Netscape Navigator

a friendly handbook
on the coolest way
to explore the Internet

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Contents

Chapter 8 Questions and Answers 151

Before You Begin

A summary of topics

- An overview of where to start and what you'll learn in this handbook.
- An explanation of the tools a beginning Internet user needs to install Netscape.
- Instructions for Windows, Mac, and UNIX users in installing basic Netscape.
- Advice on getting started with Netscape pages.
- Basic instructions regarding navigation on the Internet.

Seeing the Internet

The Internet is a collection of information stored in computers physically located throughout the world. Much of the information on the Internet is organized onto pages. You'll bring one page to your computer screen, discover its contents, and have the option of bringing more pages of information.

Some pages on the Internet are cool. I mean really cool. They can be richly formatted and colorfully illustrated, capable of bringing you sounds and movies and interactivity. Other pages can be as ugly and disagreeable as what you'd find under a rock. Your goal: to bring yourself gratifying pages of information, and no others.

Content is everything. But to get to the content you seek, you'll need connections to those pages. Well-crafted pages provide built-in connections to other pages. That is, clicking your mouse button on a highlighted word or picture brings another page of information—a linked page—to your screen.

The entire network of pages can be potentially interlinked, one pointing to another. As a result, you can display information in the meaningful context of "Here is some information on a page in front of me, and highlighted on this page is a connection to related information I might wish to explore next."

Netscape's popularity stems from the opulence of its pages and the ease of bringing them to your screen. Pages designed with expressive lettering, art, color, photos, sound, animation, forms, and interactivity can be linked to an untold number of similar pages distributed on networked computers worldwide.

Some Netscape pages contain frames. Frames segment a page into rectangular areas, each area capable of displaying a page. Using frames, Netscape can display pages within a page (like the picture-in-picture feature of TV sets). Clicking on a link in a frame may bring one or more new frames within a page, or an entirely new page. The author of a page determines which frames make up a page, however, you can use your mouse to resize any frame within a page so that you have control over the layout of the presented information.

Netscape explores World Wide Web pages, a part of the Internet rich in multimedia features, as well as other parts of the Internet that are often text-based. The Internet's Usenet newsgroups, electronic mail, and alternative transport protocols offer an impressive diversity of content and communicative prowess. To take advantage of this wealth, Netscape software contains features to explore the Internet in numerous domains.

Foremost, Netscape software presents pages of the Internet with elegance and efficiency. Netscape software is a browser—an interface—to pages throughout the world. Netscape software allows you to immerse yourself in content unencumbered by the complexity of distributed networks.

Where should I start?

Netscape software makes your exploration of the Internet more productive and efficient. Built-in features let you easily access information, create bookmarks listing your favorite pages, view a history of pages you have already seen, and customize the application's look and operation to suit your preferences.

If you're experienced with the Internet and World Wide Web browsers, consider going directly to **Mail, News, and Bookmarks, Primary Menu Items**, and **Preferences Panels** to scan for new topics. Also, look over the final part of the handbook containing reference questions and answers.

If you're familiar with the Internet and browsers, but want an overview of the features visible in Netscape's main window, begin with **Onscreen Fundamentals**, then continue with the aforementioned reference sections.

If you have some understanding of Internet concepts, but are new to World Wide Web browsers, proceed directly to the **Learn Netscape** tutorial, then to the reference sections.

If you detest mirth in your documentation, don't even consider reading the **Heartwarming Introduction**. You can skip over these interpersonal dialogs and not miss a thing about how Netscape works (you'll find the basics are also explained in the chapter following the introduction).

If you want to read from start to end, continue on with **Before You Begin** for more about handbook content, software installation, and a start-up summary.

For information particular to a software release (such as newly added features and helper applications), run the Netscape software and choose the **Help|Release Notes** menu item (the **Release Notes** item under the **Help** menu).

What will I learn in this handbook?

Before You Begin tells you what's ahead and offers information to give you a quick start with Netscape Navigator software.

Heartwarming Introduction is like nothing you've ever read in a product manual. It's conversations with the Kafka family. Those of you new to Netscape and the Internet might find you'll acquire the underlying concepts presented in the least daunting of manners.

Learn Netscape presents the prominent topics of Netscape operation in short, tutorial style. Some topics might interest you immediately; others only after you've used the software and desire more instruction.

Onscreen Fundamentals is a general reference to the Netscape application organized by what you see on the screen. The software's key operations are explained without a preponderance of details.

Mail, News, and Bookmarks covers these widely used features, explaining the specialized windows, toolbars, and menu items.

Primary Menu Items is a specific reference to Netscape window features obtained through the menu bar and pop-up menus. This section methodically explains most of the software's capabilities.

Preferences Panels extends the discussion of the primary menu items with a specific reference to preferences items in the **Options** menu.

Questions and Answers is a set of sections providing detail on a range of topics from tips and tricks to Internet tools to security.

Index is the first place to go when you have a topic in mind.

How can beginning Internet users install Netscape?

To gain access to the Internet you need an Internet connection. Specifically, you need either a dial-up connection through a SLIP/PPP account or a direct connection to the Internet through a local area network (LAN). The Windows, Macintosh, and UNIX platforms each have unique file and configuration requirements.

Some Netscape products, such as Netscape Navigator Personal Edition, provide the necessary files, configurations, and instructions for a first-time Internet user to gain simple access through a dial-up connection. The software helps connect you to the network of a service provider (a company with telecommunication capabilities) that maintains your Internet account.

Other Netscape products, such as Netscape Navigator LAN Edition, are for users who already have an Internet connection or the know-how to gain access. If you are using this software and need help connecting to the Internet, you might want to ask a system administrator or knowledgeable friend, or consult one of the many Internet books that explain installation and configuration of Internet services for your computer platform.

How can Windows users install basic Netscape?

Before installing Netscape, ensure that your Winsock package is installed according to the package's instructions. Most packages come with a utility application to test your Internet connection. Windows 95 includes a built-in Winsock package.

You can obtain Netscape software from a network or on disk. From the network, use a file transfer program to download a version of Netscape for Windows (for example, N32E20.EXE or n32e20) and place the file in a temporary directory. Then, run the file from DOS or Windows to self-extract the installation files for Netscape. If you obtain the software on disk, you'll have the necessary installation files.

From Windows, locate Netscape's SETUP.EXE (or Setup) with your file manager, then double-click on the file to install Netscape automatically. Netscape creates a **c:\netscape** directory and a Netscape icon group for you.

Your Winsock package might require running a dialer to establish an Internet connection. Once you've connected, you can run Netscape.

How can Mac and UNIX users install basic Netscape?

On Macintosh

Install a TCP stack and a dialer (MacTCP and MacPPP are the most common) and place them in the System folder.

You can get Netscape software from a network or on disk. From the network, use a file transfer program to download a version of Netscape suited for your Macintosh processor. If you obtain the software on disk, you'll have the necessary installation files.

Double-click on the Installer icon to automatically install the Netscape application, read-me files, and a folder containing plug-ins. The Plug-in folder needs to remain at the same level as the Netscape application so don't move or embed the folder in another folder. Run the dialer, connect, and run Netscape.

On UNIX

Get the appropriate binary file for your UNIX computer. Load the file into the appropriate directory, then type:

```
zcat filename.tar.Z | tar xvf -
```

Read the README file and do any necessary adjustments (for example, putting the provided **XKeysymDB** and **nls** files in the correct place).

What else do I need to know?

This text assumes you are running the Netscape application with a network connection to the Internet. If you need help acquiring Netscape or establishing a network connection to the Internet, consult with your service provider, system administrator, or support resources.

Some of you are reading this handbook on printed paper; others are reading this online using Netscape software. The online version lets you rapidly pinpoint the text you need by clicking your mouse on content listings and index entries.

In addition to the online handbook, the **Help** menu offers other supplemental support including answers to frequently asked questions, release notes for the Windows, Macintosh, or UNIX platforms, and access to technical support.

The cryptic acronyms and jargon haven't been banished entirely from this text, yet effort has been made to keep this handbook thin and useful so you may enjoy the following:

- Richly formatted, multimedia pages (simplifying HTTP)
- External graphics (automating GIF and JPEG)
- Secure transfer of information (integrating RSA technology)
- Full-fledged newsgroup interaction (including NNTP)
- Simple mail delivery (including SMTP)
- Shareware and public domain software (including FTP)
- Internet application access (civilizing UNIX)

What's on each Netscape page?

The Onscreen Fundamentals chapter presents more detail on the visual elements of each Netscape page. Here's a quick summary of the primary elements:

• Click highlighted words and images in the content area of a page to bring new Internet pages to your screen.

• Click toolbar buttons to activate commonly used Netscape features.

• Click directory buttons to link to pages with information and tools for browsing the Internet.

• Choose an item in a pull-down menu items to access a wide range of both common and less frequently used features, including commands to open other Netscape windows such as the Mail window and News window.

• Use the location field to find the URL (page address) of the current page and to enter other URLs of pages you want to view. The field's label says **Location** or **Netsite** when the page comes from a server, or **Go to** when you edit the field.

• An animated Netscape icon (status indicator) indicates when a transfer is in progress.

• A blue colorbar (and a doorkey icon on blue) indicates a secure document. A gray colorbar (and a broken doorkey icon on gray) indicates an insecure document.

• The status message field displays information about a targeted page or a transfer in progress. For example, when you point the cursor over a highlighted link, the status field displays the location of the page a mouse click will bring.

• The progress bar fills with color as a transmission completes its operation.

• The title bar shows the name, if any, of the current page.

• The mail icon helps you check for incoming messages.

Figure 1.1   A typical page.

Labels around figure:
Menus — Location field — Security colorbar — Content area
Toolbar buttons — Directory buttons — Title bar — Status indicator

Navigational link — Navigational link — Mail icon
Security indicator — Status message field — Progress bar

Quickly, how do I start?

Run the Netscape application. The first page you see is your current home page. You can view and link to other Internet pages by clicking on any highlighted words (colored or underlined) or highlighted graphics (images with colored borders) in the content area of a page.

Several buttons in the button bars and items in the menu bar are also links to Internet pages. For example, pressing the **Back** button in the toolbar or choosing the **Go|Back** menu item (the **Back** menu item from the **Go** menu) brings to your screen the previous page.

Try moving back and forth between two pages:

1. Click on any highlighted words to view a new page, then click on the toolbar's **Back** button (left arrow) or select the **Go|Back** menu item to retrieve the previous page.

2. Repeat step 1. Notice the changes in the location field (show's the page's network location), the Netscape status indicator (animates during a transfer), the status message field (shows a link's location or a transfer's progress), and the progress bar (illustrates a transfer's progress).

What's good on the Internet?

Netscape software offers a **Directory** menu with links to spark (**What's New?** and **What's Cool?**) and expedite (**Internet Search** and **People**) your explorations. Throughout the Internet you'll find links to pages of related interest. And your local bookstore has shelves filled with titles attempting to map the ever-changing information landscape.

Perhaps you were hoping for the handbook to supply 100 color illustrations of the most fabulous Internet sites. (You were probably also disappointed that Melville didn't include any pictures of the whale.) Alas, an arbitrary sampling might quickly date a reference book and portray a bias of taste. Internet content increasingly reflects a spectrum of interests from individuals and institutions, benevolent and opportunistic, sometimes artfully communicated, sometimes splayed in an attempt gone awry.

The Internet remains an untamed frontier. Its rules and etiquette have evolved, and continue to evolve, from its participants. You can find unparalleled richness in human expression; the principles of mass publication are no longer the property of the elite. The quality of information and the behavior of individuals vary. As a member in the electronic community, you might ask yourself how you'd like to contribute.

What do I need to know about plug-ins, JavaScript, and Java?

Plug-ins, JavaScript, and Java are advanced technologies that software developers and page authors use to enhance the delivery of Internet information. From the viewpoint of typical users, these technologies are transparent, built into the system of Internet servers, applications, and content. You can take advantage of the technologies with no effort on your part.

Occasionally, users will want to add new capabilities not currently built into their Netscape environment. Plug-ins are software programs offered by various providers that you can add to the Netscape plug-in folder to supplement Netscape capabilities. Some popular plug-ins are automatically installed with your Netscape software; others are available to users by downloading the plug-in software from the provider's Internet site and following the provider's installation instructions. You can find out which plug-ins are installed by choosing **Help|About Plug-ins**. You'll also find information and links on this page for numerous third-party plug-ins.

JavaScript and Java technologies are also seamlessly integrated into the operation of Netscape software. JavaScript works largely as an extension to the Internet's standard HTML language. It is a relatively easy to learn, stand-alone programming language built into Netscape software. Page authors use JavaScript to give pages dynamic capabilities. Your actions (such as pressing a button or submitting a form) can be responded to more quickly and efficiently by JavaScript running on your computer than by equivalent instructions communicated remotely to server computers.

Java is a full-featured programming language whose programs (called applets) can travel over the Internet. Whereas plug-ins are tailored for a particular computer system, Java programs operate across the network independent of platform. Because Java capabilities are built into Netscape, Java applets require no installation. Internet pages offering Java applets can perform animation, interactivity, and other actions beyond those possible with HTML.

Developers can learn about plug-ins, JavaScript, and Java through Netscape's online pages and third-party textbooks. Each technology offers connectivity capabilities so that plug-ins, JavaScript programs, and Java applets can communicate and interact with one another. Advanced technologies involve security considerations that users can address by downloading third-party plug-ins from only trusted sites and, if desired, by disabling languages in the **Network|Languages** preferences panel.

Chapter

2

Heartwarming Introduction

A summary of topics

- The Internet as a network of distributed computers.
- Participation in the newsgroup community.
- The numerous computer formats supported by protocols.
- The primary features of the Netscape Navigator application.
- The forms that let you respond to information you find on the Internet.

Hey, Ma

Hey, Ma. I got a new job. I'm no longer the night manager at Lothario's House of Horrors in the Tenderloin. I'm writing a book about the Internet.

Good for you, Tooey. Isn't that the same organization James Bond works for?

Close, Ma, but no. This is information highway stuff, not a spy thriller. It's a handbook for a software program called Netscape so when you turn on your computer something more intelligent happens than flying toasters.

But last visit you were so proud to show us your flying toasters.

I know, Ma, but we've all got to grow. Netscape is real. It brings information from computers around the world to your screen.

That's nice.

I mean it, Ma.

Dad and I like the aquarium fish more than the toasters with wings.

Ma, those are screen savers. Netscape brings real information.

Yes, Tooey, I'm sure it does. Why don't you tell your father about it?

On to Dad

Hello, son. Mom told me you're working for the government.

No, not the government, Dad. The Internet got its start in the government, but now it's a term used to describe a collection of computers worldwide that are connected in one way or another. It's a network. No one owns the whole thing. It's more a collaboration among all kinds of organizations and people to split the cost and responsibilities of sharing information.

I suppose everyone who wants to can broadcast from their own home television station.

Sort of. Right now you can publish the equivalent of interactive magazine pages. The broadcast of sound and movies is becoming more and more efficient.

We'll need a remote control that can flip through several million stations. And they better not forget the on and off switch.

So I think you and Mom ought to try using Netscape. I can get you connected to the Internet on your computer at home. Then you can browse around to see what interests you.

Don't have much time for the computer these days. Am volunteering at the hospital two days a week and the library one day. Help out at the USO Wednesday evenings. Play golf. Keep the house up. Take your mother out to dinner. When I need to write something down, I pick up a pen.

Just try it, Dad. This isn't a crummy word processor that gives you empty pages and a thick manual. With Netscape, your pages are filled with information on topics you choose. Pages with color pictures and nice text and maybe sounds or movies.

Yes, I know. Computers are the future. Show your mother how it works. She's better than I am. She can make the toasters swim with the colored fish.

Random access page-turner

Here, Ma. I set everything up for you. You're looking at the Netscape home page. Just point the mouse over any colored text and click. See these words **Netscape Handbook**? That's the book I'm working on. Try clicking on it. Go on. Just point and click. That's right. Now see the colors moving on this little indicator image. That means the page you clicked on is being transferred from a remote computer to your computer. Same thing with this status bar and these messages in the status area. They are all feedback to tell you how information you requested is coming from a server computer through an Internet connection to your computer.

So I'm on the information highway. This is fun. How come your book is only one page long?

There's more, Ma. You're just looking at the title and the table of contents. Netscape brings you one page at a time. I could have put the whole book in one long scrolling page but it's more efficient to transport documents in smaller chunks. Maybe some people want to read only the fun, folksy part. This way they can click on **heartwarming introduction** to receive just the section they want rather than the whole book.

I can't wait to read it, but I need to get my glasses. Sometimes I get a headache trying to read on the screen. You wouldn't have a printed copy, would you?

Yeah, I've got a printed copy. Netscape lets you change the size and kind of text you see on screen, yet still I don't like reading long documents on screen. I just want to show you how you can click on certain words that are linked automatically to a new page. Click on any of the highlighted words in the table of contents or index, and you'll see the page that is linked. Netscape works like a television remote control except instead of channels you select pages. It's an automatic, random access page-turner.

Sister

Hi Tooey. Ma says you took her for a ride on the information highway.

Yeah, but she wasn't wearing her glasses so she didn't see anything.

She said she had a good time.

I showed her how Netscape software works. It's pretty simple: you run the program while connected to the Internet and you look at pages, some with pictures and art as colorful as any magazine. Links you see on one page help transmit to you related information that's on another page. You just click on colored words or pictures and, zoom, another page, linked to the one you're seeing, comes flying into your computer from the Internet. These interconnected pages are distributed on server computers all over the world and Netscape is the software that brings them to you.

Who makes the pages and, if they're on servers all over the world, who makes the links between the pages?

That's exactly what everyone is trying to figure out. Right now, pages are made by a bunch of Internet geeks who know how to get information inside these server computers. But that's about to change. More and more, pages and their links are going to be personalized so that every individual can find the information they want and publish information for others.

Do you like the people at your company?

So far. They seem cool: intense programmers, torn jeans and t-shirts, working through the night, alternative rock, 3 AM trips to Denny's. I doubt we'll have the same problem as when I contracted for the Pagan Axle Research Center, you know, where their chief of engineering was detained by the county for loudly explaining his proof of Fermat's Last Theorem to a barbershop pole.

My sweetie

Hey, pumpkin-girl. Are you free tonight?

For you, yes.

I was thinking of coming home early from work. Say, nine tonight. You want to come over?

How about if you come here?

Certainly.

Are you going to show me what's interesting on the Internet?

I'd rather drown in a bowl of cabbage soup than disappoint you.

You haven't yet. You know, your Mom called this morning. She asked for you, but I think she wanted to talk to me. She also wanted to know how to find the discussion group about Northern Exposure. I told her about news and newsgroups, the Internet's bulletin board system. For an example, I had her type **news:alt.tv.northern-exp** in the location field. After reminding her to press the Return key, she got the News window listing all the messages in the newsgroup. To demonstrate an alternative method that can be used to find any newsgroup, I also had her choose **Show All Newsgroups** from the **Options** menu, then scroll down to click on the **alt.*** folder, then click on the **alt.tv.*** folder, then click on the **alt.tv.northern-exp** icon. Apparently, she spent the rest of the afternoon reading news messages describing the show's plots, personalities, and demise in more detail than any TV show deserves. She called back an hour ago marveling at the thread that analyzed the parallel between Northern Exposure and Green Acres: city transplant enveloped in rural lore.

My mom is talking about threads? Where did she pick that up?

She wanted to know why the titles of some messages were indented in outline format. I told her the indented items were responses, and responses to responses, to mirror a conversation. I told her a thread is Internet parlance for a conversation and that you could follow a thread by pressing the **Next** button. Or jump to the next thread by pressing the **Thread** button. Your mom is on the net.

Who calls?

Ma, Martha told me you called the other morning. You know I'm never awake in the mornings.

Maybe I wanted to talk to Martha. She told me about the alternative newsgroups. Why do they call them alternative?

You don't want to know, Mom.

Oh, I saw all the newsgroups with the strange names. I would never read those.

Me neither. There are plenty of other great **alt** groups. And there are tons of other categories besides **alt**. There's **rec** for recreation, **sci** for science, **biz** for business, and hundreds more. Martha said you liked the Northern Exposure messages.

I sent one in myself. I pressed the **Post Office** button and mailed a letter. It got me wondering: Which newsgroup is your book in? None of the pages in the Northern Exposure newsgroup had nice pictures like your book.

I think you mean the **Send** button, but hey. My book isn't in a newsgroup. When you looked at my book and then looked at a newsgroup, you were exploring two different areas of the Internet. My book lives in the area that supports excellent pictures and sounds and movies. The newsgroups live in an area that supports easy back-and-forth communication. Maybe one day the areas will merge, but right now the Internet is specialized, not geographically, but according to protocols.

Who calls?

Protocols. Oh, never mind. The Internet brings you different kinds of pages. Some, like the pages of my book, have the characteristics of glossy magazines with clever links. Others, like the newsgroup pages, resemble a community bulletin board posted with everybody's news and opinions. Netscape brings you pages of either kind. You haven't read my manual yet, have you?

Not yet, Tooey. But I will. I promise. Did you know a university professor wrote in to ask who was the Northern Exposure equivalent of Arnold Ziffel? Someone responded the moose, but I think the answer goes deeper than that.

Brother

Hey.

Hey.

You're writing again.

Yup. Someone's got to explain every arrogant, assaulting acronym the industry has come up with in the last twenty years. Unless you've set up your **smtp** and **nntp** servers, are comfortable using **telnet**, can **ftp binhex**, **gif**, and **jpeg** files, know the **url** of my **http** site, and want to read my **html** pages on **www**.

You're working with a bunch of sick puppies. You know, the hospital here has got an Internet connection. Should we be using your software?

You bet. I've got Mom reading Web pages and newsgroups. I'm holding off telling her about email because I'm afraid she'll expect me to write to her.

You're too late. She sent me email last night. She has discovered that Netscape is a full-fledged electronic mail application and newsreader program in addition to a Web browser. Now she's asking for a built-in Netscape screen saver.

What? Mom's complaining about features?

Look, you were the one who bought her the computer. I suggested tai chi lessons.

I guess Mom has filled you in then. Netscape software supports a bunch of protocols with a single point-and-click interface. Foremost, there's World Wide Web hypertext support for reading multimedia pages like my handbook. Then there's a built-in Internet newsreader that follows threads and allows you to post your own messages. There is, as Mom pointed out, full email capabilities that let you compose, send, and receive email over the net. Plus, there's a bunch more. You can transport files. Read Gopher menus. Search databases. Run Java applets. Program in JavaScript. Hey, Netscape takes virtually everything on the Internet and presents the information on a page. To view more information, you click on a link, a button, or a menu item. It's almost that simple and is evolving into the jack-of-all-trades Internet application.

Dad discovers bookmarks

Hey, Dad. Check this out.

Whoa. They let you do that?

This page is from the Museum of Modern Art. There's no single "they" in the Internet. The closest thing to a "they" in the Internet is the groundswell of users who voice opinions to those who abuse the frontier spirit of interconnected

computers. These scanned museum art pieces are well within the bounds of net etiquette. On the other hand, there's utter abhorrence for the huckster who sends unsolicited advertising.

How can you tell this is from the museum?

See this code in the location field. It's a URL, short for Uniform Resource Locator. Every page has a unique URL that serves as its address. You can usually glean some information by interpreting some of the letters between slashes and periods. This one has a name and organization code **org** indicating the museum. On other locations, the last couple of letters refer to a country code.

What's the difference between a person's email address and a page's URL address?

Not much. They both designate a location, but are used for different purposes. If you ask Netscape to display an email address, you're going to get a message that there's no page to transmit. Likewise, if you ask Netscape to send mail to a page's URL, the page location has no capacity to receive your mail. See these letters **http**? That's a protocol for presenting richly formatted, multimedia pages. The protocol **news** presents pages containing Internet newsgroup messages. Email uses yet another protocol, **smtp**, that presents information in the context of a personal mailbox rather than a published page.

So how do you remember every address?

Some pages I've got memorized, but Netscape has a bookmark feature that makes memorization unnecessary. Whenever you're looking at a page, you can choose **Add Bookmark** from the **Bookmarks** menu to append the title of the page to the **Bookmarks** menu. Later, you can choose the title to bring the page. At its simplest, the bookmark feature is a menu listing of page titles associated with page URLs. You can open the Bookmarks window to elaborate on your list of bookmarks. In the window you can group bookmarks in folders that correspond to menu headings, create multiple lists, share lists with other people, and otherwise help you keep track of a large number of your favorite pages.

My sister, my search

How long is the handbook?

Too long. People have better things to do than read nonfiction. The holier-than-thou voice of those who believe they are imparting truths gives me the creeps. Man, there are some places in this universe where nothing is the truth. Manual writers need to recognize that even nouns can drip like Salvador Dali's watch.

Are you doing okay, Tooey? You sound a little tired.

The Internet is big, but big unto itself is no worthy grail. Bigness is only an asset if you have proper filters to extract matters of personal importance. Netscape can bring you more pages than you can assimilate in a lifetime. How are you going to spend your hours productively if the lyrics and harmony that enrich your life are obscured with litter and noise? I crave more from my technology than a heartless reference to a mind-numbing expanse.

Maybe you need a little time off. When was the last time you and Martha went away?

We're making plans. I've been searching the net for a sign, an omen, clues to nirvana. I checked under Netscape's **Directory** and **Help** menus. That's what people need: a direction to go and roadside attractions.

Links to spirituality? I've looked at all of Netscape's menu items. There's **File**, **Edit**, **View**, **Go**, **Bookmarks**, **Options**, **Directory**, **Window**, and **Help**. They and their button counterparts are tools to interact with the Internet's resources. But tools are only tools. And the links you find in the **Directory** and **Help** menus simply bring pages of information supplied by indexers and writers such as yourself. The Internet may become a reservoir of knowledge more profound and nurturing than any modern day library, but get real, Tooey. The net, like many of its nerdish contributors, remains crude and raw and speckle-complected.

I must remember to restrain my dueling enthusiasm and vitriol. Choosing an item from the **Directory** or **Help** menu brings a page of information from the Internet. These are only starting points designed to open my eyes to possibil-ities and opportunities. Sculpting beauty from the mountains of digital detritus will come with time. I think for now I should take your suggestion and call upon Martha to walk with me in the twilight to the ice cream shop around the corner where the youthful scoopers know us well and serve us double scoops for the price of singles.

Ma and ftp

I talked to your sister today. She said you sounded a little sad.

I've always been a little sad, Ma. I've had this wistful look since I was eight years old.

She says you worry too much.

It's what I do best.

You need to have more fun.

Okay, tomorrow I'll have fun. I'll ignore my genetic predisposition to carry the weight of the world on my shoulders and let nary an anxious thought trouble me. How's your TV newsgroup doing?

Enough is enough with that Alaska town. I started looking at some different pages. Sometimes when I click on a link, I get this message about a file transfer something.

I can tell you've spent considerable time not reading my handbook, Ma. That's okay, I understand. Instructional books induce catatonia.

I'm sure yours is good.

Don't bet the inheritance on it. Anyway, Netscape supports lots of protocols, which ultimately means different things happen when you click on a link. The protocol for graphical pages, known as World Wide Web pages, is different than the protocol for newsgroup pages. Not only do the pages look a little different, you can see the different protocol name in the location field. Web pages start with the URL code **http**: whereas news pages start with **news**:. The protocol for email is different yet. But there's even more.

What's the file transfer protocol do?

The protocol that starts with **ftp**: is designed to let you transfer files between a remote computer and your computer. When you click on a **ftp** link, Netscape brings a file to your computer's hard disk. Where some protocols bring pages for viewing in Netscape, **ftp** brings computer software files that reside independently of the Netscape application. You've heard the phrase "downloading." Well, links to **ftp** sites perform downloading automatically. It's the way servers on the Internet distribute software. Once you've made a connection to an **ftp**

site, Netscape also gives you the ability to upload files from your computer to the server using either a menu command or by dragging file icons onto the Netscape window.

Brotherly morass

Ma says you lost her trying to describe **ftp**. She knows it stands for file transport protocol, but whenever she hears about protocols she thinks she's supposed to curtsy the queen of England.

That's why I never bothered to mention Telnet, Gopher, Lynx, Veronica, Archie, and WAIS. Eventually, I'll get around to proxies, socks, and the helper applications. Plus there are the powerful programming extensions such as Java, JavaScript, and plug-ins.

What are those?

Just more peripheral stuff to learn if you want to enter the Internet geekdom. Telnet is an application that lets you access a remote computer and conduct an interactive session. You exchange information by sitting and typing UNIX commands into a blank field. Netscape lets you run Telnet easily, but you have to know what to type to achieve any results.

And it goes down hill from there?

Gopher's another protocol that Netscape supports. Gopher servers offer pages with menus, but they aren't as rich as Web pages. Lynx is a program for browsing among servers but, unlike Netscape, supports only text. Veronica is a program that searches Gopher sites. Archie is a program that searches ftp sites. WAIS is server system specialized for searching databases. Proxies, socks, and the helper applications supplement the Netscape application: they are options that let users adapt to particular computer configurations and software requirements.

Netscape knows how to display most of the information on the Internet, but not everything.

Yeah, for example, viewing software built into Netscape displays images stored in the GIF and JPEG formats. But pages can contain sounds or movies or compressed information that needs to be interpreted by separate applications.

Netscape maintains a directory of helper applications that you ought to have on your disk drive. When you click on a link that requires outside help, Netscape makes the helper application automatically run.

Pages you can write on

I noticed some pages have blanks for you to fill in.

That's right, Dad. Pages can contain forms. Forms can accept input and, with the press of a button, transmit the input to an electronic address.

So what you have is a page with a place inside for the user to write email.

Essentially, yes, though forms can take different kinds of input. Forms may contain check boxes, radio buttons, pull-down menus, or selection lists. Sometimes you'll find fields already filled in with suggested text. When you are finished filling out a form, you send it. Usually you just have to press a button because the email address of the recipient is predetermined by the form.

What happens to the form after you send it out to the Internet?

The input gets sent, not the form. The information you entered is transmitted to a mailbox for a person to read or to a computer capable of interpreting, and perhaps responding to, your input. A form that produces an immediate response is common. Such a form requests information that goes back to a server computer, the server interprets the information you've entered on the form, then sends back to you a page with information responding to your request. But not all forms send back mail. Sometimes when you send a form, no response is generated; the page with the form stays on your screen and the fields may revert to their original state.

This whole business of forms sounds like an easy way for an organization to take orders or get customer feedback or disseminate information.

Just like paper forms, electronic forms provide a structure and context for communicating information. When you're communicating to a computer, this can translate to fast and expansive responses. Forms are definitely cool.

I'd like to see a real estate form where you enter in the address of a property for sale and you get back county clerk's records for the house. You know how the realtors always use flowery language to make a house sound better than it is. Like cute instead of tiny. Like near transportation instead of abutting a truck

stop. The glossy brochure that says "located atop a gently sloping hill" might appeal less after an Internet search reveals that the previous occupant's Andean goat plummeted following a faulty misstep.

Speaking of goats

Do you think Netscape and the Internet are important in the grand scheme of things?

Martha. You know what happens when we start talking existentially.

The same as when we play crazy eights. Followed by an uncanny hunger for a mushroom pizza.

Knowledge transfers more deliberately than computer bits. My fondness of the Internet is strongest when I get the sense I've entered someone else's mind. Institutionalized information doesn't appeal to me like the clever, intimate home pages of people expressing a small part of themselves. The Internet lets you publish a portrait of yourself as you choose, a freedom that printed pages or broadcast media can't grant efficiently. Netscape makes the Internet less daunting. Mostly by consolidating the different protocols of electronic information, and also by offering built-in "school supplies" like bookmark links that let you organize your own repository. The combination of heartfelt content and personalized tools makes a worthwhile contribution. I certainly find the work more rewarding than my primary task in the Tenderloin: coercing intoxicated patrons to refrain from fondling the florescent appendages of a fourteen-foot ceramic Lizzie Borden.

