


# Understanding Browser Basics

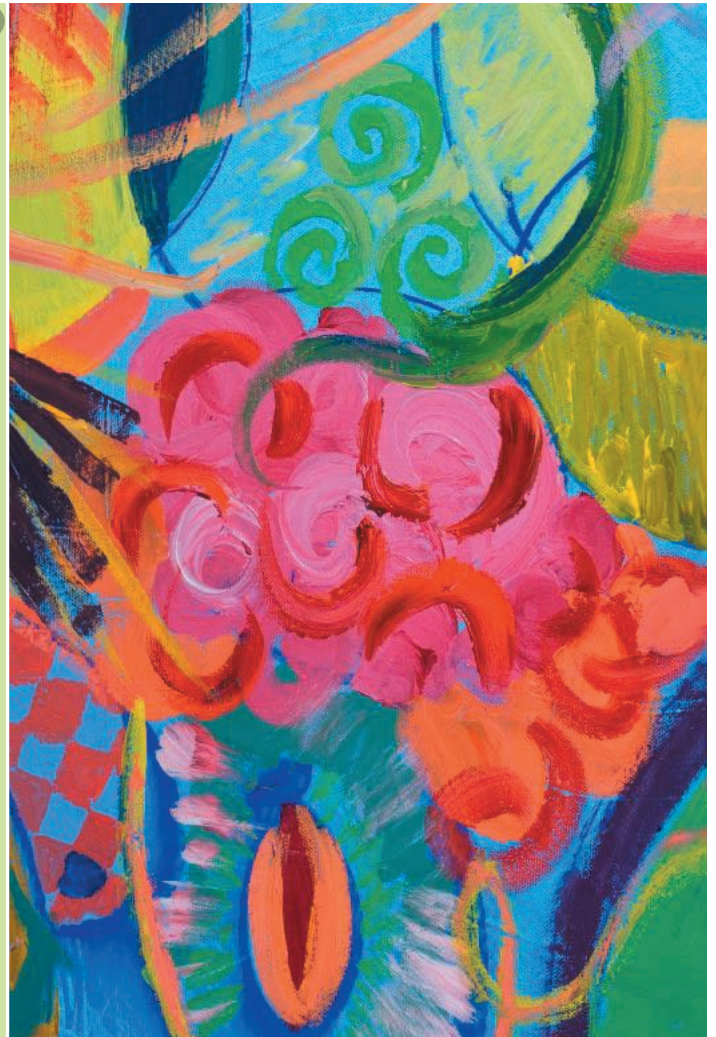
## Files You Will Need:

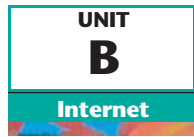
No files needed.

The Web consists of millions of Web sites, which are made up of millions of Web pages. To use the Web as an effective tool for both research and entertainment purposes, it is helpful to understand how the Web is structured and how to use a Web browser to find and view information.  Trinity Andrews, director of the Danville Animal Shelter, places ads on television and in newspapers to let the public know about specific pets available for adoption. You volunteer at the shelter, and you offer to help Trinity identify ways that the shelter can use the Internet to let the community know about the shelter and about specific pets available for adoption.


## OBJECTIVES

- Understand Web browsing
- Understand Hypertext Markup Language (HTML)
- Understand Web site addresses
- Start a Web browser and open a new tab
- Go to a Web site and work with tabs
- Navigate through a Web site
- Create and manage favorites in Internet Explorer
- Create and manage bookmarks in Firefox
- Save a Web page
- Print a Web page
- Copy text and graphics from a Web page





# Understanding Web Browsing

Remember that HTML documents are text files that are marked with tags to display the content on a Web page in a specific manner, and that a Web browser is software that allows you to view HTML documents. **Browsing** is the term that describes using your computer, a browser, and an Internet connection to view these files.  As you investigate how to use the Web for the Danville Animal Shelter, you begin by learning some common terms related to Web browsing.

## DETAILS

The following terms are associated with Web browsing:

- **Worldwide Client/Server Network**

When you use your Internet connection to become part of the Web, your computer becomes part of a worldwide client/server network. As a Web client, your computer makes requests of Web servers on the Internet. Figure B-1 shows how this client/server structure uses the Web to provide multiple interconnections among the various kinds of client and server computers.

- **Download**

The term **download** means to request the files that contain the Web page you want to display in your browser window from the server, and then copy these files from the server to your computer. The process of the page appearing in the browser window is called **loading**.

- **Home Page**

The term **home page** is commonly used when talking about the Web. It has three general meanings. In the second and third definitions it is sometimes called a **start page**.

- A home page is the main Web page that all the Web pages on a Web site are organized around and link back to; it is typically the first Web page that opens when you visit a Web site. Figure B-2 shows the home page of the Atlanta Pet Rescue & Adoption Web site. Many of the links on this home page link to other Web pages included on the Atlanta Pet Rescue & Adoption Web site.
- A home page is also a Web page that a Web browser displays the first time you use it. This Web page is typically the main Web page of the company or other organization that installed or created the Web browser software. This is also referred to as start page.
- A home page is also the first Web page that opens when you start your Web browser. This type of home page, also sometimes called a start page, might be an HTML document stored on your own computer or the main Web page of a favorite Web site. If you are using a computer on your school's or employer's network, the Web browser might be configured to display the main Web page for the school or company.

- **Jumping**

When a new page appears in the browser window as a result of the user clicking a link, it is referred to as **jumping** to that page.

FIGURE B-1: Client/server structure of the World Wide Web

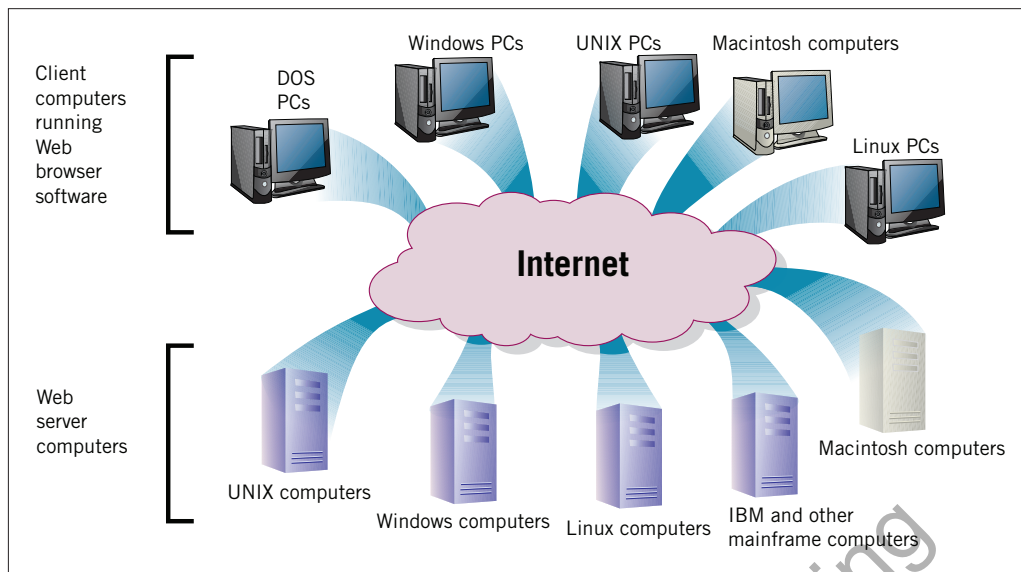


FIGURE B-2: Home page of the Atlanta Pet Rescue & Adoption Web site

Links to other pages on the Atlanta Pet Rescue & Adoption Web site


Link to a page with links to pages on other Web sites

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# Understanding Hypertext Markup Language (HTML)

The public files on Web servers are ordinary text files that contain text and codes. The text and codes must follow a generally accepted standard so that Web browser software can read these files. As explained in Unit A, the standard used for formatting files viewed on the Web is Hypertext Markup Language (HTML). An HTML document is a text file that contains the Web page content and the instructions in HTML tags for formatting that content. A Web page is the result of a browser reading the tags in an HTML document and displaying the content by evaluating the tags.  As you continue your research, you learn more about HTML and how links work.

## DETAILS

The following terms are associated with formatting documents as Web pages:

## QUICK TIP

To view the HTML document for a Web page in Internet Explorer, click the Page button on the Command bar, then click View Source. To view the HTML document for a Web page in Firefox, click View on the menu bar, then click Page Source.

- **Hypertext Markup Language (HTML)**

HTML uses tags to tell Web browser software how to display text and other elements contained in a document. Every Web page is created using HTML tags. When you view a Web page on the Internet, however, you do not see the HTML tags—you see just the resulting formatted Web page. Here is an example of a line of text that includes HTML tags:

```
<b>Welcome to the <i>Midland Pet Adoption Agency</i></b>
```

When the Web browser reads this line of HTML, it recognizes the `<b>` and `</b>` tags as instructions to display the enclosed text in bold and the `<i>` and `</i>` tags as instructions to display the enclosed text in italics. In a Web browser, the line of text would appear as follows:

**Welcome to the *Midland Pet Adoption Agency***

- **HTML Anchor Tag**

An **HTML anchor tag** links multiple HTML documents together. Of all the HTML tags used to create a Web page, the HTML anchor tag is perhaps the most important because it enables you to easily open other Web pages that are relevant to the one you are viewing.

- **Links**


When Web page authors use an anchor tag to reference another HTML document, they create a link that points to other Web pages containing related information. As shown in Figure B-3, a Web page can link to other Web pages inside or outside a given Web site. Links often appear as underlined text in a color different from the other text on the Web page so that they are easily distinguishable. An image, such as a picture or company logo, can also contain a link to another Web page. Figure B-4 shows a Web page that contains several links. When you move the mouse pointer over a link in a Web browser, the mouse pointer changes to .

