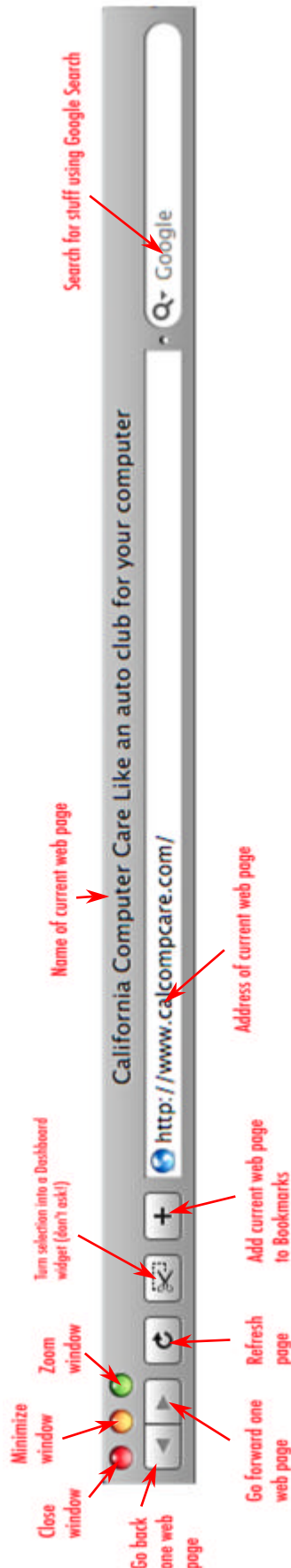
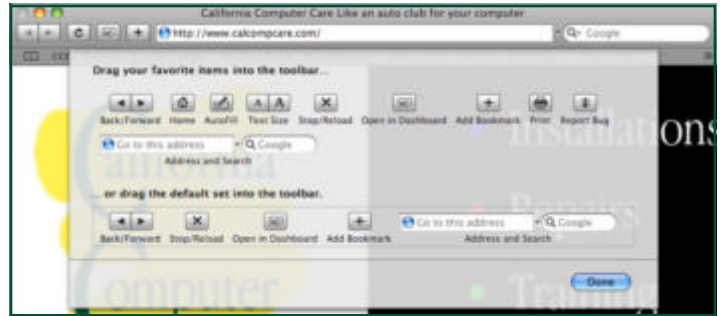


Anatomy of the Safari Toolbar

The Safari web browser comes pre-installed on all Macs. Because it is there and ready to go, when you buy your Mac, Safari is the web browser that most of us use to cruise around the World Wide Web. If you use Firefox instead, you will find that the Firefox toolbar is very similar.

The illustration to the left shows the main components of the Safari Toolbar. This is how the toolbar looks in the current version of Safari (3.1.2), earlier versions are a bit different. Also, you can customize the toolbar with different buttons and capabilities.

To customize the toolbar, choose *Customize Toolbar...* from the *View* menu. A sheet drops down to show your options:



Use the sheet and click on and drag components on and off of the toolbar to fit your needs and whims. You may want to add the *Print* button or the *Home* button. Or, add my favorite, the *Text Size* buttons. With these you can instantly increase or decrease the size of text on a web page to make it easier to read. If you make a mess, just drag the lower part of the sheet (marked: **...or drag the default set into the toolbar.**) up to the toolbar to return it to its original state.

When you are finished with your customizations, click the *Done* button. Feel free to customize any way you like and as often as you like.

A note about the *Address Field*. This will make you a bit more efficient. The area marked **Address of current web page** is called the *Address Field*. If you know the web address of the page you want, type that address here and hit *Return*.

So, for instance, if you want to visit my web page, type in calcompcare.com (you can skip the tedious http://www.). Then, hit the *Return* key, on your keyboard, to activate. You will be taken to my web site and the full address will be automatically filled in. This good tip will save you from wasting time using Google to search for addresses that you already know. Use Google to find the stuff you don't know.

A Web Browser Glossary

Here's a little Geek-speak for those of you who want a dose of Jargon101. These definitions refer to page 1.

Button. Small, icon that is clicked once to activate it. A button, when clicked, performs a specific function. Buttons, properly designed, look like buttons in the real world with a certain dimensionality that almost asks to be pushed:

Lighter color than background so that it appears to stick up above the background.



Notice the subtle shadow to enhance a 3 dimensional look.

Field. A field is a blank, white space into which information is to be typed. The *Safari* toolbar normally contains two fields: the *Address Field* and the *Google Search* field.

Pips. They don't have an official name that I know, so I call the red, yellow and green buttons *The Pips*. Use the red pip to close the window, the yellow pip to minimize the window down to the *Dock* (try it and see) and the green pip to zoom the window to as

large as needed to show its contents. Click the green pip again to return to the original size. The pips appear in some form in every normal window.

Separator. Have you ever noticed the tiny dot between the *Address Field* and the *Google Search* field? That dot signifies that it separates the two fields. If you move your mouse arrow over the dot, it will assume a new form. Click and hold on the dot, then drag the mouse left or right. As you do so the fields change size (one getting larger as the other gets smaller). Use the separator to adjust the size of the fields to your liking.



Separator dots exist in other applications, too. Bonus points for finding the separator dot in Apple's *Mail* application.

Title Bar. Just above the *Address Field* is the place where the name of the web page that you are visiting is displayed. This area is known as the *Title Bar*. All windows have a *Title Bar*.

Toolbar. A usually horizontal area that contains several buttons in a row.

Most applications have toolbars. Most toolbars are customizable. Some toolbars are optional. *Microsoft Word* can go crazy with optional toolbars. If you choose, *Word* will display as many as seventeen toolbars (leaving no space to actually do work in!).

August Tip —

Phishermen are back to plague us! Beware of emails with dire warnings about problems with your bank accounts, credit cards or online memberships. These emails are **always** bogus! Trash 'em!

Simple rules to stay safe online:

- Don't download any file that you don't know is safe.
- Don't ignore warnings from your Mac. If you don't understand a message from your Mac, please contact me before taking action.
- Don't install any software that you don't know is safe.
- Don't type in your administrative password unless you know exactly why it is being requested. **Ever!**
- Don't click on web links in emails unless you know who sent them, why they did so and where they will take you.

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