# Windows 7 – Hands-on Training

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Handout: Windows 7

ICT Training, Maxwell School of Syracuse University

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Pinning programs and using Jump Lists
Windows 7 introduces Jump Lists for both the Start menu and the taskbar. Jump Lists are lists of recent items, such as files, folders, or websites, organized by the program you use to open them. In addition to being able to open recent items using a Jump List, you can also pin favorite items to a Jump List, so that you can easily access the programs and files you use every day.

By default, no programs or files are pinned to the Start menu to begin with. After you open a program or an item for the first time, it will appear in the Start menu. You can choose to remove it, or you can pin it to the Start menu so that it always appears there.

The same items appear in a program's Jump List on the Start menu and on the taskbar.

The Start Menu

Pin a program icon to the Start menu
If you use a program regularly, you can create a shortcut to it by pinning the program icon to the Start menu. Pinned program icons appear on the left side of the Start menu.

- Right-click the program icon you want to pin to the Start menu, and then click **Pin to Start Menu**.
  - The Start menu displays any pinned programs at the top of the left column.

Notes
- To unpin a program icon, right-click it, and then click **Unpin from Start Menu**.
- To change the order of a pinned item, drag the program icon to a new position in the list.

The new Jump List feature is a handy way to quickly reach the files you've been working with.
View the Jump List for a program
- Click Start, point to a pinned program or to a recently used program near the top of the Start menu, and then point to or click the arrow next to the program.

Open an item from the Jump List
- Click the file in the Jump List to launch the application, and open the file.

Pin an item to a Jump List
- Click Start, and then view the program's Jump List.
- Point to the item, hover over the pushpin icon, and then click Pin to this list.

Unpin an item
- Click Start, and then view the Jump List for the program.
- Point to the item, hover over the pushpin icon, and then click Unpin from this list.

Notes
- The next time you open an item that you've unpinned, it might reappear in the Jump List. To remove an item from the list, right-click the item, and then click Remove from this list.
The Taskbar
Jump Lists on the taskbar give you quick access to the things you use most often.

*Pin a program icon to the taskbar*
- Right-click the program icon you want to pin to the taskbar, and then click **Pin to Taskbar**.

*View the Jump List for a program*
- Right-click the program's button on the taskbar.

*Open an item from a Jump List*
- View the program's Jump List, and then click the item.

*Pin an item to a Jump List*
- View the program's Jump List, point to the item, click the pushpin icon, and then click **Pin to this list**.

**Notes**
- You can also drag a file icon or a shortcut from the Start menu or the desktop to the taskbar. This pins the item to the Jump List and also pins the program to the taskbar, if it isn't pinned already.
- Folders are considered Windows Explorer items, and appear in the Windows Explorer Jump List when pinned or opened.

*Unpin an item*
- View the program's Jump List, point to the item, click the pushpin icon, and then click **Unpin from this list**.

Aero Features
New features on the Windows desktop make it easier to organize and manage multiple windows. You can switch easily between open windows so that you can focus on important programs and files.

*Preview windows using Aero Peek*
When you open multiple windows on the desktop, sometimes it can be a challenge to view separate windows and switch between them.

You can use Aero Peek to take a quick look at other open windows without clicking away from the window you are currently working on. Point your mouse at a taskbar button, and thumbnail previews of any open windows associated with that button appear above the taskbar. If you want to open a window you are previewing, just click its thumbnail.

All open windows are represented by taskbar buttons. If you have several windows open, Windows automatically groups open windows from the same program into a single, unlabeled taskbar button. You can point to a taskbar button to see a thumbnail preview of the window or windows it represents.
**Preview open windows using Aero Peek**

1) Point to a program button on the taskbar.
2) Point to a thumbnail.
   a) All other open windows temporarily fade away to reveal the selected window.
3) Point your mouse to a different thumbnail to preview a different window.
   a) To restore your desktop view, point your mouse away from the thumbnails.
   b) To open the window you are previewing, click the thumbnail.

**Stop grouping similar taskbar buttons on the taskbar**

If you don't want to group taskbar buttons, you can turn off grouping. But without grouping, you might not be able to see all of your taskbar buttons at once.

1) Right-click the Start button, choose **Properties**
2) On the **Taskbar** tab, under **Taskbar appearance**, select **Never combine** from the **Taskbar buttons** menu, and then click **OK**.

