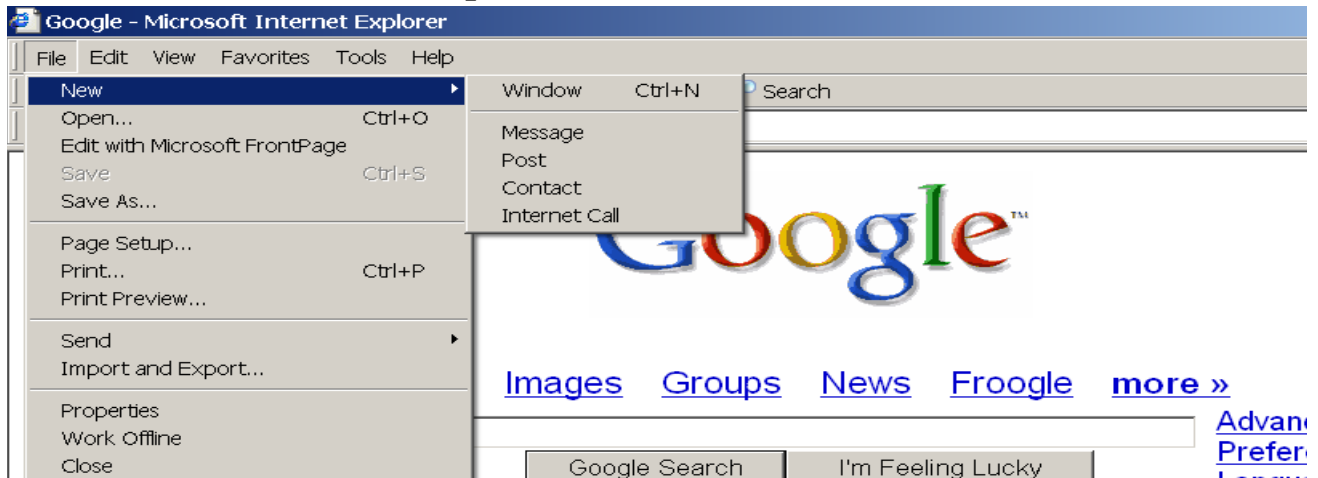


Chapter 18 The Browser Menus

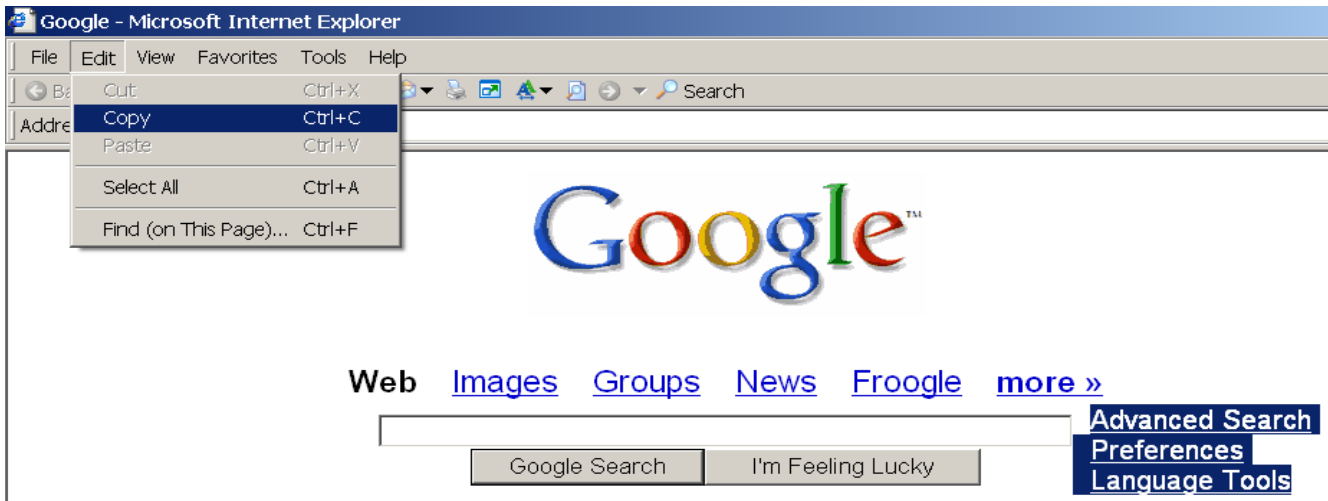


The **Menu Bar** is the basic access to all of the Browser functions. It is located at the top and just below the solid blue Title Bar and is always accessible from all views of the browser. Some users display this bar only rather than use the Tool Bar. The Tool Bar is much easier because you can quickly access a function and there are certain functions that you use all the time and with others almost never.

