 EarthLink Web Browser

The first thing you see in the **Web Browser** window is your Personal Start Page and the EarthLink SideCar to its right.

Your **Personal Start Page** (or PSP) is a dynamic page that you can customize so it shows you only the information you're interested in.   For example, if you want to see the latest Sports headlines and stock quotes, you can put those items at the top of your page.   You control the type of information that appears on your page and where it appears on your page. For help customizing your Personal Start Page, visit our PSP Tutorial.

The **EarthLink SideCar** is a nifty tool for getting to Internet sites of interest to you. It's basically a mini-version of your Personal Start Page. The SideCar consisting of three tabs: SideCar, Favorites and Search. What is the EarthLink SideCar?

Using the Web Browser Toolbar

Using Favorites

Searching for Information on the Web

Using Multiple Windows

For more information about EarthLink 5.0, see **EarthLink Help**.

Navigating in a Web Browser Window

Use the buttons on this toolbar to navigate in the Web Browser window.

 Searching the Internet

To search for something on the Internet:

▶ Click

 Search to open the **Search** window, then type the topic you want to search the Internet for.

▶ Enter your search criteria.

 Using Favorites
   Favorites are like bookmarks for your favorite web sites.

▶ Click

 Favorites to display your favorites list in EarthLink SideCar, or click the arrow to the right of Favorites button to list your favorites beneath the button.
Select the Favorite you want to visit and off you go.   If you're connected, the site will appear in the Web browser.
   Adding a Favorite
   Displaying the Favorites Menu
   Organizing and Deleting Favorites

Organizing Favorites

You can organize bookmarks by subject or by who saved them (if your entire family uses your account).

▶ Click the arrow to the right of the **Favorites** button then choose **Organize Favorites** to display the Organize Favorites dialog.

▶ Highlight a favorite and drag it to a new location.   If you create folders, you can organize your favorites in folders.

Adding a Favorite

Creating a New Folder for Favorites

Removing a Favorite

Deleting a Folder

Displaying the Favorites Menu

Adding a Favorite

When you find a Web page you want to bookmark, right click on the Web page, then choose **Add to Favorites**, or click the arrow to the right of the Favorites button on the toolbar and select **Add To Favorites**.

Any time you want to revisit the site, just click **Favorites** and click on the name of the site.

To manually add a URL to your Favorites list:

▶ Click the arrow to the right of the **Favorites** button then choose **Add to Favorites** to display the Add to Favorites dialog.

▶ Enter the name of the URL you want to add to the list, then select the folder you want to add the favorite to.

▶ Repeat these steps for each additional favorite you want to add manually.

▶ Click **Ok** to close the Add To Favorites dialog.

 Removing a Favorite

To delete a favorite:

▶ Click the arrow to the right of the **Favorites** button then choose **Organize Favorites** to display the Organize Favorites dialog.

▶ Highlight the favorite(s) you want to get rid of, then click **Delete**.

Creating a Folder for Favorites

You can organize favorites into folders.   All Kid sites in a Kid stuff folder, financial sites in a Finance folder, Travel sites in a Travel folder and so on.   Organizing bookmarks into folders makes the bookmarks easier to find.

To create a folder:

▶ Click **Favorites** then choose **Edit Favorites** from the menu.   A new browser window opens listing your favorites.

▶ Click **File** then choose **New Folder**.   Enter a name for your folder on the New Folder dialog then click **Ok**.

▶ Drag favorites into the new folder.

▶ **Deleting a Favorites Folder**
  To delete a Favorites folder:

▶ Click the arrow to the right of the **Favorites** button then choose **Organize Favorites** to display the **Organize Favorites** dialog.
▶ Highlight the folder you want to get rid of, then press the **Delete** key.
▶ If you want to remove the folder and all of the favorites in it, click **Yes** to confirm this deletion.

▶ **Displaying the Favorites Menu**

To display the Favorites drop down menu:

▶ Click the down arrow to the right of the Favorites toolbar button.

