



The Edge browser has been updated in Windows 11, with a redesigned interface and a number of new features.



For details about connecting to a network, and the internet, see pages 207-208.



Click on the **Settings** button in the top right-hand corner of the Microsoft Edge Homepage to access page layout options.



The Start page can be replaced by your own specific Homepage – see page 180 for details.

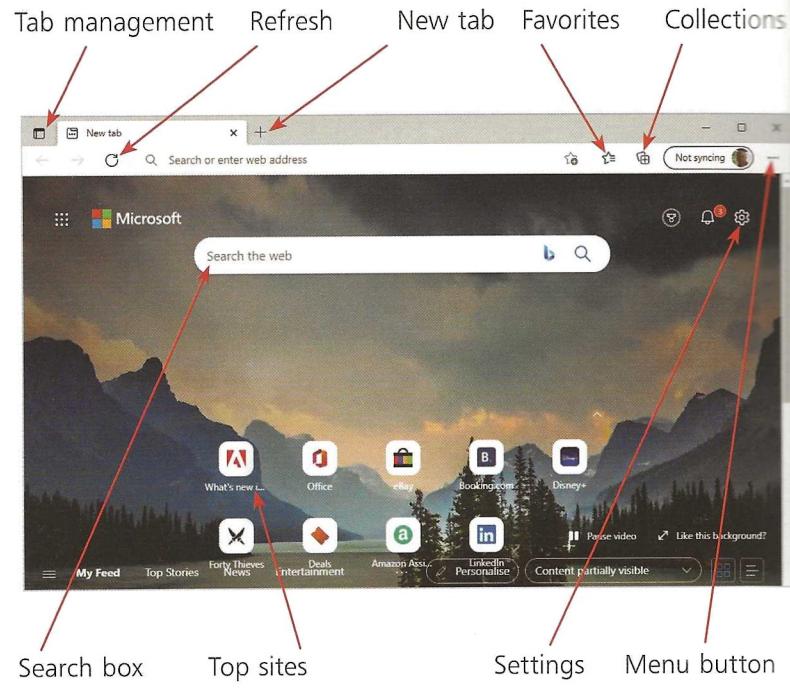
About the Edge Browser

The web browser Internet Explorer (IE) has been synonymous with Microsoft for almost as long as the Windows operating system. Introduced in 1995, shortly after Windows 95, it was the default browser for a generation of web users. However, as with most technologies, the relentless march of time caught up with IE and it has been superseded by a web browser designed specifically for the digital mobile age. It is called Microsoft Edge, and adapts easily to whichever environment it is operating in: desktop, tablet or phone.

The Microsoft Edge browser has a number of performance and speed enhancements compared with IE, and it also recognizes that modern web users want a lot more from their browser than simply being able to look at web pages.

There is also an option for creating Collections, which is a panel where you can store a range of items, including web pages and photos, related to a similar subject.

Click on this icon from the **Taskbar** or the **Start** menu to open the Microsoft Edge browser at the default Start page:



Smart Address Bar

Smart address bars are now a familiar feature in a lot of modern browsers, and Microsoft Edge is no different. This can be used to enter a specific web address to open that page or use it to search for a word or phrase. To use the smart address bar:

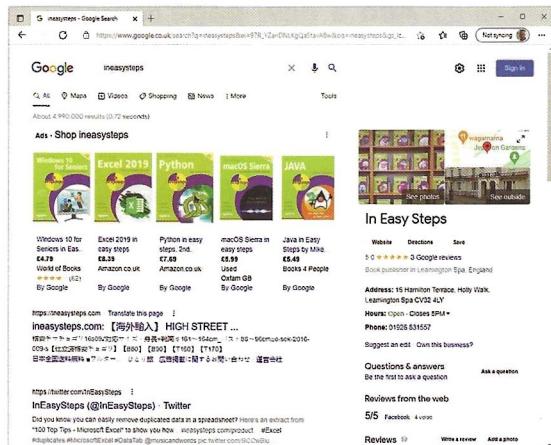
- 1 Click anywhere in the address box at the top of a web page



- 2 Start typing a word or website address. As you type, options appear below the address bar. Click on a web page address to open that website



- 3 Click on one of the options to view the search result for that item



The personal digital assistant, Cortana, can also be used to open web pages, by asking it to open a specific page. The page will be opened in Microsoft Edge.



