

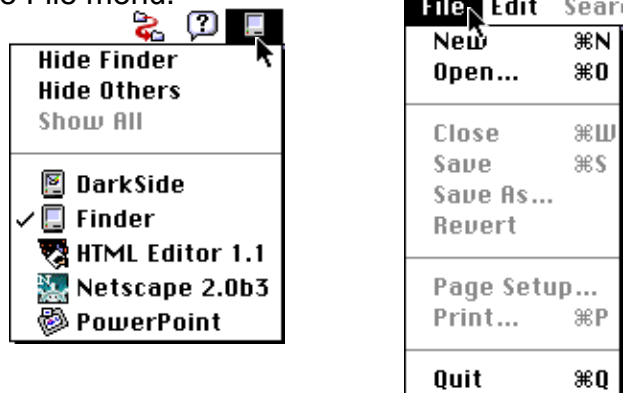
Check List

For Lab Users

- Check the desk top of your computer. If you see an icon for a floppy disk from a previous user, tell a lab assistant or move to another computer.
- Find the student folder located on the desk top. Open the folder, drag all of the contents to the trash icon on the desk top, and select “Empty Trash” from the Special Menu. Then close the student folder.



- Go to the finder menu and quit all running applications except for **Finder**, **DarkSide**, and **Launcher**.
 - You quit applications by select them within the finder, and then selecting “Quit” from the File menu.



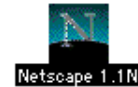
- Go to the **Launcher** to start the session!

For Everyone

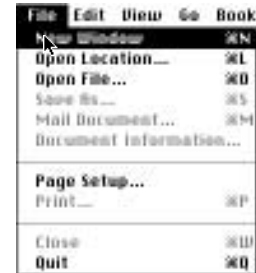
- Check your e-mail using Eudora and check for messages and class announcements.
- Log into our class using Netscape and proceed to the lectures, exercises and assignments.
- Contribute!!!

Using Netscape

- To start Netscape, go to the launcher and double click on the Netscape Icon.



- If Netscape is already running, you will see the Netscape icon in the upper right-hand corner of the computer monitor. In this case, you should go to the "file" menu and click on "New Window."



- The start-up page for Netscape often looks like this.....



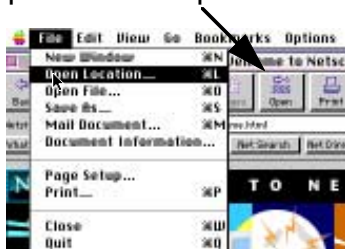
- You can move to new locations by clicking once on highlighted text. Pictures will also sometimes serve as links to new locations. You know when you've encountered a "link" because the pointer will turn to a hand.



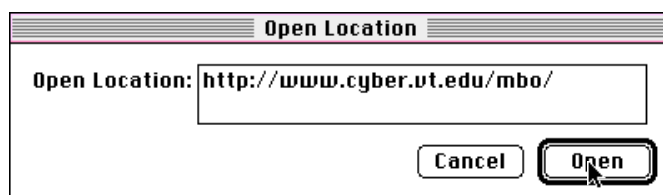
- You can also go back to pages you've visited during a given session by using the "Go" button at the very top of the computer screen or by using the menu bars on the top of the Netscape browser.



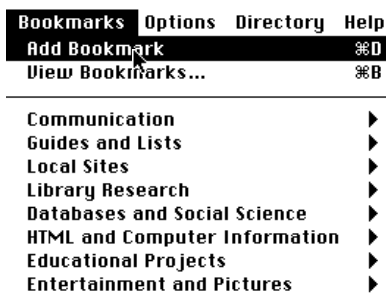
- To **OPEN A NEW LOCATION**, you can either click on “Open Location” within the File menu, or you can click on “Open” at the top of the Netscape browser.



- In either case, you will then see a window titled “Open Location.” Type in the address (URL) of the location where you want to go, and then click “Open.” Here I’ve typed in the address for our class.



- If you come upon a page you like, you can always **SAVE A BOOKMARK** for the page so you can return easily.



- In our class, you can also send mail, enter a chat, or post messages by filling out forms within Netscape.

