

Chapter

1

Customizing Your Browser

A *Web browser* is a computer program that enables you to access and view Web pages. Popular Web browsers include Netscape Navigator, Opera, Firefox, Safari, and Internet Explorer (covered here). You launch your Web browser like you do any other program on your system – for example, from the Start menu (PC) or the Finder (Mac).

Although browsers do have their differences, they are fundamentally similar: You type the uniform resource locator (URL), or Web address, of the site you want to visit in the address bar, click the Back and Forward buttons to return to previous pages and then back again, and so on.

You can, however, adjust settings for your Web browser to direct how it looks and behaves. For example, you can reconfigure your browser's toolbars, specify which page loads at startup, control the size of the text that your browser displays, and even browse in full screen mode. Some browsers, including Internet Explorer 7, also offer *tabbed browsing*, which enables users to open multiple sites in a single browser window.

Before you adjust a setting, note its original state. That way, if you do not like the result of the adjustment, you can change it back.

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Set a Default Home Page

Chances are you frequently visit a particular Web site — for example, a news or weather site, an Internet e-mail site, or the home page for a search engine that you use on a regular basis.

If you want, you can set up your Web browser to automatically load that site whenever you launch the browser or click the browser's Home button. This saves you the trouble of

typing the site's uniform resource locator (URL), or Web address, or selecting the site from your Favorites.

Be aware that if a site has lots of graphics or other high-bandwidth content, it might not make the best default page for your browser because the site may require extra time to load.

- 1 With the page you want to set as the default open in your browser, click Tools.

Note: If the Tools button is not visible, click the toolbar options button (☰) in the upper-right corner of the browser window; a list of additional buttons, including the Tools button, appears.



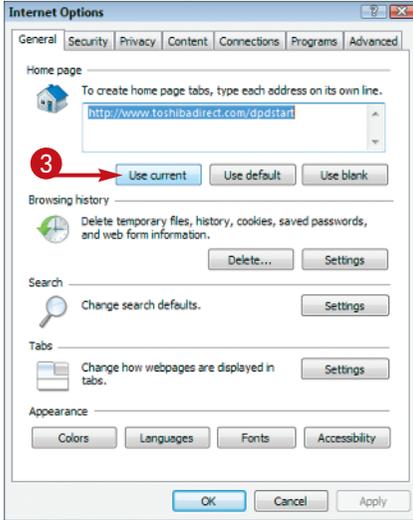
- 2 Click Internet Options.



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The Internet Options dialog box opens, displaying the General tab.

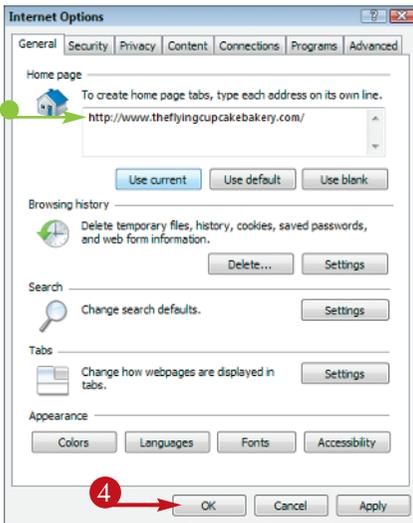
- 3 Click Use Current.



- The URL listed in the Home Page text box changes to match the URL of the current page.

- 4 Click OK.

The Internet Options dialog box closes, and the page you indicated is set as the default.



TIP

Remove It!

If you no longer want to use the page you set as the browser's default home page, revert to the one your computer's manufacturer established by clicking Tools, clicking Internet Options, clicking Use Default, and clicking OK. Alternatively, you can configure your browser to display no page upon launch in order to speed up the startup process. To do so, click Use Blank in the Internet Options dialog box.

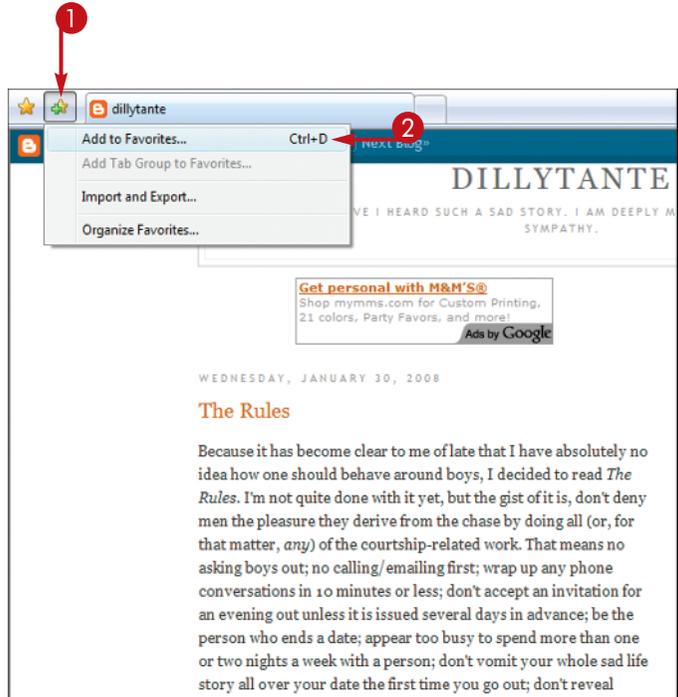
Mark a Page as a Favorite

With literally billions of Web pages available online, the Internet is unquestionably an incredible resource for information. Its sheer scope, however, also makes it very difficult to search and sort. That means when you *do* find a site that you know you will revisit, you will probably want to use your browser to mark it as a favorite.

