

Internet

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NEETIN

OVERVIEW The Internet

Every day you see references to the Internet in the newspaper, TV ads, popular soaps and sitcoms, and more. What does all this mean to you? It means that in the future how you learn, do business, shop, or play will be different. Through the Internet you will find amusement, companionship, information—and tremendous opportunity. In the future, not knowing how to use the Internet will be like not knowing how to read today.

Definition of the Internet

What is the **Internet**? It is a network of thousands of computer networks that allows computers to communicate with one another. A **network** is a system that connects two or more computers, allowing sharing of resources. The popular term for the Internet is the "information highway." Like a highway, the Internet connects you to places throughout the world, making available more information than you could read in a lifetime.

In 1993 the Internet connected 45,000 networks. Currently it is estimated that between 2 and 4 million computers in 156 countries are connected to the Internet and that 10 to 30 million people have access to the Internet, 7 to 15 million of them in the United States alone. The Internet is expected to continue growing from about 3.2 million computers today to over 100 million machines on all six continents. By the year 2000, there may be more than 1 million networks connecting 1 billion users, with the majority of these users connecting to the Internet from their homes.

Things You Can Do on the Internet

The uses for the Internet are many and varied, and include the following:

Send and receive e-mail. The largest use of the Internet is to send e-mail (electronic mail) messages between users. E-mail allows you to send messages along Internet pathways to users at other computer sites. Overview: The Internet

- Transfer files between computers. File Transfer Protocol or FTP allows you to send (upload) or receive (download) files between your computer and another computer. The files are made available on the hard drive of computers and are similar to an electronic library of information that can be accessed through the Internet by all users.
- Search for information. The Internet is loaded with information about all imaginable topics. Quickly finding the information you are interested in can be a challenge. Various software programs are available that help you search for information on the Internet. Using one of the search services such as Gopher, Veronica, or WWW (World Wide Web) simplifies this process.
- Participate in discussion groups. Newsgroups are databases of messages on a huge number of topics. Users participate in public discussions about the topic by sending e-mail messages to the newsgroup where all participants in the newsgroup can read them. Mailing lists are another type of discussion group consisting of a database of people interested in a particular topic. Your e-mail messages are mailed to the addresses of every participant in the mailing list.

Internet Terminology

Download: To copy a file to your computer from another computer over a network.

E-mail: Electronic mail. A message that is sent between users along network channels.

File Transfer Protocol (FTP): A system for transferring files across the Internet.

Internet: A network of thousands of computer networks around the world that allows computers to communicate with one another.

Mailing list: An e-mail discussion group in which messages are sent to each participant.

Network: A system that connects two or more computers.

Newsgroup: A discussion group in which e-mail messages are sent to members.

Upload: To send a file to another computer over a network.

About Labs 1-4

- **Lab 1** The first Internet lab introduces you to e-mail using the Pine and Eudora e-mail software programs. You will learn how to compose, send, reply, forward, and delete messages. In addition, you will learn how to create a personal address book.
- **Lab 2** This lab introduces you to two related features of the Internet, mailing lists and newsgroups. You will learn how to subscribe and unsubscribe to a mailing list. The Windows Trumpet newsgroup reader program will be used to learn how to find, read messages in, and communicate with newsgroups.
- **Labs 3 and 4** In the last two labs, you will use other Windows applications to find information on the Internet. Lab 3 uses the Gopher program to navigate to many locations to access information. You will also learn how to connect directly to another computer and how to use FTP to download files onto your computer. Lab 4 introduces you to the World Wide Web using the Netscape and Yahoo applications.

Before You Begin

The following resources are needed to complete these labs:

- Pine or Eudora e-mail application
- Trumpet newsgroup reader application
- Gopher Winsock application
- Netscape Winsock application

Students need to have an e-mail address and access to computers with a connection to the Internet. In addition, it is helpful if students are already familiar with using Windows applications.

Eudora Setup: Eudora is designed to save the individual's setup configuration to the hard disk of a computer. Your school may need to modify this setup. Lab 1 assumes the following modifications:

- Eudora saves configuration to drive A (change Windows command line to "weudora.exe a:").
- Configuration settings are supplied by the instructor.
- Students need to use the same disk each time they use Eudora. If they do not, they will need to set the configuration again.