We will review all the functions dropping down each menu and describing its listed functions in order of its most common usage.

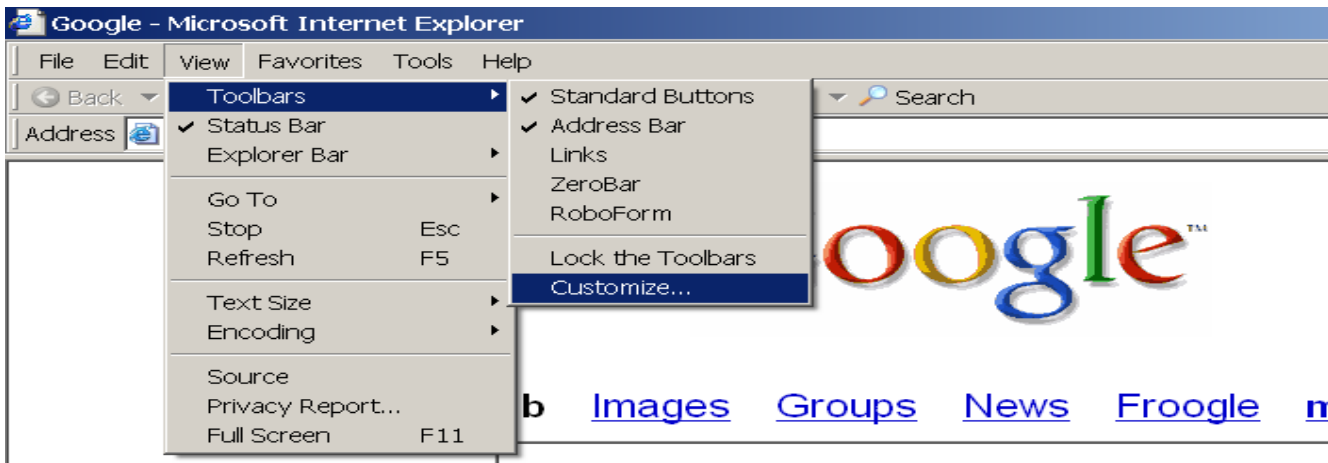
File Menu is common to almost every windows program because its functions are common to file functions. Each program has its own function but most are similar. If an arrow is shown it means there is a sub-menu. It also shows the shortcut keystrokes as do all menus in all programs.

- **New** refers to opening a new **Browser Window** or a New e-mail **Message**, A Newsgroups Message (**Post**), **Contact** in your Address Book, and **Internet Phone Call**.
- **Open** allows you to type in the Internet address of a document or folder. Your browser will open it for you.
- **Edit** will open the web site page in what ever web page editor program you have installed in your computer. When ever an editing program is installed in your computer it prompts as to whether it is to be your default editor. The default editor is inserted here. Front Page is an editing program.
- **Save and Save As** follows the same rules as all file functions in every program. Save means to save an existing file from your operating memory to the existing file saved on your hard drive or wherever. Save As allows you to save this file your a currently working on as a new file with a new name. Understanding this function is one of the most important functions you need to know as part of your file management ability as a computer user. We will cover this in more detail later.
- **Print, Print Preview, and Print Set-up** all take you to your printing menu where you will choose the function you want to apply to the printing of this file (web page).
- **Send** allows you to send a copy of this page by **e-mail**, **insert** this web page address in a e-mail message, or **create an Icon** on your desktop that leads to opening this page directly from your desktop.
- **Import/Export** opens the Import/Export Wizard which is covered in another Chapter.
- **Properties** displays the details of this web file.
- **Work Off Line** allows you to display this file when you are not connected to the Net (offline).
- **Close**, closes the window that is currently displayed by closing (quitting, exiting) your browser.



The **Edit** menu contains editing functions again like many other windows programs but here it applies exclusively to the browser.

