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# About this Manual

**What is this publication?** This manual is intended to get you operating efficiently on the World Wide Web (WWW) in a very short time. It will work best if you use it while seated at a computer running **Microsoft Internet Explorer** 3, 4, or 5.5 or **Netscape** 3, 4, or 6.

You need not get through it all at once. Take time to explore the WWW as you perform each exercise. After all, the information is the goal, not these exercises.

Each of the exercises will take you about a minute to do. The explanations and other discussions following each exercise will take another minute or so if you choose to read them.

Note that this document is for specific versions of the browsers. Older versions and browsers from other companies may have different commands for the same function, but they are often quite similar.

This document is intended for beginning level Web users. It covers less than 10% of what can be done. You will find you can be quite productive with just these commands at your fingertips and you will quickly learn other functions as you need them.

If you are anxious to get started, skip the rest of this introduction until later.

**Why is the layout so weird?** This publication is developed from handouts used in a number of 2 - 3 hour training sessions on using the World Wide Web for accessing disability and rehabilitation information. What we learned from the participants in this training and from other experience is:

1. It is easy to use the World Wide Web.
2. You only need to use a few features of a WWW browser to find useful information.
3. Few people read manuals.
4. Everyone skips over descriptions and explanations to find the commands needed to do a task.

Thus, this manual reverses traditional documentation. The instructions are first, the background material follows. These are clearly marked so that you can read only what you choose. If you understand why a command is used, you may not need more than a quick skim of the explanation.

The discussions do contain information that may be useful and you may want to read them at some point as you develop your WWW expertise.

In general, the heavier the border around the information, the more important it is.

**What do you need to know?** It helps if you are familiar with Windows. However, we've had people in training who have never used a mouse and they made it through fine. If you are not a Windows user, then skim through the "Explanation of Windows Terms" and refer back to it as needed.

**What do you need to have?** This publication assumes you have one of the included browsers running properly on your computer with a link to the Internet. Setup and connection can be done in many ways and are far beyond the expectations of this manual. These will normally be handled by your Internet Service Provider.
What Internet browsers are included? Internet Explorer is a registered trademark of Microsoft Corporation and is available for download from http://www.microsoft.com. Netscape Navigator is a registered trademark of Netscape Communications Corporation and is available for download at http://www.netscape.com. While this document is oriented to Microsoft Windows, these browsers run under other operating systems using the same controls.

Why are two browsers included? There really are several reasons for covering two browsers. You may use this document in a training situation with a browser different from the one you normally use at the office or at home. Typically these training sessions are "hands-on" in some sort of computer lab where a number of computers are set up, all with the same browser. This is best for the training, but you may go home to a different browser. In the training we concentrate on the concept rather than the rote memorization of keystrokes so that the participants can take these notes home and look up the instructions for their system. Even if you are not using one of these browsers, the list of approaches should help you figure out your own.

Why were these browsers chosen? In order to control the size of the document we chose browsers that are popular, free, available for downloading on the Internet. This is no reflection on the quality of systems that are not included. Most browsers include the functions covered, but may use different procedures to do them. If you understand the purpose of the function, you should be able to figure out how to perform it with other browsers.

Aren't there easier ways to do some of the exercises? Certainly! The exercises are intended to establish basic skills and use some techniques that are designed for learning, not efficiency. A regular user will quickly learn shortcuts and other alternate methods of accomplishing the same goals.

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World Wide Web Terms

**Browser.** The software running on your computer that allows you to access the WWW Server. *Netscape* and *Internet Explorer* are popular browsers. Also called client.

**Bookmark.** *Netscape's* name for saving the addresses of useful WWW locations. *Internet Explorer* uses Favorites.

**Boolean Logic.** A method for setting up complex searches using the terms "and," "or," and "not" to more tightly define the information desired. See Appendix A for more information.

**Client.** The software running on your computer that allows you to access the WWW Server. *Netscape* and *Internet Explorer* are popular client programs. Also called browser.

**Favorites.** *Internet Explorer's* name for saving the addresses of useful WWW locations. *Netscape* uses Bookmark.

**FTP.** File Transfer Protocol is a method for copying files to your computer from a remote computer. This is generally automated by the browser.

**Home Page.** The first page on a Web site or to a Web site altogether. This term is also used to refer to a WWW site that a browser automatically loads on startup (also called start page).

**HTML.** "HyperText Markup Language" is the system used to tell the browser how to display the page on your computer screen.

**HTTP.** "HyperText Transfer Protocol" is the system used to transfer the information from the WWW site to your computer.

**Hypertext.** A method of linking documents together such that the user can click the mouse on a link and receive another document.

**Internet.** The international network of millions of computers which makes the WWW possible.

**Java.** A programming language that works with web browsers to permit features such as animation and interaction.

**Link.** This is the highlighted word or phrase in WWW documents that indicates access to another document. Simply position the mouse cursor on the link and click the left button to retrieve the next document.

**Newsgroups.** Discussion groups on specific topics, where users can read and send messages.

**Search Engine.** Typically refers to a WWW site that allows searching of WWW sites. Google and Yahoo are two popular sites.

**Server.** Technically, this is the hardware and software running at the WWW site. In general use, this sometimes refers to the WWW site itself.

**Site.** A location on the Internet that provides information through the WWW.

**SMTP.** Simple Mail Transfer Protocol. A standardized system for transferring Internet mail so that different email systems can read it.
Start Page. The page that the browser loads on startup. Sometimes called home page.

Surfing. Browsing through the selections on the Internet in the hope of finding something useful. This is much like flipping through an encyclopedia to see what catches your eye.

Welcome Page. The first page presented by a WWW site.

World Wide Web. An interface to information on the Internet which uses hypertext links to allow "point and click" movement among documents.
Important: If you are not familiar with Windows commands, skim these definitions and refer back as necessary.

**Windows Terms**

**Button.** An on-screen option that looks like a control button on an electronic device. It will be labeled with text or an icon. Mouse buttons are the controls clicked to indicate selection of an option.

**Click.** Press the left mouse button once. If the mouse is set up for left handed use, this would be the right button.

**Double-Click.** Press the left mouse button twice quickly. The speed necessary can be adjusted in the Windows Control Panel. If the mouse is set up for left handed use, this would be the right button.

**Drag and drop.** Moving an object such as an icon or block of text on the screen by pointing to it with the mouse cursor, holding down on the left mouse button to "grab" it, moving it to a new location with the button held down, then releasing the button to release the object.

**Icon.** A small drawing to represent an option. For example a drawing of a printer represents the "print" command. Normally the option is selected by pointing to the icon with the mouse cursor and clicking.

**Mark.** To identify an object such as a block of text by pointing the mouse cursor at the beginning of the object, holding the left mouse button down while moving the cursor to the end of the object, then releasing the button. Icons representing files or programs usually may be marked by clicking. Items in a list may generally be marked by a click.

**Mouse.** The pointing device used to indicate items on the screen. This could also be a track ball, touch pad, "eraser" device, etc.

**Mouse cursor.** The mark on the screen that moves when the mouse is moved. The cursor will often change shape according to the item it is identifying.

**Pull-down menu.** A list of options that is presented after a button or tool bar command is clicked.

**Right-Click.** Press the right mouse button once. If the mouse is set up for left handed use, this would be the left button.

**Scroll.** To move the contents of the screen vertically or horizontally. "Scroll bars" will appear at the right side or bottom of the screen if more information is available than can be displayed. These bars have arrows at each end to indicate the direction in which the screen contents will be moved. Point the mouse cursor at one of the arrows and click to move the screen.

**Status bar.** Information area providing information about the program and activities. Usually at the bottom of the screen.

**Toolbar.** These are command options, usually at the top of the screen indicated by text, icons, or buttons. Generally the option is selected by pointing to it with the mouse cursor and clicking. Toolbars may also be called "power bars."
Frames: A special type of screen

You will likely see a screen appear which is broken into several windows. These are called "Frames." They work much like typical windows you may scroll up and down or sideways if needed. The one difference is that selecting an option in one window may result in changes in a different window.

