

# Visual Explorer

Version 3.0



## Getting Started Guide



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## Introduction

Welcome to Visual Explorer (version 3.0) by BlueG.

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Visual Explorer is compatible with Windows 98, ME, NT, 2000, XP, Vista and Windows 7. The software requires Internet Explorer 5 or higher to be pre-installed.

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## Working with Tabs

You can have multiple web pages open at the same time, all visible as tabs on the **Tab Bar**.

To create a new tab, click the **New Tab** button  located to the right of the last tab.

Hover over any tab to see a pop-up thumbnail view of the associated web page. To turn on this option, select the **Tools** menu, **Options** and check the **Tabs** option **Show tab thumbnail preview**.

Right-click a tab to see its context menu, which lets you perform various actions including:

Action	Shortcut	Notes
Close Current Tab	Ctrl+F4	
Close all but Current Tab		
Close All Tabs		
Refresh	F5	Refresh the contents of the current web page.
Refresh All Tabs		
Duplicate Tab		Make a duplicate copy of the current tab.
New Tab		
Lock Tab	Ctrl+L	Lock the tab to avoid inadvertently closing it.
Copy URL to Clipboard		
Save Thumbnail to File		Save a thumbnail image of the current web page.

To close all tabs right-click the **Close** button  located on the far right of the Tab Bar.


**Note** – for additional options relating to tabs, select the **Tools** menu, **Options** and refer to the **General** and **Tabs** sections.

## Tab Views

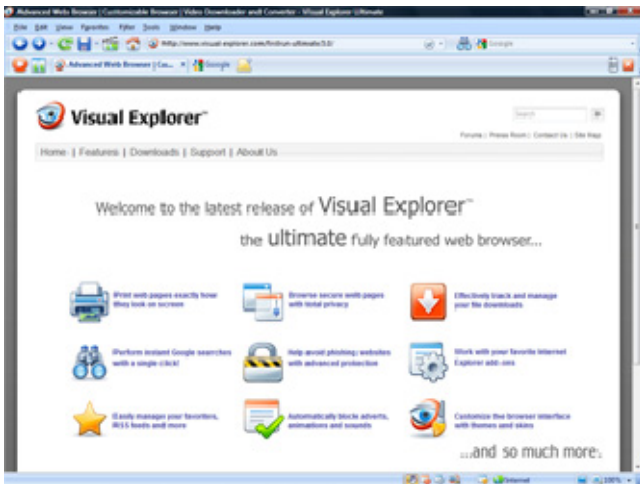
You can arrange web page tabs using the options shown on the **Window** menu. The default is to show tabs in *horizontal workspace group* mode typical of most browsers. However, you can also view web pages in floating windows and tile and cascade the windows. The following options are available:

Menu Item	Shortcut	Action
Duplicate		Duplicate the current tab.
Close	Ctrl+F4	Close the current tab.
Close All		Close all tabs.
Use Tab Groups		Display web pages using tabs (default setting).
Cascade		Show web pages in cascaded windows.
Tile Horizontally		Show web pages in tiled windows (horizontal).
Tile Vertically		Show web pages in tiled windows (vertical).

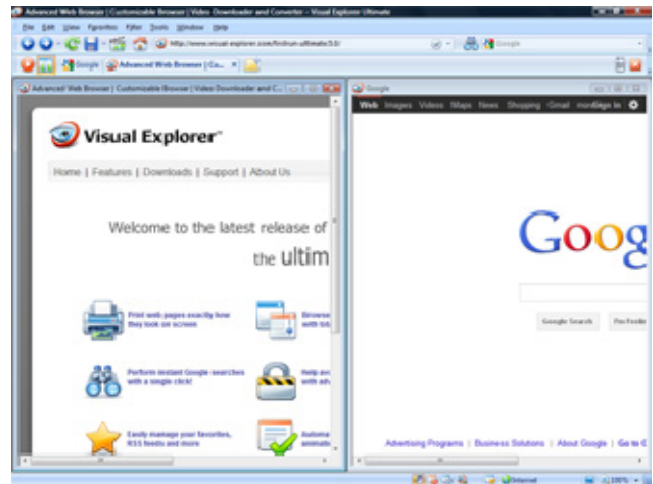
## Can I View Multiple Web Pages at the Same Time?

Yes, as soon as you open two or more tabs in Visual Explorer, the Arrange All Windows button  appears on the left of the Tab Bar. Click the button to 'Tile Vertically' all of your tabs. Alternatively, use shortcut **Ctrl+Alt+W**.

To arrange the tabs as cascaded windows, from the **Window** menu simply click **Use Tab Groups** to disable this option. You can re-position these windows to suit your needs. Alternatively, on the **Window** menu select **Tile Horizontally** or **Tile Vertically** to automatically re-arrange the windows.




▲ Default (tab) view



▲ Window view (using *Tile Vertically* option)

**Note** – the full list of web page tabs or windows currently open is displayed at the bottom of the **Window** menu. Click on any web page listed to make it the current tab or window.

## Can I Recover Closed Tabs?

Yes, simply click the **URL Trash Can** button  located on the right of the Tab Bar and select the relevant closed tab from the drop-down list to recover it.

Select **Empty URL Trash Can** to remove all the closed tab history from the trash can.

## Tab Browser

You can quickly view all of the web pages currently open in the form of thumbnail images using Tab Browser. This makes it fast and easy to locate a chosen web page without having to click on every tab.

## How do I open Tab Browser?

As soon as you open two or more tabs in Visual Explorer, the Tab Browser feature is enabled. Select the **View** menu, **Tab Browser** or use the shortcut **Ctrl+Q** to view your current web pages as thumbnails.

## Using Tab Browser

Click on any Tab Browser thumbnail to instantly open the tab associated with that web page.

To close one or more tabs from within Tab Browser, click the relevant web page's thumbnail close button **X** located in the upper-right corner of the thumbnail.

Press any key to close the Tab Browser view and return to the current web page.

## The Navigate Bar

The Navigate Bar provides the main navigation controls used to browse web pages. This toolbar can be docked at the top or bottom of the screen or freely positioned as a floating toolbar.



The table below indicates the Navigate Bar's web page navigation buttons and their keyboard shortcuts.

▶ Navigate			
	Action	Shortcut	Notes
	Go Back	Alt+Left	Go to previous page in history
	Go Forward	Alt+Right	Go to next page in history
	Refresh	F5	Re-load the current web page
	Stop	Esc	Interrupt loading of current web page
	Video View	F7	Switch to Video View interface
	Home	Alt+Home	Go to your default home page

**Note** – you can use the **View View** feature to watch videos from popular video sharing sites in a purpose designed interface.

Additional features found on the Navigate Bar include the [Address Bar](#) and [Search Bar](#).

## The Address Bar

The address bar, also known as the location bar, is where web site addresses (URLs) are typed and displayed. It is located centrally on the Navigate Bar.

Visual Explorer's address bar works intuitively with Internet Explorer's address bar – adding a new URL to Internet Explorer will also be shown in Visual Explorer the next time it is run.

With the address bar you can:

- Add or remove favorites with one-click
- View the privacy and security status of websites you visit
- Receive warnings of suspected phishing websites
- Find website's you've visited without the need to type web addresses

**Note** – the address bar in Visual Explorer also doubles up as a search box – simply type a word or phrase and press **Enter** to search using the current search engine (as specified in the Search Bar).

## Adding Quick Bookmarks

To add the current website address to your favorites list:

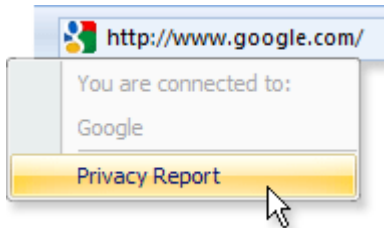
- Click the white favorite icon, located far right in the address box
- On the Add a Favorite dialog, click **Add**

The favorite icon will turn gold indicating the website has been added.

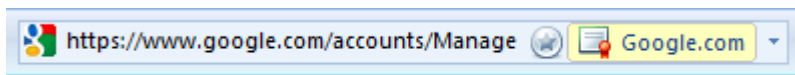


## Checking a Website's Privacy and Security Settings

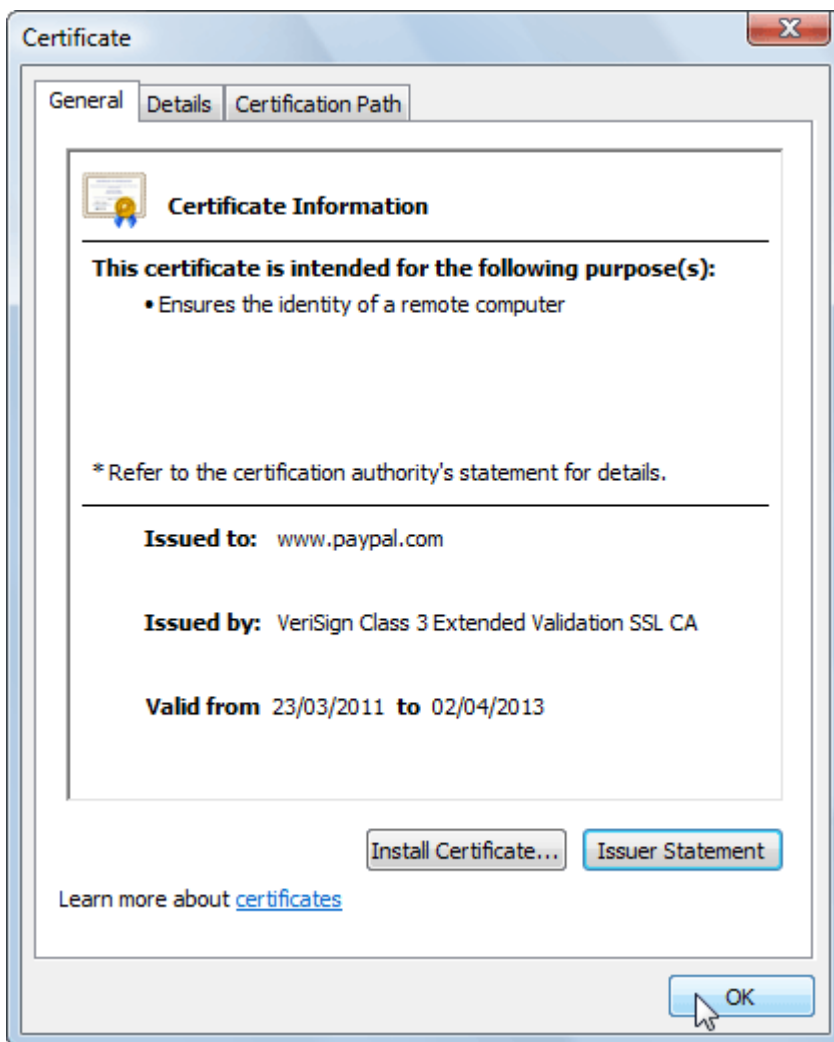
To view a privacy report relating to the current website address, click the far left website icon, in the example below the Google 'g' logo and select **Privacy Report**.



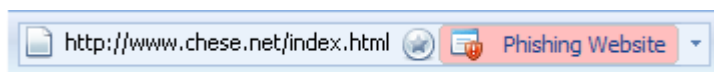
The address bar provides a security status indicator for web pages, with a yellow certification pane indicating a secure web page, as shown below.



Click the certification pane to view the full certificate.



**Note** – suspected phishing websites are indicated with a red pane and labeled Phishing Website, as shown below. For further details relating to the phishing protection features in Visual Explorer, see [Safety Filter](#).



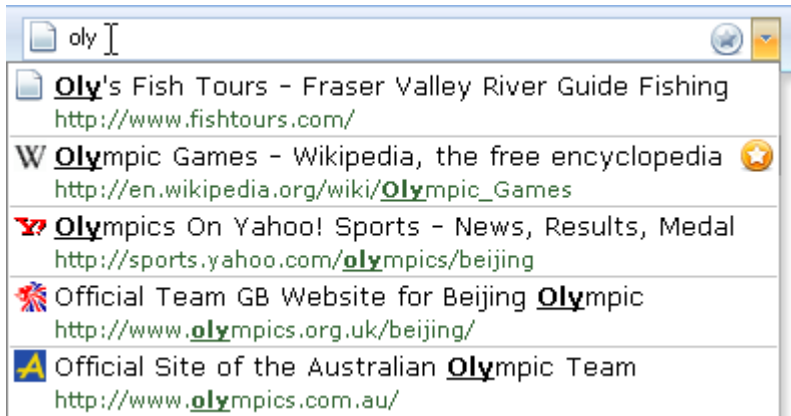


## The Address List View

The address list view, or drop-down list, provides an intuitive interface when looking for recently typed web site addresses (URLs).

