2. Navigating the Internet

Surfing the Internet is a fun and enjoyable activity. By clicking on various hyperlinks, you can visit many interesting websites and personal home pages. By *website* we mean an extensive system of web pages for a company or organization. A personal *home page* may consist of only a few web pages. It usually belongs to an individual, or contains only a little commercial information about a company.

The World Wide Web is infinitely large and increases by thousands of websites daily. After surfing for a while, you will no doubt want to revisit an interesting website from time to time. All those hyperlinks make it easy to lose your way, however.

Fortunately, *Internet Explorer* has several built-in options to help you get to where you want to go. In this chapter, you will learn how to use these convenient features, allowing you to 'navigate' straight to your target: back to the web pages you visited earlier.

In this chapter, you will learn how to:

- open a website from the list of addresses previously typed
- save a web address
- open a favorite
- organize your favorites
- use RSS feeds
- temporarily disconnect
- change the *Internet Explorer* home page
- use the *History*
- give a website its own shortcut

2.1 Starting Internet Explorer
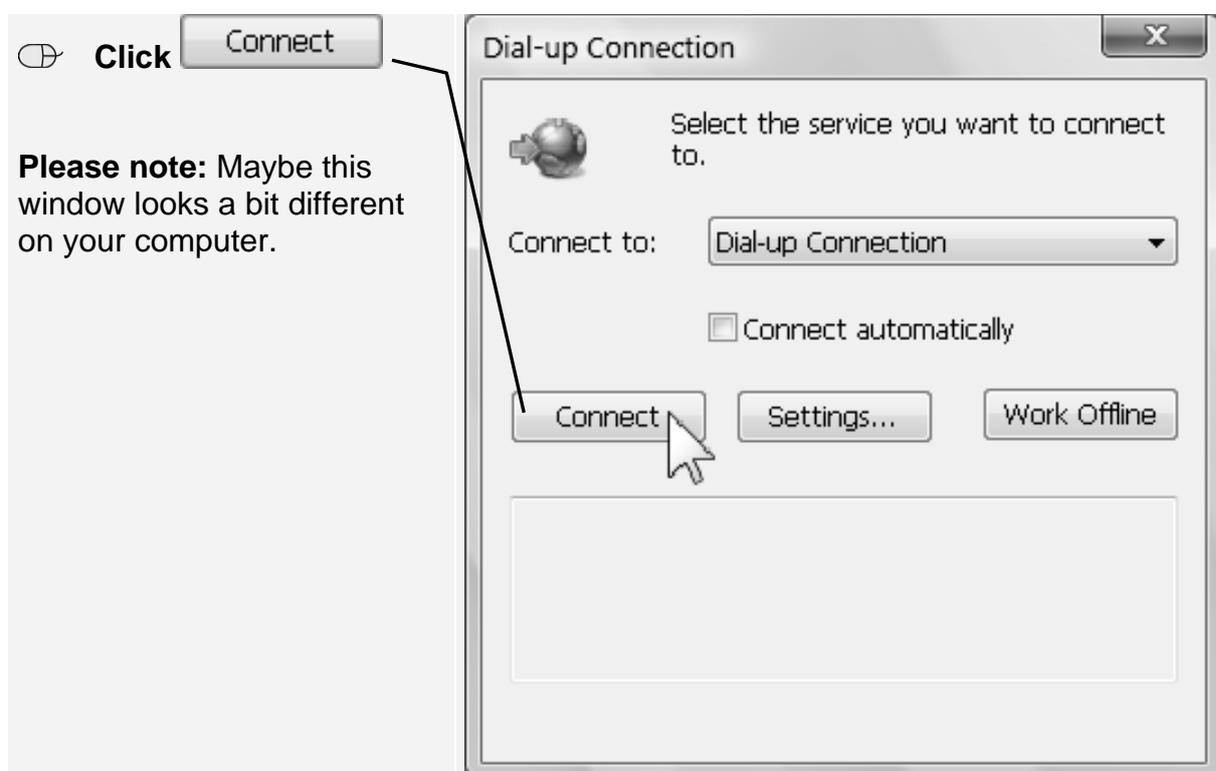
☞ **Turn on the computer**

Do you have an external modem?
☞ **Turn on the modem**

Now you can start *Internet Explorer*:

☞ **Start *Internet Explorer*** 👣**1**

Internet Explorer starts, and you can connect to the Internet:

⊕ **Click** [Connect]

Please note: Maybe this window looks a bit different on your computer.

