# Ciotto

## Jagora ga fasalulluka

Burauzar da ke yi maka aiki

**Abin da ke ciki:** kowane fasali na Ciotto, ɗaya bayan ɗaya. Ga kowanne: sunansa, inda yake a fuskar manhajar da abin da yake yi, a cikin layuka kaɗan.

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**Sigar Ciotto da jagoran ya shafa:** 0.5.0

**Dandamalin da jagoran ya ƙunsa:** kwamfutar tebur Windows / macOS / Linux, Android, iOS, manhajar yanar gizo ta rakiya, ƙarin Chromium / Firefox / Safari.

An rubuta sunayen umarni da Turanci saboda haka manhajar ke nuna su idan harshen fuska shi ne English. Idan aka saita harshen fuska zuwa Hausa, abubuwan nan suna bayyana a fassare a wuri ɗaya.

An fassara wannan jagora daga ainihin rubutun Italiyanci da taimakon samfurin harshe. Idan wani sashe bai fito fili ba, ainihin rubutun shi ne mai rinjaye.

## Yadda ake karanta wannan takarda

Kowane fasali abu ne mai lamba wanda ya ƙunshi sassa uku:

- **Suna** — yadda ake kiran fasalin a cikin manhajar.
- **Inda yake** — ainihin hanyar zuwa gare shi a fuskar manhajar (menu, maɓalli, gajeriyar hanya), da dandamalin da yake samuwa a kansu.
- **Abin da yake yi** — layuka biyu ko uku cikin harshe mai sauƙi.

Ka'idojin rubutu da ake amfani da su a cikin hanyoyi:

- ⋮ shi ne maɓallin menu da ke can ƙarshen dama na layin kayan aiki. A kwamfutar tebur abubuwa da yawa suna cikin ƙananan menu: ⋮ → **Tools** → **Open a List of URLs…** yana nufin a buɗe ⋮, sannan ƙaramin menu **Tools**, sannan abin. Kananan menu su ne **History**, **Favorites and reading list**, **Notes**, **Zoom**, **Page**, **Layout**, **Workspaces**, **Profiles**, **Macros**, **Tools**, **Privacy and identity**, **Appearance and language**, **Customise Toolbar** da **Extensions**, da kuma **Release Channel** a ginin jama'a kawai.
- A waya ⋮ yana buɗe takarda mai zamewa: a samanta akwai jerin ayyuka biyar na gaggawa, sannan rukunan **Page**, **Workspaces and layout**, **Tools** da **Privacy and identity**, waɗanda ake buɗe su ɗaya bayan ɗaya ta hanyar taɓa takensu. A cikin takardar, wani lokaci abubuwan suna da rubutu daban da na kwamfutar tebur (**New tab** maimakon **New Tab**). Latsa shafi ka riƙe yana buɗe takardar shafin, abin da ya yi daidai da danna dama.
- **Layin menu** yana nufin menu na asali na tsarin (File, Edit, View, Layout, History, Extensions, Window, Help), wanda ke akwai a kwamfutar tebur kawai.
- **Saituna** yana nufin tagar da ⋮ → **Settings…** (ko `Ctrl/Cmd+,`) ke buɗewa, wadda aka raba zuwa sassa goma sha huɗu a cikin rukunai huɗu. A waya tana buɗewa a cikakken allo kuma ana rufe ta da **Done**.
- Ana rubuta gajerun hanyoyi a matsayin `Ctrl/Cmd+…`: Ctrl a Windows da Linux, Cmd a macOS.

## Jerin yankuna

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| | | |
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| R. Bambance-bambance tsakanin dandamali | 160–165 | Abin da ke canjawa a Android, iOS, yanar gizo da ƙari, da fuskar waya |

# A. Farawa, taga da fuska

## 1. Buɗe manhajar da babbar taga

> **Inda yake:** alamar Ciotto (harafin «c» mai haske da aka samo daga tsakuwa, a kan murabba'i mai duhu mai kusurwoyi masu zagaye) a menu na Start, a Dock, a aljihun manhajoji na Android ko a allon Home na iOS.

> **Abin da yake yi:** yana buɗe taga mai layin shafuka, layin adireshi, layin kayan aiki da wurin shafuka. Shafukan ba akwatunan HTML ba ne: kalloli ne na asali da babban ɓangaren manhajar ke ɗorawa a kan fuskar.

**Dandamali:** duk dandamalin asali (kwamfutar tebur, Android, iOS).

## 2. Yanayin farawa

> **Inda yake:** Saituna → **New tab & startup** → **On startup**.

> **Abin da yake yi:** yana zaɓar abin da Ciotto ke nunawa idan aka buɗe shi: ci gaba daga inda aka tsaya, buɗe sabon shafi, ko buɗe jerin shafukan da aka rubuta da hannu.

## 3. Shafin farawa da sassan da ake iya keɓancewa

> **Inda yake:** shafin da ke fitowa duk lokacin da aka buɗe sabon shafi. Ana kunna sassan a Saituna → **New tab & startup**, da maɓallan **New tab: favorites**, **New tab: frequent**, **New tab: projects**, **New tab: reading** da **New tab: remote tabs**; a cikin jerin ɗaya, **New tab: Points of View** yana mayar da shafin yanar gizon da aka ba da shawara, idan an cire shi.

> **Abin da yake yi:** yana nuna alamar Ciotto, rubutun «ciotto» da taken «The browser that works for you» («Burauzar da ke yi maka aiki» a Hausa), ba tare da kwararar labarai ba. Sassan biyar (abubuwan da aka fi so, shafukan yanar gizo da ake yawan ziyarta, ayyuka, jerin karatu, shafuka daga sauran na'urori) a kashe suke har sai an kunna su. Tun asali akwai shawarwari biyu kawai: maɓallin **Discover Ciotto** a kusurwar sama, da akwatin wani shafin yanar gizo da aka ba da shawara, **Points of View**, wanda ke buɗewa a cikin wannan shafin. Kowanne yana da × nasa, wanda ke cire shi har abada a wannan na'urar. Jerin shafukan yanar gizon da ake ba da shawara da alamominsu suna cikin manhajar kanta: don zana shafin, Ciotto ba ya tambayar komai daga kowace uwar garke.

**Dandamali:** kwamfutar tebur, Android da iOS.

## 4. Maɓallin Home da shafin gida

> **Inda yake:** Saituna → **New tab & startup** → **Show Home button** da **Home page**. Sannan maɓallin yana bayyana a layin kayan aiki, tsakanin Baya da Gaba. A Windows da Linux wannan

aiki yana da gajeriyar hanyar `Alt+Home`.

**Abin da yake yi:** yana ƙara maɓallin da ke mayar da kai zuwa shafin da aka zaɓa. Idan aka bar adireshin babu komai, maɓallin yana buɗe sabon shafi.

## 5. Jigo mai haske, mai duhu ko na tsarin

**Inda yake:** ⋮ → **Appearance and language** → **System** / **Light** / **Dark**, ko Saituna → **Appearance & accessibility** → **Theme**.

**Abin da yake yi:** yana canja kamannin fuskar Ciotto tsakanin haske, duhu da "kamar tsarin aiki". Zaɓin abin da ake so ne mai ɗaukuwa: yana isa har sauran na'urorin da aka daidaita.

## 6. Harshen fuska

**Inda yake:** ⋮ → **Appearance and language**, a cikin jerin da ke ƙarƙashin jigogi uku (an rubuta kowane harshe da sunansa na kansa), ko Saituna → **General** → **Interface language**.

**Abin da yake yi:** yana canja harshen menu, fannoni da saƙonni. Harsuna goma sha shida ne: Turanci, Italiyanci, Faransanci, Sifaniyanci, Jamusanci, Sinanci sauƙaƙaƙke, Rashanci, Koriyanci, Fotigalanci, Japananci, Larabci, Swahili, Hausa, Yarbanci, Amharik da Klingon (tlhIngan Hol). A Larabci fuskar tana jeruwa daga dama zuwa hagu. Harshe zaɓi ne mai ɗaukuwa kuma yana bin mai amfani zuwa sauran na'urorin da aka daidaita.

## 7. Sauƙin amfani: mafi ƙarancin girma, bambanci, motsi, mai da hankali

**Inda yake:** Saituna → **Appearance & accessibility**.

**Abin da yake yi:** yana tattara **Default page zoom**, **Minimum font size**, **Contrast** (System, Normal ko More contrast), **Reduce motion**, **Animate images and GIFs**, **Caret browsing** da **Always show keyboard focus**. Saitunan suna aiki ga fuskar Ciotto da kuma ga shafukan da aka loda.

## 8. Layin abubuwan da aka fi so

**Inda yake:** Saituna → **New tab & startup** → **Show favorites bar**. Layin yana bayyana ƙarƙashin layin adireshi.

**Abin da yake yi:** yana nuna, a layi da ke bayyane koyaushe, abubuwan da aka fi so na kai da na wurin aikin da ake amfani da shi. Manyan fayiloli suna zama maɓallai masu menu mai saukowa (ƙananan manyan fayiloli suna buɗewa a gefe), kuma **Manage** a ƙarshen layin yana buɗe shafin abubuwan da aka ajiye. Danna abu ɗaya yana buɗe shi a sabon shafi.

## 9. Gano Ciotto

> **Inda yake:** ⋮ → **Discover Ciotto**; layin menu → **Help** → **Discover Ciotto**; maɓallin **Discover Ciotto** a kusurwar shafin farawa. A waya: takardar ⋮ → **Discover Ciotto**.

> **Abin da yake yi:** shafi na ciki, da ake buɗewa a cikin shafi, wanda ke bayyana abin da Ciotto zai iya yi: kati ɗaya ga kowane fasali, an tara su cikin yankuna goma sha biyar. Kowane kati yana da take, jimla ɗaya, sashen **How it works** mai umarni da misali na gaske, kuma idan zai yiwu maɓallin **Take me there**, wanda ke buɗe fannin, sashen Saituna ko umarnin da katin yake magana a kai. A kwamfutar tebur gajeriyar hanyar da aka sanya a wannan lokacin tana bayyana kusa da take. A sama akwai filin da ke bincike cikin take da jimloli, da jerin lakabobi da ke kai ga kowane yanki. Ba a nuna fasalullukan da dandalin ba shi da su ba; a ƙarƙashin katin kundin sirri akwai jerin kariyar da ke samuwa a wannan na'urar.

**Dandamali:** kwamfutar tebur, Android da iOS. A waya babu gajerun hanyoyi da maɓallan umarnin da babu su a can.

## 10. Gani ta cikin Ciotto

> **Inda yake:** maɓalli a layin kayan aiki (take **See through Ciotto and click below**); layin menu → **View** → **See through Ciotto and click below**; ⋮ → **Appearance and language** → **See through Ciotto and click below**.

> **Abin da yake yi:** yana sa tagar ta zama rabin-bayyane, yana riƙe ta a saman sauran manhajoji kuma yana barin dannawa da gungurawa su wuce zuwa manhajar da ke ƙasa: ana iya sa ido kan shafi yayin da ake aiki a wani wuri. Layin shafuka da layin kayan aiki ba a gani ta cikinsu kuma ana iya amfani da su, kuma a wurin maɓallin sanarwar **Click-through mode** tana bayyana tare da haɗin maɓallan komawa. Ana komawa tagar al'ada da `Ctrl/Cmd+Shift+U`, gajeriyar hanya da ke aiki a dukan tsarin; idan wata manhaja tana amfani da ita tuni, yanayin ba ya farawa kuma Ciotto yana faɗin haka.

**Dandamali:** Windows da macOS. A Linux umarnin ba ya bayyana, saboda a can tagar ba za ta iya zama rabin-bayyane ba; babu shi a waya.

## B. Shafuka

### 11. Buɗe, rufe da sauya shafi

> **Inda yake:** layin shafuka a sama; maɓallin **+**; ⋮ → **New Tab**; `Ctrl/Cmd+T` don buɗewa, `Ctrl/Cmd+W` ko danna na tsakiya a kan shafin don rufewa; `Ctrl/Cmd+1…8` yana kai ga shafin da ke wannan matsayi, `Ctrl/Cmd+9` kuma ga na ƙarshe. A waya: takardar ⋮ → **New tab**, kuma maɓallin da ke ɗauke da adadin shafuka yana buɗe jerin dukansu.

> **Abin da yake yi:** zagayen rayuwar shafi na asali. Kowane fanni yana da layin shafukansa: wanda ake nunawa koyaushe na fannin da hankali yake kansa ne. A kwamfutar tebur ✕ na shafin da ba a kansa ake ba yana bayyana idan aka wuce kansa da mai nuni.

### 12. Maɓallin «+» kusa da shafi na ƙarshe

> **Inda yake:** a layin shafuka, nan da nan bayan na ƙarshe. Babu abin da za a kunna.

> **Abin da yake yi:** maɓallin buɗe shafi yana bin shafi na ƙarshe maimakon ya tsaya a gefen taga: shafuka suna da faɗinsu kuma ba sa miƙewa don cike layin. Idan shafuka sun yi yawa kuma dole layin ya gungura, maɓallin **yana manne a gefen** layin maimakon ya fita daga allo: a duk yanayin biyu ba sai an ratsa layin don buɗe shafi ba. Ana iya ci gaba da jan tagar ta sararin da ya rage. A waya, inda layin ke nuna alamomi kawai, «+» da maɓallin da ke rufe shafin da ake ciki suna tsaye kusa da layin.

### 13. Sake buɗe shafin da aka rufe

> **Inda yake:** `Ctrl/Cmd+Shift+T`; layin menu → **File** → **Reopen Closed Tab**; ⋮ → **Reopen Closed Tab**; danna dama a kan shafi → **Reopen Closed Tab**. A waya: takardar ⋮ → **Reopen closed tab**, abu ɗaya a takardar shafi, ko **Undo** a cikin sanarwar **Tab closed** da ke bayyana na ’yan daƙiƙoƙi bayan rufewa.

> **Abin da yake yi:** yana mayar da shafin da aka rufe na ƙarshe zuwa adireshinsa, tare da tarihinsa na Baya/Gaba. Kowace taga tana tuna rufewa ashirin da biyar na ƙarshe, har bayan sake farawa, kuma rajistar tana aiki ko da Kwaƙwalwa a kashe take.

### 14. Kwafin shafi

> **Inda yake:** danna dama a kan shafi → **Duplicate tab**. A waya: latsa shafi ka riƙe → **Duplicate tab**.

> **Abin da yake yi:** yana buɗe shafi na biyu a adireshi ɗaya, kusa da na asali, da shaida ɗaya.

## 15. Ba shafi suna

> **Inda yake: danna sau biyu** a kan taken shafi; ko danna dama a kan shafin → **Rename Tab…**. A waya: latsa shafin ka riƙe → **Rename tab**.

> **Abin da yake yi:** taken shafi shi ne na shafin yanar gizon da ke cikinsa, kuma shafin yanar gizon yana canja shi duk lokacin da ya so: da shafuka goma a buɗe a shafin yanar gizo ɗaya, layin ya zama kalma ɗaya da aka yanke sau goma. A maimakon haka, shafi zai iya ɗaukar **sunan da kai ka ba shi**. Sunan ba ya maye gurbin taken, yana tsaye kusa da shi: shafin yanar gizon yana ci gaba da faɗin sunansa, kuma **share filin** yana mayar da ainihin taken, wanda tuni an sabunta shi zuwa inda shafin ya kai a halin yanzu. **Kewayawa ba ya share sunan**: ana ba shafi suna ne don a bambanta shi cikin da yawa, kuma ba zai yi ma'ana a rasa shi a danna na farko ba. Sunan yana tsira bayan sake farawa, a cikin ayyuka da kuma idan an kwafi shafin. Shafin da aka manne ba ya nuna take, don haka ana canja masa suna daga menu kuma ana karanta sunan a cikin ɗan bayanin da ke fitowa.

## 16. Manne shafi

> **Inda yake:** danna dama a kan shafi → **Pin Tab** / **Unpin Tab**; ana iya sanya masa gajeriyar hanya (**Pin or unpin tab**). A waya: latsa shafin ka riƙe → **Pin tab**.

> **Abin da yake yi:** yana kafa shafin a farkon layin, a ƙaramin sura kuma ba tare da ✕ ba, don kada ya ɓace cikin sauran. Ba a sa shafin da aka manne barci, kuma rufewar gungu tana tsallake shi.

## 17. Kulle shafi

> **Inda yake:** danna dama a kan shafi → **Lock Tab** / **Unlock Tab**. A waya: latsa shafin ka riƙe → **Lock tab**. Ana iya sanya masa gajeriyar hanya ma (**Lock or unlock tab**, abu na 152), ba tare da haɗin maɓallai na tsoho ba.

> **Abin da yake yi:** shafin da aka kulle yana ƙin hanyoyin rufewa na yau da kullum: ✕, danna na tsakiya, `Ctrl/Cmd+W`, abin menu, ƙari, ƙullin makro. Kusa da sunan **alamar kulle** tana bayyana kuma ba a sake zana ✕ ba, saboda maɓallin da ke ƙi idan ka danna shi ya fi muni da maɓallin da babu shi. Rufewar gungu (rufe sauran, rufe na dama, kona komai) tana tsallake shi, kuma idan aka nemi a dawo da shi daga baya ana ƙi da saƙo, maimakon a yi rajistar jinkiri da ba ya rufe komai. **An faɗi iyakarsa a fili:** rufe tagar ko share wurin aikin yana tafiya da shi duk da haka. Kullewar tana kare daga dannawar kuskure a kan shafi, ba ta tsare taga.

## 18. Kashe sautin shafi da alamar sauti

> **Inda yake:** maɓallin ♪ a kan shafin da ke yin sauti (yana zama **×** idan an kashe sautin shafin); danna dama a kan shafin → **Mute Tab** / **Unmute Tab**; ana iya sanya masa gajeriyar hanya (**Mute or unmute tab**). A waya: latsa shafin ka riƙe → **Mute tab**.

> **Abin da yake yi:** yana nuna wane shafi ne ke fitar da sauti kuma yana ba da damar yi masa shiru

ba tare da dakatar da kunnawa ba.

## 19. Rufe sauran shafuka ko na dama

**Inda yake:** danna dama a kan shafi → **Close Other Tabs** / **Close Tabs to the Right**. A waya: latsa shafin ka riƙe → **Close other tabs** / **Close tabs to the right**.

**Abin da yake yi:** rufewa da yawa da ta taƙaita ga fannin shafin da aka danna: ba ta taɓa sauran fannoni ko sauran wuraren aiki, kuma tana tsallake shafukan da aka manne da waɗanda aka kulle.

## 20. Rukunin shafuka

**Inda yake:** danna dama a kan shafi → **Add to New Group**, **Move to Group** (yana bayyana idan fannin yana da rukuni tuni), **Remove from Group**. A waya: latsa shafin ka riƙe → **Add to new group**, **Collapse group** / **Expand group**, **Remove from group**.

**Abin da yake yi:** yana tara shafuka da yawa ƙarƙashin lakabi mai launi a layin shafuka. Sabon rukuni ana kiransa **Group 1**, **Group 2** da sauransu, koyaushe da launi ɗaya: a yau ba a iya canja suna ko launi daga fuskar. Idan aka danna lakabin, rukunin yana naɗewa kuma shafin da ake ciki da ke cikinsa ne kaɗai ke zama a bayyane. Rukunai na fanni ne kuma suna dawowa idan aka mayar da zaman.

## 21. Zaɓin shafuka da yawa

**Inda yake:** layin shafuka, ana riƙe Ctrl (Cmd a macOS) yayin dannawa. Kwamfutar tebur kawai.

**Abin da yake yi:** yana sanya shafuka da yawa na fanni ɗaya cikin zaɓi, wanda aka haskaka a layin. A yau zaɓin yana amfani ga rukunai: **Add to New Group**, **Move to Group** da **Remove from Group**, idan aka nemi su daga menu na shafin da aka zaɓa, suna aiki ga dukkan shafukan da aka zaɓa. Sauran abubuwan menu suna aiki ne kawai a kan shafin da aka danna.

## 22. Matsar da shafi tsakanin fannoni

**Inda yake:** danna dama a kan shafi → **Move to Panel 1**, **Move to Panel 2**… (abu ɗaya ga kowane sauran fanni); ko ta hanyar jan shi. A waya: latsa shafin ka riƙe → **Move to other panel**, ko jan iri ɗaya da yatsa.

**Abin da yake yi:** yana matsar da shafin zuwa wani sashe na tagar **ba tare da canja shaidarsa ba**: wanda ya shiga asusu yana nan a shiga. Yayin da ake jan shafi, jerin wuraren zuwa yana bayyana a layin shafuka: lambobin sauran fannoni, ▸ + don buɗe shi a sabon fanni a gefe, ▾ + don sabon fanni a ƙasa, da sunayen sauran wuraren aiki (abu na 23). Wuraren zuwa suna cikin layin shafuka saboda shafukan yanar gizo suna rufe fuskar. Menu ɗaya yana matsar da shafin a cikin layin ma: **Move Tab Left**, **Move Tab Right**, **Move Tab to Start**, **Move Tab to End**.