**Minimize Windows Using Aero Shake**

Using Aero Shake, you can quickly minimize all open windows on the desktop except the one you want to focus on. Just click the title bar of the window you want to keep open and drag (or shake) the window back and forth quickly, and the other open windows are minimized. This feature can save you time if you want to focus on a single window without minimizing all your other open windows one by one. You can then restore all of those windows by shaking the open window again.

**Note**

- Some windows, such as open dialog boxes, cannot be minimized using Shake.
Tip
- Press Windows logo key +Home to minimize all windows except for the currently active window. Press Windows logo key +Home again to restore all windows.

Preview open windows using Aero Flip 3D
With Flip 3D, you can quickly preview all your open windows (for example, open files, folders, and documents) without having to click the taskbar. Flip 3D displays your open windows in a stack. At the top of the stack, you'll see an open window. To see other windows, you can flip through the stack.

Switch windows using Flip 3D
1) Press the Windows logo key +Tab to open Flip 3D.
2) While holding down the Windows logo key , press Tab repeatedly or rotate the mouse wheel to cycle through open windows.
3) Release the Windows logo key to display the window in front of the stack. Or, click any part of any window in the stack to display that window.
4) To close Flip 3D, release both the Windows logo key +Tab.

Tip:
- Another way to use Flip 3D is to press Ctrl+Windows logo key +Tab to keep Flip 3D open. You can then press Tab to cycle through the windows. (You can also press Right Arrow or Down Arrow to cycle forward one window, or press Left Arrow or Up Arrow to cycle backward one window.) Press Esc to close Flip 3D.

The New Show Desktop Button
The Show desktop button has been moved to the opposite end (right side) of the taskbar, making it easier to click or point at without accidentally opening the Start menu.

Show desktop button on the taskbar
You can temporarily view or peek at the desktop by just pointing your mouse at the **Show desktop** button, without clicking it. When you point at the **Show desktop** button, any open windows fade from view, revealing the desktop. To make the windows reappear, move the mouse away from the **Show desktop** button.

If you would like to minimize all of the active windows on your Desktop, click the **Show desktop** button. All active windows will be minimized to the taskbar.

To redisplay all previously active windows, click the **Show desktop** button again. All windows will be restored.

**Arranging windows using Snap**
Snap will automatically resize your windows when you move, or snap, them to the edge of the screen. You can use Snap to arrange windows side by side, expand windows vertically, or maximize a window.

**Arrange windows side by side**
1) Drag the title bar of a window to the left or right side of the screen until an outline of the expanded window appears.
2) Release the mouse to expand the window.
3) Repeat steps 1 and 2 with another window to arrange the windows side by side.

Drag a window to the side of the desktop to expand it to half of the screen
Expand a window vertically

1) Point to the top or bottom edge of an open window until the pointer changes into a double-headed arrow $\uparrow$. 
2) Drag the edge of the window to the top or bottom of the screen to expand the window to the entire height of the desktop. 
   a) The width of the window doesn't change.

Maximize a window

1) Drag the title bar of the window to the top of the screen. The window's outline expands to fill the screen.
2) Release the window to expand it to fill the entire desktop.

Drag the top or bottom of a window to expand it vertically

Drag a window to the top of the desktop to fully expand it
**Windows Explorer**

You can easily access the Windows Explorer folder window from your taskbar. It is located to the right of the Start button. Click the button to open the window.

When the new Explorer window opens, it brings you to a new search folder called “Libraries”. At this time, Documents, Music, Pictures and Videos display objects from your H: drive.

The Navigation pane on the left gives you access to your Favorite links, Libraries, Computer and Networks.

The View button has moved to the right of the command bar.

You have easy access to the Preview pane and Help buttons on the right side of the command bar.

(In Vista, the preview pane could only be turned on by using the Layout option under the Organize button.)

**Change folder options**

You can change the way files and folders function and how items are displayed on your computer by using Folder Options, which can be found by clicking the Organize button on the command bar, then choosing Folder and search options.

**Note**: you can also find these options by clicking the Start menu button, choosing Control Panel in the right column, then Folder Options.

**Change general file and folder settings (General tab)**

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<thead>
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<th>To:</th>
<th>Do this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Browse folders) Open each folder in its own folder window. Use this setting to keep all open folders that you’re working with on the screen at the same time.</td>
<td>Click <strong>Open each folder in its own window</strong>, and then click <strong>OK</strong>. (To make each newly opened folder replace the previous one, click <strong>Open each folder in the same window</strong>.)</td>
</tr>
<tr>
<td>(Click items as follows) Open files and folders with a single click (just like links on a webpage).</td>
<td>Click <strong>Single-click to open an item (point to select)</strong>, and then click <strong>OK</strong>. (To switch back to the standard double-click, click <strong>Double-click to open an item (single-click to select)</strong>.)</td>
</tr>
</tbody>
</table>
Note:
If you prefer the classic view for your navigation pane, check Show all folders under the Navigation pane section.

