

Net Commander for Windows

Version 1.0

User's Guide

"The Single Button Internet Solution"



Luckman Interactive, IncTM

Net Commander for Windows™ User's Guide

Version 1.0, second edition

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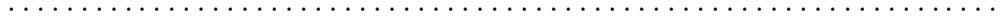
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Chapter 1

Welcome to the

Internet

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Welcome to the Internet

It's the topic of the decade. The promise of the future. Not since the introduction of the personal computer itself has a single technological event promised such profound possibilities. From Los Angeles, to London, to Moscow, it has become a household word. You can't pick up a newspaper or magazine without at least one in-depth article about how it has the potential to change the very fabric of society. It's a business tool, education resource, communication network, financial center, world-wide shopping mall, global mailbox, entertainment superstore.

It's the Internet.

What began in 1969 as a simple, yet technologically advanced way for government scientists to correspond and share research with colleagues has grown into the world's largest computer network. On any given day you will find 25 or so million ordinary (and some rather extraordinary) people taking part in this electronic revolution called the Internet.

Because of its size, its availability, and its ease of use, the Internet is rapidly transforming and redefining modern communications, research techniques, and sources of entertainment. It is also redefining how people are using their personal computers. The Internet, in and of itself, is cited by many new buyers of PCs as the very reason they want one in their home.

The Internet is a link — an interactive link — to the world.

What exactly is the Internet?

At its most basic level, the Internet is a giant library that is open 24 hours a day, 7 days a week, 365 days a year. You use the Internet to find information. Once located, you can read it on-line, download and save it to your computer's hard disk, or discuss it with other Internet users. This was the original and still principal benefit of the Internet, to share ideas and knowledge with other people.

In the last few years, however, the Internet has also become something else: the world's largest shopping mall. Once you have finished your research at the library, you can then go shopping for anything you might want, from an on-line version of *Moby Dick*, to a review of the latest John Grisham novel, to a new winter coat, whatever it is you are after, you will surely find it on the Internet.

A Brief History

Technically, the Internet is comprised of over 3 million individual computers (called hosts) located around the world that are connected together through a series of networks.

Each host stores information — text, graphics, pictures, sounds, videos — on every imaginable subject. Hosts (also called servers and sites) are usually maintained by a specific entity that controls the information available on that server. For example, NASA operates a host, so does Stanford University, the Library of Congress, the White House, IBM, ABC, the Department of Energy, Microsoft, and so on. This diversity is what makes the Internet so interesting. No single person, organization or government controls it. The information that is available runs the full gamut of human interests. And everyone with a personal computer and a modem has access to it. It is the world's single largest source of information.

The Internet was developed in 1969 by the Department of Defense's Advanced Research and Projects Agency (ARPA). Initially, it was designed as a cold war defensive strategy, thought to be less vulnerable than the typical computer networks of the day for the method in which it transferred information. Rather than sending a file as a whole file, information was (and still is) transferred over the Internet in "packets," small pieces of information. Once they reach their destination, the packets are assembled back to their original form. That way, if a network went down, there was less risk of losing all the information.

By the 1980's the military, as often happens when civilians find out what they are up to, went its own way and the Internet became the exclusive property of the Universities and other governmental agencies. NASA, the Department of Energy, and the National Institutes of Health soon added their own networks.

Then came the supercomputer centers, and the corporations. By 1990, the Internet had become the largest e-mail network in the world. Its ability to transfer full documents, including graphics, sound and images, made it a very popular interface.

Today, nine out of 10 sites added to the Internet are commercial in nature wanting to sell you everything from soap to tires, real estate to balloons. This explosive growth has made the Internet as dynamic and diverse as the population itself.

Networks — Lots of Them

Just like your own computer stores information on its hard disk, the Internet might be thought of as a series of very big (to put it mildly) hard disks.

If you have two computers in your office or home and you connect them together, you can access information from both the computer's hard disks. This same concept is true with the Internet, although now you have 3 million plus computers connected by over 40,000 individual networks which are available for you to access.

A network is the method by which all these computers share information (how they are hooked or linked together). The Internet takes the concept of networks to its logical conclusion — it doesn't just link up computers, it links up the networks themselves. This means that once you get access (using an Internet provider or ISP), you can access a computer in Ireland or Sweden or Peru as easily as you can a site in your own hometown.

It cannot be said enough: the Internet offers unparalleled access to information!

What's on the Internet?

In a word, everything!

- Like to read? You'll find a warehouse of on-line publications from Time magazine, to Playboy, to the Wall Street Journal, to Wired, to Better Homes and Gardens. Browse through the periodical catalogs of the Library of Congress, Harvard University, or the University of Iowa.

- Want to see photographs? You'll find the latest shots from the Hubble telescope available on one of NASA's computers. Or tour an Ansel Adams display at the Metropolitan Museum of Art. Or send pictures of your own kids to family members living on the other coast.
- Want to travel? Take a tour of the White House, the Grand Canyon, or the Museum of Modern Art. How about Paris or the wine country in Northern California? Book your flight, hotel, and rent-a-car. Order tickets to Broadway, the Mets or (coming soon) Disneyland.
- Get involved! Leave a message for the President, your Congressman, or your favorite television actor or actress. You'll often find these otherwise inaccessible people actually on-line, taking your questions and answering them as if they were in your living room talking with you personally.
- Want to chat? Join in a live conversation on any imaginable topic with people from around the world.
- Want to network? Talk with friends, family or business associates anywhere on the planet. Share ideas, documents or files. Send e-mail to other e-mail addresses on the Internet (or other on-line services such as America Online or CompuServe).
- Need research material? Download and save text files, photographs, graphics, sound files, videos, even computer software.

And one of the greatest benefits to the Internet is that usually, all this can be had for the price of a local telephone call (and your ISP's monthly charge, which also tends to be inexpensive).

Because the Internet is not "owned" by any single person, organization or government, the diversity of what you will find available is only limited by your imagination.

Additionally, the Internet is far from complete. It's a work in progress. Everyday another computer joins the network and another thousand people log on. It's estimated that the Internet is growing at the rate of approximately 10% a *month*!

What's on the Internet? What isn't?

The World Wide Web

Recently, the Internet, like the rest of the computer world, has gone far beyond displaying information in a traditional text file format. With the advent of hypertext, a computer technology that allows you to easily link documents and files, the Internet is now a multimedia center combining text, sound, graphics, even video.

The World Wide Web (WWW or Web) is the fastest growing segment of the Internet for its ability to display information in a multimedia format. If the Internet is growing at 10% a month, the Web is growing at 20%.

Like the Internet itself, the Web was originally developed as a tool for researchers to more easily access information. That is still true today. However, the Web has developed into something much more. It has become a virtual on-line shopping mall and playhouse. Everyone from General Motors and IBM, to Joe's Shoe store is selling goods and services on their own Web home page. There are games, videos and music. You don't need to go farther than your PC to find the largest "shopping mall" in the world. And when it comes to entertainment, this interactive powerhouse is slowly overtaking the television as the centerpoint of the family den.

However, like everything else on the Internet, the WWW is so large and complex, you will find just about anything you can think of somewhere on a Web site.

For example, you'll find:

Education — The Web continues to be one of the world's great scholarly lending libraries. Research centers from around the world put their newsletters, papers, research programs, and conference results on the Web. The ability to incorporate text with graphics and photographs has made the Web a mecca for serious research.

Entertainment — You'll find Web sites for music, drama, television, the movies, whatever your interest. Listen to the latest single from a favorite recording artist or view a clip from this summer's blockbuster movie. Play computer games, view paintings from some of the finest museums in the world, or check out the latest Star Trek offering.

Commerce — The Web is a shoppers paradise. Review a color catalog and order on-line. Buy cars, computers, stocks, or real estate. Find consultants, lawyers, doctors. You'll even find the want ads with employment opportunities in just about every city of the world.

Government — Review the workings of Congress or your local city council. Every day another city, country, region, state and national government organization opens a new Web site. This is electronic democracy in its infancy and now you can get involved.

How does the WWW Work?

The WWW uses a computer language called hypertext. This easy to use language allows documents to be linked to other documents allowing for a nonlinear access to information. You get from one place to another by simply clicking your mouse on a word or graphic. Because you are not restricted from going from site A to B to C, but can navigate in an almost circular fashion, most Web browsers (such as Enhanced Mosaic) allow to track your path and save favorite Web sites to a "hotlist," which allows for direct return.

Web Terminology

Like any technology, the Web uses its own terms which you will find helpful to understand.

Home Page — A home page is simply the starting point for a Web site. Usually the home page tells you where you are, provides a brief description of what can be found at the site, and provides the links to access the site's available information. Think of a home page as a table of contents.

URL — Uniform Resource Locator. This is the "address" of a site or document on the computer system where it is stored. Just like you need to know the path for files in your own computer's hard disk in order to access them, the same is true for the WWW. A URL uniquely identifies a file on the Internet and allows you to find it.

For more detailed information on URLs, refer to *Chapter 2, Using Enhanced Mosaic to Browse the Internet*.

Hypermedia — Documents which contain a mixture of text, graphics, sound or video images are known as hypermedia documents.

HTTP and HTML — HTTP is a software specification that defines how hypermedia files get from the WWW servers to your computer. A computer that stores and transmits WWW hypermedia documents is running software called an HTTP server. HTML (Hyper-Text Markup Language) is a standard set of codes that are inserted into a document displayed on the WWW. This determines how text and other components of the document are displayed.

For more detailed information on the Internet and the World Wide Web, see *Chapter 4, Using Enhanced Mosaic to Browse the Internet*.

Accessing the Internet

To access the Internet you need four basic things:

- A personal computer (486, 8 MB RAM or higher recommended)
- A modem (9600 bps or higher recommended)
- An Internet provider (ISP)
- Internet browser software

Net Commander gives you all the software you need to access and work in the Internet. Additionally, it automatically registers you with an Internet provider.

If you want to see what the Super Highway is all about, you've come to the right place.

Chapter 2

Introduction to Net Commander

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Overview

Luckman's Net Commander—Your All-In-One Internet Package™ is an advanced application suite containing all the tools you need to access and work in the Internet.

Included in this comprehensive collection of Internet applications are the following:

Enhanced Mosaic 2.1(Windows 3.1) — Browsing the World Wide Web (WWW) has never been easier. Navigate through the multitude of Web sites and take advantage of all the on-line services, information, education and entertainment resources that the WWW has to offer.

Microsoft® Internet Explorer™ 2.0 (Windows 95) — For Windows 95 users, Net Commander installs Microsoft's fast and easy-to-use Web browser as the primary browser.

Trumpet Winsock (Windows 3.1) — This stack and dialer program makes the physical connection to the Internet and then works “behind the scenes” keeping your connection open and recording key session information, such as the amount of time you have been on-line.

Eudora® E-Mail — One of the most widely used e-mail applications on the Internet, Eudora is easy to use and feature rich.

NewsXpress — A powerful newsreader allowing you to access thousands of UseNet newsgroups. Join a favorite newsgroup to read or post articles. You can even send an e-mail message to the author of an article.

NetCall — If you have a sound card, microphone and speakers, this is the ultimate Internet tool! Internet Voice allows you to telephone and talk in real time — using your own voice — to anyone else around the world who is logged on (and using NetCall) for the price of a local telephone call.

TrueSpeech® Player — Listen to recorded broadcasts and other audio files on the Internet. The TrueSpeech Player plays back sound files as they are downloaded; say goodbye to long waits for downloading large audio files.

CU-SeeME™ — Have a videoconference over the Internet! This breakthrough software puts real-time, simultaneous audio and video conferencing in the hands of anyone with a video camera and PC adapter. (New, inexpensive cameras plug into a parallel port and let you dispense with the video capture card.)

StreamWorks™ — Listen to Internet radio stations and TV, or play back sound and video files real-time.

CheckFree® Wallet — Make purchases on the Internet. Set up virtual “wallets” for simple and secure shopping in the new global electronic mall — the Internet!

FTP — Transfer files (documents, photographs, even software) from an FTP server to your own local hard disk.

IRC — The Internet Relay Chat (IRC) application is your key to communicating in an on-line chat group on any subject imaginable. Discussions are frank, uncensored and in most cases, free-form.

Telnet — Connect to a Telnet server and access the services, commands and programs found on the hundreds of Telnet sites available over the Internet.

Archie — One of the principal Internet search tools, Archie allows you to locate and download public domain text files, graphic files, and sound files from 40 Archie sites around the world.

Gopher — Another popular Internet search and retrieve application, Gopher lets you access over 1600 servers to find documents and files in an easy to use interface. You’ll find being in “gopher-space” a great way to find information.

Ping — Check any Internet connection with this easy to use utility program. With Ping, you can be sure your connection is good.

Whols — Locate people, host servers, gateways or networks on any Internet server.

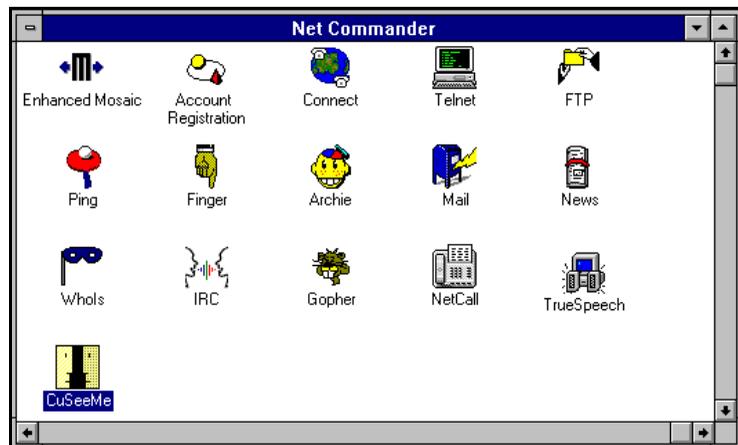
Finger — Locate and display information about other Internet users.

Helpers — Net Commander includes the following Internet “helpers” or “Internet tools” to ensure you are able to take full advantage of all the files and programs you will find on the Internet, regardless of their format.

- **Video for Windows** — View AVI video clips.
- **QuickTime for Windows** — View Quicktime movies (MOV files).
- **Panorama** — Display SGML documents.
- **Adobe Acrobat™** — Display documents saved in Adobe PDF format, including the Net Commander on-line manual.
- **VMPEG** — With VMPEG installed, you can use the Windows MediaPlayer to play MPEG-compressed video files.
- **VR Scout™** — View VRML (Virtual Reality Modeling Language) files. Virtual reality is now yours to explore. Walk — or fly! — through three-dimensional worlds of the imagination.

With the suite of Net Commander tools, you have complete Internet control, from checking out the latest WWW home page, to searching the Library of Congress card catalog, to communicating with world leaders.

The world is literally at your finger tips!



Net Commander Program Group

Working with Net Commander

After installing and registering Net Commander, you will have 30 days of free access to explore the Internet. Spend some time with this *User's Guide* to get some ideas of how to make the most of this free period, to become knowledgeable about what is available on the Internet and how you can make the best use of your time using the exciting tools contained in the Net Commander suite.

When working with Net Commander applications, keep in mind the following points:

- Enhanced Mosaic 2.1 supports over 250 modems running at 9600 or higher baud rate. When connecting to the Internet, it will automatically run your modem at its maximum speed that is supported by the Internet Service Provider, or “ISP”).
- You can run different Net Commander applications simultaneously (depending on available memory).
- Most of the Net Commander applications contain on-line help, which offers assistance in answering questions or solving problems. Look for a Help menu on the menu bar and explore the Help's table of contents. Help files often contain shortcuts and advanced features that can improve your productivity.
- You can execute commands in Net Commander using the mouse or (if working in Windows 3.1), an Alt-key combination. Menus, commands and button labels each contain a “hot key,” designated by an underlined letter. This allows you to press and hold the ALT key, then press the corresponding hot key to execute the command. For example, suppose you want to select the Print command contained in the File menu. To do so, press and hold the ALT key, press the F key to open the File menu, then press P to execute the Print command.

What's New in Enhanced Mosaic 2.1

Enhanced Mosaic 2.1 is built on an open standards-based architecture. This makes it adaptable to the various requirements of network publishing and commerce. Key aspects of the new architecture and a brief description of new features are listed below.

Unsurpassed Performance

Advanced display technology lets you interact with documents in multiple windows during downloads. Text is immediately displayed, allowing you to follow links before the downloads are complete.

Built-in Audio Players

Enhanced Mosaic includes built-in support for AIFF and AU audio formats.

Inline JPEG Support

In addition to GIF images, inline JPEG images are supported.

Built-in GIF and JPEG Viewers

Enhanced Mosaic's internal image viewer automatically displays stand-alone GIF and JPEG files.

Configurable Helper Applications

Configuring helper applications to support new file types is now easier than ever using the Edit menu's Helper dialog.

Client-Side Image Maps

Now you can create and use image maps locally without interacting with a server.

Security Framework

Enhanced Mosaic's open security framework allows for plug-in security modules. Basic Authentication, Digest Authentication, and First Virtual modules come pre-installed.

Software Development Interface (SDI)

This two-way application programming interface allows other applications, such as Adobe Acrobat and Panorama, to seamlessly interoperate with Enhanced Mosaic.

Toolbar

A new toolbar provides quick access to frequently used menu commands.

Where to Go Next

Now that you have had a taste of what lies ahead, proceed to Chapter 3, Installation and Registration. The procedures in that chapter take you step-by-step through the processes of installing Net Commander and registering an Internet account. You will also find instructions for installing the Net Commander Helper applications.

Get ready for excitement, education, and entertainment—get ready for the Internet and the World Wide Web!

Technical Support

If you encounter a problem installing or using Net Commander, you can contact Luckman Interactive Technical Support as follows:

- **Voice:** (213) 614-1758
- **Fax:** (213) 614-1929
- **E-mail:** support@luckman.com

Technical Support is available between 6:00 am and 5:00 pm Pacific Time.

Chapter 3

Installation and

Registration

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Overview

Installing Net Commander onto your computer's hard disk is a straightforward and simple process. Net Commander's advanced setup program automates the time-consuming and often confusing requirements for connecting your computer to an Internet provider. By following the detailed step-by-step on-screen prompts, you will be ready to explore the Internet in a very short time. This chapter helps you install Net Commander's suite of applications onto your computer and obtain your Internet account. It contains the following information and procedures:

- Hardware requirements
- Software requirements
- Installing Net Commander
- Creating an Internet account

Because there are some differences between the Net Commander installation procedures for Windows 3.1 and Windows 95, both procedures are included.

Once you complete the installation and registration process, you will be ready to use your e-mail account, join a news group, talk "live" with other Internet users, and take full advantage of all the Internet has to offer.

Following the Internet account registration section you will find instructions for installing additional "helper" or "tool" applications, which enable you to use Net Commander to view or play many different kinds of files found on the Internet, such as Adobe Acrobat files, live video and audio "streams," movie files, virtual reality (VRML) files, and more.

Welcome to the Information Super Highway!

Hardware Requirements

The following hardware requirements represent the *minimum* configuration that is supported by Net Commander:

- 486 or later IBM PC or compatible computer
- 8 MB RAM
- Hard disk with at least 15 MB free space
- Double-speed CD-ROM (if installing from the CD-ROM version)
- 1.44 Meg High Density 3.5" floppy drive disk (if installing from the floppy disk version)
- 9600 baud rate or higher modem connected to a COM port
- Mouse

Software Requirements

The following software must be installed on your computer in order to run Net Commander:

- DOS 5.0 or later
- Windows 95, or Microsoft Windows 3.1 or later

Installing Net Commander: Windows 3.1

You should not be running any other application when installing the Net Commander suite of applications. Additionally, it is always good policy to backup your computer before installing any new software package, including this one.

Running 32-Bit Applications

Net Commander is an advanced, state-of-the-art 32-bit application. This means it can do more things, *faster*, than older 16-bit applications. For Windows 95 users, the news is even better. Because it is a 32-bit application written specifically to run other 32-bit applications, Net Commander will automatically perform at the maximum power the moment you launch it.

For Windows 3.1 users however, you need to add a special driver in order to run Net Commander. Windows can only run a 32-bit application if the appropriate WIN32s drivers are installed in your WINDOWS\SYSTEM subdirectory. Therefore, before installing the Net

Commander applications, the Setup program automatically scans your system to see if you are configured to run 32-bit applications and displays a message allowing you to install the latest version of the WIN32s drivers.

Even though Net Commander does this automatically, if your system contains an older version of WIN32s, you may want to remove it prior to running the Net Commander installation program to ensure an absolutely clean installation.

To remove WIN32s from your Windows 3.1 system:

- 1 From Program Manager, double-click the File Manager icon in the Main program group.
- 2 Click the Windows folder to display the contents of your Windows directory.
- 3 Double-click on the SYSTEM.INI file.
- 4 In the [Enh 386] section, remove the following line:
`device=<SYSTEM>win32s\w32s.386`
where <SYSTEM> is your Windows\System directory
- 5 In the [BOOT] section, locate the following line:
`drivers=mmsystem.dll winmm16.dll`
- 6 Delete the WINMM16.DLL statement (leaving any other DLLs on the line) to read as follows:
`drivers=mmsystem.dll`
- 7 Save the SYSTEM.INI file.
- 8 In File Manager, delete the following files from your WINDOWS\SYSTEM directory:
 - WIN32S.INI
 - W32SYS.DLL
 - WIN32S16.DLL
 - WINMM16.DLL
 - Additionally, delete all the files in the WINDOWS\SYSTEM\WIN32S subdirectory.

- Restart Windows by choosing the Exit Windows command from the File menu (Alt F, X) in Program Manager.

Installing Net Commander

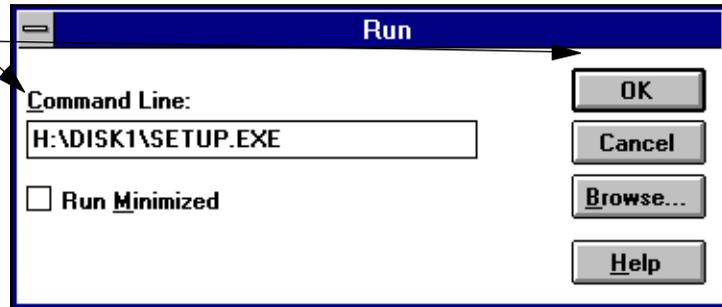
To install Net Commander onto your computer's hard disk, from Program Manager or the Windows 95 desktop:

- Insert the Net Commander CD into your computer's CD drive, or the disk labeled Disk 1 Setup.
- Choose the Run command from the File menu (Alt F, R).

The Run dialog displays.

Type
X:\DISK1\SETUP.EXE
and click OK (where X
is your CD drive)...

...or type
A:\SETUP.EXE and
click OK (if using a
floppy disk).



Run dialog

- Type **X:\DISK1\SETUP.EXE** (X=your CD drive), or if using a floppy disk, **A:\SETUP.EXE** and click OK.

The Net Commander Setup dialog displays. Be sure you are not running any other Windows application during the installation process. If you are, click Exit, close the running application(s) and begin again, starting with Step 1.

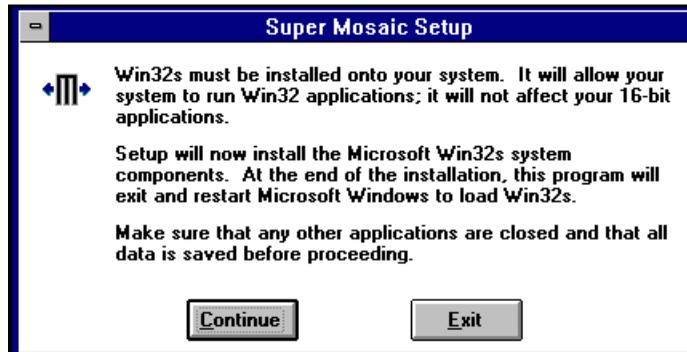


Net Commander Setup dialog

- 4 Click Continue to continue the installation.

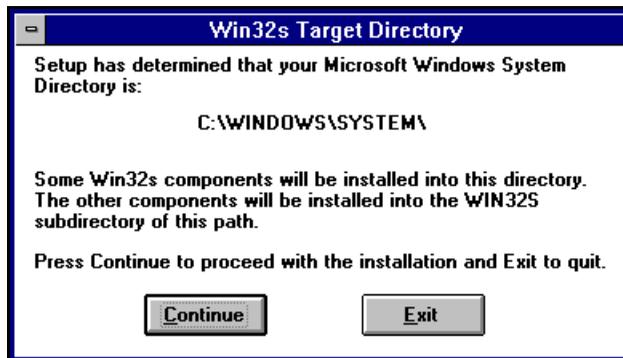
The WIN32s screens display only for Windows 3.1 installations, and only if WIN32s files are not found.

Net Commander begins the installation process and displays the WIN32s dialog prior to installing the WIN32s drivers.



WIN32s Message dialog

- 5 Click Continue. A confirmation message displays showing you where Setup will install the WIN32s components.



WIN32s Confirmation Message

- 6 Click Continue to install the WIN32s drivers onto your system.

A confirmation message displays informing you that WIN32s was successfully installed (if your system already has the very latest WIN32s drivers, you will not see this message. Instead, you will see a message informing you that the WIN32s drivers are already installed).



WIN32s Installation Confirmation message

- 7 Click Continue.

The Verify Net Commander Path dialog displays showing you the directory where the Net Commander applications will be installed on your computer's hard disk. By default, the Setup program

selects your C: drive. If you wish to install the applications on another drive, you may change the drive designation.

- 8 To change the drive, use the Left Arrow Key to move the cursor to the front of the drive designation (C:), press the Delete key and type the desired drive letter.



Verify Net Commander Path dialog

- 9 Click Continue.

In a few moments, the Net Commander Setup dialog displays allowing you to select the Internet tools you want installed. By default, all tools are selected.

If you do not want to install a tool, click the mouse on its check-box (it becomes blank).



Net Commander Setup dialog

You may choose to install the following tools:

Internet Tool	Description
Eudora E-Mail	Allows you to send and receive electronic mail over the Internet.
Newsgroup Reader	Allows you to subscribe to newsgroups and to read and post articles.
WhoIs	Allows you to display information about other Internet users (such as their network name and E-Mail address).
Archie Search Tool	Allows you to view and retrieve public domain files from anonymous FTP hosts.
Finger	Allows you to display information about users on a specific computer.
IRC Chat Tool	Allows you to join and interact with a “live” chat group via the keyboard.
Gopher	Allows you to browse public files on the Gopher information server.
CU-SeeME	Allows you to use a camera and microphone to videoconference with other CU-SeeME users.
TrueSpeech	Allows you to play sound files as they are downloaded.

In most cases, you will want to install all the tools. If, however, you do not want to install a particular tool, click the mouse on the check box next to the item (it will become blank).

12 Click Continue.

The remaining Net Commander files are copied to your hard disk and a message displayed that the installation was successful.

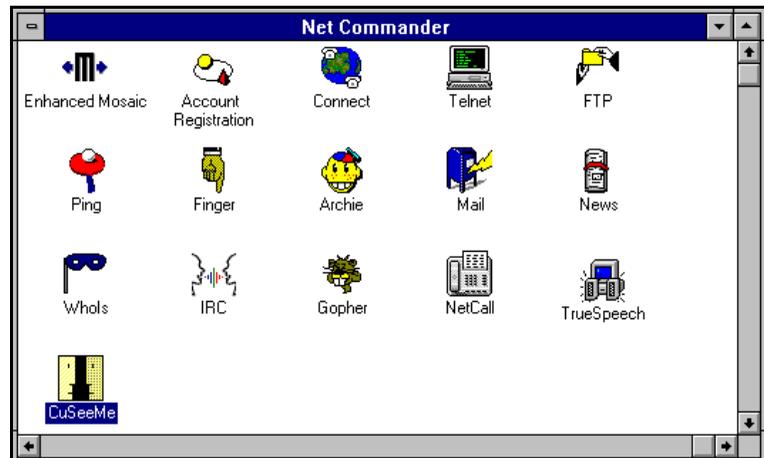


Installation Successful message

13 Click OK.

If the Setup program loaded WIN32s into your system, Windows will automatically be restarted in order to update your SYSTEM.INI file and load the drivers necessary to run Net Commander.

When setup is complete, the Net Commander program group will be displayed in Program Manager.



Net Commander Program Group

The Net Commander group contains all of the applications that are ready to use. The Net Commander Setup group contains bundled programs which have their own setup programs that need to be run to complete their installation. The procedures for installing these “helper applications,” or “tools,” are presented in this chapter following the sections on Internet account registration.

You are now ready to register your Internet account. See “Registering an Internet Account” (page 3-17).

Installing Net Commander: Windows 95

Before Net Commander for Windows 95 can be installed, both the Windows 95 Dial-Up Scripting Tool and Microsoft Internet Explorer 2.0 (“Internet Explorer”) must be installed first. If the Dial-Up Scripting Tool was not installed with Windows 95, you will need to install it (step-by-step instructions are included here). This takes only a few minutes; you will need to have your Windows 95 CD-ROM at hand. When done, you will resume the Net Commander Setup procedure right where you left off.

If Internet Explorer has not been installed, the Net Commander setup program will automatically take you through the few simple steps to install it (it is included on the Net Commander CD-ROM.)

Use the following procedure to install Net Commander for Windows 95 onto your computer’s hard disk.

Preliminary Steps

- 1 Start Windows 95.

Important!

If you are using a computer where you normally have to enter a Windows logon and password when starting Windows 95 (for example on a multi-user workstation), be sure you enter your logon and password this time, before you install Net Commander. This enables certain security features that will be needed later on. If you are using a computer where you do not have to enter a Windows logon, you do not need to be concerned.

- 2 Insert the Net Commander CD in your computer’s CD-ROM drive. In a moment, the Net Commander logo window displays

automatically. (Note that the Add Tools and Register buttons are not enabled at this point.)



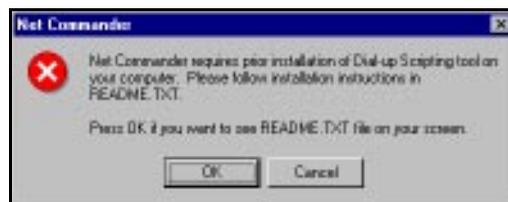
Net Commander Setup window

3 Click Install.

If the Dial-Up Scripting Tool has already been installed, you should skip to “Net Commander Setup” (page 3-16).

Dial-Up Scripting Tool Setup

If the Dial-Up Scripting Tool is not installed, the following message displays.



Dial-Up Scripting Tool Not Installed Message

The next few steps are equivalent to the instructions in the README.TXT file, so it is not necessary to view the file, unless you would like to print it. Click OK to open the file, or click Cancel to skip viewing it. In either case you are returned to the Windows 95 desktop.

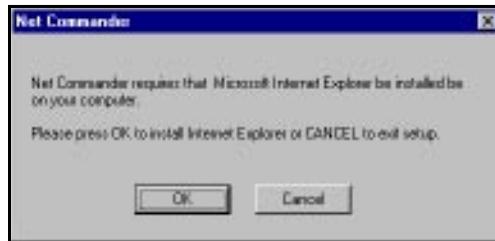
Follows these steps to install the Dial-Up Scripting Tool.

- 1** Remove the Net Commander CD from the CD-ROM drive and replace it with your Windows 95 CD.
- 2** When the Windows 95 “splash screen” appears, click anywhere to get to the desktop.
- 3** Choose Settings from the Start menu, then choose Control Panel.
- 4** Click Add/Remove Programs.
- 5** Click the Windows Setup tab.
- 6** Click Have Disk; then click Browse.
- 7** Select your CD-ROM drive; then select the directory called **dscrip**. You should see a file called **RNAPLUS.INF** in the file list box.
- 8** Click the RNAPLUS.INF file, then click OK in the Browse dialog, and then click OK in the next dialog.
- 9** Click the Dial-Up Scripting Tool check box, then click Install.
- 10** Click OK.
- 11** Close the Control Panel window.
- 12** In My Computer open the CD-ROM drive, to return to the Net Commander setup window.
- 13** Click Install to resume the Net Commander installation process.

If Internet Explorer has already been installed on your computer, skip to “Net Commander Setup” (page 3-16). Otherwise, the following brief procedure is necessary.

Internet Explorer Setup

If Internet Explorer is not present on you system, the following message displays when you click Install in the main Net Commander setup window.



Internet Explorer Not Installed Message

- 1 Click OK.
- 2 A confirmation message displays. Click Yes.
- 3 The Internet Explorer License Agreement dialog displays. Read the agreement. If you agree to the terms states, click I Agree.
- 4 The Browse for Folder dialog displays. Select the directory under which you want to install the Internet Explorer directory. Click OK. The Copying Files dialog displays while Internet Explorer is installed on your hard disk.
- 5 When the “installation complete” message displays, click OK.

The Initializing Setup message will appear, then you will see Net Commander Setup’s “Welcome” dialog.



Welcome dialog

Net Commander Setup

- 1 Read the Welcome dialog text, then click Continue.
- 2 The Verify Net Commander Path dialog displays. The default directory for Net Commander is C:\NETCMDR. You may change the path to whatever you prefer. Click Continue when done.
- 3 The next dialog lists the Internet applications that you can install as part of Net Commander, in addition to the Enhanced Mosaic Web browser. All are selected by default. Read the description of each application. If there are any applications that you do not want to install, click on the check boxes next to their names to unselect them.

Click Continue when done.
- 4 The Net Commander files are installed onto your hard disk. When the “installation successful” message displays, click OK.



Installation Successful Message

Note

The “installation successful” message dialog may be partially hidden by other windows. You may have to move one or more windows to see it.

The Net Commander program group displays on the desktop. Also on the desktop is the main Net Commander setup window, with the Install, Add Tools, Register, and Exit buttons. Note that the Add Tools and Register buttons are enabled.



Net Commander Setup Menu

You may now proceed to “Registering an Internet Account,” below. After you have set up an Internet account, you can return to the Net Commander setup program and install the additional tools, or helper applications. Procedures for installing the tools follow the section on registering an Internet account.

Registering an Internet Account



To register your Internet account, double-click the Account Registration icon in the Net Commander program group.

Windows 95 Note

If you are installing Net Commander for Windows 95, Click Register in the Net Commander logo window. (If this window is not open but the Net Commander CD is in the CD-ROM drive, select the CD-ROM drive from My Computer. Otherwise, put the Net Commander CD in the CD-ROM drive and wait a moment.)

The Internet Account Registration dialog displays.

Internet Account Registration dialog

- 1 Enter the following information:

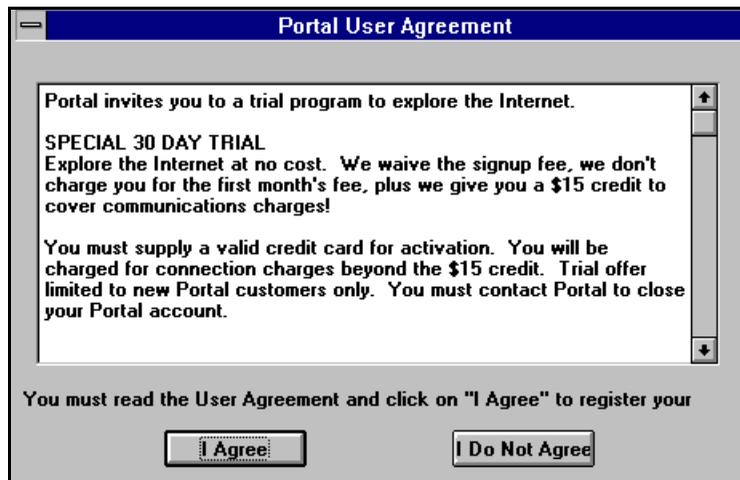
Field	Description
Name	Enter your full name (First name, Last name) as you wish it shown on your billing statement.
Organization	Enter any applicable organization or company name.
Address	Enter your street address (e.g., 123 South Street).
Address 2	Use this optional field to enter an apartment number, suite number or Post Office box.
City	Enter your city or select it from the drop-down list.
State/Province	Enter your state (or province).
Zip/Postal Code	Enter your zip code (up to 5 characters).
Country	Enter the country in which you live (e.g., USA) or select it from the drop-down list.

Field	Description
Credit Card Number	Enter a Visa or Master Card number including dashes to which you wish your account billed.
Visa/Master Card	Click the appropriate button for the credit card you are using to bill your account.
Expiration	Enter your credit card expiration date in MMY format (e.g., 1197).
Local Telephone Number	Enter the telephone number for the line you will use to access the Internet . This may be your home or office number depending on where you are installing Net Commander. This field is used to determine your local POP (post office protocol) number which provides the means to store incoming messages (such as e-mail) on the host until you log on when the messages are then downloaded to your computer, so make sure you enter the correct (modem line) telephone number. Enter the entire telephone number, including area code (e.g., 512-555-1212).
Office Telephone Number	Enter your office (or secondary-non modem) telephone, including area code.
Fax Number	Enter your fax telephone number, including area code (e.g., 512-1212).
User Login Name: First Choice	<p>Enter a name (user ID) using 3-6 characters that you would like to be known as when working on the Internet. Use lowercase letters only. The user login name also acts as your e-mail address name. User login names must be unique or they will not be accepted.</p> <p>Use a name has that meaning to you. It is quite common to use your name, or a portion of your name as your user login name. For example, if your name is Tom Jefferson you might use TJEFF as your host name.</p>

Field	Description
User Login Name: Second Choice	Enter a second host name choice using 3-6 characters (lowercase only). This name will be used if your first choice has already been assigned to another Internet user.

- 2 After entering all the information on the registration dialog, click Register to create and register your new account.

The Portal User Agreement dialog displays.



Portal User Agreement

- 3 Read this agreement completely and click I Agree to continue registering your account. If you click I Do Not Agree, you will not be able to access the Internet as no account will be created.

Net Commander automatically establishes a link to the Internet provider (the default ISP), establishes your Internet account, and creates your Host name and password. A message box displays showing you the steps Net Commander is executing as it proceeds through this process.

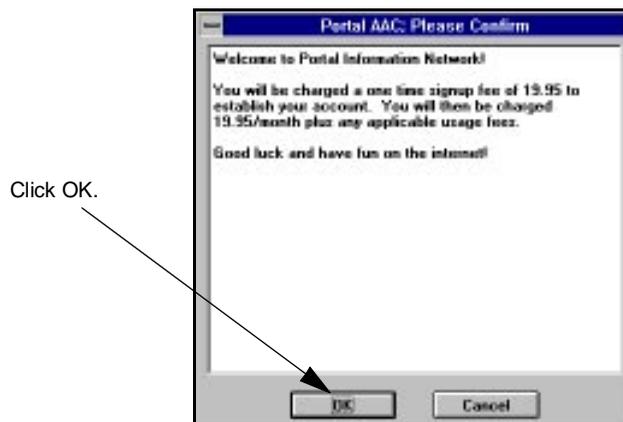
Notes

If you receive a message that a connection to the provider cannot be made, click OK to close the message and try again by clicking the

Register button. This message simply means that the line to the provider was busy or that an error occurred in making the link. In most cases, you will be successful in establishing a link on your first or second attempt.

If you receive a message that Net Commander cannot connect to the provider because your modem COM port appears to be incorrect, or if you continually receive a message that a connection cannot be made, you may need to change your modem settings. Close the message (click OK), and refer to “Changing Modem Settings: Windows 3.1” (page 3-24) or “Changing Modem Settings: Windows 95” (page 3-25).

In a few moments, the Portal AAC: Please Confirm message displays informing you that your account has been successfully created.



Portal AAC:Please Confirm message

- 6** Click OK to accept the offer and close the dialog.

After a few moments, a confirmation Account dialog displays showing your account information including your account number with the ISP, your host name, and your password.

Write down your password and account number and store them in a safe location. This is the only time you will be shown your password and account number. WRITE THEM DOWN NOW.



Confirmation Account dialog

- 7 Write down your account number and your password and store them in a safe location. This is the only time you will see both of these items. If you ever need to contact the provider for customer or technical service, they will ask you for your account number.

While your password is automatically inserted into the stack and dialer (and automatically transmitted to the Internet during logon), it is encrypted with asterisks (*****). The only time you will see your Internet password is on the Confirmation Account dialog.

RECORD YOUR PASSWORD AND ACCOUNT NUMBER BEFORE CLOSING THE DIALOG!

- 8 After recording your password and account number, click OK to close the dialog.

Notes

If Net Commander cannot find a local POP number, it displays a pop-up list of local CompuServe telephone numbers. Select the telephone number you would like to use (select the most local number) and click OK.

If you cannot locate a local CompuServe telephone number on the pop-up list, call your telephone information service (for example, 213-555-1212) to get the number and re-register the account.

A final Internet Account Registration dialog message displays.



Internet Account Registration dialog

- 9 Click OK to close the message.

The Registration dialog re-displays and then closes.

The Net Commander program group (or folder group) displays.

To start the Web browser, double-click the Enhanced Mosaic icon.



Net Commander Program Group



For more information about technical support and your ISP account (including billing charges), double-click the Release Notes icon to display a Notepad (or WordPad) text file.

When finished, choose the Exit command from the File menu to close the dialog.

You are now ready to explore the Internet **with 30 free days** complements of Net Commander.

Enjoy!

Viewing Your Account Information



If you would like to review your account information, double-click the Account Registration icon in the Net Commander program group or folder to display the Internet Account Registration dialog (see page 3-18). The dialog displays the information as you entered it with the exception of your credit card account number.

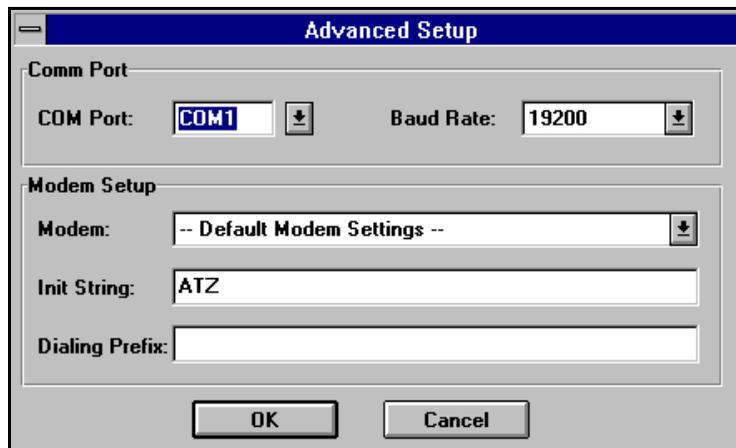
To close the dialog, click Cancel.

Changing Modem Settings: Windows 3.1

If you change the COM port to which your modem is attached, or if you install a new modem, you need to change the settings in the Account Registration - Advanced dialog in order for the stack and dialer to work properly. You may also need to change your modem settings if you have trouble making a connection when registering an Internet account.

- 1 In the Internet Account Registration window, click Advanced.

Net Commander will scan your system and make its best guess about how your COM ports are configured. It then displays the Advanced Setup dialog, showing you the results of the search.



Advanced Setup dialog

- 2 Enter or modify the following information, as needed:

Field	Description
COM Port	Select the COM port to which your modem is attached from the drop-down list.
Baud Rate	Select your modem's maximum baud rate from the drop-down list. (For 14400 modems, choose 19200; for 28800 modems, choose 38400.)
Modem	Select your modem type from the drop-down list. If it is not contained in the list, or you are not sure of its make, select the DEFAULT MODEM SETTINGS option.
Init String	Displays the selected modem's default initialization string.
Dialing Prefix	If you need to use a prefix to dial an outside line (such as 9), enter it.

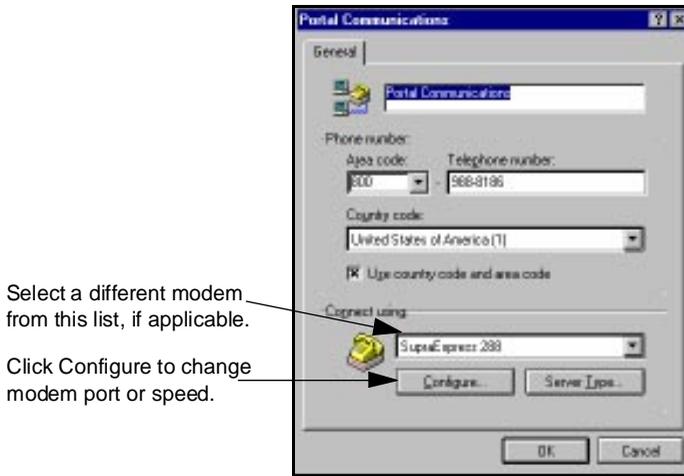
- 3 Click OK.

You can now re-run the registration program by clicking the Register button in the Internet Account Registration window.

Changing Modem Settings: Windows 95

If you change the COM port to which your modem is attached, or if you install a new modem, you need to change the settings in the Account Registration - Advanced dialog in order for the stack and dialer to work properly. You may also need to change your modem settings if you have trouble making a connection when registering an Internet account.

- 1 In the Internet Account Registration window, Click Advanced. The pre-set phone book entry for Portal account registration displays.



Portal Communications Phone Book Entry dialog

- 2 Select a different modem, if necessary.
- 3 Click Configure to view the current modem properties. The General Properties dialog for the current modem displays (see sample below).



Modem Properties dialog

- 4 Select a different COM port, or enter a different maximum modem speed, if necessary.

- 5 Click OK in each dialog until you return to the Internet Account Registration window.
- 6 Click Register to continue the account registration process (see “Registering an Internet Account,” page 3-17).

Installing the WWW Yellow Pages

The World Wide Web (WWW) Yellow Pages contains hundreds of popular WWW sites and documents in numerous topical areas. The Yellow Pages includes a full description of the Web site and a hyperlink to get there. This is a very informative and helpful tool for browsing the Web.



When installed, the WWW Yellow Pages can be accessed directly from the Enhanced Mosaic home page.

To install the WWW Yellow Pages:

- 1 Insert the Net Commander CD into your computer’s CD drive.
- 2 Double-click the WWW Yellow Pages Setup icon in the Net Commander Setup program group or folder. (In Windows 95, click Add Tools, pick WWW Yellow Pages, then click Install.)



The WWW Yellow Pages Setup dialog displays.

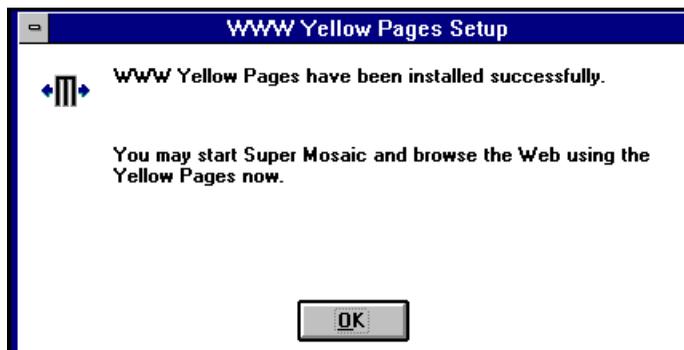
Be sure you are not running any other Windows application during the installation process. If you are, click Exit, close the running application(s) and begin again, starting with Step 1.



WWW Yellow Pages Setup dialog

- 3 Click Continue to continue the installation.

After the files have been installed to your hard disk, an installation successful dialog displays.



WWW Yellow Pages Setup Successful Message

The WWW Yellow Pages is now available for use on the Enhanced Mosaic home page and an icon has been placed in the Net Commander program group or folder.

Installing Video for Windows

If you are using Windows 95, Video for Windows is already installed.

In order for you to view video clips on the Internet, you must have an application installed on your computer that can “read” and display them. The two most popular video viewers are Video for Windows™ and QuickTime for Windows™. Net Commander provides you with both. Video for Windows is used to play AVI files, while QuickTime for Windows is used to play MOV files.

To install Video for Windows:

- 1 Insert the Net Commander CD into your computer’s CD drive.
- 2 Double-click the Video for Windows Setup icon in the Net Commander Setup program group or folder.



The Video for Windows Welcome dialog displays.

Be sure you are not running any other Windows application during the installation process. If you are, click Exit, close the running application(s) and begin again, starting with Step 1.



Video for Windows Welcome dialog

- 3 Click Continue to continue the installation.

After the files have been installed to your hard disk, an installation successful dialog displays.



Video for Windows Installation Successful Message

- 4 Click Restart Now to restart Windows and complete the installation process. Video for Windows is now installed and ready to use.

For more information on using Video for Windows, refer to page 3-6 in Appendix A, Helper Applications.

Installing QuickTime for Windows

Apple Computer's QuickTime for Windows™ is another popular video viewer, designed to play back files in the MOV format.

To install QuickTime for Windows:



- 1 Insert the Net Commander CD into your computer's CD drive.
- 2 Double-click the QuickTime for Windows Setup icon in the Net Commander Setup program group or folder. (In Windows 95, click Add Tools, pick QuickTime for Windows, then click Install.)

The QuickTime for Windows Installation dialog displays.

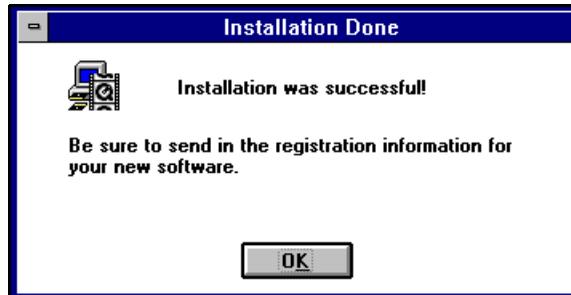
Be sure you are not running any other Windows application during the installation process. If you are, click Exit, close the running application(s) and begin again, starting with Step 1.



QuickTime for Windows Installation dialog

- 3 Be sure the Local option is selected, then click Continue to continue the installation. The Setup program checks for older versions of QuickTime for Windows. If it finds any files belonging to an older version, you will see a message asking if you want to remove them. You should choose Remove.

After the files have been installed to your hard disk, an installation successful dialog displays.



QuickTime for Windows Installation Successful Message

- 4 Click OK.



Read Me

A QuickTime for Windows program group or folder is created. To learn more about QuickTime, double-click the Read Me icon. For information about using QuickTime for Windows, refer to page 3-9 in Appendix A, Helper Applications.

Installing Adobe Acrobat Reader

Adobe's Acrobat Reader™ allows you to open, view and print documents saved as PDF (Portable Document Format) files, including the Net Commander on-line manual.

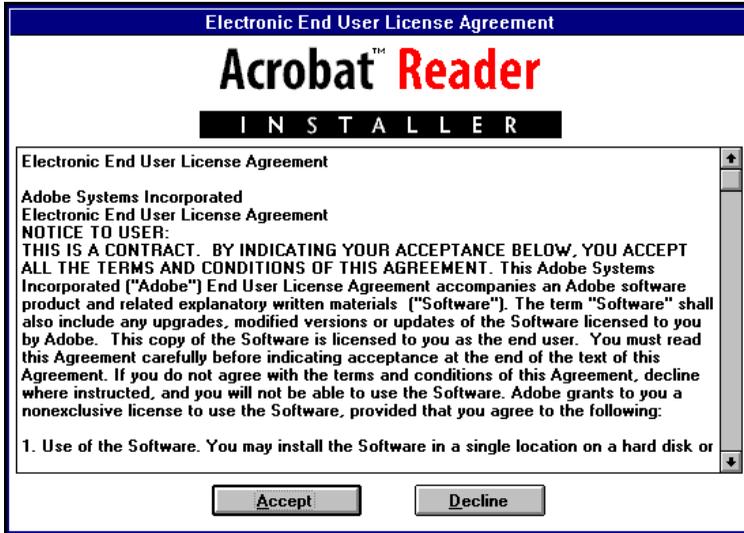
To install Acrobat Reader:



Acrobat Setup

- 1 Insert the Net Commander CD into your computer's CD drive.
- 2 Double-click the Acrobat Setup icon in the Net Commander Setup program group or folder. (In Windows 95, click Add Tools, pick Acrobat Reader, then click Install.)

The Acrobat License Agreement dialog displays.



Acrobat License Agreement dialog

- 3 Read the license agreement completely and click Accept to continue the installation.

The Target Directory dialog displays.

Change the drive designation as desired and click Install.



Target Directory dialog

- 4 Change the drive designation as desired and click Install.

In a moment, another Installer dialog displays. This dialog contains a message about registering Acrobat.

- 5 Click OK to continue.

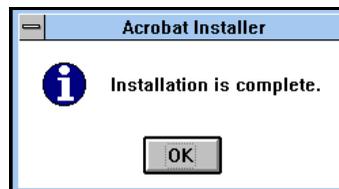
In another moment, a dialog displays prompting you to enter your name and organization.



Name and Organization dialog

- 6 Enter your name and organization (as applicable).
- 7 Click OK.

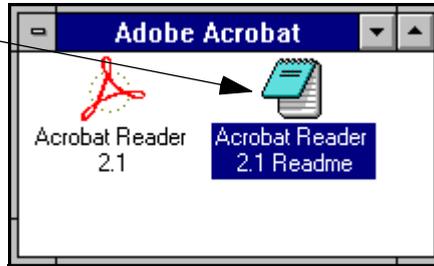
The Acrobat files are installed to your hard disk. An “installation complete” dialog displays.



Acrobat Installation Complete Message

- 8 Click OK. The Adobe Acrobat program group or folder displays.

To learn more about Adobe Acrobat, double-click the Readme icon.



Adobe Acrobat program group

Adobe Acrobat is now installed. For information on using Acrobat, refer to page 3-25 in Appendix A, Helper Applications.

Installing Panorama

Panorama is a helper application that allows you to view SGML documents. Before installing Panorama, Enhanced Mosaic must already be installed.

After installing Panorama, refer to page 3-20 in Appendix A, Helper Applications, for information on using Panorama.

Note

Panorama cannot be used with Windows 95.

To install Panorama:



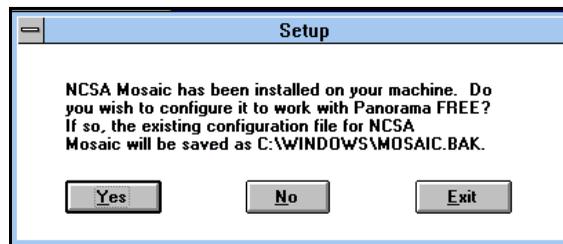
- 1 Insert the Net Commander CD into your computer's CD drive.
- 2 Double-click the Panorama Setup icon in the Net Commander Setup program group, or folder.

The Setup Welcome dialog displays.



Setup Welcome dialog

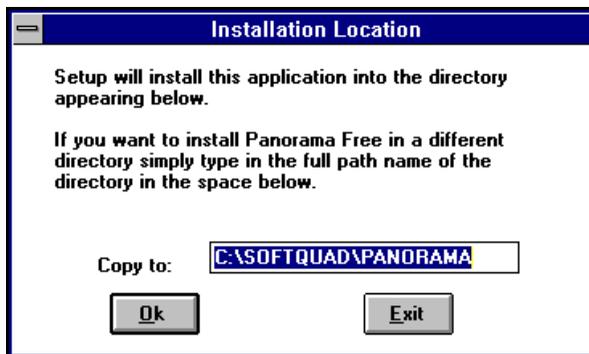
- 3 Click Continue.
- 4 For each browser that Panorama's Setup program finds on your system, the following dialog displays:



Web Browser Configuration dialog

Click Yes to set up Panorama as the SGML reader for the browser listed in the dialog.

- 5 In a moment, the Installation Location dialog displays.

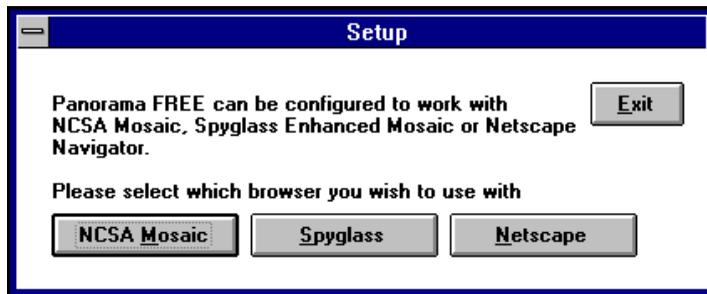


Installation Location dialog

Change the drive designation as desired and click OK.

