

Esse non videri: "To be, not to seem."

Using the Firefox® Internet Browser

Faculty & Staff Technology Training
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What is Firefox®?

Firefox® is an open source Internet browser developed by the Mozilla Foundation based on the code released by Netscape. Open source is a model of software development that allows a product's code to be freely available to view and modify, usually with the expectation that any changes made will be given back to the community for its use. This permission to view and change code allows those with interest and skill in the product to contribute changes. This allows any Firefox user to develop new features for the browser and share them with any interested party.



The main difference between Firefox and the Mozilla Suite is that Firefox is a web browser only. Whereas, the general term "Mozilla" refers to a combination of browser, email client, and HTML editor.

Firefox automatically disallows pop-ups and spyware, features a customizable interface, tabbed browsing windows to reduce clutter, integrated security features, useful printing features, and an interactive *Find* feature.

Opening Firefox

To launch the Firefox Internet browser, either:

- Double click the Mozilla Firefox shortcut icon on your desktop. – OR –
- Click the **Start button**, then **Programs**, then the **Mozilla Firefox folder**, and finally the **Mozilla Firefox icon**.



Navigating Web Pages

Following Links

When you launch Firefox, you are brought to the SJC web site (www.sjcnj.edu). This is referred to as your **Home Page**. When viewing a web page you can scroll up and down to read text and view images. If you see a **link** to something else that interests you, you can left-click to follow it. Most links are a distinctive color and underlined. However, any time you move your cursor over something (text or an image) and it becomes a pointing hand, you have found a link.



Generally, links you have visited will change color (most sites use the standard coloring **blue for unvisited links** and **purple for visited links**).

Location Bar

The **Location bar** at the top of the browser window shows the URL (web page address) of the site you're viewing. You use the Location bar to enter in a web site address for a different site. To go to a particular web site, follow these steps:

- 1) Click once on the address currently visible in the Location bar.
- 2) Press the delete key on your keyboard.
- 3) Type in the URL of the web site you'd like to visit.
- 4) Press the enter key on your keyboard.



TIP: Click the down-arrow on the far right of the Location bar to see a list of all URLs you have typed in (not sites you have visited, only the ones you have typed in yourself).

Toolbar Buttons

If a web page did not load correctly or completely, or if you suspect you are not looking at the most recent page content, you should click the **Reload** button to refresh the contents of that page.

Once you have visited a few web sites, you can **navigate backwards** through visited web pages by clicking the green left arrow on the Firefox Navigation toolbar (*see Figure 1*). If you back up too far, click the green right arrow on the toolbar to **move forward**. To back up or go forward more than one page, click the drop-down arrow next to either arrow button to get a list of sites to choose from. You can also right-click either button to see a list of pages you've visited during the browsing session.

The button that looks like a **house** will always take you back to your home page. Use the button that looks like a **printer** when you need to print web pages (*see the related section later in this manual*). If the page is taking too long to load, you can stop the process by clicking on the **Stop** button. Sometimes a page will load faster on the second or third try. Press the **Reload** button to try loading the page again.

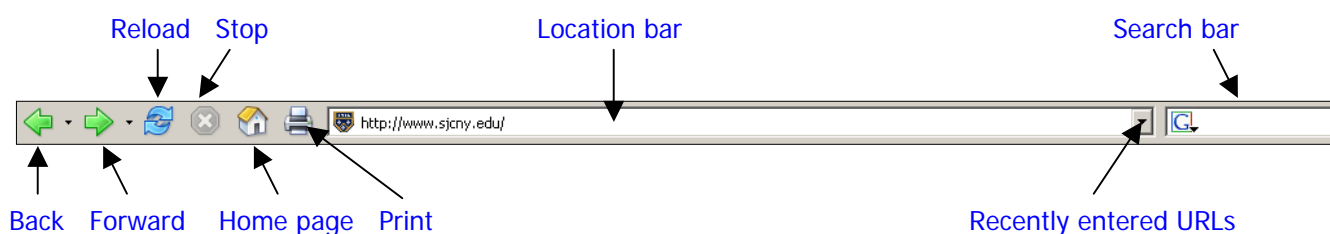


Figure 1: The Firefox Navigation toolbar.

Tabbed Browsing

Firefox uses a feature known as **Tabbed Browsing** to allow multiple browser sessions to be opened and manipulated within the same Firefox window. This frees up space on your Windows taskbar and allows you to browse many sites conveniently from within one Firefox window. You don't have to use tabbed browsing, but if you do you might find tabbed browsing is a better, faster way to browse the Web.

