

# Microsoft Vista Internet Explorer 7

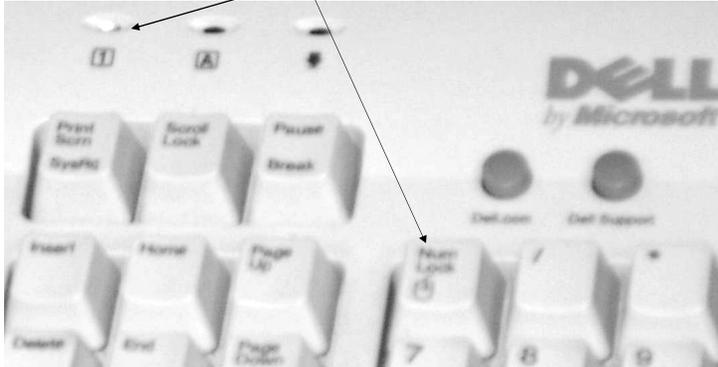
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Revised 9/21/2008

9/29/2008 1



## Before we start

- I am from New York and sometimes talk too fast.
  - If needed, please just tell me to slow down or repeat what I just said
- Close all open Windows
- Make Sure NumLock is on





## Ground Rules -1

- Double Click – means double LEFT click
- Click/Left Click means single LEFT Click
- **Right** Click – means single **RIGHT** click
- *Select* means move mouse over item and single LEFT Click
- *Send To / Desktop* means
  - Move mouse to *Send To*
  - When a submenu appears
    - move mouse to *Desktop* and left single click
- The name of the button/item to select/click appears in *italics*
- All screen shots have been "Cropped" and enlarged to show the area of interest. They are NOT, necessarily, the FULL screen shot
  - Windows screens will be different on different computers
  - Yours may have more or less items than these screen shots
- *IE7* is shorthand for *Internet Explorer*
- If you use the AOL browser, this class does NOT apply

9/29/2008

3



## Ground Rules -2

- In Class, turn off your monitor when instructed by the presentation (or Instructor)
  - I will go thru the presentation explaining what we are going to do
  - I will close the presentation, and go thru the process so you can watch (using the projector)
  - I will go back to the presentation and leave the instructions on the screen
  - Turn your monitor back on, when instructed, and follow the steps on the screen
- If you need help, Raise your hand

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4

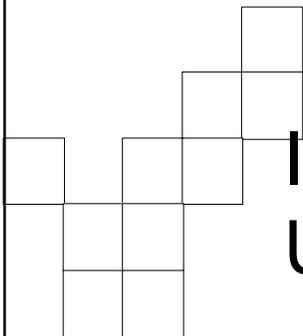


## Internet Explorer 7

- Open Internet Explorer 7
- The first thing you will notice is that the *Menu* bar is missing
  - Click on Arrow to the right of *Tools*
  - Select *Menu Bar*
- This a *Tabbed* browser
  - This lets you easily view – and switch back and forth – several internet sites

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5



## Internet Explorer 7 Using Tabs

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6

## Setting Up Tabs

- In the menu bar, click on Tools/Internet Options
  - Near the bottom, locate the heading "*Tabs*"
    - Click on the button marked "*Settings*"
    - *My Recommended settings are:*
      - Enable Tabbed Browsing
      - Always switch to new tabs ...
      - Always open pop-ups in new tab
      - Open links in a new tab in the current window
      - Leave all other settings as is
    - Click *OK*
      - Click *OK*

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7

## Using Tabs

- To open a new tab, press **Ctrl+T** or Click on the little tab at the right of the tab bars
  - This will Open a new tab
  - In the address bar type *google.com* (click *Right Arrow* or press *Enter*)
    - The Google web site should appear 
- You can switch back and forth between web Sites, by simply clicking on the tab
- To close a tab, click on the tab
  - Then click on the "*X*" in the right hand section of the tab.

9/29/2008

8



## General Tips

- Having Trouble Reading the Screen?
  - Ctrl/+ Makes Everything Bigger
  - Ctrl/- Makes Everything Smaller
  - View/TextSize does the same thing
    - NOTE: Above Will NOT affect printing
- File/PageSetup/Scale can be used to enlarge printing
- If you want to see if the Web Site data has updated, tap *F5*
  - Useful for mail sites, news sites, stock reports



## **Please turn off your Monitors**

### Using Favorites -1

- Note that some browsers use the term *Bookmarks*
  - If you use a site frequently but do not want it to open every time you start IE7, add it to your favorites
  - To Add the SCSCC site to your favorites
    - Select the SCSCC tab
    - On The Menu Bar, Select *Favorites* and select *Add to Favorites...*
      - A pop up will let you change the name associated with the site and, if you have created *Favorite Folders*, where you want the link stored
      - Click Add

