

Configuring and Working with a Browser



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ORPS GUI Reference Manual

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Introduction

Purpose of the Course

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

Objectives

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

- ▶ Discuss various Internet concepts, such as the World Wide Web, hypertext, hyperlinks, browsers, and uniform resource locators (URLs)
- ▶ Launch and exit an Internet browser, use menu and tool bars, follow hyperlinks, use URLs, download or save files, and copy selected information from a browser
- ▶ Add, delete, organize, and use bookmarks (or favorites)
- ▶ Configure Preferences (or Options) to customize the appearance and operation of browsers
- ▶ Locate information by performing Internet searches using popular search engines

What Is the World Wide Web?

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



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Page (or Web Page)

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



WARNING

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



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Hypertext

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

Hypertext technology is a powerful tool for database applications (such as the ORPS GUI) because it replaces the traditional tree structure that requires drill-down and drill-up within the database.

NOTE



You will notice that the mouse pointer changes from an “arrow” to a “pointing hand” when positioned on top of hypertext.



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Hyperlink

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

Hyperlinks are used extensively in the ORPS GUI.

World Wide Web (also known as WWW, W³, or the Web) is the fastest-growing Internet server technology because it is based on a system of saving links to sites that contain needed data. Since its conception, the growth of the World Wide Web has been phenomenal.

Internet Browsers

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



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Browser

Browsers (or web browsers) are software programs (e.g., Netscape, Internet Explorer, etc.) that allow you to retrieve documents on the World Wide Web and follow hyperlinks from document to document.

The ORPS GUI is accessed with a browser.

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

NOTE



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

Starting Your Browser

To start your browser, double-click on your browser's icon. To access the Internet, you may type an address (officially known as a URL) into the browser's Location field. For example, type the following URL to access the **TIS** home page: **<http://tis.eh.doe.gov>**.



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Home Page

The term “home page” is used in two different ways:

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

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

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

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

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

The Browser Logo and the Status Bar

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

NOTE



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

Figure 1 describes the various parts of a Netscape screen, while **Figure 2** describes the various parts of an Internet Explorer screen.

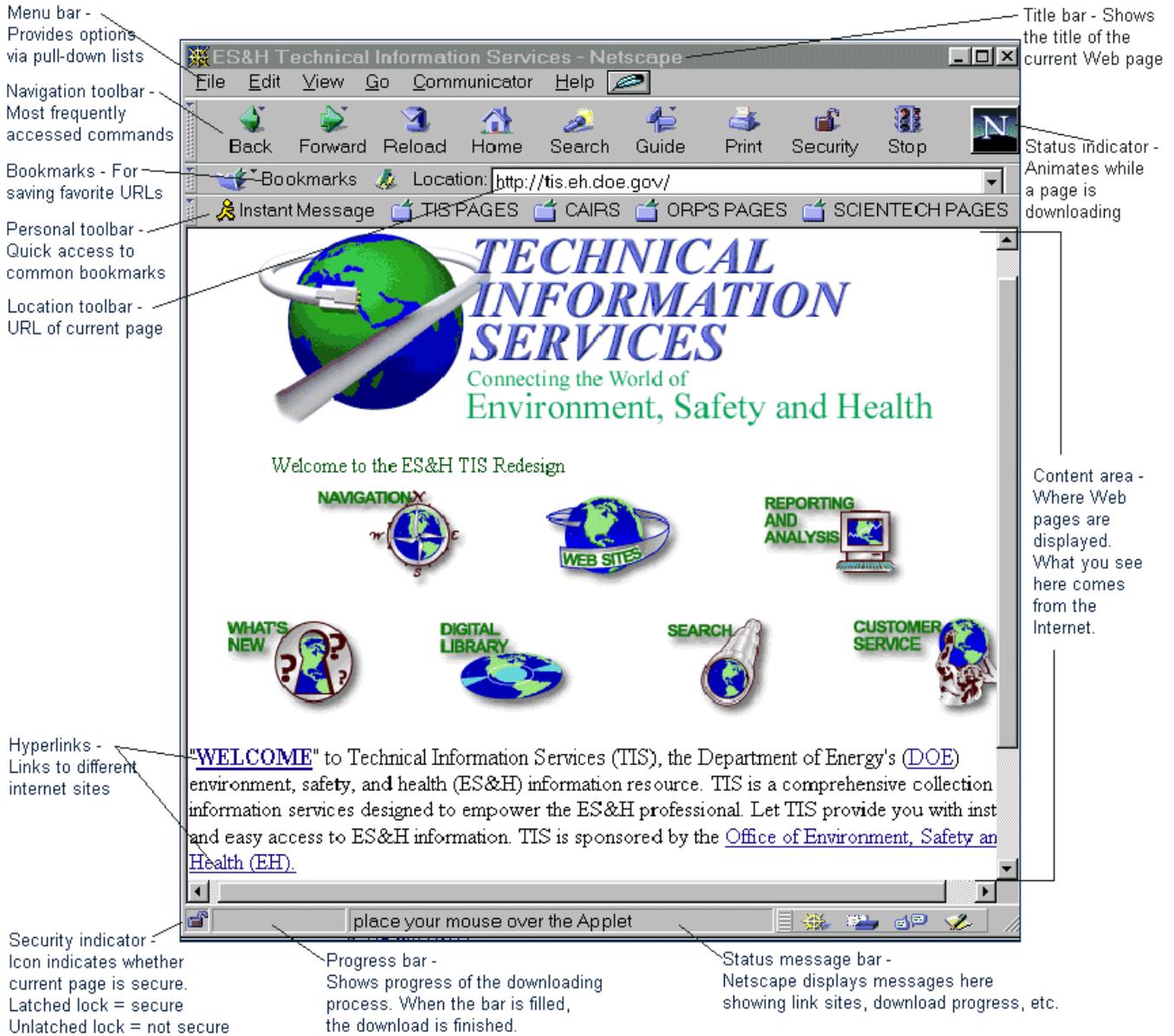


Figure 1 - The TIS home page viewed with Netscape Communicator.

