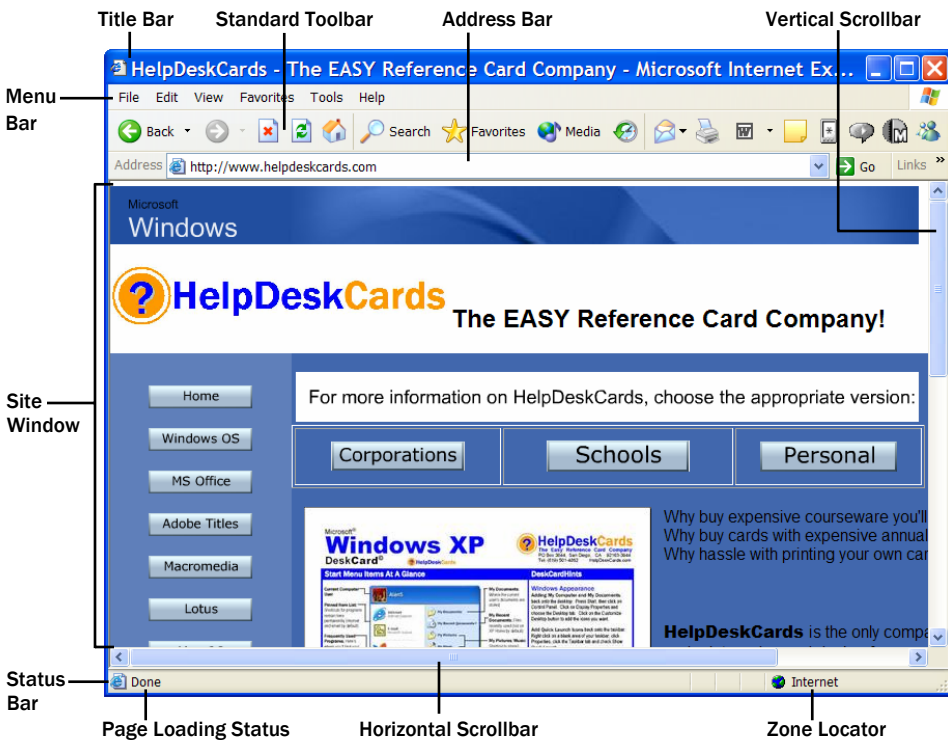


### Internet Explorer 6 Screen At A Glance



### DeskCardHints

#### Security Enhancements

**Adjust Privacy Settings for Security:** While many sites (banking, etc.) require “cookies”, most sites do not. To make your web surfing experience the most secure it can be Click on Tools on the Menu Bar, Click on Internet Options, and then Click on the Privacy tab. Move the setting to the highest setting – you can lower the setting if favored sites require it.

“Cookies” are Files that Web Sites Store on your computer to make surfing “faster” – but they also allow web sites to peer into your web surfing habits. To Change their settings, Click Tools on the Menu Bar, Click on Internet Options. Under the Privacy tab, click on Advanced. Adjust Cookie Settings to the highest tolerable setting.

**Use Content Advisor Ratings to Control** (mostly) Adult material from being viewed. Click on Tools on the Menu Bar, and then Click Internet Options. Under the Content Tab, click “Enable” under the Content Advisor menu. Adjust settings to desired levels and Click OK.

**Clear AutoComplete and Password Memory** to ensure maximum security. Click Tools on the Menu Bar, Click Internet Options. Under the Content Tab, Click on the “AutoComplete...” box and then Click “Clear Forms” and Click OK. Click “Clear Passwords” and Click OK. Click OK.

**Clear Web Site Surfing History** to ensure privacy. Click Tools on the Menu Bar and then Click Internet Options. Under the General tab click the “Clear History” under the History menu. Click OK. Number of days to store sites can be adjusted here.

**Quickly Change Security Settings by Double-Clicking** the bottom right corner of the Status Bar. Adjust Security Settings from the Pop-Up Menu.

**Automatically Clear Temporary Internet Files** Click Tools on the Menu Bar and Click Internet Options. Click on the Advanced tab and scroll down. Check the box next to “Empty Temporary Internet Files folder when browser is closed” and Click OK.

