Torben Kjaer

Make the most
out of the Internet

all the words

any language

should contain — the words

NASA

must not contain — the words

mars bar

in the last week

After — or on

January — 1 , 2000

YAHOO!
DEUTSCHLAND

Personalisieren   Hilfe

E-Mail

Mein Yahoo! - nur fü
Sie!
Y! Messenger -
gratis!

Ich will in Geschwindigkeit investieren.

Suche starten   Erweiterte Suche

Ds, Handys, Kameras, Spiele, Eintrittskarten - Yahoo! Sh
- Yahoo! Online - E-Mail - Mein Yahoo! - **Messenger**
Kleinanzeigen - **Mobil** - Reisen - Wetter - Horoskop - S

Nachrichten & Medien
Spezial, TV, Zeitschriften, Zeitungen...

Nachschlagewerke
Bibliotheken, Telefonnummern...

Naturwissenschaft & Technik
Tiere & Haustiere, Telekommunikation, Bio...

1 ONElist

New member

Help center

Suggestions?

Member sign-in
Email address

Password

Create a list

Member center

WHAT'S NEW?
INFORMATION
NEIGHBORHOODS
HOME

Make the most out of the Internet

Acrobat Reader: How to …

F5/F6 open/closes bookmarks - **F4** open/closes thumbnails

In menu View you can set, how the file is displayed

CTRL+0 = Fit in Window, **CTRL+1** = Actual size, **CTRL+2** = Fit width

You can set **SINGLE PAGE**, **CONTINUOUS VIEW** or **CONTINUOUS FACING**

.. try them out and you will see the differences.

Navigation

ARROW LEFT/RIGHT: forward/backwards one page

ALT+ARROW LEFT/RIGHT: same as in a browser: forward/back

CTRL++ zooms in **AND CTRL +-** zooms out

www.knowwareglobal.com

About this booklet

Many Internet users feel a certain sense of disappointment after a short while: when the novelty has worn off and they realize that it actually isn't so easy to find the interesting information that is buried somewhere within the millions of Web pages out there. Sometimes, you may feel as though there is some secret brotherhood of Internet users that swaps the best Internet addresses among themselves without allowing anyone else access to the good tips. And when you find a fascinating site, it can often feel as though you are not really getting the best out of it. These days, many Web sites are so complex that they could be compared with actual computer programs. You rarely have time to learn all the tricks, and can't get really take advantage of the most exciting possibilities.

This booklet is all about some of the Web sites that are indispensable when you are using the Internet.

There are no addresses for sites about Japanese paper folding or recipes for Christmas dinner here. The sites described have been chosen for their general appeal, so that nearly everyone will get something out of them. A number of them are search engines or tools that help you find your way around. Others help you get the most out of the 'Net is some way or another.

Whether you are new to the Internet, or an experienced user, you should find plenty of useful information in this booklet. I do assume that you know a little about surfing the 'Net. If you are a complete beginner, or are not on the Internet yet, then I would suggest that you read *Start with the Internet* before reading this booklet.

The information here is applicable whether you use a Macintosh, Windows 98/95, Windows 3.1 or any other operating system. And it makes no difference which Web browser you use (a Web browser is the program you use to view Web pages). The pictures in this booklet were created with the two most popular Web browsers, Internet Explorer and Netscape Navigator.

Happy reading!

Torben Kjær

Thanks to Asger Kjær, Olav Kjær and Jørgen Nørhaven Larsen, for the comments they made on the manuscript before publication.

The Basics

How do I use a Web address?

Go to: http://www.yahoo.com

Each Web site has a unique address. Just so you know – a Web site is a "place" on the Web, a collection of several Web pages that are connected to one another. When you want to see a site, you type its address in the browser's address field, the white field at the top of your screen, and then press the Enter key.

All Web address start with the rather cryptic prefix `http://`. But you do not need to type this prefix in, your browser will add it automatically. So I haven't used it when I write the addresses here.

Most of the big, popular Web sites have addresses that start with *www*, a company name in the middle, and end with *.com*. Examples: **www.microsoft.com** and **www.cocacola.com**

If this is the case, all you need to remember is the name of the company. If you can remember that a particular search engine is called *HotBot*, then you stand a very good chance of finding it using the address **www.hotbot.com**.

If you use Netscape Navigator or Communicator as you browser, then all you have to do is type the company name in the address field. So if you type Yahoo in the address field, you will automatically go to **http://www.yahoo.com**.

How can I remember a Web site's address the next time I want to go there?

Add a bookmark whenever you visit a Web site you think you will want to go to again. You will want to visit many of the sites described here again and again, so it is a good idea to bookmark them the first time you visit them. In Netscape this is done by using the menu option Bookmark|Add Bookmark. In Internet Explorer, choose Favorites|Add to Favorites. The Web site's name is then added to the *Bookmark* or *Favorites* menu

and you can jump to it by clicking on its name.

A Web site keeps asking me for a user name and password. What do I do?

Some Web sites are only for registered users, who have a user name and password. (these include *My Yahoo* and *GeoCities*, page 38 and 41). You will usually be able to choose your own password. It is important not to underestimate the importance of a good password. If it is too easy to guess, then you risk having others guess it and get hold of information you would prefer kept confidential. The best passwords come from a song or a line from a film that you are certain you can remember: take the initial letters and add a couple of numbers. *Old MacDonald Had a Farm* could be used to give the password *2OMDHaF*. And never use the same password for different places. It has happened that a technician working at one site has tried his users' passwords at other sites and so got into their personal accounts. In theory you shouldn't write down your passwords, but if you have a lot of them, you might not be able to avoid doing this. In that case write them on paper and not on the computer, where it is easy for others to get hold of them.

How do I find what I am looking for on the Internet?

There are two fundamentally different ways of looking for Web sites on the Internet.

Web indexes are hierarchical, subject-based lists containing links to a selection of Web sites.

Search engines are databases containing the text of most of the world's Web sites.

A **Web Index** covers just a very small percentage of the sites on the Web. But these sites have been categorized by people who understand what each site contains. This means that the sites have been classified logically, so it is reasonably easy for others to find what they are looking for. And most are categorized as complete sites, as opposed to the search engines, which only find individual Web pages. One of the best Web Indexes is

called *Yahoo*. This is also available in regional editions for many countries, and a lot of countries also have their own specialized Web indexes in their own languages.

Search engines cover a large number of the world's Web pages, and so are far more comprehensive than even the biggest Indexes. They are completely machine based, and simply store all the words contained on a Web page. Search engines search page by page, and take no notice of how individual pages might relate to other pages on a Web site.

One of the best search engines is called *HotBot*. Another excellent search engine is *AltaVista*

When should I use a Web index?

Use a Web index when:

You are looking for a well known, commercial Web site, or a Web site from a firm or organization.

You are looking for Web sites about a fairly common subject.

You are not looking for anything special, but just want to see what the Internet has to offer.

When should I use a search engine?

Use a search engine when:

You have already tried a Web index and can't find what you are looking for.

- You are looking for an individual's Web site.
- You are looking for Web sites covering a specialized subject that you can't find in any Web Index.
- You are looking for Web sites covering a combination of a number of different subjects.

You are looking for Web sites in a language that is not covered by any of the Web Indexes you know of.

So if you want to find Web sites about playing with Lego, for example, use a Web index (this is such a common subject that it will certainly have some entries). But if you are looking for Web sites with information about the link between smoking and certain diseases, then you will need to use a search engine. If you are looking for the Web site belonging to a company that produces car radios, then use a Web index. But if you are looking for your Spanish pen pal's Web site, then use a search engine.

Most of what I can find on the Internet seems to be totally useless. Is there anything worth finding out there?

It is true that the quality of Web sites is extremely variable. *Lycos Top 5%* is a list of some of the very best sites on the Web

Lycos is a sort of Web index like *Yahoo*, but it concentrates on quality rather than quantity.

What does "download" mean?

Downloading means copying a file from a computer on the Internet to your own computer. In fact you are downloading every time you view a Web page on your screen, but the term is most often used when talking about getting a program that you will use on your machine when you are no longer connected to the Internet.

How can I download programs and use them on my own computer?

On page 22 you can read about *shareware.com*, which is a search engine you can use to find programs to use on your own computer.

If you are interested in downloading programs to help you use the Internet then I would suggest you visit the *TUCOWS* site, which has a very comprehensive list of all the Internet programs you might ever need.

What is a Web browser?

A Web browser is the program you use to surf the Internet.

Does it matter which Web browser I use?

You are probably using either Microsoft Internet Explorer or Netscape Navigator (called Communicator in later versions). It makes no difference whether you use one program or the other. These two companies are in hard competition with each other to make the best browser, and each has its good and bad points. New and improved upgrades are released with great regularity and it is a good

idea to always use the latest version, which includes all the most up to date features.

Where can I get the latest browser?

At www.*browsers.com* you can download the latest version of your favorite browser.

I visited a Web site that contains a video I'd like to see, but got a message that I needed a plug-in. What is a plug-in?

Plug-ins are accessories for your Web browser. The browser itself can only cope with a very limited number of file types: text and pictures. All other types of files, like film, sound, animations and many other types, can only be used if you add a plug-in that recognizes that particular type of file. If you want to watch films on the Internet, then you need a plug-in that can play that kind of film.

You can see a list of the different plug-ins available at *browsers.com*. If you want to use your browser to display a particular kind of file that needs a plug-in, then you can download the appropriate one here.

My Internet account gives me one e-mail address, but there are five of us in the family, what can we do?

Everyone can get a free e-mail address at *Netaddress*.

I am tired of an e-mail address like user123@pip.tele7.firm.dk. How can I get a more meaningful address?

If you register with *IName* you can get a much cooler address, like:

torben@unforgettable.com (Of course, I already have that one, but there are lots more, just as smart!).

My aunt is crazy about John Travolta and is always getting e-mails from other fans. How can I join in?

You aunt is probably on what is called a *mailing list*. These mailing lists let groups of people with a common interest send e-mail to the whole group at one go. On page [ADD PAGE REFERENCE HERE PLEASE!], you can read all about mailing lists and how they work, as well as the list of interesting lists at *Liszt*.

My cousin has just got on the Internet, and I want to surprise him by sending him an e-mail. But I haven't got his address. What do I do?

Search engines and Web indexes are of no help when you want to find an e-mail address, as these can only find Web sites or pages. Some countries have their own e-mail directories, and there are some international ones like *Yahoo people*.

I have heard that there are live concerts and interviews with famous people on the Interner. How does this work?

The Internet is not just a collection of static Web sites. There are also radio broadcasts, interviews and conferences with celebrities and many other special events that are only put on once. If you want to join in, then first you have to know when and where they are happening. The best place to look for information is *NetClock*, which is described on page 34. To enjoy these 'Web broadcasts' you will almost certainly need to add some plug-ins to your browser; download these from *browsers.com*.

All I can find are big commercial sites. Are there any ordinary people on the Internet?

There are loads of ordinary people on the Internet, but very few of them have their own Web pages. Many of them use *newsgroups* to say what they want to tell the world. Newsgroups are special discussion groups where Internet users can discuss any number of subjects with each other. You can use *Deja News* to find newsgroups about the subjects that interest you, and it also lets you search for particular subjects.

What is a 'proxy server' and a 'firewall'?

"I don't know, but I know a man who does!", as the saying goes. If you want to know the meaning of these terms, or any of thousands of others, then visit *PCWebopaedia,* which has an explanation of all the computer and Internet terms you will ever come across.

When I start my Web browser it always opens with my Internet service provider's home page. How can I get it to start up with another page?

You can put together your own personal home page as an individual starting point for your surfing. Use *Netscape PowerStart* to make your page, which only you can access.

That sounds great, but I also want a home page that others can see.

In that case, use *GeoCities* or *FreePage*, which offer free home pages to all Internet users. It may take you a while to build your pages, but you can find all the tools that you'll need there

What does everybody else do when they are on the Internet?

Good question! Visit *100hot* to see a list of the 100 most-visited Web sites on the Internet.

What is an FAQ?

An FAQ (*Frequently Asked Questions*) is a list of common questions that people have about a subject – with answers. Just like this booklet, in fact! FAQs always deal with an individual theme, and can be extremely informative if you are interested in the subject. There are thousands of useful FAQs on the net, and you can find many of them using the FAQ directory called *faq finder*.

Searching the Internet

Yahoo!   www.yahoo.com

The most important tool for any Internet user is a good index of Web sites. There is hardly any doubt that Yahoo is one of the best-known Web sites in the world. And it deserves to be, as it is the most ambitious and successful attempt to try and make some order out of the Internet.

Yahoo is a hierarchical list of Web sites, arranged by subject. It consists of a series of categories and sub-categories and each of the thousands of Web sites in Yahoo's index is placed in an appropriate category.

There are two ways you can use Yahoo:

1. Click your way to the category you want by clicking on one of the main subject categories.

2. Type one or more words in the search field to display a list of categories and Web pages that contain your search words in their titles or descriptions.

The main page displays the 14 main categories into which Yahoo organizes its index. The small words under each heading are the most important sub-categories under each main category. Click on the category that most closely describes what you are looking for. A new page will appear, displaying further sub-categories to the category you chose. You can chose a further category, and so on until you have found the right category.

If I was interested in Web sites about my favorite TV series *Friends*, I would start by clicking on the *News and Media* category. Next I would click on *Television* ➔ *Shows*➔*Comedies* and finally *Friends*.

The page I end up at consists of four parts: A line showing where this page is within Yahoo's hierarchy, a field for entering search criteria, a list of sub-categories, and a list of Web pages that belong in that category.

Where you are in the hierarchy

At the top of the page all the categories you have clicked through are shown. Clicking on any of the underlined categories jumps you directly back to it.

Top:News and Media:Television:Shows:Comedies:Friends

The Search function

The search field lets you search using one or more words, and it will find all the categories and Web pages containing the words you searched for. If you type several words in the search field you can only find pages and categories containing *all* the words.. Beneath the search field are two radio buttons that allow you to choose whether to search all of Yahoo's categories, or only the category you are in and its sub-categories. If you are in a category that you think should contain the pages you are looking for, then start by searching there. If nothing relevant comes up you can always search all of Yahoo afterwards.

Search   Options
⊙ Search all of Yahoo   ○ Search only in **Friends**

The sub-categories list

Sub-categories are highlighted using bold type, while the Web pages themselves are in ordinary type. The categories are separated into two parts by a bar. Above the bar are categories that Yahoo thinks should be specially brought to your attention. These are mainly other categories in Yahoo that need advertising. There is often a special category called *indices*. This category contains links to other Web pages that contain directories of sites about the subject you are searching for. You can use these instead of Yahoo's own pages.

For example, if you are in the *Television* category and are disappointed with its contents, click on *indices* and see a list of other Web indexes listing sites dealing with this subject. These Web indexes are often better than Yahoo's because they have been com-

piled by people who are experts in the particular subject and know a lot about it.