Remember when we visited the little farm in Tilden park and you talked to the Saint Albans goat?

Everyone needs on occasion to look to a higher power for guidance. Scholarly minutia doesn't excite me and the spiritual path seems incomplete without weekly TV listings. Youth provided me with artful distractions until my liver cried uncle. I still see eidetic wisps fluid in the blue of sky. Over-torqued visionaries spout Internet glories, but only the lonely write sensible instructions on the use of the heart. That goat studied me unblinkingly. She knew all she needed.

You asked her, "How shall I proceed?"

She requested that I first feed her a choice morsel of corn, which I did. Then her wise eyes answered, "I am goat who knows what I need to know. You are something much uglier and should proceed with modesty."

We fed her more corn and walked among the live oak.

Learn Netscape

A summary of topics

- The location of Internet pages and the format of URLs.
- The variety of links and the use of Netscape's navigational tools.
- Some of the customizations you can make according to your preferences.
- The handling of images, forms, and security issues.
- Instructions on sending mail to people and posting news to newsgroups.

Understanding pages and frames

You're probably comfortable with the idea that information on the Internet is presented on pages you see on the screen. Even the navigational concepts are pretty easy:

- You start with a home page.
- You click on highlighted words (colored or underlined) in a page to bring another page of related information to your screen.
- You click on arrow buttons to go back (or forward) to a page you have previously seen.

Plus, you can go directly to pages that interest you by choosing menu items:

- History items in the **Go** menu display pages you have viewed before.

- Bookmarks items in the **Bookmarks** menu display pages you have designated as worthy of easy access.

- Directory items in the **Directory** menu display pages that help you use Netscape and Internet features.

Ideally, the act of finding pages becomes secondary to what you really care about: the page's content. Like pages of a magazine, you'll want to flip from one screen page to another, sometimes to continue with the same article and other times to begin a new article. But you can't hold screen pages in your hands like you can a magazine. Screen pages are rarely uniform in length and, displayed one page at a time, don't provide intuitive feedback on where the information begins and ends.

So even though Internet pages bring information to you rather gloriously, there is something distinctly uncomfortable about content that continues over numerous links to pages of varying lengths. Anyone who has witnessed a slide show of a neighbor's family vacation can identify with the queasy sensation of boundlessness.

Readers of electronic pages need tools to keep track of pages. The Netscape text fields, toolbar buttons, and menu items provide you with the ability to manage pages of information that might otherwise leave you feeling overwhelmed and unfocused. Each time you open the Netscape window (you can have multiple Netscape windows open concurrently), you begin a new session of Internet interaction.

The author of a page supplies the content you initially see. Sometimes the content is presented as a single unit taking up the entire content area of the window. Other times the content is displayed in multiple rectangular frames that, together, form a patchwork of individual pages that fills the content area. Each frame can contain scroll bars to let you view more information. Netscape allows you to resize any frame by positioning the mouse in the borders between frames (the cursor changes shape), then dragging the frame to a new size.

A frame within a page is, in essence, a smaller page within a large patchwork page. Each frame has characteristics of a page. Together, the frames form a top-level page (also called a frameset). For example, clicking on a link within a

frame can bring new information within the frame or to a different frame. Likewise, a link can bring an entirely new top-level page replacing all the frames.

When your link updates frames on a page, clicking the **Back** button returns the frame in its previous state. If you are viewing the original top-level frameset, clicking the **Back** button returns the previous whole page.

When viewing a page with frames, certain menu items change to reflect that actions affect only a selected frame's page and not the set of pages in the top-level page. The **Mail Document**, **Save as**, and **Print** menu items change to **Mail Frame**, **Save Frame as**, and **Print Frame**, respectively. When you select a frame by clicking within it, other functions such as keyboard shortcuts affect only the contents of the frame.

Some pages and frames have the capability to automatically update themselves. Pages that have server-push and client-pull capabilities contain instructions that allow multiple interactions with the server computers. You can always terminate these automatic actions by going to another page or otherwise exiting the page.

To open a new Netscape window, choose the **File|New Web Browser** menu item. The new window brings another copy of your home page to screen in a fully functional and independent Netscape window. You can have simultaneous network connections in one window or in multiple windows.

Knowing that every page has a unique URL

To understand how a single page is kept distinct in a world of electronic pages, you need to understand the concept of a URL, short for Uniform Resource Locator. Every page has a unique URL just like every person has a unique palm print. (Arguments persist as to which is more cryptic.)

Not only does each page have a unique URL, but also each image and frame on a page. You can access a page, an image, or an individual frame by supplying its URL.

A URL is text used for identifying and addressing an item in a computer network. In short, a URL provides location information and Netscape displays a URL in the location field. Most often you don't need to know a page's URL because the location information is included as part of a highlighted link; Netscape already knows the URL when you click on highlighted text, press an

arrow button, or select a menu item. But sometimes you won't have an automatic link and instead have only the text of the URL (perhaps from a friend or a newspaper article).

Netscape gives you the opportunity to type a URL directly into the location text field (or the URL dialog box produced by the **File|Open Location** menu item). Using the URL, Netscape will bring you the specified page just as if you had clicked on an automatic link.

Notice that the label on the location field says **Location** after you bring a page (or **Netsite** for pages from Netscape servers), or **Go to** as soon as you edit the field. As a shortcut, you can omit the prefix http:// and Netscape automatically uses full URL to complete the search. Here are some sample URLs:

```
http://home.netscape.com/index.html

ftp://ftp.netscape.com/pub/

news:news.announce.newusers
```

On Windows, the location text field offers a pull-down menu to the right of the text. The menu contains up to 10 URLs of pages whose locations you've most recently typed into the field and viewed. Choosing a URL item from this menu brings the page to your screen again. The URLs are retained in the menu across your Netscape sessions.

Netscape uses the URL text to find a particular item, such as a page, among all the computers connected to the Internet. Within the URL text are components that specify the protocol, server, and pathname of an item. Notice in the URL **http://home.netscape.com/index.html** that the protocol is followed by a colon (**http:**), the server is preceded by two slashes (**//home.netscape.com**), and each segment of the pathname (only one here) is preceded by a single slash (**/index.html**).

The first component, the protocol, identifies a way to interpret computer information. Many Internet pages use HTTP (short for HyperText Transfer Protocol). Other common protocols you might come across include **file** (also known as **ftp**, which is short for File Transfer Protocol), **news** (the protocol used by Usenet news groups), and **gopher** (an alternative transfer protocol).

The second component, the server, identifies the computer system that stores the information you seek (such as **home.netscape.com**). Each server on the Internet has a unique address name whose text refers to the organization maintaining the server.

The last component, the pathname, identifies the location of an item on the server. For example, a pathname usually specifies the name of the file comprising the page (such as **/welcome.html**), possibly preceded by one or more directory names (folder names) that contain the file (such as **/home/ welcome.html**).

Some pathnames use special characters. If you are typing a URL into the location field, you'll need to enter the characters that exactly match the URL. For example, some pathnames contain the tilde character (~) which designates a particular home directory on a server.

Figure 3.1   Open Location Window
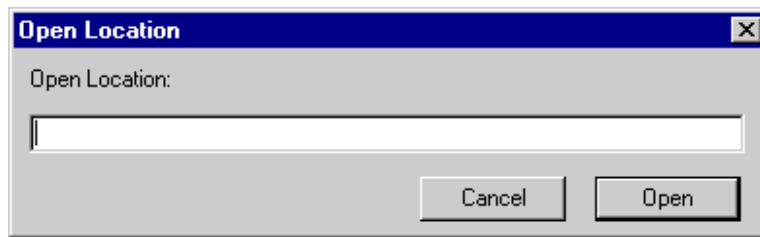
Finding, starting and stopping links

A link is a connection from one page to another. You find a link by looking for one or more words highlighted with color, underlining, or both in the content area of a page. Images and icons with colored borders also serve as links. When the mouse cursor points over a link, the URL location of the link appears in the status field. A link within a page that contains frames can be a connection that brings one or more new pages within frames, or an entirely new top-level page replacing all frames.

You can bring a linked page to your screen by clicking once on the highlighted text, image, or icon. Clicking on a link transfers page content from a server location to your location. After you click on a link, the Netscape status indicator animates to show you that the transfer of the page to your computer is in progress. You can stop a transfer in progress by pressing the **Stop** button or choosing the **Go|Stop Loading** menu item.

An unfollowed link is a connection to a page that you have not yet viewed; a followed link is one you have. By default, unfollowed links are blue and followed links are purple. (On Windows and Macintosh, you can change the colors used to denote unfollowed and followed links from the

Options|General|Colors menu item. On UNIX, modify your .Xdefaults file outside the application.) If you have a black and white monitor, unfollowed and followed links are highlighted only with underlining and not differentiated.

You can stop a transfer in progress whenever the transfer takes longer than you like. This might happen if the content of the page is large or if the server computer is sluggish. Sometimes the page specified by a link just isn't available. You'll usually get a message if a connection was not made or a page not found. Examine the status field and progress bar to receive feedback about the progress of a transfer.

When you bring a page to your screen, you'll see the whole page or, if the content is extensive, only a portion. (Scroll bars let you see the rest.) Often the portion you see is the beginning of the page, but sometimes a link brings you content from the page's middle or end. A link can display a new page or display a different portion of the same page (in effect, automatically scrolling for you). For example, the beginning of a page might include a table of contents that links each chapter title to its respective content further down the page.

Yet another kind of link doesn't bring a page at all. A **mailto** link whose URL begins with **mailto:**, produces the Message Composition window for sending email (with the recipient's address automatically filled in).

Linking via buttons and menu items

In addition to links in the content area, you can also access links using Netscape buttons and menu items. Many of the links controlled by buttons and menu items bring pages you have viewed at least once before. Button links are particularly useful for going back and forth among recently viewed pages. Menu item links directly access a wide range of pages such as a history list of pages you have viewed or a bookmark list of pages you (or others) have personally selected as noteworthy.

The toolbar offers the following button links:

- **Back** displays the previous page in the history list. The history list is a reference to pages you have viewed.

- **Forward** displays the next page in the history list. (Available only after using the **Back** command or a history menu item.)

- **Home** displays the home page designated in your preferences.

- **Open** displays a dialog box where you can enter any URL.

Once you have brought a page to screen, you can view (and store, if you wish) its URL. Every page is distinguished by its URL. Linking to a page via highlighted content, toolbar buttons, or menu items is a shortcut that enables you to display the page without having to explicitly request the page's URL. When no built-in link is available, you can display a page by entering the URL in the location field, then pressing the Enter (Return) key. (The label of the location field changes to **Go to** when you edit the field.) Alternatively, you can choose the **File|Open Location** menu item, enter the URL in the dialog box, then press the **Open** button.

Menu items offer each of the links available through toolbar buttons plus many more. The Netscape application keeps track of pages you have seen, lets you create easy-access lists of favorite pages, and points you to pages with current information about Netscape and the Internet. The page's title is displayed as the menu item.

- History items from the **Go** menu display previously viewed pages. The Netscape application automatically appends the title of a page you have viewed as the topmost menu item in the history list. The **View History** menu item shows you how the history lineage is maintained.

- Bookmark items from the **Bookmarks** menu display pages of your choice. You can add a bookmark menu item for the page you are viewing by choosing **Bookmarks|Add Bookmark**. The **Window|Bookmarks** menu item lets you establish lists of bookmarks for yourself and to share with others.

- Items from the **Directory** and **Help** menus display pages with up-to-date information on Netscape software and Internet exploration.

A pop-up menu offers utility features and a shortcut for certain links. On Windows and UNIX, you can click on the right mouse button to produce the pop-up menu (on Macintosh, press and hold down the mouse button). When the mouse button is pressed over a link or image, pop-up menu items let you go to pages, view individual images, save files onto your disk, copy locations to the clipboard, and perform other tasks. On the Windows 95 version, the pop-up menu item **Internet Shortcut** lets you create Internet shortcut icons that you can place on the desktop or in any folder. Clicking on an Internet shortcut icon automatically opens the Netscape application and loads a particular page.

Using history and bookmark lists

When you pull down a menu that contains history or bookmark items, you see a list of page titles. To bring a page to your screen, choose the title of the page.

History items let you quickly retrieve pages that you've recently viewed in your current session. Only a single lineage of history items is displayed.

For example, a series of pages containing maps might show you increasing detail as you click on links. If you view consecutively linked pages with titles North America, United States, Pennsylvania, and Philadelphia, you'll see all four items appear in the history list with Philadelphia topmost in the list.

Furthermore, if you back up to the United States page, then view pages of California and San Francisco, California and San Francisco automatically replace Pennsylvania and Philadelphia. The new line of links replaces the old line of links.

Bookmark items offer a more permanent means of page retrieval. Once you add a bookmark to your list, the title stays until you remove it or change lists. The permanence and accessibility of bookmarks make them invaluable for personalizing your Internet access.

Because bookmarks offer such ease of retrieval, the Netscape application offers many options for creating a bookmark list. Basic options let you add access to a page through a menu item. More advanced options let you create hierarchical menus, partial menu displays, multiple and shared bookmark files, list descriptions, and list searches.

The Bookmarks window, displayed by choosing the **Window|Bookmarks** menu item, gives you tools to manage bookmark lists. These tools might differ slightly depending on the platform you are using.

You'll find bookmarks and folders (a folder represents a hierarchical menu header) arranged like files and folders on your hard disk. You can double-click bookmarks to access pages, drag-and-drop icons to arrange your bookmarks, and use bookmark menu items to create new bookmark items and manipulate bookmark lists.

For example, to create a hierarchical menu, choose **Item|Insert Folder** from the Bookmarks window, give the folder (header) a name in the dialog box, close the dialog, then drag a bookmark into the resulting folder.

Don't let advanced features dissuade you from the basic functionality of bookmarks. At its simplest, you can choose the **Bookmarks|Add Bookmarks** menu item to add the current page to your bookmark list, giving you direct access to your favorite pages.

Choosing the screen look

You can tailor the look of the Netscape application by showing or hiding certain graphical elements on the screen. You'll find the basic alternatives listed in the **Options** menu.

The default settings show the toolbar, location field, and directory buttons. These graphical elements provide simplified access to links, commands, and page location information. By hiding any or all of these graphical elements, you increase the amount of screen real estate available for page content.

- Checking the **Show Toolbar** item displays a row of easily accessible buttons that substitute for widely used menu items.

- Checking the **Show Location** item displays URL information that's useful for tracking a page's whereabouts or requesting a new page.

- Checking the **Show Directory Buttons** item displays a row of handy buttons that substitute for some **Directory** and **Help** menu items.

Other items in the **Options** menu affect the presentation of information. **Auto Load Images** lets you designate whether to display inline graphics automatically. **Document Encoding** allows for the display of different language character sets.

Choosing one of the preferences menu items **General, Mail and News, Network**, or **Security** produces a tabbed dialog box (or pop-up menu). Each preferences menu item provides access to specific preferences panels.

The panels contain settings that determine how the Netscape application operates. Many settings affect the look of graphical elements and content. After you are finished changing any values, click the **OK** button to accept the new panel settings or click the **Cancel** button to close the dialog box without accepting changes.

Changing styles, fonts, and colors

To see options affecting general styles, fonts, and colors, choose the **Options|General** menu item. The dialog box contains tabs to different panel settings. For options affecting the styles, font, and colors of mail and news, choose the **Options|Mail and News** menu item.

In the **General|Appearance** panel, one set of radio buttons let you display the toolbar with **Pictures**, **Text**, or **Pictures and Text**.

You can check whether to also underline colored links. With a black and white display, you must check this box to underline links so the links are visible.

Another set of radio buttons lets you designate the number of days before the color of a followed link reverts back to the color of a unfollowed link. For example, if you specify 7 days, the color indicator for a followed link expires after 7 days and reverts to the unfollowed link color. If you choose **Never**, followed links never revert to the unfollowed color. Pressing the **Now** button causes all followed links to immediately revert to the color of unfollowed links. The default value specifies that followed links expire after 30 days.

On Windows and Macintosh, you can select colors for links, text, and background in the **Colors** panel . Click the **Custom** check boxes, then press the **Choose Color** buttons (on Macintosh, click the colored boxes). If the check box is unchecked, default settings display unfollowed links in blue, followed links in purple, text in black, and background in white. For background, you can also choose an image file.

On Windows and UNIX, the **Images** panel lets you choose how to display an image's colors to most closely match the computer's available colors.

In the **Fonts** panel, a set of pull-down menus lets you choose the font and font size for each of the two types of fonts that pages use to display text: **Proportional** and **Fixed**. Most text uses a proportional font. Text in editable fields and certain paragraphs preformatted by the author of a page typically use a fixed font.

Also in the **Fonts** panel, you can use the **For the Encoding** pull-down menu to choose the character set encoding that's associated with each proportional and fixed font pair. Netscape lets you choose encodings in order to accommodate the character symbols of numerous languages. You can view or modify the fonts associated with any encoding by choosing the encoding name from the menu, then choosing items from the proportional and fixed font pull-down

menus. For example, for the default encoding Latin1, you can choose to display proportional font text in 12 point Times and fixed font text in 10 point Courier. Note that to apply a particular encoding to a page, choose from the **Options|Document Encoding** hierarchical menu.

Selecting a home page

You can designate your own home page (the page the Netscape application first brings to the screen each time you open a new window) by supplying a URL as a preferences panel item. The home page designated initially with Netscape software (the default) has this URL:

```
http://home.netscape.com/index.html
```

You can change your home page (and change back to the default) clicking the radio button **Home Page Location** in **Options|General|Appearance**, then typing the URL of the new home page you want. Alternatively, you can check the radio button **Blank Page** if you want the home page to be empty of content.

Each time you ask the Netscape application to open a new window, the designated home page is brought to screen. The URL can designate a page from a remote computer or one on your hard disk.

To get the URL of a page on your hard disk, choose **File|Open File**. Then select the page (file) on your hard disk (for example, you can choose your bookmarks file). After the page opens, you'll see its URL in the location field. You can select and copy the URL, then paste it into the **Home Page Location** text field in your preferences.

At first, you probably won't have any pages stored on your hard disk. But later, you might want quick and sure access to certain pages, such as one with valuable links or one you've created for yourself.

Figure 3.2   You can set your home page to the page you access most frequently.
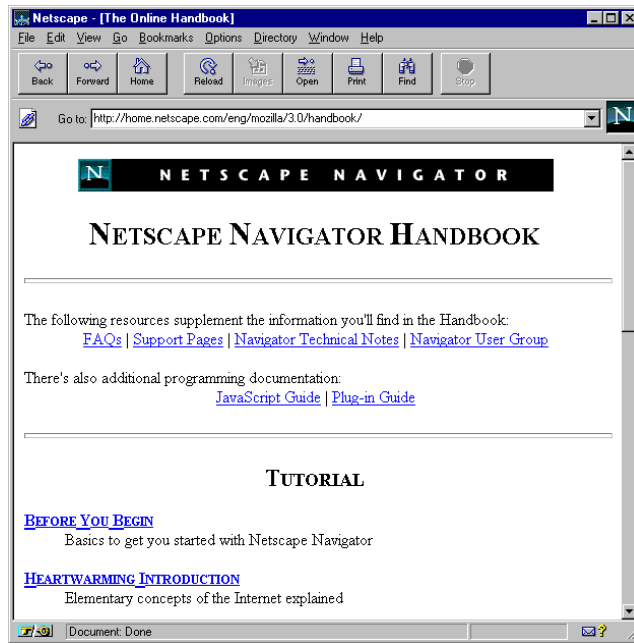
Viewing inline images

Ideally, pages on the screen should present images (or other multimedia effects) as simply and efficiently as text. However, images (and sounds and movies) are relatively larger in byte size than text and can take considerable time to transport from remote computers (servers) to your computer. The length of time needed to bring a page with images depends on several factors, most prominently the speed of the modem or direct link connecting you with a remote server. To compensate for the potential lethargy of transmitting images, Netscape software offers features that let you manipulate how images are handled.

The Netscape application loads images into pages automatically. If the author of a page has designed the page with inline images, the images are displayed when you bring the page to your screen. You have the option to turn off automatic image loading by unchecking the **Options|Auto Load Images** menu item. When this menu item is unchecked, the images in pages are

replaced by small icons. In addition, the small replacement icon is sometimes accompanied by alternative text. Also called ALT text, alternative text is shown as a substitution when an image is not loaded. On some platforms, ALT text is also shown temporarily within a rectangular border as an image is loading.

You can view these images at a later time. To manually load all images represented by icons, press the **Images** button in the toolbar or select the **View|Load Images** menu item. To manually load an individual image, click on the image's icon.

The advantage of unchecking **Auto Load Images** is that pages are brought to screen faster. The disadvantage is that you can't view the images until you specify that you want the images loaded.

The **Auto Load Images** item affects subsequent links and not the current contents of a page. However, if you choose the **View|Reload** menu item or press the **Reload** button on the toolbar, you bring the current page back again, this time with the **Auto Load Image** option active.

You also have the option of displaying an image incrementally as the image is transmitted or in a single burst after the transmission. Typically, the **While Loading** option provides more satisfying feedback. However, on a fast network, the **After Loading** option may complete the load slightly faster.

To set this option, choose the **Options|General|Images** menu item, then select one of the two radio buttons: **While Loading** or **After Loading**.

Like highlighted text, an inline image can be linked to another page, another position on the same page, or any type of external file such as an external image. As with all links, pointing the mouse button over a link puts the URL location of the prospective link in the status field.

Viewing external images

External images (unlike inline images) are displayed in their own windows. You can view an external image by clicking on a link to the image. The Netscape application can open external images stored in GIF (Graphics Interchange Format), JPEG (Joint Photographic Experts Group), and XBM (X Bit Map) file formats. Other file formats require that you have a suitable helper application available on your hard disk (and referenced in the **Helpers** panel).

Links to external images work like links to pages. An external image file has a unique URL just like an ordinary page. External images are not automatically loaded in their full representation even if the **Auto Load Images** item is checked.

You can click on highlighted text, an image icon, or an inline image to bring an external image into a separate window on the screen. Netscape or the external application opens and presents the image in a separate window. You must click back into the Netscape window to continue working with the Netscape application.

Pages that present large or detailed images often have inline snapshot images (also called thumbnail images) inserted into pages that serve as links to external images. Unlike the icon replacements, these snapshots provide an approximate view of the actual image, yet are still much smaller and faster to transport than the full image. You can expand the snapshot into the full image by clicking once on the snapshot.

Figure 3.3   This GIF image is displayed in its own window using an external viewer.

Filling in forms

You can do more than read Netscape pages; you can write on them. Pages can contain forms for you to enter and send information. For example, a page might have a form with fields for you to enter a name and address next to a button that sends the information to the page's author. Forms can offer editable fields with or without default text, check boxes, radio buttons, pull-down menus, selection lists, and buttons to send or clear the information you enter. The content you enter into a form doesn't permanently alter the page (you don't modify the source page at its location), yet the form gives you the ability to conveniently transmit a response.

To send ordinary email, you fill in fields to supply the content of your message, the subject summary, and the email address of the intended recipient. Pages with forms let you reply to information you read in the page. To send a form, you fill in one or more fields embedded within a page, usually labeled with instructions and configured with a button that sends the form's contents to the recipient without requiring you to provide any email address.

The author of a page determines the layout of a form. A page can contain multiple forms, each form capable of sending fields independently of another form on the page. Fields in a form can restrict the kind or range of text you enter (such as numbers only) to help you fill in the form as desired.

Typically, forms give you a fast and easy way to make a request or send back a response regarding the page you are reading. Forms can supply an interface to databases with fields that let you query for information and perform Internet searches. The Usenet news pages, designed for people to communicate with each other on special interests, contain forms for you to enter messages and subscribe to newsgroups. The Netscape software has built-in links to pages with forms for you to comment about the Netscape application, and request product information.

Figure 3.4   A form can offer multiple input elements for entering information.
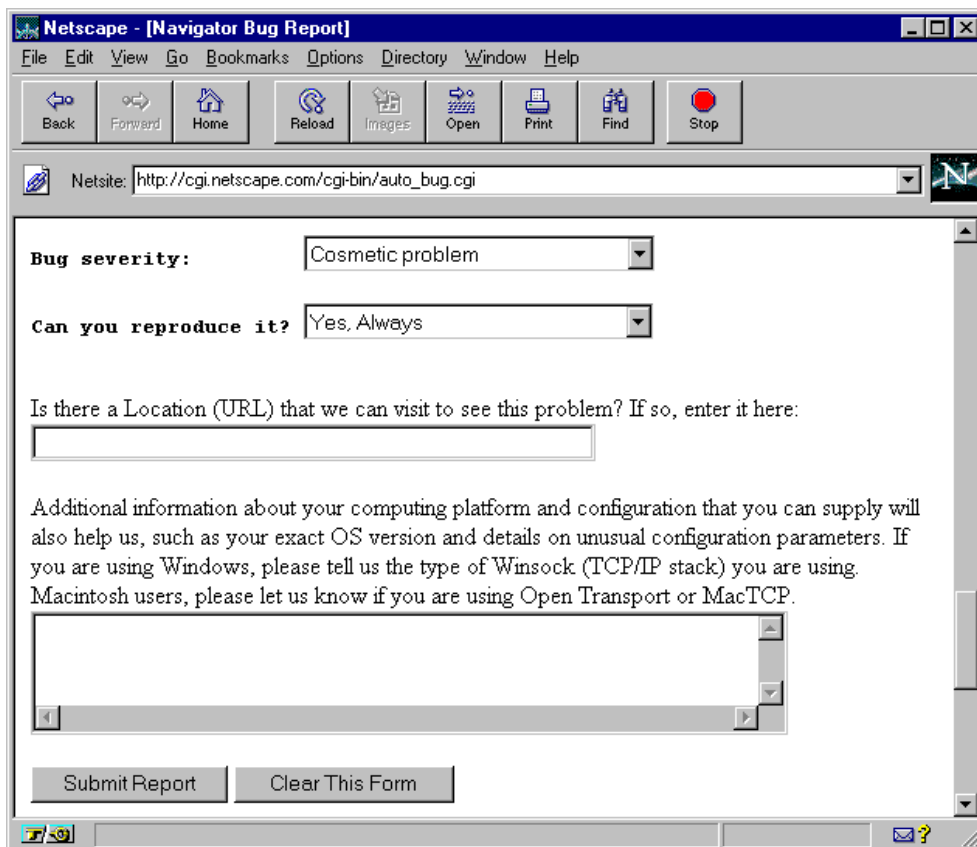
Setting up email and news

This section gives you some background about Internet protocols and the preference items you use to set up your email and news services. Upcoming sections describe mail and news services in more detail.

Before you can exchange email or access any newsgroup news, you need to tell the Netscape application how to make the appropriate connection to the server computer handling various protocol. Where your World Wide Web

server uses the HTTP protocol to transport page information, your outgoing and incoming Internet mail servers use mail protocols (SMTP and POP3) and your Usenet news server uses a news protocol (NNTP).

Do you know the name of your email servers and news server? If not, you will have to find out from your service provider, systems administrator, or resident know-it-all. After specifying the names of these servers as preference items in the **Servers** panel, Netscape software lets you send and receive email and newsgroup postings.

Here are some of the preferences you can set in the **Options|Mail and News** panels.

- In the **Servers** panel, specify your mail server names in the **Outgoing Mail (SMTP) Server** field and the **Incoming Mail (POP3) Server** field. You should specify local mail servers, if available. Often, the same server name is appropriate for both fields and the name can be as simple as **mail**. You should also enter your email id (the part of your email address to the left of the @ symbol; not the entire address and without the @ symbol) in the **POP User Name** field.

- In the **Servers** panel, specify your news server name in the **News (NNTP) Server** field. You should specify a local news server, if available. Often, the name can be as simple as **news**.

- In the **Identity** panel, specify your name, email address (the entire address including the @ symbol), and your reply-to address (if you want mail replies sent to a different address than your email address) in the designated fields. This and other information provided in the panel establishes your identity to those who receive your mail and news messages.

- In the **Organization** panel, specify whether you want mail and news messages threaded and the method messages are sorted. By default, news messages are threaded and mail messages are not. When messages are threaded, replies are displayed adjacent to the original message and other replies to the original message. When messages are unthreaded (the box unchecked), replies are displayed according to the sorting order without regard to the position of the original message or other replies.

- In the **Appearance** panel, specify font characteristics of your message text and quoted text. By default, when you reply to a message, the original text is quoted (restated) with each line preceded by the > symbol. You can specify the style and size of the quoted text in your messages. You can also specify the layout of the window panes.

- In the **Composition** panel, specify whether you want your replies to automatically quote the original message, and whether you want a copy of your messages automatically sent to yourself, sent to another email address, or stored on a disk file.

Receiving and sending email

To display the Mail window and access email features, choose **Window|Netscape Mail**. Or, as a shortcut, you can click on the mail icon (the small envelope in the bottom-right of the Netscape and News windows).

When you open the Mail window, Netscape checks the server and retrieves any new mail. To receive mail, you'll have to enter your email password each session (or specify in the **Mail and News|Organization** panel that your password be remembered across sessions).

After Netscape has initially checked the mail server for messages, Netscape can periodically recheck the server and inform you if any new messages have arrived. However, Netscape does not automatically retrieve these additional messages from the mail server. To retrieve new messages, press the **Get Mail** toolbar button or click the mail icon.

A setting in the **Mail and News|Servers** panel determines how often Netscape automatically checks the mail server for new messages. You can also click on the mail icon from the Mail window to manually check the server and retrieve new messages.

Netscape informs you of the availability of new messages using the mail icon.

- Before you've checked for mail (for example, before you've opened the Mail window or if you haven't supplied your password), you'll see a question mark (?) adjacent to the envelope. This indicates Netscape cannot automatically check the status of the mail server.

- After you've check for mail, you'll see the envelope alone. This indicates there are no new messages for you.

- Subsequently, when Netscape automatically checks the mail server and finds new messages for you, you'll see an exclamation point (!) adjacent to the envelope. This indicates that new messages are available for retrieval. On Macintosh, you'll also be notified of new messages by a mail icon flashing in the menu bar.

The Mail window contains three panes: a mailbox pane, a message header pane, and a message pane. Click on an item in the mailbox pane (such as the Inbox) to display the mailbox contents in the message header pane. Click on an item in the message header field to display the message contents in the message pane.

Occasionally, you'll want to select multiple message headings, for example, to move messages to the trash. To select multiple, contiguous message headings, hold down the Shift key as you click on an item. To select multiple, noncontiguous message headings, hold down the Ctrl key as you click on an item. (On Macintosh, use the Shift key to select noncontiguous items). When two or more message headings are selected, the message pane is empty.

The Mail window and the Message Composition window, described in subsequent sections, contain menu items, toolbar buttons, and clickable icons to let you compose, view, organize, store, and deliver your mail in varied ways. Menu items offer the full set of features. Toolbar buttons provide basic mail features such as getting mail, deleting mail, composing mail, replying to mail, and displaying your messages. Small, clickable icons in the message header pane let you highlight individual messages as read or unread, and flagged or unflagged.

Using the Mail window

The mailbox pane and message header pane are organized in columns. Columns in the mailbox pane state a mail folder name, the number of unread messages it contains, and the total number of messages it contains. Columns in the message header pane state the sender name, its flagged status, its read status, the subject line, and date.

You can resize panes by positioning your mouse between two panes (the cursor changes shape) and dragging.

