

# Safari Tricks

Here are a few things to try when using Safari. Try them and find out which ones help you to “work smarter.”

## Use Spotlight to Directly Search Google with this Shortcut

1. Open Spotlight
2. Type in a search
3. Click **⌘ + B** to open Safari with your search term.

## Change Your Search Engine

Spotlight uses your default search engine, whether it's Google, Bing, or DuckDuckGo.

1. Change your search engine
2. Open up Safari preferences **⌘ + Comma (,)**
3. Click the Search tab and choose from the drop-down menu.

## Understand Safari Toolbars

- **Top Bar** - URL entry, Extension icons, Share, Show all tabs
- **Favorites Bar** - Bookmarks and Bookmark Folders
  - View > Show Favorites Bar
- **Tab Bar** - Tabs and Pinned Tabs
  - View > Show Tab Bar
- **Status Bar** - see where links go before you click them
  - View > Show Status Bar

## Opening Links in Tabs and Windows

- **⌘ + Click**: opens link in a new tab
- **⌘ + Shift + Click**: opens link in a new active tab
- **⌘ + ⌥ + Click**: opens link in a new window
- **⌘ + ⌥ + Shift + Click**: opens link in a new active window

## Using Bookmarks Folders

1. Add new bookmarks
  - ⌘ + **D**: Add to bookmark list
  - ⌘ + **SHIFT** + **D**: Add to reading list
  - **example**: techradar.com
2. Organize bookmarks using folders
  - Bookmarks > Edit Bookmarks
3. Click on a folder
  - Open in New Tabs (click)
  - Replace Tabs ( ⌘ click)
  - Automatically Replace Tabs (right-click and change the option)

Learn more: [How to Manage Safari Bookmarks and Favorites](#)

## Tab Bar Tricks

- Pin Tabs to the Tab Bar
    - Click-and-drag tab to left
    - Right-click > select Pin Tab
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