- Yahoo! Net Events: Friends - today's chats and programs.
- Indices *(4)*

- Actors and Actresses *(6)*
- Anti-Friends *(5)*
- Chat *(8)*
- Multimedia *(6)*
- Scripts *(4)*

Beneath the bar are the sub-categories of the current category. The numbers in brackets show how many sub-categories and pages there are in each category. For instance, you can see that there are 8 links in the *Chat* category, but you don't know how many are sub-categories and how many are pages before you have clicked your way there. Sometimes there is a category marked with a @ symbol. This means that it really belongs somewhere else in the hierarchy.

When you click on it, you will jump to the appropriate place. For example, music magazines belong to *Business and Economy*, in the sub-category *Products and Services|Magazines|Music*. But as it is just as reasonable to look in the *Entertainment* category and the sub-category *Music*, there is a link here to the *Magazines* category.

When you get to the category you are looking for…

it is composed of the page titles, with a short description, two lines at most. All you need to do is click on the title to jump to the page. Pages that have been added recently are marked with a little **NEW!** Icon.

Web pages that Yahoo considers to be especially interesting (because they are very useful, comprehensive, or technically impressive) are given a special 'red sun-glasses' icon, which is supposed to mean they are cool (if you think red sunglasses are cool….!).

These sunglasses can be taken as a clear recommendation that this Web site is better than the others. Web sites with a **NEW!** or sunglasses icon are placed at the top of the list, but the rest of the list is sorted alphabetically. And finally, some sites are marked with a

Review icon. Clicking on the icon will take you to a review of the Web site, if you would prefer to read this instead of clicking your way directly to the site to make up your own mind.

- Gregor's Friends Page NEW! - features a puzzle, interactive movies, sounds, Phoebe's songs and lyrics, the theme tune and much more!

- Arthur's Friends Quotes   - favorite quotes and TV clips from each episode, updated weekly.

- Aaron's Friends Dedication Page
- Aaron's World of Friends
- Al's Friends Page

Other Yahoo services

Yahoo is not satisfied with just being a Web index. They also want to deliver news, stock prices, weather forecasts, articles about the Internet, and 'much, much more'. There are links to all these services on Yahoo's main page. And there is also *Yahooligans,* a special version of Yahoo for children.

What's New and *What's Cool* are the two icons at the top of the main Yahoo page. They give a list of all the pages marked with the NEW! and *cool* icons. Here is a great place to start for a surfing tour if you are not sure where you want to go, but just want to keep up to date on how the Web is developing.

Alternatives

Yahoo is far from the only Web index, and it was not the first. In fact the name comes from *Yet Another Hierarchically Organized Oracle* (an oracle was an early kind of net index, in the days before the World Wide Web). Not many people remember all the others now – since Yahoo has established its domination over the competition. A couple of other excellent indexes are **www.excite.com** and **www.lycos.com**.

Finally, many countries have their own specific indexes. An excellent list of these (and several hundred other search indexes and engines) is at **www.beaucoup.com** under the heading 'Geographic specific). Note that you cannot search from beaucoup.com, as you can from **search.com** (see page20), you can only click on links to take you to the various search engines.

HotBot

www.hotbot.com

The biggest disadvantage of Web indexes like Yahoo is that they only contain a tiny number of the total Web pages on the Internet. If you are looking for something specific, or for a more obscure subject, then they are unlikely to contain what you are looking for. The alternatives are the search engines that can find a page or pages that contain exactly the word or combination of words you are looking for.
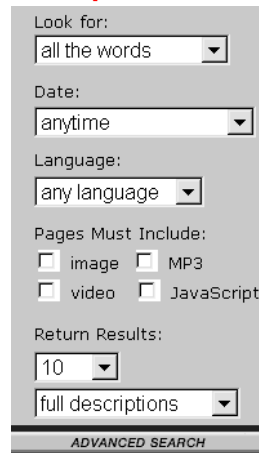
Search engines can be much more difficult to use than indexes, and it can take a longer time to get a result. So it is usually easiest to start using an index to search for what you want, and if you can't find what you want there, then move on to a search engine. *HotBot* is among the best of the search engines when it comes to finding usable Web pages.

HotBot is faster and more user-friendly than the better-known AltaVista (see page **Error! Bookmark not defined.**). Like all other search engines, HotBot works by continually searching the Web for new pages.

HotBot contains a database covering every word in all the many millions of Web pages it knows. By using this database, HotBot can find the Web pages containing the word or words you specify. A list of the pages found is then displayed with their titles, a link, and a short description. You can just click you way to any particular page from this list.

As with all the other search engines, HotBot is far from perfect. The number of pages on the Web is now so vast that no database can contain them all. A search with such a search engine can take quite a long time. You simply have to try with a simple search, check out the results, alter your search terms (maybe based on the contents of the pages that appear), then try again, alter again, and continue until you find what you are looking for -- or until it becomes obvious that you never will find it – at least, not today.

A simple search using HotBot

Type one of more words in the empty search field. Separate each word with a space. Words can be in any language, and may include accented or 'foreign' letters.

Click on SEARCH.

HotBot finds all the Web pages that contain all the words you have entered as search criteria. The pages are sorted according to how well they match your search. Pages that contain your search criteria multiple times are rated higher than those that contain the search criteria only once. If your search criteria appear in the title or heading on a page, that page will be rated higher than a page where your search criteria appear only in the text. HotBot displays a list of the top ten results with a short description of each. Clicking on a result jumps you directly to the page in question.

Good advice

- If a search does not give the result you want, try using synonyms. If *house* doesn't give the result you want, then try *bungalow*, *apartment*, *building*, *home*, etc. etc. Don't forget that different places use different terms, 'petrol' in the UK is 'gas' in the US and so on!

- Type the words in the search field in lower case. HotBot will then find all examples of the words, no matter what case they are in. But if you use upper and lower case letters, then HotBot will only find the pages containing the capitalization you have used. So a search for 'underworld' will

also find pages referring to the dance group 'Underworld', but a search for 'NetGuide' will not find pages containing the word 'netguide'.

- Remember that the pages you find are often just a part of a complete Web site. You are just dumped right in the middle of what might be a very large and complicated structure. It is just like opening a book at random and trying to read one page; it makes little sense because you aren't familiar with the context. Try and find a link to the main page of the site and get an idea of what the site is about. You can also limit your search to main pages in order not to run into this problem.

- It is not always a problem if your search results in thousands of Web pages. In many cases they have been so well sorted that the results you want are right at the top of the list. If this is not the case, then you will have to refine your search further.

- Type in the word in the language you want your results to be in. If you search for 'Cologne' you are unlikely to find many German pages about the city, as it is known as Köln in German, you will only find pages written in English.

Changing the criteria used for search words

HotBot starts by looking for pages containing *all* the words you have specified. You can change this using the *look for* field, which lets you specify different criteria:

- **All the words**
HotBot only finds pages containing *all* the words you have typed in. This is the default, or standard, type of search.

- **Any of the words**
HotBot finds all the pages containing at least one of the words you have typed into the search field. Such a search will, of course, come up with far more pages than if you used the standard all the words type search.

- **The exact phrase**
If you use this, you should have entered a sentence, or a list of words that would naturally occur together, in the search field. HotBot will only find pages containing exactly these words, in exactly the order you have given. If you typed in *rise and fall of Rome*, you will not find a page containing the phrase *, Rome, its rise and fall*, as the words are in the incorrect order.

- **The page title**
HotBot only finds pages with the search word in the title. You should only use this kind of search if you are sure that the page you are looking for has a particular word in its title.

- **The person**
HotBot finds pages containing the name of the person you have specified in the search field.

- **Links to this URL**
HotBot finds pages that contain links to the address you have given in the search field. So you have to type an Internet address into the search field for this type of search to work. This is a smart search to find all the pages that have links to your own Web page (if you have one).

- **The Boolean expression**
HotBot finds pages that find match the conditions of what is called a Boolean (or logical) expression. *Oranges AND Strawberries* will only find pages containing both *Oranges* and *Strawberries*. You do not have to learn how to use these Boolean expressions, as *Super Search* lets you search like this, but without these complications.

Refining your search using Super Search

You will usually find that a simple search, as described above, will find what you are looking for. But HotBot has a number of other settings that you can use if you want to make your search even more precise. Some of them are available on the main page – the ability to search for Web pages by date or location, for example. You can find even more tools by clicking on the *Super Search* text link (at the bottom of the form). See the illustration on page 15.

Modify

Modify lets you add extra words to tighten up the search you made using the words you wrote in the ordinary field. Type in one or more words, a sentence, a person or an Internet address in the empty field and choose what should be searched for. Choose from among the following alternatives:

- **Must**

HotBot will find *only* pages containing the specified word.

- **Should**

HotBot gives highest priority to pages containing the given word, so they are at the top of the list. But HotBot will still include pages that don't contain the word.

- **Must not**

HotBot does not display pages containing the specified word.

If the search is to be further refined, then just click on the small plus sign button, which then displays an extra *Modify*-control. You can open up to 20 further *Modify*-controls, and close them again using the minus button.

Let's imagine that you are interested in information about Ronald Reagan's time as President of the USA, and especially in his relationship with his Vice-President, but you are totally uninterested in the Star Wars project he started.

If you enter *President Reagan* in the ordinary search field, then you can open a Modify control and choose *Must not contain the words star wars* to filter out pages about that. Then you can open yet another Modify control and choose *Should contain the person George Bush,* which means that pages containing the Vice-President's name will appear at the top of the list.

- **Date**

Date lets you specify that HotBot should only find documents created or modified within a certain period. Some Web pages are tagged with when they were written or last altered. If this is not the case, then HotBot uses the date the page was added to HotBot's database. Remember that old documents might have been altered recently, so they might appear to be right up to date. So a search by date is not particularly precise and you should think carefully so you do not inadvertently filter out pages you would really rather have included.

- **Location**

Location allows you to choose which continent (Europe, Africa, North America, etc.) you will have Web pages from. You can further specify which domains you will accept. A domain is one of the parts of a Web address between the dots (periods, or full stops). So you can search for *dk* and hence only find Danish Web pages. This facility is useful if you can only remember part of an address, or only want to see pages from a particular geographic area. For example, you can search for one of these domains:

`au`	Australia
`ca`	Canada
`ch`	Switzerland
`de`	Germany
`dk`	Denmark
`fi`	Finland
`fr`	France
`jp`	Japan
`no`	Norway
`se`	Sweden
`uk`	Britain
`com`	Commercial firms
`org`	Non-profit organizations
`edu`	Educational establishments in the USA
`mil`	Military establishments in the USA

You can also search for several parts of a domain, like *lego.com*, which will only find pages on Lego's Web site. This search is very useful if you are looking for information on a particular Web site that does not have its own internal search engine.

- **Media Type**

Media Type specifies that you only want to see pages containing particular objects, like pictures, sound, Java programs, movies, and so on. The search results themselves are not picture or sound files, but Web pages using or linking to these kinds of files. If you check several object types you will only find pages containing *all* these object types. If you are looking for Web pages using a particular file format that is not included on the list, then you can type in the file's extension in the

Extensions field. Of course, this means that you have to know what the extension is. So if you are looking for pages containing sound files in *.wav*-format, type *.wav* in the *Extensions* field.

- **Page Type**

Use *Page Type* to search for pages with a particular position in a Web site. You can choose between main pages, index pages, and all others.

A main page is the first page you see when you arrive at a Web site without having given more than the simple address of a computer. For example, **www.cocacola.com** points to *Coca Cola'*s main page. A main page nearly always contains a company logo or the name of the organization or person who is responsible for the site. There will usually also be a site map or contents list containing buttons or links for navigating around the site. So a main page is usually a good place to start when you want to investigate all the pages on a particular Web site.

Index pages are pages that open automatically when you type in an address without a particular file name. A main page is an index page, but for a whole site, whereas the other index pages are for particular directories, or parts, of a site. Index pages usually, though not always, contain a contents list for the part of the site to which they refer.

The difference can be illustrated in this way. The Danish Internet service provider Uni2 has a computer with the address **inet.uni2.dk**. This computer contains thousands of Web pages. One of them is the main page, which is displayed when you type the address *inet.uni2.dk* in the address field in your Web browser.

But this computer also contains Web pages put up by all Uni2's subscribers, so each of these has an index page that is displayed when you type in an address pointing to a subscriber's area, without specifying any particular file. These index pages could be described as 'local' main pages.

If you mark *Front Page*, then HotBot will only find main pages. This is useful when you want to find the official Web page for a company or product. If you search for the word *lego*, you will end up with thousands of results. But if you mark that you only want to see main pages, then the number of results will be severely limited, and Lego's official home page will certainly be among them.

If you mark *Index Page*, then you are only searching for index pages. Use this to find a private home page or a contents list on a particular subject.

No matter whether you search for *Front Page* or *Index* Page you should remember that you are only searching among a very tiny percentage of the total pages on the Web.

Save a search to use it again

You can save both specific searches and your individual preferences for HotBot so you can use them again – even after several months. To do this, you must be using a browser that can store *cookies*, which are not something good to eat, but little strings of information stored in a special file on your computer, ready to be read by the Web site next time you visit it. Both MS Internet Explorer and Netscape Navigator can use cookies.

You save a particular search by clicking on *Save this search*. You can then click on *Saved searches* and see all the searches you have saved. The illustration here shows that I have saved searches for my name, and for the word *elephants*. By selecting one of these searches and clicking on the search button, I can carry out the search again. A search can easily give different results when you carry it out again later as Web pages are always being added to (and deleted from) the Web.

Of course, you should only save searches that are particularly interesting and that you intend to use again, like your own name, or a subject in which you have a special interest.

Saving your HotBot preferences

General preferences are everything you can change that is not in text fields. These include which controls are displayed and which menu options are chosen on each menu (for example, should be the search be on the Web, for a newsgroup, for a particular geographical area, etc.) All these settings can be saved by clicking on *Save my settings.* If you do this, Hot-Bot will open with these settings every time you visit it. You should only do this if you often use the same settings, for example if you only use HotBot to search for index pages, or pages from a particular geographical area, or something like this.

More tips

If you can read several languages, you can search for the same word in different languages. So you could try searching for *car bil voiture* to find pages about cars in English, French and the Scandinavian languages. If you carry out such a search, remember to check the *any of the words* option as it is unlikely you will find any pages containing all three words.

If necessary, you must search for different forms of a word, as HotBot only looks for the exact word you enter. So if you search for *auto* you will not find pages with the word *automobile* on them – but neither will you find pages containing *automatic, autosuggestion* or *autobiography* (unless they also include the word *auto*). This is usually an advantage, but if you do want different forms of the same word, then type them all in (*auto automatic autostart*) and remember to set the option *Any of the words* on, or HotBot will only find pages containing all the words!

If you want to search for a word that can appear in many relevant forms, then you are better off using the AltaVista search engine.

Be patient. It seldom happens that you find exactly what you are looking for on the first try. Experiment with different search words and change the words you use. Using the search engines is as much an art as a science, so try and imagine how the people with the information you want will have written about it. With practice, you will be able to find what you want, or discover that it simply is not there (not *everything* is on the Web)!

