The Web Browser

*A **web browser** (often just called a 'browser') is a computer program that enables us to retrieve and view electronic documents called web pages. Web pages are accessed over the internet, so your computer must be connected to the internet before your browser will be able to retrieve pages.*

There are a number of different web browser programs available. The most popular include *Microsoft Internet Explorer*, *Mozilla Firefox*, and *Netscape Navigator*. The pictures and instructions given in this handout are for *Internet Explorer*.

Internet Explorer   Mozilla Firefox   Netscape 7.0

Parts of a Browser

The top portion of a web browser window typically has a title bar, menu bar, button bar, and address bar. The web page is displayed in the large area below the address bar.

Title Bar

Menu Bar

Button Bar

Palm Beach County Library System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Print Preview Print

Address http://www.pbclibrary.org/   Go

Address Bar

Forms allow computer users to search for information

Palm Beach County Library System

Search the Library Catalog
Select Your Local Library

Check Your Library Card Account
Card Number: PIN: Go   Clear

| Home Page | Catalog and Account | News and Events | Research Resources | Youth Pages | Library Services | About the Library | Páginas en Español |

from 10:00 - 3:30 during the Jupiter Branch Construction - Click Here for More Information

Celebrate National Library Week

@ your library™

Today's library is not what you remember. It's e...
Want to research your thesis? Find the latest ...
information? Write a resume? Surf the Web? ...
homework help? Or maybe you just want to cu...
your favorite book and enjoy some peace and ...
here @your library.

Spring Art Show @ Royal Palm Beach

Paintings, drawings and sculptures are on display at the Royal Palm Beach Branch during the month of April courtesy of the art students at Western Pines Mi...
Read More

Databases for
Numbers an...

The scroll bar allows a computer user to view the entire web page

Blue, underlined words are hypertext links

Pictures and images may also be links

Start   Palm Beach County L...   2:16 PM

Links

*A **link** (short for 'hypertext link' or 'hyperlink') is part of a web page that you can click on to be directed automatically to a different web page. Links can be either text or graphics. **Text links** usually appear in a different color than the rest of the text on the document, and often are underlined, but they can also look like any other text on the page. **Graphical links** can be any type of image or picture. When the mouse cursor is on a link, the cursor will turn into the shape of a pointing hand. Sometimes the only way to tell whether something is a link is by placing your mouse cursor on it to see whether or not the cursor turns into a hand shape.*

When over a link, the mouse cursor will look like a pointing hand

When <u>not</u> over a link, the mouse cursor typically will look like the standard arrow or an I-beam

Forms

***Forms** are parts of a web page where you input information on a web site. Forms can include a number of ways of submitting information, including text boxes, drop-down menus, radio buttons, checkboxes, and buttons.*

Text boxes are parts of a form where you can type in text. If you do not see a blinking black bar inside a text box, you must click in the text box with the mouse cursor before you can type.

Drop-down menus present a limited selection of options. To open a drop-down menu, click the black triangle on the right side of the white box, then click on the option you want to select.

Radio buttons present a group of options, of which you may choose only one. Click in the white circle for the option you want to select.

Checkboxes present a group of options, of which you can select any combination. Click the white box for each option you want to select. Click in a selected box to cancel that selection.

Buttons submit a form once you have filled out the information. Pressing the 'Enter' key on the keyboard will often have the same affect as clicking the button.

Luigi's Online Pizza Delivery

Enter your street address

What size do you want?

Extra Large

Have you ordered from us before?
- ○ yes
- ○ no
- ○ maybe

What toppings do you want?
- ☐ Pepperoni   ☐ Anchovies
- ☐ Sausage   ☐ Pineapple

Order Pizza

Button Bar

*The **button bar**, which is a type of toolbar, contains a group of buttons representing common browser commands. All browsers will display at least the Back, Forward, Stop, Refresh, and Home buttons. Other buttons for common commands such as printing may also appear.*

