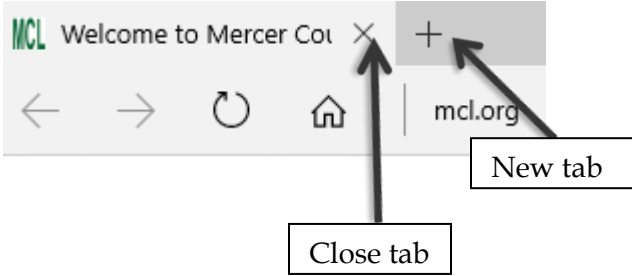
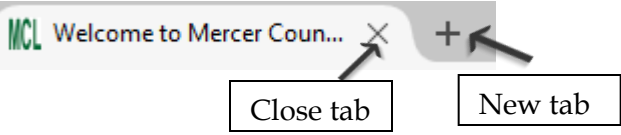
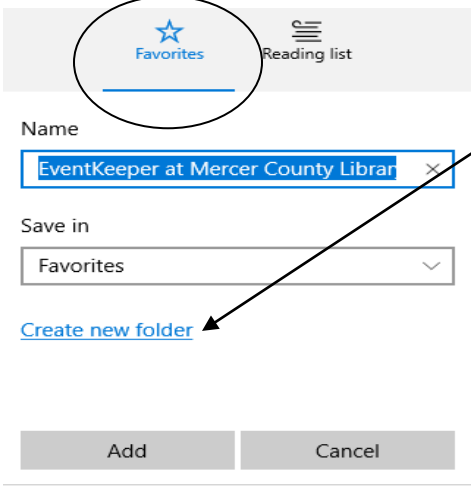
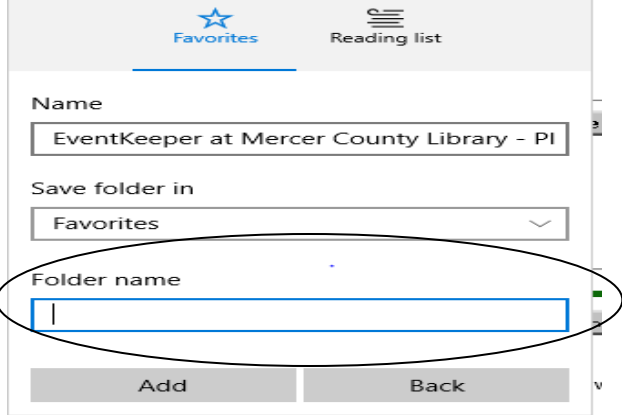
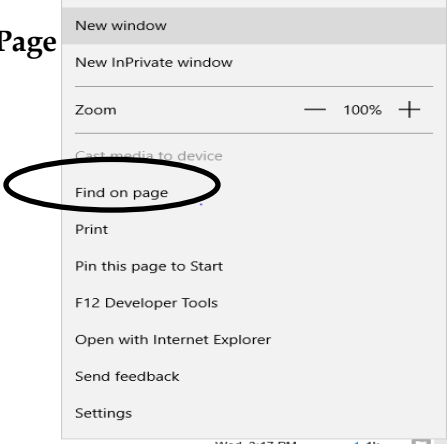



Internet 3
(Using Microsoft Edge)

