

# WEB BROWSING WITH

# GOOGLE CHROME

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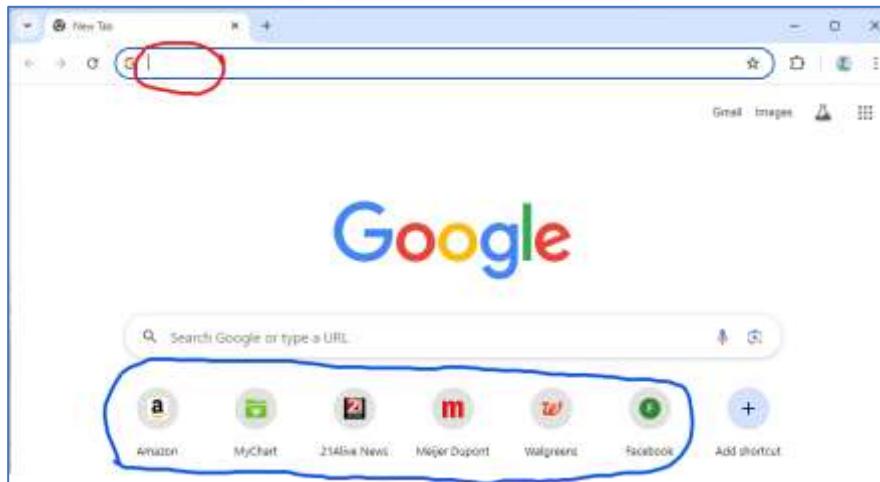
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# WEB BROWSING WITH GOOGLE CHROME

## BROWSING IN CHROME

Chrome makes browsing the Web quick and easy. In this lesson, we'll talk about **navigating to websites** in Chrome. You'll also learn how to use **tabs**, access your **browsing history**, and view your **downloads**.

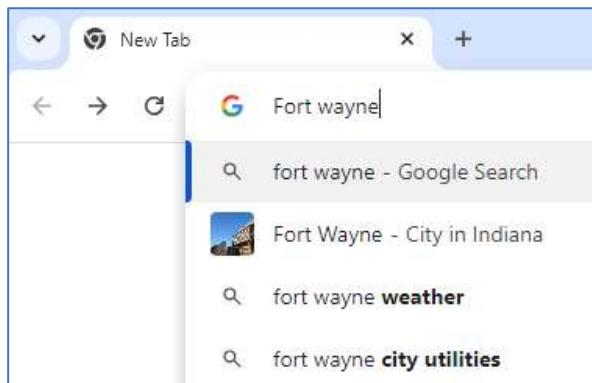
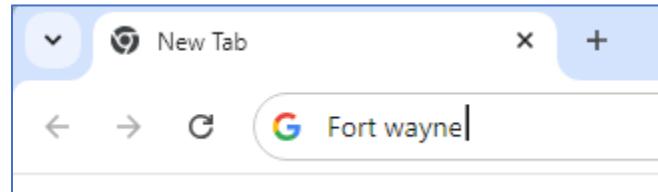
When you open Google Chrome, you will see the New Tab page as seen below (unless a setting is changed).



The **Address Bar** (circled in red above) can be used to either type in website addresses or search terms. If a legitimate website address is typed in and you press the **Enter** key, the website page will be displayed. If you type in anything else, suggestions will be listed below the **address bar**. You can **left-click** on any of the suggestions or press **Enter** and Google will display the website links which it finds appropriate based on your search terms. You may also **left-click** on any of the Website **Short-Cuts** (circled in blue above).

### To use the Address Bar:

1. Type a **web address** or **search term** into the **Address Bar**.
2. Suggestions will appear below the **Address Bar** as you type. These may include potential web searches or sites you've previously visited or bookmarked.



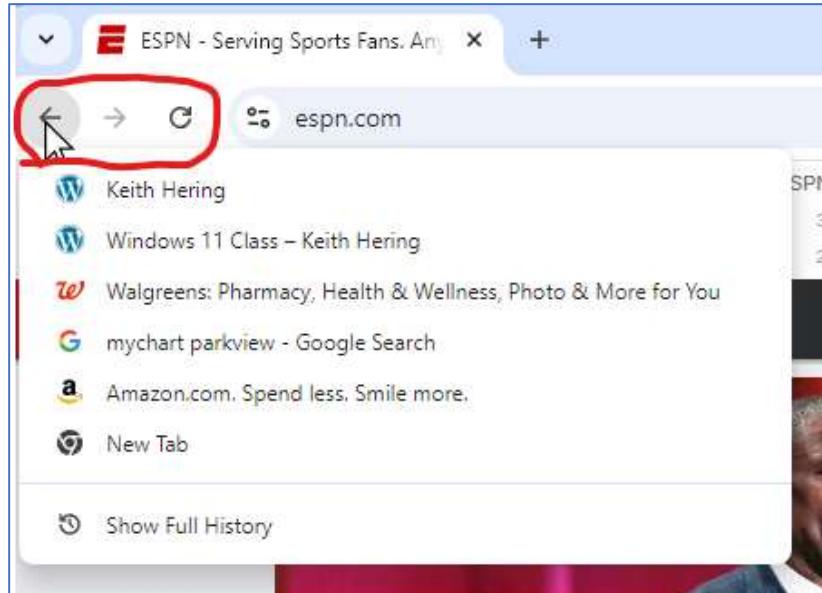
3. **Left-click** a suggestion to navigate to a website or conduct a search. You can also type a full web address and press **Enter** to navigate to a website.

