

DU Learning Guide

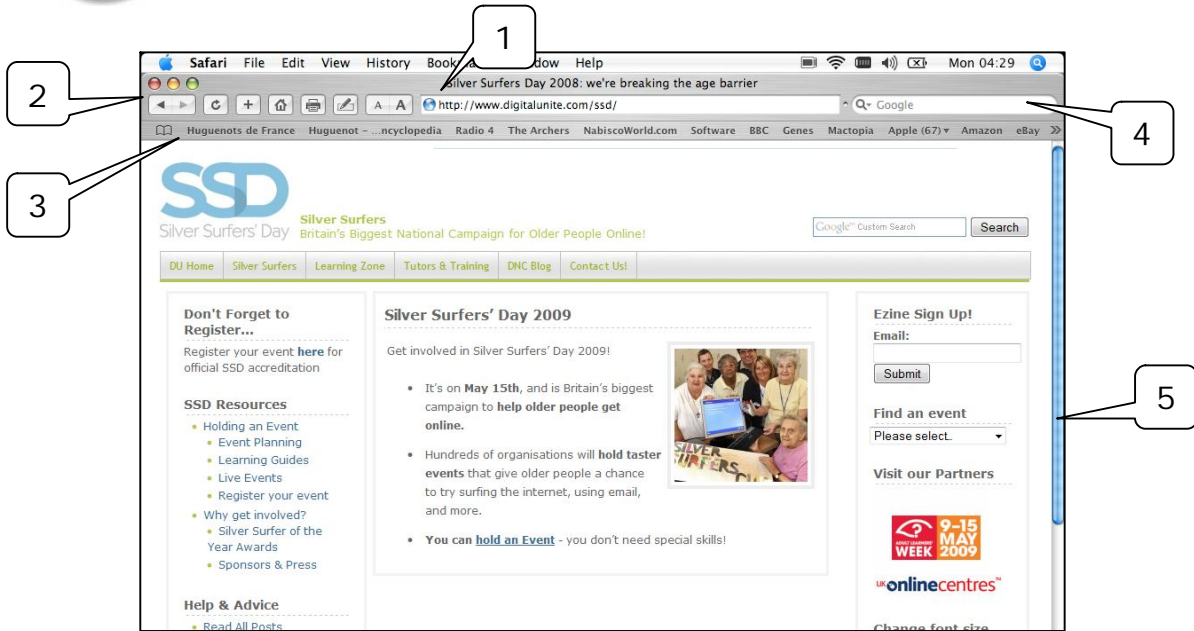
What is a Browser? (Safari)

"It's my window on the web."

Although there are many differences between an Apple Mac and a Windows PC there are also many similarities. Both of them need to have a **browser** in order to explore the web.



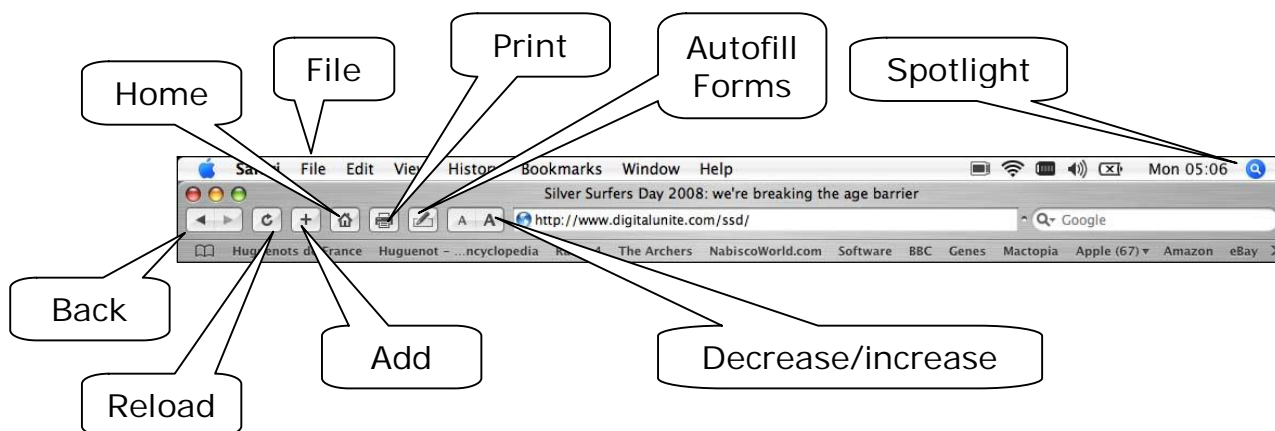
In the case of the Mac this is called **Safari** and the icon for this can usually be found on the dock at the bottom of the screen and looks like this. A single click on it will open your browser ready to start exploring the web.



Key parts of Safari are:

1. The **address bar** – the place where you type in the web address that you would like the browser to show.
2. The **toolbar** these allow you to navigate and carry out basic functions (see next page for more details).
3. The **bookmark bar** – you can add your favourite sites here to get to them quickly.
4. The **search box** – this one is set to the Google search engine so you can look up web sites without having to leave the page you are on.
5. The **scroll bar** – to move the page up and down.

The Toolbar



- Use the **Back** button to go back one page at a time and the forward button to return to where you were.
- Use the **Home** button to get back to your homepage no matter how many other sites you may have opened in the meanwhile.
- Use the **Add** button to bookmark sites so you can go back to them without having to search for the web address again. You can add websites to the *bookmark bar* if you use them often or to the general *bookmarks menu* if you only want it occasionally.
- Use the **Autofill forms** button to complete forms online such as name, email address etc – save a little typing.
- Use the **Print** button to print web pages or images.
- Use **Decrease/Increase** button to change the size of fonts on the websites whenever you need.
- Use **Spotlight** when you are looking for anything on your computer – it will find files, folders, images and applications.

By using the **File** drop down menu on the top bar next to the Apple logo you can also choose to open pages either in a new window or as a new tab.

Options for mailing the page either as the whole page or as a link are also to be found in **File**