

# NETSCAPE NAVIGATOR HANDBOOK

## TUTORIAL

### BEFORE YOU BEGIN

Basics to get you started with Netscape Navigator

### HEARTWARMING INTRODUCTION

Elementary concepts of the Internet explained

### LEARN NETSCAPE

Lessons instructing you on Netscape Navigator functionality

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## REFERENCE

### ONSCREEN FUNDAMENTALS

An overview of the items you see on screen

### MAIL, NEWS, AND BOOKMARKS

The tools for using email, newsgroups, and bookmarks

### PRIMARY MENU ITEMS

An in-depth explanation of each menu item and dialog box

### PREFERENCES PANELS

A guide to the preferences items you can set

### QUESTIONS AND ANSWERS

Inquiries on interesting and advanced topics

## **Handbook: Before You Begin**

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### **Seeing the Internet**

You're going to bring pages of the Internet to your computer screen. 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 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 it 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.

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.tarZ | 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?**

- \* 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 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.

### **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 Directory, Internet Search, and Internet White Pages) 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.

## **Handbook: Heartwarming Introduction**

1. Hey, Ma
2. On to Dad
3. Random access page-turner
4. Sister
5. My Sweetie
6. Who calls?
7. Brother
8. Dad discovers bookmarks
9. My sister, my search
10. Ma and ftp
11. Brotherly morass
12. Pages you can write on
13. Speaking of goats

### **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, Tooe. 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, Tooe, 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; 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 week. 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 find it easier to 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. To go somewhere, just point the mouse over any colored text and click. You can always come back to where you were by clicking on the Back button in this toolbar or selecting Back from the Go menu. 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 Tooley. 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 Internet 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.\* in the location field. After reminding her to press the return key, she got the News window listing all the alt.tv newsgroups and, sure enough, she scrolled down and found the alt.tv.northern-exposure link. Apparently, 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, Tooley. 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, Tooeey? 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, Tooeey. 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 possibilities 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 Oschool 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.

## **Handbook: Learn Netscape**

1. Understanding pages and frames
2. Knowing that every page has a unique URL
3. Finding, starting and stopping links
4. Linking via buttons and menu items
5. Using history and bookmark lists
6. Choosing the screen look
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### **Understanding pages and frames**

Now, 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 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.

### **Knowing that every page has a unique URL**

To understand how a single page is kept distinct in a world of electronic pages, you should recognize its 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.)

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 Go to as soon as you edit the field.

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 manner for interpreting 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.

### **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 of 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 Create 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.

Bookmarks 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 the 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.

### **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 only as a substitution when an image is not loaded.

You can view these images at a later time. To manually load all images that are represented by icons, you can 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.

### **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.

### **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 Option|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.
- \* 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 Windows|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. To preserve your menu changes for subsequent sessions, choose the Options|Save Options menu item.

### **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.

- \* 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.

### **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.

### **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 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 the 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 Backwards 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 take 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.
- \* 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 key (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.

## **Handbook: Onscreen Fundamentals**

1. The Netscape window
2. Window summary
3. Content area, frames, and text fields
4. Security indicators
5. Document information
6. Toolbar
7. 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 information. 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).

### **Window summary**

- \* 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.
- \* Window title bar  
An author of a page specifies the title as part of the page's HTML source text.
- \* 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. 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 to revisit pages, reload pages, load images, open locations, print pages, find text, and stop transfers in progress. You can choose to have the 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, use Internet search and directory tools, participate in newsgroups, and read the handbook.

## **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. A page containing frames is a top-level page (or frameset). Generally, toolbar and menu items affect the top-level page. The pages within each individual frame may have scroll bars. 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 Color 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 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.

\* 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 message result from a variety of situations. 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. 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 you see

- \* 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 following:

- \* 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

### **Toolbar**

- \* **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 preceding 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**

Directory buttons can also be accessed from the Directory or Help menus.

- \* **What's New? (Directory|What's New?)**  
Information describing what's new on the Internet.
- \* **What's Cool? (Directory|What's Cool?)**  
Information describing what's cool on the Internet.
- \* **Handbook (Help|Handbook)**

The Netscape Navigator Handbook online.