The Panorama files are installed to your hard disk.

- 6 The Setup program prompts you to choose the Web browser software which you want to be configured to use Panorama as a helper program.



Select Web Browser dialog

Click Spyglass, if you have installed Enhanced Mosaic.

- 7 The Program Group dialog displays.



Create Program dialog

- 8 Click OK to accept the default program group settings. If the program groups already exists, the Setup program displays a message informing you that some program items may be overwritten. If you see this message, click OK.

The Installation Complete dialog displays.



Installation Complete dialog

- 9 Click Yes to exit Setup and see the Readme file, or No to exit Setup and display the Panorama program group or folder.



Panorama Program Group

Installing StreamWorks™

StreamWorks is a program that plays “streams” of audio and video data on the Internet, including Internet “radio” and “TV” broadcasts and audio recordings. These files are played as they are downloaded, in contrast to waiting for a huge file to be copied to your hard drive and then running a player application.

For information on configuring and using StreamWorks, refer to page 3-35 in Appendix A, Helper Applications.

To install StreamWorks:

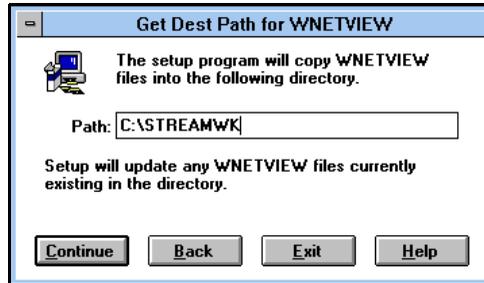


- 1 Insert the Net Commander CD into your computer's CD drive.
- 2 Double-click the StreamWorks Setup icon in the Net Commander Setup program group, or folder. (In Windows 95, click Add Tools, pick StreamWorks, then click Install.) The Welcome dialog displays.



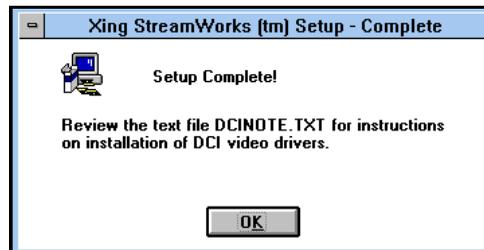
Setup Welcome dialog

- 3 Click Continue. The Get Destination Path for WNETVIEW displays. (WNETVIEW is the name of the StreamWorks software that “reads” files sent from a StreamWorks server.)



Get Destination Path dialog

- 4 If you want to install StreamWorks to a different directory than the default shown in the dialog, enter the complete path to the desired destination directory in the Path text box.
Click Continue. The Setup Complete dialog displays.



Setup Complete dialog

Click OK.

The Xing™ StreamWorks program group is added to the Program Manager window (or Explorer).

Before using StreamWorks for the first time, take a moment to read the short DCINOTE.TXT file that is located in the StreamWorks directory. This text file contains information about the video driver that the StreamWorks Setup program installed. To open DCINOTE.TXT in a Notepad window, simply double-click on it in Windows File Manager (or Explorer).

Installing VR Scout

The worlds of virtual reality (VR) are yours to explore on the Internet with VR Scout. VR files create the illusion of three-dimensional space, or “worlds,” in which you move by simply dragging your mouse on the screen or pressing keys on the keyboard. You can even choose to “walk” or “fly” inside the world created by VRML—virtual reality modeling language—files.

For information on configuring and using VR Scout, refer to page 3-58 in Appendix A, Helper Applications.

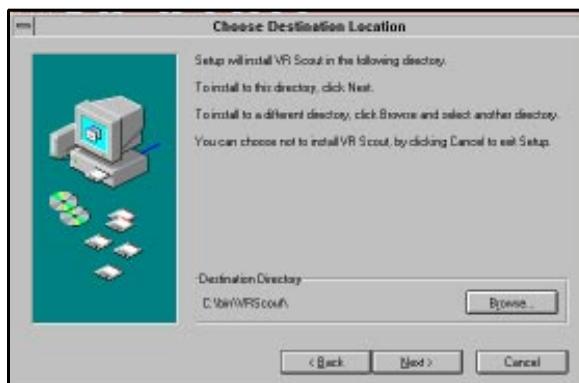
To install VR Scout:



- 1 Insert the Net Commander CD into your computer's CD drive.
- 2 Double-click the VRML Player Setup icon in the Net Commander Setup program group, or folder. (In Windows 95, click Add Tools, pick VRML Viewer, then click Install.)

The Welcome dialog displays.

- 3 Click Next. The VR Scout License Agreement displays.
- 4 Read the agreement, then click I Agree. The Choose Destination Location dialog displays.



Choose Destination Location dialog

- 5 If you accept the default directory, click Next. You may enter a different directory, if you prefer (you may enter a directory that does not exist; the Setup program will create it). Click Next when done.

The Select Program Folder dialog displays.



Select Program Folder dialog

- 6 Choose the program group where you want the VR Scout icons to appear. Click Next. The Start Copying Files dialog displays, which gives you a chance to confirm or change the destination directory for the VR Scout files.



Start Copying Files Dialog

Click Back to change the destination. When the destination is correct, click Next.

The VR Scout files are now copied to you hard disk. If you have

never installed Microsoft Reality Lab (a set of files that speeds up the display of graphics), a message displays to inform you that it will be installed.



Reality Lab Installation Notice

Click OK. The Reality Lab Setup program runs, then the remaining VR Scout files are installed.

- 7 When all files have been installed, a message displays the information that Reality Lab has been installed successfully. Click OK. The Setup Complete dialog displays.



Setup Complete dialog

- 8 This screen provides options for viewing the ReadMe file and for starting VR Scout at the end of setup. Select the options you want. When done, click Finish.

The VR Scout icons are added to the program group you selected in step 4. Depending on your choices in the Setup Complete dia-

log, the ReadMe file may display, VR Scout may run, or you may return to Windows Program Manager or the desktop.

Installing VMPEG

VMPEG is a player for MPEG-1 compressed motion video files. Installing VMPEG configures the Windows Media Player to use VMPEG to run MPEG files that you download from the Internet.

For information on configuring and using VMPEG, refer to page 3-68 in Appendix A, Helper Applications.

To install VMPEG:

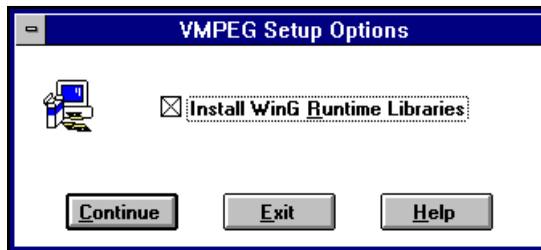


- 1 Insert the Net Commander CD into your computer's CD drive.
- 2 Double-click the MPEG Player Setup icon in the Net Commander Setup program group, or folder. (In Windows 95, click Add Tools, pick MPEG Player, then click Install.) The Welcome dialog displays.



Setup Welcome dialog

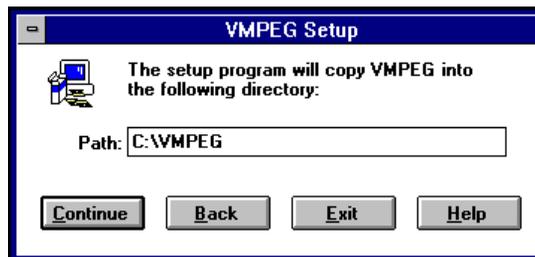
- 3 Click Continue. The Setup Options dialog displays.



Setup Options dialog

The WinG Runtime Libraries are files that speed up the display of graphics. It is recommended that you install them.

- 4 Click Continue. The next Setup dialog shows the default installation directory for the VMPEG files.



Setup Path dialog

Enter a different directory, if desired.

- 5 Click Continue. The VMPEG files are installed, and the Setup Exit dialog displays with the message that setup is complete.
- 6 Click OK to finish the VMPEG setup procedure. The VMPEG program group is added to Windows.

Installing CheckFree® Wallet

CheckFree Wallet is your ticket to worry-free shopping on the Internet. The first time you use CheckFree Wallet, you are led through the process of creating one or more “wallets.” Each wallet contains securely encrypted name, password, and credit card information.

When you find something you want to buy on the Web, you just “pull out your wallet.”

For instructions on using CheckFree Wallet, refer to page 3-43 in Appendix A, Helper Applications.

To install CheckFree Wallet:



- 1 Insert the Net Commander CD into your computer’s CD drive.
- 2 Double-click the CheckFree Wallet Setup icon in the Net Commander Setup program group, or folder. (In Windows 95, click Add Tools, pick CheckFree Wallet, then click Install.) After the Setup program is initialized, the Installation Location dialog displays.

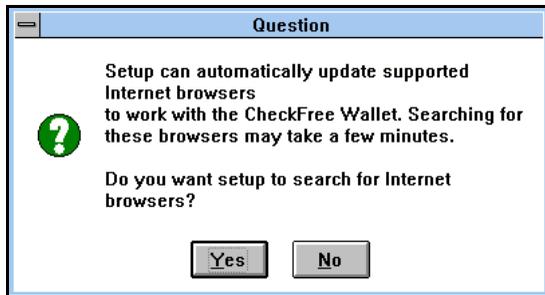


CheckFree Wallet Installation Location dialog

- 3 To accept the default location for the CheckFree Wallet, click OK. You may also change the destination directory if you wish; click OK when you have finished entering the new directory path.

The CheckFree Wallet files are installed in the specified directory.

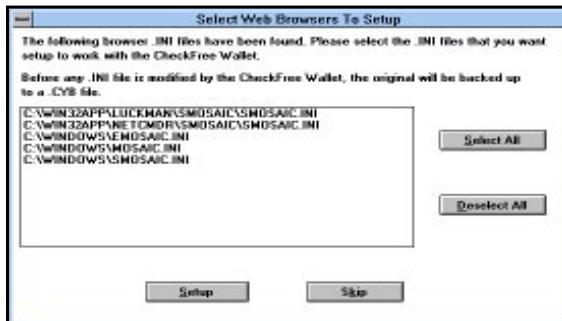
After installing the files, the Setup program displays a dialog asking if you want to configure any Web browsers you have on your system to work with CheckFree Wallet. This involves adding a “cybercash” file-type description to the browsers’ initialization files.



Setup Question dialog

4 Click Yes.

The Setup program searches for the INI files of any Web browsers on your system and displays a list of the INI file(s) it finds.



Select Web Browsers to Setup dialog

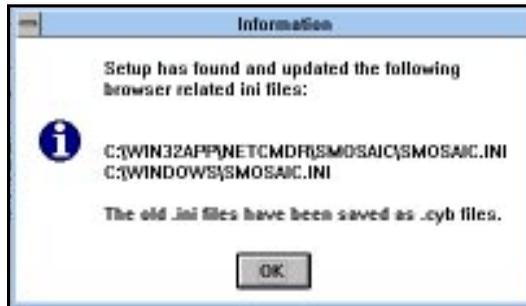
5 The name of each INI file indicates the browser it belongs to. For example, “emosaic.ini” is the initialization file for Enhanced Mosaic. Click on each INI file that you want to update to recognize the “cybercash” file type in shopping pages on the Web.

Tip: The Select All and Deselect All buttons provide a one-click method for highlighting and unhighlighting all of the listed files at once.

(If you decide you do not want to change any Web browser configuration files, click Skip, and proceed to step 7.)

When you have made your selection, click Setup.

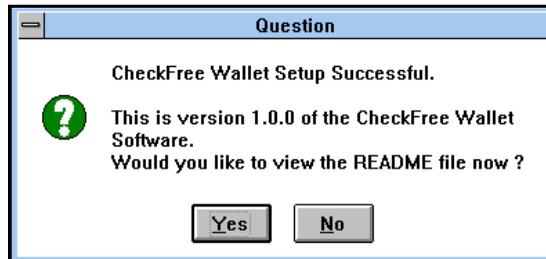
- 6 Setup displays an Information dialog informing you which files it changed, and how the saved backup copies were renamed.



Setup Information dialog

Click OK.

- 7 The final Setup dialog displays.



Setup Successful dialog

Click Yes to view the README file.

The README file can also be opened later from the CheckFree program group, if you prefer. If you do view the README file, simply close the Notepad window when done. CheckFree Wallet setup is complete.

Chapter 4

Using Enhanced Mosaic

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Overview

If you are using Windows 95, Microsoft Internet Explorer is installed as the default World Wide Web browser for Net Commander. Refer to Chapter 5 for information about Internet Explorer.

Enhanced Mosaic 2.1 is an advanced Windows application designed specifically to work with the Internet, in particular the World Wide Web (WWW). The WWW has fast become the most popular component of the Internet for its ease of use and its ability to integrate text, sound, graphics, and video. Enhanced Mosaic 2.1 is the “browser” you use to navigate through the multitude of information sites and documents located on the WWW. After learning a few basic procedures, you will quickly be ready to tap into all of the on-line services, information, education and entertainment resources the Internet and the WWW has to offer. From electronic shopping malls, to on-line art galleries, to magazines and newspapers, to university libraries and government departments, the world will literally be at your fingertips.

The World Wide Web

Hyperlink text is identified on a document by colored, underlined text.

The World Wide Web (WWW) has greatly simplified accessing information and services on the Internet by using a computer protocol known as HTTP (Hypertext Transport Protocol). “Hypertext”, as it is commonly called is based on a computer language known as HTML (HyperText Markup Language) that lets you interactively navigate to Web sites, files, documents and other areas by “jumping” to a desired item whenever the mouse is clicked once on a hypertext hot spot, called a hyperlink.

Hyperlink graphics are enclosed in a colored border.

When you click the mouse on a hyperlink, you go directly to that item (Web page, document, photograph, and so on). Hyperlinks may be text or graphics and are used not only to view a Web site or “page” but also to access and display the documents, photographs, videos and other information contained on a particular Web page. It is a powerful technology that could not be easier to use.

Hypertext “hot spot” (hyperlink).

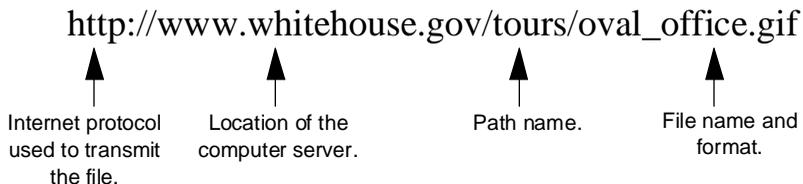


New features in Super Mosaic

Uniform Resource Locators (URLs)

Technically, every site on the Internet has a unique address called a Uniform Resource Locator (URL). Just like the postal service needs to know your address before they can deliver your mail, Enhanced Mosaic needs to know a site's URL before it can find and display it on your monitor.

A URL is read as follows:



This URL displays a photograph of the oval office (in a .GIF format). It is stored in a sub-directory called Tours on the Whitehouse.gov http server connected to the World Wide Web network.

In the above example, the URL of the White House is **http://www.whitehouse.gov**. In order for you to access and display this White House Web page, you have to tell Enhanced Mosaic it's URL.

This could be done by typing the URL directly into the Enhanced Mosaic dialog (as explain later in this chapter), or by clicking on a hyperlink to the White House. In that case, the URL is automatically passed on to Enhanced Mosaic allowing it to find the White House Web page on the Internet without you having to do anything but click the mouse. Hypertext and hyperlinks have made getting from site to site, and document to document, very easy.

Enhanced Mosaic supports all the leading protocols (which indicate the type of server (see the next section) on which a document resides). Specifically, Enhanced Mosaic supports:

http:// (HTTP server)

ftp:// (FTP server)

file:// (local HTML file)

telnet:// (Telnet server)

gopher:// (Gopher server)

Networks and Servers

The information available on the Internet is stored somewhere in the world on an individual computer **server**. This is simply a computer that is dedicated to storing information and responding to requests to see the information from people authorized to access it. A **network** is a method for connecting these individual computers together, allowing them to share information.

In practical terms, this means that when working over a network, you can access information not from just one server, but from all of the servers that are tied to the network. In the case of the Internet, this means literally thousands.

The Internet takes the concept of information sharing one step further by connecting not just individual servers, but the networks themselves. This is why the Internet hosts such a vast array of information from around the world. It is a very complex system that allows you to share information with all the millions of people who are connected. It should also be noted that the Internet is a work in process; every day another Web page, another server, another network is added.

What You'll Find

The possibilities of what you can find on the WWW are almost limitless. From downloading software for your computer, to seeing the latest photographs taken from NASA's Hubble Space Telescope, to leaving a message for the President of the United States, the WWW has it all.

While Enhanced Mosaic offers some suggestions on sites you may want to visit, the best way to see what the WWW has to offer is to simply explore what's out there during your free 30 day period. Enhanced Mosaic provides you with the leading search tools for exploring the Internet, including Yahoo, the WWW Virtual Library, the World Wide Web Worm and WebCrawler. You'll find hyperlinks to these tools by choosing the History command from the Navigate menu and/or in the on-line help (see "*Search the Internet*").

and hold the Alt key, then press the underlined letter of the menu or command. For example to open the File menu, hold down the Alt key and press F. To select the Print command from the File menu, press P).

While you can use a different home page other than the default Enhanced Mosaic home page (see “Changing Preferences” on page 4-29 for procedures), the interface — menu bar, commands, tool bar, and so on — and the procedures as described in this chapter remain the same.

Window Components

Displayed icons are from Windows 3.1.

The Enhanced Mosaic main window contains the following components:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar (or icon) in the upper left corner of the window. It contains the standard Windows operations to Move, Size, Maximize, and Close the window. For more information on these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

Contains all the commands which may be executed while working with the Enhanced Mosaic application (see page 4-11 for more information).

Tool bar

Allows you to quickly execute many of the commands contained in the Menus by simply clicking the mouse on the icon (see page 4-13 for more information).



Page Forward/Page Backward buttons

These buttons are available only when you have opened more than one document. They allow you to quickly page back and forward through the current session of opened WWW sites, documents, photographs, or other items.

URL field

Displays the currently displayed URL. You may type another URL into the entry box and press Enter to go to and display that item.

Activity icon

The icon in the upper right corner of the Enhanced Mosaic window animates whenever Enhanced Mosaic is connecting to a URL, transferring information or waiting to receive information.

Document display window

This is the area where the information contained in a URL is displayed. You can open multiple document windows and interact with each window independently (to read one document while downloading information in the other, for example). When documents are loaded into the window, text is displayed first, followed by graphics and images. You do not have to wait for images to be loaded to make another hyperlink or menu command selection.

To cycle between open windows, press and hold the Control key, then press the Tab key.

Scroll bars

If the window contains more information than can be displayed in the viewable area, use the scroll bars on the right side and bottom of the viewing area to see more information.

Status bar

Displays status messages and a file-transfer progress indicator along the bottom of the window. The status message may show you the URL of a hyperlink whenever the mouse is moved over a link, the status of a file transfer, or the command description whenever the mouse is moved over a menu command or tool bar icon. The progress indicator shows the time remaining for a file to be loaded.

Enhanced Mosaic Menus

You may select the following commands from the Enhanced Mosaic menu bar:

File menu

Open a new window; enter (and go to) a specific URL; open (and display) a file saved to your hard disk or local network; close the active window (and exit Enhanced Mosaic if only one window is open); save the active file to your hard disk; print the active window contents; change the layout of printed pages; change printer options; exit Enhanced Mosaic.

Open, close and print windows and documents.

File	
<u>N</u> ew Window	Ctrl+N
O <u>p</u> en <u>U</u> RL...	Ctrl+U
O <u>p</u> en <u>L</u> ocal...	Ctrl+O
<u>C</u> lose	Alt+F4
<u>S</u> ave As...	Ctrl+S
Page Setup...	
<u>P</u> rint...	Ctrl+P
<u>E</u> xit	

File menu

Edit menu

Copy selected text and images; select all text in the current document; search a document for a specified word or phrase; repeat the previous search; view HTML text; view security protocols; change parameters (such as color) for hyperlinks, the default home page, and servers; view and configure hypermedia helpers.

Copy text; find text; view security protocols; setup Enhanced Mosaic preferences and helpers.

Edit	
<u>C</u> ut	Ctrl+X
<u>C</u> opy	Ctrl+C
<u>P</u> aste	Ctrl+V
S elect A ll	Ctrl+A
F ind...	Ctrl+F
F ind Again	Ctrl+G
V iew Source	
S ecurity	▶
P references...	
H elpers...	

Edit menu

Navigate menu

Go back, forward or to the home page; display the navigational history for the past 60 days (and go to a file); display the hotlist; add the current file to the hotlist; load and reload missing graphics.

Display and navigate through documents.

Navigate	
<u>B</u> ack	Ctrl+B
F orward	
H ome	
H istory...	
<u>H</u> otlist...	Ctrl+H
A dd Current To Hotlist	
L oad Missing Images	
R eload	Ctrl+R

Navigate menu

Tools menu

Display the WWW Yellow Pages.

Open the WWW yellow pages.

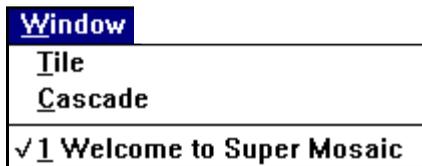
Tools
World Wide Web Yellow Pages

Tools menu

Window menu

Tile or cascade open windows; select an open window.

Organize windows.



Window menu

Help menu

Display the on-line help; display information about this version of Enhanced Mosaic.

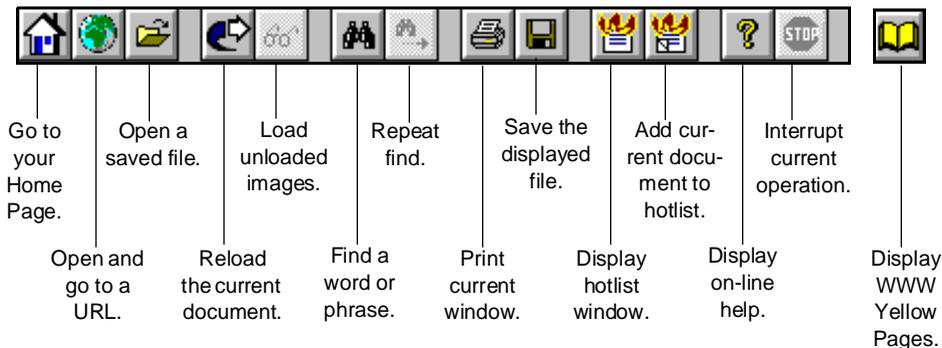
Display on-line help and system support information.



Help menu

Tool Bar

The Enhanced Mosaic tool bar allows you to access the following commands by clicking the mouse on the applicable icon:



Keyboard Commands and Suggestions

When working on the WWW, keep the following keyboard and working options in mind:



- To stop a file transfer, press Esc or click the Stop icon on the tool bar.
- If you cannot retrieve a file or open a Web site, try again later (the server may be overloaded).



- To return to your home page, choose the Home command from the Navigate file, or click the Home Page icon on the toolbar.
- Add interesting sites or documents to your hotlist to make it easy to find them later (see page 4-24 for more information).
- To load a missing graphic, select the Load Missing Images command from the Navigate menu, or click the right mouse button on the missing (and empty) image box.
- Press the Tab key to select the URL entry box.
- Press the Shift key at the same time you click a hyperlink if you would like to display the file in a new window.
- Press and hold the Ctrl key, then press the Tab key to cycle between open windows.

Working with Enhanced Mosaic

As you work with Enhanced Mosaic, use the following commands to make your session more productive:



Printing a Document

To print the contents of the active window, choose the Print command from the File menu, or click the Print icon on the tool bar. When the Print dialog displays, click OK.

From this point on in the current session, the Print dialog will not display when you select the Print command — the contents of the active window will automatically print whenever the command is selected.

If you need to setup your printer, click the Setup button on the Print dialog. Refer to your Windows *User Guide* for information on setting up a printer.

Copying Text

You may copy text from a WWW document to the Windows clipboard (and paste it into another application) by holding down the left mouse key, dragging the mouse over the text you wish to copy, then choosing the Copy command from the Edit menu, or by pressing the Ctrl+C keys.

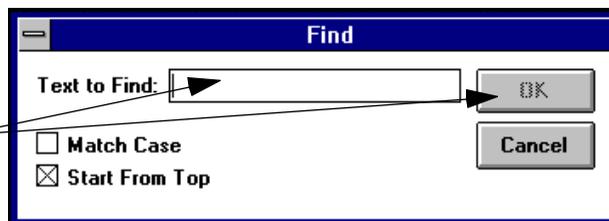
To select all text in the active window, choose the Select All command from the Edit menu, or press Ctrl+A.

Searching a Document

To search a document using a word or phrase, choose the Find command from the Edit menu, or click the Find icon on the tool bar. The Find dialog displays.



To locate a word or phrase in a document, type the text and click OK.



Find dialog

- 1 Type the word or phrase you wish to locate in the active document.
- 2 To narrow the search, click the Match Case checkbox.
- 3 To start the search from the top of the document, click the Start From Top checkbox.
- 4 Click OK. Enhanced Mosaic will search the document and highlight the specified word or phrase.
- 5 To repeat the search, choose the Find Again command from the Edit menu, or click the Find Again icon on the tool bar.





Navigating Open Documents

To navigate among open documents, use the commands contained in the Navigate menu (Back, Forward, Home) or click the page forward/backward keys.

Closing a Document

If you have multiple windows open and wish to close the active window, choose the Close command from the File menu. If only one window is open, this will close and exit the Enhanced Mosaic application.

Exiting Enhanced Mosaic

To exit Enhanced Mosaic, and close all open windows and connections, choose the Exit command from the File menu.

Getting Started

If you are a new Internet user, use the following procedure to get started exploring the WWW.

With the Enhanced Mosaic home page displayed:

- 1 Click the **starting points** hyperlink located in the Getting Started section of the home page.

The Cyberspace Sampler page displays with a wide variety of suggestions for exploration. While these represent only a tiny fraction of what is available of the WWW, they are popular sites and will get you accustomed to working on the Web.

- 2 Click the mouse once on one of the colored/underlined hyperlinks to open that document or Web site.

When documents are loaded into the document window, text is loaded first, followed by graphics and images. You do not have to wait for images to load to make another hyperlink or menu command selection.

The WWW Yellow Pages

Both new and experienced Internet users will find the WWW Yellow Pages extremely informative and helpful in locating interesting Web sites. The WWW Yellow Pages contains hundreds of popular sites and documents in numerous topical areas with a full description of what you'll find at the site and a hyperlink to get there. Additionally, many items contain keywords which can be used to search for additional information using such Internet search tools as Archie or Gopher. Items are displayed in the WWW Yellow Pages in alphabetical order.

If you have installed the WWW Yellow Pages (see page 4-27), you may display the WWW Yellow pages from the Enhanced Mosaic home page as follows:



- 1 Choose the World Wide Web Yellow Pages command from the Tools menu. The WWW Yellow Pages main window displays.

To select a topic, click on a subject box.



WWW Yellow Pages main window

- 2 Use the scroll bar to view all the available topics.
- 3 To display the contents of a subject area, click on the subject's box.

The descriptions and hyperlinks to the sites and documents for the selected subject are displayed as shown below.



WWW Topic Descriptions

- 4 Use the scroll bar to see additional site descriptions.
- 5 To change subject areas, click on a desired letter in the alphabetical bar at the top of the screen below the subject area title.
- 6 To open a URL, click on the hyperlink contained in its description.

Opening a URL

To visit a web site or view a document, you must tell Enhanced Mosaic where you want to go and what you want to view by entering its URL. This may be done in any a number of ways, such as:

- Typing in the URL address directly.
- Selecting an item from your history list or hotlist.
- Opening a saved file.
- Clicking on a hyperlink to the document.

Without question, the easiest method to open a URL is to simply click the mouse once on a hyperlink. The harder question is deciding where you want to go.

As we have already reviewed, Enhanced Mosaic assists new users

.....

in their exploration of the WWW with a number of suggestions for getting started. Additionally, the WWW electronic Yellow Pages can help all users locate exciting Web sites in a variety of topical areas. Once you become an experienced user, you can save favorite sites to your hotlist making them quickly available at the click of the mouse or you can enter a URL address directly into the URL box.

Entering URLs directly

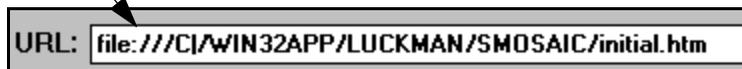
You do not have to use a hyperlink in order to open a URL. If you know the URL, you may enter it directly into the URL entry box at the top of the Enhanced Mosaic window.

To enter a URL directly:

- 1 Double-click on the current entry in the URL entry box.
- 2 Press the Delete key.
- 3 Type the URL you wish to open. URLs are case sensitive and must not begin with a space.
- 4 Press the Enter key.

If you have entered the URL correctly, Enhanced Mosaic will locate and display it.

Type the URL and press Enter.

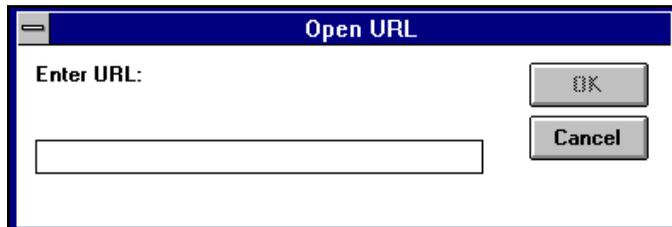


URL Entry Box

From the File Menu

You can also enter a URL directly by choosing the Open URL command from the File menu, or clicking the Open URL icon on the toolbar. The Open URL dialog displays (see page 4-20).





Open URL dialog

- 1 Type the URL you wish to open (or paste it using the Ctrl+V keys if you have copied a URL from your Hotlist). Remember, URLs are case sensitive and must not begin with a space.
- 2 Click OK.

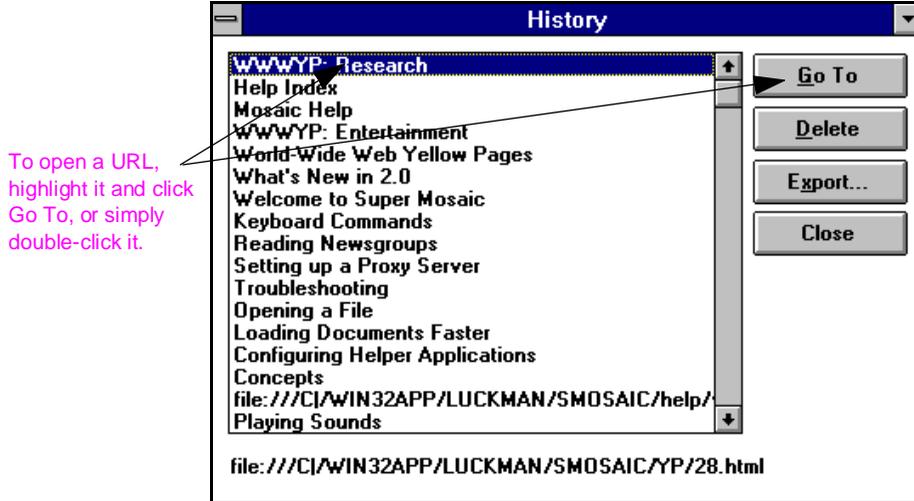
If you have entered the URL correctly, Enhanced Mosaic will locate and display it.

The History List

Enhanced Mosaic remembers every URL you open for 60 days and lists them in the order they were opened (most recent first) in a history list. You can re-open a URL contained in the history list at any time by simply double-clicking it.

To display your history list:

- 1 Choose the History command from the Navigate menu. The History dialog displays (see page 4-21).



History dialog

The History dialog lists your activity for the past 60 days beginning with the most recently opened URL at the top of the list. The oldest URLs are deleted from the history list after 60 days. From this dialog, you may:

- Go to (open) a URL.
- Delete an item from the list.
- Export and save the list.

To close the History list, click the Close button.

Opening a URL From the History List

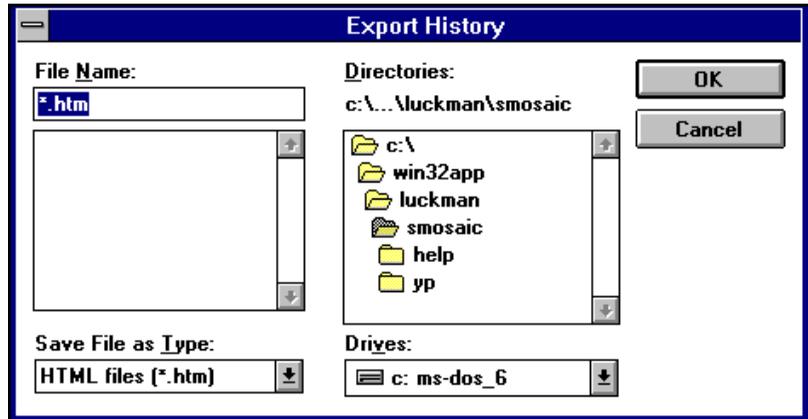
To open a URL contained on the history list, highlight the item in the list and click the Go To button, or double-click the item in the list.

Deleting an Item

To delete an item contained on the history list, highlight the item and click the Delete button.

Saving the History List

To save a history list to your hard disk, click the Export button. The Export History dialog displays.



Export History dialog

- 1 By default, files are saved to the C:\NETCMDR directory. You may change this directory as desired (refer to your *Windows User Guide* for procedures).
- 2 Type a file name using an .HTM extension in the File Name text box.
- 3 Click OK.

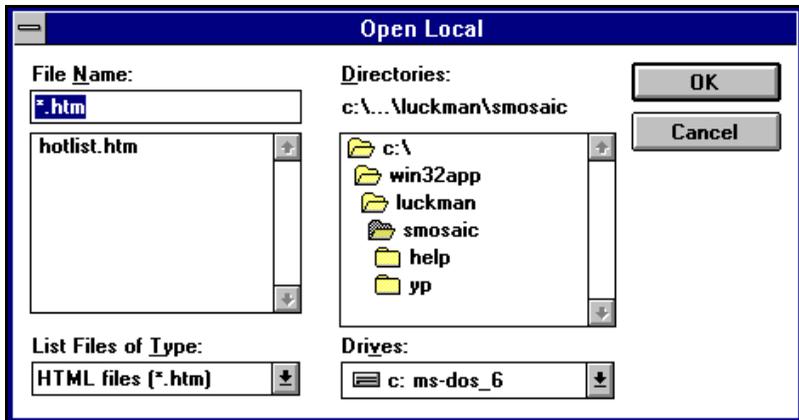
Opening a Saved History List

You may open and display a saved history list in hyperlink format (each entry in the list is displayed as a hyperlink) at any time.

To open a saved history list:



- 1 Choose the Open Local command from the File menu, or click the Open File icon on the tool bar. The Open Local dialog displays (see page 4-23).



Open Local dialog

- 2 Open the directory where you have saved your history list files in the Directories box. The C:\NETCMDR directory is opened by default.
- 3 Highlight the file you wish to open in the File Name list box.
- 4 Click OK.

The history list is opened and displayed with each entry now a hyperlink to its URL. To open an item on the list, click the mouse once on its hyperlink.

To open an item in the saved history file, click the mouse once on its hyperlink.



Opened History List

The Hotlist

The hotlist allows you to quickly save favorite files, sites or documents to an easily accessible file.

Adding a Document to the Hotlist



With the document displayed in the active window, choose the Add Current to Hotlist command from the Navigate menu, or click the Hotlist icon on the tool bar. The document is added to the hotlist.

Displaying the Hotlist

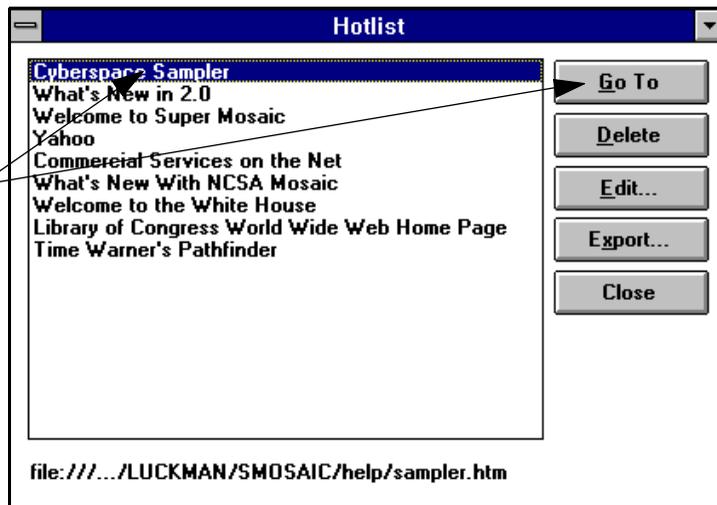
By default, Enhanced Mosaic adds a few popular Web sites to your hotlist. Additionally, it contains any other items you have added to it.

To open an item contained on your hotlist:



- 1 Choose the Hotlist command from the Navigate menu, or click the Hotlist icon on the tool bar. The Hotlist displays.

To open an item in the Hotlist, highlight the item and click Go To.



Hotlist dialog

- 2 Highlight the file you wish to open and click Go To, or double-click the file.

The item's URL is automatically passed to Enhanced Mosaic and is displayed.

- 3 Click Close to close the Hotlist.

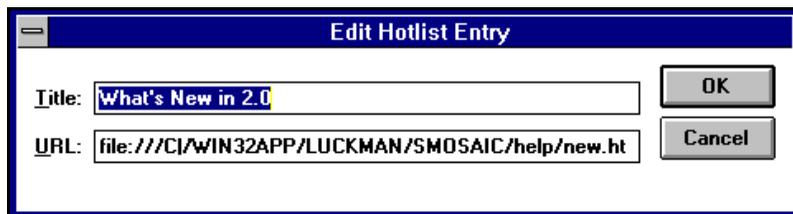
Deleting Hotlist Items

To delete an item contained in your hotlist, with the Hotlist displayed, highlight the item and click the Delete button. The item is removed from the list.

Editing Hotlist Items

To change the title of a hotlist item, or to copy the URL, with the Hotlist displayed:

- 1 Click the Edit button. The Edit Hotlist Entry dialog displays.



Edit Hotlist Entry dialog

- 2 Type a different title or URL as desired. To copy the URL, double-click the URL box and press Ctrl+C.
- 3 Click OK. The name is changed in your Hotlist.

Saving the Hotlist

You may create and save as many hotlists as desired.

To save a hotlist:

- 1 With the Hotlist displayed, click the Export button. The Export Hotlist dialog displays (see page 4-22 for a representative sample of the dialog. It is identical to the Export History dialog).
- 2 By default, files are saved to the C:\NETCMDR directory. You may change this directory as desired (see the *Windows User Guide* for procedures on navigating drives and directories).
- 3 Type a file name using an .HTM extension in the File Name text box.
- 4 Click OK. The file is saved to the designated sub-directory on your hard disk.

Opening a Saved Hotlist

To open a saved hotlist:



- 1 Choose the Open Local command from the File menu, or click the Open File icon on the tool bar. The Open Local dialog displays as shown on page 4-23.
- 2 Open the directory where you have saved your hotlist files in the Directories box. The C:\NETCMDR directory is opened by default.
- 3 Highlight the file you wish to open in the File Name list.
- 4 Click OK.

The hotlist is opened and displayed with each entry now a hyperlink to its URL (see page 4-27). To open an item on the list, click the mouse once on the item's hyperlink.

Click a hyper-
link to open
an item from
the Hotlist.



Saved Hotlist

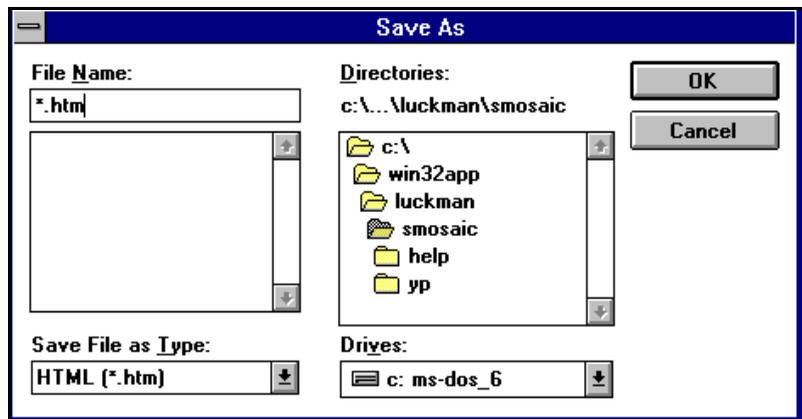
Saving a File

You can save any active document — text, image, sound file or video file — to your hard disk.

To save a displayed document:



- 1 Choose the Save As command from the File menu, or click the Save As icon on the tool bar. The Save As dialog displays (see page 4-28).



Save As dialog

- 2 By default, files are saved to the C:\NETCMDR directory. You may change this directory as desired (see your *Windows User Guide* for procedures on navigating drives and directories).
- 3 Type a file name with an .HTM extension in the File Name text box.
- 4 Click OK. The file is saved to the designated sub-directory on your hard disk.

Opening a Saved File

To open a saved file:



- 1 Choose the Open Local command from the File menu, or click the Open File icon on the tool bar. The Open Local dialog displays (see page 4-23).
- 2 Open the directory where you have saved your history list files in the Directories box. The C:\NETCMDR directory is opened by default.
- 3 Highlight the file you wish to open in the File Name list.
- 4 Click OK. The document is opened and displayed.

Changing Preferences

You can change a number of Enhanced Mosaic preferences including:

- Page layout
- Document format
- Hyperlink format
- Home pages
- Default Servers

Changing the Page Layout

You can change the margins, headers and footers that Enhanced Mosaic uses for printed pages.

To change the page layout:

- 1 Choose the Page Setup from the File menu. The Page Setup dialog displays.

Change margins, headers and footers.

Page Setup dialog

- 2 To change the page margins, type the desired measurements, in inches, in the Page Margins fields.

- 3 Type the desired variable that you want to print on the page header and footer. You can print a left and right header and footer. You can also combine variables with text (for example Page &p of &P).

Select from the following variables:

&w — window title

&U — URL

&d — date (Feb 24 1996)

&D — date (24 Feb 1996)

&t — time (05:30 PM)

&T — time (17:30)

&p — current page number

&P — total number of pages

&& — single ampersand (&)

- 4 Click OK to save and apply the page layout changes.

Changing Document Preferences

The Preferences command in the Edit menu enables you to change how Enhanced Mosaic displays and prints documents, including fonts and font sizes, and the format and colors used for hyperlinks. You can also create a memory cache and set up a proxy server, in addition to other options.

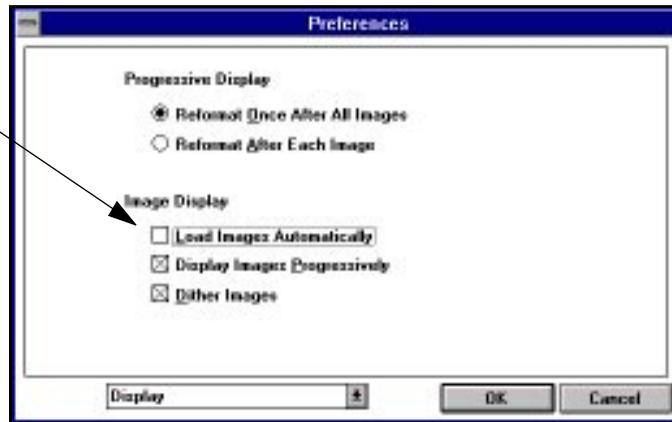
Improving Performance

Documents load quicker without images. To improve performance, you can select to load only a documents text, and not any associated images. You can load all the images linked to a document later by choosing the Load Missing Images command from the Navigate menu. You can load a single image in a document by clicking the right mouse button on the image box.

To keep images from loading with a document:

- 1 Choose the Preferences command from the Edit menu. The Preferences dialog displays.
- 2 Click the Load Images Automatically checkbox (it becomes blank)
- 3 Click OK to apply the change.

Click (uncheck) the Load Images Automatically checkbox.



Preferences dialog

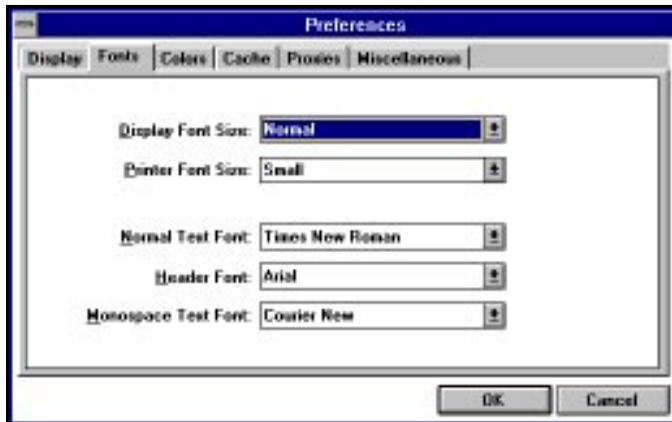
Changing Fonts

You can change your display and printer font and font size, specify a header font, and specify a proportional font.

To change fonts and font sizes:

- 1 Choose the Preferences command from the Edit menu. The Preferences dialog displays.
- 2 Press the arrow at the bottom of the screen next to the Display field.
- 3 Select the Fonts option from the drop-down list to display the font options (see page 4-32).

Control fonts using the Fonts option from the drop-down list.



Preferences dialog - Fonts options

- 4 Click the arrow next to the option for which you want to change the font or font size.
- 5 Highlight the desired font or font size and release the mouse.
- 6 Click OK to apply the change.

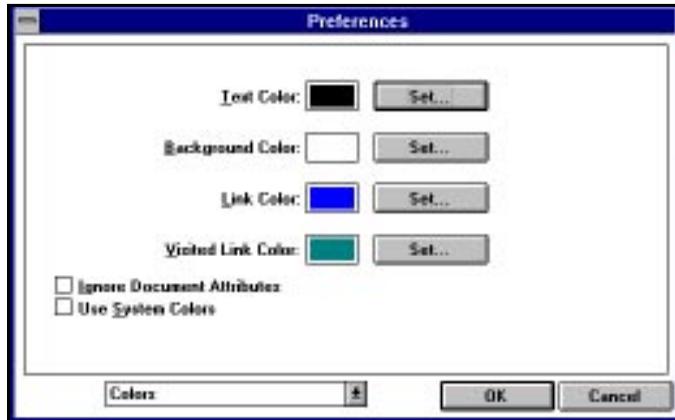
Changing Colors

You may change the colors used to display text, links, visited links or the display background.

To change system colors:

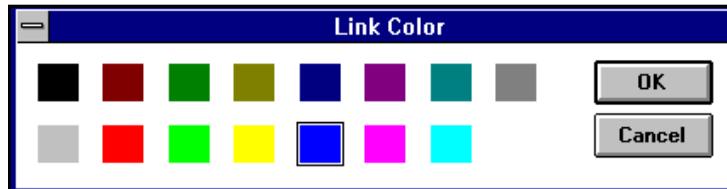
- 1 Choose the Preferences command from the Edit menu. The Preferences dialog displays.
- 2 Select the Colors option from the drop-down list at the bottom of the screen. The Colors options display.

Control system colors using the Colors option from the drop-down list.



Preferences dialog - Colors options

- 3 Click the appropriate set button to change the default color. The Color dialog displays.



Color dialog

- 4 Click on the desired color, then click OK.

Note

The visited link color automatically reverts to its default color after 24 hours.

Setting a Memory Cache

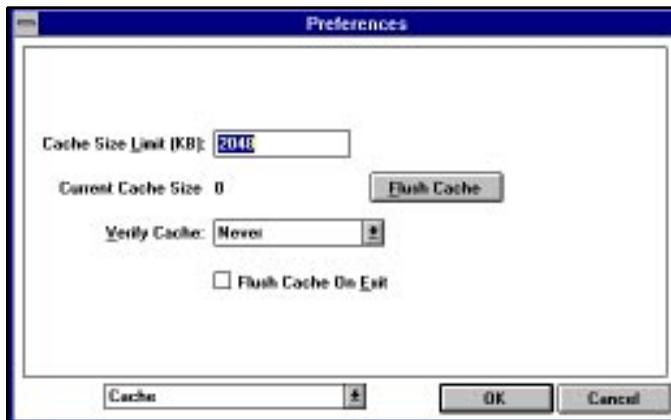
You can improve system performance by setting a memory cache.

To set a memory cache:

- 1 Choose the Preferences command from the Edit menu. The Preferences dialog displays.

- 2 Select the Cache option from the drop-down list at the bottom of the page. The Cache Options dialog displays.

Setup a memory cache using the Cache option from the drop-down list.



Preferences dialog - Cache options

- 3 Type the directory path you wish to use for the cache or select a directory from the Browse button.
- 4 Change the cache size (the default is 2048) as desired.
- 5 Select how often you wish the cache verified during a session (Never, Once or Always).
- 6 To flush the cache each time you exit Enhanced Mosaic, click the Flush Cache on Exit checkbox.
- 7 Click OK to close the dialog and apply the options.

Setting up a Proxy Server

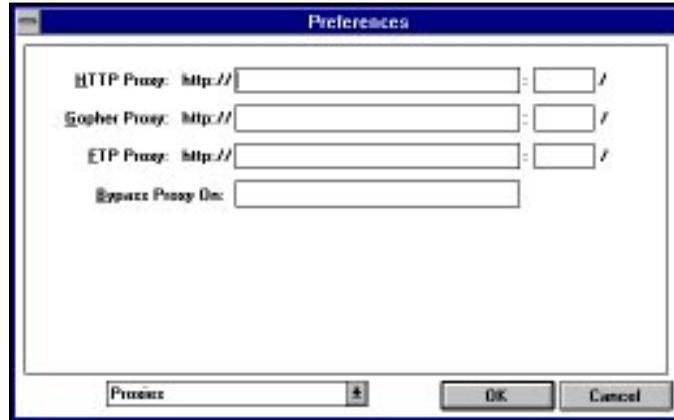
You can use a proxy server to access the Internet and bypass the default gateway. Because of the technical nature of this procedure, you should fully understand the use of proxy servers before you attempt it. For more information, refer to the Enhanced Mosaic on-line help topic “*Setting up a Proxy Server*”.

To setup a proxy server:

- 1 Choose the Preferences command from the Edit menu. The Preferences dialog displays.

- 2 Select the Proxy option from the drop-down list at the bottom of the page. The Proxy options display.

Setup a proxy server using the Proxy option on the drop-down list.



Preferences dialog - Proxy options

- 3 Enter the proxy information and click OK.

Changing Home Pages and Other Items

While Enhanced Mosaic comes with a default home page, you can change it and use any URL document you wish. It is recommended, however, that you use a document that has been saved to your hard disk to load it quickly. You can also control other display options such as if you display the Enhanced Mosaic toolbar, or server messages.

To change display options:

- 1 Choose the Preferences command from the Edit menu. The Preferences dialog displays.
- 2 Select the Miscellaneous option from the drop-down list at the bottom of the screen.

Change display options using the Miscellaneous option from the drop-down list.



Preferences dialog - Miscellaneous options

- 3 Double click the entry in the Home Page text box and press the Delete key.
- 4 Type, or paste, the URL of the document you want to use as your home page.
- 5 Enter your e-mail address in order to send e-mail from the Enhanced Mosaic browser.
- 6 Enter your e-mail server address to send e-mail from the Enhanced Mosaic browser.
- 7 Enter your news service address to access the news groups from the Enhanced Mosaic browser.
- 8 Select a language from the drop-down list as desired (the default is English).
- 9 Select to show or hide the following items (checked options will display):
 - Toolbar
 - Server Messages
 - Underline Links
- 10 Click OK to apply the changes and close the dialog.

Configuring Helper Applications

Enhanced Mosaic Helpers define the types of files you can view and work with as you explore the Internet. Enhanced Mosaic has built-in support for the following file types:

- HTML documents
- Text documents
- JPEG and GIF images
- AU and AIFF sound files

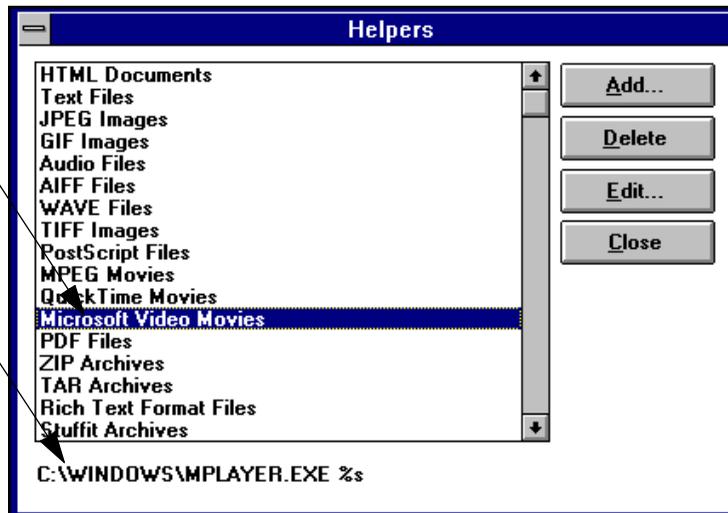
You can configure support for other types of files (such as video files) by assigning a helper application. Any program that accepts command line instructions can be used as a helper application.

To configure a helper application:



- 1 Start Enhanced Mosaic by double-clicking its icon in the Net Commander program group or folder. The Enhanced Mosaic home page displays (see page 4-8).
- 2 Choose the Helpers command from the Edit menu. The Helpers dialog displays.

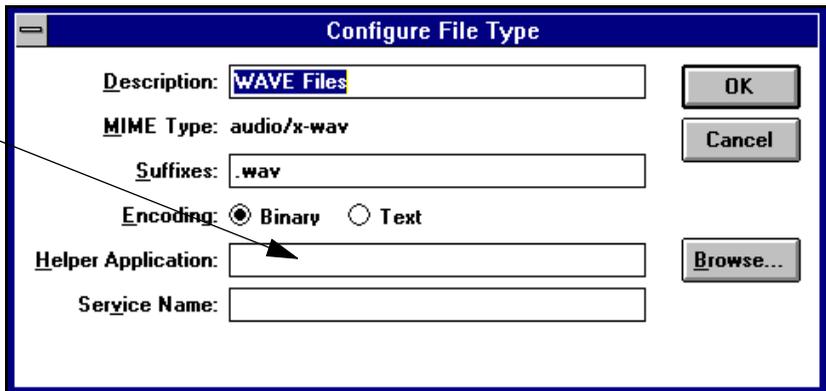
To see which helper has been configured to read or play a particular file type, highlight the file type and look at the status message.



Helpers dialog

- 3 Select the file type for which you want support and click the Edit button. The Configure File Type dialog displays.

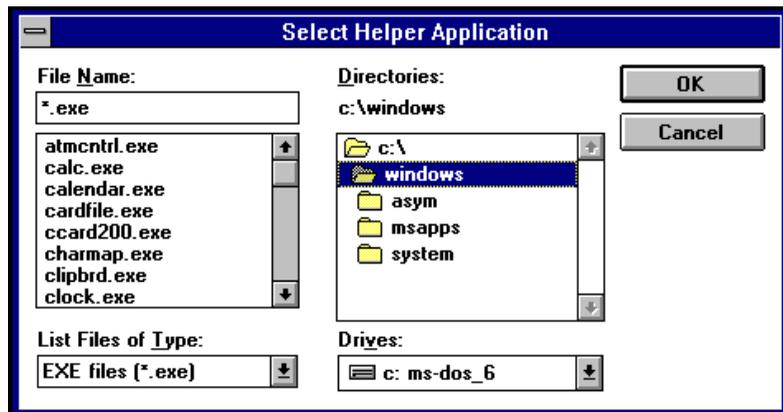
Unless you are adding a new file type, the only field you need to complete is the Helper Application.



Configure File Type dialog

For most predefined file types, the Helper Application field is the only field you need to complete. Default values are provided for the other fields and are displayed when you select a file type.