The uniform resource locator (URL), or Web address, for a site marked as a favorite is saved in a special list in your browser, called the Favorites Center. When you are ready to revisit the site, you can simply click the link to the site in the list.

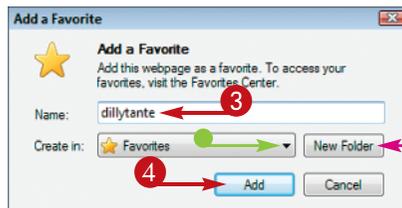
You can organize your favorites by placing them in special folders, which you can create.

- 1 With the page you want to save as a favorite open in your browser, click the Add to Favorites button.
- 2 Click Add to Favorites.



The Add a Favorite dialog box opens.

- 3 Optionally, type a more descriptive name for the page.
- To save the page in a different folder, click the Create In  and choose the desired folder.
 - Alternatively, create a new folder by clicking New Folder, typing a name for the folder in the dialog box that appears, and clicking Create.
- 4 Click Add.
- The page is added to your favorites.

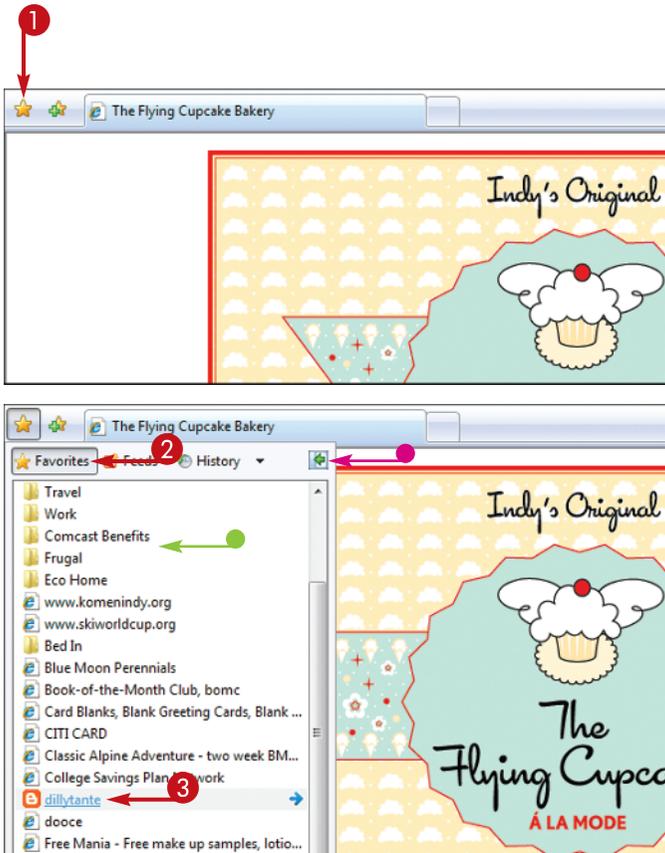


Visit a Favorite Page

When you save a page as a favorite, its uniform resource locator (URL), or Web address, is saved in a special list in Internet Explorer, called the Favorites Center. When you are ready to revisit the site, you can simply click the link to the site in the Favorites Center instead of, for example, using a search engine such as Google to locate the site again.

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By default, sites in your Favorites Center are saved in the top-level Favorites folder. You can, however, create subfolders for storing the links to your favorite sites. This makes it easier to locate the page you want in your favorites. For more information about organizing your favorites in this way, see the task “Organize Your Favorites.”



- 1 To view your list of favorites, click the Favorites Center button.

The Favorites Center opens.

- 2 If necessary, click Favorites.
A list of sites marked as favorites appears.
- 3 Click the site you want to visit.
The site opens in your browser, and the Favorites Center closes.

- To prevent the Favorites Center from closing, click  before you click the site you want to visit ( changes to ); click  to close the Favorites Center.

Organize Your Favorites

By default, sites marked as favorites are saved in the top-level Favorites folder. This is fine if you have added only a few sites to your list of favorites. If, however, you add new sites on a regular basis, locating the site you want in your ever-growing list can become challenging.