You can click on column titles in the message heading pane to temporarily rearrange items according to **Sender**, **Subject**, or **Date**. You can also use the **View|Sort** hierarchical menu to sort or thread messages so that replies are positioned adjacent to original messages. To arrange messages to your preferred criteria by default (that is, every time you open up the Mail window), you must set the preference items in the **Mail and News|Organization** panel.

You can resize columns by positioning your mouse between two column headings (the cursor changes shape) and dragging. It's best to adjust the leftmost column first, because resizing a column repositions all the columns to the right. On UNIX, choose **Options|Save Options** to retain changes.

Choose **File|New Folder** to display a dialog for creating a folder in the mailbox pane. You can drag messages from the message heading pane into a folder in the mailbox pane. Alternatively, you can select a message, then use the **Message|Move** hierarchical menu item to put a message into a folder. The **Message|Copy** item lets you put a copy of a message into a folder without moving the original.

The **Edit** menu contains items for deleting selected messages and folders. Deleted items are put into a Trash folder. Choose **Empty Trash Folder** to permanently delete the contents of the trash.

Here are other basic features you'll find in the Mail window:

- **Searching in messages**: Choose the **Edit|Find** menu item to search for text in the message header or content panes. When the first occurrence of matching text is found, the message is selected and displayed in the message field. Choose **Edit|Find Again** for additional occurrences.

- **Email addresses**: Choose **Message|Add to Address Book** to insert the address of the sender of the selected message into your Address Book.

- **Marking messages**: The **Message** menu also contains items that let you mark messages as read or unread, and flagged or unflagged. When you wish to mark or flag multiple selections, the menu item is more convenient than clicking on the small icons in the pane.

- **Navigation**: The **Go** menu contains items for navigating among adjacent messages, unread messages, and flagged messages.

- **Viewing messages**: The **Options** menu contains items that help determine the content of the message heading and message panes. You can specify that the message heading pane **Show All Messages** or **Show Only Unread Messages**. You can have header information displayed within each message by checking the **Show All Headers** item. Use the **Document Encoding** menu item if you wish to select alternative character sets. On Windows and Macintosh, menu changes are automatically preserved for subsequent sessions. On UNIX, choose **Options|Save Options** to preserve menu changes.

Figure 3.5   The Mail window lets you read and organize your mail messages.
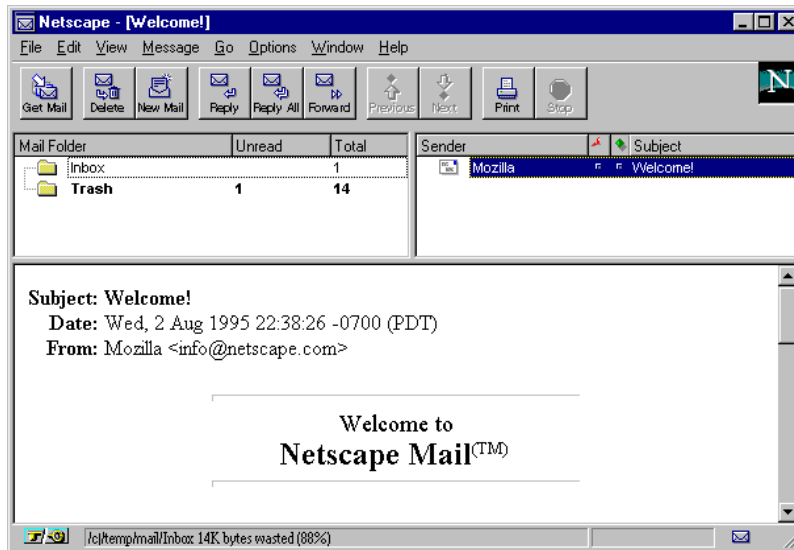
Using the Message Composition window

You create and send both email and newsgroup messages in the Message Composition window. Many different actions produce the Message Composition window and, when appropriate, the Netscape application fills in certain fields automatically.

Sometimes you'll see highlighted links in the email and news messages you read. That's because the Netscape software automatically detects the text of a URL and converts the text to an HTML link. Any URL text you enter in the Message Composition window is automatically seen as a highlighted link by the recipient of your message.

• Choose the **File|New Mail Message** menu item to display the empty Message Composition window. The window has its own menu items, clickable buttons, and fields for your message's address, headings, and content. You can set which fields are visible by checking items in the **View** menu.

- Choose **File|Mail Document** (or **File|Mail Frame**) to display the Message Composition window with fields filled and the current page automatically attached. The **Content** field contains the current page's URL, the **Subject** field contains the page title, and the **Attachment** field displays the file name of the attached page.

- Choose a mail or news reply option to display the window with the address field filled in. You might also reply to pages and messages by clicking a **mailto** link or button.

Typically, you'll use the **Send To** field for the address of the primary recipient, the **Cc** field for additional recipients, the **Subject** field for briefly describing the message, and the **Attachment** field for including a page or disk file with the message. If you've specified a text file containing your signature in the **Mail and News|Identity** panel, your signature is appended to the message field in all of your mailings.

You need to know the Internet mail address of where to send your email. Internet addresses typically contain a user name followed by the @ symbol (pronounced "at"), followed by mail server location name. For example, to send email to this company, enter **info@netscape.com**.

You can create, edit, and store addresses, singly or in a folder list, in the Address Book window. Addresses are maintained in the Address Book window similarly to how bookmarks are maintained in the Bookmark window.

Commonly, you'll send mail by replying to other mail. By default, the original text appears as quoted text (each line preceded by the > symbol), though you can turn this feature off in the **Composition** panel. You can also quote a message's text by choosing the Message Composition window's **File|Include Original Text** menu item or paste in a clipboard selection as quoted text by selecting **Edit|Paste as Quotation**.

Pressing the **Attach** button produces a dialog box that lets you send email with a file attachment. An attachment is a separate document sent along with the email message. The dialog box buttons let you select a page URL or a file. You can choose to send a page as is (embedded with the HTML instructions that format Internet pages) or converted to plain text. After completing the dialog box (you can list multiple attachments), the attachment is ready to be sent along with your message.

The Mail window offers options that let you send mail immediately or defer delivery. Typically, you'll want to send messages immediately if you're connected to the network. However, to reduce connection time, you can compose messages offline and defer sending mail until the next time you're connected.

When the Mail window's **Options|Immediate Delivery** menu item is checked, the Message Composition window offers a **Send Now** toolbar button and menu item (**Send** button on Windows and UNIX). This allows messages you've written to be sent over the network immediately. Press the **Send Now** button or choose **File|Send Now** to transmit the message and any attachments to the recipient.

When the Mail window's **Options|Deferred Delivery** menu item is checked, the Message Composition window offers a **Send Later** toolbar button and menu item (**Send** button on Windows; **Later** button on UNIX). This allows messages you've written to be stored in your Outbox folder (deferred) until you explicitly specify that the contents of the Outbox be sent. Press the **Send Later** button or choose **File|Send Later** to store the current message in the Outbox folder on your disk for transmission at a later time. Choose **File|Send Mail in Outbox** to distribute deferred messages.

Figure 3.6 The Message Composition window lets you enter and send your mail and news messages.
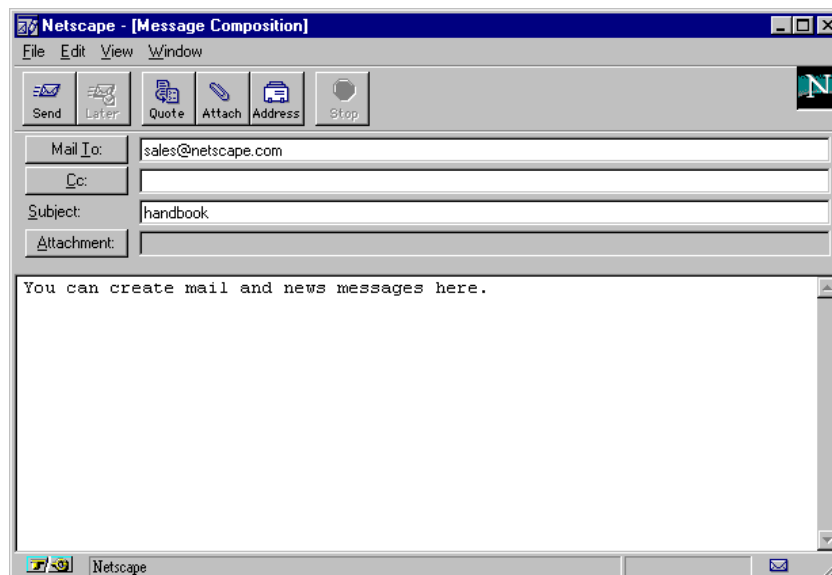
Receiving and sending news

To display the News window, choose **Window|Netscape News**. The News window operates similarly to the Mail window. If you skipped the previous pages on exchanging and composing mail, you might want to go back and read these now. Like mail, you create your news messages in the Message Composition window.

People post messages (send their news) to newsgroups. Throughout the Internet, you'll find the newsgroup terms "message", "posting", and "article" used interchangeably.

Newsgroups are organized by subject; each newsgroup has a name intended to reflect the topic of discussion for its messages. The Usenet is the collection of all newsgroups; it is the Internet's multifaceted bulletin board especially designed for people to communicate news with one another on special interest topics.

The News window contains three panes: a newsgroup pane, a message header pane, and a message pane. Click on an item in the newsgroup pane to display a listing of messages in the message header pane. Click on an item in the message header field to display each message in the message pane.

When you open the News window, the set of newsgroups you have specified in the **Options** menu is displayed in the newsgroup pane. You can choose the **Show All Newsgroups** menu item to see the broadest selection of available groups. However, the number of newsgroups is so large that you might prefer to limit your newsgroup pane to subscribed newsgroups.

You can quickly access your favorite newsgroups without searching through the thousands of available groups by subscribing to newsgroups. The easiest way to subscribe to a newsgroup is to, first, display all newsgroups (choose **Options|Show All Newsgroups**) in the newsgroup pane, then locate each newsgroup you want ready access to and check the **Subscribe** check box beside the newsgroup name.

After you subscribe to your favorite newsgroups, you can choose the **Options|Show Subscribed Newsgroups** or **Options|Show Active Newsgroups** menu item so that, each time you open the News window, the newsgroup pane displays only your chosen newsgroups. Active newsgroups are subscribed newsgroups that contain new messages.

There are alternative ways to subscribe if you know a newsgroup's URL. Each of the following displays the newsgroup name in the newsgroup pane.

- Enter the newsgroup URL in the location field of the Netscape main window.
- Choose **File|Add Newsgroup** and type the newsgroup URL in a dialog box.
- Click on a link to a newsgroup or newsgroup message.

You still must check the **Subscribe** box if you want the newsgroup to be displayed in the pane in subsequent news sessions.

Using the News window

The menu items, toolbar buttons, and clickable icons in the News window let you view and compose news messages in much the same way as you do mail messages. Here are the primary difference:

- **Organizing messages**: Typically, you'll organize and store your mail messages on your hard disk in folders you create. News messages, on the other hand, are already organized and stored in newsgroups on remote servers. If you want to store news messages on your hard disk, you'll need to explicitly save news messages using the **File|Save As** menu item. The News window does not offer a mailbox/folder facility.
- **Multiple news hosts**: You can have multiple news hosts (though most users only need and have one), each host supplying you with a set of newsgroups. Choose the **File|Open News Host** menu item to display a dialog box for specifying additional news hosts in your newsgroup pane.
- **Replying to messages**: The News window has a unique set of toolbar buttons that include variations on how you can reply to messages (also available through the **Message** menu). You can reply to news by sending a newsgroup message (**Post Reply**), an email message (**Mail Reply**), or both (**Post and Mail Reply**).
- **Threaded messages**: By default, newsgroup messages are threaded (replies are positioned adjacent to original messages). Toolbar buttons allow you to mark a thread or entire newsgroup as read. Like mail, you can click in the message header pane to change the read or flagged status of individual messages.
- **Quantity and age of messages**: Newsgroups often contain a large number of messages. Several commands help determine the quantity and age of messages that appear in the message header pane at a time. The default number of messages retrieved from the news server is set as a preference

item in the **Servers** panel (maximum 3500). You can choose the **File|Get More Messages** menu item to display additional messages that do not exceed the maximum. From the **Options** menu, you can choose to **Add from Newest Messages** or **Add from Oldest Messages** to specify whether a batch of messages should begin with newer or older messages first. By default, newer messages are retrieved first.

- **Viewing messages**: The **Options** menu lets you choose whether the message heading pane should **Show All Messages** or **Show Only Unread Messages** (the default). The default choice displays limits the message heading pane to displaying only messages you have not read.

- **Email addresses**: Like mail, you can choose **Message|Add to Address Book** to insert the email address of the news message sender into your address book.

Figure 3.7   The News window lets you read and organize your news messages.
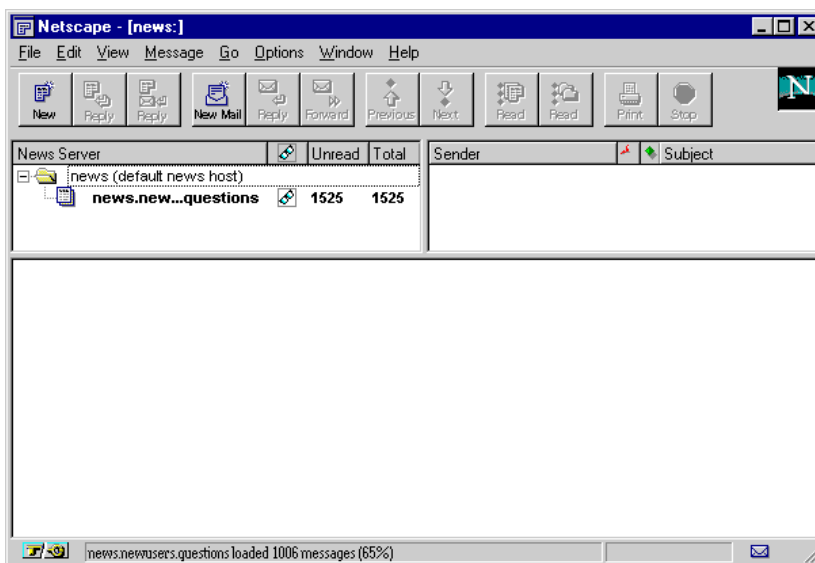
Exploring Usenet news

The URLs of Usenet news are formatted similarly, but not identically, to other pages. For example, the URL **news:alt.tv.northern-exp** specifies the server protocol **news:** and the newsgroup **alt.tv.northern-exp**. Unlike other Internet connections, the URL does not specify a server name and pathname with preceding slashes.

Each newsgroup has a unique name, described with words separated by periods. Some words (like **alt**, short for alternative, or **comp**, short for computers) specify categories rather than a particular newsgroup. Note that not all news servers provide access to all newsgroups.

Reading Usenet news can be as easy as reading any other Internet page: Click on a link and bring a Usenet news message to your screen. But newsgroup pages offer advantages (notably the ability to easily publish your own writing to other newsgroup readers) and disadvantages (no images, weak formatting, and limited links).

Typically, each newsgroup presents its messages along threads. A thread bundles a message with a response to the message. The grouping of a new topic with one or more responses to the topic (in indented outline form) presents messages in a topical context. A strictly chronological organization of every newsgroup contribution would create a discombobulated trail of messages less pleasant than reading Joyce in his later years.

When you subscribe to a newsgroup, the name of the newsgroup is added to a list (a News file; also called a News RC or newsrc file), maintained by the Netscape software. On Windows and UNIX, you can specify the location of your News file in the Servers panel. On Macintosh, the News file is stored in the Netscape folder within your system's Preferences folder.

The process for retrieving information from news servers has a significant difference than the process for retrieving information from World Wide Web servers. News messages are collected and automatically distributed at periodic intervals, en masse, among news servers throughout the Usenet. When you supply a URL to request newsgroup messages, your request is routed to the news server provided by your service provider, which has accumulated messages throughout the Usenet system. In contrast, when you supply a URL to request a particular Web page, your request is routed to the single Web site whose server distributes the page.

Likewise, a news message that you send goes to your service provider's news server, whereupon the message is automatically distributed at periodic intervals to other participating Usenet news servers. Other Usenet readers can then access your news message from their local news server.

This batch processing of Usenet news permits distribution efficiencies. For example, a popular Web site can get inundated with requests for pages. However, a popular newsgroup is broadly distributed by the entire network of participating news servers.

Your request for either Web pages or news messages contains some identifying information about the requesting computer. With Web pages, request information is conveyed to Web site that serves a page. With news, request information is conveyed to your provider's news server.

Saving pages

Netscape software gives you the opportunity to save a page as a file on your computer. You can do this after or instead of bringing the page to your screen.

Some links, for example those that transport software, sound, or movie files, don't transmit pages. You can often identify these links by noticing a URL that begins with **ftp** or ends with a file-type suffix such as **au** or **mpeg**. Clicking on these links can automatically download (save) a file to disk and launch helper applications that support the file's format. Most links, however, point to pages that you can bring to your screen or specifically save on your disk.

The **File|Save as** menu item produces a dialog box that lets you save the current page as a source (HTML) file or a text file on your disk. (On UNIX, you can also save in PostScript format.) A file saved in HTML source format retains the formatting of the original page. A file saved in text format is presented as plain text. You can save an image file, but not a page's inline images.

When you view a page containing frames, the **File|Save Frame as** menu item replaces **File|Save as** and lets you save only the page of a currently selected frame. The dialog box options for saving the page are unchanged.

By using a pop-up menu item, you can save a page as a disk file instead of bringing the page to the screen. While pointing over a link, click on the right mouse button (on Macintosh, hold down the mouse button) to pop up the

menu. The **Save this Link as** item saves to disk (instead of bringing to screen) the page whose link you are clicking on. The **Save this Image as** item saves to disk (instead of bringing to screen) the image whose link you are clicking on.

Saving to disk is particularly useful for retrieving a nonformatted page (such as a data file) not intended for viewing. You can also produce the dialog box for saving a page to disk by clicking on a link with the Shift key held down (option key on Macintosh). Other pop-up menu items let you copy page and image locations (URLs) to the clipboard.

After saving a file to disk, you can use the **File|Open File** menu item to display the local file as a Netscape page. (A file on your disk is a local file; a file out on the network is a remote file.) For GIF, JPEG, or other nontext files to appear as available files in the **Open File** dialog, make sure to select "All Files" as the file type (on Macintosh, hold down the Option key while selecting the **Open File** menu item).

The **View|Document Source** menu item lets you view the current page in HTML source format. By default, source text is displayed in a window. On Windows and Macintosh, you can override the default source viewer by specifying a supporting text application (such as your word processor) in the **View Source** field of the **General|Applications** panel. Subsequently, when you choose **View|Document Source**, the HTML text appears in a window of your selected application.

The **File|Mail Document** menu item produces a window that lets you send the current page URL along with an email attachment of the page. The **Window|Bookmarks** menu item produces a window that lets you save page links in a file.

Note: Netscape software works on several computer platforms and reserves the use of a few special characters to help interpret URLs. To avoid problems, don't use the following characters when you create a file name:

- slash (/)
- colon (:)
- number symbol (#)

Printing and finding

Many of the **File** and **Edit** menu items in the Netscape application work as they do on other applications. To print the contents of the current page, choose **File|Print** or press the **Print** button in the toolbar. A **Print** dialog box lets you select printing options and begin printing. On Windows, you can choose **File|Print Preview** to see a screen display of a printed page.

When you view a page containing frames, you'll see the **File|Print Frame** menu item in place of **File|Print**. The command lets you print only the page of a currently selected frame. The dialog box options for printing the page are unchanged.

When printing a page, the Netscape application formats content according to the size of the printed page rather than the size of the onscreen window. The print command rearranges the page layout (text is wordwrapped and graphics are repositioned) in order to accommodate paper size.

To set up the page for printing, choose **File|Page Setup**. You can use this command to choose landscape printing (across the long side of paper) instead of the more common portrait orientation.

To cut, copy, and paste, choose the respective items from the **Edit** menu. Note that **Cut** and **Paste** items are only effective in certain editable fields. The content area is a read-only field that only enables you to select and copy text for use elsewhere.

To find a word or phrase within a page, choose **Edit|Find** or press the **Find** button in the toolbar. A **Find** dialog box lets you enter the string of characters you wish to find. Check the **Match case** radio button (**Case Sensitive** on Macintosh and UNIX) to require capital letters to match.

On Windows, check the **Up** or **Down** radio button to direct the search toward the beginning or end of the document. If there is a current selection, the search begins at the selection and does not wrap around. On Macintosh and UNIX, check the **Find Backward**s check box to start the search from the beginning or end of the document.

To find the same word or phrase again, choose **Edit|Find Again**.

Identifying secure information

Netscape software allows computers to transfer information in a secure way that prevents the forms you send or the pages you receive from being misappropriated. Security issues arise because information travelling on the Internet usually takes a circuitous route through several intermediary computers to reach any destination computer. The actual route your information takes to reach its destination is not under your control.

As your information travels on Internet computers, any intermediary computer has the potential to eavesdrop and make copies. An intermediary computer could even deceive you and exchange information with you by misrepresenting itself as your intended destination. These possibilities make the transfer of confidential information such as passwords or credit card numbers susceptible to abuse.

The Netscape application and Netscape server use patented RSA public key cryptographic technology and custom software to allow you to send and receive information securely. The security protocols are open.

Only your computer and the server can encrypt and decrypt your information. In transit, the information is an unreadable jumble. An intermediary can continue to route the data, and even make copies of it, but the information cannot be decrypted and remains private and safely communicated.

As part of the cryptographic technology, the Netscape application and Netscape server are able to authenticate Internet servers. This prevents an intermediary computer from posing as your destination.

Not all exchanges of information are secure. Netscape uses graphical elements and dialog boxes to inform you when you are interacting with secure and insecure server sites.

- A URL that begins with **https://** (instead of **http://**) indicates that a document comes from a secure server. Similarly, a news URL that begins with **snews**: (instead of **news**:) indicates that a document comes from a secure news server. To access news servers other than the default news server, use two slashes (//) after the colon (:).

- To the left of the status message, a doorkey icon on a blue background indicates a secure document (a document is a slightly broader term for a page and its contents); a document with a broken doorkey icon on a gray background indicates an insecure document. Clicking on a doorkey icon displays information on the security status of a document.

- Above the content area, a blue colorbar indicates a secure document; a gray colorbar indicates an insecure document.

- Dialog boxes alert you to changes in security status among the documents you bring to screen. You can choose to bypass security dialogs by setting preference items in the **Security|General** panel.

You can examine the security qualifications of a document in more detail by choosing **View|Document Info**. The resulting dialog box tells you about encryption grade and server certification. You can view information about a particular site certificate or certificate authority in the **Security|Site Certificate** panel.

Understanding public key technology

The public key technology working within the Netscape application and Netscape server is often described with unfamiliar security terminology. You might find the explanation of how public keys works an interesting supplement to your knowledge of Internet security.

A computer's security key is a file. You don't open a key (file) like you open a document or a word processor application. Keys are more like magnetic badges with powerful encryption and decryption capabilities.

There are two kinds of keys, private and public, and you need both. A private key sits on your computer and you never give it out. A public key you can make as many copies of it as you wish and give it out to everybody.

You need both kinds of keys because they are fundamentally linked. (Like a pair of pants, you always buy both legs.) You can pass your public key around to whomever you wish, but in order for any key to perform its decryption duty, it must be matched back to its linked key partner.

Both public and private keys have the ability to encrypt and (as a set) decrypt information. Keys work in two primary ways:

1. Other users can encrypt information with your public key (the key you've

distributed freely) and send the information securely to you. Only you, with your private key, can decrypt their message. The sender can be sure that the message is read only by you (encrypted for privacy) and has not been altered.

2. You can encrypt information with your private key and send the information securely over the network. Anyone on the network who has your public key (the key you've distributed freely) can decrypt your message. The recipient can be sure that the message came only from you (authenticated with your digital signature) and has not be altered.

In summary, your public and private keys (files) are linked by a powerful cryptographic algorithm that would require major computer resources to crack. No one else's keys can decipher messages to you encrypted with your public key. And no one else's keys can be used to pose as you by sending messages encrypted with your private key.

Identifying secure information

Onscreen Fundamentals

A summary of topics

- An overview of what you see in the Netscape window.
- A description of the elements found in the content area.
- Identification of the security indicators.
- Contents of the document information page.
- An explanation of the built-in toolbar and directory buttons.
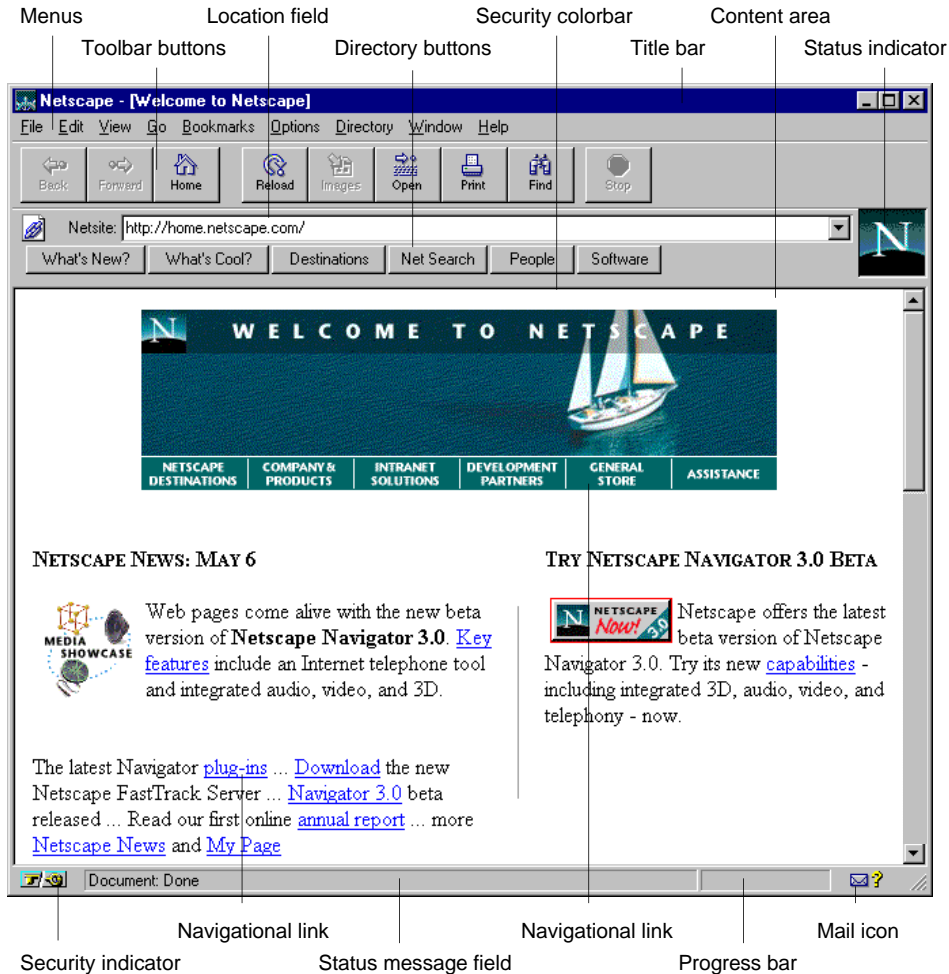
The Netscape window

This section on onscreen fundamentals describes what you see in the main Netscape window. Most of the tools and text fields that help you to navigate the Internet are visible, though you have the option of hiding some tools in order to give more space on the screen to the content area.

The next section describes a window's graphical elements. Subsequent sections go into more detail on page displays and button actions. Subsequent chapters explore mail, news, bookmarks, primary menu items, preferences panels, and additional application features.

You can open multiple Netscape windows to view multiple pages of infor-
mation. The title bar of the window shows the title of the currently loaded
page. You'll also find that some pages are designed to be a patchwork of
pages. These patchwork pages contain rectangular frames, each frame presents
its own page information (similar to the picture-in-picture feature offered in
some television sets).

Figure 4.1   Window elements.

Window summary

Elements

Item	Action
Colors and underlining	Colors or underlining highlight words on a page that link to new pages. Clicking on the highlighted text initiates the transfer. On black and white monitors, underlining highlights links. When you select text in a field, the selection is highlighted (by default, in a different color than the colors used for links).
Status indicator	The status indicator (the company logo) animates when a transfer is in progress. Click on the logo to bring the company home page.
Progress bar	The progress bar animates to show the progress of the current operation. The bar shows the percentage done of document layout as a page loads and the percentage of kilobytes loaded as an external image loads.
Mail icon	Click on the mail icon (the small envelope in the bottom-right of the Netscape, Mail, and News windows) to display the Mail window (if not already open) and retrieve for new messages. The mail icon includes a question mark (?) if Netscape cannot automatically check the mail server for new messages. The mail icon includes an exclamation point if the news server has new messages for you.
URL link icon (Windows 95 only)	Drag the URL link icon (the small icon to the left of the location field) to save a bookmark in the Bookmarks window, to create an Internet shortcut on the desktop, or to open the page in another Netscape window. The icon represents the URL in the location field.
Window title bar	An author of a page specifies the title as part of the page's HTML source text.

Item	Action
Page display	The content area displays a page. Text can be selected and copied. The content area of some pages is segmented into rectangular frames, each frame containing its own page. A page's background can be set by you or determined by the transmitted page. The location field lets you enter the location (URL) of a page you wish to bring to screen. The status message field and title bar text are read-only.
Security indicators	The security indicator below the content area shows whether a document is secure (doorkey icon on blue) or insecure (broken doorkey icon on gray). The secure doorkey icon is displayed with two teeth for high-grade encryption and one tooth for medium-grade. Clicking on a doorkey icon displays information on the security status of a document. A blue colorbar above the content area indicates a secure document; a gray colorbar indicates an insecure document.
Document information	Choosing the **View|Document Info** menu item lets you see composition and security information about the current page.
Toolbar buttons	Toolbar buttons activate the Netscape features you'll most commonly use. Click on the buttons in the Netscape window to revisit pages, reload pages, load images, open locations, print pages, find text, and stop transfers in progress. You can choose to have toolbar buttons displayed as pictures, text, or both by setting the panel item in **Options|General|Appearance**. The Mail and News windows each offer a distinct set of toolbar buttons.
Directory buttons	Directory buttons display pages of information that help you browse the Internet. Click on the buttons to find out what's new and cool and to use Internet search and directory tools.

Content area, frames, and text fields

Content area

The content area contains the current page brought by the most recently requested link. Vertical and horizontal scroll bars might be present to view pages larger than the screen area.

The content area displays HTML-formatted pages that often include inline images stored in the GIF and JPEG graphic file formats. Other file formats represented by links in the content area (for example, a sound file) can be accessed using external helper applications.

You can copy text to the clipboard by selecting the text, then choosing **File|Copy**. Unlike a word processor, you won't see a blinking insertion bar. Alternatively, you can select text by clicking once at one end of a selection, then holding down the shift key and clicking a second time with the cursor pointing at the other end of the selection.

Frames

The content area of some pages is segmented into rectangular frames, each frame containing its own page with a unique URL. A page containing frames is a top-level page (or frameset). Generally, toolbar and menu items affect the top-level page. Navigating among frames works on a per frame basis: choosing **Back** revisits the previous frame and choosing **Forward** revisits the frame ahead.

You can select a frame by clicking inside it. Some commands, such as keyboard shortcuts, affect only the selected frame. Likewise, some menu items, such as printing and document mailing, apply to a frame alone.

You can resize frames by positioning the cursor in the border between frames (the cursor changes shape) and dragging the adjacent frames to a new position.