\* Net Search (Directory|Internet Search)

A directory of Internet search engines.

\* Net Directory (Directory|Internet Directory)

A master directory of other Internet directories.

\* Software (Help|Software)

Information on Netscape Navigator software upgrades.

## **Handbook: Mail, News, and Bookmarks**

1. Tools for the Internet
2. Message Composition window
3. Mail window
4. Mail toolbar buttons
5. Mail menu items
6. News window
7. News toolbar buttons
8. News menu items
9. Bookmarks window
10. Bookmarks menu items
11. Bookmarks shortcuts and tips
12. Address Book window
13. Address Book 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.

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.

- \* The From field shows your email address.
- \* The Reply To field contains the email address where you want replies to your email sent.
- \* The Mail To contains the email address where you want your message sent.
- \* The Mail Cc field contains the email address where you want a copy of your message sent.
- \* The Mail Bcc field 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
- \* The File Cc field 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.
- \* The Newsgroups field contains the name of the newsgroup where you want to post your news message. If you're posting from a newsgroup listing or message, this field is preset with the name of the newsgroup.
- \* The Followup To field contains the name of the newsgroup where you want replies to your message posted.
- \* The Subject field 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.
- \* The Attachment field 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.

Here are the Message Composition buttons:

- \* 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 for distribution 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 if you want your attachment sent as ordinary 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.

Here are the Message Composition menu items:

- \* 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.
- \* Options|Mail and News Preferences (Same as the Options menu item in the Netscape, Mail, or News window.)
- \* 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 email 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 Mail 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.
- \* 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.

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 buttons**

- \* Get Mail  
Connect to the mail server and bring any available mail messages into the Inbox.
- \* Delete  
Puts the currently selected message in the message heading field 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
  - New Web Browser creates a new Netscape 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 produces a dialog box for saving 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 in the Outbox folder for deferred delivery.

Empty Trash Folder permanently removes messages placed in the Trash folder.

Compress This 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

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.

Select Thread selects all messages in the current thread.

Select Flagged Messages selects messages in the current thread that are designated in the Mark column of 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

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.

Load Images displays the images of the current message if they have not been automatically loaded.

Refresh redraws the current message.

Reload brings the message from the server again.

Document Source produces a View Source window showing 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 to 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

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 messages 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

Next Message displays the next message listed in the message heading 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

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 All Headers, when checked, displays full header information including Return Path, Received, Message ID, and Content Type. When unchecked, the message content pane displays only the basic address fields.

Document Encoding lets you select which character set encoding a document uses when document encoding is either not specified or unavailable.

Save Options 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 the Window|News menu item to display the News window. The 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 mail 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.

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

#### **News toolbar buttons**

- \* 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.
- \* 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
  - 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 (UNIX only) 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
  - 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

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.

Load Images displays the images of the current message if they have not been automatically loaded.

Refresh redraws the current message.

Reload brings the message from the server again.

Document Source produces a View Source window showing 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 to 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

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.

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

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 Unreaddisplays 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

Show Subscribed Newsgroups, when checked, displays only newsgroups in your subscription list.

Show Active Newsgroups, when checked, displays only subscribed newsgroups with new messages.

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 All Headers, when checked, displays full header information including Return Path, Received, Message ID, and Content Type. When unchecked, the message pane displays only the basic address 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 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.