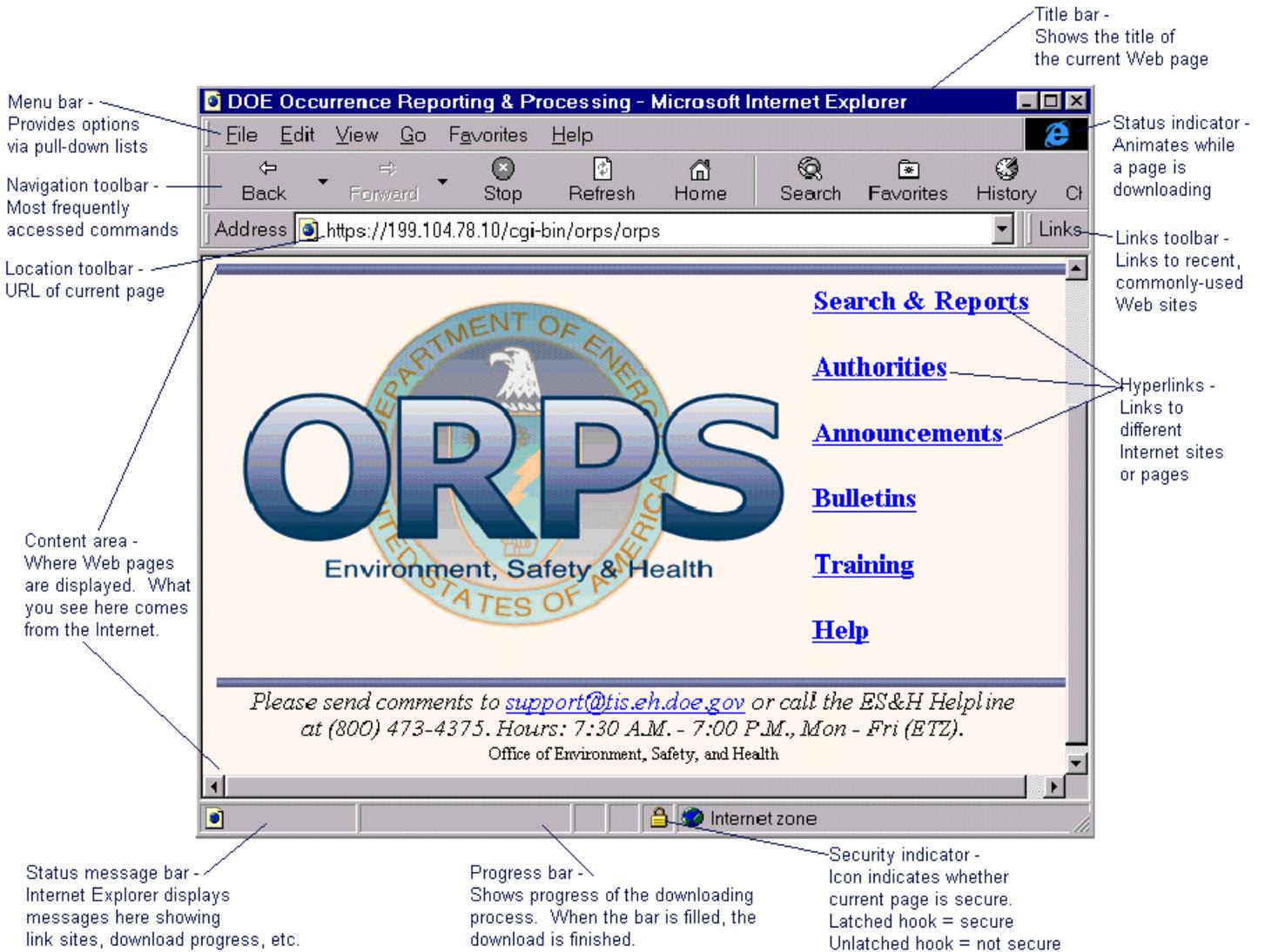


Figure 2 - The ORPS GUI home page, viewed with Internet Explorer.

Explaining the Menu Bar

NOTE



Buttons and menus will vary across browsers and browser versions. While other browsers and versions may name items differently, they will generally function in a similar way.

The menu bar, located at the top of most browser pages, provides various options via a pull-down list. Menu items common to both Netscape and Internet Explorer are *briefly* described below.

<u>Option</u>	<u>Description</u>
---------------	--------------------

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

EDIT	The edit menu contains options that allow you to cut or copy text to the “clipboard” and paste it into a different location. It also allows you to specify a word or phrase to locate within the current browser page, to search the Internet with a search engine, or search for an individual by name, e-mail address, or other distinguishing characteristic. In Netscape, the edit menu also contains the preferences option where you may customize your browser settings.
-------------	---

Note that browser options (preferences) are set for Netscape from the EDIT menu, whereas Internet Explorer options are accessed from the VIEW pull-down menu. Also, access to search engines in Internet Explorer is found in the GO pull-down menu.

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

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

*Note that Netscape allows a maximum of 15 pages of history to be listed here, while Internet Explorer’s maximum is 5 (depending upon the version of software). To view a more comprehensive history of all pages visited during the current browser session, select **History** from the Netscape*

COMMUNICATOR menu, or select **Open History Folder** from the *Internet Explorer* **GO** menu.

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

- BOOKMARKS** This menu provides fast and easy access to your favorite pages. (*Bookmarks are called **FAVORITES** in Internet Explorer, and in the latest version of Netscape Communicator, the Bookmarks button has been moved down next to the Location field.*) When the browser is first loaded, the menu displays only the two options that help you add and modify pages in a bookmark list. However, as you add a page to a bookmark list, the title of the page (or any other name you wish to supply as a bookmark title) is appended as a menu item. Selecting the title brings the page to your screen. (Additional information is discussed later in the **Bookmarks** section.)
- HELP** This menu provides browser help. You may get information about the browser (e.g., version, copyright, and license information) and registration information. Topic-specific on-line help and a tutorial are also available.

Toolbar Buttons

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



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



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



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



Goes to the home page designated in **PREFERENCES** under the **EDIT** menu in Netscape, and designated in **OPTIONS** under the **VIEW** menu in Internet Explorer.



Goes to the browser's Internet search page where users may select from various search engines to locate topics throughout the Web. (In Internet Explorer, this page also provides Web guide information.)



Goes to Netscape's Web guide page where users may find links to many interesting places.



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



Displays information regarding Netscape's security measures and explains how Netscape implements secure communications.



Halts any ongoing transfer of page information.

Link Connection Failed

Occasionally a link does not appear to be leading anywhere, and your browser seems to be spinning its wheels (nothing seems to be happening). When a connection fails to go through, you may or may not get an error message. This, however, probably does not mean that the link is permanently disabled.

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

Some common reasons that links may fail include:

- the site has too many people browsing at the same time
- a static-filled telephone connection somewhere
- the mainframe being accessed is temporarily down

Using URLs

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

	URL
TERMINOLOGY	URL is the acronym for <i>Uniform Resource Locator</i> . It gives the exact location (or address) of an Internet resource.
A URL contains the following three things:	
<ul style="list-style-type: none">• The type of Internet access method <i>or protocol</i> being used to get an item/resource. (Some of the most common access methods are listed in the table below.)• The name of the computer being accessed (where the requested item/resource resides).• The requested item/resource.	

The most common access methods used by URLs are:

http	HyperText Transfer Protocol (World Wide Web document containing hypertext with links to other documents)
ftp	File Transfer Protocol (connects to an FTP site)
news	Internet News Protocol (Usenet)
gopher	Gopher (connects to a Gopher menu)
telnet	Telnet (launches a Telnet session)

NOTE



The ORPS GUI utilizes the HyperText Transfer Protocol (http) as its access method.

Here is an example of a URL:

PART 1	PART 2	PART 3
PROTOCOL	DOMAIN NAME	SUBDIRECTORY/FILE NAME
+ * — , +	— * —	— * — , — * — , — — — ,

http://www.tis.eh.doe.gov:80/docs/oipds/main.html

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

For example, the URL **http://www.tis.eh.doe.gov/web/oeaf/oe_analysis.html** says that the Web page requested is a hypertext document which resides on the domain computer “www.tis.eh.doe.gov,” is down two subdirectories, and has a file name of “oe_analysis.html.” (This is the address to locate the **DOE OPERATING EXPERIENCE ANALYSIS** home page.)



The directory portion of URLs is usually *case-sensitive*, so if some letters are printed in uppercase, type those letters, and only those letters, in uppercase. Most letters are in lowercase.



TUTORIAL

Retrieving Information with a URL

1. Click on the current URL to highlight it (this is the part in the Netscape **LOCATION** box or the Internet Explorer **ADDRESS** box).
2. Type in the new URL.
3. Press *[ENTER]*. The browser will attempt to connect to the computer address referenced by the URL.

Exiting/Quitting Your Browser

To exit/quit your browser, do one of the following:

- ▶ select **Close** (or **Exit**) from the **FILE** menu (assuming you have only one browser window open)
- ▶ click on the **X** in the upper right-hand corner
- ▶ double-click on the **Control Icon**, which is the small icon located in the top, left-hand corner of the browser window.

Exercise 1

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

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

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

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

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

The exact location or address of an Internet resource. _____

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

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

Bookmarks

Creating and Retrieving Bookmarks

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

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



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Bookmark

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



WARNING

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

Search Profiles, which are created and may be saved within the ORPS GUI application, are used to store this type of information.

Step-by-Step

TUTORIAL

Saving/Using a Bookmark

With the Netscape browser:

1. Load the *page* that you wish to bookmark.
2. Select **Add Bookmark** from the **BOOKMARKS** menu.
This adds the *page title* where you are currently located as a *menu item* in the **BOOKMARKS** menu.
3. To return to a bookmarked page, simply open the **BOOKMARKS** menu and click on the page title.

With the Internet Explorer browser:

1. Load the *page* that you wish to bookmark.
2. Select **Add to Favorites** from the **FAVORITES** menu.
This adds the *page title* where you are currently located as a *menu item* in the **FAVORITES** menu.
3. To return to a bookmarked page, simply open the **FAVORITES** menu and click on the page title.



REMINDER: Only **static** browser pages may be bookmarked. Do not attempt to bookmark the dynamically created pages in the ORPS GUI.

Organizing Bookmarks

When you add bookmarks (favorites in Internet Explorer) it adds the title of the current browser page as a menu item in the **BOOKMARKS** menu, and therefore, it will not be long before you have an extensive list. Note that Netscape bookmarks are listed in the order that you add them, whereas Internet Explorer favorites are listed alphabetically as you add them. Both Netscape and Internet Explorer give you the ability to organize the bookmarks list using the **BOOKMARKS** window in Netscape or the **ORGANIZE FAVORITES** window in Internet Explorer.

Netscape Bookmarks Window

The Netscape **BOOKMARKS** window has five pull-down menus: the **FILE** menu, the **EDIT** menu, the **VIEW** menu, the **COMMUNICATOR** menu, and the **HELP** menu. The **FILE** menu contains items that allow you to sort bookmarks, create new folders, and insert separators between bookmarks to provide some definition to the list on the **BOOKMARKS** menu, thus making it easier to read. It also contains options for working with the entire bookmarks list. From the **EDIT** menu, you may cut, copy, paste, select, and delete bookmark information. The **VIEW** menu allows you to sort your bookmarks by name, location, date created, or date last visited. The **COMMUNICATOR** and **HELP** menus are the same as those in the regular Netscape menu bar.

