

# Surfin' with Safari

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## 1. What is Safari?

- 1.1. Apple's web browser
    - 1.1.1. On the Mac, iPad, iPhone, Pod Touch
    - 1.1.2. Fastest browser for Mac
    - 1.1.3. Default browser for iPad, iPhone; tapping links in email and elsewhere open in Safari
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## 2. What's a tab?

- 2.1. Each tab can hold one web page
  - 2.2. Each window can hold many tabs
  - 2.3. Keeps window clutter to a minimum
  - 2.4. Tabs are default behavior on iPad and iPhone; optional (but preferred) on Mac
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## 3. On the Mac: Improved Start Page

- 3.1. Bookmarks > Show Start Page
  - 3.2. Click Settings button in lower right hand corner to choose which items to display, including Favorites, Reading List, iCloud Tabs, and pick a background image
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## 4. Settings and Preferences

- 4.1. On iPad and iPhone: Settings > Safari
- 4.2. On Mac: Safari > Preferences
  - 4.2.1. Search Engine on iPad/iPhone; *Search* on Mac

- 4.2.1.1. Several choices; Google is the default
- 4.2.1.2. Type the search terms in the search field; no need to go to a separate website such as google.com
- 4.2.2. Show icons in tabs; *Tabs* on Mac
  - 4.2.2.1. Small icons can help distinguish websites when many tabs with truncated names are open
- 4.2.3. Prevent cross-site tracking; *Privacy* on Mac
- 4.2.4. Block all cookies; *Privacy* on Mac
- 4.2.5. Fraudulent website warning; *Security* on Mac
- 4.2.6. AutoFill
  - 4.2.6.1. Store your contact info, passwords, and credit cards to ease connecting to websites and completing forms
- 4.2.7. Settings > Passwords; *Passwords* on Mac
  - 4.2.7.1. Safari will prompt you to store user names and password on the Keychain on your device, protected by your device password or passcode
  - 4.2.7.2. Keychain can keep track of passwords, supply them when needed, create strong passwords, point out weak passwords and duplicate passwords, and alert you to account breaches
  - 4.2.7.3. With iCloud Keychain, user names and passwords stored on the Keychain and can be synced with end-to-end encryption to all your Apple devices using iCloud
- 4.2.8. Extensions
  - 4.2.8.1. Click More Extensions... to visit the App Store to download extensions that, well, extend the capabilities of Safari
- 4.2.9. Websites
  - 4.2.9.1. Set website-specific settings such as access to the camera and microphone, downloading, auto-play of video, and more

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## 5. Open a webpage

### 5.1. Mac

#### 5.1.1. File > New Window or New Private Window

5.1.1.1. Private browsing (no tracking of pages you've visited):  
black search field

#### 5.1.2. File > New Tab

5.1.2.1. Opens a new tab in the same window

5.1.2.2. Add more tabs with + button

5.1.2.3. Click tab to select it

5.1.2.4. Click x in a tab to close it

5.1.2.5. Drag to rearrange

5.1.2.6. Drag out of window to make a new window

5.1.2.7. Move a tab all the way to left to pin it

### 5.2. iPhone and iPad

#### 5.2.1. Tabbed interface

5.2.1.1. On iPhone: Tap Pages button, then tap + to add new  
tab

5.2.1.2. On iPad, tap + button

5.2.1.3. Tap a tab to select it

5.2.1.4. Tap x in a tab to close it

5.2.1.5. Drag to rearrange

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## 6. The smart search field

6.1. Search the web without going to a search engine site first

6.2. Type a domain; Safari adds the prefix (http://www.) and suffix (.com)

- 6.2.1. Integrated progress bar
- 6.2.2. On iPhone, after a webpage loads, tap in the smart search field to see favorites and frequently visited pages
- 6.3. Search on the page
  - 6.3.1. Mac
    - 6.3.1.1. Edit > Find > Find... (or type command-F)
    - 6.3.1.2. Type the search term
    - 6.3.1.3. Use pop-up menu for Contains/Starts With options
    - 6.3.1.4. Click arrows to move between instances of found text
  - 6.3.2. iPad and iPhone
    - 6.3.2.1. Enter the search term
    - 6.3.2.2. Scroll to bottom of the results
    - 6.3.2.3. Or use Share button > Find on Page
- 6.4. Reader View
  - 6.4.1. Focus on just the main content of the page; not available on all web pages
- 6.5. Stop/Reload page
- 6.6. Mute audio

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## 7. Reading pages

- 7.1. Scroll pages
- 7.2. Pinch or double-tap to zoom in and out
- 7.3. Click or tap links
- 7.4. Reader View
  - 7.4.1. Focus on just the main content of the page; not available on all web pages

- 7.4.1.1. On Mac: Look for Reader View icon on left of smart search field
- 7.4.1.2. On iPad/iPhone, tap AA button, then tap Show Reader View
- 7.4.2. Use AA button to customize font, point size, and background color

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## 8. Forward and back

- 8.1. Pages are cached
  - 8.1.1. Makes it faster to re-open already-viewed pages
  - 8.1.2. Forward and back buttons apply to pages viewed in that tab

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## 9. Share button

- 9.1. Lots of ways to share webpages
  - 9.1.1. Add to Reading List
  - 9.1.2. Add Bookmark
    - 9.1.2.1. Choose a location
    - 9.1.2.2. Give it a name (Short is Sweet)
    - 9.1.2.3. Click the Add Button
    - 9.1.2.4. Too many bookmarks on the Favorites Bar? Click the chevron
  - 9.1.3. Other options: Email, AirDrop, Notes, Message, Reminders, Print (iPad and iPhone)

