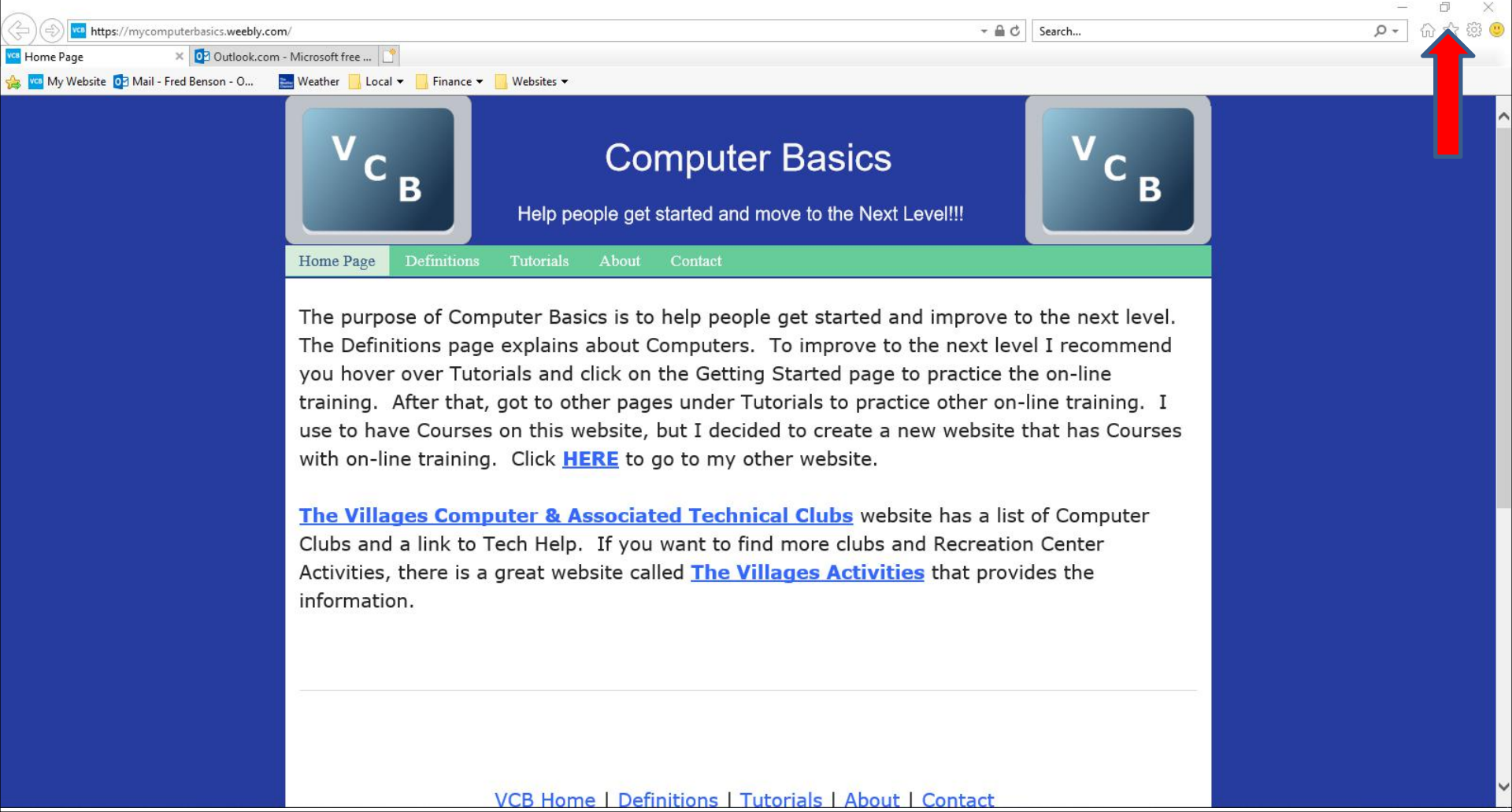


Step 2 – Part 2 - How to change the layout of Internet Explorer.

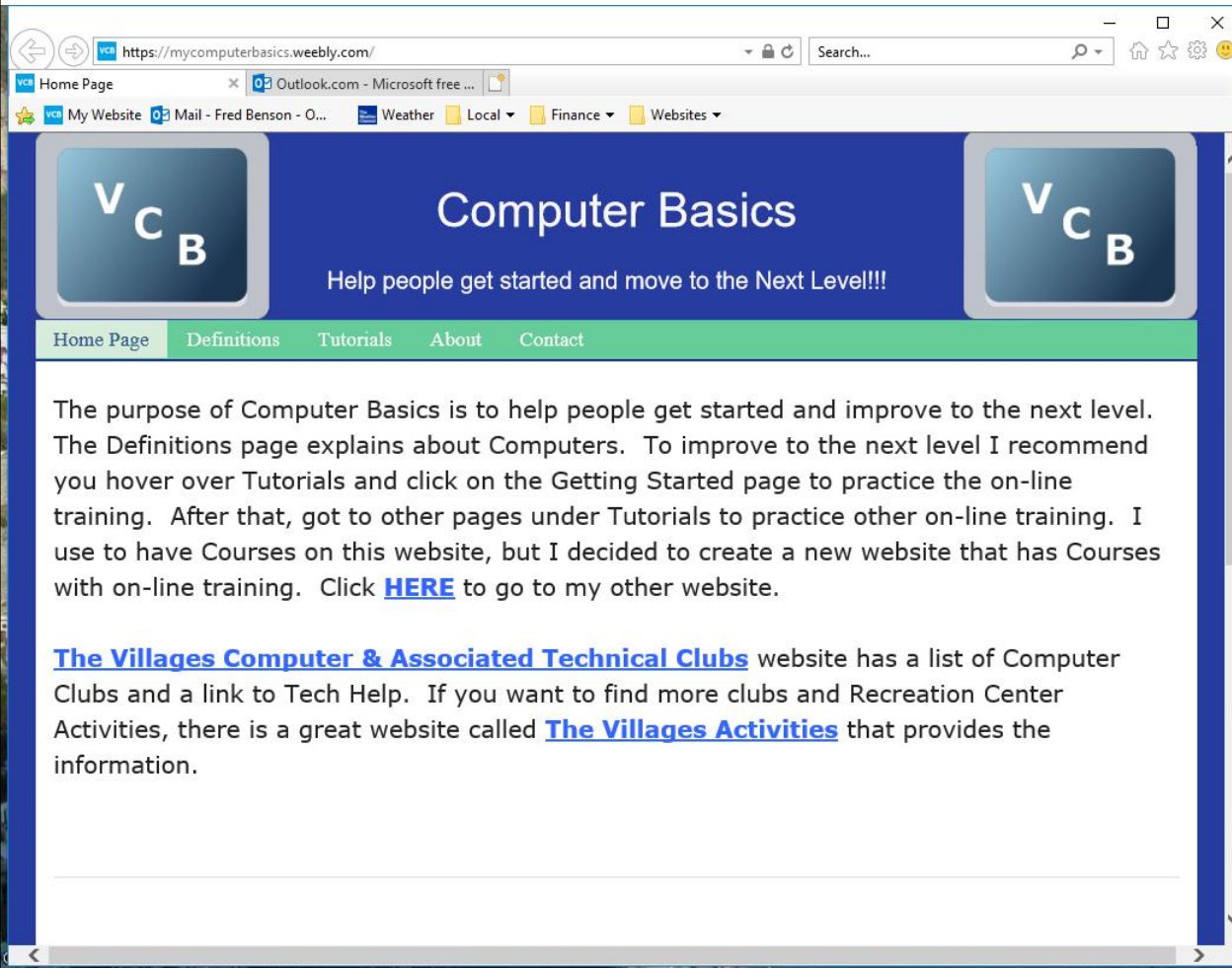
- First I am going to show you how to Restore Down. When you open Internet Explorer it typically opens in a full screen. As I mentioned in the Step 2 Introduction, the reason to Restore Down is you view other programs, like Movie Maker and go back and forth to view the on-line training for Movie Maker.**
- After that I will show you how to Minimize and other layouts.**
- First open Internet Explorer. Next is a sample of a website in a full screen.**

• Here is a sample of my website in Internet Explorer in a full screen. Click on this Icon  in the upper right to Restore Down. Next is what happens.

