

# Section 2

## Navigation

Topics contained within this section:

Using Web Addresses

Navigating Web Sites

Using Hyperlinks

Using History

Creating and Using Bookmarks

Stop and Refresh Page Loads

Using the Explorer Tabs

## Exercise 7 - Using Web Site Addresses

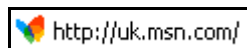
Just as every telephone in the world has a unique number (no two numbers are the same), every web site in the world has a unique address, sometimes called a **URL, Universal Resource Locator**, for example

**http://www.ciasupport.co.uk.**

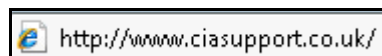
This address is used to open the site you want. Most web sites contain links to other, connected sites. Clicking on one of these links will display the new site. This too will have links which can be followed. The process of following links through the World Wide Web is sometimes called **browsing** or **surfing the net**.

### Activity

1. Start your web browser and make sure you are connected to the Internet. Your **Home page** will be displayed.
2. The address of the displayed page will be shown in the **Address Bar** of the browser screen, e.g.




3. An easy way to view a different site is to enter its address in the **Address Bar**.
4. Click in the **Address Bar**, and the whole address will be highlighted. Change the entry to **http://www.ciasupport.co.uk**.





### Tip

If you are good at text editing, you will see that you only have to replace part of the address, e.g. change **uk.msn.com** to **ciasupport.co.uk**.

5. When the address is correct press the **Enter** key or press the **Go to** button , to the right of the **Address Bar**.
6. Leave the **ciasupport** web site displayed for the next exercise.

## Exercise 8 - Navigation

When you have visited a few different sites, your browser software has buttons on the **Toolbar** to help you move between them without having to type in addresses.




The **Back** button, , moves back through the pages, one at a time, until the first page viewed is reached. The **Forward** button, , moves forward until the most recently viewed page is reached.

### Activity

1. Make sure the **ciasupport** site is shown in your browser.
2. Highlight the text already in the **Address Bar** and type **www.bbc.co.uk** and then press the **Enter** key.



**http://** does not have to be entered. The browser assumes this will be required.

3. Click the **Back** button, , on the **Toolbar**. The previously displayed page will be shown, i.e. **ciasupport**.
4. Click the **Back** button again. If you have been following the exercises in the book, your home page will now be displayed. The **Back** button will now be ghosted (grey and feint) because this is the first page you displayed, and you cannot go back any further.
5. Click the **Forward** button, . You will move forward through the chain of visited sites to **ciasupport**.
6. Click the **Forward** button again to move to the **BBC** site. The forward button is now ghosted because this is the end of the chain.
7. Click the **Home** button, , on the toolbar, near the top right side of the screen. Wherever you are, when you click on this button you will be taken back to your home site.
8. Click the **Back** button to move to the previous displayed site, **bbc.co.uk**.
9. Click **Back** again to move to **ciasupport** and leave the site displayed.


## Exercise 9 - Using Hyperlinks

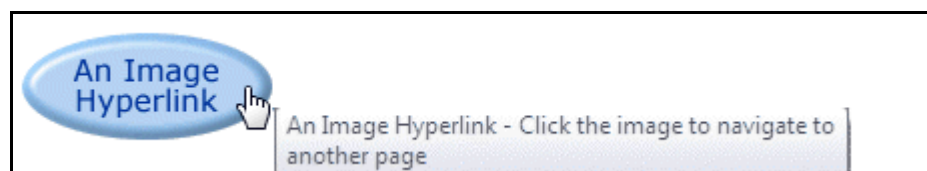
Another easy way to access different web pages is using hyperlinks, sometimes referred to simply as links. These are pieces of coloured text, pictures or buttons which have a web address coded within them.

A single click on a **hyperlink** and you are transferred immediately to a different site, or a different page, or a different part of the same page within the current site. The advantage of using hyperlinks within the pages of a single site is that they make it much more user-friendly to navigate.

The more common use of hyperlinks is to link to other sites. There is no limit to the number of hyperlinks a web site can have. As any site can be linked to many other related sites, each one of which in turn will be linked to many more, it is possible to browse through the sites of the World Wide Web using only hyperlinks. Links to new areas can be uncovered and you may find yourself on a path far removed from the original query. This process is sometimes referred to as “surfing the web”.

