

Web Site Basics & A Little Tech Primer

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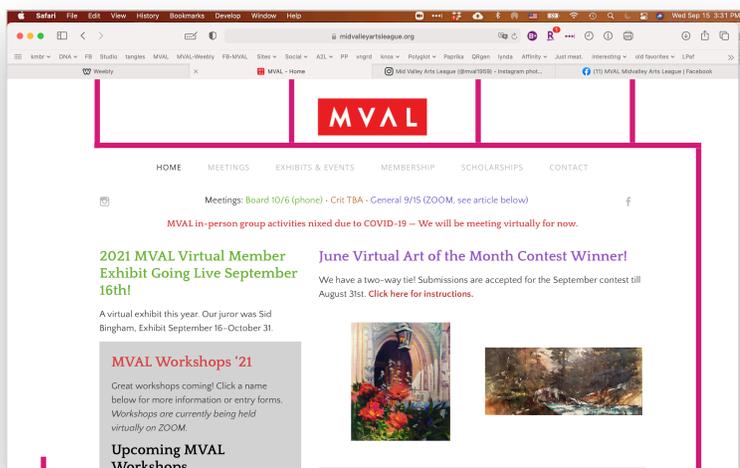
Desktop & Laptop Browsers

(*Chrome, Edge, Firefox, Safari, etc.*)

On a desktop computer or laptop, browsers use a scheme where a *window* can have multiple *tabs*. You can have multiple windows open, each with multiple tabs open. Having too many tabs or windows open at the same time can make your computer run slow, usually starting up the fans because the processor gets hot running many sites at a time.

To close a *tab*, there is a small “x” at the top of the tab to click & close just that tab (usually only shows when you “hover” your mouse over the tab). To close a *window*, and all the tabs within, there is a “stoplight” of red/yellow/green buttons on the top left of the window, or icons on the top right of the window, where red/x will close the window.

You can select a group of tabs by clicking on the top tabs with the shift key pressed, and then drag them off into their own window.



Desktop Legend

Window

Tabs

Tablet/Mobile browsers

These small, portable computer browsers do not use the same window + tab system as a desktop computer that has a lot of screen real estate. Instead, you open *windows* only, no tabs. It is also possible to have hundreds of windows open on these devices, and that can slow things down a bit. It’s a good idea to occasionally flip through and close old windows you aren’t interested in anymore (see below).

To see all the menus on a mobile device, many web designers have used a “hamburger” icon in one of the upper corners of the page to indicate the presence of more options to a site. This is 3 horizontal lines (bun, burger, bun bottom) that when clicked rotate momentarily into an asterisk and then display a menu list with down arrows indicating further page options.



Mobile Legend

“Hamburger” opens menus

Instagram link

Facebook link

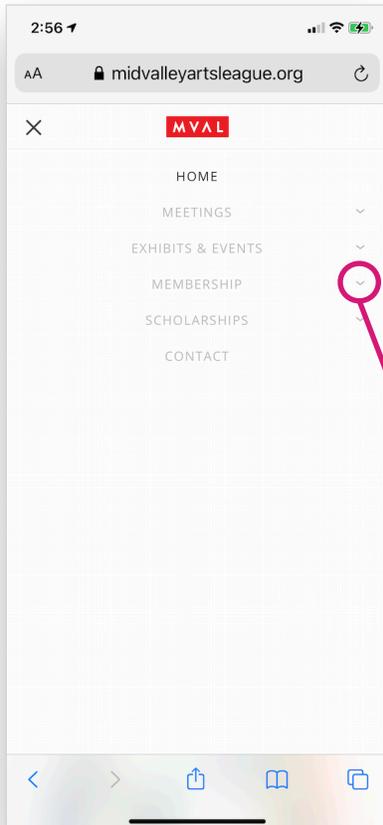
Red text is often a web link

Share link

Bookmarks

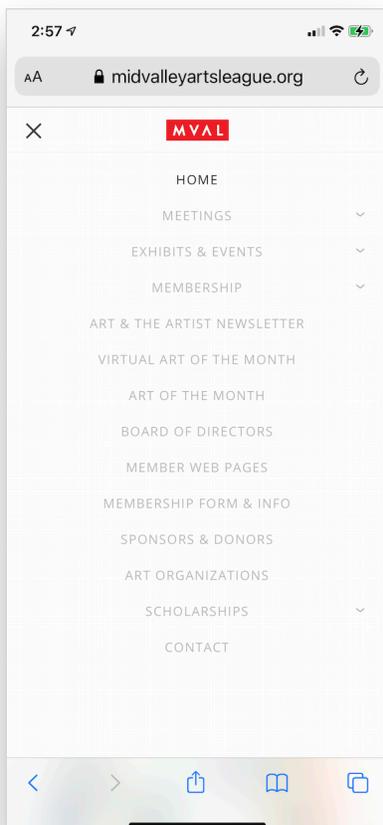
Show all open pages

The MVAL mobile site with the menu “hamburger” selected:



To expand mobile menu

Here, the Membership menu is expanded, to show all the sub-pages under that page. Tapping one will take you to it.



To close unused browser windows on a mobile device, you will need to click the “stacked squares” icon at the bottom of the browser application. This will show the tops of all open windows, either in a 3d format or in a flatter one, with a small “x” on the right or left side. Tapping the x will close a window. You can flip through all open windows easily, and select one to focus on by tapping it.

Once you are finished looking through or closing windows, clicking the “Done” text at the bottom will take you back to single window mode.

To close mobile window



To Resize images

Desktop computers have built-in software that can scale your images smaller (NEVER bigger). Apple’s is called *Preview*, Microsoft’s is called *Paint*. In both, you can select a dimension (“height”) to change, select “maintain aspect ratio” and the software will do the math for you.

Instructions for each:

<https://www.howtogeek.com/354015/how-to-resize-images-and-photos-in-windows/>

<https://support.apple.com/guide/preview/resize-rotate-or-flip-an-image-prvw2015/mac>