

Off-line Viewing

Otherwise known as "Web Whacking"



This process allows you to remove a site from the Internet so that you can view it without an active Internet connection. Remember to allow yourself plenty of time to perform this task since it is a time-consuming one! This is a great feature of IE5 that schools without loads of Internet connections can use. Remember when you choose to work offline, IE will always start in Offline mode until you click work offline again to clear the check!

Create A Folder

First, Make a folder in your *Favorites* area called "**Offline**." It will be easy to save and find what you want to view then.

Here is the process:

- ◆ Click *Favorites* and then select *Organize Favorites*
- ◆ Select *Create a folder*
- ◆ Name your folder (something creative like **Offline** or **Offline Favorites!**)
- ◆ Press enter to apply the name
- ◆ **You should now see your folder!**



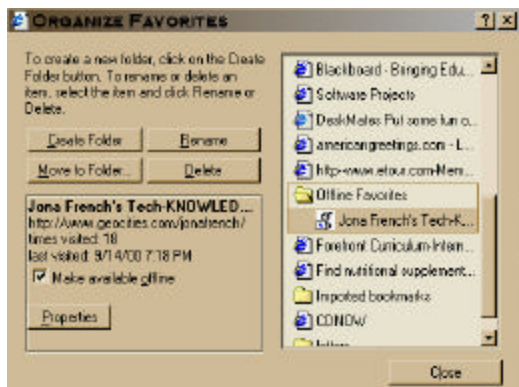
Add Your Site to Your Favorites List

The next step is to mark your site and add it to your Favorites list. Here is the process:

- ◆ Go to *Favorites* and then select *Add to Favorites*
- ◆ Check the name to see if it is what you want to call this site
- ◆ Then click on *Create In*
- ◆ Select your **Offline Favorites** or **Offline** folder (or whatever you decided to call your new folder!)
- ◆ Select OK

Making Your Already Existing Favorite Available Off-line

Now that we have selected what site we want to make available offline, here is how to "whack" it!



- ◆ Go to *Favorites*, select *Organize Favorites*
- ◆ Open your **Offline** folder
- ◆ Click on the name of the site we marked above
- ◆ In the window you should now see a box that says "*Make available offline*"
- ◆ Click in this box beside "*Make available offline*"
- ◆ To specify a schedule for updating this page and other properties, click on *Properties*

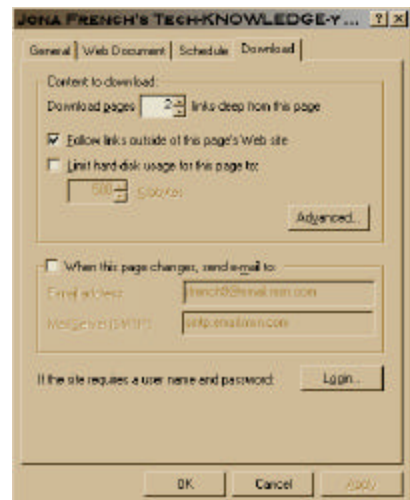
- ◆ You should now see another window with several Tabs visible:

Schedule Tab: select when you want your "whacked" page to be updated so that you always have the most recent version!

- ◆ Choose "Only when I choose to synchronize from the tools menu"...OR...
- ◆ "Use the following schedule(s)" - if you make this selection, click on the *Add* button under the open window and make the following changes...
 - You can specify settings to update your page every X days at X time.
 - You can also choose to have your computer connected automatically for the synchronization updates (In this case your computer must always be "attached" to an active Internet connection in your building!)

Download Tab: select how many links deep you want to go from the selected web page!

- ◆ Select the number of levels deep you want to go using the up and down arrows
- ◆ Leave the box checked that says "Follow links outside of this pages website"
- ◆ Click on the *Advanced* button and make the following selections...
 - Select the items that you want to download by placing check marks in their respective boxes (images, sound and videos, active X controls)
 - Select the "follow links only to HTML pages" choice as well
- ◆ Select *Apply* then click *OK*
- ◆ Click on *Close* to shut the window
- ◆ **Your synchronizing should now start!**



Viewing the Offline Favorite

- ◆ Open **Internet Explorer**
- ◆ Do not connect to the Internet through your ISP, just open the browser
- ◆ Go to *File* and select *Work Offline*
- ◆ Then go to *Favorites* and open your **Offline** folder
- ◆ Select the site you just "whacked"
- ◆ If you get a box prompting you to connect to the Internet, close it and do not connect
- ◆ **You should now be able to see the page that you whacked!**

Other "Whacking" Tips

- Depending on how deep you told the process to go, you should be able to click on a few links and go to those pages.
- You will occasionally be prompted to connect to the Internet, you can decide at this point if you would like to go to an active Internet connection or stay offline.
- Watch your cursor/hand to see if the links are active or not - any link that is not available offline will have a with it. If you would click on this link you would get a window saying that the page that you requested is not available offline and do you want to connect.

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