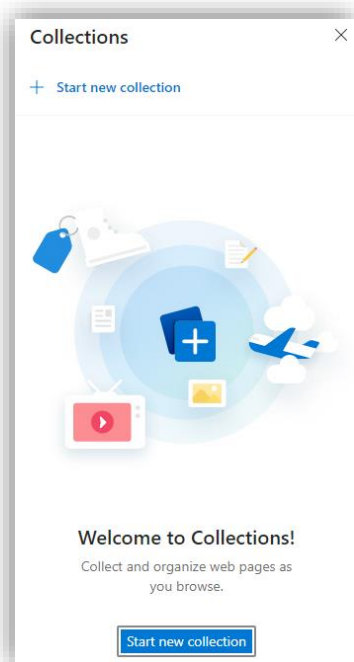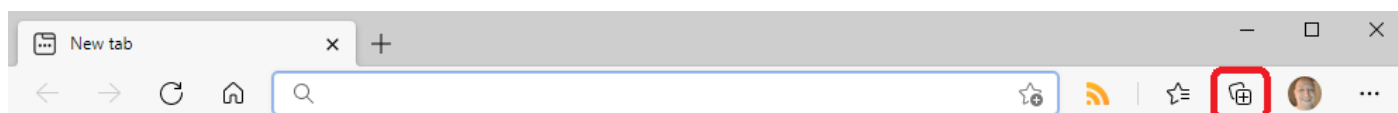**Our Customers Get their Computer Work Done in Less than Half the Time!**
Feel in control * Get better looking results * Feel less frustrated * Get it done right * Save money

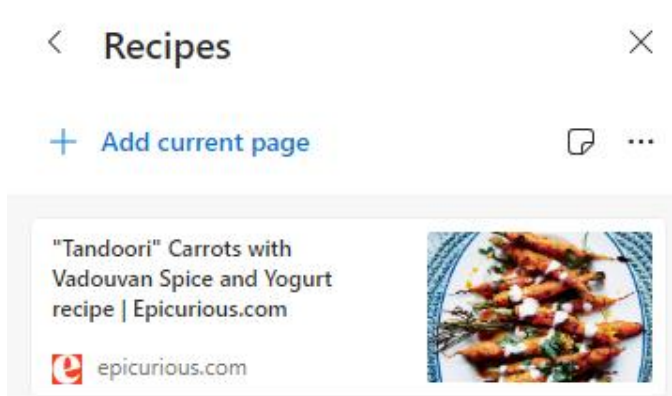Learn more at LaunchTraining.com or call 781-395-9565.

Launch Tip of the Month
February 2021

Microsoft Edge offers a useful tool called Collections. Collections are a great way return to an article at another time or to collect websites, pictures, and hyperlinks. It's really useful if you're conducting research, shopping, or planning your next home renovation. The possibilities are endless! You can even sync your collections across all of your devices including mobile phones.

To access Collections, click the icon that contains a + sign in the upper right corner of Edge.
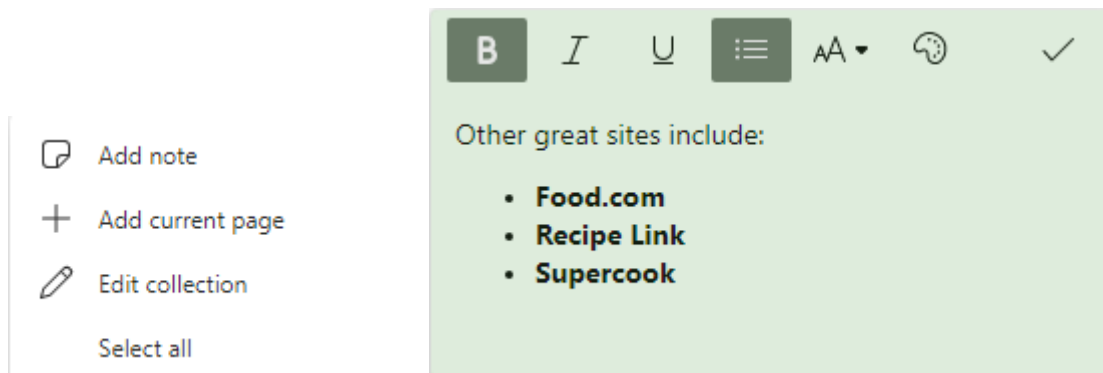