Tip:
- To restore the original settings on the General tab, click Restore Defaults, and then click OK.

Change advanced file and folder settings (View tab)

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<tr>
<th>To</th>
<th>Do this</th>
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<tbody>
<tr>
<td>Always show icons, rather than thumbnail previews of files. Use this setting if thumbnail previews are slowing down your computer.</td>
<td>Select the Always show icons, never thumbnails check box, and then click OK.</td>
</tr>
<tr>
<td>Always show menus above the toolbar. Use this setting if you want access to the classic menus, which are hidden by default.</td>
<td>Select the Always show menus check box, and then click OK.</td>
</tr>
<tr>
<td>Always show the icon for a file in addition to the thumbnail (for easier access to the related program).</td>
<td>Select the Display file icon on thumbnails check box, and then click OK.</td>
</tr>
<tr>
<td>See the size of a folder in a tip when you point to the folder.</td>
<td>Select the Display file size information in folder tips check box, and then click OK.</td>
</tr>
<tr>
<td>Show removable media drives (such as card readers) in the Computer folder even if they currently don't have media inserted.</td>
<td>Clear the Hide empty drives in the Computer folder check box, and then click OK. (This option doesn’t affect empty floppy disk drives, CD drives, or DVD drives.)</td>
</tr>
<tr>
<td>See file name extensions as parts of file names. This is a good way to ensure that files are not malicious software disguised as common files.</td>
<td>Clear the Hide extensions for known file types check box, and then click OK.</td>
</tr>
<tr>
<td>See all system files that are usually hidden from view.</td>
<td>Clear the Hide protected operating system files check box, and then click OK.</td>
</tr>
<tr>
<td>Increase the stability of Windows by opening every folder in a separate part of memory. (Use this setting if your computer frequently stops working and you want to minimize or troubleshoot problems. Be aware, however, that doing this could slow your computer's performance.)</td>
<td>Select the Launch folder windows in a separate process check box, and then click OK.</td>
</tr>
<tr>
<td>Automatically open the folders that you were using when you last shut down Windows whenever you start your computer. This helps preserve your work from session to session.</td>
<td>Select the Restore previous folder windows at logon check box, and then click OK.</td>
</tr>
<tr>
<td>Hide the drive letter of each drive or device in the Computer folder. Use this setting if you prefer to see only the friendly name of each drive.</td>
<td>Clear the Show drive letters check box, and then click OK.</td>
</tr>
<tr>
<td>To</td>
<td>Do this</td>
</tr>
<tr>
<td>------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Display encrypted or compressed NTFS files as ordinary files,</td>
<td>Clear the <strong>Show encrypted or compressed NTFS files in color</strong> check box, and then click OK.</td>
</tr>
<tr>
<td>without any unique color coding to identify them. Use this set-</td>
<td></td>
</tr>
<tr>
<td>ting if you don't want to see these files represented differently</td>
<td></td>
</tr>
<tr>
<td>than other files on your computer.</td>
<td></td>
</tr>
<tr>
<td>Turn off the tips that display file information when you point to</td>
<td>Clear the <strong>Show pop-up description for folder and desktop items</strong> check box, and then click OK.</td>
</tr>
<tr>
<td>files.</td>
<td></td>
</tr>
<tr>
<td>Never show the contents of files in the preview pane. Use this</td>
<td>Clear the <strong>Show preview handlers in preview pane</strong> check box, and then click OK.</td>
</tr>
<tr>
<td>setting to improve the performance of your computer or if you</td>
<td></td>
</tr>
<tr>
<td>don't want to use the preview pane.</td>
<td></td>
</tr>
<tr>
<td>Add check boxes to file views for easier selection of several</td>
<td>Select the <strong>Use check boxes to select items</strong> check box, and then click OK.</td>
</tr>
<tr>
<td>files at once. This can be useful if it's difficult for you to</td>
<td></td>
</tr>
<tr>
<td>hold down the Ctrl key while clicking to select multiple files.</td>
<td></td>
</tr>
<tr>
<td>Automatically put the cursor in the search box when you start</td>
<td>Under <strong>When typing into list view</strong>, click <strong>Automatically type into the Search Box</strong>, and then click OK.</td>
</tr>
<tr>
<td>typing. This can be useful if you don't often browse for files by</td>
<td></td>
</tr>
<tr>
<td>typing the name of a file.</td>
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**Tip**
- To restore the original settings on the **View** tab, click **Restore Defaults**, and then click OK.

