



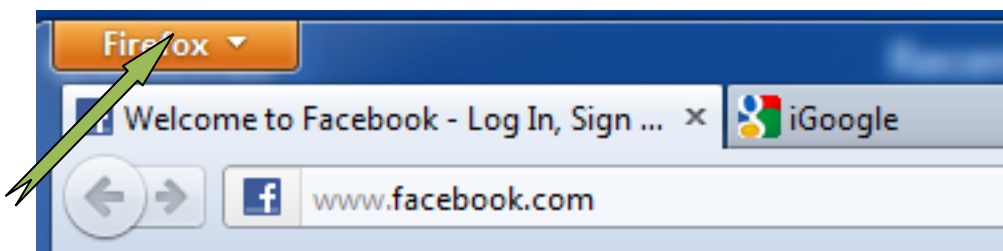
## Series 4 – How Do I Access the Internet?

Welcome back to a series of computer related articles brought to you by VistaSol Computer Solutions. Over the coming weeks we are going to be featuring articles based on the theme of 'How do I . . .?'

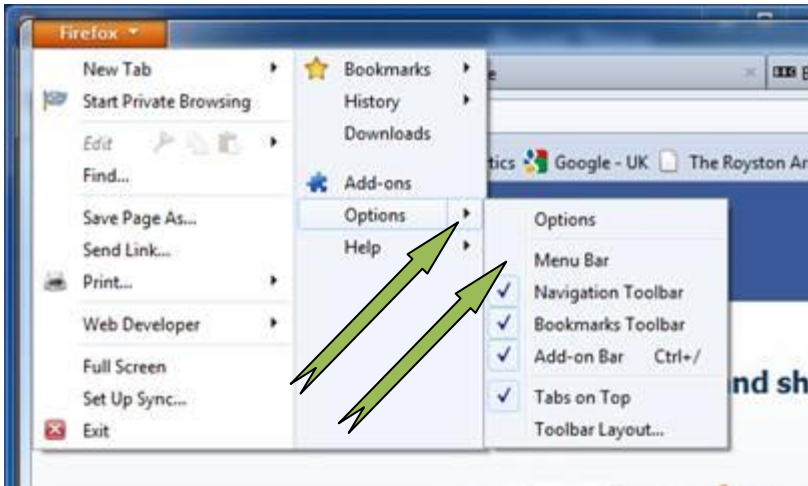
This week we're continuing our series of articles on the subject of 'How Do I Access the Internet':

### Part 3 – How do I get even more from Firefox?

Before we begin this week's article, I have a couple of apologies to make. Firstly, to those readers who only have access to a Spanish keyboard - if you're looking for the ']' character - it's located on the number '1' key. (Some laptop keyboards may also vary, but I'm afraid I can't cover all those). Second apology goes to those readers who may have installed Firefox only to find that there is no 'Menu Toolbar'. If this is the case, follow these instructions to enable the menu toolbar:



Click on the orange Firefox button and then click on the small arrowhead next to 'Options'. Click on the item 'Menu Bar' and you should now see the familiar Menu Toolbar at the top of Firefox.

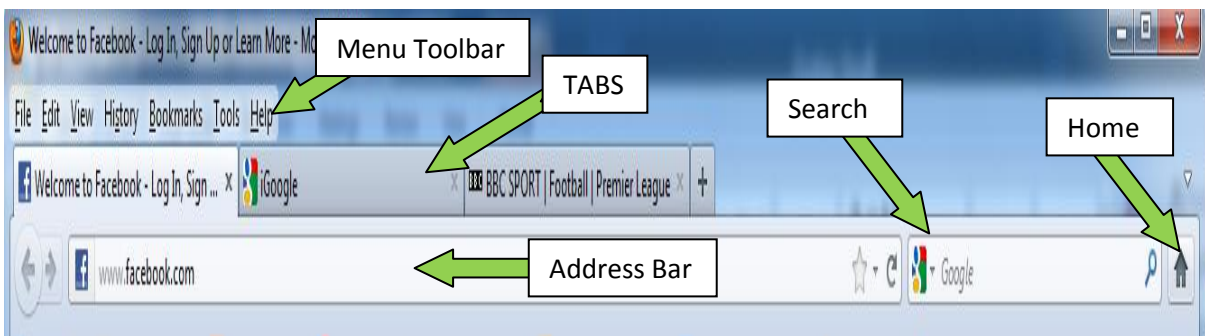


Sorry about that, hope we're all straight now.