Clicking on a link within a frame may affect the page within the frame, pages within other frames, or the top-level page. Frames and the actions of their links are created by page authors using HTML.

Backgrounds

The background of the content area may vary according to a preference item you can set in the **Colors** panel (not on UNIX). You can set the background to a default of gray, a custom color of your choosing, or an image file you select. You can also determine if your choice of background should always be used or if the background transmitted with a page should override your choice.

Location/Go to

The location field shows you the location of the current page and can be used to enter the location (the URL address) of the page you wish to go to next. The label of the location field reads **Location** (or **Netsite** for pages from Netscape servers) after you bring a page. The label changes to **Go to** if you enter text into the field. Pressing the return key brings the page specified in the **Go to** field and changes the label back to **Location**. On Windows, a pull-down menu at the right of the field lets you choose a URL (the 10 most recent locations you've entered into the field are stored as menu items) to revisit pages.

The location field allows you to enter partial URLs. For example, you can omit the prefix **http://** (or even the partial pathname **http://www.**) and Netscape automatically adds the necessary prefix to complete the URL search.

Status message

The status message area contains text describing a page's location or the progress of a connection to a page. When the cursor is positioned over highlighted words (or an image) serving as a link to a page, the status message field shows the URL that will be used to bring the page to the screen. When the **Auto Load Image** option is unchecked and the cursor points over an image, the status message shows the alternate text for the image and, if the image is a link, the URL. When the cursor points over an image with active areas, the status messages shows the description for the active area. During connections, the status message field reports progress in contacting the URL source, loading pages, and loading inline information.

Error messages

Error messages result from a variety of situations, often originating from the server providing the page you wish to see. The Netscape application tries to evaluate any problem you encounter and present information to help you solve or circumvent it.

The most common error messages result from trying to view a page that isn't available. Often, this occurs because the server issuing the page is temporarily shut down or too busy with other connections to handle your request. Occasionally, the page is no longer available at the specified URL.

If you would like to report a problem, you should note the exact wording of the error message. The **Help** menu offers items for giving feedback and getting support.

Security indicators

A document has one of three security states: secure, insecure, or mixed. The most prominent security indicator, located at the screen's bottom-left, is a doorkey on blue for secure documents and a broken doorkey on gray for insecure documents The secure doorkey icon varies slightly depending on the grade of encryption: the doorkey has two teeth for high-grade and one tooth for medium-grade. You can click on the doorkey icon to display information on the security status of a document. The colorbar over the content area is blue for secure and gray for insecure. A mixed document, with insecure information omitted, is shown as secure.

A URL beginning with **https:**// shows that the document came from a secure server. To connect to an HTTP server that offers security, insert the letter "s" so that the URL begins with **https:**//. Use **http:**// otherwise. Similarly, a news URL that starts with **snews**: (instead of **news**:) shows that the document comes from a secure news server. Again, insert the letter "s" if your news server offers security. Use two slashes (//) after the colon (:) for news servers other than the default one. Chose the **View|Document Info** menu item for security details.

A secure document can only have inline information from secure sources. The insecure information on a mixed security document is replaced by a mixed security icon. Bringing a mixed security document to screen produces a notification dialog.

If a form appears on a secure page that has an insecure submit process, a notification dialog always appears. The warning states that although the document is secure, the submission you are about to make is insecure and could be compromised by a third party. If you are sending passwords, credit cards numbers, or other information you would like to keep private, it would be safer for you to cancel the submission.

If an insecure document contains secure information (either inline or as part of a form), no special action is taken. The document is considered insecure. This includes insecure forms with secure submission processes.

Several notification dialog boxes inform you about the security status of documents. You can choose whether or not to receive these dialogs by setting the panel items in **Options|Security|Alerts** (or by unchecking a dialog's **Show this Alert Next Time** box).

Notification dialog boxes

• When entering a secure document space, you are notified the secure document is encrypted when transferred to you and any information you send back is also encrypted.

• When leaving a secure document space, you are notified the insecure document could be observed by a third party when transferred to you and any information you send back could also be read by a third party.

• When viewing a document with a mix of secure and insecure information, you are notified the secure document that you just loaded contained some insecure information that will not be shown.

• When you submit a form using any insecure submit process, you are notified the submission process you are about to use is insecure. This means that the information you are sending could be compromised by a third party.

• You will always be notified if the document was expected to be a secure document but is actually an insecure document (the document location has been redirected to an insecure document). This means that a third party could observe the document you are about to bring.

Document information

To view elements of a document's structure, composition, and security status, choose View|Document Info. The information, displayed in a separate Netscape window, helps you establish the document's authenticity and other security characteristics.

In the upper portion of the window, the document's structure is presented as a hierarchy of the component URLs (for example, the URLs of image files contained in the document). The lower portion of the window consists of

several fields stating location, type, source, cache, length, modification, and character set encoding information, plus the particulars of a document's security status.

To interpret the security status of a document, you should verify that the information

- Is consistent with your knowledge of the party with whom you are communicating
- States that the document is secure or insecure
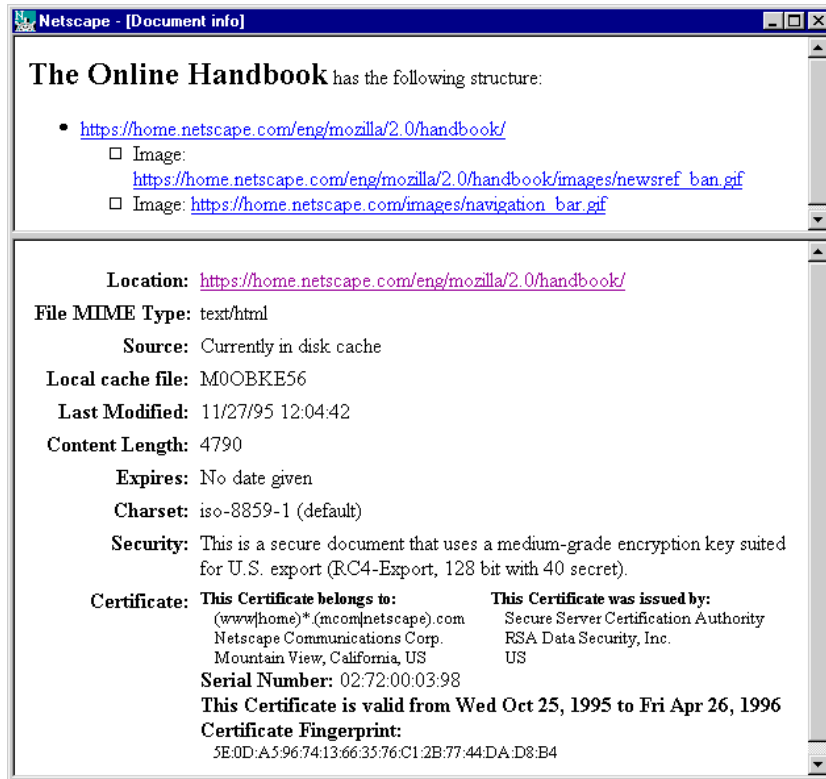- Designates for secure documents the encryption type in the transmission and certification of the server

If a document is insecure, the security information notifies you that encryption is not used and there is no server certificate. If a document is secure, the security information tells you encryption's grade, export control, key size, and algorithm type. In addition, the server certificate presents data that identifies

- Who the certificate belongs to (the organization being certified)
- Who the certificate was issued by (the certificate issuer)
- Serial number
- Valid certificate dates
- Certificate fingerprint (comprised of hexadecimal digits)

Like documents, certificate information is protected by encryption to ensure authenticity and integrity. The data can include

- The server's fully qualified common or host name (such as hostname.netscape.com)
- Optional department name
- Legal, registered organization name
- Locality or city the organization resides or is registered in
- State or province name
- Country name

Figure 4.2   Document Information

Toolbar

Figure 4.3   Toolbar Buttons

Toolbar buttons

Item	Action
Back	Displays the previous page in the history list. A history list references a hierarchy of pages you've already viewed.
Forward	Displays the next page in the history list. When you use **Back** or a history menu item to retrieve a page, using **Forward** gets the proceeding page. **Forward** is only available after you use **Back** or a history item.
Home	Displays the home page designated in the **General Preferences|Appearance** panel. The default is the Netscape home page location.
Reload	Redisplays the current Netscape page, reflecting any changes made prior to the original loading. Netscape checks the network server to see if any change to the page has occurred. If there's no change, the original page is retrieved from the cache. If there's a change, the updated page is retrieved from the network server. If you press the **Reload** button while holding down the Shift key (Option key on Macintosh), Netscape retrieves the page from the network server regardless of whether the page has been updated (the cache is not used).
Images	Loads images into pages. This is useful when the **Options|Auto Load Images** menu item is unchecked and icons have been substituted for images. By loading images, you replace the icons with the intended images.
Open	Lets you enter a URL to display the specified page in the content area.
Print	Prints the content area of the current Netscape page. A dialog box lets you select printing characteristics.
Find	Lets you specify a word or phrase to locate within the current Netscape page. You can specify case sensitivity and search direction. If a match is found, the text is selected and displayed.
Stop	Halts any ongoing transfer of page information.

Directory buttons

Figure 4.4   Directory Buttons can also be accessed from the Directory or Help menus

| What's New? | What's Cool? | Destinations | Net Search | People | Software |

Directory buttons

Item	Action
What's New! (Directory|What's New)	Links to sites that are new on the Internet.
What's Cool! (Directory|What's Cool)	Links to Internet sites that you might find interesting.
Destinations (Directory|Netscape Destinations)	Information leading you to Internet directories and tools.
Net Search (Directory|Internet Search)	A directory of Internet search engines that can help you find information, such as keywords and phrases, among Internet sites.
People (Directory|People)	Links to Internet sites that can help you locate the names and email addresses of people using the Internet.
Software (Help|Software)	Information on Netscape Navigator software upgrades.

Figure 4.5   Internet Search

INTERNET SEARCH

If you're trying to find a particular site or document on the Internet or just looking for a resource list on a particular subject, you can use one of the many available on-line search engines. These engines allow you to search for information in many different ways - some search titles or headers of documents, others search the documents themselves, and still others search other indexes or directories.

Mail, News, and Bookmarks

A summary of topics

- How to receive and send mail messages using the Mail window, toolbar, and menu items.
- How to read and post newsgroup messages using the News window, toolbar, and menu items.
- How to use the Bookmarks window and menu items.
- How to use the Address Book window and menu items.

Tools for the Internet

In the previous chapter you read about the onscreen fundamentals for exploring the Internet. This chapter covers primary tools for interacting with others on the Internet and organizing the information you find: Mail, News, and Bookmarks.

As you read about mail and news, you'll see their features overlap substantially. Essentially, mail and news perform the same tasks: letting you correspond with others. For both mail and news, you create messages in the Message Composition window.

The core difference between mail and news is in its scope of distribution. Mail is distributed on a person-to-person basis; news is distributed on a publication-for-all basis.

- A mail message is sent to an email address for collection by an individual or organizational entity.

- A news message, commonly called a news article, is sent to a newsgroup (posted to a computer operating as a bulletin board) for collection by any Internet user who chooses to browse the list of posted messages.

You'll find that Netscape's Mail and News windows offer numerous features to help you organize the volumes of Internet correspondence. For example, you'll want to be able to distinguish old correspondence that you've read from new correspondence that you've yet to read.

Some organizational tools pertain to mail or news, but not both. For example, to organize mail messages you can drag and drop the messages into mail folders. News messages, on the other hand, are already organized among newsgroups and the News window does support the dragging and dropping of messages.

The last sections of this chapter detail the operation of the Bookmarks window and Address Book window. Bookmarks let you organize URLs using the same drag-and-drop metaphor used to organize files in operating systems such as those used by Macintosh and Windows 95 computers. Both the Bookmarks and Address Book windows offer custom menu items to help you set up and use their features.

Message Composition window

You can create and send email and newsgroup messages using the Message Composition window. When sending email, you can transmit Internet pages and disk files as attachments, including fully formatted HTML pages displayed within your mail message.

Netscape automatically recognizes the text of URLs and displays the text as highlighted, clickable links. For example, when you send a mail or news message using the Message Composition window, the recipient of the your message sees any URLs you've entered as links.

To display the Message Composition window, choose **File|New Mail Message** or **File|Mail Document**, or one of several toolbar buttons and menu items in the Mail and News windows. You can also display the Message Composition window by clicking on a page link or a button designed to initiate email.

The **View** menu items let you hide or display numerous types of address fields. Fields can contain more than one address.

Message Composition fields

Item	Action
From	Shows your email address.
Reply To	Contains the email address where you want replies to your email sent.
Mail To	Contains the email address where you want your message sent.
Mail Cc	Contains the email address where you want a copy of your message sent.
Mail Bcc	Contains the email address where you want a blind copy of your message sent. A blind copy does not display the address of the copy recipient.
File Cc	Contains the location where you want to store a copy of the message you're sending. By default, messages are stored in the folder specified in the **Mail and News|Servers** panel.
Newsgroups	Contains the name of the newsgroup where you want to post your news message. If you're posting from a news-group listing or message, this field is preset with the name of the newsgroup.
Followup To	Contains the name of the newsgroup where you want replies to your message posted.
Subject	Contains a description of your email or posting. If you're sending mail or posting from news messages, this field is preset with the name of the current page.
Attachment	Shows the page name or file name of any attachments you've designated.

Enter a message or include the text of the current page in the large message field. If you're sending mail, this field is preset with the current page's URL. If the **Mail and News|Identity** panel specifies a text file containing your signature, the signature is appended.

On Windows, you can click on some field labels to produce the Address Book window or Attachment file dialog to simplify text entry. On Macintosh, you can click the small triangle icon in the upper-left of the window to show or hide the address and attachment fields.

Message Composition buttons

Item	Action
Send (Now)	Available when you check **Options|Immediate Delivery**, distributes the current message into the network and closes the window.
Send (Later)	Available when you check **Options|Deferred Delivery**, stores the current message in the Outbox folder on your disk to distribute into the network at a later time. Choose **File|Send Mail in Outbox** to distribute deferred messages.
Quote	Puts the current message into the quoted text format.
Attach	Lets you send a separate document along with the email message. Press **Attach Location (URL)** to specify an HTML page. Press **Attach File** to specify any other type of file. Press **Delete** to remove a selected entry.
	The dialog also offers radio buttons for choosing how to send the attachment. Select the default, **As Is (Source)**, to send files in their original form. Choose **Convert to Plain Text** to send your attachment sent as ASCII text.
	By attaching an HTML page in source format, the recipient of the attachment can use Netscape to view the page fully formatted directly in the Mail window. The **View** menu in the Mail window offers options that let you view attachments either inline (the page appears within the message body) or as links (a link to the page appears within the message body).
Address	Opens the Address Book window.
Stop	Halts transmission of the message you are sending.

Message Composition menu items

Item	Action
File	Send Now	Same as **Send Now** toolbar button.
File	Send Later	Same as **Send Later** toolbar button.
File	Attach File	Same as **Attach** toolbar button.
File	Include Original Text	Imports the text of the current page into the message field. The imported text is appended to any other content in the field and each line is preceded with a greater-than (>) symbol.
Edit	Paste as Quotation	Inserts the contents of the clipboard into the message as quoted text (each line preceded by the greater-than (>) symbol.
View	Show All	Displays all possible address fields available in the Message Composition window. Other **View** menu items let you individually select the fields you want visible in the window.
View	Wrap Long Lines	When checked, messages you send are automatically line-wrapped such that no line is longer than 72 characters. The width of the Message Composition window does not affect line-wrapping, nor are the line breaks you see necessarily the wrapping that is sent. When unchecked, messages are sent without automatic line-wrapping and the line breaks that you see are sent. The default is checked.
Options	Mail and News Preferences	Same as the **Options** menu item in the Netscape, Mail, or News window.

Item	Action
Options|Immediate Delivery	When checked, specifies that the Message Composition window offer a **Send Now** menu item and toolbar button so that messages you have written are sent over the network immediately. The option is saved across sessions.
Options|Deferred Delivery	When checked, provides a **Send Later** menu item and toolbar button so that the messages you've written are stored in your Outbox folder (deferred) until you explicitly decide to send them. Choose the Mail window's **File|Send Mail in Outbox** menu item to deliver deferred messages. If you close the Mail window with mail in your Outbox, a dialog asks you whether you want to send the deferred messages now. The option is saved across sessions.

Mail window

Choose **Window|Mail** to display the Mail window and check for new messages. Alternatively, you can click on the mail icon (the small envelope in the bottom-right of the Netscape and News windows).

When you first open the Mail window, you're prompted to enter your password. Use the password that you established with your Internet service provider or system administrator when you set up your Internet account. You'll have to enter your email password once per session or specify in the **Mail and News|Organization** panel that Netscape remember your password.

When you open the Mail window, Netscape checks the server and retrieves any new mail. Thereafter, Netscape can periodically recheck the server for new incoming messages, though does not automatically retrieve the messages. You can set the number of minutes between checks in the **Mail and News|Servers** panel.

To retrieve new messages, press the **Get Mail** toolbar button or click the mail icon. You can also click on the mail icon from the Mail window to manually check the server and retrieve new messages.

The mail icon shows you of the availability of new messages.

- A question mark (?) adjacent to the envelope indicates Netscape cannot automatically check the status of the mail server. This appears before you've opened the Mail window or if you haven't supplied your password.

- The envelope alone indicates there are no new messages for you.

- An exclamation point (!) adjacent to the envelope indicates that new messages are available for retrieval. On Macintosh, you'll also be notified of new messages by a mail icon flashing in the menu bar.

The Mail window consists of three panes: the mail folder pane, the message header pane, and the message content pane.

The mail folder pane contains a hierarchical list of your mail folders and three columns:

- **Mail Folder** shows the name of the mail folder.

- **Unread** shows the number of unread messages.

- **Total** shows the number of messages within the folder.

Four Netscape-generated folders can appear at the top of the list of folders:

- The Inbox folder holds incoming mail messages to you. The folder always appears.

- The Outbox folder holds your unsent messages. The folder is created when the Message Composition window's **Options|Deferred Delivery** item is checked and you specify that a message be sent later.

- The Sent folder holds copies of your sent messages. The folder is created when a mail file is specified in the **Mail and News|Composition** panel and you send a message.

- The Trash folder holds mail messages you are deleting. The folder is created when you delete a message.

Using menu items, you can add more mail folders to help organize your mail. Any new folders you create will appear after the automatically created folders.

When you select a mail folder by clicking on it, the message heading pane displays the titles of messages contained in that folder and the following columns:

- **Sender** shows the name of the sender of the mail message. In the Outbox and Sent folders, you'll see the title **Recipient** instead of **Sender**, and the column shows the email address of the mail recipient.

- The Flag icon shows if the message has been marked as noteworthy. Click the icon to toggle the flag status.

- The Read icon shows if the message has been viewed. Click the icon to toggle the read status.

- **Subject** shows the subject line of the message.

- **Date** shows the date and time the message arrived at your Inbox.

You can move a message stored in one folder to another by dragging the message icon in the message list to a message folder. You can also use **Message|Move** or **Message|Copy** to put messages or message copies inside folders.

Mail messages are unthreaded by default. You can change the setting in the **Mail and News|Organization** panel. On Macintosh, the message headings pane offers an area above the scroll bar that you can click on to show the current headings threaded or unthreaded.

When you select a message heading by clicking on it, the message gets displayed in the message content pane along with header information such as **Subject**, **Date**, **From**, **To**, and **CC**.

You can use toolbar buttons or menu items to move on to the next message or read a previous message.

You can resize each of the three panes to accommodate mail information by positioning the cursor on the border lines between two panes (the cursor changes shape) and dragging to the proportions you desire. You can also modify the layout of the panes using options in the **Mail and News|Appearance** panel.

If the message sender has included a page attachment, you can check the **View|Attachments Inline** menu item to display fully formatted HTML page information appended to the message body or check the **View|Attachments as Links** menu item to display a link to the attached page. If the message sender has included a file attachment, you can click on a link that presents the Save As dialog for saving the file to your hard disk. Beside each link to an attachment, you'll find information detailing the attachment's name, file type, and encoding.

The Mail toolbar buttons and menu items offer further options for viewing, creating, sending, and storing mail messages.

Mail toolbar

Toolbar items

Item	Action
Get Mail	Connects to the mail server and displays available mail messages in the Inbox.
Delete	Puts the currently selected message in the message heading pane into the Trash folder.
To: Mail	Displays the Message Composition window for creating a new mail message. The **To** field is blank.
Re: Mail	Displays the Message Composition window for replying to the current mail message. The **To** field is pre-addressed to the original message's sender.
Re: All	Displays the Message Composition window for replying to the current mail message. The **To** field is pre-addressed to the original message's sender and all other recipients of the current message.
Forward	Displays the Message Composition window for forwarding the current mail message as an attachment. The **To** field is blank. The original **Subject** field is prefixed with **Fwd**.
Previous	View the previous unread message in the message list.
Next	View the next unread message in the message list.
Print	Prints the currently selected message in the message heading field.
Stop	Halts any ongoing transmission of messages from the mail server.

Mail menu items

When you position the mouse over each Mail window pane, you can use the pop-up menu as a shortcut to several of the menu bar items listed here.

File

Item	Action
New Web Browser	Creates a new Netscape main window.
New Mail Message	Displays the Message Composition window for writing a new mail message.
New Folder	Creates a new mail folder.
Add Folder (Open Folder)	Displays the standard Open Folder dialog box.
Save As	Lets you save the current message as a file.
Get New Mail	Connects to the mail server and retrieves messages addressed to you.
Send Mail in Outbox	Connects to the mail server and sends any outgoing messages you have stored.
Empty Trash Folder	Permanently removes messages placed in the Trash folder.
Compress Folder	Recovers disk space from deleted messages.
Page Setup	Displays the standard Page Setup dialog box.
Print Messages	Prints a selected message.
Close	Closes the Mail window.
Exit/Quit	Exits the Netscape application.

Edit

Item	Action
Undo/Redo	Reverses the last action.
Cut	Removes the current selection and places a copy on the clipboard.
Copy	Places a copy of the current selection on the clipboard.
Paste	Puts a copy of the contents of the clipboard at the position of the selection marker.
Delete Message	Moves the current message to the Trash folder.
Delete Folder	Permanently removes the selected folder.

Item	Action
Select Thread	Selects all messages in the current thread.
Select Flagged Messages	Selects messages in the current thread that are designated in the message headings pane.
Select All Messages	Selects all messages in all threads.
Find	Searches for text in the current message.
Find Again	Searches for the same text as the previous search.

View

Item	Action
Sort	Lets you arrange the position of messages in the message heading field according to **Date**, **Subject**, **Sender**, or **Message Number** and can specify **Ascending** order. Choose **Again** to sort again. Choose **Thread Messages** to sort messages so that messages and their responses are grouped together.
Unscramble (ROT-13)	Lets you decode a certain type of message in which the sender has shifted the message's characters.
Wrap Long Lines	When checked, long lines in the message are displayed in shorter, more numerous lines. When unchecked, long lines are more likely to extend off the screen and require the horizontal scroll bar for viewing. The default is unchecked.
Reload	Brings the message from the server again.
Load Images	Displays the images of the current message if they have not been automatically loaded.
Refresh	Redraws the current message.
Document Source	Produces a View Source window showing the current page in HTML format.

Item	Action
Attachments Inline	When checked, lets you to view a page attachment as part of the message. If the sender has included an HTML page as an attachment, the formatted page is appended to the message body.
Attachments as Links	When checked, lets you access a page attachment using a link. If the sender has included an HTML page as an attachment, a link to the formatted page is appended to the message body. Clicking on the link displays the page in the message content pane.

Messages

Item	Action
Reply	Displays the Message Composition window for writing a response with the **Send To** field pre-addressed to the sender of the previous message.
Reply to All	Displays the Message Composition window for writing a response with the **Send To** field pre-addressed to the sender and other recipients of the previous message.
Forward	Displays the Message Composition window for sending the current message as an attachment with the Subject field and Attachment field automatically filled in.
Forward Quoted	Displays the Message Composition window for sending the current message as quoted text in the content area.
Mark as Read	Designates that the current message has been viewed.
Mark as Unread	Designates that the current message has not been viewed.
Flag Message	Distinguishes the current message with a small icon in the flag column of the message headings field.
Unflag Message	Removes the current message's distinguishing icon.
Add to Address Book	Creates an address book entry of the sender of the current message.
Move	Transfers the current message to the folder you select.
Copy	Transfers a copy of the current message to the folder you select.

Go

Item	Action
Next Message	Displays the next listed message in the message content pane.
Previous Message	Displays the previous message.
First Unread	Displays the first unread message.
Next Unread	Displays the next unread message.
Previous Unread	Displays the previous unread message.
First Flagged	Displays the first marked message.
Next Flagged	Displays the next marked message.
Previous Flagged	Displays the previous marked message.
Stop Loading	Halts any ongoing transmission of messages from the mail server.

Options

Item	Action
Show All Messages	When checked, displays both read and unread messages in the message header pane.
Show Only Unread Messages	When checked, displays only unread messages in the message header pane.
Show Headers	Lets you control the number of header information fields displayed when viewing messages. **All** displays all possible header fields. **Normal** displays the primary address fields. **Brief** displays only subject and recipient fields.
Document Encoding	Lets you select which character set encoding a document uses when document encoding is either not specified or unavailable.
Save Options (UNIX only)	Preserves any changes made to your menu settings for subsequent sessions (excluding the preferences panel items, which are saved by pressing **OK**).

Window

This menu lets you switch among Netscape's primary or currently open windows.

Help

This menu contains the same items as Netscape's main window.

News window

Choose **Window|News** to display the News window. This window has a toolbar, distinct menu items, and three panes containing news information.

The newsgroup pane is a hierarchical list of news servers, categories, and newsgroups. Note that you need to set the host name of your news (NNTP) server in the **Mail and News|Servers** panel before you can access Usenet news.

The outer-level (leftmost) folders in the newsgroup pane show the news servers (news hosts) you've connected to. Typically, you'll have connected to only the default news server and have only one outer-level folder.

To view the full set of available news categories and newsgroups, choose the **Options|Show All Newsgroups** menu item. A news category, notated by a folder icon and an asterisk in its name, contains newsgroups sharing the same prefix. Click on a category folder to display all its newsgroups.

The newsgroup pane contains the following columns:

- **News Server** shows the names of the news servers and newsgroups.
- The Subscribe icon shows if you are subscribed to the newsgroup. Click the icon to toggle the subscribe status.
- **Unread** shows the number of unread messages in the newsgroup.
- **Total** shows the number of read and unread messages in the newsgroup.

The Subscribe column (notated by a check mark) that lets you limit the visible newsgroups to those of your choosing. You can subscribe to newsgroups by first showing all newsgroups, then clicking a particular newsgroup's Subscribe icon in the newsgroup pane.

After subscribing to newsgroups, you can change the **Options** menu setting so that you view only subscribed newsgroups (or only active newsgroups which are subscribed newsgroups with unread messages). Other columns in the newsgroup pane tell you the number of unread messages and the total number of messages per newsgroup.

Your newsgroup subscription information is stored in a News file. If you have no previous News file, Netscape creates one that lists a couple of newsgroups designed for new users.

When you select a newsgroup by clicking on it, the message headings contained in the newsgroup are displayed in the message headings pane and has the following columns:

- **Sender** shows the name of the sender of the news message.
- The Flag icon shows if the message has been marked as noteworthy. Click the icon to toggle the flag status.
- The Read icon shows if the message has been viewed. Click the icon to toggle the read status.
- **Subject** shows the subject line of the message.
- **Date** shows the date and time the message was posted.

News messages are threaded by default. You can change the setting in the **Mail and News|Organization** panel. On Macintosh, the message headings pane offers areas above and below the scroll bar that you can click on. Click the top area to show the current headings threaded or unthreaded. Click the bottom area to show get more messages (same as **File|Get More Messages** menu item).

When you select a message heading by clicking on it, the message is displayed in the message content pane along with the header information such as **Subject**, **Date**, **From**, **Organization**, **Newsgroups**, and **References**.

The **Newsgroups** and **References** fields contain links to the newsgroup(s) containing the current message and where replies should be posted.

You can use toolbar buttons or menu items to move on to the next message or read a previous message.

You can resize each of the three panes to accommodate the news information by positioning the cursor on the border lines between two panes (the cursor changes shape) and dragging the panes to the proportions you desire. You can also modify the layout of the panes using options in the **Mail and News|Appearance** panel.

The News toolbar buttons and menu items offer further options for viewing, creating, sending, and storing news messages.

News toolbar

Toolbar buttons

Item	Action
To: News	Displays the Message Composition window for creating a new news message.
To: Mail	Displays the Message Composition window for creating a new mail message.
Re: Mail	Displays the Message Composition window for replying to the current message's sender. The **To** field is pre-addressed.
Re: News	Displays the Message Composition window for replying to the current news message thread.
Re: Both	Displays the Message Composition window for replying to the current news message thread and replying by mail to the message's sender.
Forward	Displays the Message Composition window for forwarding the current news message as an attachment. The **To** field is blank. The original **Subject** field is prefixed with **Fwd.**
Previous	Displays the previous unread message in the thread.
Next	Displays the next unread message in the thread.
Thread	Marks messages in the thread as read.
Group	Marks all messages in the group as read.

Item	Action
Print	Prints the currently selected message in the message heading field.
Stop	Halts any ongoing transmission of messages from the news server.

News menu items

When you position the mouse over each News window pane, you can use the pop-up menu as a shortcut to several of the menu bar items listed here.

File

Item	Action
New Web Browser	Creates a new Netscape window.
New Mail Message	Displays the Message Composition window for writing a new mail message.
New News Message	Displays the Message Composition window for writing a new news message.
Save As	Lets you save the current message as a file.
Open News Host	Prompts you to specify the news server to access and add to your news server list.
Remove News Host	Deletes the selected news server from your list.
Add Newsgroup	Lets you select a new newsgroup to add to your subscription list.
Get More Messages	Lets you retrieve an additional group of news messages.
Send Mail in Outbox	Connects to the mail server and sends any outgoing messages you have stored.
Page Setup	Displays the standard Page Setup dialog box.
Print Messages	Prints a selected message.
Close	Closes the News window.
Exit/Quit	Exits the Netscape application.

Edit

Item	Action
Undo/Redo	Reverses the last action.
Cut	Removes the current selection and places a copy on the clipboard.
Copy	Places a copy of the current selection on the clipboard.
Paste	Puts a copy of the contents of the clipboard at the position of the selection marker.
Select Thread	Selects all messages in the current thread.
Select Flagged Messages	Selects messages in the current thread that are designated in the message headings pane.
Select All Messages	Selects all messages in all threads.
Find	Searches for text in the current message.
Find Again	Searches for the same text as the previous search.
Cancel Message	Removes the selected message you've sent to the newsgroup.

View

Item	Action
Sort	Lets you arrange the position of messages in the message heading field according to **Date**, **Subject**, **Sender**, or **Message Number** and can specify **Ascending** order. Choose **Again** to sort again. Choose **Thread Messages** to sort messages so that messages and their responses are grouped together.
Unscramble (ROT-13)	Lets you decode a certain type of message in which the sender has shifted the message's characters.
Wrap Long Lines	When checked, long lines in the message are displayed in shorter, more numerous lines. When unchecked, long lines are more likely to extend off the screen and require the horizontal scroll bar for viewing. The default is unchecked.
Reload	Brings the message from the server again.