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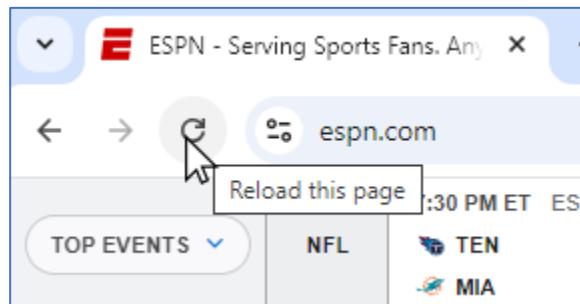
## NAVIGATING IN CHROME

Chrome uses three buttons for navigation in the **top navigation bar**: the **Back** (), **Forward** ()**, and Refresh** ( buttons (circled in red below).

1. The **Back** and **Forward** buttons allow you to move through pages you have recently viewed. **Right-click** and hold either button to see your recent history. **Left-click** on any website on the list to display it.



2. The **Refresh** button will **reload** the current page. If a website stops working, try using the Refresh button. If a webpage doesn't load correctly, it will temporarily become the **Stop button**. **Left-Click** this button to stop a webpage from loading.



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## TABS

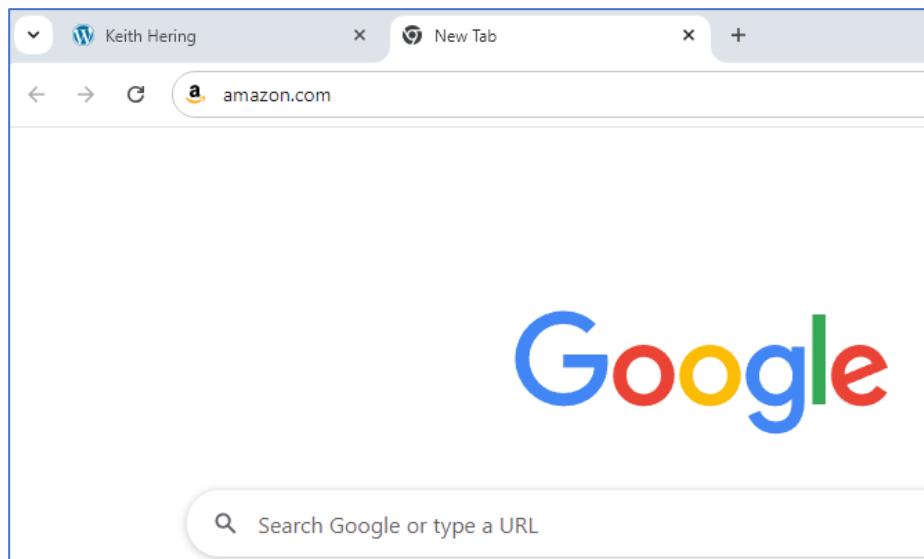
Like all browsers, Chrome allows you to open multiple websites in the same window using **tabs**. Tabs are usually more convenient than opening several windows at the same time.

### To open a new tab:

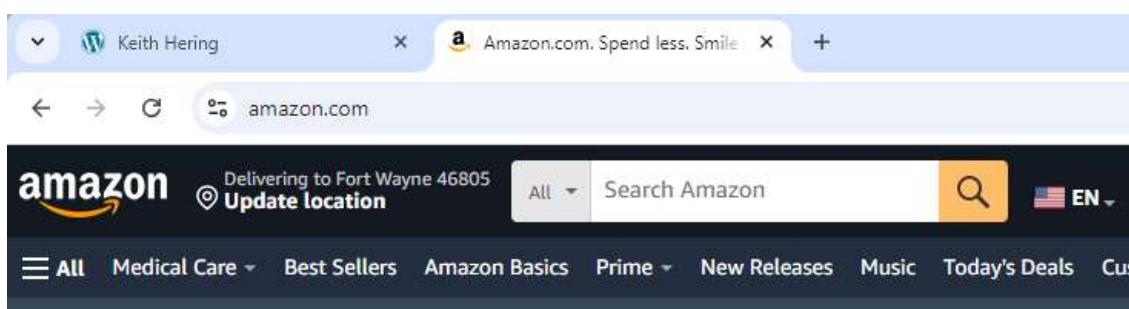
1. **Left-Click** the **New tab** (+) button to the right of open tabs.



