Configuring
and
Working
with a Browser

CAIRS Reference Manual

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Introduction

Purpose of the Course

This course provides training in the more advanced features of Internet browsers. It begins with a review of some basic Internet concepts and progresses into how to create, organize, and display bookmarks. Step-by-step instructions will guide you through the process of configuring browser preferences/options, in addition to using other browser tools.

Objectives

Upon completion of this class, you will be able to perform the following activities:

▸ Discuss various Internet concepts, such as World Wide Web, hypertext, hyperlinks, browsers, and Uniform Resource Locators (URLs)

▸ Launch and exit an Internet browser, use menus and tool bars, follow hyperlinks, use URLs, download or save files, as well as copy selected information from a browser

▸ Add, delete, organize, and use bookmarks (or favorites)

▸ Configure Preferences (or Options) to customize the appearance and operation of browsers

▸ Perform Internet searches using popular search engines to locate information

What Is the World Wide Web?

The Internet consists of millions of computer networks connected together, thereby making hundreds of thousands of services available. Years ago, it was very difficult to navigate the Internet to find desired information. As a result, a group of physicists got together to find a way to link all the information from all of these computers. Their creation was called the World Wide Web. It allows "pages" of information to be presented, and a huge amount of information to be accessible via "hypertext." In fact, the entire Web is based on hypertext. Hypertext enables you to link from document to document using "hyperlinks" (or links).

Page (or Web Page)

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A page (or Web page) is a document on the World Wide Web. Every page is identified by a unique address.

WARNING

Do not confuse *page* with *screen*. What you see on the computer screen can be just one small part of a lengthy page. You may need to *scroll down the screen to see the rest of the page*.

Hypertext

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A method of writing and displaying text that enables the text to be linked in multiple ways and contains links to related documents. Hypertext allows the reader (user) to skip from one point to another and navigate through text rather than read text in the traditional linear fashion.

Hypertext technology is a powerful tool for database applications, like CAIRS, because it replaces the traditional tree structure that requires drill-down and drill-up within the database.
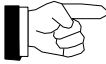
Hyperlink

TERMINOLOGY

A hyperlink (or link) is a pointer to a file or information that exists in another place. It is usually a connection between two documents and is usually represented on a web page by an underlined word or phrase and displayed in a different color. A link may take you to another page, retrieve a text file, retrieve and display a graphical image, retrieve and play a sound file, or retrieve and play a video clip.

Hyperlinks are found throughout CAIRS.

World Wide Web (also known as WWW, W^3, or the Web) is one of the fastest-growing Internet server technologies, since it is based upon a system of saving links to sites containing needed data. Since its conception, the growth of the World Wide Web has been phenomenal.

Internet Browsers

A huge breakthrough in improving access to the Internet came with the creation of graphical Internet browsers. The most recent ones allow you to effortlessly cruise the World Wide Web to locate information. Today, the two most widely used Internet browsers are Netscape and Internet Explorer.

> **TERMINOLOGY**
>
> ### Browser
>
> Browsers (or web browsers) are software programs (e.g., Netscape, Internet Explorer, etc.) that allow you to retrieve documents on the World Wide Web and follow hyperlinks from document to document.
>
> Access to CAIRS is provided by a browser.

World Wide Web browsers can be used to access almost everything available on the Internet. With a browser, you can access the CAIRS application or browse for ES&H information on the World Wide Web. You can also *search* for relevant information; and when you find what you are looking for, you can save it, print it, or mark it so you can easily get back to it.

NOTE Although others can be used, this course focuses upon Netscape Navigator, Version 3.0, and makes references to Netscape Communicator, Version 4.0, and Internet Explorer, Version 3.0. If you use something different, your procedures may vary somewhat; but most browsers function similarly.

Starting Your Browser

If using TIS software, Netscape is the World Wide Web "browser" provided. To start Netscape, locate the **ES&H TIS** group icon and double-click to open it. Then, double-click on the **NETSCAPE** icon. The window that appears is called the **TIS** home page.

If you are not using the TIS software, your procedure will vary somewhat. Once you double-click on your browser's icon to access the Internet, you can input the following URL to access the **TIS** home page: **http://tis.eh.doe.gov**.

Home Page

The term "home page" is used in two different ways:

1. The page you load (by default) when you start your browser (called "startup page" in Internet Explorer); or
2. The point of entry for a particular Web site.

Under the first definition, your home page may be the **NETSCAPE** or **INTERNET EXPLORER** startup page (the default home page when the browser software is loaded), or the home page of the organization you work for, or, if using **ES&H TIS** software, the home page for TIS.

Under the second definition, the first page you see when you enter the CAIRS Web site is the home page for CAIRS.

You can change your default home page at any time so that, at start-up, your browser will load that specified home page.

A *home page* contains links to material that is relevant to members of a particular group or organization. On the **TIS** home page, links point to services or resources for Department of Energy and contractor ES&H personnel.

The Browser Logo and the Status Bar

In most browsers, the browser logo appears immediately to the right of the current URL box (see **Figures 1** and **2**). The logo acts as a status indicator by animating when a page is loading or a transfer is in progress. Clicking on the logo will cause the home page of the browser company to load. The status bar, located at the bottom of browser pages, displays messages about the progress or status of the current operation (i.e., *Looking up Host, Contacting Host, Document Done,* etc.).

NOTE If you initiate a hyperlink or URL and then change your mind and want to abort the retrieval, you can click on the **STOP** tool. This will halt the current network action.

Figure 1 describes the various parts of a Netscape screen; while **Figure 2** describes the various parts of an Internet Explorer screen.
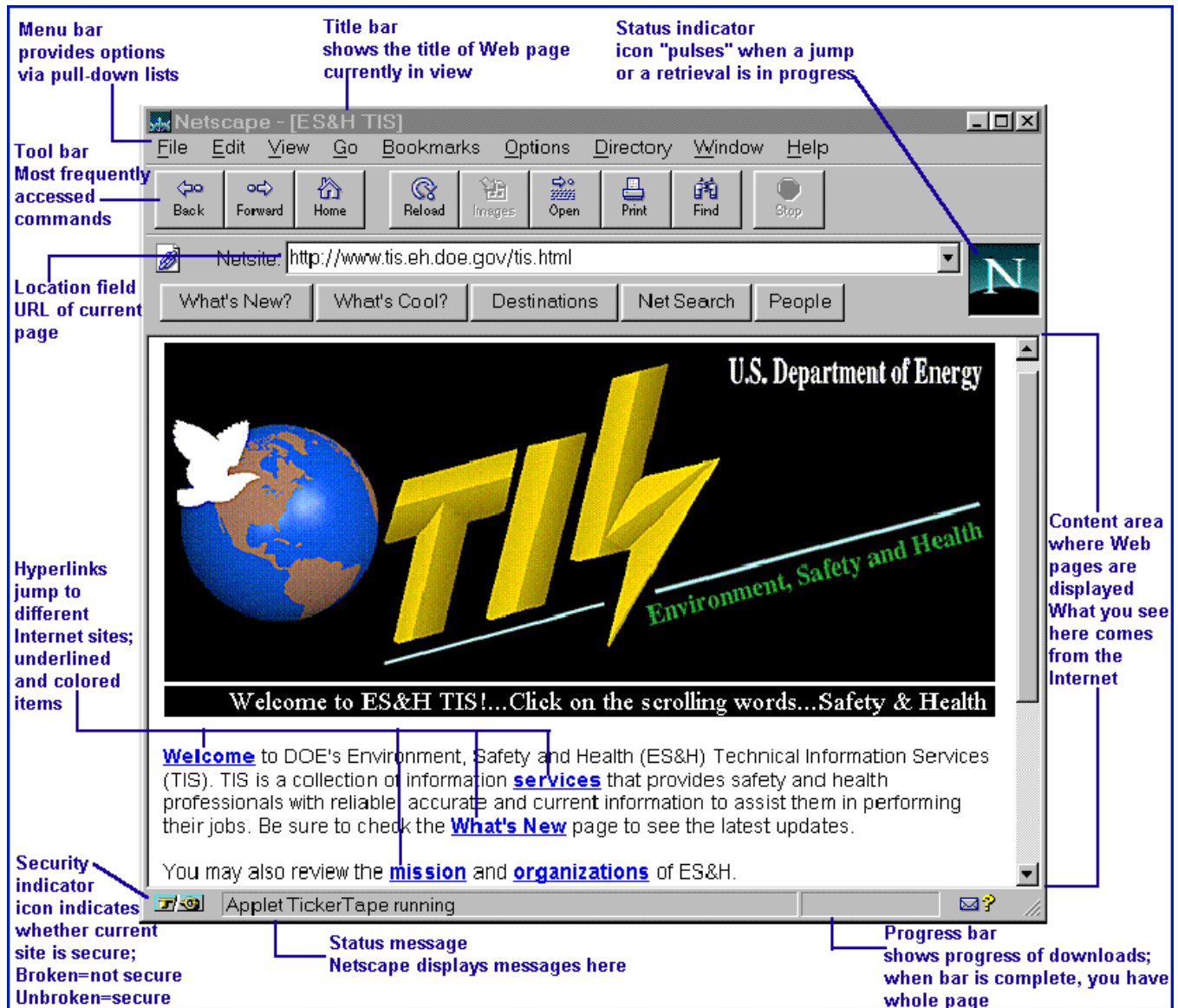
Figure 1 - The TIS home page viewed with **Netscape Navigator**.
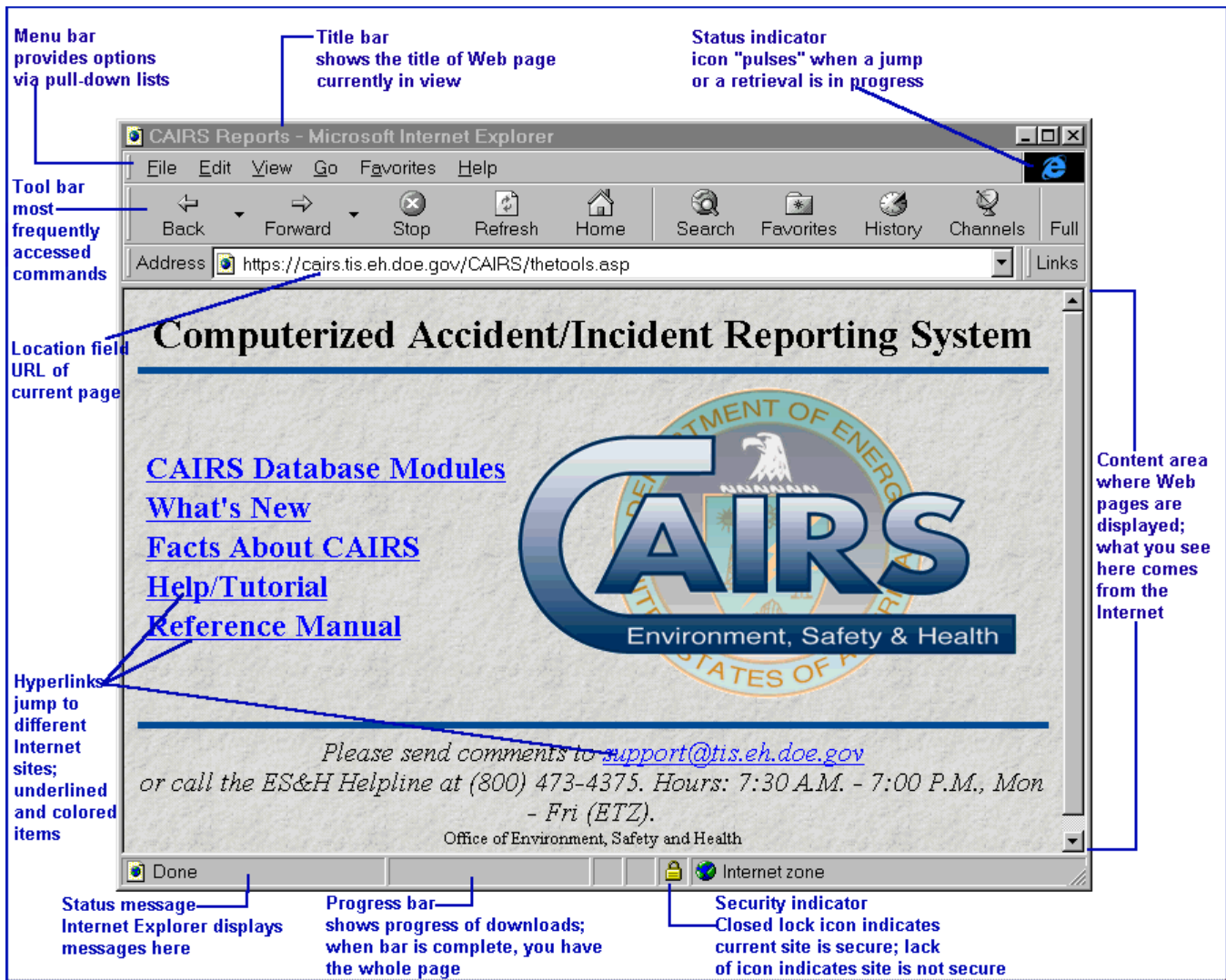
Figure 2 - The **CAIRS** home page viewed within **Internet Explorer**.

Explaining the Menu Bar

NOTE Buttons and menus will vary across browsers and browser versions. While other browsers and versions may name items differently, they will function in a similar way.
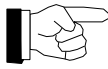
The menu bar, located at the top of most browser pages, provides various options via a pull-down list. Menu items common to both Netscape and Internet Explorer are *briefly* described below.

Option	Description

FILE　This menu contains options that allow you to open a URL, open a file, save a document to disk, specify printing characteristics, print a document, and exit the browser.

EDIT　The edit menu contains options that allow you to cut or copy text to the "clipboard" and paste it into a new browser location or a different software application, and specify a word or phrase to locate within the current browser page.

Note that browser options (preferences) are set for Netscape Communicator from this menu.

VIEW　This menu contains options that allow you to select which items will appear on the screen (i.e., toolbar, status bar, etc.). From this menu, you can also "reload" a fresh copy of the current browser page, or view the source HTML document of the page.

Note that browser options (preferences) are set for Internet Explorer from this menu.

GO　This menu contains options that allow you to bring back the *previous* page, go forward to the *next* page, load the home page, and view the **history** of the recent pages you have visited since entering the browser.

Note that Netscape allows a maximum of 15 pages of history to be listed here, while Internet Explorer's maximum is 5 (depending upon the version of software). To view a more comprehensive history of all pages visited during the current browser session, select **History** *from the Netscape Navigator* **WINDOW** *menu, or select* **History** *from the Netscape Communicator* **COMMUNICATOR** *menu, or select* **Open History Folder** *from the Internet Explorer* **GO** *menu.*

*Note that this menu allows access to e-mail and newsgroups for Internet Explorer, whereas Netscape Navigator provides a **WINDOW** menu and Netscape Communicator a **COMMUNICATOR** menu for access to these features.*

BOOKMARKS   This menu provides fast and easy access to your favorite pages. (*Bookmarks are called **FAVORITES** in Internet Explorer*.) As you add a page to a bookmark list, the title of the page (or any other name you wish to supply as a bookmark title) is appended as a menu item. Selecting the title brings the page to your screen. (Additional information is discussed later in the ***Bookmarks*** section.)   Note that, for Netscape Communicator, the **BOOKMARKS** menu is located on the **LOCATION BAR** rather than the main **MENU BAR**.