**Apply the current view setting to other folders**

While browsing folders in the Computer folder, you can apply the current view setting to all folders on your computer that are optimized for the same content as the folder you have open. For instance, the My Pictures folder is optimized for picture files. If you open this folder and change the view to Large Icons, you can apply the Large Icons view to every folder that’s optimized for pictures. *(This setting does not apply when viewing files and folders using libraries.)*

1) Open a folder, click the arrow next to the **Views** button on the toolbar, and choose a view setting.
2) On the toolbar, click **Organize**, and then click **Folder and search options**.
3) In the **Folder Options** dialog box, click the **View** tab, click **Apply to Folders**, click **Yes**, and then click **OK**.

**Tip**
- To change the type of file that a folder is optimized for, right-click the folder, click **Properties**, click the **Customize** tab, click a file type in the **Optimize this folder for list**, and then click OK.
Internet Explorer 8
Internet Explorer 8 helps you do what you want online, faster.

Change your Internet Explorer home page
1) Open Internet Explorer.
2) Navigate to the webpage you want to set as the home page.
3) Click the arrow to the right of the Home button , and then click Add or Change Home Page.
4) In the Add or Change Home Page dialog box, do one of the following:
   a) To make the current webpage your only home page, click Use this webpage as your only home page.
   b) To start a home page tab set or to add the current webpage to your set of home page tabs, click Add this webpage to your home page tabs.
   c) To replace your existing home page or home page tab set with the webpages you currently have open, click Use the current tab set as your home page. This option will only be available if you have more than one tab open in Internet Explorer.
5) Click Yes to save your changes.

Reset the home page to the default
1) Open Internet Explorer.
2) Click the Tools button, and then click Internet Options.
3) Click the General tab.
4) Click Use default to replace your current home page with the one that was used when you first installed Internet Explorer.
5) Click OK to save your changes.

Note:
- If you do not want any home page to be opened when Internet Explorer starts, click Use blank in step 4 above. You might want to have a blank home page if you frequently work offline and are not connected to the Internet when you open Internet Explorer.

Change or choose a search provider in Internet Explorer
You can choose which provider you would like to use when you search for information on the Internet. You can change the search provider for a specific search (Internet Explorer will use that search provider until you choose another one or until you close Internet Explorer) and you can specify which search provider you prefer to use by default. When you first install Internet Explorer, you might have only one provider installed.

Some search providers offer search suggestions to help make your searches faster. When you start typing a search term into the search box or Address bar, a list of other search terms will appear. You can continue typing, or use your arrow keys or mouse to choose one of the suggested terms.

Add new search providers
1) Open Internet Explorer.
2) Click the arrow to the right of the search box.
3) Click Find More Providers.
4) Click the “Add to Internet Explorer” button under the search provider you would like to add.
5) If you want the provider that you just added to be used by default when you search from the Address bar or search box, select the **Make this my default search provider** check box.

6) If the search provider offers search suggestions, select the **Use search suggestions from this provider** check box to receive search suggestions.

7) Click **Add**.

8) Repeat steps 4 through 7 for each provider you want to add.

**Change the default search provider**

1) Open Internet Explorer.

2) Click the arrow to the right of the search box.

3) Click **Manage Search Providers**.

4) Click the search provider you would like to set as the default, click **Set as default**, and then click **Close**.

**Remove a search provider**

1) Open Internet Explorer.

2) Click the arrow to the right of the search box, and then click **Manage Search Providers**.

3) Click a search provider in the list, click **Remove**, and then click **Close**.

**Managing your Internet Explorer favorites**

Here are answers to some common questions about organizing and managing your favorite webpage links.

**How do I organize my favorites?**

1) Open Internet Explorer.

2) Click the **Favorites** button, click the arrow next to the **Add to Favorites** button, and then click **Organize Favorites**.

3) In the **Organize Favorites** dialog box, you will see a list of your favorite links and folders. From here you can do the following:

   a) **Open folders**: Click a folder to expand it and see the links it contains.

   b) **Create new folders**: Click **New Folder**, type a name for the new folder, and then press Enter.

   c) **Move favorites**: Click a link or folder and then drag it to the new position or folder. You can also move items by clicking the link or folder, clicking **Move**, and then choosing the folder you want to move it to.

   d) **Rename links or folders**: Click a link or folder and then click **Rename**. Type the new name, and then press Enter.

   e) **Delete links or folders**: Click a link or folder, click **Delete**, and then click **Yes** to remove it.