A full list of the Edge settings is displayed in the left-hand sidebar. If this is not showing, click on this button at the top of the Settings window:

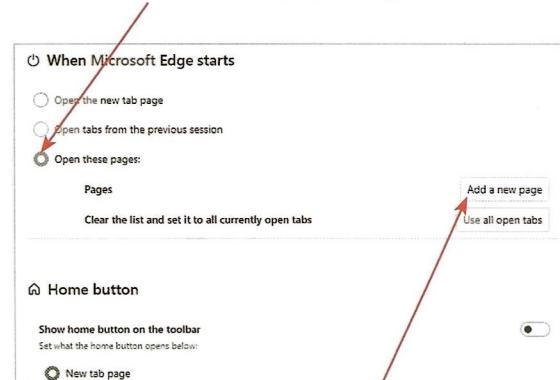


Within the settings for Microsoft Edge there is an option for importing Favorites from another web browser. To do this, select **Settings** > **Profiles** > **Import browser data** and click on the **Choose what to import** button to access options for items you want to import.

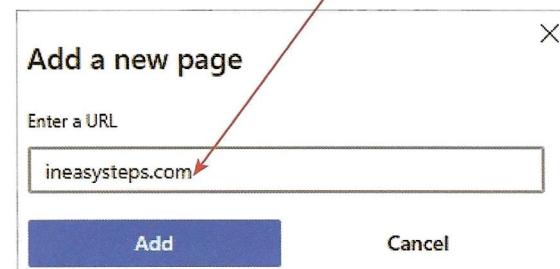
Setting a Homepage

By default, the Edge browser opens at a web page determined by Windows. However, it is possible to set your own Homepage that is available whenever you open the Edge browser. To do this:

- 1 Click on this button on the top toolbar to access the menu options 
- 2 Click on the **Settings** button 
- 3 Click on the **Start, home, and new tabs** button in the left-hand sidebar
- 4 In the **When Microsoft Edge starts** section, check **On the Open these pages** option



- 5 Click on the **Add a new page** button
- 6 Enter the web address (URL) for the required page and click on the **Add** button



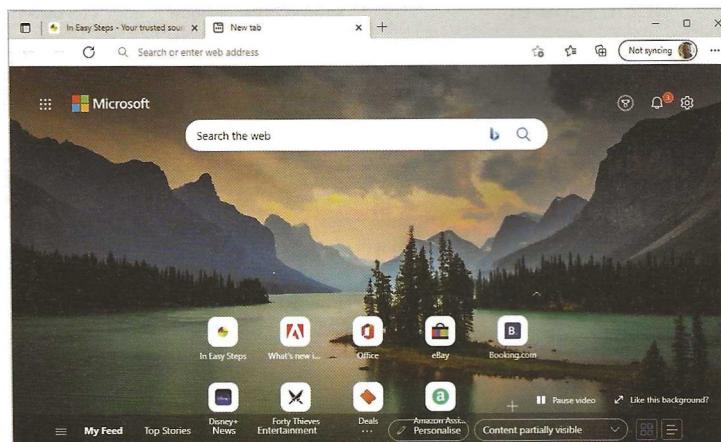
Using Tabs

Being able to open several web pages at the same time in different tabs is a standard feature in most web browsers. To do this with Microsoft Edge:

- 1 Click on this button at the top of the Microsoft Edge window



- 2 Pages can be opened in new tabs using the smart address bar or from the news items in **My Feed, Top Stories** or other news categories that appear below it



- 3 All open tabs are displayed at the top of the window. Click and hold on a tab to drag it into a new position



The Start page for new tabs, as displayed in Step 2, can be changed if required. To do this, open the Microsoft Edge settings and access the **Start, home, and new tabs** section as shown in Step 3 on the previous page. Check **On** the **Open the new tabs page** heading and select a page in the same way as for selecting a Homepage.

Managing Tabs

Once tabs have been opened in the Edge browser there are a number of options for viewing and managing them.



The options for managing tabs in the Edge browser have been updated in Windows 11.

