LESSON 2: WEB NAVIGATION AND COLLABORATION TOOLS

In this section, you will learn about:

- Understand the basic elements of a web page (e.g., links, images, text).
- Effectively use tabs and tabbed browsing for efficient navigation.
- Manage bookmarks and favorites to save frequently visited websites.
- Navigate through browsing history to revisit previously viewed pages.

2.1. Web elements

In order to browse to a specific website, you need to enter its URL in the address bar. Then hit the enter key on your keyboard. This was covered in the previous lesson (1).

The first thing to say about navigating the web with a screen reader program is that there is good news and bad news. The good news: if you can master about a dozen keystrokes, you are well on your way to being able to effectively navigate the web with most browsers. The bad news: every website is different and exhibit varying degrees of accessibility. No matter how proficient you get with these and other keystroke combinations, some sites may be difficult or impossible to navigate because the web developer did not adequately take accessibility into account when designing the site. Another possibility is that sites were developed and tested using one or two browsers and not the others, leading to variations in accessibility.

Whatever the reason, there will be times when a site is more accessible using one browser, and less accessible using another. When you encounter a roadblock with one browser, your first trouble shooting strategy should be to try another one. This is the most important reason for being comfortable using multiple browsers. A second strategy when running into roadblocks is to switch screen readers. Trying various combinations of browsers and screen readers increases your chances of getting the information you want from selective websites.

Because every website is different, consider the various keystrokes enumerated in this section as a set of tools to be used flexibly. If one keystroke doesn't do the job, reach into your toolbox and try another one.

For screen reader users, it often appears that web pages are cluttered with lots of unnecessary stuff: ads, decorative graphics, and social media links that just get in your way. Your goal should be to quickly jump over the confusion in order to zero in on meaningful content. Screen reader programs have an array of keystrokes that help you accomplish this. Fortunately, many of these keystrokes are the same for JAWS and NVDA. There are also a number of Windows keystrokes that are universal across all browsers.

To become an effective web surfer, "listen, listen, listen!" When exploring websites, constantly ask yourself questions like: Was that a heading? Which level was it? Was that a button? If so, can I Press B for button to get there faster next time? What was the first letter of that link? If I bring up the Links list, will first lettering to it be the fastest way to get there? Is that the only edit box or combo box on the page? If so, can I just Press E or C from

anywhere on the page to quickly jump there? While this may sound like audio overload, you can train your ears so that effective listening becomes second nature.

When I go to a website for the first time, I want to know right off the bat how many headings and links are on the page. Your screen reader will often tell you this information when you open the page, but not always. A lot of accompanying noise is also present so you may not catch this information.

JAWS can give summary information with a single keystroke. With JAWS, from the top of the page, press Insert F1 to open JAWS Screen-Sensitive Help. You will hear the number of links and headings on the page. After hearing this information, press Escape to exit the Virtual Viewer and return to the web page.

Also, With JAWS, you can also press Insert F6 and Insert F7 to get lists of headings and links, respectively. Both will tell you how many of each are on the page.

NVDA does not have separate keystrokes for accessing lists of headings and links. All are found in the Elements list dialog. Lists of form fields and buttons are also found here.

To access the NVDA Elements list dialog, do the following:

1. Press Insert F7 to land in the Elements list dialog. This puts you in a tree view of one of these element types, although it may not initially be apparent which type is being listed.
2. Press Shift Tab once to go to a set of radio buttons with types of elements. Use the Up and Down arrow keys to go to the Headings radio button.
3. Press Tab once to go to the Headings tree view. Unfortunately, what you hear is confusing because NVDA presents the information in a tree view rather than in a simple list view. Tree views are organized in levels different than those of headings. For level one headings, NVDA will say “level zero” because it is identifying its level in the tree view hierarchy rather than its level in the heading’s hierarchy. Level one in the tree view hierarchy means it is a level two heading, and so on.
4. Shift Tab once again and arrow up or down to the Links Radio button.
5. Tab once and the Links tree view now appears.
6. Press escape to exit the Elements list dialog.

2.2. headings and heading levels

Headings are the screen reader user’s “best friend” for web navigation. When properly incorporated by web developers, headings and their hierarchy markup web pages similar to how an outline logically organizes the sections of a book or an essay. Navigating by heading can help you get a general sense of what is on a web page, as well as aiding in quickly zeroing in on the content you want to access.

