

In this course you will:

- Discuss internet browsers
- Use tabs to open multiple web pages at once
- Set a new Home Page (or pages!)
- Learn about your browser's History
- Add websites into your Favourites or Bookmarks
- Discover your Temporary Internet Files
- Discuss Restricted Access Sites
- Be introduced to Social Networking

Section 1: Browsers

The **browser** is a program on a computer that allows you to access the Internet. It decodes data to allow you to *find* and *view* websites.

Just as there are many different brands of laundry detergent, there are many different brands of browsers – they all do the same job, with minor differences in appearance and function. You'll find the one you like the best!



Internet Explorer (IE) comes already installed on Windows Vista, 7 and 8 PCs. Windows 10 has a new browser called **Edge**, but you can still use IE.



Mozilla Firefox can be downloaded for free.



Google Chrome can also be downloaded for free and comes already installed on Google devices and computers.



Safari comes already installed on Macs.

You will sometimes find that certain web sites work better in one browser than another. That's why it's good to learn how *browsers* work, instead of learning about one browser in particular. In this class, we'll focus on Internet Explorer, Mozilla Firefox and Google Chrome.

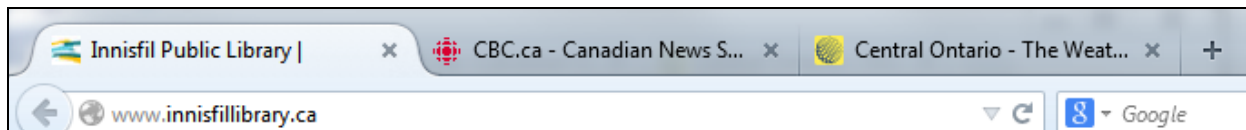
Please note that if you are using these browsers on a mobile device, things will look quite different!

Section 2: Using Tabs

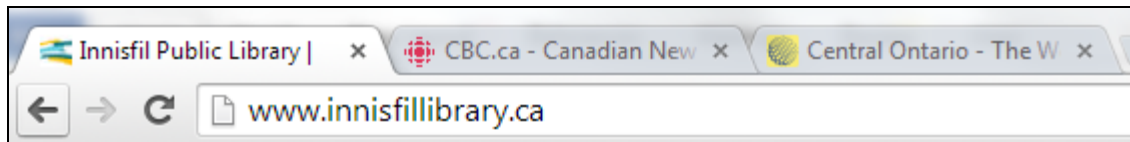
Tabs allow you to have more than one website open at a time in the same window.



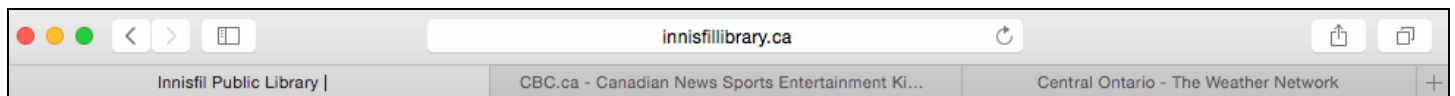
In Mozilla Firefox:



In Google Chrome:



In Safari:



Note: Safari uses a **top menu** where you will find various commands and options. It's located at the very top of the screen; if you don't see it, push your cursor to the top of the screen until it appears.

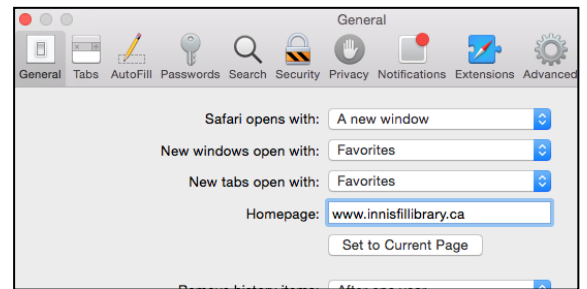
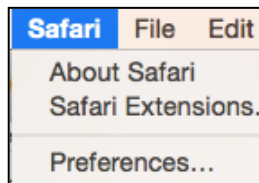
The **active tab** is the one attached to the page you presently have open. In Internet Explorer and Edge only the active tab will have an X on it - this allows you to close the tab. In Firefox and Chrome, all tabs have an X. In Safari, the X will appear when you hover over the tab with your mouse. Click on the small blank tab to open a **new tab**. Now you are ready to enter an address for a website, or click the Home button to go to your preset homepage. The new tab screen will show you popular/recently or frequently opened web pages; click to go directly to them. To open a web link in a new tab, right click on the link and choose **Open Link In New Tab**, or click **Alt + D + Enter** to open your existing tab in a new tab.

