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# Introducing Netscape Communicator

T Navigator  
T Messenger

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# Introducing Netscape Communicator

Netscape Communicator combines three software components that work together: Navigator, Messenger, and Composer. It is a large program with many features beyond the scope of this manual. However, we'll deal with some of the most important functions of Navigator and Messenger. Once you've got the basics down, feel free to experiment and try new things.

*To download the recent version of Netscape's software, find the Download link at <http://netscape.com>.*

**I Navigator** is a *web browser* containing tools to find, look at, save, and use Internet files.

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**II Messenger** allows you to send and receive email messages, and provides utilities for organizing messages.

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# I. Navigator

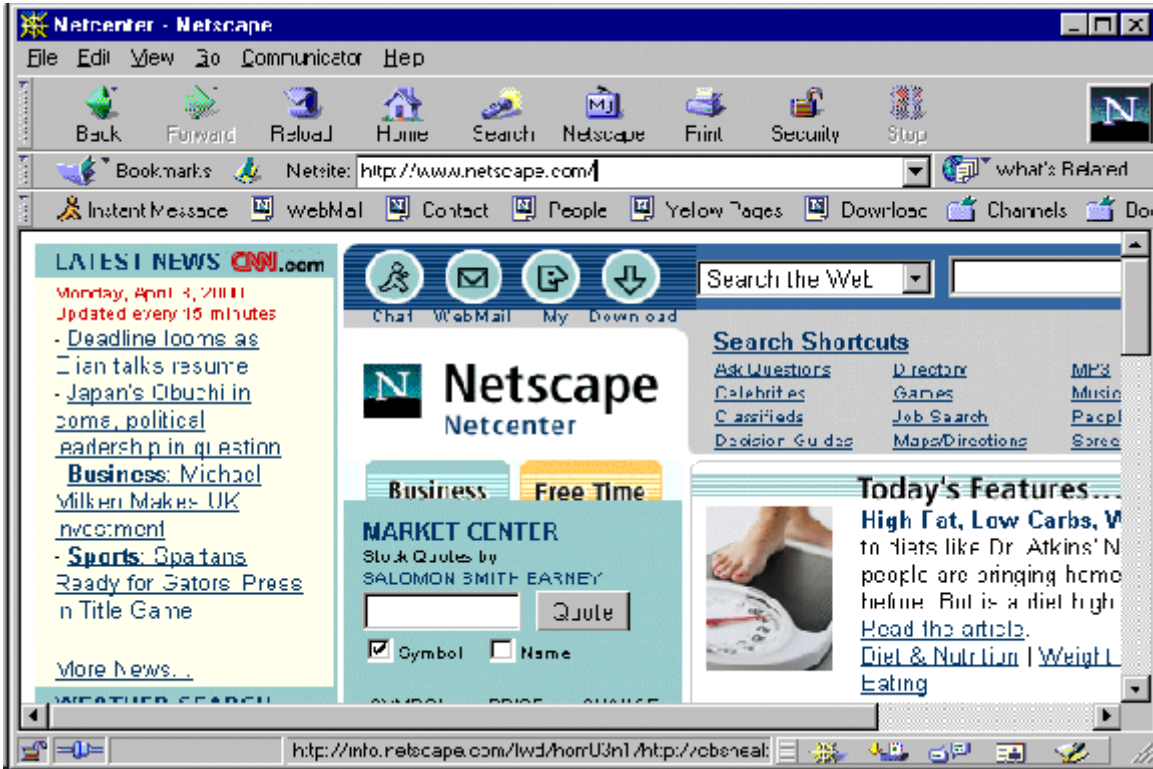
# Opening Netscape

If Netscape Communicator has been installed on your computer, you will probably see its icon on your desktop. Double-click the icon to start the program.



When you start Netscape, the page that appears first is your “home page.”

## The Netscape Browser



Netscape Navigator -- Netscape's Home Page

Let's look at some of the browser's elements:



### Title Bar

The title bar displays the title of the website that is currently viewed.



### Menu Bar

Click on an item on the menu bar to bring up its submenu.

**Notes:** If you don't see all of the toolbars, Click **View** on the menu bar and ensure that the following are selected: **Navigation Toolbar**, **Location Toolbar**, and **Personal Toolbar**.

By clicking the narrow tab to the left of each toolbar, you can hide or show that toolbar.



## Navigation Toolbar

The buttons **Back** and **Forward** are grayed-out because we haven't navigated anywhere yet. As soon as we do, these buttons will become functional and can be used to move backward to webpages we have previously looked at, and then forward again (think of these as page turners).

**Reload** refreshes the current page. If the page has changed since you first loaded it, you will get the most up-to-date version by clicking Reload.

**Home** bring you back to your home page. To change the default home page: From the menu, choose **Edit; Preferences; Homepage Location** and enter or choose the location of the page you want to use.

**Search** launches Netscape's search page.

**My Netscape** launches a customizable Netscape page, bringing you up-to-date news of personal interest. Sometimes the **My Netscape** icon will appear as **Guide**.



**Print** brings up the print dialog screen.

**Security** accesses Netscape's security features and encryption information.

**Stop** stops the current transfer.



## Location Toolbar

**Bookmarks** allow you to easily save the location of a website so that you may return to it quickly.

**Location** shows the address of the current website, known as a URL ("Uniform Resource Locator"). If you wish, you may type a new URL into this window and press **Enter** to go to it.



## Personal Toolbar

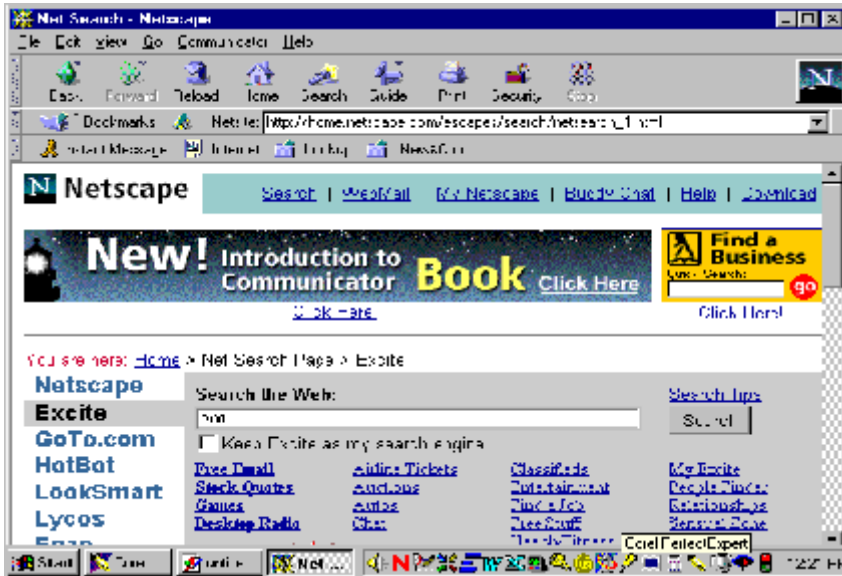
**Instant Message** is a feature which may not be accessible to you, depending upon your connection to the Internet. If you want to try to set it up, click the icon and follow the prompts.

**Internet** brings up **My Netscape** (see Navigation Toolbar above).

**Lookup** opens a submenu from which you can choose the **People** or **Yellow Pages** directory to find individuals or companies.

**New & Cool** opens a submenu from which you can choose from **What's New?** or **What's Cool?** Choosing either will load the appropriate Netscape website. You might compare this to reading a magazine.

# Searching the Web



## Netscape Search

Click the *Search* icon on the Navigation Toolbar to launch Netscape’s search page. Each time this page is loaded, it will default to a different *search engine*. In this example, *Excite* is preselected. Change the search engine by clicking on the one you want. To learn more about how to perform an efficient search, click on the link labeled Search Tips.

To perform a search, type into the blank field beneath *Search the Web* and click the *Search* button. In this example we’re going to search for DWI.