Once you have determined that heading navigation might help you out, press H to go to the next heading and Shift H to go to the previous one. If you navigate through all the headings on a page, this can give you a quick general idea of what information may be accessed on that page. If you Down arrow to read by line under the heading, you may hear a sentence or two expanding a bit on what the heading is all about. A well -designed page will have consistent information under each heading. As you move through the headings, you may hear that some

of them are also links, indicating that you can press Enter to open another page related to that topic. Press Enter on one of these links to open a new page.

Heading levels may also help you understand a web pages organization and logical hierarchy if the web developer has correctly structured it, as well as quickly find content.

Web pages can have up to six heading levels. Navigate levels by pressing the heading level number key on the number row of your keyboard. Press one on the number row for level one headings, two for level two headings, and so on.

If you press 3 to jump to a level 3 heading, you will first hear the level 1 and level 2 headings that precede it in the heading's hierarchy. This can aid in providing context, as well as make navigation more efficient. For example, the four heading levels on the website of a restaurant I often go to are:

- Level 1: Name of the restaurant.
- Level 2: Dinner menu.
- Level 3: Food categories (appetizers, main courses, desserts, etc.)
- Level4: Specific dishes within the categories.

This web page has over 150 headings. Without a logical hierarchy, understanding how information was presented would be confusing, and navigation would be inefficient. If I want to quickly jump to the dessert choices, I can press 3 just a few times, as opposed to pressing H over 100 times.

Once you understand this logical structure, you may not want to hear the full text of the preceding higher heading levels.

On well-designed websites, navigating to a level one heading immediately brings you to that page's main content: for example, the headline of a news article. If you discover that navigating to a level one heading works on one page, it will almost always work on that site's other pages too.

2.3. links

Access the JAWS Links lists by pressing Insert F7, or via the NVDA Elements list dialog.

On many websites, links to the most important pages tend to be clustered higher in the list. If you are exploring a site for the first time, after going through the headings on the home page, Down arrowing through the first 15 or 20 links in the Links list may be a good way to get a sense of the most important pages on the site. Web developers often build these in as main or secondary navigation regions which appear on every page of the site. For example, on many college websites, links you often find near the top of the list include admissions, registration, academic calendar, financial aid, faculty directory, and course catalog.

Webpages also usually have a footer region at the bottom of each page containing a set of links that act like a site map identifying important links. This can be another way to better understand website organization and available content.

Pressing Enter on a link activates it, redirecting you to another page on a site, or somewhere else on that page if it's a Same page link. With JAWS, you can move to the next and previous link by tabbing and Shift Tabbing, respectively. With NVDA, you can do this by pressing K and Shift K. However, navigation is more efficient with the Links list. After opening it, press Home and End to go to the first and last link in the list, respectively. You can up or Down arrow through the list. If you know the first letter of the link, pressing that first letter until you find the desired link is the most efficient way to navigate links. To activate a link, press Enter.

If instead, you wish to go to the location of that link on the current page without activating it, press Tab once and then press Enter on the Move to link button.

In sum, for many websites, or at least for those without major accessibility problems, using the above combination of headings and links can give you a quick general idea of what information is available on a website.

2.4. Find command for searching text

Often you just want to find some specific text, rather than go on a general exploration of a web page. The Find command can save time. With JAWS, press Control F, type in the text you want to search for, and press Enter. You land on the first occurrence of that text after your current cursor location. If that is not the occurrence you want, press F3 to go to the next one. Continue pressing F3 until you find the occurrence you want.

Corresponding keystrokes for NVDA are Control Insert F for the first occurrence and Insert F3 for subsequent occurrences.

For example, if I am looking for a telephone number for IncPart services on their website and am pretty sure I know the three-digit area code, I will type that in, and quickly find it if it is on that page.

Even if the text you are looking for is not present on the page, you will immediately be told "search string not found." This is still better than wasting time navigating around the page.

2.5. form fields

A form field is an element that allows users to provide input. Five types of common form fields are encountered on web pages: edit fields, combo boxes, buttons, checkboxes, and radio buttons.