### **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.

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

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**

The Bookmarks window offers the following menu items:

- \* File|Open lets you select a bookmarks file to use as your active bookmarks file.
- \* 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.
- \* File|Save As saves the active bookmarks file as an HTML-formatted page. Enter a file name of your choosing, then press OK to create a bookmarks file.
- \* 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 bookmarks. After the check, a dialog tells you how many pages were reached and how many have changed.
- \* File|Close closes the bookmark window while saving the current list.
- \* File|Quit (Macintosh only) exits the Netscape application.
- \* Edit|Undo-Redo reverses the previous action.
- \* Edit|Cut removes the current selection and places a copy on the clipboard. If the selection includes a folder, the folder's contents are also included.
- \* Edit|Copy places a copy of the current selection on the clipboard. If the selection includes a folder, the folder's contents are also included.
- \* Edit|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.
- \* Edit|Delete removes the current selection. If the selection includes a folder, the folder's contents are also removed.
- \* Edit|Select All (Macintosh only) highlights all items in the window.
- \* Edit|Find Searches for items in the bookmark list (both titles and URLs). When a match is found, the item is selected.
- \* Edit|Find Again performs the Find command again.
- \* Item|Properties displays the Bookmark Properties window for a selected bookmark or header. It's only possible to see one properties window at a time.
- \* 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.
- \* Item|Sort Bookmarks arranges bookmark items in alphabetical order.
- \* Item|Insert Bookmark lets you add a new bookmark below the current selection in the list. You'll see the Bookmarks 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.
- \* Item|Insert Folder lets you add a new folder (and corresponding menu header) below the current selection. You'll see the Bookmarks Properties window, where you enter the name of the new folder (temporarily titled in theName 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|Insert Separator creates a separator line below the current selection in the list
- \* Item|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.

- \* Item|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.
- \* Item|Set to Bookmark Menu Folder limits the bookmarks that appear under 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.

## **Bookmarks 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 and drop 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.
- \* Internet shortcuts: On Windows 95, drag and drop a link from a Netscape page to the desktop to create an Internet shortcut for a specific 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**

Menu items specific to the Address Book window work as follows

- \* File|New Mail Message displays the Message Composition window for writing a new mail message to selected users.
- \* File|Import lets you append the contents of an address book file (an HTML-formatted page) into the active address book file.
- \* 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.
- \* File|Close closes the Address Book window while saving the current list.
- \* File|Quit (Macintosh only) exits the Netscape application.
- \* Edit|Undo-Redo reverses the previous action.
- \* Edit|Cut-Copy-Paste (Macintosh only) performs the standard editing features.
- \* Edit|Delete (Delete Address on Macintosh) removes the current selection. If the selection includes a folder, the folder's contents are also removed.
- \* Edit|Find lets you search for items in the Address Book list (both names and addresses).
- \* Edit|Find Again performs the Find command again.
- \* Item|Add User lets you create a new email address entry. You can enter an abbreviated name in the Nickname field that serves 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.
- \* Item|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). You have the option of adding information to the Description field.
- \* Item|Properties (Edit Address Book Entry on Macintosh) lets you edit the information of the selected address or folder.



## Handbook: Primary Menu Items

1. File
2. Edit
3. View
4. Go
5. Bookmarks
6. Options
7. Directory
8. Window
9. Help
10. Pop-up Menu

### File

- \* 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) to screen.
- \* 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 FTP 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

- \* 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**

- \* 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.
- \* 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).

## Go

\* Back

Displays the previous page in the history list. A history list references a hierarchy of pages you have viewed.

\* Forward

Displays the next page in the 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.

## Bookmarks

\* 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 the section on Mail, News, and Bookmarks

\* Go to Bookmarks (Windows only)

Displays the Bookmarks window (the same as choosing Window|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.

## Options

\* 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 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.
- \* 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.
- \* Save Options  
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**

- \* 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.
- \* Netscape Galleria  
A directory of online services and content offerings from Netscape server customers.
- \* Internet Directory  
A master directory of Internet sites and other Internet directories.
- \* 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.
- \* Internet White Pages  
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.

## **Windows**

- \* 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 (See Balloon Help or Apple menu on Macintosh)**

- \* 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.
- \* 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 Menu**

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.

\* Back (or Back in Frame) (Same as Go|Back item)

Displays the previous page in the history list.

\* Forward (or Forward in Frame) (Same as Go|Forward item)

Displays the next page in the 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).

\* Copy this Link Location

Copies the specified page location (URL) to the clipboard.

\* Open this Image (filename)

Displays the specified image.

\* Save this Image as...

