Choosing What You Want To Learn

Choose what you want to learn using the Help Topics Contents.

1   Click Help Topics at the top of this window. The Help Topics window opens. It lists subjects you can learn more about.

2   Double click a book to see the topics about that subject.

3   Double click the topic that describes what you want to learn. The topic appears.

Tips

- Press **F1** at any time. The help topic that appears relates to your current task.
- You can open a menu, highlight a command, and press **F1** to learn about that command.

{button Tutorial,KL("tutorials,")} List of tutorials you can take.

Installation

Installation is described in the booklet that comes with the [full version](#) of InterGO.

Tips

- You can get the latest information about InterGO. See the InterGO home page at http://www.intergo.com.
- Each copy of the full version of InterGO has a serial number that limits the use of InterGO to the person who purchased it and other people set up to use that copy. Only one person at a time can use each copy of InterGO.

{button ,KL("user, set up")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Using the Shortcut Menu

1   Point to a window, text, an image, or an area of a dialog box.
2   Click the right mouse button. You see the shortcut menu containing commands appropriate for what you are doing.
3   Click the command you want.

Tip

▪   Click away from the shortcut menu to close it without choosing a command.

{button ,KL("tips")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} <u>Electronic Mail - Overview</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

{button ,JI(`>splash',`IDH_Telnet_Overview')} <u>Telnet - Overview</u>

Using Keyboard Shortcuts

1   Click a menu to see a command you want to use.

2   Notice the keyboard shortcut to the right of the command.

3   Click away from the menu to close it.

4   Use the keyboard shortcut instead of the equivalent command or button when your hands are on the keyboard instead of on the mouse.

5   In a dialog box, you can go to an area by pressing **Alt** plus the underlined letter of the area.

Tip

▪   Some commands do not have keyboard shortcuts.

{button ,KL("tips")} Related Topics

Troubleshooting

If the problem is/Try

You cannot open your E-mail.
Reset your Mail Preferences. (On the File menu, click Preferences, then click the Mail tab.)

You cannot see a newsgroup or a page on the Internet.
Check that your age and SafeSurf settings allow you access. Check that you typed the URL correctly.

A page in the browser does not appear or only part of it appears
Computers on the Internet may be busy or temporarily out of service, or the connections that allow information to come to you may be busy. If a page does not appear after a few minutes, try clicking the Stop

button and then clicking the Reload button

 to try again.

You do not connect to a file transfer (FTP) site.
Check that you entered your name and password correctly.

You get disconnected from your Internet provider.
Some disconnections you can't do anything about except reconnect. If you have Call Waiting, however, and someone calls, it breaks the connection between you and your Internet provider. Before you connect to your provider, you should turn off Call Waiting. After you finish with your Internet session, turn Call Waiting back on. Your telephone company can tell you how to turn Call Waiting on and off.

Your mail messages disappear.
If you selected the option Save Backup Copy of Mail in the Preferences dialog box, InterGO has saved a copy of every message you received even if you deleted them. The messages are kept in SAVEMAIL.$$$ in your mail directory. You can retrieve all these messages by pressing **Ctrl+Alt+Shift+R**. **Note:** Retrieving all the mail you ever received can take a long time.

Tips
- For additional help, use the browser to open the InterGO Frequently Asked Questions page at http://www.intergo.com/support/faq.htm.
- If you need to, you can contact Customer Support.

{button ,KL("tips")} Related Topics

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{button ,KL("InterGO Communications")} <u>Related Topics</u>

Messages

Click a message to learn more.

- [This is a sample error message](.)*
- [This is a sample error message, this is a sample error message](.)*
- [This is a sample error message, this is a sample error message, this is a sample error message](.)*

K customer support; help; troubleshooting; error messages

[XXX I will list all the error messages in alphabetical order.]

{button ,KL("troubleshooting")} Related Topics%

Contacting InterGO Communications

▶   [Send a message](#) to the address CustomerSupport@intergo.com.
In the message, describe the steps that lead to the problem you are having.

Someone from InterGO Communications will contact you.

Tips

■   Here are E-mail addresses you can use to contact InterGO Communications.

   ■ For help with InterGO: CustomerSupport@intergo.com

   ■ For comments and suggestions about InterGO: InterGO@intergo.com

   ■ For educator resources: LearningLink@intergo.com

   ■ For comments about Library books: Librarian@intergo.com

   ■ For comments about help or the Research Resource: Author@intergo.com

■   If your E-mail is not working, you can call InterGO Communications at 214-424-7882, extension 1. **Note:** This is **not** a toll-free call.

■   You also can write to InterGO Communications.
InterGO Communications, Inc.
903 East 18th Street, Suite 230
Plano, TX 75074
U.S.A.

■   You also can send a fax to InterGO Communications at 214-424-5503.

■   You can get the latest information about InterGO from the InterGO home page at http://www.intergo.com.

■   For additional help, use the [browser](#) to open the InterGO Frequently Asked Questions page at http://www.intergo.com/support/faq.htm.

{button ,KL("InterGO Communications")} <u>Related Topics</u>

Desk Scene - Overview

The Desk scene appears when you first run InterGO. You use the Desk to see tips, connect to the Internet, open the browser to see Internet pages, transfer files, open the Address Book, send and receive electronic mail, and use telnet to use other computers.

Hints describe the active objects on the Desk (the ones you can click) as you move your mouse over them. You click on active objects to choose what you want to do. You also can open menus and choose the commands in them.

To go to the Desk

1   Click the Desk button in one of the other scenes.

    The Desk scene opens.

2   When you finish with the Desk scene, go to one of the other scenes or click Exit on the File menu to close InterGO.

To use the Desk scene. Click a button to learn more.

{button ,AL("Lamp1",1)} <u>Click the lamp to display helpful tips on using InterGO.</u>

{button ,AL("Connect1",1)} <u>Click the telephone to connect to the Internet.</u>

{button ,AL("Browser1",1)} <u>Click the globe to open the Internet browser.</u>

{button ,AL("Transferring Files1",1)} <u>Click the diskette holder to open the file transfer window.</u>

{button ,AL("Address Book1",1)} <u>Click the address book to open the Address Book window.</u>

{button ,AL("E-mail1",1)} <u>Click the letter to open the electronic mail window.</u>

{button ,AL("Telnet1",1)} <u>On the Desk menu, click Telnet to open the telnet window.</u>

In addition, you can do the following in the Desk Scene. Click a button to learn more.

{button ,AL("Library1",1)} <u>Click the Library button to change to the Library scene.</u>

{button ,AL("Newsroom1",1)} <u>Click the Newsroom button to change to the Newsroom scene.</u>

{button ,AL("Treasure Map1",1)} <u>Click the Treasure Map button to change to the Treasure Map scene.</u>

{button ,AL("Preferences1",1)} <u>On the File menu, click Preferences to set preferences.</u>

{button ,AL("Setup1",1)} <u>On the File menu, point to Set Up to set up users.</u>

{button ,AL("Search1",1)} <u>Click the Search menu to search.</u>

{button ,AL("Help1",1)} <u>Click the Help menu to get help.</u>

{button ,KL("scenes, Desk")} <u>Related Topics, Desk</u>

{button ,KL("scenes,")} <u>Related Topics, Scenes</u>

Getting Tips

1 Go to the Desk scene.

2 Click the lamp. A tip appears in the <u>Tip of the Day dialog box</u>.

3 Click Next Tip to see the next tip in the sequence.

4 Click Previous Tip to see the previous tip in the sequence.

5 Select the Show Tips at Start Up check box to see a tip each time you run InterGO. Deselect the check box to stop seeing a tip each time you run InterGO.

{button ,KL("tips")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Tip of the Day Dialog Box

{button How to,JI(`',`IDH_Getting_Tips')} <u>Get tips</u>

{button How to,JI(`',`IDH_Running_InterGO')} <u>Run InterGO</u>

Tip of the Day
Shows a suggestion for using InterGO efficiently.

Next Tip
Click to see the next tip.

Previous Tip
Click to see the previous tip.

Show Tips at Startup
Select to see a tip each time you run InterGO. Deselect to stop seeing a tip each time you run InterGO.

{button ,KL("tips")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Setting Preferences - Overview

You set preferences so InterGO works the way you want it to.

To set preferences. Click a button to learn more.

{button ,AL("Preferences Browser1",1)} <u>Set browser preferences.</u>

{button ,AL("Preferences Addon1",1)} <u>Set add-on preferences.</u>

{button ,AL("Preferences Mail1",1)} <u>Set mail preferences.</u>

{button ,AL("Preferences General1",1)} <u>Set general preferences.</u>

{button ,AL("Preferences News1",1)} <u>Set Newsroom preferences.</u>

{button ,KL("preferences,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Setting Browser Preferences

1 On the File menu, click Preferences. The InterGO Preferences dialog box opens.

2 If necessary, click the Browser tab to see the Browser panel of the [InterGO Preferences dialog box](#).

3 Choose to start the browser either at the home page or at the page where you were the last time you ran the browser.

4 Type the URL for the page you want to open when you click the [Home button](#) ![Home] in the browser.

5   Select or deselect Enable Document Caching.

6   Type the percentage of your disk drive you want InterGO to use to cache pages you have visited.

7 If you wish, click Empty Cache Now to delete the pages InterGO has cached.

8 Type the number of days you want InterGO to keep track of sites you have visited in the [History list](#).

9 Click Font below Default Proportional Font, Default Fixed Font, or Default Header Font to open the Font dialog box and choose the font, style, size, and color you want for each of those.

10 Choose how you want to display images.

11 Click the Ellipsis button ![...] to the right of the Not Visited and Visited boxes to set the colors for links to pages you have not and have visited.

12 Click OK to close the InterGO Preferences dialog box.

Tip

▪   You can [set add-on preferences](#) to determine how the browser handles files it finds on Internet pages.

▪   If you select Enable Document Caching, InterGO uses a percentage of your disk drive to store pages you have visited, greatly speeding seeing them on subsequent visits.

{button ,KL("preferences,")} Related Topics, Preferences

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} Setting Preferences - Overview

InterGO Preferences (Browser) Dialog Box

{button How to,JI(`',`IDH_Setting_Browser_Preferences')} Set browser preferences

Start Session
Click At Home Page to start at the home page each time you open the browser. Click Where I Left Off Last Time to start at the last page you visited when you open the browser.

Home Page
Type the URL for the page you want to open when you click the Home button ▪ in the browser.

Enable Document Caching.
Select this choice if you want InterGO to use a percentage of your disk drive to store pages you have visited, greatly speeding seeing them on subsequent visits.

Use 1% of My Total Hard Disk for the Document Cache
Type the percentage of your disk drive you want InterGO to use to cache pages you have visited.

Empty Cache Now
Click to delete the pages InterGO has cached.

Maintain Document History List for 45 Days
Type the number of days you want InterGO to keep track of sites you have visited in the History list.

Default Proportional Font
Click Font to open the Font dialog box and choose the font, style, size, and color you want.

Default Fixed Font
Click Font to open the Font dialog box and choose the font, style, size, and color you want.

Default Header Font
Click Font to open the Font dialog box and choose the font, style, size, and color you want.

Image Rendering
Click Do Not Render Images to save time by not showing images on a page. Choose Use Only Solid Colors, Match with Closest When Needed to use only the colors on your system. This is faster than rendering but some images may not look right. Choose Mix Solid Colors to Simulate Shades Not in My Palette to dither colors to show images the best possible.

Link Colors - Not Visited
Click the Ellipsis button ▪ to open the Color dialog box and set the default colors for links to pages you have not visited.

Link Colors - Visited
Click the Ellipsis button ▪ to open the Color dialog box and set the default colors for links to pages you have visited.

{button ,KL("preferences,")} Related Topics, Preferences

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} Setting Preferences - Overview

Setting Add-on Preferences

InterGO is expandable so you can hear sounds, see videos, and do other sophisticated things that are available on an Internet page.

For example, suppose one of the choices on an Internet page is to click a link to play a song. When you click that link, the Internet computer may send the browser a MIDI file (a kind of file for playing music and other sounds). If you have a program that plays MIDI files, and have identified that program in the InterGO Add-on Preferences dialog box, InterGO passes the file to that program and it plays the song.

You can specify three different ways to handle a document type.
- Display the document type in the browser
- Save the file to your hard disk (the default)
- Run a program you have that uses the document type

If you have not set up how to handle a document type, InterGO offers to save the file to your disk drive. If you save it, you can later run it with a program that knows how to handle it.
- Set up a document type.

Setting Add-on Preferences

To set up a document type

1. On the File menu, click Preferences. The InterGO Preferences dialog box opens.
2. If necessary, click the Add-ons tab to see the Add-ons panel of the [InterGO Preferences dialog box](#).
3. Select a folder to add a new add-on to or select an existing Document Type.
4. Click New to create a new Document Type or click Edit to change an existing Document Type. The [File Properties dialog box](#) opens.
5. Choose the File Type that best describes the document.
6. Type a description of the file type.
7. Type the file extensions that identify the document (without leading periods), separated by commas.
8. Choose the action to take when the browser finds this kind of document on a page.
9. If the action is to run a program, type the path to the program to run, or click the Ellipsis button ▪ to the right of the Path text box to open the Open dialog box and find the program. Click Open when you have found the program.
10. Click OK to close the dialog box. The Document Type is shown in the InterGO Preferences dialog box.
11. Click OK to close the InterGO Preferences dialog box.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

InterGO Preferences (Add-ons) Dialog Box

{button How to,JI(`',`IDH_Setting_Add_on_Preferences')} <u>Set add-on preferences</u>

Document Types
Folders and the types of documents in them. The folders are to help you arrange the add-ons so you can find them.

Action
What the browser will do when it encounters a file of the specified document type.

Extensions
The extensions that identify documents of the type, separated by commas.

New
Click to open the <u>File Properties dialog box</u> to create a new add-on.

Edit
Click to open the <u>File Properties dialog box</u> and change the properties of the selected Document Type.

Delete
Click to delete the selected Document Type.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

File Properties Dialog Box

{button How to,JI(`',`IDH_Setting_Add_on_Preferences')} <u>Set add-on preferences</u>

File Type
Select the type that best describes the document.

Type a Brief Description
Type a description of the file type.

File Extensions
Type the file extensions that identify the file (without leading periods), separated by commas.

Action
Choose the action the browser should take when it encounters this kind of file on an Internet page.

Path
Click the Ellipsis button ▪ to open the Open dialog box and select the application that the browser should use to run the document file. Click Open when you have selected the program.

_____

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

Setting Mail Preferences

You set mail preferences so that you can send and receive mail. The information you provide identifies you to the mail server, which acts like a post office, receiving, storing, and distributing mail.

You also set preferences that determine what your messages look like, how often InterGO checks to see if you have messages, whether InterGO confirms sending and receiving messages, and if InterGO saves a backup copy of your messages.

The first time you click the envelope on the Desk, you may see a message that asks if you want to set up your mail preferences. Click Yes to set your preferences so you can send and receive mail. You also can set or change mail preferences any other time you wish.

What do you need to know?

- Your E-mail address (examples: maryt@provider.net or jsmith@company.com)
- Your E-mail password (specified by your provider)
- The name of your mail server (examples: provider.net or business.com or mail.abcschool.edu)

The information is available from your Internet access service provider.

- [Set mail preferences](#).

Setting Mail Preferences

To set mail preferences

1   On the File menu, click Preferences. The InterGO Preferences dialog box opens.
2   Click the Mail tab to see the Mail panel of the [InterGO Preferences dialog box](#).
3   Type your full name in the Full Name text box.
4   Press **Tab** and type your E-mail address in the E-mail Address text box.
5   Press **Tab** and type your Internet mail password in the Password text box.
6   Press **Tab** and type the name of your mail server.
7   Select or type your preferences in the rest of the choices.
8   Type a [signature](#), if you wish.
9   Click OK to close the InterGO Preferences dialog box.
10 If you are setting up a new user, you are finished. If you wish, you can [log in as the person you set up](#).

Tip
-   The password you enter is the password for your Internet provider, not your InterGO password.

{button ,KL("preferences,")} Related Topics, Preferences

{button ,KL("E-mail")} Related Topics, E-mail

{button ,KL("user, set up")} Related Topics, User Setup

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} Setting Preferences - Overview

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} Electronic Mail - Overview

InterGO Preferences (Mail) Dialog Box

{button How to,JI(`',`IDH_Setting_Mail_Preferences')} Set mail preferences

{button How to,JI(`',`IDH_Including_a_Signature_in_Every_Message')} Include a signature in every message

Full Name
Type your full name as you want it shown to people you send mail to.

E-mail Address
Type the E-mail address that your Internet provider told you to use.

Password
Type the password that your Internet provider told you to use. This is not necessarily the same as your InterGO password.

POP Server
Type the mail server that your Internet provider told you to use.

Notify Me When I Receive New Mail
Select to have InterGO inform you when you receive mail (by making the receiving folder bold, showing receipt at the bottom of the Mail window, and beeping) and to confirm delivery of mail you send (by showing a confirming dialog box). Deselect to omit the beep notifying that you have received mail.

Remove Mail from Server
Select to have InterGO remove mail from your mail server. Deselect to keep a copy of your mail on the mail server. Except for testing, you should remove mail from your mail server.

Save a Backup Copy of Mail
Select if you want InterGO to save a copy of every message you receive even if you delete them. If you need to retrieve this mail in place of your current mail, press **Ctrl+Alt+Shift+R**. Deselect if you do not want to save all your messages. **Note:** The file in which the messages are kept, SAVEMAIL.$$$ in your mail directory, can get quite large. Retrieving all the mail you ever received can take a long time.

Check Mail Automatically
Select to have InterGO check periodically to see if you have mail. Deselect to have InterGO check to see if you have mail only at your request. Whenever you wish, you can have InterGO check to see if you have mail.

Check Mail Every 10 Minutes
Type the interval, from 1 to 60 minutes, between times you want InterGO to check to see if you have mail.

Font
Click to select the font used to show your mail messages. The Font dialog box opens so you can choose the font, style, size, and color you want.

Background Color
Click to select the background color you want in your mail messages. The Color dialog box opens so you can choose the background color you want.

E-mail Signature
Type what you want to appear at the end of every message you send.

{button ,KL("preferences,")} Related Topics, Preferences

{button ,KL("E-mail")} Related Topics, E-mail

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} Setting Preferences - Overview

Setting General Preferences

1   On the File menu, click Preferences. The InterGO Preferences dialog box opens.

2   Click the General tab to see the General panel of the [InterGO Preferences dialog box](#).

3   Select or deselect the check box to choose whether to display text in the toolbar buttons.

4   Select or deselect the check box to confirm closing InterGO.

5   Select or deselect the check box to register InterGO as the default HTML viewer.

6   Select how you want to handle the scenes and animation.

7   Select or deselect the check box to have InterGO spell check [search requests](#).

{button ,KL("preferences,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

InterGO Preferences (General) Dialog Box

{button How to,JI(`',`IDH_Setting_General_Preferences')} <u>Set general preferences</u>

Display Text in the Toolbar Buttons
Select to display text in toolbar buttons. Deselect to display only icons. Omitting the text makes the buttons smaller, allowing more room in the rest of the window.

Confirm Exit
Select to have InterGO let you confirm closing. Deselect to have InterGO close without confirmation.

Set InterGO as the Default Browser
Select to run the InterGO browser when you double click a file on your computer that has the extension .htm or .html. Deselect to have Windows ask you how to handle an HTML file, or to run a browser you set up previously.

Scenes/Animation - Runs in Background
If you have 8 megabytes of memory or less, consider selecting this option. It stops the globe in the Desk from spinning, as well as stopping other animation effects, and may let InterGO run more quickly.

Scenes/Animation - Stretch Scenes To Fill Entire Window
Select this option to be able to resize the InterGO window. Deselect it to have the window always be the standard size. **Note:** With Windows 3.x and some video cards, selecting this option will cause problems with your display. Deselect the option to fix the problems.

Spell Check Search Requests Before Sending
Select to have InterGO spell check <u>search requests</u>. Deselect to have InterGO send search requests as typed.

{button ,KL("preferences,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

Setting News Preferences

You set news preferences so that you can refuse to download articles sent from certain addresses.

You also set preferences that determine what articles look like and whether you see a package when you double click it.

- [Set news preferences](#).

Setting News Preferences

To set news preferences

1 On the File menu, click Preferences. The InterGO Preferences dialog box opens.

2 Click the News tab to see the News panel of the [InterGO Preferences dialog box](#).

3 [Add](#), [edit](#), or [remove](#) the addresses you never want to see articles from.

4 Select or type your preferences in the rest of the choices.

5 Click OK to close the InterGO Preferences dialog box.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("scenes, Newsroom")} <u>Related Topics, Newroom</u>

{button ,KL("user, set up")} <u>Related Topics, User Setup</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

InterGO Preferences (News) Dialog Box

{button How to,JI(`',`IDH_Setting_News_Preferences')} <u>Set news preferences</u>

{button How to,JI(`',`IDH_Adding_an_Address')} <u>Add an address</u>

{button How to,JI(`',`IDH_Editing_an_Address')} <u>Edit an address</u>

{button How to,JI(`',`IDH_Removing_an_Address')} <u>Remove an address</u>

Never Download Articles From
Lists the addresses of people you never want to see articles from. You can <u>add</u>, <u>edit</u>, and <u>remove</u> the addresses.

Add
Click to add the address you never want to see articles from. The <u>Add Address dialog box</u> opens.

Edit
Click to edit the selected address you never want to see articles from. The <u>Edit Address dialog box</u> opens.

Remove
Click to remove the address you never want to see articles from so that you can again see articles from that address.

Article Display New Articles Font
Click to select the font used to show new articles. The Font dialog box opens so you can choose the font, style, size, and color you want.

Article Display Old Articles Font
Click to select the font used to show old articles. The Font dialog box opens so you can choose the font, style, size, and color you want.

Double Click Opens Multi-article Images
Select this option so double clicking an article containing an image spread across multiple articles downloads the

entire image. Those articles are marked with a diskette . Deselect to have double clicking expand and collapse the thread instead of using the plus sign

 and minus sign

.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("E-mail")} <u>Related Topics, E-mail</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

Adding an Address

To add an address you never want to see articles from

1 On the File menu, click Preferences. The InterGO Preferences dialog box opens.
2 Click the News tab to see the News panel of the [InterGO Preferences dialog box](#).
3 Click Add. The [Add Address dialog box](#) opens.
4 Type the address you never want to see articles from.
5 Click OK to close the Add Address dialog box. The address is added to the list, which is sometimes called a kill file.
6 Click OK to close the InterGO Preferences dialog box.

Tip
▪   You also can [edit](#) and [remove](#) addresses.

{button ,KL("preferences,")} Related Topics, Preferences

{button ,KL("scenes, Newsroom")} Related Topics, Newroom

{button ,KL("user, set up")} Related Topics, User Setup

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} Setting Preferences - Overview

{button ,JI(`>splash',`IDH_Newsroom_Overview')} Newsroom - Overview

Editing an Address

To edit an address you never want to see articles from

1   On the File menu, click Preferences. The InterGO Preferences dialog box opens.

2   Click the News tab to see the News panel of the [InterGO Preferences dialog box](#).

3   Click the address you want to edit to select it.

4   Click Edit. The [Edit Address dialog box](#) opens.

5   Edit the address you never want to see articles from.

6   Click OK to close the Edit Address dialog box.

7   Click OK to close the InterGO Preferences dialog box.

Tip

▪   You also can [add](#) and [remove](#) addresses.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("scenes, Newsroom")} <u>Related Topics, Newroom</u>

{button ,KL("user, set up")} <u>Related Topics, User Setup</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Removing an Address

To remove an address you never want to see articles from so you can again see articles

1   On the File menu, click Preferences. The InterGO Preferences dialog box opens.

2   Click the News tab to see the News panel of the [InterGO Preferences dialog box](#).

3   Click the address you want to remove to select it.

4   Click Remove. A confirmation dialog box opens.

5   Click OK. The address is removed from the list.

6   Click OK to close the InterGO Preferences dialog box.

Tip

- You also can [add](#) and [edit](#) addresses.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("scenes, Newsroom")} <u>Related Topics, Newroom</u>

{button ,KL("user, set up")} <u>Related Topics, User Setup</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Add Address Dialog Box

{button How to,JI(`',`IDH_Setting_News_Preferences')} <u>Set news preferences</u>

{button How to,JI(`',`IDH_Adding_an_Address')} <u>Add an address</u>

{button How to,JI(`',`IDH_Editing_an_Address')} <u>Edit an address</u>

{button How to,JI(`',`IDH_Removing_an_Address')} <u>Remove an address</u>

Address
Type the address you never want to see articles from.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("E-mail")} <u>Related Topics, E-mail</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

Edit Address Dialog Box

{button How to,JI(`',`IDH_Setting_News_Preferences')} <u>Set news preferences</u>

{button How to,JI(`',`IDH_Adding_an_Address')} <u>Add an address</u>

{button How to,JI(`',`IDH_Editing_an_Address')} <u>Edit an address</u>

{button How to,JI(`',`IDH_Removing_an_Address')} <u>Remove an address</u>

Address
Edit the address you never want to see articles from.

{button ,KL("preferences,")} <u>Related Topics, Preferences</u>

{button ,KL("E-mail")} <u>Related Topics, E-mail</u>

{button ,JI(`>splash',`IDH_Setting_Preferences_Overview')} <u>Setting Preferences - Overview</u>

Logging In as a Different User

The Administrator may have set up more than one user to use this copy of InterGO. If so, when you run the program, it asks which user you want to log in as. You also can switch to being another user while InterGO is running.

1   On the File menu, click Log In as a Different User. The Choose User dialog box opens.

2   Click the name of the user you want to log in as.

3   Click OK. If the user has a password, the Enter Password dialog box opens.

4   Type the password and click OK. You are logged in as the user you selected.

Tips

- If there is only one user set up, the Log In as a Different User command is gray.
- The password you enter is the InterGO password, not the password for your Internet provider.
- When you log in as a different user, all InterGO windows (except the main window) close, including the Mail window and the browser.

{button ,KL("user, set up")} Related Topics

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} Setting Up Users - Overview

Choose User Dialog Box

{button How to,JI(`',`IDH_Running_InterGO')} <u>Run InterGO</u>

{button How to,JI(`',`IDH_Logging_In_as_a_Different_User')} <u>Log in as a different user</u>

Please Select Your User Name
Click the name of the user you want to log in as and click OK. If the user has a password, the <u>Enter Password dialog box</u> opens.

{button ,KL("logging in")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Enter Password Dialog Box

{button How to,JI(`',`IDH_Running_InterGO')} <u>Run InterGO</u>

{button How to,JI(`',`IDH_Logging_In_as_a_Different_User')} <u>Log in as a different user</u>

Please Type Your Password
Type the InterGO password. Click OK and you can start using InterGO.

{button ,KL("logging in")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Setting Up Users - Overview

The Administrator can add new users, which requires several steps.

▪   If you are setting up a new user, the first step is <u>setting the user properties</u>.

To set up users. Click a button to learn more.

{button ,AL("Setup2",1)} <u>Set the user properties (password, KinderGuard age screening, SafeSurf levels).</u>

{button ,AL("Setup3",1)} <u>Choose interests so InterGO can stock the user's bookcases with Internet locations.</u>

{button ,AL("Setup4",1)} <u>Set up a private rating list of specific locations that cannot be visited.</u>

{button ,AL("Setup5",1)} <u>Choose an Internet provider.</u>

{button ,AL("Setup6",1)} <u>Register InterGO if you did not in the Setup Wizard.</u>

{button ,AL("Preferences Mail1",1)} <u>Set up the user's mail information.</u>

Tip

▪   The Administrator also can change the information for a user that is already set up.

{button ,KL("user, set up")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Setting Up User Properties

1 On the File menu, point to Set Up and click Users. The <u>User Setup dialog box</u> opens.

2 Click Create. The <u>User Properties dialog box</u> opens.

3 Type the user's name.

4 Press **Tab** to move to the Password text box. Type a password.

5 Press **Tab** to move to the Date of Birth text box. Type the user's birthday.

6 Click the down arrow to the right of the Screening text box. Click the <u>appropriate InterGO screening</u> for the age of the user.

7 Click the check box next to Safe Surf if you wish.

8 Click SafeSurf. The <u>SafeSurf dialog box</u> opens so you can set the <u>appropriate SafeSurf screening</u> for the age of the user.

9 Click OK to return to the User Setup dialog box.

10 Click OK

11 If you are setting up a new user, the next step is <u>setting up interests</u>.

Tips

▪   Choose a password that will not be obvious or easily figured out by others, and store it in a safe place away from the other users. Your InterGO password does not need to be the same as the password you use for your Internet provider.

▪   You can <u>assign screening levels to individual Internet sites</u>.

▪   You can <u>rate E-mail addresses</u>.

▪   Only an Administrator can set up a new user or modify an existing user.

{button ,KL("user, properties")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

InterGO Screening

InterGO rates Internet sites using the same screening by age used by the video games industry. You can use the ratings to automatically screen objectionable sites for your child by entering the age of your child and a password.

Screening setting/Meaning

EC - OK for 3+ (Early Childhood)
　　Maximum screening, only allows material rated appropriate for the youngest viewers

KA - OK for 6+ (Kids to Adults)
　　Allows material rated appropriate for everyone 6 years old and over

T - OK for 13+ (Teens)
　　Allows material rated for everyone 13 years old and over

M - OK for 17+ (Mature Audiences)
　　Allows material rated for everyone 17 years old and over

AO - OK for 21+ (Adults Only)
　　No screening, displays all material regardless of content

As you surf the Internet, you, as a parent or teacher, may find additional Internet sites or locations that you want to screen for your children. Because hundreds of new pages are added daily, even the best screening schemes may not catch them all.

_____

{button ,JI(`',`IDH_Setting_Up_User_Properties')} <u>Setting Up User Properties</u>

{button ,JI(`',`IDH_Screening_Access_to_an_Internet_Page')} <u>Screening Access to an Internet Page</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

SafeSurf Screening

The SafeSurf caution levels are set as appropriate for the [InterGO screening](#) you choose. You can change the caution level for each category if you wish. The [SafeSurf rating standard](#) was developed by SafeSurf.

The caution levels range from 1 to 9. A caution level of 1 only allows Internet pages appropriate for children under 12. A caution level of 9 shows all pages, including pages that might be inappropriate for younger children. The higher the caution level, the more likely the material on the Internet page will be considered objectionable for a younger child.

Age	Caution Level
0 - 12	1
13 - 16	4
17 - 20	7
21+	9

{button ,JI(`',`IDH_Setting_Up_User_Properties')} Setting Up User Properties

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} Setting Up Users - Overview

The SafeSurf SS~~ Rating Standard

Designed by and for parents to empower each family to make informed decisions concerning accessibility of online content.

Adult Themes with Caution Levels

0. Age Range

1) All Ages

2) Older Children

3) Teens

4) Older Teens

5) Adult Supervision Recommended

6) Adults

7) Limited to Adults

8) Adults Only

9) Explicitly for Adults

1. Profanity

1) Subtle Innuendo

description: Subtly Implied through the use of Slang

2) Explicit Innuendo

description: Explicitly implied through the use of Slang

3) Technical Reference

description: Dictionary, encyclopedic, news, technical references

4) Non-Graphic-Artistic

description: Limited non-sexual expletives used in a artistic fashion

5) Graphic-Artistic

description: Non-sexual expletives used in a artistic fashion

6) Graphic

description: Limited use of expletives and obscene gestures

7) Detailed Graphic

description: Casual use of expletives and obscene gestures.

8) Explicit Vulgarity

description: Heavy use of vulgar language and obscene gestures. Unsupervised Chat
Rooms.

9) Explicit and Crude

description: Saturated with crude sexual references and gestures. Unsupervised Chat
Rooms.

2. Heterosexual Themes

1) Subtle Innuendo

description: Subtly Implied through the use of metaphor

2) Explicit Innuendo

description: Explicitly implied (not described) through the use of metaphor

3) Technical Reference

description: Dictionary, encyclopedic, news, medical references

4) Non-Graphic-Artistic

description: Limited metaphoric descriptions used in a artistic fashion

5) Graphic-Artistic

description: Metaphoric descriptions used in a artistic fashion

6) Graphic

description: Descriptions of intimate sexual acts

7) Detailed Graphic

description: Descriptions of intimate details of sexual acts

8) Explicitly Graphic or Inviting Participation

description: Explicit Descriptions of intimate details of sexual acts designed to arouse. Inviting interactive sexual participation. Unsupervised Sexual Chat Rooms or Newsgroups.