2. The **New tab** will appear. Type an address and press **Enter** to navigate to a new page.



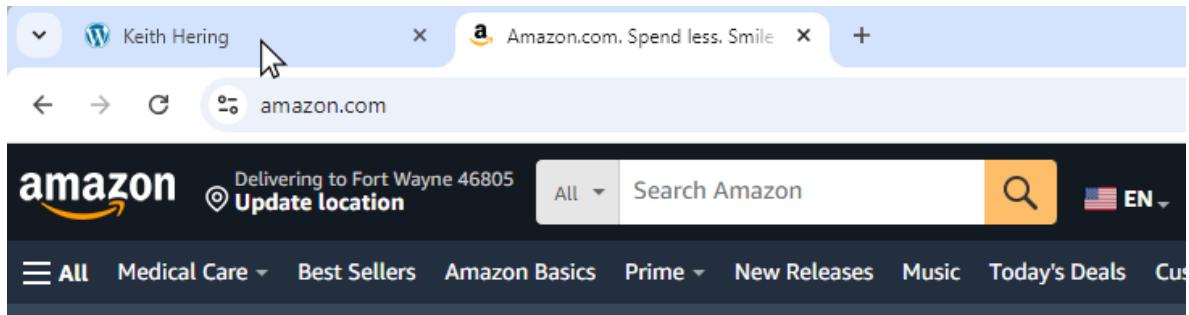
3. The page will appear in the new tab.



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## To switch between tabs:

1. **Left-click** any tab that is not currently selected.



2. The tab will be selected and its website will display.



## To close a tab:

5. To **close** a tab, hover the mouse over any tab and **Left-click** the **Close tab** button (circled in red below).

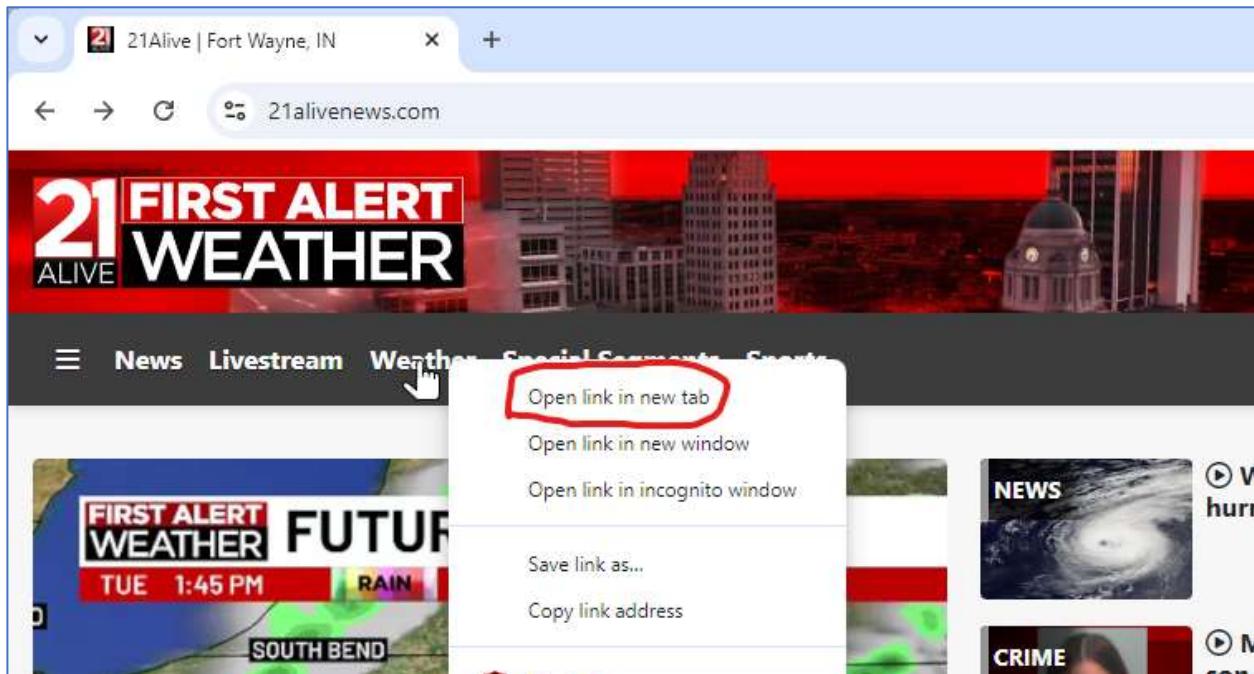


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## To open a website link in a new tab:

Tabs can also make it easier to browse the Web. If you find a link to within a website (ex. 21alivenews.com), you can open that link in a new tab. This allows you to open the site without losing your place on the original page.

