



**Microsoft Edge**





# Introduction

## What is the 'Internet'?

The Internet (or 'Net') is a worldwide group of computers connected in order to communicate with each other and share information. All computers at services are connected to the Internet either wired (connected via cables) or wireless.

Services have 'Net access for 2 main purposes;

1. Accessing BUSINESS related information on the web.
2. Sending and receiving BUSINESS email.

## How do I view the information on the 'Web'?

There are many different 'browsers' available to allow you to view the information available on the 'web'.

Within Key and Lifestyles you have 3 main options when selecting a web browser.



1. Microsoft Edge. Replaced Internet Explorer and was redesigned in February 2020
2. Google Chrome
3. Mozilla Firefox



# Opening/Closing Edge

## How do I start Edge?

### Method 1:

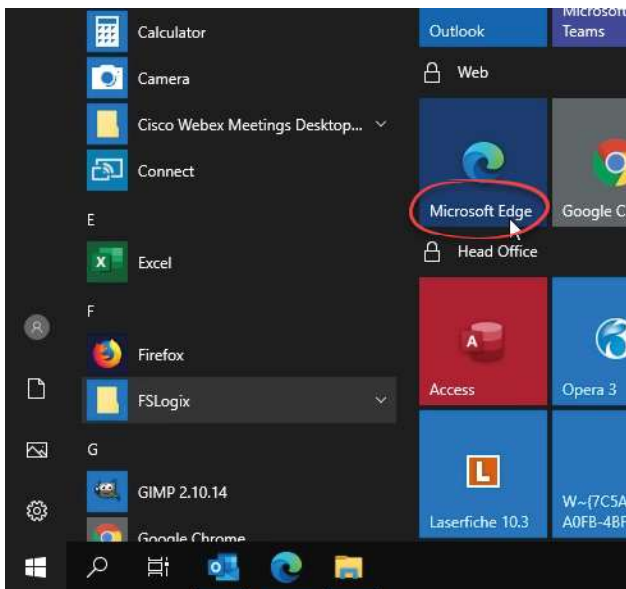
1. If a 'Edge' icon is visible on the desktop double click it.



### Method 2:

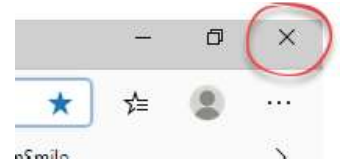
If an icon is not visible you will need to use the start menu.

1. Click 'Sphere'/Start Button'
2. In the 'Web' section click 'Microsoft Edge'.



## How do I close Edge?

1. Click the 'Close' button in the top right hand corner of the window.





## How do I navigate around the web?

The 'Internet' or World Wide Web (WWW) is a series of connected pages. There are 3 main ways of navigating around these pages:

1. Enter the web address (URL) of a specific site in the address bar.
2. Use the links on the page currently loaded.
3. Use 'Favorites' to visit your most frequently used sites.

## What does a web address look like?

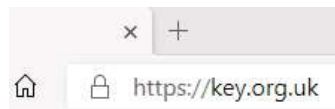
It is normal for the web address to start with either:

- **http://** - hypertext transfer protocol or
- **https://** - the 's' means secure

These are followed by **www** (world wide web) with the rest of the address varying, depending on the site being visited.

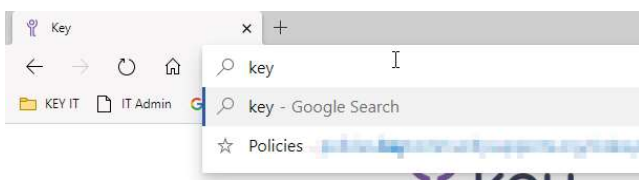
For example:

<http://www.key.org.uk>  
<http://www.bbc.co.uk>  
<http://www.amazon.com>



## I know the web address - How do I use it?

1. Delete the contents of the address bar.
2. Type the web address (URL). **DO NOT TYPE THE ADDRESS INTO A SEARCH ENGINE (eg Google) SEARCH BAR.** As you type, suggestions of previously visited sites may be displayed. If one of these is the site you are looking for, click on it to go to that site.



3. Press <Enter>

## What is the 'refresh' button?

The 'Refresh' button when clicked will download a fresh, up-to-date copy of the current web page.

