

## Properties|Character

Lets you specify attributes such as size, color, style, and JavaScript for the selected character(s).

### Options

Size	The point size of the selected character(s). This determines how large or small the characters appear. This box will be empty if the point size of the selected text varies. You can type a point size in the box or select one from the drop-down list. Default sets the size to that specified by the default paragraph style.
Color	The color of the selected character(s). You can select to use the document's default text color as specified in Document Properties Appearance, or define a custom color.
Style	The style of the selected character(s), such as italic, bold, or underline. You can also select to apply a special style called blinking which causes text to blink on and off.
JavaScript	Allows you to specify special <u>JavaScript</u> attributes for the selected character(s).
Buttons	<u>C</u> hoose <u>C</u> olor <u>C</u> lear <u>S</u> tyle <u>S</u> ettings <u>C</u> lear <u>A</u> ll <u>S</u> ettings

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Lets you choose a custom color from the Color dialog box.

Resets any style checkboxes you have marked to unselected.

Resets any settings you've made in this dialog to unselected or blank.

A Netscape-developed scripting language derived from Java, providing developers with a simplified language to create scripts and small programs. Scripts written in JavaScript can enhance the features of Web pages.

## Properties|Paragraph

Lets you specify a paragraph style and text alignment for the selected paragraph(s). If you select the list Item paragraph style, additional list-specific options become available.

### Options

Paragraph style	The available paragraph <u>styles</u> you can apply to the selected paragraph.
Additional style	Additional attributes for the paragraph style you've selected. Select List to enable the list and Number/Bullet style fields which allow you to specify the type of list you want in your document. The Block Quote attribute can be used w/ any paragraph style.
List style	The type of list you want. Select the <u>Unnumbered</u> , <u>Numbered</u> , <u>Directory</u> , <u>Menu</u> , or <u>Description</u> list style.
Number/Bullet	Number: specify the type of sequential indicator to use for Numbered lists, such as 1,2,3, or A,B,C. Bullet: specify the type of bullet to use (square, circle, or open square) for the Unnumbered list style .
Starting number	The number with which to begin a Numbered list. Type a number in the box.
Align	Lets you specify whether to align the selected paragraph to the left, right, or center of the page.

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

## Paragraph Styles

Heading levels 1-6	Headings divide sections of text. HTML defines six heading levels which differ from regular text by their type size.
Address	Use for a Web page "signature" that indicates who wrote the page and who to contact for more information. This format usually appears at the bottom of the page and is often preceded by a Horizontal Line.
List Item	Formats text in a list with a special symbol or bullet at the beginning of each line.
Formatted	Formats text leaving any white space, tabs, and returns intact. This is useful for things like code examples, tables, mail messages, silly graphics, etc., that you want to be displayed in a fixed-width font.
Description Title	Use for glossaries, definition lists, or other situations where left-justified short entries pair up with longer blocks of indented text.
Description Text	Use for glossaries or other kinds of lists where a single term or line needs to be associated with a block of indented text.
Mixed styles	Lets you know you have selected text with a mixed number of styles.

Preceded by a bullet or other symbol.



Preceded by numbers or letters.

Lists of short items that display horizontally in columns, such as DOS directory listings.

Lists of short items but without any bullets or numbers.

Sometimes called a Definition or Glossary list. Lists of definitions or when an indented list is needed.

## Properties|Link

Lets you insert a new link or modify an existing link's properties.

### Options

**Link source** Displays the selected text or image you want to use to create a link. To change linked text, select the text in your document and retype it. To see the change reflected in the dialog, select the text before opening the dialog.

**Note:** If you don't have any text selected when inserting a new link, the title of the document to which you're linking appears in your document as the link text.

**Link to page or file** The local file name or remote URL to which you want the selected text to link. Type a URL or click Browse File to select a file.

**Select a... target** The named targets present in the current document or selected file (depending on how you've set the "Show targets in" option). Select a target to which you want to link the selected text.

**Show targets in** Lets you specify to display either the named targets in the current local document or those in the local file specified in the Link to page or file box.

**Buttons** Browse File Remove Link

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Lets you select an HTML file to link to.

Unlinks the selected link text. The Link to page or file box is cleared. If the current selection contains more than one link, an alert box appears asking if you want to remove all links.

*Uniform Resource Locators* or URLs are street addresses for bits of information on the Internet. For example, <http://mysystem.com/docs/username/index.html>



Also called anchors in HTML. Targets link to specific places in your document rather than just linking to the document itself. When you click on a link to a target in the browser, the browser opens the document containing the target and scrolls to the target location.

## Properties|Image

Lets you insert a new image or modify an existing image's properties.

