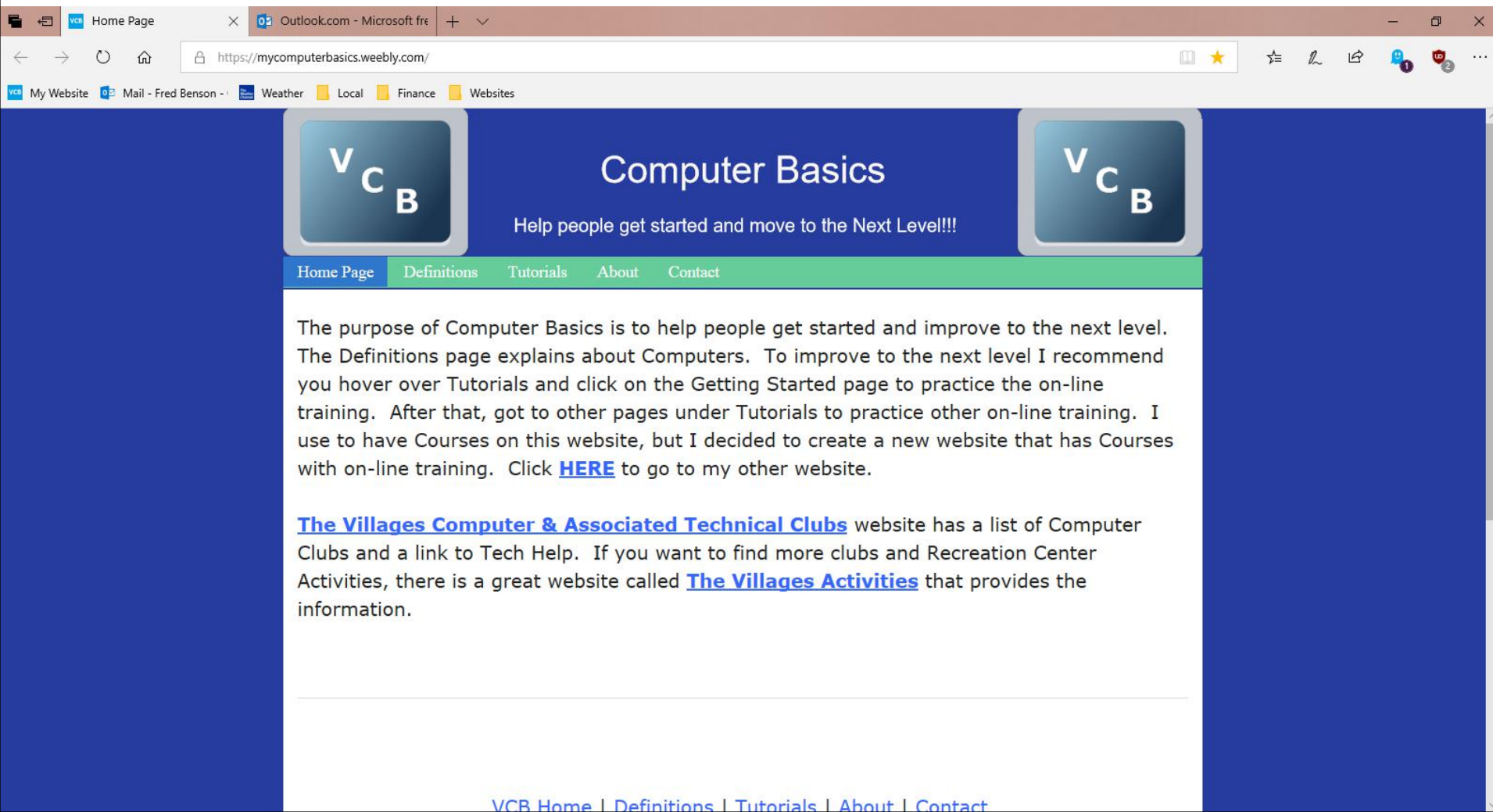


## **Step 2 – Part 1 - How to change the layout of Microsoft Edge.**

- As I mentioned in the Introduction, Microsoft Edge is the only Browser that has Read aloud. Read aloud plays song on each Text on a page. The good news is when you open a PDF file and use Read aloud, it automatically plays song on the Text on each page and you don't have to scroll down to get to other pages. First I will show you how to get to Read aloud will a PDF file.**
- First open Microsoft Edge. Next is a sample of my Home Page.**

- Here is a sample of my website in Microsoft Edge in a full screen. If you are on my website for the Browsers on-line training and click on the link to a PDF file, next is a sample.