OPTIONS   From this menu, browser options are set for Netscape Navigator.

HELP   This menu provides browser help. You can get information about the browser (e.g., version, copyright, and license information) and registration information.   On-line help on specific topics and a tutorial are also available.

Toolbar Buttons

TOOLBAR buttons provide various *shortcuts* to the above-mentioned menu options. Buttons common to both Netscape and Internet Explorer are *briefly* described below. (Other versions of Netscape and Internet Explorer, as well as other browsers, may name items differently, but they will function in a similar way.)

Goes back to the *previous* page in the history list. (A history list is a reference to a hierarchy of pages you have viewed.)

Goes forward to the *next* page in the history list. The **FORWARD** button is only offered after using the **BACK** button, or a history item.

Goes to the home page designated in the **GENERAL PREFERENCES** under the **OPTIONS** menu in Netscape Navigator, designated in the **PREFERENCES** under the **EDIT** menu in Netscape Communicator and designated in **OPTIONS** under the **VIEW** menu in Internet Explorer. (If using the TIS software, the default is the **TIS** home page.)

Gets a fresh copy of the current page to replace the one originally loaded. (This button is called **REFRESH** in Internet Explorer.) Note that the reloaded page reflects any changes made to the source page from the time of the original loading.

Prints the content area of the *current* page. A dialog box lets you select printing characteristics.

Halts any ongoing transfer of page information.

Link Connection Failed

Sometimes, a link doesn't seem to be leading anywhere, and your browser just sits there spinning its wheels. Nothing seems to be happening. When a connection fails to go through the lines of the Internet, sometimes you get an error message, sometimes you don't. This probably does not mean that the link is permanently disabled.

If a link seems to be a dead end, click the **STOP** button and try it again. If it still doesn't work, check back in an hour, or the next day. The link may be invalid if you can't get it to work after a period of time.

Some common reasons that links may fail include:

- the site has too many people browsing at the same time

- a static-filled telephone connection somewhere

- the mainframe being accessed is temporarily down

Using URLs

Internet browsers use something called a Uniform Resource Locator (URL) to link to *any* Internet resource or site (except those specifically restricted to authorized users). A URL is a shorthand way to write out the exact location/address of information or a requested item. A URL connects you *directly* to that item's Web page.

URL

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URL is the acronym for *Uniform Resource Locator*. It gives the exact location (or address) of an Internet resource.

A URL contains the following three things:

- The type of Internet access method *or protocol* being used to get an item/resource. (Some of the most common access methods are listed in the table below.)

- The name of the computer being accessed (where the requested item/resource resides).

- The requested item/resource.

The most common access methods used by URLs are:

ftp	File Transfer Protocol (jumps to an FTP site)
news	Internet News Protocol (Usenet)
gopher	Gopher (jumps to a Gopher menu)
telnet	Telnet (launches a Telnet session)
http	HyperText Transfer Protocol (World Wide Web document containing hypertext with links to other documents)
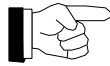
HyperText Transfer Protocol (http) is the access method used for CAIRS.

Here is an example of a URL:

PART 1	PART 2	PART 3
PROTOCOL	COMPUTER NAME	SUBDIRECTORY/FILE NAME

+—*—, + ——— | —— , +————*————,

+ — , + — — — ,

http://tis-nt.eh.doe.gov/whs/whs.html-ssi

The order of the three parts of each URL is always the same. The first part of the URL (the part before the colon) tells the Web browser the *protocol* or access method to use when accessing a particular resource. The part immediately following the two slashes (//) is always the Internet name of the computer that the page is located on. The words after the next slash (or sets of slashes) indicate subdirectories. The last word (usually ends with .html or .htm) is the actual file name of the Web page (sometimes this is omitted).

For example, the URL **http://tis-nt.eh.doe.gov/whs/whs.html-ssi** says that the Web page requested is a hypertext document which resides on the Internet computer "tis-nt.eh.doe.gov" and is down one subdirectory, and its file name is "whs.html-ssi." (This is the address to locate the **DOE WORKER HEALTH & SAFETY** home page.)

URLs are normally case-sensitive, so if some letters are printed in uppercase, type those letters, and only those letters, in uppercase. Most letters are in lowercase.

Step-by-Step

Retrieving Information with a URL

T U T O R I A L

1.   Click on the current URL (the part in the Netscape **LOCATION** box or the Internet Explorer **ADDRESS** box).

2.   Type in the new URL.

3.   Press *[ENTER]*. The browser will attempt to connect to the machine address indicated in the URL.

Exiting/Quitting Your Browser

There are different ways to exit/quit your browser. You can: 1) select **Close** (or **Exit**) from the **FILE** menu (assuming you have only one browser window open); 2) double-click on the **Control Icon,** which is the small icon located in the top, left-hand corner of the browser window; 3) or click on the **X** icon located in the top, right-hand corner of the browser window.

Exercise 1

This exercise will help to reinforce what you have learned so far.

1.　In the blanks below, please indicate what terms are being defined.

Millions of computer networks connected together
making hundreds of services available to us.　　_____

A pointer to a file or information that exists in
another place (connection between two documents).　_____

The first page loaded when you launch an Internet
browser.　　_____

The exact location or address of an Internet resource._____

2.　Explain what an Internet browser is and why we use it.

3.　List two other terms you learned in this section. Explain each one.

_____

_____

Bookmarks

Creating and Retrieving Bookmarks

With the vast amount of information available on the Internet, it is important to keep track of what you find. When you come across something on the World Wide Web that you want quick access to in the future, you can mark it with a bookmark. Just as you use a bookmark to mark a page in a book, you can use bookmarks in browsers to mark a page on the World Wide Web.

Adding bookmarks adds the title of the current browser page to the list of pages in a bookmark file. Bookmarks are stored as a list and are represented by a bookmark file on your hard drive. (As mentioned earlier, bookmarks are called *favorites* in Internet Explorer.)

TERMINOLOGY

Bookmark

A browser allows you to store names and locations of interesting sites in bookmark collections. Each bookmark marks a location of interest and allows you to return quickly to the location you marked.

WARNING

Only **static** pages can be bookmarked. Most of the pages on CAIRS are **dynamically** created (i.e., pages that are a result of, or generated based upon, the selections that were made on the previous page(s)). Do not attempt to bookmark these dynamically created search and reports pages because they cannot be recovered with the bookmark feature of the browser.

Saved selection criteria, created within the CAIRS application, and system defaults are used to save this type of information.

Saving/Using a Bookmark

With the Netscape Navigator browser:
1. Load the *page* that you wish to bookmark.

2. Select **Add Bookmark** from the **BOOKMARKS** menu.
    This adds the *title of page* where you are currently located as an *item* in the **BOOKMARKS** list.

3. To return to a bookmarked page, simply open the **BOOKMARKS** list and click on the page title.

NOTE   In Netscape Communicator, the **BOOKMARKS** list is accessed from the **BOOKMARKS** menu found on the **LOCATION** tool bar.
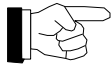
With the Internet Explorer browser:
1. Load the *page* that you wish to bookmark.

2. Select **Add to Favorites** from the **FAVORITES** menu.
    This adds the *title of page* where you are currently located as a *menu item* in the **FAVORITES** menu.

3. To return to a bookmarked page, simply open the **FAVORITES** menu and click on the page title.

WARNING   *REMINDER:* Only **static** browser pages can be bookmarked. Do not attempt to bookmark the dynamically created pages in CAIRS.

Organizing Bookmarks

Since adding bookmarks/favorites adds the title of the current browser page as an item in the **BOOKMARKS/FAVORITES** list, it will not be long before you have an extensive list. Also, Netscape bookmarks are listed in the order that you add them; Internet Explorer favorites are listed alphabetically as you add them. Netscape and Internet Explorer give you the ability to organize the bookmarks/favorites list using the **BOOKMARKS** window in Netscape or the **ORGANIZE FAVORITES** window in Internet Explorer.

Netscape Navigator Bookmarks Window

There are three menu items available in the Netscape Navigator **BOOKMARKS** window. They are the **FILE** menu, the **EDIT** menu, and the **ITEM** menu. The **FILE** menu contains items that allow you to work with the entire bookmarks list. From the **EDIT** menu, you can cut, copy, paste, select, and delete bookmark information. The **ITEM** menu contains items that allow you to create new folders and insert separators between bookmarks to provide some definition to the **BOOKMARKS** list, thus making it easier to read.

Select **Go to Bookmarks**... from the **BOOKMARKS** menu to display the **BOOKMARKS** window shown in **Figure 3**.
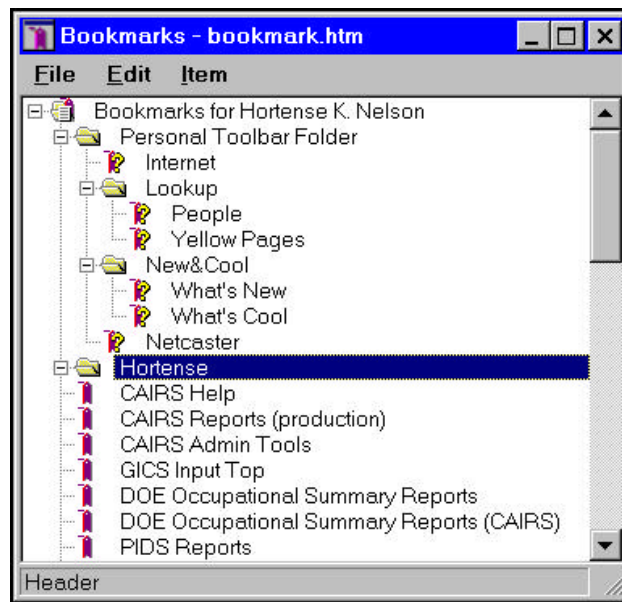
Figure 3 - The **BOOKMARKS** window in **Netscape Navigator** with example folders and bookmarked items.

Netscape Communicator Bookmarks Window

There are three primary menu items available in the Netscape Communicator **BOOKMARKS** window. They are the **FILE** menu, the **EDIT** menu, and the **VIEW** menu. (The window also contains a **COMMUNICATOR** menu and a **HELP** menu.) The **FILE** menu contains items that allow you to work with the entire bookmarks list, create new folders, and insert separators between bookmarks to provide some definition to the **BOOKMARKS** list, thus making it easier to read. From the **EDIT** menu, you can cut, copy, paste, select, and delete bookmark information. From the **VIEW** menu, you have options to sort bookmarks.

Select **Edit Bookmarks...** from the **BOOKMARKS** menu to display the **BOOKMARKS** window as shown in **Figure 4**.

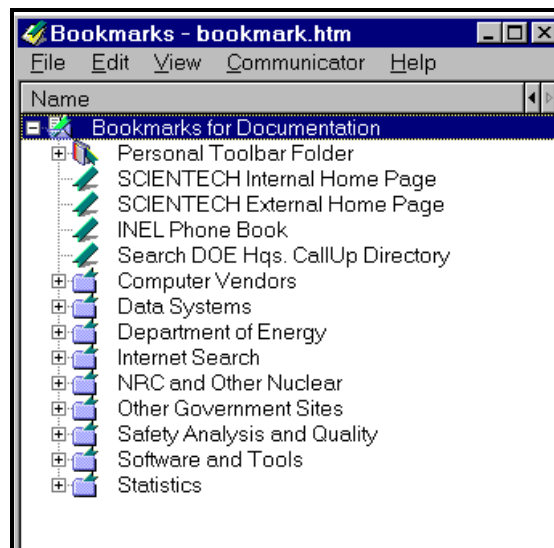**Figure 4** - The **BOOKMARKS** window in **Netscape Communicator** with example folders and bookmarked items.

Internet Explorer Organize Favorites Window

In the Internet Explorer **ORGANIZE FAVORITES** window, there are four buttons which can be used to organize your favorites. The **MOVE** button enables you to move the selected favorite into a specific file folder. You can change the name of a selected item with the **RENAME** button. The **DELETE** button will delete a selected favorite. You can open the highlighted favorite into the browser window with the **OPEN** button. You can also create additional file folders in which to organize your favorites by clicking on the **NEW FOLDER** icon located on the top of the window.

Select **Organize Favorites...** from the Internet Explorer **FAVORITES** menu to access the **ORGANIZE FAVORITES** window as illustrated in **Figure 5**.
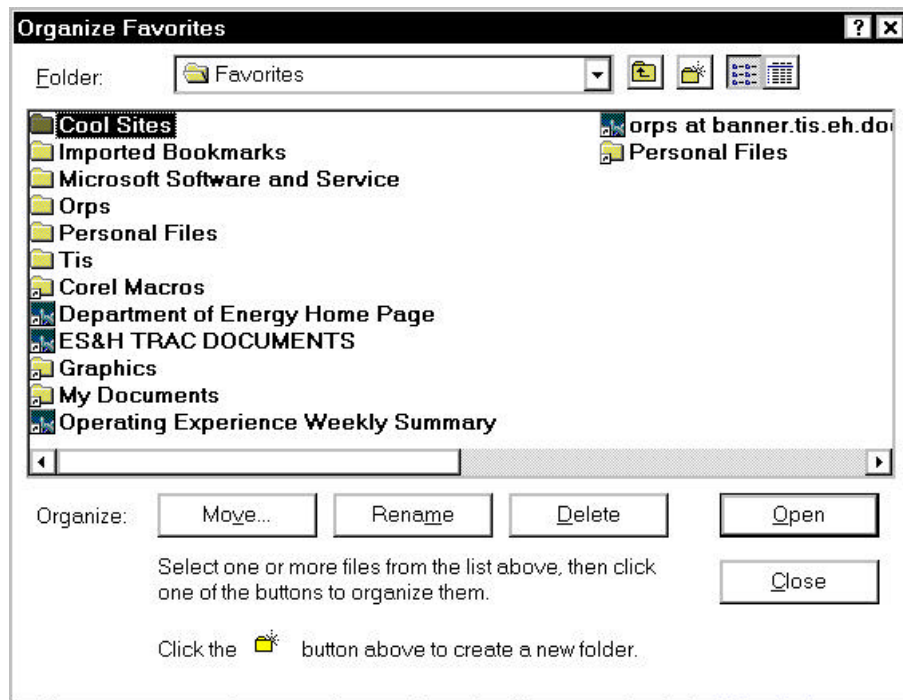
Figure 5 - The **ORGANIZE FAVORITES** window in Internet Explorer with example bookmark folders.

Bookmark Properties

To change the information (such as name and location) associated with an item in the
bookmarks list, change the item's *properties*.

Step-by-Step
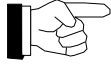
TUTORIAL

Changing Bookmark Properties

1. Choose **Properties...** from the **ITEM** menu in the Netscape Navigator **BOOKMARKS**
    window. (Or, choose **Bookmark Properties** from the **EDIT** menu in the Netscape
    Communicator **BOOKMARKS** window.)

