



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

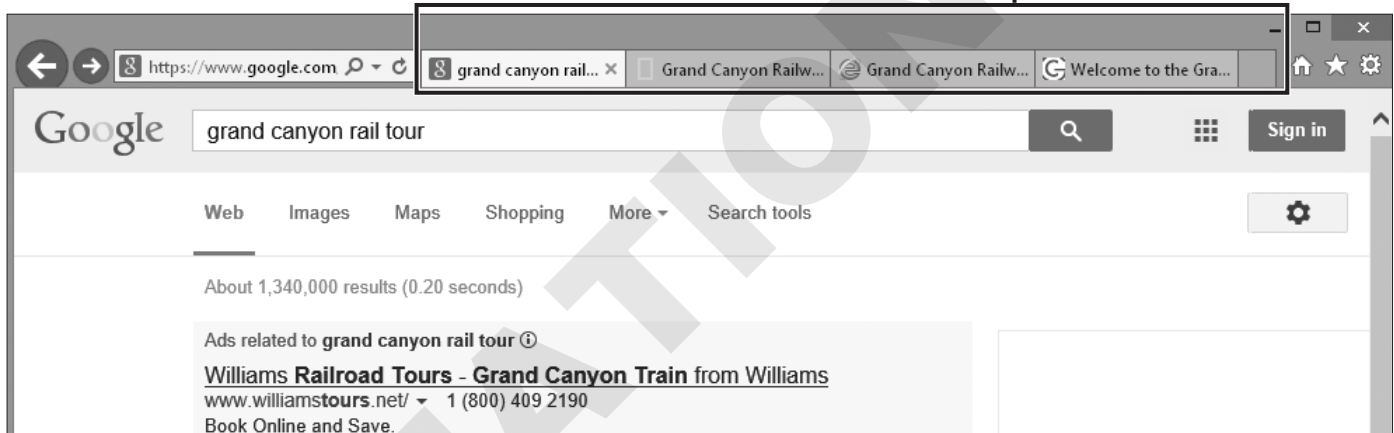
Case Study: Planning a Rail Trip

Spring break is approaching, and Joaquin 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. Joaquin 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 keywords, Joaquin discovers some good general information and learns about a railroad with daily trains traveling into and out of the Canyon.



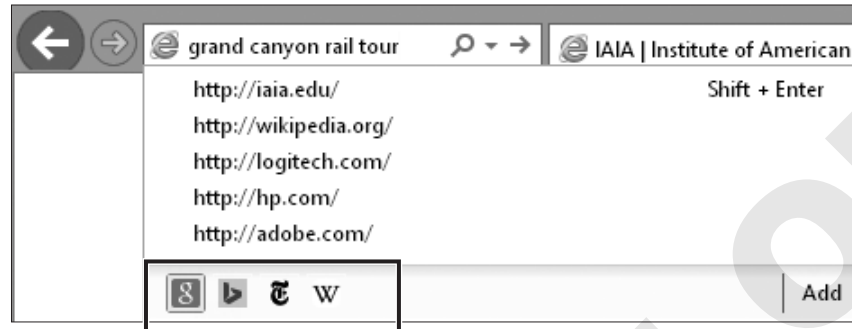
Internet Explorer's address bar also serves as a search box.

Tabbed browsing lets Joaquin open several pages in the same browser window, keeping his search results handy.



Searching from the Address Bar

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.



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

! NOTE! The address/search bar will be referred to as the address bar for the remainder of this lesson.

About Search Engines

A search engine is a website designed to locate and navigate to web pages. Search engines typically display a list of search result links. There are many types of search engines, specializing in specific approaches to finding information.

! 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.

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.

NOTE! You can only add search providers listed in the Internet Explorer Gallery to the Address bar. But you can still navigate to other provider's websites to perform searches.

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

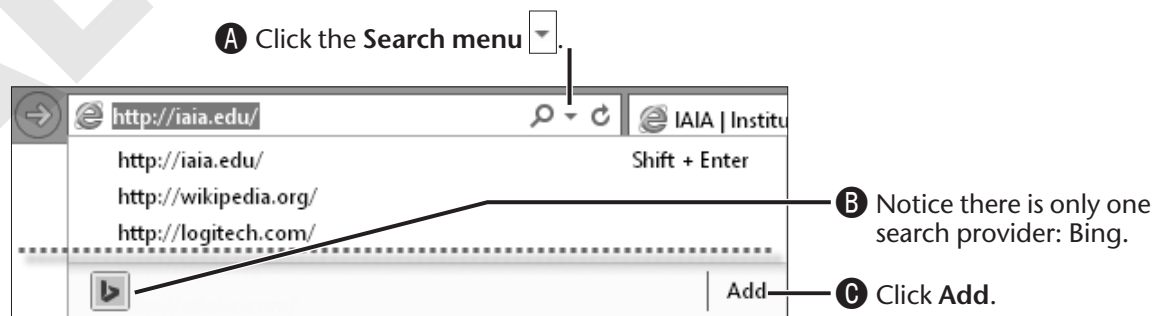
Task	Procedure
Perform an instant search	<ul style="list-style-type: none"> Type one or more search keywords into the Address bar and then tap Enter.
Change the default search provider	<ul style="list-style-type: none"> Click Tools . Click Manage Add Ons. Click Search Providers on the left panel. Right-click the desired search provider and choose Set as Default.
Add a new search provider	<ul style="list-style-type: none"> Click the address bar Search menu . Click Add.

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

On the
Web

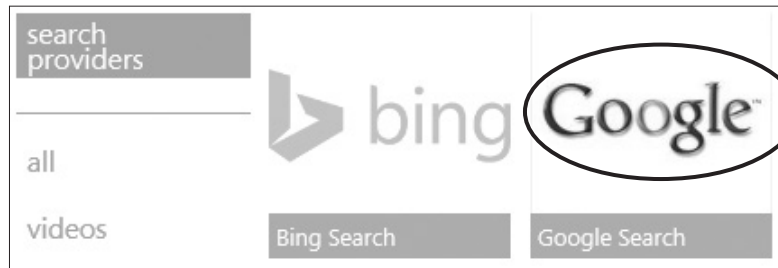
In this exercise, you will add a new search provider to the Instant Search box.

1. Start **Internet Explorer**. If necessary, **Maximize**  the window.
2. Navigate to the student resource center by typing **labyrinthlab.com/wtwc5** into the address bar of your web browser.
3. Click **Lesson 6: Searching the Web**.
4. Click **Hands On 6.1: Add a Search Provider**.
As it starts, Internet Explorer is already running in the WebSim.
5. Start adding 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.

6. Point (don't click) over **Google**.



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.

7. Click **Google**.

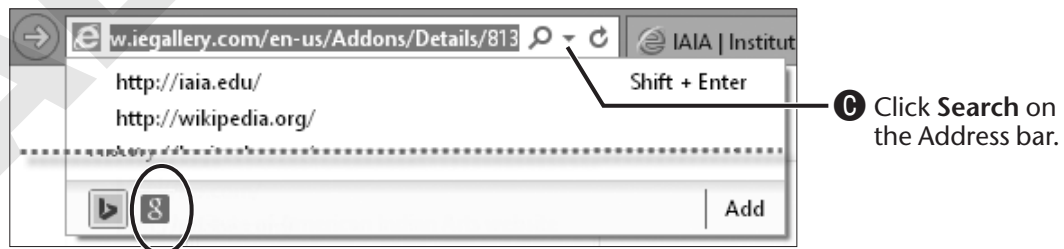
The search provider's Internet Explorer Gallery page appears.

8. Finish adding Google:



A Click **Add to Internet Explorer** to open the Add Search Provider dialog box.

B Click **Add** to add Google to the Address bar search.



C Click **Search** on the Address bar.

