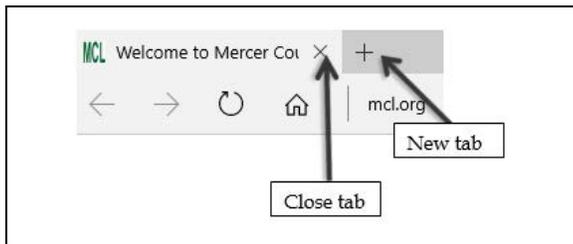


**Internet 2**  
(Using Microsoft Edge)

<i>Action</i>	<i>Technique</i>
<p><b>1. Evaluate Websites</b></p>	<p>The most important factor when evaluating web sites is your search requirements. What kind of information are you looking for? Are you using the web for entertainment, academic, career or medical information? Look carefully at the content, tone &amp; style of the website.</p> <p><b>Evaluate the page/content for:</b></p> <ul style="list-style-type: none"> <li>• <b>Authority</b> <ul style="list-style-type: none"> <li>○ Check for the source of the information: Who is the author? What are his/her credentials? Does he/she provide an email or contact address/phone number?</li> <li>○ Look at the domain name. Is it a preferred .edu, .org or .gov?</li> </ul> </li> <li>• <b>Objectivity</b> <ul style="list-style-type: none"> <li>○ Make sure that the website is not just advertisement disguised as information.</li> <li>○ Is the information unbiased and detailed with limited advertisement?</li> </ul> </li> <li>• <b>Currency</b> <ul style="list-style-type: none"> <li>○ Check the date when the webpage was last updated.</li> <li>○ Are there any dead links on the website?</li> </ul> </li> <li>• <b>Coverage</b> <ul style="list-style-type: none"> <li>○ Is the information presented detailed, comprehensive and free?</li> <li>○ Note any supplemental information, print or electronic, that is provided.</li> </ul> </li> </ul> <p>*** Don't forget to check the <b>About</b> page! Usually found at the bottom of the website's homepage, the About page will give you pertinent information, such as the company's mission, editorial policies, and advertising policies. Look for a link that says About, About Us, About this Site, or something similar.</p>

## 2. Add a Tab in Edge



**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.

You can open a new **tab** by clicking the Plus sign (+) on the tab row:

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.**”).

Once you open a new tab you can:

- Type a web address in the address bar or type keywords into the Bing 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.

Close a tab by clicking the **Close Tab “X”** on the tab you want to close.

## 3. Reopen Tabs You Have Previously Closed

**To reopen the tabs you closed during your current browsing session:**

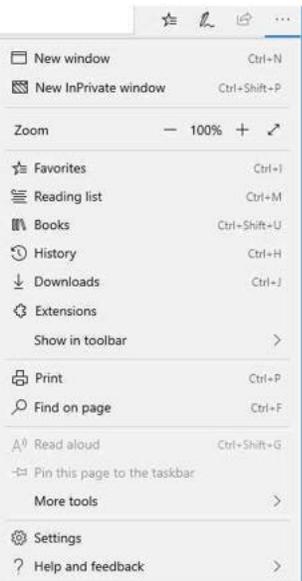
In **Edge**, right click one of the tabs.

In the menu that opens, click “Reopen closed tab.”

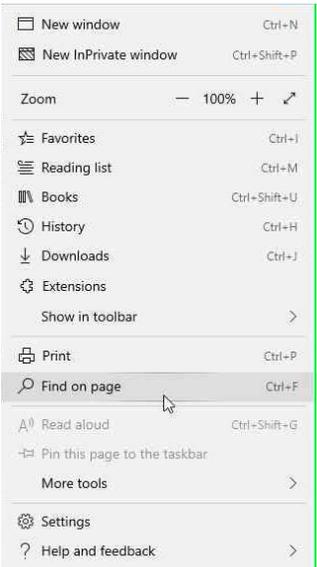
## 4. Right-Click a Tab

**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.

- Reopen closed tab
- Close other tabs
- Close other tabs to right
- Refresh all tabs
- Duplicate tab
- Move to new window
- Pin
  - The tab will be “pinned” to the top of your address bar and automatically open every time you re-open Edge. To remove it, just right-click and select **Unpin.**
- Add tabs to favorites (see **action #5 below**)