Alternatives

AltaVista at **www.altavista.com** is slightly more difficult to use, but is also a little more sophisticated (read about it in its own section). You can also try **www.lycos.com** or **www.excite.com**.

It can be a good idea to try different search engines, as they use different methods to sort the pages they contain and so give different results.

www.altavista.com

For a long time AltaVista has been the most popular search engine, but it is not as user-friendly as HotBot, so you may find HotBot easier to use. But AltaVista has some very advanced functions and so can be better to use in some situations.

AltaVista is also available in many local versions; try your own country code instead of **.com** (for example the Danish version is at **altavista.dk**) Unfortunately these local versions are not updated as regularly as the main American version, so I suggest that no matter where in the world you are, you use the original ('…and best!').

The drop-down menu titled *any language* lets you choose which language the Web pages you are looking for should be in. If you want to see all the pages AltaVista finds, no matter what language they are in, then don't touch this field. But otherwise you can choose from among most of the world's languages.

AltaVista also has its own translation service for Spanish, German and French (see below), so you should consider including pages in these languages, even if you are no linguist. If you choose a certain language, then you must enter search words in that language (there are few German pages containing the word *airplane*, but many with *flugzeug*, for example, but *Berlin* occurs on both German and English language pages). Unfortunately you cannot select several languages simultaneously for your search (unless you choose them all).

AltaVista consists of a single search field, where you enter your search words. Type a plus sign (+) in front of the word if it *must* be on the page, and a minus (–) in front of the words that *must not* be on the page. If you are looking for several words that must be in a certain order, then put them in quotation marks:

+wine "pinot noir" ital* chil* -fran*

Click on *Search* or press Enter when you have typed in your keyword(s). This search will find all pages containing the word *wine*. Pages containing the phrase *pinot noir* (a particular grape) or Chile or Italy will have a higher priority. The asterisk is a wildcard, so both Italy and Italian will be included. But pages where the word France appears will be filtered out, even though they may also include the other words.

Using the wildcard * (asterisk or star) character lets you specify that you want to find all instances of a word in different forms (something that is not easy to do using Hot-Bot) The *wildcard* is also known as a *joker* because it can represent anything at all:

beat*

This search finds all words starting with beat: beatles, beat-generation, beater, beatify, beating and so on.
A search for:

one

finds all words containing the letter string 'one', like:

one, stone, alone, crone, oneself, onerous, one-night-stand, lonely, and so on.

The Joker character is very useful because it broadens your search to include all sorts of pages where the word may not be in precisely the form you first thought of. Of course, you also risk including all sorts of pages that are not relevant because they include words that have nothing to do with the subject you are searching for. When this happens, you will have to filter them out by putting minus signs in front of words you are not interested in.

Automatic categorization of related words

AltaVista has another very useful function that helps you find search words that are related to the search words you have chosen. AltaVista constructs such relationships by analyzing Web sites where you search terms occur frequently and picking out other words that often appear alongside your search words. In addition, the words are organized

into groups according to their respective context.

The point of doing this is to offer you words that you can include in your search. It also allows you to discover words that don't have anything to do with the topic you're searching for so that you can exclude them from your search.

I tried doing a search using the word *samba* since I'm interested in the South American dance. Surprisingly, the analysis showed that this word has many connections to a whole lot of technical terms – obviously there's software called *Samba*.

On the menu next to each word group, I can indicate whether a word is necessary (*Require*) or whether it should be excluded from my search (*Exclude*). This is where I can exclude all words in the first two groups. It's true that the word samba appears in the first group, but it's not excluded since it's one of the search words.

If you're using a lot of search words when searching, you have to remember that the search will be very limited. There are interesting pages about samba that don't contain the word *bahia*, so I used this method to exclude this word.

If you've already carried out a search, click the *Refine* button. Now you'll get a look at the relationships between the words. You can view these relationships in two different ways: as a list or using a graphical view, which explains the relationships between word groups.

The list is offered to you automatically; if you prefer the graphical view, activate it using the *Graph* button in the upper right corner of your screen.

If I change to the graphical view, however, I can refine my search in a more flexible way. If I click on a single word here, a small menu with further words related to my search word will appear. I can include these words in the search by clicking in the boxes next to each word so that they contain little green check-marks. A double-click will exclude the word in question from the search.

Some people prefer to use this overview only as a source of inspiration before returning to the search field and typing new words in there that should be included in or excluded from the search. Doing this will give you a better overview of your search and a better degree of control.

www.Google.com

Google is a new kind of search engine – it works differently than those that have gone before it in that it organizes its results according to different criteria. The pages it finds are arranged according to their popularity, that is to say, according to how many Web pages point to these particular pages.

If, for example, you try searching for "olympic games," you'll probably find the official Olympic Games Web site – and not Charlie's Web site on this topic that hasn't been updated in the last two years and is only known to his friends anyway.

Searching with Google is similar to searching with many other search engines – with the difference that Google places popular Web sites at the top of the list – which should increase your changes of success when searching.

And it really works. Google is the only search engine with a button labeled "I'm feeling lucky," which leads you directly to the first site on the list – in the foregoing example, to the official Olympic Games Web site.

In addition, as with other search engines, you can choose a particular item from a list containing 10 items. Most of the time, this is a good idea.

If you know from the start that you're looking for a pretty obscure Web site or one that is still quite new and known to only a few people, then Google probably isn't the right search engine for the job – such Web sites naturally appear way down the list, below other, more popular Web sites that fulfill your search criteria.

A Google search will find only pages that contain *all* search words. But you can improve the search with a few tricks:

- **"Quotation Marks"**

If you place several words in quotation marks, you'll only find pages that contain precisely these words in the order in which you typed them in.

If you search for "Torben Kjær" for example, you won't find *any* pages that contain the text "Kjær, Torben."

- +

If a search contains very common words such as *web* or *on*, these won't be considered in the search – if you place a plus sign (+) before the word, i.e., browser +web.

- -

If you'd like to explicitly exclude a word from your search, just place a minus sign in front of it. This is especially practical when you'd like to exclude topics that have the same names from your search. For example, a search for *rock -music -band* will find pages about stones and rocks, but not pages about rock music – although there probably are rock music pages out there that don't contain the words *music* or *band*.

www.Northernlight.com

Unlike other search engines, Northernlight stores its results in folders organized by topic. In this respect, Northernlight resembles a true Web index like Yahoo. But these folders are not permanent – they are created by Northernlight as soon as the search results are returned. If, for example, you search for the word *java*, which refers to a programming language, an island, and a kind of coffee, Northernlight can sort the results pretty much on its own. In practice, however, there are always many folders that rely on varying categorizations – so that finding a relevant result can take quite a while.

Here you can see the result of a search for the word *java*. Northernlight found more than 2 million Web sites that contain this word. These Web sites are divided across a number of folders, with the help of which you can formulate your search more precisely.

Toptenlinks.com

www.toptenlinks.com

Toptenlinks is an index that organizes Web sites in various categories into a top-ten list according to users' opinions. Instead of surfing far and wide acrosss the Internet and finding nothing more than mediocre or downright bad Web sites, you can look here for the category that interests you and find a list of the best 10 Web sites in this category.

Of course chances are that you won't agree in every case – but often browsing through these 10 sites is more productive than searching through the hundreds of Web sites that you'd find if you looked in the relevant category on a Web index like Yahoo.

Toptenlinks is easy to use. On the main page, you can click through a hierarchy of topics to the category you're looking for, where you'll find a list of the 10 best Web sites with corresponding links. Here I clicked in the category "Auctions" and determined that eBay (**www.ebay.com**) is the most popular site.

By the way, you can exercise your influence over the list: next to each item, you can specify how many points you'd give this site on a scale of 1 to 10. You can do this for all or only some of the Websites on a list. If you then click on "Click to vote," your vote will be registered.

It's important to remember that your votes should be honest ones: the more honestly you vote, the more useful this service will be.

Search.com

www.search.com

As well as having an easy to remember address, *search.com* is also very useful. It can both search the World Wide Web using the best general search engines (HotBot, Alta-Vista and several others) and it also contains an index of a huge number of specialized search engines.

These are just the thing if you already know that you will be searching for a certain type of site that is covered by one of the categories available. Most of these search engines and databases are not part of *search.com*, but completely separate search engines sitting somewhere else on the Internet. Most of these do not search the entire Internet, but only a particular Web site or database.

You can choose a top category on the main page (like *Shopping*) or one of the specialized search engines that appear in smaller type (like *CD's,* if you are looking for CD's). If you are not sure where you should look, then you can see a list of all the search engines by clicking on the *A-Z List* in the top right hand corner.

All categories contain a long list of search engines and databases, but only three or four of them are displayed on the main page. If you choose one of the main categories you will go to a list of sub-categories from which you can choose which kind of search you want to carry out.

Specialty Searches - *More than 100 different*

Automotive
Used Cars , New Cars , Tips , Find a Buyer ...

Classifieds
Real Estate , Personals , Tickets ...

Computing
Tech News , Game Downloads , Usenet Search ...

Employment
Job Search , International Jobs , Job Postings ...

Entertainment
Movies , Celebrities , TV , Restaurants , Music ...

Health
Health Tips , Medical News , Virtual Hospital ...

Learning
Colleges , Government , Sciences , Nature ...

Here I have tried searching *BargainFinder* which is used to find a CD as cheaply as possible, and checks the prices at a long list of Internet shops.

Shopping

BargainFinder Agent
This smart agent searches seven Internet music stores for the "nice price."

artist
michael jackson
search
album
thriller

Search tips: enter an artist and album name.

After choosing a subject that you want to search through, a form is displayed that has to be filled in. All you usually have to do is type in one or more search words in a single text field, though sometimes you have to fill in several fields. The red text at the bottom of the form is a short description of how the search is carried out.

In this example all that is necessary is to type in the name of the artist and disk. I want to find the cheapest price for *Thriller* by Michael Jackson.

thriller **by michael jackson :**

I couldn't find it at Emusic. You may want to try browsing there yourself.
I had trouble shopping at CD Universe. You may want to try browsing there yourself.
GEMM store unavailable now.
$ 13.47 CDworld (Variety of shipping options, starting at $2.74 for first item.)
I had trouble shopping at Music Connection. You may want to try browsing there yourself.

CDnow is blocking out our agents. You may want to try browsing there yourself.
NetMarket is blocking out our agents. You may want to try browsing there yourself.
CDLand was blocking out our agents, but decided not to. You'll see their prices here soon.
IMM did not respond. You may want to try browsing there yourself.

Remember that this search form is only a 'query page' for a search engine that is actually somewhere else on the Internet. If you are not sure how to proceed with the search then you can choose to jump to the search engine itself by clicking on its title, and hope that you will find more help there. As soon as you start your search by clicking on *search* you leave *search.com*'s Web site and jump to the site containing the particular search engine you are using. So you results are sorted and displayed in many different ways, according to which search engine is used.

In the case of BargainFinders, a list was displayed of different Internet shops, with the prices of the album I searched for. As the illustration shows, in this case Bargain Finder could only find *Thriller* in one shop, so it's hard to tell if this price would be a good deal. On the right hand side of the search form at *search.com* is a list of search engines and tools that are similar to the one you have chosen, and underneath is a list of all the machines and tools in that category.

Finding programs on the Internet

www.Shareware.com

The Internet is bulging with programs for your computer. Most of these programs are either *shareware* or *freeware*.

Shareware programs can be copied and used by everybody, but you have to pay for them if you want to keep on using them after a trial period. Freeware programs really are totally free to use. You will be surprised by how many very high-quality free programs there are.

The programs are spread around on thousands of different computers all over the Internet, but it is not so hard to find them. Using *shareware.com* you can search by name and/or description for nearly all the shareware and freeware that can be found. When you have found a program, you can *download* it to your own computer – that is, copy it from the Internet computer to your own machine -- which means that you can use it whenever you want.

You can find all sorts of things at *shareware.com*: games, tools like drawing, music and painting programs, fonts, music tracks, utilities like screen savers and wallpapers, and much, much more.

If you want to find programs that help you use the Internet itself, then it is better to use the *TUCOWS* site (see page 27) or *browsers.com* if you are looking for a browser or an add-on for your browser.

The main page of *shareware.com* contains all sorts of options. *New Arrivals* and *Most Popular* are links to the latest programs and those which are most popular (downloaded the most). Use these if you are not looking for anything special, but just browsing. *Selections* is shareware.com's own top selection of the 'best' programs. This is also a great place to start if you are just looking for something new to install.

Shareware.com's main page offers you various interesting possibilities: the *New Arrivals* and *Most Popular* links lead you to the newest and most popular programs respectively. These overviews are useful if you're not looking for anything in particular, but you'd like to hunt for clever new programs. *Selections* shows you the

programs that the company thinks are interesting. Here you'll certainly find something if you're just looking for new programs for your computer.

Shareware.com's main page contains a text field and a drop-down menu containing the names of various operating systems. Choose the operating system you want to find programs for by using this drop-down menu. You can choose from among Windows 3.1, 95/98, Macintosh and several others.

It is very important that you choose the right operating system; otherwise, the programs you find will not work on your computer. Choose *MS-Windows (all)* if you use Windows 95/98. There is also a category called *PC Games*. This is there because many games for the PC are still written for DOS, so you will not find them if you only search for Windows programs.

Next you enter one or more words in the text field. If you know the name of the program you want, then all you need do is type that in. If not, then enter a word that describes what type of program you are looking for. The search is carried out both for the name of the program and via keywords entered as a description of the program.

This description was written by the developer of the program. In the example I have entered the word Simpsons, because I am looking for programs that have something to do with the TV series *The Simpsons*.

After typing in your search word and clicking *Search,* a list of results showing file names and descriptions is displayed. The word you searched for is highlighted in bold type.

smp_anim.zip desktop/ Feb 13,1997 98 K	Animated **Simpsons** start-up screen
smpw3220.zip entertn/ Jul 11,1996 459 K	Win32/Win95 Automated EpGuide for The **Simpsons**
	Files from the winsite-win3 archive (since Sep 19,1997)
smpwin20.zip games/ Aug 03,1996 225 K	Program simplifies viewing **Simpsons** episode info
simpsons.zip games/ Apr 26,1996 1089 K	**Simpsons** Trivia

Here I have been presented with a list of different games, pictures, screen-savers and various other utilities and programs that are related in some way or other to The Simpsons.

When you have read the descriptions, you can click on the file name of any programs that interest you. This gives you a list of Web addresses of computers where you can find the program in question.

The addresses are in country order. Choose a computer close to you - or often it is fastest to use a computer in the USA.

Try These Sites

Austria
····simpson.zip 1447 K
    flinux.tu-graz.ac.at

Belgium
····simpson.zip 1447 K
    ftp.linkline.be

France
····simpson.zip 1447 K
    ftp.jussieu.fr

Germany
····simpson.zip 1447 K
    ftp.fu-berlin.de

Downloading

Your Web browser is now ready to download the program. Most browsers will ask you whether you want to save the file or open it. In nearly every case you will want to save the file. If you choose to 'open' it, what will usually happen is that an unzip program of some sort or another will start so you can decompress the file (see below).

Warning: There is a possible security hazard here.

Opening:
simpson.zip using Explorer.exe.

When you download a file from the network, you should be aware of security considerations.

A file that contains malicious programming instructions could damage or otherwise compromise the contents of your computer.

You should only use files obtained from sites that you trust.

What do you want to do with this file?
○ Open it
● Save it to disk

☑ Always ask before opening this type of file

Now you must specify where on your hard disk you want to save the file you are about to download. It is a good idea to have a permanent folder for this purpose, call it something like *New from the net*. If you do this, you will always know where the files that you download are. You can also decide yourself what the downloaded file should be called, but there is usually no reason to change the file name.

Now you will have to wait, anything from a few minutes to a few hours, depending on how large the file is, how fast your connection to the Internet is, and the speed of the connection to the server that the file is on. A good rule of thumb is to allow about five minutes per megabyte for an ordinary telephone connection (with a 28.8K modem), though it can take even longer, even with a fast modem. The file size is the figure next to the file name. In this case it is 301 Kilobyte (KB), and as there are 1,000KB in a megabyte, you can see it is quite a small file that can be downloaded in a couple of minutes. As it is downloaded, a small window shows how much of the file has been downloaded. Of course, you can minimize this window and carry on surfing, but then it will take longer to download the file. If you close the download window, the download

will be aborted, and the same thing will happen if you close your browser or it crashes.
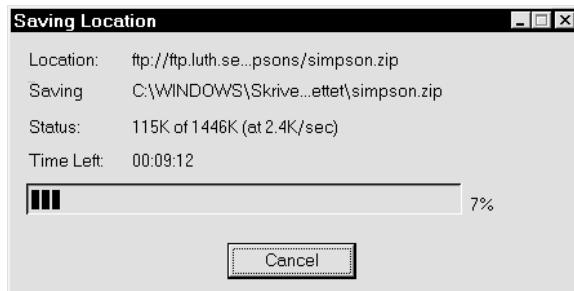
When the download window disappears, the file has been copied to your machine and is in the folder you chose to save it to on your hard disk.

Expanding packed files

Most programs you download from *share-ware.com* are compressed using a method known as 'Zipping', to give what is called a ZIP file. This is done so that the program is smaller, and so can be downloaded faster, and because it is easier to move a single file around than several (most programs consist of many files that work together). To be able to use the program you've downloaded, you have to unpack it, a process also known as *expanding*, *decompressing*, *extracting* or *unzipping*. This can be done with an excellent program called WinZip, which can be downloaded from **www.winzip.com**. Choose the newest version of the program and install it by double-clicking on the icon, and then filling in some options (if in doubt, keep the default values).

For the Macintosh, there's a free program called the StuffIt Expander. Or, if you like, you can download the program DropStuff and install it instead; it has the advantage of being able to unpack most PC and UNIX compression formats just by double-clicking on the file in question. You'll find this programs at **www.aladdinsys.com**. Install it with a double-click and configure it using FILE|PREFERENCES.

It is a good idea to stick to the same routine when downloading files. Make another directory called *Expanded* and put both it and your *New from the net* folder on your desktop. Every time you download a file, save it to *New from the net*, then when you are no longer on the Internet, put a copy into *Expanded*, unpack it, and install it.

After installation, you can delete the contents of the *Expanded* folder. If you have enough space on your hard disk you can keep the packed file in your *New from the net* folder. This is a good idea, so that you always have a copy if you need to install it again, or if you want to give a copy to a friend.

Using the results of the search I made on *Shareware.com,* I decided to download a Simpsons desktop theme for Windows 95/98 (a desktop theme consists of a background picture, new icons, mouse pointers etc.).The file is called `simpsons.zip` (you may not see the .zip extension, but the icon shows you that this is a packed file). I have downloaded the file to my *New from the net* folder. Notice that the icon shows a clamp pressing a filing cabinet, this shows that WinZip has recognized the file as a compressed file.
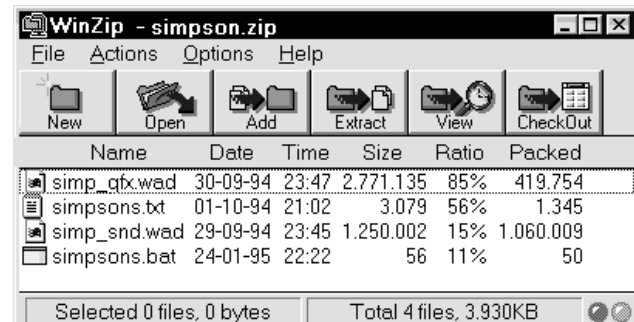
I copy the file over to my *Expanded* folder, and open it by double-clicking on its icon. As Win-Zip is installed on my machine, it automatically sees that I am trying to open a zipped file, so it takes over and shows a window containing a list of all the files inside the packed file:

The WinZip window contains a toolbar with a row of buttons and a large window to show what the packed file contains. As you can see above, the *simpsons.zip* file contains four files, and I can see the name and size of each file. All I want to do is unpack them, so I just click the *Extract* button. Next, the program asks me where the files should be put once they are unpacked.
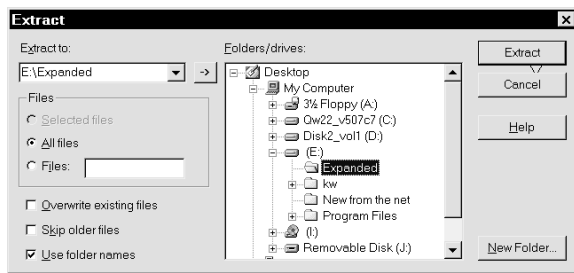
I have chosen to put them in the same folder as the compressed file, my *Expanded* folder. So next I click on the *Extract* button and after a couple of seconds, all the files are decompressed to their original size and are ready for use. The compressed file remains, even though its contents have been expanded. That is one of the wonderful things with computers, things *can* be in two places at once.

Installation

Occasionally, a program is ready to use immediately after it has been expanded. You just need to double-click on the icon that (usually) has the same name as the program. But far more often, the program needs to be *installed* first. You do this by double-clicking on the icon called *Install* or *Setup* and then answering some questions about where the program should be installed and how it will be used.

After checking that the program has been installed correctly and works as it should, you can delete the compressed file.

www.Updates.com
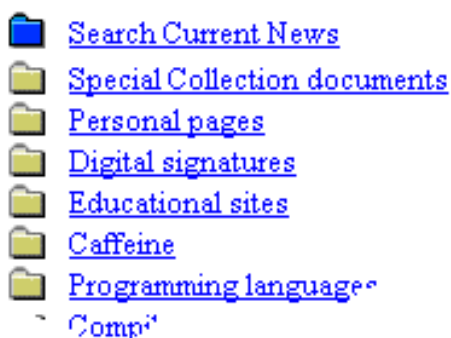
Your computer probably contains 30, 50, or even 100 different programs – little utility programs, games, Web browsers or word processors. All of

these programs constantly appear in new versions; often the updates are worthwhile since the newer versions run faster, offer you more options, and zap the bugs in previous versions. But given the number of programs you've got, you may find it stressful to keep surfing to all the different companies and checking whether there are updates of this or that program.

Here's where *updates.com* can be a life-saver. This Web site contains articles about new versions of well-known programs as well as a list of the most popular updates. On this list, you'll probably find things that you've been missing.

This Web site is divided into four zones: *Main* is concerned with updates of the most common programs, *Games* with new versions and bug-fixes for games, *Developer* with tools for serious programmers, and *Drivers* with new program drivers.

Undoubtedly the biggest advantage here is the "My updates" feature. If you select this service, *updates.com* will automatically analyze your computer and produce a list of updates that you should consider if you'd like to have the newest version of all the programs you use. Here you'll find the updates, which you can obtain easily by clicking on the relevant link.

If you're using this service for the first time, you must register yourself as a user and download a special program that will carry out the analysis. The kind of program you download depends on whether you use Netscape or Internet Explorer as your browser. For Netscape, there's a plug-in; for Internet Explorer, an ActiveX component.

Next, locate the My updates! Logo and click *register*. Here you'll register with a user name and password that you can choose yourself.

Finally, click on *My Updates Search*. Since this is your first visit, you'll need to install the special program that performs the analysis. Follow the instructions on your screen – the procedure depends on what type and version of browser you're using. In some cases, you'll need to restart your browser to make everything work right.

After installation, the program will analyze your computer.
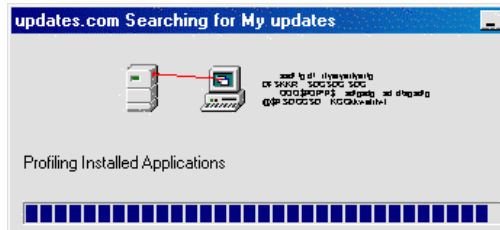
This process can take quite a few minutes. *My updates* keeps you apprised of its progress with several dialog boxes. Once the analysis is complete, you'll see a list of all the programs on your computer that aren't the latest version. The list displays the program name, the version number of the version on your computer, and the version number of the newest version.

If you'd like to update a program, just click on the Download button and you'll be transported to the relevant Web site via a link. Here, you can download the newest version of the program in question.

Don't forget: some programs cost money, while others are offered for free.

www.Browsers.com

The most important tool you have when you are using the Internet is your Web browser – the program you use to display Web pages (like *Netscape* or *Internet Explorer*). New versions of browsers are continually being released, and there are also different types from different developers. *Browsers.com* is a Web site that continually reviews the browser market. What versions are available for each browser? What languages and for what operating systems are they available? Which is reckoned to be the best? What accessories (*plug-ins*) are a 'must have' for your browser?

All the products mentioned at *browsers.com* can be downloaded from their site. *browsers.com* is part of the same group as *shareware.com*, which you can read about on page 22.

Here you'll find an overview of the new versions of the two most popular browsers – Internet Explorer and Netscape Navigator. You have a choice between the newest versions of various editions of these browsers. But be careful: often, you have the choice between a final and a so-called *beta version* of a browser, that is, a not-yet-final version that may contain bugs. You should only download a beta version if you're not afraid to experiment – and your longing for the latest thing is greater than your need for a stable computer.

The choice between Netscape and Internet Explorer isn't an easy one to make. At the moment, both of these browsers are about equal in terms of their quality, but there are many differences between them.

If you're not especially curious, you can rest easy and stick with the browser you know. But this shouldn't stop you from downloading the latest (and greatest) version of it. It may take you a while to familiarize yourself with all of your favorite browser's new features, but if you hold onto an old version, you'll be missing out on many new capabilities.

Another very good reason for using the latest version is that many of the older versions have faults that can be exploited by hackers. In the worst cases, and luckily very seldom, they could in theory be manipulated to delete files or take information from your hard disk. Of course, there is no guarantee that the latest versions are perfect, but as development continues, most of the bugs have been ironed out and any that are there have not yet been discovered by hackers, and so are not well known enough to make using the program a risk. For example, *Netscape 4.0* contained some serious faults, so it was almost immediately replaced by *Netscape 4.01*.

You can read tips, reviews, and comparisons between the different browsers by clicking on the heading *Reviews and tips from CNET.COM.*

Also available for download are small extra programs to expand your browser's capabilities; these are what is known as *plug-ins*. Plug-ins let your browser do things it otherwise couldn't manage, like displaying special animations or films, playing certain sound formats and the like. If you visit a Web page that uses film, sound or other multi-media file types in these special file formats, then you will not be able to see or hear them unless you have the correct plug-in. The most important plug-ins (i.e. those you will meet most often on the Internet) are on the *Top plug-ins* list. If you use the net a lot and want to be on the leading edge, then you might as well download all the plug-ins on this list.

Downloading a Web- browser or plug-in

Click on the name of the plug-in or browser you want to download.

You will see this information window:

Netscape Communicator (32-bit complete install)

(Netscape Communications Corp.)
new pick pop
Version: **4.01**
Date: **Jun 17, 1997**
File Size: **12.4 MB**
Category: **Browsers**
Downloads: **769,867**
License: **Demo**

Download Options
Click here to download

Check that you have chosen the browser or plug-in you want. Then click on *Click here to download*.

A list of the different computers around the world where you can download the program from is displayed (in this example they are all in one country, the USA):

Download

Netscape Communicator (32-bit complete install)
File size: **12.4 MB**

Click on a hyperlink below to download this file.
United States
••• ftp.netscape.com
••• ftp11.netscape.com
••• ftp12.netscape.com
••• ftp13.netscape.com
••• ftp15.netscape.com
••• ftp20.netscape.com
••• ftp3.netscape.com
••• ftp4.netscape.com

Reliability Guide
••• -100%
•• –50%
• ——0%
The reliability ratings are based on our test program's success rate at trying to connect to the given sites. A low reliability rating could be due to a busy site, a network error, or invalid directory information.

The dots to the left of each address are a rating of how easy it is to connect to the particular computer. If there is an address close to you, use it, but otherwise an American address is probably the best to use, as their Internet network is still the most stable and fastest.

If nothing seems to have happened for a minute after clicking on address, just try clicking on another one.

As soon as the connection is established, you will be asked where you want to save the file you are about to download. Keep it in your *New from the net* folder.

If you have an ordinary modem, you should assume it will take an hour or more to download a browser; they are big programs (and getting bigger). You can keep on surfing around the net while downloading, although it will then take longer to download the browser file, as you are also downloading other Web pages.

As with downloading any other file, a little window shows how much of the file has been copied to your hard disk. When this window disappears, then you have the entire file. Double-click on the file in Explorer or My Computer, answer some questions, and the program will install itself.

Internet Explorer is slightly different. First you download a program about half a megabyte in size, which you double-click to start. This program then downloads the rest of the program and installs itself.

If you have downloaded a browser, then you just double-click on it to start it, just as with any other program. If it is a plug-in, then you do not have to do anything after installation; it will start automatically as soon as your browser opens a Web page containing the file type that needs the plug-in – whether it be film, sound or something else entirely.

www.tucows.com

When you are looking for general software for your computer, then **www.shareware.com** is usually the best place to go. But if you are looking for Internet programs (other than browsers), then TUCOWS is a better place to see what is available. Internet programs are all the programs you use when you are on the net, like e-mail programs, chat programs, Internet games and many others.

The main page asks you to choose which operating system you use: Windows 95/98, Windows 3.1, Macintosh, etc. Next you go to an index showing different categories of programs. Click on the category you are interested in. If you want a good e-mail client, then click on the *E-mail Clients* link.

This will bring up a list of the programs available in that category. Every entry consists of the name of the program, a short description, a file name, its size, and the Web address of the program or the company that has developed it. Each program is also rated, on a scale of one to five cows. Unless you are out after something particular, you might as well take the best, so choose one of the programs that has been given five cows. When you have decided which program you want, you can download it immediately by clicking on its name.

Alternatives

www.stroud.com is a similar site, with comprehensive lists of Internet programs, and has more to offer than TUCOWS, but only contains Windows-software.