Select **Edit Bookmarks...** from the Netscape **BOOKMARKS** menu to display the **BOOKMARKS** window as shown in **Figure 3**.

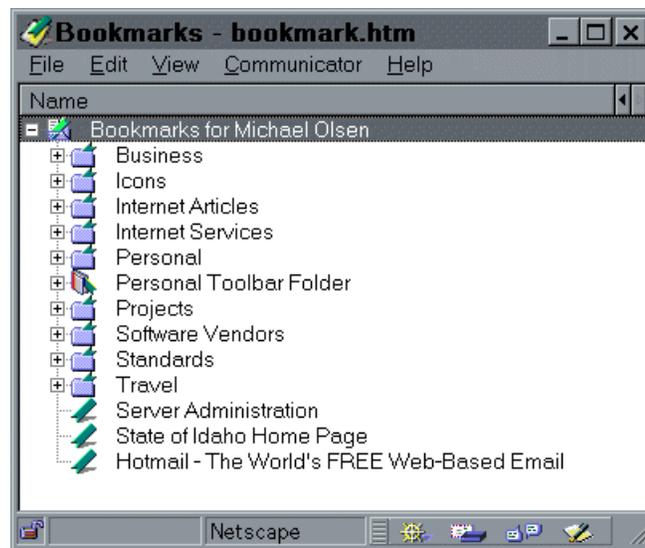


Figure 3 - The **BOOKMARKS** window in Netscape with example folders and bookmarked items.

Internet Explorer Organize Favorites Window

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

Select **Organize Favorites...** from the Internet Explorer **FAVORITES** menu to access the **ORGANIZE FAVORITES** window as illustrated in **Figure 4**.

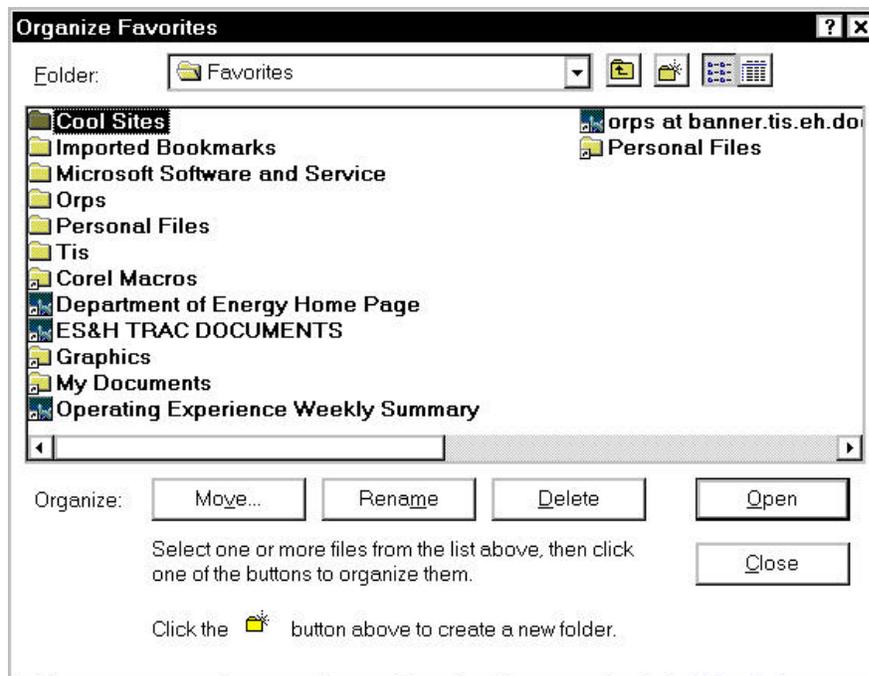
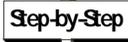


Figure 4 - The **ORGANIZE FAVORITES** window in Internet Explorer with example bookmark folders.

Bookmark Properties

To change the information (such as name and location) associated with an item in the bookmarks list, change the item's *properties*. Changing bookmark properties in Internet Explorer is similar to changing file properties using Windows Explorer. Changing bookmark properties in Netscape is done through the Bookmark Properties dialog box as shown in the following tutorial.

A small icon consisting of a rectangular box with the text "Step-by-Step" inside, mounted on a vertical post that tapers to a point at the bottom.

TUTORIAL

Changing Bookmark Properties

1. Choose **Bookmark Properties...** from the **EDIT** menu in the Netscape **BOOKMARKS** window.
2. Make the desired changes in the **BOOKMARK PROPERTIES** dialog box.
3. Choose **OK** to save the changes.

NOTE



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

Exercise 2

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

1. Go to the location **<http://apollo.osti.gov/>** and add this location as a bookmark.
2. From the **DEPARTMENT OF ENERGY** home page, click on the **Departmental Resources** hyperlink. Scroll down the page and click on the **Access Home Pages via a U.S. map of Department sites** link. Add this map page to your bookmark list.
3. Now, add the following bookmarks. (*Although there are quite a few bookmarks to be added in this exercise, it is for a good cause — they may be used in later exercises!*)

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

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

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

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

Exercise 3

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

1. Add the following four folders to your bookmark list:

Nuclear, Environment, Medical, Fire

2. Place the following items into the indicated folder:

Nuclear

Department of Energy
RADATA

Environment

U.S. Environmental Protection Agency
EM WWW Information Services
EnviroLink

Medical

U.S. National Library of Medicine
Occupational Safety and Health Admin.

Fire

Building and Fire Research Laboratory
National Standards Systems Network
Safety Link

3. Put the folders in the following order:

Environment, Fire, Medical, Nuclear

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

Exercise 4

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

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

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

Configuring Preferences

To configure your preferences, select **Preferences** from the **EDIT** menu. The **PREFERENCES** dialog box will appear, which contains six primary menu items:

- ▶ Appearance
- ▶ Navigator
- ▶ Mail & Groups
- ▶ Composer
- ▶ Offline
- ▶ Advanced

Each menu item presents one or more panels that enable you to define preference settings that define Netscape's operation.

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

Appearance

The **APPEARANCE** panel, shown in **Figure 5**, is divided into two sections. The first section of this panel allows you to decide which window is your launch window when running Communicator. Choose from **NAVIGATOR**, **MESSENGER MAILBOX**, **COLLABRA DISCUSSIONS**, **PAGE COMPOSER**, or **NETCASTER**. The default is **NAVIGATOR**.

You may customize the look of the toolbar by using the **TOOLBAR** radio buttons, which include **PICTURES ONLY**, **TEXT ONLY**, or **PICTURES AND TEXT**. The default is **PICTURES AND TEXT**.