2. Make the desired changes in the **BOOKMARK PROPERTIES** dialog box.

3. Choose **OK** to save the changes.

N O T E
The **Properties** option is also available on the **Quick Menu** for items in
the Netscape **BOOKMARKS** window. To access the **Quick Menu**, place
the pointer on the item you want to change and click the secondary
mouse button. Choose **Properties...** from the **Quick Menu**.

Exercise 2

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Go to the location **http://apollo.osti.gov/** and add this location as a bookmark.

2. From the **DEPARTMENT OF ENERGY** home page, click on the **Departmental Resources** hyperlink. Scroll down the page and click on the **Access Home Pages via a U.S. map of Department sites** link. Add this map page to your bookmark list.

3. Now, add the following bookmarks. (*Although there are quite a few bookmarks to be added in this exercise, it is for a good cause — they may be used in later exercises*!)

US Environmental Protection Agency	**http://www.epa.gov/**
The Building and Fire Research Lab	**http://www.bfrl.nist.gov/**
National Library of Medicine	**http://www.nlm.nih.gov/**
EM WWW Information Services	**http://www.em.doe.gov/**
JPL Radiation Effects Database	**http://radnet.jpl.nasa.gov/**
EnviroLink	**http://envirolink.org/**
National Standards System Network	**http://www.nssn.org/**
OSHA Home Page	**http://www.osha.gov/**
SafetyLink - Product Safety Compliance	**http://www.safetylink.com/**

4. Using the saved bookmark, go to the **US ENVIRONMENTAL PROTECTION AGENCY** home page. Follow the links to answer these questions. ("Browse" the EPA Topics.)

    What is the function of the US EPA's Office of Enforcement and Compliance Assurance? Who is currently the Assistant Administrator of this office?

    (Return to the "Browse" EPA Topics page.) What are the 7 most commonly recycled materials?

Exercise 3

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Add the following four folders to your bookmark list:
         Nuclear, Environment, Medical, Fire

2.   Place the following items into the indicated folder:

Nuclear   **Environment**
Department of Energy   U.S. Environmental Protection Agency
JPL Radiation Effects Database   EM WWW Information Services
                                                         EnviroLink

Medical   **Fire**
U.S. National Library of Medicine   Building and Fire Research Laboratory
Occupational Safety and Health Admin.   National Standards Systems Network
                                                         Safety Link

3.   Put the folders in the following order:
         Environment, Fire, Medical, Nuclear

4.   Add a separator between the folders **Fire** and **Medical**.

Exercise 4

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Change the properties of the bookmark called **US DOE Server Map**. Rename the bookmark to **Map of DOE Sites**.

2.   Delete the **Safety Link** bookmark from the **FIRE** folder.

Configuring Preferences

Just like any other software, Web browsers allow you to customize their appearance and operation to match your own style and needs by configuring the preferences. Once you set your preferences, they remain in effect each time you start the browser. The number and kinds of preferences you can set will vary among browsers and browser versions. The names of items and the procedures for setting preferences will also vary, but they will all function in a similar way. (We will focus on Preferences found in Netscape Navigator and Netscape Communicator.)

Preferences are found under the Netscape Navigator **OPTIONS** menu and the Netscape Communiator **EDIT** menu. From there, you can customize the appearance of the screen by setting toolbar display styles, changing screen fonts and colors, choosing the method for displaying images, configuring external helper applications to interpret and read various file formats, and determining language priorities when receiving Web pages.

Netscape Navigator Preferences

To configure your preferences, select **General Preferences** from the **OPTIONS** menu. The **PREFERENCES** dialog box appears which is organized under preference seven headings: Appearance, Fonts, Colors, Images, Apps, Helpers, and Language. Each heading presents one or more panels that enable you to define preference settings which define Netscape Navigator's operation.

From each panel, you can select desired preferences. Click the **OK** button to close the dialog box to accept any changes in the panel settings. Click **CANCEL** to close the dialog box without accepting any changes.

Appearance

The **APPEARANCE** panel, shown in **Figure 6**, is divided into three sections. The top section of this panel lets you customize the toolbar look with the **TOOLBAR** radio buttons which include **PICTURES**, **TEXT**, and **PICTURES AND TEXT**. The default is **PICTURES AND TEXT**. The middle section of this panel lets you decide which window is your launch window when running Navigator and specify which page is your home page. The bottom section allows you to set attributes for your hyperlinks, for example, when they expire or if they are underlined.
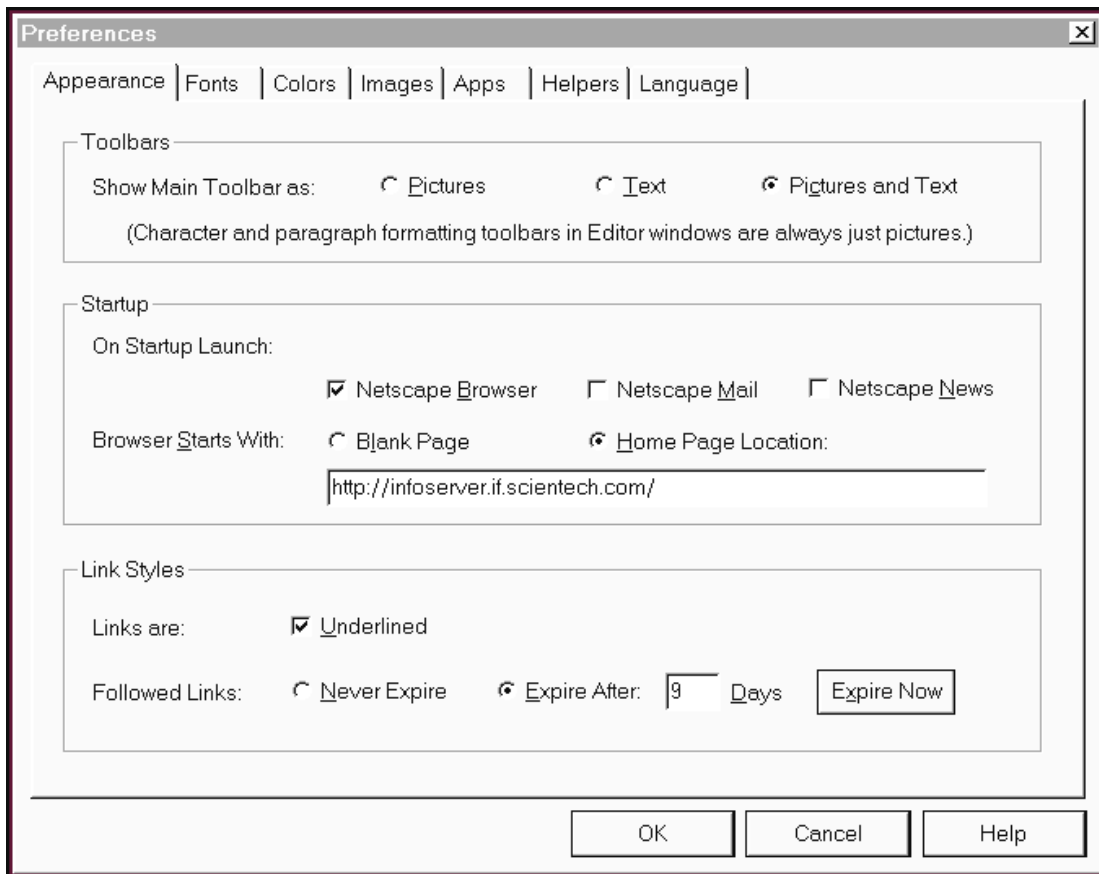
Figure 6 - The **Netscape Navigator PREFERENCES** dialog box displaying the **APPEARANCE** panel.

Fonts

You can specify the base font and font size Netscape will use to display text in Web pages by clicking on the **FONTS** folder tab (**Figure 7**).

Most pages display text in a proportional font because the proportional font defines the font of the primary type of text in the content area. Fixed font text is used in editable fields and certain paragraphs preformatted by the author of the page.

Changing the font size alters the *base measure* the browser uses to display text. The font size you specify will be used for the main body text, and titles and headings will retain their size relationship to the body text. For example, if the body text was originally set at 12 points and a heading on that page was set at 24 points (twice the size of the body text), a font size change to 16 points for the body text will result in a heading that is 32 points.

WARNING   Leave the encoding setting at Latin1. This is the proper setting for the English language.

Fonts are selected by clicking on the **CHOOSE FONT** command buttons. A font type and a font size selection box is available for each text type. From these selection boxes, you can select another font or size by clicking on the desired selection. After selecting the font and/or size you desire, click on the **OK** command button.
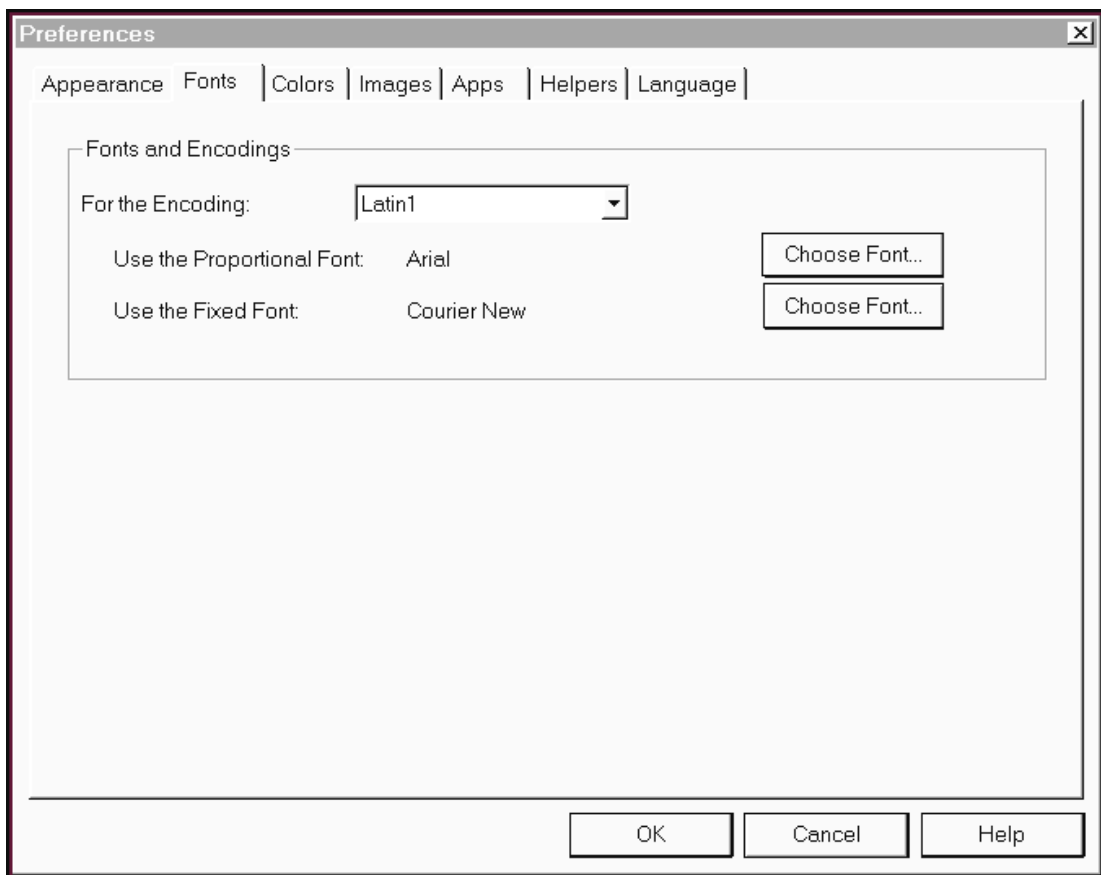
Figure 7 - The **Netscape Navigator PREFERENCES** dialog box displaying the **FONTS** panel.

Colors

You can select the colors that display within the browser window by selecting the **COLORS** folder tab (**Figure 8**). Color is used to highlight some types of text as well as add interest in the background. Click on any of the **CHOOSE COLOR...** command buttons to pop up a color palette from which you can select colors to personalize your links, text, and background colors.
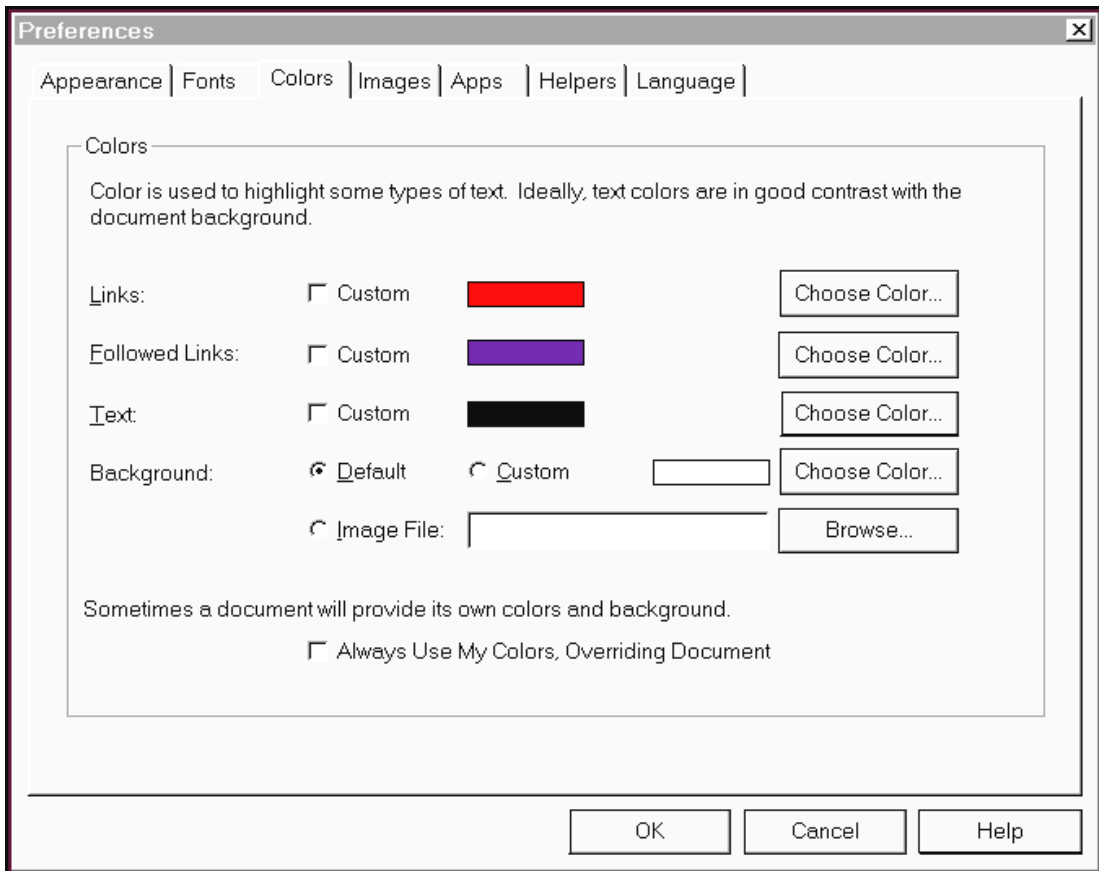
Figure 8 - The **Netscape Navigator PREFERENCES** dialog box displaying the **COLORS** panel.

