

LaGuardia Center for Teaching and Learning

Internet Tips & Tricks

A. Opening multiple browser windows for more effective searching

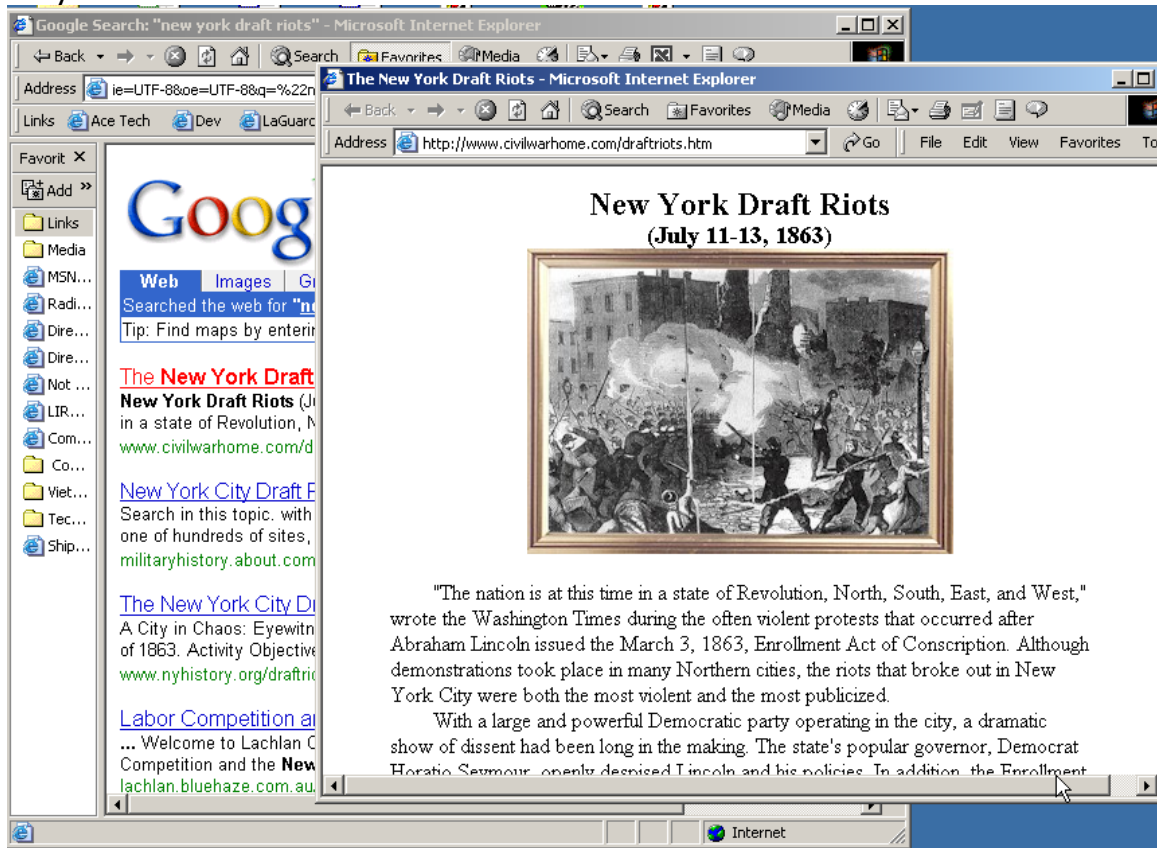
If you do a search and end up with a long list of possibilities, and then lose your place, try this trick:

1. Do a search using your search engine of choice, and then right click on one of the web addresses listed.
2. That will open a small window like the one below



