

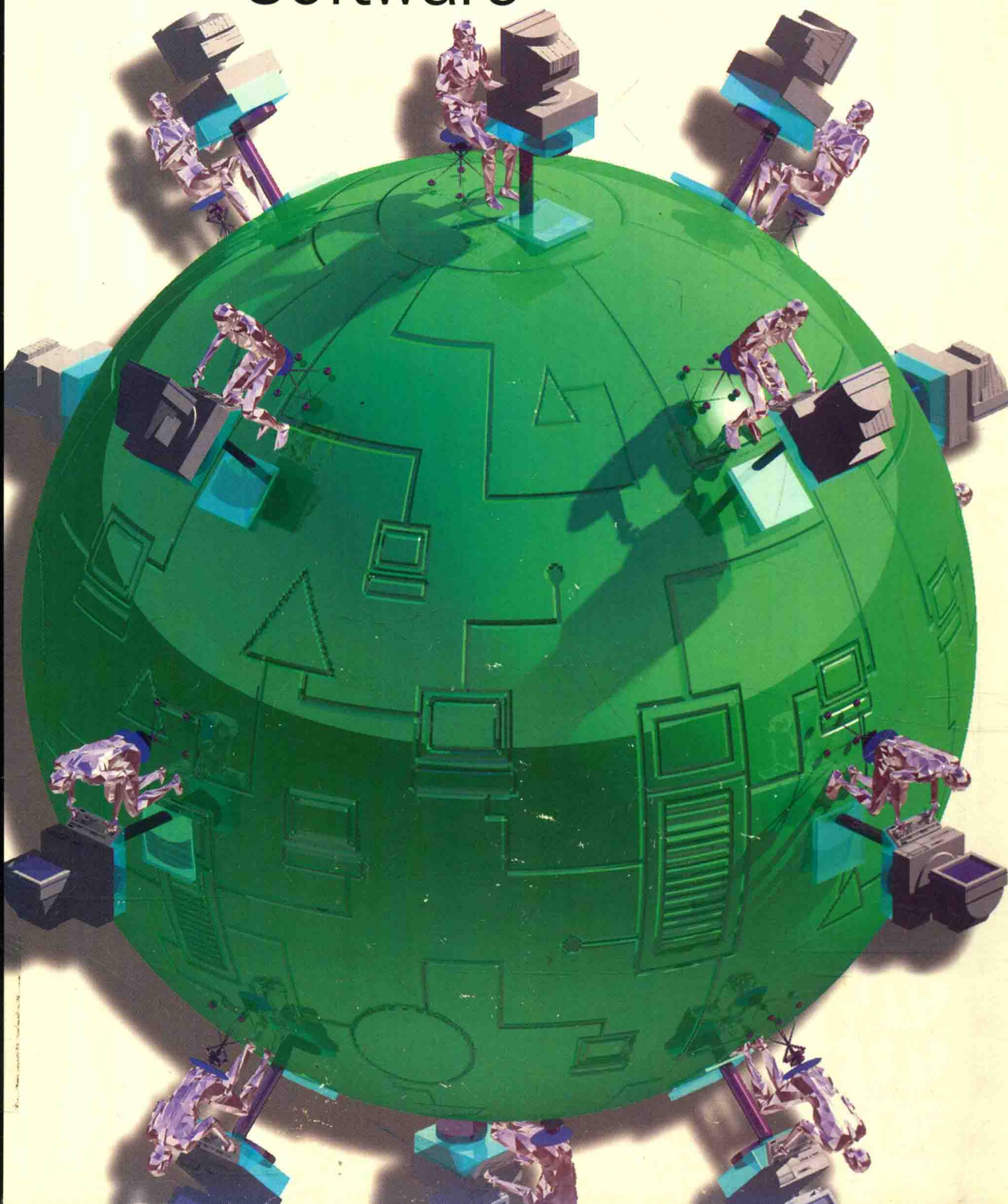
NEW

PERSPECTIVES

SERIES

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The Internet Using **Netscape Navigator™** Software

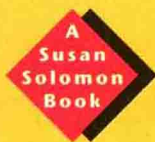


INTRODUCTORY

New Perspectives on
**The Internet Using
Netscape Navigator™
Software**

INTRODUCTORY

Sharon K. Caswell
CompuTech



COURSE
TECHNOLOGY

ONE MAIN STREET, CAMBRIDGE, MA 02142

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New Perspectives on The Internet Using Netscape Navigator Software—Introductory is published by Course Technology.

