

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

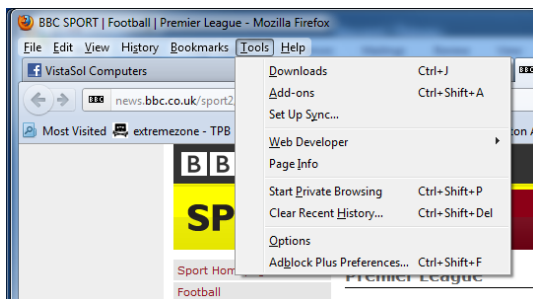
Welcome back to a series of computer related articles brought to you by VistaSol Computer Solutions. Over the coming weeks we are going to be featuring articles based on the theme of ‘How do I . . .?’

This week we’re continuing our series of articles on the subject of ‘How Do I Access the Internet’, by exploring the Mozilla Firefox browser in depth:

### Part 5 – Firefox Tools (Continued)

Continuing on from last week’s article, this week we’re going to look at the other sub-menus in the ‘Tools’ section of the toolbar menu. (I’m going to skip the remaining features of the ‘Options’ menu, which we started last week, for fear of losing my readers)!

### The Tools Menu

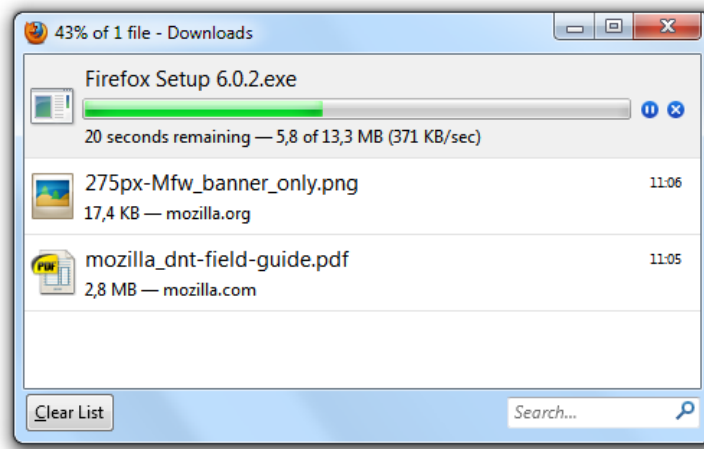


As you can see, the ‘Tools’ menu consists of the following sub-menu items:

1. Downloads
2. Add-ons
3. Set Up Sync
4. Web Developer
5. Page Info
6. Start Private Browsing
7. Clear Recent History
8. Options

Last week we looked at the ‘Options’ sub-menu; in this article we’ll finish off the ‘Tools’ sub-menus.

## The 'Downloads' Sub-Menu



Clicking on the 'Downloads' sub-menu displays the downloads window (you can also use Ctrl + J).

The Downloads window displays information about each download, such as the file name, file size, time remaining before the download is complete, where the file was downloaded from, and the time or date of the download.

### How can I manage files within the Downloads window?

The Downloads window keeps convenient download actions easily accessible for each of your downloads:

- **Pause:** You can pause any downloads currently in progress by clicking the *Pause* button beside the file entry. This may be useful, for example, if you need to open a small download started after a large download. Pausing downloads gives you the choice to decide which of your downloads are most important. When you want to continue downloading those files, simply use the *Resume* button to finish those downloads.
- **Cancel:** If after starting a download you decide you no longer need that file, cancelling the download is simple: just use the *Cancel* button beside that file entry to cancel it and free up your connection for your browsing and other downloads.
- **Open the file:** When a download has finished, you can double-click on the entry to open the file.
- **Open the file's folder:** Right-click on an entry for a file that has finished downloading and select *Open Containing Folder*.
- **Remove the file's entry:** If you do not wish to keep a record of a particular download, simply right-click the file entry, then select *'Remove From List'*. This will remove the entry from the list but will not delete the file itself.
- **Retry a Download:** If for any reason a download does not complete, use the *Retry* button next to the file entry and Firefox will restart the download for you.

You can also clear the whole list by clicking the 'Clear List' button at the bottom of the window. This will not delete the downloaded files.

### The 'Add-Ons' sub-menu

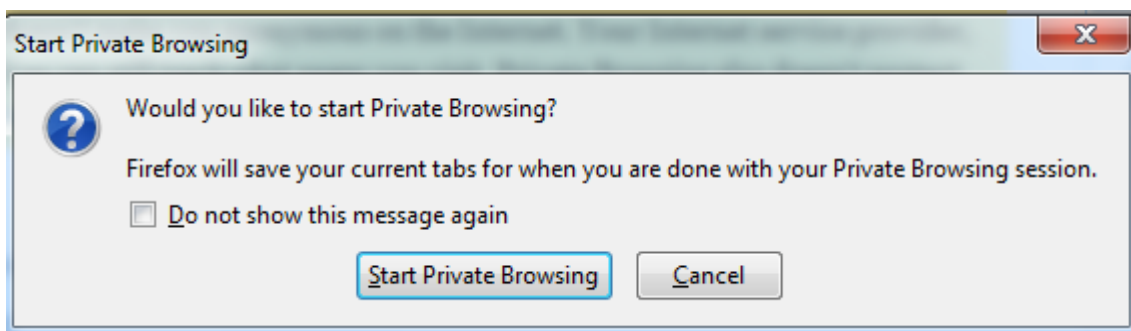
We covered this last week as part of the 'Options' menu, so I won't bore you again with the detail here.