<p><b>5. Add a Group of Tabs to Favorites</b></p>	<p>You can group any number of tabs and add them to your <b>Favorites</b>. They will all be placed in a folder with the current date.</p> <ul style="list-style-type: none"> <li>• Be sure to remove any tabs you do not want to be included in the group of tabs.</li> <li>• Right-click on any tab, select <b>Add tabs to favorites</b>.</li> <li>• To open an all tabs at once, right-click on the folder, then select <b>Open all</b>.</li> <li>• To open an individual tab, click on the folder to open it, then select the tab.</li> <li>• To rename the folder, right-click on the folder, then select <b>Rename</b>.</li> </ul>
<p><b>6. Open Link in a New Tab or New Window</b></p>	<p>Sometimes when you click on a link, the website opens in the current tab, replacing the one you were just looking at. This can be unhelpful if you want that website (containing the link) to remain open. You can open a link in a separate tab or window.</p> <p><b>Open in a New Tab:</b></p> <ul style="list-style-type: none"> <li>• Right-click on the link, then select <b>Open in new tab</b>. The new website will now be added as a tab.</li> </ul> <p><b>Open in a New Window:</b></p> <ul style="list-style-type: none"> <li>• Right-click on the link, then select <b>Open in new window</b>. The new website will now open in a new browser window. Mouse over the <b>Edge icon</b> in your taskbar to toggle between each window.</li> </ul>
<p><b>7. The Main Menu in Edge</b></p> 	<p>To access the main menu in Edge, click on <b>Settings and more</b>, the three dots (...) in the upper right hand section of the screen. This will open a menu that gives you a number of options, including:</p> <ul style="list-style-type: none"> <li>• Opening a new window</li> <li>• Opening an InPrivate window</li> <li>• Zoom in or out</li> <li>• Opening the Find Bar</li> <li>• Printing</li> <li>• Pinning the Webpage to the Start Menu (under <b>More Tools</b>)</li> <li>• Opening the page with Internet Explorer instead of Edge (under <b>More Tools</b>)</li> <li>• A link to additional Settings</li> <li>• And more!</li> </ul>

<p><b>8. Change the New Tab Display</b></p>	<p>To alter what displays when you open a new tab: Click <b>Settings and more (...)</b>, then click <b>Settings</b>. Click the arrow under “Open new tabs with” and choose either</p> <ul style="list-style-type: none"> <li>• Top sites and suggested content.</li> <li>• Top sites</li> <li>• A blank page.</li> </ul>
<p><b>9. Increase or Decrease Zoom Level</b></p>	<p>You can enlarge or reduce the view of a webpage. The <b>zoom</b> level enlarges or reduces everything on the page, including text and images. Once you are on a website, click <b>Settings and more (...)</b>. Click the plus sign (+) to <b>zoom in</b> and the minus sign (-) to <b>zoom out</b>.</p> <p>You can also zoom in or out in any window by holding down the control key (<b>Ctrl</b>) and using the scroll wheel on your mouse. You can zoom in by scrolling up and zoom out by scrolling down.</p>
<p><b>10. Printing</b></p>	<p>In <b>Edge</b>, <b>Print</b> and <b>Print Preview</b> have been merged and will allow you to see how a printed webpage will look before you print it. Depending on what you see in <b>Print Preview</b> you can print only the pages you want, adjust page orientation, scaling, and margins. To access <b>Print Preview</b>: Click <b>Settings and more (...)</b>. Click <b>Print</b>. This will show you a preview.</p> <p>From <b>Print Preview</b> you can:</p> <ul style="list-style-type: none"> <li>• Change the Orientation from Portrait to Landscape.</li> <li>• Print more than one copy.</li> <li>• Print all pages, current page, or a page range.</li> <li>• Stretch or shrink the page size.</li> <li>• Change the margins</li> <li>• Add headers or footers.</li> </ul> <p>“More settings” will allow you to change how many sides of the paper to print on, alter the size of the page you print on, and decide which tray of your printer to use for paper. Collate will ensure that the pages of your document print in order.</p> <p>Click “cancel” to exit from <b>Print Preview</b> without printing.</p>

