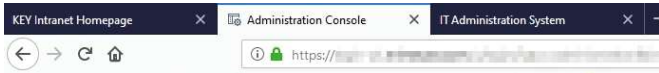




Tabbed Browsing

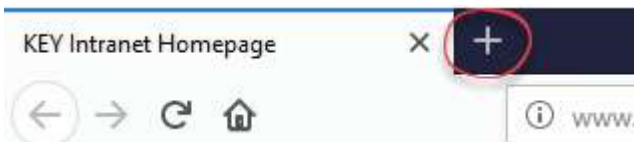
What is 'Tabbed Browsing'?

Tabbed browsing allows you to open up multiple web sites in a single browser window and switch between them by clicking the tabs at the top of the window. The example below shows 3 tabs (Key Intranet, Mimecast Administration Console and IT Admin System).



How do I create a new tab?

1. Click the 'new tab' icon at the right hand side of the open tab.

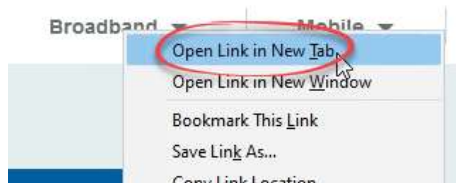


How do I navigate between tabs?

1. Click the tab representing the page you wish to view.

How do I open a link in a new tab?

1. Position your cursor over the link.
2. Right click.
3. Choose 'Open link in new tab'.



How do I close a tab?

1. Click the cross in the right hand side of the tab.



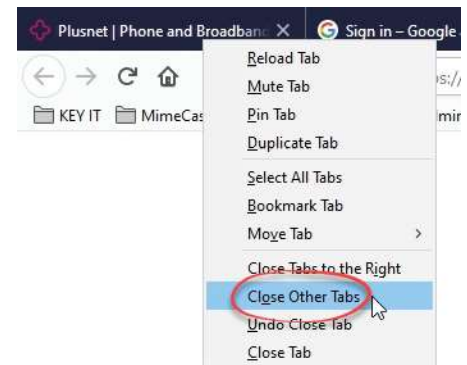
How do I close more than one tab?

CLOSE ALL TABS:

1. Close Firefox in the normal manner by clicking in the cross in the top right hand corner.

CLOSE ALL EXCEPT ONE TAB:

1. Right click on the tab you want to remain open.
2. Click 'Close other tabs'.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk