NETCOMplete 3.20 Help

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📂 About NETCOM and NETCOMplete

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About NETCOM

NETCOM On-Line Communication Services, Inc. is a leading Internet service provider.

NETCOM offers:

- High quality and reliable connectivity 24 hours a day, 7 days a week, and 52 weeks a year.
- Local Internet access points in most major metropolitan areas.
- NETCOMplete software which allows you to use the following Internet applications: Email, USENET, World Wide Web, Telnet, FTP, IRC and Finger.

NETCOM service can be used to inter-connect branch offices, provide local calling for telecomputing, and establish on-demand Internet connections for News, Email, and personal dial-up service.

NETCOMplete Basics

NETCOMplete provides access to all the Internet applications. To start an Internet application, choose a command from the Internet menu or click a button on the NETCOMplete toolbar.

Tip: For more information on using NETCOMplete, click the Web Documentation topic.

▶ World Wide Web: Provides a browser to the World Wide Web which allows you to access text, graphics, audio, and video.
▶ Read Email: Lets you read electronic mail sent to you by other Internet users or members of other popular on-line services.
▶ Send Email: Lets you send electronic mail to Internet users or members of other popular on-line services.
▶ Read USENET News Groups: Lets you read messages posted to a news group of Internet users with the same interests.
▶ Post to USENET News Groups: Lets you post messages to a newsgroup of Internet users with the same interests. These messages can be viewed by anyone using the newsgroup.
▶ FTP (File Transfer Protocol): Lets you download or upload files from the Internet.
▶ Telnet: Allows you to connect directly to a computer. Once connected, your computer acts like a terminal receiving text from the host computer.
▶ Finger: Allows you to find information about other users on the Internet.
▶ IRC (Internet Relay Chat): Allows you to chat with other Internet users by typing at your keyboard.

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📂 Registering Your NETCOM Internet Account

📄 Why You Need to Register

📄 Registering Your NETCOM Internet Account

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Why You Need to Register

Registering allows you to setup your NETCOM Internet account and access to the Internet. During the registration process, you specify a username and password to use each time you connect with the Internet. You also specify an access number that is used to connect you with your Internet account along with other information. After you have setup your account, you can access the Internet by providing your username and password to NETCOM. If you later upgrade to a newer version of NETCOMplete, you do not have to re-register your account.

Tip: For information on the registration process, click the Registration Help Topics topic.

Registering Your NETCOM Account

After you install NETCOMplete, you need register an Internet account with NETCOM.

▶ To register your NETCOM account:
   1. Double-click the NETCOMplete Registration icon, located in the NETCOMplete group folder.

   2. Follow the directions that appear on-screen. If you need help, click the Help button which appears in each registration window.

For more information about registering your NETCOM account, click the Registration Window Help topic.

Registration Help Topics

Click a topic for more help on a registration window.

[Join NETCOM](#)

[User Information](#)

[Username](#)

[Password](#)

[Verification Information](#)

[Registration Code](#)

[Registration Status](#)

[Access Number (select from a list)](#)

[Access Number (select an access number)](#)

Join NETCOM Help

Join NETCOM is the first step towards registering your NETCOM Internet account. In this window, you need to answer the following questions:

▶   Are you registering from within the United States (U.S. version only)?
When registering your NETCOM account, you need to dial the NETCOM registration system. If you are registering from within the United States, you automatically use the 800 number provided. However, if you reside outside of the United States, you must use a toll number. In this instance, you will be billed by your telephone company for the time required to open your NETCOM account.

▶   Do you need to add prefixes to the NETCOM access number, such as a 9, to access an outside line?

User Information Help

In the User Information window, you need to provide some brief information about yourself.

▶   Last Name, Last Name, and Middle
Type your last, first and middle name.

▶   Address, City, & State (or Province)
Type the street address, city, and state (or province) you want to use as your billing address.

▶   Zip Code (or Postal Code)
Type the zip code (or postal code) you want to use for your billing address. You can enter a nine digit zip code, or a zip code with alphabetic characters.

▶   Home & Work Phone
Type your home and work phone numbers. You must type a valid home phone number.

▶   Company
Type the name of your company. This field is optional.

Username Help

In the Username Help registration window, you need to type a username which is used to identify your account and becomes apart of your email ("electronic mail") address.

When typing your username, keep in mind the following:

▶   Your username can be up to eight character in length.
▶   Use only lowercase letters (all letters are converted to lower-case during the authorization process).
▶   Your username must begin with an alphabetic character.
▶   Do not use any of the following characters in your username: ! @ # $ % ^ & * ( ) { } [ ] \ | < > ? / ~ ' ".

You will be notified if you selected a username currently being used by another NETCOM user. Usernames must be unique. In such an instance, use another username.

Password Help

In the Password Help registration window, you need to type the password you want to use to access your NETCOM account. The password should be kept secret. If another person accesses your account, you can be billed for the hours.

To make your password difficult for others to guess, it should:

▶ Contain 6 to 8 characters.
▶ Have both upper and lower-case characters.
▶ Contain   numbers or special symbols.
▶ Not be a word that can be found in any dictionary (regardless of language) in either direct or reverse order.

Tip: If NETCOMplete login displays the message, "Username or Password Incorrect - Try Again", check to be sure that the CAPS LOCK key is not turned on.

Verification Information Help

In the Verification Help registration window, you need to type your mother's maiden name (or any special word which you will not forget).

If you call NETCOM, this verification word will help us to identify you as the account user. For example, if you forget your account password and need to call NETCOMplete Technical Support for help.

Registration Code Help

In the Registration Code Help window, you need to type the registration code located on your NETCOMplete packaging. If you cannot find the Registration Code, call 408-881-1810 (Canada: 416-345-1800) for assistance.

Registration Status Help

The Registration Status registration window displays the status while NETCOMplete logs into NETCOM, creates your account, and verifies your user information. In addition, you will be prompted to read pricing and licensing agreements before completing the registration.

Tip: If you have any problems connecting to NETCOM, click the Modem Setup & Diagnosis button and change your modem settings or the phone number (or prefix) you are using to contact NETCOM.

Access Phone Number Help

The access number is the phone number used to connect you with your Internet account. Based upon your user information, NETCOMplete may offer a list of local access numbers from which you can select. If you want to view the complete list of NETCOM access numbers, click the More Listing button.

Tip: Remember, that if you decide to use an access number that is not local to your area, you may have to pay toll or long distance charges for the length of time you are connected to the Internet. Contact your phone company for telephone rates when using an access number outside of your local area.

Access Phone Number Help

The access number is the phone number used to connect you with your Internet account. Based upon your user information you provided, we do NOT currently have a local access number available in your local area. You must select one of the following options.

▶   Yes, I want to select my access number from neighboring areas
You can search for an access number in a neighboring area. Remember, that if you decide to use an access number that is not local to your area, you may have to pay toll or long distance charges for the length of time you are connected to the Internet. Contact the phone company for telephone rates when using an access number outside of your local area.

▶   Yes, I want to select my access number from the whole list
You can select an access number from NETCOM's complete list of access numbers. The numbers are organized by area code. Remember, that if you decide to use an access number that is not local to your area, you may have to pay toll or long distance charges for the length of time you are connected to the Internet. Contact the phone company for telephone rates when using an access number outside of your local area.

▶   Yes, I want to use the 800 service
If you cannot find an access number in a neighboring area, NETCOM provides an 800 number you can use to connect to the Internet. Your account is billed for the length of time you are connected to the Internet while using this number.

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    📄   NETCOMplete On-line Documentation

    📄   WebTech: Answers to Common Questions

    ▶   NETCOM's FaxBack: Automated Fax Service

    ▶   NETCOM Technical Support

▶ Changing Your NETCOMplete Settings

Web Documentation

For complete details on using NETCOMplete, on-line documentation is available on the World Wide Web.

▶ To use the on-line help pages:

1. Start NETCOMplete and log into your account.

2. Choose World Wide Web - Browser from the Internet menu or click the Web icon.

3. Type the following address into the address text box at the top of the browser:

   `http://www.netcom.com/support/win/3.0`

   (Canada: `http://www.netcom.ca/support/win/3.0`)

4. Press Enter.

WebTech On-line Help

Webtech provides the answers to most commonly asked questions about how to use or configure NETCOMplete.

▶ To use Webtech:

1. Start NETCOMplete and log into your account.

2. Choose World Wide Web - Browser from the Internet menu or click the Web icon.

3. Type the following address into the address text box at the top of the browser:

   `http://www.netcom.com/bin/webtech`

   (Canada: `http://www.netcom.ca/bin/webtech`)

4. Press Enter.

NETCOM's FaxBack: Automated Fax Service

NETCOM provides you with an easy to use fax on demand service should you need Technical Support files. You simply use your phone and dial (800) 638-6383 to connect with this service. You can request an index of all Technical Support files or a specific file (provided you know the document number). Once your request is processed, the information is sent directly to your fax machine. (Note: This service is not yet available in Canada.)

NETCOM Technical Support

NETCOMplete Technical Support is available 24 hours each day, seven days a week.

▶ Telephone: 408-881-1810 (Canada: 416-345-1800)
▶ Email: support@ix.netcom.com (Canada: support@netcom.ca)
▶ Online support: `http://www.netcom.com/bin/webtech` (Canada:
`http://www.netcom.ca/bin/webtech`)

Tip: For more information on using the World Wide Web pages, refer to the Web Documentation topic.

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▶   Changing Your Phone Access Number

You can download the latest version of NETCOMplete using the Internet.

▶   **Start Download Button:** Click Start Download to download the latest version of NETCOMplete. Once the download starts, NETCOMplete tracks the estimated length of time it will take to complete the download.

   Note: Before starting the download, NETCOMplete checks to be sure you are using an older version of NETCOMplete. If you are currently using the latest version, NETCOMplete does not download the software again.

▶   **Upgrade Button:** After downloading the latest version of NETCOMplete, click the Upgrade button to complete the process of upgrading your version of NETCOMplete. YOU MUST CLICK THE UPGRADE BUTTON AFTER DOWNLOADING THE FILES TO UPGRADE YOUR VERSION OF NETCOMplete!

▶   **Cancel Button:** Click cancel to close the dialog box without making any changes to NETCOMplete.

