

Easy Reference

PPP

Eudora

Enhanced Mosaic

NewsWatcher

Fetch

TurboGopher

MicroPhone Telnet

INTERNET VALUE

EASY INTERNET ACCESS FOR MACINTOSH

Internet Valet

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Internet Valet

Internet Valet serves all your Internet needs on the Macintosh by bringing together a variety of easy to use Internet tools and placing them conveniently on a single palette. Once you have obtained Internet service, Internet Valet Setup will configure the programs on the palette for you.

With Internet Valet, you are only a few mouse-clicks away from the Internet using these well-known Macintosh programs: PPP, Eudora, Enhanced Mosaic, NewsWatcher, Fetch, TurboGopher, and MicroPhone Telnet.

Starting Internet Valet

1 **Double-click the Internet Valet icon.**

The Internet Valet icon is located in the Internet Valet Folder.



Internet Valet will start and you will see your palette of Internet programs. These programs are often referred to as “clients.”

Using Internet Valet

To use one of the programs in Internet Valet, just double-click its icon on the palette.



Note: These programs will not work properly until you have connected to the Internet. Internet Valet comes with PPP to establish an Internet connection using a modem.

Internet Valet will also work with any TCP/IP connection via network or SLIP. If you have this type of Internet connection, you should connect as you normally would without using the PPP portion of Internet Valet.

PPP

PPP is the way your Macintosh connects directly to the Internet with your modem. Before you can use other programs on the palette, you must connect to the Internet.

PPP was created at the University of Michigan and is licensed from Merit Network, Inc.

Starting PPP

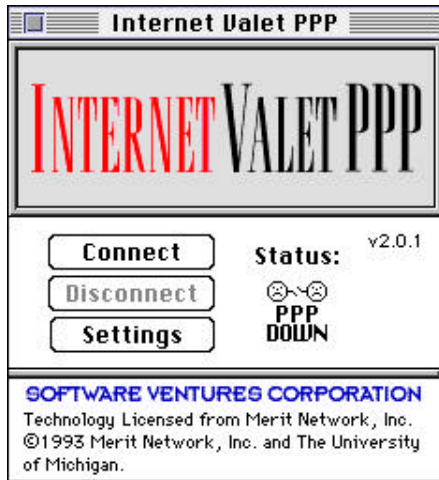
- 1 **Double-click the PPP icon.**



PPP will start and its window will appear.

Connecting to the Internet

- 1 **Click the Connect button.**



PPP will attempt to connect to your Internet service.

- 2 **If the PPP connection has been established successfully, you can close the PPP window by clicking the close box in the upper left corner of the window.**



Once PPP is up, you can access the various features of the Internet with the other clients on the palette.

Note: If your modem does not dial, then there may be a problem between your Macintosh and the modem. If the modem dials, but PPP status remains down, there may be a problem with your Internet configuration or your Internet service provider.

Disconnecting from the Internet

- 1 **Double-click the PPP icon on the palette.**
- 2 **Click the Disconnect button.**

PPP will disconnect from your Internet service and hang up your modem.

PPP Settings

Clicking the Settings button will display PPP's settings. Internet Valet Setup configures PPP for you automatically, so you should not change the settings unless you know that it is necessary.

Note: For advanced users, the original Config PPP control panel is located in the Internet Valet Extras folder in the Internet Valet Folder.

Network and SLIP Connections

Internet Valet will also work with any TCP/IP connection via network or SLIP. If you have this type of Internet connection, you should connect as you normally would without using the PPP portion of Internet Valet.

Once you are connected, you can use any of the other programs on the Internet Valet palette.

Eudora

Eudora offers a simple interface for sending and receiving electronic mail messages (email). It is one of the most popular programs for Internet email on the Macintosh.

This freeware version of Qualcomm's Eudora has been licensed by Software Ventures Corporation.

Starting Eudora

1 Double-click the Eudora icon.

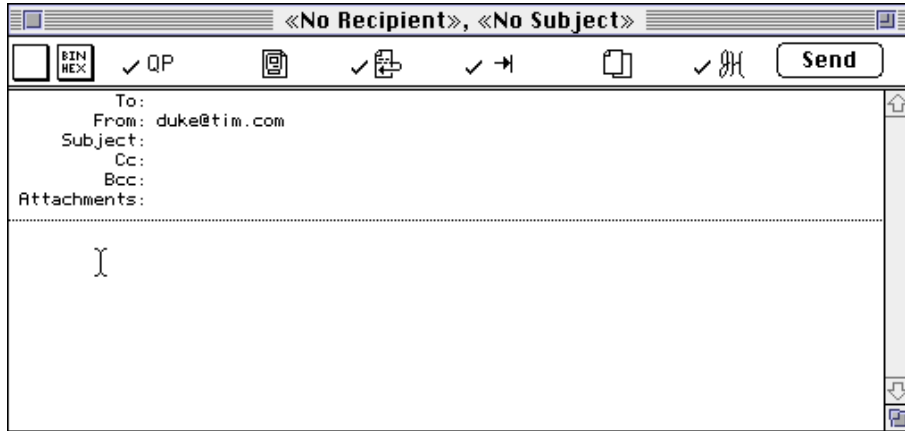


Eudora will start and display whatever windows were open when it was last quit.

Creating a New Message

1 Select New Message from the Message menu.

A window will appear in which you can compose a new message.



Note: For information about the buttons above the address header, use Balloon Help by selecting Show Balloons from the Help menu.

2 In the To field, type the email address of the recipient.

To address the message to more than one recipient, use a comma to separate email addresses.

Note: You can also address the message to other recipients in the Cc (carbon copy) and Bcc (blind carbon copy) fields.

3 In the Subject field, type the subject of your message.

Note: Eudora fills in the From field for you. To change your email address, select Settings from the Special menu, click the Personal Information icon, and fill in the “Return address” field.

4 In the message area, compose your message.

You can type and edit the body of your message normally with your keyboard and mouse.

5 To send your message, click the Send button.

A window will display the status of the message. If you wish to cancel sending, click Stop.

Note: You can also save the message without sending it by selecting Save from the File menu. This will save the message to your Out mailbox, where you can resume working on it later.

Attaching a File to a Message

When composing a new message, you can attach a file to it. However, it is up to the recipient to extract the file from your message.

1 Select Attach Document from the Message menu.

The message to which you are attaching the file must be the frontmost window.

2 In the file dialog, locate the file you wish to attach and click Open.

The path and filename of the attachment will appear in the message header in the Attachments field.

Note: You can attach more than one file to a message by repeating these steps.

Checking for New Messages

Before you can read incoming email messages on your Macintosh, Eudora must get them from your Internet service provider's POP mail server.

1 **Select Check Mail from the File menu.**

If you have not yet checked for new messages this session, Eudora will prompt you for your password.

2 **When prompted for your password, enter the password for your email account and click OK.**

If you have a shell account, the password for your email account is usually the same.



Note: If you would like Eudora to always remember your password, select Settings from the Special menu, click the Checking Mail icon, and check the "Save password" checkbox.

- 3 **Eudora will tell you whether or not you have any new messages. Click OK.**



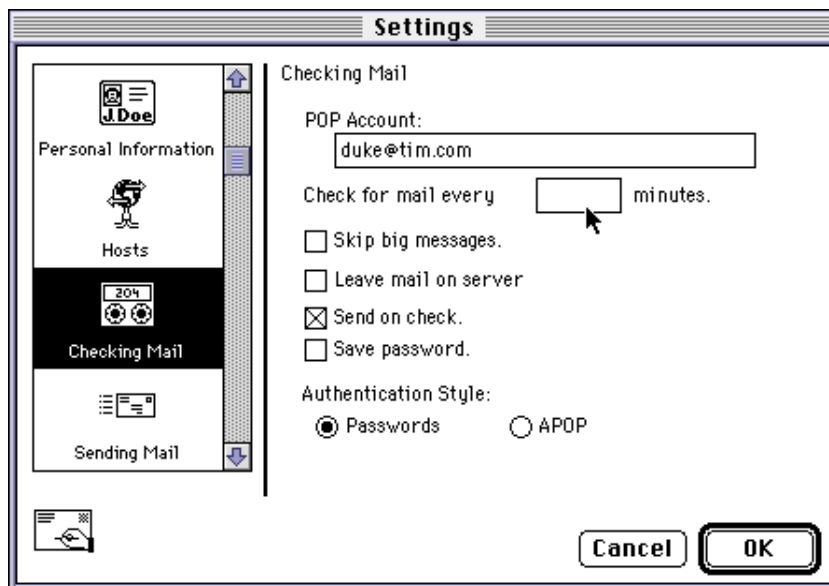
If there is new mail, Eudora will open your In mailbox for you.

Note: Once Eudora has successfully retrieved your messages, it will delete them from the POP server to save space. If you do not want Eudora to do this, select Settings from the Special menu, click the Checking Mail icon, and check the "Leave mail on server" checkbox.

Auto-Checking for New Messages

Eudora can automatically check for new messages, even when it is running in the background. To do this, you must set how often you would like Eudora to check for new messages.

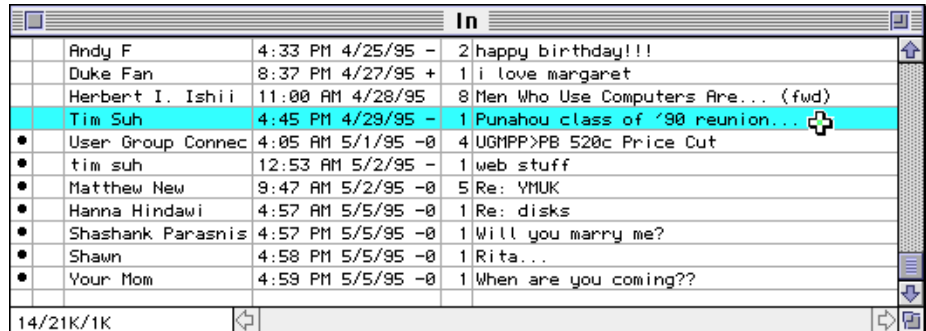
- 1 **Select Settings from the Special menu.**
- 2 **Click the Checking Mail icon.**



- 3 **Specify how often (in minutes) you wish Eudora to check for new messages and click OK.**

Reading a Message

To read an email message in any mailbox, just double-click the message. All incoming messages are stored in the In mailbox.



Attachments to incoming messages are processed automatically and stored in the Attachments Folder in the Eudora Folder in your System Folder.

Printing a Message

1 In a mailbox, select the message(s) that you wish to print.

To select more than one message, hold down the command key when clicking the mouse.

Note: If you are already reading the message you wish to print, just select Print from the File menu.

2 Select Print from the File menu.

Note: You can also save an email message as a text file on your Macintosh by selecting Save from the File menu.

Deleting a Message

You can delete messages that you do not wish to keep. This will save space on your hard disk as well as keep your mailboxes from becoming cluttered.

1 In a mailbox, select the message(s) that you wish to delete.

To select more than one message, hold down the command key when clicking the mouse.

Note: If you are already reading the message you wish to delete, just select Delete from the Message menu.

2 Select Delete from the Message menu.

This will move the message(s) to the Trash mailbox. To recover a message from the Trash mailbox, you can transfer it back to another mailbox. For more information, see the section Using Mailboxes.

3 To permanently erase all the messages in your Trash mailbox, select Empty Trash from the Special menu.

Note: Be sure that you are selecting Empty Trash from Eudora's Special menu. Selecting Empty Trash from the Finder's Special menu will not empty your Trash mailbox.

Replying to a Message

You can respond to a message you have received by replying to it. Replying can be more useful and more convenient than creating a new message for your response.

1 If you are reading the message to which you wish to respond, select Reply from the Message menu.

You may also select Reply from the Message menu when you select a message in a mailbox.

Note: You cannot reply to a message in your Out mailbox.

2 Compose your reply.

The body of the message to which you are replying is automatically included. These lines are prefaced with a > symbol and can be modified just like normal text. You should compose your reply above these lines or insert your comments between them.

3 Click the Send button to send your reply.

Note: You can also save the message without sending it by selecting Save from the File menu. This will save the message to your Out mailbox, where you can resume working on it later.

Forwarding/Redirecting a Message

You can pass on a message you have received to other people by forwarding or redirecting it. Forwarding is useful when you want someone else to have a copy of a message you received. Redirecting is useful when you receive a message that you feel is intended for someone else.

1 **If you are reading the message you wish to pass on, select Forward or Redirect from the Message menu.**

You may also select Forward or Redirect from the Message menu when you select a message in a mailbox.

2 **In the To field, type the email address of the recipient.**

To address the message to more than one recipient, use a comma to separate email addresses. You can also address the message to other recipients in the Cc (carbon copy) and Bcc (blind carbon copy) fields.

Note: When redirecting, the From field displays the original sender's address by way of your address. A reply by a recipient of your redirected message will only go to the original sender.

3 **Edit the message.**

The body of the message being forwarded or redirected is automatically included and can be edited just like normal text. The lines of a forwarded message are prefaced with a > symbol. The lines of a redirected message are not prefaced with a > symbol.

4 **When you are finished, click the Send button.**

Note: You can also save the message without sending it by selecting Save from the File menu. This will save the message to your Out mailbox, where you can resume working on it later.

Using Mailboxes

Eudora organizes and stores your email messages in mailboxes. To move a message from one mailbox to another, select the message you wish to move and, from the Transfer menu, select the mailbox to which you wish to move it. Transferring a message to New will allow you to create a new mailbox.

In mailbox

The In mailbox is where all incoming messages are stored. To open your In mailbox, select In from the Mailbox menu. Unread messages are marked with a bullet in the leftmost column.

Out mailbox

The Out mailbox is where messages you have created are stored when you save them. These could be messages you plan to resume or they could be messages that are queued to be sent at a later time. To open your Out mailbox, select Out from the Mailbox menu. Sendable messages are marked with a bullet in the leftmost column. Sent messages are marked with an “S” in the leftmost column.

Trash mailbox

Deleted messages are moved to the Trash mailbox. If you change your mind about deleting a message, you can transfer it back to another mailbox. To open the Trash mailbox, select Trash from the Mailbox menu. To permanently erase the messages in your Trash mailbox, select Empty Trash from the Special menu.

Other mailboxes

You can create your own mailboxes to sort and archive your messages. To create and organize your mailboxes, see the sections Creating Mailboxes and Managing Mailboxes.

Creating Mailboxes

There are two ways to create a new mailbox. The easier way is described here. The other way is described in the section Managing Mailboxes.

- 1 When you wish to save a message to a new mailbox, select New from the Transfer menu.**

You will be prompted to name the mailbox.



- 2 Type in the name for the new mailbox.**

You can create a mailbox without moving the message by checking the "Don't transfer, just create mailbox" checkbox.

Note: You can also create folders to further sort your mailboxes. To create a folder instead of a mailbox, check the "Make it a folder" checkbox.

- 3 Click OK.**

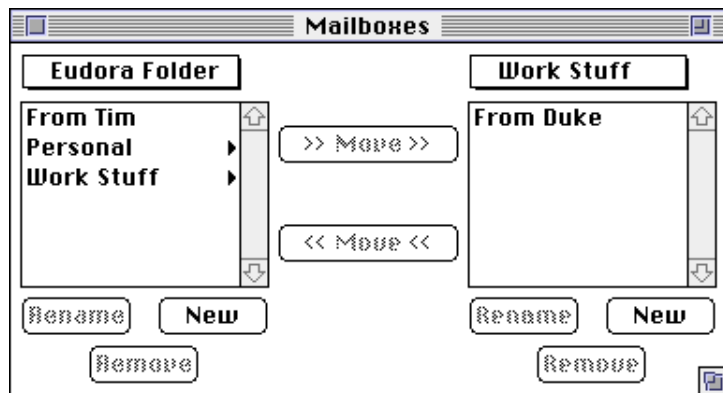
The new mailbox will be created and will be available in the Mailbox and Transfer menus.

Managing Mailboxes

The Mailboxes window lets you create and organize mailboxes.

1 **Select Mailboxes from the Window menu.**

The Mailboxes window will appear, allowing you to organize your mailboxes. The two sub-windows allow you to move mailboxes between folders by selecting an item and clicking the corresponding Move button.



2 **To create a new mailbox, click the appropriate New button.**

Click the New button on the side which shows the location in which you wish to make the new mailbox. To create a new folder, click the New button and check the “Make it a folder” checkbox.

3 **To rename or remove a mailbox, select it and click the Rename or Remove button.**

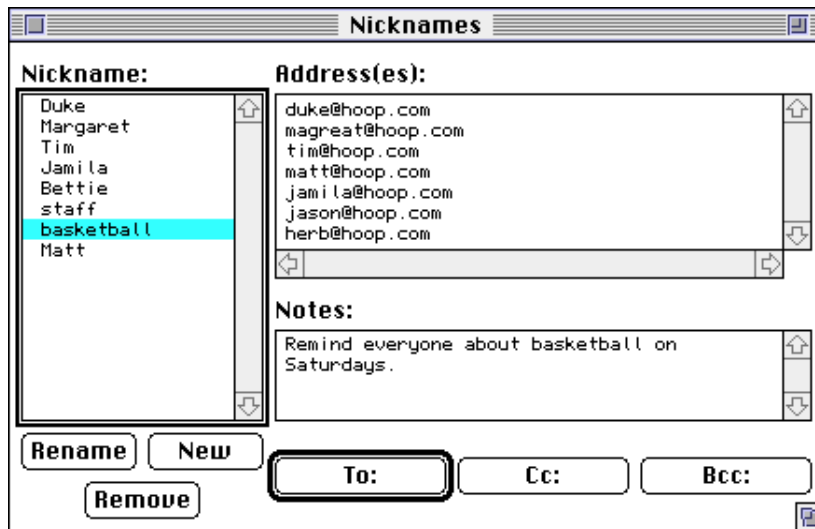
4 **When you are finished in the Mailboxes window, click the close box in the upper left corner of the window.**

Using Nicknames

Eudora can keep a list of nicknames which correspond to email addresses that you commonly use. You can also create a group by assigning multiple email addresses to a nickname.

1 Select Nicknames from the Window menu.

The Nicknames window will appear.



Type the email addresses for a nickname in the Address(es) field.
Type any notes you wish in the Notes field.

2 To add a nickname, click New.

In the New Nickname window, type a name for the nickname and click OK. The new nickname will appear in the Nickname field.

Note: You can also add a nickname to the recipient list by checking the “Put it on the recipient list” checkbox in the New Nickname window. For more information about using the recipient list, see the section Using Recipients.

- 3 To rename or remove a nickname, select the nickname and click the Rename or Remove button.**
- 4 To send a message to a nickname, select the nickname and click the To button.**

This will create a new message addressed to the address(es) for the nickname. You can also click the Cc and Bcc buttons to address the message with the nickname as a carbon copy or blind carbon copy.
- 5 When you are finished in the Nicknames window, click the close box in the upper left corner of the window.**

Using Recipients

In the Message menu, the submenus New Message To, Reply To, Forward To, and Redirect To will start a new message to the recipient specified.

To add a recipient to the available list, highlight any email address in any text area and select Add as Recipient from the Special menu. Be sure that you highlight only the email address and that the address is complete.

You can also add a nickname to the recipient list by checking the “Put it on the recipient list” checkbox when creating a new nickname. For information about creating nicknames, see the section Using Nicknames.

To remove a recipient from the list, select the recipient to be deleted from the Remove Recipient submenu in the Special menu.

Eudora Settings

Select Settings from the Special menu to display the Settings window. Select a category by clicking an icon from the list on the left side of the Settings window (use the scroll bar to see additional icons). Categories are: Getting Started, Personal Information, Hosts, Checking Mail, Sending Mail, Attachments, Fonts & Display, Getting Attention, Replying, and Miscellaneous. For a description of Eudora's settings options, please consult the online documentation.

Online Documentation

Balloon Help is available for Eudora by selecting Show Balloons from the Help menu. The Help menu is the question mark on the right side of the menu bar. You can also find additional assistance by selecting More Help in the Help menu.

Enhanced Mosaic

Enhanced Mosaic is a graphical Web browser that enables you to visit sites on the World Wide Web (WWW).

The original Mosaic was the first Internet Web browser. This enhanced version of Mosaic is made by Spyglass, Inc.

Starting Enhanced Mosaic

1 Double-click the E-Mosaic icon.



Enhanced Mosaic will start and allow you to open a connection to the Software Ventures Internet Valet home page.

Note: If E-Mosaic fails to connect, there may be a problem with your Internet connection or the Software Ventures Web server may be temporarily busy or unavailable.

Navigating Web Pages

Hyperlinks

Hyperlinks are clickable text or image items on a Web page. Clicking on a hyperlink will take you to another Web page. Text hyperlinks are highlighted and sometimes underlined, and image hyperlinks are surrounded by a colored border. E-Mosaic displays hyperlinks as blue and visited links as green.

Note: On black and white monitors, only the underlines are distinguishable.

E-Mosaic Buttons



The buttons above the Web page are shortcuts for commands in Enhanced Mosaic's menus. You can point to a button with your mouse, and E-Mosaic will display its corresponding command.



Arrows

Click these buttons to move between the pages you have visited in a session. The left arrow button returns to the page opened prior to the current page. The right arrow button takes you to the page opened after the current page.



Home Page

Click the house button to return to your home page. To change your default home page, see the section Changing Your Home Page.



Open URL

Click this button to open a Web page by specifying its URL. This is described in the section Connecting with a URL.



Open File

Click this button to open a Web page stored on your Mac.



Reload Document

Click this button to reload the current page.



Load Images

Click this button to load any unloaded images.



Find and Find Again

Click these buttons to search for text within the current page. The Find Again button repeats the previous find.



Print and Save

Click these buttons to print or save the current page.



Hotlist

Click the Hotlist button to display the Hotlist window. Click the Hotlist Plus button to add the current page to the hotlist.



Help

Click this button to open the E-Mosaic help page.



Stop

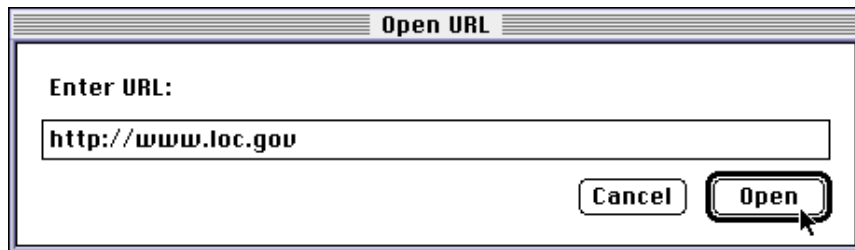
Click this button to stop whatever E-Mosaic is doing.

Connecting with a URL

Web pages and other items on the Internet have a unique URL (Uniform Resource Locator). If you know the URL of a Web page which you would like to visit, E-Mosaic can connect directly to it.

- 1 Select Open URL from the File menu or click the Open URL button.**

You will be prompted to type in a URL.



- 2 Type in the URL of the Web page.**

A Web page URL should look like
http://servername/path/filename

- 3 Click Open.**

E-Mosaic will attempt to connect to the URL you have specified.

Using the Hotlist

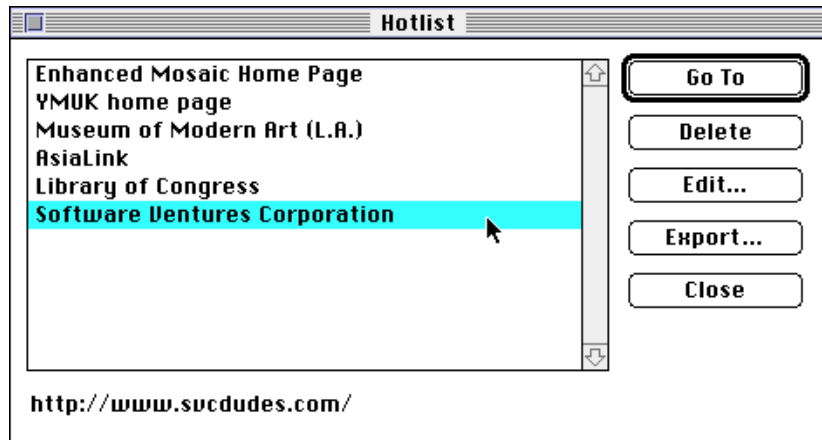
Enhanced Mosaic can keep a hotlist of your favorite Web pages.

- 1 **To add a Web page to a hotlist, select Add Current To Hotlist from the Navigate menu or click the Hotlist Plus button.**

This adds the current Web page to your hotlist.

- 2 **To view your hotlist, select Hotlist from the Navigate menu or click the Hotlist button.**

The Hotlist window will appear.



- 3 **To connect to a hotlist item, just double-click it.**

You can also select a hotlist item and click the Go To button.

- 4 **To edit a hotlist item, select it and click Edit.**

You can change the Title and URL of the hotlist item.

Note: You can also delete items by clicking the Delete button.

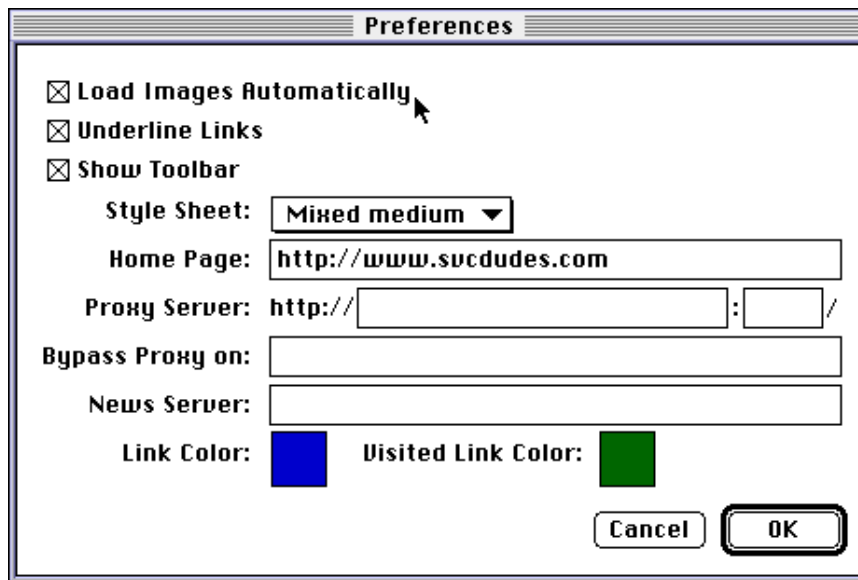
- 5 **To close the Hotlist window, click Close.**

Turning Off Graphics

By default, Enhanced Mosaic automatically loads all graphics for each Web page before displaying any of them. If you do not want to see any graphics, you can save time by having E-Mosaic not load them automatically.

1 Select Preferences from the Edit menu.

The Preferences window will appear.



2 Uncheck the Load Images Automatically checkbox.

To turn graphics back on, check the “Load Images Automatically” checkbox.

Note: You can always load images manually. To load all images on a page, click the Load Image button. To load an individual image, double-click its place-holder.

Changing Your Home Page

The Web page that E-Mosaic opens at startup is your home page. You can change the home page to be your favorite starting point.

1 **Select Preferences from the Edit menu.**

The Preferences window will appear.

2 **In the Home Page field, type the URL of the Web page you wish to use as your home page and click OK.**

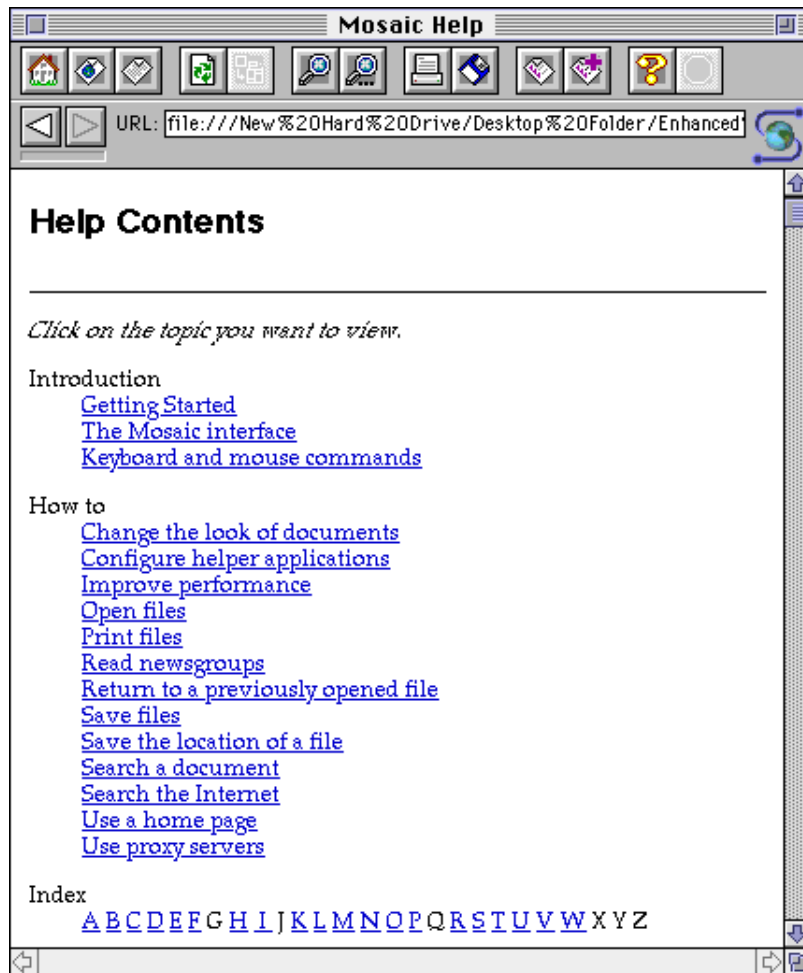
E-Mosaic will now use the specified URL as your home page.

Note: If you leave the Home Page field blank, E-Mosaic will open the file **initial.html** located in the E-Mosaic Folder.

Online Documentation

Balloon Help is available for Enhanced Mosaic by selecting Show Balloons from the Help menu. The Help menu is the question mark in the upper right of the menu bar.

A help page is also available by selecting Enhanced Mosaic Help from the Help menu or by clicking the Question Mark button.



NewsWatcher

NewsWatcher provides an interface for you to read and post articles on Usenet newsgroups. There are thousands of different newsgroups on the Internet that discuss a diverse range of topics.

NewsWatcher was created at Northwestern University and is the most popular news reader for the Macintosh.

Starting NewsWatcher

1 Double-click the NewsWatcher icon.



NewsWatcher will start and automatically open a connection to your news server. The Full Group List and the Subscribed Newsgroups window will appear. If there are any new newsgroups since the last time you used NewsWatcher, they will be displayed in the New Groups window.

Note: If NewsWatcher fails to connect, there may be a problem with your Internet connection or your news server may be temporarily unavailable.

Subscribing to Newsgroups

You must subscribe to a newsgroup in order to keep track of which articles are new.

1 **In the Full Group List, select the newsgroup(s) to which you wish to subscribe.**

To select more than one newsgroup, hold down the command key when clicking the mouse.

2 **Select Subscribe from the Special menu.**

This will add the newsgroup(s) to the Subscribed Newsgroups list. To remove a newsgroup, select it in the Subscribed Newsgroups window and select Unsubscribe from the Special menu.

Note: You can make more newsgroup lists in addition to the Subscribed Newsgroups list. However, you cannot select Subscribe from the Special menu when more than one newsgroup list is open.

3 **Select Save from the File menu.**

You must save the Subscribed Newsgroups list before quitting NewsWatcher.

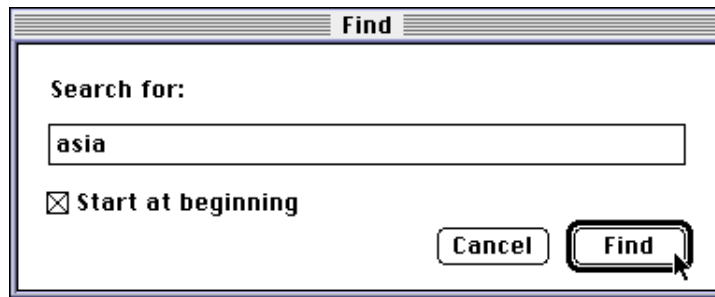
Note: To open other newsgroup lists which you have created, select Open from the File menu in NewsWatcher. You can also double-click any newsgroup list icon in the Finder to start NewsWatcher with that newsgroup list.

Finding a Newsgroup

You can try to find a news topic by searching for keywords in the names of newsgroups.

- 1 **When the Full Group List is the frontmost window, select Find from the Edit menu.**

The Find window will appear.



- 2 **Type the keyword(s) you wish to search for and click Find.**

Make sure that the checkbox “Start at beginning” is checked in order to search the entire window.

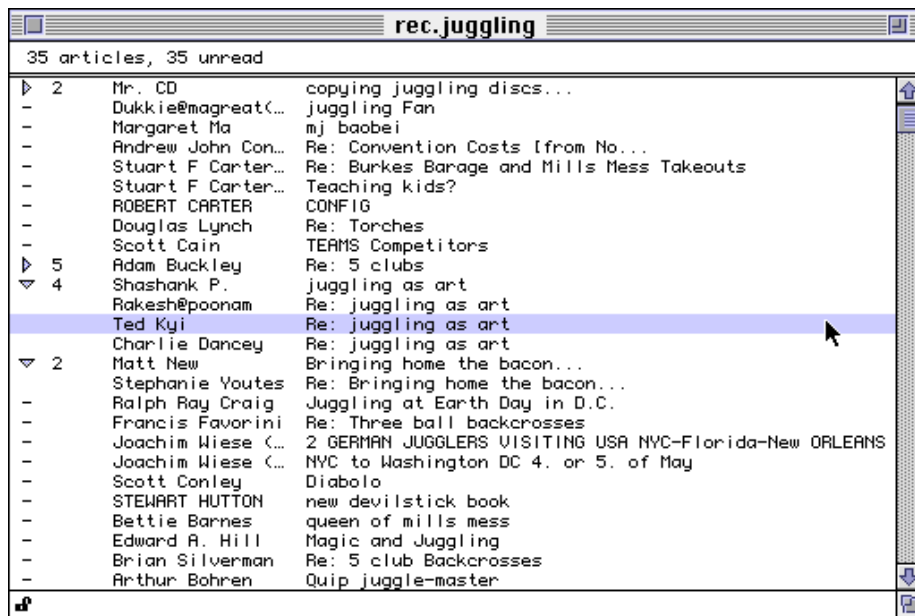
Note: Find will search for text in the frontmost window. You can use Find to search for text in a newsgroup window or in an article. If you are searching for keywords in an article’s header, such as the subject, you should use the Search command described in the section Searching News Articles.

Opening a Newsgroup

To read the articles in a newsgroup, you must first open the newsgroup.

- 1 **From the Subscribed Newsgroups window, double-click the newsgroup you wish to read.**

A window will appear with the name of the newsgroup as its title.

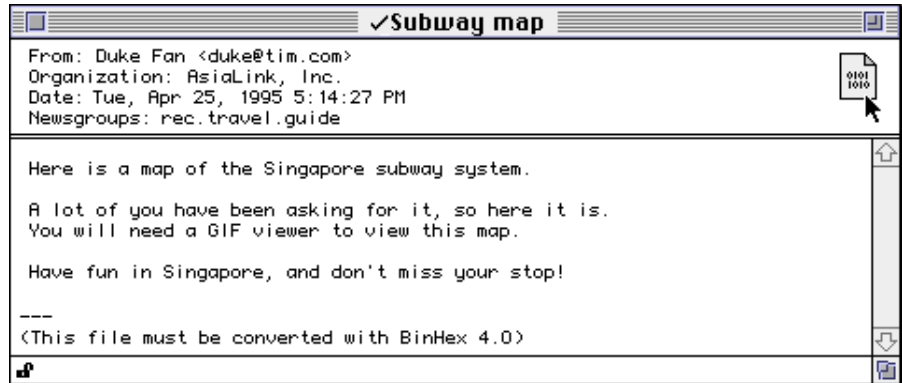


Note: If you open a newsgroup from the Full Group List, all of the articles in that newsgroup will be displayed, and you will not be able to mark the articles you have read.

Reading a News Article

- 1 **In a Newsgroup window, double-click the article you wish to read.**

A window will appear with the subject of the article as its title.



Note: In the newsgroup window, some articles have turndown triangles followed by a number which indicates the number of replies posted to that article. Click the triangle to display the replies.

- 2 **To reply to an article, select Reply from the News menu.**

To compose and send your reply, see the section Posting News.

Note: You can also forward or redirect the article as a message by selecting Forward or Redirect from the News menu.

- 3 **If you do not want to read an article select Mark Read from the News menu.**

NewsWatcher retrieves and displays only those messages that you have not read. Marking an article as read will keep NewsWatcher from retrieving it again, even though you haven't really read it. This is useful for filtering old messages that you do not want to read from new messages.

Printing a News Article

- 1 **In a newsgroup window, select the article(s) that you wish to print.**

To select more than one article, hold down the command key when clicking the mouse.

Note: If you are already reading the article you wish to print, just select Print from the File menu.

- 2 **Select Print from the File menu.**

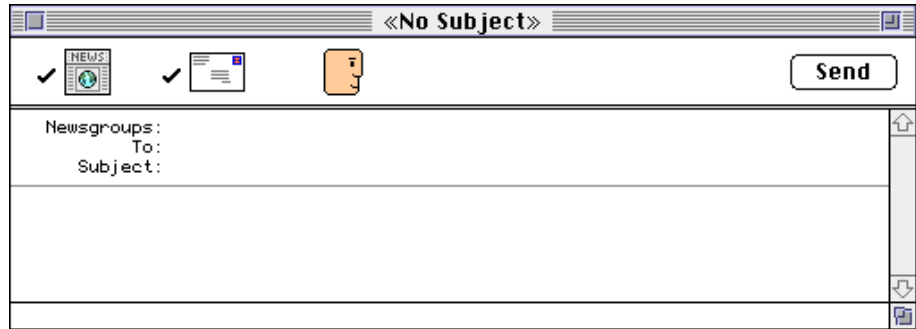
The article(s) will be printed by the printer selected in your Chooser (in the Apple menu).

Note: You can also save an article as a text file on your Macintosh by selecting Save from the File menu.

Posting a Message

1 **Select New Message from the News menu.**

A window will appear in which you can create a new message.



Note: This is the same window you will see when you select Reply, Forward, or Redirect from the News menu.

2 **Select one or more destinations for your message by clicking the News, Mail, or Self icons.**

The News icon will post the message as a news article; the Mail icon will send the message via email; and the Self icon will send the message to yourself via email.

Note: If you are replying to an article, and your reply is not intended for everyone, you should only use the Mail icon to send an email message. Posting your reply with the News icon would be inappropriate because it will add your message to the newsgroup.

3 **In the message area, compose your message.**

You can type and edit the body of your message normally with your keyboard and mouse.

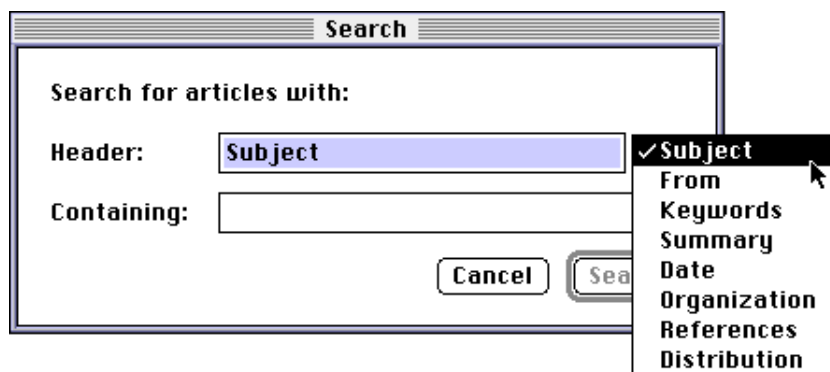
4 **When you are finished, click Send.**

Searching News Articles

NewsWatcher can search for keywords in the headers of news articles.

1 **Select Search from the Special Menu.**

A search window will appear.



2 **In the Header field, select the part of the header you wish to search.**

3 **In the Containing field, type the keywords you wish to search for.**

4 **Click Search.**

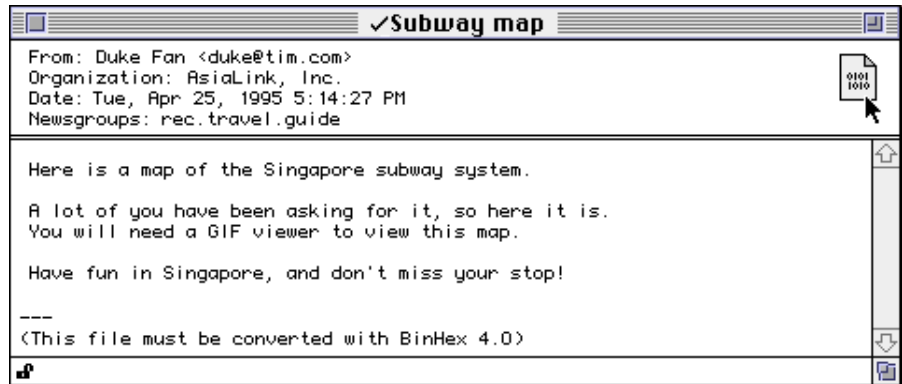
Extracting Binaries

Binaries are files which can be attached to news articles. There are two ways to extract binaries from news articles.

Note: NewsWatcher must launch a helper application, such as StuffIt Expander, to decompress and/or decode attachments. (StuffIt Expander is available on the Software Ventures FTP server.)

1 If an article has an attachment, click the small file icon or select **Extract Binaries** from the **Special Menu**.

If there are no files attached, there will not be a small file icon.



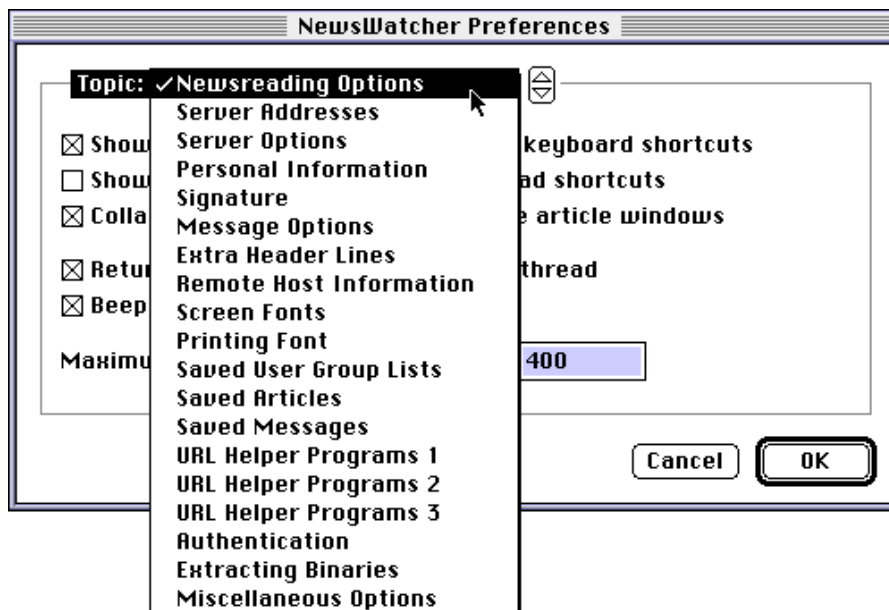
2 Or from a newsgroup window, you can select the article(s) and select **Extract Binaries** from the **Special menu**.

NewsWatcher will tell you if it cannot find any files to extract.

Note: If NewsWatcher has problems extracting a file that has been split into several articles, you may have to extract them manually. To do this, select all the articles that contain parts of the file (by holding down the command key when clicking the mouse) and select **Extract Binaries Manually** from the **Special menu**. Use the mouse to put the parts in order and click **Extract**.

NewsWatcher Preferences

There are many different categories of preferences within NewsWatcher. To change any of these preferences, select Preferences from the File menu, and select a category from the Topic popup menu.



Information about NewsWatcher's preferences is available in NewsWatcher's official documentation.

More Documentation

The official NewsWatcher documentation is available on the Software Ventures FTP server (**[ftp.svcdudes.com](ftp://ftp.svcdudes.com)**) in the directory **[/pub/mac/valet/documentation/](ftp://ftp.svcdudes.com/pub/mac/valet/documentation/)**

Fetch

Fetch provides a simple interface to do FTP with your Macintosh. FTP stands for File Transfer Protocol and is the way files are transferred over the Internet. Fetch can run in the background, so you can use other applications during long file transfers.

Fetch was created at Dartmouth University.

Starting Fetch

- 1 **Double-click the Fetch icon.**



Fetch will start and present you with the Open Connection window.

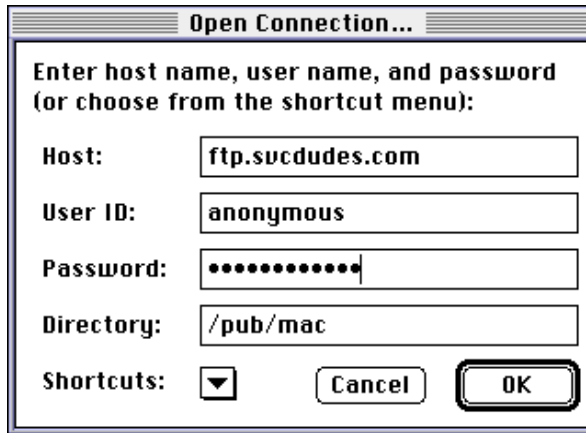
- 2 **To open a connection to the Software Ventures FTP server, click OK.**

This is the default Shortcut. You can also click the Shortcuts popup menu to select an alternate FTP server. To change the default Shortcut, see the section Using Shortcuts.

Note: If Fetch fails to connect, there may be a problem with your Internet connection or the Software Ventures FTP server may be temporarily busy or unavailable.

Connecting to an FTP Server

1 Select Open Connection from the File Menu.



This will bring up the Open Connection window. Clicking the Open Connection button on the main Fetch window will do the same thing.

2 In the Host field, type the FTP server address.

You can type either the domain name or the IP address of the FTP server. Domain names are usually groups of words separated by periods. There are no @ symbols in domain names, only in email addresses.

3 In the User ID field, type your username.

If you are connecting to an FTP server on which you have a personal account, type your username for that account. If you are connecting to a public FTP server, use “anonymous” as your User ID.

4 **In the Password field, type your password.**

If you are connecting to an FTP server on which you have a personal account, type your actual password for that account. If you are connecting as “anonymous,” you are expected to enter your email address as the password.

Note: If you leave the Password field blank, Fetch will use the email address set in the Default Password field in Preferences. Internet Valet Setup will automatically configure this for you.

5 **If you know the directory which you would like Fetch to open, type its path in the Directory field.**

This is optional. If you leave this field blank, Fetch will open the default directory of the FTP server.

6 **Click OK.**

Fetch will attempt to open a connection with the information you have provided.

Note: Popular FTP sites which support anonymous logins are often quite busy. If Fetch cannot open a busy FTP server, try again later.

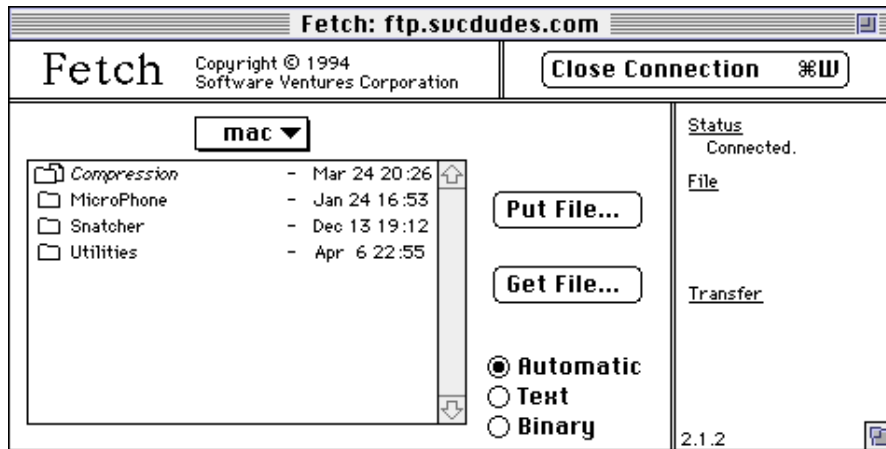
Navigating on an FTP Server

Fetch lists the files and folders of an FTP directory on the left side of the main Fetch window. The name of the directory being viewed appears in a popup menu above its contents. You can use this menu to open a parent directory. In the contents window, double-clicking a folder will open that directory and double-clicking a file will download it using the selected transfer format.

Getting a File

Getting or downloading a file refers to transferring a file from the remote FTP server to your Macintosh.

- 1 In the main Fetch window, select the file(s) you wish to get.



To select more than one file, hold down the command key when clicking the mouse.

Note: In order to download an entire directory, you must use the command Get Directories and Files from the Remote menu. You cannot get a directory with the Get File button.

2 **Select a transfer format by clicking its radio button.**

In most cases, you should use Automatic.

Automatic - Fetch will automatically choose either Text or Binary depending upon the type of the file to be transferred. This is the recommended setting.

Text - Fetch will download the file as if it were ASCII text. This will translate all CR LF pairs to CR only for the Macintosh. Use this format for text files.

Binary - Fetch will download the file and attempt to filter it with a known Macintosh binary format. If the file does not match a known format, Fetch will treat the file as raw data.

Note: Although BinHexed files (.hqx) are technically text files, you can use Automatic to have Fetch decode them for you.

3 **Click the Get File button.**

After Fetch has retrieved some information about the file you wish to download, you will be prompted with a standard file dialog.

4 **In the file dialog, select a location on your Macintosh, name the file, and click Save.**

The status and progress of the transfer is displayed on the right side of the main Fetch window.

Note: Many files are stored in compressed format. You will need a decompressing program, such as StuffIt Expander, to decompress these files before you can use them. You can get StuffIt Expander from the Software Ventures FTP server (**[ftp.svcdudes.com](ftp://svcdudes.com)**).

Putting a File

Putting or uploading a file refers to transferring a file from your Macintosh to the remote FTP server.

- 1 **In the main Fetch window, open the directory on the FTP server to which you wish to put the file.**

- 2 **Click the Put File button.**

A standard file dialog will appear.

- 3 **Select the file you wish to put on the FTP server.**

To put more than one file at a time, or to put an entire folder with its contents, you must use the command Put Folders and Files from the Remote menu.

- 4 **Click Open.**

This selects the file you wish to transfer. If a folder is selected, the file dialog will display the contents of that folder.

Note: To transfer a folder and its contents, you must use the command Put Folders and Files from the Remote menu.

- 5 **Assign a filename for the file being transferred.**

You do not need to rename the file unless you want to. However, remember to use filenames that will also be convenient for non-Macintosh users.



6 **Select a transfer format in the Format popup menu.**

Fetch will set the recommended transfer format for you. You do not need to change this unless you know that it is necessary.

Text - Fetch will transfer the file as if it were ASCII text. This will add linefeeds (LF) to all Macintosh carriage returns (CR). This is the recommended transfer format for files of type TEXT.

Wrapped Text - In addition to the regular Text transfer format, Fetch will also wrap all lines at the length specified in Preferences.

Raw Data - Fetch will transfer only the data fork of the file as binary data.

MacBinary II - Fetch will transfer both the resource and data forks of a Macintosh file. This is the recommended transfer format for binary Macintosh files.

BinHex - Fetch will convert a Macintosh binary file into a text file and append the proper BinHex suffix to the filename.

AppleSingle - Fetch will transfer the file in Apple's format for storing a Macintosh file on non-Macintosh machines.

7 **Click OK.**

Fetch will upload the file. The transfer status and progress can be seen on the right side of the main Fetch window.

Disconnecting from an FTP Server

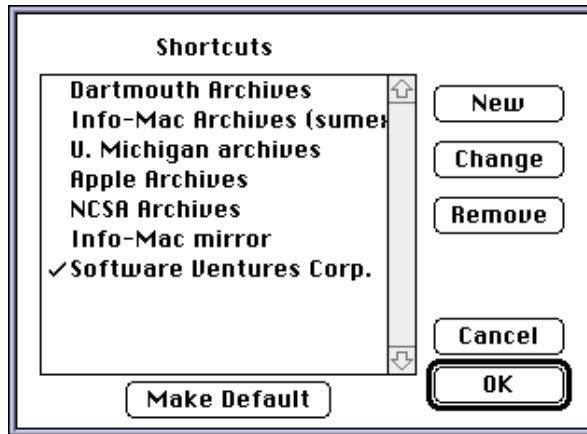
1 **Select Close Connection from the File menu.**

Clicking the Close Connection button on the main Fetch window will do the same thing.

Using Shortcuts

When you are in the Open Connection window, you can select an FTP server from the Shortcuts popup menu. You can modify the list of Shortcuts to include your favorite FTP sites.

- 1 **Select Edit Shortcuts from the Customize menu.**



- 2 **Use the New, Change, and Remove buttons to create, modify, and delete entries in your Shortcuts list.**

When creating or modifying a Shortcut, you will be presented with a window similar to the Open Connection window.

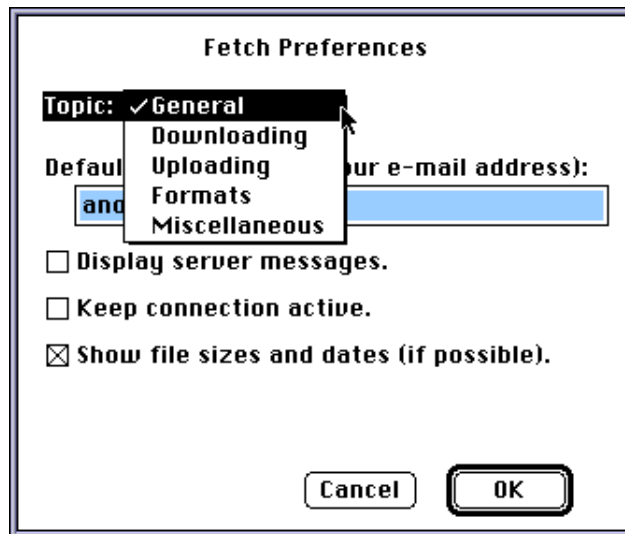
- 3 **To set the default Shortcut, select a Shortcut and click the Make Default button.**

The default Shortcut is marked with a checkmark and is the Shortcut which initially appears in the Open Connection window.

- 4 **When you are finished editing the Shortcuts list, click OK.**

Preferences

Fetch has five categories of preferences which you can configure: General, Uploading, Downloading, Formats, and Miscellaneous. To change any of these preferences, select Preferences from the Customize menu and select a category from the Topic popup menu. For complete descriptions of all the Preferences options, select Fetch Help from the Windows menu.



Online Documentation

For more help with Fetch, select Fetch Help from the Windows menu. Balloon Help is also available for Fetch by selecting Show Balloons from the Help menu. The Help menu is the question mark on the right side of the menu bar.

TurboGopher

TurboGopher is the fastest Macintosh Gopher client available and will run in the background, so you can use other applications during longer searches.

Gopher was originally created at the University of Minnesota to be used as a campus-wide information search and retrieval system. Now, Gopher is supported widely throughout the Internet.

Starting TurboGopher

1 Double-click the TurboGopher icon.



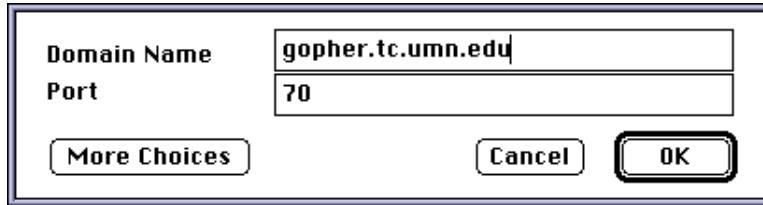
TurboGopher will start and automatically open a connection to the University of Minnesota Gopher server.

Note: If TurboGopher fails to connect, there may be a problem with your Internet connection or the University of Minnesota may be temporarily busy or unavailable.

Connecting to a Different Gopher Server

1 **Select Another Gopher from the Gopher menu.**

A window will prompt you for a Domain Name and Port.

A screenshot of a dialog box for connecting to a Gopher server. It has a title bar and a border. Inside, there are two text input fields. The first is labeled "Domain Name" and contains the text "gopher.tc.umn.edu". The second is labeled "Port" and contains the text "70". Below the fields are three buttons: "More Choices", "Cancel", and "OK". The "OK" button is highlighted with a double border.

Domain Name	gopher.tc.umn.edu
Port	70
More Choices Cancel OK	

2 **In the Domain Name field, type the name of the Gopher server you wish to open.**

You can type either the domain name or the IP address of the Gopher server. Domain names are usually groups of words separated by periods. There are no @ symbols in domain name addresses, only in email addresses.

3 **Do not change the Port settings.**

The default Port is 70. Do not change this unless you know that it is necessary.

4 **Click OK.**

TurboGopher will attempt to open the Gopher server you have specified.

Navigating Gopherspace and Items

To navigate through Gopherspace, just double-click the item or folder that interests you. You can also use the arrow keys on the keyboard to change the selected item and press the Return key to open it.



Folders

When you double-click a folder icon, TurboGopher will display its contents in a new window.



Text Files

When you double-click a text document icon, you will see text information. To save this information to a text file on your Macintosh, select Save As from the File menu.



Searches

Question mark icons represent search directories. When you double-click a Search icon, you will be prompted with a Find What? dialog. Type the keywords you would like to search for and click Find.



Phone Books

Phone book icons represent electronic phone books. When you double-click a phone book icon, a dialog will prompt you for a name, address, or phone number. The default lookup dialog searches for someone by name. To specify exactly which fields to search, click the More Choices button.



Macintosh Files

Disk icons represent archived Mac files. When you double-click a disk icon, the file will be transferred to your Macintosh. You will be asked to name the file and specify a location on your Macintosh to save the file.

Note: Many of these items are stored in compressed format. You will need a decompressing program, such as StuffIt Expander, to decompress these files before you can use them. You can get StuffIt Expander from the Software Ventures FTP server.



Graphics, Sound, and Movie Files

Starburst icons represent graphics or picture files (GIF, JPEG, PICT, etc.); speaker icons represent sound files (SND, AIFF, WAV, etc.); and movie strip icons represent movies (MOV, QT, etc.). When you double-click one of these icons, the file will be transferred to your Macintosh. You will be asked to name the file and specify a location on your Macintosh to save the file.

Note: You will need an appropriate program to view a graphics file, play a sound file, or show a movie file.



Other Files

Icons with a tiny “PC” are MS-DOS items. Icons with a “UX” are UNIX items. You can retrieve these items, but they will still remain in PC or UNIX format.



Inaccessible Items

Sad face icons are items that cannot be opened. The item is either damaged or still under construction.

Creating a Bookmark

You can mark a frequently visited Gopher location with a bookmark. Bookmarks save the information necessary to return to a specific location in Gopherspace.

- 1 To make a bookmark for the frontmost Gopher window, select Save As from the File menu.**

A standard Macintosh file dialog will appear.

- 2 In the file dialog, select a location on your Macintosh and click Save.**

You may also rename the bookmark if you wish.

Using a Bookmark



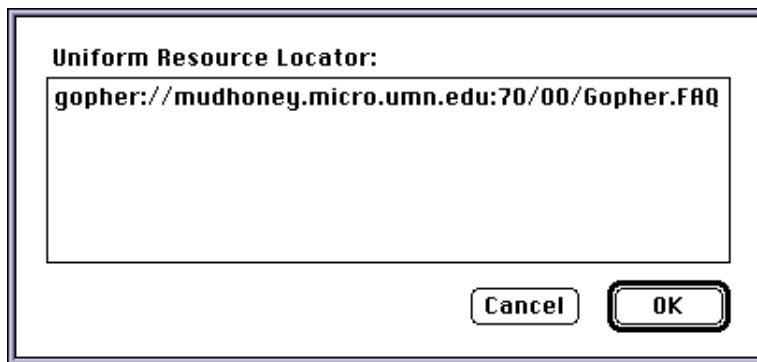
From the Finder, you can double-click the icon representing a bookmark you have saved. In TurboGopher, you can select Open from the File menu to open a bookmark.

Using URLs

If you know the URL of a particular Gopher server or item, you can go directly to it.

- 1 **Select Use Uniform Resource Locator from the Gopher menu.**

You will be prompted to type in a Gopher URL.



Uniform Resource Locator:

`gopher://mudhoney.micro.umn.edu:70/00/Gopher.FAQ`

Cancel OK

A Gopher URL should look like

gopher://servername/path/filename

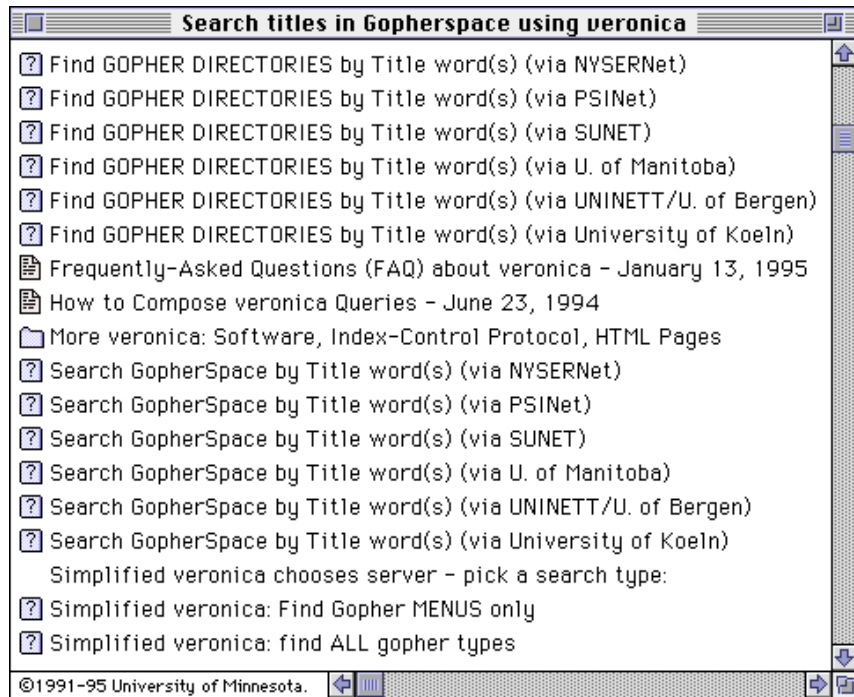
- 2 **Type in the URL of the directory or item and click OK.**

TurboGopher will attempt to connect to the URL you have specified.

Searching with Veronica

Veronica is a Gopher location which contains Search items that allow you to search for keywords across a large section of Gopherspace.

- 1 **In the Home Gopher window, double-click the folder Other Gopher and Information Servers.**
- 2 **In the Other Gopher and Information Servers window, double-click “Search titles in Gopherspace using Veronica.”**

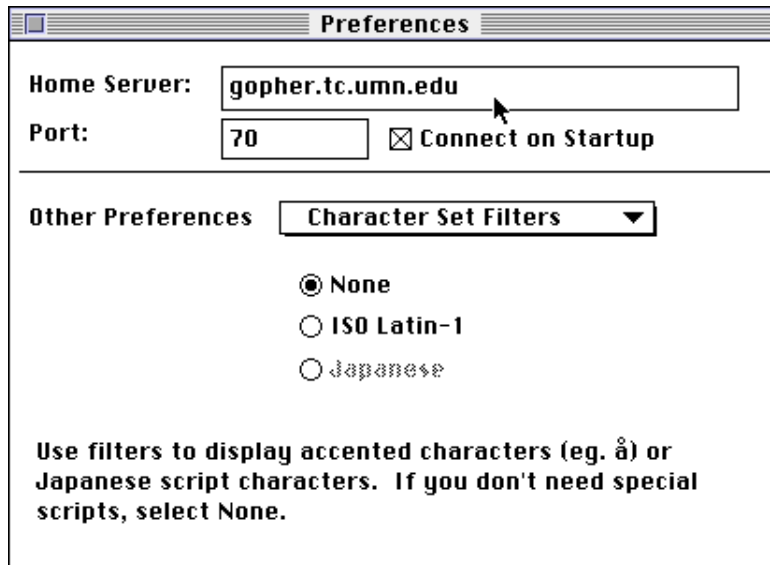


In this window there are many Search items you can use to find something in Gopherspace. For more information about Veronica, double-click the item “Frequently Asked Questions (FAQ) about Veronica.”

Changing the Home Gopher

TurboGopher will connect to the Home Gopher whenever it is started or when you select Home Gopher from the Gopher menu. The default Home Gopher is the University of Minnesota.

- 1 **To change your Home Gopher, select Preferences from the Gopher menu.**



- 2 **In the Home Server field, type the address of the Gopher server you would like to use as your Home Gopher.**

You can type either the domain name or the IP address of the Gopher server. Domain names are usually groups of words separated by periods. There are no @ symbols in domain name addresses, only in email addresses.

Gopher FAQ

For more help with TurboGopher, you can consult Frequently Asked Questions (FAQ) about Gopher.

- 1 Select Show Bookmark Worksheet from the Gopher menu.**
- 2 In the Bookmark Worksheet window, double-click the Information About Gopher folder.**
- 3 In the Information About Gopher window, double-click the text file “Frequently Asked Questions about Gopher.”**

MicroPhone Telnet

MicroPhone is one of the most popular data communications programs for the Macintosh. With the MP Telnet Tool, MicroPhone Telnet can access text-based services on the Internet, including your own shell accounts.

MicroPhone was created by Software Ventures Corporation and can also be used to call many online services, bulletin board systems (BBS), mainframes, and other personal computers.

Starting MicroPhone Telnet

- 1 Double-click the MicroPhone Telnet icon.**



MicroPhone will start and present you with a connection window.

Using MicroPhone Telnet

To use MicroPhone Telnet, you can click the buttons on the button bar below the terminal window.



Telnet - Click the Telnet button to open a Telnet connection with the current Telnet window.

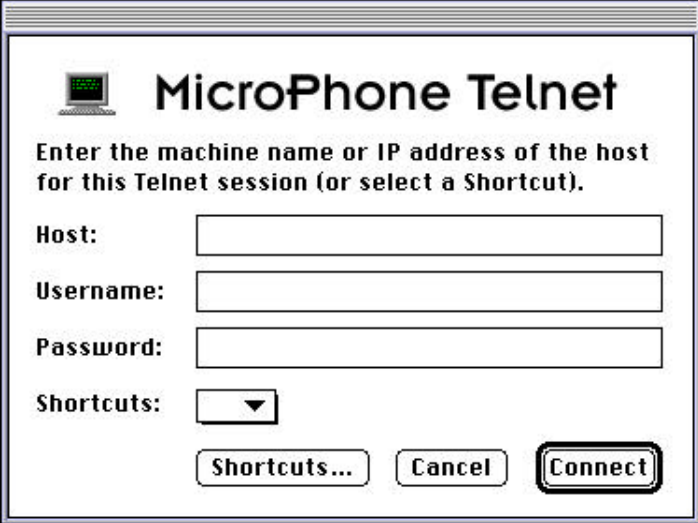
Close - Click the Close button to close the current Telnet window.

New - Click the New button to open another Telnet connection in a new Telnet window. You can have multiple concurrent Telnet sessions by opening additional Telnet connections in new windows.

Making a New Connection

- 1 **Click the Telnet button to bring up the connection window.**
- 2 **In the Host field, type the host address.**

You can type the domain name or the IP address of the Telnet host.



The image shows a window titled "MicroPhone Telnet". Inside the window, there is a small icon of a computer monitor with a green screen. Below the icon, the text reads: "Enter the machine name or IP address of the host for this Telnet session (or select a Shortcut).". There are four input fields: "Host:", "Username:", "Password:", and "Shortcuts:". The "Shortcuts:" field is a dropdown menu. At the bottom of the window, there are three buttons: "Shortcuts...", "Cancel", and "Connect". The "Connect" button is highlighted with a double border.

The Username and Password fields are optional.

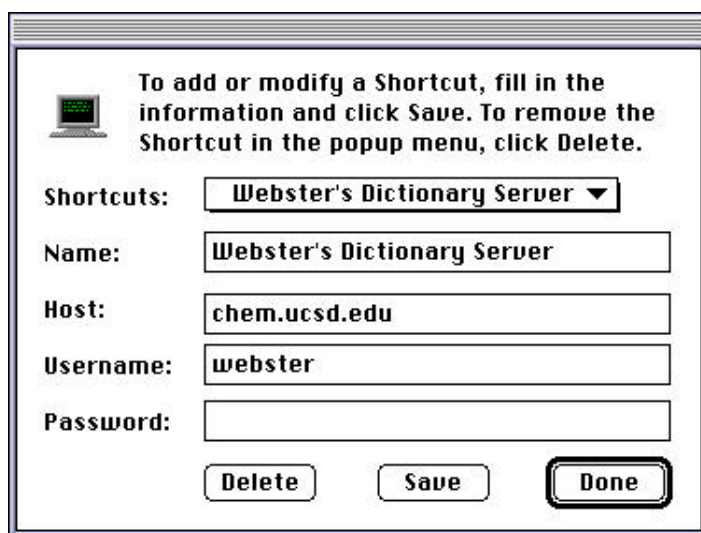
- 3 **Click Connect to begin your Telnet session.**

Note: To connect to a preconfigured Telnet host, select it from the Shortcuts popup menu and click the Connect button.

Saving a Shortcut

You can save a frequently used Telnet connection as a Shortcut.

- 1 **In the connection window, click the Shortcuts button.**



To add or modify a Shortcut, fill in the information and click Save. To remove the Shortcut in the popup menu, click Delete.

Shortcuts: Webster's Dictionary Server ▼

Name: Webster's Dictionary Server

Host: chem.ucsd.edu

Username: webster

Password:

Delete Save Done

- 2 **In the Name field, type the name for the Shortcut.**

Note: Shortcuts must have different names. If you use the name of an existing Shortcut, clicking Save will replace it.

- 3 **In the Host field, type the host address.**

The Username and Password fields are optional.