With JAWS, you can access the Forms List by pressing Insert F5. With NVDA, press Insert F7 to bring up the Elements list dialog. Shift Tab once to the list of radio buttons, arrow up or down to the Forms radio button, and Tab once to go to the Forms List.

The JAWS and NVDA Forms Lists are useful for previewing how many and what types of forms are on the page. You can arrow up or down to the form you want, and press Enter to be placed there on the page. However, a far better way to quickly navigate to form fields is to learn the screen reader quick keys for the various form types. These are:

- E: Edit box.

- C: Combo box.
- B: Button.
- X: Checkbox.
- A: Radio button (JAWS).
- R: Radio button (NVDA and Narrator).
- F: Form field of any kind.

You can press the Shift key in combination with any of the above quick keys to go back to the previous form field of that type.

Let's consider each of these in turn.

Edit boxes are used for typing in text such as your name, street address, and city of residence. Press E and Enter or Spacebar to get into it. By default, your screen reader will make a noise of some sort to indicate that you have entered an edit box. Another noise is heard when you exit by pressing Escape or Enter. In JAWS, these sounds can be changed. Alternatively, you can turn off the sounds in favor of a spoken message of "Forms mode on" and "Forms mode off".

2.6. a brief about cursors

Why press E and then Enter for entering edit boxes? It is because you are switching cursors. Pressing the letter E is a screen reader keystroke made using a special cursor that is part of your screen reader program. It means nothing to a sighted person navigating the same screen. JAWS refers to this is the "Virtual PC Cursor." The NVDA equivalent is referred to as "Browse mode."

Pressing Enter or Spacebar to get into the edit field changes to the PC Cursor, the same cursor that sighted people use. At this point, both the screen reader user and the sighted user are in the same place. Both can type in text. Escaping out of the edit field causes you to revert to a virtual cursor. JAWS will say "Virtual PC Cursor" to indicate this. NVDA just makes a sound. Thus, navigating form fields involves switching back and forth between a special virtual screen reader cursor and what I sometimes refer to as the "sighted person cursor."

If you are in an edit field, pressing Tab and Shift Tab will move you to the next and previous form field, respectively. You will not hear any boings because tabbing and Shift tabbing keeps you in the form fields, rather than exiting you out.

By contrast, you can press the Escape key to exit an edit field. You will hear a lower pitched boing as you exit. With JAWS, if you remain in the default automatic forms field mode you can also Down arrow to leave the edit field. Both will conserve whatever text you have typed into the edit box.

Please note that the equivalent of turning off the virtual pc cursor in JAWS is focus mode in NVDA. The keystroke to toggle on/off virtual pc cursor in JAWS is insert plus letter z and in NVDA, to switch from browse to focus mode and vice versa, press insert plus the space bar.

Combo boxes

Combo boxes are drop-down lists of pre-identified selections. Lists of states and countries of residence are typical examples. Press C and Enter or the Spacebar to get into a combo box. As with edit fields, you will hear a boing upon entering and another boing when exiting. Arrow up or down to make your selection. You can also first-letter navigate to your selection. To exit out, either press Escape or Tab to the next form field. Either of these will register your selection.

Sometimes combo boxes misbehave with screen reader programs. As you Down arrow, the screen reader program goes silent, or the page changes altogether. To go around this is to press the Alt and Down arrow keys together to expand the list. Your screen reader program will usually say “open list box” to indicate that the combo box is now expanded.

Thus, for both edit boxes and combo boxes, a similar two-step process is needed to switch between virtual and PC cursors. This is not the case for the remaining types of form fields.

Burtons

Buttons are most frequently used to execute an action after some previous form fields have been filled in. Examples are OK, next, previous, continue, submit and go buttons. Press B and Shift B to go to the next and previous button, respectively. Press the Spacebar or Enter to activate a button.

Press X and Shift X to go to the next and previous checkbox, respectively. Press the Spacebar to check a checkbox, and Spacebar again to uncheck it. It is possible to check multiple checkboxes on web pages. For example, you may be asked which of the following ten activities are among your favorite hobbies. In this case, you can check more than one.