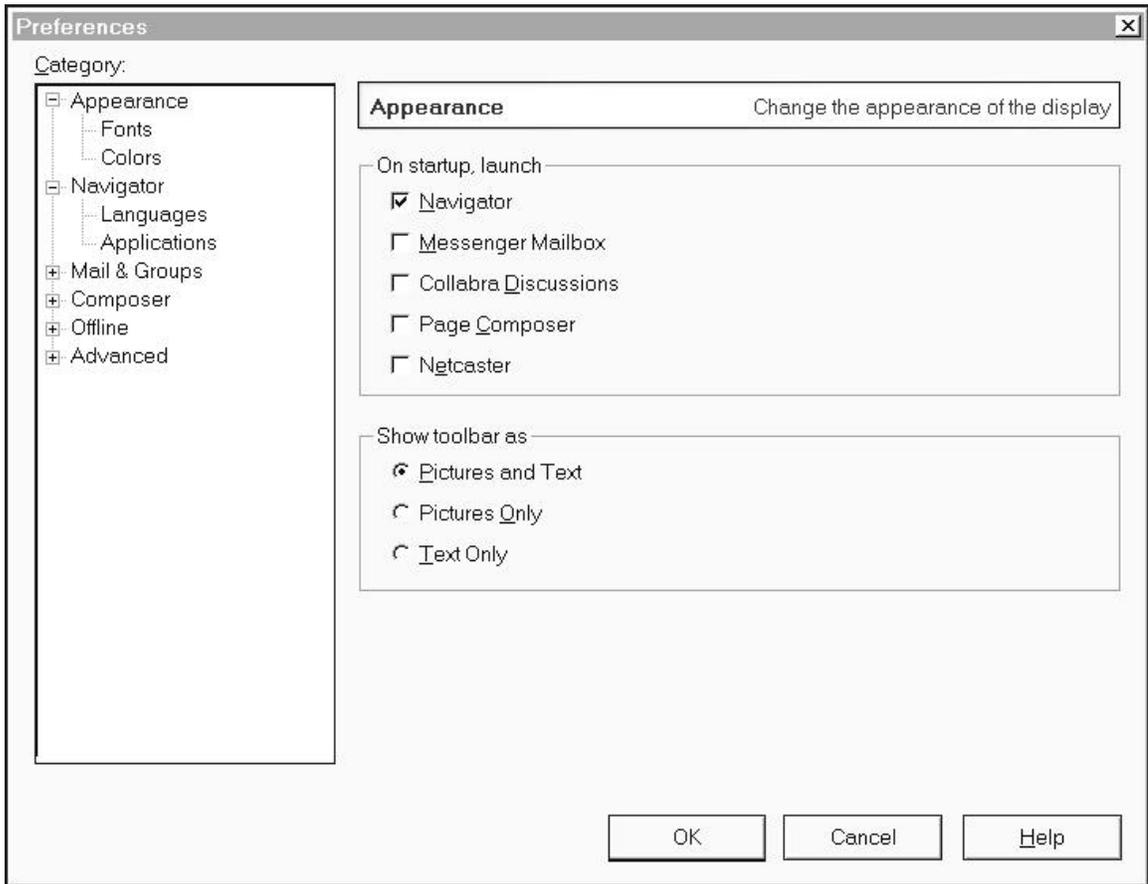


Figure 5 - - The Netscape Communicator PREFERENCES dialog box displaying the APPEARANCE panel.

Fonts

You may specify the base font and font size that Netscape will use to display text in Web pages from the **FONTS** panel under Preferences (**Figure 6**).

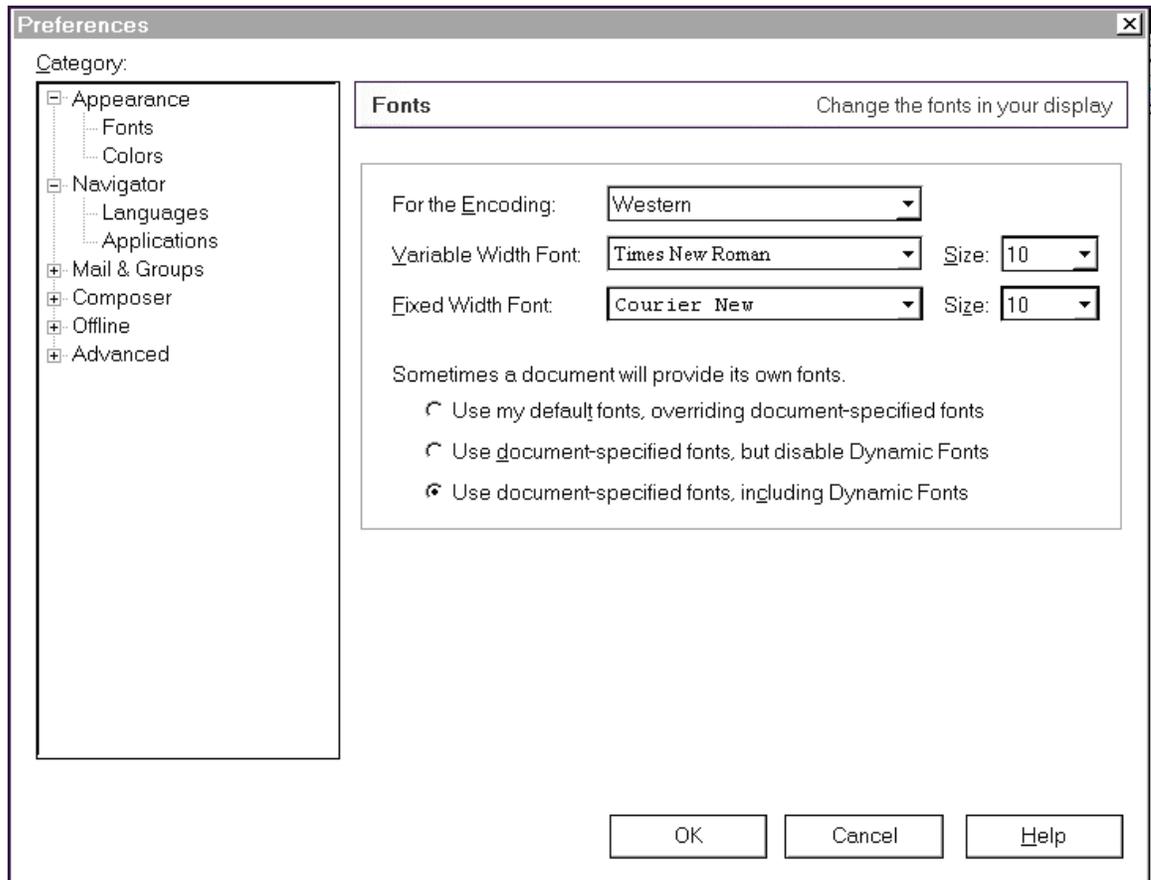


Figure 6 - - The Netscape Communicator **PREFERENCES** dialog box displaying the **FONTS** panel.

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

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



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

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

Colors

The **COLORS** item from the **PREFERENCES** menu (see **Figure 7**) allows you to select the colors that display within the browser window. Color is used to highlight some types of text as well as add interest in the background. Choose any of the **COLOR** boxes to personalize your links, text, and background colors. The **UNDERLINE LINKS** check box instructs Netscape to underline hyperlinks when they are displayed.

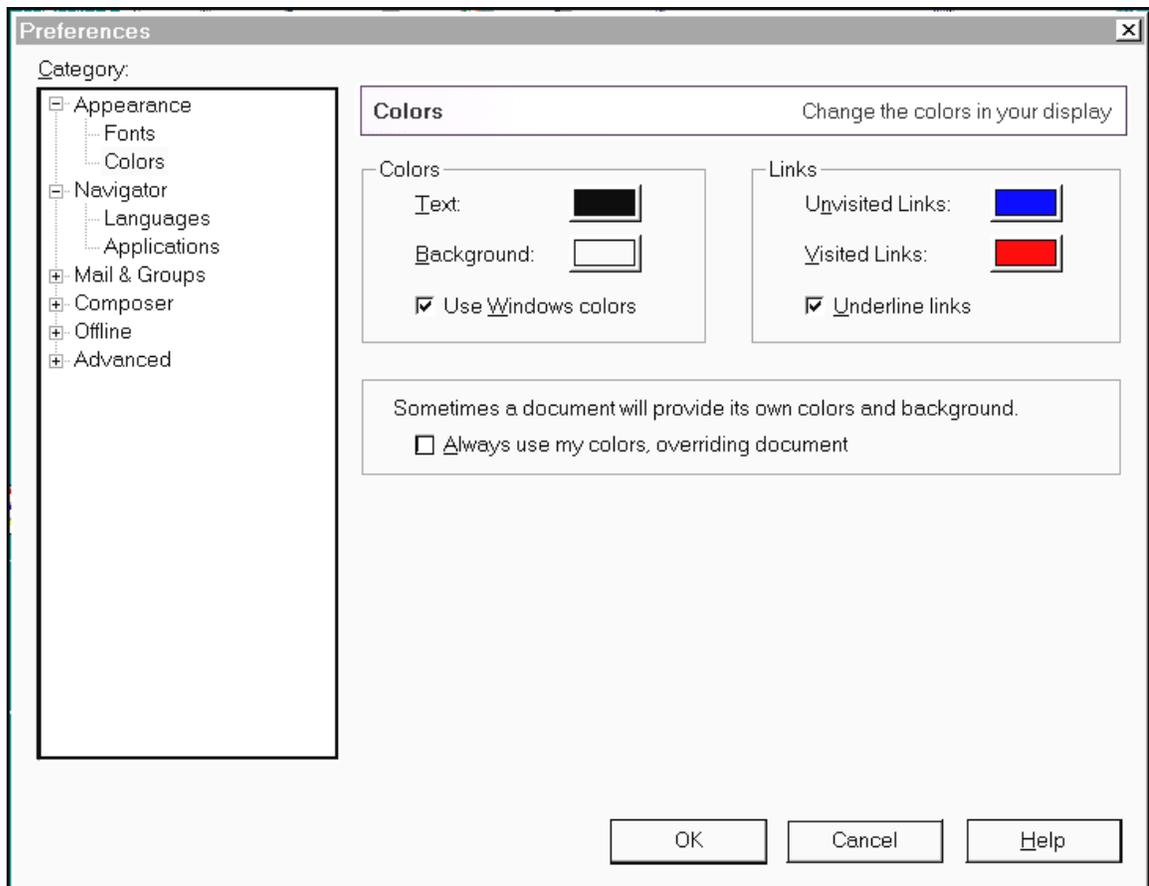


Figure 7 - - The Netscape Communicator **PREFERENCES** dialog box displaying the **COLORS** panel.

