# Getting the most out of Microsoft Edge

Microsoft Edge, the new browser in Windows 10, is designed to deliver a better web experience. It's faster, safer, and more productive—designed to work the way you do and help you get things done through easy sharing, reading, discovery, and more.

Browsing with Microsoft Edge

Microsoft Edge makes it easier to search and browse the web. Just enter a URL or search term in the handy address bar. You'll be redirected to your site or get search suggestions and results from the web, your browsing history, and your favorites—all right on the spot.
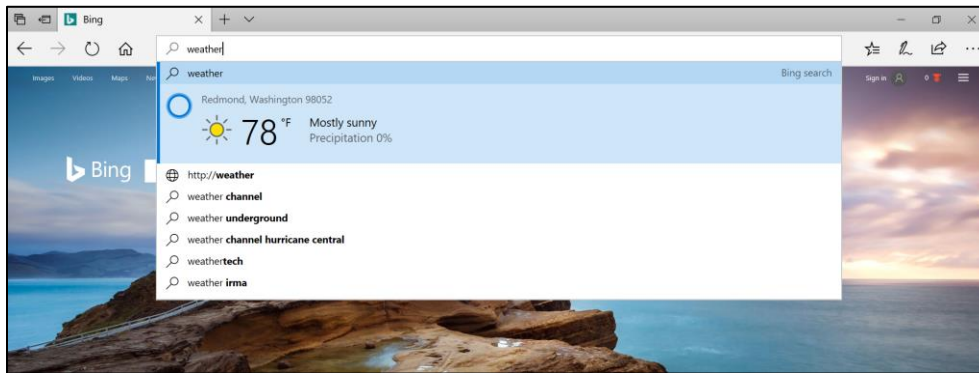
### Use "Paste and go" and "Paste and search"

With the new **Paste and go** feature, you can copy any link to your clipboard, right-click in the address bar, and choose **Paste and go** from the context menu. Microsoft Edge pastes the URL into the address bar and navigates to the site. If you copy something other than a link to your clipboard, you will instead see **Paste and search**, which will launch a web search instead.

Open a new Microsoft Edge window with ease

Need a new Microsoft Edge window? Just point to the Microsoft Edge icon on the Windows taskbar, and select the middle button (on a three-button mouse or trackpad) or tap the scroll wheel on your mouse, and a new window opens.

Using What's new and tips with Microsoft Edge

Need to know what's new in Microsoft Edge? Select **Settings and more** ••• and then select **What's new and tips.** You'll be directed to the Microsoft Edge Tips page where you can see what's new in Microsoft Edge and stay productive, organized, and safe.
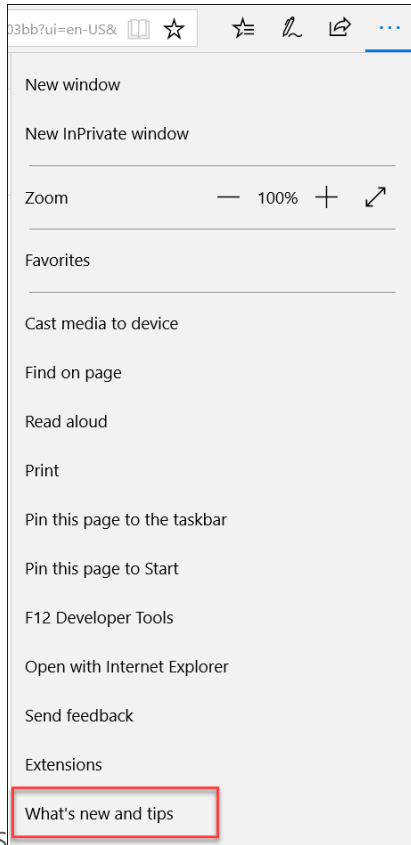

Using the Hub

Think of the Hub as the place where Microsoft Edge keeps the things you collect on the web—including your favorites, reading list, books, browsing history, and current downloads.

- To open the Hub, select **Hub** ⭐≡ .

- To change views, select a button at the top of the Hub: **Favorites** ☆ **Reading List** ≡, **Books** 📖 , **Browsing History** ↺, or **Downloads** ↓ .
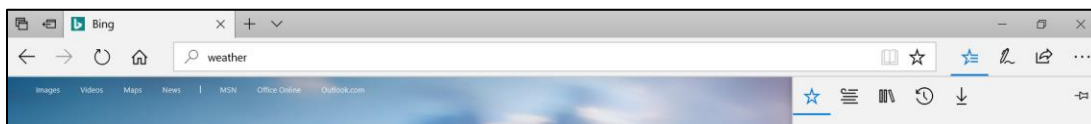
Making Web Notes

Microsoft Edge is the only browser with built-in inking that lets you take notes, write, doodle, and highlight directly on webpages. You can add a few secret ingredients to a recipe to share with your fellow amateur chefs, collaborate on a new project with your coworkers, or have fun with your kids—and then save your Web Note for later or share it with others.
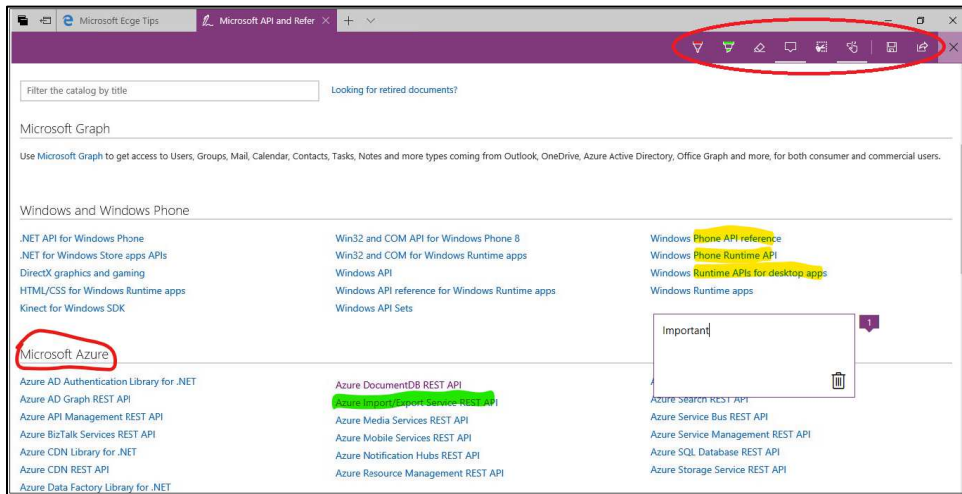
Select **Make a Web Note** to display the Web Note toolbar, and then you can:

- Select **Draw** to draw on the page. When the **Draw** tool is active, select it again to adjust color or tool size.
- Select **Highlight** to highlight content on the page. When the **Highlight** tool is active, select it again to adjust color or tool shape.
- Select **Erase** to erase everything you've added using the **Draw** and **Highlight** tools. When the **Erase** tool is active, select **Erase** again, and select **Erase All**.
- Select **Add a typed note** to add a comment, select the place on the page where you want to anchor the comment, and then enter the comment.
- Select **Clip** to clip part of a page, and then drag to select the region of the webpage you want to clip. Release your finger or mouse, and then to save, share, or copy what you clipped, select the **Save** button that appears next to the clipped region.
- Select **Touch writing** on the **Web Note toolbar** to enable touch experience.