With JAWS, press A to go to the next radio button. With NVDA, press R instead. Radio buttons may be confused with checkboxes. The distinction is that you can only select a single radio button while you can select multiple checkboxes. This introduces a subtle difference in how to check radio buttons versus checkboxes. Unlike checkboxes where you can press the Spacebar to check and uncheck a checkbox, the only way to uncheck a radio button is to press the Spacebar on a different one. For example, let’s say you are asked a question that has yes and no radio buttons. If the Yes radio button is already checked and you Spacebar on it, nothing happens. But if you press the Spacebar on the No radio button, this checks it and simultaneously unchecks the Yes radio button.

2.7. tables

Tables are frequently used to display financial information such as transaction histories, investment returns, and loan product details. You may also encounter tables on transportation sites with bus and train schedules. From the top of the page, press T to navigate to the first table. This places the cursor in the top left cell of the table. Your screen reader will tell you how many columns and rows are in the table, as well as the text contained in the cell.

There are several ways to navigate within tables. Hold down the Control, Alt and Up or Down arrow keys together to move up and down a column. Hold down the Control, Alt and Right or Left arrow keys together to move left or right along a row.

If the web developer has designed the table with accessibility in mind, as you navigate left and right along a row, your screen reader program will first read the column header along the top row of the table, and then the content of the cell where your cursor is located. As you navigate up and down a column, your screen reader will read the row header in the left-most column, and then the cell content. Your screen reader may also read column and row headers with a higher pitch than the cell content. This makes it much easier for screen reader users to interpret cell content.

Another way to move along a row, cell by cell, is to Down arrow to move from left to right. Press the Up arrow to move from right to left. Pressing the right and Left arrows will read character by character within a cell.

With JAWS, you can avoid having to hold down the Control and Alt keys by using "layered" keystrokes. With the cursor situated in a table, hold down the Insert and Spacebar keys together until you hear a click. Then press T and JAWS will say "table layer." Now use just the four arrow keys to move up, down, left, and right. You will receive the exact same audio feedback as when holding down the Control, Alt and arrow keys, as above. Additional keystrokes you can press in the JAWS Table layered mode are: Home and End to go to the beginning and end cells of a row, Control Up or Down arrow to go to the top or bottom of a column, and Control Home and Control End to go to the top left and bottom right cells. To exit the layered mode, press the Escape key. You will hear a chime. Also, Alt Tabbing away from the page or navigating out of the table exits the layered mode.

2.8. Additional keystrokes

1. Regions and land marks

Web pages may also be divided up into regions or landmarks. JAWS uses the term "region" while NVDA use the term "landmark." Press R to go to the next region with JAWS. To go to the next landmark with NVDA, press D.

When navigating by region or landmark, you will hear terms like banner, navigation, and main region/landmark, among others. Down arrowing will lead to links or text.

Given the unusual habits of web page design, there are sometimes sites where this type of navigation is especially effective. Relevant content is located in the main region/landmark, which is quickly accessed with the letter Q with JAWS and letter D with NVDA.

2. Non-linked text

With JAWS and NVDA, pressing N jumps to the next block of non-linked text: that is, text that is not links, graphics, or form fields. This can be a good "second best" strategy when heading navigation is not working well, the idea being that non-linked text may be meaningful text content. I often use this to jump over repetitive elements to more quickly access content, but it is generally not as reliable as when a page is appropriately marked up with headings.

I also use N when there are repetitive elements just below a heading, often a series of social media and other links. I press H to go to the heading, and then N to jump closer to the content I want.

2.9. Other helpful keystrokes

A few more keystrokes you may find useful on some web pages are:

- G: Next graphic, especially if alt text is presented.
- L: Next list.
- I: Next item in a list.
- K: Next place marker (only for JAWS)
- V: Next visited link.
- U: unvisited link

2.10. New tabs and Tabbed Browsing

Tabbed browsing is a form of navigation that allows a user to browse multiple web pages in a single window. The additional pages are denoted by tabs at the top of the browser window, hence the label “Tabbed browsing.” Keystrokes are the same for all browsers.

When you have multiple web pages open, navigating to them behaves differently than when you have multiple Word or Excel files open. In these latter cases, you can Alt Tab through all the open files. However, when Alt Tabbing through your open windows, only the last web page you opened for any given browser will open.

If you use Control T to load new web pages onto tabs, rather than Alt D or F6, you can consistently cycle through all the tabs you have opened in a particular browser by pressing Control Tab. Close the current tab by pressing Control W or Control F4. This will land you on one of the other web pages opened during the current browsing session.