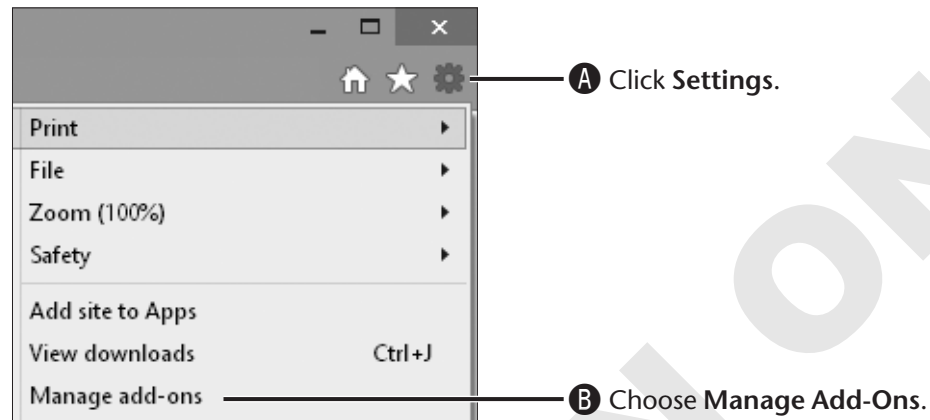
Notice that Google has been added to the search provider list. You can now switch to this provider at any time.

9. Click anywhere on the **web page** to dismiss the Search list.

Set the Default Search Provider

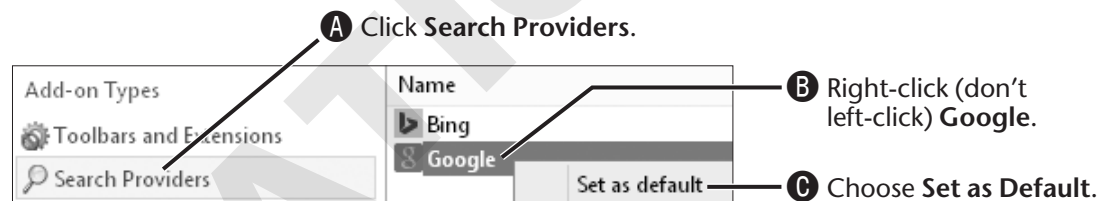
Now you will set the search provider that Internet Explorer always uses when you first start the program. (You could also have set this when you added Google, but it's good to know how to make this choice later.)

10. View manage add-ons:



The Manage Add-Ons window appears.

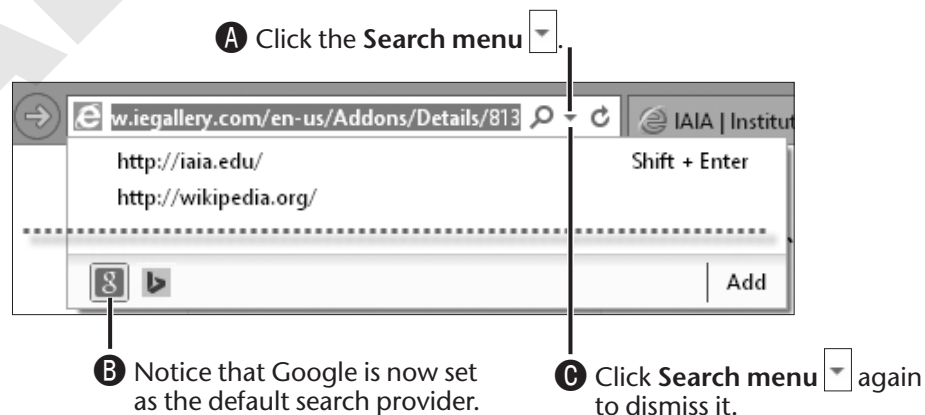
11. Set the default search provider:



Google is indicated as the new default search provider.

12. Close the window.

13. Verify the new setting:



14. Close  the Internet Explorer Gallery tab.



15. Click **Continue to Next WebSim**.

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 overlook 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.

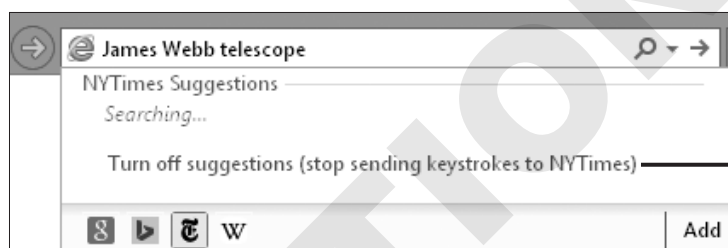
! TIP! Every search engine has its own rules and conventions (syntax) for searching. However, the two rules described in the following table work with most search engines.

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”

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. There are privacy issues related to search suggestions. However, Internet Explorer 11 turns on this feature by default when you add a new search provider. You can turn this feature off if you don’t want to use it.



An option appears to turn off search suggestions.

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.

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 three popular search engines simultaneously.

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.

Behind the Screen *(continued)*

- **Content of the metatag for a page**—Many web pages have some hidden code (metatag) 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** ⓘ

Grand Canyon Tours - Choose from Bus, Air, or Boat
www.canyontours.com/ ▼
 Tours Departing from Vegas Daily!

Bus Tours	Skywalk Combo Tour
Helicopter Tours	South Rim Deluxe Bus Tour

Visit The Grand Canyon - NationalParks.org
www.nationalparks.org/ ▼
 Take A Trip The Grand Canyon And Do Trip Research With Our Online Guide
 National Park Foundation has 1,678 followers on Google+
 Explore Our Parks - Support National Parks - Connect With National Parks

Grand Canyon National Park (U.S. National Park Service)
www.nps.gov/grca/ ▼
 7 days ago - Official National Park Service site. News and events, information on camping and lodging, facilities and fees, maps and volunteer openings.
 Plan Your Visit - Fees & Reservations - Directions - Operating Hours & Seasons

Two 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.



HANDS-ON 6.2

Search with the Address Bar

On the
Web

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

Before You Begin: The Search with the Address Bar WebSim should be open. If it's not, click the link for this exercise on the student resource center.

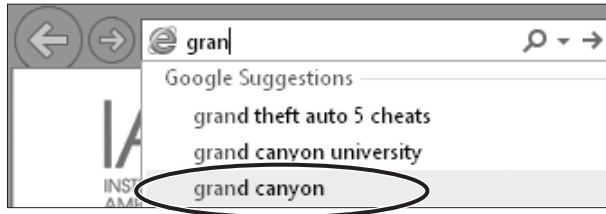
The WebSim begins with an Internet Explorer browser window open.

1. Type **gran** in the address bar.

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.

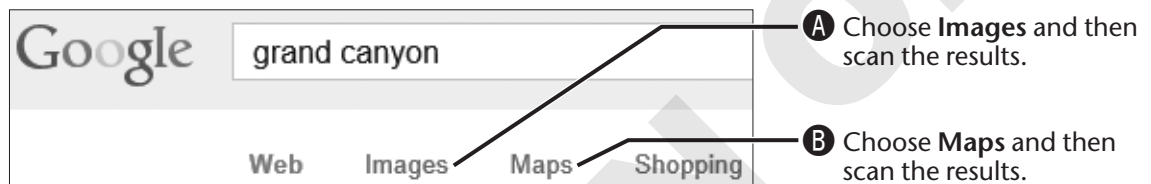


2. Choose **Grand Canyon** from the Google Suggestion list.



The first page of Google's search results appears. Notice that this initial search found more than 76,000,000 (!) results.

3. Navigate various search results:



Google displays a map of the Grand Canyon. Notice that the list of search categories near the top of the page has disappeared.

4. Click **Back** .

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

5. Choose **Web** from the search result categories.



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

6. Click **Continue to Next WebSim.**

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 Google.

Web Images Maps Shopping News More ▾ Search tools

About 79,200,000 results (0.24 seconds)

Visit The Grand Canyon - NationalParks.org
 Ad www.nationalparks.org/ ▾
 Take A Trip The Grand Canyon And Do Trip Research With Our Online Guide
 National Park Foundation has 1,695 followers on Google+

Explore Our Parks Connect With National Parks
 Donate Today Support National Parks

Grand Canyon National Park (U.S. National Park Service)
 www.nps.gov/grca/
 4 days ago - Official Service site. News and events, information on
 camping and lodging fees, maps and volunteer openings.
 Plan Your Visit - Fees Directions - Operating Hours & Seasons

These links narrow the search results to specific categories.

The number of results generated by your search.

The URL (web address) of the page.

Quick links to popular locations in the website.

Displays a stored version of the website.

Starts a search for similar pages.

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 exercise.

Web Images Maps Shopping More ▾ Search tools

River Space

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

Search engines are introducing new ways to display subcategories.

616 x 250 - gorp.com

Pointing over an image displays its dimensions in pixels.

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



HANDS-ON 6.3 Narrow a Search

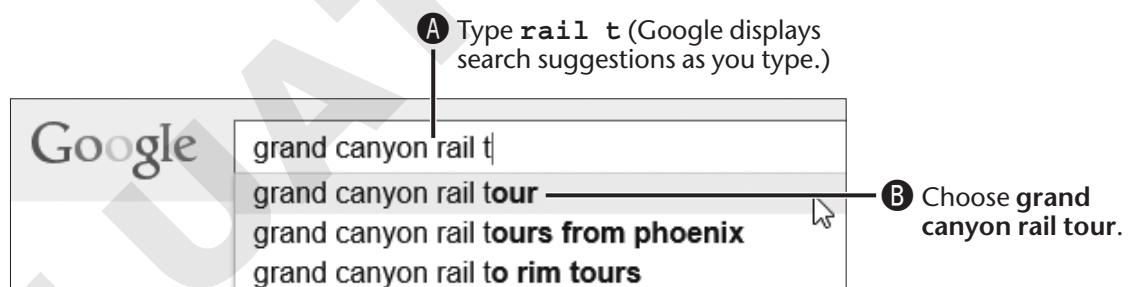
On the
Web

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


Before You Begin: If necessary, start the WebSim for this exercise.

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. Narrow your search:



Google displays the results of your narrowed search. The number of results has gone down from more than 76 million to 1.35 million. 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 **Williams Railway Tours – Grand Canyon Train**.
Let's say this page doesn't show quite what you need. So you return to the search results.
3. Click **Back** .
4. Click **Grand Canyon Guided Tours – Grand Canyon Railway** (near the bottom of the page).

5. Click **Back** .

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 tedious. There is another method to open web pages that makes this type of search much more effective: tabbed browsing. You'll work with this feature in the next topic.

6. Click **Back to Course**.

The links to the WebSims on the Student Resource Center page reappear.

Back To Course

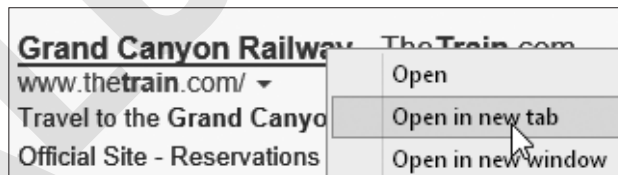
Using Tabbed Browsing

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

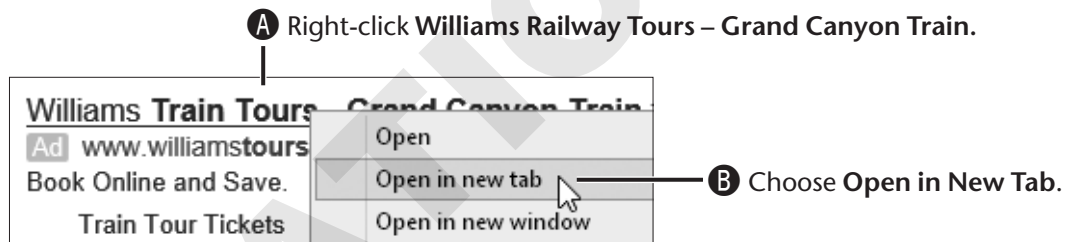
In this exercise, you will open links in new tabs and then switch from one tab to another.

1. Click **Hands-On 6.4: Open Links in Tabs** on the student resource center page. A simulation of Google search results appears in a new tab.
2. Create a new window for a tab:



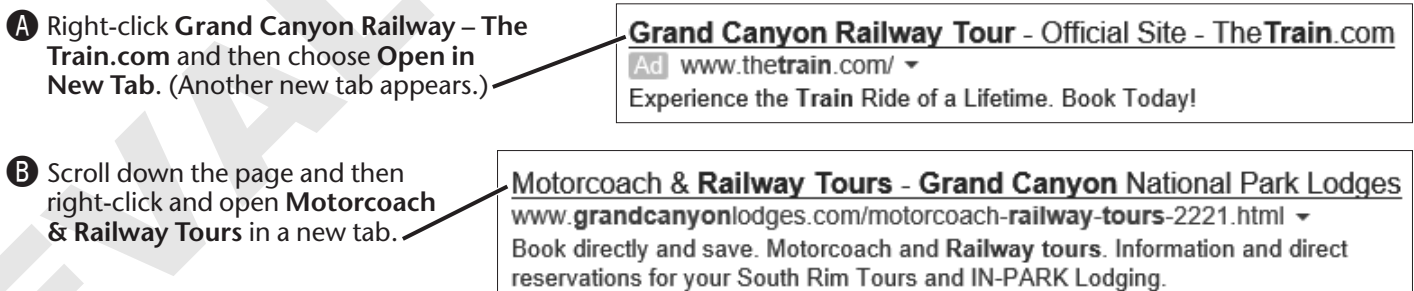
The tab now has its own window. This is an easy way to separate any tab from a window with several open tabs.

3. **Maximize**  the window.
4. Open a link in a new tab:



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

5. Open two more tabs:






You could actually open a dozen or more new tabs, but these three new ones will do.

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"> Right-click the link. Choose Open in New Tab.
Close a tab	<ul style="list-style-type: none"> Point over the tab you wish to close. Click the tab's Close  button. Or, display the tab and press Ctrl+W.
Close all tabs but one	<ul style="list-style-type: none"> Right-click the tab you wish to keep. Choose Close Other Tabs.
Close all tabs	<ul style="list-style-type: none"> Close  Internet Explorer. Choose Yes to confirm closing the tabs.
Switch to a new tab using the keyboard	<ul style="list-style-type: none"> Use Ctrl+Tab to switch to the next tab. Use Ctrl+Shift+Tab to switch to the previous tab.
Open a new tab	<ul style="list-style-type: none"> Click New Tab  or use Ctrl+T from the keyboard.
Open a recently closed tab	<ul style="list-style-type: none"> Right-click any tab. Choose Recently Closed Tabs.



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. If necessary, repeat the previous exercise.