- **Cut, Copy, and Paste** as it applies to a web page. Since you can only copy from an online web page the Copy is an only function. Also you cannot copy anything unless it, the item or text on the page, is highlighted. If cut, copy, or paste is faint only, It means you have nothing selected or highlighted. Knowing the basic rules for the Cut,Copy and Paste functions for all Windows programs is of the utmost importance. Notice the short cut keys indicated. They again are a common function.
- **Select All** highlights everything on the page so it can be copied elsewhere. This function is designed so that the mouse click and dragging over the entire page is unnecessary.
- **Find (On this page)** is a search that opens a search window and allows you to insert a word or words that it will search the entire page. Again this is a common function to most Windows programs.



The **View** menu is the largest of the menus. It is where you really customize and control your web browser as you want it to function. As highlighted above this is where you are able to add and subtract the **Tool Bar** functions. If the **Standard Buttons** is checked then the buttons as we see and have discussed them here is set. In order to change them we must click on customize that we will discuss on the next page.

This **Tool Bar** menu also lists functions that other programs add to the Browser. In this case additional bars can be added or displayed for a program called “RoboForm” and the bar for the “NetZero” website, and a list of special links that can be customized here also. These can also clutter the browser.

Customizing the Tools Bar

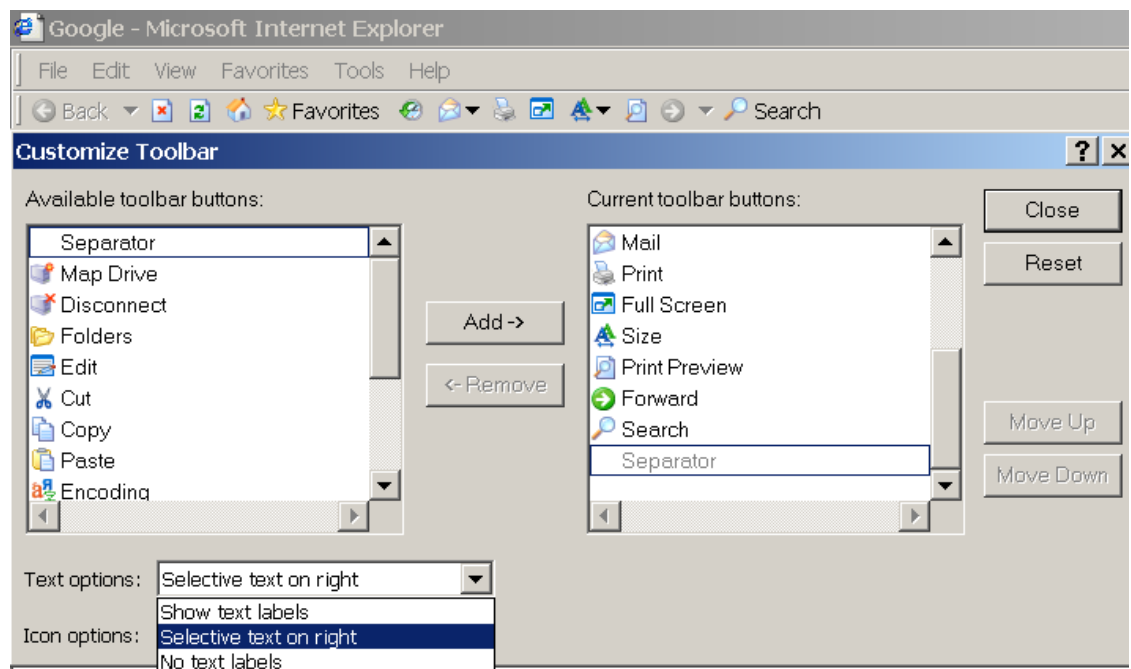
When you click on the “**Customize. . .**” Tools Bar menu the dialogue box below is displayed so that you can add or subtract any of the **Tool Icons** to the **Tool Bar**. The box on the right are all the Tool Icons inserted as “**Standard**” from the initial menu. When you click on or highlight the item it is then ready to move from one box to the other. All of these functions can be accessed from the **Menu Bar**.

- **Disconnect** allows you to disconnect your online phone connection.
- **Folders** opens up a dialogue box to your folders menu like the My Computer menu.
- **Edit** opens up your default Web Page editing program.
- **Cut, Copy, and Paste** are your standard functions that you should be familiar with.
- **Fill Forms, RoboForm, and Run WinHTTrack**, are all add-on programs.
- **Messenger** is the Windows Messenger program for online contacts.

You also have settings for the size of the displayed icons and the text that is associated with each icon. You can choose to or not to display the text with each icon.