Dial-up Connection   ✕

Select the service you want to connect to.

Connect to: Dial-up Connection   ▼

☐ Connect automatically

[Connect]   [Settings...]   [Work Offline]
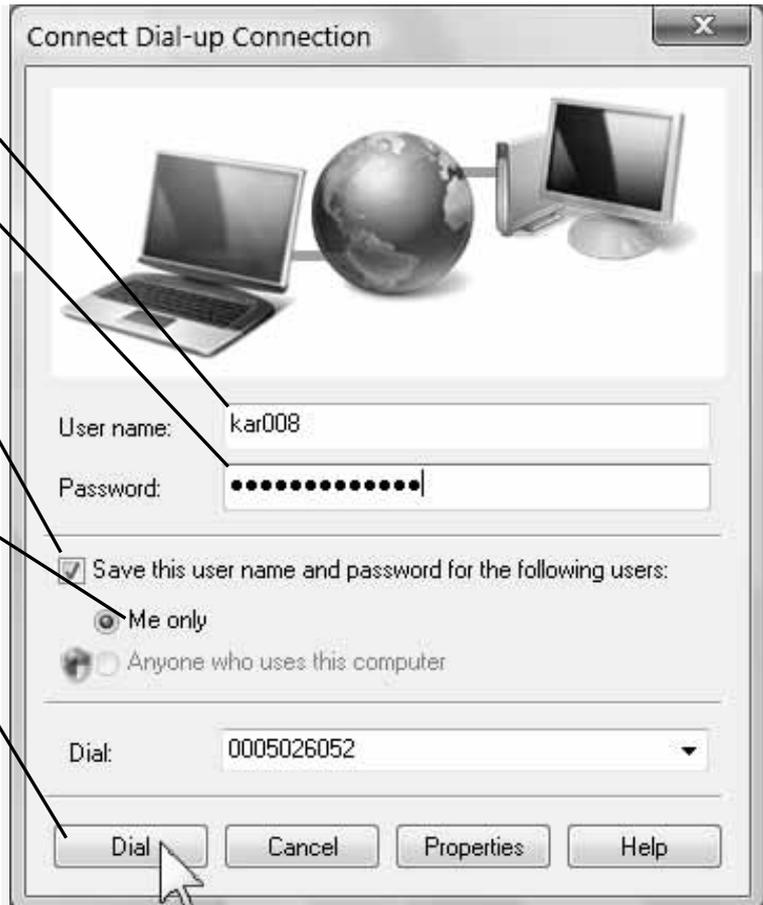
➥ **Please note:**

If you are connected to the Internet by cable or DSL, then this *Dial-up Connection* window will not appear. Your computer is already connected to the Internet.

If your user name and password are not displayed:

⌨ **Type your user name**

⌨ **Type your password**

◯➤ **Click a check mark for**
Save this user name and password

◯➤ **Click** Me only

◯➤ **Click** Dial

Please note: Maybe this window looks a bit different on your computer.

Connect Dial-up Connection

User name: kar008

Password: ●●●●●●●●●●●●●●

☑ Save this user name and password for the following users:

◉ Me only

◯ Anyone who uses this computer

Dial: 0005026052

Dial   Cancel   Properties   Help

A connection is made to your ISP (Internet Service Provider).

You see the home page as it is set up on your computer:

This page might be different on your computer.

