

Internet Browser Tips – Mozilla Firefox

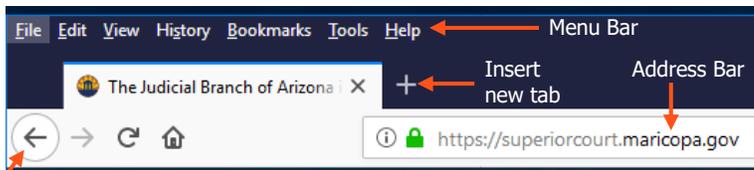
Introduction

This document outlines some basic tips on using internet browsers. Although there are many web browsers from which to choose, this document shows tips on using Mozilla Firefox (version 68.0.1) on a Windows operating system.

Opening Firefox

After turning on your computer and logging in, click the Start Menu in the lower-left corner of the screen. Scroll through the list of programs, find **Firefox**, and click the program or icon to open it.

Firefox Browser Interface



Above is an image that shows basic commands and options of the Firefox interface.

The **Menu Bar** contains options for saving, printing, and changing other system options in Firefox. Toggle the Menu Bar on and off by pressing the **Alt** key on your keyboard.

The **Address Bar** shows the location, or "address" of websites to which you browse. In the above image, the Address Bar contains the website address: <https://superiorcourt.maricopa.gov>.

After browsing to a specific web page, the **Navigation Buttons** allow you to move **back** to the previous page, and after going back, **forward** to the next page in your browsing history.



Similar to multiple pages in a single notebook, web browsers have **tabs** that allow you to open multiple web pages in a single browser window.

Bookmarks are webpages that you can save, then return to quickly without typing the web address in the address bar.

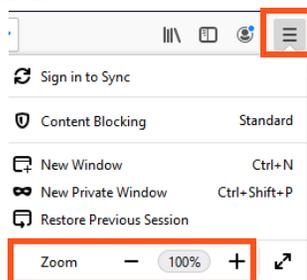
The **Sidebar** is a navigation tool that appears on the left side of the browser window. The Sidebar allows you to access your internet history or saved bookmarks.

The **Open Menu** button is a user-friendly way to change common system options that are also on the menu bar.

The **browsing window**, located below the address bar (not pictured), shows the contents of the web page.

Zoom Control Options

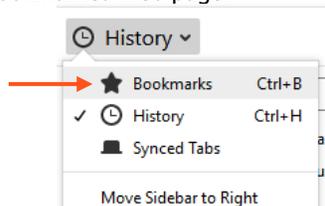
To increase or decrease the size of the text in your browsing window, click the **Open Menu** button, then click the corresponding minus or plus buttons to change the size of the text in the window.



Bookmarking a Page

If there are web pages that you wish to return to regularly, type the website address into the address bar, and press the **Enter** key. Then browse to the web page you wish to save. Then, click the **Bookmark (star)** button at the end of the address bar. A menu will appear requiring you provide a name for this bookmark. This menu will also allow you to create folders, or categories of web pages to further organize your bookmarks.

To return to a bookmarked page, click the **Sidebar** button, and on the left navigation menu that appears, click the drop-down list and change the selection to **Bookmarks**. After locating the desired bookmark on the menu, click on it to access the bookmarked web page.



Browsing Your Internet History

If you would like to return to a web page to which you have previously visited that is not bookmarked, use the history feature. Click the **Sidebar** button, and on the left navigation menu that appears, click the drop-down list and change the selection to **History** if necessary. After locating the desired web page in your internet history, click on it to access the web page.

Inserting Tabs

Click the **Insert New Tab** button to create a new tab within one browser window. Then enter a web address in the address bar.

If you would like to open a hyperlink in a new tab, right-click the desired hyperlink, then select **Open Link in New Tab**.



Clearing Internet Cache

To free up space on your computer and to improve the speed and/or performance of your web browser, it is advised that you occasionally clear your internet cache.

1. Click the **Open Menu** button.
2. Select **Options** from the menu.
3. On the left side, select **Privacy & Security**.
4. Scroll down the page, find the **History** section, and choose the **Clear History** button.
5. At the **Clear History** dialog box, choose your desired options (time range, history and data), then click the **Clear Now** button.

Printing a Web Page

After browsing to the desired page, click the **Open Menu** button, then click the **Print** command. Choose the appropriate printing options, then click the **Print** button.