

Alton Consultants

Save time with quick computer shortcuts

Using Internet Explorer

To...	Use this shortcut
Add sites to your Favorites	<ul style="list-style-type: none">• Go to the site.• Hit Ctrl + D to add to your Favorites.• Select Favorites and then Add to Favorites to create a separate folder for the site or to add it to a list already formed.
Select a home page	<ul style="list-style-type: none">• Go to the Web page that you would like to make your home page.• Open the Tools menu and select Internet Options.• Under Home page, click Use Current.
Use the History function if you visit a few select sites constantly	<ul style="list-style-type: none">• Select the History button on your top navigation (a green arrow on a clock face).• Select the site that you would like and double-click.• If the History button is not visible, go to the View menu, select Explorer Bar, and then click History to access.
Customize your toolbar to the tools you use most frequently	<ul style="list-style-type: none">• Right-click your top navigation.• Select the icons that you use or go to the View menu, select Toolbars, and then click Customize.

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