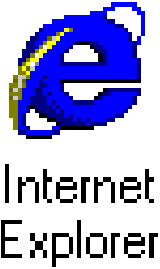


# OSOS BUSINESS RULES AND DEFINITIONS REFERENCE GUIDE

## INTERNET BASICS

Double-click on the icon labeled Internet Explorer on your Desktop.



The default Start page that you see when you first open Internet Explorer contains all of the normal screen elements you find in a Windows program, such as the Title bar, Menu bar and Toolbar. In addition, the screen contains an Address Box (or URL location window), as well as a series of special buttons, graphical elements and highlighted text.

### Microsoft Internet Explorer

A screenshot of the Microsoft Internet Explorer browser window displaying the America's Job Bank website. The browser window title is "America's Job Bank - job search engine - Jobs - Microsoft Internet Explorer". The address bar shows "http://www.ajb.org/". The website content includes a navigation menu with "CAREERONESTOP", "CAREER INFO NET", "JOB BANK", and "SERVICE LOCATOR". There are sections for "JOBSEEKERS" and "EMPLOYERS". A "Find It By Topic" sidebar lists various services like "Employment Center", "Relocation Center", etc. The status bar at the bottom shows "Done" and "Internet". Several callout boxes with arrows point to specific UI elements: "Text Box" points to the address bar; "Menu" points to the File, Edit, View, Favorites, Tools, Help menu; "Tool Bar" points to the navigation icons; "Address Bar" points to the address bar; "Control Buttons" points to the window control buttons in the top right; "Status Bar" points to the "Done" indicator; and "Scroll Bar" points to the vertical scrollbar on the right side of the page content.

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The **Title Bar** is at the very top of the window and always displays the name of the current Web page that you are viewing. Also, in the Title Bar are three control buttons that will minimize, maximize and close your window.



Minimize



Maximize



Close

The **Menu Bar** is just below the Title bar. Just as other Windows-based programs, the Menu bar contains some menus that are familiar such as File, Edit, View and Help. Tools and Favorites provide features that are unique to Internet Explorer.

The **Toolbar** contains shortcut buttons that allow for easy navigation between Web sites. Some tools are used to perform certain tasks such as printing and searching. As you drag your mouse pointer across the top of the toolbar, a bubble will appear that tells the purpose of each button.

The **Address Box** displays the Internet address (URL) of the page currently being displayed. You can access a new site by typing its' URL into the Address Box and clicking on GO or press enter. Click the down arrow to the right of the Address Box to view site addresses that you have previously entered here.

The **Links Menu** contains favorite Internet locations that you can access with just a click of the mouse.

The **Status Bar** animates to show the progress of the current operation, such as the downloading of a file (a link to a different URL). A common message seen here is *“Web site found. Waiting for reply.”*

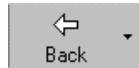
**Scroll Bars** are located to the right (vertical) and bottom (horizontal) of a window. Whenever all of the information on the current page cannot be displayed, a scroll bar appears so that you can move to view the additional information at that site.

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### Navigating Using the Internet Explorer Toolbar

when exploring the internet, you do run the risk of getting lost when “following the links.” It is therefore a good thing to know how to find your way back.. Luckily, Internet Explorer’s graphical interface includes a variety of tools, or shortcuts, that can be used not only to locate information easily and efficiently, but to return *Home* safely as well.



Moves you back to the most recently displayed page.



Moves forward to the page you most recently moved back from.



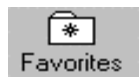
Cancels the current operation, such as a time-consuming download.



Displays the default Home page. The Home page can be programmed to default to any page you’d like through the Tools, Internet Options menu.



Launches a Search bar that allows you to quickly search for topics of interest.



Launches the Favorites bar that displays a list of Web sites that you have book marked, so that you can easily return to them later.



Launches a list of all sites that have been visited in the last 20 days (default setting).

### **F11**

Pressing F11 will enlarge the current page to fill the screen, so that the menu and toolbars are hidden from view.

