NetCruiser Help Contents

NetCruiser is your Internet Travel Agent, designed to help you move easily through the global Internet.

Within Help, <u>click</u> on the **Contents** button to return to this display.   Use the scroll bar to see entries not currently visible in the Help window.   Click on the **Search** button to search for specific topics.   To learn how to use Help, press F1 or choose How to Use Help from the MS Windows Help menu.

***NetCruiser* Menu: <u>File</u>   <u>Edit</u>   <u>View</u>   <u>Internet</u>   <u>Settings</u>   <u>Window</u>   <u>Help</u>**

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Registration: Getting Started

Please use the **Getting Started Help** icon in the NETCOM window to see registration information.

Clicking your mouse

NetCruiser uses the customary Windows method of selecting items: clicking your mouse.

To select an item from the tool bar, place the <u>cursor</u> directly on the button representing the action you wish to perform.   Click your left mouse button.   This means push on the mouse button until you hear the slight clicking sound.   The sound indicates that you have sent a signal to the program.   If you have used the Windows Control Panel to reverse the actions of your mouse buttons, of course you will need to click the right button instead.

To read an article or an email message, to select a newsgroup, etc., you have to click your mouse twice.   This is called **double-clicking**.

To use the Menu rather than the toolbar

Similarly, place your cursor on the menu item that contains the action you wish to perform. Click your left mouse button to display the pull-down menu.   Move the cursor to the action you want and click your mouse again.

To use the keyboard with the Menu

Make the Menu bar active by pressing the ALT key.   Then press the underlined letter in the menu name to display the pull-down menu you want.   To choose a command, press the underlined letter in the command name.

To cancel a choice before executing it

To cancel a command choice (exit from a pull-down menu), place your cursor outside the menu box and click, or press the ESC key.

Login ID or Username

This name should be eight (8) or fewer characters.   It should begin with an alphabetic character.   This field is not case sensitive;   all alphabetic characters are converted to lower-case letters prior to the authorization process, but this name will be displayed as you enter it on the login screen in all mail messages and netnews articles.   You should not use special characters like ! @ # $ % ^ & * ( ) { } [ ] \ | < > ? / ~ ' ".   Your name will need to be unique among NETCOM users.   The authorization process will notify you if you select a name that is not unique, and you will need to select another **Username**.   Select a **Username** that will be meaningful to you and your potential electronic correspondents (this name forms a part of your email address).

Login Password

This word should be 6 or more characters.   Your password should contain UPPER and lower case alphabetic characters.   Your password should contain numbers or special characters. Your password should not be a word that can be found in *any* dictionary (regardless of language) in either direct or reverse order.

If *NetCruiser* login displays the message, "Username or Password Incorrect - Try Again", check to ensure that the CAPS LOCK key is not inadvertently set on.

Completing the Registration

Please use the **Getting Started Help** icon in the NETCOM window to see registration information.

Connecting to the Registration Server

Please use the **Getting Started Help** icon in the NETCOM window to see registration information.

Selecting a network access number

If you want to change the number you wish *NetCruiser* to dial via your modem, select **Settings** from the *NetCruiser* menu, and then select **Phone Number**.   Enter the phone number in the **Dial** dialog box.   Remember to enter any necessary prefixes, long distance access numbers, or area codes. Click   the **OK** button to store your selections.

If you would like to see a list of possible network access numbers, including their geographical locations and area codes, click the **Directory** button.

The Directory display contains several dialog choices.   If the access number you select requires the number "1" to access the long distance telephone network, click the **Requires a 1 before the Number** box.   If you wish to include the area code in the number your modem will dial, click the **Keep Area Code** box.   If you are required to dial a number to reach an outside line, enter that number in the **Prefix** box.

Click the **OK** button to store your selections.   *NetCruiser* will display the number it has constructed from your selections.   If the number is correct, click the **OK** button.   Your input will be saved to the **netcom.ini** file in your WINDOWS directory.   If the number is not correct, either enter the correct number in the **Dial** dialog box, click the **Directory** button again, or click **Cancel**.

File Menu Commands

View Text File

View Graphics File

Download New Version

Exit   **Ends *NetCruiser* session and disconnects the modem.**

Open File

When you ask to view a file, you will be presented with the <u>File Dialog</u> window asking which file to open.   *NetCruiser* can open only files stored on your local computer.   You can use <u>www</u>, <u>gopher</u> or <u>ftp</u> to transfer/download files from network sites to your computer.   Your saved mail and news files are also on your computer

View a text file

If you open a TXT file, the text viewer will be invoked and the contents of the file will be displayed.   You may use the <u>window management</u> actions to resize, move, or close the text display.

View a graphics file

If you open a GIF file, the GIF viewer will be invoked and the contents of the file will be displayed.   You may use the window management actions to resize, move, or close the GIF display.

If you open a JPG file, the JPG viewer will be invoked and the contents of the file will be displayed.   You may use the window management actions to resize, move, or close the JPG display.

For more details about specifying a file to be viewed, click <u>here</u>.

Close command (via Control Menu)

The Control Menu is activated by clicking on the command box (the square one with the outlined hyphen in the middle of it) at the left of the titlebar of your application.   This menu allows you to manipulate the application window (maximizing, minimizing, moving, sizing your application window).

The Close command closes the currently-open file or *NetCruiser* application, like View File or Read Mail.   The Close command closes only one window at a time.   A window can also be closed by double-clicking on the command box (in the upper left corner of the window).

To close all windows at the same time, choose the **Exit** command from the File Menu or click on the Close command in the Control Menu for *NetCruiser* itself, the square box in the far upper left corner of the *NetCruiser* window.   When you exit from *NetCruiser*, your modem will be disconnected and your display will return to MS Windows.

File Dialog

This dialog is the usual Windows file selection dialog.

Drives: The entry in the bottom center, under **Drives**, specifies the disk drive.   The default is your hard drive.   If you want to use a different drive, <u>click</u> on the down arrow at the right side of this box.   You will see the pull-down list of drive choices for your computer.   It will show at least your a: (floppy) drive and c: (hard) drive.   Click on your choice.

Directories: The pane in the center, under **Directories**, specifies the directory that will be used.   You can change the choice by scrolling through the list and double-clicking on different directories or subdirectories.

Retrieving a file -- List Files of Type and File Name: The entry at the bottom left, under **List Files of Type**, specifies the filename extension for the type of file you want to see.   The default for text files is **.txt**.   The default for graphics files is **.bmp**.   If you want to change this default, click on the down arrow at the right side of this box.   You will see the pull-down list of file extensions.   Scroll through this list and click on the one you want to use.

The pane in the middle left section of this window is the list of all files in the selected directory with the extension(s) that you have chosen.   Use the scroll bar or your arrow keys to move through the list of available files.   Click on the one that you want to use, and the name will be moved to the **File Name** box in the upper left of the window.   When this entry is what you desire, click on **OK** to accept the entry.

Storing a file -- List Files of Type and File Name: If you are specifying a file where information from a <u>WWW</u>, <u>gopher</u>, or <u>ftp</u> download is to be stored, *NetCruiser* will show a suggested file name.   You can either accept this suggestion or type a different name in the **File Name** text box.

To see a detailed example of how to click in the file selection window, click <u>here</u>.

File Dialog Example

Let's look at the steps that you would use to view the first news article that you saved in the **c:\netcom\news**   directory.

In the main *NetCruiser* menu, <u>click</u> on **File**.   In the pull-down menu, choose **View text file**. The File Dialog window that appears will contain a directory pointer above the Directories text box.   Let's suppose that it shows   **c:\netcom\upgrade**.   You want to change this to point to the news directory.

In the center window showing file folders and directory names, you will see

    c:\
        netcom
            upgrade

To change this to a list of all of the subdirectories within the netcom directory, double-click on the **netcom** line.   The display in this pane changes to

    c:\
        netcom
            backup
            mail
            news
            upgrade

To change to the news directory, double-click on the **news** line.   You will see the new path at the top of the window: **c:\netcom\news**.   The saved news articles have the filename extension **.msg**, so click on the down arrow at the right side of the **List Files of Type** box, and then click on the **.msg** line.   All of the files in the news subdirectory with the .msg extension are listed in the **Files** pane.   To choose the first article, click on the line **00000001.msg**.   This name will be moved to the File Name box.   Click on **OK** to view this file.

Download New Version

This command starts the process of upgrading your version of *NetCruiser*.

This process begins by comparing the version control information stored with your copy of *NetCruiser* and the version control information stored with the current version on the NETCOM server.   A download dialog display is presented.   If the version number at NETCOM is more recent than the version number stored with your copy, you can choose to continue the download process by clicking the **Download** button.   If the version number at NETCOM is the same as the version number stored with your copy, the download buttons will not be enabled and you can not use this process;   you will see a message that you already have the latest version   Click on the **Exit** button.

If there is a more recent version available, information about the size of the new version, the estimated time it will take to download to your computer, and a gauge illustrating the percentage of completion are displayed.   After you have clicked on **Download**, a text box will appear and list the progress of the new files being transferred to your computer.

At the successful completion of the download, you will be asked if you wish to complete your upgrade now.   If you choose "no", then you will need to run the *NetCruiser* **Upgrade** program at some later time.   If you choose "yes", then a message reminding you that all *NetCruiser* sessions will be closed is displayed.   Click the **Upgrade** button to continue.   All sessions you have open will be closed, and the Upgrade program will be started.   When Upgrade has completed successfully, *NetCruiser* will list the new features and enhancements of the newly installed version on your display.   You can use the scroll bar to look at the information that is in the new feature and enhancement list.   Click **Exit** when you are done.

You can **Restore** to your previous version of *NetCruiser* using the Upgrade program, too.   You will be asked to confirm your decision.   Clicking **Yes** will cause *NetCruiser* to copy the version stored in the Backup directory to the current directory.   When Restore has completed successfully, *NetCruiser* will display a status message.   Clicking **No** will cancel the restoration.   Click **Exit** when you are done.

Downloading or restoring versions does not change the contents of your Address Book, USENET newsgroups reading list, or WWW and gopher bookmark files.

Edit Menu Commands

Cut   This command removes the selected information and puts it on the <u>clipboard</u>.   This command is available only when information has been selected.

Copy   This command copies the selected information to the <u>clipboard</u>.   This command is available only when information has been selected by highlighting it.

Paste   Choose this command to insert a copy of the information from the <u>clipboard</u> at the <u>cursor</u>.   If text is selected, the information from the clipboard replaces the selected text.   This command is not available when the clipboard is empty or when the selected information can not be replaced.

Delete   Choose this command to delete the selected information.   The deleted information is not placed on the <u>clipboard</u>.

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Select Paragraph Choose this command to select the current paragraph (up to a blank line) and make it available for processing by other edit commands.

Reformat Paragraph   F2 This command reformats the currently selected paragraph.   (Not yet implemented)

Select All   Choose this command to select everything in the window pane and make it available for processing by other edit commands.

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Copy to   Choose this   command to copy the selected information to the specified file.   (Not yet implemented)

Paste From   Choose this command to paste the selected information from the specified file.   (Not yet implemented)

Clipboard: A temporary staging area for cut or copied information.   The clipboard holds the information until you cut or copy another selection to it or you exit from MS Windows.

Cursor: This is the symbol on your display screen which represents your logical position within *NetCruiser*.   The cursor can be either an arrow, a hand, a vertical bar, an hourglass, or some other symbol.   The arrow represents places where you can click your mouse.   The hand points to a green link where you can click to jump to new information.   The vertical bar represents a place where you provide input from the keyboard.   If material may be inserted or replaced, it will be inserted or replaced from this point.   If you may select material, the selection will start from this point.

The hourglass is shown when *NetCruiser* is working on the function that you have selected. It tells you that, even though the screen may not have changed, your request has been recognized and is being processed.

View Menu Commands

Sort by   In **Read USENET News**, *NetCruiser* lets you select the order in which it will present the news articles.   *NetCruiser* starts displaying articles in **Article number** order.   When you are in **Read USENET News**, this **Sort by** function is enabled, and you may change to **Subject** order or **Sender** order.   Select the order you prefer by clicking on your choice.   If you select a new order, it will be in effect starting with the next newsgroup that you read.

The advantage of Subject order is that articles on the same topic will be displayed in order, so you can follow them like a conversation.

The advantage of Sender order is that you can quickly scroll through the article header list to read articles from a particular person.

Article numbers are assigned as articles are posted.   So, to read articles in the order they have been posted to the newsgroup, choose Article number order.

Toolbar   The *NetCruiser* toolbar is the bar which shows buttons (icons) representing *NetCruiser*   applications.   If you click on a button with your mouse, *NetCruiser*   will start that application.   This menu choice toggles the toolbar display itself.   If you make this choice, you hide the toolbar if it is displayed or show it if it was hidden.

Status Bar   The *NetCruiser* status bar is displayed across the bottom of your *NetCruiser* display.   It contains a brief description of the command or action that will be executed if you click your mouse at the cursor location.   This menu choice toggles the status bar display itself.   If you make this choice, you hide the status bar if it is displayed or show it if was hidden.

Observing the Rules of the Road

When you drive an automobile from one town to another, you need to be aware that the rules of the road may be slightly different in each area through which you travel. There may be differences in where you are allowed to park, in whether turning right on a red light is permitted, or in speed limits, for example. When you traverse the Internet, the same sorts of things can differ, depending on the network and the host systems you are using. Some hosts and services only permit a certain number of connections at one time and will refuse any more until some of the resources being used are freed. Some networks allow commercial messages; some do not allow them. NETCOM has *Terms and Conditions* by which you agree to abide. The rules for this network are spelled out there. It is a good idea to read and be familiar with these rules.

In general, usage policies for connected networks and services are posted on each service or host. Read the "message of the day" or "banner" messages at the entrance to each service. These messages will tell you of policy changes or locations.

In all cases, it is illegal (against the law) to use networks for illegal purposes.

<p align="center">-more-</p>

Copyright

Remember that copyright law and intellectual property right law still apply even though materials may not be represented in some physical form like paper.   The materials obtained under license from news services, for example, may be not altered or used without permission. A shareware computer program obtained by downloading from a program archive may ask for a registration fee as part of its license agreement.   You are obligated to pay the fee if you use the program.

Commercial Use

What about commercial use? Material traversing the NETCOM network and the interconnected networks of the Commercial Internet eXchange (CIX) explicitly may contain commercial transactions.   Currently (early 1994), commercial use of certain other networks, particularly the NSFNET, that have significant support from the United States federal government can be restricted to only that activity in support of research and education. Unfortunately, the definitions of support, commercial, research, and education are not really clear, and such definitions as do exist are changing.   In general, the best thing to do is to be aware that there are restrictions and try to abide by the Acceptable Use Policy (AUP) of each network.   Consult with the associated authority if you are in doubt about your proposed usage.

For-Fee Services

Some services use the Internet to deliver you to their *front door* and then begin charging for their use; others do not charge.   Services that charge for their usage are well-marked.   You will need to make account arrangements with these services before you can use them.   There will be *signs* at the front door of these services to tell you how to open an account.

-more-

A few words about "netiquette"

The American Heritage Dictionary defines etiquette as "the practices and forms prescribed by social convention or by authority."   It lists etiquette, propriety, decorum, and protocol as being roughly equivalent words which refer to codes governing correct behavior.   **Netiquette** is, if you will, the personal protocol that helps us be a part of the networked society.   Such protocols are not, unlike the remainder of the TCP/IP protocol suite, necessarily written down, but they are essential to the well-being of the society as a whole.   Netiquette provides the guidelines that allow us, for example, to agree to disagree.   Mostly, being a good networked citizen is to be a responsible person: to not waste resources; to be aware of and observe restrictions that are placed on some Internet resources; to observe the posted rules; and to remember that on the net, you are in public.

A more complete discussion of Netiquette written by Arlene Rinaldi of Florida Atlantic University is available in the NETCOM public ftp-space:
ftp://ftp.netcom.com/pub/netcom/netiquette

Your privacy is protected by your *NetCruiser* password.   Choose a strong password, and change it occasionally using **Settings** and **Change Password**.   Do not leave your computer unattended while *NetCruiser* is running, and do not let anyone watch you log in and enter your password.   Do not include compromising information such as your phone number, address, password, or vacation dates in a public forum like USENET articles.   These and other privacy and safety ideas can be found in an on-line article by Hilarie Gardner using WWW to **gopher://gopher.well.sf.ca.us** and choosing Community and Advice about Privacy and Security for People New to Cyberspace.

A note about case sensitivity and other operating system differences.

Each computer and network in the global Internet operates in its own environment.   You will see many different kinds of operating systems and commands used.

UNIX

In many cases, the systems are running the UNIX operating system.   UNIX began in a time of very slow computer terminals for use by people who were not good typists.   Consequently, good command interface design consisted of maximum information conveyed in very few keystrokes.   This led to the single letter, case sensitive command structure that makes it difficult to learn UNIX quickly.   UNIX systems also are case sensitive in the Login ID or Username.   The Login ID must be lower case in most UNIX environments.   File names, on the other hand, accept both upper and lower case letters.   To retrieve a file correctly, if you are typing in the file name rather than clicking on the name in a list of files, you must enter its name exactly.

For help with UNIX commands, you can use the *NetCruiser* World Wide Web client via the URL to **http://alpha.acast.nova.edu/UNIXhelp/TOP_.html**.   This web server provides information about UNIX and how to use it.

Other Systems

Non-UNIX systems have their features, too.   IBM MVS and VM systems, for example, can not have file names longer than 8 characters per name segment, leading to some interesting names where vowels are deleted so that the file name can convey something about the content of the file.   These systems, however, treat upper and lower case commands equally, giving the same result no matter how the command is entered.

Electronic Mail: Exchanging messages with other people

About Email

Electronic mail is the most commonly used service on the Internet.   It allows the user to send a message to another computer without requiring that the receiving person be "at home" or logged into the destination computer system at the time the destination system actually receives the email.   Thus, email is more like "talking" to an answering machine or a voice mail system than it is like a telephone conversation.   It is called email because it is similar to the mail that the postal service delivers.   You put it into an envelope and address it, and the network delivers your email.   You may not necessarily know when the email is read.   However, if you address your message incorrectly, you do get it back in your mailbox.   Your message is also returned if the network is unable to deliver your email.   (This is called ***bounced*** mail because it bounces back to you.)

There are many different electronic mail systems that use the Internet as a delivery service.   Some electronic mail enters or leaves the Internet from the commercial information providers like CompuServe and MCIMail.   Most email enters or leaves the network from an email system on a <u>connected</u> network node.   These email systems are supported by a local computing system administration and are chosen based on criteria important to the local service area or business.   Any email system that allows <u>internet addressing</u> may traverse the Internet if the networks are configured correctly.   Here is more information about <u>addresses and domain names</u>.

Network Connection

A network connection is the point at which a host computer is connected to a network.   The point can be at an individual workstation or at a connection of one network with another network.

IP or Internet Addressing

In email discussions, an IP or Internet address is one that contains a user name and an address, separated by the @ character.   This usually looks like **luke.skywalker@saloon.tatooine.com** or **p.leia@academy.endor.org**.   An Internet email address has two parts: the leftmost part (to the left of the @) is the <u>username</u> or Login ID of the person.   The rightmost part (to the right of the @) is the name of the <u>domain</u> and possibly a network within that domain or a host computer within the domain.

Your email address is the Username you chose as part of your <u>registration process</u> and the domain **netcom.com**, so your correspondents should send email messages to you at the address

   Username@ix.netcom.com

An IP address is organized with the larger network in the leftmost sections and the individual connection at the rightmost part of the address.   The types of IP addresses are organized into classes of network addresses.   A *Class A* network is one that can connect hundreds of thousands of connections.   These networks have IP numbers which have low numbers, e.g. 54, in the leftmost portion of the IP address.   A *Class B* network, represented by the leftmost two groups of numbers, is one that can link about 64,000 network connections.   A *Class C* network, represented by the leftmost three groups of numbers in an IP address, can link 255 network connections.   Class A numbers are not assigned very often, as there are only 255 possible Class A networks.   One of the connections at NETCOM has the IP address: 192.100.81.114.   The 114 part of the address describes the actual connection between the computer and the network, but the remainder of the address describes the unique networking path to reach the connection.

The Domain Name System -- DNS

The Domain Name System organizes names into hierarchies similar to the directory structures in a computer file system.   In a fully qualified (complete) domain name, the rightmost part is the top level domain, either a type of organization or a country.   As you read in from the right part of the name, the name gets more specific until you reach the name of the individual host computer.

rubens.anu.edu.au

is the name of a computer.   It is in Australia (geographically based domain = au), in the educational area (edu), at the Australian National University (anu), and the host computer is named rubens.

The domain name for NETCOM is **netcom.com**.   The geographical part of the domain (United States or **.us**) is implied.   The domain is in the commercial arena (**.com**).   The company part of the domain name is **netcom**.   There are individually-connected computers within the NETCOM domain, for example, netcom8.   The fully qualified domain name for that connection is **netcom8.netcom.com**.

Domains and Hosts -- names and addresses

Network connections on the Internet have names and addresses that obey certain conventions.   For computers, the names conform to the conventions of the Domain Name System, which maps an Internet Address to the more easily remembered host and domain name.   The Internet Protocol (or IP) Address is a set of numbers that expresses the exact connection between a computer and the network on the Internet.   It is easier to understand Domain naming, however, if you look at an IP address first.   IP addresses have four sets of numbers (octets) separated by periods or dots.   These combined parts are unique on the network and allow the network to know specifically which computer is to receive which electronic packet as well as specifically from which computer the electronic packet came.

The computer is known as a *host*, and the IP address, its network connection, is known as the *host address*.   The IP address is difficult to remember, is easy to mis-enter, and will not necessarily remain the same if someone needs to reorganize their network.   The recognition of the difficulty with these addresses brought the Domain Name System (DNS), which maps IP addresses to a set of names.

Nongeographic Domains

There are six (6) common domain types that are nongeographical:

.com   for commercial organizations, e.g. netcom.com, apple.com, sun.com, etc.

.net   for network organizations, e.g., internic.net

.gov for parts of governments within the United States, e.g., nasa.gov, nsf.gov, etc.

.edu   for organizations of higher education, e.g., sjsu.edu, ucsc.edu, mit.edu, etc.

.mil   for the military, non-classified networks (the classified networks are not interconnected), e.g, army.mil, etc.

.org for organizations that do not otherwise fit into the commercial, educational designations, e.g. eff.org, farnet.org, etc.

Geographic Domains

The geographically based top-level domains use two-letter country designations specified by the International Standards Organization (ISO 3166).   For example, **.us** is used for the United States, **.ca** for Canada (not California!), **.uk** or **.gb** for the United Kingdom or Great Britain, and **.il** for Isreal.   A complete list can be found at **is.internic.net**.   Using WWW, look at **http://www.internic.net**, and choose "Information Services", "About the Internet", and "Global Internet Information".   The information about Country Codes is located at ISO 3166 Country Codes.   You can also see a list using anonymous ftp to **ftp.is.internic.net** and looking at "infoguide", "about-internet", and "global".   If you gopher to **is.internic.net**, choose "InfoSource", "Internet Information for Everybody", and then the "Internet size and conneectivity" area.

The Gopher Server at gopher.psg.com has excellent information about country connectivity. Gopher to gopher.psg.com and look at the countries and codes by selecting Networking Computers, Connectivity, and Country Connectivity by ISO code.   This server also provides an email service for obtaining information about particular countries.   To use this service, send email to server@gopher.psg.com.   In the body of your message, send the phrase **send country/<country.code>**.   For example, to see information about Germany, your message should be:

send country/DE

How to read your email

From the *NetCruiser* toolbar, <u>click</u> on the **Read Electronic Mail** icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **Read Mail -- In**.

NetCruiser   will display the **Select A Folder** dialog box.   A list of available folders will be displayed.   To see new mail, click on the **Inbox** folder name.   There will be a short pause while *NetCruiser* collects information, called headers, about your email from the NETCOM computer which acts as a post office.   If you want to read and work with your **Saved Messages**, click on the Saved Mail folder name instead.

NetCruiser will display the email reading screen with its special toolbar.   The menu at the top of the *NetCruiser* display will change;   the **Mail** menu will be added.   The commands that appear there include the commands that appear in the Read Mail toolbar.

The email-reading display will be presented with three parts: a message area, a display header area, and a message display area.   If you have selected your Inbox folder, the initial message says "connecting to mail server".   This message is replaced by a "getting headers" message and a count of bytes being transferred to your computer.   The display header window pane displays message header information for each message in your Inbox.   The message display window pane is where you read your messages.

If you have selected the Saved Mail folder, the headers from those messages will be read from your hard drive and displayed in the display header area.

To read a message in the header display, move the cursor to the message you wish to read, and double-click on it.   The selected message will be retrieved and displayed in the lower pane of the read-mail window.   You can <u>select multiple messages</u>.