9) Explicit and Crude or Explicitly Inviting Participation

description: Profane Graphic Descriptions of intimate details of sexual acts designed to arouse. Inviting interactive sexual participation. Unsupervised Sexual Chat Rooms or Newsgroups.

3. Homosexual Themes

1) Subtle Innuendo

description: Subtly Implied through the use of metaphor

2) Explicit Innuendo

description: Explicitly implied (not described) through the use of metaphor

3) Technical Reference

description: Dictionary, encyclopedic, news, medical references

4) Non-Graphic-Artistic

description: Limited metaphoric descriptions used in a artistic fashion

5) Graphic-Artistic

description: Metaphoric descriptions used in a artistic fashion

6) Graphic

description: Descriptions of intimate sexual acts

7) Detailed Graphic

description: Descriptions of intimate details of sexual acts

8) Explicitly Graphic or Inviting Participation

description: Explicit descriptions of intimate details of sexual acts designed to arouse. Inviting interactive sexual participation. Unsupervised Sexual Chat Rooms or Newsgroups.

9) Explicit and Crude or Explicitly Inviting Participation

description: Profane Graphic Descriptions of intimate details of sexual acts designed to arouse. Inviting interactive sexual participation. Unsupervised Sexual Chat Rooms or Newsgroups.

4. Nudity

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Reference

4) Non-Graphic-Artistic

5) Graphic-Artistic

6) Graphic

7) Detailed Graphic

8) Explicit Vulgarity

9) Explicit and Crude

5. Violence

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Reference

4) Non-Graphic-Artistic

5) Graphic-Artistic

6) Graphic

7) Detailed Graphic

8) Inviting Participation in Graphic Interactive Format

9) Encouraging Personal Participation, Weapon Making

6. Sex, Violence, and Profanity

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Reference

4) Non-Graphic-Artistic

5) Graphic-Artistic

6) Graphic

7) Detailed Graphic

8) Explicit Vulgarity

9) Explicit and Crude

7. Intolerance

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Reference

4) Non-Graphic-Literary

5) Graphic-Literary

6) Graphic Discussions

7) Endorsing Hatred

8) Endorsing Violent or Hateful Action

9) Advocating Violent or Hateful Action

8. Glorifying Drug Use

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Reference

4) Non-Graphic-Artistic

5) Graphic-Artistic

6) Graphic

7) Detailed Graphic

8) Simulated Interactive Participation

9) Soliciting Personal Participation

9. Other Adult Themes

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Reference

4) Non-Graphic-Artistic

5) Graphic-Artistic

6) Graphic

7) Detailed Graphic

8) Explicit Vulgarity

9) Explicit and Crude

A. Gambling

1) Subtle Innuendo

2) Explicit Innuendo

3) Technical Discussion

4) Non-Graphic-Artistic, Advertising

5) Graphic-Artistic, Advertising

6) Simulated Gambling

7) Real Life Gambling without Stakes

8) Encouraging Interactive Real Life Participation with Stakes

9) Providing Means with Stakes

Tips

▪ You set up SafeSurf screening when you <u>set up user properties</u>.

{button ,JI(`',`IDH_Setting_Up_User_Properties')} <u>Setting Up User Properties</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

User Setup Dialog Box

{button How to,JI(`',`IDH_Setting_Up_User_Properties')} <u>Set up user properties</u>

Administrator
Select to have this person have rights to set up users, change passwords, and so forth.

Name
The name of the user.

Create
Click to set up a new user. The <u>User Properties dialog box</u> opens.

Properties
Click to make changes to the information about the selected user. The <u>User Properties dialog box</u> opens.

Remove
Click to delete the selected user. After you click Yes in a confirmation dialog box, the user can no longer use InterGO.

{button ,KL("user, properties")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

User Properties Dialog Box

{button How to,JI(`',`IDH_Setting_Up_User_Properties')} <u>Set up user properties</u>

Name
Type or edit the name of the user.

Password
Type or edit the password for the user. The password is shown as asterisks as you type it. If you do not type a password, anyone can log in as the user. The InterGO password does not need to be the same as the password you use for your Internet provider.

KinderGuard
Type the user's birth date in the form MM/DD/YY.

Screening
Click the down arrow to see the possible <u>screening values</u>. Click the appropriate one.

SafeSurf
Select the check box to enable SafeSurf Internet screening. Click the SafeSurf button to open the <u>SafeSurf dialog box</u> and modify settings. Deselect the check box to disable SafeSurf Internet screening.

{button ,KL("user, properties")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

SafeSurf Dialog Box

{button How to,JI(`',`IDH_Setting_Up_User_Properties')} <u>Set up user properties</u>

Profanity, Violence, Nudity. Heterosexuality, Sex and Violence, Drug Use, Homosexuality, Bigotry, Other
Drag the sliders to set the <u>caution levels</u> for the categories.

{button ,KL("user, properties")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Setting Up Interests

InterGO will add books to your Library based on your interests.

1   On the File menu, point to Set Up and click Interests. The browser opens to show choices.

2   Click each of the subjects you are interested in.

3   If you have not yet taken the tour of InterGO and would like to, click Yes. Otherwise, click No.

4   Click OK. Books are added to your Library based on your interests. If you selected Yes, you take the tour of InterGO.

5   On the browser's File menu, click Close. You return to the main InterGO window.

6   If you are setting up a new user, the next step is screening access to Internet pages.

Tips

■   Each subject you choose as an interest puts books representing Internet pages in a bookcase in the Library. You can change to the bookcase you want and open the books.

{button ,KL("user, set up")} Related Topics, User Setup

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} Setting Up Users - Overview

Screening Access to an Internet Page

You may find that you want to rate a screened site to be either available or not available to the young people you are responsible for. InterGO lets you set up your own rating list to allow or disallow access to these locations.

1   On the File menu, point to Set Up and click KinderGuard. The <u>Private Rating List dialog box</u> opens.
2   Click the Create button. The <u>Rate URL dialog box</u> opens.
3   Type the URL you wish to screen.
4   Point to the Rating slider and drag it to a new <u>setting</u> or leave it as is to allow the site for adults only.
5   Click OK to return to the Private Rating List dialog box. The site is added to the list of URLs.
6   Click Close to close the dialog box.
7   If you are setting up a new user, the next step is <u>setting up an Internet provider</u>.

Tip
- You also can <u>screen access to a page directly from the browser</u> to avoid typing the URL.
- Only an Administrator can screen access to an Internet page.

{button ,KL("user, screening")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Private Rating List Dialog Box

{button How to,JI(`',`IDH_Screening_Access_to_an_Internet_Page')} <u>Screen access to an Internet page</u>

Rating
Shows the rating of URLs (Internet locations)

URL
Shows the URL (Internet address) of a site that you rated.

Create
Click to add an Internet location and set its rating. The <u>Rate URL dialog box</u> opens.

Properties
Click to open the <u>Rate URL dialog box</u> with information about the selected site. You can change the rating.

Remove
Click to remove the selected site from the list. The screening for the site returns to the default.

User Setup
Click to open the <u>User Setup dialog box</u>. You use it to <u>set up user properties</u>.

{button ,KL("user, screening")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Rate URL Dialog Box

{button How to,JI(`',`IDH_Screening_Access_to_an_Internet_Page')} <u>Screen access to an Internet page</u>

{button How to,JI(`',`IDH_Screening_Access_to_a_Page_from_the_Browser')} <u>Screen access to a page from the browser</u>

{button How to,JI(`',`IDH_Screening_Access_to_an_E_mail_Address')} <u>Screen access to an E-mail address</u>

Site or Document Location (URL)
Type the URL of the Internet site you wish to screen. If you are screening access to a page directly from the browser, the URL is already there.

Location Type
Choose the appropriate type for the Internet site you wish to screen.

Rating
Drag the slider to set the <u>rating</u> for the Internet site. The setting you choose overrides the default setting.

{button ,KL("user, screening")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Setting Up Internet Providers

You set up your Internet provider when you installed InterGO, using the Setup Wizard. You can change the information about your provider and add additional providers.

Note: If you do not need to set up or change an Internet provider and are setting up a new user, the next step is registering InterGO.

1   On the File menu, point to Set Up and click Internet Providers. The Internet Providers dialog box opens.

2   Click an existing provider to select it if you want to change its properties.

3   Click Properties to change the properties of a provider you selected.
    or
    Click Create to create a new provider.
    The Internet Provider Information dialog box opens.

4   Type the name of the provider.

5   Press **Tab** and type your username (the name before the @ in your E-mail address). You must obtain the name from the Internet provider.

6   Press **Tab** and type your Internet password. This is the password that the provider gives you, not your InterGO password.

7   Press **Tab** and type your mail server. You must obtain the name from the Internet provider.

8   Press **Tab** and type your SMTP server. You must obtain the name from the Internet provider.

9   Press **Tab** and type your news server. You must obtain the name from the Internet provider.

10 Click OK. The provider is listed in the Internet Providers dialog box.

11 If you are setting up a new user, the next step is registering InterGO.

Tip
▪   The password you enter is the password you use for your Internet provider, not your InterGO password.

{button ,KL("user, provider")} Related Topics

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} Setting Up Users - Overview

Internet Providers Dialog Box

{button How to,JI(`',`IDH_Setting_Up_Internet_Providers')} <u>Set up Internet providers</u>

Create
Click to add an Internet provider to the list of providers. The <u>Internet Provider Information dialog box</u> opens.

Properties
Click to open the <u>Internet Provider Information dialog box</u> so you can make changes to the information for the selected provider.

Remove
Click to delete the selected provider from the list.

Browse
Click to connect to InterGO Communications. **Note:** This may be a toll call. The browser shows a list of Internet providers available in your area. Follow the instructions to select an Internet provider.

{button ,KL("user, provider")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Internet Provider Information Dialog Box

{button How to,JI(`',`IDH_Setting_Up_Internet_Providers')} <u>Set up Internet providers</u>

Name
Type the name of your Internet provider.

Username
Type the username (the name before the @ in your <u>E-mail address</u>) you received from your Internet provider.

Password
Type the password you received from your Internet provider. This is not your InterGO password.

POP Mail Server
Type the mail server name of your Internet provider.

SMTP Server
Type the SMTP server you received from your Internet provider.

News Server
Type the news server your Internet provider supplies.

ClariNet Level
Describes the level of support you have with the ClariNet newsgroups.

Information
Click to enter information in the <u>Billing and Service Information dialog box</u>.

{button ,KL("user, provider")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Billing and Service Information Dialog Box

{button How to,JI(`',`IDH_Setting_Up_Internet_Providers')} <u>Set up Internet providers</u>

Note: If you obtain a provider using InterGO, much of the information in this dialog box is automatically filled out.

Billing Home Page
Type the billing home page address of the Internet provider.

Billing E-mail
Type the billing E-mail address of the Internet provider.

Billing Phone
Type the billing phone number of the Internet provider.

Cost per Month
Type the fixed monthly amount the Internet provider charges.

Cost per Hour
Type the amount the Internet provider charges per hour.

Free Hours per Month
Type the number of hours the Internet provider allows before hourly charges occur.

Billing Day
Type the closing date for your billing cycle. For example, if you are billed for the previous month's charges as of the 20th of each month, type 20.

Charges This Month
Not used in this version of InterGO. This amount will be determined by InterGO based on the other information you typed.

Customer Service Home Page
Type the customer service home page address of the Internet provider.

Customer Service E-mail
Type the customer service E-mail address of the Internet provider.

Customer Service Phone
Type the customer service phone number of the Internet provider.

Service Policy
Type the service policy of the Internet provider.

{button ,KL("user, provider")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Tracking Provider Costs

[XXX Not in first version!] If you enter information about your Internet provider, InterGO will track your monthly costs.

1   On the File menu, point to Set Up and click Internet Providers. The <u>Internet Providers dialog box</u>* opens.

2   Click an existing provider to select it.

3   Click Properties. The <u>Internet Provider Information dialog box</u>* opens.

4   Click Information. The <u>Billing and Service Information dialog box</u>* opens.

5   Fill in the information in the dialog box except for the Charges This Month text box. The amount in that text box is determined by InterGO based on the other information you typed.

Check back whenever you wish to see your current monthly charges.

K user,; user, set up; user, provider; provider; Internet provider; costs

_____

{button ,KL("user, provider")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Entering Registration Information

If you did not enter registration information using the Setup Wizard when you installed InterGO, you should do so now. **Note:** This information will not be sold or provided to any other company.

Note: If you have already entered registration information and are setting up a new user, the next step is setting up E-mail information.

1   On the File menu, point to Set Up and click Registration Info. The Registration Information dialog box opens.

2   Enter all the information about yourself. InterGO will send the information to InterGO Communications to register your copy of InterGO. InterGO Communications will use the information to contact you if necessary and to tell you about new services and products.

3   If you are setting up a new user, the next step is setting up E-mail information.

{button ,KL("user, registration")} Related Topics

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} Setting Up Users - Overview

Registration Information Dialog Box

{button How to,JI(`'`,`IDH_Entering_Registration_Information')} <u>Enter registration information</u>

Note: This information will not be sold or provided to any other company.

First
Type your first name.

Middle
Type your middle name or initial.

Last
Type your last name.

Company or School
Type your company or the school you are attending. If you are using InterGO from home, leave this blank.

Address
Type your mailing address.

City
Type your city.

State
Type your state or province.

Postal Code
Type your postal code.

Country
Type your country if it is not the United States.

Day Phone
Type the phone number where you can be reached during the day.

Evening Phone
Type the phone number where you can be reached during the evening.

{button ,KL("user, registration")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Setting_Up_Users_Overview')} <u>Setting Up Users - Overview</u>

Running InterGO

1 Run InterGO.
2 If more than one user is set up to use InterGO, the [Choose User dialog box](#) opens. Click the name of the user you want to log in as and click OK.
3 If you have a password, the [Enter Password dialog box](#) opens. Type your password and click OK.
4 The [Tip of the Day dialog box](#) opens.
5 Read the tip and click OK. InterGO runs with you as the user.

Tips

- The password you enter is your InterGO password, not the password you use for your Internet provider.
- If you wish, you can [log in as a different user](#) after you run InterGO.
- You can [show tips](#) any time you wish or stop showing tips each time you run InterGO.

{button ,KL("InterGO")} Related Topics

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} Desk Scene - Overview

Closing InterGO

Close InterGO when you finish working with it. If you wish, you can leave it running and work with other programs.

1   On the File menu, click Close. InterGO closes. If you have chosen to <u>confirm closing</u>, a dialog box opens.

2   Click Yes. InterGO closes.

{button ,KL("InterGO")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Searching - Overview

To search. Click a button to learn more.

{button ,AL("Search Encyclopedia1",1)} <u>Search in the encyclopedia from a menu.</u>

{button ,AL("Search Dictionary1",1)} <u>Search in the dictionary from a menu.</u>

{button ,AL("Search Internet1",1)} <u>Search on the Internet from a menu.</u>

{button ,AL("Browser Search1",1)} <u>Search on the Internet from the browser.</u>

{button ,AL("Research Resource1",1)} <u>Find information using the Research Resource.</u>

{button ,AL("Browser Search2",1)} <u>Search in an Internet page.</u>

{button ,AL("Library Book1",1)} <u>Open a Library book.</u>

{button ,AL("Library Dictionary1",1)} <u>Use the dictionary in the Library.</u>

{button ,AL("Library Encyclopedia1",1)} <u>Use the encyclopedia in the Library.</u>

{button ,AL("Library Atlas1",1)} <u>Use the world atlas in the Library.</u>

{button ,AL("Library Thesaurus1",1)} <u>Use the thesaurus in the Library.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Finding_Information_on_the_Internet_by_Subject')} <u>Finding information on the Internet by subject.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Finding_Information_on_the_Internet_by_Keyword')} <u>Finding information on the Internet by keyword.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Finding_Information_on_the_Internet_by_Searching')} <u>Finding information on the Internet by searching using plain English.</u>

{button ,KL("searching,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Searching on the Internet from a Menu

There are many ways you can search on the Internet.

- Search on the Internet from the [shortcut menu](#).
- Search on the Internet from the [Search menu](#).
- Search on the Internet from a [Newsroom monitor](#).

Tip
- It is often most convenient to use the shortcut menu.

{button ,KL("searching,")} <u>Related Topics, Searching</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics, Viewing News in the Newsroom</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Searching on the Internet from a Menu

To search on the Internet from the Search menu

1   On the Search menu, click On Internet. The Internet Search dialog box opens.

2   Type the word you want to search for in the Find text box.

3   Select to search in documents, Newsgroups, or both.

4   Click Search. The browser displays Internet pages that contain that word.

5   You can refine your search criteria to find the Internet pages that are most likely to contain the information you want.

Tips

▪   There is a Search menu in the main window and in the Browser window.

▪   You see a list of 25 pages at a time. To see the next 25 pages, click the link Next 25 at the bottom of the page.

▪   If a page does not have the information you need, it may have links you can click to go to another page that might have the information.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Refining Your Search Criteria

After you do an initial [search from a menu](#) or [from the browser](#), you can refine your search criteria to find the Internet pages that are most likely to contain the information you want.

1   Click the link "change your search criteria." The browser scrolls to the bottom of the page and shows your original search and ways to modify it.

2   If you wish, you can change the word or phrase in the Look For text box.

3   Click the down arrow to the right of one of the And text boxes to see a list of modifiers.

4   Click the modifier you want.

5   Click in the text box to the right of the modifier and type the word or phrase to modify the search.

6   Repeat steps 3 through 5 with the other And text boxes, if you wish.

7   Select to search in documents, Newsgroups, or both.

8   Click Find. The browser displays Internet pages that meet your search criteria.

Tips

▪   The And modifier combines words. For example, suppose the Look For text box contains "hurricane" and you choose the And modifier with the word "andrew." When you click Find, you see pages that contain both the words "hurricane" and "andrew."

▪   The But Not modifier excludes words. For example, suppose the Look For text box contains "hurricane" and you choose the But Not modifier with the word "andrew." When you click Find, you see pages that contain the word "hurricane" but do not contain the word "andrew."

▪   The Or modifier allows words. For example, suppose the Look For text box contains "hurricane" and you choose the Or modifier with the word "andrew." When you click Find, you see pages that contain either the word "hurricane," the word "andrew," or both the words "hurricane" and "andrew."

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Searching on the Internet from a Menu

To search on the Internet from a Newsroom monitor

1   Open a Newsroom monitor.
2   On the Edit menu, point to Search and click On Internet.
    or
    Click the Search button at the lower right of the Newsroom.
    The Internet Search dialog box opens.
3   Type the word you want to search for in the Find text box.
4   Select to search in documents, Newsgroups, or both.
5   Click Search. The browser displays Internet pages that contain that word.
6   You can refine your search criteria to find the Internet pages that are most likely to contain the information you want.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Searching on the Internet from a Menu

To search on the Internet from the shortcut menu

1   Run the browser or open an E-mail message.

2   In an E-mail message, highlight the word you want to search for.

3   Move your mouse pointer to the word you want to search for and click the right mouse button. The shortcut menu opens.

4   Click Search. A submenu opens.

5   Click On Internet. The Internet Search dialog box opens with the word you selected in the Find text box.

6   Select to search in documents, Newsgroups, or both.

7   Click Search. The browser displays Internet pages that contain that word.

8   You can refine your search criteria to find the Internet pages that are most likely to contain the information you want.

Tip
- There are other ways you can use the shortcut menu.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Internet Search Dialog Box

{button How to,JI(`',`IDH_Searching_on_the_Internet_from_a_Menu')} <u>Search on the Internet from a menu</u>

Find
Type the word or words you want to search for.

Documents
Select to search in documents.

News and Discussion Groups
Select to search in newsgroups.

{button ,KL("searching,")} <u>Related Topics, Searching</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics, Viewing News in the Newsroom</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Searching in the Encyclopedia from a Menu

There are many ways you can search in the encyclopedia.

- Search in the encyclopedia from the [shortcut menu](#).
- Search in the encyclopedia from the [Search menu](#).
- Search in the encyclopedia from a [Newsroom monitor](#).

Tip
- It is often most convenient to use the shortcut menu.

{button ,KL("searching,")} <u>Related Topics, Searching</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics, Viewing News in the Newsroom</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Searching in the Encyclopedia from a Menu

To search in the encyclopedia from the Search menu

1   On the Search menu, click In Encyclopedia. The [Reference Search dialog box](#) opens.

2   Type the word you want to search for in the Find text box.

3   Click Search. The browser displays the encyclopedia article for the word.

4   If there is not an article for the word you typed, the browser displays words that are similar. Click the word you wish to see the article about.

Tips

- There is a Search menu in the main window and in the Browser window.
- If you have chosen to [spell check search requests](#), the [Possible Misspelling dialog box](#) may appear so you can change the spelling.
- Some articles have additional information bottom of the article.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Searching in the Encyclopedia from a Menu

To search in the encyclopedia from a Newsroom monitor

1   [Open a Newsroom monitor](#).

2   On the Edit menu, point to Search and click In Encyclopedia. The [Reference Search dialog box](#) opens.

3   Type the word you want to search for in the Find text box.

4   Click Search. The browser displays the encyclopedia article for the word.

5   If there is not an article for the word you typed, the browser displays words that are similar. Click the word you wish to see the article about.

Tips
▪   If you have chosen to [spell check search requests](#), the [Possible Misspelling dialog box](#) may appear so you can change the spelling.
▪   Some articles have additional information bottom of the article.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Searching in the Encyclopedia from a Menu

To search in the encyclopedia from the shortcut menu

1   Run the browser or open an E-mail message.
2   In an E-mail message, highlight the word you want to search for.
3   Move your mouse pointer to the word you want to search for and click the right mouse button. The shortcut menu opens.
4   Click Search. A submenu opens.
5   Click In Encyclopedia. The Reference Search dialog box opens with the word you selected in the Find text box.
6   Click Search. The browser displays the encyclopedia article for the word.
7   If there is not an article for the word you typed, the browser displays words that are similar. Click the word you wish to see the article about.

Tips
▪   If you have chosen to spell check search requests, the Possible Misspelling dialog box may appear so you can change the spelling.
▪   Some articles have additional information bottom of the article.
▪   There are other ways you can use the shortcut menu.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Reference Search Dialog Box

{button How to,JI(`',`IDH_Searching_in_the_Encyclopedia_from_a_Menu')} <u>Search in the encyclopedia from a menu</u>

{button How to,JI(`',`IDH_Searching_in_the_Dictionary_from_a_Menu')} <u>Search in the dictionary from a menu</u>

Find
Type the word you want to search for.

Search
Click to open the encyclopedia or dictionary to information about the word you typed.

{button ,KL("searching,")} <u>Related Topics, Searching</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics, Viewing News in the Newsroom</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Searching in the Dictionary from a Menu

There are many ways you can search in the dictionary.

- Search in the dictionary from the [shortcut menu](#).
- Search in the dictionary from the [Search menu](#).
- Search in the dictionary from a [Newsroom monitor](#).

Tip

- It is often most convenient to use the shortcut menu.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Searching in the Dictionary from a Menu

To search in the dictionary from the Search menu

1 On the Search menu, click In Dictionary. The [Reference Search dialog box](#) opens.

2 Type the word you want to search for in the Find text box.

3 Click Search. The browser displays the dictionary entry for the word.

4 If there is not an entry for the word you typed, the browser displays words that are similar. Click the word you wish to see the entry about.

Tips

- There is a Search menu in the main window and in the Browser window.
- If you have chosen to [spell check search requests](#), the [Possible Misspelling dialog box](#) may appear so you can change the spelling.
- Some entries have information from the thesaurus at the bottom of the definition.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Searching in the Dictionary from a Menu

To search in the dictionary from a Newsroom monitor

1   [Open a Newsroom monitor](#).

2   On the Edit menu, point to Search and click In Dictionary. The [Reference Search dialog box](#) opens.

3   Type the word you want to search for in the Find text box.

4   Click Search. The browser displays the dictionary entry for the word.

5   If there is not an entry for the word you typed, the browser displays words that are similar. Click the word you wish to see the entry about.

Tips

▪   If you have chosen to [spell check search requests](#), the [Possible Misspelling dialog box](#) may appear so you can change the spelling.

▪   Some entries have information from the thesaurus at the bottom of the definition.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Searching in the Dictionary from a Menu

To search in the dictionary from the shortcut menu

1   Run the browser or open an E-mail message.

2   In an E-mail message, highlight the word you want to search for.

3   Move your mouse pointer to the word you want to search for and click the right mouse button. The shortcut menu opens.

4   Click Search. A submenu opens.

5   Click In Dictionary. The Reference Search dialog box opens with the word you selected in the Find text box.

6   Click Search. The browser displays the dictionary entry for the word.

7   If there is not an entry for the word you typed, the browser displays words that are similar. Click the word you wish to see the entry about.

Tips

▪   If you have chosen to spell check search requests, the Possible Misspelling dialog box may appear so you can change the spelling.

▪   Some entries have information from the thesaurus at the bottom of the definition.

▪   There are other ways you can use the shortcut menu.

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

The Scenes - Overview

InterGO has four scenes that you use. When you <u>run InterGO</u>, the Desk scene appears.

To use the scenes. Click a button to learn more.

{button ,AL("Desk1",1)} <u>Click the Desk button to change to the Desk scene.</u>

{button ,AL("Library1",1)} <u>Click the Library button to change to the Library scene.</u>

{button ,AL("Newsroom1",1)} <u>Click the Newsroom button to change to the Newsroom scene.</u>

{button ,AL("Treasure Map1",1)} <u>Click the Treasure Map button to change to the Treasure Map scene.</u>

{button ,KL("scenes,")} <u>Related Topics, Scenes</u>

Connecting to the Internet

When you run InterGO, it offers to connect to your Internet provider. If you do not connect then, InterGO offers to connect you when you do something that may require Internet access, such as opening the browser or the Mail window. If you wish, you can connect to your Internet provider using the telephone on the Desk.

To connect to the Internet

1   Click the telephone in the Desk scene. The Connect to the Internet dialog box opens.

2   Click your Internet provider to select it.

3   Click Dial. InterGO dials the phone and connects you to your Internet provider. A dialog box shows the progress of the connection.

To disconnect from the Internet

1   Click the telephone in the Desk scene. The Connect to the Internet dialog box opens.

2   Click your Internet provider to select it.

3   Click Disconnect. You are disconnected from the Internet.

Tips

▪   If you have Call Waiting and someone calls, it breaks the connection between you and your Internet provider. Before you connect to your provider, you should turn off Call Waiting. After you finish with your Internet session, turn Call Waiting back on. Your telephone company can tell you how to turn Call Waiting on and off.

▪   You set up your Internet provider when you installed InterGO. You can add other Internet providers.

▪   When you close InterGO, it offers to disconnect you from the Internet.

{button ,KL("Internet connection")} Related Topics

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} Desk Scene - Overview

Connect to the Internet Dialog Box

{button How to,JI(`',`IDH_Connecting_to_the_Internet')} <u>Connect to the Internet</u>

Connection
The name of the Internet provider

Phone Number
The phone number your computer calls to connect to the Internet provider.

Status
The status of the Internet provider, such as Connected.

Dial
Click to have your computer call the selected provider and connect.

Disconnect
Click to break the connection between your computer and the selected provider.

Create
Click to create a new Internet provider. The Make New Connection wizard opens.

Properties
Click to see or change the selected provider's properties. The Provider Properties dialog box opens.

{button ,KL("Internet connection")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Tutorial: Adding People to Your Address Book

The Address Book lets you record names, addresses, E-mail addresses, telephone numbers, and company information. With InterGO, you only have to enter an E-mail address once. You can address your E-mail using either a person's first and last name or a nickname.

The Address Book starts with one address: Customer Support, with a nickname of Customer Support. You can add additional names.

In this tutorial, you add the information for a fictitious person, John Dough. You can use the same steps to add other people if you know their E-mail addresses.

1   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.

2   Continue adding people to your Address Book.

Tutorial: Adding People to Your Address Book

1   Move your mouse pointer to the Address Book and click once to open it. **Note:** You also can open the Address Book by clicking the Address Book button in the Mail window.

2   Click the New Entry button to open the [Personal Information dialog box](#).

3   Type **John**. It appears in both the First Name text box and in the Nickname text box.

4   Press **Spacebar** or **Tab** to move to the Last Name text box.

5   Type **Dough**. It appears in both the Last Name text box and at the end of the Nickname text box.

6   [Continue](#) adding people to your Address Book.

Tutorial: Adding People to Your Address Book

1   Press **Tab** to move to the Nickname text box.

2   Type **John** to replace the text in the box. You can use any name you commonly use to refer to the person, such as Mom or Bobby or Boss. You can type the nickname to quickly and easily address E-mail.

3   Press **Tab** to move to the E-mail Address text box.

4   Type **JohnD@company.com**. Capitalization does not matter in E-mail addresses.

5   Click in the Company text box and type **Company**.

6   Click OK. John is added to the Address Book. When you address an E-mail to John, InterGO will complete the full E-mail address.

7   Click OK to close the Address Book.

{button ,KL("address book")} Related Topics, Address Book

{button ,KL("E-mail")} Related Topics, E-mail

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Tutorial: Composing and Sending E-mail

In this tutorial, you send an E-mail message to John Dough, the entry you added to the Address Book in the tutorial on [adding people to your Address Book](). (If you send the E-mail to John, after a while you'll get a reply that there was a problem delivering the message, which makes sense because there is no such address. If you send mail to someone else, they'll get it in a few minutes.)

You can use the same steps to compose and send E-mail to other people if you have added them to the Address Book or know their [E-mail addresses]().

1   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.

2   Move your mouse pointer to the letter and click once to open the Mail window.

3   [Continue]() composing and sending E-mail.

Tutorial: Composing and Sending E-mail

1   Click the Compose button to open the Compose window.

2   Type **John** to send the mail to John Dough. You do not have to type the E-mail address or open the Address Book because InterGO expands the nickname to the complete Internet address. **Note:** You must have set up John in your Address Book for this address to work.

If you want to send this E-mail to someone instead of John, type their nickname or their full name as you entered them in the Address Book, or type their E-mail address if you have not added them to your Address Book. To send this E-mail to several people, separate their names with commas. For example, if you have entered the proper information in the Address Book, you could address an E-mail to "Mom, Dad, Jill, Skip."

If you prefer, you can choose who you want to send the mail to in the Address Book. Click To: to open the Address Book, then click the person you want to send the message to. If you wish, you can select several people. Click OK to return to the Compose window. It shows the people you clicked in the Address Book.

3   Continue composing and sending E-mail.

Tutorial: Composing and Sending E-mail

1   Press **Tab** to move to the cc: text box.

2   Type someone's nickname if you want to send a copy of this E-mail to them. You can separate multiple people by commas.

3   Press **Tab** to move to the Subject text box.

4   Type **Test** for the subject, or whatever subject you wish.

5   Press **Tab** to move to the message text box.

6   Type **This is a test** or anything else you like.

7   [Continue](#) composing and sending E-mail.

Tutorial: Composing and Sending E-mail

1   Click the Send button if you want to send the message. The Compose window closes. When the E-mail is sent, you receive a message. Click OK to acknowledge the message. You return to the Mail window.

If you are composing mail and are not connected to the Internet, InterGO saves your mail. When you connect and open the Mail window, InterGO offers to send the mail. If you are charged for your time connected to the Internet, it is less expensive to compose offline and connect only to send and receive E-mail.

2   Click the Sent folder to show the E-mail messages in it. It shows the E-mail you just sent. **Note:** If you have not yet received the message that the E-mail was sent, click the Outbox folder to see the E-mail.

Tip
▪   If you wish, you can leave the Mail window open or minimize it while you work in other parts of InterGO or in other programs.

{button ,KL("address book")} Related Topics, Address Book

{button ,KL("E-mail,")} Related Topics, E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Tutorial: Receiving E-mail

InterGO automatically checks once every ten minutes to see if you have received messages. You also can check at any time.

1   If the Mail window is open, go to step 4.
2   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.
3   Move your mouse pointer to the letter and click once to open the Mail window.
4   If the Inbox folder is not open, click it to open it. If you have messages, they are normally in your Inbox folder.
5   On the Message menu, click Send/Receive Now. After a moment, you may receive E-mail. As InterGO checks to see if you have E-mail, it shows the progress at the bottom of the Mail window.
6   Continue receiving E-mail.

Tutorial: Receiving E-mail

1   To display a message, double click it so it appears in the Display Mail window. There are buttons at the top of the window for common actions. Point to a button to see a hint describing what it does.

2   On the File menu, click Close. The Display Mail window closes and you return to the Mail window.

Tip
▪   If you wish, you can leave the Mail window open or minimize it while you work in other parts of InterGO or in other programs.

