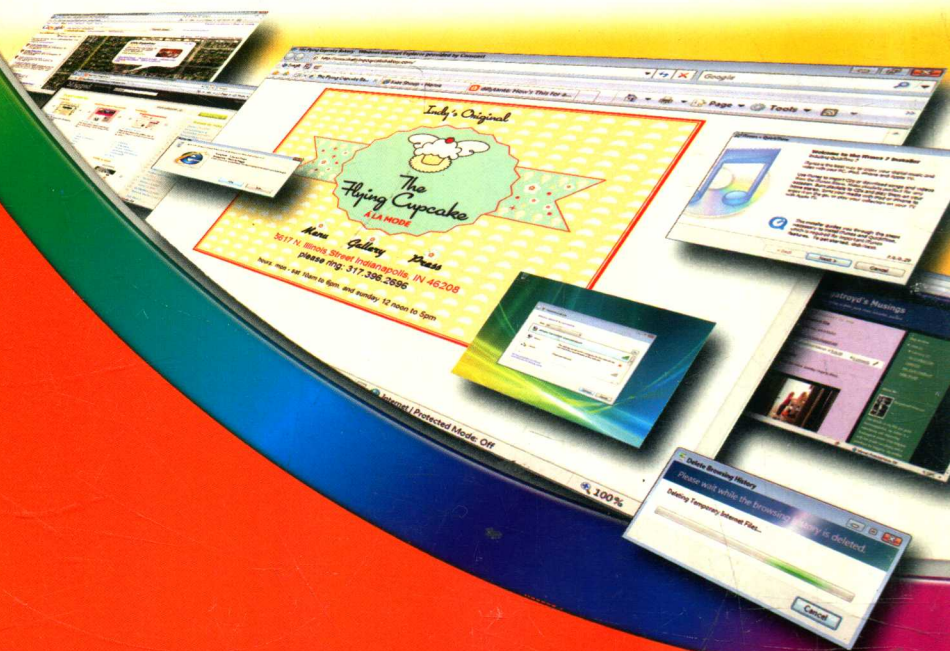


# Internet

## VISUAL™

### *Quick Tips*



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# VISUAL<sup>TM</sup>

## *Quick Tips*



Visual<sup>®</sup>

by Kate Shoup



Wiley Publishing, Inc.



## Internet Visual™ Quick Tips

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# How To Use This Book

*Internet Visua Quick Tips* includes tasks that reveal cool secrets, teach timesaving tricks, and explain great tips guaranteed to make you more productive with the Internet. The easy-to-use layout lets you work through all the tasks from beginning to end or jump in at random.

## Who Is This Book For?

If you want to know the basics about the Internet, or if you want to learn shortcuts, tricks, and tips that let you work smarter and faster, this book is for you. And because you learn more easily when someone shows you how, this is the book for you.

# Conventions Used In This Book

## 1 Introduction

The introduction is designed to get you up to speed on the topic at hand.

## 2 Steps

This book uses step-by-step instructions to guide you easily through each task. Numbered callouts on every screen shot show you exactly how to perform each task, step by step.

## 3 Tips

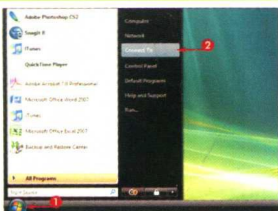
Practical tips provide insights to save you time and trouble, caution you about hazards to avoid, and reveal how to do things with the Internet that you never thought possible!

### Connect to a Wi-Fi Network

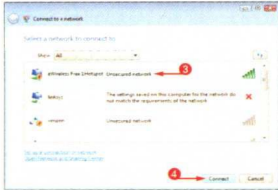
If you use a laptop, you will likely want to use a Wi-Fi, or wireless, network to connect to the Internet at some point in time. Assuming your laptop has the necessary hardware (that is, a wireless adapter and so on), doing so is easy. This task demonstrates connecting to a Wi-Fi network using a Windows Vista computer. If you use a different operating system, see its help information for guidance.