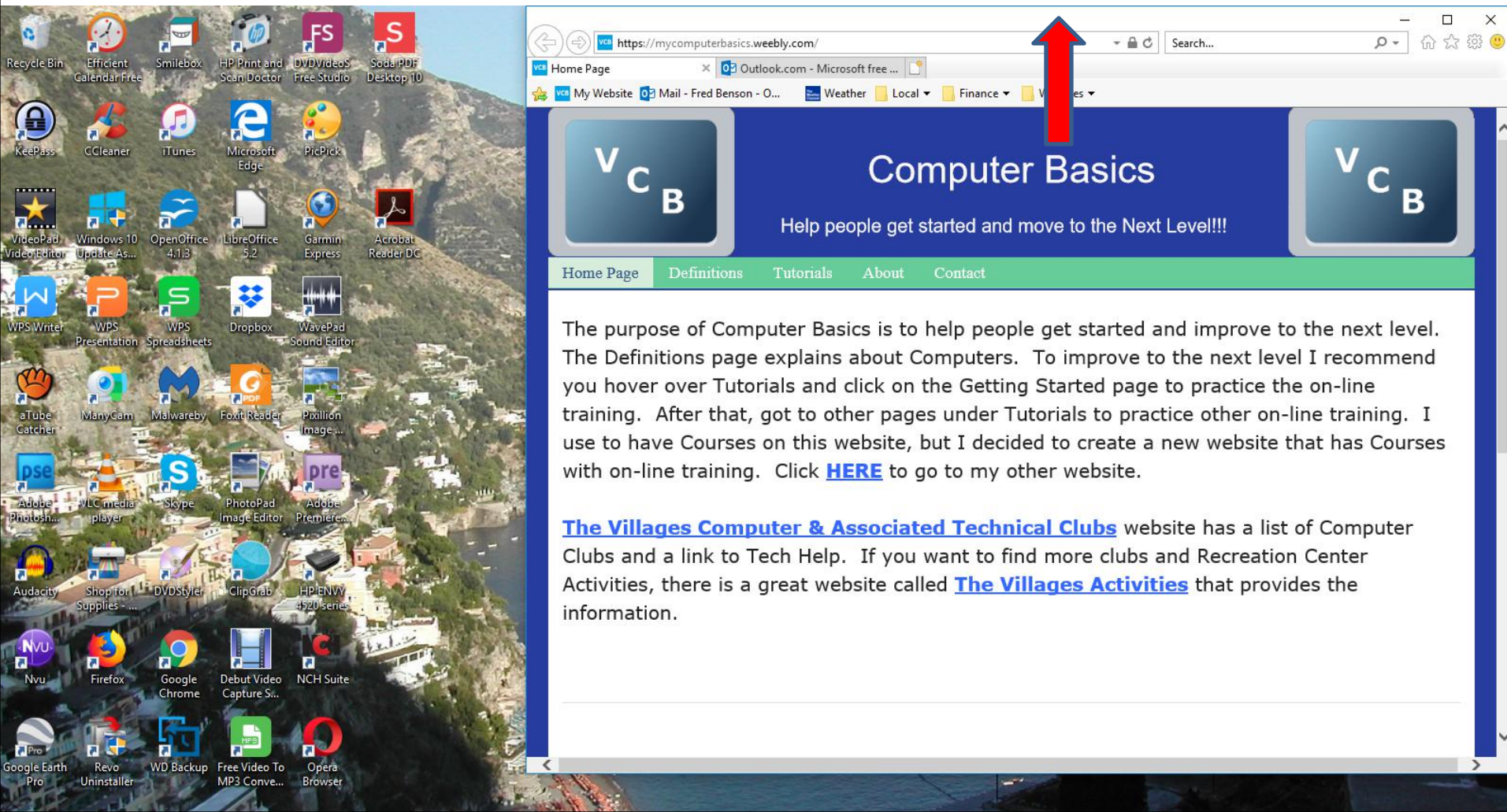


The screenshot shows an Internet Explorer browser window displaying the website <https://mycomputerbasics.weebly.com/>. The browser's title bar includes standard window controls (minimize, maximize, close) and a search field. A red arrow points to the 'Restore Down' button, which is a square icon with a horizontal line through it. The website content features a blue header with the 'VCB' logo and the title 'Computer Basics'. Below the header is a green navigation bar with links for 'Home Page', 'Definitions', 'Tutorials', 'About', and 'Contact'. The main content area contains a paragraph explaining the website's purpose and a link to 'The Villages Computer & Associated Technical Clubs'. At the bottom, there is a footer with the same navigation links.

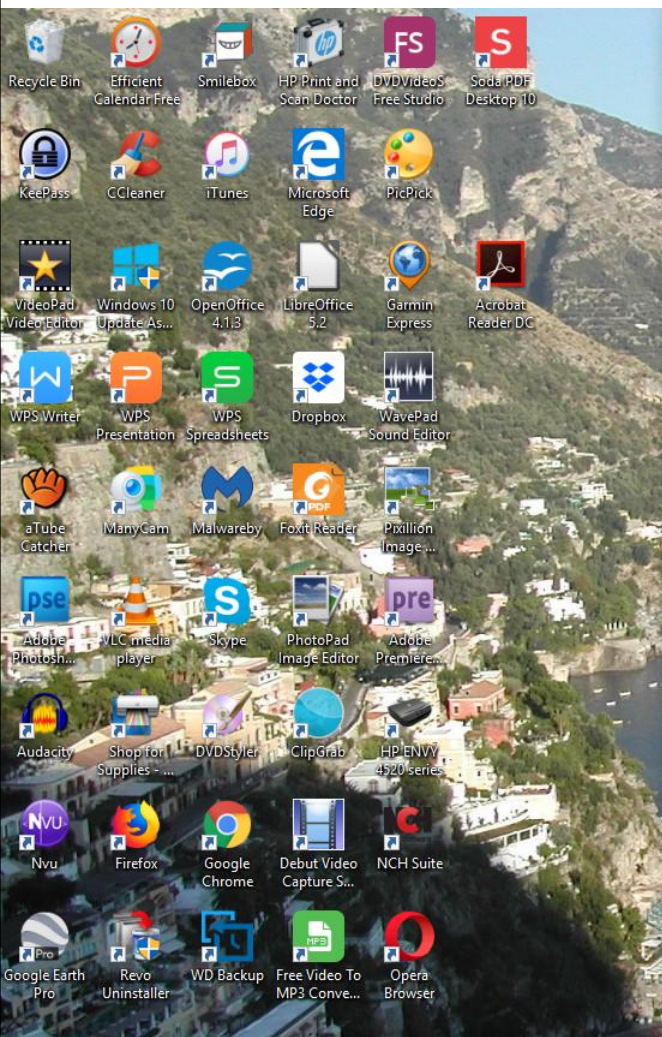
- Here is a sample of Internet Explorer of Restore Down. I didn't have other programs, so I see the Desktop. Next is how to move it.