You may then choose a mail command from the toolbar or the menu:

<u>**Reply**</u> to the message

<u>**Forward**</u> the message

<u>**Save**</u> the message

<u>**Delete**</u> the message

<u>**Undelete Deleted Messages**</u> restores deleted messages.

<u>**Next message**</u> moves you to the next message header in your header list.

<u>**Address Book**</u> opens your address book.

<u>**Done**</u> returns you to the *NetCruiser* application from which you started Read Mail.

Read next message

Clicking this button or choosing this command during Read Mail closes the currently selected message and presents the next selected message in the message display window.   This command has no effect if you have not selected multiple messages.

Address Book

The Address Book provides storage for people's email addresses so that you don't have to type them in each time you want to send mail to these people.

Entering new addresses   To enter new addresses, from the main *NetCruiser* display, select **Internet** and then **Address Book**.   When the Address Book window appears, select **New Entry**.   When the Edit Address Book Entry window appears, enter the Name, Email Address, and (optionally) Comments, and then <u>click</u> on **OK**.   The **Tab** key moves the cursor between the text boxes and buttons.

Making changes   If you want to change an Address Book entry, click on the entry to select it,, and then click on the **Edit** button.   When you have finished making changes in the **Edit Address Book Entry** window, click on the **OK** button.

Similarly, if you want to delete an entry, click on the entry to select it and then click on the **Delete** button.

When you have finished making all Address Book entries, click on the **Done** button.

Using the Address Book   When you start to send a message from Send Mail or from Read Mail (Reply or Forward), *NetCruiser*   presents the Address Mail To... dialogs.   To select an address from the Address Book, scroll among the addresses you have stored.   Click the appropriate button just above the Address Book list to select the type of correspondence this is: main recipient(s) -- **To**; copied recipient(s) -- **Cc**; or recipient(s) of blind carbon copy -- **Bcc**.   Click **Use** to move the address to the Email Recipient list.

Selecting Multiple Items

You can select a group of items: files, directories, articles, or messages.   Before you can select them, they must be visible in a window.   To select a single item, <u>double-click</u> on the item name.

To select two or more items in sequence, click on the first item you want to select. Then press and hold down SHIFT while you click on the last item in the group.   To select two or more items out of sequence, press and hold down CTRL while you click on each item.

If you have selected items you do not want, you can cancel your selection.   Press and hold down CTRL while you click on the selected item to unselect a single item.   To unselect all items and make a new selection, simply click your mouse on the item you want.

Other multiple-item commands include:

HOME	Move to the first item in the list
END	Move to the last item in the list
SHIFT+HOME	Extend the selected items to the first item in the list
SHIFT+END	Extend the selected items to the last item in the list
CTRL+SLASH (/)	Select all items in the list
CTRL+BACKSLASH (\)	Cancel all selections

Window Management

You can manage your *NetCruiser* windows by using the Windows management buttons or by using the Control Menu located in the upper left hand corner of your window.

Resizing the session window

You can make a window smaller so that you can view more than one window at a time, or larger to see more of the contents of the document.

You can leave *NetCruiser* temporarily to work in another application by reducing the *NetCruiser* window to an icon.   This moves *NetCruiser* out of the way, but you can quickly reopen it by double-clicking the icon at the bottom of the screen..   To reduce the *NetCruiser* window to an icon, click the **Minimize** button on the application title bar.

To size a window by using the mouse, do one of the following:

To expand the window to its maximum size, click the Maximize button on the application, or double-click on the title bar of a window that is smaller than full display size.

To change the size of the window, point to the border of the window you want to size.   When the cursor changes to a double-headed arrow, drag the border until the window is the size you want.

You can not move or size a window that has been enlarged to its maximum size.

To size a window by using the keyboard:

If the window is enlarged to its maximum size, restore it to its original size by pressing ALT+HYPHEN to open the document Control Menu or ALT+SPACEBAR to open the application, and then choose **Restore**.

From the document or application Control menu, choose **Size**.

When the cursor changes to a four-headed arrow, use an arrow key to select the border you want to move.   For example, press the UP ARROW key to select the top border.

When the cursor changes to a double-headed arrow, press the arrow keys until you move the borders as much as you want.

If you need to return the window to its original size, press ESC.

When you finish changing the size of the window, press ENTER.

You can change only one window border at a time. To change more than one border, repeat the above procedure.

To move a window:

You can move a window to a different location on the screen.   Point the cursor inside the window's title bar.   Press and hold down the left mouse button.   Move the mouse to drag the window to a new location.   When the placement is what you want, release the mouse button.

Multiple windows

It is sometimes helpful to have several *NetCruiser* features operating at the same time. You can open one window, resize and move it, open a second window, and resize and move it. *NetCruiser* provides a quick method for seeing two windows at once;   select **Window** from the main menu and **Tile Vertical** or **Tile Horizontal** from the pull-down menu.

Reply to the message

Clicking this button or choosing this command opens a **Send Mail** window with "Include original mail in reply" dialog.   Click the **Yes** button to include the original message.   Click the **No** button to have a blank message area.

The Send Mail window pane is presented.   The address of the previous sender will be displayed in the To: box.   If you wish to edit the address of the recipient or to add additional recipients, click on the **To:** button.   The Address Mail To... dialogs will be presented. Completing them will address your message to your intended recipient(s).

If you are replying to a message from a mailing list, be certain that the address in the **To:** box is the one that you intend.   You may want to send your reply to the whole list, or you may want to send your reply only to the person who posted the message.

Your email address will automatically be added to your message so that your correspondent can, in turn, reply to your message.

In the message display window pane, you enter any message you wish to send.   The original message is also displayed in the window pane if you requested it.   You can use the *NetCruiser* editor to add, delete, change, or move any of the text.   You can also copy in text created in other editors from the clipboard.   See the instructions for the Edit menu for more information about the editor.

If you want to keep a record of your messages,you can send a copy of the message to yourself by adding your email address to the recipient list.   *NetCruiser* also puts a copy of your outgoing messages in the directory at C:\NETCOM\MAIL\OUTBOX (or other directory where you have stored the *NetCruiser* programs) which you can access using   File   and View text file.

When you have completed your message, click the **Send** button.   *NetCruiser* will connect to the mailer and send your message.   If you have not maximized the Send Mail window, a Sending Message icon will be displayed during the mail sending process.   When the icon disappears, the mail will have been sent.   If you have maximized the Send Mail window, a Sending Message pop-up window appears showing the byte count as the message is being sent and a "Sending Message" status line.   When the status line changes to "Message sent", the mail will have been sent.

If you no longer wish to send the message, click the **Cancel** button.   You will be asked to confirm if you wish to cancel.

Either **Send** or **Cancel** will complete your Send Mail activity and return you to the *NetCruiser*application from which you started the Read Mail activity.

Forward the message

Clicking this button or choosing this command opens a **Send Mail** window.   On top of the Send Mail display, the Address Mail To... dialogs will be presented.   Completing them will address your message to your intended recipient(s).

Your email address will automatically be added to your message so that your correspondent can, in turn, reply to your message.

In the message display window pane, you enter any message you wish to send.   The currently selected message is displayed in the window pane above the location where the cursor is initially placed.   You can use the *NetCruiser* editor to add, delete, change, or move any of the text.   You can also copy in text created in other editors from the clipboard. See the instructions for the Edit menu for more information about the editor.

If you want to keep a record of your messages, you can send a copy of the message to yourself by adding your email address to the recipient list.   *NetCruiser* also puts a copy of your messages in the directory at C:\NETCOM\MAIL\OUTBOX (or other directory where you have stored the *NetCruiser* programs) which you can access using   File   and   View text file.

When you have completed your message, click the **Send** button.   *NetCruiser* will connect to the mailer and send your message.   If you have not maximized the Send Mail window, a Sending Message icon will be displayed during the mail sending process.   When the icon disappears, the mail will have been sent.   If you have maximized the Send Mail window, a Sending Message pop-up window appears showing the byte count as the message is being sent and a "Sending Message" status line.   When the status line changes to "Message sent", the mail will have been sent.

If you no longer wish to send the message, click the **Cancel** button.   You will be asked to confirm if you wish to cancel.

Either **Send** or **Cancel** will complete your Send Mail activity and return you to the *NetCruiser* application from which you started the Read Mail activity.

Save the message

While you are looking at a message in the message display area, you can save this message to your computer's hard drive in the Saved Mail folder by clicking on the diskette icon.

A diagnostic message will appear telling you that the message has been saved.   Click **OK** or press ENTER to clear the diagnostic message from your display.

You can look at your saved messages by choosing Saved Mail from the folder list in the Read Mail Toolbar.   Messages are saved as individual text files.   To see them outside of the email program, choose View text file from the File Menu.   In the NETCOM directory, choose the Mail directory.   You will see the messages listed in the available file list.   Messages are saved with the **.msg** file name extension.   The file names are assigned in ascending order starting at 00000001.   The full path to the first saved message is

C:\NETCOM\MAIL\00000001.MSG

Delete the message

Clicking the Trashcan button or choosing this command deletes the currently selected message.   A pop-up window will ask you to confirm that you do want to delete the message.

The message header will be removed from the list of headers in the header display pane and the message will also be erased from the message display pane if it was shown there.   The remaining message headers will be not renumbered.   Inbox messages are not actually deleted from the NETCOM mail server until you exit from Read Mail by clicking on the Control box and selecting the Close command.   If you do not exit from Read Mail in this way, the messages that you deleted still will be present on the server and will be displayed for you the next time that you open your Inbox.   Messages that are deleted from the server can not be recovered.

Multiple messages can be deleted by highlighting multiple message headers and then clicking the Trashcan button.   The pop-up window will show the count of messages that you have selected and ask for confirmation.

Undelete Deleted Messages

Choosing this command restores all messages that you have deleted from your Inbox during this Read Mail session and then exits from Read Mail.   A pop-up window will ask you to confirm that this is what you want to do.

NetCruiser does not actually delete any of your incoming messages from the NETCOM mail server until you exit from Read Mail, so this function simply removes any indication that any messages were to be deleted.

Return to previous *NetCruiser* application:

There are two ways to exit from Read Mail:

1) From the main *NetCruiser* display, choose the **Mail** menu and then choose **Done**.

2) Click on the Control Menu box in the upper left corner of the titlebar.   This menu includes the Close command.   Select **Close.**

Either of these methods closes the window panes, confirms deletion of headers with the NETCOM servers, and returns you to the *NetCruiser* application from which you started the Read Mail activity.

How to send email

From the *NetCruiser* toolbar, <u>click</u> on the outbox icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **Send mail -- Out**.

On top of the Send Mail display, the <u>Address Mail To...</u> dialogs will be presented.   Completing them will address your message to your intended recipient(s).

Your <u>email address</u> will automatically be added to your message so that your correspondent can, in turn, reply to your message.

In the message display window pane, you enter any message you wish to send.   The currently selected message will be displayed in the window pane if you are replying to a message (if you requested it) or forwarding a message.   You can use the *NetCruiser* editor to add, delete, change, or move any of the text.   You can also copy in text created in other editors from the clipboard.   See the instructions for the <u>Edit menu</u> for more information about the editor.

The *NetCruiser* editor provides automatic word wrap at the indicator at the bottom of the ruler above the text pane.   The default position, 72, can be changed by clicking on the indicator and dragging it with the mouse to a new position or by clicking in the ruler at the desired new location.   If the indicator is moved, all text is reformatted to reflect the new right margin.

You can add header information at the top and/or a signature at the bottom of each message. To learn how to do this, click on <u>headers</u> or <u>signature</u>.

If you want to keep a record of your messages, you can send a copy of the message to yourself by adding your email address to the recipient list.   *NetCruiser* also puts a copy of your outgoing messages in the directory at C:\NETCOM\MAIL\OUTBOX (or other directory where you have stored the *NetCruiser* programs) which you can access using   File   and View text file.

When you have composed your message, click the **Send** button.   *NetCruiser* will connect to the mailer and send your message.   If you have not maximized the Send Mail window, a Sending Message icon will be displayed during the mail sending process.   When the icon disappears, the mail will have been sent.   If you have maximized the Send Mail window, a Sending Message pop-up window appears showing the byte count as the message is being sent and a "Sending Message" status line.   When the status line changes to "Message sent", the mail will have been sent.

If you no longer wish to send the message, click the **Cancel** button.   A confirming dialog box will appear.   If you choose **Yes**, your action will be canceled.   If you choose **No**, you will be returned to composing your message.

Either **Send** or **Cancel** will complete your Send Mail activity and return you to the *NetCruiser* application from which you began the Send Mail process.

Entering email addresses

NetCruiser will present the Address Mail To... dialogs.   The Enter Email Mail Address Here dialog is in the upper left.   If you are not using an entry from your address book, you may enter the address of your correspondent here.   If you want to send your message to more than one correspondent, enter the addresses separated by commas (,).   Click the appropriate button to select the type of correspondence this is: main recipient(s) -- **To**; copied recipient(s) -- **Cc**; or recipient(s) of blind carbon copy -- **Bcc**.   Click **Use** to move the address(es) to the Email Recipient list.

To select an address from the address book, select the address by scrolling among the addresses you have stored.   Click the appropriate button to select the type of correspondence this is: main recipient(s) -- **To**; copied recipient(s) -- **Cc**; or recipient(s) of blind carbon copy -- **Bcc**.   Click **Use** to move the address to the Email Recipient list.

The Email Recipient dialog lists the address for each recipient you have chosen and the type of correspondence.   If, when you review the list, you discover that you have made an error, you can change the recipient list by deleting a selected recipient or by selecting a recipient for Editing.   Click the **Delete** button to remove a recipient from the list.   Click the **Edit** button to move the recipient from the recipient list to the Enter Email Address Here... dialog.   Once *NetCruiser* has moved the recipient from the list to the dialog box, you can change it in any way necessary.

When you have completed the address list for your message, click **OK** to return to the Send Email display.   If you click **Cancel**, you will be returned to the *NetCruiser* application from which you began the Send Mail process.

For more information about finding email addresses, click here.

Interesting email addresses

EMAIL to the White House

For those of you who would like to communicate with the current United States executive officer, the Clinton Administration has encouraged you to email the president or the vice president with your thoughts on the issues that affect us all.   Do not expect to get other than a form reply yet, but you can address your comments to

president@whitehouse.gov

vice.president@whitehouse.gov

You can receive a summary of White House press releases.   To find out more, send email to **publications@whitehouse.gov** with the body of the message containing "send info" (do not include the quotes).

Almanac email information service

The United States Department of Agriculture operates an email information service called Almanac.   To find out more about it, send email to **almanac@esusda.gov** with the message "send guide" (no quotes).   The message "send catalog" (no quotes) will ask the server to send you a catalog of available information.   The USDA also operates a gopher server at **cyfer.esusda.gov:70**.

Books for young people

Scholastic Press, a publisher of books for young people, maintains a mailing list for reviews of new and interesting books.   It is called the **BookBrag** mailing list.   The address for the mailing list server is bookbrag-request@scholastic.com.   Send an email message to this address with the body of the message

subscribe bookbrag <yourfirstname> <yourlastname>

i.e.,   subscribe bookbrag Jane Doe

There is more information about mailing lists here.

Talking Back to National Public Radio

If you have wanted to talk back to NPR, here are a few addresses of specific programs

Talk of the Nation/Science Friday	scifri@aol.com
Fresh Air	freshair@hslc.org
Weekend All Things Considered	watc@clark.net
Weekend Edition/Sunday	wesun@clark.net

Using Email for discussions

Michael Conner announced to the newsgroup **rec.arts.books** the formation of a Shakespeare reading group.   The group reads one play per month.   The first half of the month is spent in reading the play individually, the second half of the month the play is discussed by email. Volunteers take turns leading the discussion.   Feel free to join, volunteer as a leader, or just lurk and learn.   Everyone is welcome.   Send email to **YORTMTC@henson.cc.wwu.edu** if you are interested.

Lurking

Lurking describes the activity of reading mailing list posts and newsgroup articles without participating in the group.   Lurking is a recommended activity, at least for the first few weeks that you read in a particular area.   Taking the time to see the kind of discussion that occurs in a particular networked community will give you an idea of the type of posting to which the community likes to respond.   For more on appropriate posting, see the discussion on netiquette.

Finding email addresses

Your email address is **username@netcom.com**

One good way to find an exact email address for a correspondent is to ask your correspondent to send you an electronic message.   Then you can use the Reply function of Read Mail to send a message.   Note the address from which the message came and save it for future reference.

Another reliable method to discover the email address of another Internet user is to ask them what it is.   If you are unable to do that, there are some methods that can be used to help you. In most cases, directories that are available on the Internet require you to look in the directory of some geographic or organizational association; there is not yet any Internet-wide directory.

If you have a correspondent associated with a college or a university, there is a <u>FAQ</u>   which describes methods of finding email addresses.   It is available via <u>ftp</u> to **ftp.qucis.queensu.ca** in the directory **/pub/dalamb/college-email** which you can type into the text box at the top of the ftp window.   It is also available from **rtfm.mit.edu/pub/usenet-by-group/news.answers/mail/college-email**.   These extensive files are posted periodically to USENET <u>news</u> in the **soc.college** or **news.answers** newsgroups.   Remember you can also read ftp files from within the <u>World Wide Web</u>   by opening a <u>URL</u> as **ftp://ftp.qucis.queensu.ca/pub/dalamb/college-email**

and the downloaded file is not stored on your computer's hard drive.

<p align="center">-<u>more</u>-</p>

Using NETFIND

Mike Schwartz from the Computer Science Department of the University of Colorado has developed a seeker program which tries to locate email addresses.   This program, NETFIND, uses features of <u>TCP/IP</u> <u>protocols</u>.   It builds a database of searchable domains and looks among them for specific users.   To use NETFIND, <u>telnet</u> to **bruno.cs.colorado.edu** and login as **netfind**.   If the server is too busy, it will return a display that lists all the NETFIND servers. Try to pick a server that is less likely to be busy given your local time of day.   For example, if you are in Nevada, try a NETFIND server that is in Europe (9 hours time difference) or Australia (17 hours plus one day time difference) in order to enhance your chances of obtaining a connection.   One alternate NETFIND server, running in Australia, is **archie.au**.

Once connected to the NETFIND server, you will be shown a brief menu.   If you know some significant part of your correspondent's domain name, choose SEARCH from the menu, by typing the correct number choice for SEARCH.   After you press the ENTER key, NETFIND will present a search prompt.   Enter the name of your correspondent and some significant words from his/her domain name,   for example, **skywalker** and **hoth**.   NETFIND will search its database of domains for a domain name containing **hoth**.   It builds an intermediate search result of all the appropriate domains.   If there are too many domains for NETFIND to process well, it asks you to choose some from among a list.   Enter the number for each of the domains you wish searched.   NETFIND then checks each of the computers within the search result for a user with the name **skywalker**.   The program will return the best information it can.   It looks at the information provided by <u>finger</u> and other <u>TCP/IP</u> utilities and builds a best attempt at an email address.   You might get a response that contains (among other information):

```
  skywalker@hoth.com is a mail forwarding address.  skywalker can
most likely be reached at lukes@farm.tatooine.org
```

If you do not have enough information about a domain, you can use the NETFIND SEED search from the main menu to see which domains NETFIND can search.

When using NETFIND, it is best to give the less used words and to give several words so that the search engine has a better chance of finding the information you are seeking.

<div align="center"><u>-more-</u></div>

netmailsites

The Merit Network maintains a database of sites that can receive email via the Internet, BITNET, or UUCP.   If you search the database with a part of an address, the server will return the full site name.   To use the database, <u>telnet</u> to **hermes.merit.edu**; at the prompt enter **netmailsites** and follow the instructions.

<div align="center">-<u>more</u>-</div>

Using address directories in gopher

The NETCOM main gopher menu includes a selection which points to several different types of electronic address directories.   Choose WorldWide Directory Services and look at the choices.   Read the descriptions and the help information provided to see if one might fit your needs.   Choose among the entries for the directory most likely to fit your needs.   To learn more about gopher, <u>click</u> <u>here</u>.

<p align="center">-<u>more-</u></p>

Searching for USENET addresses

If you think your correspondent has ever posted to USENET News, you might be able to find their address if you know a little about their name and address.   Send email to **mail-server@rtfm.mit.edu** with the message

   send usenet-address/name

Name is one or more space-separated words.   This server works better when you give it more material with which to work, so you should list all the words you think might appear in the address.   Neither the order of the words nor their case is important to the server.

You can send multiple requests in one email message.   Each request should appear on a separate line.

The server may return more than one match.   It will never return more than 40 matches.

For more information, send a message containing

   send usenet-addresses/help

<div align="center">-more-</div>

The IBM Mail Exchange Directory

Advantis and the IBM Information Network provide email access to the IBM Mail Exchange directory server.   The IBM Mail Exchange allows its subscribers to exchange mail with a wide range of office systems.   The directory contains address book details of those subscribers to the service who have granted public access to that information.   It contains entries for users (typically commercial users) in more than 60 countries.

The server supports searching on

   Name (last name, first name or initial)

   Userid (IEA)

   Organization name

   Telephone number

   Country

You specifiy one or more keywords and parameters in the body of an email message to

   whois@ibmmail.com

The server answers several basic styles of query:

   WHOIS Sm*   will retrieve results for names beginning with the characters Sm.

   WHOIS !userid   will retrieve results for the Userid userid.   Note that Userid searches need to begin with the ! character.

   WHOIS Smith   followed by
   Phone 813*   will retrieve results with the name Smith and a telephone number beginning with 813.   The wildcard character (*) can be used at the beginning or the end of a telephone number, but not in both places.

   WHOIS Smith
   ORGANIZATION ABC   will retrieve results with the name Smith from the ABC organization.

   WHOIS Smith
   COUNTRY US   will retrieve results with the name Smith and the country code US.

Send HELP in the body of your message for more instructions.

Click here for information about addressing email messages.

FAQs -- Frequently Asked Questions (and their answers) are documents written to explain aspects of the net.   Some of the more generally useful FAQs are posted periodically to the newsgroup **news.announce.newusers**.   Read them using the <u>Read Usenet News</u> function.   There is a <u>World Wide Web</u> page that uses <u>hypertext</u> to display the USENET FAQs.   You can read that page via the web at

http://www.cis.ohio-state.edu/hypertext/faq/usenet/FAQ-List.html

Addressing email messages

To another Internet User

If the person to whom you wish to send email is known as: **p.leia** at **base.endor.org**, you put the address **p.leia@base.endor.org** in the To: line of your electronic mail message.

To an America On-Line User

If the person to whom you wish to send email is known as: **H Solo**, you put the address **hsolo@aol.com** in the To: line of your electronic mail message.   Be sure and enter all lower case letters and remove all spaces from the name.   AOL messages can be shortened to 32,000 characters (8,000 characters for PCs).   AOL changes all non alphabetic and numeric characters to spaces except for the newline character.   AOL users are limited to 75 pieces of Internet mail in their mailbox at one time.   In an emergency, you can request assistance by sending electronic mail to postmaster@aol.com.

To an AT&T Mail User

If the person to whom you wish to send email is known as **solo**, you put the address **solo@attmail.com** in the To: line of your electronic mail message.

To a BITNET User

If the person to whom you wish to send email is known as **chewie@site**, you put the address **chewie@site.bitnet** in the To: line of your electronic mail message.

To an MCI Mail User

If the person to whom you wish to send email is known as **Han Solo (123-4567)**, you can send it to **1234567@mcimail.com** or **HSolo@mcimail.com** (if HSolo is unique) or **Han_Solo@mcimail.com** (if Han Solo is unique), or to **Han_Solo/1234567@mcimail.com** (if Han Solo is NOT unique).   Be sure and use the underscore character between the first and last names.   The underscore is frequently found as a shifted hyphen near the right side of the keyboard in the line with the number keys.

To a CompuServe Mail User

If the person to whom you wish to send email is known as **71234,567**, enter the address as **71234.567@CompuServe.com** in the To: field.   You can enter compuserve addresses as any combination of upper and lower case letters.

To a Genie User

If the person to whom you wish to send email is known as **solo**, enter the address as **solo@genie.geis.com** in the To: field.   To reach the Genie postmaster in an emergency, send email to: postmaster@genie.geis.com

To a NASAMAIL User

If the person to whom you wish to send email is known as **chewie**, enter **chewie@nasamail.nasa.gov** in the To: field.   To reach the NASAMail postmaster in an emergency, send email to: naic@nasa.gov or telephone +1 205 544 1771 or +1 800 858 9947. These addresses soon are expected to be: **chewie@center.nasa.gov**   where "center" is where they work.