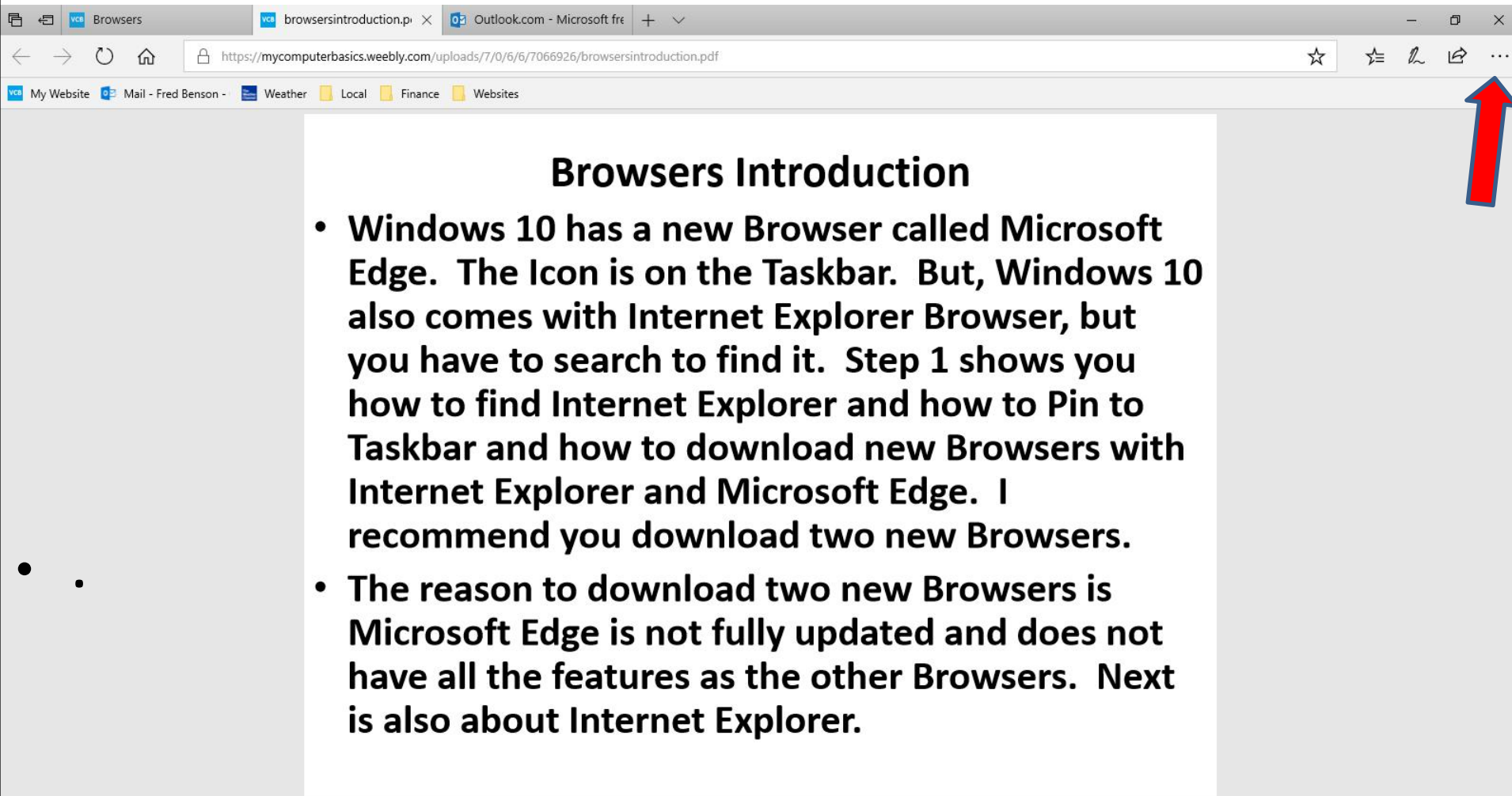
The screenshot shows a Microsoft Edge browser window with the address bar displaying <https://mycomputerbasics.weebly.com/>. The website has a dark blue header with the text "Computer Basics" and the tagline "Help people get started and move to the Next Level!!!". The header also features two square logos with the letters "V", "C", and "B" arranged vertically. Below the header is a green navigation bar with links for "Home Page", "Definitions", "Tutorials", "About", and "Contact". The main content area is white and contains the following text:

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the information.

At the bottom of the page, there is a footer with the text: [VCB Home](#) | [Definitions](#) | [Tutorials](#) | [About](#) | [Contact](#)

- Here is a sample of a PDF file page. As I showed you before you click on the Icon in the upper right again and next is what happens again.

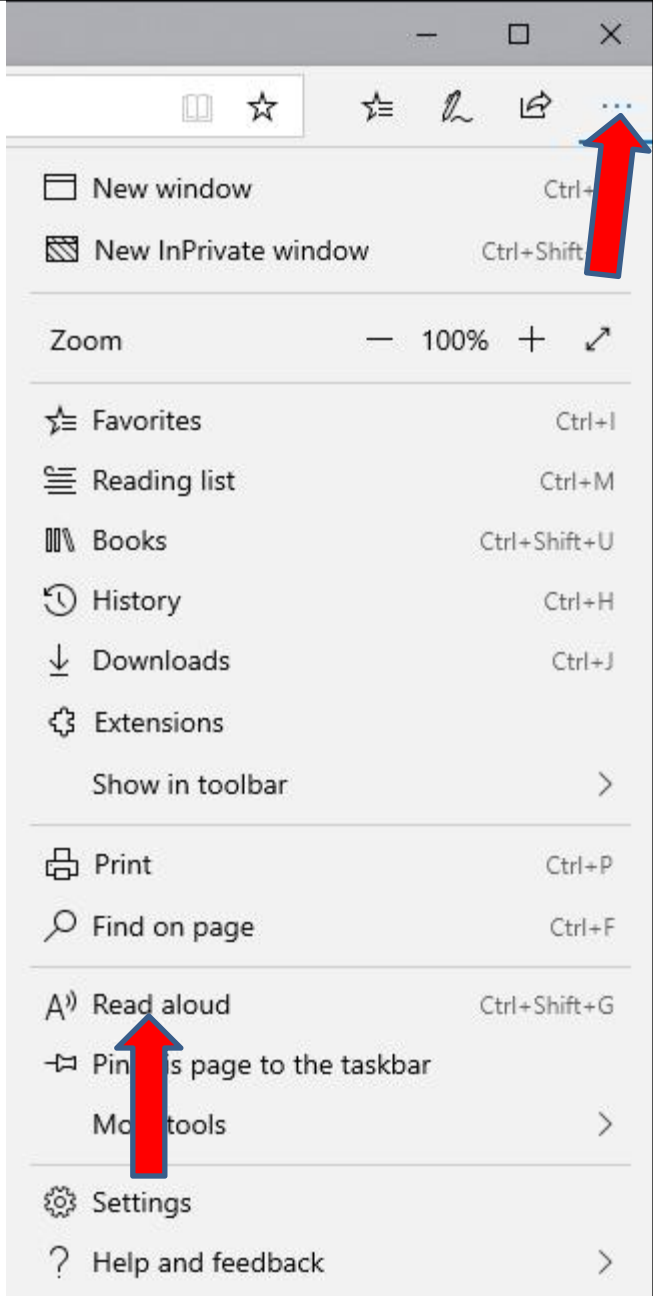


The screenshot shows a web browser window with the following details:

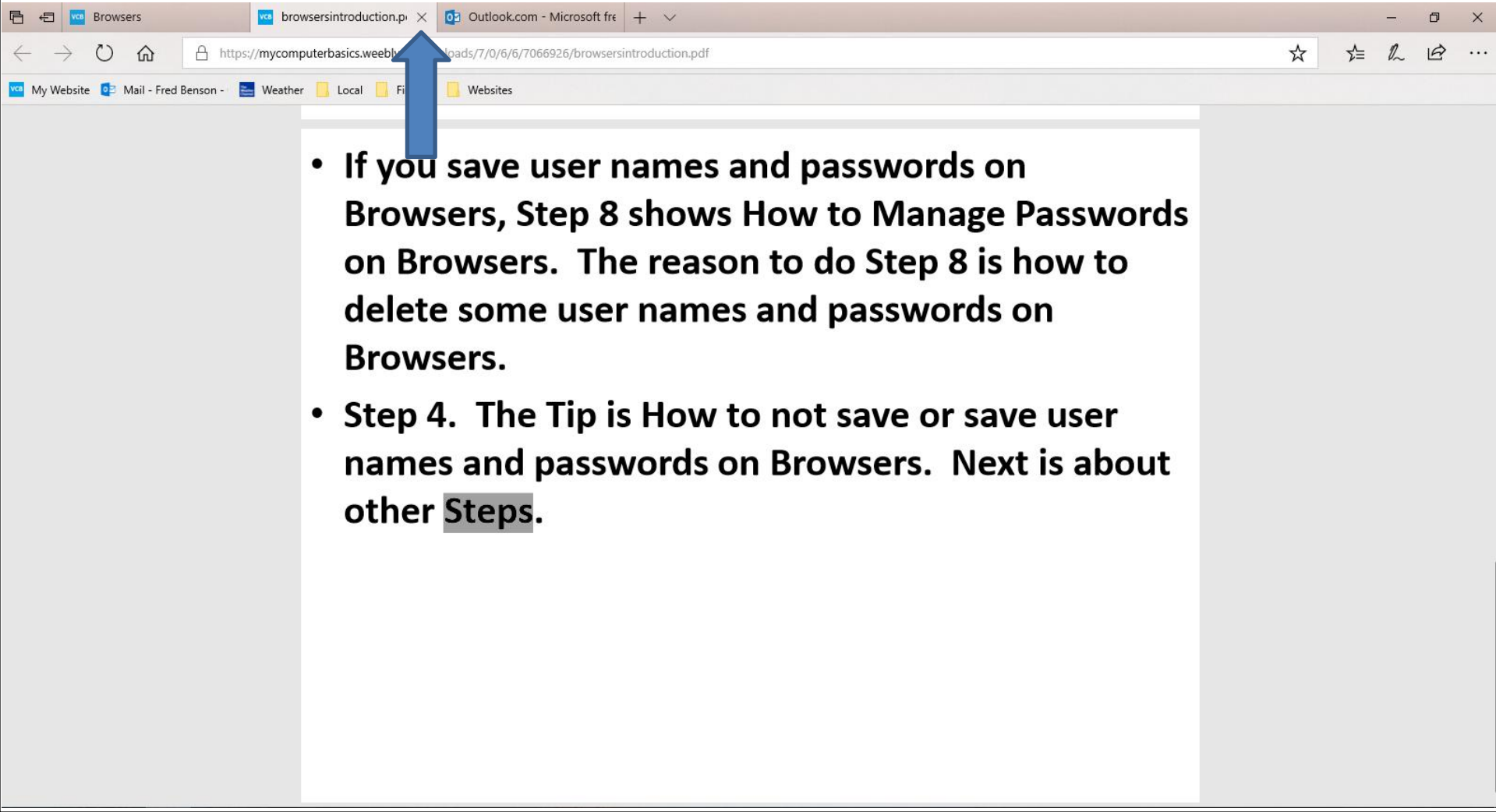
- Address Bar:** <https://mycomputerbasics.weebly.com/uploads/7/0/6/6/7066926/browsersintroduction.pdf>
- Page Title:** Browsers Introduction
- Content:**
  - Windows 10 has a new Browser called Microsoft Edge. The Icon is on the Taskbar. But, Windows 10 also comes with Internet Explorer Browser, but you have to search to find it. Step 1 shows you how to find Internet Explorer and how to Pin to Taskbar and how to download new Browsers with Internet Explorer and Microsoft Edge. I recommend you download two new Browsers.
  - The reason to download two new Browsers is Microsoft Edge is not fully updated and does not have all the features as the other Browsers. Next is also about Internet Explorer.

A red arrow points to the three-dot menu icon in the top right corner of the browser window.

- **When you click on the Icon in the upper right again you see the list again and then click on Read aloud and next is what happens.**



- **Here is a sample of the last page. Once it goes to the last Text, the song stops and the window closes. Once complete, you can click on X in the PDF page to close it. Next is a sample.**



The screenshot shows a web browser window with two tabs: "browsersintroduction.p" and "Outlook.com - Microsoft fre". The address bar displays the URL "https://mycomputerbasics.weebly.com/uploads/7/0/6/6/7066926/browsersintroduction.pdf". The browser's toolbar includes navigation buttons (back, forward, refresh, home), a search bar, and icons for bookmarks, history, and settings. Below the toolbar, there are several pinned sites: "My Website", "Mail - Fred Benson", "Weather", "Local", and "Websites". The main content area displays a PDF document with the following text:

- **If you save user names and passwords on Browsers, Step 8 shows How to Manage Passwords on Browsers. The reason to do Step 8 is how to delete some user names and passwords on Browsers.**
- **Step 4. The Tip is How to not save or save user names and passwords on Browsers. Next is about other Steps.**