{button ,KL("address book")} <u>Related Topics, Address Book</u>

{button ,KL("E-mail")} <u>Related Topics, E-mail</u>

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} <u>Receiving E-mail - Overview</u>

Tutorial: Finding Information on the Internet by Subject

The InterGO browser brings the World Wide Web to your desktop. In this example, you search by subject for information about weather.

1   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.

2   Move your mouse pointer to the globe and click once to open the InterGO browser.

   The browser opens to the Sources by Subject page of the Research Resource, which is located on a computer in Texas. This topical index is a fast way to find the information on the Internet. The InterGO Communications staff has visited, described, and cataloged every page in the Research Resource.

   Note: You can return to the Sources by Subject page at any time by clicking the Home button ▪.

3   Continue finding information on the Internet by subject.

Tutorial: Finding Information on the Internet by Subject

1   Click Science to begin surfing. The browser opens a list of scientific subjects. A number in parentheses after each subject shows how many Internet links there are for each subject.

Links are underlined words or phrases in a different color. When you click them, you usually go to another page on the Internet, either on the same computer or on a different computer somewhere in the world. If you have already visited the page, the browser shows the link in yet another color.

2   Click Meteorology to see a list of Internet pages about meteorology.

Each page has a screening age (shown by the icon at the right), a description, a sponsor, and keywords that describe the information included in the page.

3   Continue finding information on the Internet by subject.

Tutorial: Finding Information on the Internet by Subject

1   Find the link "National Oceanographic and Atmospheric Administration Weather Page" and click it. The browser opens that page, which is on a U.S. government computer.

   Note: The Internet is constantly evolving, so what you see may have changed since this was written.

2   Find the link "Latest US Satellite Picture (infrared) with Radar Echoes Overlayed" and click it. The browser opens a page on a computer at Auburn University. The page includes a current U.S. weather map based on a satellite image and radar reports. You just surfed the Internet!

3   Continue finding information on the Internet by subject.

Tutorial: Finding Information on the Internet by Subject

1   Click the History button to open the History dialog box. It shows the Internet pages you visited, with the most recent one on top. **Note:** When you run the browser again, you can use the History list to return to pages you previously visited by double clicking a page to return to it.

2   Click Close to return to the browser.

3   If you wish, click Close on the File menu to close the browser and return to the Desk.

{button ,KL("searching,")} Related Topics

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Tutorial: Finding Information on the Internet by Keyword

In this example, you search by keyword for weather information on the Internet.

1   If the browser is running, click the Home button ▪ and go to step 4.
2   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.
3   Move your mouse pointer to the globe and click once to open the InterGO browser.

4   Click the Keyword button at the top of the page to see an alphabet.
5   Click the letter W to see a list of keywords that start with the letter W.
6   Click the letter combination WE to scroll to keywords that start with WE.
7   Continue finding information on the Internet by keyword.

Tutorial: Finding Information on the Internet by Keyword

1   Click Weather to open a list of Internet pages that include weather as a keyword. **Note:** It may take a moment for pages to download. Messages at the bottom of the browser describe the progress. When the globe at the upper right stops spinning, the entire page is available.

2   Find the link "Various Weather Information" and click it. The browser opens a page from a computer in the United Kingdom that includes links about weather around the world.

3   Find the link "WEATHER AND GLOBAL MONITORING in Australia" near the bottom of the page, under Weather Information and click it. The browser opens a page from a computer in Australia that includes links about weather around the world.

   Have you really seen information from computers in the U.S., the United Kingdom, and Australia? Yes, you have.

4   Continue finding information on the Internet by keyword.

Tutorial: Finding Information on the Internet by Keyword

1   Click the Back button ![Back] to open the previous page. You can use the Back button to go back through the pages you have seen.

2   Click the Forward button ![Forward] to open the next page in the sequence of pages you have seen.

3   If you wish, click Close on the File menu to close the browser and return to the Desk.

{button ,KL("searching,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Tutorial: Finding Information on the Internet by Searching Using Plain English

In this example, you search the Internet for information about hurricanes using the Cybrarian.

1   If the browser is running, click the Home button ▪ and go to step 4.

2   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.

3   Move your mouse pointer to the globe and click once to open the InterGO browser.

4   Click in the Internet Search: text box, type **hurricane** and press **Enter**.

   The Cybrarian finds Internet pages that contain the word you typed. The word "hurricane" occurs in several hundred pages. The browser lists the page title and part of each document.

5   Continue finding information on the Internet by searching using plain English.

Tutorial: Finding Information on the Internet by Searching Using Plain English

1   Click the link to change your search criteria. The browser opens a page that lets you refine your search.

2   Click the down arrow to the right of the first text box that has "And" in it to see a list of choices.

3   Click "But Not" to select it.

4   In the text box to the right of But Not, type **andrew**.

5   Click Find. The browser opens a list of pages that contain information about hurricanes but don't include Hurricane Andrew. (Also excluded are pages that have "andrew" in them for any other reason.)

    You can go to any of the Internet pages that look interesting and surf other subjects.

6   If you wish, click Close on the File menu to close the browser and return to the Desk.

{button ,KL("searching,")} Related Topics

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Tutorial: Saving an Internet Page as a Book in the Library

When you find an Internet page that you like, or anything else that appears in the browser, you can add it as a book in the Library. Later, you can return to the page by clicking the book. In this example, you put a book on a new library bookcase and then delete the bookcase and book.

To start, you find a page on the Internet and add it to a new Library bookcase.

1   If the browser is running, click the Home button ▪ and go to step 4.

2   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.

3   Move your mouse pointer to the globe and click once to open the InterGO browser.

4   Click the Keyword button ▪ at the top of the page. You see an alphabet. This is the page you are going to save. If you prefer, find a page you really want to save.

5   Continue saving an Internet page as a book in the Library.

Tutorial: Saving an Internet Page as a Book in the Library

1. Click the Book button to open the [Book Properties dialog box](#).
   The information in the dialog box is correct except for the Bookcase.
2. Click Add to the right of the Bookcase text box to open the [Bookcase Properties dialog box](#).
3. Type **Searching** to name the new bookcase. It appears in the Bookcase Name text box.
4. Click OK to return to the Book Properties dialog box.
5. Click the down arrow to the right of the Bookcase text box to see a list of bookcases.
6. Click Searching to select it.
7. Click OK. Nothing appears to happen, but this Internet page is added as a book on the Searching bookcase in your Library.
8. On the File menu, click Close. The browser closes and you return to the Desk.
9. [Continue](#) saving an Internet page as a book in the Library.

Tutorial: Saving an Internet Page as a Book in the Library

Next you use the book to go to the page.

1   Move your mouse pointer to the Library button and click to go to the Library.

2   Click the down arrow to the right of the bookcase names at the upper right of the window. You see the available bookcases. **Note:** You probably have to [move this window](#).

3   Click Searching to select it. The book you added appears.

4   Move your mouse pointer to the book. A hint tells you the name of the book.

5   Click the book to open the browser to the page.

6   On the File menu, click Close. The browser closes and you return to the Library.

7   [Continue](#) saving an Internet page as a book in the Library.

Tutorial: Saving an Internet Page as a Book in the Library

Finally you delete the bookcase and book.

1   Click the globe in the monitor at the lower right of the window to open the [Library Management dialog box](#).

2   Click the Searching bookcase to highlight it.

3   Click Remove. A dialog box asks you to confirm deleting the bookcase and the books on it.

4   Click Yes to delete the bookcase and return to the Library Management dialog box.

5   Click Close. The dialog box closes and you return to the Library. The book and bookcase are no longer available.

_____

{button ,KL("searching,")} Related Topics, Searching

{button ,KL("scenes, Library")} Related Topics, Library

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Tutorial: Transferring Files to Your Computer

File Transfer (also called FTP) lets you copy files between computers on the Internet. In this example, you transfer a file from the InterGO Communications computer (FTP server) to the InterGO directory on your computer. **Note:** You must be connected to the Internet to use FTP.

1   If you are not at the Desk, click the Desk button at the lower left of the InterGO window.

2   Move your mouse pointer to the diskette holder at the upper right of the Desk and click once to open the File Transfer window. **Note:** You probably have to move this window to see the diskette holder.

The top part of the window shows files on your computer. The files on the computer you connect to are in the bottom part of the window.

3   Click the Sites button to open the File Transfer Sites dialog box.

4   Continue transferring files to your computer.

Tutorial: Transferring Files to Your Computer

1   Click InterGO Communications to select it.

2   Click Properties to open the [Connection Information dialog box](#).

This dialog box contains the information you need to be allowed to connect to the anonymous InterGO Communications FTP site.

3   Click in the Password text box and type your [E-mail address](#).

4   Click OK to return to the File Transfer Sites dialog box.

5   Click Connect. InterGO connects you to the InterGO Communications site.

The progress of the connection is shown at the bottom of the window. When the connection is complete, you see the files on the InterGO Communications computer in the bottom of the dialog box.

6   [Continue](#) transferring files to your computer.

Tutorial: Transferring Files to Your Computer

You need to change to the proper directories.

1   In the lower area, <u>double click</u> the remote directory InterGO to open it. After a moment the files in it appear.

2   Click the file RELEASE.HTM to highlight it. (You may have to scroll to see the file.)

3   Click the Receive button ![Recv]. The file transfers from the InterGO Communications computer to your computer. You now have the latest version of that file.

4   Click the Disconnect button ![Dis-Connect]. A messages asks you to confirm the disconnection.

5   Click Yes. You disconnect from the InterGO Communications computer.

6   On the File menu, click Close. The File Transfer window closes and you return to the Desk.

Tip
▪   You can <u>see the file</u> you received.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Tutorial: Using the Books in the Library

In this example, you start to read a book, then use the reference books to do research.

To start, you open the book Around the World in Eighty Days by Jules Verne.

1   Point to the Library button at the lower left of the InterGO window and click once to go to the Library.
    The Library comes with bookcases already stocked with books.

2   Click the down arrow to the right of the bookcase names at the upper right of the window to see the available bookcases. **Note:** You probably have to move this window to see the bookcase names.

3   Click Literature to select it. Books appear on the Literature bookcase.

4   Continue using the books in the Library.

Tutorial: Using the Books in the Library

1   Move your mouse pointer to a book. A hint tells you the name of the book.

    You could find the book by reading each of their hints, but there is another way.

2   Click the globe in the monitor at the lower right of the window to open the [Library Management dialog box](#).
    Note: You may have to [move this window](#) to see the globe.

3   Click the plus sign ▪ to the left of the Literature bookcase to see a list of all the books on the bookcase.

4   Click Around the World in Eighty Days to highlight it and click Open. The browser shows the book's Table of Contents.

5   [Continue](#) using the books in the Library.

Tutorial: Using the Books in the Library

1   Click the link to Chapter I to start with that chapter.

2   In the second paragraph, click the London link. The browser shows the encyclopedia article about London.

3   Scroll through the article. It contains links to other encyclopedia articles. At the end of the article are links to Internet pages about Boston.

4   Click the Back button ▪ to return to the book.

5   On the File menu, click Close. The browser closes and you return to the Library.

6   Continue using the books in the Library.

Tutorial: Using the Books in the Library

Next you look up Boston in the dictionary and find additional information.

1   Click the down arrow to the right of the bookcases and click Reference to select it. The reference books appear, including an encyclopedia, dictionary, thesaurus, and atlas.

2   Move your mouse pointer over the books until a hint identifies The American Heritage Dictionary, Third Edition.

3   Click the book. The browser opens the dictionary.

4   Click in the Search For text box, type **boston**, and press **Enter**. You see the dictionary entry for Boston.

5   <u>Continue</u> using the books in the Library.

Tutorial: Using the Books in the Library

1   Move your mouse pointer to the word "abolitionist" in the definition and click the right mouse button. The [shortcut menu](#) showing choices appears.

2   Click Search to select it. A submenu appears.

3   Click In Dictionary to select it. The [Reference Search dialog box](#) opens with the word you clicked in the Find text box.

4   Click Search. The browser opens the dictionary definition of the word.

   Remember that sequence! You can use those steps to look up any word you see in the browser from any page on the Internet. The sequence even works for words in E-mail messages if you highlight the word first.

5   [Continue](#) using the books in the Library.

Tutorial: Using the Books in the Library

1   Move your mouse pointer to the word "slavery" in the definition and click the right mouse button to open the [shortcut menu](#).

2   Click Search, click In Encyclopedia, and click Search. The browser opens the encyclopedia article about slavery.

3   Move your mouse pointer to the word "dominance" in the first sentence, click the right mouse button, and look up the word in the dictionary.

    This definition includes synonyms from the thesaurus that you can click to see their dictionary definitions.

4   [Continue](#) using the books in the Library.

Tutorial: Using the Books in the Library

1   Scroll to the bottom of the definition and click the link Roget's Thesaurus. You go to the thesaurus.

2   Click in the Search For text box, type **slavery**, and press **Enter**. You see the thesaurus entry for Slavery.

3   On the File menu, click Close. The browser closes and you return to the Library.

{button ,KL("scenes, Library")} Related Topics

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Tutorial: Working with Your Bookcases

In this example, you create a new bookcase, put a book on it, and then delete the bookcase.

To start, you create the new bookcase.

1   Point to the Library button at the lower left of the InterGO window and click once to go to the Library.
2   Click the globe in the monitor to open the Library Management dialog box. **Note:** You may have to move this window to see the globe.
3   Click New Bookcase to open the Bookcase Properties dialog box.
4   Type Temporary in the Bookcase Name text box and press **Enter**. The new bookcase is added.
5   Click Close to return to the Library.
6   Continue working with your bookcases.

Tutorial: Working with Your Bookcases

Next you search for information on the Internet about money and put the results of the search on the new bookshelf.

1   On the Search menu, click Internet to open the Internet Search dialog box.

2   Type **money** and press **Enter**. The browser opens to a page with the results of the search.

3   Click the Book button ▪ to open the Book Properties dialog box.

4   Click the down arrow to the right of the Bookcase text box to see a list of choices.

5   Click Temporary to select it.

6   Click OK. Nothing appears to happen. The search results are added as a book on the Temporary bookcase in your Library.

7   Continue working with your bookcases.

Tutorial: Working with Your Bookcases

1. On the File menu, click Close. The browser closes and you return to the Library.
2. Click the down arrow to the right of the bookcases. You see the available bookcases. **Note:** You may have to [move this window](#).
3. Click Temporary to select it. The book you added appears. If you wish, you can click on it and see the search results and then close the browser to return to the Library.
4. [Continue](#) working with your bookcases.

Tutorial: Working with Your Bookcases

Finally you delete the bookcase and book.

1 Click the globe in the monitor to open the [Library Management dialog box](). **Note:** You may have to [move this window]().

2 Click the Temporary bookcase to highlight it.

3 Click Remove. A dialog box asks you to confirm deleting the bookcase and the books on it.

4 Click Yes.

5 Click Close to close the Library Setup dialog box and return to the Library. The book and bookcase are no longer available.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("bookcases")} <u>Related Topics, Bookcases</u>

{button ,KL("interests")} <u>Related Topics, Interests</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

Tutorial: Setting Up Newsgroups in the Newsroom

In this example, you put the newsgroup Philosophy (talk.philosophy.misc) in a monitor.

1   Point to the Newsroom button at the lower left of the InterGO window and click to go to the Newsroom.

The Newsroom has monitors that can contain any number of newsgroups, World Wide Web pages, and mailing lists.

2   Click the last monitor at the lower right to open the News window for Monitor 8 and the News Wizard dialog box. **Note:** You may have to move this window.

3   Usenet Newsgroup is already selected, so click Next.

4   Click Newsgroup Catalog to select it and click Finish. The browser opens the top level of the newsgroup hierarchy.

5   Continue setting up newsgroups in the Newsroom.

Tutorial: Setting Up Newsgroups in the Newsroom

1   Click the link talk to select it. The browser opens a page with information about newsgroups in the talk hierarchy.

2   Click the link Philosophy Newsgroup to select it. A dialog box appears asking if you want to add a news server. **Note:** If you have already set up your news server, this dialog box does not appear. Continue with the paragraph after step 2 in the next topic.

3   Click Yes to open the News Servers dialog box.

4   Click Add to open the Add News Server dialog box.

You must obtain the name of your news server from your provider. It is probably the same as your provider, but with "news." in front of it. For example, if your provider is xyz.net, the news server is probably news.xyz.net.

5   Type the name of your news server.

6   Continue setting up newsgroups in the Newsroom.

Tutorial: Setting Up Newsgroups in the Newsroom

1   Click OK. The news server is added to the [News Servers dialog box](#).

2   Click OK.

    The newsgroup is added to the News window and the messages associated with it are displayed.

    Note: Most providers carry only a small selection of the more than 12,000 newsgroups available. Your news provider may not carry this newsgroup. In that case, the information after the newsgroup remains "(0 Articles, Not Updated yet)." If you want access to a newsgroup that your provider does not carry, contact your provider.

3   Click the Configuration button to open the [Monitor Properties dialog box](#).

4   [Continue](#) setting up newsgroups in the Newsroom.

Tutorial: Setting Up Newsgroups in the Newsroom

1   Type **Philosophy** to replace what is in the Name text box.

2   Click the Ellipsis button ▪ to the right of the Image text box to open the Select an Image File dialog box.

3   Click the file WNEWS.BMP to select it and click Open. You return to the Monitor Properties dialog box.

4   Click OK to return to the News window.

5   On the File menu, click Close.

6   In the browser, open the File menu and click Close to return to the Newsroom. The eighth monitor has a picture and is named Philosophy.

{button ,KL("scenes, Newsroom")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview_2')} Adding News Sources to Monitors - Overview

Tutorial: Using Newsgroups in the Newsroom

InterGO comes with some monitors already containing sources of information. In this example, you open a monitor to see sports news.

1   Point to the Newsroom button at the lower left of the InterGO window and click once to go to the Newsroom.

2   Click the monitor labeled Sports. The News window displays sources of information about sports. **Note:** You may have to move this window.

   Newsgroups are marked with a package of newspapers . Pages from the World Wide Web are marked with a web

. Mailing lists are marked with a mail folder

.

3   Continue using newsgroups in the Newsroom.

Tutorial: Using Newsgroups in the Newsroom

Note: You can only open a newsgroup you <u>added</u> to the monitor labeled Sports. If have not added a newsgroup to the monitor labeled Sports, click Continue in step 3 and continue with step 3 in the next topic.

1   Double click a newsgroup. InterGO updates the messages in it and displays them.

   Note: Most providers carry only a small selection of the more than 12,000 newsgroups available. Your news provider may not carry a particular newsgroup. In that case, the information after the newsgroup remains "(0 Articles, Not Updated yet)." If you want access to a newsgroup that your provider does not carry, contact your provider.

   The messages are shown in "threads" that discuss the same topic. You can click the plus buttons ▪ and minus buttons

▪ to show and hide the messages within threads.

2   Double click the first message. The Display Mail window opens so you can read the message.

3   <u>Continue</u> using newsgroups in the Newsroom.

Tutorial: Using Newsgroups in the Newsroom

1   Click the Next button . The next message is displayed.

2   On the File menu, click Close to return to the News window.

3   Double click a page from the World Wide Web. The browser opens the page.

4   On the browser File menu, click Close to return to the News window.

5   On the News window File menu, click Close to return to the Newsroom.

_____

{button ,KL("scenes, Newsroom")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview_2')} Looking at News Sources - Overview

Tutorial: Setting Up the Clocks in the Newsroom

The Newsroom has five clocks. They show times for cities around the world. In this example, you set a clock to show the time for your city.

1   Point to the Newsroom button at the lower left of the InterGO window and click once to go to the Newsroom.
2   Click a clock to open the Clock Properties dialog box. **Note:** You might want to click a clock that shows the time where you are, if one is available.
3   Type the name of your city in the Display Name text box.
4   Continue setting up the clocks in the Newsroom.

Tutorial: Setting Up the Clocks in the Newsroom

1   Click the down arrow to the right of the Time Zone text box to see a list of time zones.

The time zones are shown by their difference from Greenwich Mean Time (London time). For example, the U.S. Eastern time zone is -05:00, Central time is -06:00, Mountain time is -07:00, and Pacific time is -08:00.

2   Click a time zone and city that corresponds with your time.

3   Click OK. The clock changes to show the time and city name you chose.

{button ,KL("scenes, Newsroom")} Related Topics

{button ,JI(`>splash',`IDH_Configuring_the_Newsroom_Overview')} Configuring the Newsroom - Overview

Moving and Resizing Windows

You can move this window, InterGO windows, and other program windows so you can see what you wish.

1   Move your mouse pointer to the title bar at the top of the window you want to move.

2   Press and hold the mouse button.

3   Move the mouse. As you move, the window moves.

4   When the window is where you want it, release the mouse button.

5   Click Back at the top of this window to return to the previous help topic.

Tips

▪   If a window is maximized (covers the entire screen), you cannot move it. You can make it smaller by double clicking the title bar. To maximize the window, double click the title bar again.

▪   You also can move and resize windows using the commands in the Control menu. Click the Control box at the upper left of a window to see the commands.

   ▪   Restore returns a window or icon to its previous size. You also can click the Restore button at the upper right of the window.

   ▪   Move lets you move a window by pressing the **Arrow** keys. Press **Enter** when the window is positioned where you want it to be.

   ▪   Size lets you resize a window by pressing the **Arrow** keys. Press **Enter** when the window is the size you want it to be. You also can resize a window that is not maximized by pointing to the edge so the mouse pointer becomes a two-headed arrow, press and hold the mouse button, drag to change the window size, and release the mouse button.

   ▪   Minimize changes the window to an icon at the bottom of your screen. You also can click the Minimize button at the upper right of the window.

   ▪   Maximize enlarges the window so it covers the entire screen.

{button ,KL("tips")} Related Topics

Glossary

Double Click
Drag and Drop
E-mail Address
Internet
Link
Mailing List
Newsgroup
Nickname
Select Multiple Items

Double Click

Click the mouse button twice, quickly, without moving the mouse pointer.

Drag and Drop

A way to move items from one location to another.

1 Select the items you want to move.
2 Move your mouse pointer to one of them.
3 Press and hold the mouse button.
4 Move the item where you want it to be.
5 Release the mouse button. The items are moved to the new location.

Internet

A global collection of tens of thousands of interconnected computers and computer networks. The most common uses of the Internet are sending electronic mail, exchanging information, and looking at information available on computers connected to the Internet.

E-mail Address

The code used by the Internet to identify the recipient or sender of electronic mail. An E-mail address consists of an account name and the mail server, separated by the @ symbol. For example, in Librarian@intergo.com, Librarian is the account name and intergo.com is the mail server.

Newsgroup

A discussion group about a specific subject. With many newsgroups, you can send E-mail that others can read. Some newsgroups have a moderator who determines which E-mail messages are published. Anyone can see the messages in a newsgroup as long as their provider carries the newsgroup.

Mailing List

A discussion group about a specific subject, such as scuba diving or dieting. You must apply for membership, which is usually given automatically. After you become a member, you send E-mail that others can read, and you receive E-mail that other members submit. Only members of the mailing list see the messages.

Link

An underlined word or phrase, usually of a different color, shown in the browser. You click a link to go to another page. After you visit a page, links to it show in yet another color. Some pictures are also links. Links in InterGO are indicated by the mouse pointer changing to a magnifying glass.

Links also can open the E-mail window and run other programs.

Nickname

A name you use to refer to a person. You can type the nickname in Mail's To: or cc: field, and Mail automatically expands it to the complete E-mail address.

Select Multiple Items

In many situations, you can select multiple items.

To select contiguous (sequential) items

1   Click the first item to select it.
2   Press and hold **Shift**.
3   Click the last item.
4   Release **Shift**.

To select random items

1   Click the first item to select it.
2   Press and hold **Ctrl**.
3   Click additional items.
4   Release **Ctrl**.

Browser - Overview

The browser opens up the world of the Internet. You use it to visit computers all over the world, looking at what is available and gathering information. You can easily find exactly what you want and return to it quickly.

After you open the browser, you go to other pages by clicking links.

If you see unfamiliar words in the browser, you can search for them on the Internet, in the dictionary, and in the encyclopedia.

To run the browser

1   Click the globe in the Desk scene.

    The browser opens to the Research Resource. You can change the page the browser opens to.

2   When you finish using the Browser, click Close on the File menu.

To use the browser. Click a button to learn more.

{button ,JI(`>splash',`IDH_Browser_Overview_2')} Find and view Internet pages.

{button ,JI(`>splash',`IDH_Browser_Overview_3')} Use other browser features.

Tips
- You must be connected to the Internet to use the browser to see pages.
- Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button
- and then clicking the Reload button
- to try again.
- The browser has buttons for the most common actions you perform.
- You can use the shortcut menu for the most common actions you perform.

{button ,KL("browser")} Related Topics

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} Desk Scene - Overview

Browser - Overview

To use find and view Internet pages. Click a button to learn more.

{button ,AL("Browser Open1",1)} <u>Open a page on the Internet by clicking links.</u>

{button ,AL("Browser Open2",1)} <u>Open a page on the Internet by entering an address (URL).</u>

{button ,AL("Browser Stop1",1)} <u>Stop loading a page.</u>

{button ,AL("Browser Reload1",1)} <u>Reload a page.</u>

{button ,AL("Research Resource1",1)} <u>Find information using the Research Resource.</u>

{button ,AL("Browser Search1",1)} <u>Search on the Internet.</u>

{button ,AL("Browser Library2",1)} <u>Save an Internet page as a Library book.</u>

{button ,AL("Browser Library1",1)} <u>Open a Library book.</u>

{button ,AL("Browser Monitor1",1)} <u>Add an Internet page to a news monitor in the Newsroom.</u>

{button ,AL("News Browse1",1)} <u>Add a newsgroup to a news monitor in the Newsroom.</u>

{button ,AL("Browser Search2",1)} <u>Search in an Internet page.</u>

{button ,AL("Browser Select",1)} <u>Select and copy parts of an Internet page.</u>

{button ,AL("Browser Navigate1",1)} <u>Open the previous page among pages you have seen.</u>

{button ,AL("Browser Navigate2",1)} <u>Open the next page among pages you have seen.</u>

{button ,AL("Browser Navigate3",1)} <u>Open a page you have visited.</u>

{button ,AL("Browser Home1",1)} <u>Return to the home page.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Saving_an_Internet_Page')} <u>Saving an Internet page as a book in the Library.</u>

Tips
- You must be <u>connected</u> to the Internet to use the browser to see pages.
- The browser has buttons for the most common actions you perform.
- You can use the <u>shortcut menu</u> for the most common actions you perform.

{button ,KL("browser")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Browser - Overview

To use other browser features. Click a button to learn more.

{button ,AL("Browser Screen1",1)} <u>Screen access to a page.</u>

{button ,AL("Browser Transfer1",1)} <u>Transfer a file to your computer.</u>

{button ,AL("Browser Local2",1)} <u>Save a page as a file on your computer.</u>

{button ,AL("Browser Local1",1)} <u>Open a page on your computer.</u>

{button ,AL("Browser Print2",1)} <u>View a preview of a printed page.</u>

{button ,AL("Browser Print3",1)} <u>Print a page.</u>

{button ,AL("Browser Source1",1)} <u>View HTML source.</u>

Tips
- You must be <u>connected</u> to the Internet to use the browser to see pages.
- The browser has buttons for the most common actions you perform.
- You can use the <u>shortcut menu</u> for the most common actions you perform.

{button ,KL("browser")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Opening a Page on the Internet by Clicking Links

Links are underlined words or phrases on a page, often in a different color. If you have already visited the page, the link is in yet another color.

- Click a link. The browser opens the page associated with the link.

Tips

- Pictures also can be links. They may be surrounded by a colored box, indicating whether you have visited the page they connect to. When you move your mouse pointer over a link, it looks like a magnifying glass.

- When you click a link, you go to the page the link is connected to. If you have been to that page previously, InterGO may have a copy of the page in its cache. In that case, the browser shows the copy, then connects to the site that has the page to make sure the copy in the cache is the latest version. If it is not the latest version, the browser downloads the latest version. You choose how to use the cache by setting your browser preferences.

- InterGO first downloads the text from a page, then fills in the pictures. You can set your browser preferences so that the browser omits showing images (which is fastest), shows images in solid colors, or mixes colors (which produces the best pictures).

- Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button

- and then clicking the Reload button

- to try again.

- There are other ways you can go to a page on the Internet.
  - Enter an address (URL)
  - Use the history list
  - Use the Back button

- Use the Forward button

- Use the Library button

- Use the Home button

{button ,KL("navigating")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Opening a Page on the Internet by Entering an Address (URL)

Each page on the Internet has an address, called a URL (Universal Resource Locator). The address consists of instructions to the browser on how to handle the page, the name of the computer the page is located on, the directory where the page is, and the file name of the page.

For example, in the address http://www.intergo.com/directory/file.htm, "http://" tells the browser how to handle the page, "www.intergo.com" is the name of the computer, "directory" is the directory where the file is located, and "file.htm" is the name of the file.

1   On the File menu, point to Open and click Internet. The Open Internet Location (URL) dialog box opens.

2   Click the Location Type that describes the location where the page is.

3   Type the address in the Location text box.

4   Click OK. The browser opens the page.

Tips

▪   You also can enter addresses by typing them in the Location text box and pressing **Enter**.

▪   You also can copy an address in another application, point to the Location text box, click the right mouse button to open the shortcut menu, and click Paste. Press **Enter** to open the page.

▪   You can open an address you receive in an E-mail message by highlighting the address, clicking the right mouse button to open the shortcut menu, and clicking Open Browser. The page opens in the browser.

▪   You also can click the down arrow to the right of the Location text box and click the title of a page that you visited recently. The browser reopens the page. **Note:** If you press the **Page Up** or **Page Down** key while the entry in the Location text box is highlighted or the cursor is in the Location text box, the browser opens the appropriate page you visited recently. Before you use the **Page Up** or **Page Down** key to scroll through a page, click on the page to remove the focus from the Location text box.

▪   Some addresses omit the directory or file name. In that case, the computer gives the browser a default page.

▪   You hear about Internet addresses you might want to try on the Internet, in newspaper and magazine articles, on television, and from your friends.

▪   Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button
▪ and then clicking the Reload button
▪ to try again.

▪   There are other ways you can go to a page on the Internet.

  ▪   Click links.

    ▪   Use the history list
    ▪   Use the Back button

    ▪   Use the Forward button

    ▪   Use the Library button

    ▪   Use the Home button

{button ,KL("navigating")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Open Internet Location (URL) Dialog Box

{button How to,JI(`',`IDH_Opening_a_Page_on_the_Internet_by_Entering_an_Address_URL')} <u>Open a page on the Internet by entering an address (URL)</u>

Location
After you choose the Location Type, type the address of the page you want to connect to.

Location Type
Click to choose how the browser should handle the page. Click HTTP for http://, Gopher for gopher://, or FTP for ftp://.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Finding Information Using the Research Resource

The Research Resource is a database of Internet pages that have been visited by the InterGO Communications staff. Each page is described and rated for the appropriate age. You can search by subject or by keyword so you can quickly find a page that has information you are searching for.

- [Search by subject](#).
- [Search by keyword](#).

{button ,KL("searching,")} Related Topics

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Finding Information Using the Research Resource

To search in the Research Resource by subject

1   If you are not at the Sources by Subject page, click the Home button ▪.

      or

On any page in the Research Resource, click the Subject button ![Subject button] .
The browser opens the Sources by Subject page.

2   Click the subject that best describes what you are interested in. The browser opens a page that lists areas related to that subject. A number in parentheses after each area tells how many pages are described for that area.

3   Click an area. The browser opens a page that lists Internet pages along with screening ratings, a description, the sponsor, and keywords associated with the page.

4   Click a page. The browser opens it.

      or

Click a keyword. The browser displays pages related to the keyword. Click a page and the browser opens it.

Tips

▪   If a page does not have the information you need, it may have <u>links you can click</u> to go to another page that might have the information.

▪   If you <u>changed your home page</u>, you can go to the Sources by Subject page at the <u>Internet address</u> http://www.intergo.com/bin/browserhome/.

▪   Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button

▪ and then clicking the Reload button

▪ to try again.

▪   You also can <u>search by keyword</u>.

{button ,KL("searching,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Finding Information Using the Research Resource

To search in the Research Resource by keyword

1   On any page in the Research Resource, click the Keyword button ▪. The browser opens a page with an alphabet.

2   Click the letter of the alphabet that the keyword starts with. For example, if you are looking for "Gettysburg," click G. The browser opens a page with keywords that start with the letter you clicked, headed by pairs of letters.

