

## Windows Tips and Tricks

### Browser Basics

#### What is a Browser?

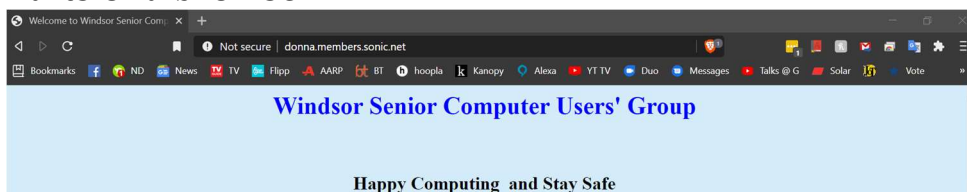
A Browser is software that allows you to view the Internet. The best-known desktop browsers are Chrome (68.7%), Firefox (8.1%), Edge (5.8%), Safari (9.4%), Brave (doesn't identify itself) and Opera (1.0%). Chrome, Edge, Opera and Brave are all based on the Chromium software developed by Google. Each has been customized by its creator to add or remove features in the basic underlying software. Firefox is developed by an independent group known as Mozilla. Safari is from Apple and only runs on Apple devices. For purposes of this discussion, we will ignore it, but it supports all the functions listed below, although it uses different terminology and menus. Because Opera is so little used it will also be ignored but, since it is based on Chromium, most everything will apply to it. There is one additional browser, Internet Explorer, which is included in all versions of Windows. However, while it is still included in Windows, it is only there for businesses that have custom software depending on features built into it which are not standard Internet protocols. If you are using Internet Explorer you should immediately switch to another browser, as even Microsoft admits it is not secure and continued use leaves you at risk of hacking. Additionally there is a browser built into AOL.

It is a good idea to have more than one browser installed, so you can repair if your browser of choice has a problem.

All Browsers serve the same function, to display results from the Internet. While there are differences in their speeds, they are almost unidentifiable by the average user. Because they may use different underlying software, they may display web pages slightly differently.



#### Parts of a browser

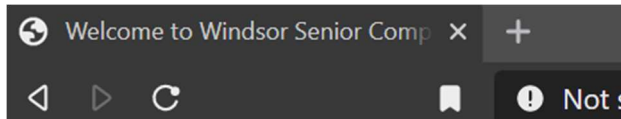


«Tab Bar  
«Address Bar  
«Bookmark Bar  
«Content Window

#### Tab Bar

The top row is the Tab bar. This shows all open tabs.

All Browsers support the use of tabs. Tabs allow you to have more than one website loaded at once. To add a new tab look for the + sign at the end of the folder bar and click it once. This will give you a new tab. There is almost no limit on how many tabs you can have open but, each tabs uses memory and too many tabs can choke your computers performance.



When you start a new tab, most browsers will give you some suggestions of sites to go to based on your history.

To move between open tabs just click the tab you want.



To close a tab, click on the X on the right side of the tab.


At the far right of the tab bar are icons to minimize the program ( \_ ), resize the window that the program is running in ( □ ) or close the program ( X ).

### Address Bar

The next row is the address bar. This shows you the website address of the active tab.

The address box can also be used to insert a web address or a search. After entering the address or search term(s) hit enter to complete the request. Additionally, the address bar will give information about the current website such as whether it is secure. *Hint:* Instead of typing `http://www.websitename.com` just type `websitename` and hit `ctrl+enter` and it will fill in the rest for you. This only works with .com sites.

At the far left of the address bar are some tools. The left and right arrows   allow you to move forward and backward through previous pages. If you open a page and follow a link from that page or do a new search or web address while on that page, the current page may be replaced by a new search result or web page. To return to the previous page use the left facing arrow. If you have gone back and wish to go forward again use the right facing arrow. To see a list of previous pages double click the arrow for the direction you want to go and a pop-up list will appear of previous or forward web pages.

The circle with an arrow point at the end  is used to refresh the page. For example, if you opened a news site in the morning and still have it open, you can refresh the page to get an updated version with more recent news.

On the right side of the address bar will be icons for extensions you may have installed and, depending on the browser in use, some additional tools. Finally, on the far right will be the settings menu, either 3 bars or 3 dots. This will give you access to other parts of the program such as history, bookmarks, settings and printing.

### Search

Search is what you use to find things on the Internet. Browsers provide search results using a search engine. To Google something has become a generic term for Internet search since the Google search engine is the most used. However, it is not the only search engine available. Different browsers, by default, use different search engines, i.e. Chrome uses Google, Edge uses Bing, Firefox uses Google. If you would prefer a different search engine, you can change it. In the browsers setting (options in Firefox) find the search engine section and change to whatever you want.

Some of the better-known search engines are Google, Yahoo, AOL, Bing, Duck Duck Go, Start Page and Qwant. The last three, while lesser known, are privacy focused search engines that don't record your searches or share that information with anyone, so you won't start suddenly seeing ads for things that you recently searched for.

## **Bookmarks and the Bookmark bar**

Bookmarks, also known as favorites, allow you to store shortcuts to frequently used pages. The newest bookmark is added at the end of the bookmarks list. Your bookmark list can be edited by dragging and dropping bookmarks in the list to organize your bookmarks the way you want. Each browser has a different way to add bookmarks to your list so a quick search will tell you how to add.