FIGURE B-3: Linked Web pages

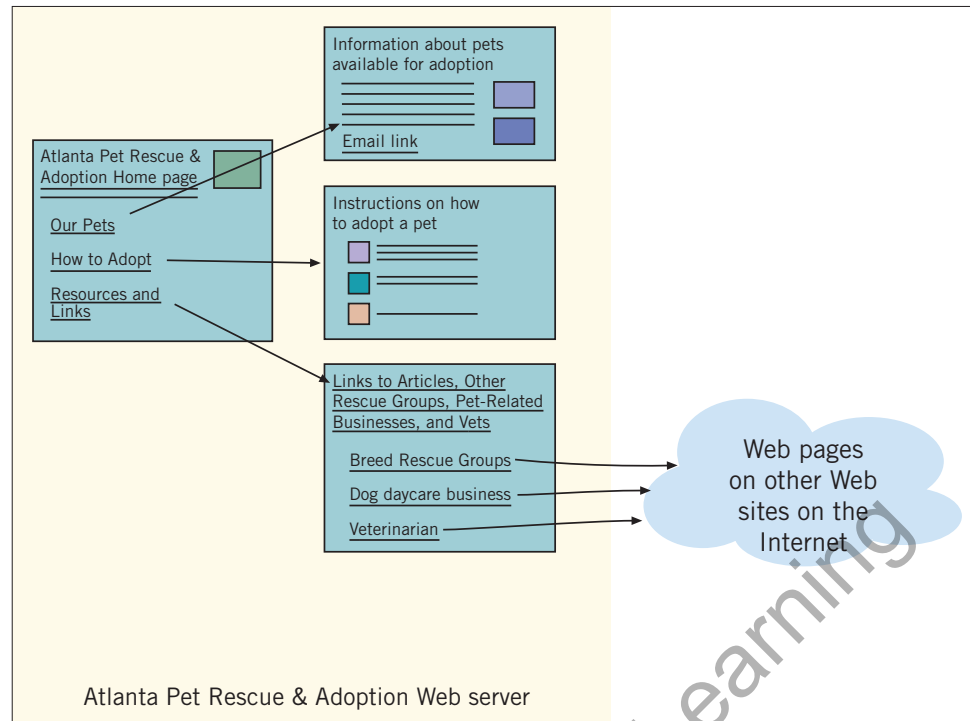


FIGURE B-4: Web page with links

The screenshot shows the Atlanta Pet Rescue & Adoption website. The header includes the logo and navigation links: Home, Our Pets, How to Adopt, Volunteer/Foster, Donations, Thanks!. The main content is divided into three columns: "News & Upcoming Events", "Pet Memorials", and "Ways to Help".

- News & Upcoming Events:** Includes "2008 Calendars", "Holiday Pet Portraits!!", "Brenda Aloff Seminar: Canine Body Language", and "Sparky's Fund".
- Pet Memorials:** Includes "Rainbow Bridge Memorial", "View Our Memorials >>", "Add Your Own Memorial >>", "Frequently Asked Questions >>", and "Resources and Links >>".
- Ways to Help:** Includes "Membership", "Guardian Angels", "Sponsor a Pet", "Donations", "Volunteer", "Items We Need", "Foster Homes", "Don't Wish It, Will It.", and a "PayPal DONATE" button.


Annotations include:

- "Example of image link" pointing to the "Rainbow Bridge Memorial" image.
- "Pointer changes to pointing finger when moved over a link" pointing to the "Membership" text link.
- "Example of text link" pointing to the "Membership" text link.

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# Understanding Web Site Addresses

The Internet contains many servers answering requests for Web documents from many clients. To facilitate these interactions, each computer, whether client or server, is identified by a unique number called an **Internet Protocol address (IP address)**. Many servers as well as the individual Web sites on the servers can also be referenced by their **domain name**, which is the equivalent of an IP address that uses words and abbreviations.  You decide to research terms that will help you understand the unique identification associated with each computer and each Web page.

**DETAILS**

The elements of Web site addresses are described below:

- **IP Addressing**

An IP address consists of a four-part number. Each part is a number ranging from 0 to 255. For example, one possible IP address is 69.32.142.109.

**QUICK TIP**

Most companies register easy-to-remember domain names, such as [www.disney.com](http://www.disney.com) or [www.pepsi.com](http://www.pepsi.com).

- **Domain Name Addressing**

IP addresses can be difficult to remember, so most people use a domain name to identify a Web site. Domain names are identifiers made up of words and abbreviations that are associated with specific IP addresses. For example, the domain name [gsb.uchicago.edu](http://gsb.uchicago.edu) is an Internet server at the Graduate School of Business (gsb), which is an academic unit of the University of Chicago (uchicago), which is an educational institution (edu). No other computer on the Internet has the same domain name.

**QUICK TIP**

Post-secondary schools in the United Kingdom use [ac](http://ac) as a second-level domain name.

- **Top-Level Domain**

The last part of a domain name is called its **top-level domain (TLD)**. In the example [gsb.uchicago.edu](http://gsb.uchicago.edu), the top-level domain is “edu.” Internet host computers outside the United States often use two-letter country domain names instead of, or in addition to, the TLD. For example, a nonprofit organization in Great Britain could have [.uk](http://.uk) as the last part of its domain name or [.org.uk](http://.org.uk). Table B-1 shows the original seven top-level domains, some of the more popular country top-level domains, and newer top-level domains that were approved in 2000.

- **Uniform Resource Locators (URLs)**

IP addresses and domain names identify particular computers on the Internet, but they do not identify where a Web page’s HTML document resides on that computer. To find a specific Web page, you need to enter a **Uniform Resource Locator (URL)**, which tells the Web browser the following information:

- The transfer protocol to use when transporting the file (HTTP is the most common)
- The domain name of the computer on which the file resides
- The pathname of the folder or directory on the computer on which the file resides
- The name of the file

Figure B-5 shows an example of a URL. It uses HTTP as the protocol and points to a computer at the Scottish Council for Voluntary Organisations (scvo), which is a nonprofit organization (org) in the United Kingdom (uk). The pathname refers to the subfolders in which the text and graphics files that describe the SCVO organization are stored. Notice that the path includes two folder names. The second folder is stored within the first folder. The filename (AboutSCVOHome.aspx) is the file that contains the text and HTML codes for the Web page shown.

**FIGURE B-5:** Structure of a URL and its Web page in Internet Explorer



**TABLE B-1:** Common top-level domains (TLDs)

Original General TLDs		Country TLDs		General TLDs Added Since 2000	
TLD	use	TLD	country	TLD	use
.com	U.S. commercial	.au	Australia	.asia	Companies, individuals, and organizations based in Asian-Pacific regions
.edu	U.S. four-year, post-secondary, educational institution	.ca	Canada	.biz	Businesses
.gov	U.S. federal government	.de	Germany	.info	General use
.mil	U.S. military	.fi	Finland	.int	International organizations and programs endorsed by a treaty between or among nations
.net	U.S. general use	.fr	France	.museum	Museums
.org	U.S. nonprofit organization	.jp	Japan	.name	Individual persons
.us	U.S. general use	.se	Sweden	.pro	Professionals (accountants, lawyers, physicians)
		.uk	Great Britain (United Kingdom)		

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# Starting a Web Browser and Opening a New Tab

The most popular Web browsers are Microsoft Internet Explorer and Mozilla Firefox. Both browsers display Web pages in tabs. **Tabs** allow you to display multiple Web pages in a single browser window, so that you can easily navigate from page to page by clicking the tab for the page you want to view. The tab on top is the **active tab**.



You begin your research of Web sites devoted to pet adoptions by starting your Web browser.

## STEPS



*The steps in this book are written for Microsoft Internet Explorer 8 and Mozilla Firefox 3.5. If you use another browser, refer to the Appendix or ask your instructor for help.*

## TROUBLE

You may need to click a folder on the All Programs menu before you can click the name of your browser.

1. Click the **Start button** on the taskbar, point to **All Programs**, click the name of the browser you are using, then click the **Maximize button**, if necessary

The browser starts and your start page appears in the browser window. The default start page for Internet Explorer is MSN.com. The default start page for Firefox is a Web page on Google that is a customized start page for Firefox users. The Web **page title** appears in the browser title bar. Figure B-6 shows the top part of the Internet Explorer and Firefox Web browser windows.



2. If you are using Internet Explorer, point to the **New Tab button** to the right of the open tab so that the New Tab icon  appears on it, then click ; if you are using Firefox, click the **Open a new tab button** to the right of the open tab

Figure B-7 shows the Internet Explorer browser window, and Figure B-8 shows the Firefox browser window.

3. Find the following components in your browser window, then read their descriptions:

- **Title bar:** Shows the name of the open Web page and the Web browser's name and contains the Minimize, Restore Down/Maximize, and Close buttons.
- **Command bar** or **Menu bar:** Contains the buttons and menus that allow you to access and use all the features of the browser.
- **Address bar** or **Location bar:** Indicates the URL of the current Web page; you can type a new URL in this bar and press [Enter] or click the Go button next to the bar to go to another Web page.
- **Tab:** Allows you to switch between multiple Web pages in the same Web browser window. This is known as **tabbed browsing**. The name of the displayed Web page appears on the page tab.
- **Search box:** You can type keywords in the Search box, and then press [Enter] or click the Search button to search for Web pages that contain the keywords using your default search provider.
- **Status bar:** Indicates the name of the Web page that is loading, the load status (partial or complete), and messages such as "Transferring data" or "Downloading images." When you point to a link, its URL appears in the status bar. Information about the security status of a page also might be indicated in the status bar.

## QUICK TIP

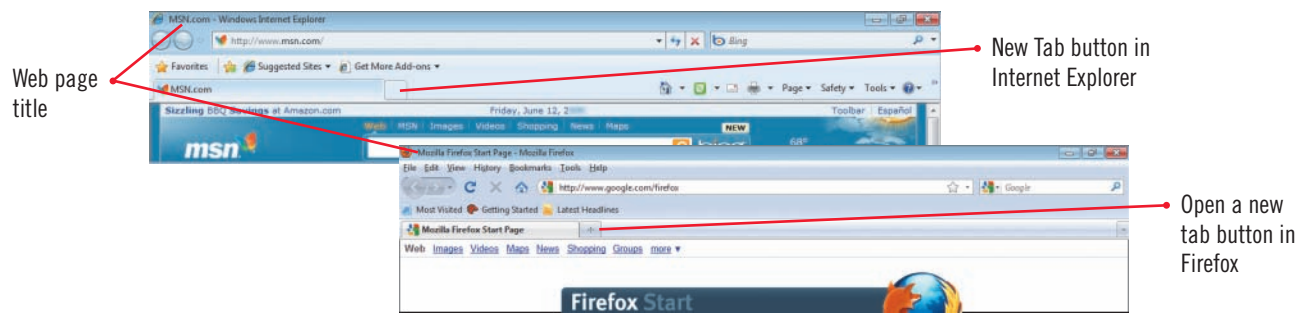
ScreenTips sometimes identify the buttons with longer names. Point to each button to see its complete name.