Besides making it easier to work with multiple web pages, using Control T to open a new website or perform a search is quick and easy. When you press Control T to open a new tab, if you know the address of the web page, you can immediately type it in and press Enter, which will open the site. Or if instead, you want to perform a search, here too, you can immediately start typing in your search term, press Enter, and your default search engine will generate search results. There is no need to navigate to an edit field or the Address bar.

The two screen readers do not consistently say the same thing when opening new tabs. They will usually say something like “Address and search bar edit,” indicating that you can either type in a web address or a search term. So, if I type in “incpartservices.com,” minus the quotes, and press Enter, this will bring me directly to the IncPart services website. Or, if instead, I type in the search term “incpartservices,” and press Enter, this will open a search results page using my default search engine for that browser. If my default search engine is Google, results will appear exactly as they would if I had already been on the google.com web page and then performed a search.

Additional keystrokes

- Press CTRL-N to open a new Window
- Press CTRL-T to open a new tab
- Navigate to the next tab CTRL-TAB or CTRL-PAGE DOWN OR UP
- Re-open closed tabs with CTRL-SHIFT-T. Each touch of CTRL-SHIFT-T opens a previously closed tab.

2.11. Incognito Browsing

Incognito browsing disables Chrome history tracking. When you use an incognito Window, Chrome doesn't track websites you've visited or any interaction with websites.

You may want to use incognito browsing when others have access to your computer and you're shopping for a gift or interacting with a financial institution.

Open an incognito Window from within the Chrome menu or with a keyboard accelerator.

To open an Incognito Window:

From within the Chrome menu:

- Open the Chrome menu (ALT-F)
- Activate "New Incognito Window"

You can also use the keyboard accelerator CTRL-SHIFT-N to open a Chrome Incognito Window.

Navigate the window as usual. Everything is the same except Chrome isn't tracking.

2.12. Universal method for managing bookmarks and favorites

To quickly go to frequently-visited websites, use favorites and bookmarks. This saves you the time of repeatedly searching for them. If you want to be an efficient web navigator, you will want to have a well-organized set of favorites or bookmarks, as well as a few desktop shortcuts for the sites you visit most frequently.

Chrome and Firefox call these "bookmarks," while Edge calls them "favorites." These are just different words for the same thing.

Because you can organize these in folders, you can have lots of them and still easily find them. You might have quite a few bookmarks organized in folders for finances, news, school, entertainment, and so on. By contrast, you would not want to clutter your desktop with 40 or 50 web page shortcuts. If you have a large number of desktop shortcuts to wade through, this defeats the whole notion of shortcuts. Create desktop shortcuts for only those web pages that you visit with great frequency.

I will not go over the processes for creating, accessing and managing bookmarks and favorites in the various browsers. Instead, I will present a universal approach for centralizing creation and management of favorites/bookmarks in a single folder. Doing all this in one place greatly simplifies and streamlines the whole process of managing them if you use multiple browsers. And even if you use a single browser, the process outlined below is easier to learn and use than doing it in any of the individual browsers.

First, create a new folder somewhere on your computer. This could be in the Documents, desktop and sub folder. This will speed up the process of creating, accessing, and managing your favorites.

Steps for creating a favorite are:

1. On the web page you want to make a favorite, and in whatever browser you happen to be in at the moment, press Alt D or F6 to navigate to the Address bar where the page's URL is already highlighted.
2. Press Control C to copy the URL to the Clipboard.
3. Open the Favorites folder that you have created in your preferred location.
4. To add the favorite to one of the subfolders here, navigate to it and press Enter. Skip this step if you do not want to place it in a subfolder.
5. If using Windows 10,
6. Press the keystroke ALT + letter H to open the home tab on the ribbon.
7. Use the TAB and enter keys to locate and activate the new item burton on the home tab.
8. Use the TAB and enter keys once again to locate and activate shortcut
9. Your cursor will land in an edit field requesting you to type the location of the item. Paste your URL with control plus letter V.
10. Use the TAB and enter keys to locate and activate the next burton.
11. Your cursor will land in an edit field requesting for the shortcut name. type the shortcut name and use the tab and enter keys to locate and activate the finish burton.
12. On Windows 11
13. press the Alt key. You land on the New button which is collapsed. Press the Spacebar to expand it.
14. Use the Down arrow to locate shortcut and press Enter to activate.
15. You now land in an edit field. Press Control V to paste the URL here, and then press Enter.
16. Type in the name you want to give the favorite in this second edit field, and press Enter.

