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Training Guide Netscape Navigator 4.0



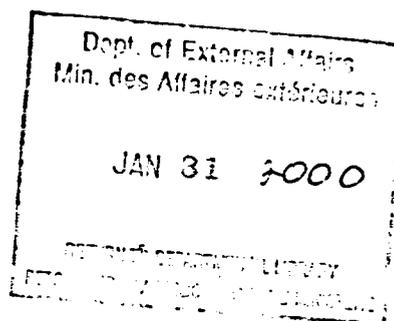
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Section

1

Connecting to the Internet

- Getting Started with the Internet
- Connecting to the Internet with Netscape Communicator

Section Skills and Their Importance

In the following section you will learn to:

- **Get started with the Internet**

The Internet is a global computer network that lets you access information and communicate with others. In this lesson, you will learn the basic functions and capabilities of the Internet.

- **Connect to the Internet with Netscape Communicator**

Netscape Communicator is a program that lets you take full advantage of all the features of the Internet. Learning to use Netscape Navigator and familiarizing yourself with the different parts of Communicator and the Netscape Navigator window will let you connect to the Internet efficiently.

Getting Started with the Internet

Each day, dozens of newspaper and magazine articles refer to the *Internet*. Television programs and commercials, local newscasts, and even billboards list Internet addresses. Businesses deliver news and training to their employees, service and information to their customers, and promotional materials to their markets all on the information superhighway.

Defining the Internet

In simple terms, the Internet is many computer networks linked together electronically. In 1969, the Pentagon's Advanced Research Projects Agency (ARPA) created a forerunner of the Internet, the ARPAnet, a network of four university computers designed to support military research. It soon expanded to include dozens of university and government agencies in order to facilitate communications between defense contractors and universities. It was designed to function reliably even in the event of a military attack.

In the 1980s, *local area networks* (LANs) became the standard in electronic office communication. These networks interconnect the computers in an office so that files, printers, and other resources can be shared within the organization. In the mid-1980s, the National Science Foundation (NSF) used ARPAnet technology to build its own network, NSFNET, in order to make its five regional supercomputers available for research to computer science students and scientists at major American universities. The LANs at the universities were connected by high speed telephone lines to the regional supercomputers, allowing each computer to communicate with the others by passing messages between them. As the network grew, U.S. government employees and contractors, international researchers and educators, and finally commercial sites were granted access to the network.

The Internet network communicates using a common *protocol*. This protocol, *TCP/IP* (Transmission Control Protocol/Internet Protocol) enables different types of computers running different types of operating systems—Windows, Macintosh, UNIX, and more—to communicate smoothly with one another, as shown in Figure 1-1.

To send your data, TCP/IP breaks the data into small units called *packets*. Each packet contains the destination address and is sent through a device called a *router* to its destination. Packets from the same message can take different routes along the Internet. When the packets reach their destination, TCP/IP reassembles them into the original information.

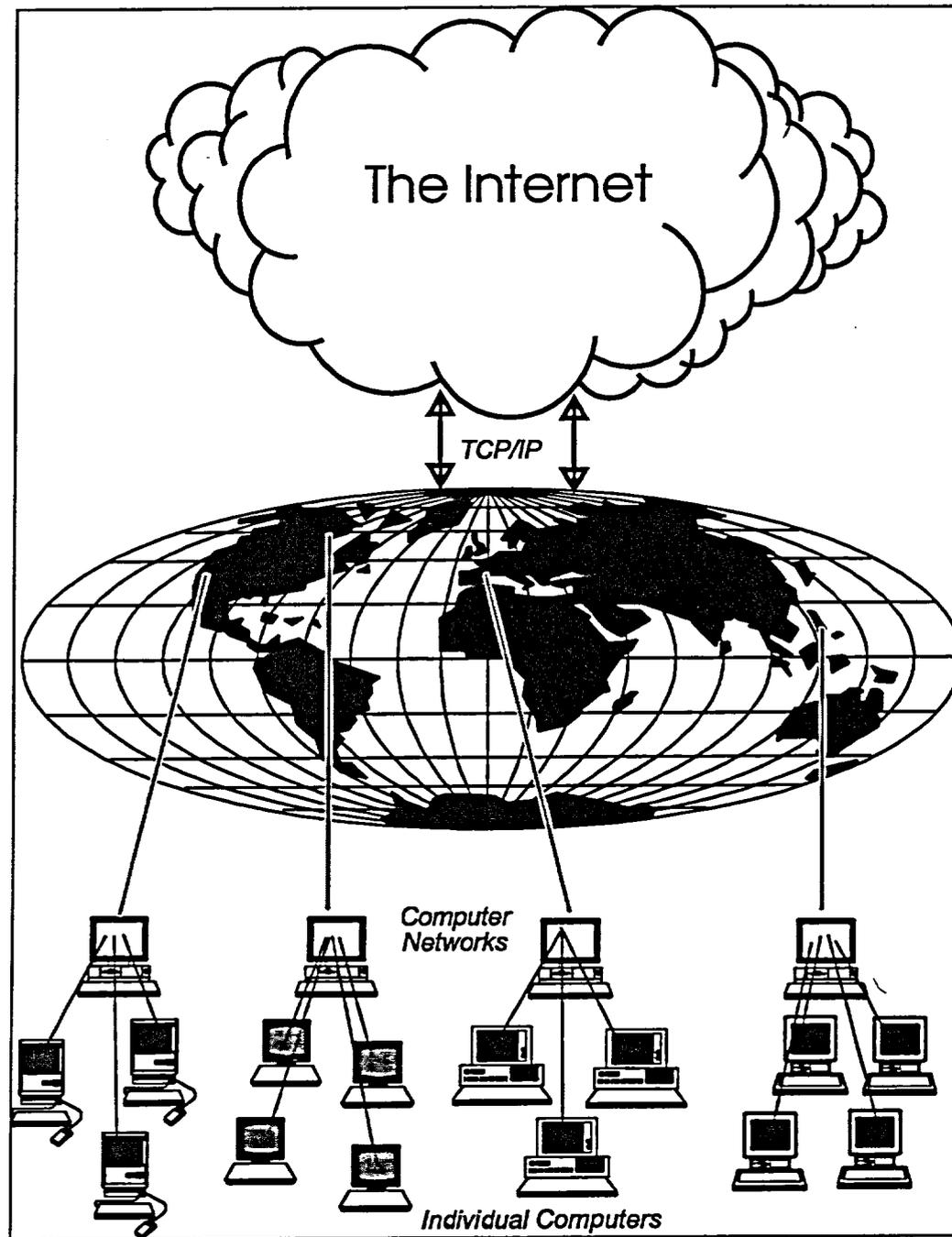


Figure 1-1: *The Internet*

Today, millions of computers are connected to thousands of networks, spanning every continent. Each user connected to the Internet can access the vast resources available. Virtually every college, university, and major corporation and, in many countries, some elementary and secondary schools, are connected to the Internet. Most businesses, and today, many individuals, are connected to the Net.

You can use the Internet to:

- **Send and receive messages all over the world.** You can send electronic mail to anyone online, anywhere in the world, in just seconds. Tens of millions of messages travel the information superhighway each week.
- **Participate in group discussions.** More than 10,000 special interest communities, or *newsgroups*, provide access to online discussions on topics from astrology to zoology.
- **Find and access information.** You can access information, from stock quotes in Tokyo to the New Zealand weather forecast and the latest in scientific research from Moscow. Millions of documents are available from libraries, museums, governments, educational institutions, the media, private corporations, and individuals.
- **Retrieve files.** The Internet contains vast numbers of files, free for the taking, including software, graphics, music, multimedia, and more, almost all of which are available to everyone on the Internet. You can also send your own files to the global community through a variety of Internet services.

Many businesses also use the Internet protocols to set up their own private versions of the Internet. These *intranets* support the same services as the Internet, but their information is restricted to users within the business, or other users who are specifically authorized.

Accessing the Internet

There are two ways to access the Internet: a network connection or a modem connection.

A *network connection* means your PC is part of a network that has a direct connection to the Internet through a UNIX, Windows 95, or Windows NT workstation. Universities, governments, and corporations usually have this kind of Internet connection, which is the most expensive to set up and maintain. Its biggest advantage is reliable and fast access to the Internet.

A *modem connection* is a cheaper and slower connection. Your PC uses a modem and phone line to dial into an Internet provider's computer, which provides the *gateway* to the Internet. The speed of the connection depends on the speed of your modem, but is much slower than a direct connection. With a modem connection you have a choice of how to connect to the Internet:

- You can connect through a commercial online service provider, such as CompuServe or America Online. This type of connection gives you all the services and benefits of the service provider, but you might not have access to all Internet services.
- You can also connect through a dedicated Internet service provider. This type of connection is more likely to provide access to all the features of the Internet.

Defining Internet Services

The Internet is just a standardized method of exchanging information between computers connected to a common network. But as the Internet has evolved, users have designed a variety of services, each providing a different method of retrieving and exchanging information. Table 1-1 lists the most widely used services.

Service	Description
World Wide Web	Easy to use interface that uses hyperlinks to allow users to access information from around the world. Multimedia capability.
Electronic mail (e-mail)	Allows users to send and receive messages. One of the most popular uses of the Internet.
FTP (File Transfer Protocol)	Protocol used to transfer files between computers. Allows users to download text files, graphics, and programs.
Gopher	A system of text-based servers that use simple menu systems. Allows users to easily retrieve text files. Almost completely replaced by the World Wide Web.
Newsgroups	Topic-based discussion groups. Allows users to post articles and respond to the postings of others.
Telnet	The Internet's oldest tool. Allows users to connect to remote computers and then use the software on those computers.

Table 1-1: *The Most Widely Used Internet Services*

Defining Internet Addresses

Every computer on the Internet has two unique addresses. The *Internet Protocol (IP)* address is a series of four sets of numbers separated by periods, for example, 187.85.254.01. Because numbers are easy for computers to use, but difficult for humans to remember, the *Domain Name System (DNS)* was created.