Note that many Wi-Fi networks require you to create an account and log in to it before you can use the network to access the Internet. You typically do so by launching your browser after connecting to the network; the browser is usually automatically directed to a login page.


- Click Start.
- Click Connect To.




- Click the network to which you want to connect.
- Click Connect.



### Chapter 2: Enhancing Browser Performance and Security



A progress dialog box appears as the connection is made.



You are notified when the connection is made.

- Click Close.

**TIP**

**More Options!**

If you often use a particular Wi-Fi network — for example, one in a café that you visit regularly — you can set up your computer to connect to it automatically. To do so, right-click the network in the Connect to a Network dialog box, click Properties, click the Connection tab in the dialog box that opens, select the Connect Automatically When This Network Is In Range check box, and click OK.

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# Chapter

# 1

## Customizing Your Browser

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A *Web browser* is a computer program that enables you to access and view Web pages. Popular Web browsers include Netscape Navigator, Opera, Firefox, Safari, and Internet Explorer (covered here). You launch your Web browser like you do any other program on your system – for example, from the Start menu (PC) or the Finder (Mac).

Although browsers do have their differences, they are fundamentally similar: You type the uniform resource locator (URL), or Web address, of the site you want to visit in the address bar, click the Back and Forward buttons to return to previous pages and then back again, and so on.

You can, however, adjust settings for your Web browser to direct how it looks and behaves. For example, you can reconfigure your browser's toolbars, specify which page loads at startup, control the size of the text that your browser displays, and even browse in full screen mode. Some browsers, including Internet Explorer 7, also offer *tabbed browsing*, which enables users to open multiple sites in a single browser window.

Before you adjust a setting, note its original state. That way, if you do not like the result of the adjustment, you can change it back.

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## Set a Default Home Page

Chances are you frequently visit a particular Web site — for example, a news or weather site, an Internet e-mail site, or the home page for a search engine that you use on a regular basis.

If you want, you can set up your Web browser to automatically load that site whenever you launch the browser or click the browser's Home button. This saves you the trouble of

typing the site's uniform resource locator (URL), or Web address, or selecting the site from your Favorites.

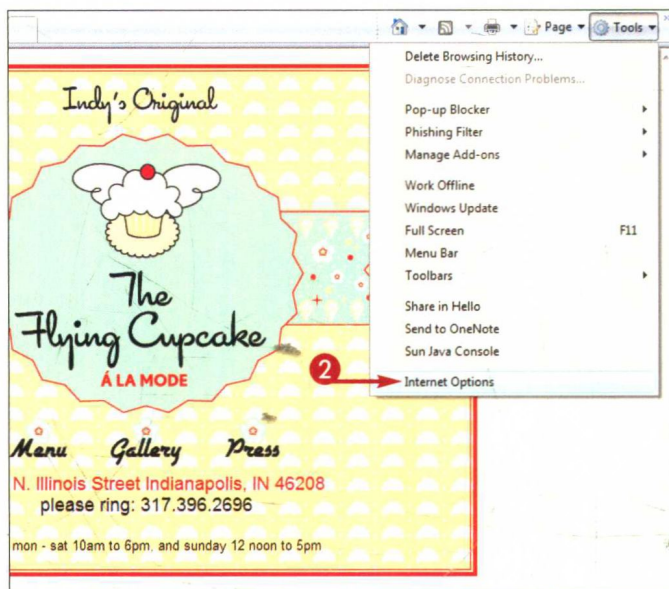
Be aware that if a site has lots of graphics or other high-bandwidth content, it might not make the best default page for your browser because the site may require extra time to load.

- 1 With the page you want to set as the default open in your browser, click Tools.

**Note:** If the Tools button is not visible, click the toolbar options button (☰) in the upper-right corner of the browser window; a list of additional buttons, including the Tools button, appears.



