Microsoft®
Internet Explorer 8
Quick Reference Card

Internet Explorer 8 Window

Navigation buttons · Title Bar · Address Bar · New Tab button · Web Slice icon · Search box

Favorites Bar

Web Page tab

Command Bar

Vertical Scroll Bar

Status Bar · Horizontal Scroll Bar

Keyboard Shortcuts
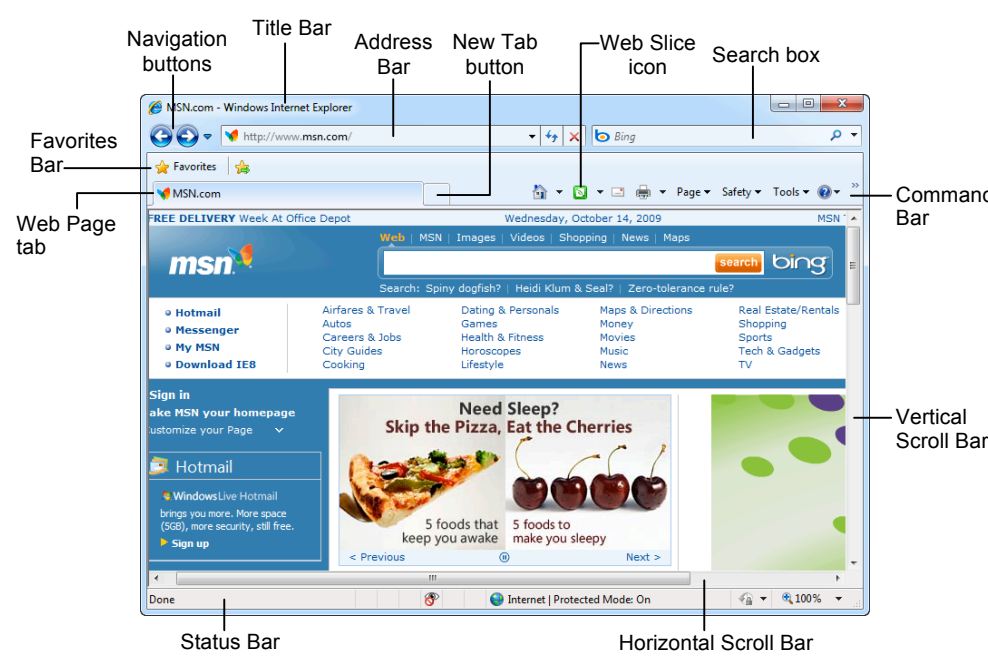
General

Find	**<Ctrl> + <F>**
Open new window	**<Ctrl> + <N>**
Print a Web page	**<Ctrl> + <P>**
Select all items	**<Ctrl> + <A>**
Zoom in	**<Ctrl> + <+>**
Zoom out	**<Ctrl> + < - >**
Full Screen Mode	**<F11>**
Help	**<F1>**

Navigation—Go To

Cycle through items on a web page	**<Tab>**
Up One Screen	**<Page Up>**
Down One Screen	**<Page Down>**
Home page	**<Alt> + <Home>**
Refresh page	**<F5>**
Stop download	**<Esc>**
Go forward	**<Ctrl> + < → >**
Go backward	**<Ctrl> + < ← >**

Tabs

Open a New Tab	**<Ctrl> + <T>**
Close Tab or Window	**<Ctrl> + <W>**
Open link in new tab (background)	**<Ctrl> + <click>**
Open link in new tab (foreground)	**<Ctrl> + <Shift> + <click>**
Open Quick Tab view	**<Ctrl> + <Q>**
Switch to next tab	**<Ctrl> + <Tab>**
Switch to previous tab	**<Ctrl> + <Shift> + <Tab>**

Navigation—Address Bar

Select Address Bar	**<Alt> + <D>**
View list of entered addresses	**<F4>**
Select Instant Search Box	**<Ctrl> + <E>**
Add page to Favorites	**<Ctrl> + <D>**
Open dialog box	**<Ctrl> + <L>**
Add "www." and ".com" to beginning and end of text in Address Bar	**<Ctrl> + <Enter>**

The Fundamentals

- A **web address** is also called a Uniform Resource Locator (URL) and it is made up of several parts: **http://** This stands for Hypertext Transfer Protocol, the set of rules for exchanging files on the World Wide Web.
  Domain name: The unique name that identifies an Internet site. Domain names have two or more parts separated by dots. For example, **www.customguide.com**.

