

SOME SEARCH BASICS – SEARCHING & SEARCH HELPS

1. Choosing a Web Browser

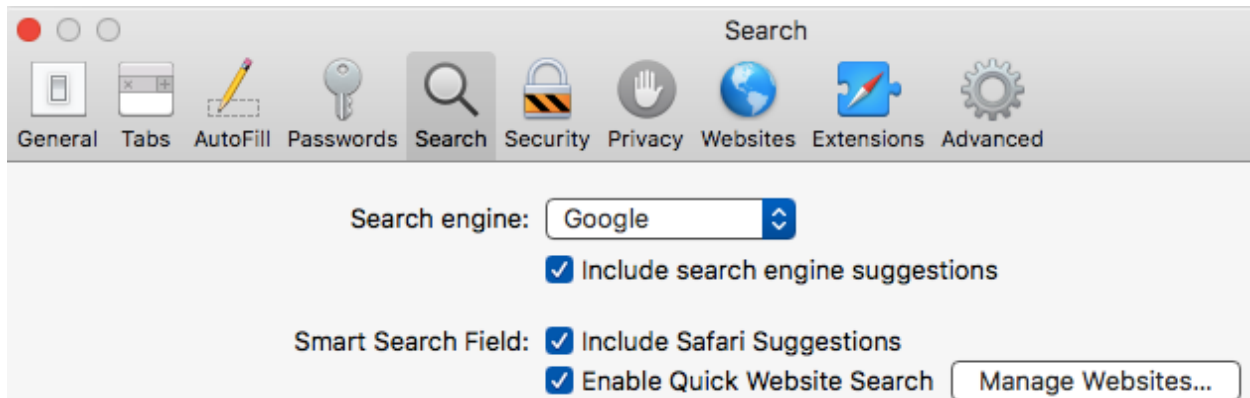
Choice of Web Browser

- Apple Menu > System Preferences > General > Default Web Browser

2. Choosing A Search Engine...

in Safari, choice of Search Engine & Suggestions

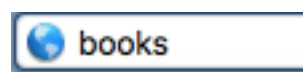
- Safari Menu Bar > Safari > Preferences > Search



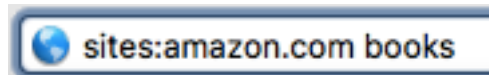
3. Search area handles website addresses & search terms



OR



OR BOTH...



4. Use Siri — voice or type - use natural language & questions

- by voice, click Siri in Dock or Menu Bar

- by typing (in macOS 10.13 High Sierra), choose Apple Menu > System Preferences > Accessibility > Siri > Enable Type to Siri

5. Use spotlight - (command + space) can use natural language & natural questions e.g. open apps, find documents, websites, dictionary definitions, currency conversions, quick calculations

6. Find — finding words or phrases (Menu Bar > Edit > Find)

7. Lookup — right click a word — choose “Lookup” from menu for dictionary, thesaurus, Wikipedia info

8. History - shows places you have previously been bookmarks - allows reminder of places to return

9. Tabs - Safari Menu Bar > Safari > Preferences > Tabs

10. Pin Tab — pinning a website - Safari Menu Bar > Window > Pin Tab

11. Read Later - upon “hovering” in search/address bar in Safari, a little “+” appears — clicking this will add article to left Sidebar “Read Later” column

12. Bookmark a website— with Favorites Bar or Bookmarks Menu

Hotsheet.com — great homepage for searching news, with many links in specific areas — hotsheet.com

Don't forget the “search” in the Toolbars of...
Photos, Mail, Notes, Calendar, Contacts, iTunes,
Messages and more...