

# CHAPTER 15

## MICROSOFT INTERNET EXPLORER 6

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# Microsoft Internet Explorer 6 & the Internet

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## Learning Module Objectives

**When you have completed this learning module you will have:**

- Seen what is required to connect to the Internet
- Understood the various components that make up the Internet
- Understood the concept of a Web Server
- Understood the concept of a Web Browser
- Seen the components that make up the Internet Explorer Program Window

## Connecting to the Internet

- **To surf the Web you need:**
  - **A computer with the appropriate hardware**
  - **The services of an Internet Service Provider (ISP)**
  - **A Web browser (such as Microsoft Internet Explorer, Firefox or Opera)**



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Microsoft Internet Explorer 6 - Slide No. 2

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## Connecting to the Internet

### What is required?

To connect to the Internet you will need:

1. A computer with the appropriate hardware, either
  - a. A modem with access to a telephone line
  - b. A wireless modem and Network Interface Card (NIC)
  - c. A Network Interface Card (NIC) if connecting via a Local Area Network or a cable connection.
  - d. A Wireless Network Interface Card (NIC) if connecting via a wireless access point
2. You will need an Internet account. In the case of an individual computer connected to the Internet via a phone line, wireless modem or cable connection, this will normally come as a package allowing you to access the Internet via an ISP (Internet Service Provider) and usually also includes an email account, which allows you to send and receive email via the Internet.
3. Lastly you will require an Internet browser (i.e. Microsoft Internet Explorer), which is software that allows you to view Web pages.

**How do you connect your own PC to the Internet?****At the University:**

If you have a portable PC with a wireless modem you can connect to the Internet through NDU's wireless local area network. Before connecting the first time you will have to visit the computer center to register your computer (a one-time setup procedure).

**At Home:**

Purchase and configure the appropriate hardware and sign up with a local Internet Service Provider (ISP). Most ISP's offer free telephone assistance and fee-based in-home set up services if you need assistance with installing and configuring your hardware and connecting to the Internet.

Some ISPs in Lebanon are:

- Cyberia - <http://www.thisiscyberia.com/>  
Dial-up and wireless broadband (fixed and portable) services.
- Inconet Data Management (IDM) - <http://www.idm.net.lb/>
- Dial-up and wireless broadband (fixed and portable) services.
- Lynx Internet - <http://www.lynx.net.lb/> - Dial-up services.
- Sodetel - <http://www.sodetel.net.lb/>
- Dial-up and wireless broadband (fixed and portable) services.
- Terranet - <http://corp.terra.net.lb>  
Dial-up and wireless broadband (fixed and portable) services.
- Wise - <http://www.wise.net.lb/> - Portable wireless broadband services.

## What is the Internet?

- **The Internet is a network made up of lots of interconnected networks and includes the following**
  - **WWW**
  - **Email**
  - **Newsgroups**
  - **FTP**

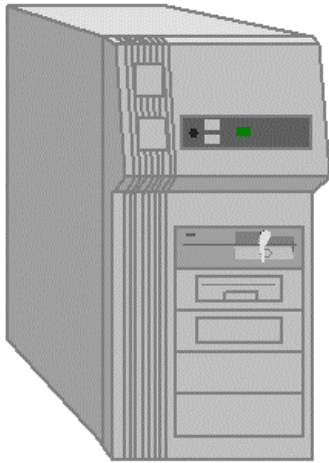


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## What is the Internet?

- WWW** The Internet consists of many services. What most people hear about however is the World Wide Web (WWW). This is a graphical environment that allows text and pictures to be displayed on your screen, via software called Web browsers (such as Microsoft Internet Explorer, Firefox, Netscape Navigator, etc.). In addition, sound and movies are also supported on the WWW.
- Email** Email is available over the Internet enabling you to send and receive messages on a global basis. Even better, you can communicate globally almost instantaneously. With an Internet connection, you can send and receive emails with someone in the same room or on the other side of the world in real time.
- Newsgroups** Newsgroups are another service available through the Internet. They can be accessed via your Web browser and enable you to take part in discussions of interest to you with like minded people from around the world. Whether you are interested in researching your ancestral tree or viewing the latest pictures from Mars, there is a newsgroup for you!
- FTP** FTP (File Transfer Protocol) is simply a way of transferring files to and from the Internet. Often this is done using your browser, or you may obtain specialist FTP software programs.

## What is a Web Server?



- **A WWW server is where the information that you browse on the Internet is held**
- **It may be located anywhere in the world**
- **You can use WWW search engines to search for information published on Internet servers**
- **Servers are connected to the rest of the Internet 24 hrs a day!**

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## What is a Web Server?

Think of using the WWW in the same way you would think of a book. There are people who write and publish books and then there are the people who read the books.

In the case of the WWW the 'books' are published on the WWW and you use your browser program to read the 'books'. In fact data is published, i.e. stored on Web servers connected to the Internet and you use your Internet connection to read from these WWW servers. A WWW server is just a computer not that different from the one you may have at home, just bigger and faster. Also a WWW server computer must be permanently connected to the Internet so that other people can browse the contents of the Server 24 hours a day. Since the cost in time and money of maintaining a web server with a high speed, 24 hour Internet connection is too much for most people to consider, there are numerous companies who will allow you to rent space on their WWW servers. You can send your information to this rented space and once there it is available for all to see.

The term Web publishing simply means that you have your own WWW server (or space rented on somebody else's computer) and you publish data on it. Many individuals use this rented server space concept, where as larger organizations will maintain their own, separate WWW servers.

## The Web Browser



- The function of a Web browser is to allow you to view and interact with information on a Web site page
- Web browsers can interpret both text and graphics
  - Web pages consist of information that is formatted using HTML (Hyper Text Mark-up Language)
  - Web browsers strip out the HTML coding and display the effect of that coding



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## The Web Browser

The web browser is a program that interprets both text-based and graphical information stored on a WWW server so that you can view it on your computer. With additional programs designed to work with your browser program you can also view or hear many other types of files, for example, formatted text (i.e. PDF), video and sound files.

### Microsoft Internet Explorer

Microsoft was a little late in realizing the full potential of the Internet, but soon came to understand its importance. Their version of a Web browser is called the Microsoft Internet Explorer. It has the advantage of being tightly integrated into Windows 98 / 2000 / XP and Microsoft Office and is the most popular browser program currently available.

The disadvantage of Internet Explorer is that it is frequently targeted by computer hackers who find and exploit software weaknesses that allow the installation of malicious software on your computer without your knowledge. As these software bugs are identified, Microsoft will develop patches or software upgrades to fix the problems, therefore it is always a good idea to use Windows update to keep your browser up to date.

Alternatively you can switch to another browser program.



**Other Browser Programs**

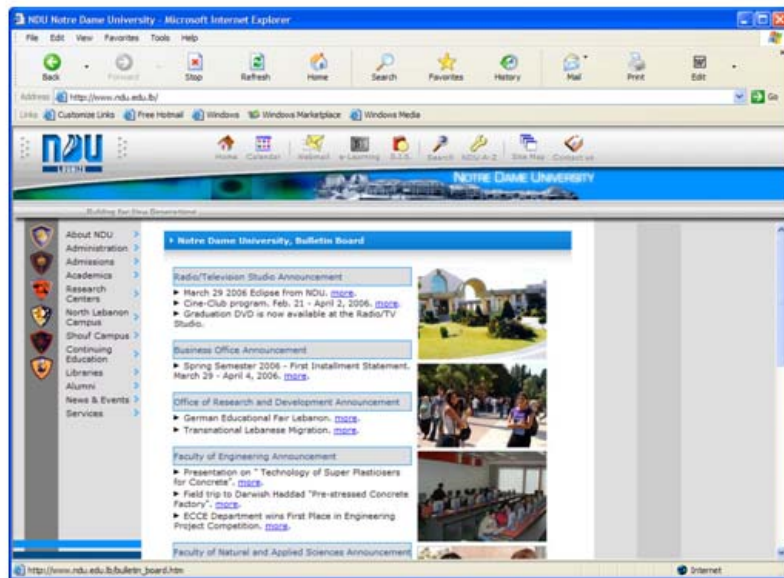
Other browser programs (both available for free) include:

- Firefox - <http://www.mozilla.com/firefox/>  
The successor of Netscape Navigator (the first web browser for the masses until Microsoft Internet Explorer took over), this software is generally considered more stable and more secure than Internet Explorer.
- Opera - <http://www.opera.com/>  
Opera started out as a research project in Norway's largest telecom company, Telenor, in 1994, and branched out into an independent development company named Opera Software ASA in 1995.

It was originally developed as an alternative to Mosaic, the original GUI browser, developed by the National Center for Supercomputing Applications (NCSA) in the early 1990s. Netscape Navigator, Microsoft Internet Explorer and Firefox are all based upon Mosaic.

Opera is the leading developer of a web browser for Mobile phones and Pocket PCs. The Opera browser is also considered to be more stable and secure than Microsoft Internet Explorer.

## The Internet Explorer Program Window



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Microsoft Internet Explorer 6 - Slide No. 8

## The Internet Explorer Program Window

### Customizing the toolbar

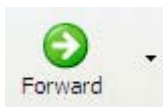
You can add or remove standard toolbar buttons, use smaller toolbar buttons like the ones used in Microsoft Office, and change the order they are displayed on the toolbar. Just right-click the toolbar, and then click **Customize**.

#### Toolbar Icons

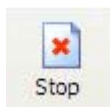
#### Function



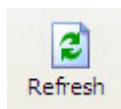
Will re-display the previous page that you visited.



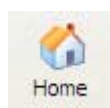
Will display the next page (assuming that you have first moved back a page).




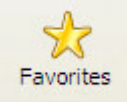


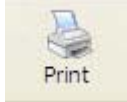

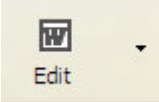

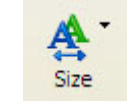
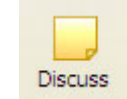
Will halt the downloading of information. This button is useful when you visit a slow loading site and you wish to cancel the loading of that page.



The refresh icon reloads the information from the Web site that you are visiting.

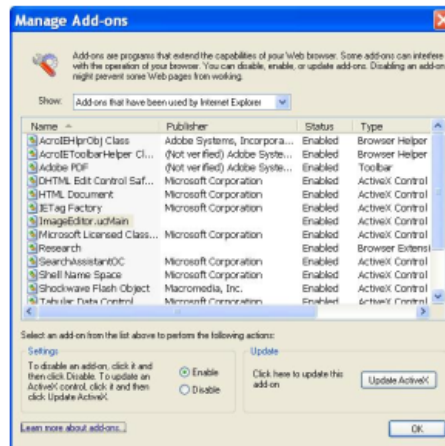


The home icon will take you to your default starting page. This page can be set up to be any page on any Web site. If your organization has it's own Web site then you may wish the Home Page to be the starting page of your own Web site.

Toolbar Icons	Function
	The search icon allows you to search the Internet for sites containing information that is of interest to you. When you click on this icon you will have access to a number of Internet Search programs, such as Lycos and Excite. When you enter a word or phrase into these programs they will return a list of documents that match your search criteria.
	The favorites list is basically a series of bookmarks that allows you to store pointers to your favorite Web sites, so that you can easily re-visit the Web site of interest.
	Allows you to access recently visited web sites.
	Allows you access to your email and newsgroup programs.
	The Print icon allows you to print a Web page that is displayed on your screen. <b>TIP:</b> If the Web page displayed on your screen is formatted using frames (i.e. it is divided into sections, often separated by scroll bars) then you should click on the section of the screen that you wish to print!
	View the web page formatted into separate pages for printing.
	Allows you to open the webpage in an editing software like Microsoft Word, Notepad, etc. Use the drop-down box to select the program you want to use to edit the file.
	Allows you to select the language encoding for a Web page. Note that changing the language encoding does not ensure that you will have the fonts need to correctly display the information on the webpage. For more information on downloading and installing additional fonts,
	Allows you to change the default font size for the Web page you are viewing. <b>Note:</b> this default can be overridden by coding
	Allows you to access Internet Discussion Groups.

## What's New in Internet Explorer 6

- New and enhanced security settings
- Pop-up Blocker
- Add-on manager



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Microsoft Internet Explorer 6 - Slide No. 7

## What's New in Microsoft Internet Explorer 6

### Security Settings

You will see warning messages when you download potentially harmful files from the Internet and when Web sites try to run software on your computer, so that you'll be better informed about potential security threats.

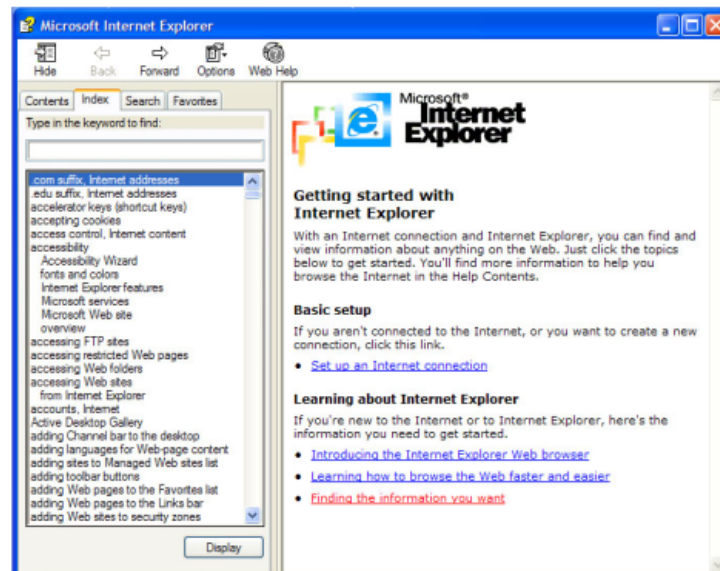
### Pop-up Blocker

Pop-up Blocker in Internet Explorer is turned on by default. This will prevent most browser pop-up windows from being displayed while you are online.

### Add-on Manager

Add-ons are programs, such as toolbars and stock tickers that you can add to your browser to make browsing more fun or effective. Sometimes a browser add-on causes Internet Explorer to stop working. When this happens, the add-on manager can identify what caused the problem so that you can disable, update, or report it to Microsoft.

## Getting Help in Internet Explorer



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## Getting Help in Microsoft Internet Explorer

Click on the **Help** drop down menu and then click on the **Contents and Index**. This will open the help file which will provide you with information about setting up your Internet connection and getting started in using Internet Explorer to surf the WWW.

## Review Questions



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### Review Questions – How Would You ...

1.	Describe what is required to connect to the Internet?
2.	Describe the various components that make up the Internet?
3.	Explain what is meant by the term Web Server?
4.	Explain what is meant by the term Web Browser?
5.	Examine the icons on the Toolbar within the Microsoft Internet Explorer program window and explain their function?
6.	Explain what's new in Internet Explorer 6?
7.	Access Help in Microsoft Internet Explorer?