Images

To determine the methods the browser uses to display images, click on the **IMAGES** folder tab (**Figure 9**). The **CHOOSING COLORS** setting allows you to specify how images are displayed. The default, **AUTOMATIC**, attempts to determine the most appropriate type of image display.

NOTE   Note that dithered images may offer a closer match to an image's intended colors, but take longer to display.
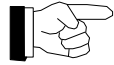
The **DISPLAY IMAGES** setting allows you to specify how images are loaded. **WHILE LOADING**, the default, displays images incrementally while the image is transmitted, whereas **AFTER LOADING** displays images all at once after the transmission.
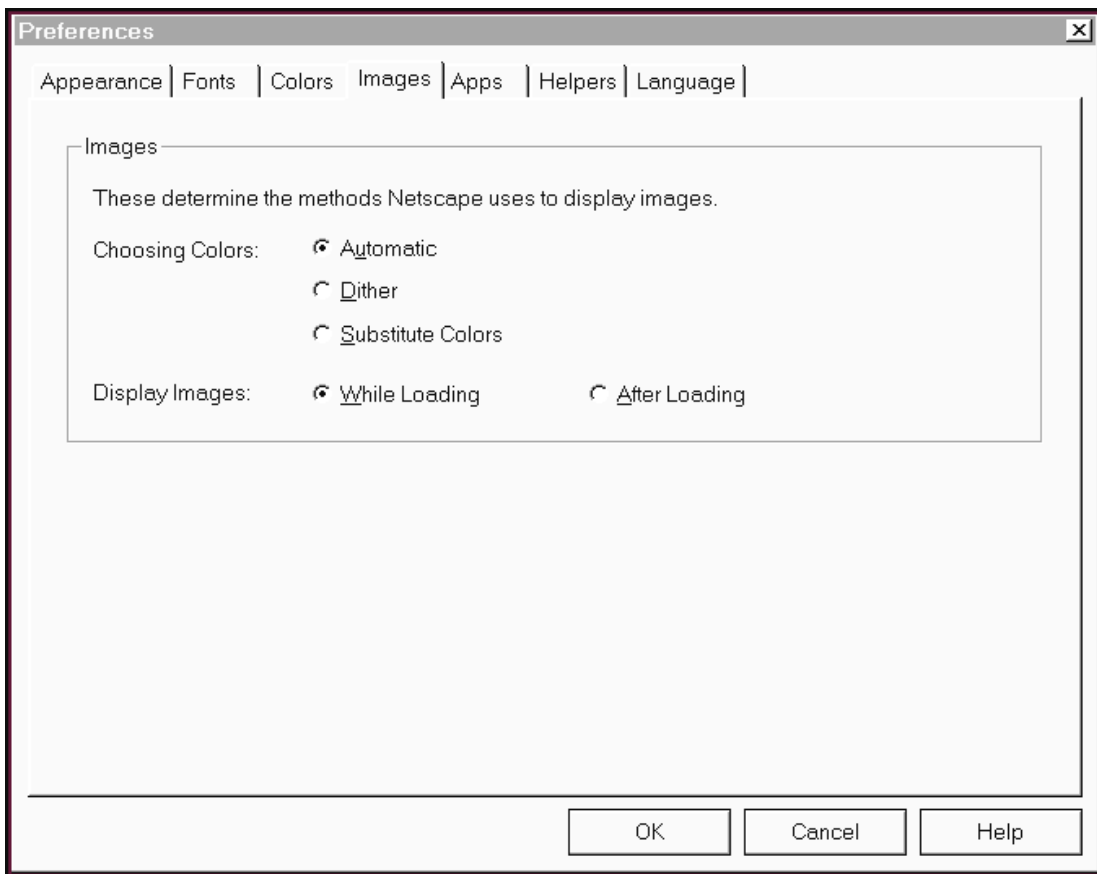
Figure 9 - The **Netscape Navigator PREFERENCES** dialog box displaying the **IMAGES** panel.

Applications

To specify the folder to store applications that support Netscape, click on the **APPS** folder tab (**Figure 10**).   These applications (described in the table below) provide Netscape with connection and page formatting utilities. Click on the field's adjacent **BROWSE** button to identify a new application location.
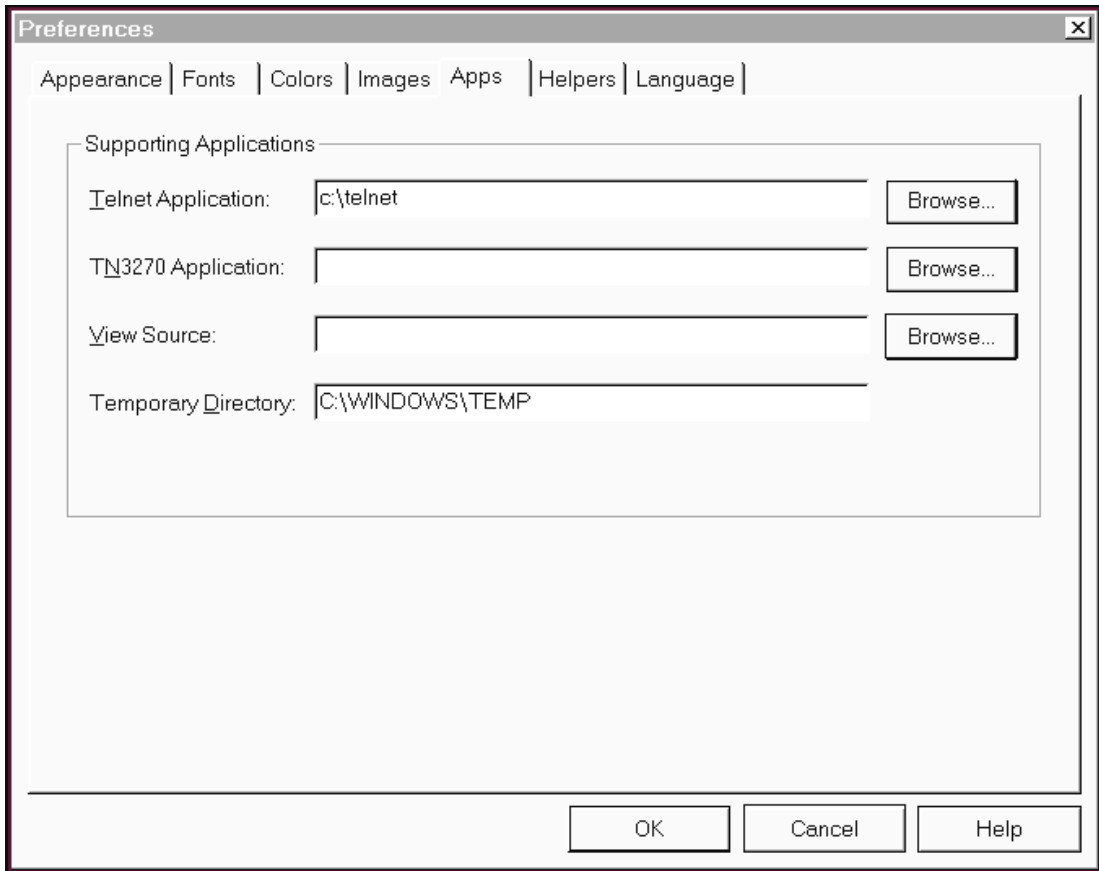
Figure 10 - The **Netscape Navigator PREFERENCES** dialog box displaying the **APPS** panel.

Application	Description
Telnet Application	Telnet provides the means to connect to and interact with another computer using standard Internet protocols. Use this field to specify the location of your Telnet application.
TN3270 Application	TN3270 is used for Telnet connections to IBM mainframes. Use this field to specify the loation of your TN3270 Application.
View Source	A viewer application displays a page's text embedded with the HTML formatting commands. Uses this field to specify the location of the viewer application you use to view HTML source text.
Temporary Directory	Before a helper application executes, Netscape temporarily stores application files on disk. After the helper application is exited, Netscape deletes the files. Use this field to enter the location to store files that are used and automatically disposed of by Netscape.

Helpers

Netscape allows you to access every type of file on the Internet. The Internet has numerous helper applications stored at anonymous FTP sites. Netscape supports several file formats directly; but when it encounters a file with a format that it cannot read, an *external helper applicaton* may be used.

You can specify the configuration of a helper application based on the file formats involved by selecting the **HELPERS** folder tab (**Figure 11**).
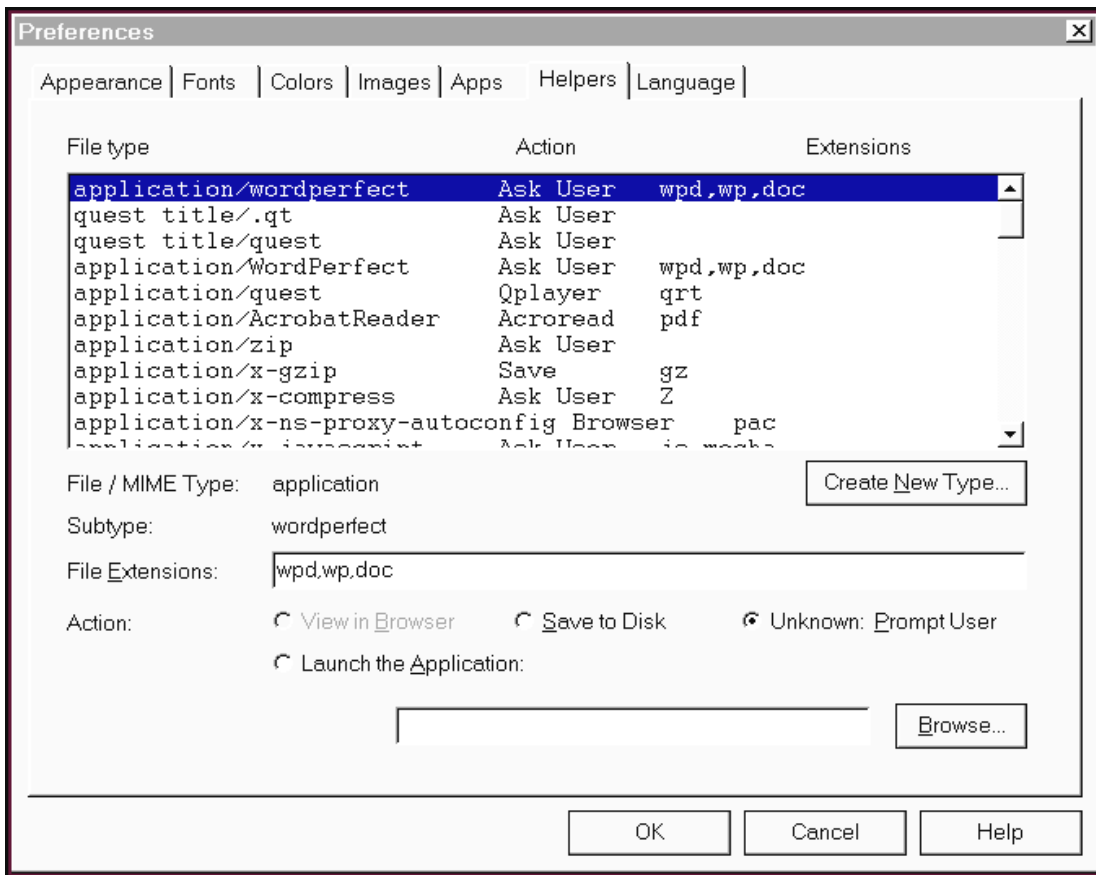
Figure 11 - The **Netscape Navigator PREFERENCES** dialog box displaying the **HELPERS** panel.

The **HELPERS** panel allows you to create or reconfigure how a file's format maps to an external helper application. Netscape has the built-in capability to interpret and display several format, including the HyperText Markup Language (HTML) format which is used for hypertext files.

Helper applications are used by Netscape to interpret files that it has retrieved but is unable to read. You can designate MIME file types (a method of differentiating file formats using a suffix appended to a file name), helper applications, and their associated actions. For example, if you select a file which is in **.pdf** format, Netscape is unable to display this file without help. Therefore, you could map Acrobat Reader (a helper application) to launch in order to view it.

When you display the **HELPERS** panel, a scrolling text field lists the helper applications available to the Netscape application. Each line of the text field contains information about one helper application. By clicking on a line in the text field, you can see and modify preferences for the selected helper application in the area below the scrolling field.

The text fields and buttons allow you to configure new helper applications, or reconfigure current ones. You can add or modify information such as file extensions or actions associated with a helper application then click the **OK** command button to update the contents of the scrolling field.

Language

Netscape lets you inform servers of your language priorities. When you request a Web page, your language priorities are sent as part of the request in the HTTP header. Servers that have the capability of sending pages in more than one language can interpret your language priorities and respond to your request accordingly. You can specify your language priorities by clicking on the **LANGUAGE** folder tab which is shown in **Figure 12**.

To build your language priority list, select a language from the **LANGUAGE/REGION** selection box and then click on the right arrow button. The selected language will then be displayed in the **ACCEPT LIST** selection box. Multiple languages can be added to the list. You can remove a language from the list by highlighting it and then clicking on the left arrow button.
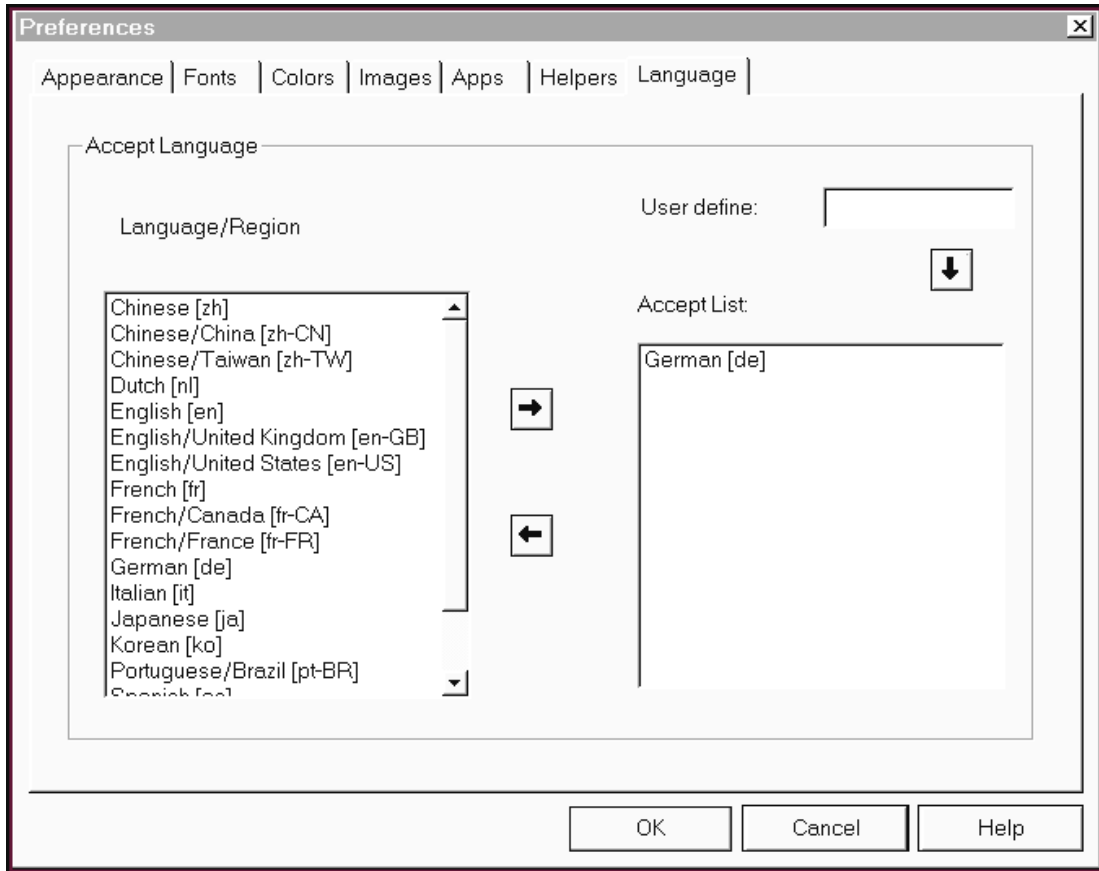
Figure 12 - The **Netscape Navigator PREFERENCES** dialog box displaying the
LANGUAGE panel.