- 2 Click Internet Options.

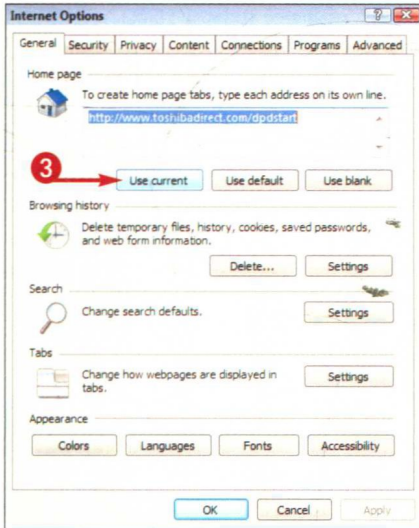




## Chapter 1: Customizing Your Browser

The Internet Options dialog box opens, displaying the General tab.

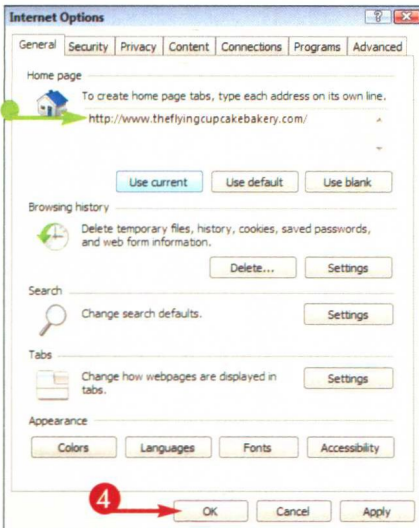
- 3 Click Use Current.



- The URL listed in the Home Page text box changes to match the URL of the current page.

- 4 Click OK.

The Internet Options dialog box closes, and the page you indicated is set as the default.



**TIP**

### Remove It!

If you no longer want to use the page you set as the browser's default home page, revert to the one your computer's manufacturer established by clicking Tools, clicking Internet Options, clicking Use Default, and clicking OK. Alternatively, you can configure your browser to display no page upon launch in order to speed up the startup process. To do so, click Use Blank in the Internet Options dialog box.

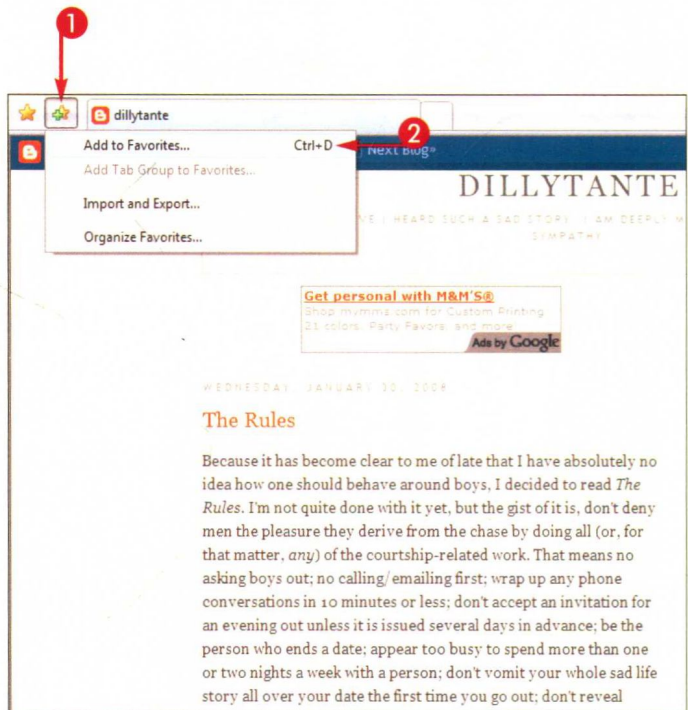
## Mark a Page as a Favorite

With literally billions of Web pages available online, the Internet is unquestionably an incredible resource for information. Its sheer scope, however, also makes it very difficult to search and sort. That means when you *do* find a site that you know you will revisit, you will probably want to use your browser to mark it as a favorite.