Printing of frames may vary a bit depending on the browser you use. Most likely the "active" frame (the one in which you most recently clicked) will be printed. Experimenting may be necessary.
Exercises

1. Creating a Directory to Temporarily Store Files (Windows)

- Start "My Computer" by double-clicking the icon on your Windows desktop screen.
- Double click the "C:" drive icon.
- Click "File" at the top of the screen.
- Click "New" on the pull-down menu.
- Click "Folder."
- The new listing appears highlighted at the bottom.
- Type "wwwfiles" to name the directory "C:\wwwfiles."

**Explanation:** In some of the exercises you will save information found on the World Wide Web as files on the local computer. It is recommended to set up a directory for these files so that they can be easily located later. You may wish to use your word processing directory rather than "wwwfiles."

2. Adjusting the Type (Font) Size

**Internet Explorer 3**
- Click the "A" buttons on the upper toolbar.
- The "A" button with the up arrow increases size, the down arrow decreases size.

**Internet Explorer 4**
- Click "View" on the upper toolbar.
- Click "Fonts" on the pull-down menu.
- Click the desired size.

**Internet Explorer 5.5**
- Click "View" on the upper toolbar.
- Click "Text Size."
- Click the desired size.
Netscape 3
- Click "Options" on the upper toolbar.
- Click "General Preferences" on the pull-down menu.
- Click the "Font" tab.
- Pick a font point size (the higher the number the larger the type).
- Do the same for the lower "Choose Font" button.
- Click "OK" twice.

Netscape 4
- Click "View" on the upper toolbar.
- Click "Increase Font" or "Decrease Font."

Netscape 6
- Click "View" on the upper toolbar.
- Click "Text Size."
- Click desired size.

Explanation: The ability to adjust the size of type on the screen is of great benefit to users with low vision. It is also useful to compensate for differences among monitors. In addition, changing the size of the type on the screen changes the size sent to the printer.

3. Direct Access of a Web Site

All Browsers

Address 🌐 http://www.yahoo.com/

- Click in the blank box in the toolbar. This may be labeled "Address" or "Location."
- Type "Yahoo.com."
- Scroll down to "Health" in the list of topics.
- Explore by clicking on links.

Explanation: You will quite often be given the "address" of a resource on the Web. The quickest way to get to the document is to simply type in the address. If the address is in an e-mail or other computer document, you can often copy and paste it into the address box.
4. Moving Backward and Forward Among Documents

All Browsers

- Click the left arrow in the lower toolbar to move back to the previous document.
- After you have moved back, you may click on the right pointing arrow to move forward.

**Explanation:** Quite often information on the Web is set up in a "tree" structure with many branches available from the welcome page. You will quite often need to move back a document or two to pick up another branch.

5. Using the Session History

**Internet Explorer 3**

- Click "Go" in the upper toolbar. The session history is at the bottom of the pull-down menu.
- Double click an item on the list to return to the site.

**Internet Explorer 4, 5.5**

- Click the "History" icon on the lower toolbar.
- Double click an item on the list to return to the site.

**Netscape 3**

- Click "Window" on the upper toolbar. The session history is at the bottom of the pull-down menu.
- Double click an item on the list to return to the site.

**Netscape 4, 6**

- Click "Go" on the upper toolbar. The session history is at the bottom of the pull-down menu.
- Click an item on the list to return to the site.

**Explanation:** Most browsers maintain a "history" of web pages you've visited in the current session. If you wish to go back several documents, the history list can be faster than the back arrow.
6. Stopping Transfer of a Document

All Browsers

Click the "Stop" button on the toolbar.

Explanation: Browsers display documents as they are received. You will often see that a document is not what you want or you may immediately see the link you want to take next. You can stop the transfer of a document and work with the part that has been received and displayed.

7. Saving a Location as a "Bookmark," or "Favorite"

Internet Explorer 3, 4, 5.5

- Find a document you wish to access again.
- Click "Favorites" in the upper toolbar.
- Click "Add to Favorites" in the pull-down menu.
- Click "OK."
- Click the "Back" button a couple of times to move away from the page.
- Click "Favorites."
- Click the location name to return to it.