Opening Tabs

To work with tabbed browsing, follow these steps:

- 1) Open the Firefox browser. The SJC web site appears.
- 2) To open a new tab, press **CTRL+T** or select **File→New Tab**.
- 3) Type in the URL of the web site you'd like to visit in the Location bar and press the Enter key (type in www.yahoo.com for practice purposes).
- 4) You will see 2 two tabs located just below the browser's toolbar and Location bar (*see Figure 2*). One has a SJC title and the other has the title of the page you are visiting. You can easily move between the two web sites by simply clicking the appropriate tab.



Figure 2: Two open tabs below the Navigation bar.



TIP: After typing in a URL in the Location bar, press **ALT+Enter** to open the address in a new tab.


Moving Tabs Within a Window

Tabs are displayed in the order you open them, which may not always be what you want. To move a tab to a different location within a Firefox window, simply drag it there using your mouse. While you are dragging the tab, Firefox displays a small indicator (usually a purple down arrow) to show where the tab will be moved (see *Figure 3*).



Figure 3: The purple arrow indicates a new tab location.

Closing Tabs

To close the current tab, press **Ctrl+W**, click the **Close Tab button**  on the right side of the browser window or select **File→Close Tab**. To close all tabs other than the current one, right-click on any tab and choose **Close Other Tabs**.

Loading Links in Tabs and Other Options

You can easily load any link found on a web page in its own tab. When you locate the link on a page (when the mouse arrow changes to a hand) *right-click* the link and choose **Open in New Tab** from the context menu (see *Figure 4*). Find a link on the SJC web site and try right-clicking it to open in a new tab.

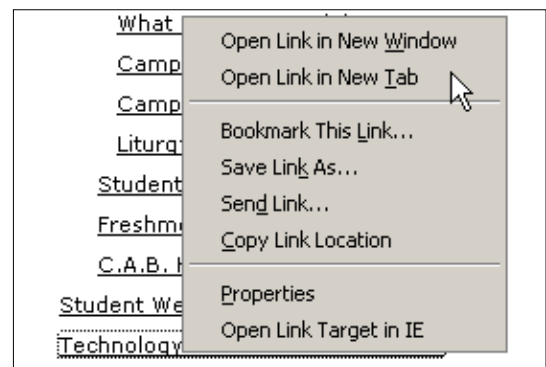


Figure 4: Right-click a link to open in a new tab.

There are other ways to control how tabs work. If you right-click on a tab, you will see a context menu (see *Figure 5*). Here you're able to create new tabs, reload the current tab, reload all tabs, close other tabs, bookmark the tab (see *page 6*) and finally close the selected tab.



Figure 5: Right-click a tab to view these options.

Adjusting Tab Open Options

You can control how Firefox opens tabs using the options found under **Tools→Options** and then the **Tabs** heading at the top of the dialog box. You can open links from other applications in a new window or a new tab in the most recent window (see *Figure 6*). Additionally, you can force links that open new windows to open in a new tab. For example, if you are reading a message in your Webmail account and you click a link in the e-mail, Firefox will then launch the link in a new tab in the same window.

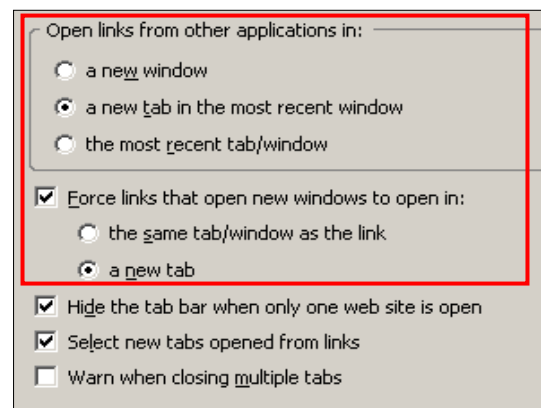


Figure 6: Tab options

Bookmarks

Bookmarks provide a permanent way to remember and store web pages you find useful or refer to often. Other Internet browsers may refer to them as *Favorites*. The sections below will help you add, delete, view, rename and organize Firefox bookmarks.

Adding

You can add a web page to your Bookmark list using one of three easy methods:

- To bookmark a web page, *right-click* on the page and choose **Bookmark This Page**.
- Click **Bookmarks**→**Bookmark This Page** from Firefox's menu bar (see Figure 7).
- Use the keyboard shortcut **CTRL+D**.