Navigator

The **NAVIGATOR** panel determines how Netscape loads upon startup (**Figure 8**). The first section of this panel allows you to decide which page will be displayed when you launch Netscape. Choose from **BLANK PAGE**, **HOME PAGE**, or **LAST PAGE VISITED**. The default is **HOME PAGE**.

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

In the **History** area, you may specify how long you want “followed links” to remain in your history file, or you may clear all links from the history file with the **CLEAR HISTORY** button.

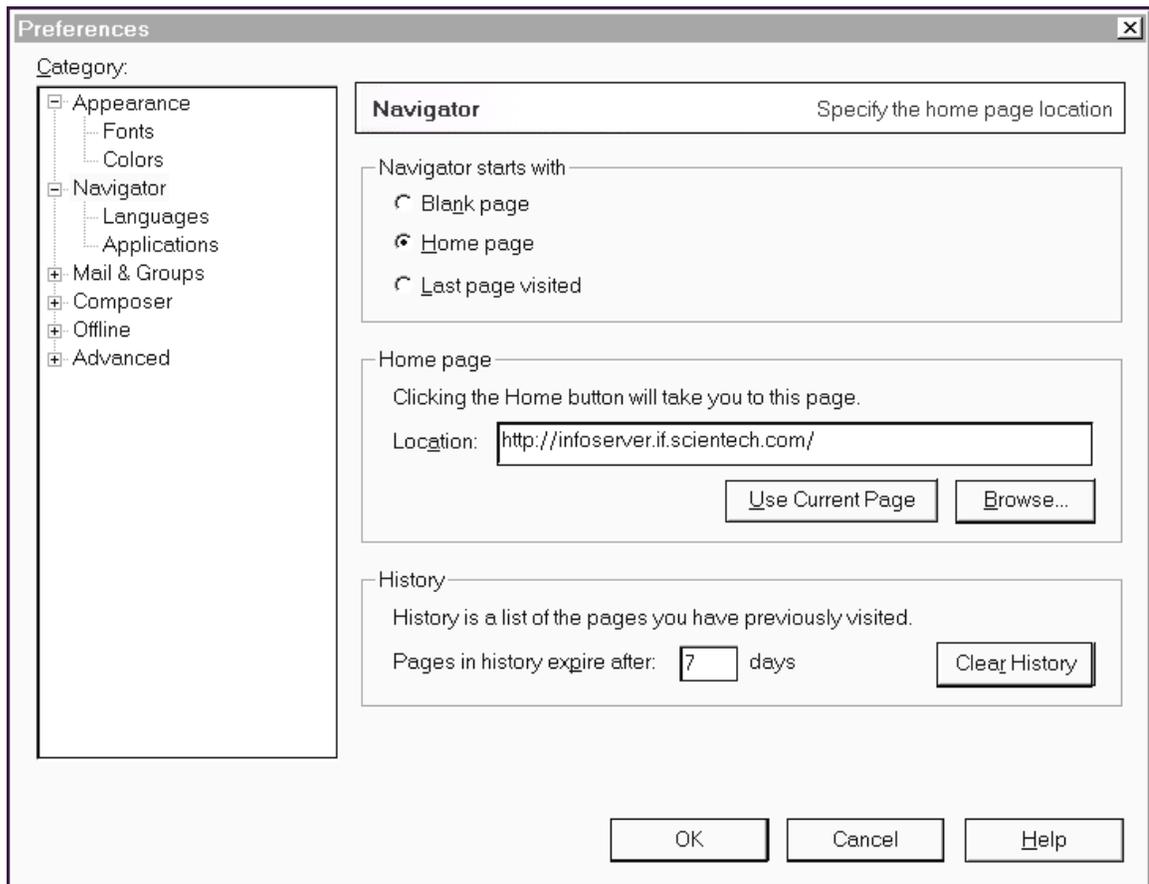


Figure 8 - - The Netscape Communicator PREFERENCES dialog box displaying the NAVIGATOR panel.

Languages

Netscape allows you to inform servers of your language priorities. When you request a Web page, your language priorities are sent as part of the request in the HTTP header. Servers that have the capability of sending pages in more than one language will interpret your language priorities and respond to your request accordingly. You may specify your language priorities through the **LANGUAGES** panel under **Preferences** shown in **Figure 9**.

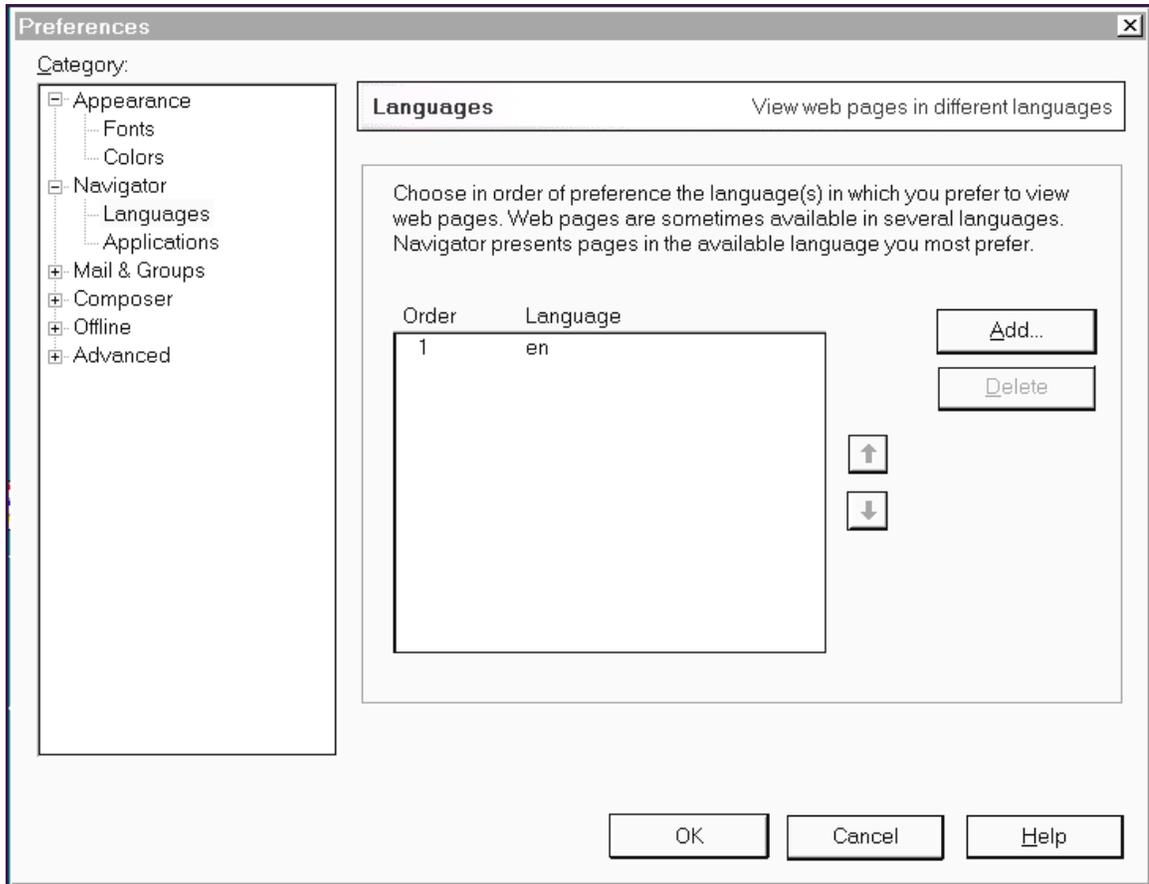


Figure 9 - - The Netscape Communicator **PREFERENCES** dialog box displaying the **LANGUAGES** panel.

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

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

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

Applications

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

You may specify the configuration of the various helper applications, based on the file formats involved, by accessing the **APPLICATIONS** panel under **Preferences** (**Figure 10**).