▶ Using Multiple Windows

The EarthLink Browser supports multiple windows.   This means that you can have one or more Web Browser windows, a Mailbox Window and a Write Mail Window all open within the EarthLink Browser Window.

Each window includes a tab (at the bottom of the window) with a label that identifies the kind of window it is (Browser, Mail, Write Mail).

Opening a New EarthLink Browser Window

Switching to a Different Window

► New to Windows?

If you're new to Windows, here are a few helpful tips and tools.

[Getting information about something in the window](#)

[Maximizing a Window](#)

[Minimizing a Window](#)

[Restoring a Window](#)

[Closing a Window](#)

[Turning On/Off the Status Bar](#)

[Using Windows within Windows](#)

▶ **Using What's This?**
  If there is more information about the fields and buttons in your window, you'll see a What's This button in the title bar (it's the
  left button in the image).

▶ Click the **What's This?** Button then click on the field or button for which you want to see more information.

▶ **Maximizing a Window**
If you're using a small screen (such as those found on many notebook computers) scrolling left and right to read a story on the Internet, or an email message can get annoying.   Maximizing a window gives you more space for viewing your important document.

▶ Click the **Maximize** button (the middle button in the image
).

▶ **Minimizing a Window**
If you want to get a window out of your way but you don't want to close it, you can minimize it.   When a window is minimized, only the title bar of the window is visible near the bottom of your screen.

▶ Click the **Minimize** button (the left button in the image
).

▶ **Restoring a Window**
  If you've minimized a window, you can restore it.

▶ Click the **Restore** button (the left button in the image
).

▶ **Closing a Window**
When you're through with a window, you can close it.

▶ Click the **Close** button (it's the right button in the image
).

▶ **Turning On/Off the Status Bar**
  The Status Bar makes it easy to switch from window to window, but it occupies valuable real estate on your screen.   Turning off the Status Bar frees up more space for reading email or browsing the Internet.

  To turn OFF the Status Bar:

▶ Uncheck **Status Bar** on the Browser View menu.

  To turn ON the Status Bar:

▶ Check **Status Bar** on the Browser View menu.

▶ **Turning On/Off the Toolbar**
You can turn off or turn on the EarthLink Browser Toolbar regardless of which window you are currently viewing.   While the toolbar offers quick access to many of the Web Browser options, it also takes up space on your screen. Turning off the toolbar gives you a bigger viewing area.

To turn OFF the Browser Toolbar:

▶ Uncheck **Toolbar** on the Browser View menu.
To turn ON the Browser Toolbar:

▶ Check the Toolbar on the Browser View menu.

► **Turning On/Off the Window Tabs**

The Windows tabs make it easy to switch from window to window, but they occupy valuable real estate on your screen.   Turning off the tabs frees up more space for reading email or browsing the Internet.

To turn OFF the Window Tabs:

► Uncheck **Tabbar** in the View menu.

To turn ON the Window Tabs:

► Check **Tabbar** in the View menu.

▶ **Switching to a Different Window**
Each window you have open within the EarthLink Browser window shows a tab near the bottom on your screen with a label that describes it (i.e., Web, Write Mail, Mailbox, WebSpace).

▶ Click on a tab to open the corresponding window, or select the window name from the Window menu.

▶ **Using the Web Browser Toolbar**
 Click on a button to get information about its purpose:

Application Toolbar

▶ Click on one of the buttons on the EarthLink button bar:

Web to open a Web Browser window.

MailBox to open a Mailbox window.

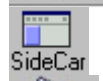**Write Mail** to open a message window for composing mail.

WebSpace to open WebSpace, EarthLink's program for transferring files to and from your website.

SideCar to open or close the EarthLink SideCar (this button is a toggle).

Configure to open the Manage Profiles windows for setting your browser, email and WebSpace preferences.

Sign Off to disconnect from EarthLink.

Support to go to the **Personal Support Center** for online member support.

