

# NETSCAPE NAVIGATOR 2

running under Windows 3.1



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# NETSCAPE

## NAVIGATOR 2

running under Windows 3.1

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Brooksville, FL 34601-2098

江苏工业学院图书馆  
藏书章

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boyd & fraser



A DIVISION OF COURSE TECHNOLOGY  
ONE CORPORATE PLACE • 55 FERNCREFT ROAD  
DANVERS MA 01923

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A Division of Course Technology  
One Corporate Place • 55 Ferncroft Road  
Danvers, Massachusetts 01923-4016



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Printed in the United States of America

For more information, contact boyd & fraser publishing company:

boyd & fraser publishing company  
A Division of Course Technology  
One Corporate Place • 55 Ferncroft Road  
Danvers, Massachusetts 01923-4016, USA

International Thomson Publishing Europe  
Berkshire House  
168-173 High Holborn  
London, WC1V 7AA, United Kingdom

Thomas Nelson Australia  
102 Dodds Street  
South Melbourne  
Victoria 3205 Australia

Nelson Canada  
1120 Birchmont Road  
Scarborough, Ontario  
Canada M1K 5G4

International Thomson Editores  
Campos Eliseos 385, Piso 7  
Colonia Polanco  
11560 Mexico D.F. Mexico

International Thomson Publishing GmbH  
Konigswinterer Strasse 418  
53227 Bonn, Germany

International Thomson Publishing Asia  
Block 211, Henderson Road #08-03  
Henderson Industrial Park  
Singapore 0315

International Thomson Publishing Japan  
Hirakawa-cho Kyowa Building, 3F  
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ISBN 0-7895-1279-3

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## P R E F A C E

### ► SHELLY CASHMAN SERIES

**T**he Shelly Cashman Series® offers superior materials from which to learn about computers. In addition to computer concepts, programming, networking, and the Internet, the Shelly Cashman Series is proud to present both Windows- and DOS-based personal computer applications in a variety of traditionally bound textbooks. The table on page vii shows the available books in the Shelly Cashman Series.

If you do not find the exact Shelly Cashman Series book to fit your needs, the Shelly Cashman Series' unique **Custom Edition** program allows you to choose from a number of options and create a textbook perfectly suited to your course. This exciting program is explained and summarized in the table on page viii.

### ► THE WORLD WIDE WEB

**I**n just seven years since its birth, the World Wide Web, or Web for short, has grown beyond all expectations. Within only a few years, the Web has increased from a limited number of networked computers to hundreds of thousands of computers offering millions of Web pages on any topic you can imagine. Schools, businesses, and the computing industry all are taking advantage of this new way of accessing the Internet to provide products, services, and education electronically. Netscape Navigator 2 provides the novice as well as the experienced user a window with which to look into the Web and tap an abundance of resources. All are available at the click of a mouse button. The World Wide Web is within reach of anyone with a computer, modem, and the proper software. Thus, an up-to-date educational institution that teaches students how to use computers must teach Web basics.

Educational and charitable nonprofit institutions can obtain Netscape Navigator 2 for classroom use without cost. For more information, call (415) 528-2555.

### ► OBJECTIVES OF THIS TEXTBOOK

**N**etscape Navigator 2 running under Windows 3.1 is intended for use in combination with other books in an introductory computer concepts course or in a personal computer applications course. Specific objectives of this book are as follows:

- To expose the student to various World Wide Web resources
- To teach the student how to use Netscape Navigator 2 to access the World Wide Web
- To acquaint the student with the more popular search engines
- To teach the student how to communicate with other Internet users
- To encourage curiosity and independent exploration of World Wide Web resources
- To develop an exercise-oriented approach that allows the student to learn by example

### ► ORGANIZATION OF THIS TEXTBOOK

**N**etscape Navigator 2 running under Windows 3.1 consists of three projects and three appendices that introduce the student to the World Wide Web. Each project begins with a statement of objectives. The topics in the project are presented in a step-by-step, screen-by-screen manner. Each project ends with a project summary and list of key terms. The key terms are highlighted in bold when first introduced in the project. Questions and exercises are presented at the end of each project. Exercises include short answer and hands-on assignments. The projects and appendices are organized as follows.



