

## **EDGE, MICROSOFT'S BROWSER**

To launch Microsoft Edge, click the **Microsoft Edge** button (it's the solid blue E) on the Windows Taskbar.

### **Edge Replaces Internet Explorer**

Internet Explorer is no longer the default browser. In its place is a modern browser named Edge. Microsoft's Edge browser should be more standards-compliant and perform better. It also no longer supports ActiveX controls, so all those old Internet Explorer toolbars and plug-ins will no longer function. If you've been using Internet Explorer, this is the browser you'll probably be using instead. If you have used Internet Explorer before upgrading to Windows 10 and were satisfied with it, you don't have to use Edge. It's easy to place Internet Explorer on your Taskbar and use it as your default browser. If you were using Chrome or Firefox before the upgrade, you will want to continue browsing normally with one or the other.

If you want to use your familiar Internet Explorer browser, click on Start > Windows Accessories > right-click on Internet Explorer > Pin to Taskbar.

### **Work with Multiple Tabs in Windows Edge**

Tabbed browsing is an Edge feature that allows you to open multiple websites in a single browser window. You can open web pages in new tabs and switch between the pages by clicking their tabs at the top of the page.

Here's how to do it:

1. Open Windows Edge.
2. Click on the + at the top of the opening page.
3. Type the web address of your first selection and press Enter.
4. Once your first selection opens, click on the + tab at the top of the page again. You will be asked "Where to Next?"
5. Type the web address of your second selection and press Enter.
6. To add tabs for additional websites, simply follow steps #4 and #5.
7. You can now bounce back and forth from one website to another by clicking on the representative tab.
8. To close one of the websites, click on the X for the tab that the website represents.
9. When you are done, close the browser.

## Search Faster in the Address Bar

Enter your search in the address bar that appears either at the top of the page or the middle of the page, depending on how you have your home page organized. You'll get search suggestions, results from the web, your browsing history, and favorites right on the spot.

## Hub (Star) Is a Collection of All Your Web Things

Think of the Hub as the place where Microsoft Edge keeps the things you collect on the web. Select **Hub** (a set of three horizontal lines imbedded in a star) near the upper right corner of the window) to view your **favorites, reading list, browsing history, and current downloads.**

## Save Articles to Read Later

**Reading list** gives you a place to save web articles you want to read later. Just select ☆ from the Menu bar, then **Reading list**, and then **Add**. Later, when you're ready to read, go to the **Hub**, and select **Reading list** ☰. This feature will let you separate your web reading list from your web favorites.

## A Clean and Simple Read in the Font Size You Prefer

For a clean and simple layout, select  in the address bar to turn on reading view. This will bring whatever you're reading front-and-center. You can even change the reading view style and font size to suit your mood—**Select (...)** identified by three dots in upper right corner of the window, followed by **Settings**. From there, scroll down to Reading section.

## Sharing Web Pages

The Edge browser has an integrated sharing feature with a Share button (indicated by three small circles on the outer edge of a larger circle) on its toolbar. Tapping the Share button will open the system Share panel. You can extend the list here and share to more services by installing the appropriate apps from the Windows Store. For example, if you want to share on Facebook, install the Facebook app. If you want to share on Twitter, install the Twitter app. This provides you with an easy way of sharing web pages without any browser extensions. You can also tap the title of the page in the Share panel and choose to share a screenshot of the current web page rather than a link to it.

## **Browse the Web Using Inprivate Browsing**

InPrivate Browsing in Windows Edge enables you to surf the web without leaving a trail in your browser. This helps prevent others using your computer from seeing what sites you visited and what you looked at on the web. When you start InPrivate Browsing, Windows Edge opens a new browser window. The protection that is provided is in effect only during the time that you use that window. You can open as many tabs as you want in that window, and they're all protected. However, if you open another browser window, that window isn't protected by InPrivate Browsing. While you're surfing the web using InPrivate Browsing, Windows Edge stores some information like cookies and temporary Internet files so that the web pages you visit work correctly. However, at the end of your InPrivate Browsing session, this information is discarded.