Saves the specified image to disk (instead of displaying on screen).

\* 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.)

\* Create 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.

## Handbook: Preferences Panels

1. General Preferences|Appearance
2. General Preferences|Applications
3. General Preferences|Colors
4. General Preferences|Fonts
5. General Preferences|Helpers
6. General Preferences|Images
7. General Preferences|Language
8. Mail and News Preferences|Appearance
9. Mail and News Preferences|Composition
10. Mail and News Preferences|Servers
11. Mail and News Preferences|Identity
12. Mail and News Preferences|Organization
13. Network Preferences|Cache
14. Network Preferences|Connections
15. Network Preferences|Proxies
16. Security Preferences|General
17. Security Preferences|Site Certificates

### General Preferences |Appearance

All the settings in this panel affect how Netscape will look when you first start it. You can return to this panel at any time to further personalize the Netscape application.

You can customize our toolbar look with the Toolbar radio buttons: Pictures, Text, or Pictures and Text. The default is Pictures.

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 first setting, Underlined is checked by default. This ensures that text links in content areas are underlined. The Followed Links settings let you decide when a given followed link (a URL that you've gone to) expires. The color of a followed link will revert to the color of an unfollowed link based on your selection. Expire After 30 Days is set by default. Choosing Never Expire means your links will always stay as a followed one. The Expire After choice lets you determine how many days pass before followed links revert to unfollowed ones.

### 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.)

### **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.

### **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.

## **General Preferences |Helpers**

Choose the Help|Release Notes menu item for platform-specific details and to find sites for downloading helper application 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 capable of reading the file.

The Helpers dialog box lets you examine and configure how a file's format maps to a helper application. The dialog box 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.

Below the helper applications listing are text fields and buttons that allow you to configure new helper applications or reconfigure current ones. You can add or modify information such as file extensions or actions associated with a helper application, 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.
- \* The Subtype field further classifies the technical format of the selection.
- \* The File Extensions (Extensions) on Macintosh) 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) button to produce the Configure New MIME Type dialog box with two text fields for you to enter a MIME type and MIME subtype. Clicking the OK button of the New Type dialog verifies the data and, if valid, adds the file information to the list.
- \* (Macintosh only) The application associated with the current selection is listed. Click the Browse button to select an associated application. Choose the application's default file type from the File type pop-up menu.

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

- \* View in Browse (Use Netscape as Viewer on Macintosh and UNIX) opens

the downloaded file in the content area if the file's format is supported.

- \* Save to Disk (Save on Macintosh) produces a dialog box for saving a file to disk after the file is downloaded.
- \* Unknown: Prompt User causes a notification to the user.
- \* Launch Application 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.

### **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.

### **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.

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

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.

### **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.

### **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.

- \* 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. Messages with older dates can be transferred in blocks by clicking on links available at the start of a message listing.

### **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. (For example, sk@netscape.com is your sending email address, but maybe sk@aol.com is your receiving email address.) 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 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.

## **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.

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

## **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 (Check Documents on Macintosh) button 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.

## **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.

## **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 configuration and press the View button to display a dialog box. If you have a configuration 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

Configuration 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 server inside the firewall. To bypass the firewall's restriction, you must set the No Proxy for field to include 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.

### **Security Preferences |General**

At the top of this panel is a setting for Java users. You can check the Disable Java check box to disallow the automatic execution of Java applets.

The ensuing 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.

### **Security Preferences |Site Certificates**

Site certificates identify others on the Internet to you. For example, when you submit information in a form, your site certificate allows you to know the information that you send goes to the certificate owner and no one else.

You can obtain numerous site certificates. Each certificate represents a site or certificate authority. With the certificate, you can verify that the content of the certificate identifies the persons with whom you wish to communicate.

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 information describing the owner of the certificate, the issuer of the certificate, and certificate identification. In addition, you can specify whether to allow connections to sites certified by a particular certificate authority and whether to issue warning messages before sending information to such sites.

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 change information about a selected certificate.
- \* Press the Delete Certificate button to remove a certificate from the list.

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