How to View and Explore Web Pages With Shortcut Keys

To view and explore Web pages with shortcut keys:

```
To do this                                  Press this key
-------------------------------------------------------------------
Display Internet Explorer Help or to        F1
display context Help about an item in
a dialog box

Toggle between full-screen and other        F11
views in the browser

Move forward through the items on a         TAB
Web page, the Address box, or the
Links box

Move through the items on a Web page,       SHIFT+TAB
the Address box, or the Links box

Go to your Home page                        ALT+HOME

Go to the next page                         ALT+RIGHT ARROW

Go to the previous page                     ALT+LEFT ARROW or BACKSPACE

Display a shortcut menu for a link          SHIFT+F10

Move forward between frames                 CTRL+TAB or F6

Move back between frames                    SHIFT+CTRL+TAB

Scroll toward the beginning of a            UP ARROW
document

Scroll toward the end of a document         DOWN ARROW

Scroll toward the beginning of a            PAGE UP
document in larger increments

Scroll toward the end of a document         PAGE DOWN
in larger increments

Move to the beginning of a document         HOME

Move to the end of a document               END

Find on this page                           CTRL+F

Refresh the current Web page                F5 or CTRL+R

Refresh the current Web page, even if       CTRL+F5
the time stamp for the Web version and
your locally stored version are the same

Stop downloading a page                     ESC

Go to a new location                        CTRL+O or CTRL+L

Open a new window                           CTRL+N

Close the current window                    CTRL+W
```

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Save the current page                    CTRL+S

Print the current page or active frame    CTRL+P

Activate a selected link                  ENTER

Open the Search box                       CTRL+E

Open the Favorites box                    CTRL+I

Open the History box                      CTRL+H

In the History or Favorites boxes,        CTRL+click
open multiple folders
```

How to Print Preview With Shortcut Keys

To Print Preview Web pages with shortcut keys:
```
To do this                               Press this key
--------------------------------------------------------
Set printing options and print the page  ALT+P

Change paper, headers and footers,       ALT+U
orientation, and margins for this page

Display the first page to be printed     ALT+HOME

Display the previous page to be printed  ALT+LEFT ARROW

Type the number of the page that you     ALT+A
want displayed

Display the next page to be printed      ALT+RIGHT ARROW

Display the last page to be printed      ALT+END

Zoom out                                 ALT+MINUS

Zoom in                                  ALT+PLUS

Display a list of zoom percentages       ALT+Z

Close Print Preview                      ALT+C
```

How to Use the Address Box With Shortcut Keys

To use the **Address** box with shortcut keys:
```
To do this                               Press this key
--------------------------------------------------------
Select the text in the Address box       ALT+D

Display a list of addresses that you     F4
have typed

When in the Address box, move the cursor CTRL+LEFT ARROW
left to the next logical break in the
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address (period or slash)

When in the Address box, move the cursor   CTRL+RIGHT ARROW
right to the next logical break in the
address (period or slash)

Add "www." to the beginning and ".com"     CTRL+ENTER
to the end of the text that you type in
the Address box

Move forward through the list of           UP ARROW
AutoComplete matches

Move back through the list of              DOWN ARROW
AutoComplete matches
```

How to Work With Favorites By Using Shortcut Keys

To work with Favorites by using shortcut keys:
```
To do this                                 Press this key
--------------------------------------------------------
Add the current page to your favorites     CTRL+D

Open the Organize Favorites dialog box     CTRL+B

Move selected item up in the Favorites     ALT+UP ARROW
list in the Organize Favorites
dialog box

Move selected item down in the            ALT+DOWN ARROW
Favorites list in the Organize Favorites
dialog box
```

How to Edit With Shortcut Keys

To edit with shortcut keys:
```
To do this                                 Press this key
--------------------------------------------------------
Remove the selected items and copy them    CTRL+X
to the Clipboard

Copy the selected items to the Clipboard   CTRL+C

Insert the contents of the Clipboard at    CTRL+V
the selected location

Select all items on the current Web page   CTRL+A
```