When the page loads, you’ll probably see lots of advertising at the top of the page. Scroll down to see the results of the search. Depending upon which search engine you are using, you will probably see a figure showing how many results your search yielded. The results will usually be displayed in groups of ten, with a link at the bottom to continue to the next group. Keep in mind that doing the same search using a different search engine will yield different results, so keep trying. Here are the first three results that my search for DWI on *Excite* found:

68% [DWI Consultants - Expert DWI testimony for DWI cases](http://www.dwiconsultants.com/) - DWI Consultants - a privately owned and operated DWI consulting firm offering expert testimony in New Jersey DWI cases  
<http://www.dwiconsultants.com/>  
[Search for more documents like this one](#)

65% [+++D.W.I. Internet Services, Webpage Design+++](http://www.go-dwi.com/) - Put your business ONLINE!  
www.yourname.com and online ordering is available!  
<http://www.go-dwi.com/>  
[Search for more documents like this one](#)

65% [DWI - Welcome to Fiandach's NY DWI.com](http://nydwi.com/index.html) - Important DWI information that everyone can use  
<http://nydwi.com/index.html>  
[Search for more documents like this one](#)

*Excite* found 5209 websites containing “DWI”, including the one for D.W.I Internet Services. Although I was thinking about “Driving While Intoxicated,” it’s clear to see why this would have come up considering my search criteria.

## Searching the Web...cont'd

Next I clicked the **Back** arrow a couple of times to get back to the search page (or simply click **Search** again), chose **LookSmart** as the search engine and typed “driving while intoxicated” as the criteria, quotation marks indicating that I want to find documents containing this exact phrase. LookSmart didn’t indicate how many records were found, but they were a real mixed bag. Here are three of the results:

[Section 577-010 Driving while intoxicated.](#)

Missouri Revised Statutes. Chapter 577 Public Safety Offenses Section 577.010  
August 28, 1998. Driving while intoxicated. 577.010. 1. A person...  
Size 2K - 22-Dec-98

[If you're accused of driving while intoxicated](#)

DWI If you have been charged with Driving While Intoxicated (or some variation of that charge) you could face jail, substantial fines, and/or loss of...  
Size 4K - 21-Oct-99

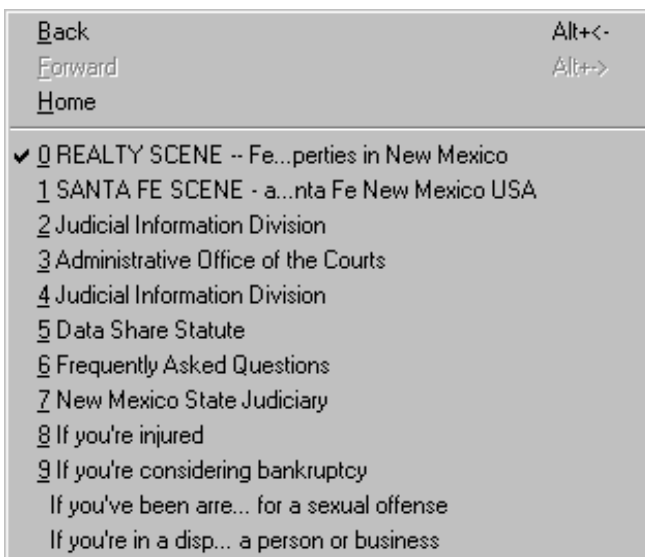
[Australia's education internet gateway- australia.edu](#)

Australia's education internet entry site providing education vacancies, latest news, free email...  
Size 13K - 06-Jan-0

You may wonder about some strange results. You could search for “Bolivia” and get a website about valley girls, for instance. The explanation is that *somewhere* on the valley girl website the word “Bolivia” was used, and the search engine has simply indexed the entire site, found that word, and served it up for you!

In search results, website links are shown in underlined, blue text. Click the link to follow it.

## Finding your Way Around



You can use the **Back** and **Forward** buttons on the Navigation Toolbar to navigate within the pages you have visited.

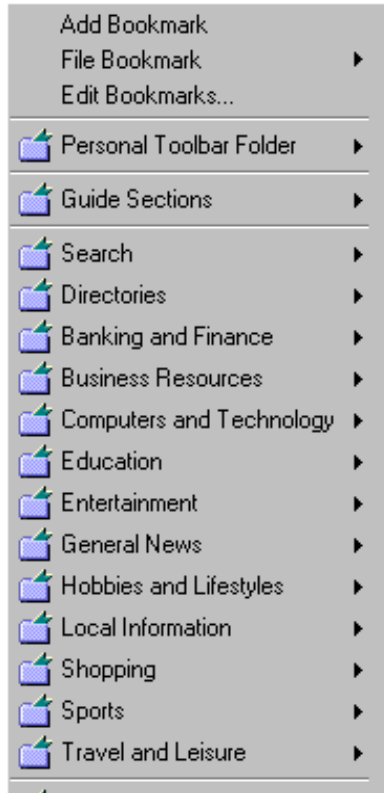
5

You can also click **Go** on the Menu Bar to choose from the titles of the last ten web pages you’ve viewed. Click the title that you want to return to.

## Bookmarking Web Sites

When you find a great website, you might want to be able to get back to it quickly without having to remember its URL or searching for it again.

While you are on the page you want to keep track of, click **Bookmarks** on the Location Toolbar.



Click **Add Bookmark**. Then later you just click **Bookmarks**, click the title you want, and go right to its web page.

*Note:* Netscape has supplied you with folders containing preset bookmarks of websites in which you may be interested.

The two bookmarks I just added appear at the bottom of the list:



Go to **Edit Bookmarks** to create folders, move bookmarks into folders, delete and move bookmarks. You can also perform a search (**Edit; Find in Bookmarks**).

## Printing Web Pages

To print a web page, on the Menu Bar go to **File; Print** or click the **Print** icon on the Navigation Toolbar.

## Copying Text

Generally speaking, it's better to copy and paste text from web pages than to try to save the page, since it would be saved in html (hypertext markup language). With your word processing program open, go to the web page you want to copy from and select the text you want by clicking and dragging the mouse (or if you want the whole page, on the Menu Bar choose **Edit; Select All**). Then hold down the **Ctrl** key on your keyboard and press the **C** key. Switch back to word processing and hold down the **Ctrl** key and press **V**. Your text will be pasted into your word processing page.

# General Tips for Effective Searching

## Quotation Marks

Enclose a multiword phrase in quotation marks to tell the search engine to find only sites that containing those words in exact order. *Example: “driving while intoxicated”*

## Plus and Minus signs

Type a plus sign (+) before a word or phrase to indicate that it must appear in the search results.

*Example: Accommodation +Santa +Fe*

A minus sign (-) shows that the word or phrase should *not* be included in the search results

*Example: animals -dogs*

## Boolean Operators

(AND) (OR) (AND NOT). These operators must appear in ALL CAPS with a space on either side.

AND - indicates that the web pages found *must contain all the words* thus joined.

*Example: phantom AND opera AND Broadway*

OR - web pages found *must contain at least one of the words* joined by OR.

*Example: United +States OR America*

AND NOT - web pages found *cannot* contain the word that follows AND NOT.