This can be useful if it seems Internet Explorer has stopped during the download of a page, or when the page details are constantly changing.



## What are links?

Almost all web pages contain links to other pages. Menus on web pages are also just fancy links.

When you place your cursor over a link it will normally change in appearance, usually from an arrow to a pointed finger.



## How do I use a link?

1. Position your cursor over the link.
2. Click ONCE on the link with the left mouse button.



Most links will open in the current window. However, some links may be set up to open in a new window or tab.

## How do I move through my viewed pages?

The 'Back' and 'Forward' buttons can be used to move through sites you have visited in the current window.



Use the 'Back' button in the toolbar to move back to the previously viewed web page.

NOTE: The back button will not become active until you have moved from the home page.

Use the 'Forward' button to move to the page you viewed after the one on screen.

NOTE: The forward button will not become active until you have moved 'back' at least once.



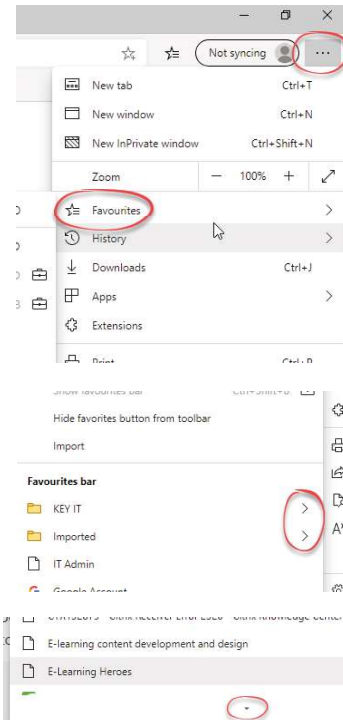
# Favourites

## What are 'Favourites'?

These are links to web sites you visit regularly which have been saved allowing you to return to the site without having to retype the URL (web address) each time.

## How do I view my favourites?

1. Click the settings button (the three dots at the top right hand side).
2. Click 'Favourites'.



Folders are indicated by a small black arrow at the right hand side of the list.

Should you have a long list of favourites they may all not be listed and a small black arrow will be displayed at the bottom.

Hover over this to scroll down through your favourites. After scrolling down, a small black arrow will be displayed at the top. Hover over this to scroll back up.

## What is the 'favourites bar'?

The bar is found at along the top of the screen under the address bar and usually contains your most frequently used favourites.



## How do I view the 'favourites bar'?

The favourites bar is shown by default in the VDI. If no favourites are shown, it may just be empty!

## How do I visit one of my favourites?

### FAVOURITES BAR

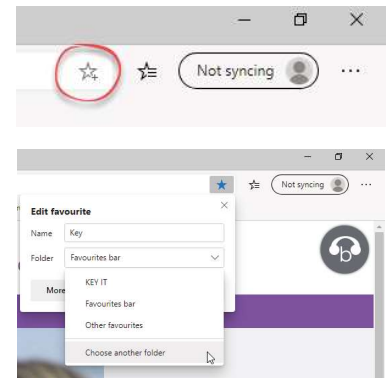
1. Locate the favourite in the favourite bar.
2. Click once on it.

### FAVOURITES

1. Locate the favourite in your list following the instructions opposite.
2. Click once on it.

## How do I mark a site as a favourite?

1. With the site on display, click the star at the right hand side of the screen.
2. Type a name for the favourite.
3. Use the drop down menu to select a folder to store the favourite or choose 'favourite bar' to locate it on your toolbar.



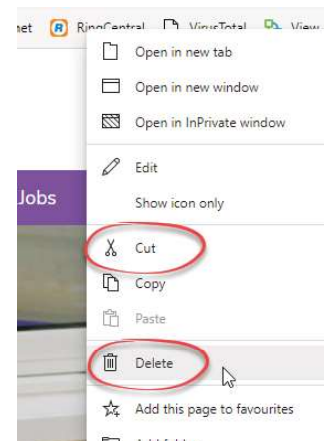
## How do I delete a favourite?