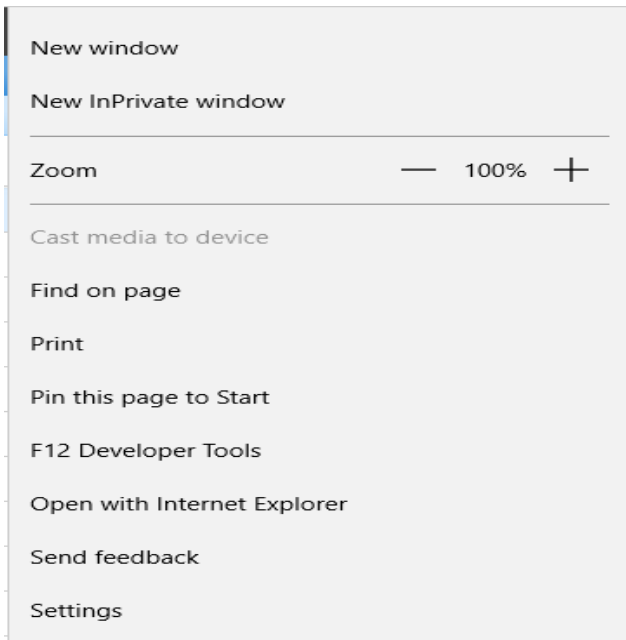
<i>Action</i>	<i>Technique</i>
<p>1. Edge - Microsoft's New Browser</p>	<p>Edge, Microsoft's new browser, has replaced Internet Explorer as the default browser in Windows. Edge is more modern and faster than Explorer. Edge eats up as little screen space with controls as possible, and is located in the taskbar of any Windows 10 computer.</p>
<p>2. How to access Explorer</p>	<p>Internet Explorer is still available in Windows 10. To reach Internet Explorer (IE), you click in search and type "Explorer." Internet Explorer will appear in the search results. You can click IE to use it to browse the web. If you wish to use IE often, you can pin it to your taskbar, by right clicking on the Internet Explorer icon in the search results, and then selecting "Pin to taskbar."</p>
<p>3. Download Mozilla Firefox</p>	<p>www.mozilla.com/en-US/products/download.html</p>
<p>4. Add a Tab in Edge</p> 	<p>Tabs allow you to open many websites in a single browser window. You can switch between websites by clicking on the tab for the website that you want to view.</p> <p>You can open a new tab by clicking the Plus sign (+) on the tab row:</p> <p>Above the webpage area, notice the file folder-like tab that indicates the webpage you are currently on. Click on the plus sign (+) to the right of the full tab (The tag will say "New Tab.").</p> <p>Once you open a new tab you can:</p> <ul style="list-style-type: none"> • type a website address or search keywords into the Address/Search bar • Select from several "Top sites," which are websites you commonly visit. • If you have signed onto this computer with your Microsoft account, you will see a personalized news feed, and you can click on any of those sites. <p>Close a tab by clicking the Close Tab "X" on the tab you want to close.</p>

<p>5. Add a Tab in Mozilla Firefox</p>  <p>The screenshot shows a browser tab with the text 'MCL Welcome to Mercer Coun...'. To the right of the tab is a plus sign (+) and to the left is a close button (X). Below the plus sign is a box labeled 'New tab' with an arrow pointing to it. Below the close button is a box labeled 'Close tab' with an arrow pointing to it.</p>	<p>Above the webpage area, locate and click the Plus sign (+) for “Open a new tab.”</p> <p>Close a tab by clicking the Close Tab button (“X”) on the tab you want to close.</p>
<p>6. Create a new folder</p>  <p>The screenshot shows the 'Create new folder' dialog. The 'Name' field contains 'EventKeeper at Mercer County Librar'. The 'Save in' dropdown is set to 'Favorites'. There is a 'Create new folder' link and 'Add' and 'Cancel' buttons. A circle highlights the 'Favorites' button in the top left, and an arrow points from it to the 'Create new folder' link.</p>	<p>Click the Favorites (Star) button, then click “Create new folder.” Type in a folder name and then click add.</p>  <p>The screenshot shows the 'Create new folder' dialog in Microsoft Edge. The 'Name' field contains 'EventKeeper at Mercer County Library - PI'. The 'Save folder in' dropdown is set to 'Favorites'. The 'Folder name' field is empty and circled. There are 'Add' and 'Back' buttons at the bottom.</p>
<p>7. Reopen Tabs You Have Previously Closed</p>	<p>To reopen the tabs you closed during your current browsing session: In Edge, right click one of the tabs. In the menu that opens, click “Reopen closed tab.”</p>
<p>8. Right-Click a Tab</p>	<p>Right-click on any tab to open a menu, which will allow you to perform various actions on any individual tab from the right-click menu.</p> <ul style="list-style-type: none"> • Reopen closed tab • Close other tabs • Close other tabs to right • Refresh all tabs • Duplicate tab • Move to new window