Netscape 3, 4, 6

- Click "Bookmarks" in the upper toolbar.
- Click "Add Bookmark" in the pull-down menu.
- Click "OK" if asked.
- Click the "Back" button a couple of times to move away from the page.
- Click "Bookmarks."
- Bookmarks will be listed at the bottom of the pull-down menu. Double-click on one to return to it.

Note: Exercise 19 will help you organize your selections into separate lists of related sites, remove unwanted listings, and change the label for the site.

Explanation: You will quite often find valuable Web sites that you will want to use again. Saving the address of the site will allow you to quickly return.
8. Simple Searching

All Browsers

- Directly access "www.yahoo.com" as you learned in Exercise 3.
- Click inside the blank box to position the cursor, then type a word or phrase of interest.
- Click "Search."
- When the results come back, scroll down, click on a few of the links and explore.

**Explanation:** World Wide Web "search engines" explore the Web to locate sites and index the contents of the pages contained there. A search through one of these systems is generally the quickest way to locate information if you don't have the address for the site. Yahoo is a popular search engine.

9. Complex Searching

All Browsers

- Return to the Yahoo screen as in exercise 8.
- Click "Advanced Search."
- Enter several words.
- Click the other options to set up the search.
- Click "Search."
- Explore.

**Notes:**
- [http://www.google.com/](http://www.google.com/) is a system that provides very good results using a very simple system.
- [http://www.altavista.com/r?L05](http://www.altavista.com/r?L05) allows the use of "Boolean" logic to reduce the number of sites found to those most likely to contain the needed information. Please see Appendix A.
10. Searching the Displayed Document

All Browsers except Netscape 6

- Click "Edit" in the toolbar.
- Click "Find" (or "Find in Page" in Netscape 4) in the pull-down menu.
- Click in the blank and enter a word or phrase.
- Click "Find next" or "Find again."
- If necessary, close the window or drag and drop it out of the way to see the text.
- Click "Find again" to locate additional occurrences of the word.

Netscape 6

- Click "Search" in the top toolbar.
- Click "Find in this page."
- Click in the blank and enter a word or phrase.
- Click "Find."
- Click "Search," then "Find again" to find additional occurrences of the word.

Explanation: The Web search engines will find documents containing the specified information and display it on the screen. However, some documents may be quite long and scanning them for a word or phrase will be time-consuming. Using the search capacity of the WWW browser will allow you to quickly find information in the displayed document.
11. Saving a WWW Page

All Browsers

- When a useful page is displayed on your screen, click "File."
- Click "Save as."
- Select the filename provided or type in a name for the file. You should generally use the same file name extension (".htm," ".html," ".shtm," etc.) as the file currently has.
- Select the directory "C:\wwwfiles."
- You can then review this file by using the "Open File" or "Open Page" option under "File" then entering the location of "c:\wwwfiles\Filename.htm" or browsing for the file.
- Graphic images must be saved separately. You can do this with a right click on the image, then selecting to save it.

You can save the file as text: The above method saves the file with the HTML markup used by the World Wide Web. If your browser has a "Save as Text" option or a pull down list of file types, you can remove the markup and save the document as a simple text (*.txt) file. (Netscape 6 doesn't have a save as text option.)

Discussion: You will often find it useful to save a file on your hard drive to read later or perhaps include in a document you are writing. Remember that copyright laws may apply to some documents and that common courtesy should extend to requesting permission to use. If you save the file with HTML markup, many word processors can import the file while keeping the format.

12. Printing the Displayed Document

All Browsers except Internet Explorer 4

Click on the printer icon in the toolbar.

Internet Explorer 4

Click "File" on the upper toolbar, then "Print" on the pull-down menu.

Note: The document will print using the Windows printing system. The size of the type may vary with the setting on the display. (See Exercise 2.)
13. Reloading a Document

Netscape 3
Click the icon of arrows pointing in a circle on the toolbar.

Netscape 4
Click the "Reload" button on the lower toolbar.

Netscape 6
Click the "Reload" button on the toolbar. The appearance of the button will vary according to the theme in use.