- You left click and hold it down on the top and drag it, left or right. Below is a sample of dragging it right. Next is how to Minimize.



- You click on this Icon – in the upper right to Minimize. Next is a sample.

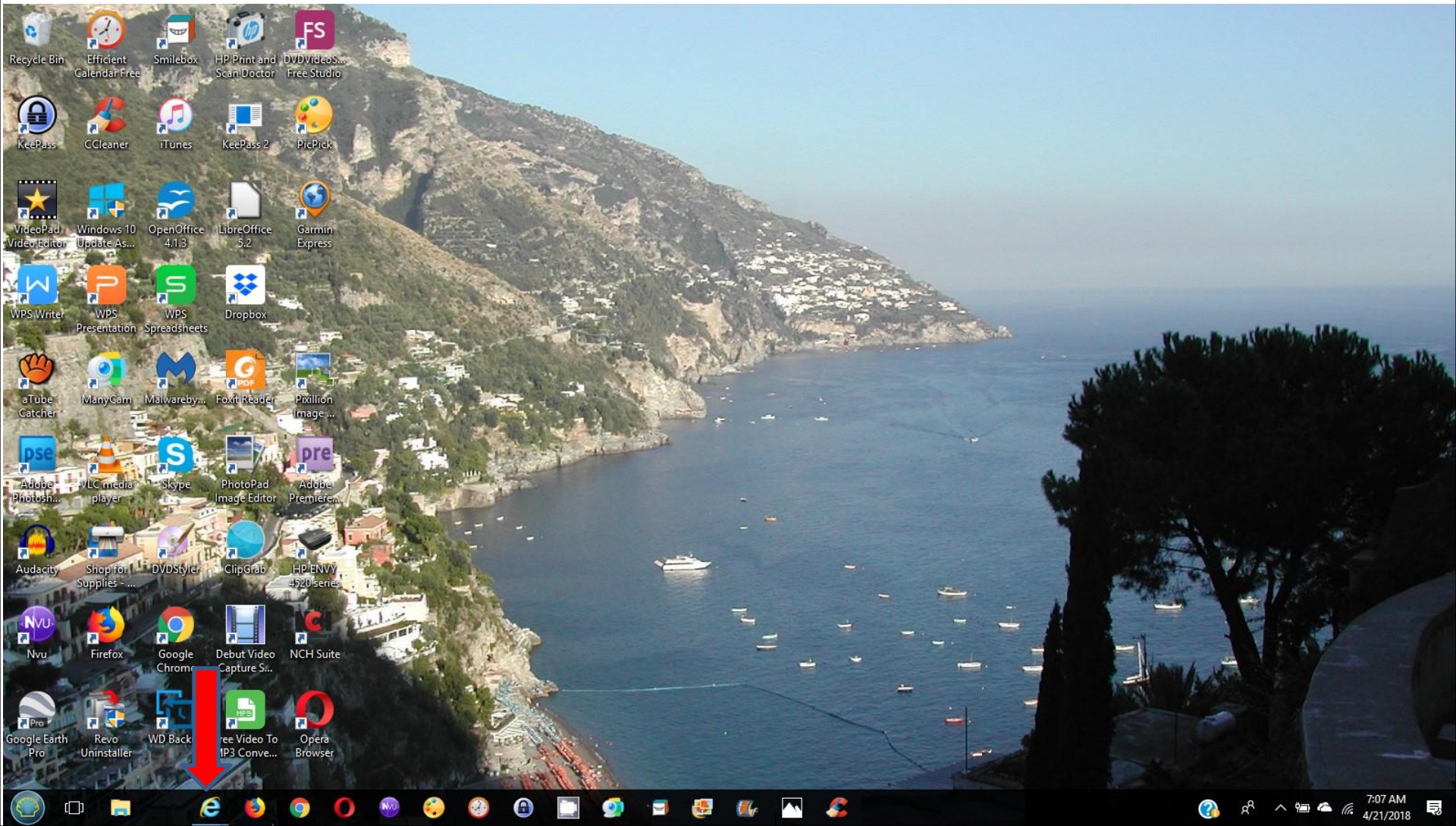



Home Page Definitions Tutorials About Contact

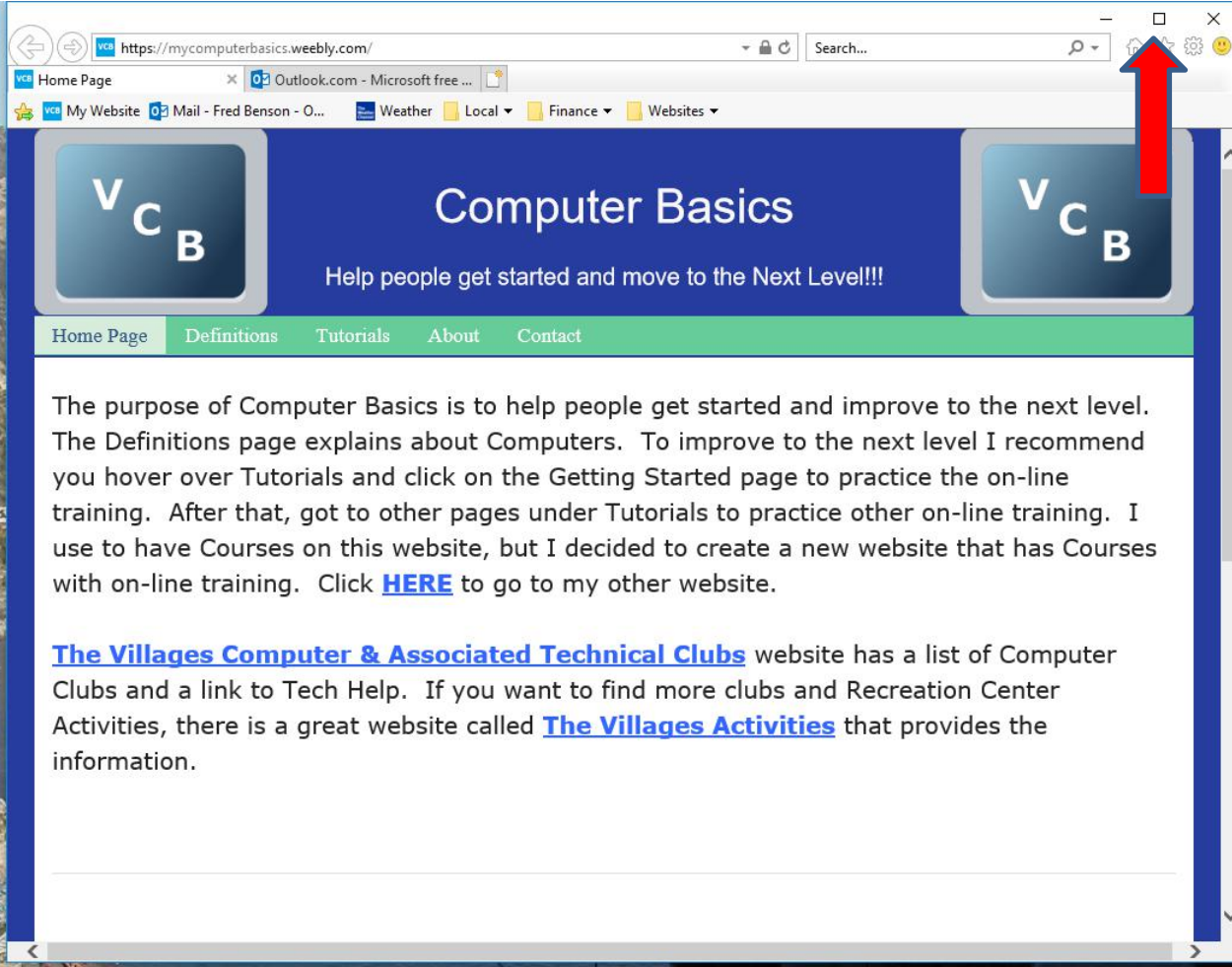
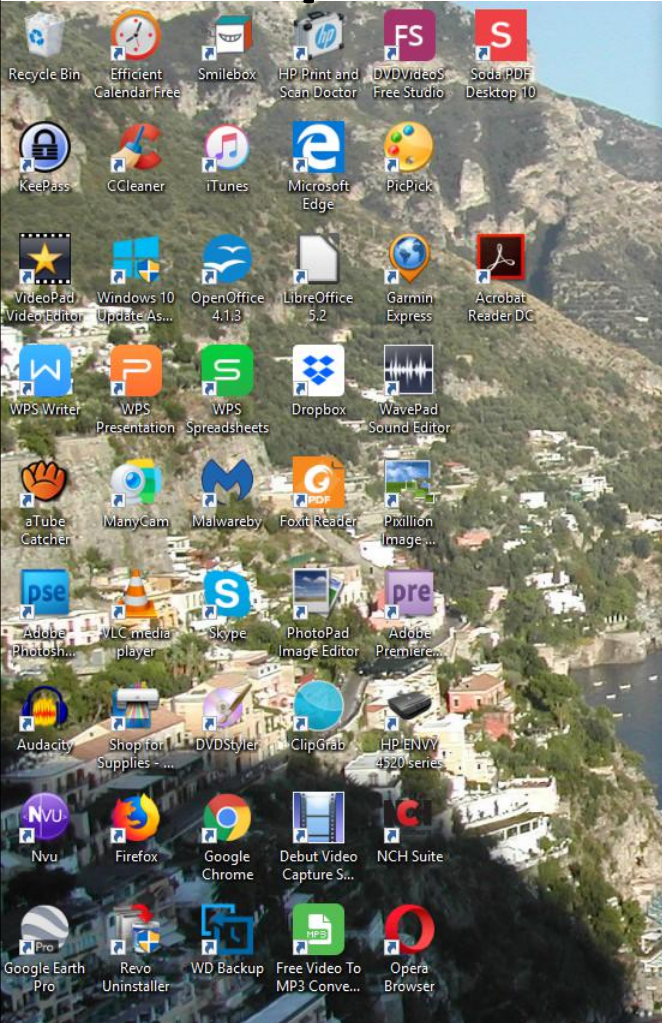
The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the information.