When you're done creating a Web Note, you can:

- Select **Save** on the **Web Note** toolbar to save the Web Note to your Favorites, Reading List, and OneNote.
- Select **Share** on the **Web Note** toolbar to share the Web Note via OneNote or to your Reading List.
- Select **Exit** on the **Web Note** toolbar to close it and return to the normal view.

Getting around with Cortana

Only Microsoft Edge has Cortana—your personal digital assistant—right in the address bar. It is there to help you do things faster and easier, like make reservations and get at-a-glance directions to the perfect dinner spot.

When Cortana has information that may be useful, you'll see the Cortana icon ⭕ in the Microsoft Edge address bar.
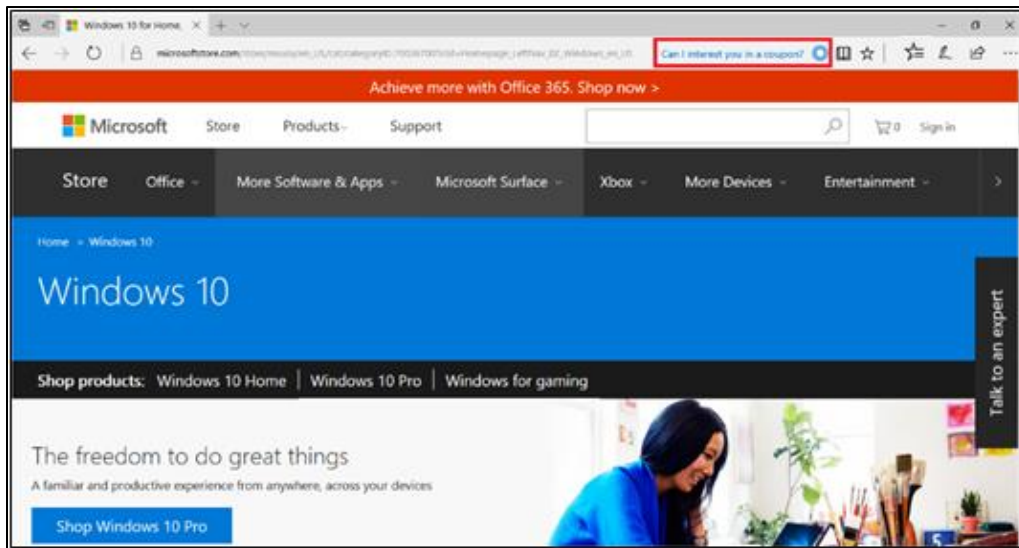
Selecting Cortana ⭕ will show you details on the right side of the screen. Select anywhere on the webpage to close the details pane.
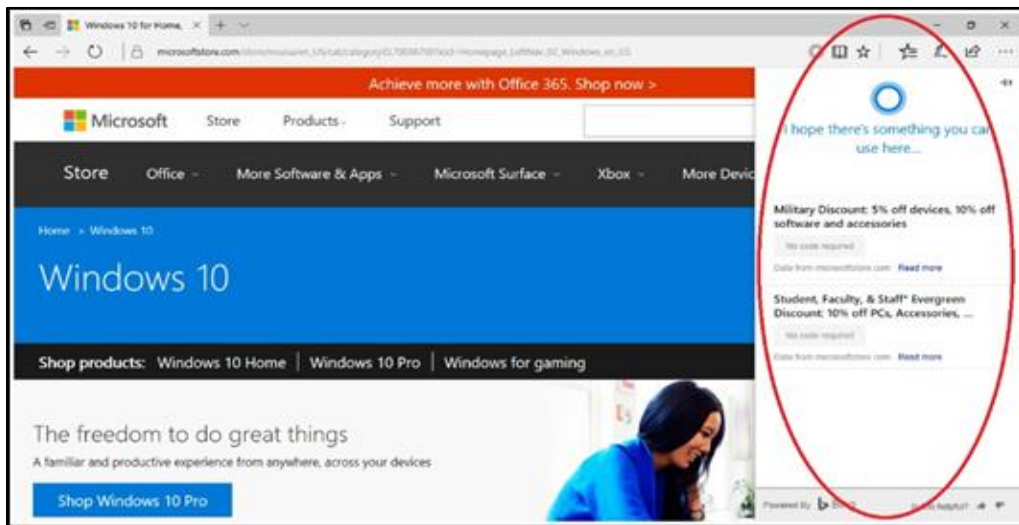
Ask Cortana about content on a webpage

1. Select a word, phrase, or image on the webpage.
2. Press and hold (or right-click) the selected content, and then select **Ask Cortana about**.