1

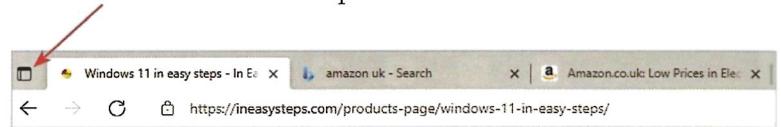
Click on this button at the top of the Microsoft Edge window to view options for managing tabs, including creating a new tab, duplicating the currently active tab, pinning tabs and changing the orientation of open tabs



<input type="checkbox"/> New tab	Ctrl+T
<input type="checkbox"/> Add tab to new group	
<input type="checkbox"/> Refresh	Ctrl+R
<input type="checkbox"/> Duplicate tab	Ctrl+Shift+K
<input type="checkbox"/> Move tab to new window	
<input type="checkbox"/> Pin tab	
<input type="checkbox"/> Mute tab	Ctrl+M
<input type="checkbox"/> Close tab	Ctrl+W
<input type="checkbox"/> Close other tabs	
<input type="checkbox"/> Close tabs to the right	
<input type="checkbox"/> Reopen closed window	Ctrl+Shift+T
<input checked="" type="checkbox"/> Turn on vertical tabs	Ctrl+Shift+,
<input type="checkbox"/> Add all tabs to favorites	Ctrl+Shift+D
<input type="checkbox"/> Add all tabs to Collections	

2

Click on this button at the left-hand side of the tab bar to access more options



3

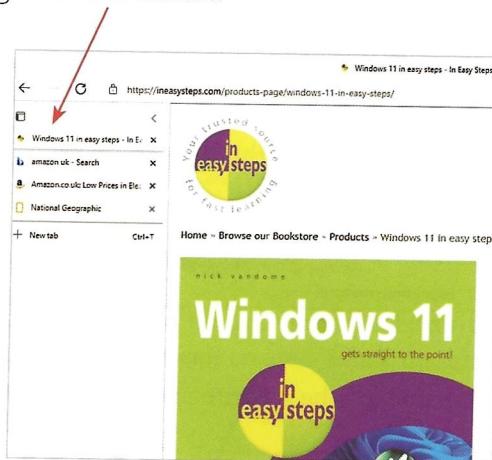
Click on the **Turn on vertical tabs** option to change the orientation of the tab bar



Click on the **Add all tabs to Collections** option in Step 3 to add all of the open tabs to a Collection. See pages 186-187 for details about using Collections.

<input checked="" type="checkbox"/> Turn on vertical tabs	Ctrl+Shift+,
<input type="checkbox"/> Recently closed tabs	
<input type="checkbox"/> Add all tabs to Collections	

4 The tab bar is displayed down the left-hand side of the Edge browser window

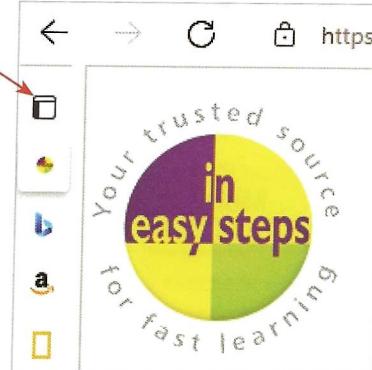


Using vertical tabs is a new feature in Windows 11.

5 Click on this button in Step 4 to minimize the vertical tab bar

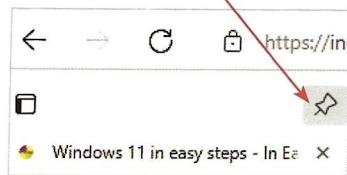


6 Click on this button to expand the minimized tab bar



The vertical tabs option can be used even if there is only one open tab.

7 Move the cursor over the minimized tab bar and click on this button to expand it and keep the maximized option in place



Bookmarking Web Pages

Your favorite web pages can be bookmarked so that you can access them with one click from the **Favorites** button, rather than having to enter the web address each time. To do this:

1 Open the web page that you want to bookmark

2 Click on this button on the toolbar



3 Enter a name for the favorite and where you want it to be saved to

Favorite added

Name

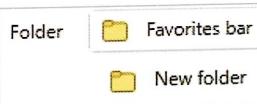
Folder

More

Done

Remove

New folders can be created for storing favorites, by clicking in the **Folder** box in Step 4 and clicking on the **New folder** option. The new folder can then be given a new name.