To a Prodigy User

If the person to whom you wish to send email to is known as C3po, enter the address as **C3po@prodigy.com** in the To: line.   In an emergency, you can reach the Prodigy system postmaster by sending email to: postmaster@prodigy.com

To a SPRINT-Mail User

If the person to whom you wish to send email is known as Han Solo at Millenium, enter the address as **/G=Han/S=Solo/O=millenium/ADMD=TELEMAIL/C=US/@Sprint.COM** in the To: field.   You can obtain help by telephoning +1 800 827 4685

For information on sending mail to other networks

This information came from The *INTER-NETWORK MAIL GUIDE* modified and (C) 1994 by Scott Yanoff (yanoff@alpha2.csd.uwm.edu), Original Copyright (C) 1992 by John J. Chew. The guide is available via anonymous ftp to: **ftp.csd.uwm.edu** in the /pub directory.   The file is named internetwork-mail-guide.   The guide can also be read using WWW to **http://alpha.acast.nova.edu/cgi-bin/inmgq.pl**.

This file documents methods of sending email from one network to another. It represents the aggregate knowledge of the readers of the newsgroup **comp.mail.misc** and many contributors elsewhere.

Mail reflectors, mailing lists, and list servers

Mailing lists are a specialized type of email, a hybrid of email (which is individual) and netnews which is seen by many.   Lists are delivered specifically via email to the individual mailboxes of the individuals who subscribe to the list.   You can choose   to participate in many mailing list communities on the Internet.   When you find a list you like, you "join" it by sending mail to the list administrator.   A mail reflector is the name of the mailbox to which you send email when you want to send it to all of the people who read the list.   The reflector receives the email and "reflects" it to the members of the mailing list.   Maintaining mailing lists are one of the many tasks of a systems administrator.   When the list administrator is aided by a computer program that helps with list management, that program is called a list server.

For more about these programs, click here.

For information about Common ListServ commands, click here.

About Listserv(er)s

LISTSERV is also the name of a specific program developed by Eric Thomas.   It, and other programs like it, allow a user to send electronic mail to an address like

listserv@kentvm.kent.edu, **listserv@cunyvm.cuny.edu** or **listserv@is.internic.net**

Sometimes the lists are moderated.   This means that the messages sent by the subscribers to the rest of the list are read by a person before they are forwarded on to the remainder of the list.   The moderator may choose not to send a message on to the list.   Large lists are frequently moderated so that mailing errors do not get sent on to all the people reading the list, or so that messages that are off the topic of the list are not sent to the list.

"-request" petition

Another style of list subscription is the "-request" petition.   This is an address constructed from the name of the mailing list, the "-request" modifier and the "@fully.qualified.domain" Internet address.   This message may be read by a person or by a program; the address does not tell you which.   Your email message would be something like **To: starwars-request@academy.endor.org** in the address portion of your message.   In the body of the message you put **subscribe starwars yourfirstname yourlastname.**   This would subscribe you to the mailing list.

Do not assume that because a mailing list is served from a particular host computer that the list will always remain there or that the organization which owns the computer that is serving the list necessarily supports or agrees with the discussion on the mailing list.   Sometimes people start lists from a particular computer and the goals of the list do not match the goals of the host organization.   In that case, the list will move or change its nature.   Sometimes list traffic becomes too heavy for the original list server to adequately handle, so the list is either moved or the traffic becomes restricted in some way.

How to "talk" to ListServ(er)s

If the mailing address to subscribe to a mailing list begins with the words LISTSERV, LISTPROC or MAJORDOMO, you should assume that you are communicating with a program that manages the list, not a person.   This means you should not include extraneous information, like punctuation or <u>signature files</u>.   These can confuse the programs.   These programs usually ignore anything you put in the subject line of your email message.

Always be careful to send your electronic mail requests to the listserver, not to the list itself, i.e, to **listserv@nodename**, *not* **list@nodename**.

When you **unsubscribe** from the list, you must unsubscribe from the same email address that you subscribed from.   If you are no longer able to do that, you will need help from the list owner.   You can find out about the owners of the list by sending the command   **review <listname>** to the ListServ program.

Common LISTSERV Commands

SUB(scribe) <listname> <yourfirstname> <yourlastname>

UNSUB(scribe) <listname>

Signoff <listname>

set nomail <listname> -- when this command is accepted, the listserver will not send you mail. To receive mail again send the command **set mail <listname>**

set conceal <listname> -- is similar to an unlisted telephone number, it hides your name on the subscription list.   Sending the command, **set no conceal** will reset the default

Sending the command **Info Refcard** will cause the ListServ program to send you a list of commands.   The reference card is also available using <u>gopher</u>.   From the Netcom gopher, choose Internet Information, then Internet Assistance, then Electronic Forums, Commands for using.

How to search for mailing lists

Using WWW Forms:

There is a searchable list of BITNET mailing lists maintained at the University of North Carolina.   Use the <u>web</u> to go to:

http://alpha.acast.nova.edu/cgi-bin/lists

This link opens a search.   Enter your search word into the dialog box.   Press ENTER.   This search returns literal matches.   For example, entering in the word "bird" will return citations for the mailing lists about bird-watching (BirdChat, etc.), and mailing lists that feature discussion of cars (T-Bird list, and Firebirds), and a mailing list that deals with the Blackbird fighter plane.

Without using WWW Forms:

There is a multi-part listing of mailing lists posted periodically by Stephanie da Silva in the newsgroup **news.lists**:

Publicly Accessible Mailing Lists, Part */*

As of summer 1994, it consists of 14 parts.   It includes the instructions for being added to mailing lists.

There is also a World Wide Web page that reflects these lists.   You can use the web to jump there by entering **http://www.ii.uib.no/cgi-bin/paml** in the center dialog box from the display of any web page.   For more information about using the web, jump to <u>here</u>.

How to get the BITNET "List of Mailing Lists"

The BITNET network maintains a list of all the mailing lists that are known to its network nodes.   You can request that the BITNIC (BITNET Network Information Center) computer send you that list.   To do so, send email to

listserv@bitnic.educom.edu

with the message:

get bitnet userhelp -- to receive a longer explanation of BITNET.

help -- to receive a short list of commands

info refcard -- to receive a command reference card

info ? -- to receive a list of ListServ information guides

list global -- to receive the complete list of BITNET mailing lists

Publicly Accessible Mailing Lists

The FAQs **Publicly Accessible Mailing Lists** is posted periodically in multiple parts to the newsgroup **news.announce.newusers**.   You can read these articles by choosing the Read News icon on *NetCruiser* toolbar, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **Read USENET -- In**.   Enter the name of the newsgroup into the dialog box and Press ENTER.   After specifying the range of article headers to be read, the headers for the newsgroup will be fetched and made available for you to read.

There is a World Wide Web page that reflects these lists.   You can use the web to jump there by entering **http://www.ii.uib.no/cgi-bin/paml** in the center dialog box from the display of any web page.   For more information about using the web, jump here.

Interesting Mailing Lists

NEW PATENT TITLES MAILING LIST

Greg Aharonian offers a free service to anyone who can receive email from the Internet. The service is a weekly mailing of all patents issued by the Patent Office during the last week (or more specifically, all of the patents listed in the most recent issue of the USPTO Patent Gazette).

Please include some information on what you do and how you might use this patent information.   Send your requests to: **patents-request@world.std.com**

 SAMPLE LIST of patents as distributed to mailing list

5177805	Optical sensors utilizing multiple reflection
5177804	Waveguide-type optical switch
5177802	Fingerprint input apparatus
5177801	Cross fader for editing audio signals
5177799	Speech encoder
5177798	Sound reproducer for high definition television

For people who enjoy leisure reading: SFLOVERS@uga.edu and DOROTHYL@kentvm.kent.edu are discussions of science fiction and mystery fiction respectively.

For people who enjoy discussing computer gaming: GAMES-L@brownvm.brown.edu

For people who enjoy discussing the game of golf, GOLF-L@ubvm.buffalo.edu

For people who enjoy discussing the game of chess, CHESS-L@GREARN.bitnet

For people who are interested in geneology, ROOTS-L@ndsuvm1.nodak.edu

News Menu Commands

Read USENET

Post to USENET

Choose USENET Newsgroups

About netnews

Netnews or USENET news or news are all words for the same concept: the broadcast of "posted" messages to a newsgroup.   USENET is a series of mutual agreements between connected host computers.   A network agrees to accept news in certain groups and to feed postings to certain groups.   A network need not accept all possible newsgroups.   This is particularly important for communities that include people such as young students for whom some of the material in newsgroups is not appropriate.   Click here to see a cautionary message.

There are over 7000 newsgroups at this writing in summer 1994.   New ones are added each day.   The groups are arranged in hierarchies and subhierarchies roughly according to subject. The groups reflect the diversity of the Internet community with discussions in **rec.arts.sf.written.robert-jordan** with the fans of Robert Jordan, a writer of speculative fiction or sci-fi; with the fans of the game of soccer in **rec.sport.soccer**, or a discussion of a particular technical point in compilers or networking protocols.   An important set of newsgroups for new readers can be found by clicking on the **Help/Reference** icon in the **Choose USENET Newsgroups** function.   These groups contain postings designed to help the new reader navigate amongst the many choices.   The postings outline the generally observed customs and conventions of newsgroups.

A specialized kind of netnews is the commercial service of ClariNet.   This subscription service broadcasts news from United Press International (UPI) to its subscribers.   As a service to its host dial-up users, NETCOM subscribes to the ClariNet newsgroups.   To see these groups, select **Choose USENET Newsgroups**, and then click on the **News** icon.   Scroll down to the clari.* entries.

Newsgroup Hierarchies

The thousands of newsgroups that make up USENET news are organized into hierarchies. Some hierarchies are subject-related, and others have their top-level organization by geographical location or user-organization.

The top level hierarchies for subjects are

comp   Computer-related topics

news   News about the USENET network itself and the news system

rec   Recreational subjects such as music, art, hobbies, etc.

sci   Science and engineering discussions

soc   Social groups and societal issues

talk   Random discussions

misc   Miscellaneous topics

alt   For new groups that have not yet passed the newsgroup addition process or for topics that do not fit into other categories.

The names of the organizational and geographical hierarchies reflect the diversity of the organizations and geographical areas that are organized into the USENET.   Some of the hierarchies include

netcom   for Netcom related groups

de   for a group of systems in German

fj   for a group of systems in Japan

ba   for a group of systems in the San Francisco Bay Area

atl   for a group of systems in Atlanta, Georgia

umn   for a group of systems at the University of Minnesota

How to read netnews

From the *NetCruiser* toolbar, click on the Read News icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **Read USENET -- In**.

NetCruiser displays the **Select a Newsgroup** dialog.   The list of newsgroups to which you are subscribed is displayed in the dialog box.   To select a newsgroup, either enter the name of any newsgroup you wish to read in the dialog box, or click on the name of the group.   Press the ENTER key or click on **OK**.

NetCruiser displays the **Retrieve Article Headers** dialog.   The title bar of this dialog displays the name of the newsgroup.   You can use this dialog to control the articles that *NetCruiser* will present.   *NetCruiser* shows the article numbers for the available articles.   You can set the number of articles to be presented by using your mouse to scroll the article numbers higher and lower.   The first and last articles available from the news server are displayed. You can also type an article number into the First article or Last article text entry box.   The maximum number of article headers that can be read at one time is 400.   To read a specific article by article number, enter the appropriate number into both the First and Last article input areas.

The Read News window is divided into four panes: the toolbar which includes the newsgroup selection dialog box; the article header display; the current article display, and the message display.   The toolbar appears at the top of the display.   Article headers are displayed just below the newsgroup selection box.   At the bottom of the display, *NetCruiser* displays messages that give status information about its activities.   The initial message displayed is "connecting to news server".   This message is replaced by a "getting headers" message.

When you have selected a newsgroup to read, *NetCruiser* will retrieve header information from the selected articles.   The message area will display the article header numbers that are being read.   For example
            getting headers 775565 - 775823
The rightmost number is the number of the last article header that will be read.   Progress is demonstrated by the incrementing of the byte transfer counter in the lower right corner.   It will get higher as more headers are retrieved.   When all the headers are retrieved and displayed, you may scroll up and down in the header window pane to select an article by double-clicking on the header of the article you want to read.   The selected article will be retrieved and displayed in the lower pane of the read-article window.

You can also select multiple articles at a time.   When the headers are first displayed, they are all selected.

You may then choose a news command from the toolbar or the menu:

Post a **Follow**-up to a selected article.

Reply to the person who posted a selected article using email.

Forward a selected article to another person using email.

Save to disk the selected article.

Sub/Unsub is a toggle switch to subscribe or unsubscribe from the currently selected group.

Read the **Next** article in this newsgroup.

Leave current article selected and **read next selected article**.

Read the **Next Group** in your subscription list.

Return to the *NetCruiser* application from which you started the Read News activity. Clicking the Close button in the Control Menu at the upper left of the application titlebar closes the **News** window panes.   Article headers that have been fetched are marked read.

NetCruiser keeps track of the highest numbered article you have read in each group to which you are subscribed.   When you next enter a newsgroup, the article headers higher than the previously fetched article will be fetched for display.

Subscribe/Unsubscribe

Clicking this yellow "ticket" button will toggle your subscription status for the currently selected group.   If you are subscribed, your subscription will be removed.   If you are not subscribed, your subscription will be added at the bottom of your reading list.   This information also will be shown in your subscription list managed by the Choose Newsgroups process.

Available articles

Available articles are those articles in a newsgroup that 1) have article numbers equal to or higher than the last article you read and 2) are resident on the news server.   Articles posted to USENET news are a continuing stream of information.   News servers are configured with their clientele in mind.   NETCOM keeps some information like weather and high volume or large volume information like pictures for less time than, for example, employment opportunity announcements.   In general, articles on the news server are kept long enough for most of the interested community to have a chance to read them.

If you are newly subscribed to a newsgroup, *NetCruiser* will suggest the last one hundred articles posted to the group.

How to Post to netnews

From the *NetCruiser* toolbar, click on the Post News icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **Post to USENET -- Out**.

At the top of the Post to Usenet window pane, you will find a box labeled **Newsgroups**:   .
Enter the name(s) of the newsgroup(s) to which you wish to post your article.   If you want to send your article to more than one newsgroup, enter the names separated by commas (,) with no spaces.   Enter the subject of your article into the **Subject**: area.

In the article display window pane, you enter your article   You may use the *NetCruiser* editor to add, delete, change, or move the text. The *NetCruiser* editor provides automatic word wrap at the indicator at the bottom of the ruler above the text pane.   The default position, 72, can be changed by clicking on the indicator and dragging it with the mouse to a new position or by clicking in the ruler at the desired new location.   If the indicator is moved, all text is reformatted to reflect the new right margin.

You can add header information at the top and/or a signature at the bottom of each article.   To learn how to do this, click on headers or signature.

If you want to include a previously stored file in your article, you will need to prepare it using your preferred editor, select the text, and copy it to the Windows clipboard. From Post news, you can paste the text in from the clipboard.

When you have completed your message, click the **Send** button.   *NetCruiser* will display a pop-up window reminding you about suggested rules for netnews articles.   To read more about suggested net etiquette, click here.   To read more about turning off this pop-up window, click here.   When you have read the pop-up window message and have ensured that your article complies with the rules, click on **Yes**.

NetCruiser will connect to the news server and send your article.   If you have not maximized the Post News window, a Sending Article icon will be displayed during the sending process.   When the icon disappears, the article will have been sent.   If you have maximized the Post News window, a Sending Article pop-up window appears showing the byte count as the message is being sent and the "Sending article" status line.   When the status line changes to "Article sent", the article will have been sent.   If you are posting an article to a moderated newsgroup, one which has a person editing and choosing which articles are posted to the group, your article will be mailed to the newsgroup moderator.

If you no longer wish to send the article, click the **Cancel** button.   A confirming dialog box will appear.   If you choose **Yes**, your action will be canceled.   If you choose **No**, you will be returned to editing your article.

Either **Send** or **Cancel** will complete your Post article activity and return you to the *NetCruiser* application from which you started the Post News activity.

Turning off the Post netnews pop-up etiquette window

After you have been posting to netnews for a while, you will be familiar with the rules of appropriate posting.   At this time, you will probably want to turn off the feature that pops up the suggested posting rules.   This can be done by editing a file in the Windows directory on your hard drive.   The name of the file is NETCOM.INI, and can be edited using the Windows Notepad program.

While on the main Windows screen, Program Manager, select the Accessories icon, and then select the Notepad icon.   Select File, and then Open.   For Directories, ensure that c:\ windows is shown, otherwise change to that directory.   Select File Type "all files", and then the file "netcom.ini".   Click on **OK** to open the file.

Add a new line to the [User] section of this file:

   ShowUsenetTips=False

Save this modified file by clicking on File and then Save.   Close the Notepad and Accessories windows.   *NetCruiser* will thereafter suppress the Post News pop-up reminder.

Save the article

While you are looking at a USENET article in the message display area, you can save this article to your computer's hard drive in the News directory by clicking on the diskette icon.

A diagnostic message will appear telling you that the article has been saved.   Click **OK** or press ENTER to clear the diagnostic message from your display.

Articles are saved as individual text files in the **news** subdirectory within the directory that holds *NetCruiser*.   These files have the filename extension **.msg** and filenames starting at **00000001** and continuing in ascending order as you store more articles.   Assuming that you used the default directory during *NetCruiser* installation, the full name of the first saved article will be

   C:\NETCOM\NEWS\00000001.MSG

To see saved articles outside of the news program, choose View text file from the File Menu. In the NETCOM directory, choose the News subdirectory.   You will see the articles listed in the available file list.   You may want to rename these files to something more meaningful to you or move them elsewhere on your hard drive to use them, perhaps, in your word processor.

Canceling a news article

Occasionally you may have posted an article, and then later change your mind and do not want to leave the article in netnews.   Perhaps you discover that you posted it to an inappropriate newsgroup, or perhaps there was an error in the article.   You can delete an article that you yourself have posted.

First read the headers for the newsgroup containing the article, including the one for the article in question.   Double-click on the header for this article to read it.   Click on **News** in the *NetCruiser* menu, and then click on **Cancel** in the pull-down menu.   You will be asked to verify that you want to cancel this article;   click on **Yes** to delete it.   If you are not the author of this article, *NetCruiser* will give you a message that only the author can delete the article.

Choosing Newsgroups

From the *NetCruiser* toolbar, <u>click</u> on the Choose News icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **Choose USENET Newsgroups**.   Use the vertical scroll bar to adjust this window up and down.

NetCruiser will display a series of icons representing collections of newsgroups compiled into subject areas.   Associated with each icon is a list of newsgroups in that collection. Display the list in the lower left corner pane by clicking on the icon.   Scroll through the list. Select the newsgroup to which you want to subscribe by clicking on the name of the group. Then click on the **Subscribe** button.   *NetCruiser* will add the newsgroups you select to your subscription list.   Your updated subscription list will be stored when you click **OK**.   This subscription list is stored on your hard drive in the file **mygroups.nws** in the directory in which you stored *NetCruiser*;   if you used the default directory, the full name is **c:\netcom\ mygroups.nws**.   This file can be edited, if you wish, and stored again as DOS(ASCII) text.

If you want to delete a newsgroup from your subscription list, scroll through your list of subscribed newsgroups.   Select the newsgroup that you wish to drop by clicking on the name of the group.   Then click on the **Unsubscribe** button.   *NetCruiser* will delete the newsgroup you select from your subscription list.   Your updated subscription list will be stored when you click **OK**.

Netcom Topics include the groups that are exclusive to NETCOM customers.   The *NetCruiser* groups are shown at the top of the list and should be used for *NetCruiser* discussions.   Other NETCOM groups in which you might be interested if you have a UNIX shell account are netcom.announce, netcom.general, netcom.modems, netcom.internet, etc.

Help/Reference Topics include the *.answers groups and the group news.announce.newusers.   These groups are most useful for finding answers to specific topical questions.

Arts and Entertainment Topics include the rec.arts.* hierarchy.

Home and Family Topics include alt.child.support, the alt.support.* hierarchy, misc.forsale, and misc.invest

Sports and Recreation Topics include the alt.sport hierarchy, the Clari.sports.* hierarchy, and the rec.autos, and rec.boats.

Business and Finance Topics include the alt.showbiz.* and alt.biz.* hierarchies.

Computing Topics includes the comp.* hierarchy.

News Topics include the Clari.* hierarchy except for the sports hierarchy.

Science and Technology Topics include the sci.* hierarchy.

All Topics is a subset of the complete list of newsgroups.

To see a list of the basic seven hierarchies and the **alt** newsgroups, look at the articles posted periodically by David C. Lawrence in the newsgroup **news.lists**:

> **List of Active Newsgroups, Parts I and II**
>
> **Alternative Newsgroup Hierarchies, Parts I and II**

These articles include not only the newsgroup names, but also a concise description of each group.

To see a list of all newsgroups (over 7000 as of mid-1994), use WWW to **http://www.netcom.com/netcom/newuser.html**.   This helpful guide for new *NetCruiser* users was written by Mark Stout.   It includes a reference to his list of all newsgroups, and you can take the jump to download the list.

Return to previous *NetCruiser* application:

There are two ways to exit from Read News:

1) From the main *NetCruiser* display, choose the **News** menu and then choose **Done**.

2) Click on the Control Menu box in the upper left corner of the titlebar. This menu includes the Close command. Select **Close**.

Either of these methods closes the window panes and returns you to the *NetCruiser* application from which you started the Read News activity.

Flames and raves.

Flame is the network name for *screaming* at someone using either news or lists. Raves are the names given to the items or parts of news items that praise someone or some product. It is very easy for people to quickly and thoughtlessly respond to a news or list posting. It is particularly easy for people who have been using the net for a long time to flame at the new user who asks a question to which *everyone* knows the answer. Some flames will be very vituperative and scurrilous. This kind of behavior is discouraged. Some people will enter something like **flame on** to indicate that they are responding emotionally to a particular topic. Emotional responses are not discouraged, but attacks on people rather than ideas will in turn incur flames from others. These *flame wars* can be unpleasant or can turn from a misunderstanding into a new understanding shared by the group. Flames can therefore be an interesting group process.

Caveat Emptor

Caution: it is possible to find material such as erotica among the posted news.   This material may offend some people.   All people who read news should be aware that such material exists and that they may choose to see/read the material or not.

On the Internet, there are all sorts of people posting all sorts of information and opinions. Some newsgroups contain material that is sexually explicit and potentially offensive to some adults and perhaps dangerous for children to see. This may not simply be soft pornography. You will find newsgroups and articles that explore (and picture, because systems on the Internet are not restricted to text) issues of bondage, sadomasochism, bestiality, and many other sexually explicit topics.   In general, these groups can be found in the **alt**.**sex** newsgroup hierarchy.   You can also find a lot of newer ideas in the **alt**. hierarchies, so you should not assume that these newsgroups are only sexually oriented.   Nor should you assume that all other groups are *safe*, that is clear of any potentially offensive material.   Appropriate caution should be taken.

You will also find discussions from people who are very angry at or pleased with other persons, groups, or the world in general.   Do not be surprised if you find comments that are sexist, racist, or otherwise offensive.   These postings are called <u>flames and raves</u>.   The Internet is a free-form exchange, and there is little or no censorship other than the kind imposed by peer pressure.   There have been instances where illegal files, such as child pornography, were posted to news.   In cases like this, as many systems operators as possible are notified through the net, and those files are removed.   Attempts are usually made to prosecute the persons who post illegal materials.

In **news.announce.newusers**, you will find the periodic posting *A Guide to Social Newsgroups and Mailing Lists*, by Dave Taylor.   This important and useful document describes the socially oriented newsgroups and some of the <u>netiquette</u> you will find useful for reading and posting to them.

Internet Menu Commands

Read Mail -- In

Send Mail -- Out

Address Book
——————————————

Read USENET -- In

Post to USENET -- Out

Choose USENET Newsgroups
——————————————

Gopher -- Browser

WWW -- Browser

Telnet -- Remote Login

FTP -- Upload/Download

archie

Finger

Talk

Internet Relay Chat (IRC)

ping

About Finger

How to use Finger

How to use Finger

From the *NetCruiser* toolbar, <u>click</u> on the **finger** icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **finger**.

This brings up the NETCOM <u>Internet Site Chooser</u> display.   You may enter the name of the host computer site in the site selection dialog box.   Or, move your <u>cursor</u> to the part of the map display which represents the geographic area which may contain sites in which you may be interested.   Click on the area, and the roster of sites for that area will be listed in the dialog box.   Click on the down arrow to display the list.   Scroll through the list.   When you have located a site in which you are interested, select it by clicking on it.   Press ENTER or click on the **OK** button, and *NetCruiser* will begin a connection to the selected site and return the finger window pane.

Enter the name or Username of the person or service into the leftmost dialog box.   The name of the host computer which you entered in the Internet Site Chooser will be displayed in the rightmost box.   You can enter another host computer name, if you wish.   To accept the input, press ENTER or click on the **OK** button.

