Safari Basics Tutorial

This tutorial is a beginners introduction to Safari, primarily for an Apple desktop computer - an iMac or MacBook. See the final section for information on Safari on an iPad or an iPhone.

It is always best to use the current version of Safari as Apple's web browser is constantly being upgraded for security threats. The latest, Safari Version 8.04, is only available after you upgrade to Yosemite.

Let's look first at the Tool Bar across the top of your screen. The three colored dots in the upper left corner will: **Red Dot** - Close Safari, **Yellow Dot** - Minimize Safari into your Dock and **Green Dot** - enlarges Safari to Full Screen Mode. As with any Mac application window, grab any corner of your open Safari window to make it larger or smaller.

The icons next to the three dots are simply **< 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 up is the **Home Page** button, which may or may not show on your screen, we'll talk about customizing the Tool Bar later.

In the center of your Tool Bar is the **Web Address Box**. It is a dual action box, where you can type a specific web address, like www.apple.com or a search term like 'apple computers'. Both will allow you to go to Apple's home page. In a dropdown menu you can select your search engine, I recommend Google as the most robust option - but the new DuckDuckGo option allows you to search without leaving any history of what you were looking for. Just below that is a list of 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. Tapping the horizontal lines icon in the left side of the box converts the webpage to Reader View, stripping away any ads and other distractions.

Next icon to the right is the **Share** button, similar to the iPhone/iPad. 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. Next 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 - iPads, iPhones or other 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. If it is turned off, you can show it by clicking on **View/Show Favorites** at the top of the screen. You can also create Bookmark Folders, to combine, for example, all your shopping websites. You do this under the **Bookmarks/Edit Bookmarks** Menu. Click on the New Folder button at the bottom of the screen and rename it 'Shopping', then drag and drop all your shopping sites into it to create a folder. This is also where you can organize and re-arrange all your bookmarks on your Favorites Bar.

Under the View Menu you can also **Customize your Tool Bar** and add buttons such as the Home Page or Print and Zoom options. Just click and drag the item up anywhere onto the Tool Bar above.

It is easy to **create multiple Tabs** so you can click back and forth between webpages. Just click on the **+** icon in the gray bar near the upper right of the screen (a 'smart tool' pop up says 'Create a New Tab' when you hover over it).

You can also open a new Safari Window by clicking **File/New Window**, but I encourage you to use Tabs instead (see above), as you will otherwise wind up with 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.

The new **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 opens a new tab with a sidebar that 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 one or two times - 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.

Open **Safari/Preferences** in the upper left corner to customize and personalize Safari: **General, Tabs, Autofill, Passwords, Search, Security, Privacy, Notifications, Extensions, Advanced.** The settings you chose are all personal preferences but I have uploaded screenshots of my setting to our website for your reference. Also the video I have linked below gives a lot of suggestions for which preferences to chose.

Safari on your mobile devices (iPad & iPhone) is remarkably similar, however the tighter space on an iPhone 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.
Here is a good website with lots of helpful tips on Safari on mobiles:
http://www.imore.com/safari-ultimate-guide

1Password is my favorite Password Manager, password generator and digital wallet. It costs $50 on a Mac and is free for iPhone and iPad. Download <u>only</u> from the Mac App Store.

An excellent free tutorial video on Safari can be found at David A. Cox's website:
http://pcclassesonline.com/safari-full-tutorial-tips-tricks

As always, find all our RMUG materials on our club website at: **http://rmug.weebly.com**

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