

# Safari Tutorial

**This tutorial is an introduction to Safari, primarily for an Apple desktop computer - an iMac or MacBook. Safari in iOS, on an iPad or an iPhone, is very similar but modified to fit the smaller screens. I'll try and cover both.**

It is always best to use the current version of Safari as Apple's web browser is constantly being upgraded for security threats. On a Mac, the latest, Safari Version 10.0.3, is available after you upgrade to Sierra. Check **Safari/About Safari** to confirm. In iOS it's 10.2.1, look for upgrades in **Settings/General**.

On a Mac, open **Safari/Preferences** in the upper left corner to customize and personalize Safari: **General, Tabs, Autofill, Passwords, Search, Security, Privacy, Notifications, Extensions and Advanced**. The settings you chose here are all personal preferences but I will go through my selections in the class. Shirley Allan's Safari notes have lots of suggestions for which preferences to choose, as does the David Cox video, both linked to at the end of these notes. **Extensions** are third party apps that personalize and enhance your web surfing enjoyment by adding shortcuts to your Tool Bar. I've added 1Password, eBay & Adblock to mine. See: [safari-extensions.apple.com](http://safari-extensions.apple.com) for more information.

It's all much simpler on an iPad or iPhone, as Apple keeps tighter controls in iOS. You have control over some of these preferences under Settings/Safari. As a general rule, I have all the choices turned on (shows green on slider). Tip - Always turn your iPhone/iPad sideways to get a better web surfing experience!

On a Mac let's look at the Tool Bar across the top of your screen. Starting left to right, the three colored dots in the upper left corner: **Red Dot** - Close Safari, **Yellow Dot** - Minimize Safari into your Dock and **Green Dot** - enlarges Safari to Full Screen Mode. These are the same in any Mac application window - and you can grab any corner of your open Safari (or other Apple app) window to resize it.

On both Macs and iPads/iPhones next are **< Back** and **> Forward arrows** to move you back or forward a page in your web surfing. The next icon opens the Sidebar, I'll discuss this in more detail later. Next on my Mac I have a **Home Page** button, which may or may not show on your screen, but it's easy to add. Under the View Menu you can **Customize your Tool Bar** and add buttons such

as the Home Page or Print and Zoom. Just click and drag the items up anywhere onto your ToolBar above. If you have added Extension, they appear next.

In the center of your Tool Bar in both macOS and iOS is the **Web Address Box**. It is a dual action box, where you can type a specific web address, like [www.apple.com](http://www.apple.com) or a search term like 'apple computers'. Both will get you to Apple. You also get a dropdown menu listing top hits and your recent searches, in case you want to return to a page you were looking at earlier. Tapping the circle arrow in the right corner of the Web Address Box refreshes (or reloads) the webpage to insure the content is current. The speaker icon silences sounds. If a icon with horizontal lines appears in the left side of the box, clicking it converts that webpage to **Reader View**, stripping away ads, videos and other distractions.

Next icon to the right is the **Share** button, now universal to Macs/iPhone/iPad for all Apple apps. Your choices are many - Save to Reading List, Add a Bookmark, AirDrop to another Mac, send link via email or text (Messages), or post on Twitter or Facebook. The last icon is the **Show All Tabs** button which brings up all your open webpages and if you scroll down, will show you which websites you have open on your other Apple products (that use iCloud) - iPads, iPhones or Macs.

**Adding a Bookmark** is very useful for your favorite websites, ones you return to daily, like local newspaper or your bank. Just click on the Share button and select Add Bookmark. The **Favorites Bar** should appear right below your Tool Bar and shows all the websites you have tagged as Favorites. To view on in iOS, turn your device sideways. If it is turned off, you can show it by clicking on **View/Show Favorites** at the top of the screen (Settings/Safari in iOS). On a Mac you can also create Bookmark Folders, to combine, for example, all your shopping websites. You do this under the **Bookmarks/Edit Bookmarks** Menu. This is also where you can organize and rearrange all your bookmarks on your Favorites Bar.

It is easy to **create multiple Tabs** so you can click back and forth between webpages. Again, to view in iOS, turn your device sideways. Just click on the **+** icon in the gray bar near the upper right of the screen. If you don't see the **+**, open the View Menu and click on **Show Tab Bar**. (Settings/Safari in iOS) A word of caution, too many Tabs open take a lot of memory and slows your computer.

You open a new Safari Window by clicking **File/New Window**, but I encourage you to use Tabs instead, to avoid a very cluttered screen. Use the **File/New Private Window** to surf the web anonymously - you will note the Web Address Bar is dark to remind you that no history of your web browsing is being saved.

Great for comparison shopping as your searches can't be saved! Selecting DuckDuckGo as your Search Engine (Safari/Preferences/Search), accomplishes the same goal, but it is not as robust as the Google search engine. Open Private Windows in iOS by clicking on the Show All Tabs icon and selecting Private.

On Macs, the **Show Favorites** button (12 tiny dots in a 4x3 pattern), to the far left of your Favorites Bar switches your current open tab to a search screen showing an icon rich display of all your favorites, much like an iPad. The **Show Sidebar** icon up above in the Tool Bar (that we mentioned briefly earlier) is similar, but instead of switching, opens a sidebar with three tabs, the first tab shows your **Favorite** websites to the right. A second tab (with an icon of a set of glasses) opens your **Reading List**, listing all the websites you have saved with the 'Add to Reading List' with the Share button. These are websites, usually news stories, you may want to revisit once or twice - but don't want to clutter up your Favorites Bar with. I save to Reading List every day and like that it is available off-line for browsing while traveling. The third tab, labeled '@' are **RSS Feeds**, news highlights you subscribe to, that are delivered to you by news sites like the New York Times or the LA Times and magazines like MacWorld or Time.

**Safari on your mobile devices (iPad & iPhone)** is remarkably similar to Macs, however the tighter space on an iPhone/iPad makes the commands somewhat different. I'd recommend that you just tap away and experiment, you will see a lot of similarities - and some differences. A good website with lots of helpful tips on Safari on mobile devices: [www.imore.com/safari](http://www.imore.com/safari)

Safari has an excellent built-in Password that uses Keychain. But many bank and security websites block it from working, worrying you are on a public computer. **1Password** is my favorite Password Manager, password generator and digital wallet. It's now a subscription service that costs \$3 per month for all your devices - Macs, iPhone and iPad. As with all independent software, download only from the Mac App Store to avoid potential viruses - yes that happens frequently!

An excellent [free](#) tutorial video on Safari can be found at David Cox's website: [techtalkamerica.com/safari-full-tutorial-plus-tips-tricks](http://techtalkamerica.com/safari-full-tutorial-plus-tips-tricks)

Shirley Allan's full Safari tutorial is at: [rmug.weebly.com/2017-rmug-meeting-handouts.html](http://rmug.weebly.com/2017-rmug-meeting-handouts.html)

As always, find [all](#) our RMUG materials on our website at: [\*\*rmug.weebly.com\*\*](http://rmug.weebly.com)