As soon as you start typing anything in the address bar, the drop-down will appear with likely matches – you don't have to complete the full URL of a page you've visited before, Visual Explorer can do that for you. It performs checks across all visited web page addresses and the titles of those web pages. This helps you work faster and is particularly helpful for locating those web pages which you remember visiting but cannot recall the address.

In the example below, simply typing *oly* when searching for *Olympic* related websites, we can see a range of sites visited that match this query and whether or not they have been added to your favorites list. The characters you type are automatically and dynamically highlighted in bold in the list. Click on any entry in the list to visit the associated web page.

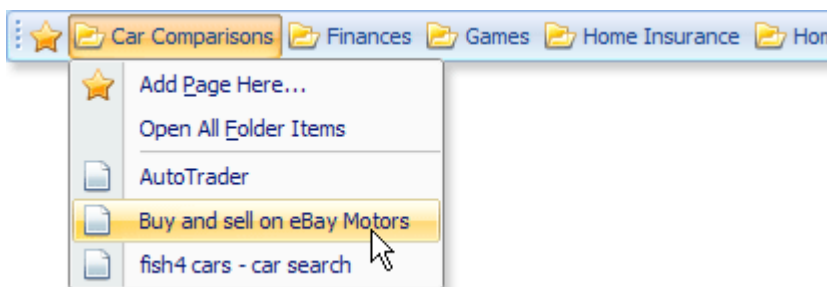


**Note** – Visual Explorer's address bar works intuitively with Internet Explorer's address bar – adding a new URL to Internet Explorer will also be shown in Visual Explorer the next time it is run.

## The Favorites Bar

The favorites bar provides instant access to your most visited web pages via the convenience of a toolbar, positioned by default between the Navigate Bar and Tab Bar.

The favorites items you see in Visual Explorer are shared with Internet Explorer. This means any changes you make to your favorites in one browser will be instantly replicated in the other.



**Note** – where favorites items are stored within a folder, click on the relevant folder icon on the Favorites Bar to display the items. You can right click any item and access a fly-out menu with options to Open in Current Tab, Open in New Tab, Delete and Properties.

## How do I Turn the Favorites Bar On?

The Favorites Bar is turned off by default the first time you use Visual Explorer. You can turn on the Favorites Bar from the **View** menu, **Toolbars**, select **Favorites**.

## The Explorer Bar

The Explorer Bar provides instant access to a wealth of features including Favorites, History, an advanced RSS Reader and the full range of **BlueG™** search engines (powered by Google).

### How do I open the Explorer Bar?

Click the **Explorer Bar** button  located on the left of the Tab Bar.

You can turn on/off selected Explorer Bar items from the **View** menu, **Explorer Bar**. The following tabbed items are accessible via the Explorer Bar:

- Favorites
- History
- Search
- RSS
- Source
- Folders
- Notepad

### Favorites

The favorites items you see in Visual Explorer are shared with Internet Explorer. This means any changes you make to your favorites in one browser will be instantly replicated in the other.

To add a web page to your Favorites list:

- Visit the website you wish to add
- Click the **Add Favorite** button
- Click the **OK** button on the Add Favorite dialog

**Note** – you can right click any item in the Favorites list and access a fly-out menu with options to Open in Current Tab, Open in New Tab, Rename, Delete, Properties and Create Folder.

### History

You can find websites you have visited by date using the History Tab:

- Click the day that you visited the website.
- In the list of websites that you visited on that day, click the site you want to go to.

### Search

**BlueG™** is an innovative search engine based entirely on Google results. You can use it to search the web just like Google. You can also search popular categories for music, entertainment, games, sport, fashion, news and more. The Search tab lets you perform instant **BlueG™** searches with the option to do this across multiple search categories.

To search the web (using Google results):

- Click inside the **BlueG™** search box
- Type a word or phrase to find
- Click the **Search** button

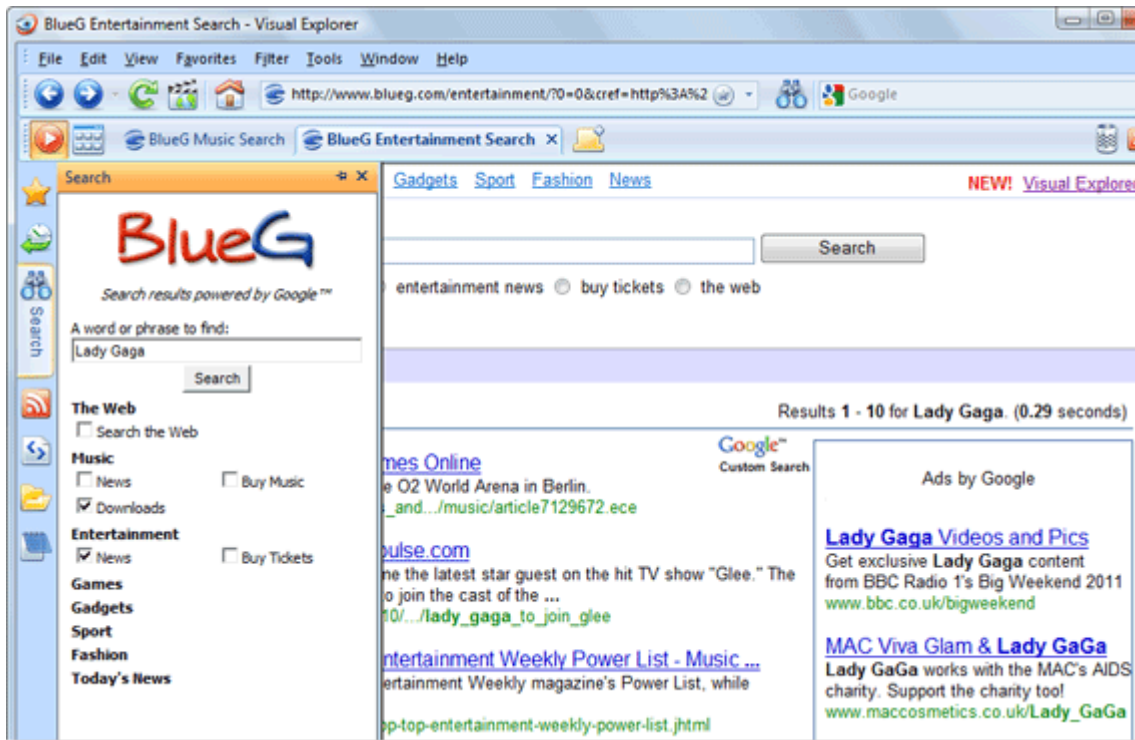
A new tab is created and the results of your search are displayed.

To search popular categories (using Google results):

- Click on the **BlueG™** bold category heading(s) of your choice e.g. Music, Entertainment etc. This will expand the tree view and display the category's associated check box options
- Click one or more check box options e.g. Music Downloads, Entertainment News etc
- Click inside the **BlueG™** search box
- Type a word or phrase to find

- Click the **Search** button

A new tab is created for each of the check box options you selected and the results of your search are displayed.



**Note** – you can copy and paste text you find on any web page into the search text box. To do this, highlight the web page text then right-click and select **Copy**. Next, click inside the text box then right-click and select **Paste**. Alternatively, use the copy and paste shortcut keys **Ctrl+C** and **Ctrl+V**.

## RSS

You can view and manage RSS feeds using Visual Explorer's advanced RSS reader. RSS feeds, also known as feeds or web feeds are frequently updated content published by a website. Feeds are usually used for news and blog websites, but can also be used for distributing other types of digital content, including pictures, audio or video. Feeds can also be used to deliver audio content (usually in MP3 format) which you can listen to on your computer or MP3 player - referred to as podcasting.

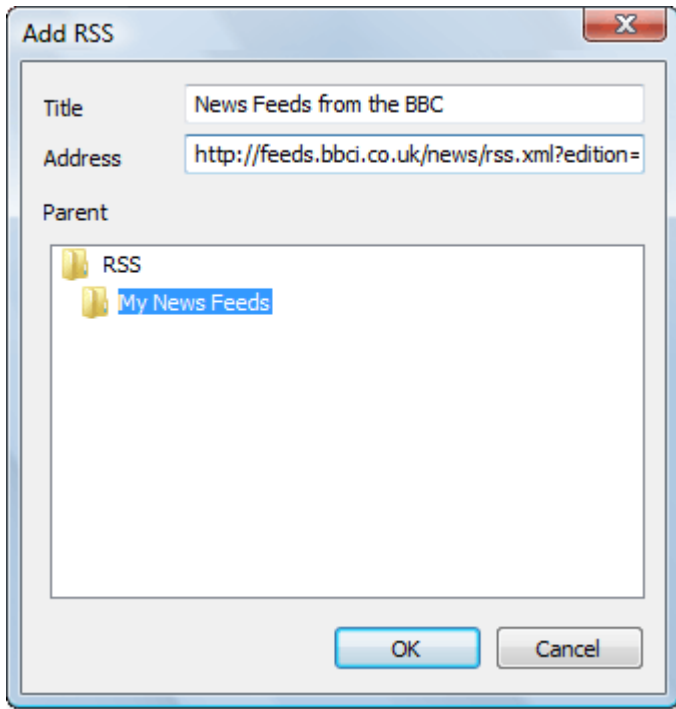
To add a feed to your RSS feeds list:

- Visit the website containing the feed
- Click the **'Arrow'** button shown to the right of the **Add Feed** button
- Click on the feed of interest from the drop-down list

**Note** – you can right click any item in the RSS feeds list and access a fly-out menu with options to Open in Current Tab, Open in New Tab, Rename, Delete, Create Folder and Update (refresh the feed).



Alternatively, click the **Add Feed** button and enter the fee URL in the address text box and click **OK**.



## Source

You can instantly view the source code for web pages in the Source tab. Text that appears in written form on the web page is highlighted in **bold** for ease of reference. You can copy and paste text from the Source tab into other applications.

## Folders

View the contents of your local and network drives using the Folders tab.

Right-click any folder shown in the Folders tab to view the *shell explorer bar* context menu just like in Windows Explorer. To view associated files and sub-folders, simply select the folder and drag and drop it into the current web page tab.

The Folders tab saves time if you need to review your local and network files and folders, avoiding the need to launch a separate file management application such as Windows Explorer.

## Notepad

You can copy and paste text you find on any web page into the Notepad tab for future reference. The act of pasting text into the Notepad tab removes any formatting associated with the text, which can be helpful if you intend copying and pasting that text into another application.

To copy and paste text into the Notepad tab:

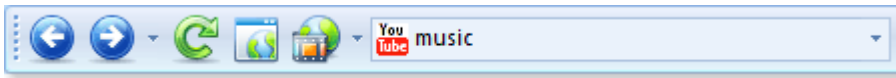
- Highlight the text on the current web page
- Right click the text and select **Copy** from the fly out menu
- Click inside the Notepad tab, right click and select **Paste** from the fly out menu

**Note** – All text pasted into the Notepad tab is preserved between Visual Explorer sessions.

## Video View

With **Video View** you can watch videos from popular video sharing sites in a purpose designed interface.


To enter Video View mode, simply press the **F7** shortcut.



The Navigate Bar in Video View mode provides a video sites search box in place of the usual address box – from here you can select a video site e.g. YouTube and type a search term e.g. 'music' to perform an instant search.

## How do I Manage the List of Video Sites?

To add, remove, edit or re-order video sites in the list:


- Click the **Video Sites** button  located on the Navigate Bar.
- Select a video site in the report view
- Click the relevant maintenance button (Up, Down, Add, Remove, Edit)

You can also simply double-click existing video sites in the report view to edit their details.

