

# RESEARCH TACTICS 1: Internet Searching with Google Chrome

## Browsing the Internet with Google Chrome

Your window to the Internet is your browser. This is a computer program residing on your computer. The link between your browser and the Internet is generally an ISP (Internet Service Provider). There are many browsers, but the most common are Chrome, Internet Explorer, Firefox and/or Safari. This time we will concentrate on how to get the most from browsing the Internet with Google's Chrome browser.

**BE SAFE:** Make sure that you have the following handled before you start searching on the internet or receive email.

- ⇒ Virus Protection
- ⇒ Spam protection
- ⇒ Pornography Protection
- ⇒ Firewall

## Google Chrome Browser

- Know your browser: Each browser works differently and has different features. One of the things we have found is that every time one of the browsers gets an update, certain features, especially add-ins from other providers, stop working. We will then switch to our second favorite browser for a while until things settle down.
1. Open up Google Chrome on the desktop of the computer. The shortcut looks like this: . Google has recently changed their Font and Icon so



Google now looks like this:

2. The webpage that opens when you first enter your browser is the startup page. You can change your startup page and/or set a homepage. The homepage is the one you go to when you click the Home button.
3. To set the homepage, click the three dots in the top right corner of your screen . Choose Settings. Under Appearance, click Show Home

## RESEARCH TACTICS 1: Internet Searching with Google Chrome

button and Enter custom web address. Type in the website you want. Let's try Ancestry.com. Press Enter and then click on the little home icon to the left of the address bar . Where did it take you? Put your favorite site you use most as your homepage. Go through the above steps again and make FamilySearch.org your homepage.

4. Look at the top of the screen on the left. Notice there is a back button and a forward button. Click the back button, where does it take you? Click the forward button, where does it take you? Look at the other buttons that are available on the browser. Hover over them to see what they are for. The browser you open can look differently and have different buttons on the top depending on whether someone has modified things or not.
5. The tab at the top tells you what site you are on. In FamilySearch, it says, "Free Family History and Genealogy Records—FamilySearch.org". Sometimes you may like two tabs open so you can go back and forth. You can create a new tab by clicking on the little tab to the right of the "Free Family History and Genealogy Records—FamilySearch.org" tab. It allows you to type in a new address without losing your first tab. Type in Ancestry.com and press Enter. Now you have two tabs and can click back and forth. If you desire to work with the two sites side by side, shrink the page by clicking the Restore Down square next to the red square at the top of the page. Now your page is half size. Grab one of the tabs and drag it to the empty side of the screen—now you have the two sites side by side! To restore one side to full size, just click the square next to the red square again (this time it will say, "Maximize".)
6. With Google, Favorites are called Bookmarks.
  - There is a star on the top right hand side of the browser.
  - When the star looks like this:  No bookmark site has been chosen. When it looks like this:  You have landed on a Bookmarked page.
  - There is a bookmark menu on the top of the bar known as the Menu bar that you can choose and put your most favorite bookmarks on so that they are readily available.
  - At the end of this bar "Other bookmarks" will allow you to create folders and manage your bookmarks for easy access.

## RESEARCH TACTICS 1: Internet Searching with Google Chrome

- The menu will have a drop down menu of the bookmarks that have been saved on this computer.
  - The place to start this type of setup is in “Customize and Control Google Chrome”: It looks like this on your far right side of the browser: .
  - Go down to Bookmarks, make sure the “Show Bookmarks Bar” is clicked.
  - If you want to change the organization of your bookmarks choose, Bookmark Manager. You can create different folders, move shortcuts or URLs around so that it is easy for you to find what you want. More about this later.
7. With Google Chrome, the way to see the websites again that you browsed recently is to go to the Customize and Control Button Again:  and choose “history and recent tabs”.

### Chrome Bookmarks

- Know how to setup and organize **Bookmarks** (also known as favorites).
1. Creating a favorite is easy. On your browser, there is a place where you type the address for the webpage you want to visit.
    - In the box for address, type: [www.familyhistorymagic.com](http://www.familyhistorymagic.com) . This is the normal way to reach an internet site of your choice unless you have been there before and have saved it in “Bookmarks”. Then you do not need to type it again.
  2. Click on the Bookmark star on the top far right side of your browser. Click on the “Done” button. That will add the site to your Bookmarks. To remove this favorite, click on the  Icon again, then click on the Bookmarks menu again and click on “Bookmark Manager”. Find the [www.familyhistorymagic.com](http://www.familyhistorymagic.com) bookmark (probably at the bottom of the list) and click on the delete button. It will be gone.
  3. Organizing bookmarks is also a good idea. Notice that in the “Bookmark Manager” you can create folders, move shortcuts to folders, delete items, and rename them. Try this. You can always delete it at the end.