## Using Favorites -2

- To open another site, in another tab
  - press Ctrl+T or Click on the little tab at the right of the tab bars
- Type the address of the site in the address bar
  - In class, type *suncity-summerlin.com*
    - Hit Enter
  - Click on the *Add to Favorites Icon*
    - Click *Add*



9/29/2008

11

## Creating Favorite Folders -1

- Many people, over time, create a long list of favorites and find it difficult to locate a specific favorite
  - One solution to this is to organize your favorites into logical groups – creating a folder for each group
  - To create a folder in your Favorites
    - In your menu bar, Click *Favorites/Organize Favorites*

9/29/2008

12

## Creating Favorite Folders -2

- Click on *Favorites/Organize Favorites*
- You will see a list of all your favorites and favorite folders
  - For each folder you wish to create
    - Click on *New Folder*
    - For Class, Type *Sun City* and hit enter
    - Drag and drop the following links to the *Sun City* Folder
      - *Sun City Summerlin Hot News*
      - *Sun City Computer Club*
  - Click on *Close*
  - Click on the *Favorites* icon and you will see your organized favorites
    - Click on any folder and you will see the links contained in that folder



9/29/2008

13

## Please turn off your Monitors

### Downloading Files -1

- Click on the SCSCC tab
- Click on *Our Handouts* (under the computer icon)
  - Click on *Seminars*
  - Scroll WAY down and select **Internet Explorer 7 (IE7) Hands-on Class**
    - If you get a pop-up
      - Click Allow
    - IE7 7 will open the PDF file with the handout for this Seminar
  - Click on the back arrow (Top Left)

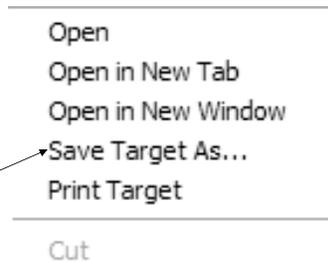


9/29/2008

14

## Downloading Files –Right Click Menu

- Again, in the *Seminars* list, **Windows Vista Basics - IE7** You will get a menu with the option to save the file.



- Selecting this will start the download process

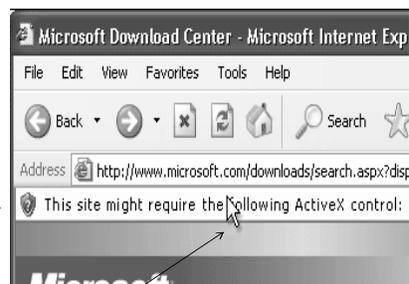
9/29/2008

15

## Downloading Files -3

- Sometimes, if the link you select is an executable, you will get a pop-up a yellow bar on the top of your screen

- This to protect you from accidentally downloading files.
  - If you want to complete the download
    - Right Click on the yellow bar and select *Download File*



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16



## Downloading Files –Right Click Menu

- If you select a picture, such as the computer icon on the SCSCC web page
  - The right click menu will ask if you want to *Save Picture As ..*



## **Please turn off your Monitors** Pop-Ups -1

- If a site you frequent has pop-ups, you can prevent the annoying message which requests permission to allow pop-ups. To see how this would work:
  - Go to the following site [www.popuptest.com/](http://www.popuptest.com/)
    - Click on *Multi Pop-up Test*



## Pop-Ups -2

- You should get a pop-up warning that says: *Did you notice the information bar?*
  - Across the top of your browser you will see a yellow bar that says: *Pop-up Blocked ...*
    - Close the warning pop-up
    - Close Tab
      - Do **NOT** Close Internet Explorer



## Pop-Ups -3

- If this were a site you wanted to allow to create pop-ups
  - Right click in the yellow bar
    - Select: *Always allow pop-ups from this site*
      - You will get a verification pop-up
      - Click yes
    - If you are not sure, you can also select
      - *Temporarily Allow Pop-Ups*

# Definitions

- SPAM is basically unwanted email
  - Usually containing advertising
  - Sometimes containing dangerous attachments
- Phishing (Pronounced *Fishing*)
  - This is email which looks like it came from a legitimate source (such as a bank or credit card company)
    - The goal is to get you to click on a link and then supply information such as UserName/PassWord/SSN/etc
- Google Survey found:
  - "We looked into this and indeed we found that if you ended up going to adult-oriented pages, your risk of being exposed [to malicious software] was slightly higher," he said. But "there really wasn't a huge difference."