<p>9. Change the new tab display</p>	<p>To alter what displays when you open a new tab: Click the Main Menu (...) in the upper right hand section of the screen, and then click Settings. Click the arrow under “Open New Tabs with” and choose either</p> <ul style="list-style-type: none"> • Top sites and suggested content. • Top sites • A blank page.
<p>10. Browse with InPrivate</p>	<p>InPrivate browsing allows you to surf the web without storing your website history, cookies, passwords, etc.</p> <p>You can open an InPrivate Browsing window by clicking the Main Menu (...) and then selecting “New InPrivate Window.”</p>
<p>11. Find on Page</p> 	<p>Use this feature to find a search term on a webpage. To use this feature: Click on the Main Menu (...) in the upper right hand section of the screen. Then click Find on Page. Type a search term in the search box and press Enter. Your search term will be highlighted in yellow wherever it appears.</p>
<p>12. More Google</p>	<p>You can access more Google search features from the “Apps”  at the upper right of Google’s homepage.</p> <p>Some of the specific searches that Google offers:</p> <ul style="list-style-type: none"> • Google Blog Search: Searches blogs and blog posts • Google Book Search: Searches the contents of current and out-of-print books • Google Groups: Searches Usenet newsgroups and other user groups • Google Image Search: Searches photographs and other online images • Google Maps: Searches for and displays maps of street addresses and other locations • Google News: Searches current news articles • Google Scholar: Searches for articles and other

	<p>scholarly information</p> <ul style="list-style-type: none"> • Google Video: Searches for specific YouTube videos <p>Additional searches can be accessed by typing them in the Google Search Bar, for example:</p> <ul style="list-style-type: none"> • Google Directory: Searches an editor-assembled directory of web pages • Google News Archive Search: Searches older news articles • Google Patent Search: Searches for patent information • Google Product Search: Searches for current pricing on selected products
<p>13. Cookies</p>	<p>Cookies are small text files that some websites put on your computer to store a variety of information about you and your preferences.</p> <p>To change cookie settings: Click the Main Menu (...) in the upper right hand section of the screen. Click Settings Click View Advanced Settings Under Cookies in the Advance Settings Menu, click arrow and choose from three settings</p> <ul style="list-style-type: none"> • Block all cookies • Block only third party cookies • Don't block cookies <p>To delete all cookies from your computer:</p> <ul style="list-style-type: none"> • Click Main Menu (...) in upper right hand section of the screen • Click Settings • Under "Clear browsing data" click "Choose what to clear" • Make sure "Cookies and saved website data" is checked and click "Clear"
<p>14. Clear Browsing History</p>	<p>To clear Edge's browser history, click the Main Menu (...) in the upper right hand section of the screen, and the click Settings. Under "Clear browsing data" click "Choose what to clear."</p> <p>You then check off any category of browsing data you wish to delete, and click clear.</p>