**Project 1 – Introduction to Netscape** In Project 1, students are introduced to the World Wide Web and its components. Topics include how the Web is organized; URLs; browsing Web pages; Web page management techniques; saving and printing material obtained from a Web site; and using Netscape's online Help features.

**Project 2 – Information Mining: Using Web Search Engines** In Project 2, students begin to explore the potential of the World Wide Web. Topics include techniques for searching the vast amount of materials available on the Web using search engines such as InfoSeek, Alta Vista, WebCrawler, Lycos and Yahoo and using traditional Internet services such as FTP and gopher through Netscape.

**Project 3 – Conversing Over the Internet** In Project 3, students are introduced to the various techniques for communicating with other Web users around the world. Topics include sending and receiving electronic mail; mail management techniques; reading and sending newsgroup articles; conversing through WebChat; and participating in Internet Relay Chat conversations using NetChat.

**Appendix A – Popular Web Sites** Appendix A lists the URLs of popular Web sites organized into categories. Topics include art; business; entertainment; government; Internet Relay Chat; job opportunities; miscellaneous; museums; music; news/periodicals; shopping; sports; and FTP and gopher sites.

**Appendix B – Installing Netscape Navigator** Appendix B contains instructions for installing the Netscape Navigator 2 Web browser program for Windows 3.1. Netscape is available from Netscape Communications Corporation's FTP servers and several mirror sites on the Internet.

**Appendix C – Installing Netscape Chat** Appendix C contains instructions for installing the Netscape Chat program for Windows. Netscape Chat, or NetChat, is a user-friendly program that allows participation in live Internet Relay Chat conversations. NetChat is available from Netscape Communications Corporation's FTP servers and several mirror sites on the Internet.

## ► INSTRUCTOR'S SUPPORT PACKAGE

**A** comprehensive Instructor's Support Package accompanies this textbook in the form of an electronic Instructor's Manual and teaching and testing aids on CD-ROM. The Instructor's Manual and most of the aids also are available to registered instructors on the Shelly Cashman Online home page (<http://www.bf.com/scseries.html>). The CD-ROM (ISBN 0-7895-1241-6) is available through your Course Technology representative or by calling 1-800-648-7450. The contents of the Instructor's Manual and additional support materials on the CD-ROM are listed below.

► **Instructor's Manual** The Instructor's Manual includes the following for each project: project objectives; project overview; detailed lesson plans with page number references; teacher notes and activities; answers to the end-of-project exercises; test bank of 110 questions for every project (50 true/false, 25 multiple-choice, and 35 fill-in-the blanks); transparency references; and, selected transparencies.

► **CD-ROM** The CD-ROM includes the following:

- **Figures on CD-ROM** The CD-ROM contains illustrations for every screen in the textbook. Use this ancillary to create a slide show from the illustrations for lecture or to print transparencies for use in lecture with an overhead.
- **ElecMan** ElecMan stands for *Electronic Manual*. ElecMan is a Microsoft Word version of the Instructor's Manual, including all lecture notes and the test bank. The files allow you to modify the lecture notes or generate quizzes and exams from the test bank using your word processor.



- **Course Test Manager** Designed by Course Technology, this cutting edge Windows-based testing software helps instructors design and administer tests and pre-tests. The full-featured online program permits students to take tests at the computer where their grades are computed immediately following completion of the exam. Automatic statistics collection, student guides customized to the student's performance, and printed tests are only a few of the features.
- **Lecture Success System** The Lecture Success System is a set of files that allows you to explain and illustrate the step-by-step, screen-by-screen development of a project in the textbook without an Internet connection. In lecture, students will not know the difference between using the files and an Internet connection, except that the Web pages will display instantaneously with the Lecture Success System. The Lecture Success System requires that you have a copy of Netscape Navigator, a personal computer, and a projection device.

## ▶ SHELLY CASHMAN ONLINE

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**Teaching Resources** This area includes password-protected data from Instructor's Floppy Disks that can be downloaded; course outlines; teaching tips; and ancillaries such as ElecMan and Lab Tests.

**Student Center** Dedicated to students learning about computers with Shelly Cashman Series textbooks and software. This area includes cool links; teaching tips; Lecture Success System files and data from Student Floppy Disks that can be downloaded; and much more.