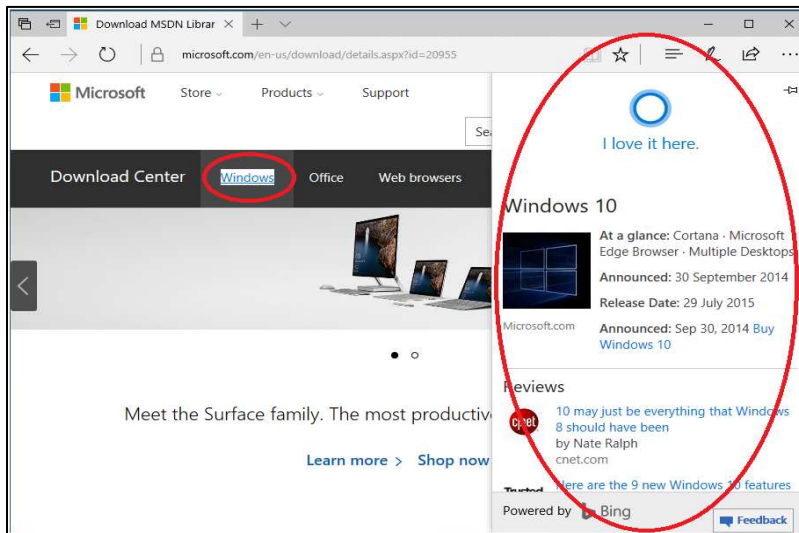Cortana appears on the right side of the screen with information that may be useful.
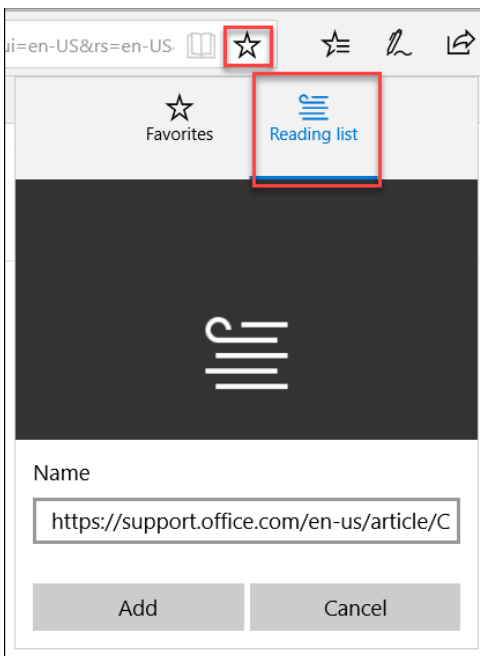

Making a Reading list

Reading List gives you a place to save content that you want to read later. It also saves you from having to clutter up your Favorites list.
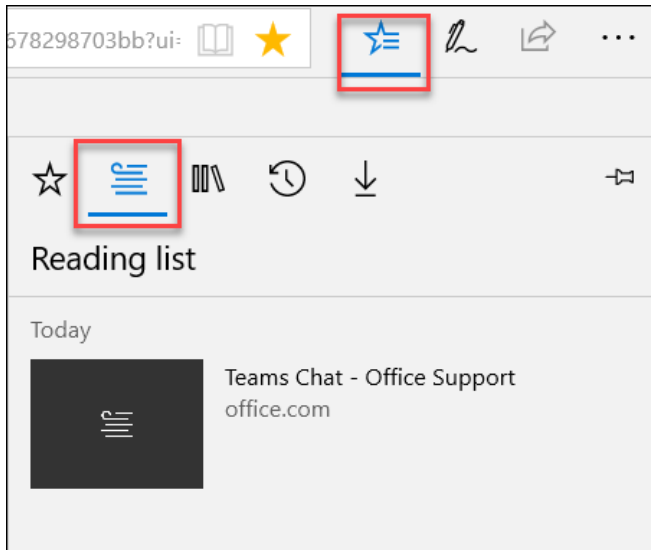
Create a Reading list

1. To save content to a Reading List, select **Favorites** ☆
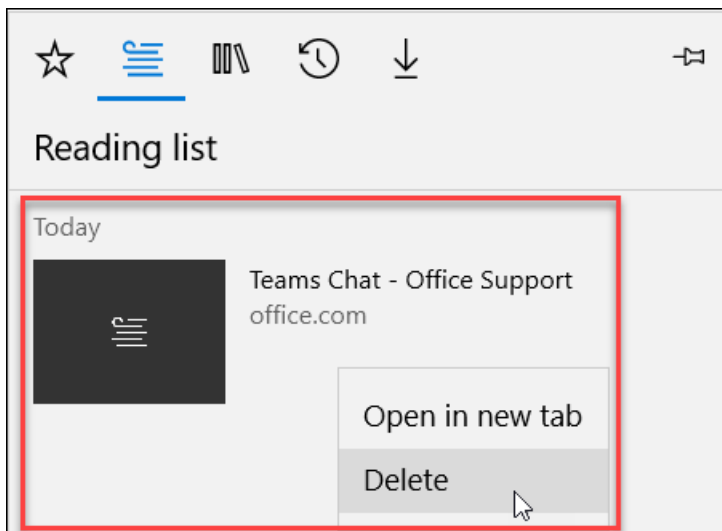2. Select **Reading list**, and then select **Add**.

Access your Reading list

When you're ready to read what you've saved, select **Hub** [icon], and then select the **Reading list** tab.

Delete a saved page from a Reading list

When you're ready to remove some pages from your Reading list, right click the page you want to remove, and then select **Delete.**

Turn on roaming for your Reading and Favorites lists

Your Reading and Favorites lists will roam across your PC and Windows 10 Mobile devices when you are connected using your Microsoft account (Outlook.com, Live.com, or Hotmail.com).

1. Select **Settings and more** ••• in the upper-right corner.

2. Select **Settings**.

3. Under **Sync your favorites, reading list, top sites, and other settings across you Windows devices,** switch the toggle to **On**.

Sync your favorites, reading list, top sites, and other settings across your Windows devices

On
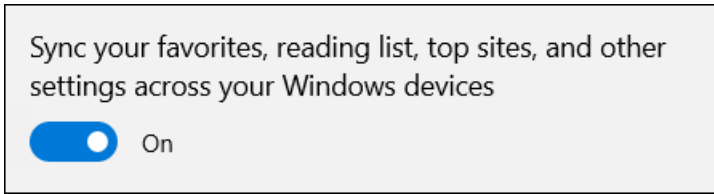
Managing Favorites

Saving a site as a Favorite is a simple way to remember sites you like and want to visit often. You can **rename items** on your Favorites Bar and **create new folders** to organize your Favorites.

If you prefer to remove browsing data, you can select **Settings and more** ••• , then **Settings**, then **Choose what to clear** under Clear browsing data**.** After selecting options for data you want to remove, you can select **Clear** to remove the data one time, or you can select **Always clear this when I close the browser**.