3   Click the letter pair that the keyword you are looking for starts with. For example, if you are looking for "Gettysburg," click GE. The browser scrolls to words that start with the letters you clicked.

4   Click the keyword you are looking for. The browser opens a page that lists Internet pages along with screening ratings, a description, the sponsor, and keywords associated with the page.

5   Click a page. The browser opens it.

    or

    Click a different keyword. The browser displays pages related to the keyword. Click a page and the browser opens it.

Tips

▪   If a page does not have the information you need, it may have links you can click to go to another page that might have the information.

▪   If you changed your home page, you can go to the Sources by Subject page at the Internet address http://www.intergo.com/bin/browserhome/.

▪   Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button

▪ and then clicking the Reload button

▪ to try again.

▪   You also can search by subject.

{button ,KL("searching,")} Related Topics

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Searching on the Internet from the Browser

A computer at InterGO Communications has visited hundreds of thousands of Internet pages and put them in a database. You can search by typing words so you can quickly find a page that has information you are searching for.

1   If you are not on a page in the Research Resource, click the Home button ▪.

2   In the Internet Search text box, type the word you want to search for and press **Enter**. The browser opens a list of pages and their ratings. For example, you might search for the word "money."

3   Click a link to a page. The browser opens it.

4   You can refine your search criteria to find the Internet pages that are most likely to contain the information you want.

Tips

▪   You see a list of 25 pages at a time. To see the next 25 pages, click the link Next 25 at the bottom of the page.

▪   If a page does not have the information you need, it may have links you can click to go to another page that might have the information.

▪   Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button

▪ and then clicking the Reload button

▪ to try again.

▪   If you changed your home page, you can go to the Research Resource at the Internet address http://www.intergo.com/bin/browserhome/.

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{button ,KL("searching,")} Related Topics

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Opening a Library Book from the Browser

The Library contains many books that you might want to use. You also may have added books that are pages you found interesting. You can open any of those books to go to the pages.

1   Click the Library button ▪. The Library Management dialog box opens.

2   Click the square containing a plus sign ▪ to the left of the bookcase that contains the book you are looking for. The bookcase expands to show the books it contains.

3   Double click the book you want to open. The browser opens the page.

Tips

▪   You can find a book in the Library.

▪   Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button
▪ and then clicking the Reload button
▪ to try again.

▪   There are other ways you can go to a page on the Internet.
   ▪   Click links.
      ▪   Enter an address (URL)
      ▪   Use the history list
      ▪   Use the Back button
▪
      ▪   Use the Forward button
▪
      ▪   Use the Home button
▪
_____

{button ,KL("browser")} Related Topics, Browser

{button ,KL("scenes, Library")} Related Topics, Library

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Library Management Dialog Box

{button How to,JI(`',`IDH_Opening_a_Library_Book_from_the_Browser')} <u>Open a Library book from the browser</u>

{button How to,JI(`',`IDH_Opening_a_Library_Book')} <u>Open a book from the Library</u>

{button How to,JI(`',`IDH_Adding_a_Bookcase_to_the_Library')} <u>Add a bookcase to the Library</u>

{button How to,JI(`',`IDH_Adding_a_Book_to_the_Library')} <u>Add a book to the Library</u>

{button How to,JI(`',`IDH_Changing_Book_Properties')} <u>Change book properties</u>

{button How to,JI(`',`IDH_Removing_a_Book_from_the_Library')} <u>Remove a book from the Library</u>

{button How to,JI(`',`IDH_Removing_a_Bookcase_from_the_Library')} <u>Remove a bookcase from the Library</u>

{button How to,JI(`',`IDH_Finding_a_Library_Book')} <u>Find a library book</u>

Bookcase List
Shows the bookcases available. Click a square containing a plus sign ▪ to the left of the bookcase to see the books in a bookcase. Click a square containing a minus sign
▪ to hide the books in a bookcase.

Open
Click to open the selected book in the browser.

New Bookcase
Click to add a new bookcase. The <u>Bookcase Properties dialog box</u> opens.

New Book
Click to add a new book to the selected bookcase. The <u>Book Properties dialog box</u> opens.

Properties
Click to change the properties of the selected bookcase. The <u>Bookcase Properties dialog box</u> opens.
or
Click to change the properties of the selected book. The <u>Book Properties dialog box</u> opens.

Remove
Click to remove the selected bookcase or book. A message asks you to confirm the deletion.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("bookcases")} <u>Related Topics, Bookcases</u>

{button ,KL("books")} <u>Related Topics, Books</u>

Opening the Previous Page

When you have been looking at pages, you might want to look at one you were at previously.

- Click the Back button
- . You return to the previous page.

Tips

- You also can click the down arrow to the right of the Location text box and click the title of a page that you visited recently. The browser reopens the page. **Note:** If you press the **Page Up** or **Page Down** key while the entry in the Location text box is highlighted or the cursor is in the Location text box, the browser opens the appropriate page you visited recently. Before you use the **Page Up** or **Page Down** key to scroll through a page, click on the page to remove the focus from the Location text box.
- There are other ways you can go to a page on the Internet.
  - Click links.
    - Enter an address (URL)
    - Use the history list
    - Use the Forward button
  - Use the Library button
  - Use the Home button
- You also can go to the previous page by clicking Previous on the Browse menu.

{button ,KL("navigating")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Opening the Next Page

When you have been looking at pages, you may have gone back to look at a previous page using the <u>Back button</u> ▪. You can go forward through the sequence of pages you had viewed.

▪　　　　Click the Forward button
▪. You go to the next page in the sequence of pages you have viewed.

Tips
▪　　　　You also can click the down arrow to the right of the Location text box and click the title of a page that you visited recently. The browser reopens the page. **Note:** If you press the **Page Up** or **Page Down** key while the entry in the Location text box is highlighted or the cursor is in the Location text box, the browser opens the appropriate page you visited recently. Before you use the **Page Up** or **Page Down** key to scroll through a page, click on the page to remove the focus from the Location text box.
▪　　　　There are other ways you can go to a page on the Internet.
　　　▪　<u>Click links</u>.
　　　　　▪　　　　<u>Enter an address (URL)</u>
　　　　　▪　　　　Use the <u>history list</u>
　　　　　▪　　　　Use the <u>Back button</u>
▪　　　　　　▪　　　　Use the <u>Library button</u>
▪　　　　　　▪　　　　Use the <u>Home button</u>
▪
▪　　　　You also can go to the next page by clicking Next on the Browse menu.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Opening a Page You Have Visited

1   Click the History button ▪. The [History dialog box](#) opens.
2   Click a header button to sort the list by that information.
3   [Double click](#) a page to open that page in the browser.

Tips
▪   You can click a page and click Properties. The [Document Details dialog box](#) opens, showing additional information about the page. You can type comments about the page.
▪   You also can click the down arrow to the right of the Location text box and click the title of a page that you visited recently. The browser reopens the page. **Note:** If you press the **Page Up** or **Page Down** key while the entry in the Location text box is highlighted or the cursor is in the Location text box, the browser opens the appropriate page you visited recently. Before you use the **Page Up** or **Page Down** key to scroll through a page, click on the page to remove the focus from the Location text box.
▪   You can set how long InterGO [remembers pages you have visited](#).
▪   Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button
▪ and then clicking the Reload button
▪ to try again.
▪   There are other ways you can go to a page on the Internet.
　　▪   [Click links](#).
　　　　▪   [Enter an address (URL)](#)
　　　　▪   Use the [Back button](#)
▪
　　　　▪   Use the [Forward button](#)
▪
　　　　▪   Use the [Library button](#)
▪
　　　　▪   Use the [Home button](#)
▪

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

History Dialog Box

{button How to,JI(`',`IDH_Opening_a_Page_You_Have_Visited')} <u>Open a page you have visited</u>

Visited Documents
Shows, for each page, the title, the address, when you last visited the page, and how many times you visited the page.

Go To
Click to open the selected page in the browser. You also can open a page by <u>double clicking</u> it.

Properties
Click to open the <u>Document Details dialog box</u> with information about the selected page.

Empty
Click to remove all records of pages you have visited.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Document Details Dialog Box

{button How to,JI(`',`IDH_Opening_a_Page_You_Have_Visited')} <u>Open a page you have visited</u>

Title
The title of the page.

Address
The Internet address of the page.

Last Visit
The date and time you most recently visited the page.

Number of Visits
The number of times you have visited the page.

Comments
Type comments about the page.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Returning to the Home Page

The home page is the one you want to go to most often.

- Click the Home button
. The browser opens the home page.

Tips

- Unless you have [changed your home page](#), the home page is the Sources by Subject page of the Research Resource.
- When you open the browser, it displays your home page unless you have [set your preferences](#) so it opens the page you last visited.
- There are other ways you can go to a page on the Internet.
  - [Click links](#).
    - [Enter an address (URL)](#)
    - Use the [history list](#)
    - Use the [Back button](#)
  - Use the [Forward button](#)
  - Use the [Library button](#)
- You also can go to the home page by clicking Home on the Browse menu.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Opening a Page on Your Computer

If you <u>save</u> an Internet page to your disk drive, or create a page and save it on your disk drive, you can open it in the browser.

1   On the File menu, point to Open and click File. The Open dialog box opens.

2   Find and select the file you want to open. It probably has the extension .htm or .html.

3   Click Open. The browser displays the page.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Reloading a Page

You might want to reload a page because you suspect you do not have the latest version or because it did not open correctly the first time you opened it.

- Click the Reload button
- . The browser contacts the computer and reloads the page.

If a page has artifacts on it from scrolling, you may wish to repaint the page.

- On the Browse menu, click Refresh. The page is repainted. Note that this is fast because InterGO does not contact the computer on the Internet.

Tips

- InterGO checks the date of the current page and, if there is a newer version, downloads it for you.
- Most pages appear in the browser very quickly. However, computers on the Internet are sometimes busy or temporarily out of service, and the connections that allow information to come to you are sometimes busy. If a page does not appear after a few minutes, try clicking the Stop button
- and then clicking the Reload button
- to try again.
- You also can reload a page by clicking Reload on the Browse menu.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Stopping Loading a Page

If a page is taking a long time to appear, you may want to stop loading it. If the reason it is taking a long time is the pictures, you can [turn off showing pictures](#) and then [reload the page](#).

- Click the Stop button
- . The browser stops opening the page.

{button ,KL("navigating")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Saving an Internet Page as a Library Book

When you find an Internet page that you want to return to, you can save it as a book in the Library. Then you can return to the page whenever you wish.

1   Click the Add Book button ▪. The Book Properties dialog box opens showing the information about the current page.

2   If you wish, you can change the title that will show on the book.

3   You can add a bookcase by clicking Add to the right of the Bookcase text box. The Bookcase Properties dialog box opens. Type a name for the new bookcase, choose whether it is to be private (only you can access it) or public (every user can access it), and click OK to create the new bookcase.

4   Click the down arrow to the right of the Bookcase text box and click the bookcase you want to put the book in.

5   If you wish, click the Ellipsis button ▪ to the right of the Color box. The Color dialog box appears. Click the color you want the book to be and click OK.

6   Click OK. The book is added to the bookcase you specified with the title and color you specified.

Tips

▪   You also can add a book to the Library from the Library.
▪   You can change the names and other properties of a book.
▪   You also can save a book to the library by opening the File menu, pointing to Save, and clicking To Library.
▪   You also can add a page to a news monitor in the Newsroom.

{button ,KL("browser")} Related Topics. Browser

{button ,KL("scenes, Library")} Related Topics, Library Scene

{button ,KL("books")} Related Topics, Books

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Book Properties Dialog Box

{button How to,JI(`',`IDH_Saving_an_Internet_Page_as_a_Library_Book')} <u>Save an Internet page as a Library book</u>

{button How to,JI(`',`IDH_Adding_a_Book_to_the_Library')} <u>Add a book to the Library from the Library</u>

{button How to,JI(`',`IDH_Changing_Book_Properties')} <u>Change book properties</u>

Title
Type the title you want the book to have. If you are saving an Internet page as a Library book, the title of the page is automatically inserted.

Location (URL)
Type the Internet address of the page you want to save. If you are saving an Internet page as a Library book, the title of the page is automatically inserted.

Bookcase
Click the down arrow to the right of the text box and click the bookcase you want the book to be in. If you wish, click Add to create a new bookcase. The [Bookcase Properties dialog box](#) opens.

Color
Click the Ellipsis button ▪ to the right of the Color box. The Color dialog box appears. Click the color you want the book to be and click OK.

{button ,KL("browser")} <u>Related Topics. Browser</u>

{button ,KL("scenes, Library")} <u>Related Topics, Library Scene</u>

{button ,KL("books")} <u>Related Topics, Books</u>

Bookcase Properties Dialog Box

{button How to,JI(`',`IDH_Saving_an_Internet_Page_as_a_Library_Book')} <u>Save an Internet page as a Library book</u>

{button How to,JI(`',`IDH_Adding_a_Bookcase_to_the_Library')} <u>Add a bookcase to the Library</u>

{button How to,JI(`',`IDH_Changing_Book_Properties')} <u>Change book properties</u>

Bookcase Name
Type a name for the bookcase.

Bookcase Access
Click Private if you want the bookcase and its books to be hidden from other users of your copy of InterGO. Click Shared if you want the bookcase and its books to be available to other users.

{button ,KL("browser")} <u>Related Topics. Browser</u>

{button ,KL("scenes, Library")} <u>Related Topics, Library Scene</u>

{button ,KL("bookcases")} <u>Related Topics, Bookcases</u>

Saving a Page in the Browser as a File

1   On the File menu, point to Save and click To File. The Save As dialog box opens.

2   In the File Name text box, type a name for the file.

3   Select the folder in which you want to save the file.

4   Click Save to save the file on your disk drive.

Tip

- You can [open the saved file](#) in the browser.

{button ,KL("browser")} <u>Related Topics. Browser</u>

{button ,KL("scenes, Newsroom")} <u>Related Topics, Newsroom Scene</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Screening Access to a Page from the Browser

You may find that you want to rate an Internet page to be either available or not available to the young people you are responsible for. InterGO lets you set up your own rating list in addition to KinderGuard to allow or disallow access to these locations.

1   On the File menu, point to Save and click To KinderGuard. The <u>Rate URL dialog box</u> opens with the Internet address of the page.

2   Click the appropriate Location Type, if necessary.

3   Point to the Rating slider and drag it to a new setting.

4   Click OK. The site is assigned the new rating.

Tips
- You also can <u>screen access to an Internet page</u> without opening the page.
- You also can <u>rate E-mail addresses</u>.

{button ,KL("user, screening")} <u>Related Topics. Screening</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Viewing a Preview of a Printed Page from the Browser

You can view a preview of an Internet page before you print it.

1   On the File menu, click Print Preview. The browser shows the page as it will look when it is printed.

2   Click Print to print the page. The Print dialog box opens. Choose the options you want and click OK to print.

3   Click Next Page to see a preview of the next page.

4   Click Prev Page to see a preview of the previous page.

5   Click Two Page to see two pages at a time, side by side.

6   Click One Page to return to seeing one page.

7   Click Zoom In to see a magnified view of the page.

8   Click Zoom Out to see a less magnified view of the page.

9   Click Close to return to the normal browser view.

Tips

- You can click on the page repeatedly to see magnified views and return to the normal view.
- You can print a page.

{button ,KL("browser")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Printing a Page from the Browser

1   On the File menu, click Print. The Print dialog box opens.

2   Choose the options you want and click OK to print.

Tips

- You can <u>view a preview</u> of a page before you print it.

{button ,KL("browser")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Searching in an Internet Page

1   On the Search menu, click In Document. The Find dialog box opens.

2   Type the text you want to find.

3   Choose whether you want to match exactly the single word you typed.

4   Choose whether you want to match the case of what you typed.

5   Click Find Next. InterGO searches through the Internet page. The page scrolls so you can see the text.

6   If the text is not what you are searching for, click Find Next to look for the next occurrence of the text.

    When InterGO finishes searching through the Internet page, a dialog box says that no more occurrences of the text were found.

{button ,KL("browser")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

Viewing HTML Source

Internet pages are made using Hypertext Markup Language (HTML). You can see the HTML for a page you are viewing.

▪ On the Browse menu, click View Source. The View Source dialog box opens showing the HTML for the page.

{button ,KL("browser")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Adding an Internet Page in the Browser to a News Monitor in the Newsroom

When you find an Internet page that you want to return to, you can save it to a monitor in the Newsroom. Then you can open the page whenever you wish.

1   On the File menu, point to Save and click To News Monitor. The Select News Monitor dialog box opens.

2   Click the monitor you want to put the page in.

3   Click OK. The page is put in the news monitor.

Tips

▪   You also can save a page as a Library book.

{button ,KL("browser")} Related Topics. Browser

{button ,KL("Newsroom scene, adding sources")} Related Topics, Adding Newsroom Sources

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Select News Monitor Dialog Box

{button How to,JI(`',`IDH_Adding_an_Internet_Page_in_the_Browser_to_a_News_Monitor_in_the_Newsroom')} Add an Internet page to a news monitor in the Newsroom

{button How to,JI(`',`IDH_Adding_a_Newsgroup_from_the_Browser')} Add a newsgroup to a news monitor in the Newsroom from the browser

News Monitor List
Click the news monitor you want to add the Internet page or newsgroup to.

{button ,KL("browser")} Related Topics. Browser

{button ,KL("Newsroom scene, adding sources")} Related Topics, Adding Newsroom Sources

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

Transferring a File to Your Computer in the Browser

Some links on Internet pages let you transfer (download) a file to your computer.

1   Click the link that lets you download a file. The Save As dialog box opens.
2   In the File Name text box, type a name for the file.
3   Select the folder in which you want to save the file.
4   Click Save to save the file on your disk drive. The Transfer Status dialog box opens.
5   Click Cancel to cancel the transfer or wait until the transfer is complete. You return to the browser.

Tip
▪   You also can transfer files using the File Transfer window.

{button ,KL("browser")} Related Topics. Browser

{button ,KL("transferring files")} Related Topics, Transferring Files

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Transfer Status Dialog Box

{button How to,JI(`',`IDH_Transferring_a_File_to_Your_Computer_in_the_Browser')} <u>Transfer a file to your computer in the browser</u>

Overall Progress
Shows the percentage complete of the total of the files that are being transferred to your computer.

File List
Shows the status of files that are being transferred to your computer.

{button ,KL("browser")} <u>Related Topics. Browser</u>

{button ,KL("transferring files")} <u>Related Topics, Transferring Files</u>

{button ,JI(`>splash',`IDH_Browser_Overview')} <u>Browser - Overview</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Selecting and Copying Parts of an Internet Page

You can select portions of a page and copy them to the Windows Clipboard to be pasted into another application.

1   Point to the beginning of the section you want to copy.
2   Press and hold the mouse button.
3   Drag to the end of the section you want to copy. The section is highlighted.
4   Release the mouse button.
5   Click the right mouse button to open the [shortcut menu](#).
6   Click Copy. The section you highlighted is copied to the Windows Clipboard.
7   Switch to the application where you want to paste the section and choose Paste. The section is pasted into the application.

Tip
▪   You can select the entire page by clicking Select All on the Edit menu.

{button ,KL("browser")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

[XXX These are pages that need to change.]

File Transfer - Overview

File transfer (also called FTP) lets you move files from computers on the Internet to your computer. You also can move files from your computer to computers on the Internet.

The directories and files on your computer are in the top half of the File Transfer window. After you connect to a file transfer computer on the Internet, the directories and files on that computer are in the bottom half of the window.

In each half of the File Transfer windows, columns show file names, sizes, dates, times, and attributes. To change the width of the columns, move the mouse pointer to the line between two header buttons so the mouse cursor changes to a double bar with arrows on each side, press and hold the mouse button, move the mouse left or right to adjust the size of the columns, and release the mouse button.

To run file transfer

1   Click the diskette holder in the Desk scene.

    The File Transfer window opens.

2   When you finish using file transfer, click Close on the File menu.

To use file transfer. Click a button to learn more.

{button ,JI(`>splash',`IDH_File_Transfer_Overview_2')} <u>Set up and transfer files.</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview_3')} <u>Other file transfer features.</u>

Tips
- You must be <u>connected</u> to the Internet to transfer files.
- With many file transfer sites, you can receive files using the <u>browser</u> instead of file transfer. You must use file transfer if the file transfer site requires a special name and password, if you are going to transfer files to the file transfer site, or if you are going to use any of the special features provided in file transfer.
- The File Transfer window has buttons for the most common actions you perform.
- You can use the <u>shortcut menu</u> for the most common actions you perform.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

File Transfer - Overview

To set up and transfer files. Click a button to learn more.

{button ,AL("Transfer Connect1",1)} <u>Set up file transfer connection information.</u>

{button ,AL("Transfer Modify1",1)} <u>Modify file transfer connection information.</u>

{button ,AL("Transfer Remove1",1)} <u>Remove a file transfer site connection.</u>

{button ,AL("Transfer Connect2",1)} <u>Connect to a Computer on the Internet.</u>

{button ,AL("Transfer Transfer1",1)} <u>Transfer a file to your computer.</u>

{button ,AL("Browser Transfer1",1)} <u>Transfer a file to your computer in the browser.</u>

{button ,AL("Transfer Transfer2",1)} <u>Transfer a file to another computer.</u>

{button ,AL("Transfer Transfer3",1)} <u>Stop transferring files.</u>

{button ,AL("Transfer Refresh",1)} <u>Refresh the display.</u>

{button ,AL("Transfer Connect3",1)} <u>Disconnect from a computer on the Internet.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Transferring_Files_to_Your_Computer')} <u>Transferring files to your computer.</u>

Tips

- You must be <u>connected</u> to the Internet to transfer files.
- With many file transfer sites, you can receive files using the <u>browser</u> instead of file transfer. You must use file transfer if the file transfer site requires a special name and password, if you are going to transfer files to the file transfer site, or if you are going to use any of the special features provided in file transfer.
- The File Transfer window has buttons for the most common actions you perform.
- You can use the <u>shortcut menu</u> for the most common actions you perform.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

File Transfer - Overview

To use other file transfer features. Click a button to learn more.

{button ,AL("Transfer File1",1)} <u>Find a file.</u>

{button ,AL("Transfer Drive1",1)} <u>Select a drive.</u>

{button ,AL("Transfer File2",1)} <u>Sort files.</u>

{button ,AL("Transfer File3",1)} <u>Rename a file.</u>

{button ,AL("Transfer File4",1)} <u>Delete a file.</u>

{button ,AL("Transfer Directory1",1)} <u>Change directories.</u>

{button ,AL("Transfer Directory2",1)} <u>Remove a directory.</u>

{button ,AL("Transfer Directory3",1)} <u>Create a directory.</u>

Tips

- The File Transfer window has buttons for the most common actions you perform.
- You can use the <u>shortcut menu</u> for the most common actions you perform.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

Setting Up File Transfer Connection Information

Before you can transfer files, you have to provide the necessary information so the computer on the Internet will let you connect to it.

1 Click the Sites button ▪.The File Transfer Sites dialog box opens.

2 Click Create. The Connection Information dialog box opens.

3 Type the Name of the host.

4 Press **Tab** and type the Internet address of the host computer.

5 Press **Tab** and type a description of the site.

6 Click the down arrow to the right of the Type text box and select the Host Type.

7 Press **Tab** and type a Login Name, if necessary. InterGO provides the default Anonymous.

8 Press **Tab** and type a password for the site, if necessary. InterGO provides your E-mail address as the default.

9 Press **Tab** and type your login Account, if necessary.

10 Press **Tab** and type the initial directory you want to connect to at the file transfer site.

11 Click OK. The site is added to the list of sites.

12 Click OK to return to the File Transfer window.

Tips
▪   You can connect to the site.
▪   If necessary, you can modify file transfer connection information.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

File Transfer Sites Dialog Box

{button How to,JI(`',`IDH_Setting_Up_File_Transfer_Connection_Information')} <u>Set up file transfer connection information</u>

{button How to,JI(`',`IDH_Modifying_File_Transfer_Connection_Information')} <u>Modify file transfer connection information</u>

{button How to,JI(`',`IDH_Removing_a_File_Transfer_Site_Connection')} <u>Remove a file transfer site connection</u>

Name
The name you typed in the [Connection Information dialog box](#).

Description
The description you typed in the [Connection Information dialog box](#).

Address
The address you typed in the [Connection Information dialog box](#).

Connect
Click to [connect](#) to the selected site.

Create
Click to create a new site. The [Connection Information dialog box](#) opens.

Properties
Click to see or modify information about the selected site. The [Connection Information dialog box](#) opens.

Remove
Click to delete the selected site from the list.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Connection Information Dialog Box

{button How to,JI(`',`IDH_Setting_Up_File_Transfer_Connection_Information')} <u>Set up file transfer connection information</u>

{button How to,JI(`',`IDH_Modifying_File_Transfer_Connection_Information')} <u>Modify file transfer connection information</u>

Host Name
Type the Name of the host. You can use any name that identifies the site.

Host Address
Type the Internet address of the host computer. Internet addresses for host computers often start with ftp., such as ftp.intergo.com.

Host Description
Type a description of the site. You can use anything that helps you remember why you connect to this site.

Host Type
Click the down arrow and select the Host Type. The most common is Auto Detect.

Login Name
Type a Login Name, if necessary. For most file transfer sites, you can use the name Anonymous, which is the default provided by InterGO. Some sites require a different name.

Login Password
Type a password for the site, if necessary. For sites that let you use the name Anonymous, the password is often your <u>E-mail address</u>, which is the default provided by InterGO. Some sites require a different password.

Login Account
Type your login Account, if necessary. For Anonymous sites, this is usually not required.

Login Initial Directory
Type the initial directory you want to connect to at the file transfer site, if you wish. If you do not enter a starting directory, you connect to the default directory for the file transfer site.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Modifying File Transfer Connection Information

You can modify the information necessary so the file transfer computer on the Internet will let you connect to it.

1   Click the Sites button ▪.The [File Transfer Sites dialog box](#) opens.

2   Click the site you want to modify.

3   Click Properties. The [Connection Information dialog box](#) opens showing the current information.

4   Change the information as appropriate.

5   Click OK. You return to the File Transfer Sites dialog box.

6   Click OK to return to the File Transfer window.

Tip

▪   You can [connect](#) to the site.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Removing a File Transfer Site Connection

1   Click the Sites button ▪.The [File Transfer Sites dialog box](#) opens.

2   Click the site you want to remove.

3   Click Remove. A message asks if you are sure you want to delete the site.

4   Click Yes. The site is deleted from the list.

_____

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Connecting to a Computer on the Internet

After you set up file transfer connection information, you can connect to the site.

If you are in the File Transfer Sites dialog box

1   Click the site you want to connect to.

2   Click Connect. You return to the File Transfer window and connect to the site.

If you are not in the File Transfer Sites dialog box

1   Click the down arrow to the right of the connection site text box (which shows Not Connected) to see a list of file transfer sites you have set up.

2   Click the site you want connect to. You connect to the site.

Tips

▪   The progress of the connection is shown at the bottom of the File Transfer window.

▪   After you connect, the directories and files on the site you connect to are in the bottom half of the File Transfer window.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Transferring a File to Your Computer

1   [Connect](#) to the transfer site.

2   Find the file that you want to transfer to your computer.

3   Change to the drive and directory on your computer where you want the file.

4   Click the file that you want to transfer to select it. You can [select multiple files](#).

5   Click the Receive button ■. The file is transferred to your computer.

Tips

■   You also can transfer files using [drag and drop](#).

■   You also can transfer files by clicking Copy on the File menu. A dialog box appears so you can confirm the transfer.

■   The progress of the transfer is shown at the bottom of the File Transfer window.

■   There are several ways you can find the file you want to transfer and set the directory on your computer where you want the file.

   ■   [Select a drive](#)

   ■   [Find a file](#)

   ■   [Sort files](#)

   ■   [Change to another directory](#)

   ■   [Create a directory](#)

   ■   [Refresh the display](#)

■   You sometimes can transfer files to your computer [in the browser](#).

■   You can transfer files from your computer [to the file transfer site](#).

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Transferring a File to Another Computer

Some sites allow you to transfer files from your computer to theirs, often into a directory named Incoming.

1   Connect to the transfer site.

2   Find the file that you want to transfer to their computer.

3   Change to the drive and directory on their computer where you want to send the file.

4   Click the file that you want to transfer to select it. You can select multiple files.

5   Click the Send button ⬇ . The file is transferred to their computer.

Tips

▪   You also can transfer files using drag and drop.

▪   You also can transfer files by clicking Copy on the File menu. A dialog box appears so you can confirm the transfer.

▪   The progress of the transfer is shown at the bottom of the File Transfer window.

▪   There are several ways you can find the file you want to transfer and set the directory on their computer where you want the file.

   ▪   Select a drive

   ▪   Find a file

   ▪   Sort files

   ▪   Change to another directory

   ▪   Create a directory

   ▪   Refresh the display

▪   You can transfer files to your computer.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Selecting a Drive

You can select a disk drive on your computer and show the directories and files on it.

1   On the File menu, click Select Drive. The <u>Select Local Drive dialog box</u> opens.

2   Click the disk drive that you want to see the files on.

3   Click Select. The directories and files on the root of that drive are shown in the upper part of the File Transfer window.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Select Local Drive Dialog Box

{button How to,JI(`',`IDH_Selecting_a_Drive')} <u>Select a drive</u>

Drive List
Lists the disk drives available on your computer.

Select
Click to change to the selected disk drive.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Finding a File

If you want to find a file but don't know what file transfer site it is on, you can search for it.

1   Click the Find button . The Internet File Search dialog box opens.
2   Type the name of the file you are searching for.
3   Click Search. The browser opens a page listing sites that have the file you are searching for.
4   Click a site. You are connected to the site and the site is added to the site list in the Connection Information dialog box.
5   When you finish with the site, disconnect from it.

Tips

▪   If you have chosen to spell check search requests, the Possible Misspelling dialog box may appear so you can change the spelling.
▪   While you are connected to the site, you can transfer the file you were searching for to your computer.
▪   If you wish, you can remove the site from your site list, or you can keep it so you can connect to it again later.
▪   You do not need to be connected to a file transfer site when you search for a file.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Internet File Search Dialog Box

{button How to,JI(`',`IDH_Finding_a_File')} <u>Find a file</u>

Find
Type the name of the file you are searching for. You can use an asterisk (*) to represent any number of characters or a question mark (?) to represent a single character. For example, if you type i*.zip you will find all files that start with I and have the extension ZIP.

Search
Click to search for the file you typed.

_____

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Sorting Files

You can sort files so that you can find the one you want to transfer.

1   Click the View menu. You see a list of sorting choices.

2   Click a command to sort the files.

Tips

- Sort by Name sorts by the name of the file, from A to Z.
- Sort by Extension sorts by the file extensions, from A to Z.
- Sort by Date sorts by the file dates, from oldest to most recent.
- Sort by Size sorts by the file sizes, from smallest to largest.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Renaming a File

1   Click the file you want to change the name of.
2   On the File menu, click Rename. The <u>Rename dialog box</u> opens with the name of the file you selected in the From text box.
3   Press **Tab** and type the new name for the file.
4   Click OK. The file is given the new name.

Tip
▪   Most file transfer sites do not allow you to change the name of a file on their computer.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Rename Dialog Box

{button How to,JI(`',`IDH_Renaming_a_File')} <u>Rename a file</u>

From
The original name of the file.

To
Type a new name for the file.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Deleting a File

1 Click the file you want to delete. You can <u>select multiple files</u>.

2 On the File menu, click Delete. A dialog box appears so you can confirm the deletion.

3 Click Yes. The file is deleted.

Tip
- Most file transfer sites do not allow you to delete a file on their computer.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Stopping Transferring Files

If it is taking longer than you expected for a file to download, you may want to stop it.

▪ Click the Stop button

. The page stops downloading.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Changing Directories

To go to a higher directory

- Double click Up Directory
  to go up a directory.

To go to a lower directory

- Double click the name of the directory you want to go to.

To go to a specific directory

1 Select a file or directory in the upper part of the File Transfer window if you want to change to a directory on your computer or in the lower part of the window if you want to change to a directory on the computer you are connected to.

2 On the File menu, point to Directory and click Change. The Change Directory dialog box opens.

3 Type the directory you want to go to.

4 Click OK. You change to the directory you specified.

Tip

- Most file transfer sites have directories that they do not allow you access to.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Change Directory Dialog Box

{button How to,JI(`',`IDH_Changing_Directories')} <u>Change directories</u>

Current Directory
Type the directory you want to go to.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Removing a Directory

1   Click the directory you want to delete. You can select multiple directories.

2   On the File menu, point to Directory and click Remove. A message asks if you are sure you want to delete the directory.

