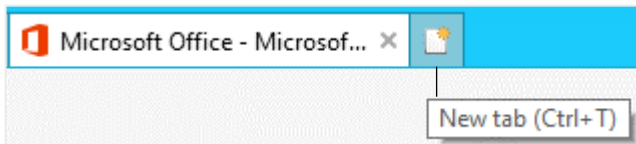


Tab



Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.

- **To Open a New Tab:** Press **<Ctrl> + <T>**, or click the **New Tab** button to the right of the active tabs.
- **To Open a Duplicate Tab:** Press **<Ctrl> + <K>**, or right-click the tab you wish to duplicate and select **Duplicate tab** from the contextual menu.
- **To Open a Link in a New Tab:** Press **<Ctrl>** and click the link you want to open.
- **To Open a Link in a New Tab (Foreground):** Press **<Ctrl> + <Shift>** and click the link you want to open.
- **To Close a Tab:** Click the **Close Tab** button on the tab, or press **<Ctrl> + <W>**.
- **To Close All Tabs:** Press **<Alt> + <F4>** and click the **Close all tabs** button.
- **To Close the Current Tab:** Press **<Alt> + <F4>** and click the **Close current tab** button.
- **To Close All Other Tabs:** Right-click a tab and select **Close other tabs** from the contextual menu.
- **To Reopen a Closed Tab:** Press **<Ctrl> + <Shift> + <T>**, or right-click a tab, select **Recently closed tabs** and select a web page from the list.
- **To Switch Between Tabs:** Click the tab you want to view. Or, press **<Ctrl> + <Tab>** to move to the next tab. Press **<Ctrl> + <Shift> + <Tab>** to move to the previous tab.
- **To Show Tabs on a Separate Row:** Right-click a tab and select **Show tabs on a separate row** from the contextual menu.

Home and Tools

Your Home page is the page that appears whenever Internet Explorer is launched.

- **To Go to the Home Page:** Click the **Home** button, or press **<Alt> + <Home>**.
- **To Add or Change the Home Page:** Make sure the web site(s) is open in the browser. Click the **Tools** button and select **Internet options**. On the General tab in the Home page section click the **Use current** button. Click **OK**.
- **To Remove a Home Page:** Click the **Tools** button and select **Internet options**. Delete the web page you want to remove from the Home page section and click **OK**.
- **To Pin a Web Page to the Taskbar:** Click and drag the web page tab onto the Windows Taskbar.
- **To Launch a Web Page Pinned to the Taskbar:** Click the web page icon on the Taskbar. The web page appears in the Internet Explorer window.
- **To Get Help:** Press **<F1>** to open the Help window, type your question and press **<Enter>**.
- **To Zoom In or Out on a Web Page:** Click the **Tools** button, select **Zoom**, and select an option. You can also press **<Ctrl> + <+>** to zoom in, press **<Ctrl> + <->** to zoom out.
- **To View the Page at 100%:** Press **<Ctrl> + <0>**.
- **To Increase Text Size:** Click the **Page** button on the **Command Bar**, hover your mouse pointer over **Text size** and select an option from the list.
- **To View Internet Explorer in Full Screen:** Press **<F11>**, or click the **Tools** button, select **File** and click **Full screen**.
- **To Print a Web Page:** Press **<Ctrl> + <P>**, or click the **Tools** button, point to **Print** and click **Print...**
- **To Print Preview:** Click the **Tools** button, hover your mouse pointer over **Print** and click **Print preview...**
- **To Find Text on a Page:** Press **<Ctrl> + <F>**, or click the **Tools** button, hover your mouse point over **File** and select **Find on this page**.



Favorites, Feeds and History

- **To View and Open Favorites:** Click the **View favorites, feeds, and history** button, or press **<Alt> + <C>**. If necessary, click the **Favorites** tab. Select a favorite to open it in the current tab. To open the favorite in a new tab, hover your mouse pointer towards the far right side of the favorite and click the **arrow** button that appears.
- **To Add a Favorite:** Open the page you want to add as a favorite and press **<Ctrl> + <D>**, or click the **View favorites, feeds, and history** button and click **Add to favorites**.
- **To Add a Tab Group to Favorites:** Click the **View favorites, feeds, and history** button, click the **Add to favorites** button list arrow, and select **Add current tabs to favorites....** Enter a folder name for the tabs and click **Add**.
- **To Organize Favorites:** Click the **View favorites, feeds, and history** button, click the **Add to Favorites** button list arrow, and select **Organize favorites....**
- **To Add a Favorite in a New Folder:** Open the page you want to add as a favorite and press **<Ctrl> + <D>**, or click the **View favorites, feeds, and history** button and click **Add to favorites**. Click the **New Folder** button, enter a name for the new folder and click **Create**. Now click **Add**, the selected page will be added to the new folder in your favorites.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the RSS Feed icon on the **Command Bar** will appear orange.) Click the **View feeds on this page** button.
- **To View RSS Feeds:** Click the **View favorites, feeds, and history** button and click the **Feeds** tab. Click a feed to view its updates.
- **To View History:** Press **<Ctrl> + <Shift> + <H>**, or click the **View favorites, feeds, and history** button and click the **History** tab. Click a time frame or click the **View By** list arrow to change how history is viewed.
- **To Clear History:** Click the **Tools** button and select **Internet options**. Click **Delete...** under Browsing history, or click the **Tools** button, hover your mouse pointer over **Safety** and click **Delete browsing history....**
- **To Pin the Favorites Center to the Window:** Click the **View favorites, feeds, and history** button and click the **Pin the Favorites Center** button.