Enable Favorites bar

1. Select the **Hub** ⭐️≡ , and then select the **Favorites** tab.
2. On the **Favorites** tab, select **Settings.**

&rs=en-US&ad=

Favorites   Settings
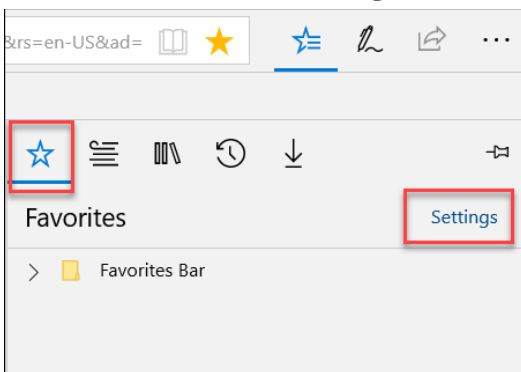
> 📁 Favorites Bar
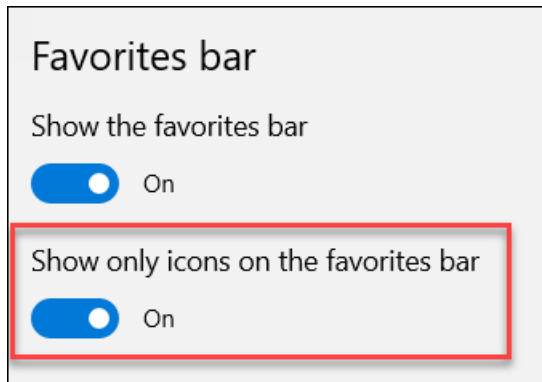
3. Under **Show the favorites bar**, switch the toggle to **On**. The **Favorites bar** should now appear under the URL bar.

Favorites bar

Show the favorites bar

On

Show only icons on the favorites bar

Off
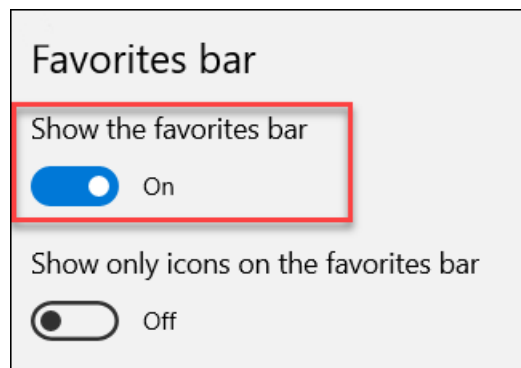
Show only icons on Favorites bar

1. Select **Settings and more** • • • , and then select **Settings.**

2. Under **Show only icons on the favorites bar**, switch the toggle to **On**.

Save a Favorite

1. Go to a website you want to add as a Favorite.

2. On the URL bar, select **Favorite** ☆. The name of the page appears in the **Name** box, but you can change it to something friendlier.
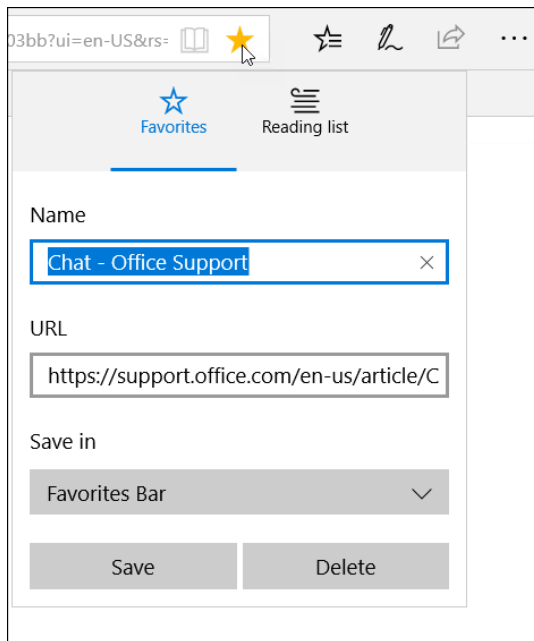

By default, your new favorite is created in the **Favorites** folder, but you can put it on the **Favorites bar**, in a custom Favorites folder, or select **Create a new folder**, and then save it there.
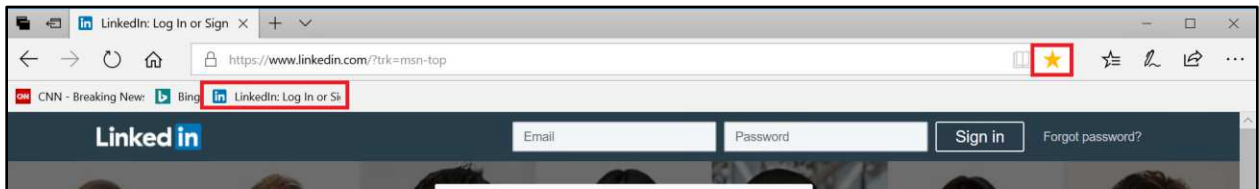
3. Select **Save**.

Dragging to add a Favorite

1. Go to a website you want to add as a favorite.

2. On the URL bar, select the **Show site information** icon to the left of the URL and drag and drop into the favorites bar.
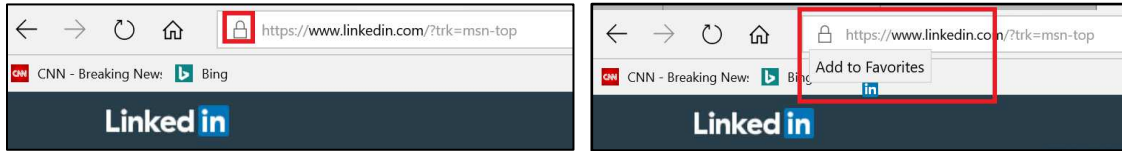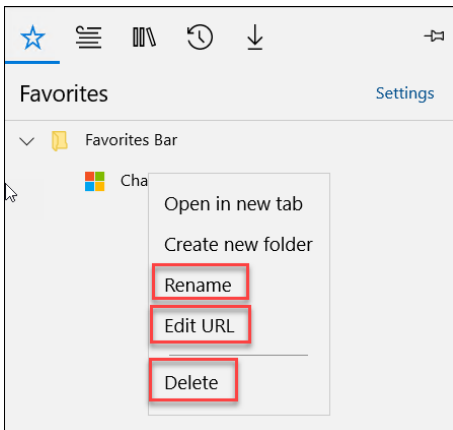

3. Once dropped, it will be added to your favorites bar, as well as starred as a favorite.


Rename, edit, or delete a Favorite

1. Select **Hub** ⭐≡ , and then select the **Favorites** ☆ .

2. On **Favorites** menu, right-click the favorite you wish to edit.

- Select **Rename, Edit URL,** or **Delete**.
- If you select **Rename**, enter the new name in the box and press **Enter**.