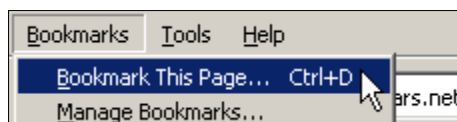


Figure 7: The Bookmarks menu option.

No matter which method you choose, you'll be prompted to either keep or change the bookmark name and choose its location (see Figure 8). By default, the page will be saved in the *Bookmarks folder*. This list will appear in the drop-down menu when you click **Bookmarks** from the menu bar. Click the OK button to save the site as a bookmark.

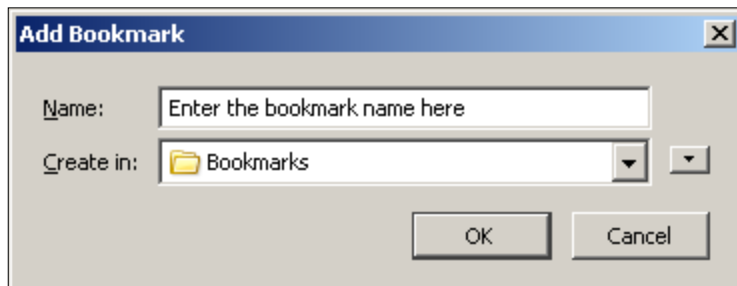


Figure 8: The Add Bookmark dialog box.

Let's practice adding bookmarks:

- 1) Go to the main SJC web site (type in www.sjcnj.edu in the Location bar or click the **Home** button on the browser's toolbar).
- 2) Use one of the three methods listed above to add the bookmark.
- 3) Keep the suggested bookmark name and leave the *Create in* folder as *Bookmarks*.
- 4) Click the OK button to finish.
- 5) Repeat these steps to add a second bookmark of your choosing.

Viewing

To view the list of your stored bookmarks, simply click the **Bookmarks** menu and browse the list. Left-click once on the name of the bookmark to visit a stored site.

Deleting

You can quickly delete a bookmark from your list by following these steps:

- 1) Click the **Bookmarks** menu.
- 2) Scroll the list to locate the bookmark you want to delete.
- 3) *Right-click* the name of the bookmark and choose **Delete** from the context menu that appears. Once deleted, the bookmark cannot be retrieved.

Organizing Using the Bookmarks Manager

Firefox's **Bookmarks Manager** is a very useful tool for working with your saved bookmarks. It allows you to rename, rearrange, sort, edit and import/export bookmarks. Open up the Bookmarks Manager window by going to **Bookmarks→Manage Bookmarks...** The Bookmarks window displays bookmarks and folders in a list (see *Figure 9*). The bookmark names are the same ones that appear in the Bookmarks menu. The following picture is of the Bookmarks Manager window.