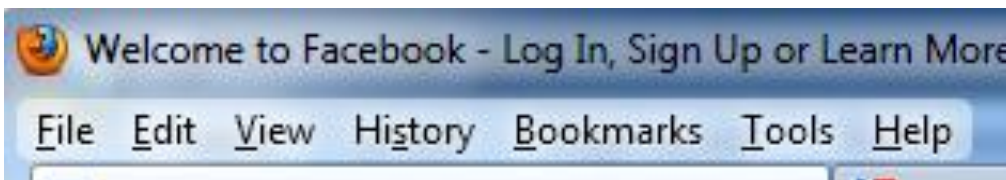
### Time to get inside the Engine!

I thought this week I should talk about the components that make up your 'Browser' (whether it's IE or Firefox, the fundamentals are more or less the same). However, I'll concentrate on Firefox (if only because we are not fans of IE)!

### The Top Bit!

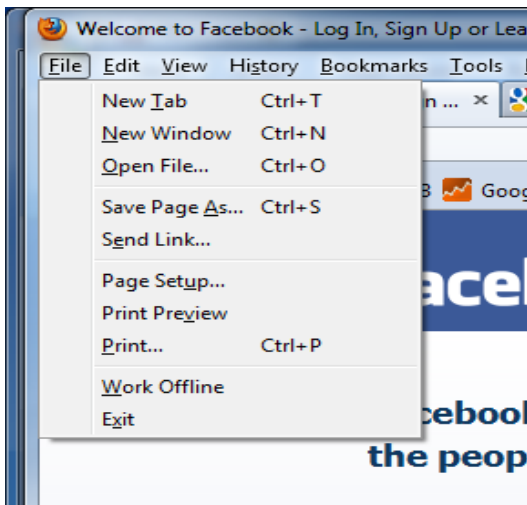


### Menu Toolbar



The menu toolbar allows you to carry out different actions which affect the browser or its contents. I'll cover the lesser known, more important, or least obvious ones here:

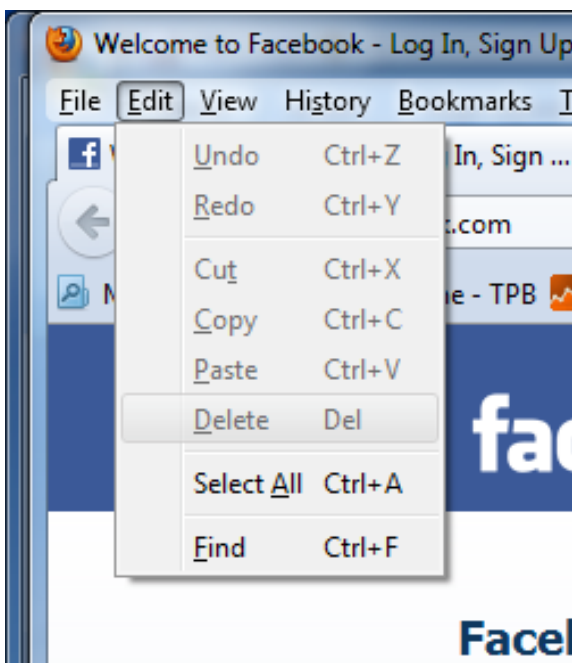
## File menu



The first option in the File menu allows you to create a new 'Tab'. You can access this by clicking on the option or use the shortcut keys CTRL+T (hold down the CTRL key and press 'T'). You would normally use this option if you wanted to keep the current page available, but need to access another web site, or carry out a search. Please note that when you initially create a new Tab, the page will be blank. You'll need to either type something in the 'Search' box, or type something in the 'address bar' of the new Tab. Click the 'X' on the tab to close it.

