

## Browser Tips and Tricks

**Use the spacebar to move the screen.** Use the Space bar to move down a screen, shift + spacebar to move up one screen.

**Right click a link.** Right clicking a link allows you to get additional options such as open in new tab or new window.

**Use multiple tabs as home pages.** Open all the tabs you want to have as home pages and go to settings. In the section on home page select Use Current Pages.

**Use the Bookmarks bar.** Use the bookmarks bar to give rapid access to your most used pages. When the bookmark bar is visible click and drag the icon in front of the web page address to a place on the bookmarks bar. Right click the bookmark and select edit to change its name.

**Let your browser remember user names and passwords.** Browsers will offer to save user names and passwords the first time you log in to a site. This can save time but only use it for non-sensitive sites. This can also make it possible to retrieve a password in the future if you need it and can't remember it.

**Re-arrange tabs.** If you have several tabs open and would like to rearrange the order, click and drag the tab to the new position.

**Restart browser to free up memory.** Browsers can use a great deal of memory on your computer as you open multiple tabs and follow links. Close your browser occasionally to free up the memory.

**Search for selected text.** To search for text select the text you want and right click. Choose search for selected text. This feature is not available in Edge.

**Use keyboard shortcuts to speed up website entry.** Using Ctrl+ enter will automatically add http:\\ and .com to the ends of what you type, shift + enter to add .net and shift+ Ctrl + enter to add .org.

**Incognito mode/private browsing.** If you don't want to leave a record on your computer of sites you have browsed use private browsing. In Chrome go to settings and select New Incognito Windows. In Firefox go to settings and select New Private Window. In Edge go to settings and choose New InPrivate Window.

**Move Back or Forward more quickly.** Click and hold the Back Arrow to see a list of previous pages in that tab. If you have gone back you can use the same trick with the forward button. This feature is not available in Edge.