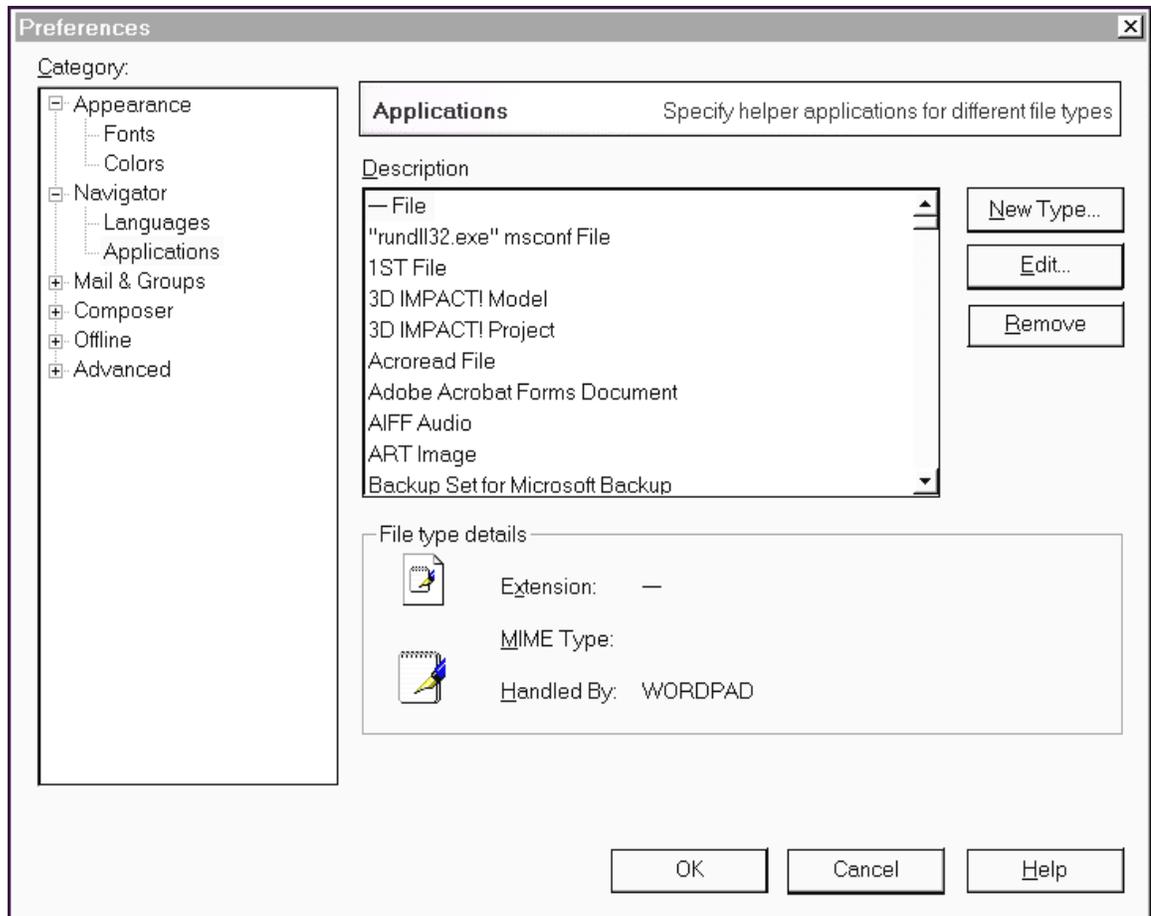


Figure 10 - - The Netscape Communicator **PREFERENCES** dialog box displaying the **APPLICATIONS** panel.

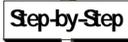
The **APPLICATIONS** panel under **Preferences** allows you to create or reconfigure how a file's format maps to an external helper application. Netscape has the built-in capability to interpret and display several formats, including the HyperText Markup Language (HTML) format, which is used for hypertext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

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

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

- the file extension(s) associated with the file format
- the application MIME type
- the helper application that is used to run the file

You may add or modify the information for each application.

A small icon consisting of a white rectangular box with the text "Step-by-Step" inside, mounted on a wooden post with a pointed top.

TUTORIAL

Adding a New Helper Application

With Netscape Communicator:

1. Select **Preferences** from the **EDIT** menu.
2. Click on the **APPLICATIONS** option in the **PREFERENCES** dialog box.
3. From the **APPLICATIONS** panel, click the **NEW TYPE...** button. You will see the **NEW TYPE** dialog box.
4. Enter the Mime type (for example, application) and the subtype or technical format (for example, postscript), and click on the **OK** command button.
5. In the **FILE EXTENSIONS** field, type the file extension(s) associated with the file format (for example, txt for a text file). Separate multiple extensions with commas (for example, text, txt, dat). You do not need to include a period before the extension.
6. In the **APPLICATION TO USE** field, enter the application that will launch when Netscape encounters this type of file. Alternatively, select the **BROWSE** button to find the application on your computer.
7. When you have finished, click **OK**.

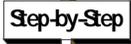
A small icon consisting of a rectangular box with the text "Step-by-Step" inside, with a vertical line extending downwards from the bottom center of the box.

Reconfiguring a Current Helper Application

TUTORIAL

With Netscape Communicator:

1. Select **Preferences** from the **EDIT** menu.
2. Click on the **APPLICATIONS** option in the **PREFERENCES** dialog box.
3. From the **APPLICATIONS** panel, select an application from the scrolling field and click on the **EDIT** button.
4. Modify the MIME type or designated application as desired.
5. Select the appropriate radio button to determine whether Netscape will save the file to disk or launch the specified application when encountering a file of this type.
6. When you have finished making your changes, click **OK**.



TUTORIAL

Changing General Preferences

With Netscape Communicator:

1. Select **Preferences** from the **EDIT** menu.
2. Click on the desired menu item to display the relevant options to be changed.
3. Make selections, then choose **OK**.

With Internet Explorer:

1. Select **Options** from the **VIEW** menu.
2. Click on the desired folder tab to display the relevant options to be changed.
3. Make selections, then choose **OK**.

Exercise 5

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

1. **Change the settings for the following items.** For each change, list which panel of the Preferences you use. Close the **PREFERENCES** dialog box after each change so you can see the effect of the change.
 - ▶ Change the color of links to a color of your choice.
 - ▶ Change the proportional font face to a font of your choice and change the font size to 16 points.
 - ▶ Change the toolbar to display text only.
 - ▶ Indicate that the followed links should expire immediately.

Other Browser Options

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

Enlarging the Browser Content Area

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

Remove the Location Field

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

You may toggle the **LOCATION** field on and off by choosing **Show/Hide Location** from the **VIEW** menu. This option changes from **Show Location** to **Hide Location** and back again each time you select it.

NOTE  When the **LOCATION** field is hidden, you obviously cannot use it to manually jump to new URLs. Instead, use the **Open Page** option from the **FILE** menu.

Remove the Personal Toolbar Buttons

Netscape's **PERSONAL TOOLBAR** is located beneath the **LOCATION** field. It provides users with a quick way to get to many favorite Web pages. You may toggle the **PERSONAL TOOLBAR** on and off by choosing **Show/Hide Personal Toolbar** from the **VIEW** menu.

NOTE  When the **PERSONAL TOOLBAR** is hidden, you can still access the same links through Netscape's **BOOKMARKS** or **HELP** menu.

Change the Navigation Toolbar Size or Remove It

As mentioned earlier in the *Configuring Preferences, Appearance* section, the Netscape **NAVIGATION TOOLBAR** may be toggled between three different display modes from your **Preferences** settings (i.e., toolbar with pictures and text, toolbar with text only, and toolbar with pictures only). By turning off the pictures or text, you will reduce the size of the toolbar, allowing more room for the content area.

A fourth option is also available. You may eliminate the **NAVIGATION TOOLBAR** altogether by toggling the **Show/Hide Toolbar** from the **VIEW** menu. Selecting this option once will remove the tools from the screen; selecting it a second time will insert them.

NOTE



When the **TOOLBAR** tools are hidden, you may still access the same links through various menus on Netscape's menu bar.

NOTE



With Internet Explorer, you may remove the toolbar, directory links, and address field all at once by toggling the **TOOLBAR** option on and off. Do this by choosing **Toolbar** from Internet Explorer's **VIEW** menu. Selecting this option once will remove all of these items from the screen; selecting it a second time will insert all of them.

Use a Second (or Third or Fourth) Browser Window

Another way to get more display space (or to display two or more Web pages at once) is to open more browser windows. By choosing **New** and then **Navigator Window** from the **FILE** menu in Netscape (or **New Window** from the **FILE** menu in Internet Explorer), an entirely separate window opens. Browser windows work independently of one another. You may open as many windows as your computer's memory will allow.

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

Downloading/Saving Files

Pages you view within a browser may be saved to your local drive. There are many reasons why you might want to save Web pages. For example, you may wish to save a frequently-used page to your local drive, which allows you to view that page later without having to log on to the Internet.