Internet Explorer 3, 4
Click the icon of circular arrows on the toolbar

Internet Explorer 5.5
Click the "Refresh" button on the toolbar.

**Why would you want to reload?** Most browsers store recently visited pages in a "cache" on the hard drive. This allows frequently used pages to be quickly loaded. However, if the page has changed at the web site, you may still receive the old copy. Reloading will force the browser to get the new copy. Most newer browsers can be set to "clear" the cache or to check to see if the page has changed.

14. Downloading Files

All Browsers
Occasionally you will click on a link that brings up a "File Save" screen. This means that, instead of displaying the file on the screen, it will be downloaded to your computer. Use the "Save" controls to put the file in an appropriate location.

**Note:** You will often want to download and save files. These may be software updates, documents, audio, video, PowerPoint presentations, etc. You should have an up-to-date virus scanning system on your computer before downloading files.
15. Going to the Home or Start Up Page

All Browsers

Click the icon of the small house in the toolbar. In some cases this may be labeled "Home."

Explanation: The home or startup page is the page that your browser shows at start up as well as when you click the "Home" button. You will learn how to change this in the next exercise.

16. Changing the Startup (Home) Page

Internet Explorer 3

- Go to the page you want to be your new startup page.
- Click "View" on the upper toolbar.
- Click "Options" on the pull-down menu.
- Click the "Navigator" tab.
- Click the "Use Current" button.

Internet Explorer 4

- Go to the page you want to be your new startup page.
- Click "View" on the upper toolbar.
- Click "Internet Options" on the pull-down menu.
- Click the "Use Current" button.

Internet Explorer 5.5

- Click "Tools" on the toolbar.
- Click "Internet Options."
- Click "Use current" to use the current page or type in an address for a page.
Netscape 3

- Click "Options" on the upper toolbar.
- Click "General Preferences" on the pull-down menu.
- Click the "Appearance" tab.
- In the "Start with" area, make sure "Home Page" is checked.
- In the blank under "Start with:" type "http://janweb.icdi.wvu.edu" or the address of another page.
- You may click the "Blank Page" after the "Start With:" label to start with a blank screen rather than the selected home page.

Netscape 4, 6

- Click "Edit" on the upper toolbar.
- Click "Preferences" on the pull-down menu.
- Click "Navigator" in the white box.
- Click "Use current page" to use the current page or type "http://janweb.icdi.wvu.edu".
- You may select "Blank Page" under the "Starts With" category to start with a blank screen rather than the selected home page.

**A slick trick:** Your home page doesn't necessarily have to be on the World Wide Web, it can be a file on your computer. If you learn how to develop HTML documents you can create your own home page with links to your favorite documents. The URL for your home page would be file:///c:/wwwfiles/homepage.htm. Notice that there are three forward slashes after "file:".
17. Emailing

Internet Explorer 3

- Click "File" on the upper toolbar.
- Click "Send" on the pull-down menu.
- Click "Mail Recipient."
- Enter the email address of the recipient in the "To:" box.
- Enter a subject in the appropriate box.
- The text of the page and the URL addresses are automatically included in the message. You may remove either of these by marking and deleting them.
- Type in text of the message.
- You may insert another file from your computer by clicking "Insert" on the Microsoft Exchange power bar.
- Click the send icon ("moving" envelope) in the Microsoft Exchange middle power bar to send the message.

Internet Explorer 4

- Click the "Mail" icon on the lower toolbar.
- Click "New Message" on the pull-down menu.
- Enter the email address of the recipient in the "To:" box.
- Enter a subject in the appropriate box. The text of the page and the URL addresses are automatically included in the message. You may remove either of these by marking and deleting them.
- Type in text of the message.
- You may insert another file from your computer by clicking "Insert" on the Microsoft Exchange power bar.
- Click the send icon ("moving" envelope) in the Microsoft Exchange middle power bar to send the message.
Internet Explorer 5.5

- Click the "Mail" icon on the toolbar.
- Click "New Message" on the pull-down menu.
- Enter the email address of the recipient in the "To:" box.
- Enter a subject in the appropriate box.
- Type in text of the message.
- Click the send button.
- You may send the link of the page viewed in the browser by clicking "File," "Send," and "Link by e-mail."

