

## Tutorial - Netscape 7

### Introduction:

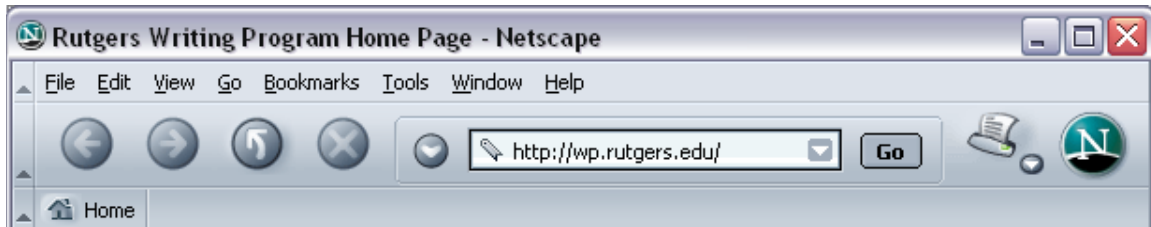
Netscape Navigator (part of the Netscape Communicator package) is the second most popular web browser, far behind the leading Microsoft Internet Explorer. Netscape Navigator was, however, the first widely-used browser, and it maintains a loyal following. Netscape is very similar to IE in many ways, so a transition between the two should not prove to be difficult.

Specifically, Netscape 7 is the most recent version of the program, and implements a vast array of updates and changes from past versions (such as the previous and outdated standard, Netscape 4.7).

### Opening Netscape Navigator:

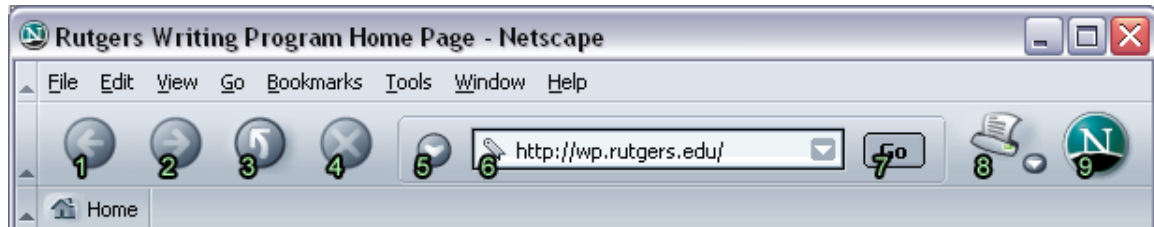
Start >> Programs >> Netscape 7.0, or look for the icon on your desktop.

### Basic Layout of the Program:



- **File:**  
Open a new web page, save a page, print a page, etc.
- **Edit:**  
Copy text, find specific text on a page, preferences, etc.
- **View:**  
Toggle full-screen, text zoom, view page source, etc.
- **Go:**  
Back, Forward, Home, History, etc.
- **Bookmarks:**  
An editable listing of saved ("bookmarked") favorite web pages.
- **Tools:**  
Form Manager, Cookie Manager, Password Manager, etc.
- **Window:**  
Toggle back and forth between currently-open web pages.
- **Help:**  
Netscape's own "Help" file.

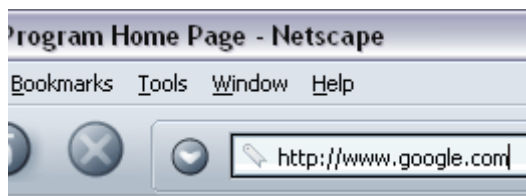
In addition to the menu selections, there are a group of icons and button below them that you will find to be the most-used features of Netscape 7.0.



1. **Back:**  
Go back one page. Click and hold to bring up a list of approximately the ten most recently visited pages.
2. **Forward:**  
Go forward one page. Click and hold to bring up a list of approximately the ten most recently visited pages (that you have come "Back" from).
3. **Refresh:**  
Reloads the contents of the current web page.
4. **Stop:**  
Stop the loading of the current web page.
5. **Choose Keyword:**  
Quick-links from Netscape for items such as stock quotes and job searches.
6. **Location Bar:**  
The area to type in website URLs; also displays the address of the currently loaded web page.
7. **"Go":**  
Serves the same purpose as the "Enter" button on the keyboard; will load the address in the Location Bar when clicked.
8. **Print:**  
Prints the currently loaded web page.
9. **Netscape Home:**  
Brings you to netscape.com, Netscape's home page / portal.