If you change your mind about your request once the process has started, click on the **Abort** button to stop *NetCruiser.*

NetCruiser will display the results in a window pane.   You can use the scroll bar to move the displayed information up or down in the window pane.   If the results are too large for *NetCruiser* to contain in one buffer, two new buttons will be displayed.   Click **Next** to see the next buffer of information.   Click **Previous** to see the previous buffer of information.   If you are displaying the last of the information, the **Next** button will be dimmed.   If you are displaying the beginning of the information, the **Previous** buttom will be dimmed.

After you have read the results, you can enter another name and/or another host computer. Press ENTER, or click on the **OK** button to start the search.

Click on the **Cancel** button to return to the *NetCruiser* application from which you started Finger.

About Finger

Finger is the TCP/IP service that looks for a user by login name or full name on a particular host computer.   The service will return information stored about the user in question.   The results that you get from a finger search will vary because differing sites implement the command differently.   Some sites have the finger command disabled for security reasons.

Usually, you will receive several lines which describe the site to which you issued the command and something about the user.   Some systems will tell you if the user you have fingered is logged in at the moment.   Some systems will tell you if the user has unread email waiting.   Sometimes you will see a line that says

no plan

This does not mean that the user has no plans.   It means that the program is unable to display the file named .plan stored in the home directory of the user.

Some sites return responses with partial matches.   If you finger **gl** at **hostname**, you may receive a list of active users who have the character string **gl** somewhere in their user or full name.

The variant **<blank>**   **hostname** will sometimes return a list of active users at that particular host.   And some sites return a complete list if you enter **all**   **hostname**.   The Internet utility Netfind is among the users of the finger service.

Some people and sites use the **.plan** file in combination with the finger command to return other information, some more serious than others.

From **rjk   telcomlaw.com** you will see the last five days of United States Federal Communications Commission Daily Digests.   You can also gopher **fcc.gov** and ftp   to **ftp.fcc.gov** for information about the FCC.

From **quake   andreas.wr.usgs.gov** you will see recent earthquake information about the west coast from the United States Geological Survey.

From **daily   xi.uleth.ca**   and   **solar   xi.uleth.ca**   you will see the latest reports on solar activity.

-more-

About IRC (Internet Relay Chat)

IRC is an online, interactive conversation between two or more users.   Host ("server") computers throughout the world provide the programming to support IRC.   Users connect with one of these servers to start their IRC sessions.   The conversations take place in channels, which can be thought of as talking among a group of people.

When you use IRC, you join one or more of these channels.   *NetCruiser* allows you to join up to a maximum of five channels at one time.   Within each channel, you can "talk" with all of the other users who are on the channel at that time.   There may be times when you want to send a private message to another user in a channel, and this feature is also available.   Each IRC user specifies a <u>nickname</u> when connecting to an IRC host.   Most users pick somewhat fanciful nicknames, so you might join a channel and find a conversation between "roo" and "Jumpy".

It is not necessary to say "Hello" or "Goodbye" individually to other users on a channel when you join or leave.   One "Hello everybody" or "Bye all" is sufficient.

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Privacy and Security in IRC

Messages that you send over IRC are passed through many servers around the world.   Any system administrator could be looking at these messages as they pass through their site.   It is analogous to a letter which could be opened at any post office through which it passes.   It is possible to hold conversations in "private" and "secret" channels which are not accessible by other users, but system administrators have access to everything!

Remember that IRC is not a completely secure method of communication.

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Nickname

Your nickname is the name that you choose when you connect to an IRC server.   It can be any combination of alphanumeric and special characters that you find on the keyboard (not including the function keys, of course).   Many users choose descriptive nicknames like **sleepy** or **top1**.

How to use IRC

From the *NetCruiser* menu, <u>click</u> on **Internet**, and then click on **IRC - Internet Relay Chat**, or click on the **IRC** icon in the toolbar.   The **IRC Connection** window will appear with the following:

IRC Host - Several IRC hosts are available for *NetCruiser* users.   Click on the radio button on either **NETCOM IRC Hosts** or **Other IRC Host** to specify which type you want.   When you first use IRC, select the **NETCOM IRC Hosts** to see the available servers.   Click on the down arrow at the right side of the selection box to see the list of servers.   The choices will be **EFnet** and **NETCOM private**.   Choosing Efnet will enable you to communicate with users around the world.   Choosing **NETCOM private** will let you talk only with other NETCOM users in IRC.   Click on the one that you wish to use.   You may later wish to add some other IRC servers to the list under **Other IRC hosts**.

Nickname - Enter a <u>nickname</u> of your choice, up to a maximum of 9 characters.   This nickname is how you will be addressed by other IRC users.   When you connect with the host, if your chosen nickname is already being used by another person in IRC at the present time, you will see a message to this effect;   choose another nickname and connect again.

Port - This box normally contains the IRC port number 6667.   Occasionally, the IRC server will return a connection message asking you to change this port number to 6666 or 6668, perhaps because of a heavy load on 6667.

Your Name - You name, as it appears in the **Edit User Information** section of the **Settings** selection in the main *NetCruiser* menu, is shown as the default name to be used during an IRC session.   If you want a different name to appear when other users ask "who are you" during the IRC session, highlight this entry with your mouse and type in a different name.   The field will not be saved if it is left totally blank, so enter at least a "-" (dash).   Many users find that it is an advantage to have their true names not appear to everyone using IRC.   Once you have made a change to **Your Name** and saved the setting, this name is used for all IRC sessions with all IRC servers until you make another name change.

Save Setting - Click on this button if you have changed information in this window and want it saved.

Delete Setting - Click on this button if you no longer want the displayed setting saved.

Connect - Click on this button to initiate the host connection.   If any of the information in this **IRC Connection** window has been changed and you have not selected **Save Setting**, you will be asked if you want the new information saved;   click on **Yes** or **No** to continue.   If the host that you are addressing can not accomodate any new IRC users at the present time, you will see a message to that effect.   In that case, select IRC again and try a different host.

Cancel - Click on this button if you decide not to start an IRC session at this time.

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Setting the IRC Mode

When you have connected with a host, you will see that host's introductory messages scroll into the **IRC Control Panel** window.   Use the vertical scroll bar to read them.   You can scroll back for up to 32 KB (kilobytes) of information in IRC windows.   Your nickname appears near the lower-left corner of the window.   Some system messages may start appearing in the display window.   If they do, this is because your "mode" includes "system" and "wallops".   To change the mode so that these messages stop appearing, click on **IRC** in the *NetCruiser* menu, and then select **User Mode**, or click on the **User Mode** icon in the **IRC Control Panel** or channel window.   The **User Information** window will appear.   The first three modes are preceded by check boxes that toggle the modes on and off.   Click to set **Invisible** on and both **Receive Server Notices** and **Receive Wallop Messages** off.   Invisible means that your nickname is not visible to anybody that does not know the exact spelling of your nickname (i.e., users not on a channel with you).   The last mode, **IRC Operator**, is available only if you are an IRC System Operator.   Click on **OK** to make changes, or click on **Cancel** to exit without changes.

Icons appear just below the title bar to let you:

Join - Join a channel

Query - Start a private conversation

Ignore - Ignore output from specific person(s)

User Mode - Specify information about yourself

Option - Choose IRC and font options

Exit - Quit IRC

Joining an IRC Channel

All of the channels are available on all of the servers on the IRC network, so the only information that you need is the name of some channels. A listing of all channel names and topics places a heavy load on the host, so this should be obtained at off-peak hours or restricted to a subset of the channels (see **Max** and **Min** below). To see the list, select **IRC** in the *NetCruiser* menu, select **List** in the pull-down menu, and then select **Channels**. The **List Channel(s)** window appears, giving you the option to limit the listing. Leave the **Channel** text box blank to see all channels. All channel names begin with the # character. Enter #___* as a wildcard to see a subset of the full listing where the ___ is used to specify the start of the channel name. For example, to see all channels beginning with the letters "cal", enter #cal* . Another way to limit the channel listing is to use the **Min** and **Max** text boxes. Many channels have only one user at any given time, so TAB to the **Min** box and enter a 2, or whatever you want as a minimum. Some channels have many users, and you might want to eliminate them, also. TAB to the **Max** box and enter a maximum user limit. To see the listing from the host, click on **OK** or press ENTER. The **IRC LIST** window will display the channel names, number of users currently on the channel, and topics (where available) as they are downloaded. Use the scroll bar to look through the list and pick a few that look interesting. Double-click on a channel name, and *NetCruiser* will ask if you want to join that channel.

A few channels that you might want to visit (picked at random) are:
    #california, #Gossip, #help, #jeopardy, #math, #penpals, #seattle, and #talk

A few others that you might want to visit in the software area are:
    #unix, #linux, and #os/2

There is a game at #initgame where users try to guess famous people's names by their initials and a few pertinent facts. Try #Hottub for a simulation of a hot tub. Some IRC Operators are always at #Twilight_Zone to answer questions, so drop by for a chat.

Once you have picked a channel to join, click on the **Join** icon in the **IRC Control Panel** window, or select **IRC** in the *NetCruiser* menu and **Join Channel** from its pull-down menu. The **JOIN** window lets you type in the channel name; remember to start the name with a #. If you type a name that is not currently in use, a new channel with this name is created. You, being the first person on the channel, are the channel operator. If this is a password-protected channel, press the TAB key to move the cursor to the text box and enter the password. Click on **OK** to join, or click on **Cancel** if you have changed your mind. You may only specify a single channel to be JOINed in each use of JOIN.

If you join more than one channel, you will probably want to move the windows so that each one is displayed in a different area of your screen. If you have more than one channel window, pressing the TAB key will take you from the text box in one window to the text box in another window.

When you later want to leave a channel, double-click in the control box in the upper-left corner of the channel window.

Functions Within an IRC Channel

Once you have joined an IRC channel, a new window appears with the channel name and topic (if there is one) in the title bar.   Your nickname is in the lower-left corner.   Your nickname also appears in the pane at the right side of the window.   This pane shows the nicknames of all of the users currently on the channel.   If the "@" symbol appears in front of a nickname, it means that person is a channel operator and has some control over the channel.

The icons appearing just below the title bar are similar to the ones in the **IRC Control Panel** window.   One additional icon in a channel window is **Chan Info** which is discussed below. The **Exit** icon in a channel window allows you to leave the channel, not leave IRC.

Conversation takes place when users type into the text box and press the ENTER key.   It is helpful to enlarge this text box by moving the mouse above this box until the cursor changes to a two-headed arrow, clicking the left mouse button, and dragging the text box area upward.

When you type text and press ENTER, your text appears in the display pane preceded by a >. When other users on a channel send messages, the lines are preceded by their nicknames in parentheses.   Lines that are longer that the width of the display area in the channel window are automatically wrapped down to the next line.   The running conversations often proceed at a rapid pace, limited only by users' typing speed.

More information can be learned about other users in a channel by double-clicking on their nickname in the right pane.   To learn more about this **Users and Channel** function, click here .

Information about the channel can be changed (by channel operators) by clicking on the **Chan Info** icon..   To learn more about this **Channel Info** function, click here .

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Users and Channel in IRC

The **IRC Users and Channel** window   appears when you <u>double-click</u> on a user's nickname in the right-hand pane of the channel window, when you select **IRC** in the ***NetCruiser*** menu and choose **Query** in the pull-down menu, or when you select the **Query** icon in the **IRC Control Panel** or channel window.   This window contains some functions that can be performed by any user (indicated below by "A"), and some that are restricted to channel operators (indicated by "C").

Query - A - Start a private conversation with the user whose nickname is in the nickname box. A query pop-up window appears, and all messages are exchanged with this user until the **Query** window is closed by double-clicking in the upper-left corner control box.

Who is - A - Get more information about a user in the channel.   This will show the complete userid and address and the IRC server through which they are connected.

Who was - A - Get more information about a person who is no longer in the channel but who was there recently.

Give Channel Operator Privilege - C - Give the user whose nickname is specified channel operator privileges.

Take Channel Operator Privilege - C - Take away channel operator privileges from another user.

Invite to Channel - A - Send a message to another user asking them to join the specified channel.

Kick from Channel - C - Kick another user off the specified channel.

Moderated: Give Speak Right - C - Used by a channel operator in a moderated channel, gives another user a "voice" or a right to send messages in the channel.

Moderated: Take Speak Right - C - Used by a channel operator in a moderated channel, takes away another user's right to send messages in the channel.

<u>-more-</u>

Channel Information in IRC

The **View/Change Channel Properties** window appears when the **Chan Info** icon in a channel window is clicked.   Most of these functions can only be performed by channel operators.   Functions that you can not perform if you are not a channel operator are dimmed. The fields are:

Channel - displays the current channel name.

Topic - text box where a new or different topic can be entered.

Invite Only - set on, permits users to join this channel only by invitation by a channel operator.

Moderated - set on, specifies this to be a moderated channel.

Topic Settable by Channel Operator Only - set on, specifies that only channel operators may enter a topic.

Outside Messages to Channel Allowed - set on, the default for public channels, specifies that messages from outside this channel may be sent to it.

User Limit to Channel - set a maximum number of users allowed on the channel at one time.

Channel Password - set the password that must be entered by users before joining this channel is allowed.

Public - set this as a channel open to all users.

Private - set this as a channel whose name does not show up on listings downloaded from the IRC server.

Secret - set this as a private channel, and also one whose users do not indicate their being on this channel if another user performs a "Who is" on their nicknames.

If you are currently in a **Private** or **Secret** channel, a **List** will show the list of nicknames in the channel, but this information is not available to users outside the channel.

New Ban Masks - enter the nickname of a user to be banned from this channel.   Wild card entries can be used; for instance, **abc*** will ban all users with nicknames beginning with "abc". Entries can be in the form **<Nickname>!<Username>@<Machine&DomainName>**.   To ban all Netcom users whose Usernames begin with "xyz", specify ***!xyz*@netcom.com**.

Current Bans - lists all users currently banned from this channel.

Add Ban Mask to List - add the nickname in the **New Ban Masks** text box to the list.

Delete Ban Mask from List - delete the highlighted nickname from the list.

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Commands in IRC

There are some IRC commands that can be typed directly into the text box in the channel window: They must be preceded by a slash, and may be entered in either upper or lower case letters.   These commands are listed on the Help pages shown under **IRC Commands**, and a few of them are shown here with format examples.

MSG - Sends a private message to another user.   The user's nickname and channel are specified in the command.   If the user is on the same channel with you, you do not have to include the channel.   The format is

/msg   <nickname>   [<channel>]   <text>

so a message might look like:

/msg   spooky   How's your weather out there?

Sending a message opens a **Query** window for messages between you and the user to whom you sent the message.

NOTICE - This works the same as **/MSG**

/notice   kitty   Let's get some lunch now

ME - Sends the text to all other users on the channel or to the single user with whom you are talking in the **Query** window.   The "**ME**" is replaced by your nickname.   For example, if your nickname is "crazy",

/me   is laughing

is seen by others as:

crazy   is   laughing

DESCRIBE - Sends the text, similar to **ME**, to either a) a specific nickname, or b) all other users on the channel, depending on the information given in the command.   The format is:

/describe   <nickname>or<channel>   text

As an example, if your nickname is still "crazy",

/describe   foxy   ROFL   (this is "rolling on the floor laughing")

sends this message to the user nicknamed "foxy":

crazy   ROFL

If the command is given as:

/describe   #funtalk   grabs a soda

the message is sent to everyone on the channel #funtalk as:

crazy   grabs a soda

PING - Tests the transmission time to another IRC server.

/ping   <nickname>

Examples of the formats of these commands, as seen using *NetCruiser* and as seen by users of ircII (the IRC program under UNIX), can be displayed by clicking "more" below.

Command Examples in IRC

The format in which the IRC "/" commands appear in *NetCruiser* windows and on the screens of people using IRC under Unix's ircII is somewhat different.   The table below gives some examples of these formats;   they assume that the *NetCruiser* user has the nickname "nick1" and the UNIX user has the nickname "nick2".

Typed in *NetCruiser*	Seen in *NetCruiser* display	Seen in ircII
/msg nick2 hi	<MSG to nick2> hi	*nick1* hi
/notice nick2 bye	<MSG to nick2> bye	*nick1* bye
/me laughs	*Describe> nick1 laughs	* nick1 laughs
/describe nick2 grins	*Describe to nick2 nick1 grins	*> nick1 grins
/ping nick2	-CTCP PING reply from nick2: 3 seconds	(nothing)

Typed in ircII	Seen in ircII	Seen in *NetCruiser*
/msg nick1 Hello	-> *nick1* Hello	(nick2) Hello [in Query window]
/notice nick1 waves	-> -nick1- waves	(nick2) waves [in Query window]
/me bows	*nick2 bows	>>> nick2 bows
/describe nick1 reads	* -> nick1: nick2 reads	>>> nick2 reads [in Query window if one is open with nick1]
/ping nick1	** CTCP PING reply from nick1: 2 seconds	(nothing)

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IRC Menu Functions

The **IRC** entry in the main *NetCruiser* menu is available for use after you enter IRC.

Join Channel - brings up the **JOIN** window.   Click here to read about that window.

Query - brings up the **IRC Users and Channel** window.   Click here to read about that window.

Ignore - brings up the **Edit Ignorance List** window.   Click here to read more about that window.

List - brings up another menu, **Channels**, **Nicknames**, and **Who**, to let you specify if you want a listing of channels, all nicknames on channels, or the **Who** window.   To learn more about each of these windows, click where indicated below.

Channels - lets you list open channels (see **Joining an IRC Channel**).

Nicknames - brings up the **List Nicknames on Channel(s)** window that lets you list nicknames in use in channels at the current time.   Typing in a channel name and clicking on **OK** brings up the **IRC NAMES** window that shows the nicknames currently in the channel. Clicking once on one of the nicknames creates a pane at the right side of the window like the one in a channel window.   Double-clicking on a nickname in the pane at the right brings up the **IRC Users and Channel** window.   Click here to read about that window.   Double-clicking anywhere on the line listing the channel name in the **IRC NAMES** window brings up the **JOIN** window with the name of that channel in the text box.   Click here to read more about joining a channel.

Who - brings up the **IRC WHO** window that is described here.

User Mode - brings up the **User Information** window that is described here.

Invite - brings up the **IRC Users and Channel** window with the radio button for **Invite to Channel** selected.   Click here to read about that window.

Kick - brings up the **IRC Users and Channel** window with the radio button for **Kick from Channel** selected.   Click here to read about that window.

Whois/Whowas - brings up the **IRC Users and Channel** window with the radio button for **Who is** selected.   Click here to read about that window.

Away - brings up the **Away** window where you can enter a short message to inform the IRC server that you are going away from your computer for a brief time.   The text that you enter will be sent to any users who do a **Who is**, **/MSG**, or **/NOTICE** to your nickname.   Selecting **Away** (clicking to turn off the "X" toggle switch for AWAY), and then clicking on **OK** is used to indicate that you have returned

Exit IRC - returns to the place in *NetCruiser* from which you entered IRC.

Options - brings up the **IRC Options** window.   To learn about functions available using this window, click here.

The Who function in IRC

The **Who** function can be accessed while using IRC by <u>clicking</u> on **IRC** in the *NetCruiser* menu, and then choosing **List** and **Who**.   This window allows the user to specify a search on a **Matching** pattern: a nickname, host name, or user name.   The IRC server will find all matches for the given search pattern and return a list of matches to the user. If only matches for IRC Operators are desired, click on **Show Operators only** to toggle it on.

Matches can be specified in the form   **<Nickname>! <Username>@<Machine&DomainName>**.

One example, to search for all Netcom users currently using IRC, is:

   Matching: ***netcom.com**

To search for all Netcom users whose nicknames begin with "be", use:

   Matching: **be*!*@*netcom.com**

<u>-more-</u>

User Information in IRC

The **User Information** window can be accessed while using IRC by <u>clicking</u> on **IRC** in the *NetCruiser* menu, and then choosing **User Mode**, or by selecting the **User** icon in the **IRC Control Panel** or channel window.   This window allows the user to change their nickname by typing a new nickname into the text box and clicking on **OK**.   A message stating the new nickname is sent to all other users on the channel(s) where the user is joined.

The mode (what messages are displayed by the IRC server) can also be changed; click <u>here</u> to review the different modes.

You can use the AWAY function to tell the IRC Server that you will be away from IRC for just a few minutes.   Click on the box to put an "X" beside "Mark Yourself as Being Away", and type a short note into the text box for "Away Message".   Other users who send you messages or query you while you are marked as being away will be notified that you are away and shown this short message.   When you return, select **User** Information again and click on the box to remove the "X" for marking yourself as being away.

<u>-more-</u>

Ignorance List in IRC

The Ignorance List is used to specify the people and types of their messages that you do not want to receive while you are using IRC.   After you have connected with the IRC server, click on the **IRC** item in the *NetCruiser* menu, and then click on **Ignore**.   The **Edit Ignorance List** window will appear.

Add Ignore

Nickname or user@host - type the nickname or full user@host information.

Message Types - Click to toggle on/off any of the first seven types.   If you select **All**, which is the default, all other choices will be toggled off.

MSG	private messages
PUBLIC	public messages
INVITE	invitations to join a channel
NOTICE	private messages
NOTE	notifications from the "notify" command
WALL	wall (UNIX commands)
WALLOP	wallops (UNIX commands to IRC Operators)
ALL	all of the above

Ignore Type - The default is **Ignore** which is used to set message types to be ignored.   The **Don't Ignore** option can be used to exclude certain users from a general **Ignore** entry.   Using the mask format **<Nickname>!<Username>@<Machine&DomainName>**, all users can be put in your **Ignore List** by specifying *!*@*.   You can then exclude a user from this general **Ignore Type** by entering their **nickname**, **ALL**, and **Don't Ignore**.

Add --> - Moves the specified user(s) and message type(s) to the **Ignore List**.

Ignore List

Ignore Masks - nicknames or full user@host information that you have specified are to be ignored.

Ignore Type - the type(s) of messages from the user(s) that is highlighted in the **Ignore Masks** list.

Remove Ignore Mask - After highlighting an entry in the **Ignore Masks** list, click this button to remove that entry.

Click on **OK** to have any changes that you have made in the **Ignore Masks** list saved.   If you do not want any changes saved, click on **Cancel**.

Setting options for IRC

The fonts used during an IRC session can be defined by the user.   While using IRC, select **IRC** in the main *NetCruiser* menu, and then **Options** in the pull-down menu, or choose **Options** in a channel window toolbar.   The **IRC Options** window will appear with the following icons and toggle switch:

IRC - Returns to the **IRC Options** window if you are in the **IRC Options** -**Fonts** window.   If you are already at the **IRC Options** window, this icon has no effect.

Fonts - Brings up the **IRC Options - Fonts** window.

Show tool bar in channel window - Toggles the toolbar in channel windows on and off. Click in the box to turn the "X" off and on.   When you exit from the main **IRC Options** window, the toolbars in all open channel windows will assume the status that you have chosen here. All new channels that you join, in this or future IRC sessions,   will also have the toolbar present or absent according to the specification given here.

Put incoming private messages in current window - Toggles the feature of having separate windows for private messages on and off.   If an "X" appears in this box, all **MSG** and **QUERY** lines appear in the user's current window, either a channel window or the IRC connection window.   This reduces the time that the user needs to switch from window to window when channels and private messages are happening at a rapid pace.

Suppress Channel Mode Messages - Toggles the display of **MODE** commands changing the status of users in a channel to having ops (channel operator status   ... given with /MODE <channel>   +o <nickname>).   Any channel operator change affecting the user him- or herself will still be displayed.   The default setting for a new IRC user is "off", which means that all ops changes will be displayed.   Clicking to put an "X" in this box will suppress the mode change lines in the current and all future IRC sessions unless a change is again made.   This feature is helpful in reducing the amount of scroll in a very busy channel.

IRC Options - Fonts window

IRC - Returns to the **IRC Options** window.

Fonts - Has no effect because this window is already open.

Channel - Brings up the window where you may choose what character font, in what character style, and in what size *NetCruiser* will show characters in the display area of IRC channel windows and the **IRC Control Panel** window.

Command - Brings up the window where you may choose a font, style, and size for characters in the text input boxes of IRC channel windows.

Font window

When you have chosen the **Channel** or **Command** button in the **IRC Options - Fonts** window, scroll among the available fonts, the available styles (e.g. regular, italic, bold, bold italic). and available character sizes.   Click on the name of the font, style, and size that you prefer.   A sample of your selection is displayed in the Sample box.   The default used when *NetCruiser* starts your first IRC session is MS Sans Serif, Regular, Size 8.   If this is smaller than you want to use, try perhaps MS Sans Serif, Regular, Size 10 or Times New Roman, Regular, Sizes 9 or 10

When you want to save your font choice, click on **OK**.   If you do not want to change the font, style, and/or size of the characters, click on **Cancel**.   *NetCruiser* will return to the **IRC Options - Fonts** window for any other font selections in **Channel** or **Command**.