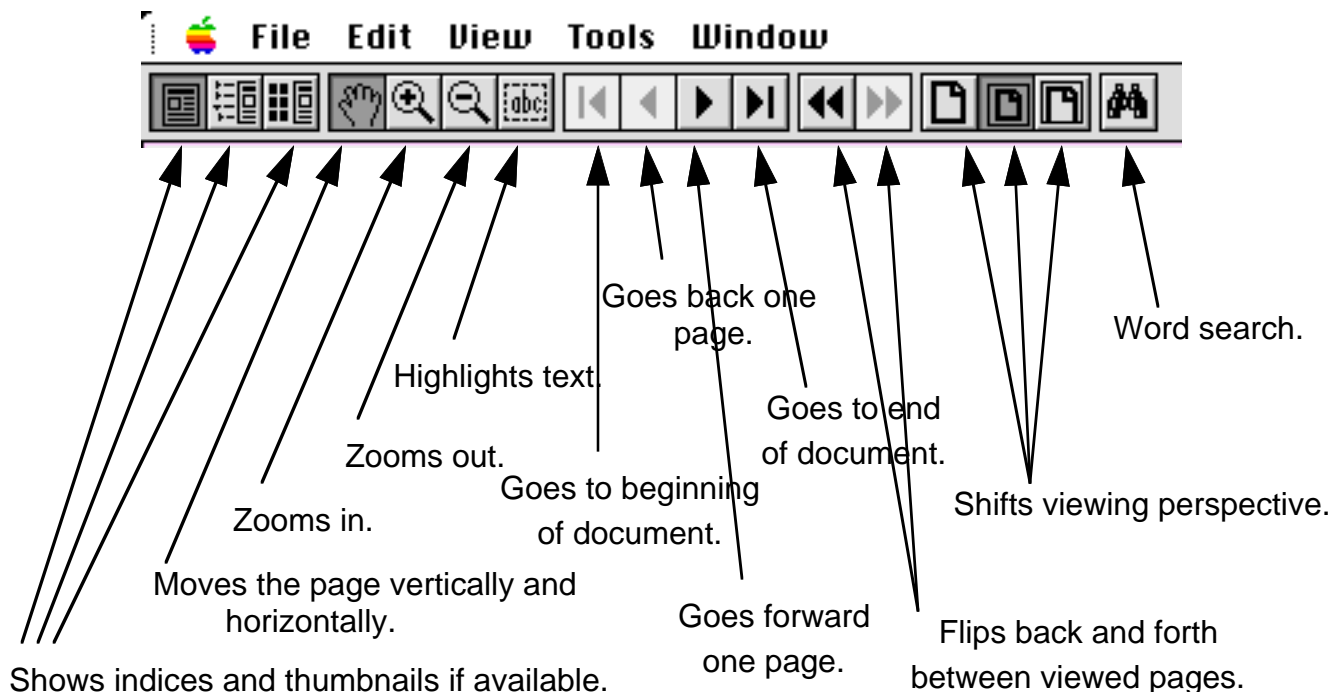


Adobe Acrobat From within Netscape

- Many documents available on the World Wide Web are written in a language called HTML. However, different types of documents can be accessed through the Internet. One type of document that we will use frequently in this class is called a PDF document. These documents are written in any type of software and converted into PDF files through the use of a program called Adobe Acrobat. Once converted, these documents can be accessed through Netscape. Adobe Acrobat documents (or PDF documents) usually end with the extension pdf. For example, our first lecture is called "areas.pdf."
- To read PDF documents, Adobe software must be installed on the computer, and Netscape must be correctly configured to use this software. Most of the labs at Virginia Tech are correctly configured for this purpose. If you intend to use your own computer to access course materials, you can obtain a free copy of Adobe Acrobat Reader and install it on your machine. The software and instructions for configuration can be found at this address: <http://reserve.lib.vt.edu/software.html>
- Once Adobe Acrobat is correctly installed, you can access PDF documents by clicking on a link from within Netscape. Sometimes it takes a few moments for the document to load -- particularly if it is a lengthy document. Once loaded, the first thing you will see is an opening menu for Adobe Acrobat.
- The next thing you will see is the document itself. Here is the first page from the first lecture for this course:



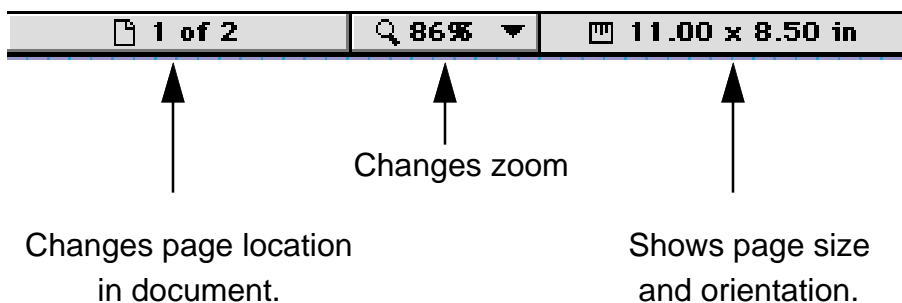
- There are several buttons that will help you navigate around an Adobe Acrobat document. Here are the functions for the buttons at the top of the menu:



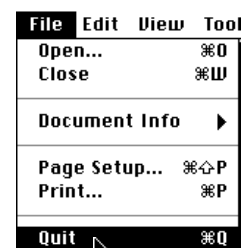
- You can also get a full-screen image by using the "View" button at the top of the menu bar.



- There are some functions for the buttons at the bottom of the menu:



- When you are finished reading an Adobe Acrobat document, you should Quit the program (rather than just close it) and you will go back to Netscape.



Additional Information

- If you are ever in a lab and have trouble accessing a pdf document from within Netscape, you should first ask for help from a lab assistant. Then, please let me know about the problem.
- In some instances you may get a message asking you to save the document to disk. In this case, you can first save the file to the harddrive or a floppy, then exit Netscape, and then start Adobe Acrobat. From within Adobe Acrobat, you can open the lecture that you saved. If you save the file to the harddrive, **ERASE THE LECTURE FROM THE HARDDRIVE WHEN YOU ARE FINISHED!** It is not a good idea for us to clutter up the lab computers with these lecture materials. If you save the file to a floppy disk, you may use it as you please. However, be forewarned that these files take up lots of space.

Using Eudora

- Eudora is a software program that allows you to send, receive and store e-mail.
- You must have an activated PID to use Eudora.
- To use Eudora on campus, you should obtain a copy of Eudora for Lab Use.

Getting Started with Eudora in a Lab

- Go to the Networking page of the launcher.
- Insert your Eudora floppy disk.
- Click **"Eudora"** on the launcher and then click **"Find Settings"**.
(Note: Don't click "Eudora Settings" from the launcher -- this will load a new version of Eudora to your floppy disk.)
- Move from **"Networking f"** to **"Desktop"**. Find your disk and click **"Open"**.
- Highlight **"Eudora Folder"** and click **"Open."** Highlight **"Eudora Settings"** and click **"Open"**.
- The Eudora menu should then appear across the top of the screen.



Eudora Settings



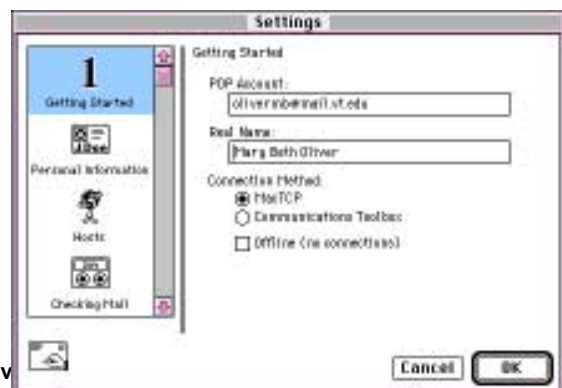
File Edit Mailbox Message Transfer Special Window

First Time Use Only: Configuration

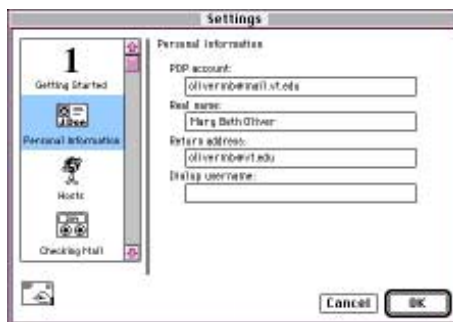
- From the Special menu, pull down Settings.