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## Addresses, Links & Downloading

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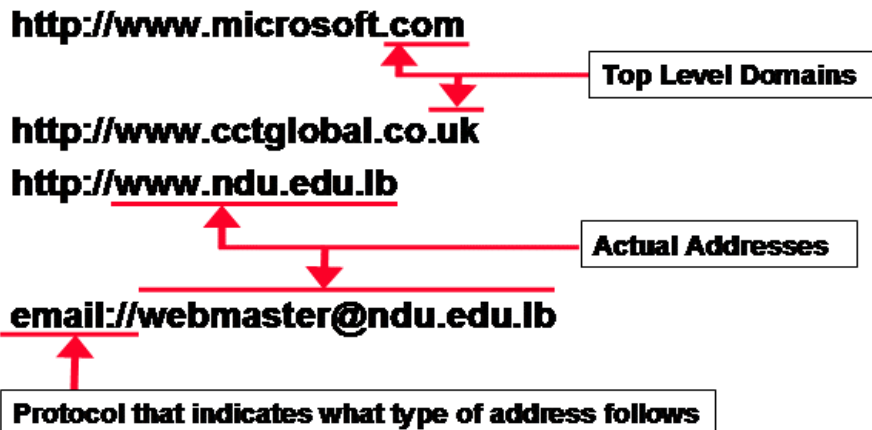
### Learning Module Objectives

**When you have completed this learning module you will have:**

- Understood the concept of a Web Site and the term URL
- Seen how to use hyper-links
- Understood the concept of an Internet Site Home Page
- Seen how to respond to an Email Link on a Web page
- Understood the term Webmaster
- Understood the terms FTP and HTTP
- Seen how to download information from a Web page
- Seen how to save an Internet page on your Hard disk
- Seen how to print a page from the Internet
- Seen how to download pictures or backgrounds
- Understood the importance of avoiding computer viruses
- Seen how to save images to disk
- Understood the term Plug-ins and understood their effects on downloading
- Understood the term Java
- Seen how to view & save the HTML code behind an Internet page
- Understood the term HTML

## Web Sites and URLs

- **URLs are the addresses that you use to access information on the Internet, for example:**



## Web Sites and URLs

A Web site is simply data that is stored on a WWW server and which can be freely accessed by people 'surfing the Net'. For instance Microsoft has their own Web site from which you can download information and software. The trouble is that you have to know the address of the Web site, in much the same way as if you want to phone someone you have to know his or her phone number. The address of a Web site is given by something called its URL (Universal Resource Locator). The structure of the URL is very precise. For instance, if you wish to use your Web browser to visit the Microsoft Web site you would have to use the URL below.

<http://www.microsoft.com/>

Or if you wish to visit the Web site of the university that produced this training material you would use the URL:

<http://www.ndu.edu.lb/>

Often you can guess the URL of a website you want to visit if you know a little bit about the organization. Due to the very large number of organizations who now have Web sites, you can also use a search engine, in which you can enter a word or phrase connected with what you wish to find and it will then display sites that match the information that you have entered. The results can be overwhelming however. A recent search using the search words "PC courseware" displayed a list of more than 460,000 pages containing these words!



**URL structure**

A URL can be divided into several parts as follows:

- The first part of the URL indicates the type of address and is always followed by “://”, for example:
  - **http://** - indicates that the address is for a World Wide Web server
  - **ftp://** - indicates that the address is for a ftp server
  - **email://** - indicates that it is an email address
- Next you have the actual address of the server, for example www.ndu.edu.lb OR 193.188.135.16. Since it is difficult to remember long strings of numbers, you will rarely see the numerical address (although that is the actual name of the server).
- There may also be additional information (subdivided with “/”) following the server address, for example:

<http://www.ndu.edu.lb/newsandevents/plea2005/index.html>

In the example above, “newsandevents” is a subfolder on the [www.ndu.edu.lb](http://www.ndu.edu.lb) server, “plea2005” is a subfolder of “newsandevents” and index.html is the actual HTML formatted file that you view.

**Top-Level Domains**

There are two types of top-level domains, generic and country code, plus a special top-level domain (.arpa) for Internet infrastructure. Generic domains were created for use by the Internet public, while country code domains were created to be used by individual countries as they deemed necessary.

- **Country Code Domains** (.lb, .uk, .fr, .us, etc.)

For a complete list of all country code domains go to URL:

<http://www.iana.org/cctld/cctld-whois.htm>

- **Generic Domains** (.aero, .biz, .cat, .com, .coop, .edu, .gov, .info, .jobs, .mobi, .int, .mil, .museum, .name, .net, .org, .pro, and .travel)

You can often determine the credibility of a website by their top level domain, for example, .edu domains (without any country code) are reserved for postsecondary institutions accredited by an agency on the U.S. Department of Education's list of Nationally Recognized Accrediting Agencies and .gov (without any country code) are reserved exclusively for the United States Government.

**Question:** What is the credibility of the following websites? <http://www.cia.com/> or <http://www.cia.gov/>

## Using a Hyper Link on a Web Page to Jump to Other Pages or Sites

- **Hyperlinks allow you to jump automatically to another Web address**
- **Can be text or graphic based**



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## Using Hyper Links

### What is a hyperlink?

A hyperlink is simply part of the text (or graphic) on a Web page, that when clicked on will automatically:

- Take you to a different part of the same page
- Take you to a different page within the Web site
- Take you to a page in a different Web site
- Enable you to download a file
- Launch an application, video or sound

The illustration below displays a fragment of a Web page. The words that are underlined indicate a hyper link. By default these text links are normally displayed in blue.

[Home Page](#) | [Course outlines](#) | [Download courses](#) | [Prices](#) | [Order form](#) | [Info. Pack](#) | [Company profile](#) | [Schools](#) | [Colleges & Universities](#) | [Starting your own business?](#) | [Corporate, country-wide courseware offer](#) | [Company training departments](#)

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Crescent House, 24 Lansdown Crescent Lane, Cheltenham,  
Gloucestershire, GL50 2LD, UK  
[enquiries@ccttrain.demon.co.uk](mailto:enquiries@ccttrain.demon.co.uk)

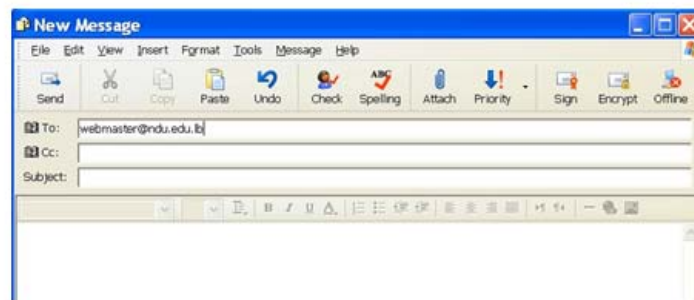
Tel: +44 (0)1242 227200 Fax: +44 (0)1242 253200  
Internet: <http://www.cctglobal.com/>  
All trademarks acknowledged. Prices, course content and conditions may change without notice.  
E&OE. Best viewed with either Netscape Navigator or Microsoft Internet Explorer

### What is an Internet Site Home Page?

Most Internet sites have a starting page, called the Home Page. Often when you surf into a site, using a search engine, you initially go to a page that is not the home page. If you see a button (or text) on a site displaying the word HOME, then clicking on this will take you to the starting page, i.e. the Home Page.

## Responding to an Email Link on a Web Page

- **Click on the email link**
- **Enter your message and subject**
- **Send the email**
  - **As easy as that!**



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Microsoft Internet Explorer 6 - Slide No. 13

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## Responding to an Email Link on a Web Page

Many Web site pages will have text (or a graphic) asking you to "Click here to contact ..." (someone). When you click on these links, your browser program will automatically create a New Message using your default email program and insert the email address specified by the web page creator. You can then enter your message (don't forget to add a subject), and send it via email to the organization running the Web site. This has the advantage that you do not need to know the email address of the organization, as it is already coded into the Web site page for you.

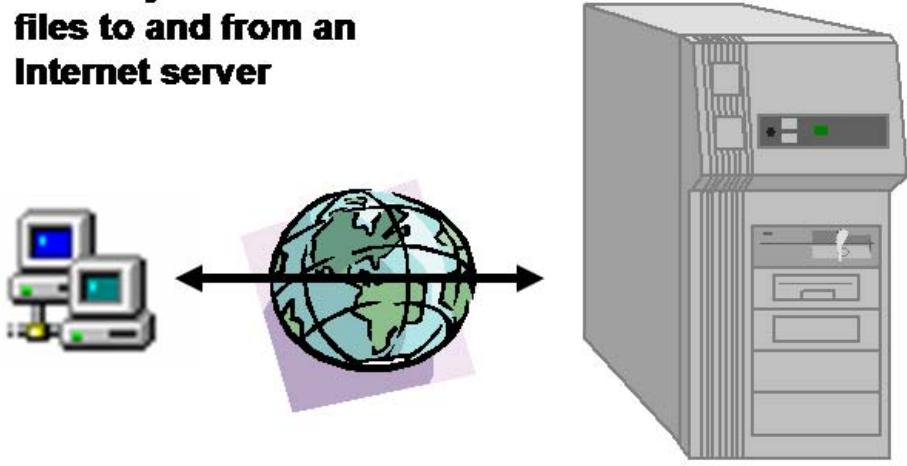
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Gloucestershire, GL50 2LD, UK  
[enquiries@ccttrain.demon.co.uk](mailto:enquiries@ccttrain.demon.co.uk)

### What is a Webmaster?

Many Home Pages have a bit down at the bottom saying something like "to contact the Webmaster, click here". A Webmaster, is the person(s) who maintains the Web site for an organization.

## What is FTP?

- **Allows you to transfer files to and from an Internet server**



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## What is FTP?

### FTP vs. HTTP

FTP (File Transfer Protocol) is not really something that you need to know a lot about, apart from the fact that you will come across the term when using the Internet. In the same way that you have Web sites, you can have FTP sites. The big difference is that a Web site offers a rich mix of text and graphics that can be interpreted by your Web browser. FTP sites on the other hand are normally used for storing files that you can download. When you click on a Web page hyperlink that allows you to download a file, you are usually using FTP (without realizing it) to transfer the file to your hard disk.

HTTP (Hyper Text Transfer Protocol) is simply the name of the mechanism that is used to transfer information from a WWW page.

Many companies will offer you a choice of using FTP or HTTP to download files.

### FTP programs

You can obtain specialist FTP programs if you need to upload or download a lot of files to an FTP site. If you need to obtain an FTP program you can find many free or demo versions on the Web which you can download (try searching the Web using the keywords **FTP programs**).

## Beware of Viruses - Use an Anti-Virus Program!

- **These days there is no excuse for not having a virus checker installed on your PC!**
  - **Even if your PC is not connected to the Internet, you can easily receive viruses from secondary storage media (i.e. floppy disks, USB flash drives, Memory Sticks, etc.)**
  - **NOTE: Even data files such as Microsoft Word and Excel can be infected with special viruses, called macro viruses**
    - **Again a good virus checker program should help deal with this threat!**



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## Beware of Viruses - Anti-Virus Programs

Computer viruses are programs that are written by people with the intent of damaging your system, stealing personal information, or hijacking your computer for their own use. Viruses are hidden within files and may be present in any file that you download from the Internet. Computer viruses are also frequently shared between computers via portable media (like floppy disks, USB Flash Drives, Memory Sticks, etc.).

The simplest solution is to install an anti-virus program on your computer. An anti-virus program will examine all new files that you download and any portable media that you insert into your computer for potential viruses. If it finds one will either alert you to the danger or remove the virus. As new viruses are always emerging, it is important that you use an up-to-date virus checker and that you keep it up to date!

For more information:

- **AVG Anti-Virus** – [www.grisoft.com/](http://www.grisoft.com/)
- **McAfee Anti-Virus** – <http://www.mcafee.com/>
- **Norton Anti-Virus** – <http://www.symantec.com/>

## Beware of Spyware/Ad-ware - Use an Anti-Spyware Program!

- The newest computer threat is Spyware!
- Spyware and adware are software that is downloaded to your computer, often without your knowledge or consent.
- Adware usually only pops up advertisements for products (annoying but not particularly harmful).
- Spyware actively seeks to steal confidential information from your computer.

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### Anti-Spyware/Anti-Adware Programs

Spyware and adware is software that is downloaded to your computer, often without your knowledge or consent. Whereas adware usually only pops up advertisements for products (annoying but not particularly harmful), spyware actively seeks to steal information from your computer.

In order to gather information, spyware employs keyloggers (software that records your keystrokes), can take random screen shots as you work and may perform scans of all your computer files looking for specific types of stored information. After this private information is gathered (for example, logins and passwords, bank account or credit card numbers, etc.) the spy software can package and send the information in an email or post the information to the web, even if you have not initiated the Internet connection (i.e. some software is designed to try to "phone home" or open an Internet connection without any user intervention).

A new twist to the spyware game are websites that offer to "scan your computer for spyware" and in fact are spyware applications themselves, looking for a way to scare you into installing their program. Investigate carefully any purported Anti-Spyware software applications and beware of all offers to check your computer for spyware if you have not verified the credibility of the website.

For more information about Spyware and Adware:

**Spyware Warrior** – <http://spywarewarrior.com/>

**Anti-Spyware Programs**

Many Anti-Virus software makers now offer Anti-Spyware software as part of an Internet Security software suite; you can check their websites for more information.

Following are some examples of stand alone Anti-Spyware software applications:

- **Ad-aware** - <http://www.lavasoft.de/>
- **Pest Patrol** - <http://www.ca.com/products/pestpatrol/>
- **Spy Sweeper** - <http://www.webroot.com/wb/products/spysweeper/index.php>
- **Spyware Doctor** - <http://www.pctools.com/spyware-doctor/>
- **Windows Defender** - <http://www.microsoft.com/athome/security/spyware/software/default.mspx>

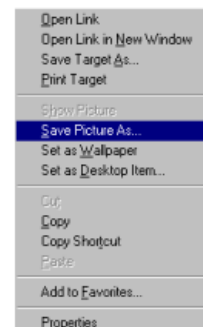
Although these programs are all recommended by credible sources, the software market is changing so rapidly that it is always advisable to do your own research. Major personal computing magazines, like PC Magazine and PC World regularly evaluate different software applications and rate them according to established criteria.

For more information:

- **PC Magazine** – <http://www.pcmagazine.com/>
- **PC World** – <http://www.pcworld.com/>

## Saving to Disk

- **WARNING: Many images contained within Web pages are covered by copyright regulation**
  - Take care you do not inadvertently break these copyright laws!
- **You can download:**
  - Pictures
  - Programs
  - Software patches
  - Drivers
- **REMEMBER: BEWARE OF VIRUSES!**



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## Saving to Disk

**To save images** Right click on the image that you wish to save to your hard disk. A pop-up menu will be displayed.

Click on the **Save Picture As** command. A save as dialog box will be displayed allowing you to save the image to disk.

**Downloading data** The big problem is that you do not know the quality of the data unless you are using a well-recognized site such as a national newspaper or well know manufacturer or international resource supplier.

**Downloading programs** Many software companies make demo versions of their programs available on the Internet that you can download and evaluate. If you like the program then often you can buy the full version of the program.

**Software patches, drivers and upgrades** Lets say that you have an old printer that is made by a manufacturer in another country. Then to see if a printer driver is available all you have to do is to search for that company's Web site and then download the correct driver. The same can be said for bug fixes to programs.

**Automatic checking for software updates** Many programs are Internet aware and when you use them they will often display a pop-up dialog box asking if you wish to connect to a particular Web site and see if a more recent version of the program is available for download. Most Anti-virus and Anti-Spyware programs offer this facility.



## Internet Plug-ins

- **Plug-ins are extensions to the way your Internet browser interacts with information that you are downloading from the Net**
  - **A plug-in will launch automatically to display a downloaded file in a particular way**
  - **Other plug-ins will start automatically to play music or display video clips**



**Right click on a Flash display to display a pop-up menu**



## Internet Plug-ins

Originally only text and graphics could be displayed within the Web browsers. Now however there are a large number of browser extension programs available, called plug-ins by Microsoft Internet Explorer.

A good example is the Acrobat Reader program from Adobe. If you have the Adobe Acrobat Reader installed and then you click to download an Acrobat formatted document from the Web then the Acrobat Reader will start automatically and the contents of the file that you are downloading will be displayed within the Acrobat Reader.

Other examples include programs that deal with sound or movies.

Although plug-ins are helpful in that they expand your browsers functionality, they can also be malware (malicious software like spyware) so you should pay attention whenever a new plug-in is added. If you did not knowing install the plug-in it is likely it is malware and should be removed.

## What are Java Applets?

- **Small programs that are downloaded from an Internet server to your local PC**
  - **A programming language that extends the capabilities of a Web site**
- **BEWARE: Different versions can act differently depending on the type of Internet browser that you are using!**
- **May represent a security threat!**

---

## What are Java Applets?

Java is a programming language that is becoming popular with the people who create Web sites. The big problem is that there are a number of different versions in use and that means that you may get different results when you view a Web site with different Internet browser programs.

