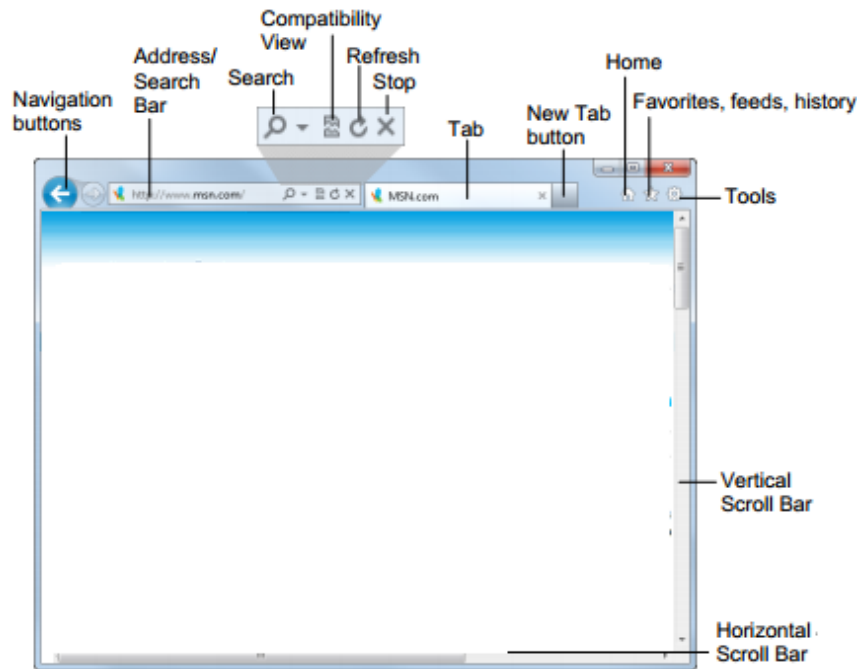


Internet Explorer 9 Quick Start For ACES Windows Computers



Internet Explorer 9 Window



Keystroke Shortcuts

General

- Find: <Ctrl> + <F>
- Open new window: <Ctrl> + <N>
- Print a web page: <Ctrl> + <P>
- Select all items: <Ctrl> + <A>
- Zoom in: <Ctrl> + <+>
- Zoom out: <Ctrl> + <->
- Full Screen Mode: <F11>
- Help: <F1>

Navigation — Go To

- Cycle through items on a web page: <Tab>
- Up One Screen: <Page Up>
- Down One Screen: <Page Down>
- Home page: <Alt> + <Home>
- Tools: <Alt> + <X>
- View favorites: <Alt> + <C>
- Refresh page: <F5>
- Stop download: <Esc>
- Add favorite: <Ctrl> + <D>
- Go forward: <Alt> + <—>
- Go backward: <Alt> + <←>

Tabs

- Open a New Tab: <Ctrl> + <T>
- Close Tab/Window: <Ctrl> + <W>
- Open link in new tab (background): <Ctrl> + <click>
- Open link in new tab (foreground): <Ctrl> + <Shift> + <click>
- Switch to next tab: <Ctrl> + <Tab>
- Switch to previous tab: <Ctrl> + <Shift>

Navigation — Address Bar

- Select Address Bar: <Alt> + <D>
- View list of entered addresses: <F4>
- Open dialog box: <Ctrl> + <L>
- Add “www.” and “.com” to the beginning and end of text in Address Bar: <Ctrl> + <Enter>

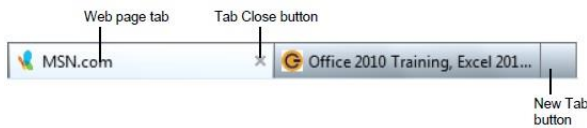
The Fundamentals

- A **web address** is also called a Uniform Resource Locator (URL), and it is made up of several parts: **http://** - This stands for Hypertext Transfer Protocol, the set of rules for exchanging files on the World Wide Web.
Domain name: The unique name that identifies an Internet site. Domain names have two or more parts separated by dots. For example, **www.customguide.com**.
- **To Open a Web Page:** Click the **Address Bar** and type the address of the web page. Or, press <Ctrl> + <L> and enter the address.
- **To Open a Hyperlink:** Click the hyperlink on the web page.
- **To Open a Hyperlink in a New Tab:** Press and hold <Ctrl> and click the hyperlink on the web page.
- **To Refresh a Web Page:** Click the **Refresh** button on the Address Bar, or press <F5>.
- **To Stop Downloading a Page:** Click the **Stop** button on the Address Bar, or press <Esc>.
- **To Go Back to a Page:** Click the **Back** button or press <Alt> + <←>.
- **To Go Forward a Page:** Click the **Forward** button or press <Alt> + <—>.
- **To Fix a Broken Page:** Click the **Compatibility View** button on the Address Bar.
- **To Search the Web:** Click the **Search** button in the Address Bar or press <Ctrl> + <E>. Type your search word or term and press <Enter>. Press <Alt> + <Enter> to view results in a new tab.
- **To Change the Search Provider:** Click the **Search** button list arrow in the Address bar and select the provider you wish to use from the row of icons along the bottom of the menu.
- **To Add a Search Provider:** Click the **Search** button list arrow in the Address Bar. Click **Add** and follow the instructions.
- **To Use AutoComplete in the Address Bar:** Start typing the URL of the page you want to open. A list of previously typed addresses appears below the Address bar. Use the down arrows or the mouse to select an address from the list and press <Enter>.
- **To View the Menu Bar:** Press the <Alt> key. The Menu Bar appears below the Address Bar. To keep the menu bar displayed, right-click an empty area of a toolbar and select **Menu Bar** from the contextual menu.
- **To Go Back or Forward in your Browsing Path:** Right-click the **Back** button or the **Forward** button and select a web page from the contextual menu.
- **To Open a Typed URL:** Click the Address Bar list arrow and select a web page from the list.