The Domain Name System assigns a name, chosen by the site administrator, to each site's IP address. When you enter the domain name, it is automatically converted into the IP address, which is then used to route your information to and from the site. A typical domain name might be:

www.megacorp.com

The *www* prefix is often used to indicate that the site is accessible through the *World Wide Web*. This is followed by the remainder of the domain name. The portion of the name following the final period (.com in this case) is known as the *top-level domain* name.

The top-level domain denotes the type of organization maintaining an Internet site. Occasionally, the top-level domain identifies the country in which the computer is located. There are six top-level domains, as shown in Table 1-2.

Abbreviation	Domain
.com	commercial organizations
.edu	educational institutions
.gov	government agencies
.mil	military sites and organizations
.net	network centers and resources
.org	other organizations, generally non-profit

Table 1-2: *Top-Level Domains*

Commercial online service providers or Internet service providers usually use .com or .net as the top-level domain for their Internet addresses.

Table 1-3 identifies some common international top-level domains.

Abbreviation	Domain
.au	Australia
.ca	Canada
.dk	Denmark
.fr	France
.de	Germany
.il	Israel
.jp	Japan
.uk	United Kingdom

Table 1-3: *International Top-Level Domains*

Internet addresses are not case sensitive; lower case has become the standard because it is easier to type.

Connecting to the Internet with Netscape Communicator

Netscape Communicator is a suite of computer programs that lets you access the World Wide Web, send and receive e-mail, design and develop Web pages, join and participate in discussion groups, and collaborate by participating in online discussions.

Identifying the Components of Netscape Communicator

Each component of Netscape Communicator lets you interact with the Internet in a different way. Although each program has a distinct and unique function, all programs operate together to help you get the most out of your Internet experience. Figure 1-2 shows you the components listed on the Netscape Communicator menu. Table 1-4 explains the function of each component.

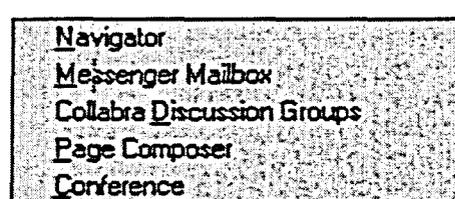


Figure 1-2: Components Listed on the Netscape Communicator Menu

Component	Purpose
Navigator	View Web pages.
Messenger Mailbox	Send and receive e-mail messages.
Collabra Discussion Groups	Access and participate in newsgroups.
Page Composer	Create and modify your own Web pages.
Conference	Allows two users to speak, type messages, and view a common whiteboard across the Internet.

Table 1-4: Netscape Communicator Component Programs

You can start any of the Communicator components through the Programs submenu on the Start menu. Once you start any component, you can easily switch to any of the others.

Connecting to the Internet with Netscape Navigator

If you are connected to the Internet via your LAN at work, you can open Netscape *Navigator* and begin accessing the World Wide Web. If you use your modem to connect to a service provider, you will also have to complete a log-in sequence, generally by entering your user ID and a password.

METHOD

To connect to the Internet with Netscape Navigator:

1. From the Start menu, choose Programs, and then choose Netscape Communicator.
2. From the Communicator submenu, choose Netscape Navigator.
3. If necessary, in your service provider's dialog box, enter your user ID and password.

EXERCISE

In the following exercise, you will connect to the Internet with Netscape Navigator.

- | | |
|---|---|
| 1. From the Start menu, choose Programs, and then choose Netscape Communicator | <i>The Communicator submenu appears.</i> |
| 2. Choose Netscape Navigator | <i>Your service provider's dialog box might appear.</i> |
| 3. If necessary, in your service provider's dialog box, enter your user ID and password | |

END

Identifying Elements of the Navigator Window

The Navigator window provides menu and toolbar commands to make navigating the Internet easy. By default, the Welcome to Netscape page appears upon connection. Because Netscape Communications Corporation frequently updates its pages, the contents of your window might look different from that shown in

Figure 1-3.

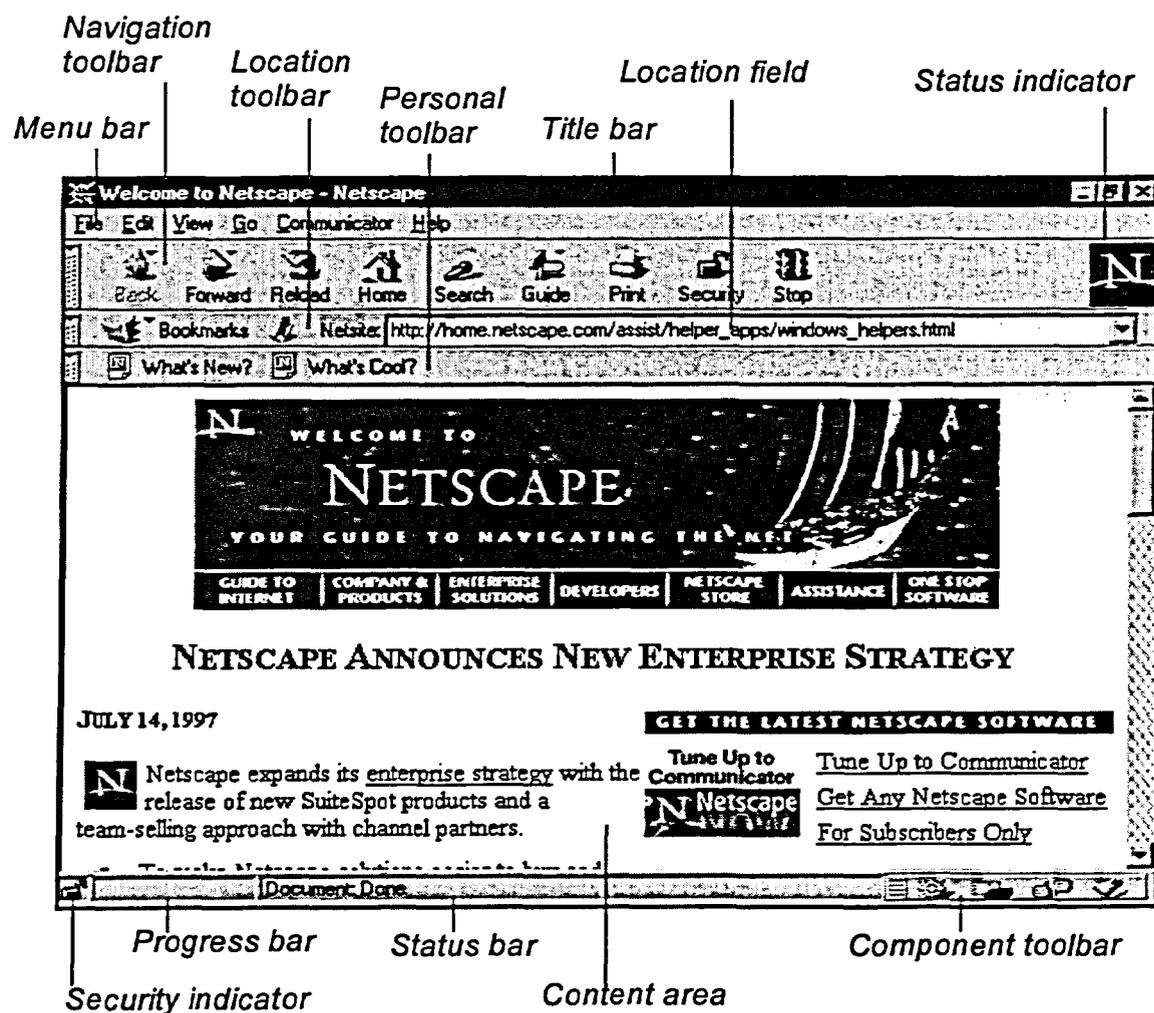


Figure 1-3: The Welcome to Netscape Page

Table 1-5 describes the most frequently used Navigator window elements. This course will further explain each tool and button as it is used.

Window Element	Function
Menu bar	Contains Navigator menus.
Navigation toolbar	Contains a group of buttons that activate frequently used features.
Location toolbar	Contains the Location field, Bookmarks icon, and Page Proxy icon.
Personal toolbar	Displays a customizable list of frequently accessed sites.
Title bar	Displays the title of the current Web page.
Location field	Shows the address of the information in the content area. Used to navigate to specific addresses.
Status indicator	Becomes animated while Navigator is retrieving information. Clicking this indicator displays your home page.
Component toolbar	Contains buttons used to open the other components of Communicator.
Content area	Displays the current page.
Status bar	Provides information about the data being retrieved or the area to which the mouse is pointing.
Progress bar	Shows how much of the requested information has been retrieved.
Security indicator	Indicates whether a transaction, such as a credit card purchase, is secure.

Table 1-5: Netscape Window Elements

Exiting Navigator

When you finish your Internet session, exit Navigator. After exiting Navigator, if you are using a commercial provider, you will need to access the service provider's dialog box and disconnect the modem connection to avoid being charged for further online time.

METHOD

To exit Netscape Navigator:

1. From the File menu, choose Exit.
2. If necessary, access your service provider's dialog box and disconnect from the service.

EXERCISE

In the following exercise, you will exit Netscape Navigator.

- | | |
|--|---|
| 1. From the File menu, choose Exit | <i>Navigator closes.</i> |
| 2. If necessary, access your service provider's dialog box and choose Disconnect | <i>You are disconnected from your service provider.</i> |

END

Section **I** Summary

The Internet is a network of computer networks that communicate using a common protocol.

Intranets are private versions of the Internet, used within a single organization.

TCP/IP (Transmission Control Protocol/Internet Protocol) enables different types of computers running all types of operating systems—Windows, Macintosh, UNIX, and more—to communicate smoothly with one another.

You can use the Internet to:

- Send and receive messages.
- Participate in group discussions.
- Find and access information.
- Retrieve files.

You can access the Internet by:

- A network connection.
- A modem connection.

Each computer on the Internet has two unique addresses:

- **The Internet Protocol (IP) address:** a series of four numbers separated by periods.
- **The Domain Name System (DNS) address:** a hierarchical system starting with a user ID and ending with a top-level domain.