The uniform resource locator (URL), or Web address, for a site marked as a favorite is saved in a special list in your browser, called the Favorites Center. When you are ready to revisit the site, you can simply click the link to the site in the list.

You can organize your favorites by placing them in special folders, which you can create.

- 1 With the page you want to save as a favorite open in your browser, click the Add to Favorites button.
- 2 Click Add to Favorites.



The Add a Favorite dialog box opens.

- 3 Optionally, type a more descriptive name for the page.
  - To save the page in a different folder, click the Create In and choose the desired folder.
  - Alternatively, create a new folder by clicking New Folder, typing a name for the folder in the dialog box that appears, and clicking Create.
  - 4 Click Add.
- The page is added to your favorites.

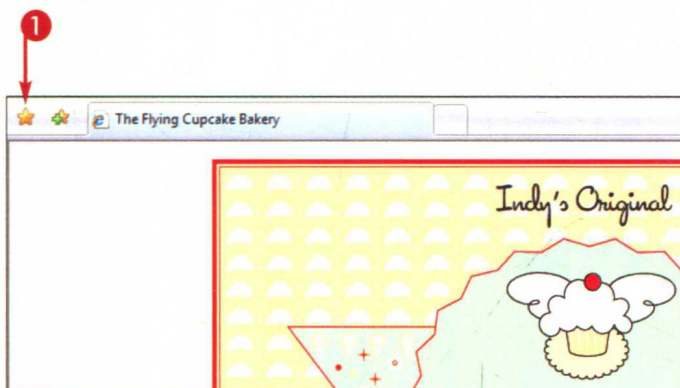


## Visit a Favorite Page

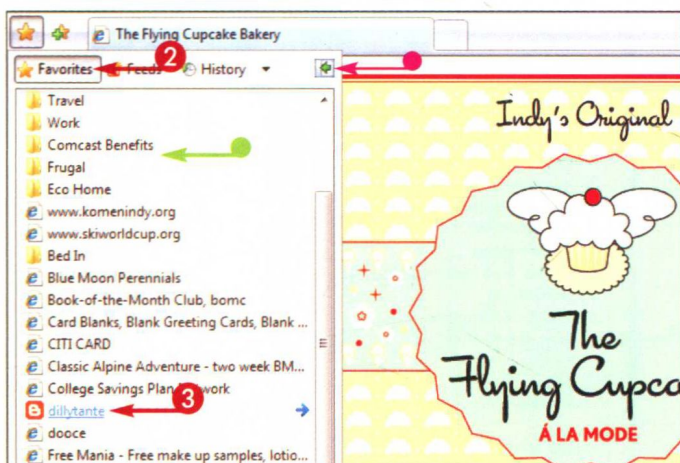
### Chapter 1: Customizing Your Browser

When you save a page as a favorite, its uniform resource locator (URL), or Web address, is saved in a special list in Internet Explorer, called the Favorites Center. When you are ready to revisit the site, you can simply click the link to the site in the Favorites Center instead of, for example, using a search engine such as Google to locate the site again.

By default, sites in your Favorites Center are saved in the top-level Favorites folder. You can, however, create subfolders for storing the links to your favorite sites. This makes it easier to locate the page you want in your favorites. For more information about organizing your favorites in this way, see the task “Organize Your Favorites.”



- 1 To view your list of favorites, click the Favorites Center button.



The Favorites Center opens.





- 2 If necessary, click Favorites.

A list of sites marked as favorites appears.

- If the link to the site you want to visit has been saved in a subfolder, click the folder.

- 3 Click the site you want to visit.

The site opens in your browser, and the Favorites Center closes.

- To prevent the Favorites Center from closing, click  before you click the site you want to visit ( changes to ); click  to close the Favorites Center.