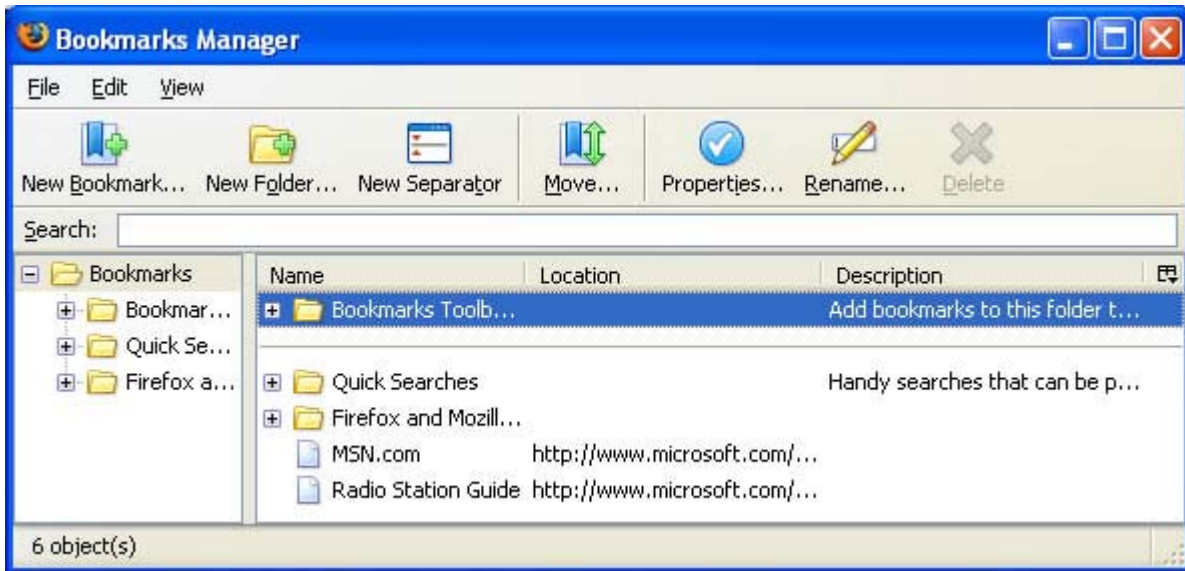


Figure 9: The Bookmarks Manager window.

Setting Up Bookmark Folders

Setting up folders to store your bookmarks is easy.

- 1) Click the **New Folder** button on the Bookmarks Manager toolbar or choose **File→New Folder**.
- 2) Enter a folder name in the *Name* field and if necessary, add a short description of the folder contents in the *Description* area (see *Figure 10*).
- 3) Click the OK button when finished.
- 4) For practice purposes, create two folders: one called **SJC Links** and the other **Useful Links**.

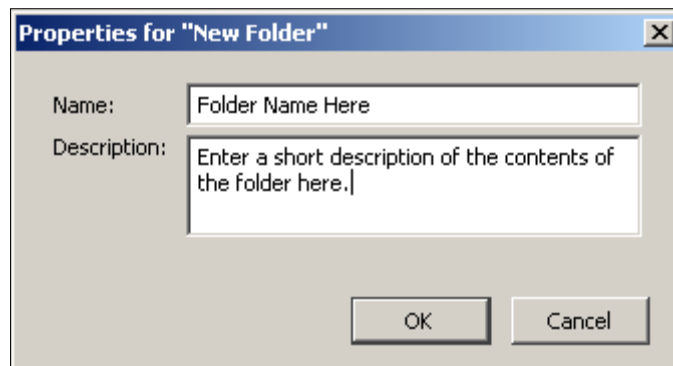


Figure 10: The folder properties dialog box.

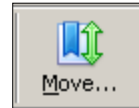


TIP: If you don't see a toolbar in your Bookmarks Manager window, simply click the **View** menu and then choose **Toolbar**.

Moving Bookmarks

You can rearrange bookmarks, or place them into folders, by using the **Move** button.

- 1) Click the St. Joseph's College bookmark in the Manager window.
- 2) Click the **Move** button on the Bookmarks Manager toolbar or choose **Edit→Move Bookmarks**.
- 3) In the window that appears, click the newly created **SJC Links folder** and then click the OK button to move the bookmark into the folder.



Renaming Bookmarks

You can rename a bookmark in your list by using the Bookmarks manager.

- 1) Click the St. Joseph's College bookmark.
- 2) Click the **Rename** button on the Bookmarks Manager toolbar.
- 3) In the bookmark properties dialog that appears (*see Figure 11*), either add to the existing name or delete it and enter a more descriptive name that easily identifies the bookmark.
- 4) Click the OK button when finished.
- 5) For practice purposes rename the *St. Joseph's College – New York* bookmark to **SJC Web Site**.

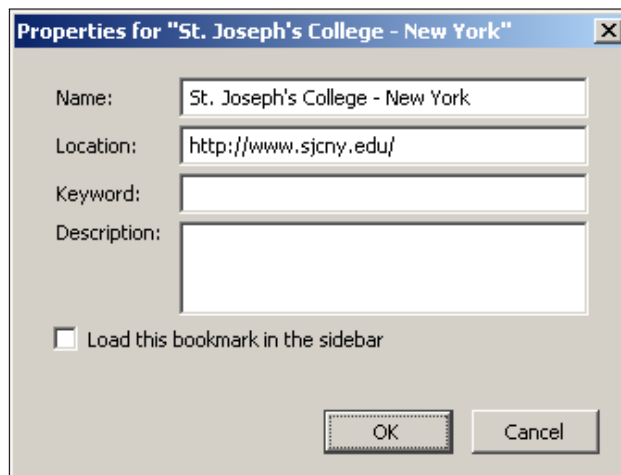


Figure 11: The Properties dialog box for a particular bookmark.

Searching for Bookmarks

As you continue to store bookmarks and the list grows, it can be more difficult to locate ones you need. Using the **Bookmark Search bar**, you can quickly narrow down long lists of bookmarks to locate just the ones you need to view at a given moment.

