

# Mozilla® Firefox 2 Training Firefox Quick Reference Card

### Firefox Window



### Keystroke Shortcuts

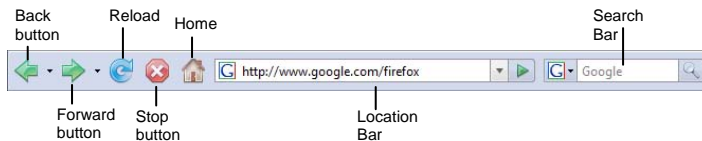
#### General

Find	<Ctrl> + <F>
Open new window	<Ctrl> + <N>
Print a Web page	<Ctrl> + <P>
Select all items	<Ctrl> + <A>
Zoom in	<Ctrl> + <+>
Zoom out	<Ctrl> + <->
Full Screen Mode	<F11>
Help	<F1>

#### Navigation—Go To

Cycle through items on a web page	<Tab>
Up One Screen	<Page Up>
Down One Screen	<Page Down>
Home page	<Alt> + <Home>
Refresh page	<F5>
Stop download	<Esc>
Go forward	<Ctrl> + <->
Go backward	<Ctrl> + <←>

### The Fundamentals



- A web address is also called a Uniform Resource Locator (URL) and it is made up of several parts: **http://** Hypertext Transfer Protocol, the set of rules for exchanging files on the World Wide Web. **Domain name:** The unique name that identifies an Internet site. Domain names have two or more parts separated by dots. For example **www.ask-edi.com** or **www.bcbsks.com**.
- **To Open a Web Page:** Click the **Location Bar** and type the address of the Web page. Or, press <Ctrl> + <L> and enter the address.
- **To Open a Hyperlink:** When the mouse points at a hyperlink, the text is underlined and the cursor changes to a hand icon. Click the hyperlink to open the target of the hyperlink.
- **To Open a Hyperlink in a New Tab:** Press and hold <Ctrl> and click the hyperlink.
- **To Reload a Web Page:** Click the **Reload** button on the Location Bar, or press <Ctrl> + <R>.
- **To Stop Downloading a Page:** Click the **Stop** button on the Location Bar, or press <Esc>.
- **To Go Back to a Page:** Click the **Back** button or press <Alt> + <←>. Or, click the Back button list arrow and select a page from the list.
- **To Go Forward a Page:** Click the **Forward** button or press <Alt> + <→>. Or, click the Forward button list arrow and select a page.
- **To Search the Web:** Click in the Search bar or press <Ctrl> + <K>. Type your search word or term and press <Enter>. Press <Alt> + <Enter> to view results in a new tab.
- **To Change the Search Bar Engine:** Click the button on the left side of the Search bar and select a new search engine from the list.
- **To Add a Search Engine:** Click the button on the left side of the Search bar, select **Manage Search Engines** and follow instructions.
- **To Use AutoComplete in the Location Bar:** Start typing the URL of the page you want to open. A list of previously typed addresses appears below the Address Bar. Use the down arrows or the mouse to select an address from the list and press <Enter>.

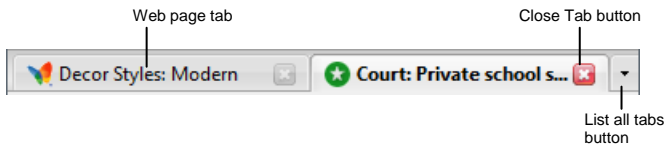
#### Tabs

Open a New Tab	<Ctrl> + <T>
Close Tab or Window	<Ctrl> + <W>
Open link in new tab (background)	<Ctrl> + <click>
Open link in new tab (foreground)	<Ctrl> + <Shift> + <click>
Open Quick Tab view	<Ctrl> + <Q>
Switch to next tab	<Ctrl> + <Tab>
Switch to previous tab	<Ctrl> + <Shift> + <Tab>

#### Navigation—Location Bar

Select Location Bar	<Alt> + <D>
View list of entered addresses	<F4>
Select Search Bar	<Ctrl> + <E>
Bookmark page	<Ctrl> + <D>
Open dialog box	<Ctrl> + <L>
Add "www." and ".com" to beginning and end of text in Location bar	<Ctrl> + <Enter>

## Tabs



- Tabs allow you to view multiple Web pages in one browser window. Other benefits include the ability to open links in a background tab while reading a page, and saving and opening multiple pages at once. For example, you can have several pages as your home page, with each page in its own tab.
- **To Open a New Tab:** Press **<Ctrl> + <T>**. Or, select **File** → **New Tab** from the menu.
- **To Open a Link in a New Tab:** Press and hold the **<Ctrl>** key and click the link you want to open. Or, click the **middle mouse** button (or the mouse wheel) on a link.
- **To Open Search Results in a New Tab:** Press **<Alt> + <Enter>** from the Location Bar or Search bar to open search results in a new tab.
- **To Close a Tab:** Click the **Close Tab** button on the tab. Or, press **<Ctrl> + <W>**. Or, click a tab with the middle mouse button (the mouse wheel).
- **To Close All Tabs:** Press **<Alt> + <F4>**.
- **To Close All Other Tabs:** Press **<Ctrl> + <Alt> + <F4>**.
- **To Switch Between Tabs:** Press **<Ctrl> + <Tab>** to move to the next tab. Press **<Ctrl> + <Shift> + <Tab>** to move to the previous tab. Or, click the **List all tabs** button at the right end of the Tabs Bar and select a tab from the list.