Associate Publisher	Mac Mendelsohn
Series Consulting Editor	Susan Solomon
Product Manager	Kim T. M. Crowley
Developmental Editor	Janice Jutras
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Text and Cover Designer	Ella Hanna
Cover Illustrator	Nancy Nash

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Cambridge, MA 02142

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London WC1V 7AA
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Thomas Nelson Australia

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South Melbourne, 3205
Victoria, Australia

Nelson Canada

1120 Birchmount Road
Scarborough, Ontario
Canada M1K 5G4

International Thomson Editores

Campos Eliseos 385, Piso 7
Col. Polanco
11560 Mexico D.F. Mexico

International Thomson Publishing GmbH

Königswinterer Strasse 418
53227 Bonn
Germany

International Thomson Publishing Asia

211 Henderson Road
#05-10 Henderson Building
Singapore 0315

International Thomson Publishing Japan

Hirakawacho Kyowa Building, 3F
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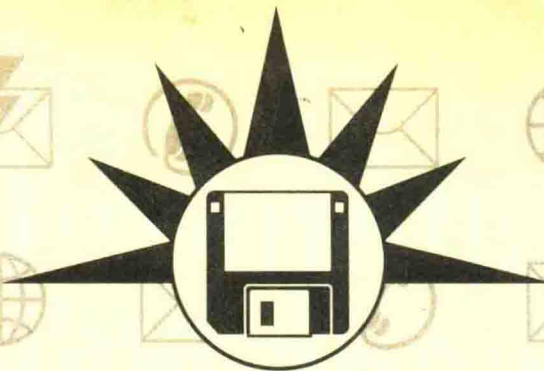
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ISBN 0-7600-4078-8

Printed in the United States of America

10 9 8 7 6 5 4 3 2



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or

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*Student Files are organized by application category. Please review the read1st.txt file for detailed instructions.

new Perspectives on

USED BOOKS

The Internet Using Netscape NavigatorTM Software

INTRODUCTORY

The New Perspectives Series

The New Perspectives Series consists of texts and technology that teach computer concepts and microcomputer applications. You can order these New Perspectives texts in many different lengths, software releases, custom-bound combinations, CourseKits™ and Custom Editions®. Contact your Course Technology sales representative or customer service representative for the most up-to-date details.

The New Perspectives Series

Computer Concepts

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Netscape Navigator™

Netscape Navigator™ Gold

Microsoft® Visual Basic® 4 and 5

At **Course Technology** we have one foot in education and the other in technology. We believe that technology is transforming the way people teach and learn, and we are excited about providing instructors and students with materials that use technology to teach about technology.

Our development process is unparalleled in the higher education publishing industry. Every product we create goes through an exacting process of design, development, review, and testing.

Reviewers give us direction and insight that shape our manuscripts and bring them up to the latest standards. Every manuscript is quality tested. Students whose backgrounds match the intended audience work through every keystroke, carefully checking for clarity and pointing out errors in logic and sequence. Together with our own technical reviewers, these testers help us ensure that everything that carries our name is error-free and easy to use.

We show both how and why technology is critical to solving problems in college and in whatever field you choose to teach or pursue. Our time-tested, step-by-step instructions provide unparalleled clarity. Examples and applications are chosen and crafted to motivate students.

As the New Perspectives Series team at Course Technology, our goal is to produce the most timely, accurate, creative, and technologically sound product in the entire college publishing industry. We strive for consistent high quality. This takes a lot of communication, coordination, and hard work. But we love what we do. We are determined to be the best. Write to us and let us know what you think. You can also e-mail us at NewPerspectives@course.com.

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Preface

The New Perspectives Series

What is the New Perspectives Series?

Course Technology's **New Perspectives Series** is an integrated system of instruction that combines text and technology products to teach computer concepts and microcomputer applications. Users consistently praise this series for innovative pedagogy, creativity, supportive and engaging style, accuracy, and use of interactive technology. The first New Perspectives text was published in January of 1993. Since then, the series has grown to more than 100 titles and has become the best-selling series on computer concepts and microcomputer applications. Others have imitated the New Perspectives features, design, and technologies, but none have replicated its quality and its ability to consistently anticipate and meet the needs of instructors and students.

