

GENEALOGY 101: COMPUTER RESEARCH SHORTCUTS, TOOLS & TIPS



This handout will give you a resource for shortcuts, some tools, and tips to use when doing online research for your family history. Some of these may not be available in all browsers and some tools also may not be available in older version of Windows or on Mac. Most of what is covered is for PC – Windows.

BASIC SHORTCUTS

	PC – Windows	MAC / Apple
Page Scrolling		
▪ Page Down	Space Bar	
▪ Page Up	Shift <i>and</i> Space Bar	
Zoom In / Out		
▪ Zoom In	Ctrl <i>and</i> Plus (Ctrl +)	Command <i>and</i> Plus (⌘ +)
	Ctrl <i>and</i> Scroll Mouse Wheel Up	
▪ Zoom Out	Ctrl <i>and</i> Minus (Ctrl -)	Command <i>and</i> Minus (⌘ -)
	Ctrl <i>and</i> Scroll Mouse Wheel Down	
▪ Original Size	Ctrl <i>and</i> Zero (Ctrl 0)	Command <i>and</i> Zero (⌘ 0)
Find (for finding specific text on a page)		
	Ctrl <i>and</i> F (Ctrl F)	Command <i>and</i> F (⌘ F)
Copy		
	Ctrl <i>and</i> C (Ctrl C)	Command <i>and</i> C (⌘ C)
Paste		
	Ctrl <i>and</i> V (Ctrl V)	Command <i>and</i> V (⌘ V)
Open a Closed Webpage		
	Ctrl <i>and</i> Shift <i>and</i> T (Ctrl Shift T)	Command <i>and</i> Shift <i>and</i> T (⌘ Shift T) <i>or</i> ⌘ Z in certain versions of Safari

In many browsers, you can also click on the settings icon to find a zoom function that will allow you to zoom in or out on a page as well as reset the original size.

Here are links to the support and keyboard shortcut pages of these four popular browsers:

- Google Chrome: <https://support.google.com/chrome/answer/157179?hl=en>
- Mozilla Firefox: <http://support.mozilla.org/en-US/kb/keyboard-shortcuts-perform-firefox-tasks-quickly>
- Microsoft Internet Explorer: <https://support.microsoft.com/en-us/help/15357/windows-internet-explorer-11-keyboard-shortcuts>
- Apple Safari: <https://support.apple.com/guide/safari/keyboard-and-other-shortcuts-cpsh003/mac>

DOWNLOADING

Right click on what you want to download, select save as. A window will appear for you to name the file and where you want to save it.

If you see a download symbol [↓], you can click on this. A window may open to name the file, or the download will automatically start. The progress and file name will appear at the bottom of your window in some browsers and in others, the file will automatically download to your downloads folder.

****Be sure to name your files to something relevant to what is in the file.***

PRINTING

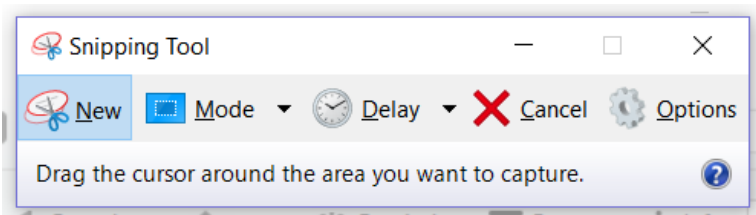
To print records for your source documentation, you can right click your mouse on the page you wish to print, and select print. A new window will open for you to select your printer if you have a printer connected (either through a cable or wirelessly). If the correct printer is selected, click Print. (Make sure your printer is on!) Your document should then print.

If you wish to save a digital print of the page, you can right click the mouse, select print and when the new window appears with your print preview, change the destination to Save as PDF. Click Save. A new window will open to name and specify the folder where you wish to save your PDF file.

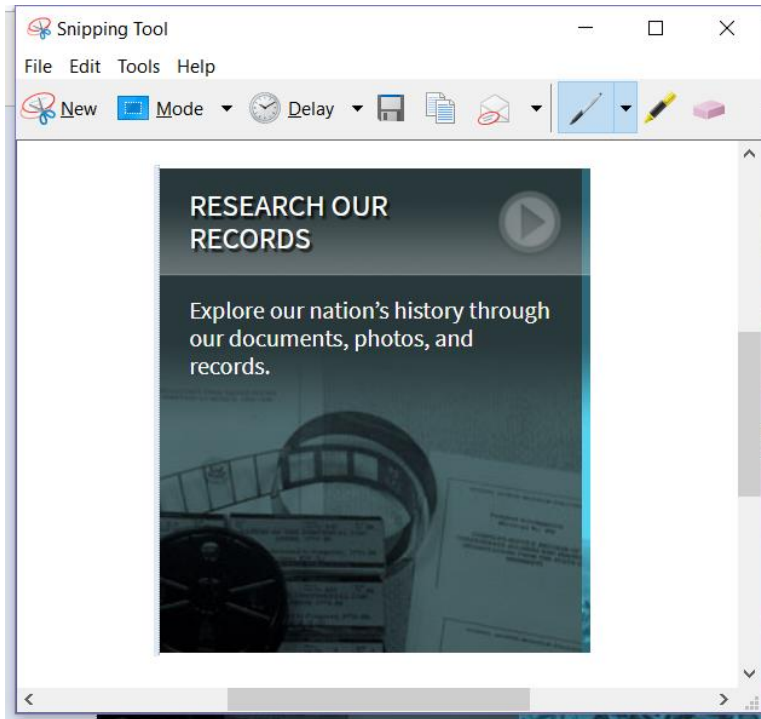
****Remember what you name the file and where you save it to find it again later!***

SNIPPING TOOL / PRINT SCREEN

When you want to save a copy of something pictured on your screen, there are two tools you can use. The first is the Snipping Tool. This tool is only available on Windows Vista and newer (Windows 7, 8, or 10). The fastest way to find the snipping tool is to click on the windows icon in the lower left corner. Start typing snipping tool and you should see the option appear to click on. The program will appear like the one below:



Click New and use your mouse to drag the cursor around what you would like to save a picture of. Once you release your mouse, what you have selected will appear in the snipping tool screen like this:



From here, you can click new if you need to try to select the image again, click the save icon to save the image (a window will open to name and select the folder to save the file), or you can copy the image to paste it into another document (like the images I have in this document).

If you have a computer that is using Windows XP (or anything prior to Vista), your primary way of saving images from your screen will be by using the print screen button. (When you click this button, the screen is NOT automatically printed on your printer.) You will need to open a word processing or image manipulation program and paste your image into it. You will be able to crop and resize the image in that program. Save the document or image once you are finished.

BOOKMARKS

Bookmarks are a great way to save sites in your browser to go back to easily at a later date. Each browser uses them, and you can use Ctrl *and* D (Ctrl D) to add them in each browser.

For details on individual browsers, you can click this site:

<https://www.computerhope.com/issues/ch000858.htm>