The Version Selection dialog box lets you select the version of NETCOMplete you want to download. Highlight the version you want and click OK.

Page Setup

The Page Setup dialog box lets you set the size of the page and the information that appears in the document header and footer. The header appears at the top of each page, while the footer appears at the bottom of each page.

▶   **Margin Inches Text Boxes:** Type the top, bottom, right, and left margins for the page. The margins are the amount of white space that appears along the edges of a page. The larger the margins, the greater the amount of white space.

▶   **Document Title Checkbox:** Check to print the document title in the header of the document.

▶   **Document URL Checkbox:** Check to print the document address in the header of the document. For instance, http:www.netcom.com/test.htm.

▶   **Page Number Checkbox:** Check to print the page number in the footer of the document.

▶   **Date/Time Checkbox:** Check to print the time and date in the footer of the document.

About NETCOMplete

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Tip: For more information on using NETCOMplete, click the Web Documentation topic.

▶ World Wide Web: Provides a browser to the World Wide Web which allows you to access text, graphics, audio, and video.
▶ Read Email: Lets you read send electronic mail sent to you by other Internet users or members of other popular on-line services.
▶ Send Email: Lets you send electronic mail to Internet users or members of other popular on-line services.
▶ Read USENET News Groups: Lets you read messages posted to a news group of Internet users with the same interests.
▶ Post to USENET News Groups: Lets you post messages to a newsgroup of Internet users with the same interests. These messages can be viewed by anyone using the newsgroup.
▶ FTP (File Transfer Protocol): Lets you download or upload files from the Internet.
▶ Telnet: Allows you to connect directly to a computer. Once connected, your computer acts like a terminal receiving text from the host computer.
▶ Finger: Allows you to find information about other users on the Internet.
▶ IRC (Internet Relay Chat): Allows you to chat with other Internet users by typing at your keyboard.

About Finger

You can use Finger to locate someone on the Internet. You may want to send an e-mail but not have the recipient's exact e-mail address available. You can use Finger as an online directory, similar to the white pages of a telephone directory.

You can also use Finger to find out information about someone when you know their e-mail address, but not their name.   Depending on the host computer, you may also find out if the person is currently logged in.

To Get Started

Type the user's name and host computer in the text box.   For example, if your friend's name is Smith and has an account at UC Berkeley, you could enter the following username@host:

smith@berkeley.edu

In this example, the Finger window displays a list of e-mail addresses for people named Smith. However, the information displayed depends on the host computer.

About FTP (File Transfer Protocol)

With NETCOMplete's FTP, you can connect and log on to a remote host computer on the Internet. Afterward you can look at the files on this remote computer and download files of interest (ASCII or Binary format). These files can be text files, graphic files, or even shareware applications. In addition you can upload files to some remote computers.

Typically, you want to specify ASCII format for text files you download from the Internet to your computer. You use binary format when downloading non-text files such as graphics and applications.

FTP sites sometimes allow you to log on with "anonymous" as your name, and usually require your e-mail address as the password. The remote computers that make up an anonymous FTP site are often owned by universities, companies or government agencies and provide FTP service as a courtesy. Other times you will need an account to log on to a FTP site.

Perhaps the biggest challenge in using FTP is finding a site that has files that interest you. Archie servers keep track of the files available at FTP sites and can help you locate ones you want. You can use a web search page to locate a Archie server, using "Archie" as the search word.

FTP To:

Use the FTP To: dialog box if you need to enter a username and password to connect to a FTP server.

▶ **Use Anonymous FTP Checkbox:** Check this to log into a server as an anonymous user. Many FTP servers allow anyone access provided they use anonymous as their username and their Internet address for a password. If you do not check this, you must enter a valid username and password to connect to the server.

▶ **Username Text Box:** Type a valid username to access the FTP server.

▶ **Password Text Box:** Type a valid password to access the FTP server.

Association (FTP Window)

The Association dialog box lets you associate a file in the FTP window with an application on your disk. After you download the file, NETCOMplete starts the associated application and displays the file.

▶ **Extension Name Text Box:** Type the file extension you want to associate with an application. For example, type .BMP to associate a Windows bitmap graphic with a painting application.

▶ **Application Full Path Text Box:** Type the path to the application you want to associate with the file extension in the Extension Name text box.

▶ **Browse Button:** Click to display a standard Windows file dialog box which you can use to help locate an application on your disk.

▶ **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

About IRC

What is IRC?

IRC stands for "Internet Relay Chat". You can think of IRC as a friendly place where users chat in groups or privately.   People meet on channels (virtual rooms) to participate in real-time conversations.   Anyone can start a new channel at any time since there is no restriction on the number of channels that can be formed. Generally, you are free to come and go as you please within channels.

How does IRC Work?

In an IRC network, there are many clients and servers. First, as an IRC user (client), you are connected to a server in an IRC network.   Each server can be connected to several other servers and up to hundreds of users. The servers in an IRC network pass messages from user to user. The largest IRC network, called EFnet (Eris Free net), usually serves over 15,000 users at any given moment.

What exactly is a channel?

A channel is a place where users chat. Once you connect to the IRC network, you can display a list of channels to join. Some channels can be very crowded depending on the topic and the time of day.   Also, the conversations on channels vary. Some conversations are calm while others are quite lively. Channels can be open to everyone but also closed and private with only friends allowed. For example, you could plan to chat with friends on a certain channel at a set time of day and restrict the channel to only your friends. Anyone can create a channel and after the last person leaves, the channel disappears.

How do I find a channel to join?

Well, the first step is to connect to an IRC server and choose a nickname. IRC users are known by their "nick" rather than their name. You also determine whether you want to disclose your real name if someone uses the IRC Whois command. Most people prefer to be anonymous. Once you are connected, you need to find a channel to join. You can do this by displaying a complete list of channels, or you can limit the list by the number of participants etc. In the channel listing, you see the channel's name, the number of partlicipants, and perhaps its topic. You simply type the channel name you want to join. Remember that most channel names start with the # character.   See <u>After Joining an IRC Channel</u> for more information.

IRC Connection

The IRC Connection dialog box lets you connect to an IRC server. Once connected, you can join a channel and begin chatting with other users.

Note: Once you join a channel, anyone can display your Internet address using the Whois IRC command.

▶   **Connect To Drop-down List:** Select one of the following:
-   EFNet: to chat with IRC users all over the world.

-   NETCOM: to chat with NETCOM users only.

-   Other: to connect to another IRC server (after selecting Other, the Host and Port Name text boxes appear).

▶   **Nickname Text Box:** Type the nickname you want to be known by while in an IRC channel. By default, your username appears.
▶   **Your Name Text Box:** This is optional. Your name appears along with your Internet address if someone uses the Whois IRC command to identify you. If you want others to know who you are, type your name.
   Note: IRC is generally an anonymous service and most users do not use their real name.

▶   **Host Name Text Box:** This text box appears if you select Other in the Connect To drop-down list. Type the name of the IRC host to which you want to connect.
▶   **Port Name Text Box:** This text box appears if you select Other in the Connect To drop-down list. Type the port number for the host name in the Host Name text box. By default, the port is set to "6667"; a common port number for many IRC servers.

Basic IRC Commands

NETCOMplete provides the following IRC commands:

Private Conversation: Lets you invite to have a private conversation (Choose Private Conversation from the Chat menu).

List Channels: Lets you list the names and the number of users within each channel (Choose List Channels from the Lists submenu from the Chat menu).

List Nicknames: Lets you list the nicknames of the users on each channel (Choose List Nicknames from the List submenu from the Chat menu).

List Who: Lets you search the IRC server for the names of current users. You can either search by channel name, Internet address, or nickname (Choose List Who from the List submenu from the Chat menu).

Ignore: Lets you specify the names and Internet addresses of people whose messages you do not want to see (Choose Ignore from the Chat menu).

Whois Command: Lets you view the Internet address and name (if any) of any person (Choose Whois from the Chat menu).

Whowas Command: Lets you view the Internet address and name (if any) of any person who has recently left IRC. This command works only for a short time after a person has left a channel (Choose Whowas from the Chat menu).

The following IRC commands are available to channel operators only and are located on the Channel Command submenu of the Chat menu:

Invite Command: Lets you invite another person to a channel.

Kick Command: Lets a channel operator kick a person off a channel (usually, this happens if a person is using abusive behavior).

Give Operator Privilege Command: Lets a channel operator assign channel privileges to another user.

Take Operator Privilege Command: Lets a channel operator revoke the privileges of another channel operator.

Give Speaker Right: In a moderated channel, a channel operator can assign users speaking rights; only those with speaking rights are able to communicate.

Take Speaker Right: In a moderated channel, a channel operator can revoke speaking rights.

About Joining a Channel

After you connect to the IRC server, you're ready to join a channel.   A channel is a place to chat with people. You must join a channel to chat. If you're unsure of a channel to join, you can display a channel listing. If you know the channel name, just type the name in the text box.   This name can be for an existing channel or a new channel that you start. Remember that most channel names begin with the # character. See <u>After Joining an IRC Channel</u> for more information.

IRC List

The IRC List dialog box loads a list of available IRC channels that you can join.This dialog box also shows you the status as the list is loaded.

After Joining an IRC Channel

In the channel window that opens you will see an alphabetical listing of people on the channel. These are the people who are available for chatting. People with an "OP" icon before their nickname are channel operators. A channel operator is someone who has control over a specific channel. A channel can have more than one channel operator.

How do I start chatting?

You join a channel in the middle of an ongoing conversation. So sit back a moment and see what the conversation is about. When you are ready, jump into the fun. Just start typing what you want to say and press Enter. You might want to start with a greeting, such as "Hi Everyone". After you finish with one channel, you can switch to another or start one of your own.

For a listing of available IRC commands see, Basic IRC Commands.

Join a Channel

The Join a Channel dialog box lets you join a chat channel. Joining a channel is very much like entering a room of people.

- **Channel Name Text Box:** Type a channel name. The channel name must be preceded by the "#" sign. For example, type "#test".
- **Channel Password Text Box:** Type a channel password. Some channels restrict access and you will need a password to enter. Passwords are assigned by the channel operator.
- **Download Channel List Button:** Displays a list of channels you can join. To download the list can take a few minutes.