Managing favorites in this folder is easy because you use the same keystrokes as when managing files and folders elsewhere on the computer. Relevant keystrokes are:

- Control Shift N: Create new folder.
- Enter: Open folder.
- Backspace: Go back up one folder level (Alt Left arrow and Alt Up arrow will also work).
- Control C: Copy favorite.
- Control X: Cut favorite.
- Control V: Paste favorite.
- F2: Rename folder or favorite.
- Delete: Delete favorite or folder.

As in your Documents folder, you can first-letter navigate to folders and individual favorites. You can also select multiple folders and favorites, something that is not possible when you manage them in the other browsers.

Many people who have made the transition away from Internet Explorer to one of the other browsers cite grappling with bookmarks as a big challenge. If you adopt the above approach, you can sidestep these problems.

2.13. Creating desktop shortcuts

As mentioned above, create desktop shortcuts for those web pages that you consider your "favorite favorites." The procedure is quick and easy for Chrome. A universal method can be used with Firefox and Edge.

CHROME

create a desktop shortcut with Chrome:

1. Navigate to the web page for which you want to make a shortcut.
2. Press Alt and F together, Up arrow to the Save and Share submenu, and press Enter.
3. Down arrow to Create shortcut, and press Enter.
4. This opens an edit box pre-populated with the web page title. Edit it if you like. When done, press Enter. The desktop shortcut is now created.

Note that if you create a desktop shortcut in Chrome using the steps above, that shortcut will only open the associated web page in Chrome, even if Edge or Firefox is your default browser. If you want to be able to open the shortcut with a default browser other than Chrome, create the shortcut using the universal method outlined below. Universal Method for Creating Desktop Shortcuts for Web pages

Steps for doing this are:

1. In any browser, open the webpage for which you want to create a desktop shortcut.
2. Press Alt D or F6 to go to the Address bar.
3. Press Control C to copy the URL to the Clipboard.
4. Press Windows M or Windows D to go to the Desktop.
5. Press Control Spacebar to unselect any icon that may already be selected on the Desktop. This step is crucial - none of the subsequent steps will work without doing this.
6. Press the Applications key, Up arrow to the new submenu, and press Enter to open it.
7. Down arrow to Shortcut and press Enter. This opens the Create shortcut Dialog box.
8. In the Type the location of the item edit box, press Control V to paste the URL here, and then press Enter.
9. Type a label for the shortcut in this second edit field, and press Enter.

If you use this universal method to create a desktop shortcut, the associated web page will open in your default browser

2.14. Switching Browsers

It is easy to change your default browser, as well as to change browsers for a particular web page where you are situated.

Why ever change your default browser? Why not just pick one browser and stick with it forever? Or only change on very rare occasions? There are several reasons. You may like Firefox as your default, but you open a site, and it says that the site works best with Google Chrome. If you think you will be going back to that site frequently over the next several hours or days, you may find it is quicker to change the default to Chrome. Or you may be about to navigate to a "busy" web page cluttered with lots of ads, graphics and social media

links that make reading and navigation tedious and frustrating. You may wish to switch your default browser temporarily to Edge in order to take advantage of its Immersive Reader.

To switch default browsers (this was tested on Windows 10):

1. Press the Windows Key to open the Start menu search box.
2. Type the first few letters of "Default App Settings System Settings." As soon as you hear these words, press Enter.
3. Tab several times to the Web browser button. Your current default browser will be identified here.
4. Press Enter or Spacebar to open a pop-up. Tab to your new default choice, and press the Spacebar to select it.
5. Press Alt F4 to close this window (there is no OK button to activate).