Step-by-Step
TUTORIAL

Saving a Web Page

1. Choose **Save As** from the **FILE** menu.
2. In the **SAVE AS** dialog box, enter the filename.

NOTE  If **.HTM** is the file type, the file will be saved in the hypertext markup language format with the source code intact. If **.TXT** is the file type, only the text will be saved, without the codes.

3. Change the drive and directory, if needed.
4. Choose **OK**.

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

Copying Information from Web Pages

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

Selecting

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

1. Options for highlighting text:

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

or

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

or

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

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

- You may choose **Copy** from the browser's **EDIT** menu, or

or

- You may do a *[CTRL]+[C]* to copy the selection.

Copying and Pasting Web Information

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To Copy:

1. Select the information to be copied.
2. Choose **Copy** from the browser's **EDIT** menu. (*Shortcut: You may also do a [CTRL]+[C].*)

This places a copy of the selected text into the Windows Clipboard so that it may be pasted somewhere else at a later time.

To Paste:

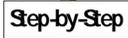
1. Place the cursor where you wish to paste the copied text and click the mouse button at the destination position.

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

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



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

A small icon consisting of a white rectangular box with the text "Step-by-Step" inside, mounted on a wooden post with a pointed top.

Copying and Pasting Location Addresses (URLs)

TUTORIAL

1. Select the URL to be copied.
2. Copy the selection to the clipboard by selecting **Copy** from the **EDIT** menu or by pressing `[CTRL]+[C]`.
3. Position the cursor where the URL is to be placed (pasted).
4. Paste the URL from the clipboard by selecting **Paste** from the **EDIT** menu or by pressing `[CTRL]+[V]`.

Configuring Memory and Disk Cache

Netscape uses both memory and disk caches to improve performance and reduce network traffic. When you transfer a page over the network, information is stored in both caches. Netscape retrieves a page from the memory cache more quickly than from the disk cache; however, retrieving from the disk cache is still much faster than re-transferring the page over the network.

	Cache
TERMINOLOGY	A cache (pronounced CASH) is a temporary place to store something. It is used to display previously-viewed pages more quickly. When you return to a page you've recently looked at, the browser can get it from the cache rather than the original server, which saves you time and reduces the burden on the network. You may usually vary the size of your cache, depending on your particular browser.

The size (in kilobytes) of both memory and disk cache may be specified in Netscape Communicator by selecting **Advanced** from the **PREFERENCES** selection screen, and then selecting the **Cache** submenu item (see **Figure 11**). From there, you may also choose to **Clear Memory Cache** or **Clear Disk Cache**.

If you click on a link to a page that is stored in the cache, Netscape checks with the server to see if the page has changed before pulling it from the cache. If it hasn't, the page is not downloaded from the network—the memory cache version is used. Three radio buttons on the **CACHE** page may be used to control how often the server is re-checked.

NOTE  You may always obtain document revisions by pressing the **RELOAD** button. Netscape checks the network server and if the page is unchanged, a copy is retrieved from the cache. If the page has changed, a copy is transmitted from the network server.

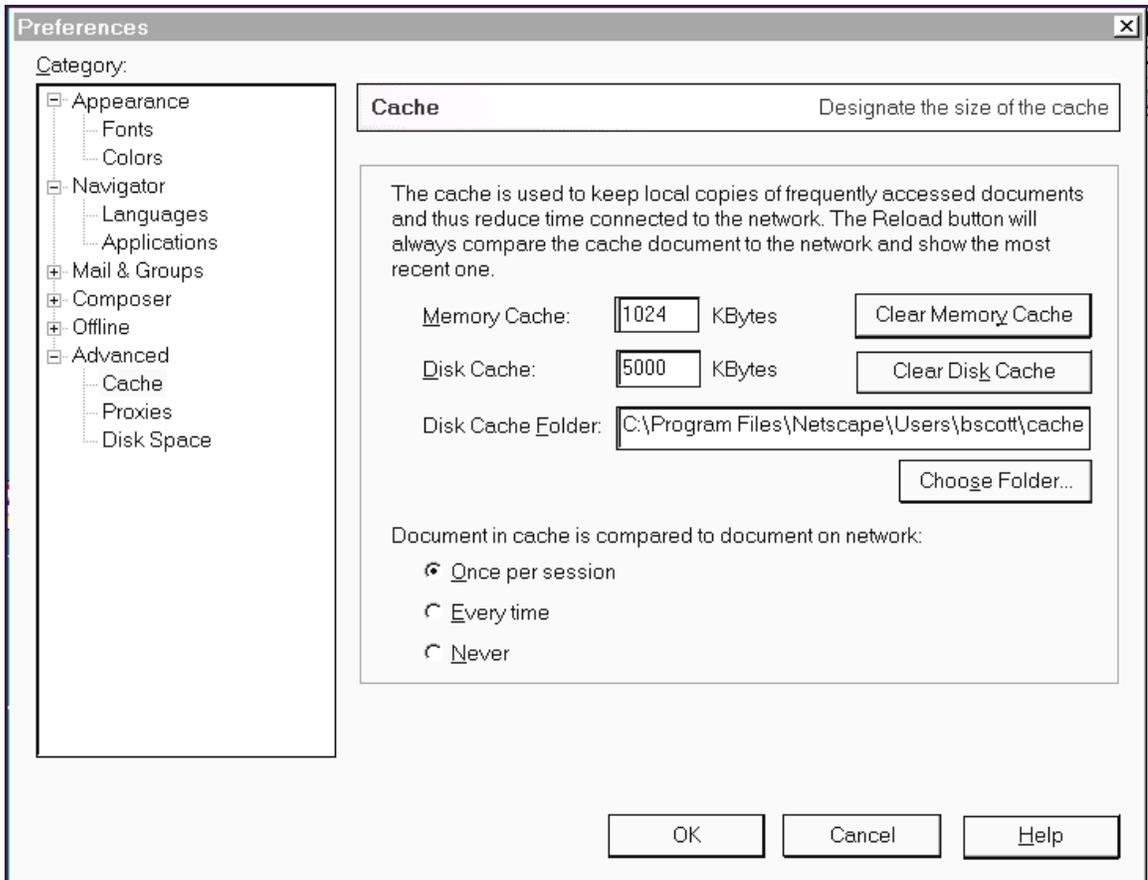


Figure 11 - - The CACHE panel for Preferences.

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

NOTE



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



If you download sensitive data, it may be stored in the browser cache. Therefore, you must ensure that you have adequate physical security on your computer to prevent unauthorized access.

NOTE



With Internet Explorer, you can click on **Options** from the **VIEW** menu to display the **OPTIONS** window. Click on the **ADVANCED** tab, and then press the **SETTINGS** button. To create more space to store pages temporarily, move the slider to the right. You may delete the pages stored in the Temporary Internet Files folder by clicking **Empty Folder**. However, pages will take longer to display because they are opened from the Internet instead of from your local computer.

Exercise 6

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

1. Remove the **LOCATION** field and the **PERSONAL TOOLBAR** buttons from the browser display.
2. Go to the **TIS** home page by clicking on the **HOME** button. Save the **TIS** home page as an HTML file named **TIS.HTM**.
3. Open the saved **TIS.HTM** file into the browser window.
4. What is the size of your memory cache and disk cache on the computer you are using? What directory is used for storing your cached documents?

Searching the Internet

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

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

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

The following search engines are rated the “best of the best” and most of them are available from the **ES&H - TIS INFOCENTER MAP**. You may also choose a search engine from the **SEARCH** Web page, which you may access by clicking on the **SEARCH** toolbar button in the Netscape window.

- **Alta Vista** - <http://altavista.digital.com>
- **Excite** - <http://www.excite.com>
- **HotBot** - <http://www.hotbot.com>
- **Infoseek** - <http://www.infoseek.com>
- **Lycos** - <http://www.lycos.com>
- **SavvySearch** - <http://www.cs.colostate.edu/~dreiling/smartform.html>
- **WebCrawler** - <http://www.webcrawler.com>
- **WWW - World Wide Web Worm** - <http://wwwwww.cs.colorado.edu/wwwwww>
- **Yahoo!** - <http://www.yahoo.com>



TUTORIAL

Searching the Internet

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

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

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

Exercise 7

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

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

Nuclear Regulatory Commission (NRC) home page

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

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

Occurrence reporting standards

NEPA policies

3. Access the **HotBot** search engine at <http://www.hotbot.com>. Perform a search on the *toxicological profile* for *beryllium* (search for all the words). From the **ATSDR - ToxFAQs** page, answer the following questions. What is beryllium? Where is it found? Is it considered a carcinogen?



HINT

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

Exercise Solutions

Exercise 1

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

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

Internet

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

hyperlink

The first page loaded when you launch an Internet
browser.

home page

The exact location or address of an Internet resource.

