# **BCS-FireFox**

# Back to Basic Computer Skills Training Plan

### FireFox Browser

## Learning Objectives:

- 1. Is able to navigate to a web site.
- 2. Is able to search on the web.
- 3. Is able to manage the browsing history.
- 4. Is able to use bookmarks.
- 5. Is able to add an add-on.

## Learning Tasks:

### Connection:

What can a browser do for you?

#### Content:

- Install FireFox
- Start FireFox
- To navigate to a website: enter a web address, also known as a URL, into the address bar, then press Enter. The website will appear.
- To search the web: in the search box, type a search term, then press Enter. Then the search will appear. You can click the drop-down arrow key to select a different engine.
- To navigate in FireFox: use Back, Forward, Refresh and Home buttons
- To open a new window: click the Firefox menu button in the top-right corner of the browser, then select New Window. Alternatively, press Ctrl+N on your keyboard.
- To open a new tab: click the New tab button to the right of any open tabs. Alternatively, press Ctrl+T on your keyboard
- To switch between tabs, click any tab that is not currently selected.
- To close a tab: To close a tab, hover the mouse over any tab and click the Close tab button. Alternatively, you can press Ctrl+W on your keyboard.
- To move tabs: click and drag the tab you wish to move.
- If you want to view two tabs at the same time, it's easy to pull a tab to its own window. Click and drag the tab you wish to pull out of the window.
- To view your browsing history: click the Firefox menu button, click History, and click Show All History. If you can't remember the exact address or name of a webpage you've visited before, you can try searching the history. Enter a search term into the search bar.
- To choose a home page: click the Firefox menu button, click Options. Click General icon and then in the Home Page box, enter url.
- To set Firefox as default browser: click the Firefox menu button, click Options. Click Advance icon. Click General tab. Click Make Firefox the default browser.

## Challenge

- To install an extension: click the Firefox menu button, click Add-ons. Click Get Add-ons and play video and explain Add-ons manager. Search adblock. Install Adblock Plus.
- To manage add-ons: click the Firefox menu button, click Add-ons. Click Extensions.
- To add a bookmark: Click the Star icon. If you want to choose a different name or folder for the bookmark, click the Star again. You can then select a different name and folder for the bookmark. When you're finished, click Done.
- To use a bookmark. click Bookmarks icon. Select desire bookmark.
- To manage bookmarks: click Bookmarks icon. Select Show All Bookmarks. The Library window appears. Select BookMarks Menu. Select folder under BookMarks menu. Click Organize.
- If you have many different bookmarks about one topic, you might consider creating different folders

to keep them organized, just as you would organize different files on your computer.

- To move a bookmark into a folder: From the Library, click and drag a bookmark into the desired folder
- To move a folder, click and drag the folder.
- To delete a bookmark: right-click the bookmark, then select Delete.
- To search a bookmark: Type an address or search term into the search bar.
- The non-SSL indicator will appear for most websites, which means the site is not using a secure connection. This is not important for many websites, like a news source or weather forecast, but you should avoid entering sensitive personal information on these pages. The HTTPS indicator will appear if the site is using a secure connection. Always check for this icon when entering sensitive information on the Web, like your credit card number or birth date. A secure connection makes it almost impossible for someone to access your information.
- To manage browsing history: click the Firefox menu button, click History. Click Show All History. Explain.
- To clear browsing history; click the Firefox menu button, click History. Click Clear Recent History.

# Changes:

Have the participants do the following exercises.

- 1. Go to the SIL public web site.
- 2. Save it as a bookmark.
- 3. Search for i-DELTA web site
- 4. Set your home page to www.sil.org
- 5. When was William Cameron Townsend born? When did he die? What year did he found Wycliffe Bible Translators?