





50 Plus Killer Browser Tips

Make the most of your Web experience with our favorite Navigator and Internet Explorer tips.

Here at PC World Online, we live in our browsers, so we know from experience that neither Netscape Navigator nor Microsoft Internet Explorer is perfect. Luckily, we know several tricks, hidden options, and renegade tactics that boost our browsing power. We've collected 50 of our best tips to help you take your browser to the next level.

Note: Throughout this article,  signifies that a tip works with Netscape Navigator only;  indicates that a tip requires Microsoft Internet Explorer.

1. Take Control

Who's in control, you or your browser? Feeling outgunned? These tips help you make your browser of choice act exactly how you want it to.

2. Locked Out of Internet Explorer?

You activated the Content Advisor in IE 4 and promptly forgot the password. There's no way around it: You need to edit the Registry, or certain sites will remain out of bounds for as long as the Content Advisor stands guard.

Before you start, back up these Registry files: system.dat, system.da0, user.dat, and user.da0. You'll find them in your Windows folder.

Select *Start, Run*, type *regedit*, and click OK. Navigate to HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Policies\Ratings. Next, click the Key entry in the right pane, and press *Delete*. Exit the Registry and restart your PC.

When you're back at your desktop, right-click the Internet Explorer icon; then select *Properties*, click the Content tab, and click *Disable Ratings*. Don't enter anything when prompted for a password; click OK. Note that you've effectively eliminated all your Content Advisor settings, so you'll need to reenter them (and this time, make a note of your password).

3. Get Back to Where You Once Belonged

Do you ever find yourself stuck on a page? That is, no matter how many times (or how fast) you click Back, it just reloads the same page for its own perverse amusement? Well, the fancy code that's keeping you there may be pretty quick on the draw, but you can beat it. Just head on up to the Go menu and select the entry next to the number 1 (the entry beside 0 ought to be the page you're stuck on, so 1 would be the page before it). You'll go immediately to that page and from there you should be able to navigate back and forth as normal.

4. Dispatching Wild Browser Windows

Are you tired of Web sites that keep opening new browser windows? Try a \$10 shareware program called [PopAway](#) from Triceris Systems. This tool prevents sites from opening multiple copies of your browser. It works with IE 3.x and higher and with Navigator 4.x.

5. Get Automatic Web Site Updates

Some sites can e-mail you news alerts or updates. Like this idea? You can get a similar service from *any* Web site if you use Internet Explorer 4.x. You can instruct the browser to regularly log on to Web sites that you frequent, and either download updates for reading offline or notify you when there's something new on the site. To perform automatic updates, Internet Explorer must be running.



Go to the Web site and select *Favorites, Add to Favorites*. In the Add Favorite dialog box, select either "Yes, but only tell me when this page is updated" (in which case Internet Explorer will notify you by adding a red gleam to the site's icon or by e-mailing you) or "Yes, notify me of updates and download the page for offline viewing."

Click the Customize button to designate whether you want to download just the current page, or the current page and all pages linked to it, and to schedule when Internet Explorer searches the site; then click OK. Click the "Create in" button to tell IE where to download pages. IE will send you a note via e-mail when your favorite pages are updated. To read them offline, select *Favorites, Manage Subscriptions*, then click a site's icon to read it.

Alternatively, you can manually update your subscribed-to sites by selecting *Favorites, Update All Subscriptions*.

6. The Long Good-Bye

Many people tell us that they used to get a prompt to disconnect from their Internet service provider when they closed Internet Explorer 4, but they no longer do. In most cases, it's because the automatic disconnect feature has been disabled.

To restore this function, choose *Start, Settings, Control Panel*. In the Control Panel, double-click the Internet icon. In the Internet Properties dialog box, click the Connection tab. Click Settings and select the check box labeled "Disconnect If Idle for [X] Minutes." Click OK and, when you get back to the Internet Properties dialog box, click OK again to close the dialog box and record your change.

This option controls the number of minutes of inactivity required to disconnect automatically, and it tells IE to prompt you to disconnect when you exit the program.

7. Downsize the Toolbar

When IE 4.x is crammed with icons and you're tired of resizing windows just to see them all, you can shrink the buttons. Choose *View, Internet Options*, and click the Advanced tab. Scroll down to Toolbar and select the Small Icons button. If you don't use the Font button very often (it's off by default) you may save some space by deselecting the Show Font Button check box. Then click OK. You can still modify the font size by choosing *View, Fonts* and making your selection.