4) When you are finished organizing your favorite links, click **Close**.
How do I create a folder in Favorites?
1) Open Internet Explorer.
2) Click the **Favorites** button, click the arrow next to the **Add to Favorites** button, and then click **Organize Favorites**.
3) In the **Organize Favorites** dialog box, click **New Folder**, type a name for the folder, and then press Enter.
   a) Repeat this step until you have created as many folders as you'd like.
4) Drag links from the favorites list into the appropriate new folders. You can create nested folders by dragging one folder into another.
5) When you are finished creating and organizing folders, click **Close**.

**Notes**
- You can open each of the favorites in a folder in its own separate tab in a few easy steps. First, click the **Favorites** button, and then click the blue arrow to the right of a folder's name to open all of that folder's favorites in different tabs.

**How do I sort my favorites alphabetically?**
- Click the **Favorites** button, right-click any item, and then click **Sort by Name**.

**Can I rearrange my favorite links on the Favorites bar?**
- Yes. Just drag favorites from their old positions on the Favorites bar to their new positions.

**Tabbed Browsing**
**What is tabbed browsing?**
Tabbed browsing is a feature in Internet Explorer that enables you to open multiple websites in a single browser window. You can open webpages in new tabs, and switch between them by clicking the tabs you want to view. By using tabbed browsing, you potentially reduce the number of items that are displayed on the taskbar.

If you have multiple tabs open, you can also use Quick Tabs to easily switch to other tabs.

**How do I open a new tab?**
- To open a new blank tab, click the **New Tab** button on the tab row or press Ctrl+T.
- To open a new tab from a link on a webpage, press Ctrl as you click the link, or right-click the link and then click **Open in New Tab**.
- If you have a mouse with a wheel, you can click a link with the wheel to open it in a new tab.

**How can I tell which tabs I opened from links on a webpage?**
When you open links on a webpage in new tabs, Internet Explorer groups those tabs by displaying new tabs in the same color as the page you linked from.
How do I close a tab?

If you have more than one tab open, click the Close Tab button on the tab you want to close. If you have a mouse with a wheel, and have more than one tab open, you can click a tab with the wheel to close it. If you only have one tab open, you must close the browser window to close the tab.

If you have multiple tabs open, and you click the Close button in the upper-right corner of Internet Explorer, you will be asked whether you want to close the tab you're currently viewing, or the entire browser window.

Can I reopen tabs I've already closed?
Yes, you can open tabs you've closed during a single browsing session, or all the tabs that were open when you previously closed the browser. When you close Internet Explorer and end your browsing session, it keeps track of the webpages that you had opened at the time. As a result, when you open a new browsing session, you can reopen the webpages that were open during your previous browsing session. Follow these steps to reopen your last browsing session:

1) Open Internet Explorer.
2) Right-click on a tab / choose Reopen Closed Tab, Reopen Last Browsing Session or hover over Recently Closed Tabs and choose an individual website to open, or chose Open All Closed Tabs.

Notes
• If you have changed the new tab page to your home page, you can type about:tabs in the Address bar to view the new tab page.
• Internet Explorer only keeps track of history and form data for tabs that you close during your current browsing session. If you close tabs, and then end your browsing session by closing the browser, you won't be able to reopen those tabs. You can reopen that browsing session, but it will only display the tabs that were open when you closed the browser.

How do I open a new tab to my home page?
When you open a new tab, Internet Explorer displays the new tab page by default. If you prefer that your home page appear when you open a new tab, follow these steps:

1) Open Internet Explorer.
2) Click the Tools button, and then click Internet Options.
3) Click the General tab, and then, under Tabs, click Settings.
4) In the Tabbed Browsing Settings dialog box, click the list under When a new tab is opened, click Your first home page, and then click OK twice.

How do I save a group of tabs?
1) Click the Favorites button.
2) Click the arrow next to the Add to Favorites button.
3) Click Add Current Tabs to Favorites.
4) Give the tab group a name, and then click Add.
How do I open a group of tabs that I've saved?

1) Click the **Favorites** button.

2) Click the arrow to the right of the folder group name you’d like to open.
   a) All of the webpages will open on separate tabs.
   b) When you open a group of tabs in this way, Internet Explorer groups those tabs by displaying a color band at the top the tabs.