Pin a Favorite to the taskbar or to Start

1. Go to the website you want to pin to the **Start** menu.

2. Select **Settings and more** • • •, and then select **Pin this page to the taskbar** or **Pin this page to Start**.
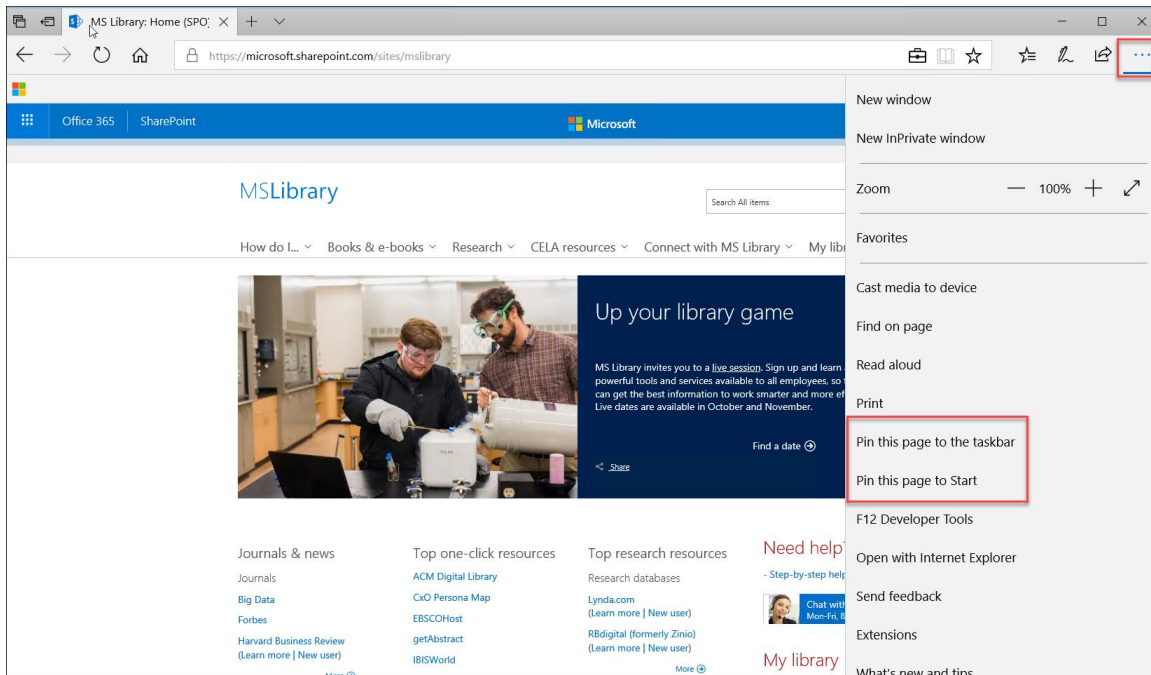
3. Select **Yes** to pin the page to **Start**.

Import Favorites

To import Favorites from another browser, follow these steps:

1. Select **Favorites** ☆ .

    -OR-

    If **Favorites** is not shown, select the **Hub** ⭐≡ , and then select **Favorites** ☆ .

2. Select **Settings**.

3. Under Import favorites, select the browser from which you want to import your favorites, and then select **Import**.

Import/export Favorites to/from an HTML file

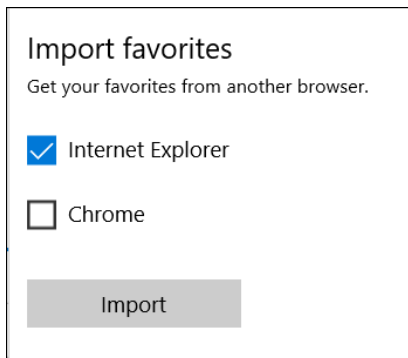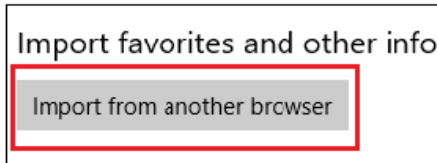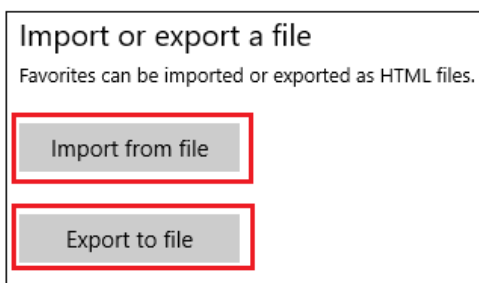Microsoft Edge has a new feature to export/import Microsoft Edge favorites to/from an HTML file. This feature helps you to backup Microsoft Edge favorites and also allows you to import favorites from an HTML file to Microsoft Edge browser.

1. Select **Settings and more** • • • and then select **Settings**.

2. Select **Import from another browser**.

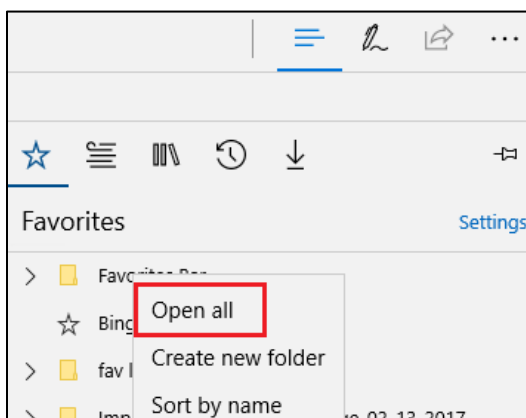3. Select either **Import from file** or **Export to file**.

Open favorites from a folder as new tabs

Microsoft Edge has a new feature to open all your favorite items from a selected folder as new tabs.

1. Select the **Hub**   , and then select **Favorites**.

2. Right-click a folder, and then select **Open all** option from context menu.

3. Open all favorites from a folder as new tabs.

Downloading and uploading

Microsoft Edge has some new features and improvements to the download and upload experiences. You can:

- Drag and drop a file to upload to sites, such as OneDrive for Business or SharePoint.
- Save an image on a page by right-clicking and selecting **Save picture as**.
- Save a link or other types of items on a page by right-clicking and selecting **Save target as**.
- When you download a file from the web, after the download is complete you can select **Open folder** to see the contents of the download destination folder.