Anti-Virus Scanners	Archie	Audio Applications	Audio/Video Streaming
Bookmark Utilities	Browsers	Browser ActiveX Plug-Ins	Browser Add Ons
Browser Plug-Ins	Browser SearchBots	Bundled Applications	Cache Viewers
Chat-Direct	Chat-IRC/Rooms	Compression Utilities	Control Panels
Diagnostic Tools	DNS Lookup Tools	E-Mail Checkers	E-Mail Clients
Entertainment & Games	FTP	Finger Applications	Gopher
HTML Accessories	HTML Color Pickers	HTML Editors - Beginner	HTML Editors - Advanced
HTML Editors - Text	HTML Editors - Toolbar	HTML Editors - WYSIWYG	HTML Image Mappers
HTML Special Effects	HTML Validators	Image Viewers	Internet Tools
IP Posters	Log Analyzers	Modem Dialer & Utilities	Movie Viewers
Network File Sharing	Networking (TCP/IP)	News Readers (UseNet)	News Services (Online)
Offline Browsers	Parental Control	Ping Applications	Printer Clients
Security Applications	Server Daemons	Shell Enhancements	Stock Quotes
Telnet	Time Logs	Time Synchronizers	TUCOWS Specific
Utilities	VRML Viewers	Weather Applications	

Finding e-mail addresses

people.yahoo.com

If you want to find somebody's e-mail address, there are various ways you can go about it. On Yahoo People, you can conduct a search for an e-mail address using a name or a geographic region – or even someone's interests or a place somebody used to live. It contains more than 10 million e-mail addresses. Right off the bat, this sounds like a lot, but actually it's only a small portion of the people who use the Internet, so you can't be sure that you'll find an address you're searching for - even if you're sure that it exists.

A simple search

The main page lets you make a simple search:

Type in a first and/or last name in the *First Name* and *Last Name* fields. With uncommon names you only need put in either the first or last name. No distinction is made between large and small letters. You do not have to enter the entire name, just the beginning will do, so the first name *kat* will find *Kat*, *Katcha*, *Katherine* and *Kathleen*.

This is very useful for Americans, who often shorten their names in different ways. You can use foreign letters, but Europeans and others are often registered under 'Americanized' names, where æ is converted to 'ae', ß becomes 'ss' and so on. So if you cannot find me under *Torben Kjær* you might be able to find me under *Torben Kjaer*. Try both.

Leave the telephone number search blank

Click on *Search* to see what the database can come up with.

- **No result?**

If your search does not come up with the person you are looking for, then the most likely reason is that they do not have an e-mail address that is registered in Four11's database. But first check that you have spelled their name correctly, and try other names or nicknames that they might be using.

- **Too many results?**

If there are too many results, then you need to modify your search. Do this by clicking on the *search again* button and filling in more parameters (conditions). If, for example, you know that the address in question ends with *.com* or *.dk*, try that first. If that doesn't help, then you'll need to try *advanced search*, which I'll describe in a minute.

- **Just a few results?**

In this example, where I searched for Anthony Owen, 46 results came up. The column on the left shows the person's name, next is their e-mail address, followed by their location; this should be enough to identify the correct person. The overview of the results looks like this:

An advanced search

Sometimes it is worth going directly to the advanced search page. This is useful if a normal search produces too many results or if you have too little information to go on – for example, if you're searching for a long-lost classmate and you can only remember his or her first name.

Enter further information in the following order:

- Country – you'll find an overview of the country codes if you click Country.

- State – applies only to the US and other countries that are divided into states

- City

Enter just one term in each field and restart the search until you've found the person or you're sure that they're not in the databank.

On the right-hand side of the page, you can specify whether the person you're searching for attended a particular high school or university, or whether they're employed by a particular firm. Use *the Organization Name* field to enter terms that apply to the indicated category. For example, you can check *High School* and type in the name of a high school to search for people who went to that school. Or you could check *Company* and type in the name of a person to search for people who work there.

For such searches, no name is necessary. If you search without a name, the result will be a list of people who attended a particular school, who belong to a particular organization, or some such. Of course you can also conduct a search using a name or other information – for example if you're looking for a person named Peter who works for the telephone company.

Through all this, you should be aware that some of these searches are possible only because the people you're looking for have registered themselves with Yahoo People Search and supplied the necessary information. Left to its own de-

vices, the system has no idea who went to what school.

Registering with Yahoo people

The e-mail addresses and other information in Yahoo people's database come from various sources – Internet service providers, newsgroups on USENET, but mainly from voluntary registrations. If you are not in the database, and want to be included, then you can register by clicking on the *Create listing* link on the right of the shaded bar at the top of the search pages. You will then be given a form to fill out with your e-mail address and some further personal information. Even if your name is already in the Yahoo databank, it's worth registering – since you can add personal information that will help others find you if they're looking for your address.

Your Own Address at Netaddress

www.netaddress.com

Netaddress will give you a free, permanent e-mail address . The advantage of such an address is that you keep it, even if you change ISP, or change jobs (if your e-mail address comes with your job). You can also get an e-mail address if you do not have one, which is great if your husband/wife/partner or children all want their own e-mail addresses but you only have one mail address with your Internet subscription. You can even set up your own e-mail address even though you may not have your own computer! As long as you can go into a library or an Internet café, or use a friend's Internet connection to get to the NetAddress Web site, you can read and send your e-mail.

The e-mail addresses are completely free. The system is paid for by all the advertisements you get bombarded with while you are reading your mail.

The e-mail address you get from Netaddress, is a real address, and the system has been designed for people who have no computer themselves and so want to use public terminals to read their mail.

Choose the *Sign me up* link on the main page. You now have to enter your first and last names, or the names of the person to whom the e-mail account will belong, and, if available, a current e-mail address. Now you'll have to choose from among various addresses that build on the names you entered and end with usa.net. If you entered the name Peter Petersen, for example, you'd be offered the following choices:

petersenp@usa.net, *ppetersen@usa.net*, *peter-petersen@usa.net*, etc.

You can also suggest a name to put before the @ sign. But if somebody else has already chosen the name you suggest, you'll have to choose a new one. Once you've made your selection, the new e-mail address is created.

Now you'll be encouraged to subscribe to news-letters sponsored by many different companies. Whether or not you do this is up to you – it's your choice.

After clicking *Subscribe*, your registration is (almost) complete. All that's missing is a pass-word of your choosing, which you'll use to con-firm the creation of your e-mail address.

From here on in, you'll want to click *Login* on the main page whenever you visit Netaddress.

There are two different ways of using NetAd-dress. One is to log in to the Web site to read and send messages (this is the method you will use if you do not have your own computer, but log on in a library or net café). The other is to use an ordinary e-mail program that is installed on your computer.

Using your Web browser to read and send E-mail

Click on *Login* on the main page and type in your user name and password. If you are using a computer in a library or net café then you should check the box that says *Check if you are on a public terminal and wish to expire your page views*. This ensures that the next person using this computer will not be able to read your e-mail by pressing the browser's *back* button. Browsers remember the pages they have visited, including those containing your e-mail!

Click on the *Login* button and you will come to a welcome page where you can see if you have any mail waiting. You can click on the *Read mail* link on the left side to get a list of mail. Click on the sender's name, which is underlined in blue, to read a particular message.

When you have read your messages, you can move them to the trash by checking the check box to the left of the title and then clicking on the *Move to* button with *Trash* selected from the drop-down menu, or you can delete them by pressing the *Delete* button. If you have more than one e-mail, you can read the next message by clicking *Next*.

You can also move the message(s) to a folder by choosing the folder name and clicking on the *Move to* button. To do this, use the *Manage your folders* button to set up as many folders as you want.

If you want to maintain any sort of order in your mail, you will either need to delete most of it, or sort it into different folders. To write an e-mail, choose *Write Mail* from the menu.

Type the e-mail address of the person you want to send a message to in the *To:* field, and a heading in the *Subject:* field. Type the text of your message in the large text field. If you'd like to attach a file to your message, click the *Browse* button next to the *Attachment* field and locate the file to be attached. Finally, send your message out with a click of the *Send Mail* button.

Using your own e-mail program to read and send post.

If you want to use your new e-mail address with an ordinary e-mail program, then the program has to be configured for the new address. Your e-mail program needs three pieces of information:

- Your name
- The address of the mail server that sends your outgoing mail, which in this case is *mail.netaddress.com*
- The address of the server that receives your incoming mail. In this case it is *pop.netaddress.com*

If you use Netscape as your mail program you should choose

Edit|Preferences|Mail & Groups|Identity

(in older versions of Netscape, choose

Options|Mail and News Preferences|Identity)

and enter your name and new e-mail address.

Then click on the *Servers* tab and type in your user name (the text in front of the @ character) and the two addresses given above:

You will need to put the same information in other mail programs, but the way you do it depends on which program you use.

Mailing Lists

Mailing lists are a way of putting groups of people in touch with each other so they can communicate about a subject via e-mail. There are two different kinds of mailing lists. The first kind depends on a firm or an individual, who sends mail to all recipients on the list. Such a list is a thoroughly one-sided affair. Typical examples include weekly newsletters for a Web site, news updates from a company – perhaps with information about new products – or personal newsletters prepared by a news agency.

The other kind of mailing list allows a bilateral exchange of information. Subscribers to this kind of list can write messages to the list, which are then distributed to everyone. In practice, this amounts to an e-mail discussion group. Imagine such a list about French cuisine. Everyone who's interested in this topic could subscribe to the list, and subscribers could send their contributions to everyone else; of course all subscribers could also read all the postings.

Liszt

www.liszt.com

Liszt, the mailing list directory

ut Liszt | Newsgroup Directory | **New Feature: Join Commercial Mailing Lists** | **New Feature: Archive** | List of the Day | What's New at Liszt? | Tips for Newcomers: | What Are Mailing Lists?

I. Search Liszt's main directory of 71,618 mailing lists: [   ] go [help] *Junk Filtering:* ○ none ● some ○ lots

II. ...or click on any topic to browse *Liszt Select*:

Arts (135 lists)
Literature, Television, Movies ...

Business (68 lists)
Finance, Jobs, Marketing ...

Computers (148 lists)
Internet, Database, Programming ...

Culture (134 lists)
Gay, Jewish, Parenting ...

Education (48 lists)
Distance_Education, Academia, Internet ...

Health (123 lists)
Medicine, Allergy, Support ...

Humanities (188 lists)
Philosophy, History, Psychology ...

Music (141 lists)
Bands, Singer-Songwriters, Genres ...

Nature (69 lists)
Animals, Environment, Plants ...

News (26 lists)
International, Regional, Politics ...

Politics (70 lists)
Environment, Activism, Human_Rights ...

Recreation (119 lists)
Games, Autos, Sports ...

Religion (66 lists)
Christian, Jewish, Women ...

Science (65 lists)
Biology, Astronomy, Chemistry ...

Social (19 lists)
Regional, Religion, Kids ...

Liszt is an index covering the majority of the mailing lists on the Internet. It can only be used to find addresses of mailing lists; to subscribe and use a mailing list, you have to use e-mail.

There are two ways to find a mailing list.

You can search for mailing lists dealing with a certain topic by typing one or more search words in the search field. If you search for the word *cat*, then Liszt will find all the addresses and descriptions containing the word *cat.* So *catalog*, *caterpillar*, and *catamaran* will be included. If you put quotation marks around the word –"*cat*"– then only mailing lists containing the word 'Cat' in their address and description will be found. If you type several words in the search field, then only mailing lists where all these words appear in the address or description will be found.

You can click on a category and see an index of sub-categories and mailing lists for each category. Every mailing list is shown with its name and a short description:

simpsons-l

Discussion related to The Simpsons television program
--Send list commands to Majordomo@digimark.net

simpsons-l@digimark.net is an informal list for the discussion of 2... situations and events. There are no specific limits on the content b... and friendly. The list is currently moderated by Trissa McGettigan ... determine which postings will be accepted or rejected. Please wor¹ very hard on it and deserves your respect. .... [more info]

This list is called *simpsons-l* and is a mailing list about the TV series The Simpsons. A more detailed description of the mailing list is available if you click on the *[more info]* link.

Liszt also contains a link to the address you should use if you want to subscribe to the mailing list (in this case it is *Majordomo@digimark.net*).

A mailing list always consists of two addresses, one for subscribing (or leaving) the list, and another for sending contributions so other subscribers to the list can read them.

In nearly every case, you subscribe to a mailing list by sending an e-mail containing nothing except for the following text:

subscribe mailinglistname yourname

There should not be any subject line in the mail. Make sure that the name of the mailing list is

spelled correctly. Your e-mail will be read by a computer, which will subscribe you to the list you want to subscribe to. If I want to subscribe to the list I found, then I would send an e-mail to *majordomo@digimark.net* containing the text: *subscribe simpsons-l Torben Kjær*

And if I want to leave the list, then I send an e-mail to the same address, but with this text in the mail:

unsubscribe mailinglistname

So in this case, it would read: *unsubscribe simp-sons-l*

There can be small variations between mailing lists in how you subscribe. Click on the *[more info]* link to check on the exact details. Your subscribe message has to be absolutely correct, as it is read by a program, so there cannot be even a single error.

As soon as you have subscribed you can send a contribution to the list (if it allows members to send contributions). Contributions should be sent to the address containing the name of the list. In this case it is:

simpsons-l@digimark.net

Never make the mistake of sending your sub-scribe message to the list itself. If you do, every-one who subscribes to the list will receive your subscription request – not a good way to start!

Alternatives

Most mailing lists are in English, however, each language has its own lists, so it is worth searching for these too.

www.Onelist.com

If you get the urge to start your own mailing list, you can do it using Onelist.

Upon your first visit to this site, you'll register yourself with your e-mail address and a password.

Click on the *New Member* button on the main page and fill out the fields with your e-mail address and a password of your choosing. In addition, you'll specify here how your e-mail address will appear on the Web site: as a complete address, only your name before the @ sign, or not

at all. Giving your complete e-mail address is seldom advisable, so I'd suggest that you shouldn't choose the first option.

In addition, you can add further information about yourself: name, age, address, and interests. But you should only supply this information if doing so doesn't make you uncomfortable.

Click *Register*. Finally you'll be prompted to confirm your e-mail address once again.

Now you're all ready to enter the Mailing Lists area of Onelist. Return to the main page, where you'll find an overview of the mailing lists on Onelist.

Click through the hierarchy until you find an interesting list.

In this way, you could choose *Entertainment*, then *Movies* in order to find a list for fans of the *Rocky Horror Picture Show* that you could join. Often you can also browse through the *Archive* for a list, a collection of all the messages that have been posted to it so far. This is the best way to determine whether this list is really something for you.

If you sign up for this list, you need to specify whether you'd like to receive the normal or the so-called *digest* version. In this case, normal means that you'll receive messages as soon as they're sent; *digest* means that you'll receive a message once a day that contains all the messages posted to the list on a given day, usually the day before the digest is sent. The only disadvantage of the digest version is that you won't receive the messages as quickly as if you opt for a normal subscription.

