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Official Netscape Navigator Book

Netscape Beginner's Guide

TO THE

Internet

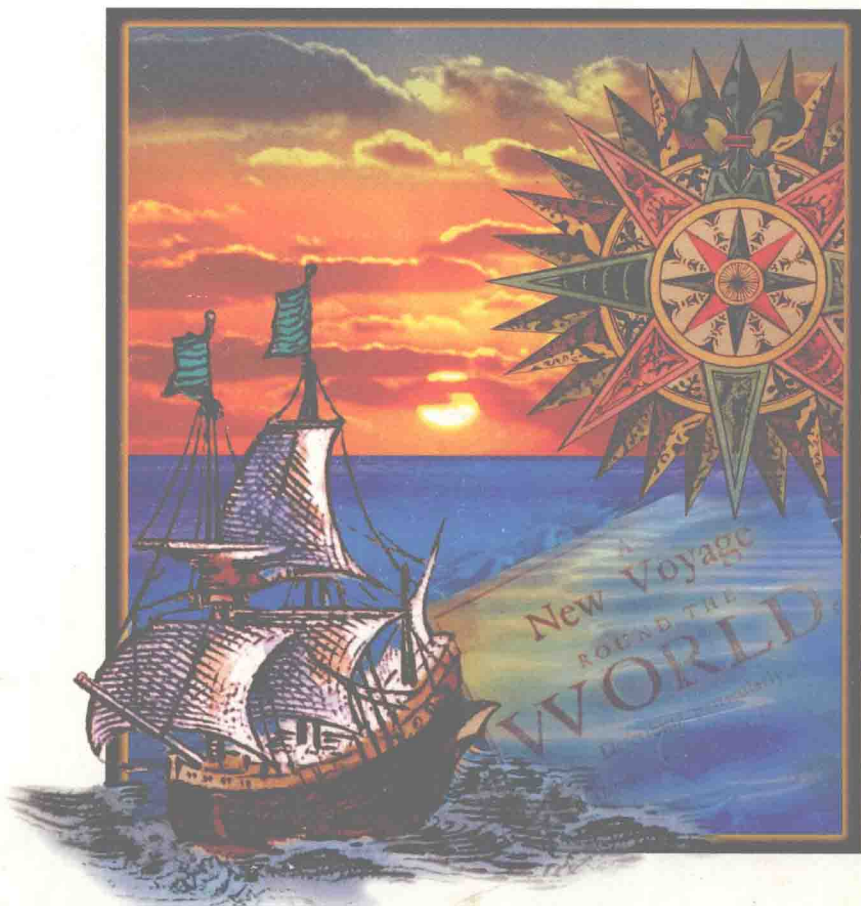
FOR WINDOWS® & MACINTOSH®



Your First Book on
the Net & Navigator

- How to connect
- What to do and how to do it
- No experience necessary!

SHELLEY O'HARA



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Netscape Beginner's Guide TO THE Internet

FOR WINDOWS® & MACINTOSH®

Your First Book on
the Net & Navigator



An imprint of
Ventana Communications Group

SHELLEY O'HARA



Official Netscape Beginner's Guide to the Internet: Your First Book on the Net & Navigator

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Introduction

In the past year or so, interest in the Internet has *exploded*. Grandmothers, grandfathers, aunts, uncles, neighbors, kids, friends, enemies, businesses, coworkers, cousins, and nieces are all getting connected. There are something like 38+ million people connected to the Internet. You might think everyone—except you—is connected.

Now maybe you are thinking of taking the plunge. Perhaps you aren't sure why to get connected. What is all the excitement about? Is it all hype? Why even get connected? You may not want to jump on the bandwagon until you are sure where the bandwagon is headed.

Or perhaps you want to get connected, but you're not quite sure how to go about it. What do you have to do? How much cost is involved? Is it difficult?

Or maybe you already are connected, but now you are asking yourself, "What do I do next?"

If you can identify with any of the above, then this book is for you. The book explains what the Internet is so that you can decide whether getting connected is right for you. You'll find the language easy to understand. You don't have to worry that you need a separate Internet-decoder dictionary to understand the text.

Decided to get connected? Good. The book also describes what you need to get connected. You know exactly what you need to do and approximately how much it will cost you. Getting connected takes a little bit of effort, but you only have to get set up once. After that, you are ready to surf the Internet.

The rest of the book tells you *how* to surf—that is, it tells you all the great things you can do on the Internet using Netscape Navigator. Netscape Navigator is a program that lets you browse the World Wide Web, send e-mail messages to other Internet users, hook up with other users with similar interests, and download files. You learn how to use Navigator to do all these things. Each procedure is set out in easy-to-follow steps and includes plenty of illustrations so you can follow along.

WHO CAN USE THIS BOOK?

Anyone who is thinking about or wants to get connected to the Internet can use this book. The book is for people of all ages, all professions, and all backgrounds who have one thing in common: the desire to learn about the Internet using a book that is easy to understand.

You may be a business owner who wants to get connected to see whether your business can benefit from being on the Internet. Or you may be a homemaker who wants to use the Internet to expand your interests. You may work out of your home and want to use the Internet as a tool for research and networking with others. Perhaps you are a child (or have children) and want to experiment with all that's available. You may be retired and want to use the Internet to keep in contact with your friends and family and to connect with new friends. The possibilities are endless. One of the coolest things about the Internet is that it truly has something for everyone.

WHAT YOU NEED TO USE THIS BOOK

To use this book, you need a computer—either a PC or a Macintosh. This book will work for either type of system, although the figures show Windows 95 screen shots. (Your screen will look slightly different if you have a Macintosh.) If a procedure is different on one system, instructions for both are included in the text.

