Learn in 30: Microsoft Edge Browser
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Description
- Microsoft Edge is the web browser included in Windows 10, replacing Internet Explorer as the default web browser.
- This lecture is an overview of the capabilities of Edge, and a tutorial on how to use the various functions. You may have your own "favorite" browser, but here's your chance to learn about an alternative.

Bio:
- Leti Labell is an OLLI member and PATACS member with a lifelong love of computers.
- She has an MS in computer science, and is a Certified Information Systems Security Professional (CISSP).
- Leti retired in 2014 from a long career in software development and general project management in the telecommunications industry and as a contractor to the federal government.
- She enjoys helping others with computer issues.

First steps
Launch Edge
- Look for the blue "e" ⬅ on the Start menu or in the list of all apps.
- Or look down at the icons on the bottom of the screen, and click the small "e" ⬅ icon.

Surf Privately
- Surfing privately via an InPrivate window: Select **More (...) > New InPrivate Window**, then enter the desired web address.
- InPrivate won't hide your activity from your employer or your ISP, however, as they can track your activity at the network level. But your browsing won't leave a record on your PC.

Search Engine

- At top middle of the screen, you'll see the address bar / search box. Either type a Web address directly into the search box, or else enter a search term
- By default, Edge uses the Bing search engine to search, but you can change it to whatever search engine you prefer.
- Select **More (…) > Settings > View Advanced Settings**
- Scroll down, and click the box labeled "Change Search Engine"
- Click on your desired search engine.
- Click on the "Set as Default" box.

Watch Videos

- Microsoft Edge supports higher resolutions than other web browsers on Windows when the HTML5 player is used.
- Microsoft Edge supports resolutions up to 1080p while both Firefox and Chrome are limited to 720p each.
- You can verify this on your machine by using the shortcut Ctrl-Shift-Alt-S while a video is playing. It displays information about all supported audio and video resolutions.

Navigation

Navigation Icons

- The navigation icons are at the top of the window.
- This is an overview of what's there; more detail on how they are used is included below.
    - Upper left are back and forward arrows
    - Loop icon to reload a page
    - Home icon (if you've created a home page)
    - Search/address bar is in the uppder middle of the screen
    - Book icon for Reading View
    - Star icon for Favorites
    - Text lines icon for The Hub (which has Favorites, Reading List, Books, History and Downloads)
    - Pen icon for Web Notes
    - Share icon for Sharing
    - Ellipsis icon for "More" Settings menu.

Touchscreen gestures for navigation
- If you're on a touchscreen PC or tablet device, you can use touchscreen gestures for navigation.
- Drag your finger left or right to go to the previous or next page in your browsing history.

Basic Layout

Set up a home page
- Select **More (…) > Settings > View Advanced Settings**
- At the very top of that page, you'll see a toggle to "**show the home button**." Make sure that's enabled, and then add a homepage.

Light vs Dark Theme
- Select **More (…) > Settings**
- At the top of the window, select between the "light" and "dark" themes.

Tabs

Open a new tab
- If you want to open a new tab, **click the + sign** in the header bar or type **Ctrl+T**.
- When you launch a new tab, you'll see small, square icons containing frequently-visited sites.

Thumbnail Preview pages
- See small snapshots of pages by using your mouse to hover over open tabs.
- Or select **Show tab previews (click the downward-caret to the right of the +)** to see visual previews of all your open tabs.

Tab pinning in Edge
- Pin tabs to keep your favorite sites in the same place every time you open your browser. **Press and hold (or right-click) a tab**, then select **Pin**.
- Then it is ready for easy access with a small square tab on the left side of the tab row.

Tab pinning to Start Menu
- If you visit a website on a regular basis, you can pin them to the Start menu and desktop for one-tap access on tablets. To pin a website, just open the webpage and select the option Pin this page to Start from the 3-dotted menu.
- Websites pinned to the Start Menu are Live Tiles and will give the latest updates to those sites.

Tab history
- You can see the last 10 pages viewed in a tab. Right-click the back button (the left arrow at the left of the address bar) to display a list.
- Click on the page in the list to go directly to that page.

Paste and Go
- If you have copied a URL into your clipboard you can right click in the address bar on Microsoft Edge and see an entry on the Context Menu that is labeled *Paste and go*.
- Just left click on that option and the URL will be pasted into the address bar.
- Then Edge will pull up the website for you automatically.
- It only saves one keystroke but those seconds add up quickly.