3   Click Yes. The directory is removed.

Tip

- Most file transfer sites do not allow you to remove a directory on their computer.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Creating a Directory

You might want to create a directory on your disk drive to transfer files into.

1   On the File menu, point to Directory and click Create. The [Create Directory dialog box](#) opens.

2   Type a name for the directory you want to create.

3   Click OK. The directory is added under the current directory.

Tips

▪   Before you create a new directory, [change to the directory](#) you want the new directory under. For example, if you want to create the directory TEMP under the directory DATA, change to the directory DATA before you create the new directory TEMP.

▪   Most file transfer sites do not allow you to create a directory on their computer.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Create Directory Dialog Box

{button How to,JI(`',`IDH_Creating_a_Directory')} <u>Create a directory</u>

Name
Type the name of the directory you are creating.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Disconnecting from a Computer on the Internet

After you finish transferring files, you should disconnect from the file transfer site.

1   Click the Disconnect button ▪. A messages asks you to confirm the disconnection.

2   Click Yes. You disconnect from the file transfer site. The directory and file information are removed from the bottom half of the File Transfer window.

Tips

▪   If you do not transfer any files, change directories, or do anything else involving the file transfer site for a while, the file transfer site will disconnect you automatically.

▪   Disconnecting from the file transfer site does not disconnect you from the Internet.

▪   It is considered good manners to stay connected to a file transfer site only as long as necessary.

▪   You also can disconnect from the file transfer site by clicking Disconnect on the File menu.

{button ,KL("transferring files")} Related Topics

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} File Transfer - Overview

Refreshing the Display

After you transfer files, you can refresh the display so you can see the results of the transfer.

- On the View menu, click Refresh. The File Transfer window shows the current files.

{button ,KL("transferring files")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_File_Transfer_Overview')} <u>File Transfer - Overview</u>

Address Book - Overview

InterGO includes the Address Book to store addresses and other information for your Internet E-mail. You can use the Address Book with InterGO's E-mail to quickly and easily address your messages. The Address Book has features not found in most E-mail systems.

- You can assign a nickname to each entry in the Address Book.
    To quickly address messages in InterGO's E-mail, type the recipient's nickname in the To: or cc: text box. When you send the E-mail, InterGO automatically inserts the complete E-mail address.
- You can create groups of recipients to organize one or more entries as a group mailing list.
    The Address Book lets you organize multiple addresses as a group. Type the group name in the To: or cc: text box when you compose the message. InterGO automatically expands the group name to include all entries in the Address Book that you marked as members of that group and sends the message to each group member.

To open and close the Address Book

1   Click the Address Book in the Desk scene.

    The Address Book opens.

2   When you finish using the Address Book, click Close on the File menu.

To use the Address Book. Click a button to learn more.

{button ,AL("Address Add1",1)} Add an entry to the Address Book.

{button ,AL("Address Find1",1)} Find an entry in the Address Book.

{button ,AL("Address Sort1",1)} Sort entries in the Address Book.

{button ,AL("Address Change1",1)} Change an entry in the Address Book.

{button ,AL("Address Delete1",1)} Delete an entry from the Address Book.

{button ,AL("Address Group1",1)} Create an Address Book group.

{button ,AL("Address Edit1",1)} Edit an Address Book group.

{button ,AL("Address Group2",1)} Create an Address Book entry while working with groups.

{button ,AL("Address Resize1",1)} Resize columns in the Address Book.

{button ,AL("Address Add2",1)} Save changes to the Address Book.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Adding_People_to_Your_Address_Book')} Adding people to your Address Book.

Tips

- The Address Book has buttons for the most common actions you perform.
- You also can open the Address Book from within the Mail window by clicking the Address button

.

{button ,KL("address book")} Related Topics, Address Book

{button ,KL("E-mail,")} Related Topics, Mail

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} Desk Scene - Overview

Adding an Entry to the Address Book

The Address Book can store up to 19 pieces of information for each entry.

1   Click the New Entry button ▪. The [Personal Information dialog box](#) opens.

2   Enter the person's first name. It also appears in the Nickname text box.
3   Press **Tab** and enter the person's last name. It also appears in the Nickname text box.
4   Press **Tab** and change the person's [nickname](#), if you wish.
5   Press **Tab** and enter the person's E-mail address.
6   Press **Tab** to move to the other fields and enter information, if you wish.
7   Click OK. The entry is added to the Address Book list.

Tips
▪   You also can add a new entry by clicking New Individual on the File menu.
▪   You must enter a first name, last name, and nickname for each entry. The other information is optional.
▪   If you omit the nickname, company, or phone number and [sort the entries](#) by one of those, the entries with information omitted are listed at the top.
▪   You can store multiple phone numbers for each person. Click the down arrow to the right of the Location text box and click a location. Press **Tab** and enter the phone number. The phone number shown in the Address Book is the one shown in the Location text box when you click OK.
▪   You also can create entries while you are [creating groups](#).
▪   You can [create groups](#) containing several individual entries and send E-mail to all the entries at the same time.

{button ,KL("address book")} Related Topics

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Personal Information Dialog Box

{button How to,JI(`',`IDH_Adding_an_Entry_to_the_Address_Book')} Add an entry to the Address Book

{button How to,JI(`',`IDH_Changing_an_Entry_in_the_Address_Book')} Change an entry in the Address Book

{button How to,JI(`',`IDH_Creating_an_Address_Book_Entry_while_Working_with_Groups')} Create an Address Book entry while working with groups

First Name
Type the person's first name.

Last Name
Type the person's last name.

Nickname
Type the name you commonly use to refer to the person. You can use the nickname to address E-mail.

E-mail Address
Type the person's E-mail address.

Phone Numbers - Location
Click the down arrow to the right of the text box and click a location, such as business, home, fax, and so on.
Then press **Tab** and enter the phone number.

Phone Numbers - Number
Type the number associated with the phone location.

Address
Type the person's address.

Company
Type the company the person works for, or other information such as their school.

Title
Type the person's title, or other information such as their year in school.

Department
Type the person's department, or other information such as their school major.

{button ,KL("address book")} Related Topics

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Finding an Entry in the Address Book

You can find entries in the Address Book by dragging the scroll bar to scroll the list and by using the alphabetical tabs.

To use the alphabetical tabs

▪ Click the alphabetical tab that contains the first letter of the name you are looking for. The list scrolls to entries starting with the first letter on the alphabetical tab.

Tips

▪ You find entries based on their current <u>sorting</u>.
▪ When you click an alphabetical tab, you see the first entry that begins with the first letter on the tab plus as many additional entries as fit in the window. If you have many entries that start with that letter, you may have to scroll to see the entry you want.
▪ After you select an entry, click the Previous Record button

to go to the previous entry or click the Next Record button

to go to the next entry.

{button ,KL("address book")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Address_Book_Overview')} <u>Address Book - Overview</u>

Sorting Entries in the Address Book

- Click a heading button above a column. The entries are sorted by that column.

Tips

- For the Name column, an entry is sorted by its nickname. If an entry has no nickname, it is sorted by its first name. If an entry has neither a nickname nor a first name, it is sorted by last name.
- The way entries are sorted affects finding entries using the alphabetical tabs.
- You can resize the columns.

{button ,KL("address book")} Related Topics

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Resizing Columns in the Address Book

1   Move the mouse to the line between two heading buttons. The mouse cursor changes to a double bar with arrows on each side.

2   Press and hold the mouse button and move the mouse to adjust the size of the columns.

3   Release the mouse button.

{button ,KL("address book")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Address_Book_Overview')} <u>Address Book - Overview</u>

Changing an Entry in the Address Book

1   <u>Double click</u> the entry you want to change. The <u>Personal Information dialog box</u> opens.

2   Highlight the information you want to change.

3   Type the new information.

4   Click OK. The new information is displayed in the Address Book list.

Tips

▪   You also can display the Personal Information dialog box by clicking the entry and clicking the View button

[View] or by clicking the entry you want to change and clicking Properties on the Edit menu.

▪   You can find an entry using <u>sorting</u> and <u>alphabetical tabs</u>.

{button ,KL("address book")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Address_Book_Overview')} <u>Address Book - Overview</u>

Deleting an Entry from the Address Book

1 In the address list, select one or more entries.

2 Click the Delete button [Delete button with X icon]. A dialog box asks you confirm the deletion.

3   Click Yes to delete the selected entries.

Tips

▪   You also can delete selected entries by pressing the **Delete** key or by clicking Delete on the Edit menu.

▪   If a deleted entry was included in a group, it is also deleted from the group.

▪   You can delete both individual entries and groups. If you delete a group, the entries that were in the group remain in the Address Book.

{button ,KL("address book")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Address_Book_Overview')} <u>Address Book - Overview</u>

Creating an Address Book Group

1 Click the New Group button . The [Group Properties dialog box](#) opens.
2 Type a name for the group in the Group Name text box.
3 Click one or more entries in the list on the right. Click an entry again to deselect it.
4 Click Add. The selected entries move to the Members of this Group list.
5 Click OK. The group is added to the Address Book list. When you use the name of the group in the To: or cc: text boxes, all members of the group receive the mail.

Tips
▪   You also can add a new group by clicking New Group on the File menu.
▪   You can edit the group by [double clicking](#) it in the Address Book list. Add entries by selecting them and clicking Add. Remove entries by selecting them and clicking Remove.
▪   You can [add new entries](#) to the Address Book while you are creating a group.
▪   The All Non-group Members list contains all the entries in the Address Book except those you added to the group.

{button ,KL("address book")} Related Topics

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Editing an Address Book Group

1   Double click the group you want to edit. The Group Properties dialog box opens.

2   Type a new name in the Group Name text box.

3   Click one or more entries you want to add to the group in the list on the right. Click an entry again to deselect
     it.

4   Click Add. The selected entries move to the Members of this Group list.

5   Click one or more entries you want to remove from the group in the list on the left. Click an entry again to
     deselect it.

6   Click Remove. The selected entries move to the All Non-group Members list.

7   Click OK. The changed group is shown in the Address Book list. When you use the name of the group in the
     To: or cc: text boxes, all members of the group receive the mail.

Tips
▪   You also can display the Group Properties dialog box by clicking the group and clicking the View button
▪ or by clicking the group you want to change and clicking Properties on the Edit menu.
▪   You can find a group using sorting and alphabetical tabs.
▪   You can add new entries to the Address Book while you are editing a group.
▪   The All Non-group Members list contains all the entries in the Address Book except those you added to the
group.
_____

{button ,KL("address book")} Related Topics

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Group Properties Dialog Box

{button How to,JI(`',`IDH_Creating_an_Address_Book_Group')} <u>Create an Address Book group</u>

{button How to,JI(`',`IDH_Editing_an_Address_Book_Group')} <u>Edit an Address Book group</u>

{button How to,JI(`',`IDH_Creating_an_Address_Book_Entry_while_Working_with_Groups')} <u>Create an Address Book entry while working with groups</u>

Group Name
Type the name of the group.

Members of this Group
Click one or more entries and click Remove to remove them from the group. Entries in this list will get mail when the group name is in the To: or cc: text box of mail you compose.

All Non-group Members
Click one or more entries and click Add to add them to the group. Entries in this list will not get mail when the group name is in the To: or cc: text box of mail you compose.

Add
Click to move selected entries from the All Non-group Members list to the Members of this Group list.

Remove
Click to move selected entries from the Members of this Group list to the All Non-group Members list.

New Entry
Click to add a new entry to the Address Book.

{button ,KL("address book")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Address_Book_Overview')} <u>Address Book - Overview</u>

Creating an Address Book Entry while Working with Groups

You can add entries to the Address Book while you are creating or editing a group.

1 [Create a new group or edit an existing group](). The group appears in the [Group Properties dialog box]().

2 Click New Entry. The [Personal Information dialog box]() opens.

3 Enter information the same as when you [add an entry to the Address Book]().

4 If you wish, you can add the new entry to the group the same as when you create or edit a group.

{button ,KL("address book")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Address_Book_Overview')} <u>Address Book - Overview</u>

Saving Changes to the Address Book

InterGO automatically saves the Address Book file when you click OK to close the Address Book. If you wish, you can save the changes you make to the Address Book without closing it.

▪ Click the Save button

. The Address Book file is saved to your disk drive.

Tips

▪ You also can save the Address Book file by clicking Save on the File menu.

{button ,KL("address book")} Related Topics

{button ,JI(`>splash',`IDH_Address_Book_Overview')} Address Book - Overview

Electronic Mail - Overview

InterGO transmits electronic mail messages over the Internet. You can compose, send, and receive electronic mail messages containing text, graphics, and entire files.

Note: Before you open the Mail window the first time, you must set your Mail preferences.

To open the Mail window

1   Click the letter in the Desk scene.

    The Mail window opens.

2   When you finish using mail, click Close on the File menu.

To learn E-mail

Before you start working with mail, you should understand the parts of the Mail window. Then you can learn how to use E-mail.

- The Folder panel
- The Message panel
- Use E-mail

Tip
- You can use the shortcut menu for the most common actions you perform.

{button ,KL("E-mail,")} Related Topics

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} Desk Scene - Overview

The Folder Panel

The left side of the Mail window is the Folder panel. It contains a tree structure of your personal mail folders. The highest level of the tree, the main folder, has the name that you specified as Full Name when you set your [mail preferences](#).

The following levels in the tree contain your personal folders. The Folder panel starts with four personal folders: Inbox, Outbox, Sent, and Deleted. If a folder name is **bold**, it contains unread messages.

A small square to the left of a folder indicates that it contains other folders. If the square contains a plus sign ▪, click it to expand the folder to show the other folders. If the square contains a minus sign ▪, click it to collapse the folder to hide the other folders.

You can create up to 100,000 folders to organize your mail! You can create folders within the main folder and folders within other folders. For example, you could create a Science folder in your main folder to store all mail that you receive relating to Science. You also could create Astronomy and Geology folders in the Science folder to further organize your messages. Your folder hierarchy might look like this.

```
YourName
    |--Deleted
    |--Inbox
    |--Outbox
    |--Science
    |     |--Astronomy
    |     |--Geology
    |--Sent
```

To learn E-mail

Before you start working with mail, you should understand the parts of the Mail window. Then you can learn how to use E-mail.

- [The Message panel](#)
- [Use E-mail](#)

{button ,KL("E-mail,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} <u>Electronic Mail - Overview</u>

The Message Panel

The right side of the Mail window is the Message panel. It lists messages contained in the open (selected) folder .

For most folders, the heading buttons in the Message panel are From, Subject, and Received. For the Outbox and Sent folders, the heading buttons are To, Subject, and Sent. You can sort messages by clicking a heading button. When you sort by Received or Sent, the most recent messages are at the top of the list.

Messages that have attached files are marked with a paper clip .

To change the width of a Message panel column, move the mouse pointer to the line between two header buttons so the mouse cursor changes to a double bar with arrows on each side, press and hold the mouse button, move the mouse left or right to adjust the size of the columns, and release the mouse button.

To learn E-mail

Before you start working with mail, you should understand the parts of the Mail window. Then you can learn how to use E-mail.

- The Folder panel
- Use E-mail

{button ,KL("E-mail,")} Related Topics

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} Electronic Mail - Overview

Using E-mail

Before you start working with mail, you should understand the parts of the Mail window. Then you can learn how to use E-mail.

- The Folder panel
- The Message panel

To use E-mail. Click a button to learn more.

{button ,AL("Mail Receive1",1)} Receive mail.

{button ,AL("Mail Send1",1)} Compose and send mail.

{button ,AL("Mail Folders1",1)} Work with mail folders.

{button ,AL("Mail Delete1",1)} Delete a message.

{button ,AL("Mail Sort1",1)} Sort messages.

{button ,AL("Mail Find1",1)} Find messages.

{button ,AL("Mail Print1",1)} Print a message.

{button ,AL("Mail Columns1",1)} Resize message columns.

{button ,AL("Mail Resizing1",1)} Resize the Folder and Message panels.

{button ,AL("Preferences Mail1",1)} Set mail preferences.

{button ,AL("Address Book1",1)} Address Book overview.

Tips

- The Mail window, Compose window, and Display Mail window include buttons for the most frequently used commands.
- You can use the shortcut menu for the most common actions you perform.

{button ,KL("E-mail,")} Related Topics

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} Electronic Mail - Overview

Receiving Mail - Overview

When you open the Mail window, InterGO automatically checks your mail server for new messages every 10 minutes. You can change the checking frequency and can turn off automatic checking. You can check for new messages any time you wish.

Received messages are normally put in the Inbox folder. You can delete messages, and move and copy messages to another folder. Unread messages are **bold**. You can mark messages as read and unread.

You read a message by double clicking it so it appears in the Display Mail window. If it has attached files, you can save them to your disk drive.

If you see unfamiliar words in E-mail messages, you can search for them on the Internet, in the dictionary, and in the encyclopedia.

You can route incoming messages from a specific E-mail address to a folder other than the Inbox. That way you can keep all messages from specific sources together and read them when you are ready.

To receive E-mail. Click a button to learn more.

{button ,AL("Mail Check1",1)} Check to see if you have mail.

{button ,AL("Mail Display1",1)} Display a message.

{button ,AL("Mail Attach1",1)} Save attached files.

{button ,AL("Mail Messages1",1)} Look at the previous and next messages.

{button ,AL("Mail Mark1",1)} Mark messages as read and unread.

{button ,AL("Mail File1",1)} Save a message as a file.

{button ,AL("Mail Screen1",1)} Screen access to an E-mail address.

{button ,AL("Mail Create1",1)} Create folders.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Receiving_E_mail')} Receiving E-mail.

Tip
- You can use the shortcut menu for the most common actions you perform.

{button ,KL("E-mail,")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} Electronic Mail - Overview

Composing and Sending Mail - Overview

You can address messages by clicking To: or cc: and selecting addresses in the Address Book, or you can just type a person's nickname.

You can spell check your messages before you send them.

You can attach any kind of file to your messages, including documents, programs, and pictures, and send them along with the message.

You can save incomplete messages as drafts to finish later. Drafts are stored in the main folder (the one with your name).

You can add comments to a message you receive and forward it to others. You can add a reply to a message you receive and send it back to the person who sent it to you.

You can compose mail while not connected to the Internet. Messages you send are stored in the Outbox folder until you connect to the Internet. If you are connected to the Internet when you send mail, the message is stored in the Outbox folder briefly until it is transmitted to your mail server. When messages are sent to the mail server, they move to the Sent folder.

If you click the Compose button while you are composing mail, a message asks if you want to delete the contents of the current message. If you click Yes, your current message is removed and a new Compose window opens. If you click No, you return to your current message.

The Edit menu includes the Cut, Copy, and Paste commands to move text between the Clipboard and the message. The Undo command on the Edit menu reverses changes you made in the document. For example, choosing Undo after typing removes the text you typed. If you are posting an article from the Newsroom, the Edit menu also includes the Redo command so you can redo changes you reversed with the Undo command.

- Compose and send E-mail.

Composing and Sending Mail - Overview

Summary of steps to compose and send mail

1. Click the Compose button ▪. The Compose window opens.
2. Address the message.
3. Click in the Subject text box and type the subject of your message.
4. Click in the body of the message and type your message.
5. Click the Send button ▪. The message is sent.

To compose and send E-mail. Click a button to learn more.

{button ,AL("Mail Address1",1)} Address a message.

{button ,AL("Mail Spell1",1)} Spell check a message.

{button ,AL("Mail Attach2",1)} Add attachments to a message.

{button ,AL("Mail Send2",1)} Send messages.

{button ,AL("Mail Reply1",1)} Reply to a message.

{button ,AL("Mail Forward1",1)} Forward a message.

{button ,AL("Mail Draft1",1)} Save a message as a draft.

{button ,AL("Mail File1",1)} Save a message as a file.

{button ,AL("Mail File2",1)} Open a message file.

{button ,AL("Mail Signature1",1)} Include a signature in every message.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Composing_and_Sending_E_mail')} Composing and sending E-mail.

Tip
▪ You can use the shortcut menu for the most common actions you perform.

{button ,KL("E-mail,")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} Electronic Mail - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Working with Mail Folders - Overview

Folders let you store messages where you can find them again. You can expand and collapse folders so you see the folders that are currently of interest to you.

By routing incoming messages to folders, based on who sent them to you, you can keep them separate and read them all at once.

To work with E-mail folders. Click a button to learn more.

{button ,AL("Mail Create1",1)} <u>Create a folder.</u>

{button ,AL("Mail Expand1",1)} <u>Expand and collapse a folder.</u>

{button ,AL("Mail Route1",1)} <u>Route messages to a folder.</u>

{button ,AL("Mail Route2",1)} <u>Cancel routing messages to a folder.</u>

{button ,AL("Mail Move1",1)} <u>Move a message to another folder.</u>

{button ,AL("Mail Copy1",1)} <u>Copy a message to another folder.</u>

{button ,AL("Mail Delete2",1)} <u>Delete a folder.</u>

{button ,KL("E-mail,")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Electronic_Mail_Overview')} <u>Electronic Mail - Overview</u>

Checking To See if You Have Mail

When you open the Mail window, InterGO automatically checks your mail server for new messages every 10 minutes. You can change the checking frequency and can turn off automatic checking. You can check for new messages any time you wish.

▪ On the Message menu, click Send/Receive Now.

InterGO contacts your mail server and checks for messages. If there are any messages that have not yet been received by your computer, InterGO brings them to your Inbox folder or to another folder if you have routed incoming messages to a folder other than the Inbox.

You can read a message you received by double clicking it.

Tip

▪ You must be connected to the Internet to receive mail.

{button ,KL("E-mail, receiving")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} Receiving E-mail - Overview

Marking Messages as Read and Unread

When you receive messages, they are **bold** in the Display Mail window. They change to regular type when you read them. If you wish, you can mark messages as read (not bold) without reading them, and can mark messages as unread (bold) even after you read them.

To mark a message as read

1   Select the message you wish to mark. You can select multiple messages.

2   On the Edit menu, click Mark as Read. The message is made bold.

To mark a message as unread

1   Select the message you wish to mark. You can select multiple messages.

2   On the Edit menu, click Mark as Unread. The bold is removed from the message.

{button ,KL("E-mail, receiving")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} Receiving E-mail - Overview

Resizing Message Columns

1   Move the mouse to the line between two heading buttons. The mouse cursor changes to a double bar with arrows on each side.
2   Press and hold the mouse button and move the mouse to adjust the size of the columns.
3   Release the mouse button.

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, sending")} Related Topics, Sending E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

Resizing the Folder and Message Panels

1 Move the mouse to the vertical line separating the panels. The mouse cursor changes to a double bar with arrows on each side.

2 Press and hold the mouse button and move the mouse to adjust the size of the panels.

3 Release the mouse button.

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,KL("E-mail, sending")} <u>Related Topics, Sending E-mail</u>

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Sorting Messages

- Click the heading button by which you want to sort your mail. The mail is sorted by that header as appropriate, either alphabetically or latest message to oldest message.

Tip
- The heading button that is pressed shows the current sorting order.

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, sending")} Related Topics, Sending E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

Looking at the Previous and Next Messages

When you are viewing a message, you can look at the previous and next messages in the current <u>sorting order</u>.

1   Click the Previous button [Prev] to see the previous message.

2   Click the Next button [Next] to see the next message.

{button ,KL("E-mail, receiving")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} <u>Receiving E-mail - Overview</u>

Addressing a Message

The easiest way to address a message is often to type the recipient's nickname as you entered it in the Address Book. You also can address a message by opening the Address Book and choosing the recipient.

1 Click To: or cc: to open the Address Book.

2 Click an entry or group in the Address Book list. You can select multiple entries.

3 Click OK to close the Address Book. The nicknames for the people you chose are placed in the To: or cc: text box.

   When you send the message, the nickname is expanded to the recipient's complete Internet address, or the group name is expanded to the complete Internet addresses of all members of the group.

Tip

▪   You also can address E-mail by typing the complete E-mail address.

{button ,KL("E-mail, composing")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Spell Checking a Message

After you finish composing a message, you can check your spelling.

1   Click the Spelling button . InterGO checks the spelling of each of the words in the body of the message.

   If InterGO finds a word that is not in its dictionary, it opens the <u>Possible Misspelling dialog box</u>.

2   Click a word in the Suggestions list to put it in the To text box.
        or
        Type the correct spelling in the To text box.

3   Click Change to change to the word in the To text box.
        or
        Click Skip to leave the word, and all subsequent uses of the same word, as you originally wrote them.
   InterGO continues checking the words. A dialog box appears when spell checking is complete.

4   Click OK to return to the Compose window.

Tip

▪   You also can begin spell checking a message by pressing **F7** or by clicking Spell Check on the Message menu.

{button ,KL("E-mail, composing")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} <u>Composing and Sending E-mail - Overview</u>

Possible Misspelling Dialog Box

{button How to,JI(`',`IDH_Spell_Checking_a_Message')} <u>Spell check a message</u>

{button How to,JI(`',`IDH_Searching_in_the_Encyclopedia_from_a_Menu')} <u>Search in the encyclopedia from a menu</u>

{button How to,JI(`',`IDH_Searching_in_the_Dictionary_from_a_Menu')} <u>Search in the dictionary from a menu</u>

Change
The word that is not in InterGO's dictionary.

To
Type the correct spelling or click a word in the Suggestions list.

Suggestions
Alternate spellings. Click one to move it to the To text box.

Change
Click to change the spelling to the word shown in the To text box.

Skip
Click to accept the word and all subsequent uses of the same word as you originally wrote them.

{button ,KL("E-mail, composing")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Including a Signature in Every Message

You can have InterGO add your "signature" to every message you send.

1   On the File menu, click Preferences. The InterGO Preferences dialog box opens.

2   Click the Mail tab to see the Mail panel of the <u>InterGO Preferences dialog box</u>.

3   Click in the E-mail Signature text box and type the signature you want.

4   Click OK to close the InterGO Preferences dialog box.

Tips
- Your signature is added at the end of each message when you <u>send the message</u>.
- Signatures are traditionally as brief as possible and no longer than five lines. They are, however, a chance to show some originality. Here is an example of a signature.

Regards,
John

John Dough - johnd@company.com
* My opinions, not my company's.

- You can <u>set</u> other mail preferences.

{button ,KL("E-mail, composing")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} <u>Composing and Sending E-mail - Overview</u>

Sending Messages

To send mail you compose while not connected to the Internet

1   Click the Send button ▪. The message is put in the Outbox folder.

2   The next time you connect to the Internet and open the Mail window, a dialog box asks if you want to send unsent messages.

3   Click Yes. The message is transferred to your mail server and moved to the Sent folder. A dialog box confirms that the message was sent.

4   Click OK to acknowledge the dialog box.

To send mail while connected to the Internet

1   Click the Send button ▪. The message is put in the Outbox folder, transferred to your mail server, and then moved to the Sent folder. A dialog box confirms that the message was sent.

2   Click OK to acknowledge the dialog box.

Tips

▪   The dialog box confirming that your E-mail was sent means that it was transferred to your mail server. It does not necessarily mean that the message was received by the person you sent it to.

▪   You also can send mail by choosing the Send command on the Message menu.

▪   You can choose <u>not to be notified</u> when mail is sent.

{button ,KL("E-mail, composing")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} <u>Composing and Sending E-mail - Overview</u>

Saving a Message as a Draft

You can save incomplete messages as drafts.

1   On the Message menu, click Send to Draft. The message closes.

2   Click the main folder (the one with your name). Your draft messages are shown in the Message panel.

3   Double click the message to open it. You can finish composing the message and send it as usual.

Tips

- One use of drafts is creating "personalized" form letters. Create a message containing the text for your form letter and save it as a draft. Double click the message in the main folder, personalize it if you wish, address it, and send it. Double click the draft again for the next person.
- The draft message remains in the main folder until you **delete** it.
- You can have as many draft messages as you wish.
- If you open a draft, make changes, and send it to draft again, the new version overwrites the original.
- You also can save a message as a file.

{button ,KL("E-mail, composing")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Saving a Message as a File

You can save a message you are composing or one that you sent or received.

1   On the File menu, click Save As. The Save As dialog box opens.

2   In the File Name text box, type a name for the file.

3   Click the down arrow to the right of the Save as Type text box to see a list of file types.

4   Click Mail File or Text File to specify how to save the file.

5   Select the folder in which you want to save the file.

6   Click Save to save the file on your disk drive.

Tips

▪   If you save the message as a Mail file, it is a template that includes the heading information (who it is addressed to and the subject). You can later open the file, complete it, and send it.

▪   If you save the message as a Text file, it has the heading information in the body of the message. After you open the file, you must complete the heading information before you send the file.

▪   You also can save a message you are composing as a draft message.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} Receiving E-mail - Overview

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Opening a Message File

You can open a message you [saved as a file](#).

1   Click the Compose button ▪. The Compose window opens.

2   On the File menu, click Open. The Open dialog box opens.
3   Click the down arrow to the right of the Files of Type text box to see a list of file types.
4   Click Mail File or Text File to specify the type of file to open.
5   Select the file you want to open and click Open. The message appears in the Compose window.

Tips
▪   If the message is a Mail file, it is a template that includes the heading information (who it is addressed to and the subject). You can complete it and [send](#) it.
▪   If the message is a Text file, it has the heading information in the body of the message. You must complete the heading information before you send the file.
▪   You also can save a message you are composing as a [draft message](#).

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Adding Attachments to a Message

While composing a message or newsgroup article, you can attach any kind of file -- including documents, programs, and pictures -- and send it along with the message.

1   Click the Files button [+Files]. The Add Attachments dialog box opens.
2   Click Add File. The Select File dialog box opens.
3   Select the file you want to add to your message and click Open.
4   Repeat steps 2 and 3 to add additional files.
5   Click OK in the Add Attachments dialog box. The files you attached are shown at the end of the message in double brackets, [[filename]].
6   Send the message.

Tips
▪   You also can add attachments by clicking Add Attachments on the Message menu.
▪   Messages that have attachments are marked in the Message panel with a paper clip
▪.
▪   You can save attached files included with messages you receive.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Add Attachments Dialog Box

{button How to,JI(`',`IDH_Adding_Attachments_to_a_Message')} Add attachments to a message

Attached Files
Lists the files you have attached to the message.

Add File
Click to add a file. The Select File dialog box opens.

Save As
This button is not available when you are adding files.

_____

{button ,KL("E-mail, composing")} Related Topics

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

Saving Attached Files

A message or newsgroup article may have a file attached to it, shown at the end of the message or newsgroup article in double brackets, [[filename]]. You can save the file to your disk drive.

1 Display the message, open the newsgroup article, or open the mailing list message that has an attachment if it is not already displayed.

2 Click the Files button ▪. The Save Attachments dialog box opens.

3   Click the attachment you want to save to a file on your disk drive.

4   Click Save As. The Save Attachment as File dialog box opens.

5   Choose the directory where you want to save the file and click Save.
     InterGO saves the file on your disk drive and then scans it for viruses.

6 To save additional files, repeat steps 3 through 5.

7 Click Close to return to the message.

Tips

▪   If the message is a text file and the extension is .txt, you can view the file in Windows Notepad by double clicking it in the Save Attachments dialog box.

▪   Messages that have attachments are marked in the Message panel with a paper clip

▪.

▪   If you receive mail from someone who uses Microsoft Exchange, you may see an attachment named WINMAIL.DAT. That attachment creates the rich text format (which allows bold letters, letters in color, and other enhancements) in programs that allow it. The attachment was not provided by the person who sent you the message.

▪   You also can save files by clicking Save Attachments on the Message menu.

▪   You can attach files to messages you compose.

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} Receiving E-mail - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Save Attachments Dialog Box

{button How to,JI(`',`IDH_Saving_Attached_Files')} <u>Save attached files</u>

Attached Files
Lists the files attached to the message or article. Click the one you want to save to select it. **Note:** If the message is a text file and the extension is .txt, you can view the file in Windows Notepad by <u>double clicking</u> it.

Add File
This button is not available when you are saving files.

Save As
Click to save the selected file. The Save Attachment as File dialog box opens.

{button ,KL("E-mail, receiving")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Replying to a Message

There are two Reply buttons to let you send a response that includes the original message.

- The [Reply to Sender button](#)

[Reply] sends a response to the person that sent the message.

- The [Reply to All button](#)

[Reply+] sends a response to the person that sent the message and to all other recipients of the message.