What is the Integrated System of Instruction?

New Perspectives textbooks are part of a truly integrated system of instruction: text, graphics, video, sound, animation, and simulations that are linked and that provide a flexible, unified, and interactive system to help you teach and help your students learn. Specifically, the **New Perspectives Integrated System of Instruction** includes a Course Technology textbook in addition to some or all of the following items: Course Labs, Course Online, Course Presenter, and Course Test Manager. These components—shown in the graphic on the back cover of this book—have been developed to work together to provide a complete, integrative teaching and learning experience.

How is the New Perspectives Series different from other microcomputer concepts and applications series?

The **New Perspectives Series** distinguishes itself from other series in at least four substantial ways: sound instructional design, consistent quality, innovative technology, and proven pedagogy. The applications texts in this series consist of two or more tutorials, which are based on sound instructional design. Each tutorial is motivated by a realistic case that is meaningful to students. Rather than learn a laundry list of features, students learn the features in the context of solving a problem. This process motivates all concepts and skills by demonstrating to students *why* they would want to know them.

Instructors and students have come to rely on the high quality of the **New Perspectives Series** and to consistently praise its accuracy. This accuracy is a result of Course Technology's unique multi-step quality assurance process that incorporates student testing at three stages of development, using hardware and software configurations appropriate to the product. All solutions, test questions, and other supplements are tested using similar procedures. Instructors who adopt this series report that students can work through the tutorials independently, with a minimum of intervention or "damage control" by instructors or staff. This consistent quality has meant that if instructors are pleased with one product from the series, they can rely on the same quality with any other New Perspectives product.

The **New Perspectives Series** also distinguishes itself by its innovative technology. This series innovated Course Labs, truly *interactive* learning applications. Course Labs have set the standard for interactive learning.

How do I know that the New Perspectives Series will work?

Some instructors who use this series report a significant difference between how much their students learn and retain with this series as compared to other series. With other series, instructors often find that students can work through the book and do well on homework and tests, but still not demonstrate competency when asked to perform particular tasks outside the

context of the text's sample case or project. With the **New Perspectives Series**, however, instructors report that students have a complete, integrative learning experience that stays with them. They credit this high retention and competency to the fact that this series incorporates critical thinking and problem-solving with computer skills mastery.

How does this book I'm holding fit into the New Perspectives Series?

New Perspectives applications books are available in the following categories:






Brief books are typically about 160 pages long and are intended to teach only the essentials. They contain 2 to 4 tutorials. A Brief book is designed for a short course or for a one-term course, used in combination with other Brief books.

Introductory books are typically about 300 pages long and consist of 6 to 7 tutorials that go beyond the basics. The book you are holding is an Introductory book.

Comprehensive books are typically about 600 pages long and consist of all of the tutorials in the Introductory books, plus 4 or 5 more tutorials covering higher-level topics. Comprehensive books include 2 Windows tutorials, 3 or 4 Additional Cases, and a Reference Section.

Advanced books cover topics similar to those in the Comprehensive books, but in more depth. Advanced books present the most high-level coverage in the series.

Custom Books The New Perspectives Series offers you two ways to customize a New Perspectives text to fit your course exactly: *CourseKits*[™], two or more texts packaged together in a box, and *Custom Editions*[®], your choice of books bound together. Custom Editions offer you unparalleled flexibility in designing your concepts and applications courses. You can build your own book by ordering a combination of titles bound together to cover only the topics you want. Your students save because they buy only the materials they need. There is no minimum order, and books are spiral bound. Both CourseKits and Custom Editions offer significant price discounts. Contact your Course Technology sales representative for more information.

New Perspectives Series Concepts and Applications				
Brief Titles or Modules	Introductory Titles or Modules	Intermediate Modules	Advanced Titles or Modules	Other Modules
				
Brief	Introductory	Comprehensive	Advanced Applications	Custom Editions
Concepts and Applications				
2 to 4 tutorials or chapters	Brief + 4 or 5 more tutorials or chapters	1 Introductory + 3 or 4 Intermediate tutorials or chapters. Applications have Brief Windows, Additional Cases and Reference section.	Quick Review of basics + in-depth, high-level coverage	Choose from any of the above to build your own Custom Editions [®] or CourseKits [™]

In what kind of course could I use this book?