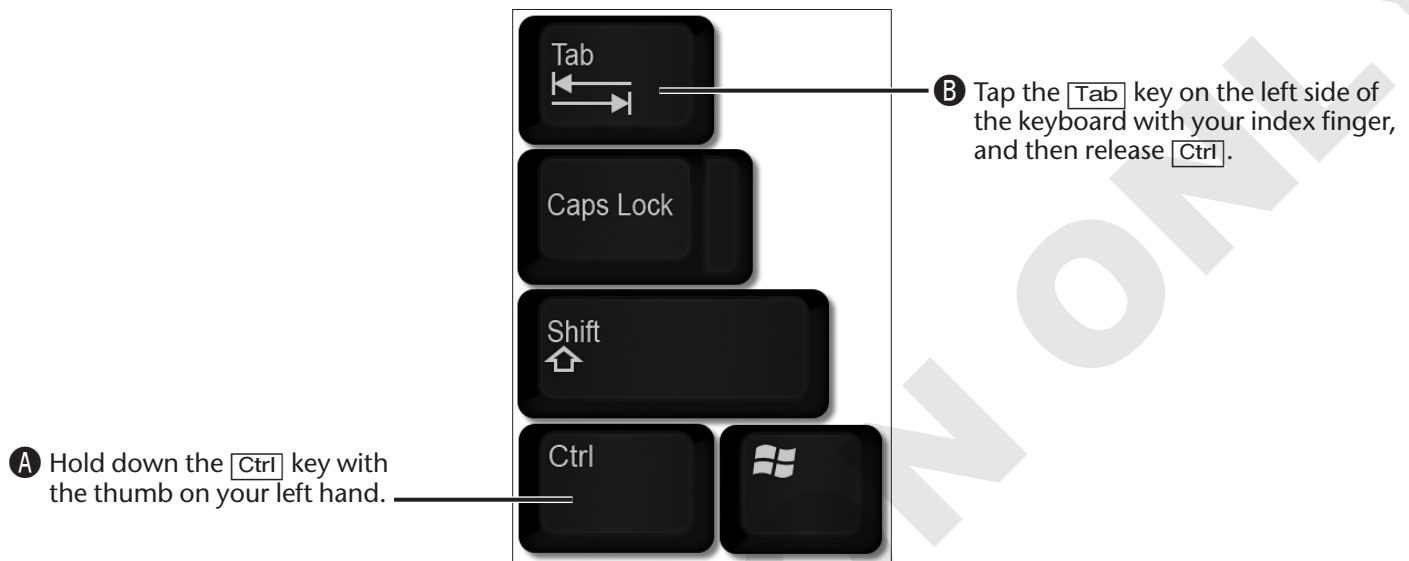
1. Click Williams Tours.



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, which 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. Jump to the next tab using the keyboard:



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.

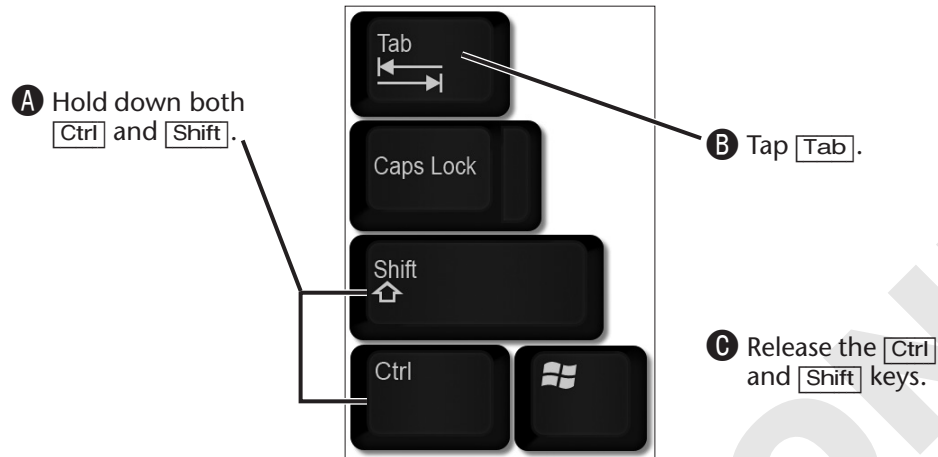
Now you are at the end of the tabs for this Internet Explorer window. The next time you jump to a new tab, you will start over with the first tab.

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. Use the keyboard to jump back one tab.



Internet Explorer jumps you back to the previous tab.

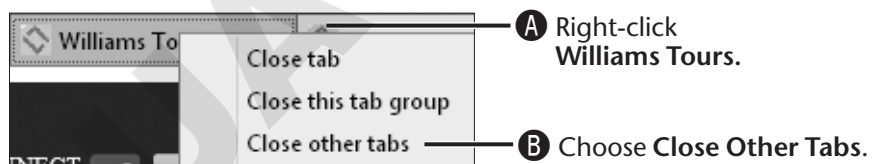
Close Tabs

Next you will use two methods to close tabs.

6. Close the The Train tab.

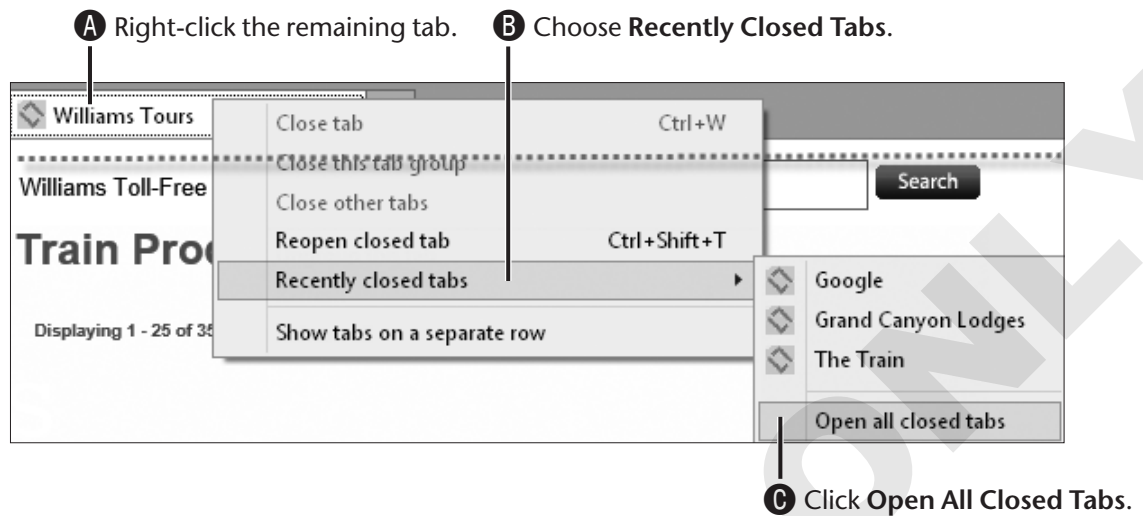


7. Close multiple tabs:



All of the other tabs immediately disappear.

8. Reopen recently closed tabs:



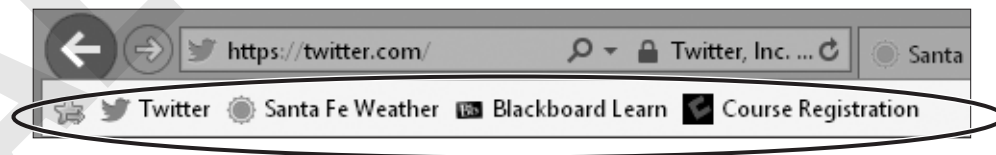
Internet Explorer opens the closed tabs, ready for you to use in the next exercise.

Bookmarking Favorite Websites

A **favorite** (also called a bookmark) is a way to mark a web page so you can open it later without needing to type the URL. 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

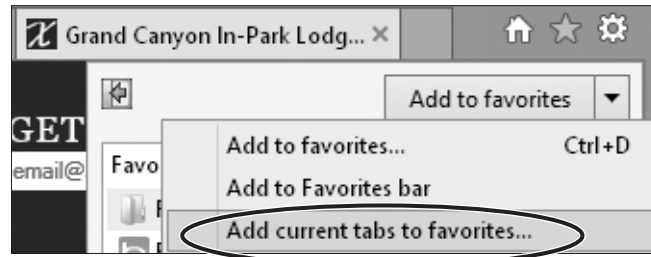
Internet Explorer has a toolbar to display favorites bookmarks. Use the Favorites bar to get one-click access to the websites you visit regularly. The Favorites bar may not be visible when you start using Internet Explorer.



NOTE! Depending on how your computer lab is set up, favorites may not yet be visible on your screen.