By using Java, Web site authors can add more special effects and make the Web site more interactive.

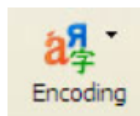
## What are Java Scripts?

- **Programming information is downloaded to your PC and interpreted by your Web browser (i.e. Microsoft Internet Explorer)**
  - **Differ from Java applets, where a complete self-contained program is downloaded to your PC.**

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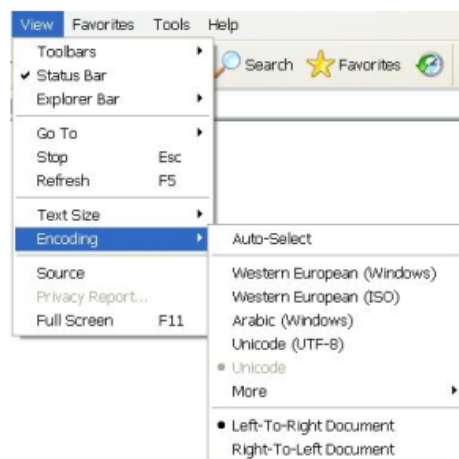
## What are Java Scripts?

Java scripts are programming information that is downloaded to your PC and interpreted by your Web browser, thus adding increased functionality to your web browser.



## Displaying Web Pages Encoded in Any Language

- Most Web pages contain information that tells the browser what language encoding (the language and character set) to use.
- If the page is not displaying correctly you can set the encoding manually.



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## Displaying Web Pages Encoded in Any Language

Most web pages contain information that tells the browser what language encoding (the language and character set) to use. If the web page does not include that information, and you have the Language Encoding Auto-Select feature on, Internet Explorer can usually determine the appropriate language encoding. Alternatively, you can manually select the language encoding.

In addition, you can add a Language Encoding button to your toolbar to make switching between languages quicker.

## Downloading Information From a Web Page

- **Make sure that you know how:**
  - **To save an Internet page on your Hard disk**
  - **To print a page from the Internet**
  - **To download files using Internet links**
  - **To download pictures or backgrounds**



## Downloading Information From a Web Page

### To save an Internet page on your Hard disk

Click on the **File** drop down menu, and click on the **Save** command. Note that this will save the page as a file in HTML format.

### To print a page from the Internet

If you wish to print the page that you are viewing then in most browsers you would click on the **File** drop down menu, and click on the **Print** command.

### To download files using Internet links

On Internet sites you will see text or graphics telling you to 'click here to download a file' or some similar message. For instance many companies make software or demos available for Internet download in this way. As an example you could go to the site listed to download complete training courses directly from the Internet.  
<http://www.cctglobal.com>

**BEWARE:** Always remember that you should not download any files from the Internet without first installing an up-to-date virus checker on your computer - just in case ...

### To download pictures or backgrounds

To download a picture displayed within your Internet browser, you can normally right-click on the graphics, which will display a pop-up menu. Within this pop-up menu you will see a command such as Save Picture (or something similar). Selecting this command will display a dialog box, asking where on your hard disk you wish to save the graphic.

**BEWARE:** Many images on the Internet are copyrighted and you may be breaking the law by downloading them without permission!

## Viewing the Code Behind a Web Page

- What you see on the screen within your Web browser is a result of your browser interpreting a text file formatted using HTML mark-up tags
  - These days you do not need to be able to write HTML code to produce HTML formatted Web documents, as even Microsoft Word will allow you to convert a file from Word format directly to HTML format!



## Viewing & Saving the Code Behind an Internet Page - HTML

**What is HTML?** HTML (Hyper Text Mark-up Language) is the code that 'makes the WWW page work'. What happens is that the Web pages contain HTML codes that describe the format of the information within the Web page. When you view a Web page your browser program understands these HTML tags and will format the pages accordingly. The browser will also ensure that you do not see the HTML codes on your screen, only the effects of these codes!

**To view the HTML that describes a Web page** In most browsers, there is an option in the View drop down menu, (such as View Source - or something similar). Choosing this option will display the HTML codes rather than the formatting that results from these HTML codes. This can be a very good way of learning how to write Web pages!

A fragment of HTML code is shown below:

```
<HTML>
<HEAD>
<title>Starting Page</title>
</HEAD>
<BODY>
<Center><h1>The starting page</h1></center>
This starting page is stored on your hard disk and will be displayed every time you start
Netscape Navigator. You can change this by altering 'options' 'preferences' 'styles' 'start
with'.<p>
</BODY>
</HTML>
```

## Review Questions



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### Review Questions – How Would You ...

1.	Explain what is meant by the term Web Site and also explain the term URL?
2.	What is the effect of clicking on a hyperlink?
3.	Explain what is meant by the term Home Page and explain the confusion surrounding this term?
4.	Explain the term Webmaster?
5.	What are FTP and HTTP?
6.	How would you save an Internet page on your Hard disk?
7.	How would you print a page from the Internet?
8.	Explain the importance of avoiding computer viruses?
9.	How would you save an image displayed within a Web page to disk?
10.	Explain the term Plug-ins and their effects on downloading?





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# Searching The Internet

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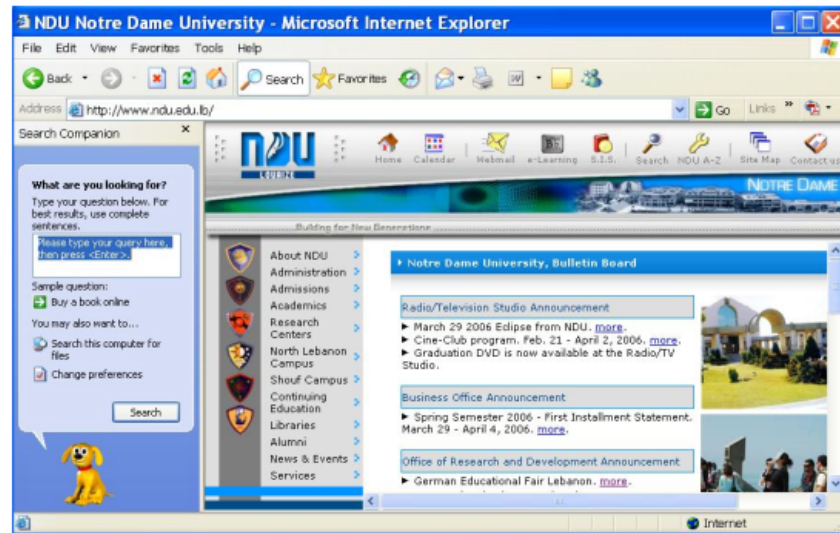
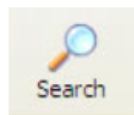
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## Learning Module Objectives

**When you have completed this learning module you will have:**

- Seen how to search the Internet using Internet Explorer
- Seen how to search the Internet using AltaVista
- Seen how to search the Internet using Ask.com
- Seen how to search the Internet using Dogpile
- Seen how to search the Internet using Google
- Seen how to search the Internet using Lycos
- Seen how to search the Internet using Web Crawler
- Seen how to search the Internet using Yahoo

## Web Searching via Microsoft Internet Explorer



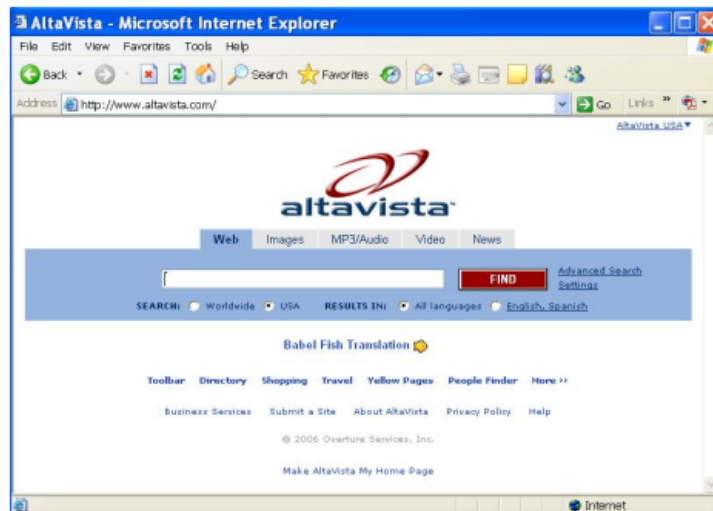
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Microsoft Internet Explorer 6 - Slide No. 26

## Searching the Web via Microsoft Internet Explorer

Click on the **Search** icon within the Toolbar to display a page (hosted on Microsoft's own site), which contains a number of different WWW search engines and directory listings.

## Searching the Internet Using AltaVista



<http://www.altavista.com/>

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Microsoft Internet Explorer 6 - Slide No. 27

## Searching the Internet using AltaVista

AltaVista can be used to search both the WWW and newsgroups. You can perform a simple search, or by clicking on the Advanced Search button. You can more tightly control how the program will interpret your search criteria. In the example shown, the words **computer courseware** were used to search on. As you can see a summary of each site is given. To visit these sites, simply click on the highlighted text.

AltaVista found 1,600,000 results

[Computer Courseware - Discount Computer & Mobile Tech Books](#)

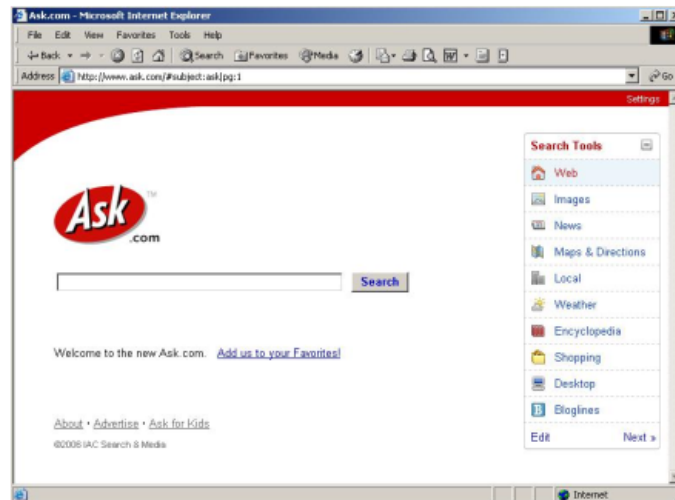
**Computer Courseware** is a distributor specialising in providing a full range of **computer** & mobile tech books, Microsoft training kits & study guides to the European Market. ... other resellers, **computer** training companies, and wholesalers. **Computer Courseware** also sells to companies ...

[www.computercourseware.co.uk](http://www.computercourseware.co.uk)

[More pages from computercourseware.co.uk](#)

- AltaVista will search for web pages that contain ALL of the words entered.
- Use quotes to search for an exact phrase (i.e. "**Notre Dame University**").
- Uppercase and lowercase are treated the same. To maintain a certain capitalization, put the word or phrase in quotes.
- If you include an accent in a query word, AltaVista only matches words with that particular accent. If you do not include an accent, AltaVista will match words both with and without accents. This means you can search for French, German or Spanish words, even if you have an English-only keyboard.
- You can search for Web pages written in all languages or only in the languages of your choice. For example, AltaVista supports searches in Arabic script (try searching for لبنان)

## Searching the Internet Using Ask.com



<http://www.ask.com/>

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Microsoft Internet Explorer 6 - Slide No. 28

## Searching the Internet using Ask.com

In the example shown, the words **computer courseware** were used to search on. As you can see a summary of each site is given. To visit these sites, simply click on the highlighted text.

**Web Search** Showing results 1-10 of 434,300

[Narrow Your Search](#)

- Free **Courseware** Manuals
- Interactive **Courseware**
- Ecdl **Courseware**
- PCM **Courseware**
- Courseware** Defined
- Computer** Application **Courseware**
- Accounting **Courseware**

[Expand Your Search](#)

- Computer** Training Materials
- What Is Asynchronous

---

**Sponsored Results** [IT Training Courseware](#)  
Professional IT Training materials Java, XML, Oracle, Unix, UML, etc  
[www.itcourseware.com](http://www.itcourseware.com)  
[Customizable Courseware](#)  
Electronic Format - Unlimited Use! For the PC and the Macintosh  
[www.pcmcourseware.com](http://www.pcmcourseware.com)  
[Get Computer Training](#)  
Reach for a **computer** education that will open doors to a career!  
[www.everest-schools.com](http://www.everest-schools.com)  
[Computer training courseware, computer based training curriculum,...](#)  
**Computer** training **courseware** for individuals or corporate **computer** training companies.  
 [www.computertrainingcourseware.com/](http://www.computertrainingcourseware.com/) • [Cached](#) • [Save](#)

## Searching the Internet with Dogpile



<http://www.dogpile.com/>

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Microsoft Internet Explorer 6 - Slide No. 29

## Searching the Internet using Dogpile

Dogpile is a metasearch engine, which means that it conducts the search using multiple search engines (i.e. Google, Yahoo!, MSN, Ask.com), then combines and sorts the results for display.

In the example illustrated, the words **computer courseware** were used as the search criteria.

Web Search Results for "computer courseware" Search Filter: Moderate

Best of Breed Results from the Top Search Engines! [View Demo](#)

[Best of All Search Engines](#) [Google](#) [Yahoo! Search](#) [msn Search](#) [iB](#) [More Engines](#)

All Search Engines 1 - 20 of 86 [\(About Results\)](#) 1 | 2 | 3 | 4 | 5 Next >

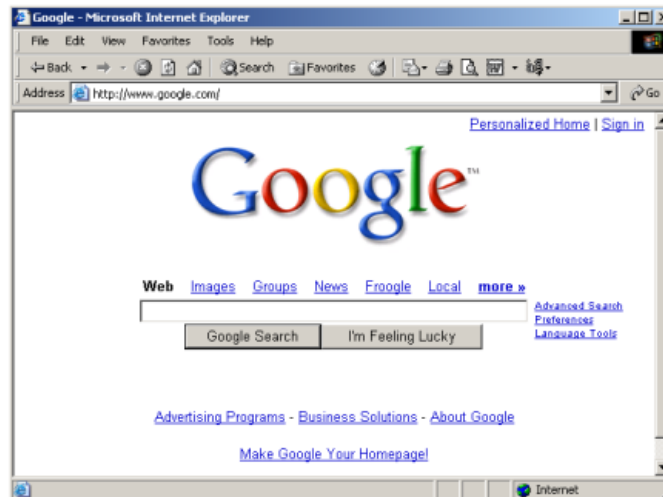
1. [IT Training Courseware](#)  
Professional IT Training materials Java, XML, Oracle, Unix, UML, etc  
Sponsored by: [www.itcourseware.com/](http://www.itcourseware.com/) [Found on Ads by Google]

**Are you looking for?**

- [Computer Training Mate...](#)
- [Free Courseware Manual...](#)

Notice that it indicates where the information was found and you have a much more selected list of results than other search engines.

## Searching the Internet using Google



<http://www.google.com/>

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Microsoft Internet Explorer 6 - Slide No. 30

## Searching the Internet using Google

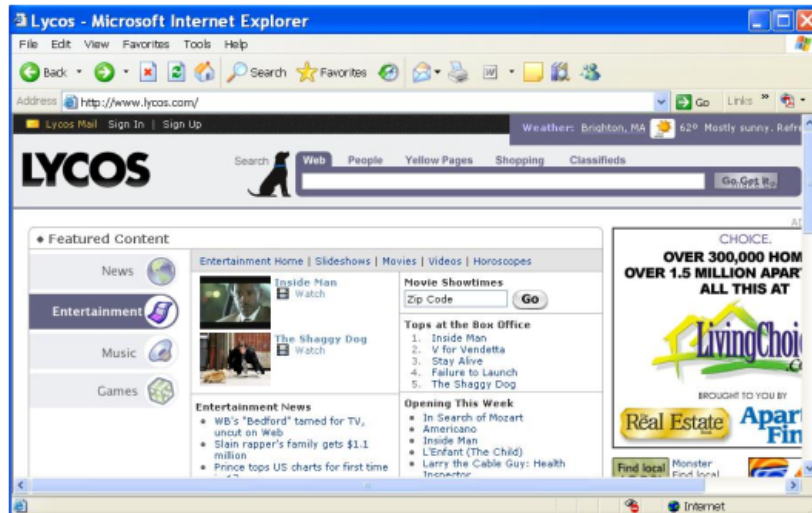
In the example illustrated, the words **computer courseware** were used as the search criteria.