When you have finished making your selections in the **IRC Options - Fonts** window, click on **OK** to confirm your completion.   If you do not want to make any changes, click on **Cancel**. *NetCruiser* will return to the **IRC Options** window.

When you have finished making changes in the **IRC Options** window, click on the **OK** button.
When you click on **OK**, the characters in all open channel windows and the **IRC Control
Panel** window are changed to reflect your choices.   All fonts in new channels that you join and
in future IRC sessions will be shown in the new font(s) until you make another change with this
option.   If you do not want to change any of the IRC options, click on the **Cancel** button.

IRC Commands by Function

Click on the name of the command whose format and function you would like to see.   In the format examples, angle brackets, "<" and ">", indicate text that can be typed on the command line.   Square brackets, "[" and "]", indicate that the parameter(s) is optional.

General Commands: AWAY, BYE, EXIT, NICK, QUIT, SIGNOFF, WHOIS, WHOWAS

Communication and Private Commands: IGNORE, MSG, NOTICE

Channels and Public Conversation: CHANNEL, DESCRIBE, INVITE, JOIN, KICK, LIST, ME, NAMES, PART, TOPIC, WHO

Channel and User Mode: MODE

Client to Client Protocol: PING

The command formats and descriptions in this *NetCruiser* Help have been adapted by permission from the IRCprimer 1.1 by Nicolas Pioch and Owe Rasmussen.   These two IRCprimer authors have an excellent IRC reference that can be seen using WWW to **http://www.enst.fr/~pioch/IRC/IRCprimer/IRCprimer1.1/IRCprimer1.1.html**.

There are also ASCII text and PostScript versions of their manual available through ftp to **cs-ftp.bu.edu** in the **/irc/support** directory.

IRC Commands - Alphabetical List

AWAY - away from computer for a short time
BYE - exit from IRC session
CHANNEL - join a channel
DESCRIBE - send your action or thoughts to a person or channel
EXIT - exit from IRC session
IGNORE - block output from certain users from your screen
INVITE - invite another user to a channel
JOIN - join a channel
KICK - kick another user off a channel
LIST - show channels, number of users, topics
ME - send your action or thoughts to   channel or Query
MODE - change personal or channel mode
MSG - send a private message to a person or a channel
NAMES - list nicknames of users on a channel
NICK - change your nickname
NOTICE - send a private message to a person or channel
PART - leave a channel, but remain in IRC
PING - test time between yourself and another user
QUIT - exit from IRC session
SIGNOFF - exit from IRC session
TOPIC - change or show the channel topic
WHO - list channels, or users in channels or on hosts
WHOIS - show information about another user
WHOWAS - show information about a user who has just left

IRC Commands - Crib Sheet with Formats

/AWAY   [<away message>]
/BYE   [<message>]
/CHANNEL   [[-INVITE]|<channel>]
/DESCRIBE   <nickname>|<channel>   <action description>
/EXIT   [<message>]
/IGNORE   [<nickname>|<user@host>   [[-]<message type>]]
                                                    MSG, NOTICE, PUBLIC, INVITE, ALL, or NONE
/INVITE   <nickname>   [<channel>]
/JOIN   [[-INVITE]|<channel>]
/KICK   *|<channel>   <nickname>   [<comment>]
/LIST   [[<flags>]   <channel mask>]   -MIN n, -MAX n, or -ALL
/ME   <action description>
/MODE   <channel>|<nickname>   [[+|-]<modechars>   [<parameters>]]
       indiv = I, o, s, w   channel = b, I, k, l, m, n, o, p, s, t, v
/MSG   <nickname>|<channel>   <text>
/NAMES   [[<flags>]   <channel mask>]   -MIN n, -MAX n, or -ALL
/NICK   <nickname>
/NOTICE   <nickname>|<channel>   <text>
/PART   *|<channel>
/PING   <nickname>
/QUIT   [<message>]
/SIGNOFF   [<message>]
/TOPIC   [[<channel>]   <topic for channel>]
/WHO   *|<channel>|<wildcard expression>
/WHOIS   <nickname>
/WHOWAS   [<server>]   <nickname>

/NICK   (IRC command)

   /NICK   <nickname>

Changes your nickname during an IRC session.   Ensure that the new nickname that you specify is 9 or fewer characters.   If the new nickname is not currently in use by another IRC user, it is assigned to you.   If it is currently in use, no change will be made.   All other users on channels where you are joined receive notification of your change to this new nickname.   The new nickname replaces your old one in the right pane of all open channel windows.

If your current nickname is rose2 and you enter
   /NICK   rose3
others in the channels where you are see:
   rose2 has changed nickname to rose3   (if they are NetCruiser users)
or
   ***rose2 is now known as rose3   (if they are not NetCruiser users)

/WHOIS   (IRC command)

/WHOIS   <nickname>

Tells you information about another person currently using IRC.   This command will return information about this nickname if it is in use on any Public channel.

/WHOIS   sport
*** sport is hsporter@netcom.netcom.com (the IRC name)
*** on channels: #hottub   #party
*** on irc via server irc.netcom.com...

/WHOWAS   (IRC command)

  /WHOWAS   [<server>]   <nickname>

Sometimes, when you perform a /WHOIS, IRC will inform you that the nickname that you
specified is not currently in use.   If you know or suspect that the nickname might recently
have left IRC, you can still request information using the /WHOWAS command.   Information
about a user is typically available for 5 to 10 minutes after they have left IRC.   This command
will return what information it has saved about the user: the userid, and the channel(s) that
they were using.

  /WHOWAS   sport
  *** sport was   hsporter@netcom.netcom.com (the IRC name) on channel #hottub
  *** on irc via server irc.netcom.com (Fri Sep 16 10:05:35 1994)

/AWAY   (IRC command)

/AWAY [<away message>]

Tells the IRC server that you are going to be away from your terminal for a short period of time.
If you specify a message in this command, the message is sent to any other users who do
a /MSG or /QUERY to your nickname while you are away.
If you use this command with no message, you are marked as being back again.

/AWAY   gone for a soda
*** You have been marked as being away

/AWAY
*** You are no longer marked as being away

/QUIT   (IRC command)

/QUIT   [<message>]

Exits from IRC, including any channel(s) to which you were curently joined.   If a message is included in the command, it will be displayed to all users on channels to which you were joined.

/QUIT   gone out for lunch

Other users see: sport has quit IRC (gone out for lunch)

Three other commands can be used to perform the same function: /BYE, /SIGNOFF, and /EXIT.

/BYE   (IRC command)

/BYE   [<message>]

Exits from IRC, including any channels to which you were currently joined.   If a message is included in the command, it will be displayed to all users on channels to which you were joined.

/BYE   gone home for the day

Other users see: sport has quit IRC   (gone home for the day)

Three other commands can be used to perform the same function: /QUIT, /SIGNOFF, and /EXIT.

/EXIT   (IRC command)

   /EXIT   [<message>]

Exits from IRC, including any channels to which you were currently joined.   If a message is included in the command, it will be displayed to all users on channels to which you were joined.

   /EXIT   going to a meeting

Other users see   sport has quit IRC   (going to a meeting)

Three other commands can be used to perform the same function: /QUIT, /SIGNOFF, and /BYE.

/SIGNOFF   (IRC command)

/SIGNOFF   [<message>]

Exits from IRC, including any channels to which you were currently joined.   If a message is included in the command, it will be displayed to all users on channels to which you were joined.

/SIGNOFF   going to the ball game

Other users see   sport has quit IRC   (going to the ball game)

Three other commands can be used to perform the same function: /QUIT, /BYE, and /EXIT.

/MSG   (IRC command)

/MSG   <nickname>|<channel> <text>

Sends a private message to another user or to all users on a specific channel.   The message can not be seen by users other than the addressees, not even others on the same channel(s) as yourself and the other user (if this is a message to a single user).

/MSG   lucky   How are you today?   (sent by sport)

If the recipient is a NetCruiser user, a MSG command opens a Query window and displays the message there as:

(sport)   How are you today?

If the recipient is a non-NetCruiser user, the message is seen by the user nicknamed lucky as:

-> *sport* How are you today?

<<<< will the comma & period formats be available here ? >>>>>

/NOTICE   (IRC command)

/NOTICE   <nickname>|<channel> <text>

Sends a private message to another user.   It performs in a similar way to the MSG command except that there are no "automated" replies to a NOTICE (like those generated by a user's IGNORE option or from an automoton).   Automotons (or robots, or bots as they are called) mostly use NOTICE rather than MSG.

/NOTICE   sparky   Time to take a break now.   (sent by   lucky)
is seen only by   sparky   as:
  >- *lucky* Time to take a break now.   (for non-NetCruiser users)

If the recipient is a NetCruiser user, NOTICE opens up a Query window and displays the message there.

/IGNORE   (IRC command)

/IGNORE   [<nickname>|<user@host> [[-]<message type>]]

There may be some users from whom you do not wish to receive messages or text.   You can specify that some or all of their transmissions not be displayed on your screen.   Use either a particular nickname or a userid@hostname in this command, and indicate the type of messages that you want ignored: MSGs, NOTICEs, PUBLIC messages, INVITEs, ALL message types, or NONE (stop IGNOREs).   A minus sign, "-", indicates that this type of IGNORE is to be removed for this nickname or user.   Wildcard references are allowed, i.e. using "*".   IGNORE with no parameters will produce a listing of all entries in your current Ignorance List.

/IGNORE   sparky   ALL
will block all transmissions from the user nicknamed   sparky.

/IGNORE   *@netcom.com   INVITE
will block all channel invitations from other Netcom users.

/IGNORE   *@netcom.com   NONE
will permit all Netcom users' messages of all types

/LIST   (IRC command)

/LIST   [[<flags>] <channel mask>]

Produces a listing of currently-open IRC channel names, number of users, and topics (if available).   If no channel mask is specified, all channels are shown.   Wildcards (*) are allowed in the channel mask.   The list can be a heavy load on the IRC server, so it is helpful to limit it by using one or more flags such as minimum and maximum number of users.   The flags include:

-MIN n   minimum number of users
-MAX n   maximum number of users
-ALL   both Public and Private channels

/LIST   -MIN 5   -MAX 10

gives a listing of all channels with between 5 and 10 users.

/LIST   -MIN 2   -MAX 5   #be*

lists all channels with two to five users whose name begins with "be".

/NAMES   (IRC command)

/NAMES   [[<flags>] <channel mask>]

Shows the nicknames of users in the channels specified in the channel mask.   If no channel mask is given, it shows the nicknames of all users on all channels.   A wildcard (*) may be used in the channel name.   If the channel name is specified as * (asterisk), a listing for the current channel is shown.   The listing may be limited by the following flags:

-MIN n   minimum number of users
-MAX n   maximum number of users
-ALL   both Public and Private channels

/NAMES   -MIN 3   -MAX 8   #30*

lists the nicknames of all users in channels beginning with "30" that have between three and eight users.

/NAMES   -ALL

lists the nicknames of all users in all channels.   This puts a heavy load on the server, and should be avoided during times of peak usage.

/JOIN   (IRC command)

/JOIN   [[-INVITE]|<channel>]

Lets you join a channel.   If the channel does not already exist, it is created, and you, as the first user in that channel, are the channel operator.   The channel name must begin with the # character and may contain any character except space, carriage return, nul, and line feed.   A window is opened for the specified channel, and a list of nicknames for users in the channel is shown in the pane at the right side of the window.   If the -INVITE is specified instead of a channel name, you are joined to the channel to which you were last invited.

/JOIN   #fixit

joins you to the channel named "fixit".

/JOIN   -INVITE

joins you to the channel to which you were last invited.

If no parameters are specified in the JOIN command, data about your current channel(s) is shown.

The CHANNEL command functions in the same way as the JOIN command.

/CHANNEL   (IRC command)

/CHANNEL   [[-INVITE]|<channel>]

Lets you join a channel.   If the channel does not already exist, it is created, and you, as the first user in that channel, are the channel operator.   The channel name must begin with the # character and may contain any character except space, carriage return, nul, and line feed.   A window is opened for the specified channel, and a list of nicknames for users in the channel is shown in the pane at the right side of the window.   If the -INVITE is specified instead of a channel name, you are joined to the channel to which you were last invited.

/CHANNEL   #fixit

joins you to the channel named "fixit".

/CHANNEL   -INVITE

joins you to the channel to which you were last invited.

If no parameters are specified in the CHANNEL command, data about your current channel(s) is shown.

The JOIN command functions in the same way as the CHANNEL command.

/WHO   (IRC command)

   /WHO   *|<channel>|<wildcard expression>

Shows a list of users in a channel.   If the asterisk format is specified, the users on the channel to which you are currently joined are listed.   The fields in the listing are (from left to right): channel name, nickname, status, user@host address, and IRCNAME.   The indicators in the status field include: "H"ere, "G"one (if marked as AWAY), "@" (channel operator), and "*" (IRC Operator).

   /WHO   *

lists users in current channel

   /WHO   #Twilight_Zone

lists users in the channel #Twilight-Zone, a channel with many sysops who are happy to answer your questions.

   /WHO *netcom*

lists all netcom users currently using IRC.

/INVITE   (IRC command)

/INVITE   <nickname> [<channel>]

Invites another IRC user to join a specific channel.   If no channel name is included in the command, the user is invited to the channel in which you are now operating.

/INVITE   corky   #funtimes

invites the user nicknamed   corky   to the channel   #funtimes.

/INVITE   stormy

invites stormy to your current channel.

stormy would respond with: /JOIN   -INVITE

/PART   (IRC command)

/PART   *|<channel>

Lets you leave the specified channel.   If you use an asterisk for channel, you will leave your current channel.

/PART   #funtimes

dismisses you from the channel   #funtimes.

/PART   *

dismisses you from your current channel.

The LEAVE command has the same function as the PART command.

/KICK   (IRC command)

/KICK   *|<channel>   <nickname>   [<comment>]

Kicks the user with this nickname off the specified channel.   Only channel operators can perform this operation (ones with "@" by their nicknames in the right pane of the channel window).   They usually do this only if someone is not exhibiting proper net etiquette.   If an asterisk is specified instead of a channel name, the user is kicked off the current channel. The optional comment can be added to suggest to the KICKed user what behaviour was unacceptable.

/KICK   *   idiot   Use better sense next time

/TOPIC   (IRC command)

/TOPIC   [[<channel>] <topic for channel>]

Sets or changes the topic for the specified channel;   usually topics indicate the subject of discussion on the channel.   The user must be in the channel to change the topic.   If the mode has been set to "Topic Settable by Channel Operator Only (+t)", only one of the channel operators can change the topic.

/TOPIC   #friendly   Wish Susie Happy Birthday today!!

lets everyone joining the channel know to send greetings to Susie.

Once a channel has had a topic set, the topic can not be changed back to all blanks.   At a minimum, there must be at least one character in the field;   a dash, "-", can be used.

The topic is displayed in the header bar of the channel window.   If, for some reason, you wish to display the topic in the text area, use the command:

/TOPIC   (with no parameters)

/ME   (IRC command)

/ME   <action description>

Displays, to everyone on the channel, the action description part of the command with your nickname appearing in place of the "ME".   This is often used to describe what you are doing or how you feel at the moment.

/ME likes ice cream.   (from user nicknamed "badger")
will display to other users as   badger likes ice cream.

/DESCRIBE   (IRC command)

    /DESCRIBE   <nickname>|<channel> <action description>

Displays, to the specified nickname or all users on the listed channel, the action description part of the command with your nickname appearing in place of the "DESCRIBE".. This is often used to describe what you are doing or how you feel at the mement.

    /DESCRIBE   stumpy   is getting hungry. (from user nicknamed foxy)
will show on stumpy's screen: foxy is getting hungry

/MODE   (IRC command)

/MODE   <channel>|<nickname> [[+|-]<modechars> [<parameters>]]

This is a very versatile command, allowing users to change their own personal mose and channel operators to change the channel mode.   If the channel is specified as asterisk (*), it refers to the current channel.

An individual user can specify the modechars (+ to turn on, - to turn off):

i - set yourself to be "invisible";   other users will not be able to "see" you if they do WHO or WHOIS unless they type your exact nickname.

s - receive server notices

w - receive wallops (messages to all operators)

o - channel operator status;   you can turn this off yourself, but someone else with operator status must turn it on for you.

/MODE   *   +i-ws   sets invisible on, server and wallops off

Channel modes that can be changed are:

b - ban a user from the channel.   The user can be specified by nickname or the userid@host format:

/MODE   *   +b   rotten   (bans the user nicknamed "rotten")
/MODE   *   +b   *!rotiz@*   (bans anyone with the userid "rotiz")

I - set channel to   invite-only   (users must be invited in order to join)

k - key;   set password for channel;   this password must be entered by all users JOINing the channel.   Passwords may be removed, but can not ever be changed.

/MODE   *   +k   widktf   (sets "widktf" as channel password)

/MODE   *   -k

l - limit maximum number of users in channel at one time

/MODE   *   +l   20   (20 users maximum)

m - channel is moderated   (only channel operators can "talk")

n - external messages to channel allowed

o - channel operator

/MODE   *   +o   chippie   (make chippie a channel operator)
/MODE   *   -o   chippie   (take away channel operator powers)

There can be any number of channel operators in a channel at one time.

p - channel is private

s - channel is secret

t - topic can be changed only by channel operators

v - voice;   let a non-channel-operator talk on a moderated channel

/MODE   *   +v   cedar   (allow user nicknamed "cedar" to talk)

/PING   (IRC command)

/PING   <nickname>

Sends the current time to this nickname's server.   The server IRC program bounces back to your server the time at which it received the command.   Your server compares the two times and returns to you the number of seconds that the command took to reach the remote server. This can be used to determine how fast (or slow) the network is operating at the present time.

/PING nickie

receives the response: *** CTCP PING reply from nickie: 1 second

About Ping

Ping is the TCP/IP service that allows you to test to see if you can reach another network node from your local host.   Simply, ping sends a specific message to a remote host on the network to see if the host will respond.   The command will also return the time in milliseconds that a packet takes to make the round trip from your local host to the remote host. The ping command is used in diagnosing network problems and is also used by networking technical people to describe trying to reach their friends and co-workers on the network.   *NetCruiser* does not have a Ping client yet, so if you want to use Ping, you will need to be connected to a system that offers this service.

There is a PING command available within IRC.

Millisecond: one thousandth of a second.

About Gopher

How to Use Gopher

About Gopher

Gopher is an Internet navigation tool that allows you to find and retrieve information using a hierarchy of menus and files.   The Gopher <u>client</u> connects a gopher server and, using the menu structure, displays another menu, a document or file, an index, or a connection to another remote application using <u>Telnet</u>.   The gopher <u>protocol</u> allows gopher clients on the Internet to talk with many different gopher servers.   Each time the user chooses another menu, gopher connects to a server, retrieves the next level of menu or the file wanted, and returns control to the local client.   Gopher is an Internet-resource efficient method of finding and using information widely dispersed throughout the world.

Gopher was developed at the University of Minnesota to provide a better interface to distributed campus information for local users.   Like many good ideas, the charm and simplicity of the gopher appealed to many people.   Gopher servers and gopher clients soon began to pop up from gopher holes all over the Internet.   To find more information about gopher development and to obtain program source code for gopher servers and clients, you can look in the computer called **boombox.micro.umn.edu**.   This computer supports both <u>ftp</u> and gopher access.   You can go(pher) there directly by entering **boombox.micro.umn.edu** in the dialog box at the top of the screen display, or from any gopher, you can choose

    Other gophers
    North America
    USA
    Minnesota
    University of Minnesota

This path, while not direct, demonstrates one of the nicest things about gopher -- the ability to pilot around through many locations and still end up with something useful.   Not all people find (or want to find) information in the same manner.

Gopher clients have been written for most of the computing platforms which support the <u>TCP/IP</u> protocol suite.   Some, like the ***NetCruiser*** gopher, really take advantage of the user interface.   Others run on host computers and operate using the <u>VT100</u> terminal emulation interface.   Note that some gopher objects (the type of files that gopher can access) are not displayable on all clients.   If you are attached as a VT100 terminal to a host computer, you will not be able to see the pictures or hear the audio that can be stored on a server and transmitted by choosing a particular gopher menu item.   These gopher clients, while less pleasing to operate, do still serve to connect the user to information located all over the Internet.

<div align="center"><u>-more-</u></div>

VT100 Terminal

The VT100 is the "standard" ASCII text terminal for which applications are designed. Originally manufactured by Digital Equipment Corporation (DEC), this terminal has a monochrome screen and attached enterboard.   As you connect to services across the Internet via telnet, you will frequently be asked what terminal your client is emulating.   Choose VT100.

How to use gopher

From the *NetCruiser* toolbar, <u>click</u> on the gopher icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **gopher**.   This brings up the NETCOM <u>Internet Site Chooser</u> display.   In the dialog box you will see an entry with the default gopher server: **gopher.netcom.com**.   If you would like to start with that gopher, click OK or press ENTER.   Or, you may move your cursor to the part of the map display which represents the geographic area which may contain sites in which you may be interested.   Click on the area. The roster of sites for that area will be listed in the dialog box.   Click on the down arrow to display the list.   Scroll through the list.   When you have located a site in which you are interested, select it by clicking on it.   Press ENTER.   *NetCruiser* will <u>start gopher</u> by connecting to the site you selected.

<u>-more-</u>

Using the *NetCruiser* gopher

The *NetCruiser* gopher presents a display with a <u>toolbar</u> across the top and messages across the bottom.   The central window pane is where the information from your gopher session will be displayed for you to read or act on.

The <u>Options</u> gopher menu can change how the gopher display appears.

In the center of the toolbar is a dialog box where you may enter the name of a particular gopher server, e.g. **gopher.netcom.com**.   To connect to the gopher server in the dialog box, press ENTER.   The contents of the top level menu for that server will be displayed.

Gopher Navigation

You are now ready to pilot your way through <u>gopherspace</u> by using the arrow keys on your keyboard, your mouse, or by selecting from the gopher toolbar or the Navigate menu at the top of the display.

Gopher works by means of stored links for each menu item.   When you select a menu item, the link information is read by gopher, and your gopher is connected to the link.   Gopher then displays the linked information.   This information can be

   another menu (represented by a folder icon)

   a document or text file (represented by a document icon)

   a search entry (represented by a magnifying glass icon)

   a graphic file (represented by a palm tree on a beach icon).

Move around the gopher menu by moving your mouse or your arrow keys.   Select the next link you will take by double-clicking your mouse on an item or by moving the pointer to the menu item and pressing ENTER.   *NetCruiser* will connect to the linked server and request the next item.   Messages about the link and transfer process will be displayed on the bottom line of your display.

If you would like to give more space to the gopher display, you may want to close the *NetCruiser* toolbar and/or status bar.   To toggle the tool and status bars, select the View menu and click on the toolbar and/or the status bar line.

NetCruiser will display the name and port number of the current server in the dialog boxes in the middle of the gopher toolbar.   You can move directly to another server at any time by entering its name in the appropriate dialog box.

You may enter a particular <u>TCP/IP</u> <u>port</u> number in the **Port** dialog box.   The default port for gopher is 70, and that will be the one used most often.   However, some gopher servers use other ports to enable them to provide special user interfaces.   Generally, if you need to use a particular port number, someone will give it in a citation for a gopher.   See the explanation for <u>URL</u> for more information about one way citations are given.

<div align="center">-more-</div>

Setting Options for Gopher

You can change the appearance of the *NetCruiser* gopher client in several ways that might make it easier for you to use.   The Options setting functions are found with the other settings on the <u>Settings Menu</u>.   Click on the menu name or press ALT and then S to display the Settings Menu.   Choose Gopher Options.

Save Window Position

This option allows you to save the size, shape, and location of your gopher window as you have defined it.   When you use the gopher client the next time, it will be opened with its positions exactly as they were when you exited.   This is useful if you have re-sized your <u>window</u> or moved it to another location in the main *NetCruiser* display.

Display URL in Status Line

This option toggles the display of the <u>URL</u> for the current item in the status line at the bottom of the gopher window pane.   This is the URL that will be stored as a <u>bookmark</u> for this location in gopherspace.

Font Style

You may choose what character font, in what character style, and in what size *NetCruiser* will display the Gopher Menu Directories and Documents.   Clicking the Directory or the Document box will bring up the Font Dialog.   Scroll among the available fonts, the available styles (e.g. regular, bold, bold italic), and available character sizes.   Click on the name of the font, style, and size that you prefer.   A sample of your selection is displayed in the Sample box.   When you want to save your choice, click **OK**.   If you do not want to change the font, style, and/or size of the characters, click **Cancel**.

Download Directory

NetCruiser will store any files downloaded through gopher into this directory.   Simply enter the name of the directory into the dialog box.