Creating Favorites

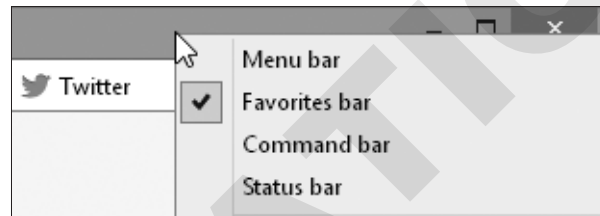
Any time you are viewing a web page you think you will visit often, you can create a new favorite for it using either the mouse or keyboard. If you have several web pages open in tabs, you can create a folder of favorites that you can open with a single click.



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

Hidden Controls

To maintain a clean and uncluttered look, Internet Explorer hides some familiar toolbars and menu when the program is first installed (such as on a new Windows computer). However, you can call them up easily.



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



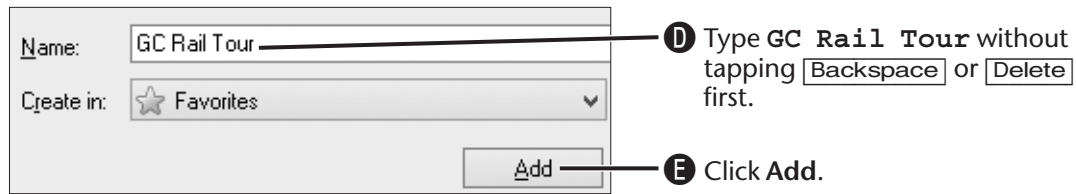
HANDS-ON 6.6 Add Favorites

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 are not continuing from Hands-On 6.5, then complete Hands-On 6.4 before beginning this exercise. (No need to repeat Hands-On 6.5).

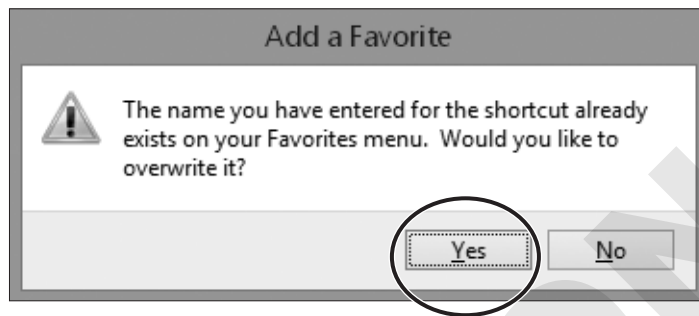
1. Add a favorite for a web page:





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 a previously added favorite with the same name if a prompt appeared at the end of step 1.

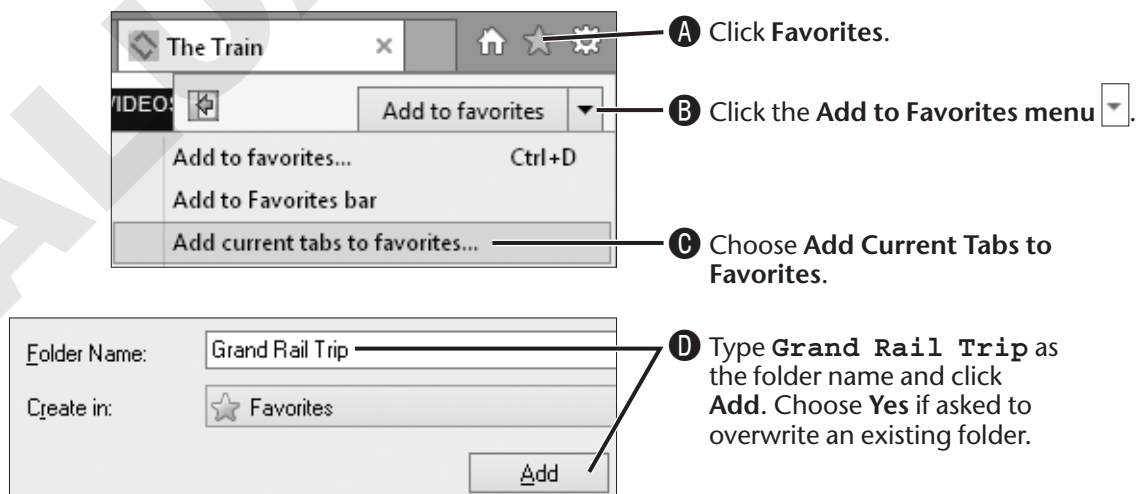


Internet Explorer adds the web page to your Favorites list. Now you will add all of the currently displayed tabs to your Favorites.

Add an Entire Tabbed Group to Favorites

Rather than adding Favorites one at a time, you can create them for an entire Internet Explorer window.

3. Add a Tab Group to Favorites:

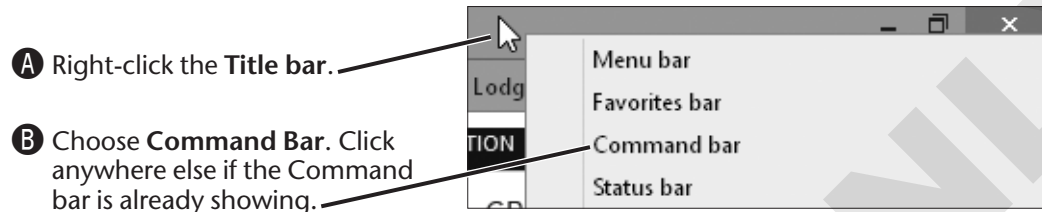


Internet Explorer creates a new folder containing favorites for all currently open tabs in that window.

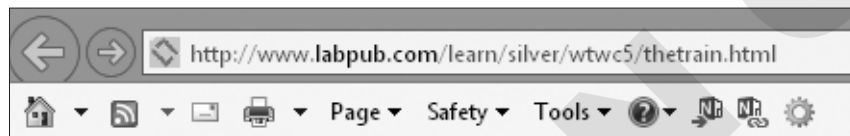
Display Hidden Controls

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

4. Turn on display of the Command bar:



Internet Explorer displays the Command bar. Depending on whether the Favorites bar is displayed, the Command bar may appear on the left or right side.



5. Right-click the **Title bar** and choose **Favorites Bar**. 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 **Add to Favorites**.

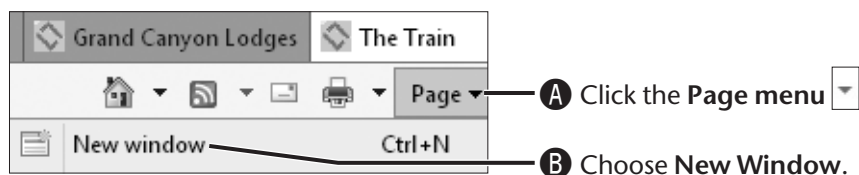


Internet Explorer adds a button for the currently displayed webpage to the Favorites bar.

Navigate to a Favorite

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

7. Open a new Internet Explorer window:



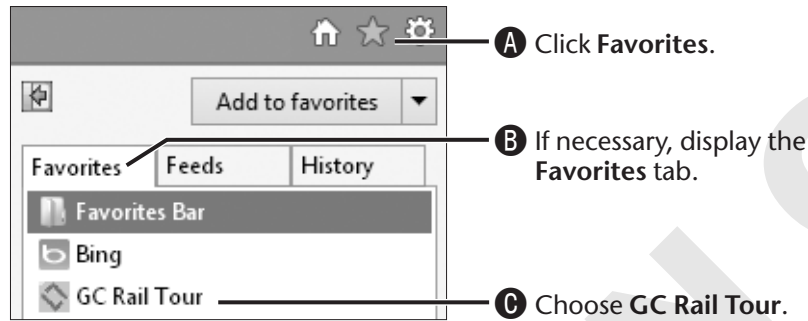
Internet Explorer opens a new browser window. This new window displays the same web page you were viewing when you gave the New Window command.

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

8. Click **Home**  on the Command bar.

The homepage appears.

9. Open a favorite:



Internet Explorer immediately displays the web page.