4 Click on the **Done** button

Done

5 The star button turns blue, indicating that the web page has been added as a favorite



6 Click on this button to access your favorites (see the next page)



Viewing Favorites

Once pages have been bookmarked in the Edge browser they can be viewed from the **Favorites** button. To do this:

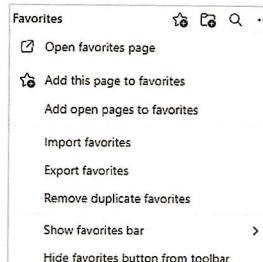
- 1 Click on this button on the Edge toolbar



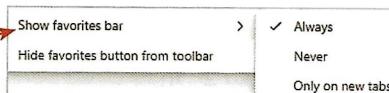
- 2 Click here to view items within the Favorites bar, or other folders that have been created. Click on a bookmarked page to open it



- 3 Click here to access the Favorites menu



- 4 Click on the **Show favorites bar** option and select how the Favorites bar is displayed: **Always**, **Never**, or **Only on new tabs**



- 5 The Favorites bar is displayed below the Address bar



The Favorites bar can also be displayed below the Address bar by opening the Microsoft Edge settings (see page 180) and selecting the **Appearance** option in the left-hand sidebar. In the **Customize toolbar** section, click on the **Show favorites bar** box and select **Always**.

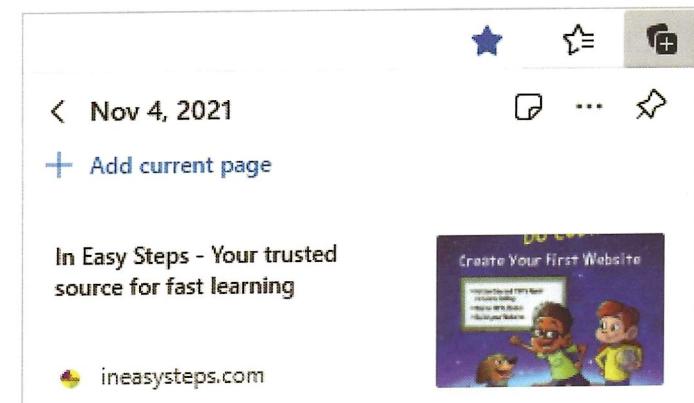
Collections

Collections within the Edge browser is a feature that can be used to store a range of items, including web pages, notes and images. These can then be accessed within the same panel, so that all related items are together. To create collections:



Collections in the Edge browser is a new feature in Windows 11.

- 1 Right-click on the web page that you are currently viewing and click on the **Add page to Collections** option
- 2 Click on the **+ Start new collection** button
- 3 The page is added to a new collection
- 4 To view collections, click on this button on the Edge toolbar
- 5 The content of the collection is displayed



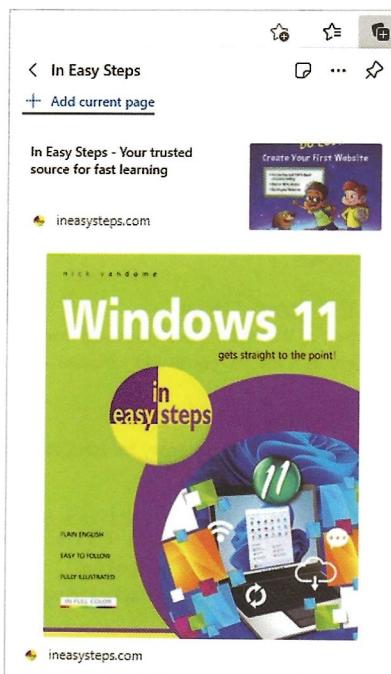
6 Click on the name at the top of the Collections window, and overtype it to give the collection a specific name



7 To add more items to a collection, such as an image, right-click on the item, click on the **Add to Collections** option and select the collection into which it is to be added



8 All of the items within a collection can be viewed in the Collections panel. Click on an item to open it within the Edge browser



Click on the **Collections** button on the Edge toolbar and click on the **+ Start new collection** option to create another Collection.





The Edge bar in the Edge browser is a new feature in Windows 11.



Click on the **Settings** button at the top of the Edge bar window to access its settings.