WARNING

The Internet is constantly changing. You should be aware that many of the menu selections and instructions in this manual may be slightly different from those at your computer site or at other sites you access while "surfing the net." Most importantly, because things are constantly changing on the Internet, steps and procedures may vary. Be open to trying and searching. You may get lost, but you can always get home.

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1

Electronic Mail Using Pine or Eudora

INTRODUCTION

Electronic mail, or e-mail, is the main means of communication between Internet users. It is the backbone of the network and one of the prime reasons for the success of the Internet. Changes in the workplace from central offices to home or on-the-road offices have contributed greatly to e-mail's popularity. E-mail provides a communications pathway to co-workers and customers and allows computer users to exchange information and data files directly with one another.

E-mail is a cost-effective means of communication as businesses become more global. For example, a message that costs \$3.12 when sent by telephone, or \$1.46 by fax, costs only 23 cents by e-mail. In addition to cost, there is a speed advantage. Messages can be transferred between countries in minutes, and within the United States in seconds. On the other hand, network outages, maintenance, or repair problems may cause a message to be delayed days or even weeks.

In this lab, you will learn how to create, send, and reply to e-mail messages.

About E-Mail

E-mail is based on the concept of **store-and-forward** technology. The message when sent is stored by the originator's computer until the recipient is ready to receive it, at which time the message is forwarded to the recipient.

See the box on the next page for a description of the parts of an e-mail message.

Competencies

After completing this lab, you will know how to:

- 1. Start your e-mail program.
- **2.** Create and send an e-mail message.
- 3. Use Help and the spell checker (Pine only).
- 4. Edit a message.
- 5. Read and reply to messages.
- 6. Review sent e-mail.
- **7.** Create an address book or a recipient list.
- 8. Forward a message.
- 9. Save a message.
- 10. Delete a message.
- Use the global address book (Pine only).
- 12. Quit your e-mail program.

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Lab 1: Electronic Mail Using Pine or Eudora

Parts of an E-Mail Message

Date: Tue, 18 Mar 1997 15:27:39 -0700 (MST)

From: colleen.hayes@asu.edu

To: john.doe@asu.edu

Subject: About e-mail
This is a sample of an e-mail message. message

Colleen Hayes 555-0111 Happiness is baseball. signature line

Addresses

On the Internet, each person has a unique **address** or means of identification. The Internet uses an addressing system called the **Domain Name System** (DNS), which consists of three parts: a unique user name, a domain name (computer name or address), and a domain (class of service code), as shown below.



The user name identifies a particular user or group of users at a domain. It is separated from the domain name with the @ "at" symbol. The domain name distinguishes a computer from a group of computers. The domain code identifies the type of use. The most common domains are commercial organizations or educational and research institutions. The domain code is generally a three-letter abbreviation; for example, EDU for education and COM for commercial. Periods, called dots, separate the domain name and code. The number of dots varies depending on how the address is structured for a particular computer.

Attachment

Many e-mail programs also allow you to attach text and non-text files, such as graphic files or spreadsheets, to your e-mail message. If a message has an **attachment**, the name of the attached file appears at the top of the message with the date and address information. The attached file needs to be downloaded to the recipient's computer where it can be opened using the specific software program. The recipient must have the required software program, however, to open the attachment. This sample e-mail message does not have an attachment.

There is a high potential for catching a computer virus through e-mail. This is because attached files may execute a set of commands that can cause damage to your computer system. Protect your computer by using a virus-checker program.

You can create an e-mail message using any word processor. If the message is long and you are paying for on-line time, you may find it useful to create the message off-line and then attach it to your e-mail message.

Signature Line

Many e-mail programs allow you to create a **signature line** that is automatically added to the end of the body of a message. Generally, the signature line in-

cludes the sender's full name, postal address, phone number, fax number, and other e-mail addresses. Additionally, the signature may include a quote or some other "signature" that is a means of showing a bit of your personality.

Netiquette

Even though e-mail may appear more like a conversation than a letter (because of the quick speed of response), it is written communication. And like all written communication, the messages can be saved and printed. You can then be made accountable for your words. Therefore, be careful what you say. It is easy to become too informal when using e-mail. Spelling, grammar, and so on may not seem important at the time, but later you may regret your informality.