Browsers also support a bookmark bar which is just below the address bar and can be turned on and off from the settings control. It will show you as many of the top bookmarks as will fit on the line. If you want to add a new favorite to the bookmarks bar click on the icon at the far left of the address box and drag it to where on your bookmark bar you want it. Bookmarks on the bookmark bar can be edited to change their name. If you shorten the name you can add more bookmarks to the bookmark bar. To edit a bookmark right click it, then choose edit. In Firefox, right click the bookmark and choose properties. In the properties you can rename it.

## **Default Tabs to Open**

If you would like your browser to always open to one or more specific pages (such as your mail or a news site) you can go to the settings and choose which tab(s) to use. The easiest way to do this is to open the tab(s) you want, adjust their order, go to the settings and from the options for On Startup choose Current pages. You can also ask that it pick up where you left off or just start with a blank page. It is slightly different in Firefox where instead of settings you go to Options, choose Home on the left side and then choose in the New Windows and Tabs section.

## **Default Browser**

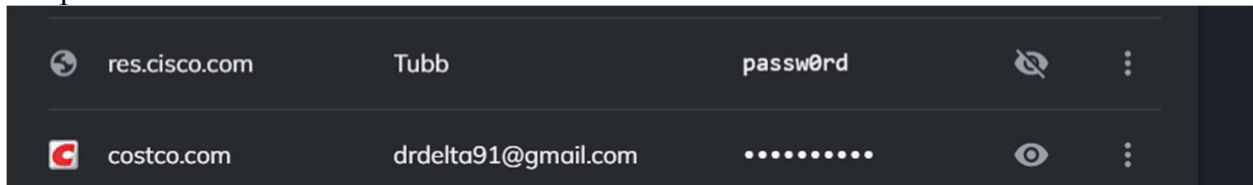
You may have several browsers installed on your computer. At the very least you will have Edge and Internet Explorer. If you prefer a different browser, you will install that. Microsoft would prefer that you use Edge, so they set it (and reset it) as your default browser. That means that anything which has a web link in it will automatically open in Edge. To change this behavior, Go to Windows Settings (accessed from the start menu) and then Apps. On the left column select Default Apps, In the list of Apps scroll down until you find Edge (or whatever your current default is) in the section Web Browser. Click on the default app and a list of browsers will pop up. Click on the one you want, and it will become your default. (Hint: This is also how to change any other default app.)

## Extensions

Extensions (known in Firefox as Add Ons) are small programs which can be added to your browser to give additional functionality. These can be things such as dictionaries, ad blockers, password managers and shopping tools. By going to the extension store you can browse through thousands of potential tools. While the stores do their best to police these apps, be aware that not every developer is honest so choose carefully.

## Stored passwords

Browsers will offer to store your password the first time you visit a site, and again if you previously saved it and change the password. For sites where security is not an issue, this is an easy way to store the password and have it auto filled each time you return to the site. However, it is not recommended for sites where security is important. Because they are tied to an email address, anyone who manages to hack that email account will have access to your password list which provides both the username and the password as well as the website address.



Note: This example is no longer valid so don't think you will get into my account. I would never use a password like this. And the number of dots in the Costco account has no relationship to the actual length of the password.

## History

Did you ever close a page that took you fifteen minutes to find and then you realize you want to go back to it, but since you don't know the address you may never be able to find it again? The History function is the life saver you need. History, accessed from the settings menu, will show you several days' worth of sites you have been to. Just click on the desired site from the list and you are right back there.

## Printing

Printing web pages should be simple, but it can get complicated. The biggest problems usually come from email sites. If you go to the settings menu and select print you get far more than just the email. You get all the surrounding program.

10/1/2020

Printing issues - wscugroup@gmail.com - Gmail



Search mail

Compose

Inbox

Starred

Snoozed

Important

Chats

Printing issues Inbox x



**Jim Tubb**

to me

Your simple to print email suddenly looks awful.

Jim

What you need to do is to look for the printer icon on the mail page. If you select it, it opens your email in a new tab where you can print it without the surrounding landscape.

9/29/2020

Gmail - Printing issues



WSCU Group <wscugroup@gmail.com>

## Printing issues

1 message

**Jim Tubb** <drdelta91@gmail.com>  
To: WSCU Group <wscugroup@gmail.com>

Tue, Sep 29, 2020 at 3:33 PM

Your simple to print email suddenly looks awful.

Jim  
"Love to eat them mousies...  
Mousies what I love to eat!  
Bite they little heads off,  
Nibble on they tiny feet!

## Bonus Hints

### Scrolling

**Use your mouse to scroll** - You can use the roller on your mouse to scroll up and down on a page.

**Touchpad scrolling** - you can use two fingers to scroll up and down.

If you want to scroll a whole screen at once use the space bar to move down one screen and shift + spacebar to move up one screen.

### Text size

Text too small? Go to the control menu (three bars or dots) and go to zoom. Increase the zoom to a comfortable size. Just be aware that this may alter how the page looks.