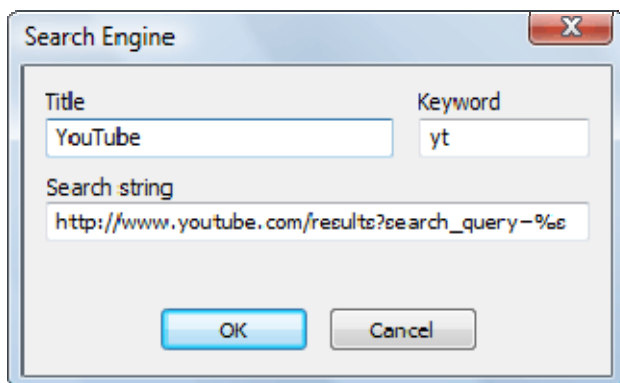
## Creating Custom Video Site Categories

In addition to using the default video sites shown in the Video View search box list, you can create your own custom video site lists, referred to here as categories.

To create a custom video site category:

- Click the **Video Sites** button  located on the Navigate Bar
- Click the **Add** category button and enter a category name
- Click the **Add** video site button located below the video sites report view

Enter a title for the video site and a suitable keyword, ensuring the keyword is unique and has not been used before for another video site. Enter the video site's search string – this is the unique search string URL address used by the video site to perform searches.

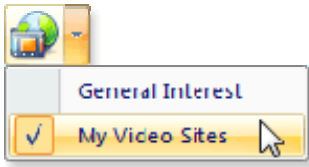


**Note** – the search string's search term should be specified as '%s' in order for Visual Explorer to be able to perform custom searches using this string.

- Continue adding video sites to the category as required
- You can re-order video sites in the report view by using the **Up/Down** buttons
- When done, click **OK** to accept the changes and create the new category

To select your custom video site category and make it active:

- Click the **'Arrow'** button shown to the right of the **Video Sites** button
- Click on the video site category of interest from the drop-down list



## Remove Noise (YouTube)

The Remove Noise feature in Visual Explorer lets you watch YouTube videos in a purpose designed interface with the background "noise" turned off.

To view a YouTube video in the **Remove Noise** interface:

- Browse to the chosen YouTube video page as normal
- Press the Remove Noise **F8** shortcut
- Press **F8** again at any time to return to the original YouTube web page

**Note** – occasionally, some YouTube videos may not play in the Remove Noise interface and instead display the message 'Embedding disabled by request'. This simply means that the particular video is restricted to being played on the original YouTube page only and cannot be embedded.

## How do I return to Browser View?

You can return from Video View mode to normal browser view mode at any time simply by using the **F7** shortcut toggle.

## Safety Filter (Phishing)

The term phishing (pronounced "fishing") is an attempt to criminally and fraudulently acquire sensitive information, such as usernames, passwords and credit card details, by masquerading as a trustworthy entity. Phishing is typically carried out by email or instant messaging and often directs users to enter details at a website. eCommerce and banking websites are common targets.

Most methods of phishing use some form of technical deception designed to make a link in an email (and the spoofed website it leads to) appear to belong to the spoofed organization. Misspelled URLs or the use of sub-domains are common tricks used by phishing organisations.

Safety Filter compares web pages against an online directory of known phishing websites provided by PhishTank® - you can see the good work that PhishTank®

## How can Safety Filter Help Me?

Safety Filter is a feature in Visual Explorer that helps detect phishing websites. Safety Filter can perform the following security checks to determine if a website is valid:

- Check the current web page against an online directory of phishing websites
- Perform checks before loading each webpage (recommended)
- Perform checks on the final destination web page

If the web site you are about to visit is on the list of reported phishing websites, Visual Explorer will display a warning message and a notification on the Address Bar. From the warning message, you can continue to load or halt loading of the offending web page.

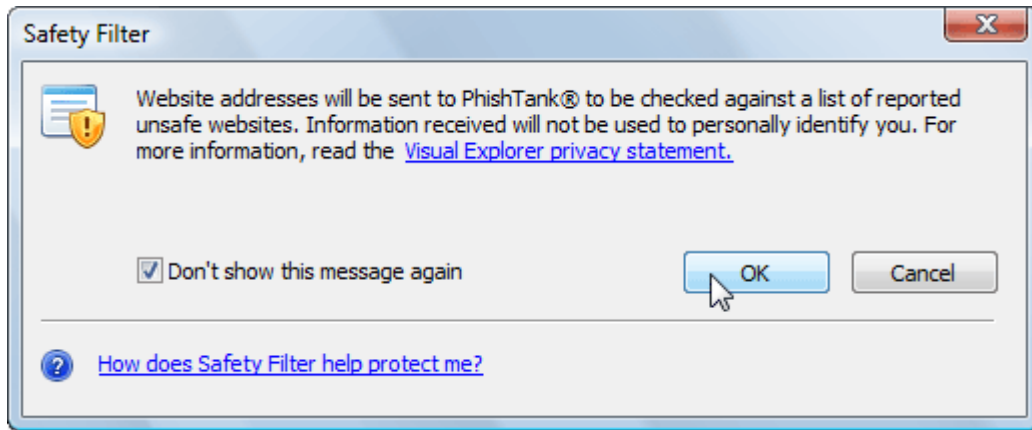
## What Information does Safety Filter send to PhishTank®?

When you use Safety Filter to check websites automatically or manually, the address of the website you are visiting will be sent to PhishTank®. Unlike other browsers, Visual Explorer will not send additional information such as your computer's IP address.

## How do I Check a Website Manually?

If you choose not to check websites automatically, the Safety Filter icon will be displayed on the Visual Explorer status bar. To check the website, click the icon and then click **Check This Website**. You can also check websites from Visual Explorer by following these steps:

- Visit the website you wish to check
- Select the **Filter** menu, **Safety Filter**
- Select **Check this Website**



## How do I Report a Suspected Phishing Website?

To report a suspected phishing website:

- Visit the suspected website
- Select the **Filter** menu, **Safety Filter**
- Select **Report Unsafe Website**
- A web page is displayed whereby you can report the suspected website.

## How do I Turn Safety Filter On?

The automatic checking of websites by Safety Filter is turned off by default. To turn Safety Filter on:

- Select the **Filter** menu, **Safety Filter**
- Select **Turn On Safety Filter**
- Click the **OK** button on the Safety Filter dialog

## How do I Turn Safety Filter Off?

To turn Safety Filter off:

- Select the **Filter** menu, **Safety Filter**
- Select **Turn Off Safety Filter**
- Click the **OK** button on the Safety Filter dialog

## Content Filters

With a range of content filters, Visual Explorer gives you control over what you see. Easily block unwanted websites or website content from appearing (Flash adverts, pop-ups, harmful scripts and more).

### How do I Turn the Pop-up Filter On?

The Pop-up Filter in Visual Explorer lets you limit or block most pop-ups. You can choose the level of blocking you prefer, from blocking all pop-up windows to allowing the pop-ups that you want to see. The Pop-up Filter is turned off by default the first time you use Visual Explorer.

You can turn the Pop-up Filter on as follows:

- Select the **Popup Filter** button  located on the status bar.
- Select **Turn on Pop-up Blocker**

The Pop-up Filter is now enabled and will block all pop-ups. If you want to allow certain pop-ups from specific websites you can add the individual websites as follows:

- Select the **Filter** menu, **Popup Filter**
- Type the allowed web site URL in the dialog text box
- Click the **Add** button

The given web site will be added to your current list of permitted web sites.

### How do I Turn the Popup Filter Off?

You can quickly turn the Popup Filter off at any time as follows:

- Select the **Popup Filter** button  located on the status bar.
- Select **Turn off Pop-up Blocker**

The Pop-up Filter is now disabled. All pop-ups will be allowed.

### How do I Block Offensive or Harmful Websites?

The Content Filter in Visual Explorer lets you block offensive or harmful websites from being displayed.

You can add individual web site addresses (URLs) you wish to block as follows:

- Select the **Filter** menu, **Content Filter**
- Type the web site URL in the dialog text box
- Click the **Add** button

The given web site will be added to your current list of blocked web sites.

### How do I Block the Display of Images and/or Flash Adverts?

The Media Filter in Visual Explorer lets you instantly block a variety of web page content from images, Flash animations and sounds to potentially harmful scripts and ActiveX applications.

To block specific media content from displaying:

- Select the **Filter** menu
- Click on the media item shown in the drop-down menu list to block it

The full list of content that can be blocked is as follows:

- Images
- Flash Animations
- Animations (e.g. GIF animations)
- Sounds



- ActiveX (applications)
- Scripts
- Java Applets

## Removing Private Data

You can easily remove private data such as web site addresses you have typed into the address bar or content from web pages you have visited.

### How do I Remove Typed Website Addresses?

- Select the **Tools** menu, **Options**
- Select **General**
- Click the **Delete URL** button to remove a specific website address or the **Delete All** button to remove all website addresses – not, if you choose the latter you will also be asked if you wish to delete all of Internet Explorer's website address history – click the **Yes** or **No** button to proceed.
- Click the **OK** button

You can also set Visual Explorer to always remove all website address history every time you close the application by selecting the **Delete on Exit** option.

### How do I Remove Content from Web Pages I have visited?

- Select the **Tools** menu, **Internet Settings**
- Select the **General** tab
- From the **Temporary Internet Files** group box, click the **Delete Files** button
- Click the **OK** button

### How do I Remove Web Site Cookies?

- Select the **Tools** menu, **Internet Settings**
- Select the **General** tab
- From the **Temporary Internet Files** group box, click the **Delete Cookies** button
- Click the **OK** button

## The Cloaking Device

This unique and innovative feature is designed to help ensure your privacy when browsing secure web pages. When enabled, the Cloaking Device will make Visual Explorer semi transparent so that casual observers cannot snoop on your browsing activities, particularly useful when entering personal or credit card related data online.

### How do I Turn the Cloaking Device On?

You can quickly turn the Cloaking Device on at any time by using the shortcut **Ctrl+Enter** or by selecting **View** menu, **Toggle Transparency**. Note the current transparency level will be applied (set to 75% by default).

Alternatively, you can turn the Cloaking Device on as follows:

- Select the **Tools** menu, **Options**
- Select **Cloaking Device**
- Click the **Enabled** button and set the Transparency value as required \*
- Click the **OK** button

\* A transparency value above 75% is not recommended if you want web pages to remain legible!

The following additional options are available when the Cloaking Device is enabled:

- **Prompt when enabled**. This option displays a small message prompting you when the Cloaking Device has been enabled.
- **Disable the Cloaking Device when Visual Explorer starts**. This option ensures the Cloaking Device is turned off when you next run Visual Explorer (recommended).

## How do I Turn the Cloaking Device Off?

You can quickly turn the Cloaking Device off at any time by using the shortcut **Ctrl+Enter** or by selecting **View** menu, **Toggle Transparency**.

Alternatively, you can turn the Cloaking Device off as follows:

- Select the **Tools** menu, **Options**
- Select **Cloaking Device**
- Click the **Disabled** button
- Click the **OK** button

## Browser Inactivity

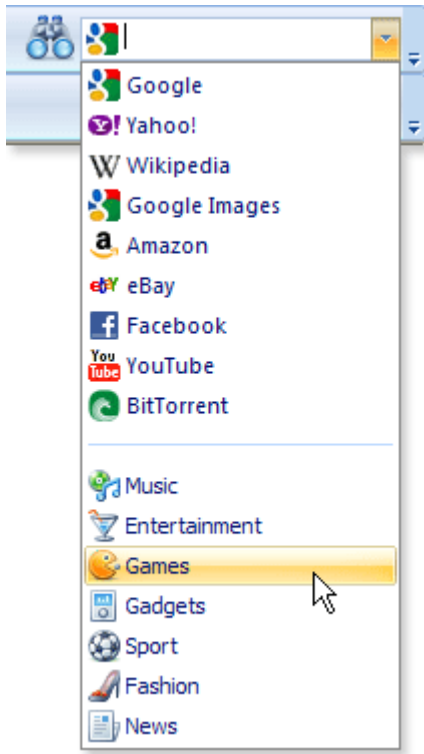
Another useful feature within the Cloaking Device, you can set Visual Explorer to be hidden when not in use, ensuring your personal security when you step away from your computer.

The option you specify from the list below will automatically start when your computer is idle for the number of minutes specified in the Cloaking Device **Wait** box:

- **Disable the Cloaking Device.** The current transparency level is removed.
- **Make 100% transparent (screensaver).** The Cloaking Device is enabled and set to 100% transparency. Note remember to press Ctrl+Enter to disable the Cloaking Device when you want to re-use Visual Explorer!
- **Do nothing.**

## Searching the Web

You can quickly and easily search for web pages on a particular topic just by typing a few words into the Visual Explorer search bar (located on the right of the **Navigation** toolbar).