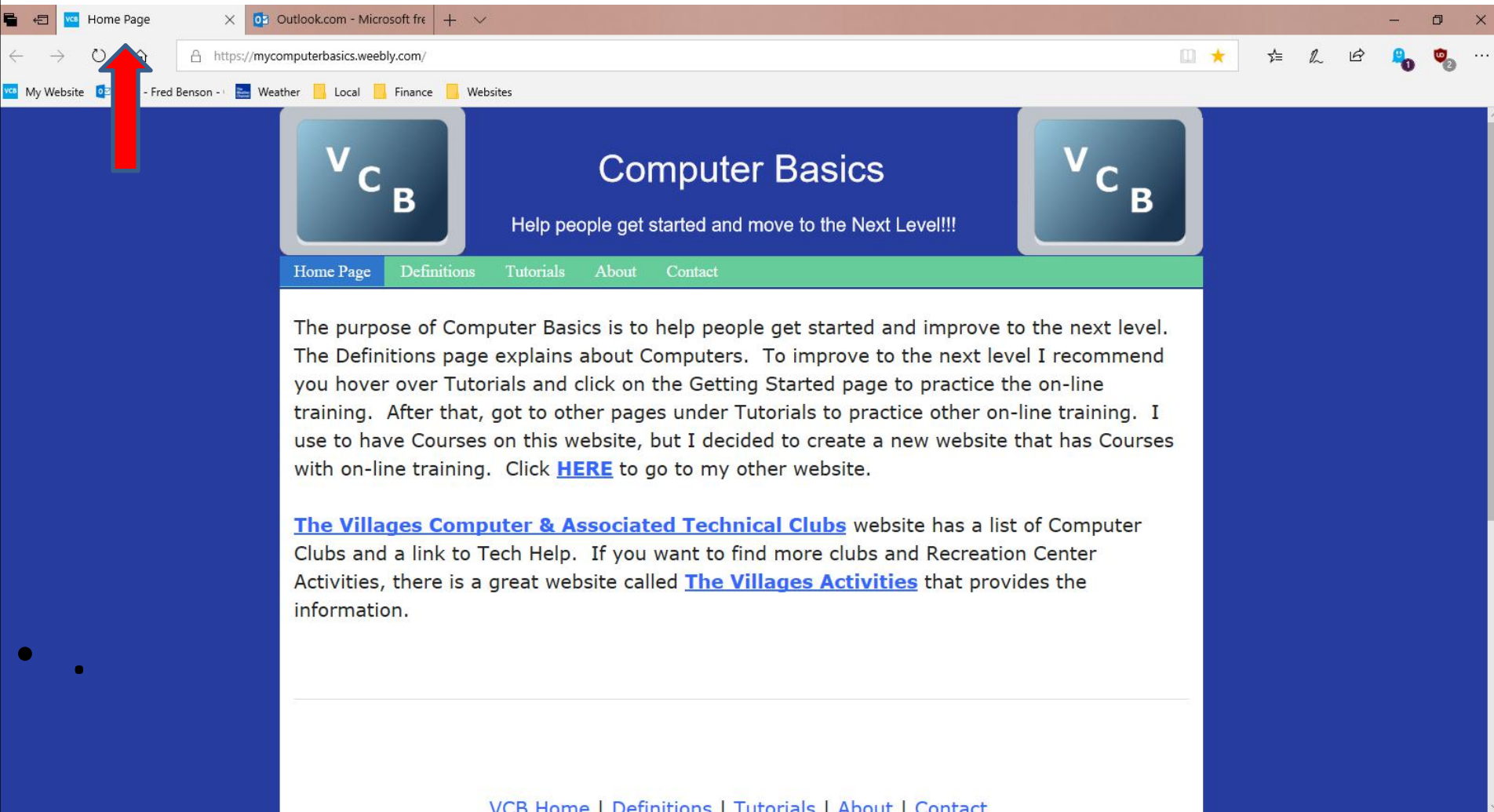
A blue arrow points to the top-left corner of the PDF content area.

- When you click on Read aloud, the window closes and new window opens at the top and starts playing song on each Text and goes to all pages. Next is a sample of the last page.

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Browsers, browsersintroducti, Outlook.com - Microsoft fre
- Address Bar:** <https://mycomputerbasics.weebly.com/uploads/7/0/6/6/7066926/browsersintroduction.pdf>
- Navigation Bar:** My Website, Mail - Fred Benson, Weather, Local, Finance, Websites
- Document Title:** Browsers Introduction
- Document Content:**
  - Windows 10 has a new Browser called Microsoft **Edge**. The Icon is on the Taskbar. But, Windows 10 also comes with Internet Explorer Browser, but you have to search to find it. Step 1 shows you how to find Internet Explorer and how to Pin to Taskbar and how to download new Browsers with Internet Explorer and Microsoft Edge. I recommend you download two new Browsers.
  - The reason to download two new Browsers is Microsoft Edge is not fully updated and does not have all the features as the other Browsers. Next is also about Internet Explorer.
- Browser Toolbar:** Includes navigation icons (back, forward, refresh, home), a search icon, and a 'Read Aloud' icon (represented by a speaker icon) which is highlighted by a red arrow.

- Here is a sample of closing the PDF page and clicking on the Home Page. Next is another layout.



The screenshot shows a web browser window with two tabs: 'Home Page' and 'Outlook.com - Microsoft fre'. The address bar displays 'https://mycomputerbasics.weebly.com/'. The website has a dark blue header with the 'VCB' logo on the left and right, and the text 'Computer Basics' in the center. Below the logo on the left is the tagline 'Help people get started and move to the Next Level!!!'. A green navigation bar contains links for 'Home Page', 'Definitions', 'Tutorials', 'About', and 'Contact'. The main content area has a white background and contains the following text:

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

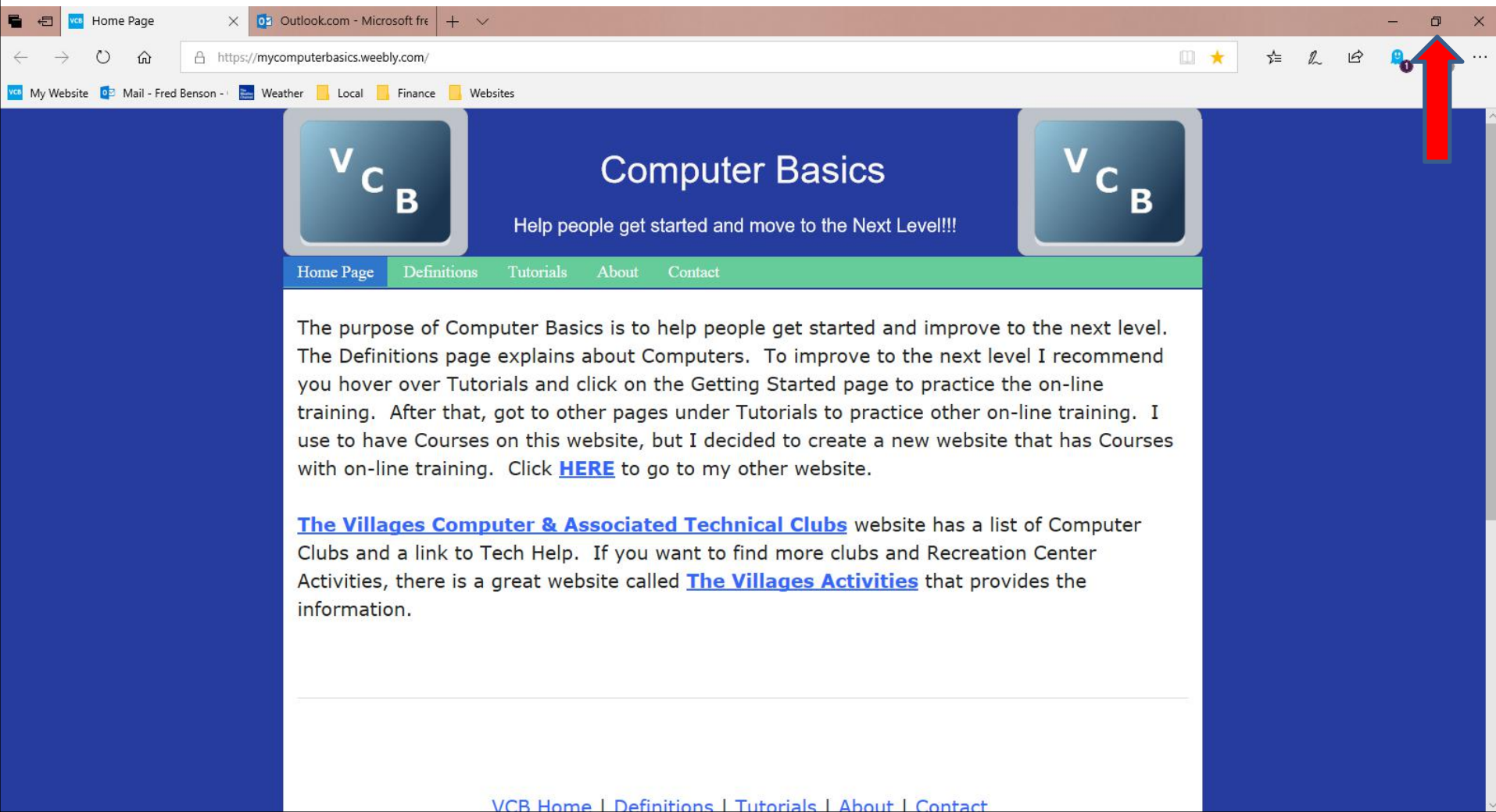
[The Villages Computer & Associated Technical Clubs](#) website has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called [The Villages Activities](#) that provides the information.

At the bottom of the page, there is a footer with the text: 'VCB Home | Definitions | Tutorials | About | Contact'.

- **Next I am going to show you how to Restore Down. When you open Microsoft Edge it typically opens in a full screen. As I mentioned in the Step 2 Introduction, the reason to Restore Down is you view other programs, like Movie Maker and go back and forth to view the on-line training for Movie Maker.**
- **After that I will show you how to Minimize and other layouts.**
- **Next is a sample of a website in a full screen again and how to Restore Down.**

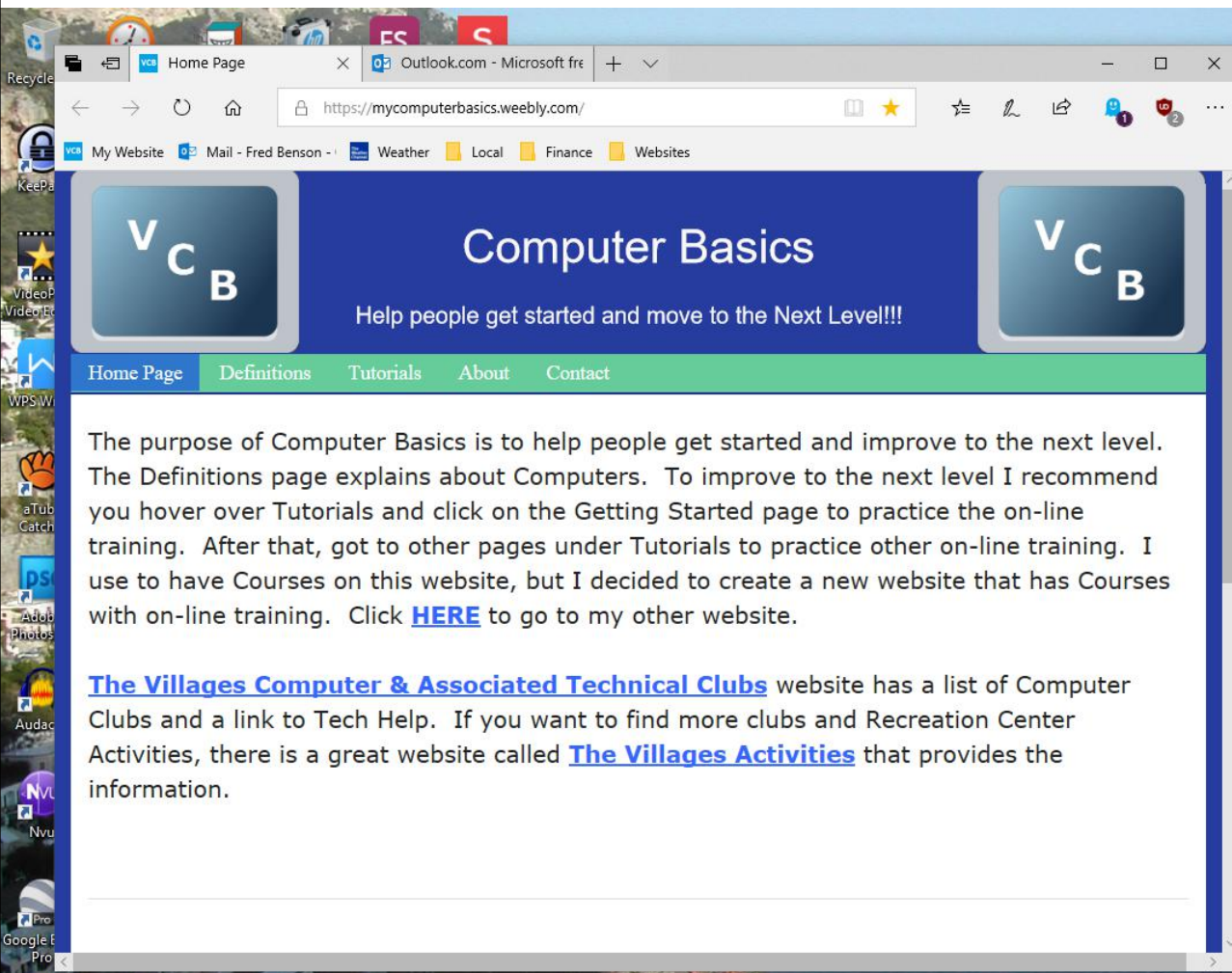



- Click on this Icon  in the upper right to Restore Down. Next is what happens.