Common buttons:
Back - Takes you back one web page each time it is clicked.
Forward - Takes you forward one web page each time it is clicked.
Stop - Stops the requested web page from loading and displays the information already received.
Refresh - Reloads the current web page
Home - Takes you back to the designated start page.
Search - Opens a simple search tool in a frame on the left side of the screen.
Favorites - Opens the list of favorite web sites in a frame on the left side of the screen.
History – Opens a list of recently-visited web pages on the left side of the screen.
**Print** – Prints the web page.
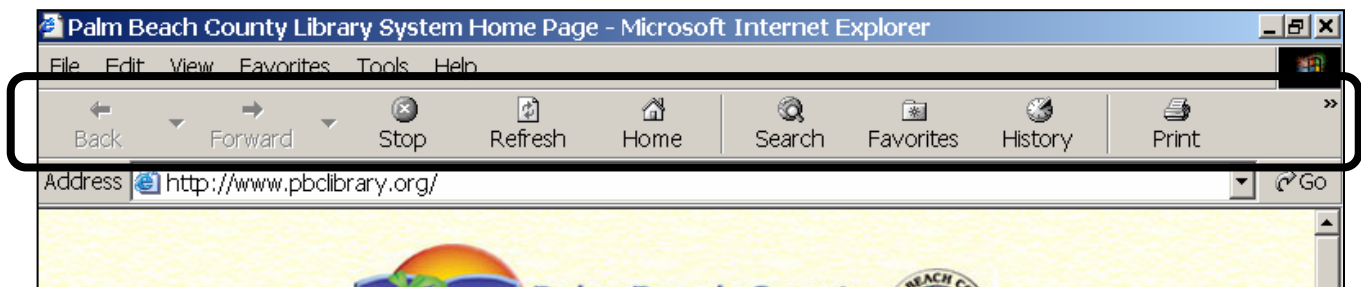
Address Bar

*The **address bar** is a long text box near the top of the browser that shows the address of whatever web page the browser is currently displaying. A computer user can go directly to another page by typing its web address into the address bar. A web address, also known as a 'URL' or 'Uniform Resource Locator', typically has three parts, separated by periods, such as: www.pbclibrary.org*

To enter a new address in the address bar:
1. Click **once** inside the address bar (the address currently showing will become highlighted in blue).
2. Type the web address of the site or page you wish to view.
3. Press the 'Enter' key on the keyboard (or click the 'Go' button to the right of the address bar).
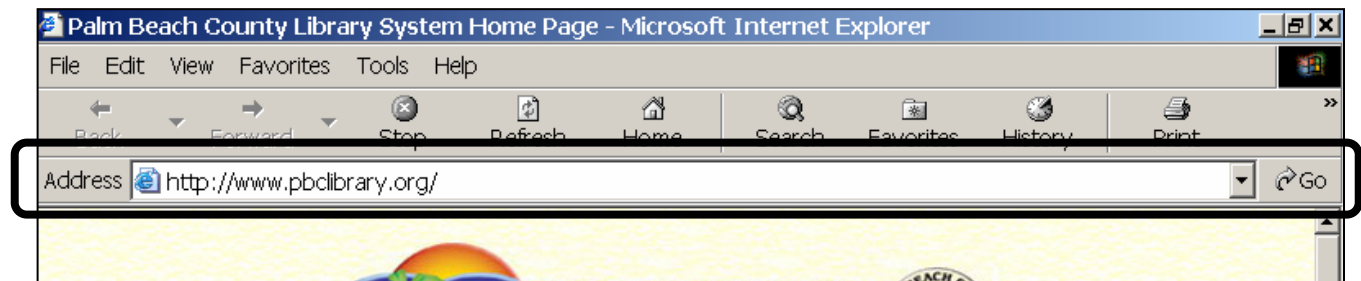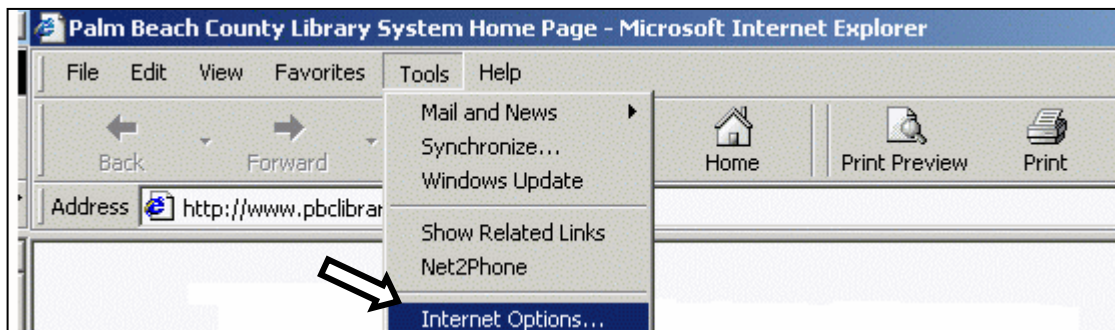
The Home Page