For example, if you want to find information about *Spanish villas*:

- Click in the **Search Bar**
- Type the keywords *Spanish villas* (your typing will replace any text currently shown in the search bar)
- Press **Return** on the keyboard to perform the search

Search results for *Spanish villas* appear in a new Visual Explorer tab.

## How do I Change the Default Search Engine?

To select a different search engine:

- Click on the current search engine's icon in the **Search Bar**
- Select your chosen search engine from the drop-down list

**Note** – search engines such as Google search the entire web, others e.g. Wikipedia or Facebook only search specific sites.

## How do I Manage the List of Search Engines?

To add, remove, edit or re-order search engines in the list:

- Click on the **Search Engine** button (the binoculars icon) shown left on the **Search Bar**
- Select a search engine in the report view
- Click the relevant maintenance button (Up, Down, Add, Remove, Edit)

You can also simply double-click existing search engines in the report view to edit their details.

## Searching the Web (for Text Found within Web Pages)

You can perform instant keyword searches using your favorite search engine, based on any text you find within a web page.

### Perform a Search based on a Phase (more than one word)

To search using more than one word:

- Highlight the words that make up the phase on the current web page
- Right-click and choose “Search [Search Engine] for [your phase]” from the popup menu

### Perform a Search based on a Single Keyword

To search using one word:

- Right-click the word and choose “Search [Search Engine] for [keyword]” from the popup menu

**Note** – where more than one search engine has been checked in the **Search Engine** report view (see **Tools** menu, **Options**, **Search Engines**), you have the option to search all of these search engines for the given phase or keyword simultaneously. A new tab will be created for each of the searches performed.

## Searching for Text on the Current Web Page

You can instantly find text on the current web page, with options to highlight all instances, using the **Advanced Find** toolbar.

To find text within the current web page:

- Select the **Edit** menu, **Advanced Find** (or press **Ctrl+F**)

The Advanced Find toolbar will appear at the bottom of Visual Explorer.

- Type the text you want to find

The search automatically begins as soon as you type something into the search box.

The Advanced Find toolbar provides the following options:

**Next** and **Previous** – highlight each instance of the text in sequence

**Highlight all** – highlight all occurrences of the text within the current web page

**Match case** – only find instances that match the capitalization of your typed text

**Clear Selection** – clears the current text search

**Note** – you can set Advanced Find to automatically start searching the current web page for instances of a keyword as soon as you start typing. To do this, select the **Tools** menu, **Options**, **General Options** and check the **Search for text when I start typing** option.

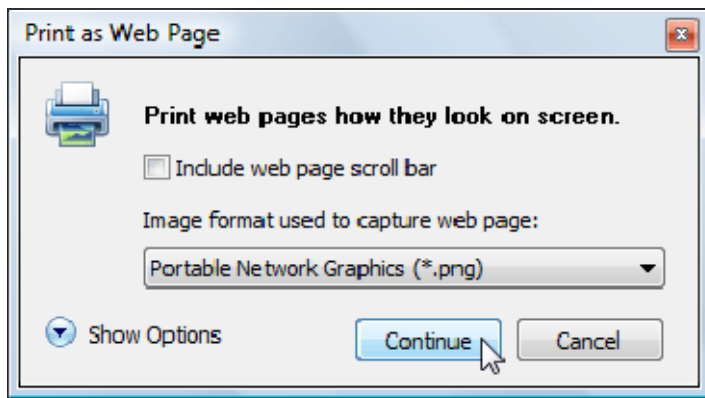
## Printing Web Pages (How they look on Screen)

The **Print as Web Page™** feature within Visual Explorer enables you to print web pages exactly how they look on screen. The unique and innovative technologies employed within **Print as Web Page™** mean you get true **WYSIWYG** output – what you see on screen is faithfully transferred to the printed page.

Traditional web browser print techniques tend only to print a *formatted* view of the current web page and this does not always provide an accurate hardcopy representation e.g. it may be affected by such things as font substitutions and table/frame/general layout peculiarities.

To print the current web page using **Print as Web Page™**:

- Select the **File** menu, **Print as Web Page...**
- Click the **Continue** button on the Print as Web Page dialog. The web page is captured and displayed within the Print Preview window.
- Click the **Print** button located top-left of the Print Preview window

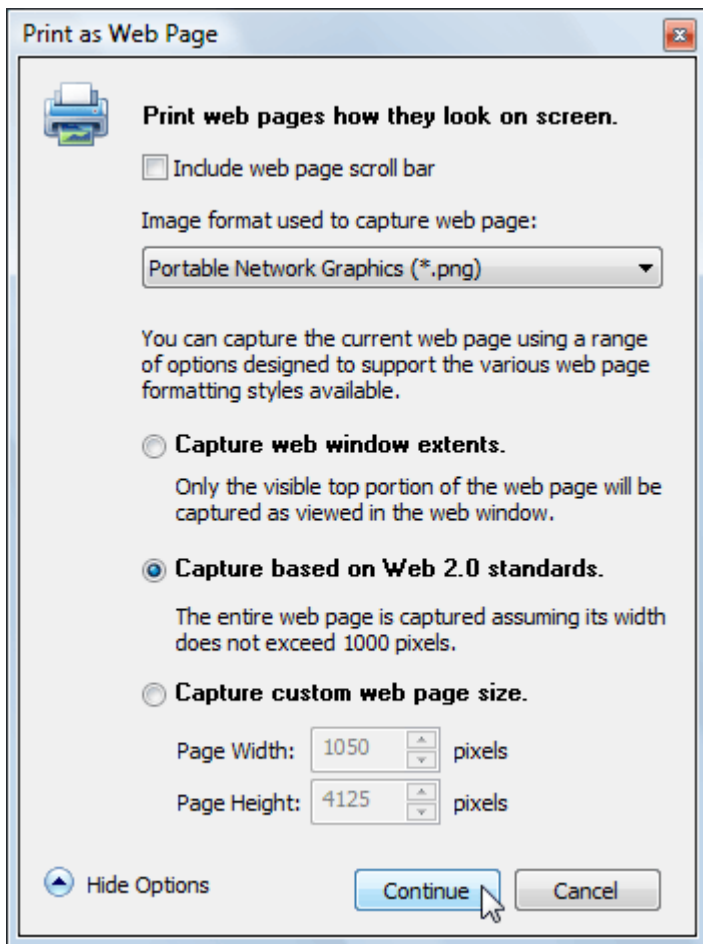


The Print as Web Page dialog provides the following options:

**Include web page scroll bar** – include the web page's vertical and/or horizontal scroll bars for printing

**Note** – by default, the web page is captured ready for print using the **PNG** image file format. This helps preserve the color depth of images shown on the web page when transferring to print. Alternative image capture formats include JPG, BMP and GIF, accessible via the drop-down list.

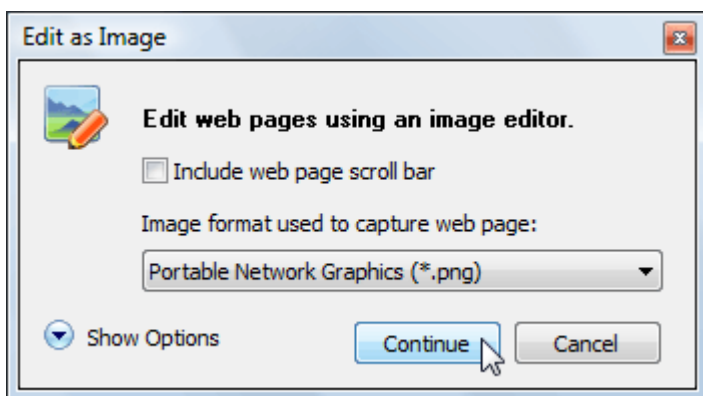
Additional web page capture options, recommended for advanced users, are available by clicking on the **Show Options** button:



## Can I Edit the Current Web Page as an Image?

Yes, you can capture and edit the current web page in the image editor of your choice:

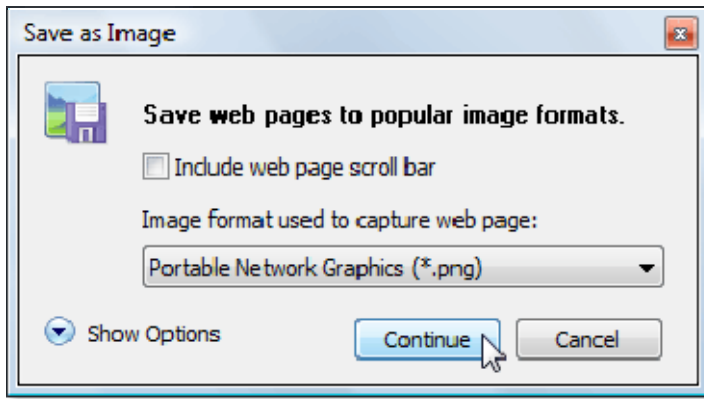
- Select the **File** menu, **Edit as Image...**
- Click the **Continue** button on the Edit as Image dialog. The web page is captured and the image is displayed in your default image editor application ready for editing.



## Can I Save the Current Web Page as an Image?

Yes, you can save the current web page in PNG, JPG, BMP or GIF file formats:

- Select the **File** menu, **Save as Image...**
- Click the **Continue** button on the Save as Image dialog. The web page is captured and the Save As file dialog is shown.
- Browse to the preferred location and save the image



**Note** – the captured web page image can be saved in the following popular image file formats: PNG, JPG, BMP, GIF or TIF.

## The Download Manager

The Download Manager within Visual Explorer allows you to track and manage your past and current file downloads from within a single compact dialog interface. The interface is *modeless* which means you can set one or more files downloading and continue browsing within Visual Explorer. Download Manager is single threaded and supports both HTTP and FTP file transfer protocols.

### How do I open the Download Manager?

The Download Manager will appear automatically when you download files. You can also open the Download Manager interface by selecting the **Tools** menu, **Download Manager** or by using the shortcut **Ctrl+D**.

## Downloading Files

As soon as you select a file for download from the current web page, the **Browse for Folder** dialog will be displayed prompting you to specify the location where you would like the file to be saved. The location (path) you specify will be automatically remembered next time you download a file.

The **Download Manager** dialog is displayed and the file to be downloaded shown in the report view. Initially, the status of the file will be set to *Waiting*. Click the **Download** button to commence download of the file – the status of the file will change to show a progress bar indicating the % downloaded.

You can pause downloading the current file at any time by clicking the **Pause/Stop** button.

**Note** – you can resume the downloading of any partially downloaded file by simply highlighting the file in the report view and clicking the **Download** button. This applies even between Visual Explorer sessions. This feature supports the resuming of downloads where the file size is less than 4GB in size (depends on remote server permissions).

To remove a file from the report view (perhaps because you no longer wish to download the file or to clear all downloaded entries), highlight the file in the report view and click the **Remove** button. Similarly, to remove more than one file, highlight the files using the **Shift** or **Ctrl** keys and click the **Remove All** button.

Additional options within the Download Manager include:

**Open** – highlight a downloaded file in the Download Manager report view and click the **Open** button to open/run the file.

**Speed Limit** – the default speed at which files are downloaded can be altered dynamically at any time during the download process. This may be beneficial in certain circumstances e.g. where many users have to share an Internet connection or where you need to give priority to another download application (such as BitTorrent).

**Clean Up Folder** – removes (deletes) all files downloaded by the Download Manager to the folder currently shown in the **all files download to** text box. This feature monitors an INI log file stored in the current download folder to ensure only those files downloaded using the Download Manager are removed.

**Open Folder** – opens the folder currently shown in the **all files download to** text box for viewing using Windows Explorer.

## How do I Turn Off the Download Manager?

To turn the Download Manager off:

- Select the **Tools** menu, **Options**
- Select **Download Manager**
- Uncheck the **Enable Download Manager** option
- Click the **OK** button

**Note** – the standard Internet Explorer style download mechanism will be used instead.

## Downloading Files Safety Checklist

You should ask yourself these questions before deciding to open files downloaded from the Internet:

- Have you scanned the file for viruses?
- Did you ask for the file?
- Do you trust the website providing the file?
- Do you know what the file will do to your computer?