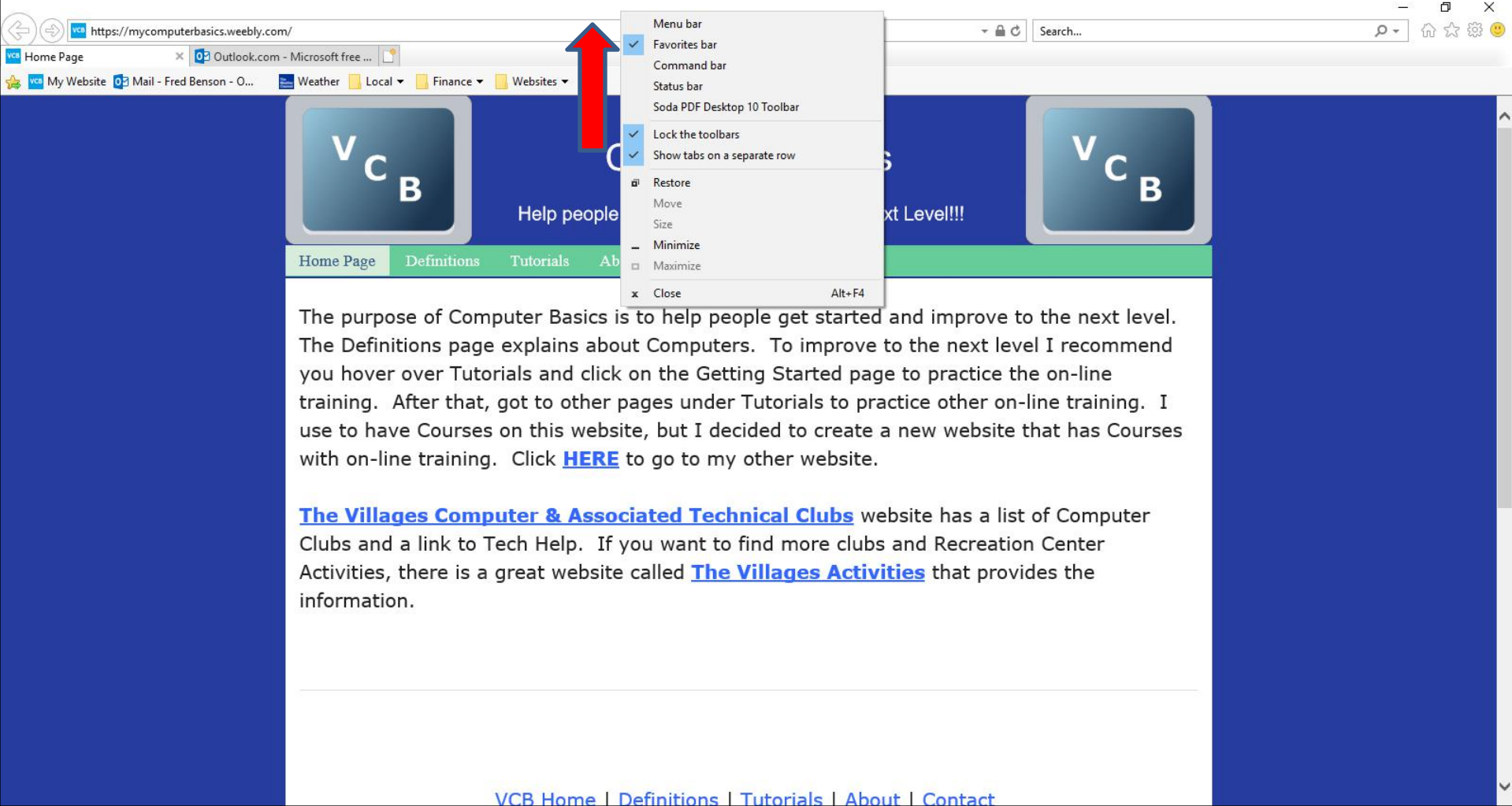
- When you click on Minimize, it does not show it, but it is highlighted on the Taskbar. Next is what happens when you click on it in the Taskbar.



• When you click on it in the Taskbar, it opens in the same size. To go back to full screen, you click on the this Icon  in upper right again and next is a sample.



- You see it in a full screen again. You then right click on the top and you see a list of other options. Next I will zoom in so you can see it and what to click on.



