

Microsoft Edge Browser

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Make Sure You Have the Latest Version of Edge

The Microsoft Edge browser may already be installed on your PC. If not, you can download and install it from the Microsoft Store.

To find out if you're using the latest version of the Edge browser:

- Open the Edge browser
- Click the three dots in the upper right corner
- In the drop-down menu, click on Help and Feedback
- Then click on About Microsoft Edge
- The "About" page will open where you can check for and, if needed, install the latest version.

Edge Copilot AI

The Edge browser AI 'companion' is called Copilot. Whether you're reading an article, watching a video, or exploring a website, you can ask Copilot anything and get quick, relevant answers without ever leaving the page. Copilot can respond via chat or voice.



There are several ways to start Copilot: the Copilot icon looks like this:

- In the Edge browser click the icon in the upper right corner.
- Click the Copilot icon in the Task Bar at the bottom of the screen.
- When you highlight text on a webpage, a popup window will be displayed. One of the options is to click the Copilot icon to have that word or phrase explained in the Copilot sidebar.

You can start Copilot using the icon at the upper right corner or from the icon at the bottom of the screen in the Tool Bar.

Copilot can answer questions: Whether you have a quick query or need detailed information, Edge Copilot can provide accurate and relevant answers. Once you ask a question and get a response, you can ask additional questions related to its response - as if you were conversing with a person.

Here is a conversation I had with Copilot about going to the Grand Canyon. These are the questions I ask it:

What is the entrance fee for the Grand Canyon?

Can I use my Senior Pass?

What accommodations are there in the park?

Summarize Content: Get concise summaries of web pages and articles to save time and quickly read the main points.

Copilot can summarize webpages

Go to some web page like this one:

www.healthline.com/health/total-knee-replacement-surgery-step-by-step

Then type into the Copilot input area: Summarize this page.

Get help when reading a webpage

When you're in a webpage and don't understand a word or phrase, simply highlight the text – a popup mini dialog will appear. Select the Copilot icon which will open a sidebar to give you a definition or information about the selected item.

Generate letters, documents

Copilot can generate letters, emails, reports or other type of documents. Here's an example:

Type this into the Copilot input area: Generate a thank you letter to my friend Bob who sent me a nice watch for my birthday.

Then you can ask it to rewrite the letter, changing some of the wording.

Or you can ask it to make it shorter or longer.

Another example:

Generate an essay on why the climate change issue is so important. About 500 words.

Review and/or rewrite text

Copilot can help you rewrite text to match your desired style, tone, or length. Here are a few ways I can assist:

1. It can help refine your emails, cover letters, reports, and other documents to make them more polished.
2. Creative Writing: Whether it's a story, poem, or blog post, it can help enhance the creativity and flow of your writing.
3. It can rewrite complex or technical information in a more accessible and easy-to-understand way.
4. If you need to adjust the tone of your text to be more formal, casual, friendly, or persuasive, it can make those changes for you.
5. It can condense lengthy texts into shorter summaries, keeping the key points intact.

To use this feature, simply copy the text you want to be rewritten, type 'Rewrite this:' in the Copilot input area, paste the text, and hit enter.

Generate pictures

Copilot can create pictures by simply telling it what you want.

Here's an example: Type this in the Copilot input area:
Generate a picture of a boat on an ocean beach

Then ask it to make it a rowboat

Now ask it to make the boat red

Copilot can do translations:

Go to this page: <https://lingua.com/german/reading/flughafen/>

Open Copilot and ask it to translate the webpage.

Features of the Microsoft Edge Browser

While browsing a webpage in Edge, you can highlight any word or phrase to access several helpful features. When you highlight text, a context menu will appear, offering options such as:

- Copy the selected text to the clipboard
- Do an internet search for that word or phrase
- Ask Copilot for an explanation
- Other actions e.g. opening a search in a sidebar

Vertical Tabs

Vertical tabs in Edge are a feature designed to help you stay organized and make better use of your screen space. Instead of having tabs displayed horizontally at the top of the browser, vertical tabs move them to a pane on the left side of the screen. This allows you to see more of the tab titles and easily manage your open tabs.