- 1) Enter a search term or keyword in the **Search bar** located just under the Bookmarks Manager toolbar (*see Figure 12*).
- 2) Firefox displays just the bookmarks that contain the keyword or phrase in the *Name* field.
- 3) Delete the search keyword or phrase to display all of your bookmarks.

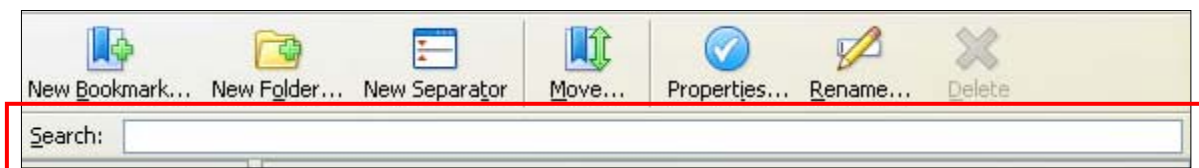


Figure 12: The Bookmark Manager Search bar.

Closing the Bookmark Manager

When finished with the Bookmark Manager window, close it by clicking **File**→**Close** or by clicking the **X** in the right corner.

Using Tab Groups

There are two ways to use the **Tab Groups** feature in Firefox: open all bookmarks stored in a particular folder in separate tabs or open multiple tabs and save them all as a *group* (bookmark folder).

Method 1: After adding bookmarks to a bookmark folder view the contents of the folder in the Bookmarks menu (for example, the *SJC Links* folder). The bookmark folder contents are displayed, along with an additional item at the end named **Open in Tabs** (as shown in Figure 13). When you select Open in Tabs, all the bookmarks in that folder are opened in individual tabs. Keep the number of bookmarks in a folder that will be opened as a group to a manageable number—say, fewer than five.



Figure 13: Opening a tab group menu option.

Method 2: The other method of using Tab Groups requires that you open multiple tabs and load a web site in each one. This is really useful if, for example, you are researching a particular topic and you have several tabs open that each contains something relevant to your research. Rather than bookmark each tab individually, you can create a group (folder) to store all of the open sites for quick referencing later.

- 1) Press **CTRL+T** three times to open three new tabs.
- 2) Enter in a web site URL in each of the three tabs and press the Enter key to load each one.
- 3) To save all open tabs as one tab group (essentially a bookmark folder) either click **Bookmarks**→**Bookmarks All Tabs...** or use the keyboard shortcut **CTRL+SHIFT+D**.
- 4) In the dialog that appears (see Figure 14) remove the [Folder Name] and replace it with a more relevant bookmark folder name.
- 5) Click the OK button when finished.
- 6) Click the **Bookmarks** menu option and look for the newly created folder name. All of the saved links are contained in the folder.

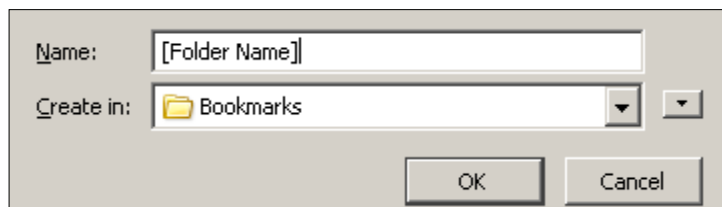


Figure 14: The Bookmark All Tabs dialog box.

Using the Sidebar

Firefox can be used with the **Sidebar** displayed on the left side of the browser window. It contains either your web page History list or your Bookmarks. To display the Sidebar, click **View**→**Sidebar**→**History (or Bookmarks)** or use the keyboard shortcuts **CTRL+B** to display Bookmarks or **CTRL+H** to display History.

Using the Searchbar

Firefox has simplified Internet searching by integrating a web search feature directly into the browser. Though the primary engine used by this search tool is Google, other engines can be used as well.

To search for a web page, type the text to search for in the **Google Search Bar** at the top right corner of the browser window and then press the **Enter** key. A Google results window will open.

You can also perform web searches using the additional search engines such as Yahoo.com, Amazon.com and Answers.com. To change search engines, click the small black down arrow to the right of the currently selected search engine icon (as shown in the red box in Figure 15). Click the engine you want to substitute. The symbol for that search engine will now replace the Google symbol in the Searchbar, indicating that it is now the active search engine. Then, enter your search term(s) and press the **Enter** key.



Figure 15: The Search Bar

To clear the search history right-click in the search bar area and choose **Clear Search History**.

