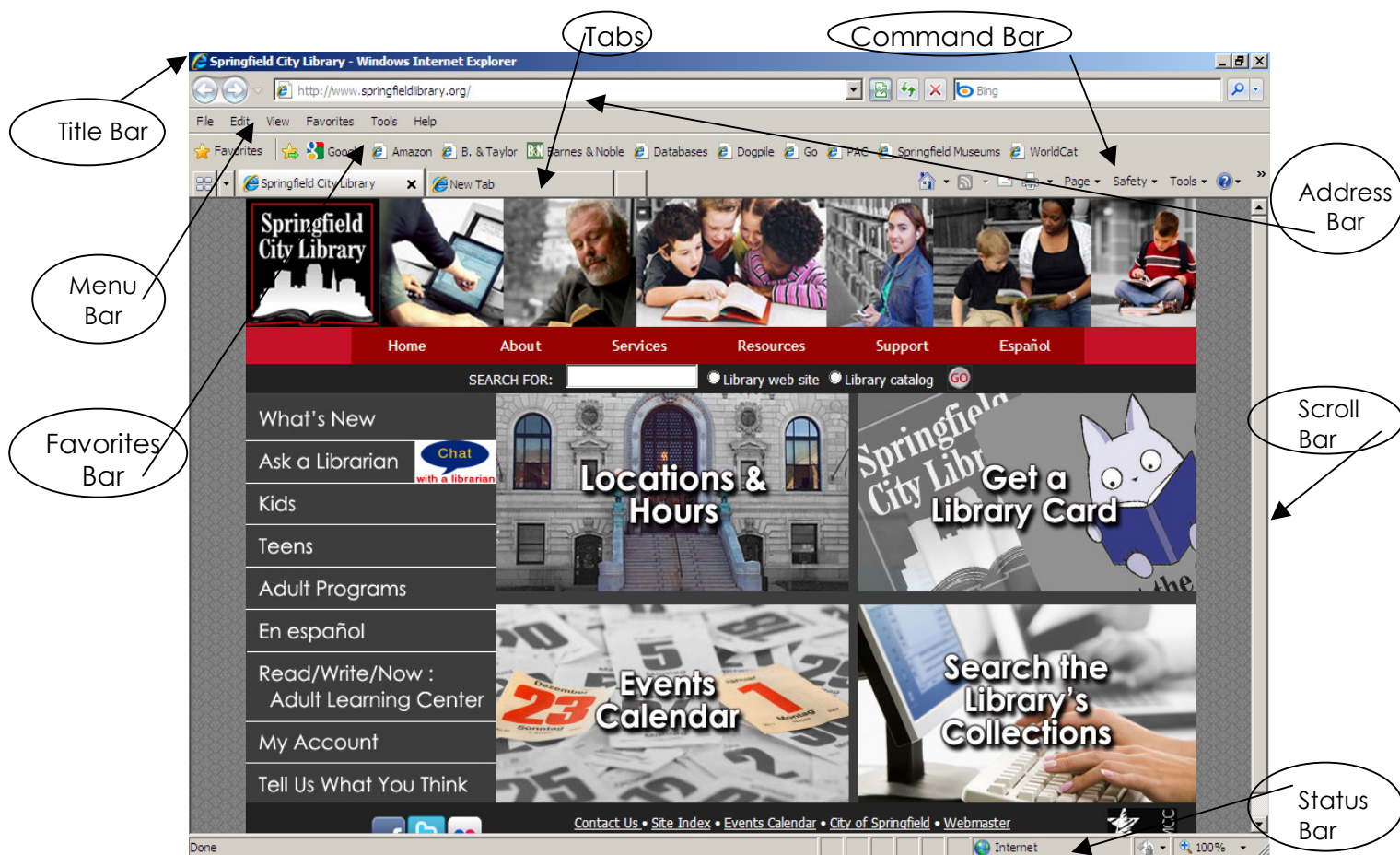


PARTS OF A BROWSER: LOOKING AT INTERNET EXPLORER

TITLE BAR: Names the title of the document being viewed as set forth by the document's author.

ADDRESS BAR: Displays the web address or **URL** (Uniform Resource Locator) of the document currently shown on the screen. Use the address bar to type in a new web address, e.g., **www.mass.gov**.

MENU BAR: Pull-down menu of commands which can be used to save, print or download documents, save 'Favorites' to a bookmark file; view the source of a document; change your browser options; or access IE help files. Use your mouse to click on the appropriate command (File, Edit, etc.) and you will see a short list, or menu, of commands. Slide the mouse down and click on the desired command.



~~continued on reverse~~

FAVORITES BAR: Lists links to websites you use the most if you add them to the Bar.


TABS: These allow you to open up more than one website in the same Internet Explorer application. You can establish several tabs if desired, each one with a different website or duplicate websites.


SCROLL BARS: On the right side of the screen and at the bottom; allow you to move horizontally or vertically within the document by using your mouse. You can also move within the document by using the arrow keys on the right side of the keyboard or by using the scroll key on your mouse.


STATUS/PROGRESS BAR: Displays the current status of a document being downloaded to the browser; also shows the URL of a highlighted link when the mouse is placed under it.


Here are some common icons, or buttons, which allow you to navigate the Web or perform other functions:

 **BACK/FORWARD ARROWS:** 'Back' returns you to the document previously viewed; 'Forward' returns you to the next document in the session, if there is one. If the arrow is grayed out there is no document to view.

 **STOP:** Used to stop downloading a document to the browser. Use the Stop button if the page is taking too long to load, is 'hung up', or if you change your mind.

 **RELOAD:** Used to contact the server to refresh the document – used if you had cached the documents in your Favorites file or if you wish to update the information on the document, especially for documents that are updated rapidly: news, sports, weather, etc.

 **HOME:** Returns to document used as 'homepage' on the particular computer you are using; at the Springfield Library **Home** returns you to the Springfield Library Home Page. To change the homepage on your personal computer, go to 'Internet options' under **Tools** on the Menu Bar.

 **PRINT:** Allows you to print out a document if the computer is connected to a printer. Note: a 'page' may constitute several pages of printing. Use 'Print Preview' under the File command to determine the number of pages you want to print.

If you need help, please ask a librarian. 413-263-6828, ext. 213