Back returns you to the previous web site. When greyed out, this option is not available.

Forward takes you to the next web site, if you recently used the Back button to return to a web site. When greyed out, this option is not available.

Stop cancels loading the current web page.

Refresh reloads the current web site, updating any information that has changed since the page was last loaded.

Home returns you to your start page – if you haven't selected a different start page, this takes you to your Personal Start Page.

Search opens the Search window so you can enter the topic you want to search for.

Favorites opens your list of favorite web sites in SideCar. Click on the arrow to see drop down a list; select Add to Favorites; or select Organize Favorites.

Print sends the current page to the printer.

The File Menu offers options for printing or saving the current page, opening a new browser or mail window, exiting the browser.

New Browser opens a new Browser window.

The Edit Menu offers options for finding an occurrence of a word or phrase in the current page, selecting all of a current page, cutting or copying selected text or images and pasting these selections.

The Tools Menu offers options for configuring the EarthLink Browser or bringing a specific window into focus (just click the name of the window on this menu).

View Menu offers options for controlling what you see on your screen. Many of these items are toggles: checked when turned on, unchecked when turned off.

Check Toolbar to display the Browser toolbar.   Uncheck Toolbar to turn off the Browser toolbar.

Refresh reloads the current web page.

Stop loading the current web page.

Source shows the HTML source for the current web page.

The Go Menu offers Back Forward Home Page Search the Web

Back returns you to the previously viewed web page.

Forward returns to a web page if you have just used the Back button.

Home Page goes to your home page (as specified in the Browser configuration); your default home page is your Personal Start Page at start.EarthLink.net

Search the Web displays the Search tab in EarthLink SideCar so you can enter the topic you want to locate on the web.

Check Text Labels to turn on the text beneath the buttons in the Browser toolbar.

Channels displays the Channels tab in EarthLink SideCar so you can select a Channel you want to jump to.

The Window Menu offers options for arranging the windows in EarthLink Browser.

The Help Menu provides access to on-line help.

The Favorites Menu provides access to tools for organizing, adding and deleting favorite web site address.

Delete Favorites removes the currently selected favorite from the Favorites list.

Add to Favorites opens the Add to Favorites window so you can manually add a web site to your list of favorite web sites.

Organize Favorites opens the Organize Favorites window so you can rearrange your favorite web sites.

Check Always perform this check when starting EarthLink 5.0 if you want to verify your default browser each time you start EarthLink 5.0.

Delete Favorite confirms that you want to delete the current favorite from your list of favorites.

Delete Folder confirms that you want to delete the current folder.

Lists the Favorites defined on this computer.

Select the Folder you want the favorite to be included in.

Click Move to move a Favorite to a new location; select the .

Click Move to move the selected Folder folder to a new location; select the new location from the Select Directory dialog.

Enter a Name for the new favorite or folder.

Click New Folder to create a new folder within the current folder.

Select Rename to change the name of a Favorite.

Select Rename to change the name of a Folder.

Click Browse to select an Internet address.

Lists the URLs.

Click Clear History to clear the record of websites you have recently visited.

Click Delete to remove a Favorite from the list.

Click Delete Temporary Internet Files to remove the temporary files stored on your hard drive by various websites.

Click Send Link by Email if you want to forward the address (URL) for the current site to a friend.

▶ **Add to Favorites**
The Add to Favorites dialog enables you to add a new favorite to the Favorites list manually.

▶ Enter the name of the web site you want to add.
▶ Select the folder you want the website added to, then click **OK.**
To create a new folder for organizing favorites:

▶ Click **New Folder** and enter a name for the folder.   You can then drag and drop favorites in the new folder.

▶ **Organize Favorites**
The Organize Favorites window shows your favorites and any folders you have created for organizing your favorites.

To move a favorite to a different folder:

▶ Highlight the favorite you want to move, drag it to its new folder, and then drop it.