8. "Ding" When It Starts and "Bang" When It Stops

IE 4.x adds two entries to the Sounds settings in Control Panel: You now can tell the system which sound to use when the browser begins navigating to a new site and when it gets to the new site.

Click Start and choose *Settings, Control Panel*. When Control Panel opens, double-click the Sounds icon. Look through the Events list for Start Navigation. Select it and then click Browse. Locate and select a suitable sound. Now select Complete Navigation in the Events list. Click Browse and then assign another sound. When you're finished with your selections, click OK.

9. Purge URLs From Navigator's Location Box

If you don't want snooping colleagues to know what you've been up to, cover your tracks. To clear visited sites out of Navigator's Location box, follow these steps.

For Navigator 3.x: You'll have to edit Windows' Registry, but before you do, back up these files: system.dat, system.da0, user.dat, and user.da0. To open the Registry Editor, select *Start, Run*, type *regedit*, and click OK. To find a URL you'd like to hide, press *Ctrl-F*, type the URL into the Find What box, and click Find Next. You'll eventually arrive at a list of URLs at HKEY_CURRENT_USER\Software\Netscape\Netscape Navigator\URL History. Pick through the list on the right side of your screen (stay away from the left side!), and delete the revealing URLs.



For Navigator 4.x: In Notepad, open the file `prefs.js` (look in `Program Files\Netscape\Users\YourName` or `Netscape\Users\YourName`). The URL lines look something like this:

```
user_pref("browser.url_history.URL_1", "http://www.pcworld.com/")
```

Delete the ones you want to keep private and then save `prefs.js` as a text-only file.

To prevent Navigator from writing any more URLs to that file, make it read-only: Find `prefs.js` in Windows Explorer, right-click it, select *Properties*, and check Read-only. Click Apply and then OK. Be warned that making this file read-only means that your other preferences won't be recorded.

10. Let Cookies Go Stale

In most cases, cookies help a Web site remember useful things about your computer from session to session, such as a particular color configuration. A cookie can send the Web site information, such as which operating system and browser you use. It can also record the number of times that you visit the site and the amount of time you spend there. But don't fret too much about security or loss of privacy. Cookies cannot tell the Web site your name or e-mail address unless you specifically register at the site.

Here's a simple way to keep your cookie file from being scrutinized: Delete its contents and save it as a read-only file. If you use Navigator, head to the `cookies.txt` file in the Netscape directory. Within the Navigator folder, right-click the `cookies.txt` file and select *Properties*. Change it to read-only and click Apply. If you're running Microsoft's Internet Explorer, you'll find a `cookies` folder in the Windows folder. Right-click it, select *Properties* from the menu, and check Read-only in the Cookies Properties dialog box.

11. Stay Up to Date

Both Navigator and IE get updated from time to time--usually to address bugs or security issues. Luckily, both browsers can point you directly to Web pages that help you determine whether you need an update (and if you do, these pages will help you get a download started). In Navigator, select *Help, Software Updates* to go to Netscape's SmartUpdate pages; in IE, choose *Help, Product Updates* to arrive at Windows Update.

12. Windows, Meet the Browser

Your browser interacts with the operating system--superficially if you use Navigator, and quite extensively if you're an IE fan. We can help you set your system's default browser and make Windows and your browser coexist peacefully.

13. Make Internet Explorer the Default

Whenever you install a Web browser, it begs you to let it become your default browser, and it repeats this plea until you make a decision. What if, after using one browser for a while, you want to switch? You can change your mind, but it's much easier to do so in Internet Explorer than in any version of Navigator. In IE 3.x and 4.x, select *View, Internet Options*, click the Program tab, check the box labeled "Internet Explorer should check to see whether it is the default browser," and then click OK.

14. Let Navigator Take the Helm

Changing the default in Navigator 3.x and 4.x is a bit more complicated. Follow the steps from the previous tip but uncheck "Internet Explorer should check to see whether it is the default browser." If you're lucky, restarting Navigator will summon the default browser query--but don't count on it. If Navigator balks, you'll need a text editor such as Notepad to edit the `prefs.js` file. Exit Navigator, and select *Start, Programs, Accessories, Notepad*. When it opens, select *File, Open*. Click the drop-down arrow next to "Files of type" and select All Files (*.*). The `prefs.js` file is in `C:\Program Files\Netscape\Users\yourname`, where *yourname* is your Windows user name. Open it and look for the line `user_pref("browser.wfe.ignore_def_check", true);`. Carefully change the word *true* to *false*. Save, exit, and then restart Navigator. The default query should appear, at which point you can give Navigator the top bunk.