Five basic Internet services are:

- World Wide Web
- Electronic mail
- FTP (File Transfer Protocol)
- Newsgroups
- Telnet

To connect to the Internet with Netscape Navigator:

1. From the Start menu, choose Programs, and then choose Netscape Communicator.
2. From the Communicator submenu, choose Netscape Navigator.
3. If necessary, in your service provider's dialog box, enter your user ID and password.

Netscape Navigator window elements:

Status indicator: Becomes animated while Netscape is retrieving information.

Title bar: Displays the title of the current Web page

Menu bar: Contains Netscape menus.

Navigation toolbar: A group of buttons that access frequently used features.

Location toolbar: Contains controls for bookmarking and URL entry.

Location field: Shows the unique address of the information in the content area.

Personal toolbar: Access directories of Netscape and Internet resources.

Content area: Displays the current page.

Security indicator: Indicates whether a transaction, such as a credit card purchase, is secure.

Status bar: Provides information about the data retrieved or the area to which the mouse is pointing.

Progress bar: Shows how much of the requested information has been retrieved

Component toolbar: Used to select different Netscape components.

To exit Netscape:

1. From the File menu, choose Exit.
2. If necessary, access your service provider's dialog box and disconnect from the service.

1

Self-Check Exercise

1. The Internet is _____

2. What is the purpose of TCP/IP? _____

3. Name at least four things you can do on the Internet.

4. What are the two ways that you can access the Internet?

5. What does each of the following items represent in the address
www.marys.chocolates.com?

www _____

marys.chocolates _____

com _____

6. What is the last item in an Internet address called? _____

How can you determine the country in which the computer is located?

7. Which Internet service would you use for each function?

Download a program _____

Send and receive messages _____

Use hyperlinks to access information _____

Participate in a discussion group _____

Retrieve text files _____

Connect to a remote computer _____

8. Start Navigator on your computer.
9. What is the first word or phrase you see in the Navigator window in each of these areas?

Title bar _____

Menu bar _____

Navigation toolbar _____

Location toolbar _____

Personal toolbar _____

Content area _____

Status bar _____

10. What are the two areas in the window that indicate when Netscape is retrieving information?

11. Exit Navigator.

Section

2

Accessing the World Wide Web

- Navigating the Web
- Using Bookmarks
- Searching the Web
- Saving and Printing
- Accessing an FTP Server

Section Skills and Their Importance

In the following section you will learn to:

- **Navigate the Web**

The World Wide Web consists of interconnected groups of information, including text, graphics, audio, and video. Netscape Navigator makes it easy to find your way through the Web to take advantage of this wealth of information.

- **Use bookmarks**

As you move from page to page, you'll often want to return to a previously visited page. Bookmarks let you mark these pages as you would those in a book, so you can easily return to them at any time.

- **Search the Web**

The Web contains so much information that looking for a specific topic can be a daunting task. Fortunately, there are several search programs on the Web to help you find exactly the information you need.

- **Save and print**

After you've found the information you need on the Web, you might want to save it to disk or print it for future reference.

- **Access an FTP server**

FTP servers contain a wealth of software you can download to your own computer. Accessing an FTP server and navigating through it are your first steps to taking advantage of this Internet service. Once you have found the desired file, a single click downloads it.

Navigating the Web

In its early days, the Internet was not easy to use. You needed knowledge of the UNIX operating system to communicate with other users and retrieve information. In the late 1980s, the *World Wide Web* (commonly known as the Web) was developed to make the Internet user-friendly. Today, the Web is composed of interconnected computers, networks, and network servers, all of which let you provide or use information, see full-color graphics, hear sounds and music, chat with other users, download files, talk online, see visually exciting tours of various places, and more.

Hypertext is the key ingredient of the World Wide Web. Hypertext creates *links* between computer files that can be on the same computer, in the next province, or half the world away. These links create a web of information, hence the name World Wide Web.

A *home page* is the first screen, or page, of a *Web site*. Additional documents at the same site are known as *Web pages*. You can reach them through the home page or via other links. Netscape Navigator's function is as a *Web browser*, a computer program that lets you access home pages and browse through the Web via links.

Navigating Using Links

When you open Netscape Navigator, you see the Netscape Communications Corporation's home page in the content area of the Navigator window. As you scroll down the page, you'll notice underlined or colored words and phrases. These are *hypertext links* that can transport you to various Web sites and pages. Some of the images on the page are also links. Both hypertext links and image links are called *hyperlinks*, as shown in Figure 2-1.

When you point to an image or text link, the mouse pointer changes to a hand pointer. After you use a text link to go to another page, the color of the link changes. This lets you distinguish between followed links and those links you have not yet viewed.

Moving through the Web by going from link to link, often with no particular objective, is called *browsing* or *surfing* the Web. Moving through the Web to find a particular Web page is referred to as *navigating* to the page.

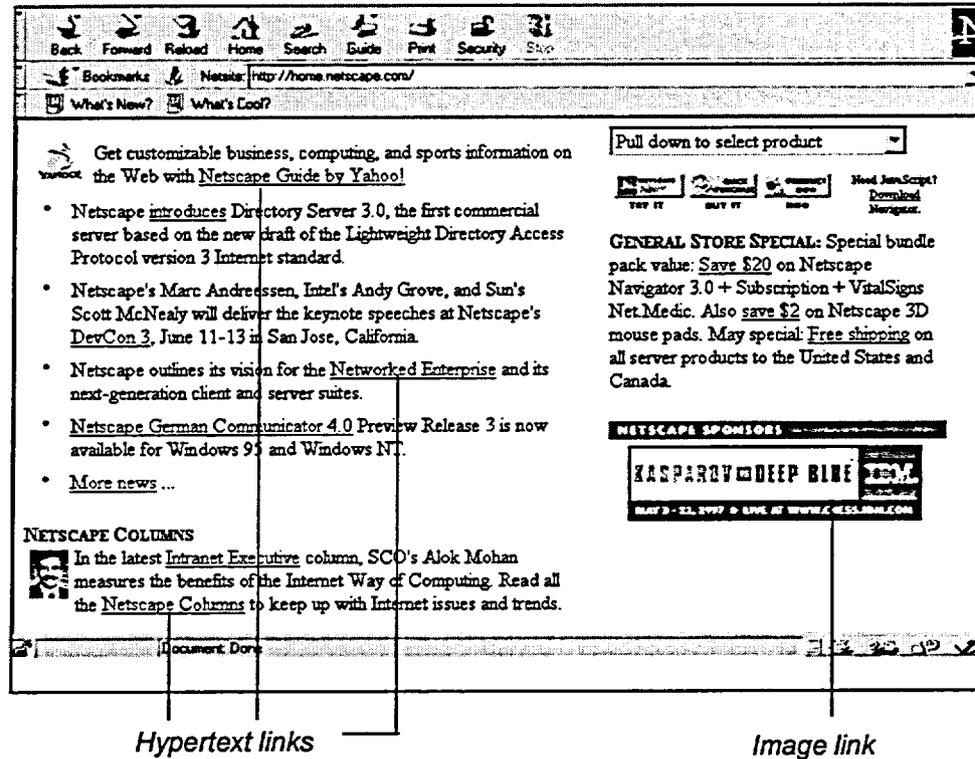


Figure 2-1: Hyperlinks

METHOD

To navigate using links:

1. Click the desired link.

EXERCISE

In the following exercise, you will navigate the Web using links.

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Start Netscape Navigator | <p><i>The Netscape home page appears.</i></p> |
| <ol style="list-style-type: none"> 2. Scroll down the Netscape home page | <p><i>Underlined text, buttons, and images appear.</i></p> |
| <ol style="list-style-type: none"> 3. Point to the hypertext link <u>More news</u>, about two-thirds down the page | <p><i>The mouse pointer changes to a hand pointer.</i></p> |
| <ol style="list-style-type: none"> 4. Click the link | <p><i>The link opens a new page.</i></p> |

5. Scroll down the page and examine the links
6. Click any link
7. Examine the current page, and then click any link

The link opens a new page.

END

Navigating Using the Navigation Toolbar

Several of the buttons on the Navigation toolbar also help you to browse the Web. Table 2-1 describes the Navigation toolbar buttons.

Button	Description
 Back	Displays the previous page.
 Forward	Displays the next page. This command is only available after you have navigated backward using the Back button.
 Reload	Reloads the currently displayed information. Useful for getting updates from fast-changing services such as Dow-Jones.
 Home	Displays the Netscape home page. You can change the home page displayed by choosing Preferences from the Edit menu.
 Search	Displays a page containing a directory of Internet search engine sites and services.
 Guide	Displays a pop-up menu containing links to Netscape pages that offer tools and links for finding information.
 Print	Prints the currently displayed page.
 Security	Displays a page containing security status and related information.
 Stop	Stops a transfer in progress.

Table 2-1: The Netscape Toolbar Buttons

METHOD

To navigate using the Navigation toolbar:

1. Click the Home button to return to the Netscape home page.
or
1. Click the Back button to move back a page.
or
1. Click the Forward button to move forward a page.

EXERCISE

In the following exercise, you will navigate using the Navigation toolbar.

1. Click the Home button *The Netscape home page appears. (The Forward button is dim.)*
2. Click the Back button *The previously viewed page appears. (The Forward button is available.)*
3. Click the Back button *You move back another page.*
4. Click the Forward button *You move forward a page.*
5. Click the Home button *The Netscape home page appears.*

END

Navigating to Web Sites Using URLs

Each Web page has a *Uniform Resource Locator (URL)*, which is an address computers use to identify and locate addresses on the Web. When you open a Web page, its URL appears in the Location field. Notice that the label for the Location field changes; it says Netsite when displaying pages stored on a server that uses Netscape server software, Location when displaying a non-Netscape server page, and Go To when you are editing or entering a URL.

The URL consists of the protocol, server, and, if necessary, the path name of the site. The protocol tells you the method of communicating with the server. For example, *http (Hypertext Transfer Protocol)* means the server is a Web site. The server portion of the URL is the Internet address of the Web site, and the path name is the location of the particular file on the server.

