Top 10 Internet tips and tricks

The Internet is a vast and powerful resource and can be overwhelming for some users. Below we have provided our top 10 tips and tricks for utilizing the Internet and an Internet browser.

Take advantage of tabbed browsing

Take full advantage of tabbed browsing on all Internet browsers. While reading an article or browsing a website, you may come across a link that interests you. Any link to another page can be opened in a new tabso it does not interrupt your reading. To perform this action, hold down the **Ctrl key** and left-click the link. If you have a mouse with a wheel, click the link by depressing the wheel instead of rolling it. Either of the methods opens a link in a new window.

To open a new blank tab, press **Ctrl+T** at the same time.

You don't need the http:// portion of a web page

When entering an Internet address, you do not need to type **http://** or even **www** in the address. For example, if you wanted to visit Computer Hope, you could type computerhope.com and press Enter. To make things even quicker, if you are visiting a .com address you can type

computerhope and then press **Ctrl+Enter** to type out the full https://www.computerhope.com address.

Quickly move between the fields of a web page

If you are filling out an online form, e-mail, or other text field you can quickly move between each of the fields by pressing the **Tab** key or **Shift+Tab** to move back a field. For example, in the example form below you can click in the "First Name" field type anything and press Tab to switch to the next field.

Example Form

First Name: [   ]
Last Name: [   ]
E-mail: [   ]

This tip also applies to buttons, if you press Tab the buttons can also be highlighted. Once a button is highlighted press the spacebar or enter to push the button.

With a drop-down box that lists dozens of options, you can press the first letter to scroll down to that letter. For example, click the drop-

down box below and then press "u" to quickly scroll to Utah.

State... ⌄

You can also use the autofill feature to fill in common form fields.

Know your Internet browser shortcuts

There are dozens of different shortcut keys that can be used with Internet browsers. Below are a few of our top suggested Internet browser shortcuts.

- Press **Alt+D** or **Ctrl+L** to move the cursor into the address bar.
- Hold down the **Ctrl key and press the + or -** to increase and decrease the size of text. **Ctrl+0** will reset the text.

- Press the **backspace key** or press **Alt key + left arrow** to go back a page.
- Press **F5** or **Ctrl+R** to refresh or reload a web page.
- Press **F11** to make the Internet browser screen full screen. Press F11 again to return to the normal view.
- Press **Ctrl+B** to open your Internet bookmarks.
- Press **Ctrl+F** to open the find box to search for text in the web page you are reading.