4. Find the following buttons in your Web browser window, then read their descriptions:

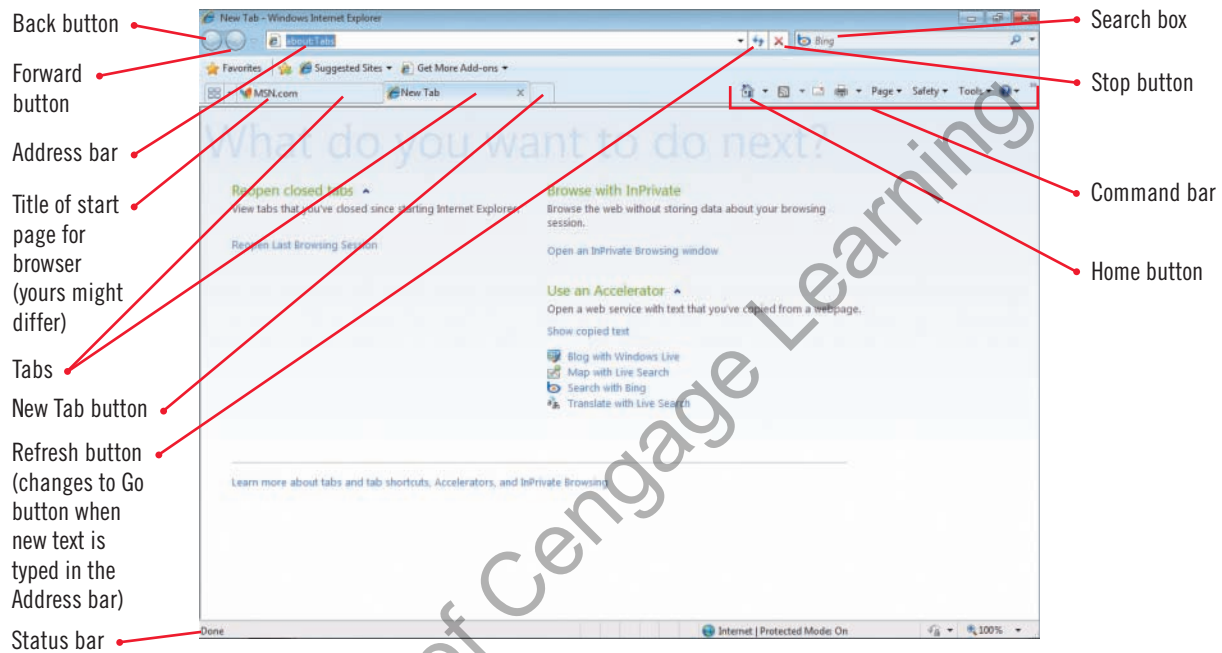
- **Back** and **Forward buttons:** Allow you to return to a previously viewed Web page. If you have just opened your Web browser, the Back and Forward buttons are dimmed, or inactive.
- **Refresh** or **Reload button:** Allows you to load again the Web page that currently appears in your Web browser so that you can view the latest information (such as news headlines). In Internet Explorer, the Refresh button and the Go button occupy the same position to the right of the Address bar. The Go button appears when you start typing a URL in the Address bar.
- **Home button:** Allows you to return to the start page for your Web browser.
- **Stop button:** Allows you to stop loading the contents of a Web page. In Firefox, the Stop button is dimmed if you just started the program.



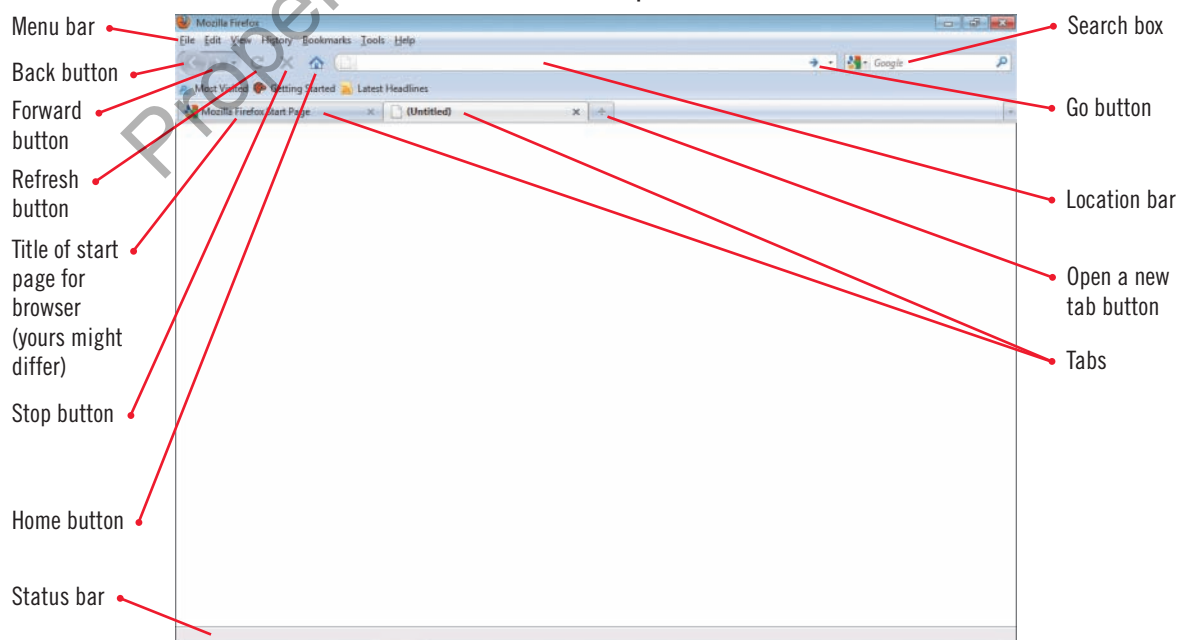
**FIGURE B-6: Tops of browser windows**



**FIGURE B-7: Internet Explorer browser window with two tabs open**




**FIGURE B-8: Firefox browser window with two tabs open**



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# Going to a Web Site and Working with Tabs

After you start your Web browser, you can begin learning how to use it to find information on the Web. The fastest way to go to a specific Web site is to enter its URL in the Address bar in Internet Explorer or the Location bar in Firefox.  You want to investigate the Web site of another agency that arranges pet adoptions. You will examine their home page to learn more about their services.

**STEPS**
**1. Click the left tab (the tab in which your start page is displayed)**

Your browser's start page appears in the browser window. When multiple tabs are open, one way to switch between tabs is to click the tab you want to display.

**2. Click anywhere in the Address or Location bar in the browser window**

The current URL in the Address or Location bar becomes highlighted, or selected. The selected URL in the Internet Explorer Address bar is shown in Figure B-9, and the selected URL in the Firefox Location bar is shown in Figure B-10.

**3. Type [www.midlandpet.com](http://www.midlandpet.com)**

As soon as you start to type the new URL, the selected URL disappears. Even though a complete URL contains the protocol (such as http), followed by a colon and two slashes, most browsers add this prefix automatically, making it unnecessary to type it.

**4. Press [Enter]**

The home page of the Midland Pet Adoption Agency Web site loads in your Web browser window. See Figure B-11. You can close a tab by clicking the Close Tab button on the tab. In Internet Explorer, you can click the Close Tab button only on the active tab. In Firefox, you can click the Close Tab button on any tab, even if the tab is not active.

**5. If you are using Internet Explorer, click the New Tab tab, point to the Close Tab button**

 on the tab so that it changes to , then click 

The blank tab closes.

**6. If you are using Firefox, point to the Close Tab button  on the (Untitled) tab, so that it changes to , then click **

The blank tab closes.

**QUICK TIP**

You can click the Go button instead of pressing [Enter] to load the page whose URL is in the Address or Location bar. The Go button looks like an arrow pointing to the right and it is located to the right of the Address or Location bar.

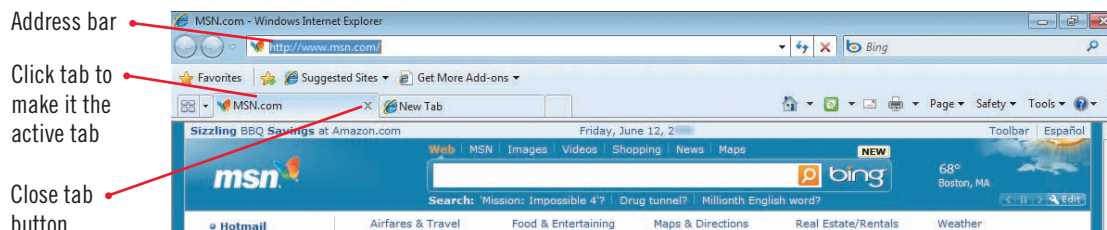
**TROUBLE**

If you are using Firefox, skip Step 5.

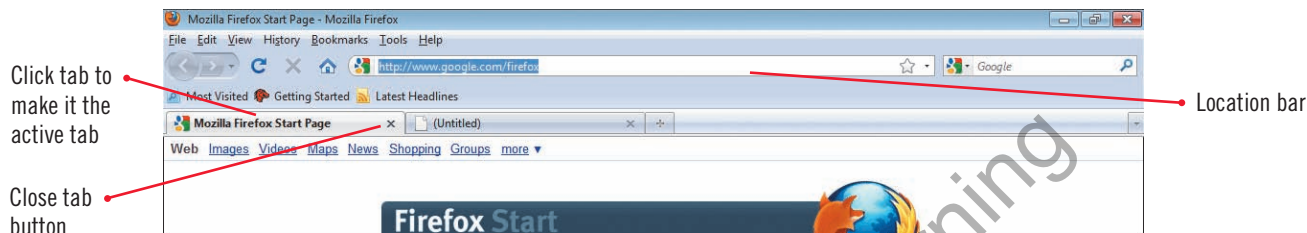
**TROUBLE**

If you are using Internet Explorer, skip Step 6.