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21

# Phishing -1

- Phishing emails look like they came from a known source



9/29/2008

22

## Phishing -2

- Sites may have the look and feel of a familiar site, complete with logos, icons, etc
- The text you see on a link MAY NOT reflect where the link will take you
  - Check Links to see if they are what they are what they say



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23

## Phishing -3

- IE7 checks sites you go to, to see if they are *Phishing* sites
  - IE7 keeps a list of Reported sites (*Blacklist*)
  - IE7 actually checks the sites links to see if the link label and link URL agree
- If you should go to a site, which Microsoft believes is a *Phishing* site, you will get a pop-up with a yellow banner stating that you have traveled to a *Reported Phishing Website*

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24

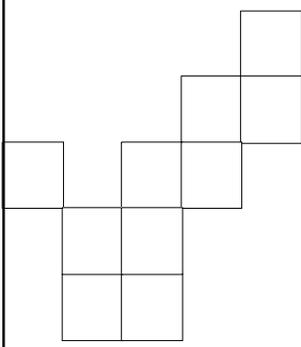


## Blocking Phishing

- If you think a website might be a *Phishing* site and it was not reported as such. You can report it to Microsoft:
  - Select *Tools/Phishing Filter/Check This Website*
    - If you get a pop-up asking if it is OK to check, click *OK*
  - You will then get a pop-up, entitled *Phishing Report* telling whether the site has been listed by Microsoft
    - If the pop-up says it is not, and you believe it is, select the option to report it to Microsoft
    - If you choose to stay on that page
      - Click *OK* and proceed at your own risk!

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25



## Misc IE7 Features

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26



## Full Screen Mode

- If you go to a site which is just a little too big to fit on the screen
  - You can change to *Full Screen Mode* by clicking *F11*
    - You will see that the tool bars all go away and the web site fills the screen
  - To exit, click *F11* again



## Setting up Your Home Page -1

- Close any Open Tabs (other than the one on the extreme left)
- Type the address of your desired home page in the address bar and go to it.
  - For the purpose of the class, use:
    - *Google.com*



## Setting up Your Home Page -2

- If you wish to have more than one tab open each time you load IE7 (in the classroom, use the following):
  - Open a new tab (Ctrl+t), enter the address/URL below and hit *Enter*
    - *SCSCC.com*
  - Open a new tab (Ctrl+t), enter an address/URL below and hit *Enter*
    - *Maps.google.com*



## Setting up Your Home Page -3

- You should now see a tab for each desired site.
- In the menu bar, select *Tools/Internet Options*
  - In the General Tab, in the section labeled *Home Page*
    - Click *Use Current*
    - Click OK
    - Close IE7
- Re-open IE7
  - You should see your desired home page(s)



## Using/Changing Search

- To search the web, you just enter a search term in the *Live Search*
  - Located in the top right hand corner of the browser
  - And then click the search (magnifying glass) icon
- The default search engine is, of course, Microsoft's
  - If you click on the arrow, located to the right of the *Search Box*
    - You will get a list of alternate search providers
    - Select one to make it the default

9/29/2008

31



## Using/Changing Search -2

- To add other search engines, click on *Find More Providers*
  - A web page will open, in a new tab, with alternate providers
    - Click on one and you will get a pop up which allows you to:
      - Add this site to the list of search providers
      - Make this site your default provider
      - Consider adding *ASK* and *Google*

9/29/2008

32



## Auto-Complete -1

- If you wish, IE7 can automatically fill in fields for you such as address information, even user names and passwords
- If you wish to make use of this feature:
  - On the menu bar, select *Tools/Internet Options*
    - Select the *Contents* tab
    - In the sections labeled *AutoComplete*
      - Click *Settings*



## Auto-Complete -2

- Here you can select what type of object you want IE7 to fill in
  - Be aware, that allowing auto complete of user names and passwords, on a laptop computer, can be very dangerous.
    - Anyone who comes into possession of the laptop will have full access to **all** of your sites. They can even send email and it will look as if it came from you



## Auto-Complete -3

- If you enable this feature, every time you go to a **NEW** site, which has a log-in form:
  - If it is one you have used before, IE7 fills in the information for you
  - If it is one you have not used
    - After you fill out the user name and password and clicked OK
      - You will be asked if you want IE7 to remember the data for this site
      - For sites such as banks, stock brokers, etc – you may NOT want to allow IE7 to remember login data.



## Trusted Sites -1

- If you have a site that you go to frequently **and trust** (such as your Stock Broker)– that opens pop-ups, downloads files, scripts and/or other things that cause warning pop-ups to appear
  - Go to that site
  - In the menu bar, select *Tools/Internet Options*
  - Select the *Security Tab*
    - Click *Trusted Sites*
    - Click *Sites*

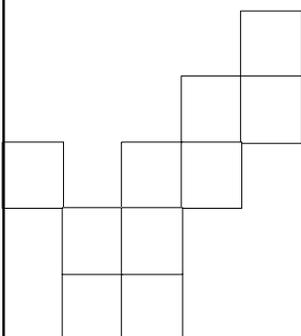


## Trusted Sites -2

- A pop-up will appear and you should see the URL for the current site in the box labeled *Add this website to ..*
  - If this site address does NOT start with *https://*
    - Uncheck the box labeled *Require server verification ...*
  - Click on *Add*
  - Click on *Close*, Click on *OK*

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37



## Shut Down

Tap Windows Key  
Tap Right Arrow key 3 Times  
Tap Enter  
Turn off Monitor  
Post Survey  
Give the coaches a big hand!

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38