A Kiwanis Tip Sheet on Basic Computer Skills

(Compiled by Chris Hayworth, Kiwanis International)

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

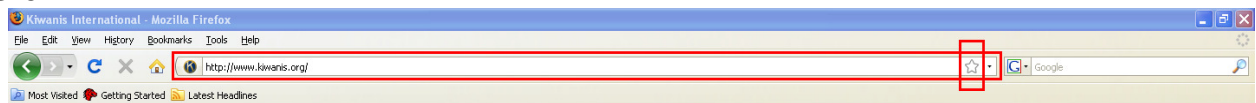**Find the Navigation Bar and Bookmarks/Favorites**

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 know 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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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! • IE = From the browser menu click **Tools→ Internet Options→General tab** or 🏠 • Firefox = From the browser menu click **Tools→Options→Main** or 🏠	**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. • IE – zoom with **Ctrl+ + and Ctrl+ -** • IE – click **View→Text Size** • Firefox – zoom with **Ctrl+ + and Ctrl+ -** • Firefox – click **View→Zoom**
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. • IE – click **Ctrl+ H** or click Favorites icon→History • Firefox – click **Alt+ S** or click History from the browser menu for more options	**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. • IE – click **Tools→Popup Blocker** • Firefox – click **Tools→Options→Content**
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. • 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.	**Questions?** Contact via e-mail KiwanisOne@Kiwanis.org