Tips

- You also can [forward](#) a message.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Replying to a Message

To reply only to the sender of the message

1   Click the folder that contains the message you want to reply to.
2   Click the message you want to reply to in order to select it.
    or
    Double click the message you want to reply to in order to view it.
3   Click the Reply to Sender button ▪. The Compose window opens with the original message, including header information (who it was from, who it was to, and the date and time you received it, and the subject). The message is already addressed to the person who originally sent the message to you.
4   Type your reply.
5   Click the Send button ▪. The message is sent to the person who sent you the original message.

Tips
▪   RE: is inserted at the beginning of the subject to show that the message is a reply.
▪   You can change the subject of the message, add or remove message recipients, and remove all or part of the text of the original message.
▪   It is customary to replace irrelevant paragraphs with "<omitted>" to keep messages as brief as possible. In doing so, you should avoid changing the meaning of the original message.
▪   If you are using a signature, it is appended to the bottom of the message when you send the message.
▪   If you reply to a message that includes an attachment, the attachment is not included in the reply.
▪   You also can reply only to the sender of a message by clicking Reply to Sender on the Message menu.
▪   You also can forward messages.
▪   You also can reply to all recipients of a message.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Replying to a Message

To reply to all recipients of the message

1   Click the folder that contains the message you want to reply to.

2   Click the message you want to reply to in order to select it.

    or

    Double click the message you want to reply to in order to view it.

3   Click the Reply to All button ▪. The Compose window opens with the original message, including header information (who it was from, who it was to, and the date and time you received it, and the subject). The message is already addressed to all the people who received the original message.

4   Type your reply.

5   Click the Send button ▪. The message is sent to everyone who received the original message.

Tips

▪   RE: is inserted at the beginning of the subject to show that the message is a reply.

▪   You can change the subject of the message, add or remove message recipients, and remove all or part of the text of the original message.

▪   It is customary to replace irrelevant paragraphs with "<omitted>" to keep messages as brief as possible. In doing so, you should avoid changing the meaning of the original message.

▪   If you are using a signature, it is appended to the bottom of the message when you send the message.

▪   If you reply to a message that includes an attachment, the attachment is not included in the reply.

▪   You also can reply to all recipients of a message by clicking Reply to All on the Message menu.

▪   You also can forward messages.

▪   You also can reply only to the sender of a message.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Forwarding a Message

1   [Display the message](#) you want to forward if it is not already displayed.

2   Click the Forward button . The Compose window opens with the original message, including header information (who it was from, who it was to, the date and time you received it, and the subject).

3   [Address the message](#) to the person or people you want to receive a copy of the message.

4   Type additional text, if you wish.

5   Click the Send button ▪. The message is forwarded.

Tips

▪   FW: is inserted at the beginning of the subject to show that the message is forwarded.

▪   You can change the subject of the message, add or remove message recipients, and remove all or part of the text of the original message.

▪   It is customary to replace irrelevant paragraphs with "<omitted>" to keep messages as brief as possible. In doing so, you should avoid changing the meaning of the original message.

▪   If you are using a [signature](#), it is appended to the bottom of the message when you [send the message](#).

▪   If you forward a message that includes an [attachment](#), the attachment is also forwarded.

▪   You also can forward a message by clicking Forward on the Message menu.

▪   To send a message back, you can [reply](#) instead of forwarding.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview

Printing a Message

1   [Display the message](#) or [open the mailing list message](#) you want to print if it is not already displayed.
2   Click the Print button. The Print dialog box opens.
3   Set the options you want and click OK. The message is printed.

Tips
▪   You also can print a message by clicking Print on the File menu.

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

Displaying a Message

1   Click the folder that contains the message.

2   <u>Double click</u> the message you want to see. It opens in the Display Mail window.

Tips
- If the message does not fit in the Display Mail window, you can see more of it.
  - Drag the scroll bar on the right side of the Display Mail window.
    - Press **Page Down** to display the next screen of the message.
    - Press **Page Up** to display the previous screen of the message.
- You also can display a message by selecting it and clicking View Mail on the Message menu.

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,KL("E-mail, composing")} <u>Related Topics, Composing E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} <u>Receiving E-mail - Overview</u>

Creating a Folder

1   On the File menu, click New Folder. The <u>Create Mail Folder dialog box</u> opens.

2   Type a name for the new folder.

3   Select the new folder's main folder in the tree diagram. If you do not select a main folder, the folder will be under your main folder (the one with your name).

4   Click OK. The new folder is in the tree structure beneath the folder you specified.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} <u>Working with Mail Folders - Overview</u>

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} <u>Receiving E-mail - Overview</u>

Create Mail Folder Dialog Box

{button How to,JI(`',`IDH_Creating_a_Folder')} <u>Create a mail folder</u>

{button How to,JI(`',`IDH_Routing_Messages_to_a_Folder')} <u>Route messages to a folder</u>

{button How to,JI(`',`IDH_Editing_a_Mailing_List_in_the_Newsroom')} <u>Edit a mailing list in the Newsroom</u>

Enter New Folder Name
Type the name you want for the new folder.

Select Main Folder
Click the folder you want the new folder to be under. If you do not select a folder, the folder will be under your main folder (the one with your name).

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics, Adding Newsroom Sources</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Moving a Message to Another Folder

1   Click the folder that contains the message you want to move.

2   Click the message that you want to move in the Message panel. You can select multiple messages.

3   Click the To Folder button ![To Folder]. The Move to Folder dialog box opens.

4   Click the Folder to which you want to move the message.

5   Click OK. The message is moved to the folder.

Tips

▪   You also can select the files you want to move and drag them to another folder. If you have addresses routed to the folder, a message asks if you want to route to the folder all future mail from the sender of the message you are moving.

▪   You also can move messages by clicking Move on the File menu or on the shortcut menu.

▪   You also can copy a message to another folder.

{button ,KL("E-mail, folders")} Related Topics, E-mail Folders

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} Working with Mail Folders - Overview

Move to Folder Dialog Box

{button How to,JI(`',`IDH_Moving_a_Message_to_Another_Folder')} <u>Move a message to another folder</u>

Choose the Folder To Move the Message To
Click the folder to which you want to move the message.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,KL("E-mail, composing")} <u>Related Topics, Composing E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Copying a Message to Another Folder

1   Click the folder that contains the message you want to copy.

2   Click the message that you want to copy in the Message panel. You can select multiple messages.

3   On the File menu, click Copy. The Copy to Folder dialog box opens.

4   Click the Folder to which you want to copy the message.

5   Click OK. The message is copied to the folder you chose. A copy remains in the original folder.

Tips

- You also can copy messages by clicking Copy on the shortcut menu.
- You also can move a message to another folder.

{button ,KL("E-mail, folders")} Related Topics, E-mail Folders

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} Working with Mail Folders - Overview

Copy to Folder Dialog Box

{button How to,JI(`',`IDH_Copying_a_Message_to_Another_Folder')} <u>Copy a message to another folder</u>

Choose the Folder To Copy the Message To
Click the folder to which you want to copy the message.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,KL("E-mail, composing")} <u>Related Topics, Composing E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Routing Messages to a Folder

You can route incoming messages from a specific E-mail address to a folder other than the Inbox. That way you can keep all messages from specific sources together and read them when you are ready.

- You can route messages using a received message.
- You can route messages if you haven't yet received a message.

Tip
- You can cancel message routing.

{button ,KL("E-mail, folders")} Related Topics, E-mail Folders

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} Working with Mail Folders - Overview

Routing Messages to a Folder

To route future messages using a received message

1   Click the message in the Message panel from the address you wish to route. You can select multiple E-mail addresses.

2   Press **Ctrl**, move your mouse pointer to the message, and drag the message from the Message panel to the folder in the Folder panel to which you wish to route future messages.

3   Release the mouse button and the **Ctrl** key. A dialog box asks you to confirm routing all messages from that address to the folder.

4   Click Yes. All future messages from that address will be routed to the selected folder.

Tips
- You must move any messages that you have already received.
- You can cancel message routing.

{button ,KL("E-mail, folders")} Related Topics, E-mail Folders

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} Working with Mail Folders - Overview

Routing Messages to a Folder

To route future messages if you haven't yet received a message

1   On the File menu, click Route Mail to Folder. The <u>Route Mail to Folder dialog box</u> opens.

2   Click an address in the E-mail Address list. You can <u>select multiple E-mail addresses</u>.

3   In the Folders tree structure, click the folder you wish to route messages to.

4   Click Route to Folder. Future messages from the address you selected will go directly into the folder you selected. The folder is shown in the third column of the E-mail Address list.

5   To route additional addresses to folders, repeat steps 2 through 4.

6   Click OK to close the dialog box and return to the Mail window.

   Tips

▪   If the address you want to route mail from is not shown, click Add Address. The Address Book opens so you can <u>add an entry</u>. When you finish adding the entry and close the Address book, you return to the Route Mail to Folder dialog box.

▪   If you want to create a new folder to route messages to, click Add Folder. The Create Mail Folder dialog box opens so you can <u>create a new folder</u>. When you finish creating the folder, you return to the Route Mail to Folder dialog box.

▪   If you wish, you can <u>cancel message routing</u>.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} <u>Working with Mail Folders - Overview</u>

Route Mail to Folder Dialog Box

{button How to,JI(`',`IDH_Routing_Messages_to_a_Folder')} <u>Route messages to a folder</u>

{button How to,JI(`',`IDH_Canceling_Routing_Messages_to_a_Folder')} <u>Cancel message routing</u>

E-mail Address
List of E-mail addresses in the Address Book. Select one or more to route future messages from that address to the selected folder.

You can click a header button to sort by that column.

When an E-mail address is routed to a folder, the folder is shown in the third column, Folder. You can make the third column wider by moving the mouse to the vertical line separating the heading buttons, pressing and holding the mouse button, moving the mouse to adjust the size of the columns, and releasing the mouse button.

Add Address
Click to add additional addresses to the Address Book. The <u>Address Book</u> opens.

Folders
The tree of folders in your Mail window. Select a folder to route future messages to.

Add Folder
Click to add a folder to your tree. The <u>Create Mail Folder dialog box</u> opens.

Route to Folder
Click to route future mail from the selected addresses to the selected folder.

Remove Routing
Click to cancel routing future messages from the selected addresses to the selected folder. Future messages will be in the Inbox folder.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Canceling Routing Messages to a Folder

1   On the File menu, click Route Mail to Folder. The [Route Mail to Folder dialog box](#) opens. The third column of the E-mail Address list shows the folder E-mail addresses are routed to.

2   Click an address in the E-mail Address list. You can [select multiple E-mail addresses](#).

3   Click Remove Routing. Future messages from the address you selected will go to the Inbox folder and the third column of the E-mail Address list, Folder, is blank.

4   To cancel additional routing, repeat steps 2 and 3.

5   Click OK to close the dialog box and return to the Mail window.

Tip

▪   You also can cancel routing by [routing the address](#) to the Inbox.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} <u>Working with Mail Folders - Overview</u>

Deleting a Message

When you delete messages, they go to the Deleted folder. If you change your mind, you can <u>move messages</u> from the Deleted folder to another folder, "undeleting" them. If you delete messages from the Deleted folder, they are permanently discarded.

1   Click the folder that contains the message you want to delete.

2   Click the message in the Message panel to select it. You can <u>select multiple messages</u>.

3   Click the Delete button ▪. The message is moved to the Deleted folder.

Tips

▪   If the message you delete is in the Deleted folder, a dialog box asks if you are sure you want to delete the message. If you click Yes, the message is permanently deleted.

▪   You also can <u>delete a folder</u>, which deletes all the messages in it.

▪   You also can click Delete on the Message menu, press **Del**, or drag the files to the Deleted folder.

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving Folders</u>

{button ,KL("E-mail, composing")} <u>Related Topics, Composing E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

Deleting a Folder

1   Click the folder you want to remove in the Folder panel.

2   Click the Delete button ▪. A message asks if you are sure you want to delete the folder and all its contents.

3   Click Yes to remove the folder and all the messages in the folder.

Tips

▪   When you delete a folder, all the messages in the folder are also deleted.

▪   You also can click the Delete command on the Message menu or press **Del**.

{button ,KL("E-mail, folders")} <u>Related Topics, E-mail Folders</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,KL("E-mail, composing")} <u>Related Topics, Composing E-mail</u>

{button ,JI(`>splash',`IDH_Using_E_mail')} <u>Using E-mail</u>

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} <u>Working with Mail Folders - Overview</u>

Finding a Message

1. On the Edit menu, click Find. The Find dialog box opens.

2. Type the text you want to find.

3. Click Find Next. InterGO searches through all of your messages. When it finds a message that contains the text you typed, it highlights the message.

4. If the message is not the one you are searching for, click Find Next to look for the next message that contains the text.

   When InterGO finishes searching through all of your messages, a dialog box says that no more occurrences of the text were found.

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

Expanding and Collapsing a Folder

A small square to the left of a folder indicates that it contains other folders.

1   If the square contains a plus sign ▪, click it to expand the folder to show the other folders.

2   If the square contains a minus sign ▪, click it to collapse the folder to hide the other folders.

{button ,KL("E-mail, folders")} Related Topics, E-mail Folders

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Working_with_Mail_Folders_Overview')} Working with Mail Folders - Overview

Screening Access to an E-mail Address

You may find that you want to refuse to show mail from a specific E-mail address to the young people you are responsible for. InterGO lets you set up a rating for a specific address.

1   Click a message you received from the E-mail address you want to screen.

2   On the Message menu, click KinderGuard. The Rate URL dialog box opens showing the E-mail address.

3   Click Mail to select the Location Type.

4   Point to the Rating slider and drag it to a new setting.

5   Click OK. Mail received from the E-mail address you specified will not be shown to anyone whose screening is less than the rating you set.

Tips

▪   If you have not received mail from the E-mail address you want to screen, choose any message before you open the Rate URL dialog box and type the E-mail address you want to screen in the Site or Document Location (URL) text box.

▪   You also can screen Internet sites.

{button ,KL("user, screening")} Related Topics. Screening

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail

{button ,JI(`>splash',`IDH_Receiving_Mail_Overview')} Receiving E-mail - Overview

[XXX This is old stuff]

Including a Signature in Every Message

When you send a message, InterGO looks in your user folder for a file named SIGNATUR.TXT. If it finds the file, it appends the contents of the file to the message.

1   On the Help menu, click About InterGO. The [About InterGO dialog box](#)* opens.

2   Notice the directory shown after User Directory. It is similar to C:\INTERGO\USERS\U1. This is the directory where you must put the SIGNATUR.TXT file.

3   Use a text editor to prepare a text file named SIGNATUR.TXT and save it in your user directory.

Tips

▪   You can create the SIGNATUR.TXT file with any text editor, including Windows Notepad. Do not save the file with a word processor that includes information in addition to the text.

▪   Signatures are traditionally as brief as possible and no longer than five lines. They are, however, a chance to show some originality. Here is an example of a signature.

Regards,
John

John Dough - johnd@company.com
* My opinions, not my company's.

▪   Your signature is added at the end of your message when you [send the message](#)*.

{button ,KL("E-mail, composing")} Related Topics%

{button ,JI(`>splash',`IDH_Using_E_mail')} Using E-mail%

{button ,JI(`>splash',`IDH_Composing_and_Sending_Mail_Overview_2')} Composing and Sending E-mail - Overview%

Telnet - Overview

InterGO lets you use telnet, a way to connect to another computer and use it as if it were your own.

In using the computer you connect to, you must use the commands that it provides. Contact the person in charge of that computer to find the commands that are available.

To open and close telnet

1   Click the Desk button to go to the Desk.
2   On the Desk menu, click Telnet.
      The Telnet window opens.
3   When you finish using telnet, click Close on the File menu.

To use telnet. Click a button to learn more.

{button ,AL("Telnet Set1",1)} Set up telnet connection information.

{button ,AL("Telnet Modify1",1)} Modify telnet connection information.

{button ,AL("Telnet Connect1",1)} Connect to the remote computer.

{button ,AL("Telnet Modify2",1)} Modify font and background color while connected.

{button ,AL("Telnet Connect2",1)} Disconnect from the remote computer.

Tips
- You must be connected to the Internet to use telnet.
- You can use the Copy button

 and Paste button

 or Copy and Paste on the Edit menu to copy selected items to the Clipboard and paste from the Clipboard. You can use Select All on the Edit menu to select everything in the Telnet window.
- Telnet has buttons for the most common actions you perform.
- You can use the shortcut menu for the most common actions you perform.

{button ,KL("telnet")} Related Topics

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} Desk Scene - Overview

Setting Up Telnet Connection Information

Before you connect to another computer through telnet, you must set up information for the session. Contact the person in charge of the telnet site to obtain the required information.

1 Click the Connect button . The Telnet Hosts dialog box opens listing the telnet hosts you have set up.
2   Click Create. The Telnet Connection dialog box opens.
3   Type the Name of the host. It is required.
4   Press **Tab** and type a description of the site, if you wish.
5   Press **Tab** and type the Internet address of the telnet site.
6   Press **Tab** and type the Port of the telnet site, if necessary.
7   Click Font to open the Font dialog box. Select the font you want to use in the telnet session and click OK.
8 Click Background Color to open the Color dialog box. Select the background color you want to use in the telnet session and click OK.
9 Click OK. The site is added to the list of sites.
10 Click Close to return to the Telnet window.

Tips
▪   InterGO telnet supports VT100 terminal emulation.
▪   You also can open the Telnet Hosts dialog box by clicking Connect on the File menu.

{button ,KL("telnet")} Related Topics

{button ,JI(`>splash',`IDH_Telnet_Overview')} Telnet - Overview

Telnet Hosts Dialog Box

{button How to,JI(`',`IDH_Setting_Up_Telnet_Connection_Information')} <u>Set up telnet connection information</u>

{button How to,JI(`',`IDH_Modifying_Telnet_Connection_Information')} <u>Modify telnet connection information</u>

{button How to,JI(`',`IDH_Connecting_to_the_Remote_Computer')} <u>Connect to the remote computer</u>

Name
The name you typed in the <u>Telnet Connection dialog box</u>.

Description
The description you typed in the <u>Telnet Connection dialog box</u>.

Address
The Internet Address you typed in the <u>Telnet Connection dialog box</u>.

Connect
Click to <u>connect</u> to the selected telnet site.

Create
Click to create a new site. The <u>Telnet Connection dialog box</u> opens.

Properties
Click to see or modify information about the selected site. The <u>Telnet Connection dialog box</u> opens.

Remove
Click to delete the selected site from the list.
_____

{button ,KL("telnet")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Telnet_Overview')} <u>Telnet - Overview</u>

Telnet Connection Dialog Box

{button How to,JI(`',`IDH_Setting_Up_Telnet_Connection_Information')} <u>Set up telnet connection information</u>

{button How to,JI(`',`IDH_Modifying_Telnet_Connection_Information')} <u>Modify telnet connection information</u>

{button How to,JI(`',`IDH_Modifying_Font_and_Background_Color_while_Connected')} <u>Modify font and background color while connected</u>

Name
Type the Name of the host to identify the site. This can be any name that identifies the site. It is required.

Description
Type a description of the site that helps you remember why you connect to this site.

Address
Type the Internet address of the telnet site. It can be either the actual Internet identification (for example, 199.1.130.1) or the site name (for example, intergo.com).

Port
Type the port of the telnet site. The port for telnet is most often 23, but you should use the port you got from the person in charge of the telnet site.

Font
Click to open the Font dialog box. Select the font you want to use in the telnet session and click OK.

Background Color
Click to open the Color dialog box. Select the background color you want to use in the telnet session and click OK.

_____

{button ,KL("telnet")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Telnet_Overview')} <u>Telnet - Overview</u>

Modifying Telnet Connection Information

To modify site information

1   Click the Connect button ▪. The [Telnet Hosts dialog box](#) opens listing the telnet hosts you have set up.

2   Click the site you want to modify.
3   Click Properties. The [Telnet Connection dialog box](#) opens showing the current information.
4   Change the information as appropriate.
5   Click OK. You return to the Telnet Hosts dialog box.
6   Click OK to return to the Telnet window.

To delete a site

1   Click the Connect button ▪.The [Telnet Hosts dialog box](#) opens.

2   Click the site you want to delete.
3   Click Remove. A message asks if you are sure you want to delete the site.
4   Click Yes. The telnet site is deleted from the list.

Tip
▪   You can [connect](#) to the telnet site.

{button ,KL("telnet")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Telnet_Overview')} <u>Telnet - Overview</u>

Connecting to the Remote Computer

After you [set up telnet connection information](#), you connect to the remote computer you want to work on.

1   Click the down arrow to the right of the list of sites you have set up.

2   Click the site you want to connect to.

The connection progress is shown at the bottom of the Telnet window. When you are connected, follow the instructions you got from the person in charge of that computer. You will probably have to enter a login name and a password.

Tips

- After you connect, try typing **?** or **help** and pressing **Enter** to get a list of available commands.
- You can [change](#) the font and background color in the Telnet window while you are connected.
- When you finish working on the remote computer, you should [disconnect](#) from it.
- You also can connect to the remote computer by clicking Connect on the File menu.
- You also can connect to the remote computer by clicking Connect in the [Telnet Hosts dialog box](#).

{button ,KL("telnet")} Related Topics

{button ,JI(`>splash',`IDH_Telnet_Overview')} Telnet - Overview

Disconnecting from the Remote Computer

Before you disconnect from the remote computer, you should follow the disconnection procedure you got from the person in charge of that computer.

- Click the Disconnect button
- . You disconnect from the remote computer.

Tips

- Following the disconnection procedure you got from the person in charge of that computer may disconnect you without requiring that you click the Disconnect button.
- You also can disconnect from the remote computer by clicking Disconnect on the File menu.

{button ,KL("telnet")} Related Topics

{button ,JI(`>splash',`IDH_Telnet_Overview')} Telnet - Overview

Modifying Font and Background Color while Connected

After you connect to the telnet computer, you can change the font and background color in the Telnet window.

1   Click the Preferences button ![Prefs]. The Telnet Connection dialog box opens.

2   Click Font to open the Font dialog box. Select the font you want to use in the telnet session and click OK.

3   Click Background Color to open the Color dialog box. Select the background color you want to use in the telnet session and click OK.

4   Click OK to return to the Telnet window.

{button ,KL("telnet")} Related Topics

{button ,JI(`>splash',`IDH_Telnet_Overview')} Telnet - Overview

[XXX This is items that may be this way in the next version.]

Telnet Connection Dialog Box

{button How to,JI(`',`IDH_Setting_Up_Telnet_Connection_Information')} <u>Set up telnet connection informatio</u>n

Name
Type the Name of the host to identify the site.

Description
Type a description of the site that helps you remember why you connect to this site.

Address
Type the Internet address of the telnet site. It can be either the actual site identification (for example, 199.1.130.1) or the site name (for example, intergo.com).

Port
Type the port of the telnet site. The port for telnet is most often 23, but you should use the port you got from the person in charge of the telnet site.

Terminal Options
Select the terminal options for the telnet site.

- Local Echo determines whether the telnet computer sends what you type back to you. If you see everything you type ttwwiiccee, deselect Local Echo. If you don't see anything you type, select Local Echo.
- Block Cursor shows your cursor as a solid block instead of a vertical line.
- Blinking Cursor causes your cursor to blink instead of staying solid.
- VT 100 Arrows determines what happens when you use the Arrow keys on your computer. You should normally select this options when you have set the Emulation to VT-100/ANSI. **[XXX Did I guess right?]**

Emulation
Select the emulation for the telnet site. Use the emulation you got from the person in charge of the telnet site.

- VT-100/ANSI is the most common with telnet sites. **[XXX Right?]**
- VT-52 is **[XXX What?]**

Font
Click to open the Font dialog box. Select the font you want to use in the telnet session and click OK.

Background Color
Click to open the Color dialog box. Select the background color you want to use in the telnet session and click OK.

Library - Overview

The Library scene lets you read books arranged in bookcases. The Library starts with classic books and enhanced reference books (dictionary, encyclopedia, thesaurus, atlas, and so forth).

When you set up your interests, more books are added that link to Internet pages on the subjects you selected.

You can save any page from the Internet as a book in the Library and quickly return to the page.

You can quickly look up words you see on any page in the browser or in E-mail messages.

To go to the Library

1   Click the Library button in one of the other scenes.
    The Library scene opens.
2   When you finish in the Library, go to one of the other scenes or click Exit on the File menu to close InterGO.

To use the Library. Click a button to learn more.

{button ,AL("Library Bookcase1",1)} Change to a different Library bookcase.

{button ,AL("Library Find1",1)} Find a library book.

{button ,AL("Library Book1",1)} Open a Library book.

{button ,AL("Library Dictionary1",1)} Use the dictionary.

{button ,AL("Library Encyclopedia1",1)} Use the encyclopedia.

{button ,AL("Library Atlas1",1)} Use the world atlas.

{button ,AL("Library Thesaurus1",1)} Use the thesaurus.

{button ,AL("Library Bookcase2",1)} Add a bookcase to the Library.

{button ,AL("Browser Library2",1)} Save an Internet page as a Library book.

{button ,AL("Library Book2",1)} Add a book to the Library.

{button ,AL("Library Book3",1)} Change book properties.

{button ,AL("Library Book4",1)} Remove a book from the Library.

{button ,AL("Library Bookcase3",1)} Remove a bookcase from the Library.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Saving_an_Internet_Page')} Saving an Internet page as a book in the Library.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Using_the_Books_in_the_Library')} Using the books in the Library.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Working_with_Your_Bookcases')} Working with your bookcases.

In addition, you can do the following in Library. Click a button to learn more.

{button ,AL("Desk1",1)} Click the Desk button to change to the Desk scene.

{button ,AL("Newsroom1",1)} Click the Newsroom button to change to the Newsroom scene.

{button ,AL("Treasure Map1",1)} Click the Treasure Map button to change to the Treasure Map scene.

{button ,AL("Preferences1",1)} On the File menu, click Preferences to set preferences.

{button ,AL("Setup1",1)} On the File menu, point to Set Up to set up users.

{button ,AL("Search1",1)} Click the Search menu to search.

{button ,AL("Help1",1)} Click the Help menu to get help.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("scenes,")} Related Topics, Scenes

Changing to a Different Library Bookcase

InterGO comes with three bookcases: Reference, Literature, and History. You can change to one of those and to bookcases that you create. **Note:** You may have to move this window.

1   Click the down arrow to the right of the bookcase text box at the upper right of the Library. A list of available bookcases opens.

2   Click the bookcase you want to see. Its books appear in the Library.

Tips

▪   You can see the books available in each bookcase. You only see bookcases that other users on your computer have added as public and that you have added as public or private.

▪   You can open books in a bookcase.

▪   You can add books to a bookcase from the browser and add books from the Library.

▪   You can have InterGO add bookcases with books about your interests.

▪   You can purchase InterGO accessories, including books for your Library.

▪   You can find books using the Research Resource. Search for the Subject Literature - Books or for the keyword InterGO Free Library. You also can search by keyword using the name of the author or the name of the book.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("bookcases")} Related Topics, Bookcases

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Finding a Library Book

1　Click the globe in the computer monitor in the Library. The [Library Management dialog box](#) opens. **Note:** You may have to [move this window](#).

2　Click the square containing a plus sign ▪ to the left of the bookcase that contains the book you are looking for. The bookcase expands to show the books it contains.

3　　　[Double click](#) the book you want to open. The browser opens the page.

Tips

▪　　　You can click a square containing a minus sign
▪ to collapse the list of books in that bookcase.

▪　　　You can [change to a bookcase](#) that contains the book you are looking for.

▪　　　You can move your mouse pointer over the books in the bookcase to see hints that show the names of the books. Click a book to open it in the browser.

▪　　　You can [change the names](#) and other properties of a book.

▪　　　You only see bookcases that anyone has added as public and that you have added as public or private.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("bookcases")} Related Topics, Bookcases

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Opening a Library Book

1   [Change to the bookcase](#) that contains the book you want to open.

2   [Double click](#) the book you want to open. The browser opens the page.

Tips

▪   You can move your mouse pointer over the books in the bookcase to see hints that show the names of the books.

▪   You can [see the books](#) available in each bookcase.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("books")} Related Topics, Books

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Using the Dictionary

- Look up a [specific word](#).
- [Browse](#) for words.

Tips

- You can quickly [look up words](#) you see on any page in the browser or in E-mail messages.
- You also can [look up articles](#) in the encyclopedia.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Using the Dictionary

To look up a specific word

1   [Change to the Reference bookcase](#).

2   Click the dictionary. The browser opens the dictionary.

3   Type the word you are looking for in the Search For text box and press **Enter**. The browser shows the entry for that word.

4   If you wish, click Close on the File menu to close the browser.

Tips

▪   If the word is not in the dictionary, or if it occurs more than once, the browser shows the closest matches for the word you typed. Click the word you want to see to open its definition.

▪   There are synonyms from the thesaurus at the end of many dictionary entries.

▪   You can quickly [look up words](#) you see on any page in the browser or in E-mail messages.

▪   You also can [look up articles](#) in the encyclopedia.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Using the Dictionary

To browse for words

1 [Change to the Reference bookcase](#).

2 Click the dictionary. The browser opens the dictionary.

3 Click the volume for the first letter of the word you are looking for. For example, if you are looking for Game Theory, click volume G. The browser shows a list of guide words for that letter.

4 Click the guide words that contain the word you are looking for. For example, if you are looking for Game Theory, click Gamet - Ganges. The browser shows the words within the guide words.

5 Click the word you are looking for. For example, click Game Theory. The browser displays the definition.

6 If you wish, click Close on the File menu to close the browser.

Tips
- There are synonyms from the thesaurus at the end of many dictionary entries.
- You can quickly [look up words](#) you see on any page in the browser or in E-mail messages.
- You also can [look up articles](#) in the encyclopedia.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Using the Encyclopedia

- Look up a [specific word](#).
- [Browse](#) for words.

Tips

- You can quickly [look up words](#) you see on any page in the browser or in E-mail messages.
- You also can [look up words](#) in the dictionary.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Using the Encyclopedia

To look up a specific article

1   [Change to the Reference bookcase](#).

2   Click the encyclopedia. The browser opens the encyclopedia.

3   Type the word you are looking for in the Search For text box and press **Enter**. The browser shows the article for that word.

4   If you wish, click Close on the File menu to close the browser.

Tips

▪   If the article is not in the encyclopedia, the browser shows the closest matches for the word you typed. Click the word you want to see to open its article.

▪   You can quickly [look up words](#) you see on any page in the browser or in E-mail messages.

▪   You also can [look up words](#) in the dictionary.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Using the Encyclopedia

To browse for articles

1   [Change to the Reference bookcase](#).

2   Click the encyclopedia. The browser opens the encyclopedia.

3   Click the volume for the first letter of the article you are looking for. For example, if you are looking for Watergate, click W. The browser shows a list of guide words for that letter.

4   Click the guide words that contain the word you are looking for. For example, if you are looking for Watergate, click Waterford - Watt. The browser shows the words within the guide words.

5   Click the word you are looking for. For example, if you are looking for Watergate, click Watergate Affair. The browser displays the article.

6   If you wish, click Close on the File menu to close the browser.

Tips

- You can quickly [look up words](#) you see on any page in the browser or in E-mail messages.
- You also can [look up words](#) in the dictionary.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Using the World Atlas

1   [Change to the Reference bookcase](#).
2   Click the world atlas. The browser opens the world atlas.
3   Click the area of the map that contains the country you are searching for.
    or
    Click a [link](#) to the area that contains the country you are searching for.
    The browser opens a map of the countries in the area and a list of the countries.
4   Click the country you are searching for on the map.
    or
    Click a link to the country you are searching for.
    The browser opens a map and information about the country, including geography, people, government, economy, communications, and defense forces.
5   If you wish, click Close on the File menu to close the browser.

Tips
- There are useful appendices at the bottom of the main world atlas page.
- Click the link Countries of the World to see a list of links to every country.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

{button ,JI(`>splash',`IDH_Searching_Overview')} Searching - Overview

Using the Thesaurus

- Look up a [specific word](#).
- [Browse](#) for words.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Using the Thesaurus

To look up a specific word

1   [Change to the Reference bookcase](#).

2   Click the thesaurus. The browser opens the thesaurus.

3   Type the word you are looking for in the Search For text box and press **Enter**. The browser shows the entry for that word.

4   If you wish, click Close on the File menu to close the browser.

Tips

▪   If the word is not in the thesaurus, the browser shows the closest matches for the word you typed. Click the word you want to see to open its entry.

▪   You also can [look up words](#) in the dictionary.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Using the Thesaurus

To browse for words

1   [Change to the Reference bookcase](#).