**Forgotten the Content Advisor Password?** Remove password by Clicking Start and then Run. Type Regedit. Scroll to H\_KEY\_LOCAL\_MACHINE. Go to the Software Folder, then Microsoft, then Windows, then Current Version, then Policies, then Ratings. Delete the entry called Key. Click OK.

**Use Profile Assistant and Microsoft Wallet** to store personal information securely. Click Tools on the Menu Bar and Click Internet Options. Click the Content Tab and under Personal Information click My Profile to view and edit the information.

### Standard Toolbar Buttons

STANDARD Toolbar Buttons	
	Previously Viewed Page. Quicker than clicking the “Back” button on a web page.
	After going back one page, click here to return to previous location
	Stops a page from downloading. Especially useful if page size is very large.
	Causes a page to “reload” into your computer. Useful if the page has been viewed before as the page might be from computer memory not the internet.
	Loads Home Page. Reset by Clicking Tools on the Menu Bar and changing.
	Opens the Search Companion to find files on your computer or pages on the internet.
	Show Favorites Pane. Save frequently or preferred pages here to quickly access.
	Opens WindowsMedia Pane to quickly find media on your computer and the internet.
	Opens History Pane – which stores all website viewing history until cleared.
	E-Mail Shortcut Menu. Send message or link for page with default e-mail program.
	Print the Current Page or Frame (whichever preference) to default printer.
	Edit active page in FrontPage. Click the down button ▼ to Edit in Excel or Notepad.
	Threaded Discussions for comments by Users who share the same server.
	Clicking this icon will send the active page to your installed mobile device. It will appear after the device is synchronized.
	Opens the Real Audio™ Toolbar. Click the Icon again to remove the toolbar or Click the Close button on the toolbar.
	Open Microsoft MoneySide Pane (if Microsoft Money is installed.)
	Send a Windows Instant Message. Clicking will sign user in to Windows Messenger.

## Keyboard Shortcuts

### Viewing Web Pages Shortcuts

Explorer Help	<F1>
Full Screen Toggle	<F11>
Next Item on Page	<Tab>
Previous Item on Page	<Shift> + <Tab>
Home	<Alt> + <Home>
Next Page	<Alt> + <→>
Previous Page	<Alt> + <←>
Link Shortcut Menu	<Shift> + <F10>
Next Frame	<Ctrl> + <Tab>
Scroll Downward	<Spacebar>
Scroll Forward	<↓>
Scroll Backward	<↑>
Quick Scroll Forward	<Page Down>
Quick Scroll Backward	<Page Up>
Beginning of Page	<Home>
End of Page	<End>
Find on Page	<Ctrl> + <F>
Refresh	<F5>
Stop Loading Page	<Esc>
Go to New Location	<Ctrl> + <L>
Open a New Window	<Ctrl> + <N>
Print Page or Frame	<Ctrl> + <P>
Open Search	<Ctrl> + <E>
Open Favorites	<Ctrl> + <I>
Open History	<Ctrl> + <H>

### Using the Address Bar

Select Text in Bar	<Alt> + <D>
Display Bar History	<F4>
Add "www." and ".com"	<Ctrl> + <Enter>
Next AutoComplete	<↓>
Previous AutoComplete	<↑>

### Using Favorites and Editing

Add Page to Favorites	<Ctrl> + <D>
Organize Favorites	<Ctrl> + <B>
Remove to Clipboard	<Ctrl> + <X>
Copy to Clipboard	<Ctrl> + <C>
Insert from Clipboard	<Ctrl> + <V>
Select All Page Items	<Ctrl> + <A>

### Speeding Up Surfing

**Don't Load Sounds or Pictures** by Clicking Tools on the Menu Bar, Click Internet Options, Click the Advanced tab and turn off Sounds and Pictures.

**Allow Trusted Sites to Store "Cookies"** on your computer. To Add A Site, Click Tools on the Menu Bar, Click Internet Options, then under the Security tab Click the "Sites..." button under Trusted Sites. Add desired Sites. Then Click "Trusted Sites" in the "Select a Web content zone to specify..." box and click the "Default Level" button at the bottom of the Active Window. Click Apply and Close Window.

