

Fornham All Saints Computer Club

Tutorial Notes - Using Safari

September 2018

Safari Basics

The safari App comes with the iPad so no need to download. Just open it up and type a topic into the search box. Then, select a website from the list of results.

Double Tap to Zoom In/Out

If you want to zoom in on a particular section of a web page (this is especially useful to enlarge the text you're reading), simply **tap twice in quick succession** on the same part of the screen. This enlarges that section of the page. The same double tap zooms out again.

Pinch to Zoom In/Out

If you want more control over what you're zooming in on or how much zooming you do, use the multitouch features.

Put your index finger together with your thumb and place them on the part of the screen that you want to zoom in on. **Then, drag your fingers apart**, sending each one towards the opposite edge of the screen. This zooms in on page. The text and images appear blurry for a moment and then the screen makes them crisp and clear again.

To zoom out of the page and make things smaller, **put your fingers at opposite ends of the screen and drag them towards each other**, meeting in the centre of the screen.

Jump to the Top of the Page

You **scroll down the page by dragging a finger down** the screen. But, did you know that you can jump back to the top of a web page without all that scrolling?

To jump to the top of a page (in order to get back to the browser bar, search bar, or the site's navigation), simply **tap the clock at the top centre** of the touch screen twice. The first tap reveals the address bar in Safari, the second immediately jumps you back to the top of the web page. Unfortunately, there doesn't seem to be a similar shortcut for jumping to the bottom of a page.

Moving Back and Forth Through Your History

Like any browser, Safari keeps track of the sites you've visited and lets you use a back button (and sometimes a forward button) to move through the sites and pages you've been to recently. There are two ways to access this feature:

- **Arrow Buttons**— **Tap them** to move back or forward
- **Swiping**—You can also **swipe to go back or forward**. Swipe the left edge of the screen to go back and the right edge to go forward.

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Open a Page in a New Window

There are two ways to open a new window in Safari. The **first is by tapping the icon** that looks like two squares on top of each other. This makes your current web page small and reveals a **+** (iOS 7 and up) or **New Page** button (iOS 6 and earlier) at the bottom.

Tap that to open a new window. **Tap the two rectangles again** and slide up and down (iOS 7 and up) or back and forth (iOS 6 and earlier) to move between windows or tap the **X** to close a window.

Besides opening a new blank window, though, you may want to open a link in a new window as you do on a desktop computer. Here's how:

1. **Find the link** you want to open in a new window.
2. **Tap the link** and **don't remove your finger** from the screen.
3. **Don't let go** until a menu pops up from the bottom of the screen that offers five options:
 - Open
 - Open in New Page
 - Add to Reading List (iOS 5 and up only)
 - Copy
 - Cancel
4. **Select Open in a New Window** and you'll now have two browser windows, one with the first site you visited, the second with your new page.
5. If you have a device with a 3D Touchscreen (only the iPhone 6S and 7 series, as of this writing), **tapping and holding the link** can also pop up a preview of the page that's linked to. **Hard press the screen** and the preview will pop out and become the window you're browsing.

The Action/Sharing Menu in Safari

The icon that looks like a box with an arrow coming out of it is called the Action menu. Tapping it reveals all sorts of features. There you'll find options to bookmark a site, add it to your favourites or reading list, make a shortcut for it on your device's home screen, print the page, and more.

Private Browsing in Safari

If you want to browse the web without the sites you visit being added to your browser history, use this feature. To enable it in iOS 7 and up, **tap the two rectangles** to open a new browser window. **Tap Private** and then choose whether you want to keep your open browser windows or close them. To turn Private Browsing off, follow the same steps. (In iOS 6, Private Browsing is enabled via the Safari settings in the Settings app.)

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How to Add, Edit, and Delete Bookmarks in Safari

Safari uses a pretty familiar bookmarking system for saving the addresses of websites you visit regularly. If you've used bookmarks in almost any other web browser on a desktop or laptop, you're familiar with the basic concepts. The iPad adds some useful tweaks, though, like syncing your bookmarks across devices.