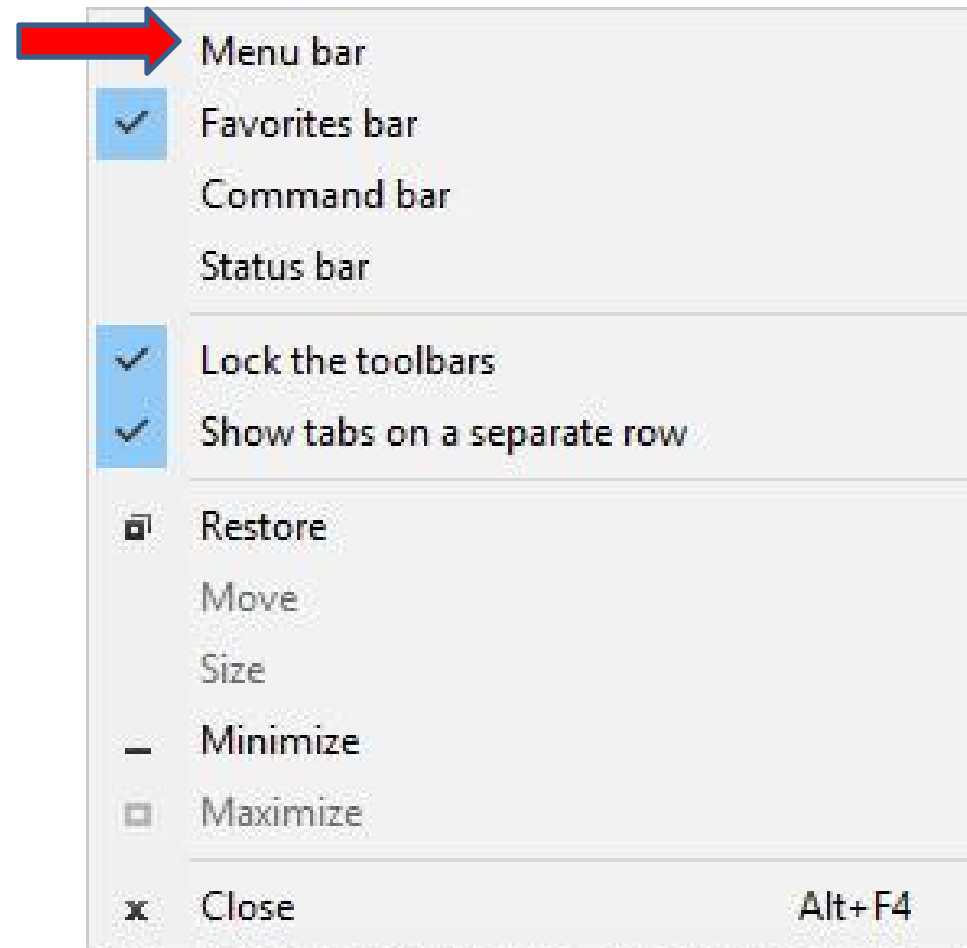
The screenshot shows a web browser window with the address bar displaying <https://mycomputerbasics.weebly.com/>. The browser has several tabs open, including 'Home Page', 'Outlook.com - Microsoft free...', 'My Website', and 'Mail - Fred Benson - O...'. The website's header is blue with a green navigation bar. A context menu is open over the header, listing various options such as 'Menu bar', 'Favorites bar', 'Command bar', 'Status bar', 'Soda PDF Desktop 10 Toolbar', 'Lock the toolbars', 'Show tabs on a separate row', 'Restore', 'Move', 'Size', 'Minimize', 'Maximize', and 'Close'. A red arrow points to the 'Close' option in the menu. The main content area of the website is white with blue text and contains a paragraph about the purpose of Computer Basics and a link to 'HERE'.

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

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[VCB Home](#) | [Definitions](#) | [Tutorials](#) | [About](#) | [Contact](#)

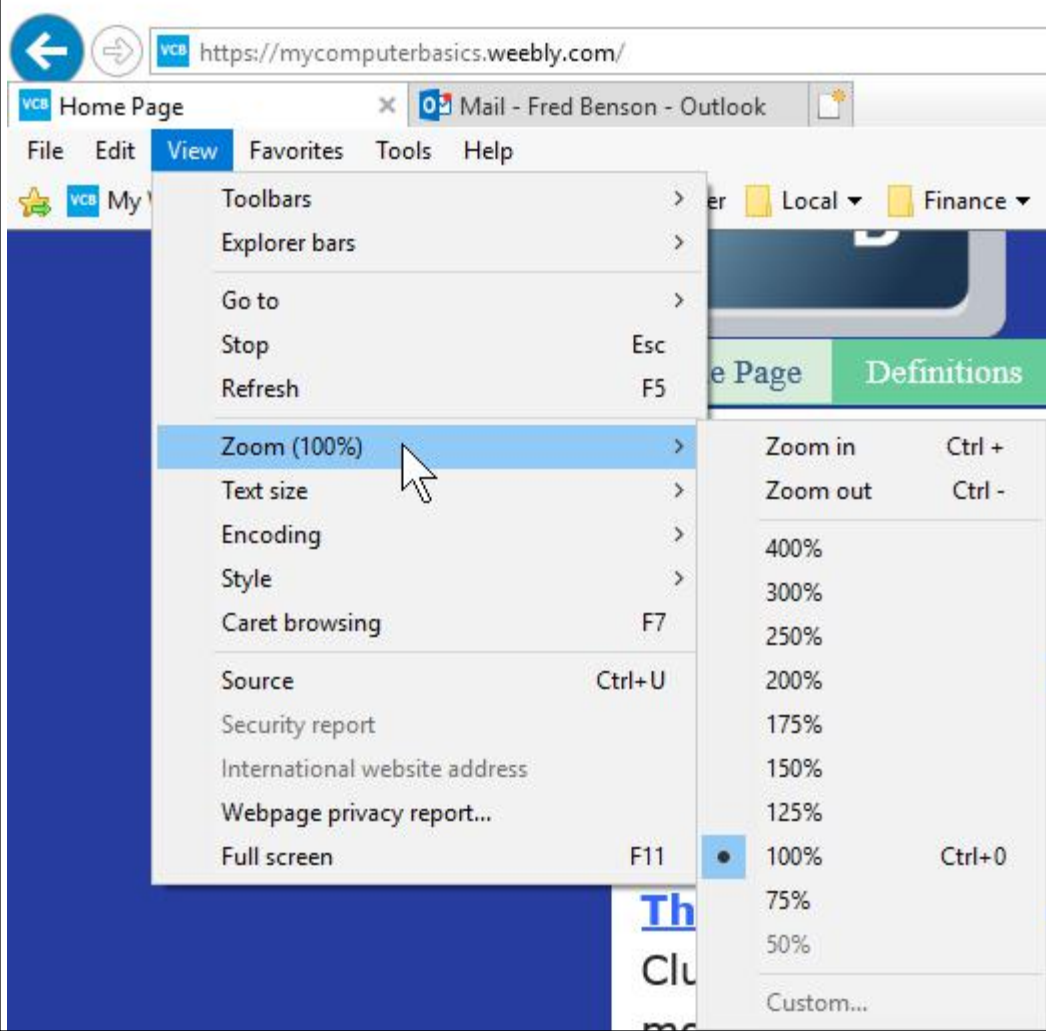
- You see a list of other options. I recommend you first click on the Menu Bar. As I mentioned in the Introduction, Internet Explorer and Firefox are the only Browsers to display the Menu bar.
- Next is what happens.



- You then see the Menu Bar on the top of the left.
- It is then easier to do other things. Next is a sample of clicking on View to change the size inside the page.



- When you click on View you see a list and when you hover over Zoom you see a list about Zoom. Next explains the options.



- **You have 3 options. One is to click on Zoom In or Zoom Out. The second option is press and hold the Ctrl Key and click on the + Key. The third option is click on the %, like 75%.**
- **I recommend using the second option. Because if you press and hold the Ctrl Key, you can click on the + Key two or more times to make it much larger. Next explains more about it. You can press and hold the Ctrl Key, you can click on the – Key two or more times to make it much smaller. Most people want to make it larger to see it. Some want it smaller when they print the page.**
- **Next is a sample of press and hold the Ctrl Key and clicking on the + Key two times.**

- Here is a sample of press and hold the Ctrl Key and clicking on the + Key two times and you see it much larger. Next, explains more about it.