What keyboard shortcuts can I use when working with tabs?
The following table describes the keyboard shortcuts that are available when working with tabs:

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open links in a new tab in the background</td>
<td>Ctrl while clicking the link</td>
</tr>
<tr>
<td>Open links in a new tab in the foreground</td>
<td>Ctrl+Shift while clicking the link</td>
</tr>
<tr>
<td>Open a new tab in the foreground</td>
<td>Ctrl+T or double-click an empty space on the tab row</td>
</tr>
<tr>
<td>Open a copy of the current tab in a new tab</td>
<td>Ctrl+K</td>
</tr>
<tr>
<td>Switch between tabs</td>
<td>Ctrl+Tab to move forward or Ctrl+Shift+Tab to move backward</td>
</tr>
<tr>
<td>Close the current tab (or the current window when there are no open tabs)</td>
<td>Ctrl+W or Alt+F4</td>
</tr>
<tr>
<td>Open a new tab in the foreground from the Address bar</td>
<td>Alt+Enter</td>
</tr>
<tr>
<td>Switch to a specific tab number</td>
<td>Ctrl+n (where n is a number between 1 and 8)</td>
</tr>
<tr>
<td>Switch to the last tab</td>
<td>Ctrl+9</td>
</tr>
<tr>
<td>Close all tabs except for the one you’re viewing</td>
<td>Ctrl+Alt+F4</td>
</tr>
<tr>
<td>Open Quick Tabs (thumbnail view)</td>
<td>Ctrl+Q</td>
</tr>
</tbody>
</table>

Can I choose whether pop-ups are displayed in a new window or on a new tab?
Yes. You can choose to always display pop-ups in a new tab, to always display them in a new window, or to let Internet Explorer decide how to display them. If you opt to let Internet Explorer decide how to display pop-ups, it will display the pop-up in a new window if the pop-up specifies size or display requirements. Otherwise, the pop-up is displayed in a new tab.

Change how pop-ups are displayed

1) Open Internet Explorer.
2) Click the **Tools** button, and then click **Internet Options**.
3) Click the **General** tab, and then, in the **Tabs** section, click **Settings**.
4) Make a selection in the **When a pop-up is encountered** section.
5) Click **OK** twice.
Using Quick Tabs in Internet Explorer
When you have multiple webpages open at once, each one is displayed in a separate tab. These tabs make it easy for you to switch between open websites. Quick Tabs provides a miniature visual view (called a thumbnail) of all your open tabs. This makes it easier to find the webpage that you want to view.

How do I open Quick Tabs?
- Click the Quick Tabs button to the left of the row of tabs. The Quick Tabs button is only displayed when you have more than one webpage open.

How do I open a webpage from Quick Tabs?
- Click the thumbnail for the webpage that you want to open.

How do I close a webpage from Quick Tabs?
- Click the Close Tab button in the upper-right corner of the thumbnail for the webpage that you want to close.

What does the arrow next to the Quick Tabs button do?
- When you click the arrow next to the Quick Tabs button, a list of all the websites that you have open is displayed. To switch to a different website, click the site name.

How do I close the Quick Tabs view?
- Click the Quick Tabs button. Quick Tabs will close and the last webpage that you viewed will be displayed.

Customize your Favorites bar
The Favorites bar replaces the Links toolbar from previous versions of Internet Explorer, and hosts not only your favorite links, but also feeds and Web Slices. You can drag links—either from the Address bar or from webpages—onto the Favorites bar so that your favorite information is only a click away. You can also rearrange the items on your Favorites bar or organize them into folders. And you can use feeds and a new feature called Web Slices to check for updates to content on your favorite websites without navigating away from your current page.

Adding links to the Favorites bar
1) Open Internet Explorer.
2) Go to the webpage you want to add to the Favorites bar.
3) Do one of the following:
   a) Drag the webpage icon from the Address bar to the Favorites bar.
   b) Drag a link from a webpage directly to the Favorites bar.
   c) Click the Add to Favorites Bar button.
**Organizing the Favorites Bar**

You can rearrange links and other items on your Favorites bar by dragging them from one spot on the Favorites bar to another. You can also create folders and organize your favorite links, Web Slices, and feeds.

1) Open Internet Explorer.

2) Do one of the following:
   a) Create folders by right-clicking an existing item on the Favorites bar, clicking **New Folder**, and then giving the folder a name. You can then drag items from the Favorites bar into that folder.
   b) Remove old items by right-clicking the item on the Favorites bar, and then clicking **Delete**.
   c) Click the **Favorites** button, click the arrow next to the **Add to Favorites** button, and then click **Organize Favorites**.
      - From here you can add, remove, or rearrange your links, feeds, and Web Slices in the Favorites bar folder.