## Customization

There are a variety of ways in which you can customize Visual Explorer to suit your needs. Below is a selection to get you started – click on the links to find out more:

- **Tab Views** – you can arrange web page tabs and tile or cascade web page windows using the [tab](#) options.
- **Menus and Toolbars** – you can customize the [menus and toolbars](#) in Visual Explorer for faster access to commonly performed tasks.
- **Media Filter** – instantly block a variety of web page [content](#) from images, Flash animations and sounds to potentially harmful scripts and ActiveX applications.
- **Cloaking Device** – when enabled, the [Cloaking Device](#) will make Visual Explorer semi transparent so that casual observers cannot snoop on your browsing activities, particularly useful when entering personal or credit card related data online.
- **Search Bar** – quickly perform searches, just by typing a few words into the Visual Explorer [search bar](#). Easily add your favorite search engines and other key sites (e.g. eBay, Facebook etc).
- **Themes and Skins** – you can easily customize the look and feel of Visual Explorer with one of the pre-installed [themes](#) or by loading a [custom skin](#).
- **Keyboard Shortcuts** – you can accomplish tasks you perform frequently faster using [shortcut keys](#) – one or more keys you press on the keyboard to complete a task.
- **Mouse Gestures** – the mouse-oriented equivalent of keyboard shortcuts is [mouse gestures](#). A mouse gesture is a way of combining mouse movements and clicks which Visual Explorer recognizes as a specific command.
- **Add-ons** – with its support for Internet Explorer [add-ons](#), you can improve your browsing experience with Visual Explorer by adding additional functionality.



## Managing Add-ons

Add-ons, also known as ActiveX controls, browser extensions, browser helper objects, or toolbars can improve your browsing experience by adding additional functionality to Visual Explorer. They can also provide enhanced interaction with associated websites, such as the Google Toolbar add-on and the Google website.

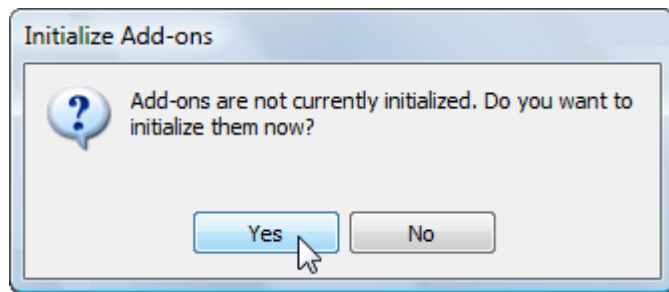
Visual Explorer has been designed to support Internet Explorer add-ons.

There are thousands of Internet Explorer based add-ons available from resources such as [www.download.com](http://www.download.com) and [www.ieaddons.com](http://www.ieaddons.com) but please be aware – some add-ons can cause your computer to stop responding or display content that you don't want, such as pop-up ads. Therefore, it is always a good idea to read the user reviews about a particular add-on before deciding whether to install it or not.

## How do I Enable Add-ons?

By default, Internet Explorer add-ons are disabled in Visual Explorer. To enable Internet Explorer add-ons:

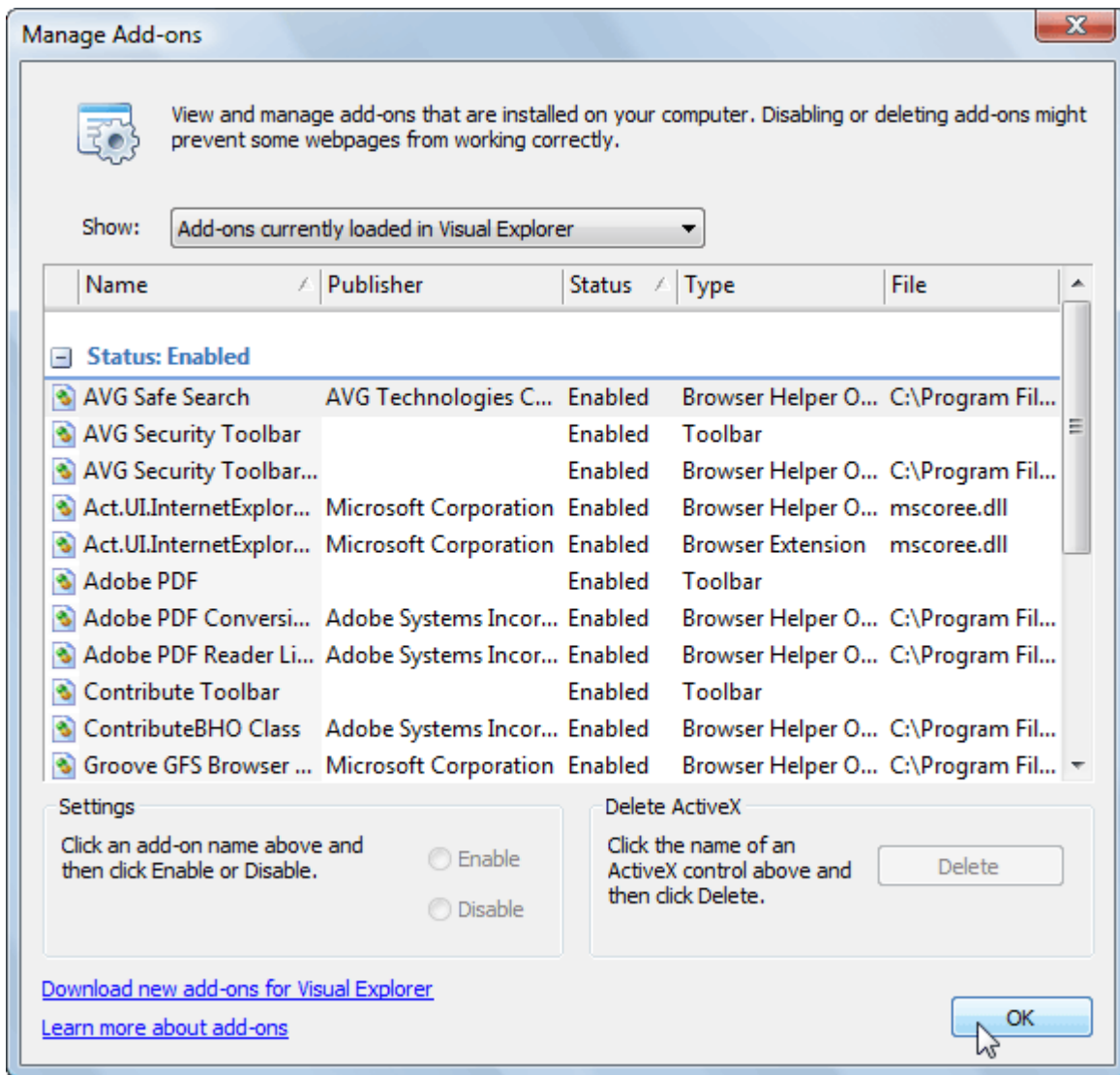
- Select the **Tools** menu, **Manage Add-ons**
- Select **Enable or Disable Add-ons**
- Click **Yes** on the Initialize Add-ons dialog



Please wait a few moments whilst Visual Explorer examines and adds all currently installed Internet Explorer add-ons. The Manage Add-ons dialog is displayed indicating the list of enabled add-ons.

- Click **OK** to confirm

All associated add-on toolbars and buttons will be displayed in Visual Explorer.



**Note** – you can also enable add-ons by selecting the **Manage Add-ons** button  located on the status bar.

## How do I Show/Hide Add-on Toolbars?

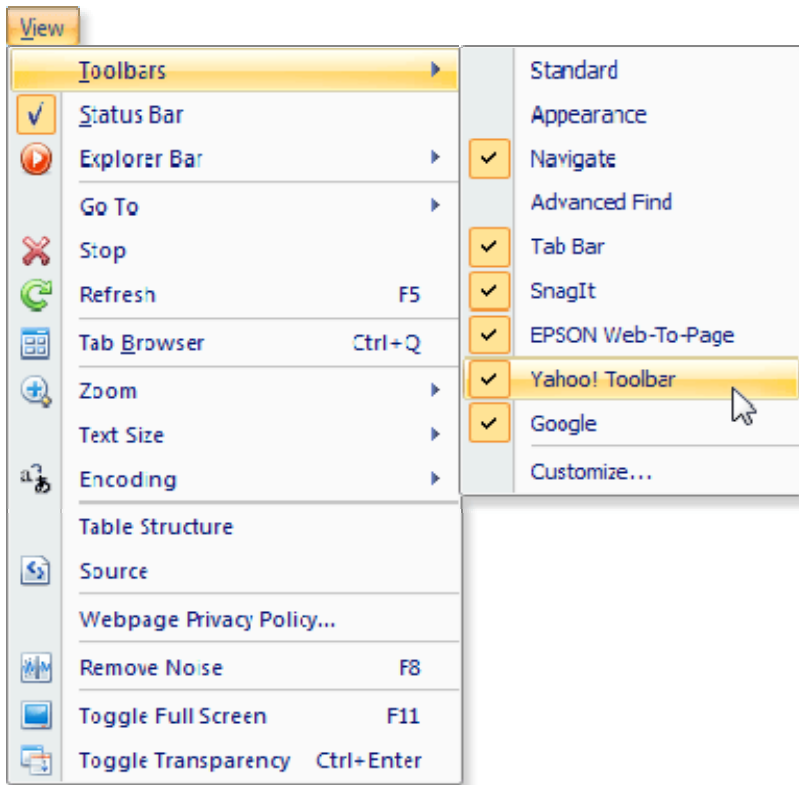
By default, when an add-on is enabled in Visual Explorer, its associated toolbars and buttons are also shown. To hide toolbars relating to an enabled add-on:

- Select the **View** menu, **Toolbars**

The list of add-on related toolbars is shown at the bottom of the toolbar list, below the standard Visual Explorer toolbars.

- Click on the toolbar name you wish to hide

In the example below, the Yahoo! Toolbar will be hidden. You can show add-on toolbars again at any time by clicking on them from the **Toolbars** menu.



## How do I Install a New Add-on?

From time to time you may wish to install new add-ons to Visual Explorer. You should perform the following checks before installing the new add-on:

- Select the **Tools** menu, **Options**
- Select **General**
- Check the option **Prompt when new add-ons are detected** is enabled
- Now close all Visual Explorer sessions before installing the add-on

When you next run Visual Explorer, you will be prompted to enable the new add-on.

## How do I Disable one or more Add-ons?

To disable one or more add-ons (and remove its associated toolbars and buttons):

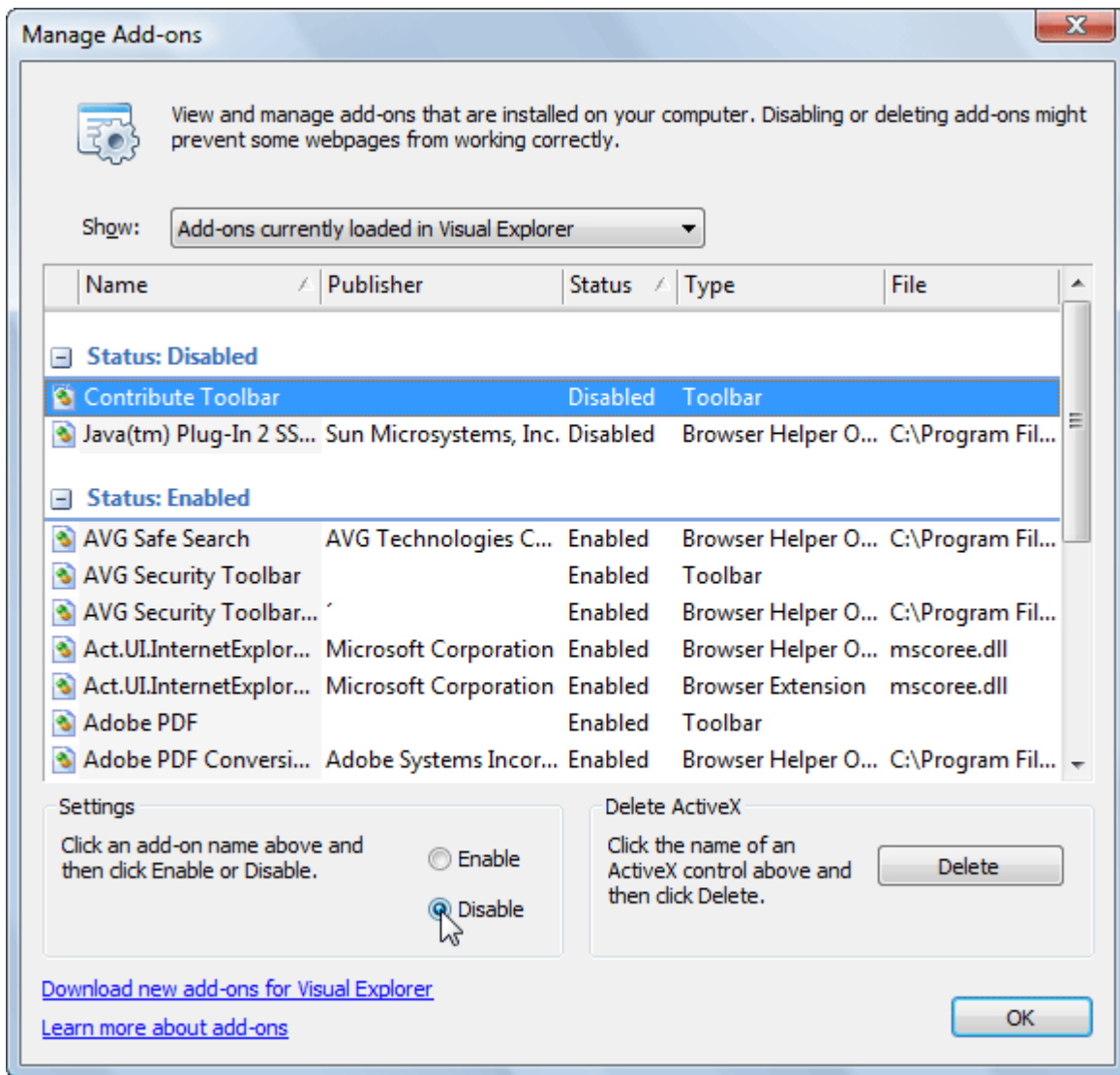
- Select the **Tools** menu, **Manage Add-ons**
- Select **Enable or Disable Add-ons**