When communicating using e-mail, you should follow some standard rules of courteous electronic communications as shown below. These rules are commonly referred to as **Netiquette** (net etiquette).

Netiquette

- Never send an e-mail message that you would not want to become public knowledge. Security is low on e-mail communications.
- Never send abusive, threatening, harassing, or bigoted messages. You could be held criminally liable for what you write.
- Because e-mail text is stored in ASCII text codes, you cannot format text to provide emphasis (for example, bolding and underlines). To make up for this, you can surround a word in asterisks in place of italics and place underline characters around a word that you would like underlined.
- DO NOT TYPE YOUR MESSAGES IN ALL UPPERCASE CHARACTERS! This is called **shouting** and is perceived to be very offensive. Use a normal combination of uppercase and lowercase characters. Sometimes all lowercase is perceived as too informal or timid.
- If your e-mail program does not automatically word wrap, keep line length to 60 characters or less so your messages can be comfortably displayed on any type of monitor.
- Ranting and raving—angry flare-ups of e-mail message exchanges—are called **flaming**. Sometimes they are truly angry messages. Others are just meant to spice things up with controversial topics and stances introduced to make the conversation lively.
- Think twice before sending your message: once it is sent, you cannot get it back.

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Lab 1: Electronic Mail Using Pine or Eudora

Sometimes written communication is hard to "read." Was the comment a joke or a serious remark? To add tone to e-mail, many people use special pictures of smiling or winking faces called **smileys** or **emoticons**.

Smileys

Some examples of smileys and what they mean are:

- :-) Happy
- :-(Sad
- ;-) Wink
- :-P Sticking tongue out
- :- || Angry
- :-o Shocked or amazed

Smileys are generally placed following the sentence in question. Other e-mail users enclose remarks in brackets such as <g.> for "grin" and <jk> for "just kidding."

Now that you know what an e-mail message looks like, you will use the Pine or Eudora e-mail program to create your own message.

Follow the instructions in either the Pine or Eudora sections. Pine instructions and marginal notes are shaded in green. Eudora sections and marginal notes are shaded in yellow. All students should complete instructions that are not shaded and read marginal notes that are shaded in tan.



Pine E-Mail Starting Pine

The **Pine** program is a menu-based e-mail program that makes it very easy to send and reply to e-mail. Pine stands for "Program for Internet News and E-mail." It was developed by the University of Washington as an easy-to-use alternative to Mail, the Unix-based e-mail program. Pine routes your messages to your recipients via Internet and handles your incoming mail by placing it in your personal storage area.

You can start the Pine program by typing a command at the system prompt or, if your school provides a menu-based access, by selecting a menu option. If your school uses a menu to start the program, your instructor will provide the menu selections you need to make. Write the instructions for starting Pine on your system in the space provided below.

To start Pine from the system prompt:		To start Pine on your system:
Type:	pine	
Press:	←Enter	

The colon is the eyes.

Look at the picture sideways.

The first time you use Pine, the program may ask if you want to create a separate folder for each month's mail. A **folder** is a named area, similar to a directory, that is used to store e-mail messages. Pine uses a default folder named Sentmail to store copies of messages you send. Pine also maintains other folders that are used to store other categories of messages, such as incoming messages

If the prompt to create monthly folders is not displayed, the Main menu appears. Skip to Figure 1-1.

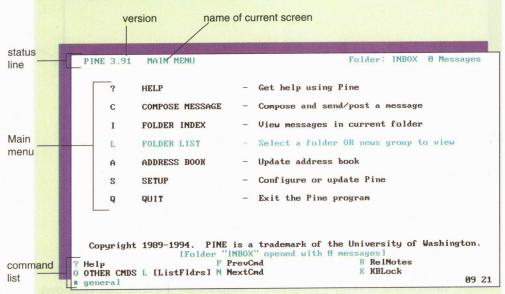
If the prompt to create monthly folders appears, responding Yes will create a monthly folder and name it using the month name, such as "sentmail-oct-1996." For each subsequent month a new folder is created for that month's mail. If you choose No, Pine uses the default mail folder named Sentmail. If your school permits you to create monthly folders, to respond Yes to the prompt,

Type: Y (Yes)

Otherwise,

Type: N (No)

Your screen should be similar to Figure 1-1.



