

# WEB BROWSING WITH MICROSOFT EDGE

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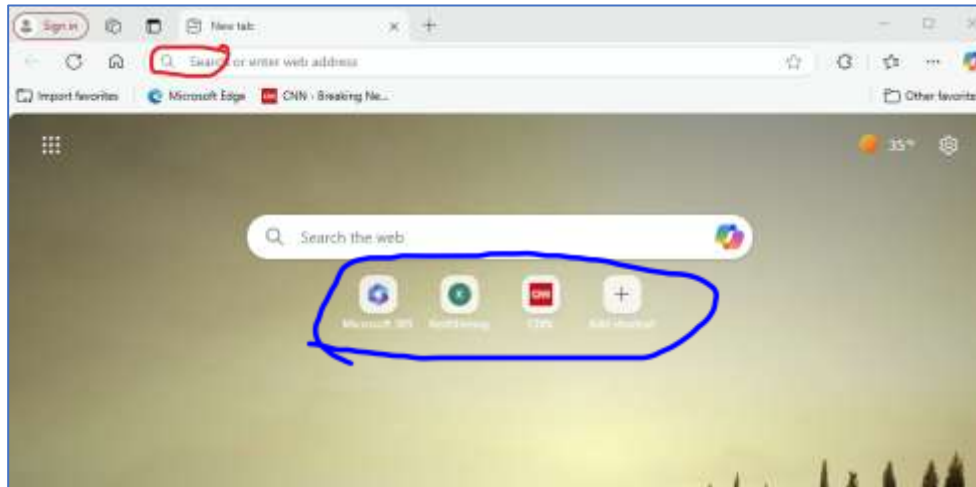
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# WEB BROWSING WITH MICROSOFT EDGE

## BROWSING IN EDGE

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

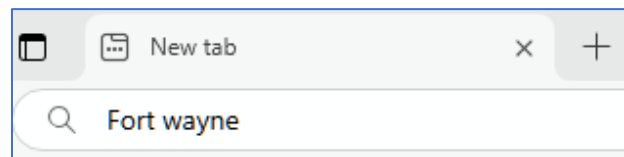
When you open Microsoft Edge, you will see the New Tab page as seen below (unless a setting is changed).



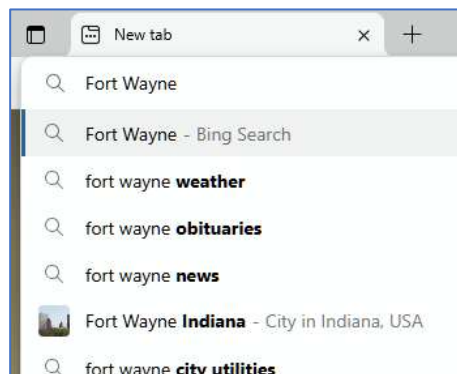
The **Address Bar** (circled in red above) can be used to either type in website addresses or search terms. If a legitimate website address is typed in and you press the **Enter** key, the website page will be displayed. If you type in anything else, suggestions will be listed below the **address bar**. You can **left-click** on any of the suggestions or press **Enter** and the Bing Search Engine 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 Favorites.



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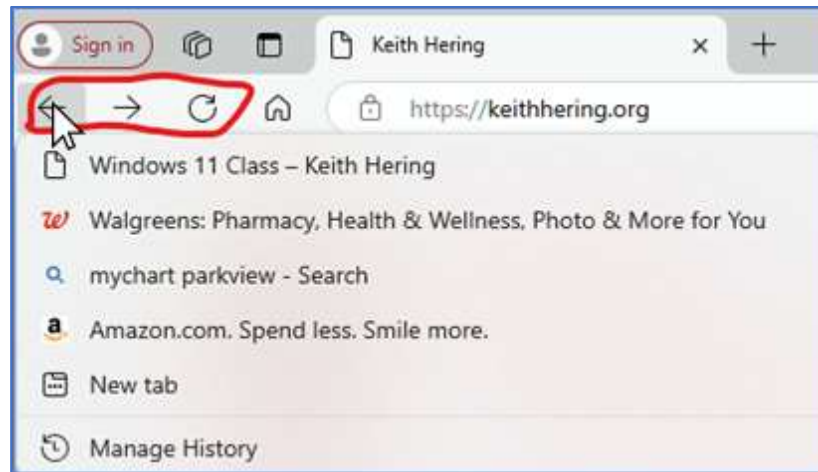
3. **Left-click** a suggestion to navigate to a website or conduct a search. You can also type a full web address and press **Enter** to navigate to a website.