1. **Right-click** the link you want to open (see “Weather” below). You will see a pop-up menu of options). Now **Left-click** on “**Open link in new tab**” (circled in **red** below) from the drop-down menu.

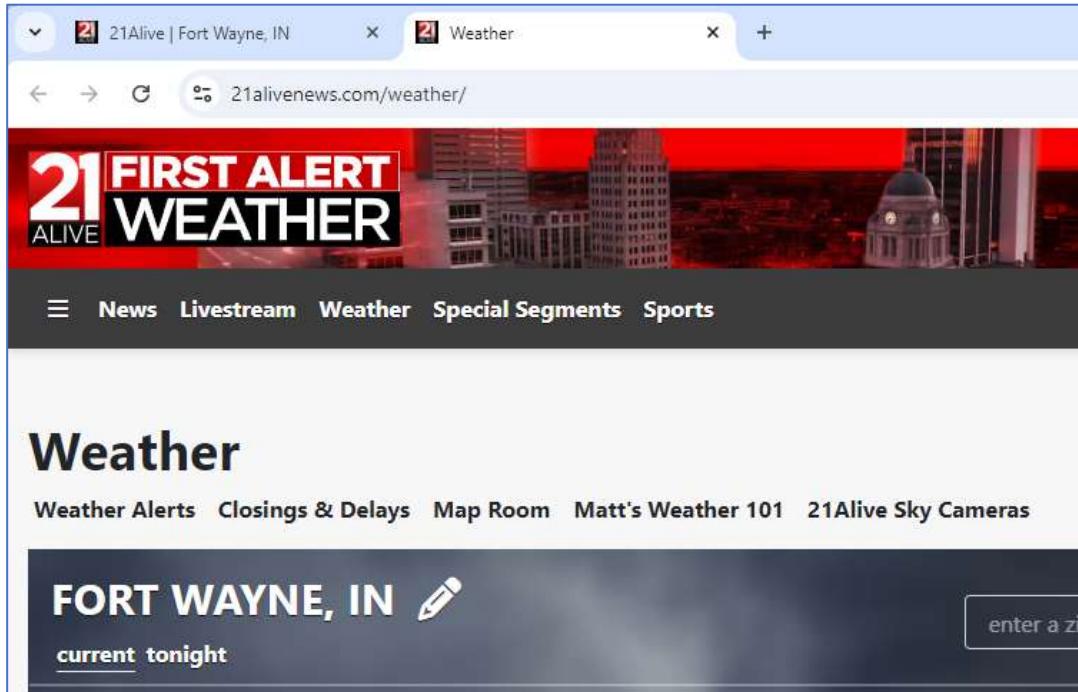


2. The website will open in a new tab – however the new tab is not yet active.



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- Simply **Left-click** the new tab and it will display as the active tab shown below.



## WEBSITE SHORTCUTS

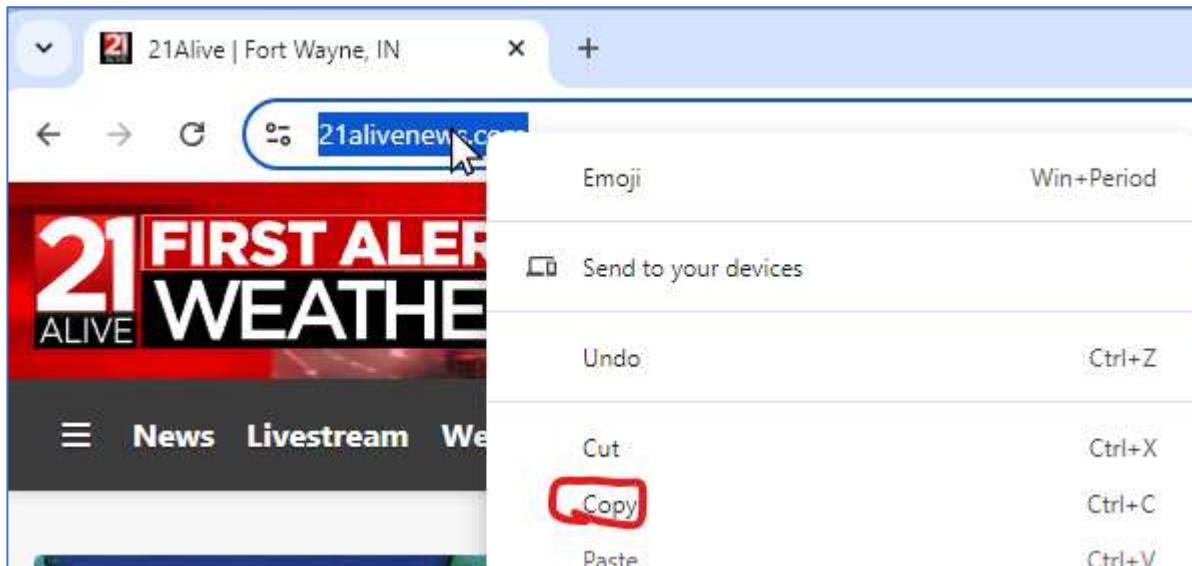
You may add up to 10 Website Shortcuts to the New Tab page.

