Cochise County Library District

Using the Internet for Beginners

Browser Basics

Chrome

To set a bookmark: Click the star ☆ on the browser toolbar

To go to a bookmark: Go to the ⋮ menu (upper right corner) and select Bookmarks

To set your home (or startup) page: Go to the ⋮ menu and Settings; Go to On Startup for startup page or Appearance for home page

Firefox

To set a bookmark: Click the star ★ on the browser toolbar

To go to a bookmark: Go to ▥ (may be under ☰)

To set your home page: Go to the ☰ (upper right corner) menu and select Options

Internet Explorer

To set a favorite (bookmark): Click the star ☆ on the browser toolbar, and then Add to Favorites

To go to a favorite (bookmark): Click the star ☆ on the browser toolbar, and then select the page

To set your home page: Go to the menu ⚙ (upper right corner) and select Internet Options

Tips and Tricks

✓ Use ctrl + to make a page larger or ctrl - to make it smaller.

✓ Typing a URL into the address bar will go directly to the page.

✓ Use tabs in your browser!

✓ Right-click a link to open in a new tab.

✓ Mouse over a link (don't click) to see where it goes. It may be to a different site!

✓ Set bookmarks for pages you visit often.

✓ If you aren't sure how to do something or what an icon does, mouse over it (without clicking) to get a clue.

✓ Ctrl-c is a shortcut for copy, and ctrl-v is a shortcut for paste.

✓ Right-click an image to save it.

✓ Right-click a link to a file to download it.

✓ Emails may not really be from the address shown. Be careful!

✓ Don't click links in emails from people you don't know (including companies).

✓ Don't download things or install files from sites you don't know.

✓ Always sign out from your accounts on public computers, and don't save your user name or passwords.