## NAVIGATING IN EDGE

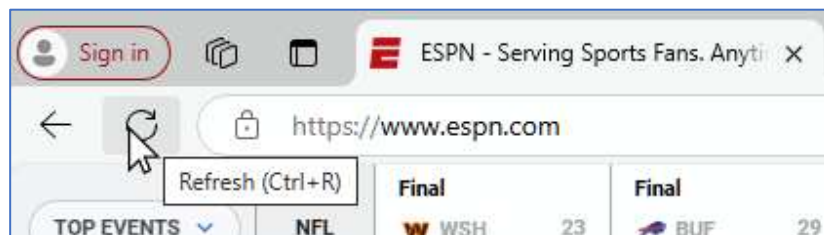
Edge uses three buttons for navigation in the **top navigation bar**:

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

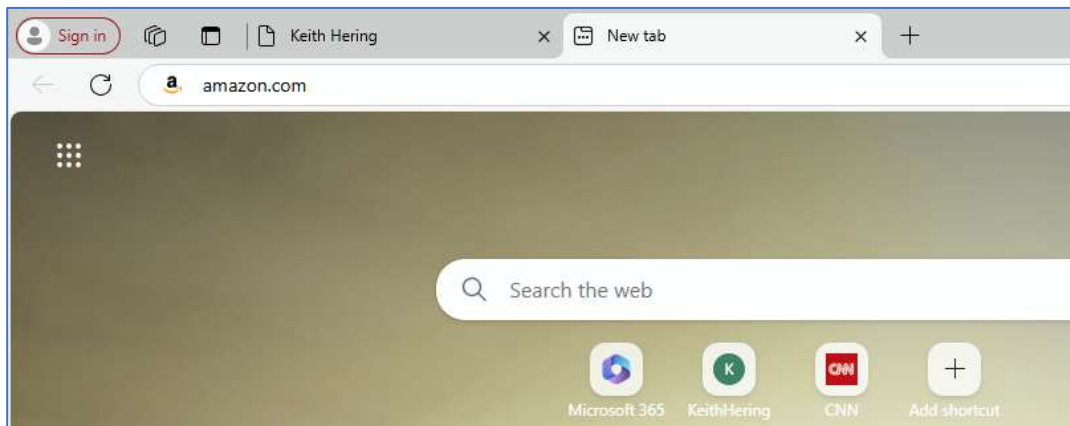
Like all browsers, Edge allows you to open multiple websites in the same window using **tabs**. Tabs are usually more convenient than opening several windows at the same time.

**To open a new tab:**

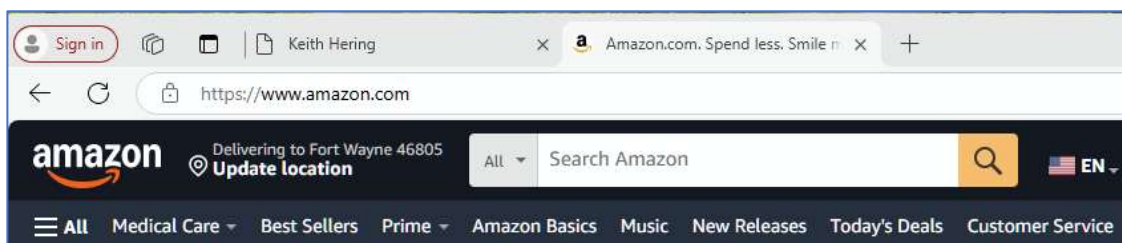
1. **Left-Click** the **New tab (+)** button to the right of open tabs.



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



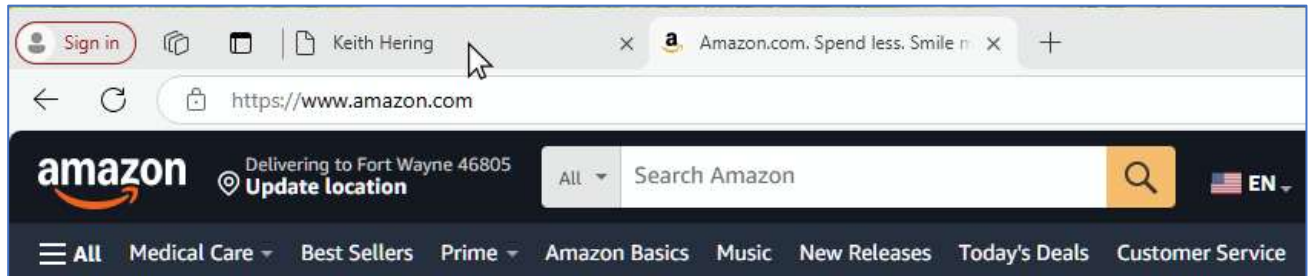
3. The page will appear in the new tab.



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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:

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

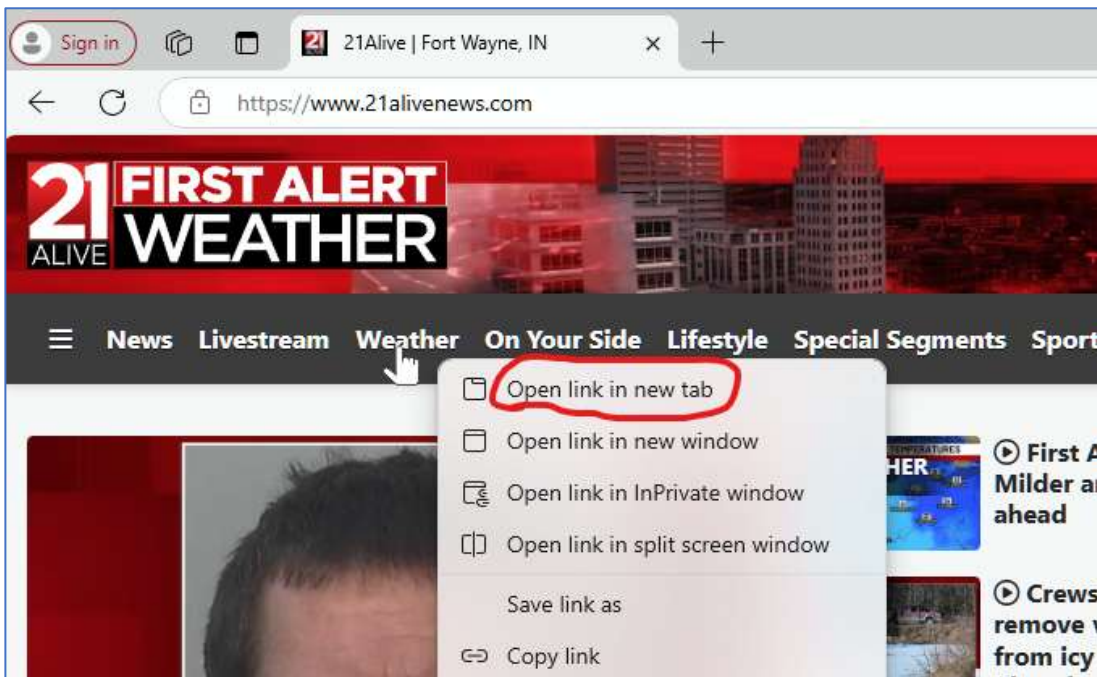


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To open a website link in a new tab:

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

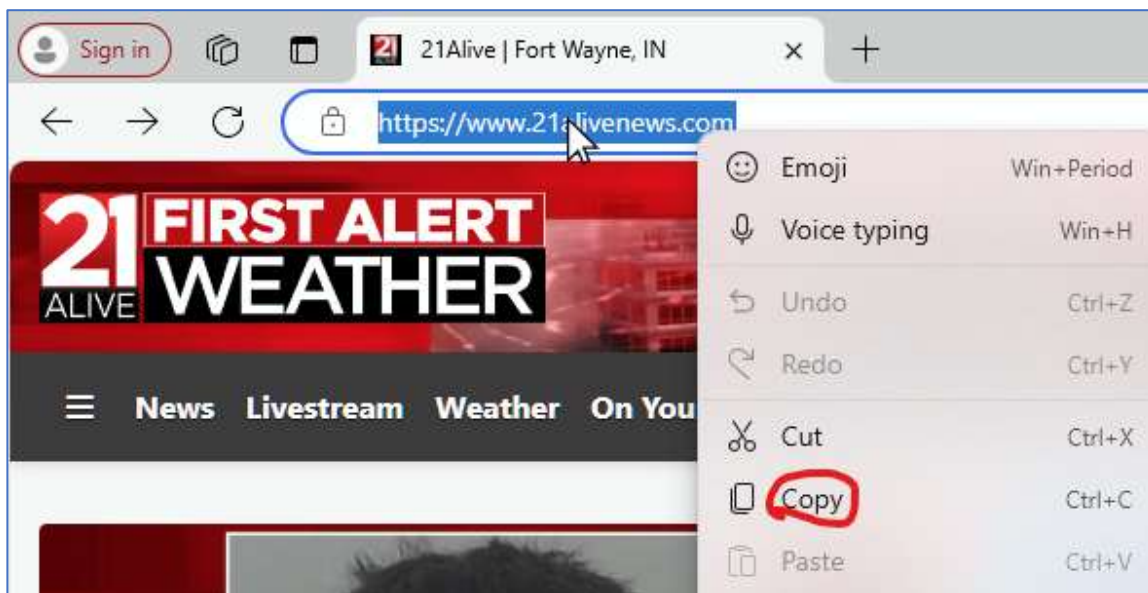
You may add up to 8 Website Shortcuts to the New Tab page.


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

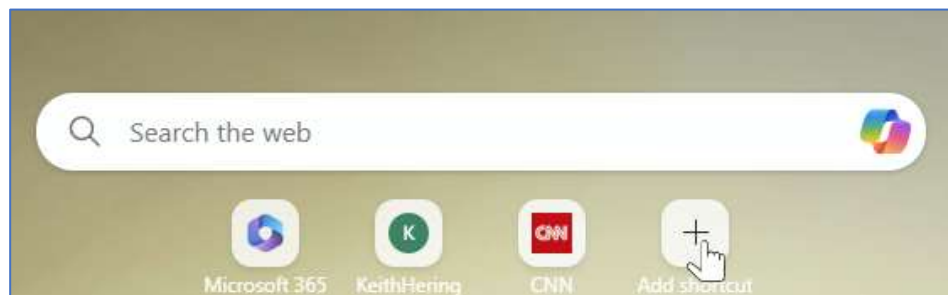


- Now Right-click on the website address (highlighted in **yellow** above) and you should see a pop-up menu with a list of options as seen below.

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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 “Add” button (circled in **red** below).