The format is always the protocol followed by a colon and two slashes. The server name is next, followed by another slash, and then the path name. Each segment of the path name is preceded by one slash. For example, look at the URL for the Canada's Parliamentary Internet site shown in Figure 2-2. The last part of the entry, *.html*, stands for *HyperText Markup Language (HTML)*, which is the language commonly used to create Web pages.

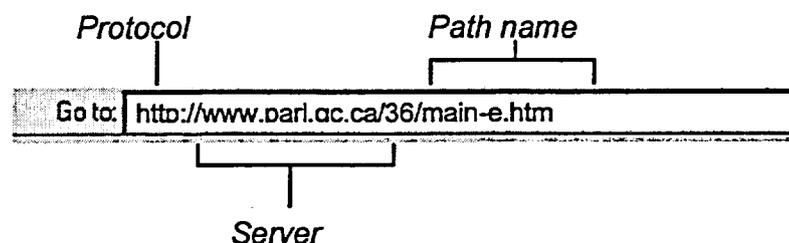


Figure 2-2: A URL in the Location Field

When you get the address of a Web site from a friend, an advertisement, an article, or another source, you can easily navigate to the information by typing the URL into the Location field or the Open Page dialog box, shown in Figure 2-3. URLs are case-sensitive, so use care when typing them.

You can store HTML documents on your local hard disk as well as on a *Web server*. Using the Open Page dialog box lets you browse your disk, rather than having to type the path and file name.

In Navigator, if you do not include the protocol, **http://** will be assumed. If you type only the server name, Navigator will add the prefix **www** and a top-level domain of **.com**. So, for example, if you just typed **shl** into the Location field, Navigator would try to access the URL **http://www.shl.com**.

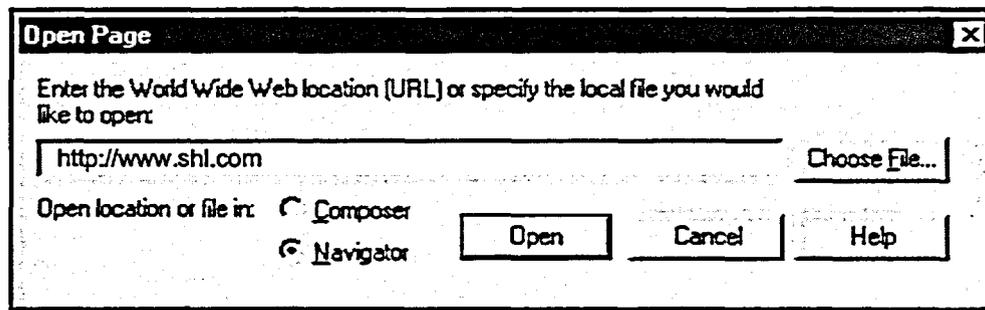


Figure 2-3: *The Open Page Dialog Box*

METHOD

To navigate to Web sites using URLs:

1. On the Location toolbar, in the Location field, type the URL.
2. Press **ENTER**

or

1. From the File menu, choose Open Page.
2. In the Open Page dialog box, in the text box, type the URL.
3. In the *Open location or file in* area, make sure the Navigator option button is selected.
4. Choose Open.

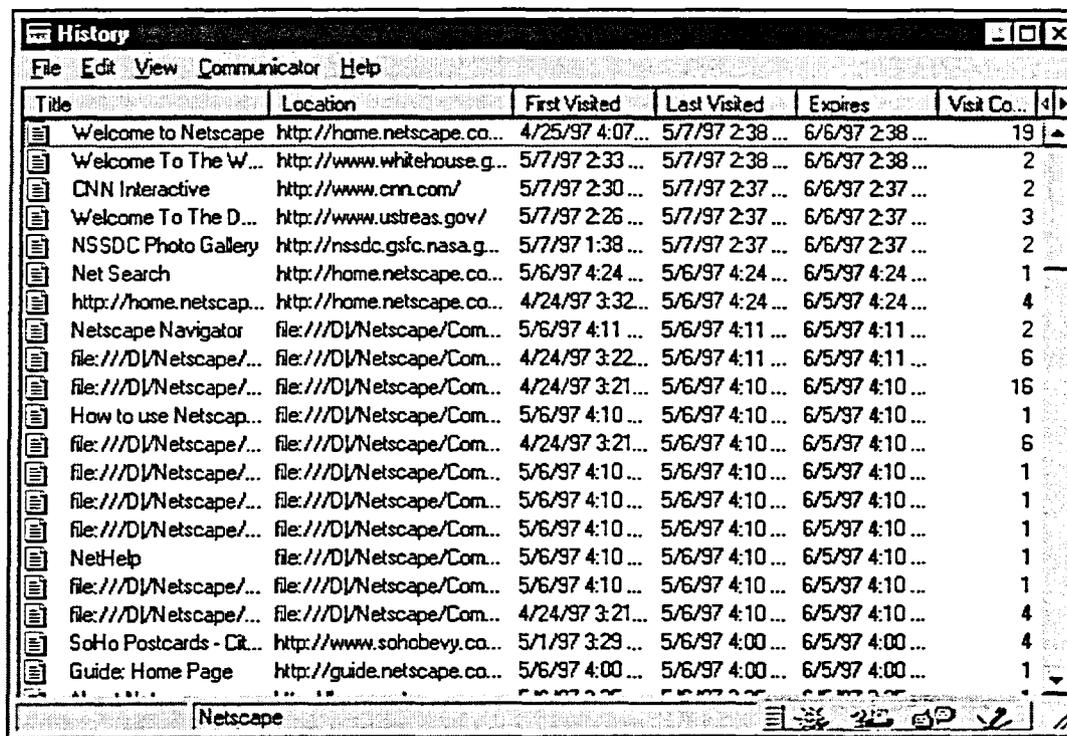


Figure 2-5: The History Window

Unlike the Go menu, the History window is not cleared when you close Navigator. The default is for the History window to retain a list of all sites visited in the last nine days. If you access a page from the History window, the page will open in a new Navigator window.

METHOD

To navigate using the history list:

1. From the Go menu or the Back button pop-up menu, choose the desired page.

To navigate using the History window:

1. From the Communicator menu, choose History.
2. In the History window, double-click the desired page URL.

EXERCISE

In the following exercise, you will navigate using the history list and the History window.

1. From the Go menu, choose the **Canada Site** page *The Government of Canada page appears.*
2. From the Communicator menu, choose History *The History window appears.*
3. Double-click the **Welcome to CBC .ca** URL *The CBC on the Web page appears in a new Navigator window.*
4. Close the CBC Navigator window
5. Close the History window

END

Getting Help in Communicator

Netscape provides you with online help for all the modules in Communicator through the Help menu, shown in Figure 2-6. Some of the items on the Help menu are downloaded from the Internet when you request them. If you are not connected to the Internet when you make one of these selections, Navigator will attempt to make a connection.

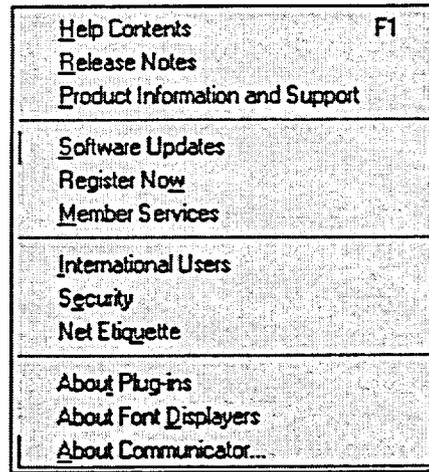


Figure 2-6: *The Help Menu*

When you choose Help Contents, the NetHelp window, shown in Figure 2-7, appears. NetHelp provides help based either on topics you choose or keywords you type.

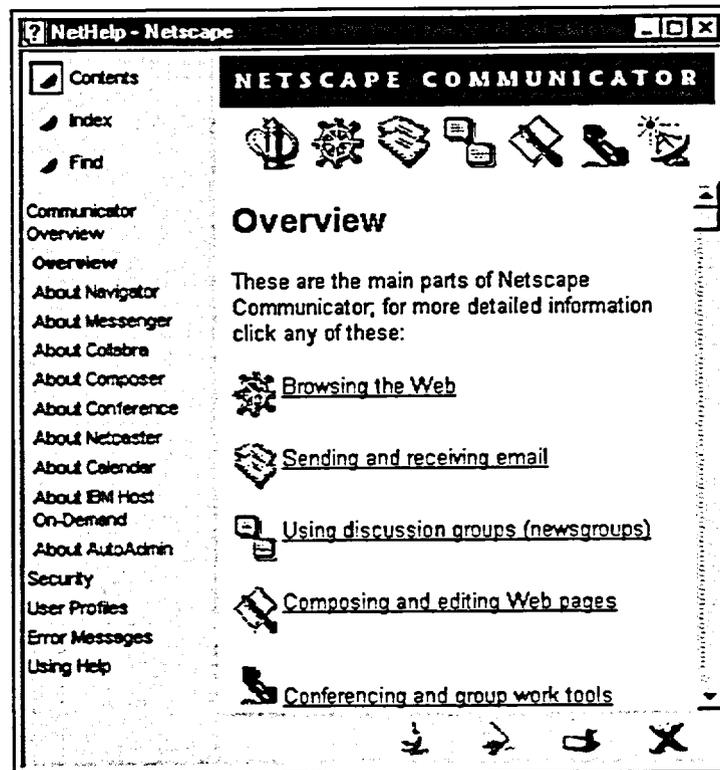


Figure 2-7: The NetHelp Window

The left pane of the NetHelp window contains an outline of the material presented in the right pane of the window. When you choose a topic from the outline pane, the text in the right pane displays information for the topic, and the outline changes to a detailed outline for the topic.

If you click the Index button in the left pane, the Look for text box appears. Type a word here (there is no need to press ENTER) and NetHelp will search its index and then display in the left pane all entries containing the word you typed. Click any of the index entries to view the related help links.

Similarly, when you click the Find button, a dialog box appears. Type a word in the text box and choose Find Next. NetHelp will search all of the help information in the right pane, stopping at each occurrence of your search word.