You can also change the position of the Icon on the Tool Bar with the move up or down buttons. The icon must be highlighted (clicked on) in order to “**move**” the icon as well as “**remove**” or “**add.**”

The “**Reset**” button will cancel any changes you have made and reset it back to the default or previous set-up.



Favorites

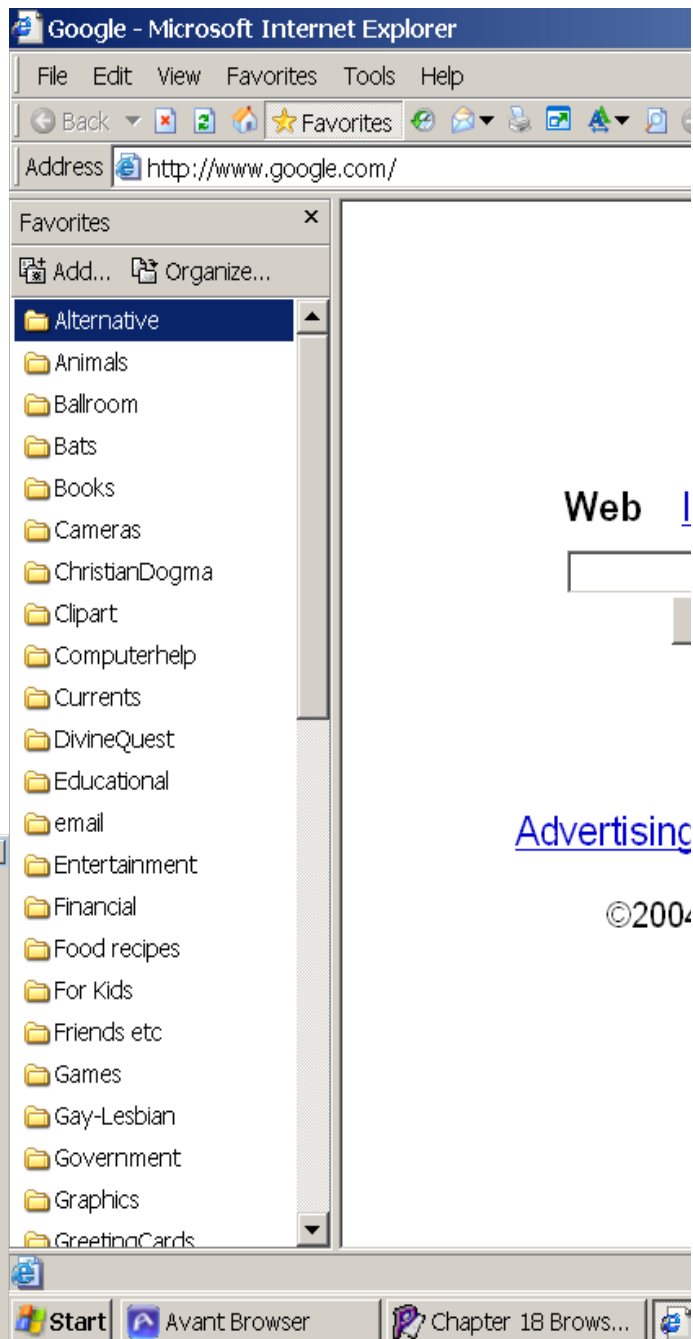
With millions of web sites and more coming online daily, you will undoubtedly find ones you want to revisit. **Favorites** save the addresses of sites so you can return to them quickly, without having to re-type the addresses. To save a web page and its address (you must be displaying the site on your I.E. Browser), go to the Favorites menu or click on its icon and select **Add**. This will open another dialogue box that controls the name, description of the web site, and location within your organized favorites. Once you click on “OK” it will be saved to the list at the location indicated.

Keeping your favorites organized is important. Initially because your list is only a few sites it is OK to save them into a single list. As this list grows you will want to organize them in folders organized into subjects so that you can more quickly find them.

Each web site will describe itself rather than an actual URL. Make sure this description is to your liking so that the description will be recognizable when you must pick it out among many sites in your favorites list. If you want to change the description do so by highlighting it (click and drag) and type in your description. If you want to know the exact URL hold your mouse pointer on the listing (only after it is saved), a yellow box will appear with the description and URL.

Once you have created folders in organizing your favorites a “**Create In**” button is shown so that you can choose the **Folder** that you want to save it to. You can create a new folder immediately by clicking on the “**New Folder**” button. When clicking “**OK**” make sure the folder you are saving to is highlighted otherwise what you are currently saving will be place at the bottom of the list of Favorites below all the other folders.