**FIGURE B-9:** Selected URL in the Internet Explorer Address bar



**FIGURE B-10:** Selected URL in the Firefox Location Bar



**FIGURE B-11:** Midland Pet Adoption Agency home page




### Understanding error messages

Sometimes an error message appears in the browser window when you click a link. Common messages are “Server busy,” “DNS entry not found,” “File not found,” and “Page cannot be displayed.” These messages indicate that your Web browser cannot communicate with the Web server that stores the Web page you requested or

cannot find the Web page because the server is busy, the Web page’s location has changed permanently, or the Web page no longer exists on the Web. In Firefox, some of these errors result in a dialog box opening telling you that the connection was refused or the server timed out. Click OK in these dialog boxes to close them.

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# Navigating Through a Web Site

You can move from one Web page to a related one by clicking links. Links allow you to browse through a Web site in Paris, France one minute and then view a Web site in Tokyo, Japan the next minute. Most well-designed Web sites have a link to the Web site's home page on each of the other pages in the site. This is different from clicking the Home button in the browser, which opens the browser's defined start page.  You try another method of entering a URL, and then explore the Midland Pet Adoption Agency Web site by clicking several of the links on the site's home page.

**STEPS**

1. If you are using Internet Explorer, click the **Home button** on the Command bar; if you are using Firefox, click the **Home button** to the left of the Location bar

The Home button looks like a house in most browsers. Your browser's start page appears.


2. Select the URL in the Address or Location bar, then type **www.mid**

Because you typed this domain name previously, a list box appears below the Address or Location bar before you finish typing. The list box contains all URLs that you previously typed that start with "www.mid." In Internet Explorer, this list might also include pages in your history list (the list of all pages you have previously visited) and favorites (pages whose URL you have saved in a special folder) that contain these characters. You can click the URL in the list box instead of typing the full URL.


3. Click **http://www.midlandpet.com/** in the list box

The Midland Pet Adoption Agency home page appears again.

**QUICK TIP**

Note that the pointer does not always change to  when positioned on a link.

4. Point to the **Training Programs link** near the top of the Web page

Notice that your mouse pointer changes to  and the URL of the link appears in the status bar in the browser window. Figure B-12 shows the pointer on the link in Internet Explorer.

5. Click the **Training Programs link**

The Training Programs Web page appears in the current tab. This Web page contains information about the pet training programs offered by Midland Pet Adoption Agency.

**TROUBLE**

Be sure to click the Home link in the Web page and not the Home button on the Command bar or toolbar (which will display the start page for your Web browser). If you clicked the Home button, repeat Steps 2 through 6.

6. Click the **Home link** near the top of the Web page

You return to the home page for Midland Pet Adoption Agency. Next, you will use the Back button to go back one page. The Back button looks slightly different in each browser, but it always is an arrow pointing to the left.

7. Click the **Back button** on the toolbar to the left of the Address or Location bar

The Training Programs page reappears. Next, you will use the Forward button to move forward one page. The Forward button is an arrow pointing to the right.

8. Click the **Forward button** on the toolbar to the left of the Address or Location bar

The Midland Pet Adoption Agency home page reappears. Next, you will open a link in a new tab.

9. Right-click the **Pets link**

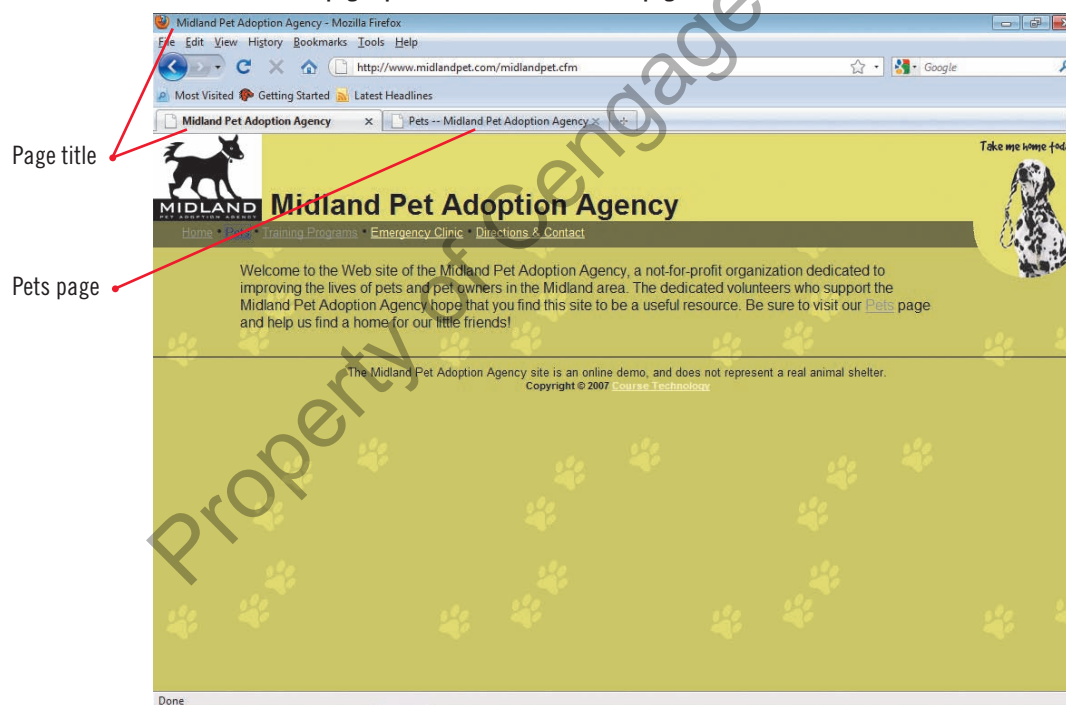
A shortcut menu opens offering commands for working with a link.

10. If you are using Internet Explorer, click **Open in New Tab** on the shortcut menu; if you are using Firefox, click **Open Link in New Tab** on the shortcut menu

The Web page that lists the pets currently available for adoption opens in a new tab behind the current tab. Note that the Web page title appears in the tab as well as in the browser title bar. In Internet Explorer, you cannot see the entire page title in the tab because the default tab size is too small; point to the tab to see a ScreenTip that contains the page title as well as the complete URL of the page. In Firefox, you can see the complete page title, although if you open many tabs in Firefox, the tabs shrink in size. Figure B-13 shows the Pets page open in a tab behind the Midland Pet Adoption Agency home page in Firefox.

**QUICK TIP**

When you open a new tab from an existing tab in Internet Explorer, the new tab and the existing tab are colored with the same color to indicate that they are a tab group, a group of tabs that are related.

**FIGURE B-12: Pointing to a link in Internet Explorer****FIGURE B-13: Pets page open in a tab behind the home page in Firefox**


## Using the History feature

In addition to using the Back and Forward buttons to move to and from previously visited Web pages, most browsers include a History feature. The **History feature** is a list of Web sites you have visited over the past days or weeks, and it can help you locate Web sites you have visited in previous browsing sessions on the Web. To access the History list in Internet Explorer, click the Favorites button on the

Favorites Bar, just below the Back button, and then click the History tab in the pane that opens. To access the History list in Firefox, click History on the menu bar, and then click Show All History to open the Library window. You can click links in the pane or the window to return to Web sites you have visited in the past.

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# Creating and Managing Favorites in Internet Explorer

In Internet Explorer, you can create a customized menu containing shortcuts to Web sites you specify. These shortcuts are called **favorites** in Internet Explorer. You use favorites to store and organize the URLs of Web pages that you have visited so you can return to them easily. If you do not think you will be visiting the page again, you can delete favorites you have added so that you do not have to weed through a long list searching for the one you want.  You decide to save the home page of the Midland Pet Adoption Agency Web site as a favorite so you can easily return to it later.

**STEPS**


*If you are using Firefox, skip to the next lesson.*

**QUICK TIP**

To save all open tabs as favorites in a folder, click the Favorites button, click the Add to Favorites list button, click Add Current Tabs to Favorites, type a folder name in the Folder Name text box, then click Add.

1. Make sure the home page of the Midland Pet Adoption Agency Web site is displayed in the current tab, click the **Favorites button** on the Favorites Bar (just below the Back button), then click **Add to Favorites**

The Add a Favorite dialog box opens with the title of the current Web page in the Name text box. See Figure B-14. It can be helpful to organize favorites into folders.

2. Click **New Folder**

The Create a Folder dialog box opens.

3. Type **Pet Adoption Agencies** in the Folder Name text box, make sure **Favorites** is listed in the Create in list box to select the folder in which the new folder will be stored, then click **Create**

The Create a Folder dialog box closes, and the Pet Adoption Agencies folder appears in the Create in list box in the Add a Favorite dialog box.

4. Click **Add**

The dialog box closes and the favorite is saved in the selected folder. You will test the favorite you saved.

5. Click the **Home button** on the Command bar, click the **Favorites button** on the Favorites Bar, then click the **Favorites tab** at the top of the pane that opens, if necessary

The pane that opens is called the **Favorites Center**, and the list of favorites on your computer appears in the Favorites tab in the Favorites Center.

6. Click the **Pet Adoption Agencies folder** in the Favorites Center

The favorite you added—the Midland Pet Adoption Agency home page—appears in the Pet Adoption Agencies folder in the Favorites list. See Figure B-15.

7. Click **Midland Pet Adoption Agency**

The home page of Midland Pet Adoption Agency appears in the browser window again, and the Favorites Center closes. Sometimes you will want to delete a favorite.

8. Click the **Favorites button** on the Favorites Bar, right-click the **Pet Adoption Agencies folder** in the list in the Favorites Center, then click **Delete** on the shortcut menu, as shown in Figure B-16

The Favorites Center closes and the Delete Folder dialog box opens asking if you are sure you want to move the folder to the Recycle Bin.

9. Click **Yes**

The Pet Adoption Agencies folder and its contents are deleted.