Section 3: Home Page

The home page is the website that opens automatically each time you open the Internet. You can decide which page or pages you'd like to see when your browser by setting or changing your Home page.

In Safari:

1. Click **Safari** in the top menu, then **Preferences**.
2. Under the **General** tab you'll see a Homepage text box. Type in the URL of the web site you want to use as a home page.



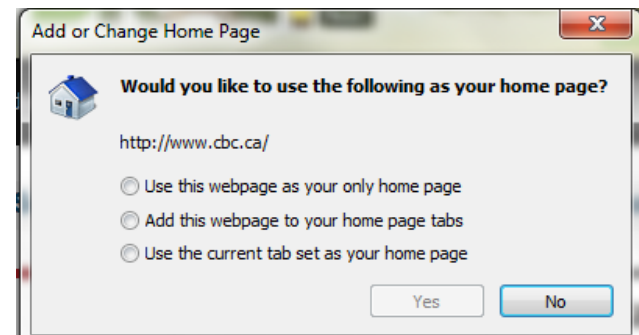
In Internet Explorer:

1. Go to the website you wish to set as your new home page and right click on the **Home** button
2. Click **Add or Change Home Page** on the drop-down menu



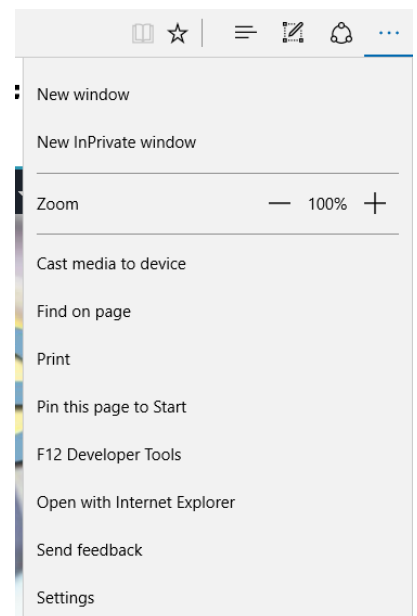
There are three options for adding websites to the home button:

- **Use this webpage as your only home page** makes the page you have open your home page, regardless of what other tabs may be open
- **Add this webpage to your homepage tabs** will keep your existing homepage, but add the site you are on in another tab.
- **Use the current tab set as your homepage** will delete your existing homepage, and add all the sites currently open.



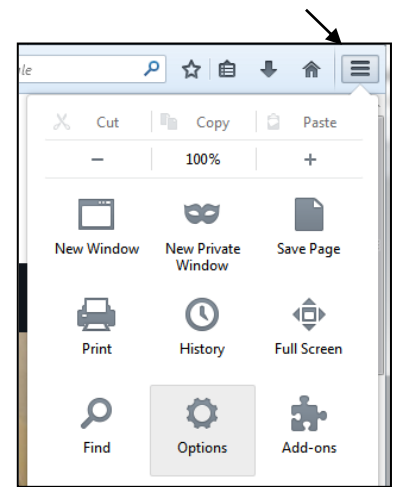
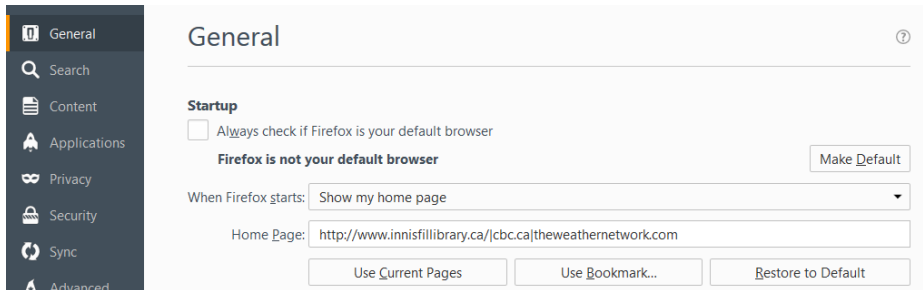
In Edge:

- Click the **More** button and choose **Settings**
- Click **Open Microsoft Edge With and A Specific Page or Pages**
- Type in the web page address and click the **Save** icon
- Scroll to the bottom and click **View Advanced Settings**
- Turn **Show the Home Button** to the **On** position