### Options

Image file name	The name of the image file you want to insert in your document, or whose properties you want to modify. The editor supports .GIF and JPG image file formats. If you're not sure of the file name or its location, click Browse to select an image file from the directory list.
Alternative image	A low-resolution version of the image specified above. This image loads first while the higher resolution image is loading on top. Don't assume that everyone has a T1 connection! If you're not sure of the file name or its location, click Browse to select an image file from the directory list.
Alternative text	The text that you want to have appear in place of the specified image file. You should always specify alternative text for readers who use text-only Web browser such as Lynx, or who have graphics turned off. If you don't include this alternative, your readers may see placeholders instead of informative text.
Alignment	The position of the selected image relative to text, top, center, or bottom. You can also specify whether to have the image right-align or left-align to the page. To see alignment changes you've made, view your page in the browser.
Dimensions	The height and width of the new or currently selected image as measured in pixels. Click Original Size to undo any changes to the size you've specified.
Space around	The amount of white space (space where no text is allowed) on the right and left, top and bottom of the image. You can also select to have a black border surround the image and specify its width in pixels.
Copy image	When checked, this option makes a copy of the image file and places it in the same directory as the current document. This setting is whatever you have specified in Editor Preferences (Publish) but you can override it here.
Buttons	<a href="#">Remove Image Map</a> <a href="#">Edit Image</a>

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

Removes all link regions from the image. An image map is a special type of image that contains links to different locations within the same image. For example, clicking on the right side of the image could link to one place while clicking on the left, to another. This is useful when you want to designate new link areas on the image, or unlink the image altogether.

Starts the image editor you've specified in Editor Preferences letting you make changes to the image. If you have not yet specified an editor, you will be prompted to do so.

## Document Properties|Appearance Editor Preferences|Appearance

Lets you specify how to use the browser's colors for link text and document background or specify custom colors for the current document (Document Properties), or for all documents (Editor Preferences).

### Options

Use custom...	Allows you to set your own colors for text, linked text, and document background (default) and save it in the document.
Use Browser's...	Lets you use the colors set in the General preferences panel for the current document.
Color schemes	Lets you select a scheme from the list.
Custom colors	Allows you to specify the color for Normal, Link, Active Link, and Followed Link text. Click on a button to display the Color dialog and select the color you want. Sample text in the color you've specified appears to the right.
Background	Lets you select a solid color to appear as the background for the current document. Click Choose Color to display the Color dialog and select a background color.
Use image	Check this box to use an image as the background and type an image file name. If you're not sure of the file name or its location, click Browse to select an image file from the directory list. <b>Note:</b> Background images appear tiled and override background color selections.

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

## Document Properties|General

Displays information about the current document and lets you provide additional information helpful to Web users searching for specific topics.

### Options

Location	The location of the current document on your local disk.
Title	The text you want to appear in the window title when the document is browsed. Although optional, it's a good idea to specify a title for your documents since this is how most Web search tools locate specific Web pages. So, if you want readers to be able to locate your page easily, select a useful title that conveys what your page is all about.
Author	The name of the person who created the current document. This information can be helpful to readers who've found your document by using a Web search tool and must now select from a list.
Description	A brief description of the contents of your document. Again, this information can be helpful to readers searching for a specific topic.
Other Attributes	Type keywords that you want searching services such as Yahoo to use to help users locate your document on the Web. Type the category name (obtained from a catalog server) you think best applies to your document. Classification names are another method used by searching services to locate documents. (optional)

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

## **Document Properties|Advanced**

This panel displays optional information that your online service provider might want you to include in your document. This information doesn't actually appear in the document when edited or browsed---only in the source HTML. Contact your provider for more information.

## Editor Preferences|General

Lets you specify which applications to open when you want to make changes to HTML (advanced users) and image files. You can also indicate a default template file to use for all new documents.

### Options

- Author name      The default name used by the editor to indicate who created a document. This information can be helpful to readers who've found your document by using a Web search tool and must now select from a list.
- External editors      The path and file name of the text and image editors of your choice. For example, if you want to use Notepad to edit the actual HTML source, type C:\WINDOWS\NOTEPAD.EXE. Choosing View|Edit Document Source starts Notepad with the current document displayed. If you're not sure of the file name, click Browse to find the application. **Note:** When you edit HTML source using View|Edit Document Source, you must save your changes in the source editor and then choose View|Reload to see your changes.
- Template location      The path and file name of the template you want to use for all new documents. This template is used when you choose File|New Document|From Template. The default setting is the URL for the Netscape Web Page Starter site.
- Auto Save      Specify the interval (in minutes) between automatic saves of your document. If you are working on a new document that hasn't been saved, the editor prompts you to save it.
- Button      [Restore Default](#)

Click OK to make the specified changes and close the dialog box.



Replaces whatever template file name you've typed in the Template location box with the Netscape Page Starter URL.

## Editor Preferences|Publish

Lets you specify editor settings for saving and publishing files.