## ▶ ACKNOWLEDGMENTS

**T**he Shelly Cashman Series would not be the leading computer education series without the contributions of outstanding publishing professionals. First, and foremost, among them is Becky Herrington, director of production and designer. She is the heart and soul of the Shelly Cashman Series, and it is only through her leadership, dedication, and tireless efforts that superior products are made possible. Becky created and produced the award-winning Windows 95 series of books.

Under Becky's direction, the following individuals made significant contributions to this book. Peter Schiller, production manager; Ginny Harvey, series administrator and manuscript editor; Ken Russo, senior illustrator; Mike Bodnar, Stephanie Nance, Greg Herrington, and Dave Bonnewitz, Quark artists and illustrators; Patti Garbarino, editorial assistant; Jeanne Black, Quark expert; Marilyn Martin, copy editor; Lyn Markowicz, proofreader; Cristina Haley, indexer; and Dennis Tani, cover design.

Special recognition also must go to Tracy Murphy, series associate editor and Mike Campbell, World Wide Web and multimedia guru. The efforts of Jim Quasney, series editor, are unmatched in publishing. Without Jim, none of this happens. Particular thanks go to Tom Walker, president of boyd & fraser publishing company. His creativity, support, and understanding are vital ingredients to the success of the Shelly Cashman Series.

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Networking Internet	Novell NetWare for Users The Internet: Introductory Concepts and Techniques (UNIX) Netscape Navigator 2 running under Windows 95 Netscape Navigator 2 running under Windows 3.1 Netscape Navigator: An Introduction (Version 1.1) Netscape Navigator Gold: Creating Web Pages

\* Also available as a mini-module



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### INTRODUCTION TO NETSCAPE

**OBJECTIVES** You will have mastered the material in this project when you can:

- ▶ Define the Internet
- ▶ Describe hypermedia and browsers
- ▶ Explain a hypermedia link
- ▶ Start Netscape
- ▶ Describe Netscape features
- ▶ Maneuver through the history list
- ▶ Create and remove bookmarks
- ▶ Save Web pages on a diskette
- ▶ Print Web pages
- ▶ Save graphic images on a diskette
- ▶ Print graphic images
- ▶ Copy and paste from Web pages using the Clipboard
- ▶ Use Netscape's Help features

#### ▶ INTRODUCTION

**O**ne of the more popular and fastest growing areas in computing today is the Internet. Using the Internet, you can do research, get stock quotes, shop for services and merchandise, display weather maps, obtain pictures, movies, audio clips, and information stored on computers around the world, and converse with people worldwide.

Once considered mysterious, the Internet is now accessible to the general public because personal computers with user-friendly tools have reduced its complexity. The Internet, with hundreds of thousands of connected computers, continues to grow with thousands of new users coming online every month. Now, businesses, newspapers, television stations, even the White House, are on the Internet; but, just exactly what is the Internet?

#### ▶ DEFINITION OF THE INTERNET

**T**he **Internet** is a collection of networks (Figure 1-1), each of which is composed of a collection of smaller networks. For example, on a college campus, the network in the student lab can be connected to the faculty computer network, which is connected to the administration network, and they all can connect to the Internet.

Networks are connected with high-, medium- and low-speed data lines that allow data to move from one computer to another. The separate networks connect to the Internet through computers.