-
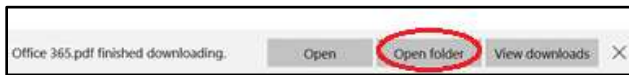
To change your download settings, select **Settings and more** ••• > **Settings** > **View advanced settings**, and then select **Change** under the Downloads header.
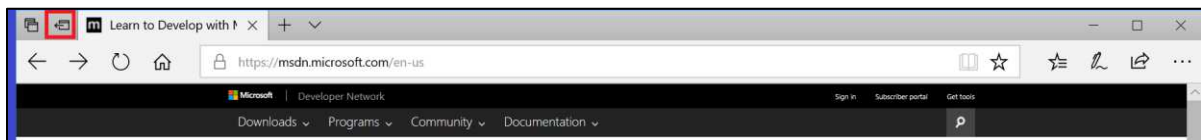
Using tabs with Microsoft Edge

Recent improvements to Microsoft Edge make it easier to see what is on other tabs at a glance, open a new window, and stop annoying loops of new windows and dialog boxes from malicious websites. If you have a touchscreen, swipe navigation features make it possible for you to swipe left or right to navigate forward and backward through your browser history.
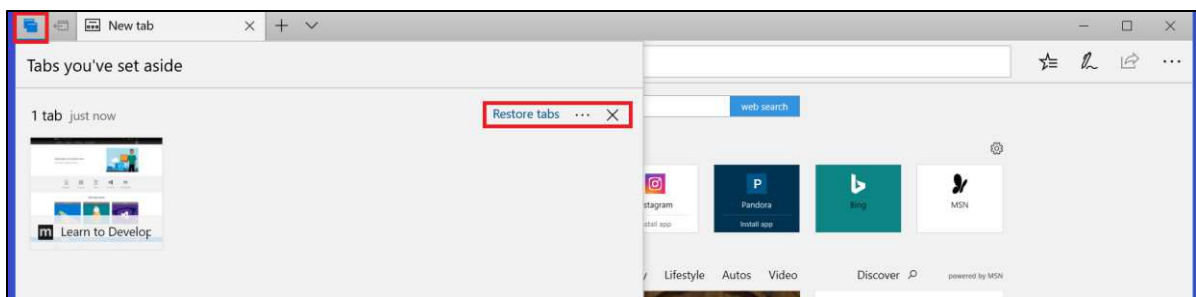
Set aside tabs for later

Microsoft Edge browser has a new feature that will help you quickly manage all your tabs without losing your flow.

1. Select the **Set these tabs aside** icon on top left corner of Microsoft Edge browser to set tabs that you want again later.


2. To bring the tabs that you've set aside, select the **Tabs you've set aside** icon , and then select **Restore tabs**.
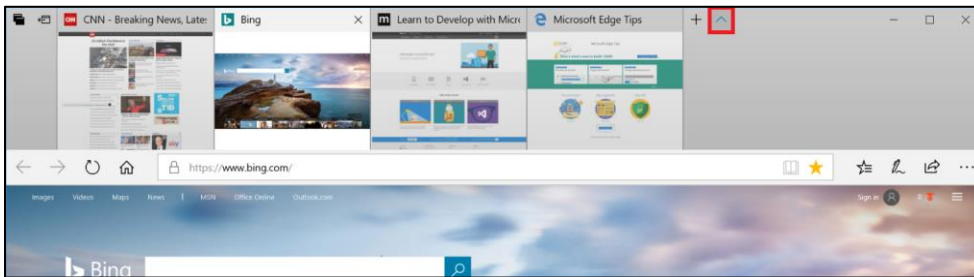

Tab preview bar

Microsoft Edge browser has a new feature which allows you to easily track what's in your tabs by providing Tab preview bar which allows you to easily glance at a visual preview of every tab you have open without leaving your page.

1. Select **Show tab previews** ⌄ next to your tabs on Microsoft Edge browser.
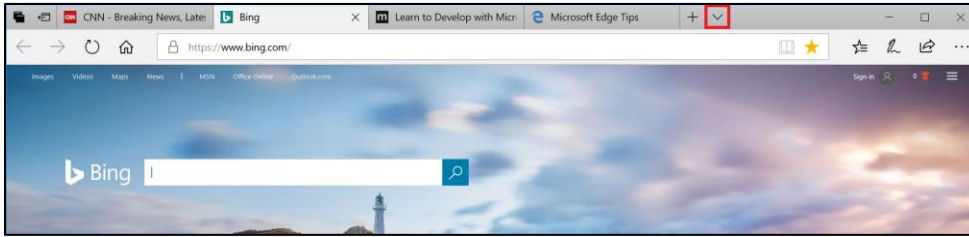
2. Select **Hide tab previews** ⌃ next to your tabs on Microsoft Edge browser to hide the tab preview.

   NOTE: *You can also scroll through the list with touch, mouse wheel, or a touchpad.*

Tab preview

If you have multiple tabs open in your browser, it can be challenging to keep track of what is on each tab. Microsoft Edge introduces tab preview—when you hover or move your pointer over a tab other than the one that is currently active, Microsoft Edge shows you a thumbnail preview of the content on that tab.
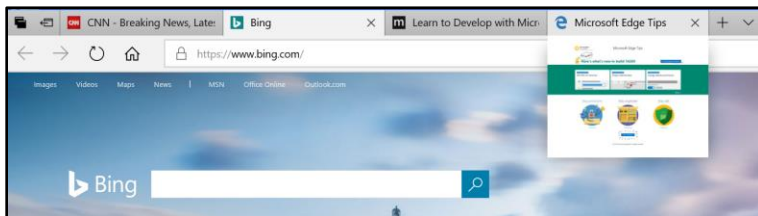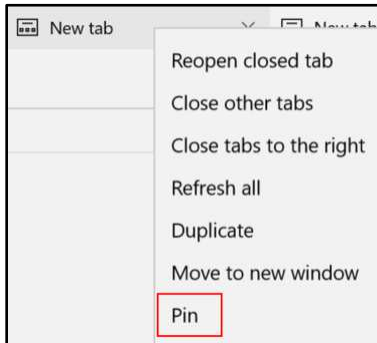