To put a folder into a different folder:

▶ Highlight the folder you want to move, drag it to its new folder, and then drop it.

To create a new folder for organizing favorites:

▶ Click **New Folder** and enter a name for the folder.   You can then drag and drop favorites in the new folder.

To delete a favorite or folder:

▶ Highlight the folder or favorite then click **Delete**.

▶ **Search**
You can search for anything on the web.

▶ Enter the character string you want look for then click **Search**.

▶ **Select Directory**
 Use this dialog to select a directory.

▶ **Create New Folder**
  Use this dialog to add a new folder for organizing favorites.

▶ Enter the name for the folder then click **Ok.**

▶ **Check Default Browser**

You may have more than one browser on your computer.   If you would like to make the EarthLink Browser your default browser, click **Yes**.   If you want to verify that the EarthLink Browser is your default each time you launch EarthLink 5.0, check **Always perform this test when starting EarthLink 5.0**.

▶ **Using Click-N-Build**

Once you've signed up for your Web Site, you can use Click-N-Build to create it. Click-N-Build is EarthLink's members only Web site creation tool.   Using Click-N-Build you can create your web pages in a matter of minutes without knowing anything about HTML (the HyperText Markup Language used to create web pages).

Click-N-Build walks you through the entire process, so these pages only outline the basics.

WARNING: If you created your website using some other tool, Click-N-Build will REPLACE those pages.

▶Go to https://hometools.earthlink.net/clicknbuild/login.html

▶ Enter your username and password, and select your domain from the pull-down list, then click **Login**.

▶ Read the terms and conditions then click **I Accept**.

It will take a minute or two to set up the skeleton for your home page and prepare the wizards for your use.

▶ Set your Preferences, then click **Finished**.

▶ Highlight the name of a template to see a sample of how it looks.   Keep the one you like highlighted, then click **Finished**.
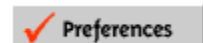
To find out more about Click-N-Build, visit http://help.earthlink.net/internet/workshop/clicknbuild/

▶ Publishing your Page
When you`re ready to make your page available to people on the Web, click **Publish**.   Only published pages are available to your friends, associates and the outside world.

▶ **Click-N-Build Toolbar**
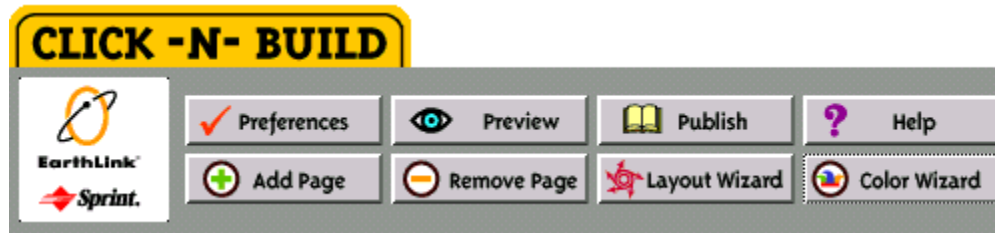
The Click-N-Build Toolbar offers the following options.

**Preferences** enables you to change your contact information.

Edit enables you to change the images and text on your web page. `edit` buttons appear next to elements you can edit.   For example, if you click `edit` next to a graphic, the Image Wizard opens; next to the Heading, the Heading Editor opens; next to text, the Multi Line Editor opens; next to a table, the Table Editor opens.

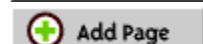**Preview** lets you take a peek at your page to see how your design elements look.
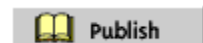
Publish saves your pages to your Web site on an EarthLink server.   Only published pages can be viewed by other people.   Your new Web site is at http://home.earthlink.net/~username (where username is your EarthLink or Sprint username).
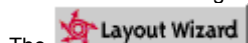
Help opens up help topics for Click-N-Build in a new Web browser.

Add Page enables you to add a page to your web site (You can add up to three additional pages to your Web site.)   For each page you'll be prompted to give it a name and select a template.
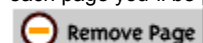
Remove Page gets rid of one of your additional pages permanently.

The **Layout Wizard** enables you to change to a different template, and add/remove the EarthLink Logo, **Join Now** button and your email address.
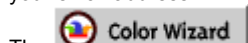
The **Color Wizard** shows the colors selected for new links, visited links, text, and provides a spectrum of colors that you click on to select different colors for each item.

▶ Heading Editor

The Heading is the title of your Website. This might be your name (John Doe) or family name (The Doe Family) or some other title (Doe Family Christmas).

The Heading Editor enables you to control how your heading looks by selecting the:

- ◆ font size (very small, small, normal, large, larger, or very large)
- ◆ font attributes (bold or italic)
- ◆ horizontal alignment (left, center, or right)

And you can preview each change.

▶ Multi Line Editor

The Multi Line Editor enables you to change the text on your web page and control how it looks by selecting the:

◆ ◆ font size (very small, small, normal, large, larger, or very large)

◆ ◆ font attributes (bold or italic)

◆ ◆ horizontal alignment (left, center, or right)

And you can preview each change.

▶ Table Editor

The Table Editor enables you to change the text on your web page and control how it looks by selecting the:

◆ ◆ alignment (left, center, or right)

◆ ◆ cell contents (text only, image only, or text and image)

◆ ◆ numbers of rows and columns

◆ ◆ cell padding and spacing

◆ ◆ border width

And you can preview each change.

Image Wizard

The Image Wizard enables you to select an image on your computer and select a size for your image (tiny, small, medium, normal, large, very large).   Images must be gif or jpeg format.   And remember, large images take longer to load so people might get bored waiting for a very large image.

▶ Your Web Site

Your Web site, located at http://home.earthlink.net/~*yourusername* can consist of any combination of headings, text, tables, background colors, and images.   Click-N-Build provides a quick and easy tool for getting the information you want to share out on the Web.

▶ What's on the Personal Start Page?
Here's a list of just of few of the content features that can appear on your Personal Start Page (the features offered change periodically).   You can turn off a feature, edit the type of information that appears in some of the features, and you can change the position of each feature on your page.

Search	Lottery
Quicklook	Auction
Stocks	Horoscopes
Weather	Travel Agent
Reminders	Soaps
My Links	Trivia
Headline News	Music
Web Channels	Movies
Bookstore	Home Video

▶ **EarthLink SideCar**

The EarthLink SideCar gives you more than one way to get to information on the World Wide Web.   One tab lists your favorites (We've listed a few of ours to get you started). Another lets you search the Internet, and the other lists some cool sites.

Opening EarthLink SideCar
Searching the Internet
Using Favorites
Enabling Docking
Floating SideCar
Closing the EarthLink SideCar

▶ **Opening EarthLink SideCar**
To open the EarthLink SideCar:

▶ Click the SideCar icon
▶
SideCar opens to the right of your Web Browser window or floating in its own window.

▶ **Working with EarthLink SideCar**
   EarthLink SideCar provides three tabs that you can use for getting around on the Internet
▶ Click the **Favorites** tab to list your favorite Web sites.
▶ Click the **SideCar** tab to view customized content, such as stock quotes.
▶ Click the **Search** tab so you can enter a word or phrase that you want to find on the Internet.
Opening EarthLink SideCar
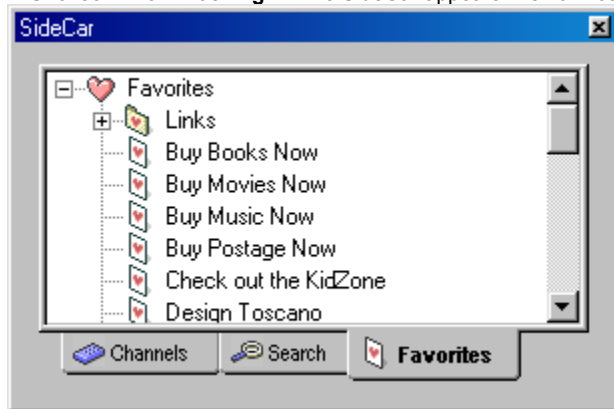Docking the EarthLink SideCar
Floating the EarthLink SideCar

▶ **Docking the EarthLink SideCar**
You cannot dock the SideCar if it is floating in the main window.   You must first set up the SideCar to allow docking.