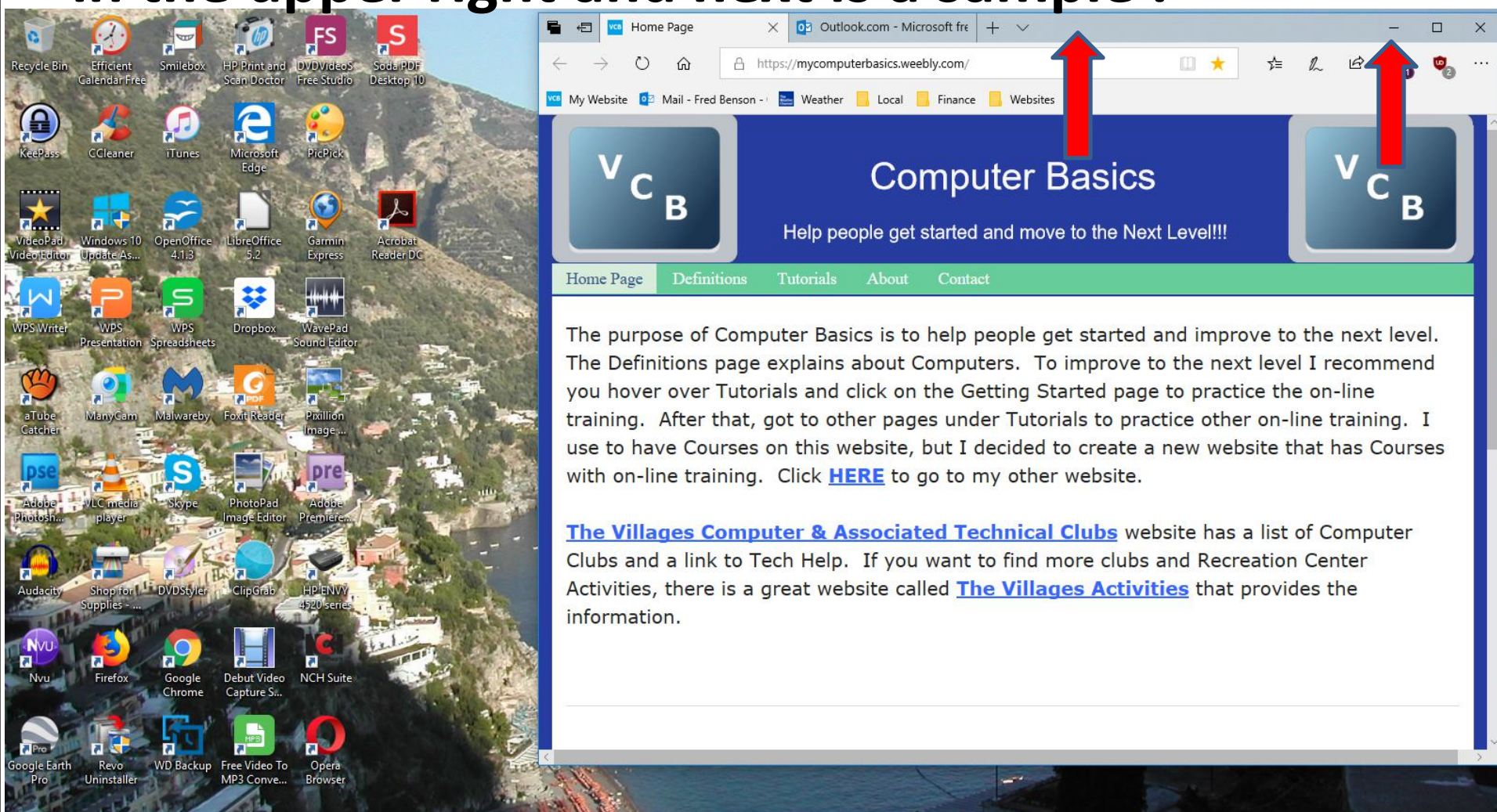


The screenshot shows a web browser window with the address bar displaying <https://mycomputerbasics.weebly.com/>. The browser's window control bar at the top right includes a 'Restore Down' icon, which is highlighted by a red arrow. The website content features a blue header with the 'VCB' logo and the title 'Computer Basics'. Below the header is a green navigation bar with links for 'Home Page', 'Definitions', 'Tutorials', 'About', and 'Contact'. The main content area contains a paragraph explaining the purpose of the website and a link to 'The Villages Computer & Associated Technical Clubs' website. The footer of the website includes a navigation menu: 'VCB Home | Definitions | Tutorials | About | Contact'.