Paste and Search
- This option is very similar to Paste and go except you copy a word or words into your clipboard and then right click in the Edge address bar and you will see the Paste and search option.
- Just left click that and the search will be presented in your default search engine.

Set aside tabs for later
- Lets you send the currently open group of tabs to the background.
- Select the **Set these tabs aside** icon (2nd from the top left).
- To reopen the set, elect the **Tabs you've set aside** icon (far top left) then select **Restore tabs**.
- The tab groups you've set aside remain available even after you shut down and restart Edge.

Tabs playing audio
- A speaker icon will be displayed when a background tab is playing audio.

Reading View

- Reading View opens up a reformatted version of the page you're reading, removing everything except the text and associated images.
- Note that it doesn't work on every site, but you'll see an icon when it does.

How to Activate Reading View

- If the Reading mode is available, the open book icon in the upper right corner will be in bold, otherwise it will be greyed out.
- The book icon will animate, as if flipping through pages, when you land on a site that it works with.
- Click on the icon to change to Reading View.

Changing font size in Reading View

- You can zoom a Reading View page to any size you like.

Favorites

Get favorites

- Import your favorites from another browser by selecting **More (...) > Settings > Import from another browser**.

Show the favorites bar

- Select **More > Settings** > then click **Show the favorites bar**.
- To open all the favorite bar sites with one click, select **Hub > Favorites** , press and hold (or right-click) **Favorites bar**, then choose **Open all**.
- You can also show the favorite site icons without text (find out how to do this.)

Save a Favorite

- To save a website to your list of Favorites, click the Favorite (star) icon.
- The star icon will turn yellow, and a window will appear
- Click the **"Favorites"** text at the top left of the window, and it will turn blue.
- Enter the name for the favorite.
- Select an existing folder from the dropdown list or save it into a new folder.
- Then click **ADD**.

- OR, you can just hit **Ctrl-D** and the window to save a website as a favorite will be displayed.

Organize favorites

- Favorites are organized in The Hub, described below.

The Hub ⭐☰

The Hub is broken down into four submenus: the Favorites, the Reading List, Browsing History, and Downloads. Each will be discussed separately.

The Hub > Favorites

- This is where you organize your favorites.
- You can move folders up and down, drag bookmarks (or Favorites) back and forth.
- If you move items back and forth in the Favorites Bar folder, you'll see those items dynamically adjust in the Favorites Bar itself.
- There's no auto-alphabetizing, and you can't drag folders into folders to create subfolders.
- Sign in with a Microsoft account to make your favorites and reading list available across all your Windows 10 devices.

The Hub > Reading List

- The Reading List is essentially a temporary bookmark of a page you want to read, but not keep forever.
- The Reading List feature has nothing to do with Reading View or the Books e-book reader.
- You can also save pages in your Reading List for offline viewing on the airplane.
- You'll see your reading list on all your Windows 10 devices when you sign in with a Microsoft account.

Add to your reading list

- To save a website to your Reading List, click the Favorite (star) icon.
- The star icon will turn yellow, and a window will appear
- Click the **"Reading List"** text at the top right of the window, and it will turn blue.
- A thumbnail of the page you want to save is displayed.
- Enter the name for the webpage.
- Then click **ADD**.

- OR, you can just hit **Ctrl-D** and the window to save a website as a reading list will be displayed.

- Or right-click any link and select **Add to reading list** without even visiting the page.

Access the reading list
- Clicking the Hub icon ⭐☰ (that looks like a folder with a star.)
- At the top of the box that appears you'll see four icons - a star, a pile of lines, a clock, and an arrow - click on the pile of lines ☰ to access the Reading List
- The list of sites you marked shows thumbnail images, with a large thumbnail for the top item on the list.

The Hub > Books
- Edge serves as the reader for Microsoft's new ebook initiative. The browser already can display PDFs, but now you can buy (or get free) e-books in the Windows Store.

Buy a book from Microsoft Store
- Go to the Windows store (Start menu -> Store)
- Select "Books" from the top menu.
- Select and purchase a book.
- The click "Read"

or

Buy a book directly through Edge

- Clicking the Hub icon ⭐☰ (that looks like a folder with a star.)

- Click the Books icon 📚

- Sign in (if you haven't already)
- Click "Shop for Books" and the Windows Store will open.
- Then follow the instructions above.