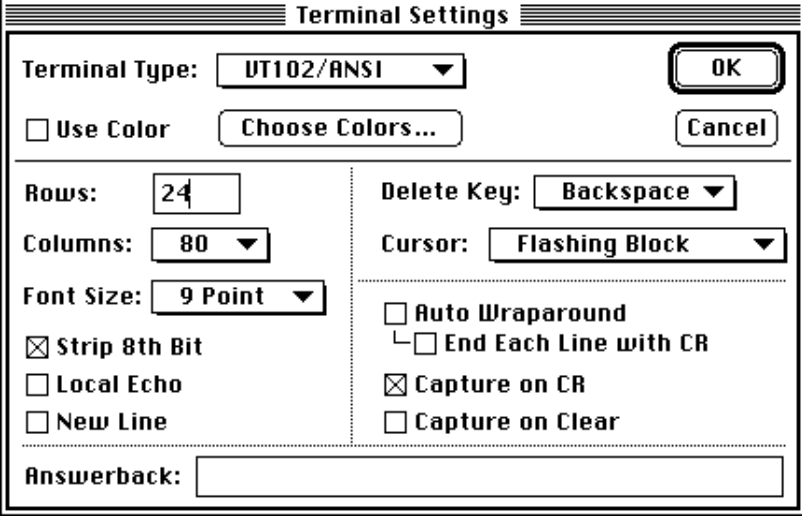
- 4 **Click Done.**

Your new Telnet settings will appear in the Shortcuts popup menu.

Note: To edit or remove a Shortcut, select the Shortcut you wish to modify from the popup menu and click Save after making any changes or Delete to remove the Shortcut.

Changing Terminal Settings

You can change the terminal emulation and font size, as well as other display settings by selecting Terminal from the Settings menu.

A screenshot of a 'Terminal Settings' dialog box. The title bar says 'Terminal Settings'. Inside, there's a 'Terminal Type' dropdown menu set to 'VT102/ANSI'. To its right are 'OK' and 'Cancel' buttons. Below that is a 'Use Color' checkbox (unchecked) and a 'Choose Colors...' button. The main area is divided into two columns. The left column has 'Rows' (text box with '24'), 'Columns' (dropdown with '80'), 'Font Size' (dropdown with '9 Point'), and three checkboxes: 'Strip 8th Bit' (checked), 'Local Echo' (unchecked), and 'New Line' (unchecked). The right column has 'Delete Key' (dropdown with 'Backspace'), 'Cursor' (dropdown with 'Flashing Block'), and three checkboxes: 'Auto Wraparound' (unchecked), 'End Each Line with CR' (unchecked), 'Capture on CR' (checked), and 'Capture on Clear' (unchecked). At the bottom is an 'Answerback:' label followed by an empty text box.

Most Telnet services on the Internet support VT102 for the Terminal Type. You should not change this unless you know that it is necessary.

If the Delete key on your Macintosh keyboard does not seem to work with a particular Telnet service, try switching the option in the Delete Key popup menu. The choices are Backspace and Delete.

Glossary

ASCII	American Standard Code for Information Interchange. ASCII usually refers to a standard representation of letters, numbers, and other text characters.
Bcc	Blind carbon copy. A way of copying an email message anonymously to other recipients. Addresses in the Bcc field will not appear in the heading of the message. See also Cc .
BinHex	A format for converting binary files to text so that they can be stored and exchanged with other computers. This file format is commonly used when sending Macintosh files across the Internet, such as in email messages.
Cc	Carbon copy. A way to specify additional recipients of an email message without directly addressing it to them. Addresses in the Cc field appear in the heading of the message. See also Bcc .
Client	Most Internet applications are what are known as client-server applications. The Internet client is the program on your Macintosh which you use for browsing, reading, etc. The Internet server is the program on the remote machine which provides access to the information stored there.
Data Fork	One of two halves of a Macintosh file. The other half is the resource fork. Other machines, such as PC's, only have the equivalent of the data fork, and can not use Macintosh files unless they are converted properly.
Domain Name	Domain names are names used to organize and identify computers. Domains are organized both by geographic location and affiliation. For example, "edu" is a domain for educational institutions in the US, and "au" is one for computers in Australia. Subdomains of domains are separated by periods. "support.apple.com" is a subdomain of "apple.com", which is a subdomain of the "com" domain. Individual computers form the bottom level of the hierarchy of domain names.

DNS	Domain Name System. DNS is a protocol for converting machine names to IP addresses (and vice versa). Machine names are easier to remember for people, but IP addresses are required for the computer programs. DNS allows users to type a name and have the program convert it into an IP address automatically.
Email	Electronic Mail. A method for sending and receiving messages and other information between computers.
Eudora	A popular program for sending and receiving email.
FAQ	Frequently Asked Questions. FAQ files provide the answers to the most common questions on a given subject. Most Usenet newsgroups have their own FAQ file, and many others can be obtained via FTP or over WWW.
Fetch	A popular Macintosh FTP client.
FTP	File Transfer Protocol. An Internet protocol for transferring files between computers. FTP is the primary means by which files are shared on the Internet.
Gopher	A standard Internet protocol for information search and retrieval. Gopher's main advantage is that the information that is available (commonly referred to as Gopherspace) is organized hierarchically. This makes searching for information easier than on the World Wide Web.
HTML	HyperText Markup Language. The language used to define the styles, hyperlinks and other formatting in World Wide Web pages.
HTTP	HyperText Transfer Protocol. The protocol used by the World Wide Web to transfer Web pages to your Macintosh.
Hyperlink	A pointer from one electronic document to another. In Enhanced Mosaic, you can follow a hyperlink from one Web page to another by simply clicking on the highlighted word or icon.
Internet	The network of millions of computers which connects governments, institutions, organizations and companies worldwide. With a lowercase "i", internet meant a collection of networks, usually of different kinds. This term has fallen out of common usage as the Internet has become more popular.

IP	Internet Protocol. A network protocol which main purpose is directing information from one computer to another on the Internet.
IP Address	A numerical address which uniquely identifies each computer on the Internet. The form of an IP address numbers between 0 and 255 separated by periods. For example, the machine www.svcdudes.com has the IP address 198.6.226.3.
MacBinary	A file format that contains complete Macintosh file information. This includes the file's data fork, resource fork, name, modification date, and other Finder information.
MacTCP	System software from Apple which allows your Macintosh to talk to other machines on the Internet. MacTCP is required in order to use PPP or any other Internet clients.
MicroPhone	The most popular program for modem and Internet communications on the Macintosh. With the MP Telnet Tool, MicroPhone supports the Telnet protocol, allowing you to access any machine on the Internet, including your own shell accounts.
Mosaic	A popular program for browsing sites on the World Wide Web. Mosaic was the first Internet Web browser ever made.
Network Protocol	A protocol defining how different machines on a network talk to each other.
News	See Usenet News .
Newsgroup	One of the thousands of discussion topics in Usenet news. Newsgroups are named by subject. For example, the group "comp.sys.mac.comm" covers communications issues with Macintosh computers.
Pathname	A complete description of a file's location. In the Macintosh file system, the pathname is designated by starting with the highest level and separating each part of the path with a colon (:). A sample pathname could be: "Macintosh HD:Old Letters:Letter to Mary." This is the pathname for the file "Letter to Mary" in the folder "Old Letters" on the volume called "Hard Disk."
Port	Some network protocols, including TCP, use port numbers to identify the program that owns a connection. For example, when connecting to an FTP server, you usually connect to port 21, while Gopher connections usually use port 70.

POP	Point of Presence. A collection of hardware and software used to provide access to the Internet. Internet service providers have many points of presence where people can call in with their modems and connect to the Internet.
POP3	Post Office Protocol version 3. A simple protocol used for copying email from a mail server to another machine. POP3 does not allow full send and receive capabilities, but is useful for copying email from a mail server to your Macintosh.
PPP	Point to Point Protocol. A network protocol used for connecting two machines. PPP can be used with the modem connection between your Macintosh and your Internet service provider in order to connect your Macintosh to the Internet.
Protocol	A set of rules that defines how computers communicate with each other. See also Network Protocol .
Resource Fork	One of the two halves of a Macintosh file. The other half is the data fork. Other machines, such as PC's, only have the equivalent of the data fork, and can not use Macintosh files unless they are converted properly.
Server	Most Internet applications are what are known as client-server applications. The Internet client is the program on your Macintosh which you use for browsing, reading, etc. The Internet server is the program on the remote machine which provides access to the information stored there.
Service Provider	Internet service providers are companies which provide access to the Internet. Typical home users call the service provider with a modem. If the service provider's point of presence is within a local telephone call, you only pay their service charge. Otherwise, you will pay telephone charges as well.
SLIP	Serial Line Internet Protocol. A protocol for connecting a computer to the Internet by modem. The use of SLIP is diminishing, as people use PPP instead.
SMTP	Simple Mail Transfer Protocol. A protocol supported by most mail servers on the Internet for sending and receiving email. When retrieving email to your Macintosh, usually you use the simpler POP3 protocol.

TCP	Transmission Control Protocol. A network protocol used on the Internet. Most Internet protocols for applications such as email and FTP use TCP because it takes care of getting your data from one computer to another exactly as you sent it.
Telnet	A simple Internet protocol for tasks such as remote login. Telnet is used for services that only require text, not graphics or other binary information.
Unix	A popular operating system developed by AT&T and used primarily by academic and research institutions. Most of the machines on the original Internet were Unix machines.
URL	Uniform Resource Locator. A standard way of locating resources on the Internet. The general form is <protocol:location>. The URL for Internet Valet's World Wide Web home page is: < http://www.svcdudes.com/valet/ >.
Usenet News	The Internet discussion forums. There are thousands of newsgroups that discuss a diverse range of topics. You can read what's there, or post your own questions and comments.
Valet, Internet	Your servant for the Internet, providing you with everything your computer needs to use on the Internet.
Veronica	A Gopher location which contains search items that allow you to search for keywords across a large section of Gopherspace.
WAIS	Wide Area Information Servers. An Internet database which you can search on hundreds of different topics.
Web	World Wide Web. See WWW .
WWW	World Wide Web. The World Wide Web is the collection of Web servers supporting the HTTP protocol for information exchange. Pointers between Web pages are in the form of hyperlinks. The information available on the World Wide Web is broad and is expanding very rapidly. The main advantage of WWW is ease of use. The main disadvantage is the lack of central organization. This sometimes makes it difficult to locate specific information.

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