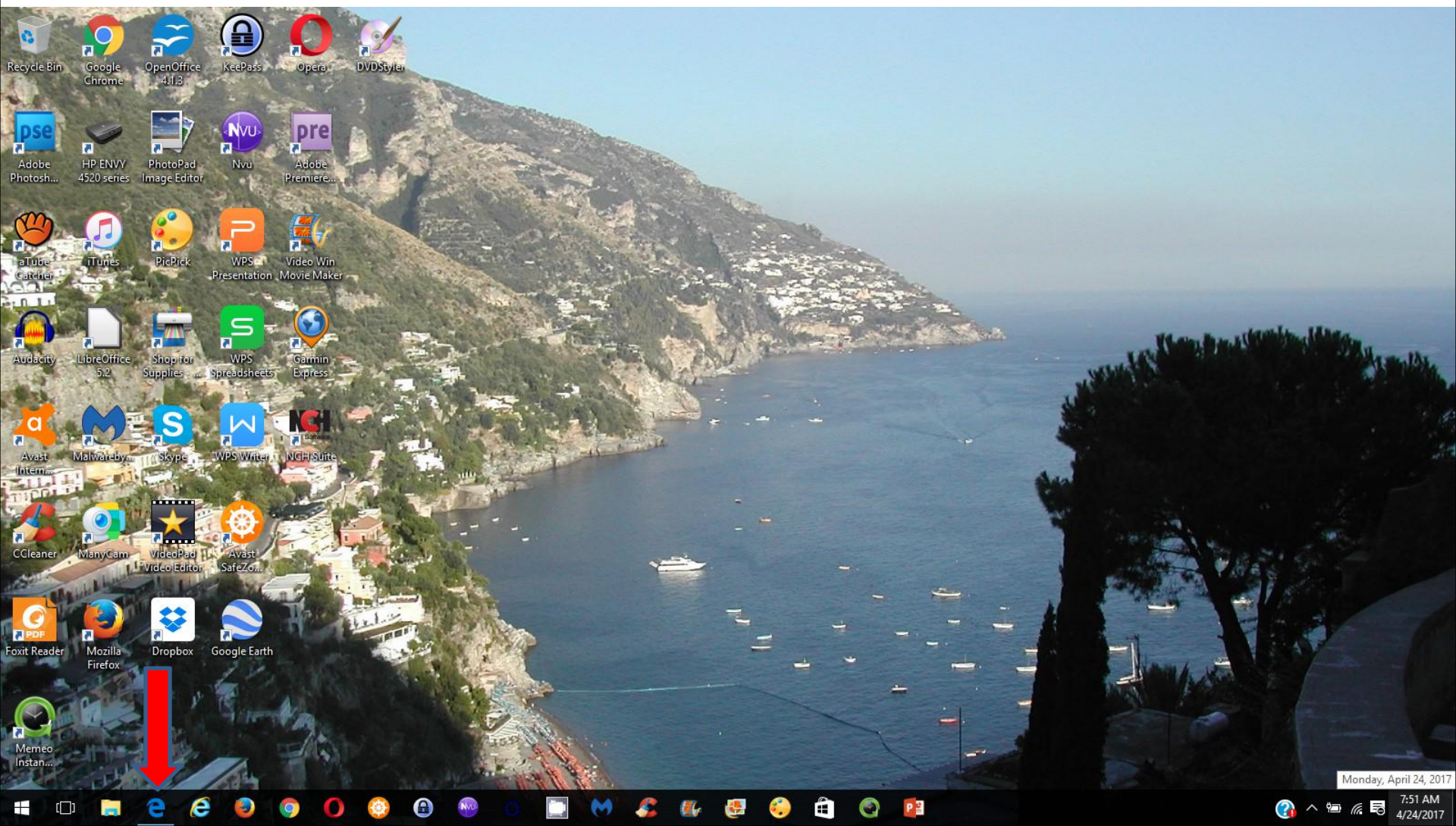
- Here is a sample of Microsoft Edge of Restore Down. I didn't have other programs, so I see the Desktop. Next is how to move it.




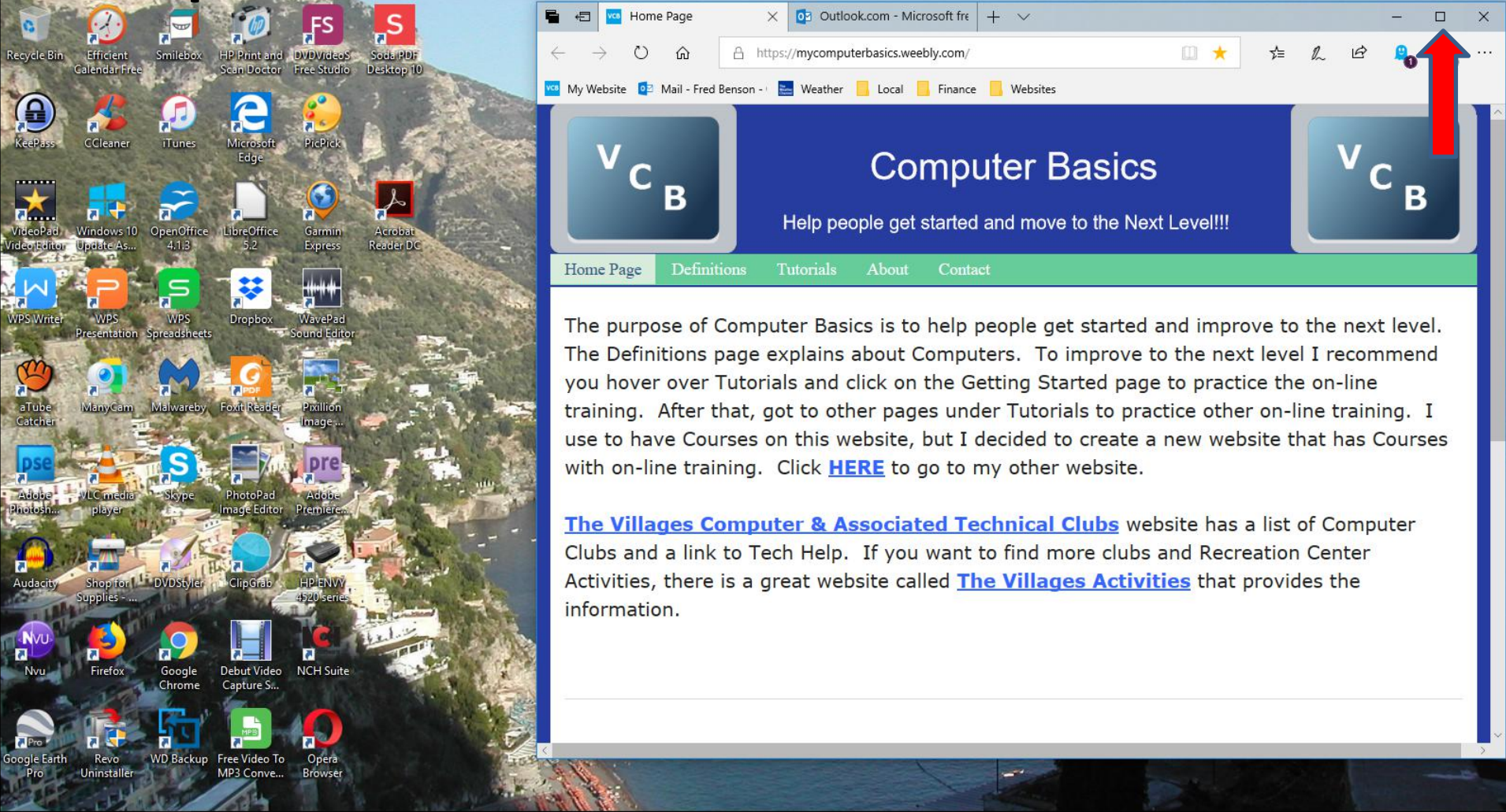
• You left click and hold it down on the top and drag it to the left or right. Below is a sample of dragging it right at the top. To minimize, click on  in the upper right and next is a sample .