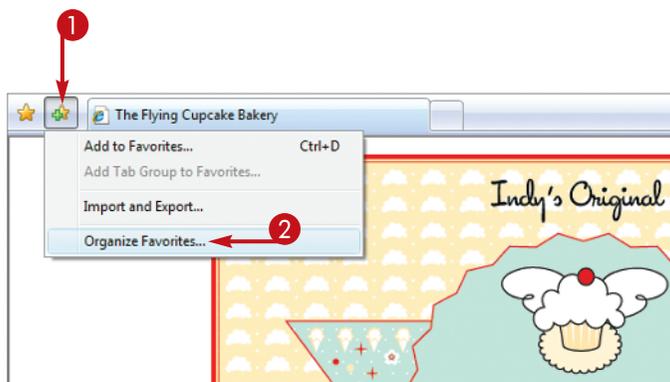
To rectify this, you can organize your favorites by reordering them in your list, or by grouping related sites into subfolders. For

example, you might create one subfolder for news sites, a second subfolder for sites that relate to a favorite hobby, a third subfolder for travel sites, and so on.

Periodic pruning of your favorites list is another way to keep things organized. If you determine that you no longer want to include a site in your list of favorites, you can easily remove it.

CREATE A SUBFOLDER

- 1 Click the Add to Favorites button.
- 2 Click Organize Favorites.

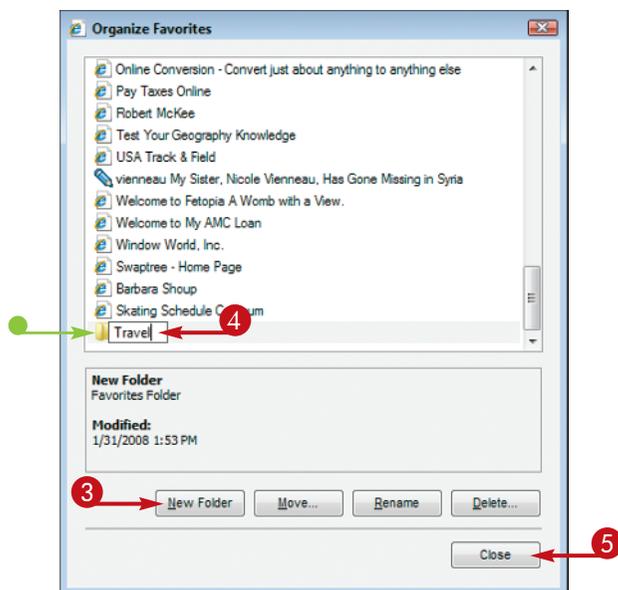


The Organize Favorites dialog box opens.

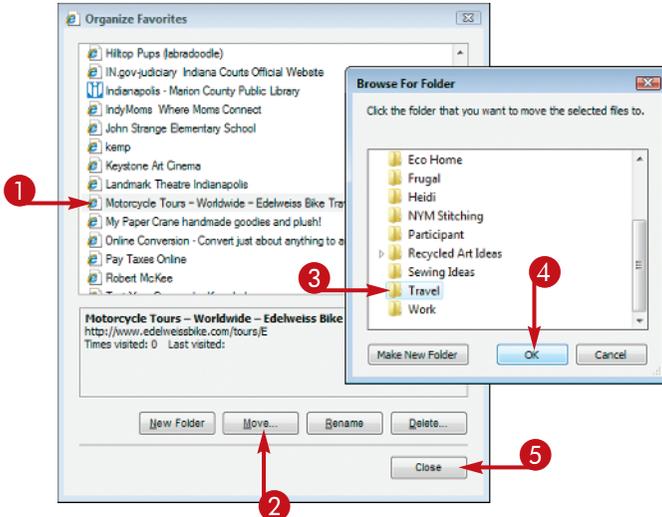
- 3 Click New Folder.
 - A new folder appears at the bottom of the favorites list.
- 4 Type a name for the new folder and press Enter.

The new folder is renamed.

- 5 Click Close.



MOVE A FAVORITE TO A SUBFOLDER

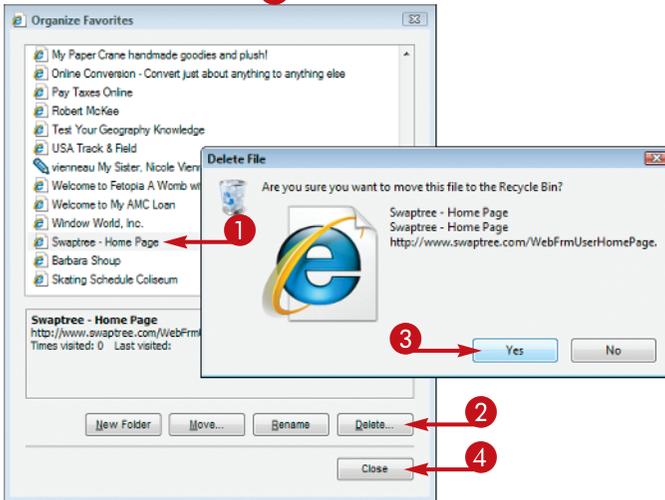


- 1 In the Organize Favorites dialog box, click the favorite you want to move.