Netscape Communicator Preferences

To configure your preferences, select **Preferences** from the **EDIT** menu. The
PREFERENCES dialog box appears which contains six primary menu items: Appearance,
Navigator, Mail & Groups, Composer, Offline, and Advanced. Each menu item presents
one or more panels that enable you to define preference settings which define Netscape
Communicator's operation.

From each panel, you can select desired preferences. Click the **OK** button to close the
dialog box to accept any changes in panel settings. Click **CANCEL** to close the dialog box
without accepting any changes. Click **DEFAULTS**, if available, to reset panel items to initial
out-of-box settings. Click **HELP**, if available, for online help information about each panel.

Appearance

The **APPEARANCE** panel, shown in **Figure 13**, is divided into two sections. The first section of this panel lets you decide which window is your launch window when running Communicator. Choose from **NAVIGATOR**, **MESSENGER MAILBOX**, **COLLABRA DISCUSSIONS**, **PAGE COMPOSER**, or **NETCASTER**. The default is **NAVIGATOR**.

In the second section of the panel, you can customize the toolbar look with the **TOOLBAR** radio buttons which include **PICTURES ONLY**, **TEXT ONLY**, or **PICTURES AND TEXT**. The default is **PICTURES AND TEXT**.
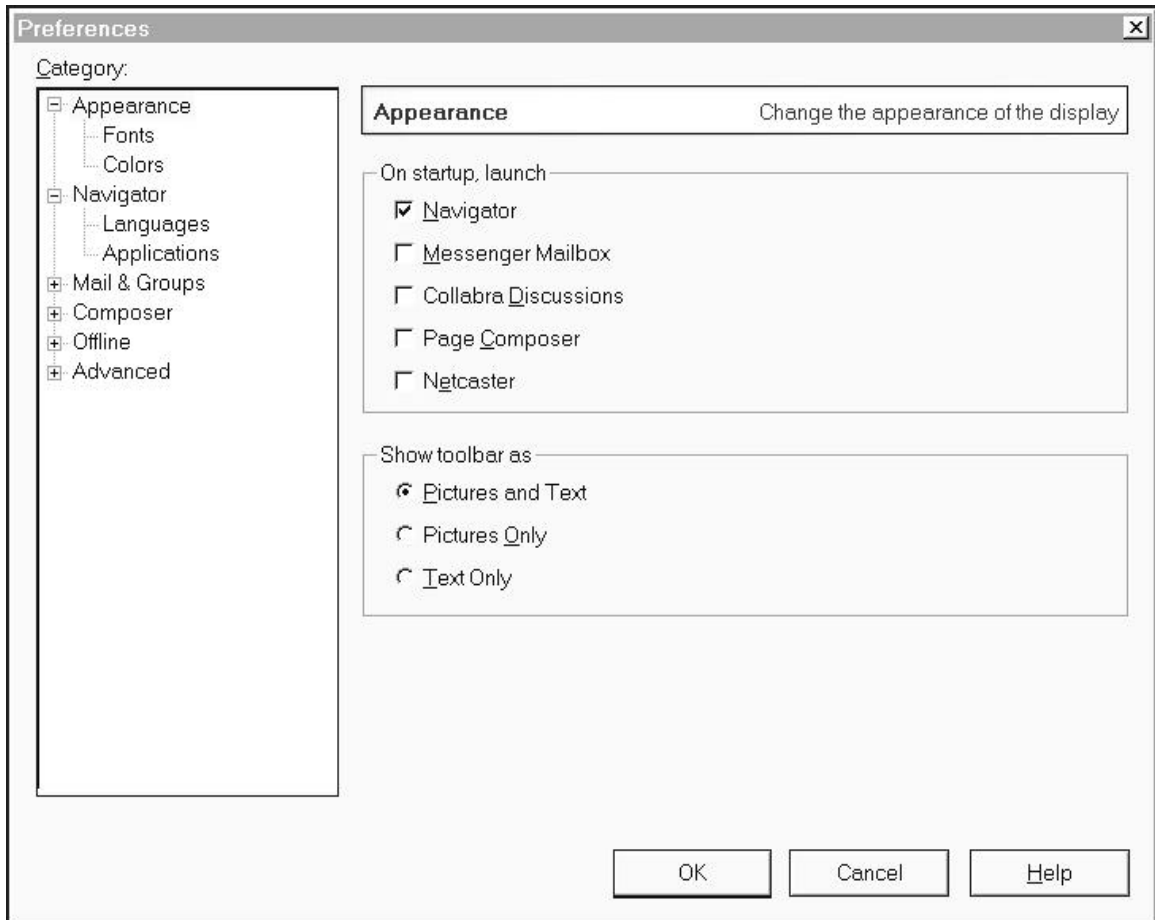
Figure 13 - The **Netscape Communicator PREFERENCES** dialog box displaying the **APPEARANCE** panel.

Fonts

You can specify the base font and font size that Netscape will use to display text in Web pages from the **FONTS** panel under Preferences, Appearance (see **Figure 14**).
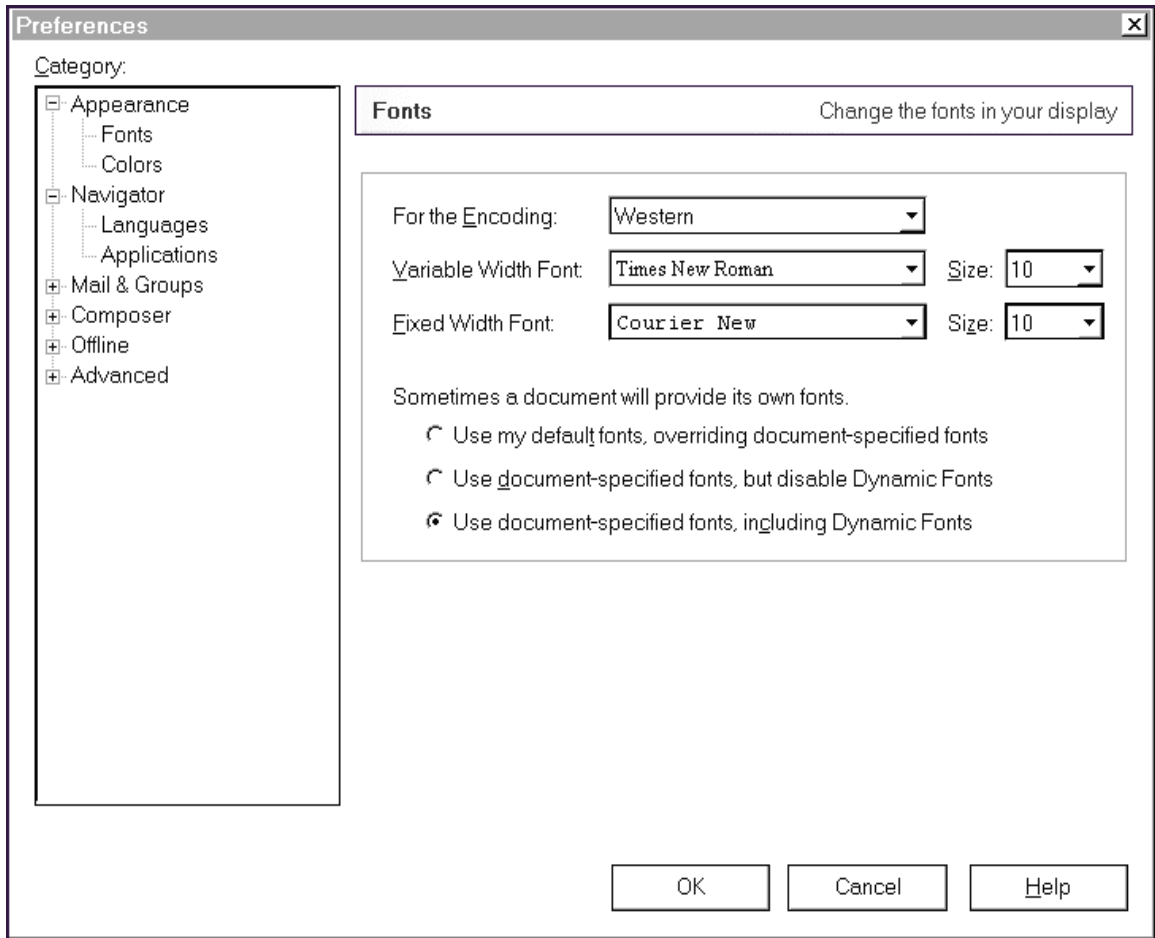
Figure 14 - The **Netscape Communicator PREFERENCES** dialog box displaying the **FONTS** panel.

Most pages display text in a proportional font. The **VARIABLE WIDTH FONT** field is where you specify the font of the primary type of text in the content area. Fixed font text is used in editable fields and certain paragraphs preformatted by the author of a page. The **FIXED WIDTH FONT** field specifies the font of the secondary type of text in the content area.

Changing the font size alters the *base measure* the browser uses to display text. The font size you specify will be used for the main body text, and titles and headings will retain their size relationship to the body text. For example, if the body text was originally set at 12 points and a heading on that page was set at 24 points (twice the size of the body text), a font size change to 16 points for the body text will result in a heading that is 32 points.

WARNING

Leave the encoding setting at Western. This is the proper setting for the English language.

Fonts are selected by clicking on the selection box down arrows adjacent to the font fields. A font type and a font size selection box is available for each text type. From these selection boxes, you can select another font or size by clicking on the desired selection. After selecting the font and/or size you desire, click the **OK** button.

Colors

The **COLORS** item found under Preferences, Appearance, (see **Figure 15**) lets you select the colors that display within the browser window. Color is used to highlight some types of text as well as add interest in the background. From here, you can also change the color of your visited and unvisited hyperlinks. Choose any of the **COLOR** boxes to pop up a color palette from which you can select colors to personalize your links, text, and background colors. The **UNDERLINE LINKS** check box instructs Netscape to underline hyperlinks when they are displayed.
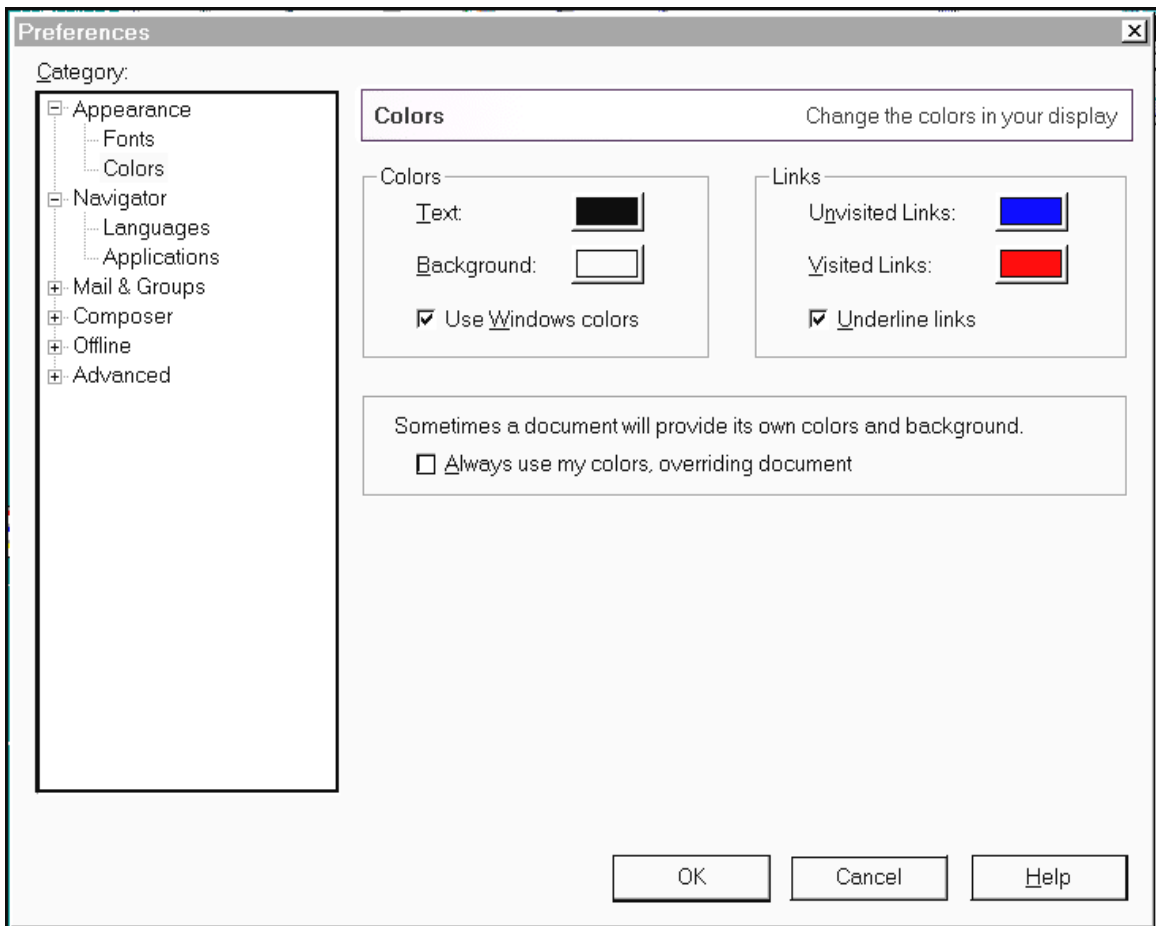
Figure 15 - The **Netscape Communicator PREFERENCES** dialog box displaying the **COLORS** panel.