*Example: courts AND NOT criminal*

## Parentheses

To group Boolean queries together for more complex queries. *Example:* to find documents that contain the word verdict and either the word criminal or the word civil, enter:

*verdict AND (criminal OR civil)*

## Title Search

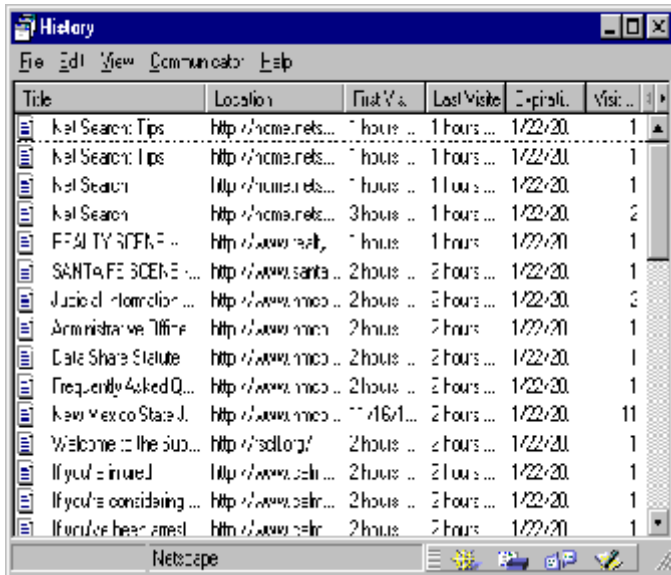
This allows you to limit a search to the title portion of web pages.

*Example: title:Albuquerque*

or *t:Albuquerque*

will locate web pages having the word Albuquerque in their title.

## History List



Another way to find a page that you've visited is to check the **History List**

On the Menu Bar, go to **Communicator; History**.

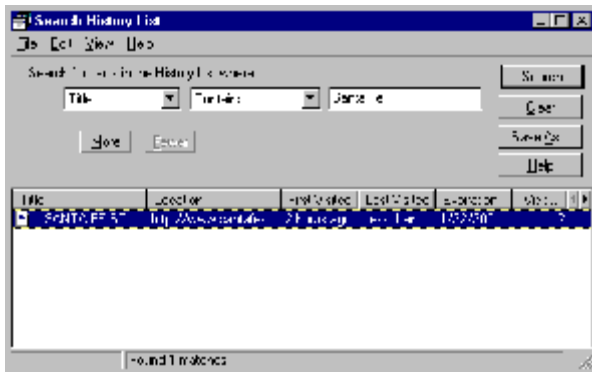
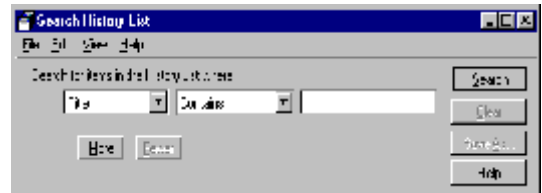
You can maximize this screen if you wish. To sort alphabetically, click on the **Title** heading.

Go to a web page by double-clicking its entry.

Search within the list by clicking **Edit** on its menu, then choose **Search History List**.

Choose your search criteria from the two drop-down menus, and type in the empty screen.

Click **Search**.

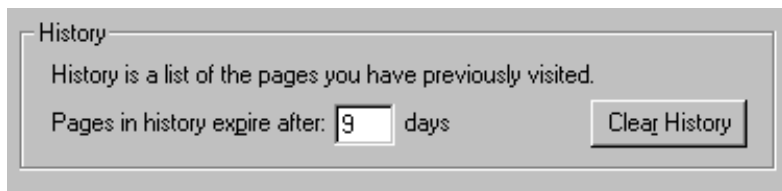


The results will appear in the lower portion of the screen.

Double-click a title to retrieve the web page.

## Customizing the History List

To set the number of days you want to keep web pages in history, on Netscape's Menu Bar go to **Edit; Preferences**. In the History portion of the screen, set the number of days. You may also clear the History List at any time by clicking **Clear History**.



## Surfing the Web

Netscape's pages provide links to websites that may interest you, and they are a good starting point for your journeys. As you "surf the web" you'll find that most of the web pages you visit will contain links. A link can take you to another page within the same website or to another website altogether. Sometimes links show as underlined text, sometimes as icons.

The Internet is forever changing, with new websites coming online daily in staggering numbers. New search engines and directories join the fray, advertising is abundant, and online trading is all the rage. But just as a shopper finds his way through a busy marketplace in Istanbul, you too will find a path to your destination, and will hopefully enjoy the scenery along the way.

There is the thrill of discovery, the feeling of taking off into new territory. You can start anywhere, following links that appeal to you and ending up who-knows-where. When you are looking for specific information you may sometimes be frustrated in your search, and other times you will unearth more information that you could possibly wade through. You might turn up websites written in languages other than English, and that can be lots of fun when you run the URL through a translator such as Alta Vista's, at <http://babelfish.altavista.com>.

We hope you will enjoy your travel.

## Suggested Links

New Mexico State Judiciary	<a href="http://www.nmcourts.com">http://www.nmcourts.com</a>
New Mexico Judicial Education Center	<a href="http://jec.unm.edu/">http://jec.unm.edu/</a>
New Mexico Legislature	<a href="http://legis.state.nm.us">http://legis.state.nm.us</a>
Los Alamos National Laboratory	<a href="http://www.lanl.gov/worldview">http://www.lanl.gov/worldview</a>
University of New Mexico	<a href="http://www.unm.edu">http://www.unm.edu</a>
Supreme Court Law Library	<a href="http://www.fscll.org">http://www.fscll.org</a>
All Law State Resources -- NM	<a href="http://www.alllaw.com/state_resources/new_mexico">http://www.alllaw.com/state_resources/new_mexico</a>
New Mexico State Resource Page	<a href="http://www.romingerlegal.com/state/newmexico.html">http://www.romingerlegal.com/state/newmexico.html</a>
Federal Constitution, Statutes and Codes	<a href="http://www.law.cornell.edu/statutes.html">http://www.law.cornell.edu/statutes.html</a>
United States Code Database	<a href="http://uscode.house.gov/">http://uscode.house.gov/</a>

## II. Messenger

## Opening Messenger

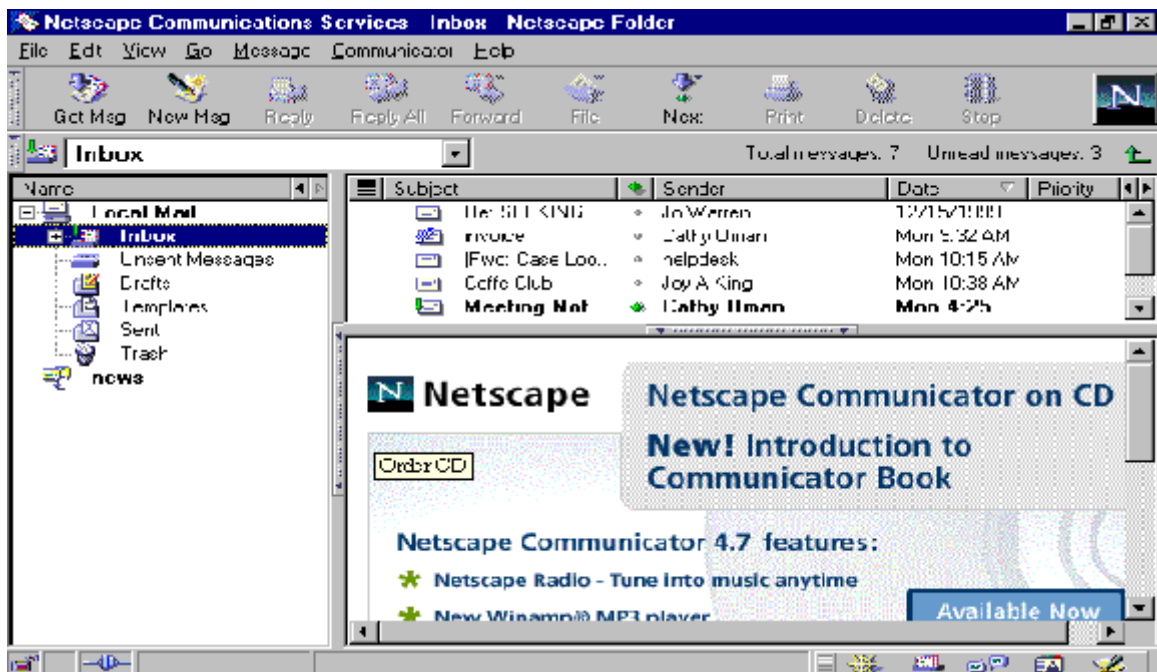
**Open Messenger:** When Netscape Communicator is open, you will see five icons beneath the window on the “*component bar*.” The inbox icon is second from the left, and when you click on this, you will open Messenger.