10. Click the **Favorites button** on the Favorites Bar to confirm that the folder is no longer in the list of favorites, then click the **Favorites button** again to close the Favorites Center

**QUICK TIP**

To add the current Web page as a Favorite to the Favorites Bar, click the Add to Favorites Bar button  on the Favorites Bar.

**QUICK TIP**

To make the Favorites Center visible all the time, pin it into place by clicking the Pin the Favorites Center button  at the top of the Favorites Center.

FIGURE B-14: Add a Favorite dialog box in Internet Explorer

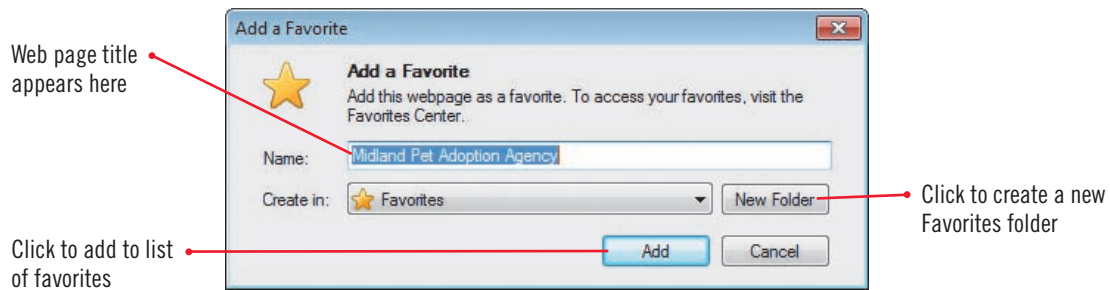


FIGURE B-15: Pet Adoption Agencies folder in Favorites Center

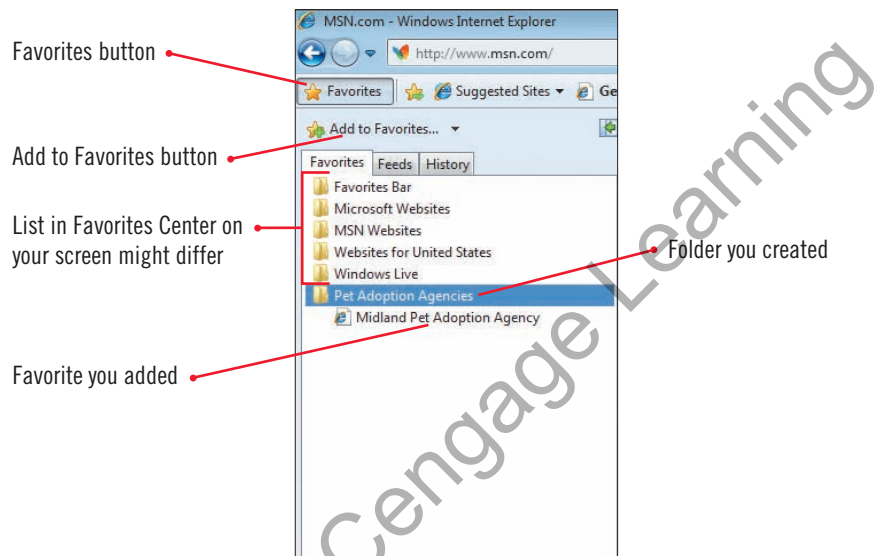
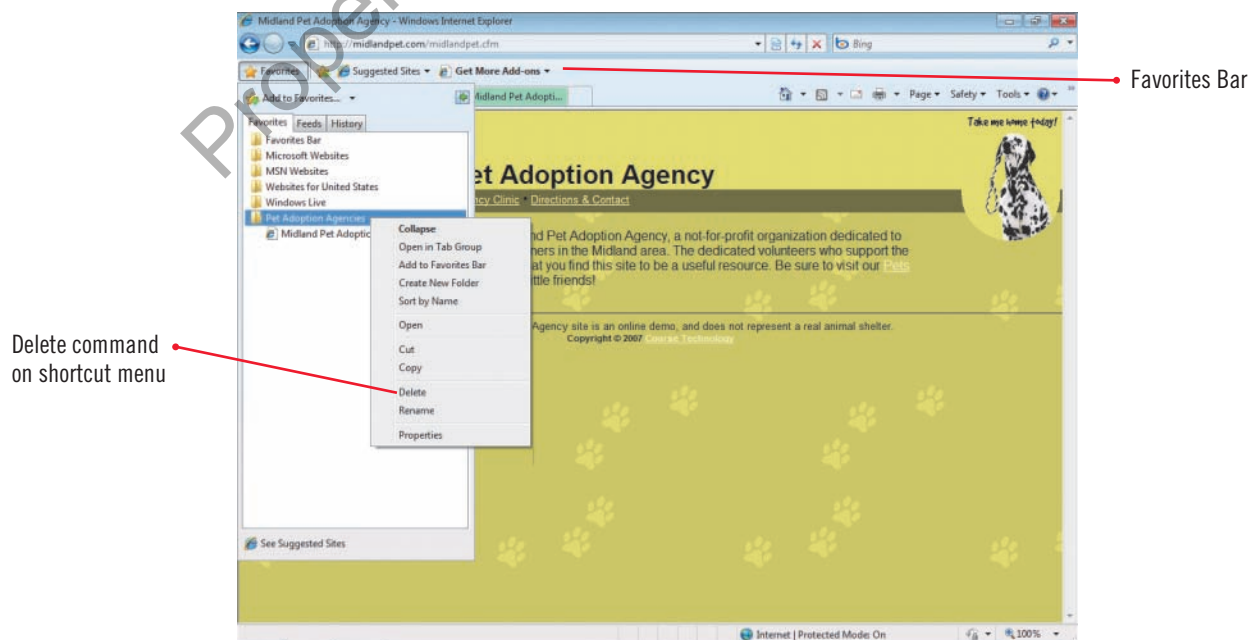



FIGURE B-16: Deleting a folder from the Favorites Center



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# Creating and Managing Bookmarks in Firefox

In Firefox, you can create a customized menu containing shortcuts to Web sites you specify. These shortcuts are called **bookmarks** in Firefox. You use bookmarks to store and organize the URLs of Web pages that you have visited so you can return to them easily. If you do not think you will be visiting the page again, you can delete bookmarks you have added so that you do not have to weed through a long list searching for the one you want. Firefox also allows you to add **tags**, which are one- or two-word descriptions, to bookmarks to make it easier to search for specific types of bookmarks later.  You decide to save the home page of the Midland Pet Adoption Agency Web site as a bookmark so you can easily return to it later.

**STEPS**


*If you are using Internet Explorer, skip to the next lesson.*

**QUICK TIP**

To save all open tabs as bookmarks in a folder, click Bookmarks on the menu bar, click Bookmark All Tabs, type a folder name in the Name text box, then click Add Bookmarks.

**TROUBLE**

If the New Folder does not appear, click the Hide list arrow, repeat Steps 2 and 3.

**QUICK TIP**

To quickly bookmark a page, click the Bookmark Star on the right end of the Location bar so that it changes to yellow.

**QUICK TIP**

To add a bookmark to the Bookmarks Toolbar, click the Folders list arrow in the Page Bookmarked pane that opens, then click Bookmarks Toolbar.



1. **Make sure the home page of the Midland Pet Adoption Agency Web site is displayed in the current tab, click **Bookmarks** on the menu bar, then click **Bookmark This Page****  
The Page Bookmarked pane opens with the name of the Web page in the Name text box. It can be helpful to organize favorites into folders.
2. **Click the **Show all the bookmarks folders list arrow**  in the Page Bookmarked pane**  
The Page Bookmarked pane expands to list the subfolders in the Bookmarks folder and the list arrow you clicked changes to the Hide list arrow . See Figure B-17.
3. **Click **Bookmarks Menu** in the list box, if necessary, to select the folder in which the new folder will be stored, then click **New Folder****  
A new folder titled "New Folder" appears in the folder list in the Page Bookmarked pane. The folder name is selected.
4. **Type **Pet Adoption Agencies****  
The text you typed replaces the temporary folder name, and the Pet Adoption Agencies folder appears in the folder list in the Page Bookmarked pane. You need to select the Pet Adoption Agencies as the current folder.
5. **Click **Pet Adoption Agencies** in the list box to select it, if necessary, then click **Done****  
The Page Bookmarked pane closes and the bookmark is saved in the selected folder. You will test the bookmark you saved.
6. **Click the **Home button** on the toolbar, click **Bookmarks** on the menu bar, then point to **Pet Adoption Agencies****  
The bookmark you added—the Midland Pet Adoption Agency home page—appears on the Pet Adoption Agencies submenu on the Bookmarks menu. See Figure B-18.
7. **Click **Midland Pet Adoption Agency****  
The home page of Midland Pet Adoption Agency appears in the browser window again. Sometimes you will want to delete a bookmark.
8. **Click **Bookmarks** on the menu bar, click **Organize Bookmarks** to open the Library window, then click **Bookmarks Menu** in the list on the left**  
The Library window appears, as shown in Figure B-19.
9. **Click the **Pet Adoption Agencies folder** in the Bookmarks list on the right, click the **Organize button** on the toolbar in the Library window, then click **Delete****  
The Pet Adoption Agencies folder and its contents are deleted.
10. **Click the **Close button** in the Library window**  
The Library window closes.