The next three sub menus will not be of any real interest to you, so I'll skip those also.

3. Set Up Sync
4. Web Developer
5. Page Info

### The 'Start Private Browsing' sub-menu

When you click on this option, the following window will appear, click on the 'Start Private Browsing' to invoke this feature.



As you browse the web, Firefox remembers lots of information for you: sites you've visited, files you've downloaded, and more. There may be times, however, when you don't want other users on your computer to see this information, such as when shopping for a birthday present.

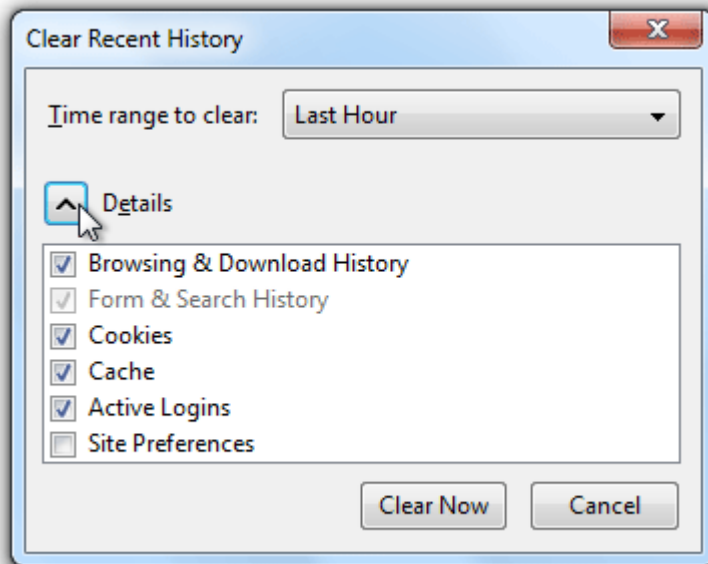
### What does Private Browsing prevent from being saved?

- **Visited pages:** No pages will be added to the list of sites in the History menu, the Library window's history list, or the Location Bar address list.
- **Form and Search Bar entries:** Nothing you enter into text boxes on web pages or the Search bar will be saved for Form autocomplete.
- **Passwords:** No new passwords will be saved.
- **Download List entries:** No files you download will be listed in the Downloads window after you turn off Private Browsing.
- **Cookies:** Cookies store information about websites you visit such as site preferences, login status, and data used by plugins like Adobe Flash. Cookies can also be used by third parties to track you across web sites.
- **Web cache files:** No temporary Internet files or cached files from web pages will be saved.

So, as you can see this is a useful feature if you are concerned about your browsing history being available to others. You should definitely consider invoking this option when using public computers (such as Internet Cafes).

### The 'Clear Recent History' sub-menu

This sub menu is useful if you do not want to use 'Private Browsing' as described earlier, but still want to clear any browsing information which Firefox may have saved on your computer.



As you browse the web, Firefox helpfully remembers lots of information for you – sites you've visited, files you've downloaded and more. All of this information is called your history. However, if you are using a public computer or share a computer with someone, you may not want others to be able to see these kinds of things.

### What things are included in my history?

- **Browsing & Download History:** Browsing history is the list of sites you've visited that are shown in the History menu, the Library window's History list, and the Location bar autocomplete's address list. Download history is the list of files you've downloaded that are shown in the Downloads window.
- **Form & Search Bar History:** Form history includes the items you've entered into web page forms for Form autocomplete. Search Bar history includes items you've entered into Firefox's Search bar.
- **Cookies:** Cookies store information about websites you visit, such as site preferences or login status. This includes information and site preferences stored by plugins such as Adobe Flash. Cookies can also be used by third parties to track you across sites.
- **Cache:** The cache stores temporary files, such as web pages and other online media that Firefox downloaded from the Internet to speed up loading of pages and sites you've already seen.
- **Active Logins:** If you have logged in to a website that uses encryption since you most recently opened Firefox, that site is considered "active". Clearing this logs you out of those sites.

- **Site Preferences:** Site-specific preferences, including the saved zoom level for sites, character encoding, and the permissions for sites (like pop-up blocker exceptions) described in the Page Info window.

That's about it now for the Toolbar Menus coverage; feel free to explore the other menu items I have skipped. Over the coming weeks we'll investigate Firefox further, and look at using the 'Address Bar' and explain some of the security aspects of Firefox.