

*Mac OS X Panther
Hands-On Training*
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Surf Safari Like a Pro With These Hands-on Tips!

Mac OS X's default browser, Safari, features a simple, elegant window that delegates maximum screen space to Web pages rather than to buttons and navigation panes. But behind its streamlined interface lie powerful features that allow you to block annoying pop-up ads, easily enlarge text size, fill out just about any kind of form fast, and more. Check out these tips and start surfing like a pro!

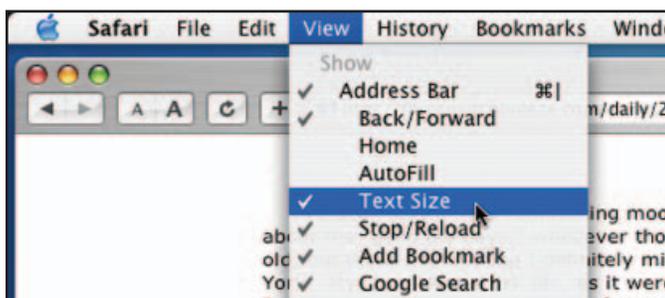
Kill Pop-Ups

If you've spent any time at all on the Web, you're probably all too familiar with the annoying windows that pop up over and under the Web pages you're trying to read. Sometimes these windows contain important information, but most of the time they're occupied by advertisements. To eliminate these irritating windows from your browsing experience, simply choose **Safari > Block Pop-Up Windows** from the menu bar.

Safari's pop-up blocker works so well that you may soon forget pop-up windows even exist. But if you ever come across a Web site that doesn't seem to be working properly (for instance, if you're clicking a link that doesn't seem to be doing anything), try turning off Safari's pop-up blocker by selecting **Safari > Block Pop-Up Windows** from the menu bar again. (Keyboard shortcut: **Command+K**).

Change Text Size

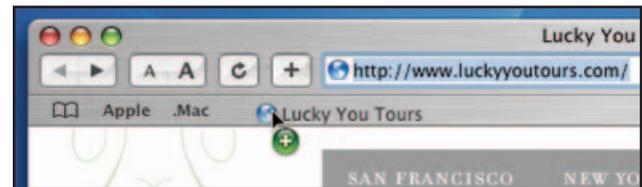
Web designers these days are making the text on their pages smaller and smaller. Fortunately, Safari offers you a way to quickly increase text size, making it easier to read. Simply hold the **Command** key and press the **+** key to enlarge text, or the **-** key to decrease it.



You can also choose **View > Text Size** from the menu bar to add two buttons to the Safari toolbar that you can click to adjust text size. Text will remain at your chosen size in that window until you close it. Pages opened in new tabs or windows will display text at its default size.

Store Fave Pages in the Bookmarks Bar

Safari allows you to save the addresses of your favorite pages by simply clicking the **+** symbol in the toolbar. Save the pages you occasionally visit in the **Bookmarks** menu, but save the pages you visit daily or hourly in the Bookmarks bar. (Press **Command+B** if you don't see the Bookmarks bar.)



To add a page to the **Bookmarks** bar, just drag its icon from the **Address** bar straight down into the bar (or anywhere along the bar where you want to place it). When you release the mouse, a sheet slides down giving you a chance to rename this bookmark. If necessary, choose a short name so it takes up less room on the bar and click **OK**. You can now click this bookmark at any time in any window to jump to this page. Drag it left or right to reposition it, or drag it straight up and out of the window to delete it.

AutoFill Forms

Tired of filling out online forms? Safari's AutoFill saves you the hassle of filling out a form when you need to order a product or pay a bill. To turn on this feature, choose **Safari > Preferences** and click the **AutoFill** button. If you want Safari to automatically fill out forms that ask for information such as your name, address, phone number, email, and so on, check **Use info from my Address Book**. Safari uses the information you have entered about yourself in Address Book (found in your Applications folder) to complete forms.