Book Layout
- Open a book.
- Click anywhere on a page; a menu is displayed at the top.
- See icons on the left for Table of Contents, Display Bookmarks, and Search.
- See icons on the right for Options, Read Aloud, and Set Bookmarks

Navigate pages
- Scroll your mouse up and down to switch between pages.
- Or us the up and down arrows.
- Or, if you have a touch enabled device, simple swipe right and left.

Change Font, Text and Theme
- Open a book.
- Click anywhere on a page to display the menu across the top.
- Click the Options button on the right side
- See options for text size, font, and color theme.

Add and access bookmarks
- Add a bookmark:
    - Click anywhere on a page to display the menu across the top.
    - Click the Add a Bookmark button on the right side
    - The bookmark icon will turn blue. Click where you want the bookmark to be placed.
- Access bookmarks
    - Click anywhere on a page to display the menu across the top.
    - Click the Bookmarks button on the left side
    - Select a bookmark to go to that page.

Read a book aloud
- Open a book.
- Click anywhere on a page to display the menu across the top.
- Click the Read aloud button on the right side
- The Read Aloud menu will be displayed at the top of the screen, and the aloud will start.
- The menu controls are backward, pause, forward, and options.
- Options lets you select the speed of the speech, and lets you pick your preferred voice.
- Click the blue X at the top right to return to normal reading.

The Hub > Browsing History
- You can view visited sites from the last hour, today, yesterday, last week, or older.

The Hub > Downloads ⤓

- The Downloads panel works as similar features in other browsers do.
- Also, you will get an indication here if a download is suspect, such as "This program is not commonly downloaded and could harm your computer."

Web Notes

- Allows you to "mark up" and share or save a webpage, with notes and other digital graffiti on top of it.
- Unfortunately, it doesn't leave the webpage "live".
- It takes a snapshot of the static page, then lets you annotate it.

To start Web Notes

- To get started, you tap or click the pen-and-selection-box icon.
- This turns the top browser border purple and adds several markup tools: a pen, a highlighter, an eraser, a note box, and a clipping tool.
- Each tool will be discussed below.

Save Web Notes

- Click the Save button at the right top of the screen.
- The Save button allows you to save the note to
    - Microsoft OneNote
    - your favorites
    - or your reading list.
- If you save it as a OneNote page, you can give others editing rights for some collaborative editing.

Share Web Notes

- Click the Send/Share button at the right top of the screen.
- You can send the marked up page to an email address, to another app, to a social network, or to basically any app that accepts shared images.
- The some apps you can send the web note to include:
    - Mail
    - Cortana Reminders
    - Dropbox
    - Facebook
    - Instagram, etc.
- An email recipient simply gets a JPG image with a subject line combining Web Notes with the page title.

Using the Pen

- Clicking on the icon brings down a menu from which you can select the color and thickness of the lines the pen will make.
- If you have a touch enabled device, or a Microsoft Surface, then you can draw using your fingers or a stylus; otherwise use your mouse or trackpad.

Using the Highlighter

- In similar fashion to the Pen, the Highlighter has a drop down menu with color and style options.
- It also operates in the same way, marking anything you drag the cursor over

Using the Eraser

- Currently this tool will only let you erase all ink.
- This works differently from erasure tools in programs like Photoshop.

Using Typed Notes

- To the right of the Eraser you'll see a speech box.
- Select the tool and your cursor will turn into a cross.
- Click where on the page you want the text box to be, then type in the box.

Using the Clipper

- With this tool you can select any part of the page and copy it into the clipboard.
- Then you can paste it into documents, emails, or any other application.

Cortana Integration

- Cortana is the digital assistant for Microsoft.
- Cortana is similar to Siri for Apple or Alexa for Amazon.

Activating Cortana in Windows

- Before using Cortana in the Edge browser, it needs to be activated in the operating system outside of Edge.
- First click on the Windows search box, located in the lower left-hand corner of the screen and containing the following text: *Search the web and Windows*.
- When the search pop-out window appears, click on the Cortana icon, a white circle found in the lower left corner.

- You will now be taken through the activation process. Since Cortana utilizes a lot of personal data, such as your location history and calendar details, you need to opt-in before continuing.
- Click on the *Use Cortana* button to move forward, or on the *No thanks* button if you are not comfortable with this. Once Cortana is activated, the text in the aforementioned search box will now read *Ask me anything*.