### Options

- Maintain links** Makes sure that inserted links are relative to the current document. When saving a document from a remote server to your local disk, this option insures that any links in that document to other files in the same directory are relative when saved locally. These links will work locally if you've also saved the remote files they pointed to. Links to files outside the document's directory are absolute. Unchecking this option means that the link path names are not modified and links local to the saved document may no longer work.
- Keep images with** Saves a copy of the image file in the same location as the document. Since images are not located in the document itself, unchecking this option means that only the HTML document is saved locally, not the image files. Leaving this option checked (recommended) means that a document's images are always kept in the same directory as that document.
- Publish to** FTP: The default location to which you want to upload your Web pages using the File Transfer Protocol. You may need to contact your internet service provider to find out what to type here. For example, if your service provider is America Online, the URL in this box might look something like: ftp://ftp.aol.com/docs/yourname/index.html.  
HTTP: The default location to which you want to upload your Web pages using the Web server protocol. If you are not running your own Web server, you may need to contact your internet service provider to find out what to type here. For example, the URL in this box might look something like:  
http://commercialweb.com/docs/yourname/index.html.
- Browse to (HTTP)** The default location of your published Web pages. For example, if you publish your Web pages to: http://commercialweb.com/docs/yourname/index.html, you should type this URL in the box. You can then choose Go|Default Publish Location in the browser to display your published Web pages.
- User name** The name you type when accessing the network your Web pages are located on.
- Password** The password for your user name.
- Save Password** Saves your password information so that you only need to type it in the box once instead of each time you publish your Web pages.

Click OK to make the specified changes and close the dialog box.

## Horizontal Line Properties

Lets you specify the height and width of horizontal lines. You can also select alignment options and whether to make the line look 3-dimensional.

### Options

Height	The height of the new or currently selected line as measured in pixels.
Width	The width of the new or currently selected line as measured in pixels or percentage of the window.
Align	Lets you specify whether to align the selected horizontal line to the left, right, or center of the page.
3-D shading	Makes the line look like it has depth on the page.

## HTML Tag

If you already have an understanding of HTML and want to insert particular HTML tags that aren't available from the editor's format menus, this box lets you do it. Click Verify to have the editor check the HTML you've typed. The editor checks to make sure you have both opening and closing brackets < > around your HTML, and quotation marks around any attribute text.

This feature is particularly useful for inserting HTML form tags, and Java applet and plug-in code into your documents. You can enter only one tag at a time. For example:

```
<applet code="HelloWorld.class" width=100 height=30>  
<param name=text value="Hello World!">  
</applet>
```

In this example, you would type each line or tag separately. So, you would need to type the first line in the box and click OK, type the second and click OK, and so on, for each tag you want to add to your HTML document.

Although the editor does not display these objects, it does insert special HTML Tag icons so you know where they are. You can still insert and edit them using the HTML Tag box, and then browse your document to see them. If the document you're editing contains frames, the Tag icon will also mark where they appear.

## Publish

Lets you select which files or directories you want to upload (publish) to a remote server. You can also specify the remote server site.

### Options

Publish	The file name of the current document you want to upload to a remote server.
Include files	<p>Select Images in the document to display all of the image files in the current document (default). Then select any image files you want to publish along with the document.</p> <p>Select All files in documents folder to display all of the files (.HTML, .GIF, and .JPG) in the current document's directory. Then select the files you want to publish along with the document. This is a quick way to publish an entire Web presentation that is made up of several .HTML files. Clicking the Select None or All buttons lets you quickly select and deselect files in the list.</p> <p><b>Note:</b> If a file on the remote server where you're publishing has the same file name as the one you're uploading, it will be replaced with the new one without asking you to confirm the action.</p>
Location	The location of the remote site you want to publish your Web pages to. You may need to contact your internet service provider to find out what to type here. For example, if your service provider is America Online, the URL in this box might look something like: ftp://ftp.aol.com/docs/yourname/index.html. Or, if a Web server protocol is used, http://commercialweb.com/docs/yourname/index.html. Once you've typed some locations here, in future you can simply select from the list of remote locations you've established. Click the Use Default Location button to use the location youve specified in the Editor Preferences Publish dialog.
User	The name you type when accessing the network your Web pages will be located on.
Password	The password for your user name.
Save Password	Saves your password information so that you only need to type it in the box once instead of each time you publish your Web pages.

## **Save New Document**

This box appears when you try to insert a link or image in a new document that you have not yet saved. To begin editing a document you must first save it.

## Save Remote Document

Lets you save remote files locally and specify link and image options.

### Options

- Links** When saving a document from a remote server to your local disk, this option ensures that any links in that document to other files in the same directory are relative when saved locally. These links will work locally if you've also saved the remote files they pointed to. Links to files outside the document's directory are absolute. Unchecking this option means that the link path names are not modified and links local to the saved document may no longer work.
- Images** Saves a copy of any image files in the same location as the document. Since images are not located in the document itself, unchecking this option means that only the HTML document is saved locally, not the image files. Leaving this option checked (recommended) means that a document's images are always kept in the same directory as that document.