Note: To open the Organize Favorites dialog box, click the Add to Favorites button (🌟) and click Organize Favorites.

- 2 Click Move.
The Browse For Folder dialog box opens.
- 3 Click the subfolder into which you want to move the favorite.
- 4 Click OK.
- 5 Click Close.

DELETE A FAVORITE



- 1 In the Organize Favorites dialog box, click the favorite you want to delete.

Note: To open the Organize Favorites dialog box, click the Add to Favorites button (🌟) and click Organize Favorites.

- 2 Click Delete.
Your browser asks you to confirm the deletion.
- 3 Click Yes.
The site is deleted from your favorites.
- 4 Click Close.



More Options!

To change the order of a favorite in the Favorites Center, click the Favorites Center button (🌟) to open the Favorites Center, click Favorites if necessary, and click the favorite you want to move in the list and drag upward or downward. A line appears, indicating where the favorite will be moved in the list; release your mouse button when the line is in the desired spot.

View Your History List

Suppose you want to revisit a page you recently accessed, but you failed to save it as a favorite. Instead of using a search engine to locate the page again — a process that could be time consuming and frustrating — you can simply view your History list to locate the page.

To expedite this process, you can sort your History list in one of four ways: By Date, By

Site, By Most Visited, or By Order Visited Today.

Note that you can change the number of days that your browser saves and displays in the History list. To do so, click Tools, click Internet Options, and click Settings in the Browsing History area of the General tab; then adjust the Days to Keep Pages in History setting.

- 1 Click the Favorites Center button.
The Favorites Center opens.
- 2 Click the down arrow next to the History button.
- 3 Choose the desired sort method — in this case, By Date.



- 4 Click the day on which you visited the site in question.



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A list of sites you visited on that day appears.

- 5 Click the desired site.



A list of pages you accessed on that site appears.

- 6 Click the desired page.
The page will open in your browser window.



More Options!

Another way to locate a page from your History list is to search for it. To do so, click the Favorites Center button (🌟), click the down arrow (▾) next to the History button, and choose Search History from the menu that appears. Type a relevant keyword in the Search For text box and click Search Now. Finally, click the desired page in the list of results that appears.

Customize Your Browser Toolbar

Your Web browser has a toolbar that provides buttons for moving backward and forward through pages you have visited, stopping a page from loading, refreshing a page, printing a page, and more. You can customize the toolbar by adding or removing buttons, rearranging the buttons, and so on. You can also switch to Full Screen mode, hiding the

toolbar to provide more room to display Web pages. (In addition, you can hide or display the browser's menu bar, which offers alternative methods for navigating your browser and the Web in general.)

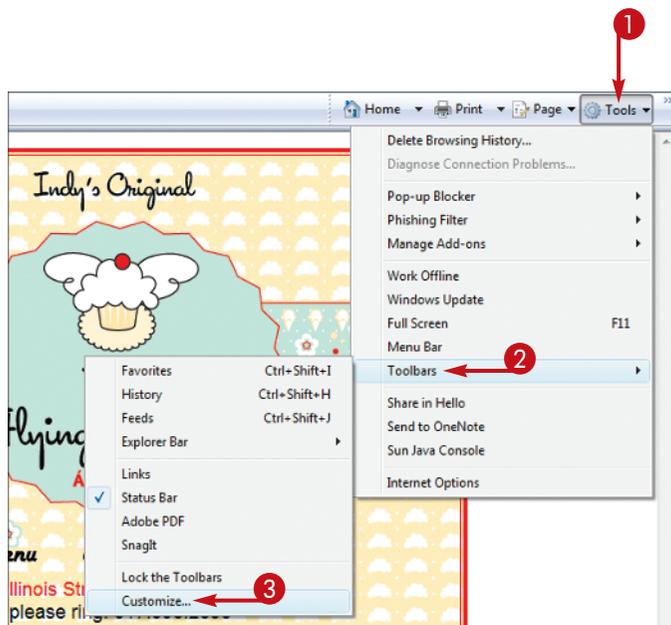
Once you have your toolbar set up just right, you can lock it in place to prevent accidental changes.

1 Click Tools.

Note: If the Tools button is not visible, click the toolbar options button (⌵) in the upper-right corner of the browser window; a list of additional buttons, including the Tools button, appears.

2 Click Toolbars.

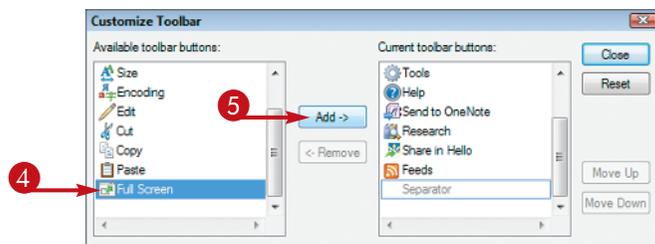
3 Click Customize.



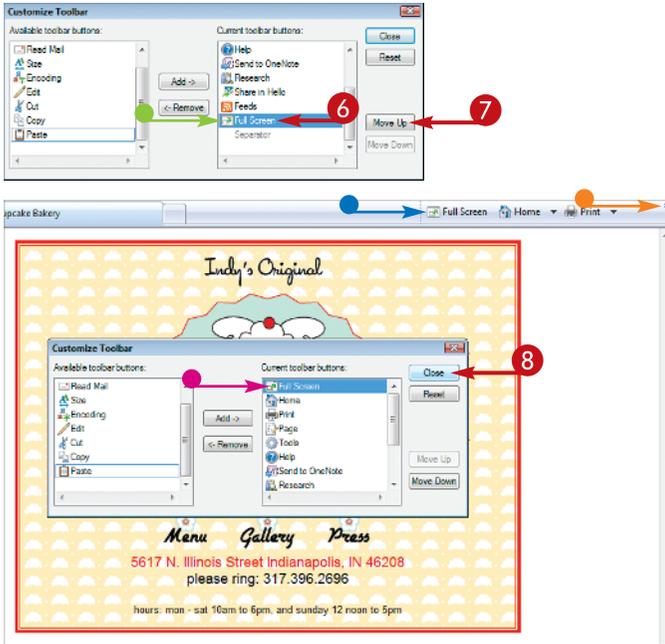
The Customize Toolbar dialog box opens.

4 In the Available Toolbar Buttons list, click a button you want to add to your toolbar – in this case, Full Screen.

5 Click Add.



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- The selected button appears in the Current Toolbar Buttons list.
- 6 To change the order in which the button appears on the toolbar, click it in the Current Toolbar Buttons list.
- 7 Click Move Up or Move Down as many times as necessary to situate the button as desired.

Note: To remove a button, click it in the Current Toolbar Buttons list and click Remove.

- The button's order in the list changes.
- Depending on where in the list the button has been moved, it may appear on the toolbar.
- If the button does not appear on the toolbar, click the toolbar options button to access it.
- 8 Click Close.

Note: To lock the toolbar buttons in place, click the Tools button, click Toolbars, and click Lock the Toolbars.



More Options!

In addition to customizing your browser's toolbar, you can also specify whether the Internet Explorer menu bar should be shown. To do so, right-click the toolbar and choose Menu Bar to check or uncheck that option in the menu that appears. The Internet Explorer menu bar simply offers an additional set of options by which you can access various browser tools and commands.

Add an Address Bar to Your Windows Taskbar

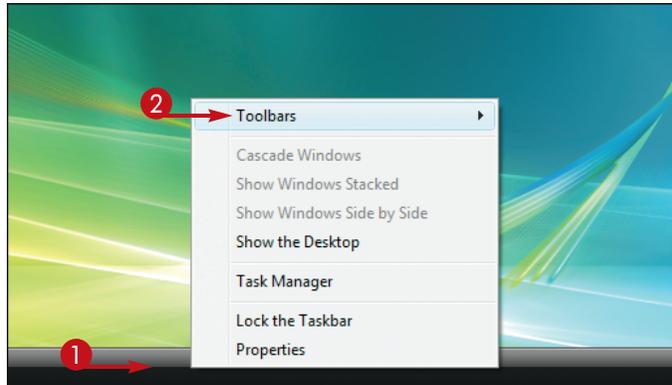
When most users want to visit a Web site, they typically launch their Web browsers first and then type the Web address for the page they want to visit in their browser window's address bar. You can, however, save yourself a step by adding an address bar to your Windows taskbar — the space along the bottom of your

screen that contains the Start button, buttons for currently running programs, the notification area, and other handy tools. Then, anytime you want to visit a Web site, you can simply type its address in the taskbar's address bar; Windows automatically launches your browser and opens the page you specified.

- 1 Right-click a blank area of the Windows taskbar.

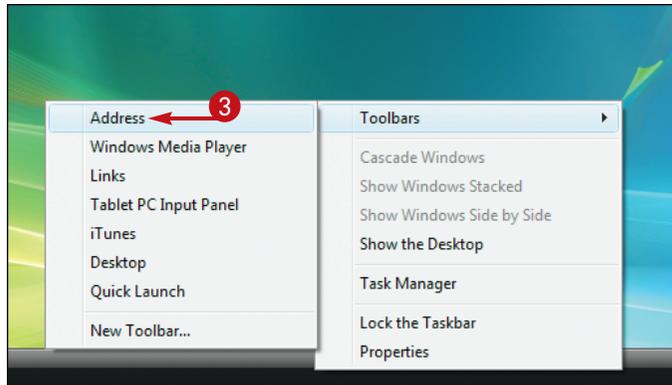
A menu appears.

- 2 Click Toolbars.



A submenu appears.

- 3 Click Address.



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- An address bar appears.
- 4 Type the URL for the page you want to visit.
- 5 Click the arrow or press Enter.



Windows launches your browser and opens the page whose address you typed.