1. In the pane that appears, select Start new collection.
2. Type a name for the new collection. Perhaps you'll choose recipes, or sports, or news, or birthday presents.
3. Navigate to a webpage that has content you want to save.
4. If you want to save the entire webpage, select Add curent page. You'll have a link that brings you right back to the page.
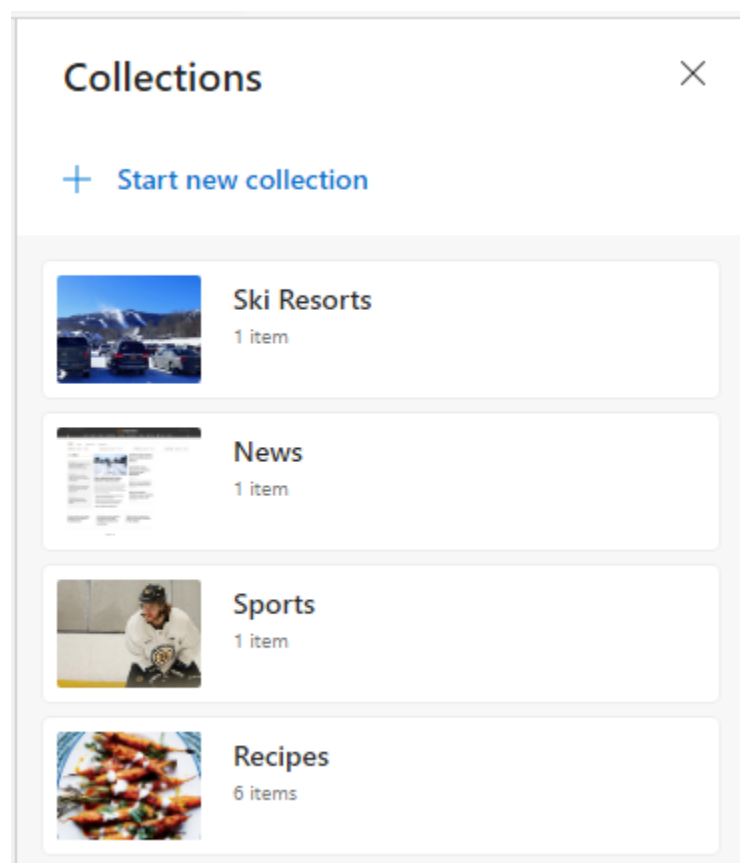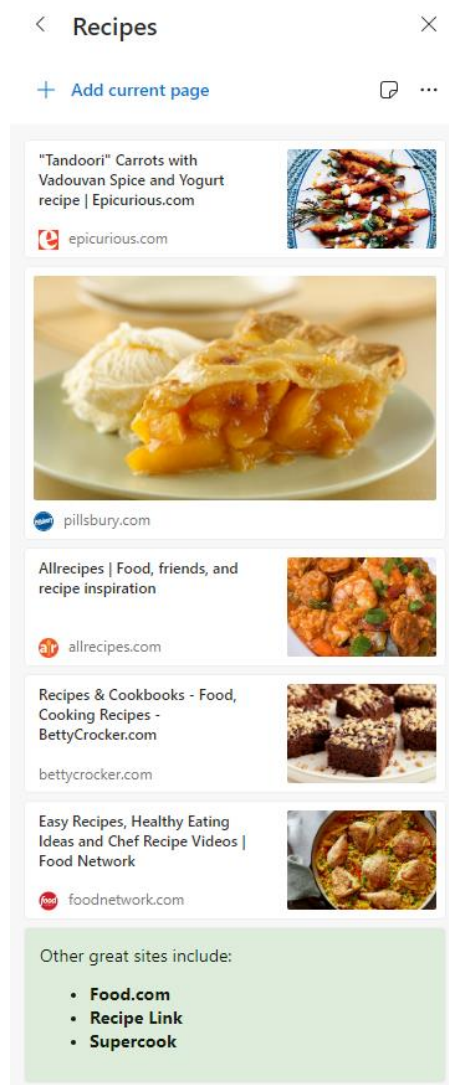

Perhaps, instead, you find a picture of a dish you'd love to try to make. Simply grab the picture, and drag it into the pane on the right.

You might find some links to websites that you'd like to add to your collection. Just drag the link into the pane on the right.

You can even add a note you write in your own words. Right-click and select Add note. The notes can contain formatting, bullets and colored backgrounds.

Your collection is filled with info you want to reread later. By creating additional collections, you'll have plenty of great content to choose from.

Want to learn more about Microsoft Edge? Launch offers a course to help you get the most out of your browser.

Featured Course: Surfind and Searching the Internet with Microsoft Edge
- How Does the Internet Work?
- Important Dates in the History of the Internet
- Fun Facts
- Understanding Email Addresses
- Understanding URLs
- Changing the Appearance of the Interface
- Viewing Full Screen
- Getting Help
- Navigating to Websites
- Going Back or Forward a Page
- Refreshing a Page or Website
- Stopping a Page from Loading
- Finding Content on the Page
- Changing the Default Search Provider
- Home Pages
- Zooming In and Out of Webpages
- Working with Tabs
- Reopening the Last Browsing Session
- Favorites
  - Show or Hide the Favorites Bar
  - Managing Favorites
  - Adding Pages to Your List of Favorites
  - Adding Current Open Tabs to Favorites
  - Displaying Your Favorites List
  - Displaying the Favorites Bar
  - Sorting Favorites
  - Adding a Website to Your Taskbar
- Collections
- RSS Feeds
- History
  - Viewing History
  - Managing History
  - Clearing Browsing History
- Read Aloud
- Security
- My Favorite Shortcuts
- Google Searches
  - Effective search techniques
  - Google search operators (+ - ~ …)
  - Advanced searches
  - Accessing Google Search Help
  - Image searches
- Cool Websites

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