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 New Tab:** Click the Address Bar list arrow and select a web page from the contextual menu.

- **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, or press <Ctrl>+<D>.

- **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 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.

### 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 or 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>+<Tab>

#### Navigation—Address Bar
- **Select Address Bar** <Alt>+<D>
- **View list of entered addresses** <F4>
- **Open dialog box** <Ctrl>+<L>
- **Add “www.” and “.com” to beginning and end of text in Address Bar** <Ctrl>+<Enter>
### 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 `<Ctrl>` and select 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> + `<Enter>` 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 web site(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:** Click `<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 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 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</code>™<code>Print** from the menu. Or, press `<Ctrl>` + `<P>`.

- **To Print Preview:** Click the **Tools** button and select **Print</code>™<code>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 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 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.