More Options!

As you type the desired Web address in the Windows taskbar's address bar, a list of addresses that match the text you have typed thus far appears. If the address you seek is in the list, you can click it there instead of typing it in full in the address bar. You can also access this list by clicking the address bar .

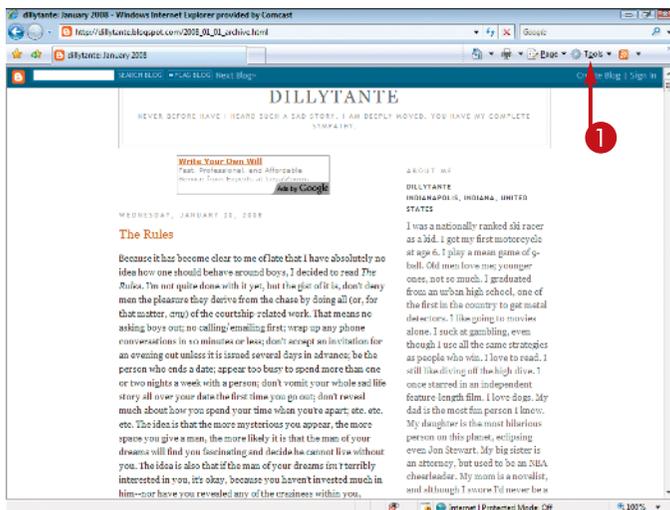
Browse in Full Screen Mode

When your Web browser displays its toolbar, status bar, menu bar, and so on, its controls can occupy much of the space that it could use to display Web pages. To give a Web page more screen space, you can switch to full screen mode. In this mode, your browser hides various window controls, such as its title bar,

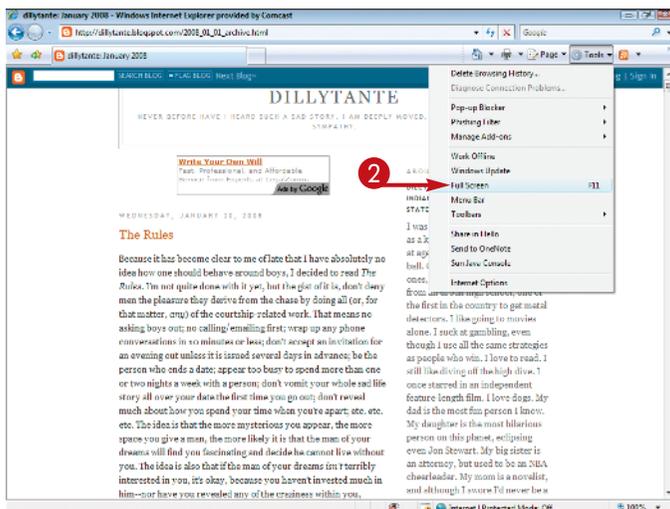
status bar, and all toolbars (although it does leave the vertical scrollbar in place so you can move up and down the page). To again display the window controls, simply move your cursor to the top of the window; the controls slide into view.

1 Click Tools.

Note: If the **Tools** button is not visible, click the toolbar options button (⌵) in the upper-right corner of the browser window; a list of additional buttons, including the **Tools** button, appears.



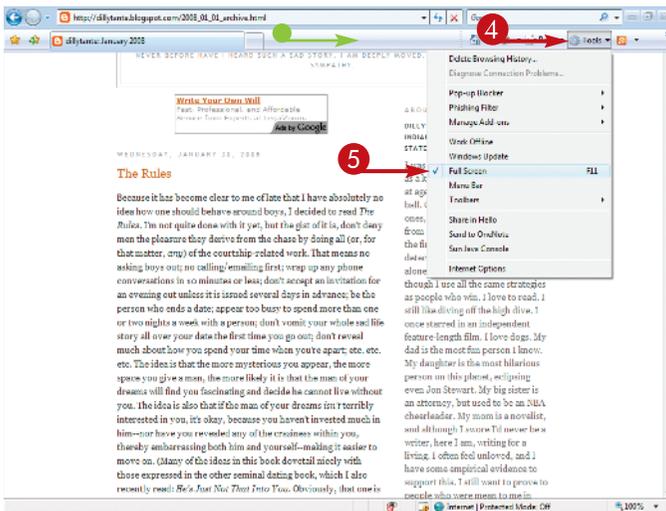
2 Click Full Screen.





The page appears in full screen mode.

- 3 To again view the window controls, move your cursor to the top of the screen.



- The controls reappear.

- 4 To restore the window to regular view, click Tools.

- 5 Click Full Screen.

Note: Another way to return the window to regular view is to click the Restore button  in the upper-right corner of the screen.

The window will revert to regular view.

TIP

More Options!

An even quicker way to view your pages in full screen mode is to press the F11 key on your keyboard. Click it again to revert back to regular mode. Other keyboard shortcuts, which apply in both full screen and regular mode, include pressing Alt+left arrow and/or Alt+right arrow to move backward and/or forward through pages you have already visited.