- 4 Click the Browse button. The Browse dialog displays.



Browse dialog

- 5 Select the appropriate application that can run or interpret the selected file type from your system. Usually, these are contained in your Windows directory. After highlighting the application, click OK (or double-click the application in the File Name box).

The Configure File Type dialog re-displays with the Helper Application field filled-in.

- 6 Click OK.

The Helpers dialog re-displays and the helper is configured for the selected file type.

- 7 Click Close to close the Helpers dialog.

Adding a New File Type

If you want to create a file type which is not contained on the Helpers dialog, you may do so using the following procedure.

To create a new file type:

- 1 Choose the Helpers command from the Edit menu. The Helpers dialog displays.
- 2 Click the Add button. A blank Configure File Type dialog displays (see page 4-38).
- 3 Complete the following fields:

Field	Description
Description	Type a descriptive name for the file type.
MIME Type	Type the MIME type of the file type. MIME (Multipurpose Internet Mail Extensions) is a standard for sending multimedia file types by e-mail. File types are identified by the MIME type, a value that specifies the type and subtype of the data (<i>type/subtype</i>). For example, the MIME type used to identify JPEG files is <i>image/jpeg</i> . If a MIME type is not provided, Enhanced Mosaic uses the file extension to determine the file type. Use one of the following types (for the <i>type</i> portion): <ul style="list-style-type: none"> •text •multipart

Field	Description
	<ul style="list-style-type: none"> •message •application •image •audio •video <p>If none of these types describes the file type, use the application type.</p> <p>Use your own description for the <i>subtype</i>. To distinguish your subtype from registered subtypes, type “x-” before the subtype. For example, <i>application/x-acad</i>.</p> <p>For more information on MIME types, refer to the Enhanced Mosaic on-line help.</p>
Suffixes	<p>Type each filename extension associated with the file type. Separate each extension by a space (for example, .JPG).</p>
Encoding	<p>Select the Binary or Text option to indicate how the file type is encoded.</p>
Helper Application	<p>Type the full path and name of the helper application, followed by “%s” where the name of a downloaded file should be inserted, or click the Browse button to select the helper application (as explained above).</p>
Service Name	<p>If the helper application is compatible with the Mosaic Software Development Interface, enter the DDE service name of the application. If no service name is specified, the command line in the Helper Application field will be used to launch the helper application.</p>

4 Click OK.

The configured helper is added to the Helpers list.

5 Click the Close button to close the Helpers dialog.

Deleting a Helper

You can delete any unused or incorrect helper listed in the Helpers dialog.

To delete a helper:

- 1 Choose the Helpers command from the Edit menu. The Helpers dialog displays.
- 2 Highlight the helper you wish to delete.
- 3 Click the Delete button.
The helper is removed from the Helpers list.
- 4 Click the Close button to close the Helpers dialog.

Security Protocols

Security modules are third-party programs that allow Enhanced Mosaic to communicate with secure servers using various security protocols. Since different applications (banking, education, etc.) require different levels of security, multiple security modules may be installed. Once a security module is installed, it is ready to use.

When Enhanced Mosaic accesses a secure server, it activates the security module required by that server. If the required module is not installed on your system, you will need to obtain the correct module from that server. Security modules and instructions for installing and configuring modules should be available from servers that require them.

The following modules are pre-installed with Enhanced Mosaic:

- **First Virtual** — Supports an Internet payment system from First Virtual Holdings Inc. Before you use First Virtual the first time, you will be prompted to create an account. This process is accessed from the Web page itself where the First Virtual link is located.
- **Digest Authentication** — Uses MD5-encrypted passwords for authorization to receive an HTTP reply.
- **Basic Authentication** — A basic, non-secure protocol supported

by nearly all WWW servers. A user name and password are sent to the server in UUENCODED form. This method can be used to limit access to a server.

In most cases, the pre-installed security modules allow you to access most all information on the Internet.

If you would like to view the security modules installed on your system, choose the Security command from the Edit menu. A cascading menu displays allowing you to select one of the installed modules.

For more information on security, refer to the Enhanced Mosaic online help topic "*Security Modules*".

Chapter 5

Using Microsoft Internet Explorer

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Overview

In addition to the Enhanced Mosaic World Wide Web browser, Net Commander includes the Microsoft® Internet Explorer™ Web browser. If you are using Windows 95, Internet Explorer is the default Web browser that runs when you click “The Internet” icon on the desktop. You may, of course, run Enhanced Mosaic instead, by opening the Start menu, pointing to Programs, Net Commander, and clicking Enhanced Mosaic.

This chapter assumes that your Internet connection has been set up correctly during installation.

This chapter gets you up and running with Internet Explorer and provides a guided tour of the most frequently used features. (At the time of this writing, version 2.0 was the latest version of Internet Explorer; by the time you read this, there may be a newer version. If so, the Internet Explorer Help file will fill you in on new features and how to use them.)

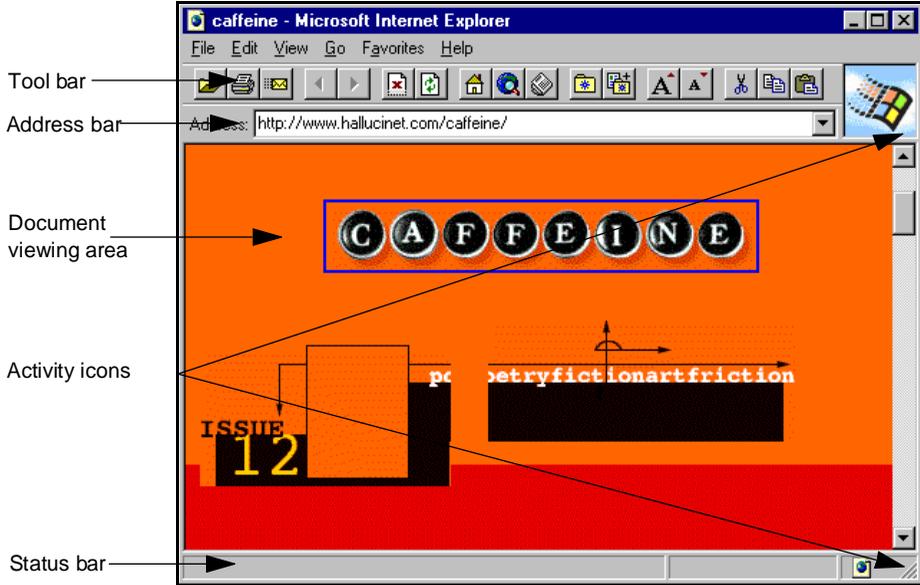
Starting Internet Explorer

When you run Internet Explorer, it is set up by default to automatically dial your ISP’s number. It also loads the Microsoft Network *starting page* (or “home page”), whether or not you subscribed to Microsoft Network when you installed Windows 95. (Later in this chapter you will find out how to change the default starting page.)

To launch Internet Explorer:

- Click “The Internet” icon on the desktop, *or*
- Open the Start menu, then point to Programs, Net Commander, Internet Explorer.

The following figure illustrates the Internet Explorer window as it looks with a Web page displayed.



Internet Explorer window

Window Components

Address bar

Displays the URL—Uniform Resource Locator, or Internet address—of the currently displayed page. You may type a different URL into this entry box and press Enter to find and display that item.



Activity icons

The “clouds” graphic animates whenever Internet Explorer is connecting to a URL, transferring information or waiting to receive information. The “Web document” icon at the right end of the status bar—a globe on a page—has three states:

- The icon looks like a globe when Internet Explorer is trying to connect to the requested server.
- The globe-on-page icon is animated while the requested document is being loaded.

- The globe-on-page icon is still when the transfer is done and the document is being displayed.

Document display area

This is the area where the information contained in a URL is displayed. You can open multiple document windows and interact with each window independently (to read one document while downloading information in the other, for example). When documents are loaded into the window, text is displayed first, followed by graphics and images. You do not have to wait for images to be loaded to scroll through the window, or make another hyperlink or menu command selection.

To cycle between open windows, press and hold the Control key, then press the Tab key.

Status bar

The status message may show you the URL of a hyperlink whenever the mouse is moved over a link, the status of a file transfer, or the command description whenever the mouse is moved over a menu command or tool bar icon. The progress indicator at the right side of the status bar fills as a file is received.

Internet Explorer Menus

Internet Explorer includes the following menus:

File menu

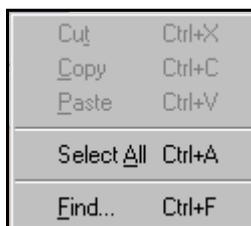
Use the File menu (see next page) to open a new window, open a new page, save documents, set up print margins and headers, print documents, and exit Internet Explorer. The File menu also conveniently lists the last several pages that you visited, for easy redisplay.



File menu

Edit menu

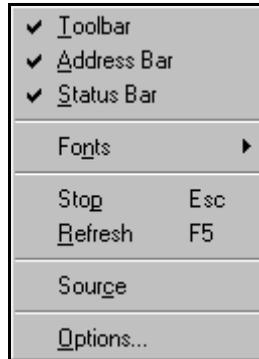
Use the Edit menu to cut, copy, and paste selected text and images, select all text in the current document, and search a document for a specified word or phrase.



Edit menu

View menu

Use the View menu (see next page) to turn on or off the tool bar, address bar, or status bar; enlarge or reduce font size; stop the transfer of a document; refresh the current page; view the document's HTML source file; and set up most of the Internet Explorer options (see the "Configuring Preferences" section later in this chapter.)



View menu

Go menu

Use the Go menu to navigate backward and forward through the pages that have been displayed during the current session, and go to the default Start Page or Search Page.



Go menu

Favorites menu

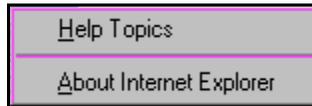
Use the Favorites menu (see next page) to display and manage your favorite pages—the ones you plan to revisit pretty regularly. (The Favorites list is sometimes called the “hotlist” or “bookmarks.”) Up to 19 items from the Favorites list appear on this menu, for easy access. (See the section on “Using The Favorites List” later in this chapter.)



Favorites menu

Help menu

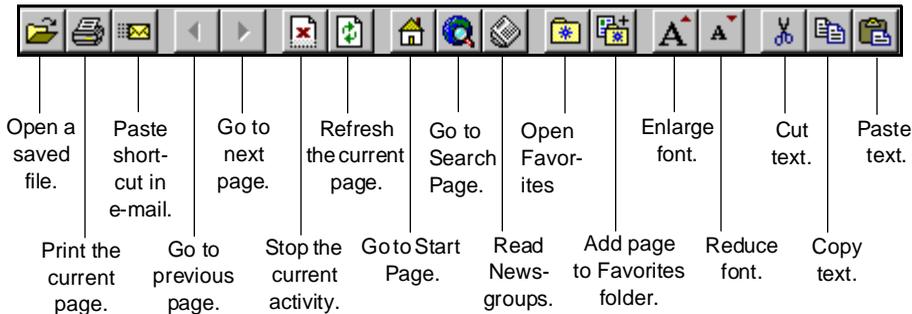
Use the Help menu to get information about Internet Explorer's features and how to use them.



Help menu

Tool Bar

The Internet Explorer tool bar allows you to access many commands by clicking the mouse on the applicable icon.



Keyboard Commands and Suggestions

When using the Web, keep the following keyboard and working options in mind:



- To stop a file transfer, press Esc or click the Stop icon on the tool bar.



- If you cannot retrieve a file or open a Web site, try again later (the server may be overloaded).



- To return to your search page, choose the Search Page command from the Go menu, or click the Search Page icon on the toolbar.

- Add interesting sites or documents to your Favorites folder to make it easy to find them later.

- To load a missing graphic, right-click on the image's icon and choose the Show Picture command.

- Press the Shift key at the same time you click a hyperlink if you would like to display the file in a new window.

- Press and hold the Ctrl key, then press the Tab key to cycle between open windows.

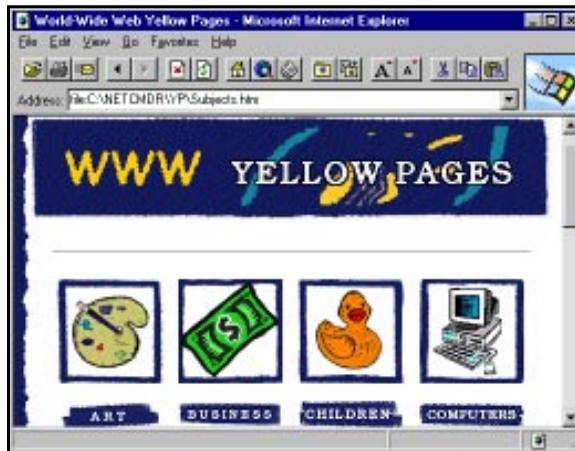
Getting Started

If you are a new Internet user, use the following procedure to begin exploring the Web, using the Luckman Interactive World Wide Web Yellow Pages starting page. (For instructions on installing the WWW Yellow Pages, see page 5-27). New and experienced Internet users both will find the WWW Yellow Pages extremely informative and helpful in locating interesting Web sites. The WWW Yellow pages contains hundreds of popular sites and documents in numerous topical areas with a full description of what you'll find at the site and a hyperlink to get there. Additionally, many items contain keywords which can be used to search for additional information using such Internet search tools as Archie or Gopher. Items are displayed in the WWW Yellow Pages in alphabetical order.

With the Internet Explorer home page displayed:

- 1 Choose the File Open command from the File menu, and browse for the path to the file named **subjects.htm** in the \YP directory (for example, c:\netcmdr\yp\subjects.htm).

- 2 Click OK until you return to Internet Explorer. The home page of the WWW Yellow Pages displays.



WWW Yellow Pages main window

- 3 Scroll through the subject heading boxes (each box is a link) and click on any one that interests you. In the document that displays, there is an alphabetical index, followed by a list of URLs with site descriptions. Click on any underlined link to load a document.

When documents are loaded into the document window, text is loaded first, followed by graphics and images. You do not have to wait for images to load to make another hyperlink or menu command selection.

Working with Internet Explorer

As you work with Internet Explorer, use the following commands to make your session more productive:

Printing a Web Document

To print the contents of the active window, choose the Print command from the File menu, or click the Print icon on the tool bar. When the Print dialog displays, click OK.

Copying Text

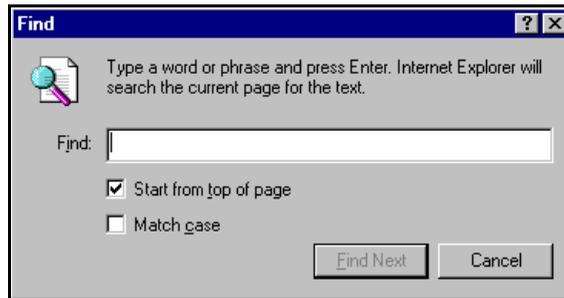
You may copy text from a Web document to the Windows clipboard (and paste it into another application) by holding down the left

mouse key, dragging the mouse over the text you wish to copy, then choosing the Copy command from the Edit menu, or by pressing the Ctrl+C keys.

To select all text in the active window, choose the Select All command from the Edit menu, or press Ctrl+A.

Searching a Document

To search a document using a word or phrase, choose the Find command from the Edit menu. The Find dialog displays.



Find dialog

- 1 Type the word or phrase you wish to locate in the active document.
- 2 To narrow the search, click the Match Case checkbox.
- 3 To start the search from the top of the document, click the Start From Top checkbox.
- 4 Click OK. Internet Explorer will search the document and highlight the specified word or phrase.
- 5 To repeat the search, choose the Find Again command from the Edit menu.



Navigating Open Documents

To navigate among open documents, use the commands contained in the Go menu, or click the page forward/backward tool bar icons.

Exiting Internet Explorer

To exit Internet Explorer, and close all open windows and connections, choose the Exit command from the File menu.

Opening a URL

A URL is simply the address of a document on the Internet. Web documents are distinguished by their *hypertext links*, which are specially formatted URLs embedded in the document. These links open the documents they refer to when you click on them. Internet Explorer creates *shortcuts* for URLs when it stores them in the History list and Favorites list (these two lists are discussed later in this chapter).

To visit a web site or view a document, you must tell Internet Explorer where you want to go and what you want to view by entering its URL. This may be done in any a number of ways, such as:

- Typing the URL address directly in the Address field.
- Selecting an item from your History list or Favorites folder.
- Opening a saved file.
- Clicking on a hyperlink to the document.

Without question, the easiest method to open a URL is to simply click the mouse once on a hyperlink. The harder question is deciding where you want to go.

The WWW Yellow Pages can help all users locate exciting Web sites in a variety of topical areas. Once you become an experienced user, you can save favorite sites to your Favorites folder, making them quickly available at the click of the mouse, or you can copy a URL address from the WWW Yellow Pages directly into the Address field.

Using the Address Bar

You do not have to click on a hyperlink in order to open a URL. If you know the URL, you may enter it directly into the Address entry box in the Address bar near the top of the Internet Explorer window.

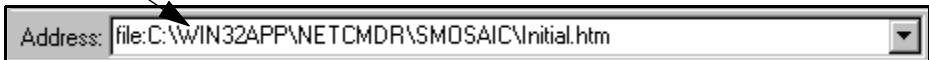
To enter a URL directly:

- 1 Double-click on the current entry in the Address entry box.
- 2 Press the Delete key.

- 3 Type the URL you wish to open. URLs are case sensitive and must not begin with a space.
- 4 Press the Enter key.

If you have entered the URL correctly, Internet Explorer will locate and display it.

Type the URL and press Enter.



Address (URL) entry box

Using the File Open Dialog



You can also enter a URL directly by choosing the Open command from the File menu, or clicking the Open icon on the toolbar. The Open Internet Address dialog displays.



Open Internet Address dialog

- 1 Type the URL you wish to open (or paste it using the Ctrl+V keys if you have copied a URL from a document). Remember, URLs are case sensitive and must not begin with a space.
- 2 Click OK.

If you have entered the URL correctly, Internet Explorer will locate and display it.

Using The History List

Internet Explorer maintains a list of every URL you open, up to a number that you specify (the default is 300, the maximum is 3,000; you will learn how to set this number shortly). When the limit is reached, the oldest URLs are dropped and the most recent ones are added.

On the File menu, several of the most recent URLs that you have opened are always listed (and numbered). You can return to those Web pages simply by clicking on them. The following procedures explain how to access the complete History list.

To display the History list:

- Choose the More History command from the File menu. A Windows Explorer window opens, showing the contents of your History folder.

To open a URL from the History list:

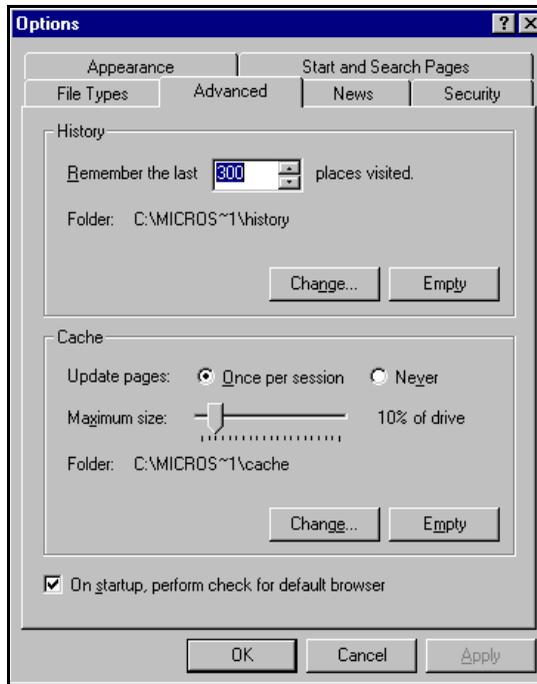
- Double-click the item in the History list.

To delete an item from the History list:

- Highlight the item and choose the Delete command from the File menu, or right-click on the item and choose Delete.

Configuring the History List

You can specify the maximum number of URLs to store in the History list, you can empty the list and start over, and you can assign the History list to a different directory. These operations are performed in the Options dialog, using the Advanced tab (selected from the View menu).



View Options, Advanced

To set the maximum size of the History folder:

Use the "Remember the last...places visited" spin control to increase or decrease the number. Each entry in the History list is small—300 entries takes about 20 kilobytes—so you do not need to worry about running short of disk space if you choose to store hundreds or thousands of URLs in the History folder.

To empty the History folder:

- Click Empty.

To assign a different directory for the History folder:

- Click Change, and in the dialog that appears, enter the new path to the history folder.

You may want to archive your History folder from time to time. To do so, simply copy the contents of the History folder to a different folder (and compress them, if you wish), then empty the History folder to make room for more entries.

Using the Global History File

The URLs of all the Web pages you have visited are also stored in a “global history” file. This is an HTML file, meaning that you can display it right in Internet Explorer, with each URL in the file appearing as a link.

(This file is not updated until you exit Internet Explorer, so the global history file will not show a history of the URLs visited during the current session. Use the More History command from the File menu for that purpose.)

To open the global history file:

- Choose Open File command from the Open File sub-menu in the File menu, then browse for **globhist.htm**. This file is usually located in the directory where Windows 95 is installed. Click OK, then click Open.

To make the global history file readily available at any time, add it to your Favorites folder (see the next section).

Using The Favorites List

The Favorites list allows you to quickly save favorite Web pages to an easily accessible list. In some circles the term “hotlist” is used for “Favorites folder.” The idea behind the Favorites list is that you will want to revisit these pages frequently, so they should be the most convenient to access.

You can add an item to your Favorites list while the item is displayed, or you can wait until later and copy the item from the History list (see the previous section) to the Favorites list.

The Favorites menu has room for 19 items from your Favorites list, for extremely easy access. By creating folders and folders-within-folders of your favorite pages, you can actually list hundreds of pages right on the Favorites menu, as will be explained shortly.

To add the current document to your Favorites list:



- 1 With the document displayed in the active Internet Explorer window, choose the Add Current to Favorites command from the Favorites menu, or click the Add to Favorites icon on the tool bar, or right-click the item and choose Add to Favorites. The Add to Favorites dialog opens, with the new item's name displayed in the Name field.



Add to Favorites dialog

- 2 Click OK to add the item to the Favorites list and close the dialog.

To open an item in the Favorites list:



- 1 If the item is listed on the Favorites menu or is in a folder on the Favorites menu, select it from the menu. Otherwise, choose the Open Favorites command from the Favorites menu, or click the Open Favorites icon on the tool bar. The Favorites list displays (see next page).



Favorites list

- 2 Double-click the item you wish to open. The item's URL is automatically passed to Internet Explorer and displayed.
- 3 Close the Favorites list.

To delete an item in the Favorites list:

- Highlight the item and click the Delete button, or right-click the item and choose Delete. The item is removed from the list.

Sometimes you may want to find out the actual URL (or "target URL") that corresponds to an item in your Favorites list.

To see the URL of an item in the Favorites list:

- Right-click the item and choose Properties from the pop-up menu button. Click on the Internet Shortcut tab. The Target URL is show in the first field of the Properties dialog that opens (see next page).



Internet Shortcut Properties dialog

Creating Favorites Folders

You may create and save as many folders in the Favorites list as desired.

To create a Favorites folder:

- 1 Open the Favorites list. Choose the New, Folder command from the Files menu.
- 2 Enter the name of the folder. This should be the name of a category that you want to use to organize your favorite pages (for example, Zines, Java, Brain Research). Click OK.
- 3 Now move items in the Favorites list into the folders you created for them.
- 4 Close the Favorites list window.

The first 19 folders and other items (alphabetically) will appear on the Favorites menu. You can create new folders within the top-level folders to subdivide your categories, and fit even more pages onto the Favorites menu. Nested folders in effect create “cascading sub-menus” on the Favorites menu.

Saving a File

You can save any active document — text, image, sound file or video file — to your hard disk.

To save a displayed document:

- 1 Choose the Save As command from the File menu.
The Standard Windows 95 Save As dialog displays.



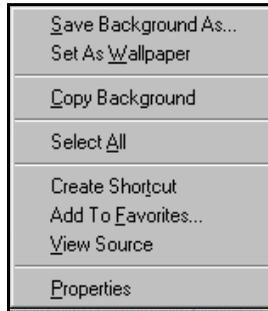
Save As dialog

- 2 Choose the folder where you want to file to be saved.
- 3 Type a file name with an HTM extension in the File Name text box.
- 4 Click OK. The file is saved to the designated folder.

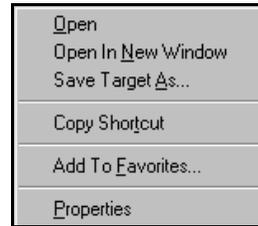
Using Right-Click Pop-Up Menus

When you click the right mouse button in a Web page, different menus pop up depending on the item you have clicked on, such as text, background, picture, and so on.

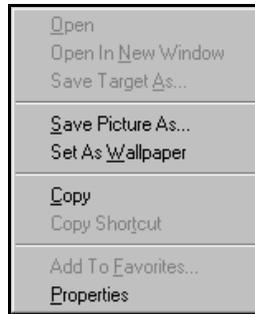
Right-click on background or text



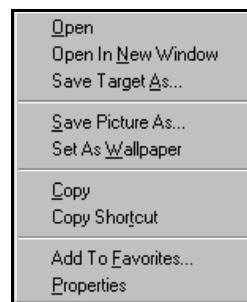
Right-click on text link



Right-click on image



Right-click on image link



Right-Click Pop-Up Menus

- Right-clicking on the background of a Web page pops up a menu that allows you to save the background graphic in a file, use it as your desktop wallpaper, or copy the background graphic to the Clipboard.
- Right-clicking on a picture pops up a menu that allows you to save the picture or use the picture as your desktop wallpaper. If the picture is also a link, the menu includes commands for adding the picture's URL to you Favorites list, opening the picture's linked document in a separate window, or copying the picture's URL to the Clipboard.
- Right-clicking on normal text (not a link) pops up a menu that allows you to view the HTML source document of the Web page. If the text is a link, the pop-up menu allows you to copy the links URL to the Clipboard or add it to the Favorites list.

- If the “Show pictures” option has been turned off (as is described in the “Configuring Preferences” section below), a placeholder graphic appears on the screen where the picture would normally appear. Right-clicking on the placeholder image pops up a menu that allows you to load the picture itself.

Configuring Preferences

You can change a number of Internet Explorer preferences including:

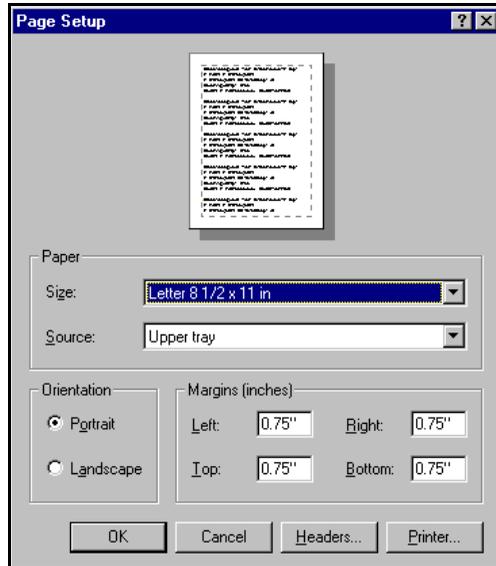
- Page layout
- Document-loading speed
- Document appearance
- Default Start Page and Search Page
- Applications associated with file types
- Security

Changing Page Layout

You can change the margins, headers and footers that Internet Explorer uses for printed pages.

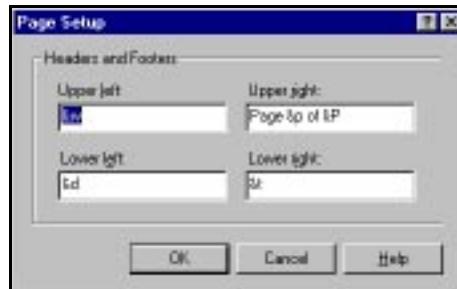
To change the page layout:

- 1 Choose the Page Setup command from the File menu. The Page Setup dialog displays (see next page).



Page Setup dialog

- 2 To change the page margins, type the desired measurements, in inches, in the Page Margins fields.
- 3 Click Headers. The Headers and Footers section of the Page Setup dialog appears.



Page Setup - Header and Footers

- 4 Type the desired variable that you want to print on the page header and footer (see the list below). You can print a different left-page and right-page header and footer. You can also combine variables

with text (for example **Page &p of &P**).

Select from the following variables:

&w — window title

&U — URL

&d — date (Feb 24 1996)

&D — date (24 Feb 1996)

&t — time (05:30 PM)

&T — time (17:30)

&p — current page number

&P — total number of pages

&& — single ampersand (&)

- 5 Click OK to save and apply the page layout changes.

Improving Document-Loading Speed

There are two ways to speed up document loading in Internet Explorer:

- “Turn off” inline images, sound files, and animation files, so that they are not automatically displayed or played when documents containing them are loaded.
- Enlarge the cache (hard-disk space) where no-longer-displayed pages are stored. Pages stored in the cache can be redisplayed faster than pages that have to be reloaded from a remote Web server.

Each of these performance enhancement procedures is discussed in this section.

Turning Off Image, Sound, Animation Files

Documents load quicker when graphical images, sound files, and animation files are not loaded or played when loading a document that contains such elements. To improve performance, you can select to load only a document's text, and not any associated images,

.....

sound files, or animation files. You can load an image later by right-clicking on its graphical placeholder and choosing Show Picture.

To keep from loading image, sound, or animation files:

- 1 Choose the Options command from the View menu.
- 2 Select the Appearance tab.
- 3 In the Page section, clear the checkboxes that correspond to what you want to turn off: Show pictures, Play sounds, or Show animations.



- 4 Click Apply to apply the change(s).

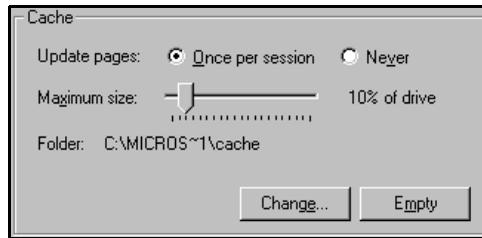
Setting Cache Options

You can improve document-loading performance by adjusting the size of the virtual memory (hard-disk) cache where pages are stored when they are no longer displayed in an Internet Explorer window. Pages stored in the cache folder redisplay very quickly when you open their URLs in the History list or Favorites list, compared to re-loading the page from a remote site.

However, there are two caveats to keep in mind regarding the cache folder. First, cached pages take up a lot of disk space. Internet Explorer lets you decide the maximum percent of hard disk drive space the cache can occupy. Second, a page loaded from the cache may not be current; that is, the actual page on the Web site where you found it may have changed since you last viewed it. Internet Explorer lets you decide if you want to update the URLs in the cache once per session, or never. You can also empty the cache folder or create a new cache folder.

To set the cache options:

- 1 Choose the Options command from the View menu.
- 2 Select the Advanced tab.



Cache Section of Advanced Option

- 3** In the Cache section, choose the Update pages option your prefer: Once per session, or Never.
- 4** Slide the slider control left or right to adjust the maximum percent of drive space you want to devote to the cache. Increasing the percent means more pages can be saved in the cache.
- 5** If you want to empty the cache folder, click the Change button. This will release disk space for additional pages, but of course you will lose the pages that are currently in the cache.
- 6** If you want to create a new (additional) cache folder, click the Change button and specify the new folder.
- 7** Click Apply to apply the change(s).
- 8** Close the Options dialog.

Changing Document Appearance

Internet Explorer's View Options include an Appearance tab, with which you can set many preferences regarding the appearance of various elements of Web pages.

Changing Fonts

You can change the font that is used for proportional and fixed-width text in Web pages.

To change fonts:

- 1** Choose the Options command from the View menu.
- 2** Select the Appearance tab.

- 3 In the Page section, select the desired fonts from the Proportional font and Fixed-width font drop-down lists.



- 4 Click Apply to apply the change(s).

Changing Text and Background Colors

You may change the colors used to display text, links, visited links or the display background.

To change text and background colors:

- 1 Choose the Options command from the View menu.
- 2 Select the Appearance tab.

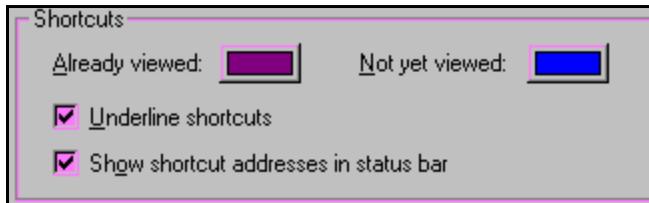


- 3 In the Shortcuts section, click in the Use Custom Color checkbox (if it is not already selected).
- 4 Click on the Text color button.
- 5 In the popup color palette, click on the color you want to use for plain text in Web documents. Click Apply to apply the change.
- 6 Click on the Background color button.
- 7 In the popup color palette, click on the color you want to use for Web document backgrounds.
- 8 Click OK in the Options dialog.

To change the color of visited and not-visited links:

- 1 Choose the Options command from the View menu.
- 2 Select the Appearance tab.

- 3 In the Shortcuts section, click on the Already viewed color button.



- 4 In the popup color palette, select the color you want to use for links that you have not yet visited (clicked on). Click Apply to apply the change.
- 5 Back in the Options dialog, in Shortcuts section, click on the Not yet viewed color button.
- 6 In the popup color palette, select the color you want to use for links that you have visited (clicked on). Click Apply to apply the change.
- 7 Close the Options dialog.

Setting the Address Display Format

URLs in their full glory are admittedly cumbersome to type and to read. You can set up Internet Explorer to show you full `http://`-style addresses, or simplified addresses that show you the name of the page. For example, compare **Caffeine** and **`http://www.hallucinet.net/caffeine/`**. The style you choose affects the display of URLs in the History and Favorites lists.

To select an address display style:

- 1 Choose the Options command from the View menu and click on the Appearance tab.
- 2 In the Addresses section (at the bottom of the dialog), choose Simplified or Full addresses.
- 3 Click OK.

Changing the Default Start and Search Pages

While Internet Explorer comes with a default home page, you can change it and use any URL document you wish. It is recommended, however, that you use a document that has been saved to your hard disk to load it quickly. You can also control other display options such as if you display the Internet Explorer toolbar, or server messages.

To change the default Start Page:

- 1 Open the page that you want to be your Start Page in Internet Explorer.
- 2 Choose the Options command from the View menu.
- 3 Select the Start and Search Pages tab.



View Options - Start and Search Pages

The drop-down list should be showing Start Page. If it is not, choose Start Page from the list. The URL of your current Start Page is displayed.

- 4 To change the default to the page currently displayed in Internet Explorer's document viewing area, click Use Current.

- 5 Close the Options dialog.

To change the default Search Page:

- 1 Open the page that you want to be your Search Page in Internet Explorer.
- 2 Choose the Options command from the View menu.
- 3 Select the Start and Search Pages tab (see the previous page).
- 4 Choose Search Page from the drop-down list.
- 5 The URL of your current Search Page is displayed. To change the default to the page currently displayed in Internet Explorer's document viewing area, click Use Current.
- 6 Close the Options dialog.

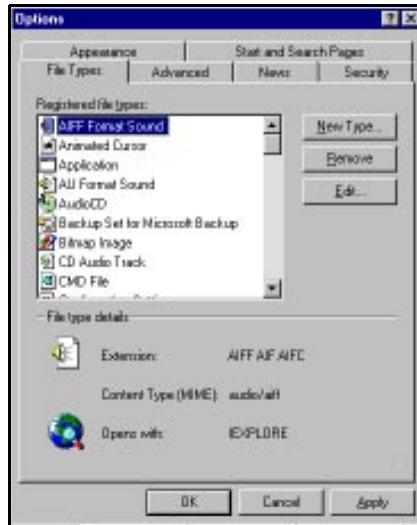
Associating Applications with File Types

Web pages can include as links files of different types that require different software to “play” them. For example, To hear an RA file that has been included in a Web page requires that a “helper” application capable of reading RA files (such as RealAudio) be installed and associated with the RA file type.

Internet Explorer includes support for many different types of files, especially graphic files such as GIF and JPEG. But over time you will almost certainly want to download and install new helper applications. In Internet Explorer, you use the View, Options' File Type tab to associate each file type (file “extension”) with the specific program that will run when you select a link of that type.

To change the helper application for an existing file type:

- 1 Choose the Options command from the View menu and select the File Types tab (see next page).



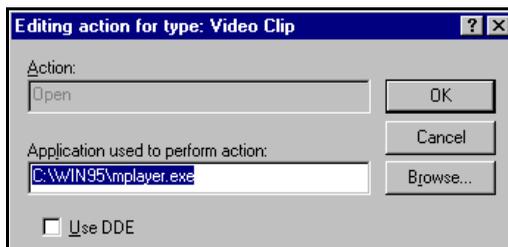
View, Options - File Types

- 2 Select the file type for which you want support and click the Edit button. The Edit File Type dialog displays.



Edit File Type dialog

- 3 Click on one of the entries in the Action section of the dialog, then click Edit. The Editing Action dialog displays.



Editing Action dialog

- 4 In the “Application used to perform action” box, delete the existing entry and enter the complete path to the application that you want to perform the selected Action, or use the Browse dialog.
- 5 When done, click OK in the Editing Action dialog, then close the Edit File Types dialog, and finally close the Options dialog.

Adding a New File Type

You can create a new file type and associate an application with it, using the following procedure.

To create a new file type:

- 1 Choose the Options command from the View menu and select the File Types tab.
- 2 Click New Type. The Add New File Type dialog displays. This looks just like the Edit File Type dialog that you see if you click Edit in the File Types dialog, except that all of the fields are blank, and there is an additional field (Associated extension).
- 3 Enter **Description of type** - Type a descriptive name for the file type.
- 4 Enter **Associated extension** - Enter the extension that belongs to this file type.
- 5 Select **Content Type (MIME)** - Select a type/subtype description from the drop-down list. The default extension for the MIME type/subtype displays in the Default Extension for Content Type field.

MIME (Multipurpose Internet Mail Extensions) is a standard for sending multimedia file types by e-mail. File types are identified by the MIME type, a value that specifies the type and subtype of the data (*type/subtype*). For example, the MIME type used to identify JPEG files is *image/jpeg*. If a MIME type is not provided, Internet Explorer uses the file extension to determine the file type. If none of these types describes the file type, use the application type.

- 6 Enter **Action** -Enter an action that the application performs on the file type, such as Open or Run.
- 7 Click New. The New Action dialog displays.



New Action dialog

- 8 In the “Application used to perform action” box, enter the complete path to the application that you want to perform the selected Action, or use the Browse dialog.
- 9 If the application will use DDE, click in the Use DDE checkbox, and fill in the four new fields that appear below the checkbox.
- 10 When done, click OK in the New Action dialog, then click OK in the Add New File Type dialog, and finally close the Options dialog.

Security

Internet Explorer can check the security of any Internet site you are connecting with and warn you when the site is not secure. This is important when you want to send confidential information, such as a credit card number. You can select the level of warning you want to receive when viewing or sending data to an Internet site.

To select security warning options:

- 1 Choose the Options command from the View menu and select the Security tab.



View Options - Security

- 2 Click on the “Tell me about Internet security” button, read the help text, then close the help window.
- 3 Select the Security While Sending and Security While Viewing options that you wish.
- 4 Close the Options dialog.

Chapter 6

Connecting to the

Internet

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Introduction

Most of the Net Commander applications automatically start what is called the “stack and dialer” program (or dial-up networking program) that is responsible for making the connection between your computer and the Internet (through your ISP’s network). Sometimes, however, you may want to connect to the Internet “manually,” so to speak, before you run a Net Commander application. This is required before running some of the “helper” applications or “tools” that come with Net Commander (see Appendix A, Helper Applications, page 6-5).

This chapter explains how to connect to the Internet by directly running the program that makes the connection. Instructions are provided for Windows 3.1 and Windows 95.

Connecting to the Internet in Windows 3.1

The next several sections explain the program and procedures used to connect to the Internet if you are using Windows 3.1

Trumpet Winsock

Trumpet Winsock is the Net Commander client application that establishes the physical modem connection to the Internet network using PPP (Point-to-Point Protocol) or SLIP (Serial Line Internet Protocol). Trumpet Winsock allows you to run all the Net Commander applications.

During installation of Net Commander, key information about your modem and Internet account is automatically passed to Trumpet Winsock making it unnecessary for you to manually configure the application. Once you complete your Internet registration (see “Registering an Internet Account,” page 6-17), the application is ready to use.

For the most part, Trumpet Winsock works “behind the scenes” as you work in Net Commander. When launched, Trumpet Winsock automatically opens your modem line, dials the ISP, connects you to the ISP network and passes on your host ID and password. From then on, it works in the background, keeping your connection open.

The following sections explain how to use the Trumpet Winsock application to:

- Connect to and disconnect from the Internet.
- Change modem settings.
- Change network configuration.
- Change dialer options.

PPP and SLIP

PPP (Point-to-Point Protocol) and SLIP (Serial Line Internet Protocol) are the software used by the dialer to tell your computer how to communicate with another computer. While PPP is a slower protocol than SLIP, it generally offers more error protection to ensure information gets back and forth as intended. Which protocol is used is based on what your ISP is using. The Trumpet Winsock application contains both protocols.

Starting the Application

The Trumpet Winsock application is started in one of three ways:



- **Click a WWW hyperlink in Enhanced Mosaic.** The first time you click a hyperlink to a WWW URL, the stack and dialer, as it is commonly known, automatically launches, makes the connection and remains open in the background in an iconized state.

To display the Trumpet Winsock main window (see page 6-6), double-click the minimized icon.

- **Double-click a Net Commander application configured to make an Internet connection at launch.** Many of the client applications automatically start Trumpet Winsock at the same time as they start.
- **Double-click the Connect icon in the Net Commander program group.** The Trumpet Winsock main window displays and the Login script is started automatically.

The following sections explain the features of the Trumpet Winsock window and menus.

The Trumpet Winsock Window

The Trumpet Winsock window displays communication and connection information. It is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your Windows *User Guide* for procedures).

The main window is comprised of the following elements (see page 6-6).

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

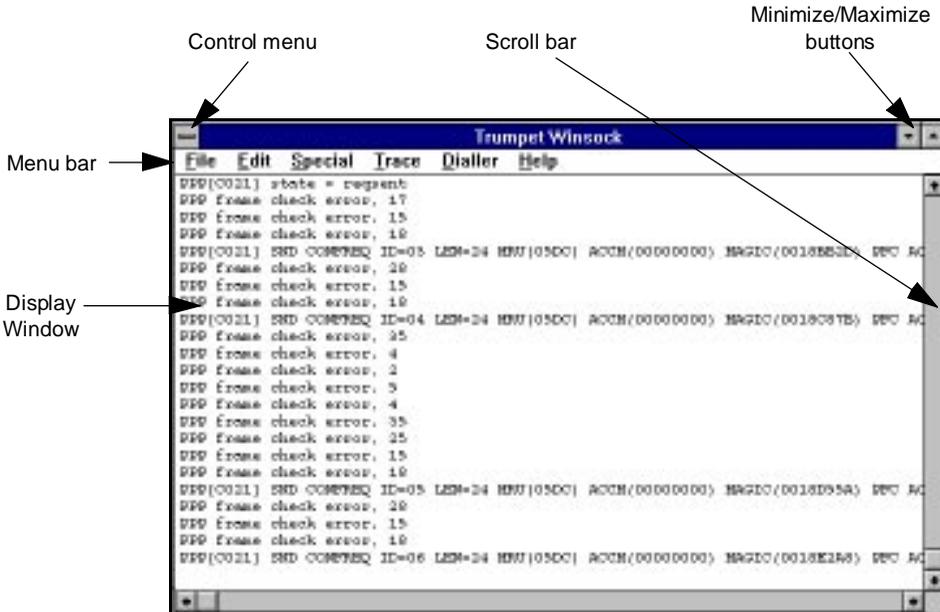
Contains all the commands which may be executed while working with the Trumpet Winsock application.

Display area

Shows you key information for the current on-line session such as your connect status, baud rate, ISP, and error messages. You may copy or clear screen information as desired.

Scroll bar

If the window contains more information than can be displayed in the viewable area, use the scroll bar to see more information.



Trumpet Winsock window

Menu Commands

While working with the Trumpet Winsock window, the following commands from the menu bar may assist you in maximizing your productivity:

From the File menu:

Setup — Change network configuration settings, including IP addresses, server names, and PPP/SLIP options. This command requires some technical understanding of IP addressing and communication protocols.

Register — Used to register the Trumpet Winsock application. **You do not need to register this application if you followed the original Net Commander installation and registration procedures.**

Firewall Setup — Set up firewalls to prevent unauthorized access to a network. This is an advanced feature that requires technical understanding of the Internet, networks and addressing conventions. Under most circumstances, you will not need to execute this feature.

PPP Options — Allows you to setup a password authentication protocol (PAP) requiring you to verify a user name and password each time you login to the Internet. To do so, click the Use Password Authentication Protocol checkbox, enter a user name and password, then click OK. For most users, you will not need to execute this command.

Exit — Closes the main window and disconnects you from the Internet (if you are on-line).

From the Edit menu:

Copy — To copy text to the clipboard, hold down the left mouse button, drag the mouse over the text you wish to copy (it becomes highlighted), and choose the Copy command. Text may then be pasted into another text processor (Notepad, Windows Write, Microsoft Word, etc.).

Clear — To clear the display area of all displayed text, choose the Clear command.

From the Special menu:

Info — Select this command to display current session information.

Kill Socket — Displays a dialog allowing you to exclude a particular socket (an IP address identifying a host) and a port address (identifying an application running on this host). After entering the socket, press OK. This function requires some technical knowledge of addressing conventions and will, under most circumstances, not be used.

From the Trace menu:

The commands contained in this menu are used to display debugging information should you experience a technical problem. Do not enable any option in this menu unless you are instructed to do so by a technical support technician.

From the Dialer menu:

Login — Select this command to execute the login command script that connects you to the Internet.

Bye — Disconnects and closes your active Internet connection.

Other — Allows you to run another command script by selecting it from the File Open dialog. This command requires some technical understanding of command scripts, and under most circumstances, will not be used.

Manual Login— Allows you to manually login to the Internet.

Edit Scripts — Allows you to edit command scripts. This requires technical knowledge of programming scripts and will not be used by most users.

Options — Allows you to change dialer options such as an automatic login, redial settings and parity settings.

From the Help menu:

About — Displays information about this version of the stack and dialer.

Connecting to the Internet

If you receive an error message that the connection can not be made, try again in a few minutes.

Trumpet Winsock automatically connects you to the Internet whenever you initially click a hyperlink to a WWW URL in Enhanced Mosaic (or if set by default, when you launch Enhanced Mosaic).

After making a successful connection from Enhanced Mosaic, Trumpet Winsock automatically minimizes.

To make a manual connection to the Internet:

- Double-click the Connect icon in the Net Commander program group. The Trumpet Winsock main window displays (as shown on page 6-6) and the Login script is automatically started.

If you stop the connection process and want to restart the Login script, choose Login from the Dialer menu.

Stopping a Connection

- To stop a connection in progress, press the ESC key.

Disconnecting from the Internet

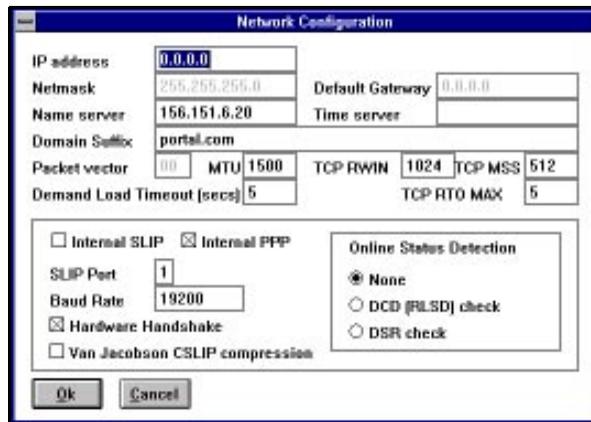
If you are working in Net Commander, you are usually disconnected automatically from the Internet whenever you exit the last program that uses an Internet connection. You can also disconnect by clicking on the Trumpet Winsock icon to display the Control menu then selecting the Close command.

If you are working in the Trumpet Winsock main window, choose the Bye command from the Dialer menu.

Changing Network Configurations

You may change Trumpet Winsock network configurations by choosing the Setup command from the File menu. The Network Configuration dialog displays.

Default settings are made when you install Net Commander.



Network Configuration dialog

Changing default settings requires some technical understanding of IP addressing and communication protocols. Most users will not find it necessary to change these settings.

Changing Modem Settings

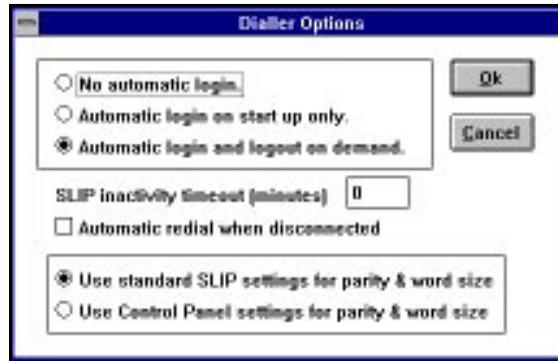
The Trumpet Winsock application is automatically configured with your modem port configuration when you install Net Commander. If you change your modem or modem port configuration, you must change the settings using the Advanced button in the Registration dialog. Refer to “Changing Modem Settings,” page 6-24, for procedures. If you are an advanced user who understands how to edit a command script, you can also change your modem port setting by editing the login script which may be selected using the Edit Scripts command in the Dialer menu.

Changing Dialer Options

Dialer options that can be changed include automatic login procedure, timeout redial options, and the settings for parity and word size.

To change dialer options:

- 1 Choose the Options command from the Dialer menu. The Dialer Options dialog displays.



Dialer Options dialog

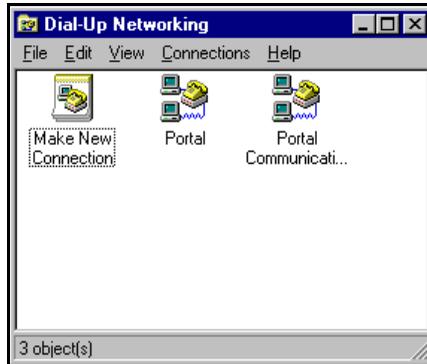
- 2 Click the options you wish to select and/or enter a SLIP inactivity timeout period.
- 3 Click OK to close the dialog and save the changes.

Connecting to the Internet in Windows 95

In Windows 95, Dial-Up Networking is used to connect to the Internet. You set up a Dial-Up Networking program for your particular ISP when you installed Net Commander (see “Registering an Internet Account” page 6-17). The following sections explain how to launch the connection program “manually” and how to disconnect from the Internet when done.

To connect to the Internet:

- 1 From the Start menu choose Accessories, then choose Dial-Up Networking. The Dial-Up Networking window displays.



Dial-Up Networking window

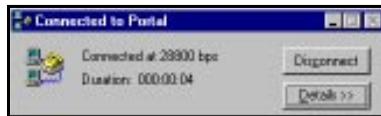
- 2 If you set up an account with Portal when you installed Net Commander, open the Portal connection. If you chose a different ISP during Net Commander installation, choose that connection instead.
- 3 The Connect To dialog displays.



Connect To dialog

If you did not turn on the Save Password option, enter your password and click Connect. If the password is already filled in (as asterisks), click Connect.

The dial-up networking program dials your ISP and notifies you when it has made a connection.



Connected To... dialog

To disconnect from the Internet:

- 1 Click on the connect task in the task bar (for example, “Portal”), or switch to the Connected To... dialog.
- 2 Click Disconnect in the Connected To... dialog.

Changing Modem Settings

The Connect program is automatically configured with your modem port configuration when you install Net Commander. If you install a different modem or change your modem port configuration, you must change the settings using the Advanced button in the Registration dialog. Refer to “Changing Modem Settings,” page 6-25, for procedures.

Chapter 7

E-Mail

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Overview

Net Commander's electronic mail application, Eudora, is fast becoming one of the most widely used e-mail applications on the Internet for its ease of use and its feature-rich interface. With Eudora, you can effortlessly send and receive mail to/from anyone in the world.

During installation of Net Commander, information about your Internet account is passed to the Eudora e-mail application allowing it to automatically configure itself to the proper account and e-mail server. If you are using the default Net Commander Internet provider, Eudora is ready to use — you do not have to do anything to configure it!

This chapter shows you how to send and receive e-mail, including how to attach documents, use nicknames and create additional mailboxes. Additionally, it shows you how to customize application preferences and how to configure Eudora should you change Internet providers.

Starting the E-Mail Program



To start the Eudora e-mail program, double-click the Mail icon in the Net Commander program group.

The Eudora main window displays (see page 7-7). This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your *Windows User Guide* for procedures).

The main window is comprised of the following elements (all screen and icon samples are from Windows 3.1):

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window. For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

Contains all the commands which may be executed while working with Eudora.

Tool bar

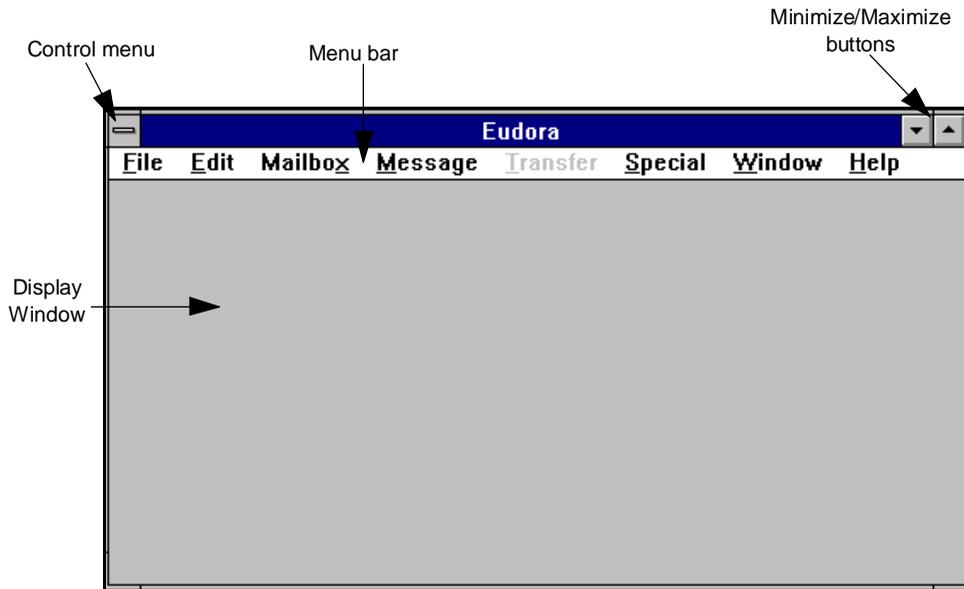
On many Eudora dialogs, a tool bar displays allowing you to select key commands quickly.

Scroll Bar

Scroll bars may be displayed on the far right of the window should the viewable area not contain all the available information.

Display area

Displays other windows and dialogs which are used to configure, send and receive mail.



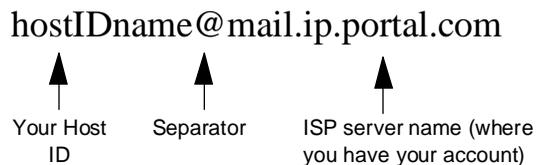
Eudora main menu

E-Mail Addresses

If you change your ISP, you will have to manually configure Eudora with a new e-mail address. For procedures, refer to page 7-33.

Your e-mail address is automatically created when you install Net Commander. Like your own home address, an electronic mail address is used to identify who you are and where you are located on the Internet. When sending mail, you need to know the e-mail address of the recipient in order for the mail to be delivered.