Here's how to start InPrivate Browsing in Edge:

1. Open Windows Edge. The window that opens is not protected by InPrivate Browsing.
2. Click the More button (the three horizontal dots in the upper right corner).
3. Click on *New InPrivate window*.
4. On the next screen, type the name of the website you wish to browse in private.
5. When you arrive at that website, note that the word "inprivate" will appear in the upper left corner of the screen. Navigate the web as usual in this window.

## **Pin to Start**

Edge allows you to open the menu (designated by ... three dots in the upper right corner) and select Pin to Start to pin the current web page to the Start Screen as a tile, allowing you to open it quickly in Edge.

## **Open with Internet Explorer**

If you do need to open a web page with Internet Explorer, you can just click the menu button (three dots in the upper right corner) and select Open with Internet Explorer. As mentioned earlier, Internet Explorer is also buried in the Apps menu under the "Windows Accessories" folder. For example, you may need to do this if you need to use a legacy web app that requires a browser plug-in like Java or Silverlight.

## **Dark Theme**

Like many other modern Windows 10 apps, Edge includes a dark theme as well as its default light theme. To activate it, open the menu (three dots in the upper right corner), click on Settings, and then select “Dark” under “Choose a theme.”

## **Disable Flash**

Microsoft Edge includes an integrated Flash Player, just as Google Chrome does. This is one of the few plug-ins that works in Microsoft Edge. If you’d like to disable it for security reasons, you can do so by opening the settings menu (three dots in the upper right corner), clicking *View advanced settings*, and setting “Use Adobe Flash Player” to “Off.”

## **Favorites Bar**

You can activate the “Show the favorites bar” setting to get an always-present toolbar for easier access to your favorite web pages. Open the settings menu (three dots), click Settings at the bottom of the column, then the Favorites Bar *on*.

## **Change Your Default Search Engine:**

To change your search provider:

1. Open Microsoft Edge and click the menu button (that’s the button with three horizontal dots at the top-right corner of the Edge window). Select “Settings” in the menu. It is located at the bottom of the list.
2. Scroll down in the Settings panel and click the “View advanced settings” button near the bottom.
3. Scroll down again in the Advanced settings list and you’ll see the *Search in the address bar with* box. Click it and select “Add new.”
4. You’ll see a list of available search providers. Select the search engine you want to use and click “Add as default.”
5. If the search engine you want to use doesn’t appear here, be sure you’ve visited the preferred search engine’s homepage first. If you have and it still doesn’t appear, that search engine doesn’t support OpenSearch yet.

## **Set the Home Button**

You’ll find a variety of other ways to customize Edge’s interface in its Settings menu. For example, you can enable a Home button to quickly take you back to your preferred home page. Click the menu button (3 dots), select Settings and then Advanced Settings further down the list. Finally, click Show the Home Button to

on and select from one of your three choices: start page, new start page, or specific page.

## **Change the Homepage**

The homepage in Windows Edge is the page that loads automatically each time you start the browser. You can easily change the homepage and make it anything you want. It can be any web page on the Internet. It can be the default page provided by Edge when you installed Windows 10, the current page that's loaded in the active tab, or a new, empty tab.

To change the Edge homepage, follow these steps:

1. Open Edge.
2. Click on the three horizontal dots that appear near the upper right corner.
3. Move down to **Settings**.
4. Click on *Open with a specific page or pages*.
5. Select *Custom* from the list that appears immediately below.
6. In the *Enter a Web Address box*, type the address of your target homepage.
7. Finally, click the + sign to the right of the homepage you just selected.
8. When you close and then reopen the Edge browser, you will be taken to your preferred homepage.

## **Change Your Default Web Browser**

It is not surprising that Edge is the default browser in Windows 10. However, you may wish to use Internet Explorer, Google Chrome, or Mozilla Firefox (or one of the several other popular browsers). Here's how to accomplish the change in five steps.