Gopher Toolbar / Gopherspace Navigation Menu

Save/Download current item to disk.   Choosing this command causes *NetCruiser* to download the selected item.   *NetCruiser* will display a <u>File dialog</u> to enable you to set up your local directory.   A proposed name for the document will be prompted in the File Name box.   Alternatively, you may just enter the name of the file into the appropriate box.   Use your mouse to select the directory where you want the newly acquired file to be stored.   Click **OK** to complete the file selection, or click **Cancel.**   Then, click **OK** to complete the download, or click **Cancel.**

Open the bookmark file.   Choosing this command causes *NetCruiser* to open the <u>Bookmark dialog</u>.   This dialog allows you to save pointers to useful Internet resources.   You can also store a name by which you will remember the bookmark.   *NetCruiser* will store about 500 gopher bookmarks.

Search word(s) in the current document.   Choosing this command causes *NetCruiser* to open the <u>Search Dialog</u>.   Enter the word or words you want to find.   *NetCruiser* will search the currently displayed page or menu.   If the word or words are found, the cursor will be placed at that location.

<home icon> Go to home.   *NetCruiser* defines home as the place where you started this session.

<leftarrow icon> Go back one level.   This returns you to the place that you jumped from to get here.

<StopSign>   **STOP** current activity and redisplay currently loaded page.

How to display pictures from gopher

After you download a gif file from a gopher server, using the main *NetCruiser* menu, from the **File menu**, choose **View Graphics File**.

To return to the *NetCruiser* application from which you started gopher, reduce the gopher window size to the default, click on the Control Menu box in the upper left corner of the gopher window, and select **Close**.

Gopherspace

Gopherspace is the universe of gopher servers connected to the Internet.   Each server has a location (Internet address and port number) of its own and links to other gopher servers. Gopher to **gopher.netcom.com** and select "Other Internet Gopher Servers" and "All the Gopher Servers in the World" to see a list of all the registered gopher servers.   You can use gopher to connect to each and every one of them, regardless of their physical location in the world.

In general, gopherspace is organized geographically.   For example, if you want to see information from South America, from a gopher menu with links to other servers, choose

Other gophers
South America

Gopher will display a menu that gives you entry to South American gopher servers.

The NETCOM Internet Site Chooser

The NETCOM Internet Site chooser is designed to make it easier to find and connect to sites throughout the Internet.   As you move your <u>cursor</u> around the display, the geographic or organizational area is displayed in a small box in the lower right corner.   When the box contains an area of interest, <u>click</u> your mouse.   A list containing Internet sites from the area will be placed beneath the site dialog box.

To see the list of sites, move your cursor to the down arrow pointer and click on the arrow.   The list of potential sites will be displayed.   Move your cursor to the site you wish and click.   When the site you wish is displayed, highlighted, in the site dialog box, press ENTER.   *NetCruiser* will complete your connection.

You can enter information directly into the site dialog box at any time.   Once the information is in the dialog box, click on the dialog box and press ENTER or click on **OK** to complete the connection.

veronica and jughead

Veronica and Jughead are the <u>archie</u> services of gopherspace.   To use these tools, bring up the NETCOM gopher (**gopher.netcom.com**).   From the main menu, select the menu item for whichever tool you prefer.   In the space provided, enter the word or words you would like to find. (This is called a search argument.)   Veronica searches the menu titles of the gopher servers that are known in gopherspace and constructs an individual gopher with the menu titles available for you to access.   This "personal gopher" is displayed for you to use. Jughead does much the same thing, but this program only looks at the higher level gopher menu titles.   Jughead searches can be restricted to searching the menus that appear in a particular gopher.   Once you have received the search results from your veronica or jughead search, you interact with the jughead or veronica-built menu just the way you would with any other gopher.

One thing to note is that many gophers will display pages that are not self-identifying.   That is, you can not tell from looking at the page where the information came from.   For some information, that is not important.   But if you see an announcement of a lecture   you would like to attend, it would be nice to know in which town, state, and country the lecture is being given.   *NetCruiser* displays the fully qualified name and address of the server from which information is being shown.   This name might help you locate the site from which the information is being displayed.

Interesting gopher burrows

Information about Earthquakes is available from a gopher in the University of California at Berkeley domain **nisee.ce.berkeley.edu**. Information about the 1993 Missouri/Mississippi flooding is available from the gopher at **esusda.gov**; choose Disaster relief information.

gopher **library.cpl.org** in Ohio where, in the General Reference Department category, there is a menu selection for Local Times around the world.   This is a mirror of a system developed in Australia at the University of Melbourne.   It gathers a menu of cooperating servers that will give the local date and time of various places around the globe.

gopher **gopher.cic.net** in Michigan contains an archive of electronic journals in The ETEXT Archives.

gopher **gopher.msen.com**, also in Michigan, contains the On-line Career Center, a place where you can find job postings.

gopher **gopher.psg.com** in Oregon contains some interesting information for teachers in School Computing.

The Welch library at Johns Hopkins University in Baltimore, Maryland, has a gopher that is organized with the biological researcher in mind.   Try gopher **welchlink.welch.jhu.edu**.

Representative Coppersmith from Arizona maintains an informative gopher burrow.   Try gopher-ing to **info.asu.edu**; choose Arizona State-Wide Information; then choose U.S. Rep. Sam Coppersmith.

The Information Infrastructure Task Force maintains a gopher at **iitf.doc.gov**.   Try it for information about Information policy in the United States.

There are nice pictures of New Zealand at **gopher.wcc.govt.nz**.

From the University of North Carolina you can find the Internet Underground Music Archive (IUMA).   Gopher to **sunsite.unc.edu** and use the Search the UNC Gopherspace with Jughead entry, searching for "Underground".

You can find the Dallas Museum of Art at **gopher.unt.edu** in "Denton, Dallas & Ft. Worth", "Information & Resources".

Read about The Internet Hunt at **gopher.cic.net**, and look at some of the answers to previous Hunt questions to learn more about net surfing.

To access these gophers, you can use the NETCOM Internet Site Chooser to select the site in which you are interested.   You may move the mouse to the geographic area of the gopher server in question, or you may enter the name of the gopher into the dialog box at the top of the display.

About World Wide Web

How to navigate within the web

Setting Options for WWW

You can change the appearance of the *NetCruiser* World Wide Web in several ways that might make it easier for you to use.   The Options setting functions are found with the other settings on the <u>Settings Menu</u>.   <u>Click</u> on the menu name or press ALT and then S to display the Settings Menu.   Choose WWW Options.

Save window position when exit

This option allows you to save the size, shape, and location of your WWW window as you have defined it.   When you use WWW the next time, it will be opened with its positions exactly as they were when you exited.   This is useful if you have resized your <u>window</u> or moved it to another location in the main *NetCruiser* display.

Home page file

This text box contains the name of the "home page" that will be displayed each time you enter WWW.   The default is C:\netcom\netcruz.htm which is the *NetCruiser* HomePort page that comes with the software disk.   You can change the entry in this text box to a different home page which will be shown each time you enter WWW, perhaps your own home page.   If you do not have any entry in this text box, there will be no home page displayed when you enter WWW.

Download directory

This is the path to the default directory on your computer's hard drive where *NetCruiser* will store files that you Download using WWW.   The default that comes on the *NetCruiser* software disk is C:\netcom\upgrade   When you request that information that WWW has already transferred and is displaying be Saved to Disk, the <u>File dialog</u> window will show this default directory path.   You can, of course, change the path in this window.

Click on the **Browse** button to see the <u>File dialog</u> to choose another home page from your computer's hard drive.

General

Clicking on this icon returns you to the first WWW Options display if you had been in the View or Fonts windows.

View

Clicking on this icon displays another WWW Options dialog.   Clicking on the box by Background Color shows a palette of all possible colors.   Choose a color by clicking on it. Click on **OK** to accept the change or **Cancel** to ignore it

In the Style section, the Anchor Color works in the same way as the Background Color.   The next five lines are toggle switches.   Click on the appropriate box to insert an "X"   for on or blank for off for:

   Display anchor with underline
   Display anchor URL
   Display in line images (increases download speed significantly)
   Change cursor over anchors
   Display FTP long format (shows Unix-type directory listings with file sizes)
     (this enables the user to see the size of a desired file before downloading it)

The Bullet Types can be changed by clicking on the appropriate box.   You will see a choice of six bullet types.   Click on the one you want, and then click on **OK** to accept it or **Cancel** to ignore it.

Fonts

Clicking on this icon displays another WWW Options window.   Here you may choose what character font, in what character style, and in what size *Net Cruiser* will display the various WWW header levels and text.

   Normal   Header
   List   Level1

Address	Level2
Preformatted	Level3
FTP List	Level4
	Level5
	Level6

When you have specified all of the font changes that you want to make, click on **OK** to accept the changes or **Cancel** to ignore them.

When you have finished making changes in your WWW options, click on the **OK** button.   If you do not want to change any of the WWW options, click on the **Cancel** button.

-more-

About World Wide Web

WWW is the abbreviation for the World Wide Web, an Internet navigation tool that helps you to find and retrieve information using links to other WWW pages.   Web (or W3) links are stored within the page itself, and when you wish to jump to the page that is linked, you <u>click</u> on the <u>hotspot</u>.   This technique is sometimes called <u>hypermedia</u> or hypertext.

The WWW <u>protocol</u> permits WWW <u>clients</u> on the Internet to display pages from the many web servers.   Each time you choose another link, WWW connects to a server, retrieves the next page wanted, and returns control to the local client.   WWW is a resource-efficient method of finding and using information widely dispersed throughout the world.

Web pages are truly multimedia: they may contain text, graphic images, moving pictures, sound files, etc.   Not all web clients can handle all the media.   Even if the client can process the information, your particular configuration may not be able to display it.   Fortunately, the designers of the clients know this and make allowances for differing configurations.   If a page contains something that the client can not process, it will not attempt to display it.   Other well-known web clients include Cello, Lynx, and Mosaic.

World Wide Web was originally developed at CERN, the high energy physics research center in Switzerland.   The web interface is designed so that you can choose to follow a web filament around the web as far as you like by selecting a spot on the "page" displayed on your computer display.   The locus of the WWW system is the "home page".   This is the place from which the server to which you are connected starts.   The "homepage" for WWW is the homepage at CERN.   Giving Web page citations, called <u>URLs</u>, lets you indicate the filament you wish to follow, or you may jump directly to particular points on the web.

For a tour of the web, jump from the *NetCruiser* homepage to the Guided Tours page, **http://www.netcom.com/netcom/gtour.html**.   From this page, you can jump to a web overview, see and jump to a list of home pages, and learn more about services available via the web.   You will also find demonstrations of the interconnections among <u>gopher</u>, <u>ftp</u>, sites, and the web.   You can go to and use gopher and ftp servers with your web client by simply indicating the type of server in the URL.   To go to a gopher, for example, enter **gopher://gopher.netcom.com/** or **gopher://gopher.isoc.org/** in the dialog box.   To go to an ftp server, for example, enter **ftp://ftp.netcom.com/** in the dialog box.   Once you have started an ftp download, you can see the size of the file being transferred by clicking on **View** and then on **Source File**.

For more information about the web, jump from the *NetCruiser* homepage to the Self Guided Tours page, **http://www.netcom.com/netcom/sgtour.html**.

<u>-more-</u>

How to navigate within the Web

From the *NetCruiser* toolbar, <u>click</u> on the WWW icon, or from the main *NetCruiser* display, choose the **Internet** menu, and then choose **WWW**.   This brings up the *NetCruiser* Home Page.   From this page you can choose any link by moving your cursor to the <u>hotspot</u>. To take the jump, click your mouse.   You may also enter a <u>URL</u> directly into the dialog box in the center of the toolbar.

You can move up and down or side to side on a web page by using the scroll bars.

World Wide Web Toolbar / Web Navigation Menu

Load to Disk is a toggle switch that indicates whether information transferred by WWW will be automatically saved on your computer's hard disk in the WWW default directory.   If you have used WWW Options and selected this toggle, a check mark will appear beside the option name in the Settings pull-down menu.   As long as this toggle is on, all downloaded information will be saved to disk.

Save/Download current item to disk.   Choosing this command causes *NetCruiser* to download the selected item.   *NetCruiser* will display a <u>File dialog</u> to enable you to set up your local directory.   A proposed name for the document will be prompted in the File Name box.   Alternatively, you may just enter the name of the file into the File Name box.   Use your mouse to select the directory where you want the newly acquired file to be stored.   Click **OK** to complete the file selection, or click **Cancel.**   Then click **OK** to complete the download, or click **Cancel.**

Open the bookmark file.   Choosing this icon or command causes *NetCruiser* to open the <u>Bookmark Dialog</u>.   This dialog allows you to save <u>URL</u> pointers to useful Internet resources. A name for each URL is also stored to help you recognize the bookmark.   *NetCruiser* can store about 500 WWW bookmarks.

Search word(s) in the current document.   Choosing this command causes *NetCruiser* to open the <u>Search Dialog</u>.   Enter the word or words you want to find.   *NetCruiser* will search the currently displayed page or menu.   If the word or words are found, the cursor will be placed at that location.

Web Navigation History.   The *NetCruiser* WWW client stores a list of the pages you visit in your WWW session.   You can use this list to return directly to some previous page you have displayed.   To display the history list, choose History from the WWW menu. and scroll through the entries.   Select the one that you want, and click on **Jump** to return to it.   If you decide not to return to a previous page, click on **Cancel** to exit from the History window.   *NetCruiser* can store about 500 WWW history entries.

<home icon> Go to homepage.   *NetCruiser* stores a setting for homepage.   The original homepage is the *NetCruiser* HomePort page which comes with the software disk.   It is stored with *NetCruiser*.   You can <u>change</u> your WWW settings to display no page or another page as the homepage.

<leftarrow icon> Jump to previous page.   This returns you to the place in the previous page from which you jumped to get here.

<rightarrow icon> Jump to linked page.   This is the same as placing your cursor on a hyperlink and double-clicking.   This arrow is also used when you are moving back and forth between two pages.   After you have jumped back to the previous page using the left arrow, if you choose this one, you will jump once more to the linked page.

<StopSign>   **STOP** current activity and redisplay currently-loaded page.   If *NetCruiser* is currently downloading one section of a page, it will stop this section and proceed to the next section.   If you want to stop the download of the entire page, double-click on **STOP**.

To return to the *NetCruiser* application from which you started WWW, click on the Control Menu box in the upper left corner of the WWW window and select **Close**.

Changing the WWW Options

The <u>WWW Options</u> menu can change how the WWW display appears.

<u>-more-</u>

Bookmark

Bookmarks are saved pointers to particular places in the web or gopherspace.   You can use them to go directly to particular places.   To open the Bookmark Dialog, click on the bookmark icon in the WWW or gopher toolbar.   You can also open it by selecting WWW or gopher in the *NetCruiser* toolbar (while WWW or gopher is being used), and then choosing **Book Mark**.

The **Name** box will contain the title field of your current location, if available.   The URL field will contain the URL of your current location, if any.

To save a pointer to your current location, click **Add**.

To cancel the bookmark activity, click **Done**.

Note: *NetCruiser* can store approximately 500 bookmarks.

Navigating using bookmarks

The names of the bookmarks you have saved are listed.   Scroll among them until you locate the one in which you are interested.   Click on the name of the bookmark to select it and see its Name and URL appear in the text boxes..

To jump directly to the bookmarked location, click **Jump**.

To remove a previously-saved bookmark, click **Remove**.

To exit from the Bookmark window, click **Done**.

Searching for words

Begin your search by <u>clicking</u> on the **Search for Words** (magnifying glass) icon.   The Find Dialog window will be presented.   Enter the word or words you wish found.   If you want the search to match exactly the case of your search term, click on the **Case Sensitive** box with your mouse to put an "X" in the box.   Click **OK** to execute the search.   Click **Cancel** to cancel this search.   If your search term is found, the line containing it will be displayed at the top of the window pane.

Hypermedia and Hypertext

Hypertext is text which points to other text and allows you to jump around in the text without necessarily reading it in a specific order.   Hypermedia is a superset of hypertext.   It allows graphical and audio representations of links as well.   If you select a link, hypertext and/or hypermedia will transfer you to the page represented by the link.

Hotspots

Hotspots are the places in a web document that are the entry points linking a page to another page via <u>URLs</u>.   Hotspots look different than other words or pictures on a web page.   They may be a different color, be followed by a bracketed number, or be underlined.   Their appearance differs based on the client being used.   You click on the hotspot or enter the number of the hotspot to invoke the link.

WWW Forms and Authentication

Forms in the World Wide Web refers to places in web pages where the user is requested to enter data onto a page and return the form to the originator.   The data can be text entered from the keyboard or items selected using the mouse.   The types of entry fields include:

text box - a rectangular box into which the user types text.
textarea - a multi-line text entry field where the user can move from line to line by pressing the ENTER key.   ENTER will not cause a form to be submitted when used in this **textarea**.   The form will have a separate **submit** pushbutton which must be used to send the form.
check box - a small square box where the user can <u>click</u> to toggle an "X" on or off.   This is usually used to turn on any number of check boxes in a group of items.
radio button - a small circle where the user can click to toggle on or off a dot in the center of the circle.   This is usually used to turn on only one of several radio buttons.
list box - a box with two or more lines of text.   In some list boxes, clicking multiple lines in the box lets the user select or deselect multiple items.
combo box - a scrolled list box, where clicking the down arrow at the right side of the box displays the pull-down items.
submit button - a pushbutton used to assemble the form into a query <u>URL</u> and send the form to the originator.   The name on the button has been specified by the author of the form, but it will be similar to "Submit", "Send" or "Send Form".   A form can also be submitted by pressing the ENTER key when the cursor is in a text box.
reset button - a "Clear" or "Reset" pushbutton used to erase any entries or choices that the user has made in a form and restore the form's default values.   Pressing the ESC key when the cursor is in a text box will also reset to the default values.

Some WWW documents have multiple forms on a single page.   In these cases, each form has a **submit** button for that specific form which sends the data associated with that form back to the originator.

There is a series of WWW pages that show examples of all of these entry types and can give a user new to WWW Forms practice in working with them.   The pages are written as if for authors of pages using WWW Forms in X-Mosaic, but provide useful examples for all users. Look at

http://www.ncsa.uiuc.edu/SDG/Software/Mosaic/Docs/fill-out-forms
                        (on the same line)   **/overview.html**

Scroll down several pages and review the descriptions under TYPE.   Scroll down a few more pages to see the Examples list.   Click on **Example 1** to go to its page.   Each example has a link to the next example at the bottom of the page.

Authentication in WWW is the process of typing in your Userid and, possibly, a password to verify your permission to perform certain operations or use certain services.   When this is required for a WWW Forms application, an Authentication window will appear.   The user must enter the correct Userid and password before the following WWW screen is presented. Authentication can be seen in the example on the next screen, <u>Interesting WWW Forms</u>, by InfoSeek Corporation.

<div align="center"><u>-more-</u></div>

Interesting WWW Forms

The World Wide Web Worm (WWWW) can be reached from the *NetCruiser*HomePort by choosing:

    Guided Tours
    John December's Internet Resources List
    Worm (in the section "Word-Oriented Searching")
          Scroll down to the selection box, click on #1 or #2,
            click to put the cursor in the keyword box,and type the search word.

EINet has a web page that requires forms at **http://galaxy.einet.net**.   This is a guide to world-wide information and services where you can either click on a topic or type a keyword into the text box at the bottom of the page.   Enter the search word, choose a maximum of 40 to 240 hits desired, specify the database(s) you want to have searched, and click on the **Search** button to start the search.   EINet will return the references to you.

InfoSeek Corporation has a data search web page that is free until October 15, 1994.   Try their home page at **http://www.infoseek.com**.   There you will learn about obtaining an ID and password to open an account.   Follow the instructions, and you will get these two items by email.   Return to the home page and try the service.   You will be asked for authentication first, and can then enter a search word(s) in the text box to start the search.

Try the Internet Shopping Mall at **http://shop.internet.net**.   You can get the telephone number on this page that will let you register as a member of the network, and then try Internet shopping.

There are some beautiful graphics in the Louvre exhibition and Paris tour at **http://mistral.enst.fr** by Nicolas Pioch.

Free stock market quotes with only a five-minute delay can be found at **http://www.secapl.com/cgi-bin/qsx**.   There is also a ticker search to help the user find the symbol for stocks, bonds, money market, and mutual funds.   Look through various options in these pages to see graphs showing stock fluctuations over a period of time.

-more-

Interesting web pages

One of the *NetCruiser* users, Mark Stout, maintains information about *NetCruiser* that answers many questions for new users at **http://www.netcom.com/netcom/newuser.html**. There is also a reference here to a complete list of all USENET newsgroups, sorted alphabetically.

Visit the first family in Washington at **http://www.whitehouse.gov** and see messages from the president and vice president;   learn about the executive branch, the first family, tours, what's new, and publications.   You can even leave your comments and sign the guest book. Explore Washington without leaving your armchair with some of the online maps of the city.

Adam Curry, who used to have an MTV Internet service, has started **http://metaverse.com** web pages.   Load this page, and choose the **the vibe** icon to see about the latest music and entertainment industry news.

For an interesting tour of lighthouses in the United States, try **http://gopher.lib.utk.edu:70/0/Other-Internet-Resources/pictures/lights/lights.html**   This tour was designed by Bill Britten from the University of Tennessee.

For United States taxation information, try **http://inept.scubed.com:800/tax/tax.html**

For an interesting list of applications, look at the home page at **http://www.service.com/ids/home.html**.

The Library of Congress has information about its collections and exhibits, lists of Senators and representatives with their addresses, and much more at **http://lcweb.loc.gov/homepage/lchp.html**.

Look at **http://mistral.enst.fr/~pioch** to display some beautiful Louvre pictures.   At the bottom of the "Biographical details" section, there is a cartoon quite relevant to Internet users.

For before and after the astronautical-house-call pictures from the Hubble Space Telescope, try **http://cdsweb.u-strasbg.fr/HST.html**

A list of the "smilies" or "emoticons" can be found at **gopher://dunx1.ocs.drexel.edu/00/mail/Emoticons**.

Books on the net, from Project Gutenberg, can be accessed from **gopher://gopher.micro.umn.edu** and choosing "Libraries", and "Electronic Books".

Summaries of articles in the most recent "The Chronicle of Higher Education" can be found at **http://chronicle.merit.edu**, "Academe This Week".

About ftp

How to use ftp

       Downloading with FTP

       Uploading with FTP

About FTP / File Transfer Program

The term **ftp** is the abbreviation used for the file transfer <u>protocol</u> and the File Transfer Programs that use the protocol.   It simply means sending a file (not a message) from one computer to another.   If you want to send a file from your computer to another computer, you use the ftp program in *upload* or *put* mode.   More frequently, people use the *download* or *get* mode, for example, to retrieve public domain computer programs.

To use FTP to move files to a <u>remote computer</u> you need access to an account (Login ID and password) for that remote computer.   There are many special sites throughout the Internet that have set up a special account for you to use for ftp.   It is called anonymous ftp.   To use it, you select the Login ID **anonymous** or **ftp** and use <u>your email address</u> as a password.

The FAQ on Anonymous ftp can be found via anonymous ftp itself to **rtfm.mit.edu**;   select directories "pub", and then either "usenet-by-group" or "usenet-by-hierarchy".   Continue selecting until you reach the FAQ in which you are interested.   This FAQ is also regularly posted to **news.newusers.questions** and several ***.answers** newsgroups.

<u>How to use FTP</u>

How to use FTP

FTP from an Internet Host to your local computer is transferring a file **FROM** somewhere else to your machine.   This is called downloading or getting files.   You can use *NetCruiser* FTP to transfer files **TO** another Internet Host, too.   This is called uploading or putting files.

You start *NetCruiser* FTP by clicking on the **FTP** icon on the *NetCruiser* toolbar.   Or you can use the Command Menu at the top of the *NetCruiser* display.   Click on **Internet**, and then choose **FTP Download**.

NetCruiser will display the Internet Site Chooser.   You can use the Site Chooser to identify the site to which you want to connect.   Or you can simply enter the name of the site into the dialog box at the top of the Site Chooser display. Once you have identified the Internet Host, click on **OK** or press ENTER.

NetCruiser will connect to it and then display the FTP Login dialog.   This is rather like the dialog you have with NETCOM when you start up *NetCruiser* .   You need to supply your Login ID and Password for the site you named.

Notice the check box marked **anonymous** in the upper left of the dialog panel.   If it has an **X** in it, *NetCruiser* supplies the Login ID "anonymous" and places your email address in the Password field.   If you do not want to use the anonymous Login ID, just click your mouse on the check box.   *NetCruiser* will prompt your *NetCruiser* Login ID.   You can either accept this prompt or enter any other Login ID in the box.