Note: To display a list of channels you can also choose List from the Chat menu and then Channels from the List submenu.

IRC Commands

The following IRC commands use similar dialog box options:

Invite Command: Lets you invite another person to a channel.

Query Command: Lets you invite to have a private conversation.

Kick Command: Lets a channel operator kick a person off a channel (usually, this happens if a person is using abusive behavior).

Whois Command: Lets you view the Internet address and name (if any) of any person.

Whowas Command: Lets you view the Internet address and name (if any) of any person who has recently left IRC. This command works only for a short time after a person has left a channel.

Give Operator Privilege Command: Lets a channel operator assign channel privileges to another user.

Take Operator Privilege Command: Lets a channel operator revoke the privileges of another channel operator.

Give Speaker Right Command: In a moderated channel, a channel operator can assign users speaking rights; only those with speaking rights are able to communicate.

Take Speaker Right Command: In a moderated channel, a channel operator can revoke speaking rights.

Dialog Box Options:

▶ **Nickname Text Box:** Type the nickname of the person.
▶ **Channel Text Box:** Type the channel the person is using. Remember to precede the channel name with a # sign.
▶ **Comment Text Box:** Type a comment you want to appear.
▶ **OK and Cancel Buttons:** Click OK to initiate an action. Click Cancel to close the dialog box without any taking place.

User Information

The User Information dialog box lets you control the types of messages you want to appear in the IRC channel window. It also lets you change your nickname.

▶ **Your Nickname Text Box:** Type a new nickname. By default, your current nickname appears.
▶ **Invisible Checkbox:** Check if you do not want others to be able to search for you unless they know your exact nickname. Your nickname still appears to everyone in a channel you have joined.
▶ **Receive Server Notices Checkbox:** Check this if you want to display server messages (of Notice type) in the IRC window. The messages note all types of server activity -- generally, you want to see these messages only if you are an IRC operator.

📄 **Receive WALLOP Messages Checkbox:** Check this if you want to display server messages (of Notice type) in the IRC window. The messages note all types of server activity -- generally, you want to see these messages only if you are an IRC operator.

📄 **IRC Operator Checkbox:** Check this to give yourself IRC operator privileges. In most instances, this checkbox will not be available.

IRC Command - Ignore

The IRC Command - Ignore dialog box lets you ignore messages sent by another person or specified IRC message types.

📄 **Nickname or User@Host Text Box:** Type the nickname or Internet address of a person whose messages you do not to appear in your IRC window.

Note: Choose the Ignore command again to add additional names to your ignore list. To view or edit the list, choose Command from the Chat menu, then Remove Ignore from the Command submenu.

📄 **Ignore Radio Button:** Select to ignore the name and message types you selected in the dialog box.

📄 **Don't Ignore Radio Button:** Select to NOT ignore the name and message types you selected in the dialog box.

📄 **Message Type Checkboxes:** Select the message types you do not want to appear in your IRC window.

📄 **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

Ignore List

The Ignore List dialog box lets you delete the names or Internet addresses of people whose messages you do not want to see when using IRC.

📄   **Ignore List List Box:** Lists the nicknames or Internet addresses of people whose messages you do want to see when using IRC.

     Note: To add a name to this list, choose Command from the Chat menu, then Ignore from the Command submenu.

📄   **Type of Messages Being Ignored:** Lists the types of messages you have decided to ignore. To change this list, choose Command from the Chat menu, then Ignore from the Command submenu.

📄   **Remove Highlighted Items Button:** Click to delete the selected item in the Ignore list box.

📄   **Cancel Button:** Click to close the dialog box without saving any changes.

List Commands

The following list commands are discussed in this topic:

List Channels Command: Lets you list the names and the number of users within each channel.

List Nicknames Command: Lets you list the nicknames of the users on each channel.

List Who Command: Lets you search the IRC server for the names of current users. You can either search by channel name, Internet address, or nickname.

Dialog Box Options:

Note: Some or all of the following dialog box options are available in a list command dialog box.

📄 **Channel Text Box:** Type a channel name you want to find on the IRC server. The name must be preceded by the # sign. You can use asterisk for wildcard searches. For instance, to find all names beginning with the letter S, type #S*. This is an optional field.

📄 **Minimum User Count Text Box:** Type a number to search for channels with a minimum number of users. This is an optional field.

📄 **Maximum User Count Text Box:** Type a number to search for channels with a maximum number of users. This is an optional field.

📄 **Matching Text Box:** Helps you to find another IRC user. Type a:

- Channel name to display a list of users on a channel.

- Internet address to find the channel where a person is located.

- Nickname to find the channel where a person using the nickname is located.

You can use an asterisk as a wildcard. For instance, to find all the NETCOM users on an IRC server, type "*ix.netcom.com".

📄 **Show IRC Operators Only:** Check this if you want to display only users who have IRC operator privileges.

IRC Command - Nick

The IRC Command - Nick dialog box lets you change your nickname. Your nickname identifies you after you join an IRC channel.

- **New Nickname Text Box:** Type a new nickname. You cannot use spaces in your nickname. To add a space, use an underscore character (for example, test_name).
- **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

IRC Command - Away

Use the IRC Command - Away dialog box to let others in the channel know that you are away from your computer.

📄 **Away Message:** Type a message you want to appear after you mark yourself as being away.

📄 **Post and Cancel Buttons:** Click Post to save any changes and mark yourself as being away. Click Cancel to close the dialog box without marking yourself as being away.

Channel Properties

The Channel Properties dialog box lists the channel properties, including the addresses of anyone banned from the channel. Channel properties can only be changed by the channel operator.

📄   **Channel Name:** Displays the channel name.

📄   **Topic:** Displays the current topic being discussed on the channel (topics can either be serious or whimsical suggestions).

📄   **User Limit:** Displays the maximum number of users that can be on the channel at one time.

📄   **Password:** Displays whether a password is needed to join the channel.

📄   **Attributes:** Displays any attributes set by the channel operator.

📄   **Ban List Scroll Box:** Lists any email addresses which are banned from the channel. Wildcard characters can be used. For example, *!*@*aol.com keeps anyone with an America On-line Internet address from joining the channel.

📄   **Change Button:** Displays the Change Ban List dialog list where the channel operator can change the addresses that appear in the Ban List.

📄   **OK and Cancel Buttons:** Click OK to save any changes and close the dialog box. Click Cancel to close the dialog box without saving any changes.

Change Channel Properties

The Change Channel Properties dialog box sets the channel properties, including the addresses of anyone banned from the channel. Channel properties can only be changed by the channel operator.

- **Channel Name:** Type the channel name.
- **Attributes:** Select the channel attributes as follows:

    Invite Only: Channel can only be joined if you are invited by one of its channel operators.

    Moderate: Channel Operator gives speaking privileges.

    Topic Settable by Channel Operator Only: Channel operator sets topic.

    Outside Messages to Channel Allowed: Outside messages are allowed.

    Public: Anyone can join.

    Private: Users can see private channels listed. Users can determine who's on a private channel but cannot determine which one.

    Secret: Users cannot see secret channels listed.Users cannot determine who's on a secret channel.

- **Topic:** Type the current topic being discussed on the channel (topics can either be serious or whimsical suggestions).
- **User Limit:** Type the maximum number of users that can be on the channel at one time.
- **Password:** Type whether a password is needed to join the channel.
- **New Ban Masks:** Type any email addresses which are banned from the channel. Wildcard characters can be used. For example, *!*@*aol.com keeps anyone with an America On-line Internet address from joining the channel. Any Bans appear in the Current Bans list box.
- **OK and Cancel Buttons:** Click OK to save any changes and close the dialog box. Click Cancel to close the dialog box without saving any changes.

IRC Options >> Font Tab

The Font tab lets you specify the fonts to appear in the IRC channel window.

📄   **Select Font for Message Area Button:** Click to display the Font dialog box where you select the font to appear in the top message pane of the IRC channel window.

📄   **Select Font for Command Area Button:** Click to display the Font dialog box where you select the font to appear in the bottom command pane of the IRC channel window.

IRC Options >> General Tab

The General Tab lets you control the messages that appear in an IRC channel window.

📄 **Put Incoming Private Messages in Current Window Checkbox:** Check this to display any private messages in the IRC channel window. Otherwise, private messages appear in a separate window.

📄 **Suppress Channel Mode Messages:** Check this if you do not want to view channel mode messages; that is, only conversation appears in the IRC window.

Note: Only channel operators are usually interested in viewing channel mode messages.

About the Mail Window

The Mail Window is where you can retrieve any mail messages sent to you by other Internet users. When someone sends you an e-mail, it is sent to your mail server which acts like a post office. You can download (or deliver) your messages to your computer by clicking on the Mailbox icon in this window. This window has several default folders which you use to manage your mail.

Inbox: Stores the mail messages you have received from other users.To view new messages, choose Get New Messages from the Mailbox menu.

Outbox: Stores mail messages you have written, but have not yet sent. For instance, you might write a message and decide to sent it later. To send mail to the outbox, write a message and choose Send Later from the Send menu.

SentMsg: Stores copies of all messages you have sent. To enable this feature, choose Mail Preferences from the Settings menu. In the General tab, check Save Sent out messages to SentMsg folder.

Trash: Stores any mail message you want deleted. To delete messages in the Trash folder, choose Empty Trash Folder from the Message menu.

To Get Started

Choose Get New Messages from the Mailbox menu to retrieve any mail messages. Choose Compose from the Message menu to write and send an e-mail.

Address Book

The Address Book dialog box lets you save email addresses. When addressing an email, you can quickly address the message using the Address Book. See E-mail Addressing Conventions.

Note: In the Address Book, you can create email groups. When addressing an email, you can send the email to a group name. The email is then sent to everyone contained within the group. For example, you might create email groups for your business associates, family members, and friends.

📄 **Address List Box:** Lists any saved email addresses. A saved email address has a face icon next to the address. You can also create a group which contains a number of email addresses. A group name appears with a folder icon next to it.

Note: Click a group folder icon to display the list of email addresses it contains.

📄 **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

📄 **Add Button:** Click to display the Add Entry dialog box where you can type an email address you want to save to the Address Book.

📄 **Delete Button:** Click to remove the selected email address or group name from the Address Book.

📄 **Modify Button:** Click to change the selected email address or group.