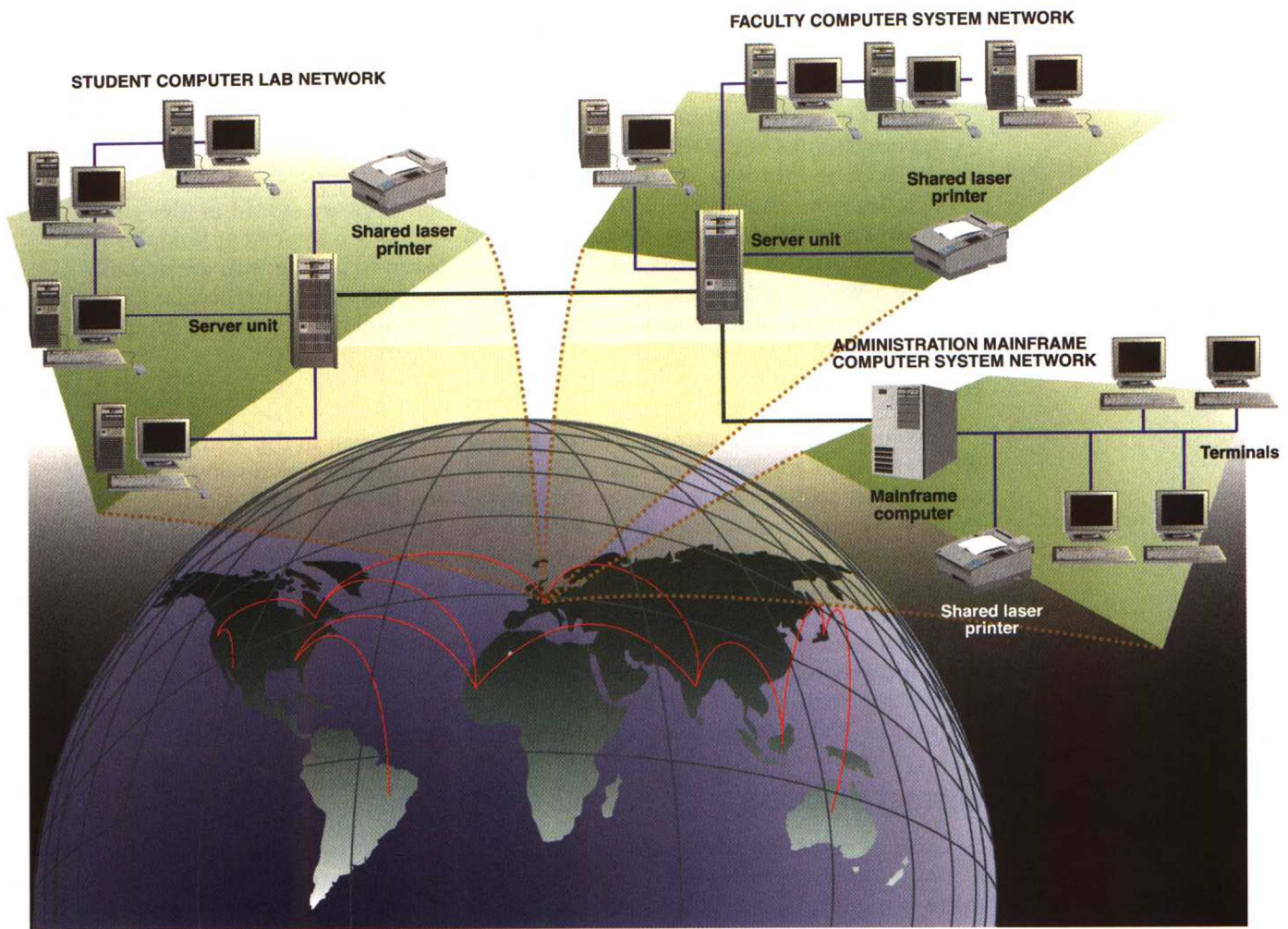


FIGURE 1-1

## ▶ WORLD WIDE WEB

**M**odern computer systems have the capability of delivering information in a variety of ways, such as graphics, sound, video clips, animation, and, of course, regular text. On the Internet, this multimedia capability is available in a form called **hypermedia**, which is any variety of computer media, including text, graphics, video, and sound.

Hypermedia is accessed through the use of a **hypertext link**, or simply **link**, which is a special software pointer that points to the location of the computer on which the hypermedia is stored and to the hypermedia itself. A link can point to hypermedia on any computer hooked into the Internet that is running the proper software. Thus, a hypertext link on a computer in New York can point to a picture on a computer in Los Angeles.

To cause a picture stored on a computer in Los Angeles to display on a computer in New York, the user in New York needs to merely click an object such as text or a drawing that, through the use of special instructions, has been designated as a link to the picture in Los Angeles. The picture will display automatically in New York.



The collection of hypertext links throughout the Internet creates an interconnected network of links called the **World Wide Web**, which is also referred to as the **Web**, or **WWW**.