### FAVOURITE BAR

1. Locate the favourite in the bar.
2. Right click on it.
3. Click 'Cut' or 'Delete'.

### FAVOURITES

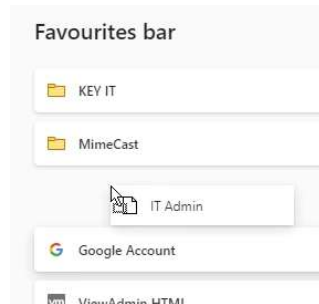
1. Click the settings button (the three dots at the right hand side).
2. Click 'Favourites'.
3. Locate and right click on the favourite to be deleted.
4. Click 'Cut' or 'Delete'.





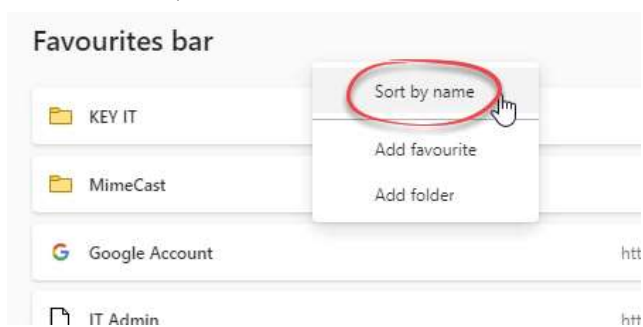
## How do I sort my favourites?

1. Click the settings button (the three dots at the top right hand side).
2. Click 'Favourites'.
3. Click 'Manage Favourites'.
4. Click on the favourite and holding down the mouse button, drag to the new location.



### ALPHABETICALLY

1. Click the settings button (three dots at the right hand side of the screen).
2. Click 'Favourites'.
3. Click 'Manage Favourites'.
4. Click the folder containing the bookmarks you wish to sort. (Each folder/subfolder needs to be sorted individually.)
5. Right click in some blank space.
6. Select 'Sort by name'.





# Tabbed Browsing

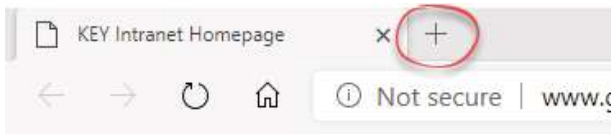
## What is 'Tabbed Browsing'?

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.

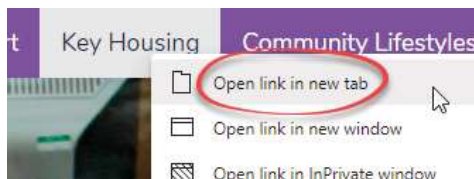


## How do I navigate between tabs?

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.



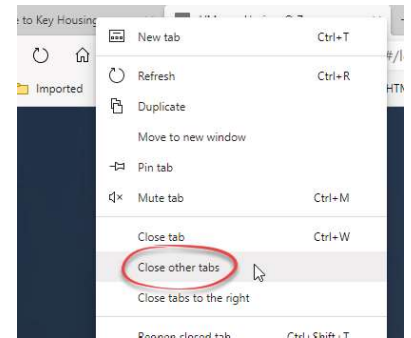
## How do I close more than one tab?