METHOD

To get help in Communicator:

Link method

1. From the Help menu, choose Help Contents.
2. In the NetHelp window, follow the index and text links to the desired help topics.

Index method

1. From the Help menu, choose Help Contents
2. In the NetHelp window, click the Index button.
3. In the Look for text box, enter a search word.
4. From the index entries that appear, follow a link.

Find method

1. From the Help menu, choose Help Contents
2. In the NetHelp window, click the Find button.
3. In the Find dialog box, type a search word.
4. Repeatedly choose Find Next as necessary.
5. Close the Find dialog box.

EXERCISE

In the following exercise, you will get help in Communicator.

- | | |
|---|--|
| 1. From the Help menu, choose Help Contents | <i>The NetHelp window appears.</i> |
| 2. In the right pane, click <u>Browsing the Web</u> | <i>A more detailed index appears in the left pane and the requested information appears in the right pane.</i> |
| 3. Click the Index button | <i>The Look for text box appears.</i> |
| 4. In the text box, type URL | <i>After a brief delay, the index entries for URL appear.</i> |
| 5. Follow one of the links to view information about URLs | |
| 6. Close the NetHelp window | |

END

Using Bookmarks

As you surf from Web site to Web site, it soon becomes difficult to remember the path you took to get to a specific site or its exact URL. Just as you would use a *bookmark* to save your place in a book, you can create bookmarks to save your place on the Web.

Creating Bookmarks and Navigating Using Bookmarks

When you find a site you might want to revisit, the simplest way to return to the site is to mark it with a bookmark. To create a bookmark, you must first navigate to the page you want to bookmark. Then, drag the *Page Proxy icon*, shown in Figure 2-8, onto the Bookmarks button. You can also create a bookmark by using the Bookmarks button pop-up menu, or by using a pop-up menu in the contents area.

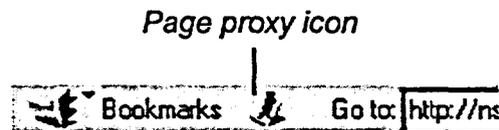


Figure 2-8: *The Page Proxy Icon*

You can navigate by using any bookmark from the Bookmarks pop-up menu that appears when you click the Bookmarks button on the Navigation toolbar. Unlike the list displayed by the Go button, which remembers only recent pages from your current session, bookmarks are permanent.

METHOD

To create a bookmark:

1. Navigate to the page you want to bookmark.
2. Drag the *Page Proxy icon* onto the Bookmarks button.
or
2. On the Location toolbar, click the Bookmarks button.
3. From the Bookmarks pop-up menu, choose Add Bookmark.
or
2. Right-click any blank area of the content area.
3. From the pop-up menu, choose Add Bookmark.

To navigate using a bookmark:

1. Click the Bookmarks button.
2. From the Bookmarks pop-up menu, choose the desired bookmark.

EXERCISE

In the following exercise, you will create bookmarks and navigate using bookmarks.

1. Navigate to **www.dfait-maeci.gc.ca** *The home page for the Department of Foreign Affairs and International trade appears.*
2. Drag the Page Proxy icon onto the Bookmarks button
3. Navigate to **http://www.gc.ca** *The Government of Canada home page appears.*
4. On the Location toolbar, click the Bookmarks button *The Bookmarks pop-up menu appears.*
5. Choose Add Bookmark
6. From the Go menu, choose **Parliamentary Internet** *The Parliament of Canada home page appears.*
7. Right-click any blank area of the content area *A pop-up menu appears.*
8. Choose Add Bookmark
9. Return to the Netscape home page
10. Click the Bookmarks button and examine the bookmark entries *The new bookmarks now appear on the menu.*

11. From the Bookmarks pop-up menu, choose **Parliamentary Internet** *Canada's Parliament home page reappears.*
12. Return to the Netscape home page

END

Deleting Bookmarks

After a while, you might find that a site has moved to a different URL or that you no longer visit the site. You might then want to delete it from your bookmark list.

You delete bookmarks by opening the Bookmarks window, shown in Figure 2-9. You can also use this window to edit bookmark names, rearrange their order, or save a copy of the bookmarks file.

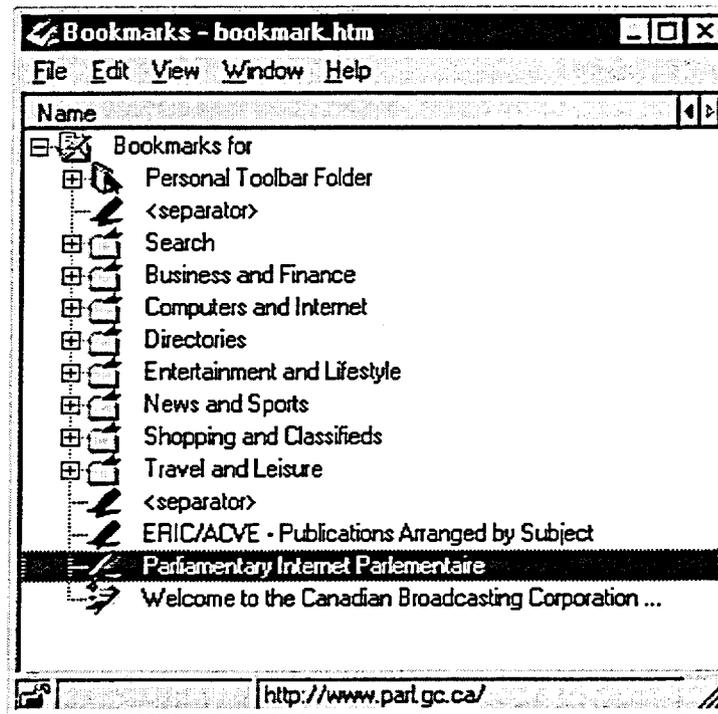


Figure 2-9: *The Bookmarks Window*

METHOD

To delete a bookmark:

1. From the Bookmarks pop-up menu, choose Edit Bookmarks.
2. In the Bookmarks window, select the bookmark to delete.
3. From the Edit menu, choose Delete.
or
3. Press **DELETE**

EXERCISE

In the following exercise, you will delete bookmarks.

1. From the Bookmarks pop-up menu, choose Edit Bookmarks *The Bookmarks window appears.*
2. Select the **Parliamentary Internet** bookmark
3. From the Edit menu, choose Delete *The bookmark is deleted.*
4. Close the Bookmarks window

END

Searching the Web

Where can you find information on the Web about the Boy Scouts? Bugatti automobiles? Hybrid corn? With hundreds of thousands of Web pages available, how do you find information on a particular subject in less than half a lifetime?

To help you find specific information quickly, a handful of companies continually scan the Web. When they find new Web pages, the new pages are classified and placed in databases so you can easily search for information on any topic of interest. Each of these search facilities use slightly different methods to organize this vast body of information.

Searching Using Keywords

Clicking the Search button on the Navigation toolbar displays the search page randomly selected from among four search services. An example, the Infoseek search service, is shown in Figure 2-10. You can use this page to select another search service, or *search engine*, or you can use the provided service.

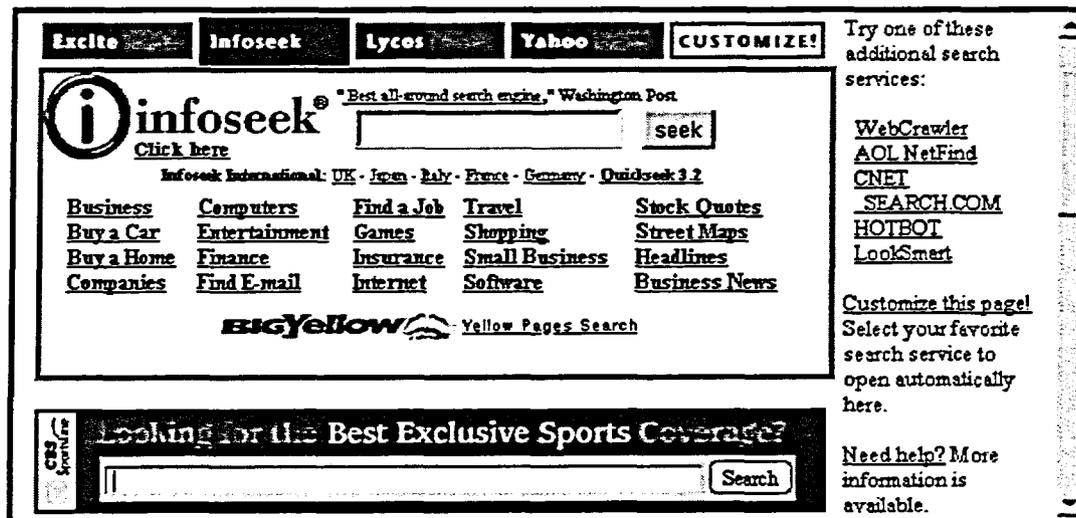


Figure 2-10: The Search Page

Once you've selected a search engine, you can enter keywords or select topics, and then search the Web for matches. Your selected search engine will retrieve matches, or *hits*, for your search criteria. Each hit contains a brief synopsis and a link to the actual site. The more specific your search criteria, the better your chances of finding exactly what you want.

Although each search engine has a slightly different appearance, each has a text box in which you can enter a search word or phrase and a button for you to click to begin the search.

For more complex searches, each search site has its own conventions for specifying search phrases. Table 2-2 shows some of the conventions used by Infoseek, a typical search service.

Syntax	Example	Finds
Capital letters	Richard Smith	Proper name; only initial capped instances of word
Quotes	"World Wide Web"	Words that appear together
Hyphen	Pentium-computer	Words that appear very close to each other in order
Brackets	[travel China]	Words that appear near each other, in any order
Comma	France, DeGaulle	Separate, unrelated proper names
Plus sign	Web +browser	Documents that include this word or phrase
Minus sign	Web -Navigator	Documents without this word or phrase

Table 2-2: Infoseek Syntax Conventions

METHOD

To search using keywords:

1. On the Navigation toolbar, click the Search button.
2. On the search page, if necessary, click the button for the search engine you want to use.
or
2. Accept the default search engine.
3. In the search text box, type the keywords or phrase for your search.
4. Click the Search button. (The name might vary, depending on the search engine.)
5. Use the links to jump to the desired items.