You will learn later how to change the page that appears when you start *Internet Explorer*.
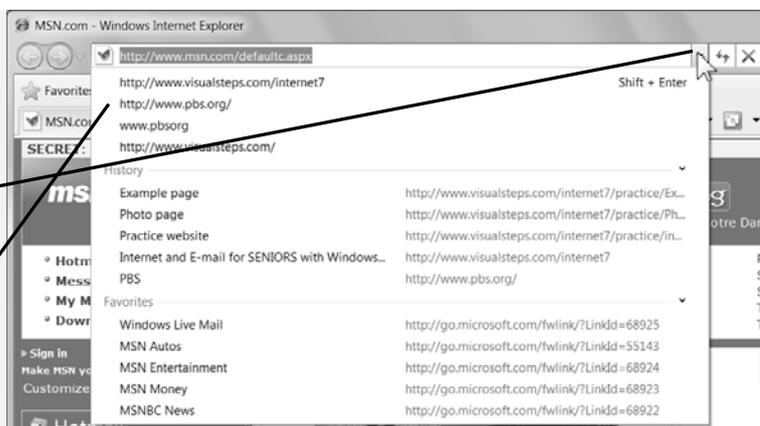
2.2 The Address Bar

Internet Explorer has a useful feature on the Address bar. By clicking a button on the Address bar, you will see a list of website addresses that you have previously typed. You can use this list to reopen a website without having to retype the web address.

At the end of the Address bar:

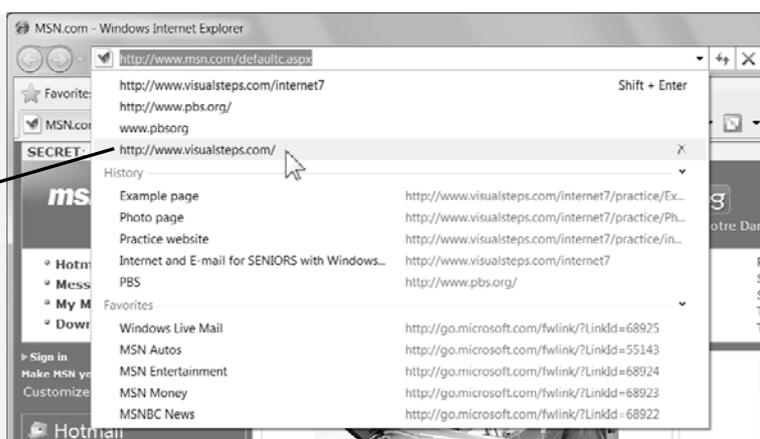☞ **Click** ▾

You see a list of web addresses you have visited before:

You can click one of these addresses to reopen the associated website:

☞ **Click**

http://www.visualsteps.com/

The website for the Visual Steps publishing company will be opened. This method only works for a website that you recently visited. If you would like to keep a web address for a longer time, it is a better idea to save it.

2.3 Saving a Web Address

Once you have found an interesting website, you can save its address. From then on, you can quickly reopen this website anytime without having to remember the web address or retyping it. Saved websites are called favorites in *Internet Explorer*.
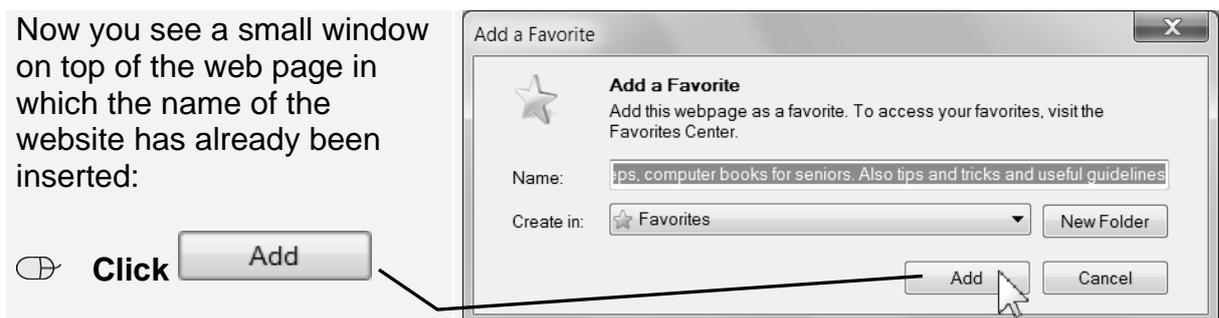
☛ Please note:

You can only save a web address when the associated website is displayed in the *Internet Explorer* window.