### CLOSE ALL TABS:

1. Close Edge 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'.



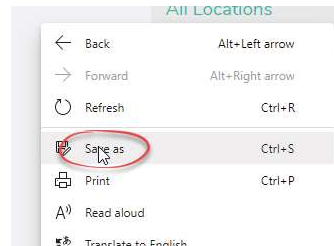




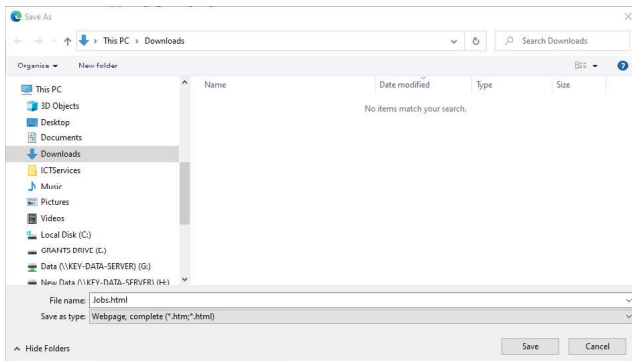
# Saving Web Pages

## How do I save a web page?

1. Right click
2. Click 'Save As' to display the 'Save Web Page' dialogue box.



3. Locate the folder into which you wish to save the web page.

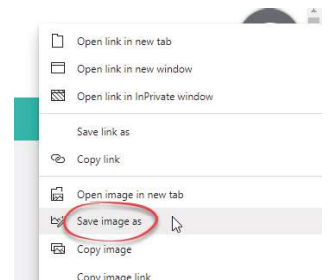


4. The filename will be completed. This is the default name as specified by the page designer. Delete and retype if required.
5. Select the desired file type using the drop down menu.
  - **Web page, HTML only (\*.htm, \*.html)**  
Saves the text and some basic formatting of the page. Any graphics on the page will not be saved.
  - **Web Page, Single File (\*Preferred Option\*)**  
Save the page contents and layout. The page, graphics and other information will be saved in, as the name suggests, a single file.
  - **Web Page Complete (\*.htm; \*.html)**  
Saves the page contents and layout.
6. Click 'Save'.

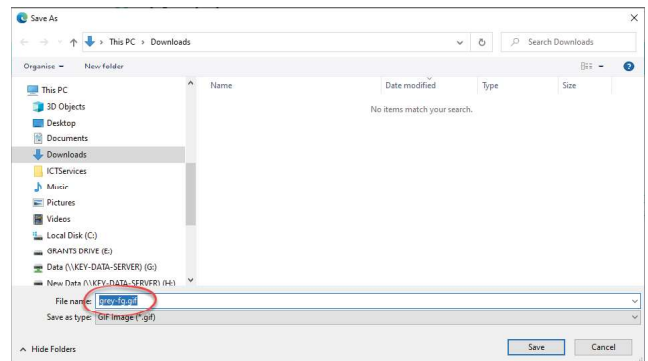
## How do I save a graphic from a web page?

The Copyright, Designs and Patent Act covers online content as well as printed material. You should check the licence of the image to ensure you have permissions to use it. If you are unsure - dont use it!

1. Right click on the graphic.
2. Click 'Save Image As...'



The 'Save Picture' dialogue box will be displayed.

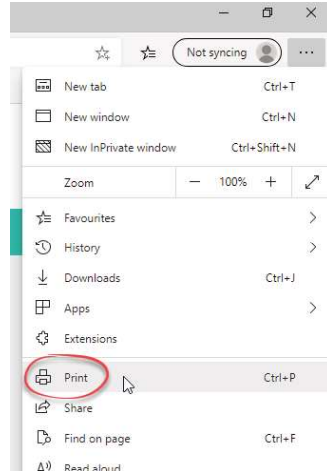


3. Locate the folder into which you wish to save the image.
4. Delete the image name and type a new name if required.
5. Click 'Save'.



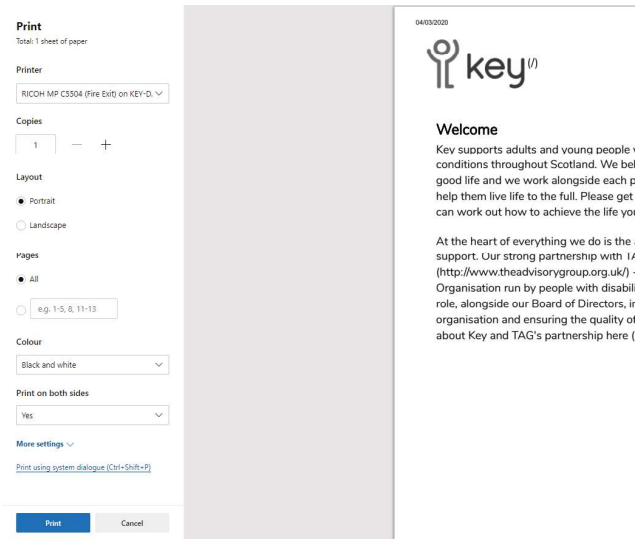
## How do I print a web page?

1. Click the menu button (the 3 dots in the right hand corner).
2. Click 'Print...'
3. Adjust any print settings as required (see next section).
4. Click 'Print'.



## How do I alter the print settings?

1. Click the menu button (the 3 dots in the right hand corner).
2. Click 'Print...'  
The 'Print' dialogue box will be displayed. Print options are displayed at the left hand side with a print preview available at the right hand side.



