Microsoft Internet Explorer 4.0 features

The key features of Microsoft Internet Explorer enable you to:

{button ,JI(`>moreinfo',`IE4_NEW_SHELL')}   Bring Web content to your desktop.

{button ,JI(`>moreinfo',`IE4_BROWSE_WEB')}   Improve your Web browsing experience.

{button ,JI(`>moreinfo',`IE4_IMPROVE_SEARCH')}   Search more quickly and accurately for Web content.

{button ,JI(`>moreinfo',`IE4_OUTLOOK_EXPRESS')}   Send e-mail and view newsgroups.

{button ,JI(`>moreinfo',`IE4_NETMEETING')}   Hold conferences over the Web or a LAN (local area network)

{button ,JI(`>moreinfo',`IE4_WEB_PUBLISH')}   Create and publish your own Web pages.

{button ,JI(`>moreinfo',`IE4_TASK_SCHEDULER')}   Schedule repetitive tasks.

Active Desktop

The Active Desktop In Internet Explorer enables you to display Web content directly on your desktop, and you can have the content updated automatically. For example, you can add a stock ticker, and then view the updated stock prices without having to browse a Web site. In addition, you can add toolbars to your desktop to easily gain access to the desktop links or shortcuts you most frequently use.

Browsing the Web

From My Computer, or any Explorer window, you can browse your hard disk, a LAN (local area network), an intranet, or the Internet.

Offline Reading

You can view Web content without being connected to the Internet, saving time and connection costs.

Subscriptions

You can subscribe to your favorite Web sites and then be notified when the site is updated. An icon appears on your taskbar to indicate that a Web site has changed.

Global Favorites

You can gain access to your favorite Web sites, newsgroups, and more from a single location.

Microsoft Wallet

You can store credit card and address information on your computer so that it's secure and easy to access when you are shopping from Web pages.

FrontPad

If you're interested in creating a home page for yourself or your company, FrontPad is an easy-to-use HTML (Hypertext Markup Language) editor for creating Web pages. It is compatible with Microsoft FrontPage and includes templates to make creating Web page easier.

Web Publishing Wizard

The Web Publishing Wizard enables you to publish Web pages you created with FrontPad on the Internet or over a local area network (LAN) on an intranet.

Enhanced Web searching

Often it's hard to find what you're looking for on the Internet. With Internet Explorer, you can quickly go to a search page by clicking the button on the Internet Explorer toolbar.

When you click the **Search** button, the Internet Explorer window splits, displaying a search page on the left and the Web content you were already viewing on the right. You can then search for an item without losing sight of the current Web site.

A search page provides an organized way to find and open other Internet sites. Many search pages provide searching options, such as the ability to search by topic or by keyword. Others provide a well-organized list of links to selected Internet sites.

Outlook Express

Using Outlook Express, you can:

- Exchange e-mail messages with other people who have access to the Internet. This includes sending and receiving messages that are secure and written in HTML (Hypertext Markup Language).
- Use an address book for storing the e-mail addresses of people you correspond with.
- Go to a newsgroup and read what other people have to say, or post your own questions, tips, opinions, or answers.

Microsoft NetMeeting

Microsoft NetMeeting gives people around the world a new way to talk, meet, work, and share over the Internet.

Using NetMeeting, you can:

- Place calls to anyone on a network or with a modem.
- Talk to someone over the Internet.
- Work on a shared application with people at other locations.
- Send typed messages in Chat.

Task Scheduler

Task Scheduler starts each time you start Windows. It runs in the background, starting specified tasks at the times you've scheduled them. You can schedule a new task (for example, running ScanDisk on your computer at specific intervals) or change the schedule for an existing one.

Overview: Using the Active Desktop

The Active Desktop introduces a new way to work with and customize your computer. Because your desktop now displays HTML (Hypertext Markup Language), you can view some of your favorite Web sites without even starting the Internet Explorer browser.

Using the Active Desktop, you can now open files or folders with a single click, just like clicking a link on a Web page. With single-clicking, you can browse your computer as quickly as you browse the Web.

To select an item when you are in single-click mode, just point to it.