FIGURE B-17: Page Bookmarked pane in Firefox

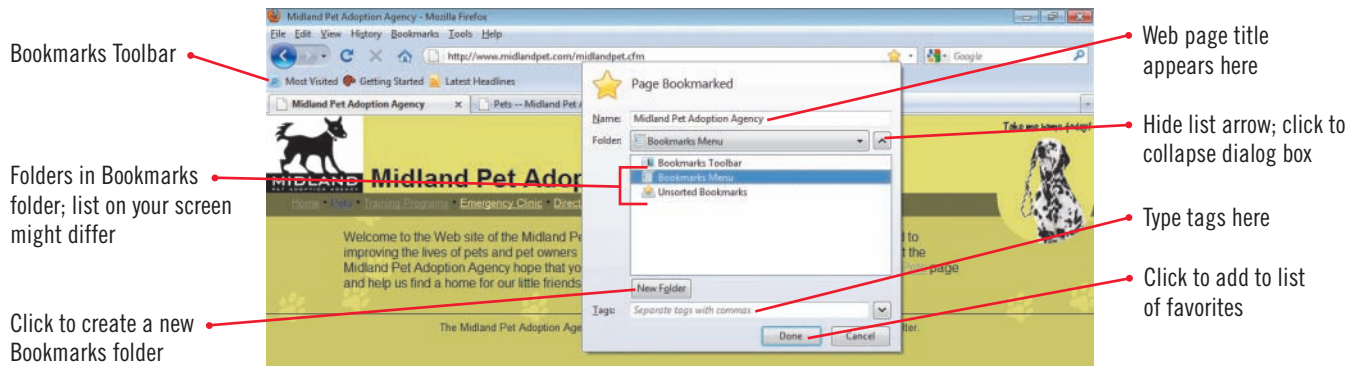


FIGURE B-18: Pet Adoption Agencies subfolder on Bookmarks menu

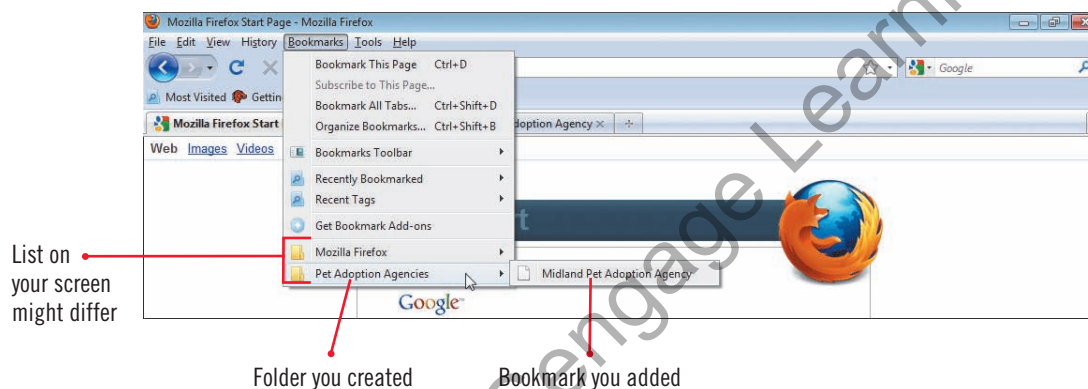
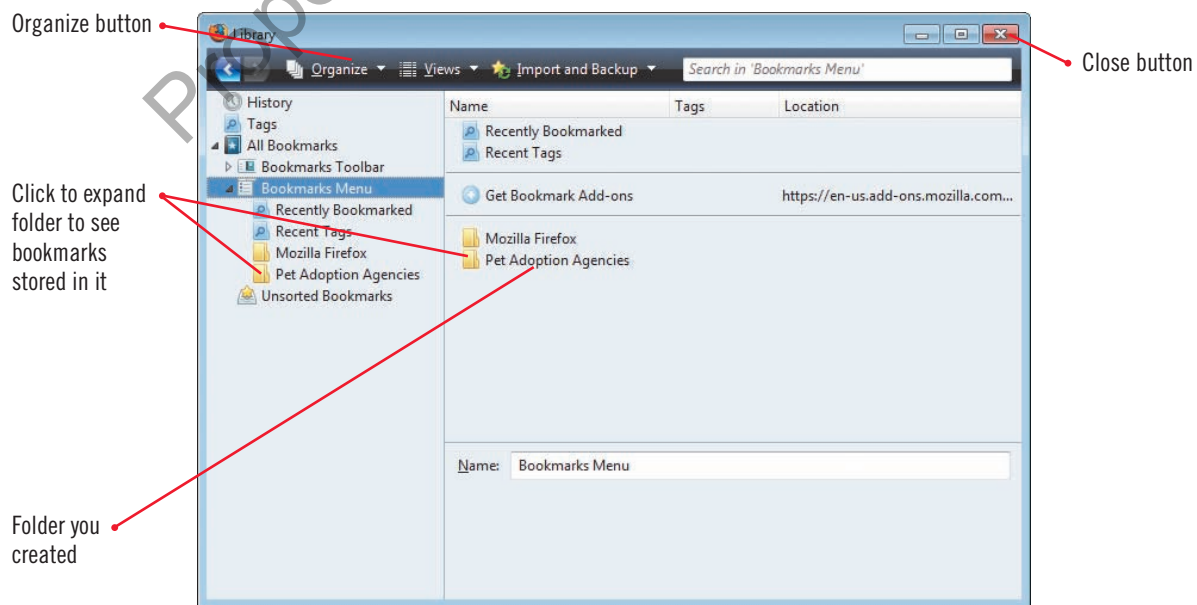



FIGURE B-19: Library window



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# Saving a Web Page

If you are concerned that a Web page might change and you want to show it to someone in its current state, you can save the Web page to a disk. Sometimes when you save a Web page and open it later, you find that not all of the images were saved. This happens when the file that contains the image is not actually stored on the Web server that holds the files for the Web site you are viewing. When images on a page are stored on another Web server, the image will not be saved when you save the complete Web page. If you want to save the image that is missing, you can save the image in its own file on a disk. You will learn more about saving images in the lesson titled “Copying Text and Graphics from a Web Page” later in this unit.  You decide to save the home page of Midland Pet Adoption Agency so Trinity can view it in its current form whenever she wishes.

**STEPS**

1. Make sure the home page of the Midland Pet Adoption Agency Web site is displayed in the current tab
2. If you are using Internet Explorer, click the **Page** button on the Command bar, then click **Save As**; if you are using Firefox, click **File** on the menu bar, then click **Save Page As**  
A dialog box similar to the standard Save As dialog box opens.
3. Navigate to the drive and folder where your Data Files are stored, select the text in the **File name text box** if necessary, then type **MidlandHomePage**
4. If you are using Internet Explorer, make sure the Save as type is **Web archive, single file (\*.mht)**; if you are using Firefox, click the **Save as type list arrow**, then click **Web Page, complete**

Note in the Save as type text box that the file will be saved as a single-file Web archive file in Internet Explorer or a complete Web page file in Firefox. This means the file will be saved as an HTML file and the graphics and other components that are built into the page will be saved as well. Figure B-20 shows the Save Webpage dialog box in Internet Explorer, and Figure B-21 shows the Save As dialog box in Firefox.

**TROUBLE**

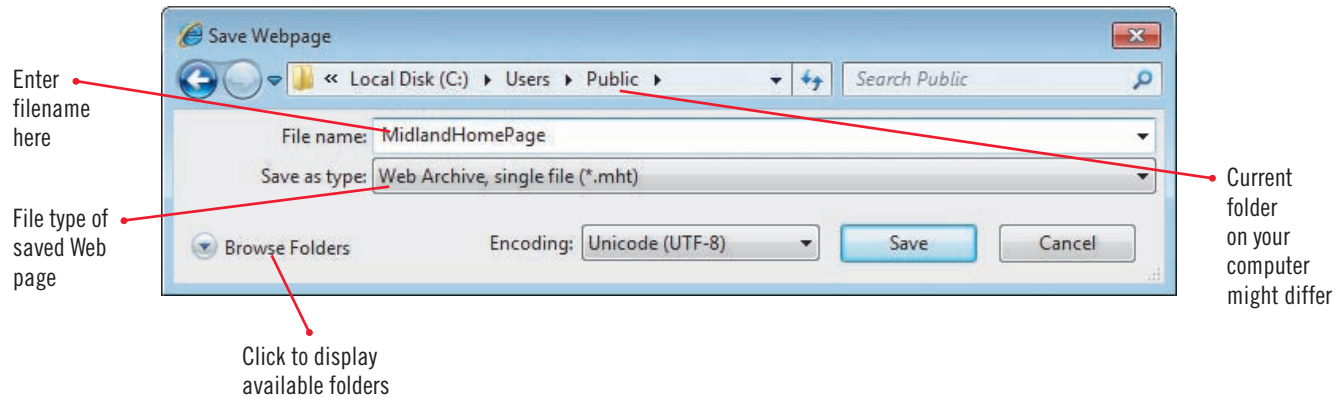
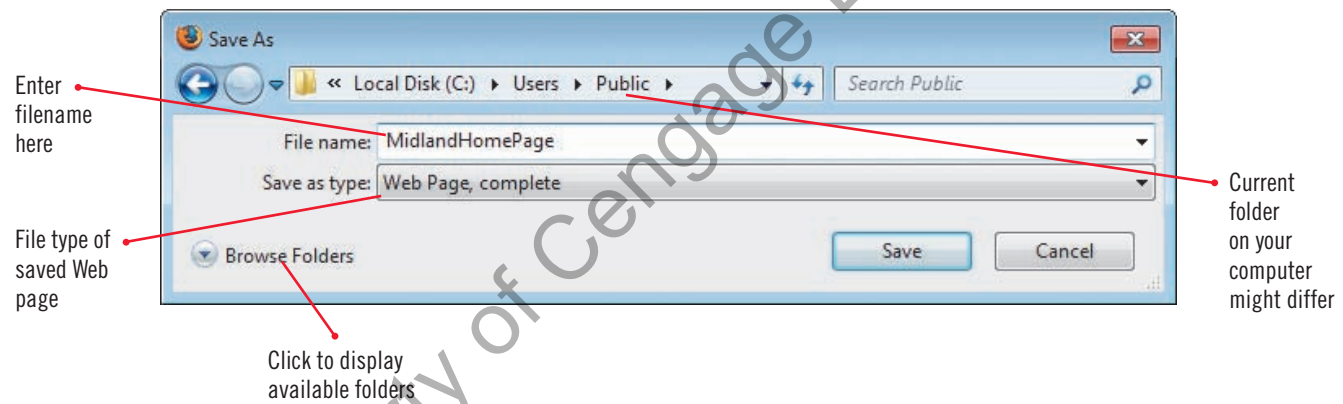
If a dialog box titled Downloads or something similar opens, click the Close button in its title bar.