Netscape 3

- Click "File" on the upper tool bar.
- Click "New Mail Message" on the pull-down menu.
- Enter the address of the recipient in the "Mail To:" box.
- Enter the subject in the appropriate box.
- Enter the text of the message in the text box.
- Click the "Quote" button to include the text (without HTML markup) of the current WWW page.
- Click the "Attach" button to attach the current WWW page ("URL address") of the WWW page or a separate file from your computer to the message.
- Click the "Send" button to send the message.

Netscape 4

- Click the "Mailbox" icon located on the right side corner toolbar.
- Click the "New Msg" icon in the lower toolbar.
- Enter the address of the recipient in the "Mail To:" box.
- Enter the subject in the appropriate box.
- Enter the text of the message in the text box.
- Click the "Quote" button to include the text (without HTML markup) of the current WWW page.
- Click the "Attach" button to attach the current WWW page ("URL address") of the WWW page or a separate file from your computer to the message.
- Click the "Send" button to send the message.
Netscape 6

- Click "Tasks" on the toolbar.
- Click "Mail."
- Click "New Msg." Enter the address of the recipient in the "To:" box.
- Enter the subject.
- Enter the text of the message in the text box.
- Click the "Send" button to send the message.
- To send the link currently viewed by the browser, click "File" on the toolbar, then "Send link."

**Note:** Sometimes clicking a link on a web page will start the mail system with the address and possibly the subject lines filled in.

**Discussion:** You will often find information that you want to share with others. Sending the address of the WWW page, the text of the page, or even the page with HTML markup is a simple way to do this. Don't forget that you can enter explanatory messages along with the other information.

If you have email service, it is probably better not to set up your browser to receive mail. Depending on your mail service setup, you may have to check two places for mail or all mail may be sent to the browser.

**Troubleshooting:** You must have the browser's mail system properly set up for email to work. In order to do the setup, you must have a valid email address and an address for your email system's "SMTP" server to receive responses. Check with the manager of your mail system for the correct settings and for instructions on setting up the mail system.

18. Newsgroups

Netscape 3

- Click "Window" in the upper toolbar.
- Click "Netscape News" in the pull-down menu.
- Click on the desired news server.
- To choose an existing newsgroup, click on the group name in the box.
- To post or send new messages, click "To News" on the lower toolbar.
- To reply to news, click the "Re News" icon located on the lower toolbar.
**Netscape 4**

- Click "Communication" on the upper toolbar.
- Click "Discussion Groups" on the pull-down menu.
- Click the "Subscribe" icon located on the upper toolbar.
- Click the "All Groups" tab.
- To choose an already existing newsgroup, click on the group name.
- To send a message, click the "New Message" icon located on the lower toolbar.
- To get a message, click the "Get Message" icon located on the lower toolbar.

**Netscape 6**

- Click "Tasks" on the Toolbar.
- Click "Mail."
- Newsgroups servers that you are currently subscribed to will show in the folder list.
  - Click on the arrow beside the listing to see newsgroups that you are currently subscribed to.
  - Click on the listing to retrieve messages and click on the message to read it in the window at the bottom of the screen.
  - Double click on it to read it in a separate window.
- To subscribe to other newsgroups:
  - Click "File."
  - Click "Subscribe."
  - Select a newsgroup server in the dropdown list.
  - Click on the arrow beside folders to open them.
  - Click on the name of a newsgroup.
  - Click the subscribe button.
- Click "Reply" on the toolbar to reply to the message being read.
- Click "New Msg" on the toolbar to create a new message to the newsgroup.
Internet Explorer 3

- Click "Go" in the upper toolbar.
- Click "Read News" in the pull-down menu.
- Click the "Newsgroup" icon on the lower toolbar.
- Click on the group name that you want.
- To add a new newsgroup, click the "New" tab, and type the group name.
- To subscribe to a new newsgroup, click on the group, then "Subscribe."
- To close this box, click "Close."
- To reply to a message, click the "Reply to Group" icon located on the lower toolbar.
- To post a message, click the "New Message" icon located on the lower toolbar. Enter the message. Click "File" on the upper toolbar, and then "Post Message" on the pull-down menu.

