The Fundamentals

- **A web address**, also known as a URL (Uniform Resource Locator) is made up of two main parts:
  - **Domain name**: the unique name that identifies a specific site on the web.

- **To Open a Web Page**: Click the Address Bar and type the address of the Web page. (You can also press <Alt> + <D> to select the Address Bar.)

- **To Open a Hyperlink**: Click the hyperlink on the Web page.

- **To Open a Hyperlink in a New Tab**: Press and hold <Ctrl> while clicking on the hyperlink.

- **To Refresh a Web Page**: Press <F5>, or click the Refresh button on the Address Bar.

- **To Stop (a loading page)**: Press <Esc>.

- **To Go Back to a Page**: Click the Back button, or press <Alt> + <→>.

- **To Go Forward a Page**: Click the Forward button, or press <Alt> + <←>.

- **To Search the Web**: Click the Search button in the Address Bar, type a keyword or term in the Address Bar and press <Enter>.

- **To Change the Search Provider**: Click the Address Bar list arrow in the Address Bar and select the provider you wish to use from the row of icons along the bottom of the menu.

- **To Add a Search Provider**: Click the Address Bar list arrow in the Address Bar. Click Add and follow the onscreen instructions.

- **To Use AutoComplete in the Address Bar**: Start typing the URL of the page you want to open. A list of previously typed addresses appear below the Address Bar. Use the down arrow, or the mouse to select an address from the list.

- **To View the Menu Bar**: Right-click an empty area of a toolbar and select Menu Bar from the contextual menu.

- **To Go Forward or Back to a Specific Page while Browsing**: Right-click the Back or Forward buttons and select a web page from the contextual menu.

- **To Open a Recently used URL**: Click the Address Bar list arrow and select a web page from the list.
Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page open in its own tab.

- **To Open a New Tab:** Press <Ctrl> + <T>, or click the New Tab button to the right of the active tabs.
- **To Open a Duplicate Tab:** Press <Ctrl> + <K>, or right-click the tab you wish to duplicate and select Duplicate tab from the contextual menu.
- **To Open a Link in a New Tab:** Press <Ctrl> and click the link you want to open.
- **To Open a Link in a New Tab (Foreground):** Press <Ctrl> + <Shift> and click the link the you want to open.
- **To Close a Tab:** Click the Close Tab button on the tab, or press <Ctrl> + <W>.
- **To Close All Tabs:** Press <Alt> + <F4> and click the Close all tabs button.
- **To Close the Current Tab:** Press <Alt> + <F4> and click the Close current tab button.
- **To Close All Other Tabs:** Right-click a tab and select Close other tabs from the contextual menu.
- **To Reopen a Closed Tab:** Press <Ctrl> + <Shift> + <T>, or right-click a tab, select Recently closed tabs and select a web page from the list.
- **To Switch Between Tabs:** Click the tab you want to view. Or, press <Ctrl> + <Tab> to move to the next tab. Press <Ctrl> + <Shift> + <Tab> to move to the previous tab.
- **To Show Tabs on a Separate Row:** Right-click a tab and select Show tabs on a separate row from the contextual menu.

### Favorites, Feeds and History

- **To View and Open Favorites:** Click the View favorites, feeds, and history button, or press <Alt> + <O>. If necessary, click the Favorites tab. Select a favorite to open it in the current tab. To open the favorite in a new tab, hover your mouse pointer towards the far right side of the favorite and click the arrow button that appears.
- **To Add a Favorite:** Open the page you want to add as a favorite and press <Ctrl> + <D>, or click the View favorites, feeds, and history button and click Add to favorites.
- **To Add a Tab Group to Favorites:** Click the View favorites, feeds, and history button, click the Add to favorites button list arrow, and select Add current tabs to favorites. Enter a folder name for the tabs and click Add.
- **To Organize Favorites:** Click the View favorites, feeds, and history button, click the Add to Favorites button list arrow, and select Organize favorites....
- **To Add a Favorite in a New Folder:** Open the page you want to add as a favorite and press <Ctrl> + <D>, or click the View favorites, feeds, and history button and click Add to favorites. Click the New Folder button, enter a name for the new folder and click Create. Now click Add, the selected page will be added to the new folder in your favorites.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the RSS Feed icon on the Command Bar will appear orange.) Click the View feeds on this page button.
- **To View RSS Feeds:** Click the View favorites, feeds, and history button and click the Feeds tab. Click a feed to view its updates.
- **To View History:** Press <Ctrl> + <Shift> + <H>, or click the View favorites, feeds, and history button and click the History tab. Click a time frame or click the View By list arrow to change how history is viewed.
- **To Clear History:** Click the Tools button and select Internet options. Click Delete... under Browsing history, or click the Tools button, hover your mouse pointer over Safety and click Delete browsing history....
- **To Pin the Favorites Center to the Window:** Click the View favorites, feeds, and history button and click the Pin the Favorites Center button.