The Favorites organization method or procedure is the same as the File Management system.



Tools Menu

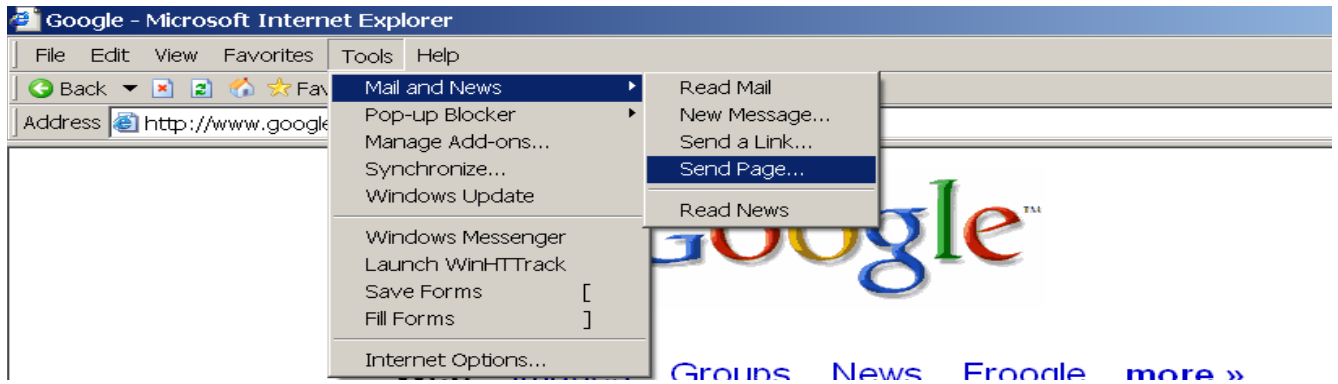
The Tools Menu is not the same as the Tools Bar. It is a new menu of tools to use exclusively with your Browser. It can contain some of the tools listed on the Tools Bar such as access to your “Outlook Express” e-mail reader and creator (New Message), etc. If you choose to Send a Link or Send Page it will open up an e-mail message (Outlook Express) and place either into the message or as an attachment. This saves a lot of time trying to copy a complex URL or even the page itself into an e-mail message.

Read News refers to NewsGroups and not news on the Internet. It opens your Newsgroups as you have set it up or not.

Synchronize. . . refers to the synchronizing of your off line data and network data probably of no interest to you. The Pop-Up Blocker is a new feature that has been added by MS Service Pack 2 (SP2). This allows you to turn your Pop-Up blocker Off or On.

Add-Ons are programs that extend the capabilities of your Web Browser. Some Add-Ons interfere with some of the operations of your Browser. This gives you the options to disable or enable, add to or just manage these Add-Ons. Disabling some or any of these programs might not allow you to function certain web sites. The second section on this Tools menu lists some of these Add-Ons that are accessible and managed with options. Unless you are familiar with the Add-On it is best not to fool with them.

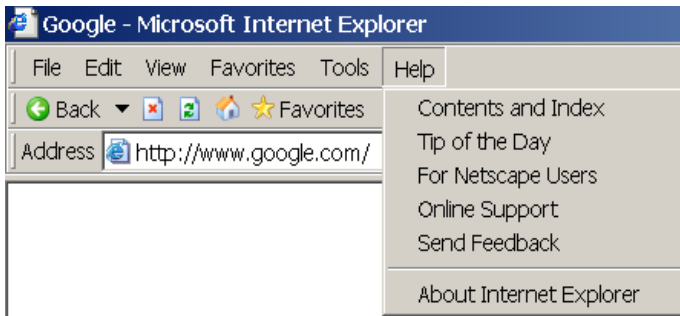
At the bottom of the menu is a function called “**Internet Options.**” This will be handled as a separate section on the following pages.



Help

The last item on the IE menu bar is “**Help.**” Learning to use Help as in any program, it is most important. Just browsing the contents of Help is a big asset. Although Internet Explorer is the leading Browser and it comes free with your windows operating system it doesn’t mean it is the best.

Netscape was the biggest and most popular at one time but Microsoft controlled their position by including it with its Windows Operating System. Netscape is now owned by AOL. If you are an AOL



subscriber you are using the Netscape Browser when you use AOL’s installed program. Netscape terms for the same function are often different.

Online Support and Feedback take you to Microsoft’s web site. You must be online to make use of this function.