In this case, you see the Visual Steps website:

☞ **Click** ⭐ Favorites

☞ **Click** ⭐ Add to Favorites...
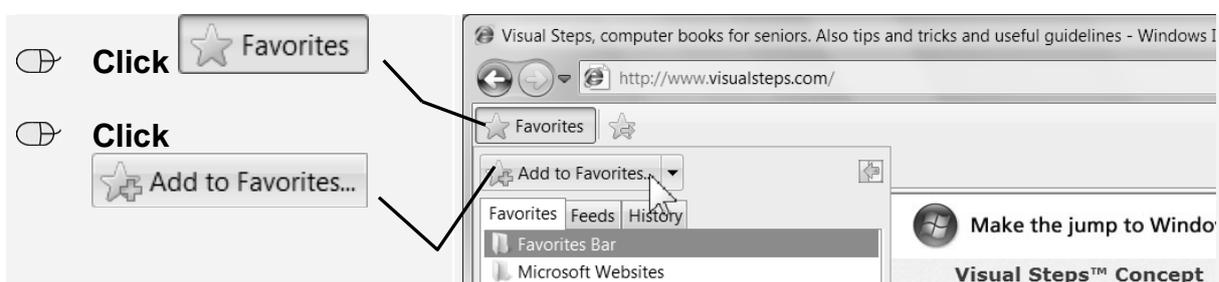
Now you see a small window on top of the web page in which the name of the website has already been inserted:

Add a Favorite

Add this webpage as a favorite. To access your favorites, visit the Favorites Center.

Name: ɛps, computer books for seniors. Also tips and tricks and useful guidelines

Create in: ⭐ Favorites ▾   New Folder

☞ **Click** Add   Cancel

Later, you will see how to quickly reopen this favorite website. To see how a favorite works, you will first need to go to a different website. You can go, for example, to the special website for seniors, *SeniorNet*:
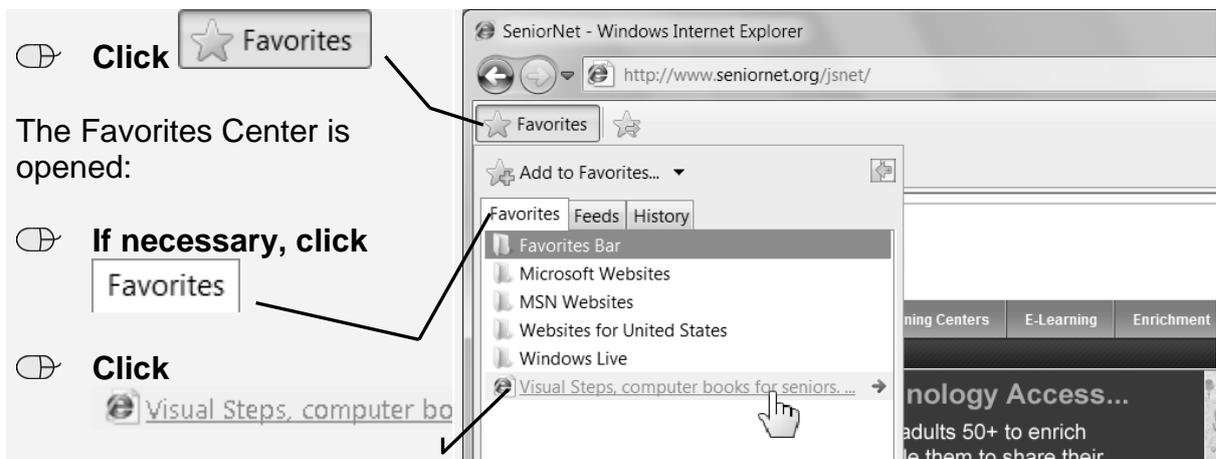
☞ **Click the Address bar**