This book can be used in any course in which you want students to learn all the most important topics of the Internet. *New Perspectives on The Internet Using Netscape Navigator Software—Introductory* is designed for a microcomputer course with a module on the Internet, or a full course on the Internet. The text begins with two conceptual tutorials that introduce students to the Internet, what it is, its exciting history, and how it works. The remaining tutorials teach students how to explore the Internet and the World Wide Web using Netscape Navigator software, as well as how to communicate and share information with the Internet community through the use of e-mail, newsgroups, mailing lists, IRC chat sessions, FTP, Telnet, and Gopher. Finally, the last tutorial of the book covers the same fundamental Internet topics for those users who access the Internet through Unix.

How do the Windows 95 editions differ from the Windows 3.1 editions?

SESSION 1.2

Sessions We've divided the tutorials into sessions. Each session is designed to be completed in about 45 minutes to an hour (depending, of course, upon student needs and the speed of your lab equipment). With sessions, learning is broken up into more easily-assimilated chunks. You can more accurately allocate time in your syllabus. Students can better manage the available lab time. Each session begins with a "session box," which quickly describes the skills students will learn in the session. Furthermore, each session is numbered, which makes it easier for you and your students to navigate and communicate about the tutorial. Look on page NET 53 for the session box that opens Session 3.1.

Quick Check

Quick Checks Each session concludes with meaningful, conceptual Quick Check questions that test students' understanding of what they learned in the session. Answers to all of the Quick Check questions are at the back of the book preceding the Index. You can find examples of Quick Checks on pages NET 44 and NET 82.

New Design We have retained the best of the old design to help students differentiate between what they are to *do* and what they are to *read*. The steps are clearly identified by their shaded background and numbered steps. Furthermore, this new design presents steps and screen shots in a larger, easier to read format. Some good examples of our new design are pages NET 72 and NET 73.

What features are retained in the Windows 95 editions of the New Perspectives Series?

"Read This Before You Begin" Page This page is consistent with Course Technology's unequaled commitment to helping instructors introduce technology into the classroom. Technical considerations and assumptions about software are listed to help instructors save time and eliminate unnecessary aggravation. The "Read This Before You Begin" page for this book is on page NET 2.

CASE

Tutorial Case Each tutorial begins with a problem presented in a case that is meaningful to students. The problem turns the task of learning how to use an application into a problem-solving process. The problems increase in complexity with each tutorial. These cases touch on multicultural, international, and ethical issues—so important to today's business curriculum. See page NET 51 for the case that begins Tutorial 3.

1. 2. 3.

Step-by-Step Methodology This unique Course Technology methodology keeps students on track. They enter data, click buttons, or press keys always within the context of solving the problem posed in the tutorial case. The text constantly guides students, letting them know where they are in the course of solving the problem. In addition, the numerous screen shots include labels that direct students' attention to what they should look at on the screen. On almost every page in this book, you can find an example of how steps, screen shots, and labels work together.

TROUBLE?

TROUBLE? Paragraphs These paragraphs anticipate the mistakes or problems that students are likely to have and help them recover and continue with the tutorial. By putting these paragraphs in the book, we facilitate independent learning and free the instructor to focus on substantive conceptual issues rather than on common procedural errors. Two representative examples of TROUBLE? are on pages NET 69 and NET 81.



Reference Windows Reference Windows appear throughout the text. They are succinct summaries of the most important tasks covered in the tutorials. Reference Windows are specially designed and written so students can refer to them when doing the Tutorial Assignments and Case Problems, and after completing the course. Page NET 77 contains the Reference Window for Saving an Image from a Web Page.

Task Reference The Task Reference contains a summary of how to perform common tasks using the most efficient method, as well as references to pages where the task is discussed in more detail. It appears as a table at the end of the book. In this book the Task Reference is on pages NET 265–272.

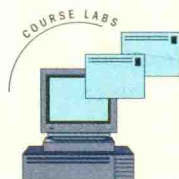
Review, Projects, Resources, and Glossaries Tutorials 1 and 2 conclude with Review questions that test students' understanding of the concepts covered in the tutorial. These Review questions are followed by a series of Projects designed to give students an opportunity to apply concepts learned to real-life situations. Finally, Tutorials 1 and 2 conclude with a list of additional Resources for students to use to gain deeper insight into the topics covered, and a Glossary summarizing the key terms presented in the tutorial.