## General Preferences|Appearance

Lets you specify how toolbars are displayed and which window appears when you start Navigator (browse mode only). You can also set various link options.

### Options

- |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Toolbars       | Lets you select to display toolbars buttons as graphics, text-only, or graphics and text. To hide the toolbar, deselect Options Show Toolbar.                                                                                                                                                                                                                                                                                                                                                                          |
| On Startup     | The window Navigator opens whenever you start it (the default is the browser window). You can select all three if you want.                                                                                                                                                                                                                                                                                                                                                                                            |
| Start with     | The content displayed in the browser window when first started (the default is Home Page Location and the location is the URL of Netscape's home page). You can type your own home page location. For example, <a href="http://www.myhome.html">http://www.myhome.html</a> .                                                                                                                                                                                                                                           |
| Links are      | When checked, this option highlights text links in the content area with an underline (the default). This is useful especially if you're viewing Navigator on a monochrome monitor. Deselect this item to remove the underline on text links.                                                                                                                                                                                                                                                                          |
| Followed Links | Specifies whether or not the links you have visited when browsing are highlighted (the default is Expire After with links set to expire after 9 days). Never expire keeps the links you've visited always highlighted. Expire After_Days is the number of days after which the links you've visited expire (are no longer highlighted). The color of a followed link reverts to the color of an unfollowed link at the time of expiration. Select Expire Now to revert followed links to unfollowed links immediately. |

Click OK to make the specified changes and close the dialog box.



## General Preferences|Colors

Lets you set the colors for the text, links, followed links, and backgrounds of Navigator windows (except for the editor). You can choose a predefined color or create a custom color for each element. You can also choose to override other documents' colors and backgrounds.

### Options

Links	The highlight color (default is blue) of text links to pages you have not yet seen. Select Custom and then click Choose Color to change.
Followed Links	The highlight color (default is purple) of text links to pages you have already seen. Select Custom and then click Choose Color to change.
Text	The color of ordinary text (default is black). Select Custom and then click Choose Color to change.
Background	The color of the window background on which your content appears. Select Default to use the standard gray background, or Custom and then click Choose Color to change the background color.
Image File	The file name and path of the image you want displayed as the window background. Click Browse to select the file location.
Override colors	Check this if you want to prevent a page's background and colors being substituted for your background and colors. By default, the box is unchecked, permitting the background and colors specified by a page's author to be displayed.

Click OK to make the specified changes and close the dialog box.

## **General Preferences|Fonts**

Lets you specify the font for a character set encoding. An encoding represents a mapping of glyphs (such as character symbols) to computer codes (such as hexadecimal digits). You can choose to display both a proportional and fixed font for each encoding. The proportional font you specify is used as the primary type of text in the content area. Most pages display text in a proportional font.

The fixed font you specify is used as the secondary type of text in the content area. Fixed font text is used in editable fields and certain paragraphs preformatted by the author of a page.

### **To specify the font for any encoding:**

1. Choose the encoding name from the For the Encoding drop-down list box.
2. At Use the Proportional Font, click Choose Font to select the proportional font to use for primary text.
3. At Use the Fixed Font, click Choose Font to select the fixed font to use for secondary text.
4. When you have finished setting Font preferences, click OK to confirm your choices and close the dialog box, or click Cancel to disregard all changes and exit.

### **To set the encoding for the current document:**

Choose Options|Select Document Encoding, and then select the language you want.

## General Preferences|Applications

Lets you specify the folders (or directories) in which to store the applications that support Navigator. Whereas helper applications provide a page with multimedia presentation capabilities (according to MIME type), supporting applications provide Navigator with connection and page formatting utilities.

### Options

**Telnet Application** The location of the Telnet application. Telnet provides the means to connect and interact with another computer using standard Internet protocols. Click Browse to select a new application location.

**TN3270 Application** The location of the TN3270 Application. TN3270 is used for Telnet connections to IBM mainframes. Click Browse to select a new application location.

**Temporary Dir** The location to store files which are used and automatically disposed of by Navigator. Before a helper application executes, Navigator temporarily stores application files onto disk. After the helper application is exited, Navigator deletes the files.

Click OK to make the specified changes and close the dialog box.

## General Preferences|Helpers

Lets you create or reconfigure how a file's format maps to an external helper application. Navigator has the built-in capability to interpret and display several formats, including the HTML format used by HTTP servers. Helper applications are used by Navigator to interpret files that it has retrieved but is unable to read. You can designate MIME file types (a method of differentiating file formats using a suffix appended to a file name), helper applications and their associated actions.

When you display the Helpers general preferences panel, you see a scrolling text field that lists the file formats and helper applications available to Navigator. Each line contains information about a specific application, such as:

- the file type/application name
- the action the helper application takes when it encounters the file
- the file extension(s) associated with the file format

You can add or modify the information for each application.