- To add a Website Shortcut, first open the website in a tab.



- Now Right-click on the website address (highlighted in **yellow** above) and you should see a pop-up menu with a list of options as seen below.

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3. Now **Left-click** on the “Copy” option (circled in **red** above).
4. **Left-click** on the new Tab (+) button.
5. Now **Left-click** on the Add Shortcut button ( + ) as shown below:



6. You will see a pop-up form as seen below.
7. **Type** in the Name field the Title you would like to see displayed.
8. **Right-click** on the URL field – a pop-up of options will display – **left-click** on the “Paste” option.
9. Finally, **Left-click** on the “Done” button (circled in **red** below).

Two side-by-side screenshots of the 'Add shortcut' pop-up window. The left screenshot shows the initial state with empty 'Name' and 'URL' fields and 'Cancel' and 'Done' buttons. The right screenshot shows the fields filled: 'Name' is 'Keith Hering Website' and 'URL' is 'keithhering.org'. The 'Done' button is highlighted with a red circle.

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## DELETING A WEBSITE SHORTCUT

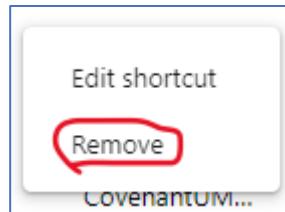
Sometimes, you may want to remove certain websites from the New Tab Page.

1. Hover the mouse over the website shortcut you would like to get rid of.



2. 3 dots (circled in red above) will appear in the top-right corner of the website icon.

3. **Left-click** on the dots and the following popup menu will appear.



4. When you **left-click** on “Remove” (circled in red above) the website icon will disappear.

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## BOOKMARKS

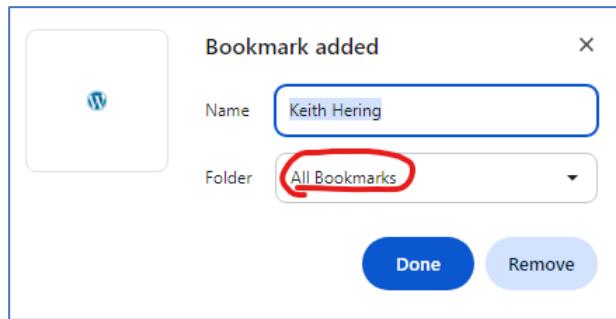
Bookmarks (or Favorites) are another way to make it easy to return to websites that you often go to. They can be setup to be displayed on the Bookmarks Bar.

Adding a bookmark:

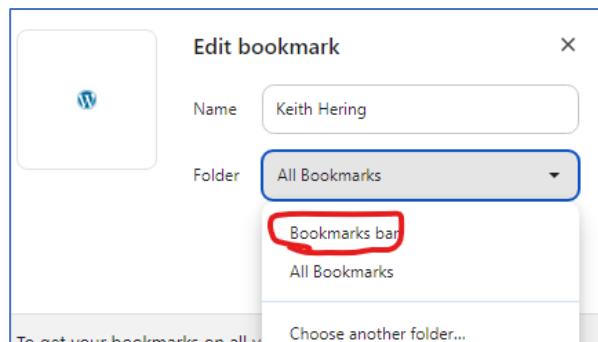
1. Display the website that you want to bookmark.
2. **Left-click** on the “Bookmark this tab” button (★) as shown below:



3. You will now see a pop-up form (shown below) that will allow you to change the suggested name and also to choose either “All Bookmarks” or “Bookmarks bar”.



4. I suggest changing to “Bookmarks bar” by **left-clicking** on the area above circled in red to display the following dropdown list:

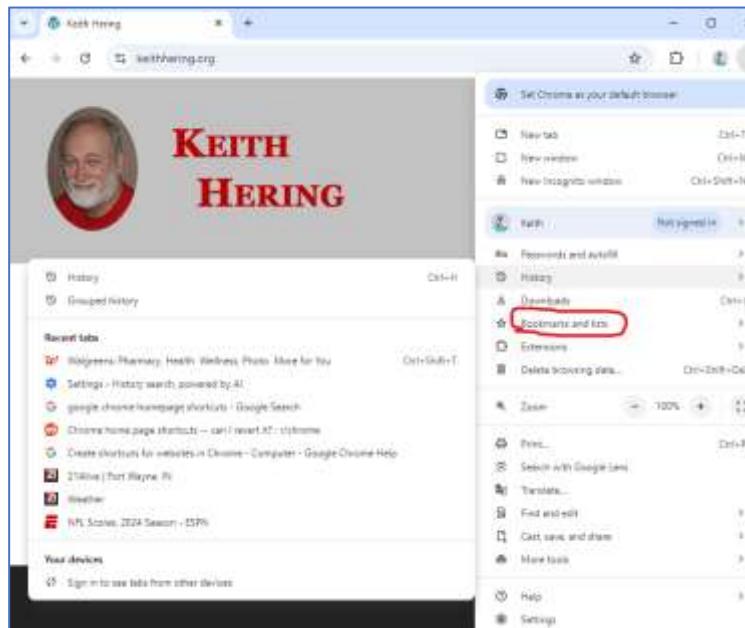


5. **Left-click** on “Bookmarks bar” and then on the “Done” button and your bookmark will now display on the Bookmarks bar.