📄 **Groups Button:** Click to display the Group dialog box where you can create a group and assign email addresses to the group.

E-mail Addressing Conventions

When composing an electronic mail message (e-mail), you must provide the e-mail address of the recipient.   An e-mail address consists of the following format: username@hostname.   The username is the name of the recipient receiving the e-mail.   The hostname is the name of the host computer where the recipient has an account.

Example: "abcdef2@ix.netcom.com"   Here "abcdef2" is the username and "ix.netcom.com" is the hostname separated by the "@" symbol.

If you are sending an e-mail message to another user with a NETCOMplete account, it is not necessary to enter the hostname.   NETCOMplete will automatically add its hostname (ix.netcom.com) when you send the message.   However, if the recipient does *not* have a NETCOMplete (ix) account, be sure to type in the full address.   **This ONLY works for @ix.netcom.com accounts.**

Example: If a friend has a Netcom account with the username "kenal", you only have to enter "kenal" in the To: text box, instead of "kenal@ix.netcom.com".   When you send the e-mail, it goes to kenal@ix.netcom.com.

If you are sending an e-mail to multiple recipients with NETCOMplete accounts, you can separate the usernames with a space or a comma.   Each space or comma indicates a separate recipient.

Example: If you type KenAl, LindaG, Mary in the To: text box, NETCOMplete sends the message to those three separate usernames at (@) ix.netcom.com.(kenal@ix.netcom.com, lindag@ix.netcom.com, mary@ix.netcom.com)

If you type "Tech Support Dept" in the To: text box, NETCOMplete will see these as three separate names since there is a space (or comma) between each word.   This would be interpreted as: tech@ix.netcom.com, support@ix.netcom.com, dept@ix.netcom.com.   Be careful when entering usernames and e-mail addresses in the To: text box.

When using e-mail to respond to newsgroup articles, make sure that the username automatically entered in the To: text box is **not** followed by the user's real name.   If it is, delete it.

Example: INCORRECT:lindag@ix.netcom.com (Linda G.)

INCORRECT:Linda G. lindag@ix.netcom.com

CORRECT:lindag@ix.netcom.com

Group

The Group dialog box lets you create a group and assign email addresses to the group.

📄 **Group Name Text Box:** Type the name of the group.

📄 **Address List from Your Address Book:** Lists all the email addresses currently saved in your Address Book.

📄 **Group Member List Box:** Lists the email addresses or groups contained within the group. When creating a new group, this list appears empty.

📄 **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

📄 **Add Button:** Click to add the selected email address or group in the Address List From Your Address Book list box to a group. (Yes, you can add a group to a group.)

📄 **Delete Button:** Click to remove the selected group or email address from the Group Member list box.

Recipients List

The Recipients List lets you address your email messages. See <u>E-mail Addressing Conventions</u>.

📄   **From Address Book List Box:** Lists the email addresses and groups saved in your Address Book.

📄   **To Button:** Select an email address or group in the From Address Book list box and click To to send the message directly to another person. You can add more than one email address or group to the To List.

    Note: You can also double-click an item in the Address Book list box to address a message.

📄   **CC Button:** Select an email address or group in the From Address Book list box and click CC to send the message to another person as a carbon copy. You can add more than one email address or group to the CC list.

📄   **BCC Button:** Select an email address or group in the From Address Book list box and click BCC to send the message to another person as a blind carbon copy. You can add more than one email address or group to the CC list.

📄   **OK and Cancel Button:** Click OK to address an email message. Click Cancel to close the dialog box without addressing an email.

📄   **Address Book Button:** Click to display the Address Book dialog box where you can add or edit an email message.

📄   **Remove Button:** Click to remove the selected email address from the To, CC, or BCC list boxes.

Note: To remove an address in the To, CC, or BCC list boxes you can also double-click the address.

Add Entry

The Add Entry dialog box lets you add an email address to the Address Book. You also use this dialog box to modify an email address already saved in the Address Book.

📄   **User Name Text Box:** Type the name (or nickname) of the person you want to add to the Address Book. The name helps you to identify the email address. For example, type the name "J. Smith" to identify the email address "jsm123@ix.netcom.com".

📄   **EMAIL Address Text Box:** Type the email address of the person you want to add to the Address Book. For example, type "jsm123@ix.netcom.com".

📄   **Comments Text Box:** Type any comments. For example, you might note that "J. Smith" is the "Vice President of Marketing at Acme Inc".

Mail Folder Setup

The Mail Folder Setup dialog box lets you change your mail box settings or add mail folders so that you can organize your mail messages.

📄 **Folder List Box:** Lists your current mail server and folders.

Inbox: The inbox stores any email messages you have received. The inbox settings include: your username, password, POP server address (that is, your NETCOM mail server address), port number, and the name of the local folder the POP server is to use. You cannot delete the Inbox.

Outbox: The outbox stores any email messages you have created, but not yet sent. You cannot change the Outbox settings.

SentMsg Folder: Stores a copy of any email messages you have sent over the Internet. You cannot change the SentMsg folder settings.

Trash: Stores any mail messages you want to delete. The messages are not deleted until you choose Empty Trash Folder from the Mailbox menu. You cannot change the Trash settings.

📄 **Add Button:** Displays the Folder dialog box where you can create a new folder. Use folders to help organize your mail messages.

📄 **Modify Button:** Click to edit the inbox settings or the selected folder name.

📄 **Delete Button:** Click to delete a selected folder.

📄 **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

Folder

The Folder dialog box lets you create a new mail folder. Mail folders help you to organize your mail messages.

- **Folder Name Text Box:** Type or edit the folder name.
- **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

Copy/Move Messages

The Copy Messages and Move Messages dialog box lets you copy or move your mail messages to folders or to the trash.

Note: To create a folder, choose Change Folders from the Mailbox menu.

📄 **Messages List Box:** Displays the messages you have selected in your Inbox.

📄 **From Folder Inbox to Folder:** Lists all the folders. Click to select the folder where you want to copy or move the selected mail messages.

Note: Copying or Moving messages to the Trash folder does not delete the messages. To delete the messages, you must choose Empty Trash Folder from the Mailbox menu.

Find Mail Message

The Find Mail Message dialog box lets you find mail messages by searching the message header or message body.

Note: The message header contains the date, subject, and address of the person who sent the message. Message headers appear in the upper-right pane of the mail window.

📄 **Message Header Text Box:** Type the text you are searching for in any mail header.

📄 **Message Body Text Box:** Type the text you are searching for in the any mail message.

📄 **Find Button:** Click to find the first occurrence of the text.

📄 **Next Button:** Click to find the next occurrence of the text.

📄 **Case Sensitive Search Checkbox:** Check to search for an exact match of upper and lower case characters. For example, to find "Brad" but not "brad".

📄 **Close Button:** Click to close the dialog box.

About the Send Mail Window

The Send Mail window is where you write an e-mail message to send to someone that has an e-mail address. After addressing your e-mail, type your text in the body of this window.   If needed, you can attach a file to send with your message. To do this, choose Attachment from the File menu and select the file to attach.

If you send e-mail regularly to users or groups of users, you might want to start an Address book. That way, you can choose your recipents from the Address Book instead of typing the e-mail address. To start an Address Book, choose Address Book from the Settings menu. To select your recipients from the Address Book, choose Recipients List from the Settings menu. See E-mail Addressing Conventions.

Reply

The Reply dialog box lets you specify who you want to reply to and whether to keep the text from the original message in your reply.

Reply to All Checkbox: Check to address your reply to all the persons to whom the original message was addressed. For instance, if you received a message addressed to you and four other people, you can automatically address the reply to the sender and other four people.

Include Original Message Checkbox: Check to keep the text from the original message in your reply.

Mail Preferences >> Mail Server Tab

The Mail Server Tab lets you specify a mail server other than a NETCOMplete mail server.

📄 **Use NETCOMplete Mail Server:** Select to specify a NETCOMplete mail server. If you select a NETCOMplete mail server, then this tab is complete. If you deselect the box to specify a different mail server, then provide the information below.

📄 **Mail (POP) Server:** Type the name access number of the mail server you want to use. This is a mail server other than a NETCOMplete mail server.

📄 **User Name:** Type your username that is required to access the mail server account.

📄 **Password:** Type your password that is required to acess the mail server account.

Mail Preferences >> Fonts Tab

The Font tab lets you select the font for mail folders and email text.

📄   **Folder Button:** Click to change the font of the text identifying each folder. Folders appear in the upper-left pane of the mail window.

📄   **Read Message Button:** Click to change the font of the message headers after you have read the message.

📄   **Unread Message Button:** Click to change the font of the unread message headers.

📄   **Message Text (Get Mail) Button:** Click to change the font of the message text you downloaded from the mail server.

📄   **Message Text (Sent Mail) Button:** Click to change the font of the message text sent to another person.

📄   **Quoted Text Button:** Click to change the font of any quoted text which appears in a message. When replying to a message, quoted text refers to the text of the original message.

📄   **Set Default Button:** Click to set the fonts back to their default settings.

Mail Preferences >> General Tab

The General Tab lets you decide what happens after downloading or sending email messages.

Note: Your mail messages are stored on a NETCOM computer, called a mail server. When you download your messages, the messages on the NETCOM mail server are sent to your computer.

📄 **Delete Messages from Server Radio Button:** Select to delete the messages on the mail server after downloading your messages.

📄 **Leave Messages on Server Radio Button:** Select to keep copies of your messages on the mail server, even after they have been downloaded to your computer. For instance, you might have an office and home computer on which you want to keep copies of your email messages.

   Note: Messages are stored indefinitely on the mail server.

📄 **Save Sent Out Messages to SentMsg Folder Radio Button:** Select to save copies of any email(s) you sent in the SentMsg folder on your computer. This provides an easy way to keep backup copies of your correspondence.

Mail Preferences >> Color Tab

The Color tab lets you select the colors of mail folders and email text.

📄   **Folder Button:** Click to change the color of the text identifying each folder. Folders appear in the upper-left pane of the mail window.

📄   **Read Message Button:** Click to change the color of the message headers after you have read the message.

📄   **Unread Message Button:** Click to change the color of the unread message headers.

📄   **Message Text (Get Mail) Button:** Click to change the color of the message text you downloaded from the mail server.