E-mail addresses are constructed as follows:



Creating an Outgoing Message

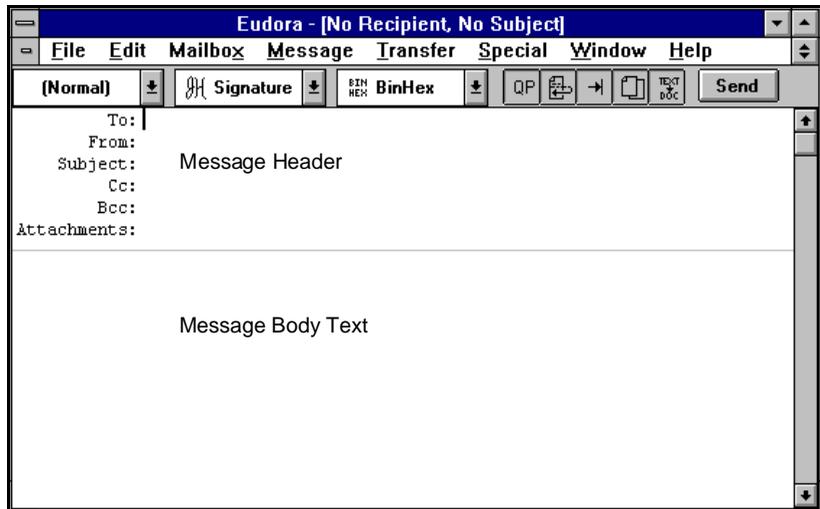
An outgoing message is one that you send to another mailbox. You can send a message to a single person or to multiple people. You can also attach (and send) documents (such as a word processing file or spreadsheet file) with your message.

A message is comprised of a header (who the message is to/from and its subject) and the message body (the actual message text).

To create an outgoing message:

- 1 Choose the New Message command from the Message menu. A blank message window displays.

Press the Tab key to move to each header line.



Message window

- 2 Enter the following header information:

Field	Description
To:	Type the complete e-mail address for the person to whom you want to send the message. You can use a “nickname” in this field rather than the complete e-mail address, as appropriate (see page 7-26 for procedures on creating nicknames).
From:	Your return e-mail address and your full name is automatically filled in.
Subject:	Type a brief description of the subject of your message.
CC:	To send a copy of the message to another person, enter that person’s e-mail address. To send multiple copies, separate each e-mail addresses by a comma. E-mail addresses entered in the CC: field display in the message header (and can be read by all recipients).
Bcc:	To send a copy of the message to a “blind” recipient, enter the applicable e-mail address. Addresses listed here do not display in the message header (and are not seen by recipients). This may be useful when you wish to send a message to someone without other recipients of the message knowing.
Attachments:	If you want to attach a document to the message, click the mouse next to the Attachment: field and choose the Attach Document command from the Message menu, then select the document you want to attach from the displayed dialog.

Field	Description
-------	-------------

Attachment (continued)	If you have not enabled a default attachment type, select a format from the Attachment Type drop-down list on the tool bar. You may select MIME (Multipurpose Internet Mail Extensions) or Bin Hex. In most cases, MIME is the preferred selection.
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A default attachment format can be set in the Switches dialog (see page 7-38) selected from the Special menu.

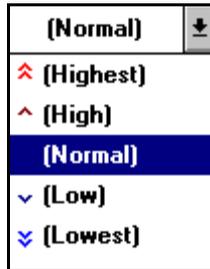
For more information on attaching documents, refer to page 7-13.

3 Type the message. You can use the following commands from the Edit menu when creating a message.

- **Cut text** — highlight the text you want to cut by holding down the left mouse key and dragging the mouse over the text, then choose the Cut command. The cut text is placed in the clipboard.
- **Copy text** — highlight the text you want to copy by holding down the left mouse key and dragging the mouse over the text, then choose the Copy command. The text is placed in the clipboard.
- **Delete text** — highlight the text you want to delete by holding down the left mouse key and dragging the mouse over the text, then choose the Clear command.
- **Paste text** — place the cursor where you want to paste cut or copied text and choose the Paste command.
- **Paste as Quotation** — to denote quoted text with a “>” character at the beginning of the text, choose the Paste as Quotation command.
- **Undo last command** — to undo the last executed command, choose the Undo command.
- **Select all text** — to select (and highlight) all text in the message area, choose the Select All command.

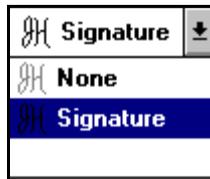
- 4 Select a message priority from the Priority drop-down list button on the tool bar. In most cases, messages are assigned a Normal priority.

Click the mouse on the desired priority level.



Message Priority drop-down list

- 5 As desired, you can attach your signature to the end of the message by selecting the Signature drop-down list on the tool bar (this may also be set by default in the Switches dialog (see page 7-38) selected from the Special menu). Refer to page 7-14 for information on creating a signature.



Signature Priority drop-down list



- 6 Click the Send button on the tool bar, or select the Send Immediately command from the Messages menu.

The message is sent immediately. To send the message again, choose the Send Again command from the Message menu.

Saving an Outgoing Message

If you want to save a copy of the outgoing message, choose the Save command from the File menu. A copy of the message is saved to your Out Mailbox (this may also be set by default in the Switches dialog (see page 7-38) selected from the Special menu).

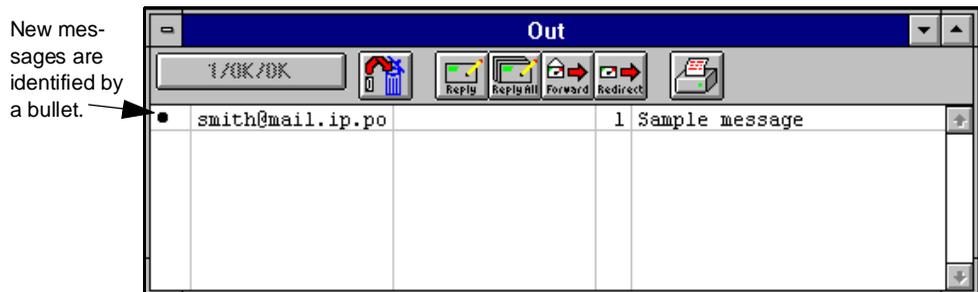
To close a displayed message, choose the Close command from the File menu.

Opening a Saved Outgoing Message

Messages saved to the Out Mailbox are identified by the recipients e-mail address (the To: field) and the message subject (the Subject: field). Messages remain in the Out Mailbox until you delete them or move them to another folder.

To open a saved outgoing message:

- 1 Choose the Out command from the Mailbox menu. Your Out Mailbox displays.



Out Mailbox

- 2 To open a message, double-click the message, or press the Enter key when the message is highlighted. The message is opened in the message window.

Attaching Documents

Attachments are separate documents you can send with a message. You can attach any document you like to a message displayed in the Message window.

To attach a document to an outgoing message:

- 1 With the cursor at the Attachments: field, choose the Attach Document command from the Message menu. The Attach Document dialog displays. This dialog is identical to the standard Windows File Open dialog.
- 2 Select the document you want to attach and click OK. For more information on navigating files and directories, refer to your Windows *User Guide*.

The full path name of the attachment is displayed in the Attachments: field in the message header.

- 3 Repeat steps 1 and 2 for each document to be sent with the message.

To remove an attached document from the message:

- 1 Click the document's path name in the Attachments: field.
- 2 Press the Delete or Backspace key, or choose the Clear command from the Edit menu.

The document is removed from the message.

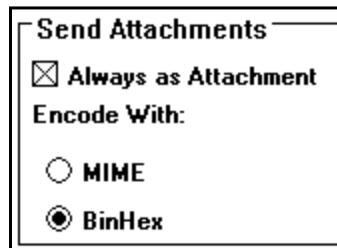
Setting a Default Attachment Type

Attachments must be converted to a special format in order to be transmitted over the Internet. You may select either MIME (Multi-purpose Internet Mail Extensions) or Bin Hex. In most cases, MIME is the preferred selection. While you can select an attachment type for each attachment from the Attachment drop-down list on the message window, you can also set a default type which will be used for all attachments unless changed.

To set a default attachment type:

- 1 Choose the Switches command from the Special menu. The Switches dialog displays (see page 7-38).
- 2 Enable the Always as Attachment option by clicking its checkbox (it should be checked).
- 3 Select an attachment format: MIME or BinHex.
- 4 Click OK to save the option change and close the Switches dialog.

Setting a default attachment type encodes all attachments in the selected type.



Default Attachments options

Creating a Signature

A signature is a brief message added to the end of your outgoing message.

You can include whatever you like in a signature (for example, a telephone number), but at a minimum, it should consist of your full name and your e-mail address.

To create a signature:

- 1 Choose the Signature command from the Window menu. The Signature window displays.
- 2 Type the signature text in the blank window. To begin a new line, press the Enter key.
- 3 After completing the text, choose the Save command from the File menu.
- 4 Choose the Close command from the File menu to close the Signature window.

.....

The signature is created and is automatically added to an outgoing message whenever you select it from the Signature drop-down list on the Message window menu bar or if you have enabled the Use Signature option in the Switches options dialog (see page 7-38). In this case, the signature is added to all outgoing messages by default.

Queuing Messages

If you do not want to send an outgoing message immediately, you can queue it to send at a later time.

To queue a message:

- With the message displayed, save it to your Out Mailbox by choosing the Save command from the File menu.

To send a queued message:

- 1 Choose the Switches command from the Special menu. The Switches dialog displays (see page 7-38).
- 2 Click the Immediate Send checkbox (it becomes blank) to enable queue message sending.
- 3 Click OK to close the Switches dialog.
- 4 Choose the Queue for Delivery command from the Message menu. Notice that the Send button now reads Queue.
- 5 Click the Queue button. The Out Mailbox displays (see page 7-12). Queued messages are identified by a “Q” in the far left column of the mailbox.
- 6 Choose the Send Queued Message command from the File menu.

A rectangular button with a dark border and the word "Queue" in a bold, sans-serif font.

The queued messages are sent.

Sending Timed Messages

You can also send messages at a specified future time.

To send a timed message:

- 1 With the message displayed, choose the Change Queueing command from the Message menu. The Change Queueing dialog displays.



Change Queueing dialog

- 2 Select one of the following options by clicking the radio button next to the option:

Field	Description
Right Now	Send the message immediately when the OK button is clicked.
Next Time Queued Messages are Sent	Send the message the next time queued message are sent.

Field	Description
On or After: Time Date	Send the message on the specified time or date. Messages are held in the Out Mailbox as Queued messages, but sent at the specified time/date.
Don't Send	This option changes the message from a Queued message (Q) to a Saved message (S), in which case, the message is saved in the Out Mailbox until it is either deleted, re-queued, or sent.

- 3 Click OK to save the options.

Additional Tool Bar Options

The Message window tool bar contains five additional options which are enabled by default. To disable an option, click on the button.



Quoted-Printable Encoding

Quotes print on a printed message (identified as a “>” character).



Word Wrap

Text is automatically wrapped to the next line after approximately 76 characters.



Tabs in Body

Tabs are inserted into the message whenever the Tab key is pressed.



Keep Copy

A copy of each message sent is kept in your Out Mailbox (identified by an “S” in the far left column). Messages are saved until deleted or transferred to a different folder.



Text as Document

Text files attached to messages are sent as separate documents. If disabled, text files are incorporated into the message.

Checking For and Receiving Mail

There are two ways to see if you have new mail:

- You can configure Eudora to automatically notify you whenever new mail is received.
- You can manually check for it.

Passwords

By default, Eudora requests a password prior to your first mail check regardless of whether it is an automatic or manual check. At the first request for mail, the Enter Password dialog displays.



Enter Password dialog

This is the password returned to you during your automatic registration of Net Commander (see page 7-22).

- Type your account password (assigned by the ISP) and click OK. Remember that passwords are case sensitive; enter them exactly as assigned.

To disable this function (and not be prompted to enter a password when checking mail), choose the Switches command from the Special menu, then select the Save Password option in the Checking box (see page 7-38). Click OK to apply the change. Your password is now passed to Eudora automatically (and you do not have to manually enter it when checking mail).

Changing Your Password

If you wish to change your password, choose the Change Password command from the Special menu. The Change Password dialog displays.

You will be prompted to type your old password once, then a new password twice. You may use up to 8 characters in a password.

Manually Checking for Mail

To manually check for new mail:

- 1 Choose the Check Mail command from the File menu.
Eudora opens your account on the Internet, displaying a progress window as the connection and mail check are made.

If new mail is located, the progress window remains at the top of your screen, allowing you to monitor the transfer of messages from the server to your hard disk.

Once your mail has been downloaded, a message displays that “*You have new mail*”.
- 2 Click OK to close the mail notification message. By default, new mail is saved to your In Mailbox.

To stop a mail check in progress, press the Esc key.

Checking Mail Automatically

To have Eudora automatically check for new mail at a specified interval and then alert you when new mail is downloaded:

- 1 Choose the Configuration command from the Special menu. The Configuration dialog displays (see page 7-34).
- 2 Type the interval, in minutes, that you want Eudora to check for new mail in the Check For Mail Every ? Minutes field. For example, if you type 15, Eudora will check every 15 minutes for new mail.

To stop an automatic mail check in progress, press the Esc key.

Notification Options

You have three different notification options which are specified on the Switches dialog.

To select a notification option:

- 1 Choose the Switches command from the Special menu. The Switches dialog displays (see page 7-38).
- 2 Select the options you wish to set in the New Mail Notification box. You may select to have Eudora:
 - Display an alert message dialog.
 - Sound an audio alert.
 - Automatically open the In Mailbox.
 - Execute any combination of the above.

To enable an option, click its corresponding checkbox (it should be checked).

- 3 Click OK to save the settings and close the Switches dialog.

Select an option by clicking the checkbox.



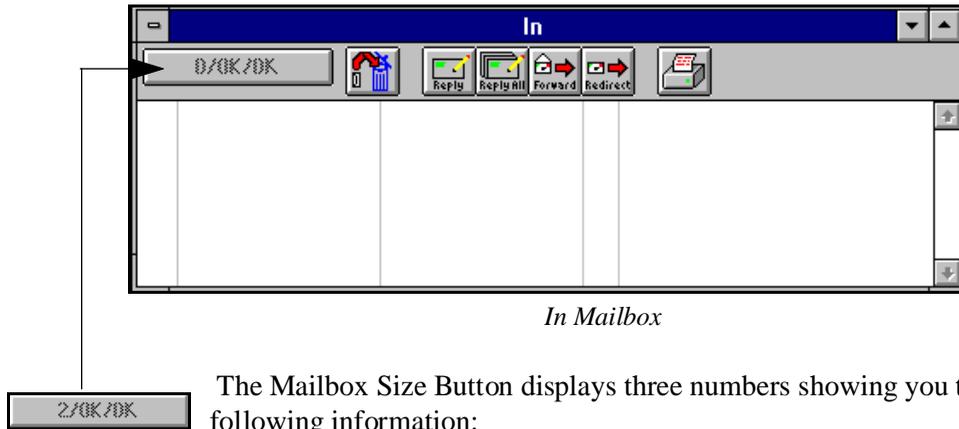
New Mail Notification options

Reading Your Mail

By default, mail is downloaded to your In Mailbox and designated as new, unread, mail (identified with a bullet). Incoming messages are saved indefinitely in the In Mailbox until they are deleted or transferred to another mailbox.

To open your In Mailbox:

- 1 Choose the In command from the Mailbox menu. The In Mailbox displays.



The Mailbox Size Button displays three numbers showing you the following information:

- Number of messages in the mailbox.
- Total amount of space required for the messages.
- Disk space wasted in the mailbox.

To recover wasted space, choose the Compact Mailboxes command from the Special menu.

- 2 To open a message, double-click on it, or press the Enter key when the message is highlighted.
- 3 To close the message, either double-click the close box in the upper left hand corner of the message window or select the Close command from the File menu. The In Mailbox can be closed in the same manner.

Incoming Mail Options

By default, Eudora downloads new mail messages to your hard disk and deletes the messages from the server. However, you can change this behavior as may be desired.

Keep a Copy on the Server

If you would like to keep a copy of your messages on the server:

- 1 Choose the Switches command from the Special menu. The Switches dialog displays (see page 7-38).
- 2 Enable the Leave Mail on Server option in the Checking options by clicking on its check box (a checkmark displays in the box).
- 3 Click OK to close the dialog and apply the change.

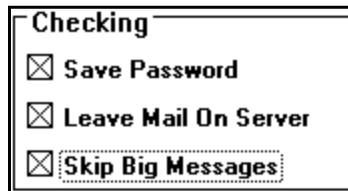
This option can result in a significant buildup of messages and should be used with caution. If saving messages on the server, re-view your messages often, deleting those you do not need to save.

Skip Big Messages

You can configure Eudora to download only the first few lines of messages 40k or larger. This may be desirable if you are working from a slow connection.

- 1 Choose the Switches command from the Special menu. The Switches dialog displays (see page 7-38).
- 2 Enable the Skip Big Messages option in the Checking options by clicking on its check box (a checkmark displays in the box).
- 3 Click OK to close the dialog and apply the change.

To enable an option, click on the checkbox with the mouse.



Incoming Mail options

Receiving Attachments

The most convenient method for receiving attachments is to assign a default directory for saving them. Otherwise, each time you receive a message with an attachment, you are manually prompted with a dialog to select the directory in which to save the attachment.

To assign a default attachment directory:

- 1 Choose the Configuration command from the Special menu. The Configuration dialog displays (see page 7-34).
- 2 Click the large button next to the Auto Receive Attachment Directory. A dialog displays allowing you to select the directory to which incoming attachments will be saved. For procedures on navigating files and directories, refer to your Windows *User Guide*.
- 3 After closing the Select dialog, the directory path name displays in the button.
- 4 Click the Auto Receive Attachment Directory checkbox.
- 5 Click OK to apply the change.



Enable the option to automatically save attachments to the specified directory.

To select a directory, click this button.

Replying to a Message

To reply to a message, with the original message displayed or highlighted in a mailbox:



- 1 Choose the Reply command from the Message menu, or click the Reply button on the mailbox tool bar. You can send the reply to everyone who received the original message by holding down the Shift key when choosing the Reply command, or by clicking the Reply All button on the mailbox tool bar.

A new message window displays with the original sender's address automatically inserted in the To: field.

- 2 Type the reply message.
- 3 Send the message.

Forwarding a Message

To forward a message, with the message displayed or highlighted in a mailbox:



- 1 Choose the Forward command from the Message menu, or click the Forward button on the mailbox tool bar.

A new message window displays containing the header and body of the original message.

- 2 Enter the To: field (to whom you want to forward the message).
- 3 Send the message.

Redirecting a Message

To redirect a message elsewhere, with the message displayed or highlighted in a mailbox:



- 1 Choose the Redirect command from the Message menu, or click the Redirect button on the mailbox tool bar.

A new message window displays containing the header and body of the message.

- 2 Enter the To: field for where you wish the message to be delivered.
- 3 Send the message.

Printing Messages

To print a message from the Message window or with a message highlighted in a mailbox:



- 1 Choose the Print command from the File menu, or click the Print icon on the mailbox tool bar. A standard Windows Print dialog displays.
- 2 Choose the print options and click OK.

Deleting Messages

You delete messages as follows:

From the Message Window

To delete a message displayed in the Message window, choose the Delete command from the Message menu. The message is transferred to the Trash Mailbox.



From a Mailbox

To delete a message from a mailbox, highlight the message and choose the Delete command from the Message menu, or click the Trash icon on the tool bar. The message is transferred to the Trash Mailbox.

From the Trash Mailbox

To empty (and delete) messages transferred to the Trash Mailbox, choose the Empty Trash from the Special menu. You can also configure Eudora to automatically empty the Trash Mailbox each time you exit the application by enabling the Empty Trash on Quit option on the Switches dialog (see page 7-38).

To delete a specific message from the Trash Mailbox (rather than all of them), highlight the message and choose the Delete command from the Message menu, or click the Trash button on the tool bar.

Transferring Messages

Messages may be transferred between any two mailboxes.

To transfer a message:

- 1 Display the mailbox containing the message you want to transfer (select it from the Mailboxes menu).
- 2 Highlight the message you want to transfer.
- 3 Select the mailbox to which you want to transfer the message from the Transfer menu.

Copying a Message

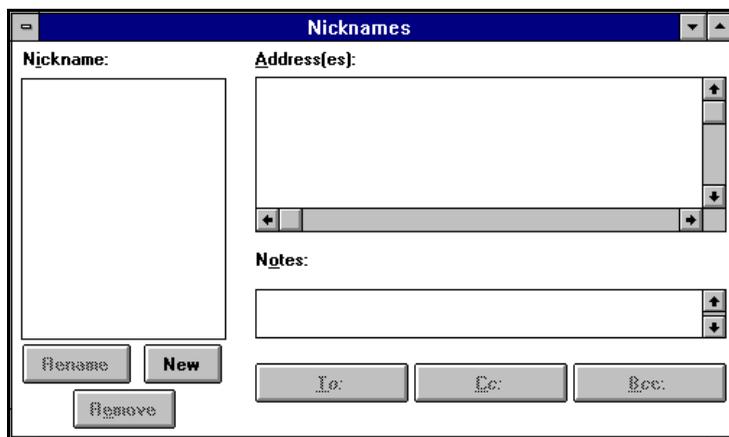
To copy a message to another folder, rather than transfer it, hold down the Shift key when selecting the Transfer command.

Creating and Using Nicknames

When sending messages, a nickname (which associates an actual name with an e-mail address) can be used in place of the user's e-mail address. You may find this more meaningful than the full user e-mail address. Nicknames may be used in the To:, Cc:, and Bcc: header fields.

To create a nickname:

- Choose the Nicknames command from the Windows menu. The Nicknames window displays.



Nickname window

Creating a New Nickname

To create a new nickname:

- 1 Click the New button. The New Nickname dialog displays.
- 2 Type the nickname you wish to use.

- 3 If you want the name to display in the Quick Recipient list located in the Message menu (to allow for quick selection from the menu bar), click the check box.
- 4 Click OK.
- 5 Type the complete e-mail address of the person represented by the nickname in the Address(es) field.
- 6 Enter any notes about the association (such as company name, title or telephone number) in the Notes text entry box.
- 7 Choose the Save command from the File menu.

Renaming a Nickname

To rename a nickname, from the Nicknames dialog:

- 1 Highlight the name in the Nickname field.
- 2 Click the Rename button. The Rename Nickname dialog displays.
- 3 Type the new nickname.
- 4 If you want this name to display in the Quick Recipient list located in the Message menu, click the check box.
- 5 Click OK.
- 6 Change the complete e-mail address of the person represented by the new nickname, as necessary, in the Address(es) field.
- 7 Choose the Save command from the File menu.

Deleting a Nickname

To remove a nickname, from the Nicknames dialog:

- 1 Highlight the name in the Nickname field.
- 2 Click the Remove button.

Using the Nickname

You can insert and use a nickname in one of two ways:

- 1 From the Nicknames window**, click the To:, Cc:, or Bcc: buttons to begin a new message with the nickname inserted into the selected field.
- 2 From the Message window**, with the cursor in the desired field (To:, Cc:, or Bcc:), select the Insert Recipient command from the Edit menu. Select the desired nickname from the displayed list.

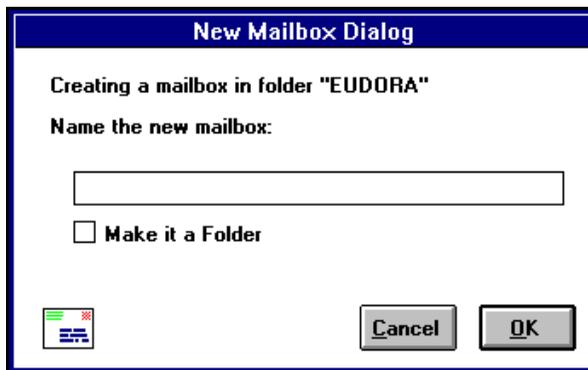
You can also select and use a nickname when creating a new message, replying to, forwarding or redirecting a message (see [“Quick Recipient List” on page 4-31](#) for more information).

Creating a New Mailbox

By default, Eudora contains two mailboxes: In Mailbox and Out Mailbox. You can, however, create as many additional mailboxes as you like to better organize your e-mail.

To create a new mailbox:

- 1** Choose the New command from the Mailbox menu. The New Mailbox dialog displays.



New Mailbox dialog

- 2** Type a name for the mailbox using up to 8 characters.

- 3 Click OK. The new mailbox is added to the Mailbox and Transfer menus on the menu bar.

Creating Mail Folders to Store Mailboxes

To further define your e-mail organization, you can also create mail folders in which to store your mailboxes.

To create a new mail folder.



- 1 Choose the New command from the Mailbox menu. The New Mailbox dialog displays.
- 2 Type a name for the folder using up to 8 characters.
- 3 Click the Make it a Folder checkbox.
- 4 Click OK. The new mail folder is added to the bottom of the Mailbox and Transfer menus on the menu bar. Folders are designated by an arrow → next to the name. Click on the folder to display and select any correspondence contained in a mailbox,

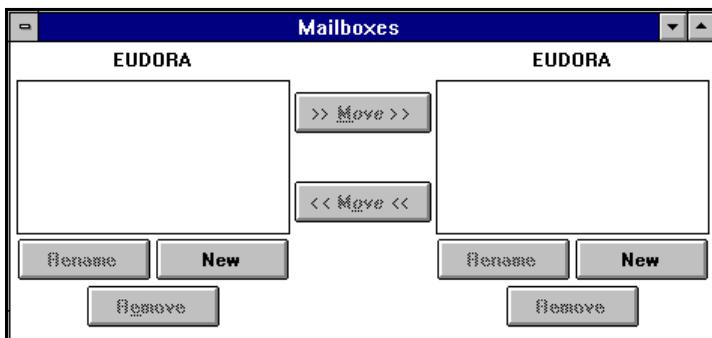
Creating a Mailbox within a Mail Folder

To create a mailbox within a mail folder:

- 1 Select the mail folder from the Mailbox menu and choose New. The New Mailbox dialog displays (see page 7-28).
- 2 Create the new mailbox as described above. It is saved in the designated mail folder.

Mailboxes Window

You may create, rename, delete or move mailboxes and mail folders by choosing the Mailboxes command from the Window menu. The Mailboxes dialog displays (see page 7-30).



Mailboxes dialog

The Mailboxes dialog allows you to perform the following functions by highlighting a mailbox mail folder or message, and clicking the corresponding button. To display messages in a folder, double-click the folder.

Button	Action
Move	Moves the item from one mailbox to another.
Rename	Displays the Re-name dialog. Type a new name and click Rename.
Remove	Displays a remove confirmation message. To remove the item, click Remove It.
New	Displays the New Mailbox dialog allowing you to create a new mailbox or mail folder.

Quick Recipient List

The Quick Recipient List allows you to add nicknames or full e-mail addresses to key commands on the Message menu. You can then choose to send a new message, reply to, forward or redirect a message to an individual simply by selecting them from the appropriate menu command. When selected, a Message window displays with the header portion of the message automatically filled in.

Each time you create a nickname, you have the option to add it to the Quick Recipient List.

To add a full e-mail address to the Quick Recipient List, with a message window containing the address displayed, highlight the e-mail address and choose the Add as Recipient command from the Special menu (Alt S, A).

Removing an Entry

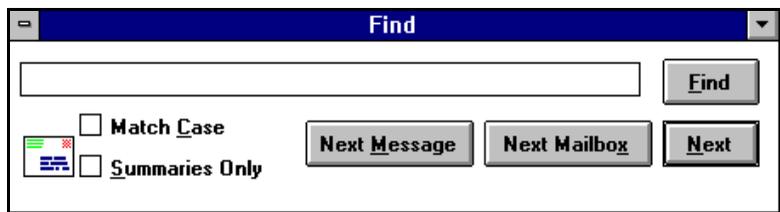
To remove an entry from your Quick Recipient List, choose the Remove Recipient command from the Special menu. Highlight the entry you wish to remove. When you release the mouse, the entry is removed from the list.

Finding Text within Messages

Eudora allows you to search for specific text within a single message, multiple messages, or even multiple mailboxes.

To search messages:

- 1 Choose the Find command from the Edit Menu. A sub-menu displays.
- 2 Choose Find. The Find dialog displays.



Find dialog

- 3 Type the text by which you wish to search.
- 4 Click Find. Eudora searches the current message for the specified text. If located, the text is highlighted.
 - To continue searching, click the Find or Next buttons. The Next button will search the current document first, then the next message in the current mailbox.
 - To begin a search with the message following the current message, click the Next Message button.
 - To begin a search with the next mailbox following the current mailbox, click the Next Mailbox button.
 - You can specify that a search look for an exact capitalization match or that Eudora search only the Sender and Subject fields for a match by clicking the appropriate checkbox in the Find dialog.

Sorting Messages within Mailboxes

You can sort messages in your mailboxes by any of the following sort types:

- Status
- Priority
- Sender
- Date
- Subject

To specify a sort type:

- 1 Choose the Sort command from the Edit menu. A sub-directory displays.
- 2 Select a sort option.

By default, Eudora sorts in ascending order, the smallest item first. To sort in descending order, hold down the Shift key when selecting a sort order.

Eudora Configurations

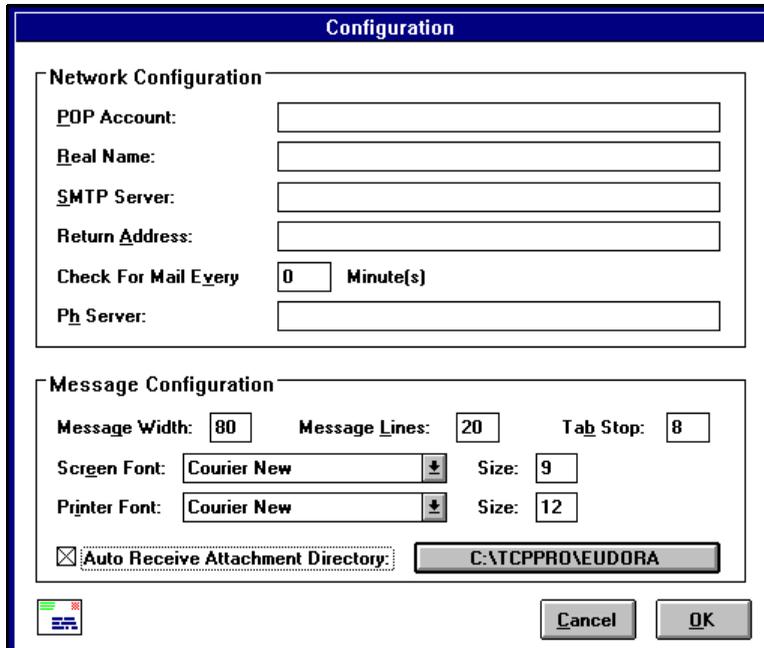
The Configuration dialog is used to configure Eudora with key Internet provider information, such as your account number, name, server ID and Host ID. This dialog is also used to control how messages display on screen and how they are printed.

If you are using the Net Commander default provider through the electronic registration, you do not have to do anything to configure Eudora. However, if you change providers, you must change the configuration in order for the application to work.

Regardless of your ISP, you may also wish to access this dialog in order to change screen and print specifications.

To display the Configuration dialog:

- 1 Choose the Configuration command from the Special menu. The Configuration dialog displays (see page [7-34](#)).



Configuration menu

Network Configuration

Each of the fields in the Network Configuration segment of the Configuration dialog is described below. The default settings are listed in brackets after the name of each field.

Field	Description
POP Account: [none]	Enter your Host ID for the account, followed by an “@” sign and the (domain) name of the computer.
Automatically set at installation; you only need to change the field if you change ISPs.	For example, if the login name for your account is “carolyn,” and the name of the computer is “uxh.cso.uiuc.edu,” type carolyn@uxh.cso.uiuc.edu in this field.

Field	Description
<p>Real Name: [none]</p> <p>Automatically set at installation; you only need to change the field if you change ISPs.</p>	<p>Type your actual name. It is placed in parentheses after your return address in your outgoing mail. It is also displayed in the Sender column of incoming message summaries.</p>
<p>SMTP Server: [none]</p>	<p>In order to send mail, a computer with an SMTP (Simple Mail Transfer Protocol) server program is necessary. You need not have a login on this computer, but you must have access to it through your network. If the computer on which you have your account is also an SMTP server, leave this field blank. Otherwise, specify the name of the computer which you want to use as the SMTP server.</p>
<p>Return Address: [none]</p> <p>Automatically set at installation; you only need to change the field if you change ISPs.</p>	<p>Normally, Eudora uses your Account as the return address. If you wish to use a return address other than your account, enter it here.</p> <p>Important: If you type an address in this field, test the address (by sending a message to yourself) to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.</p>
<p>Check For Mail Every ? Minute(s) [0]</p>	<p>Enables Eudora to automatically check the server for new mail at a specified interval and transfer it to your hard disk. The number you enter specifies the number of minutes between checks of the server. The minimum recommended interval is 15 minutes. Checking mail more frequently puts an unnecessary drain on the server.</p>
<p>Ph Server: [none]</p>	<p>Leave blank.</p>

Message Configuration

The Message Configuration section of the Configuration dialog allows you to configure how messages display on your screen. Default settings are listed in brackets after the name of each field.

Field	Description
Message Width: [80]	<p>Specifies the message windows width (in characters). The default value is 80. This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.</p> <p>If you use a proportional font, Eudora sets the window width based on the average width of the characters in the font.</p>
Message Lines: [20]	<p>Specifies the message windows height (in lines). The default value is 20.</p> <p>If the Zoom Windows option in the Switches dialog is turned on, received message window heights are automatically adjusted to the length of the message text.</p>
Tab Stop: [8]	<p>Specifies the number of spaces between tab stops.</p>
Screen Font, Size: [Courier New]	<p>Allows you to select a screen font for displaying text on screen.</p> <p>Type the desired size (in points) of the font in the Size field.</p>

Field	Description
Printer Font, Size: [Courier New]	Allows you to select a font for printed messages. Type the desired size (in points) of the font in the Size field.
Auto Receive Attachment Directory: [off, none]	If checked, Eudora automatically places file attachments that come with messages into the specified directory. To change the setting, click on the application name button (the default is blank). A dialog displays allowing you to select the directory.

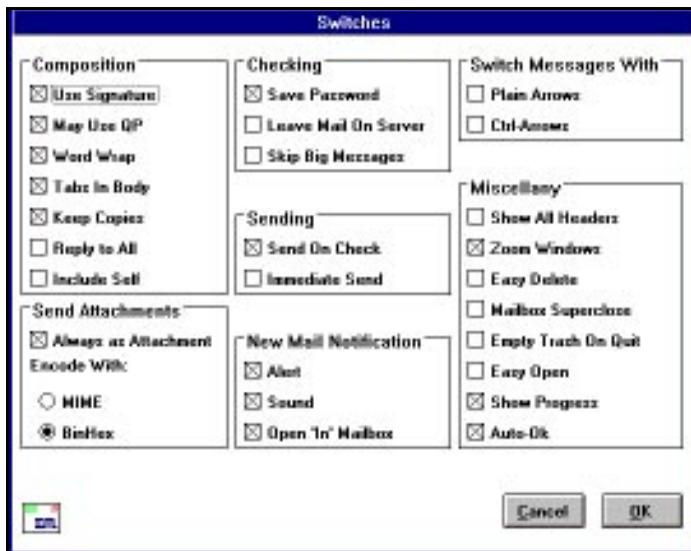
Changing Preferences

You may customize many of Eudora's options and commands, including:

- Sending mail options
- Checking mail options
- Attachment options
- Notification options

To change system options:

- 1 Choose the Switches command from the Special menu. The Switches dialog displays (see page [7-38](#)).



Switches dialog

The Switches dialog is divided into seven option sections. A check in the checkbox next to the option indicates that the option is enabled. Blank checkboxes indicate the option is disabled. Each of the options is described below. Default settings are listed in brackets.

Composition Options

Many of the Composition options can be turned on and off for individual messages by selecting the appropriate icon on the tool bar at the top of the Message window. However, you can also specify default settings on this dialog and avoid having to make a tool bar selection for each message you create.

Field	Description
Use Signature [on]	Eudora automatically attaches your signature file (if you have created one) to the end of outgoing messages.

Field	Description
May Use QP [on]	Eudora uses quoted-printable encoding when necessary for long lines of text or special characters. If this option is off, quoted-printable encoding is not used.
Word Wrap [on]	A carriage return is not required at the end of each line of type in an outgoing message. Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line. It is strongly recommended that you turn this option on.
Tabs in Body [on]	Pressing the Tab key inserts a tab (the number of spaces in a tab is set in the Configuration dialog). If this option is off, hitting the Tab key returns the cursor to the To: field of the message header.
Keep Copies [off]	A copy of each message (which is sent) is kept in the Out Mailbox (their summaries are marked with an “S” in the Status/Priority column). If this option is off, Eudora moves outgoing messages to the Trash Mailbox after they are sent.
Reply to All [off]	Selecting Reply from the Message menu creates a message addressed not only to the sender of the original message, but also to all of its recipients. If the option is off, Reply addresses the new message only to the sender. You can use the Shift key to reverse this setting for any given reply.

Field	Description
Include Self [off]	<p>When you do a reply all (as described above) your e-mail address is left in the address list of the new message and you receive a copy of your own reply. If this option is off, your e-mail address is removed from the reply message.</p> <p>To determine who you are, Eudora uses the contents of the Account and Return Address fields from the Configuration dialog. If you have additional addresses, you can create a “me” nickname using the Nicknames window (see page 7-26). Be sure to list all of the addresses and aliases you wish to use for yourself in the Address(es) field for the “me” nickname. This gives Eudora a more complete listing of who you are. It also ensures that when you reply to messages sent to you at an address other than what is listed in the Configuration dialog, the Include Self option works correctly.</p>

Send Attachments Options

The options in this section define the way attachments are sent.

Field	Description
Always as Attachment [off]	<p>Text files attached to messages are sent as separate documents and encoded using the selected Encode With format. If this option is off, text files are incorporated into the message as part of the message body, (in a plain text format). If this option is off and the attachment is not a text file, it is sent as a separate document and encoded using the selected format.</p>

Field	Description
Encode With: [Bin Hex]	Specifies the format attached documents are encoded with: MIME or Bin Hex. MIME is best for recipients with MIME and Bin Hex is most compatible with old Macintosh mailers and previous versions of Eudora.

Checking Options

These options determine the way Eudora checks for and receives mail.

Field	Description
Save Password [off]	If Save Password is on, you never have to enter your password to check your mail (even if you quit Eudora and restart it) because your password is stored on your PC. Only use this option if your PC is in a secure place.
Leave Mail On Server [off]	Eudora normally transfers your incoming messages from your account on the server to your PC, and deletes it from the server. If Leave Mail On Server is on, Eudora transfers incoming messages to your PC and also keeps copies on the server.
Skip Big Messages [off]	If Skip Big Messages is on, Eudora does not download the entire text of very large messages from the server, but only the first few lines. This can be useful when using a slow connection.

Sending Options

These options determine the way Eudora sends mail.

Field	Description
Send On Check [on]	Eudora automatically sends any messages that are queued in the Out Mailbox whenever it checks the server for new mail.
Immediate Send [on]	If Immediate Send is on, clicking the Send button sends the message to the server immediately. If the option is off, the button is labeled Queue and clicking on it places the message in the Out Mailbox marked ready for delivery (Q).

New Mail Notification Options

These options determine how Eudora responds to new mail.

Field	Description
Alert [on]	If Alert is on, Eudora displays a dialog box to notify you when new mail arrives.
Sound [on]	If Sound is on, Eudora issues a sound notification when new mail arrives.
Open 'In' Mailbox [on]	Eudora automatically opens the In Mailbox when new mail arrives. It also scrolls to the end of the mailbox and selects the first unread message of the last unread batch of messages. If this option is off, Eudora doesn't open the In Mailbox when new messages arrive. It does, however, place the messages in the mailbox in the same order.

Switch Messages With Options

These options allow you to use the arrow keys to toggle through messages.

Field	Description
Plain Arrows: [off]	If Plain Arrows is on and there is a message window open on the screen, the arrow keys can be used to close the current message and open the next or previous message in the mailbox. The up or left arrow key opens the previous message; the down or right arrow key opens the next message. If this option is off, the arrow keys can be used to move the insertion point in messages.
Ctrl-Arrows: [on]	If Ctrl-Arrows is on, message switching using the arrow keys (as described above) is enabled only when the Ctrl key is used in combination with the arrow key.

Miscellaneous Options

These options control miscellaneous Eudora functions.

Field	Description
Show All Headers [off]	If Show All Headers is on, Eudora displays the complete header with the message. If the option is off, Eudora does not display the message routing (Cc:, Bb:).

Field	Description
Zoom Windows [off]	If Zoom Windows is on, new message windows automatically open to their “zoomed” size. The zoomed size can be different for each window. The zoomed size length is based on the length of the message (but no longer than the main window), and as wide as the Message Window Width setting in the Configuration dialog. When creating a message, the Message window zoom is based on the height specified by the Message Lines setting in the Configuration dialog.
Easy Delete [off]	If Easy Delete is on, Eudora does not alert you when deleting messages that have not been read or when transferring queued messages out of the Out Mailbox.
Mailbox Superclose [off]	If Mailbox Superclose is on, closing a mailbox window closes all open messages from that mailbox.
Empty Trash On Quit [on]	If Empty Trash On Quit is on, Eudora automatically empties the Trash mailbox whenever you quit the application. If this option is off, Eudora empties the Trash only when you select the Empty Trash command from the Special menu.
	If you want to remove some messages from the trash but don't want to empty all of them, highlight the summaries you want to delete then choose the Delete command from the Message menu. The selected messages are deleted.
Easy Open [on]	If Easy Open is on, after deleting or transferring an open message, the next message in the mailbox is automatically opened, but only if that next message is unread.

Field	Description
Show Progress [on]	If Show Progress is on, Eudora displays a Progress window at the top of your screen—showing the progress made when making a network connection, transferring mail or other time consuming operations.
Auto-Ok [on]	Many network problems are temporary. When a problem occurs while Eudora is transferring or checking your mail, you are notified in the same way you would be if you were receiving new mail. If Auto-Ok is on, these notifications automatically go away after a couple of minutes. This allows Eudora time to try the communication again. This setting is most useful if you have a non-zero value for the Check for mail every ? minute(s) setting in the Configuration dialog.

Exiting the Application

To exit and quit the application, choose the Exit command from the File menu.

If you have queued messages, or timed messages due to be sent in the next 12 hours, you are given the option to send them before quitting. If the Empty Trash on Quit option in the Switches dialog is turned on, quitting Eudora also empties your Trash mailbox.

Chapter 8

Subscribing to

Newsgroups

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Overview

Subscribing to newsgroups could not be easier than with Net Commander's News Xpress. This powerful newsreader allows you to scan the thousands of UseNet newsgroups available on the Internet on just about any topic imaginable. Using News Xpress, you can then join your favorite newsgroup to read an article, post a reply to an article, send an e-mail message to the author, or write and post your own original article.

When you install Net Commander, key information about your Internet account is passed to News Xpress and it is automatically configured for you. You do not have to do anything in order to begin using News Xpress — it's ready to go!

This chapter will show you how to use News Xpress to navigate the exciting and ever-changing world of newsgroups.

What are Newsgroups?

Newsgroups are world-wide open forums where people discuss, debate, educate and entertain each other on topics of mutual interest. As you might imagine, there are about as many newsgroups on the Internet as there are individual interests. They range from the very broad and popular (such as the latest blockbuster movies and headline news), to the most specialized (how about recipes for marmalade), to the inane (would you believe an "I hate Barney" newsgroup). There are scientific newsgroups, educational newsgroups, entertainment newsgroups, computer newsgroups, and many, many more.

Newsgroups amuse, inform, educate and challenge, but most of all, they provide a never-ending supply of information on just about any topic. If you're looking for information, regardless of the topic, you'll find it here.

UseNet (short for Users Network) is the method by which newsgroups are distributed over the Internet.

Interacting with a Newsgroup

You participate in a newsgroup by first joining, then writing and submitting “articles” on the newsgroup’s focused topic. Articles can be as short as a sentence or as long as a novel. Articles can be a reply to another article, a new original article or a follow-up to a previously written article. Articles can be read by anyone who belongs to the newsgroup.

- Joining a newsgroup is known as “subscribing.”
- Displaying an article on your screen is known as “reading an article.”
- Submitting an article is known as “posting an article.”

Often, articles build on each other, like a never ending story. One writer may ask a question which is answered by the next writer who, in turn, asks additional questions and so on down the line. The bottom line on Newsgroups is that they are interactive computing at its best.

Newsgroup Categories

News articles that are posted on the UseNet system are classified into newsgroup categories based on their subject matter and identified by a newsgroup name (for example **alt.news-media** is the name for the news-media newsgroup which posts news articles in the alternative (**alt**) newsgroup category).

Because of the wide-variety of newsgroups and the massive amount of articles that exist, you will have to make some choices over the information you would like to sample.

To help simplify this search, newsgroups are arranged by category (identified by the first portion of the newsgroup name). However, even the categories of newsgroups are about as volatile as a newsgroup itself. New categories are added every day. And they can disappear just as fast. There are national categories, local categories, corporate categories, education categories, and on and on. With some exploration, you will quickly discover those categories that interest you.

The following categories represent the principal (and more stable) newsgroup categories:

Category	Description
alt	Alternative. This newsgroup category is a compilation of everything that does not fit into another category (including the miscellaneous category!).
biz	Business related topics.
comp	Computer related topics.
k12	Education (K-12th grade) related topics.
misc	Miscellaneous. Like the alt group, this category contains newsgroups that do not fit in other categories.
news	UseNet news and information.
rec	Recreation and hobbies.
sci	Science related topics.
soc	Social issues and topics.
talk	Controversial subjects (politics, sex, religion, etc.).

Starting News Xpress



To start News Xpress, double-click the News Xpress icon in the Net Commander program group, or folder. The News Xpress main window displays (see page 8-7).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your *Windows User Guide* for procedures).

The main window is comprised of the following elements (icon and window samples are from Windows 3.1):

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window. For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

Contains all the commands which may be executed while working with News Xpress.

Tool bar

Allows you to select key commands quickly by clicking the icon.

Scroll Bar

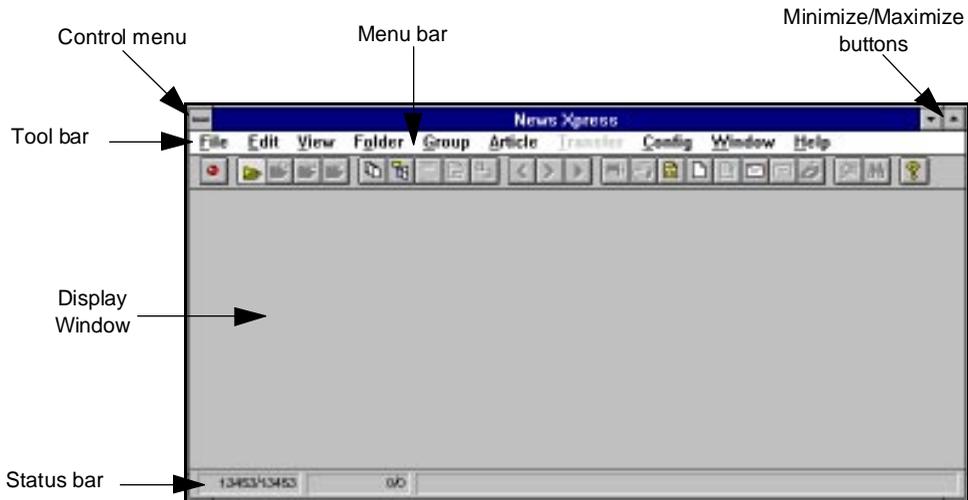
Scroll bars may be displayed on the far right of the window should the viewable area not contain all the available information.

Status Bar

The status bar at the bottom of the window displays key information when working with newsgroups. For example, it will show you the progress while scanning newsgroups, the number of articles contained in the group and what each command in the menu bar and tool bar is used for.

Display area

Displays other windows and dialogs which are used to subscribe, read, and post articles.



News Xpress main menu

Subscribing to a Newsgroup

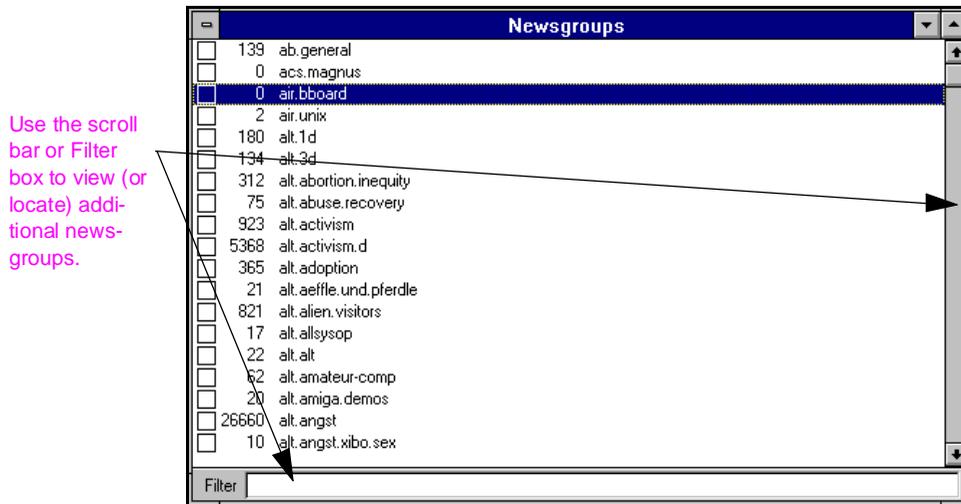
Subscribing to a newsgroup simply means you select the newsgroup you wish to join in order to read or post articles.

To subscribe to a newsgroup:

- 1 Choose the Connect command from the File menu to connect to the UseNet server and load the available newsgroups.

Since there are thousands of newsgroups distributed by UseNet, this will take a few moments.

When all newsgroups have been loaded, they are displayed in the News Xpress window (see page 8-8).



Loaded Newsgroups

The newsgroups list displays all the available newsgroups to which you can subscribe on the UseNet server. To the left of each newsgroup is a number showing you the current number of articles contained in the newsgroup. Next to it is a checkbox used to subscribe (checked) or unsubscribe (blank) to a newsgroup.

- 2 Scroll the list of newsgroups using the scroll bar, Filter box or Find dialog.

Filtering the List

The Filter box is a quick way to navigate the newsgroup list.

To use the Filter box:

- 1 Type the first few letters or name of the newsgroup or topic you wish to find and the list is filtered to only those newsgroups containing the typed letters.

For example, typing C will cause the list to display only those newsgroups containing the letter C. Type CD-ROM and the list displays only those newsgroups continuing CD-ROM in their name.

- 2 To re-display the entire list, delete the Filter entry (by highlighting the entry and pressing the Delete key).

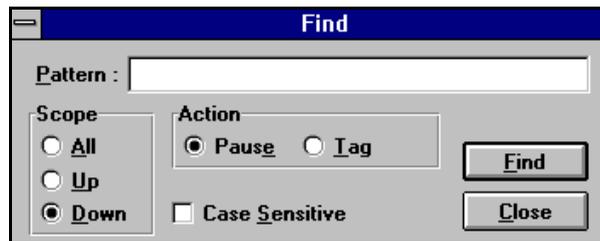
Finding a Newsgroup

You can find a newsgroup or any other text using the Find dialog.

To find a newsgroup:



- 1 Click the Find icon on the tool bar or choose the Find command from the Edit menu. The Find dialog displays.



Find dialog

- 2 Type the text by which you want to search the list. If you want to make the search case sensitive, click the Case Sensitive checkbox.

You may also select the following options by clicking the applicable radio button:

- **Pause** — highlight and pause at the first entry containing the entered text.
 - **Tag** — tag all occurrences of the entered text. Matches are highlighted and numbered at the right hand side of the window.
 - **Scope** — choose to search the entire list (All), from the current location Up or from the current location Down.
- 3 Click Find.

If no match can be made, a message displays. Try the Find function again using different search text.
 - 4 Click the Find button to continue searching the list.

Subscribing to Newsgroups

When you locate a newsgroup you want to subscribe to:

- 1 Click the checkbox next its name, or highlight the newsgroup and click the Subscribe icon on the tool bar, or choose the Subscribe command from the Group menu.



You may subscribe to as many newsgroups as you like.

To unsubscribe to a newsgroup, click the checkbox again (it becomes blank), or click the Unsubscribe icon on the tool bar, or choose the Unsubscribe command from the Group menu.



- 2 Click the Show All Groups On/Off icon or choose the All Groups command in the View menu to close the full newsgroup list and display only those newsgroups to which you have subscribed.



To re-display the full newsgroup list, click the Show All Groups On/Off icon again, or choose the All Groups command again. These commands toggle between the full newsgroup list and your subscribed newsgroup list.

Saving Newsgroups

You may want to save favorite newsgroups to your Newsgroup folder in order to quickly locate them later. Each newsgroup you subscribe to and then save is automatically added to the Newsgroup folder.

- To save a subscribed newsgroup(s), click the Save icon on the tool bar, or choose the Save command from the File menu. Newsgroups to which you subscribe remain in this folder until you unsubscribe to the group.



Opening Saved Newsgroups

The Newsgroup folder containing your saved newsgroups is automatically displayed on all future launchings of News Xpress. Additionally, should you close the Newsgroup folder, you can re-open it by choosing the Newsgroup command from the Folder menu.

Subsequent Connections to UseNet

The initial connection to UseNet downloads the entire newsgroup list to News Xpress. When you exit the application, this list is saved. By default, the next time you open News Xpress, the full newsgroup list is displayed (if you have subscribed to a newsgroup and saved it to your Newsgroup folder, it is displayed instead of the full list. To view the full list, click the Show All Groups On/Off icon on the tool bar).

You can disable this feature (to speed-up connection time) in the Preferences dialog. Refer to page 8-27.

Set by default, on subsequent connections to UseNet, News Xpress scans the full newsgroup list on your hard disk and the UseNet server. It then displays a dialog listing only those newsgroups which have been added or updated (with new articles) to the UseNet server since your last connection.



Subsequent Newsgroups dialog

- You may subscribe to the newsgroups listed in this dialog by highlighting them and clicking the Subscribe button, or by clicking the checkbox next to its name.
- To close the dialog and add the groups to the full newsgroup list, click OK.

Listing and Viewing Articles

The number of articles contained in a newsgroup is indicated by the number to its left in the newsgroup list.

To display an articles list:

- 1 Double-click on the newsgroup for which you wish to view an article list.

The list of articles contained in the newsgroup displays in a new Article window.

alt.news-media			
Re: "48 Hours" examines impact of foreign engineers	2		
48 hours...foreign engineers...now what?	18	05/29 05:42 PM	TIGNER
Re: 96-3 == Whitewater hearings!	2		
ANNOUNCE: Ocean Information Technology Showcase Web Site	35	06/02 02:48 PM	James Brown
April/May Free Radio Berkeley Newsletter	052	05/29 09:46 PM	Stephen Dunifer
Arianna Huffington	87	06/03 06:24 AM	Damion001
Berlet Responds to Recent Critics	3		
Re: CLINTON: 1995-05-15 Press Secretary Statement on China Nu	1	05/29 09:16 PM	LI pix
CLINTON: 1995-05-29 President Remarks at POW-MIS Stamp Un	189	05/30 08:08 PM	The White House
CLINTON: 1995-05-30 President Declares Disaster in Illinois	42	05/31 12:31 AM	The White House
CLINTON: 1995-05-30 President Remarks on Clean Water Act	235	05/30 10:07 PM	The White House
CLINTON: 1995-05-30 Press Briefing by Mike McCurry	042	05/30 10:19 PM	The White House
CLINTON: 1995-05-31 Interview of President by US Air Force New	260	06/02 10:20 PM	The White House
CLINTON: 1995-05-31 President Greeting Peterson Air Force Base	117	06/01 08:23 PM	The White House
CLINTON: 1995-05-31 President Interview by Billings Gazette	274	06/02 10:43 PM	The White House
CLINTON: 1995-05-31 President Remarks to Citizens of Billings Mc	551	06/01 08:04 PM	The White House

Article List window

The Article List contains all the articles available to read for the selected newsgroup. Multiple articles on a particular topic are stored in folders. The window displays the article name, number of bytes (or in the case of folders, the number of articles in the folder), the date and time the article was posted, and the author.