Navigator

The **NAVIGATOR** panel is divided into three sections and determines how Netscape loads upon startup (**Figure 16**). The top section of this panel lets you decide which page will be displayed when you launch Netscape. Choose from **BLANK PAGE**, **HOME PAGE**, or **LAST PAGE VISITED**. The default is **HOME PAGE**.

You can enter the URL you want as your home page in the **HOME PAGE LOCATION** field in the middle of the panel. Alternately, you can select the currently loaded page as your home page by clicking on the **USE CURRENT PAGE** button or browse your History file for a desired page with the **BROWSE** button.

In the **History** area, you can specify how long you want "followed links" to remain in your history file, or you can clear all links from the history file with the **CLEAR HISTORY** button.
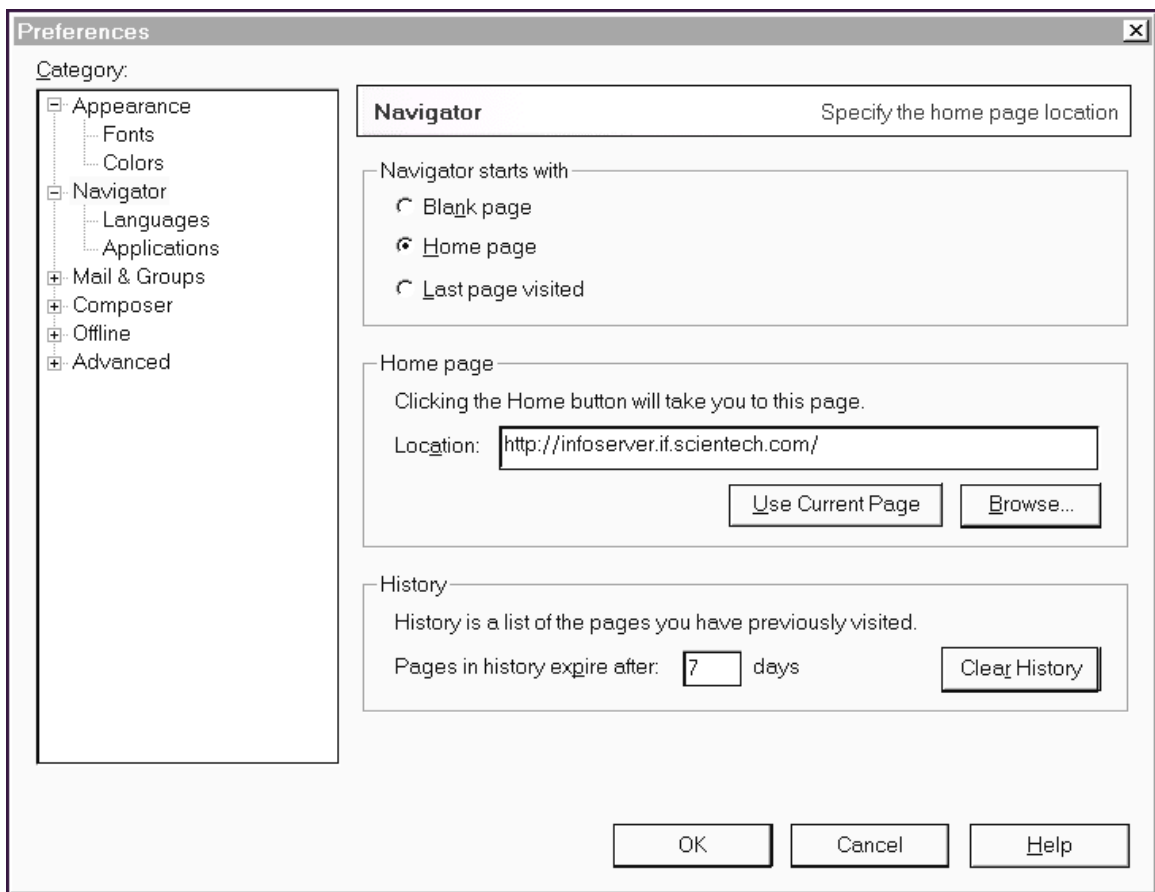
Figure 16 - The **Netscape Communicator PREFERENCES** dialog box displaying the **NAVIGATOR** panel.

Languages

Netscape lets you inform servers of your language priorities. When you request a Web page, your language priorities are sent as part of the request in the HTTP header. Servers that have the capability of sending pages in more than one language can interpret your language priorities and respond to your request accordingly. You can specify your language priorities through the **LANGUAGES** panel under Preferences, Navigator, shown in **Figure 17**.
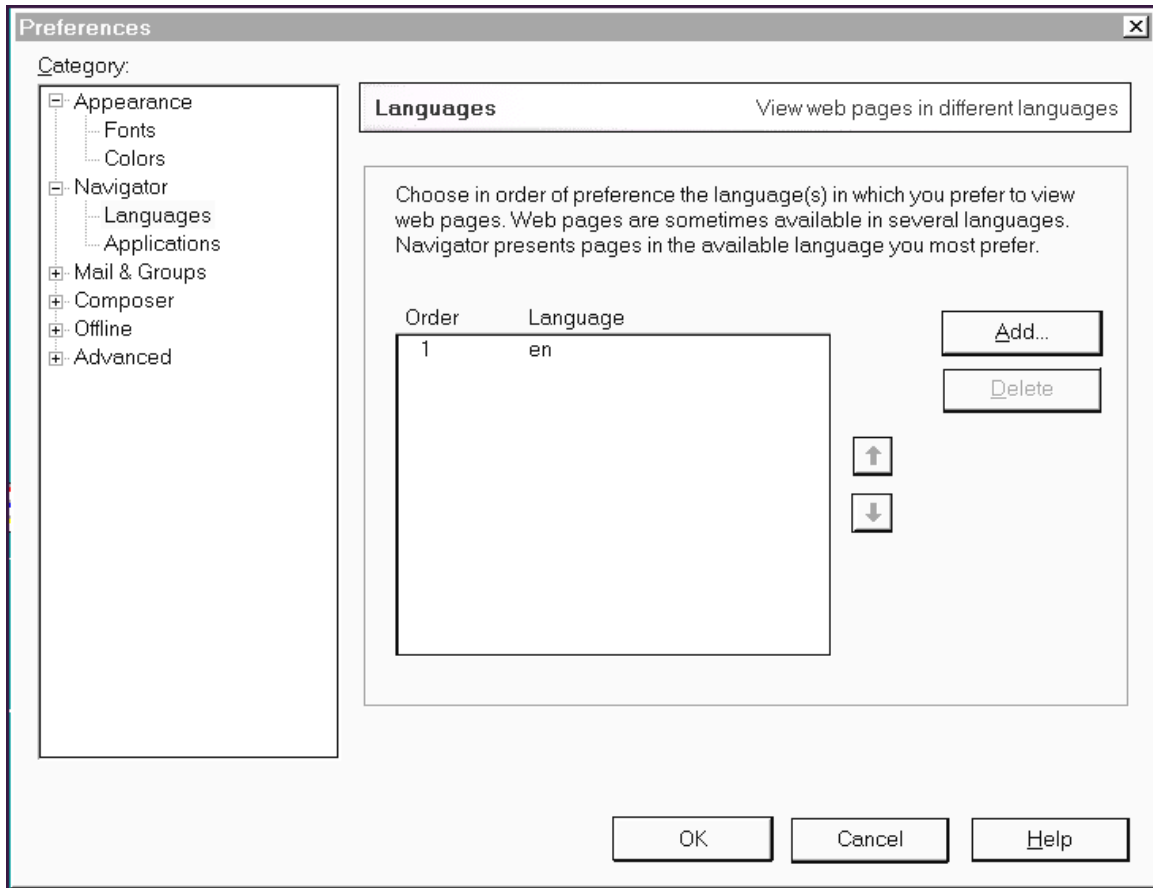
Figure 17 - The **Netscape Communicator PREFERENCES** dialog box displaying the **LANGUAGES** panel.

Many language codes are already built in and specified in the **ADD LANGUAGES** selection box. However, you can also specify another language and region in the **OTHERS:** text entry field.

To build your language priority list, open the **ADD LANGUAGES** selection box by clicking on the **ADD** button. Select the language you wish to add by clicking on it to highlight it, then click on the **OK** button to insert the selection into the **LANGUAGES** box. You can click the

DELETE button to remove a selected item from the **LANGUAGES** box. You can also change the priority of a language by highlighting it and clicking on the **UP** or **DOWN** arrows to move the language in the list.

Applications

Netscape allows you to access every type of file on the Internet. The Internet has numerous helper applications stored at anonymous FTP sites. Netscape supports several file formats directly; but when it encounters a file with a format that it cannot read, an *external helper application* may be used.

You can specify the configuration of the different helper applications based on the file formats involved through the **APPLICATIONS** panel under Preferences, Navigator (**Figure 18**).
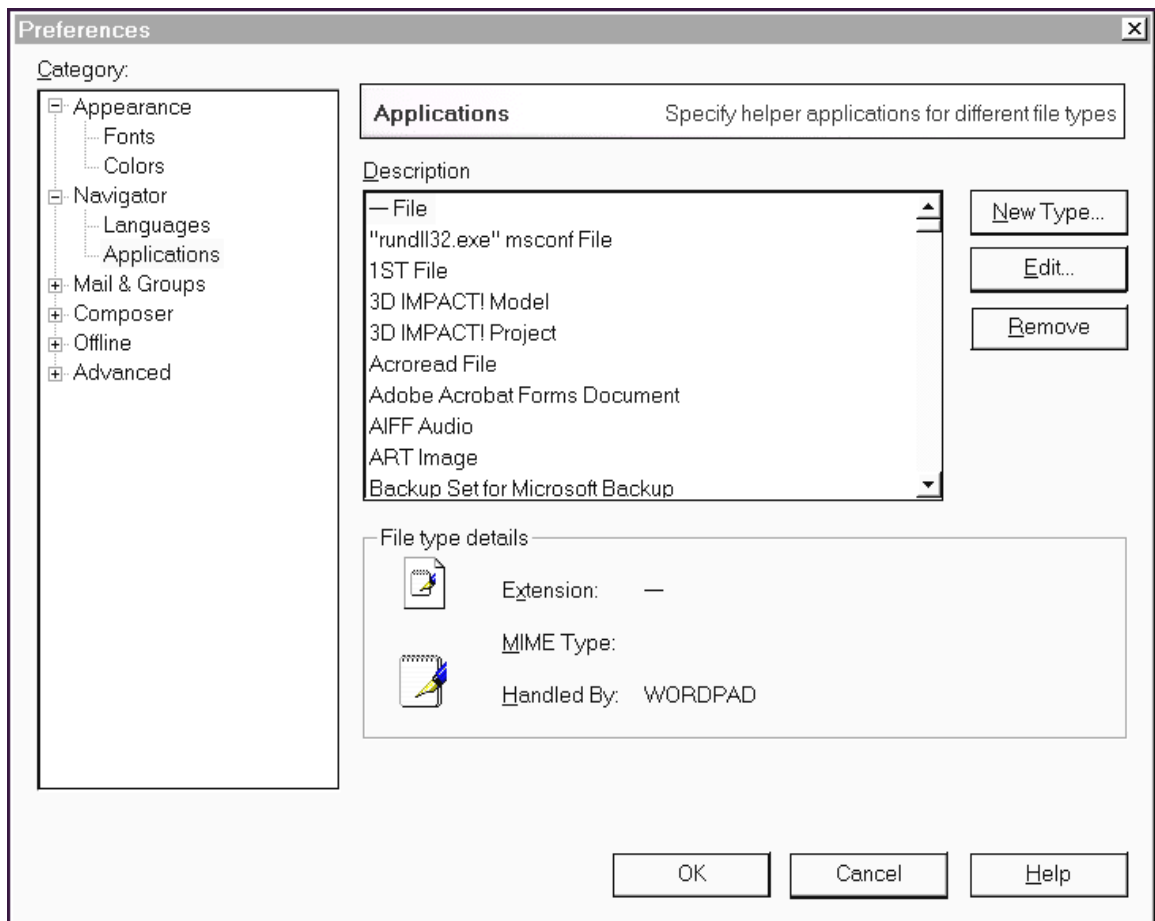
Figure 18 - The **Netscape Communicator PREFERENCES** dialog box displaying the **APPLICATIONS** panel.

The **APPLICATIONS** panel lets you create or reconfigure how a file's format maps to an external helper application. Netscape has the built-in capability to interpret and display

several formats, including the HyperText Markup Language (HTML) format which is used for hypertext files.

Helper applications are used by Netscape to interpret files that it has retrieved but is unable to read. You can designate MIME file types (a method of differentiating file formats using a suffix appended to a file name), helper applications, and their associated actions. For example, if you select a file which is in **.pdf** format, Netscape is unable to display this file without help. Therefore, you could map Acrobat Reader (a helper application) to launch in order to view it.

When you display the **APPLICATIONS** panel from **Preferences**, you see a scrolling text field that lists the file formats and helper applications available to Netscape. Each line contains a description of a specific application. Additional information about each application is displayed below the selection box when an application is selected by clicking on it. This information includes:

• the file extension(s) associated with the file format

• the application MIME type

• the helper application that is used to run the file

You can add or modify the information for each application.

```
Step-by-Step
```
Adding a New Helper Application

TUTORIAL

With Netscape Navigator:

1. Select **General Preferences** from the **OPTIONS** menu.

2. Click on the **HELPERS** folder tab in the **PREFERENCES** dialog box.

3. From the **HELPERS** panel, click the **CREATE NEW TYPE** button. You will see the **CONFIGURE NEW MIME TYPE** dialog box.

4. Enter the Mime type (for example, application) and the subtype or technical format (for example, postscript), and click on the **OK** command button.

5. In the **FILE EXTENSIONS** field, type the file extension(s) associated with the file format (for example, txt for a text file). Separate multiple extensions with commas (for example, text, txt, dat). You do not need to include a period before the extension.

6. From the **ACTION** radio buttons, select the action the helper application executes when it encounters the file:

   Select **View in Browser** to open the downloaded file in the content area (if Netscape supports it).

   Select **Save to Disk** to save the file to disk.

   Select **Unknown: Prompt User** to notify you for further action.

   Select **Launch the Application** to open the file with the specified application. Click the **BROWSE** button to select a different application.

7. When you have finished making your changes, click **OK**.

`Step-by-Step`

Reconfiguring a Current Helper Application

TUTORIAL

With Netscape Navigator:

1.   Select **General Preferences** from the **OPTIONS** menu.

2.   Click on the **HELPERS** folder tab in the **PREFERENCES** dialog box.

3.   From the **HELPERS** panel, select an application from the scrolling field.

4.   In the **FILE EXTENSIONS** field, type the file extensions(s) assocaited with the file
      format (for example, wpd for a WordPerfect file). Separate multiple extensions
      with commas (for example: wpt,wpd,wp5).

5.   From the **ACTION** radio buttons, select the action the helper application executes
      when it encounters the file:

              Select **View in Browser** to open the downloaded file in the content
              area (if Netscape supports it).

              Select **Save to Disk** to save the file to disk.