Internet Explorer 4

- Click the "Mail" icon on the lower toolbar.
- Click "Read News" on the pull-down menu.
- Click on your news server.
- Click the "Newsgroups" icon on the lower toolbar.
- Click on the group name that you want, then click "Go To."
- To reply to a newsgroup, click the "Reply to Group" icon located on the lower toolbar.
- To post a message, click the "Compose Message" icon located on the lower toolbar. Enter the message. Click the "Post" icon on the lower toolbar.
Click the "Mail" icon on the lower toolbar.

Click "Read News" on the pull-down menu.

Newsgroup servers available are shown in the Folders window. (This is the Outlook newsgroup reader.)

- Click on the "+" beside a folder to open it if it is closed. This will show newsgroups that you are currently subscribed to.
- Click on the name of a newsgroup to list messages.
- Click on a message to read it in the window at the bottom of the screen or double-click on it to read it in a separate window.

To Subscribe to additional newsgroups:

- Click "Tools" in the toolbar. Click "Newsgroups."
- Select an account from the list at the left of the window.
- Click on the name of a newsgroup to select it.
- Click "Subscribe."

To reply to the message being read, click "Reply" on the toolbar.

To enter a new message to the newsgroup, click "New Post" on the toolbar.

**Explanation:** Newsgroups are used to communicate with people on specific subjects. For example, these may be used for discussing a piece of software or disability issues. Messages are posted to a single address and users may download and read them.

**Setup:** If your browser is not setup for newsgroups, you should work with your Internet Service Provider or office network manager to do this. The setup procedure varies according to the browser and the system used to connect to the Internet.
19. Managing "Favorites," or "Bookmarks"

**Internet Explorer 3, 4**
- Click "Favorites" on the upper toolbar.
- Click "Organize Favorites" on the pull-down menu.
- To create a new folder, click the "Folder" icon on the upper toolbar.
- The new folder will appear on the screen with "New Folder" as the name. Change the name to something meaningful (e.g., "Legal Resources").
- To change the name, click the "Rename" button.
- The favorite places you have saved are represented as icons on the screen. Grab one of the icons by pointing the mouse cursor at it and holding down the left mouse button. While holding the button down, drag the cursor to the new folder and release the button. This will put the icon into the new folder.
- You may remove an icon by clicking on it to mark it, then clicking the "Delete" button.
- You may put folders within folders by opening a folder and following the above steps for creating a new folder.
- To finish, close the Favorite Places window by clicking the "Close" button.
- Click "Favorites" on the toolbar and note that the folder is now listed.

**Internet Explorer 5.5**
- Click "Favorites" on the toolbar.
- If a Favorites window opens on the left, click "Organize" at the top. If a drop-down list appears, click "Organize favorites" at the top.
- Click the "Create folder" button to create a folder with the name "New folder." Rename this to something meaningful.
- Click a listing for a Web site.
- Click the "Move to folder" button.
- Select a folder and click "OK."
- Click the "Close" button.

Now when you click the "Favorites" button in the toolbar, the new folder will be available and links will be in the folders where you have moved them.
Click "Bookmarks" on the upper toolbar.

Click "Go to Bookmarks" on the pull-down menu.

Click "Item" on the Bookmarks toolbar.

Click "Insert Folder" to create a new folder.

Type in a name for the folder (e.g., "Mobility Information").

Provide a description of the folder if desired.

Grab one of the existing bookmarks by pointing the mouse cursor at it and holding down the left mouse button. While holding the button down, drag the cursor to the folder and release the button. This will put the bookmark into the folder.

You may open and close folders by clicking on them.

You may have a number of folders and you may put folders within folders. Folders may be moved with the "drag and drop" method described above.

You may remove a bookmark or folder by clicking it to highlight it, clicking "Edit" on the power bar, then clicking "Delete" on the pull-down menu.