{button ,AL("default_view;active_desktop;desktop_content;")} <u>Related Topics</u>

To change the view of folders and the desktop

1 In Explorer, click the **View** menu, and then click **Options**.

2 On the **View** tab, in the **Web View Options** area, specify the options you want.

Tip

- For Help on an item, click [?] at the top of the dialog box, and then click the item.

{button ,AL("default_select;")} <u>Related Topics</u>

To change from using single-clicks to double-clicks

1 In any Explorer window, click the **View** menu, and then click **Options**.

2 On the **View** tab, in the **Web View Options** area, specify how you want to use your computer.

If you select **Single click**, click once to choose an item. To select the item, point to it.

If you select **Double click**, click once to select an item. To choose an item, double-click it. This is the traditional way to navigate in Windows.

Tip

- For Help on an item, click ? at the top of the dialog box, and then click the item.

{button ,AL("default_view;")} <u>Related Topics</u>

To display Web content on the desktop

▶ Right-click the desktop, and then click **Active Desktop**.

To remove icons from the desktop

If you are using the Active Desktop, you can view the desktop as one big Web page. To do this:

1 Right-click the desktop and make sure the **Active Desktop** command is checked.

2 Right-click the desktop, and then click **Show Icons** to remove the check mark. Your desktop will now appear cleaner.

Tips

- To replace the icons on the desktop, click the command again.
- If you switch to **Windows view**, the icons will also appear in their original locations.

To customize content on the desktop

Using the Active Desktop, you can add custom Web content on your desktop. For example, you can add graphics or links to your favorite Web sites. To do this:

1 Right-click the desktop, and then click **Properties**.

2 Click the **Desktop** tab, and then click the options you want.

Tip

- For Help on an item, click **?** at the top of the dialog box, and then click the item.

Overview: Toolbars on the desktop

Toolbars are a new way to customize your desktop and make it easy to get to your files, folders, subscriptions, and favorite Web pages. You can position toolbars on any part of your screen, and you can also add them to the Windows 95 taskbar. Each toolbar can:

- Show or hide text descriptions.
- Display small or large icons.
- Remain on top of the desktop (not get hidden by windows).
- Automatically hide when you move your mouse away.

Internet Explorer 4.0 ships with four different toolbars. These include:

- Quick Launch toolbar, which provides shortcuts to start any of the programs in the Internet Explorer Suite.
- Address toolbar, where you can type a URL to open a Web page without having to open the Internet Explorer browser.
- Links toobar, which provides you with shortcuts to important Web sites without having to open the Internet Explorer browser.
- Desktop toolbar, which contains all of the shortcuts on your desktop and organizes them into one convenient place.

To add a toolbar to the desktop or taskbar

▶ Right-click the taskbar, point to **Toolbars**, and then click the one you want.

Tip

- To close a toolbar, right-click its title, and then click **Close**.

To create a new toolbar

1 Right-click the taskbar, point to **Toolbars**, and then click **New Toolbar**.

2 Click the hard disk, CD-ROM, or folder you want to appear as a toolbar.

Overview: Web view in folders

Using Web view in folders, you can create custom layouts and design for the content, including background graphics. For example, if you are an administrator of a local area network (LAN), and you want to customize the appearance of a public folder for the employees of your company, you can:

- Split the folder window into multiple viewing areas, one for each employee.
- Write specific reminders to your employees so that they know the procedures at your company.
- Update the content as often as you want to make sure that your employees have the latest information.

{button ,AL("folder_wizard;default_view;")} Related Topics

To customize folder backgrounds

1 In Windows Explorer, click the **View** menu, and then click **Customize This Folder**.

2 Follow the instructions on your screen.

{button ,AL("folders_web;folder_wizard;")} <u>Related Topics</u>

To open a favorite

▶ Click the **Start** button, point to **Favorites**, and then click the Web page you want.

To use the Start menu wizard

1 Click **Start**, point to **Settings**, and then click **Taskbar & Start Menu**.

2 On the **Start Menu Programs** tab, click **Wizard**, and then follow the instructions on your screen.

To reorganize programs on the Start Menu

You can now drag and drop Start menu items (folders, programs, shortcuts, and more) to anywhere you want on the Start Menu. To do this:

▶   Click **Start**, point to **Programs**, and then drag the item you want.