**OR:** On the menu bar, click *Communicator; Messenger*

**OR:** *Ctrl; 2*

**NOTE:** If your email has not been configured yet, you may be prompted to use the Mail & Newsgroups setup program when you first attempt to open Messenger. If this happens to you, please read “*Using the Mail & Newsgroups Setup Program*” included in this manual.



**Netscape Messenger, 4 views selected**

**Messages are shown as little envelope icons.** When unopened, a little green arrow will appear on the icon. If the message includes an attachment, a blue paper clip appears on the icon. Subject, sender, and date are shown for each message. To open a message, double-click its icon; the text will appear in the Messages window.

You can customize the way Messenger looks. **Click on *View; Show***, then select or deselect (when selected, a check mark **T** appears next to the item):

- **message toolbar** (Note the icons, “Get Message” and “New Message”.)
- **location toolbar** (Showing that our current location is **Inbox**; note “Total messages: 7” and “Unread messages; 3”.)
- **messages** (When a message has been opened, its content will appear here.)
- **folders** (Shows our current location and other available folders.)

## Getting Messages

Although Messenger will normally download new messages to your **Inbox** periodically, you can retrieve them manually at any time:

- Click the *Get Msg* icon on the Message toolbar.
- From the *File* menu, click *Get New Messages*.
- Click the inbox icon on the component bar.

New messages will download. Or the status bar (beneath the Messenger window) might tell you, “There are no new messages on the server.”

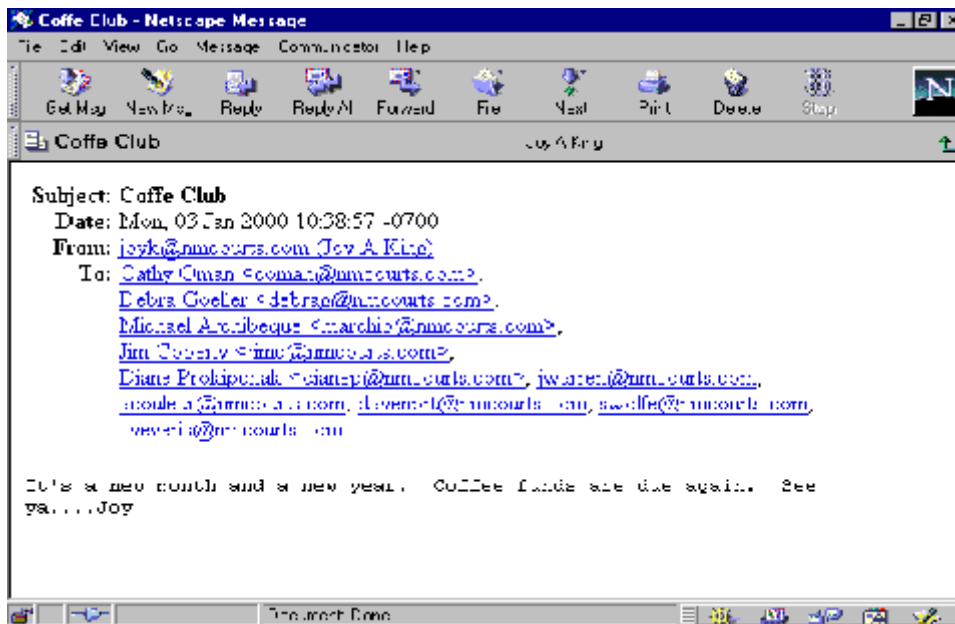
## Sorting Messages

Just click on whichever column heading you want to use as the criteria of your sort:


- Subject
- Sender
- Date

## Viewing a Message Full-Screen

In Messenger, double-click the envelope icon  for the message you want to read, and the page will expand to fit the window.



### Maximizing message size

To return to Messenger, you may either click the small green arrow at the right top of the window, , or click the X in the upper right screen.

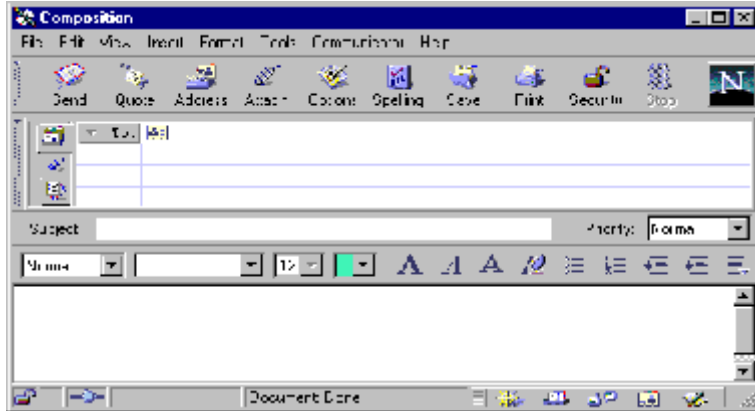
## Sending Messages

### TO SEND A NEW MESSAGE:

On the toolbar, click the *New Msg* icon



Or, from the menu, select *New; Message*



Composition Window

The cursor is placed in the *To:* field. Type the Email address of the recipient. (See *Using Personal Address Book* and *Creating a New Address Book*.)

Tab to get to the *Subject* field and enter a subject for your message.

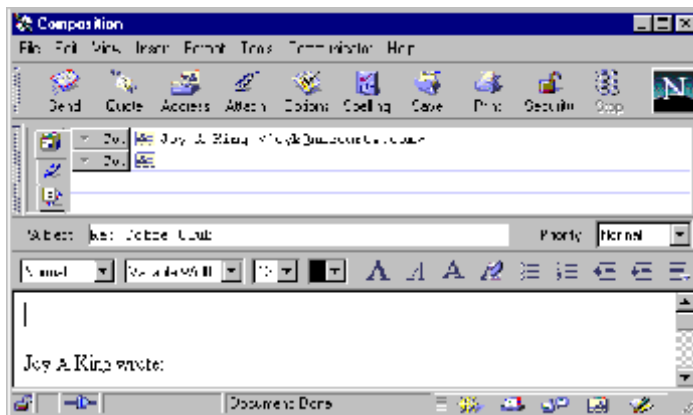
Tab to get to the *Message* field and type the text.

Click the *Send* icon on the Toolbar to send your message.



## Replying to a Received Message

*With a received message open*, click the *Reply* icon on the toolbar.



Replying to a received message

The *To* field has been automatically filled in.

The *Subject* is also referenced, which will make it easy for the recipient of your reply to see what you are responding to them about.


The original message is shown in the bottom half of the *Message* window.

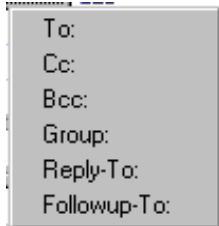
**NOTE:** You may choose whether or not to automatically quote the original message when you send a reply. In the Composition Window go to the Menu Bar and select *Edit; Preferences; Messages*. Then in *Forwarding & Replying to Messages Options* select or deselect “*Automatically quote the original message when replying.*” If this option is deselected, you can always choose to quote the original message on a case-by-case basis by clicking the *Quote Icon* on the Toolbar.

## Sending Email to Multiple Recipients

You have clicked the *New Msg* icon on the Toolbar, so you are in the Composition Window.

Type the name in the *To:* field (or choose from Address Book). Repeat the process for each recipient.