You may rename a folder or entry to something more meaningful. Click the item to mark it, then click "Item" on the toolbar, and "Properties" on the pull-down menu. This will allow you to edit the name.

Click "File" on the toolbar and "Close" on the pull-down menu to finish.

Click "Bookmarks" on the upper toolbar and note that the folder is now listed. Clicking on the folder will provide a list of bookmarks.
Netscape 4

- Click "Bookmarks" on the lower toolbar.
- Click "Edit Bookmarks" on the pull-down menu.
- To create a new folder, click "File" on the toolbar, then click "New Folder" on the pull-down menu.
- Type in a name for the folder (e.g., "Mobility Information").
- Drag a link listing to the folder and drop it to put it in the folder.
- Open or close folders by clicking the "+" or "-" button beside the folder.
- You may have a number of folders and you may put folders within folders. Folders may be moved with the "drag and drop" method.
- You may remove a bookmark or folder by clicking to highlight it, clicking "Edit" on the toolbar, then clicking "Delete" on the pull-down menu.
- You may rename a folder or entry to something more meaningful. Click the item to mark it, then click "Edit" on the toolbar, and "Bookmark Properties" on the pull-down menu. This will allow you to edit the name.
- Click "File" on the toolbar and "Close" on the pull-down menu to finish.
- Click "Bookmarks" on the upper toolbar and note that the folder is now listed. Clicking on the folder will provide a list of bookmarks.

Netscape 6

- Click "Bookmarks" on the toolbar
- Click "Manage bookmarks."
- Click "File," "New," and "New Folder" to create a new folder.
- Enter a meaningful name for the folder, then click "OK."
- Drag a listing for a link to the folder, and drop it to put it into the folder.
- You may also right-click on a link listing, "cut" it to the clipboard, right-click on a folder, and "paste" the link into it.
- You may adjust the order of links within folders by drag-and-drop or cut-and-paste.
- You may click on a folder or link listing to select it, click "Edit" in the toolbar, click "Properties," and give the link or folder a more meaningful name.
- Click "File" on the toolbar, then "Exit" to close the Bookmarks screen.
- When you click "Bookmarks" on the toolbar, the new folders and changes in links should be available.
**Discussion:** You will most likely find many WWW sites with useful information. Creating folders on specific topics and moving related sites to that folder will allow you to locate the site more quickly. Additionally renaming the listings for sites will help you to remember more clearly the value of the site. And, it is a good idea to delete listings for sites you no longer use to reduce clutter.
Appendix A: Boolean Logic

Boolean logic allows complex searching and can be quite helpful in focusing your search. Check the help information on each system as these vary considerably. Some common Boolean terms are:

**AND** - A search for "secretary AND medical" will find only those listings which contain both words. The words may be in either order and they do not need to be together in a phrase. Use AND for terms that are different, in order to produce more "finds."

**OR** - A search for "janitor OR custodian" will find listings which contain either word. Use OR for words that are similar to produce more "finds."

**AND NOT** - A search for "management AND NOT trainee" will find only those listings which do contain "management" and do not contain "trainee."

**NEAR** - A search for "carpenter NEAR finish" will find only those listings in which the two terms appear with in a specific number (depending on the search system) of words of each other.

**Parentheses** - These allow for more complex searching. "(Trainor or instructor) and driving" would find listings for "driving trainers" or "driving instructors."

**Phrases** - Phrases are a set of words that must be found in that exact order. Some systems allow phrases to be marked with quotation marks, other systems may assume a group of words to be a phrase or may have a menu to indicate that the words are a phrase.

Some systems allow the use of Boolean Logic by typing the appropriate term(s) in the search term blank. When this method is used, the system may require that the Boolean term be in all capital letters. This method typically allows the user to mix terms (e.g., "office AND management AND NOT sales").

Other systems have a pull-down list for the user to select the Boolean term. This does not allow the mixing of terms. In some cases you may list a series of words in a blank or pick multiple items on a pull-down menu and the search will automatically be treated as an "AND" or an "OR" search depending on the system.

In most systems, it does not matter if you use capital letters when entering the search term in a blank.