



## Safari

You probably know what Safari is by now; but there's a lot of things you can do with Safari that you might not know about. For example, you can enable tabbed browsing to cut down on window clutter, block annoying pop-up windows, and have Safari automatically fill in your personal information when you're making online purchases. Here are some of the things you can do in Safari.

### **Adding Bookmarks**

If you frequently visit certain websites or webpages, bookmark its location so you can return to it easily (you don't really want to keep typing out the URL or searching Google every time you want to visit, do you?). To bookmark a site or webpage that you're currently visiting, choose **Add Bookmark** from the **Bookmarks** menu. In the resulting dialog, type a name for your bookmark, choose where you want to keep it from the pop-up menu, and click Add.

### **Enabling AutoFill**

If you're an online shopper, AutoFill can make entering all that Ship To information way easier. Safari gets this information from your Address Book card, and will automatically fill in any relevant information into webpage fields. To enable AutoFill, choose **Preferences** from the **Safari** menu, click the AutoFill button, and select the "Using info from my Address Book card" checkbox. To make sure that your card is up to date, click the Edit button to open Address Book.

## Using Tabbed Browsing

1. To enable tabbed browsing, from the **Safari** menu, choose **Preferences**.
2. In the resulting dialog, click the Tabs button.
3. Select the "Enable Tabbed Browsing" checkbox.
4. Select any other options you wish, then close the window.
5. To use tabs, instead of opening a new browser window to display another webpage without losing your current one, Command-click a link to open the page in a new tab. You can switch back and forth between tabs by simply clicking the tabs.
6. If you want to create a new tab to enter a URL, choose **New Tab** from the **File** menu (or press Command-T), then type a URL or select a bookmark.

## Block Pop-Up Windows

Some websites feature pop-up windows that open automatically when you visit. Some sites use pop-up windows to display ads, some of which can be objectionable material, depending on the types of websites you visit. Other sites use pop-up windows to display more information about a selected item, or as a way for you to navigate to other areas on its site.

You can choose to block pop-up windows to keep unwanted advertisements from cluttering your Desktop. From the **Safari** menu, choose **Block Pop-Up Windows**. Do keep in mind that this may also block pop-up windows that may be useful.

## Search and SnapBack

Safari features built-in Google search directly in the browser. Just type what you're looking for in the Google field, press Return, and Google displays its search results in your browser window. As you explore your search results, Safari displays a SnapBack button in the Google field (it looks like a round, orange graphic with a white arrow), so you can instantly go back to your most recent Google search.



You might also see a SnapBack button appear in the URL address field if you start venturing away from the site that you originally started at; click the SnapBack button to go back to the last URL you typed.

## **Emailing Webpages**

Ever search the Internet and find an article that you'd love to send to someone? With Safari you can. You can send them a link to the page, or you can send them the page's entire contents, including all graphics and links that will work as long as the destination pages still exist. When you find a webpage that you'd like to send to someone:

1. From the **File** menu, choose either **Mail Contents of This Page** or **Mail Link to This Page**.
2. Mail opens and displays a new message window with either the webpage displayed in it, or a webpage link attached to it.
3. Type an email address in the To field, type a message to your friend if you'd like, and then click Send to send it.