📄   **Message Text (Sent Mail) Button:** Click to change the color of the message text sent to another person.

📄   **Quoted Text Button:** Click to change the color of any quoted text which appears in a message. When replying to a message, quoted text refers to the text of the original message.

📄   **Set Default Button:** Click to set the colors back to their default color settings.

Mail Preferences >> Encode Tab

The Encode Tab lets you select the method of file encoding you want NETCOMplete to use when sending a file attached to an email.

Note: Before sending attached files, always check the capabilities of the software receiving the file. For instance, some mail client software is able to handle MIME encoding, while others are not.

MIME Radio Button: Click to send an attached file using the MIME protocols. MIME was developed to help standardize the encoding method for files transmitted over the Internet. Currently, most mail client applications support MIME.

UUEncode Radio Button: Click to send an attached file using UUEncode. UUEncode is one of the original file encoding methods used on the Internet.

Mail Preferences >> Signature Tab

The Signature tab lets you type any text which you want to add to the end of your email messages. For instance, you might type your name, address, and phone number.

📄 **Edit Your Signature Here Text Box:** Type any information you want to add to the end of your email messages.

📄 **Always Include Signature Checkbox:** Check to add your signature to the end of your email messages.

Generic Settings >> Mail Notification Tab

NETCOMplete can automatically notify you when you have received new mail messages.

📄   **Start Mail Notification While Connecting Radio Button:** Select this radio button if you want NETCOMplete to check if you have received mail while connecting to the Internet. If you have new mail, the mailbox that appears on the status line at the bottom of the screen raises its flag.

📄   **Beep Upon New Messages Radio Button:** Select this radio button if you want NETCOMplete to notify you that you have received new mail messages. NETCOMplete will notify you by making your computer beep.

📄   **Notification Time Interval (5 minute min.) Text Box:** Type the interval at which NETCOMplete checks the mail server to see if you have received any new messages. The interval must be at least 5 minutes.

📄   **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

About News

News lets users exchange messages on electronic bulletin boards known as newsgroups. Each newsgroup contains messages about a single topic. The newsgroup name indicates the topic, such as "rec.sports" (recreational sports). Messages posted to a newsgroup can be read by anyone visiting the newsgroup.   Currently, there are over 15,000 newsgroups on a wide range of subjects.

To Get Started

Select Get All Groups Listing from the Online menu to display the newsgroups. Select a newsgroups to display its messages.   Double-click a message to read it.

Add Newsgroup

The Add Newsgroup dialog box lets you add a newsgroup to your subscription list. A subscription list is a smaller list of newsgroups in which you are interested. For example, you might want to subscribe only to newsgroups dealing with multimedia.

 Add Text Box: Type the name of the newsgroup you want to add to your subscription list.

 OK and Cancel Buttons: Click OK to add the newsgroup to your subscription list. An S icon appears next to any newsgroup to which you have subscribed. Click Cancel to close the dialog box without saving any changes.

Header Range

The Header Range dialog box lets you specify the number of articles in a newsgroup you want to retrieve.

📄 **How Many Would You Like to Read Text Box:** Type the number of articles you want to retrieve. By default, the number is set to the number of unread news articles.

> Note: The more news articles you want to retrieve, the longer it takes to download the message headers to your computer.

📄 **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving the changes.

Keyword(s)

The Keyword(s) dialog box lets you type an address or text, which if it appears in a news group message, NETCOMplete does not download the message.

📄 **Add the Following... Text Box:** Type the address or text, which if it appears in a newsgroup message, NETCOMplete does not download the message.

Filter Group Messages

The Filter Group Messages dialog box lets you restrict the messages which are downloaded from a newsgroup.

📄 **Keyword List Box:** Lists the address(es) or text, which if they appear in a message, you do not want to download from a newsgroup.

Note: Click Add to add an address or text to the keyword list.

📄 **Newsgroup Text Box:** Type the name of the newsgroup for which you want to restrict messages. By default, the name of the selected newsgroup appears.

📄 **Author Radio Button:** Select if you do not want to download messages posted by a specific author.

📄 **Subject Radio Button:** Select if you do not want to download messages which contain specific words or phrases.

Find Topic

The Find Topic dialog box lets you search for a topic within a news group.

📄   **Case Sensitive Search Checkbox:** Check if you want to match the exact upper and lower case letters when searching for a newsgroup topic. For example, to find "Brad", but not "brad".

📄   **Search Text Box:** Type the text you want to search for in a news group topic.

📄   **Find First Button:** Click to search for the first match in a news group topic.

📄   **Find Next Button:** Click to find the next occurrence of a match in a news group topic.

📄   **Done Button:** Click Done to close the dialog box.

📄   **Mark as Read Radio Button:** Select Mark as Read to automatically mark any matches as read.

📄   **Mark as Unread Radio Button:** Select Mark as Unread to automatically mark any matches as unread.

📄   **Neither Radio Button**: Select Neither if you do not want to mark any matches.

📄   **Mark for Retrieval Checkbox:** Check Mark for Retrieval to mark any matches for retrieval.

Find News Group

The Find News Group text box lets you search for a news group name.

📄   **Search For Text Box:** Type the text you want to find in a news group name. For example, type "books" to find all the newsgroups with "books" in their name.

📄   **Find First Button:** Click to find the first instance of the text in a news group name.

📄   **Find Next Button:** Click to continue searching for another match.

📄   **Subscribe Checkbox:** Check to automatically subscribe to all the news groups for which you find a match.

📄   **Done Button:** Click to close the dialog box.

Find

The Find dialog box lets you search for text in the current news group message.

Find What Text Box: Type the text you want to search for in the current message.

Match Whole Word Only Text Box: Check to find a match that is a whole word, not part of another word. For example, to find "the" but not "anthem".

Match Case Text Box: Check to match the upper and lower case characters when searching for text in the current message. For example, to find "Brad" and not "brad".

Post Article

The Post Article window is where you compose an article that you can then post to one or more news groups. After specifying the subject of your article and the news groups to which your article should be posted, type the article text in the body of this window. If needed, you can attach a file to post along with your article.

Newsgroups: Type the names of the newsgroups to which your article should be posted.

Subject: Type the subject of your article.

Attachment…: Click to select a file to be posted along with your article.

Send Now: Click to post your article immediately. If you are not connected to the network, NETCOMplete initiates a connection.

Send Later: Click to post your article the next time you connect to the network. Your article is stored in the Outbox.

Cancel: Click to close the Post Article window without saving your article.

Outbox

The Outbox window contains e-mail messages and news group postings that have not yet been sent.

📄   **Send:** Click to send the selected item in the Outbox. If you are not connected to the network, NETCOMplete initiates a connection.

📄   **Send All:** Click to send all items in the Outbox. If you are not connected to the network, NETCOMplete initiates a connection.

📄   **Delete:** Click to delete the selected item in the Outbox.

📄   **Close:** Click to close the Outbox.

News Preferences >> Download Tab

The Download Tab lets you control how many messages are downloaded from a newsgroup. In addition, you can set the directory where any attached binary files are stored.

📄 **Always Prompt for Range of Headers to Download Radio Button:** Select to always display a prompt which allows you to specify the number of news group message headers to download. Some news groups can have thousands of messages -- which can take some time to download!.

📄 **Prompt Only if Number of Headers Exceeds Option:** Select to prompt only if the number of message headers in a newsgroup is greater than the number specified in the text box.

📄 **Never Prompt Radio Button:** Select to automatically download all the messages in a newsgroup.

📄 **Mark All Headers in a Group Read After Downloading New One:** Check to mark all the current message headers in a group read if you download a new group of messages.

📄 **Binary Attachment Directory Text Box:** Type the path where you want to store any files attached to a newsgroup message.

News Preferences >> Display Tab

The display tab lets you specify how you want quoted text to appear in a message. In addition, you can select to expand all threads in the message headers.

📄 **Show Quoted Text in a Different Color Check Box:** Check if you want to display quoted text in a different color. Quoted text refers to text used from another message. For example, if you were responding to a message and decided to keep all or part of the original message in your reply. To change the quoted text color, click the <u>Color</u> tab.

📄 **Quoted Text Marker:** Quoted text usually appears with a marker identifying the text as coming from another message. You can specify the type of text marker you want to appear.

📄 **Expand All Article Threads Initially:** Check if you want the article threads expanded when downloading the message headers in a newsgroup. A thread is one or more responses to the same message. In NETCOMplete, messages in a thread appear indented below the original message to which people responded.

News Preferences >> Color Tab

The Color tab lets you specify the color of the text in your messages and message headers.

📄 **Unread Header Color:** Displays the text color of unread message headers. Click the color button to change the color.

📄 **Read Header Color:** Displays the text color or read message headers. Click the color button to change the color.

📄 **Text Color:** Displays the color of the newsgroup names. Click the color button to change the color.

📄 **Body Text:** Displays the color of the text that appears in a newsgroup message.

📄 **Quoted Text:** Displays the color of any quoted text that appears in a newsgroup message. Click the <u>Display</u> tab to check the Show Quoted Text in a Different Color checkbox.

News Preferences >> Font Tab

The Font tab lets you specify the fonts to appear in newsgroups.

📄   **Article Header Button:** Click to display the Font dialog box where you can change the font that is used for a message header.

📄   **Newsgroup Button:** Click to display the Font dialog box where you can change the font that is used for newsgroup names.

📄   **Article Body Button:** Click to display the Font dialog box where you can change the font that is used for text that appears in a newsgroup message.

News Preferences >> Article Maintenance Tab

The Article Maintenance tab lets you specify when articles should be deleted after downloading a new set of message headers.

📄 **Delete Old Articles From Disk Radio Button**: Select to delete all old articles from disk.

📄 **Delete Old Unread Articles Radio Button**: Select to delete all old articles without any message bodies.

📄 **Delete Articles Older Than Radio Button:** Select to delete all articles older than the number of days specified in the days text box.

📄 **Do Not Delete Old Articles Radio Button:** Select not to delete any articles.

Association (News Window)

The Association dialog box lets you associate a file in the News window with an application on your disk. After you complete this dialog box, NETCOMplete starts the associated application and displays the file.

📄   **Extension Name Text Box:** This box displays the extension of file you are trying to view. You will probably not want to change this extension.

