

Tip Sheet: Basic Computer Skills

Find Updates for Web Browsers

It's important to use a current version of your favorite Web browser. This ensures you have the latest features along with maximum speed and dependability.

Kiwanis International will phase out support of Internet Explorer 6 (IE6) soon.

To get current browser updates, go to these Web sites:

Microsoft's Internet Explorer (IE) – www.microsoft.com/windows/internet-explorer/default.aspx

Mozilla's FireFox – www.getfirefox.com

Google's Chrome (it's new!) – www.google.com/chrome

Find the Navigation Bar and Bookmarks/Favorites

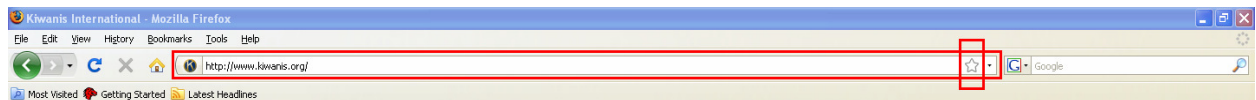
Your navigation or address bar at the top of your browser display. This is where you enter a Web site's URL (an acronym for Uniform Resource Locator). It is also known as a Web address.

If you visit a Web site frequently, you can save the URL in your Favorites (IE) or Bookmark (Firefox) area of the browser. What a huge time-saver! Use this feature to get quick access to the Kiwanis sites every time you need them.



Internet Explorer



FireFox



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<p>Set the Home Page You can also set your favorite Web site as your home page so that it is the first thing you see each time you open your browser. Another time-saver!</p> <ul style="list-style-type: none"> • IE = From the browser menu click Tools→ Internet Options→General tab or  • Firefox = From the browser menu click Tools→Options→Main or  	<p>Resize Text Display It is easy to increase or decrease the text display on your computer screen. You can either change the settings from the browser menu or use short-cut keys.</p> <ul style="list-style-type: none"> • IE – zoom with Ctrl+ + and Ctrl+ - • IE – click View→Text Size • Firefox – zoom with Ctrl+ + and Ctrl+ - • Firefox – click View→Zoom
<p>View Browsing History Browsers allow you to view a list of the Web sites you've visited recently. This is handy if you forget a URL you stumbled across last week and would like to visit the site again.</p> <ul style="list-style-type: none"> • IE – click Ctrl+ H or click Favorites icon→History • Firefox – click Alt+ S or click History from the browser menu for more options 	<p>Turn Off/Turn On Popup Blocker Your browser does offer the option to turn this feature on or off or to make adjustments to what pop-ups it does allow. Of course, there are instances where you do want a pop-up to open on your screen. There are a number of areas on Kiwanis Web sites that utilize this feature. The main point is to understand what they are and that you have control over them.</p> <ul style="list-style-type: none"> • IE – click Tools→Popup Blocker • Firefox – click Tools→Options→Content
<p>Browser Display Options – Windows or Tabs All modern browsers utilize tabbed browsing. This feature makes it easier for you to move back and forth to various sites without opening and closing an excessive number of individual windows.</p> <ul style="list-style-type: none"> • Right click a link for display options • IE – click Ctrl+ T or Tools→Internet Options (Also Ctrl+ click on a hyperlink) • Firefox – click Ctrl+ T or Tools→Options→Tabs→General • Click Ctrl+ Tab to move from tab to tab in either browser. 	<p>Questions? Contact via e-mail KiwanisOne@Kiwanis.org</p>