

Firefox Tip Sheet

What is Firefox?

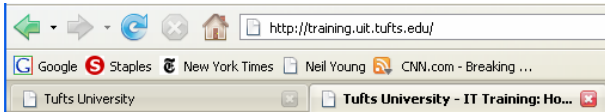
Firefox is a state-of-the-art web browser customized by UIT for Tufts University. Created by Mozilla, Firefox is an alternative to both the full Mozilla client and IE (Internet Explorer). Whereas Mozilla offers a suite of tools, such as web browsing, email, and HTML editing, Firefox is a compact, stand alone browser packed with useful features.

Tabbed Browsing

Tabbed browsing is a new method of viewing and organizing multiple websites simultaneously. Instead of clicking buttons on your Taskbar to move between open browser windows, tabs are created that correspond to each open website. By clicking the tabs, you can easily switch between open sites.

To open multiple tabbed browser windows:

1. Using Firefox, **open a website**. *One browser window opens, but tabs are only visible with more than one window open.*
2. To open a second tabbed window, **select File > New Tab** (or Ctrl + T). *A new tabbed window opens.*
3. **Type the website** (URL) to be accessed.
4. **Press Enter**. *The tab is named.*



5. To switch between open windows, click the tabs.

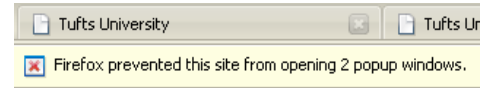
You may also switch between open windows by using the keyboard:

Ctrl + 1 opens the 1st tabbed window
Ctrl + 2 opens the 2nd tabbed window
Continue using the Ctrl key up to Ctrl + 9

Pop-up Blocking

Firefox is equipped with a valuable pop-up blocking tool to prevent unwanted ads and windows from opening. If a website is accessed and a pop-up

window attempts to open, Firefox suppresses the window and issues a warning:



There are two options for allowing pop-ups for specific sites:

Option 1: To allow pop-ups on a site by site basis:

1. **Click the Options button** at the right end of the info. bar. *A menu appears.*



Note: This bar will not necessarily be visible as many sites do not use pop-ups.


2. **Select the first choice** "Allow pop-ups for..." *The bar disappears and pop-ups appear.*



Option 2: To allow pop-ups on multiple sites:

1. Select **Tools > Options**. *The Options dialog box opens.*

2. Select the **Content**  option.

3. In the Block pop-up windows field, click the **Exceptions** button.  *The Allowed Sites dialog box opens.*

4. **Type the site address(es)** for which you wish to allow pop-ups.

5. Click **Allow**. *The site is added.*

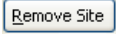
Add more sites as needed.

If you have added a site to the allowed sites and wish to remove it:

1. Follow the previous first three steps under Option 2.

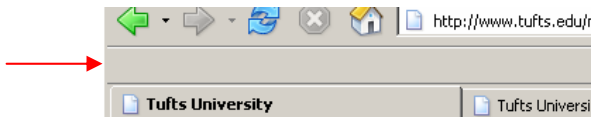
2. **Click the offending site** on the list.

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3. Click the **Remove Site** button.  *The site is removed and pop-ups will now be blocked.*

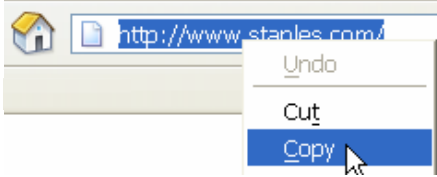
Bookmarks Toolbar

Instead of having to retrieve frequently used bookmarks through the Bookmarks or Favorites menu, the Bookmarks toolbar provides one click ease of access to open regularly used websites. The Bookmarks toolbar is located below the Navigation toolbar.

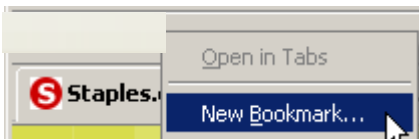


To add a site to the Bookmarks toolbar:

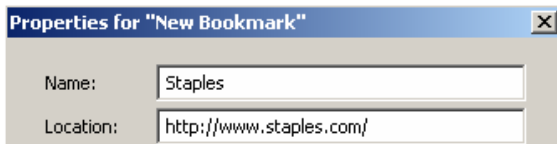
1. Navigate to the desired site.
2. **Right-click the URL** (web address, usually beginning with <http://www>.) and select **Copy**.



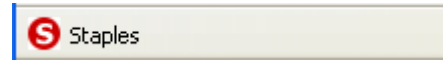
3. **Right-click the Bookmarks toolbar.** *The shortcut menu appears.*



4. Select **New Bookmark.** *The Properties for "New Bookmark" dialog box opens.*
5. In the Name field, **Type a name** for the site.
6. **In the Location field, right-click and select Paste** to place the URL into the location field.



7. Click **OK.** *The bookmark is added to the Bookmarks bar.*

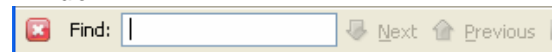


Searching Web Pages

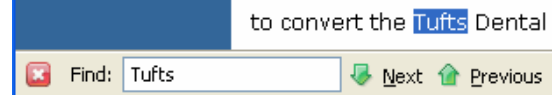
Having trouble finding a word, phrase or term on a web page? Put the Firefox **Find** feature to work.

When viewing a web page:

1. **Press Ctrl + F** (Edit > Find in This Page). *The Find bar opens at the base of the window.*

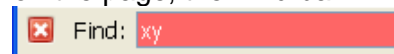



2. In the Find field, **type the word** you are seeking. *The first instance of the word is selected on the web page.*



3. Use the tools to the right to find the next or previous instance of the word or phrase.

If the word or phrase you are seeking is not on the page, the Find bar will turn red.



4. To close the Find bar, click the close button on the far left end of the bar. 

Text Zooming

To increase the size of the text on the web page hold down the Control key (**Ctrl**) and press the plus key (+).

To decrease the size of the text on the page hold down the Control key (**Ctrl**) and press the minus key (-).

To return to normal size text on the web page hold down the Control key (**Ctrl**) and press the zero key (0).

Note: Changing the text size applies to viewing only. Print size is not affected.