**Web** Results 1 - 10 of about 4,050,000 for **computer courseware**. (0.22 seconds)

<p><b>IT Training Courseware</b>  <a href="http://www.itcourseware.com">www.itcourseware.com</a> Professional IT Training materials Java, XML, Oracle, Unix, UML, etc</p> <p><b>Customizable Courseware</b>  <a href="http://www.pcmcourseware.com">www.pcmcourseware.com</a> Electronic Format - Unlimited Use! For the PC and the Macintosh</p> <p><b>Computer courseware</b> manuals for IT trainers including <a href="#">ECDL / ICIDL ...</a>  <b>Computer</b> training <b>courseware</b> resource materials, with free preview download of over 50 IT <b>courseware</b> manuals.  <a href="http://www.ctglobal.com/">www.ctglobal.com/</a> - 23k - <a href="#">Cached</a> - <a href="#">Similar pages</a></p>	<p>Sponsored Links</p> <p><b>Computer Courseware</b>                  We've Found the Best 4 Sites About <b>Computer Courseware</b>  <a href="http://Computer.Studies.Best4Sites.net">Computer.Studies.Best4Sites.net</a></p> <p><b>Computer Courseware</b>                  Find Solutions for Your Business. Free Reports, Info. &amp; Registration!  <a href="http://www.KnowledgeStorm.com">www.KnowledgeStorm.com</a></p> <p><b>Courseware</b>                  Top 3 Sites on <b>Courseware</b></p>
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- Google will search for web pages that contain ALL of the words entered.
- Google ignores common words and characters such as "where" and "how", as well as certain single digits and single letters. If a common word is essential to getting the results you want, you can include it by putting a "+" sign in front of it. (Be sure to include a space before the "+" sign.)
- To search for an exact phrase, use quotes (i.e. "Notre Dame University").
- Google now uses stemming technology (or truncation). Thus, when appropriate, it will search not only for your search terms, but also for words that are similar to some or all of those terms.
- Google supports searches in Arabic script (try searching for لبنان).

## Searching the Internet Using Lycos



<http://www.lycos.com/>

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Microsoft Internet Explorer 6 - Slide No. 31

## Searching the Internet using Lycos

In the example illustrated, the words **computer courseware** were used as the search criteria.

**LYCOS** SEARCH: computer courseware (434,400)

Advanced Search | Block Offensive Content: Always, Sometimes, Never

**Get Specific (Info) BETA**  
Get more specific results for:  
**computer courseware** (434,400)  
Add a term to refine results:  
New Search Get Specific

**Sponsored Links (Info)**

- [IT Training Courseware](#)  
Professional IT Training materials Java, XML, Oracle, Unix, UML, etc  
[www.itcourseware.com](http://www.itcourseware.com)
- [Customizable Courseware](#)  
Electronic Format - Unlimited Use! For the PC and the Macintosh  
[www.pcmcourseware.com](http://www.pcmcourseware.com)
- [Get Computer Training](#)  
Reach for a **computer** education that will open doors to a career!  
[www.everest-schools.com](http://www.everest-schools.com)
- [Distance Learning Videos](#)  
Create powerful online, distance & e-learning videos that get results.  
[www.seriousmagic.com](http://www.seriousmagic.com)

**Web Results:** 1 thru 10 of 434,400 (Info)

- [Computer training courseware, computer based training curriculum ...](#)  
**Computer** training **courseware** for individuals or corporate **computer** training companies.  
[www.computertrainingcourseware.com](http://www.computertrainingcourseware.com)

- You can use the “Boolean” terms AND, OR, NOT to narrow or expand your search. Using AND means that all the search words (or phrases) must be contained within the web page, OR means any of the search words (or phrases) must be contained within the web page and NOT excludes the words (or phrases) from the search.
- Use quotes to search for exact phrases (i.e. “**Notre Dame University**”).



## Searching the Internet With Web Crawler



<http://www.webcrawler.com/>

## Searching the Internet using Web Crawler

Webcrawler is a metasearch engine, which means that it conducts the search using multiple search engines (i.e. Google, Yahoo!, MSN, Ask.com), then combines and sorts the results for display.

Web Search Results for "computer courseware"

View the Top Engines! [Def](#) [All Search Engines](#) [Google](#) [Yahoo! Search](#) [msn Search](#) [AS](#) [More Engines](#)

All Search Engines 1 - 20 of 85 [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next >](#)

1. [IT Training Courseware](#)  
Professional IT Training materials Java, XML, Oracle, Unix, UML, etc  
Sponsored by: [www.itcourseware.com/](http://www.itcourseware.com/) [Found on Ads by Google]

Are you looking for?  
[Computer Training Mate...](#)  
[Free Courseware Manual...](#)

In the example illustrated, the words **computer courseware** were used as the search criteria. You will notice that a summary is displayed and it indicates where the information was found. Also, to assist you in refining your search, it offers more specific search categories on the right hand side.

- Search for a phrase by enclosing the phrase within quotes.



## Searching the Internet Using Yahoo



<http://www.yahoo.com>

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Microsoft Internet Explorer 6 - Slide No. 33

## Searching the Internet using Yahoo

Yahoo started out as a directory listing rather than a search engine, e.g. it listed numerous categories containing information on similar topics. Now it is primarily used as a search engine rather than a directory.

In the example illustrated, the words **computer courseware** were used as the search criteria.

Search Results Results 1 - 10 of about 1,560,000 for computer courseware - 0.09 sec. ([About this page](#))

1. **Computer Courseware**   
Supplier of books and training materials for the **computer** professional.  
Category: [United Kingdom](#) > [Shopping](#) > [Computer Books](#)  
[www.computercourseware.co.uk](http://www.computercourseware.co.uk) - 11k - [Cached](#) - [More from this site](#) - [Save](#)

As you can see a summary of each site is given with the relevant URL and a category listing if you want to see other websites with the same subject. To visit these sites, simply click on the highlighted text.

**What is a web directory?**

A web directory groups similar websites together by subject or topic. The Yahoo! Web directory is found near the bottom on their home page, it looks like this:








<b>Yahoo! Web Directory</b>		<a href="#">» More Yahoo! Web Directory</a>	
Arts	Culture	Health	Reference
Business	Education	News	Regional
Computers	Entertainment	Recreation	Science

If you wanted to find a list of the websites of Universities in Lebanon, you can click your way through the Yahoo directory until you end up with the list shown below:

**Colleges and Universities > Lebanon > Complete List** [Email this page](#) [Suggest a Site](#) [Advanced Search](#)

[Directory](#) > [Education](#) > [Higher Education](#) > [Colleges and Universities](#) > [By Region](#) > [Countries](#) > [Lebanon](#) > **Complete List**

SITE LISTINGS [By Popularity](#) | [Alphabetical](#) [\(What's This?\)](#)

- [American University of Beirut@](#)   
[dir.yahoo.com/.../Education/College\\_and\\_University](http://dir.yahoo.com/.../Education/College_and_University)
- [American University Of Technology](#)   
 Serving students at campuses in Halat-Byblos and Triploi.  
[www.aut.edu](http://www.aut.edu)
- [Beirut Arab University](#)   
[www.bau.edu.lb](http://www.bau.edu.lb)
- [Haigazian University](#)   
[www.haigazian.edu.lb](http://www.haigazian.edu.lb)
- [Lebanese American University@](#)   
[dir.yahoo.com/.../Education/College\\_and\\_University](http://dir.yahoo.com/.../Education/College_and_University)
- [Matn University](#)   
 Offers a variety of degree programs and distance learning options.  
[www.matnu.edu.lb](http://www.matnu.edu.lb)
- [Notre Dame University](#)   
[www.ndu.edu.lb](http://www.ndu.edu.lb)

**SPONSOR RESULTS**

- [Online Bachelor Degree Programs](#)  
 As an online student of South University, you'll discover that...  
[www.southuniversity-on...](http://www.southuniversity-on...)
- [Online College and University Degrees](#)  
 Compare over 1,400 accredited online degree and certificate...  
[www.elearners.com](http://www.elearners.com)
- [Find the Right Online College or Univ](#)  
 Find the Right School is a comprehensive resource for finding...  
[www.findtherightschool...](http://www.findtherightschool...)
- [Earn Your Degree Online](#)

## Popular Search Engines

- AltaVista
- Ask.com
- Dogpile
- Google
- Lycos
- Web Crawler
- Yahoo

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## Commonly Used Search Engines

AltaVista	<a href="http://www.altavista.com/">http://www.altavista.com/</a>
Ask.com	<a href="http://www.ask.com/">http://www.ask.com/</a>
Dogpile	<a href="http://www.dogpile.com/">http://www.dogpile.com/</a>
Google	<a href="http://www.google.com/">http://www.google.com/</a>
Lycos	<a href="http://www.lycos.com/">http://www.lycos.com/</a>
Web Crawler	<a href="http://www.webcrawler.com/">http://www.webcrawler.com/</a>
Yahoo	<a href="http://www.yahoo.com/">http://www.yahoo.com/</a>

## Review Questions



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### Review Questions – How Would You ...

1.	Explain how you would search the Internet using the various search engines that are available
2.	Explain which search engines you can use to search the Internet in the Arabic language?
3.	List some of the commonly used search engines.

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## Email & Newsgroups

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### Learning Module Objectives

**When you have completed this learning module you will have:**

- Understood the concept of an Internet Address Book
- Seen how to send an email to a contact within your address book
- Seen how to add a contact to your address book
- Seen how to add the contact details of an email that you have received
- Seen how to edit contact information within your address book
- Seen how to delete a contact in your Address Book
- Seen how to create a new email
- Seen how to forward a message
- Seen how to spell check an email
- Seen how to attach a file to an email
- Seen how to view a file attached to an email
- Seen how to check to see if new mail has arrived
- Seen how to enable automatic checking for new emails
- Seen how to automatically mark messages as read
- Seen how to mark an individual message as read
- Seen how to subscribe to the newsgroup
- Seen how to view a newsgroup you have subscribed to
- Seen how to post an original message to a newsgroup
- Seen how to post a reply to a newsgroup
- Understood the importance of observing Newsgroup Etiquette

## Outlook Express 6

- Allows you to exchange e-mail messages with anyone on the Internet
- Allows you to join any number of newsgroups
- Includes new and enhanced security settings

---

## Outlook Express 6

### What is Outlook Express?

Outlook Express is a software application that allows you to send and receive email messages with anyone on the Internet (assuming you also have a connection to the Internet).

Outlook Express also allows you to join Internet newsgroups in order to exchange information.

### What is new in Outlook Express 6

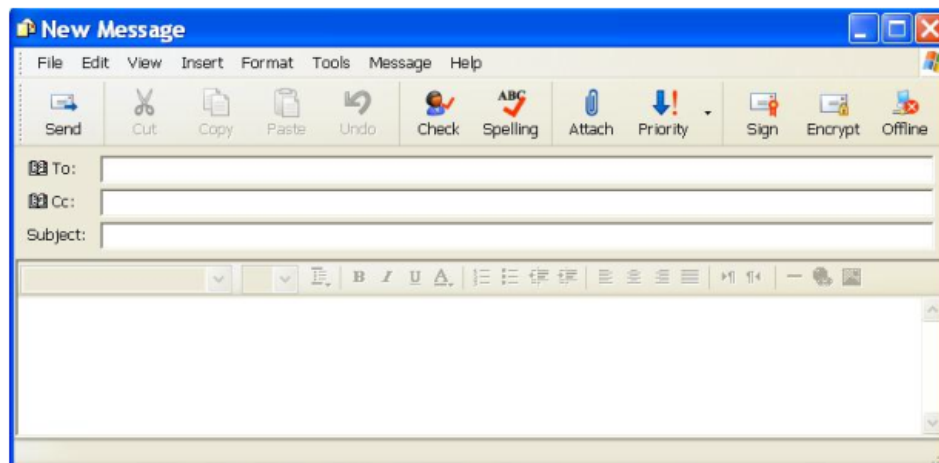
Outlook Express default settings have been configured to enhance the security of your computer.

- By default, Outlook Express will not download pictures or other content, such as graphics sent in e-mail that is formatted in HTML. This helps prevent spam because it helps stop those who send spam from getting your e-mail address.

The new default Outlook Express settings:

- Help you avoid viewing potentially offensive material by blocking the automatic download of pictures and other Internet content to your computer.
- Allow you to decide which images are worth taking the time to download if you have a dial-up connection to the Internet.
- Help reduce the junk mail you get.
- Allow you to format messages in plain text (with rich-edit options available) by default. E-mail messages formatted in plain text are more secure than those formatted with HTML.

## Creating and Sending Emails



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Microsoft Internet Explorer 6 - Slide No. 38

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## Creating and Sending Emails

### To create a new email

- Click on the **Create Mail** icon within the main Toolbar.
- Enter the email addresses of the people you want to send the message to by typing their email address directly into the boxes next to **To:** and/or **Cc:** or by adding them from your Address book.

**NOTE:** If you want to send a **Bcc:** (so that no one else will see the email addresses of your recipients) click on **View**, then select **All Headers**. Then enter the recipients email address in the box next to **Bcc:**

- Click once in the **Subject** field and enter a subject for the message.
- Click within the main body of the dialog box and enter your message.
- To send the message, click on the **Send** icon located in the Toolbar.

### To forward a message

- Either select or open the email that you wish to forward to somebody else.
- Click on the **Forward** icon on the Toolbar or click on the **Message** drop down menu and select the **Forward** command.
- Enter the email address of the people that you wish to forward the message to.
- If you wish to forward to more than one contact, then enter the email address for each person separated by a semicolon (;).

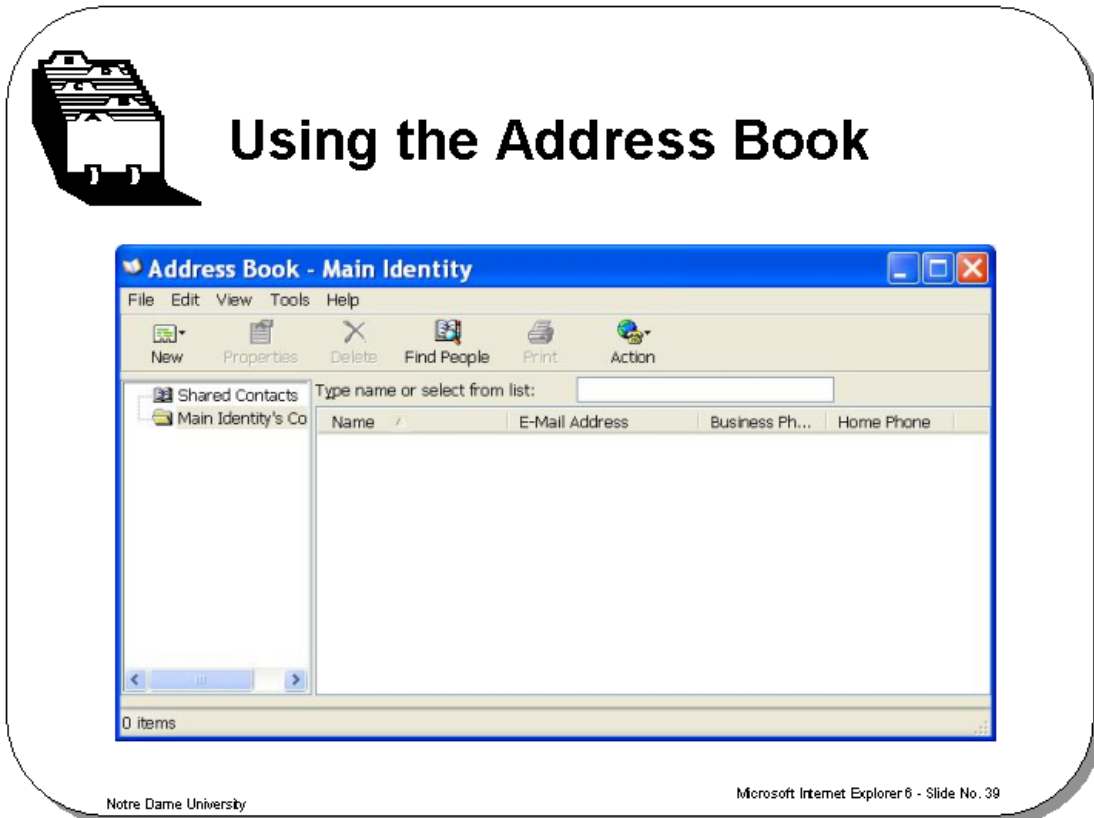
**NOTE:** If you select contacts from your address book that you wish to forward to, then the semicolons are inserted automatically for you if you send to more than one contact.

