

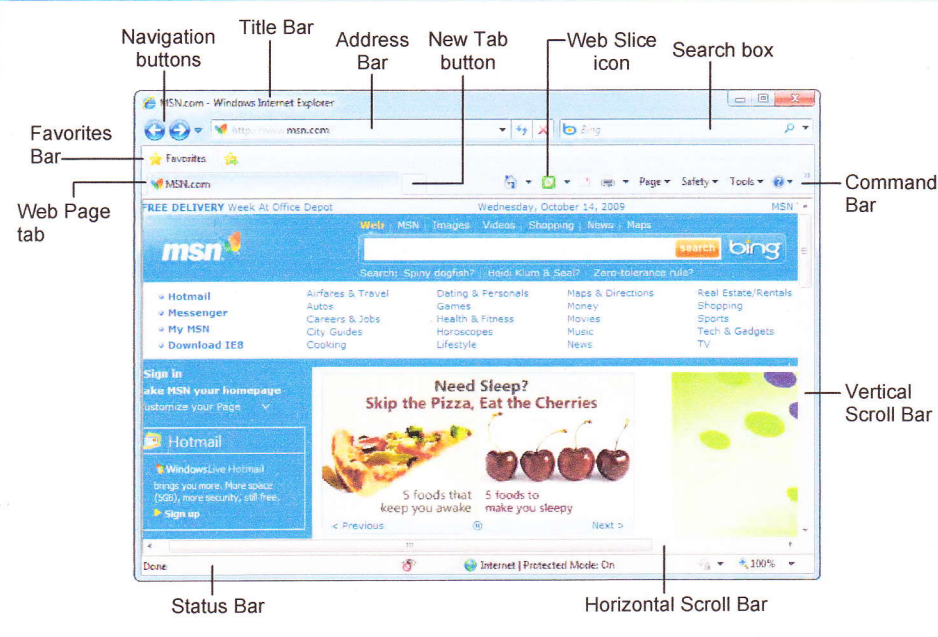
Microsoft®

# Internet Explorer 8

## Quick Reference Card



### Internet Explorer 8 Window



### Keystroke Shortcuts

#### General

|                  |              |
|------------------|--------------|
| Find             | <Ctrl> + <F> |
| Open new window  | <Ctrl> + <N> |
| Print a Web page | <Ctrl> + <P> |
| Select all items | <Ctrl> + <A> |
| Zoom in          | <Ctrl> + <+> |
| Zoom out         | <Ctrl> + <-> |
| Full Screen Mode | <F11>        |
| Help             | <F1>         |

#### Navigation—Go To

|                                   |                |
|-----------------------------------|----------------|
| Cycle through items on a web page | <Tab>          |
| Up One Screen                     | <Page Up>      |
| Down One Screen                   | <Page Down>    |
| Home page                         | <Alt> + <Home> |
| Refresh page                      | <F5>           |
| Stop download                     | <Esc>          |
| Go forward                        | <Ctrl> + <->>  |
| Go backward                       | <Ctrl> + <-<>  |

#### Tabs

|                                   |                            |
|-----------------------------------|----------------------------|
| Open a New Tab                    | <Ctrl> + <T>               |
| Close Tab or Window               | <Ctrl> + <W>               |
| Open link in new tab (background) | <Ctrl> + <click>           |
| Open link in new tab (foreground) | <Ctrl> + <Shift> + <click> |
| Open Quick Tab view               | <Ctrl> + <Q>               |
| Switch to next tab                | <Ctrl> + <Tab>             |
| Switch to previous tab            | <Ctrl> + <Shift> + <Tab>   |

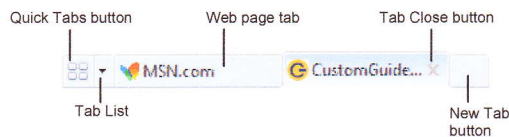
#### Navigation—Address Bar

|   |                  |
|---|------------------|
| Select Address Bar  | <Alt> + <D>      |
| View list of entered addresses                                    | <F4>             |
| Select Instant Search Box   | <Ctrl> + <E>     |
| Add page to Favorites   | <Ctrl> + <D>     |
| Open dialog box   | <Ctrl> + <L>     |
| Add "www." and ".com" to beginning and end of text in Address Bar | <Ctrl> + <Enter> |