*The **home page** of a browser is the web page which the browser retrieves automatically when the browser is first turned on, or which you will be taken to whenever you click the 'Home' button on the button bar. You can assign any web page to be the home page for your browser.*

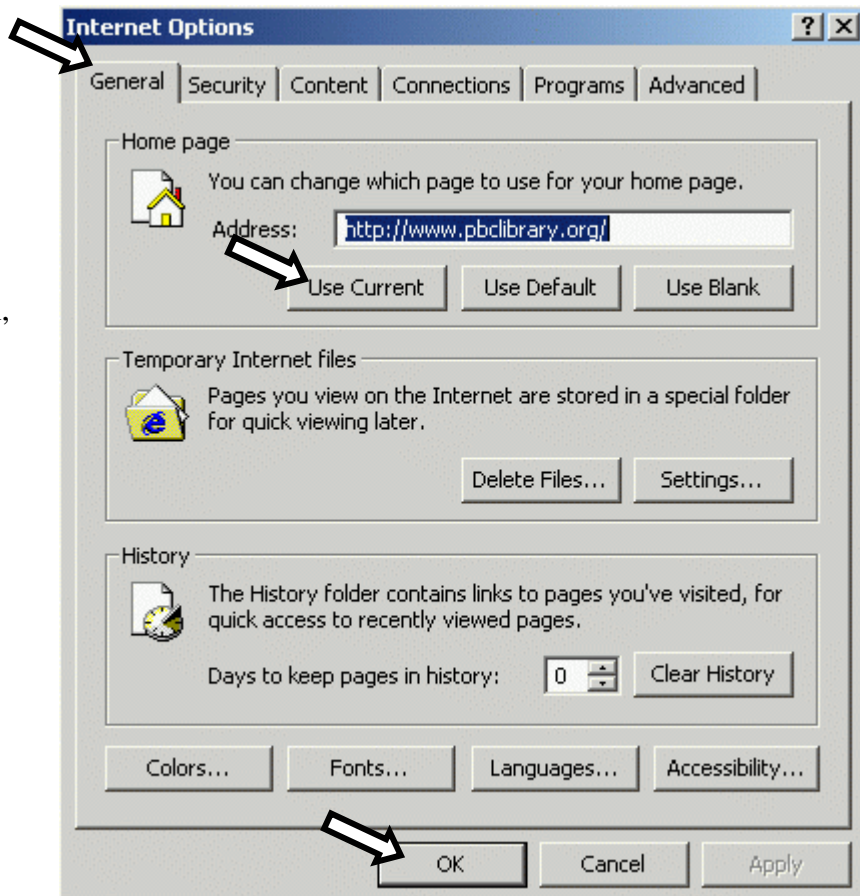To set your home page in Internet Explorer:

1. Go to the web page you want to use as your home page.

2. On the 'Tools' menu, click 'Internet Options'. The Internet Options box will open.

3. Click the 'General' tab.

4. In the Home page section, under the Address box, click the 'Use Current' button.

5. Click the 'OK' button.

The Favorites Menu

*The **Favorites** menu (called 'Bookmarks' in Mozilla Firefox and Netscape Navigator) allows you to store a list of web addresses of the web sites you visit frequently. To visit those sites in the future, you click an entry in the menu instead of typing the web address into the address bar. You can add as many sites as you want to your Favorites. Each addition will be added to the menu, making the list longer.*

To add a web site to your Favorites menu:
1. Go to the web site you want to add to your Favorites.
2. Click 'Favorites' on the menu bar.
3. Click the 'Add to Favorites…' option.