              Select **Unknown: Prompt User** to notify you for further action.

              Select **Launch the Application** to open the file with the specified
              application. Click the **BROWSE** button to select a different application.

6.   When you have finished making your changes, click **OK**.

Step-by-Step

TUTORIAL

Changing General Preferences

With Netscape Navigator:

1.   Select **General Preferences** from the **OPTIONS** menu.

2.   Click on the desired menu item to display the relevant options to be changed.

3.   Make selections, then choose **OK**.

With Netscape Communicator:

1.   Select **Preferences** from the **EDIT** menu.

2.   Click on the desired menu item to display the relevant options to be changed.

3.   Make selections, then choose **OK**.

With Internet Explorer:

1.   Select **Options** from the **VIEW** menu.

2.   Click on the desired folder tab to display the relevant options to be changed.

3.   Make selections, then choose **OK**.

Exercise 5

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. **Change the settings for the following items.** For each change, list which panel of the Preferences you use. Close the **PREFERENCES** panel after each change so you can see the effect of the change.

▸   Change the color of links to a color of your choice.

▸   Change the proportional font face to a font of your choice and change the font size to 16 points.

▸   Change the toolbar to display text only.

▸   Indicate that the followed links should expire immediately.

▸   Specify that the Telnet application is in the **C:\TELNET** directory.

▸   Change the way Netscape displays images to **After Loading**.

Other Browser Options

This section contains information on assorted tools and procedures that you may find useful as you navigate the World Wide Web.

Enlarging the Browser Content Area

In general, the larger your browser's content area is, the more you can read without scrolling, and the more enjoyable using the Web will be. There are a few browser features that can increase the relative size of the content area.

Remove the Location Field

The **LOCATION** field displays the URL of the Web page currently in the content area and doubles as a quick way to manually jump to a new page. Not displaying it, however, doesn't prevent Netscape from working normally.

You can toggle the **LOCATION** field on and off by choosing the **Show Location** from the **OPTIONS** menu in Netscape Navigator or by choosing **Hide/Show Location Toolbar** from the **VIEW** menu in Netscape Communicator. Selecting this option once will remove the field from the screen; selecting it a second time will insert it.
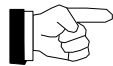
NOTE   When the **LOCATION** field is gone, you obviously can't use it to manually jump to new URLs. Instead, use the **Open Page/Location** option from the **FILE** menu.

Remove Toolbars or Change Toolbar Size

As mentioned earlier in the *Toolbar Buttons* section, Netscape provides **NAVIGATION TOOLBAR** buttons which can be used as shortcuts to the menu options. They are located above the **LOCATION** field. Netscape Communicator also provides **PERSONAL TOOLBAR** buttons that are located beneath the **LOCATION** field. They provide users with a quick way to get to many introductory Web pages; and they enable you to create buttons that link to your favorite web sites, discussion groups, mail folders, and Address Book entries.

You can toggle the **NAVIGATION TOOLBAR** buttons on and off by choosing **Show Toolbar** from the **OPTIONS** menu in Netscape Navigator or by choosing **Hide/Show Navigation Toolbar** from the **VIEW** menu in Netscape Communicator. Selecting this option once will remove the buttons from the screen; selecting it a second time will insert them.

Likewise, you can toggle the **PERSONAL TOOLBAR** buttons on and off by choosing **Hide/Show Personal Toolbar** from the **VIEW** menu in Netscape Communicator. Selecting this option once will remove the buttons from the screen; selecting it a second time will insert them.

As mentioned earlier in the *Configuring Preferences, Appearance* section, the Netscape toolbars can be toggled between three different display modes from your **Preferences** settings (i.e., toolbar with pictures and text, toolbar with text only, and toolbar with pictures only). By turning off the pictures or text, you can reduce the size of the toolbars, allowing more room for the content area.
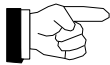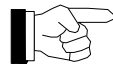
NOTE   When the **TOOLBAR** tools are gone, you can still access the same links through various menus on Netscape's menu bar.

NOTE   It is important to note that, with Internet Explorer, you can remove the toolbar, directory links, and address field all at once by toggling the **TOOLBAR** option on and off. You can do this by choosing **Toolbar** from Internet Explorer's **VIEW** menu. Selecting this option once will remove all of these items from the screen; selecting it a second time will insert all of them.

Use a Second (or Third or Fourth) Browser Window

Another way to get more space to display Web pages (or to display two or more Web pages at once) is to open more browser windows. To open a new location in another browser window, right click on the hyperlink to open the **Quick Menu** and choose **Open in New Window**. An entirely separate window opens. Browser windows work independently of each other. You can have as many open windows as memory allows.

When using multiple browser windows, the **Close** command under the **FILE** menu in both Netscape and Internet Explorer is used to close the current window without closing the others. However, with Netscape, choosing the **Exit** option under the **FILE** menu will close all Netscape windows and exit the application.

Downloading/Saving Files

Pages you view within a browser can be saved to your local drive. There are many reasons why you might want to save Web pages. For example, you can save a page that you use often and then open the local file, rather than having to log on to the Internet and retrieve that page.

After a file is saved in HTML format, it can be displayed from your browser page by using the **Open Page/File** option on the **FILE** menu. Although the page will display in the browser, keep in mind that you are viewing the *local (saved)* file.

Step-by-Step

Saving a Web Page

TUTORIAL

1. Choose **Save As** from the **FILE** menu.

2. In the **SAVE AS** dialog box, enter the filename.

NOTE   If **.HTM** is the file type, the file will be saved in hypertext format with the source code intact. If **.TXT** is the file type, only the text will be saved.

3. Change the drive and directory, if needed.

4. Choose **SAVE**.

Step-by-Step

Saving a File Associated with a Link

TUTORIAL

1. Click the secondary mouse button over a hyperlink (or do a *[SHIFT]+[CLICK]* over the link). This will display the Quick Menu.

2. From the Quick Menu, select **Save Link As**. This will display a **SAVE AS** dialog box.

3. In the **SAVE AS** dialog box, type the filename.

4. Specify the drive and directory, if needed.

5. Choose **SAVE**.

Copying Information from Web Pages

There may be times when you need to copy information from a Web page to another application for later use or reference. Browsers allow you to select and copy text from a Web page much like a word processor does. Both Netscape and Internet Explorer are Windows-based products; therefore, copying text from these browsers functions the same as copying within other Windows applications. You must first *select* the items to be copied.

Selecting

A few hints for selecting items to be copied from a Web page are reviewed below. The method you use will depend on your own personal preferences, where the text is, and how much text is to be copied.

1. Options for highlighting text:

    •   Using the mouse, *drag* (hold down the primary mouse button and move the mouse) across the text to be selected or copied. Release the mouse button.

    or

    •   Place the mouse pointer at one end of the area to be selected and click the primary mouse button. Move to the opposite end of the area to be selected and do a *[SHIFT]+[CLICK]*. (The area between the two clicks should be selected.)

    or

    •   To select information on multiple, contiguous screens, click at the beginning of the selection. Then, hold down the *[SHIFT]* key and use the arrow keys on the keyboard to extend the selection in the desired direction.

2. Options for copying text (once the text is selected):

    •   You can choose **Copy** from the browser's **EDIT** menu, or

    or

    •   You can press *[CTRL]+[C]* to copy the selection.

Copying and Pasting Web Information

To Copy:
1. Select the information to be copied.

2. Choose **Copy** from the browser's **EDIT** menu. (*Shortcut:* You can also do a *[CTRL]+[C].*)

    This places a copy into the Windows Clipboard so that it can be pasted somewhere.

To Paste:
1. Place the cursor where you wish to paste the copied text and click the mouse button at the destination position.

    REMINDER: If the copy is to be placed into another application, minimize your browser or press *[ALT]+[TAB]* to cycle to the other application (i.e., WordPerfect, MS Word, Word Pad, etc.).

2. Choose **Paste** from the application's **EDIT** menu. (*Shortcut:* You can also do a *[CTRL]+[V].*)

WARNING
If you are copying text from the content area of the browser page and you begin highlighting with text that is an underlined link, the browser will jump to the link's destination instead of merely highlighting it. To copy text that is also a link, begin highlighting the text just *before* the link, and continue past it.

Step-by-Step

Copying and Pasting Location Addresses (URLs)

TUTORIAL

1.   Select the URL to be copied.

2.   Copy the selection to the clipboard by selecting **Copy** from the **EDIT** menu or by pressing *[CTRL]+[C]*.

3.   Position the cursor where the URL is to be placed (pasted).

4.   Paste the URL from the clipboard by selecting **Paste** from the **EDIT** menu or by pressing *[CTRL]+[V]*.

Configuring Memory and Disk Cache

Netscape uses memory and disk caches to improve performance and reduce network traffic. When you bring a page from the network, information is stored in both caches. Netscape retrieves a page from the memory cache more quickly than from the disk cache, though retrieving from the disk cache is still faster than fetching from the network.
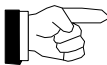
Cache

A cache (pronounced CASH) is a place to store information on a page in your computer. It is used to display previously viewed pages faster. When you return to a page you've recently looked at, the browser can get it from the cache rather than the original server, saving you time and the network the burden of some additional traffic. You can usually vary the size of your cache, depending on your particular browser, to maximize its effectiveness.

TERMINOLOGY

The size in kilobytes of both memory and disk cache can be specified by Netscape. In Netscape Navigator, you select **Network Preferences** from the **OPTIONS** menu, and then select the**Cache** folder tab.

Similarly, cache options are set in Netscape Communicator by selecting **Preferences** from the **EDIT** menu, and then selecting **Cache** from the **ADVANCED** option. The **CACHE** panel displays (see **Figure 19**). From there, you can also choose to **Clear Memory Cache** or **Clear Disk Cache** by clicking on the respective command button.

If you click on a link to a page that is in the cache, the browser checks with the server to see if the page has changed before pulling it from the cache. If it hasn't, the page is not downloaded from the network; the memory cache version is used. The **Compare Documents** option on the **CACHE** panel may be used to control how often the server is re-checked.

NOTE   You can always obtain document revisions by pressing the **RELOAD** button. Netscape checks the network server; and, if the page is unchanged, a copy is retrieved from the cache. If the page has changed, a copy is transmitted from the network server.
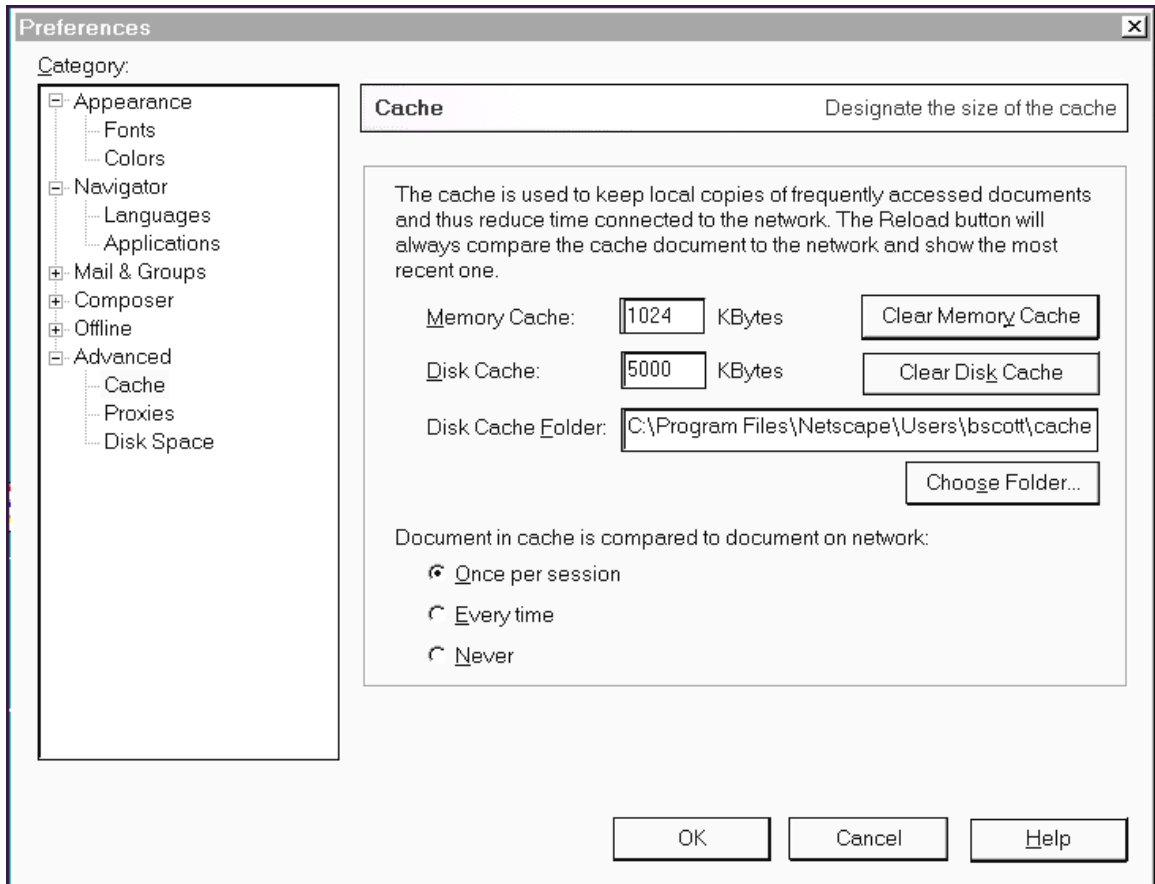
Figure 19 - The **CACHE** panel for **Preferences**.

If you use the **BACK** button to go to a page, you will access the version in the memory cache. If you want the latest version of a page, click on the link.

NOTE

In CAIRS, the cache size determines how much can be loaded per browser page.

WARNING

If you download sensitive data, it may be stored in the browser cache. You should, therefore, have adequate physical security on your computer to prevent unauthorized access.
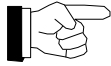
With Internet Explorer, you can click on **Options** from the **VIEW** menu to display the **OPTIONS** window. Click on the **ADVANCED** tab, and then press the **SETTINGS** button. To create more space to store pages temporarily, move the slider to the right. You can delete the pages stored in the Temporary Internet Files folder by clicking **Empty Folder**. However, pages will take longer to display because they are opened from the Internet instead of from your local computer.

Exercise 6

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1.   Remove the **LOCATION** field and the **DIRECTORY** buttons from the browser display.

2.   Go to the **TIS** home page by clicking on the **HOME** button. Save the **TIS** home page as an HTML file named **TIS.HTM.**

3.   Open the saved **TIS.HTM** file into the browser window.

4.   What is the size of your memory cache and disk cache on the computer you are using? What directory is used for storing your cached documents?

Searching the Internet

The Internet provides a way for you to access information from libraries, universities, companies, and governments around the world. However, having *access* to information you need and actually *locating* it are two different things.

Internet search engines are an excellent way to find information. Search engines provide you with a huge catalog of documents on the Internet and a way to search that catalog. If you are trying to find a particular Web site, a safety-related document on the Internet, or a resource list on a particular subject, you can use one of the many available on-line search engines. These engines allow you to search for information in many different ways—some search titles or headers of documents, others search the documents themselves, and still others search other indexes or directories.