To turn on vertical tabs, click on the  icon in the upper left corner of the Edge window.

Split Screen

The split screen feature lets you view two tabs side-by-side in one Edge window.

- How to Use:
 1. Click the three dots in the upper right corner and click on the  icon. This will divide your current window into two sections.
 2. In the right half, enter a web address, a search query or click on one of the currently open tabs that are presented.
 3. To close the split screen, click on the close split screen button (X) at the top right corner of the active screen.

Collections

The Collections feature in Edge is a powerful tool designed to help you organize and save content from the web. Whether you're planning a trip, doing research, or just collecting interesting articles, Collections can make it easier to keep everything in one place.

To use the Collections feature, click on the three dots in upper right corner, then click on the Collections  icon

Here's how you can use Collections in Edge:

1. Creating a New Collection:

- With the Collections sidebar open, click Create new collection and give it a name and hit Save

2. Adding Content to a Collection:

- You can add web pages, images and notes to a collection
- Open the Collections sidebar and click on the desired collection. Then to add the current web page, click "Add Current Page." It's the big plus sign to the left of the collection name.
- To add an image, right click on the image you want to add then choose "Add to Collections" and choose the collection you want to add it to.
- To add a text note, click on the desired collection name to open it. Then click the three dots in the collection title bar, choose "Add Note" then type your note.

3. Managing Your Collections:

- You can edit or remove items in your collections by right-clicking on them. You can also move them up or down in the collection
- In a specific item within a collection click the three dots in the item to edit or remove it.

Note: your collections are stored locally on your computer, but you can access them on other devices if you have a Microsoft account and have enabled sync.

Also, your Edge collections are saved and synced to your Microsoft account if you have enabled sync. This means you can restore them on a new or rebuilt PC by simply signing in to your Microsoft account and enabling sync again. This way, all your collections and other browsing data will be automatically restored.

Immersive Reader

Entering Reader Mode in Immersive Reader will simplify the page you're on by hiding distracting pop-ups and buttons, leaving you with just the important parts: textual and visual content. Once you enter Reader Mode, start using tools like Read Aloud, Text preferences, Grammar tools and Reading preferences.

To start the immersive reader, click the three dots in the Address Bar at the top of the screen and select Immersive Reader.

Here are some key features:

1. **Reader Mode:** This mode hides distracting pop-ups and buttons, leaving you with just the important parts: textual and visual content. You can enter Reader Mode by selecting the Immersive Reader icon in the address bar or using the keyboard shortcut F9.
2. **Read Aloud:** This feature reads the text of a web page audibly. You can control the playback, skip paragraphs, and adjust voice options, including changing the reader's voice and speed.
3. **Text Preferences:** Customize your reading experience by adjusting text size, spacing, and page themes. You can choose from a variety of color options to make reading easier on your eyes.
4. **Grammar Tools:** Improve reading comprehension by splitting words into syllables and highlighting parts of speech like nouns, verbs, and adjectives.
5. **Reading Preferences:** Adjust how wide your page's text column spreads and choose from various page themes, including those inspired by Irlen Spectral Filters for people with Irlen Syndrome.

Tab Groups

Tab groups in Microsoft Edge are a handy feature that helps you organize your browsing experience by grouping related tabs together. This can be particularly useful if you have many tabs open and want to keep things more condensed.

Here's how you can use tab groups in Microsoft Edge:

1. **Creating a Tab Group:**
 - Right-click on a tab and select "Add tab to new group."
 - Give the new group a name and choose a color to distinguish it from other groups.
2. **Adding Tabs to an Existing Group:**
 - Right-click on a tab, select "Add tab to group," and choose the existing group you want to add it to.
3. **Managing Tab Groups:**
 - You can collapse or expand tab groups by clicking on the group name.
 - To remove a tab from a group, right-click on the tab and select "Remove from group."
4. **Moving Tab Groups:**
 - You can drag and drop tab groups to reorder them within the tab bar.

Automatically organize your tabs

Use the Edge Organize Tabs feature to help reduce tab clutter.