If you want Safari to remember your user name and passwords for the sites you visit, check **User names and passwords** (you might reconsider using this one if other people have access to your computer). For all other types of forms, check **Other forms**, which makes Safari remember the information you type into any form field so it can be reused when you come across a similar form elsewhere. Once you have your preferences selected, choose **View > AutoFill** from the menu bar to place the AutoFill button in Safari's toolbar. Click this button whenever you come across an online form to quickly enter your information.

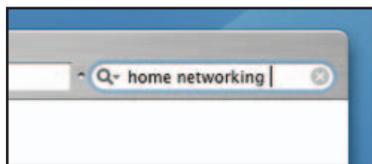
Enable Tabbed Browsing

Occasionally, you'll come across a page containing several links that you'd like to explore. Rather than clicking one and then finding your way back each time, hold down the **Command** key while clicking the link to open the page in a new window, or hold **Shift-Command** while clicking to open the new window behind the current one.

Although opening new windows behind the current window does allow you to quickly click several links in succession, it also clutters your screen with several windows and requires you to drag many of them out of the way to find the one you need. If you run into this problem, choose **Safari > Preferences** and—under the **Tabs** section—check **Enable Tabbed Browsing**. Now when you **Command-click** a link, the page opens in the same window but under its own tab, which appears near the top of the window. You can **Command-click** as many links as you like to open them in their separate tabs, all while keeping only one browser window open. Click a tab to bring its respective page to the front.

Google Searches in Safari

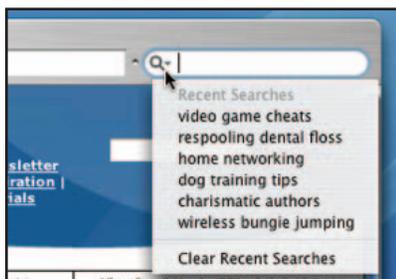
Unless you're completely new to this whole Internet thing, you're probably already familiar with **Google.com**, the de facto standard when it comes to searching the Web for information. With Safari, you don't even have to first go to **www.google.com** to perform your search. A Google search bar appears in every Safari window.



Just type the search term into the Google search bar and press Return. After a few seconds, the Google results page appears—the same page that would appear if you had first gone to **google.com**.

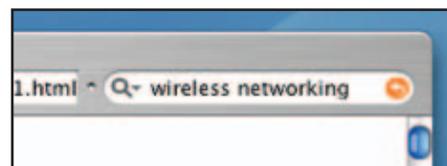
Safari remembers the last 10 searches you've performed. Click the magnifying glass icon in the search bar to see your most recent searches. You can select any item to search for it again. This list appears in any browser window, even if you quit Safari.

The great thing about Safari's Google search bar is that any improvements to Google are automatically also improvements to Safari. Two of the most recent additions to Google's repertoire—the capability to perform calculations and to provide definitions—are now also available in Safari.

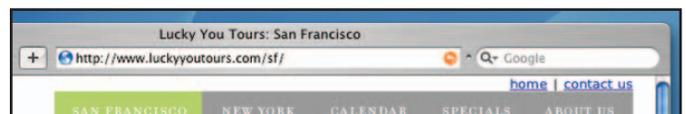


SnapBack To Get Results

Sometimes, after viewing a Google search's results page, you'll follow several links before realizing that you're not going to find the information you need. Instead of clicking the Back button multiple times to return to the results page, just click the little orange SnapBack arrow in the search bar. No matter how many links away from the search page you've browsed (and as long as the original window is still open), the **SnapBack** button will instantly return you to the search results page from which you started.



The SnapBack button also appears in the Address field any time you type a Web address (or select a bookmark) and click a link. Clicking SnapBack will always return you to the page where you clicked your first link (unless a link opens in a new window or tab). Additionally, you can assign SnapBack to any page you're viewing by choosing **History > Mark Page for SnapBack**, which can be useful if you get the feeling that you're about to wander far away from the page you're viewing and want to be able to find your way back.



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