## 23. Matsar da shafi zuwa wani wurin aiki

> **Inda yake:** ⋮ → **Workspaces** → **Move This Tab To…** (shafin da ke gaba); ko ta hanyar jan shafi zuwa kan sunan wani wurin aiki a cikin jerin wuraren zuwa da ke bayyana yayin jan (abu na 22).

> **Abin da yake yi:** yana kai shafin zuwa wani wurin aiki. Idan wurin aikin da za a kai shi yana kewayawa da wata shaida daban, ana sake buɗe shafin a adireshi ɗaya da wannan shaidar. Ba a ba da wuraren aikin da suke a buɗe tuni a wata taga ba.

## 24. Leƙa hanyar hadi

> **Inda yake:** Saituna → **Tabs & performance** → **Preview links on Shift+click** don kunna shi; sannan **Shift+danna** a kan hanyar hadi, ko danna dama a kan hanyar hadin → **Preview Link**. A kashe yake tun asali.

> **Abin da yake yi:** yana buɗe hanyar hadin a cikin **ƙaramar taga mai shawagi** a tsakiyar tagar, maimakon buɗe shafi. A samanta siririn layi yana fadin shafin yanar gizon kuma yana ba da maɓallai biyu: **Open as tab**, wanda ke mai da kallon zuwa shafi na gaske a tagar da ke bayanta, da **Close preview**. Ana rufe ta kuma da Esc da kuma danna wani wuri: kallon farko da ke tsira daga danna na gaba ba kallon farko ba ne, taga ce da za a gyara wurinta. Karamar tagar tana kewayawa da **bayanin martaba na shafin da aka danna daga cikinsa**, don haka shafin yanar gizo da aka shiga asusunsa ana ganin sa a shiga; kuma idan aka bi wani abu a cikin ƙaramar tagar, **Open as tab** yana buɗe **shafin da ake kallo**, ba na farko ba. Kallo ɗaya ga kowace taga: danna na biyu yana maye gurbin na farko. **Dalilin da ya sa a kashe yake tun asali:** a yadda aka saba Shift+danna yana buɗe shafi, kuma canja a shiru abin da wata dabi'a da aka riga aka koya take yi zai zama abin mamaki, ba fasali ba.

**Dandamali:** kwamfutar tebur kawai.

## 25. Layin shafuka a kwance ko a tsaye

> **Inda yake:** Saituna → **Tabs & performance** → **Tab strip**. Kwamfutar tebur kawai.

> **Abin da yake yi:** yana matsar da layin zuwa gefen hagu a tsaye, inda take-take ke zama masu karantuwa ko da shafuka sun yi yawa.

## 26. Shafukan da ke barci

> **Inda yake:** Saituna → **Tabs & performance** → **Suspend inactive tabs**, **Suspend after (minutes)** da **Never suspend**.

> **Abin da yake yi:** yana dakatar da shafukan da aka bar su ba a taɓa su ba, don sakin albarkatu. A kunne yake tun asali, da jira na minti 30 (daga 5 zuwa 1440). Ba ya taɓa shafin da aka manne, ko wanda ke yin sauti, ko mai fom da aka cika, ko mai kafofin watsa labarai da ke kunne, ko mai kiran bidiyo da ke gudana, ko mai saukewa da ke aiki. Jerin **Never suspend** yana keɓance dukan shafukan yanar gizo, suna ɗaya a kowane layi. A layin shafuka, shafin da ke barci yana da alamar

da aka dusashe tare da ƙaramin wata, kuma ɗan bayanin da ke fitowa yana cewa **Asleep to save memory — opens instantly**. A kwamfutar tebur, idan na'urar tana ƙarancin ƙwaƙwalwa, ana tsallake jiran: duk sauran sharuɗɗan suna nan.

## 27. Mayar da ƙwaƙwalwa (shafin da aka sauke daga ƙwaƙwalwa)

**Inda yake:** Saituna → **Tabs & performance** → **Give the memory back after (minutes)**.

**Abin da yake yi:** bayan ƙarin lokacin barci (minti 60 tun asali, ana ƙirga shi daga lokacin da shafin ya yi barci), shafin yana mayar da injin da ke gudanar da shi gaba ɗaya, kuma abin da ya rage shi ne adireshi, take, alama da tarihi kawai. Idan aka sake buɗe shi, shafin yana sake lodawa: ɗan bayanin shafin yana faɗin haka da **Asleep to save memory — loads again when opened**. Kimar 0 tana barin shafin a barci har abada.

## 28. Aiki a kan baturi

**Inda yake:** na atomatik ne, babu umarni. Kwamfutar tebur; a Android da iOS abin da ya yi daidai da shi shi ne martani ga gargaɗin ƙwaƙwalwa na tsarin.

**Abin da yake yi:** idan kwamfutar tafi-da-gidanka tana kan baturi, jiran kafin a sa shafi barci da jiran kafin a mayar da ƙwaƙwalwarsa suna raguwa (zuwa kashi ɗaya cikin uku da zuwa rabi bi da bi, ba ƙasa da minti ɗaya ba). Ba ya sake kunna fasalin idan mai amfani ya kashe shi, kuma ƙimar 0 ga mayar da ƙwaƙwalwa tana zama 0.

## C. Layin adireshi, kewayawa da bincike

### 29. Layin adireshi da kewayawa

> **Inda yake:** filin tsakiya na layin sama; `Ctrl/Cmd+L` yana kai hankali gare shi. Maɓallan Baya, Gaba, Sake loda da Tsaya suna hagunsa.

> **Abin da yake yi:** yana buɗe adireshi, yana fara bincike, kuma yana nuna inda kake. Sake loda da Tsaya maɓalli ɗaya ne, wanda ke canjawa gwargwadon ko shafin yana lodawa ko a'a. A waya maɓallin Sake loda/Tsaya yana cikin filin, a dama, kuma idan ba a amfani da shi filin yana nuna sunan shafin yanar gizo kawai.

### 30. Shawarwarin layin adireshi, da ake tsarawa a cikin na'urar

> **Inda yake:** jerin da ke bayyana ƙarƙashin layin yayin da ake rubutu.

> **Abin da yake yi:** yana ba da shawarar shafukan da suke a buɗe tuni, abubuwan da aka fi so, abubuwan jerin karatu, shafukan sauran na'urori da tarihi. Ana yin jeranta gaba ɗaya a wannan na'urar: babu wani harafi da aka rubuta da ake aikawa zuwa sabis na shawarwari.

### 31. Zaɓin injin bincike

> **Inda yake:** tambayar tana bayyana da kanta a saman sakamako a **bincike na farko** da aka yi daga layin adireshi. Daga baya: Saituna → **Search** → **Default search engine**.

> **Abin da yake yi:** Ciotto yana bincike da DuckDuckGo har sai an gaya masa wani abu daban. A bincike na farko wani layi yana cewa **Searching with DuckDuckGo. Use another one?** kuma yana ba da DuckDuckGo, Google, Bing, Brave Search, Ecosia da Startpage, da kuma **Keep DuckDuckGo**; binciken da aka riga aka nema yana farawa duk da haka, ba tare da jiran amsar ba. Ana yin tambayar sau ɗaya kawai a kowace na'ura, ko mece ce amsar.

**Dandamali:** kwamfutar tebur, Android da iOS.

### 32. Injinan bincike na kanka da kalmar maɓalli

> **Inda yake:** Saituna → **Search**, akwatin ƙarawa mai suna, kalmar maɓalli da samfurin adireshi.

> **Abin da yake yi:** yana ba da damar ayyana injin bincike na kanka, da samfurin adireshi da ke ɗauke da `%s` a wurin kalmomin da ake nema, wanda ake kiransa da kalmar maɓalli mai farawa da `@`.

## 33. Nemi a cikin shafi

> **Inda yake:** `Ctrl/Cmd+F`; ⋮ → **Find in Page…**; layin menu → **View** → **Find in Page…**. Wanda ya dace na gaba da na baya kuma da `Ctrl/Cmd+G`, `F3` da `Ctrl/Cmd+Shift+G`. A waya: takardar ⋮ → **Page** → **Find in page**.

> **Abin da yake yi:** yana neman rubutu a cikin shafin da ke buɗe, yana haskaka waɗanda suka dace kuma yana ƙirga a kan wanne kake daga cikin jimillarsu.

## 34. Girmama shafi

> **Inda yake:** `Ctrl/Cmd+` da `Ctrl/Cmd-` don girmamawa da ragewa, `Ctrl/Cmd+0` don komawa girman tsoho; ⋮ → **Zoom (100%)**, ƙaramin menu da ke nuna kashi na yanzu tare da **Zoom In**, **Zoom Out** da **Actual Size**; layin menu → **View**. Jerin shafukan yanar gizon da ake tunawa yana a Saituna → **Appearance & accessibility** → **Per-site zoom**. A waya: takardar ⋮ → **Page** → **Zoom in** / **Zoom out** / **Reset zoom**.

> **Abin da yake yi:** yana girmama ko rage shafin, kuma yana tuna matakin ga kowane shafin yanar gizo: shafin yanar gizo ɗaya, idan aka sake buɗe shi a kowane shafi, yana farawa daga wannan matakin. Idan matakin ya bambanta da na tsoho, kashi yana bayyana a layin kayan aiki kuma danna shi yana mayar da na tsoho. A cikin jerin Saituna kowane shafin yanar gizo yana da ✕ nasa don a manta da shi. A waya abubuwan girmamawa suna barin takardar a buɗe kuma suna nuna kashi a kowane mataki.

## 35. Bayanai game da shafin yanar gizo

> **Inda yake:** alamar kulle da ke hagun adireshin, a cikin layin (a buɗe, kuma mai launi, idan shafin yana kan `http://`).

> **Abin da yake yi:** yana buɗe akwati da ke faɗin ko haɗin yana a ɓoye, wace takardar shaida ke kare shi, waɗanne kariya ke aiki a wannan shafin yanar gizo, waɗanne izini aka ba shi (Ask, Allow ko Block, an ajiye su ga wurin aiki) da kukis nawa shafin yanar gizon ke riƙewa a bayanin martaba. Ana canja izini daga can. A Android da iOS akwatin yana nuna hadi da izini, ba tare da takardar shaida ko jerin kariya ba: ana iya canja kyamara da makirufo da wuri, sauran izini suna bayyana a toshe.

## D. Raba taga da fannoni

### 36. Raba taga

> **Inda yake:** `Ctrl/Cmd+Shift+D` yana raba zuwa dama, `Ctrl/Cmd+Shift+E` yana raba zuwa ƙasa; layin menu → **Layout** → **Split Right** / **Split Down**; ⋮ → **Layout** → **Split Right** / **Split Down**. A waya: takardar ⋮ → **Workspaces and layout** → **Split screen**.

> **Abin da yake yi:** yana sanya shafuka da yawa a taga ɗaya. Idan aka raba, ana buɗe kwafin shafin da aka fara daga gare shi, don haka kwatanta wurare biyu na takarda ɗaya yana ɗaukar gajeriyar hanya ɗaya kawai. A waya fannoni biyu ne a mafi yawa, kuma rabon yana bin siffar allon: ɗaya a saman ɗayan idan allon a tsaye yake, gefe da gefe idan a kwance yake.

### 37. Iyakokin da ake ja

> **Inda yake:** tazarar da ke raba fannoni biyu, kai tsaye da linzamin kwamfuta.

> **Abin da yake yi:** tsakanin kowane fanni biyu akwai tazara da ake iya kamawa: idan aka ja ta, shafukan suna canja girma a yayin jan.

### 38. Yanayin zana tsari

> **Inda yake:** `Ctrl/Cmd+Shift+L`; ⋮ → **Layout** → **Draw Layout…**; layin menu → **Layout** → **Draw Layout…**. Ana iya manne umarnin a layin kayan aiki (⋮ → **Customise Toolbar** → **Draw layout**, abu na 154): tun asali ba ya cikin layin.

> **Abin da yake yi:** yana daskarar da kowane shafi zuwa hoto kuma yana ɓoye kalloli masu rai, don a iya zana a kansu. Layi a tsaye yana raba fanni zuwa hagu da dama, layi a kwance kuma zuwa sama da ƙasa. A kan kowace iyaka ✕ yana bayyana, wanda ke naɗe fannonin biyu zuwa ɗaya.

**Dandamali:** kwamfutar tebur kawai.

### 39. Tsare-tsare da aka shirya

> **Inda yake:** layin menu → **Layout**, ko ⋮ → **Layout**: **Single Pane**, **Two Columns**, **Two Rows**, **Grid 2×2**.

> **Abin da yake yi:** yana aiwatar da tsarin da aka shirya a mataki ɗaya, yana riƙe shaidar da aka buɗe kowane shafi da ita. Ana iya sanya tsare-tsaren huɗu ga gajerun hanyoyi (**Single pane**, **Two columns**, **Two rows**, **Grid 2×2**), ba tare da haɗin maɓallai na tsoho ba.

**Dandamali:** kwamfutar tebur. A waya, wadda ke da fannoni biyu a mafi yawa, umarnin ba sa bayyana.

## 40. Rufe fanni

> **Inda yake:** `Ctrl/Cmd+Alt+W`; layin menu → **Layout** → **Close Pane**; ⋮ → **Layout** → **Close Panel**. A waya: takardar ⋮ → **Workspaces and layout** → **Close panel**.

> **Abin da yake yi:** yana rufe fannin da hankali yake kansa. Ba a zubar da shafukansa ba: suna komawa fannin da ke kusa.

## 41. Alamomin fannoni masu lamba

> **Inda yake:** a hagun layin shafuka, idan akwai fanni fiye da ɗaya.

> **Abin da yake yi:** ƙwayoyi masu lamba da ke matsar da hankali tsakanin fannoni; idan wani fanni yana kan wata shaida daban, ƙwayarsa tana cike da launin wannan shaidar.

## E. Shaida da wuraren aiki

### 42. Bayanan martaba (shaidun kewayawa)

> **Inda yake:** ⋮ → **Profiles**, ƙaramin menu mai **This panel browses as** (jerin bayanan martaba), **Split Right As…** da **Manage Profiles…**; ƙaramin menu ɗaya a ⋮ → **Layout** → **This Panel Is…**; ƙwaya mai launi a layin kayan aiki (tana bayyana da zarar akwai bayanin martaba na biyu); ana iya canja sunaye a Saituna → **Profiles & workspaces**. A waya: takardar ⋮ → **Privacy and identity** → **Profiles**.

> **Abin da yake yi:** bayanin martaba rukuni ne na daban na kukis, ajiya da shiga. Idan aka ba fanni ɗaya, ana iya buɗe shafin yanar gizo ɗaya sau biyu gefe da gefe, a shiga a matsayin mutane biyu daban; **Split Right As…** yana buɗe sabon fanni kai tsaye a kan wani bayanin martaba. Kowane bayanin martaba yana zuwa da suna da launi tun farko, kuma da wannan launi ake gane shi ba tare da karantawa ba: iyakar fannin da ƙaramin ɗigo a kan kowane shafi suna ɗauke da shi. Daga fannin bayanan martaba (**Manage Profiles…**) ana ƙirƙirar bayanin martaba da **New profile**, ana ba fannin shi da **Use here**, ana zaɓar ko ƙari za su yi aiki a cikinsa (**Run extensions in this profile**, abu na 141) kuma ana share shi da **Remove**.

**Dandamali:** kwamfutar tebur. A waya bayanan martaba suna nan, amma ana zaɓar shaida ga kowane wurin aiki, ba ga kowane fanni ba.

### 43. Share bayanan da ke cikin bayanin martaba

> **Inda yake:** ⋮ → **Profiles** → **Manage Profiles…**, layin bayanin martaba → **Sign out of everything**. Irin wannan tsabtacewa, da ƙarin zaɓuɓɓuka, tana cikin Share bayanan bincike (abu na 58) da iyakar **Current profile**.

> **Abin da yake yi:** yana share kukis da ajiyar bayanin martaba ba tare da share shi kansa ba, don haka shaidar tana nan amma duk abin da ta shiga ana manta da shi. Yana aiki nan take, ba tare da tambayar tabbatarwa ba: maɓallin yana zama **Signed out**.

### 44. Workspace (wuraren aiki)

> **Inda yake:** ⋮ → **Workspaces**, ƙaramin menu mai **This window is showing** (jerin wuraren aiki), **Move This Tab To…** da **Manage Workspaces…**; ƙwaya mai launi a hagun layin shafuka (tana bayyana daga wurin aiki na biyu zuwa gaba) tana buɗe jerin ɗaya; ana iya canja sunaye a Saituna → **Profiles & workspaces**. A waya: takardar ⋮ → **Workspaces and layout** → **Workspaces**.

> **Abin da yake yi:** yayin da bayanin martaba ke raba asusu, wurin aiki yana raba duk sauran: shafukansa, tsarin fannoninsa, tarihinsa, ƙwaƙwalwarsa, saukewarsa, amsoshinsa ga buƙatun shafukan yanar gizo. Wurin aiki *yana nuni ga* bayanin martaba, don haka wuraren aiki biyu za su iya raba asusu ɗaya idan ana buƙata. Daga fannin (**Manage Workspaces…**) ana ƙirƙirar wurin

> aiki da **New workspace** kuma ana share shi da **Remove**, wanda ke rufe shafukansa kuma yana share tarihinsa bayan ya nemi a rubuta **remove**.

## 45. Canja shaidar wurin aiki

> **Inda yake:** ⋮ → **Workspaces** → **Manage Workspaces…**, layin wurin aikin → **Browses as**.

> **Abin da yake yi:** yana canja bayanin martaba da wurin aikin ke kewayawa da shi. Ana sake buɗe shafukansa a adireshi ɗaya a kan sabuwar shaidar: ba a kai kukis na shaidar da ta gabata ba, kuma kai su ne ainihin abin da canjin asusu dole ya guje wa. Kowane layi yana faɗin kuma ko ƙari suna aiki a wannan wurin aiki (**runs the extensions** ko **no extensions here**).

## 46. Ayyuka (tagogi da aka ajiye)

> **Inda yake:** ⋮ → **Projects…**; ana iya manne shi a layin kayan aiki. A waya: takardar ⋮ → **Workspaces and layout** → **Projects**.

> **Abin da yake yi:** yana ba da suna ga tsarin taga — waɗanne shafuka, an raba su cikin waɗanne fannoni, kowanne a kan wace shaida — kuma yana sake buɗe shi idan ana buƙata, a tagarsa ta kansa, ba tare da damun abin da ake yi ba. Fannin yana ba da **Save this window**, kuma ga kowane aiki **Open**, **Update**, **Rename** da **Delete**.

## 47. Yanayin sirri

> **Inda yake:** `Ctrl/Cmd+Shift+N`; layin menu → **File** → **New private window**. A waya: takardar ⋮ → **New private tab**. A layin kayan aiki lakabin **Private** yana bayyana yayin da yake aiki.

> **Abin da yake yi:** yanayi ɗaya na wucin gadi da ake rabawa, wanda ya bambanta da shafin "kamar baƙo". Abin da ke faruwa a cikinsa an cire shi daga tarihi, Kwaƙwalwa, mayar da zama, ayyuka, daidaitawa da miƙa shafuka. Bugu da ƙari, saukewa ba sa zama a cikin jeri, ba a iya dage shafin sirri zuwa wani lokaci, kuma ba a ba shafukan yanar gizo shaidar Lightning (ba don shiga ba, ba kuma don WebLN da Nostr ba). Ajiye, buga ko ɗaukar hoton shafi yana neman tabbatarwa da farko, saboda wannan fayil ɗin yana zama a wajen yanayin sirri.

**Dandamali:** kwamfutar tebur, Android da iOS. A Android ana buƙatar WebView na tsarin da ke goyon bayan bayanan martaba daban-daban; in ba haka ba yanayin sirri ba ya samuwa.

## 48. Mayar da zama bayan rufewar da ba ta dace ba

> **Inda yake:** layin da ke bayyana a saman taga a farawa ta farko bayan rufewar da ba ta yi kyau ba, idan an saita farawa zuwa **Continue where you left off** (abu na 2).

> **Abin da yake yi:** ana ajiye zaman yayin da ake kewayawa, don haka bayan rufewar da ba ta dace ba tagogi suna dawowa da kansu; layin yana sanar da haka tare da adadin shafukan da suka dawo (**Ciotto closed unexpectedly last time — 5 tabs have been restored.**) kuma ana rufe shi

> da **OK**. Ana nuna saƙon sau ɗaya kawai, a taga ta farko da ta nema. Da sauran hanyoyin farawa ba a mayar da komai.

**Dandamali:** kwamfutar tebur kawai.

## 49. Mai sarrafa ayyuka

> **Inda yake:** Saituna → **Tabs & performance**, akwatin **Task manager** a ƙarshen sashen.

> **Abin da yake yi:** yana jera injinan aiki na burauzar tare da ainihin ƙwaƙwalwa da CPU da suke amfani da su, a kwamfutar tebur. A Android da iOS yana nuna yanayin rayuwar shafi ne kawai, saboda WebView ba sa bayyana ma’auni ga kowane shafi.

