



## Useful Web Browsing Tips from Allen & Goel Marketing Company

*Here is a list of tips that will make your experience browsing the internet easier, quicker, and more fun!*

1 - Press the Alt and function F4 key to close a window from the keyboard

2 - To increase the viewing area in a web browser press function key F11. To restore the screen to normal press F11 again.

3 - Send a friend the web page you are viewing in Internet Explorer by clicking File, Send, and "Page by E-mail" or in FireFox by clicking File, Send Link.

4 - Open a link in a new web browser window by holding down the shift key on the keyboard and clicking on the link.

5 - Quickly find anything on a current website page by pressing CTRL + F.

6 - Quickly and easily access a users domain (website) by pasting their e-mail into the address bar of your web browser and hitting "Enter." For example pasting [support@computerhope.com](mailto:support@computerhope.com) will automatically forward you to the computerhope.com web page

7 - Determine the exact date and time when a website was last updated or modified by inserting the following string into the address bar and hitting "Enter." - javascript:alert(document.lastModified)

8 - Quickly save a picture as your wallpaper by right clicking on an image and choosing "set as wallpaper."

9 - Press function key F1 on the keyboard to access your browser's help section

10 - Quickly scroll one page at a time in a web browser by pressing the spacebar. Move back up a page at a time by pressing shift + spacebar.

11 - Create a screen capture of the website you are viewing by pressing "Alt" then "Print Screen." This can be pasted into an application like Word.

12 - Adjust your PC's Time and Date by double-clicking on the time that is displayed at the right hand end of the taskbar.

13 - If you are sure that you do not want an item, you can bypass the Recycle Bin and permanently delete it. Select the item you want to delete. Hold the 'Shift' key down and hit the 'Delete' key. The item bypasses the Recycle Bin and is permanently deleted.



14 - To rename a folder in Windows Explorer, select the folder, then hit the 'F2' key. The name of the folder is highlighted. Type the name for the new folder and it overwrites the highlighted text. Click your mouse or hit the 'enter' key and the new name is stored.

15 - While pointing at an object on the screen click the right-hand mouse button. A menu will appear giving functions you can use by clicking the function.

16 - To quickly close a browser window Hold "Ctrl" and press "W".

17 - To quickly open a new tab in your browser, hold "Ctrl" and press "T".

18 - To quickly open a new window in your browser, hold "Ctrl" and press "N".

19 - You can easily reorder your open tabs by clicking and dragging them across your tabs bar.

20 - If the current page you are on has stopped loading or has failed to load all its content, you can easily reload the page by pressing "F5" or by holding "Ctrl" and pressing "R".

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**Our focus is simple:** To make your marketing and advertising budget an investment, not an expense.

Allen & Goel Marketing Company's Main Office is located in the heart of King of Prussia, Pennsylvania and we have been providing marketing solutions since 1994.

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