15. A More Stable Relationship



Any browser crash can make Windows unstable. The severity ranges from an app going belly-up to Microsoft's dreaded Blue Screen of Death. If the culprit is Navigator, you can bring up the Close Program dialog box by pressing *Ctrl-Alt-Delete*, selecting Netscape, and clicking End Task. But doing this can cause other open programs to fall like dominoes, so you might want to bite the bullet, close all running apps, and restart.

IE 4 offers another option. Do it before you hit your next crash, and you'll save yourself serious headaches. Click *View, Internet Options*, click the Advanced tab and check "Browse in a new process." This makes IE handle Web browsing as a task separate from other system functions, so the next time IE 4 hits an iceberg, it shouldn't take Windows down with it.

16. Fire Up Navigator From the Internet Icon

You can edit the Windows Registry so that Navigator launches instead of Internet Explorer when you click The Internet on your desktop. But before you tweak the Registry, back up the following files: *user.dat*, *user.da0*, *system.dat*, and *system.da0*. (They're in your Windows folder.)

1. Select *Start, Run* and type *regedit*.
2. Expand *HKEY_CLASSES_ROOT\CLSID\ {FBF23B42-E3F0-101B-8488-00AA003E56F8} \Shell\Open*.
3. Click *Command* on the left, and double-click (Default) on the right.
4. Change the path in the Value data line so it points to Navigator. For example, type *C:\Progra~1\Netscape\Commun~1\ Program\netscape.exe*. (If a directory name exceeds eight characters, count six characters and replace the rest with ~1.)
5. Press *F5* to refresh the Registry.
6. Double-click The Internet icon on your desktop to launch Navigator.

17. Add Programs to Internet Icon's Pop-Up Menu

You can also add items to the context menu (the one that pops up when you right-click an icon) for your desktop's Internet icon. Open the Registry Editor by selecting *Start, Run* and typing *regedit*.

1. Expand *\HKEY_CLASSES_ROOT\CLSID\ {FBF23B42-E3F0-101B-8488-00AA003E56F8}*.
2. Right-click the Shell folder and select *New, Key* from the pop-up menu.
3. Right-click the folder of the newly created key and again select *New, Key*. Rename it *Command*.
4. Finally, simply edit the path in the Default value so that it points to the appropriate program.

18. Easy Access

You can add your Favorites folder to your Start menu even if you're not using IE 4.x's Active Desktop feature (which "Web-enables" your desktop). Open Windows Explorer and locate *C:\Windows\Favorites*. Click the Favorites folder and drag it to the Start button. When the cursor is over the Start button, release the mouse button. This will put the Favorites folder into the Start menu.

19. Bookmarks and Favorites

Navigator's Bookmarks and IE's Favorites are the heart and soul of your browser--this is where you store links to all the sites you like to visit, in one centralized list. Here's how to make each browser understand the other's lists, and how to keep these lists under control, even as they grow and grow and grow...

20. Back Them Up

You've spent valuable time collecting URLs. Now, before you try any of our fancy tricks, protect yourself by making backups of your Bookmarks or Favorites. For Navigator, select *Start, Find, Files or Folders*, type *bookmarks.htm* in the Named field, enter *c:* at the Look In field, and click Find Now. When you see the file at the bottom of the Find dialog box, hold down *Ctrl* and drag a copy to a floppy disk or to another folder. Internet Explorer saves its Favorites in the *\Windows\Favorites* folder, so open the Windows folder and hold down *Ctrl* while you drag the Favorites folder to another folder (or right-click it, select Copy, and then paste it into another folder).