4. If desired, type a new name for the web page into the name box.
5. Click the 'OK' button.
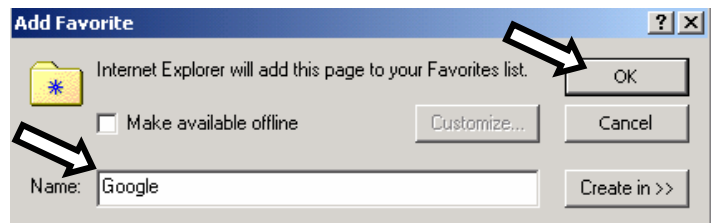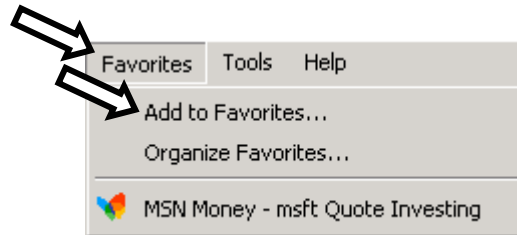
To visit a site stored in your Favorites menu:
1. Click 'Favorites' on the menu bar.
2. Click the entry for the web site you want to visit.

Print Preview

The Print Preview feature lets you preview a web page as it would appear on a printed page before you actually print it. It is always a good idea to preview a document before printing it. Sometimes a web page will not appear the same on the printed page as it appears in the browser. For example, a web page may be wider than what will fit on a standard size piece of paper, so part of the document will be cut off.

To preview a web page before printing:

1. Click 'File' on the menu bar.

2. Click the 'Print Preview…' command.
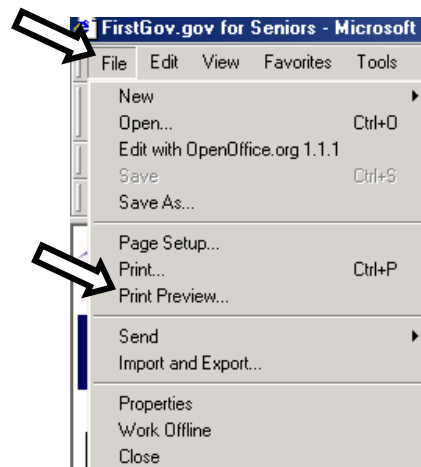
3. In the toolbar at the top of the preview window, use the arrow buttons to preview each page that will print. You may not need to print all the pages.
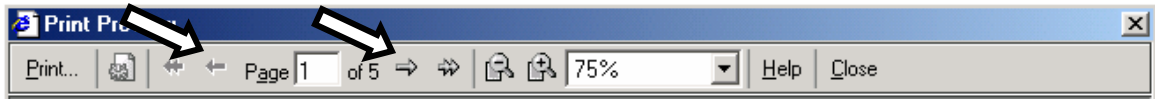
4. When you have determined which pages you want to print, click the 'Print…" button on the left side of the preview window toolbar.
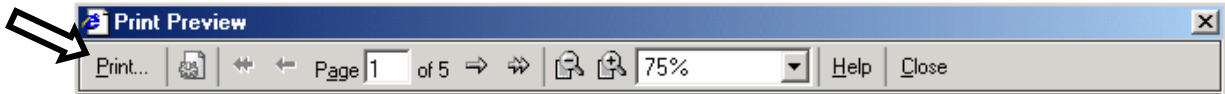
5. In the 'Page Range' section of the Print dialog box that appears, you can indicate which pages you want to print. Leaving the page range set to 'All' will print all the pages, or you can limit the page range by clicking the 'Pages from' button and then typing into the adjacent text box the range of pages that you want to print. (for example, you would enter the range '2-4' if you only wanted pages 2 through 4 to print, or just '3' if you only wanted page 3)
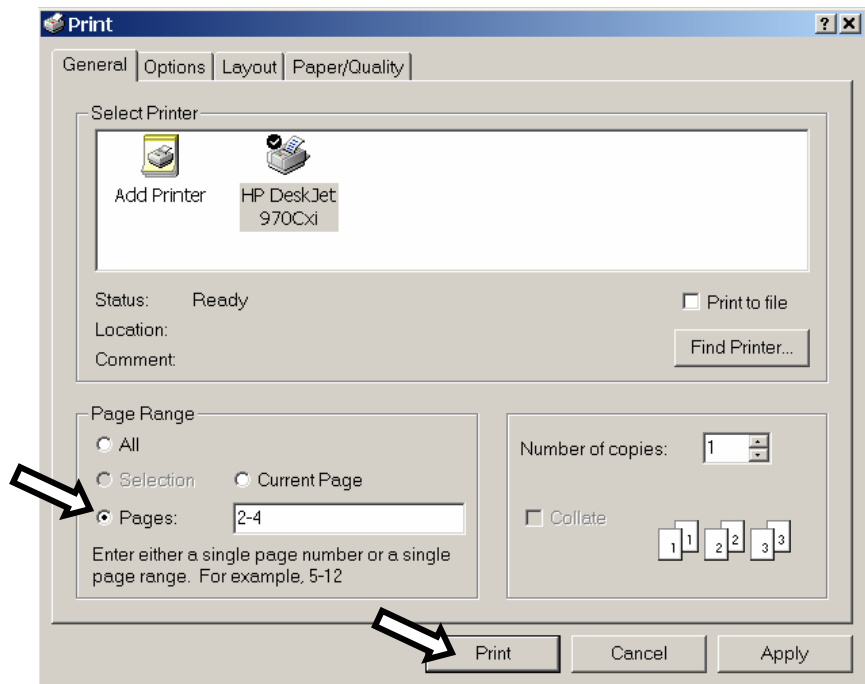