You also need a modem, an Internet connection, and Netscape Navigator. Getting these items is the topic of Chapter 2. This book uses Netscape Navigator version 3.0, which is the latest version.

HOW THIS BOOK IS ORGANIZED

This book is divided into four sections, each with several chapters. Review the chapter-by-chapter breakdown to get an idea of the content.

SECTION I: GETTING CONNECTED

Section I focuses on the key things you need to know to get connected.

Chapter 1, “Why Do I Want to Get Connected?” discusses what you can do once you are on the Internet. Some people hesitate to get connected because they have no idea what the Internet has to offer. This chapter answers that question so that you can decide whether you even want to get connected.

Chapter 2, “What Do I Need to Get Connected?” covers the hardware and software you need to actually get *on* the Internet. You also learn how to find an Internet Service Provider, a company that provides the connection to the Internet.

Chapter 3, “How Do I Get Connected?” discusses the basic procedure you follow to get connected to the Internet. You have to get your hardware set up, sign up with an Internet Service Provider, and install software. This chapter tells you what to expect.

SECTION II: GETTING AROUND

Section II focuses on all the skills you need to use Netscape Navigator.

Chapter 4, “Learning Navigator Basics,” tells you how to start Navigator, gives you a tour of the Navigator screen, explains how a typical Web page is set up, and shows you how to get help.

Chapter 5, “Navigating the Internet,” shows you methods for moving around on the World Wide Web. Most Web pages include links to other pages. You first learn what a link is and then you learn how to navigate the Web by using links and bookmarks and by typing addresses.

Chapter 6, “Searching the Internet,” explains how to find a particular company, topic, or organization on the Internet. The Internet

isn't organized into neat little cubbyholes. The information is varied and scattered. This chapter will help you find the sites that will be of interest to you.

Chapter 7, "Working With Web Pages," covers all the ways you can work with a Web page. You learn ways to view a page, print a page, copy and paste text from a page, find something on a page, and save a page. You also learn about the different multimedia elements, such as sounds, movies, and interactive pages. This chapter also covers how to handle any "multimedia surprises" you may come across.

Chapter 8, "Participating in Newsgroups," starts by explaining what a newsgroup is (an electronic bulletin board where you can post and review messages). Then you learn how to subscribe to newsgroups, read messages, and post your own messages.

Chapter 9, "Sending & Receiving Mail," covers how to send e-mail messages to other Internet users. The chapter explains how to find addresses, create and send mail, and handle mail you receive.

Chapter 10, "Downloading Files," tells you how to find and download (copy from the network computer to your computer) files. You may want to copy clip art, program files, reports, and other information. For all the help you need on downloading, turn to this chapter.

Chapter 11, "Customizing Navigator," highlights some of the changes you can make to how Navigator looks and works. You can change how the screen appears, select a new home page, organize your bookmarks, and create shortcuts, as covered in this chapter.

SECTION III: GETTING DOWN TO BUSINESS

Section II gives you the chance to practice the skills you will use over and over again on the Internet. Once you master these skills, you are ready to explore any part of the Internet. Each chapter in Section III describes some specific things you can do as well as highlights some sites you might want to try.

Chapter 12, "Reading the Latest News," showcases some of the best places to get news on the Internet.

Chapter 13, "Looking It Up," explains the resources you can use to look up information on the Internet, such as someone's e-mail

address or an 800 phone number. You explore some of the government pages too.

Chapter 14, "Getting the Latest Sports News," previews some of the best sporting pages. Entertainment is one of the main reasons for cruising the Internet, and what's more fun than sports!

Chapter 15, "Researching Financial Information," covers some of the places to get financial information and advice.

Chapter 16, "Shopping," highlights some of the places you can shop on the Internet.

Chapter 17, "That's Entertainment!" tells you where to find the latest on movies, music, books, and more.

Chapter 18, "Getting Computer Information & Help," lists some of the many, many, many computer resources on the Web. You can find product information, read the latest news, and get technical support from the sites in this chapter.

Chapter 19, "Finding a Job," explains how to access and use some of the career resources.

Chapter 20, "Having Fun," is something of a catch-all and showcases some of the fun, wild, even wacky sites on the Web. You can look up your horoscope, play games, and more.

Chapter 21, "Creating Your Own Web Page," explains the basics of setting up your own home page. The chapter doesn't give you step-by-step instructions, but simply prepares you for what to expect if you are thinking about setting up your own page.

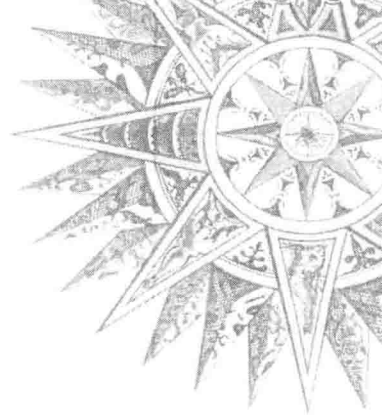
SECTION IV: APPENDICES & GLOSSARY

The final section of the book includes two appendices and a glossary.

Appendix A, "About Netscapepress.com," explains the resources you can find online at the official Netscape Press Web site.

Appendix B, the "Troubleshooting Guide," lists some common problems along with solutions.

The Internet is exciting, informative, and entertaining. You will be surprised and delighted at what you find as you enter into this new world. Once you get your feet wet, you may want to check out many of the other Netscape Press titles that cover Netscape products in greater depth.



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Getting Connected

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