- When you click on Minimize, it does not show it, but it is highlighted on the Taskbar. Next is what happens when you click on it in the Taskbar.



• When you click on it in the Taskbar, it opens in the same size. To go back to full screen, you click on the this Icon  in right again. Next is a sample.



- Here is a sample of the normal full screen and next is how to change the size.

Home Page Outlook.com - Microsoft fr...  
https://mycomputerbasics.weebly.com/

My Website Mail - Fred Benson - Weather Local Finance Websites

**V C B** **Computer Basics** **V C B**  
Help people get started and move to the Next Level!!!

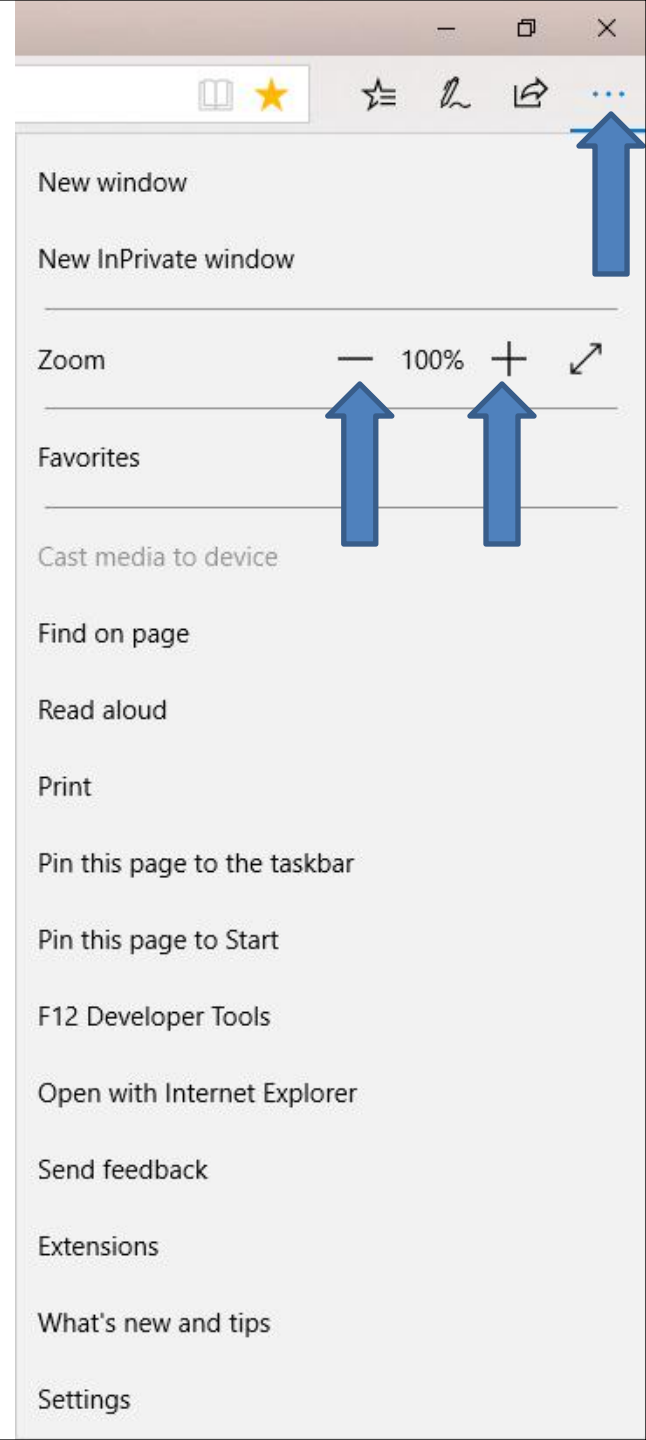
Home Page Definitions Tutorials About Contact

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

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V C B Home | Definitions | Tutorials | About | Contact

- You have two options to change the size. First is click on the Icon in the upper right again and you see Zoom. You can click on + to increase the size or click on – to make it smaller.
- The second option is press and hold the Ctrl Key, and then click on the + Key two or more times to make it much larger. You can also press and hold the Ctrl Key, you can click on the – Key two or more times to make it much smaller. Most people want to make it larger to see it. Some want it smaller when they print the page.
- Next is a sample of the press and hold the Ctrl Key and clicking on the + Key two times to make it larger or Click on + two times next to 100%.



• Here is a sample of press and hold the Ctrl Key and clicking on the + Key two times or the same on + next to 100% and you see it much larger and you see 150%. Next, explains more about it.

The screenshot shows a web browser window with the address bar displaying <https://mycomputerbasics.weebly.com/>. The website has a blue header with the logo 'V C B' and the title 'Computer Basics'. Below the header is a navigation menu with links: Home Page, Definitions, Tutorials, About, and Contact. The main content area contains the following text:

The purpose of Computer Basics is to help people get started and improve to the next level. The Definitions page explains about Computers. To improve to the next level I recommend you hover over Tutorials and click on the Getting Started page to practice the on-line training. After that, got to other pages under Tutorials to practice other on-line training. I use to have Courses on this website, but I decided to create a new website that has Courses with on-line training. Click [HERE](#) to go to my other website.

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The browser's context menu is open over the zoom controls, showing options like 'New window', 'Zoom', and 'Settings'. A blue arrow points to the zoom controls, which are set to 150%.



- **When you make it larger and you go to another page on that website, the other page is also larger. When you close Microsoft Edge and open it, it stays larger. To go back to the original, you need to go to the Icon in the upper right again and click on – two times next to Zoom or press and hold the Ctrl Key and click on the – Key two times again, which I recommend that I just did.**
- **Microsoft Edge use to you to change text size, but the new version does not allow you to change text size.**
- **This is the End of Step 2 – Part 1 Microsoft Edge.**