The Manage Add-ons dialog is displayed.

- Click on the add-on you want to disable in the list
- Click **Disable** then **OK**

The add-on is disabled and its associated toolbar/buttons removed.

In the example below, the Google Toolbar Notifier add-on (browser helper object) will be disabled.

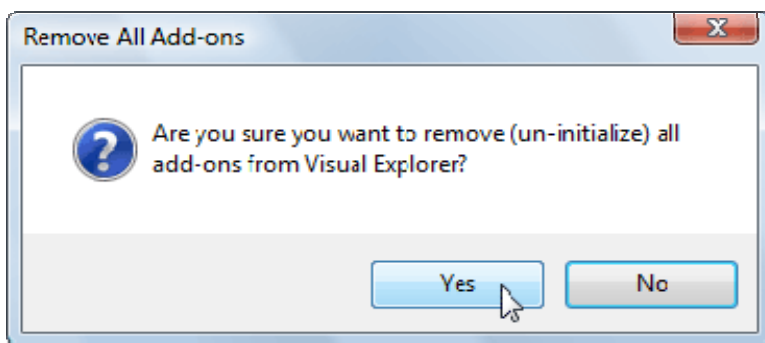


**Note** – some web pages might not display properly if an add-on is disabled. It is recommended that you only disable an add-on if it repeatedly causes Visual Explorer to close. You can re-enable an add-on at any time by clicking on it in the list (shown under the Status: Disabled heading) and clicking **Enable** then **OK**.

## How do I Turn Off All Add-ons?

To turn off (disable) all add-ons without having to individually turn them off using the Manage Add-ons dialog:

- Select the **Tools** menu, **Manage Add-ons**
- Select **Remove All Add-ons**
- Click **Yes** on the Remove All Add-ons dialog



You will need to close and re-start Visual Explorer for this change to take effect.

## Troubleshooting Add-ons

Generally, add-ons should operate without problems. However, on rare occasions, they may force Visual Explorer to shut down unexpectedly. This can happen if the add-on was poorly built or created for an earlier version of Internet Explorer. In these circumstances, the next time you run Visual Explorer, it will attempt to detect the problem add-on and prompt you to disable it. If unsuccessful, you may wish to perform one of the following actions:


- **Update the add-on** – if the add-on is an ActiveX component, you should check to see if the item has been updated.
- **Disable it** – If an add-on causes repeated problems, you can [disable](#) the add-on.

Should you find yourself in a position where Visual Explorer cannot start (run) due to a problem add-on, and therefore you cannot perform the above steps, the following action can be taken:

Locate the folder where Visual Explorer is stored e.g. C:\Program Files\Visual Explorer or similar. Using Windows Explorer, browse to the **Preferences** sub-folder and delete the username.config file (where *username* is your login username). **Warning** - do not delete any of the other files under the Preferences folder as these relate to your personal browsing preferences.

## Keyboard Shortcuts

You can quickly accomplish tasks you perform frequently by using shortcut keys – one or more keys you press on the keyboard to complete a task.

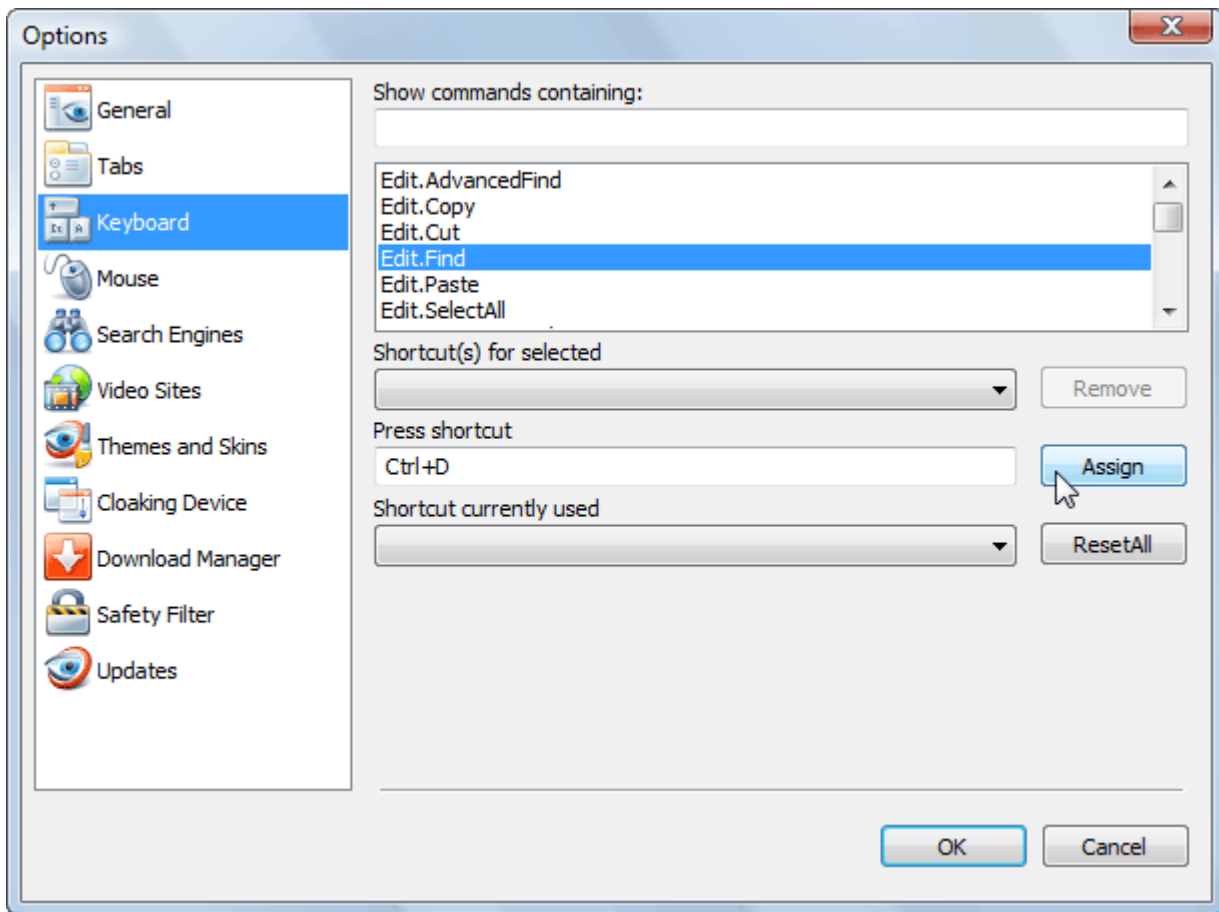
For example, pressing Ctrl+T creates a new web page tab, just as clicking the **New Tab** button  located to the right of the last tab or selecting File menu, New Tab.

**Note** – please refer to [The Shortcut Keys](#) topic for a list of pre-defined keyboard shortcuts.

## How do I create my own Keyboard Shortcuts?

To add new keyboard shortcuts for your frequent tasks:

- Select the **Tools** menu, **Options**
- Select **Keyboard**



The large report view, shown right, lists all of the commands in Visual Explorer that can be assigned a shortcut.

- Click on the command you wish to include a shortcut for e.g. Edit.Find in the report view.
- Click inside the **Press shortcut key** text box and enter the shortcut key or combination you wish to assign

To include system keys such as Ctrl, Shift, Alt etc press and hold down the system key and letter combination you wish to use e.g. Ctrl+I.

If the shortcut is already assigned to another command, this will be shown in the **Shortcut currently used by** text box.

- Click **Assign** to confirm your selection
- Click **OK** when done

**Note** – if you click on certain commands in the list, such as Edit.Copy and Edit.Cut you will see they already have shortcuts assigned (in this case, Ctrl+C and Ctrl+X respectively), shown in the drop-down list labeled **Shortcut(s) for selected command**. These can be changed if desired by entering a new shortcut in the text box labeled **Press shortcut key** and clicking on **Assign** then **OK**.

## Mouse Gestures

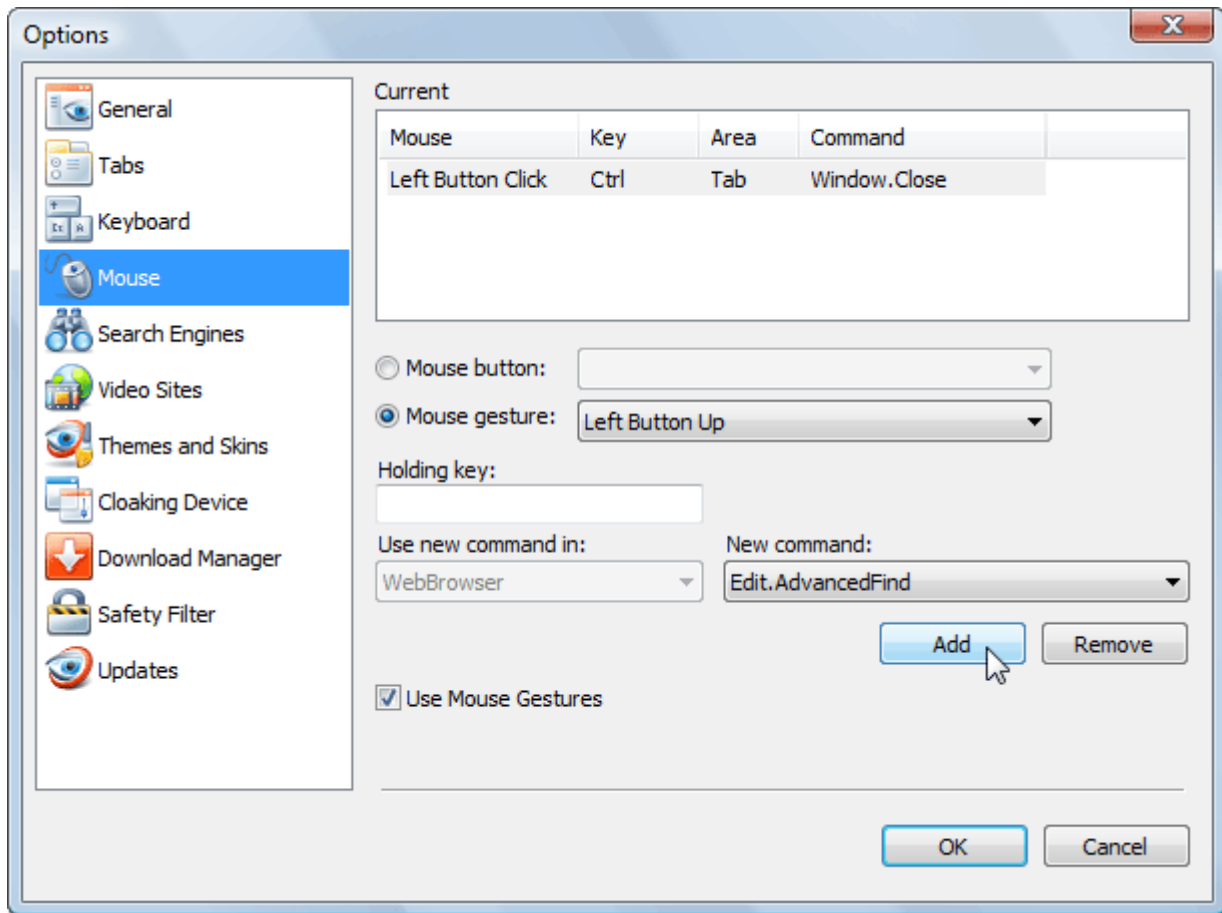
The mouse-oriented equivalent of keyboard shortcuts is mouse gestures. A mouse gesture is a way of combining mouse movements and clicks which Visual Explorer recognizes as a specific command.