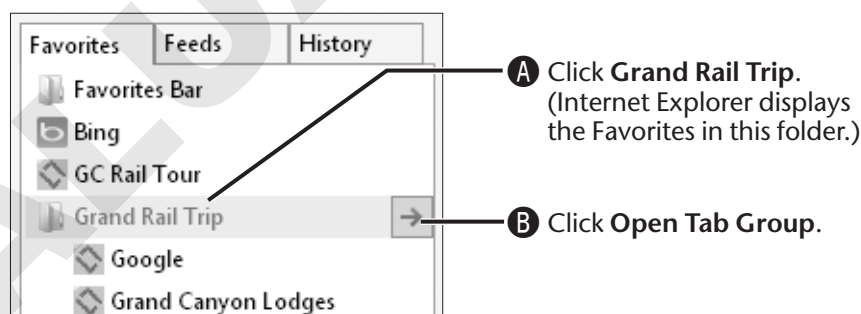
10. Click **Back** .

Open Tab Group Favorites

Next you will open an entire folder of Favorites with a single command.

11. Click **Favorites** .

12. Open a tab group:



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

13. Right-click the first tab, then choose **Close Other Tabs**.

14. Click the button for the website you created on the Favorites bar previously.



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

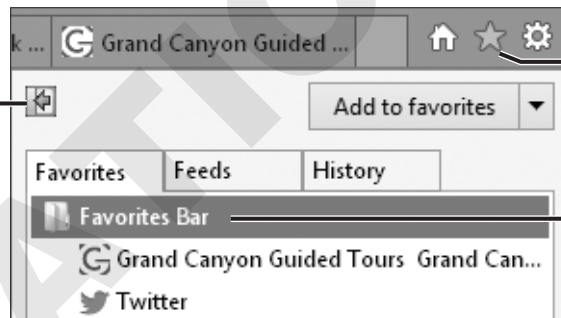
15. Close  Internet Explorer.

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.

You can “pin” the Favorites Center panel open so it does not close after you click a favorite.

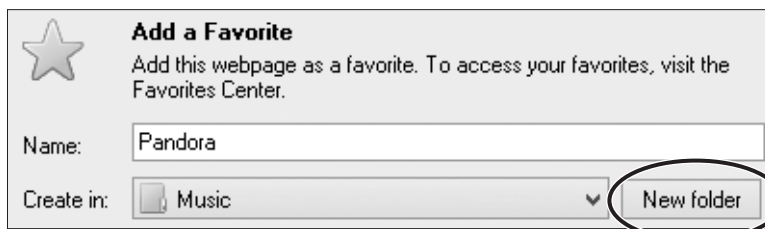


You can temporarily open the Favorites Center whenever you wish.

A single-click opens a folder to display its Favorites.

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.



New Folder creates a new folder for a favorite, or you can choose an existing folder.





NOTE! Skill Builder 6.3 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

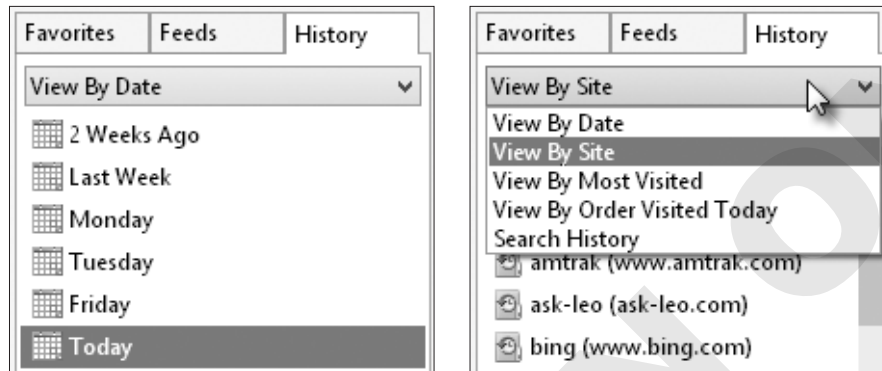
Task	Procedure
Create a favorite for a single web page	<ul style="list-style-type: none"> • Display the web page for which you wish to create a favorite. • Click the Favorites button, then click Add to Favorites; or, use Ctrl+D.
Create a favorite for a group of pages	<ul style="list-style-type: none">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

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

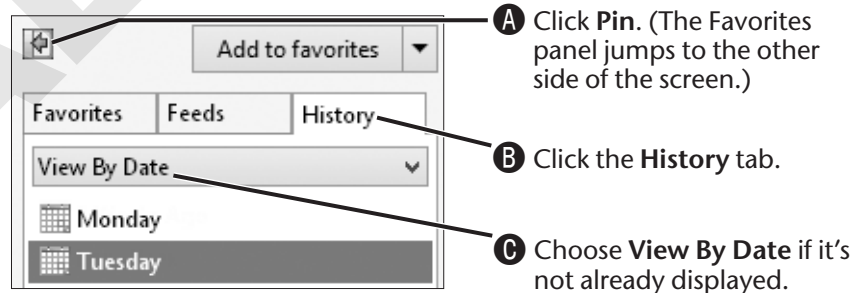
In this exercise, you will use the History view to navigate previously viewed web pages.

Before You Begin: The Internet Explorer window displaying four tabs should be open. If this is not the case, repeat Hands-On 6.4.

1. Click Favorites

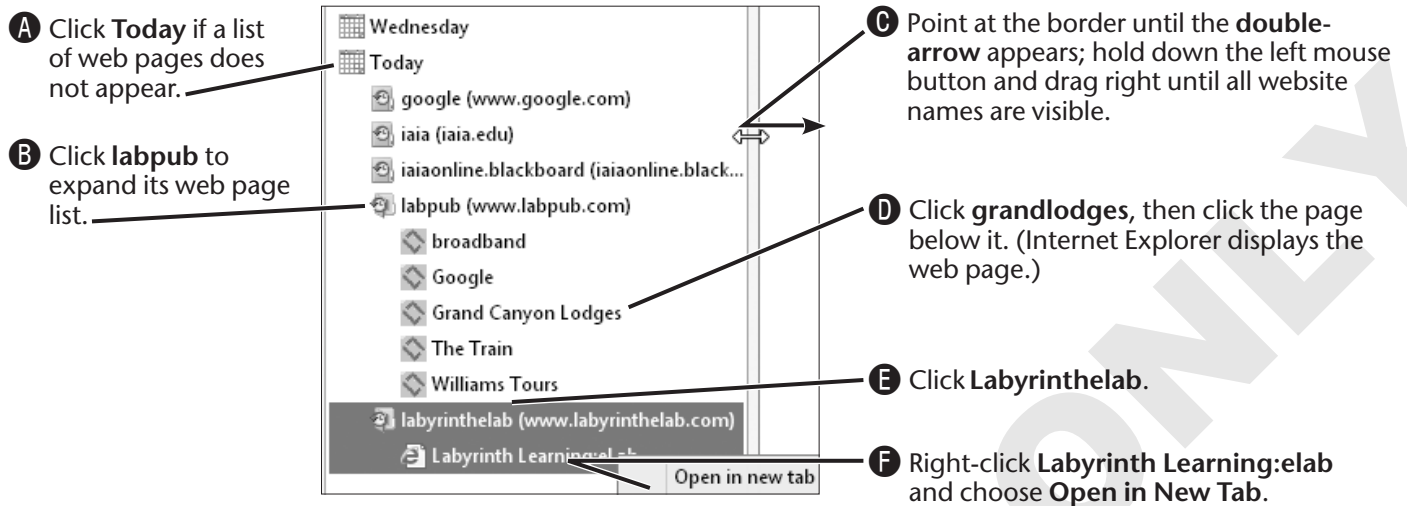
Since you most recently used the Favorites panel to navigate favorites, this is what it displays until you shift to History view.

2. View the History:



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.

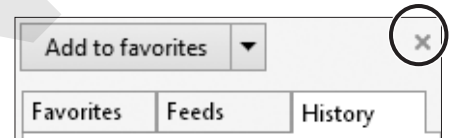
3. Navigate with History:



The history item opens in a new tab, although you still see the current tab.

4. Close History.

Now you are viewing webpages in the full screen again.



5. Close Internet Explorer and then choose Close All Tabs.

You should now be back on the student resource center page.

Printing Web Pages

You may wish to print a web page. Modern websites make it easy to print an article only, omitting the navigation and other features of the webpage. Many articles have buttons to share via email or a social network. For example, you can email an article to yourself or someone else.

Selecting What to Print

Printing a single web page may result in several printed pages. This can be wasteful of paper and ink or toner. If you select only the part of a page that you need, it's possible to print only the selection. The Print dialog box and Print Preview have settings for this.

Page Range

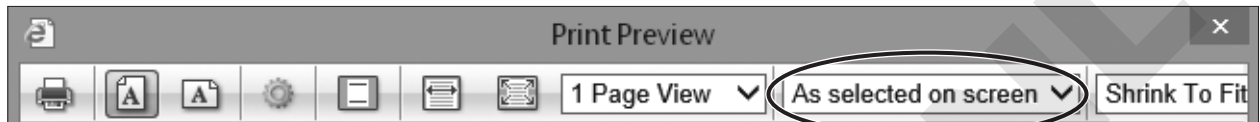
☐ All

☒ Selection

☐ Current Page

☐ Pages:

Enter either a single page number or a single page range. For example, 5-12



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 omit online advertisements around the article.

QUICK REFERENCE: Printing Web Pages

Task	Procedure
Display a print preview	<ul style="list-style-type: none"> Click the Print menu . Choose Print Preview.
Print a web page directly	<ul style="list-style-type: none"> Click Print on the Command bar.
Print only a selected portion of a web page	<ul style="list-style-type: none"> Select the portion of the web page to print. Click the Print menu and then choose Print. Choose an option in Page Range.



HANDS-ON 6.8 Print a Web Page

On the
Web

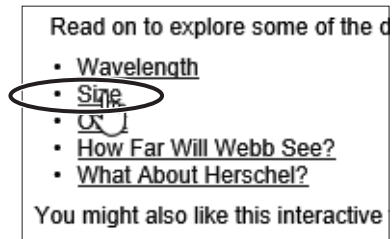
In this exercise, you will preview and print a web page.

Before You Begin: The student resource center page should be open in Internet Explorer.

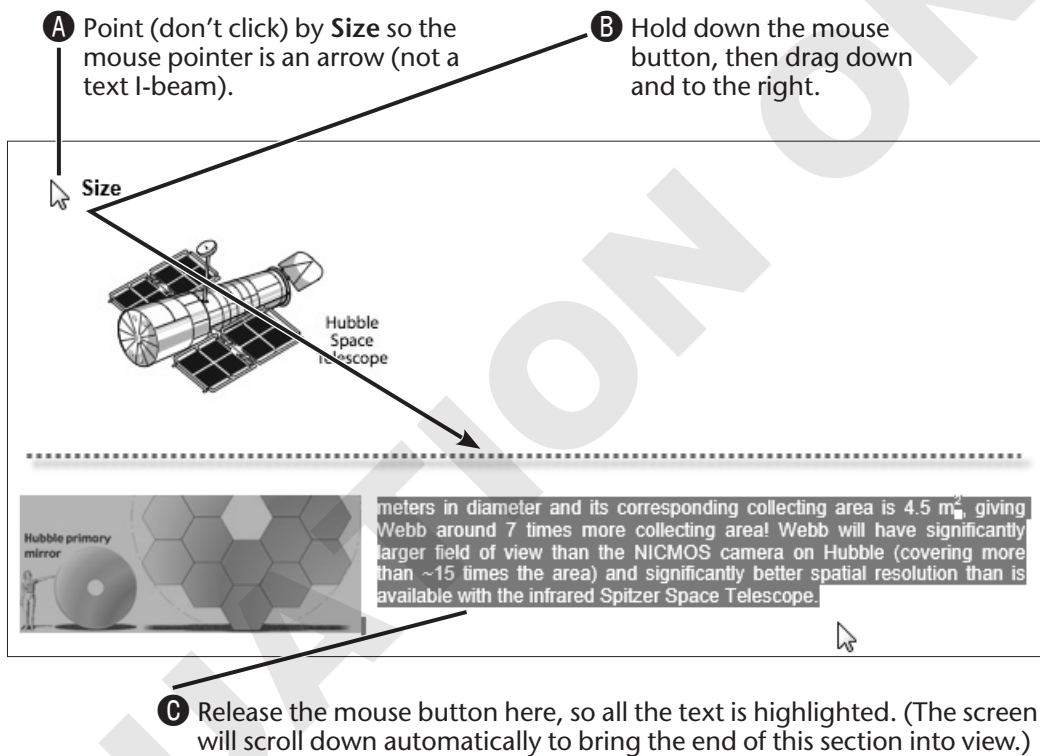
1. Click Hands-On 6.8: Print a Web Page.

A new browser window appears to display a simulation of the James Webb Space Telescope website. The Webb telescope is the successor to Hubble. This web page compares the two.

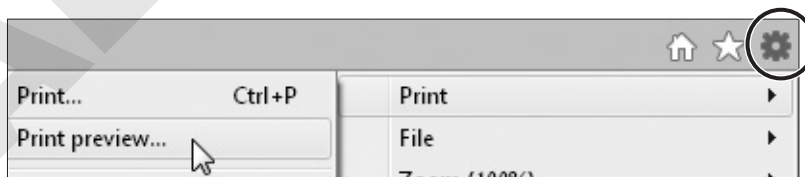
2. Click the **Size** link.



3. Select part of the page:

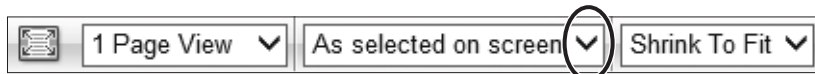


4. Choose **Settings**→**Print**→**Print Preview**.



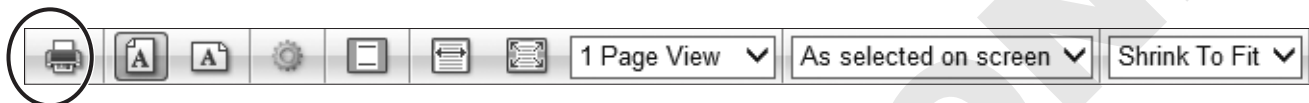
A preview of the entire page appears. But you can limit this to just the selection.

5. Click the **menu button**, then choose **As Selected On Screen**.






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

6. Click **Print** .



The normal Print dialog box appears. Notice that the Page Range setting is already set to Selection. There's no need to actually print this page, so you'll simply close the various windows.

7. Cancel the print command.
8. Close  the Print Preview.
9. Close  the WebSim window.
10. Close  the student resource center web page.
- You'll use live web pages for the end-of-lesson Skill Builder exercises.



Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz here or on the student resource center.

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.	True	False	_____
2. In general, the more results you get on a search, the better.	True	False	_____
3. The address bar allows searches only with the default search provider you have chosen.	True	False	_____
4. You can open a link in a new tab.	True	False	_____
5. You can print a selected portion of a web page rather than the entire page.	True	False	_____
6. You cannot add a search provider to the address bar that does not appear in the Add Search Provider page.	True	False	_____

Multiple Choice Questions

7. Adding search words to reduce the total number of results is called _____.
Page Number: _____
 - a. narrowing the search
 - b. widening the search
 - c. compressing the search
 - d. performing an advanced search
8. If a web-search provider is not listed on a Search Providers page, _____.
Page Number: _____
 - a. you can add it to the address bar search providers
 - b. you cannot add it to the address bar search providers
 - c. you must add it as a Topic search provider
 - d. None of the above
9. Adding a favorite for a website allows you to _____.
Page Number: _____
 - a. change the homepage that appears when you start Internet Explorer
 - b. designate a new address bar search provider
 - c. navigate to the site without typing its URL in the address bar
 - d. 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: _____
 - a. close each tab individually
 - b. close the browser window and open a new one
 - c. use the Close Other Tabs command
 - d. 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. Please take notice of the following details:

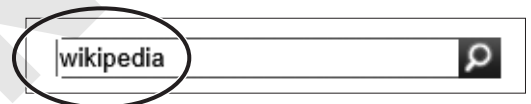
- Since this exercise is performed on *live web pages*, the screen may vary from the detailed instructions here.
- These exercises are designed specifically for the desktop version of Internet Explorer, not the tablet version.