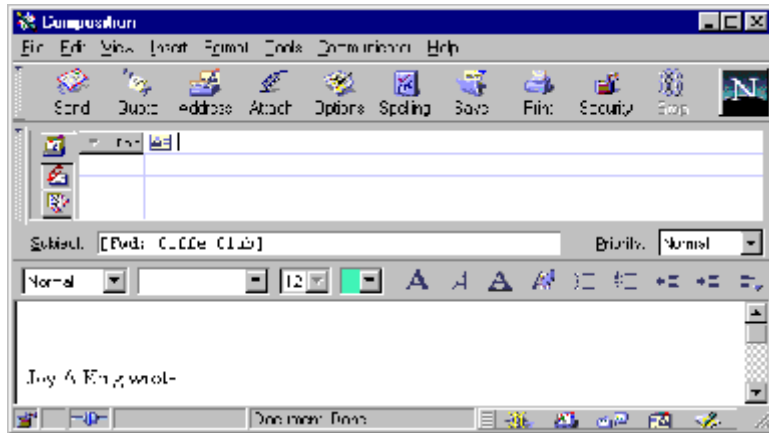
You can choose different recipient types by clicking on this icon,  *To:*, which will bring up this submenu from which you may choose the desired type:



To:	Main recipients.
Cc:	Carbon copy.
Bcc:	Blind carbon copy, only you see who these recipients are.
Group:	Posting to a newsgroup. (Outside the scope of this manual. To learn about newsgroups: on Netscape Navigator's Menu Bar go to <i>Help; Help Contents; Browsing the Web; Newsgroups</i> )

## Forwarding a Message

With the message open, click the *Forward* icon on the Toolbar.



### Forwarding a Message

You will get a new Composition Window. The *Subject* field will contain the same subject as the original message, preceded by "Fwd:" and enclosed within square brackets. The original message is in the lower portion of the *Message* window, and you may include your own text above it if you wish.

Simply click the *Send* icon once you have filled in the recipient information and added any text.

## Using Personal Address Book

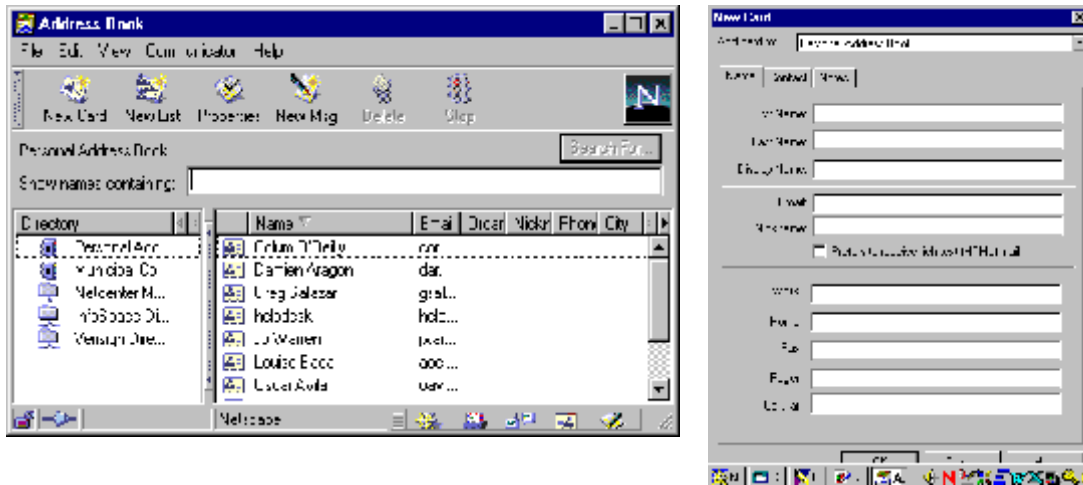
You can create “cards” for individuals that you email frequently. You can also create a card for yourself (called a vCard) which you can attach to your outgoing mail messages.

### *Create an address book card for a frequent contact:*

In Navigator, click the **Address Book** icon (second from right) on the component bar.



When the Address Book window opens, click the **New Card** icon.



Fill in the information you want to keep for this contact, the most important items being, of course, their name and email address. (Keep in mind that Netscape organizes addresses in Address Book by the first letter in the Display Name.)

In the New Card dialogue box, you may enter the First Name and Last Name of the contact you want to add. The Display Name is autofilled based upon your input to the first two fields, but you can alter the Display Name, perhaps to add a title, as in “Judge Marcia Kemp” or “Kim Prior, Client Systems Support.”

### *Create a vCard for yourself:*

In Navigator, go to **Edit; Preferences; Mail & Newsgroups; Identity**.

Click in the box next to “Attach my personal card to messages (as a vCard), then click **Edit Card**.



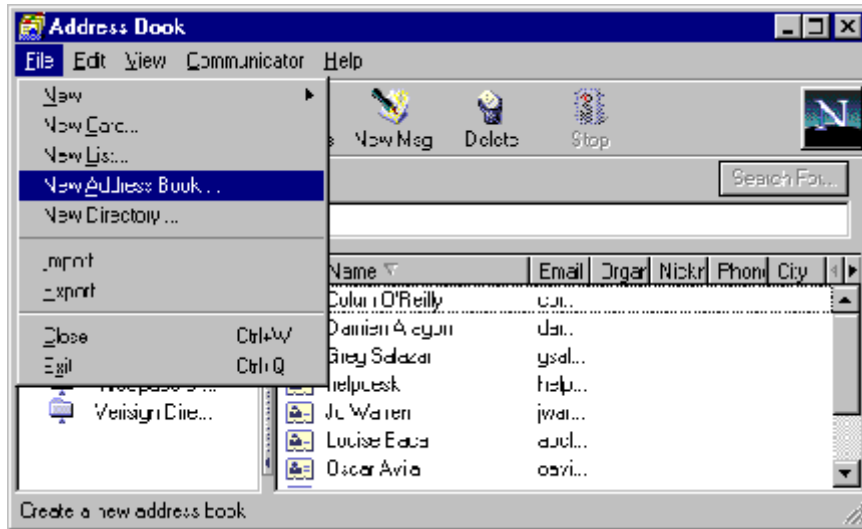
In the **New Card** dialog box, enter information about yourself that you want recipients of your messages to see.

## Creating a New Address Book

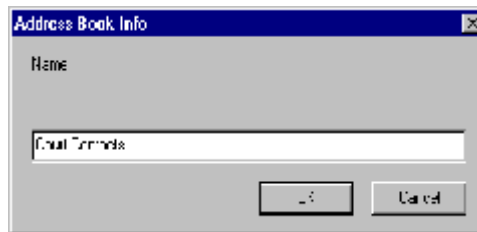
Click the **Address Book** icon (second from right) on the component bar.



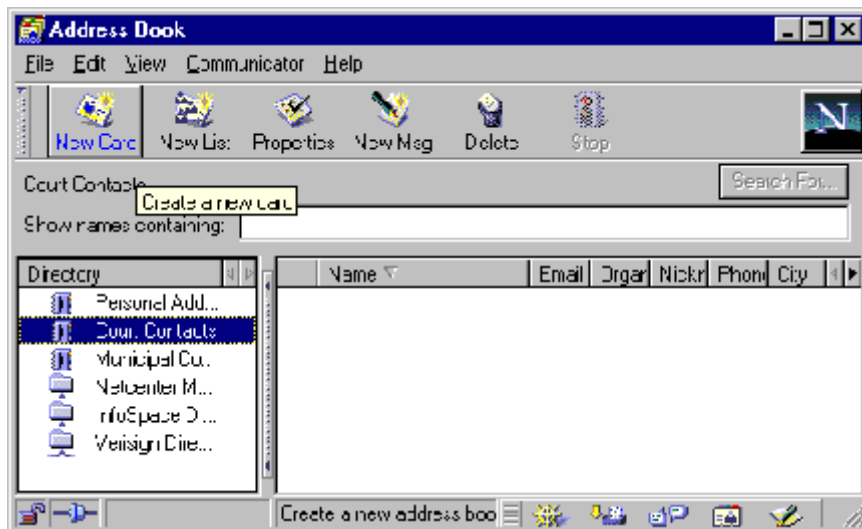
When Address Book opens, go to **File; New Address Book**



In the **Address Book Info** window, type a name for the new Address Book.