EXERCISE

In the following exercise, you will search using keywords for information on the history of the Internet.

1. On the Navigation toolbar, click the Search button *The search page appears.*
2. If the Excite search engine does not appear, click the Excite button *The Excite search page appears.*
3. In the Search text box, type **Internet-history**
4. Click the Search button *The search begins, and after a moment, a list of hits appears.*
5. Follow a link of your choice *The information appears.*
6. On the toolbar, click the Back button *The list of hits reappears.*
7. Use a link to go to another title *The information appears.*

END

Searching by Topic

Several search engines, such as Yahoo, also divide their data into topical groupings. Like an electronic yellow pages, listings in Yahoo are arranged by topic. Each topic is further divided into subtopics, often for several levels. You can follow the topics and subtopics to find the desired information, as well as do a keyword search.

METHOD

To search by topic:

1. Click the Search button.
2. On the search page, if necessary, click the button for the search engine you want to use.
3. From the topic directory, click a topic.
4. Click subtopics as necessary.
5. Click an item to view.

EXERCISE

In the following exercise, you will search by topic using Yahoo.

- | | |
|---|--|
| 1. Click the Search button | <i>The search page appears.</i> |
| 2. If the Yahoo search engine does not appear, click the Yahoo button | <i>The Yahoo search options appear.</i> |
| 3. Click the topic <u>Computers</u> | <i>A list of subtopics appears.</i> |
| 4. Scroll down the page and click <u>Internet</u> | <i>A list of subtopics appears.</i> |
| 5. Click <u>Resources</u> | <i>A list of pages appears.</i> |
| 6. Click the link <u>Finding People on the Internet</u> | <i>The Finding People on the Net page appears.</i> |

END

Saving and Printing

When you have found the information you need, you might want to keep it for future use. You can save Web pages to disk or print them for future reference.

Saving and Opening Web Pages on Disk

Normally, World Wide Web pages are stored on Web servers connected to the Internet. But Netscape also lets you save Web pages to your local hard disk or LAN server. You can save the pages as Hypertext Markup Language (HTML) files or as text files. If you save in HTML format, the file retains the formatting of the page, except that graphic placeholders replace the page's graphics. If you save in text format, the file contains text only with no formatting.

After you've saved a Web page on disk, you can view the saved file by accessing the File menu and choosing the Open Page command.

METHOD

To save a Web page on disk:

1. From the File menu, choose Save As.
2. In the Save As dialog box, select the drive and folder where you want to save the file.
3. If necessary, in the File name text box, type a file name.
4. In the Save as type drop-down list, select the type of file to be saved.
5. Choose Save.

To open a saved file on disk:

1. From the File menu, choose Open Page.
2. In the Open Page dialog box, in the text box, type the path and file name of the saved file.
or
2. Choose Choose File, and then select the file from the Open dialog box.
3. In the *Open location or file in* area, make sure the Navigator option button is selected.
4. Choose Open.

EXERCISE

In the following exercise, you will save Web pages to your hard drive, and then you will open a saved page.

1. From the File menu, choose **Save As** *The Save As dialog box appears.*
2. Select the **Doc** folder on the **H:** drive
3. In the File name text box, type **people**
4. In the Save as type drop-down list, select **Plain Text**
5. Choose **Save** *The page is saved as a text file.*
6. Go to **http://www.uottawa.ca** *The university of Ottawa home page appears.*
7. From the File menu, choose **Save As** *The Save As dialog box appears.*
8. In the File name text box, type **ottawa**
9. Choose **Save** *The page is saved as an HTML file, and the dialog box closes.*
10. Return to the Netscape home page
11. From the File menu, choose **Open Page** *The Open Page dialog box appears.*
12. Choose **Choose File** *The Open dialog box appears.*
13. In the Open dialog box, select **ottawa.htm**

14. Choose Open

The Open dialog box closes and the Open Page dialog box reappears with the selected file in the text box.

15. Choose Open

The saved file is opened with graphic placeholders replacing the graphics.

END

Printing a Web Page

The printing function in Netscape works like the printing function in any other Windows application. You can print using the Print button on the toolbar or the Print command on the File menu.

METHOD

To print a Web page:

1. On the Navigation toolbar, click the Print button.
or
1. From the File menu, choose Print.
2. In the Print dialog box, change the printer name, range, and number of copies, as needed.
3. Choose OK.

EXERCISE

In the following exercise, you will print Web pages.

1. From the Bookmarks pop-up menu, choose **Parliamentary Internet** *Canada's Parliament home page appears.*
2. Use a link to display a current news story
3. On the Navigation toolbar, click the Print button *The Print dialog box appears.*
4. After your instructor confirms the printer name, choose OK *The article prints.*
5. Return to the Netscape home page

END

Accessing an FTP Server

Lots of free and inexpensive software is available on the Internet at sites called *FTP* sites. FTP (File Transfer Protocol) is one of the older Internet tools. It was originally used to copy files from one mainframe to another. Many FTP sites are now available to the public, and they contain files that you can copy, or *download*, to your computer. Unlike graphical Web sites, FTP sites are text-based. Although you can access many FTP sites through Web links, FTP sites are not part of the World Wide Web.

In the past, users had to log in, or sign on, to the FTP sites with a login name (a user id) and a password. Now, anyone can log on to an *anonymous FTP site* and download files. The user id is “anonymous” and the password is your e-mail address. Netscape enters this information for you automatically when you access an FTP site.

Connecting to an FTP Site

Although Web pages can have links to FTP sites, you must connect to many sites manually. To connect to an FTP site manually, you type the site’s URL in the Location field and press **ENTER**. Netscape takes care of everything else—it connects to the FTP site and logs you in.

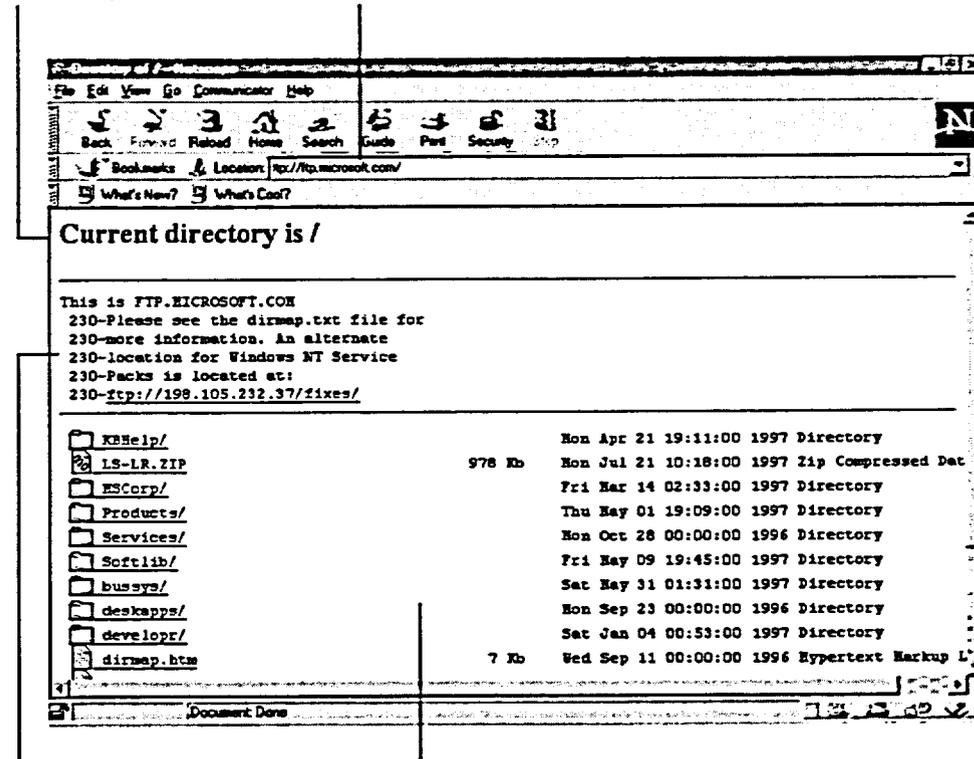
To enter the URL, add **ftp://** to the beginning of the FTP site address. For example, the URL of the FTP site **ftp.netscape.com** is **ftp://ftp.netscape.com**.

After you have connected to an FTP site, you’ll see a screen similar to the one in Figure 2-11. Follow any directions you see on your screen, especially time restrictions. Remember that you are a guest on someone’s system, and you are allowed to use the FTP site only through the good graces of the system administrator.

FTP sites can only handle a given number of users at one time. Many sites are very popular, and it might be difficult to connect to them. Some of the more popular sites list alternate sites, called *mirror sites*, to which you might be able to connect instead. A mirror site has the same information as the main site but is usually less crowded. You should connect to the mirror site located nearest you.

The current FTP directory

The address of the FTP site



Information about the site

Contents of the site

Figure 2-11: A Typical FTP Screen

METHOD

To connect to an FTP site:

1. In the Location field, type the URL of the FTP site.
2. Press ENTER

EXERCISE

In the following exercise, you will connect to an FTP site.

1. In the Location field, type
ftp://ftp.rc.gc.ca
2. Press ENTER

You are connected to the FTP site..

3. Examine the text at the top of the screen
4. Scroll down the screen and examine the contents of the current directory

END

Navigating within an FTP Site

FTP sites are organized with files stored in directories, much like the folders on your computer's hard disk. Navigator identifies files and directories with the icons shown in Table 2-3.

Icon	Represents	Accesses
	Directory	Files or more directories.
	Document	An HTML or Postscript file.
	Generic file	A file that might need to be configured to download to your computer, usually a compressed program file.
	Program file	An uncompressed program file.

Table 2-3: *FTP Site File and Directory Icons*

As you navigate through the directory structure, the first line of the page shows you where you are, as shown in Figure 2-12.