- **To Open a Web Page:** Click the **Address Bar** and type the address of the Web page. Or, press **<Ctrl>** + **<L>** and enter the address.

- **To Open a Hyperlink:** Click the hyperlink on the Web page.

- **To Open a Hyperlink in a New Tab:** Press and hold **<Ctrl>** and click the hyperlink on the Web page.

- **To Refresh a Web Page:** Click the **Refresh** button on the Address Bar, or press **<F5>**.

- **To Stop Downloading a Page:** Click the **Stop** button on the Address Bar, or press **<Esc>**.

- **To Go Back to a Page:** Click the **Back** button or press **<Alt>** + **<←>**. Or, click the **Recent Pages** button and select the page.

- **To Go Forward a Page:** Click the **Forward** button or press **<Alt>** + **<→>**. Or click the **Recent Pages** button and select the page.

- **To Print a Web Page:** Click the **Print** button on the Command Bar, or press **<Ctrl>** + **<P>**.

- **To Print Preview:** Click the **Print** button list arrow on the Command Bar and select **Print Preview** from the list.

- **To Search the Web:** Click in the Instant Search box or press **<Ctrl>** + **<E>**. Type your search word or term and press **<Enter>**. Press **<Alt>** + **<Enter>** to view results in a new tab.

- **To Change the Search Box Provider:** Click the list arrow on the right side of the Search box and select a new search provider.

- **To Add a Search Provider:** Click the list arrow on the right side of the Search box, select **Find More Providers** and follow instructions.

- **To Use AutoComplete in the Address Bar:** Start typing the URL of the page you want to open. A list of previously typed addresses appears below the Address Bar. Use the down arrows or the mouse to select an address from the list and press **<Enter>**.

- **To View the Menu Bar:** Click the **Tools** button on the Command Bar and select **Toolbars** → **Menu Bar**. When the Menu Bar appears, you can issue commands using the menus as with previous versions of Internet Explorer.

Tabs

Quick Tabs button   Web page tab   Tab Close button

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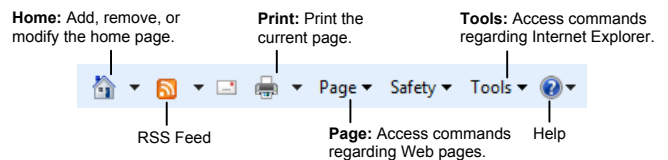
Tab List   New Tab button
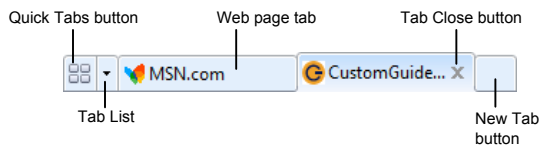
- Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.

- **To Open a New Tab:** Press **<Ctrl>** + **<T>**, or click the **New Tab** button to the right of the most recently opened tab.

- **To Open a Link in a New Tab:** Press and hold the **<Ctrl>** key and click the link you want to open. Or, click the link with the **middle mouse button** (the mouse wheel).

- **To Open Search Results in a New Tab:** Press **<Alt>** + **<Enter>** from the Address Bar or Search box to open search results in a new tab.

- **To Open Quick Tabs View:** Click the **Quick Tabs** button or press **<Ctrl>** + **<Q>**.

- **To Close a Tab:** Click the **Close Tab** button on the tab. Or, press **<Ctrl>** + **<W>**. Or, click a tab with the **middle mouse button** (the mouse wheel).

- **To Close All Tabs:** Press **<Alt>** + **<F4>**.

- **To Close All Other Tabs:** Press **<Ctrl>** + **<Alt>** + **<F4>**.

- **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. Or, click the **Tab List** button and select a tab from the list.

Favorites and History

- **To View and Open Favorites:** Click the **Favorites** button on the Favorites Bar, or press **<Alt>** + **<C>**. Click a favorite to open it in the current tab. Click the **arrow** button to the right of a favorite to open it in a new tab.

- **To Add a Favorite:** Open the page you want to add as a favorite. Click the **Favorites** button on the Favorites Bar and click **Add to Favorites**. Or, press **<Ctrl>** + **<D>**.

- **To Add a Tab Group to Favorites:** Press **<Alt>** + **<Z>** and select **Add Current Tabs to Favorites** from the list. Enter a name for the group and click **Add**.

