INTERN CLASS ONE: Internet Searching with Internet Explorer

Browsing the Internet with Internet Explorer

Your window to the Internet is your browser. This is a computer program residing on your computer. The link between your browser and the Internet is generally an ISP (Internet Service Provider). There are many browsers, but the most common are Chrome, Firefox, Internet Explorer and/or Safari.

BE SAFE: Make sure that you have the following handled before you start searching on the internet or receive email.

> ⇒ Virus Protection
> ⇒ Spam protection
> ⇒ Pornography Protection
> ⇒ Firewall

The Internet Explorer Browser

§ Know your browser: Each browser works differently and has different features.   One of the things I have found is that every time one of the browsers gets an update, certain features, especially add-ins from other providers, stop working. I will then switch to my second favorite browser for a while until things settle down.

1. Open up Internet Explorer on the desktop of the computer. The shortcut looks like this: Find it in the bottom left hand corner or your computer here at the Family History Center.

2. The webpage that opens when you first enter your browser is the Home Page.

3. Look at the top of the screen on the left. Notice there is a back button and a forward button and they are "grayed out". Why? (Because you have only been on the page we are on now). Look at the other buttons that are available on the browser. Hover over them to see what they are. The browser you open can look differently and have different buttons on the top depending on whether someone has modified things or not.

4. Internet Explorer's uses Favorites to mark those websites you like:
   o There is a star on the top left hand side of the browser.
   o The star looks like this: ☆   When you find a site you would like to mark as a favorite, click on the star and it will bring up a window on the side with the folders you have or you can just click on "Add to Favorites", another window will come up to allow you to create a "Name:", and choose where to save it – called "Create in:". You can make a new folder or choose one you already have made from the drop down box.
   o There is a favorites menu on the top of the bar known as the Favorites bar that you can choose and put your most favorite favorites on so that they are readily available. To have that bar show, choose it by right clicking in the blank part of the browser at the top and choosing: "Favorites bar". This bar will be proceeded by this icon when it is showing: ⭐

5. Choose FamilySearch on the favorites menu.

6. Now look at the back button again. Click on the back button. Now notice the Forward button. They are no longer greyed out. Why?

7. With Internet Explorer, the way to see the websites again that you browsed recently is to go to the Favorites button on the far right side and choose History. You can then choose the time period you are interested in.

Internet Explorer Favorites

§ Know how to setup and organize favorites (also known as bookmarks).

1. Creating a favorite is easy. On your browser, there is a place where you type the address for the webpage you want to visit.
   o In the box for address, type: www.familyhistorymagic.com. This is the normal way to reach an internet site of your choice unless you have been there before and have saved it in "Favorites". Then you do not need to type it again.

2. Click on the Favorites menu and click on "add to favorites". You can choose to add to favorites and you will need to choose where to save this favorite, OR you can choose to save it to Favorites Bar and then it will be added to the bar. You can right click on the favorites in Favorites Bar and sort them alphabetically, or you can manually move them around to match your wishes.

3. You now have this address in your Favorites. To remove this favorite, click on the Favorites menu again and click on "organize favorites". Find the www.familyhistorymagic.com favorite (probably at the bottom of the list) and click on the delete button. Say "yes" when it asks you if you are sure.

4. Organizing favorites is also a good idea. Notice that in the Add to Favorites options there is an "Organize Favorites". There you can create folders, move shortcuts to folders, delete items, and rename them. Try this. You can always delete it at the end.

Printing

§ Understand how to print. (Printing is controlled by the features of your printer, as well as your browser.)

1. Printing takes some practice to figure out what features your printer will use with the Internet Explorer. It does not have a built in printer like Google Chrome does. Therefore, you can only save to PDF if you have something installed on your computer that will print to PDF.

2. If you have the menu bar at the top of your browser, click on File, Print. These are the options of the default printer for this computer. Take a look at each of the tabs to decide what options you have when printing. Key things to look for are linked documents, selection, and whole page. Each printer is different. If you have another printer, change to that printer and see what options are available with that printer.

3. If you don't have the Menu Bar showing, you can right click and get to print that way.

4. Sometimes you have to change the way you print an item to get what you want. Selecting the desired information and then printing "selection" is usually a good way to print an area. Sometimes you need to change the printer to landscape because the print falls off the page.

Downloading and Saving

§ Understand how to download and save.

1. One of the great things about the Internet is that you can find some information from a book online, or an autobiography that you want to paste into a source in your record management program or keep in your files. There are two ways to save this information that makes it very useable later.
   - Archive web page (will look just like the webpage did)
   - Text (will look like typed text)

2. Example:
   - Type "Google.com in your address bar and it will bring up a Google Search Engine.
   - Type in "Clemens Means" in the Google Search Field and hit enter.
   - Choose the webpage listed as "Rev. Clemens Means, 1800-1879"
   - Go to File, Save As on the menu bar (this one only works from the menu bar):
     § Choose where you want to save it at the top in "Save In"
     § Choose the name you want to save it under in "File Name"
     § Click on the drop down box for "Save as Type" and choose either:
       - Archive Web Page
       - Text (This is the best way to copy and paste into Roots Magic or Ancestral Quest type programs)

INTERN CLASS ONE: Internet Searching with Internet Explorer

Searching a Page Quickly

- Know how to search a page quickly without reading everything.

    1. Go to Edit on the menu bar, Choose "Find on this page" or hit Ctrl F.

    2. Enter a surname or main word and hit search. (This only works on pages with text).

    3. This will highlight the name and show you how many matches.

Copy, Paste, Cut, Delete and Undo

- Almost all windows programs have the copy, paste and cut features. Some also have an undo feature. Look for it.

    1. To Copy, Highlight your selection, then choose either:
        a. CTRL C
        b. Right click on top of the selection and choose copy
    2. To Paste, Highlight your selection, then choose either:
        a. CTRL V
        b. Right click on top of the selection and choose paste
    3. To Cut, Highlight your selection, then choose either:
        a. CTRL X
        b. Right click on top of the selection and choose cut
    4. To Delete or Undo, Highlight your selection and choose either
        a. CTRL Z
        b. Right click on top of the selection and choose cut
    5. To Undo, Click on the Undo button if the software has this feature. Undo can be used to go back several steps, not just one as the features above can do.

Internet Helps:

- LEARN THE NET
    o http://www.learnthenet.com/english/index.html
    o http://www.cyndislist.com/internet-genealogy/