Switching Browsers for a Specific Web page

You may want to change browsers when something seems broken and you suspect that switching browsers may help. For example, you press Enter on a link and nothing happens. Or the choices in a combo box don't appear. Switching browsers involves copying the URL from the first browser and pasting it into the other one. Steps are:

1. In the source browser, press Alt D or F6 to go to the Address bar edit box. The URL is already selected.
2. Press Control C to copy it.
3. Open the destination browser.
4. If the destination browser is set to open in a new Tab, press Control V to paste the URL, and Press Enter to open it. Or if the destination browser is set to open on a specific page, press Alt D or F6 again, press Control V to paste the URL, and press Enter.

Note that this will not work with many secure sites where you have already logged in. The log in page will open rather than the page you attempted to load.

2.15. Menu Structure of the Browsers

This section provides an overview of the menu structure of Google Chrome

You probably won't spend lots of time in the various browser menus, but it's good to know your way around. Once you open a browser, the lion's share of your time is consumed by navigating to and browsing content. And you can use shortcut keys to perform many common commands, rather than navigating to them in the menus. Memorizing some of these keystrokes is well worth the modest effort because the most frequently used ones are universal across the browsers.

Still, there will be times when you may wish to access the menus. You may wish to change some settings, create desktop shortcuts, bookmarks, or favorites, or perform some other function for which there is not a shortcut key.

Similar to context menus accessed via the Applications key, Chrome and Edge also use context menus. You can Up and Down arrow through the commands. As you do this, corresponding shortcut keys are identified.

Google Chrome menu items are organized in a single drop-down. Press Alt and F together to access it. Down or Up arrow to the command you want to execute, and press Enter. Shortcut keys are clearly identified as you Up and Down arrow through the menu items.

Moving down the list in the Chrome context menu, items are as follows: new tab, new window, New incognito window, profile, password and autofill, History submenu, Downloads, Bookmarks submenu, extensions, delete browsing data, make text smaller, make text larger, Full screen, Print, search with google lens, translate, find, Cast, more tools submenu, help, settings and Exit. This wraps around, so you can Up or Down arrow to the desired command. To exit the context menu, press Escape.

2.16. History

You can access a list of web pages that you have visited in recent days, weeks and months using Browsing history. You can also search and delete Browsing history. Accessing your Browsing history is useful if you want to quickly return to a recently-visited website or specific web page. Deleting your Browsing history is done primarily for privacy reasons, especially if you are using a public or shared computer.

Control H is the universal keystroke for accessing Browsing history. Each browser displays history in different ways. Firefox presents a clearly laid out tree view structure for viewing History by date and site. Viewing History in Chrome and Edge by date and site is less well laid out.

While each browser has different steps for deleting Browsing history, there is a universal method for all browsers. Press Control Shift Delete and Tab through several check boxes to clear various things. Browsing history is one of these choices. After pressing the Spacebar to check it, tab to the OK button and press Enter.

Firefox

To view History in Firefox:

1. Press Control H to open History in a new tab.
2. Tab to the View button and press the Spacebar to expand it. Here you can Down arrow to select among five choices: by date and site (the default view), by site, by date, by most visited, and by last visited. Press Enter on your choice and Tab to a tree view to see your history displayed.
3. With the default by date and site view, the tree view is organized as follows: date at level zero; site at level one; and individual pages within the site at level two.
4. Press Enter on a page to open it.

You can also press the Applications key and delete individual sites or pages from your history, bookmark the site or page, and do several other things.

Edge

Edge's History is organized in a tree view. There is only a single view – by date and page, with date and level zero and individual pages at level one. To access it:

1. Press Control H to open the History tab.
2. Tab to the tree view where dates are listed at level zero of the tree view.
3. Right arrow to open level one of the tree view and Down arrow through the pages listed.
4. Press Enter on the page you would like to visit to open it.

You can also press the Applications key for additional choices like deleting a page from history and several others. To close the History tab, press Control F4 or Control W.

Chrome

As with Edge, when you press Control H, this opens a new tab. Browsing history is organized in a table. Inside the table, level 2 headings appear with browsing history dates. The table has four columns. The first column has a check box for selecting the page. You must tab into it to make a selection: arrowing to it will not work. The second column contains a link to the web page. Pressing Enter will open the page. Also, because these are links, you can use the Links List to find the page you want to open. If the page has been previously bookmarked, a check box for removing it from the Bookmarks list appears in the third column. This column does not appear for pages not previously bookmarked. The last column has an Actions button. Pressing this button opens a context menu with two options: Remove the page from History and additional actions for that page.