1. If necessary, start **Internet Explorer**.

2. Click the **Search** menu  and then click **Add**.

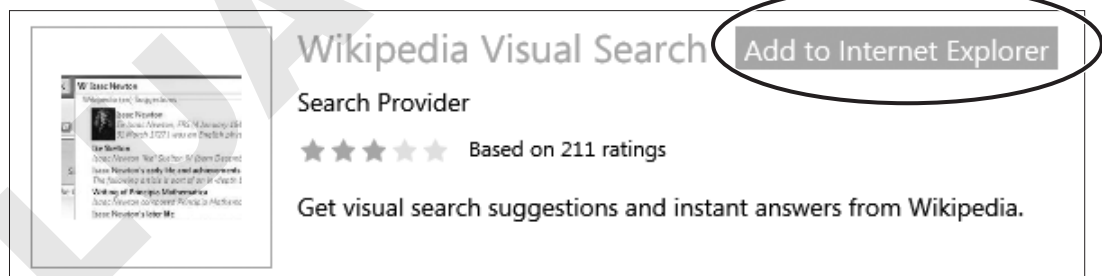
The web page with popular search providers appears.

3. Type **Wikipedia**, and then tap **Enter**.



NOTE! Keep in mind that these are live web pages and the list and the item for Wikipedia may differ from the figure below.

4. Find **Wikipedia Visual Search**, and then click **Add to Internet Explorer**.



The Wikipedia Visual Search page appears with a new button to add this search provider.

5. Click **Add to Internet Explorer**.

An Add Search Provider window appears. Or you may see a prompt that Wikipedia is already a search provider.

6. Click **Add**. (Or click **OK** if Wikipedia is already installed.)

Internet Explorer installs the new search provider.


7. Click the **Search menu**  and then choose **Wikipedia**.

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).



8. Click the **Search menu**  again to dismiss the menu.

Search with Various Search Providers


9. Type one or more words in the address bar about a topic you find interesting. It could be related to a hobby, technology, history, or most any other topic. Wikipedia (the chosen search provider) displays an article it thinks is most closely related to your search word(s), or it may display a list of articles.
10. Click the **Search menu** , and then choose a different search provider or add a new one, then use it.
11. 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, such as a travel destination, music, 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**  (or you can add a new one).
4. Enter your search words 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**.


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. Click the new tab. Spend a few minutes browsing this website.
7. Click the tab with your search results and then open another search result in a new tab.
8. Click the new web page tab, then review that website.

Search with Other Search Providers

9. View the search results tab again.
10. Click the address bar **Search menu**  and choose a different search provider. Then perform the same search with this new provider.

The search results you see may closely match your previous search or may be quite different.
11. Open two new tabs with search results that look the most promising.
12. Try a third search provider and open two of its search results in new tabs.


 **TIP!** In the next step, use the **Ctrl**+**Tab** keyboard shortcut for switching tabs without the mouse.

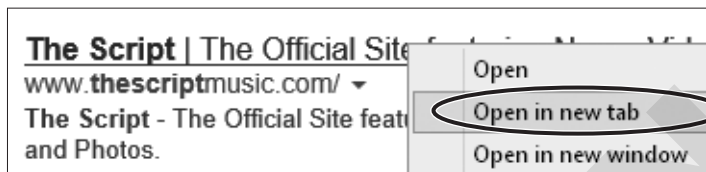
13. Go from tab to tab, comparing your search results.
14. On the line below, write down which search engine you feel came up with the most useful results for your search.


-
15. Right-click any tab and then choose **Close Other Tabs**.
-

SKILL BUILDER 6.3 Practice with Favorites

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

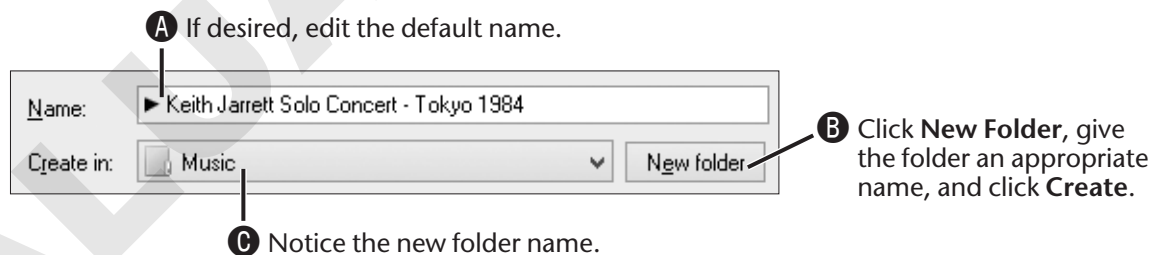
1. If necessary, open an **Internet Explorer** window.
2. Make sure Internet Explorer is **maximized** .
3. Use the address bar to search for web pages related to a personal interest.
4. Using the **Right-click + Open in New Tab** technique, open three links found by your search in new tabs.



5. View one of the web pages discovered in your search.
6. Click **Favorites**  and then choose **Add to Favorites**.
This time, you will create a new folder in which to store the favorite.

Create a Favorite in a Custom Folder

7. Create a new favorite:



8. Click **Add**.
Internet Explorer creates the new favorite in the new folder.

9. Click **Favorites** , and choose **Add to Favorites**.

Notice that Internet Explorer displays the name of the 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.



10. Edit the name, then click **Add**.

Add a Tab Group to Favorites

11. Click **Favorites** , again, choose **Add to Favorites menu** , and then choose **Add Current Tabs to Favorites**.

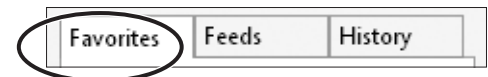
Notice that this time the *Favorites* folder appears in the *Create In* box.

12. Type **[Topic] Pages** as the tab group name.
13. Choose your new folder from the *Create In* list and then click **Add**.

Open Favorites from the New Folder

14. Right-click any web page tab, then choose **Close Other Tabs**.

15. Click **Favorites** , then click the **Favorites** tab.

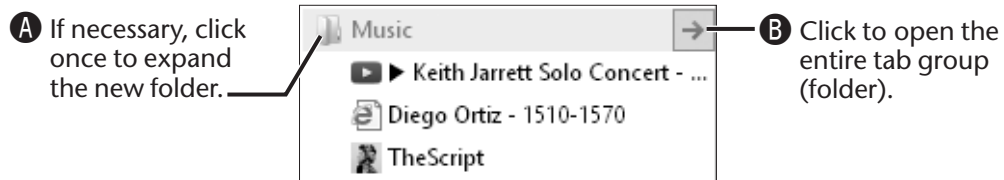


16. Click the new folder you just created, then click a link.
- The web page opens. The Favorites bar disappears since it was not pinned.

17. Click **Favorites** , then **Pin**  the Favorites panel.

The panel jumps to the left side of the window and stays open until you close it.

18. Open a tab group:



Internet Explorer opens all of the favorites in the folder.

Delete Your New Favorites Folder

19. Right-click the new folder, and then choose **Delete**.

Internet Explorer asks you to confirm the deletion.

20. Choose **Yes** to confirm the deletion of the folder and its contents.

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