View your Tab history

1. Right-click the **Back** button to see your tab history.
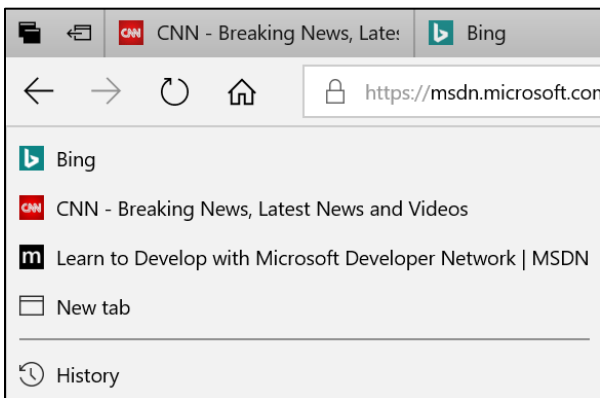
Pin a tab

1. To pin a tab, right-click the tab, and select **Pin**.

Mute a tab

1. To mute a tab, locate and right-click your volume settings on the taskbar.

2. Select **Open Volume Mixer.**
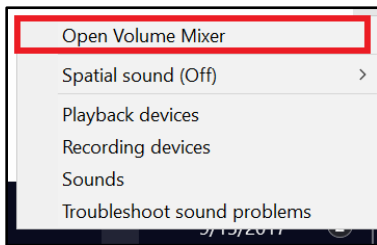
3. Once open, select the speaker icon of which tab you'd like to mute.
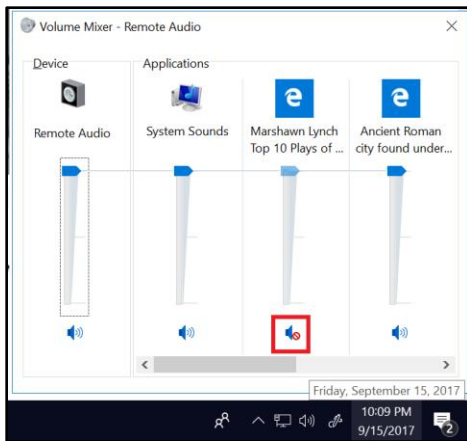
Using Reading View

Microsoft Edge includes an integrated **Reading View**, which provides a clean and simple layout—without ads and formatting—to help you stay focused on the content.

* To use Reading View, select **Reading View** 📖 in the address bar to use this feature. If Reading View isn't available for a particular webpage, the button will be dimmed.

- To adjust Reading View style and font size, open a website that has Reading View, select **Settings and more**, and then select **Settings**. Edit your Reading View style and font size.
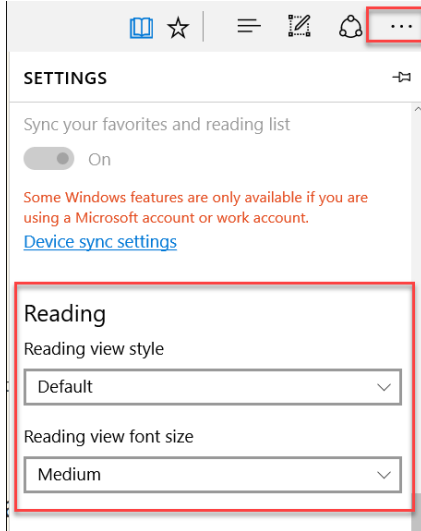
Read e-books aloud in Microsoft Edge

Microsoft Edge browser has a new feature to shop for your favorite e-books in the Store and read them aloud.

1. Select the **Hub** and then select **Books** .

2. Sign in to the Books section with the same account you use in the Store.

3. Select **Get books** and follow the instructions to purchase a book from Store.
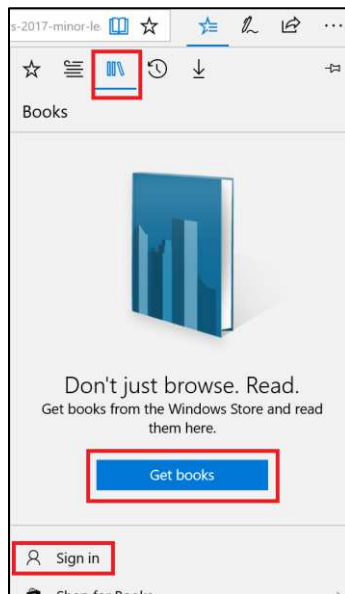
4. Select the **Read aloud** button at the top-right corner after opening one of your e-books, and listen to Microsoft Edge read you the book.

Read aloud also works with PDF forms, line highlighting, and all non-store EPUB files opened using Microsoft Edge.
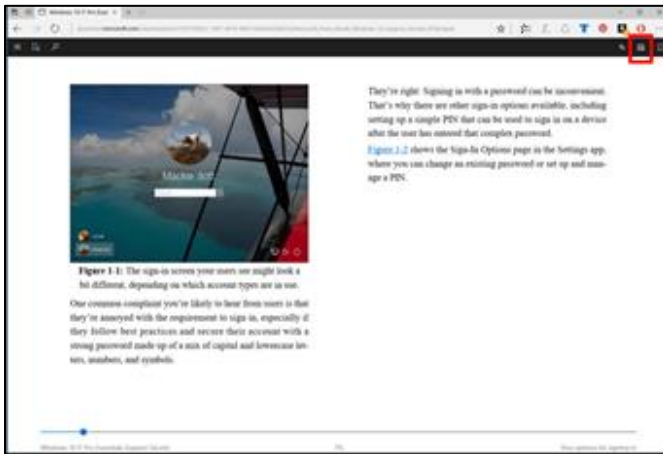
NOTE: You can also switch between your personal and corporate account in Microsoft Edge Books. If you are already signed in, select your account and on the Account window, select **Sign out**. Then select **Sign in** to open the Account window again. On the Account window, select a previously-entered acco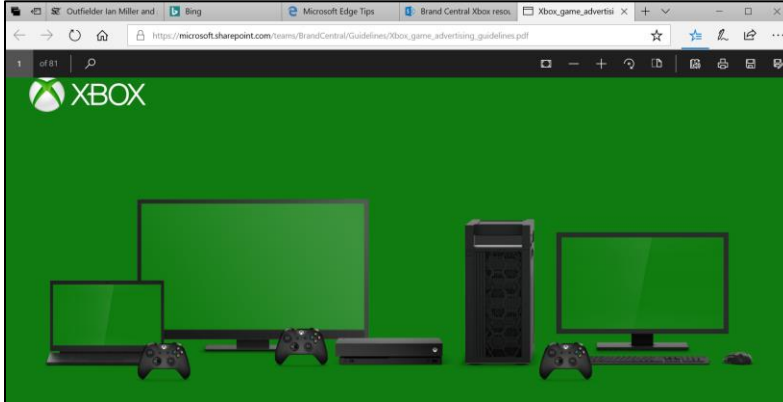unt or under Use a different account select Microsoft account (personal email) or Work or School account (Microsoft corporate account).

# Using the PDF reader in Microsoft Edge

Microsoft Edge includes a built-in PDF reader, so you won't need to download a separate PDF reader app.

NOTE: In addition to being available on a webpage, you can find Cortana when you are reading a PDF document in Microsoft Edge. Just right-click or press and hold on a word or phrase, and then select **Ask Cortana**.