- **To Organize Favorites:** Press **<Alt>** + **<Z>** and select **Organize Favorites** from the list.

- **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 Feeds button on the Command Bar will appear orange.) Click the **View feeds on this page** button or press **<Alt>** + **<J>**. Click the **Subscribe to this feed** link. (If you have Outlook 2007, the RSS feed will also be added to Outlook.)

- **To View RSS Feeds:** Click the **Favorites** button on the Favorites Bar and click the **Feeds** tab. Or, press **<Ctrl>** + **<J>**. Click a feed to view its entries.

- **To View History:** Click the **Favorites** button on the Favorites Bar and click the **History** tab. Or, press **<Ctrl>** + **<H>**. Click a time frame or click the **View By** list arrow to change how history is viewed.

- **To Clear History:** Click the **Safety** button on the Command Bar and select **Delete Browsing History**. Click **Delete**.

Command Bar

Home: Add, remove, or modify the home page.   **Print:** Print the current page.   **Tools:** Access commands regarding Internet Explorer.

RSS Feed   **Page:** Access commands regarding Web pages.   Help

- **To Go to the Home Page:** The home page(s) appear when Internet Explorer is launched. Click the **Home Page** button on the Command Bar. Or, press **<Alt>** + **<M>**. If more than one Web site is set as the home page, click the **Home Page** button list arrow and select a site from the list.

- **To Add or Change the Home Page:** Make sure the Web site you want to use is open in the browser. Click the **Home Page** button list arrow and select **Add or Change Home Page**. Select an option from the dialog box and click **Yes**.

- **To Remove a Home Page:** Click the **Home Page** button list arrow, select **Remove**, and select the page you want to remove as home page. Select **Remove All** to open Internet Explorer to a blank page. Click **Yes** in the dialog box that appears.

- **To Get Help:** Press **<F1>** to open the Help window, type your question in normal English, and press **<Enter>**.

- **To Zoom in on a Web Page:** Click the **Page** button on the Command Bar, click **Zoom**, and select an option from the menu.

- **To Increase Text Size:** Click the **Page** button on the Command Bar, point to **Text Size** and select an option from the list.

- **To View Internet Explorer in Full Screen:** Click the **Tools** button on the Command Bar and select **Full Screen**. Or, press **<F11>**.

Accelerators

- New in IE 8, an **accelerator** allows you to highlight a word or phrase on a Web Page and quickly perform tasks related to that word or phrase.

- **To Use Accelerators:** Highlight a word or phrase—such as a street address or product name—click the blue **Accelerator** icon that appears, and select the task you want to perform.

Accelerators

Accelerator icon
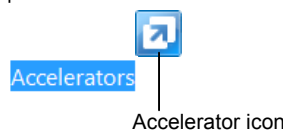
Web Slices

- New in IE 8, a **Web Slice** lets you keep track of sites that are updated frequently—such as stock quotes and weather reports—via the Favorites Bar.

- **To Subscribe to a Web Slice:** If a Web Slice is available for a Web page, a green Web Slice icon will appear on the Command Bar. Click this icon to subscribe, or press **<Ctrl>** + **<J>**.

- **To View a Web Slice:** When new information is available, the Web Slice will appear highlighted on the Favorites Bar. Click the **Web Slice** on the Favorites Bar to view its updates.

Search Tips

The World Wide Web is a vast source of information. Here are a few tips to help find the information you want:

- **Smart Search:** Search results now appear as soon as you start typing in the Search box. Click a result at any time to immediately jump to its source.

- **Visual Suggestions:** Visual previews now appear in the search results menu to aid you in finding the correct search result.

- **Search Terms:** To find lots of information on a topic, enter a single search term, such as *Hawaii*. Add terms to narrow results, such as *vacation Hawaii*.

- **Search Phrases:** To find an exact phrase or name, enclose the phrase in quotations, such as *"the road less traveled"* or *"Abraham Lincoln"*.

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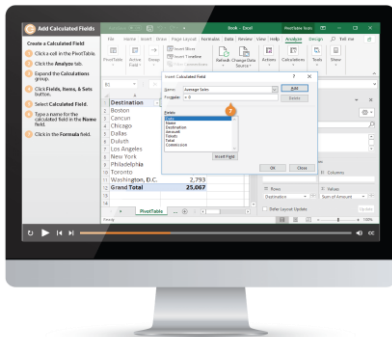
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