Almost all search engines provide helpful tips, instructions, and examples on how to compose your search. You should review this on-line documentation before you try a search since it can save you a lot of time and frustration.

The following search engines are rated the "best of the best" and most of them are available from the **ES&H - TIS INFOCENTER MAP**. You can also choose a search engine from the **NET SEARCH** Web page which you can access by selecting **Internet Search** from the **DIRECTORY** menu in Netscape Navigator or by clicking on the **SEARCH** button on the Navigation Toolbar in Netscape Communicator.

▸ **Alta Vista** - http://altavista.digital.com

▸ **Excite** - http://www.excite.com

▸ **HotBot** - http://www.hotbot.com

▸ **Infoseek** - http://www.infoseek.com

▸ **Lycos** - http://www.lycos.com

▸ **SavvySearch** - http://www.cs.colostate.edu/~dreiling/smartform.html

▸ **WebCrawler** - http://www.webcrawler.com

▸ **Go2** - http://www.goto.com

▸ **Yahoo!** - http://www.yahoo.com

Step-by-Step	**Searching the Internet**

TUTORIAL

1. From the **ES&H TIS INFOCENTER MAP** (in the **"Explore the Internet"** column), select a search engine.

    You can also select the **SEARCH** icon in Netscape or Internet Explorer to display a list of search engines. Select a search engine.

2. Look for **HELP** on how to use that particular search engine and how to formulate your key-word search.

3. Compose and submit your search.

Exercise 7

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. From the **TIS INFOCENTER** page, select the **WebCrawler** search engine. See if you can locate the home page for the following organizations. Try searching for the organization's entire name in one search, and the acronym in the other search. Record the URL and set a bookmark for each one.

    Nuclear Regulatory Commission (NRC) home page

    National Institute for Occupational Safety and Health (NIOSH) home page

2. Using the **BACK** button, return to the **TIS INFOCENTER** page, select the **Yahoo!** search engine. Locate documents with information pertaining to the following topics.

    Occurrence reporting standards

    NEPA policies

3. Select the **HotBot** search engine. Perform a search on the *toxicological profile* for *beryllium* (search for all the words).   From the **ATSDR - ToxFAQs** page, answer the following questions. What is beryllium? Where is it found? Is it considered a carcinogen?

    HINT

    The Agency for Toxic Substances and Disease Registry might provide this, *or* you could try using specific keywords to formulate your search.

Exercise Solutions

Exercise 1

1. In the blanks below, please indicate what terms are being defined.

   Millions of computer networks connected together
   making hundreds of services available to us.   Internet

   A pointer to a file or information that exists in
   another place (connection between two documents).   hyperlink

   The first page loaded when you launch an Internet
   browser.   home page

   The exact location or address of an Internet resource.   URL

2. Explain what an Internet browser is and why we use it.

   > Internet browsers are software programs like Netscape
   > and Internet Explorer that we use to retrieve documents
   > on the World Wide Web and follow hyperlinks from
   > document to document.

3. List two other terms you learned in this section. Explain each one.

   Any of the terms ---

Exercise 2

1. Go to the location **http://apollo.osti.gov/** and add this location as a bookmark.
   a. Enter the URL into the **LOCATION** field.
   b. After the **DEPARTMENT OF ENERGY** home page loads, click on the **BOOKMARKS** menu and select **Add Bookmark**.

2. From the **DEPARTMENT OF ENERGY** home page, click on the **Departmental Resources** hyperlink. Scroll down the page and click on the **Access Home Pages via a U.S. map of Department sites** link. Add this map page to your bookmark list.
   a. Follow the above-mentioned links and then click on the **BOOKMARKS** menu and select **Add Bookmark**.

3. Now, add the following bookmarks. (*Although there are quite a few bookmarks to be added in this exercise, it is for a good cause — they may be used in later exercises*!)
   a. For each, enter the URL into the **LOCATION** field.
   b. After the page loads, click on the **BOOKMARKS** menu and select **Add Bookmark.**

US Environmental Protection Agency	**http://www.epa.gov/**
The Building and Fire Research Lab	**http://www.bfrl.nist.gov/**
National Library of Medicine	**http://www.nlm.nih.gov/**
EM WWW Information Services	**http://www.em.doe.gov/**
JPL Radiation Effects Database	**http://radnet.jpl.nasa.gov/**
EnviroLink	**http://envirolink.org/**
National Standards System Network	**http://www.nssn.org/**
OSHA Home Page	**http://www.osha.gov/**
SafetyLink - Product Safety Compliance	**http://www.safetylink.com/**

Exercise 2
(Continued)

4.   Using the saved bookmark, go to the **US ENVIRONMENTAL PROTECTION AGENCY** home page. Follow the links to answer these questions. ("Browse" the EPA Topics.)
   a.   Click on the **BOOKMARKS** menu and select the **US Environmental Protection Agency** bookmark.
   b.   Click on the **<u>browse</u>** hyperlink at the bottom of the page.
   c.   From the **EPA TOPICS** list, select **<u>Compliance</u>**.
   d.   From the **COMPLIANCE AND ENFORCEMENT** page, select the **<u>Organization</u>** link.

   What is the function of the US EPA's Office of Enforcement and Compliance Assurance? Who is currently the Assistant Administrator of this office?

      The function is to ensure that the nation's environmental laws are complied with and, if need be, enforced.

      The current Assistant Administrator is Steven A. Herman.

   (Return to the "Browse" EPA Topics page.) What are the 7 most commonly recycled materials?
   a.   Press the BACK button twice.
   b.   Scroll down the page and select the **<u>Recycling</u>** link.

      The 7 most commonly recycled materials include:
         Paper   Yard trimmings
         Glass   Aluminum
         Other metals   Used motor oil
         Plastics

Exercise 3

1. Add the following four folders to your bookmark list:
      Nuclear, Environment, Medical, Fire

    Follow these steps for creating each new folder. (After clicking **OK** to finish
    each, double-click on the new folder's icon to close it. If you don't you may
    create the next one inside the previous folder.)
    a. From the **BOOKMARKS** menu, select **Go to Bookmarks**.
    b. From the **ITEM** menu in the **BOOKMARKS** list, select **Insert Folder**.
    c. In the **BOOKMARK PROPERTIES** dialog box, enter the **NAME** of the new
        folder in the **NAME** field. Enter a description of the folder, if desired, in the
        DESCRIPTION field.
    d. Press **OK**.

2. Place the following items into the indicated folder:

Nuclear   **Environment**
Department of Energy   U.S. Environmental Protection Agency
JPL Radiation Effects Database   EM WWW Information Services
                                     EnviroLink

Medical   **Fire**
U.S. National Library of Medicine   Building and Fire Research Laboratory
Occupational Safety and Health Admin.   National Standards Systems Network
                                     Safety Link

    Do this for each bookmark to be moved.
    a. Double-click on each folder's icon to open it (this is not required, but it
        allows you to view the items as they are dropped inside.)
    b. Click once on the bookmark to select it. Do a *[CTRL]+[X]* to remove it.
   Click once on the desired folder and do a *[CTRL]+[V]* to paste it there.

NOTE   You can also *CLICK AND DRAG* each bookmark to the desired folder
            and drop it there.

Exercise 3
(Continued)

3.   Put the folders in the following order:
     Environment, Fire, Medical, Nuclear

     a. Double-click on each folder's icon to close it (this is not required, but it may help to simplify your procedure.)
     b. Click once on the folder (to be moved) to select it. Do a *[CTRL]+[X]* to remove it.
     c. Click once on the folder/item which will appear above the folder you are pasting. (In other words, when pasted, the folder you are moving will be placed below the selected item on the list.)
     d. Do a *[CTRL]+[V]* to place the folder.

4.   Add a separator between the folders **Fire** and **Medical**.
     a. Click once on the **FIRE** folder to select it.
     b. From the **ITEM** menu in the **BOOKMARKS** list, select **Insert Separator**.
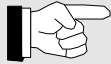
NOTE   From your browser page, click on the **BOOKMARKS** menu to display your list of bookmarks. You should now have a separating line between the **FIRE** and **MEDICAL** folders.

Exercise 4

1. Change the properties of the bookmark called **US DOE Server Map**. Rename the bookmark to **Map of DOE Sites**.
   a. Click once on the **US DOE Server Map** bookmark to select it.
   b. From the **EDIT** menu, select **Bookmark Properties**.
   c. In the **NAME** field, type in the new name for the bookmark.
   d. Click **OK**.

2. Delete the **Safety Link** bookmark from the **FIRE** folder.
   a. Double-click the **FIRE** folder to open it.
   b. Click once on the **Safety Link** bookmark to select it.
   c. Press the *[DELETE]* key.

NOTE   You can also select **Delete** from the **EDIT** menu with the bookmark
            selected.

Exercise 5

1. **Change the settings for the following items.** For each change, list which panel of the Preferences you use. Close the **PREFERENCES** panel after each change so you can see the effect of the change.

   ▸ Change the color of links to a color of your choice.
     a. From the **OPTIONS** menu, select **General Preferences**.
     b. Select the **COLORS** folder tab.
     c. Click on the **LINKS** (custom) check box.
     d. Select the **CHOOSE COLOR...** button to display the color palette.
     e. Select a color from the palette.
     f. Click **OK** to close the palette, then click **OK** to close the **COLORS** panel.
        (View your links on the browser page.)

   ▸ Change the proportional font face to a font of your choice and change the font size to 16 points.
     a. From the **OPTIONS** menu, select **General Preferences**.
     b. Select the **FONTS** folder tab.
     c. Click on the **CHOOSE FONT...** button adjacent to the **USE THE PROPORTIONAL FONT** field.
     d. From the **CHOOSE BASE FONT** dialog box, scroll up or down the **FONT** selection box and select a font. Then, scroll up or down the **SIZE** selection box and select **16** points.
     e. Click **OK** to close the **CHOOSE BASE FONT** dialog box, then click **OK** to close the **FONTS** panel.
        (View your fonts on the browser page.)

   ▸ Change the toolbar to display text only.
     a. From the **OPTIONS** menu, select **General Preferences**.
     b. Select the **APPEARANCE** tab.
     c. In the **Toolbars** section of the page, click on the **TEXT** radio button.
     d. Click **OK** to close the **APPEARANCE** panel.
        (View your toolbar on the browser page.)

Exercise 5
(Continued)

▸ Indicate that the followed links should expire immediately.
   a. From the **OPTIONS** menu, select **General Preferences**.
   b. Select the **APPEARANCE** folder tab.
   c. In the **Link Styles** section of the page, click on the **EXPIRE NOW** button from the **FOLLOWED LINKS** field. This will display a question box, saying "This will mark all links unvisited. Continue?"
   d. Click **OK** to continue. Then click **OK** to close the **APPEARANCE** panel.
   (View your links on the browser page; followed links should now be the same color as unvisited links.)

▸ Specify that the Telnet application is in the **C:\TELNET** directory.
   a. From the **OPTIONS** menu, select **General Preferences**.
   b. Select the **APPLICATIONS** folder tab.
   c. In the **TELNET APPLICATIONS** text box, type in the path **c:\telnet**.
   d. Click **OK** to accept the path and close the **APPLICATIONS** panel.

▸ Change the way Netscape displays images to **After Loading**.
   a. From the **OPTIONS** menu, select **General Preferences**.
   b. Select the **IMAGES** folder tab.
   c. From the **DISPLAY IMAGES** field, select the **AFTER LOADING** radio button.
   d. Click **OK** to accept the change and close the **IMAGES** panel.

Exercise 6

1. Remove the **LOCATION** field and the **DIRECTORY** buttons from the browser
    display.
    a. From the **OPTIONS** menu, select **Show Location**.
    b. From the **OPTIONS** menu, select **Show Directory Buttons**.

2. Go to the **TIS** home page by clicking on the **HOME** button. Save the **TIS** home
    page as an HTML file named **TIS.HTM.**
    a. From the **FILE** menu, select **Save As...**
    b. In the **SAVE AS** dialog box that appears, type **TIS.HTM** into the **FILE NAME**
        text box. (Check to make sure that the **SAVE AS TYPE** text box says **HTML
        Files**.)
    c. Click on the **SAVE** button.

3. Open the saved **TIS.HTM** file into the browser window.
    a. From the **FILE** menu, select **Open File...**
    b. In the **OPEN** dialog box that appears, click on the **tis.htm** file to select it.
        (This also inserts the name into the **FILE NAME** text box.)
    c. Click on the **OPEN** button.
    (The document will be opened into your browser window, minus the images.
    This is because we did not save the images called for within the HTML file.)

4. What is the size of your memory cache and disk cache on the computer you are
    using? What directory is used for storing your cached documents?
    a. From the **OPTIONS** menu, select **Network Preferences**...
    b. Select the **CACHE** tab to answer the questions.

Exercise 7

1. From the **TIS INFOCENTER** page, select the **WebCrawler** search engine. See if you can locate the home page for the following organizations. Try searching for the organization's entire name in one search, and the acronym in the other search. Record the URL and set a bookmark for each one.

> Nuclear Regulatory Commission (NRC) home page
>   URL is -- http://www.nrc.gov/
>
> National Institute for Occupational Safety and Health (NIOSH) home page
>   URL is -- http://www.cdc.gov/niosh/homepage.html

For both searches, do the following:
a. From the **WEBCRAWLER** search page, enter the search string into the **SEARCH** text box.
b. Click on the **SEARCH** button to execute the search.
c. When the search results appear on the screen, select the appropriate link to the requested home page.
d. Record the URL for each home page and add a bookmark for each.

2. Using the **BACK** button, return to the **TIS INFOCENTER** page, select the **Yahoo!** search engine. Locate documents with information pertaining to the following topics.

> Occurrence reporting standards

> NEPA policies

For both searches, do the following:
a. From the **YAHOO!** search page, enter the search string into the **SEARCH** text box.
b. Click on the **SEARCH** button to execute the search.

Exercise 7
(Continued)

3.   Select the **HotBot** search engine. Perform a search on the *toxicological profile* for *beryllium* (search for all the words).   From the **ATSDR - ToxFAQs** page, answer the following questions. What is Beryllium? Where is it found? Is it considered a carcinogen?

HINT

The Agency for Toxic Substances and Disease Registry might provide this, *or* you could try using specific keywords to formulate your search.

    a. From the **HOTBOT** search page, enter the search string into the **SEARCH** text box. Check to ensure that the search filters list box has "**all the words**" selected. (If not, click on the pull-down list and select "**all the words**.")

    b. Click on the **SEARCH** button to execute the search.

    c. When the search results appear on the screen, select the **ATSDR - ToxFAQs - Beryllium** link.

    d. Scroll up or down the page to search for the answers to the questions.

        Beryllium is a hard, grayish metal.

        It can be found in compounds in mineral rocks, coal, soil, and volcanic dust.

        Certain beryllium compounds may reasonably be anticipated to be carcinogens. No studies provide conclusive evidence, but when taken as a whole, they indicate that long-term exposure to beryllium in the air results in an increase in lung cancer.