### Activity

1. On the **ciasupport** page, click on the word **here** to display the contents page of the site - you have just used a hyperlink.
2. Click the word  at the left of the screen. Read the information that is displayed about hyperlinks.
3. Click the **image** hyperlink, to display another page from the site.






4. Click the text hyperlink **here** to return to the previous page.

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## Exercise 9 - Continued

5. Click the link to the **CiA Training Homepage**.




6. A new site is displayed, the **CiA Training Ltd** site .
7. Click on a piece of hyperlinked text on the left of the screen. The central part of the screen displays information about the chosen subject.
8. Click a different piece of hyperlinked text. The central area changes to display different information.
9. To display the previous screen of information, click **Back**, .
10. Click  again and the **ciasupport** site page is displayed.
11. Click  to return to your **Home page**.

## Exercise 10 - History

To make it easier to revisit a particular site, *Internet Explorer* keeps a list of all sites that have been visited, and each entry on the list is a link. To revisit any site, display the list and click the required link.




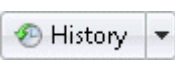

Usually details of sites are kept on the **History** list for **20** days.

	Can you think of any disadvantages of the History feature?
	What about advantages?

### Activity

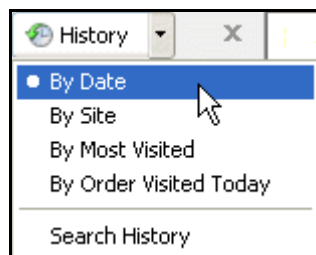
1. Click on the drop down arrow at the right of the **Address Bar**. A list of recently entered site addresses is shown.



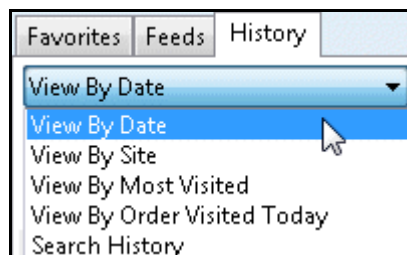
2. Click on the **BBC** link from the list to go to that site.
3. A more complete and structured list is available in the **History** feature. Click the  button. The **Favorites Center** is displayed as a panel on the left of the window.
4. The **Favorites Center** panel can be displayed as a permanent feature. Click the **Pin the Favorites Center** button, , situated at the top right of the panel. The button is replaced by a , which can be used to close the **Favorites Center**.
5. Click the **History** button,  (IE7) or tab  (IE8). The **Favorites Center** panel will then display **History** information.
6. Different views of the **History** entries are available. In **IE7** click the drop down arrow next to **History** and select **By Date**. In **IE8** click on the view selector at the top of the **History Pane** and select **View By Date**.

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## Exercise 10 - Continued



IE7

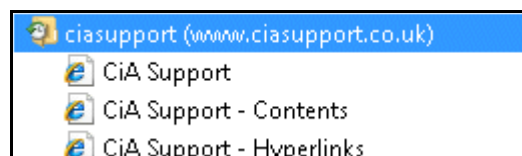


IE8

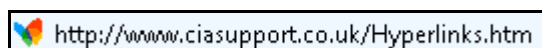
7. History entries will be shown grouped by date.



8. Click on **Today** if necessary to show the entries added today.
9. To change the **History** setting, select **By Site** (or **View By Site**) from the view selector list.
10. A list of visited sites is displayed in alphabetical order. Click the **ciasupport** site link. All visited pages from this site are shown.




11. There is a list to choose from. Select the first **CiA Support - Hyperlinks** page link to go directly to that page.
12. Look at the **Address Bar** for the current page.



13. The **History** list can be large and entries can expire or be removed. If you wanted to make sure you could always revisit this page, you would need to make a note of the address. Write down the full **www** address of this page.
14. *Internet Explorer* includes a **Bookmark** feature to make this process much easier. The process is covered later. Leave the current page open.

## Exercise 11 - Changing Settings

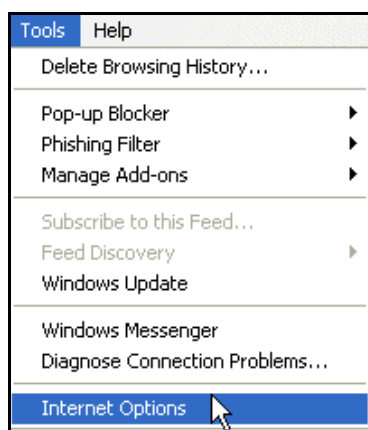
It is possible to change the settings of your Internet browser in order to help with navigation. Your home page can be changed to any page you like. Your home page is displayed when *Internet Explorer* first opens or when you click the **Home** button,  and it can consist of either a single page or a set of pages.

It is possible to change the size of the text displayed on web pages, making it larger or smaller. There is also an option to store previously entered addresses so that matches can be suggested to you as you type new addresses. This is the autofill function, known as **AutoComplete** in *Internet Explorer*.

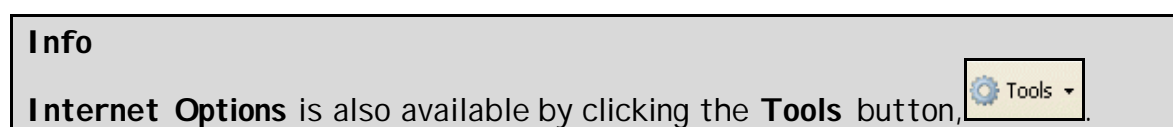
Files that are temporarily downloaded as part of browsing are saved in case they are needed again. In order to free up space on your computer disk or just to hide which sites you have visited, the space allocated for this storage can be changed or cleared. The space used to store history information can also be changed or cleared for similar reasons.

### Activity

1. Click the **Tools** button on the **Menu Bar** and select **Internet Options** from the drop down menu.



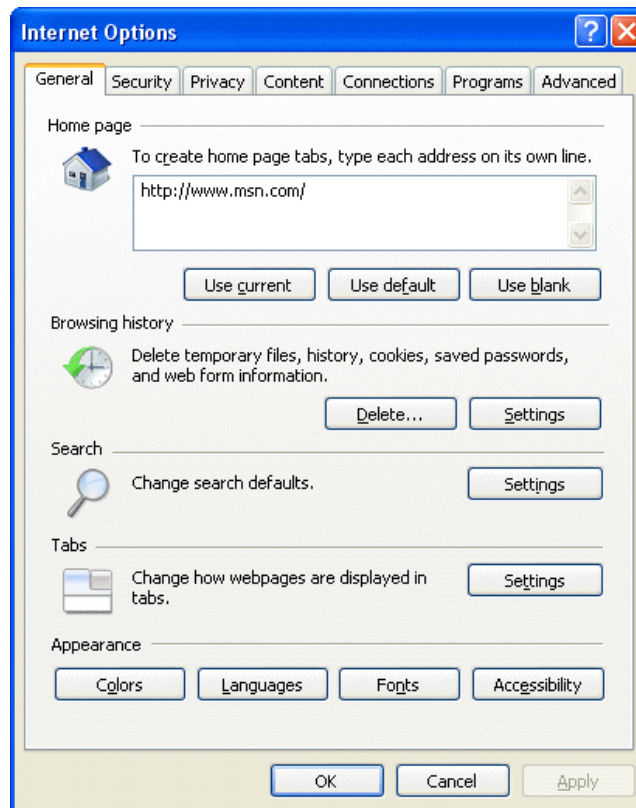
2. The **Internet Options** dialog box is displayed.



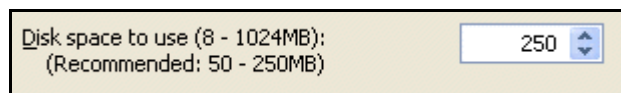
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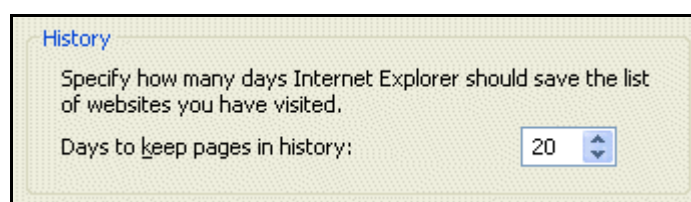
## Exercise 11 - Continued



3. Click **Settings** in the **Browsing history** section. There are options here to change the amount of space allocated for temporary internet files,



and to change the number of days to keep **History** entries.