Tutorial Assignments, Case Problems, and Lab Assignments Tutorials 3–7 conclude with Tutorial Assignments, which provide students with additional hands-on practice of the skills they learned in the tutorial. The Tutorial Assignments are followed by Case Problems that have approximately the same scope as the tutorial case. Finally, if a Course Lab accompanies the tutorial, Lab Assignments are included. Look on page NET 100 for the Tutorial Assignments for Tutorial 3. See page NET 101 for examples of Case Problems. The Lab Assignment for Tutorial 1 is on page NET 26.



Exploration Exercises The Windows environment allows students to learn by exploring and discovering what they can do. Exploration Exercises can be Tutorial Assignments or Case Problems that challenge students, encourage them to explore the capabilities of the program they are using, and extend their knowledge using the Help facility and other reference materials. Page NET 101 contains Exploration Exercises for Tutorial 3.

What supplements are available with this textbook?



Course Labs: Now, Concepts Come to Life Computer skills and concepts come to life with the New Perspectives Course Labs—highly-interactive tutorials that combine illustrations, animation, digital images, and simulations. The Labs guide students step-by-step, present them with Quick Check questions, let them explore on their own, test their comprehension, and provide printed feedback. Lab icons at the beginning of the tutorial and in the tutorial margins indicate when a topic has a corresponding Lab. Lab Assignments are included at the end of each relevant tutorial in the textbook.

The Internet

World Wide Web

Tutorial 1
Introductory



E-mail

Tutorial 4
Introductory



Student Files Student Files contain all of the data that students will use to complete the tutorials, Tutorial Assignments, Case Problems and Additional Cases. A Readme file includes technical tips for lab management. See the inside covers of this book and the “Read This Before You Begin” page before Tutorial 1 for more information on Student Files.

Online Companion A special Web site is available specifically for this book at the Course Technology Web site. This Web page can be found at the following URL address: <http://www2.coursetools.com/CTI/NewPerspectives/ii/>. This Web page is referred to throughout the tutorials as the New Perspectives on the Internet Using Netscape Navigator Software—Introductory Student Online Companion Web page. Having students use this Online Companion ensures that they will access live links, minimizes the possibility of obsolete links, and gives them a more successful Internet learning experience. See the “Read This Before You Begin” page before Tutorial 1 for more information on the New Perspectives on the Internet Using Netscape Navigator Software—Introductory Student Online Companion.

Solution Files Solution Files contain every file students are asked to create or modify in the Tutorials, Tutorial Assignments, and Case Problems. These files are available on the Course Technology Faculty Online Companion page at <http://www2.coursetools.com/cti/Faculty>.

The following supplements are included in the Review Pak that accompanies this textbook:

- Student Files
- Course Labs

Course Online: A Website Dedicated to Keeping You and Your Students Up-To-Date

When you use a New Perspectives product, you can access Course Technology's faculty and student sites on the World Wide Web. You can browse the password-protected faculty online companions to obtain online Instructor's Manuals, Solution Files, Student Files, and more. Please call your Course Technology customer service representative for more information. Student and faculty online companions are accessible through the Course Technology home page at <http://www.course.com>.

Acknowledgments

Many thanks to the New Perspectives team at Course Technology, particularly Mac Mendelsohn, Managing Editor; Susan Solomon, Series Consulting Editor; Cathie DiMassa, Senior Production Editor; Greg Bigelow, QA Supervisor; Chris Hall and Peter Deacon, Quality Assurance testers; Patty Stephan, Production Manager; Chris Greacen, Webmaster; and especially Janice Jutras, Development Editor, and Kim Crowley, Product Manager.

My sincere gratitude extends to the many people who helped to ensure that this book would be a great success, especially Janice and Kim, who were with me every step of the way. A big thank you goes to Jeff Albrecht of CompuTech, for his assistance on some of the technical aspects of the book and the Online Companion. Most importantly, I would like to recognize my family for their encouragement, support, and patience. Finally, thanks to Jack and my girls—you are the best!

Sharon K. Caswell

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