### To reconfigure a current helper application:

1. Select an application from the scrolling field.
2. At File Extensions, type the file extension(s) associated with the file format (for example, txt for a text file). Separate multiple extensions with commas (for example, avi, txt, html). You don't need to include a period (.) before the extension.
3. Select the action the helper application executes when it encounters the file:

<b>Select</b>	<b>To</b>
View in Browser	Open the downloaded file in the content area (if Netscape supports it).
Save to Disk	Save the file to disk.
Unknown: Prompt User	Notify you for further action.
Launch the Application	Open the file with the specified application. Click Browse to select a different application.

4. When you have finished making your changes, click OK.

### To create a new helper application:

1. Click Create New Type. You see the Configure New MimeType dialog box.
2. Enter the Mime type (for example, application) and subtype or technical format (for example, postscript), and click OK.
3. At File Extensions, type the file extension(s) or suffixes associated with the file format. You don't need to add a period (.).
4. Follow steps 3-4 listed above.

**Note:** Choose Release Notes from the Help menu for platform-specific details and to find sites for downloading helper application software.

## General Preferences|Images

Lets you specify how Navigator displays colors and images (browse-mode only).

### Options

- Choosing Colors    Selecting Automatic (default) lets Navigator determine the most appropriate type of color display. Select Dither to most closely match your computer's available colors. Dithered images may offer a closer match to an image's intended colors, but take longer to display. Select Substitute Colors with the closest match in the color cube.
- Display Images    Specify to display images incrementally while the image is transmitted. You have the benefit of feedback as the transmission progresses (default). Or, you can select to display images after the transmission is complete. On a fast network, may complete the load slightly faster.

## General Preferences|Language

Lets you indicate to a server the language(s) that can be accepted by Navigator (via the Accept-Language header). For example, if you access a server that carries the UN Charter in several languages, you could download the Chinese version if you specify the Chinese language tag.

You can choose one of the built-in language codes displayed under Language/Region, or you can specify the language code and an optional regional code (where any two-letter primary-tag is an ISO 639 language abbreviation and any two-letter initial subtag is an ISO 3166 country code). For example, to specify English/British, enter "en-UK."

<b>For this item</b>	<b>Do this</b>
Language/Region	Select a language/region and then click the Add button to add it to the Accept list.
User Define	If the language/region code isn't displayed for the language you need, or you wish to use a non-standard language tag, enter it here and then click the Down Arrow button to add it to the Accept List.

## Mail and News Preferences|Appearance

Lets you set text styles for mail messages and news articles. If you are using Windows 95, you can also choose whether to use Navigator or Microsoft Exchange as your mail application.

### Options

Show Messages	The type of font used to display messages and articles.
Text beginning with	Quoted text (text preceded by the > symbol) marks information restated from a previous message or article. You can make this text stand out even more by choosing a different text style and size
Electronic mail	Select either Use Netscape Client for Mail and News or Use Exchange Client for Mail and News to specify whether to use Navigator or the Exchange application to perform mail and news functions. The default uses Navigator. (Windows 95 only)

## Mail and News Preferences|Composition

Lets you set options for composing, sending, and storing mail messages.

### Options

- |                     |                                                                                                                                                                                                                                      |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Send and Post       | Select Allow 8-bit to accommodate the widest range of e-mail servers (U.S. and Europe). If you are using a MIME mail reader where non-ASCII characters are misinterpreted, select Mime Compliant to enable proper character display. |
| Mail Messages       | If you want a copy of your mail message automatically sent to an e-mail address, type it here.                                                                                                                                       |
| News Messages       | If you want a copy of your news message automatically sent to an e-mail address, type it here.                                                                                                                                       |
| Mail File           | If you want a copy of your mail messages automatically stored to a disk file, type the filename here.                                                                                                                                |
| News File           | If you want a copy of your news messages automatically stored to a disk file, type the filename here.                                                                                                                                |
| Automatically quote | Check this to restate the original message (each line prefaced by the > symbol) in your replies.                                                                                                                                     |

## Mail and News Preferences|Servers

Lets you specify mail and news servers and directories, set your user name, and specify message retrieval options.

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

### Mail Options

- Outgoing Mail** The host name of the server. If you do not know the name of your SMTP server, ask your service provider or system administrator.
- Incoming Mail** The host name of the server. If you do not know the name of your POP server, ask your service provider or system administrator.
- POP User name** Your e-mail name only (the part that precedes the @ sign). (For example, janedoe, not janedoe@netscape.com.)
- Mail Directory** The path name of the folder (or directory) that contains your e-mail files.
- Max Message Size** Select None to specify no maximum, or select Size and then enter the maximum number of kilobytes (KB) that a message can contain. Unsent message lines remain on the server. Providing a number prevents you from receiving messages longer than you wish.
- Messages copied** Select Removed from the server to delete messages after they're sent to you. Select Left on the server to keep messages on the host server.
- Check for Mail** Select Every\_\_minutes and then type a number to indicate how often you want to check for messages. Select Never if you want to check for messages manually.

