

TABBING IMPORTANT INFORMATION FROM THE INTERNET

As you surf the web, you may come upon a page that you want to keep available while you visit other sites. That page may contain important information that you need to reference, or it might be a page that you want to examine later on.

Instead of leaving the page and trying to find it again later, **Microsoft Edge** lets you keep the page open in a special section of the browser screen called a tab. You can then use a second tab to visit another site and then resume viewing the first site by clicking its tab.

To use tabs in this manner:

1. Open a website and click a tab (+) located at the top of the browser.
2. A new tab will be created (called *blank tab*)
3. Type the address for the new webpage and it will appear in place of the blank tab.
4. You can open as many new tabs as you like by just following the three steps above.

Set these tabs aside...

If after examining the site, you decide that you want to keep the tab open, you can “set the tab aside” by clicking on the box located at the extreme left of the tabs. These tabs will be retained until you close down the browser.

Remember: even though you have closed your browser, the site you have visited will be recorded in your history for possible later use.