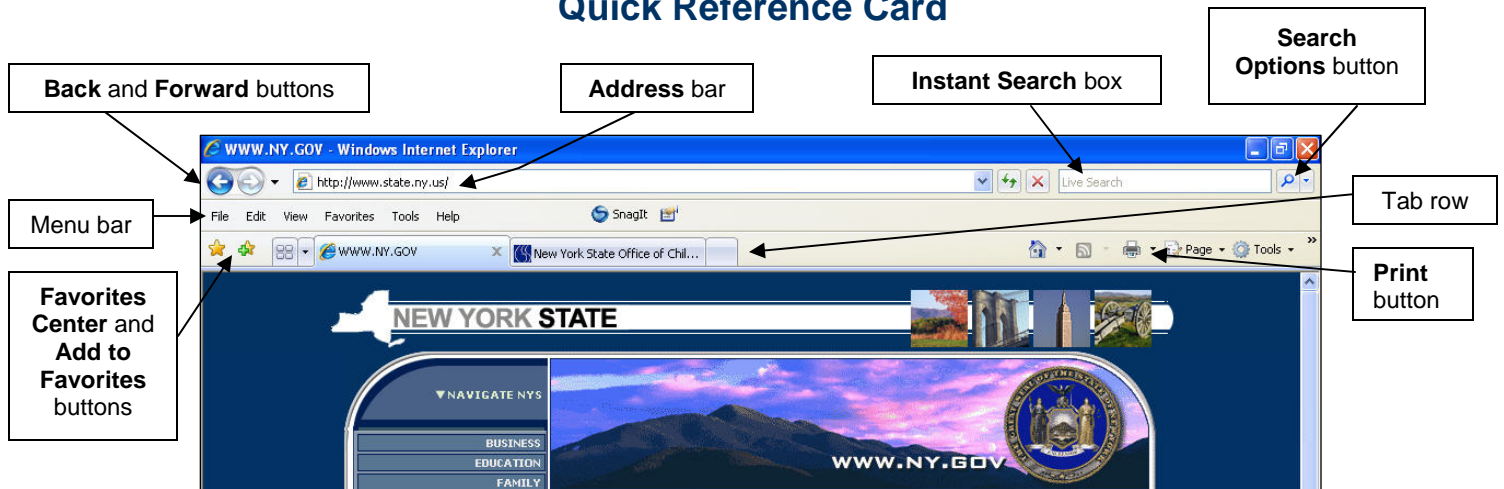


Internet Explorer 7.0 Features and Searching Tips

Quick Reference Card



Accessing a Website

1. In the **Address bar**, type the URL (web page address) of the website you want to access.
2. Press the **Enter** key. The website displays.

Note: To navigate between websites or the pages of a website, click the **Back** and **Forward** buttons. To display a list of websites you visited in the current session, click the arrow to the right of the **Forward** button. To access one of the websites, select it from the list.

Accessing Multiple Websites in a Single Browser Window: Once you access a website, you can use tabbed browsing, a new feature of Internet Explorer 7.0, to access additional websites in the same browser window. Each website displays on a different tab. The tab row displays up to ten tabs; additional tabs are hidden. To view hidden tabs, click the **Quick Tabs** button.



To open another website:

1. On the tab row, click the **New Tab** button.
2. Follow the steps for accessing a website, above.

To close a tab:

1. Click the **X** on the right side of the tab.

Note: To close all tabs, close Internet Explorer. At the confirmation prompt, click the **Close Tabs** button.

Creating a Favorites List: You can add websites that you visit frequently to your **Favorites** list. This allows you to select a website from the **Favorites** list instead of typing the URL in the **Address** bar. You can also create folders in which to organize your favorite websites.

To add a website to your Favorites list:

1. Access the website.
2. Click the **Add to Favorites** button and then select **Add to Favorites**. The **Add a Favorite** window displays.
3. In the **Name** field, type a new name for the site, if desired.
4. From the **Create in** drop-down list, select a folder in which to store the website, if desired. (To create folders, refer to the next task.)
5. Click the **Add** button.

To create folders in which to organize your favorite websites:

1. Click the **Add to Favorites** button and then select **Organize Favorites**. The **Organize Favorites** window displays.
2. Click the **New Folder** button.
3. Type a name for the folder and then press the **Enter** key. Repeat steps 2-3 to create additional folders.
4. Drag existing websites from the **Favorites** list into the appropriate folders.
5. Click the **Close** button.

To access a website in your Favorites list:

1. Click the **Favorites Center** button.
2. Select the website from the **Favorites** list. If you organized the websites into folders, click a folder name to display its contents.

Sending Web Pages and Links via E-mail

To send a web page via e-mail:

1. Access the web page.
2. From the **File** menu, select **Send, Page by E-mail**. A new e-mail displays. The web page displays in the message area.
3. Enter the recipient's information and then send the message.

To send a web link via e-mail:

1. Access the web page.
2. From the **File** menu, select **Send, Link by E-mail**. A new e-mail displays. The link for the web page displays in the message area.
3. Enter the recipient's information and then send the message.

Printing Web Pages

1. Access the web page.
2. Click the arrow to the right of the **Print** button and then select **Print**. The **Print** window displays.
3. Select the printing options and then click the **Print** button. (To print to your default printer with your default print options, simply click the **Print** button.)

Note: To preview how a web page will look printed, click the arrow to the right of the **Print** button and then select **Print Preview**.

Searching for Information on the Internet: You can search the Internet directly from Internet Explorer 7.0 using the new **Instant Search** box. You can also change the default search provider and use different search providers to maximize your search results.

To search using the Instant Search box:

1. In the **Instant Search** box, type a keyword or phrase and then press the **Enter** key. Search results display in a separate window.

Topics you may wish to research include:

- New York State regulations
- New York State government resources
- Local district data
- Federal regulations
- Conference information
- Travel arrangements


To change the default search provider:

1. Click the arrow to the right of the **Search Options** button and then select **Change Search Defaults**. The **Change Search Defaults** window displays.
2. Select a new provider from the list. (If the provider does not display in the list, complete the next task.)
3. Click the **Set Default** button.
4. Click the **OK** button.

To add new search providers:

1. Click the arrow to the right of the **Search Options** button and then select **Find More Providers**. A list of search providers displays.
2. Click the search provider you want to add. The **Add Search Provider** window displays.
3. Click the **Add Provider** button.

Zoom in on a Web Page: You can use the new Zoom feature to enlarge or reduce the viewing size of a web page.

1. In the bottom right corner of Internet Explorer, click the arrow to the right of the **Change Zoom Level** button. 
2. Select a predefined zoom level. (To define a custom zoom level, select **Custom**.)

Accessing Help: The Internet Explorer **Help** files offer detailed information on using Internet Explorer 7.0. You can locate information in the **Help** files via the **Contents** pane, **Index**, or by using the **Search** feature. For the purposes of this reference card, the following steps demonstrate how to use the **Search** feature.

1. From the **Help** menu, select **Contents and Index**. The **Help** files open with the **Contents** pane displayed.
2. Click the **Search** tab. The **Search** pane displays.
3. In the field at the top of the **Search** pane, type a keyword to find information about a specific topic.
4. Click the **List Topics** button. Related topics display in the **Search** pane.
5. Double-click a topic. Information related to the topic displays on the right side of the screen.