Item	Action
Load Images	Displays the images of the current message if they have not been automatically loaded.
Refresh	Redraws the current message.
Document Source	Produces a View Source window that shows the current page in HTML format.
Attachments Inline	When checked, lets you to view a page attachment as part of the message. If the sender has included an HTML page as an attachment, the formatted page is appended to the message body.
Attachments as Links	When checked, lets you access a page attachment using a link. If the sender has included an HTML page as an attachment, a link to the formatted page is appended to the message body. Clicking on the link displays the page in the message content pane.

Message

Item	Action
Post Reply	Displays the Message Composition window for writing a response with the **Send To** field pre-addressed to the newsgroup of the previous message.
Post and Mail Reply	Displays the Message Composition window for writing a response to the current message thread and replying to the message's sender.
Mail Reply	Displays the Message Composition window for replying to the current message's sender. The **To** field is pre-addressed.
Forward	Displays the Message Composition window for forwarding the current news message as an attachment. The **To** field is blank. The original **Subject** field is prefixed with **Fwd**.
Forward Quoted	Displays the Message Composition window for sending the current message as quoted text in the content area.
Mark as Read	Designates that the current message has been read.
Mark as Unread	Designates that the current message has not been read.

Item	Action
Mark Thread Read	Designates in the message headings field that the messages in the current thread have been read.
Mark Newsgroup Read	Designates in the message headings field that the messages in the current newsgroup have been read.
Flag Message	Distinguishes the current message with a small icon in the flag column of the message headings field.
Unflag Message	Removes the current message's distinguishing icon.
Add to Address Book	Creates an address book entry of the sender of the current message.

Go

Item	Action
Next Message	Displays the next listed message in the message content pane.
Previous Message	Displays the previous message.
First Unread	Displays the first unread message.
Next Unread	Displays the next unread message.
Previous Unread	Displays the previous unread message.
First Flagged	Displays the first marked message.
Next Flagged	Displays the next marked message.
Previous Flagged	Displays the previous marked message.
Stop Loading	Halts any ongoing transmission of messages from the news server.

Options

Item	Action
Show Subscribed Newsgroups	When checked, displays only newsgroups in your subscription list.
Show Active Newsgroups	When checked, displays only subscribed newsgroups with new messages.

Item	Action
Show All Newsgroups	When checked, displays all available newsgroups from your news server.
Show New Newsgroups	When checked, displays only newsgroups new since you previously connected to the news server.
Show All Messages	When checked, displays all messages of the selected newsgroup.
Show Only Unread Messages	When checked, displays only unread messages.
Show Headers	Lets you control the number of header information fields displayed when viewing messages. **All** displays all possible header fields. **Normal** displays the primary address fields. **Brief** displays only subject and recipient fields.
Add from Newest Messages	When checked, displays the most recent messages first.
Add from Oldest Messages	When checked, displays the oldest messages first.
Document Encoding	Lets you select which character set encoding a document uses when document encoding is either not specified or unavailable.
Save Options (UNIX only)	Preserves any changes made to your menu settings for subsequent sessions (excluding the preferences panel items, which are saved by pressing **OK**).

Window

This menu lets you switch among Netscape's primary or currently open windows.

Help

This menu contains the same items as Netscape's main window, plus an **On News** item on Windows and UNIX that displays a page describing Usenet news.

Bookmarks window

Use the Bookmarks menu for fast and easy access to your favorite pages.

- Choose **Bookmarks|Add Bookmark** to add the current Netscape page to the Bookmarks menu. Each time you add a page, the page's title is appended as a menu item. Simply select the title to display the page on your screen.

- Choose **Windows|Bookmarks** to display the Bookmarks window. The Bookmarks window has its own menu bar with items you can use to build and maintain one or more bookmark lists.

The Bookmarks window contains icons and folders to help you organize your bookmarks. Each bookmark icon corresponds to a menu item. Each bookmark icon in a folder corresponds to a menu item under a header (a hierarchical or multilevel menu). Folders can be nested in other folders.

- Double-click on bookmarks to access pages.

- Drag and drop icons among folders to arrange your bookmarks.

- To build a hierarchical menu, create a folder in the Bookmarks window (choose **Item|Insert Folder** from the Bookmark window's menu bar). You can then drag an existing bookmark into the folder or choose **Item|Insert Bookmark** to add a new bookmark.

- Use the **File|What's New** menu item to find out if a bookmark's page has been modified. The bookmark icon reflects the command results.

Any changes you make to your bookmarks are saved and available the next time you start Netscape.

Figure 5.1   The Bookmarks window lets you double-click on icons to display pages and its menu bar helps you establish a bookmark list and menu hierarchy.
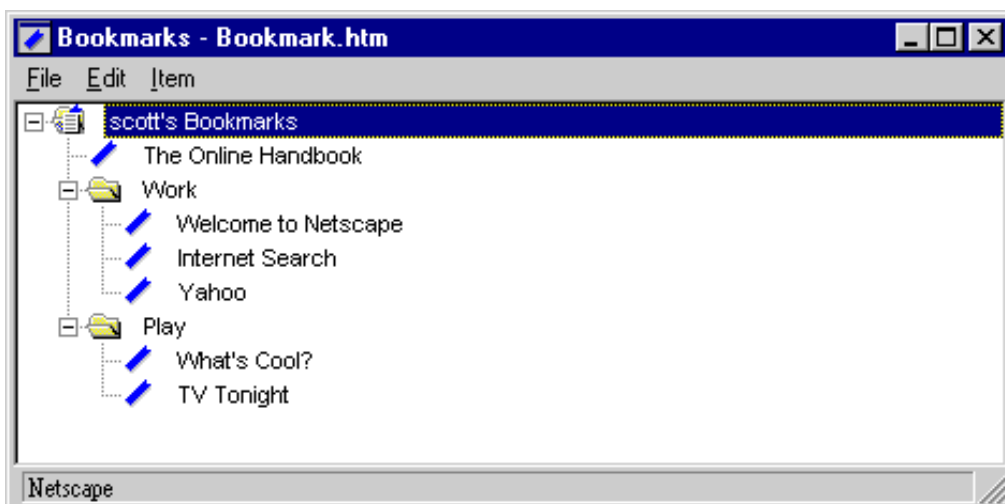
Bookmarks are maintained in lists, with each list represented by a bookmarks file. You can maintain multiple bookmark lists, each with its own set of titles linked to favorite pages, although only one bookmark list can be active at a time. You can select which list to display in the Bookmarks menu by choosing **File|Open** from the Bookmark window.

Bookmarks menu items

File menu

Item	Action
Open	Lets you select a bookmarks file to use as your active bookmarks file.
Import	Lets you append the contents of a bookmarks file to the end of the active bookmarks file. Note that a bookmarks file is an HTML-formatted page; if you try to import an HTML page that is not a bookmark file, you may get nonfunctional bookmark entries.

Item	Action
Save As	Saves the active bookmarks file as an HTML-formatted page. Enter a file name of your choosing in the dialog box, then press **OK** to create a bookmarks file.
What's New	Checks your bookmarks to see which pages, if any, have undergone modifications since you last viewed them. Before the check, you're prompted as to whether you want to check all bookmarks or only selected book-marks. After the check, a dialog tells you how many pages were reached and how many have changed. A page that has been modified is notated with accentuating lines in the bookmark icon; a page whose modification has not been verified is notated with a question mark in the bookmark icon.
Close	Closes the bookmark window while saving the current list.
Quit (Macintosh only)	Exits the Netscape application.

Edit menu

Item	Action
Undo/Redo	Reverses the previous action.
Cut	Removes the current selection and place a copy on the clipboard. If the selection includes a folder, the folder's contents are also included.
Copy	Places a copy of the current selection on the clipboard. If the selection includes a folder, the folder's contents are also included.
Paste	Places the contents of the clipboard into the bookmarks list after the current selection. If the selection is a folder, the new item is inserted into the folder as the first item.
Delete	Removes the current selection. If the selection includes a folder, the folder's contents are also removed.
Select All (Macintosh only)	Highlights all items in the window.

Item	Action
Find	Searches for items in the bookmark list (both titles and URLs). When a match is found, the item is selected.
Find Again	Performs the Find command again.

Item menu

Item	Action
Properties	Displays a window describing bookmark or header information for the current selection. A single bookmark or header must be selected to enable the menu item.
Go to Bookmark	Displays the page specified by the current selection in the list (provided the current selection is a page title). This action is the same as double-clicking on a bookmark.
Sort Bookmarks	Arranges bookmark items in alphabetical order.
Insert Bookmark	Lets you add a new bookmark below the current selection in the list. You'll see the Bookmark Properties window, where you enter the bookmark title you wish to use in the **Name** field (temporarily titled New Item) and the new item's URL in the **Location** field. You have the option of adding information to the **Description** field. The **Last Visited** field contains the date you last viewed the page. The **Added on** field contains the current date and time. Click **OK** to complete the insertion. Note that if the current selection is an open folder, the new item is inserted into the folder as the folder's first item. If the selection is a closed folder, the new item is inserted after the folder at the same level as the folder.
Insert Folder	Lets you add a new folder (and corresponding menu header) below the current selection. You'll see the Bookmark Properties window where you enter the name of the new folder (temporarily titled in the **Name** text field). You have the option of adding information to the **Description** field. The **Added on** field contains the current date and time. (There's no information for the **Location** or **Last Visited** field.) Click **OK** to complete the insertion.

Item	Action
Insert Separator	Creates a separator line below the current selection in the list.
Make Alias	Lets you create an alternate bookmark (an alias) that works in the same manner as the original bookmark. Using aliases, you can have the same bookmark in multiple folders. Unlike a copy of a bookmark, an alias automatically reflects any change made to the original bookmark.
Set to New Bookmarks Folder	Makes the selected folder the default bookmarks folder, so that each time you choose **Add Bookmark** from the Bookmarks menu, the bookmark you add goes into that folder. The default is the topmost folder. First select a folder, then choose **Set to New Bookmarks Folder**.
Set to Bookmark Menu Folder	Limits the bookmarks that appear in the Bookmarks menu to those beginning at the specified folder. The default is the entire listing. First, select a folder, then choose **Set to Bookmark Menu Folder**.

Bookmark shortcuts and tips

Selecting items

- On Windows and UNIX, double-click on a folder to display or hide its contents. On Macintosh, click on a folder arrow to display or hide its contents.

- Single-click on a bookmark or folder item to select or unselect the item. When you single-click on a folder, subsequent actions (such as editing and positioning) act upon all the contents of the folder.

- On Windows, select multiple items by holding down the Ctrl key (noncontiguous) or Shift key (contiguous). On Macintosh, select multiple items by holding down the Shift key (noncontiguous).

- On Windows, when a single bookmark is selected, the status area displays the bookmark's URL. Otherwise, the status area displays the number of items selected.

Positioning items

- Drag and drop items within a Bookmarks window to position them. While dragging an item around, you'll see a box or a line indicating the position where a drop will occur. When you drag an item over a folder, you'll see a box around the folder (a drop positions the item first in the folder list). When you drag an item over a bookmark or separator, you'll see a horizontal line between adjacent items (a drop positions the item at the line).

- Drag and drop a link from a Netscape page by clicking on the link and then dragging it into the Bookmarks window. The bookmark is added at the position of the drop.

Creating shortcut icons

- Bookmark shortcuts: On Windows 95 and Macintosh, drag a bookmark icon from the Bookmarks window to the desktop to create a bookmark shortcut icon. You can double-click on a bookmark shortcut icon or drag the icon onto the Netscape window to open Netscape and display the page. On Windows 95, you can drag the URL link icon (to the left of the location field) to the Bookmarks window to create a bookmark for the page you are viewing.

- Internet shortcuts: On Windows 95, drag the URL link icon to create a shortcut for the page you are viewing. Drag a link from a Netscape page to the desktop to create an Internet shortcut for the linked page.

Address Book window

Use the Address Book to simplify the process of addressing the email you send. To display the Address Book window, choose **Window|Address Book**. The window operates similarly to the Bookmarks window. You organize your addresses with address book icons and mailing list folders.

Any individual you add to your address book is represented by an icon. These individual icons appear first in the address book. Mailing list folders appear after the individual icons. Use the Address Book's menu items to create and modify entries.

Adding addresses

To add an individual, choose **Item|Add User**. You'll see the Address Book Properties dialog where you can enter a nickname, name, email address, and description. To modify an address book entry, select the icon to modify, then choose **Item|Properties**.

You can enter an abbreviation or other alternative name in the Nickname field to further simplify addressing the mail you send. When you compose new mail, simply enter the nickname (rather than the email address), then press Enter or Return. The nickname automatically expands to the corresponding email address in the address book.

Mailing lists

Mailing lists, represented by folder icons, contain aliases to individuals in your address book. Each individual in a mailing list is also represented by an individual icon outside of the mailing list.

To add an address to a mailing list, drag and drop the individual icon on to the mailing list folder. The individual icon remains in its place and the alias, notated in italics, is stored in the folder. Choose **Item|Add List** to create a new mailing list folder.

Address Book menu items

File menu

Item	Action
New Mail Message	Displays the Message Composition window for writing a new mail message to selected users.
Import	Lets you append the contents of an address book file (an HTML-formatted page) into the active address book file.
Save As	Lets you save the active address book file (as an HTML-formatted page). Enter a file name of your choice, then click OK.
Close	Closes the Address Book window while saving the current list.
Quit (Macintosh only)	Exits the Netscape application.

Edit menu

Item	Action
Undo/Redo	Reverses the previous action.
Cut/Copy/Paste/Clear/ (Macintosh only)	Performs standard editing features.
Delete (Delete Address on Macintosh)	Removes the current selection. If the selection includes a folder, the folder's contents are also removed.
Find	Lets you search for items in the Address Book list (both names and addresses).
Find Again	Performs the Find command again.

Item menu

Item	Action
Add User	Lets you create a new email address entry. You can enter an abbreviated name in the **Nickname** field to serve as a shortcut when addressing email. Enter the full name you want to use in the **Name** field and the proper address in the **Email** field. You have the option of adding information to the **Description** field.
Add List	Lets you insert a new folder (mailing list) below the individuals in the list. You can enter an abbreviated name in the **Nickname** field to serve as a shortcut when addressing email to the entire list. Enter a name for the new mailing list folder (temporarily titled New Header) in the **Name** text field. You have the option of adding information to the **Description** field.
Properties (Edit Address Book Entry on Macintosh)	Lets you edit the information of the selected address or folder.

Address Book window

Primary Menu Items

A summary of topics

- The primary tools for viewing pages and windows.
- The commands for navigating among pages.
- Features that let you add and maintain bookmarks to pages.
- An overview of the preferences panels for configuring Netscape to your specifications.
- The hard-coded links built into the Netscape application.
- The basic pop-up menu items.

File

File menu

Item	Action
New Web Browser	Creates a new Netscape window. This window has the same history items as the previous window and displays the oldest page in the history (usually the home page).
New Mail Message...	Lets you create and send a new mail message in the Message Composition window.
Mail Document... (or Mail Frame...)	Lets you create and send a mail message in the Message Composition window with the current page automatically attached. The content field contains the page's URL. The subject field contains the page's title.
Open Location...	Lets you enter a URL to display the specified page in the content area. Every page has a unique URL that identifies its protocol, server, and file pathname.
Open File...	Lets you select a file to open.
Save as... (or Save Frame as...)	Lets you save a file that contains the current Netscape page contents. You can save the page in plain text format or in source (HTML) format. On UNIX, you also have the option to save in PostScript format.
Upload File...	Lets you select a file to upload to the FTP server specified by the current URL. The command is only active when the current page accesses an FTP site. Alternatively, you can upload files to the site by dragging and dropping files from the desktop to the Netscape window. Write permission is required.
Page Setup... (Not on UNIX)	Lets you specify printing characteristics associated with the current page.
Print... (or Print Frame...)	Prints the content area of the current Netscape page. You can select various printing characteristics.
Print Preview (Windows only)	Previews the printed page on screen.
Close	Closes the current Netscape page. On Windows, exits the Netscape application when you close the last page.
Exit (On Macintosh: Quit)	Closes the current Netscape page and exits the Netscape application.

Edit

Edit menu

Item	Action
Undo	Reverses the last action you performed, when possible.
Cut...	Removes the current selection and places a copy on the clipboard.
Copy	Places a copy of the current selection on the clipboard.
Paste	Puts the clipboard contents into the current Netscape page at the position of the selection marker.
Clear (Macintosh only)	Removes the current selection.
Select All	Creates a selection composed of the entire contents of the area occupied by the selection marker.
Find...	Lets you specify a word or phrase to locate within the current Netscape page. Press the **Find** button to begin the search. If a match is found, the text is selected and, if necessary, scrolled to a visible position in the content area.
	If the **Match Case** option (**Case Sensitive** on Macintosh and UNIX) is checked, the case of each letter must match; otherwise a match can occur regardless of case.
	On Windows, check the **Up** or **Down** radio button to direct the search toward the beginning or end of the document. If there is a current selection, the search begins at the selection and does not wrap around to the opposite end of the document. On Macintosh and UNIX, check the **Find Backwards** check box to determine if the search starts from the beginning or end of the document.
Find Again	Searches for another occurrence of the text specified after using **Find**.

View

View menu

Item	Action
Reload	Brings a fresh copy of the current Netscape page to replace the one originally loaded. Netscape checks the network server to see if any change to the page has occurred. If there's no change, the fresh copy is retrieved from the cache. If there's a change, the fresh copy is transmitted from the network server and the reloaded page displays the updated page contents. If you press the **Reload** button while holding down the Shift key (Option key on Macintosh), Netscape retrieves a fresh version from the network server regardless of whether the page has been updated (the cache is not used).
Reload Frame	Brings a fresh copy of the currently selected page within a single frame on a Netscape page containing frames. In other respects, the command operates the same as **Reload**.
Load Images	Displays images of the current Netscape page. Typically, images automatically load into pages. However, if the **Options│Auto Load Images** menu item is unchecked when a page loads, a small icon is substituted at the position of each image. Choosing **Load Images** replaces all small icons with their corresponding images. Images are loaded from their source files, however the page is not reloaded (links to images are not updated from the source page).
Refresh (Not on Macintosh)	Brings a fresh copy of the current Netscape page from local memory to replace the one originally loaded. The refreshed page does not display changes made to the source page from the time of the original loading.

Item	Action
Document Source	Produces a View Source window showing the current page in the format of HTML (HyperText Markup Language). The HTML source text includes the commands used to create the content and content style of a single page. On Windows and Macintosh, you can specify an application of your choice to view the source text (bypassing the viewer window). Choose the **Options|General|Applications** menu item to find the **View Source** field and a **Browse** button to specify the location of the viewing application you wish to use as the default viewer.
Document Info	Produces a page in a separate Netscape window stating the current document's structure and composition including title, location (URL), date of last modification, character set encoding, and security status. Secure documents specify the type of encryption used and certificate data. The certificate states the version, serial number, issuer (identity of the certifier), and subject (identity of the server).
Frame Source (UNIX only)	Produces a View Source window showing the HTML of the selected frame.
Frame Info (UNIX only)	Produces a page in a separate Netscape window stating the selected frame's structure and composition.

Go

Go menu

Item	Action
Back	Displays the previous page in the history (or frame history) list. A history list references a thread of pages you have viewed. A frame history references a thread of frames you have viewed within a frameset.
Forward	Displays the next page in the history (or frame history) list. If you have used **Back** or a history menu item to bring back a page, then **Forward** brings the page ahead in the history list. **Forward** is only offered after using **Back** or a history item.
Home	Displays the home page whose location is specified in the **General Preferences|Appearance** panel. Netscape's home page is the default.
Stop Loading	Halts the connection in progress to display a page.
History items	The **Go** menu appends the title of each page in the history list as a menu item. Choose the menu item to display the page. Choose **Window|History** to view the history list.

Figure 6.1 The History window lists pages you have recently viewed.
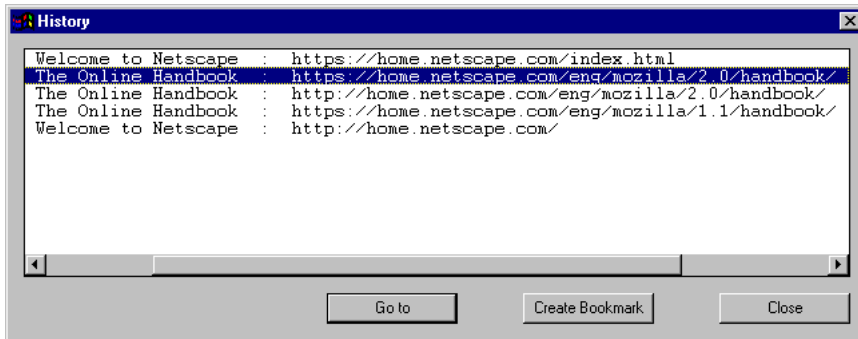
Bookmarks

Bookmarks menu

Item	Action
Add Bookmark	Adds the title of the current Netscape page to the list of pages in the bookmark file. The Bookmarks menu grows as you add bookmarks. Initially, the menu contains two items: one that adds a bookmark item and another to view the Bookmarks window.
	Bookmarks are stored as a list and represented by a bookmark file on your hard disk. The bookmarks list can be viewed in the Bookmarks window. For a complete description of bookmarks and the tools for working with bookmarks, see chapter 5 on Mail, News, and Bookmarks
Bookmark items	The **Bookmarks** menu appends an item with the title of each page you add as a bookmark. Choose the menu item to display the page. Choose **Window|Bookmarks** to view the bookmark list.

Figure 6.2   The Bookmarks window lets you double-click on icons to display pages; its menu bar helps you establish a bookmark list and menu hierarchy.
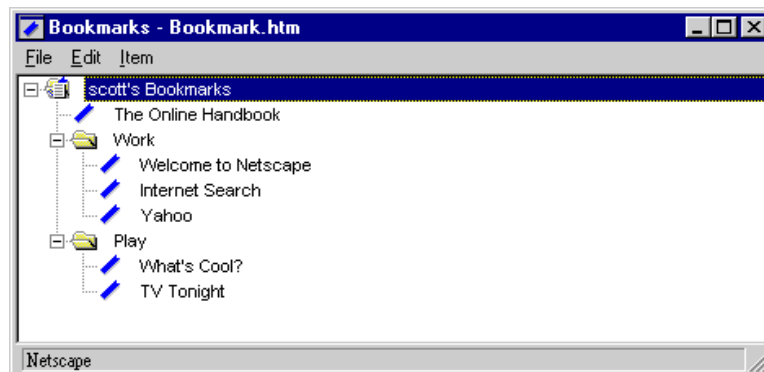
Options

Options menu

Item	Action
General Preferences...	Presents a dialog box containing tab buttons for selecting preference items. Each tab presents one or more panels that help you define Netscape's operation. The **General Preferences** panels cover a broad set of preference items. Panels for other preference items are displayed by subsequent menu items. Click the **OK** button to close the dialog box while accepting any changes in panel settings. Click **Apply**, if available, to accept changes without closing the dialog. Click **Cancel** to close the dialog box without accepting any changes. Click **Defaults** to reset panel items to initial out-of-box settings. Click **Help**, if available, for online help information about each panel.
Mail and News Preferences...	Presents the tabbed panels for setting mail and news preference items.
Network Preferences...	Presents the tabbed panels for setting preference items regarding cache, network connections, and proxy configurations.
Security Preferences...	Presents the tabbed panels for setting preference items for security features.
Show Menubar (UNIX only)	Toggles the visibility of the menubar. If checked, the menubar is visible. To show the menubar, click on the right mouse button and choose **Show Menubar** from the pop-up menu.
Show Toolbar	Toggles the visibility of the toolbar buttons. If checked, the toolbar buttons are visible.
Show Location	Toggles the visibility of the location (URL) field. If checked, the location is visible.
Show Directory Buttons	Toggles the visibility of the **Directory** menu buttons. If checked, the buttons are visible.
Show Java Console	Displays the Java Console window. Some Java programs might display information here.

Item	Action
Auto Load Images	Toggles the presentation of inline images as a page is brought to screen. If checked, images embedded in a page are automatically loaded. If unchecked, images are not loaded and are instead represented by small icons that can be loaded by choosing **View|Load Images** or **Images** from the toolbar. Unchecking this item increases the speed for displaying page text.
Document Encoding	Lets you select which character set encoding a document uses when document encoding is either not specified or unavailable. The proportional and fixed fonts associated with the default encoding are designated using the **General Preferences|Fonts** panel items. Choose the **Set Default** item (**Options|Save Options** on UNIX) to establish the selected encoding as the default for any document whose encoding is unspecified or unavailable.
Save Options (UNIX only)	Saves any changes made to the settings of the **Options** menu (not including the preferences panels whose items are saved by pressing **OK**). Changes remain in effect for subsequent Netscape sessions.

Directory

Directory menu

Item	Action
Netscape's Home	Links to help get you started using Netscape and exploring the Internet.
What's New!	A timely page leading you to the new information appearing every day on the Internet.
What's Cool!	An intriguing page guiding you to the more interesting offerings on the Internet.
Customer Showcase	A directory of online services and content offerings from Netscape server customers.
Netscape Destinations	An exploration page showing you the way to Internet sites and directories.

Item	Action
Internet Search	A directory of Internet search engines that you can use to find specific information or a particular page, either by searching page titles, subject fields, document content, or other indexes and directories.
People	A directory of services to assist you in locating the names and email addresses of Internet users.
About the Internet	General information about the Internet with links to pages that explain Internet concepts.

Window

Window menu

Item	Action
Netscape Mail	Displays the Mail window.
Netscape News	Displays the News window.
Address Book	Displays an Address Book window where you can create and modify files containing email addresses.
Bookmarks	Displays a Bookmarks window where you can create and modify bookmark files.
History	Displays a History window that lists, in two columns, the title and URL of each page you have recently viewed. The history list is sorted with the most recently viewed pages at the top. One item in the list is always selected. Pressing the **Go to** button, or double-clicking an item, brings the selected page back to the screen. Pressing the **Add to Bookmark** button puts the selected page into the bookmark list.
Window items	Makes the selected window item the frontmost window. Each open window is listed as a menu item. The menu item name is derived from the window's type and title. The current window is designated with a check mark.

Help

Help menu (See Balloon Help or Apple menu on Macintosh)

Item	Action
About Netscape	Version, copyright, and license information about the Netscape software.
About Plug-ins	Presents MIME type information for currently installed plug-in modules. Plug-in modules are software programs that extend the capabilities of Netscape. The plug-in application programming interface (API) provides native support for new data types and additional features. After installing a plug-in on your hard disk (per instructions from the plug-in), the plug-in adds capabilities seamlessly to Netscape, performing like built-in Netscape features. A Netscape dialog box tries to inform you if there's an incompatibility with a version of a plug-in.
Registration Information	Displays a page containing the registration number for your copy of Netscape Navigator. If you have not yet registered your copy of the software, the page tells you how to register.
Software	Displays a page containing information on how to obtain the most recent upgrades to Netscape Navigator software.
Handbook	Displays the online version of the documentation, with links to chapters and index entries.
Release Notes	New feature information, links to helper applications, and tips for using a specific version of the software.
Frequently Asked Questions	Answers to common questions on a variety of Netscape topics.
On Security	Questions and answers about Netscape's security features and links to additional technical information about Netscape's implementation of Internet security.
How to Give Feedback	A feedback form for you to fill in and send your comments, requests for features, bug reports, and other information to Netscape.

Item	Action
How to Get Support	Displays information on Netscape support programs and relevant email addresses.
How to Create Web Services	A page with links to help you explore opportunities for creating and publishing your own documents on the Internet using Netscape software.

Pop-up

On Windows and UNIX, clicking the right mouse button produces a pop-up menu with items that are shortcuts for several commands. On Macintosh, holding down the mouse button produces the pop-up menu.

The items in the menu depend on the type or contents of the window you are on. For example, when pressing the mouse button over a link, menu items refer to the page specified by the link; over an image, menu items refer to the image file specified by the image; over a pane in the Mail or News window, menu items apply specifically to mail or news features. When a frame is selected, **Back** and **Forward** menu items refer to the individual frame.

Pop-up menu

Item	Action
Back (or Back in Frame) (Same as Go|Back)	Displays the previous page in the history or frame history list.
Forward (or Forward in Frame) (Same as Go|Forward)	Displays the next page in the history or frame history list.
Open this Link (filename)	Displays the specified page.
Add Bookmark for this Link	Creates a bookmark in the bookmark list for the specified page.
New Window with this Link	Displays the specified page into a newly opened window instead of the current window.
Save this Link as...	Saves the specified page to disk (instead of displaying on screen).

Item	Action
Copy this Link Location	Copies the specified page location (URL) to the clipboard.
View (Open this) Image (filename)	Displays the specified image.
Save this Image as...	Saves the specified image to disk (instead of displaying on screen).
Save as Wallpaper (Windows only)	Lets you use a specified image as the screen background image. Point the mouse cursor over any image, press the right-mouse button, and select the menu item.
Copy this Image (Macintosh only)	Copies the specified image to the clipboard.
Copy this Image Location	Copies the specified image location (URL) to the clipboard.
Load this Image	Displays the specified image. (Replaces an image icon with the corresponding image like the **View|Load Images** menu item.)
Internet Shortcut (Windows 95 only)	Displays the **Create Internet Shortcuts** dialog box preset with information about the current page. To create a Internet shortcut icon on your desktop, you can accept the current information or supply a new description and URL for any page you wish. After you have created the icon, you can click it to open Netscape with the shortcut page automatically loaded.
Show Menubar (UNIX only)	Displays the menubar. To hide the menubar, choose **Options|Show Menubar** using the menubar.

7

Preferences Panels

A summary of topics

- A detailed reference to the Options|Preferences panels for configuring Netscape to your specifications.

- The General Preferences panels broadly cover Netscape application features.

- The Mail and News Preferences panels configure email and newsgroup messaging features.

- The Network Preferences panels configure the cache, connections, proxies, protocols, and languages.

- The Security Preferences panels configure general security features and certification information.

General Preferences|Appearance

The settings in this panel affect how Netscape looks upon startup. You can return to this panel at any time to further personalize the Netscape application.

Figure 7.1   General Preferences|Appearance
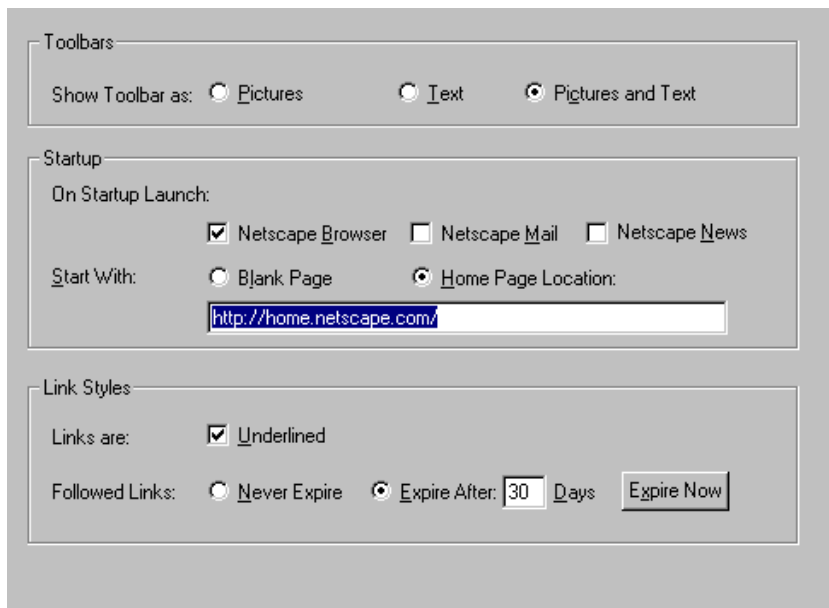
You can customize the toolbar look with the Toolbar radio buttons: **Pictures**, **Text**, or **Pictures and Text**. The default is **Pictures and Text**. On Macintosh and UNIX, a **Show Tooltips** check box allows the display of textual tips when you cursor remains positioned over a toolbar button.