Add a website

Name

URL

Add

Cancel

Add a website

Name

Keith Hering Website

URL

keithhering.org

Add

Cancel

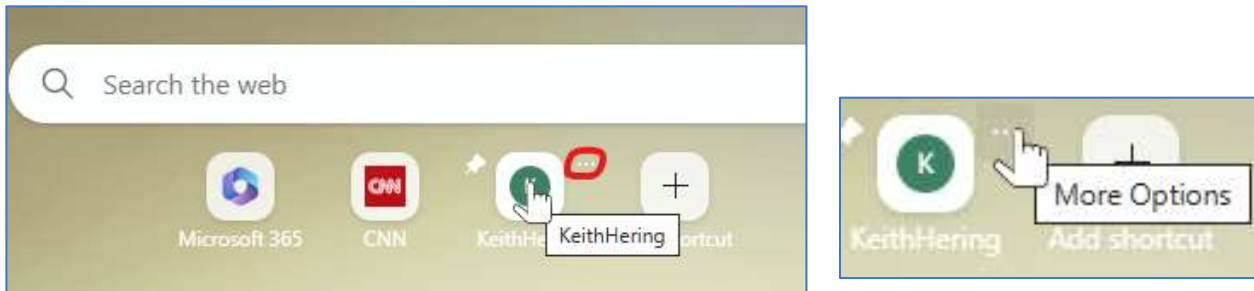


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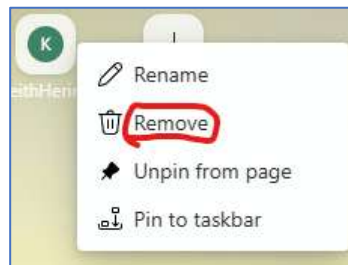
## DELETING A WEBSITE SHORTCUT

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.

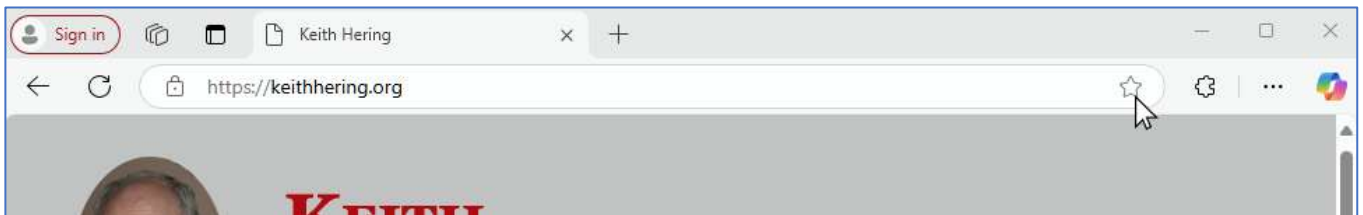
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## FAVORITES

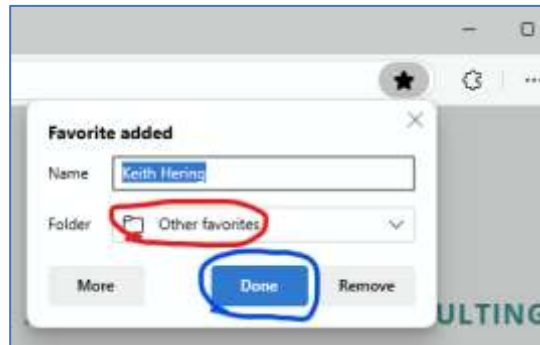
Favorites (or Favorites) are another way to make it easy to return to websites that you often go to. They can be setup to be displayed on the Favorites Bar.

Adding a Favorite:

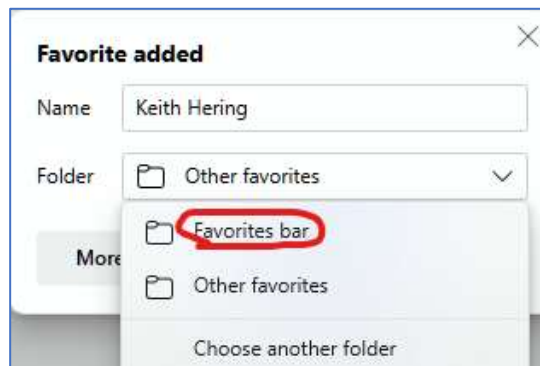
1. Display the website that you want to Favorite.
2. **Left-click** on the “Add this page to Favorites” button (☆) as shown below:



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 “Other Favorites” or “Favorites bar”.



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

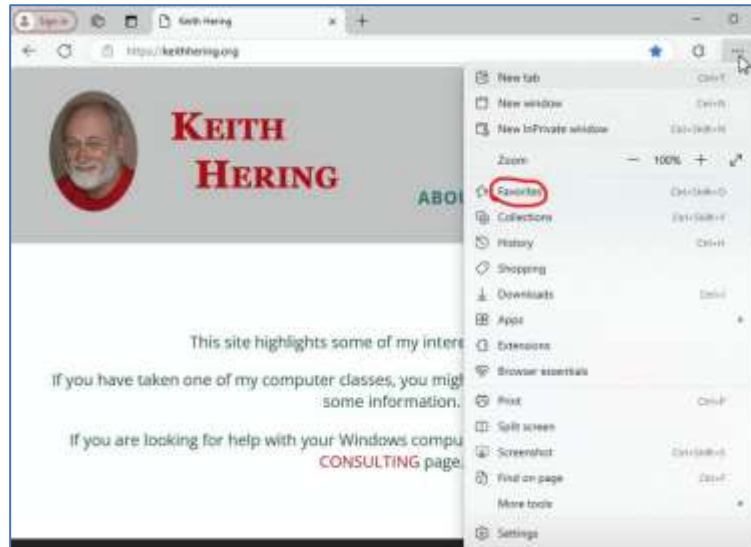


5. **Left-click** on “Favorites bar” and then on the “Done” button (circled in blue above) and your Favorite will now display on the Favorites bar.