- Enter your message.
- Click on the **Send** icon located in the Toolbar.

**To spell check  
an email  
message**

- After composing your message in the **New Message** window, click on the **Tools** drop down menu and select the **Spelling** command (or press **F7**).
- If you have made any errors, then respond to the on-screen prompts as required.



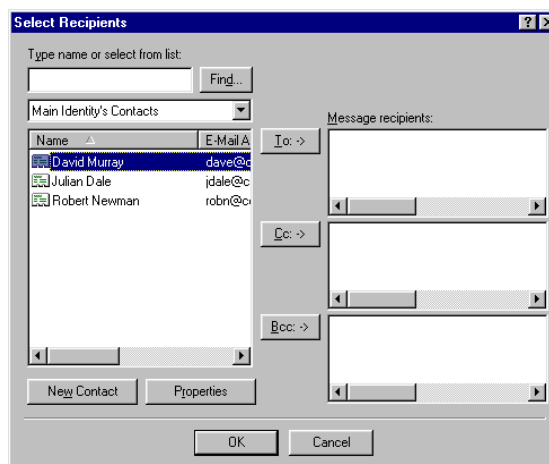


## Using the Address Book

To send an email to a contact within your address book

- Click on the **Mail** drop down menu, and then click on the **New Message** command.
- Click on the address book icon to the left of the **To:** field to display the **Select Recipients** dialog box.
- From the list displayed, select the contact that you wish to send the email to.
- Click on the **To**, **Cc** or **Bcc** buttons, as required and then click on the **OK** button to close the dialog box.

**NOTE:** Double clicking on a contact name is the same as clicking on the **To** button.

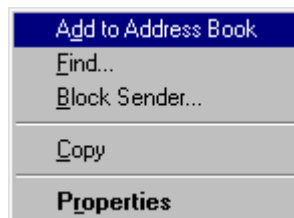


**To add a contact to your address book**

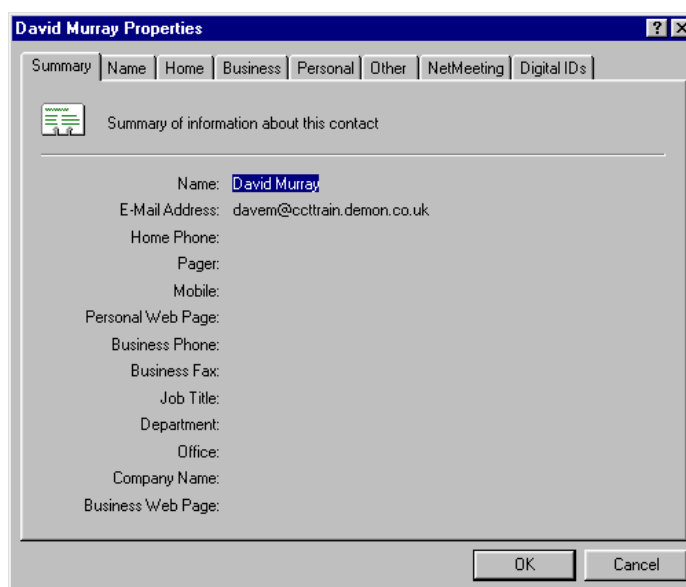
- Click on the **File** menu and then click on the **New** command, followed by **Contact** which will display the **Address Book** window.
- Click on the **New Contact** command and then enter the first name, last name, and e-mail address for the new contact.

**To add the contact details of an email that you have received**

- Display the contents of an email message and right click on the text to the right of the **From** section (at the top of the message)
- From the popup menu that is displayed, click on **Add to Address Book**.



- This will display the **Properties** dialog box that will allow you to modify the information. Clicking the **OK** button will store the data within the Address Book.



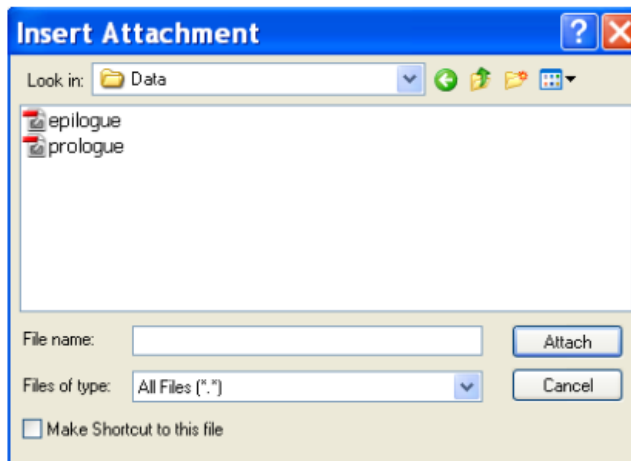
**To edit contact information within your address book**

- Select the contact that you wish to edit the details of and then double-click on the contact to display the contact information.
- Edit the information as required and then click on the **OK** button.

**To delete a contact in your Address Book**

- Select the contact that you wish to delete.
- Click on the **Delete** button.

## Attached Files



- **Beware of attaching very large files, as they may not be properly delivered over the Internet!**

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Microsoft Internet Explorer 6 - Slide No. 40

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## Attached Files

### To attach a file to an email

- Within an outgoing email window, click on the **Insert** drop down menu and select the **File Attachment** command. You may have to select the correct drive and folder that contains the file that you wish to attach.
- Select the file that you wish to attach, and then click on the **Attach** button.

### To view a file attached to an email

- Open the message containing the attached file you wish to view. The attached file is normally displayed beneath the **Subject** field.
- Double-click on the attached file to open or run the file (depending the nature of the attached file).

## Receiving Emails

- Make sure that you know how:
  - To check to see if new mail has arrived
  - To enable automatic checking for new emails
  - To automatically mark messages as read
  - To mark an individual message as read



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Microsoft Internet Explorer 6 - Slide No. 41

## Receiving Emails

### To check to see if new mail has arrived

- Click on the **Mail** drop down menu and select the **Read Mail** command.
- Click on the **Send and Receive All** icon located on the Toolbar. If necessary this will reconnect you to the Internet and allow you to retrieve and open any new mail.

### To enable automatic checking for new emails

- Click on the **Tools** drop down menu and select the **Options** command.



- Click on the General tab and click on the Check for new messages every xx minute(s).
- Enter a value for the frequency on new message checking and then click on the OK button to close the dialog box.

### To automatically mark messages as read

- Click on the **Tools** drop down menu and then select the **Options** command.
- Click on the **Read** tab, and then click on the **Mark message read after displaying for xx second(s)** check box.
- Click on the **OK** button to close the dialog box.

### To mark an individual message as read

- Right click on the listed message and then click on the **Mark as read** command.

## What are Newsgroups?

- Open discussion groups on the Internet
- Ask questions
- Answer other peoples questions
- Or just sit back and watch other people exchange questions and information!



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## What are Newsgroups?

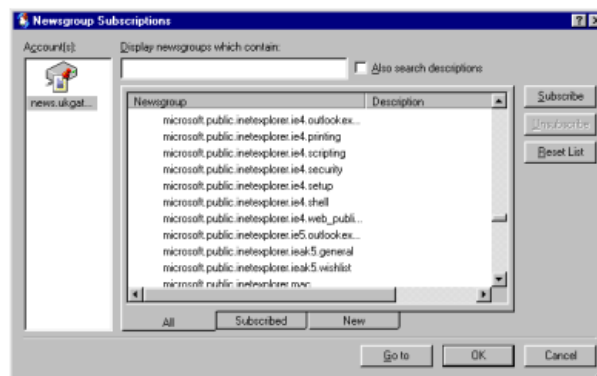
A newsgroup is basically a discussion group where you can talk to other Internet users. You can leave messages or answer messages left by other members of the group. You do not formally have to apply to join a newsgroup, you just need to know where to find them - which, as there are so many, can be a problem!

Before sending a message to a newsgroup, first get to understand what the newsgroup is about. Most newsgroups publish FAQs (Frequently Asked Questions). You should read these before participating, as this will save you possible embarrassment!

The phrase Netiquette is used to describe good behavior within a newsgroup. If you post the same message to many newsgroups, or if you post irrelevant messages you will be deluged by irate members of the Internet accusing you of 'SPAM' - You have been warned!

## Locating and Subscribing to Newsgroups

- Make sure that you know how:
  - To subscribe to the newsgroup
  - To view a newsgroup you have subscribed to



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Microsoft Internet Explorer 6 - Slide No. 43

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## Locating and Subscribing to Newsgroups

### To subscribe to the newsgroup

- Click the **Mail** icon located on the Internet Explorer Toolbar and select the **Read News** command.
- Click on the **Newsgroups** button to display the **Newsgroup Subscriptions** dialog box.
- Scroll through the list of available newsgroups and select the group you wish to subscribe to.
- Click on the **Subscribe** button.
- Click on the **OK** button to close the **Newsgroup Subscriptions** dialog box.

### To view a newsgroup you have subscribed to

- Click the **Mail** icon located on the Internet Explorer Toolbar and select the **Read News** command.
- Newsgroups that you subscribe to will be listed on screen.
- Double click on the newsgroup you wish to view.

## Posting a Message to a Newsgroup

- Display the newsgroup and click on the **New Post** icon
- You can post new messages or reply to an existing message
- Observe Newsgroup Etiquette!!



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## Posting a Message to a Newsgroup

### To post an original message to a newsgroup

- Click the **Mail** icon located on the Internet Explorer Toolbar and select the **Read News** command.
- Newsgroups that you subscribe to will be listed on screen.
- Double click on the newsgroup you wish to post to.
- Click on the **New Post** icon.
- Enter the message subject.
- Enter your message.
- Click on the **Send** icon.



### To post a reply to a newsgroup

- Within the message list select the message that you wish to reply to.
- Click on the **Reply Group** icon.



- Enter your message.
- Click on the **Send** icon.

**Newsgroup  
Etiquette**

Newsgroups can offer a great way of exchanging ideas with other people who have interests in a particular topic.

HOWEVER there are rules for posting messages to newsgroups and you break these rules at your peril. There are a lot of people out there who get very fed up if you post a message to the group that is not relevant. For instance if you post a message selling your PC to a newsgroup that is concerned with some obscure technical issue involving the use of Microsoft Windows NT, do not be surprised if you receive a large number of abusive (sometimes very abusive) emails in return. Most newsgroups regularly publish a set of FAQs (Frequently Asked Questions) which set out the purpose of the group. You should read these carefully before even considering posting a message to any of the newsgroups available.

The posting of inappropriate material to the wrong newsgroup is referred to as spam. Also do not post the same message to many newsgroups. Always read the messages that other people have posted to a group before posting your own material to that group. In this way you can get a flavor of what the group is about.

Many newsgroups particularly dislike adverts being posted to their groups, so if you are selling a product or service be extra sure to read the FAQs first.

**You have been warned ...**



## Review Questions



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### Review Questions – How Would You ...

1.	Explain the concept of an Internet Address Book
2.	How would you send an email to a contact within your address book?
3.	How would you add a contact to your address book?
4.	How would you add the contact details of an email that you have received?
5.	How would you edit contact information within your address book?
6.	How would you delete a contact in your Address Book?
7.	How would you create a new email?
8.	How would you forward a message?
9.	How would you spell check an email?
10.	How would you attach a file to an email?
11.	How would you view a file attached to an email?
12.	How would you check to see if new mail has arrived?

13.	How would you enable automatic checking for new emails?
14.	How would you automatically mark messages as read?
15.	How would you mark an individual message as read?
16.	How would you subscribe to the newsgroup?
17.	How would you view a newsgroup you have subscribed to?
18.	How would you post an original message to a newsgroup?
19.	How would you post a reply to a newsgroup?
20.	Explain the importance of observing Newsgroup Etiquette

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## Favorites, Security & Customizing Explorer

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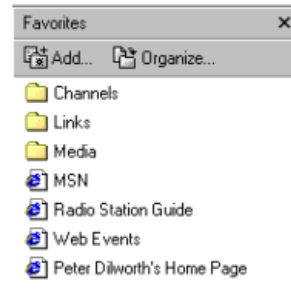
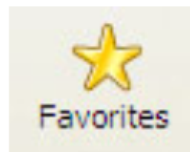
### Learning Module Objectives

**When you have completed this learning module you will have:**

- Understood the concept of Favorites (bookmarks)
- Seen how to add a Web page to your favorites
- Seen how to organize your favorites
- Seen how to create a new folder within your favorites
- Seen how to rename or delete an item in the favorites list
- Seen how to move an item in your favorites list
- Seen how to open a favorite
- Seen how to automatically disconnect after a period of inactivity
- Seen how to define your starting (Home) page
- Seen how to customize the time that the visited sites history will be stored
- Seen how to clear your History information
- Seen how to set the email program that you wish to use
- Seen how to determine what program will run when you open a file
- Seen how to prevent access to 'sex or violence' on the Net

## Favorites (Bookmarks)

- Adding pages to your Favorites allows you to recall interesting Web pages at a later date
  - Microsoft calls them Favorites
  - Firefox and Opera calls them Bookmarks



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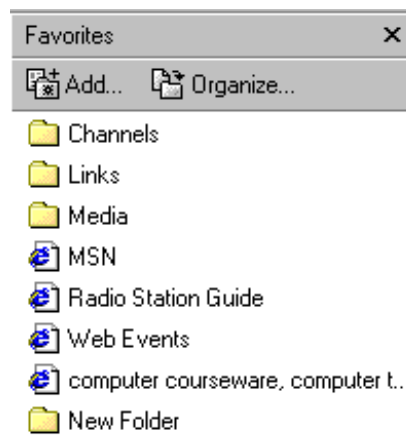
## Favorites

### What is a favorite?

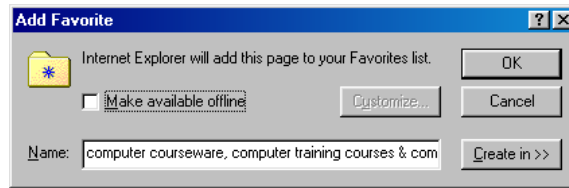
You can use your browser to create favorites (bookmarks) of interesting Web pages that you have found. This is similar to the concept of placing a bookmark in a real book. The big advantage is that you can bookmark lots of interesting sites that you have come across and easily visit them again in the future. Also you can group similar sites together.

### To add a Web page to your favorites

- When you wish to add the current page to your favorites, click on the **Favorites** icon (NOT the Favorites drop down menu). This will display a split screen as illustrated.

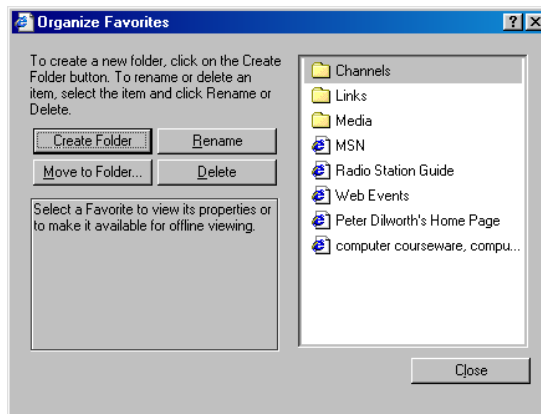


- Click on the **Add** icon and you will see a dialog box, as illustrated. Click on the **OK** button to add the web page to your favorites.