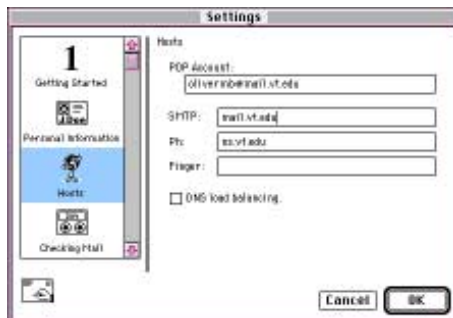
- Highlight the Getting Started option, and type your information in the spaces provided.
 - NOTE: To change text, you should highlight old text and retype rather than use the backspace or delete keys.
 - POP Account: your-pid@mail.vt.edu
 - Real Name: your name
 - Connection Method: MacTCP



- Highlight the Personal Information option, and type your information in the spaces provided. (Some information will be entered already.)
 - NOTE: To change text, you should highlight old text and retype rather than use the backspace or delete keys.
 - POP Account: your-pid@mail.vt.edu
 - Real Name: your name
 - Return Address: your-pid@vt.edu (note: NOT mail.vt.edu)



- Highlight the Hosts option, and type your information in the spaces provided. (Some information will already be entered.) When finished, click OK.
 - NOTE: To change text, you should highlight old text and retype rather than use the backspace or delete keys.
 - POP Account: your-pid@mail.vt.edu
 - SMTP: mail.vt.edu
 - Ph: ns.vt.edu

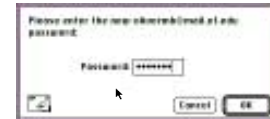


Changing Your Password

- Before you can use your PID for the first time, you must change your password.
- You should periodically change your password for security purposes.
- If your password remains unchanged for 90 days, it will expire and you will be prompted to change it before you can continue to use your PID.
- To change your password, first select Change Password from the Special menu.

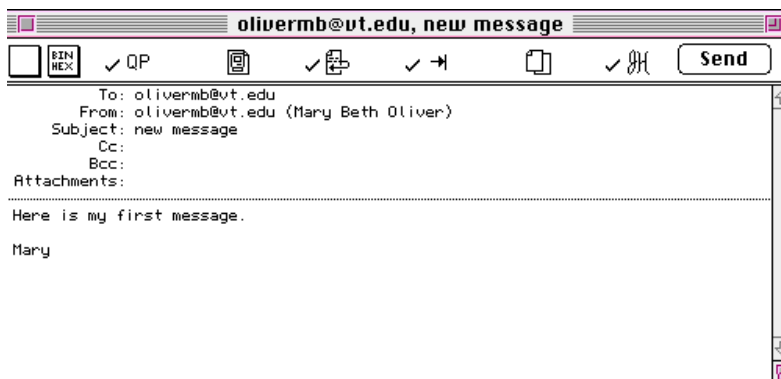


- Enter your current password on in the space provided and click OK.
- Enter your your new password in the space provided and click OK.
- You will be asked to verify your password by retyping it. After your new password is accepted, you will receive the following message: (Click OK)



Sending Mail

- You are now ready to send mail. To test your configuration, you should send yourself an e-mail message.
- Select New Message from the Message menu.
- Type your e-mail address (PID) in the To: field.
- Type a subject in the Subject: field.
- Type a message.
- Click Send. (If prompted, enter your password.)

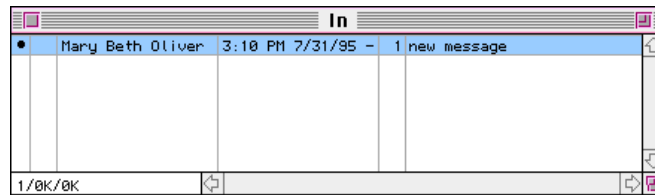


Receiving Mail

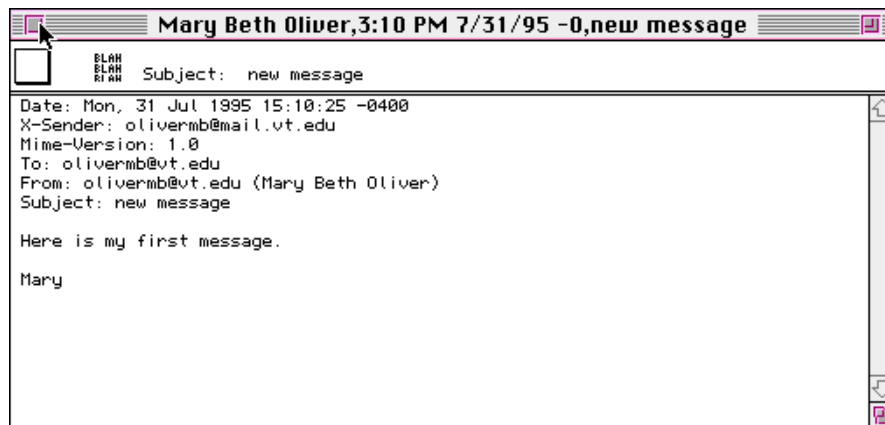
- Select Check Mail from the File menu. (If prompted, enter your password.)
- One of two symbols will appear. Click OK.