1. Click Start and type in *default browser*.
2. Click the link that says *Choose a default web browser* when it appears in the list of your Start menu.
3. The Settings window will appear; click the *Default apps* heading on the left (it should already be highlighted).
4. On the right of the screen, look for the heading *Web browser* and click the icon.
5. A new window will appear with the title *Choose an app*. Select Internet Explorer or whichever browser you wish to use as your default.

## **Change the Download Location of a Link in the Edge Browser**

By far the easiest way to change the download location is to right click a link to a file you intend to download, then choose "Save Target As". You will then be prompted with a "Save as" window, which will allow you to navigate to any folder on your system to save the file.

## Turn On Autocomplete

From within your Edge browser, AutoComplete makes suggestions in a pull-down menu as you type information into your search bar. If this feature has been disabled in your Edge browser, you will certainly want to turn it back on. Follow these steps to do so:

1. Open Microsoft Edge.
2. Click on the Menu icon (three horizontal dots near the upper right corner).
3. Click on **Settings**.
4. Click on **View Advanced Settings**, followed by **Privacy and Services**.
5. Turn on the toggle switch to **Show search and site suggestions as I type**.

## Add Frequently Used Web Pages to Your Favorites

When you find a Web page that you would like to add to your Favorites for quick access later on, follow these steps.

1. Open the Edge browser.
2. Display the page that you would like to store as a Favorite.
3. Click on the **STAR** on the menu bar.
4. Assign a name to the favorite.
5. Click on either **Favorites** or **Favorites Bar**.
6. Favorites that you pin to the Favorites Bar will appear on a bar near the top of the browser.
7. Click on the Hub tab (three horizontal lines) on the browser's menu bar to view all the webpages in the Favorites list.

## When Websites Constantly Open Very Slowly in Your Browser

Pinpointing the exact reason for sluggish performances from your browser is difficult. However, resetting Edge to its original settings can help clear corruptions that can impact performance. Note that this action only resets Edge, not the entire Windows 10 operating system!

Resetting Microsoft Edge is not like resetting other browsers, however. Edge is a part of the Windows operating system, and cannot be uninstalled. There are different ways to tackle this problem, but you should try the basic method first.

1. Open the "Settings" menu by clicking the three horizontal dots in the upper right corner of the Edge window and choose "Settings."
2. Under Clear browsing data, click "Choose what to clear" and then click "Show more." There are a lot of data types here. Select them all and click "Clear." Restart your PC and re-open Edge for a clean slate.

## **The Browser Cache: What is it? How Do You Empty it? Why would you want to?**

The cache exists because of a basic assumption made by browser designers: the Internet is slow. More accurately, your internet *connection* is slower than your computer.

What that means is that it's faster to get something from your hard disk than it is to get it from the Internet.

Browser designers noticed that most web sites had many of the same elements on multiple pages. For example, if you look at a Web page, you may see a logo at the top. It may be at the top of *every* page on the site. So the thinking was, why download the same logo for every page? Why not just download it once and then keep it so we can use it again?

That's what the browser cache is for. The cache is nothing more than a place on your hard disk where the browser keeps things that it downloaded once in case they're needed again.

When you first visit a page on a Website, the browser downloads the logo into the cache, and then displays it on the page you're viewing. For each additional page you visit on that Website, the logo doesn't need to be downloaded again. As long as the same logo is displayed, it's already on your hard disk.

The cache has a size limit. When the cache gets full, the items in it that haven't been used in a while are discarded to make more space. And it's all happening silently and transparently to you. Until something breaks, of course.

### **Emptying the Cache**

The cache sometimes gets confused. This seems to happen to all browsers and at random and inexplicable times. What you'll see are partially loaded or badly formatted web pages, incomplete pictures, or, in some cases, the wrong picture in the wrong place.