2   Click the thesaurus. The browser opens the thesaurus.

3   Click the letter that the word you are looking for starts with. For example, if you are looking for Mockery, click M. The browser shows a list of guide words for that letter.

4   Click the guide words that contain the word you are looking for. For example, if you are looking for Mockery, click Mitigation - Moneymaking. The browser shows the words within the guide words.

5   Click the word you are looking for. The browser displays the entry.

6   If you wish, click Close on the File menu to close the browser.

Tip

▪   You also can [look up words](#) in the dictionary.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Searching_Overview')} <u>Searching - Overview</u>

Adding a Bookcase to the Library

To keep your books arranged so you can find them, you can add bookcases to the Library and give them names that tell you what books are in them.

1   Click the globe in the computer monitor in the Library. The [Library Management dialog box](#) opens. **Note:** You may have to [move this window](#).

2   Click New Bookcase. The [Bookcase Properties dialog box](#) opens.

3   Type a name for the new bookcase.

4   Choose whether the new bookcase is to be private (only you can access it) or public (every user can access it).

5   Click OK to create the new bookcase.

6   Click Close to close the Library Management dialog box.

Tips

- You can [change to the bookcase](#) you created.
- You also can add a bookcase to the Library when you are [saving an Internet page as a Library book](#).
- You can add books to a bookcase by [saving an Internet page as a Library book](#) and by [adding a book to the Library](#) from the Library.
- You can have InterGO add bookcases with books about your [interests](#).
- You can purchase InterGO [accessories](#), including books for your Library.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("bookcases")} <u>Related Topics, Bookcases</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

Adding a Book to the Library

1 Click the globe in the computer monitor in the Library. The [Library Management dialog box](#) opens. **Note:** You may have to [move this window](#).

2 Click the bookcase you want to add the book to.

3 Click New Book. The [Book Properties dialog box](#) opens.

4 Type a title for the book.

5 Enter the Internet address for the book.

6 If you wish, you can add a bookcase by clicking Add to the right of the Bookcase text box. The [Bookcase Properties dialog box](#) opens. Type a name for the new bookcase, choose whether it is to be private (only you can access it) or public (every user can access it), and click OK to create the new bookcase.

7 Click the down arrow to the right of the Bookcase text box and click the bookcase you want to put the book in.

8 If you wish, click the Ellipsis button ▪ to the right of the Color box. The Color dialog box appears. Click the color you want the book to be and click OK.

9 Click OK. The book is added to the bookcase you specified with the title, Internet address, and color you specified.

10 Click Close to close the Library Management dialog box.

Tips

▪ You can [change to the bookcase](#) you created.

▪ You also can use the browser to [save an Internet page as a Library book](#).

▪ You can [change the names](#) and other properties of a book.

▪ You can have InterGO add bookcases with books about your [interests](#).

▪ You can purchase InterGO [accessories](#), including books for your Library.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("books")} Related Topics, Books

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Changing Book Properties

You may want to change the title of a book, its color, or the bookcase it is in.

1   Click the globe in the computer monitor in the Library. The [Library Management dialog box](#) opens. **Note:** You may have to [move this window](#).

2   Click the square containing a plus sign ▪ to the left of the bookcase that contains the book you want to change. The bookcase expands to show the books it contains.

3   Click the book you want to change.

4   Click Properties. The [Book Properties dialog box](#) opens with information about the book.

5   You can type a new title for the book.

6   Type a new Internet address in the Location (URL) text box, if you wish.

7   You can add a bookcase by clicking Add to the right of the Bookcase text box. The [Bookcase Properties dialog box](#) opens. Type a name for the new bookcase, choose whether it is to be private (only you can access it) or public (every user can access it), and click OK to create the new bookcase.

8   Click the down arrow to the right of the Bookcase text box and click the bookcase you want the book in.

9   If you wish, click the Ellipsis button ▪ to the right of the Color box. The Color dialog box appears. Click the color you want the book to be and click OK.

10   Click OK. The book is in the bookcase you specified with the title, Internet address, and color you specified.

Tips

▪   You can [find the book](#) you want to change.

▪   You can [change to the bookcase](#) that contains the book.

{button ,KL("scenes, Library")} Related Topics, Library

{button ,KL("books")} Related Topics, Books

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Removing a Book from the Library

If you no longer need a book, you can delete it from its bookcase.

1   Click the globe in the computer monitor in the Library. The [Library Management dialog box](#) opens. **Note:** You may have to [move this window](#).

2   Click the square containing a plus sign ▪ to the left of the bookcase that contains the book you want to remove. The bookcase expands to show the books it contains.

3   Click the book you want to remove.
4   Click Remove. A message asks you to confirm removing the book.
5   Click Yes. The book is removed from the Library.

Tips
▪   You can [find the book](#) you want to remove.
▪   You also can [remove a bookcase](#), which removes all the books that were in it.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("books")} <u>Related Topics, Books</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

Removing a Bookcase from the Library

If you no longer need a bookcase, you can delete it. All books that were in the bookcase are also removed.

1   Click the globe in the computer monitor in the Library. The [Library Management dialog box](#) opens. **Note:** You may have to [move this window](#).

2   Click the bookcase you want to remove.

3   Click Remove. A message asks you to confirm removing the bookcase and the books it contains.

4   Click Yes. The bookcase and all the books it contains are removed from the Library.

Tip

■   You can [remove a single book](#) from the Library instead of an entire bookcase.

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,KL("bookcases")} <u>Related Topics, Bookcases</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

Newsroom - Overview

The Newsroom scene lets you arrange newsgroups, Internet pages, and mailing lists in monitors. For example, you might have a monitor that contains all the information you've gathered about investments.

You also use the Newsroom to read the articles in newsgroups.

There are eight news monitors in the Newsroom. Some already contain sources of information on various subjects. You can add to those sources and delete the sources if you don't need them. You can put any sources you wish in the other monitors.

To go to the Newsroom

1   Click the Newsroom button in one of the other scenes.

    The Newsroom scene opens.

2   When you finish in the Newsroom, go to one of the other scenes or click Exit on the File menu to close InterGO.

To use the Newsroom. Click a button to learn more.

{button ,AL("News Look1",1)} Look at news sources.

{button ,AL("News Add1",1)} Add news sources to monitors.

{button ,AL("News Configure1",1)} Configure the Newsroom.

In addition, you can do the following in the Newsroom. Click a button to learn more.

{button ,AL("Desk1",1)} Click the Desk button to change to the Desk scene.

{button ,AL("Library1",1)} Click the Library button to change to the Library scene.

{button ,AL("Treasure Map1",1)} Click the Treasure Map button to change to the Treasure Map scene.

{button ,AL("Preferences1",1)} On the File menu, click Preferences to set preferences.

{button ,AL("Setup1",1)} On the File menu, point to Set Up to set up users.

{button ,AL("Search1",1)} Click the Search menu to search.

{button ,AL("Help1",1)} Click the Help menu to get help.

Tip

    You also can put newsgroups, Internet pages, and mailing lists in the Library.

{button ,KL("scenes, Newsroom")} Related Topics, Newsroom

{button ,KL("scenes,")} Related Topics, Scenes

Looking at News Sources - Overview

InterGO comes with some monitors already containing sources of information. You can <u>add sources</u> to those monitors and to the other monitors. You also can <u>configure</u> the Newsroom.

Monitors can contain any number of newsgroups, Internet pages, and mailing lists. When you open a monitor, you see the news sources available in the News window. Newsgroups are marked with a package of newspapers ▪. Internet pages from the World Wide Web are marked with a web

▪. Mailing lists are marked with a mail folder
▪.

To see news sources. Click a button to learn more.

{button ,AL("News Open1",1)} <u>Open a monitor.</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview_2')} <u>See newsgroups.</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview_3')} <u>See mailing lists.</u>

{button ,AL("News Internet1",1)} <u>Open Internet pages.</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview_4')} <u>Use other features.</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Looking at News Sources - Overview

To see Newsgroups. Click a button to learn more.

{button ,AL("News Latest1",1)} <u>Get the latest newsgroup articles.</u>

{button ,AL("News Stop1",1)} <u>Stop getting the latest newsgroup articles.</u>

{button ,AL("News Browse1",1)} <u>Add a newsgroup from the browser.</u>

{button ,AL("News Collapse1",1)} <u>Collapse and expand newsgroup articles.</u>

{button ,AL("News Search1",1)} <u>Search through newsgroups.</u>

{button ,AL("News Open2",1)} <u>Open a newsgroup article.</u>

{button ,AL("News Image1",1)} <u>View an image.</u>

{button ,AL("News Compose1",1)} <u>Compose a newsgroup article.</u>

{button ,AL("News Public1",1)} <u>Reply publicly to a newsgroup article.</u>

{button ,AL("News Private1",1)} <u>Reply privately to a newsgroup article.</u>

{button ,AL("News Read1",1)} <u>Mark a newsgroup article as read or unread.</u>

{button ,AL("News Print1",1)} <u>Print a newsgroup article.</u>

{button ,AL("News Nav1",1)} <u>Navigate through newsgroup articles.</u>

{button ,AL("Mail Attach1",1)} <u>Save attached files.</u>

{button ,AL("News Add2",1)} <u>Add an address you never want to see articles from.</u>

{button ,AL("News Edit2",1)} <u>Edit an address you never want to see articles from.</u>

{button ,AL("News Remove2",1)} <u>Remove an address you never want to see articles from.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Using_Newsgroups_in_the_Newsroom')} <u>Using newsgroups in the Newsroom.</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Looking at News Sources - Overview

To see mailing lists. Click a button to learn more.

{button ,AL("News LatestML1",1)} <u>Get the latest mailing list messages.</u>

{button ,AL("News OpenML2",1)} <u>Open a mailing list message.</u>

{button ,AL("Mail Send1",1)} <u>Compose and send mail.</u>

{button ,AL("News PublicML1",1)} <u>Reply publicly to a mailing list message.</u>

{button ,AL("News PrivateML1",1)} <u>Reply privately to a mailing list message.</u>

{button ,AL("News ReadML1",1)} <u>Mark a mailing list message as read or unread.</u>

{button ,AL("Mail Print1",1)} <u>Print a message.</u>

{button ,AL("News NavML1",1)} <u>Navigate through mailing list messages.</u>

{button ,AL("Mail Attach1",1)} <u>Save attached files.</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Looking at News Sources - Overview

To use other features. Click a button to learn more.

{button ,AL("Search Internet1",1)} <u>Search on the Internet from a menu.</u>

{button ,AL("Search Dictionary1",1)} <u>Search in the dictionary from a menu.</u>

{button ,AL("Search Encyclopedia1",1)} <u>Search in the encyclopedia from a menu.</u>

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Opening a Monitor

To see the news sources in a monitor, you must open it.

1   Click on a monitor. The News window opens.

If there are no news sources in the News window, the News Wizard opens so you can [add sources](#).

2   If the News Wizard opens and you do not want to add sources, click Cancel.

3   To close the News window, click Close on the File menu.

Tips
- If a news source is marked with a package of newspapers, it is a newsgroup. You can [get the latest articles](#).
- If a news source is marked with a web, it is an Internet page. You can [open the page](#) in the browser.
- If a news source is marked with a mail folder, it is a mailing list. You can [get the latest messages](#).
- You also can add a [newsgroup](#) from the browser.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics, Viewing News in the Newsroom</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Getting the Latest Newsgroup Articles

When you open a monitor, you may see newsgroups (marked with a package of newspapers ▪). If you are connected to the Internet, you can get the latest articles.

1   Click the newsgroup you want to update to select it.

2   Click the Update button [Update]

      InterGO connects to your news server and gets the latest articles. The progress of the connection is shown at the bottom of the News window.

Tips

▪   Articles you have not read are bold. Articles you received most recently are red.

▪   After the articles appear, there are several main things you can do.

    ▪   Collapse and expand article threads

        ▪   Open an article

▪   If it is taking longer than you want to wait to get the latest articles, you can stop the update.

▪   Most news servers carry only a selection of the more than 12,000 newsgroups available. If your news server does not carry a newsgroup, nothing happens when you try to get the latest articles.

▪   You also can get the latest newsgroup articles by clicking the newsgroup you want to update and clicking Update Now on the Source menu.

_____

{button ,KL("Newsroom scene, viewing news")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Stopping Getting the Latest Newsgroup Articles

If it is taking longer than you want to wait, you can stop getting the latest articles.

- Click the Stop button
- . InterGO stops downloading articles.

Tip

- You can read the articles that are already downloaded.

{button ,KL("Newsroom scene, viewing news")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Adding a Newsgroup from the Browser

In the browser, you can add a newsgroup to a monitor.

1   Type the newsgroup's Internet address in the Location text box and press **Enter**. The Select News Monitor dialog box opens.

2   Click the monitor you want to add the newsgroup to.

3   Click OK. The monitor opens with the newsgroup added to it.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Collapsing and Expanding Newsgroup Threads

Newsgroup articles often are in threads--groups of articles on the same subject. Someone writes something, someone replies, then someone replies to that, and so forth. Newsgroups that have threads have boxes to the left of them so you can collapse and expand the threads to see or hide the articles.

- If the square contains a plus sign , click it to expand the thread to show the articles in it.
- If the square contains a minus sign , click it to collapse the thread to hide the articles in it.

Tips

- You also can collapse and expand newsgroup threads by opening the Edit menu and choosing the commands Expand, Collapse, Expand All, and Collapse All.
- You also can collapse and expand mailing lists.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Opening a Newsgroup Article

After you get the latest articles, you can open one to read it.

-      Double click the article you want to read.
  The Display Mail window opens.

Tips

-      The window is similar to the window you use to view E-mail messages and lets you do most of the same things. It includes buttons for the most frequently used commands. The shortcut menu contains the most frequently used commands.

-      While reading articles, there are several main things you can do.
  -   Compose a new article
  -   Reply to an article either publicly or privately
  -   Look at other articles

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Viewing an Image

After you get the latest articles, you may notice that some of them are marked with a diskette ▪. These are multiple files that contain the parts of an image.

If you wish, you can view the image without opening the separate files that contain it.
▪ Double click the diskette.
The Display Mail window shows the image.

Tips
▪ If an image is in only a single file, you view it by opening the article.
▪ To view a package, you must have selected Double Click Opens Multi-article Images in news preferences, which is the default.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Composing a Newsgroup Article

1   Open the monitor that contains the newsgroup you want to post the article to. **Note:** If the newsgroup is not in a monitor, open any monitor.

2   Click the newsgroup you want to post the article to, if the newsgroup is in the monitor.

3   Click the New Article button ![New Article].

    or

    Open an article from the newsgroup you want to post the article to and click the New button ![New].
    The Post Article dialog box opens. It shows the newsgroup name and the news server.

4   If you wish, you can type a newsgroup name and a news server name.

5   If you wish, you can click Browse to see the newsgroups available on the news server. The Newsgroups dialog box opens. You can select a newsgroup to submit the article to.

6   After you have the newsgroup name and news server name you want in the Post Article dialog box, click OK. The Compose window opens.

7   Type a subject for you article. Press **Tab** to move to the body of the article.

8   Type your article.

9   When you finish, click the Send button ![Send] to submit your article to the newsgroup. The message is sent the same as in sending electronic mail.

Tips

▪   Some newsgroups have a moderator who decides which articles are allowed in a newsgroup. Moderated newsgroups usually only post articles that are on the subject of the newsgroup and are otherwise appropriate.

▪   The Compose window is similar to the window you use to compose E-mail messages and allows you to do most of the same things. It includes buttons for the most frequently used commands. The shortcut menu contains the most frequently used commands.

▪   You can attach files to your article.

▪   If you are using a signature, it is appended to the bottom of the article.

▪   If you are not connected to the Internet, your article will not be sent until you connect.

▪   It may take some time before your article appears in the newsgroup. You must get the latest articles before you can see the one you posted.

▪   If you wish, you can reply only to the person who wrote an article or you can reply to everyone who reads the newsgroup.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Post Article Dialog Box

{button How to,JI(`',`IDH_Composing_a_Newsgroup_Article')} <u>Compose an article to submit to a newsgroup</u>

Name of the Newsgroup
Type the name of the newsgroup to which you want to submit the new article. If you selected the newsgroup before you opened the dialog box, the name is already there.

News Server
Type the name of the news server you want to use to submit the new article, or click the down arrow and choose a news server. The name of your current news server is already there.

Browse
Click to see a list of the newsgroups available on the news server. InterGO retrieves the newsgroups available on the news servers. The <u>Newsgroups dialog box</u> opens so you can <u>select the newsgroup</u> you want to submit the article to.

_____

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Selecting a Newsgroup in the Newsgroups Dialog Box

You select a newsgroup in the <u>Newsgroups dialog box</u> during several tasks.

- <u>Compose an article</u> to submit to a newsgroup
- <u>Add a newsgroup your news server carries</u>
- <u>Edit a newsgroup</u>

There are more than 12,000 newsgroups. To keep track of them, they are divided into hierarchies.

- Alt newsgroups are alternatives to standard newsgroups
- Biz newsgroups involve business
- K12 newsgroups involve education
- Misc newsgroups involve miscellaneous subjects
- Rec newsgroups involve recreation
- Sci newsgroups involve scientific subjects
- Soc newsgroups involve social interaction
- Talk newsgroups involve discussion

There are many other areas. Their names may provide a clue of what they are about.

To use the Newsgroups dialog box

- <u>Select a newsgroup</u>.
- <u>Expand and collapse folders</u>.
- <u>Search for newsgroups by text in them</u>.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Selecting a Newsgroup in the Newsgroups Dialog Box

To select a newsgroup

1   Expand and collapse the folders until you see the newsgroup you want.
2   Click the newsgroup to select it.
3   Click OK.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>
{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Selecting a Newsgroup in the Newsgroups Dialog Box

The Newsgroups dialog box shows the newsgroup areas as folders that have a small square to their left. There may be subfolders within folders, and subfolders in the subfolders. Newsgroups are marked with a package of newspapers ▪ instead of with a folder.

To expand and collapse folders

- ▪ If the square contains a plus sign
▪, click it to expand the folder to show newsgroups and other folders.
- ▪ If the square contains a minus sign
▪, click it to collapse the folder to hide newsgroups and other folders.
- ▪ To collapse all the folders, click Collapse All.
- ▪ To expand all the folders, Click Expand All.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Selecting a Newsgroup in the Newsgroups Dialog Box

You can search for newsgroups by their names. Newsgroups are words separated by periods, such as clari.biz.briefs, biz.books.technical, or k12.chat.teacher. You can search for newsgroups by specifying text in them.

To search for newsgroups by text in them

1   Type the text you want to search for in the Search For text box.

2   Select to find newsgroups that contain the text you typed or that start with the text you typed.

3   Click Search. The first newsgroup that meets your search criteria is highlighted.

4   If the highlighted newsgroup is not the one you want, click Search again until you find the one you want.

   When you have searched through all the newsgroups, Search starts again at the top.

{button ,KL("Newsroom scene, viewing news")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Newsgroups Dialog Box

{button How to,JI(`',`IDH_Composing_a_Newsgroup_Article')} <u>Compose an article to submit to a newsgroup</u>

{button How to,JI(`',`IDH_Adding_a_Newsgroup_Your_News_Server_Carries_to_the_Newsroom')} <u>Add a newsgroup your news server carries</u>

{button How to,JI(`',`IDH_Editing_a_Newsgroup_in_the_Newsroom')} <u>Edit a newsgroup in the Newsroom</u>

{button How to,JI(`',`IDH_Selecting_a_Newsgroup_in_the_Newsgroups_Dialog_Box')} <u>Use this dialog box</u>

Select a Newsgroup
Find the newsgroup you want and click it to select it.

Collapse All
Click to collapse all the folders.

Expand All
Click to expand all the folders.

Search For
Type text to search for in newsgroup names.

Find Groups that Contain Search Text
Click to find newsgroups that contain the text in the Search For text box.

Find Groups that Start with Search Text
Click to find newsgroups that start with the text in the Search For text box.

Find Next
Click to find newsgroups that contain or start with the text in the Search For text box.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Replying Publicly to a Newsgroup Article

When you are [reading](#) an article, you can compose a reply available for everyone who reads the newsgroup.

1   Click the Reply News button . The Compose window opens.

2   Type your reply.

3   When you finish, click the Send button ▪ to submit your reply to the newsgroup. The message is sent the same as in [sending](#) electronic mail.

Tips

▪   Some newsgroups have a moderator who decides which articles are allowed in a newsgroup. Moderated newsgroups usually only post articles that are on the subject of the newsgroup and are otherwise appropriate.

▪   The Compose window is similar to the window you use to [compose](#) E-mail messages and allows you to do most of the same things. It includes buttons for the most frequently used commands. The [shortcut menu](#) contains the most frequently used commands.

▪   The subject for the article is the subject of the article you are replying to with RE: in front of it.

▪   If you are using a [signature](#), it is appended to the bottom of the article.

▪   If you are not [connected to the Internet](#), your article will not be sent until you connect.

▪   It may take some time before your article appears in the newsgroup. You must [get the latest articles](#) before you can see the one you posted.

▪   If you wish, you can [reply only to the person](#) who wrote the article or can [compose](#) a new article.

▪   You also can click Public Posting Reply on the Message menu to reply publicly to an article.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Replying Privately to a Newsgroup Article

When you are [reading](#) an article, you can compose a reply only for the person who wrote the article.

1   Click the Reply Mail button [Reply Mail icon]. The Compose window opens.
2   Type your reply.
3   When you finish, click the Send button ▪ to send your reply to the person who wrote the article. The message is sent the same as in [sending](#) electronic mail.

Tips

▪   The Compose window is similar to the window you use to [compose](#) E-mail messages and allows you to do most of the same things. It includes buttons for the most frequently used commands. The [shortcut menu](#) contains the most frequently used commands.

▪   The subject for the reply is the subject of the article you are replying to with RE: in front of it.

▪   If you are using a [signature](#), it is appended to the bottom of the article.

▪   If you are not [connected to the Internet](#), your reply will not be sent until you connect.

▪   If you wish, you can [reply to everyone](#) who reads the newsgroup or can [compose](#) a new article.

▪   You also can click Private E-mail Reply on the Message menu to reply privately to an article.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Marking a Newsgroup Article as Read or Unread

When you first see articles, they are **bold**. They change to regular type when you read them. If you wish, you can mark articles as read (not bold) without reading them, and can mark articles as unread (bold) even after you read them.

To mark an article as read

1   Select the article you wish to mark. You can select multiple articles.

2   On the Edit menu, click Mark as Read. The article is made bold.

To mark an article as unread

1   Select the article you wish to mark. You can select multiple articles.

2   On the Edit menu, click Mark as Unread. The bold is removed from the article.

Tip

▪   You also can mark mailing list messages as read or unread.

{button ,KL("Newsroom scene, viewing news")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Printing a Newsgroup Article

1   [Open](#) the article you want to print if it is not already open.

2   Click the Print button. The Print dialog box opens.

3   Set the options you want and click OK. The article is printed.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Navigating through Newsgroup Articles

Newsgroup articles often are in threads--groups of articles on the same subject. Someone writes something, someone replies, then someone replies to that, and so forth. When you are reading an article, you can go forward and back through the articles within threads, and can open the next or previous thread.

To read the next article in a thread

- Click the Next Reply button

.

To read the previous article in a thread

- Click the Previous Reply button

.

To read the first article in the next thread

- Click the Next button
- .

To read the first article in the previous thread

- Click the Previous button

.

{button ,KL("Newsroom scene, viewing news")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Getting the Latest Mailing List Messages

When you open a monitor, you may see mailing lists (marked with a mail folder ▪).

Mailing list messages shown in the Newsroom are identical to the messages shown in the E-mail folder for the mailing list. Having the messages in a Newsroom monitor is a convenient way to look at the messages.

To get the latest mailing list messages, you should check to see if you have mail the same as any time you are receiving E-mail.

▪   If no messages are shown under the mailing list, double click the mailing list to show the messages. After you get the latest messages, you can open messages.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Opening a Mailing List Message

1   Open the monitor that contains the mailing list.

2   Double click the message you want to read. The Display Mail window opens.

Tips

▪   The Compose window is similar to the window you use to compose E-mail messages and allows you to do most of the same things. It includes buttons for the most frequently used commands. The shortcut menu contains the most frequently used commands.

▪   While reading messages, there are several main things you can do, the same as in all other E-mail.

   ▪   Compose a new message

   ▪   Reply publicly to a message

   ▪   Reply privately to a message

   ▪   Look at other messages

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Replying Publicly to a Mailing List Message

1   [Open the monitor](#) that contains the mailing list.

2   [Open the message](#) you want to reply to.

3   Click the Reply to Sender button ▪. The Compose window opens with the original message, including header information (who it was from, who it was to, and the date and time you received it, and the subject). The message is already addressed to the mailing list.

4   Type your reply.

5   When you finish, click the Send button ▪ to send your message to the mailing list address. The message is sent the same as in [sending](#) electronic mail. It will be distributed to all members of the mailing list.

Tips

▪   RE: is inserted at the beginning of the subject to show that the message is a reply.

▪   You can change the subject of the message, add or remove message recipients, and remove all or part of the text of the original message.

▪   It is customary to replace irrelevant paragraphs with "<omitted>" to keep messages as brief as possible. In doing so, you should avoid changing the meaning of the original message.

▪   If you are using a [signature](#), it is appended to the bottom of the message when you [send the message](#).

▪   If you are not [connected to the Internet](#), your reply will not be sent until you connect.

▪   It may take some time before you receive your copy of the reply. You must [get the latest messages](#) before you can see the one you sent.

▪   If you reply to a message that includes an [attachment](#), the attachment is not included in the reply.

▪   You also can [forward](#) messages or reply [privately](#).

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics, Viewing News in the Newsroom</u>

{button ,KL("E-mail, receiving")} <u>Related Topics, Receiving E-mail</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Replying Privately to a Mailing List Message

You can send a response to a mailing list message that will be seen only by the person who sent the original message. To do so, you must know the person's E-mail address. Many people put their E-mail address in their signatures at the bottom of their messages.

1   Open the monitor that contains the mailing list.

2   Open the message you want to reply to.

3   Click the Reply to Sender button ▪. The Compose window opens with the original message, including header information (who it was from, who it was to, and the date and time you received it, and the subject). The message is addressed to the mailing list.

4   Type the person's E-mail address in the To: text box in place of the mailing list address.

5   Type your reply.

6   When you finish, click the Send button ▪ to send your message to the mailing list address. The message is sent the same as in sending electronic mail. It will be distributed to all members of the mailing list.

Tips

▪   RE: is inserted at the beginning of the subject to show that the message is a reply.

▪   You can change the subject of the message, add or remove message recipients, and remove all or part of the text of the original message.

▪   It is customary to replace irrelevant paragraphs with "<omitted>" to keep messages as brief as possible. In doing so, you should avoid changing the meaning of the original message.

▪   If you are using a signature, it is appended to the bottom of the message when you send the message.

▪   If you are not connected to the Internet, your reply will not be sent until you connect.

▪   If you reply to a message that includes an attachment, the attachment is not included in the reply.

▪   You also can forward messages or reply publicly.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Marking a Mailing List Message as Read or Unread

If you have not read a message in either the Newsroom or E-mail, it is **bold**. When you read a message in either the Newsroom or the E-mail system, it changes to regular type. If you wish, you can mark messages as read (not bold) without reading them, and can mark messages as unread (bold) even after you read them.

To mark a message as read

1   Select the message you wish to mark.

2   On the Edit menu, click Mark as Read. The message is made bold.

To mark a message as unread

1   Select the message you wish to mark.

2   On the Edit menu, click Mark as Unread. The bold is removed from the message.

Tip

■   You also can mark newsgroup articles as read or unread.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Navigating through Mailing List Messages

- Click the Previous button
to see the previous message.
- Click the Next button
to see the next message.

{button ,KL("Newsroom scene, viewing news")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Opening Internet Pages

When you open a monitor, you may see Internet pages (marked with a web ▪). If you are connected to the Internet, you can go to the page.

▪   Double click on the Internet page.
          The page opens in the browser.

{button ,KL("Newsroom scene, viewing news")} Related Topics, Viewing News in the Newsroom

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Searching through Newsgroups

You can find the newsgroup article you want by searching for text in it.

1   Open the monitor that contains the newsgroup article with information you are searching for.

2   Click the Find button [Find]. The Find dialog box opens.

3   Type the word you want to search for.

4   Click Find Next. The first newsgroup that contains the word you typed is highlighted. If it is not the one you are looking for, click Find Next again.

   When all the articles containing the word you typed have been found, a message opens. Click OK to close the message.

Tip
▪   You also can search through newsgroups by opening the Edit menu, pointing to Search, and clicking For Subjects.

{button ,KL("Newsroom scene, viewing news")} Related Topics

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} Looking at News Sources - Overview

Adding News Sources to Monitors - Overview

You can add any number of newsgroups, Internet pages, and mailing lists to monitors. You also can <u>look at news sources</u> and <u>configure</u> the Newsroom.

To add news sources. Click a button to learn more.

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview_2')} <u>Add newsgroups.</u>

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview_3')} <u>Add mailing lists.</u>

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview_4')} <u>Add Internet pages.</u>

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Adding News Sources to Monitors - Overview

To add newsgroups. Click a button to learn more.

{button ,AL("News Specific1",1)} <u>Add a specific newsgroup to the Newsroom.</u>

{button ,AL("News Find1",1)} <u>Find and Add a newsgroup to the Newsroom.</u>

{button ,AL("News Carries1",1)} <u>Add a newsgroup your news server carries to the Newsroom.</u>

{button ,AL("News Browse1",1)} <u>Open a newsgroup from the browser.</u>

{button ,AL("News Edit1",1)} <u>Edit a newsgroup in the Newsroom.</u>

{button ,AL("News Remove1",1)} <u>Remove a news source from the Newsroom.</u>

{button Tutorial,JI(`>proc',`IDH_Tutorial_Setting_Up_Newsgroups_in_the_Newsroom')} <u>Setting up newsgroups in the Newsroom.</u>

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Adding News Sources to Monitors - Overview

To add mailing lists. Click a button to learn more.

{button ,AL("News AddML1",1)} <u>Add a mailing list to the Newsroom.</u>

{button ,AL("News EditML1",1)} <u>Edit a mailing list in the Newsroom.</u>

{button ,AL("News Remove1",1)} <u>Remove a news source from the Newsroom.</u>

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Adding News Sources to Monitors - Overview

To add Internet pages. Click a button to learn more.

{button ,AL("News AddI1",1)} <u>Add an Internet page to the Newsroom.</u>

{button ,AL("Browser Monitor1",1)} <u>Add an Internet page in the browser to a news monitor.</u>

{button ,AL("News EditI1",1)} <u>Editing an Internet page in the Newsroom.</u>

{button ,AL("News Remove1",1)} <u>Remove a news source from the Newsroom.</u>

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

Adding a Specific Newsgroup to the Newsroom

You can add a specific newsgroup to a monitor if you know the name of a newsgroup, such as clari.biz.briefs, biz.books.technical, or k12.chat.teacher.

1 Open the monitor you want to put the newsgroup in.

   If there are not yet any news sources in the News window, the News Wizard opens. Go to step 3.

2 If the News Wizard does not appear, click the New Source button . The News Wizard opens.

3 Click Usenet Newsgroup and click Next.

4 Click Add a Specific Newsgroup and click Next.

5 If you wish, you can change your news server by clicking Change so the News Servers dialog box opens.

6 When you finish changing your news server, click the down arrow to the right of the Server text box to see a list of news servers.

7 Click the news server you want and click Next.

8 Click in the Newsgroup text box and type the name of the newsgroup you want to add.

9 If you wish, click in the Display Name text box and type a name for the newsgroup other than the standard name.

10 Click Finish. The newsgroup is added to the News window.

Tips

▪   You can add any newsgroup to a monitor. However, most news servers carry only a selection of the more than 12,000 newsgroups available. If your news server does not carry a newsgroup, nothing happens when you try to get the latest articles.

▪   After you add a newsgroup to a monitor, you can get the latest articles.

▪   You also can find a newsgroup and add it to a monitor and can find a newsgroup that your news server carries and add it to a monitor.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Adding and Changing a News Server

You can add or change a news server during two tasks.

- [Add a specific newsgroup to the Newsroom](#)
- [Add a newsgroup that your news server carries to the Newsroom](#)

To start

- Open the [News Servers dialog box](#) as described in the previous topic or by clicking Configure News Servers on the Newsroom menu in the Newsroom.