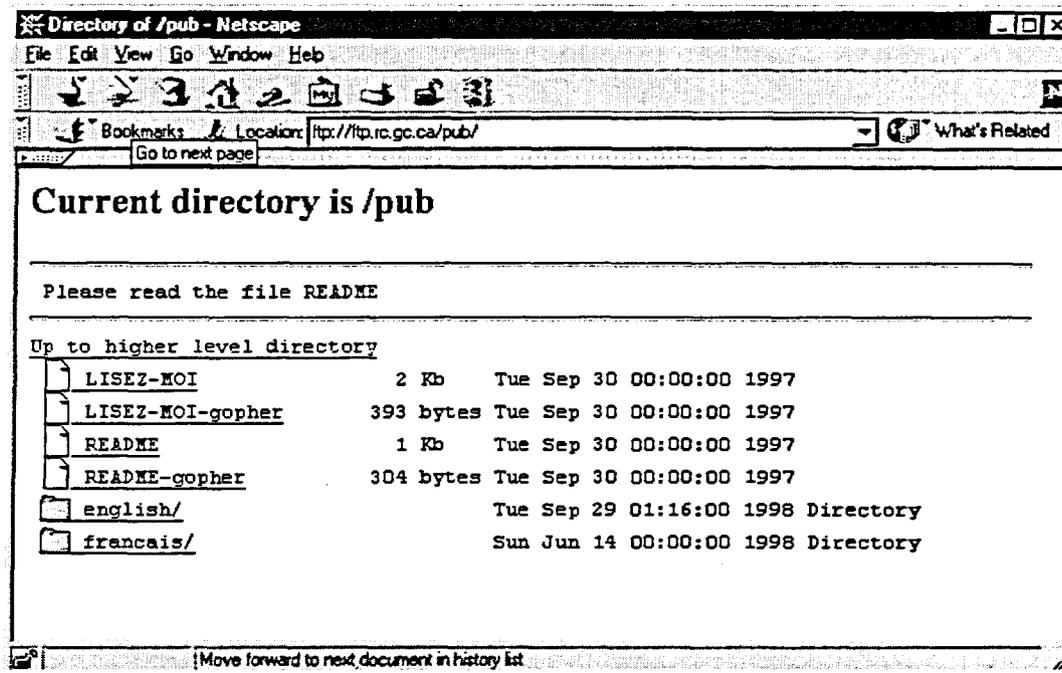


Figure 2-12: The Current Directory Line of the FTP Screen

METHOD

To navigate within an FTP site:

1. To move down a level, click a directory icon or the text to the right of an icon.
or
1. To move up a level, click the text Up to higher level directory.

EXERCISE

In the following exercise, you will navigate within an FTP site.

1. Scroll until you can see the pub directory
2. Click the pub directory
3. Move down one more level into the english directory

You move down to the pub directory.

4. Click Up to higher level directory

*You move up to the **pub** directory.*

END

Downloading Files

Most of the files available on FTP sites are programs, although you will also find text, graphics, video, and music files. In addition, you can find upgrades and patches for commercial software. You can also find the latest driver software for many peripherals, such as video cards and printers. The files you'll find are usually *public domain files*, *freeware*, or *shareware*.

Public domain files have no copyright, and no restrictions on what you or anyone else can do with them. Freeware files are usually copyrighted, but are donated by their designers. You can copy and distribute them freely as long as you include the designer's copyright notice. Shareware files are files you can download and try for a while. If you like what you see and want to continue using the program, you are expected to send a specified fee to the author. In return for this registration fee, the author might provide support, extra documentation, and updates.

After you've connected to an FTP site, downloading a file is a matter of navigating to the correct subdirectory and clicking the icon for the desired file. The files you are most likely to download will be image, music, or video files, compressed programs, and ready-to-run programs. By default, if you download a text file, Navigator simply displays it on your screen. However, if you want to save the file after having read it, you can use the Save As command from the File menu.

Navigator recognizes three download possibilities:

- The download file is an executable program with an `.exe` extension. Navigator displays the Save As dialog box so you can specify a download folder, and then displays the Saving Location dialog box, as shown in Figure 2-13, to inform you of the download status.

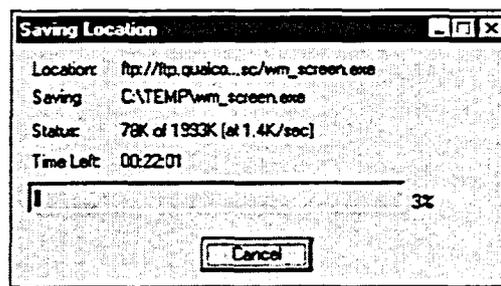


Figure 2-13: *The Saving Location Dialog Box*

- The download file extension indicates it is a file that Navigator knows how to open. Navigator or a helper application or Netscape *plug-in* might be able to play or run the file. Plug-ins are programs invoked by Netscape

when it encounters specialized data. Netscape displays the Warning dialog box, as shown in Figure 2-14, and asks if you want to open the file for use or save it to disk. If you choose to open the file, Navigator downloads it and launches the appropriate application. When the application closes, the file is lost unless you save it from within the application.

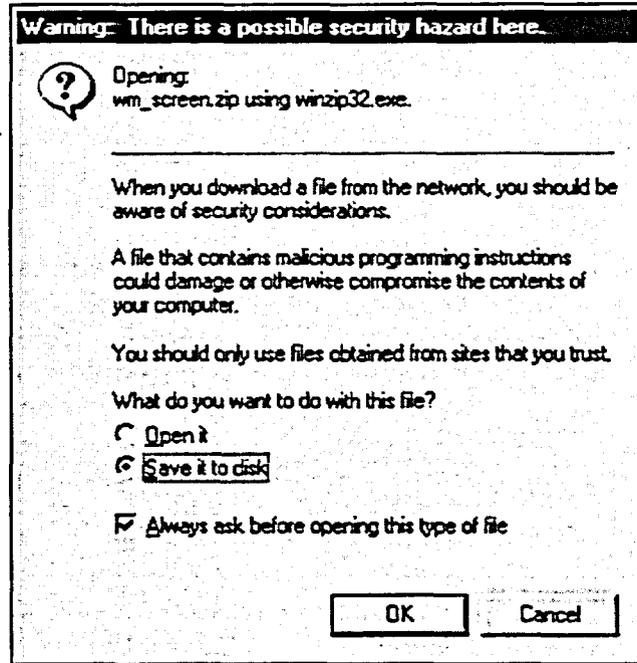


Figure 2-14: *The Warning Dialog Box*

- The download file has an extension that Navigator does not recognize. Navigator displays the Unknown File Type dialog box, shown in Figure 2-15. You can specify the application to use with the file, or just choose to have it saved to disk.

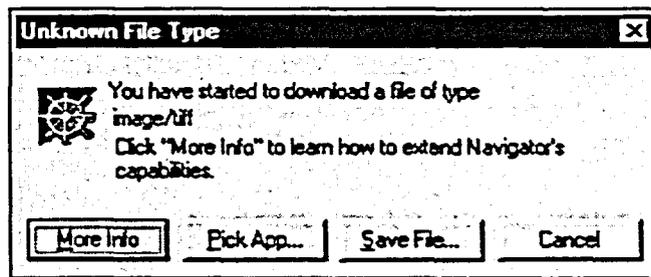


Figure 2-15: *The Unknown File Type Dialog Box*

Because viruses can be passed through the Internet, it's a good idea to run a virus checking program on any program files that you download *before* you run them.

If you download a compressed program file, you will need a program such as WINZIP or PKUNZIP to uncompress the file. You can download both WINZIP and PKUNZIP from the Web.

METHOD

To download an executable file:

1. Navigate to the directory containing the file.
2. Click the icon for the file you want to download.
3. In the Save As dialog box, designate a folder and file name.
4. Choose Save.

To download a file that Navigator knows how to open:

1. Navigate to the directory containing the file.
2. Click the icon for the file you want to download.
3. If, in the Warning dialog box, you choose to open the file, it will be opened in the appropriate application.
or
3. If, in the Warning dialog box, you choose to save the file, the Save as dialog box appears.
4. In the Save As dialog box, designate a folder and file name.
5. Choose Save.

To download a file that Netscape does not recognize:

1. Navigate to the directory containing the file.
2. Click the icon for the file you want to download.
3. In the Unknown File Type dialog box, choose Save File.
4. In the Save As dialog box, designate a folder and file name.
5. Choose Save.

EXERCISE

In the following exercise, you will download a program file.

1. Navigate to the
/eudora/tech_support/windows
directory
2. Click the **mfc402.exe** icon *The Save As dialog box
appears.*
3. Select the **Doc** folder on the **H:**
drive
4. Choose **Save** *The downloaded file is
saved to the **H:\Doc** folder.*
5. Return to the Netscape home
page

END

Section **2** Summary

To navigate using links:

1. Click the desired link.

To navigate using the Navigation toolbar:

1. Click the Home button to return to the Netscape home page.
or
1. Click the Back button to move back a page.
or
1. Click the Forward button to move forward a page.

To navigate to Web sites using URLs:

1. On the Location toolbar, in the Location field, type the URL.
2. Press ENTER
or
1. From the File menu, choose Open Page.
2. In the Open Page dialog box, in the text box, type the URL.
3. In the *Open location or file in* area, make sure the Navigator option button is selected.
4. Choose Open.

To navigate using the history list:

1. From the Go menu or the Back button pop-up menu, choose the desired page.

To navigate using the History window:

1. From the Communicator menu, choose History.
2. In the History window, double-click the desired page URL.

To get help in Communicator:

Link method

1. From the Help menu, choose Help Contents.
2. In the NetHelp window, follow the index and text links to the desired help topics.

Index method

1. From the Help menu, choose Help Contents
2. In the NetHelp window, click the Index button.
3. In the Look for text box, enter a search word.
4. From the index entries that appear, follow a link.

Find method

1. From the Help menu, choose Help Contents
2. In the NetHelp window, click the Find button.
3. In the Find dialog box, type a search word.
4. Repeatedly choose Find Next as necessary.
5. Close the Find dialog box.