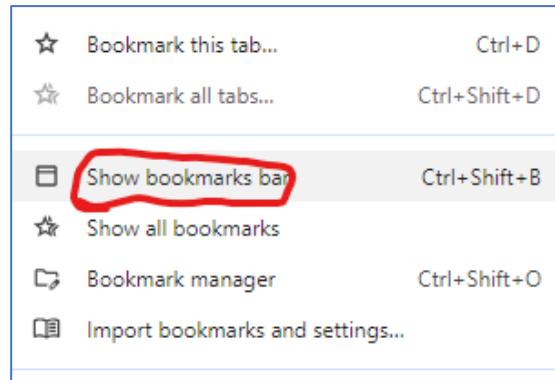
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## How to display the Bookmarks bar:

1. **Left-click** on the 3 vertical dots in the top right corner to display the following:



2. **Left-click** on "Bookmarks and lists" (circled in red above) to display the following:



3. **Left-click** on "Show bookmarks bar" (circled in red above) and your bookmarks will display below the Address Line.

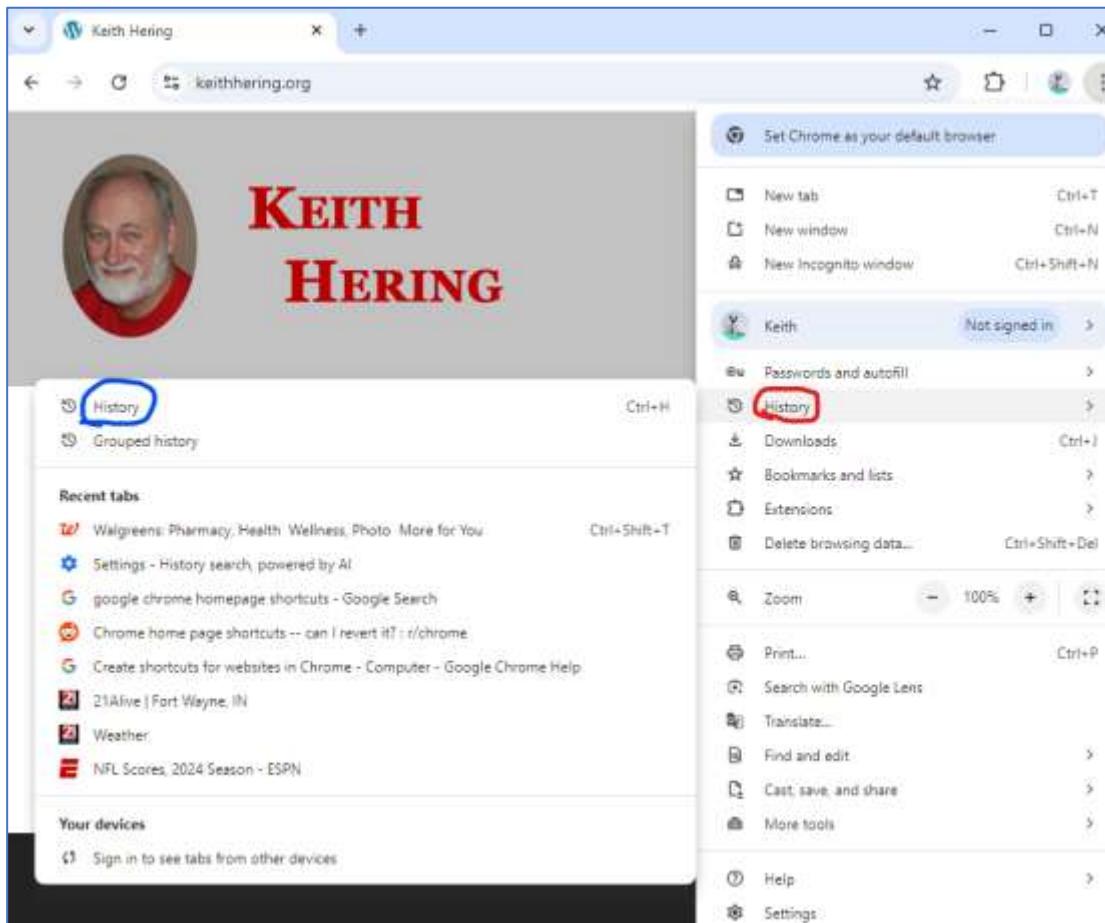
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## BROWSING HISTORY

Like all browsers, Chrome saves details and cookies from every website you visit, which you can view from the **History** tab. Chrome uses some of this information to decrease load times for sites you visit regularly. Chrome also allows you to **search your history** to find a previously viewed page and to **delete your history** for the sake of privacy.

