedia is already installed.
6. Click OK if you see a prompt that this search provider is already installed.

7. Click the Search  menu ▼ button and then choose Wikipedia as shown at right.

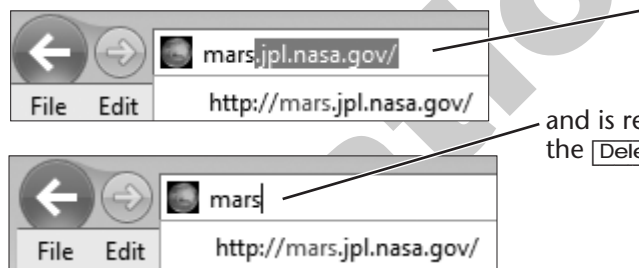


Now Wikipedia will temporarily be your Address bar search provider until you choose another one, or until you close all Internet Explorer windows and open a new one (at which point your default search provider will appear in the Instant Search box).

## Search with Various Search Providers

**! NOTE!** In the next step, Internet Explorer might add a URL to the end of a single keyword search that's part of a recently visited page. If you see a URL appear when you type your search word, tap the **Delete** key on the keyboard to remove the unwanted URL and leave just your search word. (This won't happen if you use more than one search keyword.)


The unwanted URL appearing after the search word...



and is removed when you tap the **Delete** key on the keyboard.

8. Enter one or more search words about a topic you find interesting. It could be related to a hobby, technology, history, or most any other topic. Tap the **Enter** key to perform the search.

Wikipedia displays an article it thinks is most closely related to your search word(s), or it may display a list of articles.

9. Click the Search  menu ▼ button and then choose a different search provider.
10. Repeat your search with the same keywords, or try different keywords. A different set of search results appears from the newly chosen search provider.




## SKILL BUILDER 6.2 Compare Search Engines



In this exercise, you will attempt identical searches with two different search engines and compare the search results. There may be significant or minor differences in the results. The search engine that most reliably finds the types of web pages you are looking for is usually the one you will use first.

### Search with One Search Provider

1. Think of a topic on which you would like to perform a web search. For example, you might want to search for a travel destination, a product purchase, or a current news item.
2. Choose two or three search words closely related to your topic and write them on the line.  

---
3. Choose a search provider from the Address bar Search  ▼ menu. If necessary, repeat the steps in Skill Builder 6.1 to add more search providers to the Address bar.
4. Enter the search words you selected in step 2 above and review the first page of search results.
5. Right-click a search result in the list that looks closely related to your topic and then choose Open in New Tab from the pop-up menu.  
Internet Explorer opens the web page in a new tab (but you are still viewing the search results). This makes it easy to return to your search results later.
6. Display the tab for the web page you opened in the previous step. Spend a few minutes browsing this website. Does it contain useful information related to your topic?
7. Display the search results tab and then open another search result in a new tab.
8. Review the web page in the new tab.

## Search with Other Search Providers

9. Display the search results tab again using the leftmost tab.
10. Choose a different search provider from the Address bar Search  menu.  
Search results for the same keywords appear. The search results you see may closely match your previous search or may be quite different.
11. Open two tabs with search results that look the most promising.
12. Try a third provider such as Wikipedia and open two of its search results in tabs.  
 **TIP!** In the next step, use the `Ctrl+Tab` keyboard shortcut for switching tabs without the mouse.
13. Go from tab to tab, comparing your search results.
14. On the line, write down which search engine you feel came up with the most useful results for your search.  

---
15. Right-click any tab and then choose Close Other Tabs from the pop-up menu.  

---

## SKILL BUILDER 6.3 Use an Accelerator

Accelerators are a new feature in Internet Explorer. These make it easy to select words on a web page and then perform a specific type of search or other command. In this exercise, you will use an accelerator.

1. If necessary open a new Internet Explorer window.
2. Navigate to the homepage for the school or college you are attending.
3. Find a page on the website with the school or college address. Usually an "About" or "Contact Us" link on the homepage leads you to the school's address.

**! NOTE!** In the next step, you will select the address much like you would in a word-processing document. Then you will use a map accelerator to create a new map of the address.

4. Once you've found the address, follow these steps to use an accelerator to quickly generate a map to the school or college:

**A** Point at the very beginning of the *address* (not the name) with your mouse until the I-beam appears, as shown here.

**B** Hold down the left mouse button and keep it held down as you drag to the end of the address. Release the mouse button when you have made the selection.

**Address and Phone**  
 Santa Fe Community College  
 5401 Richards Avenue  
 Santa Fe, NM 87506  
 (505) 428-1000

**Business hours**  
 8 a.m. to 7 p.m., Mon  
 Thursday  
 8 a.m. to 5 p.m., Frid  
 8 a.m. to 2 p.m., Sat

**Credit class hours**

**C** Click once with the left mouse button on the Accelerator button.

**D** Choose *Map with [service name]* from the pop-up menu. (The Mapping accelerator provider may differ from what's shown here.)