⌨ **Type:**
`www.seniornet.org`

Go to ' www.seniornet.org '   Enter

⌨ **Press** Enter ↵

Welcome to the Visual Steps website.

We are dedicated to helping individuals over the age of 50 participat Steps develops practical and accessible computer handbooks, user g materials for the older person. All of our products incorporate the me

You see the *SeniorNet* home
page:

Now you can open the favorite you just saved.

2.4 Opening a Favorite

You can quickly open your favorite websites using the Favorites Center:

⊕ **Click** ☆ Favorites

The Favorites Center is
opened:

⊕ **If necessary, click**
Favorites

⊕ **Click**
🔵 Visual Steps, computer bo

Internet Explorer immediately jumps to the Visual Steps website:

Internet Explorer remembers your favorites even after you have closed the program. This allows you to create an entire collection of websites that you can visit again later.

2.5 Organizing Your Favorites

You can save all your favorite websites in one long list in the Favorites Center, but in the long term this is not very practical. It is better to organize your favorites in separate folders. You can save websites according to subject, for example.
You can also use folders to separate your own favorites from those of other users on the same computer.

For practice, you are going to create a folder for websites related to this book.

☞ **Click** ⭐ Favorites

Next to 🌟 Add to Favorites... :

☞ **Click** ▼

☞ **Click** Organize Favorites...
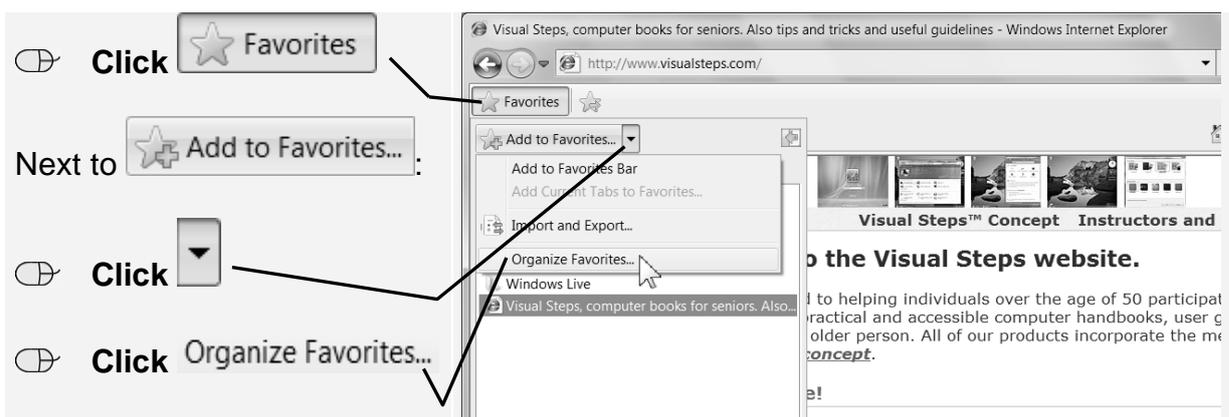
Now you see this window. Usually there are already a

few ▢ folders: ―――――

Below these folders is the favorite you saved earlier:

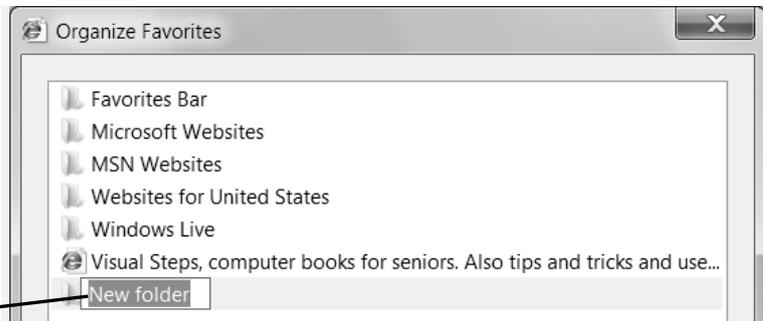☞ **Click** New Folder

Organize Favorites
▢ Favorites Bar
▢ Microsoft Websites
▢ MSN Websites
▢ Websites for United States
▢ Windows Live
◈ Visual Steps, computer books for seniors. Also tips and tricks and use…

Favorites Bar
Favorites Folder

Modified:
9/3/2009 2:06 PM

New Folder   Move…   Rename   Delete…
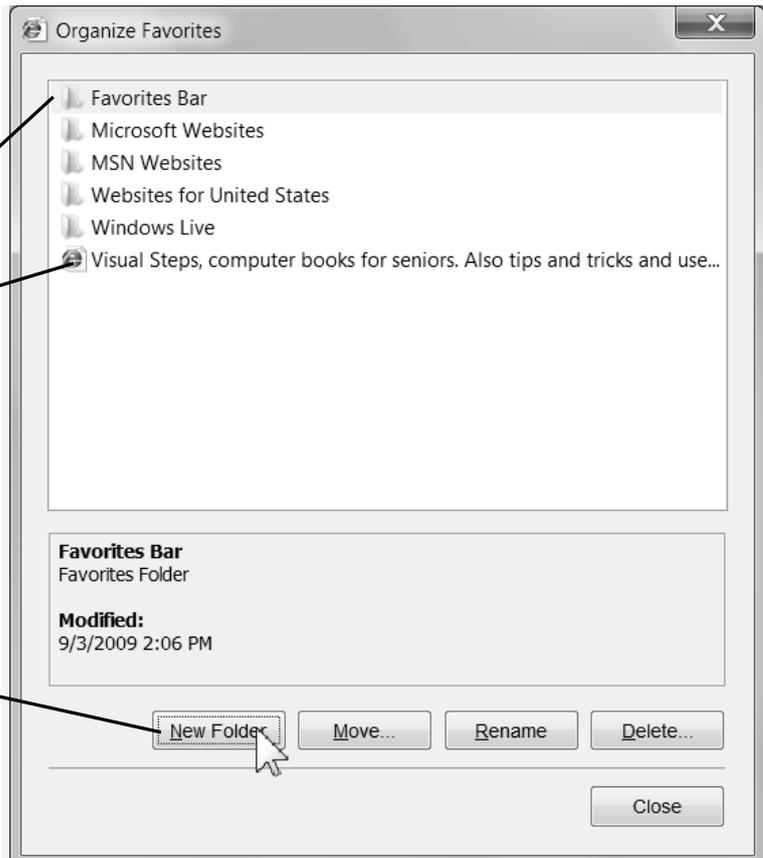
Close

A new ▢ folder appears at the bottom of the list, and you can immediately type a name for it: ―――――

Organize Favorites
▢ Favorites Bar
▢ Microsoft Websites
▢ MSN Websites
▢ Websites for United States
▢ Windows Live
◈ Visual Steps, computer books for seniors. Also tips and tricks and use…
New folder

⌨ **Type:** Internet Book

At the bottom of the window:

☞ **Click** Close

Organize Favorites
▢ Favorites Bar
▢ Microsoft Websites
▢ MSN Websites
▢ Websites for United States
▢ Windows Live
◈ Visual Steps, computer books for seniors. Also tips and tricks and use…
▢ Internet Book
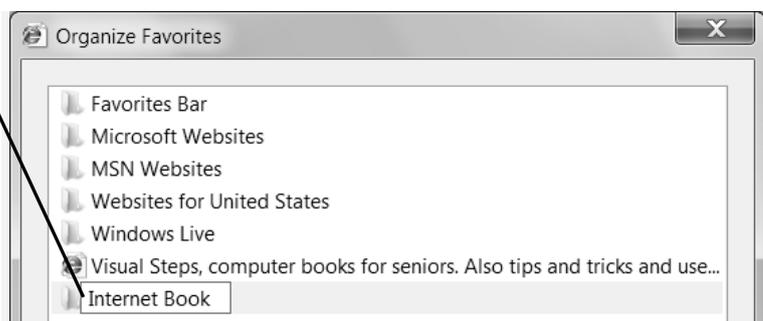
The folder has now been created. You can check this right away in the Favorites Center:

⊕ **Click** [Favorites]

In the list you see the folder
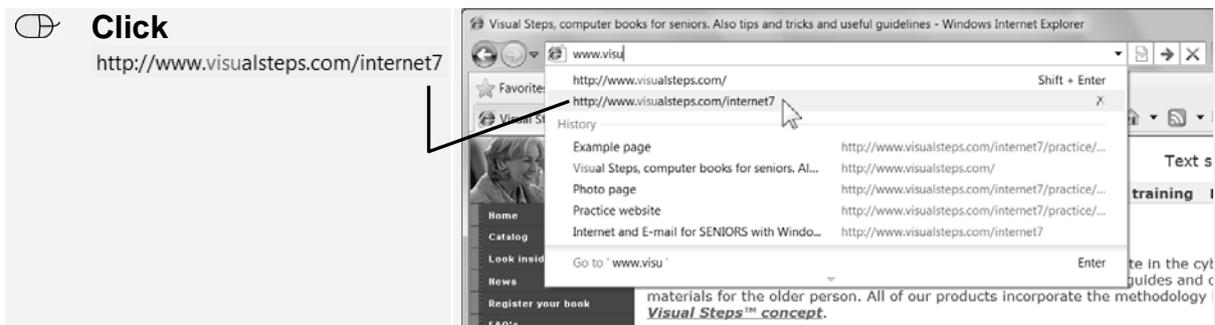
[Internet Book] :