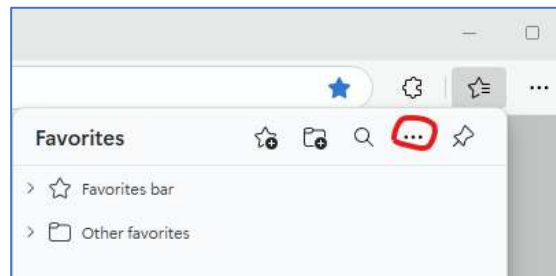
# WEB BROWSING WITH MICROSOFT EDGE

## How to display the Favorites bar:

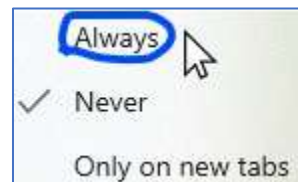
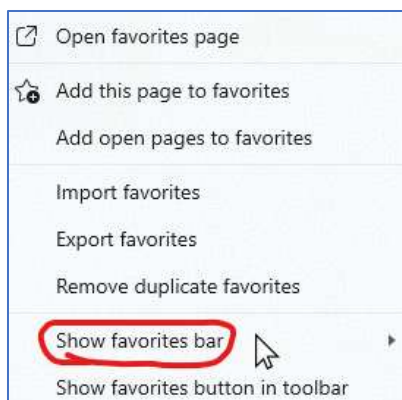
1. **Left-click** on the 3 horizontal dots in the top right corner  to display the following:



2. **Left-click** on "Favorites" (circled in red above) to display the following pop-up:



3. **Left-click** on the 3 horizontal dots in the top of the pop-up (circled in red above) to display the following pop-up:




4. **Left-click** on the "Show favorites bar" (circled in red above) option to display a final pop-up (above).
5. **Left-click** on the "Always" option (circled in blue above) - the Favorites Bar will now display

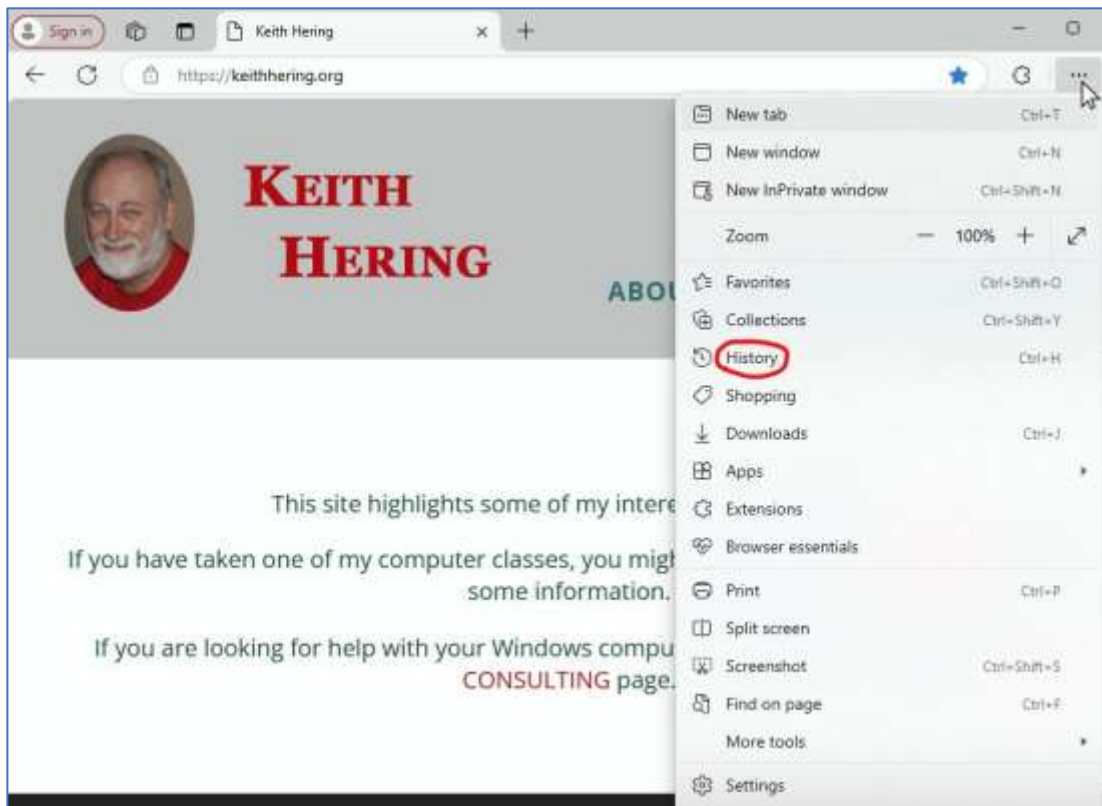
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## BROWSING HISTORY