## F. Tarihi da ƙwaƙwalwa

### 50. Tarihi: jerin lokaci

> **Inda yake:** `Ctrl+H` (`Cmd+Y` a macOS); layin menu → **History** → **Show Full History**; ⋮ → **History** → **Show Full History**. A waya: takardar ⋮ → **Page** → **History**.

> **Abin da yake yi:** yana jera shafukan da aka ziyarta, daga na baya-bayan nan, an haɗa su bisa rana sannan bisa zaman bincike (kallon **Timeline**). Ana iya bincike a cikinsa kuma ana iya cire kowane abu. Ana ajiye tarihin a cikin rumbun bayanai na SQLite a cikin na'urar. A saman kallon akwai kuma **Map** (abu na 51), **Pause recording** (abu na 53) da **Clear all**.

### 51. Taswirar kewayawa

> **Inda yake:** sashen **Map** a cikin kallon tarihi; **Expand** a kan zama; **Open map** a kan zama da **Show path** a kan wani abu na jerin lokaci. Ana zaɓar alkibla da **Sideways** da **Downward**.

> **Abin da yake yi:** ana rajistar kowace kewayawa tare da shafin da ta fito daga gare shi, don haka zama itace ne: shafin farawa, duk abin da aka buɗe daga gare shi, da sauransu. Bin hanyar haɗi yana ƙirƙirar ɗa; rubuta adireshi ko fara bincike yana fara sabon itace. Komawa baya da bin wata hanya yana barin reshen da aka bari a wurinsa.

### 52. "Yadda na iso nan" daga shafin da ake ciki

> **Inda yake:** ⋮ → **History** → **Show This Page on the Map**; ana iya manne shi a layin kayan aiki (⋮ → **Customise Toolbar** → **Map of this page**) kuma a sanya masa gajeriyar hanya. A waya: takardar ⋮ → **Page** → **Map of this page**. Ba ya cikin menu **History** na layin menu.

> **Abin da yake yi:** yana buɗe taswirar wadda tuni take a tsakiya a kan shafin da ake kallo, maimakon a tilasta neman sa a jerin lokaci.

### 53. Dakatar da rikodin tarihi

> **Inda yake:** layin menu → **History** → **Pause History**; ⋮ → **History** → **Pause History**; maɓallin **Pause recording** / **Resume recording** a kallon tarihi; ana iya sanya masa gajeriyar hanya.

> **Abin da yake yi:** yana daina rikodi ba tare da ɓoye abin da aka riga aka yi rikodinsa ba. Yayin dakatarwa ba a ɗaukar rubutun shafuka don Kwaƙwalwa ma, ko da da **Remember This Page Now**. Ana ajiye yanayin dakatarwa kuma yana nan bayan sake farawa; a kallon tarihi wani layi yana tunatar da cewa rikodin yana dakatacce.

## 54. Share takamaiman sassan tarihi

> **Inda yake:** kallon tarihi: ✕ a kan wani abu a **Timeline** (**Remove … from history**) da maɓallin **Clear all**. Ana share wani lokaci daga Share bayanan bincike (abu na 58).

> **Abin da yake yi:** babu abin da ake share shi da kansa. Share koyaushe da hannu ne: ziyara ɗaya a lokaci ɗaya, wani lokaci (awa ta ƙarshe, awanni 24 na ƙarshe, kwanaki 7 na ƙarshe, makonni 4 na ƙarshe) ko dukan tarihin wurin aikin (**Clear all** yana aiki nan take, ba tare da tambayar tabbatarwa ba). Idan babu sauran ziyara ko ɗaya ta wani shafi, rubutun da aka ajiye da abinsa a cikin fihirisar bincike suna tafiya su ma. Bayan sharewa ana matse fihirisar kuma ana mayar da sararin da aka saki, don haka baiti-baitin sun tafi da gaske.

## 55. Kwaƙwalwa: kunnawa da allon yarda

> **Inda yake:** `Ctrl/Cmd+Shift+H`; layin menu → **History** → **Search What You Read…**; ⋮ → **History** → **Search What You Read…**; maɓallin **Remember what you read (Memory)** yana kuma a Saituna → **AI & automations**. A waya: takardar ⋮ → **Page** → **Search what you read**.

> **Abin da yake yi:** Kwaƙwalwa ita ce tarihi ɗaya amma ana tambayar ta a akasin hanya: ba "ina na je" ba, sai dai "wannan shafin game da farashin API da na karanta makonni biyu da suka wuce". **A kashe take har sai an kunna ta**, kuma matuƙar a kashe take, kallon *shi ne* allon yarda, wanda ke bayyana cikin kalmomi masu sauƙi abin da ake ajiyewa, abin da ba a ajiyewa, abin da ke barin na'urar da yadda ake soke komai, tare da **Turn on Browser Memory** da **Not now**.

## 56. Kwaƙwalwa: abin da ake ɗauka da abin da ba a taɓa ɗauka ba

> **Inda yake:** tana aiki da kanta; an bayyana dokokin a allon yarda. ⋮ → **History** → **Remember This Page Now** yana ɗaukar shafin da ake ciki idan an nema (a waya: takardar ⋮ → **Page** → **Remember this page now**). A katin sakamako, **Forget this page** da **Never remember this site**.

> **Abin da yake yi:** ana karanta shafi daƙiƙoƙi huɗu bayan ya natsu, kuma sai idan shafin har yanzu yana nan: ta haka shafukan da ke turawa zuwa wani wuri, shafukan tsaka-tsaki da shafukan da aka bari nan take ba sa shiga. **Ba a taɓa ajiyewa ba**: kowane shafi da ke da filin kalmar sirri (banki, imel na yanar gizo, allon gudanarwa, shafin kiwon lafiya), kowane adireshin shiga ko na biya, kowane shafi da bai kai haruffa 200 ba, komai daga tagar sirri ko daga shafin «baƙo», da komai yayin da tarihi ke dakatacce, ko da an nema. Shafin yanar gizo da aka riga aka shiga ba ya nuna filin kalmar sirri: saboda haka ne **Never remember this site** yake akwai.

## 57. Kwaƙwalwa: bincike da shirin da ake iya gyarawa

> **Inda yake:** filin bincike a kallon Kwaƙwalwa; ƙwayoyin shirin suna bayyana a ƙasa.

> **Abin da yake yi:** binciken yana gudana gaba ɗaya a wannan na'urar kuma yana duba shafukan da aka karanta a wurin aikin da ake amfani da shi kawai. Abin da aka rubuta ana karanta shi zuwa **shiri** — kalmomin da ke da muhimmanci, iyakar farashi, lokaci, nau'in shafi — kuma ana nuna shirin a matsayin ƙwayoyi da ake iya cirewa ɗaya bayan ɗaya. "Takalma baƙaƙe ƙasa da Yuro 300"

> yana zama takalma · baƙi · ƙasa da 300 €, kuma farashin matattara ce ta gaske, ba kamanceceniya ba. Daga katin sakamako, **Open in a background tab** yana sake buɗe shafin a bayan fage.

## 58. Share bayanan bincike

> **Inda yake:** Saituna → **Privacy & security** → **Clear browsing data**, a saman kundin kariya; `Ctrl/Cmd+Shift+Delete` yana buɗe wannan shafin. Akwai shi kuma a Android da iOS.

> **Abin da yake yi:** matakai uku. Na farko, iyaka: **Current workspace** (tarihi, jerin saukewa, hukunce-hukuncen izinin shafukan yanar gizo) ko **Current profile** (kukis da zaman shiga, ajiyar shafukan yanar gizo, fayilolin ajiyar wucin gadi, kalmomin sirri da aka ajiye). Na biyu, lokaci: awa ta ƙarshe, awanni 24 na ƙarshe, kwanaki 7 na ƙarshe, makonni 4 na ƙarshe ko dukan lokaci; tarihi da jerin saukewa ne kawai ake iya taƙaitawa zuwa wani lokaci, sauran rukunai ana share su gaba ɗaya. Na uku, rukunai, kowanne da adadin abubuwan da za a share. Babu abin da aka zaɓa tun farko. **Ba ya taɓa share fayilolin da aka riga aka sauke**, sai abinsu a cikin jeri kawai.

## G. Kayan aiki

### 59. Binciken da aka tsara

> **Inda yake:** ⋮ → **History** → **Scheduled Research…**; ana iya manne shi a layin kayan aiki. Maɓallin a layin kayan aiki yana bayyana duk da haka da zarar akwai aƙalla bincike ɗaya da aka ajiye. A waya: takardar ⋮ → **Page** → **Scheduled research**.

> **Abin da yake yi:** tambayar da ake ci gaba da yi — wani mai gasa, wani farashi, wani labari da ake jira — Ciotto yana sake gudanar da ita a lokuta-lokuta: kowace awa, kowace awa shida, kowace rana ko kowane mako. Kowane bincike yana ambaton **injin bincike ɗaya ko fiye**, kuma ana haɗa sakamakon: shafin da injinan biyu suka samu ƙulli ɗaya ne kawai. Ana ba da injinan da za a iya karanta su ne kawai ba tare da wani mutum yana sarrafa su ba.

### 60. Binciken da aka tsara ko da taga a rufe take

> **Inda yake:** fannin **Scheduled Research**, zaɓin **Keep searching after the window is closed**. Kwamfutar tebur kawai.

> **Abin da yake yi:** a tsarin tsoho binciken yana tsayawa idan Ciotto ya rufe. Da wannan zaɓin manhajar tana zama a yankin sanarwa na tsarin kuma tana bin jadawalin; alamar da ke yankin sanarwa ita ce alamar cewa har yanzu tana aiki, kuma ita ce hanyar rufe ta. Zaɓin a kashe yake har sai an nema.

### 61. Buɗe jerin adireshi

> **Inda yake:** ⋮ → **Tools** → **Open a List of URLs…**; ana iya manne shi a layin kayan aiki. A waya: takardar ⋮ → **Tools** → **Open a list of URLs**.

> **Abin da yake yi:** yana karɓar adireshi ashirin lokaci ɗaya maimakon zuwa layin adireshi sau ashirin. Suna buɗewa a matsayin **shafukan bayan fage, ɗaya bayan kowane ɗan lokaci** (daga daƙiƙa ɗaya zuwa minti ɗaya, yadda aka zaɓa, kuma ana tuna shi don lokaci na gaba). Gungun yana tsayawa a adireshi ɗari: jerin da ya fi haka tsayi ana yanke shi, kuma yana faɗin haka. Yayin da gungun ke tafiya, maɓallin da ke layin yana ba da damar dakatar da shi (**Hold**, **Resume**, **Stop**).

### 62. Tara adireshi daga shafi ko daga zaɓi

> **Inda yake:** fanni ɗaya, maɓallan **Links on this page** da **In your selection**. Haka kuma a menu na danna dama na shafi: **Open the Links in This Selection…** (idan an zaɓi rubutu) da **Open Every Link on This Page…**.

**Abin da yake yi:** yana tara hanyoyin hadin shafin da ke bayan fannin, ko wadanda ke cikin abin da aka zaba. A cikin zabin yana gane har adireshin da aka rubuta a matsayin rubutu kawai, saboda jerin URL da aka fi samu a duniya sakon hira ne ko wani yanki na lambar shirye-shirye ba tare da hanyoyin hadi ba. Maballan biyu suna **maye gurbin juna** maimakon a hada abin da suka tara; abin da aka rubuta da hannu yana nan.

## 63. Tambayi dukan shafukan da ke a budɗe

**Inda yake:** `Ctrl/Cmd+Shift+A`; menu na danna dama na shafi → **Ask Every Open Tab…**, kuma idan an zabi rubutu har da **Ask Your Tabs About This…**; ⋮ → **Tools** → **Ask Your Tabs…**; layin menu → **View** → **Ask Your Tabs…**; ana iya manne shi a layin kayan aiki. A waya: takardar ⋮ → **Tools** → **Ask your tabs**.

**Abin da yake yi:** tambaya ɗaya da aka yi ga dukan shafukan tagar. Fannin yana jera su duka, kowanne da akwatin zabi da kuma nawa hada shi zai kashe. Shafukan da babu abin karantawa a cikinsu ana jera su da launin toka maimakon a bar su. Amsar tana zuwa a ɓangaren gefe na AI kamar juyi na yau da kullum, tana ambaton `[pagina 3]` bisa lambobin fannin.

## 64. Ma’aunin girma kafin aikawa

**Inda yake:** saman maballin aikawa na fannin **Ask your tabs**.

**Abin da yake yi:** kafin wani abu ya tafi, yana ƙiyasin girman idan aka kwatanta da abin da samfurin da aka zaba zai iya ɗauka, kuma **yana ƙin farawa** idan ba zai shiga ba: yana ba da shawarwari, daga mafi arha: a cire hotuna, a cire alamar shafukan da suka fi nauyi, a aika ƙasan rubutu daga kowane shafi, ko a koma zuwa samfurin da ke da ƙarin sarari. Lambobin suna bayyana cewa ƙiyasi ne.

## 65. Dawo da wannan shafi daga baya

**Inda yake:** `Ctrl/Cmd+Shift+S`; danna dama a kan shafi → **Bring This Tab Back Later…**; layin menu → **File** → **Bring This Tab Back Later…**; jerin abubuwan da ake jira yana a ⋮ → **Tools** → **Tabs Coming Back…**. Maballin a layin yana bayyana idan akwai wani abu da ake jira. A waya: takardar ⋮ → **Tools** → **Tabs coming back**.

**Abin da yake yi:** akasin abin da aka fi so. Shafin **yana rufewa yanzu** kuma yana dawowa idan abin da yake jira ya faru: wani lokaci (**In three hours**, **This evening**, **Tomorrow morning**, **This weekend**, **Next week**, ko lokacin da aka zaba), wata ƙa’ida (kowace Litinin da ƙarfe tara, ranar ɗaya ga kowane wata), ko **lokaci na gaba da aka ziyarci wani shafin yanar gizo**. Yana dawowa a matsayin shafi na bayan fage, da ɗigo a kan maballin da sanarwa da ake iya kashewa. Ba a iya dage shafin da aka kulle, na sirri ko na «bako», ko shafi na ciki na Ciotto: ana bayyana dalilin ƙin.

## 66. Shafukan da aka ajiye gefe yayin da taga a rufe take

> **Inda yake:** fannin **Tabs Coming Back**: **Keep waiting after the window is closed** da zaɓin abin da za a yi idan babu wata taga.

> **Abin da yake yi:** yana riƙe Ciotto a yankin sanarwa don shafi ya iya dawowa ko da babu tagogin da ke a buɗe. Ba ya ƙara kansa cikin shirye-shiryen da tsarin ke farawa da su: sake kunna na'urar yana katse jiran. Idan lokaci ya yi babu taga, ana iya zaɓa tsakanin ajiye shafin a shirye don taga ta gaba, buɗe taga musamman don shi, ko sanarwa kawai.

## 67. Abubuwan da aka fi so da jerin karatu

> **Inda yake:** ƙaramin tauraro a layin adireshi (danna ɗaya yana ajiye shafin cikin abubuwan da aka fi so na wurin aiki; danna na biyu yana buɗe **Folder**, **Manage favorites…** da **Remove**); `Ctrl/Cmd+D` (**Bookmark this page**); ⋮ → **Favorites and reading list**, mai **Open saved items**, **Save as favorite** da **Add to reading list** (kowanne da **Current workspace** ko **Personal**); maɓallin alamar shafi a layin kayan aiki da `Ctrl/Cmd+Shift+O` suna buɗe shafin **Saved items**. A waya: takardar ⋮ → **Page** → **Favorites and reading list**, da **Page** → **Save page…** don ajiye shafin da ake ciki.

> **Abin da yake yi:** ma'ajiya guda ɗaya mai tsari, da ake iya bincike a cikinta kuma a tsara ta cikin manyan fayiloli, don nau'ukan abu biyu: **abubuwan da aka fi so** da **jerin karatu**. Kowane abu yana da iyaka: **na kai** (yana bin mai amfani ko'ina) ko **na wurin aiki** (yana zama a wannan wurin aiki), kuma maɓallin **Personal** / **Workspace** a kan layin yana canja ta. Manyan fayiloli suna shiga cikin juna da `/` a cikin suna (Aiki/Abokan ciniki). Ana sake jera abubuwa ta jan su ko da kibiyoyi; na jerin karatu ana yi musu alamar an karanta da **Read**.

## 68. Kwafin abin da aka ajiye, ba tare da intanet ba

> **Inda yake:** kallon **Saved items** → **Reading list**, umarnin **Offline** a kan layin; kwafin yana buɗewa a cikin mai karatu mai **Delete copy** da **Close**.

> **Abin da yake yi:** yana ajiye kwafi mai karantuwa na shafi daga jerin karatu, an tsabtace shi kamar a yanayin karatu (babu rubutun shirye-shirye, fom ko hotuna na nesa), a ɓoye kuma an ɗaure shi ga bayanin martaba, don haka abin yana zama mai karantuwa ko da shafin yanar gizon ya ɓace. Don ƙirƙirar shi dole shafin ya kasance a buɗe a cikin shafi; daga shafin «baƙo» ba zai yiwu ba. Kwafin da ba sa buƙatar intanet **ba** a taɓa daidaita su zuwa wasu na'urori ba.

## 69. Yanayin karatu (Reader)

> **Inda yake:** ⋮ → **Page** → **Reader mode** (yana zama **Exit Reader mode** idan yana aiki); ana iya sanya masa gajeriyar hanya. A waya: takardar ⋮ → **Page** → **Reader mode**, kuma yana ɗaya daga cikin ayyukan gaggawa na asali.

> **Abin da yake yi:** yana tsabtace labarin daga abubuwan da ke kewaye da shi kuma yana nuna shi a sura mai karantuwa. Yana cire abubuwan da ke gudana da fom, yana riƙe wurin karatu kuma ba

ya ɗaukar komai a Kwaƙwalwa da kansa.

## 70. Sarrafa kafofin watsa labarai da Picture in Picture

**Inda yake:** maɓallin ♪ a layin kayan aiki, wanda ke akwai ne kawai yayin da wani shafi ke yin sauti ko an kashe masa sauti; ⋮ → **Tools** → **Media controls**; danna dama a kan shafi → **Picture in Picture**. A waya: latsa shafin ka riƙe → **Picture in Picture** da **Mute tab**.

**Abin da yake yi:** yana tara a cikin fanni guda (**Media**) abin da ke kunne a dukan shafuka, tare da **Play** da **Pause**, tsallake daƙiƙa goma gaba da baya, **Mute** da **PiP**, wanda ke fitar da bidiyon zuwa ƙaramar taga da ke saman komai koyaushe idan dandalin yana goyon bayan haka. A kwamfutar tebur, yayin da Ciotto ke gaba kuma wani abu yana kunne, maɓallan kafofin watsa labarai na Play/Pause da Stop na madannai suna amsawa su ma. Ciotto ba ya karanta abin da ke cikin kafofin watsa labaran: yana amfani ne kawai da umarnin da shafin ke bayyanawa. A waya babu fannin: kunnawa da tsallakewa suna hannun sarrafawar tsarin.

## 71. Bayanan kula da ke manne da shafi

**Inda yake:** maɓallin **Notes for this page** a layin kayan aiki, wanda ke nan koyaushe; ko ⋮ → **Notes** → **Notes for This Page** / **All Notes**; ana iya manne shi a layin kuma a sanya masa gajeriyar hanya, wadda babu ita tun asali. A waya: takardar ⋮ → **Page** → **Notes for this page** / **All notes**.

**Abin da yake yi:** yana buɗe **takardar bayanan kula kusa da shafin**, a dama ko a ƙasa yadda aka zaɓa (maɓallan **Dock notes to the side** da **Dock notes below** suna saman fannin, kuma ana tuna zaɓin). Takardar **tana matse shafin maimakon ta rufe shi**: shafin yana zama da rai kuma ana iya kewayawa a cikinsa yayin da ake rubutu, sabanin sauran fannoni, waɗanda ke daskarar da shafuka zuwa hotuna don su zauna a kansu. Tana ajiye kanta yayin da ake rubutu.

Takardar tana ɗaure ne da **adireshi**, ba da shafin da ke buɗe ba: tana dawowa idan aka koma wannan shafin yanar gizo, ko a wata taga a mako mai zuwa. Ana tsabtace adireshin kafin a ajiye shi — an cire `#ancora`, an cire bayanan shiga, an cire lambobin bibiya kamar `utm_source` — don haka shafi ɗaya da aka isa gare shi daga wasiƙar labarai da daga alamar shafi yana raba takarda ɗaya, yayin da `?id=99` da `?id=100` suke zama shafuka biyu daban, kamar yadda suke da gaske.

A ƙasan fannin, ƙarƙashin **Also noted on this site**, akwai **sauran shafukan shafin yanar gizo ɗaya da aka rubuta bayanan kula a kansu**: daga `pippo.com/prodotti` ana ganin cewa an rubuta bayani a kan `/servizi` da `/contatti` ma, kuma ana isa can da danna ɗaya. **All Notes** yana buɗe shafi da ke tattara su duka **an haɗa su bisa shafin yanar gizo**, tare da bincike da ke duba cikin rubutun. **A waya** takardar tana manne a ƙasa koyaushe: allo mai kunci ba shi da faɗin da zai ba fanni na gefe ba tare da ya ɗauke shafin ba.