Click **OK**.



**Click** on the name of your new Address Book. Note that when you have it selected, its name appears directly under the Toolbar.

Click the **New Card** icon on the Toolbar to begin creating records just as in Personal Address Book.

## Inserting an Address from Address Book

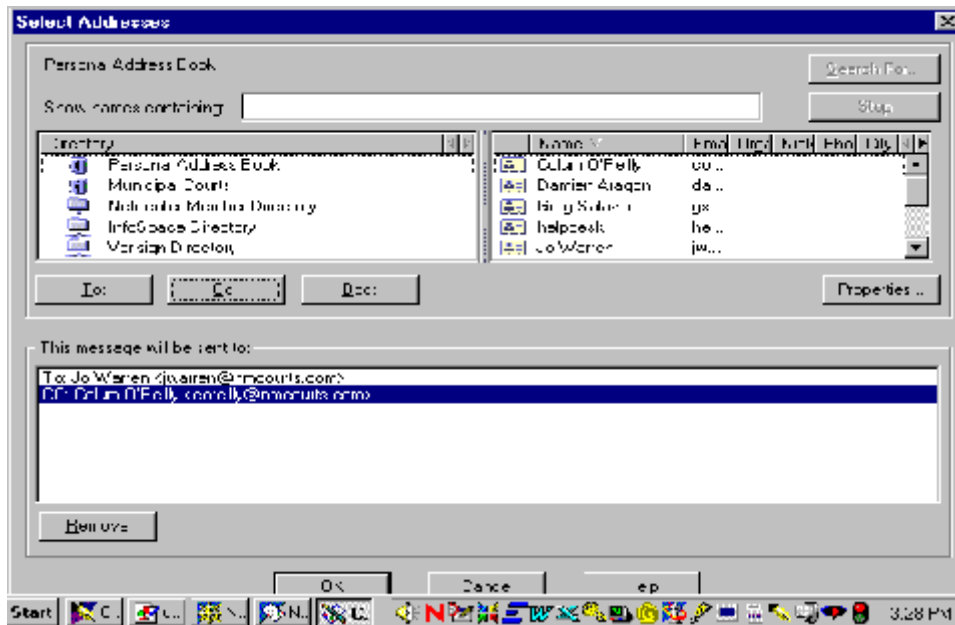
In the Composition window, click on the *Address Book* icon.



*Personal Address Book* will be chosen as default. (If required, choose another by clicking on it.) You may now *Select Addresses*.

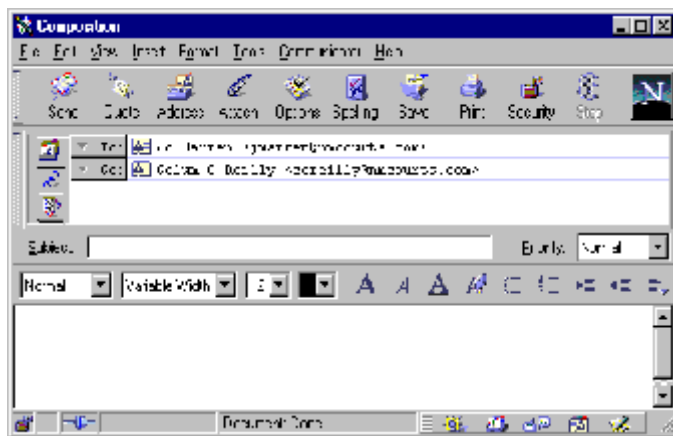
Click on the name of the appropriate recipient, then choose the proper recipient type by clicking on *To: Cc:* or *Bcc:* Continue the process for each individual.

As you can see in the example, this moves the type and name into the *This message will be sent to* window.



### Select Addresses in Address Book

Click *OK*.



The names and email addresses have been inserted for you, along with recipient type.

## Reviewing Message Options

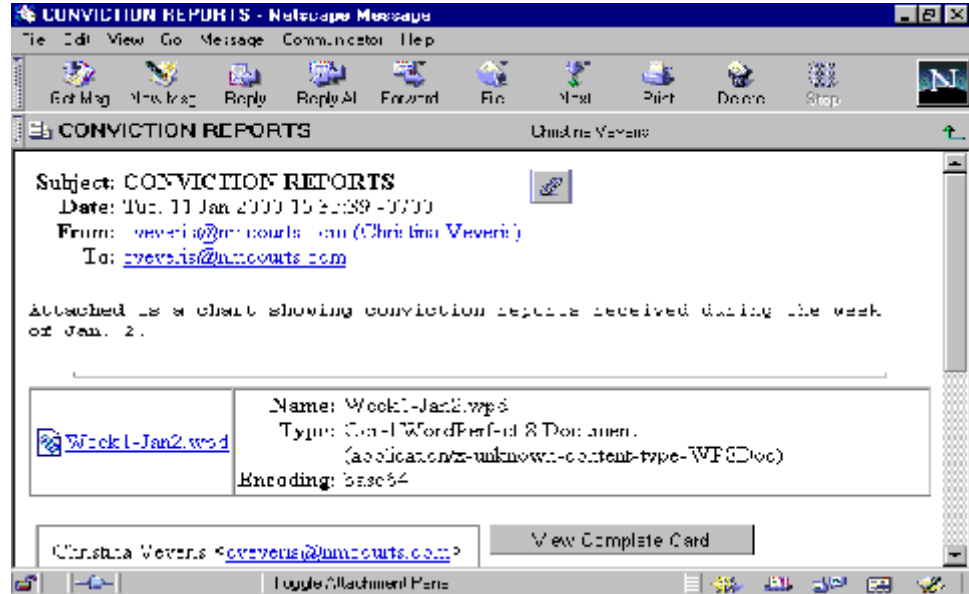
While you are in the Composition Window, move your cursor slowly over each icon on the Toolbar. A text screen will be activated, describing the action of each icon button:




- Send:** *Send the message now* -- Send a completed message.
- Quote:** *Quote the previous document* -- Include the text of a message you're replying to.
- Address:** *Select Addresses*  
This will take you to Personal Address Book. See *Using Personal Address Book*.
- Attach:** *Include an Attachment*  
You can choose to attach a file, web page, or address card.  
See *Attaching a File to Email*.
- Options:** *View Message Options* -- Set additional message sending options.
- Spelling:** *Check spelling* -- Check the spelling of the new message.
- Save:** *Save this message* -- Save the message as a draft, template, or file.  
The message will be saved in your Drafts folder.
- Print:** *Print this page* -- Print the contents of the message composition window.
- Security:** *Show security information*  
Display the security information and status for the message.
- Stop:** *Stop the current transfer* -- Cancel sending the message.

## Viewing and Opening Attachments

To create this example I sent myself a message with an attachment:




Email with an Attached File

To open the attachment, you may click the *Paper Clip* icon  which will result in each attachment showing as an appropriate file icon

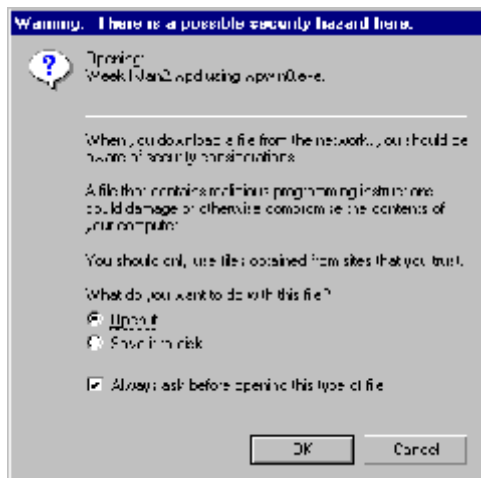
(in this case, WordPerfect):



**OR** click the link  [Week1-Jan2.wpd](#).

If multiple documents have been sent, multiple links will be shown.