The PDF reader toolbar brings commands front and center

Now, common PDF commands like **Zoom**, **Rotate**, **Layout, Read Aloud**, **Print**, **Save**, **Save As**, and the page controls are easy to find and use on a new toolbar.
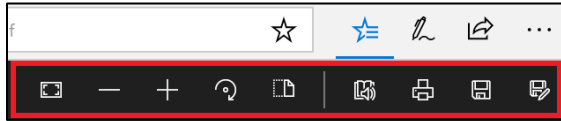
You now have the ability to fill out forms, annotate and highlight PDF documents; as well as, have accessibility to PDF forms via the **Narrator** app or other screen readers.

Getting and loading Microsoft Edge extensions

Microsoft Edge is already great for browsing the web, but now you can add extensions to do even more. Extensions are add-on apps you can get from the Windows Store to add features to your browser.

Some of the functionality that extensions can provide:

- **Interact in new ways with Microsoft Edge**. The Mouse Gestures extension lets you close a tab or refresh a page with a right-click and a flick of the mouse.

- **Add buttons to do things on a particular page**. Some extensions have buttons that only appear in the address bar when it makes sense. For example, the Translator extension will display a button when you visit a foreign-language webpage. Select the button will instantly translate the content to your Windows language.

- **Change the content of webpages you visit**. Some extensions, such as those that block advertisements, work quietly in the background to change the content of the websites your visit.

In the Extensions pane, all installed extensions will be listed, or you can visit the Store to get additional ones. To find extensions and add them to your browser, select **Settings and more ••• > Extensions > Get extensions from the Store.**

Install the extensions you want, then switch back to Microsoft Edge and follow the on-screen instructions to turn on the extensions.
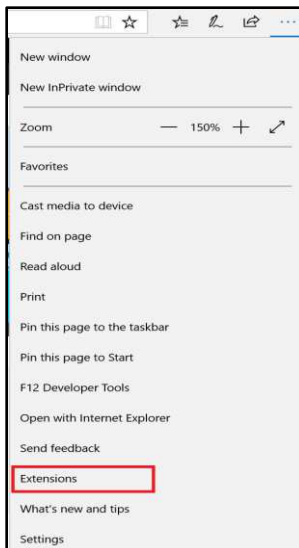
To keep your extensions front and center, select **Settings and more** ••• and you'll see icons for some of your extensions at the top of the menu. Right-click (or press and hold) the icon, and select **Show button next to the address bar.**
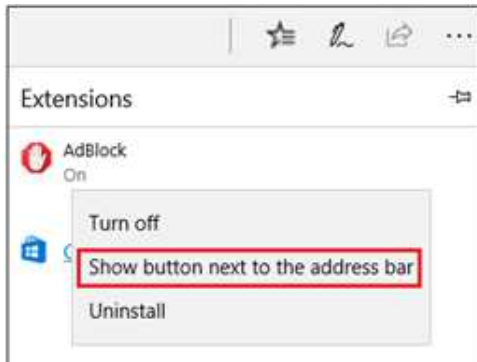
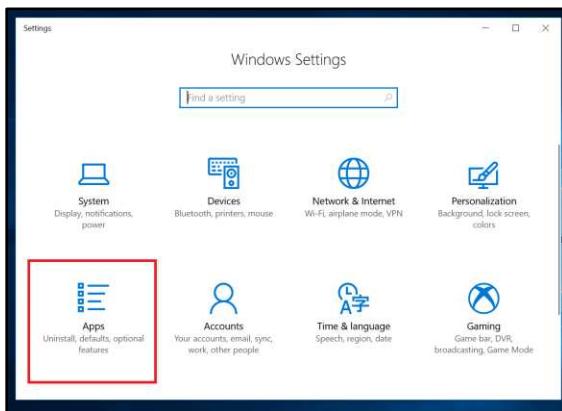# Repairing or resetting Microsoft Edge

1. Close Microsoft Edge if it is open, and then select the **Windows** icon in your taskbar.
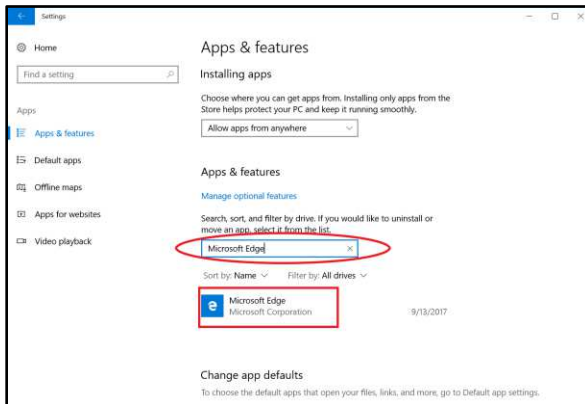

2. Open **Settings**

3. Select **Apps**.

4.   On the Apps & features pane, enter **Microsoft Edge** in the search box, and then select the result.

5.   Select **Advanced options.**

6.   Here, you can select one of two options: **Repair** or **Reset**.

Repair will try to fix any errors in Microsoft Edge without affecting any data.

Reset will set Microsoft Edge settings back to the default settings by deleting your data, including browsing history, cookies, and other settings.
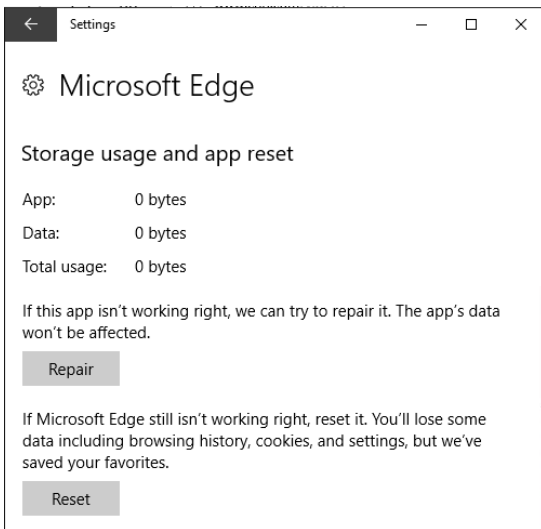
For more information

Microsoft IT

microsoft.com/itshowcase

Windows
http://windows.microsoft.com

Get to know Microsoft Edge
http://windows.microsoft.com/en-us/windows-10/getstarted-get-to-know-microsoft-edge

Learn how to build a productivity program in your organization

aka.ms/WorkSmartPublicPlaybook

For more great productivity guidance, visit
http://microsoft.com/ITShowcase/Productivity