How to Add a Bookmark in Safari

Adding a bookmark to Safari is simple. Just follow these steps:

1. Go to the web page you want to bookmark.
2. Tap the action box (the icon that looks like a box with an arrow coming out of it).
3. In the pop-up menu, tap **Add Bookmark**. (This menu also contains useful features such as printing and searching for text on the page.)
4. Edit details about the bookmark. On the first row, edit the name you want to appear in your list of bookmarks, or use the default.
5. You also can choose what folder to store it in using the **Location** row. Tap that, and then tap on the folder you want to store the bookmark in.
6. When you're done, tap **Save**. The bookmark is saved.

Syncing Bookmarks Across Devices

If you turn on Safari syncing using iCloud, you can share bookmarks across your Apple devices. This way, bookmarking a site in Safari on one device automatically bookmarks it on Safari in all of them. Here's how to set it up:

1. On your iPad, tap **Settings**.
2. Tap your name at the top of the screen. (In iOS 9 and earlier, tap **iCloud** instead.)
3. Move the **Safari** slider to **on** (green). This syncs your bookmarks to iCloud and to your other compatible devices that have the same setting enabled.
4. Repeat these steps on your iPhone and Mac (and PC, if you're running the iCloud Control Panel) to keep everything in sync.

Syncing Passwords With iCloud Keychain

In the same way that you can sync bookmarks between devices, you can also sync saved usernames and passwords that you use to access your online accounts. With this setting turned on, any username/password combinations you save in Safari on your iOS devices and Macs will be stored on all devices. Here's how:

1. Tap **Settings**.
2. Tap your name at the top of the screen. (In iOS 9 and earlier, tap **iCloud** instead.)
3. Tap **Keychain**.

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4. Move the **iCloud Keychain** slider to **on** (green).
5. Now, if Safari asks whether you want to save a password when you log into a website and you say "yes," that information will be added to your iCloud Keychain.
6. Enable this setting on all devices you want to share the same iCloud Keychain data, and you won't have to enter these usernames and passwords again.

Just a word of warning. It is risky to do this for sales or banking websites where payment systems are in place without a second password. If you lose your iPad or iPhone it would be easy for someone else to take advantage of this if they can crack your user login. That's one reason why finger print access can be useful.

Using Your Bookmarks

To use your bookmarks, tap the icon that looks a bit like an open book. This reveals your bookmarks. Navigate through any bookmark folders you to find the site you want to visit. Just tap the bookmark to go to that site.

How to Edit and Delete Bookmarks in Safari

Once you've got bookmarks saved in Safari, you can edit or delete them by following these steps:

1. Open the bookmarks menu by tapping the book icon.
2. Tap **Edit**.
3. When you do this, you'll have four choices:
 1. **Delete bookmarks**—To delete a bookmark, tap the red circle to the left of the bookmark. When the **Delete** button appears at the far right, tap that to delete it.
 2. **Edit bookmarks**—To edit the name, website address, or folder that a bookmark is stored in, tap the bookmark itself. This takes you to the same screen as when you added the bookmark.
 3. **Re-order bookmarks**—To change the order of your bookmarks, tap and hold the icon that looks like three horizontal lines to the right of the bookmark. When you do this, it lifts a bit. Drag the bookmark to a new location.
 4. **Create a new folder**—To create a new folder in which you can store bookmarks, tap **New Folder**, give it a name, and choose a location for that folder to live. Tap the **Done** key on the keyboard to save your new folder.
4. When you've completed whatever changes you want to make, tap the **Done** button.

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Add a Website Shortcut to Your Home screen With Web clips

Is there a website that you visit many times a day? You can get to it even faster than with a bookmark if you use a web clip. Web clips are shortcuts that are stored on your home screen, look like apps, and take you to your favourite website with just one tap.

To create a web clip, follow these steps:

1. Go to the site you want.
2. Tap the box-and-arrow icon used to create bookmarks.
3. In the pop-up menu, tap **Add to Home Screen**.
4. Edit the name of the web clip, if you want.
5. Tap **Add**.

