For information on CompuServe Mosaic click one of the options below.

Getting started
An introduction, key concepts, and a look at the Mosaic window.

Using CompuServe Mosaic
Step by step instructions explaining how to perform common tasks.

CompuServe Mosaic reference
Reference information for Mosaic commands.

What is CompuServe Mosaic?
Understanding the World Wide Web
The CompuServe Mosaic window
Mosaic's shortcut menus
Understanding URLs

CompuServe Mosaic is a browser program that allows you to access the Internet World Wide Web.

Features

- Read information, view pictures and video, and play sounds and music.
- Organize favorite Web pages into hotlists (lists of your favorite Web pages), including folders and subfolders, and add selected hotlists to your Mosaic menu.
- Access previously viewed Web pages.
- Read and post news, send mail, and access FTP and Gopher sites.
- Drag and drop Web pages and images to other applications.
- View inline GIF and JPEG graphics.

The World Wide Web provides a variety of rich multimedia information in a graphical, easy-to-use format.

When people talk about the World Wide Web, they are principally referring to HTML documents located on Internet servers around the world. These documents, referred to as Web pages, include text, images, and multimedia files, as well as hyperlinks that jump to other Web pages and Internet sites.

In addition to Web pages, the World Wide Web also includes FTP sites, Gopher sites, news servers, and more.

A URL (Uniform Resource Locator) provides the address, or location, for a resource on the Internet. URLs can describe many different types of resources, including HTTP sites, FTP sites, Telnet sites, Gopher sites, and more. You can use URLs to access any of these resources from Mosaic.

You can supply a URL in the Web Page box found beneath the Mosaic toolbar, or in the Open URL dialog box accessed by clicking Open on the File menu.

To access	Type	Examples (fictitious)
A Web page	http://hostname/pathname where hostname is the IP address of the Web page, and pathname (optional) describes the exact pathname of the page.	http://www.federation.gov/Enterprise http://www.bakerstreet.com/cases.html http://165.121.6.240
An anonymous FTP server	ftp://hostname where hostname is the IP address of the FTP site.	ftp://ftp.circe.com ftp://165.121.6.45
A local HTML file	file:///pathname where pathname indicates the full path of the HTML file.	file:///c:\html\mypage.htm file:///f:\tech\tequila.htm
A Telnet server	telnet://hostname where hostname is the IP address of the telnet site. Port information can be provided by adding a colon followed by the port number (for example, :23).	telnet://odysseus.circe.com telnet://165.121.6.220 telnet://165.121.6.6:23
A Gopher Server	gopher://hostname where hostname is the IP address of the telnet site. Port information can be provided by adding a colon followed by the port number (for example, :70).	gopher://gopher.narnia.com gopher://gopher.gardenia.com gopher://gopher.louvre.com:70/art
A USENET newsgroup	news:newsgroupname where newsgroupname is the name of the newsgroup you want to access.	news:alt.tv.seinfeld

More information on using URLs for FTP, Gopher, Mail, and News can be found by clicking Using FTP, Gopher, News, and Mail.

CompuServe Mosaic's main window appears below. Click the screen to get information about any element shown.

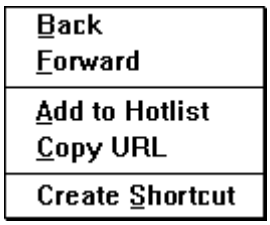
Mosaic includes two special menus that you can access using your right mouse button. Click the images below to get information about the items on each menu.

Hyperlink menu

The Hyperlink menu appears when you click the right mouse button on a hyperlink. The menu items will vary according to the type of hyperlink you have highlighted.

Quick menu

If you click on something other than a hyperlink, the Quick menu appears.



Search button

Loads a Web page designed to let you search the World Wide Web for keywords you specify.

Hotlist button

Launches the Hotlists dialog box, allowing you to create and use hotlists, lists of Web pages you organize by subject.

Backward button

Returns to the Web page that was loaded before the current page.

Forward button

Moves to the Web page that you viewed after the current page. This is only active if you have moved back to a previous page.

Reload button

Reloads the current Web page. This may be useful if you have problems viewing the current screen.

Home button

Loads the startup home page.

Stop button

Stops loading the Web page that is currently loading. You can click the **Reload** button to load the page again.

WinCIM button

Starts WinCIM®, CompuServe Information Manager

for Windows.

Mail button

Allows you to send mail using Mosaic's built-in mail feature.

Add button

Adds the currently displayed Web page to the current hotlist.

Web Page box

Lists the URLs of the Web pages you have recently accessed. Select a URL from the list to immediately load that page.

You can also type a URL in this box and press ENTER to access the corresponding Web page.

TIP If you want to quickly access a URL that takes the form http://www.**company**.com, type **company** in the Web Page box.

Logo

Moves to indicate that an action (such as loading a Web page or image, or downloading a file) is in progress.

hyperlink

Jumps to another Web page. Some hyperlinks allow you to download a file or perform another action (such as sending an e-mail message).

Hyperlinks are usually indicated by colored text, or in the case of images, by a colored border (the default color is blue).

status bar

Displays the progress of various actions. Also displays the URL for any hyperlink when the cursor is placed on that hyperlink.

Additional Glossary Items

caching

Mosaic uses caching to store retrieved information on your computer in order to improve performance. When you next access the same information, Mosaic will access that information from the cache instead of from the Internet. If you frequently access the same Web pages, caching will speed up access to those pages.

Mosaic uses a combination of memory and disk caching to store Web page information. Memory caching uses available RAM to store information and is very fast. Disk caching creates files on your system (using a permanent amount of disk space); it is not as fast as memory caching, but is faster than retrieving a page from the Internet.

dithering

A process Mosaic uses to reproduce the original colors of an image when those colors are not available on the system. Dithering uses available system colors to mimic the original colors of an image, resulting in more accurate color and shading of images.

drag and drop

You can drag and drop a URL in the Mosaic window by placing your mouse cursor over it and holding down your mouse button until the cursor changes to a document icon:

You can then drag the item to its destination. You can only drag items to programs that support drag and drop, such as Microsoft® Word for Windows™ or Windows File Manager.

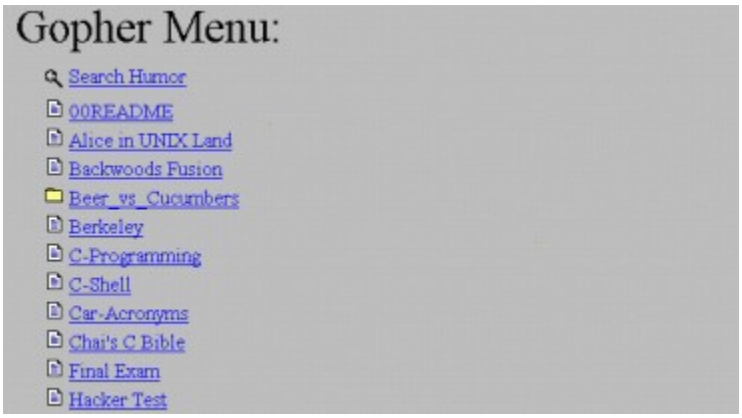
edit keys

To	Press
Move one character or line	arrow keys
Move one word to the left	CTRL+LEFT ARROW
Move one word to the right	CTRL+RIGHT ARROW
Move to the start of the line	HOME
Move to the start of the message	CTRL+HOME
Move to the end of the line	END
Move to end of message	CTRL+END
Start a new paragraph	ENTER
Delete the current character	DEL
Delete the character to the left	BACKSPACE
Move right five spaces	TAB

FTP site

/pub/ibmpc/win3
Up to Parent Directory
INDEX (75753 bytes)
README (11908 bytes)
comm
demo
desktop
drivers
fonts
games
icons
last50uploads (3671 bytes)

Gopher site


Gopher Menu:
Search Humor
00README
Alice in UNIX Land
Backwoods Fusion
Beer_vs_Cucumbers
Berkeley
C-Programming
C-Shell
Car-Acronyms
Chai's C Bible
Final Exam
Hacker Test

hyperlink

Text or an image that jumps to another Web page. Some hyperlinks allow you to download a file or perform another action (such as sending an e-mail message).

Hyperlinks are usually indicated by colored text, or in the case of images, by a colored border (the default color is blue).

Hyperlink menu

The Hyperlink menu appears when you click the right mouse button on a hyperlink. The menu items will vary according to the type of hyperlink you have highlighted.

MIME Type

MIME (Multipurpose Internet Mail Extensions) is a general purpose encoding method for exchanging multimedia data over the Internet.

Items on HTML Web pages have MIME types defined for them. For instance, MPEG movie files have MIME type video/mpeg and TIFF format graphics have type application/tiff. Mosaic uses MIME types to decide which program to use to display an item.

MIME types take the form **type/subtype**

where **type** is application, audio, image, text, or video,

and **subtype** is the actual file type (such as zip, mpeg, rtf).

MIME types are defined by the author of a Web page; there are MIME types currently in use for almost every type of file.

newsgroup

Quick menu

The Quick menu appears when you click the right mouse button on an unused area of the Mosaic window.

startup home page

A Web page that will be opened automatically when you start Mosaic, and when you click the Home button on the Mosaic toolbar.

You can specify the startup home page by typing the URL for that page in the Pages tab in the View Options dialog box.

Menu popups

Open

Opens the selected item.

Save To Disk

Saves the selected item to disk.

Get Information

Displays information about the selected item, such as MIME type, size, and pathname.

Copy URL

Copies the selected item's URL to the Windows clipboard. This is useful for pasting a URL into a mail message, for example.

Load Image

Opens the selected image in an external program.

Save Image To Disk

Saves the selected image to disk.

Get Image Information

Displays information about the selected image, such as image type, size, and pathname.

Copy Image URL

Copies the selected image's URL to the Windows clipboard.

Create Shortcut

Creates a Windows 95 shortcut for the currently selected URL (or current Web page, if no URL is selected). This option is only available in Windows 95.

Back

Returns to the Web page that was loaded before the current page. This is the same as clicking **Backward** on the toolbar.

Forward

Moves to the Web page that you viewed after the current page. This is only active if you have moved back to a previous page. This is the same as clicking **Forward** on the Toolbar.

Add to Hotlist

Adds the currently displayed Web Page to your current Mosaic hotlist. This is the same as clicking Add Web Page to Hotlist on the Navigate menu.

Copy URL

Copies the URL of the currently displayed Web page to the Windows clipboard.

Not used

Type	Subtype	Description

application	/commonground	Common Ground files
application	/iges	IGES files
application	/mathematica	Mathematica files
application	/msword	Microsoft Word files
application	/pdf	Adobe Acrobat files
application	/postscript	Adobe Postscript files
application	/rtf	Rich Text Format files
application	/wordperfect5.1	Word Perfect 5.1 files
application	/zip	ZIP (compressed) files
audio	/aiff	Audio Image File Format audio files
audio	/basic	Sun/DEC/NeXT audio (*.AU) files
audio	/wav	Microsoft Windows WAVE (RIFF) audio files
audio	/x-midi	MIDI audio files
image	/gif	CompuServe GIF images
image	/jpeg	JPEG compressed images
image	/targa	AT&T Targa images
image	/tiff	Tagged Image File images
image	/x-win-bmp	Microsoft Windows Bitmap images
text	/html	HTML formatted text files
text	/plain	Plain ASCII text files
text	/richtext	Richtext text files
video	/mpeg	MPEG movie files
video	/msvideo	Microsoft Video (.AVI) files
video	/quicktime	Apple Quicktime movie files

The menu items in CompuServe Mosaic are listed below. Click on a menu folder to see the menu items in that menu, and click the menu item to view help for that item.

- **File menu**
- **Edit menu**
- **View menu**
- **Navigate menu**
- **Tools menu**

The menu items in CompuServe Mosaic are listed below. Click on a menu folder to see the menu items in that menu, and click the menu item to view help for that item.

File menu

- Open
- Open Local File
- Hotlists
- Print
- Print Preview
- Print Margins
- Web Page Source
- Exit

Edit menu

View menu

Navigate menu

Tools menu

Accesses a Web page. This is most commonly an HTTP site, but might also be an FTP or Gopher site, a USENET newsgroup, or another type of resource (like a Telnet site).

The most common URL you will specify is the URL for a Web page. This is always preceded by **http://** and is followed by the address and pathname of the Web page.

For example:

http://www.bakerstreet.com/221B.html

See Also

Understanding URLs

Loads the specified HTML file from your computer system into Mosaic. Specify the name and location of the file you want to open.

You might use this command to open Web pages that you have saved to your system.

See Also

Saving Web pages, files, and images

Opens the Hotlists dialog box, which allows you to organize and access Web pages. To see the items within a hotlist or folder, expand that hotlist or folder by double-clicking it in the Hotlists dialog box.

Open/New	Opens a hotlist on your PC or creates a new one.
Add	Adds a Web page or folder to the currently selected hotlist.
Insert	Inserts a Web page or folder directly above the currently selected hotlist or hotlist item.
Remove	Removes the selected hotlist from the Hotlists dialog box. You will also have the option to delete the hotlist file from your PC.
Edit	Edits the name of the currently selected hotlist or folder, or the Title or URL of the currently selected Web page.
Export	Exports the currently selected hotlist as an HTML file.
Add to Menu	Adds the specified hotlist to the Mosaic menu bar.

Controls how the current Web page is printed.

Printer	Displays the name of the active printer and the printer connection.
Print Range	Specifies which pages will be printed.
Print Quality	Selects the Print Quality used to print the document. This will vary depending on your printer. Usually, the displayed option should not be changed.
Copies	Specifies the number of copies you want to print.
Collate Copies	Organizes pages when you print multiple copies. If you select this option, a complete copy of the first document will be printed before the second copy is printed.
Setup	Changes the current printer and connection settings. See your Windows or printer documentation for more information about this dialog box.

Displays an on-screen sample of how the printed page will appear.

Print	Opens the Print dialog box so that you can print the document.
Next Page	Advances you to the next page in the document.
Previous Page	Returns you to the previous page in the document.
Two Page	Displays two pages of the document in the Print Preview window.
Zoom In	Increases the magnification of the print preview.
Zoom Out	Decreases the magnification of the print preview.
Close	Closes the Print Preview window.

Specifies the margins to use when printing a document; by default, no margins are used when printing.

Left Margin	Specifies how far from the left edge of the paper the printed page should begin.
Right Margin	Specifies how far from the right edge of the paper the printed page should begin.
Top Margin	Specifies how far from the top edge of the paper the printed page should begin.
Bottom Margin	Specifies how far from the bottom edge of the paper the printed page should begin.

Displays the HTML source code for the current Web page. This may be useful if you are learning about HTML and want to see how the current Web page was written.

You can also copy text from the Web page by using this command.

NOTE This command can only display the first 32K of an HTML file. To view the entire file when working with longer HTML documents, save the file to your local drive and view it with a text or HTML editor.

The menu options in this dialog box are described below.

File menu

Save As	Opens a dialog box that allows you to save the displayed HTML source code to a file.
Exit	Exits the Web Page Source dialog box.

Edit menu

Copy	Copies any currently selected text to the Windows clipboard.
Select All	Selects all the text in the Web Page Source window.

Closes the CompuServe Mosaic program.

The menu items in CompuServe Mosaic are listed below. Click on a menu folder to see the menu items in that menu, and click the menu item to view help for that item.

- **File menu**
- **Edit menu**
  - Copy
  - Paste
  - Find
  - Search Internet
- **View menu**
- **Navigate menu**
- **Tools menu**

Copies the currently selected text to the Windows clipboard. This command will only be active when text is selected.

You may want to use this command to copy a URL from the Web Page bar so you can mail it to another person.

TIP This command cannot be used to copy text from the current Web page. You can, however, view the Web page source by clicking the Web Page Source command on the File menu, and using the Copy command in that window.

Pastes the information in the Windows clipboard at the current cursor position. This command will only be active if there is text in the Windows clipboard.

Searches the current Web page for the text you specify.

Find What	Specifies the exact text you want to locate.
Find Next	Searches for the next occurrence of the text specified in the **Find What** box.
Match Case	Finds only those occurrences with the exact combination of upper and lowercase letters specified in the Find box.

Loads a Web page designed to let you search the World Wide Web for keywords you specify. By default, the Internet Wizard is launched; you can specify which Web page you want to use by changing the **Search Page** option in the Pages tab of the View Options dialog box.

The menu items in CompuServe Mosaic are listed below. Click on a menu folder to see the menu items in that menu, and click the menu item to view help for that item.

- **File menu**
- **Edit menu**
- **View menu**
  - Toolbar
  - Web Page Bar
  - Load to Disk Mode
  - Auto Load Images
  - Kiosk Mode
  - Options
- **Navigate menu**
- **Tools menu**

Displays the Mosaic toolbar, found beneath the Mosaic menu bar. The toolbar contains buttons that act as shortcuts to frequently used Mosaic features.

Displays the Web Page box, which displays a list of Web Pages Mosaic has recently displayed. You can also type a URL in this box to quickly connect to a Web page.

TIP If you want to quickly access a URL that takes the form http://www.**company**.com, type **company** in the Web Page box.

Saves a Web page to your system every time you click a hyperlink, or try to connect to a page using a URL.

A dialog box will appear, prompting you for a name and location for the file. Note that the Web page will not be loaded and displayed on-screen; it will only be saved. To view a Web page on-screen again, turn off Load to Disk Mode by selecting it again in the Options menu.

Loads Web page images automatically. Turning off this command replaces all images on a Web page with graphic placeholders. You can load each graphic individually by clicking the image with the right mouse button and choosing the Load Image option from the Hyperlink menu that appears.

You may want to disable this feature if you're connecting to the Internet over a modem, since large graphic images take time to load.

Displays or hides Mosaic's menu and toolbar so that you can view Web pages full screen. To enter and exit Kiosk Mode, press CTRL+K. You can also press ESC to exit Kiosk Mode.

Configures options that affect your Mosaic session, such as the toolbar style, hyperlink color, image loading, fonts, and home page. The View Options dialog box has three separate areas, or tabs. Click on an item below for information.

Display tab (View Options)

Fonts tab (View Options)

Pages tab (View Options)

The options in this dialog box are described below.

Toolbar Style Specifies how to display the current toolbar.

Text Only displays a text label for each toolbar button.

Pictures Only displays a picture (no text)

Both displays a picture and text.

Hyperlinks Specifies color and underlining for Mosaic hyperlinks.

Link Color specifies the color for hyperlinks. Clicking this option allows you to specify standard or custom colors.

Visited Link Color specifies the color to use for hyperlinks you have already clicked on. These hyperlinks will remain this color until the period specified using the **Links Expire** option.

Links Expire specifies the period after which visited links should no longer display with the visited link color.

Underline Hyperlinks displays text hyperlinks as underlined text.

Main Window Specifies options that control the Mosaic window.

Save Last Window Position restores the window size and position used in the last Mosaic session.

Number of Web Pages in Dropdown specifies how many Web Pages are listed on the Web Page box beneath the Mosaic toolbar.

Images Specifies options for displaying images.

Automatically Load Images loads Web page images automatically. Clearing this box replaces images with graphic placeholders.

Image Update Frequency determines how often the Web page display is updated while loading graphic images.

By default, the screen is redrawn every 1.5 seconds. If you are operating over a slow modem connection, you should increase this option to a larger number (5 seconds, for instance) so that images are loaded in before the screen is redrawn.

Image Display options specify whether dithering is used to display images. Choose **Best Quality** to use dithering; this results in the highest quality images, but will increase the time to display an image. Choose **Fastest Speed** to disable dithering and get the fastest display performance.

Configures the appearance of text on a Web page. Text elements on a Web page have different styles associated with them (defined by the Web page author). You can change the way those styles are displayed using the options in this dialog box.

As you change options, the sample text shown on the right will change accordingly.

Styles	Specifies the Mosaic style to be modified.
Change Font	Allows you to select the font type and size for the style you selected.
Enlarge All	Increases the font size for all styles.
Reduce All	Decreases the font size for all styles.

The options in this dialog box are described below.

Home Page URL	Identifies the Web page that will be loaded at Mosaic startup and when you click the Home button on the Mosaic toolbar.
Load Automatically at Startup	Specifies whether Mosaic connects to the specified Web Page URL when Mosaic is started.
Search Page URL	Identifies the Web page that will be loaded when you click the Search button on the Toolbar or click Search Internet on the Edit menu.

The menu items in CompuServe Mosaic are listed below. Click on a menu folder to see the menu items in that menu, and click the menu item to view help for that item.

- **File menu**
- **Edit menu**
- **View menu**
- **Navigate menu**
  - Backward
  - Forward
  - Reload
  - Home
  - History
  - Stop Transfer
  - Add Web Page to Hotlist
- **Tools menu**

Returns to the previous Web page.

Moves to the next Web page. This option is available only if you clicked Back in the Navigate menu or the Back button on the toolbar to view the current page.

Reloads the current Web page. This may be useful if you have problems viewing the current screen.

Loads the startup home page, which is specified using the Pages tab in the View Options dialog box.

Displays a list of the Web pages you've accessed during the current session.

Stops the current function. This option is most useful when you want to stop loading a Web page or image.

Inserts the current Web Page URL and title information at the end of the current hotlist.

The menu items in CompuServe Mosaic are listed below. Click on a menu folder to see the menu items in that menu, and click the menu item to view help for that item.

- **File menu**
- **Edit menu**
- **View menu**
- **Navigate menu**
- **Tools menu**
  - Mail
  - News
  - Import NCSA Menu as Hotlist
  - Options

Allows you to send mail using Mosaic’s built-in send mail feature.

Allows you to access newsgroups using Mosaic’s built-in news feature.

Converts an existing NCSA Mosaic menu into a Mosaic hotlist. NCSA menus are stored in the NCSA Mosaic .INI file. Note that there can be several menus in the INI file.

INI File Containing Menu	Specifies the filename and location of the NCSA Mosaic INI file from which you want to import menus.
Browse	Allows you to locate the NCSA Mosaic INI file.
Open	Opens the INI file specified in the **INI File Containing Menu** option and displays the menus in that file in the **Select Menu To Import** box.
Hotlist File To Create	Specifies the filename and location of the Mosaic hotlist you want to create.
Select Menu To Import	Lists the NCSA Mosaic menus in the INI file you specified. Select the menu you want to convert to a hotlist.

Configures tools used by Mosaic, such as e-mail and news options, terminal programs, and proxy servers. The Tools Options dialog box has three separate areas, or tabs. Click on an item below to get help on information in that tab.

Services tab (Tools Options)

File Types tab (Tools Options)

Proxies tab (Tools Options)

Advanced tab (Tools Options)

Configures mail and news options, and allows you to configure terminal programs.

Mail and News

E-mail address	Specifies the return address that Mosaic will add to e-mail messages when sending mail using the built-in mail feature.
SMTP Server	Specifies the IP address of the mail server used by Mosaic when sending mail using the built-in mail feature.
News Server	Specifies the IP address of the machine you connect to in order to read Internet news when using Mosaic's built-in news feature.
Extended News Listing	Displays a brief description for each newsgroup listed in Mosaic. Clearing this box will disable these descriptions and turn off news threading.

Terminal Programs

Telnet	Specifies the program to use for Telnet.
Remote Login	Specifies the program to use for Remote Login (Rlogin).
TN3270	Specifies the program to use for TN3270.
Browse	Allows you to search your system for a program to use for Telnet, Remote Login, or TN3270.

See Also

Setting up terminal programs

Specifies which programs are used by Mosaic to view items encountered on the World Wide Web.

For more information about defining file types, click Setting up file types .

MIME Type	Indicates the MIME type of an item found on the Web; for example, audio/wav or video/quicktime. You must select a MIME type in this box in order to set up a program.
Extensions	Indicates the file extension that should be associated with the specified MIME type. This item is optional, since extensions are only used when trying to open files on FTP servers. Sample extensions are .wave, .wav, or .WAV for files of type audio/wav. (You may want to add both upper and lower cases for the extension, since many files are found on Unix file systems, and have case sensitive filenames)
Program	Specifies the program to use to display a file with the above MIME type and/or extensions.
New	Opens the New MIME Type dialog box, allowing you to add a new MIME type to the Type box, above.
Delete	Removes a MIME type from the MIME Type box.
Browse	Allows you to search your system for a program.

See Also

Setting up file types
Setting up MIME types

Configures proxy servers in Mosaic. For more information on proxy servers, click Overview of proxy servers.

Specify the IP address for each proxy server you set up.

FTP Proxy	Accesses FTP sites.
HTTP Proxy	Accesses HTTP sites.
SHTTP Proxy	Accesses S-HTTP sites.
News Proxy	Accesses news servers.
WAIS Proxy	Accesses WAIS servers.
Gopher Proxy	Accesses Gopher servers.
Port	Specifies the port required to access the associated proxy server. This item is optional.
Exclude domains	Specifies domains you can access without using the related proxy (for instance, if you are accessing information from your own network, you will not need to go through a proxy server to retrieve the information). You can specify multiple domains, separating them by commas.

Configures advanced options in Mosaic. Be aware that changing some of these options may adversely affect your system performance; **do not change** these options without being aware of the possible effects.

Use HTTP 0.9

Displays Web pages created in the earlier HTTP/0.9 format. In most cases, hyperlinks to such Web pages will warn you that HTTP/0.9 is required to read them.

Change this option only if you will be accessing an HTTP/0.9 page.

Cache

Specifies caching options.

Maximum Memory Usage specifies the amount of system memory that will be used to cache information you access on the World Wide Web. You might increase this setting if you have a lot of available system memory.

Maximum Disk Usage specifies the maximum amount of disk space that will be used for disk caching. If you have a lot of free disk space available and want to improve performance, you might increase this setting. Once the cache is full, older items in the cache will be discarded as you access new Web pages. You can use the **Empty Disk Cache** button at any time to empty the cache and recover disk space.

Files created by disk caching are stored in the \...\CACHE directory on the drive where you installed Mosaic.

Use 8-bit Sound

Configures Mosaic's internal sound support for 8-bit (lower quality) sound cards.

Dialog Boxes

Opens a hotlist on your PC or creates a new hotlist. You will be prompted for a filename and location for the hotlist; by default, hotlists are stored in the \DATA directory. The extension .HOT is suggested.

If you specify an unused name, a new, empty hotlist will be created.

Titles a hotlist you have created. This name will appear in the Hotlists dialog box.

Use a descriptive name for your hotlist, but, if you want to place the hotlist in the menu bar, keep the name short.

Specifies whether to add a new Web page or hotlist folder to the hotlist.

Web Page Adds a new Web page to the hotlist.

Folder Adds a new folder to the hotlist.

NOTE To add a Web page or folder to the middle of a hotlist, click the **Insert** button in the Hotlists dialog box.

Adds a Web page to the current hotlist. You must provide title and URL information as described below.

If you are viewing a Web page, this dialog box will contain the title and URL of that page.

Title	Specifies a title for the Web page you wish to add to the hotlist.
URL	Specifies the URL of the Web page you wish to add to the hotlist (if it is not already provided). Be sure that you have specified the URL correctly, or Mosaic will not be able to access the Web page.

See Also

Adding a Web page to a hotlist

Adds a folder to the current hotlist. Give the folder a short, descriptive name that you will easily recognize.

See Also

Adding folders to a hotlist

Specifies whether to insert a new Web page or hotlist folder into the current hotlist.

Web Page Inserts a new Web page into the hotlist.

Folder Inserts a new folder into the hotlist.

NOTE If there are no selected items in the current hotlist, this option will insert the new Web page or folder at the bottom of the hotlist.

Inserts a Web page into the current hotlist, above the currently selected item.

If you are viewing a Web page, this dialog box will contain the title and URL of that page.

Title	Specifies a title for the Web page you wish to add to the hotlist.
URL	Specifies the URL of the Web page you wish to add to the hotlist (if it is not already provided). Be sure that you have specified the URL correctly, or Mosaic will not be able to access the Web page.

See Also

Adding a Web page to a hotlist

Inserts a folder into the current hotlist, above the currently selected item. Give the folder a short, descriptive name that you will easily recognize.

See Also

Adding folders to a hotlist

Edits the title or URL of the Web page you have selected.

Edits the name of the hotlist or folder you have selected.

Exports your hotlist as an HTML file. Your exported hotlist will look much like an outline, with folders, subfolders, and Web page links making up the various levels of the page.

Specify a name and location for the HTML file.

File Name	Specifies the filename for the HTML file. You can type a new name for the file, or select an existing name from the list. A filename can contain up to eight characters, plus a three-letter extension. The extension .HTM is suggested.
Directories	Specifies the directory where you want to store the file.
Drives	Specifies the drive where you want to store the file.

Adds a new MIME type to the MIME type list in the File Types tab of the Tools Options dialog. Specify a name for the new MIME type.

See Also

Setting up MIME types

Connects to the newsgroup you specify. You do not need to specify the full URL, only the newsgroup name (for example, alt.culture.oz).

You must have a News Server defined in the Services tab of the Tools Options dialog box in order to access newsgroups.

Sends, or posts, a news article to a USENET newsgroup from Mosaic. For more information on using news in Mosaic, click Posting news.

Sender	Specifies your e-mail address. This box will automatically be filled out with the e-mail address specified in the **E-Mail Address** option in the Services tab of the Tools Options dialog box. If this value is incorrect, you should change it; otherwise no one will be able to reply to your news posting. You can, if you wish, specify a nickname that will be displayed along with your e-mail address, using the following formats: rapunzel@castle.com (Rap), "Rap" rapunzel@castle.com, or Rap <rapunzel@castle.com>, where rapunzel@castle.com is your e-mail address and Rap is your nickname.
Newsgroup	Specifies the name of the newsgroup where this article will be posted. You can add several newsgroups to this box, if you want, separating them with commas.
Subject	Specifies the subject of your news article. Although this box is optional, it is strongly suggested that you provide a subject for your article.
Keywords	Specifies the keywords that will appear in the header of the news posting; these keywords are used by some news reader programs to perform searches. Separate keywords with commas. Examples: politics, simpsons, jobs, northwest.
Content-type	The MIME type of the article you send. Currently, only text files are supported; text/plain is selected by default. You typically will not need to change this option.
Enter the message body	Type the message body in the space provided. All standard Windows edit keys are supported.

Sends an e-mail message from Mosaic. For more information on how sending e-mail works in Mosaic, click Sending mail.

Sender	Specifies your e-mail address. This box will automatically be filled out with the e-mail address specified in the **E-mail Address** option in the Services tab of the Tools Options dialog box. If this value is incorrect, you should change it; otherwise the recipient will not be able to reply to your mail. You can, if you wish, specify a nickname that will be displayed along with your e-mail address, using the following formats: rapunzel@castle.com (Rap), “Rap” rapunzel@castle.com, or Rap <rapunzel@castle.com>, where rapunzel@castle.com is your e-mail address and Rap is your nickname.
Recipient	Specifies the recipient of the mail message. Type a standard e-mail address, such as lucy@narnia.com.
CC	Specifies any additional recipients to whom you want to send a copy of the mail message.
Subject	Specifies the subject of your mail message. Although this box is optional, it is strongly suggested that you provide a subject for your message.
Content-type	The MIME type of the message you send. Currently, only text files are supported; text/plain is selected by default. You typically will not need to change this option.
Enter the message body	Type the message body in the space provided. All standard Windows edit keys are supported.

Probably not used

Color

Sets the color of hyperlinks displayed in the Mosaic window. You can choose from a predetermined palette of colors or define a custom color.

Basic Colors	Displays the colors available on your system. To use one of the displayed colors for hyperlinks, click on that color.
Custom Colors	Displays any custom colors you have defined using the Define Custom Colors feature. To use a custom color for hyperlinks, click on that color.
Define Custom Colors	Expands the Link Color dialog box, allowing you to define a custom color. Click on the displayed color grid to select the color you want to define. You can then click on the slider bar to the right of the grid to adjust the lightness or darkness of the color. Click the **Add to Custom Color** button to add the custom color to the Custom Colors list.

Font

Specifies the font, font style, and size used to display the currently selected Mosaic style.

Font	Specifies a font name. This box lists all the fonts currently available on your system.
Font Style	Specifies a font style. To use the default font style for a given font, select Regular.
Size	Specifies a font size. The sizes available depend on the printer and the selected font. If the size you type is not available on the current printer, the closest available size will be chosen.
Sample	Displays the effects of the formatting you specify with the options above.

The following topics provide step-by-step instructions on common tasks.

- **Browsing Web pages**
- **Working with Mosaic information**
- **Working with hotlists**
- **Finding information**
- **Using FTP, Gopher, News, and Mail**
- **Configuring Mosaic**

The following topics provide step-by-step instructions on common tasks.

- **Browsing Web pages**
  - Overview of browsing Web pages
  - Moving to another Web page
  - Opening a Web page using a URL
  - Opening a local Web page
- **Working with Mosaic information**
- **Working with hotlists**
- **Finding information**
- **Using FTP, Gopher, News, and Mail**
- **Configuring Mosaic**

When you open a Web page in Mosaic, you will see the text on that page, and any images on that page will then be loaded, top to bottom. You can control how images are loaded onto the page by changing the Images options in the Display tab of the View Options dialog box.

To stop loading the current page, click Stop Transfer on the Navigate menu (or click the Stop button on the toolbar).

If a page does not load properly—for instance, all of the images on the page do not appear or the connection to the server “times out”—you can click Reload on the Navigate menu (or click the Reload button on the toolbar) to try to load the page again.

There are several ways to move to another Web page in Mosaic.

Click	To
A hyperlink	Jump to the Web page referenced by the hyperlink.
The **Backward** and **Forward** buttons on the toolbar	Move to the Web pages you accessed before and after the current page.
The **Home** button on the toolbar	Access the startup home page for Mosaic.
The **Web Page** box	Type the URL for a Web page, or access a list of the Web pages you have recently visited.
History on the Navigate menu	Access a list of the Web pages you have visited this session.

You can specify a Web page to open by supplying the URL for that page. Most Web pages that you will encounter are HTML pages, which reside on HTTP sites. This type of URL is preceded by **http://** followed by the address and pathname of the HTML page, as in **http://www.bakerstreet.com/221B.html**.

To open a Web page using a URL:

1. Type a URL in the **Web Page** box found below the Mosaic toolbar.
2. Press ENTER.

TIP You can paste a URL that you have copied from another program into this box. With your cursor in the box, press CTRL+V.

See Also

Understanding URLs

You can open HTML files that are stored on your local system.

This command lets you view a Web page without connecting to the Internet.

Local Web pages usually have a file extension of .HTM.

To open a local Web page:

1. Click Open Local File on the File menu.
2. Locate the local Web page file.

See Also

Saving Web pages, files, and images

The following topics provide step-by-step instructions on common tasks.

Browsing Web pages
Working with Mosaic information
- Copying and pasting information
- Saving Web pages, files, and images
- Printing a Web page

Working with hotlists
Finding information
Using FTP, Gopher, News, and Mail
Configuring Mosaic

Like other Windows programs, Mosaic includes full support for the Windows clipboard. This allows you to paste information from another program into Mosaic, or copy information from Mosaic to other programs. For example, you might want to copy a URL from a mail message or news article and paste it into the **Web Page** box in order to quickly access that URL.

NOTE You can only copy and paste in areas in Mosaic where you can also type.

To	Do this
Copy information from Mosaic	Select the information, and press CTRL+C.
Copy a URL from a Web page	Move your cursor over the URL's hyperlink, click the right mouse button, and click Copy URL from the Hyperlink menu.
Paste information into Mosaic	Place your cursor at the location where you want to paste the information, and press CTRL+V.

There are several different ways to save items in Mosaic:

- Use Mosaic's Hyperlink menu.

  Click a hyperlink for an item you want to save with the right mouse button and select either Save to Disk or Save Image to Disk from the Hyperlink menu.

- Use Load to Disk mode.

  You can turn on Load to Disk mode to save each graphic or hyperlink that you click on, without loading it. Click Load to Disk Mode on the View menu (a check mark will indicate that the mode is enabled). When Load to Disk Mode is enabled, each time you try to access an item you will be prompted for a name and location to save the item. Note that items that you access will not be loaded or displayed; they will only be saved. Mosaic will continue to try to save items until you disable Load to Disk Mode by selecting the Load to Disk Mode option again. If you want to use Load to Disk Mode selectively, you can temporarily enable it by holding down the SHIFT key while you click an item.

See Also

Opening a local file

You can print the Web page you are viewing to a printer. If you want to see how the output will look when you print, click Print Preview on the File menu.

To print a Web page:

- Click Print on the File menu. You can click the **Setup** button in the Print dialog box to specify a different printer or set up options for printing.

To change the print margins:

- Click Print Margins on the File menu to adjust the margins of the printed document.

The following topics provide step-by-step instructions on common tasks.

Browsing Web pages
Working with Mosaic information
Working with hotlists

- Overview of hotlists
- Accessing a Web page using a hotlist
- Creating a new hotlist
- Adding a hotlist to the Mosaic menu
- Adding folders to a hotlist
- Adding a Web page to a hotlist
- Opening a hotlist
- Exporting a hotlist

Finding information
Using FTP, Gopher, News, and Mail
Configuring Mosaic

You can store your favorite Web pages in a hotlist so that you can easily access those pages again. You might use hotlists to group Web pages by category, such as subject (Games, Sports, Weather, Work) or user (Joe's hotlist, Ryan's hotlist, Greg's hotlist). Individual hotlists can contain folders and subfolders to further organize your information.

Hotlists are stored in hotlist files (usually with the extension .HOT), which makes it easy for you to give hotlists to other CompuServe Mosaic users.

You can access hotlists from the Hotlists dialog box, or add them to Mosaic's menu bar for quick access.

You can use a hotlist to quickly access your favorite Web pages. Mosaic includes a few predefined hotlists to get you started.

To access a Web page using a hotlist:

1. Click Hotlists on the File menu. The Hotlists dialog box will appear, displaying the predefined hotlists included with Mosaic. A hotlist is displayed using the following icon:

2. Open the hotlist that contains the page you want to access by double-clicking the hotlist icon. You can double-click a folder icon in the hotlist to see the items in that folder.
3. Double-click the Web page you want to display.

See Also

Creating a new hotlist
Opening a hotlist
Adding a Web page to a hotlist
Adding folders to a hotlist

You can create a new hotlist so that you can organize your favorite Web page addresses for fast access.

To create a new hotlist:

1. Click Hotlists on the File menu. The Hotlists dialog box will appear, displaying any hotlists you have already created.
2. Click the **Open/New** button.
3. Specify a filename and directory for your new hotlist (the extension .HOT is suggested).
4. Type a name for the hotlist. The name can be any length you want, but you may want to keep it short in case you add the hotlist to Mosaic's menu bar.

TIP If you use NCSA Mosaic, you can convert your custom menus to hotlists using the Import NCSA Menu as Hotlist command on the Options menu.

See Also

Adding a Web page to a hotlist
Adding folders to a hotlist
Adding a hotlist to the Mosaic menu

You can open an existing hotlist file and add it to the Hotlists dialog box. This is useful if you receive a hotlist from someone else and want to add it to Mosaic, or want to add a hotlist that you previously removed from the Hotlists dialog box.

To open a hotlist:

1. Click Hotlists on the File menu.
2. Click the **Open/New** button. The Open/Create New Hotlist dialog box will appear.
3. Specify the hotlist file name.

You can use any hotlist as a Mosaic menu, with all the hotlist items appearing as items on the menu. Folders within the hotlist will appear as menu items, and the folder contents will appear as sub-menu items.

To add a hotlist to the Mosaic menu:

1. Click Hotlists on the File menu.
2. Select the hotlist you want to add to the Mosaic menu.
3. Check the **Use Hotlist as menu item** box. The hotlist icon will change to the following icon:

and the hotlist will be added to the menu.

You can easily add a Web page to one of your hotlists.

To add a Web page to the end of the hotlist:

If you are currently viewing the Web page you want to add to a hotlist, you can click Add Web Page to Hotlist on the Navigate menu to add the document to the end of the current hotlist (the last hotlist you opened).

To add a Web page to a hotlist:

1. Click Hotlists on the File menu.
2. Select the hotlist to which you want to add the Web page.
3. Select the place in the hotlist where you want to place the page. The new Web page will be added **above** the item you select.

   For instance, to insert the Web page “Cooking with Oregano” in between “Badminton tips” and “Wide World of Webcrawling,” you would highlight “Wide World of Webcrawling” before inserting the new Web page.
4. Click the **Insert** button.
5. Click **Web Page** in the Insert New dialog box.
6. Fill out the next dialog box with information about the Web page. If you are currently viewing a Web page, this dialog box will be filled out for you.

   In the **Title** box, type the name you would like to use for this Web page in your hotlist. Spaces are permitted.

   In the **URL** box, type the URL for the Web page. You can copy and paste a URL into this dialog box, if you choose.

TIP You can also drag and drop a hyperlink into a hotlist or hotlist folder.

You may want to use hotlist folders to help organize your information. You can place a folder anywhere in a hotlist, even inside another folder.

To add a folder to a hotlist:

1. Select the hotlist to which you want to add the folder.
2. Select the place in the hotlist where you want to add the folder. The new folder will be added **above** the item you select.

   For instance, to insert a “Humor” folder between a “Hobbies” folder and a “Lists of Sites” folder, you would highlight “Lists of Sites” before inserting the new Web folder.
3. Click the **Insert** button.
4. Click **Folder** in the Insert New dialog box.
5. Specify a name for the new folder.

You can export any of your hotlists as an HTML file. You might do this to give the hotlist information to someone who doesn't have CompuServe Mosaic. You can also use the hotlist as your default home page.

To export a hotlist:

1. Click Hotlists on the File menu.
2. Click the **Export** button.
3. Type a filename for the hotlist; the extension .HTM is suggested.

After you export the file, you can open it by clicking Open Local File on the File menu. The file will be displayed as a Web page containing a list of hyperlinks that jump to the Web pages in your hotlist.

The following topics provide step-by-step instructions on common tasks.

Browsing Web pages
Working with Mosaic information
Working with hotlists
Finding information
- Searching the World Wide Web
- Finding text on a Web page

Using FTP, Gopher, News, and Mail
Configuring Mosaic

The default Mosaic hotlists and startup home page contain many useful links that will help you get started using the World Wide Web.

You can click the Search button on the toolbar, or click Search Internet on the Edit menu to quickly launch a Web page you can use to search the World Wide Web. By default, this page is the Internet Wizard, an easy-to-use search tool that uses keywords to search for information. You can change the Search page that is loaded by changing the **Search Page** option in the Pages tab of the View Options dialog box.

There are many Web pages on the Internet that allow you to search for specific information or browse indexed lists of information. Some popular and useful sites are listed below.

Site	URL (address)
World Wide Web Worm (search tool)	http://www.cs.colorado.edu/home/mcbryan/WWWW.html
Yahoo (list & search tool)	http://www.yahoo.com
WWW Virtual Library (list)	http://www.w3.org/hypertext/DataSources/bySubject/Overview.html
Web Servers (list)	http://www.w3.org/hypertext/DataSources/WWW/Servers.html
GNN (list)	http://gnn.com/gnn/gnn.html

See Also

Opening a Web page using a URL

You can search a Web page for particular text.

To find text on a Web page:

1. Click Find on the Edit menu.
2. Type the text you want to search for in the **Find What:** box. If you wish to search only for words that match the capitalization of the specified text, check the **Match Case** button.
3. Click the **Find Next** button.

   The search will occur from the top of the current screen to the bottom. If the search word is found, the line of text containing the word will appear at the top of the page.
4. Click the **Find Next** button to find the next occurrence of the word.

   -OR-

   Click **Cancel** to close the dialog box

The following topics provide step-by-step instructions on common tasks.

Browsing Web pages
Working with Mosaic information
Working with hotlists
Finding information
Using FTP, Gopher, News, and Mail

- Overview of FTP, Gopher, News, and Mail
- Accessing FTP sites
- Accessing Gopher sites
- Reading news
- Posting news
- Sending mail

Configuring Mosaic

Mosaic not only lets you view HTML pages specifically designed for the World Wide Web, but allows you to access other Internet resources such as FTP and Gopher sites. You can also use Mosaic to access USENET news and send e-mail. Note that Mosaic is primarily designed for browsing the World Wide Web; for more full-featured use of FTP, Gopher, News, and Mail, more sophisticated programs may be preferred.

Click one of the items below for specific information.

- **FTP**
- **Gopher**
- **News**
- **Mail**

FTP Overview

FTP is used to send and receive files across networks. Anonymous FTP sites on the Internet contain countless freeware and shareware files that you can transfer to your PC.

Due to the popularity of ftp sites, there may be restrictions, such as limited hours for ftp access or limits to the number of users that can access a site at once.

Gopher Overview

Gopher sites display collections of information organized by subject. You can access many different types of resources using Gopher, including images, sounds, and searchable databases.

You may need additional programs to view some of the items you find using Gopher.

News Overview

USENET news is a forum for discussion (similar to a bulletin board system, but on a much larger scale) that is found on the Internet. You can read news articles about specific topics and contribute to the discussions by posting (adding) your own articles.

In order to read News using Mosaic, you will need to have access to a News Server. You can set up the news server address in Mosaic by typing it in the **News Server** box in the Services tab of the Tools Options dialog box.

Mail Overview

Mosaic can be used to send e-mail messages; for example, some hyperlinks contain an e-mail address, designed for sending comments to the Web page author. However, Mosaic cannot receive mail. If you want to receive mail, you will need a dedicated mail program and an account on a mail server.

In order to send mail using the built-in mail send feature, you will need to specify an **SMTP Server** in the Services tab of the Tools Options dialog box.

You can access FTP sites and download files using Mosaic.

To access an FTP site:

1. Place your cursor in the **Web Page** box beneath the toolbar.
2. Enter the URL for the FTP site you want to connect to:

   ftp://hostname where **hostname** is the IP address of the FTP site, for example, **ftp://ftp.narnia.com**, or **ftp://165.121.6.26**.

   If you're connecting to an FTP site which requires a username and password, you can also type **ftp://username:password@hostname**, where **username** and **password** are your username and password on the ftp site, for example, **ftp://lucy:aslan@ftp.narnia.com**.

   The FTP Site will be displayed as a list of folders and files. You can double-click a folder to open it and display its contents. A hyperlink at the top of the file (usually called Up to Parent Directory) will take you back to the previous level.

To download a file:

When you see a file you want to access, click the filename. Text files will automatically be displayed in the Mosaic window. If you set up a program for the file (using the File Types option), the file will be opened using the program. Otherwise, you will be asked if you want to save the file to disk.

See Also

Setting up file types

You can access a Gopher site using Mosaic.

To access a Gopher site:

1. Place your cursor in the **Web Page** box beneath the toolbar.
2. Enter the URL for the Gopher site you want to connect to:

   gopher://hostname where **hostname** is the IP address of the Gopher site, for example, **gopher://gopher.narnia.com**, or **gopher://165.121.6.45**.

   The Gopher site will appear as a list of different types of items.

To access a Gopher item:

When you see an item you want to access, double-click it. If the item is a text file, Mosaic will display it in the Mosaic window. If the item is a Telnet, TN3270, or Rlogin site, Mosaic will open it using the tool set up in the Services tab of the Tools Options dialog box. If the item is a search tool, Mosaic will allow you to search the indicated database.

For other items, if you have set up a program for that file (using file types), the file will be opened using that program. Otherwise, you will be asked if you want to save the file to disk.

See Also

Setting up file types

You can read news on a News Server using Mosaic. You may find links to newsgroups on the World Wide Web, or you may want to connect to a newsgroup directly, as described below.

To access news:

1. Click on a hyperlink that points to a newsgroup or news article

   -OR-

   Place your cursor in the **Web Page** box beneath the toolbar and enter the URL, as described below:

To	Type
Access a specific newsgroup	**news:newsgroupname** where **newsgroupname** is the full name of the newsgroup you want to access, for example, **news:alt.smurfs**.
List all newsgroups on the News Server	**news:***
List a range of newsgroups	**news:category.*** where **category** is the part of the newsgroup name that you know, and * signifies all newsgroups within that category. For example, **news:alt.tv.*** would display alt.tv.simpsons, alt.tv.90210, etc., **news:alt.*** would display all the newsgroups with the prefix alt, and **news:comp.*** would display all the newsgroups with the prefix comp.

2. If you are viewing a list of newsgroups, you can double-click any newsgroup to display the articles in that newsgroup. A list of news articles will appear.

   Mosaic displays news articles as bulleted items on the screen, grouped by threads. Articles posted in response to an original article will be shown indented below that article and will be identified using the poster's name, rather than an article subject.

NOTE By default, Mosaic displays descriptions of all the newsgroups; to disable this feature, clear the **Extended News Listing** box in the Services tab of the Tools Options dialog box. Note that unchecking this option will disable threading in news (described below).

3. To view an article, simply click its title in the article list.

   Mosaic displays hyperlinks at the top of the screen that you can click to navigate through threads. When you are viewing an article that is part of a thread, you will see either **Next thread** or **Next article in thread** and **Previous article in thread**, depending on where you are in the thread.

You can use Mosaic to post a news article to a newsgroup, as described below. Note that some news servers and newsgroups will not allow you to post articles.

To post a news article from the newsgroup screen:

1. Make sure the newsgroup you want to post to is displayed on the screen, with the articles in that newsgroup listed.
2. Click the **Post to newsgroup** hyperlink at the top of the screen, or, if you want to follow up the article (responding to the article thread, and including the text of the article), click the **Followup to message** hyperlink.
3. Fill out the Post News dialog box with information about your article. The **Sender** box should be filled out for you. Be sure to specify a **Subject** for your article and complete the **Sender** box.
4. Type your article in the space provided. All the standard Windows edit keys are supported, including CTRL-V to allow you to paste text from other programs into your article.

NOTE Mosaic's News feature does not automatically wrap words down to the next line when you reach the end of a line. You will need to press ENTER at the end of each line of your message so that your message will be displayed properly.

To post a news article using a URL:

1. Place your cursor in the **Web Page** box beneath the toolbar.
2. Enter the following URL:

   newspost:newsgroupname{,newsgroupname,newsgroupname}{/followup} where **newsgroupname** is the name of the newsgroup you want to post to (you can specify multiple newsgroups by separating them by commas; do not have spaces between commas).

   /followup is optional, and indicates that you want the posting to be a follow-up posting. If an article is currently displayed, the followup post will contain the text of the original article.

   Examples

   newspost:alt.tv.seinfeld

   newspost:rec.bicycles,rec.sports.cycling

   newspost:alt.suburbia/followup

You can send e-mail messages using Mosaic. You may find hyperlinks that will send an e-mail message to the address indicated in the hyperlink text. You can also send e-mail as indicated below.

To send mail from Mosaic:

1. Place your cursor in the **Web Page** box beneath the toolbar.
2. Enter the following URL

   mailto:address where **address** is the e-mail address you want to send mail to, for example, **mailto:lucy@narnia.com**.
3. Fill out the Send Mail dialog box with information about your message. Be sure to specify a **Recipient** and a **Subject** for your message.
4. Type your mail message in the space provided. All the standard Windows edit keys are supported, including CTRL-V to paste text from other programs into your message.

NOTE Mosaic's Mail feature does not automatically wrap words down to the next line when you reach the end of a line. You will need to press ENTER at the end of each line of your message so that your message will be displayed properly.

The following topics provide step-by-step instructions on common tasks.

Browsing Web pages
Working with Mosaic information
Working with hotlists
Finding information
Using FTP, Gopher, News, and Mail
Configuring Mosaic

- Improving Mosaic's performance
- Changing the screen appearance
- Setting up file types
- Setting up terminal programs
- Using proxy servers

There are several ways you can improve Mosaic's performance.