3. Select "Open in New Window"

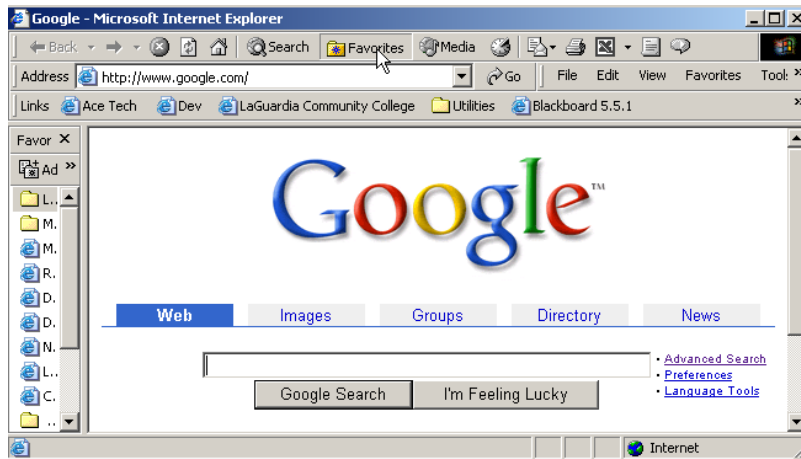
4. You should end up with two windows open as you see below. This way you can keep the initial list of search results open while you see if the link you selected is useful



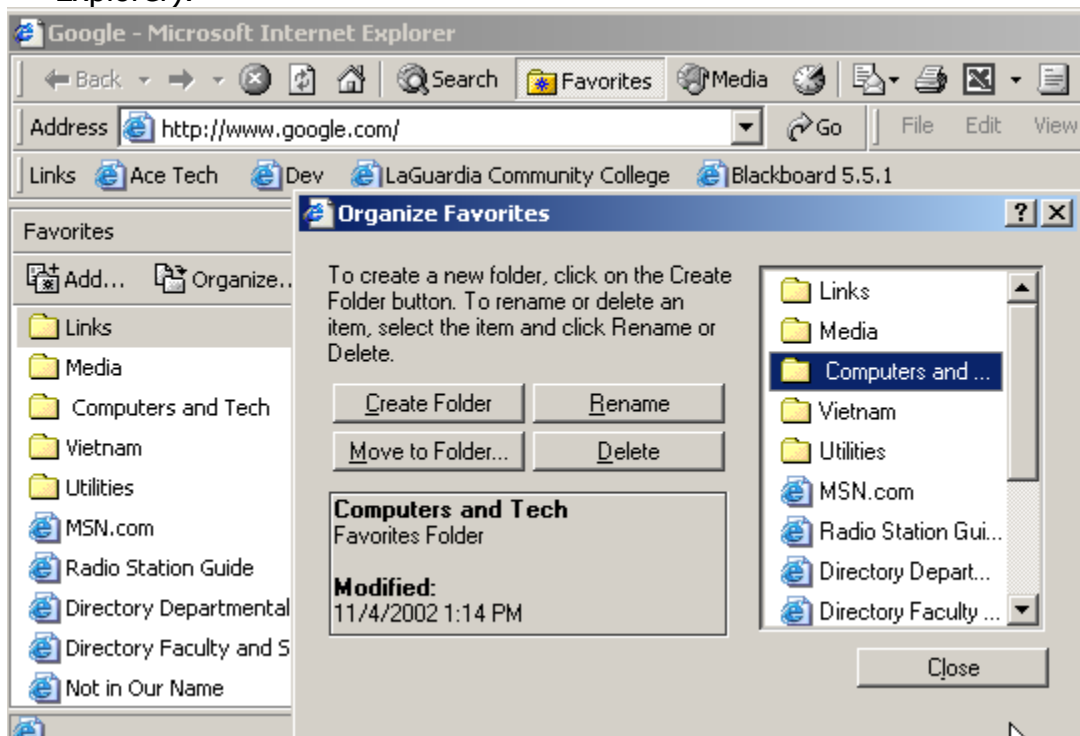
B. Organizing Favorites

Soon you'll have a long list of favorites. It helps to organize them into folders. This is basically the same concept as when you organize your hard drive.

1. Click on Favorites in the Internet Explorer menu.



2. Click on the option to "organize favorites." After you do so, you'll see something that looks like this (depends on your version of Internet Explorer):



3. You can create new folders, move items from one folder to another, and create sub folders as needed.