Hi, and welcome to 21 Things. This is a video about Chrome basics-- browser shortcuts for tips for maximizing, minimizing, restoring, resizing, moving, adding tabs, multiple windows.

And what we're going to focus on is, first of all, how to make the browser window smaller, or how to make it full screen. So when you look at the top right-hand corner of your browser, you're going to see that line-- the dash for minimize, the box-- either one or two boxes-- and the X for actually closing out the whole browser window. And so we're going to look at that to be able to figure out how to resize your browser windows.

So the first thing is looking at the browser. And the very top, when you see the two boxes, it means it's already full screen. If you click on the double box, then you'll see it becomes one and it's not taking up the full screen anymore.

When that happens, you can then move your arrow or your mouse to the side of it, and you can actually drag your browser window smaller, which makes it possible to do all sorts of things on the other part. And you can also make it get smaller up and down. And you can resize it from a corner, dragging it in, so that you could actually have a whole pile of different browser windows if you wanted.

Now that we've moved it-- because you can take the gray bar and move that around to different parts of your screen as well. We can move it. We can resize it. Now let's look at the tabs.

So I'm going to go ahead and make this a little bit bigger. And you'll notice that I actually have three tabs here. And one is the Secrets of Screenshots. That's at the 21 Things page. And so there are different tabs available.

And if I want to go ahead and make a new tab, I just click on that empty box there. Or I can do control-T. But I'm going to click on it. And then you can go to some other thing, like if you wanted to do a Google search. Tabs are handy to have different things in. I'm going to go ahead and close that tab out with the little X in the corner.

The next thing we're going to look at is what about making a new window. So I'm going go ahead make this a little smaller on my screen. I'm going to go control-N. And notice now I have a whole new browser window on the right side. And I can make it so I can see both windows at the same time.

So if I wanted to be on a page that had something of information about something I would want to copy, then if I had my Google document over here, well, let's do that. I'm going to actually this time close that window. And I'm going to take one of these tabs-- this tab one that says Chrome Screenshots-- I'm going to actually drag that with my mouse over. And it becomes a new window.

And I can size it so that it fits in better. And then because it's a word processing document in Google, that means

that I can go ahead and copy and paste things. So let's say you're doing some research on video game addiction symptoms, causes, and effects. So if you bring up the article that you're doing research about, then you can go ahead and copy that, control-C after you select it. And over to the right-hand side, you can go ahead and paste it.

And you want to make sure that you get the information for the website to give credit to it. So I'm going to copy right up in the URL. And I'm going to copy that web address and put it over here as well. And I'm going to just space down, paste it in there. And there's the web address. But it's not a hyperlink until I do one thing. And that's to hit the space bar so that it becomes a hyperlink.

So that takes care of showing you how to do different windows, move them around, take care of some of the browser things and shortcuts. And we're going to do the last thing. And that is to show you the credits. So we'll go ahead and present that and maximize it.

And we want to thank REMC Association of Michigan for funding the 21 Things for Students. Thank you for listening to us. Have a great day and practice the skills.