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

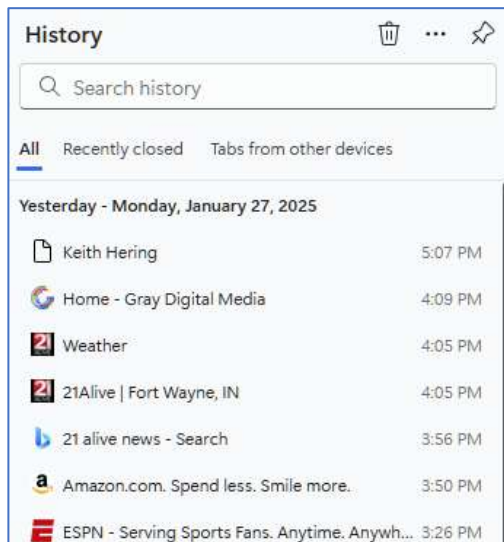
To view your browsing history:

1. **Left-click** the **Edge menu** in the top-right corner of the browser  to see the following:
- 2.



3. Next **left-click** on “History” (circled in red above) - The **History** tab will appear as follows with your **full browsing history** as shown below.

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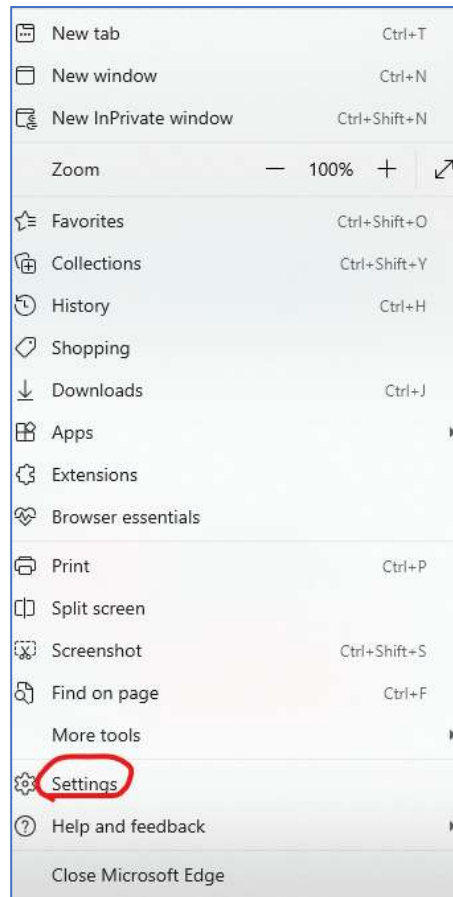
The **history** includes every site you've viewed in the last few weeks. The list is sorted by date, so the most recent **history** appears at the top of the page. You can **left-click** on any of the links to display that web page again.

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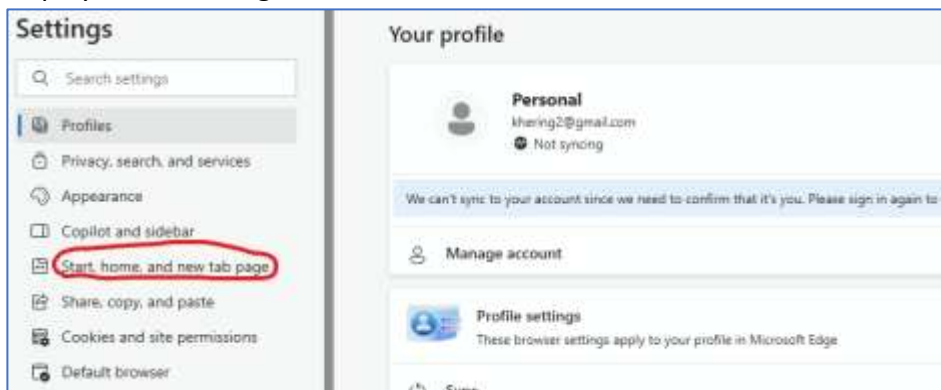
## TO SELECT THE STARTUP PAGE:

Before starting this procedure, you should open the web page which will be the new Start page.