Whether you click a file icon or a link, you will receive this dialog box allowing you to either open or save the file.



If you choose to *Open it*, the appropriate application will be launched and the file will open within it. In this example, my computer would recognize that the file is in WordPerfect format, would start WordPerfect, and then open the file.

If you choose to *Save it to disk*, the *Save As* dialog box will prompt you to select an appropriate location for the file.

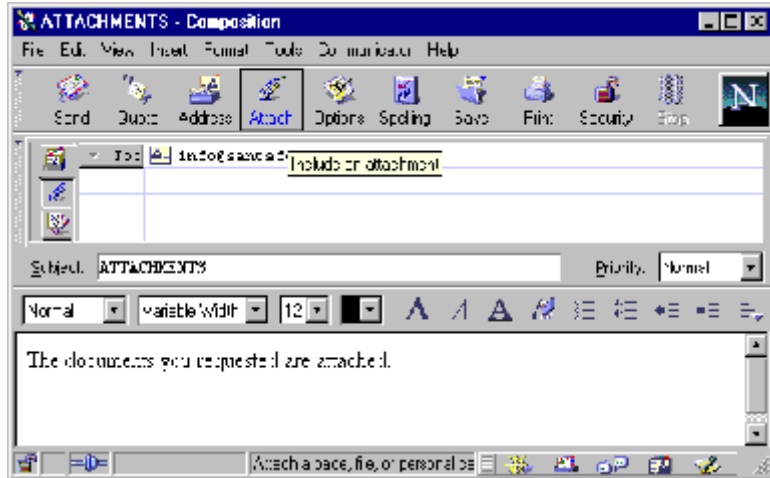
*What if your computer doesn't recognize the application?*  
.....We'll deal with that issue next.



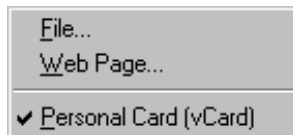
## Attaching a File to Email

Let's say you are sending a message and want to include an attachment.

In the composition window, click the *Attach* icon.



A drop-down list will appear:

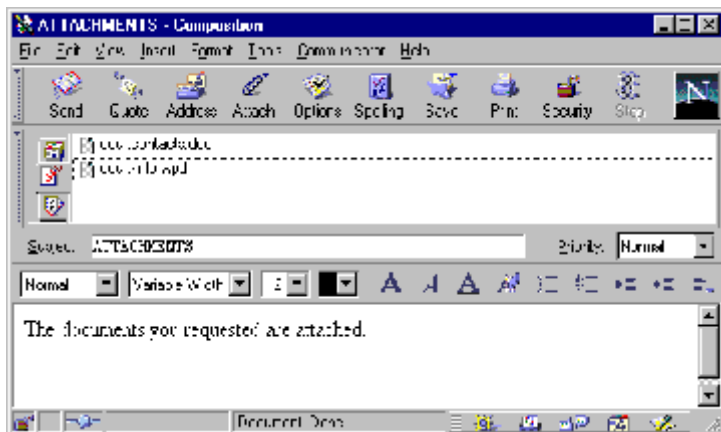
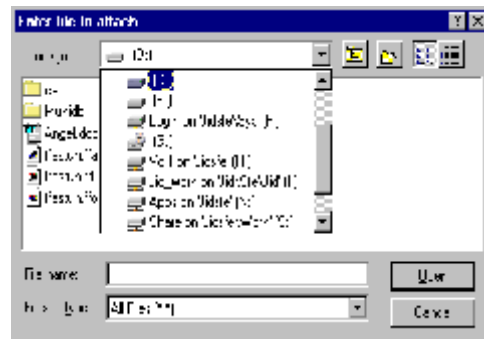


Choose *File*.

You will be prompted to *Enter file to attach*:

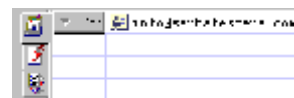
Click the arrow next to the *Look in* window to activate the drop-down list, choose the correct drive, then locate the file you want to attach and click *Open*.

You can attach multiple files.

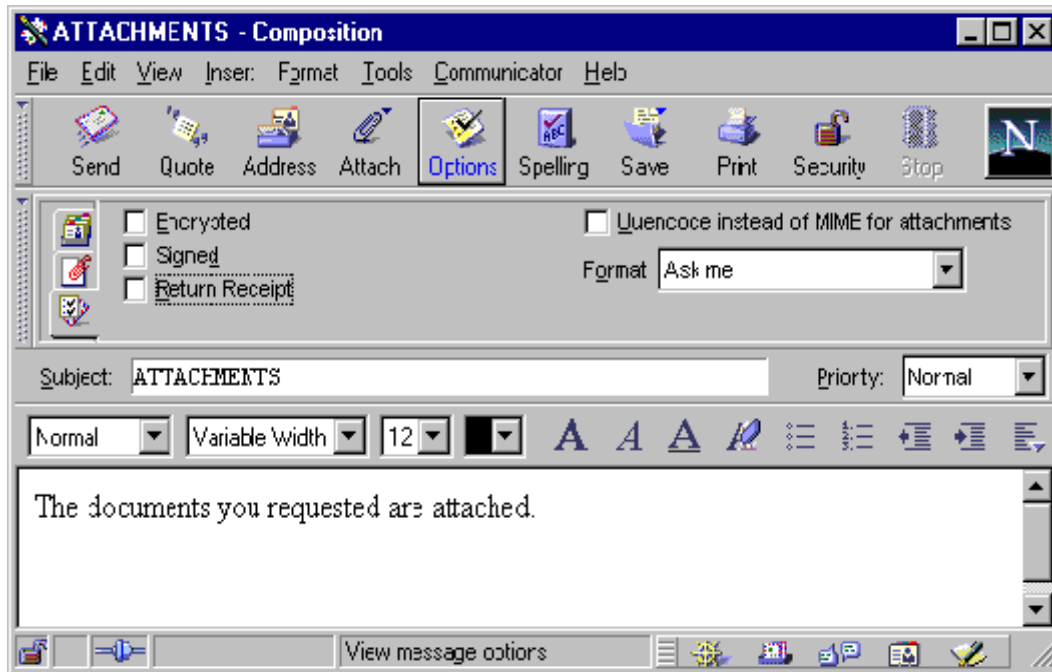


Note that the *Attach* tab is prominent, and the filenames are listed.

Click the *Address* tab to see to whom the email is addressed.



## Sending Options



### Choose Sending Options

You can click either the *Options* icon on the toolbar or the *Message Sending Options* tab to get these choices:

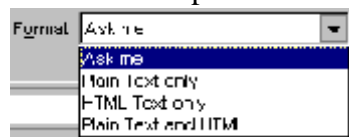
**Encrypted**-- Encrypts your message, but you have to have a security certificate and the recipient's security certificate to use this feature. Beyond the scope of this manual, but you can get information on Netscape's website if you want to use this.

**Signed** -- Attaches your digital signature, part of your security certificate (see above).

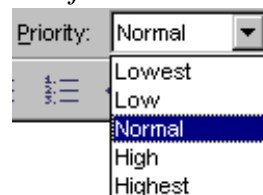
**Uuencode instead of MIME for attachments** -- If your recipient's email program doesn't handle MIME attachments, try this method.

**Return Receipt** -- Sends a confirmation that your message was received/opened. (First set the type of receipt you want -- go to: *Edit; Preferences; Mail & Newsgroups; Return Receipts*)

**Format** -- click the arrow to activate the drop-down menu. *Plain Text and HTML* is a good choice with today's modern computers.



**Priority** -- Located in the Composition window next to *Subject*. Click the arrow to activate the drop-down menu, then set the priority of your message.