The Startup area of this panel lets you decide which window is your launch window when running Netscape. Choose from **Netscape Browser**, **Netscape Mail**, or **Netscape News**. The default is **Netscape Browser**.

Blank Page and **Home Page Location** let you determine the first page to appear when starting Netscape. You can enter the location (URL) you want as your startup page in the text field for **Home Page Location.** By default, this field contains the URL of the Netscape application's home page. Choosing **Blank Page** will display a blank page when you launch Netscape.

Under Link Styles, the **Underlined** check box is checked by default. This causes text links in the content area to be underlined.

The **Followed Links** settings let you decide when a followed link (a URL that you've gone to) expires. The color of a followed link reverts to the color of an unfollowed link based on the expiration time you select. Choosing **Never Expire** specifies that your followed links never revert to followed links. The

Expire After choice lets you determine how many days pass before followed links revert to unfollowed ones. Pressing the **Expire Now** button causes followed links to revert to unfollowed links immediately. The default is **Expire After 9 Days**.

On Macintosh, the **Enable Active Scrolling** check box lets you determine how the scroll bars operate. When checked, movement of the scroll bar thumb causes the content area to scroll as you drag. When unchecked, movement of the scroll bar thumb causes the content area to scroll only after the mouse button is released. The default is checked. On slower computers, scrolling performance might improve when the setting is unchecked.

General Preferences|Applications

Use this panel setting to specify the folder to store applications that support Netscape. These applications provide Netscape with connection and page formatting utilities. Click on the field's adjacent **Browse** button (not on UNIX) to identify a new application location.

- **Telnet Application:** Telnet provides the means to connect to and interact with another computer using standard Internet protocols. Use this field to specify the location of your Telnet application.

- **TN3270 Application:** TN3270 is used for Telnet connections to IBM mainframes. Enter the location of your TN3270 application here.

- **Rlogin Application** and **Rlogin with User:** (Unix only) Use these fields to specify locations for Rlogin functionality.

- **View Source:** (Windows and Macintosh only) A viewer application displays a page's text embedded with the HTML formatting commands. Enter the location of the viewer application you use to view HTML source text. If no application is specified, your platform might use a default viewer.

- **Temporary Directory:** Before a helper application executes, Netscape temporarily stores application files on disk. After the helper application is exited, Netscape deletes the files. Enter the location to store files that are used and automatically disposed of by Netscape. (On Macintosh and UNIX, click **Browse** to select a new default folder if, for example, your default disk is short on space and you want to store temporary files in another location.)

Figure 7.2   General Preferences|Applications
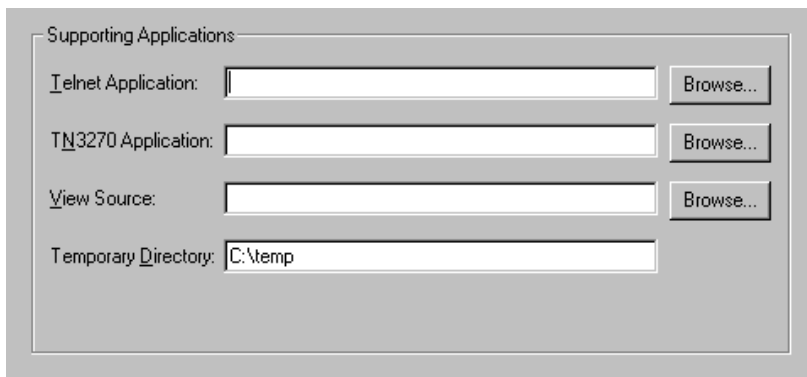
General Preferences|Colors

By default, all **Custom** boxes are unchecked and default colors are used. (This preference panel is on Windows and Macintosh only.) Check any of the **Custom** boxes to personalize your link, text, and background colors. The **Choose Color** buttons (Color box on the Macintosh) in the first four settings give you reign over your palette.

- **Links:** Blue is the default color for links to unviewed pages.
- **Followed links:** Purple is the default color of text links to pages you have already seen.
- **Text:** Black is the default color to display ordinary text.

In the Background setting, you can specify how the background of a document should be presented on your screen. Choose **Default** to use the standard gray background. Choose **Custom** and then press **Choose Color** to select a background color of your choice. Choose **Image File** and press the **Browse** button to select an image file to serve as your document background.

If you want to use **Always Use My Colors, Overriding Document**, then check this box and your settings will always override another page's. By default, the box is unchecked, displaying the individual background and colors of any page you view.

On Macintosh, click in the **Use utilities pattern** box to use the Macintosh system utilities pattern as the background outside the content area (such as at the top of the Netscape window and in the status message area). You can set this pattern by choosing the Control Panels | Desktop Patterns desk accessory, scrolling to a pattern, holding down the Option key, and clicking on the **Set Utilities Pattern** button. The utilities pattern is displayed outside the content area once you restart the Netscape application.

Figure 7.3   General Preferences|Colors
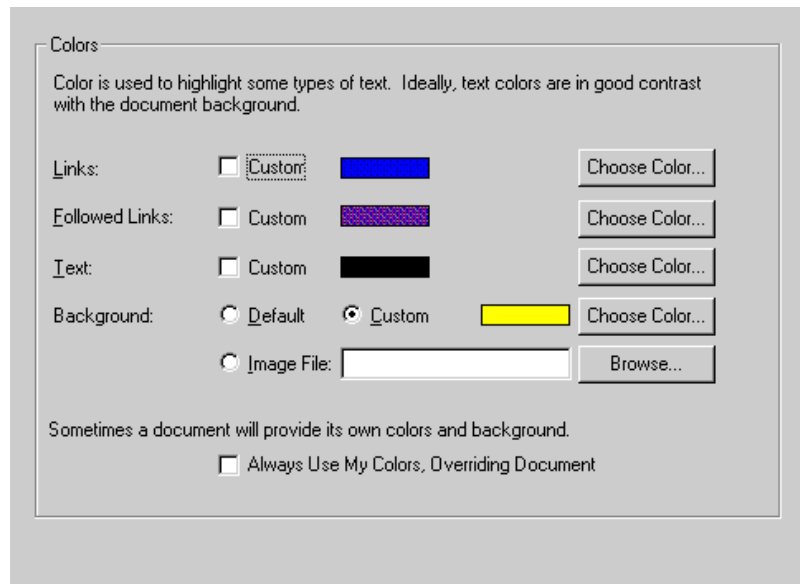
General Preferences|Fonts

Netscape lets you choose a character set encoding's font display and specify a document's character set encoding. An encoding represents a mapping of glyphs (such as character symbols) to computer codes (such as hexadecimal digits).

Each character set encoding from the **For the Encoding** pull-down menu is associated with the display of a proportional and fixed font pair. You can view or modify the association for any encoding by choosing the encoding name

from the menu, then choosing items from the proportional and fixed font pull-down menus. For example, the default encoding, Latin1, is associated with the proportional font Times 12 and the fixed font Courier 10.

Most pages display text in a proportional font. The **Use the Proportional Font** field specifies the font of the primary type of text in the content area. Click the **Choose Font** button (font and font size fields are pop-up menus on Macintosh) to select an alternative font or font size display. You can make a selection for each encoding.

Fixed font text is used in editable fields and certain paragraphs preformatted by the author of a page. The **Use the Fixed Font** field specifies the font of the secondary type of text in the content area. Click the **Choose Font** button (font and font size fields are pop-up menus on Macintosh) to select an alternative font or font size display.You can make a selection for each encoding.

Figure 7.4   General Preferences|Fonts
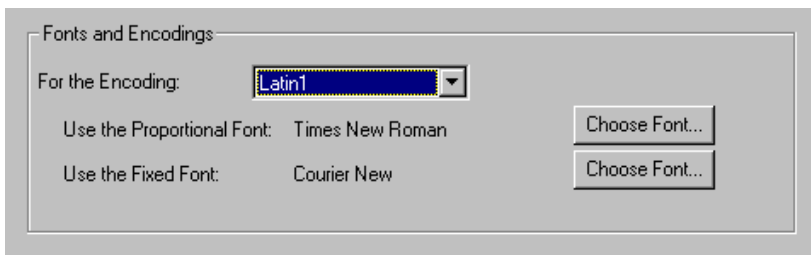
General Preferences|Helpers

Choose the **Help|Release Notes** menu item for platform-specific details and to find sites for downloading helper application and plug-in software.

The Netscape application brings files to your computer using various server protocols such as HTTP, NNTP, SMTP, and FTP. Each protocol can support different file formats. Netscape has the built-in capability to interpret and display on your computer several formats, including the HTML format used by HTTP servers. When the Netscape application retrieves a file with a format that Netscape itself cannot read, the application attempts to use an external helper application or plug-in capable of reading the file.

The Helpers panel lets you examine and configure how a file's format maps to a helper application or plug-in. (Currently, plug-in information is displayed and editable only on Macintosh and UNIX platforms.) The display of information in the panel varies among platforms: Windows displays information in a single panel; Macintosh and UNIX use a separate dialog.

On Windows, the panel contains several fields and buttons to specify MIME file types (a method of differentiating file formats using a suffix appended to a file name), helper applications, and associated actions. A scrolling text field lists the helper applications available to the Netscape application. Each line of the text field contains information about one helper application. By clicking on a line in the text field, you can see and modify preferences for the selected helper application in the area below the scrolling field. Currently, Windows does not offer the ability to delete a helper application item.

On Macintosh and UNIX, the panel contains a scrolling text field that lists the helper applications and plug-ins available to the Netscape application. Each line of the text field contains information about one helper application or plug-in. After selecting a line in the text field, you can press the **Edit**, **New**, or **Delete** buttons to display a dialog with the text fields and buttons for manipulating the information associated with the selected item. For example, pressing the **Edit** button displays a dialog that lets you see and modify the selected item's MIME file type, suffix, and associated action to handle the file format.

The text fields and buttons allow you to configure new helper applications and plug-ins, or reconfigure current ones. (Only Macintosh and UNIX let you configure plug-ins or delete listed items.) You can add or modify information such as file extensions or actions associated with a helper application or plug-in, then click **OK** (or **Apply**) to update the contents of the scrolling field.

- The **File/MIME Type** field specifies the file or MIME type of the selection. On Macintosh and UNIX, this field includes the subtype.

- The **Subtype** field (Windows only) further classifies the technical format of the selection.

- The **File Extensions** (**Suffixes** on Macintosh and UNIX) field specifies the available suffix or suffixes used by the file type of the selection. You can enter or modify file extensions in this field.

- Click the **Create New Type** (**New** on Macintosh and UNIX) button to produce a dialog box with for you to enter new MIME type information.

Under the Action setting, you can select one of four radio buttons to designate the action performed by the helper application or plug-in:

- **View in Browser (Navigator** on Macintosh and UNIX) opens the downloaded file in the content area if the file's format is supported.

- **Plug-in** (Macintosh and UNIX only) opens the downloaded file using the plug-in specified in the pull-down list.

- **Save to Disk** saves a file to disk after the file is downloaded.

- **Unknown: Prompt User** causes a notification to the user.

- **Launch the Application** (**Application** on Macintosh and UNIX) opens the selected application using the downloaded file as its document. Click the **Browse** button to select a launch application. The application pathname is listed. On Macintosh and UNIX, choose the application's default file type from the **File type** pop-up menu.

Figure 7.5   General Preferences|Helpers
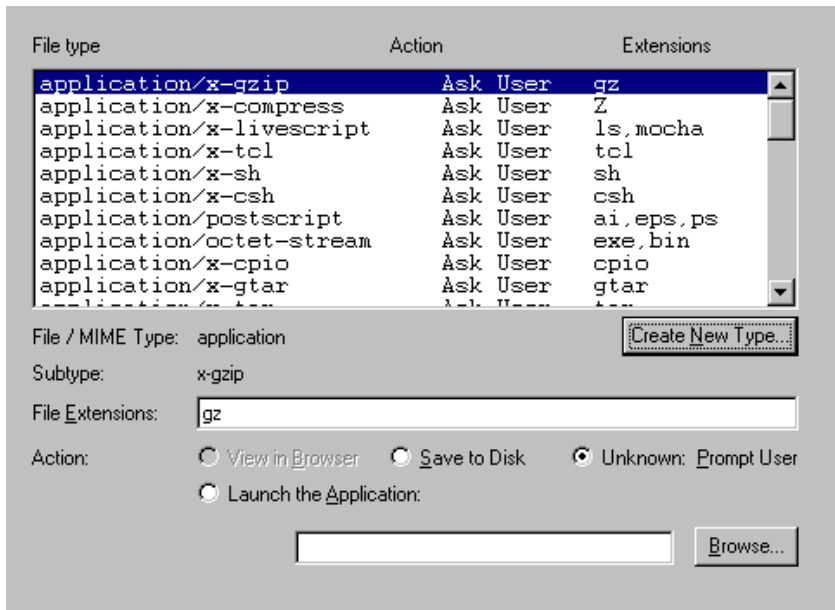
General Preferences|Images

The Choosing Colors setting (not available on Macintosh) lets you specify how images are displayed. You can select from **Automatic**, **Dither**, or **Substitute Colors**. The default, **Automatic**, attempts to determine the most appropriate

type of image display. Alternatively, you can select **Dither** or **Substitute Colors** to most closely match the computer's available colors. Dithered images may offer a closer match to an image's intended colors, but take longer to display.

Select **While Loading** or **After Loading** to display images incrementally while the image is transmitted, or all at once after the transmission. The **While Loading** option provides the benefit of feedback as the transmission progresses. On a fast network, the **After Loading** option might complete the load slightly faster. The default is **While Loading**.

Figure 7.6   General Preferences|Images
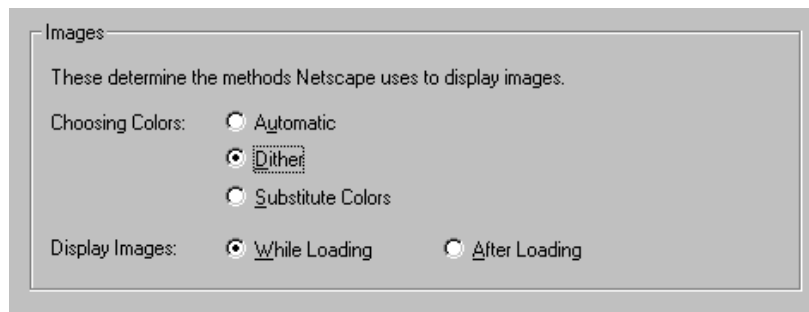
General Preferences|Language

Netscape lets you inform servers of your language priorities. (This preference panel is on Windows and Macintosh only.) When you request a page, your language priorities are sent as part of the request (in the HTTP header). Servers that have the capability to send you a page in more than one language can interpret your language priorities and respond to your request accordingly.

A language request entry consists of language code and, sometimes, a region code. For example, the code **en-US** represents the English language in the United States region; the code **fr-CA** represents the French language in the Canada region. The built-in codes are standard ISO language tags.

Figure 7.7   General Preferences|Language
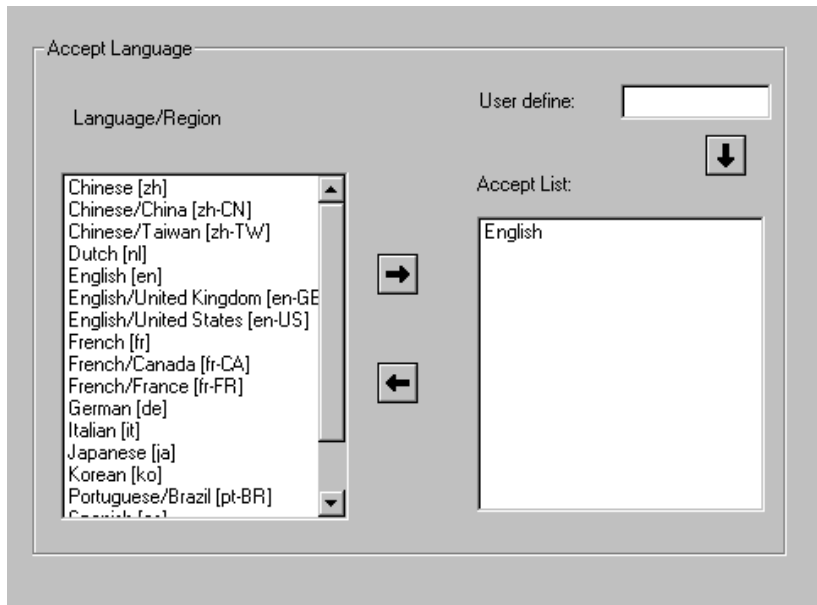
Many language and region codes are built in and specified in the **Request Language|Region** field. You also have the opportunity to specify another language and region in the **User define** (**Others**) text entry field.

To build your language priority list, select from the **Language/Region**, then click on the arrow keys to insert the selection into the Accept List.

- Click the **Right** arrow button to insert an item from the **Language/Region** field into the Accept List.

- Click the **Left** arrow button to remove a selected item from the Accept List.

- Click the **Promote** button (Macintosh only) to increase by one position the relative priority of a selected item in the Accept List.

- Click the **Demote** button (Macintosh only) to decrease by one position the relative priority of a selected item in the Accept List.

- Enter a **Language/Region** code in the **User define** (**Others** on Macintosh) text field and press Enter (Return) to insert your entry into the Accept List.

Mail and News Preferences|Appearance

The Appearance panel lets you customize font styles for display in Mail and News windows. Select **Fixed Width Font** or **Variable Width Font** to determine whether messages use a display font with fixed- or variable-width characters. A series of other radio buttons let you determine the text style, text size, and color of the quoted text. Quoted text (text preceded by the > symbol) marks information restated from a previous message. On Windows and Macintosh, the default text style is bold; on UNIX, the default is italic.

Another set of radio buttons lets you designate the layout of the three panes in the Mail and News windows. Choose **Split Horizontal** to align the message content pane to the right of the two split panes. Choose **Split Vertical** to align the message content pane below the two split panes. Choose **Stack** to align the message content pane below the two stacked panes (layered on top of one another).

On Windows only, you can also specify **Use Netscape Client for Mail and News** or **Use Exchange Client for Mail and News** to perform mail and news functions. Netscape is the default.

Figure 7.8   Mail and News Preferences|Appearance
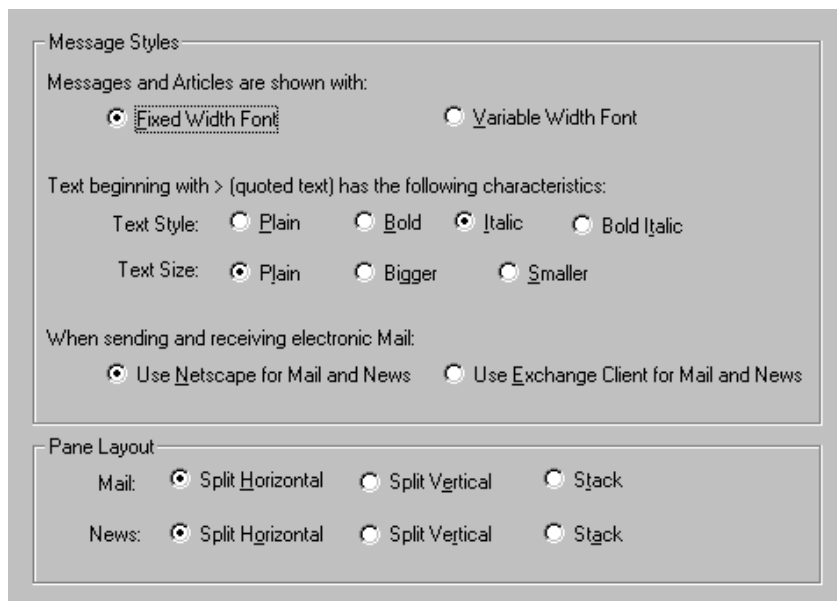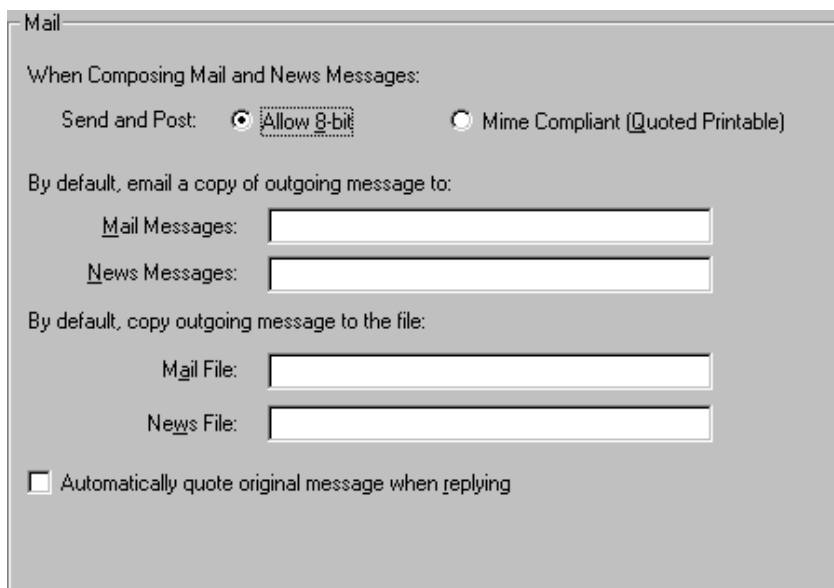
Mail and News Preferences|Composition

In the section for composing mail and news messages, the **Allow 8-bit** radio button (the default) accommodates the widest range of email servers (U.S. and Europe). If you are using a MIME mail reader where non-ASCII characters are misinterpreted, use the **MIME Compliant** option to enable proper character display.

In the next section of this panel, enter an email address in either the **Mail Messages** or **News Messages** fields if you want to retain a copy of mail or news messages you send. In the next section, you can also automatically store a copy of your mail or news messages to a disk file. By default, the path for the copied mail file is the path to the Sent Mail file.

Finally, select the check box **Automatically quote original message when replying** to restate the original message (each line prefaced by the > symbol) in your replies. By default, this box is checked. If unchecked, none of the original message is restated. Note that when replying to a message, you should delete nonrelevant lines so that your messages are not unnecessarily long.

Figure 7.9   Mail and News Preferences|Composition

Mail and News Preferences|Servers

To send email, the Netscape application must make the appropriate connection to a SMTP (Simple Mail Transport Protocol) server. To receive email, Netscape makes a connection to a POP server. Usually, the names of these servers are the same.

In the Mail section of this panel, enter the server names in the **Outgoing Mail (SMTP) Server** and **Incoming Mail (POP3) Server** fields (ideally, local mail servers if available). If you do not know the name of your SMTP or POP server, ask your service provider or system administrator.

Note that your POP3 password is case sensitive. When a password is requested, use the same capitalization as when you created the password.

- Text in the **Outgoing Mail (SMTP) Server** field designates the host name of your SMTP server.

- Text in the **Incoming Mail (POP3) Server** field designates the host name of your POP server.

- Text in the **POP User Name** field designates your user name (the part of your email address to the left of the @ symbol). Don't include the @ symbol or the server name to the right of the @ symbol as part of your email address.

- Text in the **Mail Directory** field (**Your POP ID** on Macintosh) designates the pathname of the folder containing your email files.

- To determine **Maximum Message Size**, select **None** or **Size** to specify the maximum amount of information a message can contain. Unsent message lines remain on the server. Selecting **Size** and providing a number of kilobytes in the adjacent field prevents you from receiving message transmissions longer than you wish. The default is **None** (no maximum).

- Select **Removed from the server** or **Left on the server** to designate the storage status of messages after they are delivered from the server to your local hard disk. The default is **Removed from the server**.

- You can decide how often to check mail with the options **Every** or **Never**. Selecting **Every** and providing a number of minutes in the adjacent field provides the interval between checks. The default is **Every** with 10 minutes specified.

- On UNIX, you can specify either a **POP3** or **Movemail** mail system. Choosing **POP3** enables the POP field, allowing you to enter a server and user name. Choosing **Movemail** enables the **Movemail** items, allowing you to select a built-in or external application, and to use a **Browse** button to specify the location of the **Movemail** application.

In the News section of this panel, you must specify a news server to interact with Usenet newsgroups. If you don't know the name of your news server, contact the service or administrator providing you with your Internet connection. Text in the **News (NNTP) Server** field designates the host name for the default news server.

The **News Directory** text field details the location of newsgroup subscription and information files. A news file is maintained for each news server you connect to (not on Macintosh; news files are in the System Folder | Preferences | Netscape folder).

The last field on this panel, **Get 100 Messages at a Time**, can be replaced with a number (up to 3500) that limits how many news messages are initially transferred, in a single block, from the news server. The larger the number, the longer it takes to complete the transfer of each block of messages. Messages with more recent dates are transferred first.

Figure 7.10   Mail and News Preferences|Servers

Mail and News Preferences|Identity

In the Mail section of this panel, enter your name and email address in their respective fields so others can easily identify you and reply to your mail. On Windows, you can also specify a reply-to address to get email replies at an address other than where you send mail from. This information accompanies each correspondence you send.

- Text in the **Your Name** field provides your name to recipients of your email.

- Text in the **Your Email** field provides your email address (full address including the @ symbol) to recipients of your email.

- On Windows, text in the **Reply-to Address** fields gives you the option to provide an alternative email address for receiving replies to your email.

- The **Your Organization** field allows you to add your company name.

- The **Signature File** field shows the name of a file containing a signature you can append to your mailings and news postings. You can create a signature file in a text editor. Once you have such a file, click **Browse** to select it. On Windows, you can leave the field blank to indicate no signature file. On Macintosh, choose one of two radio buttons **None** or **File** to indicate your use of a signature file.

Figure 7.11   Mail and News Preferences|Identity

Mail and News Preferences|Organization

Mail and news messages can be organized by threading (list messages of the same topic together). If you choose to thread messages, replies to a particular message are listed following the original. By default, mail messages are not threaded and news messages are threaded. Without threading, replies are listed in the order received. You can also choose how you wish to sort mail and news.

- Click in the **Remember Mail Password** check box to prevent Netscape from requesting your password each time you open the Mail window. Note that your POP3 password is case sensitive. If you choose to enter your password each time you access mail, use the same capitalization as when you created the password.

You can sort your mail and news by date, message number, subject, or sender. Both mail and news are sorted by date by default.

Figure 7.12   Mail and News Preferences|Organization

Network Preferences|Cache

The **Memory Cache** field (on Windows and UNIX) specifies the size in kilobytes of the memory cache. Press the **Clear Memory Cache Now** button to empty the cache immediately. The default is 600K on Windows, 3000K on UNIX. On Macintosh, specify memory in the application's Get Info box.

The **Disk Cache** field (**Cache Size** on Macintosh) specifies the size in kilobytes of the disk cache. On Windows and UNIX, the default is 5000K. On Macintosh, the default is 1M (1000K), the size of available disk space is displayed, and you can use buttons to adjust the cache size. Press the **Clear Disk Cache Now** button to empty the cache immediately.

The **Disk Cache Directory** field (**Cache Directory** on Macintosh) specifies the disk cache location. On Macintosh, click **Browse** to select a new location.

Select one of three radio buttons to specify how Netscape checks the network for document revisions (so that you're brought an updated page from a network server rather than a potentially stale page stored in the cache). The default choice, **Once per Session**, checks for page revisions only once during the time you start and quit the application. Choosing **Every Time** repeatedly checks for changes when you request a page, at the cost of slower performance. Choosing **Never** performs no verifications, thus a page available in cache is always brought from cache.

Netscape performs cache maintenance when you exit the applications. If you find that exiting takes longer than you wish, you might remedy the problem by reducing the size of the disk cache.

If you find that pages that should be in cache are taking longer to appear than they should, make sure the **Verify Documents** button (**Check Documents** on Macintosh) is not set to **Every Time**. The verification requires a network connection that takes time.

Note that you can always obtain document revisions by pressing the **Reload** button. Netscape checks the network server and, if the page is unchanged, a copy is retrieved from the cache. If the page has changed, a copy is transmitted from the network server. If you press the **Reload** button while holding down the Shift key (Option key on Macintosh), Netscape always retrieves a copy from the network server without regard to the cache.

The **Allow Persistent Caching of Pages Retrieved through SSL** check box determines whether the pages you view using SSL security are stored in the cache. The default, unchecked, does not allow SSL pages to be cached.

Figure 7.13   Network Preferences|Cache
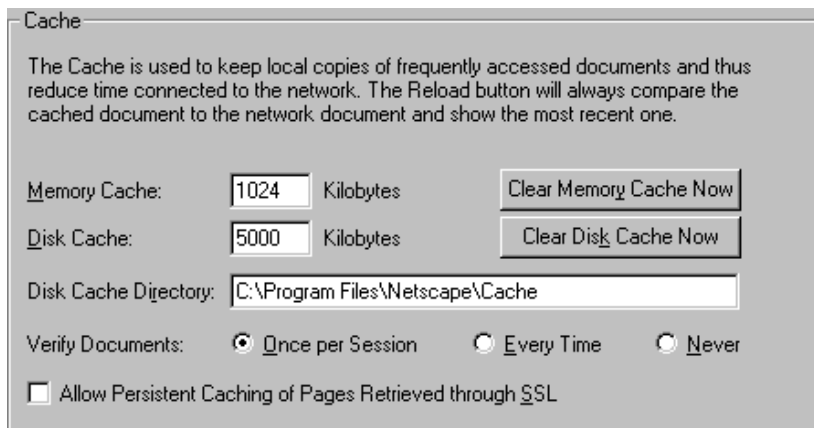
Network Preferences|Connections

The text and each image on a page are distinct files. Netscape opens a connection to an Internet server to bring each of these files to your screen. Netscape can display a page's text and multiple image files simultaneously by opening more than one connection to a server. By specifying a larger number of connections, you are specifying more simultaneous connections, which can also slow down the speed of each individual connection.

The **Number of Connections** (**Connections** on Macintosh) field specifies the maximum number of network connections. The default is 4.

The network buffer size determines the amount of data that can be received in a network data transmission. Larger buffers mean more data, but can also saturate the computer.

The **Network Buffer Size** field specifies the number of kilobytes allotted in memory for network data transmissions. On Windows, the default is 32K; on Macintosh, the default is 8K.

Figure 7.14   Network Preferences|Connections
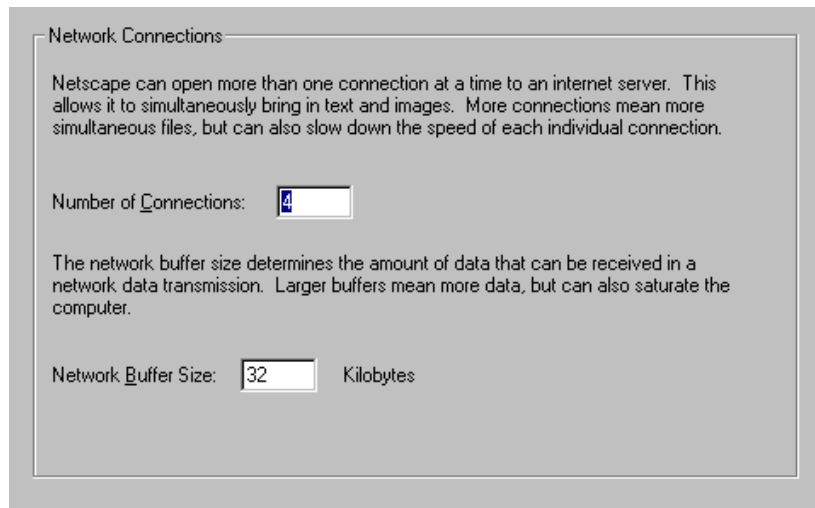
Network Preferences|Proxies

Ordinarily, the Netscape application does not require proxies to interact with the network services of external sources. However, in some network configurations the connection between the Netscape application and a remote server is blocked by a firewall. Firewalls protect information in internal computer networks from external access. In doing so, firewalls might limit Netscape's ability to exchange information with external sources.