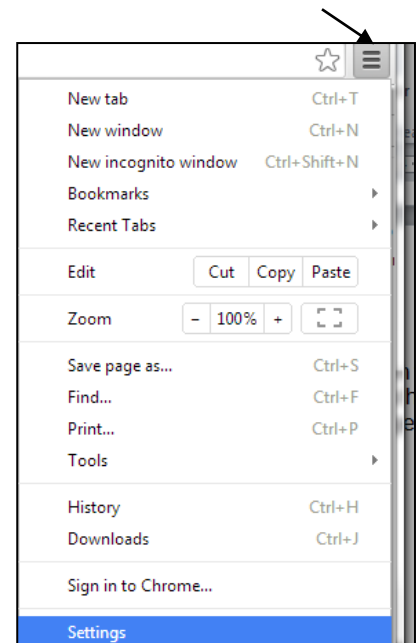
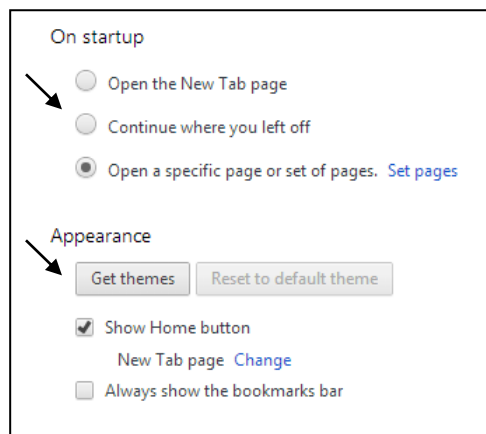
In Mozilla Firefox:

1. Open the web page or pages you want to set as your home pages
2. Click the **Open Menu** button and then click **Options** (may appear as **Preferences**)
3. Under the **General** tab, click **Use Current Pages**



In Google Chrome:

1. The Home button does not automatically show up. You can click on the **Customize** button, click **Settings**, and click on the box next to **Show Home Button**.
2. Under **On Startup**, click **Open a Specific Page or Set of Pages**, and then **Set Pages**. Type in the web sites you want as your home page or pages.



You may have noticed that in the last two examples, this button has been given two different names.



In Mozilla Firefox, it's called *Open Menu*. In Google Chrome, it's called *Customize*. You'll also see it on mobile devices where screen size is at a minimum, sometimes as three dots instead of lines. It's commonly known as the **three-line**, **menu**, or **hamburger button**.

Generally speaking, when you see this button it's a signal to you that there are more options available than you can see on the screen. It's a handy way to hide away the buttons you don't need all the time, but keeps them close at hand when you do need them.

Some of the things that you might see if you click on this button include:


- Print
- Save
- History (we'll talk about this next)
- Zoom
- Find
- Open page in new tab or window

Explore your Customize/Open Menu button – you'll be surprised what it can do!

Section 4: History

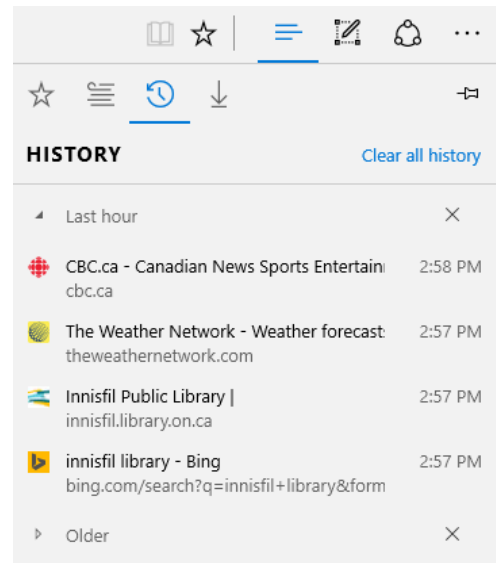
Your browser keeps a record of all the websites and web pages it has been to. The sites are organized on the History list by the date which they were visited.

In Internet Explorer:

1. Click on the **Favourites** button 
2. Click on the **History** tab at the top of the menu
3. Click on the day or week you wish to view your browsing history, or click on the dropdown menu to see websites in your history arranged by various criteria.
4. Click on a page link to go to it.

In Edge:

1. Click on the **Hub** button
2. Click on the **History** button
3. Click on a page link to go to it



In Mozilla Firefox:

1. Click on **Open Menu**



2. Click on **History**
3. Click **Show All History** at the bottom of the menu to see a list of the web pages you've visited.