3. Alter the required options:
  - **Printer:** Select the required printer (if you have more than one option).
  - **Pages:** Choose 'All' to print the full web page or select the pages required.
  - **Copies:** Adjust to reflect the number of copies required.
  - **Layout:** Choose to print 'Landscape' or 'Portrait'.
  - **Colour:** Choose to print in 'Black and White' or 'Colour'.
  - **Print on Both Sides:** Choose whether print on both sides of the paper. Default option is 'Yes'.
4. Click the 'Print' button when done.

## How do I close the 'Print' window?

1. Click 'Cancel' to close without printing.



# Searching the Web

## What is a search engine?

You will not always know the web address of the web site you wish to visit in these cases you can use one of the many Internet 'search engines' to locate the information you require.

A search engine is a web page that allows you to enter a search term then displays a list of sites relevant to your term.

## What are the common search engines?

- <http://www.google.com>
- <http://www.yahoo.com>
- <http://www.bing.com>

Some search engines will automatically redirect you to the local version based on your location. If you know the address of the web site you wish to visit type it into the address bar NOT the search box.

## How do I search?

1. Type the address of the search engine (examples above) into the address bar and press <Enter>.
2. Enter your search term.
3. Press <Enter> or click the search button on the web page. A list of sites containing your search term will be displayed.
4. Click on one of the links to go to the web page.

The example below illustrates the results of typing "Key Community Supports" into Google.

[www.key.org.uk](http://www.key.org.uk) ▾  
**Key Support**  
Key provide personalised **supports** and housing solutions for people with disabilities and long term conditions across Scotland.  
[Jobs](#) · [Contact](#) · [Contact Key Housing](#) · [Working with Us](#)

[www.key.org.uk](http://www.key.org.uk) ▾ [Jobs](#) ▾  
**Jobs - Key**  
Welcome to our jobs page. Here you will find all the latest vacancies for both **Key** and **Community** Lifestyles. **Key** Vacancies. Display all open **Key** vacancies.

[www.key.org.uk](http://www.key.org.uk) ▾ [key-support](#) ▾ [in-your-area](#) ▾  
**In Your Area - Key**  
We support people in many local authority areas across Scotland. Our Area Managers are ...  
**Key Community Supports** – Glasgow South Community Lifestyles ...

[www.homecare.co.uk](http://www.homecare.co.uk) ▾ ... ▾ [Home Care Agencies in Glasgow](#) ▾  
**Key Community Supports - Clyde and East Dumbarton, The ...**  
**Key Community Supports** - Clyde and East Dumbarton, Glasgow, Glasgow City are featured on

## Are search terms case sensitive?

Most search engines are not case sensitive; Searching for 'Key' will provide the same results as searching for 'KEY', 'KeY' or 'key'.

## How do I limit a search?

If you end up with too many results add words to limit the search.

Use the minus sign (-) to show only pages which do not contain the word. Example Key community supports - Glasgow. This will show pages with have "key community supports" in them, any pages with the word Glasgow will be removed from the results.

## How do I expand a search?

If you get too few results try changing your search words or remove some if you have many.

Search engines allow the use of the tilde symbol (~) to search for synonyms of that word. For example, search for ~house will return results of sites containing 'house, home, property, housing etc'.

## Can I search a web site?

If a web site does not have its own search function it may still be possible to search it using a search engine.

1. Go to your preferred search engine page.
2. Type your search term.
3. Press <Space>.
4. Type site:<web address to be searched>.
5. Press <Return>.

The graphic below shows the result of searching for "jobs" on the Key website.

Search term - jobs site:www.keyhousing.org

Google

jobs site:www.keyhousing.org

All News Images Maps Videos More Settings Tool

About 2 results (0.28 seconds)

[www.keyhousing.org](http://www.keyhousing.org) ▾  
**Welcome to Key Housing**  
More details about Key Housing and the services we provide for our tenants.

[www.keyhousing.org](http://www.keyhousing.org) ▾ PDF  
**Inside: Newsletter for All Tenants of KEY Housing Summer 2015**  
local Job Centre Plus. Warm Home Discount Scheme. The Warm Home Discount Scheme can get people a discount of up to £140 from their electricity bills.

Images for jobs site:www.keyhousing.org