📄   **Application Full Path Text Box:** Type the path to the application you want to associate with the file.   To display the file, the application you select must support the file's format (defined by the extension).

📄   **Browse Button:** Click to display a standard Windows file dialog box which you can use to locate a suitable application on your disk.

📄   **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

Changing Your Modem Settings

After installing and registering NETCOMplete, you can change the modem settings. You will need to do this, if NETCOMplete was not able to correctly identify your modem or if you later change your modem.

📄   To change your modem settings:

1. Start NETCOMplete.

2. Click Settings.

3. Select the Modem Tab.

4. Click one of the following:

   Automatic Setup: lets NETCOMplete try to automatically identify the modem connected to your computer. If NETCOMplete is unable to identify the modem correctly, you will need to manually configure the modem.

   Manual Setup: to manually setup your modem to run with NETCOMplete. You will need to manually configure your modem only if NETCOMplete was unable to automatically identify the modem.

Manually Configuring Your Modem

NETCOMplete can usually detect and configure most modems. However, if NETCOMplete was unable to detect your modem or you are experiencing problems connecting to the Internet, you may need to manually configure your modem.

📄 To manually configure your modem:

1. Start NETCOMplete.

2. Click Settings.

3. Select the Modem Tab.

4. Click Manual Setup.

    The Manual Modem Setting dialog box appears.

5. Select your modem from the Modem Name drop-down list.

    If your modem is not listed, you'll need to create a modem configuration. For more information, click the <u>Creating a Modem Configuration File</u> topic.

6. Select the appropriate baud rate/modem speed from the Baud Rate drop-down list.

7. Select the Communications Port (Com port) to which your modem is connected.

8. Click OK.

Tip: If your modem is listed, but you still cannot connect to your NETCOM account, you may need to change the modem initialization string. To do this, select Advanced in the Manual Modem Settings dialog box. Refer to your modem documentation for your modem's correct initialization string. You can also call <u>NETCOMplete Technical Support</u>.

Creating a Modem Configuration File

If your modem is not listed, or you have problems connecting to NETCOM, you may need to create your own modem configuration file. Your modem will use the settings in the new file to correctly configure itself for connecting to your Internet account.

📄 To create a new modem configuration file:

1. Display the Manual Modem Setting dialog box

2. Click Create.

   The Create New Modem dialog box appears.

3. Select the proper settings for your modem.

   Your modem documentation will have information on the proper reference manufacturer and commands you need to enter.

   If you have any difficulties configuring your modem or connecting to NETCOM, contact NETCOM Technical Support.

4. Click OK.

Changing Your Phone Access Number

You select a phone access when you dial into your account with a modem. You want to use a number that is a local phone call or you will have to pay toll or long distance charges.

📄   To change your phone access number:

1. Start NETCOMplete, but do not log into your account.

2. Click Settings.

3. Select the Phone Number tab.

4. Click Directory.

    The Select Access Phone Number dialog box appears.

5. Select a new phone number.

    If you need to dial a number to access an outside line (for example, if you are working in an office and need to dial a 9), you may need to type a prefix to the number.

    To view any new telephone access numbers since you registered your NETCOM account, click Download New Access Numbers. The new phone numbers are added to the directory list and are marked with <---new   to make them easy to find.

6. Click OK.

Select Phone Access Number

Use the Select Phone Access Number dialog box to select a local NETCOM Internet phone access number. There are over 250 local access numbers in Canada and the United States.

Use Local Access Numbers Radio Button: Select this option to use a local Internet phone access number. A local access number lets you connect to the Internet with a local phone call.

Use 800 Number Service: If you cannot find a NETCOM local access number, use NETCOM's 800 number service. If you decide to use the 800 service you will be billed by NETCOM for the time you are connected to the Internet.

List of Local Internet Access Numbers: Scroll through the list of phone numbers to find a local Internet access number. Click the number to select it. The number appears in the text box at the top of the list. You can then edit the number. For example, you might need to add a prefix to the number (usually 9) to access an outside line or remove the area code if it is a local number.

Download New Access Numbers: NETCOM is constantly adding new Internet access numbers. Click Download New Access Numbers to download the latest list of phone numbers (this can take a couple of minutes). New phone numbers appear with --> next to them.

OK and Cancel: Click OK to save the changes in the dialog box. Click Cancel if you do not want to save any changes.

Application Association >> Association Tab

The Association Tab lets you associate an application with a file extension. For example, you can associate graphic files with a .BMP extension with the Windows Paint utility. Then if you are working in NETCOMplete, and open a file with a .BMP extension, the file appears in the Paint utility.

📄 **Extension Name List Box:** Lists the file extensions you want to associate with an application. To add a name to the list, refer to the Extension Name(s) text box section.

📄 **Extension Name(s) Text Box:** Type in a file extension you want to add to the Extension Name list box. File extensions generally have three characters. For example, .BMP or .EPS.

📄 **Application Full Path Text Box:** Displays the full path of the application you want to associate with the file extensions listed in the Extension Name list box. You can either type the path or click Browse to locate the file using a standard Windows file dialog box.

📄 **Remove Button:** Removes the selected file extension from the Extension Name list box.

📄 **Add Button:** Adds the file extension typed in the Extension Name(s) text box to the Extension Name list box.

Note: You must type a file extension and application path before you click Add.

📄 **Browse Button:** Displays a standard Windows file dialog box which allows you to search for application files stored on your hard drive.

📄 **OK and Cancel Buttons:** Click OK to save the changes. Click Cancel to close the dialog box without saving any changes.

Startup Application Tab

Select the Internet module you want automatically to appear after starting NETCOMplete.

Internet Application List Box: Select an Internet application to appear after NETCOMplete starts. If you do not want an Internet application to appear, select None.

Toolbar

NETCOMplete allows you to customize the NETCOMplete toolbar. You can remove NETCOMplete Internet module buttons (such as News or Email) or add application icons for other programs.

Note: You can run any Internet application while NETCOMplete is running. The Internet application will share the Internet connection opened by NETCOMplete. For example, you can run Netscape Navigator and NETCOMplete at the same time.

📄 **Current Toolbar Applications List Box:** Lists the applications for which there are icons on the NETCOMplete toolbar. By default, all the NETCOMplete applications are listed. Refer to the following sections for adding applications to the list.

📄 **Auto Detect Button:** Click Auto Detect to have NETCOMplete search your hard drive for Internet applications. NETCOMplete can detect most common Internet applications. If NETCOMplete identifies an Internet application it appears in the Select Applications dialog box.

📄 **Add 3rd Party Application:** Displays the Manually Add a New Application dialog box. You can use this dialog box to locate and add ANY Windows or Internet application to the Toolbar Applications List Box.

📄 **Add NETCOMplete Application:** Displays the Add NETCOMplete Applet dialog box. This dialog box displays any NETCOMplete applications you have removed from the toolbar. (By default, the dialog box appears empty.)

📄 **Up and Down Arrows:** Use these arrows to change the order in which the NETCOMplete buttons appear on the toolbar. To move a button to the right on the toolbar, select an application in the Current Toolbar Applications list box and click the Up arrow. To move a button to the left on the toolbar, select an application and click the Down arrow.

📄 **Properties Button:** Displays the Application Properties dialog box. This dialog box lets you view the path, parameters, application description, and menu mnemonic for an application added to the NETCOMplete toolbar. You can also use this dialog box to edit an application's properties.

📄 **Remove Button:** Deletes the selected application(s) from the Current Toolbar Applications list box; this also removes the application buttons' from the NETCOMplete toolbar.

Note: You can continue to click applications in the list to select more than one application.

📄 **Select All Button:** Selects all the applications in the Current Toolbar Applications list box. (You can also click an application in the list to select it.)

📄 **Deselect All Button:** Unselects all the applications in the Current Toolbar Applications list box. (You can also click a selected application in the list to unselect it.)

Manually Add a New Application

NETCOMplete lets you add a button to the NETCOMplete toolbar that launches any Internet or Windows application.

Note: NETCOMplete can automatically detect popular Internet applications on your hard drive. To do this, click Auto Detect in the Toolbar dialog box.

📄 **Application Path Text Box:** Displays the complete path to an application. Either type the path or click the Browse button and use a standard Windows file dialog box to help you locate an application.

📄 **Application Parameters Text Box:** This is an optional field. Type any additional commands which can be executed by the application on starting. For example, some word processing applications let you specify the name of a file to open on starting. Refer to your application's documentation for more information.

📄 **Working Directory Text Box:** This is an optional field. Type the working directory for the application. For example, if the application is located in one directory and your files are located in another directory, the directory where your files are located is the working directory.

📄 **Description Text Box:** Displays the text that identifies the application. You can edit the field up to 255 characters.

📄 **Menu Mnemonic Text Box:** Displays the text that appears in the tooltip and on the Internet menu. You can edit the field up to 40 characters. To make an accelerator (or hotkey) for the application, type the "&" before the character you want to use. For example, type "&Test" to make "T" an accelerator key.

Note: If you decide to use an accelerator key, be sure to use a character that is not being used by another application.

Application Not Found

NETCOMplete could not find the application that you entered in the <u>Manually Update Application</u> dialog box. Check your entries in this dialog box and make sure that they are correct.

📄 **Application Path Text Box:** Type the path of the application or click the Browse button to use a standard Windows file dialog box to locate the application.

📄 **Application Parameters Text Box:** This field is optional. Type any additional commands that the application can execute upon starting or leave it blank.

📄 **Working Directory Text Box:** This field is optional. Type the working directory for the application or leave it blank.

For more information about manually adding applications to the toolbar, see <u>Manually Add a New Application</u> or <u>Toolbar</u>.

Find Application

The Find Application dialog box allows you to search for an application to use in the [Manually Add an Application](#) dialog box.

📄   **Application to find:** Enter the application name that you want to find.

📄   **Drives:** Click to select the drive on which to find the application.

📄   **OK and Cancel Button:** Click OK to search for the application displayed in the Application to find field. Click Cancel to close the dialog box without searching for an application.

Select Applications

The Select Applications dialog box lists the Internet applications NETCOMplete was able to detect on your hard drive. By default, all the Internet applications are selected.

📄   **OK Button:** Click OK to add buttons for the selected applications to the NETCOMplete toolbar.