In Google Chrome:

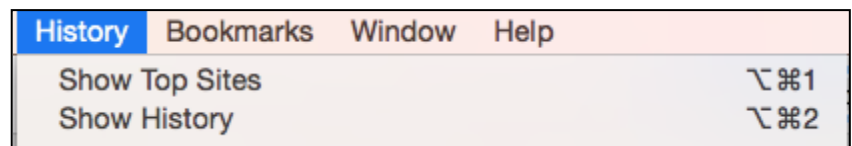
1. Click on **Customize**



2. Click on **History**
3. You will see a list of the recent web pages you've visited in reverse chronological order. Click **History** to see a full list.

In Safari:

1. Click on **History** in the top menu
2. Click **Show History**



3. You will see a list of the web pages you've visited. Note that Safari also shows you the keyboard shortcut for this and other commands; in this case, it's **Option-Command-1**.

Section 5: Favourites and Bookmarks

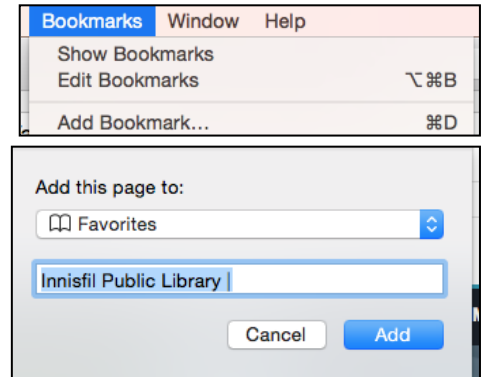
Your **Favourites** and **Bookmarks** are website links which you use so frequently that you want to keep a record of them to make it easier to visit them quickly. By adding a website to your Favourites list or bookmarking it, you create a shortcut which you click on to go directly to that website without having to type in the address every single time.

In Safari:

Click **Bookmarks** in the top menu, then **Add Bookmark**.

A window will open asking you where you want to store the bookmark, with the default setting as **Favourites**. Click **Add**.

When you want to see your bookmarks again, click **Bookmarks** and **Show Bookmarks**.



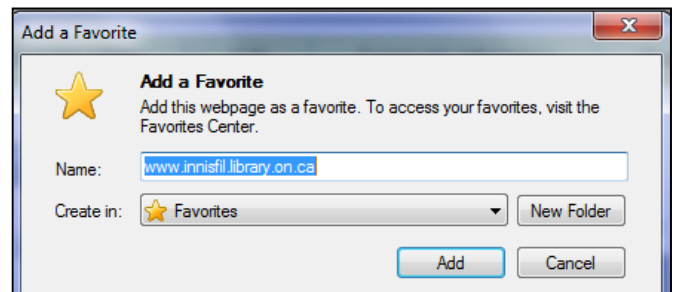
For the other three browsers, regardless of whether they call it *Favourites* or *Bookmarks*, the button you need to click is a star.



In Internet Explorer and Edge:

To add a site to your Favourites list, go to the site and then click the **Favourites** button. In Windows 7, you will have to click on **Add to Favourites**.

A form will appear to help you organize your favourites. From here you can rename it or add it to a folder of similar bookmarks. Click **Add**.



When you want to see your favourites again:

- Click the **Favourites** button and the Favourites tab for Windows 7
- Click the **Hub** and then **Favourites** for Windows 10.

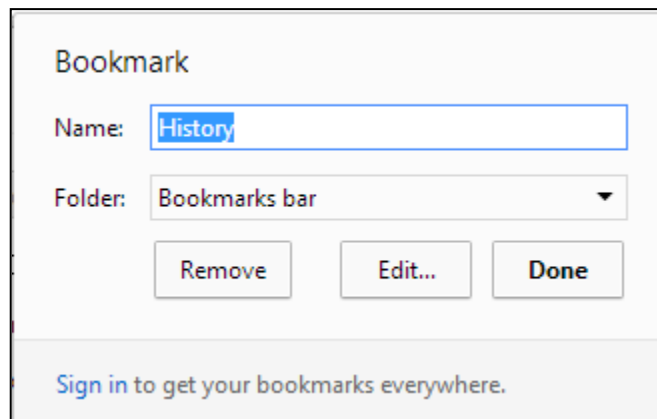
In Mozilla Firefox and Google Chrome:

Click the **Bookmarks** button to add the site you're on to your list of bookmarks.

- In Firefox, your bookmark will make a little jump into the button next to it, a clipboard button called **Show Your Bookmarks**. Customize your bookmark there, giving it a unique name or organizing it with other similar bookmarks, and then click **Done**. When you want to see your bookmarks again, click the clipboard button.



- In Google Chrome, you'll have a chance to edit your bookmark right away – a form will appear giving you the opportunity to rename your bookmark or choosing to put it in a folder with other similar bookmarks. Click **Done**.