Increase or Decrease Text Size

Instead of indicating a specific size for text, most Web pages contain codes that specify the *relative* size of text. For example, the person who built the page might indicate that the Web page's title should be *larger* than the normal text that appears below it — but not the precise size. Your Web browser interprets these codes according to its own setting to

determine exactly how the text appears. You can adjust this setting to control how large or small text appears on-screen.

This setting applies to text only; adjusting it will not affect how large or small graphics appear on your screen — even if the graphics contain words. In that case, you can use your browser's zoom tools to zoom in and out.

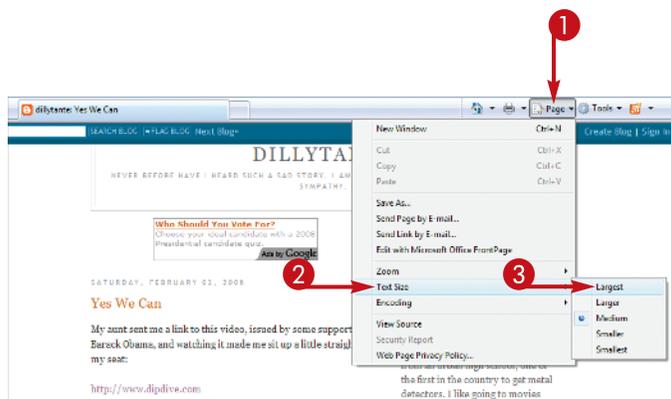
CHANGE THE TEXT SIZE SETTING

- 1 Click Page.

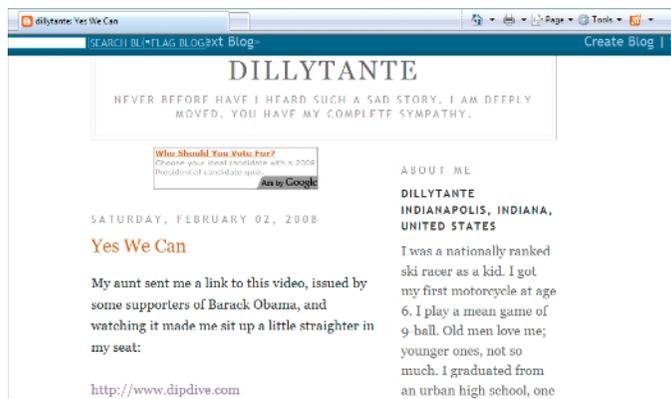
Note: If the Page button is not visible, click the toolbar options button (⌵) in the upper-right corner of the browser window; a list of additional buttons, including the Page button, appears.

- 2 Click Text Size.

- 3 Click a size option (here, Largest).



The text on the screen is resized.



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ZOOM IN

- 1 Click Page.

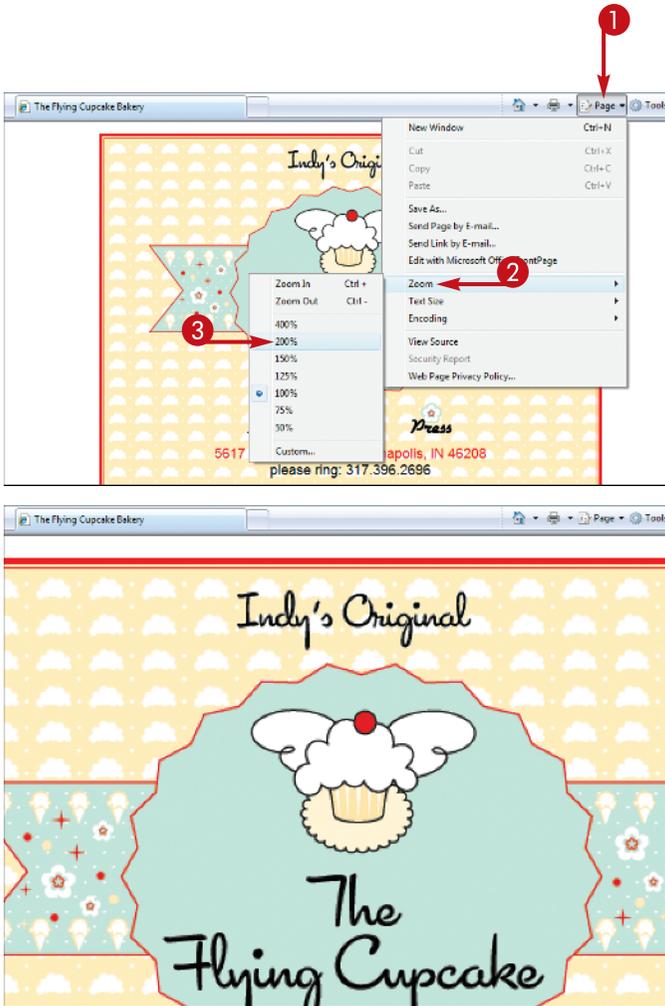
Note: If the Page button is not visible, click the toolbar options button () in the upper-right corner of the browser window; a list of additional buttons, including the Page button, appears.