6. Click the 'Print' button.

Finding Text on a Page

Web browsers have the ability to search for a specific word or piece of text on a web page you are viewing. This can be a handy way to search for information in long web pages.

To search for a word on a web page:
1. Click 'Edit' on the menu bar.

2. Click 'Find on this page…'

3. Type the word you are looking for into the text box.

4. Click the 'Find Next' button.
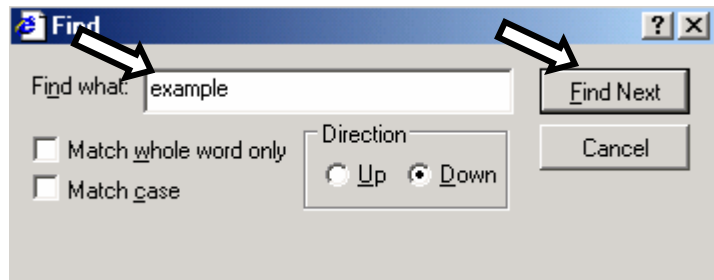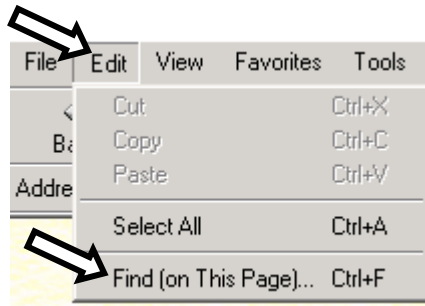
Text Size

Browsers have a feature that lets the user change the size of text on a web page. Unfortunately this will only work if the creator of the web page designed the page to allow the text size to be changed. If text on a web page is too small for you to read comfortably, you can always try to change the text size. Just be aware that it does not always work, and even when it does, it will only change the size of the plain text on the page, not any graphical images.

To change the size of text on a web page:
1. Click 'View' on the menu bar
2. Move your mouse cursor onto 'Text Size'
3. Move your mouse cursor into the submenu that opens, and click on the size setting you want to use.