Finding Text on Web Pages

If you want to search for a particular word or phrase within a web page, go to **Edit→Find in This Page** or use the keyboard shortcut **CTRL+F**. The **Find toolbar** appears at the bottom of the screen (see Figure 16). Type in the text you want to search for in the white box. As you type, Firefox highlights, and jumps to, the first instance of the search term on the page. To find the next instance of your search term, click the **Find Next** button. If Firefox does not find the text in the current page, the background of the text field will turn red and an alert appears in the Find toolbar indicating the phrase was not found.



Figure 16: The Find toolbar

While searching for a text string, choose from the following search choices as found on the Find toolbar:

- **Find Next** (or CTRL+G): find text in the page that is below the current cursor position.
- **Find Previous**: find text that is above the current cursor position.
- **Highlight**: highlight occurrences of your search string in the current page.
- **Match case**: limit the search to text that has the same capitalization as your search string.



TIP: Firefox allows you to search for words you select within a web page:

- 1) Select (highlight) any words in a web page.
- 2) Right-click and choose "Search Web for [your selected words]" from the menu. Firefox opens a new tab and uses your default search engine to search for your selected words.

To practice finding text on a web page, follow these steps:

- 1) Go to the SJC home page and click **Edit→Find in This Page**.
- 2) In the find text box enter the word **college** and click the **Find Next** button. The first instance of the word on the page is located and highlighted. Click the **Find Next** button again to locate the second instance. Click the **Close** button (small orange x) to close the Find toolbar.

Printing Web Pages

Page Setups

To customize how pages are printed in Firefox, you can use **Page Setup**. When viewing a web page, click **File→Page Setup**. In the *Format & Options* tab (see Figure 17) you can choose page orientation (portrait or landscape), scale or have pages shrink to fit page widths automatically. In the *Margins & Header/Footer* tab (see Figure 17) you can adjust printed page margins, as well as choose what you want or don't want included in the headers and footers (title, page numbers, date and time, etc.).

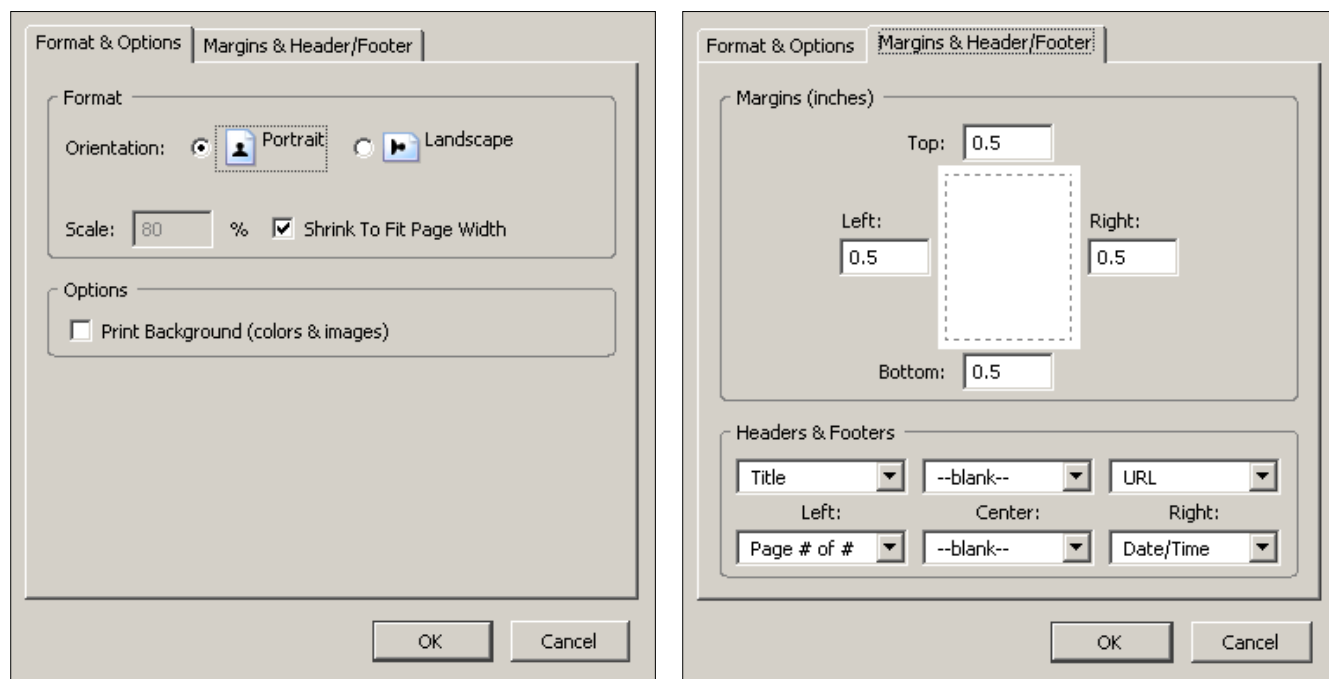


Figure 17: The Page Setup dialog boxes (use the 2 tabs at the top).

