

Tried and true tips for the Web

By Graeme Eggins

Based on readers' tips recorded by New York Times columnist David Pogue

- * You can enlarge the text on any Web page. In Windows, press CTRL and the plus or minus keys for bigger or smaller fonts.
- * The F11 function key in Windows toggles between full screen and your normal screen which can waste up to 25% of your vertical real estate. Very useful when reading articles on-line.
- * You can tap the Space bar to scroll down on a Web page one screenful. Add the Shift key to scroll back up.
- * Press CTRL + H to see the history of websites you have viewed in the past day, week and month.
- * When you want to type a new location in the address bar of the Internet, click once on what's there, which highlights it. Then start typing the new address. (Many people think you have to delete the old one first.)
- * Just because a particular piece of software comes pre-installed in Windows, that doesn't make it the "official" version. You can use Firefox, Chrome or Opera instead of Internet Explorer. You can use Thunderbird or Eudora instead of Outlook Express. It's allowed.
- * When someone sends you some shocking e-mail and suggests that you pass it on, and they include a link to Snopes to validate it, don't pass it on without actually reading the Snopes page! A favourite trick has become to include a link to a Snopes page which contradicts the content, on the assumption that most people will not actually read it.
- * When you're filling in the boxes on a Web page (like City, State, Postcode), you can press the TAB key to jump from box to box, rather than clicking. Add the SHIFT key to jump through the boxes backwards.
- * If you can't find some obvious command, like DELETE in a photo program, try clicking using the right-side mouse button.

* Most web browsers are configured to use a search engine. You can type in your search text ("U3A" etc.) into the address bar, rather than going to Google or other search engines. Some browsers will take you directly to the first match; some will take you to a list of results.

.

* ALT + ENTER opens a new tab for whatever you typed in the address bar in most browsers (or Google search bar, if you have it installed).

* After you enter words in a search box, just hit the ENTER key instead of using the mouse to click the SEARCH button. And the same goes for the address box in a browser or the last box on almost any online form.

* Be careful who you reply to when you receive an email from one person to a group of which you are a member. If you write an answer then hit REPLY you will send your message to the entire list, NOT just the intended recipient.

* When you get an e-mail message from eBay or your bank, claiming that you have an account problem or a question from a buyer, it's probably a phishing scam intended to trick you into typing your password. Don't click the link in the message. If in doubt, go into your browser and type "www.ebay.com" (or whatever) manually.

* Nobody, but nobody, is going to give you half of \$80 million to help them liberate the funds of a deceased millionaire...from Nigeria or anywhere else.

* In Firefox (and Internet Explorer 6) you can highlight a word or phrase in a web page, right click on it and have it do a Google search, which will open in a new tab in the current window (if you have the browser set up to open new tabs in the current window).

* Never ever send an email or post a comment in ALL CAPS. All caps indicates that you are shouting.

* If you would like to share a web article with a friend, rather than copy the entire page, (which will also copy the ads) look for a "printable version" or a "print" button (on the Web page).

A new window should open with a text version of the article; use CTRL A to select all, CTRL C to copy and CTRL V to paste it into your email.

When sending articles please consider including the URL (web address) in case your friend wants to access the original article on the web.

* When emailing a "mass mail out" (sports clubs, newsletters, season greetings, whatever) list ALL recipients as BCC (blind carbon copy), not "To", or "CC".

Each recipient will see the message addressed from your email addressed to 'undisclosed-recipient'.

They will thank you for helping to prevent the spread of their email address to every other name on the list, including potential spammers, unsecured computers and who knows what other nastiness.

Alternatively, put your own address as the "TO" and blind-copy everyone else.

* In **Firefox** clicking on the site symbol just to the left of the address bar brings up another little box that tells you if the website supplies identity information, and tells you if your connection to that site is encrypted or not.

Clicking on the other button "More Information" brings up another window with all sorts of information.

It tells you if you have visited the site before, if the site is storing cookies on your computers, (and a button to push to look at them), and tells you if you have saved any passwords for that site, and a button to push to view those passwords. Very handy if you use lots of different passwords for different sites and don't want to write down a list of them. (You will have to supply your master password to view the saved list it keeps.)