- If you have new mail, you can click a highlighted message in the In mail window. The little dot in the left column indicates a message that has not yet been read.



- Here is how the new message will appear. If you would like to close the message without transferring it or deleting it, click the small box in the upper-left corner.



- If you would like to delete the message, first select Trash from the Transfer menu, and then select Empty Trash from the Special menu.

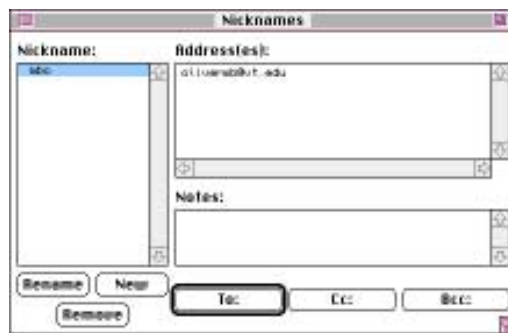
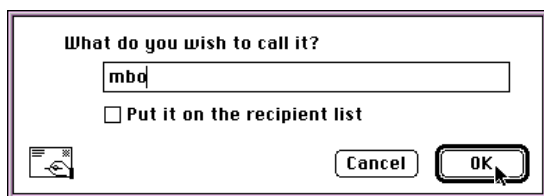


Creating Nicknames

- Because e-mail addresses are often long and hard to remember, you may consider creating nicknames for frequently used addresses.
- First select Nicknames from the Window menu, and then select New from the Nicknames window.



- Type in what you would like to call your nickname, and then click OK. Note: Spaces are not allowed.
- In the next menu, type in the address of the nickname. When finished, you can close the window by clicking in the small box in the upper left-hand corner. You will be asked to save your changes.



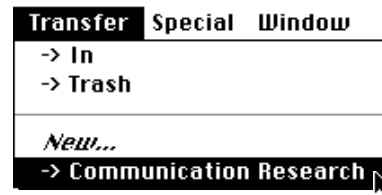
- To send a message to an address with a nickname, simply type in the nickname in the To: field.

Using Mailboxes

- Mailboxes allow you to efficiently organize your e-mail messages. You automatically have 3 mailboxes: In (which is where your new messages go), Out (which is where your sent messages go if you keep copies), and Trash.
- To create a new mailbox, select Mailboxes from the Window menu, then type in the name of your new mailbox and click OK.



- Now, after reading a message, you have the option of transferring the message to your new mailbox by selecting your mailbox from the transfer menu.
- To view the messages that you have transferred to mailboxes, you can select the mailbox from the Mailbox menu. You can also always transfer messages to the Trash mailbox and empty the trash to delete unwanted messages.

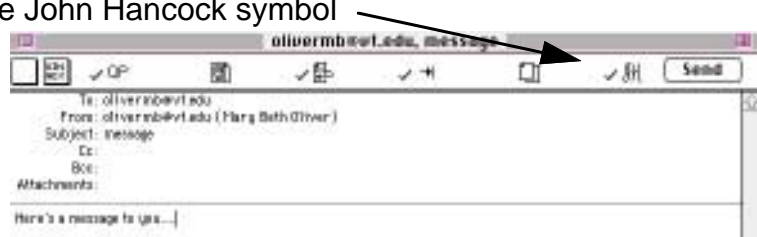


Using Signature Files

- Signature files are texts that are appended to the end of e-mail messages. Many people include their name, address, and other pertinent information in their signature file so they don't have to type the information each time they send an e-mail.
- To create a signature file, select Signature from the Windows menu. Then type in the signature that you would like to be attached to e-mail you send.
- Close the signature window by clicking in the small upper left-hand box.



- To attach your signature, click the John Hancock symbol before you send a message.



Quitting Eudora

- To quit Eudora, select Quit from the File menu. Then drag your disk to the trash icon to eject it. NOTE: Don't use the "eject disk" option.





Course Lectures