## Navigation Bar

- **To Go to the Home Page:** The home page(s) appear when Firefox is launched. You can also click the **Home Page** button on the Navigation Toolbar. Or, press **<Alt> + <M>**.
- **To Change or Add Home Page:** Select **Tools** → **Options** from the menu. Click the **Main** category in the dialog box. Click the **Use Current Page** button, or add the URL to the Home Page text box. Click **OK**.
- **To Remove a Home Page:** Select **Tools** → **Options** from the menu. Click the **Main** category in the dialog box. Clear the page you want to remove from the Home Page text box. Select **Restore to Default** to use the default Web page as the home page.
- **To Get Help:** Select **Help** → **Help Contents** from the menu. Or, press **<F1>**. Type your question and press **<Enter>**.
- **To Print a Web Page:** Select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.
- **To Print Preview:** Select **File** → **Print Preview** from the menu.
- **To Save an Image:** Right-click the image and select **Save Image As** from the contextual menu.
- **To Use an Image as Desktop Background:** Right-click the image and select **Set as Desktop Background** from the contextual menu.
- **To Copy an Image:** Right-click the image and select **Copy Image** from the contextual menu.
- **To Increase Text Size:** Select **View** → **Text Size** from the menu and select **Increase** or **Decrease**. Or, press **<Ctrl> + <+>** or **<Ctrl> + <->**.
- **To View Firefox in Full Screen:** Select **View** → **Full Screen** from the menu. Or, press **<F11>**.

## Bookmarks and History

- **To View and Open Bookmarks:** Click the **Bookmarks** button on the menu bar, or press **<Alt> + <B>**. Click a bookmark to open it in the current tab.
- **To Add a Bookmark:** Open the page you want to add as a bookmark. Select **Bookmarks** → **Bookmark This Page** from the menu, or press **<Ctrl> + <D>**.
- **To Add Tab Group to Bookmarks:** Select **Bookmarks** → **Bookmark All Tabs** from the menu. Enter a name for the group and click **OK**.
- **To Organize Bookmarks:** Select **Bookmarks** → **Organize Bookmarks** from the menu.
- **To Subscribe to an RSS Feed:** Open the page from which you want to access feeds. (If a feed is available on the page, the Latest Headlines button on the Bookmarks Bar is orange.) Select **Bookmarks** → **Subscribe to This Page** from the menu. Click the **Subscribe to this feed** link.
- **To View RSS Feeds:** Click the **Latest headlines** button.
- **To View History:** Click the **History** button on the menu bar and select a page from the list.
- **To Show History in Sidebar:** Select **History** → **Show in Sidebar** from the menu. Or, press **<Ctrl> + <H>**.
- **To Clear History:** Select **Tools** → **Clear Private Data** from the menu. Or, press **<Shift> + <Ctrl> + <Del>**. Make sure **Browsing history** is selected and click **Clear Private Data Now**.

## Security

- **Confirm Installations:** Firefox will always ask you to confirm installations of add-ons. To allow installations from a specific site, select **Tools** → **Options** from the menu and click the **Security** button. Click the **Exceptions** button and add the Web address to the address of web site text box. Click **Allow**.
- **Phishing Protection:** Phishing web sites impersonate other sites in an attempt to trick you into revealing personal or financial information. When a potential phishing action occurs, Firefox security warns you with a dialog box that says the web site may be fraudulent.
- **Block Pop-up Windows:** Some Web sites use pop-up windows as a way to advertise, or to download malware on your computer. This feature limits or blocks most pop-up windows.

## Search Tips

- The World Wide Web is a vast source of information. Here are a few tips to help find the information you want:
  - Search terms:** To find lots of information on a topic, enter a single search term, such as *Hawaii*. Add terms to narrow results, such as *vacation Hawaii*.
  - Phrases:** To find an exact phrase or name, enclose the phrase in quotations, such as *"the road less traveled"* or *"Abraham Lincoln"*.
  - Using common terms:** Common words or single digits and single letters are sometimes excluded from a search because they can slow down a search. If a common word or character is essential to the results, put a + before the term, such as *Star Wars Episode +1*.