For example, with mouse gestures enabled, you could navigate to the previously viewed page by pressing the left mouse button, moving the mouse briefly to the left, then releasing the button.

## How do I create my own Mouse Gestures?

To add new mouse gestures for your frequent tasks:

- Select the **Tools** menu, **Options**
- Select **Mouse**



The large report view, top right, lists all of the currently assigned mouse shortcuts.

- Click the **Use Mouse Gestures** option to enable mouse gestures
- Click the **Mouse gesture** radio button and select the mouse action from the list e.g. Left Button Up

In the above example for Left Button Up, the corresponding action would be to press the left mouse button, move the mouse briefly upwards then release the button.

- Select the command you wish to include a shortcut for e.g. Edit.AdvancedFind from the **New command** list
- Click **Add** to add this new mouse gesture to the list of assigned mouse shortcuts.
- Click **OK** when done

**Note** – to include system keys such as Ctrl, Shift, Alt etc to your mouse gesture, specify this in the **Holding key** text box. This will mean that, to perform the mouse gesture, the relevant system key must also be pressed at the same time.

You can now try using the new mouse shortcut by performing the gesture in Visual Explorer.

## Menus and Toolbars

You can customize the menus and toolbars in Visual Explorer to best suit your needs, including the following:

- Add and remove buttons and menus on toolbars
- Hide or display toolbars
- Move toolbars

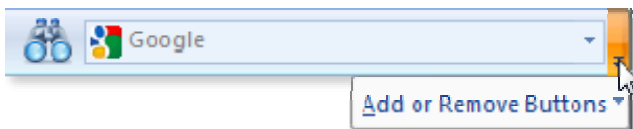
A menu displays a list of commands. Some of these commands have icons next to them so you can quickly associate the command with the icon. Most menus are located on the **Menu Bar**, which is the toolbar at the top of the screen. Toolbars can contain buttons, menus, or a combination of both.

Toolbars can be moved to any position within Visual Explorer, except for the **Tab Bar**, which can be docked at the top or bottom of the screen.

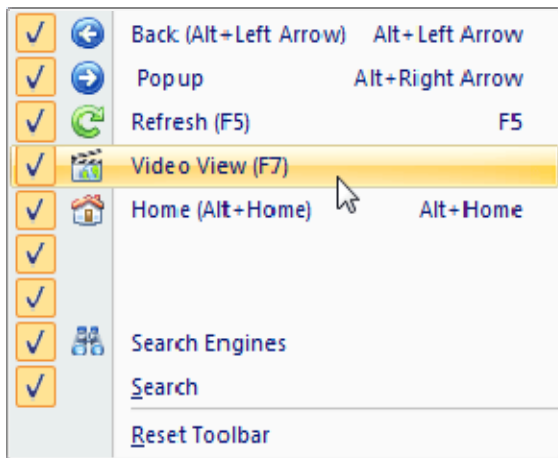
## Customizing Toolbars

To remove existing commands from a toolbar:

- Click the small arrow located at the right-edge of the toolbar
- Select **Add or Remove Buttons** from the fly out menu



- Select the toolbar's name from the fly out menu e.g. 'Navigate'
- Click on the toolbar button you wish to hide



In the example above, the Video View toolbar button will be hidden.



## Themes and Skins

You can quickly and easily customize the look and feel of Visual Explorer with one of the pre-installed themes or by loading a custom skin.

### How do I Change the Current Theme?

To select a different theme:

- Select the **Tools** menu, **Theme**
- Select the desired theme from the menu options

The range of pre-installed themes includes the follows:

Office  
Office 2003  
NativeXP  
Whidbey  
Office 2007  
Ribbon – Aqua  
Ribbon – Black  
Ribbon – Blue (this is the default theme, displayed when Visual Explorer is first installed)  
Ribbon – Scenic  
Ribbon – Silver  
Ribbon – White

### What are Skins and where can I find them?

The appearance of Visual Explorer, in terms of its Graphical User Interface (GUI), can be modified to suit the different tastes of its users by applying a custom skin. Applications such as Visual Explorer, which are capable of having a skin applied, are referred to as being **skinnable** and the process of writing or applying such a skin is known as **skinning**. Some skins merely make the program more aesthetically pleasing, but others can rearrange elements of the interface, potentially making the software easier to use.

In addition to the default skins that may be found on your computer (commonly found in C:\Windows\Resources\Themes or similar), any Microsoft based **.msstyles** visual style file or CodeJock based **.cjstyles** file can be loaded and used within Visual Explorer making the possibilities endless with how the application can be skinned.

There are various skinning communities, which include downloadable skins and skin creation tips and tricks, some of which can be found below. It is important to note that these websites are in no way affiliated with Visual Explorer.

Website	Description
<a href="http://Customize.org">Customize.org</a>	General skinning website, online since 1998
<a href="http://deviantART">deviantART</a>	International online artist community
<a href="http://skinnables.org">skinnables.org</a>	Catalogue of freeware skinnable applications
<a href="http://Skinning.net">Skinning.net</a>	Skinning forum
<a href="http://Skinz.org">Skinz.org</a>	Skin and graphics website
<a href="http://WinCustomize">WinCustomize</a>	Skins for the Windows user interface

For reference, below is a selection of skin designs that were created by 3rd party authors and their associated web page links. It is important to note that these authors are in no way affiliated with Visual Explorer.

[AES](#)



[Thallos](#)



[Fresco](#)



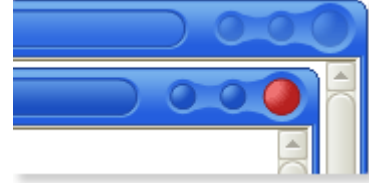
[Tiger 2](#)



[Kuantum](#)



[Sustenance](#)



[Aluminum Alloy](#)



[Studio28 v3](#)



[iTunes v1.5](#)



## How do I Apply a Skin?

To import and use a 3rd party skin or custom skin you have created:

- Select the **Tools** menu, **Options**
- Select **Themes and Skins**
- Click the **Custom Skins** radio button
- Click the **Add** button and browse for the chosen skin (**.msstyles** or **.cjstyles** file)
- Select the skin in the report view and click the **Apply** button

## The Shortcut Keys

Use the shortcut keys below for quick access to features in Visual Explorer. You can use shortcut keys to manipulate web page tabs, navigate, copy and paste text and images from web pages and more.

► Viewing and Exploring Web Pages	
Action	Shortcut
Display Help	F1
Toggle between full-screen and regular views of the browser window	F11
Move forward through the items on a webpage or the Navigate bar	TAB
Move back through the items on a webpage or the Navigate bar	SHIFT+TAB
Go to your home page	ALT+HOME
Go to the next page	ALT+RIGHT ARROW
Go to the previous page	ALT+LEFT ARROW
Go to the last page in history	ALT+SHIFT+RIGHT ARROW
Go to the first page in history	ALT+SHIFT+LEFT ARROW
Move forward through tabs on the Tab bar	CTRL+TAB
Scroll toward the beginning of a document	UP ARROW
Scroll toward the end of a document	DOWN ARROW
Scroll toward the beginning of a document in larger increments	PAGE UP
Scroll toward the end of a document in larger increments	PAGE DOWN
Move to the beginning of a document	HOME
Move to the end of a document	END
Find on this page (Advanced Find)	CTRL+F
Refresh the current webpage	F5 or CTRL+R
Refresh the current webpage, even if the time stamp for the web version and your locally stored version are the same	CTRL+F5
Toggle Cloaking Device™ transparency	CTRL+ENTER
Stop downloading a page	ESC
Display the Download Manager	CTRL+L
Open a new website or page	CTRL+O
Open a new window	CTRL+N
Save the current page	CTRL+S
Print the current page or active frame	CTRL+P
Activate a selected link	ENTER
Toggle master sound	F12
► Using Video View	
Action	Shortcut
Toggle between the Video View™ and Browser View interfaces	F7
Toggle Remove Noise™ on or off	F8
Open the Video Sites window	F9
► Working with Tabs	
Action	Shortcut
Duplicate tab (open current tab in a new tab)	CTRL+K
Reopen the last tab you closed	CTRL+SHIFT+T
Close the current window (if you only have one tab open)	CTRL+W or middle mouse button on the tab
Open links in a new tab in the background	CTRL+[Click]
Open links in a new tab in the foreground	CTRL+SHIFT+[Click]
Open a new tab in the foreground	CTRL+T
Switch between tabs	CTRL+TAB or CTRL+SHIFT+TAB
Close current tab (or the current window if tabbed browsing is disabled)	CTRL+W or middle mouse button on the tab
Open a new tab in the foreground from the Address bar	ALT+ENTER
Close all tabs except for the tab currently active	CTRL+ALT+F4
Toggle Tab Browser™ (thumbnail view) on or off	CTRL+Q
Toggle Arrange All Windows (Tile Vertically)	CTRL+ALT+W
► Using Zoom	
Action	Shortcut
Increase zoom (+ 10%)	CTRL+PLUS SIGN
Decrease zoom (- 10%)	CTRL+MINUS SIGN
Zoom to 100%	CTRL+0
► Using Search	
Action	Shortcut
Go to the search box	CTRL+E
Open your search query in a new tab	ALT+ENTER

<b>► Using Print Preview</b>	
<b>Action</b>	<b>Shortcut</b>
Set printing options and print the page	ALT+P
Change paper, headers and footers, orientation, and margins for this page	ALT+U
Display the first page to be printed	ALT+HOME
Display the previous page to be printed	ALT+LEFT ARROW
Type the number of the page you want displayed	ALT+A
Display the next page to be printed	ALT+RIGHT ARROW
Display the last page to be printed	ALT+END
Specify how you want frames to print (this option is available only if you are printing a webpage that uses frames)	ALT+F
Close Print Preview	ALT+C
<b>► Using the Address Bar</b>	
<b>Action</b>	<b>Shortcut</b>
Select the text in the Address bar	ALT+D
Display a list of addresses you've typed	F4
When in the Address bar, move the cursor left to the next logical break in the address (period or slash)	CTRL+LEFT ARROW
When in the Address bar, move the cursor right to the next logical break in the address (period or slash)	CTRL+RIGHT ARROW
Add "www." to the beginning and ".com" to the end of the text typed in the Address bar	CTRL+ENTER
Move forward through the list of AutoComplete matches	UP ARROW
Move back through the list of AutoComplete matches	DOWN ARROW
<b>► Opening Drop-Down Menus</b>	
<b>Action</b>	<b>Shortcut</b>
Select context menu (use arrow keys and <Enter> to navigate)	F10
Open the File menu	ALT+F
Open the Edit menu	ALT+E
Open the View menu	ALT+V
Open the Favorites menu	ALT+A
Open the Filter menu	ALT+I
Open the Tools menu	ALT+T
Open the Window menu	ALT+W
Open the Help menu	ALT+H
<b>► Working with the Explorer Bar and Favorites</b>	
<b>Action</b>	<b>Shortcut</b>
Open Favorites tab	CTRL+I
Open History tab	CTRL+H
Open RSS tab	CTRL+J
Add the current page to your favorites	CTRL+D
Delete browsing history	CTRL+SHIFT+DEL
Open the Organize Favorites dialog box	CTRL+B
Move selected item up in the Favorites list in the Organize Favorites dialog box	ALT+UP ARROW
Move selected item down in the Favorites list in the Organize Favorites dialog box	ALT+DOWN ARROW
Open the Favorites menu from the menu bar	ALT+A
<b>► Editing</b>	
<b>Action</b>	<b>Shortcut</b>
Remove the selected items and copy them to the Clipboard	CTRL+X
Copy the selected items to the Clipboard	CTRL+C
Insert the contents of the Clipboard at the selected location	CTRL+V
Select all items on the current webpage	CTRL+A