### The Fundamentals

- A **web address** is also called a Uniform Resource Locator (URL) and it is made up of several parts: **http://** This stands for Hypertext Transfer Protocol, the set of rules for exchanging files on the World Wide Web.  
**Domain name:** The unique name that identifies an Internet site. Domain names have two or more parts separated by dots. For example, **www.customguide.com**.
- **To Open a Web Page:** Click the **Address Bar** and type the address of the Web page. Or, press **<Ctrl> + <L>** and enter the address.
- **To Open a Hyperlink:** Click the hyperlink on the Web page.
- **To Open a Hyperlink in a New Tab:** Press and hold **<Ctrl>** and click the hyperlink on the Web page.
- **To Refresh a Web Page:** Click the **Refresh** button on the Address Bar, or press **<F5>**.
- **To Stop Downloading a Page:** Click the **Stop** button on the Address Bar, or press **<Esc>**.
- **To Go Back to a Page:** Click the **Back** button or press **<Alt> + <->**. Or, click the **Recent Pages** button and select the page.
- **To Go Forward a Page:** Click the **Forward** button or press **<Alt> + <->>**. Or click the **Recent Pages** button and select the page.
- **To Print a Web Page:** Click the **Print** button on the Command Bar, or press **<Ctrl> + <P>**.
- **To Print Preview:** Click the **Print** button list arrow on the Command Bar and select **Print Preview** from the list.
- **To Search the Web:** Click in the Instant Search box or press **<Ctrl> + <E>**. Type your search word or term and press **<Enter>**. Press **<Alt> + <Enter>** to view results in a new tab.
- **To Change the Search Box Provider:** Click the list arrow on the right side of the Search box and select a new search provider.
- **To Add a Search Provider:** Click the list arrow on the right side of the Search box, select **Find More Providers** and follow instructions.
- **To Use AutoComplete in the Address Bar:** Start typing the URL of the page you want to open. A list of previously typed addresses appears below the Address Bar. Use the down arrows or the mouse to select an address from the list and press **<Enter>**.
- **To View the Menu Bar:** Click the **Tools** button on the Command Bar and select **Toolbars** → **Menu Bar**. When the Menu Bar appears, you can issue commands using the menus as with previous versions of Internet Explorer.

## Tabs

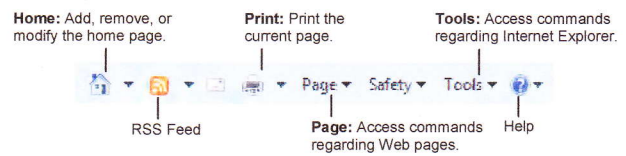


- Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.
- **To Open a New Tab:** Press **<Ctrl> + <T>**, or click the **New Tab** button to the right of the most recently opened tab.
- **To Open a Link in a New Tab:** Press and hold the **<Ctrl>** key and click the link you want to open. Or, click the link with the **middle mouse button** (the mouse wheel).
- **To Open Search Results in a New Tab:** Press **<Alt> + <Enter>** from the Address Bar or Search box to open search results in a new tab.
- **To Open Quick Tabs View:** Click the **Quick Tabs** button or press **<Ctrl> + <Q>**.
- **To Close a Tab:** Click the **Close Tab** button on the tab. Or, press **<Ctrl> + <W>**. Or, click a tab with the **middle mouse button** (the mouse wheel).
- **To Close All Tabs:** Press **<Alt> + <F4>**.
- **To Close All Other Tabs:** Press **<Ctrl> + <Alt> + <F4>**.
- **To Switch Between Tabs:** Click the tab you want to view. Or, press **<Ctrl> + <Tab>** to move to the next tab. Press **<Ctrl> + <Shift> + <Tab>** to move to the previous tab. Or, click the **Tab List** button and select a tab from the list.