You'll then be taken to your home screen and shown the web clip. Tap it to go to that site. You can arrange and delete web clips in the same way that you'd delete an app.

How to Print, Stream, Share, and Email in Safari

The Safari browser is great for browsing websites and creating bookmarks, but it does quite a bit more than that, too. Safari has built-in features that let you share websites, print pages, stream videos to TVs, and more.

How to Print a Webpage Using Safari

If you're the kind of person who likes a hard copy of their information, or you've just downloaded an important document or completed a form, you'll want to print it. Safari makes printing easy—with one catch.

The catch is, you've got to have an AirPrint-compatible printer. AirPrint is Apple's wireless printing technology. Lots of printers support it, but if you don't have one, you're stuck. There's no way to print. Luckily, there are thousands of AirPrint-compatible printers.

Once you've got one, follow these steps to print:

1. Get the website or document you want to print on your screen.
2. Tap the action box (the square with the arrow coming out of it).
3. In the menu that pops up, swipe across the bottom row of options until you see **Print**.
4. Tap **Print**.
5. If your printer is not already selected, tap **Printer** and select the correct printer.
6. Tap the **+** and **-** buttons to change the number of copies to print.
7. Depending on the printer, the **Options** menu may offer controls for things like double-sided printing.
8. When you're ready, tap **Print**.

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How to Share a Webpage

If you come across a webpage you just have to share with someone else, there are four easy ways to do it: email, text message, social media, and AirDrop. Just follow these steps:

1. Get the website you want to share on your screen.
2. Tap the action box (the square with the arrow coming out of it).
3. In the menu that pops up from the bottom, the second row has (almost) all the sharing options in it:
 1. To text it, tap **Message**. This opens a new text with the URL of the site in it. Send the text as you normally would.
 2. To email it, tap **Mail**. This opens a new email with the title of the page in the subject line and the URL of the site in the body (some sites also include the text of the page).
 3. To share it on social media, make sure you have social media apps—Facebook or Twitter, for example—installed on your device. Tap the icon for those apps and follow the onscreen prompts.
 4. If you share the webpage over AirDrop (Apple's wireless file-transfer system), the site will open on the recipient's device. Once you've tapped the action box, look for an AirPrint recipient in the first row of the menu. Tap the person you want to send the page to.

How to Stream Videos Using AirPlay

When you come across a video or audio file online that you want to listen to or watch, just tap it and it will play. With AirPlay, you can actually stream it to other devices.

You'll need an AirPlay-compatible device like an Apple TV or a HomePod. If you have one, though, just follow these steps:

1. Get the content you want to stream onto the screen.
2. Look for the AirPlay icon (a rectangle with a square in the bottom) and tap it.
3. In the menu that appears, tap the device you want to stream to.
4. The media should start playing on the selected device right away.

You can also stream using other technologies or cast your screen onto a TV using AirPlay Mirroring.

How to Use Reading List in Safari

Ever see a website that you really wanted to read later, but weren't sure you wanted to bookmark? A feature built into Safari called Reading List lets you to do just that.

To add a webpage to Reading List:

1. Get the website you want to add on your screen.
2. Tap the action box (the square with the arrow coming out of it).

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3. In the bottom row of icons, tap **Reading List**.
4. You may be asked whether you want to save articles for offline reading. Tap the button for your choice.

To see your Reading List and select a website:

1. Tap the bookmark icon.
2. In the row of buttons near the top of the screen, tap the reading glasses.
3. This shows all the articles saved to Reading List. Tap the article you want to read.

To remove a site from Reading List, follow the first two steps above and then swipe right to left across the site.

How to Search for Text in Safari with Find on Page

Finding a certain bit of text using a desktop web browser is easy. Just go to the page and run a search for a specific word or phrase (control-F or command-F brings up the search tool in most browsers). Searching for text in Safari, is a little tougher. That's mostly because the search feature is harder to find. But if you know where to look, Safari's Find on Page feature can help you find just the text you're looking for.