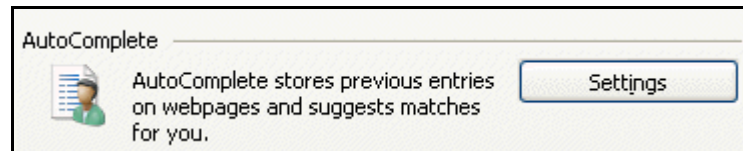



4. Do not change settings now but click **Cancel** to return to the **Internet Options** dialog box.
5. Click **Delete** in the **Browsing history** section. There are options here to delete the different types of information which your browser is storing, including history and temporary internet files.

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## Exercise 11 - Continued

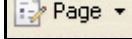
6. Again do not change settings now but click **Close** to return to the **Internet Options** dialog box.
7. Click the **Content** tab. There are options here to change the settings for the **AutoComplete** function.



8. In the **AutoComplete** section select **Settings**. View the options available and then click **Cancel** to return to the **Internet Options** dialog box.
9. Click the **General** tab. Highlight the current web address in the **Home page** section, press the **Delete** key then type in **http://www.ciasupport.co.uk/**.
10. Click **OK** in the dialog box to close it.
11. Now click the **Home** button, , and the site home page for **ciasupport** will be displayed. This is now set as your home page.
12. To change your home page back, click the **Tools** menu and select **Internet Options**. In the **General** tab change the home page address back its original setting, e.g. **http://msn.com**. Click **OK** and then the **Home** button.

### Info


You can quickly change your home page to the page you are currently viewing by clicking the down arrow on the **Home** button, , and selecting **Add or Change Home page**. Check the **Use this page as your only home page** option and click **OK**.

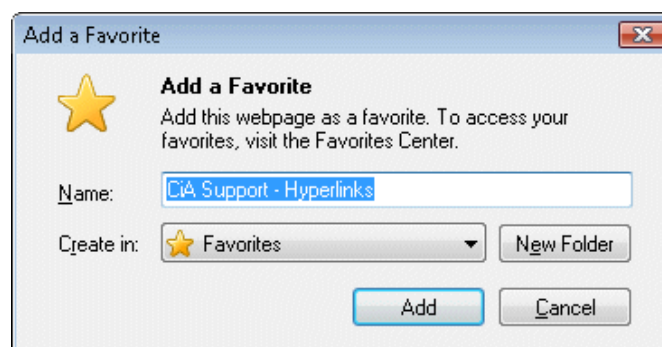
13. To change the size of the text displayed. Click the **Page** button, , click **Text Size** and then select the size, either larger or smaller from the list, as required.

## Exercise 12 - Bookmarks

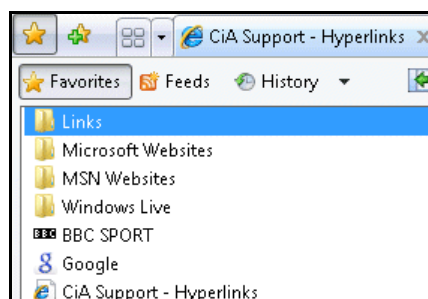
If you want to be able to visit a certain site again easily and quickly, the browser software lets you make a **Bookmark**. This means you can add it to a list of favourite sites and whenever you want to visit that site again, you only have to select it from the list.

### Activity

1. The **Favorites Center** panel should still be displayed, if not display it now.
2. Use the information in the **History** list to go to the **Hyperlinks** page of the **CiA Support** web site.
3. Click the **Add to Favorites** button,  then click **Add to Favorites** from the list to display the **Add a Favorite** dialog box.





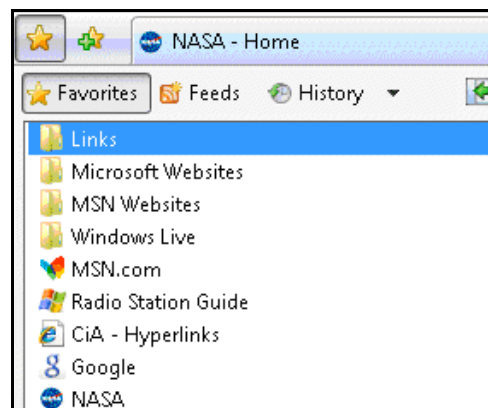
4. Edit the **Name** to **CiA - Hyperlinks**.
5. Click **Add** to add the selected page to the list of favourites.
6. Display the list of current favourites by clicking the **Favorites** button or tab in the **Favorites Center** panel. The contents of the list will vary depending on which pages have already been added.