To create a bookmark:

1. Navigate to the page you want to bookmark.
2. Drag the Page Proxy icon onto the Bookmarks button.
or
2. On the Location toolbar, click the Bookmarks button.
3. From the Bookmarks pop-up menu, choose Add Bookmark.
or
2. Right-click any blank area of the content area.
3. From the pop-up menu, choose Add Bookmark.

To navigate using a bookmark:

1. Click the Bookmarks button.
2. From the Bookmarks pop-up menu, choose the desired bookmark.

To delete a bookmark:

1. From the Bookmarks pop-up menu, choose Edit Bookmarks.
2. In the Bookmarks window, select the bookmark to delete.
3. From the Edit menu, choose Delete.
or
3. Press **DELETE**

To search using keywords:

1. On the Navigation toolbar, click the Search button.
2. On the search page, if necessary, click the button for the search engine you want to use.
or
2. Accept the default search engine.
3. In the search text box, type the keywords or phrase for your search.
4. Click the Search button. (The name might vary, depending on the search engine.)
5. Use the links to jump to the desired items.

To search by topic:

1. Click the Search button.
2. On the search page, if necessary, click the button for the search engine you want to use.
3. From the topic directory, click a topic.
4. Click subtopics as necessary.
5. Click an item to view.

To save a Web page on disk:

1. From the File menu, choose Save As.
2. In the Save As dialog box, select the drive and folder where you want to save the file.
3. If necessary, in the File name text box, type a file name.
4. In the Save as type drop-down list, select the type of file to be saved.
5. Choose Save.

To open a saved file on disk:

1. From the File menu, choose Open Page.
2. In the Open Page dialog box, in the text box, type the path and file name of the saved file.
or
2. Choose Choose File, and then select the file from the Open dialog box.
3. In the *Open location or file in* area, make sure the Navigator option button is selected.
4. Choose Open.

To print a Web page:

1. On the Navigation toolbar, click the Print button.
or
1. From the File menu, choose Print.
2. In the Print dialog box, change the printer name, range, and number of copies, as needed.
3. Choose OK.

To connect to an FTP site:

1. In the Location field, type the URL of the FTP site.
2. Press **ENTER**

To navigate within an FTP site:

1. To move down a level, click a directory icon or the text to the right of an icon.
or
1. To move up a level, click the text Up to higher level directory.

To download an executable file:

1. Navigate to the directory containing the file.
2. Click the icon for the file you want to download.
3. In the Save As dialog box, designate a folder and file name.
4. Choose Save.

To download a file that Netscape does not recognize:

1. Navigate to the directory containing the file.
2. Click the icon for the file you want to download.
3. In the Unknown File Type dialog box, choose Save File.
4. In the Save As dialog box, designate a folder and file name.
5. Choose Save.

To download a file that Navigator knows how to open:

1. Navigate to the directory containing the file.
2. Click the icon for the file you want to download.
3. If, in the Warning dialog box, you choose to open the file, it will be opened in the appropriate application.
or
3. If, in the Warning dialog box, you choose to save the file, the Save as dialog box appears.
4. In the Save As dialog box, designate a folder and file name.
5. Choose Save.

Self-Check Exercise

1. Exit from Netscape, and restart Netscape.
2. On the Netscape home page, find an image link and click it.
3. Return to the Netscape home page by using the Back button.
4. Use the Open Page menu item to go to <http://www.macleans.ca>
5. Create a bookmark for this location by dragging the Page Proxy icon.
6. Use the Location field to go to <http://www.shl.com>.
7. Create a bookmark for this location by using a pop-up menu.
8. Use Infoseek to search for information about your home town or your alma mater. View one item found.
9. Open Yahoo. Using the Business subdirectory, follow the links to an item of interest. Bookmark your final destination.
10. Use the Go menu to return to the Maclean's page.
11. Display a news story and save it as a text file in the Doc folder of the H:\ drive. Name the file **latenews**.
12. Print the news story.
13. Use the History list to return to the SHL site.
14. Use Help to find information about TCP/IP.
15. Delete all your bookmarks.
16. Return to the Netscape home page.
17. Connect to the FTP site <ftp.mcp.com>.
18. Navigate to the subdirectory `/pub/software/games`.
19. Download the file **mahjon.zip** (the game mahjong) and save it to the **Data** folder of your hard drive.
20. Close Netscape.

Glossary

.gif file A compressed image file format originated by CompuServe. An acronym for Graphics Interchange File format. Usually used for images with low resolution and 256 color or less resolution.

.jpg file A compressed image file format developed by the Joint Photographic Expert Group. Usually used for high-resolution images with high color depth.

address book The Messenger component that stores and organizes the e-mail addresses of the people with whom you correspond.

anonymous FTP site A site that allows any user to access and transfer files to and from the site. FTP sites are connected to the Internet.

bookmark A user-created link to a Web page the user wants to revisit.

browse To explore the linked documents and other features offered by the Internet. Also called surf.

browser A computer program that allows the user to access information available on the World Wide Web.

Collabra The Netscape Communicator component that lets the user correspond with newsgroups.

discussion groups Net-based system for posting messages that can be viewed publicly, and freely responded to.

Domain Name System (DNS) A hierarchical system of Internet addresses used by human beings to identify sites connected to the Internet. The DNS servers on the Internet convert these names in IP addresses usable by Internet routers.

download To copy files from another computer or network to your own computer.

e-mail Electronic mail, used to send messages and documents over a network or the Internet.

e-mail address An electronic mailing address consisting of a user ID followed by an Internet site name.

FAQs Frequently Asked Questions to which answers are provided; a form of online help.

freeware Free software. You can download or copy freeware and use or distribute it freely.

FTP File Transfer Protocol, used to transfer data and program files across the Internet.

gateway A single Internet site through which you can access a variety of sites providing similar services.

headers Summary information for a newsgroup posting that includes the poster, size, date, and subject of the article.

helper application A separate program invoked by Netscape when it encounters a data type with which it needs help. See also plug-ins and viewer.

history list The list of Web sites previously visited during the current Internet session.

hits Items located by a search service that match specified search criteria.

home page The first displayed page of a World Wide Web site, usually used to introduce the subjects available from that site.

http (hypertext transfer protocol) A set of rules governing the transmission of Web pages across the Internet.

hyperlinks Images or text on a Web page that provide quick navigation to other Web sites and pages.

hypertext A link within a text document pointing to another part of the document or to another document.

hypertext links Images or highlighted words or phrases on a Web page that provide quick navigation to other Web sites and pages.

HyperText Markup Language (HTML) The language used to format and control Web documents.

Internet The global "Information Superhighway" consisting of many computers and computer networks linked to each other. The World Wide Web is part of the Internet.

Internet Protocol (IP) address An identifier composed of four sets of numbers separated by periods. Used by computers to identify each machine connected to the Internet.

intranet A network using Internet protocols, but not connected to the Internet. Often used for communication within a corporation or organization.

link The connector between different locations within a document or between different documents. Links appear as graphic images or underlined or colored text on a Web page.

local area network (LAN) A group of computers, printers, and other equipment connected together to share files and devices.

mail server A computer connected to the Internet that receives and stores mail messages that can later be retrieved by the addressee.

Message Center A Netscape tool for managing a folder system so you can store related messages together.

Messenger The component of Netscape Communicator that manages the use of electronic mail, or e-mail.

mirror site An alternate FTP site containing the same information and set up; used when the main FTP site is overcrowded.

modem connection An indirect connection to the Internet. The modem and telephone line connect to an Internet provider's computer, which provides access to the Internet.

navigating Moving from link to link in the World Wide Web, searching for a particular site or topic.

Navigator The component of Netscape Communicator that enables users to explore the World Wide Web.

network connection A direct connection to the Internet through a UNIX or Windows NT workstation.

news server A mainframe computer that stores newsgroup information and distributes it on request.

newsgroups Public discussion groups on the Internet. Also known as UseNet newsgroups.

newsreader A program that reads and organizes discussion group postings and facilitates posting to such groups.

off-line Disconnected from the Internet. You can download mail and news messages to your system, and then read and process them off-line, when you are no longer connected.

packets Small units of data sent through a router to their destinations. Each packet contains data, the source address, and the destination address.

parent A directory or folder containing the child directory or folder. The parent is one level higher in the directory structure.

plug-ins Separate (helper application) programs invoked by Navigator when it encounters video, sound, or other specialized data.

post To submit an original article or follow-up message to existing articles in a newsgroup.

protocol An agreement between two or more computers or networks concerning the hardware and software standards to be used for communication between them.

public domain files Files with no copyright or restrictions.

router A device that selects the most efficient route over which to transmit information and through which data packets are sent to their destinations.

search engine Software available on the Web to search the Web for specific information.

shareware Software you are allowed to download and try before you buy it. If you decide to continue using it, you are expected to send the programmer a fee.

subscribe To sign up to receive news from a specific newsgroup.

surf Explore or browse from link to link, from page to page, or from site to site on the Internet and the Web. A surfer (a person) uses a browser (a program) to explore the Net.

TCP/IP (Transmission Control Protocol/Internet Protocol) A protocol that enables different types of computers running different types of operating systems to communicate with one another.

thread In a newsgroup, an article with its associated responses.

threaded message In a newsgroup, an original message and one or more replies to that message, displayed as a group.

top-level domain The DNS designation for the site from which a sub-domain is accessing the Internet. Inside the U.S., the code usually identifies a type of organization. Outside the U.S., the code identifies the country to which the sub-domain network belongs.

Uniform Resource Locator (URL) The address used by computers to define a desired location in the Web.

UseNet A network protocol for distributing discussion group articles. It was in existence before the Internet.

UseNet newsgroups Public discussion groups on the Internet. Usually referred to just as newsgroups.

Web page The documents available from a Web site. One page from every site is designated as the home page for that site, and this is the page to which your browser goes when you enter the site's address in the Location field.

Web server A computer connected to the World Wide Web that stores and distributes Web pages.

Web site A computer or network from which information is sent over the Internet using HTML.

World Wide Web A global information and communication network consisting of interconnected sites storing and exchanging data formatted in HTML.

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