**Daidaitawa:** bayanan kula suna da nasu rukuni, **Page notes**, cikin rukunan daidaitawa (abu na 127), **a kashe yake tun asali** kamar tarihi. Dalili: bayanin kula abin mutum ne, amma jerin

> shafukan da aka rubuta shi a kansu jerin karatu ne da babu wanda ya yarda a buga shi. Ya cancanci a ɗauke shi tsakanin na'urorinka, amma ba a taɓa yin haka ba sai an nema.

# H. Makro da sarrafa kansa

## 72. Macro Studio

> **Inda yake:** ⋮ → **Macros** → **Manage Macros…**; Saituna → **AI & automations** → **Open Macro Studio…**; ana iya sanya masa gajeriyar hanya. Yana buɗewa a matsayin shafi na ciki na Ciotto. A waya: takardar ⋮ → **Tools** → **Macros**.

> **Abin da yake yi:** yana mai da aikin da aka yi a burauzar zuwa zanen tafiyar aiki a cikin na'urar, wanda ake iya dubawa, a raba shi zuwa rassa kuma a sake gudanar da shi. A hagu akwai jerin makro (matattarar **All** da **Scheduled here**), da lakabin **AI** ga waɗanda ke ɗauke da matakin AI, **needs fixing** ga waɗanda ke da kurakurai, da sakamakon gudu na ƙarshe. A tsakiya akwai zanen, tare da **Add a step** (menu mai bincike da rukunai: Page, Browser, Control, AI, Data, Finish), sokewa da maimaitawa, **?** don bayanin kowane ƙulli idan aka ɗora mai nuni a kansa, da **Guide**. A dama akwai halayen ƙullin da aka zaɓa, ko saitunan makron, an naɗe su cikin sassa. Canje-canje suna ajiye kansu (**Saving…** / **Saved**). Ko makro zai yi amfani da samfuri, da ko yana shirye don farawa, ba a zaɓa: matakan da ke cikinsa ne ke yanke shawara. Ana ajiye makro a cikin babban fayil na bayanan manhajar a cikin na'urar; tsarin fayil ɗinsa ba ya ɗauke da JavaScript na son rai ko maimaitawa marasa iyaka.

**Dandamali:** kwamfutar tebur, Android da iOS don ginawa da gyarawa; rikodi (abu na 73) na kwamfutar tebur ne kawai, kuma a waya wasu nau'ukan mataki ne kawai ake gudanarwa (abu na 74).

## 73. Yin rikodin makro

> **Inda yake:** ⋮ → **Macros** → **New Recording**, sannan **Pause Recording** / **Resume Recording** / **Stop and Save Recording**; a cikin Macro Studio maɓallin ● **Record**, kusa da zaɓi tsakanin **Compact record** da **Faithful record**. Yayin rikodi wani akwati a layin kayan aiki yana nuna sunan, matakin daki-daki (**Compact** / **Faithful**, ana iya danna shi), **Pause** / **Resume** da **Stop**.

> **Abin da yake yi:** yana yin rikodin abin da ake yi. A yanayin **taƙaitacce** yana riƙe dannawa masu ma'ana kuma yana haɗa canje-canjen da aka yi a filaye; a yanayin **mai aminci** yana riƙe har da haɗin maɓallai da gungurawa masu muhimmanci. Ana iya canja yanayin yayin rikodi. Rikodi ɗaya ko gudu ɗaya ne kawai zai iya aiki a dukan manhajar. Ba a yin rikodin filayen sirri (kalmomin sirri, lambobin amfani sau ɗaya, lambobin kati, lambobin tsaro, IBAN) a bayyane: suna zama shigarwa masu suna (abu na 76), kuma har maɓallan da aka danna a cikinsu ba sa shiga makron. Ba a yin rikodin komai daga tagogin sirri ko daga shafukan «baƙo». Ana ajiye adireshin da aka buɗe yadda burauzar ta warware su, har da bincike a injin da aka zaɓa.

**Dandamali:** kwamfutar tebur kawai.

## 74. Gudanar da makro: dubawa ta farko da layin matsayi

> **Inda yake:** maɓallin **Run** a cikin Macro Studio, da kibiyar ▾ (**Run options…**); sunan makron a ⋮ → **Macros**; makro da aka manne a layin kayan aiki; gajeriyar hanyar da aka sanya wa makron (abu na 152). Yayin gudu, matsayin yana bayyana a layin kayan aiki da kuma a wani layi saman shafin.

> **Abin da yake yi: Run** yana farawa nan take idan babu abin da ya rage; idan wata ƙima ta rage, ko da **Run options…**, **dubawa ta farko** tana buɗewa, wadda ke bayyana inda zai gudana (**Current browser** ko **Dedicated window**), da wane matakin tsaro (**Confirm each action**, **Confirm risky actions**, **Pre-authorized actions**), a kan wane zama da bayanin martaba, da wane rukunin bayanan shiga da wane samfuri, da kuma waɗanne ƙimomi ya kamata a bayar. Haka abin yake ga menu, maɓallan da aka manne da gajerun hanyoyi: idan dubawar ba ta sami matsala ba makron yana farawa, in ba haka ba Macro Studio yana buɗewa a kan matsalar. Yayin gudu ana iya dakatarwa, ci gaba ko tsayarwa; matakin da ke buƙatar tabbatarwa yana nuna layi mai **Allow once** da **Stop** da nau'in haɗarin. A ƙarshe layin yana faɗin yadda abin ya kasance, wane mataki ya gaza kuma, idan makron ya rubuta a cikin takardar bayanai, sel nawa da a ina, tare da **Open the sheet**. Makro marasa matakan AI suna gudana ba tare da haɗi zuwa kowane mai bayar da AI ba.

**Dandamali:** kwamfutar tebur. A Android da iOS ana gudanar da makro ne kawai da aka yi su da matakan da waya ta san gudanarwa (buɗe adireshi, karantawa daga shafi, rubutu a takardu, buɗewa, zaɓa da rufe shafuka, masu canji, sharuɗɗa, fitarwa da yanke shawara ta AI a kan rubutu kawai); ga sauran, dubawa ta farko tana faɗin waɗanne matakai ne ba su nan maimakon ta tsallake su.

## 75. Karantawa daga shafi da ƙullin AI

> **Inda yake:** Macro Studio → **Add a step**: **Read from page** a rukunin Page, **AI extract**, **AI decision** da **AI mini-agent** a rukunin AI.

> **Abin da yake yi: Read from page** yana karanta wani abu na shafi ba tare da wani samfuri ba kuma yana ajiye rubutunsa, ƙimar fili, adireshin hanyar haɗi ko wata sifa a cikin mai canji: ana zaɓar abin ta hanyar nuna shi a shafin da ke buɗe, kuma makron yana riƙe nuni mai ɗorewa zuwa gare shi, ba wurinsa a kan allo ba. Idan karantawar za ta iya gazawa, **Use AI if reading fails** yana ƙara fitarwa ta AI a reshen kuskure, wadda ke rubuta mai canji ɗaya. Nau'ukan ƙulli uku suna shigar da samfuri: **AI extract** (yana fitar da ƙima), **AI decision** (yana zaɓa tsakanin sakamakon da aka ayyana) da **AI mini-agent** (yana aiki a kan shafi cikin shinge). Kowanne yana da nasa mahallin (rubutu, hoton allo ko duka biyu), nasa mai bayarwa da samfuri, kuma ga ƙaramin wakili akwai jerin kayan aikin da aka yarda da su, jerin yankunan da aka yarda da su, iyakar juyi da ayyuka da kuma iyakar lokaci. Sirrin da aka ajiye zai iya shiga filin shiga ne kawai: idan ƙaramin wakilin ya yi ƙoƙarin rubuta shi a wani wuri, makron yana tsayawa.

## 76. Kimomin sirri da rukunin bayanan shiga na makro

> **Inda yake:** halayen ƙullin cikawa a Macro Studio; sashen **Required data** a saitunan makron; zaɓin **Credential set** da **Save encrypted set** a dubawa ta farko.

**Abin da yake yi:** filin sirri da aka yi rikodinsa ba ya riƙe ƙimar da aka rubuta: yana zama **shigarwa mai suna**, wadda ake nema lokacin gudu ko ake saitawa kafin lokaci a **Required data** (sirri yana zama a ɓoye a wannan na'urar). Rukunin bayanan shiga na zaɓi ana ɓoye su ta hanyar zoben makullan tsarin aiki; inda babu ɓoyewa, ana karɓar ƙimomi masu aiki ga gudu ɗaya kawai. A Linux zoben makullai da ba shi da kariya ta gaske (`basic_text`) ba a ƙidaya shi a matsayin ɓoyewa. Tabbatarwar da ake yi yayin gudu tana faɗin wane fili da wane mai canji ne za a yi amfani da su.

## 77. Makro da ke gudana da kansu

**Inda yake:** Macro Studio, saitunan makron → **Run on a schedule**; matattarar **Scheduled here** a cikin jerin tana nuna waɗanda aka kunna a wannan na'urar.

**Abin da yake yi:** yana gudanar da makro da aka ajiye ba tare da wani ya fara shi ba: **Every so often** (daga kowane minti 5 zuwa sama) ko **At a time of day**, a ranakun da aka zaɓa. Ka'idar tana tafiya tare da makron zuwa sauran na'urori, amma gudun ba ya tafiya: kowace na'ura da dole ya gudana a kanta ana kunna ta daban da **Save and activate**, don kada na'urori biyu da aka haɗa su yi aiki ɗaya sau biyu; **Pause schedule** yana dakatar da shi. Kafin a kunna shi, Ciotto yana duba ko makron zai iya gudana da gaske ba tare da kowa a gabansa ba: babu matakan da ke neman tabbatarwa, babu sabuwar taga, babu fannin da aka ba wata shaida, kowane mataki mai haɗari an riga an ba shi izini; idan wani abu bai dace ba, jerin dalilai yana bayyana kusa da maɓallin. A kwamfutar tebur gudun yana faruwa a taga da ba a gani; da **Keep running with no window open** Ciotto yana zama a yankin sanarwa bayan an rufe taga ta ƙarshe. **Tell me** yana zaɓar ko za a sanar **Never**, **When one fails** ko a kowane gudu (**Every run**). Makron da aka saita don amfani da bayanin martabar mai amfani yana gudana da shigarsa ne kawai idan an yi alamar **Allow it to run as the real you**; in ba haka ba yana farawa a kan zaman da ake amfani da shi sau ɗaya a jefar. **Run it now** yana gwada shi nan take. Gudun da aka tsallake yayin da kwamfutar a kashe take suna zama gudu ɗaya.

**Dandamali:** kwamfutar tebur. A Android da iOS makron da aka tsara ba zai iya gudana a bayan fage ba: yana farawa idan Ciotto yana buɗe, lokacin farawa, lokacin da manhajar ta dawo gaba, ko a dubawar lokaci-lokaci, kuma gudun yana zama a bayyane.

## 78. Takardun bayanai

**Inda yake:** ⋮ → **Macros** → **Data sheets**; matakin **Write to sheet** a Macro Studio (rukunin Data); ⋮ → **Macros** → **Open macro results folder**. A waya: takardar ⋮ → **Tools** → **Data sheets**.

**Abin da yake yi:** wuri inda makro ke rubuta abin da ya karanta, sel bayan sel. Matakin **Write to sheet** yana zaɓar takardar (ko yana ƙirƙirar ɗaya da **New sheet…**) da sel: **One fixed cell**, **Next free row** na wani ginshiƙi, ko **One row per day**, wanda ke sanya kwanan wata kusa da ƙimar kuma yana gyara layin yau maimakon ƙara wani. Ba a taɓa rubuta sirruka ba. Shafin **Data sheets** yana nuna takardun; kowace sel tana tuna wane makro ne ya rubuta ta da yaushe, kuma ana iya gyara ta da hannu ba tare da taɓa makron ba. Ana iya canja wa takarda suna, a share abin da ke cikinta (**Empty it**), a goge ta kuma a fitar da ita a matsayin CSV (**Export as CSV**), inda rubutun da ke kama da dabarar lissafi ana ɗaukar sa a matsayin rubutu. A kwamfutar tebur **Also keep it as a**

> **file…** yana riƙe kwafin takardar a cikin fayil ma, wanda ake sabuntawa a kowane gudu da kowane gyara, kuma **Open macro results folder** yana buɗe babban fayil na sakamako. Rukunin daidaitawar takardu a kashe yake tun asali.

**Dandamali:** kwamfutar tebur, Android da iOS. A waya babu kwafi a fayil da babban fayil na sakamako: fitar da CSV yana ba da fayil ɗin don saukewa, kuma **Data sheets** yana maye gurbin babban fayil ɗin. Takardun bayanai suna cikin rukunan daidaitawa ne kawai a Android da iOS (abu na 127).

# I. Mataimakin AI

## 79. ƁBangaren gefe na AI

> **Inda yake:** `Ctrl/Cmd+J`; layin menu → **View** → **Toggle AI Sidebar**; ⋮ → **Tools** → **AI chat**. A waya: takardar ⋮ → **Tools** → **AI chat**.

> **Abin da yake yi:** tattaunawa a gefen shafin (**AI assistant**). Maɓalli a ƙasa yana yanke shawara ko shafin da ake kallo zai bi tambayar (**Page context on**) ko a'a (**Page context off — the page you're on is not sent**). Amsar tana zuwa kaɗan-kaɗan yayin da ake samar da ita, ana iya katse ta da **Stop**, kuma **Clear** yana sake fara tattaunawar. Enter yana aikawa, Shift+Enter yana zuwa sabon layi. Makullan suna zama a babban ɓangaren manhajar: fuskar ba ta taɓa ganin su.

## 80. Masu bayar da AI da samfura

> **Inda yake:** maɓallin tartsatsi a layin kayan aiki → fannin **AI provider**; ⋮ → **Tools** → **AI provider**; ana kuma zaɓar mai bayarwa da ake amfani da shi a Saituna → **AI & automations** → **AI provider**. A waya: takardar ⋮ → **Tools** → **AI provider**.

> **Abin da yake yi:** fannin yana da menu **Provider** mai dukan masu bayarwa, an saita su ko ba a saita su ba: Anthropic (Claude), OpenAI, Google Gemini, xAI (Grok), DeepSeek, Mistral, Groq, OpenRouter da Ollama (a cikin na'urar, a kwamfutarka). Ga wanda aka zaɓa yana nuna matsayi, makulli, menu **Model** da **Use this one**; a ƙasa yana faɗin wane samfuri ne mataimakin ke amfani da shi kuma yana ba da **Open the assistant**.

## 81. Makullan API: sakawa, tabbatarwa da cirewa

> **Inda yake:** fannin **AI provider**, bayan an zaɓi mai bayarwa a menu **Provider**.

> **Abin da yake yi:** ana manna makullin a filin **API key** kuma da **Connect** ana tabbatar da shi tare da mai bayarwa **kafin** a ajiye shi, don haka ana gano makullin da ba daidai ba nan take, ba a tambaya ta farko ba. Ga OpenRouter akwai shiga mai jagora (**Sign in with OpenRouter**, kwamfutar tebur kawai); ga Ollama **Look for it on this machine** yana neman sabis ɗin a cikin na'urar kuma **How do I install it?** yana bayyana yadda ake samun sa. **Where do I get a key?** yana kai ga allon sarrafawa na mai bayarwa kuma **Remove** yana cire makullin. Makullan suna zama a babban ɓangaren manhajar; idan na'urar ba ta da zoben makullai, fannin yana faɗin cewa an ajiye makullin a bayyane.

## 82. Fassarar shafi

> **Inda yake:** ⋮ → **Tools** → **Translate page** da **Show original page**; tutar da ke ba da shawarar fassara tana bayyana ne kawai bayan an kunna ⋮ → **Tools** → **Offer to translate pages**, wanda a kashe yake tun asali. A waya: takardar ⋮ → **Tools**, da abubuwa uku iri ɗaya.

> **Abin da yake yi:** yana gane harshen shafin kuma yana fassara shi ba tare da ya motsa shi ba: ana maye gurbin rubutun a wurinsa, farawa daga abin da ake kallo. Fassarar tana bi ta mai bayar da AI da aka riga aka saita — wanda aka fi so shi ne **Ollama a kwamfutarka**, wanda ba ya kashe komai kuma ba ya fitar da komai daga na'urar. Da mai bayarwa a kan hanyar sadarwa, Ciotto yana neman yarda da farko, saboda a wannan yanayin rubutun shafin yana fita da gaske, kuma yana nema a kowace fassara. Harsunan da ake gane su goma sha biyar ne: dukan harsunan fuska ban da Klingon. Idan tayin yana kunne, shafi a wani harshe yana sa tutar **This page is in … — translate it?** ta bayyana, tare da **Translate**, **Never for this site** da **Dismiss**. Idan babu wani mai bayarwa, ana gane harshen duk da haka kuma tutar tana ba da **Show me how**, jagora don sanya Ollama, maimakon ta yi shiru; shawarar tana bayyana sau ɗaya a kowane zama. Shafukan yanar gizon da aka yi wa alama suna zama a wannan na'urar kuma ana sake ganin su a Saituna → **Appearance & accessibility** → **Per-site translation**.

**Dandamali:** kwamfutar tebur, Android da iOS.

# J. Murya

## 83. Umarnin murya

> **Inda yake:** `Ctrl/Cmd+Shift+Space` (danna sau ɗaya don saurare, sake dannawa don tsayawa); maɓallin makirufo a layin kayan aiki; ⋮ → **Tools** → **Speak a command**; layin menu → **View** → **Speak a command**. Saituna → **AI & automations** → **Voice**. A waya: takardar ⋮ → **Tools** → **Speak a command**.

> **Abin da yake yi:** yana mai da jimlar da aka faɗa da babbar murya zuwa umarni ga burauzar: buɗe shafin yanar gizo ko neman wani abu, komawa wani shafi ta faɗin takensa, kowane aiki daga jerin gajerun hanyoyi («rufe shafin», «sake loda»), tambaya ga mataimaki (cikakkiyar amsar tana zuwa ɓangaren gefe), rubutun da za a rubuta a filin shafin. Rikodin yana tafiya zuwa mai bayar da AI da aka saita wanda ya iya rubuta magana — OpenAI, Groq ko Google — da makullin mai amfani; a karon farko Ciotto yana neman yarda ga wannan mai bayarwa (**Send your voice to be transcribed?**) kuma ba ya rikɗe kowane rikodi. Ana kwatanta kalmomin da lakabobin dukan harsunan Ciotto lokaci ɗaya, don haka umarni yana aiki har a wani harshe daban da na fuska. Rufe tagar, rufe sauran shafuka da kona komai koyaushe suna neman tabbatarwa, da murya ko da **Yes** da **No**; bayan daƙika goma ba tare da amsa ba ana ɗauka a'a ne. Haka nan umarnin da samfuri ya sake ginawa, maimakon wanda aka gane kalma da kalma, dole a tabbatar da shi, sai dai idan buɗe fanni kawai yake yi. Murya a kunne take tun asali (**Speak to Ciotto**); kashe ta yana cire maɓallin kuma yana hana buɗe makirufo. A Saituna ana kuma zaɓar mai rubuta magana (**Transcribed by**) kuma a canja haɗin maɓallai; sauraron kalmar kira ana nuna shi amma ba ya samuwa tukuna.

**Dandamali:** kwamfutar tebur, Android da iOS. A waya babu maɓallin a layin: ana amfani da takardar ⋮.

## 84. Amsoshi da murya

> **Inda yake:** Saituna → **AI & automations** → **Voice**: **Answer out loud**, **Speaking speed** da **Voice**.

> **Abin da yake yi:** bayan umarnin murya Ciotto yana faɗin abin da ya ji da abin da ya yi («Opening wikipedia.org», «Done — …»), don haka ba sai an kalli allo ba; idan bai fahimta ba yana faɗin haka. Yana amfani da muryoyin da aka riga aka sanya a na'urar: ba ya sauke komai kuma ba ya aika rubutun ko'ina don a furta shi. Waɗanne harsuna zai iya magana da su ya dogara ga muryoyin da tsarin yake da su. A kunne yake tun asali tare da murya. Yayin da yake magana ba ya saurare, don haka ba zai iya amsa tambayarsa ba.

**Dandamali:** kwamfutar tebur, Android da iOS. A Android da iOS yana magana da injin furta magana na tsarin.

## 85. Aikin da aka bayar da murya a kan shafi

> **Inda yake:** umarnin murya ɗaya, ana faɗin abin da za a yi a shafin maimakon sunan umarni («cika wannan fom da adireshina»).

> **Abin da yake yi:** yana miƙa aikin da aka faɗa ga wakilin shafin. Kafin farawa Ciotto yana neman tabbatarwa. Gudun makro ne da ba a taɓa ajiyewa ba, an ɗaure shi ga shafin yanar gizo na shafin da ke gaba, don kada ya koma wani, tare da iyakoki mafi tsauri fiye da makron da aka rubuta da hannu (juyi kaɗan, ayyuka kaɗan, minti biyu), kuma yana neman izini kafin kowane danna da kowane maɓalli. Idan aka ce a’a, yana tsayawa a nan.