1. **Left-click** on the 3 horizontal dots in the top right corner of Microsoft Edge to display the following:



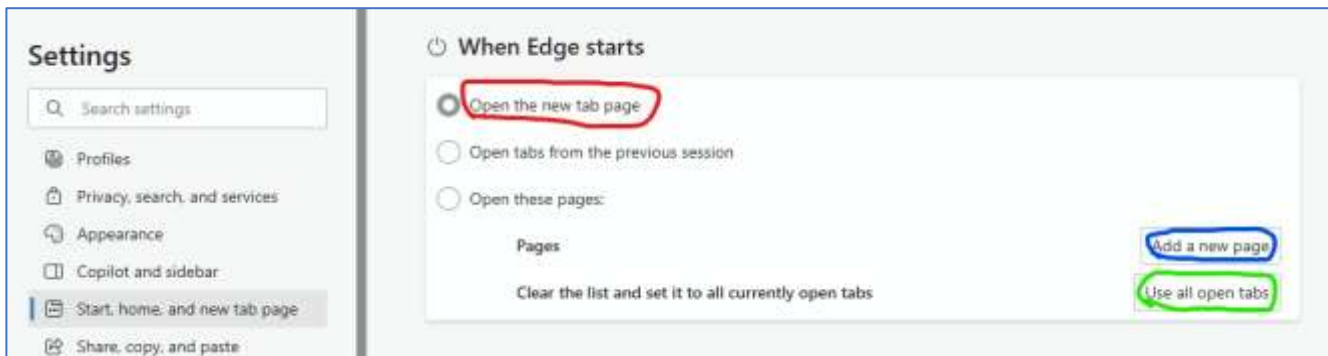
2. Scroll down and **Left-click** on “Settings” (circled in red above) near the bottom of the menu list to display the following in a new tab:



3. **Left-click** on “Start, home, and new tab page” (circled in red above) in the left pane – you will see the following screen:



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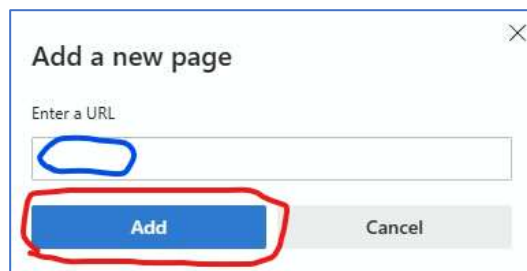
4. **Left-click** “Open these pages” (circled in **red** above).

If you have the new start page opened in a tab, use Step 5 else skip to Step 6

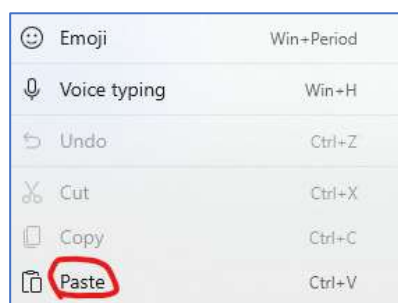
5. **Left-click** “Use all open tabs” (circled in **green** above).

After completing Step 5, you will now have a new Start page display every time you open Edge.

6. Now **left-click** “Add a new page” (circled in **blue** above) to see the following pop-up:



7. **Copy** the URL (web address) of the tab which is open.
8. **Right-click** on the URL field (circled in **blue** above) to display the following pop-up:



9. **Left-click** on “Paste” (circled in **red** above).
10. Finally **left-click** on the “Add” button (circled in **red** in the previous display).

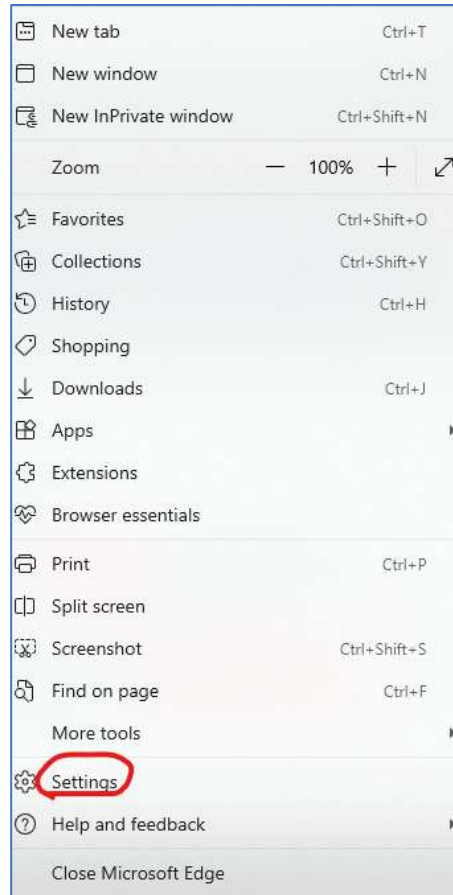
You will now have a new Start page display every time you open Edge.

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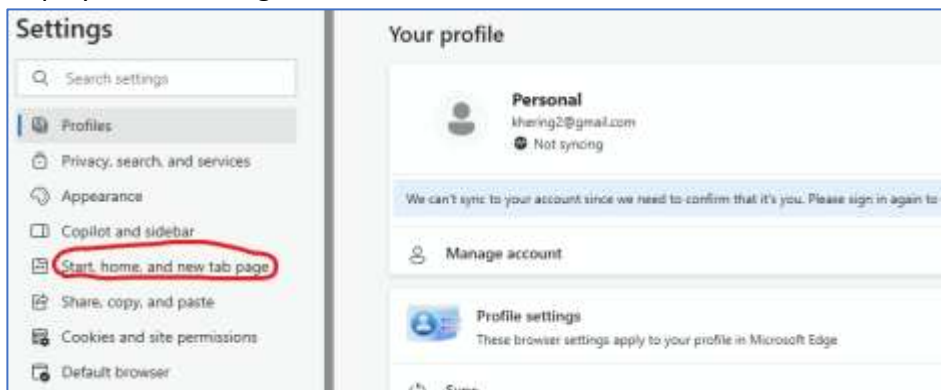
## TO SELECT THE HOME PAGE:

Before starting this procedure, you should open the web page which will be the new Home page.