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## Exercise 12 - Continued

7. Enter **www.google.co.uk** in the **Address Bar**. Press the **Enter** key.
8. Click with the right mouse button on a blank part of the screen and select **Add to Favorites** from the shortcut menu which appears. The **Add a Favorite** dialog box is displayed.
9. Leave the **Name** as **Google** and click **Add**.
10. Enter **www.nasa.gov** in the **Address Bar**. Press the **Enter** key. Browse the **NASA** site and find a page that interests you.
11. Click  then **Add to Favorites**. The **Add a Favorite** dialog box is displayed.
12. Change the **Name** to **NASA** and click **Add**.
13. Return to your **Home page** by clicking . The **Favorites Centre** should now look similar to this:




14. Click on the **CiA** entry. The exact page that was added to **Favorites** will immediately be displayed.
15. Click the link to the **Google** home page.
16. Click to go to the **NASA** page.
17. All these links will remain on the **Favorites** list until deleted. Right click on the **NASA** link and select **Delete** from the shortcut menu. Confirm the deletion by clicking **Yes** and the link is removed.
18. Close **Favorites** panel and return to your **Home page** by clicking .

## Exercise 13 - Stop and Refresh Page Loads




When a web page is opened, it automatically begins to load. This can often take a long time, if there are a lot of graphics, for example. The page load can be stopped, if necessary. The **Refresh** feature will start the page load again. Most web sites are being constantly changed or updated, even as they are viewed. Refresh can also ensure that the most up to date site is being viewed.

### Activity

1. Enter the following web address in the **Address** bar: **www.discovery.com**.
2. Press the **Enter** key and if a pop up window appears close it.
3. As the graphics are loading, click the **Stop** button, , on the **Address bar**. The page load will halt.

#### Info

If you have a high speed broadband connection the graphics may download before you have a chance to stop them.

4. Click the **Refresh** button, . The loading begins again.
5. Use an entry in the **Favorites Center** to open the **CiA – Hyperlinks** site.
6. After viewing the site, use  to return to the **Discovery** homepage. The page load begins automatically, because you have re-entered the site.
7. Use the hyperlinks on the **Discovery** homepage to visit areas that interest you.
8. When you have finished browsing the site, click  to return to your **Home page**.

## Exercise 14 - Tabs

So far different web sites have been shown in sequence - each new site replaces the last one and there is only ever one site open at any time. *Internet Explorer* however, has the ability to have more than one site open at the same time by opening each site on a different **Tab**.