Next, enter the appropriate password in the password box.   Notice that *NetCruiser* will blank out the password to provide simple security.   When you are satisfied that you have entered the appropriate information, either press ENTER or click the **OK** box.   Otherwise, click on the **Cancel** box, supply the confirmation, and you will return to the general *NetCruiser* display.

NetCruiser already knows your networked location: your domain name and IP address;   it was established when you logged in.

<div align="center">-more-</div>

Security and FTP

FTP works the same way whether or not you are using a Login ID assigned for your own use or the special Login anonymous.   The difference is only in what you are permitted to "see" on the remote host computer.   Each user, whether anonymous or not, is only allowed to view certain directories, look at certain files, etc.   These permissions are set by the owners of the files, not by the FTP program.   The Login process tells the remote FTP server who you are, so that your file privileges can be determined.   Sometimes this process is called authorization.

After you complete your part of the FTP Login process, *NetCruiser* passes your authorizing information to the remote host and presents the FTP display.   Notice that an FTP menu is added to the *NetCruiser* menu choices at the top of the display.

Using FTP

The FTP display is divided into three parts under the toolbar: the directory list area; the file list area; and the message display area.   If the FTP server on the remote host sends back multiple-line messages, those messages are displayed in a special pop-up window that displays on top of the FTP display.   As you do in other multiple window situations, you can move the message window to the back by clicking on the FTP display, or you can close it by double-clicking the file handling box in the upper left corner of the display.

After you have viewed any messages from the FTP server, you are ready to select the directory and file you want to transfer.

Selecting Files On The Remote Host Computer

The current directory is displayed in the dialog box in the center of the toolbar.   Remember that files and directories that are made available to you are those with appropriate privileges set by the file owner and stored with the file.   The FTP server only reads the privileges; it does not set them.   If you try to access a file and FTP sends you a message denying access, you will need to contact the owner of the file.

All directories which are available to you are <u>listed</u> in the upper window pane.   You can select a directory by moving your cursor to a directory listed in the upper pane and then double-clicking on the name of the directory.   You can also enter the name of the directory directly into the dialog box.   Or you can move your cursor to a directory name, click once, and then press ENTER.

All the files available to you in the selected directory are listed in the lower window.   Selecting a different directory in the top pane of the FTP session window will cause the available files in the newly-selected directory to be listed.   Move your cursor to the file(s) in which you are interested and click.   Then click on the View (eye) icon or Download to Disk (diskette and down arrow) icon.   The <u>File Dialog</u> window will appear.   You can use the default file name that *NetCruiser* presents for storing this file on your hard drive, or use the keyboard to enter a different name.   You can select <u>multiple files</u>, too.

At this point, you have logged in to a remote FTP server and you have selected a file or files. You are now ready to tell the FTP server to start the transfer.

<div align="center"><u>-more-</u></div>

File Management on the Remote Host Computer

In order to delete files, to store files, or to create or remove directories, you must have write permission for the directory you have selected.   This permission is granted by the owner of the directory where your selected directory is (or is going to be).   The FTP server only reports the privileges granted; it does not control them.   The File Owner sets the privileges stored with each directory and file.

You have already selected a directory on the remote host computer.   (See selecting files on the remote host computer.)

If you want to create a new directory on the remote host computer, you use the *NetCruiser* **FTP Make Directory** command by clicking on the MakeDir icon or by choosing Make Directory from the FTP menu.   The Directory Name dialog box is displayed.   Enter the directory name and click on the **OK** button, or just press ENTER.   If you no longer want to create a new directory, click on **CANCEL**.

If you want to remove a directory on the remote host computer, you use the *NetCruiser* **FTP Remove Directory** command by clicking on the RemDir icon or by choosing Remove Directory from the FTP menu.   A confirmation box is displayed.   If you still want to remove the directory, click on **YES**.   If you click on **NO**, you will not remove the directory.

If you want to delete a file on the remote host computer, you use the *NetCruiser* **FTP Delete File** command by clicking on the Delete icon or by choosing Delete File from the FTP menu. .   A confirmation box is displayed.   If you still want to delete the file, click on **YES**.   If you decide you do not want to delete the file, click on **NO**.

What A UNIX File/Directory Listing Tells You

Here is a sample directory listing from a file archive hosted on a remote computer using the UNIX operating system.   Many of the archive sites are hosted on UNIX machines, so this may help you understand what the directory listing says.

```
 drwxr-xr-x    2  glee          512   Jan  8 22:42   foom
 -r--r-xr--    1  brian      165418   May  3, 1992   game.zip
```

Left to right: the first series of letters describes (cryptically but ...) the file type and permissions set for this particular directory.   If the first character is a **d**, this is a directory.   A file will have a **-** (hyphen) in this position.

The next characters describe the security permissions.   They are in three groups of three characters each.   The **r** indicates permission to read.   The **w** indicates permission to write.   The **x** indicates permission to execute from.   The first group of three characters describes the permissions set by the owner for him/her self.   The second group of three characters describes the permission set for a group of Login IDs in which the Login ID is a part.   The third group of three characters describes the permission set for the world, that is, everyone who has access to this host computer.

For anonymous ftp to work, the r must be present in the eighth character position.   If you are the file owner, or your Login ID is part of the defined group with the file owner Login ID, you may transfer the file if the r is present in the second or fifth character.

To be able to write a file to a directory, there must be a w in the appropriate character position.

The name of the file owner is the next piece of information.   If the file owner is something like root or wheel, you are looking at the description of a file managed by the system administrator for that system.   The size of the file in bytes is listed.   The date that the file was last stored appears next.   If the file was modified during the current calendar year, the time that the file was stored may be listed.   Otherwise, the year that the file was modified is displayed.

Finally, the name of the file finishes up the description line.

FTP Commands Toolbar and Menu

View

Causes *NetCruiser* FTP to fetch a file from the connected remote host, store it on your local computer, and display it.   View works with ASCII or GIF files.   The user is asked if the file should be downloaded as an ASCII fiile or a binary file, and also the file name under which it should be stored on the hard drive.

Download

Causes *NetCruiser* FTP to fetch a file from the connected remote host and store it on your local computer.

Upload

Causes *NetCruiser* FTP to put a file stored on your local computer on the connected remote host.   This does not work unless you have write privileges for the directory on the remote host computer.

Delete

Causes *NetCruiser* FTP to delete a file on the connected remote host.   This does not work unless you have write privileges for this directory.

Make/Create Directory

Causes *NetCruiser* FTP to create the specified directory on the connected remote host. This does not work unless you have write privileges for the directory on the remote host computer.

Remove Directory

Causes *NetCruiser* FTP remove the specified directory on the connected remote host. This does not work unless you have write privileges for the directory on the remote host computer.

Done

Closes the *NetCruiser* FTP session and returns you to the *NetCruiser* application from which you started the FTP activity.

To Get Or Download Files

From the FTP toolbar or menu, choose **View** or **Download**.   The only difference between these choices is that View automatically displays the file at the end of the transfer.   It is intended for things like the README and Index files that you frequently find at archive sites -- short files that describe the contents or the rules for the files that are stored there.   The display part of View will work with ASCII text and with GIF files.   If the files are Postscript(tm) or some other format, View will not display them properly.   Do remember that View, too, will ask where you want the file stored on your disk.

Be careful if you are getting or viewing more than one file with the same name (like Index or README).   If you want to store the files for later reference, *NetCruiser* FTP will save the second file on top of the first file unless you use different names for the files.

When you have clicked on View or Download, *NetCruiser* FTP will display the Select Transfer Mode dialog.   Here you specify if you want the file transferred as ASCII characters (for text) or as Binary data (for pictures, graphic files, program executable code, etc.).   ASCII character transfer is for text only, meaning the characters A-Z, a-z, the numbers 0-9, and assorted punctuation characters.   If you expect anything other than those characters, choose Binary mode.   If a file is transferred in the wrong mode, the information is most likely to be damaged, and you will need to re-do the transfer.

If you have specified multiple files, the Select Transfer Mode dialog comes up for each file specified.

The last dialog you see before the actual transfer is the File dialog.   Here you select the directory and file where you want *NetCruiser* FTP to store the transferred file.   If you have specified multiple files, the File Dialog comes up for each file specified.

Use your mouse and keyboard to select the directory where you want the file stored on your computer.   You can scroll up and down in the directory list by using the scroll bar at the side of the box.   Click on the directory you want to use.   If you want to create a new directory on your computer, you will need to leave *NetCruiser* FTP and use another Windows program or DOS to do that.

Once you have selected the directory, the files already stored in that directory are displayed in the file list box.   You can scroll among the file names by using the scroll bar.   *NetCruiser* FTP will prompt a name for the file in the File Name box at the top of the File List. *NetCruiser* FTP will suggest a name that conforms to file naming conventions in Windows. Longer UNIX file names will be converted to the 8 character file name, period, 3 character extension style name.   You can use the file name that *NetCruiser*FTP suggests or use the keyboard to enter a different one.

When you have chosen the directory and file name, click on the **OK** button.   Of course, if you wish to stop the transaction, you can click on the **Cancel** button and, following the confirmation sequence, you can do something else.   When you send the OK signal to *NetCruiser* FTP, the program will begin the file transfer.   Now, you just wait.   The count of bytes transferred is shown in the lower right corner of your display.   *NetCruiser* FTP will report whether or not the transfer was successful.

How To Upload Or Put A File

You have already <u>selected</u> the appropriate directory and file to serve as a destination on the remote host computer.   From the FTP toolbar or menu, choose **Upload**.   *NetCruiser* FTP will display the Select Transfer Mode dialog.   Here you specify, as you do with the <u>Download</u> process, if you want the file transferred as ASCII characters or as Binary data.

Again, be careful if you are transferring more than one file with the same name.   *NetCruiser* FTP will save the second file on top of the first file unless you use different names for the files.   Unlike Download, you may not transfer multiple files in the same transaction.   You will need to separately indicate the appropriate file destination and file name for each transfer.

The last dialog you see before the actual transfer is the <u>File dialog</u>.   Here you select the directory and file where you want *NetCruiser* FTP to get the file to be transferred.

Use your mouse and keyboard to select the directory and the file stored on your computer that you want to be transferred to the remote host computer.   You can scroll up and down in the directory list by using the scroll bar at the side of the box.   Click on the directory you want to use.

Once you have selected the directory, the files stored in that directory are displayed in the file list box.   You can scroll among the file names by using the scroll bar.   *NetCruiser* FTP will prompt the name of the currently selected file in the File Name box at the top of the File List.

When you have chosen the directory and file name, click on the **OK** button.   Of course, if you wish to stop the transaction, you can click on the **Cancel** button.   When you send the OK signal to *NetCruiser* FTP, the program will begin the file transfer.   Now, you just wait.   *NetCruiser* FTP will show the number of bytes transferred and the total number of bytes to be transferred in the lower right corner of the window.   At the completion of the transfer, *NetCruiser*FTP will report whether or not the transfer was successful.

Protocol

Internet usage defines protocol as the formal description of the message formats and rules used by computers to exchange information.   These formats and rules may be those at the level where bits and bytes go onto the wire or those between applications such as file transfer.

What the name of a file can tell you about the file -- conventions that most archives follow:

Click on the patterns below for more information about files that use those patterns.

.Z   **.gz**   **.tar**   **.tar.Z**   **.hqx**   **.sit**   **.zip**   **.com**

.exe   **.ps**   **.c**   **.h**   **.gif**   **.mpg**   **.jpg**   **.txt**

The file **doc/pcnet/compression** at **ftp.cso.uiuc.edu**, available via anonymous ftp, contains a comprehensive table which lists the available file compression software and naming conventions.   It is updated when new tools become available.

"**.Z**" files are UNIX files that are compressed and require you to execute the UNIX uncompress utility before you will be able to use the files.   These files should be retrieved by ftp in binary mode.

".gz" files are UNIX files that are compressed by the UNIX GNU gzip utility program and will need to be processed before you will be able to use the files.   Retrieve these files in binary mode.

".tar" files are UNIX files that are in the UNIX tape archive format.   These files require you to process them with the UNIX tar utility before you will be able to use the files.   They should be retrieved in binary mode.

".tar.Z" files are UNIX files that are compressed tar files that require application of the uncompress utility followed by the tar utility.   Retrieve these files in binary mode.

".hqx" files are compressed files for the Macintosh computer.   These files should be retrieved in binary mode and then processed by a Macintosh uncompression program.

".sit" files are Macintosh files processed by the "Stuffit" program.   Retrieve them in binary mode.

".zip" files are DOS files compressed by a zip utility.   These files will need to be processed before you will be able to use the files.   Retrieve these files in binary mode.

".com" files are executable files for DOS computers.   They should be retrieved in binary mode.

".exe" files are executable files for DOS or VAX/VMS computers.   They should be retrieved in binary mode.

".ps" files are PostScript files that must be viewed with a PostScript viewer or printed on a PostScript printer.   These files should be retrieved in text/ASCII mode.

".c" files are C programming language source code.   These files should be retrieved in text/ASCII mode.

".h" files are C programming language header files.   These files should be retrieved in text/ASCII mode.

".gif" files are files in Graphics Interchange Format.   These files should be retrieved in binary mode.

".mpg" files are video files.   They need to be played with a multimedia player.   These files should be retrieved in binary mode.

".jpg" files are graphics files in a compressed format.   These files should be retrieved in binary mode.

".txt" files or files which have no special suffix are plain text files that can be displayed or printed without requiring processing by any utility.   These files should be retrieved in text/ASCII mode.

Interesting ftp sites

Extensive archives of computer source code: for Windows (tm) at **ftp.cica.indiana.edu** (Indiana University); for Macintosh computers at the SUMEX-AIM system in the Stanford University in California domain; for DOS and Amiga machines (among others) at **wuarchive.wustl.edu** (Washington University in St. Louis, Missouri) or **oak.oakland.edu** (Oakland University in Rochester, Michigan).

Information Source Lists: The Internet and Computer-Mediated Communication (AKA The December list), compiled by John December (decemj@rpi.edu) at host: **ftp.rpi.edu** (Rennsalaer Polytechnic Institute, Troy, New York);   it is best seen via the <u>web</u> to the <u>URL</u>: **http://www.rpi.edu/Internet/Guides/decemj/text.html**.   This file lists pointers to information describing the Internet, computer networks, and issues related to computer-mediated communication (CMC).   Special Internet Connections (AKA The Yanoff list) is another list that contains many resources of potential interest.   Scott Yanoff compiles and updates it, and the list is posted frequently across the net.   It can be reached via anonymous ftp from the host: **csd4.csd.uwm.edu** (University of Wisconsin, Madison, Wisconsin) or via the World Wide Web.   One place you can find it is at the Stanford Linear Accelerator Center, **http://slacvx.slac.stanford.edu:80/misc/internet-services.html**.   Both of these files can be accessed from the *NetCruiser* WWW HomePort page under "Guided Tours".

Interesting ftp sites (continued)

Connected countries: If you would like to know what countries are connected to the global Internet and how, you can get a file of information collected by Larry Landweber.   It is in the directory: **connectivity_table** on the host **ftp.cs.wisc.edu** (University of Wisconsin).   The same information is also available via the InterNIC Information Services InfoSource gopher server.   Gopher to **is.internic.net** or use the web by opening a URL to **gopher.is.internic.net**.   Choose "InterNIC Information", "About the Internet", "Global Internet Information", and "ISO 3166 Country Codes".

For information from the Legislature of the State of California, ftp to **leginfo.public.ca.gov**; look in the /pub directory, and then use the View (eye) icon to   look at the index in "README FIRST".   You can also see information using gopher to the University of California at Santa Cruz Infoslug system (**scilibx.ucsc.edu**).   From their main menu, choose "The Community", then "Guide to government -- US, State and Local".   This menu will present a number of choices for government information.

There is an archive of USENET newsgroups at **rtfm.mit.edu**.   You can use the directory feature in ftp to find out more about what is there.

Author Bernard Aboba has edited an online magazine for users of the Internet.   You can find it at **ftp://ftp.netcom.com/pub/mailcom/internaut/**   The first issue is **internt1.zip**

You may use the NETCOM Internet Site Chooser to select an ftp site.   Move the cursor to the geographic area where the site in which you are interested is located.   You may also enter the domain name or the IP address into the text box at the top of the display.

URL: URLs are the resource locators used by the World Wide Web as explicit addresses for information.   They contain an access method/resource type (file, or gopher, or http, for example); a host name; perhaps a <u>TCP/IP</u> <u>port</u> number; and may contain a directory/file path. These explicit strings are used by the web traversing programs to connect the user directly to a particular document or page.   Typing **gopher://gopher.netcom.com** at the Open URL dialog box will connect you to the NETCOM gopher server using the web software.

Other examples of URLs:

file://ftp.yoda.edu/pub/doc/file.txt   or

ftp://ftp.yoda.edu/pub/doc/file.txt to describe a specific file of text

file://ftp.empire.mil/pub   to describe a specific directory

gopher://swamp.dagoba.edu:1234   to describe how to get to a gopher using a specific port number

http://www.ice.hoth.org:1234/pub/doc/force.html

Telnet

People who are in one location frequently want to use a computer in another location. Perhaps they are on a business trip and want to read their email.   Perhaps they want to access data on the computer in another branch or in the main office.   Perhaps they want to look at a library catalog to see if a certain book has been published.   Perhaps they want to use one of the services of the Information Providers such as Dialog or Mead Data Central.

How to Telnet

You may use the NETCOM Internet Site Chooser to select a host computer.   Alternatively, you may simply enter (into the Site dialog box) the Internet address of the remote computer to which you want to connect.   Telnet usually uses TCP/IP Port 23.

NetCruiser negotiates a connection with the remote computer, and the remote host computer sends out its login message sequence.   The login sequence of the remote computer may contain instructions about how to log out.   If you are not familiar with the sequence, you should note it somewhere that you can find when you need it.   The most common trouble that people have with connections to remote computers is closing the connection.

You are interacting with the remote host computer from the time you see the login message on your computer display.   Your computer acts as a terminal; in *NetCruiser*, your computer emulates a vt100 terminal.   The displays you see are written by the remote host computer. Your session lasts until you log out of the remote host using the appropriate logout sequence. When you complete the logout sequence, the control of your session returns to *NetCruiser*.

A remote session may be established directly by typing the command explicitly or through an intermediary such as gopher or WWW   There are directories that you will find on the Internet that list remote services.   These directories will list the appropriate command to use, including the appropriate domain and/or Internet address.   They may also list a port number.   If a remote service is a publicly accessible one, you may not need a user account on the remote system.   If you telnet to **martini.eecs.umich.edu** port: **3000,** then you will be connected to the machine called martini in the Electrical Engineering Computer Science domain at the University of Michigan, using port 3000.   This is the Geographic Name Server.   Once connected, you can enter a name of a place or a zip code; you will receive a short display of information available about that place.   No special login sequence is needed.

tn3270

Some remote systems (some library public catalog systems, in particular) require you to use a different telnet program to connect properly.   This program, called tn3270, causes your computer to appear to be a specific type of computer terminal called an IBM 3270.   If you need to connect to one of these systems, you will need to telnet to a public site which offers a tn3270 program.   There are two clues which will tell you that you might want to consider using tn3270.   The first is a message that says

```
   Connection closed by foreign host.
```

consistently.   This message indicates there is trouble between your two systems.   Naturally, there are many reasons to receive this message including that the remote host is not currently available.   However, if you suspect that the host is an IBM system, think about trying tn3270.

The second clue is a   ...connected ... message returned from the remote host containing the letters VM or MVS in the welcome message.   This indicates you are connected to an IBM system.   If the interaction between your computer and the remote host does not go well, you will probably need to use tn3270.

Once you are connected to this type of system, you will be presented with menus and forms which expect you to "fill in the blanks".   You do this by moving the cursor to the blank fields and filling them in by entering characters from your keyboard.   When you have completed your form, send it to the remote host by pressing ENTER.   tn3270 maps your keyboard to the

keyboard of the 3270 terminal.   Many systems that use these terminals use the Program Function (PF) keys and the CLEAR key to communicate special commands to the program.   It is particularly important to tell the tn3270 program that you have a VT100 terminal when you start the program.   Then, once you are connected, you will need to figure out how the keys on the 3270 keyboard are represented.   Usually TAB will move you through the input areas.   Try the arrow keys.   If they do not work, you can use TAB.   Usually the tn3270 ENTER is the ENTER key on your keyboard and also the one on your numeric keypad.

For the function keys, try the F1, F2, ... keys across the top or at the left side of your keyboard. If they work, the screen display will change or you will get a message like "PF4 undefined".   If they do not work, try ESCAPE and 1 for PF1, etc.

To clear the screen, try Control-Home, Control-l (lower case L), or Control-z.

-more-

Setting options for Telnet

You can change the appearance of the screen during a Telnet session in several ways that might make it easier for you to use.   The Options setting functions are found with the other settings on the <u>Settings Menu</u>.   Click on the menu name or press ALT and then S to display the Settings Menu.   Choose Telnet Options.

Terminal Emulation

The default is <u>VT100/ANSI</u>.

Local Echo / Auto Wrap

The defaults are Local Echo off and Auto Wrap on.

Font...

You may choose what character font, in what character style, and in what size *NetCruiser* will display information in the Telnet window.   Clicking on Font will bring up the Font Dialog.   Scroll among the available fonts, the available styles (e.g. regular, bold, bold italic), and available character sizes.   Click on the name of the font, style, and size that you prefer.   A sample of your selection is displayed in the Sample box.   When you want to save your choice, click **OK**.   If you do not want to change the font, style, and/or size of the characters, click **Cancel**.

<u>-more-</u>

TCP/IP

TCP/IP is the abbreviation which represents Transmission Control Protocol/Internet Protocol. All together the suite (group) of <u>protocols</u> (standards) represent the rules by which all the connected networks agree to talk with each other.

Port

A port is rather like a transmission channel on a radio.   It is the place at which the application on the remote or host computer "listens" for connection requests to a particular application. Gopher usually uses port 70.   Telnet usually uses port 23.   Services can use other port numbers to direct connections to specific applications.   If you are given a specific port number, place the number in the port number dialog box before connecting to the remote host.

Remote Computer

Any computer that is not the computer you are using is considered remote.   The distance between the connected computers is not relevant in the definition.

Interesting Telnet Sites

These sites offer products, services, and/or discussions.   When you telnet to these sites, use the login name specified for the service.   Be prepared to register your name, address, and perhaps email address on entry to these services.

Argonne National Laboratory in Illinois offers an educational service called Newton.   To reach it, telnet to **newton.dep.anl.gov** and log in as **bbs**.

There is a backgammon server at **ouzo.rog.rwth-aachen.de** on **port** 8765

Telnet to **books.com** to find a bulletin board system (bbs) that is a bookstore.

Telnet to **career.com** to find a bulletin board system with a career service.

Telnet to **classroom-earth.ciesin.org** on port 2010 to find the Global change education bulletin board.

The Internet chess server is located at **ics.onenet.net** on port **5000**.

Talk

This feature is not yet implemented.

archie

Archie is a program written to help you find files and hosts. Archie refers to both the client program running on many host computers and the several archie servers located in geographically separate places around the world. When you use archie, you are using a client program to access one of the server programs. The server programs contain a directory of the names of files available in directories accessible via anonymous ftp. The directory is periodically updated. To use it, you think of a word which might be used to describe what you need to find. Let's say the word was "census" If you are using an archie client on a UNIX system, you would enter

archie census

A search like this may return too many locations to process, so you might want to limit the number of sights returned by entering

archie -m 10 census

This will return the names of up to ten sites that have directories that contain the word census. You then will use ftp to connect to those sites and see if they have what you want. You can, of course, use the information returned from your archie search to send another search with a search argument that may more exactly meet your needs.

The IP site names returned by the archie server can then be used to fill in the dialog box in the NETCOM Internet Site Chooser. Choose ftp from the Internet menu. Then enter the site name directly into the dialog box.

NetCruiser does not have an archie client in its initial version. You can, however, use archie via its World Wide Web or email interfaces.

To use the web interface, from the *NetCruiser* WWW HomePort page, select "Guided Tours", "John December's Internet Resources List", "ArchiePlexForm" (in the Word-Oriented Searching section, and then "Internic" or another entry closer to your location.

Settings Menu Commands

These dialogs are used in *NetCruiser* configuration management.

Edit User Information

This dialog asks for the <u>Username (Login ID)</u> for which the information is to be edited.   The associated password should be entered <u>Password</u> here.   Note that it is blanked out so that others can not read it from your display.   To continue, <u>click</u> on **OK** or press ENTER.   When the Username and Password have been verified, the **View/Edit User Information** dialog will be presented.

On this display, you can fill in or change the information in the dialog boxes.   To move among the boxes, press the TAB key.   You can edit **Name**, **Mailing Address**, **City**, **State**, and/or **Postal Zip Code**.   You also may edit the **Telephone** number and/or **Company** if you wish. Please click on the appropriate credit card and supply its **Number** and **Expiration Date**. When you receive a new credit card with a later expiration date, you should return to this section and enter the new date.