1. **Left-click** on the 3 horizontal dots in the top right corner of Microsoft Edge to display the following:

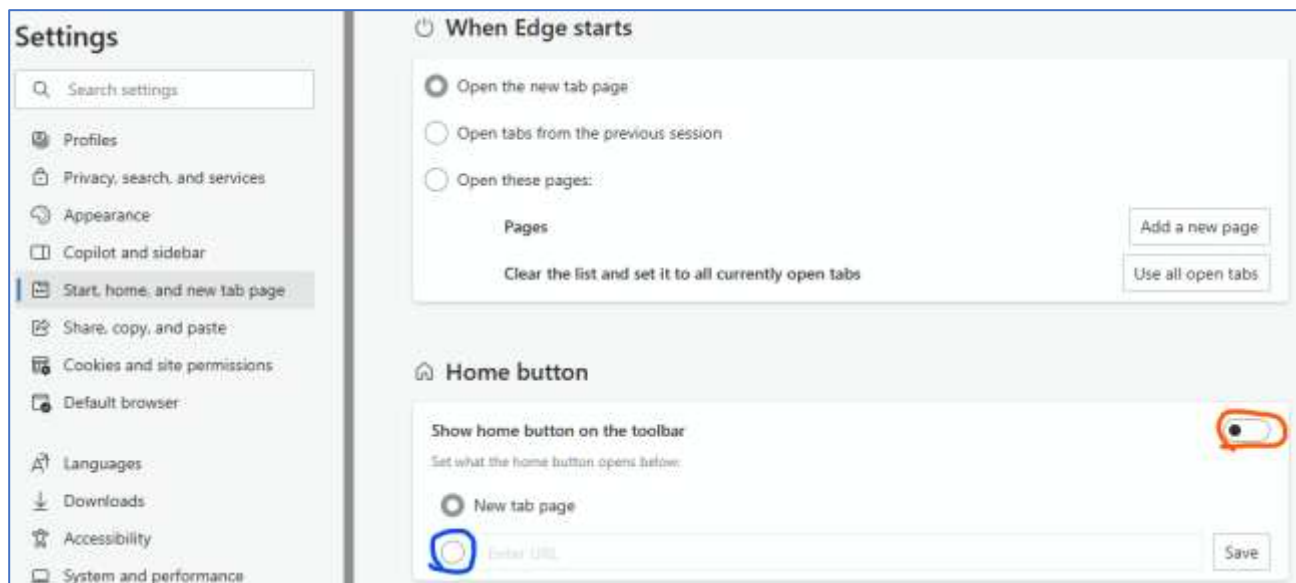



2. Scroll down and **Left-click** on “Settings” (circled in red above) near the bottom of the menu list to display the following in a new tab:

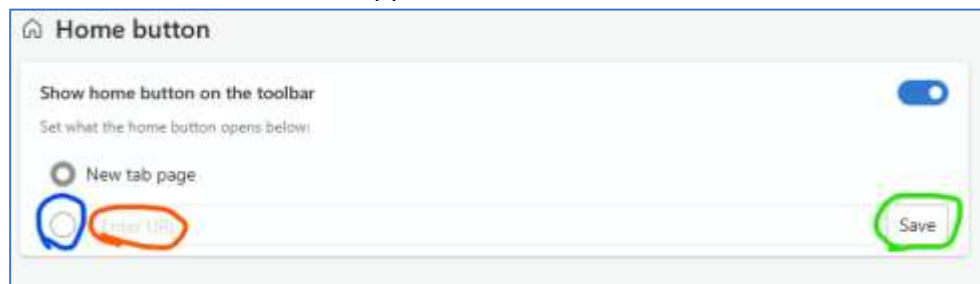


3. **Left-click** on “Start, home, and new tab page” (circled in red above) in the left pane – you will see the following screen:

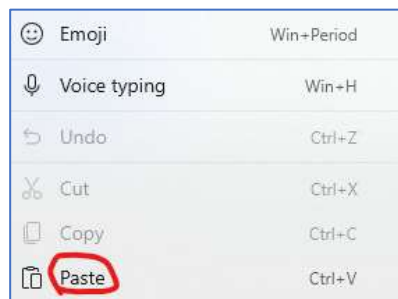
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4. Look in the “Home button” area. On the line for “Show home button on the toolbar”, **left-click** on the button circled in **red** above to the left. You will now have the Home link  displayed on the tool bar. The “Home button” area now appears as follows:



5. **Left-click** on the button below the “New tab page” (circled in **blue** above)  
6. **Copy** the URL (web address) of the tab which is open.  
7. **Right-click** on the URL field (circled in **red** above) to display the following pop-up:



8. **Left-click** on “Paste” (circled in **red** above).  
9. Finally **left-click** on the “Save” button (circled in **green** in the previous display).

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