⊕ **Click again** [Favorites]
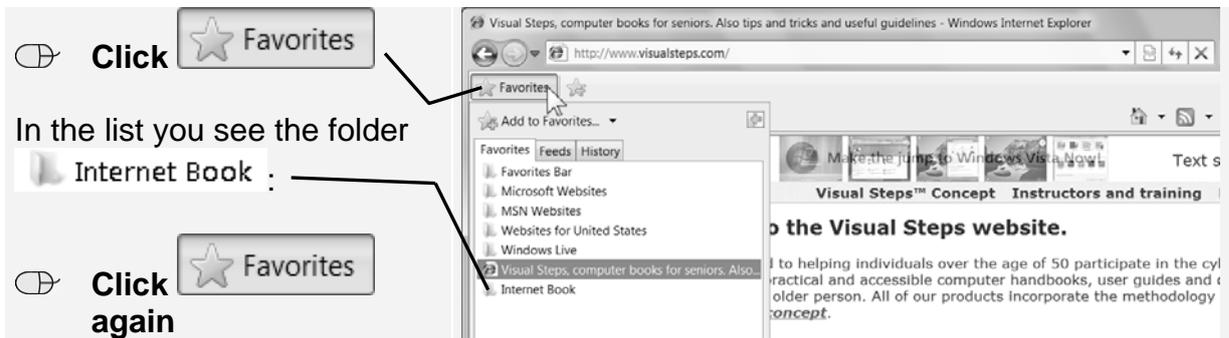
You have seen that the folder has been created. A little later on, you will read how you can save all the websites related to this book in this new folder.
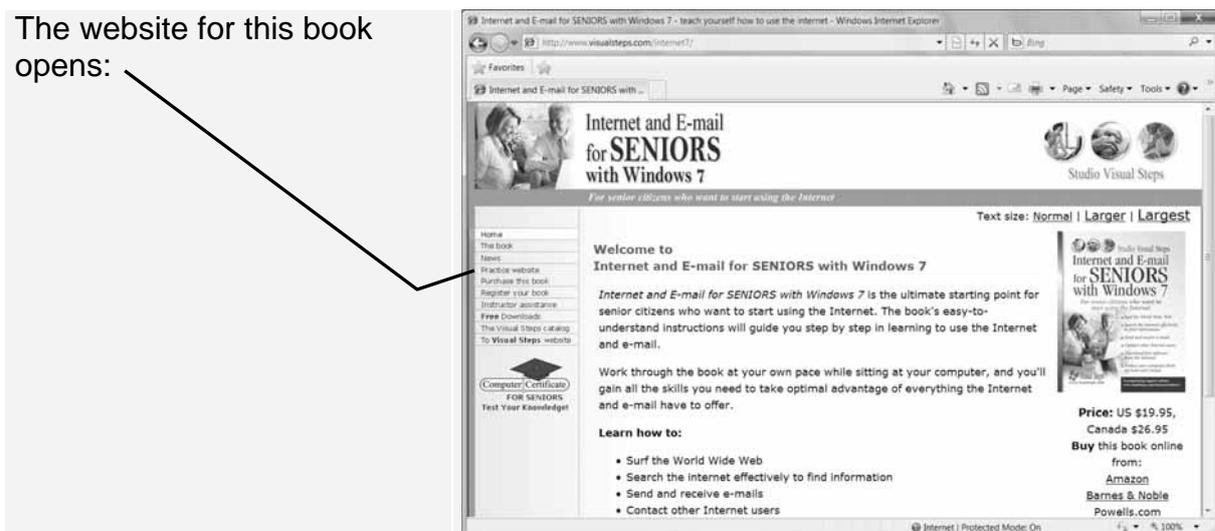
2.6 Typing Part of a Web Address

At the beginning of this chapter you read about the list of web addresses previously visited. This list can get very long, making it hard to find the address you need. Take a look now at what happens when you start typing just part of a web address:

⊕ **Click the Address bar**

⌨ **Type:** `www.visu`

Under the Address bar, a list of web addresses appears that begins with `www.visu`:
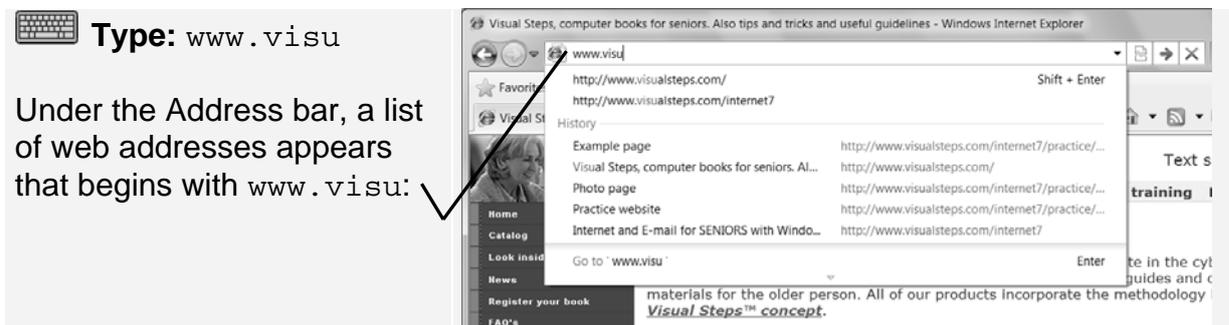
Now you just need to click the desired web address in the list:

⊕ **Click**

http://www.visualsteps.com/internet7

The website for this book opens:

📌 **Please note:**

Pay attention to which address you click - *Internet Explorer* also remembers incorrectly typed web addresses.