- 2 Click Zoom.

- 3 Click a zoom option (here, 200%).

The browser zooms in on (or out of, depending on your selection in Step 3) the page.

Note: An even faster way to zoom in on or out of a page is to press **Ctrl++** (plus sign) or **Ctrl+-** (minus sign).



TIP

Did You Know?

Most Web pages are coded to use a particular font, but some are designed to display whatever font your browser uses by default. To change this default, click Tools and click Internet Options. In the Internet Options dialog box, click Fonts in the General tab, click the font you want to use in the Webpage Font and Plain Text Font lists, and click OK twice to close both dialog boxes.

Browse Multiple Pages with Quick Tabs

Suppose you are using the Internet to compare the price of flights offered on various airline Web sites. In earlier versions of Internet Explorer, you would have had to open a separate browser window for each site; switching from one open page to another was often cumbersome.

To rectify this, Microsoft developed a feature called Quick Tabs. With Quick Tabs, when

you open multiple Web pages at once, each one appears in the same browser window in its own tab. To switch to a different Web page, you simply click the page's tab.

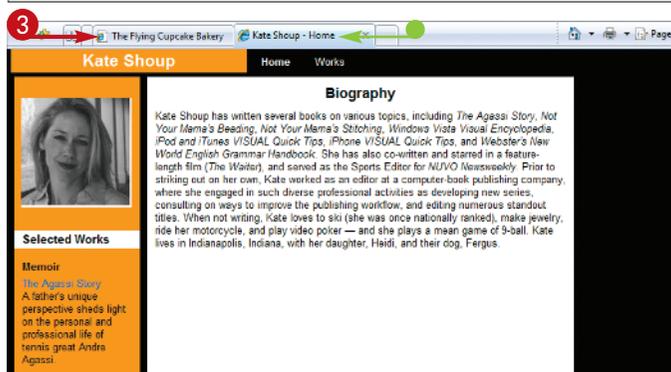
Quick Tabs also supports a special view, called Quick Tabs view. In it, all the pages that are open in your browser appear at once.

- 1 To launch a page in a new tab, click the blank tab that appears to the right of any populated ones.



A blank page opens.

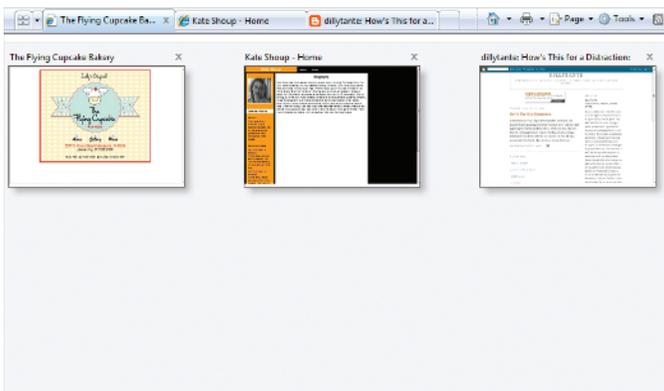
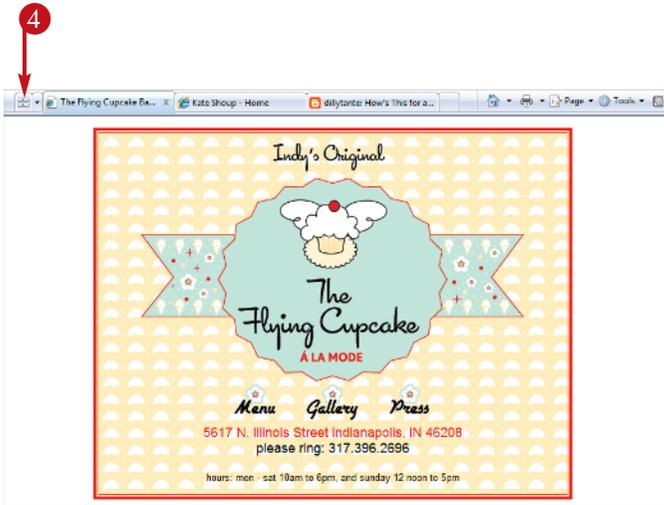
- 2 Type a Web address in the address bar.
- 3 The page you specified opens.
- 3 To switch to a different page, click its tab.



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The page whose tab you clicked appears in the browser window.

- 4 To view multiple pages in Quick Tabs view, click the Quick Tabs button.



The open pages appear in Quick Tabs view.

Note: Click any page in Quick Tabs view to view it in its regular display mode. Alternatively, close Quick Tabs view by again clicking the Quick Tabs button (☰).

TIP

Try This!

Another way to switch to a different page is to click the down arrow (▾) next to the Quick Tabs button (☰) and choose the desired page from the list that appears. To close a page, right-click its tab and click Close, or click the tab's Close button.