**Using Web Slices**

When a Web Slice is available on a webpage, you’ll see the **Web Slice** button change color on the Command bar.

If you hover your mouse cursor over areas on the webpage, you will also see a Web Slice icon appear on the webpage next to the content that you can add to your Favorites bar.

To preview the updated Web Slice content without leaving the website you’re currently viewing, click the Web Slice link on the Favorites bar. This will open a rich preview of the webpage, which you can then click to go to the website itself.

**Web Slices: frequently asked questions**

**What is a Web Slice?**

A Web Slice is a specific portion of a webpage that you can subscribe to, and which enables you to see when updated content—such as the current temperature, or a changing auction price—is available from your favorite websites. Once you have subscribed to the Web Slice, it appears as a link on the Favorites bar. When the Web Slice is updated, the link on the Favorites bar will appear with bold formatting. You can then click the link to see the updated content.

**How do I know when a Web Slice is available on a webpage?**

When a Web Slice is available on a webpage, you will see the **Web Slice** button change color on the Command bar. The Web Slice button will also appear on the webpage next to the content that is available when you point to the content with your mouse.

**How do I add a Web Slice to the Favorites bar?**

1) Open Internet Explorer.

2) Go to the page with a Web Slice you want to add to the Favorites bar.

3) Do one of the following:
   a) Click the **Web Slice** button on the Command bar.
   b) Click the **Web Slice** button on the page.

4) In the dialog box, click **Add to Favorites Bar**.
   a) After you add a Web Slice, you will see it appear on the left side of the Favorites bar.
How do I delete a Web Slice from the Favorites bar?
- To delete a Web Slice from the Favorites bar, right-click the Web Slice, and then click **Delete**.

How do I turn off Web Slice buttons on a webpage?
1) Open Internet Explorer.
2) Click the **Tools** button, and then click **Internet Options**.
3) Click the **Content** tab, and then, under **Feeds and Web Slices**, click **Settings**.
4) In the **Feed and Web Slice Settings** dialog box, clear the **Turn on in page Web Slice discovery** check box.

**Subscribing to feeds**
When you subscribe to a feed, you can watch for updates to it on the Favorites bar. To subscribe to a feed and monitor it on the Favorites bar, follow these steps:
1) Open Internet Explorer.
2) Go to the webpage with a feed you want to subscribe to.
3) Do one of the following:
   a) If there is only one feed available, click the **Feed** button to view the feed.
   b) If there is a Web Slice, or multiple feeds, click the arrow next to the **Feed** button, or the **Web Slice** button, and then click the feed you want to view.
4) Click **Subscribe to this feed** on the feed page.
5) In the **Subscribe to this Feed** dialog box, select the **Add to Favorites Bar** check box, and then click **Subscribe**.

**Tips for searching the Internet**
The Internet contains a vast collection of information, but finding what you're looking for can be a challenge. Here are a few tips to help you search the web more effectively.

**Use the search box**
In the Internet Explorer search box, type a keyword or phrase and then press Enter (or press Alt+Enter to display the search results in a new tab).
**Tip:** Press Ctrl+E to go to the search box.

**Use search suggestions**
Some search providers offer search term suggestions as you type. When you add a new search provider, you can choose to use search suggestions if the provider offers them. You can turn search suggestions on or off.
1) Open Internet Explorer.
2) Click the arrow to the right of the search box / click **Manage Search Providers**.
3) Click the search provider whose suggestions you want to turn off.
4) Right-click the search provider name, and then click **Disable suggestions**.
5) Repeat steps 4 and 5 for each search provider whose suggestions you want to turn off / click **Close**.
Use the Address bar
- In the Internet Explorer Address bar, type **Find**, **Go**, or ? followed by a keyword, website name, or phrase, and then press Enter. If you want the search results to display in a new tab, press Alt+Enter after typing the phrase. The Address bar uses your default search provider.

Find words or phrases on a webpage
1) Press Ctrl+F to open the **Find** box below the tab row.
2) Type a word or phrase, and then press Enter to locate the first match.
3) Click the **Highlight All Matches** button to show or hide all matches on the page.
4) To filter the matches, click **Options**, and then click one or both of the following:
   a) **Match Whole Word Only**
   b) **Match Case**
5) Click **Next** or **Previous** to move from one matched word or phrase to another.

What are search suggestions and Accelerator previews?