5. Click **Save**  
The Save As dialog box closes and the Web page is saved in its current state. You decide to try opening it to make sure it saved as you expected.
6. If you are using Internet Explorer, click the **Home** button on the Command bar; if you are using Firefox, click the **Home** button to the left of the Location bar  
The start page for your browser appears in the browser window.
7. Click the **Start** button on the taskbar, then click **Documents**  
The Documents window opens on your desktop.

**TROUBLE**

If you are using Internet Explorer, you might see a yellow bar at the top of the window telling you that Intranet settings are turned off. This is a security setting. This presents no problems.

8. Navigate to the drive and folder where your Data Files are stored, then locate the **MidlandHomePage** file  
If you saved the Web page in Internet Explorer, the filename extension of the saved file is .mht. If you saved the Web page in Firefox, the filename extension of the saved file is .htm.
9. Double-click the **MidlandHomePage** file  
The Midland Pet Adoption Agency home page appears in a new tab in the browser window. Notice that the path and filename of the saved Web page appears in the Address or Location bar instead of the URL of the page on the Web.
10. Close the tab or browser window that you just opened, click the **Pets -- Midland Pet Adoption Agency** tab (the second tab), if necessary, to display the Pets page on the Midland Pet Adoption Agency Web site, click the **Documents window taskbar** button, then close the Documents window

**FIGURE B-20:** Save Webpage dialog box in Internet Explorer**FIGURE B-21:** Save As dialog box in Firefox


### Saved Web page formats

In both Internet Explorer and Firefox, you can save a Web page as a complete Web page, HTML only, or a text file. When you save a Web page as a **complete Web page**, you save the page and all of its individual associated files. These files are automatically stored in a folder with the same name as the file you saved, followed by an underscore and the word "files"; for example, the folder associated with the Web page you saved in this lesson is called "MidlandHomePage\_files." When you save a Web page as HTML

only, you save the HTML formatted text on the Web page, but you do not save any graphics, sounds, videos, or other files. Saving a Web page as a text file saves the unformatted text only. In addition to these file types, in Internet Explorer, you also have the option to save a Web page as a **single-file Web page**, which means that all of the supporting elements, including text, graphics, and links, are stored in a single file.


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# Printing a Web Page

You can easily print the contents of a Web page so that you can view the information when you are not at your computer. When you print a Web page, the Web site source and the date on which the Web page was printed also appear.  In addition to the saved version of the Midland Pet Adoption Agency home page, you decide to print a copy of the Pets page so you will have it to reference later.

**STEPS**
**TROUBLE**

If you are using Internet Explorer, and you do not see a menu when you click the Print button list arrow and the page is sent to the printer, you clicked the Print button itself, not the list arrow. Repeat Step 1.

1. If you are using Internet Explorer, click the **Print button list arrow**  on the **Command bar**; if you are using Firefox, click **File** on the menu bar


2. Click **Page Setup**

The Page Setup dialog box opens. The Page Setup dialog box for Internet Explorer is shown in Figure B-22, and the Page Setup dialog box for Firefox is shown in Figure B-23. This dialog box allows you to set options for paper, headers and footers, page orientation, and margins.

3. If you are using Internet Explorer, examine the settings in the dialog box; if you are using Firefox, click the **Format & Options tab** if necessary to view the settings on this tab, then click the **Margins & Header/Footer tab**

4. After examining the settings available in the Page Setup dialog box, click **Cancel**

You can preview the page to see how it will look when printed.


5. If you are using Internet Explorer, click the **Print button list arrow**  on the **Command bar**; if you are using Firefox, click **File** on the menu bar

6. Click **Print Preview**

The Web page appears in the Print Preview window. The Internet Explorer Print Preview window is shown in Figure B-24, and the Firefox Print Preview window is shown in Figure B-25. The current page number and the total number of pages appear in the status bar in Internet Explorer and on the toolbar in Firefox, and you can see the header and footer that will appear on the page. (You might need to scroll to see the footer.)

7. If you are using Internet Explorer, click the **Close button** on the title bar, and if you are using Firefox, click **Close** on the Print Preview toolbar

Print Preview closes and you are returned to the Web page.

8. If you are using Internet Explorer, click the **Print button list arrow**  on the **Command bar**; if you are using Firefox, click **File** on the menu bar

9. Click **Print**

The Print dialog box opens. You want to print only one page.

10. Click the **Pages option button**, type **1** in the **Pages text box** in Internet Explorer if necessary, or type **1** in both the **from** and **to text boxes** in Firefox, then click **Print** or **OK** in the Print dialog box

The Print dialog box closes and the Web page prints.

**QUICK TIP**

If you are using Internet Explorer, you can simply click the Print button to open the Print dialog box.

**QUICK TIP**

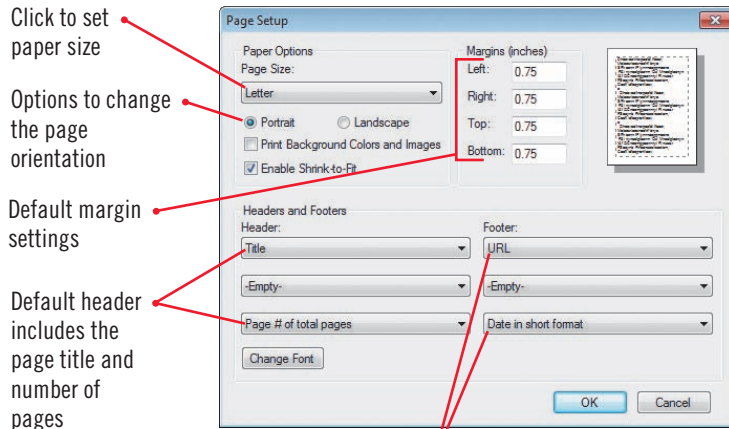
You can print directly from the Print Preview window by clicking Print on the Print Preview toolbar.

## Making Web pages printer-friendly

Sometimes a Web page is wider than a standard sheet of paper. On some Web pages, most of the space is occupied by Web site navigation elements, with the main page content occupying only a narrow column in the center of the Web page. This can cause part of the Web page to be cut off on the printout, which can result in the use of many sheets of paper for a relatively small amount of information. To

make Web page printouts as practical as possible, some Web pages include a **printer-friendly link**, which opens a Web page containing the same information as on the original Web page, but formatted like a printed page rather than a Web browser window. You should get in the habit of looking for a printer-friendly link on Web pages you want to print to ensure that you get a useful printout.

**FIGURE B-22: Page Setup dialog box in Internet Explorer**



Click to set paper size

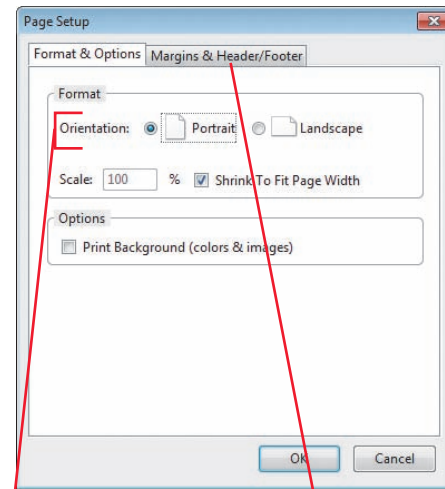
Options to change the page orientation

Default margin settings

Default header includes the page title and number of pages

Default footer includes the URL and the current date

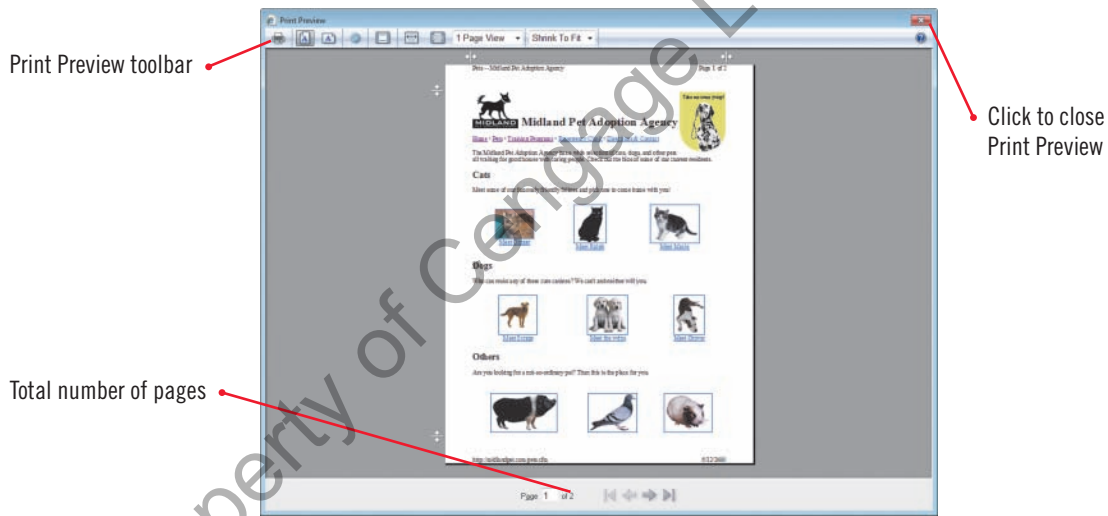
**FIGURE B-23: Page Setup dialog box in Firefox**



Options to change the page orientation

Default header on this tab includes codes to print Web page title and the URL; default footer includes codes to print the number of pages and the current date and time