Each computer within the Web containing hypermedia that can be referenced by hypertext links is called a **Web site**. Thousands of Web sites around the world can be accessed through the Internet.

Pictures or other hypermedia available at Web sites are stored in files called **documents**, or **Web pages**. Therefore, when you click a hypertext linked object to display a picture, read text, view a video, or listen to a song, you are actually viewing a Web page or part of a Web page that contains the hypermedia. Each Web page has a unique address that identifies it from all other pages on the Internet.

## Home Pages

No main menus or any particular starting points exist in the World Wide Web. Although you can reference any page in the Internet when you begin, most people start with specially designated pages called **home pages**. A home page is the first page for a Web site. All other Web pages at that site can usually be reached through a site's home page. In addition, the home page is the default page that displays on your computer if you do not know the address of any other pages located at a particular Web site.

Because it is the starting point for most Web sites, the sites try to make a good first impression and create an attractive home page with eye-catching graphics, specially formatted text, and a variety of hypertext links to hypermedia contained both at the Web site and at other interesting and useful Web sites.

## Internet Browsers

Just as graphical user interfaces (GUIs) such as Microsoft Windows make using a computer easier, **browsers** such as Netscape Navigator (Netscape for short) make using the World Wide Web easier by removing the complexity of having to remember the syntax of commands to reference Web pages at Web sites.

Mosaic, the first Internet browser, ignited the rise in popularity of the World Wide Web. Netscape, from Netscape Communications Corporation, was developed by some of the same people who wrote Mosaic, who kept the best parts of Mosaic and added new, user-friendly features.

## ▶ STARTING NETSCAPE



To start Netscape, the Windows Program Manager must display on the screen and the Netscape group window must be open. Perform the following steps to start Netscape.



## TO START NETSCAPE ▼

## STEP 1 ►

Position the mouse pointer on the Netscape Navigator program-item icon in the Netscape group window (Figure 1-2).

*The groups and program-item icons may be different on your computer.*

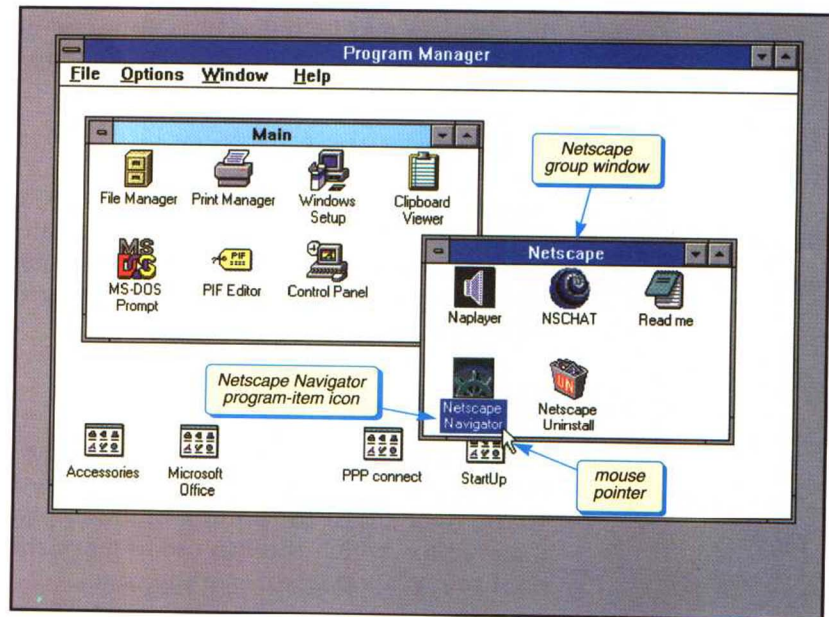


FIGURE 1-2

## STEP 2 ►

Double-click the left mouse button.

