

Surfing with your keyboard

Navigating the Web is pretty simple: You are well on your way if you master the point-and-click along with the Forward and Back buttons. But, with a few keyboard shortcuts, you can take your surfing to the next level.

Why are keyboard shortcuts better? Because they let you jump between and around web pages more quickly. If your hands are already on the keyboard, it is always much faster to keep them there: Taking one hand off the keyboard to reach to the mouse, clicking away, and then bringing it back to the keyboard always takes longer.

This Tech Tips column reviews some keyboard shortcuts for navigating between websites, and finding information and moving within web pages.

Note that the keyboard shortcuts reviewed in this column all work in Internet Explorer 6, and the majority of them also work in the Firefox and Opera browsers.

Navigating between pages

Jumping to a new site or digging down within a site are part and parcel of surfing the web. Sometimes you find gold, and sometimes you find nothing. If you strike out, you are likely using the Back button to retrace your footsteps. Instead, try pressing the BackSpace key or Alt+Left Arrow, both of which will do the same thing.

And after going backwards, you can use Alt+Right arrow instead of the Forward button to easily go through the same sites.

If I find a page with relevant information or a good list of links (often Google search results), I like keeping it open as an anchor so I can easily come back to it. To do this I open and review new pages in a separate window by right-clicking on the link, and selecting Open in New Window. This opens the link in a new instance of your browser. Pressing Shift before clicking on a link will do the same thing. In both cases, the new window will be less than a full screen so you can easily see your anchor page. If you want to make the new window the full size of your screen, just double click on the window's

title bar (the bar across the top of the window).

Note the little upside down triangles next to the Forward and Back buttons. Clicking these will give you a listing of the sites you have been to, and you can jump forward or back several sites at once. Note that you can use these links to jump backwards when a website won't let you.

To see more of a page on the screen, use F11 to toggle between full-screen and regular views of a browser window.

To instantly close a browser window, press Ctrl+W.

Moving around a page

You can use scroll bars to move up or down on a page, but there are other much better options for doing the same thing. If you just want to move a bit, the up or down arrow keys will move you a few lines or so at a time. To make bigger jumps, PageDown and PageUp will move you down/up almost a full screen at a time. The Spacebar and Shift+SpaceBar will actually do the same thing. Note that these shortcuts only work if the central or main frame on the page has the focus. Web programmers who are on the ball will set up pages this way. If these shortcuts don't work, you can manually move the focus to the main frame on the page by clicking on it.

Pressing the Home key will instantly jump you to the top of the page, and the End key will instantly jump you to the bottom of the page.

Dealing with misbehaving pages

Every now and then you will find yourself dealing with a page that isn't loading properly. To try fixing this, press F5 or Ctrl+R to reload or refresh the page. If this doesn't solve the problem and you are stuck on a page that is taking forever to download, press Esc to stop the page from continuing to load. You can then go back to a previous page or go to another page.

Using the address bar

The address bar is where you enter the URLs of websites you want to visit. Most of you will get to the address bar by clicking on it with your mouse. Pressing Alt+D will do the same thing.

Now, carefully watch what happens when you press Alt+D (or click on the address bar): The text in the URL in the address bar will be highlighted. Pressing almost any key on the keyboard will delete the highlighted text – which is fine if you want to type something new. However, what if you want part of the highlighted text? Press Home, End or Right/Left Arrow keys and the highlighted text will remain in the address bar and no longer be highlighted. You can then edit it to enter the URL you want. Use Ctrl and the Right or Left Arrows to jump through the URL.

Pressing F4 will open a dropdown list below the Address Bar listing websites that you have typed in the address bar. You can move down through the list by pressing the Down Arrow, and jump to the highlighted site by hitting Enter.

A dropdown list of these sites will also appear if you start typing a URL in the address bar. But take a careful look at the sites listed: They will be filtered to match the text you are typing in. After typing several characters, you should see the URL for the page you are looking for. Use the Down Arrow to select it and hit Enter. This helps you avoid typing a lengthy URL.

Miscellaneous shortcuts

If you are lazy, remember that pressing Ctrl+Enter will automatically add www. to the beginning and .com to the end of the text typed in the address bar.

And a bit of a scary shortcut: To see all the sites you've visited in your History press Ctrl+H.

Chances are you (like most of us) cannot remember how to properly type http://. But it doesn't matter – when typing URLs in the address bar skip the http:// and just start at the www for any site that has

www in its URL. (And remember this point if you are mentioning a URL in an article.)

Finding information on a page

On really long pages you may find yourself looking for specific text or information. To easily find where a particular word or text is on any page, simply press Ctrl+F. This opens the Find dialog box. Enter the word or words you are looking for, and press Enter or click on the Find Next button. You can press Enter or Find Next a second time and it will jump to the next occurrence, and the same again for the

third occurrence, and so on. It will tell you when there are no more occurrences in the remainder of the page. If you want to refine your search, note the options in the Find dialog box for matching whole words and case.

Take me Home

Press Alt+Home will instantly jump you to your home page (the page that loads automatically every time you start IE).

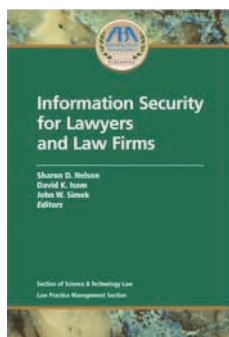
To change your home page, click on Tools, Internet Options, and in the Home Page box type the URL for the page you want in the Address box.

In the Home Page box you will also see the Use Blank button which forces IE to open without loading a page. My browser is set to this option which is great if I am on a slow internet or wireless connection. IE instantly opens and I can go to the site I want without having to wait for the specified home page to load.

Happy – and faster – surfing everyone.

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book review



Information Security for Lawyers and Law Firms

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ABA Law Practice Management Section and Section of Science and Technology Law
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Protecting the security and confidentiality of client and firm information is critical to the success of your practice, and an obligation under the Rules of Professional Conduct. To minimize the risk of a breach of confidentiality, you need to understand where the risks are, and implement office management practices and appropriate technology to ensure all firm data remains confidential and secure.

This is a tall order for busy practicing lawyers. LAWPRO provided some assistance in early 2005 with the *Managing the security and privacy of electronic information in a law office* booklet (www.practicepro.ca/securitybooklet). But what if you want or need more help?

The ABA has come to the rescue with the recently published *Information*

Security for Lawyers and Law Firms book. The book is intended to help non-technical people understand where the risks are, and what can be done to reduce or eliminate them.

At 424 pages, it is a substantial book that covers many different topics. It begins with an information security glossary and a review of basic security concepts and practices.

It then provides the answers to the following common questions: What are viruses, worms, trojans, spyware and metadata? How do I know if I have been infected or hacked, and how do I respond if I have been? Do I need a firewall? Does our firm need an e-mail, internet and technology use policy? How can e-mails and documents be secured with signatures and encryption? How can I securely access

my firm data from a remote location? Is my data backup procedure adequate? What do I need to do to safely turn my data over to a third-party service provider?

This book is a thorough resource that will help you do everything you need to do to protect the sensitive information in your office.

Lawyers dealing with matters involving electronic discovery will also find the book useful as many of the topics it covers will come up when dealing with the collection, preservation and production of electronic information.

This book costs US\$79.95. For more information about it, and other excellent ABA LPM Section publications, go to www.abanet.org/lpm/catalog.