Once you've completed your registration, you'll receive a message that contains the e-mail address to which you can send messages if and

when you want to contribute to the list. Such an address consists of the name of the list and @onelist.com, for example, *RockyHorror@onelist.com.*

On the main page you'll also find the Button Member Center. If you click here, you'll see a complete overview of the lists to which you've subscribed – and this is also where you can change your subscriptions, e-mail address, or password.

Things get exciting when you establish your own mailing list. If you'd like, you can establish a closed list for your friends or a list that allows everyone to express his or her opinion on a particular topic.

Here's what you need to do: go to the main page and click on *Create list.* Now you'll need to fill out some fields. The first thing is to find a name for your list – that is, choose the word that will come before @onelist.com. If you'd like to call your list *Germany*, then the address will be *germany@onelist.com.*

Since there are so many extant lists, it can take several tries to find a name that hasn't already been used.

Finally, you'll need to write a short report about the content of the list you're about to establish. If discussion is supposed to take place in German, then you should write this report in German.

In addition, when you establish a mailing list, you determine which language will be used for the list, as well as its place in the hierarchy of topics.

A **moderated mailing list** is a list that requires the list owner (You) to approve all emails before they are sent to the list.

Do you want this list to be moderated? ○ Yes ◉ No

A **restricted mailing list** is a list that requires the list owner (You) to approve all subscription requests to the list.

Do you want this list to be a restricted list? ○ Yes ◉ No

An **announcement mailing list** is a list that does not allow anyone except the list owner (You) to send emails to the list. If any of the subscribers try to send email to the list, the emails are ignored. These types of lists are good for keeping people up to date with changes with a web site or company.

Do you want this list to be an announcement list? ○ Yes ◉ No

Now you'll need to make some important decisions about the list: should the list be moderated? If so, you'll be the "editor" and receive all incoming messages. You'll be able to decide whether or not the messages should be published to the list. This means that discourse on the list

will remain under control, but it makes a lot of work for you.

You'll also need to decide whether the list should be freely accessible or only available to invited guests. Your list for fans of Madonna should probably remain accessible to everyone – but if your list is for members of regional stamp collecting clubs, then you should probably restrict access.

Last but not least, you can define your list as an "announcement list." This means that newsletters and announcements and such will be sent out to list members, but they can't respond to the list.

There are also other options that you can set, such as whether you'd like to have an open archive for this list, which means that everyone can read messages posted to it, and whether the list should be listed in the Onelist directory – if your list is aimed at a restricted group of people, you should probably avoid this.

Finally, click *Create* and your list will be created.

Now if you send a message to the list's address, you can determine whether everything is working properly. Also check whether your list appears in the Onelist directory – but it may be a number of hours before this happens.

The Member Center is where you'll administer everything connected with your list. Here, for example, you can invite new members to join, arrange a greeting, look at a list of members – which should include yourself --, accept new members (if your list is a closed one), and much more. Onelist offers you:

- a closed list for friends, family, or clubs
- a list for people that you met at a campground last summer
- a list where you, as the wise guru, can express your opinion on everything under the sun and no one can respond to your opinions -- but in this case, you may have trouble finding subscribers…
- a list on any given topic

And there's something else: don't be surprised if Onelist fills your e-mails with advertising – the service is free and the money has to come from somewhere…

Design your own home page

Netscape PowerStart

personal.netscape.com/custom/

PowerStart is a service from Netscape, but you can use it no matter which browser you use. If you have five minutes to spare, you can design your own personal Web page to use as a starting point when you start surfing the Web This can be set up to open as the first page you see when you log onto the Internet – your start page – and the page you jump back to when you press the Home button on your browser. No one else can see this page, so you cannot use it as your Web presence for others to see who you are. On the other hand it can be a very good way to make your use of the net more efficient. You can fill your start page with links to all the Web pages you use often, like search engines and so on.

How to make your own start page

The first time you enter the site you will see a welcome message and then you should press the *Continue* button. The screen is divided into three parts. On the left is a list of all the elements you can customize to design your page. On the right is the page itself, displayed as it will appear with the preferences you have chosen. At the bottom is where you choose the options for each individual element.

You can start by choosing a *collection,* a predefined list of links to include on your page.

Click on the word *collection* in the left window and choose one of the four categories displayed in the bottom window:

Click on *Netscape Headline News* in the left window and use the bottom window to choose whether to include Netscape news on your start page.

Do You Want to Include Netscape Headline News?
○ Yes
◉ No

Click on *Notepad* in the left window, then choose whether to have a text field for notes on your page. You can write anything you want here, so you could use it for reminders and such.

Next, you can customize the links you want on your start page. You can choose from a list of links within various pre-defined categories. Click on the category you want to customize in the left window. The bottom window displays a list of the various Web pages it contains, and you can check the boxes for the ones to which you want to have links. Remove all the checkmarks if you

don't want any links in that category on your start page. If you want full control of the design of your page you should click on each category in turn and make your choices. If you do not click on a category, you will end up with the standard links for it on your page.

YOU CAN ADD PERSONAL LINKS   Delete a Personal Link
Name: Jubii
URL: http:// ▼ www.jubii.dk   Enter

When you have done all this you can add up to 15 of your own links. Click on *Personal Links* and type the name (in the *Name* field) and address (in the field below) of the link you want to add. I would suggest you put in Web pages that you use often – this booklet contains many pages that you will find yourself returning to again and again, so use some of these suggestions to inspire you. As long as you are entering ordinary Web page addresses, you do not need to alter the field containing *http://*. If you want to be more advanced, you can also add links to e-mail addresses. Change *http://* to *mailto:* and enter the e-mail address in the field next to it. When your page is finished and you click on an e-mail link, your Web browser's built in mail program will open a new message ready to send, with the appropriate address in the 'to' field.

The last thing to do is decide on the appearance of your start page. Click on *Style Sheets* in the left window and choose a layout you like in the bottom window.

If you are not completely satisfied with your page, you can alter the final details yourself.

You can choose your own layout, colors and background by clicking on *layout*, add a personal headline by clicking on *Personal greeting or headline*, insert a picture by clicking on *Headline image*, add lines to divide your page by using *Horizontal lines* and change the colors.

Use the window on the right that displays the page to check that you have made all the alterations you want. You can always go back to any of the items on the left to make further changes.

When everything is as you want it, click on the *Build* button at the bottom of the left window. If everything ended up as a mess, you can always press *Start Over* and begin again.

Build   Start Over

Your page is now finished and will be shown on screen. At the top is a *PowerStart* menu with various options. The most useful is the *Change Powerstart* button, which you can use to alter the appearance of your page at a later date.

Remember to add a bookmark to the page so you can always return to it (Netscape: Choose Bookmarks|Add Bookmark. Internet Explorer: Choose Favorites|Add to Favorites).

If you are so pleased with your page that you want to make it your start page, then set it to be the page your browser should open with. The address of your personal Web page is:

http://personal.netscape.com/ custom/page/show_page.html

This is how to have your browser start up with this page:

In Netscape 4, choose EDIT|PREFE-RENCES|NAVIGATOR and type the address in the *Home Page* field. In older versions of Netscape, choose OPTIONS|GENERAL PREFEREN-CES|APPEARANCE. Enter the address in the *Home Page Location* field. In Internet Explorer, choose VIEW|OPTIONS and click on the *Navigation* tab. Choose *Start Page* in the *Page* field and type the address in the *Address* field. (if you are at your page when you make these changes, then all you have to do is click on the *Use Current* button).
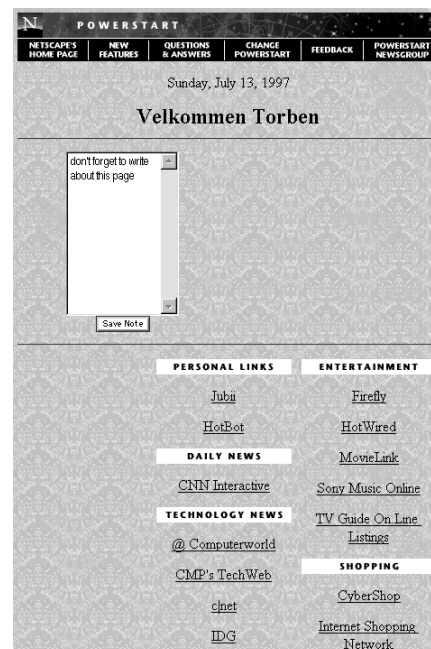
My Yahoo!

my.yahoo.com

My Yahoo is a personal news service and Web index. If *Yahoo* itself can be thought of as a kind of library, then *My Yahoo* is your own personal librarian, which finds news and Web pages about the subjects that interest you. So before you can use My Yahoo, you have to tell it which subjects interest you, and a little bit about yourself.

Here's what you do:

1. Open **my.yahoo.com** and click on the *Start your own!* button.

    START YOUR OWN

2. If you come from outside the United States, then click on the *If you are NOT a U.S. resident then click here* button, otherwise just continue.

3. Now enter some details about yourself. Stick to the truth about them, as they alter how you are able to use the system.

4. Enter a user name in the *Login Name* field (this could be your first or last name).

5. Type in a password in the *Password* field, and repeat it in the field below (find something secret that is nevertheless easy to remember).

6. Type in your e-mail address

7. Enter your birth date, your sex, your country and the town you come from. Put in the time zone you are in (GMT-1 in Europe) and your occupation.

8. Click on the *Register me now* button*!*

9. Now you can personalize your *My Yahoo*. A number of different subjects in different categories will be displayed. Place a checkmark next to each subject that interests you (you can always change them later).

10. Click on *Use these interests*.

11. Now you are finished. Your new, customized Yahoo page will be displayed.

NEWS
- ☐ Business
- ☐ Current Events
- ☐ Health
- ☐ Investing
- ☐ Politics
- ☑ Technology

LIFESTYLES
- ☐ Kids
- ☐ Lesbian Gay + Bisexual
- ☐ Parenting
- ☐ Seniors
- ☐ Teens
- ☐ Women's Issues

TECHNOLOGY
- ☑ Computing
- ☑ Cyberculture
- ☐ Multimedia
- ☑ WWW Authoring

Personal news

When you first see it, your personal page will look very complicated, and it might also strike you that the news does not look as interesting as you had hoped. Luckily you can change the layout of the page in various ways so it suits you better.

The *Front Page* section brings you news for the subjects you have chosen. If want to change your preferences, then click on the *Edit Topics* at the top right. This lets you add or remove topics from a list of your interests.

UNSELECTED TOPICS:
- UK: Breaking News [new]
- World
- Business
- UK: Business [new]
- U.S. Stock News and Report
- U.S. IPO News
- U.S. Politics
- World Politics
- Health
- The Weather Channel News [new]

Select ▶
◀ Remove

SELECTED TOPICS (YOUR FAVORITES):
- Breaking News
- Technology: Top Stories
- ZD Net News [new]
- Technology: Internet
- Entertainment: Top Stories
- E! Online News [new]
- Entertainment: Computing
- Entertainment: Movies + Film
- Entertainment: Television

NUMBER OF HEADLINES 3 ▾

Done

The left field shows all the subjects you have not chosen, while the right field shows the subjects you have chosen. Mark a subject in the left and click *Select* to add it to your interests. To remove a subject from your interests list, mark it in the right and click *Remove*. Finally, you can choose how many headlines you want for each subject.

Sections: Front Page | Business | Portfolios | Entertainment | Sports | Technology

---

Edit Left-Hand Column

PORTFOLIOS   [Edit]

▽ **Quotes**
^KFX	185.34	+2.05
EUROTRK	N/A	N/A

[____] Get Quotes

quotes delayed 20 minutes - disclaimer
click on symbol for detailed quote + news
* indicates new news during last 24hrs

SCOREBOARD   [Edit]

TODAY
AL	Detroit at	3	top
	NY Yankees	1	6th
NL	San Francisco at	0	4:05
	Los Angeles	0	ET

YESTERDAY
AL	Detroit at	2	F
	NY Yankees	**6**	
NL	**San Francisco** at	**8**	F
	Los Angeles	5	

WEATHER   [Edit]
Cairo	21...35 C
Hong Kong	23...31 C
London, UK	13...25 C
Los Angeles, CA	19...25 C
New York, NY	19...28 C
Paris	11...29 C

FRONT PAGE - Jul 13 7:30pm   [Edit Topics]

Breaking News *Jul 13 5:40pm*
- Exile Flotilla Heads Toward Cuba
- Mars Mission Back on Track After Glitch
- Girl Killed as Canberra Demolition Goes Wrong

Technology Top Stories *Jul 11 7:23pm*
- Sales, Losses Grow at Online Bookseller
- Researchers Explore Growing Drugs In Fields
- Polaroid Has New Digital Microscopy Camera

ZDNet News *Jul 12 1:12am*
- West Coast power outage causes Web Slowdown
- Netscape, Microsoft to ward off JavaScript flaw
- Netscape's 'Insight' extranet makes its debut

Internet *Jul 11 11:08pm*
- CNET sells E! Online stake to E!
- E! Entertainment Television Purchases CNET's Interest in E! Online
- Aventail MobileVPN Receives Distinguished 'Best of LAN Times' Award

Entertainment Top Stories *Jul 13 9:43am*
- Miller Death Cause Kept Secret?
- Gore Plays Father of Bride
- Ravers Descend on Berlin

E! Online News *Jul 13 12:57am*
- Will Smith: Hollywood's Newest $20-Million Man?

The column on the left side of the screen starts by showing three sections: stock market information, sports and weather. By clicking on the small *Edit*-button at the top right hand corner of each section, you can edit which information from which group you are especially interested in.

For example, you can specify which town you are interested in seeing a weather forecast for, which sporting activity you want to follow, and which stocks you want updated prices for. If you are not interested in any of this sort of information, then you can change the contents of this column by clicking on the *Edit Left-Hand Column* button at the top of the column. Instead of sports results and share prices, you can put in your personal links and horoscopes, for example.

Your personal index

In the same way that you can personalize your news service on Yahoo, you can also customize your own personal listings of categories and Web sites. Choose the *Web* menu item at the right of the list at the top of your screen. Your list can be created by choosing Yahoo categories and Web sites that match your interests. If your interests change, then you can always return to the *My News*-page and click on the *Edit Topics* button as described above. The column to the left contains links to a number of specific Web sites. The right side contains a list of categories and search words selected to match your interests. Of course, there will be links that you are not interested in; to alter them, click on the *Edit* button for the appropriate section.

Preferences and Options

By choosing *User Settings* from the menu at the top of the screen, you can alter the information you gave when you set up your personal page – so you can alter your password, your e-mail address, your city, and so on. But you cannot change your interests here. For that you must use the *Edit Topics* button on the news page. You can also choose which page you want to see first when you log-in to My Yahoo. I would suggest that you leave this setting alone until you have used the site for a while and have found a page you want to see instead of the news page.

