

Tips for Internet Explorer – version 7

With Internet Explorer 7 now being released by Microsoft, many Internet users may be caught a bit off-guard by the new look and feel. Although the user interface looks quite a bit different, the new version is a more powerful and more secure Internet browser that employs many old as well as new features, like tabbed browsing and a phishing filter. Here are a few tips and tricks to help you feel more comfortable with using Internet Explorer 7:

Test, Test, Test

Prior to installing Internet Explorer 7, it would be wise to test any critical web applications (e.g. banking and payroll sites) to ensure they are compatible with the new browser. Not only will this make you feel more comfortable with the upgrade, but will also help to avoid any of those “Uh-Oh” moments while a deadline is nearing.

Force the Menu Bar to the Top

In the upper right corner of the browser, click on “Tools” and select “Menu Bar”. The Menu Bar should then be visible in the same place it was located in previous versions of Internet Explorer.

Going Back or Forward

In Internet Explorer 7, you can always use the traditional method of going backward or forward between web pages by using the left and right pointing buttons on the toolbar located at the top left of your screen. There is also an additional method supplied that you may find a little quicker. Simply hold down the SHIFT key on your keyboard and use your scroll mouse to page forward or backward.

- Scroll the mouse forward to move to ahead.
- Scroll the mouse backwards to move back.

Text Zoom

In Internet Explorer 7, there are a few different ways that you make the text you're viewing increase or decrease in size. Here are your choices:

Scroll Mouse Control:

Increase or decrease the text size by holding the CTRL button down on your keyboard while using the scroll wheel on your mouse.

- Scroll forward to increase
- Scroll backward to decrease

Keyboard Control:

Hold down the CTRL button on your keyboard and press the minus (-) or add (+) buttons.

- Minus button will reduce text size
- Add button will increase text size

UI (User Interface) Control:

The text zoom feature appears at the lower right of your screen. Click the down arrow to select the desired text size.

Web Page Print Options

Internet Explorer 7 makes it possible to make various changes to how a web page will print. Here's how:

1. Go to File > Page Setup
2. In the “Margins” boxes, type the necessary margin measurements in inches.
3. To setup the page to print either vertically or horizontally, choose the Portrait or Landscape options.
4. If you would like to print only specific information, you can type in Variables into the Header or Footer boxes (see table below).

Note: Variables can be combined with text (as an example; Page &p of &P).

To Print:	Type
Window title	&w
Page address (URL)	&u
Date in short format (as specified by Regional and Language Options in Control Panel)	&d
Date in long format (as specified by Regional and Language Options in Control Panel)	&D
Time (as specified by Regional and Language Options in Control Panel)	&t
Time in 24-hour format	&T

Current page number	&p
Total number of pages	&P
Right-aligned text (following &b)	&b
Centered text (between &b&b)	&b&b
A single ampersand (&)	&&

Keyboard Shortcuts

There are a very large number of keyboard shortcuts offered in Internet Explorer 7. Although not all of them will be useful to everyone, learning a few that perform the most common tasks may help you use Internet Explorer 7 more efficiently.

Keyboard Shortcuts	
F1	Display Help
F11	Toggle between full-screen and regular views of the browser window
TAB	Move forward through the items on a webpage, the Address bar, or the Links bar
SHIFT+TAB	Move back through the items on a webpage, the Address bar, or the Links bar
ALT+HOME	Go to your home page
ALT+RIGHT ARROW	Go to the next page
ALT+LEFT ARROW or BACKSPACE	Go to the previous page
SHIFT+F10	Display a shortcut menu for a link
CTRL+TAB or F6	Move forward through frames and browser elements (only works if tabbed browsing is disabled)
CTRL+SHIFT+TAB	Move backward between frames (only works if tabbed browsing is disabled)
UP ARROW	Scroll toward the beginning of a document
DOWN ARROW	Scroll toward the end of a document
PAGE UP	Scroll toward the beginning of a document in larger increments
PAGE DOWN	Scroll toward the end of a document in larger increments
HOME	Move to the beginning of a document
END	Move to the end of a document
CTRL+F	Find on this page
F5	Refresh the current webpage
CTRL+F5	Refresh the current webpage, even if the time stamp for the web version and your locally stored version are the same
ESC	Stop downloading a page
CTRL+O	Open a new website or page
CTRL+N	Open a new window
CTRL+W	Close the current window (if you only have one tab open)
CTRL+S	Save the current page
CTRL+P	Print the current page or active frame

ENTER	Activate a selected link
CTRL+I	Open Favorites
CTRL+H	Open History
CTRL+J	Open Feeds
CTRL+click	Open links in a new tab in the background
CTRL+SHIFT+click	Open links in a new tab in the foreground
CTRL+T	Open a new tab in the foreground
CTRL+TAB or CTRL+SHIFT+TAB	Switch between tabs
CTRL+W	Close current tab (or the current window if tabbed browsing is disabled)
ALT+ENTER	Open a new tab in the foreground from the Address bar
CTRL+n (where n is a number between 1 and 8)	Switch to a specific tab number
CTRL+9	Switch to the last tab
CTRL+ALT+F4	Close other tabs
CTRL+Q	Toggles Quick Tabs (thumbnail view) on or off
CTRL+PLUS SIGN	Increase zoom (+10%)
CTRL+MINUS SIGN	Decrease zoom (-10%)
CTRL+0	Zoom to 90%
CTRL+E	Go to the Toolbar Search box
ALT+ENTER	Open your search query in a new tab
CTRL+DOWN ARROW	Open the search provider window
ALT+P	Set printing options and print the page
ALT+U	Change paper, headers and footers, orientation, and margins for this page
ALT+HOME	Display the first page to be printed
ALT+LEFT ARROW	Display the previous page to be printed
ALT+A	Type the number of the page you want displayed
ALT+RIGHT ARROW	Display the next page to be printed
ALT+END	Display the last page to be printed
ALT+MINUS SIGN	Zoom out
ALT+PLUS SIGN	Zoom in
ALT+Z	Display a list of zoom percentages
ALT+F	Specify how you want frames to print (this option is available only if you are printing a webpage that uses frames)
ALT+C	Close Print Preview
ALT+D	Select the text in the Address bar
F4	Display a list of addresses you've typed
CTRL+LEFT ARROW	When in the Address bar, move the cursor left to the next logical break in the address (period or slash)
CTRL+RIGHT ARROW	When in the Address bar, move the cursor right to the next logical break in the address (period or slash)
CTRL+ENTER	Add "www." To the beginning and ".com" to the end of the text typed in the Address bar
UP ARROW	Move forward through the list of AutoComplete matches
DOWN ARROW	Move back through the list of AutoComplete matches
CTRL+D	Add the current page to your favorites
CTRL+B	Open the Organize Favorites dialog box
ALT+UP ARROW	Move selected item up in the Favorites list in the Organize Favorites

	dialog box
ALT+DOWN ARROW	Move selected item down in the Favorites list in the Organize Favorites dialog box
CTRL+I	Open Favorites Center and display your favorites
CTRL+H	Open Favorites Center and display your history
CTRL+J	Open Favorites Center and display your web feeds
CTRL+X	Remove the selected items and copy them to the clipboard
CTRL+C	Copy the selected items to the clipboard
CTRL+V	Insert the contents of the Clipboard at the selected location
CTRL	Select all items on the current webpage
ALT+N	Move focus to the Information bar
SPACEBAR	Click the Information bar

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