URL

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

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

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

Any of the terms ---

Exercise 2

1. Go to the location <http://apollo.osti.gov/> and add this location as a bookmark.
 - a. Enter the URL into the **LOCATION** field.
 - b. After the **DEPARTMENT OF ENERGY** home page loads, click on the **BOOKMARKS** menu and select **Add Bookmark**.
2. From the **DEPARTMENT OF ENERGY** home page, click on the **Departmental Resources** hyperlink. Scroll down the page and click on the **Access Home Pages via a U.S. map of Department sites** link. Add this map page to your bookmark list.
 - a. Follow the above-mentioned links and then click on the **BOOKMARKS** menu and select **Add Bookmark**.
3. Now, add the following bookmarks. *(Although there are quite a few bookmarks to be added in this exercise, it is for a good cause — they may be used in later exercises!)*
 - a. For each, enter the URL into the **LOCATION** field.
 - b. After the page loads, click on the **BOOKMARKS** menu and select **Add Bookmark**.

US Environmental Protection Agency

<http://www.epa.gov/>

The Building and Fire Research Lab

<http://www.bfrl.nist.gov/>

National Library of Medicine

<http://www.nlm.nih.gov/>

EM WWW Information Services

<http://www.em.doe.gov/>

RADATA-Interactive

<http://radnet.jpl.nasa.gov/>

EnviroLink

<http://envirolink.org/>

National Standards System Network

<http://www.nssn.org/>

OSHA Home Page

<http://www.osha.gov/>

SafetyLink - Product Safety Compliance

<http://www.safetylink.com/>

Exercise 2

(Continued)

4. Using the saved bookmark, go to the **US ENVIRONMENTAL PROTECTION AGENCY** home page. Follow the links to answer these questions. (“Browse” the EPA Topics.)
 - a. Click on the **BOOKMARKS** menu and select the **US Environmental Protection Agency** bookmark.
 - b. Click on the **browse** hyperlink at the bottom of the page.
 - c. From the EPA TOPICS list, select **Compliance**.
 - d. From the COMPLIANCE AND ENFORCEMENT page, select the **Office of Enforcement and Compliance Assurance** link.
 - e. From the OECA page, select the **Offices** link.

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

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

The current Assistant Administrator is Steven A. Herman.

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

- a. Press the BACK button twice.
- b. Scroll down the page and select the **Recycling** link.
- c. Select the **What Can We Recycle?** link.

The 7 most commonly recycled materials include:

Paper	Yard trimmings
Glass	Aluminum
Other metals	Used motor oil
Plastics	

Exercise 3

1. Add the following four folders to your bookmark list:

Nuclear, Environment, Medical, Fire

Follow these steps for creating each new folder. (After clicking **OK** to finish each, double-click on the new folder's icon to close it. If you don't you may create the next on inside the previous folder.)

- a. From the **BOOKMARKS** menu, select **Go to Bookmarks**.
 - b. From the **ITEM** menu in the **BOOKMARKS** list, select **Insert Folder**.
 - c. In the **BOOKMARK PROPERTIES** dialog box, enter the **NAME** of the new folder in the **NAME** field. Enter a description of the folder, if desired, in the **DESCRIPTION** field.
 - d. Press **OK**.
2. Place the following items into the indicated folder:

Nuclear

Department of Energy
RADATA

Environment

U.S. Environmental Protection Agency
EM WWW Information Services
EnviroLink

Medical

U.S. National Library of Medicine
Occupational Safety and Health Admin.

Fire

Building and Fire Research Laboratory
National Standards Systems Network
Safety Link

Do this for each bookmark to be moved.

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

NOTE



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

Exercise 3

(Continued)

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

4. Add a separator between the folders **Fire** and **Medical**.
 - a. Click once on the **FIRE** folder to select it.
 - b. From the **ITEM** menu in the **BOOKMARKS** list, select **Insert Separator**.

NOTE



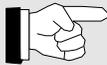
From your browser page, click on the **BOOKMARKS** menu to display your list of bookmarks. You should now have a separating line between the **FIRE** and **MEDICAL** folders.

Exercise 4

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

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

NOTE



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

Exercise 5

1. **Change the settings for the following items.** For each change, list which panel of the Preferences you use. Close the **PREFERENCES** dialog box after each change so you can see the effect of the change.
 - ▶ Change the color of links to a color of your choice.
 - a. From the **EDIT** menu, select **Preferences**.
 - b. Select the **COLORS** option.
 - c. Click on the color button next to the **UNVISITED LINKS** option.
 - d. Select a color from the palette.
 - f. Click **OK** to close the palette, then click **OK** to close the **PREFERENCES** dialog box.
(View your links on the browser page.)

 - ▶ Change the proportional font face to a font of your choice and change the font size to 16 points.
 - a. From the **EDIT** menu, select **Preferences**.
 - b. Select the **FONTS** option.
 - c. Select a font from the pull-down menu next to the **VARIABLE WIDTH FONT** option.
 - d. Select 16 from the pull-down menu next to the **SIZE** option.
 - e. Click **OK** to close the **PREFERENCES** dialog box.
(View your fonts on the browser page.)

 - ▶ Change the toolbar to display text only.
 - a. From the **EDIT** menu, select **Preferences**.
 - b. Select the **APPEARANCE** option.
 - c. In the **Show toolbar as** section of the page, click on the **TEXT ONLY** radio button.
 - d. Click **OK** to close the **PREFERENCES** dialog box.
(View your toolbar on the browser page.)

Exercise 5

(Continued)

- ▶ Indicate that the followed links should expire immediately.
 - a. From the **EDIT** menu, select **Preferences**.
 - b. Select the **NAVIGATOR** tab.
 - c. In the **History** section of the page, enter a 0 in the **PAGES IN HISTORY EXPIRE AFTER:** field.
 - d. Click **OK** to close the **PREFERENCES** dialog box.
(View your links on the browser page; followed links should now be the same color as unvisited links.)

Exercise 6

1. Remove the **LOCATION** field and the **PERSONAL TOOLBAR** buttons from the browser display.
 - a. From the **VIEW** menu, select **Hide Location Toolbar**.
 - b. From the **VIEW** menu, select **Hide Personal Toolbar**.

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

3. Open the saved **TIS.HTM** file into the browser window.
 - a. From the **FILE** menu, select **Open Page...**
 - b. In the **OPEN PAGE** dialog box that appears, click on the **CHOOSE FILE** button to open the file selection window. Click on the **TIS.HTM** file to select it and then click on the **OPEN** button.
 - c. Click on the **OPEN** button in the **OPEN PAGE** dialog box.
(The document will be opened into your browser window, minus the images. This is because we did not save the images called for within the HTML file.)

4. What is the size of your memory cache and disk cache on the computer you are using? What directory is used for storing your cached documents?
 - a. From the **EDIT** menu, select **Preferences...**
 - b. Click on the + next to the Advanced option.
 - c. Select the **CACHE** option to answer the questions.

Exercise 7

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

Nuclear Regulatory Commission (NRC) home page

URL is -- <http://www.nrc.gov/>

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

URL is -- <http://www.cdc.gov/niosh/homepage.html>

For both searches, do the following:

- a. From the **WEBCRAWLER** search page, enter the search string into the **SEARCH** text box.
 - b. Click on the **SEARCH** button to execute the search.
 - c. When the search results appear on the screen, select the appropriate link to the requested home page.
 - d. Record the URL for each home page and add a bookmark for each.
2. Using the **BACK** button, return to the **TIS INFOCENTER** page and select the **Yahoo!** search engine. Locate documents with information pertaining to the following topics.

Occurrence reporting standards

NEPA policies

For both searches, do the following:

- a. From the **YAHOO!** search page, enter the search string into the **SEARCH** text box.
- b. Click on the **SEARCH** button to execute the search.

Exercise 7

(Continued)

3. Access the **HotBot** search engine at <http://www.hotbot.com>. Perform a search on the *toxicological profile* for *beryllium* (search for all the words). From the **ATSDR - ToxFAQs** page, answer the following questions. What is Beryllium? Where is it found? Is it considered a carcinogen?

HINT



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

- a. From the **HOTBOT** search page, enter the search string into the **SEARCH** text box. Check to ensure that the search filters list box has “**all the words**” selected. (If not, click on the pull-down list and select “**all the words.**”)
- b. Click on the **SEARCH** button to execute the search.
- c. When the search results appear on the screen, select the **Toxicological Profile for Beryllium** link.
- d. From the **University of Toronto - Earth Sciences Library Holding** page, select the **Beryllium** link.
- e. Scroll up or down the page to search for the answers to the questions.

Beryllium is a hard, grayish metal.

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

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

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