To add or change a news server

- [Add a news server](#).
- [Change an existing news server](#).
- [Delete a news server](#).

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Adding and Changing a News Server

To add a news server

1   Click Add. The [Add News Server dialog box](#) opens.

2   Type the name of the news server you want to add.

3   Click OK. The news server is added to the list in the News Servers dialog box.

4   Click Cancel to close the News Servers dialog box.

Tip
▪   You must obtain the name of your news server from your provider. It is probably the same as your provider, but with "news." in front of it. For example, if your provider is xyz.net, the news server is probably news.xyz.net.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Adding and Changing a News Server

To change an existing news server

1   Click the news server you want to change.

2   Click Edit. The [Edit News Server dialog box](#) opens.

3   Type the name of the news server you want to change to replace the existing name.

4   Click OK. The news server you selected is change to the new news server in the list in the News Servers dialog box.

5   Click Cancel to close the News Servers dialog box.

Tip
▪   You must obtain the name of your news server from your provider. It is probably the same as your provider, but with "news." in front of it. For example, if your provider is xyz.net, the news server is probably news.xyz.net.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Adding and Changing a News Server

To delete a news server

1   Click the news server you want to delete.

2   Click Delete. You are asked to confirm the deletion.

3   Click Yes.

4   Click Cancel to close the News Servers dialog box.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

News Servers Dialog Box

{button How to,JI(`',`IDH_Adding_and_Changing_a_News_Server')} <u>Add or change a news server</u>

{button How to,JI(`',`IDH_Adding_a_Newsgroup_Your_News_Server_Carries_to_the_Newsroom')} <u>Add a newsgroup that your news server carries</u>

{button How to,JI(`',`IDH_Editing_a_Newsgroup_in_the_Newsroom')} <u>Edit a newsgroup in the Newsroom</u>

News Servers List
Lists the news servers currently set up. Select one if you want to edit it or delete it.

Add
Click to add a news server. The <u>Add News Server dialog box</u> opens.

Edit
Click to edit the selected news server. The <u>Edit News Server dialog box</u> opens.

Delete
Click to delete the selected news server. You are asked to confirm the deletion.

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Add News Server Dialog Box

{button How to,JI(`',`IDH_Adding_and_Changing_a_News_Server')} <u>Add or change a news server</u>

News Server
Type the name of the news server you want to add. You must obtain the name of your news server from your provider. It is probably the same as your provider, but with "news." in front of it. For example, if your provider is xyz.net, the news server is probably news.xyz.net.

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Edit News Server Dialog Box

{button How to,JI(`',`IDH_Adding_and_Changing_a_News_Server')} <u>Add or change a news server</u>

News Server
Type the name of the news server you want to add. You must obtain the name of your news server from your provider. It is probably the same as your provider, but with "news." in front of it. For example, if your provider is xyz.net, the news server is probably news.xyz.net.

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Finding and Adding a Newsgroup to the Newsroom

If you are not sure of the newsgroup you want to add, you can find it and add it.

1   Open the monitor you want to put the newsgroup in.

   If there are not yet any news sources in the News window, the News Wizard opens. Go to step 3.

2   If the News Wizard does not appear, click the New Source button ■. The News Wizard opens.

3   Click Usenet Newsgroup and click Next.

4   Click Newsgroup Catalog and click Finish. The browser opens a page showing the top level of the newsgroup hierarchies.

5   Click a hierarchy. The browser opens a page showing newsgroups included in that hierarchy.

6   When you find the newsgroup you want to add to the monitor, click its name. The newsgroup is added to the News window.

Tips

■   You can add any newsgroup to a News window. However, most news servers carry only a selection of the more than 12,000 newsgroups available. If your news server does not carry a newsgroup, nothing happens when you try to get the latest articles.

■   After you add a newsgroup to a News window, you can get the latest articles.

■   You also can open the top level of the newsgroup hierarchies in the browser by clicking News Catalog in the Newsroom. Then you can choose a newsgroup and add it to a monitor.

■   You also can add a specific newsgroup to a monitor.

■   You also can find a newsgroup that your news server carries and add it to a monitor.

{button ,KL("Newsroom scene, adding sources")} Related Topics, Adding Newsroom Sources

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Adding a Newsgroup Your News Server Carries to the Newsroom

If you are not sure of the newsgroup you want to add, you can find it and add it from the list of newsgroups your news server carries.

1   Open the monitor you want to put the newsgroup in.

    If there are not yet any news sources in the News window, the News Wizard opens. Go to step 3.

2   If the News Wizard does not appear, click the New Source button ▪. The News Wizard opens.

3   Click Usenet Newsgroup and click Next.

4   Click Add a Specific Newsgroup and click Next.

5   If you wish, you can change your news server by clicking Change so the News Servers dialog box opens.

6   When you finish changing your news server, click the down arrow to the right of the Server text box to see a list of news servers.

7   Click the news server you want and click Next.

8   Click Browse. InterGO connects to your news server to find out what newsgroups it carries. It displays those newsgroups in the Newsgroups dialog box.

9   Select a newsgroup you want to add to the monitor.

10 If you wish, type a name for the newsgroup in the Display Name text box.

11 Click Finish. The newsgroup is added to the News window.

Tips

▪   After you add a newsgroup to a News window, you can get the latest articles.

▪   You also can add a specific newsgroup and add it to a monitor.

▪   You also can find a newsgroup and add it to a monitor.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Editing a Newsgroup in the Newsroom

1   Open the monitor that contains the newsgroup you want to edit.

2   Click the newsgroup you want to edit to select it.

3   Click the Edit button . The Newsgroup Properties dialog box opens.

4   Type a new Display Name, if you wish.

5   Press **Tab** and type a new Newsgroup name, if you wish.

or

Click the Ellipsis button ▪ to the right of the Newsgroup text box. InterGO connects to your news server to find out what newsgroups it carries. It displays those newsgroups in the Newsgroups dialog box. Select a newsgroup you want to put in the Newsgroup text box.

6   Type a new News Server name, if you wish.

or

Click the Ellipsis button ▪ to the right of the Newsgroup text box. The News Servers dialog box opens so you can change your news server.

7   Click OK. The changed newsgroup is shown in the News window.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Newsgroup Properties Dialog Box

{button How to,JI(`',`IDH_Editing_a_Newsgroup_in_the_Newsroom')} <u>Edit a newsgroup in the Newsroom</u>

Display Name
Type a new Display Name.

Newsgroup
Type a new Newsgroup name.

or

Click the Ellipsis button ▪ to the right of the Newsgroup text box. InterGO connects to your news server to find out what newsgroups it carries. It displays those newsgroups in the <u>Newsgroups dialog box</u>. <u>Select a newsgroup</u> you want to put in the Newsgroup text box.

News Server
Type a new News Server name.

or

Click the Ellipsis button ▪ to the right of the Newsgroup text box. The <u>News Servers dialog box</u> opens so you can <u>change your news server</u>.

──

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Removing a News Source from the Newsroom

1   [Open the monitor](#) that contains the news source you want to remove.

2   Click the news source you want to remove to select it.

3   On the Edit menu, click Remove News Source. A dialog box asks you to confirm the removal.

4   Click Yes. The news source is removed.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Adding a Mailing List to the Newsroom

1   If you are not yet subscribed to the mailing list, subscribe to it.

2   [Create a mail folder](#) and [route messages](#) from the mailing list to the folder.

3   In the Newsroom, [open a monitor](#) to put the mailing list in.

   If there are not yet any news sources in the News window, the News Wizard opens. Go to step 5.

4   If the News Wizard does not appear, click the New Source button ▪. The News Wizard opens.

5   Click Mailing List and click Next.

6   Click the folder that the mailing list is routed to, and click Finish. The mailing list is added to the News window.

Tips

▪   You subscribe to a mailing list by [sending an E-mail message](#) to the [E-mail address](#) of the mail list owner with a command in the body of the message. Instructions on subscribing are normally provided with information about mailing lists. After you subscribe, you [receive a message](#) from the mailing list owner telling you more about the mailing list.

▪   You can add the mail in any folder to a monitor as a quick way to see the mail in that folder.

▪   After you add the mailing list to the News window, you can [get the latest messages](#) and [open messages](#).

{button ,KL("Newsroom scene, adding sources")} Related Topics, Adding Newsroom Sources

{button ,KL("E-mail, receiving")} Related Topics, Receiving E-mail

{button ,KL("E-mail, composing")} Related Topics, Composing E-mail

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Editing a Mailing List in the Newsroom

1   [Open the monitor](#) that the mailing list is in.
2   Click the mailing list you want to edit to select it.
3   Click the Edit button ▪. The [Mailing List Properties dialog box](#) opens.
4   If you wish, type a new name for the mailing list.
5   Click the folder that contains the mailing list.
6   Click OK. The changed mailing list shows in the News window.

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics, Adding Newsroom Sources</u>

{button ,KL("E-mail, folders")} <u>Related Topics, Folders</u>

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} <u>Adding News Sources to Monitors - Overview</u>

Mailing List Properties Dialog Box

{button How to,JI(`',`IDH_Editing_a_Mailing_List_in_the_Newsroom')} <u>Edit a mailing list in the Newsroom</u>

Display Name
Type a name for the mailing list.

Folder
Click the folder that contains the mailing list.

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics, Adding Newsroom Sources</u>

{button ,KL("E-mail, folders")} <u>Related Topics, Folders</u>

{button ,JI(`>splash',`IDH_Looking_at_News_Sources_Overview')} <u>Looking at News Sources - Overview</u>

Adding an Internet Page to the Newsroom

1 [Open the monitor](#) you want to put the Internet page in.

   If there are not yet any news sources in the News window, the News Wizard opens. Go to step 3.

2 If the News Wizard does not appear, click the New Source button ▪. The News Wizard opens.

3 Click World Wide Web Page and click Next.

4 Type an Internet address in the Web Page Location (URL) text box.

   or

   Click the down arrow to the right of the Web Page Location (URL) text box to see a list of pages you have visited recently. Click the one you want. The Internet address is put in the Web Page Location (URL) text box and the name of the page is put in the Display Name text box.

   or

   Click the down arrow to the right of the Display Name text box to see a list of pages you have visited recently. Click the one you want. The name of the page is put in the Display Name text box and the Internet address is put in the Web Page Location (URL) text box.

5 Type a name for the page you are adding in the Display Name text box, if you wish.

6 Click Finish. The Internet page is added to the News window.

Tips
▪   After you add an Internet page to a News window, you can [open the page](#).
▪   You also can [save a page to a news monitor from the browser](#).

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Editing an Internet Page in the Newsroom

1   [Open the monitor](#) that the Internet page is in.

2   Click the Internet page you want to edit to select it.

3   Click the Edit button ▪. The [Web News Properties dialog box](#) opens.

4   If you wish, type a name for the Internet page in the Name text box.

   or

   Click the down arrow to the right of the Display Name text box to see a list of pages you have visited recently. Click the one you want. The name of the page is put in the Display Name text box and the Internet address is put in the Web Page Location (URL) text box.

   or

   Click the down arrow to the right of the Web Page Location (URL) text box to see a list of pages you have visited recently. Click the one you want. The Internet address is put in the Web Page Location (URL) text box and the name of the page is put in the Display Name text box.

5   Type an Internet address in the Web Page (URL) text box, if necessary.

6   Click OK. The changed mailing list shows in the News window.

{button ,KL("Newsroom scene, adding sources")} Related Topics

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} Adding News Sources to Monitors - Overview

Web News Properties Dialog Box

{button How to,JI(`',`IDH_Editing_an_Internet_Page_in_the_Newsroom')} <u>Edit an Internet page in the Newsroom</u>

Name
Type a name for the Internet page.

or

Click the down arrow to the right of the Display Name text box to see a list of pages you have visited recently. Click the one you want. The name of the page is put in the Display Name text box and the Internet address is put in the Web Page Location (URL) text box.

Web Page (URL)
Type an Internet address.

or

Click the down arrow to the right of the Web Page Location (URL) text box to see a list of pages you have visited recently. Click the one you want. The Internet address is put in the Web Page Location (URL) text box and the name of the page is put in the Display Name text box.

{button ,KL("Newsroom scene, adding sources")} <u>Related Topics, Adding Newsroom Sources</u>

{button ,KL("E-mail, folders")} <u>Related Topics, Folders</u>

{button ,JI(`>splash',`IDH_Adding_News_Sources_to_Monitors_Overview')} <u>Adding News Sources to Monitors - Overview</u>

Configuring the Newsroom - Overview

You can set the clocks to show the cities and times you wish and can put pictures in the monitors, as well as other ways of configuring the Newsroom

Here are the ways you can configure the Newsroom. Click a button to learn more.

{button ,AL("Newsroom Clock1",1)} Set clocks in the Newsroom.

{button ,AL("Newsroom Configure2",1)} Configure a Newsroom monitor.

{button Tutorial,JI(`>proc',`IDH_Tutorial_Setting_Up_the_Clocks_in_the_Newsroom')} Setting up the clocks in the Newsroom.

{button ,KL("Newsroom scene, configuring")} Related Topics

{button ,JI(`>splash',`IDH_Newsroom_Overview')} Newsroom - Overview

Setting Clocks in the Newsroom

The Newsroom has five clocks that show times for cities around the world. You can set a clock to show the time for any city.

1   Click a clock to open the [Clock Properties dialog box](#).

2   Type the name of a city in the Display Name text box.

3   Click the down arrow to the right of the Time Zone text box to see a list of time zones.

4   Click the time zone and city you want.

5   Click OK. The clock changes to show the time and city name you chose.

Tip

▪   The time zones are shown by their difference from Greenwich Mean Time (London time). For example, the U.S. Eastern time zone is -05:00, Central time is -06:00, Mountain time is -07:00, and Pacific time is -08:00.

{button ,KL("Newsroom scene, configuring")} Related Topics

{button ,JI(`>splash',`IDH_Configuring_the_Newsroom_Overview')} Configuring the Newsroom - Overview

Clock Properties Dialog Box

{button How to,JI(`',`IDH_Setting_Clocks_in_the_Newsroom')} Set clocks in the Newsroom

Display Name
Type the name of a city.

Time Zone
Click the down arrow to the right of the Time Zone text box to see a list of time zones and click the time zone and city you want.

The time zones are shown by their difference from Greenwich Mean Time (London time). For example, the U.S. Eastern time zone is -05:00, Central time is -06:00, Mountain time is -07:00, and Pacific time is -08:00.

{button ,KL("Newsroom scene, configuring")} Related Topics

{button ,JI(`>splash',`IDH_Configuring_the_Newsroom_Overview')} Configuring the Newsroom - Overview

Configuring a Newsroom Monitor

1   [Open the monitor](#) that you want to configure.

2   Click the Configuration button ▪. The [Monitor Properties dialog box](#) opens.

3   Type a name for the monitor in the Name text box, if you wish.

4   If you wish to change the image that shows in the monitor, click the Ellipsis button ▪ to the right of the Image text box. The Select an Image File dialog box opens. Choose the file you want to use and click Open.

5   If you want to set the monitor to one of the configurations that ships with InterGO, click a name in the Description list. The Name, Monitor File, and Image are set to the defaults.

6   Click OK. The News window and the Newsroom monitor are changed to the settings you chose.

Tip

▪   You also can open the Monitor Properties dialog box by clicking Configure New Monitor on the Newsroom menu.

{button ,KL("Newsroom scene, configuring")} Related Topics

{button ,JI(`>splash',`IDH_Configuring_the_Newsroom_Overview')} Configuring the Newsroom - Overview

Monitor Properties Dialog Box

{button How to,JI(`',`IDH_Configuring_a_Newsroom_Monitor')} <u>Configure a Newsroom monitor</u>

Name
Type a name for the monitor.

Image
Click the Ellipsis button ▪ to the right of the Image text box. The Select an Image File dialog box opens. Choose the file you want to use and click OK.

Description
Click a name if you want to set the monitor to one of the configurations that ships with InterGO. The Name, Monitor File, and Image are set to the defaults.

{button ,KL("Newsroom scene, configuring")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Configuring_the_Newsroom_Overview')} <u>Configuring the Newsroom - Overview</u>

Treasure Map - Overview

The Treasure Map scene lets you purchase InterGO accessories, play games on the Internet, take off to random pages, and explore hundreds of Internet pages.

Hints describe the active objects in the Treasure Map (the ones you can click) as you move your mouse over them. You click on active objects to choose what you want to do. You also can open menus and choose the commands in them.

To go to the Treasure Map

1   Click the Treasure Map button in one of the other scenes.

   The Treasure Map scene opens.

2   When you finish in the Treasure Map, go to one of the other scenes or click Exit on the File menu to close InterGO.

To use the Treasure Map. Click a button to learn more.

{button ,AL("Treasure Book1",1)} Buy InterGO accessories.

{button ,AL("Treasure Games1",1)} Play games on the Internet.

{button ,AL("Treasure Takeoff1",1)} Take off to new Internet pages!

{button ,AL("Treasure Village1",1)} Explore Internet pages from the Virtual Village.

In addition, you can do the following in the Treasure Map. Click a button to learn more.

{button ,AL("Desk1",1)} Click the Desk button to change to the Desk scene.

{button ,AL("Library1",1)} Click the Library button to change to the Library scene.

{button ,AL("Newsroom1",1)} Click the Newsroom button to change to the Newsroom scene.

{button ,AL("Preferences1",1)} On the File menu, click Preferences to set preferences.

{button ,AL("Setup1",1)} On the File menu, point to Set Up to set up users.

{button ,AL("Search1",1)} Click the Search menu to search.

{button ,AL("Help1",1)} Click the Help menu to get help.

{button ,KL("scenes, Treasure Map")} Related Topics, Treasure Map

{button ,KL("scenes,")} Related Topics, Scenes

Buying InterGO Accessories

1   Click the books at the upper left of the Treasure Map to go to the Mall. The browser displays information about accessories you can buy for InterGO.

2   Follow the instructions to get information about the accessories and, if you wish, buy them.

3   On the browser window File menu, click Close to return to the Treasure Map.

Tip
- You also can click The Mall on the Treasure Map menu.

{button ,KL("scenes, Treasure Map")} Related Topics, Treasure Map

{button ,KL("browser")} Related Topics, Browser

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} Treasure Map - Overview

{button ,JI(`>splash',`IDH_Library_Overview')} Library - Overview

Playing Games on the Internet

1   Click the pinball game at the lower left of the Treasure Map. The browser displays various games you can play on the Internet. Click a link to go to the Internet page and play the game.

   If you find any games you want to play again, you can [save them as a book in the Library](#).

2   When you finish playing, click Close on the browser's File menu to return to the Treasure Map.

Tips
- Another way to find games to play is to [search](#) for them.
- You also can click Activities on the Treasure Map menu.

{button ,KL("scenes, Treasure Map")} <u>Related Topics, Treasure Map</u>

{button ,KL("searching,")} <u>Related Topics, Searching</u>

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Taking Off to New Internet Pages!

1 Click the rocket at the upper right of the Treasure Map. The browser displays a page chosen randomly from a list of interesting pages. **Note:** You may have to <u>move this window</u> to see the rocket.

If you don't think the page is interesting, click the rocket again. If you find any pages you want to visit again, you can <u>save them as a book in the Library</u>.

2 When you finish looking at interesting Internet pages, click Close on the browser's File menu to return to the Treasure Map.

Tip

- You also can click Take Off on the Treasure Map menu.

{button ,KL("scenes, Treasure Map")} <u>Related Topics, Treasure Map</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Exploring Internet Pages from the Virtual Village

1 Click the X at the lower right of the Treasure Map to go to the Virtual Village. Click links to explore Internet pages on a variety of subjects. **Note:** You may have to <u>move this window</u> to see the X.

   If you find any pages you want to visit again, you can <u>save them as a book in the Library</u>.

2 When you finish exploring the Virtual Village, click Close on the browser's File menu to return to the Treasure Map.

Tips

- You also can <u>search</u> for information.
- You also can click Virtual Village on the Treasure Map menu.

{button ,KL("scenes, Treasure Map")} <u>Related Topics, Treasure Map</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,KL("scenes, Library")} <u>Related Topics, Library</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Help - Overview

InterGO includes a complete help system.

To get help. Click a button to learn more.

{button ,AL("Help Topics1",1)} <u>See help topics.</u>

{button ,AL("Help Tour1",1)} <u>Take the InterGO tour.</u>

{button ,AL("Help Notes1",1)} <u>See release notes.</u>

{button ,AL("Help About1",1)} <u>Get information about your copy of InterGO.</u>

{button ,AL("Help Latest1",1)} <u>Get the latest version of InterGO.</u>

Tips

▪ The best way to get help is to press **F1** as you work. The help topic that opens is related to what you're working on.

▪ You can open a menu, highlight a command, and press **F1** to learn about that command.

▪ Please let us know how we can improve this help. <u>Send</u> E-mail to Author@intergo.com with your comments and suggestions.

{button ,KL("help")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Desk_Scene_Overview')} <u>Desk Scene - Overview</u>

{button ,JI(`>splash',`IDH_Library_Overview')} <u>Library - Overview</u>

{button ,JI(`>splash',`IDH_Newsroom_Overview')} <u>Newsroom - Overview</u>

{button ,JI(`>splash',`IDH_Treasure_Map_Overview')} <u>Treasure Map - Overview</u>

Seeing Help Topics

1 On the Help menu, click Help Topics. The Help Topics: InterGO Help window opens to the Contents panel.

   In this panel you can double click topics to see them and double click books to see the topics under them.

2 Click the Index tab to go to the Index panel.

   In this panel you can type what you are looking for, then double click it in the list.

3 If the Topics Found window appears, double click the topic you want to see.

4 From a topic you can return to the Help Topics window by clicking Help Topics at the top of the window.

Tips

■ The best way to get help is to press **F1** as you work. The help topic that opens is related to what you're working on.

■ You can open a menu, highlight a command, and press **F1** to learn about that command.

{button ,KL("help")} <u>Related Topics</u>

{button ,JI(`>splash',`IDH_Help_Overview')} <u>Help - Overview</u>

Taking the InterGO Tour

Note: You should close this help window before you start the InterGO tour.

1   On the Help menu, click InterGO Tour. The Help Topics: InterGO Tour window opens to the Contents panel.

2   Double click the first topic and follow the instructions.

{button ,KL("help")} Related Topics

{button ,JI(`>splash',`IDH_Help_Overview')} Help - Overview

Seeing Release Notes

1   On the Help menu, click Release Notes. The browser displays the release notes for InterGO. They contain the latest information about InterGO that may have become available after this help system was created.

2   On the browser File menu, click Close to return to the main InterGO window.

{button ,KL("help")} <u>Related Topics, Help</u>

{button ,KL("browser")} <u>Related Topics, Browser</u>

{button ,JI(`>splash',`IDH_Help_Overview')} <u>Help - Overview</u>

Getting Information about Your Copy of InterGO

1   On the Help menu, click About InterGO. The browser opens a page with information about your copy of InterGO that may be useful if you need to contact Customer Support.

Serial Number
The serial number of this copy of InterGO.

User
The current user of InterGO.

User Directory
The directory where information about the current user is stored.

Mail Directory
The directory where information about the current user's mail is stored.

2   Scroll to the bottom of the page and click the link Credits to see information about the people involved in creating InterGO.

3   On the File menu, click Close. You return to the main InterGO window.

{button ,KL("InterGO")} Related Topics

{button ,JI(`>splash',`IDH_Browser_Overview')} Browser - Overview

{button ,JI(`>splash',`IDH_Help_Overview')} Help - Overview

Getting the Full Version of InterGO

The 30-day trial version of InterGO lets you have all the features and power of InterGO. After 30 days, premium features such as multiple user support, KinderGuard, full Web searches, and valuable reference materials are no longer active. To continue using those features, here's how to order the full version of InterGO.

1   Highlight and copy this Internet address: http://www.intergo.com/products/order-ia.htm

2   Run the browser.

3   Click in the Location text box.

4   Click the right mouse button to open the shortcut menu and click Paste.

5   Press **Enter**. The browser opens the InterGO order page. Follow the instructions on that page and soon you'll be using all the power of InterGO!

{button ,KL("InterGO")} Related Topics, InterGO

{button ,KL("browser")} Related Topics, Browser

Getting the Latest Version of InterGO

When an updated version of InterGO and its help are available, you will get a message. Follow the instructions in the message to get the latest version.

If you agree to get the latest version, the changes to InterGO and the help are downloaded from InterGO Communications. Because only the changes are downloaded instead of the entire program, the process should not take very long.

{button ,KL("InterGO")} Related Topics, InterGO

{button ,KL("tips")} Related Topics, Tips

{button ,JI(`>splash',`IDH_Help_Overview')} Help - Overview

This is a sample error message.

This is what caused the error message to appear.

This is what to do about it.

IDH_Error_0

! CloseWindow("splash")

> proc

[XXX Need the information from the programmers.]

{button ,JI(`>splash',`IDH_Messages')} <u>Messages</u>

News Server Problems

Click the message you received for information on its meaning.

[200 SERVER_READY_POSTING_ALLOWED](#)
[201 SERVER_READY_NOPOSTING_ALLOWED](#)
[202 SLAVE_STATUS_NOTED](#)
[205 CLOSING_CONNECTION](#)
[211 GROUP_SELECTED](#)
[215 LIST_OF_NEWSGROUPS_FOLLOWS](#)
[220 ARTICLE_RETRIEVED_HEAD_AND_BODY_FOLLOW](#)
[221 ARTICLE_RETRIEVED_HEAD_FOLLOWS](#)
[222 ARTICLE_RETRIEVED_BODY_FOLLOWS](#)
[223 ARTICLE_RETRIEVED_REQUEST_TEXT](#)
[223 NEXT_ARTICLE_RETRIEVED](#)
[224 ARTICLE_OVERVIEW_RETRIEVED_HEAD_FOLLOWS](#)
[230 LIST_OF_NEW_ARTICLES_FOLLOWS](#)
[231 LIST_OF_NEW_NEWSGROUPS_FOLLOWS](#)
[235 ARTICLE_TRANSFERED_OK](#)
[240 ARTICLE_POSTED_OK](#)
[282 XGTITLE_LIST_FOLLOWS](#)
[335 SEND_ARTICLE_TO_BE_TRANSFERED](#)
[340 SEND_ARTICLE_TO_BE_POSTED](#)
[400 SERVICE_DISCONTINUED](#)
[411 NO_SUCH_NEWSGROUP](#)
[412 NO_NEWS_GROUP_SELECTED](#)
[420 NO_CURRENT_ARTICLE_SELECTED](#)
[421 NO_NEXT_ARTICLE](#)
[422 NO_PREV_ARTICLE](#)
[423 NO_SUCH_ARTICLE_NUMBER_FOUND](#)
[430 NO_SUCH_ARTICLE_FOUND](#)
[435 ARTICLE_NOT_WANTED_DO_NOT_SEND](#)
[436 TRANSFER_FAILED_TRY_LATER](#)
[437 ARTICLE_REJECTED_DO_NOT_TRY_AGAIN](#)
[440 POSTING_NOT_ALLOWED](#)
[441 POSTING_FAILED](#)
[500 COMMAND_NOT_RECOGNIZED](#)
[501 COMMAND_SYNTAX_ERROR](#)
[502 ACCESS_RESTRICTED_OR_PERMISSION_DENIED](#)
[503 PROGRAM_FAULT_COMMAND_NOT_PERFORMED](#)

200 SERVER_READY_POSTING_ALLOWED

The news server is ready to accept your post.

If your article is not posted correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

201 SERVER_READY_NOPOSTING_ALLOWED

The news server does not allow posting.

Try a different news server or contact your news server and find out why posting is not allowed.

{button How to,JI(`',`IDH_Adding_and_Changing_a_News_Server')} Add or change a news server

202 SLAVE_STATUS_NOTED

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

205 CLOSING_CONNECTION

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

211 GROUP_SELECTED n f l s

- n is the estimated number of articles in the group.
- f is the first article number in the group.
- l is the last article number in the group.
- s is the name of the group.

Internal message from the news server to InterGO.

If you do not receive the news articles correctly, please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.

215 LIST_OF_NEWSGROUPS_FOLLOWS

The news server is sending InterGO a list of newsgroups.

Wait while the list is received.

If you do not receive the news articles correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

220 ARTICLE_RETRIEVED_HEAD_AND_BODY_FOLLOW n <a>

- n is the article number.
- <a> is the article message-id.

The article has been retrieved. The head and body of the article will be retrieved shortly.

Wait while the head and body of the article are retrieved.

If you do not receive the news articles correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

221 ARTICLE_RETRIEVED_HEAD_FOLLOWS n <a>

- n is the article number.
- <a> is the article message-id.

The article has been retrieved. The head will be retrieved shortly.

Wait while the head of the article is retrieved.

If you do not receive the news articles correctly, please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.

222 ARTICLE_RETRIEVED_BODY_FOLLOWS n <a>

- n is the article number.
- <a> is the article message-id.

The article has been retrieved. The body will be retrieved shortly.

Wait while the body of the article is retrieved.

If you do not receive the news articles correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

223 ARTICLE_RETRIEVED_REQUEST_TEXT n <a> *or* **223 NEXT_ARTICLE_RETRIEVED n <a>**

- n is the article number.
- <a> is the article message-id.

The article has been retrieved. InterGO must request the text of the article.

Wait while InterGO requests the text of the article.

If you do not receive the news articles correctly, please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.

224 ARTICLE_OVERVIEW_RETRIEVED_HEAD_FOLLOWS

The overview article has been retrieved. The head will be retrieved shortly.

Wait while the head of the article is retrieved.

If you do not receive the news articles correctly, please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.

230 LIST_OF_NEW_ARTICLES_FOLLOWS

The news server is sending InterGO a list of new articles by their message-id values.

Wait while InterGO receives the list.

If you do not receive the news articles correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

231 LIST_OF_NEW_NEWSGROUPS_FOLLOWS

The news server is sending InterGO a list of new newsgroups.

Wait while InterGO receives the list.

If you do not receive the news articles correctly, please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.

235 ARTICLE_TRANSFERED_OK

Internal message from the news server to InterGO.

If you do not receive the news articles correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

240 ARTICLE_POSTED_OK

Internal message from the news server to InterGO.

If your article is not posted correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

282 XGTITLE_LIST_FOLLOWS

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

335 SEND_ARTICLE_TO_BE_TRANSFERED

Internal message from the news server to InterGO.

If your article is not posted correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

340 SEND_ARTICLE_TO_BE_POSTED

Internal message from the news server to InterGO.

If your article is not posted correctly, please contact Customer Support and tell them you received this message and what you were doing when you received it.

400 SERVICE_DISCONTINUED

The news server has shut down temporarily.

Try again later.

411 NO_SUCH_NEWSGROUP

The newsgroup you are trying to contact is not available from your news server.

Make sure you typed the name of the newsgroup correctly.

412 NO_NEWS_GROUP_SELECTED

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

420 NO_CURRENT_ARTICLE_SELECTED

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

421 NO_NEXT_ARTICLE

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

422 NO_PREV_ARTICLE

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

423 NO_SUCH_ARTICLE_NUMBER_FOUND

Internal message from the news server to InterGO.

Please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.

430 NO_SUCH_ARTICLE_FOUND

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

435 ARTICLE_NOT_WANTED_DO_NOT_SEND

The news server has refused to accept your article.

Try again later.

If you are unable to submit your article, please contact Customer Support and tell them you received this message and what you were doing when you received it.

436 TRANSFER_FAILED_TRY_LATER

The news server reports that the transfer of your article did not work.

Try again later.

437 ARTICLE_REJECTED_DO_NOT_TRY_AGAIN

The news server refused to accept your article.

Contact your news server and find out why it was rejected. It may be that the newsgroup does not allow posting articles.

440 POSTING_NOT_ALLOWED

Posting articles to the newsgroup you specified is not allowed.

Post to a different newsgroup that allows posting.

441 POSTING_FAILED

The news server reports that the post of your article did not work.

Try again later.

500 COMMAND_NOT_RECOGNIZED

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

501 COMMAND_SYNTAX_ERROR

Internal message from the news server to InterGO.

Please contact Customer Support and tell them you received this message and what you were doing when you received it.

502 ACCESS_RESTRICTED_OR_PERMISSION_DENIED

The news server or newsgroup refuses to communicate with you.

Contact your news server and find out why it was rejected. It may be that the newsgroup does not allow posting articles.

503 PROGRAM_FAULT_COMMAND_NOT_PERFORMED

Internal message from the news server to InterGO.

Try again later.

If you are unable to communicate with the newsgroup, please [contact Customer Support](#) and tell them you received this message and what you were doing when you received it.