### News Options

- News (NNTP) Server** The name of the news server you use to interact with Usenet newsgroups. If you don't know the name of your news server, contact the service or administrator providing you with your Internet connection.
- News RC Directory** The location of the directory that holds newsgroup subscription and information files. A News RC file is maintained for each news server you connect to.
- Get** The maximum number of messages you want to download at a time.



## Mail and News Preferences|Identity

Lets you register your name, e-mail address, organization name, and signature file. This information accompanies each correspondence you send.

### Options

Your name	Enter your name.
Your e-mail	Your e-mail address (for example, janedoe@netscape.com).
Reply-to Address	The e-mail address you want to use to receive messages.
Your Organization	Your company name.
Signature File	The filename containing the signature you want appended to your mailings and news postings (optional). Click Browse to select the file.

## Mail and News Preferences|Organization

Lets you indicate whether you want Navigator to remember your password, and to set options for threading and sorting messages and news articles.

### Options

- |           |                                                                                                                                                                                                                                                                                                                                 |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Password  | Check this to have Navigator remember your password so that once you've entered it, you don't have to re-enter it each time you access your e-mail. Note that your POP3 password is case sensitive. If you choose enter your password each time you access email, use the same capitalization as when you created the password. |
| Threading | Mail messages and news articles can be organized by threading. When you thread messages or articles, replies to a particular message or article are listed following the original. Without threading, replies are listed in the order received.                                                                                 |
| Sorting   | You can select to have mail and news sorted by date (most recent first), or alphabetically by subject or sender.                                                                                                                                                                                                                |

## Network Preferences|Cache

Lets you set options for memory and disk caches (such as size and location), or to empty both caches immediately. You can also specify how often Navigator checks the network for document revisions. By checking for revisions, Navigator knows to bring an updated page from a network server rather than a potentially stale page stored in the cache.

**Tip** Netscape performs cache maintenance when you exit the application. If you find that exiting takes longer than you want, you may be able to remedy the problem by reducing the size of the disk cache.

<u>For this item</u>	<u>Do this</u>
Memory Cache	Specify the size in kilobytes of the memory cache (the default is 600K). Select Clear Memory Cache Now to empty the cache immediately.
Disk Cache	Specify the size in kilobytes of the disk cache (the default is 5000K). Select Clear Disk Cache Now to empty the cache immediately.
Disk Cache Directory	Enter the disk cache location.
Verify Documents	Select Once per Session to check for page revisions only once during a session. Select Every Time to check for changes whenever you request a page (results in slower performance) Select Never to perform no verifications.

Note that you can always obtain document revisions by pressing the **Reload** button. Netscape checks the network server and, if the page is unchanged, a copy is retrieved from the cache. If the page has changed, a copy is transmitted from the network server.

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

## Network Preferences|Connections

Lets you specify the number of network connections and set the network buffer size.

### Options

Connections	The maximum number of network connections you want. The default is 4. The text on a page and each image on a page are distinct files. To bring each of these files to your screen, Navigator must open a connection to an Internet server. Navigator can bring a page's text and multiple image files simultaneously by opening more than one connection to a server. By specifying a larger number of connections, you are specifying more simultaneous connections. However, this can slow down the speed of each individual connection.
Buffer Size	The number of kilobytes of memory you want to allot for network data transmissions. The default is 1K. The network buffer size determines the amount of data that can be received in a network data transmission. Larger buffers mean more data, but can also saturate the computer.

## Network Preferences|Proxies

Lets you specify the proxy servers and port numbers for FTP (File Transfer Protocol), Gopher, HTTP (HyperText Transfer Protocol), Security (Secure Sockets Layer), WAIS (Wide Area Information System), and SOCKS firewall bypass software) protocols.

If you are running Navigator on an internal network from behind a firewall, you will need to ascertain from your system administrator the names and associated port numbers for the server running proxy software for each network service.

### Options

- No Proxies      Check this item if you have a direct connection to the Internet (you do not need to configure proxies).
- Manual Proxy      Check this to manually set up proxy servers and then click View. You'll see a dialog box where you can designate the host name for each server (or numeric IP address) and port number (required).

#### For this item

Proxy (FTP, Gopher, HTTP, Security, WAIS); SOCKS Host

#### Do this

Enter the host name or numeric IP address for the proxy server. Separate multiple host names with a comma, and don't use the wildcard character (\*).

Port

Enter the port number used by the proxy server.

No Proxy for

Enter one or more local domains that Netscape can access directly, thus bypassing the proxy.

**Note:** A proxy that runs on a host server outside a firewall cannot connect to a server inside the firewall. To bypass the firewall's restriction, you must include any internal server you're using at No Proxy for. If you use local host names without the domain name, you should list them the same way.