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Tabs



- Tabs allow you to view multiple web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.
- **To Open a New Tab:** Press **<Ctrl> + <T>**, or click the **New Tab** button to the right of the most recently opened tab.
- **To Open a Duplicate Tab:** Press **<Ctrl> + <K>**, or right-click the tab you wish to duplicate and select **Duplicate Tab** from the contextual menu.
- **To Open a Link in a New Tab:** Press and hold the **<Ctrl>** key and click the link you want to open. Or, click the link with the **middle mouse button** (the mouse wheel).
- **To Open Search Results in a New Tab:** Press **<Alt> + <Enter>** from the Search box to open search results in a new tab.
- **To Open Quick Tabs View:** Press **<Ctrl> + <T>**, or click the **New Tab** button to the right of the most recently opened tab.
- **To Close a Tab:** Click the **Close Tab**  button on the tab. Or, press **<Ctrl> + <W>**. Or, click a tab with the **middle mouse button** (the mouse wheel).
- **To Close All Tabs:** Press **<Alt> + <F4>** and click the **Close all tabs** button.
- **To Close All Other Tabs:** Press **<Ctrl> + <Alt> + <F4>**, or right-click a tab and select **Close other tabs** from the contextual menu.
- **To Reopen a Closed Tab:** Press **<Ctrl> + <Shift> + <T>**, or right-click a tab and select **Recently closed tabs** and select a web page from the list.
- **To Switch Between Tabs:** Click the tab you want to view. Or, press **<Ctrl> + <Tab>** to move to the next tab. Press **<Ctrl> + <Shift> + <Tab>** to move to the previous tab.
- **To Show Tabs on a Separate Row:** Right-click a tab and select **Show tabs on a separate row** from the contextual menu.

Home and Tools

- **To Go to the Home Page:** The home web page(s) appear when Internet Explorer is launched. Click the **Home Page** button. Or, press **<Alt> + <Home>**.
- **To Add or Change the Home Page:** Make sure the website(s) is open in the browser. Click the **Tools** button list arrow and select **Internet options**. Make sure each web page appears in the Home page section and click the **Use current** button. Click **OK**.
- **To Remove a Home Page:** Click the **Tools** button list arrow and select **Internet options**. Delete the web page you want to remove from the Home page section and click **OK**.
- **To Pin a Web Page to the Taskbar:** Click and drag the web page tab onto the Windows taskbar.
- **To Launch a Web Page Pinned to the Taskbar:** Click the web page icon on the taskbar. The web page appears in the Internet Explorer window.
- **To Get Help:** Press **<F1>** to open the Help window, type your question and press **<Enter>**.
- **To Zoom In or Out on a Web Page:** Click the **Tools** button, select **Zoom**, and then select a zoom percentage from the menu. Or, press **<Ctrl> + <+>** to zoom in, press **<Ctrl> + <->** to zoom out.
- **To View the Page at 100%:** Click the **Tools** button, select **Zoom**, and then select **100%** from the menu. Or, press **<Ctrl> + <0>**.
- **To Increase Text Size:** Click the **Page** button on the Command Bar, point to **Text Size** and select an option from the list.
- **To View Internet Explorer in Full Screen:** Click the **Tools** button and select **File > Full screen** from the menu. Or, press **<F11>**.
- **To View the Menu Bar:** Press the **<Alt>** key. The Menu Bar appears below the Address Bar. To keep the menu bar displayed, right-click an empty area of a toolbar and select **Menu Bar** from the contextual menu.
- **To Print a Web Page:** Click the **Tools** button and select **Print > Print** from the menu. Or, press **<Ctrl> + <P>**.
- **To Print Preview:** Click the **Tools** button and select **Print > Print Preview** from the menu.
- **To Find Text on a Page:** Click the **Tools** button and select **File > Find on this page** from the menu. Or, press **<Ctrl> + <F>**.

Favorites, Feeds and History

- **To View and Open Favorites:** Click the **View favorites, feeds and history** button, or press **<Alt> + <C>**. If necessary, click the **Favorites** tab. Select a favorite to open it in the current tab. Click the **arrow** button to the right of a favorite to open it in a new tab.
- **To Add a Favorite:** Open the page you want to add as a favorite. Click the **View favorites, feeds and history** button and click **Add to Favorites**. Or, press **<Ctrl> + <D>**.
- **To Add a Tab Group to Favorites:** Click the **View favorites, feeds and history** button, click the **Add to Favorites** button list arrow, and then select **Add current tabs to favorites** from the list. Enter a folder name for the tabs and click **Add**.
- **To Organize Favorites:** Click the **View favorites, feeds and history** button, click the **Add to Favorites** button list arrow, and then select **Organize favorites** from the list.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the Feeds button on the Command Bar will appear orange.) Click the **View feeds on this page** button. Click the **Subscribe to this feed** link.
- **To View RSS Feeds:** Click the **View favorites, feeds and history** button and click the **Feeds** tab. Click a feed to view its updates.
- **To View History:** Click the **View favorites, feeds and history** button and click the **History** tab. Or, press **<Ctrl> + <Shift> + <H>**. Click a time frame or click the **View By** list arrow to change how history is viewed.
- **To Clear History:** Click the **Tools** button and select **Internet options**. Click **Delete** under Browsing history. Or, click the **Tools** button and select **Safety > Delete browsing history** from the menu.
- **To Pin the Favorites Center to the Window:** Click the **View favorites, feeds and history** button and click the  **Pin the Favorites Center** button in the menu.