To view your browsing history:

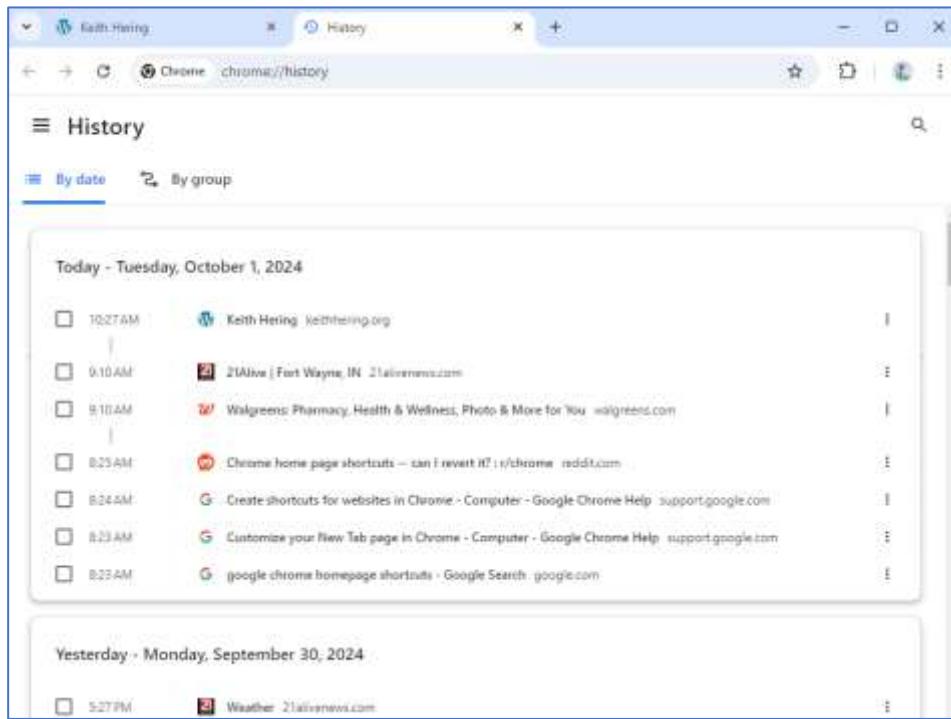
1. Left-click the **Chrome menu** in the top-right corner of the browser, .
2. Next **left-click** on “History” (circled in red below), and then **left-click** on “History” (circled in blue below).



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The **History** tab will appear with your **full browsing history**. The history includes every site you've viewed in the last few weeks. The list is sorted by date, so the most recent history appears at the top of the page. You can **left-click** on any of the links to display that web page again.

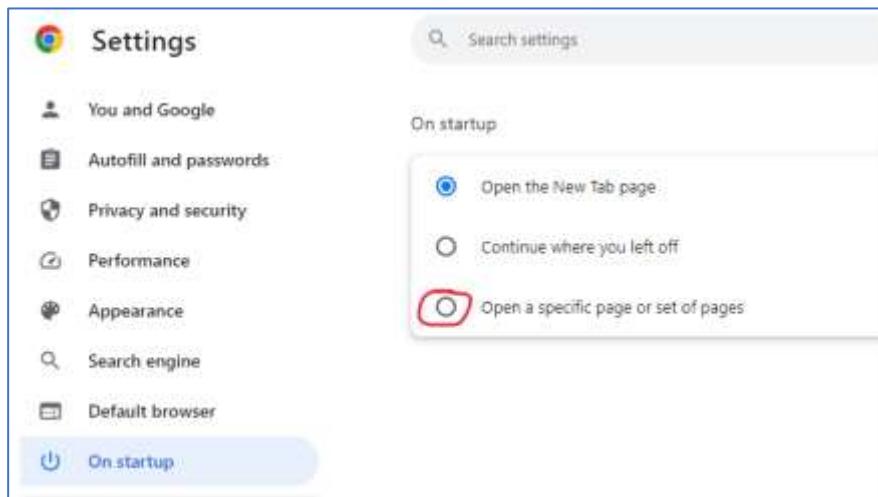
3.