**Activate AutoComplete to Allow Quicker** typing of Sites, Forms and store Passwords. Click Tools on the Menu Bar and then Click Internet Options. Click on the "Content" tab and then Click on the "AutoComplete..." button. Check desired preferences and then Click OK. *NOTE: You can also clear stored Forms and Passwords here.*

## Web Surfing Tips

### Add Google Toolbar for Better Searching:

Probably the best search engine ever made: to easily add the **Google** toolbar for faster searching. Go to [www.google.com](http://www.google.com) and click Services & Tools. Scroll Down to "Google Toolbar" and Click "Get The Google Toolbar. Follow instructions and restart Explorer.

**Add, Remove or Lock Toolbars:** Right-Click on the Menu Bar and choose preferred viewing options from the drop-down menu.

**Better Organization of Favorites:** Tired of your favorite "zoo.com" sites appearing at the bottom of your favorites when they're your favorite? Rename them by Clicking Favorites, then Right-Clicking the desired shortcut. Rename first site "A Zoo", the second-frequented "B Zoo" and so on. The sites will be re-alphabetized to your new preference. You can also reorder favorites by dragging and dropping.

**Show Favorites on Computer Desktop:** Click the Start Button and Click on Run. Type *exactly:* **ieexplore -channelband** and click OK.

**Close Multiple Windows if Site Opens** Multiple pop-ups by pressing <Ctrl> + <W> on keyboard.

**Quickly Scroll Through Links on a Page** by typing the <Tab> key on the keyboard. Hit <Enter> to open the link.

**Change Explorer Settings by Clicking Tools** on the Menu Bar. Click Internet Options. Click on the Advanced tab:

- Enable Page Transitions – can speed up page display if turned off
- Notify when downloads are complete
- Print Background colors and pictures
- Empty Temporary Internet Files folder when browser is closed (for security)

**Toggle On/Off Full Screen Mode for Web** Pages by typing <F11> on your keyboard. Pressing <F11> again will toggle the screen back.

## TheHelpDesk

**Some Websites Will Change the Home Page** even without your knowledge. To restore, Click Tools on the Menu Bar. Click Internet Options and under the General Tab enter desired Home Page. It's easiest by loading desired Home Page and clicking the "Use Current" box under General Tab.

**Open Links in a New Window** by holding down the <Shift> key before clicking the link.

**Quickly Scroll Forward and Back Between** visited web sites by Right-Clicking either the Back or Forward buttons to pull up most recent sites visited in either direction.

**Save a Website for Offline Viewing** by Clicking File on the Menu Bar and Choosing "Save As..." Keep the Name or Rename file in My Documents.

**Change a Favorite Sites Offline Properties:** Right-Click on the link under the Favorites Menu and Click Properties. Make desired adjustments.

**Delete a Favorite Site from Favorites Menu** by Clicking Favorites on the Menu Bar, Scroll down to link no longer desired, Right-Click the link and Click Delete from the Shortcut menu. Click OK.

**Add Folders to the Favorites List to Organize** favorites. Click Favorites on the Menu Bar and click Organize Favorites. Choose Create Folder and drag and drop desired links for new folder.

**If You're Switching From Netscape** Navigator, you can get help by clicking Help on the Menu Bar and Clicking on For Netscape Users. Follow the instructions and then click OK to close.

**Quickly Search A Web Page to Find a Word** on a site by Clicking <Ctrl> + <F> on your keyboard. This works the same way as "Find" in a Microsoft Office program.

**Use Windows Update To Keep Windows** and Internet Explorer Current. You can also add and remove features by clicking Tools on the Menu Bar and then Clicking Windows Update.

**Add a Shortcut for a Particular Page** to your computer desktop. Right-Click anywhere on the page and Click "Create Shortcut". Click OK on the pop-up menu.

**Quickly View All Addresses Typed in Current** session by Clicking the down arrow next to the Address Bar.