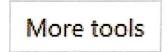
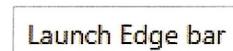
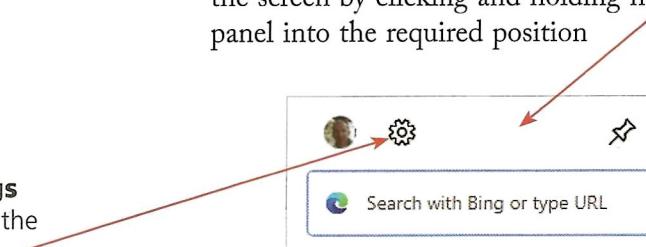


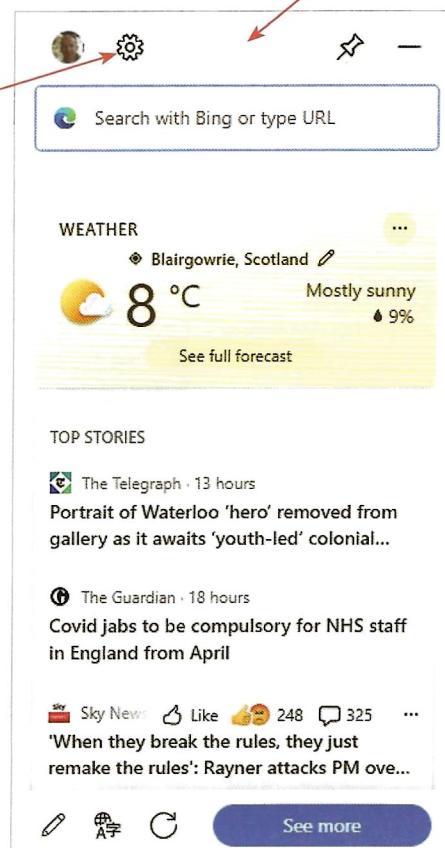
Click on the pin icon at the top of the Edge bar window to pin items within the Edge bar, such as a calendar.



Edge Bar

The Edge bar can be used as a free-floating panel that can be kept on-screen at all times to display useful real-time information, such as news stories and weather reports. To use this:

- 1 Click on this button in the top right-hand corner of the Edge browser 
- 2 Click on the **More tools** button 
- 3 Click on the **Launch Edge bar** button 
- 4 The Edge bar is displayed. This can be moved around the screen by clicking and holding here and dragging the panel into the required position 



Edge Taskbar

Web pages from the Edge browser can be pinned to the Taskbar so that they can be accessed from here in one click. To do this:

- 1 Click on this button in the top right-hand corner of the Edge browser



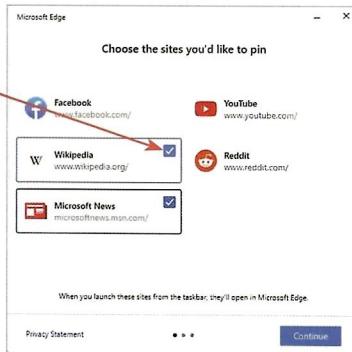
- 2 Click on the **More tools** button

More tools

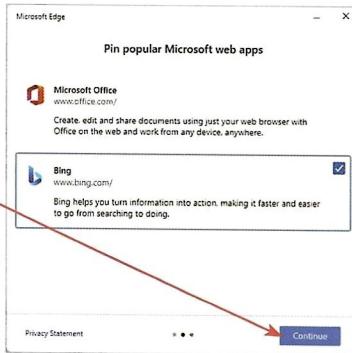
- 3 Click on the **Launch toolbar pinning wizard** button

Launch toolbar pinning wizard

- 4 Suggested web pages for displaying on the Taskbar are displayed. Select pages as required and click on the **Continue** button



- 5 Apps from the Edge browser can also be pinned to the Taskbar. Select as required and click on the **Continue** button



- 6 Click on the **Finish** button

Finish

- 7 Items selected in Steps 4 and 5 are added to the Taskbar and can be accessed directly from here, by clicking on them



The Edge Taskbar in the Edge browser is a new feature in Windows 11.



Items that have been pinned to the Taskbar with the Taskbar pinning wizard can be removed by right-clicking on them on the Taskbar and clicking on **Unpin from taskbar**.