- Increase system memory.

  As with any Windows program, Mosaic's performance will improve if you have more available system memory. If you often load in large images or download large files, you will want to optimize your memory.

  Using extended (not expanded) memory and a large Windows swapfile (at least twice as large as your physical RAM; for example, for 4 MB RAM, have a 8MB swapfile) may improve your performance. See your DOS and Windows documentation for additional information on imcreasing memory.

- Turn off inline images.

  If you have a slow connection, or if you do not need to see images, you can turn off the display of images by clearing the **Automatically Load Images** option in the Display tab of the View Options dialog box. If you turn off this option, image placeholders will load instead of the images, and Web pages will load substantially faster. You can still selectively load in images by clicking the images with your right mouse button and selecting **Load Image** from the hyperlink menu.

  Note that many images are used as hyperlinks to other Web pages, so disabling this option may make it more difficult to navigate the Web. Many, but not all, Web pages display alternate methods for accessing images.

- Change how often Mosaic loads images.

  If you have a slow Internet connection, you may want to change how often Mosaic loads images. Mosaic redraws the screen at the interval you specify using the **Image Update Frequency** in the Display tab of the View Options dialog box.

- Change how fast Mosaic loads images.

  Normally, Mosaic loads and displays images with the highest quality possible. You can choose to have Mosaic load images faster, sacrificing some degree of quality, by changing the **Image Display** option in the Display tab of the View Options dialog box to be **Fastest Speed**.

- Change the caching value.

  Mosaic has a number of caching options, which can be configured using the Cache options in the Advanced tab of the Tools Options dialog box.

- Create a local startup home page.

  If your startup home page does not change often, you may want to save the page to a local HTML file, so that you can access it more quickly. Then, specify the name of the local HTML file in the Pages tab of the View Options dialog box.

There are several ways to change the appearance of the Mosaic window.

- Change the fonts used for text on the Mosaic window.

  Text elements on a Web page have different styles associated with them (defined by the Web page author). You can change the font types and sizes that are used for these styles using the Fonts tab in the View Options dialog box, selecting the style you want to change, and clicking the **Change Font** button. You can also choose to enlarge or reduce all the fonts using this dialog box. Note that changes in this dialog box affect all Mosaic sessions.

- Change the appearance of the Mosaic hyperlinks.

  You can change the color and underlining of Mosaic hyperlinks using the **Link Color** and **Visited Link Color** options in the Display tab in the View Options dialog box.

- Change the toolbar appearance.

  The toolbar style can be changed between picture and text, picture only, and text only by changing the Toolbar Style option in the Display tab of the View Options dialog box.

- Display or hide the toolbar and Web Page bar.

  You can hide the toolbar and Web Page bar (located beneath the toolbar) by unchecking Toolbar and Web Page Bar in the View menu.

Mosaic can display text, GIF and JPEG graphics, and can play .AU and .AIFF sound files. Other types of files, however, such as MPEG movie files, require you to use additional programs in order to display them.

You can specify which program Mosaic will use to open a certain type of file, as described below.

To configure a file type:

1. Click Options on the Tools menu.
2. Select the File Types tab in the Tools Options dialog box.
3. In the **MIME Type** box, select the MIME type of the item for which you want to set up a program. You may have to set up a new MIME type, if the MIME type you want is not listed. You should try to use the same MIME type that is used on the World Wide Web server you are accessing.
4. In the **Extensions** box, type any file extensions (such as .MPG, .AVI, or .DOC) you want to use for the specified MIME type. If you are providing several extensions, separate the extensions with commas. Note that UNIX servers sometime have case-sensitive filenames; you may want to use both upper and lower cases for the extension (e.g. .mpg,.MPG,.mpeg).

   Since MIME types, not file extensions, are used when accessing items on an HTTP server, you only have to supply file extensions if you want to be able to access items on FTP or Gopher sites using the program you specify.
5. In the **Program** box, type the full path and filename of the program you want to use for the specified MIME type. If you are not sure of the location of the program, click the **Browse** button.

Mosaic uses MIME types to decide how to treat items you try to access on an HTML Web page. For instance, MPEG movie files have MIME type video/mpeg, and TIFF graphics have type application/tiff. You can find out the MIME type of an item by clicking it with the right mouse button and choosing Get Information (or Get Image Information) from the Hyperlink menu that appears.

You may need to add new MIME types in order to set up programs properly in Mosaic (using the File Types tab in the Tools Options dialog box). Make sure you specify the MIME type correctly, since that is what Mosaic uses to recognize the item so that it can start a program.

You can add a MIME type as follows:

1. Click Options on the Tools menu.
2. Select the File Types tab in the Tools Options dialog box.
3. Click the **New** button.
4. Type a name for the new MIME type.
5. Click **OK** to add the new MIME type. The new MIME type will be added to the **Type:** list, and you can now set up programs for that MIME type to that MIME type.

NOTE Mosaic uses extensions, not MIME types, to recognize items on FTP sites. In order to set up file types for items on an FTP site, you will still need to set up a MIME type, however. The name for this MIME type can be anything you like, since the MIME type is not really used by Mosaic to determine which program to use to open the item. For example, if you wanted to set up a MIME type so that you could open Visio™ files (from Shapeware Corporation), you might create a new MIME type called application/x-visio. You can then set up that MIME type, specifying the file extension for Visio files (.vsd) and setting up Visio as the program to use. It is conventional to name user-defined MIME types with an **x-**extension.

If you need to connect to a Telnet, TN3270, or Rlogin site, and have the appropriate programs on your system, you can configure Mosaic to use them automatically when connecting to those sites.

To set up terminal programs:

1. Click Options on the Tools menu.
2. Select the Display tab in the Tools Options dialog box.
3. In the Terminal Programs box, fill out each of the boxes **(Telnet**, **Remote Login**, and **TN3270)** with the full pathname of the program you want to use. If you are not sure of the exact location of a program, you can click the **Browse** button next to the program box to search for the program on your system.

Overview of proxy servers

Setting up proxy servers

Some networks are not directly connected to the Internet, but are protected by Internet firewalls—software products designed to protect networks from outside intrusion. If your network is behind a firewall, Mosaic will have to communicate with proxy servers in order to access services on the Internet. Proxy servers forward requests for information to the requested server and return the information to Mosaic.

Mosaic supports proxy servers based on the ANS and CERN specifications. Contact your network administrator for information on any proxy servers used in your organization.

You can set up proxy servers for FTP, HTTP, S-HTTP, News, WAIS, and Gopher.

To set up proxy servers:

1. Click Options on the Tools menu.
2. Select the Proxies tab in the Tools Options dialog box.
3. Specify the address for each proxy server that you will need to use. This should be an IP address, such as **165.121.6.6**, or a fully qualified domain name, like **proxy.circe.com**. Note that proxy servers are often all found on the same machine (with the same port).

   If a specific port is also required to access a proxy server, type it in the **Port** box next to the server name.
4. You can exclude specific domains from proxy access using the **Exclude Domain** option. Specify the domain names you want to exclude; if you have more than one domain name, separate the domains with commas.

   When accessing a host on a specified domain, Mosaic will not go through a proxy server. For instance, if you are accessing information from your own network, you will not want to go through the proxy server to retrieve the information. Also, if you have another domain within your organization that is also behind your Internet firewall, you may want to bypass the proxy server and communicate directly with machines in that domain, since security is not an issue in those cases.

Once you define a proxy server for a service, Mosaic will always use a proxy server to access that service, unless you are accessing a domain listed in the **Exclude Domain** box.