**To organize your favorites**

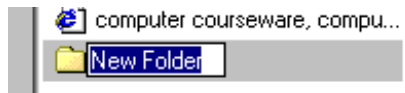
- Click on the **Favorites** drop down menu and then select **Organize Favorites** command that will display the **Organize Favorites** dialog box.



You can use the usual Microsoft Explorer type commands to create new folders and also drag and drop the contents of one folder to another within the dialog box.

**To create a new folder within your favorites**

- Open the **Organize Favorites** dialog box.
- Click on the **Create Folder** button.



- Enter the name of the new folder and then press the **Enter** key.

**To rename or delete an item in the favorites list**

- Select the items that you wish to rename or delete and then click on the **Rename** or **Delete** button.

**To open (i.e. view) a favorite**

- Select the item within your favorites list.
- Click on the item to open the favorite (which will automatically enter the correct URL and then load the page from the Web).

## Customizing Your Options - General



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Microsoft Internet Explorer 6 - Slide No. 48

## Customizing Your Options - General

### To open the Options dialog box

- Click on the **Tools** drop down menu.
- Click on the **Internet Options** command.

### Customizing General Options

- Click on the **General** tab of the **Options** dialog box.

### To set a home (i.e. opening) page

- If you wish to use the currently displayed page as your starting page, click on the **Use Current** button.
- If you wish to use the default Microsoft starting page, click on **Use Default**.
- If you wish to start the program with a blank page, click on **Use Blank**.
- If you wish to use another starting page, enter the full URL into the **Address** box.

### To delete Temporary Internet Files

- Click on the **Delete Files** button.

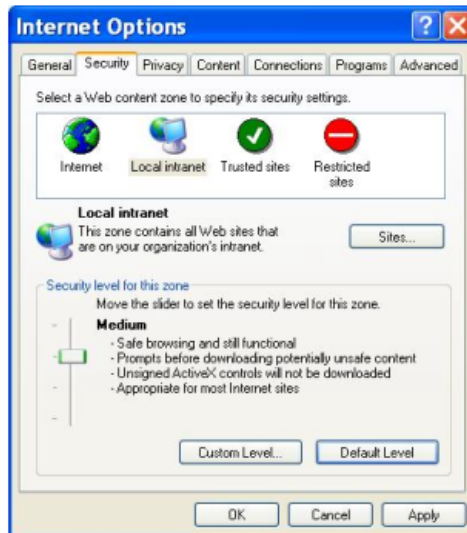
### To delete the contents of the History folder

- Click on the **Clear History** button.

### To set how many days files will be kept in the History folder

- Enter a value into the **Days** to keep pages in history box.

## Customizing Your Options - Security



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Microsoft Internet Explorer 6 - Slide No. 49

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## Customizing Your Options - Security

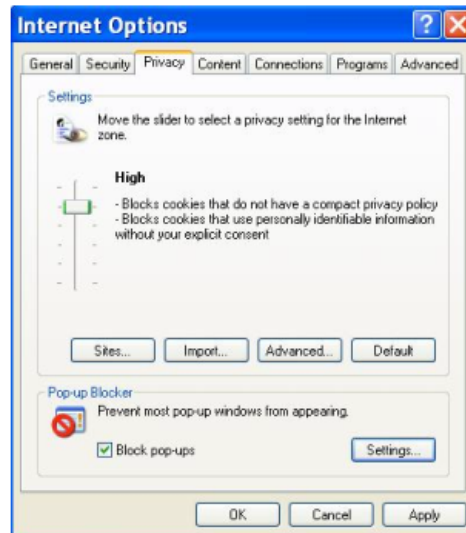
### To restrict access to possible hazards on the Internet

The options within the Security tab of the Internet Options dialog box allow you to control the level of exposure to pages on the Web that may potentially compromise your security.

This really relates to sites with active content and you can choose between not allowing any active content to download, through to being warned about active content, right to low security in which case you will see no warnings at all.

At least some level of security is advisable!

## Customizing Your Options - Privacy



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Microsoft Internet Explorer 6 - Slide No. 50

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## Customizing Your Options - Privacy

### Protecting your privacy and confidential information

One of the enhanced security features of Internet Explorer 6 relates to how it manages cookies placed on your computer. A cookie is a file created by an Internet site to store information on your computer, such as your preferences when visiting that site.

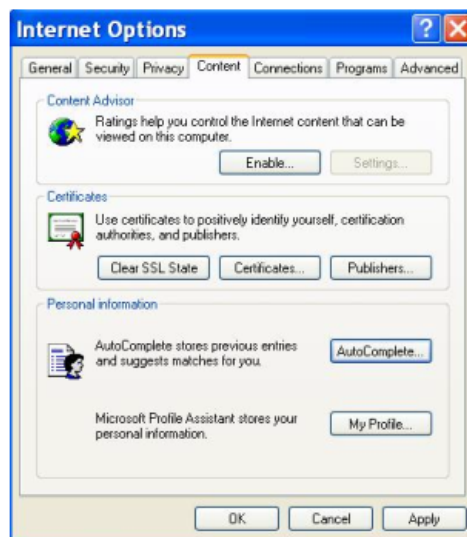
Cookies can also store personally identifiable information. Personally identifiable information is information that can be used to identify or contact you, such as your name, e-mail address, home or work address, or telephone number.

There are several types of cookies, and you can choose whether to allow some, none, or all of them to be saved on your computer. If you do not allow cookies at all, you may not be able to view some Web sites or take advantage of customization features (such as local news and weather, or stock quotes).

It is usually advisable to restrict the access to some types of cookies as they may pose a security threat.



## Customizing Your Options - Content



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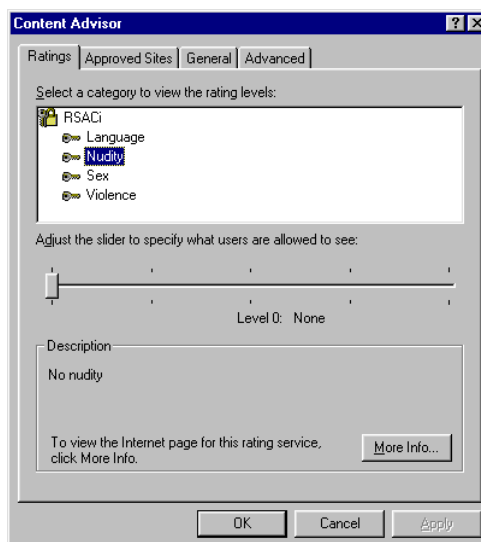
Microsoft Internet Explorer 6 - Slide No. 51

## Customizing Your Options - Content

### Parental filtering of access to Internet materials

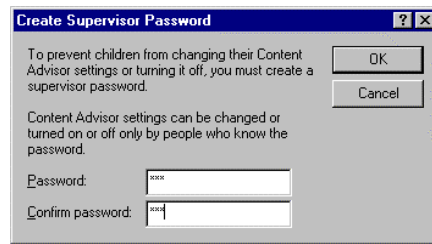
There is a lot of pornographic material on the Net and the options within the Content folder allow you to restrict access to this.

- Click on the **Enable** button and the **Content Advisor** dialog box will be displayed.
- You can then click on each of the categories displayed, and chose the level of exposure (pardon the pun) required, as illustrated blow for the level of nudity.



- Click on the **OK** to confirm your settings when finished.

- You will be asked to provide a password, as illustrated.



**Create Supervisor Password** ? X

To prevent children from changing their Content Advisor settings or turning it off, you must create a supervisor password.

Content Advisor settings can be changed or turned on or off only by people who know the password.

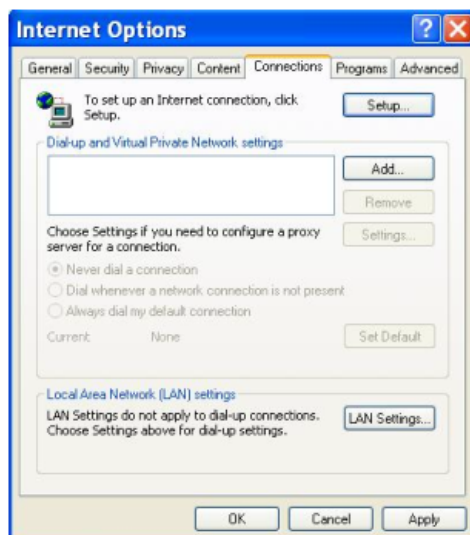
Password:

Confirm password:

OK Cancel

- Click on the **OK** button.

## Customizing Your Options - Connections



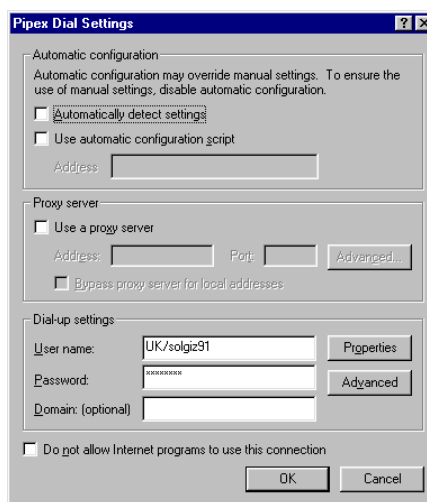
Notre Dame University

Microsoft Internet Explorer 6 - Slide No. 52

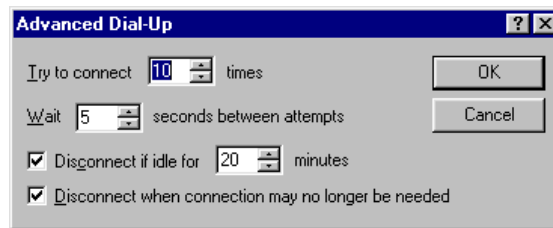
## Customizing Your Options - Connections

To automatically disconnect after a period of inactivity

You can change you connection settings, by clicking on the **Setting** button, displayed within the **Connections** tab of the Internet Options dialog box. This will display the **Dial up Settings** dialog box

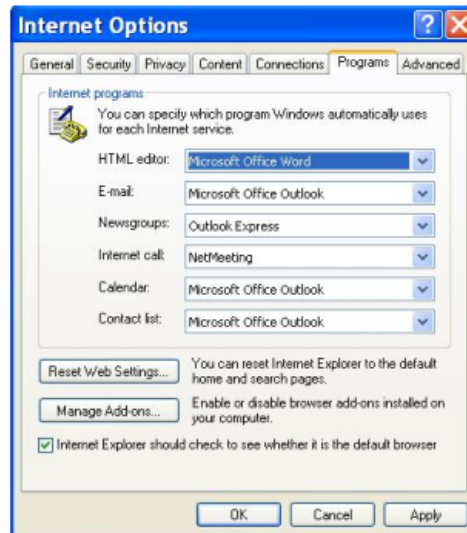


- Click on the **Advanced** button to display the **Advanced Dial-Up** dialog box.



- Be sure that you have a value set in the **Disconnect if idle** box. This can save you from large phone bills if you are using a dial-up account and you have to pay for local call access.

## Customizing Your Options - Programs



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Microsoft Internet Explorer 6 - Slide No. 53

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## Customizing Your Options - Programs

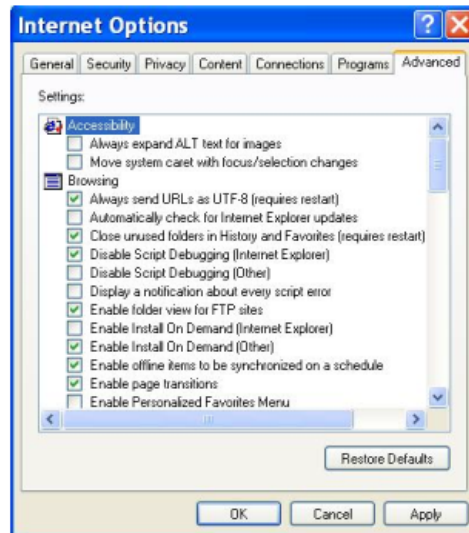
### To set the email and News handling programs

These options allow you to set which programs will handle your email and also how access to newsgroups will be handled.

### To force the Internet Explorer to check if it is the default browser

- Click on the check box called **Internet Explorer should check to see whether it is the default browser.**

## Customizing Your Options - Advanced



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## Customizing Your Options - Advanced

There is a lot of detailed customization that can be performed via the Advanced tag of the Internet Options dialog box.

To get help on exactly what each option does, click on the **Help** (Questions Mark) icon (just to the left of the **Close** icon). Once you have clicked on the question mark, click on the tick box of the option that you wish to know more about.

## Review Questions



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### Review Questions – How Would You ...

1.	Explain the concept of Favorites (bookmarks)?
2.	How would you add a Web page to your favorites?
3.	How would you organize your favorites?
4.	How would you create a new folder within your favorites?
5.	How would you rename or delete an item in the favorites list?
6.	How would you move an item in your favorites list?
7.	How would you open a favorite?
8.	How would you automatically disconnect after a period of inactivity?
9.	How would you define your starting (Home) page?
10.	How would you customize the time that the visited sites history will be stored?
11.	How would you clear your History information?
12.	How would you set the email program that you wish to use?
13.	How would you determine what program will run when you open a file?
14.	How would you prevent access to 'sex or violence' on the Net?





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## Appendix One - Explorer 6 Keyboard Shortcuts

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To do this	Press this
Go to previous page	BACKSPACE
Open a new window	CTRL+N
Jump to a new location	CTRL+O
Print the page that is displayed or to print the active frame	CTRL+P
Save the page that is displayed	CTRL+S
Scroll towards the end of a document	DOWN ARROW
Move to the end of a document	END
Activate a hyperlink that you have selected	ENTER
Halt the downloading of information	ESC
Refresh the page that is displayed	F5
Jump to the top of a document	HOME
Scroll toward the end of a document in larger jumps	PAGE DOWN
Scroll toward the start of a document in larger jumps	PAGE UP
Go to next page	SHIFT+BACKSPACE
Move between frames within a page	SHIFT+CTRL+TAB
Display a shortcut menu for a hyperlink	SHIFT+F10
Scroll towards the start of a document	UP ARROW



# **EXERCISE PACK**

## **INTERNET EXPLORER 6**

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
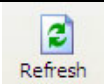


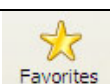





## Microsoft Internet Explorer 6 & the Internet

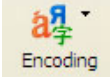


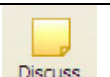
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### The Internet Explorer Program Window

Explain the function of the following Microsoft Internet Explorer icons:

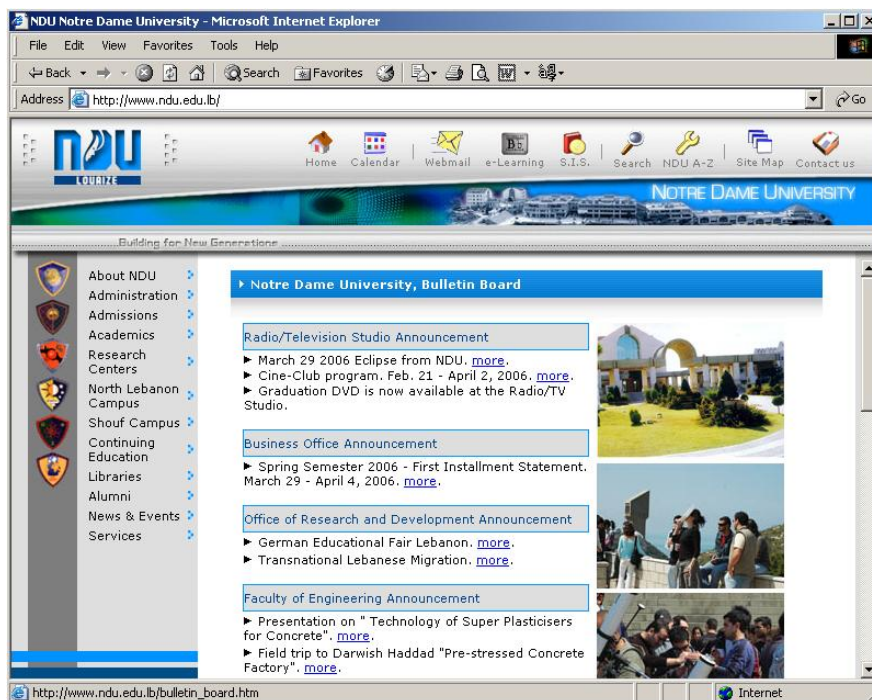
Icon	Function
 Back	
 Forward	
 Stop	
 Refresh	
 Home	
 Search	
 Favorites	
 History	
 Mail	
 Print	
 Print Preview	
 Edit	

Icon	Function
 <p>Encoding</p>	
 <p>Size</p>	
 <p>Edit</p>	
 <p>Discuss</p>	

## Addresses, Links & Downloading

### Inputting a URL Address Directly

- If you know the Internet address (URL) of a web site then you can type this directly in the Address bar. In the example show below, we have inputted the Notre Dame University-Louaize URL, i.e. <http://www.ndu.edu.lb>
- Try this yourself and then press the **Enter** key to go to the Home Page (i.e. starting page) of the NDU site.