**Dandamali:** kwamfutar tebur. A Android da iOS aikin yana zuwa ga mataimakin da ke ɓangaren gefe maimakon haka.

## K. Sirri da tsaro

### 86. Garkuwa da akwatin «What was blocked here»

> **Inda yake:** alamar garkuwa a layin kayan aiki, mai adadin abin da aka toshe, tana buɗe Saituna → **Privacy & security** (abu na 87). Akwatin gaggawa yana buɗewa daga ⋮ → **Privacy and identity** → **What was blocked here**, kuma ana iya manne shi a layin kayan aiki da sunan **Privacy and security**. A waya: takardar ⋮ → **Privacy and identity** → **What was blocked here**, wanda kuma yana ɗaya daga cikin ayyukan gaggawa na asali.

> **Abin da yake yi:** lambar da ke kan garkuwa tana haɗa tallace-tallace, masu bibiya da shafuka masu haɗari da aka tsayar tun farawa; masu ƙirgawa suna rayuwa a ƙwaƙwalwa kawai kuma suna farawa daga sifili a kowane farawa. Akwatin gaggawa yana tattara maɓallan kariya huɗu na tushe, maɓallin **Show ads on …** ga shafin yanar gizon da ke gaba (abu na 89), zaɓin DNS mai ɓoyewa (abu na 93), masu ƙirgawa (**Ads**, **Trackers**, **Malware**, **Banners**) da jerin keɓancewa, kowanne da **Remove**. Hanyar haɗin **All privacy features** → tana kai ga cikakken kundi. Garkuwa, akwati da kundi suna karanta yanayi ɗaya, don haka ba za su iya saɓa wa juna ba.

### 87. Cikakken kundin kariya

> **Inda yake:** ⋮ → **Privacy and identity** → **Privacy and Security…**; Saituna → **Privacy & security**; alamar garkuwa a layin kayan aiki. A waya: takardar ⋮ → **Privacy and identity** → **All privacy features**.

> **Abin da yake yi:** a sama akwai masu ƙirgawa na zaman (**Ads blocked**, **Trackers blocked**, **Malware/phishing stopped**, **Cookie banners rejected**), layin matsayin jerin kariya da Share bayanan bincike (abu na 58). A ƙasa, kati ɗaya ga kowace kariya, an raba su bisa rukunai (Network, Identity, Data, Downloads), mai take, layin taƙaitawa ɗaya kuma, idan aka nema (**What situation does this protect me from?**), sakin layi da ke bayyana **ainihin halin** da take amsawa, ba yadda take aiki ba. Kariyar da ba a gama aiwatarwa ba ba su da katin da ke yi musu alkawari, kuma waɗanda dandalin ba zai iya sa su aiki ba ba a nuna su. Dukan kariya ban da huɗu na tushe (**Core**) **a kashe suke** har sai an kunna su.

### 88. Jerin kariya da aka sa wa hannu

> **Inda yake:** babu abin da za a saita; ana karanta matsayin a Saituna → **Privacy & security**, a layin da ke ƙarƙashin masu ƙirgawa.

> **Abin da yake yi:** jerin da ke yanke shawarar abin da za a toshe (EasyList da EasyPrivacy don tallace-tallace da masu bibiya, URLhaus da OpenPhish don software mai cutarwa da yaudara) suna zuwa daga shafin yanar gizon Ciotto a cikin fakiti da aka sa wa hannu: jerin fayiloli tare da alamunsu, an sa masa hannu da makullin Ed25519 da aka rubuta a cikin manhajar. Kafin amfani da ko da doka ɗaya, Ciotto yana duba sa hannun da kowace alama, kuma yana ƙin fakitin da bai

fi wanda yake da shi sabo ba, don haka ba za a iya mayar da tsohon kwafi cikin amfani ba. Idan dubawar ta gaza babu abin da ke canjawa: kwafin ƙarshe da aka tabbatar yana ci gaba da aiki kuma layin yana faɗin dalili. Fakitin da ya wuce mako ɗaya ana amfani da shi duk da haka, amma layin yana sanar da haka. A sigogin da aka rarraba ba a taɓa komawa ga jerin da ba a sa wa hannu ba.

**Dandamali:** kwamfutar tebur, Android da iOS.

## 89. Toshe tallace-tallace da hana bibiya

> **Inda yake:** kundin sirri, kati na farko; a akwatin **What was blocked here** (abu na 86) maɓallin **Show ads on …** ga shafin yanar gizon da ke gaba da jerin keɓancewa.

> **Abin da yake yi:** yana tace buƙatun talla da na bibiya ta amfani da jerin EasyList da EasyPrivacy, waɗanda a sigogin da aka rarraba suke zuwa daga fakitin da aka sa wa hannu. **A kunne yake** a tsarin tsoho. **Show ads on …** yana kashe toshewa ga wannan shafin yanar gizo kaɗai har abada (har da tallace-tallacensa na ɓangare na uku), ba tare da taɓa sauran shafukan yanar gizo ba; ana cire keɓancewar daga maɓalli ɗaya ko da **Remove** a cikin jerin.

## 90. HTTPS kawai

> **Inda yake:** kundin sirri; keɓancewa ga shafin yanar gizo ɗaya daga garkuwa.

> **Abin da yake yi:** yana mai da kewayawar `http://` zuwa `https://` kafin ta bar na'urar. Shafin yanar gizon da gaske ba shi da `https://` yana nuna shafin toshewa mai bayani (**Not secure**), ba kuskuren haɗi mara magana ba, tare da zaɓuɓɓuka uku: **Go back**, **Continue anyway** (wannan shafin yana zama a `http://` har ƙarshen zaman) da **Don't block this site again** (keɓancewa ta dindindin ga wannan shafin kaɗai). Ana sake duba keɓancewa kuma a cire su a akwatin **What was blocked here**. Jerin shafuka masu haɗari (abu na 91) yana duba adireshin kafin a ɗaga shi, don haka adireshin yaudara na `http://` ana tsayar da shi ko da shafin yana amsawa a `https://`.

## 91. Jerin software mai cutarwa da yaudara a cikin na'ura

> **Inda yake:** kundin sirri.

> **Abin da yake yi:** ana gina jerin daga URLhaus da OpenPhish, yana zuwa a cikin fakitin jerin kariya da aka sa wa hannu kuma yana zama **a cikin na'urar**: ba Google Safe Browsing ba ne, don haka babu wani abu na adireshin da za a buɗe da ake aikawa wani wuri don a duba shi. Ana kwatanta adireshin kafin kowane sake rubutawa (ɗagawa zuwa `https://`, tsabtace hanyoyin haɗi), har da ɗayan tsarin adireshi kuma ba tare da ɗigon ƙarshe ba. Idan aka sami dacewa, ana toshe kewayawar da shafin **Dangerous site**; **Continue anyway** izini ne na sau ɗaya ga wannan ainihin adireshi kuma ba ya taɓa zama keɓancewa ta dindindin. Idan ba a iya sauke jerin ba, Ciotto yana sake gwadawa bayan dakika 30, sannan minti 2, 10 da 30, maimakon ya kasance ba kariya har zuwa zagaye na gaba, kuma kuskuren yana bayyana a matsayin jerin.

## 92. Gargaɗi game da saukewa

> **Inda yake:** kundin sirri; gargaɗin yana bayyana ƙarƙashin layin saukewa, a cikin rumbun saukewa.

> **Abin da yake yi:** ga kowace saukewa yana duba abubuwa uku, bisa tsananin haɗari: ko asalin, ko ɗaya daga cikin matakan tsakiya, yana cikin jerin software mai cutarwa na cikin na'urar (**Matches a known malware/phishing list**), ko fayil ɗin na wani nau'i ne da zai iya gudanar da lamba — masu sakawa, rubutun umarni, fayilolin hanyar haɗi da makamantansu, daga `.exe`, `.msi` da `.ps1` zuwa `.url`, `.chm` da `.vhdx` (**This file type can run code — only open it if you trust the source**) — da kuma ko ya zo ta haɗin da ba a ɓoye ba (**Downloaded over an insecure connection**). Gargaɗi mafi tsanani ne ke bayyana. Ba a toshe saukewar ba: fayil ɗin yana isa faifan, amma **Open** a kan fayil da aka yi wa alamar haɗari ko wanda ke cikin jeri yana neman tabbatarwa kafin a buɗe shi. Idan aka kashe gargaɗin, dukansu uku suna kashewa tare.

## 93. DNS mai ɓoyewa

> **Inda yake:** ⋮ → **Privacy and identity** → **What was blocked here** → **Encrypted DNS**: zaɓi tsakanin **Off (system)**, **Cloudflare** da **Quad9**.

> **Abin da yake yi:** yana tura warware sunaye ta hanyar DNS-over-HTTPS zuwa sabis ɗin da aka zaɓa, maimakon mai warwarewa na tsarin a bayyane. A kashe yake a tsarin tsoho, kuma zaɓin yana aiki nan take, ba tare da sake farawa ba.

**Dandamali:** kwamfutar tebur kawai.

## 94. Izinin shafukan yanar gizo

> **Inda yake:** layin da ke bayyana saman shafin idan shafin yanar gizo ya nemi kyamara, makirufo, wuri, sanarwa, allon kwafi, na'urorin MIDI ko hanyar sadarwa ta gida, tare da **Remember for this site** (an yi masa alama tun asali), **Block** da **Allow**; ana sake ganin amsoshin da aka riga aka bayar daga akwatin bayanai game da shafin yanar gizo (abu na 35).

> **Abin da yake yi:** ba a ba da komai ba tare da tambaya ba, kuma ana tuna amsar ga wannan shafin yanar gizo. Izini na wurin aiki ne: tambaya ɗaya a wani wurin aiki tana farawa daga sifili. Sanarwa suna bayyana a matsayin an hana su har sai shafin ya nema kuma an amsa **Allow**: shafi ba zai iya nuna ko ɗaya ba tare da ya bi ta tambayar ba. Ga kyamara da wuri kuwa, shafin da ke duba matsayin izinin kawai yana ganin sa a matsayin an ba shi, don kada ya daina nema; ainihin damar shiga tana bi ta layin duk da haka. Buƙatu iri ɗaya da yawa daga shafi ɗaya suna zama tambaya ɗaya.

**Dandamali:** kwamfutar tebur, Android da iOS. A waya kyamara, makirufo da wuri ne kawai ake nema; sauran izini ana ƙin su. A iOS tsarin ne ke neman izinin wuri, shafi bayan shafi, ba tare da bi ta Ciotto ba.

## 95. Buɗe kamar baƙo

> **Inda yake:** kundin sirri don kunna shi (**Open as a stranger**); sannan danna dama a kan hanyar hadi → **Open Link as a Stranger**.

> **Abin da yake yi:** yana buɗe hanyar hadi a kan zaman da ake amfani da shi sau ɗaya, wanda ake riƙewa a ƙwaƙwalwa: babu kukis ko tarihi da ke bin sa a ciki, kuma idan aka rufe shafin ana share ajiyarsa nan take, ba a ƙarshen manhajar ba. Ya bambanta da yanayin sirri, wanda kuwa ana raba shi tsakanin shafuka da yawa. A cikin shafin «baƙo» ba a ba da kalmomin sirri da aka ajiye, kuma izinin da aka bayar a can suna zama a ƙwaƙwalwa kawai, ba tare da taɓa na wurin aikin ba; idan bayanin martaba yana fita ta proxy (abu na 103), shafin yana amfani da proxy ɗaya.

## 96. Babu buƙata kafin matattara su shirya

> **Inda yake:** kundin sirri.

> **Abin da yake yi:** yana rufe gibin daƙiƙa ɗaya ko biyu bayan farawa inda jerin matattara ba su gama lodawa ba tukuna. Idan wannan kariya tana aiki, buƙatun farko-farko suna jira — har daƙiƙa biyar a mafi yawa — har sai toshe tallace-tallace da jerin software mai cutarwa sun gama lodawa. Idan bayan daƙiƙa biyar ba su shirya ba, ana soke buƙatar maimakon ta tafi ba tare da kariya ba: ana sake gwadawa idan jerin sun shirya.

**Dandamali:** kwamfutar tebur kawai.

## 97. Shafukan yanar gizo ba za su iya ƙwanƙwasa hanyar sadarwar gida ba

> **Inda yake:** kundin sirri; buƙatar tana bayyana a matsayin izini.

> **Abin da yake yi:** yana neman yarda kafin shafin jama'a ya isa wani adireshi na cikin gida (`192.168.*`, `10.*`, loopback, link-local, `100.64.0.0/10`, `0.0.0.0`), ko ta buƙata a bayan fage ko ta hanyar kewayawa kai tsaye can. Yana aiki kuma ga sunayen da ke kai cikin hanyar sadarwar gida: Ciotto yana warware sunan kafin ya yanke shawara, kuma yana gane ƙarshen sunaye na gida (`.local`, `.lan`, `.home.arpa`…) da sunayen da aka saba ba wa na'urorin router. Buƙatar tana fadin cewa shafin yana son isa wata na'ura ta hanyar sadarwar gida; ana kiran izinin *local-network* kuma ana tuna shi ga kowane asali, daidai kamar kyamara ko wuri. Buƙatu iri ɗaya da yawa daga shafi ɗaya suna zama tambaya ɗaya.

**Dandamali:** kwamfutar tebur kawai.

## 98. Hanyoyin hadi masu tsabta

> **Inda yake:** kundin sirri.

> **Abin da yake yi:** yana cire sanannun sigogin bibiya (`utm_*`, `fbclid`, `gclid` da sauransu) daga kewayawa kafin ta loda. Yana aiki kafin HTTPS kawai, don haka adireshin da aka tsabtace yana ratsa dukan sarkar tun farko.

## 99. Izini da ke ƙarewa

> **Inda yake:** kundin sirri; sabbin zaɓuɓɓukan suna bayyana a cikin buƙatar izini, kusa da **Remember for this site**.

> **Abin da yake yi:** yana ƙara **Just for today** (awanni 24 daga lokacin da aka amsa) da **For a week** (kwanaki bakwai) kusa da na gargajiya, **Always**. Izinin da ya ƙare ana ɗaukar sa kamar ba a taɓa nema ba.

## 100. Tutocin kukis: an ƙi su, ba a ɓoye su ba

> **Inda yake:** kundin sirri.

> **Abin da yake yi:** yana gane manajan yarda na shafin kuma yana danna ainihin maɓallin ƙi, maimakon ya ɓoye tutar da dabarar zane yayin da shafin yanar gizon ke rajistar yarda a shiru. Inda tutar ba ta ba da wani maɓallin ƙi ba, Ciotto yana cire ta daga gani ba tare da danna komai ba, don haka tambayar tana zama ba amsa. Ana ƙirga tutocin da aka ƙi a **Cookie banners rejected**.

**Dandamali:** kwamfutar tebur kawai.

## 101. Manta da ni idan na rufe wannan shafin yanar gizo

> **Inda yake:** kundin sirri don kunna shi; ana ƙara shafukan yanar gizo ta rubuta sunansu a cikin jerin **Sites to forget on close** da ke bayyana ƙarƙashin katin kariyar, tare da **Add** da **Remove**.

> **Abin da yake yi:** yana share kukis da ajiyar shafin yanar gizon da aka yi wa alama, har da ƙananan yankunansa, a daidai lokacin da shafinsa na ƙarshe a wannan taga ya rufe, haka kuma idan aka rufe tagar ko aka fita daga Ciotto (lokacin fita yana jira har daƙiƙa uku don tsabtacewar ta ƙare). An faɗi iyakarsa a fili: kwafin shafin yanar gizo ɗaya da aka bari a buɗe a wani wuri gibi ne da aka sani kuma aka yarda da shi, maimakon sharewa da za ta ƙwace zaman daga wata taga.

## 102. Rahoton sirri mai karantuwa

> **Inda yake:** kundin sirri don kunna shi; rahoton (**Recent activity**) yana bayyana ƙarƙashin katin kariyar.

> **Abin da yake yi:** yana mai da masu ƙirgawa zuwa jimloli. Rajista mai zagayawa — wadda ba a taɓa rubutawa idan fasalin a kashe yake, kuma tana aiki ga zaman da ake ciki kawai — tana rubuta shafin yanar gizon kowace toshewa da sunan uwar garken mai bibiyar, wanda aka warware da ƙaramin teburin daidaita yanki→kamfani da ke cikin manhajar: "A nytimes.com Ciotto ya tsayar da buƙatu 9 da aka nufa zuwa Google, Criteo da Taboola" maimakon lamba kawai.

**Dandamali:** kwamfutar tebur kawai.

## 103. Hanyar fita daban ga kowane bayanin martaba (proxy)

> **Inda yake:** kundin sirri don kunna shi; ana saita proxy a layin bayanin martaba a fannin bayanan martaba (⋮ → **Profiles** → **Manage Profiles…**), a filin da ke karɓar `socks5://host:porta` ko `http://host:porta`, tare da maɓallin **Test**.

> **Abin da yake yi:** yana aiwatar da proxy daban a zaman kowane bayanin martaba, don kada shaidu biyu su bayyana kamar suna fitowa daga hanyar sadarwa ɗaya. **Ciotto ba ya samar da proxy**, kuma katin yana faɗin haka a fili. Maɓallin Test yana tambayar wani adireshi na gaske a intanet ta zaman wannan bayanin martaba don tabbatar da cewa yana aiki da gaske (**Works** ko **Failed**). Proxy ɗin yana aiki kuma ga kiran WebRTC na shafuka, ga shafukan «baƙo» da aka buɗe daga wannan bayanin martaba da kuma ga alamomin shafukan yanar gizo a layin shafuka, don kada ainihin adireshin ya fita ta ƙofar gefe. Idan proxy yana aiki, ƙwayar bayanin martaba a layin tana da ɗigo.

**Dandamali:** kwamfutar tebur kawai.

## 104. Ana tsayar da sabuntawar ƙari da ke neman ƙarin izini

> **Inda yake:** kundin sirri don kunna shi; layin amincewa yana bayyana a saman taga idan an riƙe sabuntawa.

> **Abin da yake yi:** yana kwatanta fayil ɗin bayani na kowane ƙari da aka loda da na ƙarshe da aka karɓa. Sake lodin siga ɗaya yana wucewa lafiya; sabuwar siga da ke neman izini ko shafin yanar gizo da a baya ba za ta iya kaiwa ba ana **sauke ta daga zaman** nan da nan bayan lodawa kuma ana riƙe ta har sai an amince da layin da ke bayyana ainihin abin da ya canja («… updated from 1.2 to 1.3 and now also asks to:») da **Allow this update**. Toshewar tana tsira bayan sake farawa.

**Dandamali:** kwamfutar tebur kawai.

## 105. Abubuwan da aka saka a shafi suna lodawa idan ka ce

> **Inda yake:** kundin sirri; ana rubuta keɓancewa ga kowane shafin yanar gizo a cikin jerin **Sites where embeds always load** da ke bayyana ƙarƙashin katin kariyar.

> **Abin da yake yi:** yana riƙe abin da wani ɓangare na uku ya saka a shafi (YouTube, X, Instagram, Google Maps) a bayan mai riƙe wuri (**Load this … embed?**) har sai an danna shi. Ana karkatar da buƙatar zuwa wani shafi na ciki kuma ba ta kai ga ainihin uwar garke ko kaɗan; idan aka danna mai riƙe wurin, firam ɗin ɗaya yana kewayawa zuwa ainihin adireshin.

**Dandamali:** kwamfutar tebur kawai.

## 106. Hotuna ba tare da bayanan wuri ba (na gwaji)

> **Inda yake:** kundin sirri don kunna shi, sannan dole a kunna shi **a fili ga kowane shafin yanar gizo**, ta rubuta shi a cikin jerin **Sites to strip photo data on** ƙarƙashin katin kariyar.

> **Abin da yake yi:** yana sake rubuta hoto da ya cancanta (JPEG, WebP) kafin ya bar shafin — sauyi ɗaya da za a samu idan aka buɗe shi aka sake ajiye shi — kuma tare da haka bayanan EXIF da duk wani wurin GPS suna ɓacewa. Idan aka sami kuskure wajen buɗe hoton ba ya toshe lodawa: yana aika na asali.

**Dandamali:** kwamfutar tebur kawai.

## 107. Makro suna gudana kamar baƙi

> **Inda yake:** kundin sirri don kunna shi; zaɓin kowane makro yana a Macro Studio → saitunan makron → **Safety & session** → **Session** (**Sandbox — runs as a stranger** ko **Your profile — runs as you**), kuma dubawa ta farko tana nuna shi a kowane gudu.

> **Abin da yake yi:** idan kariyar tana kunne, gudun makro yana farawa a kan zaman da ake amfani da shi sau ɗaya maimakon ya karɓi shafin da ke a buɗe tuni. Dukan shafukan da gudun ya buɗe suna raba sashe ɗaya, don haka shigar da aka yi a ɗaya ana ganin sa a sauran na gudu ɗaya kuma ba a ganin sa a waje ko kaɗan. Ana tsabtace sashen idan shafi na ƙarshe da ke raba shi ya rufe. Makron da ke buƙatar shaidarsa da gaske ana saita shi zuwa **Your profile — runs as you**, kuma dubawa ta farko tana nuna haka. Idan kariyar a kashe take, kowane gudu yana aiki da ainihin bayanin martaba, kuma dubawa ta farko tana faɗin haka. Iyakokin da aka faɗa a fili: babu ƙari, kuma ana danganta saukewa ga bayanin martaba na tsoho.

