

Quickguide: Printing and Saving from Internet Explorer

Printing

- To print an entire Web page as it appears in your browser, click on the **File** menu and choose **Print**. Click **OK** in the Print Dialog Box.
(**Beware:** this will print the entire Web page which may turn out to be many *printed* pages)
- To print a portion of a Web page:
 1. Use your mouse to select the portion of the Web page you want to print
 2. Click on the **File** menu, choose **Print**
 3. In the **Page Range** section of the Print dialog box, click **Selection**, then the **OK** button.
- When printing a Web page that uses frames, you will see choices available in the **Print Frames** section of the Print dialog box. You can print framed pages as you see them on the screen or each frame individually.

Saving to a Floppy Disk

When you save a Web page you must decide whether to save in the default file format (.html) or in text format (.txt). When you save in html, you save the text in the Web page interspersed with the html tags the author used to format the page. It can be very difficult to read the textual content of a Web page when you save it as html. If you want to save the textual content of the Web page without the html coding, you need to save as a text file.

Save In box:

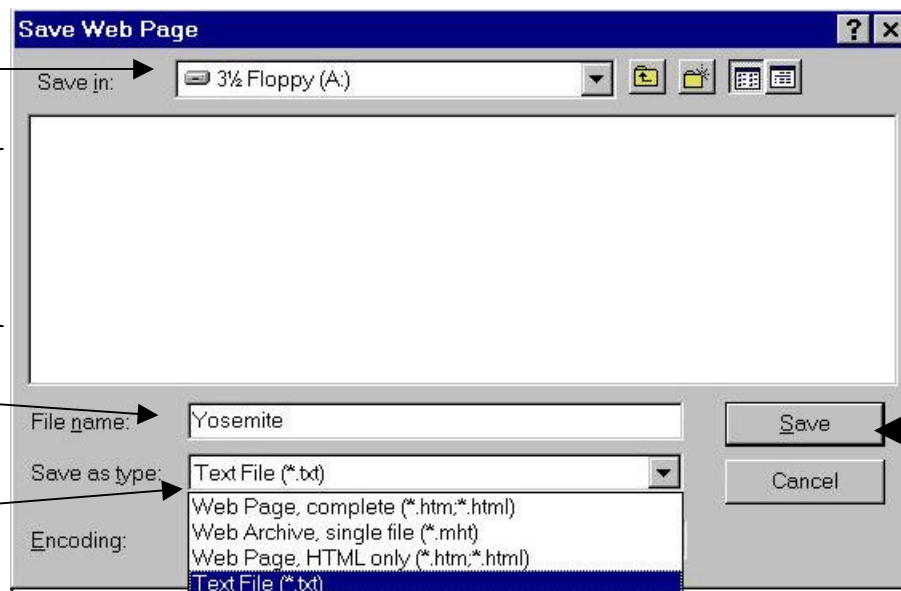
Click in the white area to change to the drive and folder where you want to save a file.

All files of the type showing in the "Save as type" box display here

File Name Box

File Type Box

Click in the white area and choose the file type to save as.



Save Button
Click when finished.

To Save a Web Document as Text

1. In Internet Explorer, click on the **File** menu, choose **Save As...**
2. Make the **Save In** box display A drive by clicking in the **Save In** box and choosing **3 1/2 Floppy (A:)**
3. Determine whether you want to accept the name in the **File Name** box. You can change the name by typing over the name that's there.
4. Click in the box that says **Save as type**, choose **Text File (*.txt)**
5. Click the **Save** button

To Save an Image

1. Move your cursor over an image and click the button on the right-side of your mouse
2. Select **Save Picture As...** from the pop-down menu. This will bring up the standard Windows **Save As** dialog box
3. Make the **Save In** box display A drive by clicking in the **Save In** box and choosing **3 1/2 Floppy (A:)**
4. Take note of the name of the image file. Image files commonly end in .gif or .jpg
5. Click the **Save** button

Saving a Web Document as HTML

- When you choose **Web Page, HTML only (*.htm, *.html)** in the **Save As type** box, you save the HTML file that makes up most of what you see on the screen minus the images
- When you choose **Web Page, complete (*.htm, *.html)** in the **Save As type** box, you save the HTML file AND all of the images that appear on the page. This can be many files.