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## 10. Sidebar button on Mac/Bookmarks button on iPad/iPhone

- 10.1. Mac

- 10.1.1. Bookmarks
  - 10.1.1.1. Use Bookmarks > Edit Bookmarks to add delete, rearrange bookmarks and create folders
- 10.1.2. Reading List
  - 10.1.2.1. Like a special set of bookmarks; pages are downloaded to device for later reading
  - 10.1.2.2. Share button > Add to Reading List
- 10.1.3. History
  - 10.1.3.1. Use the History menu
- 10.2. iPad and iPhone
  - 10.2.1. Bookmarks, Reading List, History
  - 10.2.2. Edit these items in the sidebar
- 10.3. Bookmarks, Reading List, and History are all synced through iCloud

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## 11. Bookmarks and Favorites

- 11.1. Bookmarks library
  - 11.1.1. Some pre-created bookmarks, plus bookmarks you add
  - 11.1.2. Mac: Bookmarks > Edit Bookmarks
  - 11.1.3. iPad/iPhone: Tap Edit button at bottom of Bookmarks list
  - 11.1.4. Edit names, delete bookmarks, drag to rearrange, create folders
- 11.2. Favorites
  - 11.2.1. A subset of bookmarks
  - 11.2.2. Appear in Start Page on Mac; appears when a new tab is created on iPad/iPhone

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## 12. Pages button

12.1. Tap/click to see all open tabs on your device (or in that window on the Mac) in thumbnail view

12.1.1. iPhone and iPad: Drag to rearrange them

12.1.2. Tap/click x (or swipe on iPad/iPhone) to close them

12.2. Scroll up to see tabs open on other devices

12.2.1. Synced through iCloud

12.2.2. Tap/click to open a webpage

12.2.3. Swipe left (or click the x) to close the tab on the other device

12.2.4. iPad/iPhone: In the Tabs view, touch and hold the Done button to close all open tabs

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## 13. Fun with buttons

13.1. Back button

13.1.1. Touch/click and hold see list of back pages

13.2. Forward button

13.2.1. Touch/click and hold to see list of forward pages

13.3. Reload button

13.3.1. Mac: Click and hold to Reload Page with options

13.3.2. iPhone/iPad: Tap to reload a page

13.4. iPad/iPhone: Format (AA) button

13.4.1. Tap to Request Desktop Site or Reload Without Content Blockers

13.5. Mute audio button

13.5.1. Click and hold or option-click or control-click for more options

13.6. Bookmarks button

- 13.6.1. iPad/iPhone: Touch and hold to Add Bookmark, Add to Reading List
- 13.7. Pages button
  - 13.7.1. iPad/iPhone: Touch and hold to Close All Tabs, Close This Tab, create a new Private Tab, create a New Tab, open Split View on iPad
    - 13.7.1.1. iPad/iPhone: New Tab button (+)
      - 13.7.1.1.1. Touch and hold to show a list of recently closed tabs; tap one to re-open it
- 13.8. Status bar
  - 13.8.1. iPad/iPhone: Tap to scroll to top of screen
- 13.9. Reader View
  - 13.9.1. Mac: Click and hold to use Reader View automatically on the website or select Reader Websites Preferences to see your Reader View preference for every website you've visited
- 13.10. Safari icon
  - 13.10.1. iPad/iPhone: Touch and hold to go to Reading List, Bookmarks, New Private Tab or New Tab
  - 13.10.2. Mac: Click and hold in Dock to switch to a tab, open a new window, or open a new private window
- 13.11. Site icons, lists, and links
  - 13.11.1. iPad/iPhone: Touch and hold a link to see a preview of a webpage

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## 14. Some How-Tos

- 14.1. On the Mac: Where do links go?
  - 14.1.1. View > Show Status Bar
  - 14.1.2. Hover over the link



- 14.2. On the Mac: How do I save an in-line PDF file?
  - 14.2.1. Surf to irs.gov
  - 14.2.2. Click on a tax form
  - 14.2.3. Move pointer to bottom of window to get a Heads-Up Display
  - 14.2.4. Buttons to make PDF larger, smaller, open in Preview, Save to Downloads
- 14.3. I've got a zillion bookmarks. How can I find the one(s) I want?
  - 14.3.1. Open the Bookmarks list
  - 14.3.2. Type a search term in the search box at the top of the bookmarks list
- 14.4. I want to look at a page I saw last week, but I can't find it. Now what?
  - 14.4.1. Mac
    - 14.4.1.1. History > Show All History
    - 14.4.1.2. Type a search term in the search box at the top right of the window
  - 14.4.2. iPad and iPhone
    - 14.4.2.1. Tap Bookmarks
    - 14.4.2.2. Tap History
    - 14.4.2.3. Pull down on history list to see search field
  - 14.4.3. Use words you can remember
- 14.5. I have a bunch of sites I check every day
  - 14.5.1. On the Mac
    - 14.5.1.1. Put their Bookmarks in a folder in the Favorites Bar
    - 14.5.1.2. Choose Open in New Tabs at the bottom of the folder's list
  - 14.5.2. On iPhone/iPad
    - 14.5.2.1. Touch and hold a folder of Bookmarks

14.5.2.2. Tap Open in New Tabs

14.6. Is it safe to buy online?

14.6.1. Look for the lock in the title bar/green text in the address bar

14.6.1.1. Click to view details

14.6.2. Also watch for the “https://...” URL

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**15. Help! Just help!**

15.1. On the Mac, use the Help menu

15.2. <http://www.apple.com/support/safari/>

15.3. Free Apple User Guides in Bookstore within Books app

15.4. Mike Matthews: [mamatthews@mac.com](mailto:mamatthews@mac.com); 925-876-4098

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