## Using the Mail & Newsgroups Setup Program

If this program has not been set up by your Internet service provider (ISP) or by someone in your office, you will be prompted to use it when you first attempt to open Messenger Inbox.

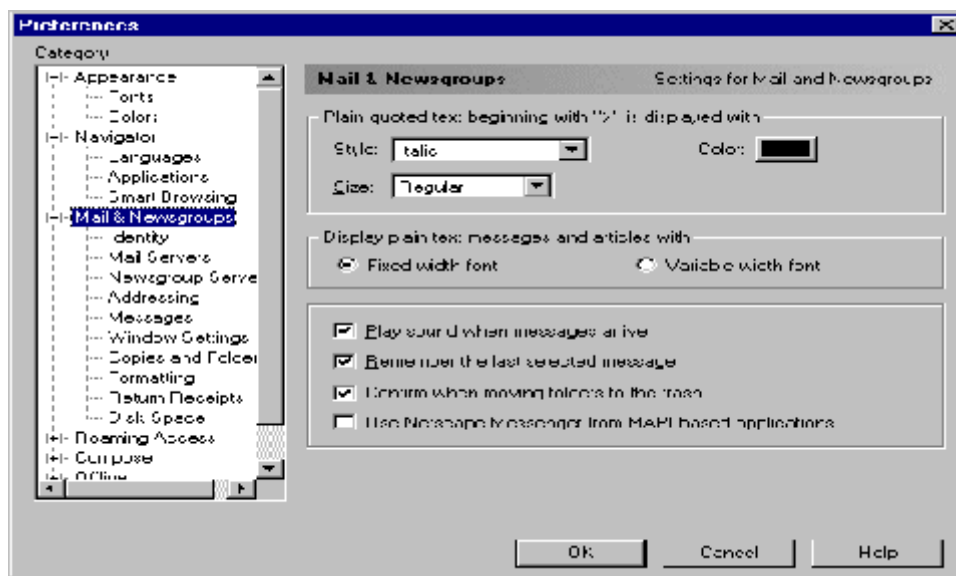
The setup program asks you to provide certain settings. Have the paperwork you received when you set up your Internet account handy, since it will contain information you need to enter. If you don't know a setting, get out of the program and ask your ISP to provide it to you. You can always change settings later (choose *Preferences* from the *Edit* menu and select *Mail & Newsgroup Preferences*, open the submenu by clicking the plus sign (+), then pick the appropriate category. See the illustration below.)

Type the following information exactly, matching uppercase and lowercase characters. Click *Forward* or *Back* to move through the screens. To cancel changes, click the window's close box (the X).

- Login name.
- Login password.
- Reply-to or return address. Your return address is usually your user name combined with your ISP's domain name. Example: [ckelly@earthlink.com](mailto:ckelly@earthlink.com)
- Your real name. (Messenger shows it with your user name when you send a message.)
- The name of the mail server that *delivers* your messages, and its type, probably POP3.
- The name of the mail server that *sends* your messages, also known as your SMTP host. (The name of the SMTP host might not be listed in your ISP information. It's usually the same as the POP 3 host.)
- The name and path of your local folder. (This will probably pop in automatically.)

Click OK.

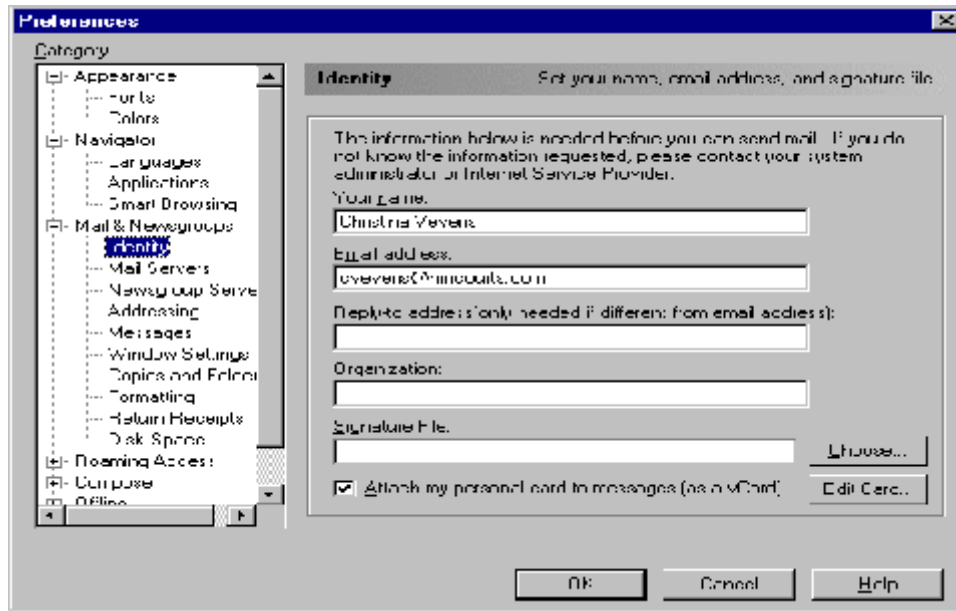
## Changing a Setting Later



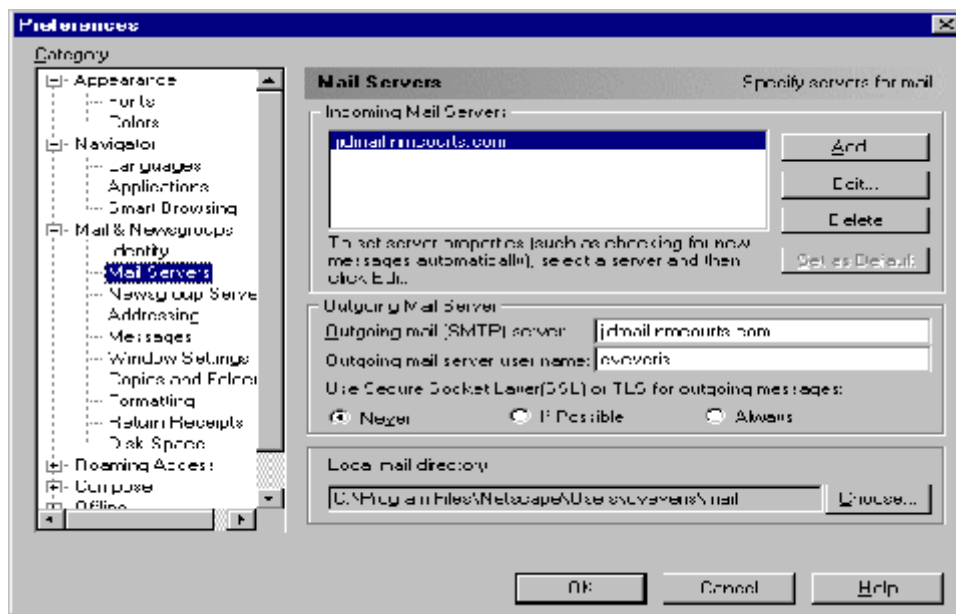
*Edit; Preferences; Mail & Newsgroups*

The categories you will need to edit are *Identity* and *Mail Servers* (see examples next page).

## Changing a Setting Later... Cont'd



*Example: Identity*



*Example: Mail Servers*

## Clearing Memory Cache

Copies of frequently accessed pages are saved to your computer, so that the page doesn't have to be retrieved from the network each time you view it. (To ensure you're viewing the most up-to-date version of a web page, click the **Reload** icon on the Navigator Tool Bar.) *Memory Cache* refers to the Random Access Memory (RAM) allocation, and *Disk Cache* pertains to the amount or space used on your hard drive.

**To clear the cache:** on the Navigator Toolbar, go to **Edit; Preferences; Advanced; Cache**. Click **Clear Memory Cache** or **Clear Disk Cache**. It's important to do this on a regular basis if system speed is a concern since Memory Cache eats up system resources, Disk Cache eats up space on your hard drive.