21. Add Navigator Bookmarks to IE Favorites

By adding Navigator's Bookmarks to IE's Favorites list, you'll gain instant access to all your Bookmarks from within Internet Explorer. It's as simple as designating bookmark.htm as one of your Favorites. In IE 3.x and 4.x, select *File, Open*, choose *Browse*, set "Files of type" to All Files, and use the "Look in" drop-down box to navigate to bookmark.htm (see the previous tip for its location). When you find it, double-click the file to load it into the Open dialog box. Click OK again, and IE will display Navigator's Bookmarks as active links. On the menu, click *Favorites, Add to Favorites*, name the shortcut Navigator Bookmarks, and then click OK. Now you can click Navigator Bookmarks just as you would any IE Favorite.

22. Convert IE Favorites Into Navigator Bookmarks

Netscape doesn't make it easy to convert Favorites into Bookmarks. The cheapest solution is Microsoft's free IE import and export tool, [Favtool](#). This 50KB utility imports Bookmarks into Favorites and saves Favorites as Bookmarks. But beware: In bringing IE Favorites into Navigator, this utility replaces your Bookmark file; if you want to keep the files synchronized, you'll have to import the Bookmarks into Internet Explorer first (using the preceding tip) and then replace the Bookmark file with the merged Favorites.

23. Turn Bookmarks/Favorites Into Your Home Page

By making your Bookmarks file your home page, you're never more than one click away from your favorite sites. In Navigator 3.x, click *Options, General Preferences*, and, under "Browser starts with," replace the URL with the path to your bookmark.htm file. In Navigator 4.x, select *Edit, Preferences*, and under Category, click Navigator. Under "Navigator starts with," make sure that the Home Page button is selected, and replace the URL in the Location Box with the path to your bookmark.htm file (usually it's in C:\Program Files\Netscape\Users\yourname). When you're finished, click OK to close the box and save your settings. Exit, restart Navigator, and click away.

Unfortunately, you can't turn IE Favorites into your IE home page, but you can use your Navigator Bookmarks instead. Open IE 3.x or 4.x, click *File, Open*, click Browse, and find Navigator's bookmark.htm file. Click Open and then click OK. When Navigator's Bookmarks are displayed, click *View, Options*, and click the Navigation tab in IE 3.x, or Internet Options and the General tab in IE 4.x. In the Startup area, click Use Current and then click OK. Every time IE loads, so will your Navigator Bookmarks.

24. Turn Favorites Into Buttons

Do you have two or three sites you visit daily? Instead of hunting through multiple folders and subfolders for them, you can turn them into one-click toolbar buttons. Internet Explorer 4.x has an extra toolbar that you can toggle on and off from the View menu. You can slap about six to eight sites on this toolbar before it gets too cluttered and defeats its own purpose.

To display the Link Toolbar in IE 4.x, click *View, Toolbars, Links*. In IE 3.x, click *View, Options, General* and check the Links box. On the menu, click *Favorites* and drag any URL or folder to the Links bar.

25. Cleaning House

When searching for something on the Web, most people add pages to the Favorites folder as they go. But after you complete your search, you may want to get rid of pages you'll never use again. One way to do this is to choose *Favorites, Organize Favorites*, select the page you want to eliminate, and click *Delete*. Another way to delete those unwanted listings is to choose Favorites and, when the menu opens, right-click the links you want to delete and choose Delete from the pop-up menu.

26. A New Arrangement

Here's an easy way to arrange your files in the Favorites folder: Click the Favorites icon; when the list opens, click a Favorite and drag it to a new position. Continue this process until you have all the items arranged to your liking.

27. Personalize Navigator Bookmarks

Are you swamped by Bookmarks? Put a choice few on the Personal Toolbar (the ribbon of sites beneath Navigator's Location toolbar).

To reveal the Personal Toolbar in Navigator 4.x, click *View, Show Personal Toolbar* (if the Personal Toolbar is already displaying, the menu option will say *Hide Personal Toolbar*).

To add a Bookmark to the Personal Toolbar, click the Bookmarks icon on the Location toolbar and select *Edit Bookmarks*. Highlight the Bookmark you want to put on the Personal toolbar and drag it into the Personal Toolbar Folder.

To remove a Bookmark, click the Bookmarks icon, select *Edit Bookmarks*, click the plus sign next to the Personal Toolbar Folder, and drag the Bookmark to the main list.

28. On-the-Fly Favorites

When you want to add a site to your Favorites folder, you can choose *Favorites, Add to Favorites*. This is what you should do when you plan to place the new favorite in a particular spot in your Favorites hierarchy. But if you're in the middle of a search (or otherwise preoccupied) and don't mind having Favorites go into the main Favorites folder, just press *Ctrl-D* to add the page to your Favorites folder.