Click the Tab Actions Menu icon in the top left corner of your browser and select "Organize Tabs."

Pin your favorite websites to the Taskbar (at the bottom of the screen)

Pinning gives you quick access to the sites you use most often without having to open the browser. Here are the steps:

1. Open Edge and navigate to the website you want to pin.
2. Click on the three dots (menu icon) at the top right corner of the browser.
3. Select "More Tools" from the dropdown menu.
4. Click on "Pin to Taskbar".
5. The website icon will now appear on your taskbar, and you can access it anytime!

To unpin the website, just right-click on the icon and select "Unpin from Taskbar"

Opening a Tab in a Sidebar

To open a tab in the sidebar in Microsoft Edge, follow these steps:

1. Open Edge and navigate to the website you want to open in the sidebar.
2. Right-click on the tab of the website you want to open in the sidebar.
3. From the context menu, select the "Open in sidebar" option.

This will open that website in the sidebar, allowing you to view the site alongside your main browsing window.

Working with PDF Files

Microsoft Edge has a built-in PDF reader that makes it easy to view, edit, and manage PDF files without needing any additional software. Here are some of the key features and how to use them:

1. Opening a PDF:

Simply double-click on the PDF file or drag and drop it into the Edge window. Edge is set as the default PDF reader on Windows 10 and 11 devices.

2. Navigating and Viewing:

Use the toolbar at the top of the screen to navigate through the document, zoom in or out, and search for specific text.

3. **Editing and Adding Text:**

You can fill in blank fields directly in the browser. Select "Edit" in the toolbar, click on the blank fields, and type in your text. You can also add new text, images, and shapes by selecting "Add notes".

4. **Summarizing Pages:**

Edge offers a feature to quickly summarize the pages of a PDF document. Open the PDF, navigate to the page you want to summarize, and access Copilot by clicking on the Copilot icon in the top right corner of the Edge browser. Click "Generate Page Summary" to get a concise overview of the content.

5. **Saving a PDF:**

After making edits, you can save the PDF by selecting "Save" in the toolbar, choosing the location, and giving it a name.

6. **Read Aloud:**

The Read Aloud feature can read the text on the page aloud, which is helpful for those who prefer listening or have visual impairments.

Read Aloud Feature

The Read Aloud feature in Edge is designed to enhance your reading experience by converting text on a webpage or PDF into spoken words. Here's how it works:

1. **Activate Read Aloud:**

- Open the webpage or PDF you want to read.
- Click on the "Read Aloud" icon in the toolbar or press Ctrl + Shift + U on your keyboard.

2. **Control Playback:**

- Use the playback controls to play, pause, or skip forward and backward.
- You can also adjust the reading speed to suit your preference.

3. **Change Voice:**

- Click on the "Voice Options" button to choose from a variety of voices and languages.
- You can select a voice that you find most pleasant or suitable for the content.

4. **Highlighting Text:**

- As the text is read aloud, it will be highlighted on the screen, making it easier to follow along.

5. Immersive Reader Integration:

- If you're using Immersive Reader, you can activate Read Aloud within this mode for a distraction-free reading experience.

Workspaces

Edge Workspaces are a feature that allows you to organize your browsing tasks into dedicated windows, making it easier to stay focused and organized. Each workspace has its own set of tabs and favorites, which you can create based on your needs. Here are some key points about Edge Workspaces:

- **Separate Browsing Tasks:** You can create different workspaces for different projects or tasks, keeping everything organized and easily accessible.
- **Collaboration:** You can share a workspace with your team, allowing everyone to see the same set of tabs and collaborate in real-time.
- **Privacy Protection:** Personal data like logins, cookies, and passwords are not shared with others in the workspace.
- **Easy Management:** You can create, rename, and delete workspaces as needed. Each workspace can be customized with a name and color.

To get started with Edge Workspaces, click the workspace icon in the top-left corner of your browser window and follow the prompts to create a new workspace.

To switch between Workspaces, click on the Workspaces menu icon located in the top-left corner of your browser window. You'll see a list of your workspaces. Click on the workspace you want to switch to. Your selected workspace will open in a new browser window.