**FIGURE B-24: Print Preview in Internet Explorer**

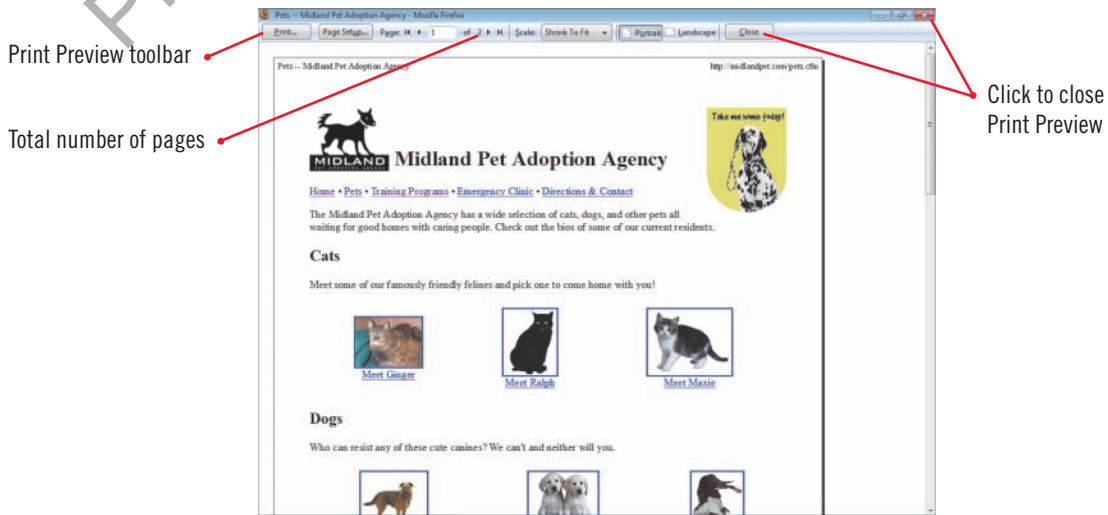


Print Preview toolbar

Click to close Print Preview

Total number of pages

**FIGURE B-25: Print Preview in Firefox**




Print Preview toolbar

Click to close Print Preview

Total number of pages

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# Copying Text and Graphics from a Web Page

You can save portions of Web page's text to a file, so that you can use the text in other programs. One way to save the text is to copy it into a word-processing or text editor document. You can also save images from a Web page to a file. This is useful if you do not need to save the entire Web page or if you want to use the image in another document.  Trinity would like to visit Midland Pet Adoption Agency so that she can meet with the director and learn more about how they developed their Web site. You can copy the agency's address and telephone number from the Web site to the Clipboard, and then paste it into a word-processing document such as a WordPad document. You can also copy the street map image from the Web site, which shows the location of the agency, to the Clipboard, or you can save the image to a disk so that you give it to Trinity.

**STEPS**
**1. Click the [Directions & Contact link](#) on the [Pets – Midland Pet Adoption Agency page](#)**

The page with the address, phone number, and map opens.

**2. Drag the mouse pointer over the [address](#) and [telephone number](#) to select them**

See Figure B-26.

**3. Right-click the selection, then click [Copy](#) on the shortcut menu**

The selected text is copied to the Clipboard. You want to paste the text into a WordPad document.

**4. Click the [Start button](#) on the taskbar, point to [All Programs](#), click [Accessories](#), then click [WordPad](#)**

The WordPad program starts with a new document open in the WordPad window.

**TROUBLE**

If a menu appeared instead of the text being pasted, you clicked the bottom part of the button. Click Paste on the menu that opened.

**5. On the Ribbon at the top of the window, on the Home tab, in the Clipboard group, click the [Paste button](#)**

The text you copied from the Web page is pasted into the WordPad document.

**6. In the title bar of the WordPad window, click the [Save button](#)  to open the Save As dialog box, navigate to the drive and folder where your Data Files are stored, select the text in the [File name text box](#), type [MidlandAddressPhone](#), then click [Save](#)**

The WordPad file is saved. Now you will save the map image to a disk.

**7. Click the [Close button](#) on the WordPad title bar to exit WordPad and switch back to your browser window, then right-click the [map image](#) to open a shortcut menu**

The image shortcut menu in Internet Explorer is shown in Figure B-27. The image shortcut menu in Firefox is similar.

**8. Click [Save Picture As](#) or [Save Image As](#) on the shortcut menu**

The Save Picture or Save Image dialog box opens.

**TROUBLE**

If the Downloads dialog box appears, click the Close button in the dialog box.

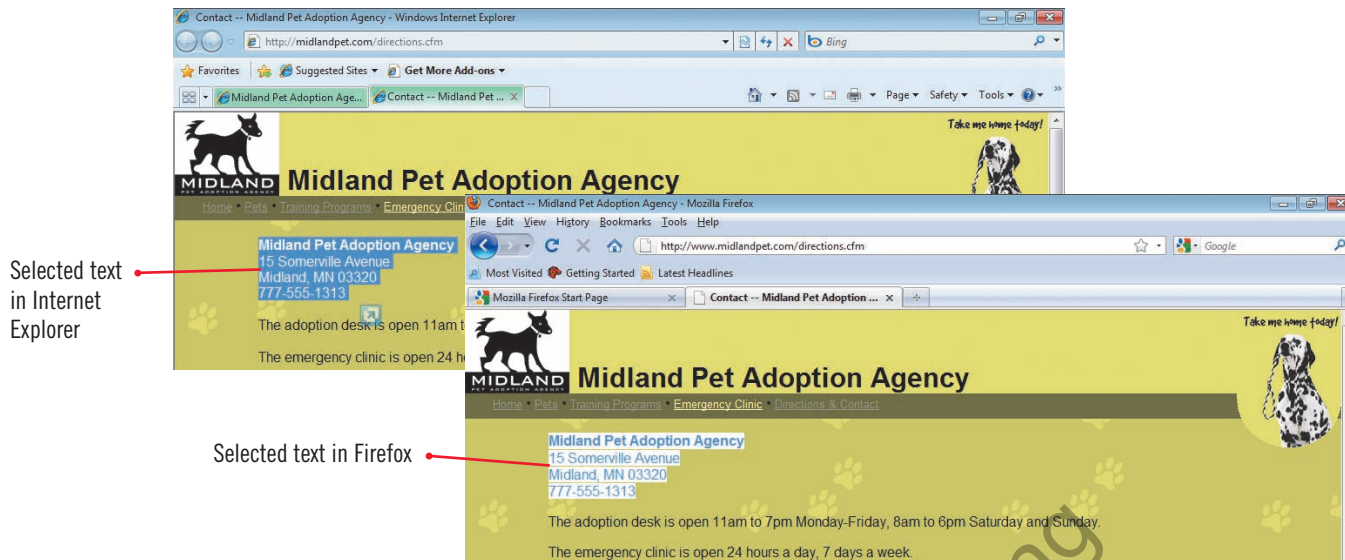
**9. Navigate to the drive and folder where your Data Files are stored, select the text in the [File name text box](#), type [MidlandMap](#), then click [Save](#)**

The image is saved in a file.

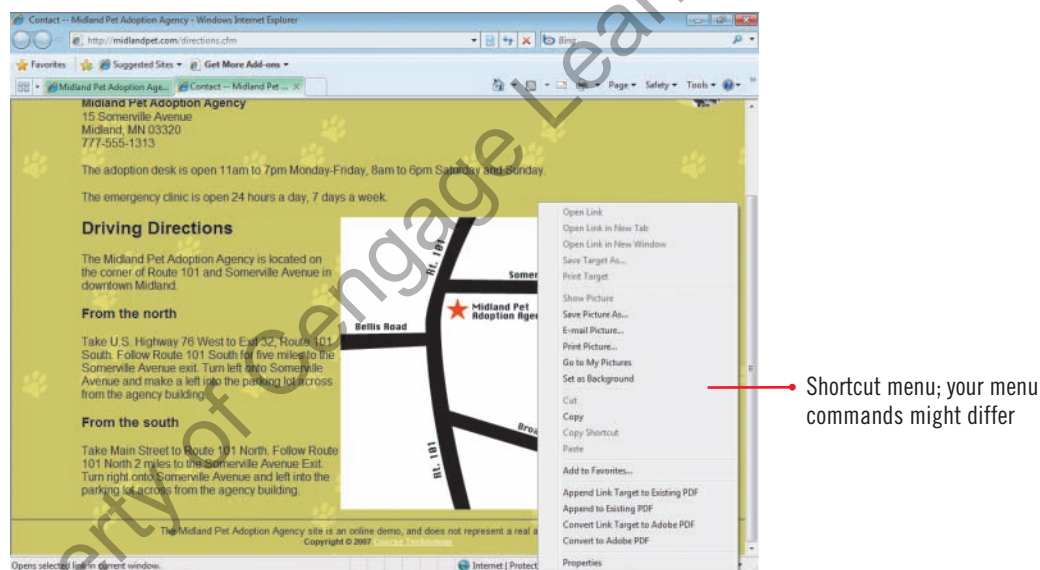
**10. Click the [Close button](#) in the browser window title bar, then, if you are using Internet Explorer and a dialog box opens asking if you are sure you want to close more than one tab, click [Close all tabs](#), or if you are using Firefox and a dialog box opens asking if you want Firefox to save your tabs for the next time it starts, click [Quit](#)**

Your Web browser closes.

**FIGURE B-26: Selecting text on a Web page**



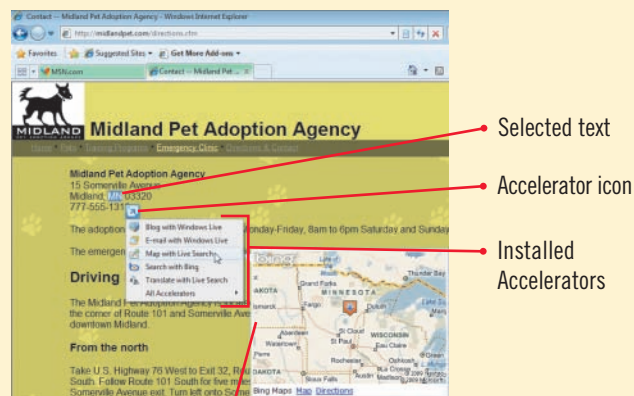
**FIGURE B-27: Saving the map image to a disk in Internet Explorer**



### Using Accelerators in Internet Explorer

An **Accelerator** is a type of add-on program that is actually a shortcut to another Web site. The Accelerators installed with Internet Explorer 8 by default include Map with Live Search and Search with Bing. To use an Accelerator, you select text or objects on a Web page to display the Accelerator icon, click the Accelerator icon to see a list of installed Accelerators, and then click the Accelerator you want to use. When you point to some Accelerators on the menu, such as Map with Live Search, a small window opens on top of the browser window displaying the result, as shown in Figure B-28. Other Accelerators require that you click them to open a new tab displaying the Accelerator's Web site.

**FIGURE B-28: Map displayed using Map with Live Search Accelerator**



Result of using Map with Live Search Accelerator

Internet