### Using Hyper Links on a page

- Once you have entered the NDU Site try clicking on a text hyperlink and see what happens. Remember that the shape of the cursor changes when you move the mouse pointer over a hyperlink.
- Use the **Back** button to go back to the Home Page.
- Try clicking on a graphical (i.e. picture) hyperlink and see what happens. Again remember that the shape of the cursor changes when you move the mouse pointer over a hyperlink.

### Responding to an Email Link on a Web Page

- Many Web site pages will have text (or a graphic) asking you to "Click here to contact ..." (someone). When you click on these links, you will see a small box displayed within your browser where you enter a message, and send that message via email to the organization running the Web site. This has the advantage that you do not need to know the email address of the organization, as it is already coded into the Web site page for you. Many Home Pages have a bit down at the bottom saying something like "to contact the Webmaster, click here". A Webmaster, is the person(s) who maintains the Web site for an organization. Ask your tutor for details of how to use an email link on your own organizations web site.

## Beware of Viruses - Anti-Virus Programs

- Viruses are programs that are written by people with the intent of damaging your system. They are hidden within files and may be present in any file that you download from the Internet. The simple solution is to install an anti-virus program on your computer. An anti-virus program will examine all new files that you download for potential viruses and if it finds one will either alert you to the danger or remove the virus. As new viruses are always emerging, it is important that you use an up to date virus checker and that you keep it up to date! What virus checker is installed on your PC? You may want to run the Virus Checker program now (just in case!)

## Beware of Spyware - Anti-Spyware Programs

- Spyware are programs that are written by people with the intent of stealing your personal information so they can either steal your identity and commit crimes in your name or steal from you financially. They are hidden within email messages, websites you may visit or software applications you may download from the Internet. The simple solution is to install an anti-spyware program on your computer. An anti-spyware program will block access to know spyware applications (like cookies that track your movements on the WWW) and examine all changes to your system that may have been initiated by spyware applications. If the Anti-Spyware application finds spyware it will either alert you to the danger or attempt to block the spyware. As new spyware programs are always emerging, it is important that you keep your anti-spyware program up to date by regularly downloading update files! What anti-spyware program is installed on your PC?

## To save an Internet page on your Hard disk

- Go to your organizations own web site.
- Click on the **File** drop down menu, and click on the **Save As** command.

## To print a page from the Internet

- Go to your organizations own web site.
- If you wish to print the page that you are viewing then click on the **File** drop down menu, and click on the **Print** command.

## Saving an image to Disk

- Go to your organizations own web site.
- Right click on any image that is displayed on your organizations web site and a pop-up menu will be displayed.
- Click on the **Save Picture As** command. A save as dialog box will be displayed allowing you to save the image to disk. Save the file.

## Viewing & Saving the Code Behind an Internet Page - HTML

- HTML (Hyper Text Mark-up Language) is the code that 'makes the WWW page work'. What happens is that the Web pages contain HTML codes that describe the format of the information within the Web page. When you view a Web page your browser program understands these HTML tags and will format the pages accordingly. The browser will also ensure that you do not see the HTML codes on your screen, only the effects of these codes!
- Go to your organizations own web site.
- Click on the **View** drop down menu, and select **Source**.



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## Searching The Internet

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### Searching the Web via Microsoft Internet Explorer

- Click on the **Search** icon within the Toolbar to display a page (hosted on Microsoft's own site), which contains a number of different WWW search engines and directory listings.

### Searching the Internet using AltaVista

- Type <http://www.altavista.com> into the **Address** bar and press **Enter**.
- AltaVista can be used to search both the WWW and newsgroups. You can perform a simple search, or by clicking on the Advanced Search button. You can more tightly control how the program will interpret your search criteria. In the example shown, the words **computer courseware** were used to search on. As you can see a summary of each site is given. To visit these sites, simply click on the highlighted text.

AltaVista found 1,600,000 results

[Computer Courseware - Discount Computer & Mobile Tech Books](#)

**Computer Courseware** is a distributor specialising in providing a full range of **computer** & mobile tech books, Microsoft training kits & study guides to the European Market. ... other resellers, **computer** training companies, and wholesalers. **Computer Courseware** also sells to companies ...

[www.computercourseware.co.uk](http://www.computercourseware.co.uk)

[More pages from computercourseware.co.uk](#)

- AltaVista will search for web pages that contain ALL of the words entered.
- Use quotes to search for an exact phrase (i.e. "**Notre Dame University**").
- Uppercase and lowercase are treated the same. To maintain a certain capitalization, put the word or phrase in quotes.
- If you include an accent in a query word, AltaVista only matches words with that particular accent. If you do not include an accent, AltaVista will match words both with and without accents. This means you can search for French, German or Spanish words, even if you have an English-only keyboard.
- You can search for Web pages written in all languages or only in the languages of your choice. For example, AltaVista supports searches in Arabic script.
- Try searching for لبنان

### Searching the Internet using Ask.com

- In the example shown, the words **computer courseware** were used to search on. As you can see a summary of each site is given. To visit these sites, simply click on the highlighted text.

The screenshot shows a search results page from Ask.com. At the top, a red bar contains the text 'Web Search' on the left and 'Showing results 1-10 of 434,300' on the right. Below this, there are two sections: 'Narrow Your Search' and 'Expand Your Search'. The 'Narrow Your Search' section lists several links: 'Free Courseware Manuals', 'Interactive Courseware', 'Ecdl Courseware', 'PCM Courseware', 'Courseware Defined', 'Computer Application Courseware', and 'Accounting Courseware'. The 'Expand Your Search' section lists 'Computer Training Materials' and 'What Is Asynchronous'. Below these sections, there is a 'Sponsored Results' section with a blue background. It lists 'IT Training Courseware' with a sub-link 'Professional IT Training materials Java, XML, Oracle, Unix, UML, etc' and the URL 'www.itcourseware.com'. It also lists 'Customizable Courseware' with a sub-link 'Electronic Format - Unlimited Use! For the PC and the Macintosh' and the URL 'www.pcmcourseware.com'. Below this, it says 'Get Computer Training' and 'Reach for a computer education that will open doors to a career!' with the URL 'www.everest-schools.com'. At the bottom of the sponsored results, it says 'Computer training courseware, computer based training curriculum...' and 'Computer training courseware for individuals or corporate computer training companies.' with the URL 'www.computertrainingcourseware.com/'. At the very bottom, there is a small icon and the text 'Cached · Save'.

## Searching the Internet using Dogpile

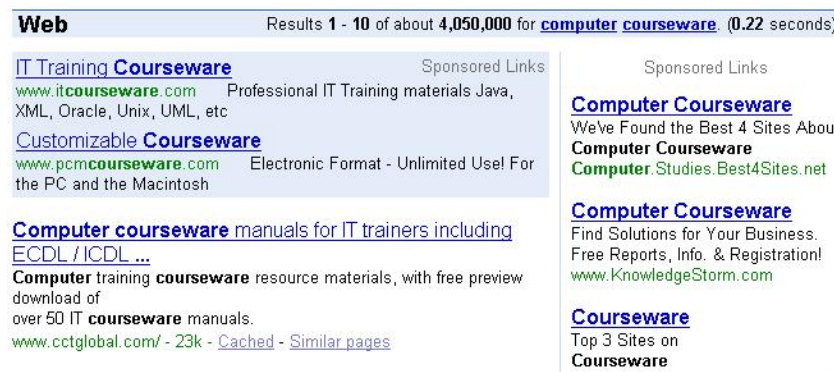
- Type <http://www.dogpile.com> into the **Address** bar and press **Enter**.
- Dogpile is a metasearch engine, which means that it conducts the search using multiple search engines (i.e. Google, Yahoo!, MSN, Ask.com), then combines and sorts the results for display.
- 
- In the example illustrated, the words **computer courseware** were used as the search criteria.



- Notice that it indicates where the information was found and you have a much more selected list of results than other search engines.

## Searching the Internet using Google

- Type <http://www.google.com> into the **Address** bar and press **Enter**.
- In the example illustrated, the words **computer courseware** were used as the search criteria.



- Google will search for web pages that contain ALL of the words entered.
- Google ignores common words and characters such as "where" and "how", as well as certain single digits and single letters. If a common word is essential to getting the results you want, you can include it by putting a "+" sign in front of it. (Be sure to include a space before the "+" sign.)
- To search for an exact phrase, use quotes (i.e. "Notre Dame University").
- Google now uses stemming technology (or truncation). Thus, when appropriate, it will search not only for your search terms, but also for words that are similar to some or all of those terms.
- Google supports searches in Arabic script
- Try searching for لبنان

## Searching the Internet using Lycos

- Type <http://www.lycos.com> into the **Address** bar and press **Enter**.
- In the example illustrated, the words **computer courseware** were used as the search criteria.

The screenshot shows the Lycos search engine interface. At the top, there are navigation tabs for Web, People, Yellow Pages, Shopping, Images & Audio, and News. The search bar contains the text 'computer courseware' and a 'Go Get It' button. Below the search bar, there are links for 'Advanced Search' and 'Block Offensive Content: Always, Sometimes, Never'. On the left side, there is a 'Get Specific' section with a 'BETA' label and a search box containing 'computer courseware' with '(434,400)' results. Below this is a 'New Search' button and a 'Get Specific' button. The main content area is titled 'Sponsored Links' and lists several results:
 

- IT Training Courseware**: Professional IT Training materials Java, XML, Oracle, Unix, UML, etc. [www.itcourseware.com](http://www.itcourseware.com)
- Customizable Courseware**: Electronic Format - Unlimited Use! For the PC and the Macintosh. [www.pcmcourseware.com](http://www.pcmcourseware.com)
- Get Computer Training**: Reach for a computer education that will open doors to a career! [www.everest-schools.com](http://www.everest-schools.com)
- Distance Learning Videos**: Create powerful online, distance & e-learning videos that get results. [www.seriousmagic.com](http://www.seriousmagic.com)

 Below the sponsored links, it says 'Web Results: 1 thru 10 of 434,400'. The first result is:
 

- Computer training courseware, computer based training curriculum ...**  
Computer training courseware for individuals or corporate computer training companies. [www.computertrainingcourseware.com](http://www.computertrainingcourseware.com)

- You can use the "Boolean" terms AND, OR, NOT to narrow or expand your search. Using AND means that all the search words (or phrases) must be contained within the web page, OR means any of the search words (or phrases) must be contained within the web page and NOT excludes the words (or phrases) from the search.
- Use quotes to search for exact phrases (i.e. "Notre Dame University").

## Searching the Internet using Web Crawler

- Type <http://www.webcrawler.com> into the **Address** bar and press **Enter**.
- Webcrawler is a metasearch engine, which means that it conducts the search using multiple search engines (i.e. Google, Yahoo!, MSN, Ask.com), then combines and sorts the results for display.

The screenshot shows the Web Crawler search engine results page for 'computer courseware'. At the top, it says 'Web Search Results for "computer courseware"'. Below this is a navigation bar with 'View the Top Engines!' and buttons for 'All Search Engines', 'Google', 'Yahoo! SEARCH', 'msn Search', and 'ASP'. There is also a 'More Engines' link. Below the navigation bar, it says 'All Search Engines 1 - 20 of 85' and '1 | 2 | 3 | 4 | 5 Next >'. The first result is:
 

- IT Training Courseware**  
Professional IT Training materials Java, XML, Oracle, Unix, UML, etc  
Sponsored by: [www.itcourseware.com/](http://www.itcourseware.com/) [Found on Ads by Google]

 On the right side, there is a section titled 'Are you looking for?' with links for 'Computer Training Mate...', 'Free Courseware Manual...', and 'Manual...'.

- In the example illustrated, the words **computer courseware** were used as the search criteria. You will notice that a summary is displayed and it indicates where the information was found. Also, to assist you in refining your search, it offers more specific search categories on the right hand side.

## Searching the Internet using Yahoo

- Type <http://www.yahoo.com> into the **Address** bar and press **Enter**.
- Yahoo started out as a directory listing rather than a search engine, e.g. it listed numerous categories containing information on similar topics. Now it is primarily used as a search engine rather than a directory.
- In the example illustrated, the words **computer courseware** were used as the search criteria.

Search Results Results 1 - 10 of about 1,560,000 for **computer courseware** - 0.09 sec. ([About this page](#))

1. **Computer Courseware** 

Supplier of books and training materials for the **computer** professional.  
 Category: [United Kingdom](#) > [Shopping](#) > [Computer Books](#)  
[www.computercourseware.co.uk](http://www.computercourseware.co.uk) - 11k - [Cached](#) - [More from this site](#) - [Save](#)

- As you can see a summary of each site is given with the relevant URL and a category listing if you want to see other websites with the same subject. To visit these sites, simply click on the highlighted text.

## Commonly Used Search Engines

AltaVista	<a href="http://www.altavista.com/">http://www.altavista.com/</a>
Ask.com	<a href="http://www.ask.com/">http://www.ask.com/</a>
Dogpile	<a href="http://www.dogpile.com/">http://www.dogpile.com/</a>
Google	<a href="http://www.google.com/">http://www.google.com/</a>
Lycos	<a href="http://www.lycos.com/">http://www.lycos.com/</a>
Web Crawler	<a href="http://www.webcrawler.com/">http://www.webcrawler.com/</a>
Yahoo	<a href="http://www.yahoo.com/">http://www.yahoo.com/</a>

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## Email & Newsgroups

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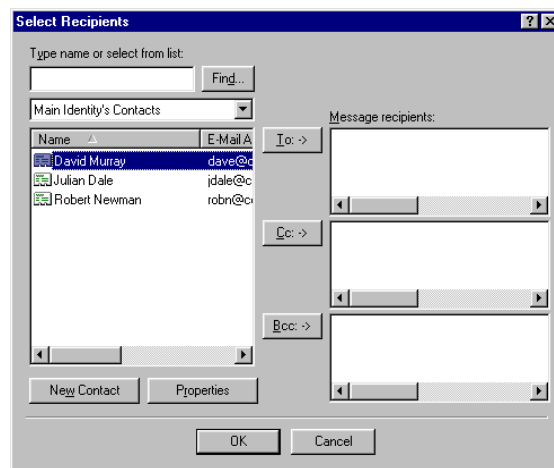
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### Using the Address Book

#### To send an email to a contact within your address book

- Click on the **Mail** drop down menu, and then click on **New Message** command.
- Click on the address book icon to the left of the To: field to display the **Select Recipients** dialog box.
- From the list displayed, select the contact that you wish to send the email to.
- Click on the **To**, **Cc** or **Bcc** buttons, as required and then click on the **OK** button to close the dialog box.