- Automatic Proxy      Enter the location (URL) where Navigator can go to automatically download a proxy configuration file set up by your system administrator.

## Network Preferences|Protocols

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

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

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

## Network Preferences|Languages

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

## Security Preferences|General

Lets you set security alerts.

### Options

Security Alerts      Select one or more checkboxes to have Navigator notify you (via a notification dialog) before you encounter the following situations:

- Entering a secure document space
- Leaving a secure document space
- Viewing a document with a mixed security status
- Submitting a form with an insecure submit

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



## Security Preferences|Passwords

Use the Security Passwords preferences panel to establish password protection. A Netscape password protects you if your computer can be physically accessed by other people or remotely accessed through a network. Your password protects your security certificates.

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

- Press the **Set Password** button to create a password. After obtaining a password, the button title becomes Change Password.
- Press the **Change Password** to display a window that requests your original password and allows you to specify a new one.
- Select one of three radio buttons to specify when Netscape asks for your password. The default choice, **Once per session**, checks only once during the time you start and quit the application. Choosing **Every time it's needed** repeatedly asks when a password is needed. Choosing **After "10" minutes of inactivity** asks you to reenter a password after the specified amount of time.

## Security Preferences|Personal Certificates

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

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

To obtain a new personal certificate, choose the **Obtain New Certificate** button. You'll find a form and instructions on a certificate request web page. The web page server generates a certificate for you. Certificates are issued by a certificate authority, and not by Netscape Communications Corporation.

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

The personal certificates you obtain are listed in the panel.

- Press the **More Info** button to receive information about the selected certificate.
- Press the **Delete Certificate** button to remove a certificate from the list.
- Press the **Obtain New Certificate** button to receive instructions for acquiring a new personal certificate.
- Choose from the **Default Certificate** to present to sites pull-down menu to designate the personal certificate of your to provide to servers you access.

## Security Preferences|Site Certificates

Lets you view, edit, or delete the site certificates issued to your server.

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

You may obtain numerous site certificates. Each certificate represents a site or certificate authority. With the certificate, you can verify that the content of the certificate identifies the person(s) with whom you want to communicate.

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

### **To view or edit information about a site certificate or certificate authority:**

1. Display the Site Certificates pull-down menu to designate which types of certificates are listed: All Certificates, Site Certificates, or Certificate Authorities.

2. Select a certificate in the list and then click Edit Certificate.

You'll see a window that displays information describing the owner of the certificate, the issuer of the certificate, and certificate identification.

3. Choose whether or not to allow connections to sites certified by a particular certificate authority, and whether to issue warning messages before sending information to such sites.

4. Click OK to confirm your choices (or Cancel to disregard any changes).

### **To delete a certificate:**

Select the certificate and then click Delete Certificate.

## Address Book Properties

Lets you add or edit information for an individual, mailing list, or address book.

### Options

Nick Name	The alias (abbreviation or shortcut) for the individual, mailing list, or address book. (Mailing lists contain aliases to individuals in your address book.)
Name	The individual's name, or enter the title for a mailing list folder or address book.
E-Mail Address	The e-mail address for an individual.
Description	Additional information or comments.

## Bookmark Properties

Lets you add or edit the name, location (URL), and description of a new or current bookmark or folder. You can also see when you last visited a bookmark, and the date and time it was added to your list.

### Options

- Name Add or edit the folder or bookmark title.
- Location Add or edit the location (URL) for bookmarks only.

## Editor Keyboard Shortcuts

<b>Key</b>	<b>Action</b>
Ctrl + A	Selects the entire document.
Ctrl + B	Applies the Bold character format to selected text.
Ctrl + C or Ctrl + Insert	Copies selected text to Clipboard.
Ctrl + F	Displays Find dialog.
Ctrl + I	Applies the Italic character format to selected text.
Ctrl + K	Clears all character styles.
Ctrl + L	Displays Link Properties dialog.
Ctrl + M	Opens Mail window.
Ctrl + R	Reloads current document in edit window.
Ctrl + S	Saves current document.
Ctrl + T	Applies the Fixed Width character format to selected text.
Ctrl + U	Applies the Underline character format to selected text.
Ctrl + V or Shift + Insert	Pastes text currently on the Clipboard at the insertion point.
Ctrl + W	Closes current document file.
Ctrl + X	Cuts selected text and places on Clipboard.
Ctrl + Z or Alt + Back	Undoes last action.
Ctrl + End	Goes to end of current document.
Ctrl + Home	Goes to top of current document.
Alt + Tab	Brings forward the next open window.
Shift + Space	Inserts non-breaking space.
Shift + Enter	Inserts line break.
Esc	Closes a dialog box, without performing any action.

## New Table Properties

Lets you create a table and specify attributes such as number of rows and columns, border line width, cell spacing and padding, table width and height, color, and captioning.