<h3>11. Find on Page</h3>  <p>The screenshot shows the Microsoft Edge menu with the 'Find on page' option highlighted. The menu items include: New window (Ctrl+N), New InPrivate window (Ctrl+Shift+P), Zoom (100%), Favorites (Ctrl+I), Reading list (Ctrl+M), Books (Ctrl+Shift+U), History (Ctrl+H), Downloads (Ctrl+J), Extensions, Show in toolbar, Print (Ctrl+P), Find on page (Ctrl+F), Read aloud (Ctrl+Shift+G), Pin this page to the taskbar, More tools, Settings, and Help and feedback.</p>	<p>Use this feature to find a search term on a webpage. To use this feature:</p> <p>Click on <b>Settings and more (...)</b>. Then click <b>Find on Page</b>.</p> <p>Type a search term in the search box and press <b>Enter</b>. Your search term will be highlighted in yellow wherever it appears.</p>
<h3>12. Clear Browsing History</h3>	<p>To clear <b>Edge's</b> browser history, click <b>Settings and more (...)</b>, then click <b>History</b>.</p> <ul style="list-style-type: none"> <li>• Click on the X next to a category name to delete all webpages under that category.</li> <li>• Click on the X next to an individual webpage to delete that webpage only.</li> <li>• Click on <b>Clear history</b> at the top to delete <i>all</i> browsing history.</li> </ul>
<h3>13. Cookies</h3>	<p><b>Cookies</b> 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 <b>Settings and more (...)</b>  Click <b>Settings</b>  Click <b>Privacy &amp; security</b> (on the left)  Under <b>Cookies</b>, click the arrow and choose from three settings:</p> <ul style="list-style-type: none"> <li>• Block all cookies</li> <li>• Block only third party cookies</li> <li>• Don't block cookies</li> </ul> <p>To delete all cookies from your computer:</p> <ul style="list-style-type: none"> <li>• Under "<b>Clear browsing data</b>" click "<b>Choose what to clear</b>"</li> <li>• Make sure "<b>Cookies and saved website data</b>" is checked and click "<b>Clear</b>"</li> </ul>

<p><b>14. Browse with InPrivate</b></p>	<p>InPrivate browsing allows you to surf the web without storing your website history, cookies, passwords, etc.</p> <p>You can open an <b>InPrivate Browsing</b> window by clicking <b>Settings and more (...)</b>, then selecting “New InPrivate Window.”</p>
<p><b>15. Passwords &amp; Autofill</b></p>	<p>Edge allows you to save passwords, form data, and credit/debit card information, and will fill in that information automatically when using the Web.</p> <p>Click on <b>Settings and more (...)</b>, then <b>Settings</b>. On the left, select <b>Passwords &amp; autofill</b>.</p> <ul style="list-style-type: none"> <li>• <b>Passwords:</b> Switching it on will allow Edge to save your passwords for various sites. <b>*When putting in a password, you will still get a prompt asking permission.</b> <ul style="list-style-type: none"> <li>○ <b>Manage passwords</b> allows you to see the websites for which you have saved passwords. To see the actual passwords, type “web credentials” into the Cortana search bar (on your Windows taskbar). In the <b>Web Credentials</b> window, select the website, then click on <b>show</b>. You’ll be asked to put in your Windows password first.</li> </ul> </li> <li>• <b>Autofill- Save form data:</b> Switching it on allows Edge to save your name, phone #, and address. It will apply that data automatically when filling out form data on the Web. You can enter this data ahead of time by clicking on <b>Manage forms</b>. After this, any time you begin to fill out a form you’ll be prompted to insert this data with one click of the mouse.</li> <li>• <b>Autofill- Save cards:</b> This works the same way as <b>form data</b>. Any time you need to fill in card information, you’ll be prompted to insert it automatically using the data you saved here.</li> </ul>