*The Welcome To Netscape home page displays, indicating you have connected to Netscape Communications Corporation's computer Web site (Figure 1-3). This page may display differently on your computer. Netscape Communications Corporation changes its home page often by adding announcements and other interesting elements that provide continuous updates and information.*

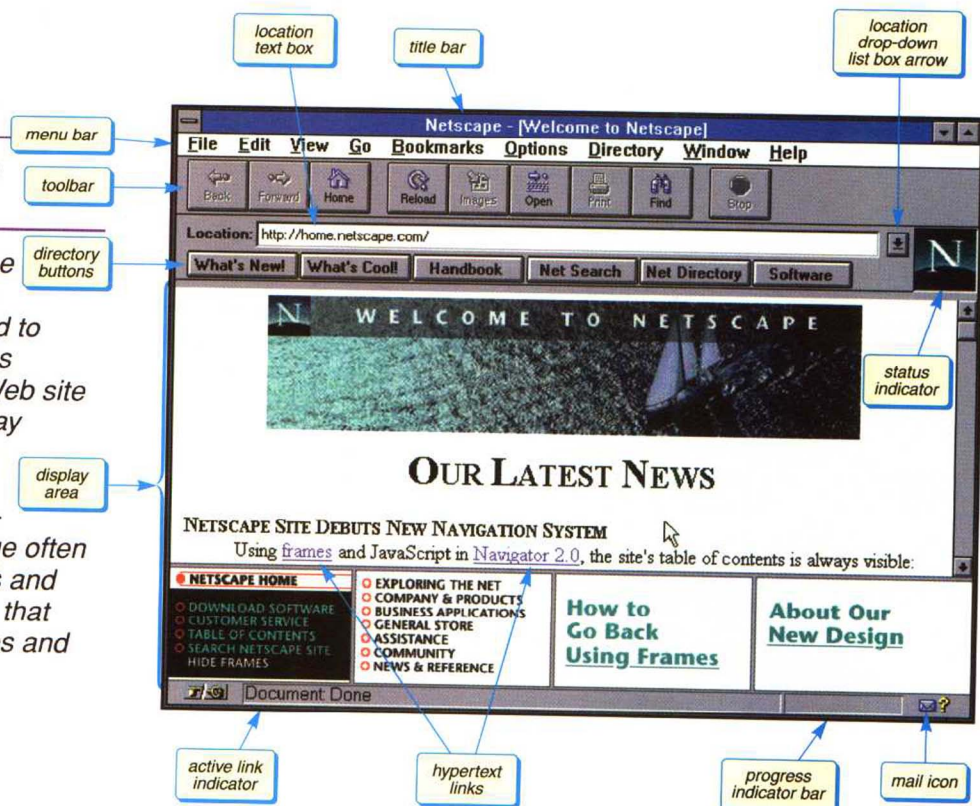


FIGURE 1-3



Normally, when Netscape starts, your computer is connected to a computer at Netscape Communications Corporation that displays the Netscape home page. It is possible to change the page that displays when Netscape starts. The initial page that displays may be different at your computer center. The name of the home page is displayed in the **title bar** at the top of the screen.

## ▶ THE NETSCAPE WINDOW

**T**he Netscape window (Figure 1-3) consists of features to make browsing the Internet easy. It contains a title bar, menu bar, toolbar, location text box, status indicator, directory buttons, scroll bars, scroll box, scroll arrows, a progress indicator, and a display area where pages from the World Wide Web display.

### Display Area

With most pages, only a portion of the page is visible on your screen. You view the portion of the page displayed on the screen through the **display area**. To the right and at the bottom of the display area are scroll bars, scroll arrows, and a scroll box, which you can use to move the display area up and down or left and right to reveal other parts of the page.

The menu bar, toolbar, location text box, status indicator, and directory buttons appear at the top of the screen just below the title bar. The progress indicator appears at the bottom of the screen.

Notice in Figure 1-3 the underlined blue words toward the bottom of the Netscape home page. The blue color and underlining identify those phrases as hypertext links. Clicking them retrieves the linked Web page and displays it on your screen. When placed over a hypertext link, the mouse pointer changes to a pointing hand.

### Menu Bar

The **menu bar** displays Netscape menu names (Figure 1-4). Each menu name represents a menu of commands that you can use to perform actions such as saving Web pages on a diskette, sending mail, managing bookmarks, setting Netscape

options, and accessing frequently used Internet services. To display a menu, such as the File menu shown in Figure 1-4, select it by pointing to the menu name File and clicking the left mouse button. To perform an action, choose the command on the menu by pointing to the command name and clicking the left mouse button.