The screenshot shows a web page with contact information for Santa Fe Community College. The address '5401 Richards Avenue' is selected. A pop-up menu is visible with options: 'Blog with Windows Live', 'E-mail with Windows Live', 'Map with Bing', and 'Search with Bing'. An I-beam cursor is positioned at the start of the address, and a mouse button is held down over the 'Map with Bing' option.

A new tabbed page appears to display the map created with the address you selected. Your school or college should appear near the middle of the map.

5. Feel free to use the map scale or other controls to adjust your view of the map. If you're not sure how these controls work, ask a classmate or your instructor for help.  
Every mapping system is different. But the controls are fairly basic.
6. Close ☐ the browser tab with the map, or hold down the **Ctrl** key then tap **W** from the keyboard.

## SKILL BUILDER 6.4 Practice with Favorites

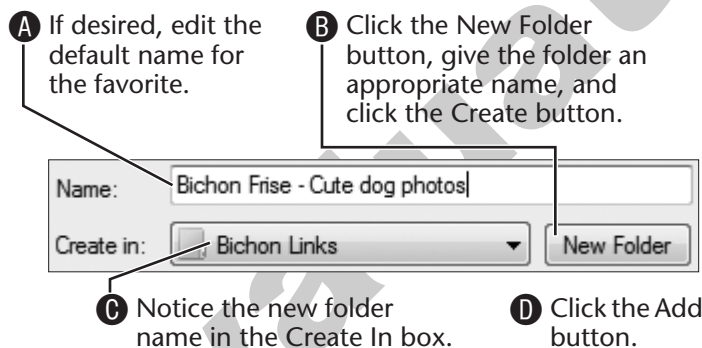
In this exercise, you will organize new favorites into folders, delete a favorite, and rename a favorite.

1. If necessary, open an Internet Explorer window.
2. Make sure the Internet Explorer window is Maximized .
3. Use the Address bar to search for web pages related to a personal interest.

4. Using the Right-click+Open in New Tab technique, open three links found by your search in new tabs.

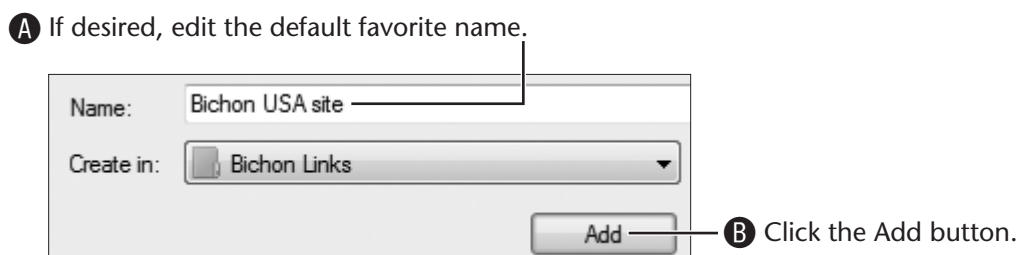


5. Display one of the web pages discovered in your search.
6. Click the Favorites button and then click Add to Favorites.  
This time, you will create a new folder in which to store the favorite.
7. Follow these steps to create a new favorite in a custom folder:



Internet Explorer creates the new favorite in the new folder.

8. Display another tab, click the Favorites button, and choose Add to Favorites.  
Notice that Internet Explorer displays the name of new folder you just created as the Create In setting. You could choose a different folder here if you wish, but in this case you'll continue with the new folder.
9. Follow these steps to add the favorite to your new folder:




## Add a Tab Group to Favorites

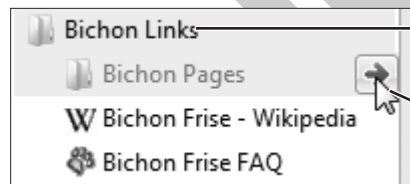
10. Click the Favorites button again, click the Add to Favorites menu ▼ button, and then choose Add Current Tabs to Favorites.

Notice that this time the Favorites folder appears in the Create In box.

11. Give the favorite the name **[Topic] Pages**.
12. Choose your new folder name from the Create In list and then click Add.

## Open Favorites from the New Folder

13. Right-click any web page tab, then choose Close Other Tabs from the pop-up menu.
14. Click the Favorites button; then, display the Favorites tab.
15. Click the new folder you just created then click a link in the folder.  
The web page opens. The Favorites bar disappears since it was not pinned.
16. Click the Favorites button and then Pin  the Favorites panel to the Internet Explorer window.  
The Favorites panel jumps to the left side of the window. It will remain open until you close it.
17. Follow these steps to open the tab group in your new folder:



**A** If necessary, click once on the new folder to expand the favorites below it.

**B** Click the Open in a Tab Group button for this Favorites folder.

Internet Explorer opens all of the favorites in the folder.

## Delete Your New Favorites Folder

18. Right-click the new folder you created (not the additional Pages folder inside of it), and then choose Delete from the pop-up menu.

Internet Explorer asks you to confirm the deletion.

19. Choose Yes to confirm deletion of the custom Favorites folder and all of the favorites within it.

You can use this same technique to delete individual favorites, too.

For Evaluation Only