When working with the Article List, you have the following options:

- Scroll the list using the scroll bar or the Find dialog (see page 8-9 for procedures).



- To display articles contained in folders, click on the folder, or click the Expand All Threads On/Off icon on the tool bar, or choose the Expand All Threads command from the View menu.
- To visually display articles posted in response to an article (and their sequence), select the Indent Threads command from the View menu.



- To close an expanded article list, click the Show All Articles On/Off icon on the tool bar, or select the All Articles command from the View menu.

Sorting Articles

By default, newsgroups are sorted by Group Name and articles in the Article List by Subject. You can change the sort of your article list at any time by selecting the Sort command from the View menu. A sub-menu with the following sort options displays:

- By Group Name (*Newsgroup list only*)
- By Subject
- By Author
- By Lines
- By Date

To change the sort, click on an option.

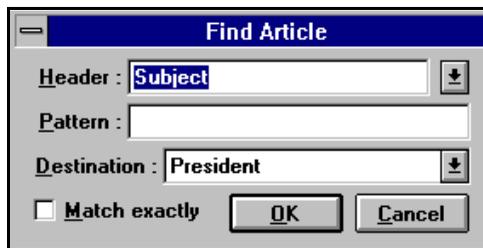
Finding an Article on a Server

You can search for an article on a news server by subject, using a “from” statement or by keyword.

To find an article:



- 1 When connected to a news server, click the Find Article icon on the tool bar or choose the Find Article command from the Article menu. The Find Article dialog displays (see page 8-14).



Find Article dialog

- 2 Select the type of search you wish to make from the Header drop-down list. You may search by subject, use a “from” search or search by keyword.
- 3 Type the text by which you want to search in the Pattern field. If you want to make the search case sensitive, click the Match Exactly checkbox.
- 4 Select a destination folder in which to save the article(s) from the Destination drop-down list.
- 5 Click OK.

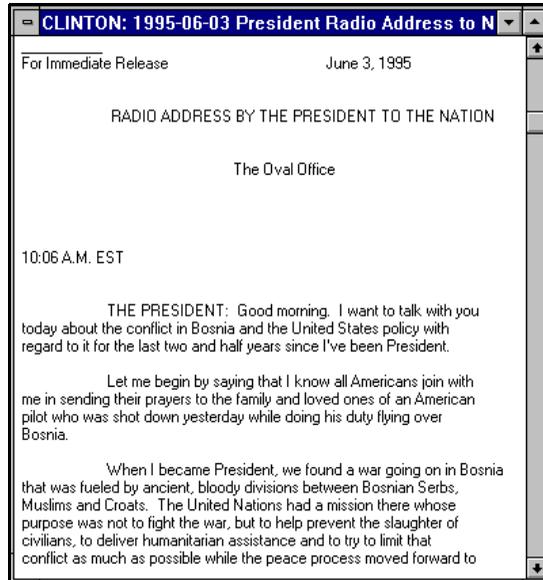
If no match can be made, a message displays. Try the search function again using different search text.

Reading Articles

News Xpress provides multiple ways for you to display and scroll the articles contained in an Articles List. By default, each opened article is displayed in its own window.

To read an article:

- 1  Double-click on an article title in the Article List or click the Next Article button on the tool bar to display the first article (see page 8-15).



Article sample



- 2** To read another article in the newsgroup, click the Next Article or Next Unread Article button on the tool bar, or choose the Next or Next Unread commands from the View menu.

When reading articles, the following options are available to you:



- **Go to previous article** — Click the Previous Article button to return to the previous article, or choose the Previous command from the View menu.

- **Close the article** — To close an article, choose the Close command from its Control menu, or double-click the Control menu bar.



- **Change the word wrap** — Click the Word Wrap icon on the tool bar, or choose the Word Wrap command from the View menu to turn on/off the default word wrap as set in the Preferences dialog (see page 8-27).



- **Change font** — Click the Switch Font icon on the tool bar or choose the Switch Font command from the View menu to switch the display font from your default font to Courier (see page 8-39 for more information on setting a default font).



- **Turn off/on article header** — Choose the Full Headers command from the View menu, or click the Full Headers icon on the tool bar to toggle off/on the article header information.
- **Encode an article** — Choose the ROT 13 command from the View menu to encode (decode) an article.
- **Copy text** — Hold the left mouse down, drag the mouse over the text you wish to copy and choose the Copy command from the Edit menu. To select all the article text, choose the Select All command. Copied text is placed in the clipboard and can be pasted into another application.



- **Print an article** — To print an article, click the Print icon on the tool bar, or choose the Print command from the File menu. The Print dialog displays allowing you to select your printer. Click OK to print the article.



- **Mark all articles as read** — After reading articles, you can mark the entire newsgroup as read. To do so, with the Subscribed Newsgroups list as the active window, click the Catch Up icon on the tool bar, or choose the Catch Up command from the Group menu. This marks the articles as read, and changes the number of articles in the newsgroup list to 0.
- **Mark individual articles as read** — To mark an individual article as read, with the article displayed in the active window, or selected in the Article List, choose the Mark Read command in the Article menu.
- **Unmark read articles** — To unmark a read article, with the article displayed in the active window, or selected in the Article List, choose the Mark Unread command from the Article menu.
- **Update articles** — To update a newsgroup's list of articles, highlight the newsgroup and choose the Update command from the Group menu. Articles posted to UseNet since you connected are updated and displayed in your Article List.

- **Check for new articles** — To check for new articles in a newsgroup, highlight the newsgroup and choose the Check New Articles command from the Group menu. New articles since your last connection are displayed in a new Article List.
- **Reload old articles** — To reload all the articles to a newsgroup, choose the Reload Old Articles command from the Group menu. A new Articles List displays containing all the newsgroups articles, including the ones you have marked as “Read”.
- **Delete an article** — To delete an article, with the article displayed in the active window, or selected in the Article List, choose the Delete command from the Article menu. A confirmation dialog displays. Click Yes to delete the article.
- **Kill/AutoSelect patterns for a selected group** — To set or edit kill/autoselect pattern information for a selected group, highlight the group in the Article List and choose the Kill/Autoselect command from the Group menu. The Kill/Autoselect dialog displays. Enter the appropriate information and click Close.
- **Stopping an operation** — To stop an operation in progress, click the Stop icon on the tool bar, or choose the Stop command from the File menu.



Saving an Article

You may save articles as a text (with a .TXT extension) file (which may then be opened and displayed in any application that supports the .TXT format), or to folders in News Xpress.

To save an article as a .TXT file:

- 1 With the article in the active window, click the Save icon on the tool bar, or choose the Save or Save As command from the File menu. The Save Articles dialog displays. This dialog is identical to a standard Windows Save As dialog.
- 2 Enter a name for the article in the File Name text box. Be sure to use a .TXT extension with the article name. For more information on navigating files and directories, refer to your *Windows User Guide*.
- 3 Click OK to save the article.



To save an article to a News Xpress folder:

- 1 With the article in the active window, choose the Transfer menu. This menu displays any folders you have created and one titled New.
- 2 To save an article to a previously created folder (see page 8-38 for more information on creating folders), click the folder name in the Transfer menu.

The article closes from the screen and is transferred to the selected folder.

- 3 To transfer the article to a new folder, choose the New command. The Prompt dialog displays.



Prompt dialog

- 4 Type a name for the folder and click OK.

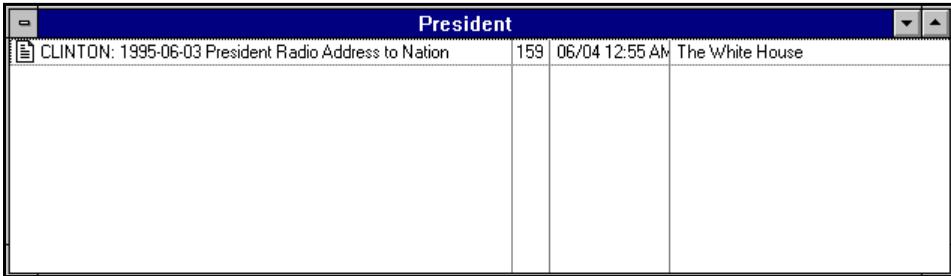
The article closes from the screen and is transferred into the new folder, which is now listed in the Transfer and Folder menus.

Opening an Article from a Folder

To open an article you have transferred to a folder:

- 1 Click the desired folder name in the Folder menu.

The Folder List displays (see page 8-19).



Folder List

- 2 To open an article contained in the folder, double-click on the article, or click the Next Article button on the tool bar.

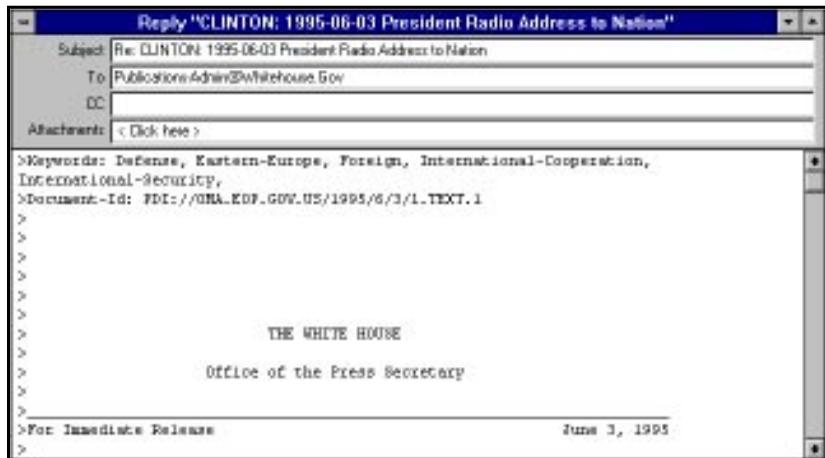
Sending a Reply

News Xpress allows you to send a reply to the author of a posted article. To send a reply, the article must be displayed in the active window or highlighted in the Article List.

To send a reply to an author:



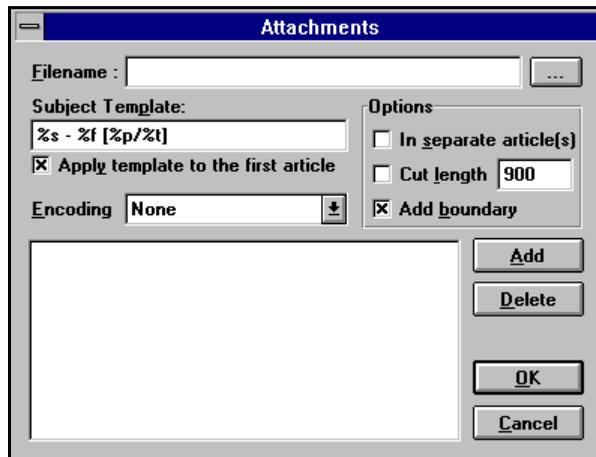
- 1 Click the Reply icon on the tool bar, or choose the Reply command from the Article menu. The Reply window displays.



Reply window

The Reply window automatically inserts the Subject and To fields. The cursor is located in the CC field.

- 2 If you want to CC your reply, enter the complete e-mail address for the applicable person(s).
- 3 If you want to attach a document(s) to your reply, click the Attachments text box, or choose the Attach command from the File menu. The Attachments dialog displays.



Attachments dialog

- Type the complete path to the document you wish to attach in the Filename text box or click the button to the far right of the field to display an Open dialog. This is a standard Windows Open dialog used to select a file. For information on navigating files and directories, refer to your *Windows User Guide*.
- Select the document you wish to attach to the reply and click OK. The full path statement is inserted into the Filename text box.
- Select the options you wish to apply to the attachment by clicking the appropriate checkbox. You have the option of:
 - Sending the attachment as a separate article.
 - Cutting the article text off after a specified number of characters.
 - Adding a boundary to the attachment.

- If you wish to encode the attachment, select the encoding option from the Encoding drop-down list.
- Click the Add button. The file is added to the Attachment list box. To remove an attachment, click the Delete button.
- Click OK. The file is added to the Attachment text box.
- Repeat this procedure for each document you want to attach.

For more information on attaching documents, refer to *Chapter 4, E-Mail*.

- 4 The original article is included in the reply text box. You can use the Cut, Copy, Paste and Undo commands from the Edit menu when working in the Reply window. To scroll to the end of the original article, use the Scroll bar or the Tab key.
- 5 Type your reply.
- 6 If you wish to include a .TXT file in the reply, place the cursor at the position you want the file to begin and choose the Include command from the File menu. A standard Windows Open dialog displays allowing you to select the .TXT file you want to include. For information on navigating files and directories, refer to your *Windows User Guide*.
- 7 After selecting the .TXT file, click OK to close the Open dialog and paste the .TXT file into the reply document at the cursor location.
- 8  To send the reply, click the Send icon on the tool bar or choose the Send command from the File menu. A confirmation message displays.
- 9 Click Yes to send the reply.

A copy of a posted reply is automatically saved to your Outbox folder until moved to another folder or deleted.

Sending a Follow-up to an Article

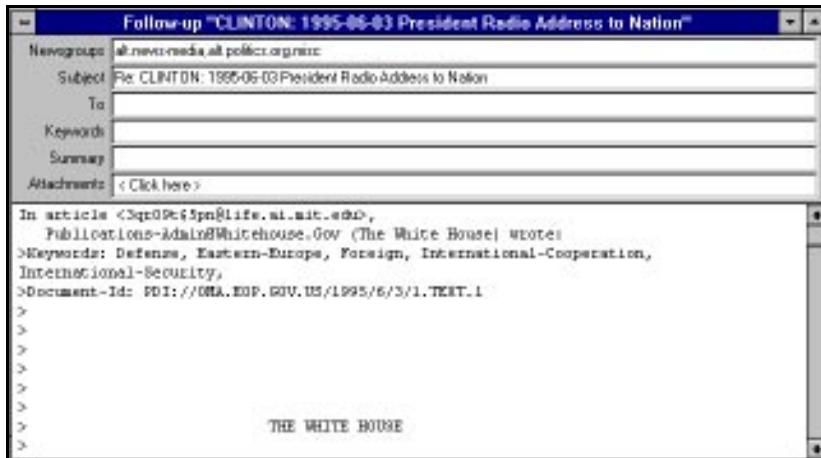
A follow-up is an addition or response you write and post to an article originally posted by yourself or another author. To create a follow-up, the article must be displayed in the active window, or selected on the Article List.

To create and send a follow-up:



- 1 Click the Follow-up button on the tool bar, or choose the Follow-up command from the Article menu.

The Follow-up window displays.



Follow-up window

The Follow-up window automatically inserts the Subject and To fields. The cursor is located in the TO field.

- 2 If you wish to address the follow-up to a particular person, enter the complete e-mail in the TO field.
- 3 If you want to attach a document(s) to your follow-up, click the Attachments text box, or choose the Attach command from the File menu. The Attachments dialog displays (see page 8-20 for procedures on attaching a document).
- 4 The original article is included in the follow-up text box. You can use the Cut, Copy, Paste and Undo commands from the Edit menu when working in the Follow-up window. To scroll to the end of the original article, use the Scroll bar or the Tab key.
- 5 Type your follow-up text.

-
- 6 If you wish to include a .TXT file in the follow-up, place the cursor at the position you want the file to begin and choose the Include command from the File menu. A standard Windows Open dialog displays allowing you to select the .TXT file you want to include. For information on navigating files and directories, refer to your *Windows User Guide*.
 - 7 After selecting the .TXT file, click OK to close the Open dialog and paste the .TXT file into the reply document at the cursor location.
 -  8 To send the follow-up, click the Send icon on the tool bar or choose the Send command from the File menu. A confirmation message displays.
 - 9 Click Yes to send the follow-up.

To cancel the posting of the follow-up, choose the Cancel Post command from the Article menu.

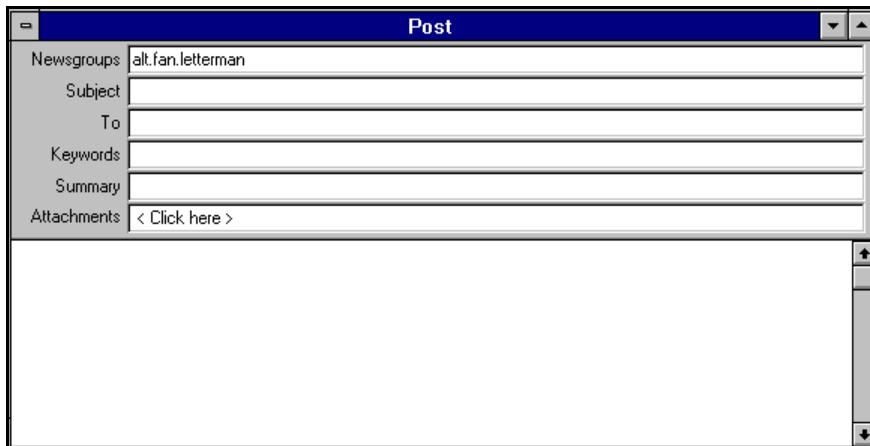
A copy of a posted follow-up is automatically saved to your Outbox folder until moved to another folder or deleted.

Posting an Article

After subscribing to a newsgroup, you can post your own article which can then be read by anyone who subscribes to the newsgroup.

To post an article:

- 1 Highlight the newsgroup in your Subscribed Newsgroup List for which you wish to post an article.
-  2 Click the Post icon on the tool bar or choose the Post command from the Article menu. The Post window displays (see page 8-24).



Post window

- 3** Enter the Subject of your article.
- 4** Enter any Keywords by which readers can search for the article.
- 5** Type a brief Summary of the article.
- 6** If you want to attach a document to the article, click the Attachments text box to display the Attachment dialog. Refer to page **8-20** for procedures on attaching a document.
- 7** Type your article. You can use the Cut, Copy, Paste, and Undo commands from the Edit menu when creating your article.
- 8** If you wish to include a .TXT file in the article, place the cursor at the position you want the file to begin and choose the Include command from the File menu. A standard Windows Open dialog displays allowing you to select the .TXT file you want to include. For information on navigating files and directories, refer to your Windows *User Guide*.
- 9** After selecting the .TXT file, click OK to close the Open dialog and paste the .TXT file into the Article at the cursor location.
- 10** To post the article, click the Send icon on the tool bar or choose the Send command from the File menu. A confirmation message displays.
- 11** Click Yes to post the article.



To cancel the posting, choose the Cancel Post command from the Article menu.



- 12** To save your article to your Outbox folder (and display a blank Post window), click the Save icon on the tool bar or choose the Save or Save As command from the File menu.

A copy of a posted article is automatically saved to your Outbox folder until moved to another folder or deleted.

Send E-Mail

News Xpress includes a fully functional e-mail application which can be used when working in the newsreader.

To send an e-mail message:



- 1** Click the Mail icon on the tool bar, or choose the Mail/Forward command from the Article menu. A Mail window displays.

A screenshot of a 'Mail' window. The title bar is blue with the word 'Mail' in white. Below the title bar, there are four input fields: 'Subject', 'To', 'CC', and 'Attachments'. The 'Attachments' field contains the text '< Click here >'. The main body of the window is a large, empty white area. On the right side of the main body, there are two small vertical buttons: an upward-pointing arrow and a downward-pointing arrow.

Mail window

- 2** Type the Subject of the message.
- 3** Enter the full e-mail address for the person you are sending the message.

- 4 If you wish to send a copy of the message to other individuals, enter their e-mail address in the CC field.
- 5 If you want to attach a document(s) to the message, click the Attachments text box, or choose the Attach command from the File menu. The Attachments dialog displays (see page 8-20 for procedures on attaching a document).
- 6 Type the message text. You can use the Cut, Copy, Paste and Undo commands from the Edit menu when working in the Mail window.
- 7 If you wish to include a .TXT file in the message, place the cursor at the position you want the file to begin and choose the Include command from the File menu. A standard Windows Open dialog displays allowing you to select the .TXT file you want to include. For information on navigating files and directories, refer to your Windows *User Guide*.
- 8 After selecting the .TXT file, click OK to close the Open dialog and paste the .TXT file into the message at the cursor location.
- 9 To send the message, click the Send icon on the tool bar or choose the Send command from the File menu. A confirmation message displays.
- 10 Click Yes to send the message.



A copy of your outgoing e-mail is automatically saved to your Out-box folder until moved to another folder or deleted.

For more information on using e-mail, refer to *Chapter 4, E-Mail*.

Decoded Files

Binary files must be encoded into text files before they may be posted or sent via e-mail in News Xpress. Additionally, large articles over 64k must be broken into 64k sections in order to be transmitted over UseNet. News Xpress automatically does this for you, for both posting or downloading files. With News Xpress, not only are files automatically converted to the applicable format, but they are encoded and restored to their original format once the transfer is complete.

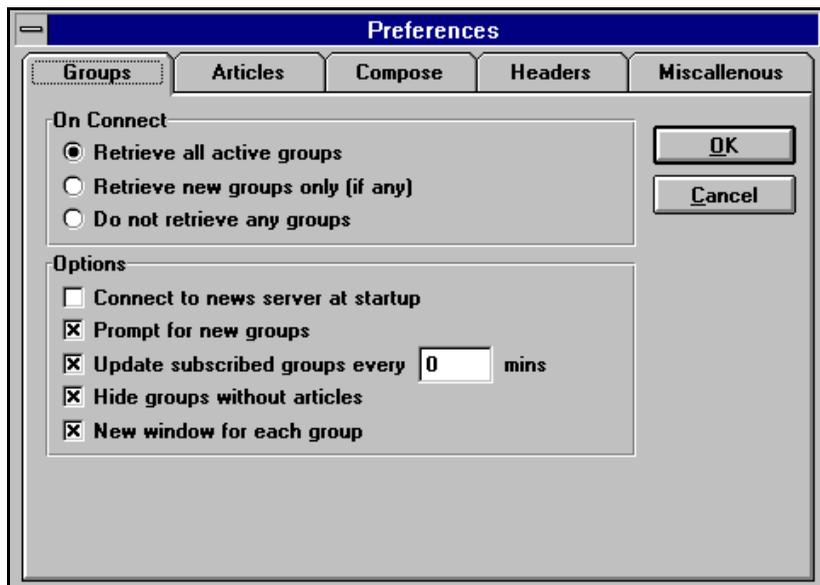
You can open a decoded file by choosing the Decode command from the Article menu. A standard Windows Open dialog displays. Select the desired .UUE file and click OK.

Changing Preferences

News Xpress is preconfigured with the most common preference settings. You can, however, change these preferences at any time to better suit your own working style.

To view or change system settings:

- 1 Choose the Preferences command from the Config menu. The Preferences dialog displays.



Preferences dialog

- 2 A series of tabs along the top of the dialog allow you to change preferences for Groups, Articles, Compose, Headers and Miscellaneous settings. To select an option category, click the mouse on the desired tab.

You may change the following fields:

Groups Tab

Field	Description
On Connect	Specifies whether News Xpress should retrieve all the active newsgroups, only new groups (since your last connection), or no groups from the news server each time a connection is established.
Connect at Startup	If enabled, News Xpress automatically connects to your news server when it is launched from Program Manager (without using the Connect command).
Prompt for New Groups	If enabled, News Xpress prompts you and gives you the option to subscribe to new groups found after connecting to the news server.
Update Subscribed Groups Every nn Mins	If enabled, News Xpress retrieves subscribed newsgroups information after a connection is established. You can also specify how often News Xpress should update the subscribed groups in a session. If a group is opened, all new articles are downloaded. You can enter 0 to disable this feature.
Hide Groups without Articles	Check this option if you don't want groups with a 0 unread article count to be displayed in the newsgroups window.
New Window for Each Group	If enabled, you can browse more than one group at the same time.

Articles Options

To set options for article display, click the Articles tab at the top of the window.

Field	Description
Articles Sorted by	This specifies the option for sorting articles. Select Subject, Author, Lines or Date from the drop-down list.
Threaded by	News Xpress can thread articles by Subject and References. It will try to thread as much as possible if both options are checked.
Max Hdrs Per Read	<p>This specifies the maximum range of header information per read. For examples, if you specify this number as 20, and there are 50 articles available, News Xpress breaks up the request into 1-20, 21-40, and 41-50, allowing you to stop the transfer in the middle of a header transfer. If you specify this as 0 or 1, News Xpress sends the request 1-50 at once.</p> <p>You will notice a significant speed degradation if you make this number too small. If you don't bother to stop the headers transfer or you have a higher network bandwidth, making this number 0 will give you better performance.</p>
Date Time Format	<p>This is the format specification for date and time displayed in threads windows. The format string consists of directives and ordinary characters.</p> <p>A directive consists of the % character followed by a character. Possible directives include:</p> <ul style="list-style-type: none"> %a Abbreviation weekday name %A Full weekday name %b Abbreviation month name

Field	Description
Date Time Format (continued)	%B Full month name %c Date and time %d 2 digits day of month (01-31) %H 2 digits hour (00-23) %I 2 digits hour (01-12) %j 3 digits day of year (001-366) %m 2 digits month (01-12) %M 2 digits minute (00-59) p AM or PM %S 2 digits second (00-59) %U 2 digits week number (00-52), Sunday is first day of week %w Weekday (0-6), Sunday is 0 %%W 2 digit week number (00-52), Monday is first day of week %x Date %X Time %y 2 digits year (00-99) %Y Year with century
Skip Old Articles	Specifies whether News Xpress should retrieve all or the minimum header information from the news server. If enabled, News Xpress retrieves header information for unread articles only.
Suppress "Re:"	If enabled, "Re:" prefix in any subject header is not displayed in threads windows.
New Window for Each Article	If enabled, News Xpress opens a new window for each article.
Show Grid Lines	If enabled, grid lines display on the main window.
Display Hdrs	Specifies which headers should or should not be displayed. If Except is checked, headers which are not in the list are displayed. The delimiter used to separate headers is a comma.

Compose Options

To set reply, forward and composition options, click the Compose tab at the top of the window. You have the following options:

Field	Description
Max Include Lines	Specifies the maximum lines of an original article to be quoted in a follow-up or reply. Default is 50 lines.
Include Prefix	This is a string used for quoting original articles. The maximum length is 10, including the prefix.
Include Headers of Original	Specifies whether or not to quote the headers of an original article in a follow-up or reply.
Prompt for Including Original	If enabled, News Xpress prompts you to quote an original article or not.
Word Wrap, Max Chars per Line	If enabled, word wrap is applied by default. The message editor wraps lines based on the window size. If the width of the window is larger than the specified value in the Max Chars per Line, News Xpress wraps lines at this specific position.
Generate Message ID	If enabled, News Xpress generates and inserts a Message-ID header into your posted articles. Leaving this option disabled is recommended, unless your news server requires one.
CC by Mail	If enabled, copies are automatically send to CC: entries.
Copy Self	If enabled, you automatically are copied on all outgoing correspondence. Copies are stored in your Copy Self folder, selected from the Folder menu.
Confirm on Post and Send Mail	If enabled, News Xpress prompts you for a confirmation before posting or sending mail.

Header Options

To set header options, click the Headers tab at the top of the window. You have the following options:

Field	Description
-------	-------------

Post Headers Template

News Xpress allows you to define your own headers for composing articles by editing the headers template. You can also enter a default contents in the template. For example:

Newsgroups:
Followup-To: poster
Subject:
Distribution: world

Multiple line headers are not supported. For example:

Summary: Summary line 1
Summary line 2

...

You **MUST** complete the Newsgroups and Subject fields in the post headers template, and the To and Subject fields in the mail headers template. News Xpress does not automatically add any missing field.

To enter a new item, click the mouse at the end of the list and type the desired entry. To delete an item, highlight the item (or double-click on it) and press the Delete key. To reset the group to its default settings, click the Reset button.

Mail Headers Template

Defines mail header categories. Use the same procedures as described above.

Miscellaneous Options

To set miscellaneous options, click the Miscellaneous tab at the top of the window. You have the following options:

Field	Description
Subject Template	Specifies the default subject template for attachments. The template consists of directives and ordinary characters. A directive consists of the % character followed by a character. Possible directives include: <ul style="list-style-type: none"> %s Original subject %f Filename %p Current part %t Total parts
Cut Size	Specifies the default multipart split size.
Directory	Default directory for decoded files.
Prompt for Directory	If enabled, News Xpress prompts you before decoding selected articles.
Execute after Decoded	If enabled, News Xpress attempts to execute the decoded files immediately after selection.
Applications	To change the location of your FTP, WWW (Enhanced Mosaic) and Gopher applications (automatically entered during installation), click the button next to the field to display a standard Windows Open dialog. Locate the application and click OK to insert its path name into the applications field.

- 3 After setting options, click OK to save and apply the changes.

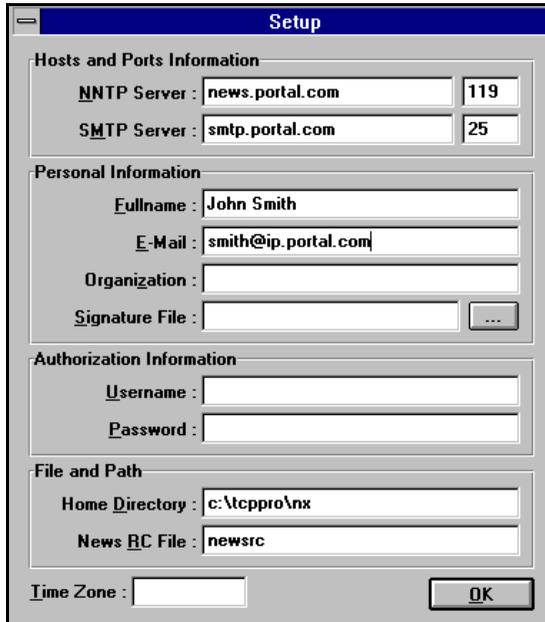
News Xpress Setup

News Xpress is automatically configured for you when you install Net Commander. If, however, you should change Internet providers, you will need to change the setup configuration in order to use News Xpress.

Additionally, the Setup dialog allows you to attach a signature to your e-mail or setup a username and password to prevent unauthorized use of News Xpress.

To display the Setup dialog:

- 1 Choose the Setup command from the Config menu. The Setup dialog displays.



Setup dialog

- 2 The following fields are contained on the Setup dialog:

Field	Description
NNTP Server	A fully qualified Internet hostname or an IP address of a NNTP news server. You must have access to a news server in order to run News Xpress. <i>This field is automatically configured for you if you are using the default ISP.</i>

Field	Description
NNTP Port Number	<p>Specifies the protocol port number which News Xpress uses to contact the news server. News Xpress will use the default port number if you enter 0. The most common port reserved for NNTP is 119.</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>
SMTP Server	<p>A fully qualified Internet hostname or an IP address of a SMTP mail relay. You can leave this blank if you are going to use another mail client (such as Eudora).</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>
SMTP Port Number	<p>Specifies the protocol port number which News Xpress can use to contact your mail server. News Xpress will use the default port number if you enter 0. The most common port reserved for SMTP is 25.</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>
Fullname	<p>Your name is used to construct headers on articles and e-mail.</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>
E-Mail	<p>This information is used to construct headers on articles and e-mail.</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>
Organization	<p>Used to construct headers on articles and e-mails.</p>

Field	Description
Signature File	<p>If you wish to use a default signature on your outgoing e-mail, click the button next to this field and select the .TXT file containing your signature. You create the signature in any application that can be saved in the .TXT format. You can use a maximum of 20 lines in a signature. For more information on creating a signature, see page 8-14.</p>
Username and Password	<p>Some news servers restrict access to part or all of their services to an authenticated user only, (e.g. protected groups access and posting articles). If you are an authorized user, you can enter the assigned username and password in these fields to gain access to these services. Otherwise, you should leave these fields empty. News Xpress encrypts your password and saves it in the profile.</p>
Home Directory	<p>Specifies the home directory for News Xpress to keep NEWSRC, a log file, and various temporary files.</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>
News RC File	<p>Specifies the name of your newsrc file. If you don't specify the pathname, News Xpress will create it in the home directory.</p> <p><i>This field is automatically configured for you if you are using the default ISP.</i></p>

Field	Description
Time Zone	Specifies the time zone information for News Xpress to generate GMT date and time stamps for outgoing messages. The format of the time zone string is shown as follows.
	<i>zzz[+/-]d[d][lll]</i>
<i>zzz</i>	Three-character string representing the name of the current time zone. All three characters are required.
<i>[+/-]d[d]</i>	Required field containing an optionally signed number with 1 or more digits. This number is the local time zone's difference from GMT in hours. <ul style="list-style-type: none"> - Positive number adjust westward from GMT. - Negative number adjust eastward from GMT. <p>This number is used in the calculation of timezones.</p>
<i>lll</i>	Optional three-character field that represents the local time zone's daylight saving time. <ul style="list-style-type: none"> - If this field is present, daylight is set to non-zero. - If this field is absent, daylight is set to 0. <p>If the time zone string isn't in the specified form, News Xpress presumes the default EST5EDT.</p>

3 After making changes on the Setup dialog, click OK.

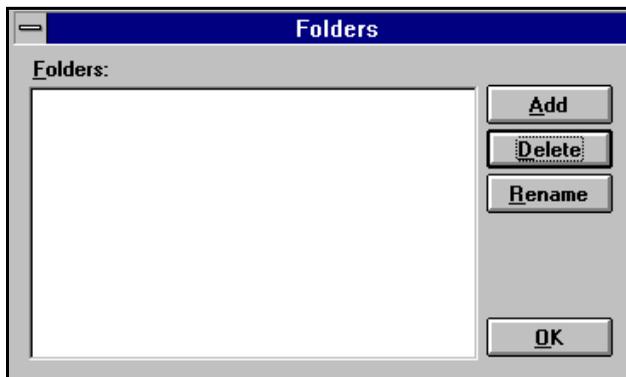
Managing Folders

While you can create folders as you need them from the Transfer menu (see page 8-18), you can also create them, delete them and re-name them by choosing the Folders command from the Config menu.

You can create as many newsgroup folders as desired.

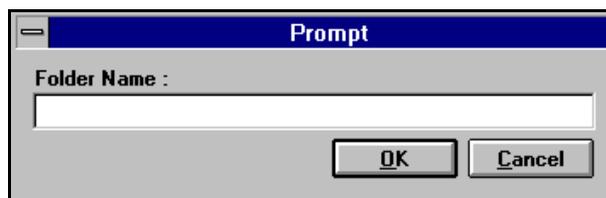
To manage your newsgroup folders:

- 1 Choose the Folders command from the Config menu. The Folders dialog displays.



Folders dialog

- 2 To create a new folder, click Add. The Prompt dialog displays.



Prompt dialog

- 3 Type the folder name and click OK.

The folder is created and listed in the Folder dialog.

When you exit this dialog, the new folder displays in the Transfer and Folders menu.

Deleting a Folder

To delete a folder, highlight the folder you want to delete and click Delete. The folder (and any articles contained in the folder) is deleted.

Renaming a Folder

To rename a folder, highlight the folder and click Rename. The Prompt dialog displays with the name of the folder highlighted. Press the Delete key, type a new name for the folder and click OK.

The folder is renamed.

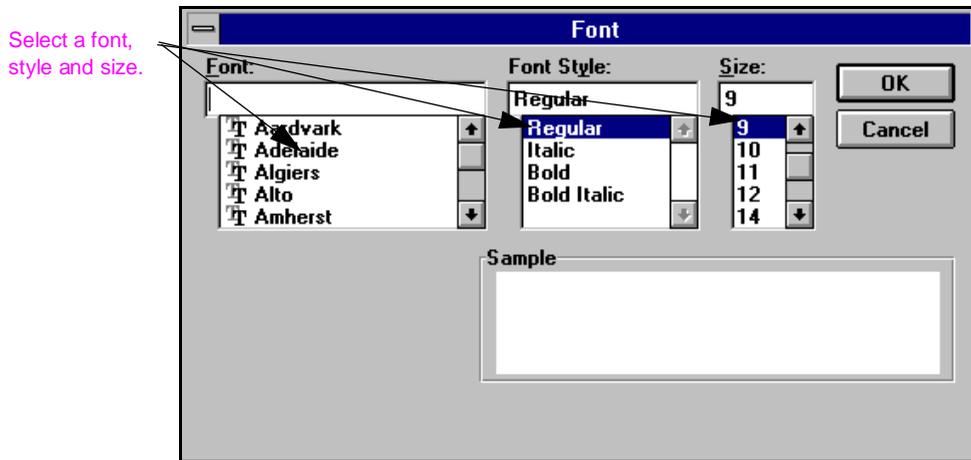
Changing the Default Font

You can specify the font you want to use in each type of window as described below:

Lists Font	Newsgroups and threads font.
Article Font	Article font.
Edit Font	Message editor font.
Status Bar Font	Font used to display status information in the status bar.
Printer Font	Font used when printing articles.

To change a font:

- 1 Choose the Fonts command from the Config menu. A sub-menu displays allowing you to select the font you wish to change.
- 2 Select the font you want to change. A Font dialog displays (see page 8-40).



Font dialog

- 3 Select the desired font, font style and size.
- 4 Click OK. The selected font attributes are applied immediately.

Disconnecting from UseNet

To disconnect from UseNet, choose the Disconnect command from the File menu.

Exiting News Xpress

To exit and close News Xpress, choose the Exit command from the File menu.

Chapter 9

Joining a Chat Group

Chapter Contents

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Overview

Net Commander's IRC (Internet Relay Chat) application allows you to communicate with other Internet users around the world. With IRC, you can join up to 5 concurrent electronic chat groups (called channels) or set up your own private chat group for those times when you want to control who has access to the session.

What makes IRC popular among users is that it is accessible world wide from any site that is connected to the Internet. This allows any computer user, regardless of the ISP they are using, to connect to the IRC server and be able to communicate. The discussions are frank and uncensored. In most instances, they are free-form without a central group monitor.

Like other Net Commander client applications, IRC is automatically configured when you install Net Commander. All you have to do is start the application, change your nickname, and connect to the IRC server and you're ready to go "on-line".

Starting IRC



To start IRC, double-click the IRC icon in the Net Commander program group, or folder. The stack and dialog automatically connects you to the Internet and to the default IRC server. Once a connection is made, the IRC main window displays (see page 9-5).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your Windows *User Guide* for procedures).

The main window is comprised of the following elements (icons and screen samples are from Windows 3.1):

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window. For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

Contains connection, server and client commands.

Tool bar

Manage your on-line sessions by clicking appropriate icons on the tool bar.

Scroll Bar

Scroll bars may be displayed on the far right of the window should the viewable area not contain all the available information.

Status Bar

The status bar at the bottom of the window displays key information about menu bar commands, tool bar commands, connections status and so on.

Display area

Displays other windows and dialogs which are used when joining a chat group.

A new Message window is opened for each chat group you join.

Message window

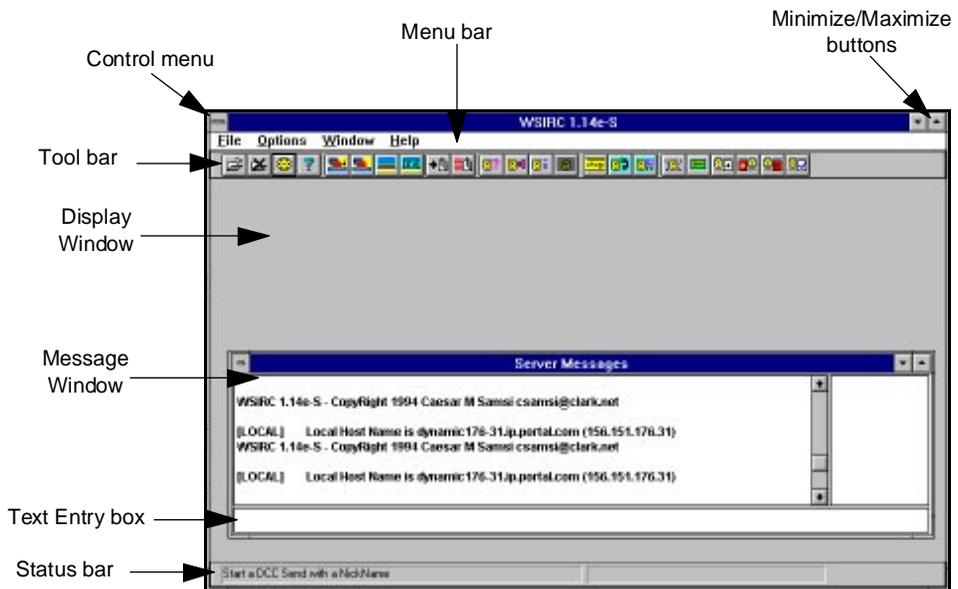
This area displays connection information, command information and once in a chat group, the dialog from the group. Pay close attention to the messages sent to you by the Server. In many cases, these messages can help you in executing commands and troubleshooting problems.

The identity of who is communicating is shown to the left of the text. For example <SERVER> indicates a message from the server. When you send text, your nickname will display to the left of your text <YOUR NICKNAME>.

You can maximize the message window by clicking its Maximize button.

Text Entry box

Enter you conversation text in the text entry box.



IRC main menu

Tool Bar

You manage your on-line conversations using the icons located on the tool bar. These icons allow you to perform the following functions:



Connect to Server — Connects you to the IRC server specified in the Server Setup dialog.

While you are automatically connected to the IRC server when you initially launch the program, should you disconnect during a session, this icon can be used to re-connect. You can also select the Connect command from the File menu.



Disconnect from Server — Disconnects you from the IRC server. You can also select the Disconnect command from the File menu.



Server Options Setup — Displays the Setup Options dialog allowing you to change your IRC server or nickname. Additionally, should you change your ISP, you must change your user name, E-mail address and PC name address in this dialog. For more information refer to [“Changing Your Nickname” on page 9-8](#) and [“Changing IRC Servers” on page 9-9](#). This dialog can also be displayed by selecting the Server command from the Options menu.



Help — Displays the available on-line help. You can also display the on-line help by choosing the Contents command from the Help menu.



Reset/Cascade/Tile Windows — These icons allow you to manage your window display area. If you open more than one chat group, you can arrange your windows to cascade, tile or reset them to their original position. These commands may also be selected from the Window menu.



Set/Reset Away Message — Displays a dialog allowing you to type a message and change your on-line status to “AWAY”. This is often used when you remain connected to a session, but are not currently participating. After entering the message, click OK. It is immediately transmitted and displayed in the message area.



Join a Channel — Displays a dialog allowing you to join a channel (chat group) by entering its name and clicking OK. If you have the available channels listed in the message area, you can join one by double-clicking on the desired channel. For more information, see [“Joining a Chat Group” on page 9-10](#).



List Channels — Displays all the available channels (chat groups) for this IRC server on the right side of the message area. You can also type “LIST” in the text box to display the list.



Get WHOIS Information for a Nickname — Displays a dialog allowing you to locate a person on an IRC server. Enter the nickname of the person you are looking for and click OK. If IRC locates the nickname, it displays the person’s E-mail address and the current server they are logged into.



Send Private Message to Nickname — If you want to send a private message that can be read only by the specified individual, click this icon. A dialog displays allowing you to type the person’s nickname. Click OK, type the message in the text message area and press Enter.



Describe to Nickname — Allows you to send your E-mail address to another person. Type your nickname in the displayed dialog and click OK.



Ignore Nickname — Allows you to ignore (and not display text from) a nickname in the chat group. Enter the nickname you wish to ignore in the displayed dialog and click OK.



Send CTCP Query to Nickname — Displays a dialog allowing you to send a CTCP query to another person. Type the nickname of the person, the CTCP query and click OK.



Start a DCC Chat with a Nickname — Displays a dialog allowing you to specify a nickname with whom you want to start a private chat session. Type the nickname and click OK. A new window displays in which the private chat will take place. For more information, refer to [“Starting a Private Chat Group” on page 9-11](#).



Start a DCC Send with a Nickname — Displays a dialog allowing you to send a file to another IRC member. Type the nickname of the person you want to send the file, then the full path name of where the file is located (for example, C:\TCP\PRO\IRC\RE-ADME.TXT) and click OK. The file is displayed in a new window on the receiver's screen.



Action in Channel — Displays a dialog allowing you to enter action text. After entering the text, click OK.



Set Mode for Channel/Nickname — Displays a dialog allowing you to change your current mode. Enter the mode and click OK.



Invite Nickname to Channel — Displays a dialog allowing you to invite a person to join a private chat session. Type the nickname of the person you want to invite to the session and click OK.



Kick Nickname from Channel — Displays a dialog allowing you to remove a person from your private chat session. Enter the nickname of the person you want to remove and click OK.



Ban Nickname from Channel — Displays a dialog allowing you to ban a person from joining a private chat session. Enter the nickname and click OK.



Unban Nickname from Channel — Displays a dialog allowing you to unban a nickname you previously banned from a private chat session. Enter the nickname and click OK.

Changing Your Nickname

When you install Net Commander, information about your Internet account is automatically passed to IRC in order to configure the application for use. The default setting Net Commander applies includes an IRC Server and a Nickname. When you initially access IRC, you should check the Setup Options and change your nickname as may be desired.

To change your nickname:



- 1 Choose the Server commands from the Options menu, or click the Server Setup Options icon on the tool bar. The IRC Setup Options dialog displays (see page 9-9).

Change IRC Servers or
change your NickName.

IRC Server Options	
IRC Server	irc.colorado.edu
Port	6667
NickName	DOC
UserName	smith
EMail	@dynamic174-19.ip.portal.com
PC Name	dynamic172-19.ip.portal.com

Ok Cancel

IRC Setup Options dialog

- 2 Type a new nickname using up to 9 characters and click OK. The new nickname is effective on your next connection.

You can also change your nickname from the text entry box at any time by typing `/NICK newname` where *newname* is the new nickname you wish to use. After typing the new nickname, press Enter.

Changing IRC Servers

You can add up to 18 IRC servers to the IRC Server list in the IRC Setup Options screen. For suggestions on IRC server sites, refer to the *IRC Server* topic in the on-line help.

To add and select a new IRC server:



- 1 Choose the Server commands from the Options menu, or click the Server Setup Options icon on the tool bar. The IRC Setup Options dialog displays.
- 2 Type the server name in the IRC Server field. It is automatically added to the Server drop-down list.

- 3 To select a server, click the arrow next to the IRC Server field to display the drop-down list of available servers.
- 4 Highlight the server you wish to access and release the mouse.
- 5 Click OK. The change becomes effective on your next connection.

Basic IRC Procedures

The following represent the primary procedures you need to know in order to navigate within an IRC chat group. Be sure to pay attention to the messages that display in the message area. They can be of great assistance in troubleshooting problems, changing modes and other key system diagnostics.

Connecting to an IRC Server



Each time you start IRC, you are automatically connected to the default IRC server (if you change servers, it becomes the default). Should you disconnect from a session and wish to re-join, choose the Connect command from the File menu, or click the Connect to Server icon on the tool bar.

Listing Available Chat Groups



To list the available chat groups on the server, type LIST in the text entry box and press Enter, or click the List Available Channels icon on the tool bar. Available groups are listed to the right of the message area.

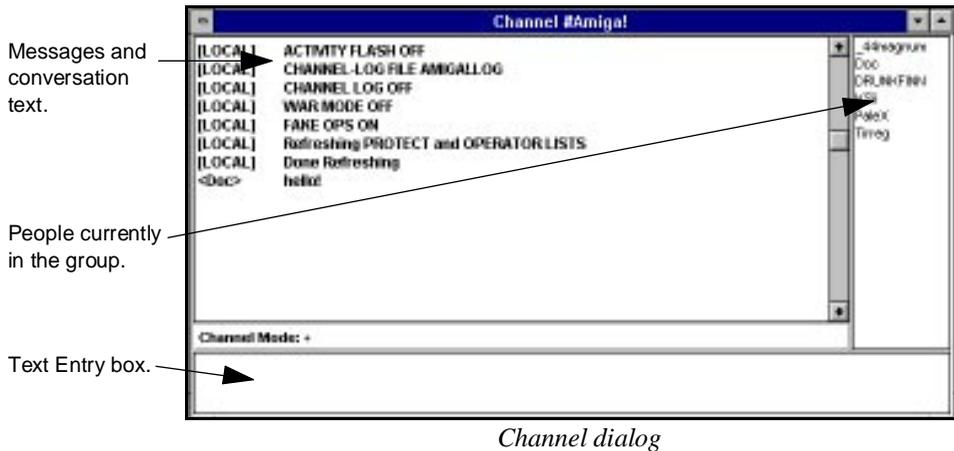
Joining a Chat Group

You can join a chat group using any of the following methods:

- Type JOIN #*chat*, where *chat* is the name of the group (for example JOIN #AFRICA) in the text entry box and press Enter.
- Double-click the mouse on the group.
- Click the Join a Channel icon on the toolbar, type the group name (#AFRICA) and click OK.



After joining a group, a Channel dialog displays.



Channel dialog

Entering the Conversation

To join the conversation, simply type a line of text in the text entry box and press Enter. When first joining a group, it is common courtesy to introduce yourself and say “Hello”.

From this point on, feel free to join the conversation and use any of the icons on the tool bar to manage your chat session.

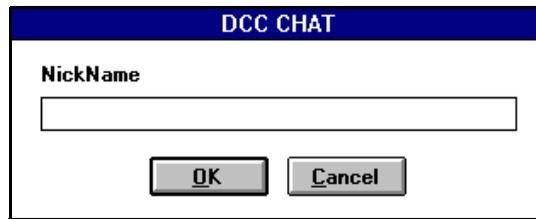
Starting a Private Chat Group

You can create a private chat session allowing only invited guests to join in the group.

To start a private chat group:



- 1 Click the Start a Chat Session icon on the toolbar. A DCC Chat dialog displays (see page 9-12).



DCC Chat dialog

- 2 Type your nickname and click OK. A DCC Channel dialog displays (which is identical to any other Channel dialog).
-  3 Click the Invite Nickname to Channel icon on the tool bar. Type the nickname of the person you want to invite to the session and click OK.
- 4 Repeat step 3 for each person you want to join the private group.

Disconnecting from the IRC Server



To disconnect from the server, choose the Disconnect command from the File menu, or click the Disconnect icon on the tool bar.

Disconnecting from the IRC Server does not disconnect you from the Internet. If you want to quit this Internet session, be sure to choose the Bye command from the Dialer menu in the Trumpet Winsock window, or choose Close from the Control menu (Windows 3.1). In Windows 95, click Disconnect in the Connected to... dialog.

Chapter 10

Working with FTP Files

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Overview

The FTP (File Transfer Protocol) application lets you transfer files — documents, photographs, even software — from an Internet computer to your hard disk, or if you have the proper access rights, from your hard disk to a host computer.

Using FTP



To start FTP, double-click the FTP icon in the Net Commander program group, or folder. The FTP main window and FTP Site Manager dialog displays. You manage your FTP sites on the Site Manager dialog, including making an initial site selection (see page 10-5).

The FTP main window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your Windows *User Guide* for procedures).

The main window is comprised of the following elements (icon and screen samples are from Windows 3.1):

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window. For more information on using these commands, refer to your Windows *User Guide*.

Minimize button



Click this button to minimize the window.

Maximize button



Click this button to maximize the window.

Menu bar

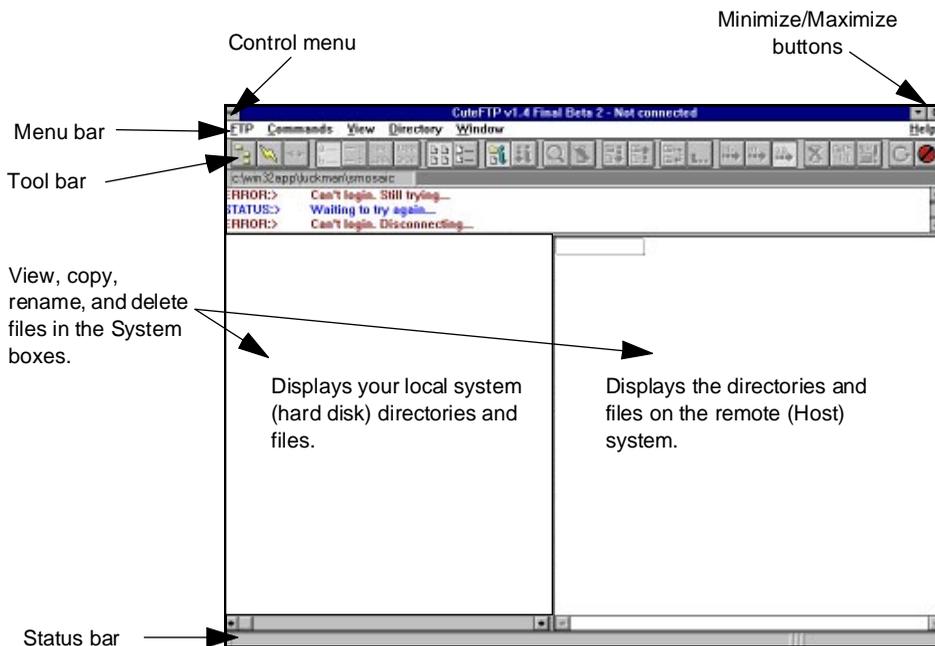
Contains the FTP commands which may be selected and applied.

Tool bar

Allows you to quickly select key commands by clicking the applicable icon. To see what each icon will do when selected, move the mouse slowly over the icon.

Status bar

Displays system and operation information such as the number of files and bytes being copied and the number of seconds it takes to copy a file. It also displays the current connection status and the connected Host address.



FTP main menu

FTP Site Manager

When first launched, the FTP Site Manager is displayed over the main menu. This dialog is used to manage your sites, including:

- Add, delete or rename folders
- Import FTP sites
- Add, delete and edit site information
- Connect to an FTP site



FTP Site Manager

The FTP Site Manager contains a number of default FTP sites. You can use the Site Manager to add others as you work with FTP.

- Click on an FTP site folder on the left hand side of the screen to display the sites contained in the folder on the right hand side of the screen.
- Highlight a site to review a brief description of it at the right bottom of the screen.

Managing Site Folders

You can manage site folders as follows:

Add a folder — Click the Add folder button. Type the new folder name in the displayed dialog and click OK. The folder is added to the FTP Sites directory.

Delete a folder — To delete a folder, highlight the folder and click the Delete folder button. Click Yes on the displayed confirmation message.

Rename a folder — To rename a folder, highlight the folder and click the Rename folder button. Type the new name in the displayed dialog and click OK.

Importing Saved FTP Sites

If you have saved FTP sites (on your hard disk or floppy), you may import them into the Site Manager dialog as follows:

- 1 Click the Import button. A standard Windows File Open dialog displays.
- 2 Locate and highlight the FTP file (saved FTP site files use a .DAT extension). For information on navigating files and directories, refer to your Windows *User's Guide*.
- 3 Click OK. The sites are added to the Site Manager.

Managing FTP Sites

The FTP Site Manager allows you to easily manage FTP sites. You can add sites, delete sites or edit site information.

Adding a Site

Before you can connect to an FTP site, you need to define the site so the FTP application knows where to go when the site is selected.

To define an FTP site:

- 1 Click the Add site button. The FTP Site Edit dialog displays (see page 10-7).

FTP Site Edit dialog

- 2 Enter the following information for the FTP site.

Field	Description
Site Label	Enter a name for the site as you wish it to display on the Site Manager list.
Host Address	Enter the full IP address of the FTP site.
User ID	If you have an account ID with the host, enter it; otherwise, enter ANONYMOUS.
Password	If you have a password with the FTP host, enter it; otherwise enter your e-mail address.
Login type	In most all cases, you will want to use the default login type ANONYMOUS. For information on other options, refer to the on-line help topic for the Site Edit dialog.
Transfer type	In most cases, you will want to use the default Auto-Detect which allows FTP to transfer files with .TXT extensions as ASCII files. For all other files, Image mode is used.