29. Get It Right This Time

When you're in a Web page, you can use the right mouse button to add the site to your Favorites folder, but you need to be careful when doing so. If you should right-click a graphic and choose *Add to Favorites*, you'll end up adding the URL for the graphic rather than the page itself. Make sure you click a blank spot on the page before you right-click to add a bookmark to your Favorites.

30. History

Both IE and Navigator keep track of the sites you've visited. These browser histories are useful, but sometimes they need adjustment--or outright revision.

31. Rearranging History

If you do a lot of Web surfing, you can quickly build a crowded History list. To help you manage things, Navigator lets you arrange the list in various ways. Press *Ctrl-H* to open the list. Now select *View* from the menu and choose the criteria for sorting the list items (Title, Location, and so on). You can also choose to list the items in ascending or descending order.

32. Sliding Sort

You can also sort Navigator's History list by moving the column headers. Press *Ctrl-H* to open the list. Select the column you want to sort. Hold down the mouse button and slide the column to the far left. This becomes the sorted column.

33. History Into Bookmarks

Most likely, you consult your History list because you forgot to bookmark a Web site. Wouldn't it be great if you could add a page from the History list to your Bookmark list? Well, you can. Press *Ctrl-H* to open the History list and then select the sites you want to bookmark. Right-click to open the dialog box and select *Add to Bookmarks*.

34. Extend Your History

If you depend heavily on IE 4.x's History files, you should make sure they stick around. IE's default is to save them for 20 days, but you can save them for as many as 999 days. Choose *View, Internet Options*, and click the General tab. Double-



click in the box labeled "Days to keep pages in history," and then type in the new number. Click OK to close the dialog box and record the change.

35. Shrink .Dat File

Every time you visit a Web site, Internet Explorer stores history and cache information in files that have the .dat extension. The more data these files have to store, the bigger they get. Though Microsoft won't cop to it, clearing the Cache or History folders in IE 3.x and 4.x doesn't always return these files to their original default size of 8KB, 16KB, or 32KB. You can see for yourself by opening a DOS prompt (select *Start, Programs, MS-DOS Prompt*), navigating to the directory where your Cache or History resides (c:\windows\tempor~ or c:\windows\history), and then looking for the .dat files. If you open them, you'll see all of your "deleted" URLs.

The problem? Aside from the fact that these .dat index files let snoops track where you've been surfing, IE begins to slow down when the files reach approximately 200KB. And once they reach 500KB, the program starts crashing. One solution is to delete both files, but you have to do it in DOS, not Windows. Select *Start, Shut Down, Restart in MS-DOS mode*. At the C:\> prompt, type *deltree c:\windows\history*, and then press *Enter*. (In IE 4.x, this path could be c:\windows\profiles\yourname\history.) Then type *deltree c:\windows\tempor~1* and press *Enter*. (This process can take 15 minutes if the .dat files are large.) The next time you fire up your browser, both files will be rebuilt as empty .dat files.

But wait! There is a better solution. You can manage file size and permanently kill all the private data in Cache, History, and .dat files by using the \$15 shareware program [TweakIE](#). Its IESweep feature clears your Cache and History folders and resets the .dat files to their empty size. This utility also alerts you when .dat files have grown big enough to affect your browser's performance.

36. Rewrite History

Navigator 3.x clears the history each time you shut down the program. In Navigator 4.x, select *Edit, Preferences*, choose Navigator, and click Clear History. Trouble is, Netscape's history file, like IE's .dat files, retains information. To cover your tracks completely, you need to delete this file. Exit Navigator, open Windows Explorer, and press F3; when the Find: All Files window appears, search for netscape.hst. It's usually in C:\Program Files\Netscape\Communicator\Users\yourname. Right-click it and select *Delete*.

37. Smoother Downloads

The Web offers tons of great files to download, but sometimes it's hard to get your browser to cooperate. Clicking a filename or icon sometimes brings up a plug-in or helper app--or worse, an error message--and suddenly the whole process becomes a hassle (this is most common with audio or video clips). Follow these tips to make downloading files easier.

38. Bypass the Plug-In

If a file type is associated with a plug-in or helper app and you want to avoid launching those programs while you're downloading, press the Shift key while clicking the file's link. This tells Navigator to download the file without loading the plug-in or helper app.