To overcome this limitation, Netscape can interact with proxy software. A proxy server sits atop a firewall and acts as a conduit, providing a specific connection for each network service protocol. If you are running Netscape on an internal network from behind a firewall, you'll need from your system administrator the names and associated port numbers for the server running proxy software for each network service. Proxy software retains the ability to communicate with external sources, yet is trusted to communicate with the internal network.

Select **No Proxies**, **Manual Proxy Configuration**, or **Automatic Proxy Configuration** to designate the conduit between your computer and the Internet. Users with a direct connection to the Internet should use the default, **No Proxies**. To customize a proxy configuration, choose the manual configu-

ration and press the **View** button to display a dialog box. If you have a config-uration file designed expressly for your proxy server, choose the automatic configuration and provide the file's URL in the adjacent text field.

A single computer can run multiple servers, each server connection identified with a port number. A proxy server, like an HTTP server or a FTP server, occupies a port. Typically, a connection uses standardized port numbers for each protocol (for example, HTTP = 80 and FTP = 21). However, unlike common server protocols, the proxy server has no default port. Netscape requires that for each proxy server you specify in a **Proxy** text field, you also specify its port number in the **Port** field.

- Text in each **Proxy** field designates the host name of each protocol's proxy server. (Often, a single proxy server handles the three major protocols: HTTP, FTP, and Gopher.) This can also be a numeric IP address of the proxy server.

- A number in each adjacent **Port** field identifies the port number used by the proxy server.

Text fields for proxies and ports are offered for FTP (File Transfer Protocol), Gopher, HTTP (HyperText Transfer Protocol), Security (Secure Sockets Layer protocol), WAIS (Wide Area Information System), and SOCKS (firewall bypass software).

The text field **No Proxy for**, available when viewing the Manual Proxy Config-uration dialog, lets you bypass the proxy server for one or more specified local domains. For example, if you specify

```
HTTP Proxy: aserver.netscape.com    Port: 8080

No Proxy for: adomain,bdomain,netscape.com
```

then all HTTP requests for the **adomain**, **bdomain**, and **netscape.com** host servers go from Netscape directly to the host (not using any proxy). All HTTP requests for other servers go from Netscape through the proxy server **aserver** on port **8080**, then to the host. A proxy that runs on a host server outside a firewall cannot connect to a server inside the firewall. To bypass the firewall's restriction, you must include in the **No Proxy for** field any internal server you're using. If you use local hostnames without the domain name, you should list them the same way. Multiple hostnames are delimited by commas and the wildcard character (*) cannot be used.

Figure 7.15   Network Preferences|Proxies
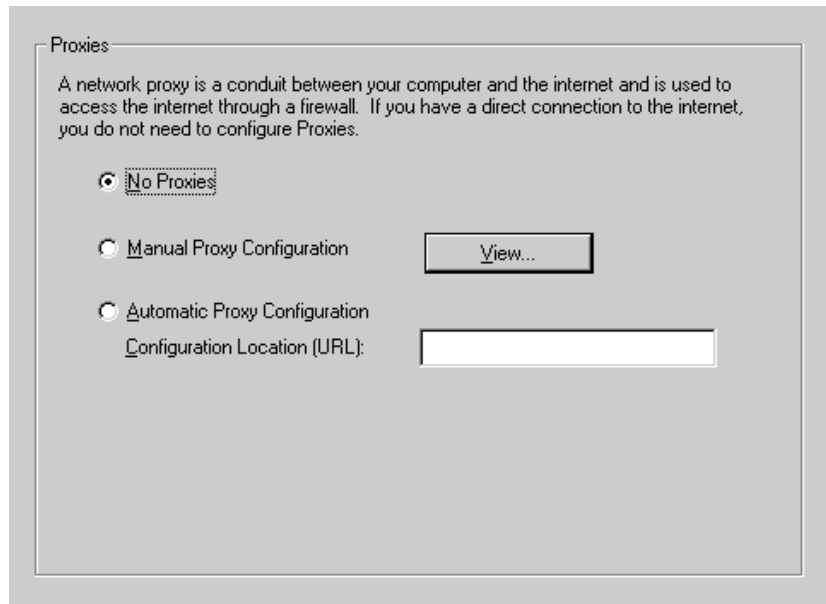
Network Preferences|Protocols

The alert check boxes determine whether you receive a notification dialog box (popup alert) when accepting a cookie (unchecked, by default) or submitting a form by email (checked, by default). (A cookie is a piece of limited, internal information transmitted between server software and the Netscape application.) The dialogs notify you before information is transmitted.

If a check box is checked, the notification dialog can be issued; otherwise, the dialog is bypassed. Each time you view a notification dialog, you can uncheck the **Show This Alert Next Time** check box within the dialog. If you uncheck the dialog's check box, the corresponding check box in the panel is automatically unchecked. To have the notification dialog shown again, check the alert item in the panel.

The **Send Email Address for Anonymous FTP Password** check box determines whether your email address is sent when you provide a password to an anonymous FTP site. The default, unchecked, does not submit your email address to the FTP site.

Figure 7.16   Network Preferences|Protocols

```
┌─Show an Alert Before────────────────────────────────────┐
│                                                          │
│     ☐  Accepting a Cookie                                │
│                                                          │
│     ☑  Submitting a Form by Email                        │
│                                                          │
└──────────────────────────────────────────────────────────┘

   ☐  Send Email Address as Anonymous FTP Password
```
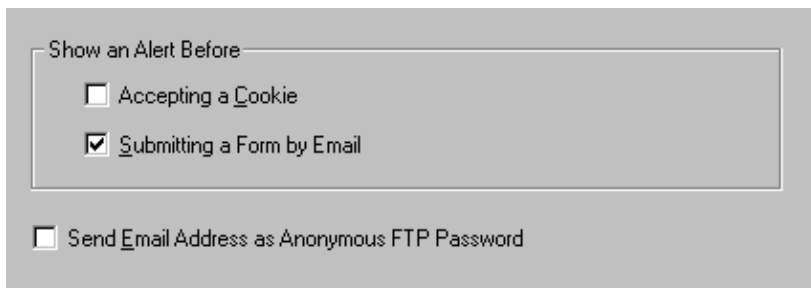
Network Preferences|Languages

You can check the **Enable Java** check box to allow the automatic execution of Java applets. You can check the **Enable JavaScript** check box to allow the execution of JavaScript code embedded in a page's HTML source. By default, both settings are checked.

Figure 7.17   Network Preferences|Languages

```
┌─Java/JavaScript──────────────────────────────────────────┐
│     ☑  Enable Java                                        │
│                                                          │
│     ☑  Enable JavaScript                                  │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

Security Preferences General

The security check boxes in the Security Alerts section dictate whether you receive a notification dialog box (popup alert) when entering a secure document space, leaving a secure document space, viewing a document with a mixed security status, or submitting a form with an insecure submit process.

If a check box is checked, the notification dialog can be issued; otherwise, the dialog is bypassed. Each time you view a notification dialog, you can uncheck the **Show This Alert Next Time** check box within the dialog. If you uncheck

the dialog's check box, the corresponding check box in the **Security|General** panel is automatically unchecked. To have the notification dialog shown again, check the alert item in the panel.

The **Enable SSL v2** and **Enable SSL v3** check boxes determine whether the security features of version 2 and version 3 of SSL (Secure Sockets Layer) are enabled. By default, both settings are checked. Press the **Configure** button to enable the various ciphers associated with each version.

Figure 7.18   Security Preferences|General
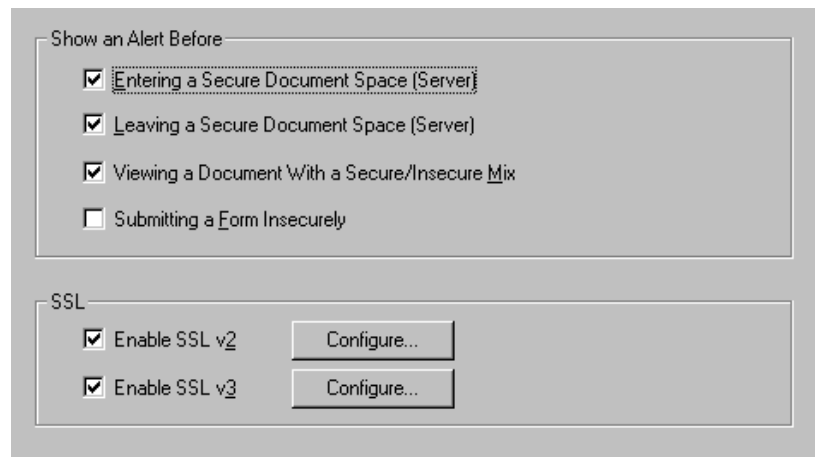
Security Preferences|Passwords

A Netscape password protects your personal certificates. This is important if your computer can be physically accessed by other people or remotely accessed through a network.

Your password is needed before you visit a site requiring the use of your personal certificate. The password is not sent to the site; it simply protects you from others attempting to use the certificate information on your computer.

Your password is also needed when you obtain a new personal certificate from a certificate authority. A preference item lets you select the frequency of requests for your password.

A password is not required, however if you choose to set one, it is important to remember it. If you forget your password, you'll have to obtain new certificates.

Until you have set up a password, only a **Set Password** button is enabled. Pressing this button displays the Password Setup window. After you have a password, the button changes to **Change Password** and the other password preference items become enabled. If you have previously set up a password through the Password Wizard or other means, the **Change Password** button and preferences are already enabled.

• Press the **Set Password** button to create a password. After obtaining a password, the button title becomes **Change Password**.

• Press the **Change Password** to display a window that requests your original password and allows you to specify a new one. You can also choose to have no password.

• Select one of three radio buttons to specify the frequency that Netscape asks for your password. The default choice, **Once per session**, checks only once the first time a password is needed while running the Netscape application. Choosing **Every time it's needed** repeatedly asks when a password is needed. Choosing **After "10" minutes of inactivity** asks you to reenter a password if the specified amount of time has passed since the last time your password was needed.

Figure 7.19   Security Preferences|Passwords
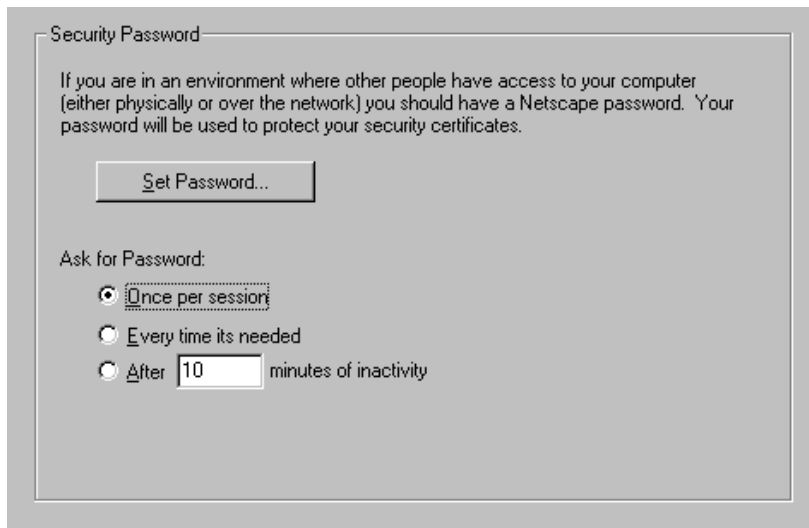
Security Preferences|Personal Certificates

Personal certificates identify you to others on the Internet. For example, when you submit information in a form, your personal certificate allows the recipient of the form to know the information came from you and no one else. Personal certificates are requested and authenticated by secure servers only.

Personal certificates serve as digital identification cards, providing an electronic means of establishing your identity on the Internet in a similar way that your driver licence establishes your identity in person. A web site with a secure server requests your personal certificate and can specify a particular certficate.

Upon receiving the request, Netscape software presents you with a dialog box that displays any certificates you might have. You can respond to the request by selecting the personal certificate you wish to send to the site. A preference item lets you specify how a default certificate can be presented to sites. The certificate you choose to send identifies you to the secure server.

You may wish to obtain more than one personal certificate. Some web sites may request (and issue to you) a personal certificate for specific use with their site. You may also obtain more generic personal certificates that represent you for credit card transactions or other nonspecific, secure communications.

To obtain a new personal certificate, choose the **Obtain New Certificate** button. This displays a page that describes and links to the services of certif-icate authorities. Certificates are issued by a certificate authority, and not by Netscape Communications Corporation. The certificate authority's site should explain the types of certificates it offers and any costs involved.

A certificate is stored with your Netscape Navigator preferences. If you connect to a site from another computer or another account (using another user's files), your certificates will not be available.

The personal certificates you obtain are listed in the panel.

- Press the **More Info** button to get information about the selected certificate.
- Press the **Delete Certificate** button to remove a certificate from the list.
- Press the **Obtain New Certificate** button to receive instructions for acquiring a new personal certificate.

- Use the **Default Certificate to present to sites** pull-down menu to designate one of your personal certificates to provide as the default to servers you access. You can also select to have Netscape ask you for a certificate each time or have Netscape choose an acceptable one automatically.

Figure 7.20   Security Preferences|Personal Certificates
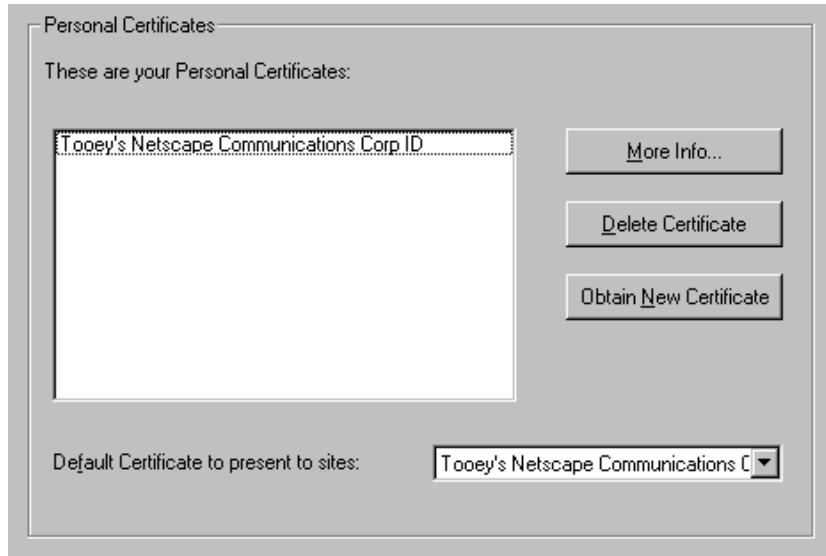
Security Preferences|Site Certificates

Site certificates identify others on the Internet to you. For example, when you submit information in a form, the site certificate allows you to know the information that you send goes to the certificate owner and no one else. Site certificates serve as digital identification cards, providing an electronic means of establishing a site's identity on the Internet in a similar way that a business licence establishes the identity of a commercial enterprise.

You can obtain numerous site certificates. Each certificate represents a site or certificate authority. With the certificate, you can verify the identity of the sites with which you wish to communicate.

When you visit a secure site, a dialog box notifies you if you do not currently have its site certificate and presents you with security information. If you respond to the dialog by choosing to accept the certificate identification information for all visits (now and in the future until the certificate expires), a certificate for the site will be added to your list of site certificates. You'll also have the opportunity to decline to visit the site, or to visit the site (accept the certificate for a single session only) without adding the certificate to your list of site certificates.

To view information about a particular site certificate or certificate authority, select the certificate in the list and press the **Edit Certificate** button. You'll find a certificate information dialog describing the owner of the certificate, the issuer of the certificate, the certificate serial number, validation dates, and other information.

In addition, the certificate information dialog lets you specify whether to allow connections to sites certified by this particular certificate authority and whether to issue warning messages before sending information to sites certified by this authority.

A certificate is stored with your Netscape Navigator preferences. If you connect to a site from another computer or another account (using another user's files), your certificates will not be available.

The site certificates you obtain are listed in the panel.

- Choose from the **Site Certificates** pull-down menu to designate which types of certificates are listed in the field. The default is **All Certificates**.

- Press the **Edit Certificate** button to view or modify information about a selected certificate.

- Press the **Delete Certificate** button to remove a certificate from the list.

Figure 7.21   Security Preferences|Site Certificates
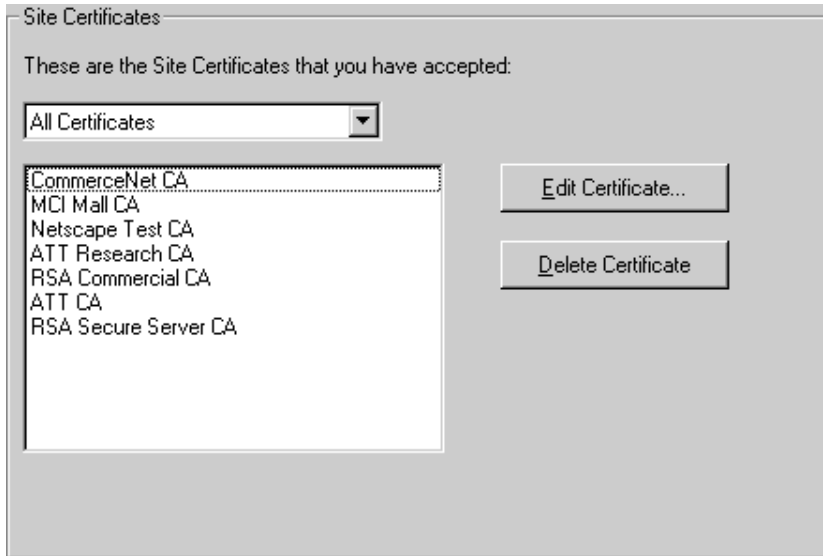
Questions and Answers

A summary of topics

- Information for beginners and feature summaries.
- Using memory cache, disk cache, and optimizations.
- Tips and tricks for specific platforms.
- Dynamic pages.
- Basic Internet concepts and protocols.
- Firewalls, proxies, MIME types and helper applications.
- Security fundamentals and user implications.

About the company

Where can I learn more about the company and its products?

The **Netscape's Home** page (choose **Directory|Netscape's Home**) can direct you to most of the content pages produced by the company. You'll find links for company and product information, a Netscape merchandise store,

news and reference, assistance, and a community center. This is the place to go for up-to-date information on Netscape software as well as contacts to sites around the world.

Several items in the **Help** menu provide specific information:

- The **About Netscape** page contains information and links regarding licensing and copyrights.

- The **Release Notes** page has current information particular to the platform you are running, including answers to commonly asked questions, links for obtaining updated software and helper applications, and status reports on known bugs, available workarounds, compatibility issues, and forthcoming enhancements.

- The **On Security** page contains links to a technical description of Netscape's approach to data security on the Internet and security protocol specifications.

You might find substantial overlap in links from one page to another. You'll want to create bookmarks for the locations you consider valuable (or, without fear of blasphemy, write down the URL on paper). The roadside pundit who said "you can't get there from here" needs to change the old saw to "you can get there from anywhere if you know where *there* is."

Internet basics

What is the World Wide Web's place in the Internet?

The World Wide Web (WWW or Web) is one facet of the Internet consisting of client and server computers handling multimedia documents. Client computers use browser software (such as Netscape Navigator) to view documents (pages). Server computers use server software to maintain documents for clients to access.

Web documents are created by authors using a language called HTML (HyperText Markup Language) that offers short codes (also called tags) to designate graphical elements and links. Clicking on links brings documents

located on a server to a browser, irrespective of the server's geographic location. Documents can contain text, images, sounds, movies, or a combination.

Documents are addressed with a URL (Uniform Resource Locator or, for short, location). Clients and servers use a document's URL to find and distinguish among documents.

What does each part of an Internet address mean?

Here's the components of the Internet address **aname@aserver.com**:

- **aname** identifies a user.
- The **@** symbol (pronounced "at") separates the user name from the location of the server computer.
- **aserver.com** identifies the location of the server computer.

Addresses use lowercase letters without any spaces. The name of a location contains at least a string and, typically, a three-letter suffix, set apart by a dot (the period symbol is pronounced "dot"). The name of a location might require several subparts to identify the server (a host name and zero or more subdomains), each separated by dots. For example, the address **aname@aserver.bserver.com** uses a subdomain.

The three-letter suffix in the location name helps identify the kind of organization operating the server. (Some locations use a two-letter geographical suffix.) Here are the common suffixes and organizational affiliation:

.**com** (commercial)

.**edu** (educational)

.**gov** (government)

.**mil** (military)

.**net** (networking)

.**org** (noncommercial)

Email addresses from outside the United States often use a two-letter suffix designating a country. Here are some examples:

.jp (Japan)

.uk (United Kingdom)

.nl (The Netherlands)

.ca (Canada)

What's the purpose of server push and client pull?

Generally, pages are brought to your screen as a result of your input. You click on a link or an image to request a page. But servers also have the ability to automatically deliver an updated version of a page to your screen. For example, a weather watcher might want to see an updated satellite photo at 15-minute intervals. Netscape provides the pages creators and server administrators two complementary tools for making this work.

Server push: the server transmits page information to your screen. The Netscape application displays the information and leaves the connection to the server open. With an open connection, the server can continue to push updated pages for your screen to display on an ongoing basis. You can close the connection by closing the page.

Client pull: the server transmits page information to your screen along with programming code that automatically instructs the Netscape application to perform an action such as "reload this page in ten minutes" or "go load this URL in two minutes." After the specified amount of time has elapsed, the client (the Netscape application on your computer) pulls updated pages to your screen according to the instructions that have been provided along with the page. You can terminate the page's actions by closing the page.

In server push, a HTTP connection is held open for an indefinite period of time (until the server is finished sending data to the client or until the client interrupts the connection). In client pull, a HTTP connection is never held open; rather, the client is told when to open a new connection and what data to fetch. Server push uses a variant of the MIME message format "multipart/mixed" that

lets a single message (or HTTP response) contain many data items. Client pull uses an HTTP response header (or equivalent HTML tag) that tells the client what to do after a specified time delay.

How do I learn to write HTML and publish pages?

You can write HTML (HyperText Markup Language) pages using any word processor or text editor. To publish pages on the Internet, you need to submit your pages to a server (a networked computer running server software). HTML uses embedded codes (tags) to designate graphical elements and links. These codes can be produced simply from your keyboard using angled brackets and the slash character. For example, the tag **<B>** presents text in bold letters. An HTML source file containing the expression **<B>This stands out.</B>** is displayed on screen in bold. Notice that the tag **</B>** is required to notate the end of the bold expression.

HTML consists of many such tags, including tags for big headlines, underlining, italics, title, paragraph breaks, images, and links. Choose the **Help|How to Create Web Services** menu item for links to online HTML tutorials (or find an HTML guidebook in a bookstore). Netscape also supports tags that allow you to create frames, tables, custom backgrounds, and JavaScript programming code. Consult Netscape's online pages to learn how to take advantage of these features.

One feature you'll certainly want to use is the HTML link. Here's an example of HTML that creates a link for users to click on:

```
<A HREF="http://home.netscape.com/index.html">Home</A>
```

The section between quotes is the page's URL you'll see when you click on the link. The text following the URL contains the highlighted text (Home) the user sees on screen. The tag coding and brackets are also a required part of the link.

The method to insert images in your pages in very similar to that of inserting links. Inline images are links to image files. To see any one page's HTML source, you can choose the **View|Document Source** menu item. This command displays the text and tags used to create the content and content style of the current page.

General Navigator tips

How does the News area work?

Before you can use news for the first time you need to configure Netscape to point to your Usenet news server. Set the host name of your news (NNTP) server in the **Mail and News|Servers** panel. Your newsgroup subscription information is stored in a News file. If you have no previous News file, Netscape creates one that lists a couple of newsgroups designed for new users.

By default, news messages are displayed in a threaded format. The threaded format groups all messages that are related to each other in a compact, ordered listing. Messages that are responses to previous messages are nested under the parent messages.

Newsgroup pane: shows a listing of the news servers and Usenet groups currently available. Click on a newsgroup to display its messages in the message heading pane.

Settings in the **Options** menu let you change the newsgroups you see in the pane. You can subscribe to newsgroups by first showing all newsgroups, then clicking a particular newsgroup's Subscribe icon (a check mark) in the pane. After subscribing to newsgroups you want, you can change the **Options** menu setting so that you view only subscribed newsgroups. (An active newsgroup is a subscribed newsgroup with unread messages.) Other columns in the newsgroup pane tell you the number of unread messages and the total number of messages per newsgroup.

The leftmost folders in the newsgroup pane show the news servers (news hosts) you've connected to. You'll have only one folder here if you've connected to the default news server only. You'll have more than one folder if you've connected to multiple news servers.

Message heading pane: shows a list of a selected newsgroup's messages. Click on a message heading to display its content in the message pane.

Message content pane: shows a single message. The message can contain links to other messages or Internet pages.

Use the toolbar or menu items to display the Message Composition window for replying to a message or posting a new message. You can also use the Message Composition window to reply by email to the message sender.

How do you create cascading (hierarchical) bookmark menus?

1. Choose **Window|Bookmarks** to view the Bookmarks window.

2. Click on the icon above where you want to position a new folder. Each folder represents a level (header) in a cascading (hierarchical) pull-down menu.

3. Choose **Item|Insert Folder**, type a title in the **Name** field, and click **OK** to create a new folder.

4. Drag and drop any bookmark icon on top of the new folder (or select the folder, choose the **Insert Bookmark** menu item, and enter a name and URL).

How do you convert hotlists to bookmarks?

Other browsers use hotlists similar to the way that Netscape uses bookmarks. Users of other browsers might want to preserve the URLs they have accumulated as hotlists by converting them to bookmarks.

Here's how to do this:

1. Choose **Window|Bookmarks**.

2. Choose the **File|Import** menu item in the Bookmarks window. Netscape reads any HTML file containing links and converts the links into bookmarks.

To import a hotlist into Netscape, you should first convert your hotlist to HTML. Several downloadable utilities perform this conversion. You can also use another browser's mail command to transmit a hotlist in HTML format.

How can I save files and images to my hard disk?

Choose **File|Save As** to save a page locally (to your hard disk) in source, text, or PostScript format (UNIX only). Source format produces a text file encoded with the HTML necessary to reproduce the formatted text or image faithfully;

text format saves text without the HTML code. Where some links, such as many FTP links, automatically download and save a file to disk, **Save As** manually saves page files.

You can also save a page to disk without displaying the page onscreen. Position the mouse over a link or image, then click the right mouse button (on Macintosh, hold down the button) to produce a pop-up menu with the items **Save this Link as** and **Save this Image as** for saving a file. Clicking on any link with the Shift key depressed (Option key on Macintosh) also produces a save dialog.

Saving a file to your hard disk allows you to display the page's information without any network connection. You can choose **File|Open File** to display the HTML-formatted text or graphic image of any local file saved in source format (though a page's inline images might be replaced with icons).

On Windows, you'll need to select "All Files" for GIF, JPEG, or other nontext files to show up in the **Open File** dialog. On Macintosh, GIF and JPEG images are available in the **Open File** dialog, though for other nontext files to show up, you'll need to hold down the Option key while selecting the **Open File** menu item.

The pop-up menu item **View this Image** lets you see an isolated image file. The pop-up menu item **Copy this Image Location** copies the URL of the image file to the clipboard. Once you have the URL, you can open the image and save the image to your hard disk in source format using **File|Save As** or the pop-up menu. You could also use **View|Document Source** to find the URL of an inline image embedded in HTML code.

What is dithering and how is it used?

Dithering is a software imaging process for arranging adjacent pixels of varying shades to achieve a visual effect. The process often enhances a computer's ability to display an image, and is particularly useful when the color or resolution of the original image must be reproduced on computers with different display capabilities.

Netscape's display of inline GIF and JPEG sometimes needs to translate an image's colors into similar colors available on your computer. If your computer doesn't have color capabilities that match the color information in an image, the image might look speckled.

On Windows and UNIX, you can set radio buttons in the **General|Images** panel to **Automatic**, **Dither**, or **Substitute Colors**. JPEG images, however, are always dithered.

The default choice, **Automatic**, lets Netscape choose the image display determined to be most appropriate. When you choose to **Dither**, Netscape dithers the computer's available colors to most closely match the image's colors. When you choose **Substitute Colors**, Netscape substitutes an available color that most closely matches the image's colors. Images that are displayed with dithering take slightly more time to display than images using color substitution.

On Macintosh, dithering for all images is built-in and cannot be turned off.

How does Netscape work as an OLE server and container?

The OLE (Object Linking and Embedding) specification provides a way for OLE-compliant applications to work embedded within one another. An application that is an OLE server can operate within an OLE container.

For example, Netscape, acting as an OLE server, can be displayed within a container application such as Word or Excel.This means that you can have a fully capable web browser inserted into your documents or spreadsheets. Likewise, Netscape, acting as an OLE container, can display an application such as Wordpad or Excel provided that the page's HTML uses the EMBED tag to designate the embedded server document.

A OLE server can be activated in place. Thus, when you activate (double-click) the OLE object, the object remains stationary and functions within the application (not spawning a new window). OLE servers also have the capability to be mini-servers (for OLE 1 compatibility). When you activate a mini-server in your container document, the native application is activated and functions in a new window. Most OLE 2 containers, including Netscape, can be made to act as an OLE 1 container by holding down the Ctrl key and double-clicking the embedded OLE object.

OLE servers, when activated in place, take over the user interface of their host. For example, if you create a Word document, insert a Netscape object, then double-click on the embedded Netscape application, the Word toolbar is replaced with the Netscape toolbar and the Word menus change to display the relevant Netscape menus.

What is autoscroll and how does it support chat?

Autoscroll is a feature of Netscape that lets a server deliver ongoing page information to your screen automatically. The connection to the server is kept open and new page information is appended. The autoscroll areas (a page or page frame) automatically scrolls to accommodate the data stream. Both autoscroll and server push leave the connection to the server open and display new content on an ongoing basis; however, autoscroll appends new information to the page whereas server push updates the entire page. You can close the connection by bringing a new page.

The autoscroll feature can support an online chat session with another user. You can view incoming text automatically without having to use the scroll bar to move down the page. You can also output text at the same time in an adjacent window without interrupting the incoming text stream.

To implement the autoscroll feature, page creators and server administrators use Netscape's autoscrolling tool. Autoscroll is an HTTP header attribute. The content-type modifier AUTOSCROLL is similar to CHARSET.

As new text arrives into the autoscroll area, the text scrolls to keep the most recent line of transmitted text on the screen. You can scroll up to view previous text without having to watch the text stream, and can scroll down to again view the incoming stream. The autoscroll area can display a maximum of 1000 lines and consists of two components:

- A Telnet-like window where text can scroll in and the most recent text is displayed.

- One or more text input areas that can send data (including graphics) to a server without interrupting the window displaying data.

What are plug-ins?

Plug-in modules are software programs that extend the capabilities of Netscape. A plug-in is installed on your hard disk using instructions that come with the plug-in. After installation, Netscape uses the plug-in's capabilities like other built-in Netscape features.

The plug-in application programming interface (API) allows third parties to extend Netscape with native support for new data types and additional features. Plug-ins are dynamic code modules, native to each Netscape platform. Plug-ins are complementary to architectures such as OLE and platform-independent programming languages such as Java. Here are the primary goals of the plug-in API:

- Provide seamless new data-type support for Netscape users.
- Provide the maximum degree of flexibility for plug-in writers.
- Be functionally equivalent across all platforms.

The plug-in API supports several broad areas of functionality:

- Draw into, and receive events from, a native window element that is a part of the Netscape window hierarchy.
- Obtain data from the network via URLs.
- Generate data for consumption by other plug-ins or Netscape.

Plug-ins can have one of three modes of operation: embedded, full-screen, or hidden. An embedded plug-in is a part of a larger HTML document, visible as a rectangular frame within a page (embedded plug-ins are specified in HTML with the EMBED tag). A full-screen plug-in is a self-contained viewer, completely filling the content area of a Netscape window. A hidden plug-in runs in the background.

The Netscape user interface remains relatively unchanged even when plug-ins are in use. Frames without plug-in data function like ordinary frames. Basic operations such as navigation, history, and opening files are not changed by plug-ins.

A plug-in can retrieve a URL with the same network functionality as Netscape. The data from such a URL is provided as a stream as the data arrives from the network. Plug-ins can themselves generate data that Netscape or other plug-ins can display. Plug-ins can both produce and consume data.

Plug-ins are associated with a MIME data type that Netscape does not natively support. When Netscape encounters an unknown data type from a server, Netscape looks for a plug-in that is associated with that MIME type and loads the plug-in.

Caching

What is a cache and how does it work?

A cache temporarily stores the information on a page in your computer. The first time you ask for a page, Netscape retrieves the page from the network. No pages are permanently stored in a cache. If you request a page you have seen before, Netscape checks to see if the page is available in a cache. For example, if you use the **Back** button to display a page, a cache can display the page more quickly than the network can retransmit it.

Sometimes you might not want a page to be retrieved from a cache. The page you displayed initially may be different than the page currently offered by the network. If a modification to a particular URL has occurred, you may want the updated page rather than the copy (now stale) stored in a cache. Remember, you have no control over when a server updates its pages.

When you click on a link, choose a bookmark, enter a URL, or press the **Reload** button, Netscape checks with the server to see if an update has occurred before bringing a page from a cache. If any change to the page has occurred, a fresh version is transmitted over the network; otherwise, a copy is quickly retrieved from a cache.

If you press the **Reload** button while holding down the Shift key (Option key on Macintosh), Netscape retrieves a fresh version from the network regardless of whether the page has been updated. The cache is not used. This type of reload is useful if you suspect the cached copy of a page has been corrupted.

When you press the **Back** button or choose a history item, Netscape does not check the network. Since you are explicitly requesting a previously viewed page, Netscape tries first to retrieve the cached copy (if still present in the cache) even if the server offers a more recent version.

What is the difference between memory cache and disk cache?

Netscape supports memory and disk cache to improve performance and reduce network traffic. When you bring a page from the network, information is stored in both caches. Netscape retrieves a page from the memory cache more quickly than from the disk cache, though retrieving from the disk cache is still faster than fetching from the network.

The disk cache has the advantage of persistence. When you exit a session (quit the Netscape application), the memory cache is emptied, but the disk cache is maintained (and takes up space on your hard disk).

Sometimes a cache can get confused (such as when servers provide inaccurate page modification dates). If you suspect a cache is acting improperly (such as providing stale pages) or just wish to free up space, you can clear the caches by pressing the **Clear Memory Cache Now** and **Clear Disk Cache Now** buttons in the **Network|Cache** panel (**Clear Disk Cache Now** is only on Macintosh).

What is the recommended size for each cache?

You can change the size of each cache to maximize its effectiveness. A larger cache might increase Netscape performance, though allocating too much space can constrict other applications. You might try to increase the size of the memory cache to whatever your system routinely has unused and increase the disk cache to between 2,000 and 5,000 kilobytes (2 and 5 megabytes).

You might find that a large disk cache increases the time required for the Netscape application to quit. If Netscape's cache maintenance causes undue delay when you exit the program, consider reducing size of the disk cache.

On Windows and UNIX, cache size and location preferences are set in the **Network|Cache** panel. An editable field in the panel allows you to set the directory location of the disk cache.

On Macintosh, the memory cache size is set in the **Get Info** dialog box: from the Finder, select the Netscape application and choose the **File|Get Info** menu item. The disk cache size and location are set in the **Network|Cache** panel. A

Browse button in the dialog box allows you to set the directory location of the disk cache. By default, Netscape places the Macintosh disk cache inside the Netscape Preferences folder within the System Folder.

Macintosh tips

Are there any Macintosh-specific tips or tricks?

Release notes: Choose **Help|Release Notes** while running Netscape on Macintosh for new feature listings, status reports, and other platform-specific reference information.

Bookmark folders: You can collapse and expand Bookmark window folders by clicking on the triangles or double-clicking on the folders. Currently, there is a limit of 80 hierarchical menus.

Bookmark shortcuts: Bookmark shortcut icons enable you to double-click on a desktop icon to open Netscape with a particular page automatically loaded. The shortcut icon functions as a stand-alone bookmark, opening the Netscape application (if necessary) and displaying onscreen the page whose URL is stored as part of the shortcut. You can store and manipulate shortcut icons like other Finder icons.

To create a Bookmark shortcut, drag the page icon from the Bookmark window onto the desktop. Note that you can create an HTML copy of a page by dragging and dropping a page link onto the desktop, however, a copy of a page is a text file which differs from a bookmark shortcut.

Once you have created the Bookmark shortcut icon, you can double-click on the icon to automatically open the shortcut page. You can also open the page by dragging and dropping the icon onto the Netscape window. Even if the Netscape application is not running, you can drag and drop the shortcut icon on top of the Netscape application icon to open Netscape with the shortcut page automatically loaded.

More drag-and-drop support: In addition to drag-and-drop bookmarks, you can drag a page link (URL) onto the main window to load a page. You can also drag a page link from your history window. Dragging and dropping a page link onto the desktop saves the page as an HTML text file.

Stop: To interrupt the transfer of a page, press the **Stop** button or choose the **Go|Stop Loading** menu item. Interrupting by **command-period** might result in additional error messages.

News: Before posting news or sending mail, you must set up your name and email address in the **News** panel. You might get an out-of-memory error message when trying to view a large newsgroup or newsgroup listing. News files are stored in the News folder within the System's Netscape preferences folder.

Document Source: This menu item can run the external application specified in the **General|Applications** panel. When you use **Save As** to save a document as HTML, the creator is the same as the one set for **Document Source**.

Multiple users on a single Macintosh: Each user can have a personal preferences file by creating a separate copy of the **Netscape Preferences** folder in the System Folder. Launch Netscape by double-clicking on the **Netscape Preferences** file.

Selecting text on a grayscale monitor: You might not be able to see selected text if the selected text color looks like Netscape's default background color (light gray). To correct this, you can change your Netscape background, or open your **Control Panels** desk accessory and use the **Color** dialog to choose a lighter highlight color, such as yellow, or a darker one, such as red. These default to sufficiently lighter or darker grays to give contrast to selected text.

URL in "Get Info" box: Whenever you download a file to disk (using the pop-up menu item or clicking on a link with the Option key held down), Netscape tries to set the comment field in the Finder's **Get Info** dialog box to the URL of the file.

Keyboard shortcuts:

- Press **Page-up**, **Page-down**, **Up-arrow** and **Down-arrow** to vertically scroll the main window.

- Press **Command-Left arrow** to go **Back**. Press **Command-Right arrow** to go **Forward**.

- Press **Tab** to select the contents of the location field. If the current page contains form fields, pressing the Tab key moves the cursor in sequence to the next form field.
- Hold down **Option** when clicking on a link to load a page to disk rather than to the screen.
- Hold down **Option** when choosing the **File|Open File** menu item to allow Netscape to open any local file (files of all types are displayed in the file dialog).
- Hold down **Option** when double-clicking on a item in the Bookmark window to display the bookmark's properties rather than to load the page.

Windows tips

Are there any Windows-specific tips or tricks?

Release notes: Choose **Help|Release Notes** while running Netscape on Windows for new feature listings, status reports, and other platform-specific reference information.

Shortcut to cycle among fields and buttons: Pressing the Tab key is a shortcut for selecting fields and buttons, or moving the cursor from one form element to the next. The cursor's current focus determines which items are affected. Typically, the focus is on the location field so that pressing the Tab key selects, in sequence, the contents of the location field and each of the directory buttons. If the current page contains form fields or other form elements, and the focus is within the form, pressing the Tab key moves the cursor to, or selects, the next form element.

Shortcut to cycle among open Netscape windows: Simultaneously press the Ctrl and Tab keys to consecutively bring to the front each open Netscape window.

Registry versus netscape.ini: The 32-bit version uses the system registry instead of a **netscape.ini** file. To manually edit preferences, run **regedit.exe.** On the 16-bit version, Netscape looks in the **win.ini** file in this section:

```
[Netscape]
ini=
```

for the location of the **netscape.ini** file (the INI file contains initializations and preference settings used internally by Netscape). If the file doesn't exist, Netscape looks for the file in the directory where the application runs. You might also be able to copy your INI file from other browsers to the **netscape.ini** file. Be sure to add fields for History File and File Location, and to convert hotlist entries to Netscape bookmarks.

Viewing HTML source documents: To use Netscape (rather than an external viewer) as the HTML source viewer, leave the **View Source** field blank in the **Options|General|Helpers** panel.

How do Windows 95 shortcuts work?

Internet shortcuts are available on the Windows 95 version of Netscape. These shortcuts let you double-click on a desktop icon to open Netscape with a particular page automatically loaded. The desktop icon functions as a stand-alone bookmark, opening the Netscape application (if necessary) and displaying onscreen the page whose URL is stored as part of the shortcut.

To create an Internet shortcut for the page you are viewing, drag the URL link icon (the small icon to the left of the location field) onto the desktop.

To create an Internet shortcut for any page, press the right mouse button to display the pop-up menu and select the **Create Shortcut** item. This displays the **Create Internet Shortcuts** dialog box containing a **Description** field and a **URL** field.

By default, the **Description** field is preset with the words **Shortcut to** followed by the title of the page you are viewing and the **URL** field is preset with the page's URL. You can modify the contents of either field to specify any page you wish. Click the **OK** button to create the Internet shortcut. The icon appears on the desktop.

To create an Internet shortcut for a page in your bookmark list, drag the page icon from the Bookmark window onto the desktop. You can also create an Internet shortcut for a particular page by dragging and dropping a page link onto the desktop.

Once you have created the Internet shortcut icon, you can drag and drop the shortcut icon (like a bookmark) onto the Netscape window to automatically open the shortcut page. Even if the Netscape application is not running, you can drag and drop the shortcut icon on top of the Netscape application icon to open Netscape with the shortcut page automatically loaded.

UNIX tips

Are there any UNIX-specific tips or tricks?

Release notes: Choose **Help|Release Notes** while running Netscape on UNIX for new feature listings, status reports, and other platform-specific reference information.

Real-time decoding of audio or video files: You can download a file in two ways: wait for the entire file and then launch an external viewer, or launch the viewer and then send the viewer data arriving from the network. With a viewer that can accept streaming input, you can play audio and video files directly off the network.

Default window size: To set the default size of the window, use this command-line option:

```
-geometry =620x950+630+40
```

or this X resource:

```
Netscape*TopLevelShell.geometry: =620x950+630+40
```

To set sizes of individual windows set the following X resources:

```
Netscape*Navigator.geometry: WxH+X+Y (Netscape window)

Netscape*Mail.geometry: WxH+X+Y (Mail window)

Netscape*News.geometry: WxH+X+Y (News window)

Netscape*Bookmark.geometry: WxH+X+Y (Bookmark window)

Netscape*AddressBook.geometry: WxH+X+Y (Address Book window)

Netscape*Composition.geometry: WxH+X+Y (Message Composition
     window)

Netscape*TopLevelShell.geometry: WxH+X+Y (sets all of the above
```

```
windows to be the same size.)
```

The -**geometry** command-line option sets the sizes of the Netscape, Mail, and News windows.

Netscape.ad file: From the Netscape.ad file, you can change default background colors and background images. You can also change fonts in the Mail, News, Bookmark, and Address Book windows. To avoid mixing up resources between versions, you should only install the resources you need rather than the whole Netscape.ad file. You can copy the few resources you need and put them in your .Xdefaults file in your home directory.

The following fonts are used in the window outline lists. Note that no white space follows the commas.

```
*XmLGrid*fontList:\

-*-helvetica-medium-r-*-*-*-100-*-*-*-*-iso8859-*,\

-*-helvetica-bold-r-*-*-*-100-*-*-*-*-iso8859-*=BOLD,\

-*-helvetica-medium-o-*-*-*-100-*-*-*-*-iso8859-*=ITALIC
```

Command-line options:

```
-help (lists all options)

-geometry =WxH+X+Y (to position and size the window)

-visual <id-or-number> (to use a specific server visual)

-install (to install a private colormap)

-no-install (to use the default colormap)

-ncols <N> (when not using -install, set the maximum number of

     colors to allocate for images)

-mono (force 1-bit-deep image display)

-xrm <resource-spec> (to set a specific X resource)

-remote <remote-command> (to execute a command in a running

     Netscape process)

-id <window-id> (the id of an X window to send the -remote

     commands; if unspecified, the first window found is used)
```

Internet Underpinnings

How can I access the Internet?

Some companies maintain a network that is linked to the Internet via dedicated communication lines. Those with less substantial resources, including most individuals, access the Internet via a service provider. A service provider is a company that offers use of its dedicated communication lines. If you have a modem, you can dial up a service provider whose computers will connect you to the Internet, typically for a fee. Dial-up access means that the modem on your computer can log in to another computer that is hooked up to the Internet.

The most popular dial-up access alternatives are shell accounts and SLIP/PPP accounts. When using a shell account, you dial into a service provider's computer and use the UNIX operating system to indirectly connect to the Internet. With an indirect connection, your computer does not interact with Internet computers. In many cases, when you download a file from an Internet site, the file is saved on the service provider's computer rather than on your computer. You then have to transfer the file from the service provider's computer to your home system. Shell accounts, while limited in features, have historically been less expensive than direct access accounts.

When using a SLIP or PPP account, you dial into a service provider's computer and run applications that directly connect to the Internet. With a direct connection, your computer can use browsers with user-friendly graphical interfaces to interact with Internet computers. A direct connection lets you download files directly to your system from remote sites. SLIP or PPP access to the Internet offers more performance and convenience than a shell account.

What are SLIP and PPP?

SLIP, short for Serial Line Internet Protocol, and PPP, short for Point-to-Point Protocol, are Internet standards for transmitting Internet Protocol (IP) packets over serial lines (phone lines). Internet information is packaged into IP packets, a method for enclosing data into small, transmittable units (wrapped up on one end, unbundled on the other).

A service provider might offer SLIP, PPP, or both. Your computer must use connection software (usually provided by the service provider) that matches the protocol of the server's connection software. PPP is a more recent and robust protocol than SLIP.

CSLIP: Short for Compressed Serial Line Internet Protocol, this is a version of SLIP that supports compression.

Dynamic SLIP and Static SLIP: When you use a SLIP or PPP connection to the Internet, your service provider's server identifies your computer by providing you with an IP address (a number like 192.34.32.81). Using dynamic SLIP, your computer is dynamically allocated a temporary IP address (just for the immediate session) from a set of IP addresses maintained by the server. Using static SLIP, your computer is allocated a one-time, permanent IP address (when your account is set up) for use in all your sessions. Static SLIP means you have a static IP address.

What are TCP/IP and Winsocks?

TCP/IP: Short for Transmission Control Protocol/Internet Protocol, this is the standard communications protocol required for Internet computers. To communicate using TCP/IP, a PC needs a set of software components called a TCP/IP stack (a stack is built into Windows 95). A Macintosh typically uses proprietary software called MacTCP. Most UNIX systems are built with TCP/IP capabilities.

TCP/IP Stack: Only the PC platform requires a TCP/IP stack. To make a successful connection to the Internet, your PC needs application software such as Netscape plus a TCP/IP stack consisting of TCP/IP software, sockets software (Winsock.DLL), and hardware driver software (packet drivers). Several popular TCP/IP stacks are available for Windows, including shareware stacks.

Winsocks: This stands for Windows Sockets. Winsocks is a set of specifications or standards for programmers creating TCP/IP applications (communicating applications such as Netscape) for Windows.

Winsock.DLL: Winsocks Dynamic Link Library is a set of library routines that provide Internet communication capabilities to TCP/IP applications.

Firewalls

What should I know about firewalls?

A firewall protects one or more computers with Internet connections from access by external computers connected to the Internet. A firewall is a network configuration, usually created by hardware and software, that forms a boundary between networked computers within the firewall from those outside the firewall. The computers within the firewall are a secure subnet with internal access capabilities and shared resources not available to the computers on the outside.

Often, a single machine atop the firewall is allowed access to both internal and external computers. Since the computer atop the firewall is directly interacting with the Internet, strict security measures against unwanted access from external computers are required.

A firewall is commonly used to protect information such as a network's email and data files within a physical building or organization site. A firewall reduces the risk of intrusion by unauthorized people from the Internet, however, the same security measures can limit or require special software for those inside the firewall who wish to access information on the outside. A firewall can be configured using proxies (or SOCKS) to designate access to information from each side of the firewall.

What are proxies and SOCKS?

Proxy or proxy server: A proxy is a special server that typically runs in conjunction with firewall software and allows access to the Internet from within a firewall. The proxy server waits for a request from inside the firewall, forwards the request to the remote server outside the firewall, reads the response, then sends the response back to the client. Netscape lets you set the name and port number of proxy servers in the **Network|Proxies** panel in order to resolve requests for access to Internet resources. Protocols such as HTTP, FTP, Gopher, WAIS, and Security can have designated proxies. Proxies are generally preferred over SOCKS for their ability to perform caching, high-level logging, and access control.

SOCKS: SOCKS is software that allows computers inside a firewall to gain access to the Internet. SOCKS is usually installed on a server positioned either inside or on the firewall. Computers within the firewall access the SOCKS server as clients to reach the Internet. Netscape lets you set the name and port number of the SOCKS host (server) in the **Network|Proxies** panel. On Windows, the host is specified in the registry (32-bit) or INI file (16-bit).

Sometimes you need to restart Netscape after changing the SOCKS host. Netscape supports version 4 of SOCKS, defined by the socks.cstc.4.1 implementation.

Gopher

When would I use Gopher?

Some information on the Internet is offered through Gopher servers. When you want information that happens to be on a Gopher server, you'll click on a link whose URL begins with **gopher** (or enter the URL in the location field).

Netscape lets you access Gopher servers in the same way you access World Wide Web (HTTP) pages. Though Gopher pages lack rich formatting, menu listings allow you to display content pages or additional menu sublistings.

A menu is presented as a list of links, each link preceded by a small icon indicating the type of resource the link displays. For example, Gopher links can bring you

- menus
- text files
- images
- indexes
- movie and binary files

Gopher indexes use form pages that let you find information on Gopher servers. An index page typically provides an editable field for you to enter a search string and a button for you to submit the form to the Gopher server. Search results are a Gopher menu listing items that match your search criteria.

Some files, such as short digital movies, require the use of Netscape's helper applications. If available, Netscape automatically launches the helper application required by a Gopher link.

FTP

How do I download and upload files using FTP?

By accessing a page whose URL begins with **ftp** (short for file transport protocol), you can navigate directories, view files (including HTML and image files), download software, and upload software. For example, you might use links to FTP server sites for downloading updates to Netscape and helper application software.

Netscape lets you access FTP servers in the same way you access World Wide Web (HTTP) servers. However, you may find the FTP directory and content pages have minimal formatting. When possible, Netscape shows the type, size, date and a short description of each file in a directory. A directory is presented as a list of links, each link often preceded by a small icon indicating another directory or a file. Clicking on a directory link displays a subdirectory. Typically, at the top of a subdirectory is a link that displays the parent directory.

Clicking on a binary file or program automatically downloads the software to a folder (designated in the **General|Helpers** panel) on your computer. After downloading, Netscape automatically looks for a suitable helper application to launch the file. If the necessary helper application is not available, a dialog box asks whether you want to save or discard the downloaded software.

Note that not all files are downloaded using FTP. By using the pop-up menu or by clicking on a link with the Shift key held down (Option key on Macintosh), you produce the dialog box for saving an HTTP page, an image file, or other file type to disk.

After you have accessed an FTP server, you can upload files to the site by dragging and dropping files from the desktop to the Netscape browser. Alternatively, after you've accessed an FTP site, choose the **File|Upload File** menu

item. In the resulting dialog box, select the file on your hard disk that you wish to upload. Note that you must have write access to the FTP server (permission granted from the site) to upload files.

Helper Applications

Where do I find helper applications?

Choose the **Help|Frequently Asked Questions** menu item, click on the Netscape Navigator FAQ link, then click the System Requirements link to find sites for downloading helper application software. To install and configure helper applications (many are already configured), choose the **Options|General|Helpers** menu item to display the **Helpers** panel.

Helper applications expand Netscape's abilities by letting you automatically decompress downloaded applications, listen to sounds, play movies, and get better display of images. Most can be obtained free or as shareware.

Compression: You might find that some programs are stored on the Internet in formats your computer doesn't understand. You'll want to locate a helper application program like PKUNZIP (Windows) or Stuffit Expander (Macintosh) to translate and decompress downloaded software (and other helper applications).

Sounds: Most sound files aren't in a format that your computer can automatically play. To listen to the different types of sound files such as ULAW (common **.au** files), AIFF, and WAV, you'll need to install a helper application that understands them.

Pictures and Movies: Netscape can display GIF, JPEG, and XBM files internally, but you might prefer to use a dedicated image viewer. To have Netscape automatically launch an external viewer, select the **Mime Type** in the list, then choose the radio button **Launch Application**. (On UNIX, you'll use a **.mailcap** file to supply a path and file name.) You'll need a player to view **mpeg** movies.

What are the MIME types used by helper applications?

HTTP servers use HTML formatting. Netscape software has the built-in capability to read HTML-formatted pages (as well as the GIF, JPEG, and XBM graphic file formats). Netscape can interpret many other file formats with the help of external helper applications. To accommodate the file formats requiring helper applications, Netscape keeps a mapping of file formats to helper applications.

MIME (Multipurpose Internet Mail Extensions) is a standardized method for organizing divergent file formats. The method organizes file formats according to the file's MIME type. When Netscape software retrieves a file from a server, the server provides the MIME type of the file. Netscape uses the MIME type to establish whether the file format can be read by the software's built-in capabilities or, if not, whether a suitable helper application is available to read the file.

For servers that do not provide a MIME type with a file, Netscape interprets the file's extension (a suffix appended to a file name). For example, the **.html** extension in the file name **index.html** suggests a file in the HTML format. Likewise, a **.zip** extension suggests a compressed file, an **.rtf** extension suggests a file in the Rich Text Format, and so on. You can view and configure the mapping of all MIME types to helper applications by using the **General|Helpers** panel. (On UNIX, edit your global or personal MIME types file whose pathname is designated.)

Note that on Windows the panel currently lacks a **Delete** button and the ability to assign arbitrary values to file types. If needed, advanced users might want to edit the preferences file directly.

What are MIME, Types files, and Mailcap files?

The MIME protocol is used in Internet communications to transmit documents of varying formats. The protocol handles complexities by establishing a relationship (a mapping) between the format of a document's content and the format of the document's computer representation. Applications using MIME can establish the type of software necessary to interpret the content of a transmitted document. With the proper Helper Application settings and software, Netscape can automatically initiate the necessary actions to provide you access to content transmitted in numerous formats.

On Windows and Macintosh, the mapping of MIME types is handled in the **General|Helpers** panel. On UNIX, the mapping of MIME types uses two kinds of files: a Types file and a Mailcap file (each can be configured with global, default, and personal files).

A Types file maps a file format (on the left) with an identifying file name suffix (on the right). Here's a sample from a **.mime.types** file:

```
application/dvi  dvi

image/jpeg  jpeg

audio/basic  au, wav
```

A Mailcap file maps a file format (on the left) with a software application capable interpreting the format (on the right). Here's a sample from a **.mailcap** file:

```
application/dvi;  dvi-app-name %s

image/*;  xv %s

audio/basic;  audiotool %s
```

As an example, an audio file **mySound.au** plays using the **audiotool** application.

Basic security information

Where can I learn about Internet security?

The Internet security technology developed by Netscape Communications to ensure private and authenticated communications (called SSL, short for Secure Sockets Layer protocol) is an open platform put into the public domain for the Internet community. Netscape Navigator and Netscape's secure servers offer this nonproprietary technology. Choose the **Help|On Security** menu item for an overview of security implementation from Netscape Communications and a specification for the Secure Sockets Layer protocol.

The introductory information in the Netscape Navigator Handbook tells you why you need security on the Internet and how to recognize the security features built into Netscape Navigator.

Can I safely transmit information such as credit card numbers?

You can enter your credit card number on a secure (**https**) Netscape Navigator form and transmit the form over the Internet to a secure server without risk of an intermediary obtaining your credit card information. The security features offered by Netscape Communications technology protects commercial transactions, as well as all other communications, from misappropriation and fraud that could otherwise occur as information passes through Internet computers.

Secure communications does not eliminate all of an Internet user's concerns. For example, you must be willing to trust the server administrator with your credit card number before you enter into a commercial transaction. Security technology secures the routes of Internet communication; security technology does not protect you from unreputable or careless people with whom you might choose to do business.

The situation is analogous to telling someone your credit card number over the telephone. You may be secure in knowing that no one has overheard your conversation (privacy) and that the person on the line works for the company you wish to buy from (authentication), but you must also be willing to trust the person and the company.

Server administrators must take additional precautions to prevent security breaches. To protect your information, they must maintain physical security of their server computers and control access to software passwords and private keys.

How does Netscape's security technology protect me?

The security features built into Netscape Navigator and secure servers protect your Internet communications with:

- Server authentication (thwarting impostors)
- Privacy using encryption (thwarting eavesdroppers)
- Data integrity (thwarting vandals)

Without thorough security, information transmitted over the Internet is susceptible to fraud and other misuse by intermediaries. Information traveling between your computer and a server uses a routing process that can extend over many computer systems. Any one of these computer systems represents an intermediary with the potential to access the flow of information between your computer and a trusted server. You need security to make sure that intermediaries cannot deceive you, eavesdrop on you, copy from you, or damage your communications. The Internet does not provide built-in security.

The SSL protocol delivers server authentication, data encryption, and message integrity. SSL is layered beneath application protocols such as HTTP, SMTP, Telnet, FTP, Gopher, and NNTP, and layered above the connection protocol TCP/IP. This strategy allows SSL to operate independently of the Internet application protocols.

With SSL implemented on both the client and server, your Internet communications are transmitted in encrypted form. Information you send can be trusted to arrive privately and unaltered to the server you specify (and no other).

To what degree can SSL security protect me?

SSL uses authentication and encryption technology developed by RSA Data Security Inc. For example, Netscape Navigator's export implementation of SSL (U.S. government approved) uses a medium-grade, 40-bit key size for the RC4 stream encryption algorithm. The encryption established between you and a server remains valid over multiple connections, yet the effort expended to defeat the encryption of one message cannot be leveraged to defeat the next message.

A message encrypted with 40-bit RC4 takes on average 64 MIPS-years to break (a 64-MIPS computer needs a year of dedicated processor time to break the message's encryption). The high-grade, 128-bit U.S. domestic version provides protection exponentially more vast. The effort required to break any given exchange of information is a formidable deterrent. Server authentication uses RSA public key cryptography in conjunction with ISO X.509 digital certificates.

Netscape Navigator and secure servers deliver server authentication using signed digital certificates issued by trusted third parties known as certificate authorities. A digital certificate verifies the connection between a server's public key and the server's identification (just as a driver's license verifies the

connection between your photograph and your personal identification. Cryptographic checks, using digital signatures, ensure that information within a certificate can be trusted.

To evaluate the strategic and quantitative implications of the SSL implementation of certification and public key technology, consult the **SSL Protocol** specification via the **Help|On Security** menu item.

How can I tell when security is in effect?

You can tell when you have a secure connection by looking at the location (URL) field. If the URL begins with **https://** (instead of **http://**), the document comes from a secure server. To connect to an HTTP server that provides security using the SSL protocol, insert the letter "s" so that the URL begins with **https://**. You need to use **https://** for HTTP URLs with SSL and **http://** for HTTP URLs without SSL. A news URL that starts with **snews**: (the letter "s" inserted in front of **news:**) is used for a document coming from a secure news server.

You can also verify the security of a document by examining the security icon in the bottom-left corner of the Netscape Navigator window and the colorbar across the top of the content area. The icon consists of a doorkey on a blue background to show secure documents and a broken doorkey on a gray background to show insecure documents. The doorkey has two teeth for high-grade encryption, one tooth for medium-grade. Clicking on a doorkey icon displays a dialog containing security information about a document. The colorbar across the top of the content area is blue for secure and gray for insecure.

A mixed document containing secure and insecure information is displayed as secure with insecure information replaced by a mixed security icon. Some servers may permit you access documents insecurely (using **http://**) to view mixed documents in full.

More detailed security information can be found by choosing the **View|Document Info** menu item. Several configurable notification dialog boxes inform you when you are entering or leaving a secure space, viewing a secure document that contains insecure information, and using an insecure submission process. You'll always be warned if a secure URL is redirected to an insecure location, or if you're submitting via a secure form using an insecure submission process.

The security protocol works as an adjunct to other protocols without limiting access capabilities. You can use Netscape Navigator to bring either secure or insecure documents. Online forms can be secure if the submit action is an **https://** URL to a secure server.

You can save a secure document (though secure documents are not cached to disk among sessions). You can also view the HTML source of a secure document. Security affects the transmission of a document without affecting your ability to manipulate the document.

What does the Document Information page tell me?

Choosing the **View|Document Info** menu item produces a page with a document's structure, composition, and security status. Structure information contains the URLs of images contained in the document. Composition information includes location, file MIME type, source, local cache file, modification and expiration dates, content length, and charset. Security information informs you about encryption and certification.

Security status

Tells you the security status of a document. A secure document states the type of public key supported and version information. For example, the medium-grade encryption key suited for U.S. export (RC4-Export, 128-bit with 40 secret) refers to the key size for the RC4 stream encryption algorithm.

Certificate information

The certification process requires that the certificate owner provide certain identifying information:

- The server's fully qualified common or host name (such as: hostname.netscape.com)
- Optional department name
- Legal, registered organization name
- Locality or city the organization resides or is registered in
- State or province name
- Country name

Similar identifying information is provided about the certificate authority responsible for issuing the certificate.

The certificate is identified by:

- Serial number

- Validation start and expiration dates

- Certificate fingerprint (hexadecimal digits)

Are certificates required and where do you get one?

Personal certificates identify you to others on the Internet. They serve as digitally-signed identification cards. Certain sites might require that you present a personal certificate to access their servers.

To learn about personal certificates and how to obtain them, choose **Options|Security Preferences|Personal Certificates** and select the **Obtain New Certificate** button. This displays a page describing certification services and contains links to the certificate authorities that issue personal certificates.

Site certificates identify others on the Internet to you. They are issued to organizations running servers.

To operate using security features, a secure server requires a digitally signed certificate. Without a certificate, the server can only operate insecurely. If you are a server administrator and want to obtain a signed certificate, you need to submit a certificate request to a certificate authority. The process to obtain a site certificate is explained in Netscape's server documentation.

Netscape Communications Corporation does not issue certificates. Certificates are issued by a certificate authority, a third-party organization. Information about certificate classifications and associated service fees can be obtained directly from the certificate authority.

Index

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