Field	Description
Initial Remote Directory	If you want to go immediately to a specific directory when you connect to this FTP site, enter the directory's full path name. Otherwise, leave this field blank and it will automatically be completed with the host's default directory after you login.
Initial Local Directory	Enter the full path name for the directory where you wish downloaded files to be stored. If you leave this field blank, the default download directory from the Options dialog is used.
Port	Leave the entered 21.
Delay	If you want to specify a delay before FTP retries to make a connection should the site be busy, enter the number of seconds.
Retry	Enter the number of connect retries you want FTP to attempt.
Max Safe Index Size	Enter the size (in kilobytes) for the largest file to load without first displaying a prompt. The default is 10kb.
Logical Parent Dirs	Default is YES. Specifies whether or not you want FTP to regard the parent directory to the previously visited directory instead of a physical parent when changing to a linked directory.
Auto-Load Index Files	Default is YES. Specifies if index files should be automatically loaded along with directory listings when you change to a new directory.
Use firewall	Default is YES. Allows you to specify the use of security firewalls.
Resolve Links	Default is YES. Allows FTP to automatically resolve links between sites.

Field	Description
Comments	Enter a description of the FTP site to display on the Site Manager description window.

- Click OK to save the site information and display it in the Site Manager window.

Delete a Site

To delete a site, highlight the site and click the Delete site button. Click Yes on the displayed confirmation message.

Edit a Site

To edit a sites information, click the Edit site button. The FTP Site Edit dialog displays with the sites current information. Edit the information as desired and click OK to save the information.

Connecting to an FTP Site

You can connect to an FTP site from the Site Manager or from the FTP main window. Connecting from the Site Manager is the quickest method for connecting to an FTP site.

To connect to an FTP site from the Site Manager:

- Highlight the site to which you want to connect.
- Click the Connect button.

The Site Manager dialog closes, the FTP main window displays and the connection is made to the selected FTP site.

To connect to an FTP site from the FTP main window:



- Choose the Quick Connect command from the FTP menu, or click the Quick Connect icon on the toolbar. A blank FTP Site Edit dialog displays.
- Enter the Host Address, Login Type, Transfer Type and any other desired field.
- Click OK.

Information is not saved when connecting to an FTP site using this method. If you wish to save FTP site information (to access it again

quickly), you should enter and save the information using the Site Manager.



To display the Site Manager dialog from the main window, choose the Site Manager command from the FTP menu or click the Site Manager icon on the toolbar.

Directory Icons

The directory icons in both the Local System and Remote System are used to display key information about the files:

-  : directory
-  : symbolic link to a directory
-  : text file
-  : binary file
-  : index file

- Double-click a directory icon to obtain the contents of the directory from the remote host.
- To close a directory, double-click it.

Viewing Files

It is good practice when working on FTP sites to view the README and or INDEX files to get a better understanding of what files are contained at this site and their size. By default, Windows Notepad is used to view text files.



- To view a text file, double-click it, or highlight the file and choose the View command from the FTP menu, or click the View icon on the tool bar.

If you want to use a different application for viewing files:

- 1 Choose the Options command from the FTP menu. The Options dialog displays.

- 2 Enter the name of the application (the .EXE name) in the Text Files Viewer field. To select the application, click the question mark icon next to the field. A standard Windows File Open dialog displays. Highlight the desired application and click OK. For information on navigating files and directories, refer to your Windows *User's Guide*.
- 3 Click OK.

Copying Files

You can copy a single file or multiple files from the remote host to your local drive or from the local drive to the host (if you have permission to upload files).

Host to Local Copy

To copy files from the remote host to your local hard drive:

- 1 Highlight the files you want to copy in the Remote System area. Hold down the Shift key when selecting files. If selecting a directory, you do not need to highlight everything contained in the directory. All files and sub-directories will automatically be downloaded.
- 2  Choose the Download command from the Commands menu or click the Download button on the tool bar. The files are copied to the default download directory on your local hard disk.

To download a single file, simply double-click it.

Local to Host Upload

If you have permission to upload files to an FTP site, you can use the following procedure to upload a file.

- 1 Select the remote directory where you want to copy the file (the destination directory) by clicking and highlighting it in the Remote System area.
- 2 Highlight the file you want to copy in the Local System area. To copy multiple files, hold down the Shift key when selecting files.
- 3  Choose the Upload command from the Commands menu, or click the Upload button on the tool bar. The file is copied to the designated directory on the host computer.

Drag and Drop Copy

You can use drag and drop to copy (download or upload) a file as follows:

- 1 Click and hold the mouse on the file you want to copy. To copy multiple files, hold down the Shift key when selecting them. To copy a directory with its sub-directories, simply highlight the folder.
- 2 Drag the file to the destination directory and release the mouse.
- 3 A confirmation message displays. Click OK.

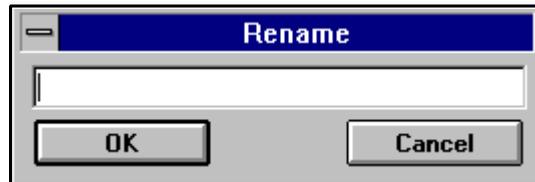
Renaming a File

You can rename a file in the Local System and, if you have permission, the Remote System area.

To rename a file:



- 1 Highlight the file you wish to rename.
- 2 Choose the Rename command from the Commands menu, or click the Rename icon on the tool bar. The File Rename dialog displays.



File Rename dialog

- 3 Type the new filename and click OK.

The file is renamed.

Deleting a File or Directory

You can delete a file or directory in the Local System and, if you have permission, the Remote System area.

To delete a file or directory:



- 1 Highlight the file or directory you want to delete.
- 2 Choose the Delete command from the Commands menu, or click the Delete icon on the tool bar.
- 3 Click Yes on the displayed confirmation message.

The file or directory is deleted.

Finding a File

You can find a file using the Find dialog.

To find a file:

- 1 Click the mouse in the Local System or Remote System area (where you are looking for a file).
- 2 Choose the Find command from the Directory menu. The Find dialog displays.



Find dialog

- 3 Type the text by which you want to search the list.
- 4 Click OK.

The Find dialog closes and FTP searches the list and highlights the first entry containing the entered text. If no match can be made, a message displays. Try the Find function again using different search text.

- 5 Choose the Find Next command in the Directory menu to continue searching the list.

Additional FTP Options

While working with the FTP application, you have the following options:



Stop an FTP Operation — To stop an FTP operation in progress, choose the Stop command from the FTP menu, or click the Stop icon on the toolbar. Use this option with caution, as stopping some operations may result in an error.

Create a Directory — To create a directory on your local hard drive (or if you have permission, on the host drive):

- 1 Click the system area (local or remote) where you want to create the directory.
- 2 Choose the Make New Directory command from the Commands menu, or click the Make New Directory icon on the tool bar. The Make Directory dialog displays.
- 3 Enter a name for the new directory the displayed dialog.
- 4 Click OK.



Change Transfer Mode — To change the transfer mode for a file (ASCII, Binary or Auto), highlight the file you are going to transfer, then choose the Transfer Type command from the FTP menu. A sub-menu displays allowing you to select the desired transfer protocol. You can also click the desired transfer mode on the tool bar.



Refresh the Screen — To refresh the screen and update files and directories in the selected system area, choose the Refresh command in the View menu, or click the Refresh icon on the tool bar.

Display Details — To display the details of files and directories, choose the Long Details command in the View menu. A 4 displays beside the option when enabled.

Change Main Window Display — To change the main window display (how the Local System and Remote System areas are displayed on your screen), use the commands in the Window menu.

Log Messages to File — To save all FTP messages to a log file, choose the Options command from the FTP menu. Type the file name using a .LOG extension in the Log File text box. To select another log file as the default file, click the question mark icon next to

the field. A standard Windows File Open dialog displays. Select the file and click OK.

Change Default Options — To change FTP options for such items as the download default directory, log file, display fonts and colors, choose the Options command from the FTP menu.



Execute a File — To execute a software application in an FTP site, choose the Execute command from the Commands menu or select the Execute icon on the toolbar.

Change Sorting Criteria — To change the sorting options, choose the Sorting command from the Commands menu, then select a sorting option from the sub-menu, or select a sorting option from the toolbar.

Disconnecting from the FTP Site



To disconnect from the FTP site, choose the Disconnect command from the FTP menu, or click the Disconnect icon on the toolbar.

Exiting the Application

To exit the FTP application, choose the Exit command from the FTP menu.

Disconnecting and exiting the FTP application does not disconnect you from the Internet unless it is the last application to exit. If you wish to end your current Internet session, choose the Bye command from the Dialer menu in the Trumpet Winsock window (Windows 3.1). In Windows 95, click Disconnect in the Connected to... dialog.

Chapter 11

Telnet Connections

Chapter Contents

Overview	11-3
Using Telnet	11-3
Connecting to a Host Computer	11-5
Telnet Options	11-5
Exiting Telnet	11-6

Overview

Telnet allows you to connect to other Internet computers and access the services, commands, and programs found on the host system. For example, you could use Telnet to access an Archie computer and then execute Archie commands (see Chapter 9, *Archie*), or you could search a university's library catalog, or you could even run executable programs— on any Telnet site in the world (mostly UNIX).

Telnet can emulate terminals that support ANSI, VT52, VT102, and VT220 protocols. Additionally, international character sets are fully supported. In most cases, you will need a special login ID provided by the Telnet host in order to gain access.

Using Telnet



To start Telnet, double-click the Telnet icon in the Net Commander program group, or folder. The Telnet main window displays (see page 11-4).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your *Windows User Guide* for procedures).

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window. For more information on using these commands, refer to your *Windows User Guide*.

Minimize button



Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

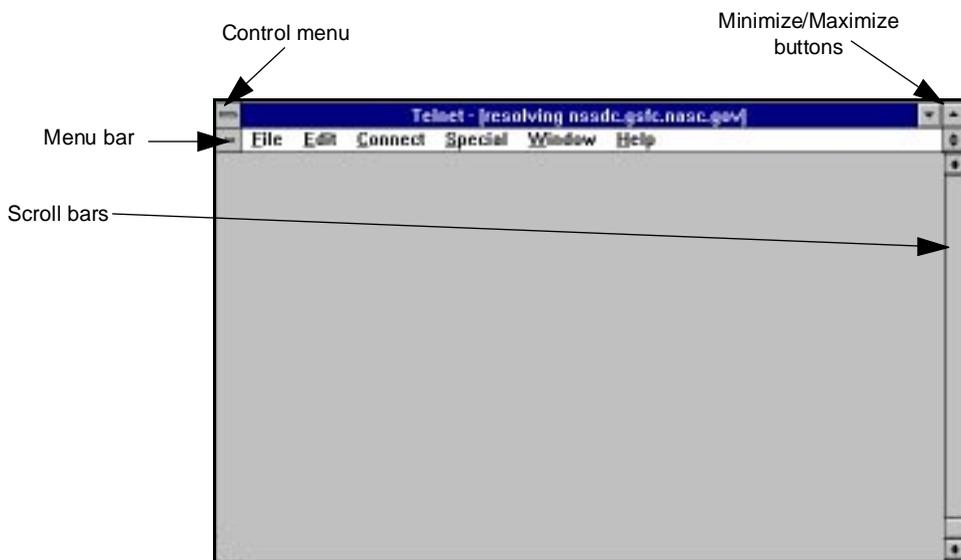
Contains the Telnet commands which may be selected and applied.

Scroll bars

If there is more information than can be displayed in the viewable area, use the scroll bars to view more.

Terminal screen area

Displays all interactions with a host.

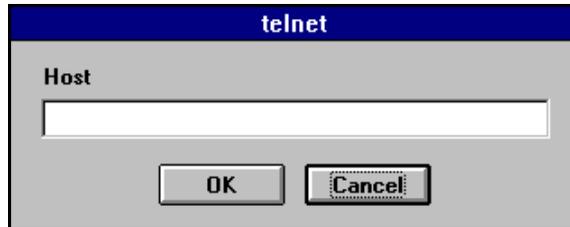


Telnet main menu

Connecting to a Host Computer

To connect to a host computer:

- 1 Choose the Connect command from the menu bar. The Telnet Connect dialog displays.



Telnet Connect dialog

- 2 Enter a host name or IP address for the system you want to connect to. You can enter the system name, if you know it, such as **CC.OWU.EDU**. Alternatively, you can enter the IP address number, if you know it, such as **123.456.78.9**.

Note

If the IP address requires a particular port setting, enter it as shown in the following example: **123.456.78.9:8008**. In this example, “8008” is the port setting. Note that it is preceded by a colon.

- 3 Click OK.

The stack and dialer application launches and makes the connection to the specified host.

Telnet Options

You can use the following options while working in a Telnet session:

Setup Your Printer — To turn the printer on (or off) select the Printer On/Off command in the Special menu.

Cut text to the Clipboard — To cut text from the main window to the clipboard, highlight the text and choose the Cut command from the Edit menu.

Copy text to the Clipboard — To copy text to the clipboard, highlight the text you wish to copy and choose the Copy command from the Edit menu.

Paste Text — To paste text contained in the Clipboard, place the cursor in the main window where you wish to place the text and choose the Paste command from the Edit menu.

Change Display Font — To change the font and font size of the display text, choose the Font command from the Special menu. A Font dialog displays. Select the font and font size, then click OK.

Change Background — To change the background to light (or dark), select the Light/Dark Background command from the Special menu.

Exiting Telnet

To exit and close the Telnet application, choose the Exit command from the File menu. This command disconnects you from the host system and closes the application.

Disconnecting and exiting the Telnet application does not disconnect you from the Internet. If you wish to end your current Internet session, choose the Bye command in the Dialer menu in the Trumpet Winsock window (Windows 3.1). In Windows 95, click Disconnect in the Connected to... dialog.

Chapter 12

Archie

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Overview

Archie is one of the principal Internet file search tools. With Archie, you can search the Internet for public domain text files, graphics files or sound files which can then be downloaded to your local hard disk.

There are approximately 40 Archie database servers around the world containing a list of Internet files available for you to access. This list is continuously updated. Acting like a giant index or library card catalog, you search an Archie server for a particular file, and then Archie tells you where it is stored out on the Internet. Actual files are stored on Archie computers (which are FTP sites).

There are two methods for searching Archie servers: using the actual file name or a keyword, in which case, Archie displays all files which match the specified characteristics of the keyword. Once a file is located, Archie displays the key information about the file (filename, directory, size, and date the file was last updated).

You can retrieve a file using the FTP (file transfer protocol) application (which is automatically linked to Archie).

Using Archie



To start Archie, double-click the Archie icon in the Net Commander program group, or folder. The Archie main window displays (see page 12-5).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your Windows *User Guide* for procedures).

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

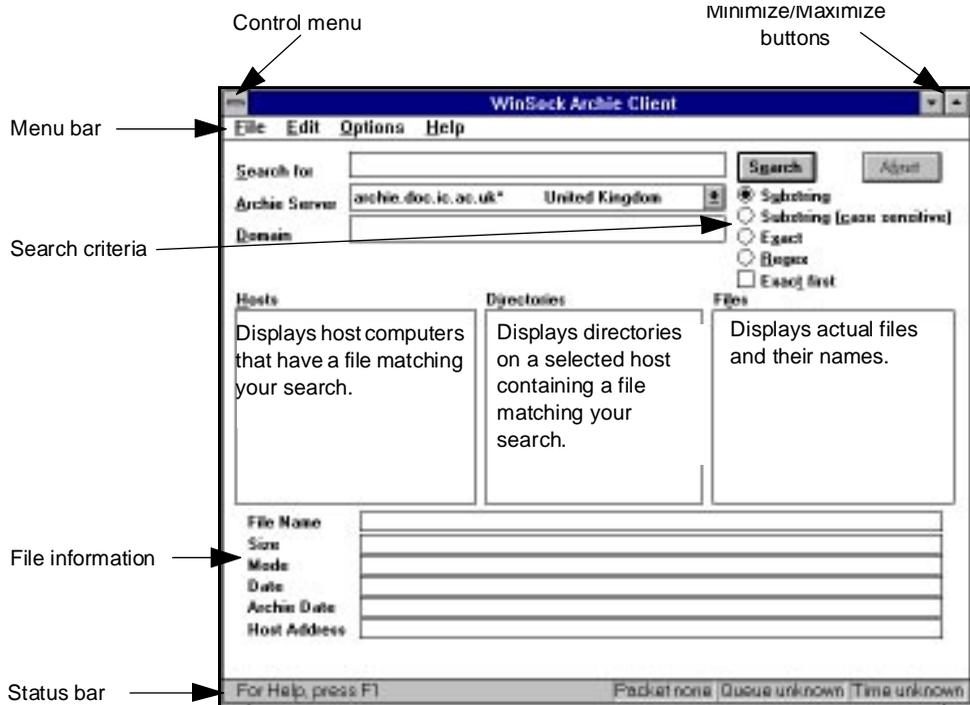
Click this button to maximize the window.

Menu bar

Contains the Host menu with all Archie's available commands.

Status bar

Displays key information about the current search including the time that the Archie server thinks it will take to process a search, the queue position when the search is received, and the number of packets (of data) received.

*Archie main window*

Locating a File

To locate a file on an Archie server:

- 1 Enter the complete file name or a keyword in the Search for text box.

Keywords

A keyword can be used to search for a file rather than a complete file name. Archie scans each of its servers and then displays every file it locates which contains the keyword. Obviously, this could result in a very long list, so you may want to consider using keywords that are fairly specific. For example, if you are a history buff, entering "History" may display a very long list, but using "Civil War" or "Gettysburg" will result in a more narrow search. You can also narrow the search by specifying a search type (see Step 4).

- 2 Select an Archie server from the drop-down list. To improve performance, select an Archie server that is geographically close. You may want to set this server as your default server (see page 12-11 for procedures).
- 3 If you want to restrict the search to a particular Archie site, enter the match domain criteria. For example, if you wish to restrict a search to academic sites in the UK, enter “.ac.uk”.
- 4 If you are making a search using a keyword, select the type of search you want Archie to perform. You can select from the following options:

Option	Description
Substring	The most common search type. Archie looks for any file name that contains the keyword. Upper/lowercase letters are ignored.
Substring (case sensitive)	Same as above except the search looks for a case match in the keyword.
Exact	The fastest search method. The restriction is that the keyword has to match exactly (including its case). Use this search type if you know exactly what you are looking for.
Regex	Regular expression search. This method allows you to look for several keywords and to narrow the search using special characters. For example, placing a ^ at the beginning of the keyword narrows the search to only those files that has the keyword at the beginning of the file name. For more information on using a Regex search, refer to the <i>Search Type</i> topic in the on-line help.
Exact first	If selected, an exact search method is used first. If no matches are found, then the method selected using the radio buttons are used. This box is disabled if the exact search method is chosen above.

Changing the search type after the search is performed will have no effect on the displayed list of matches.

- 5 Click the Search button. The stack and dialer application is launched and a connection made to the Internet. To stop a search in process, click the Abort button.

Depending on your search criteria, it may take some time as Archie scans its database servers.

If you are unable to connect to Archie, try again later. Because of the limited number of Archie sites and the high volume of traffic trying to access these popular servers, you may find the connection periodically busy.

Additionally, unlike most Internet operations, Archie servers are only available certain times of the day. If you can't get through to a desired server, you might try selecting a different server. If a server is slow or down in one part of the world, it may be open in another.

Search Results

The results of the search are displayed in the Hosts, Directories and Files list boxes.

The **Hosts list box** displays the host computers which contain files or directories matching the search item. When you highlight a host in the list box, the Directories and Files list boxes are appropriately updated.

The **Directories list box** displays a list of directories for the selected (highlighted) Host which contains a file that matches the search item. Selecting a new directory appropriately updates the Files list box.

The **Files list box** displays a list of files for the selected Directories that match the search time.

The file's details are displayed in the File details boxes. Each time you select a different Host, Directory or File, these details are updated for the currently selected file. The displayed file's details include:

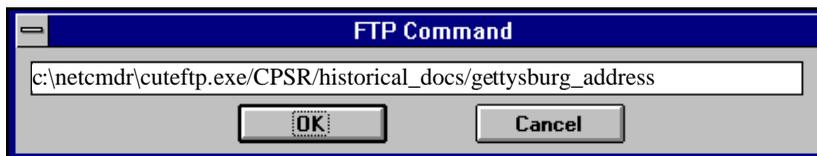
File Name	Full name of the file.
Size	Size of the file in bytes.
Mode	Access mode of the file.
Date	Files original date stamp.
Archie Date	Date the Archie server last checked the files existence.
Host Address	The Internet address of the host computer where the file resides.

Downloading a File

Files download from Archie are by default saved to the current directory. If you wish to specify a different directory in which to save downloaded files, choose the FTP Setup command from the Options menu and enter the Directory field (see page 12-10) for more information.

To download a file:

- 1 Double-click on the file name in the Files list box or choose the Retrieve command from the File menu. The FTP Command dialog displays.



FTP Command dialog

- 2 Click OK. The file is retrieved using the Net Commander FTP application and saved to the specified directory.

Archie Options

While working with Archie, you can use the following commands:

Save the results of a search — choose the Save command from the File menu. A standard Windows Save dialog displays. Enter a name using a .TXT extension in the File Name text box and click OK. For information on navigating files and directories, refer to your *Windows User Guide*.

Expand a directory — double-click the directory name in the Directories list box or choose the Expand command from the File menu to expand a selected directory.

Copy search results to clipboard — choose the Copy Results command from the Edit menu.

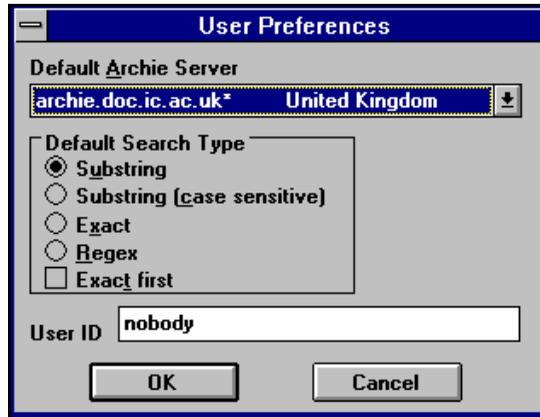
Copy file name to clipboard — highlight the file name you wish to copy in the Files list box and choose the Copy File command from the Edit menu.

Copy directory to clipboard — highlight the directory you wish to copy in the Directories list box and choose the Copy Directory command from the Edit menu.

Copy host to clipboard — highlight the host name you wish to copy in the Hosts list box and choose the Copy Host command from the Edit menu.

Changing Defaults

You can change the default Archie server and the keyword search type by choosing the User Preferences command from the Options menu. The User Preferences dialog displays (see page [12-10](#)).



User Preferences dialog

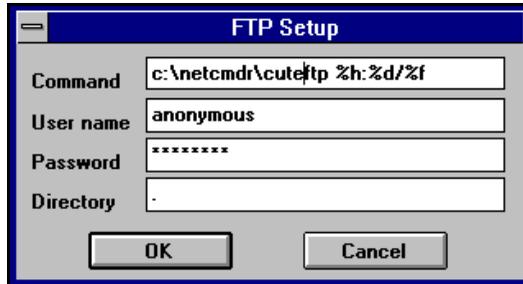
- 1 To select a default Archie server, click the arrow next to the Default Archie Server field and select one of the available servers from the drop-down list.
- 2 Click a desired default keyword search type.
- 3 Click OK to apply the changes.

Do not change the User ID default.

FTP Setup

Files downloaded from an Archie computer use the FTP. When you install Net Commander, it is automatically configured for you and is ready to use the first time you use Archie. If, however, you need to re-configure FTP, or want to change the directory where downloaded files are saved, you may do so as follows:

- 1 Choose the FTP Setup command from the Options menu. The FTP Setup dialog displays (see page 12-11).



FTP Setup dialog

2 Enter the following fields:

Field	Description
Command	Enter the full path name for your FTP program. The following special characters are substituted for the path name the first time an FTP request is made. %h the host name %d the directory name %f the file name %u the user name field as entered in the user name field %p the password field as entered in the password field
User Name	Do not change.
Password	Do not change.
Directory	Enter the directory name to which you want downloaded files saved. The default directory is the current directory.

Exiting the Application

To exit and close Archie, choose the Exit command from the File menu.

Chapter 13

Gopher

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Overview

Gopher is another Internet system that allows you to search and retrieve files and documents (like Archie, see *Chapter 9*). Gopher allows you to access text files, graphic files, sound files, even video files.

There are currently more than 1600 Gopher servers on the Internet. One reason for Gopher's popularity is its ease of use. Gopher makes it very easy to locate Internet documents by utilizing a series of on-screen menus (similar to a table of contents). When you find a file or document you want to view in the main window, simply double-click on it.

In most cases, Gopher sites reference other Gopher sites meaning that once you connect to one site, you'll be able to navigate many, many more. In Internet lingo, this is known as being in "Gopher-space".

Using Gopher



To start Gopher, double-click the Gopher icon in the Net Commander program group. The Gopher main window displays (see page 13-4).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your *Windows User Guide* for procedures).

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

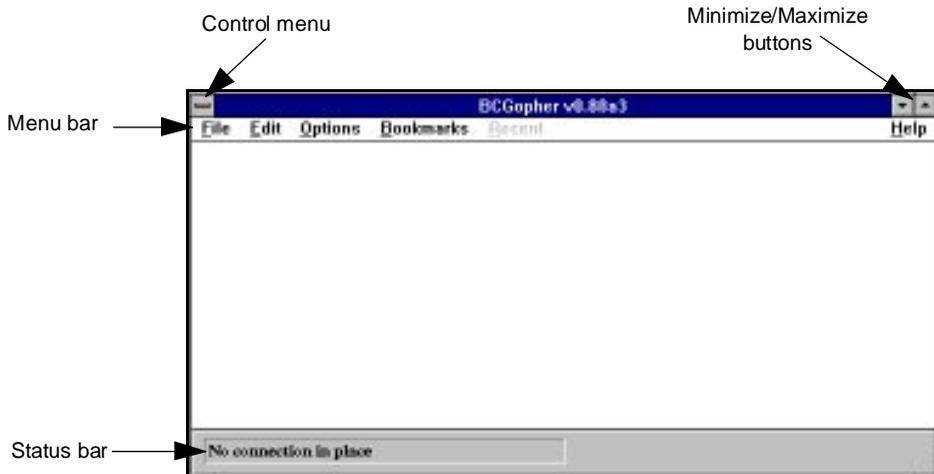
Contains the Gopher commands which may be selected and applied.

Scroll bars

If there is more information than can be displayed in the viewable area, use the scroll bars to view more.

Status bar

Displays key connection and system information.



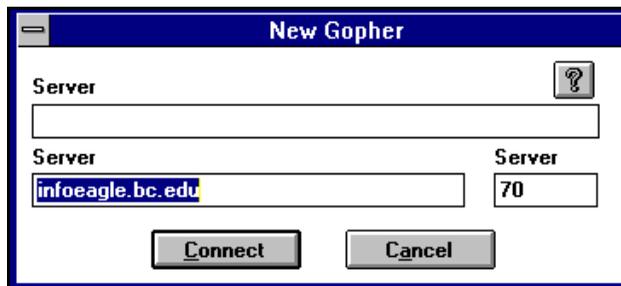
Gopher main menu

Connecting to Gopher

You can manually connect to a Gopher site, or configure it to automatically connect you to a favorite site each time you start Gopher (see page 13-12). This section shows you how to manually connect to a site.

To manually connect to a Gopher site:

- 1 Choose the New Gopher command from the file menu. The New Gopher dialog displays.



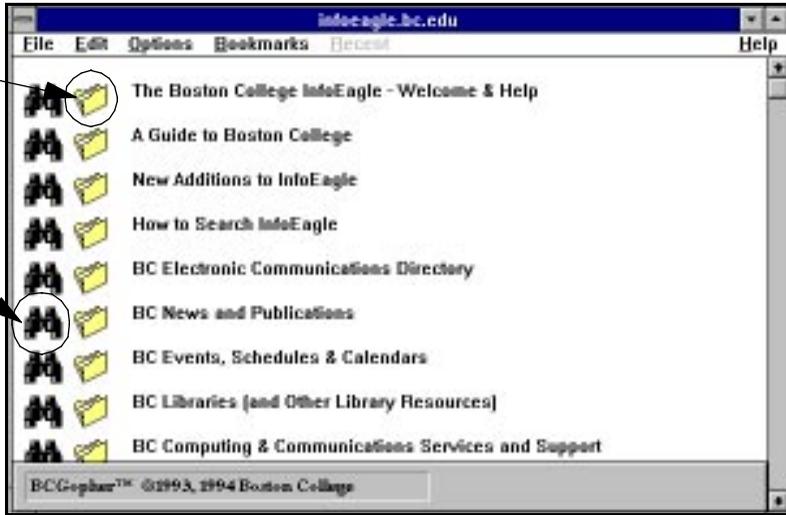
New Gopher dialog

- 2 Enter the server name (the English name) in the top Server text box (optional).
- 3 Enter the server IP address in the lower Server text box. When you first access this dialog, the default server (as defined in the Configuration dialog, see page 13-12) is automatically entered.
- 4 Leave the server port number setting at 70.
- 5 Click Connect.

The stack and dialer launches and connects you to the specified Gopher site. After retrieving the data from the site, the Gopher site re-displays the main window (see page 13-6).

To open a folder or view a document, double-click on it.

To view an items attributes, double-click the spy-glass.



Gopher Display main window

The icons displayed in the Gopher main display indicate the type of item which may be accessed when you double-click on it. This includes the following:

Icon	Description
	File. Most files are displayed in an ASCII format (.TXT) and displayed in Windows Notepad.
	Folder. A folder contains documents or other folders. To open a folder, double-click it.
	Link to another Gopher server. Double-click this folder to display other Gopher servers you can access.
	Indexed search pointer. Search for documents or files on the server.

Icon	Description
	CSO Phone Book pointer. Display information about individuals at the site (faculty, staff, students, employees, etc.).
	Telnet pointer. Launch a Telnet session based on settings in the Configuration dialog (see page 13-12).
	IBM pointer. Launch a TN3270 Telnet session based on settings in the Configuration dialog (see page 13-12).
	BINHEX file. Text file encoded in BINHEX format. Gopher cannot decode these files, but you can save them and move them to a Macintosh, as desired.
	UUENCODED file. Text file encoded in the UUENCODED format (usually a UNIX item).
	DOSBINARY file. DOS document.
	BINARY file. These files cannot be displayed on your screen (usually they are executable programs), and must be captured directly to file.
	Graphic image. You can display graphic files based on your settings in the Configuration dialog (see page 13-12).

Icon	Description
	Sound file. You can sample sound files based on your settings in the Configuration dialog (see page 13-12).
	Video file. You can sample video files based on your settings in the Configuration dialog (see page 13-12).

For more information on using Gopher icons to display documents, refer to the on-line help.

Viewing Items

To open a folder or display a document, double click on the folder or document icon, or highlight the item and choose the View Item command from the File menu.

The item is displayed using the application assigned in the Configuration dialog (refer to page 13-12). For example, text files are, by default, displayed using Windows Notepad.

Binary items cannot be displayed on your screen. To display a binary image, sound or video file, double-click it. The item is downloaded and temporarily saved. When you exit Gopher, the binary file is automatically displayed using the assigned viewer.

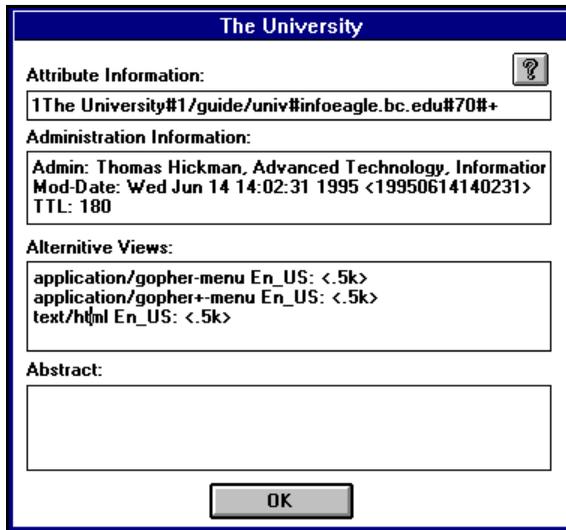
Attributes



To display an items attributes — IP address, creation date and available alternative views — double-click the spyglass next to the item, or highlight the item and choose the Attribute Info command from the file menu.

The Attribute dialog displays (see page 13-9).

The Attribute dialog shows you information about an item including its address, available alternate views, and in some cases, an abstract.

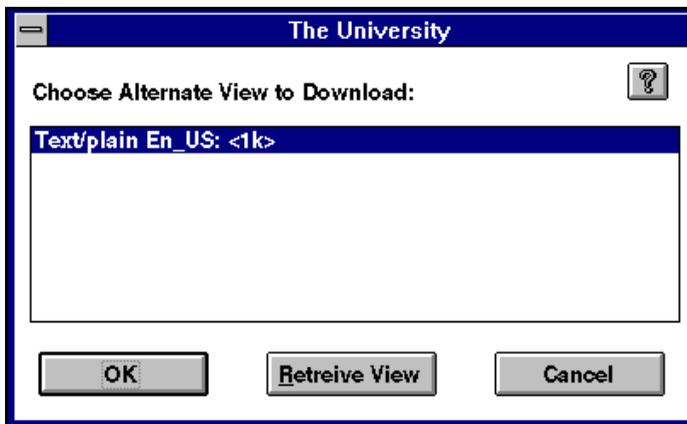


Attribute dialog

Alternate Views

Some items may have more than one available views. You can check by selecting the Attribute dialog for the item as discussed above.

To display an alternative view, highlight the item in the main window and choose the Alternate View command from the File menu. A Select Alternate View dialog displays (see page 13-10).



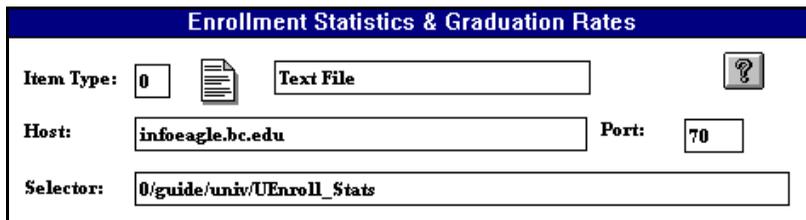
Select Alternate View dialog

- Highlight the desired view and click Retrieve View.
- To close the dialog without displaying the view, click OK or Cancel.

Displaying the Description Box

The Description Box is a floating dialog that shows you the details of an item when selected in the Gopher menu including its file type, host name, host port and selector string. This information may be useful to create bookmarks or add to your Gopher servers.

To display the Description Box, click the Descriptor Box command in the Options menu. A 4 displays beside the option when enabled.



Description Box dialog

Navigating a Gopher Server

You can move from document to document or site to site by clicking the icons contained in the menu. You can also connect to sites and display documents by clicking a bookmark in the BookMark menu or the BookMark List (see page 13-15 for more information on Bookmarks). Gopher also adds each site you visit during the current session to the Recent menu. To connect to one of these sites, simply choose the Recent menu, then click on the site (or document).

To return to the previous site, choose the Previous Site command from the Recent menu or click the arrow in the status bar.

Saving a Document

To save a displayed document, choose the Save As command from the File menu, or double-click the *right* mouse button. A standard Windows Save As dialog displays.

- 1 Select the directory where you wish to save the file.
- 2 Enter a file name in the File Name text box (use an appropriate extension based on the file type).
- 3 Click OK.

If you select the Save As command when an icon pointing to another item (a folder or phone book icon for example) is selected, the item is added to your BookMark List (and the Save As dialog does not display).

Editing Menu Items

Generally, you cannot edit a Gopher menu item. You can, however, use the following commands from the Edit menu:

Cut text — this command is not currently available.

Copy text — you may copy the title of an item to the clipboard by highlighting the item and choosing the Copy command. You may also copy an IP address or selector string from the Description box (if displayed).

Paste — you can paste copied text in the BookMark List or in other applications.

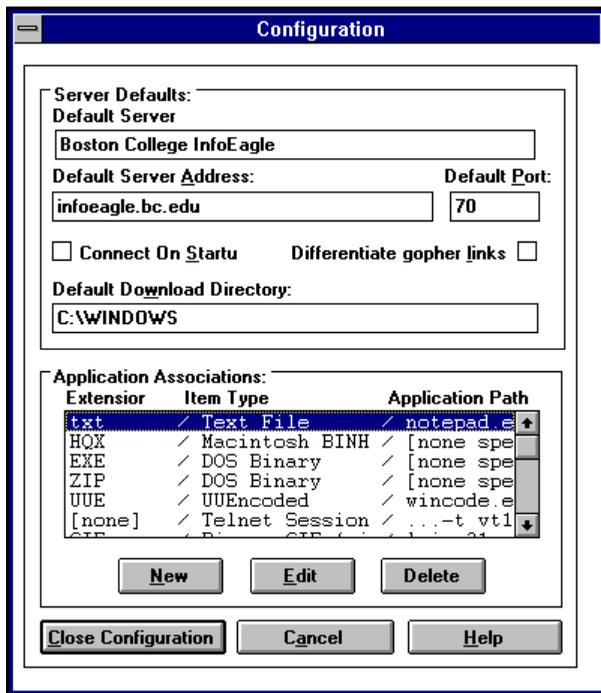
Configuring Gopher

Gopher is ready to go the first time you launch it using pre-configured defaults. You can change these default settings as may be desired at any time.

To change Gopher configurations:

- 1 Choose the Configuration command from the Options menu. The Configuration dialog displays.

Change default servers, download directories and set your application associations to view documents.



Configuration dialog

- 2 Enter the following information:

Field	Description
Default Server	Default server name (English name). This is the server that connects automatically (if enabled) or displays in the New Gopher dialog.
Default Server Address	Internet address for the default server.
Default Port	Unless specified by a Gopher site, use the default port setting 70.
Connect on Startup	Click this checkbox to automatically connect to the default server whenever Gopher is started.
Differentiate Gopher Links	Click this check box if you want links to other Gopher servers to display differently than directory items located on the same server.
Default Directory	Enter the complete path name for the directory where you want downloaded files saved.
Application Association	This list box allows you to associate file types with an application to view the file. Most file types are automatically assigned during installation. If an association has not been made for an item, it reads [none specified].

To make an association:

- 1 Highlight the item for which you wish to make an association.
- 2 Click Edit. The Application Association dialog displays.
- 3 Click Browse. A standard Windows Open dialog displays. Locate the application you wish to use to view the file type and click OK

Field	Description
-------	-------------

Application Association

4 To execute the application immediately after it is downloaded (instead of waiting until you quit this Gopher session) click the check box.

5 Click OK.

To add a new item to the list:

1 Click New. A blank Application Association dialog displays.

2 Enter the file extension for the new item.

3 Select an item type from the drop-down list.

4 Click Browse. A standard Windows Open dialog displays. Locate the application you wish to use to view the file type and click OK.

5 To execute the application immediately after it is downloaded (instead of waiting until you quit this Gopher session) click the checkbox.

6 Click OK. The new item is added to the list.

To delete an item from the list:

1 Highlight the item you want to delete.

2 Click Delete. The item is removed from the list.

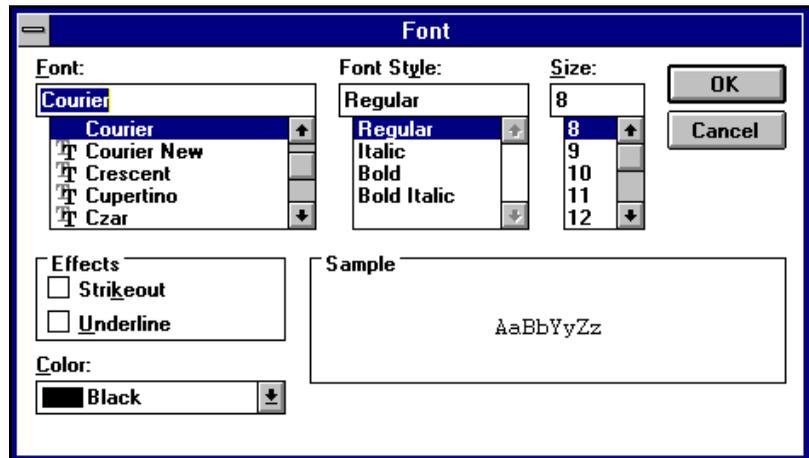
3 Click the Close Configuration button to save the configuration and close the dialog.

Changing the Display Font

You can change the display font using the Font command from the Options menu.

To change the display font:

- 1 Choose the Font command from the Options menu. The Font dialog displays.



Font dialog

- 2 Select a font, font style, size, effects and color, and click OK.

Using Bookmarks

Bookmarks allow you to save a site so you can return to it at a later point quickly.

To add a bookmark:

- 1 Select the item on the Gopher menu you wish to save as a bookmark.
- 2 Choose the Add command from the BookMarks menu. The bookmark is added to your BookMark List and to the BookMarks menu.

To connect to a bookmark site:

There are two ways to connect to a bookmark site:

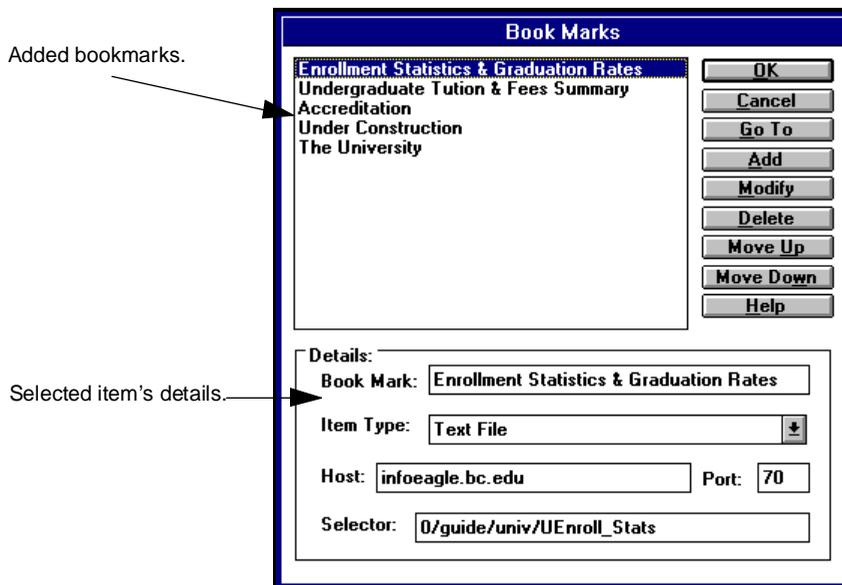
- 1 Select it from the BookMarks menu.
- 2 Select it from the BookMark list and click Go To.

BookMark List

The BookMark List contains all your bookmarks. From this list, you can view a bookmark sites details, connect to a bookmark site, add, delete or modify a bookmark, or change the order in which the bookmarks appear in the list.

To display the BookMark List:

- 1 Choose the List command from the BookMarks menu.



BookMarks List

The bottom portion of the BookMarks List displays a sites detail — name, item type (for documents), host address, port and selector string.

-
- 2 You have the following options after highlighting a bookmark:
 - Click **Go To** to connect to the bookmark.
 - Click **Add** to add a bookmark. When selected, the Details fields are cleared. Enter the new site's details and click Add again to add the bookmark to the list.
 - Click **Modify** to move the cursor to the Details fields allowing you to edit the details. When finished, click Add.
 - Click **Delete** to delete a bookmark.
 - Click **Move Up** to move the bookmark up one spot in the list.
 - Click **Move Down** to move the bookmark down one spot in the list.
 - 3 Click OK to close the dialog and save any changes you have made.

Exiting Gopher

To disconnect from a Gopher site and exit the application, choose the Exit command from the File menu. Any changes made to the Gopher configuration or the BookMark List are automatically saved.

Disconnecting and exiting the Gopher application does not disconnect you from the Internet. If you wish to end your current Internet session, choose the Bye command in the Dialer menu in the stack and dialer application.

Chapter 14

Ping

Chapter Contents

Overview	14-3
Using Ping	14-3
Starting Ping	14-4
Stopping the Ping Session	14-4
Exiting Ping	14-5

Overview

Ping is a diagnostic tool that is used to test and verify a network connection to a specific Internet site. Called “pinging”, the application lets you transmit and receive any number of ICMP (Internet Control Message Protocol echo requests to ensure the connection is working properly. (ICMP provides “flow control” when a router gets congested or is otherwise unable to send data to its destination.)

Pinging results are displayed in the main window.

Using Ping



To start Ping, double-click the Ping icon in the Net Commander program group, or folder. The Ping main window displays (see page 14-4).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your Windows *User Guide* for procedures).

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

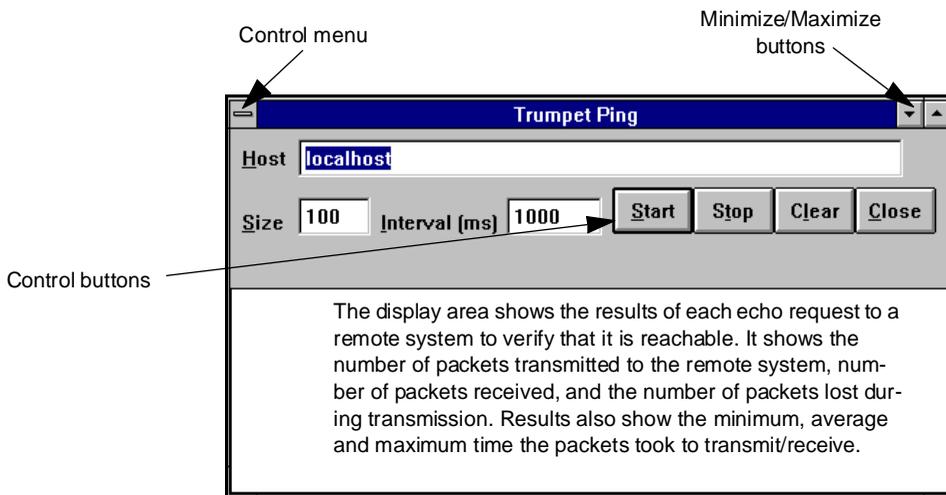
Click this button to maximize the window.

Control buttons

Contains the Ping commands which may be selected and applied.

Scroll bars

If there is more information than can be displayed in the viewable area, use the scroll bars to view more.



Ping main window

Starting Ping

You may start a Ping session using the following procedure:

To start a ping session:

- 1 Type the host ID for which you wish to ping in the Host text box
- 2 Click the Start button.

The stack and dialer launches and connects you to the specified site. Once connected, the Ping session starts immediately.

Stopping the Ping Session

To stop sending echo requests to the host, click the Stop button.

To clear the data from the window, click the Clear button.

Exiting Ping

To exit and close the Ping application, click the Close button. This command disconnects you from the host system and closes the application.

Disconnecting and exiting the Ping application does not disconnect you from the Internet. If you wish to end your current Internet session, choose the Bye command in the Dialer menu in the Trumpet Winsock window (Windows 3.1). In Windows 95, click Disconnect in the Connected to... dialog.

Chapter 15

Whols

Chapter Contents

Overview	15-3
Using WhoIs	15-3
Making a WhoIs Query	15-4
Searching by Handles	15-5
Searching by a Mailbox	15-5
Searching by Names	15-6
Displaying On-Line Help	15-6
Printing Information	15-6
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Changing Hosts	15-7
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Exiting WhoIs	15-8

Overview

WhoIs (“who is...”) is a utility program that lets you look up records on the main Internet database. Typically, you will use WhoIs to locate people and computers on the Internet and display their name and e-mail address. You can, however, also look for other records, host servers, gateways, or networks.

Using Whols



To start WhoIs, double-click the WhoIs icon in the Net Commander program group, or folder. The WhoIs main window displays (see page 15-4).

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.

Menu bar

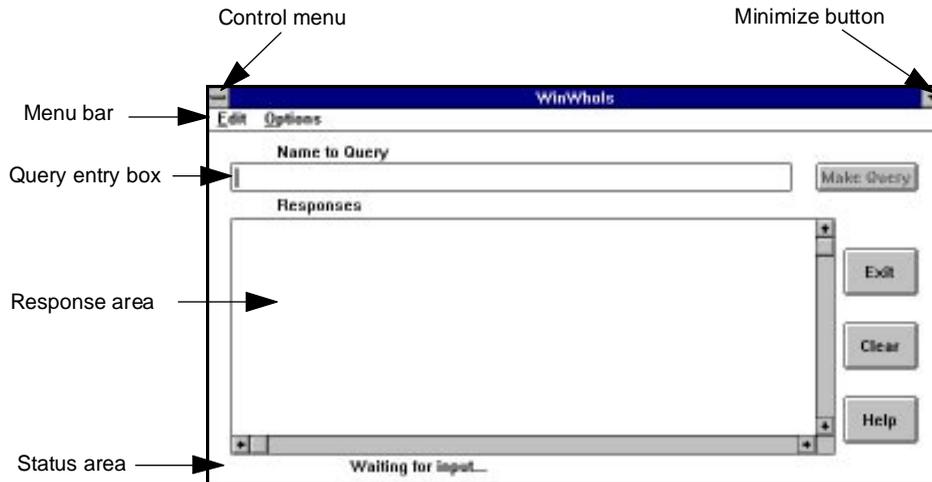
Contains the WhoIs commands which may be selected and applied.

Scroll bars

If there is more information than can be displayed in the viewable area, use the scroll bars to view more.

Status area

Displays key connection and system information.



WhoIs main menu

Making a WhoIs Query

When making a WhoIs query, WhoIs searches the main Internet server, **rs.internic.net** by default. You can, however, change servers as may desired (see page 15-7). When making a query, you can use a proper name, keyword, handle, nickname, hostname or net address.

To make a WhoIs query:

- 1 Type the search criteria in the Name to Query text box.
 - To narrow the search, type **HA** or **!** before the target string. For example, type **!ABC** (or **HA ABC**) to look for records whose unique identifier on the Internet starts with ABC.
 - To look for a specific name, type **NA** or a period (**.**) before the name (e.g., **.smith** or **NA smith**).
 - To locate a certain type of record, use the following identifiers:
DO = Finds a domain record.

HO = Finds records for hosts.

GA = Finds gateway records.

NE = Finds network records.

Organization or **Group** = Finds organization/group records.

AS = Finds autonomous system numbers.

- To broaden the search, type a period (.) after the target string. In this case, WhoIs displays every item that contains the letters of the target string. For example, typing Sam. would display results for Sam, Samuel, Sammy, Samatha, and so on.

- 2 Click Make Query. WhoIs searches the database and displays the result in the main window. If more than one match is located, a summary of each match is displayed.

To clear the display window, click the Clear button.

Searching by Handles

Every record in the Internet database contains a single field which uniquely identifies it. This is called a record “handle”. The handle is always shown in parenthesis following the record’s name. For individuals, the handle is composed of the persons initials plus a trailing number to make it unique. If you know a person’s or record’s handle, use it as your searching criteria, as this is the most precise method for searching in WhoIs.

Searching by a Mailbox

You may specify that a search only look at mailboxes in its search using the following conventions:

Type	To search
<i>username@</i>	Searches only those mailboxes with a specified user name.
<i>@host</i>	Searches all mailboxes on the host computer.
<i>username@host</i>	Searches for an exact mailbox match.

Searching by Names

To make a name search more precise, use the full name, as possible, separated by a comma. For example, typing SMITH will cause WhoIs to look for all the Smith names. Typing SMITH, JOHN will narrow the search to John Smith. You can also use an initial in the search string (e.g., Smith, J).

Displaying On-Line Help

For more information on using WhoIs keywords and commands, display the on-line help.

- 1 Type Help in the Name to Query field.
- 2 Click Make Query.
- 3 Highlight the information.
- 4 Choose the Copy Response command from the Edit menu.
- 5 Open Windows Notepad.
- 6 Paste the help into Notepad.
- 7 Print the help file using the Notepad print command.

Printing Information

To print information on the WhoIs main screen:

- 1 Highlight the information you wish to copy.
- 2 Choose the Copy Response command from the Edit menu.
- 3 Open a text processing application (Notepad, for example).
- 4 Paste the text from the clipboard into the text processor.
- 5 Print the text using the applicable text processor command.

Editing Information

You can cut, copy and delete information contained in the WhoIs main menu.

Cut Information — Highlight the information you wish to cut and choose the Cut Response command from the Edit menu. The text is removed from the WhoIs window and placed in the Clipboard. You can paste text in another application accepting a ASCII (.TXT) format.

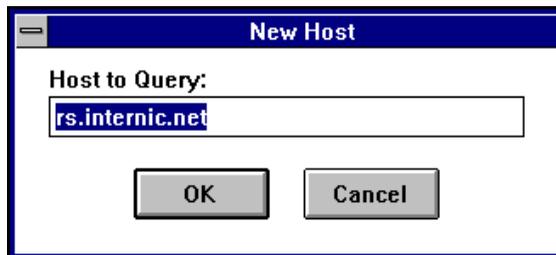
Copy Information — Highlight the information you wish to copy and choose the Copy Response command from the Edit menu. The text is copied from the WhoIs window and placed in the Clipboard. You can paste text in another application accepting a ASCII (.TXT) format.

Delete Information — Highlight the information you wish to delete and choose the Delete Response command from the Edit menu. The text is removed from the WhoIs window.

Changing Hosts

To change host servers:

- 1 Choose the Change Host command from the Options menu. The New Host dialog displays.



New Host dialog

- 2 Type the host address for which you want to access.
- 3 Click OK.

Display a List of Servers

To display a list of available servers, choose the Get List of Servers command from the Options menu. A list of servers is displayed in the main window.

Exiting Whols

To exit the WhoIs application (and disconnect your Internet connection), click the Exit button.

Chapter 16

Finger

Chapter Contents

Overview	16-3
Using Finger	16-3
Locating User Information	16-4
Exiting Finger	16-5

Overview

Finger allows you to locate and display information about another user on a specific Internet server. Using Finger, you can display the following user information:

- login name
- full name
- home directory
- login shell
- current login status
- last login
- login terminal/host

Using Finger



To start Finger, double-click the Finger icon in the Net Commander program group, or folder. The Finger main window displays (see page 16-4).

This window is similar to any other Windows application in that you can re-size it, move it on your desktop, minimize it or maximize it (refer to your *Windows User Guide* for procedures).

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window

For more information on using these commands, refer to your *Windows User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

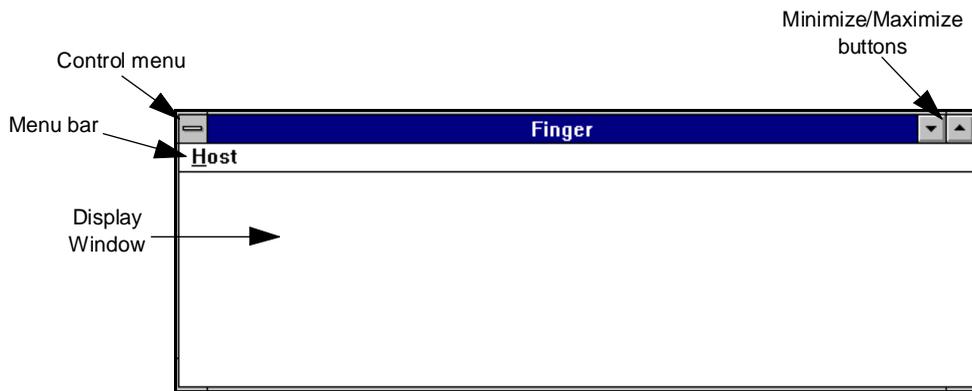
Contains the Host menu with all Finger's available commands.

Scroll Bar

Scroll bars may be displayed on the far right of the window should the viewable area not contain all the available information.

Display area

Displays the requested user information.