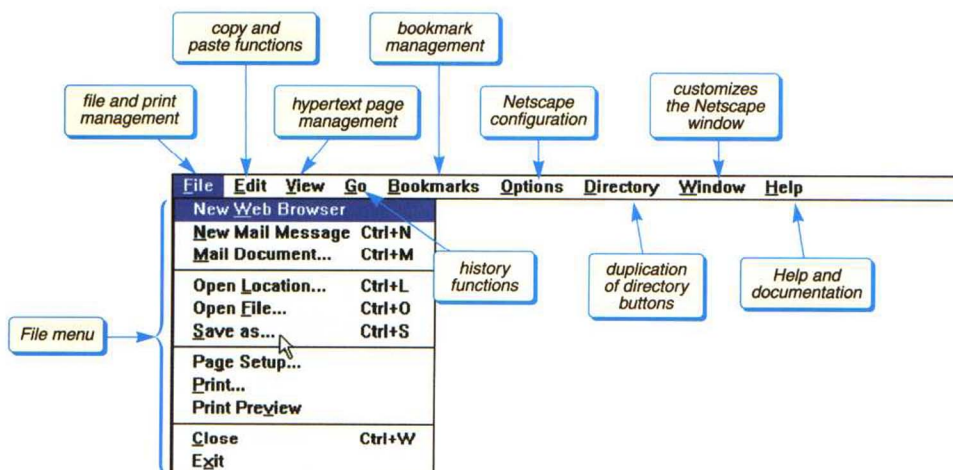


FIGURE 1-4



## Toolbar and Directory Buttons

The **toolbar** and **directory buttons** contain buttons that allow you to perform frequent tasks more quickly than when using the menu bar. For example, to print the page being displayed, click the Print button on the toolbar.

Each button on the toolbar contains a word and an icon describing its function. Figures 1-5 and 1-6 illustrate the toolbar and directory buttons and briefly describe the functions of the buttons. Each of the buttons will be explained in detail as it is used.

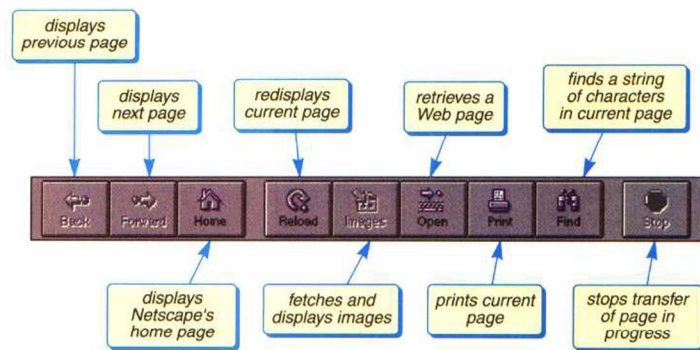


FIGURE 1-5

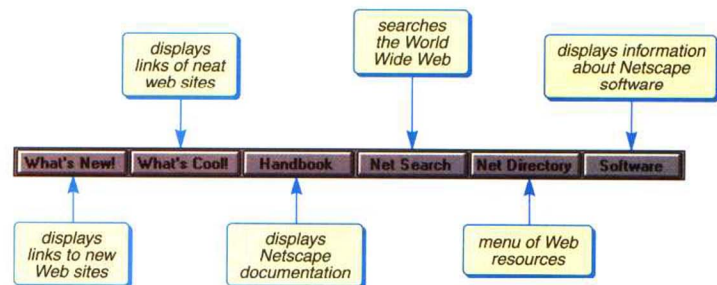


FIGURE 1-6

## Location Text Box

Each Web page is identified by a special address called the Universal Resource Locator. A **Universal Resource Locator** or **URL** (pronounced *you are ell*), is important because it is the unique address of each Web page at the Web sites on the World Wide Web.

A typical URL is composed of three parts (Figure 1-7). The first is the protocol. A **protocol** is a set of rules computers follow. Most Web pages use HTTP. **HTTP** stands for **HyperText Transport Protocol** and describes the rules for transmitting hypermedia documents electronically. The protocol is entered in lowercase as **http**, and is followed by a colon and two slashes, the required punctuation.