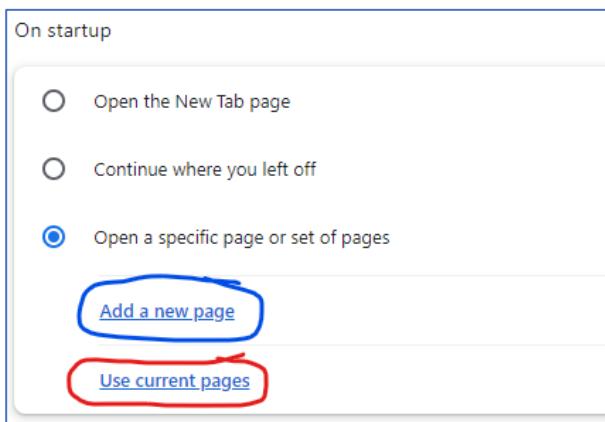
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## TO SELECT THE STARTUP PAGE:

1. **Left-click** on the 3 vertical dots in the top right corner of Google Chrome.
2. Scroll down and **Left-click** on “Settings” near the bottom of the menu list.
3. **Left-click** on “On startup” in the left pane – you will see the following screen.



4. **Left click** “Open a specific page or set of pages” (circled in red above) – you will now see the following.



You can now use the current page open in another tab, or type in a website address.

5. If you have a page open in another tab to be used as the Startup page, **Left-click** on “Use current pages” (circled in red to the left. The settings are saved as you make changes – **so you are done**.

5. To add a new page, **Left-click** on “Add a new page” (circled in blue above) – you will now see the following popup.

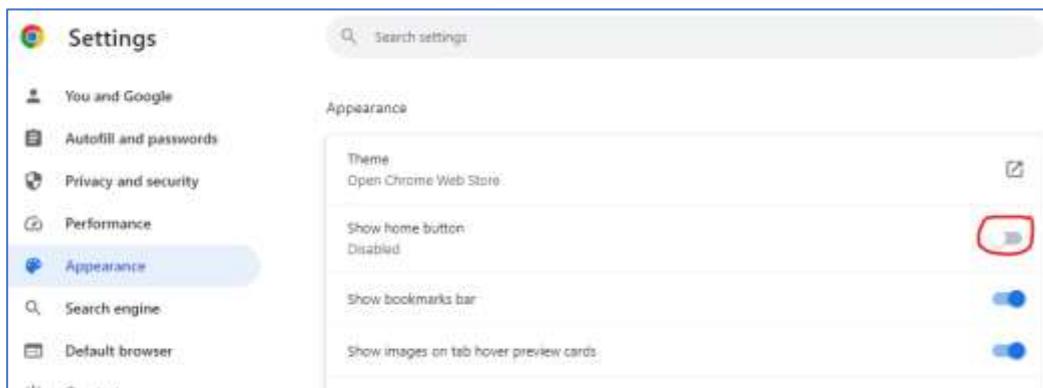


6. **Left-click** in and type in the website address in the field circled in blue and then **Left-click** on “Add”.

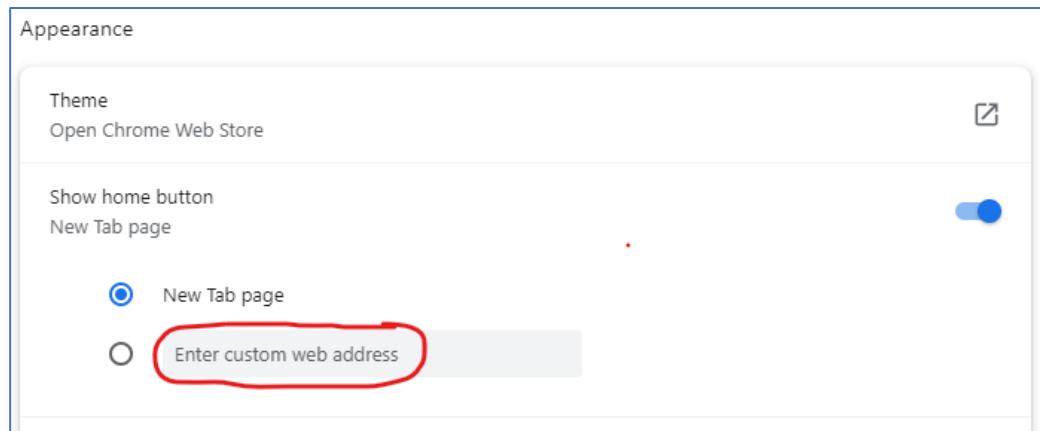
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## TO SELECT THE HOME PAGE:

1. Copy the URL (web address) of the web site that will be your new Home Page.
2. **Left-click** on the 3 vertical dots in the top right corner of Google Chrome.
3. Scroll down and left click on “Settings” near the bottom of the menu list.
4. **Left-click** on “Appearance” in the left pane – you will see the following screen.



5. **Left-click** on the “Show home button” toggle (circled in red above). The screen will expand to show additional options.



6. **Left-click** on the “Enter custom web address” selection button (left of area circled in red above).
7. **Left-click** on the “Enter custom web address” box (circled in red above).
8. Paste the URL of the web site copied in step 1.

You will now have a new Home page display every time you left-click on the Home link .