Click **OK** to accept the information.   If you click the **Cancel** button, you will be asked to confirm your choice.   If you wish to cancel, the information you entered will be not be saved; you will need to enter it again later if you want to make changes.

Change Password

This selection presents the **Change Password** dialog.   Enter your Old Password in the appropriate box.   Enter your New Password twice, once to set it and the second time to confirm it.   Click **OK** to accept.   If you click the **Cancel** button, you will be asked to confirm your choice.   If you wish to cancel, the information you entered will be not be saved; you will need to enter it again later to change it.

Modem Parameters

This selection presents the <u>Modem Settings</u> dialog.

Phone Number

This selection presents the <u>Select Number</u> dialog.   If Netcom adds a new phone access point that is more convenient for you, the number can be included in the list of numbers even before a new version is available for download.   Click <u>here</u> to read about the necessary steps.

If you choose the Settings Menu when you are using gopher, you can access the <u>gopher display options</u>.   If you choose this menu when you are using World Wide Web, you can access the <u>web display options</u>.   If you choose this menu when you are using Telnet, you can access the <u>Telnet options</u>.

Modem Settings

You can use this option in the **<u>Settings</u>** menu to change your modem or Com Port information. If you now have a different modem, choose it from the list of supported modems.   To see the complete list, <u>click</u> on the down arrow at the right side of the Modem dialog box.   <u>Scroll</u> through the list to select the one you have.   When your selection is highlighted, click on it to enter the information.

Click the button in front of the appropriate baud rate/modem speed for your modem.   Click the button in front of the Communications Port (Com Port) to which your modem is connected.

If you click the **Cancel** button, you will be asked to confirm your choice.   If you wish to cancel, the information you entered will not be saved; you will need to begin again later.

When you have finished entering the new information about your modem and communications settings, *NetCruiser* will store the data in the **modems.cfg** file in the directory you specified to hold *NetCruiser*.   This information will be used when you connect to the Internet using *NetCruiser*.

The correct configuration of your modem is of crucial importance in the proper behaviour of *NetCruiser*.   Click on "more" below to read about the requirements.

<u>-more-</u>

Modem Configuration

Connection to *NetCruiser* requires

    8 data bits
    1 stop bit
    no parity
    hardware flow control

If you do not have your modem set this way, *NetCruiser* **will not behave properly**.   It will drop your connection unexpectedly.   You will have unpleasant things happen.

No matter what other people have told you, if your modem is not set this way, *NetCruiser* will not work well.

If your modem is not listed in the configuration files, you will need to consult your modem documentation and/or the technical support organization for your modem manufacturer to obtain the correct initialization string for your modem.

When you have been given the string, close your *NetCruiser* window.   Open the Accessories folder in Windows, and from there open the Windows Terminal application.   The first thing to test is whether or not you can talk to your modem.   Configure Terminal to connect to the Communications Port to which your modem is connected.   Type

    AT

in the window.   If the modem responds

    OK

you are successfully talking to your modem.

If you can determine how to set your modem to the factory default settings, do that now. Sometimes this command is

    AT&F2

At this point you can enter the correct configuration strings.   In general, settings within modem commands are preceded with an "&".   Each command can be entered separately.   Each command should be preceded with the "AT" command string (which says Hello, here comes a command).   Thus,

    AT&F1 <enter>
    OK   (responds the modem)

If you receive an error from the modem, you'll know that you made a typing error or that this really isn't the correct initialization string.

When you have finished entering the string, you will want to save it in your modem.   The save command is frequently

    AT&W

After you have the configuration completed, you can exit from the Windows Terminal program. When you re-enter *NetCruiser*, choose the "generic" modem type.   This will pass through the modem string that is currently stored in your modem.   No changes are made by *NetCruiser*.

Phone number changes

If you wish to use a different phone access number to dial into *NetCruiser*, the **Phone Number** selection in the **Settings Menu** allows you to choose from the numbers listed in the Directory.

If Netcom adds a new access number, and you want to use it before a new version of *NetCruiser* can be downloaded with the number included, there are several ways that this can be accomplished.   The easiest way is to bring up the *NetCruiser* login screen, click on the **Settings** menu item, click on **Phone Number**, and type the number into the text box. Since *NetCruiser* "remembers" the number you dialed, and you can always see it there if you look before you dial, this has the effect of adding it to the list.

Another way to add numbers to the Directory is to edit the file **phone.lst** in the directory in which you stored *NetCruiser*.   Assuming that you used the default directory, the full name would be **c:\netcom\phone.lst**.   Add the new number or numbers to the list, and save the new file in DOS (ASCII) format.   If you use the Windows Notepad, the format will be correct. The next time that you download a new version of *NetCruiser*, the new version will overwrite this file if it has any numbers that are different;   check after a download to ensure that the number that you want is included.

Window Menu Commands

These commands are used in window management.

Cascade

Choose this command to arrange the display of open windows so that they overlap.   The titlebars will remain visible.   To move among the windows, <u>Click</u> on the titlebar of the one to which you wish to move.

Tile Vertical

Choose this command to arrange the display of open windows vertically side-by-side.

Tile Horizontal

Choose this command to arrange the display of open windows horizontally side-by-side.

Arrange Icons

Choose this command to re-align the display of icons representing the minimized open windows.

Close All

Choose this command to close all open windows and return to the *NetCruiser* opening display.

Help Menu Commands

The pull-down menu for Help includes:

Contents Displays the *NetCruiser* Help Contents pane.

Search   Lists all the words or phrases that you can use to search for topics within *NetCruiser* Help. By typing or <u>double-clicking</u> to select one of these words, you can search for and go to a specific Help topic.

Session Summary   Gives you information about your *NetCruiser*account, the current session, and the amount of total time used during the current month.   The amount of this total time that was prime time is shown here, also.

About NetCruiser Shows NetCruiser copyright and version information, the names of the developers, and the Executive Producer.

Help buttons are located along the top of the Help window and enable you to move around easily within Help.   If a feature is not available, its button name is dimmed.

Back   Displays the last topic you viewed.   You move back one topic at a time in the order that you viewed the topics.

History   Displays the titles of the last 40 topics you have viewed in the *NetCruiser* session. The most recent topic viewed is listed first. To revisit a topic, double-click on it.

<<   Displays the previous topic in a series of related topics, until you reach the first topic in the series. The button is then dimmed.

>>   Displays the next topic in a series of related topics, until you reach the last topic in the series. The button is then dimmed.

_____

To choose a Help button, click the Help button you want or type the letter that is underlined in the Help button.

About the Internet

Many people wonder exactly what constitutes the Internet.   There is no single, generally agreed-upon, answer to this question because the Internet is different to and for each user.

One way to describe the Internet is to say that it is the network formed by the cooperative interconnection of computing networks.   In fact, the word "Internet" is built from the words "interconnection" and "network".   Literally, it means the connecting of networks so that the parts appear to be a whole.   These connected networks usually use the <u>TCP/IP</u> (transmission control <u>protocol</u>/internet protocol) communications suite.   These protocols are the rules that the networks all use to understand each other.

Some people say "I found it on the Internet" when citing the source of some information. There, the word "Internet" is used to describe the services that can be reached using the interconnected networks.   A final way the word is used is to describe the community of people who work together to use and enhance the networks.   We can describe it this way because the Internet is a cooperative effort of many people and organizations.   An important thing to know about the Internet is that people do not just use the information on the network. Through contributions to lists and netnews, through building information servers of various kinds, all the users of the Internet are providers, too.

<u>-more-</u>

Who owns it?

No one person, service, corporation, university, or government owns the Internet.   Each connected individual or group owns its own network.   No doubt you are familiar with the organization of the telephone system in the United States.   Each person who desires telephone service contacts a local area service provider.   The service provider provides a "hook-up" from the residence or business to the service network.   The person wanting service actually provides the telephone instrument and the connections within the residence or business.   As long as you want to place calls to other telephones only within your local area, you do not need anything else.   However, if you want to place a call to someone in another area, you need to purchase services from a long distance service provider.   The local area provider supplies the connection from the local network into the long distance network.   This arrangement allows you to connect to telephones almost anywhere in the world.   Moving among networks of computers works much the same way (not surprising since the telephone networks are being used to connect the computers).

The Internet mostly connects networks of computers.   Think of a corporate-wide network: each department of our corporate example has a LAN (local area network) which allows them to share files and maybe a printer or two.   Several departments, working together, interconnect their networks so that information may be shared easily among the departments. These "regional" networks are interconnections based on geography (same city, same state, same group of states) or function (accounts-receivable grouped with accounts-payable into an accounting network, for example).   Then the regional networks are connected together onto a corporate network, sometimes called a backbone.   So, there is a user connected to a local net; a local net connected into a regional net; and regional nets connected to a backbone

This model, extended to organizations of various kinds and with the many backbones connected to each other at gateways, illustrates the global Internet.   We say global because networks from most countries with some sort of telephone service infrastructure are connected to it.   Practically, this means people can use their computers on their local networks to send messages or exchange files with people using computers in another company or in another state, in another geographic region, in another country, anywhere, in fact, that is connected.

-more-

How is the Internet Administered?

To the surprise of many people, there really is no central administration to the Internet.   There is a Network Information Center (NIC) that is sponsored by the United States National Science Foundation (NSF) to register the domains, names, and addresses of new computers being added to the network.   Internet Service Providers are encouraged to provide registration service and assistance for each new connected network.   Each individually-connected network maintains its own user policies and procedures -- who can be <u>connected</u>, what kind of traffic the network will carry, etc.   Each manages its own network -- engineering the network, choosing to provide particular services or not.   And each network cooperatively carries the traffic from its connected networks to gateways and from gateways to its connected networks. The technical rules, <u>protocols</u>, are agreed upon after proposal, trial, and discussion in the networking community.   No one person can "lay down the **law**" to the rest of the community because there is no law and there is no one person.

<u>-more-</u>

How does the Internet work?

At the individual level, there is one user sitting in front of one computer on a network.   Let's say that this person is in Bethesda, MD.   Let's say that this person wants to get information to another person in Seattle, WA.   Now, if these people are in the same company, using some corporate-wide email system, the first person just enters in the name of the second person as it is known to the corporate email system -- usually, a user name.   This serves as an address on the electronic message, and the send command has the email system deliver the message to the second person.   Again, compare this to a telephone system.   Within the same company, some telephone systems allow you to dial a digit or two to reach someone else also connected to the same local system.   If the two people are not on the same internal telephone system, then (within the United States, anyway) the full seven digits plus a three-digit area code will need to be dialed.   If the two people are not on the same email system, whether or not it is corporate-wide, it is necessary for the message to have some extension which serves the same function as the full seven digits plus the area code.   This address extension is found following the "@" sign in an Internet address.   For example, `support@ix.netcom.com` is the complete Internet address for the ***NetCruiser*** technical support personnel at NETCOM. This type of address is spoken of as the "fully qualified" address.   Once an address is attached to the message, the interconnected Internet systems take over.   The email handling system that the sender is using packages the message and prepares it for "shipping".   The message is broken up into small pieces and put into envelopes called "packets".   The packets are all addressed to the final destination.   The path from Bethesda, MD, to Seattle, WA, may have many different networks in it.   In fact, the packets which contain the message may not all travel the same path.   Along the possible paths are special purpose computers called "routers".   These computers only look at network addresses and figure out from the address what is the current best route to the destination address.   Once the packets reach the destination, they are reassembled into the message that the sender intended to send.

The same sort of decision-making is made for all packets, regardless of type of user activity, that traverse the Internet.   Each time a packet reaches a router, its address is examined and the packet is forwarded either to another router nearer its destination or to its destination if the router is the final router on the path.   The destination computer is the one that unpacks the packets, throws away the envelopes, and stores the email message, or the gopher menu instruction, or the file transfer request where the appropriate program on the destination machine can process it.

Connected versus Host

"Connected" means that the computer system or network is actually a node on the Internet. It has an individually assigned IP (internet protocol) address consisting of 4 octets of numbers separated by dots (periods), and client programs running on the computer system can take full advantage of the capabilities of the computer. This is how *NetCruiser* works. To contrast, the "host" user is using a computer which is operating as a terminal on another computer. Usually host connections are designed to use very simple text-based interactions because those interactions are possible on the slowest and oldest equipment that customers are likely to have. This is how you will interact with computers to which you telnet.

If you are using your computer as a terminal to another computer, you are restricted to the interactions possible between that other computer and your computer. Those interactions are governed by the host computer.

What does "Client/Server" mean?

These two terms have particular importance on the Internet because so many popular programs are built using this design. A server is a program that "serves" something, usually information, to a client program. A server usually runs on a computer that is connected to a network. The size of the network is not important to the client/server concept. The network could be a small local area network or it could be the global Internet. The server is designed to interact with a client program or client programs to allow people to determine if the information that is desired is there, and if so, to send it. A client program is designed for a particular computing platform (e.g., Windows, MAC, UNIX) to take advantage of the strengths of the platform. The client usually maintains the environment with which the computer user is familiar. Using that environment, the client may help the user locate servers of interest, send a query, process the query results, and display them using the tools familiar to the user. The advantage of this type of design is that a server with multiple client programs can store data once and present it to different users in different places using different computers. The work of data presentation is done by the client program, so that computing resources used in developing the presentation are consumed by the person who made the request.

About NETCOM

NETCOM On-Line Communication Services, Inc. is the nation's leading commercial Internet Service provider. NETCOM provides network access points in many of the major metropolitan areas in the United States.

The services provided include news feeds, email, domain service,file transfers, and access to the global Internet including locating and downloading files and remote login access to other computer systems. NETCOM provides high-speed network connections to individual and business customers as well as its host dial service.

NETCOM is entering its 6th year as a reliable service provider of quality products and services.   Our customers include defense contractors, chip manufacturers, oil companies, investment brokerage services, and thousands of individuals.   NETCOM has proven to be a communication leader in delivering high quality and reliable connectivity around the clock, 7 days a week and 52 weeks a year.

NETCOM owns, operates, and maintains a high speed digital network that provides a full range of local-call services to over 200 cities in the USA.   Our nationwide network can be used to inter-connect branch offices, to provide local calling for *telecomputing*, and to establish on-demand Internet connections for USENET, email, and personal dial-up service.

NETCOM Technical Support

Technical support for *NetCruiser* is provided 24 hours each day, seven days a week.   You can reach help by sending email to *support (support@ix.netcom.com)* or by telephone to 408-983-5970.

Backbone is the term used to describe the large, usually long-haul, networks that gather data from smaller networks and carry the traffic to other networks.   Besides the NETCOM United States backbone, there are other prominent commercial and government sponsored backbones, e.g., the NSFNET, NSINet (NASA Science Internet), the ESNet (Energy Sciences Network), etc.

Interesting Destinations

Interesting ftp sites

Interesting web pages

Interesting web forms

Interesting mailing lists

Interesting email addresses

Interesting gopher burrows

Interesting telnet sites

Just for fun

Newsgroups:	Mailing lists via listserv:	Gopher:
rec.humor	giggles@vtvm1.bitnet	gopher.msen.com, then
rec.humor.funny	humor@uga.bitnet	msen marketplace, then
rec.humor.oracle	whim@tamvm1.bitnet	wood charles associates
alt.quotations	BLUES-L@brownvm.brown.edu	
eunet.jokes	CANINE-L@psuvm.psu.edu	
fido.humor	ROCK@tritu.bitnet	
alt.humor.best-of-usenet		

More Internet Information

There are as many approaches to organizing information about the Internet as there are people who use the net.   Here are a few that others have found useful.

Internet Sources:

From the NETCOM gopher, choose Internet Information, and then Internet Assistance. Browse among the listings to find one organized the way you like.

From USENET News: read the Internet Services <u>FAQ</u> which can be found on **alt.internet.services**, **news.answers**, **alt.answers**.

From the web: **http://www.eit.com/web/netservices.html** or the Internet version of the NSF Network News at **http://www.internic.net**

A book about *NetCruiser*

David Peal has written a book specifically about ***NetCruiser*** and how to use it.   The book, *Access the Internet*, is published by Sybex.   Sybex plans to use the Internet and NETCOM to distribute updates to the book as ***NetCruiser*** changes.

Additional Printed Sources:

Books:
Dern, Daniel, *The Internet Guide for New Users*, McGraw-Hill, 1993.
Fisher, Sharon, *Riding the Internet Highway*, New Riders Publishing, 1993.
Gilster, Paul, *The Internet Navigator*, John Wiley, 1993
Magazines:
Internet World, Meckler Press
Wired (*see also* gopher wired.com)

About *NetCruiser*

NetCruiser is your Internet travel agent, designed to help you move easily through the global Internet.   With ***NetCruiser*** you can browse the<u>World Wide Web</u> or <u>gopherspace</u>; <u>connect to other computers</u> on the Internet; and read and write messages using <u>email</u> at the same time.   The NETCOM <u>Internet Site Chooser</u> helps you quickly locate other Internet sites. It eliminates the need for multiple communications programs and for switching among many confusing environments.   ***NetCruiser*** provides a consistent way for you to receive communications, make new friends, review the scores of recent ball games, and find new computer games.

NETCOM and ***NetCruiser*** are trademarks of NETCOM On-Line Communication Services, Inc.   All other brand or product names are or may be trademarks or service marks of and are used to identify products or services of their respective owners.

NetCruiser was developed at NETCOM On-Line Communication Services by Rick Francis, Peter Kaminski, Roger Lian, and Jie Fu.   The Help System was developed by Glee Harrah Cady.

Piloting *NetCruiser* :

The Menu bar is displayed across the top of the display.   Move the <u>cursor</u> to the name of the menu you want and <u>click</u> to display the pull-down menu.   Click on the name of the command you want.   To close a menu without executing a command, click anywhere outside the pull-down menu box.

To access the menu using the keyboard, press ALT or F10 to make the menu bar active. Then press the key corresponding to the underlined letter in the menu name.   To choose a command, press the key for the underlined letter or number in the command name.   To close a menu without choosing a command, press ESC.

In a displayed menu, ellipses (**…**) means that the command will display a dialog box.   A check mark in front of the command name indicates that the command is on.   Dimmed commands are not available.

Information about managing *NetCruiser* window panes can be found <u>here</u>.

A note about performance: *NetCruiser* works on your computer on information transferred there from servers on the NETCOM network.   The speed of your processor and the amount of memory available to the program, as well as the type of video and sound processors that are part of your system, will all affect the ability of *NetCruiser* to process information and display it to you.

Some web pages process very large files of data in order to display graphic images.   You may find that your ability to move around quickly on these pages will be improved if you make as much memory as possible available to *NetCruiser*.   One way to do this is to close other memory-intensive applications while you display these pages.   Your hardware and software vendors may suggest other guidelines and solutions to optimize the amount of memory available.

Signature

A signature or signature file is a short message that is appended to the end of electronic mail and/or USENET postings.   A signature should contain any information that you would like others to have in order to contact you.   People usually include their full names, some sort of postal contact information, possibly some telephone contact information, some corporate identification, if appropriate, and the appropriate email address information.   Some people also add quotations, jokes, cute sayings, and/or pictures to their signatures.   It is considered good manners to keep your signature to four lines or less in consideration of people with slow-speed connections or people who are paying fees based on size of transmissions received.

NetCruiser appends signature files, if you have stored them, to the end of your email and netnews postings.   *NetCruiser* appends the file **mail.sig** to your outgoing email. *NetCruiser* appends the file **news.sig** to your outgoing netnews articles.   Use your favorite editor to edit and store your signature files in the same directory that holds *NetCruiser.*   Of course, if you do not edit and store the signature files, *NetCruiser* will not be able to append them.

Assuming that you used the default directory during *NetCruiser* installation, the full names of these files would be:

   C:\NETCOM\MAIL.SIG   and   **C:\NETCOM\NEWS.SIG**

Some word processors store extra control codes in their files (to indicate special operations), so make sure you use the special method provided by your word processor to save these files as pure DOS (ASCII) text.   Of course, if you use Notepad to create these files, they will automatically be in ASCII.

Headers

Header lines are short bits of information that appear at the top of electronic mail and/or USENET postings. The header line(s) should have any information that you would like others to have about you or your company. People often include their company name and address.

NetCruiser includes the header files, if you have stored them, among the other header lines for each message or article. *NetCruiser* adds the file **mail.hdr** to your outgoing email. *NetCruiser* adds the file **news.hdr** to your outgoing netnews articles. Use your favorite editor to edit and store your header files in the same directory that holds *NetCruiser*. If you do not edit and store the header files, *NetCruiser* will not be able to add them. The header lines are not shown when a message or an article is displayed in *NetCruiser*, but they can be viewed by doing a **Forward** of the message or article.

Headers must start with a letter, include a colon after the header name, and each must be on only one line. The header names should not include any spaces. Non-standard headers (those other than To:, From:, Subject:, Organization:, etc.) should have an "X" in the first position so that they do not "collide" with any real headers that might be defined. Invalid lines are ignored. A sample MAIL.HDR is:

    Organization: NETCOM NetCruiser Software Development
    X-Mailing-Address: 3031 Tisch Way, San Jose, CA 95128

Assuming that you used the default directory during *NetCruiser* installation, the full names of these files would be:

    C:\NETCOM\MAIL.HDR   and   **C:\NETCOM\NEWS.HDR**

Some word processors store extra control codes in their files (to indicate special operations), so make sure you use the special method provided by your word processor to save these files as pure DOS (ASCII) text. Of course, if you use Notepad to create these files, they will automatically be in ASCII.

Scroll bar

NetCruiser uses both a horizontal and a vertical scroll bar that are used for moving vertically and horizontally through a display with a mouse. Scroll bars are located at the right and bottom edges of the display window. Scroll bars are displayed automatically whenever the information to be presented exceeds the size of the window.   To hide scroll bars, you can resize the window, or you can make the display area larger by hiding the toolbar or status display.

Dialog and command boxes may also contain scroll bars.   To see the complete list of choices, click on the arrow displayed at the far right of the dialog box.   You can then scroll among the choices.

Scroll bars contain markers, called scroll boxes, that indicate your vertical and horizontal location within a display.   You can use your mouse or your keyboard to scroll to other parts of the document.

Scroll bar elements

To	Do this
Scroll up one line	Click the arrow at the top of the scroll bar
Scroll down one line	Click the arrow at the bottom of the scroll bar
Scroll up one full window	Click in the scroll bar just below the up arrow
Scroll down one full window	Click in the scroll bar just above the down arrow
Move to an approximate location in the display	Place your mouse on the box and drag to its new position

Canceling your NetCruiser Account

If you decide you want to cancel your **NetCruiser** account, you need to notify NETCOM's Accounting Department.   Please use one of the following methods:

Fax a letter of cancellation to (408) 983-1517, Attn.: Cancellations

Send an email letter of cancellation to cancel@netcom.com

Send a letter via the postal service to

NETCOM

Attn.: Cancellations

3031 Tisch Way, Second Level

San Jose, CA   95128

NETCOM must receive your cancellation request by the 25th of a month in order for the cancellation to be effective as of the 1st of the following month.   Credit card charges are usually made on the 1st of each month.

What's new in this version

The **Internet Relay Chat (IRC)** feature is included.   The Help pages to take you step-by-step through the process of using IRC can be read by clicking here.

Word wrap is implemented in the editors for Send Mail and Post News.   Details can be seen for Send Mail by clicking here and for Post News by clicking here.

World Wide Web (WWW) now supports Forms and Authentication.   Descriptions and interesting sites to try can be read on two pages reached by clicking here.

A summary of your *NetCruiser* time used in the current month and the current session is now available.   Click here for details.

Articles that you have posted to netnews (USENET) can now be deleted, but only by yourself, of course.   See the details by clicking here.   You might want to delete an article if you find that you posted it to an inappropriate newsgroup, it contains incorrect information, or you just change your mind.

Posting an article to netnews will cause a new window to appear on the screen reminding you about rules concerning inappropriate types of articles.   This is to help new users learn about netnews, and will make all *NetCruiser* users look like better net citizens.   Advertisements are inappropriate in most newsgroups.   Chain letters and pyramid schemes are never appropriate.   A discussion of netiquette (net etiquette) can be seen by clicking here.   After you have become familiar with appropriate posting, you can eliminate this pop-up window;   to see how to do this, click here.

Header lines can be included in messages and articles for such information as your company and mailing address.   To read more about them, click here.

The files of sites for FTP and Gopher throughout the states have been combined into one large file for each of the two features, thus saving hard disk space.

For users who are not near a local NETCOM dial-in location, there is a new 800 phone number available from the 48 contiguous United States;   it is not available from Alaska or Hawaii.   An extra $4.90/hour is charged to the *NetCruiser* account of users making connection through this 800 number.