## Automatic Software Updates

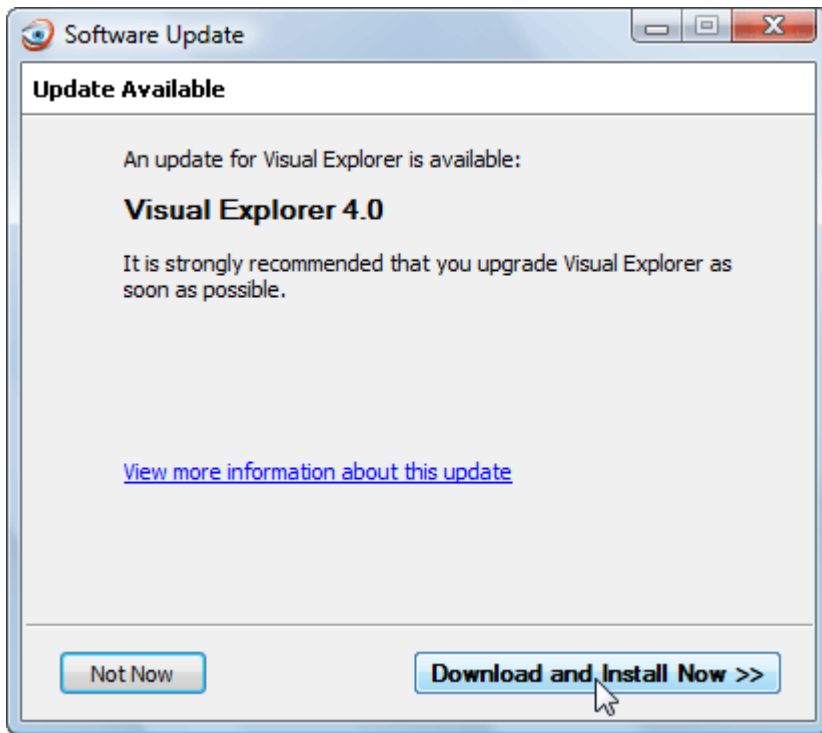
The automated software updating process in Visual Explorer is designed to make it easy for you to stay updated with the latest release of the software. The option to receive automatic software updates is enabled by default when you first install Visual Explorer. The updating process will download the latest InstallShield installation application, which will include updates to the main application and may also include updates to one or more support files.

### How do I Receive Updates?

Each time you run Visual Explorer, and at other periodic times, the software will automatically perform checks to see if a new update is available. To see the options relating to the update process, see [General Options](#).

**Note** – you can also manually check to see if updates are available at any time by clicking **Help** menu, **Check for Updates...**

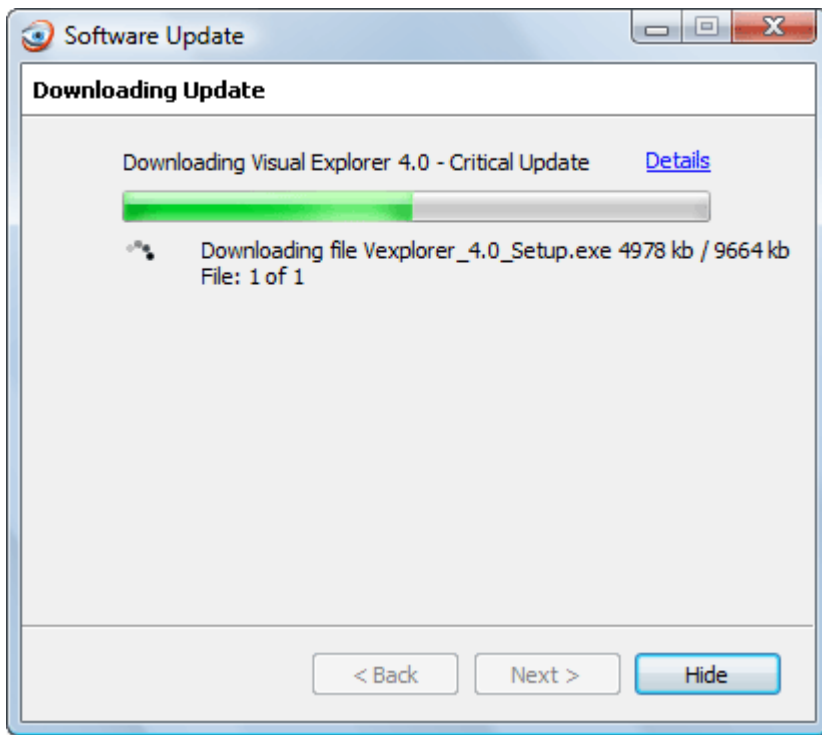
When an update is available, the Update Available dialog is displayed.



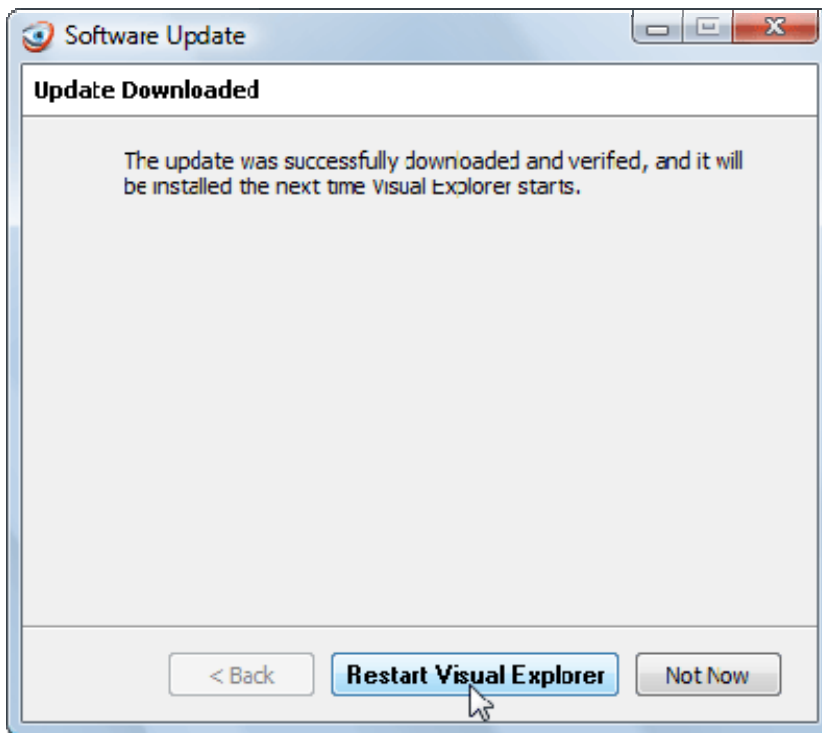
To download and install the update:

- Click **Download and Install Now**

The Downloading Update dialog will be displayed, indicating download progress.



- Once downloaded, click **Restart Visual Explorer** on the Update Downloaded dialog



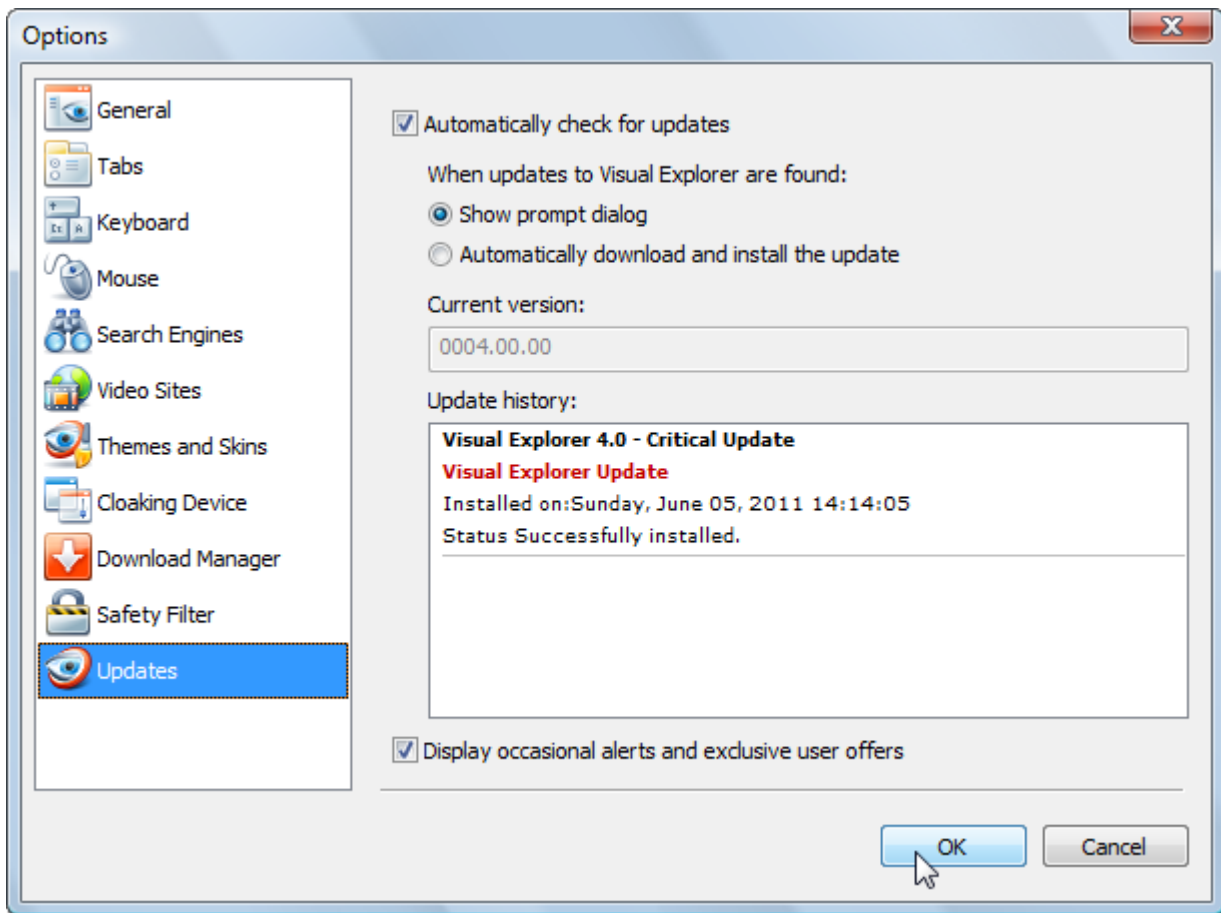
The current Visual Explorer session will be closed and the InstallShield installer application will be launched, prompting you to uninstall the current version of Visual Explorer and to install the latest downloaded version. When the latest version is launched, for all major releases, a welcome web page will be displayed providing an overview of changes to be found in the new release.

## General Options

The following options provide additional control over software updates:

- Select the **Tools** menu, **Options**
- Select **Updates**

From the Updates section you can choose what action Visual Explorer should take when updates are found and also view history list of installed updates.



## How do I Turn Automatic Software Updates Off?

To turn automatic software updates off:

- Select the **Tools** menu, **Options**
- Select **Updates**
- Un-check the **Automatically check for updates** option

**Note** – you can still manually check to see if updates are available at any time by clicking **Help** menu, **Check for Updates...**

## Troubleshooting Software Updates

In rare instances, users may be prompted to download a new Visual Explorer update, even though they have already downloaded and installed the latest update.

When checking for updates, Visual Explorer reads the contents of an XML file located on our servers to see if a later update is available. Sometimes, network and/or firewall settings on the user's local computer and/or local area network will store a local copy of this XML file for several hours (using a process known as caching). Checking for new updates during this time may incorrectly report that a new update is available. The solution is to simply dismiss requests to install the update again, until the local cached file has been removed – this usually occurs within 2-3 hours.