SITES [Edit]
- c|net
- DGA Magazine
- FEED
- Gamelan
- HotWired
- HTML Reference Manual
- Internet Movie Database
- Mr. Showbiz
- suck
- TechWeb
- TV Net
- Upside Online
- Versions
- webreference.com
- World File Project
- WWW Consortium
- ZD Net

MY DIRECTORY - Jul 13 7:44pm

MY DIRECTORY | YAHOO! DIRECTORY | COOL STUFF

CATEGORIES [Edit]
- Actors and Actresses
- Computer Magazines
- Computers and Internet
- Cyberculture
- Hardware
- Java
- Movies and Films
- Software
- Television
- This Week's Releases
- TV Shows
- World Wide Web

KEYWORD SEARCHES [Edit]
- CGI programming
- cinema
- PCI bus
- robot spider

www.GeoCities.com

Sooner or later most Internet users are no longer satisfied with just surfing around the net. Then it is time to contribute something to the community. You can do this by creating your own home page that other surfers can see. *Geocities* is an American company that gives free home pages to any Internet user who wants one. There are some simple rules: your home page must not take up more than 2MB, it must be about a specific theme, it may not contain nudity or anything an American audience may consider 'obscene', it may not be commercial, it must contain a link to GeoCities, and it must be kept up to date.

You may already have some space for your own Web page with your ISP, but the advantage with GeoCities is that they provide various tools for composing your pages.

GeoCities boasts that nearly a million people have a free home page with them. The site is divided into about 40 different areas, each of which has a single theme. Each area, known as a '*neighborhood*' contains thousands of private home pages. The area names, which are loosely geographic, suggest what each one is about, so *Athens* is about philosophy, literature, and education, while *Coliseum* is about sport. Before starting to build your free home page it is a good idea to wander around a bit in the different areas to see what other people have done with their free space.

To be registered as a GeoCities user, this is what you do:

1. Click on the *Build Now* and *Basic Membership* (free) buttons on the main page.

2. Now you'll need to enter your name, address, education, and some additional information. Finally, you'll see "offers" relating to all kinds of topics. Most of these are advertisements; you can safely ignore them.

3. A list of the different areas you can choose between will be displayed. Click on the area you want to 'live' in. Check that the area you have chosen is the right one for the theme you will build you home page around. In this example, I have chosen the neighborhood *Area51*.

4. Now you are in the area you have chosen. Click on *Join This Neighborhood*.
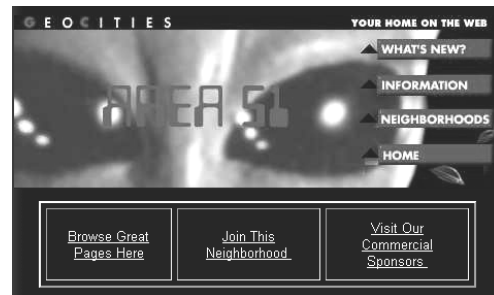
5. Most areas are further divided up into different 'suburbs'. There is no real difference between these, so just choose one whose name appeals to you. Click on the suburb you want.

6. Every 'house' or homepage in each suburb has a number. So before you can start work on your page, you must find a number that is not occupied, in other words, an Internet address where no one is 'living'. You will not just get a random number, you have to choose one (which means you also choose your own neighbors). Type in the numbers you want to check out. It is best to look at the high numbers, as most of the low ones are taken. Home pages are organized in groups of 50, so you should enter two numbers that are evenly divisible by 50 (like 8000 and 8250).

The valid range for addresses in Area51/Dimension is from 1000 to 8299.

GeoCities now groups the addresses in blocks of 50, so begin and end your search with multiples of 50 (e.g., 3000 to 4250)

Choose Address Range: [   ] [   ]

[Submit] [Clear]

7. A table shows how many empty 'houses' there are between the numbers you choose. Click on the section you want to live in.

There are **18** addresses vacant in the Area51/Dimension8050 Block

There are **15** addresses vacant in the Area51/Dimension8100 Block

8. A 'map' of the area is displayed. Down the screen is a 'road' and on both sides are 'houses'. Next to each house is its number, the name of the user who 'lives' there and a short description of their home page. If it says *vacant* outside a house, it means that it is empty and you can move in. Clicking on the number lets you move in.
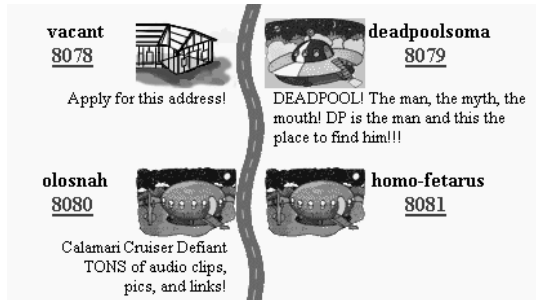
9. When you have chosen a house you will have to fill out a form with your name, e-mail address and so on. You will also be asked various other details, which you do not have to fill out (these include your real address, telephone number etc.).

10. Enter the user name you want to be known by in the *Member Name* field. This will be shown outside your 'house' and does not have to be your real name. You can also write a short description of your home page in the *Directory Listing* field (and the two fields underneath) This description will also be shown outside your 'house'.

11. You are also given the chance to set up an e-mail address. If you already have one, there is no real need to get another one, so say no to this. You will also be asked if you want to be registered in WhoWhere, which an e-mail address directory like Four11.

12. Finally, you will be asked if you want a daily e-mail 'newspaper' delivered. This comes from a firm called Mercury News. They have no connection with GeoCities, so you have no obligation to say yes to their offer.

13. When you click on the Submit button at the bottom of the page, your details are sent to GeoCities which will then send you your password via e-mail. Wait a couple of minutes and then check your mail. There will be an e-mail to you from GeoCities. This contains the password you should use when you want to make changes to you home page.

The system has now created a simple home page for you, containing your user name, a description of your page, and a message that you have not yet 'moved in'. The Web address of your page is *http://www.geocities.com/* followed by the area name, the suburb name, and your house number. If you 'live' in house number 8378 in the suburb of *Dimension* in neighborhood *Area51*, your address would be:

www.geocities.com/Area51/Dimension/8378

You can give this address to others who are then able to see your page.

But before this, you have to build your page. This is actually a lot of work and is likely to take quite some time. All I can give you here is a little taste of how it is done. Go to:

www.geocities.com/homestead/
file_manager.html

You will be asked for your user name and brand new password, the one you got via e-mail.

You can also change the list of files that make up your home page. There is no need to do that now. When you have entered the necessary information, you can go to a page containing all the tools you need to make your own Web page.

[Disk Usage] [EZ Upload] [Other Utilities]

Wednesday July 23, 1997 16:27:38 GMT

⦿ List files with the following extensions:
☑ html ☑ gif ☑ jpg ☑ other
○ Manually enter filenames

[Refresh Directory]

	Name		Last Modified (GMT)	Last Accessed (GMT)	Size (bytes)
☐	index.html	View	Jul 23 16:14	Jul 23 16:24	936

[Edit] [Copy] [Delete] [Rename]
[View HTML File]   [Create New HTML File]

Choose Your Editor: [Advanced HTML Editor ▼]   [About This Editor...]

Total disk space used: 936 bytes
Total disk space allocated: 2,000,000 bytes
Remaining disk space: 1,999,064 bytes

In the first place, you can see a list of all the files making up your Web site. When you start there is only one file, the main page *index.html*. This is your existing home page, which was constructed automatically during the registration process. There is also a row of buttons that can be used to edit, copy, delete, and rename the different files. First select a file by putting a checkmark in the box next to the file name at the bottom left, and then clicking on the button for the action you want.

Use the *Edit* button to change the appearance of your page. How this is done depends on which editor you have chosen to use from the *Choose Your Editor* list. You can choose between three different types:
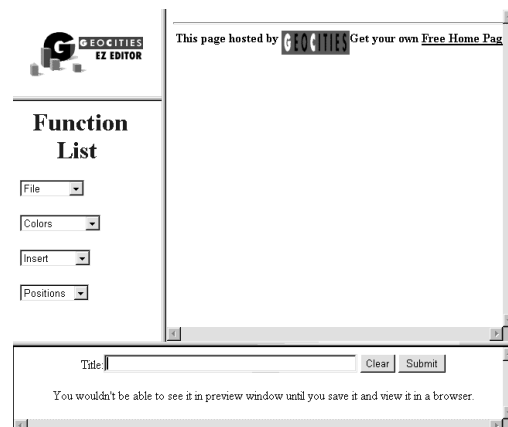
Advanced HTML editor is the most advanced, and gives you total control over your Web page. But you can only use this if you understand HTML, the special codes that are used to write Web pages.

The *Basic HTML* editor is simpler. It lets you alter HTML codes, but also lets you make changes to some elements in a very easy way, without having to know any HTML codes.

EZ editor (the 'easy editor") is the most 'beginner friendly' editor, and requires no knowledge of HTML. But it still takes some time to learn how to use it. Unfortunately the EZ

Editor cannot be used to make any changes to your first page, the one that was written automatically. For that you will have to use one of the other editors. But when you create a new Web page it is probably wisest to use the EZ Editor, unless you feel relaxed about using HTML.

The EZ Editor divides your screen into three parts. At the bottom is where you make choices and enter information depending on which function you have chosen in the left window. It is here you enter text, choose between different colors and so on. On the left side you choose what function you want to use: Insert text, pictures or links, change colors, save your page and so on. The window on the right side shows you how your Web page looks.

Finally, you can choose to create your Web pages in a completely different way. You can write your pages without any help from GeoCities using one of the many HTML editors available. This means you can create your pages in peace and quiet, off-line. When you are finished you simply *upload* your pages, that is send them from your own computer to the GeoCities computer. This is done using the same page, under the heading *EZ File Upload*:

Click on the first *Browse* button and choose the file on your own computer that you want to upload. Do the same with every file that is a part of your Web site. Finally, click on the *Upload Files* button. If you want to upload more than five files, then you can open more fields by increasing the number in the *Number of Files to Upload* menu and clicking on *Display*.

The *Web design* booklet from this publisher gives more details about creating your own Web pagers.

Alternatives

GeoCities is the world's largest free Web site service, but there are many others. You can also get free Web sites at **www.angelfire.com** or **www.tripod.com**.

EZ File Upload

Move new files to your directory with this simple upload tool.
Click on `Browse...` to select a file, then press `Upload File`.

☐ Automatically convert filenames to lowercase
☐ Automatically change ".htm" extensions to ".html"

[   ] [Browse...]
[   ] [Browse...]
[   ] [Browse...]
[   ] [Browse...]
[   ] [Browse...]

[Upload Files] [Clear]

Number of Files to Upload: [5 ▼] [Display]

Reference Works

WordBot

www.cs.washington.edu/homes/kgolden/wordbot.html

WordBot is a brilliant program that can check any word on a Web page in a dictionary or encyclopedia. The theory is very simple. There are hundreds of dictionaries and encyclopedias on the Web that can be used to check words. WordBot takes any Web page, and turns every word on that page into a link pointing to its entry in the dictionary you have specified. So, if you were surfing around the Vatican's Web site and were stuck for the meaning of a particular Latin word, then you could choose a Latin to English dictionary and then click on the word and read its meaning in English.

WordBot is not a dictionary itself. The dictionaries are controlled by other Web sites that WordBot uses.

JavaScript with frames
JavaScript with multiple windows.
Non-JavaScript, with frames
Non-JavaScript, with multiple windows.

When you come to WordBot's main page, you have to choose which of the different ways of using WordBot you will use.

First you have to choose between a version that uses frames and one that uses different windows. The frames version uses two frames in the same window, one to display the original Web page, and the other to display the dictionary entries. The non-frames version displays the two Web pages in separate windows. If you have a lot of space on your screen, then it is probably most convenient to have two windows, while the frames version works best if you have a smaller screen, or run at a lower resolution.

You also have to choose between using JavaScript or not. JavaScript is a programming language that is used for improving the system's functionality. If you use Netscape, then go ahead

and use the JavaScript version. Internet Explorer has problems with the JavaScript version, so you will have to use the non-JavaScript version if you use I.E.

How to use the JavaScript version of WordBot

Click on *JavaScript with frames* or *JavaScript with multiple windows*.

At the top right is a field called *Page*. Type in the address of the Web page you want to visit here. You have to start the address with a *http://* (just typing the address in your browser does not work, all that happens is that you leave Word-Bot).

The page you have specified is opened – in this case **www.wired.com/news**. At the top of the page is a special WordBot control panel, which you would not normally find there. And all the usual links on the page are marked with a special symbol, which looks like a wavy arrow. If you want to use one of these links in the usual way, then you must click not on the word, but on the symbol.
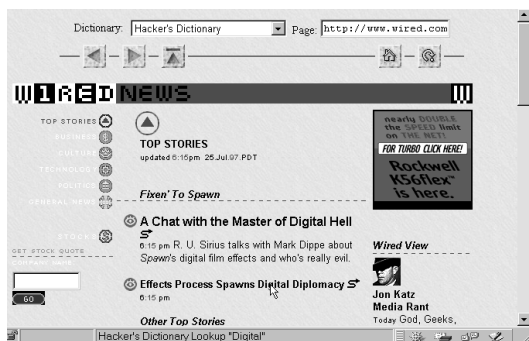
Use the *Dictionary* drop-down menu to choose which dictionary you want to look the words up in. You can choose between many different ones, German-English, Finnish-English, Latin-English and so on. In addition to regular dictionaries, there are also a dictionary containing lists of initials (*Acronym Dictionary*), a book of English synonyms (*Roget's Thesaurus*), and an English lexicon (*Webster*) available to you. You can also use AltaVista or WebCrawler to run a search using the word you click on.

Every word on the current page has been turned into a link, which will jump to the relevant entry in the dictionary you have chosen. So all you

need to read the entry is click on the word. The result is displayed in the second frame or window, depending on the version of WordBot you chose in the beginning. In the example here, I have chosen to use the *Hacker's Dictionary*, which contains definitions for a number of computer-related slang words. If I click on the word 'digital', then WordBot calls the chosen dictionary and looks up the word, (if the word in question is to be found in that dictionary).

Remember that the result of your click is totally dependent on which dictionary or encyclopedia you have chosen. Every dictionary presents its results in a different way. You may also just receive an error message. This can be because the dictionary does not exist anymore, or because its address has changed since it was included in WordBot. It also often happens that the word you're trying to look up is not in that particular dictionary. Most dictionaries only contain words in their basic form, so you can always find an entry for *house*, but not always for *houses*.

Use the buttons at the top of the page to navigate between the pages. The one with a picture of a house on it takes you back to WordBot's main page. The left and right arrows take you forwards and backwards to the next and previous pages *in the frame you're in*. If you are not using frames, then they work just like the ordinary *back* and *forward* buttons in your browser.

www.PCWebopaedia.com

You can be very sure of one thing on your journeys around the net: sooner or later you will come across a totally incomprehensible technical term. Luckily, there are innumerable technical dictionaries on the Web where you can look up the meaning of this nerdish gobbledygook. One of the best is called PCWebopaedia.