The Main menu screen appears. The top line of the screen is the **status line**. It currently displays the version of Pine you are using and information about the program status. The information in the status line changes as you perform different tasks using Pine.

The main area of the screen displays a menu of seven options. These are the Main menu options that when selected allow you to access the main features of Pine. The bottom two lines of the screen display a list of commands. The commands in this list vary with the different features you are using.

FIGURE 1-1

If you are using PC-Pine, your screen will look more like a Windows application. However, the menus and commands are the same.

Lab 1: Electronic Mail Using Pine or Eudora



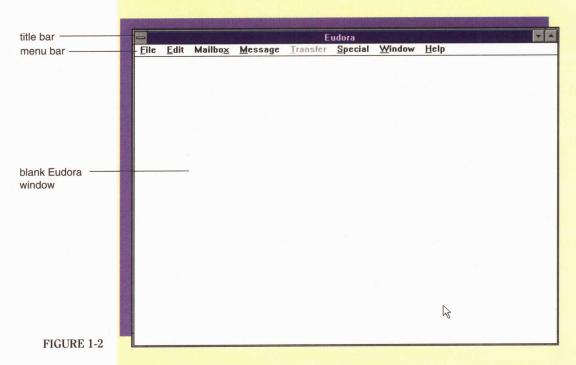
The **Eudora** program is a Windows-based e-mail program that makes it very easy to send and reply to e-mail. Eudora Software was developed by QUALCOMM Incorporated. Eudora routes your messages to your recipients via Internet and handles your incoming mail by placing it in your personal mail box.

Load Windows. Open the program group containing the Eudora program icon.

Click:

Eudora

Your screen should be similar to Figure 1-2.



Because Eudora is a Windows program, it includes all the common Windows elements such as a title bar, control-menu box, menu bar, and maximize and minimize buttons. The title bar currently displays the program name. The large empty area below the menu bar is where the windows you open in Eudora will appear.

When you start Eudora for the first time, you must set the configuration to include your personal information. To do this, the Configuration command on the Special menu is used. As in other Windows applications, you select from the menu bar by clicking on the item or command with the mouse. If you are using the keyboard, you must activate the menu bar by pressing Alt. Then a menu item or command can be chosen by typing the underlined letter or by moving the highlight to the command and pressing —Enter.

To enter your configuration settings,

Choose: Special>Configuration

The Configuration dialog box is used to enter your personal information. Enter the information in the Configuration dialog box as indicated by your instructor.

To close the dialog box and update the configuration,

Choose: OK

Skip to the section "Creating a Message" on page IN15.

Your instructor will provide you with the information to enter in these boxes.



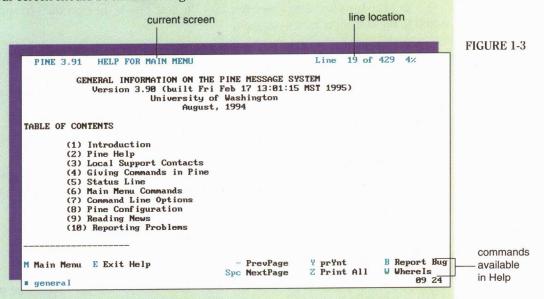
Using Help (Pine Only)

The first Main menu option is Help. Notice that is also the first command in the command list. Help appears as a menu option only in the Main menu. However, it is generally available as an option in the command list. Selecting this option displays Help information on how to use Pine. Pine help is **context sensitive.** This means the Help information that is displayed is directly related to the screen you are currently viewing.

Menu options are selected by typing the character to the left of the option name, in this case, ?. To display Help information about the Main menu screen,

Type: ? (Help)

Your screen should be similar to Figure 1-3.



The status line indicates that you are viewing Help for the Main menu. It also displays your line location (19 of 429) in the Help text file. A table of contents listing of the topics presented in this Help file is displayed. Because you were viewing the

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Lab 1: Electronic Mail Using Pine or Eudora

Main menu screen, Help includes information about the Main menu screen as well as general overview information.