## Favorites and History

- **To View and Open Favorites:** Click the **Favorites** button on the Favorites Bar, or press **<Alt> + <C>**. Click a favorite to open it in the current tab. Click the **arrow** button to the right of a favorite to open it in a new tab.
- **To Add a Favorite:** Open the page you want to add as a favorite. Click the **Favorites** button on the Favorites Bar and click **Add to Favorites**. Or, press **<Ctrl> + <D>**.
- **To Add a Tab Group to Favorites:** Press **<Alt> + <Z>** and select **Add Current Tabs to Favorites** from the list. Enter a name for the group and click **Add**.
- **To Organize Favorites:** Press **<Alt> + <Z>** and select **Organize Favorites** from the list.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the Feeds button on the Command Bar will appear orange.) Click the **View feeds on this page** button or press **<Alt> + <J>**. Click the **Subscribe to this feed** link. (If you have Outlook 2007, the RSS feed will also be added to Outlook.)
- **To View RSS Feeds:** Click the **Favorites** button on the Favorites Bar and click the **Feeds** tab. Or, press **<Ctrl> + <J>**. Click a feed to view its entries.
- **To View History:** Click the **Favorites** button on the Favorites Bar and click the **History** tab. Or, press **<Ctrl> + <H>**. Click a time frame or click the **View By** list arrow to change how history is viewed.
- **To Clear History:** Click the **Safety** button on the Command Bar and select **Delete Browsing History**. Click **Delete**.

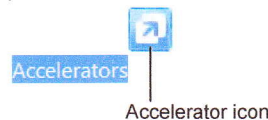
## Command Bar



- **To Go to the Home Page:** The home page(s) appear when Internet Explorer is launched. Click the **Home Page** button on the Command Bar. Or, press **<Alt> + <M>**. If more than one Web site is set as the home page, click the **Home Page** button list arrow and select a site from the list.
- **To Add or Change the Home Page:** Make sure the Web site you want to use is open in the browser. Click the **Home Page** button list arrow and select **Add or Change Home Page**. Select an option from the dialog box and click **Yes**.
- **To Remove a Home Page:** Click the **Home Page** button list arrow, select **Remove**, and select the page you want to remove as home page. Select **Remove All** to open Internet Explorer to a blank page. Click **Yes** in the dialog box that appears.
- **To Get Help:** Press **<F1>** to open the Help window, type your question in normal English, and press **<Enter>**.
- **To Zoom in on a Web Page:** Click the **Page** button on the Command Bar, click **Zoom**, and select an option from the menu.
- **To Increase Text Size:** Click the **Page** button on the Command Bar, point to **Text Size** and select an option from the list.
- **To View Internet Explorer in Full Screen:** Click the **Tools** button on the Command Bar and select **Full Screen**. Or, press **<F11>**.

## Accelerators

- New in IE 8, an **accelerator** allows you to highlight a word or phrase on a Web Page and quickly perform tasks related to that word or phrase.
- **To Use Accelerators:** Highlight a word or phrase—such as a street address or product name—click the blue **Accelerator** icon that appears, and select the task you want to perform.



## Web Slices

- New in IE 8, a **Web Slice** lets you keep track of sites that are updated frequently—such as stock quotes and weather reports—via the Favorites Bar.
- **To Subscribe to a Web Slice:** If a Web Slice is available for a Web page, a green Web Slice icon will appear on the Command Bar. Click this icon to subscribe, or press **<Ctrl> + <J>**.
- **To View a Web Slice:** When new information is available, the Web Slice will appear highlighted on the Favorites Bar. Click the **Web Slice** on the Favorites Bar to view its updates.

## Search Tips

The World Wide Web is a vast source of information. Here are a few tips to help find the information you want:

- **Smart Search:** Search results now appear as soon as you start typing in the Search box. Click a result at any time to immediately jump to its source.
- **Visual Suggestions:** Visual previews now appear in the search results menu to aid you in finding the correct search result.
- **Search Terms:** To find lots of information on a topic, enter a single search term, such as *Hawaii*. Add terms to narrow results, such as *vacation Hawaii*.
- **Search Phrases:** To find an exact phrase or name, enclose the phrase in quotations, such as *"the road less traveled"* or *"Abraham Lincoln"*.