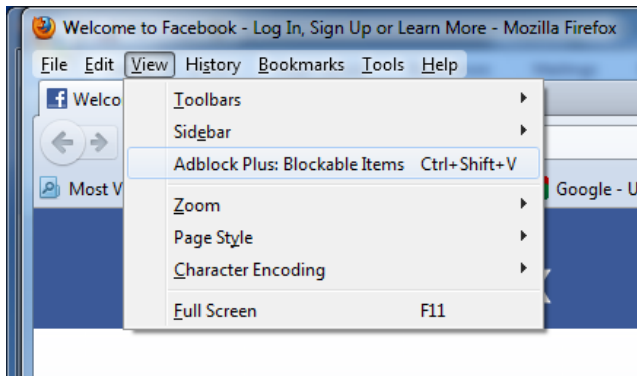
The next option is similar, except it will open a new 'Window' – I prefer to use the 'New Tab' option so that I don't have to keep switching between windows. You can pretty much ignore the next three options. The fourth option allows you to print the contents of the current web page.

## Edit Menu



The Edit menu is useful if you are perhaps researching a subject and need to copy text into a document as a reference. In this instance you would 'drag' the mouse cursor over the text you wish to copy (hold down the left mouse button, and drag the cursor over the text, then release it). Once you have the text you require highlighted, you can click on the Copy option to save the text (or use CTRL + C). Then, in your document, you would 'Paste' the text you saved earlier into the document by holding down the CTRL key and the 'V' key.

## View Menu



The View menu allows you to change the appearance of Firefox. The first option 'Toolbars' allows you to select which toolbars are visible (or invisible) in the browser e.g. you can make the Menu bar visible if it isn't already. You can also disable unwanted toolbars such as Yahoo, Bing, Windows Live, Conduit etc – all of which serve very little purpose other than to reduce the size of the viewable area of the web page. This is particularly useful if you are using a computer with a small screen such as a 'Netbook'.

The next option is 'Sidebar'. If you have a wide screen monitor, you can select this option to make your 'Bookmarks' permanently visible (and / or 'History', although I'm not sure why you would want that)! The next option is 'Zoom', this is useful if you have a small monitor or perhaps your eyesight is not as good as it used to be. It's easier to use the shortcut keys for this particular function – hold down the CTRL and the '+' keys to enlarge web site content, or use the CTRL and '-' keys to reduce the size of the web site you are viewing. There's also a 'Reset' option on this menu to reset everything back to normal. The final option allows you to view the web page 'Full Page', particularly useful if you have a lot of toolbars which you actually need, but also need to view more of the contents of the web page (without the toolbars showing) – very useful if you are using a 'Netbook'. Use the F11 key to enable this function, and press F11 again to disable it.

## History

I'll skip this menu option because it's pretty much self explanatory.

## **Bookmarks**

Bookmarks are what you would previously have known as 'Favourites' with IE. Use this menu option to either save the current page as a 'Bookmark', or to view / select a bookmark from the available list.

## **Tools**

The Tools menu is one of the most important menu options on the toolbar, it determines the configuration settings for your browser session, and allows you to enhance your browser's capabilities by the use of 'Add Ons'. This requires a more detailed analysis, and for this reason, I'm going to skip this option until next week.

## **Help**

Pretty much speaks for itself, but there is one option which serves a dual purpose, and which you should be aware of. The last option on the Help menu is called 'About Firefox'. This not only provides information about your current version of Firefox, but when you click on it will also carry out a background check to make sure you have the latest version available, it will then update your Firefox browser automatically. It's worth selecting this option once a month to make sure you have the latest version available – for your interest, the latest version at the time of writing this article is Version 8.

That's about all I've got space for in this article, but over the coming weeks we'll investigate Firefox further, and discover how to get even more from your nice new shiny Browser.