### Options

- Number of rows     The number of rows in the table. Type a number in the box.
- Number of columns     The number of columns in the table. Type a number in the box.
- Border line width     The size (in pixels) of the border lines around cells. Type a number in the box.
- Cell spacing     The space (in pixels) between cells in the selected table. Type a number in the box.
- Cell padding     The padding (in pixels) within each cell. This sets the top, bottom, right, and left margins of each cell in the selected table. Type a number in the box.
- Table width     The width of the selected table. You can specify table width as a percent of the window width or as a number of pixels. If you specify the width as a percent of the window, the table width changes whenever the window changes. Type a number in the box and select "pixels" or "% of window."
- Table min. height     The minimum height of the selected table. This is the smallest height the table can have. If you type more text in the table, the table automatically resizes to fit the text you enter. You can specify table height as a percent of the total window height or as a number of pixels. If you specify the height as a percent of the window, the table height changes whenever the window height changes. Type a number in the box and select "pixels" or "% of window."
- Table color     The background color of cells in the selected table. You can use the document's default background color as specified in Document Properties|Appearance, or define a custom color.
- Include caption     Lets you inserts space for a centered line of text above or below the selected table.

**Note:** If you are inserting a table within a table (called *nesting tables*), you can also set the minimum height and width of the nested table as a percentage of the parent cell (the cell of the table in which the nested table resides). The nested tables height and width changes whenever the parent tables height and width changes. Type a number in the box and then select "% of parent cell."

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

## Properties|Table

Lets you specify attributes such as border line width, cell spacing and padding, width, height, color, and captioning for the selected table.

### Options

Border line width	The size (in pixels) of the border lines around cells. Type a number in the box.
Cell spacing	The space (in pixels) between cells in the selected table. Type a number in the box.
Cell padding	The padding (in pixels) within each cell. This sets the top, bottom, right, and left margins of each cell in the selected table. Type a number in the box.
Table width	The width of the selected table. You can specify table width as a percent of the window width or as a number of pixels. Type a number in the box and select "pixels" or "% of window."
Table min. height	The minimum height of the selected table. This is the smallest height the table can have. If you type more text in the table, the table automatically resizes to fit the text you enter. You can specify table height as a percent of the total window height or as a number of pixels. If you specify the height as a percent of the window, the table height changes whenever the window height changes. Type a number in the box and select "pixels" or "% of window."
Table color	The background color of cells in the selected table. You can use the document's default background color as specified in Document Properties Appearance, or define a custom color.
Include caption	Lets you inserts space for a centered line of text above or below the selected table.

**Note:** If you are inserting a table within a table (called *nesting tables*), you can also set the minimum height and width of the nested table as a percentage of the parent cell (the cell of the table in which the nested table resides). The nested tables height and width changes whenever the parent tables height and width changes. Type a number in the box and then select "% of parent cell."

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.



## Properties|Row

Lets you specify attributes such as horizontal text alignment, and vertical text alignment, and text color for the selected table row.

### Options

**Text alignment**      Position of text relative to the top, bottom, and sides of cells in the selected table row. You can specify horizontal and vertical alignment or leave the alignment as it was set when the table was created.

**Row color**            The background color of cells in the selected table row. You can use the document's default background color as specified in Document Properties|Appearance, or define a custom color.

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

## Properties|Cell

Lets you specify attributes such as spanning additional rows and columns, horizontal and vertical text alignment, text style and wrapping, cell width and height, and cell color for the selected cell.

### Options

Cell spans	Lets you set the selected cell to span more than one column or row. Type a number in the rows box to span additional rows. Type a number in the columns box to span additional columns.
Text alignment	Position of text relative to the top, bottom, and sides of the selected cell. You can specify horizontal and vertical alignment or leave the alignment as it was set when the table was created.
Header style	Centers the text in the selected cell and sets its style to bold.
Wrap text	Lets you set the text in the selected cell to wrap to the next line when it reaches the preset width of the cell. Turning "Wrap text" off causes the cell (and the table) to expand to fit the text you type.
Cell width	The width of the selected cell. You can specify cell width as a percent of the table width or as a number of pixels. If you specify the width as a percent of the table, the cell width changes whenever the table width changes. Type a number in the box and select "pixels" or "% of table."
Cell min. height	The minimum height of the selected cell. This is the smallest height the cell can have. If you type more text in the cell, the cell automatically resizes to fit the text you enter. You can specify cell height as a percent of the total table height or as a number of pixels. If you specify the height as a percent of the table, the cell height changes whenever the window height changes. Type a number in the box and select "pixels" or "% of table."
Cell color	The background color of selected cell. You can use the document's default background color as specified in Document Properties Appearance, or define a custom color.

Click OK to make the specified changes and close the dialog box. Click Apply to preview the changes you've specified and then click Close to accept the changes and exit the dialog box.