The second part is the domain name. The **domain name** is the Internet address of the computer on the Internet where the Web page is located. The domain name includes periods and is followed by one slash.

The third, optional part is the file specification of the Web page. The file specification includes the filename and possibly a directory or folder name. This information is called the **path**. If no path to a Web page is specified in the URL, a default Web page, usually the Web site's home page, is displayed.

URLs that point to interesting Web pages can be found in magazines, newspapers, browsing the Web, or from friends. Because of the variety and number of URLs, you may find it useful to keep a directory of URLs. Netscape has facilities for saving and organizing your favorite URLs so you can access them easily. Later in this project, you will save and recall URLs.

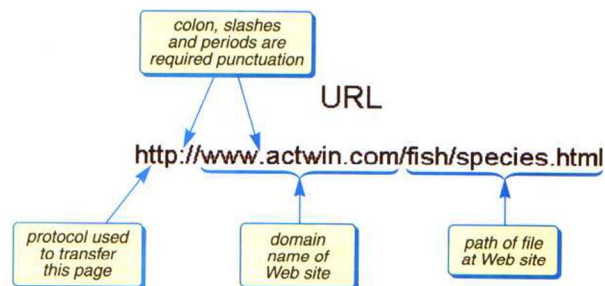


FIGURE 1-7



The **location text box** (Figure 1-8) contains the URL for the page currently shown in the display area of Netscape. It will be updated automatically as you browse from page to page over the World Wide Web. You can also indicate

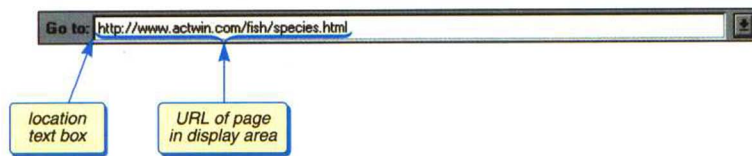


FIGURE 1-8

a Web site to which you wish to connect by clicking in the text box, typing a valid URL, and pressing the ENTER key.

As you type URLs in the text box to connect to different web pages, Netscape will remember these URLs and store them, even if you exit Netscape, in case you want to recall these pages later. Clicking the down-arrow on the right side of the location text box will reveal a drop-down window containing the URLs you typed, with the most recently typed URL first (Figure 1-9). You can redisplay a web page by clicking one of the URLs in the drop-down window. Only URLs that you type are saved in this manner.



FIGURE 1-9

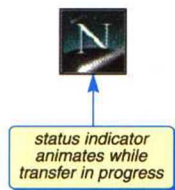


FIGURE 1-10

## Status Indicator and Progress Indicator

The **status indicator** (Figure 1-10) goes into motion, or animates, while a connection to a Web site is being made and while a page is being retrieved and displayed. At the bottom right of the Netscape window is a **progress indicator** (Figure 1-11). Acting much like a gauge, it indicates graphically how much of the accessed page has been received from the Web site.

## Active Link Indicator

If the mouse pointer is positioned over an object that has been linked to a Web page, the **active link indicator** displays the URL that will be used to retrieve the page. In addition, if a Web page is being received, the active link indicator provides information about the progress of the transfer of the page (Figure 1-11).

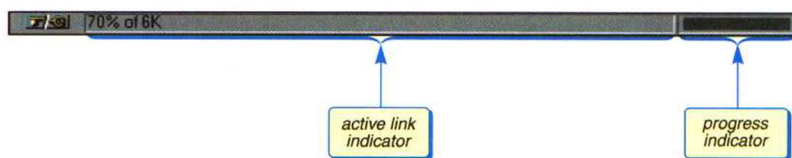


FIGURE 1-11

## ► BROWSING THE WORLD WIDE WEB

**T**he Welcome To Netscape page (see Figure 1-3 on page N5) provides a starting point for browsing the World Wide Web. Some of the more interesting and newer pages can be reached by taking advantage of the directory buttons What's New! and What's Cool!. If you click the What's New! button, Netscape displays the What's New! page with links to some of the newer Web pages. If you click the What's Cool! button, Netscape displays the What's Cool! page with links to some of the neatest Web pages.