**Dandamali:** kwamfutar tebur kawai. A waya babu maɓallin: a can makro koyaushe suna aiki da bayanin martaba na shafin.

## 108. Yankin lokaci mai gamsarwa da hayaniya don hana alamar yatsa, ga kowane bayanin martaba (na gwaji)

> **Inda yake:** kundin sirri don kunna shi; ƙarƙashin katin hanyoyi huɗu suna bayyana: **Canvas noise**, **WebGL noise**, **Audio noise** da **Font measurement noise**, kowanne da **On** da **Off**. Ana zaɓar yankin lokaci a layin bayanin martaba a fannin bayanan martaba (filin **Machine's own timezone — e.g. Europe/Berlin**).

> **Abin da yake yi:** yana canja yankin lokacin da shafukan bayanin martaba ke bayyanawa, yana kiyaye shi ya dace da harshe da dandali na gaske ga wannan na'urar; idan aka bar filin babu komai, yankin lokacin na'urar yana nan, kuma sunan da ba yankin lokaci ba ana ƙin sa (**Not a timezone**). Bugu da ƙari yana ƙara ɗan hayaniya ga abin da canvas, WebGL, sauti da auna haruffa ke bayar da rahoto, wato hanyoyin da shafin yanar gizo ke amfani da su wajen gina alamar yatsa da ke tsira daga share kukis: hayaniyar tana zama iri ɗaya ga shafin yanar gizo yayin zama ɗaya, don kada shafuka su lalace, amma tana canjawa daga zama zuwa zama da daga bayanin martaba zuwa bayanin martaba. Hanyoyi huɗun suna kunnawa tare da kariyar kuma ana iya kashe kowanne daban. **Ba cikakkiyar kariya daga alamar yatsa ba ce**: girman allo, nau'ukan haruffan da aka sanya da dozin-dozin na sauran alamomi suna nan yadda suke na gaske. Idan ba zai iya aiki ba, yana barin shafin daidai yadda zai kasance: ba zai taɓa lalata shafi ba.

**Dandamali:** kwamfutar tebur kawai.

## 109. Kukis masu ɓoyewa ga kowane bayanin martaba (na gwaji)

> **Inda yake:** kundin sirri don kunna shi; ana kunnawa a layin bayanin martaba a fannin bayanan martaba, da **Enable encrypted vault** da jimlar sirri da aka rubuta sau biyu. Lokacin farawa tagar **Unlock your vaults** tana bayyana.

> **Abin da yake yi:** yana matsar da kukis na bayanin martaba daga ma'ajiyar Chromium da ke a bayyane kuma yana ajiye su a matsayin fayil ɗaya da aka ɓoye da jimlar sirrin da aka zaɓa. Lokacin farawa kowane bayanin martaba da aka kare yana farawa **a kulle**: tagar buɗewa tana neman jimlar sirri ga kowanne (**Unlock**, sannan **Continue to Ciotto**), kuma tsallake ɗaya yana nufin farawa ba tare da shiga ba kawai, ba tare da an fallasa ba; layin bayanin martaba yana cewa **Vault locked — logins not restored.** kuma yana ba da **Unlock** a kowane lokaci. Yana kare kukis da shiga, ba ajiyar cikin gida ta shafukan yanar gizo ba. **Jimlar sirri da ta ɓace tana tafiya da kukis da take karewa**: haka aka gina shi. **Disable vault** yana neman a rubuta **disable**; idan akwai babbar kalmar sirri da ke a kulle, yana neman a buɗe ta da farko, saboda kashe ma'ajiyar yana matsar da kalmomin sirri, katuna da adireshin bayanin martaba ma.

**Dandamali:** kwamfutar tebur kawai.

## 110. Kona komai

> **Inda yake:** ⋮ → **Privacy and identity** → **Burn everything**; ana iya manne shi a layin kayan aiki (abu na 154); ana iya sanya masa gajeriyar hanya (abu na 152), amma ba tare da haɗin maɓallai na tsoho ba. A waya: takardar ⋮ → **Privacy and identity** → **Burn everything**.

> **Abin da yake yi:** yana rufe dukan shafukan wurin aikin da ake ciki — **sai waɗanda aka kulle** — kuma yana mayar da kai zuwa shafin farawa mara komai. A kwamfutar tebur yana tambaya da farko (**Close every tab in this environment?**), kuma tambayar tana faɗin abubuwa biyu: cewa ana iya dawo da shafukan da aka rufe da `Ctrl/Cmd+Shift+T`, da kuma shafuka nawa da aka kulle za su zauna a buɗe. A cikin tambayar ɗaya yana ba da shawarar **share bayanai ma** (**Close and clear this profile's data**): kukis, ajiya da ajiyar wucin gadi na bayanin martaba, da kuma tarihi da saukewar wurin aikin. **Akwatin Don't ask again yana aiki ga rabin da za a iya dawo da shi kawai:** share bayanai koyaushe yana tambaya. Maɓallin da ke sa shi ya sake tambaya yana a Saituna → **Tabs & performance** → **Ask before burning everything**. Ba a taɓa yin rikodin umarnin a makro, kuma idan aka faɗe shi da murya koyaushe yana neman tabbatarwa.

**Dandamali:** kwamfutar tebur, Android da iOS. A waya taɓa abin yana rufe shafukan nan take, ba tare da tambaya ba; ana share bayanai daga Share bayanan bincike (abu na 58).

## L. Kalmomin sirri da bayanan shiga

### 111. Kalmomin sirri da aka ajiye

> **Inda yake:** Saituna → **Passwords & autofill**; ⋮ → **Privacy and identity** → **Passwords and autofill**, wanda ke jera shigar da aka ajiye ga shafin yanar gizon da ke buɗe kuma yana kai ga sarrafawa da **Manage passwords…**. A waya: takardar ⋮ → **Privacy and identity** → **Passwords and autofill**.

> **Abin da yake yi:** yana ajiye bayanan shiga **ga kowane bayanin martaba**, a ɓoye da makullin da zoben makullan tsarin aiki ke karewa. Ana ƙara su da **Save a login** (adireshin HTTPS ko localhost kawai), ana neman su bisa shafin yanar gizo, sunan mai amfani ko lakabi, ana canja su da **Edit** kuma ana cire su da **Remove**. Jerin yana nuna bayanan kewaye kawai (shafin yanar gizo, sunan mai amfani, lakabi), ba kalmar sirri ba. A Linux, idan zoben makullan da ke akwai ba shi da tsaro, ana ƙin ajiyewa kuma ana neman a kunna kariyar ma’ajiyar bayanin martaba.

### 112. Cikawa ta atomatik

> **Inda yake:** alamar makulli a layin adireshi (**Fill a saved password**), wadda ke bayyana idan akwai bayanan shiga ga wannan shafin yanar gizo; ⋮ → **Privacy and identity** → **Passwords and autofill**, wanda ke jera bayanan shiga na wannan shafin yanar gizo. A waya: takardar ⋮ → **Privacy and identity** → **Passwords and autofill**.

> **Abin da yake yi:** yana cikawa sau ɗaya kawai, bayan ya tabbatar cewa asalin babban firam ɗin ya yi daidai da wanda aka ajiye. **Ba ya aika fom ɗin**: tabbatarwa tana hannun mai amfani. A cikin shafin «baƙo» ba a ba da bayanan shiga.

### 113. Adireshi da katunan biya

> **Inda yake:** Saituna → **Passwords & autofill**, akwatunan **Save address** da **Save card**; ana neman cikawa daga alamar mutum a layin adireshi (**Addresses**), wadda ke bayyana idan bayanin martaba yana da aƙalla adireshi ɗaya ko kati ɗaya da aka ajiye.

> **Abin da yake yi:** yana ajiye adireshi da bayanan tuntuɓa, da katunan biya, a ɓoye da makulli ɗaya da na kalmomin sirri kuma a bayan kulle ɗaya: babbar kalmar sirri, idan an saita ta, tana kulle ɗaya kuma tana kulle ɗayan ma. Ana cika adireshi ne kawai bayan an zaɓe shi, ba da kansa ba. Jerin katuna yana nuna lambobi huɗu na ƙarshe kawai, ba cikakkiyar lambar ba. Nuna cikakkiyar lambar (**Show number**) ko cika kati yana buƙatar shigar da babbar kalmar sirri **kowane lokaci**; idan babu babbar kalmar sirri Ciotto yana neman a saita ɗaya maimakon ya ci gaba. Ba a taɓa neman lambar tsaro ba kuma ba a ajiye ta.

**Dandamali:** kwamfutar tebur, Android da iOS.

## 114. Shawarar ajiyewa bayan shiga

**Inda yake:** layin da ke bayyana a saman taga nan da nan bayan an shiga: **Save your password for … as …?**, tare da **Save** da **Not now**.

**Abin da yake yi:** idan aka aika fom ɗin shiga, Ciotto yana ba da shawarar ajiye bayanan shigar. Shafin ne ke aika fom ɗin, ba Ciotto ba. Kalmar sirrin tana zama a babban ɓangaren manhajar, ana nuna ta da wata alama mara karantuwa. Shawarar **ba** ta bayyana a yanayin sirri ko a shafin "baƙo", kuma ba ta sake bayyana ga bayanan shiga da aka riga aka ajiye. A waya ana karɓar ta ne kawai daga babban shafin, kuma ana ɗaukar asalin daga shafin burauza, ba daga abin da shafin yanar gizon ke faɗi ba: firam na ɓangare na uku ba zai iya ba da shawarar ajiyewa ga wani shafin yanar gizo ba.

## 115. Mai samar da kalmomin sirri

**Inda yake:** Saituna → **Passwords & autofill** → **Save a login**, maɓallin **Generate** kusa da filin kalmar sirri.

**Abin da yake yi:** yana samar da kalmar sirri ta bazata mai haruffa ashirin, a shirye don a manna ta a shafin yanar gizo kuma a ajiye ta a mataki ɗaya.

## 116. Babbar kalmar sirri da kullewa ta atomatik

**Inda yake:** Saituna → **Passwords & autofill**, akwatin **Master password**: **Set master password** (aƙalla haruffa takwas, an rubuta sau biyu), sannan **Lock now**, **Change**, **Remove** da **Auto-lock**.

**Abin da yake yi:** yana sake rufe makullin bayanan shiga a karo na biyu, wanda tuni zoben makullan tsarin ke karewa; kulle ɗaya yana rufe adireshi da katuna. Yana ƙara kullewa ta atomatik bayan wani lokaci ba tare da aiki ba (**1 minute**, **5 minutes**, **15 minutes**, **1 hour** ko **Never**). Ita ce kuma sake tabbatar da kai da Ciotto ke nema kafin ya nuna ko kwafi kalmar sirri da kafin a yi amfani da kati (abubuwa na 117 da 113): idan babu babbar kalmar sirri waɗannan ayyuka ba sa samuwa. Ba ta taɓa ɓoyewar kukis, wadda fasali ne daban. **Babu wata hanyar dawo da ita.**

## 117. Nuna da kwafin kalmar sirri

**Inda yake:** layin bayanan shiga a Saituna → **Passwords & autofill**, umarnin **Reveal** da **Copy**.

**Abin da yake yi:** ana nuna ko kwafin kalmar sirri ne kawai bayan an shigar da babbar kalmar sirri, kowane lokaci. Idan babu babbar kalmar sirri aikin ba ya farawa, kuma Ciotto yana bayyana cewa a saita ɗaya. Shigar da ita yana buɗe ma'ajiyar ma, idan a kulle take. Kalmar sirri da aka nuna tana ɓacewa bayan daƙiƙa ashirin; babban ɓangaren manhajar ne ke yin kwafin, kuma bayan daƙiƙa ashirin yana share allon kwafi idan har yanzu yana ɗauke da wannan kalmar sirri, ko da an rufe tagar Saituna. Babu wata hanya da ke mayar da dukan kalmomin sirri a bayyane lokaci ɗaya.

## 118. Rahoton lafiyar kalmomin sirri

> **Inda yake:** Saituna → **Passwords & autofill**, saman jerin bayanan shiga (**Password health: … weak · … reused**) da kuma a kan kowane layi (**Weak**, **Reused**).

> **Abin da yake yi:** dubawa a cikin na'ura, ba tare da hanyar sadarwa ba, wadda ke nuna kalmomin sirri da aka sake amfani da su a abubuwa da yawa na bayanin martaba ɗaya da waɗanda ke da rauni. Kwatantawar tana faruwa a ƙwaƙwalwa; rahoton yana ɗauke da masu ganewa da alamomi kawai, ba kalmomin sirri ko hash ɗinsu ba.

## 119. Lambobin TOTP masu lambobi shida

> **Inda yake:** filin **TOTP secret or otpauth:// (optional)** a fom ɗin bayanan shiga; lambar tana bayyana a layin bayanan shiga, tare da daƙiƙoƙin da suka rage.

> **Abin da yake yi:** yana ajiye sirrin TOTP idan ana so (a base32 kawai ko a matsayin adireshin `otpauth://`) a cikin kayan bayanan shiga da aka ɓoye, kuma yana samar da lambobin masu lambobi shida a na'urar. Ana shigo da sirrin kuma daga ginshiƙan CSV na manajojin kalmomin sirri.

## 120. Duba kan zubar da bayanai da aka sani

> **Inda yake:** Saituna → **Passwords & autofill**, maɓallin **Check for breaches** saman jerin.

> **Abin da yake yi:** dubawa ce **ta zaɓi kuma idan an nema** a Have I Been Pwned, da k-anonymity: abin da ke barin na'urar shi ne farkon haruffa biyar na alamar SHA-1 kawai, ba kalmar sirri ba. Abubuwan da aka samu suna samun lakabin **Breached** kuma wani layi yana taƙaita adadinsu. Sakamakon yana ɗauke da masu ganewa da ƙididdiga kawai.

## 121. Makullan shiga na tsarin

> **Inda yake:** suna bayyana da kansu idan shafin yanar gizo ya ba da shawarar shiga da makullin shiga.

> **Abin da yake yi:** matakan tantancewa na makullan shiga suna zama a cikin Chromium, Android Credential Manager ko ayyukan tantancewa na Apple. **Makullan sirrin da ke cikin makullan shiga ba sa taɓa shiga ma'ajiyar Ciotto ko daidaitawa.**

# M. Shaidar Lightning

## 122. Kirƙiri shaidar Lightning

> **Inda yake:** maɓallin walƙiya a layin kayan aiki; ⋮ → **Privacy and identity** → **Lightning Identity**; Saituna → **Sync, Lightning & devices** → **Open Lightning…**. A waya: takardar ⋮ → **Privacy and identity** → **Lightning identity**.

> **Abin da yake yi:** shaidar makulli ne da Ciotto ke ƙirƙira a wannan na'urar kuma ba ya aika shi ko'ina. Shafukan yanar gizo da ke goyon bayan ta za su iya gane mai amfani ba tare da adireshin imel ba kuma ba tare da kalmar sirri ba, kuma don shiga da kuma WebLN **kowane shafin yanar gizo yana ganin makulli daban**, don haka ba za su iya kwatanta juna ba; sunan Nostr (npub) kuwa guda ɗaya ne, saboda a Nostr shi ne shaidar jama'a. Lightning a nan yana aiki ne kawai don a gane ka da kuma haɗa na'urorinka: babu asusun kuɗi, babu kuɗaɗe, babu abin da za a sake cikawa, kuma babu biya. Fannin yana buɗewa da **Create my identity** da **I already have a recovery phrase**; bayan an ƙirƙiri shaidar yana nuna makullin da sunan Nostr.

## 123. Ajiyar kwafi da dawo da kalmomi goma sha biyu

> **Inda yake:** fannin **Lightning identity**: **Write down my recovery words** (sannan **Show my recovery words again**), **I have written them down**, **I already have a recovery phrase** tare da **Restore**, **Remove this identity**.

> **Abin da yake yi:** yana nuna kalmomi goma sha biyu, waɗanda su ne hanya ɗaya tilo ta komawa ga wannan shaidar, tare da kiran a rubuta su bisa tsari a kan takarda. Har sai an tabbatar da **I have written them down**, fannin yana gargaɗi cewa ba a taɓa rubuta shaidar ba kuma maɓallin da ke layin yana riƙe da ɗigo. Ana iya sake ganin kalmomin a kowane lokaci da **Show my recovery words again**, ba tare da wasu tambayoyi ba. Dawowa yana sake gina shaidar daga jimlar da ake da ita, yana ƙirga kalmomin yayin da ake rubuta su. Share ta ba ya juyuwa: idan babu kalmomi goma sha biyun, kowane shafin yanar gizo da ya gane mai amfani ba zai sake gane shi ba, kuma don tabbatar da sharewar dole a rubuta **remove**.

## 124. Shiga shafin yanar gizo da shaidar

> **Inda yake:** layin tabbatarwa da ke bayyana a saman taga idan shafin yanar gizo ya ba da shawarar shiga ta Lightning (LNURL-auth): **Sign in to … with your Lightning identity?**, tare da **Cancel** da **Sign in**.

> **Abin da yake yi:** shafin yana gabatar da ƙalubale; Ciotto yana sa masa hannu da makullin da aka keɓe ga **wannan** shafin yanar gizo ne kawai bayan yarda a fili. Babu abin da ake sa wa hannu har sai layin ya sami amsa, kuma buƙatar tana ƙarewa da kanta bayan minti biyu. Idan shafin da ya fara shigar ya bambanta da shafin yanar gizon da za a shiga, layin yana faɗin haka (**Careful: …**

> **opened this login for …**). Idan shaidar ba ta nan tukuna, karɓa yana ƙirƙirar ta. Ba a ba da shiga a tagogin sirri.

## 125. WebLN da Nostr ga shafuka

> **Inda yake:** yana samuwa ga shafukan da ke amfani da su; kowane kira yana bi ta izini, wanda ake nema da layin izinin shafukan yanar gizo ɗaya.

> **Abin da yake yi:** yana bayyana wa shafuka fuskokin shirye-shirye guda biyu da aka sani — `window.webln` da `window.nostr` — ta hanya ɗaya da ake sarrafawa. WebLN yana ba da makullin shafin yanar gizo da sa hannu a saƙo ne kawai, ba biya ba. **Ganin kai wane ne da sa hannu a madadinka izini ne daban-daban**, saboda haɗarinsu ya bambanta: shafin da aka ba izinin ganin shaidar ba a ba shi izinin sa hannu a kanta ta haka ba. Ana neman sa hannu **a kowace buƙata**, ba a taɓa tunawa da shi, kuma layin yana nuna abin da ake sa wa hannu (saƙon, ko nau'i da abin da ke cikin aukuwar Nostr); aukuwar da aka sa mata kwanan wata a nan gaba ana ƙin ta. Idan shaidar ba ta nan tukuna, yarda ta farko tana ƙirƙirar ta. A tagogin sirri da shafukan «baƙo» ba a ba da waɗannan fuskokin shirye-shirye.

# N. Daidaitawa mai ɓoyewa da miƙa shafuka

**Lura ga mai dubawa:** gwaje-gwajen wannan sashe suna buƙatar na'urorin Ciotto biyu da aka sabunta. Gwaje-gwajen da suka shafi manhajar yanar gizo ko ƙari suna buƙatar kuma sabis ɗin rakiya da aka buga; har sai an buga shi, a yi musu alamar cewa ba za a iya gudanar da su ba. Babu gwajin da ke buƙatar kuɗi: Ciotto ba shi da walat, tashoshi ko biya.

## 126. Matsayin daidaitawa

**Inda yake:** maɓallin daidaitawa a layin kayan aiki → fannin **Encrypted sync**; ⋮ → **Privacy and identity** → **Encrypted sync**; Saituna → **Sync, Lightning & devices**. A waya: takardar ⋮ → **Privacy and identity** → **Encrypted sync**.

**Abin da yake yi:** fannin yana tattara, cikin sassa da ake buɗewa idan an nema, haɗa na'ura (abu na 129), **Send this tab**, **What follows you**, **Inbox**, **Tabs from other devices**, **Devices and contacts** da **Connection details**, inda ake karanta hanyar jigilar da ake amfani da ita ga shafuka da ga manyan bayanai, da adireshin da na'urar ke amsawa da shi. A Saituna sashe ɗaya yana da rukunai, jerin na'urori tare da **Revoke** da umarnin **Sync now**. Babu uwar garken Ciotto da ke ajiye shafuka ko bayanan burauza.

## 127. Rukunan bayanan da ake iya daidaitawa

**Inda yake:** fannin **Encrypted sync**, akwatin **What follows you**; maɓallai ɗaya a Saituna → **Sync, Lightning & devices**.