Note: Click a selected application in the list box to deselect it (so that it does not appear highlighted). Deselect an application if you do not want to add its button to the NETCOMplete toolbar.

Add NETCOMplete Applet

The Add NETCOMplete Applet dialog box lists the NETCOMplete Internet application buttons that you have removed from toolbar.

📄   **Add Button:** Click to add a button for the selected NETCOMplete Internet application(s) to the NETCOMplete toolbar. If you have not removed any NETCOMplete Internet application buttons, the dialog box appears empty.

Note: If you remove a NETCOMplete Internet application button from the NETCOMplete toolbar, the command is still available on the Internet menu.

Application Properties

The Application Properties dialog box lets you view the properties of any application with a button on the NETCOMplete toolbar.

Note: If the application is another Internet or Windows application, you can also edit the properties. Click Edit to change any application properties.

📄 **Application Path Text Box:** Displays the complete path to an application. You can either type the path or click the Browse button and use a standard Windows file dialog box to help you locate an application.

📄 **Application Parameters Text Box:** This is an optional field. Type any additional commands which can be executed by the application on starting. For example, some word processing applications let you specify the name of a file to open on starting. Refer to your application's documentation for more information.

📄 **Working Directory Text Box:** This is an optional field. Type the working directory for the application. For example, if the application is located in one directory and your files in another directory.

📄 **Description Text Box:** Displays the text that identifies the application. You can edit the description field up to 255 characters.

📄 **Menu Mnemonic Text Box:** Displays the text that appears in a tooltip and on the Internet menu. You can edit the field up to 40 characters. To make an accelerator (or hotkey) for the application, type "&" before the character you want to use. For example, type "&Test" to make the letter T a menu mnemonic. Be sure to not to duplicate a menu mnemonic being used by another application.

📄 **Previous and Next Buttons:** Click the Previous and Next buttons to view the properties of the applications selected in the Current Toolbar Applications list box (in the Toolbar dialog box). If only one application was selected, these buttons are not available.

📄 **Edit Button:** Click Edit to change the properties of any 3rd party Internet or Windows application. You cannot change the properties of a NETCOMplete application.

📄 **Done and Cancel Buttons:** Click Done to save the changes. Click Cancel to close the dialog box without saving any changes.

About Telnet

Telnet allows you to connect directly to a host computer on the Internet.   When connected, your computer acts as a monitor connected to the host computer. All screen messages are controlled by the host computer to which you are connected.

Note: The Telnet port number is set to 23, by default. If you want to change the port number, choose Telent Preferences from the Settings menu.

To Get Started

Type in the name of the host computer and click the Connect icon.

Print

The Print dialog box lets you print the text in a Telnet window.

- **Screen Radio Button:** Select to print everything that appears in the Telnet window.
- **Selected Text Radio Button:** Select to print the text selected in the Telnet window.
- **Entire Buffer:** Select to print up to the last 200 lines displayed in the Telnet window.
- **Print Button:** Click to print the text.
- **Cancel Button:** Click to close the dialog box without printing.
- **Setup Button:** Click to display the Printer Setup dialog box where you can change the printer settings.

Telnet Preferences

The Telnet Preferences dialog box lets you set the default settings for the Telnet window.

📄 **Choose Font Button**: Click to display the Font dialog box. This dialog box lets you specify the font you want to appear in the Telnet window.

📄 **Text Color Button:** Click to display the Color dialog box. The Color dialog box lets you set the color of the text appears in the Telnet window.

📄 **Background Color Button**: Click to display the Color dialog box. The Color dialog box lets you set the color of the Telnet window.

📄 **Port Text Box:** Type the default port you want to use when connecting to Telnet. A common Telnet port is 23.

📄 **Default Button:** Click to display 23 in the Port text box; this is a common Telnet port.

📄 **Auto Wrap:** Check this if you want the text transmitted by the Telnet server to automatically wrap on screen. If this check box is not checked, NETCOMplete treats each line of text as a paragraph. In this instance, if you make the Telnet window smaller, you'll notice the text appears to "break" in the middle of the screen.

Telnet Color

The Telnet Color dialog box lets you select a text or background color for the Telnet window.

📄   **Color Squares:** Click a color to select it.

📄   **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

About the World Wide Web

The World Wide Web (WWW) is a system of pages (web pages) from Internet resources all over the world. The pages can contain a variety of media such as text, audio files, graphic files, and video files. Each page has a unique address and can contain links (or connections) to other related web pages. Once you have viewed a web page, you can go to a different web page by typing its unique **address** (Uniform Resource Locator, URL) in the Location text box or by clicking on a **link**.

About Addresses

The web contains millions of web pages. To find an exact web page, you need to know the address of the page. Most web addresses begin with "http://" followed by the computer and document address. For example:

```
http://www.netcom.com/support/win/3.0
```

You can find web addresses in computer books, magazines, newspapers, and on television. And of course, you can find web addresses on the Internet.

About Links

Within a web page, links can appear as underlined text, different colored text, or as a graphic. If you place the cursor over a link, it changes to a pointing finger. Click on a link to jump to another web page.

To Get Started

Display a web page by typing its location. Once the page appears, you can right-click anywhere on the page to display a pop-up menu that provides you with several options.

Web Search Box

The Web Search Box lets you find a word or phrase in the current web page.

📄   **Search Text Box:** Type a word or phrase which you want to find in the current web page.

📄   **Search from Beginning of Document Checkbox:** Check this box if you want to start the search from the beginning of the web page.

📄   **Match Case Checkbox:** Check this box if you want to find an exact match of the upper and lowercase letters of the text. For example, to find "Brad" but not "brad".

📄   **Find Next Button:** Click this button to find the next matching occurrence of the text.

📄   **Done Button:** Click Done to end the search and close the dialog box.

Viewer Configuration

The Viewer Configuration lets you associate an application with a file extension. For example, you can associate graphic files with a .BMP extension with the Windows Paint utility. Then if you are working in NETCOMplete, and open a file with a .BMP extension, the file appears in the Paint utility.

📄 **Extension Name List Box:** Lists the file extensions you want to associate with an application. To add a name to the list, refer to the Extension Name(s) text box section.

📄 **Extension Name(s) Text Box:** Type in a file extension you want to add to the Extension Name list box. File extensions generally have three characters. For example, .BMP or .EPS.

📄 **Application Full Path Text Box:** Displays the full path of the application you want to associate with the file extensions listed in the Extension Name list box. You can either type the path or click Browse to locate the file using a standard Windows file dialog box.

Note: You must type a file extension and application path before you click Add.

📄 **Browse Button:** Displays a standard Windows file dialog box which allows you to search for application files stored on your hard drive.

📄 **OK and Cancel Buttons:** Click OK to save the changes. Click Cancel to close the dialog box without saving any changes.

Viewer Setup

The Viewer Setup dialog box lets you set up your system for accessing files such as multimedia files (.avi files). Currently, your system does not know what application to use to access the file.

 Save to Disk button: Click to specify a location to save the file to your disk so you can access it another time.

 Configure button: Click to associate an application with a file extension so you can access the file now.

Bookmarks

The Bookmarks dialog box displays any saved web page addresses. For instance, you might want to save the addresses of your favorite web pages. You can then quickly return to a web page using the bookmarks dialog box.

In addition, you can use this dialog to organize saved web addresses into folders. For example, you might create a sports folder to store web addresses dealing with sports.

Note: To save a bookmark, do one of the following: display a web page and choose Add to Bookmarks from the Edit menu, or display the Bookmarks dialog box and click Insert Bookmark, or drag a link (usually, shown as underlined or colored text) from a web page to the Bookmarks dialog box.

- **Bookmarks List Box:** Displays the list of saved bookmarks.
- **Close Button:** Click the Done button to save any changes and close the dialog box.
- **Go to URL:** Select a bookmark and click to display the web page.
- **Insert Folder Button:** Displays the Bookmark Folder dialog box. You can add folders to the Bookmarks list to help you organize your addresses.

  Note: To save a web address to a folder, you must select a folder and click Insert Bookmark or drag an underlined link from a web page to the folder.

- **Insert Bookmark Button:** Displays the Bookmark Item dialog box. You can manually type a web address and add it to the Bookmarks list box.
- **Edit Button:** Displays the Bookmark Folder dialog box. You can edit the selected folder name.
- **Delete Button:** Deletes the selected folder or web address from the Bookmarks list box.

Bookmark Folder

The Bookmark Folder dialog box lets you add a folder to the Bookmarks list box. You can then use the folder to help organize your bookmarks.

Note: To save a web address to a folder, you must select a folder and click Insert Bookmark or drag an underlined link from a web page to the folder.

📄 **Folder Name Text Box:** Type the name of the folder you want to create in the Bookmarks list box.

📄 **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

Bookmark Item

The Bookmark Item dialog box lets you manually type a web address to be added to the Bookmarks list box.

Note: To add a bookmark to a folder, select the folder then click Insert Bookmark.

- **Title Text Box:** Type the title of the web address. The title appears in the Bookmarks list box.
- **URL Text Box:** Type the web page address. Web addresses usually begin with "http://".
- **OK and Cancel Buttons:** Click OK to save any changes. Click Cancel to close the dialog box without saving any changes.

History of Current Session

The History of Current Session dialog box displays a list of all the web pages you have visited during your current NETCOMplete session. You can also use this dialog box to quickly return to a web page you have already viewed.

Note: When you end your current NETCOMplete session, the list of web addresses in this dialog box are saved.

📄 **History List Box:** Displays the list of web pages you have viewed during your current NETCOMplete session.

📄 **Go to URL:** Select a web address in the History list box and click this button to display the web page.

📄 **Close:** Closes the dialog box.

Add MIME Type

The Add MIME Type dialog box lets you add to the list of file types NETCOMplete is able to handle when they are received over the web. By default, NETCOMplete can handle JPEG, GIF, TEXT, HTML, and XMP files.

📄 **MIME Type:** Type a general name describing the file type. For example, you might type image, video, or audio.

📄 **MIME Subtype:** Type the file extensions associated with the MIME type (separate the file extensions with a comma). For example, a movie might use the following extensions: .MOV, .MV, and .MO.

User Authentication

You must have a password to view this web page.

