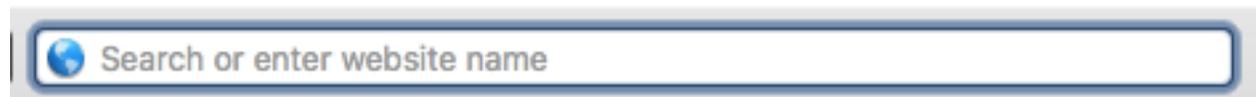


## SAFARI — MAKE THE MOST OUT OF YOUR MAC BROWSER

...go to [www.apple.com](http://www.apple.com) and choose “support” from the tabs.

...check out — <http://www.apple.com/support/mac-apps/safari/>

address/search area = unified



### CUSTOMIZE TOOLBAR

...Safari Menu Bar > View > Customize Toolbar

**Back/Forward buttons** -- Click the Back button to revisit the page you just left. Once you've clicked Back, you can then click the Forward button. (For a drop-down list of the Web pages you've visited during an online session, click and hold on the Back or Forward buttons.)



show/hide Safari Sidebar which contains Reading List, Bookmarks, Shared Links

an article added to Reading List allows you to “read it later” — Safari Menu Bar > Bookmarks > Add to Reading List



this symbol at left end of address bar clears page of

extraneous ads, etc for a better reading experience

 small arrow at right end of Toolbar = log of downloads, allows viewing of progress bar as download progresses, and can even begin the install process with a click on completed log entry (without going to Downloads folder)

**FAVORITES BAR** = Safari Menu Bar > View > Show/Hide (web addresses can be drag/dropped to this Bar & edited)

**STATUS BAR** = Safari Menu Bar > View > Show/Hide = upon “hovering” on link allows “observing” destination of link on lower screen

**SHARE** = Safari Menu Bar > File > Share (choices)

**FIND** = Safari Menu Bar > Edit > Find > Find = to find word or phrase in text

**SPEAK** = Safari Menu Bar > Speech > Start Speaking (selection) = Safari Menu Bar > Edit > Speak > Start Speaking

**ZOOM IN/OUT** = command + or command - (plus or minus)

**BOOKMARKS...**

in Favorites Bar - added by drag/drop (may edit)

in Bookmarks Menu - Bookmarks > Add Bookmark >

choose Bookmarks Menu > Add

deleting - Bookmarks > Edit Bookmarks

making folders in Sidebar - Bookmarks > Add

Bookmark Folder, then drag/drop related links to folder; folder may then be positioned wherever you want it (in Bookmarks section or Favorites section while you are in the Edit screen.

**PIN TAB** - Safari Menu Bar > Window > Pin/Unpin Tab = allows adding small permanent “bookmark” on left Tab Bar; can “unpin” with control (right) click

### **SPLIT VIEW...**

To enable Split View: — viewing two applications in same window...apps must be open

Click/hold on the green fullscreen button in the upper-left corner of a window. The left half of your screen will become shaded in blue (if the left edge of the window is on the left side of your screen, which most of the time it is).

You can release your trackpad or mouse button to open the current window on the left half of your screen, or (without releasing) you can drag the window over to the right half of the screen, which will then become shaded in blue to open the app on the right half of the screen.

The other open, non-minimized apps that are compatible with Split View will show up on the other half of the screen as thumbnails; click on one of the thumbnails to open another app on the other half of Split View.

In addition, you can move the divider between the two apps to adjust the space given to each; you don't need to stick with default 50-50 split.

To exit out of Split View, click the green full-screen button on one of the apps or use the Escape key on the keyboard. The other app will remain hidden in fullscreen mode.

**USING A SECOND BROWSER** (if first is unsatisfactory)  
...use another browser with same page by dragging URL (web address) to second web browser icon on Dock

**MUTE** - can immediately “mute” unwanted audio by clicking little horn appearing in address/search area