**Abin da yake yi:** ana kunna ko kashe kowane rukuni daban. A kunne a tsarin tsoho: **Remote tabs**, **Workspaces**, **Profile descriptors** (bayanai marasa sirri kawai), **Projects**, **Favorites and reading list**, **Portable preferences**, **Sanitised macros**. **A kashe** a tsarin tsoho: **Page notes**, **History**, **Memory**, **Passwords (authorized devices only)**, da kuma a Android da iOS **Data sheets**. Ana kunna rukunan da ke a kashe da akwatin zaɓi na yau da kullum; ga kalmomin sirri ana buƙatar izinin kowace na'ura ma (abu na 137). Na'ura tana nuna rukunan da ta iya sarrafawa da gaske kawai: a kwamfutar tebur babu rukunin takardun bayanai.

## 128. Abin da ba a taɓa daidaitawa

**Inda yake:** ƙa'idar daidaitawa, iri ɗaya a kowace na'ura; manhajar yanar gizo tana tunatar da ita a akwatin **Portable data**.

**Abin da yake yi:** daidaitawa **ba ta taɓa ɗaukar** waɗannan ba: jimlolin dawowa, makullan sirri, kukis, ajiyar shafukan yanar gizo, makullan shiga, alamun masu bayar da AI, bayanan shiga na proxy, ƙimomin bayanan shiga na makro, abin da ke cikin ma'ajiyar kukis, kwafin abubuwan da aka ajiye na amfani ba tare da intanet ba, fayilolin da aka sauke, jerin saukewa da zaman sirri. Kalmomin sirri suna tafiya ne kawai ƙarƙashin rukuninsu, da izini daban ga kowace na'ura.

> Keɓancewa ɗaya tilo da aka yi da gangan, kuma idan an nema kawai: miƙa zama da QR (abin da ke bin haɗa na'ura) yana kai sau ɗaya kawai zuwa wayarka kukis da ajiyar shafin yanar gizo na shafin da aka raba.

## 129. Haɗa na'ura

> **Inda yake:** fannin **Encrypted sync** → **Pair a device or contact** → **Invite / QR**, zaɓin **My device** da **Create 10-minute invite**; bayan haɗawa ta farko, **Devices and contacts** → **Pair a new device**. A ɗayan na'urar: **Receive / Scan** a waya, ko **Receive**, manna hanyar haɗin `ciotto://pair` da **Verify**.

> **Abin da yake yi:** yana samar da gayyata **ta amfani sau ɗaya kuma da aka sa wa hannu**, mai aiki na minti goma, a matsayin lambar QR da kuma rubutun da za a kwafa da **Copy invite**. Daga kwamfutar tebur zuwa waya duba sau ɗaya ya isa (**Scan this QR once on the new phone, then approve the request here.**): wayar tana jira (**Waiting for approval on the desktop…**) kuma kwamfutar tebur tana tambaya **Pairing request** — **Allow … as a device?**, tare da **Allow** da **Reject**. A sauran yanayi haɗawar daga ɓangarorin biyu ce: wanda ya karɓi gayyatar yana amincewa kuma shi ma yana nuna gayyatar dawowa, wadda za a karanta a na'ura ta farko. Na'urar da ake ƙarawa tana riƙe makullanta amma ba ta karɓar jimlar dawowa. Na'urar da ke riƙe da shaidar Lightning ce kaɗai za ta iya ƙara na'urori; na'urar da aka ƙara za ta iya gayyatar lambobin sadarwa ne kawai. Ba a iya canja wa na'urori da lambobin sadarwa suna.

**Dandamali:** karanta QR da kyamara yana nan a Android da iOS kawai; a kwamfutar tebur ana manna hanyar haɗin.

## 130. Miƙa zama zuwa waya da QR

> **Inda yake:** a kwamfutar tebur, fannin **Encrypted sync** → **Invite / QR** (idan akwai na'urar da aka riga aka haɗa, sashen yana da take **Receive or share a Ciotto session**); a waya, fanni ɗaya → **Receive / Scan**.

> **Abin da yake yi:** yana kai shafin da ke buɗe a kwamfuta zuwa wayarka da aka riga aka haɗa, tare da shigarsa, da sauran shafukan da ke buɗe ma. **Independent Ciotto session** yana nuna shafin da ake ciki, **Duration** (minti 5, 15, 30 ko 60; na tsoho 15) da QR mai aiki na minti biyu, wanda ake sake yi da **Regenerate QR**. Duba sau ɗaya yana kai, a ɓoye, kukis da ajiyar shafin yanar gizo na wannan shafin: wayar tana loda su a cikin bayanin martaba na amfani sau ɗaya kuma tana buɗe shafin kamar shafi na Ciotto na yau da kullum; sauran shafuka suna isowa ba tare da shigarsu ba. A kwamfutar tebur, sarrafawa ja **Shared session** yana bayyana a layin tare da lokacin da ya rage da **stop**: idan aka tsayar ko lokaci ya ƙare, wayar tana rufe wannan shafin kuma tana share bayanin martaban. **Close everything on the phone** yana neman wayoyin da aka haɗa su rufe sauran shafukan da suka iso haka ma. Ba a aika hotunan shafin ko umarni daga nesa.

**Dandamali:** ana raba daga kwamfutar tebur (Windows, macOS, Linux) kuma ana karɓa a Android da iOS; a iOS dole a kammala miƙawar yayin da manhajar ke gaba. Babu shi a manhajar yanar gizo ko a ƙari.

## 131. Haɗa lambar sadarwa

**Inda yake:** fannin **Encrypted sync** → **Devices and contacts** → **Invite a contact**; kafin haɗawa ta farko har da **Invite / QR**, zaɓin **Contact**. A ɗayan Ciotto: **Receive / Scan** ko **Receive**.

**Abin da yake yi:** yana kafa dangantaka da wani mutum, wanda ke da nasa shaidar Ciotto. Haɗawar daga ɓangarorin biyu ce: wanda ya karɓi gayyatar yana amincewa kuma shi ma yana nuna gayyatar dawowa, wadda za a karanta a na'ura ta farko. Lambar sadarwa za ta iya aikawa da karɓar shafuka, waɗanda ke zama a **Inbox** har sai an buɗe su; ba ta samun damar shiga daidaitawarka ta kanka ko kowane rukunin bayanai. Gayyatar lambar sadarwa ba za ta iya shigar da na'ura cikin na'urorinka ba.

## 132. Aika shafi zuwa na'ura ko lambar sadarwa

**Inda yake:** fannin **Encrypted sync** → **Send this tab**: mai karɓa (**Choose a device or contact**), **Send** ko **Move**, filin **Optional message**.

**Abin da yake yi: Send** yana aika kwafin shafin da ake ciki, wanda ke zama a nan ma; **Move** yana aika shi kuma yana rufe shi a nan idan aka buɗe shi a ɗayan ɓangaren. Zuwa na'urarka, inda aka kai a karatu, yanayin karatu da wurin aikin da shafin ya fito suna tafiya ma; zuwa lambar sadarwa adireshi da take kawai. Ana karɓar shafukan HTTP(S) na yau da kullum kawai: ana ƙin shafukan sirri, Stranger da na ciki (**Private, Stranger and internal tabs cannot be transferred.**). Idan mai karɓar a kashe yake, aikawar tana zama a ɓoye a layin jira na cikin na'urar kuma ana sake gwadawa da kanta har kwana bakwai. Saƙon zaɓi (har haruffa 500) yana tafiya tare da shafin, amma a yau **Inbox** na mai karɓa ba ya nuna shi.

## 133. Akwatin shigowa

**Inda yake:** fannin **Encrypted sync** → **Inbox**, tare da adadin abubuwan da ke jira kusa da take. Maɓallin da ke layin yana nuna ɗigo matuƙar akwai abin da za a buɗe, kuma ɗan bayaninsa yana cewa **Encrypted sync — N waiting**.

**Abin da yake yi:** shafukan da na'urorinka **na kanka** suka aiko suna buɗewa da kansu, a kwamfutar tebur da a waya, a cikin wurin aikin da suka fito idan shi ma yana nan. Na **lambobin sadarwa**, da na na'urorinka da ba a iya buɗe su ba, suna jira a nan (**Tabs from contacts, or trusted-device tabs that could not open automatically, wait here.**): ga kowanne ana zaɓar wurin aiki kuma a danna **Open**, ko **Dismiss**. Abu yana zama a jira har kwana bakwai a mafi yawa. Babu umarnin sake gwada isarwa: Ciotto yana sake gwadawa da kansa, haka kuma da **Sync now** a Saituna.

## 134. Shafuka daga sauran na'urori

**Inda yake:** fannin **Encrypted sync** → **Tabs from other devices**; a Sabon shafi, sashen **Tabs from your devices**, wanda ake kunnawa a Saituna → **New tab & startup** → **New tab: remote tabs**.

**Abin da yake yi:** yana buga zuwa na'urorinka **na kanka** (ba ga lambobin sadarwa ba) hoton shafuka masu aminci da ke buɗe, a ɓoye, har 500, don a iya ci gaba a wani wuri da abin da ake karantawa. A kwamfutar tebur ana duba jerin kuma a buɗe abu da danna ɗaya. Waya kuwa, a karon farko da ta karɓi hoton wata na'ura, tana buɗe waɗannan shafuka da kanta (**A newly paired phone opens its first snapshot automatically.**); bayan haka, jerin yana zama a matsayin ajiya. Ana buƙatar rukunin **Remote tabs** a kunne.

## 135. Gadar rakiya don yanar gizo da ƙari

**Inda yake:** manhajar yanar gizo da ƙaramar tagar ƙari: mai zaɓin **Lightning companion**.

**Abin da yake yi:** manhajar yanar gizo da ƙari ba sa magana da Lightning kai tsaye: suna bi ta wata na'urar Ciotto ta asali da aka zaɓa a fili. Saƙon tuni a ɓoye yake kuma yana samun ambulan na biyu kafin ya ratsa wurin haɗuwa na Cloudflare mai alama ta bazata, wanda ba ya ajiye komai kuma ba ya rajistar abin da ke ciki. Idan aka haɗa su a matsayin na'ura, manhajar yanar gizo da ƙari na'urori ne cikakku kuma suna karɓar rukunan da suka iya sarrafawa: manhajar yanar gizo duka ban da bayanan kula, takardun bayanai da kalmomin sirri, ƙari kuma shafuka da abubuwan da aka ajiye kawai.

## 136. Soke na'ura

**Inda yake:** fannin **Encrypted sync** → **Devices and contacts** → **My devices**, umarnin **Revoke**; jerin ɗaya a Saituna → **Sync, Lightning & devices**.

**Abin da yake yi:** na'urar tana zama a jerin da rubutun **revoked**, kuma wannan Ciotto yana daina aika mata shafuka da bayanai kuma yana daina karɓar abin da take aikawa; idan akwai miƙa zama da ke gudana da wannan na'urar, yana rufewa. Ana juya makullin rukunin kalmomin sirri ne kawai idan na'urar da aka soke tana da izinin kalmomin sirri. **Abin da na'urar ta riga ta karɓa ba za a iya share shi daga nesa ba.** Iyaka ta yanzu: sokewa tana aiki ne kawai a na'urar da aka yi ta daga gare ta; ba a sanar da sauran na'urorinka ba, kuma na'urar da aka soke za ta iya ci gaba da daidaitawa ta hanyarsu har sai an soke ta a can ma.

## 137. Daidaita kalmomin sirri da yarda sau biyu

**Inda yake:** rukunin **Passwords (authorized devices only)** a **What follows you**, da kuma umarnin **Allow password sync** / **Stop password sync** ƙarƙashin kowace na'ura a **My devices**.

**Abin da yake yi:** kalmomin sirri ba sa bin mai amfani a tsarin tsoho. Ana buƙatar **yarda biyu**: kunna rukunin da ba wa wannan na'ura amintacciya izini (**Password sync needs both the local category switch and explicit permission for each trusted device.**). Kayan suna amfani da makullin rukuni na musamman, wanda ake juyawa idan na'urar da ke da izini ta rasa izinin ko aka soke ta.

# O. Karin Chrome

## 138. Sanya daga Chrome Web Store

> **Inda yake:** layin menu → **Extensions** → **Open Chrome Web Store**; ⋮ → **Extensions** → **Open Chrome Web Store**.

> **Abin da yake yi:** sanyawa daga shagon yana aiki kai tsaye: ana buɗe shagon, a danna maɓallin sanyawa (a cikin Ciotto rubutun «Add to Chrome» yana zama «Add to Ciotto») kuma Ciotto yana tambaya **Add "…" to Ciotto?**, yana tunatar da cewa ƙari za su iya karanta da canja bayanan shafukan yanar gizon da aka ziyarta, tare da **Add extension** da **Cancel**. Karin da aka sanya suna rayuwa a babban fayil na bayanan manhajar kuma suna sabunta kansu; idan fasalin abu na 104 yana kunne, sabuntawar da ke neman ƙarin izini tana tsayawa har sai an amince da ita. Karin da aka sanya yanzu-yanzu ba ya bayyana a layin da kansa: dole a manne shi (abu na 140). Ciotto ba shi da nasa umarnin cire ƙari: ana share babban fayil ɗinsa (abu na 139) kuma a sake farawa.

**Dandamali:** kwamfutar tebur kawai (Windows, macOS, Linux): kallon yanar gizo na Android da iOS ba za su iya ɗaukar ƙari ba. A Tarayyar Turai shagon yana nuna bangon yarda da kukis da dole a wuce shi da hannu.

## 139. Karin da ba a cikin fakiti ba

> **Inda yake:** layin menu → **Extensions** → **Open Extensions Folder**.

> **Abin da yake yi:** yana buɗe babban fayil inda ƙari ke rayuwa: idan aka sanya babban fayil mai `manifest.json` a ciki kuma aka sake farawa, ƙarin yana lodawa. Haka ake haɓaka ƙari don Ciotto, kuma haka ne hanyar cire ɗaya.

## 140. Layin ayyukan ƙari

> **Inda yake:** alamomi a layin kayan aiki, ga ƙarin da aka manne daga ⋮ → **Customise Toolbar** → **Extensions** kawai; duk sauran a ⋮ → **Extensions**.

> **Abin da yake yi:** yana nuna a layin alamomin ƙarin da aka manne, waɗanda ke raba gurabe biyar na layin da umarni da makro (**Pinned to the toolbar — N of 5**), kuma yana buɗe ƙaramar tagarsu. Ana isa ƙarin da ba a manne ba daga ⋮ → **Extensions**, wanda ke jera ayyukan da ke samuwa ga shafin da ake ciki kuma yana ƙarewa da **Open Chrome Web Store**; idan babu ƙarin da ke da maɓalli, yana cewa **No extensions with a toolbar button**. Ana samar da alamomin daga cikin manhajar, ba daga intanet ba.

## 141. Kari a sauran bayanan martaba

> **Inda yake:** ⋮ → **Profiles** → **Manage Profiles…**, akwatin **Run extensions in this profile** ƙarƙashin kowane bayanin martaba mai suna; fannin wuraren aiki yana bayyana matsayin ga kowane wurin

aiki.

**Abin da yake yi:** ƙari koyaushe suna gudana a bayanin martaba na tsoho. Ga wani bayanin martaba ana kunna su da akwatin, wanda ga sabbin bayanan martaba yake farawa a kashe (bayanan martabar da aka ƙirƙira kafin akwatin ya kasance suna samun sa a kunne): idan aka kunna shi Ciotto yana loda ƙarin a zaman wannan bayanin martaba, idan aka kashe shi yana sauke su. Rashin daidaito na yanzu: layin alamomin ƙari yana barin layin kayan aiki duk da haka yayin da shafin wani bayanin martaba daban da na tsoho ke gaba, ko da akwatin yana kunne.

## P. Saukewa, fayiloli da bugu

### 142. Saukewa da rumbu

> **Inda yake:** `Ctrl/Cmd+Shift+J`; layin menu → **View** → **Downloads**; ⋮ → **Downloads**; maɓallin ⋮ yana nuna ɗigo yayin da saukewa ke gudana. A waya: takardar ⋮ → **Page** → **Downloads**.

> **Abin da yake yi:** fayilolin da aka sauke suna bayyana a cikin rumbu a ƙasan taga, tare da ci gaban saukewar. Daga can ana dakatar da su kuma a ci gaba (**Pause**, **Resume**, a kwamfutar tebur kawai), ana soke su ko a cire su daga jerin da ×, ana buɗe su da **Open** kuma ana nuna su a babban fayil da **Show in folder**; **Clear** yana cire abubuwan da suka ƙare na wurin aikin da ake ciki kawai. Fayil da zai iya gudanar da lamba, ko wanda aka sauke ba tare da HTTPS ba, ko wanda ke cikin jerin software mai cutarwa, ana yi masa alama a kan layinsa; ga fayilolin da za su iya gudanar da lamba da waɗanda ke cikin jeri, **Open** yana neman tabbatarwa kafin a buɗe su. Saukewa na wurin aiki da bayanin martaba da suka fara su ne, kuma suna amfani da zaman shiga na wannan shaidar. **Cire abu daga jerin ba ya taɓa share fayil ɗin daga faifai**, a kowane dandali; jerin yana tsira bayan sake farawa, ban da na saukewar sirri.

### 143. Babban fayil na saukewa da tambayar inda za a ajiye

> **Inda yake:** Saituna → **Downloads & files**: **Ask where to save each file** da **Download folder**.

> **Abin da yake yi:** idan tambayar ba ta aiki, fayiloli suna zuwa kai tsaye cikin babban fayil ɗin da aka nuna (ko na tsarin idan an bar shi babu komai). Idan tambayar tana aiki, ana tambayar inda za a ajiye kowane lokaci. Zaɓi ne na na’urar, ba ya bin mai amfani zuwa sauran na’urori.

### 144. Buɗe fayil na cikin na’ura

> **Inda yake:** layin menu → **File** → **Open local file…**; ⋮ → **Page** → **Open local file…**; `Ctrl/Cmd+O`; ko a ja fayiloli ko manyan fayiloli zuwa kan layin shafuka ko layin kayan aiki. A waya: takardar ⋮ → **Page** → **Open local file**.

> **Abin da yake yi:** yana buɗe a cikin shafi fayil da aka zaɓa da mai zaɓin tsarin (shafukan HTML da MHTML, PDF, rubutu). A kwamfutar tebur kowane fayil da aka ja yana buɗewa a shafi, kuma babban fayil yana buɗewa a matsayin jerin da ake iya kewayawa. Shafin da aka buɗe daga faifai zai iya loda hotuna, takardun salo, rubutun shirye-shirye da nau’ukan haruffa daga yanar gizo, amma daga faifai daga babban fayil ɗinsa da kananan manyan fayilolinsa kawai, inda shafin da aka ajiye ke riƙe fayilolinsa. Ba zai iya karanta amsoshi da `fetch`, XHR ko WebSocket ba, ko saka shafin yanar gizo ko wani babban fayil a cikin firam: ta haka fayil ɗin HTML da aka sauke ba zai iya karanta faifai ko aika abin da ke cikinsa wani wuri ba.

**Dandamali:** jan fayiloli da iyakokin shafukan cikin na’ura na kwamfutar tebur ne; a Android da iOS ana amfani da mai zaɓin tsarin.

## 145. Ajiye shafi

> **Inda yake:** layin menu → **File** → **Save page** → **Web archive (MHTML)…** ko **HTML only…**; ⋮ → **Page** → **Save page**; `Ctrl/Cmd+S` yana ajiyewa a matsayin ma'ajiyar MHTML.

> **Abin da yake yi:** yana ajiye shafin a matsayin cikakkiyar ma'ajiyar yanar gizo (MHTML) ko a matsayin HTML kaɗai. Ana rubuta fayil ɗin ne kawai bayan an zaɓi inda za a ajiye shi a fili. Daga shafin sirri ko na Stranger Ciotto yana gargaɗi da farko (**This action leaves private browsing.**).

**Dandamali:** kwamfutar tebur kawai. A waya **Save page…** na takardar ⋮ yana ajiye shafin cikin abubuwan da aka fi so ko a jerin karatu (abu na 67).

## 146. Buga

> **Inda yake:** `Ctrl/Cmd+P`; layin menu → **File** → **Print page…**; ⋮ → **Page** → **Print page…**. A waya: takardar ⋮ → **Page** → **Print page**.

> **Abin da yake yi:** a kwamfutar tebur yana fara buɗe kallon farko na bugu na Ciotto: taga mai shafin da aka riga aka tsara shi a cikin mai kallon PDF, wanda daga maɓallansa ake bugawa, ta hanyar tagar bugu ta tsarin, ko a sauke PDF ɗin. A waya yana buɗe bugun tsarin kai tsaye.

## 147. Fitar da shafi a matsayin PDF

> **Inda yake:** layin menu → **File** → **Export page as PDF…**; ⋮ → **Page** → **Export page as PDF…**. A waya: takardar ⋮ → **Page** → **Save or share PDF**.

> **Abin da yake yi:** yana samar da PDF na shafin kai tsaye, ba tare da bi ta tagar bugu ba. A waya ana miƙa fayil ɗin ga takardar rabawa ta tsarin. Daga shafin sirri ko na Stranger Ciotto yana gargaɗi da farko.