- **NOTE:** Double clicking on a contact name is the same as clicking on the **To** button.

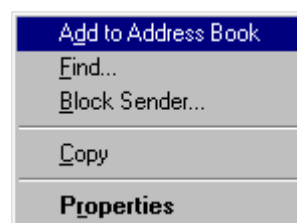


#### To add a contact to your address book

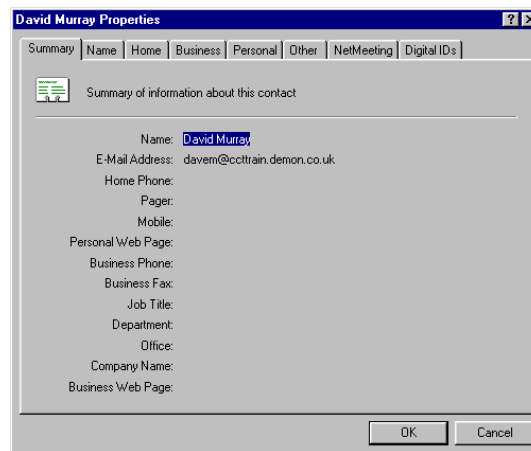
- Click on the **File** menu and then click on the **New** command, followed by **Contact** which will display the **Address Book** window.
- Click on the **New Contact** command and then enter the first name, last name, and e-mail address for the new contact.

#### To add the contact details of an email that you have received

- Display the contents of an email message and right click on the text to the right of the **From** section (at the top of the message).
- From the popup menu that is displayed, click on the **Add to Address Book** command.



- This will display the **Properties** dialog box that will allow you to modify the information. Clicking the **OK** button will store the data within the Address Book.



## To edit contact information within your address book

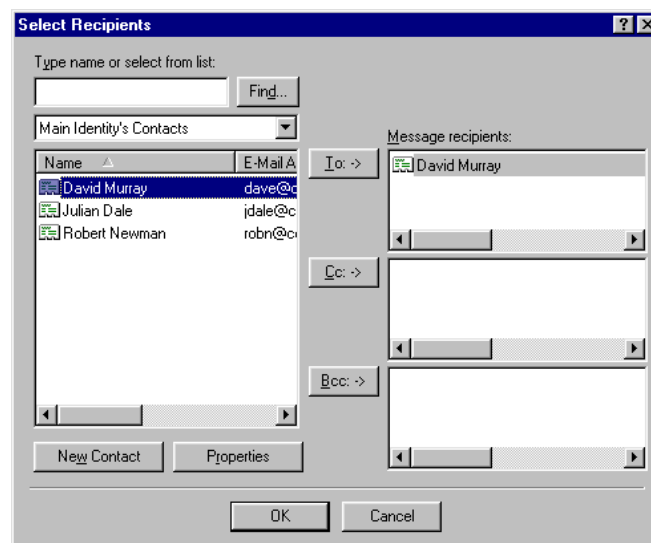
- Select the contact that you wish to edit the details of and then double-click on the contact to display the contact information.
- Edit the information as required and then click on the **OK** button.

## To delete a contact in your Address Book

- Select the contact that you wish to delete.
- Click on the **Delete** button.

## Creating and Sending Emails To create a new email

- Click on the **Mail** icon within the main Toolbar.
- Click on the **New Message** command.
- Click on the small icon immediately to the right of the word **To:** and this will display a list of people that you can send to.
- Select a person and then click once on the **To** arrow to add this person to the **Message recipients** list.



- Click on the **OK** button to continue.
- Click once in the **Subject** field and enter a subject for the message.
- Click within the main body of the dialog box and enter your message.
- To post the message, click on the **Send** icon located in the Toolbar.

## To forward a message

- Either select or open the email that you wish to forward to somebody else.
- Click on the **Forward** icon on the Toolbar.
- Enter the email address of the person that you wish to forward a message to. If you wish to forward to more than one contact, then enter the email address for each person separated by a semicolon (;).
- 
- **NOTE:** If you select contacts from your address book that you wish to forward to, then the semicolons are inserted automatically for you if you send more than one contact.
- 
- Enter your message.
- Click on the **Send Message** icon located in the Toolbar.

## To spell check an email

- After composing your message in the **New Message** window, click on the **Tools** drop down menu and select the **Spelling** command (or press **F7**).
- If you have made any errors, then respond to the on-screen prompts as required.

## Attached Files - To attach a file to an email

- Within an outgoing email window, click on the **Insert** drop down menu and select the **File Attachment** command. You may have to select the correct drive and folder that contains the file that you wish to attach.
- Select the file that you wish to attach, and then click on the **Attach** button.

## Attached Files - To view a file attached to an email

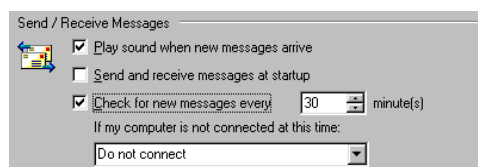
- Open the message containing the attached file you wish to view. The attached file is normally displayed beneath the **Subject** field.
- Double-click on the attached file to open or run the file (depending the nature of the attached file).

## Receiving Emails - To check to see if new mail has arrived

- Click on the **Mail** drop down menu and select the **Read Mail** command.
- Click on the **Send and Receive All** icon located on the Toolbar. If necessary this will reconnect you to the Internet and allow you to retrieve and open any new mail.

## Receiving Emails - To enable automatic checking for new emails

- Click on the **Tools** drop down menu and select the **Options** command.
- 



- Click on the **General** tab and click on the **Check for new messages every xx minute(s)**.

- Enter a value for the frequency on new message checking and then click on the **OK** button to close the dialog box.

## Receiving Emails - To automatically mark messages as read

- Click on the **Tools** drop down menu and then select the **Options** command.
- Click on the **Read** tab, and then click on the **Mark message read after displaying for xx second(s)** check box.
- Click on the **OK** button to close the dialog box.

## Receiving Emails - To mark an individual message as read

- Right click on the listed message and then click on the **Mark as read** command.

## Newsgroups - To subscribe to the newsgroup

- Click the **Mail** icon located on the Internet Explorer Toolbar and select the **Read News** command.
- Click on the **Newsgroups** button to display the **Newsgroup Subscriptions** dialog box.
- Scroll through the list of available newsgroups and select the group you wish to subscribe to.
- Click on the **Subscribe** button.
- Click on the **OK** button to close the **Newsgroup Subscriptions** dialog box.

## Newsgroups - To view a newsgroup you have subscribed to

- Click the **Mail** icon located on the Internet Explorer Toolbar and select the **Read News** command.
- Newsgroups that you subscribe to will be listed on screen.
- Double click on the newsgroup you wish to view.

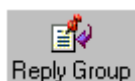
## Newsgroups - To post an original message to a newsgroup

- Click the **Mail** icon located on the Internet Explorer Toolbar and select the **Read News** command.
- Newsgroups that you subscribe to will be listed on screen.
- Double click on the newsgroup you wish to post to.
- Click on the **New Post** icon.
- Enter the message subject.
- Enter your message.
- Click on the **Send** icon.
- 



## Newsgroups - To post a reply to a newsgroup

- Within the message list select the message that you wish to reply to.
- Click on the **Reply Group** icon.
- 



- Enter your message.
- Click on the **Send** icon.



## **Newsgroups - Newsgroup Etiquette**

Newsgroups can offer a great way of exchanging ideas with other people who have interests in a particular topic.

HOWEVER there are rules for posting messages to newsgroups and you break these rules at your peril. There are a lot of people out there who get very fed up if you post a message to the group that is not relevant. For instance if you post a message selling your PC to a newsgroup that is concerned with some obscure technical issue involving the use of Microsoft Windows NT, do not be surprised if you receive a large number of abusive (sometimes very abusive) emails in return. Most newsgroups regularly publish a set of FAQs (Frequently Asked Questions) which set out the purpose of the group. You should read these carefully before even considering posting a message to any of the newsgroups available.

The posting of inappropriate material to the wrong newsgroup is referred to as spam. Also do not post the same message to many newsgroups. Always read the messages that other people have posted to a group before posting your own material to that group. In this way you can get a flavor of what the group is about.

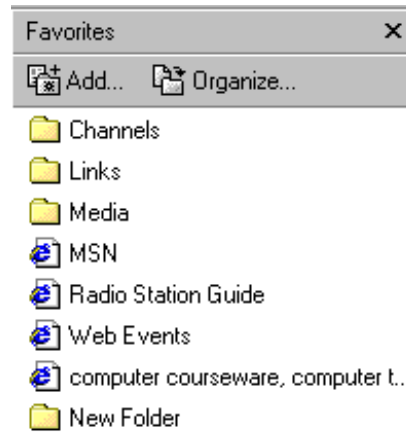
Many newsgroups particularly dislike adverts being posted to their groups, so if you are selling a product or service be extra sure to read the FAQs first.

**You have been warned ...**

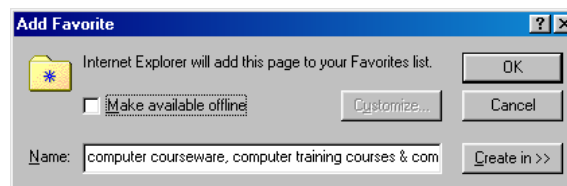
## Favorites, Security & Customizing Explorer

### Favorites - To add a Web page to your favorites

- When you wish to add the current page to your favorites, click on the **Favorites** icon (NOT the Favorites drop down menu). This will display a split screen as illustrated.

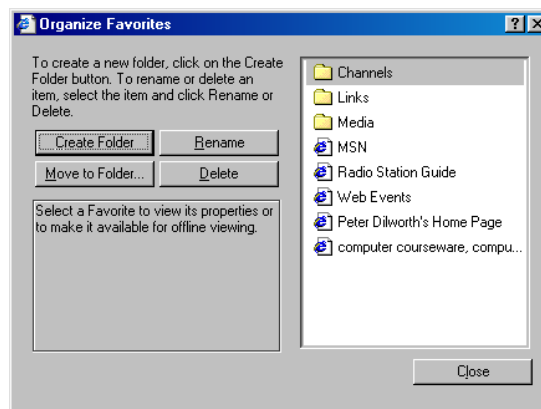


- Click on the **Add** icon and you will see a dialog box, as illustrated. Click on the **OK** button will add the web page to your favorites.



### Favorites - To organize your favorites

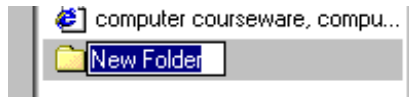
- Click on the **Favorites** drop down menu and then select **Organize Favorites** command that will display the **Organize Favorites** dialog box.



- You can use the usual Microsoft Explorer type commands to create new folders and also drag and drop the contents of one folder to another within the dialog box.

## Favorites -To create a new folder within your favorites

- Open the **Organize Favorites** dialog box.
- Click on the **Create Folder** button.



- Enter the name of the new folder and then press the **Enter** key.

## Favorites -To rename or delete an item in the favorites list

- Select the items that you wish to rename or delete and then click on the **Rename** or **Delete** button.

## Favorites -To open (i.e. view) a favorite

- Select the item within your favorites list.
- Click on the item to open the favorite (which will automatically enter the correct URL and then load the page from the Web).

## Customizing Your Options - To open the Options dialog box

- Customizing Your Options Click on the **Tools** drop down menu.
- Click on the **Internet Options** command.

## Customizing Your Options - Customizing General Options

- Click on the **General** tab of the **Options** dialog box.

## Customizing Your Options - To set a home (i.e. opening) page

- If you wish to use the currently displayed page as your starting page, click on the **Use Current** button.
- If you wish to use the default Microsoft starting page, click on **Use Default**.
- If you wish to start the program with a blank page, click on **Use Blank**.
- If you wish to use another starting page, enter the full URL into the **Address** box.

## Customizing Your Options - To delete Temporary Internet Files

- Click on the **Delete Files** button.

## Customizing Your Options - To delete the contents of the History folder

- Click on the **Clear History** button.

## Customizing Your Options - To set how many days files will be kept in the History folder

- Enter a value into the **Days to keep pages in history** box.

## Customizing Your Options – Security To restrict access to possible hazards on the Internet

The options within the Security tab of the Internet Options dialog box allow you to control the level of exposure to pages on the Web that may potentially compromise your security.

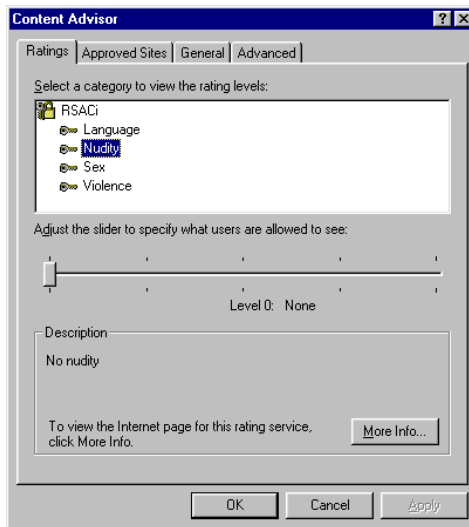
This really relates to sites with active content and you can choose between not allowing any active content to download, through to being warned about active content, right to low security in which case you will see no warnings at all.

At least some level of security is advisable!

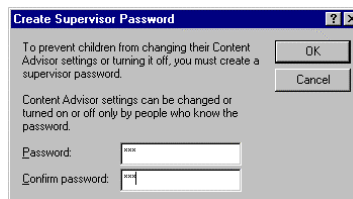
## Customizing Your Options – Contents Parental filtering of access to Internet materials

There is a lot of pornographic material on the Net and the options within the Content folder allow you to restrict access to this.

- Click on the **Enable** button and the **Content Advisor** dialog box will be displayed.
- You can then click on each of the categories displayed, and chose the level of exposure (pardon the pun) required, as illustrated below for the level of nudity.



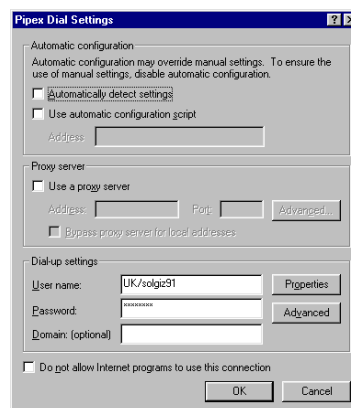
- Click on the **OK** to confirm your settings when finished.
- You will be asked to provide a password, as illustrated.
- 



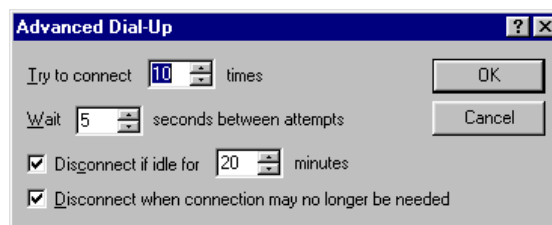
- Click on the **OK** button.

## Customizing Your Options – Connection To automatically disconnect after a period of inactivity

- You can change your connection settings, by clicking on the **Setting** button, displayed within the **Connections** tab of the **Internet Options** dialog box. This will display the **Dial up Settings** dialog box.



- Click on the **Advanced** button to display the **Advanced Dial-Up** dialog box.



- Be sure that you have a value set in the **Disconnect if idle** box. This can save you from large phone bills if you are using a dial-up account and you have to pay for local call access.

## Customizing Your Options – Programs To set the email and News handling programs

- These options allow you to set which programs will handle your email and also how access to newsgroups will be handled.

## To force the Internet Explorer to check if it is the default browser

- Click on the check box called **Internet Explorer should check to see whether it is the default browser**.

## Customizing Your Options - Advanced

- There is a lot of detailed customization that can be performed via the **Advanced** tag of the **Internet Options** dialog box.
- To get help on exactly what each option does, click on the **Help** (Questions Mark) icon (just to the left of the **Close** icon). Once you have clicked on the question mark, click on the tick box of the option that you wish to know more about.