Print Preview

To have an early peek at how a page will look before it is printed, you can use **Print Preview**. When viewing a web page, click **File→Print Preview**. To close the preview simply click the **Close** button.

In Print Preview, you can use the following features on the preview toolbar (shown in Figure 18):

- **View a preview of each page:** Click the Next, Previous, First, or Last arrows to move between pages.
- **Change the scale (size) of pages:** In the Scale drop-down menu, choose any amount from "30%" of the original size to "200%" to vary the amount of information on the printed page. To automatically resize pages so that they fit the width of the paper, choose "Shrink to Fit". You can also type in your own percentage by choosing "Custom...".
- **Change the orientation of the page:** Choose Portrait to position the page with the shorter side facing up. Choose Landscape to position the page sideways with the longer side facing up.
- **Go to Page Setup:** Click the Page Setup button to further customize pages you want to print.
- **Go to Print:** Click the Print button to print the pages.

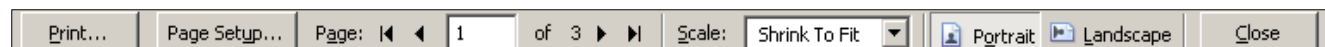


Figure 18: The Print Preview toolbar

Printing Only a Portion of a Page

You can print only a portion of a web page (for example, a paragraph from a lengthy page) using the steps listed below:

- 1) Select (highlight) the portion of text in the current page you would like to print.
- 2) Click **File**→**Print**. The print dialog box will appear.
- 3) Under the *Print Range* area, click **Selection** (see Figure 19).
- 4) Click the OK button to print.

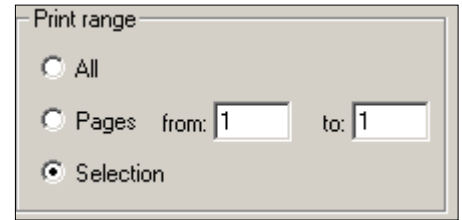


Figure 19: The *Print Range* area of the Print dialog box.

Open Other File Types in Firefox

When opening files from within Firefox (Word or Excel documents for example) you may notice that Firefox handles these requests slightly different than other browsers. You can control the behavior of file downloads by using either the left or right mouse buttons to obtain the files. There is no trick to downloading files, but you should be aware of what happens on screen when you attempt to grab a file sent via e-mail attachment in your SJC Webmail account or one you find on a web site.

Using the Right-Click Method (Saving Attachments)

To download and save a file attachment you receive in an e-mail message in your SJC Webmail account, without opening the file, follow these steps:

- 1) *Right-click* either the file link towards the bottom of the e-mail or the paper clip icon.
- 2) From the context menu that appears, click "Save Links As..." (see Figure 20).

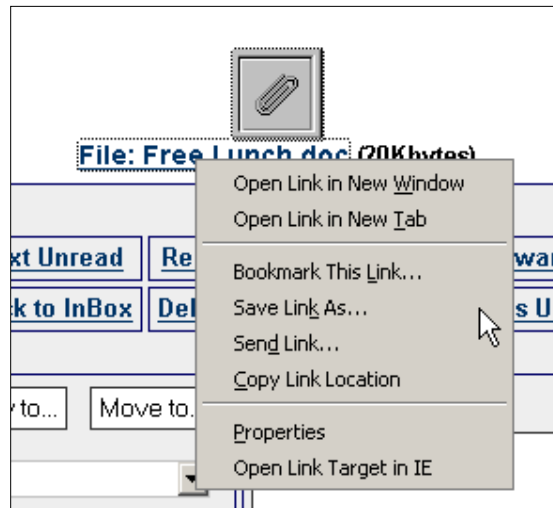


Figure 20: The right-click menu option for a file attached to an e-mail.

- 3) In the *Save As* dialog box that appears, browse to the folder or drive location where you'd like to save the file and click the **Save** button.