On the main page, just type the term in the *Search by word or phrase* field and click on *Go!*:

If you are not out to find the meaning of a particular word, then you can also just click on the *Term of the Day* or choose a particular category in the *browse by category* menu and then go through a list of all the words in that category. From here you can look up any particular word.

An entry in the dictionary consists of one page divided into two sections. First there is a definition of the word, followed by various links to related Web pages on the net (*Links*). You can jump between each section by clicking on *Definition* or *Links*.

The *Links* section contains links to articles, resources and such, which are related to the particular word. It is this part of the service that makes PCWebopaedia so much better than most of the other technical dictionaries to be found on the net, which only give definition of the word, and no more.

Alternatives

It is rare that you won't be able to find an Internet or computer related word in PCWebopaedia. But if that happens, you can try **www.whatis.com** or **www.netlingo.com**

I especially recommend *whatis*, as it also includes a history of the Internet and other interesting articles, as well as technical word definitions.

www.100hot.com

It is both fun and educational to surf around the Internet and follow up on your own interests. But once in a while you may well be curious to see what everyone else does when they are surfing on the net. *100hot* is an index of the 100 most popular Web sites in the world, or at least, the 100 most visited Web sites that there are. It is a general 'top 100', plus lists of the 100 most visited sites within various categories, such as travel, films, cars and so on. These lists should be taken with a grain of salt. It is not technically

possible (yet!) to get precise figures for the number of visitors to a particular site; all that can be done is take some sample figures and then use statistics. But despite this, *100Hot* gives a reasonably good picture of what is popular out on the Web.

Of course, 100 *Hot* has removed certain categories from their lists, in particular those showing pornography, which would otherwise dominate the top 20 (if you want to check these out, they are in a separate category). Internet 'portals' (doorway pages to services like AOL and CompuServe) and universities are also removed from the list, as they are hosts for numerous private pages that cannot be counted as homogenous Web sites.

Different Web sites are included together if they belong to the same company (so *Yahoo*, *Yahooligans* and *My Yahoo* are all collected together).

You can only do three things here:

- Click on an item in the general top 100 list to visit this particular Web site.

- Click on a category in the list on the left to see a list of the 100 most popular Web sites in that category.

- Search for Web sites by typing one or more words in the search field. This is not a search through the sites in the list, but within the 500,000 most popular Web pages on the net. This type of search can be used instead of a search using HotBot or AltaVista if you are looking for something that is very popular.

Alternatives

The *WebCrawler* search engine also has a top 100 list at
www.Webcrawler.com/WebCrawler/Fun/WC100.html

It does not show the same results as *100Hot*, as it is collated in a different way.

Deja News

www.deja.com

USENET is a collection of more than 20,000 *newsgroups*. 'Newsgroups' is rather an unfortunate name, as they have very little to do with news. They are, in fact, more like discussion groups, consisting as they do of e-mails collected together in a single place. Every newsgroup has a single topic as its subject and can be used for general discussions, questions and answers, publication of essays, and so on . The difference between ordinary e-mail and newsgroups is that, instead of sending an e-mail to a single person, you send it to an entire newsgroup. The system works because there are a number of computers on the Internet called *news servers* that are linked together in their own net – the actual USENET – and exchange articles with each other. In this way, the article that you send to a newsgroup on one news server gets distributed to all the news - servers around the world carrying that particular newsgroup within a couple of days. Articles are kept on the news servers for a short time, usually between a couple of days and a couple of weeks, and are then deleted.

There are newsgroups for every possible and impossible subject: philosophy, sex, cooking, Shintoism, kite flying, illnesses, music of every variety, astrology; the list is endless, and growing continuously. Anyone can send an article to a newsgroup and let the world know their opinion, make a suggestion or ask a question about a particular subject.

As with nearly everything else in the computer world, newsgroups are arranged in a hierarchy to make them more manageable. There are at least 20.000 newsgroups at the moment, with more being created every day. At the top of the hierarchy are these main groups:

comp computers, networks, software, etc.
soc   cultural and social subjects, religion, etc.
sci   science
talk debates about everything under the sun.
rec   hobbies, sports, art, books, films etc
news about USENET itself.
misc anything not covered by the categories above.

alt everything from TV series to dumb blonde jokes to pseudo-intellectual discussions about sex and relationships. In practice this is where most of the activity on USENET takes place.

The actual newsgroups you can read and contribute to are further down in the hierarchy with slightly more or less descriptive names. So if, for example, you are interested in African culture, then the group called *soc.culture.african* is the one for you. If you don't like the Internet , then try *alt.destroy.the.internet*, and if you like talking about cats, then you can communicate with like-minded people at *rec.pets.cats*.

There are huge differences in the atmosphere and tone of the different newsgroups. Some groups are dominated by one particular opinion or culture. Others seem to be a permanent war between different groups. And there are some that are so 'nice' and 'friendly' that they are almost impossible to read.

Newsgroups can be very entertaining and educational, but they can also be a complete waste of time. Many of the contributions are speculation, in the wrong place, or they are just part of seemingly endless discussions about meaningless subjects. Some newsgroups seem to find it impossible to stick to the subject they are supposed to be dealing with, while others make no pretense at being more than simply joke groups where no real discussions ever take place. It is probably fair to say that no more than one third of all newsgroups contain anything useful.

Despite this, the contributions to newsgroups are often more honest, useful and up to date than the information to be found on Web pages. It is true to say that if you want to find out about something that has happened within the last few days, there will be a lot of discussion about it on USENET, while there will only be a few Web pages about it. If you want to know what people really think about a program, a particular car or a brand of washing machine, it is more likely you will find more honest comments on USENET than on Web sites that are usually driven by commercial interests of some sort or another.

There can easily be thousands of articles in a single newsgroup. In order to make head or tail of such a huge amount of information, articles

are divided up into *threads*. A thread consists of the *original* message plus all the answers and comments to that original, and to each other. As long as comments and answers continue to be sent in on the same subject, then the thread continues. These threads make it much easier to keep abreast of what is going on in a newsgroup. They let you read the contributions in the correct order, and see the way they relate to each other. It also makes it easy to stop following a thread if you think that the subject has become uninteresting.

When newsgroups started, you had to use a special program, called a newsgroup reader, to be able to take part in the discussions on USENET. Of course, you can still participate in this way if

you wish. But a few years ago a company called *Deja News* was founded. They specialize in providing access to newsgroups via their Web pages. There are several advantages to using Deja News. All articles in newsgroups are archived 'forever' instead of being deleted after a week or so. It is much easier to search several newsgroups simultaneously to find specific information. And you do not need to have a special newsgroup reader program, you can use your ordinary Web browser.

Deja News is not the best tool to use if you want to read and participate in one or more particular newsgroups. If this is what you want, then it is much better to use a real newsgroup reader program.

A simple search (Quick Search)

1. Deja News' main page contains the *Quick Search* facility. Just type one or more words in the field and click on Find. In the example I have entered the word *denmark*.

2. Deja News searches through its database for all the contributions that have appeared within the previous month, and finds all the articles that contain *all* the words you have specified.

Every article is shown, together with the date, its 'score', its heading (*Subject*), which newsgroup it appeared in, and the author's name. The 'score' is Deja News' (automated) opinion of how well the article matches your search. In this case, Deja News has found 21,086 articles:
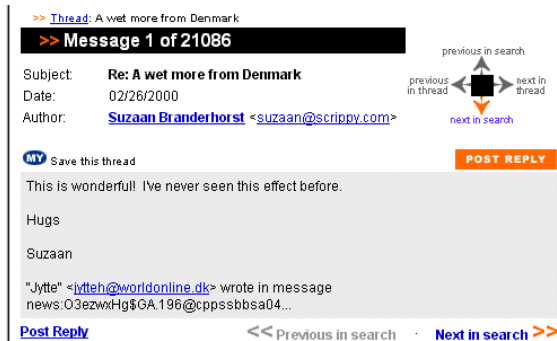
Click on the heading of any articles you are interested in. The article is then displayed on your screen for you to read.

First of all, you can just read the article. But there are also all sorts of other facilities available. These are accessible via a row of buttons at the top of the page and a number of links at the bottom of the page.

- Clicking on *Previous in search* or *Next in search* jumps you to the previous or next relevant article in your search.

- Clicking on *Thread* shows the entire thread – all the articles within a particular newsgroup – that the article on display was a part of. These articles are usually part of a long and linked discussion, and it is often nearly impossible to understand the article you have found without reading some of the earlier posts (as a mailing list article is often called) in the thread.

- If you are curious about the author of the article, you can click on *Posting History*. This will show you a list of all the articles he or she has sent in to USENET, in every and all newsgroups.

- *Post Reply* lets you send an answer to the article you are reading. This means your post will be added to the appropriate thread and will be sent around to all the various news servers, available for the entire world to read.

- Finally, you can click on the author's e-mail address if you want to send an ordinary e-mail to the author of the contribution. No one except the person you send it to will be able to read this e-mail..

Sending in your own article

You can also send contributions to newsgroups using Deja News. If you are on the main page, then click on *Post Message*. If you are reading another post, then click on *Post Message* (if you want to send an article to the same newsgroup) or *Post Reply* (if you want to send a follow up to the message you are reading that will appear in the same thread).

You have to enter your e-mail address, a heading (*subject*) for your message and which newsgroup you want to send the post to, unless these fields are already completed by Deja News.

Finding interesting newsgroups

It is very difficult to find your way around all the thousands of newsgroups on USENET. However, you can use *Interest Finder* to find the newsgroups dealing with subjects that interest you. Click on *Interest Finder* on *Deja News*-main page. Enter some search words that reflect your interests, and Deja News displays a list of newsgroups that should be worth your while reading.
With this list you can read some of the articles in each newsgroup to see if they are worth following regularly.

…and what is Deja really good for?

Here are a few suggestions for ways that you can use Deja:

- if you're thinking about buying a new product, use Deja to check out what others have to say about it.

- check statements on a Web site by using Deja to see what other people are saying about this topic or company

- if you're working on an unfamiliar topic, don't be satisfied with the Web sites available to you; use Deja to find out what "Joe User" has to say.

Further Possibilities at Deja

Deja not only allows you to read postings to newsgroups, it also provides you with ratings for products, people, and much more. At first glance, this function is not as interesting as the newsgroups, but if you're looking to buy a new computer or something else entirely, it allows you to find out what other people think of particular products.

Alternatives

Deja's competitors include *Realize* and *Talkway*. Here's where you'll find them:

www.realize.com and **www.talkway.com**.

Babelfish

babelfish.altavista.com

Babelfish is a translation service that can translate texts and Web pages from one langauge into another. Presently, it can translate from English into French, German, Spanish, Portuguese, and Italian, and from these languages into English.

Babelfish is easy to use: you feed the text in, choose the source and target languages, and click on **translate**:

In this example, the text appears in English: *My name is Torben and I test this Website*.

Babelfish doesn't just translate texts that you enter; it can also translate Websites. You just need to enter the relevant address and specify the source and target languages.

At the moment, I'm on the Website for the French railway system – www.sncf.fr – and I'm trying to figure out the rules for buying tickets.

Unfortunately, I'm not having any luck – so I can enter the address into Babelfish. The best way to do this is by copying the address from the address field of my browser using EDIT|COPY and then using EDIT|PASTE to insert it into Babelfish. Next, I'll specify that I'd like this page translated from French into English, and voilá; this exact page appears on my screen in English.

It may not be the best English, and it's entirely possible that errors and misinterpretations can creep in, but on the whole, the result is useful. You'll probably notice that some text wasn't translated – this is because it's part of a picture that contains text, and of course Babelfish can't translate pictures. This means that things like menus and headings often won't be translated.

Docspace

www.docspace.com

Use *Docspace* to store and transport large files.

- if you're suffering from a lack of space on your hard disk, you can use *Docspace* to store files.

- files larger than 1-2 MB don't always travel well via e-mail. The risk is that a large file can bring a server to its knees or gum up the recipient's e-mail program. *Docspace* provides an alternative method for sending large files.

For free, *Docspace* offers you up to 50 MB of disk space and it lets you send files of up to 5 MB. If you need more space than this, you'll have to pay for it – and if you do, you'll receive other benefits as well.

Click on **Register** on the main page, then decide whether you'd like the free service or whether you'd like to pay for additional privileges.

Enter your name and address, accept the agreement with *Docspace*, and choose a user name and password.

Once you've registered, you'll receive an e-mail confirming your registration. Only after you've followed the instructions in this e-mail – you'll have to visit a particular Website and enter your user name and password –you are actually registered as a user.

Now you'll see an overview of your files. The first time you visit, you'll only see a welcome letter for this service, but you can change this quickly by adding your own files.
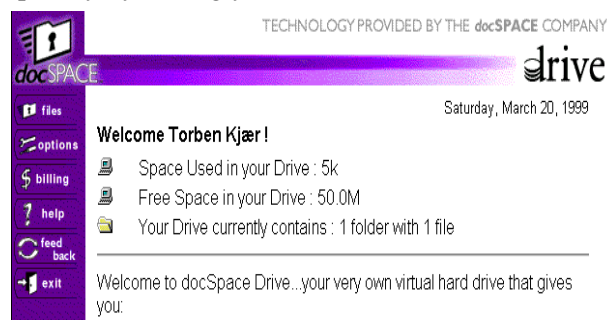
If you'd like to transfer a file from your own hard disk to *Docspace*, click the **Browse** button, choose a file on your hard disk, and click on the **Upload** button.
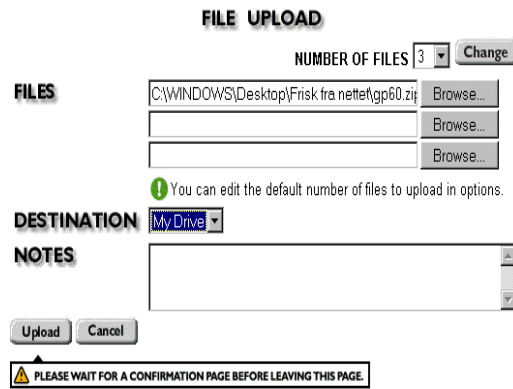
Now your file will be copied to *Docspace*. This can take quite a while, and while it's happening, nothing appears to be happening. The time required depends on the size of the file you're transferring and the speed of your connection to the Internet. Once the transfer has been completed, you'll see confirmation of this:
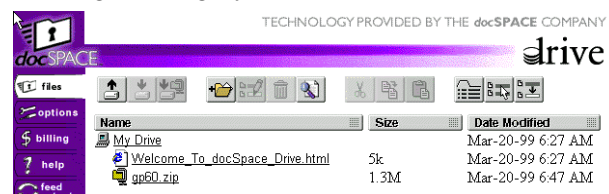
If your *Docspace* contains many files, you can arrange them according to name, size, or date by clicking on the gray titles.

You can mark a file by clicking on it, at which point it will appear highlighted in gray. Transfer it – to the original or to another computer – by marking it and then clicking on the button with the downward-pointing arrow on it. In addition, you can create, copy, and move folders and search for files just like you can on your own computer (Windows or Macintosh).