Understanding Browser Basics

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.

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
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.

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

- **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

Atlanata Pet Rescue & Adoption Web server

- Atlanta Pet Rescue & Adoption Home page
- How to Adopt
- Resources and Links
- Our Pets
- Instructions on how to adopt a pet
- Links to Articles, Other Rescue Groups, Pet-Related Businesses, and Vets
- Dog daycare business
- Veterinarian
- Information about pets available for adoption
- Email link

Web pages on other Web sites on the Internet

FIGURE B-4: Web page with links

Example of image link

Example of text link

Pointer changes to pointing finger when moved over a link
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.

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.

- **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 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.

- **Top-Level Domain**
  
  The last part of a domain name is called its **top-level domain (TLD)**. In the example 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 as the last part of its domain name or .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)

<table>
<thead>
<tr>
<th>Original TLDs</th>
<th>General TLDs Added Since 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLD</td>
<td>use</td>
</tr>
<tr>
<td>.com</td>
<td>U.S. commercial</td>
</tr>
<tr>
<td>.edu</td>
<td>U.S. four-year, post-secondary, educational institution</td>
</tr>
<tr>
<td>.gov</td>
<td>U.S. federal government</td>
</tr>
<tr>
<td>.mil</td>
<td>U.S. military</td>
</tr>
<tr>
<td>.net</td>
<td>U.S. general use</td>
</tr>
<tr>
<td>.org</td>
<td>U.S. nonprofit organization</td>
</tr>
<tr>
<td>.us</td>
<td>U.S. general use</td>
</tr>
<tr>
<td>.uk</td>
<td>U.S. general use</td>
</tr>
</tbody>
</table>
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.

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.

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

- Web page title
- New Tab button in Internet Explorer
- Open a new tab button in Firefox

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

- Back button
- Forward button
- Address bar
- Title of start page for browser (yours might differ)
- Tabs
- New Tab button
- Refresh button (changes to Go button when new text is typed in the Address bar)
- Status bar
- Search box
- Stop button
- Command bar
- Home button

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

- Menu bar
- Back button
- Forward button
- Refresh button
- Title of start page for browser (yours might differ)
- Stop button
- Home button
- Status bar
- Search box
- Go button
- Location bar
- Open a new tab button
- 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.

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**

   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 X, then click X**

   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 X, then click X**

   The blank tab closes.
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.
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.

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.


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.

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.
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.
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.

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

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.

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

Click to add to list of favorites

Click to create a new Favorites folder

Web page title appears here

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

Favorites button

Add to Favorites button

List in Favorites Center on your screen might differ

Favorite you added

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

Delete command on shortcut menu

Favorites Bar
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.

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

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

- Bookmarks Toolbar
- Folders in Bookmarks folder; list on your screen might differ
- Click to create a new Bookmarks folder

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

- List on your screen might differ
- Folder you created
- Bookmark you added

FIGURE B-19: Library window

- Organize button
- Close button
- Click to expand folder to see bookmarks stored in it
- Folder you created

Web page title appears here
Hide list arrow; click to collapse dialog box
Type tags here
Click to add to list of favorites
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.

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.

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.

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.

Understanding Browser Basics
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.

**Saved Web page formats**

- **Complete Web page:** Saves the entire Web page, including all associated files.
- **HTML only:** Saves only the HTML content of the Web page, excluding graphics, sounds, and videos.
- **Text file:** Saves the unformatted text of the Web page.
- **Single-file Web page:** Saves all supporting elements in a single file.
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.

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.

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.
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
Options to change the page orientation
Default header on this tab includes codes to print the number of pages and the current date and time
Print Preview toolbar
Total number of pages
Click to close Print Preview
Print Preview toolbar
Total number of pages
Click to close Print Preview

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
Options to change the page orientation
Default header on this tab includes codes to print the number of pages and the current date and time
Print Preview toolbar
Total number of pages
Click to close Print Preview
Print Preview toolbar
Total number of pages
Click to close Print Preview

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
Options to change the page orientation
Default header on this tab includes codes to print the number of pages and the current date and time
Print Preview toolbar
Total number of pages
Click to close Print Preview
Print Preview toolbar
Total number of pages
Click to close Print Preview
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.
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.
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.
Using Accelerators in Internet Explorer

An Accelerator is a type of add-on program that is actually a shortcut to another website. 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.