Using this method, you can open the saved file outside of Firefox whenever you want. The file is only copied from the original e-mail message; it is not removed.

Using the Left-Click Method (Viewing Attachments)

To download and open a file attachment (directly from within Firefox) you receive in an e-mail message in your SJC Webmail account, follow these steps:

- 1) *Left-click* either the file link towards the bottom of the e-mail message or the paper clip icon.
- 2) In the dialog box that appears (see Figure 21), click the radio button next to the option "**Open with**" and then choose the appropriate program in the drop down list to the right. For example, if the file you are trying to open is a document, choose "Microsoft Word for Windows" in the drop down list.

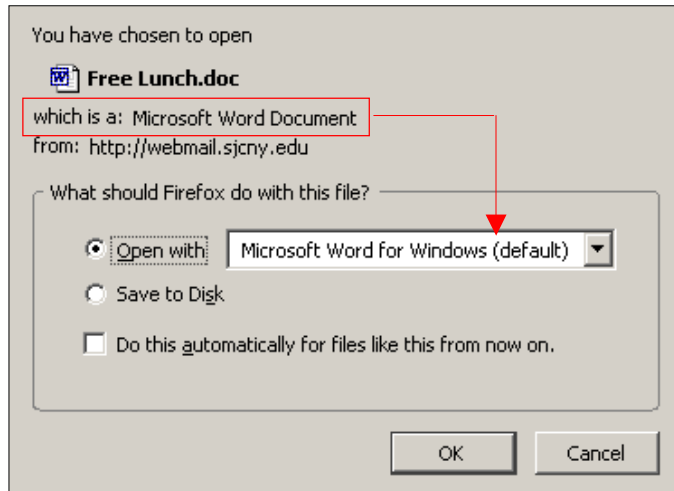


Figure 21: The Open file attachment dialog box.

- 3) Click the OK button.
- 4) To save the attachment from within the associated program simply click **File→Save As** and then browse to the folder location where you want to store the file (My Documents folder, etc.).

NOTE: The following items may or may not display depending on your browser's tab and download settings.

At this point, you may notice several changes in your screen view of Firefox. Firefox will briefly display the file attachment in the appropriate program. Then, this application is usually automatically minimized to your Windows Taskbar. Within a few seconds, the **Downloads Complete** window appears in the lower right corner of your screen with an indication that the download has completed (see Figure 22). This popup will disappear after a few seconds.

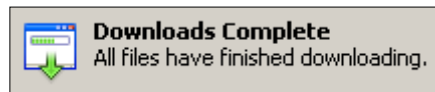


Figure 22: The Downloads Complete popup.

You may notice a dialog box on screen after downloading the file. A Firefox **Download Manager** window appears if the option to "*Close the Download Manager when all downloads are complete*" box is unchecked. This option can be checked or unchecked when found under **Tools→Options**, then the **Downloads** button at the top. If necessary, you can simply close the dialog box using the black X in the upper right corner of the window.

Additionally, you may have an extra empty tab or Firefox window open. The title of the tab or window may appear as "Untitled". If a new tab appeared, simply close it using the small x in the orange square at the end of the tab bar (or *right-click* on **Untitled** and choose **Close Tab** in the popup menu).



Figure 23: The close button at the right end of the tab bar.

If a new window appeared (you will see an **extra** Mozilla button at the bottom of your screen in the Windows Taskbar) click the black X in the upper right corner of the window to close it.

Keyboard Shortcuts

The table listed below contains some of the more useful keyboard shortcuts for Firefox.

Common Keyboard Commands for Firefox	
Press this	To do this
Ctrl + D	Add a bookmark
Ctrl + B	Open Bookmarks in the Sidebar
Ctrl + W	Close a tab
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + F	Find on this page
Ctrl + P	Print
Ctrl + A	Select all items on a page
Ctrl + T	Open a new tab
Ctrl + Tab	Move to the next open tab
Ctrl + L	Select the Location bar
Ctrl + K	Perform a web search using the Searchbar
Ctrl + -	Decrease page text size
Ctrl + +	Increase page text size
Alt + Enter	Open a web site URL in a new tab (after typing the URL into the Location bar)
Esc	Stop loading a page
Backspace	Move back a page
Shift + Backspace	Move forward a page (after moving back a page)
End	Go to the bottom of a page
Home	Go to the top of a page
F11	Full screen
F1	Help
F5	Reload a page

Notes

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