## 148. Mai kallon PDF da ke ciki

> **Inda yake:** na atomatik ne, idan aka buɗe hanyar hadi zuwa PDF ko PDF daga faifai.

> **Abin da yake yi:** a kwamfutar tebur PDF yana buɗewa a shafi da mai kallon Chromium, maimakon ya ƙare a rumbun saukewa kamar kowane fayil. Daga can ana gungurawa, a girmama, a bincika cikin rubutu, a buga kuma a ajiye.

**Dandamali:** a iOS ana ganin PDF a cikin shafin, da mai kallon da kallon yanar gizo na tsarin ke da shi. A Android Ciotto ba shi da nasa mai kallo: ana sauke PDF ɗin kuma yana buɗewa a mai kallon tsarin idan aka taɓa **Open** a rumbun saukewa.

## 149. Ɗaukar hoton shafi

> **Inda yake:** layin menu → **File** → **Capture page**, ko ⋮ → **Page** → **Capture page**: **Visible area…**, **Full page…**, **Select area…**, **Copy visible area**, **Copy selected area**. A waya: takardar ⋮ → **Page** →

> **Capture visible area**.

> **Abin da yake yi:** yana ɗaukar hoton shafin: yankin da ake gani, dukan shafin ko wani sashe da aka zaɓa. Ana iya ajiye sakamakon a fayil na PNG ko a kwafa shi zuwa allon kwafi. Idan ya wuce megapixel 50, ba a ɗaukar dukan shafin: Ciotto yana faɗin haka (**The full page is larger than the 50 megapixel capture limit.**) kuma yana ba da **Capture visible area** ko **Export PDF**. A Android da iOS ana ba da yankin da ake gani kawai, wanda ake miƙawa ga takardar rabawa, saboda kallon yanar gizo na waya ba zai iya yanke sauran da aminci ba: ba a nuna abubuwan da ba sa samuwa.

## 150. Sanya shafin yanar gizo a matsayin manhaja

> **Inda yake:** ⋮ → **Page** → **Install this site as an app…**; sarrafawa a Saituna → **Web apps** (**Open**, **Uninstall**). A waya: takardar ⋮ → **Page** → **Install this site as an app**, tare da **Manage Ciotto apps**.

> **Abin da yake yi:** daga fayil ɗin bayanin shafin yanar gizon yana ba da **Create Ciotto app** ko **Install in system** (da kuma **Cancel**). **Create Ciotto app** yana ƙirƙirar manhajar Ciotto a cikin na'urar wadda ke zama a ɗaure ga bayanin martaba da aka zaɓa: a kwamfutar tebur tana buɗewa ba tare da layukan burauza ba, a waya a cikin shafin Ciotto. Kowace kewayawa a wajen iyakar fayil ɗin bayanin tana komawa shafi na burauza na yau da kullum. Sanya manhajar a cikin tsarin aiki a yau ba ya samuwa a kowane dandali: Ciotto yana faɗin haka (**No system web-app installer is available here. Create a Ciotto app instead.**) maimakon ya yi kamar yana yi. Daga yanayin sirri ko Stranger ba a sanya komai.

## Q. Saituna, sabuntawa da rarrabawa

### 151. Sassa goma sha huɗu na Saituna

> **Inda yake:** ⋮ → **Settings…**; layin menu → **File** → **Settings…**; `Ctrl/Cmd+,`. A waya: takardar ⋮ → **Settings**, a cikakken allo, kuma ana rufe ta da **Done**.

> **Abin da yake yi:** wuri ɗaya na tsakiya ga dukan zaɓuɓɓuka, cikin sassa goma sha huɗu da aka tara a rukunai huɗu. **You and Ciotto**: *General*, *Appearance & accessibility*, *New tab & startup*, *Search*. **Browsing**: *Tabs & performance*, *Downloads & files*, *Keyboard shortcuts*. **Privacy and identity**: *Privacy & security*, *Passwords & autofill*, *Profiles & workspaces*, *Sync, Lightning & devices*. **Advanced**: *Web apps*, *AI & automations*, *About & updates*. A sama, **Search settings** yana samun sashe har da kalmomin da ba sa cikin sunansa (misali «ollama» yana kai ga AI & automations). Wasu abubuwa suna faɗin na wa suke, kamar harshe (**Portable across your trusted devices.**) da babban fayil na saukewa (**Device-local…**).

### 152. Gajerun hanyoyin madannai da ake iya keɓancewa

> **Inda yake:** Saituna → **Keyboard shortcuts**.

> **Abin da yake yi:** an raba shafin gida biyu: a hagu ana haɗa maɓallai ta danna su (**Build the shortcut**), a dama ana zaɓar daga menu mai saukowa abin da ya kamata ya yi (**Choose the action**). Kafin a ajiye komai shafin yana faɗin abin da ya samu: **Free — nothing uses it yet.**, **Already assigned to …** ko **The system keeps this one for …**. Manufar za ta iya zama aikin burauza ko makro da aka ajiye (rukunin **Macros**); makron da aka share yana mayar da haɗin maɓallansa. A ƙasa akwai cikakken jerin, an raba shi zuwa **Tabs and windows**, **Navigation**, **This page**, **Privacy and data**, **Panels**, **Layout** da **Application**, kuma ana iya bincike a cikinsa da **Search actions**; kowane layi yana da ↺ (**Reset to default**) da × (**Disable**), kuma a ƙarshe akwai **Reset all to defaults** da haɗin maɓallan **Kept by the system** tare da abin da suke yi a gefensu. Yayin da filin ke sauraron maɓallai, gajerun hanyoyin menu suna dakatacce, don haka danna Ctrl+T don sanya shi ba ya buɗe shafi a tagar da ke baya.

**Dandamali:** kwamfutar tebur kawai; a waya sashen yana faɗin haka (**Keyboard shortcuts are a desktop feature…**).

### 153. Shigo da fitar da bayanan burauza

> **Inda yake:** Saituna → **General**, akwatin **Import and export browser data**; fitar da kalmomin sirri yana a Saituna → **Passwords & autofill** → **Export passwords**.

> **Abin da yake yi:** yana shigo da bayanai daga fayil na HTML, JSON ko CSV (**Choose HTML, JSON or CSV**) ko, a kwamfutar tebur, kai tsaye daga **Chrome**, **Edge**, **Firefox** da **Safari** da aka sanya a kwamfuta ɗaya: daga waɗannan ana karanta abubuwan da aka fi so da tarihi (daga Safari, a macOS kawai, abubuwan da aka fi so), yayin da kalmomin sirri da injinan bincike ke buƙatar fayil

da aka fitar, don kada a kwafi wata ma'ajiya a kulle a ɓoye. Rukunan su ne **Favorites and reading list**, **History**, **Passwords** da **Custom search engines**; ana zaɓar iyakar abubuwan da aka ajiye (**Saved-item scope**: **Current workspace** ko **Personal**) da bayanin martaba da zai karɓi kalmomin sirri (**Password destination profile**), sannan **Import selected**. **Ba ya taɓa shigo da kukis, zaman shiga masu aiki, ƙari ko bayanan sirri. Export non-sensitive data** yana fitar da abubuwan da aka fi so, jerin karatu, tarihi da injinan bincike. Ana fitar da kalmomin sirri daban, bayan an shigar da babbar kalmar sirri, da **Export unencrypted CSV**: fayil ɗin a bayyane yake, kuma shafin yana faɗin haka.

**Dandamali:** karanta bayanai kai tsaye daga wata burauza da aka sanya na kwamfutar tebur ne kawai; a Android da iOS ana shigo da bayanai daga fayil da aka zaɓa da mai zaɓin tsarin, kuma fitar da kalmomin sirri ba ya samuwa.

## 154. Umarnin da aka manne a layi

**Inda yake:** ⋮ → **Customise Toolbar**; ga makro har da **Add to header** a Macro Studio.

**Abin da yake yi:** yana ba da damar manne har abubuwa biyar a layin kayan aiki daga cikin **Browser commands** (umarni ashirin da biyar, daga sabon shafi zuwa **Burn everything** da **Page DevTools**), **Macros** da aka kunna da **Extensions**, don ayyukan da ake maimaitawa su zama danna ɗaya. A sama menu yana faɗin gurabe nawa aka yi amfani da su (**Pinned to the toolbar — N of 5**).

**Dandamali:** kwamfutar tebur kawai; a waya ayyukan gaggawa na takardar ⋮ ne ke yin wannan aikin.

## 155. Burauza ta tsoho

**Inda yake:** maɓallin **Make Ciotto my default browser** a shafin farawa.

**Abin da yake yi:** yana neman tsarin aiki ya buɗe hanyoyin hadi da Ciotto. A Windows yana buɗe saitunan manhajojin tsoho, inda zaɓin ke hannun mutum; a Android yana amfani da buƙatar tsarin don matsayin burauza; a iOS yana buɗe Saitunan tsarin. Maɓallin yana ɓacewa idan Ciotto ya riga ya zama burauza ta tsoho; a iOS, wanda ba ya barin a sani, yana nan a bayyane. Hanyar hadi da aka buɗe daga wata manhaja tana buɗewa a sabon shafi, ko lokacin farawa ko lokacin da Ciotto ke a buɗe tuni.

## 156. Sabuntawa da tashar fitowa

**Inda yake:** layin menu → **Help** → **Check for Updates…**; ⋮ → **Check for Updates…**; Saituna → **About & updates** → **Check for updates**. Tashar (⋮ → **Release Channel**: **Stable** ko **Beta (early releases)**, da **Release channel** a Saituna) tana bayyana ne kawai inda sabuntawa ta atomatik ke akwai. A waya: Saituna → **About & updates**.

**Abin da yake yi:** yana duba ko akwai sabuwar siga. A yanayin **atomatik** (rarrabawar jama'a ta kwamfutar tebur) ana sauke sabuntawar a bayan fage kuma wani layi yana cewa **Ciotto … is ready. Restart to update.**, tare da **Restart Now** da **Later**: sanyawa yana faruwa ne kawai idan an nema. A yanayin **da hannu** — na fakitin gwaji na sirri, kuma koyaushe na Android da iPhone —

ba a sauke komai a bayan fage: Ciotto yana tambayar shafin yanar gizon wace ce sigar yanzu (a kwamfutar tebur jim kaɗan bayan farawa sannan kowace awa huɗu, a waya lokacin farawa da duk lokacin da aka koma manhajar) kuma, idan akwai wadda ta fi sabo, yana faɗin haka da layi a saman taga (**Ciotto … is available.**, tare da **Download** da **Later**). **Download** yana buɗe shafin saukewa, wanda ke buƙatar shiga ga fakitin gwaji; sanyawa yana zama aikin mutum. Idan shafin yanar gizon ya bayyana cewa ba a sake tallafa wa sigar da aka sanya ba, kwamfutar tebur tana faɗin haka (**This version of Ciotto (…) is no longer supported.**, tare da **Download the Latest Version** da **Quit**) kuma waya tana nuna allo mai **Update Ciotto**.

## 157. Rarrabawa ta sirri mai buƙatar shiga

**Inda yake:** ba umarnin manhaja ba ne: hanya ce da ake isar da fakitin gwaji da ita.

**Abin da yake yi:** tashar sirri tana samar da waɗannan kayayyaki daidai: mai sakawa NSIS don Windows x64, DMG don macOS ARM64, AppImage da .deb don Linux x64, APK da aka sa wa hannu don Android. Ga iOS, manhajar yanar gizo da ƙari ba a samar da wani abin da za a sauke; manhajar yanar gizo da ƙari ba sa nuna umarnin sabuntawa, yayin da a iOS Saituna → **About & updates** yana da **Check for updates** duk da haka (abu na 161). Ana ƙin sakin idan ba za a iya tabbatar da sa hannun APK ba.

## 158. Ba a iya duba fuskar manhajar a fakitin da aka shirya

**Inda yake:** layin menu → **View** → **Toggle Interface DevTools** (yana nan ne kawai a ginin haɓakawa). Kayan aikin **shafi** suna samuwa koyaushe: `F12` a Windows da Linux, `Alt+Cmd+I` a macOS (ana iya sake sanya su, abu na 152), layin menu → **View** → **Toggle Page DevTools**, ⋮ → **Tools** → **Page DevTools**.

**Abin da yake yi:** ginin da aka shirya a fakiti yana ƙin duba fuskar Ciotto kai tsaye yayin da take aiki, don kada aikin da aka yi don kare lambar a ajiye ya lalace da dannawa biyu a cikin manhajar da ke gudana. Duba shafin yanar gizo da aka ziyarta yana nan yadda yake: shi ne dalilin da burauza ke akwai.

**Dandamali:** a Android duba kallon yanar gizo a buɗe yake ne kawai a ginin gyara kurakurai; a iOS ba ya aiki; a waya babu kayan aikin haɓakawa na shafi.

## 159. Menu Help: bayanai, lambar tushe da rahotannin faɗuwa

**Inda yake:** layin menu → **Help**.

**Abin da yake yi:** yana tattara **Discover Ciotto**, **About Ciotto** (siga, jimlar «The browser that works for you, with macros, AI and sign-in over Lightning.», lasisin GPL-3.0 da adireshin lambar tushe), **Check for Updates…**, **Ciotto Website**, **Get the Source Code** da akwatin **Report Crashes**. Rahotannin faɗuwa suna zama a kashe har sai an kunna su; idan suna kunne, Ciotto yana rajistar faɗuwa a kwamfuta kuma zai aika su ne kawai ga sabis na tattarawa da aka saita, wanda a yau babu ginin da ke da shi. Kashe akwatin yana aiki daga farawa na gaba.

**Dandamali:** kwamfutar tebur kawai; a macOS **About Ciotto** yana nan kuma a menu na manhajar. A waya siga da sabuntawa suna a Saituna → **About & updates**.

## R. Bambance-bambance tsakanin dandamali

An bayyana fasalullukan da aka lissafa zuwa yanzu a sigarsu ta kwamfutar tebur, wadda ta fi cikawa. Abubuwan wannan sashe suna taƙaita abin da ke canjawa a wasu wurare: ba ƙarin fasalulluka ba ne, hanya ce da fasalulluka iri ɗaya ke bayyana a kowane dandali, har da fuskar waya.

### 160. Ciotto a Android

> **Inda yake:** manhajar Ciotto da aka sanya daga APK da aka sa wa hannu (tashar kai tsaye) ko daga tashar Play.

> **Abin da yake yi:** burauza ɗaya ce, da fuska mai matsewa (abu game da fuskar waya, a gaba). Maɓallin ⋮ yana buɗe takarda mai zamewa da ke maye gurbin menu na asali: a sama jerin ayyukan gaggawa biyar, sannan **New tab**, **New private tab**, **Reopen closed tab** da rukunai huɗu — **Page**, **Workspaces and layout**, **Tools**, **Privacy and identity** — kuma a ƙarshe **Discover Ciotto** da **Settings**. A cikinta abubuwan da ke aiki da gaske **kawai** suke bayyana: fasalin da ba a kawo shi ba tukuna ba ya nan, maimakon ya kasance a nan amma ba ya aiki. An bar waje, da gangan, sarrafa kafofin watsa labarai, kayan aikin haɓakawa na shafi, sabuwar taga, tsare-tsaren da aka shirya da zana tsari.

### 161. Ciotto a iOS

> **Inda yake:** manhajar Ciotto a iPhone da iPad.

> **Abin da yake yi:** fuska mai matsewa iri ɗaya da ta Android, tare da gyare-gyaren da WebKit ya tilasta: an bar wa tsarin dakatar da injinan aiki, Picture in Picture na asali yana samuwa, kuma karɓar daidaitawa yana faruwa ne yayin da manhajar ke aiki; yayin da manhajar ke dakatacce, mai aikawa yana riƙe layin jiransa da aka ɓoye. Kamar a Android, hanyar hadi da ke neman sabuwar taga tana buɗewa a cikin shafin da ake ciki; tagogin tattaunawa na shafuka (`alert`, `confirm`, `prompt`) suna nuna sunan shafin yanar gizon da maɓallai a harshen Ciotto; hanyoyin hadin `ciotto://pair` suna isowa har lokacin da manhajar ke a rufe. Shafin da ke neman makirufo ba ya sa a nemi kyamara ma. Neman wuri yana zama na WebKit: a iOS Ciotto ba ya katse shi.

**Lura game da rarrabawa:** ga tashar gwaji ta sirri ba a samar da wani fakitin iOS. Saituna → **About & updates** yana nuna siga duk da haka da **Check for updates**, wanda ke karanta sigar yanzu daga shafin yanar gizo.

### 162. Fuskar waya

> **Inda yake:** Saituna → **Appearance & accessibility** → **Mobile interface**; a saman takardar ⋮, jerin ayyukan gaggawa; a layi, maɓallin da ke da adadin shafuka.

> **Abin da yake yi:** yana daidaita fuska mai matsewa ta Android da iOS. **Toolbar position** yana sanya layi da shafuka a ƙasa (**Bottom**, zaɓin farko) ko a sama (**Top**); maɓallin sake lodawa yana cikin filin adireshi. Da **Swipe gestures on the address bar**, wanda ke kunne tun asali, gogewa a

> kwance a kan layin adireshi yana komawa shafi na gaba ko na baya (akasin haka a harsunan da ake rubutawa daga dama), kuma gogewa zuwa tsakiyar allo — sama idan layin yana ƙasa, ƙasa idan layin yana sama — yana buɗe jerin shafuka. **Quick actions** yana zaɓar ayyukan gaggawa biyar a saman takardar ⋮ (tun asali **Ask your tabs**, **Notes for this page**, **Reader mode**, **Workspaces** da **What was blocked here**), tare da kibiyoyi don tsari da **Restore defaults**; a cikin takardar, «+» kusa da abu yana ƙara shi (**Add … to quick actions**), kuma idan aka latsa wani aiki aka riƙe na daƙiƙa biyu ana jan shi zuwa kwandon shara. Jerin shafuka yana da **Search tabs**, sabon shafi, shafin sirri da sake buɗewa, kuma yana raba shafuka zuwa **Open** da **Inactive** (masu barci ko waɗanda aka sauke), tare da alamomin **Pinned**, **Locked**, **Private**, **Stranger**, **Sleeping** da **Discarded**; ana rufe shafi da × ko ta goge shi zuwa gefe, ban da waɗanda aka kulle. Bayan rufewa, **Tab closed** tare da **Undo** yana bayyana na daƙiƙa biyar.

**Dandamali:** Android da iOS kawai. A waya taga tana da fannoni biyu a mafi yawa, kuma ana zaɓar bayanin martaba ga kowane wurin aiki, ba ga kowane fanni ba.

## 163. Manhajar yanar gizo ta rakiya

> **Inda yake:** shafin yanar gizo mai buƙatar shiga, da ake buɗewa a kowace burauza.

> **Abin da yake yi: ba burauza ba ce**: abokiyar daidaitawa ce. Tana nuna matsayi da rukunai, kuma tana ba da damar haɗa na’urori da lambobin sadarwa (**Invite my device**, **Invite a contact**, **Verify and pair**), karanta akwatin shigowa, ganin shafukan sauran na’urori, duba abubuwan da aka ajiye da aka daidaita da kuma canja zaɓuɓɓuka masu ɗaukuwa (jigo, harshe, maɓallin Home, layin abubuwan da aka fi so). **Send a copy** yana aika wa abokin hadi adireshin shafin manhajar kanta, a matsayin kwafi kawai kuma ba tare da saƙo ba. Makullan bayanan shiga ba sa taɓa isowa nan, haka ma kwafin da ba sa buƙatar intanet.

## 164. Karin Ciotto don Chromium, Firefox da Safari

> **Inda yake:** ƙaramar tagar ƙarin Ciotto da aka sanya a wata burauza.

> **Abin da yake yi:** ƙaramar taga mai iyaka don kawo shafi cikin duniyar Ciotto: tana aika shafin da ake ciki zuwa na’ura ko lambar sadarwa ta hanyar abokin rakiya na asali (**Send this tab**), tana ajiye shi cikin abubuwan da aka fi so ko a jerin karatu na kai (**Save favorite**, **Read later**), tana nuna akwatin shigowa, shafukan sauran na’urori da abubuwan da aka ajiye da aka daidaita, kuma tana ba da damar haɗawa ta hanyar gayyata. **Ba** ta maye gurbin layin adireshi, rukunin shafuka, saukewa ko sarrafawar tsaro na burauzar da ke ɗauke da ita ba, kuma ba ta neman wani izini da ya shafi kalmomin sirri. Tana neman izinin `tabs`, `storage` da `alarms` (a Chromium har da `offscreen`) da damar shiga dukan adireshin http da https.

## 165. Shafin yanar gizo na rarrabawa

> **Inda yake:** shafin yanar gizo na jama’a na Ciotto.

> **Abin da yake yi:** yana gabatar da manhajar kuma yana ɗauke da hanyoyin hadin saukewa da shafin tashar sirri mai buƙatar shiga. **Ba ya taɓa zama wurin da burauzar ke gudana**: ba sigar

> Ciotto ba ce da ke gudana a cikin shafin yanar gizon.

Ana sauke Ciotto daga **ciotto.org**, inda za ka sami wannan jagora a sauran harsuna ma.