- **User Name Text Box:** Type your user name.
- **Password Text Box:** Type your password.
- **OK and Cancel Buttons:** Click OK to connect to the web page using this name and password. Click Cancel to close the dialog box without connecting.

File Download

This dialog box appears when you save a file to your drive. The dialog box shows the file you are downloading in the title bar and reports the status of the download process. You can click Cancel to stop this process at anytime. Reasons to cancel could be you decide the process is taking too long, or you don't have enough disk space.

World Wide Web Preferences >> Appearance Tab

The Appearance tab lets you specify how you want a web page to appear.

📄 **Show Underlined Links Checkbox:** Check this checkbox to have links in the web pages appear underlined. When clicked, a link can jump you to another place in the same page or to another Internet site (it depends upon how the page was designed).

📄 **Display Inlined Images Checkbox:** Check this checkbox to display web page graphics. You can increase the speed at which a web page appears by NOT displaying graphics.

📄 **Display Links in Status Bar:** Check this checkbox to show a link address in the status bar at the bottom of the web page window when the cursor is positioned over the link.

📄 **HighlightedVisited Links Never Expire Radio Button:** Select this radio button to always show links to an Internet site you have previously visited in a different color (selected using the Color tab).

📄 **Highlighted Visited Links Expire After Option:** Select this radio button to show links to an Internet site you have previously visited in a different color (selected using the Color tab) for a specified number of days. Type the number of days in the days text box. After the highlighted links expire, they return to their default color.

📄 **Expire Visited Links Button:** Click this button to clear the list NETCOMplete maintains of all the links you have visited. The links return to their default color.

World Wide Web Preferences >> Font Tab

The Font tab lets you specify the fonts you want to appear when viewing a web page.

Select Proportional Font: Displays the Font dialog box listing only proportional fonts. You can set the proportional font which appears in a web page. A proportional font varies the width between characters. For instance, this help system uses a proportional font. Most of the text in a web page appears as a proportional font.

Select Fixed Font: Displays the Font dialog box listing only fixed fonts. You can set the fixed font which appears in a web page. A fixed font does not vary the width between characters. A fixed font is used very sparingly in a web page; usually to make a word or phrase stand out from the rest of the text. For instance, `Courier` is a fixed font.

World Wide Web Preferences >> Start/Search Pages Tab

The Start/Searches Pages tab lets you specify the default pages you want to appear when starting the web browser or displaying the home and search pages.

📄 **Home Page Location Radio Button:** Select this radio button to use the address in the Home Page text page as the home page. The home page appears when you start the web browser and when you return to the home page by choosing Home Page from the Navigate menu or clicking the Home Page icon on the web browser toolbar.

📄 **Home Page Text Box:** Displays the address of the current home page. You can type any valid web page address into this text box.

📄 **Use Current Page as Default Web Page Button:** Displays the address of the currently active web page in the Home Page text box.

📄 **Blank Page Radio Button:** Displays a blank page when starting the web browser and when you return to the home page by choosing Home Page from the Navigate menu or clicking the Home Page icon on the web browser toolbar.

📄 **Search Page Location Text Box:** Displays the address of the page you want to use when searching for web addresses. To display the search page, choose Search Page from the Navigate menu or click the Search icon on the web browser toolbar. You can type any valid web address into this text box.

📄 **Use Current Page as Default Search Page:** Displays the address of the currently active web page in the Search Page text box. (It should be the address of a web search page.)

World Wide Web Preferences >> Color Tab

The Color lets you choose the colors that appear on a web page.

📄 **Link Color:** Specifies the color of link text. When clicked, a link can jump you to another location in the web page or to another Internet site.

📄 **Visited Link Color:** Specifies the color of a visited link. If you have previously visited the Internet site to which a link is connected, the link appears in the color you selected. This helps you quickly identify the links you have already visited.

📄 **Text Color:** Specifies the color of the the text in a web page.

📄 **Background:** Specifies the color of the page background. The background of a page is any part of a page not covered with text or graphics.

Note: Background color does not affect pages with background graphics.

📄 **Choose Color Buttons:** Displays the Color dialog box. You can use this dialog box to change the colors that appear on a web page.

📄 **Document Colors Override Preferences Checkbox:** Check if you want the colors set in the web document to override your NETCOMplete color preferences.

World Wide Web Preferences >> Cache Tab

The Cache tab lets you configure how your computer's memory and disk space are used when NETCOMplete stores web pages downloaded from the Internet.

📄 **Maximum Pages in Memory Text Box:** NETCOMplete can store the most recent web pages you visited in memory. If you return to a web page you previously viewed, the page can appear almost instantly. However, the more pages you store in memory, the more system resources are allocated for NETCOMplete and the less memory is available for other applications. The maximum number of pages you can store in memory is five.

📄 **Purge Memory Cache Button:** Clears your computer's memory of any web pages currently being stored by NETCOMplete.

📄 **Disk Cache Size Text Box:** Type the number of kilobytes (KB) you want to use for storing web pages on your hard disk. However, the larger the disk cache size, the less space is available for saving other files to your hard drive. If you are short on disk space, do not set a large disk cache.

📄 **Enable Check Box:** Check the Enable checkbox if you want NETCOMplete to store web pages on your hard disk.

📄 **Check Modification Date Radio Buttons:** NETCOMplete stores web pages you visited in the disk cache on your hard disk. When you visit a web page:

1. NETCOMplete checks if the page is currently being stored in the disk cache.

2. If the web page is being stored, NETCOMplete checks to see if the page has been updated since you last viewed it.

3. If the web page hasn't changed, NETCOMplete loads the page from the disk cache.

The Check Modification Date radio buttons let you specify when NETCOMplete checks if a web page stored in the disk cache has been updated. If you select:

Once Per Session: NETCOMplete checks only the first time you visit a web page. If the page changes during the session, the page stored in the disk cache is still displayed.

Always: NETCOMplete always checks if the page has been updated.

Never: NETCOMplete always loads the page stored in the disk cache. You can view changes to a page only after the disk cache has been cleared or the page is overwritten by NETCOMplete (when the disk cache is filled up, NETCOMplete overwrites web pages starting with the oldest pages).

📄 **Purge Disk Cache Directory Button:** Clears the space on your hard disk NETCOMplete is using to store web pages.

📄 **Cache Directory Text Box:** Type the path to the location on your hard disk where you want NETCOMplete to store web pages downloaded from the Internet.

World Wide Web Preferences >> Help Applications Tab

The Help Applications tab lets you configure how you want files received over the web displayed. NETCOMplete has the ability to display common Internet graphic and text formats. For other types of files, you may need another application.

📄 **MIME Type Drop-down List:** Lists the different types of files that NETCOMplete is able to display. To add to this list, click the Add button.

📄 **File Extension Text Box:** Lists the file extensions associated with each MIME type. Type the file extension(s) commonly associated with the MIME type (separate each file extension by a comma).

📄 **View in Browser Radio Button:** Select to display the MIME type in the web browser. If the file type is not supported by NETCOMplete, a prompt appears asking you to take another action.

📄 **Save to Disk Radio Button:** Select to save the MIME type file on your hard disk. Each time the file type appears in a web page, a standard Windows Save As dialog box appears allowing you to save the file to disk.

📄 **Prompt Radio Button:** Select to display a prompt when you try and download the MIME type file. The prompt lets you decide the action you want to take.

📄 **Invoke Application Radio Button:** Select this button to start another application when you you try and download the MIME type file. For example, you'll need to invoke another application to play a movie file because movies are not currently supported by NETCOMplete.

You can type the path for the application in the text box below the Invoke Application radio button. You can also click Browse to use a standard Windows file dialog box to help you locate the application.

📄 **Add Button:** Click to display the Add MIME Type dialog box. Use this dialog box to add an application to the MIME Type drop-down list. Refer to the Add Mime Type dialog box for more information.

📄 **Remove Button:** Click to delete the application listed in the MIME Type drop-down list.

NETCOMplete Login

The Login dialog box appears each time you start NETCOMplete and lets you connect to the Internet.

📄   **Username Text Box:** Type the NETCOM username you selected while registering your NETCOM account. By default, the last username typed into the text box appears.

📄   **Password Text Box:** Type the NETCOM password you selected while registering your NETCOM account. If do not want to retype your password each time you start NETCOMplete, check the Save Password checkbox.

> Note: Be aware that with Save Password checked, anyone can use your copy of NETCOMplete to access the Internet.

📄   **Connect Button:** Click Connect to initiate a connection to the Internet.

📄   **Offline Button:** Click Offline to use NETCOMplete without connecting to the Internet. For example, you can compose email messages which can be sent the next time you connect to the Internet.

📄   **Settings Button:** Click Settings to change any of the following settings: <u>Connection Type</u>, <u>Startup Application</u>, and <u>Phone Number</u>.

Utility

The NETCOMplete dialog appears if additional configuration information is required.

Devices: Lists the communication devices found on the machine. Highlight the one you want to use with NETCOMplete.

Phonebook: Lists all the phonebook entries created by Make New Connection Wizard in the Dial-up Networking folder.   By default, NETCOM is selected. You can select another one if desired.

OK and Cancel: Select OK to make your changes or select Cancel to exit.

Phone Number Tab

Displays the phone number you are using to connect to the Internet. If you first need to dial a number to connect to an outside line (for example, many office phones require you to dial a 9), be sure the number appears before the telephone number.

📄 **Directory Button:** Click Directory for a complete list of NETCOM Internet phone access numbers. For more information, refer to the <u>Select Phone Access Number</u> dialog box.

📄 **Dial-Up Networking Profile:** Displays the Windows 95 dialer that NETCOMplete set up for you during installation. For more information about Dial-Up Networking, refer to Windows 95 help.

Connection Type Tab

For Window 95 users, you must use the Microsoft Windows Dialer.

📄   **Microsoft Dialer:** You must configure the Microsoft Dialer for use with NETCOMplete. To configure the dialer, open the Dial-Up Networking folder in the My Computer window. Click the Make New Connection icon to display a window for configuring the Microsoft Dialer. Refer to your Microsoft Windows documentation for more information on how to configure the Windows 95 dialer.

📄   **Winsock is ready:** Click Winsock is ready if you are already connected to the network. Your winsock must use one or more of the specified domain name servers (DNS).