Note: This tip won't work with streaming media files, like RealAudio broadcasts.

39. Tell Navigator to Download, Not Play, Files

Select *Edit, Preferences*. In the Category box, go to Navigator and click Applications. In the Description box, scroll through the list and click the type of file you want to download, and then click the Edit button. In the MIME Type line of the Edit Type dialog box, type *application/octet-stream*. Check the Save to Disk box. If you're asked to specify an application to handle the file type, type *unknown*.

Note: The Edit button will be grayed out if a browser plug-in is installed that displays or plays the file type you've selected to download. To change this file's setup, you need to uninstall the plug-in. To find out which plug-ins are loaded, go to Navigator's Help menu and select About Plug-ins.

40. Instruct Explorer to Save Files to Disk

Forcing IE to download a file (rather than using a plug-in or helper) involves the right mouse button, not the *Shift* key as in Navigator. Instead of clicking file names directly, position the cursor over a file name on a Web page and right-click it. Select *Save Target As* and a dialog box will pop up and ask where you'd like to save the file.

41. Look for the File in the Temporary Directory

If you can't use the method described in the previous tip, and IE attempts to run a plug-in or display a file instead of offering to download it, chances are that it saves the file in the Temporary Internet Files directory (C:\Windows\Temporary Internet Files). To find out, select *View, Internet Options* and click the General tab. Under Temporary Internet Files, click the Settings button, and then click the View Files button. Explorer will present a list of all the files in its Temporary directory. Since multimedia files tend to be quite large, you can expedite your search by clicking the Size button twice in Explorer to bring the largest files to the top of the list. Once you've located the file, you can move it--IE will delete the file automatically once you reach your cache limit--or launch it with the program of your choice.

42. Put It on Paper

Sometimes you've just got to have a hard copy--but Web pages rarely transfer well to paper. Here are some strategies for getting the perfect printout.

43. Exploring Your Options

IE 4 offers several options for printing Web pages. You can select how much of a page to print by choosing *File, Print*, and clicking the radio button labeled "All" to print the entire page (which may consist of a number of printed pages). Or click the radio button labeled "Pages from" and select a print range of 1 to 1 to print only one page (or 1 to 2 to print two pages, and so on). Click OK to start printing.

44. A Timely Printout

A good way to keep track of your printed Web pages is to include date and time information in the header and footer. To do this, choose *File, Page Setup*. When the Page Setup dialog box opens, you can enter the information codes that you want to use in the Header and Footer boxes.

Let's say you want the date and time in the footer. Click the Footer entry box and type *&t &d* into the field.

Note: We suggest using at least two spaces between *&t* and *&d* to separate the time and date on the printout.

After you enter the codes, click OK to close the dialog box and save your changes. These changes will remain in effect until you change them again.

Here's a list of codes you can add to your Header and Footer entries:

Code	Prints
&p	Page Number
&P	Total Number of Pages
&d	Date
&t	Time (AM/PM)
&T	Time (24-Hour Format)
&w	Window Title
&u	URL (Page Address)

45. Frame-Up Job



Let's say you're visiting a site with multiple frames and you'd like to print the whole thing as it appears on screen. Choose *File, Print*, and check your desired option in the Print Frames area. If you select "As laid out on screen," your printout will look just like the Web page you're viewing. If you select "Only the selected frame," that's all you'll get--just the frame that's currently selected (the frame you last clicked in). If you select "All frames individually," you'll get a printed page for each frame displayed at the Web site. After you make your selection, click OK to continue with the printing operation.

46. The Whole Enchilada

IE 4.x also lets you choose whether to print those Web page backgrounds along with the text and graphics. Choose *View, Internet Options* and click the Advanced tab. Scroll down the list of options and locate Printing. There you'll see a check box labeled "Print background colors and images." If you want to print the backgrounds, select the check box. If you don't want to print the backgrounds, deselect the box. When you're finished, click OK.

47. Print Selected Web Pages With Navigator

If you want to print a small section of a long Web page, you might think you're out of luck. There's actually a simple solution: Select *Print Preview* from the *File* menu to check the numbers of the Web pages you want to print. When you're ready to print, type those page numbers in the Print dialog box. Unfortunately, Microsoft's Internet Explorer lacks a comparable feature.