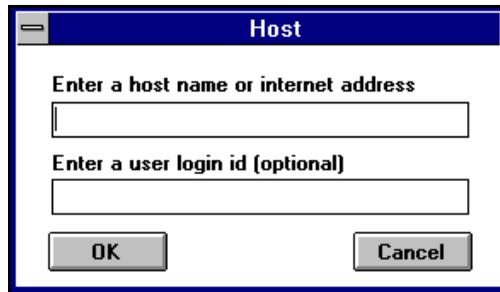


Finger main menu

Locating User Information

To locate user information:

- 1 Choose the Host command from the Host menu. The Host dialog displays (see page 16-5).



Host dialog

- 2 Enter the host name or internet address for the person you want to display information.
- 3 Enter the user login ID of the person you want to display information.
- 4 Click OK.

The stack and dialer automatically connects you to the Internet. Once a connection is made, Finger searches for the specified person and displays the information in the Finger display area.

- 5 Repeat steps 1-4 for each person you want to locate information.

Exiting Finger

To exit and close Finger, choose the Exit command from the Host menu.

Chapter 17

NetCall

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Enter a User Name	17-5
NetCall Configuration	17-5
Making a Call	17-7
Setting the Answering Machine	17-8
Listening to Messages.....	17-8
Exiting NetTalk.....	17-8

Overview

NetCall is an application that allows you to talk in your own voice with other Internet users anywhere in the world, at the price of a local phone call! It also turns your computer into a personal telephone answering machine, complete with call screening.

To use NetCall, you need a sound card, microphone and speakers. What you are really doing when you speak with someone using NetCall is sending recorded messages back and forth. The speed with which you can send and receive messages, and the quality of the sound, depend on the speed of your Internet connection.

Starting NetCall



NetTalk

Before starting NetCall, establish a connection to the Internet. Then double-click the NetCall icon in the Net Commander program group, or folder. The main NetCall window displays.



NetCall main window

The main window is comprised of the following elements:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop.

To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Move and Close the window.



Minimize button

Click this button to minimize the window.

Mode

Allows you to select the NetCall operating option, including:

VoiceChat — Allows you to place and receive calls. This is the default mode setting.

Call Screen — Allows you to place and receive calls. When an incoming call is received, the caller's name is displayed in a small window. You are given the choice of accepting the call, rejecting it or sending it to the answering machine.

Answering Machine — Sends incoming calls to the answering machine.

Calling Information

The drop-down list contains the names of the people you have called during the current NetCall session; below the list is the e-mail address of the last outgoing call recipient. Below the address area is the Open Phone Book button. Use this button to manage your phone book entries.

Controls

Contains buttons used to place a call, hang up when done, configure the application, display the on-line help and exit the application.

Caller History

Displays a list of all users who have made incoming calls since starting the program. When you receive a call, the caller's user ID and time display. To clear the window, click the **Clear** button.

Status

The Connect, Data Line, and Error indicators give you the status of your connection. The text area below the indicators provides information about a call.

Voice System

Standard set of audio control buttons used to record and play your messages.

Traffic Light

Used to monitor your call activity (talk, listen, and stop):

Red — no message can be recorded.

Green — messages may be recorded.

Messages

Displays the number of saved incoming messages. The message buttons allow you to hear messages left for you and delete them, and record your Answering Machine outgoing message.

Msgs — Play saved messages.

Kill — Delete a message.

Annc — Record your outgoing greeting message.

Enter a User Name

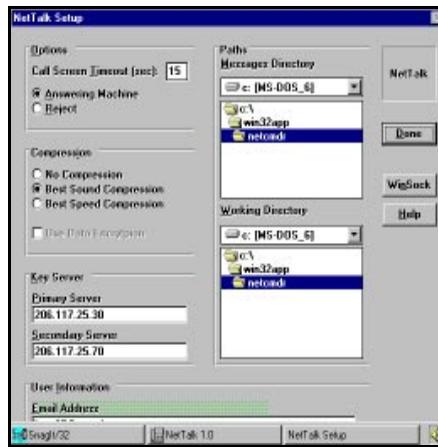
The first time you run NetCall, it requests your Internet e-mail address. This is how you will be identified to other NetCall users when you call them. Your entry is stored in the NetCall Setup dialog (see page 17-6), where you can change it, if necessary.

NetCall Configuration

Before you can make a call (or receive a call), you first need to configure the application.

To configure NetCall:

- 1 Click the Setup button located in the Controls section. The NetCall Setup dialog displays (see page 17-6).



NetCall Setup dialog

- 2 Enter the number of seconds you want NetCall to wait before answering an incoming call in the **Call Screen Timeout** field. The default is 15 seconds.
- 3 Select **Answering Machine** to have the answering machine activate after the specified number of seconds, or **Reject** to disconnect the call if no action is taken (such as answering the call) once the specified number of seconds have passed.
- 4 Select the directory where you want your answering machine messages (including the outgoing message) stored in the **Messages Directory** field. It is recommended that you use the same directory as where NetCall is located (the default directory).
Select a **Working Directory**. Ideally, this should be a RAM disk with at least 700 KB of free space. You can also use your C:\TEMP directory.
- 5 Select your preferred **Compression** option.
- 6 The Key Server fields apply to LANs. Ask your LAN administrator for assistance.
- 7 Your e-mail address and encrypted password appears in the User Information fields.
- 8 Click Done.

Making a Call

To make a call:

- 1 Make sure [VoiceChat](#) or [Call Screen](#) is selected in the Mode section of the main window.
- 2 Enter the email address of the person you want to call in the Calling Information field in the main window.
- 3 Click the [Call](#) button in the Controls section. (The button text changes to [Hangup](#).) If the party you are calling is on-line, the Connect and Data Line indicators light in the Status section and the Record and Stop buttons on the audio control button panel become active.

Note: Outgoing calls are saved in the Call Information drop-down list. You can make a future call by simply double-clicking on the address contained in this list.

- 4 When the traffic light turns green, press the [Record](#) button, then talk into your microphone. When you finish, press the [Stop](#) button. You may record up to a one-minute message at a time. Recording will automatically stop after one minute.

After recording your message, the traffic light turns red and the Status bar shows you the transmission of your message including when the caller is listening to it.

Listening to a Return Message

When the caller is recording a message to send to you, the traffic light remains red, your audio control buttons are disabled, and the status of the message is shown in the Status bar.

After hearing the message, the traffic light turns green and you may send another message.

If you are connected to the user's answering machine, after hearing their outgoing message, you can record your message. When finished, you will automatically be disconnected.

- 5 When you are finished with the call, click the [Hangup](#) button in the Controls section.

Setting the Answering Machine

Your computer must be left on in order to receive messages.

NetCall can be set to answer your incoming calls, send an outgoing greeting message, then record and store incoming messages.

To set the answering machine:

- 1 Select **Answering Machine** in the Mode section of the main window.
- 2 Press the **Annc** button located in the Voice System section of the main window.
- 3 Press the **Record** button.
- 4 Record your greeting message.

You can also use a pre-recorded .WAV file as a greeting by renaming it MESSAGE.WAV and storing it in the Messages Directory as specified in the Setup dialog.

- 5 Press the **Stop** button.

Listening to Messages

Incoming messages are shown on the digital indicator to the left of the **Msgs** button. To replay your messages, click the **Msgs** button.

To delete a message after hearing it, click the **Kill** button.

Exiting NetCall

To exit NetCall, click the **Exit** button. Any open connection will be disconnected and the application will close.

Chapter 18

Conferencing with CU-SeeME

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Starting CU-SeeME	18-4
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Picture Control Panel	18-19
Compression Control Panel	18-19
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About CU-SeeME

White Pine's CU-SeeME brings videoconferencing to the Internet! Developed at Cornell University (whence the "CU"), CU-SeeME enables you to view live videos of friends and colleagues as you talk with them over the Internet. While you might think that videoconferencing is an activity reserved for big businesses with fast, dedicated connections to WANs and the Internet, CU-SeeME puts this capability in your hands, even if you are using a dial-up account and a 28.8 Kbps modem.

What You Will Need

To use the full videoconferencing capabilities of CU-SeeMe, you generally must have a video capture card installed in your system and a video camera attached to it as the video source. However, there are cameras available that do not require a video card; they plug into a parallel port instead (Connectix QuickCam™ is an example of this type of camera).

Note

Visit the CU-SeeMe home page on the Web to access a list of CU-SeeMe-tested video cards and sound cards. The URL is <http://cu-seeme.cornell.edu/PC.cuseeme.html>.

Of course, the people with whom you want to videoconference must also have CU-SeeMe installed, along with a compatible video capture card and camera. If you do not have a camera, you can still *receive* video data if it is sent by the other party. And if you have a sound card, you can send and receive audio.

In order to have a videoconference involving more than two people, it is necessary to make use of a *reflector*—a specially equipped server for managing the CU-SeeMe data. For more information on reflectors, visit the CU-SeeMe Web site at <http://cu-seeme.cornell.edu/>.

Finally, you will need the *IP (Internet Protocol) address* of the system that you want to connect to. When two people videoconference with CU-SeeME, one party “calls” the other, using the CU-SeeME Connect command; but instead of calling a phone number, you enter an IP address, in the form of an e-mail address. Whichever user initiates the connection needs to know the other person’s permanent IP address or e-mail address. The same applies for a reflector.

Starting CU-SeeME

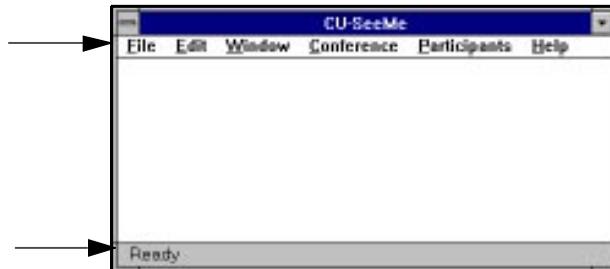
When CU-SeeME starts up, it automatically looks for a video capture card or camera and tries to establish an Internet connection. You should have your camera set up and turned on, if you are using one, before starting CU-SeeME. Also, your modem must be set up and working before you launch CU-SeeME.

To start CU-SeeME:



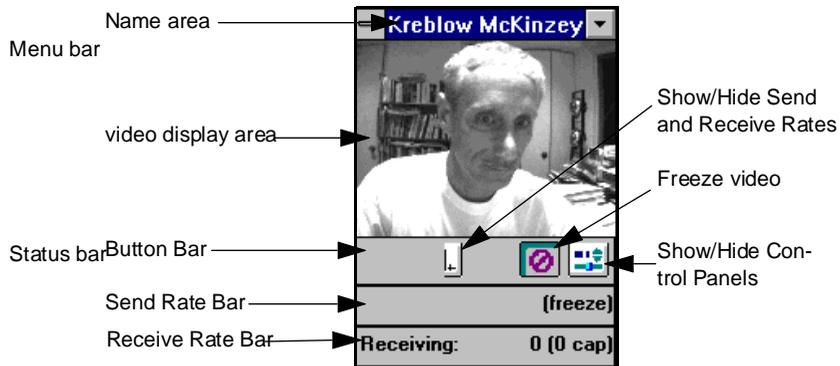
Double-click the CU-SeeME icon in the Net Commander program group.

After CU-SeeME complete its startup process, the main CU-SeeME window opens and a local video window display.



CU-SeeME Application Window

The main application window contains the CU-SeeME menus and status bar.



Local Video Window

Note

If you have a video capture card and camera but a Local Video window does not appear, make sure there's an entry in SYSTEM.INI in the [drivers] section for msvideo= that lists your video capture driver. If your video window shows static, distortion, or a photo-negative image, use the Video Setup dialog to adjust your video. (See "Adjusting Video Quality" on page 18-12).

Send Rate Bar

The current frame rate is displayed on the left as nn fps (Frames Per Second). Next to that is the send data rate expressed in Kilobits / Second (Kbps). On the right, in parenthesis, is the send cap in Kilobits / second. The send cap is an automatically determined maximum that depends on the amount of data that's lost. It also depends on the minimum and maximum cap set in the control panel (see Transmission Control Panel).

Receive Rate Bar

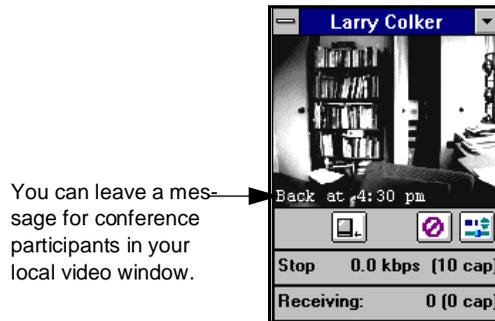
This bar shows the total amount of data you're receiving for CU-SeeME. In parenthesis is the receive cap. This cap is determined by the reflector based on how much data you receive or lose.

Tip

You can leave a short message right on your video window that the other participants who are receiving your video will see. For example, if you have to leave your desk for some reason, you can freeze

you video (which greatly reduces the bandwidth you are using), and leave a message telling others who enter the conference when you will return, or that you are in a meeting.

To put a message in the local video window, move the mouse anywhere over the video display area and type the message. To clear the message, press Enter. (You can use the Font command on the Edit menu to select the font used when you enter keyboard messages on your local video window.)



Setting Up Your Name

Before you connect to a conference with CU-SeeME, you need to set up the name that you want to appear in the title bar of your video window (both local and remote).

To enter your name:

- 1 Choose Preferences from the Edit menu.
The Preferences dialog displays.
- 2 Next to Your Name, enter the name you want to use for CU-SeeME conferences.
- 3 Click OK when done.

Note

See [“Setting Preferences” on page 18-15](#) for a complete description of all the Preferences dialog settings.

Connecting to a Conference

This section describes the procedure for connecting to one other CU-SeeME user. It assumes that both participants are using cameras. If you have any difficulties, be sure to check other sections in this chapter on CU-SeeME's video adjustments, audio adjustments, control panels, and preferences.

Both participants must start CU-SeeME and establish Internet connections before attempting to start a conference. The Status Bar in the CU-SeeME window must say "Waiting for a connection."

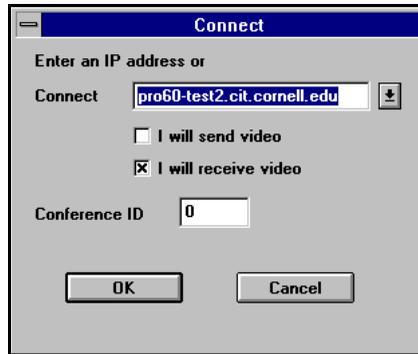
As was noted at the beginning of this chapter, you need to know the IP address of the person with whom you want to have a conference before your CU-SeeME software can connect with his or her CU-SeeME software. Some information on finding out what your own IP address is can be found under "What You Will Need," on page 18-3.

Note

You do not have to have a camera to connect to a conference, regardless of whether the other participants have cameras. You can start or connect to a conference with just audio. Even if you are not transmitting video, you can receive it from other participants. Conference participants who are using audio but no video are referred to as *lurkers* (they can see and hear but cannot be seen).

To Connect to another CU-SeeME user:

- 1 Choose Connect from the Conference menu. The Connect dialog displays (see page 18-8).



Connect dialog

- 2 Enter the IP address to which you want to connect. The computer at the address you enter must **not** already be connected to a different CU-SeeME conference, or you will not be able to connect with that computer.

The Connect field includes a drop-down list, which stores IP addresses (or their URL names) that you have connected to in the past. If the address you want is in the list, you may select it rather than re-entering it.

- 3 If you want to send video as soon as you enter the conference, turn on the “I Will Send Video” option (an x appears when it is on.)

Note

When entering a conference on a reflector, you should leave this option off until you decide you want to participate in the conference.

- 4 If you want to enter the conference receiving video, turn on the “I Will Receive Video” option. (An x appears when it is on.)

When entering a conference on a reflector, it is quicker to find out who is in the conference if this option is off (the video windows do not have to display).

- 5 In most circumstances, leave 0 in the Conference ID field.

If you are using a reflector and want to have a private conference, you can enter an agreed-upon Conference ID.

- 6 Click OK when done.

CU-SeeME attempts to connect with the address in the Connect field. Once connected, if you have set the Open New Video Windows option on (see “Setting Preferences” on page 18-15), the remote video windows of participants who are sending video display on your screen (up to the maximum set in the Preferences dialog).

Remote video windows have a receive rate bar and a button bar similar to the one on the local video window. The remote video window button bar includes the following icons:

Eye - Indicates that the other person is receiving your video.

Speaker - Indicates when you are receiving audio from that person. Click this icon to toggle audio reception off and on. When it is off, the other person’s microphone button (see next item) shows a small red x.

Microphone - Indicates when the other person is receiving your audio. When a small red x appears on the microphone, it means the other person has turned off receiving your audio. If there is a big red X on the microphone, it means the other person is not receiving any audio at all.

Statistics button - Click this button to display various statistics about the session.

Information button - Click this button to show the person’s name, IP address, and version of CU-SeeME being used.

Using the Conference Menu Commands

The Conference menu contains the following commands that you can use during a conference:

Disconnect

Use this command to disconnect from a conference.

Start Receiving Video / Stop Receiving Video

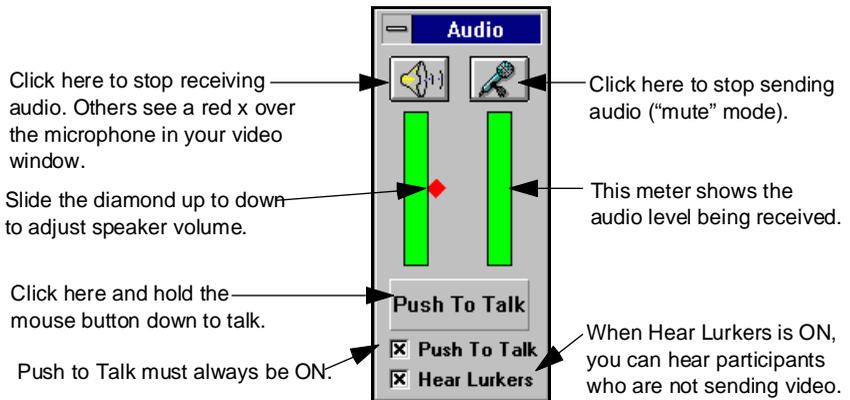
Use this command to stop receiving video from all participants, or to start receiving video.

Stop Sending Video / Start Sending Video

Use this command to stop sending video to all participants, or to start sending video.

Show Audio Panel

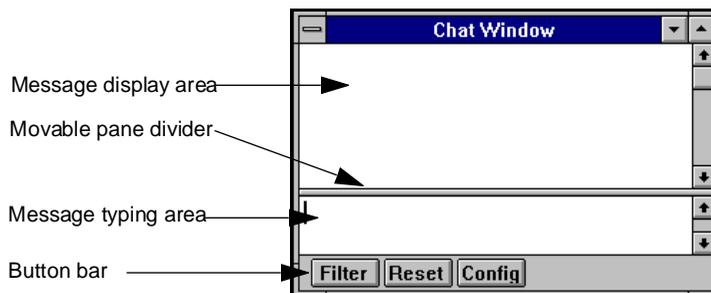
Use this command to display the Audio Panel, which is used for adjusting volume and for speaking to other participants.



Audio Panel

Open Chat Window

The Chat window provides a way to converse with other participants using the keyboard (this is the venerable way all "chatting" had to be done until the arrival of nearly-real-time speech transmission and reception software).



Chat Window

The Chat window's buttons let you filter out messages from specific participants (and restore them), and choose the font that is used in the Chat window.

To send a message using the Chat window:

- Type your messages in the lower pane (where the insertion point appears) and press Enter.

To filter out a participant's messages:

- 1 Double-click on the participant's name in the upper pane of the Chat window.
- 2 Click the Filter button. Messages from participants whom you have filtered out will not appear in your Chat window.

To remove all filters, click on the Reset button.

To select a font for the Chat window:

- 1 Click on the Configure button. A standard Windows font-selection dialog displays.
- 2 Select the desired font, font style, font size, and font color.
- 3 Click Ok when done.

Using the Participants Menu Commands

The Participants menu contains commands for displaying or closing remote video windows and for listing everyone who is participating in the conference.

Show All

Use this command to display remote video windows for all participants in the conference who are sending video, up to the maximum number of video windows that is set in the Preferences dialog. (See "Setting Preferences" on page 18-15 for a complete description of the Preference dialog settings.)

Close All

Use this command to close all remote video windows.

Show Participants Window

Use this command to open the Participants window.

The three sections of the Participants window are used as follows:

The **Senders** section is empty; senders are participants whose video you are receiving (you can see who they are on your screen).

The **Senders (not showing)** section lists participants who are sending video, but you are not showing it (you have their remote video windows closed).

The **Lurkers** section lists participants who are not sending video.

The button bar next to each participant's name is the same as the button bar that is displayed on an open remote video window. See page 18-9 for descriptions of these button icons.

Disconnecting from a Conference

When you are ready to disconnect from a conference, choose the Disconnect command from the Conference menu.

After you choose the Disconnect command, there is a one-minute period during which your computer ignores data sent from the site that you just disconnected from. You do not have to wait before connecting to another site, however.

All video windows are closed, the CU-SeeME application window is closed.

Adjusting Video Quality

If you are using a camera, you can use CU-SeeME's local video window to adjust the picture quality with the Video Setup dialog.

To adjust video quality:

- 1 Choose Video Setup from the File menu. The Video Setup dialog displays.



Video Setup dialog

- 2** Choose one of the Palette Types:
 - 256 Grays - This option gives the best picture, but some capture cards have a semi-negative looking image in this mode.
 - 64 Grays - Use this option for capture cards that will not work in the 256-Grays mode.
 - 16 Grays Packed - Choose this option if you are using the Quick-Cam camera.
- 3** If the image in your local video window looks like a photographic negative (inverted black and white), turn on the Invert Palette option.

Continue with the Video Format and Video Source setup, as explained in the next two sections.

Setting Video Format Options

Click on the Video Format button in the Video Setup dialog. You will see the Format Dialog that comes with your capture card or camera. Use this to set up your system for 8-bit palettized video with a 120x160 pixel image size. This dialog might have other options, depending on your capture card or camera. Click OK when done.

Setting Video Source Options

Click on the Video Source button in the Video Setup dialog. You will see the Source Dialog that comes with your capture card or camera. You can try out different settings and watch their effects on the local video window. Click OK when done.

Configuring Audio

CU-SeeME normally detects the sound card that is installed in your system and uses the appropriate drivers for recording and for playback. To check which sound device drivers have been selected for recording and playback, choose the Choose the Sound Devices command from the File menu. The Wave Device Selection dialog displays.



Wave Device Selection dialog

If necessary, select a different audio driver from the Recording device and Playback device drop-down lists.

If you are using a modem at 28.8 Kbps or less with CU-SeeME, you may need to change the audio encoding option. There are two audio encoding methods that CU-SeeME can use: Intel DVI (32 Kb/s) and Delta-Mod (16 Kb/s). If you are using a modem rated at 28.8 Kbps or less, you *must* use Delta-Mod encoding.

To access the audio encoding setting if you are using a camera:

- 1 With CU-SeeME running, click on the right button in the local video window's button bar to open the control panels menu.
- 2 Choose Audio from the drop-down list. Two additional drop-down lists appear.
- 3 In the lower drop-down list, choose Delta-Mod(16 Kb/s) if you are using a modem at 28.8 Kbps or slower.

To access the audio encoding setting if you are not using a camera:

- 1 In File Manager (or Explorer), open the cuseeme.ini file.
- 2 Scroll down to the [Audio Settings] section.
- 3 The EncodingMethod= line will say either Intel DVI (32Kb/s) or Delta-Mod (16Kb/s). If you are using a modem at 28.8 Kbps or slower, this line must read as follows:

EncodingMethod=Delta-Mod (16 Kb/s)

Setting Preferences

This section explains CU-SeeME's preference options. The only option that needs to be changed before you use CU-SeeME is the name you want to call yourself. This name appears in the title bar of your video window (both local and remote).

To configure CU-SeeME Preferences:

- 1 Open the Preferences dialog by choosing the Preferences command from the File menu. The Preferences dialog displays.



Preferences dialog

2 Enter the requested information and options as follows:

Field	Description
Your Name	This is your “screen name”—what will appear on everyone else’s screen and in the title bar of the local video window. Enter the name you want to use here.
Show Splash Screen at Startup	Show the two-way arrows graphic every time the application starts. Turn this option off if you want to save a few seconds during the startup process.
Save Video Window Positions	Save the positions where video windows are displayed so that they will appear in the same positions the next time you connect to a conference.
Auto-Tile Video Windows	Automatically arrange multiple video windows in a nonoverlapping, “tiled,” layout.

Field	Description
Open New Video Windows	Automatically open video windows for new participants (who are sending video) in the conference. The maximum number of windows that can be open at one time is determined by the Max Video Windows setting. Opening new video windows automatically can significantly increase bandwidth demands. If this option is turned off, you can still open video windows for all participants (who are sending video) by choosing the Show All command from the Participants menu.
Max Video Windows (2-8)	Enter the maximum number of windows that you want to be open at one time. <i>This number includes your own local video window (if you're sending video).</i>

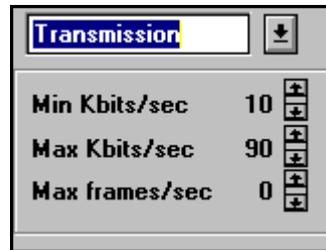
- 3 Click OK when done.

Using the Control Panels

There are five control panels for adjusting various features of CU-SeeME. When you start CU-SeeME, the control panels are normally not visible. This section explains how to show and hide the control panels, and how to use each one.

To display the control panels:

- 1 Click on the Show/Hide Control Panels button in your local video window (on the right side of the button bar; see page 18-5). The control panel menu displays below the Receiving Bar.



Transmission Control Panel

To hide the control panel, click again on the control panel button.

- 2 Choose one of the control panels from the drop-down list. The following sections explain how to use the different control panels.

Transmission Control Panel

The transmission control panel (see the previous figure) lets you set upper and lower limits on transmission speed.

Min Kbits/sec

If packets of data are being lost, the transmission speed is automatically reduced. Set this to the slowest data transmission rate (in Kbps) that you want CU-SeeME to use, regardless of data loss.

Max Kbits/sec

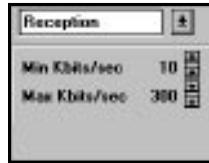
If you connect to the Internet with a modem, set this number to the maximum data transfer rate (in Kbps) of your modem (for example, up to 39—the compressed data transfer rate—for a 28.8 Kbps modem). If your network is very busy, it is considerate to keep this number at 80 or less.

Max frames/sec

Set the maximum number of frames per second you want to transmit (again, to limit bandwidth consumption).

Reception Control Panel

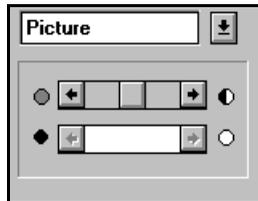
As with transmission data, you can set an upper and lower limit on the rate at which you receive data (in Kbps).



Reception Control Panel

Picture Control Panel

The upper slider control in the picture control panel lets you adjust brightness in the video windows.

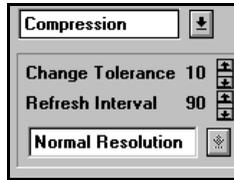


Picture Control Panel

If you are using a camera, it is preferable to adjust brightness using the camera adjustment dialog for your video capture card or camera. To access the camera adjustments, choose Video Setup from the File menu, then click on the Video Format button. See [“Adjusting Video Quality”](#) earlier in this chapter.

Compression Control Panel

The values displayed in this control panel are the same ones as are shown in the Transmission panel as Min Kb/s and Max Kb/s.



Compression Control Panel

Audio Control Panel

The audio control panel lets you change the audio buffer size and choose the audio encoding scheme.



Audio Control Panel

The audio buffer size can be 50 or 100 milliseconds. 50 milliseconds results in less delay at the receive end, but consumes more bandwidth. 100 milliseconds uses less bandwidth.

Two methods of audio encoding are provided. Intel DVI consumes 32 Kbps of bandwidth, so it cannot be used with any modem at 28.8 Kbps or slower. The other audio encoding method, Delta-Mod, uses only 16 Kbps of bandwidth and will work with 28.8K modems, but at some cost to sound quality.

Appendix A

Helper Applications

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Overview

Enhanced Mosaic Helpers define the types of files you can view and work with as you explore the Internet. Enhanced Mosaic has built-in support for the following file types:

- HTML documents
- Text documents
- JPEG and GIF images
- AU and AIFF sound files (in addition, RA and RAM sound-file support is built into Internet Explorer for Windows 95)

These helper applications are only available on the CD version of Net Commander.

Additionally, Enhanced Mosaic offers you the following helper applications:

- **Video for Windows** — View any .AVI or .MMM video clip.
- **QuickTime for Windows** — View QuickTime movies.
- **Panorama** — Display SGML documents.
- **Adobe Acrobat** — Display documents saved as an Adobe .PDF document, including the on-line documentation manual.
- **VMPEG** — Play MPEG compressed video files.
- **TrueSpeech Player** — Play TrueSpeech-encoded sound files.
- **StreamWorks** — Play video and audio files.
- **VR Scout** — View virtual reality (VRML) files.
- **CheckFree Wallet** — Pay electronically for purchases from Internet vendors.

This chapter explains how to use each of these helper applications.

Configuring Helper Applications

In order for Enhanced Mosaic or Internet Explorer to launch the appropriate helper application when you select a link to a file in a Web page, you need to associate different file types with the application you want to use to read or play the file. For example, if you click on a link to a VRML—Virtual Reality Modeling Language—

file in a Web page, Enhanced Mosaic or Internet Explorer will use Net Commander's VR Scout helper application to read the file and displays it in your browser, as long as you have associated that specific application with that specific file type.

For instructions on configuring Enhanced Mosaic for helper applications, see "Configuring Helper Applications" on page A-37. For instructions on configuring Internet Explorer for helper applications, see "Associating Applications with File Types" on page 5-30.

If you click on a link that points to a file type for which you have not configured your Web browser, a dialog like the one shown below will display.



Unhandled File Type dialog

Click the Configure Helper button to bring up the same dialogs that are explained in the file-type configuration instructions for Enhanced Mosaic (see page [A-37](#)) and for Internet Explorer (see page [A-30](#)).

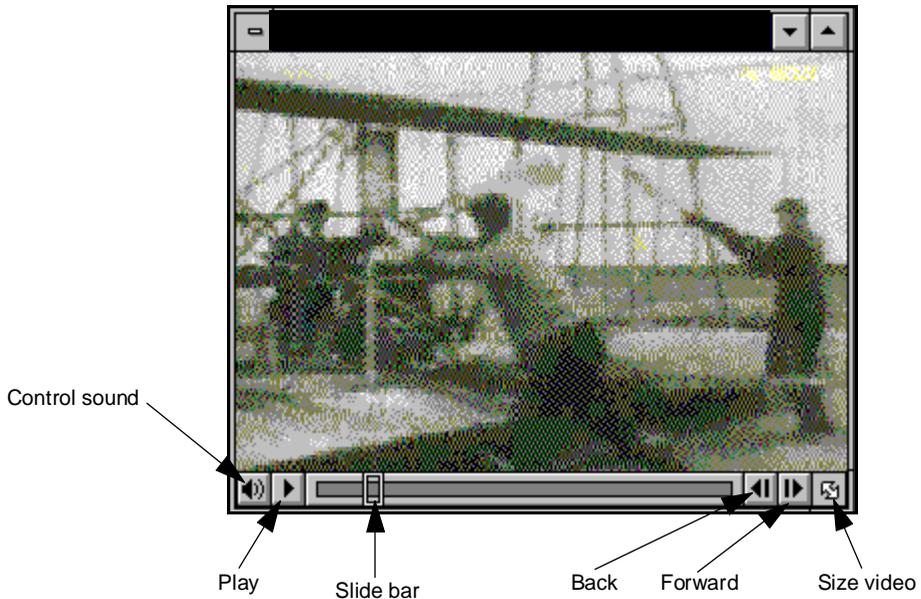
Video for Windows

After installing Video for Windows, it is automatically inserted and configured in your Helpers file. You do not have to do anything in order to use it. When sampling a file using the Video for Windows format (.AVI or .MMM files), it will automatically display.



To open the display (in order to play a saved file), double-click its icon if you have added it to a program group or folder, or double-click on the Video for Windows file you wish to sample.

The Video for Windows window displays (see page [A-7](#)).



Video for Windows window

The Video for Windows display is comprised of the following elements (and icons and samples are from Windows 3.1):

Title bar

The title bar contains the title of the window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Control buttons

These buttons allow you to control a playing file (play, forward and backward).

Playing a File

If you have configured Enhanced Mosaic to display and play files as they are selected while browsing the Internet, Video for Windows automatically displays. (See “Configuring Helper Applications” on page [A-37](#) for Enhanced Mosaic, or “Associating Applications with File Types” on page [A-30](#) for Microsoft Internet Explorer).

Loading a Saved File

If you have saved a Video for Windows file (using an .AVI or .MMM extension) you can sample the files as follows:

- 1** Choose the Open command from the File. A standard Windows Open dialog displays.
- 2** Select the file you wish to sample and click OK.
- 3** Click OK.

The selected file plays.

For more information on using Video for Windows, refer to your *Windows User's Guide*.

Exiting Video for Windows

To exit and close the Video for Windows display, choose the Close command from the Control menu, or simply double-click on the Control menu icon in the upper left hand corner of the display.

QuickTime for Windows

After installing QuickTime for Windows, it is automatically inserted and configured in your Helpers file. You do not have to do anything in order to use it. When sampling a file using the Quicktime for Windows format (.MOV files), it will automatically display.



To open the display (in order to play a saved file), double-click its icon from the QuickTime for Windows program group or folder, or double-click on the QuickTime for Windows file you wish to sample.

The Movie Player window displays.



Movie Player window

The Quicktime for Windows display is comprised of the following elements:

Title bar

The title bar contains the title of the window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

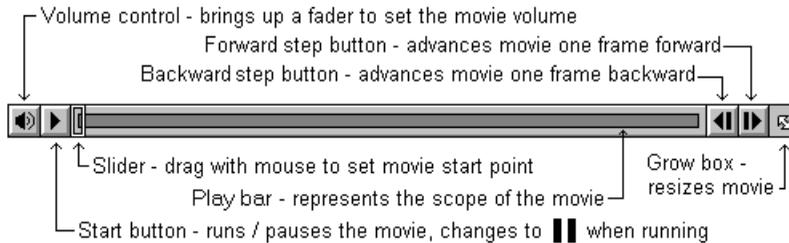
Menu bar

Allows you to select the commands which are available for use.

Playing a File

If you have configured Enhanced Mosaic to display and play files as they are selected while browsing the Internet, Video for Windows automatically displays. (See “Configuring Helper Applications” on page A-37 for Enhanced Mosaic, or “Associating Applications with File Types” on A-30 page for Microsoft Internet Explorer).

Use the Control buttons to play a file.



Use the commands in the Movie menu to control and alter your viewing options.

Loading a Saved File

If you have saved a QuickTime for Windows file (using an .MOV extension) you can sample the files as follows:

- 1 Choose the Open command from the File. A standard Windows Open dialog displays.
- 2 Select the file you wish to sample and click OK.
- 3 Click OK.

The selected file plays.

Exiting QuickTime for Windows

To exit and close the QuickTime for Windows display, choose the Exit command from the File menu.

For more information on using QuickTime for Windows, refer to the on-line help available in the QuickTime for Windows menu bar.

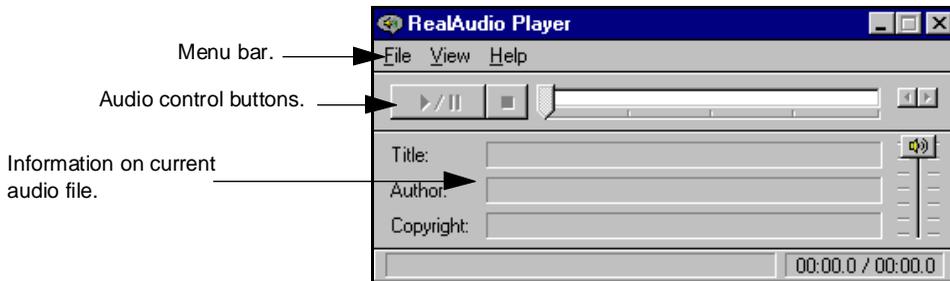
RealAudio Player

RealAudio Player is installed automatically when you install the Microsoft Internet Explorer Web browser. When you click on a RealAudio file (.RA or .RAM) in Internet Explorer, RealAudio Player automatically runs and loads the file.

Note: RealAudio Player is not available for Windows 3.1 in Net Commander.



To run RealAudio Player in standalone mode— to play a saved file, for example—use Windows Explorer to find RAPLAY-ER.EXE, which is installed by default in the Microsoft Internet folder.



RealAudio display

The RealAudio display is comprised of the following elements:

Title bar

The title bar contains the title of the window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.



Control menu

The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Restore, Move, Size, Minimize, Maximize, and Close the window.

For more information on using these commands, refer to your Windows *User Guide*.



Minimize button

Click this button to minimize the window.

Menu bar

Contains the commands available for selection.

Control buttons

These buttons allow you to control a playing file (stop, play, pause, forward and backward).

File Information

When a audio file is being played, information about the file — it's title, author, copyright information and status (playing, paused, stopped, etc.) is displayed. To hide the file information, click (to disable) the Info & Volume command in the View menu. A checkmark displays next to an enabled option.

Status Bar

The status bar shows the current status of the Player, the length and position of the RealAudio file, and help text for the menu commands. To hide the status bar, click (to disable) the Status Bar command in the View menu. A checkmark displays next to an enabled option.

Playing a File

If you have configured Enhanced Mosaic to display and play files as they are selected while browsing the Internet, RealAudio automatically displays. (See “Configuring Helper Applications” on page [A-37](#) for Enhanced Mosaic, or “Associating Applications with File Types” on page [A-30](#) for Microsoft Internet Explorer).

You can use the Control buttons on a playing audio file as follows:



Loading a Saved File

If you have saved a RealAudio file (using an .RA or .RAM extension) you can sample the file as follows:

- 1 Choose the Open File command from the File menu. A standard Windows Open dialog displays.
- 2 Select the file you wish to sample and click OK.
- 3 Click OK.

The selected file plays.

Opening a File from a URL

If you know the complete URL address for a RealAudio file, you can sample the file as follows (with the Enhanced Mosaic browser open and an active on-line connection to the Internet):

- 1 Choose the Open Location command from the File menu. An open URL dialog displays.
- 2 Type the complete URL address and click Open.

The selected file plays.

RealAudio Options

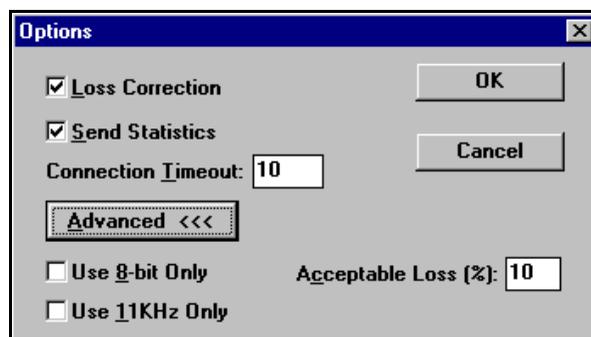
You may select to keep the RealAudio display always on top of other running applications, or use an 8-bit and/or 11KHz sampling rate.

To keep the RealAudio display always on top of other running applications, choose the Always on Top command from the View menu. A checkmark displays next to an enabled option.

To change additional RealAudio Options:

- 1 Choose the Options command from the View menu. The Options dialog displays.

Enabled options are checked; disabled options are blank.



Options dialog

- 2 Select the options you wish to use. To select a sampling rate, click the Advanced button.
- 3 Click OK to save and apply the options.

Checking File Transmissions

- 1 To check an audio files transmission statistics, choose the Statistics command from the View menu. A Connection Transmission dialog displays showing you the transmission statistics.
- 2 To close the dialog, click Close.

Exiting RealAudio

To exit and close the RealAudio display, choose the Exit command from the File menu, or simply double-click on the Control menu icon in the upper left hand corner of the display.

TrueSpeech Player

If you would like to locate some TSP files to try out your TrueSpeech player, start with a visit to DSP Group's home page at www.dspg.com.

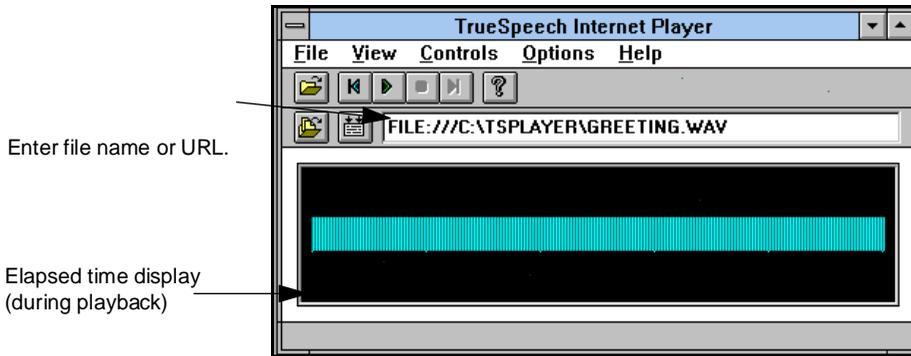
DSD Group's TrueSpeech player plays specially encoded WAV files in real time, as they are being downloaded from the Internet. You can listen to radio interviews as well as music, for example, without having to wait until the entire file is transferred to your computer before you can begin to play it back. Net Commander setup configures Enhanced Mosaic for running TrueSpeech when you click on a link that includes a TrueSpeech-encoded (TSP) file.

TrueSpeech's Bookmark feature lets you save the addresses of favorite TrueSpeech links and listen to them later without having to launch your Web browser. If you are not connected to the Internet when you choose a bookmark to play, The TrueSpeech player dials and make the connection itself.

Playing a File



When you are using Enhanced Mosaic to browse the Web and you come to a link to a TrueSpeech file, simply click on the link; TrueSpeech will start automatically. If you just want to play back a TrueSpeech file, without starting Enhanced Mosaic, you can start TrueSpeech by double-clicking on its icon in the TrueSpeech Program Manager group window or in Windows Explorer. Both methods open the TrueSpeech window on top of the other windows on your screen.

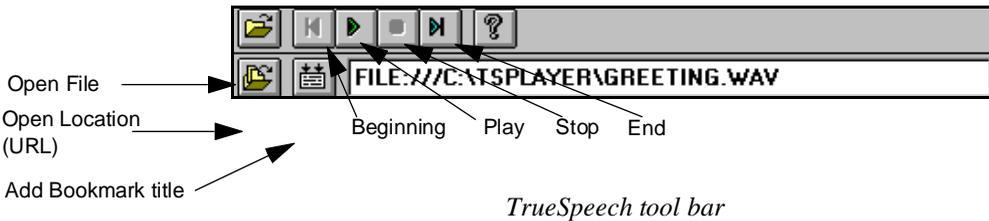


TrueSpeech window

When TrueSpeech is playing back a file, the horizontal bar in the middle of the window animates to indicate the progress of the playback through the file.

TrueSpeech Tool Bar and Menus

The TrueSpeech tool bar provides one-click access to the following commands:



TrueSpeech tool bar

The tool bar commands are also found in the following menus:

File menu:

- Open File (play back a local file)
- Open Location (play back a file on the Web)

View menu:

- Add Bookmark

Control menu:

- Beginning (“rewind” to the beginning of the file)
- Play
- Stop
- End (“fast forward” to the end of the file)

Note

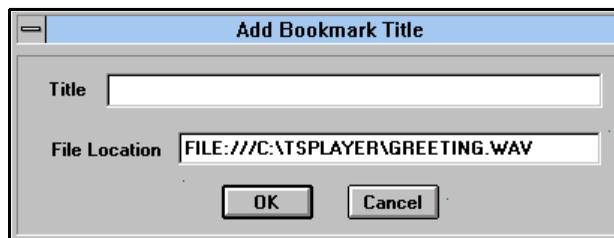
TrueSpeech stores some very small files in your system’s TEMP (or TMP) directory. If your system is not set up to clear files in the TEMP or TMP directory each time you start Windows, you may need to delete the files periodically.

Using Bookmarks

TrueSpeech has a bookmarks feature (similar to a hotlist or favorites list) for saving the addresses (URLs) of TrueSpeech links that you want to return to without having to search for them again and again.

To save a link as a bookmark:

- 1 Choose Add Bookmark from the View menu. (Or click on the Add Bookmark tool bar icon.) The Add Bookmark Title dialog displays.

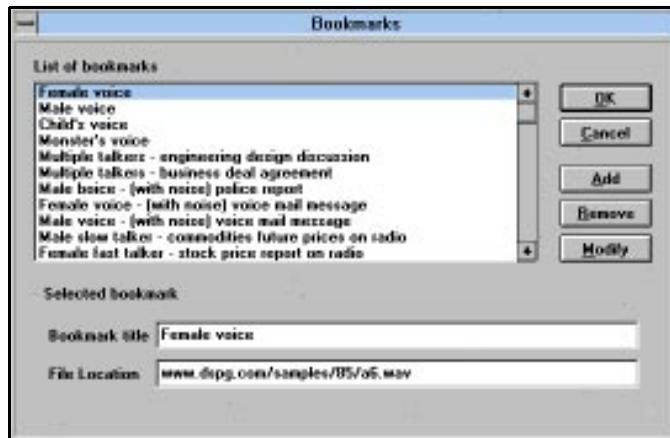


Add Bookmark Title dialog

- 2 Type any descriptive title you like in the Title box.
- 3 Click OK. The book mark is added to the Bookmarks list.

To play a bookmarked link:

- 1 Choose Bookmarks from the View menu. (Or click on the Bookmarks tool bar icon.) The Bookmarks dialog opens.



Bookmarks dialog

2 The List of bookmarks contains bookmark titles. When you select a bookmark, its URL displays in the File Location box.

3 Click OK.

TrueSpeech accesses the URL and plays the file.

To remove a bookmark:

1 Choose Bookmarks from the View menu.

2 Select the bookmark you want to remove and click Remove.

To modify a bookmark:

1 Choose Bookmarks from the View menu.

2 Select the bookmark you want to modify.

3 Make the changes you want in the Bookmark title or File Location.

4 Click Modify. The original bookmark is replaced by your modified bookmark.

5 Click OK.

TrueSpeech Options

The Options menu contains two commands and a dialog.

Always on Top

Keeps the TrueSpeech Internet Player window on top of all other open windows.

Default Size/Position

Snaps the TrueSpeech Internet Player back to its default size and position in the upper left corner of the screen.

Options Dialog

It is strongly recommended that you try TrueSpeech first with the defaults settings you find in this dialog.

Field	Description
Initial buffer size	default: 6144 bytes minimum: 1024 bytes Increase this number if you experience lots of pauses during downloading.
Silence buffer size	default: 512 bytes minimum: 480
Timeout, sec	default: 30
Port Address	default: 0
Sound Card: Preferred Sampling Rate/ Preferred Resolution	Default: 8 KHz/16 bps Some sound cards may require a different setting for best performance. Other options are available from this drop-down list << <i>verify</i> >>.

Exiting TrueSpeech

To exit TrueSpeech, choose Exit from the File menu.

Panorama

Panorama allows you to view SGML documents. After configuring Panorama as a helper in the Enhanced Mosaic main window, Panorama will automatically display whenever you open an SGML document (see page A-21). Refer to “Configuring Helper Applications” on page A-37 for Enhanced Mosaic, or “Associating Applications with File Types” on page A-30 for Internet Explorer, for instructions on configuring your browser for new file types.



To open Panorama (to display a saved SGML document), double-click the Panorama icon in the SoftQuad WWW Applications program group or folder.

The Panorama main window contains the following components:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Move, Size, Maximize, and Close the window.

For more information on these commands, refer to your Windows *User Guide*.

Minimize button



Click this button to minimize the window.

Maximize button



Click this button to maximize the window.

Menu bar

Contains all the commands which may be executed while working with the Panorama application.

Tool bar

Allows you to quickly execute many of the commands contained in the Menus by simply clicking the mouse on the icon.



Page Forward/Page Backward buttons

These buttons are available only when you have opened more than one page of a document. They allow you to quickly page back and forward through the current session.

Document display window

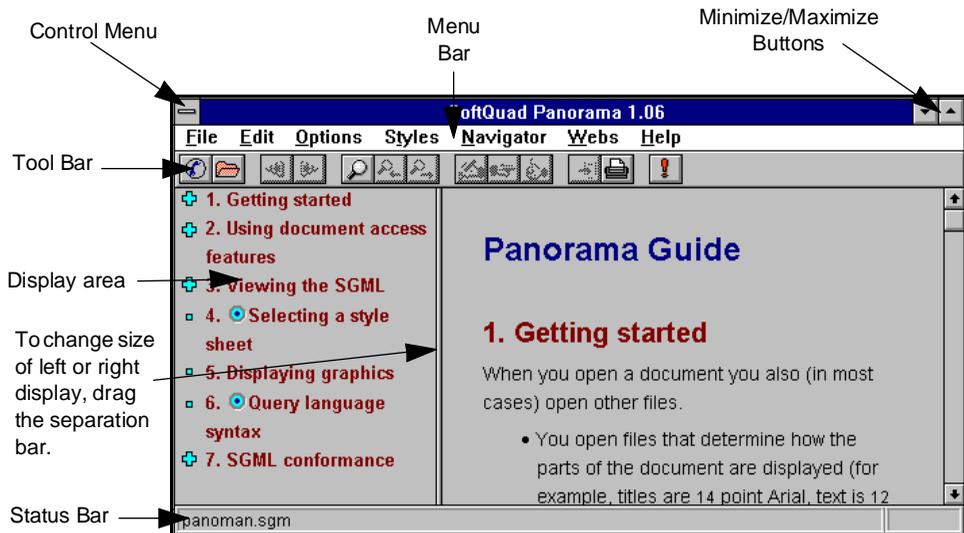
This is the area where the information contained in a URL is displayed.

Scroll bar

If the window contains more information than can be displayed in the viewable area, use the scroll bar to see more information.

Status bar

Displays a status message and progress indicator. The status message may show you the URL of a hyperlink whenever the mouse is moved over a link, the status of a file transfer, or the command description whenever the mouse is moved over a menu command or tool bar icon. The progress indicator shows the time remaining for a file to be loaded.



Panorama main window

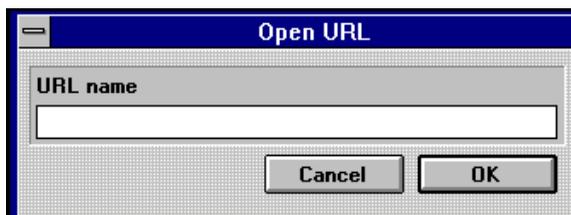
Opening a SGML File

Panorama will automatically display whenever you select a SGML file if you configure Enhanced Mosaic to display selected files immediately.

You can also open saved files as follows:



- 1 Choose the Open URL command from the File menu, or click the Open icon on the tool bar. The Open URL dialog displays.



Open URL dialog

- 2 Enter the name of the file you wish to open (using its complete path).
- 3 Click OK.

The selected file opens and displays in the main window.

Reloading the File

To reload a file, choose the Reload command from the File menu.

Changing the Display

By default, SGML documents are displayed showing you a documents table of contents (as applicable) on the left hand side of the screen and the actual document on the right hand side of the screen.

Use the table of contents to display other pages of the document by clicking on the desired page or subject.

You may change this display using the commands in the Navigator menu as follows:

Show SGML Tree — display a flowchart or tree chart of the document on the left hand side of the document (replacing the table of

contents). Like the table of contents, clicking on one of the flow-chart boxes will display that section of the document in the right hand portion of the window.

None — display the actual document in the full window.

Contents — display the default window.

Closing the File

To close a file, choose the Close command from the File menu.

Navigating a File

While you can use the hypertext jumps contained in a SGML's table of contents or Tree to navigate to other pages of a document, you can also use the navigate commands or by searching for text within the document.



Page Forward — Choose the Forward command from the Edit menu (Alt E, O), or click the Page Forward icon on the tool bar.

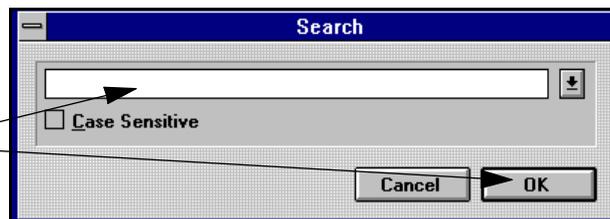
Page Backward — Choose the Back command from the Edit menu, or click the Page Back icon on the tool bar.



Searching a Document

To search a document using a word or phrase, choose the Search command from the Edit menu, or click the Search icon on the tool bar. The Search dialog displays.

To locate a word or phrase in a document, type the text and click OK.



Search dialog

- 1 Type the word or phrase you wish to locate in the active document.

- 2 To narrow the search, click the Case Sensitive checkbox.
- 3 Click OK. Panorama will search the document and highlight every word or phrase which matches the criteria.



- 4 To navigate to all instances of the match, use the Search Forward/Search Backward icons on the tool bar. You can also use the following commands from the Edit menu:

First — go to the first match.

Previous — go to the previous match.

Next — go to the next match.

Last — go to the last match.

Panorama Options

You may enable or disable the following options from the Options menu:

Show Toolbar — display (or hide) the tool bar. Enabled by default.

Show Statusbar — display (or hide) the status bar. Enabled by default.

Launch Subviews — display (or hide) subviews (e.g., footnotes) as applicable. Enabled by default.

Use Default Navigator — show (or hide) the default navigator (Enhanced Mosaic) when Panorama launches. Enabled by default.

Occurrence Density Display — highlight (or do not highlight) matches from a search. Enabled by default.

Autoshrink Graphics — shrink graphics to fit in a single page view. Enabled by default.

Prevent Flicker — prevent screen flicker when displaying pages. Enabled by default.

Show Tags — show a documents internal tags.

Show Hotspots — show hotspots on graphics which may be used to go to another topic in the document. Enabled by default.

On-Line Help

To display the Panorama on-line help, choose the Manual command from the Help menu. This file provides you with more information on how to work with SGML documents.

Exiting Panorama

To exit and close Panorama, choose the Exit command from the File menu.

Acrobat Reader

Adobe's Acrobat Reader allows you to view and print .PDF documents, including this on-line documentation manual. After configuring Acrobat Reader as a helper in the Enhanced Mosaic main window, it will automatically display whenever you open a .PDF document (see page [A-27](#)). Refer to "Configuring Helper Applications" on page [A-37](#) for Enhanced Mosaic, or "Associating Applications with File Types" on page [A-30](#) for Internet Explorer, for instructions on configuring your browser for new file types.



To open Acrobat Reader (to display a saved .PDF document or the on-line documentation manual), double-click the Acrobat Reader icon in the Adobe Acrobat program group or folder.

The Acrobat Reader main window contains the following components:

Title bar

The title bar contains the title of the document or window. It may be used to move the window to another location on the desktop. To do so, click and hold the mouse on the title bar and drag it to the desired location, then release the mouse.

Control menu



The control menu is accessed by clicking the control menu bar in the upper left corner of the window. It contains the standard Windows operations to Move, Size, Maximize, and Close the window. For more information on these commands, refer to your *Windows User Guide*.



Minimize button

Click this button to minimize the window.



Maximize button

Click this button to maximize the window.

Menu bar

Contains all the commands which may be executed while working with the Acrobat Reader application.

Tool bar

Allows you to quickly execute many of the commands contained in the Menus by simply clicking the mouse on the icon.

Document display window

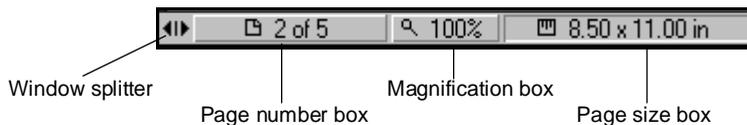
This is the area where the .PDF document is displayed.