When you start Internet Explorer for the first time, you're given the option to use two new features: search suggestions and Accelerator previews. Both features can help you find and view information on the web more efficiently. Here's how they work.

Search suggestions display a list of other possible search terms as you type your search term into the search box or Address bar. You can continue typing, or use your arrow keys or mouse to choose one of the suggested terms. Search suggestions are offered by many search providers, and the feature can be turned on or off in Manage Add-ons.

Accelerators use text that you select on a webpage to perform tasks, such as opening a street address in a mapping website or looking up the dictionary definition for a word. Accelerator previews display information in a small window when you rest your mouse pointer on the Accelerator. The Accelerator gets the information by sending the text you've selected to the webpage or web service. In many cases, the preview will show you the information you're looking for without requiring you to leave the webpage you're on. Not all Accelerators have previews or provide enough information, however, so you still might have to click the Accelerator to open the webpage or web service where you can perform your task. You can't turn off Accelerator previews separately, but you can choose not to use Accelerators.

Use an Accelerator
1) Open Internet Explorer.
2) Go to the webpage that contains the text that you want to use with an Accelerator, and select the text.
3) Click the **Accelerator** button to display a list of Accelerators.
   - If you rest your mouse pointer over each Accelerator, you'll see a preview of the information or content. In many cases, the preview will tell you what you want to know, such as a word definition or translation. If not, click the Accelerator and Internet Explorer will open the web service using the text you've highlighted.
**Getting new Accelerators**
While Internet Explorer comes with a selection of Accelerators to get you started, you might want to take a look at some of the other Accelerators that are available. To find new Accelerators, follow these steps:

1) Open Internet Explorer.
2) Click the **Tools** button, and then click **Manage Add-ons**.
3) In Manage Add-ons, under **Add-on Types**, click **Accelerators** to display a list of your current Accelerators.
4) At the bottom of the screen, click **Find More Accelerators**.
5) On the Internet Explorer Gallery webpage, click the Accelerator you want to install, and then click **Install Accelerator**.
6) In the Add Accelerator dialog box, do one of the following:
   a) If you're adding a new Accelerator, click **Add**. When you add an Accelerator, you can also select the **Make this my default provider for this Accelerator Category** check box.
   b) If you're replacing an existing Accelerator, click **Replace**.
   c) If you're not sure you trust the website listed in the **From** field, click **Cancel**.

**Using non-default Accelerators**
While you always have one default Accelerator for each category of Accelerator, you can add more to the category. When you add a new Accelerator to a category, you can see it by following these steps:

1) Open Internet Explorer.
2) Go to the webpage that contains the text that you want to use with an Accelerator, and select the text.
3) Click the Accelerator button \(\rightarrow\) to display a list of Accelerators, point to **All Accelerators**, and then click the Accelerator you want to use.

**Managing your Accelerators**

1) Open Internet Explorer.
2) Click the **Tools** button, and then click **Manage Add-ons**.
3) In Manage Add-ons, under **Add-on Types**, click **Accelerators** to display a list of your current Accelerators.
4) Click an Accelerator in the list and do one or more of the following:
   a) To change the status of an Accelerator, click the **Enable, Disable, Set as default, or Remove as default** buttons.
      - Note that the buttons might change based on the current status of the Accelerator.
   b) You can view the home page for the Accelerator service, or the site it was installed from.
   c) To change the category of an Accelerator, click **Change** next to the Category field in the status area at the bottom of Manage Add-ons.
   d) To find and add more Accelerators, click **Find More Accelerators** at the bottom of Manage Add-ons.
   e) To remove an Accelerator, click the **Remove** button.
5) When you're done, click **Close**.
Why don't some websites display correctly in Internet Explorer?
Websites designed for earlier versions of Internet Explorer might not display correctly in the current version. Often, you can improve how a website looks in Internet Explorer by using Compatibility View.

When you turn on Compatibility View, the webpage you're viewing—and other webpages within the website's domain—will be displayed as if you were using an earlier version of Internet Explorer.

If Internet Explorer recognizes a webpage that isn't compatible, you'll see the Compatibility View button on the Address bar.

Turn Compatibility View on or off
1) Open Internet Explorer.
2) Click the Tools button, and then click Compatibility View.

Notes
- The website will be displayed in Compatibility View until you turn it off or the website is updated to display correctly in the current version of Internet Explorer.
- Website display problems can also be caused by an interrupted Internet connection, heavy traffic, or issues with the computer code used to create the website.
- If a website is compatible with the latest version of Internet Explorer, you might not see the Compatibility View button, or the Compatibility View menu item might not be available.