Notice that the command list has changed to reflect the commands you can use to navigate within Help. To read the next page of Help information,

Press: Spacebar

Your screen should be similar to Figure 1-4.

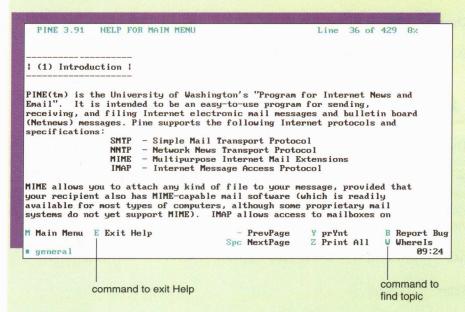


FIGURE 1-4

Read the information on this screen.

You can also use the \downarrow key to scroll the text line by line on the screen. To scroll to the end of the next paragraph,

Press: ↓ (7 times)

You can also move to a desired topic within Help by using the WhereIs command in the command list. To see Help information about the status line,

Type: W (WhereIs)

A prompt appears at the bottom of the screen asking you to enter a word to search for. The blinking box is the **cursor**. It shows where each character you type will appear.

Type: status line
Press: ←Enter

Help now displays information on the status line. Notice that the status line now indicates that you are viewing line 171 of 429 of Help.

To exit Help and return to the screen you were last viewing,

Type: E (Exit Help)

You can always get to Help by pressing? or Ctrl + G (Get Help), depending upon where you are in the Pine program.

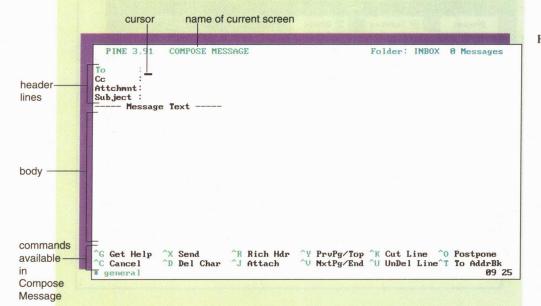
Creating a Message



From the Main menu, the Compose Message command is used to create and send a message.

Type: C (Compose Message)

Your screen should be similar to Figure 1-5.



The Compose Message screen is displayed. The status line displays the screen name. This screen is used to write, edit, and send e-mail messages. The command list now displays the commands that are available when the cursor is positioned in the header of the Compose Message screen.

FIGURE 1-5



Lab 1: Electronic Mail Using Pine or Eudora

Command shortcut keys appear below the menu command preceded with a >.

Keys separated with a + mean to hold down the first key while pressing the second key.

body



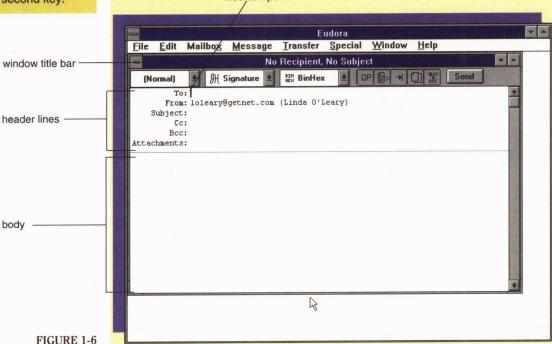
To create a new message, the New Message command on the Message menu is used.

Message>New Message Choose:

Ctrl + N

Your screen should be similar to Figure 1-6.

insertion point



The new message window is used to write, edit, and send e-mail messages. The window title bar displays "No Recipient, No Sender," because you have not yet started a message. The buttons below the title bar are shortcuts for commonly used menu options while creating a message.

An e-mail message consists of two parts, the header and the body. The header consists of the lines at the top of the screen containing the address information. The body, the large blank area in the center of the screen, displays the text of the message.

The first header line is used to enter the address of the recipient of the message. If you are using Eudora, the second line displays your name and e-mail address. The Cc line is used if you want to send a carbon copy of your message to another person at their address. The Attachments line is used to specify a file to attach to your message. The Subject line is used to enter a brief description of the contents of the message.

You will practice creating an e-mail message by composing and sending a message to yourself.