When you want to see your bookmarks again, click the **Customize** button and then **Bookmarks**.


If you have a Google account, you can sign in so that your bookmarks will be available from any computer you happen to use, not just the one you're on when you set the bookmark.

Section 6: Temporary Internet Files



Many websites load small files onto your computer in order to run properly, as well as to track Internet use and place ads. It is a good idea to periodically clear these files from your computer.

Clearing Temporary Files


In Internet Explorer:

1. Click on the **Tools** button: 
2. Click **Internet Options** on the drop-down menu
3. Make sure you are in the **General** tab
4. Under **Browsing History**, click **Delete**. Check off everything you wish to delete. Click the checkbox next to **Delete browser history upon exit** if you want to automatically delete your temporary files every time you close your browser.
5. Click **OK**


In Edge:

1. Click on the **Hub** button: 
2. Click on the **History** button: 
3. Click **Clear All History**
4. Check off everything you wish to delete
5. Click **Clear**

In Mozilla Firefox:

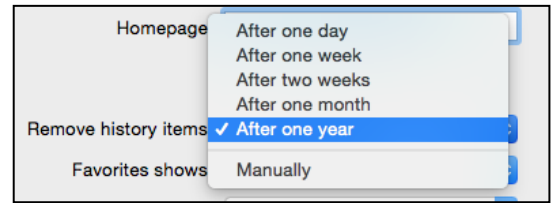
1. Click on the **Open Menu** button: 
2. Click **Options**
3. Click on the **Privacy** tab
4. Under **History**, choose **Never Remember History** – this will automatically delete your temporary files every time you close your browser. You can also choose the custom option if you want more control over which temporary files are saved or deleted.
5. If you wish, click **Clear All Current History**

In Google Chrome:

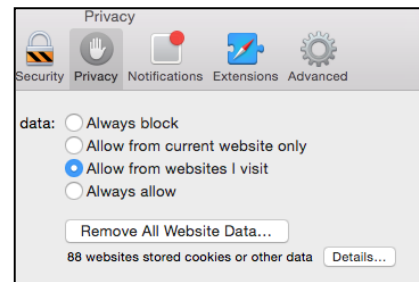
1. Click on the **Customize** button: 
2. Click **History** on the drop-down menu, and then **History** again
3. Click **Clear Browsing Data**
4. Click the drop-down menu and choose **the beginning of time**. Check off everything you wish to delete.
5. Click **Clear Browsing Data**

In Safari there are several methods for clearing temporary internet files:

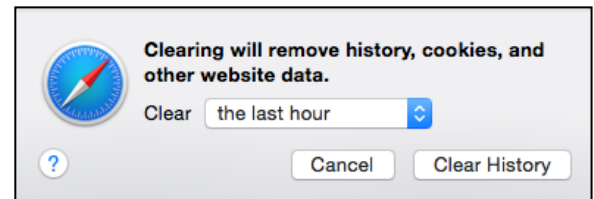
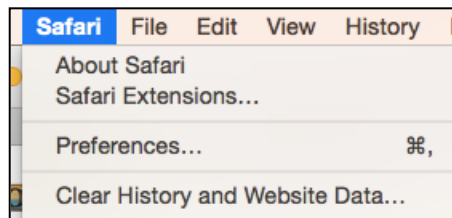
1. From the top menu, click **Safari – Preferences**. Under the **General** tab, set **Remove History Items** to the length of time you wish to delete



2. Click **Safari – Preferences**. Under the **Privacy** tab, click the **Remove Website Data** button



3. Click **Safari – Clear History and Website Data**, then select the period of time you want to clear.



NOTE: clearing your temporary files does not delete your Favourites or Bookmarks!

Section 7: Restricted Access Sites

Some sites or Internet tools are not available to the general public for free. Some are only available to a particular group, such as employees of a particular company, and others can be subscribed to for a fee.

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Section 8: Social Networking

There are a number of websites which have been designed to help people connect with one another:

Facebook (www.facebook.com)

Create a “profile” page where you can post photos, comments and other information for your friends to see. Your “Friends” are those people who also have Facebook profiles that you have connected with through a friend request. You can join various interest groups to connect with new people. It is advisable to change your security settings so that only your friends can view your profile.

Twitter (www.twitter.com)

A social network that forces you to be concise – every ‘tweet’ must be a maximum of 140 characters! Perfect for quick notes, sharing great web sites, and getting your message out fast. People who use mobile devices and cell phones find Twitter very useful.

YouTube (www.youtube.com)

A video sharing site. Anything you post is out there for the whole world to see and use.

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