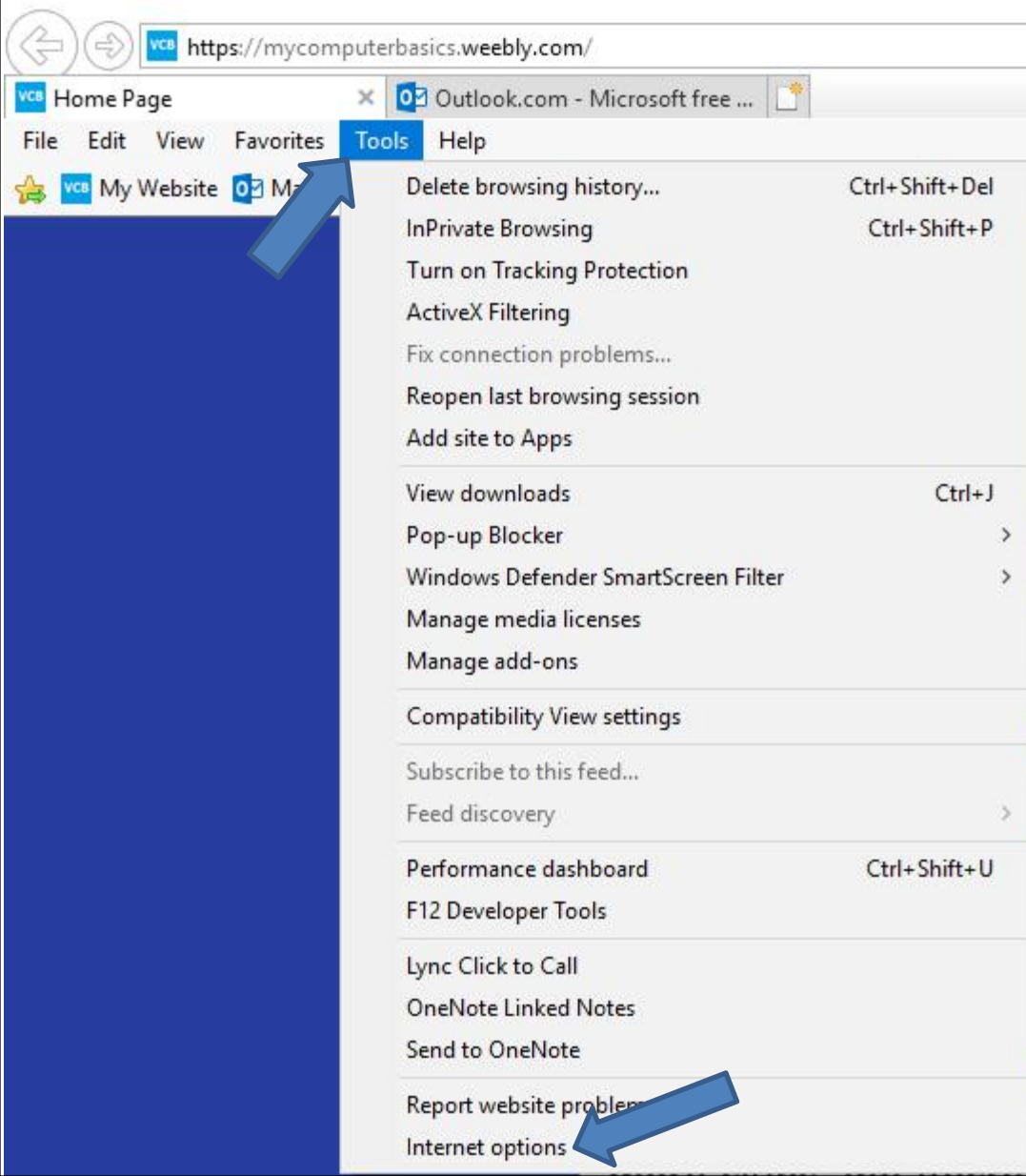
Home Page Definitions Tutorials About Contact

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

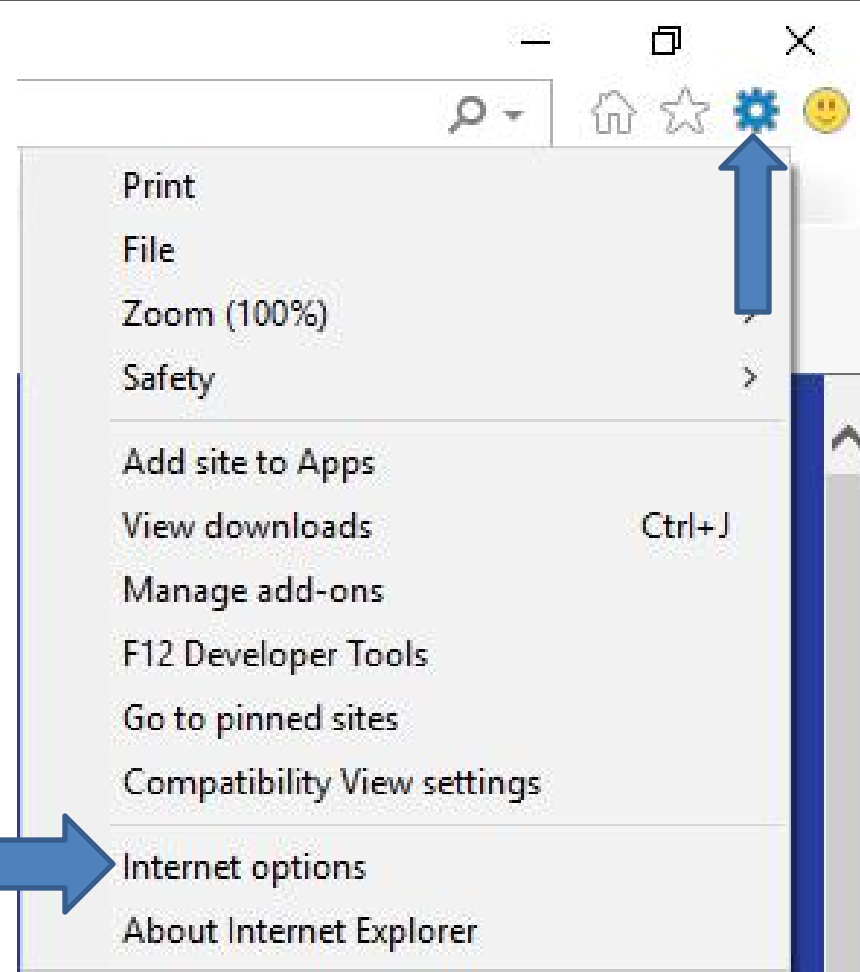
[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center

