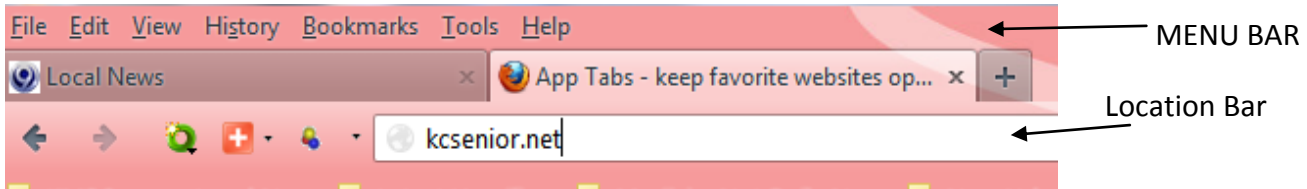


Basic Internet Tips

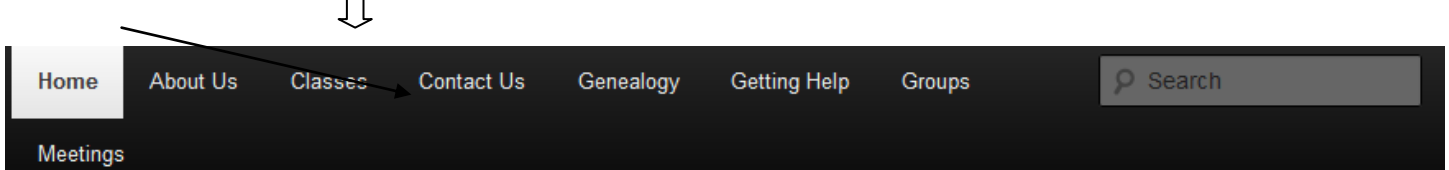
Teresa Weaver January 11, 2013

BROWSERS: Firefox, Internet Explorer. Open your browser and **If the Menu Bar** below the top bar is hidden (**File, Edit, View, History, Bookmarks/Favorites, Tools, Help**) **right** click on empty space **just below browser name** and will see another menu, **left** click on Menu voila you now have a **menu bar**. See below

SENCOM WEB PAGE. Using the **location bar** in Firefox/ Internet Explorer type in **kcsenior.net**



Note the list of options

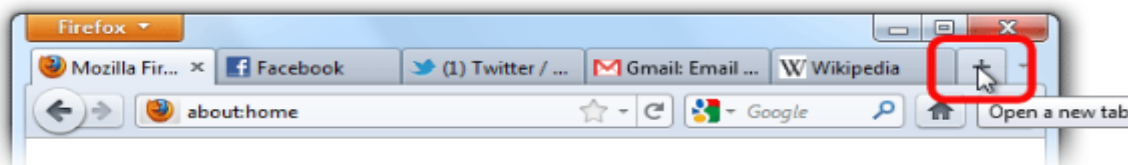


Click on each one and note the menu that comes up. You can select one, e.g. Contact us for a membership application which you can print out for mailing.

You can Bookmark/Favorite this page, using the Bookmark/Favorites on the menu bar. FIREFOX. Go to Bookmark on Menu Bar click on it then select bookmark this page. A menu comes up and it is here you can decide where you want to put it or just select ok. **INTERNET EXPLORER** Click on Favorites will have two options add this page or add to Favorites Bar where it will be visible each time you open your browser. (Caution only add those you go to every day like news, financial page, otherwise will clutter your favorites

TABS let you have multiple websites open inside a single window, keeping your screen clutter-free and making it easy to switch between sites..

1. To make a new tab, click the New Tab button on the right side of the last tab.
 - o You can also use the keyboard shortcut **Ctrl + T**.





Internet Explorer. Hover mouse over grey box, open new tab, left click

CLEAR RECENT HISTORY. **Firefox** go to **TOOLS** on the menu bar **SCROLL DOWN TO CLEAR RECENT HISTORY.**

Internet Explorer TOOLS from menu delete browsing history


SET PREFERENCES TO CLEAR HISTORY, COOKIES WHEN EXITING A BROWSER.

1. **FIREFOX** go to **TOOLS, OPTIONS** then select **PRIVACY** select clear history when Firefox closes **OR** click on settings to the right, a menu comes up for you to select browsing history, cookies etc click ok after you made your selection.

2. **INTERNET EXPLORER** **CLICK ON TOOLS** at top of the screen select delete browsing history.

BETTER YET you can specify days to keep pages in history **go to TOOLS INTERNET OPTIONS GENERAL**

Browsing history click on **SETTINGS** - at bottom of the menu is History here use arrow to select days from zero to you name it.

TELL WEB SITES I DO NOT WANT TO BE TRACKED. **FIREFOX** Tools, Options, Privacy, hover cursor over box left click, tells web sites I do not want to be tracked. **INTERNET EXPLORER;** Click the Tools button , point to Safety, and then click Tracking protection.

POPUP BLOCKING: **FIREFOX, TOOLS, OPTIONS, CONTENT** SELECT **BLOCK POP-UP WINDOWS.**

INTERNET EXPLORER, TOOLS **SCROLL DOWN TO POPUP BLOCKER, And CLICK ON THIS** a SUB MENU COMES UP WHERE YOU CAN CHOOSE TO TURN POPUP BLOCKER ON OR OFF.



WEB OF TRUST. A free program that ranks sites you visit. To find it Google for web of trust.

Select the link for the browser you use; Firefox, Internet Explorer, Chrome etc Download and execute.

Each time you surf will see  (Safe)  (Not so safe)  (Not rated)  (Unsafe)