To dock the SideCar:

▶ Right click anywhere in the SideCar window to pop-up the menu.
▶ Check **Allow Docking**.
▶ Drag the SideCar the edge of the browser window (any edge).

▶ **Floating the EarthLink SideCar**
▶ Right click anywhere in the SideCar window to pop-up the menu.
▶ Uncheck **Allow Docking**.   The SideCar appears in small floating window.

▶ **Turning On/Off EarthLink SideCar**
  To turn on the EarthLink SideCar:

▶ Click the SideCar icon on the toolbar (to push it in or depress the button).
  To turn off the EarthLink SideCar:

▶ Click the SideCar icon on the toolbar (to release the button).
  OR

▶ Click the Close button (the x in the upper right corner of the SideCar floating window).
  OR

▶ Right click anywhere in the SideCar window to pop-up the menu.

▶ Check **Hide**.

Version 6.10.01

You are low on system resources

Your system may not behave as expected while in this condition.   To remedy the low on resources condition, close any extraneous EarthLink 5.0 windows or other programs that are currently running on your computer that you are not currently using.   To close EarthLink 5.0 windows you are no longer using, click on the **Window** menu and select the name of the window you want to close, then either double-click on the icon to the left of the **File** menu, or select **Close** from the **File** menu.   Repeat this process until you have closed all extraneous windows.

Note: If you have a number of icons in your System Tray, these also impact system resources.   If you consistently get "low on resources" messages, you should consider closing a number of these programs. To close a program in your System Tray, right click on the icon and click **Close** or **Exit**.

You are no longer connected to the Internet

You will not be able to send or receive email, upload or download files, or view web sites online unless you are connected to the Internet. Click **Yes** to connect to the Internet now.   Click **No** to continue working offline.

EarthLink Technical Support

EarthLink maintains a website containing solutions to many technical issues at http://help.earthlink.net

EarthLink Technical Support is available 24 hours a day, 7 days per week at (800) 890-5128.

MindSpring customers can get Technical Support for their accounts 24/7 at (800) 719-4660.

▶ Delete Temporary Internet Files?
Are you sure you want to delete your temporary Internet files?   If so, click **Yes**.   Images and other files from various websites get saved to your hard drive in order to make the website load more quickly the next time your visit it.   If hard drive is fairly full, or if your computer appears to be slower than normal, deleting these temporary files can help system performance.

▶ **Replace Favorite?**
  Are you sure you want to replace the selected favorite with the new address? If so, click **Yes**.

▶ **Unable to Create a New Directory/Folder**
  The EarthLink Browser was unable to create a new directory.

► **Delete Favorites?**
  Are you sure you want to delete the selected Favorites? If so, click **Yes**.

▶ **Cannot move this item to the same folder**
 You cannot move an item to the folder it resides in.

▶ **The name you entered is invalid.**
  The name you entered may contain invalid characters.

▶ **Select the item you want to delete**
  You must select an item before you can delete it.

▶ There are too many browser windows open
The number of Web browser windows open may tax your system resources and cause your computer to behave erratically.
Please close one or more Web browser windows.   Click the Windows menu to see the windows you have open.

▶ **Unable to rename this folder**
  The EarthLink Browser was unable to rename this folder. Check the folder name you entered for invalid characters and try again.

▶ **Cannot create a favorite**
  The EarthLink Browser was unable to create favorite from the information you supplied.

▶ **Cannot delete this favorite**
  The EarthLink Browser was unable to delete this favorite.