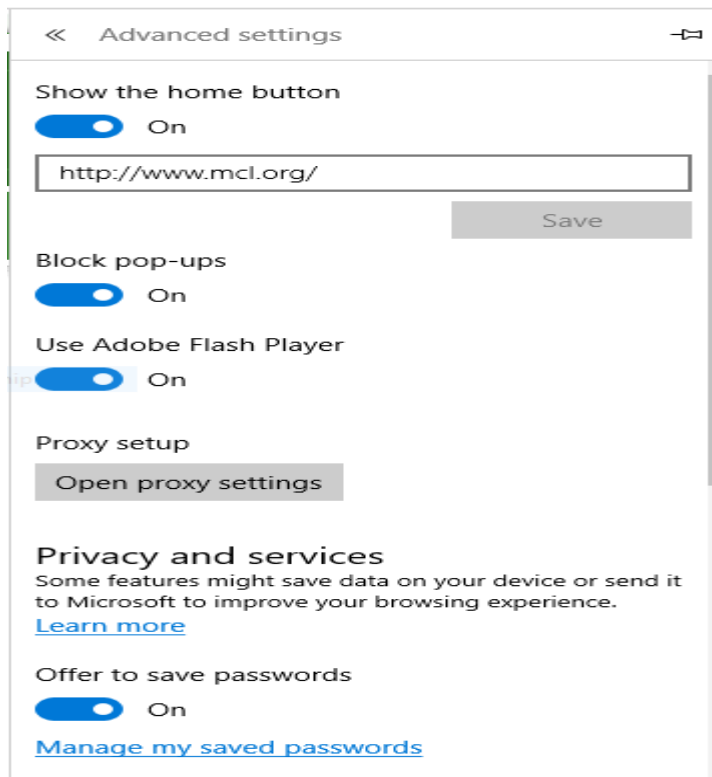
15. The Main Menu in Edge



To access the Main Menu in Edge, click on the Main Menu, the three dots (...) in the upper right hand section of the screen. This will open a menu which gives you a number of options including:


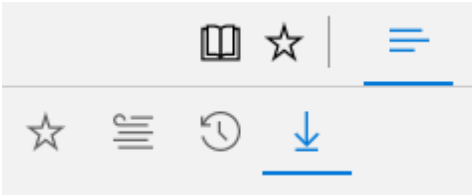
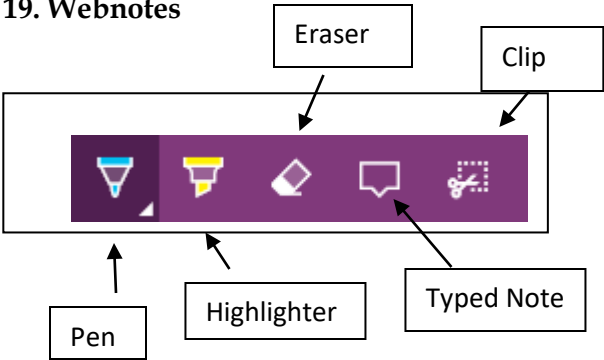


- Opening a new window
- Opening an InPrivate window
- Zoom in or out
- Opening the Find Bar
- Printing
- Pinning the Webpage to the Start Menu
- Opening the page with Internet Explorer instead of Edge
- A link to additional Settings

16. Advanced Settings in Edge



To access advanced settings in **Edge**, click the Main Menu (...) in the upper right hand section of the screen, then click Settings, and finally select "View Advanced Settings." Advanced settings will offer a number of important options.

1. You can Show your home button, by turning on the button.
2. You can turn on the Pop up blocker button.
3. You can turn Adobe Flash Player on or off.
4. You can either have Edge "Offer to save passwords" or turn that feature off for increased privacy.

<p>17. Reading View</p>	<p>If you click reading view  in the top right of the screen, Edge will remove ads and increase your text size to give you a cleaner reading interface. This feature is very useful is if you have a webpage with a great deal of text.</p>
<p>18. The Hub</p> 	<p>The Hub in Edge gives you access to your:</p> <ul style="list-style-type: none"> • Favorites • Reading List • History • Downloads <p>To access the Hub, you click on the three lines, and then click on one of the four categories.</p>
<p>19. Webnotes</p> 	<p>Another interesting new feature in Edge is Webnotes. Which allow you to take notes, draw, and make highlights on a webpage, which you can then save to your computer. To access webnotes, you click on the Webnote icon  You have a number of Webnote tools:</p> <ul style="list-style-type: none"> • Pen • Highlighter • Eraser • Add a Typed Note • Clip <p>If you wish to save your Webnote, click the save icon  on the right of the screen.</p>