It's not always a caching problem, but because it happens often enough, "clear your browser cache" is often one of the first diagnostic steps you'll hear from techs.

Here's how to empty the cache.

1. Select the three dots icon in the top right corner of the browser window to get to the settings menu.
2. In the settings menu, towards the bottom, click on **Choose what to clear**.
3. Select **Cookies and saved website data** and **Cached data and files**.
4. After the two are marked click on **clear**.

**CLEARING INTERNET EXPLORER'S CACHE:** Click the **Tools** menu (or click the gear icon in the upper right of the Internet Explorer window), and then the **Internet Options** menu item. In the resulting dialog box, under **Browsing History**, click the **Delete** button. In the resulting Delete Browsing History dialog, it's the **Temporary Internet files and website files** item that specifically refers to the browser cache, so check it. You can select or deselect other items as you see fit. Once you've done so, click the **Delete** button. Your browser cache is now empty.

**CLEARING FIREFOX'S CACHE:** Click on the "hamburger menu" in the upper right, and then click on **History**. In the resulting pop-up, click on the **Clear Recent History...** item. In the resulting dialog box, change the "Time range to clear" to be **Everything**, and then make sure that only "Cache" is checked. If you like, you can check other items to be cleared at the same time, but this focus is on the cache. Click **Clear Now**. Your browser cache is now empty.

**CLEARING CHROME'S CACHE:** Click the hamburger menu icon at the top right of Chrome, and then click **Settings**. On the resulting page, click on **Show advanced settings...** at the bottom of the page, and then, under **Privacy**, click on **Clear browsing data**. In the resulting dialog, ensure that **Cached images and files** is selected (others are optional, but the focus here is on only the cache). Also make sure that the "Obliterate the following items from:" drop-down menu is set to **the beginning of time** to clear the entire cache. Click **Clear browsing data**. Your browser cache is now empty.

### **An Empty Browser Cache**

Your browser cache is empty. An empty cache means there's no confusion. As you visit webpages hereafter, the browser will download fresh copies of everything you see on each page. You have simply forced your browser to rebuild its cache from scratch as it loads or re-loads web pages. Any cache-related issues should be cleared up.

### **View and Delete Browser History**

Your browsing history—including info you've entered into forms, passwords, and sites you've visited—is the information that Microsoft Edge remembers and stores on your computer as you browse the web. To delete your browser history:

1. Open Windows Edge.
2. Click the Star near the upper right corner.
3. Click on **History**.
4. Select **Clear all history**.
5. Choose the types of data or files you want to remove, then click **Clear**.

## Why You Should Consider More Than One Browser

An Internet browser is your window to the web, where you can find almost anything from the comfort of your own computer. Today, the Internet is widely used for media, research, communication, shopping and entertainment. The better your browser, the more you will see and experience.

Why should you use more than one browser? The main reason is that you will have a backup resource. If one browser fails and breaks down, you will always have another one to back you up. Another big advantage is that when you're trying to access a Web page and it's giving you trouble, you can always test it on another browser. That way, you will be able to see if it's the actual browser, the Web site or if it's some problem with your connection or firewall.

## Pin a Website to the Apps Menu

1. Open Edge from the Taskbar.
2. Click on the X tab at the top of the Edge window (or press CTRL + T).
3. Access the target website.
4. Click on the three horizontal dots in the upper right corner of the page.
5. Click on **Open with Internet Explorer**.
6. Click **Add site to apps**.
7. Click **Add**.
8. Click on Start button (lower left corner of Taskbar).
9. Click **All apps**.
10. The target website is now listed in alphabetical order on the All apps list.

## Extensions in Microsoft Edge

To find an extension and add it to your browser:

1. Open **Microsoft Edge** and select **More (...)** > **Extensions** > **Get extensions from the Store**.
2. Select the extension you want, and select **Free** to install it.
3. Once the installation is complete, switch back to Microsoft Edge.
4. Read the notification about what the extension will be allowed to do, and select **Turn on**.