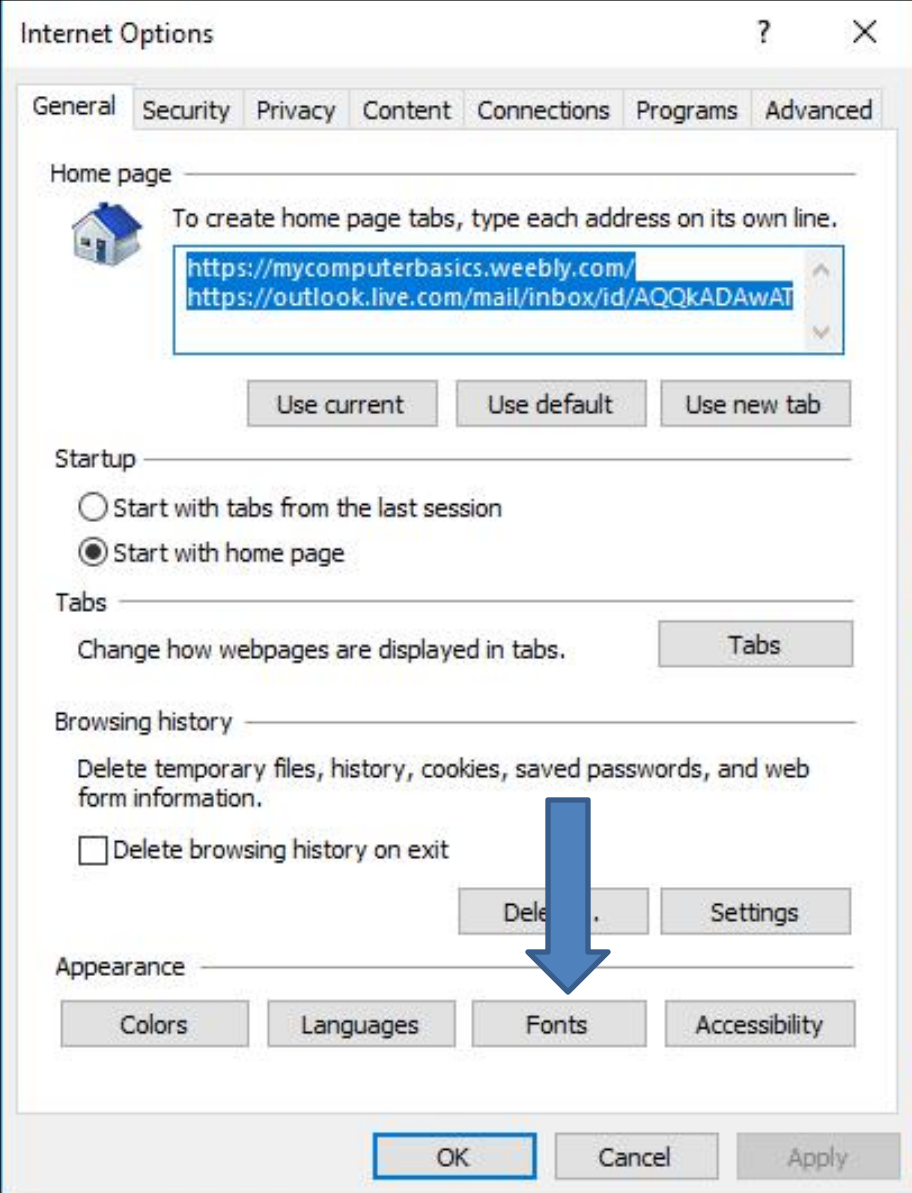
- **When you make it larger and you go to another page on that website, the other page is also larger. When you close Internet Explorer and open it, it stays larger. To go back to the original, you need to press and hold the Ctrl Key and click on the – Key two times again, which I did.**
- **Next is how to change Font.**

- You have two options to get to Internet options. If you have the Menu bar as I showed you before, click on Tools and you see a list and click on Internet options at the bottom. Next is the second option.

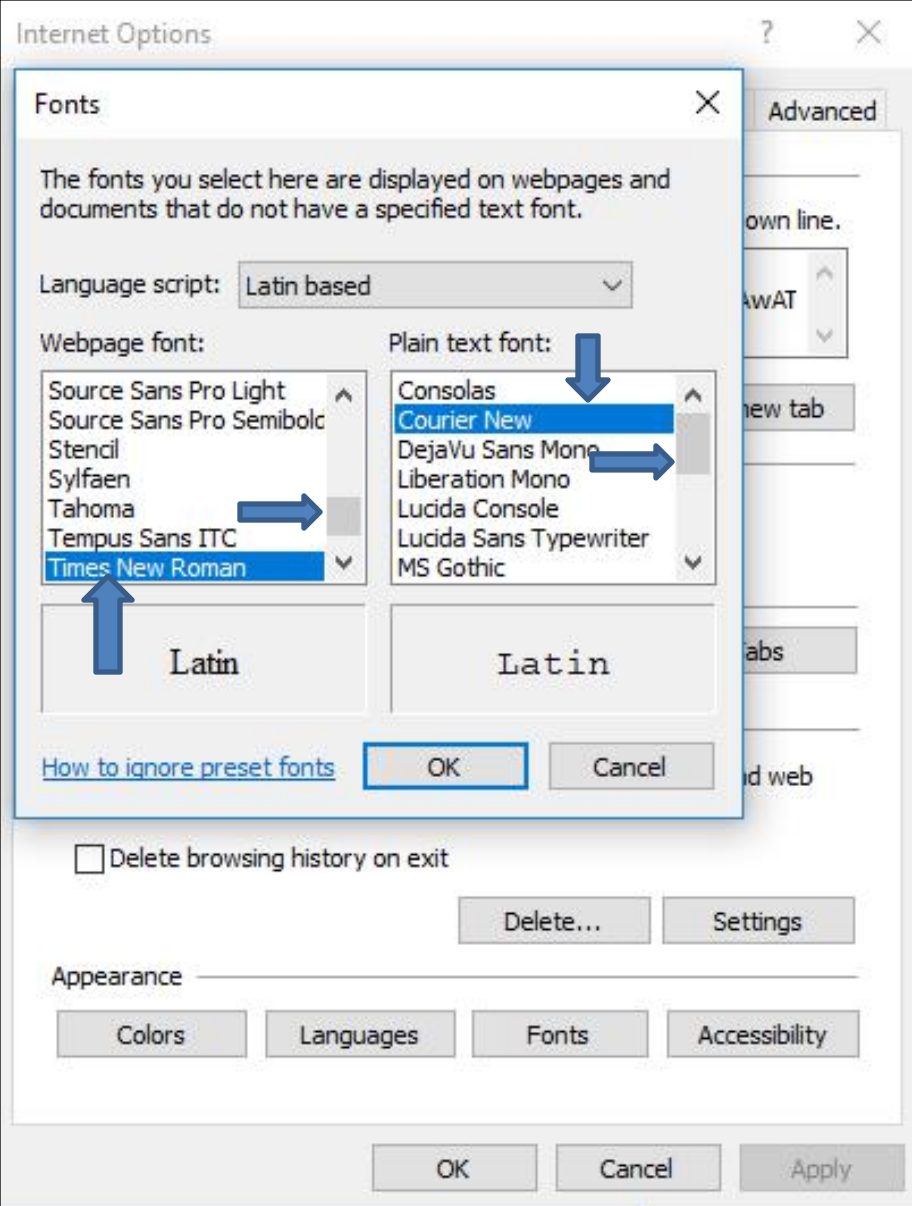


- **The second option is click on the Icon in the upper right as I showed you before and you see a list and click on Internet options and next is what happens again.**





- A new window opens again in the upper left. Then click on Fonts and next is what happens.



- A new window opens and the default Font is Times New Roman and you see it highlighted under Webpage font. You also see Courier New highlighted under Plain text font. You see a list on each one and you scroll up or down to see other Font options. Next is a sample of scrolling up on Webpage font line and click on one.



The fonts you select here are displayed on webpages and documents that do not have a specified text font.