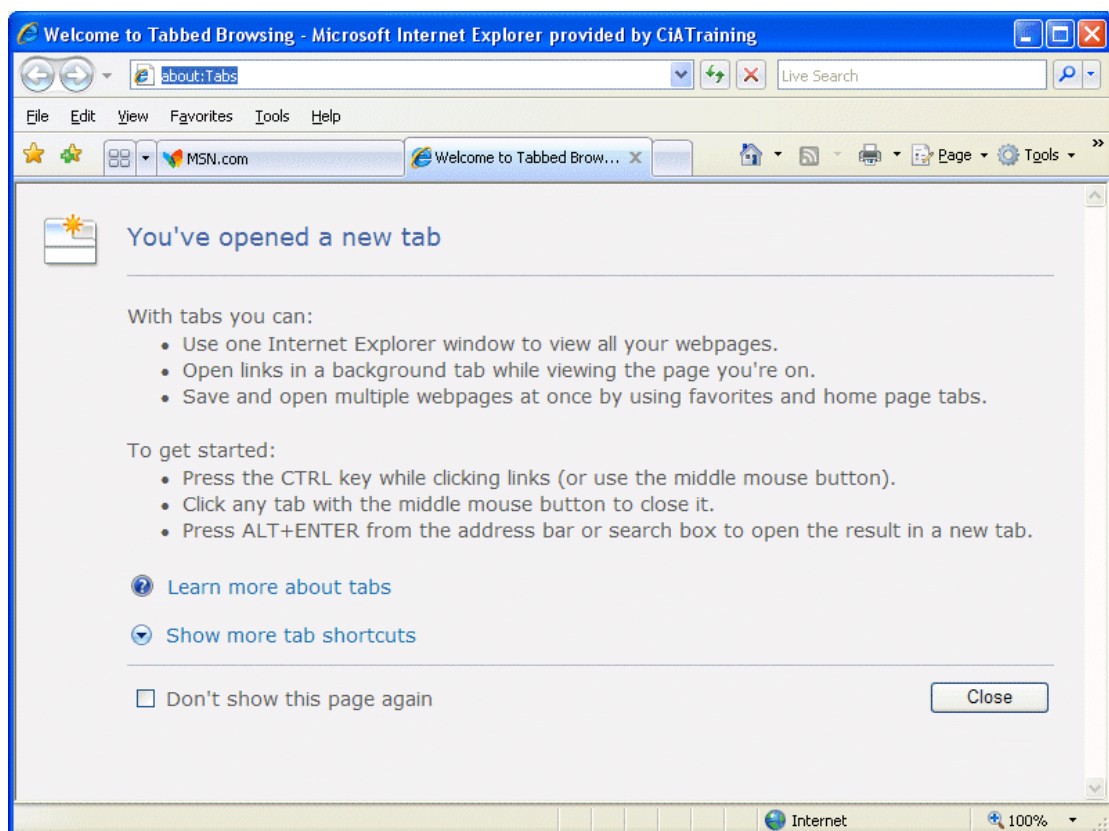
### Activity

1. Your **Home page** should be displayed, if not, open it now. The name of the current page is displayed in a tab.



Empty Tab

2. Click in the empty tab next to it. A new tab is opened but it does not show a web page yet.

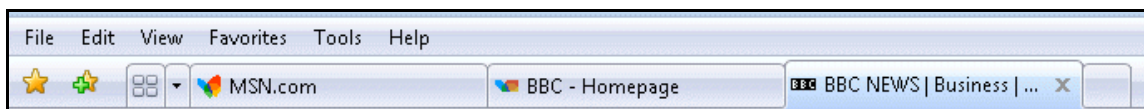



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## Exercise 14 - Continued

3. Enter **www.bbc.co.uk** in the **Address Bar** and press the **Enter** key. The site is displayed in the new tab. Your home page is still open in the first tab.
4. Right click on any hyperlink from the **BBC** page and select **Open in New Tab**. The page opens in a new tab, but is not displayed.
5. There are now three pages open in three tabs. Click on the **third** tab to display that page.



6. Click the **Quick Tabs** button, . **Thumbnails** for all currently open web pages are shown.



7. Click the **middle** thumbnail to display that page.
8. Click the **Close** button,  on the active (middle) tab to close that tab.




9. Click the **Close** button on the second tab, so that only your home page is left open.

### Talking Point



Try to think of some occasions when it would be useful to have web sites open at the same time by using more than one tab.

## Exercise 15 - Revision

1. What is a web site address used for?
2. Type the address **www.sainsburys.co.uk** in the **Address Bar**.
3. Use hyperlinks to view topics of interest to you.
4. Use the **Back** button, , to return to the **Sainsbury's** home page.
5. Bookmark the page. Name it **Sainsbury's**.
6. On a second **Tab**, open the **CNN** home page (**www.cnn.com**).
7. Bookmark the **CNN** home page.
8. Close the **Tab** displaying the **Sainsbury's** site.
9. On the active **Tab**, return to your default **Home page**.
10. Go to the **www.bbc.co.uk** site.
11. Use some of the hyperlinks to browse the site.
12. Go to your default **Home page**.
13. Use the **Address Bar** list to visit the **BBC** page.
14. Display a list of sites visited today.
15. Display the **Internet Options** dialog box and select **Delete Browsing history**. Clear the **History** entries only by clicking the **Delete history** button.
16. Click **Close** and then close the **Internet Options** dialog box.
17. Close *Internet Explorer*.

**Info**

The answers are listed in the **Answers** section at the end of this unit.