48. Printing Text Selections From Web Pages

You can treat text on a Web page just as you would in a word processing document. Highlight the text you want to print, e-mail, or fax. Copy it into the Clipboard (press *Ctrl-C* or select *Edit, Copy*.) Then paste it into an e-mail message or word processing document (press *Ctrl-V* or select *Edit, Paste*) and print it.

If you want to save the text of the entire page, select *File, Save As* and select either "HTML File" or "Text File" under "Save as type" (an HTML file will retain the text's formatting, but a text file will not). Then simply print as you would any file.

49. There Must Be a Faster Way...

Forget clicking through a bunch of dialog boxes. We're out to make common tasks quicker.

50. Fast Searches

Did you know that your browser is also an easy-to-use search engine? In the address bar of IE 3.x and 4.x, type *go* or *find* or *?* followed by a space and the word or phrase you want to locate, and IE will search Yahoo. Type two or more words in Navigator 4.x's location bar and press *Enter* to do a search from the Netcenter default search engine. If you want to search on just one word, type a plus sign and a space before the word. If you type only a single word without the plus sign, the browser treats that word as a domain name and adds the necessary *www.* and *.com* to it. (This behavior changes in Navigator 4.5--see next tip.)

51. Get Specific

Navigator 4.5 takes searching from the location bar one step further. Its new Internet Keyword features drill searches down to a specific site. Keywords are matched against a trademark database, so typing "American Airlines," for example, takes you directly to the airline's Web site. If Navigator can't find what you're looking for in the Netcenter database (which remains a work in progress), it goes to Netcenter's Excite-Netscape Web index and searches there.

52. Run to Sites

You can speed your way to Web and FTP sites by clicking Windows 95's Start button and then selecting the Run command. In the dialog box that appears, type the URL or FTP address. (You can even type the subdirectory and name of the file you want to download, such as *ftp.microsoft.com/softlib/msfiles/rptsampl.exe.*) Click OK. Windows will dial



your Internet service provider, load your browser--either Netscape's or Microsoft's, whichever is the system default--and head to the site.

53. No Pictures, No Waiting

You've probably heard this one before, but useful information always bears repeating. If faster downloading is your primary goal, you should try turning off graphics, sound, and animation, and make text-only viewing your browser's default. To do this in IE 3.x, click *View, Options*, click the General tab, and then uncheck the box next to Show Pictures. If you use IE 4.x, choose *View, Internet Options*, click the Advanced tab, and uncheck all the boxes under Multimedia. In Navigator 3.x, select Options and then uncheck the Auto Load Images box. In Navigator 4.x, click *Edit, Preferences*, choose Advanced, and then uncheck the "Automatically load images" box.

54. Presto Picture

If an image does not appear in IE, or if you have images turned off, right-click the placeholder and select *Show Picture*; the image will magically appear. In Navigator 4.x, right-click the placeholder and choose *Show Image*; in Navigator 3.x the command you want is *Load Image*.

55. Shortcuts to Elsewhere

Internet Explorer's address bar lets you do more than just navigate to sites. Check out these shortcuts:

- Send an e-mail message: Type *mailto:* followed by the address--for example, *mailto:firstname_lastname@pcworld.com*. (By the way, this works in Navigator, too.)
- View your desktop: Type *desktop*.
- Open My Computer: Type *my computer*, or the name you gave to My Computer.
- Start a DOS prompt: Type *c:\command.com*.
- Open a folder: Type its path name--for example, *c:\text*. You'll get a directory listing of the folder. You can open some files from here, too; and by clicking the down arrow, you can find and launch commands you've recently typed. This also works in Navigator.

56. Trick Click

Don't waste time refreshing an entire page when all you want is a fresh look at what's inside one frame. If you click the Refresh or Reload button on the toolbar, you'll reload the entire page. In IE 3.x and 4.x, right-click in the frame and choose *Refresh*, and only the frame you've selected will reload. In Navigator 4.x, right-click and choose *Reload Frame*.

57. I Get Around

If you're a keyboard fan, here's how you can go back and forth between viewed pages without using the mouse.

- Press *Alt* and the left arrow to move back a page and *Alt* and the right arrow to move forward a page.
- *Ctrl-Home* takes you to the top of the current page, and *Ctrl-End* jumps to the bottom of the page.
- The *Tab* key lets you navigate to the next field in a Web form.

These keystrokes work in both IE and Navigator.