Language script: Latin based

Webpage font:

Plain text font:

Franklin Gothic Medium
Gabriola
dugi
Gentium Basic
Gentium Book Basic
Georgia
HoloLens MDL2 Assets

Consolas
Courier New
DejaVu Sans Mono
Liberation Mono
Lucida Console
MS Gothic
Noto Mono

Latin

Latin

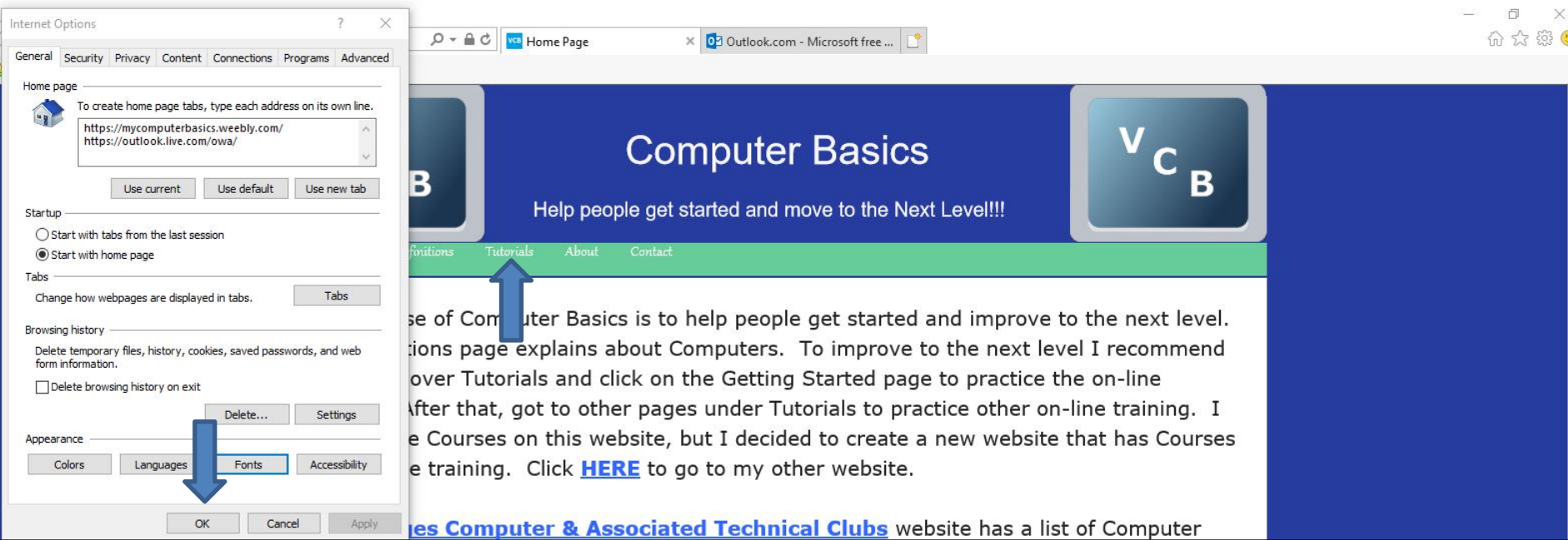
[How to ignore preset fonts](#)

OK

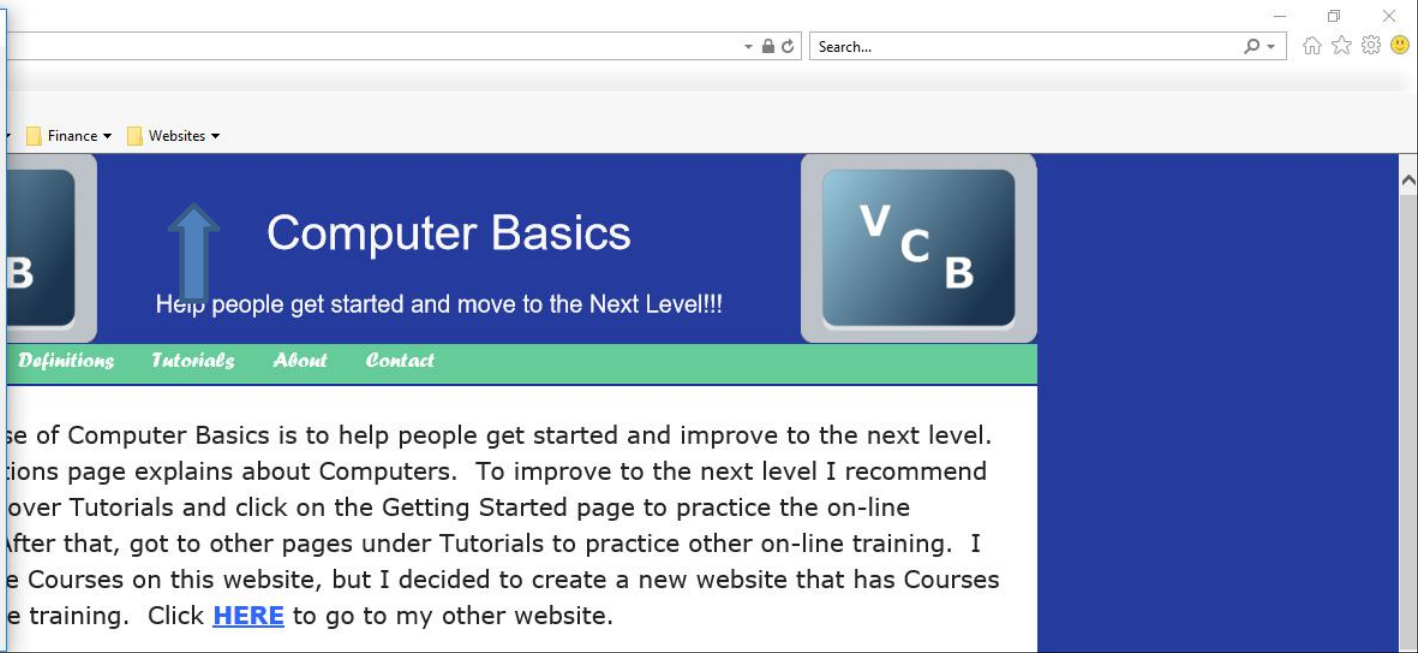
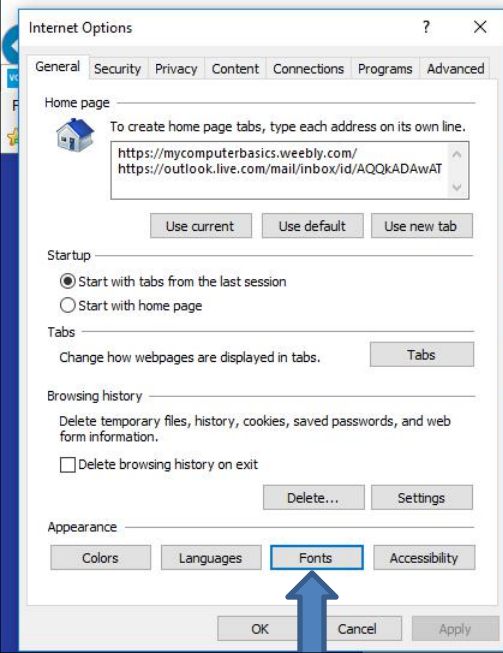
Cancel

- Here is a sample of scrolling up on Webpage font line and click on Gabriola and you see the Font on the bottom left. You can click on anyone to see the one you like. Once you find one you like, click on OK at the bottom and next is what happens. Note - Forte used to be on the list, but not anymore.

- When you click on OK the window closes and you see the Font has changed on the Navigation bar. It doesn't change the Font on the other ones. I tried the Plain text font and it did not work. I tried a lot of other websites and for some reason the Font was not changed. Next explains to go back to original.



- If you don't like the change of the Font, click on Fonts again and change the Font to the original. Next is a sample of original.



- Here is a sample of changing to the original Font. To close the window, click on OK at the bottom.
- This is the End of Step 2 – Part 2 Internet Explorer.