Scroll bar

If the window contains more information than can be displayed in the viewable area, use the scroll bar to see more information.

Status bar

Displays the following items:

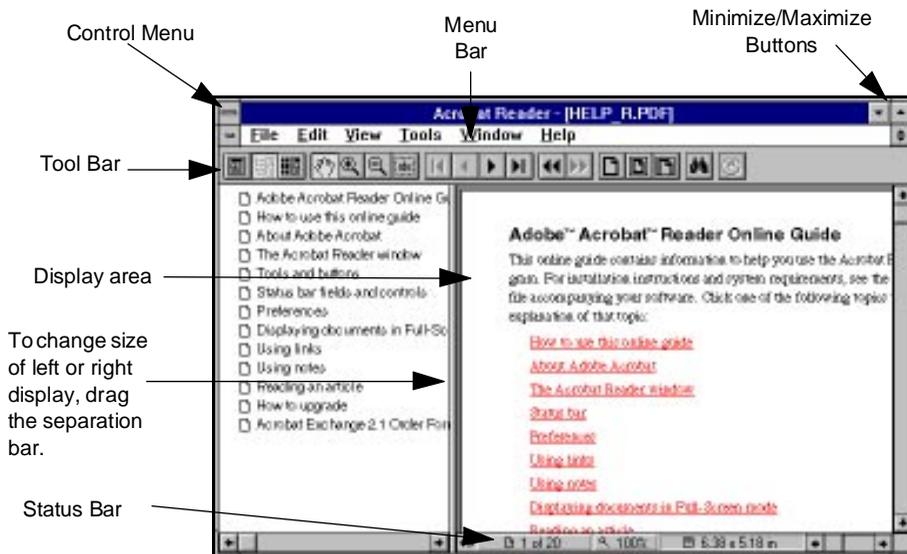


Window splitter — allows you to change the view, splitting the window into an overview and document area. Drag the control to adjust the width of the window to the desired size.

Page number box — displays the current page number. Click on the box to display the Go to Page dialog. Type the page number you want to go to and click OK.

Magnification box — displays the current magnification level. Click and hold the mouse button on the box to display a drop-down menu of available selections. Move the highlighter to the desired magnification level and release the mouse. The display changes based on your selection.

Page size box — displays the size of the current page.



Acrobat Reader main window

Tool Bar

The tool bar allows you to execute key commands when viewing and navigating a document.



Page Only — display the document only and close any displayed overview area. This command may also be selected from the View menu.



Bookmarks and Page — open the overview area and display any created bookmarks. Click a bookmark to go directly to that location in the document. This command may also be selected from the View menu.



Thumbnails and Page — open the overview area and display thumbnail images of each document page. Click a thumbnail to go to that page in the document. This command may also be selected from the View menu.



Hand — move the document in the window by dragging it in the desired direction. This command may also be selected from the Tools menu.



Zoom — magnify and reduce a page display by a factor of 2 with each click of the tool. This command may also be selected from the View menu, or the Tools menu.



Select text — select text in a document. Drag the cursor over the text you wish to select. Highlighted text can be copied into the clipboard using the Copy command from the Edit menu. This command may also be selected from the Tools menu.



Browse — use these buttons to go to the first page or last page of the document, or forward and back one page at a time. These commands may also be selected from the View menu.



Go Back/Go Forward — retraces your history as you view documents. These commands may also be selected from the View menu.



Actual size — display the page at 100%. This command may also be selected from the View menu.



Fit page — scale the page to fit within the window. This command may also be selected from the View menu.



Fit Width — scale the page to fill the width of the window. This command may also be selected from the View menu.



Find — displays the Find dialog allowing you to search for a word or phrase in the document. This command may also be selected from the Tool menu.

Opening a Document

Acrobat Reader will automatically display whenever you select a .PDF file if you configure Enhanced Mosaic to display selected files immediately.

You can also open saved files as follows:

- 1 Choose the Open command from the File menu. A standard Windows Open dialog displays.
- 2 Enter the name of the file you wish to open.
- 3 Click OK.

The selected file opens and displays in the main window.

Displaying Documents Full Screen

You can display the document using your full monitor screen (not just in the main window). To do so:

- 1 Choose the Full Screen command from the View menu.
- 2 To return to a normal display, press the ESC key.

.PDF Links and Notes



.PDF files can contain hypertext links to other sections of the current document, or to other documents. You use these links in the same manner as any other hypertext links, simply click the mouse on the link. To return to your previous page view, use the Go Back command from the View menu, or click the Go Back arrow on the tool bar.

If a document contains a note (it will be labeled as such), double-click on it to open the note.

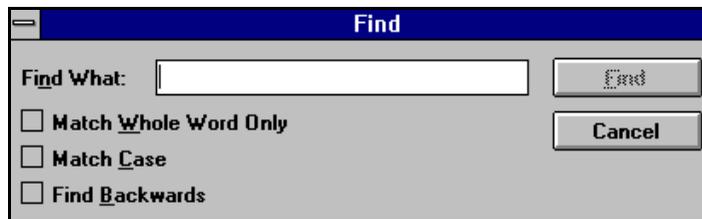
To find the next note in a document, choose the Find Next Note command in the Tools menu.

To close the note window, double-click the Control menu bar in the upper left hand corner.

Finding Text



To search a document using a word or phrase, choose the Find command from the Tools menu, or click the Find icon on the tool bar. The Find dialog displays (see page [A-30](#)).



Find dialog

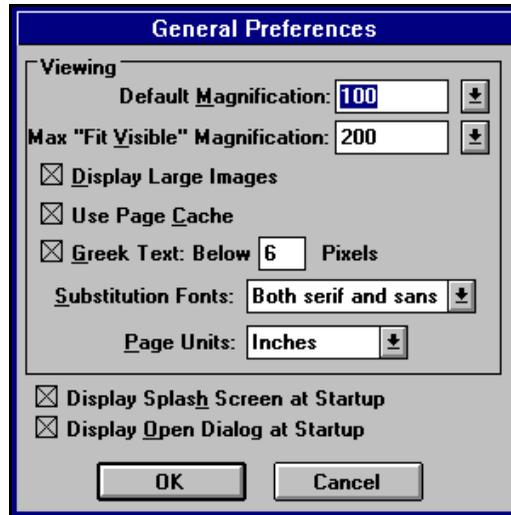
- 1 Type the word or phrase you wish to locate in the active document.
- 2 To narrow the search, you can click the Match Whole Word Only to search for an exact match, or the Match Case checkbox.
- 3 Click Find. Acrobat Reader will search the document and highlight the first word or phrase which matches the criteria.
- 4 To continue the search, choose the Find Again command from the Tools menu, or press F3.

Reader Preferences

You may change the preferences for how documents are displayed using the commands from the Preferences options in the Edit menu.

To change preferences:

- 1 Choose the Preferences command from the Edit menu. A sub-menu displays allowing you to set general preferences or full-screen preferences.
- 2 Select the General Preferences option. The General Preferences dialog displays (see page [A-31](#)).



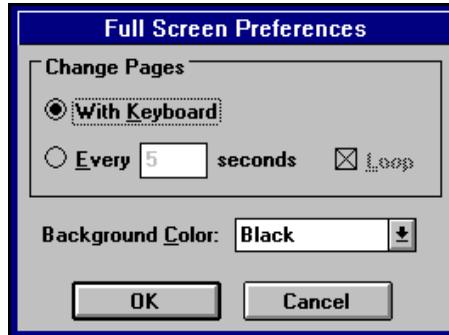
General Preferences dialog

- 3 You can select or enter the following fields:

Field	Description
Default Magnification	Press the button next to the field to display a drop-down list of available selections. Choose the default magnification you want to use when documents are opened. This is typically 100%.
Max “Fit Visible” Magnification	Select the maximum magnification that will apply when the Fit Visible command is selected from the drop-down list (default is 200%).
Display Large Images	Allows you to display large images without replacing them as a gray box. If enabled, depending on the image, it may take some time to display the image.
Use Page Cache	Creates a memory cache which may improve performance when viewing documents.

Field	Description
Greek Text Below [] Pixels	Allows you to specify the size of characters which will display below a “greek” character (which are displayed as gray lines). Increasing the size of greeked characters improves performance for displaying pages.
Substitution Fonts	Allows you to select a substitute font from the drop-down list to use if Type 1 fonts are not available on your local computer.
Page Units	Select a page unit from the drop-down list to use as the unit of measurement (inches, millimeters or points).
Display Splash Screen at Startup	If selected, the Adobe Acrobat Reader opening page (the “Splash” screen) displays prior to the main window.
Display Open dialog at Startup	If selected, a standard Windows Open dialog displays whenever you launch Acrobat Reader from program manager allowing you to select the file you want to open and display.
Maximize Application on Opening	If selected, Acrobat Reader displays full screen whenever it is opened.

- 4** After making your selections, click OK to save the settings and close the dialog.
- 5** To change additional preferences, choose the Preferences command from the Edit menu.
- 6** Select the Full-Screen option from the sub-menu. The Full-Screen dialog displays (see page [A-33](#)).



Full-Screen Preferences dialog

- 7 You can select or enter the following fields:

Field	Description
Change Pages: With Keyboard	Select how you want to control changing pages, by the keyboard or with mouse.
Every ___ Seconds	If you would like to advance the page by a specified number of seconds, select the option and enter the number of seconds between automatic page changes.
Loop	If selected, the document is continually displayed from the first page to the last page until you close the document.
Background Color	Select a background color for the window from the drop-down list.

- 8 After making your selections, click OK to save the settings and close the dialog.

Additional Options

You can use the following commands to assist you while working with a .PDF document.

Close a document — to close the document, but not the Acrobat Reader application, choose the Close command from the File menu.

Display document information — to display information about the current document, displayed fonts and security, choose the Document Info command from the File menu. A sub-menu displays allowing you to select:

General — displays a General Info dialog showing you key information about a document including its title, author and search keywords. Click OK to close the dialog.

Fonts — displays a Fonts Info dialog allowing you to view all the fonts used in the document and any substitute fonts used based on your computer system. Click OK to close the dialog.

Security — displays a Document Security dialog showing your document rights for such functions as printing the document, editing the document, copying text, and so on. Click OK to close the dialog.

Print a document — to print a document, choose the Print command from the File menu. A standard print dialog displays allowing you to select printing options. After selecting options, click OK to print the document.

Copying text — you may copy text or graphics to the Clipboard which can be pasted into another application as follows:



- Choose the Select All command from the Edit menu to select the entire document or click the Select Text icon on the tool bar and highlight the text you wish to copy.
- After selecting text, choose the Copy command from the Edit menu.

Exiting Acrobat Reader

To close and exit the Acrobat Reader, select the Exit command from the File menu.

StreamWorks

With Xing™ Technology's StreamWorks you can listen to live audio broadcasts and watch live video broadcasts on the Internet, or play back audio and video files on demand. There are already several radio stations that broadcast on the Internet. StreamWorks is pre-configured with several choices of stations. Also, each time you start StreamWorks, it searches the Internet for StreamWorks servers, so that you have an up-to-date selection of "streams" to listen to and view. ("Stream" simply refers to a flow of data sent over the Internet.)

When using StreamWorks, you will see labels such as "8.5 kbps," "24 kbps," "ISDN," and the like. Depending on the speed of your Internet connect (e.g., via 14.4 kbps modem, T1 line, ISDN line, and so on), you will not be able to view or listen to transmissions that require a greater transfer rate (bandwidth) than your connection provides. As a rule, choose 8.5 kbps for 14.4 kbps modems (or slower), 20 or 24 kbps if you have a 28.8 kbps modem, and 56 kbps or 112 kbps if you have an ISDN (or faster) connection.

Refer to "Configuring Helper Applications" on page [A-37](#) for Enhanced Mosaic, or "Associating Applications with File Types" on page [A-30](#) for Internet Explorer, for instructions on configuring your browser for new file types. The configuration information you will need is as follows:

- MIME type: application/x-xdma
- extensions: xdm, .xdma
- helper: <path>\netview.exe %s

The following sections explain how to use the basic features of StreamWorks.

Playing StreamWorks Files

Before starting StreamWorks, you need to have established an Internet connection. Do this by running the Connect program in the Net Commander program group window (Windows 3.1) or by using the Dial-Up Networking connection for your ISP (in Windows 95).

Once you have an Internet connection, start StreamWorks by double-clicking its icon in the program group where you installed StreamWorks. The StreamWorks Startup window appears first. The “Finding Servers” message in the Startup window tells you that StreamWorks is searching the Internet for StreamWorks servers. When the searching is done, the main StreamWorks window displays, with its “TV screen” and button controls.

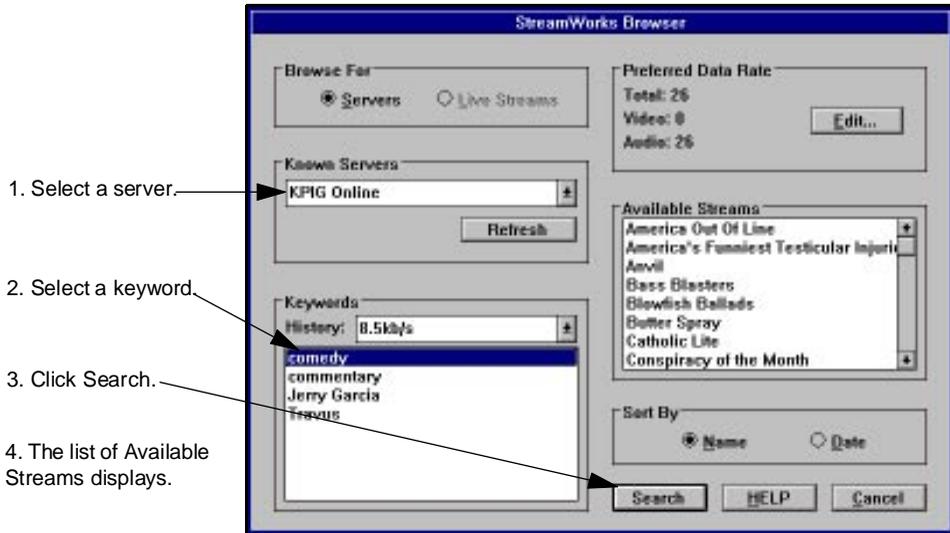


StreamWorks Main Window

Once the main window is available, the next step is to select one of the available StreamWorks servers, from which you will be able to select what you want to hear and watch.

To select a server:

- 1 Click the Browse button. (Alternatively, you can click one of the pre-configured buttons to select a server.) The StreamWorks Browser window displays.



StreamWorks Browser Window

- Pick a server from the Known Servers drop-down list.

Note: The Refresh button is used to update the Known Servers list.

A list of topics appears in the Keywords window. Keywords are arranged in a hierarchical list; once you select one, additional keywords may display.

- Click on one of the keywords.
- Click the Search button (or double-click the keyword). A list of available streams displays in the Available Streams area.

Note that a History drop-down list appears under Keywords. Use the History list to re-select a particular keyword that might no longer be visible in the Keywords list, or click <ALL> to refresh the list.

- Select one of the streams; the Search button changes to Play.

Note: You can sort the streams using the Name and Date radio buttons.

- Click Play (or double-click the stream title in the Available Streams list). The main StreamWorks window displays and the stream is downloaded.

Note: If the stream you select requires a faster transfer rate than is supported by your system, a Transmit Request Error displays informing you what the minimum required transfer rate is for the selected stream, and you will not be able to play it.



Video Playback

You will see the Audio Only icon if the stream contains only audio, or if your Internet connection does not have the capacity to play back the video portion of an audiovisual stream.



Audio-Only Playback

Note: You can minimize the StreamWorks window and do other tasks while StreamWorks is “on.”

- 7 To stop playback, click the Stop button.

To choose another “program” to listen to or watch, click Browse and select a different server, keyword, or stream.

Now you know the basics of using StreamWorks. The next section describes the options which you can use to configure StreamWorks for the best quality playback possible on your system.

StreamWorks Options

The Setup button on the main StreamWorks window opens the StreamWorks Setup dialog.



StreamWorks Setup Dialog - General Settings

The “Modify Settings For” drop-down list provides access to the following five groups of configuration settings:

- General settings affect video and audio playback.
- Server settings allow you to specify the IP address of specific servers.
- Button settings allow you to customize the assignment of StreamWorks servers to the buttons in the main window. You

can also assign custom bitmaps to the buttons.

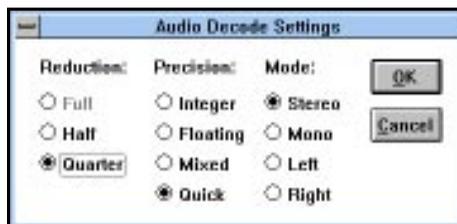
- Network and Live Stream settings apply to LANs; see your LAN administrator for assistance with these settings.

General Settings

Maximum Connection Speed - Select the option that corresponds to the speed of your modem. If you are using an ISDN connection, you can select 64K or 128K.

Video Window - Choose your preference for sizing the video window.

Audio Decoder - This area displays the current audio decoding settings. The default settings provide the maximum sound card compatibility. To view all of the available audio decoder settings, click Edit. The Audio Decoder Settings dialog displays.



Audio Decoder Settings Dialog

Selecting the “Full, Floating, Stereo” settings gives the highest fidelity, but they should only be used on a computers with a Pentium microprocessor. You can try different settings to find out which produce the best performance on your system.

Audio Control - Use this volume slider to adjust the playback volume, if desired.

Advanced - The Advanced button opens the Advanced Audio Settings dialog.



Advanced Audio Settings

You can experiment with different settings to find out which ones produce the best performance on your system.

Server Settings

Use this dialog to add or remove servers, and to change server name, address, and port information.

To add a server:

- 1 Enter the server's name in the Name text box under Server Data.
- 2 Enter the server's IP address in the IP Address text box.
- 3 Enter the port number. This should always be 1558 (unless you are using a LAN and you LAN administrator tells you to use a different port number).
- 4 Click Add.

To remove a server:

- 1 Select the server from the Servers list.
- 2 Click Remove.

To change a server address:

- 1 Select the server from the Servers list.

- 2 Enter the new IP address in the IP Address field.
- 3 Click Apply.

If you are using StreamWorks on a LAN, see your LAN administrator about changing the Port number and the firewall option.

Button Settings

The Buttons Settings dialog enables you to customize the buttons that appear in the StreamWorks window.



Button Settings Dialog

To change the button action:

- 1 Click on the button you want to change.
- 2 Click the Select Server option button and select the name of the server to which you want the button to connect.

Note: The Select Live Stream option applies to LANs; refer to your LAN administrator for assistance.

To change the button graphic:

- 1 Click on the button you want to change.
- 2 In the Button Bitmap text box, enter the path and file name of the bitmap that you want to use as the button graphic. Alternatively,

click on Browse and locate the bitmap that you want to use; when you click OK in the Browse dialog, the correct path and file name will be filled in.

Click OK when done with the Buttons settings dialog.

Exiting StreamWorks

To exit StreamWorks, click the Exit button in the main window.

CheckFree Wallet

Checkfree Corporation's CheckFree Wallet provides you with a secure way to pay for products and services with your credit cards over the Internet. The commercialization of the Internet—of the World Wide Web in particular—is one of the factors most responsible for the explosive growth of the Internet, but it could not have happened without the development of secure financial transaction technology like that used by CheckFree Wallet.

CheckFree maintains a list of the Web sites that accept Wallet transactions at www.checkfree.com.

*Note: CheckFree Wallet Version 1.0.0 is **not** compatible with Windows 95.*

Creating a Persona (Wallet)

With CheckFree Wallet you create a “persona”—consisting of an identification code, a password, and some other security information—that is associated with a “wallet.” Once you “put” one or more credit cards in your wallet, you can use your credit cards to purchase products or services sold on the Internet. You can create separate wallets that use the same credit cards (for different members of the family, for example), or put several credit cards in one wallet.

When you create a persona, you provide credit card information that CheckFree authenticates with the bank that issued the credit card. All of the information in your wallet—your identity code and

your credit cards—is encrypted and stored on your hard disk. (For the curious, the encryption method used is an RSA Data Security-licensed, 768-bit, dual-key encryption scheme.) A backup copy of your security information is also stored on a floppy disk when you change credit card information or your password.

Creating additional personas differs slightly from creating your first persona. The procedure for adding personas is presented later in this section, after the procedure for shopping with CheckFree Wallet.

To create a persona:

You will be asked to insert a floppy disk during this procedure, for storing a backup copy of your security and credit card information. Have a floppy ready, preferably one that you will not use for any other purpose, before you begin.



- 1 Start CheckFree Wallet by clicking on its icon in the program group where you installed it.
- 2 The first time you run CheckFree Wallet, a User License window displays. Read the license information and click the I Agree button. The Welcome dialog displays.



Welcome dialog

- 3 Click New. The first time you run CheckFree Wallet, you are asked if you are using a proxy server (such as a firewall server) to connect to the Internet. Click No, if you are not using a proxy server.

Note

If you are using a proxy server, click Yes. The Proxy Settings dialog displays. Enter the Proxy Name and Port Number in the areas provides, then click OK.

- 4 CheckFree Wallet dials your ISP, if you are not already online, and connects to the CheckFree server. The first time you run CheckFree Wallet, a User Agreement window displays. Be sure to read the important information about your CheckFree Wallet password, as well as the rest of the Agreement. Click the I Agree button.
- 5 The first time you run CheckFree Wallet, a preliminary New Persona dialog displays explaining what information you need to provide in the course of setting up a wallet



New Persona dialog

Click OK. The second New Persona dialog displays.



New Persona dialog

- 6 Enter a Persona ID of at least six characters (such as your first and last name) and your e-mail address. In the Language drop-down list, US English is the only choice at this time.

Click OK. The Persona Password dialog displays.



Persona Password dialog

- 7 Enter a password consisting of at least six letters and numbers (no spaces) in the Password field. It is best to avoid passwords derived from name or address information. You will need this password anytime you want to buy something with your CheckFree Wallet. *Protect your password!* Enter the same password a second time in the Confirm Password field. When done, Click OK.
- 8 CheckFree Wallet displays a Status message while it generates your security keys. When done, CheckFree Wallet dials up your ISP again.

Note

If you get an error message, click Retry. It may take a couple of tries if the CheckFree server is busy.

When your persona information has been processed by CheckFree, the Persona Established dialog displays, with your assigned Persona ID (this may differ slightly from what you entered in step 6, to make it a unique ID in CheckFree's records).

- 9 Select a disk drive where you would like to make backup copies of your security keys. You should store this information on a floppy disk. If you select a floppy disk drive, you are prompted to insert a disk in the drive. Click OK.

- 10 A message appears telling you that the backup was successful. remove the floppy diskette and store it in a safe place. Click OK.
- 11 You are asked if you want to link a credit card to the persona you just created. You must link at least one credit card. Click Yes. The Link New Credit Card window displays.



Link New Credit Card window

- 12 Enter the following credit card information. *Be sure what you enter in this screen is accurate.*

Field	Description
-------	-------------

Credit Card Number	A graphic representing the credit card type (Visa, MasterCard, etc.) appears based on the first four digits of the credit card number, and its name is selected in the pull-down menu box beside the card number. If this card type is incorrect, you can select the correct type using the drop-down list. (If using America Express, enter your Customer Identification Number. This is the 4-digit, non-embossed number above your account number.)
---------------------------	--

Expiration Date	Be sure to use one of the formats indicated.
------------------------	--

Field	Description
Card Description	The description provides a way to attach unique names to your credit cards. This is especially useful when you are using multiple cards of the same type.
Street, City, State, ZIP code	<i>Enter this information exactly as it appears on your credit card billing statement.</i>
Country Code	No entry needed.
Area Code	Enter you phone area code.
Phone	Enter your phone number.

- 13 Click OK when the information is correct. Click Cancel if you do not want to enter the persona information at this time. If you click Cancel, any information entered in the fields will not be saved.
- 14 When you click OK, the Link Credit Cards window displays, with commands for adding, modifying, and deleting cards.



Link Credit Cards window

If you needed to edit the credit card information that you entered in step 12, you could click on the Modify Card button and return to the Link New Credit Card window. Or you could open a new Link New Credit Card window to add another card by clicking on the Add card button.

Click Done. The new persona is encrypted and sent to CheckFree for confirmation.

Note: If you get an error message at this time, click Retry. The CheckFree server may be busy.

- 15 When you see the message informing you the credit card has been successfully linked to your persona, click OK.
- 16 You are asked if you want to link another credit card. If so, click Yes and fill in the information in the second Link New Credit Card window. If not, click No. The Administration window appears.



Administration window (online version)

- 17 Click Exit to Main Menu.
- 18 To exit CheckFree Wallet, click Exit in the Main Menu window.

Note

When you are working offline (not connected to the Internet), choosing Administration in the Main Menu window displays a different Administration window:



Administration window (offline version)

You can now use your CheckFree Wallet to purchase goods and services on the World Wide Web.

Making Purchases

Although the terminology may differ from one Internet merchant to another, all use some sort of shopping metaphor, such as a “shopping basket.”

To make purchases:

- 1 When you are at a site that lets you make purchases online, click the appropriate buttons or links to add items to your “shopping basket.” All merchants provide some kind of list of what is currently in your shopping basket, so that you can see the total amount at any time, including any tax and shipping and handling charges.
- 2 When you are ready to pay for your purchases, click the “Purchase Items in Shopping Basket” link (or the equivalent). During the purchase process, your CheckFree Wallet will automatically be activated and appear on your screen.
- 3 Enter your CheckFree Wallet password. CheckFree Wallet displays a Request For Payment page with a list of accepted credit cards that are configured in your CheckFree Wallet. (If any credit card in the wallet is not accepted by the merchant, it is “disabled” for use.)

- 4 Select the credit card you want to use. When you click on the credit card name, the encrypted account information stored on your system is sent to the merchant's transaction processing system, which sends it to CheckFree, along with the "bill." CheckFree validates the encrypted account information and sends an authorization for payment back to the merchant, who then prepares your order.
- 6 Finally, payment confirmation is sent and you can see a list of your purchases.

That's all there is to it!

Adding and Deleting Credit Cards

You add or delete credit cards linked to a wallet using the Credit Cards command in the Administration window, as follows.

Note

You must be online to change credit card data in existing wallets. You cannot use the Administration window that displays when you are working offline for changing credit card information.

To add or delete a credit card in a wallet:

- 1 Start CheckFree Wallet. The Login window displays.



Login window

- 2 Choose the wallet (persona) whose cards you want to change from the drop-down list, if you have set up more than one wallet.

- 3** Enter your password.
- 4** Click OK.
- 5** When CheckFree Wallet connects to the Internet, the Main Menu window displays.
- 6** Click the Administration button. The Administration window displays.
- 7** Click the Credit Card button. The Link Credit Card window displays.
- 8** To delete a card, select the card from the list and click Delete, then Done.

If you want to add a card, click Add Card. The Link New Credit Card window displays. Then follow steps 12-16 of the Creating a Persona procedure (see page A-43) to enter the card information, register the card with CheckFree, and exit the program.

Creating Additional Personas

You can create multiple personas, or wallets. Different wallets can contain the same credit cards or different ones.

To add a persona:

- 1** Start CheckFree Wallet. The Login window displays.
- 2** Click Administration. An abbreviated Administration window displays.
- 3** Click New Persona.
- 4** When the New Persona window displays, follow steps 6-18 of the Creating a Persona procedure (see page A-43).

Changing a Password

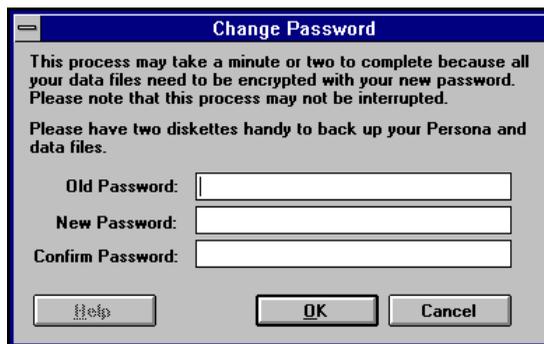
If for any reason you feel it is necessary to change a persona's password, use the following procedure. Before you begin, however, you need to have two floppy disks available to back up the updated Persona and data files that will be encrypted with your new password.

Note

The Administration window that displays when you are working offline does not provide access to the change password function.

To change a persona's password:

- 1 Start CheckFree Wallet. The Login window displays.
- 2 Choose the persona (wallet) whose password you want to change.
- 3 Enter your current password.
- 4 Click OK.
- 5 When CheckFree Wallet connects to a CheckFree server, the Main Menu window displays.
- 6 Click Administration. The Administration window displays.
- 7 Click Change Password. The Change Password window displays.



Change Password

This process may take a minute or two to complete because all your data files need to be encrypted with your new password. Please note that this process may not be interrupted.

Please have two diskettes handy to back up your Persona and data files.

Old Password:

New Password:

Confirm Password:

Help OK Cancel

Change Password window

- 8 Enter your current password, the new password, and the new password again. Then click OK.
- 9 You are returned to the Administration window.
- 10 Click Exit to Main Menu.
- 11 In the Main Menu window click Exit.

Using the Pending Transactions List

Transactions that have not been completed or sent to CheckFree for one reason or another can be viewed in the Pending Transactions list and retried.

Note

You must be offline (not connected to the Internet) to access the Pending Transactions list.

To open the Pending Transactions list:

- 1 Start CheckFree Wallet.
- 2 When the program starts dialing to connect to the Internet, click Cancel.
- 3 Click OK in the message dialogs that appear, until you see the Login window.
- 4 Click Administration. The Administration window displays.
- 5 Click Pending Transactions. The Pending Transactions window displays.



Pending Transactions window

- 6 Select a transaction by clicking on it with the mouse.
- 7 You can view the transaction details (Detail), cancel the transaction (Cancel Entry), or send the transaction to CheckFree again (Retry Entry).
- 8 When finished with the Pending Transactions window, click Done to return to the Administration window.
- 9 Click Exit to Main Menu.

- 10 In the Main Menu, click Exit.

Viewing the Transaction Log

All transactions involving CheckFree are kept in the Transaction Log for you to review.

To open the Transaction Log:

- 1 Start CheckFree Wallet. The Login window displays.
- 2 Choose the persona (wallet) whose password you want to change.
- 3 Enter your current password.
- 4 Click OK.
- 5 When CheckFree Wallet connects to the Internet, the Main Menu window displays.
- 6 Click Administration. The Administration window displays.
- 7 Click Transaction Log. The Transaction Log window displays.



Transaction Log

- 8 To view the details of a transaction, select the transaction by clicking on it with the mouse, then click Details. When done, click OK to return to the Transaction Log.
- 9 Click Done to return to the Administration window.
- 10 Click Exit to Main Menu.
- 11 In the Main Menu, click Exit.

Restoring Data

If you ever need to restore your encrypted security keys and data files to your hard drive, use the following procedure.

Note

The follow steps assume that you want to restore data without connecting to the Internet (that is, while you are offline). However, the Restore Data from Disk command is also available in the Administration window that displays when you are online.

To restore data:

- 1 Start CheckFree Wallet.
- 2 When the program starts dialing to connect to the Internet, click Cancel.
- 3 Click OK in the message dialogs that appear, until you see the Login window.
- 4 Click Administration. The Administration window displays.
- 5 Click Restore Data from Diskette. The Restore Data Files dialog displays.



Restore Data Files dialog

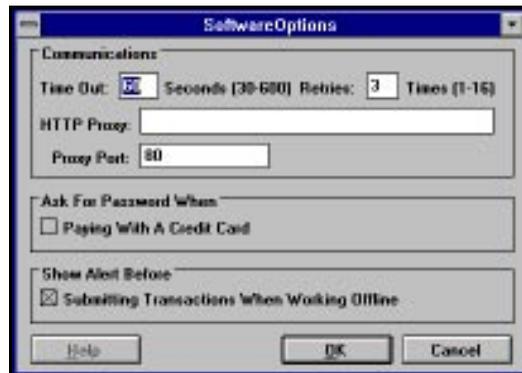
- 6 Choose one or both of the options provided: Persona and Security Keys, and Other data Files.
- 7 Select the appropriate drive letter for the Source Drive.
- 8 Click OK.

Changing Software Options

You can change or set various options using CheckFree Wallet's Software Options window, as explained next.

To access the Software Options window:

- 1 Start CheckFree Wallet. The Login window displays.
- 2 Choose the persona (wallet) whose password you want to change.
- 3 Enter your current password.
- 4 Click OK.
- 5 When CheckFree Wallet connects to the Internet, the Main Menu window displays.
- 6 Click Administration. The Administration window displays.
- 7 Click Software Options. The Software Options window displays.



Software Options window

- 8 The following options can be set in this window:

Field	Description
Time Out	Sets the number of seconds CheckFree Wallet will wait with no ISP response before timing out and redialing.
Retries	Sets the number of times CheckFree Wallet will redial the ISP to attempt a connection.

Field	Description
HTTP Proxy	Sets the name of a proxy HTTP server.
Proxy Port	Sets the port number of the proxy server,
Ask for Password When Paying With a Credit Card	Determines whether or not a password is required when using a CheckFree Wallet credit card to pay for a purchase.
Show Alert Before Submitting Transactions When Working Offline	Determines whether or not an alert message appears when you choose the Retry Entry command in the Pending Transactions window while working offline.

- 9** When done, click OK, to return to the Administration window.
- 10** Click Exit to Main Menu.
- 11** In the Main Menu, click Exit.

VR Scout

Chaco™ Communication's VR Scout is your doorway to the worlds of three-dimensional (3-D) virtual reality on the Web. VR Scout is Net Commander's helper application for playing *VRML*—Virtual Reality Modeling Language—files. With the keyboard or the mouse you can move through 3-D *scenes* and jump from one scene to another.

To set up VR Scout as a helper application in Enhanced Mosaic, refer to “Configuring Helper Applications” (page 4-36). To set up VR Scout as a helper application in Internet Explorer, refer to “Associating Applications with File Types” (page 5-30). The configuration information you will need is as follows:

- MIME type: x-world/x-vrml
- extensions: .wrl
- helper: <path>\vrscout.exe

VR Scout may also be used as a stand-alone application; you do not have to be using a Web browser to play VRML files. Before you can use VR Scout to play files that are located on the Internet, how-

.....

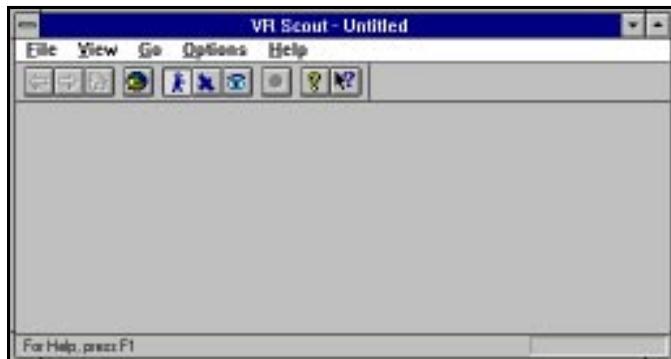
ever, you do need to be connected to the Internet. If you do not want to launch Enhanced Mosaic or Internet Explorer, use the Connect program in Windows 3.1 or the Dial-Up Networking program in Windows 95 to establish a connection to the Internet before running VR Scout.

Playing VRML Files

This section includes instructions for playing VRML files both with and without a Web browser running.

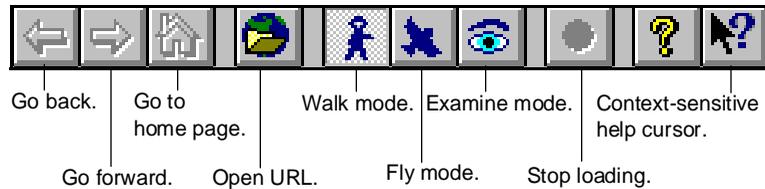
To display a VRML scene in a Web browser:

Click on the VRML link (the extension of the file will typically be “wrl”). If you have configured Enhanced Mosaic or Internet Explorer to use VR Scout to read wrl files as described above, the VR Scout main application window opens and the scene is loaded into VR Scout.



VR Scout main window

The VR Scout tool bar provides one-click access to the following features.



VR Scout Tool Bar

To use VR Scout as a standalone VRML player:

- 1 Double-click the VR Scout icon in the program group where you chose to install it. The main VR Scout window displays.
- 2 Choose the Open Location command from the File menu.
- 3 Enter the URL in the text entry box and click Open. The scene is loaded into VR Scout.

Moving in a Scene

To move around in a VRML scene, you use the mouse or the arrow keys, in combination with the Shift and Ctrl keys. While the table below can provide a quick reference for the different movement controls for you, the best way to learn how to navigate a scene is to experiment—in other words, play! If you get “lost,” you can always return to your starting point by choosing the Reset Camera command from the View menu.

There are three “movement modes” you can choose for moving in scenes, as explained below. To select the mode you want, use the tool bar or the View menu.

- **Walk** - When you are walking in a scene, you remain on the same plane (think of it as the floor) wherever you go. You can walk around, toward, and away from objects in the scene, and you can look up and down. But you cannot walk “over” or “under” objects. However, you can raise or lower the “floor”—the plane you are standing on.
- **Fly** - When you are flying in a scene, it is as though you were in an airplane. But not only can you fly forward and turn left and

right, you can also “hover” and fly backward. In flying mode, you can move over and under objects, as well as around them (depending on the scene’s design).

- **Examine** - This mode is used for examining objects, as though you were holding them in your hand and turning them around to look at all sides. In examine mode, the mouse and keyboard controls move objects, and not your position relative to them. (Well, it’s all relative; you could just as well say you are moving around an unmoving object in examine mode.)

The keyboard and mouse controls have different effects depending on which viewing mode you have selected, as shown in the following table.

	Normal	Shift+	Ctrl+
<u>Walk mode:</u>			
left arrow, or drag mouse left	turn left	shift position left	
right arrow, or drag mouse right	turn right	shift position right	
up arrow, or drag mouse forward	walk forward	shift position up	look up
down arrow, or drag mouse backward	walk backward	shift position down	look down
<u>Fly mode:</u>			
left arrow, or drag mouse left	turn left	shift position left	tilt left
right arrow, or drag mouse right	turn right	shift position right	tilt right

	Normal	Shift+	Ctrl+
up arrow, or drag mouse forward	fly forward	shift position up	look up
down arrow, or drag mouse backward	fly backward	shift position down	look down
<u>Examine mode:</u>			
left arrow, or drag mouse left	turn left	shift position left	roll object to the left
right arrow, or drag mouse right	turn right	shift position right	roll object to the right
up arrow, or drag mouse forward	move toward object	shift position up	roll object upward
down arrow, or drag mouse backward	move away from object	shift position down	roll object downward

Using the Headlight

When you are in a scene, think of having a “miner’s lamp,” or “headlight,” on your forehead, to light up the scene in the direction you are facing. You control the brightness of the headlight. If a scene seems too dark, trying making your headlight brighter.

To brighten the headlight:

- Choose Brighter from the Options menu. For a shortcut, simply press and hold the Ctrl key while you press the B key (for “brighter”). You can repeat this until you get to the desired brightness level.

To dim the headlight:

- Choose Dimmer from the Options menu. For a shortcut, simply press and hold the Ctrl key while you press the D key (for “dimmer”). You can repeat this until you get to the desired brightness level.

To set the default brightness of the headlight:

- 1 Choose Preferences from the Options menu.
- 2 Click on the 3D Graphics tab, if it is not already the front tab.
- 3 In the Headlight section, slide the Brightness control to the desired level.
- 4 Click OK when done, to close the Preferences dialog.

Changing Movement Speed

To find links to sample files that you can experiment with, visit the Chaco Communications home page at <http://www.chaco.com>.

You can increase or decrease the speed of your movements in a scene. This amounts to changing the size of each “step” as you drag the mouse or use the arrow keys.

To increase movement speed:

- Choose Move Faster from the Options menu.

For a shortcut, simply press the + (plus) key on the numeric keypad (with Num Lock turned off). Each time you press the + key, speed is increased by a certain amount. You can press the + key repeatedly, until you find the desired speed.

To decrease movement speed:

- Choose Move Slower from the Options menu.

For a shortcut, simply press the - (minus) key on the numeric keypad (with Num Lock turned off). Each time you press the - key, speed is decreased by a certain amount. You can press the - key repeatedly, until you find the desired speed.

Using Different Cameras

A scene can be constructed with several different cameras, or view-points for viewing the scene. If the scene you are looking at has multiple cameras, the following Camera items are enabled in the View menu:

- Camera submenu - Displays a list of cameras. Select the camera view you want from this list.
- Next Camera - Shifts the viewpoint of the scene to the next defined camera.
- Previous Camera - Restores the viewpoint of the previously selected camera.

To get back to your starting point in a scene:

- If you get lost in a scene, choose the Reset Camera command in the View menu. You are returned to your initial position in the scene.

Configuration Settings

VR Scout's Preferences dialog allows you to change the default 3-D graphic display settings, select a default starting page, and adjust cache settings.

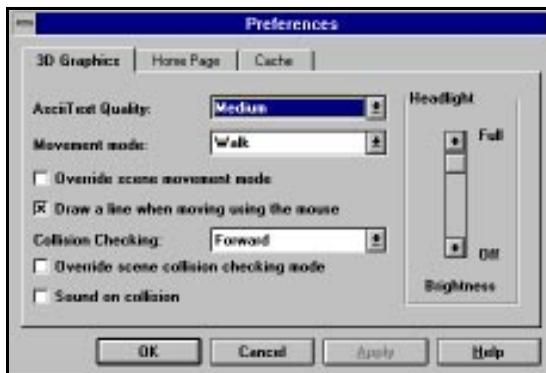
To open the Preferences dialog:

- Choose Preferences from the Options menu.

The following sections describe the settings on each of the Preferences pages.

3D Graphics

Click on the 3D Graphics tab to access the 3D graphics settings.



3D Graphics Settings

The following table explains each of the available 3D graphic settings, except the Headlight Brightness control (see “Using the Headlight” on page A-62 for a description of that control).

Field	Description
AsciiText Quality	Choose High, Medium, or Low. The higher the setting, the more pixels are used to draw text characters. This produces better-looking text but consumes more memory.
Movement mode	Choose Walk, Fly, or Examine as the default movement mode for VRML files. These settings are also found in the View menu. (See “Moving in a Scene” on page A-60.)
Override scene movement mode	Some VRML files have a pre-set initial movement mode. Turn on this option if you want to always override the scene’s specified movement mode.
Draw a line when using the mouse	Turn on this option to draw a line on the screen when you click and drag the mouse to move in Walk or Fly mode. The line starts at the point you clicked and extends to the current mouse position.

Field	Description
Collision checking	The Forward setting turns on detection of collisions with objects in front of you as you move in a scene. To turn off collision detection, choose None from the drop-down list.
Override scene collision checking mode	Some VRML files pre-set the collision detection mode. Turn this setting on if you want to always override the file's setting with the one that is visible in the Collision Checking list.
Sound on collision	Turn on this setting to play a sound file whenever a collision is detected. The default sound is the Windows "Exclamation" sound.

Home Page

Click on the Home Page tab to access the Home Page setting. Entering a URL or local file name in the Home Page text entry box makes that file the one that is displayed initially when you start VR Scout in standalone mode.

Cache

Click on the Cache tab to access the Cache settings.



Cache Settings

The cache is a directory on a local hard drive where VRML files that have been downloaded from the Internet are stored. A cache allows for faster retrieval of files that have been downloaded when you want to return to them after viewing other files. When the size limit of the cache has been reached, the oldest cached file is deleted when a new file is added to the cache. The following table explains each of the available cache settings.

Field	Description
Disk_Kilobytes	Specifies the size of the cache, in kilobytes. To change the cache size, enter a different number in the text entry box.
Disk Cache	Specifies the full path to the directory where cached files will be stored. To change the location of the cache, enter a different directory path.
Verify Documents	Specifies how often you want VR Scout to compare a file retrieved from the cache with the current version of the file on the Internet: only the first time during a session, always, or never.
Clear Cache	Click this button to delete all files from the cache directory.

Additional Features

Open File (File menu)

Use this command to open VRML files that are on your local drive or on your local network.

Save As (File menu)

When you save a scene using the Save As command, only the VRML text is saved. Any other files, such as bitmaps, that have been added to the scene are not saved with the VRML text.

Reload (View menu)

If you are viewing a file that is being updated continually on the remote server, this command reloads the file in its current state.

VMPEG

Installing VMPEG enables the Microsoft Windows Media Player to play back MPEG files (also referred to as “streams”). The VMPEG setup program adds **VMPEG MPEG Player** to the list of playback devices in the Media Player Device menu. (For information on using Media Player, refer to your Windows manual or to Media Player’s extensive online help.)



Media Player Device Menu with VMPEG Added

You should verify that Enhanced Mosaic or Internet Explorer is configured to launch Media Player (mplayer.exe) to play MPEG-type files when you click on an MPEG link on the Web. To set up VMPEG as a helper application in Enhanced Mosaic, refer to “Configuring Helper Applications” (page 4-36). For Internet Explorer, refer to “Associating Applications with File Types” (page 5-30). The following configuration information applies to MPEG files:

- MIME Type: video/mpeg
- Extensions: mpg .mpeg
- The helper application should be MPLAYER.EXE.

If you prefer to have your browser launch VMPEG instead of Media Player to play MPEG files, the helper application should be VMPEGWIN.EXE.

Tip: For command-line parameters to use with vmpegwin.exe, see “Loading an MPEG Stream” in VMPEG’s online help.

To locate some sample MPEG files to try out Media Player or VMPEG, go to your favorite search site on the Web and enter “MPEG archive” or “MPEG library” (without the quotation marks) in the Search text box.

To play MPEG files while browsing the Web:

- 1 Click on the MPEG link.

The Media Player main application window and video window open.

Click on the Play button when it is enabled.

Playing MPEG Files with VMPEG

Once VMPEG is installed, you can use either Media Player or VMPEG in standalone mode to play back MPEG files that you have downloaded and stored on your system. This section explains how to use VMPEG in standalone mode. For help with Media Player, see your Windows manual or Media Player's online help.

Note: VMPEG does not have Media Player's "slider control" feature for accessing any point in an MPEG file.

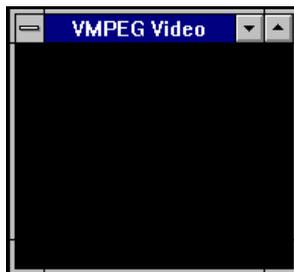
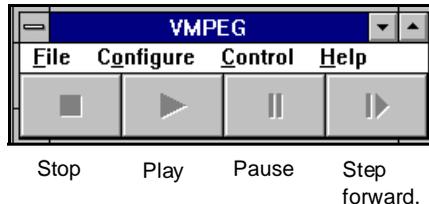
To play back MPEG files with VMPEG:

- 1 Double-click the VMPEG icon in the program group where you chose to install it.



Note: The first time you run VMPEG (if you installed the WinG library during the setup procedure), a test screen displays for a few minutes while WinG is optimized for your display.

The main VMPEG window and an empty video window display.



VMPEG windows

- 2 Choose Open from the File menu. The standard Open dialog displays.
- 3 Find the file you want to play.
- 4 Click OK in the Open dialog.
- 5 Click the play button to start the playback in the video window.

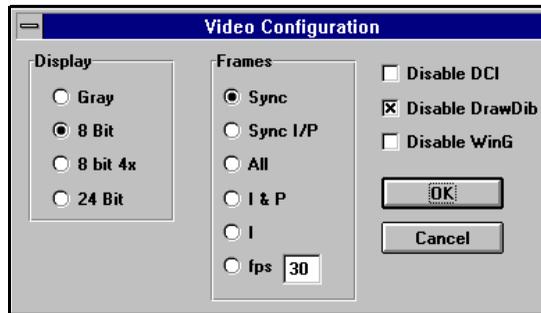
Tip: If you associate files that have the extension “mpg” with VMPEGWIN.EXE in File Manager or Windows Explorer, you can play MPEG files by double-clicking them in File Manager or Windows Explorer.

The following keyboard equivalents are available for the playback buttons:

- F5 - Stop
- F6 - Play
- F7 - Pause (freezes current frame)
- F8 - Step (steps through frames in Pause mode)

Setting Video Options

To access VMPEG's video configuration options, choose Video from the Configuration menu. The Video Configuration dialog displays.



VMPEG Video Configuration dialog

Display Options

The Display options are listed in increasing order of color resolution. The Gray(scale) and 8-bit color settings will be faster than 24-bit color. You can experiment with different settings, but 8-bit (the default) is usually the best choice. The 8-bit 4x setting doubles the height and width of the video display.

Frames Options

The Frames options control which frames get skipped during playback to achieve the desired playback quality. Sync (the default) is required for synchronized video and audio. The Sync I/P option may provide smoother playback. The fps option lets you manually control the number of frames per second (from 1 to 60).

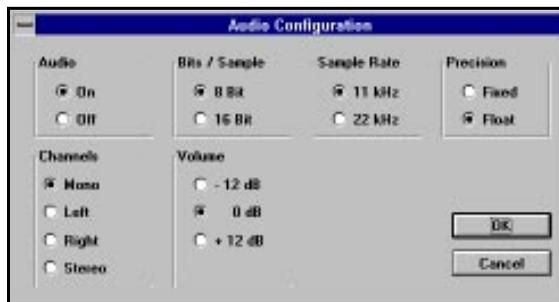
Disable Graphics Interfaces

These options allow you to turn off graphics interface that do not function properly on your system, or optimize playback speed versus quality.

Refer to VMPEG's online help for additional information about the video configuration.

Setting Audio Options

To access VMPEG's audio configuration options, choose Audio from the Configuration menu. The Audio Configuration dialog displays.



VMPEG Audio Configuration dialog

Changes in audio configuration options take effect only after the next Play command.

Audio

Turn audio off or on.

Bits/Sample

You need to choose the 8 Bit option only if your sound card does not support 16-bit waveform data. Otherwise, set this option to 16 Bit.

Sample Rate

22 kHz provides better quality but may result in slower playback.

Precision

These options refer to the decoding arithmetic used. Choose Fixed if you system uses a 486 CPU. Choose Float if you have a Pentium CPU.

Channels

Choose the channel through which you want to play back multi-channel audio.

Volume

Use these options to correct for distortions in audio playback.

Refer to VMPEG's online help for additional information about the audio configuration.

Advanced Features

VMPEG provides two diagnostic dialogs pertaining to playback performance and characteristics of the most recently played MPEG stream. These dialogs can be accessed from the following Help menu commands:

- Stream Info
- Performance Stats

Refer to VMPEG's online help for additional information about the information displayed in these dialogs.

Exiting VMPEG

To exit VMPEG, choose Exit from the File menu. The main application window and the video window are closed.

Glossary

Address

The location of a computer or document (graphic, file, etc.) on the Internet. Each Internet computer has a unique IP Address. Each file or document has a unique URL address. Every person has a unique e-mail address.

Anonymous FTP

Allows you to log on to an FTP computer without using a unique password or login ID for file transfers only. Instead you use the word "anonymous" as the user ID and your e-mail address as your password.

Archie

A software program allowing you to search, view and retrieve public domain files from FTP hosts. There are more than 1,000 Archie sites on the Internet.

Baud rate

Measures the rate by which a modem converts signals into sounds allowing them to be sent over an analog telephone system.

Binary file

A file that contains characters other than standard ASCII characters. You cannot view binary files (and make since of them). For example, all executable programs are binary files.

BinHex

Allows a Macintosh to encode a binary file into an ASCII text file so the file can be send via e-mail.

Bit

Binary digit. This is the primary computer unit of information. A bit is either 1 or 0.

BPS

Bits per second. The measurement of the data transfer rate of a computer network or modem (how fast information is transferred).

Bookmark

A method for marking sites or documents to allow for easy return.

Byte

The smallest addressable unit in a computer. A byte consists of eight bits.

Case-sensitive

Able to distinguish between uppercase (capital) letters and lowercase letters.

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Client

A program that requests services from another computer (the server). For example, Gopher is a “client” used to contact Gopher servers while Super Mosaic is a “client” for the WWW.

Connection

The physical link between two computers on a computer network where both computers are then ready to exchange information.

Database

An organized collection of information on a single topic or group of related topics.

Directory

A method for organizing files hierarchically under a common directory name.

Download

Transfer a file from a host computer to your computer’s hard disk using your modem.

Extension

One to three characters that are added after a period to a file name to help clarify the type of information contained in the file.

Finger

A client application that lets you obtain a list of users currently logged onto your host system.

FPS

Frames per second. A measure of video transmission speed.

FTP

File Transfer Protocol. Used to upload/download Internet files.

Gopher

A software client program that allows you to locate, view and retrieve information from a Gopher information server.

Gopherspace

The searchable computer space on worldwide Gopher servers.

Graphics Interchange Format (GIF)

Graphics format widely used to exchange graphic files. GIF files are stored using the .GIF extension and are compressed to improve transmission speed.

Header

The portion of an e-mail message or UseNet posting containing the sender's and recipient's addresses and subject matter.

Home page

The default page for a World Wide Web site, corporate site or personal user site. The home page usually tells you where you are at, provides a brief description of what can be found at the site, and provides the links to access the site's available information.

Host

Any end user computer system that connects to a network.

Hot List

A Super Mosaic file allowing you to store favorite WWW sites or documents for easy future access.

HTML

HyperText Markup Language. A set of markup tags used to write documents on the World Wide Web.

HTTP

HyperText Transport Protocol. This protocol makes browsing the World Wide Web possible by clicking on links that are established in a Web document and moving you to that document, even though it may be located on another computer.

Hypermedia

Provides the ability to integrate text, sound, graphics, or video in a single document.

HyperText

Data which provides links to other items in the same document or in other documents allowing you to move through information in a non-sequential fashion.

IP Address

A unique Internet address. This is a 32-bit address containing a host component and a network component that identifies the location of an Internet host.

Internet Relay Chat (IRC)

A real time, multi-user client program that allows you to talk (or chat) with other Internet users interactively on a variety of subjects.

ISP

Internet Service Provider (such as Portal) who provides access to the Internet.

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Kbps

Kilobits per second. A measure of data transmission speed.

MIME

Multipurpose Internet Mail Extension. A standard protocol for sending multimedia file types by e-mail.

Network

A network is the method by which computers share information with each other. These may consist of a local area network (LAN) connecting up to about 100 computers located in a relatively confined area or a wide area network (WAN) connecting computers over larger (even worldwide) distances.

Newsgroups

A UseNet discussion group on a particular topic. Over 11,000 newsgroups currently exist on the Internet.

Packet

Basic unit of Internet data. Files are assembled into packets, each marked with the address of where it is going. Once all packets arrive at their final destination, they are reassembled in their original format.

PPP

Point-to-Point Protocol. A method for exchanging data packets on the Internet over a telephone line.

Post Office Protocol (POP)

Provides a means for storing incoming e-mail messages until you log on and download them to your computer.

Protocol

Defines how computers communicate. A protocol is an agreement between different systems on how they will work together.

Read only

Ability to read a document but not to change it.

Router

A computer that determines which path Internet traffic will use to reach its destination.

Server

A computer that provides a resource on the network. Client programs access servers to obtain data.

Service provider (ISP)

An organization that provides Internet access or communication links.

SLIP

Serial Line Internet Protocol is a software program used by a dialer to tell your computer how to communicate with another computer.

TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are software for managing Internet data packets on your computer.

Telnet

An Internet protocol that allows you to log on to a remote computer.

Terminal emulation

Communication with a remote computer where your computer acts as a terminal connected to the remote computer.

Thread

A topic or subject in a newsgroup that has received one or more follow-up postings.

URL

Uniform Resource Locator. The Internet address which specifies the exact location of a service or document on the World Wide Web.

UseNet

A worldwide network of newsgroups covering thousands of topics.

Whols

Software application that lets you display information about other Internet users.

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