Enable Cortana in Edge

- Now that you've activated Cortana in Windows, it's time to enable it within the browser.
- Click on the *More actions* button, represented by three dots and located in the upper right-hand corner of Edge's main window.
- When the drop-down menu appears, select *Settings*.
- Scroll down and select *View advanced settings*.
- Locate the *Privacy and services* section, which contains an option labeled *Have Cortana assist me in Microsoft Edge*. If the button accompanying this option says *Off*, click on it once to toggle it on.

Ask Cortana

- When you right-click on selected text, you see an Ask Cortana choice
- A sidebar box will be displayed with additional information about the link.
- This could be a definition, photos, or relevant web results.
- Sometimes Cortana suggests a Windows app if there's one for the site you're viewing.
- She can also offer directions and a menu if you land on a restaurant website, or a coupon if you're on a shopping site.

Info on photos

- Cortana in Edge can also find information on photos.
- Right click a photo on a webpage, and the service can sometimes find facts on the photo and related images.

Coupon Clipping

- Coupon clipping happens automatically when you visit a shopping site, like Target.com or BestBuy.com.
- Cortana will appear in the upper right-hand of the URL bar, and if you click on the icon, she'll provide one or more coupons for that shopping site.
- Not all of them are going to be relevant; those are just the coupon codes the retailer may be offering. Still, they're handy to have.

Other Shopping Assistance
- Cortana can also display additional information, such as where the nearest brick-and-mortar stores are located.
- Sites with shopping assistance include:
  - Target.com
  - bestBuy.com
  - Walmart.com
  - Sears.com
  - Macys.com
  - Lowe's
  - and many more
- Sites with not yet available, but which supposedly will be in the future include:
  - Amazon.com
  - eBay.com
  - HomeDepot.com

Talk to Cortana
- Click on the microphone icon, located on the far right-hand side of the search box.
- Once selected the accompanying text should read "Listening," at which point you can just speak whatever commands or search queries you wish to send to Cortana.

Extensions
- Extensions are little programs that extend the improve the functionality of the browser.

Access Extensions
- Select **More (...)** from the menu at the top.
- Select Extensions.
- Extensions you have added will be displayed.

Add new Extensions
- Select **More (...)** from the menu at the top.
- Select Extensions.
- Click the "Get extensions from the Store" link.

- Extensions don't show up in the toolbar as icons by default, but require you to either open the **More (...)** menu, where you'll see your installed extensions at the top, or to right-click on a page to see an extension icon.
- In an extension's Settings panel, though, you can click on "Show button next to address bar" if you want to always have access to it.
- These are some of the extensions available:

Adblock	Adbuard AdBlocker	Pinterest Save	Ebates	True Key	Evernote
Ghostery	RoboForm	Translator	LastPass	OneNote Clipper	Adblock Plus
Office Online	Save to Pocket	Reddit En-hancement	Mouse Gestures	Page Analyzer	Tamper-monkey
Personal Shopper	Turn Off the Lights	Read&Write	BuiltWith Technolgy	OneLongin	KidStart Savings
ClassLink OneClick	Norton Identity	Keeper	uBlock	Nimble Contacts	Autofill
Browser Stack	JSON Formatter	CR UnBlocker	Print Friendly	Moderator toolbox	Give as you Live
Live editor	FlyView	Instant translate	Web Developer	Video Downloader	Amazon Assistant
FluffBusting	Advance Password	Mailtrack for gmail	Boomerang	IP Address and Domain	Keepa
PingOne Extension	BetterTTV	Fuze	EveryKey	Open In Private	Twitch 5
Mile Wide Back	360 Internet	Gyazo	Iorad	Tmetric	Ad-blocker
NativUSA Browser	Shop At Home	Award Wallet	Password Boss	Grammerly	Marker
F1000	Bitwardern	Enhancer	1Password		

.Miscellaneous Topics

.Open Websites in IE for Compatibility Issues
- Some websites, such as ones which have not updated in the recent past and still function on older HTML code, may not look good with Edge.
- In such cases, you can open the page in the new version of Internet Explorer.
- Select **More (…) > Open with Internet Explorer**.

Disable or Enable Cookies in Edge
- Select **More (…) > Open with Internet Explorer**.
- Select **Settings**.
- Tap or click **View Advanced Settings**.
- Scroll to the bottom of the page.
- Press the dropdown arrow under the cookies field.
- Select **Block All Cookies** or **Block Only Third Party Cookies** if you want to disable cookies, or **Don't Block Cookies** if you want to enable them. I recommend blocking just third-party cookies.