The exact steps you need to follow to use Find On Page vary slightly depending on your version of the iOS. Follow the instructions below to start using Find on Page.

Using Find on Page in iOS 9

1. Begin by opening Safari and browsing to a website.
2. Tap the action box at the bottom centre of the screen (the box with the arrow coming out of it).
3. Swipe through the bottom row of icons until you see the magnifying glass for **Find on Page**.
4. Tap **Find on Page**.
5. In the search bar that appears, type the text you want to find.
6. If the text you entered is on the page, the first use of it is highlighted.
7. Use the arrow keys above the keyboard to move forward and backward through every instance of your search term on the page.
8. Tap the **X** in the search bar to search for a new word or phrase.
9. Tap **Done** when you're finished.

Using Find on Page in iOS 7 and 8

While the steps above are the fastest option on iOS 9 and up, the following steps work, too. It's also the only way to use the feature on iOS 7 and 8.

1. Begin by opening the Safari app and browsing to a website

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2. Once the site you want to search is loaded in Safari, tap the address bar at the top of the Safari window
3. In that address bar, type the text you want to search for on the page.
4. When you do that, a number of things happen: in the address bar, URLs may be suggested based on your browsing history. Beneath that, the **Top Hits** section offers additional suggestions. The next section, **Suggested Website**, is delivered by Apple based on your Safari settings (you can tweak these in **Settings -> Safari -> Search**). After that are a set of suggested searches from Google (or your default search engine), followed by matching sites from your bookmarks and search history.
5. But where's Find on Page? In most cases, it's hidden off the bottom of the screen, either by the onscreen keyboard or by the list of suggested results and searches. Swipe all the way to the end of the screen and you'll see a section titled **On This Page**. The number next to the header indicates how many times the text you searched for appears on this page.
 1. Tap **Find** beneath this header to see all uses of your search word on the page.
 2. The arrow keys move you through the uses of the word on the page. The **X** icon lets you clear the current search and perform a new one.
 3. Tap **Done** when you're finished searching.

Using Find on Page in iOS 4-6

In earlier versions of the iOS, the process is a bit different:

1. Use Safari to browse to a website.
2. Tap the search bar in the top right-hand corner of the Safari window (if Google is your default search engine, the window will read **Google** until you tap it).
3. Type in the text you're trying to find on the page.
4. In the list of search results, you'll first see suggested search terms from Google. In a grouping below that, you'll see **On This Page**. Tap that to find the text you want on the page.
5. You'll see the text you searched for highlighted on the page. Move between instances of the text you searched for with the **Previous** and **Next** buttons.

How to Control Safari Settings and Security

Everyone does a lot of important personal business on the web, which means that taking control of your web browser's settings and security is crucial. That's especially true on a mobile device like the iPhone or iPad. Safari gives you the power to change its settings and take control of its security. We'll show you how to use these features (this was written using iOS 11, but the instructions are fairly similar for older versions, too).

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How to Change the Default Browser Search Engine

Searching for content in Safari is simple: just tap the menu bar at the top of the browser and enter your search terms. By default, all iOS devices—the iPhone, iPad, and iPod touch—use Google for your searches, but you can change that by following these steps:

1. Tap the **Settings** app to open it.
2. Tap **Safari**.
3. Tap **Search Engine**.
4. On this screen, tap the search engine you want to use as your default. Your options are **Google**, **Yahoo**, **Bing**, and **DuckDuckGo**. Your setting is automatically saved, so you can start searching using your new default search engine right away.

TIP: You can also use Safari to search for content on a web page.