# RESEARCH TACTICS 1: Internet Searching with Google Chrome

## Printing

- Understand how to **print**. (Printing is controlled by the features of your printer, as well as your browser.) Google Chrome is especially nice because it has a built in printer that will allow you to save to PDF as well as use your printers.
  1. Printing takes some practice to figure out what features your printer will use with the internet.
  2. With Google Chrome, if you right click on any page or any part of a page you have highlighted, the option Print will be in the list that shows up.
  3. When printing directly to a printer, sometimes you have to change the way you print an item to get what you want. Selecting the desired information and then printing is a good way to print just a certain area. Sometimes you need to change the printer to landscape because the print falls off the page. Each printer handles these things differently.
  4. Go to [www.familyhistorymagic.com](http://www.familyhistorymagic.com).
  5. Go to Intern Lesson One.
  6. Highlight “Home Sources and Organizing Records”
  7. Right Click and hit the Print option.
  8. Under printer click Change and choose the “Save as PDF” option.
  9. Choose the desktop to save the file and change the name to “Home Sources and Organizing Records” in the File Name spot. Now if we have to take down our website one day, you will have all that great information saved.
  10. Be aware that after you print/save something you need to use the back button to get back to where you are. Using the X will close the whole browser down.

## Searching, Downloading and Saving

- Understand how to **download and save**.
  1. One of the great things about the Internet is that you can find some information from a book online, or an autobiography that you want to paste into a source in your record management program or keep in your files. There are two ways to save this information that makes it very useable later.
    - Archive web page (will look just like the webpage did)
    - Text (will look like typed text)

# RESEARCH TACTICS 1: Internet Searching with Google Chrome

## 2. Example:

- Type in “Clemens Means” in the Google Toolbar and hit enter.
- Choose the webpage listed as “Rev. Clemens Means, 1800-1879”
- If you want to archive the web page in Google Chrome:
  - Right Click, choose “Save as”
  - Choose where you want to save it at the top in “Save In”. I always choose desktop so that I can make sure it worked then I move it to the file I want it in.
  - Choose the name you want to save it under in “File Name”
- If you just want to save some text so you can paste it in your Data Management Program like Roots Magic, or Ancestral Quest, follow these procedures.
  - Highlight the text you want
  - Right click and choose “Copy”
  - That will give you the text, but you will need to edit out the URL’s before pasting in your document.
- Let’s try it on the Clemens Means site we are on.
  - Highlight a paragraph that looks interesting to you.
  - Right click and choose “Copy”.
  - Open up a Word document: Down on the bottom row of the computer is an icon that looks like this: 
  - Click on it
  - Click on “Blank Document”
  - Right click on the page and choose paste. Now save that work: Go to File in the upper Left hand corner, choose Save As,
  - pick the place by hitting the “Browse” button:
  - In class choose Desktop, or your USB drive device to save your file
  - Create the name you want in File Name
  - Hit Save.
  - Open it up to see what it looks like.

## SEARCHING A PAGE QUICKLY

- Know how to **search a page** quickly without reading everything.
  1. Go to “Customize and Control Google Chrome” on the menu bar again, and choose Find.

## **RESEARCH TACTICS 1: Internet Searching with Google Chrome**

2. Up just under the browser bar, enter a surname or main word and hit search. (This only works on pages with text)
3. Your work will be highlighted as well as notated how many times it shows on the page. Just click on the carets ^ or upside down carets to move from word to work.

### **Copy, Paste, Cut, Delete or Undo**

- Almost all windows programs have the copy, paste and cut features. Some also have an undo feature. Look for it.
  1. To Copy, Highlight your selection, then choose either:
    - a. CTRL C
    - b. Right click on top of the selection and choose copy
  2. To Paste, Highlight your selection, then choose either:
    - a. CTRL V
    - b. Right click on top of the selection and choose paste
  3. To Cut, Highlight your selection, then choose either:
    - a. CTRL X
    - b. Right click on top of the selection and choose cut
  4. To Delete or Undo, Highlight your selection and choose either:
    - a. CTRL Z
    - b. Right click on top of the selection and choose cut
  5. To Undo, Click on the Undo button if the software has this feature. Undo can be used to go back several steps, not just one as the features above can do.