How to Use Safari AutoFill to Fill Out Forms Faster

Just like with a desktop browser, Safari can automatically fill in online forms for you. It grabs information from your address book to save time filling out the same forms over and over. To use this feature, do the following:

1. Tap on the **Settings** app.
2. Tap **Safari**.
3. Tap **AutoFill**.
4. Move the **Use Contact Info** slider to on/green.
5. Your information should appear in the **My Info** field. If it doesn't, tap that and browse your address book to find yourself.
6. If you want to save the usernames and passwords you use to log into various websites, slide the **Names & Passwords** slider to on/green.
7. If you want to save frequently used credit cards to make online purchases quicker, move the **Credit Cards** slider to on/green. If you don't already have a credit card saved on your iPhone, tap **Saved Credit Cards** and add a card.

How to View Saved Passwords in Safari

Saving your usernames and password in Safari is great: when you come to a site you need to log into, your device knows just what to do you and you don't have to remember anything. Because this sort of data is very sensitive, the device protects it. But, if you need to look up a username or password you can do it by following these steps:

1. Tap **Settings**.
2. Tap **Accounts & Passwords**.
3. Tap **App & Website Passwords**.
4. You'll be asked to authorize access to this information via Touch ID, Face ID, or your passcode. Do so.

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5. A list of all websites that you've got a saved username and password for appears. Search or browse and then tap the one you want to see your login info for.

Control How Links Open in Safari

You can choose where new links open by default—either in a new window that immediately goes to the front or in the background by following these steps:

1. Tap **Settings**.
2. Tap **Safari**.
3. Tap **Open Links**.
4. Choose **In New Tab** if you want the links you tap to open in a new window in Safari and to have that window immediately come to the front.
5. Choose **In Background** if you want that new window to go to the background and leave the page you're currently looking at on top.

How to Cover Your Online Tracks Using Private Browsing

Browsing the web leaves a lot of digital footprints behind. From your browsing history to cookies and more, you may not want to leave those tracks behind you. If so, you should use Safari's Private Browsing feature. It prevents Safari from saving any information about your web browsing—history, cookies, other files—while it's turned on.

How to Clear Your Browser History and Cookies

If you don't want to use Private Browsing, but still want to delete your browsing history or cookies, do the following:

1. Tap **Settings**.
2. Tap **Safari**.
3. Tap **Clear History and Website Data**.
4. A menu pops up from the bottom of the screen. In it, tap **Clear History and Data**.

Prevent Advertisers From Tracking You

One of the things that cookies do is allow advertisers to track you across the web. This lets them build a profile of your interests and behaviour, so they can better target ads to you. This is good for them, but you may not want them to have this information. If not, there are a few features you should enable.

1. Tap **Settings**.
2. Tap **Safari**.
3. Move the **Prevent Cross-Site Tracking** slider to on/green.

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4. Move the **Ask Websites Not to Track Me** slider to on/green. This is a voluntary feature, so not all websites will respect it, but some is better than none.

How to Get Warnings About Potentially Malicious Websites

Setting up fake websites that look like ones you normally use is a common method of stealing data from users and using it for things like identity theft. Avoiding those sites is a topic for its own article, but Safari does have a feature to help. Here's how you enable it:

1. Tap **Settings**.
2. Tap **Safari**.
3. Move the **Fraudulent Website Warning** slider to on/green.

How to Block Websites, Ads, Cookies, and Pop Ups Using Safari

You can speed up your browsing, maintain your privacy, and avoid ads and certain sites by blocking them. To block cookies:

1. Tap **Settings**.
2. Tap **Safari**.
3. Move **Block All Cookies** to on/green.

You can also block pop-up ads from the Safari settings screen. Just move the **Block Pop-ups** slider to on/green.

How to Use Apple Pay for Online Purchases

If you've set up Apple Pay to use when making purchases, you can use Apple Pay at some online stores. In order to make sure you can use it at those stores, you need to enable Apple Pay for the web. Here's how:

1. Tap **Settings**.
2. Tap **Safari**.
3. Move the **Check for Apple Pay** slider to on/green.

Take Control of Your iPhone Security and Privacy Settings

While this article has focused specifically on privacy and security settings for the Safari web browser, the iPhone has a bunch of other security and privacy settings that can be used with other apps and features. Learn how to protect private info stored on your iPhone.