### Visiting a Web Page:

When the program is opened each time, (provided an Internet connection is available) it will automatically load up what is set to the "Home Page." This is a page that is saved within Netscape and can be changed (see later in tutorial). Once Netscape is open and running, you can visit any site you wish by clicking in the location bar and typing in the URL of the site you wish to visit (for example, "<http://www.google.com>" is the URL for the search engine [Google](#); "<http://www.rutgers.edu>" is the URL for [Rutgers University's main page](#)). After entering in the URL, simply hit "Enter" on the keyboard.



### Navigating a Page:

Web pages will generally contain "links," which when clicked bring you to either a different portion of the site, a file to view, or a different site all together. A link can

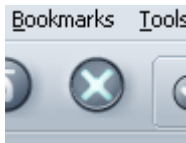
be either text or an image; links will generally be noted by blue text or an underline, or will change colors if the cursor is placed over it. By simply placing your cursor over a link (without yet clicking it), you will notice that in the bottom left-hand corner of Netscape the address to the file linked to will appear as text. For example, on the Rutgers University main page, by placing the cursor over the words "The University" in the "About" section, you will see the link pointing to "<http://www.rutgers.edu/about-the-university.shtml>." By clicking that link, the browser will then open the file you have clicked.

Links that go to files with extensions such as .htm, .html, .shtml, .jhtml, and their variants will bring you to another web page. Notice what the file extension of a link is before you click it; any files can be linked to online. While the vast majority will be other web pages (and images), you may come across files such as .zip, and .exe. Be aware of what exactly you are clicking. For more information, view the [tutorial dealing with viruses](#).

Many pages will be taller than the screen (some may be wider, but this is rare). To continue viewing this material on the page, simply use the scroll bars at the far right and bottom of the screen, indicated by the triangles, to move back and forth along the page.

If you wish to bring your browser back to a page you visited previously rather than attempting to find a link on your current page, you can click the "Back" button on the "Navigation Toolbar" to go back one page. Also, by clicking and holding this "Back" button, you can choose from approximately ten sites, in chronological order of your visiting, to go "back" to. If you wish to then go forward, again, you can use the "Forward" button the same way as the "Back" button.

If you wish to stop the loading of any web page for any reason, click the "Stop" button.

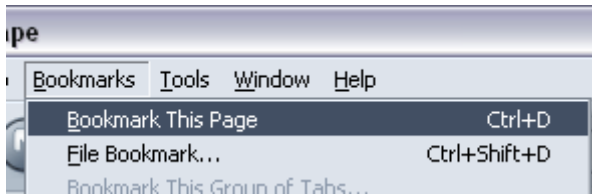


If you then wish to reload the page (or to check and see if any changes have been made to a page since your last visit), click the "Refresh" button (also on the standard button toolbar).

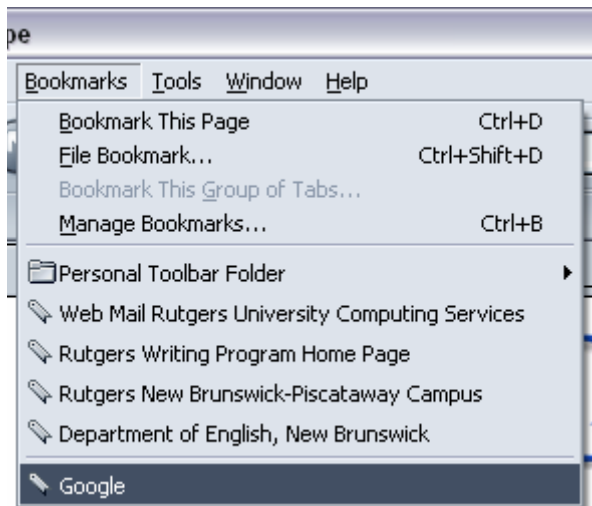


### **Bookmarks :**

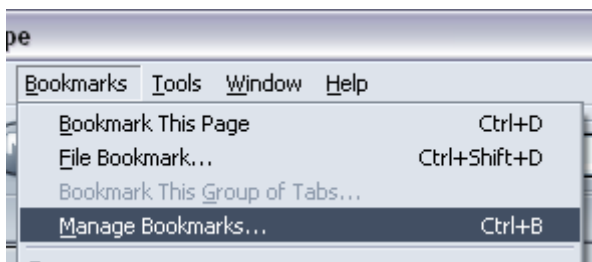
In your browsing of the web, you will undoubtedly come across pages (some with long, forgettable URLs) that you will wish to save for later viewing (such as news sites, which may update regularly). In web browsing, you don't "save" web pages, per se. You instead "bookmark" the site's URL. To bookmark a page, browse to the page you wish to bookmark. Click the "Bookmarks" menu and select "Bookmark This Page" (or, you can simply press Ctrl+D on the keyboard).



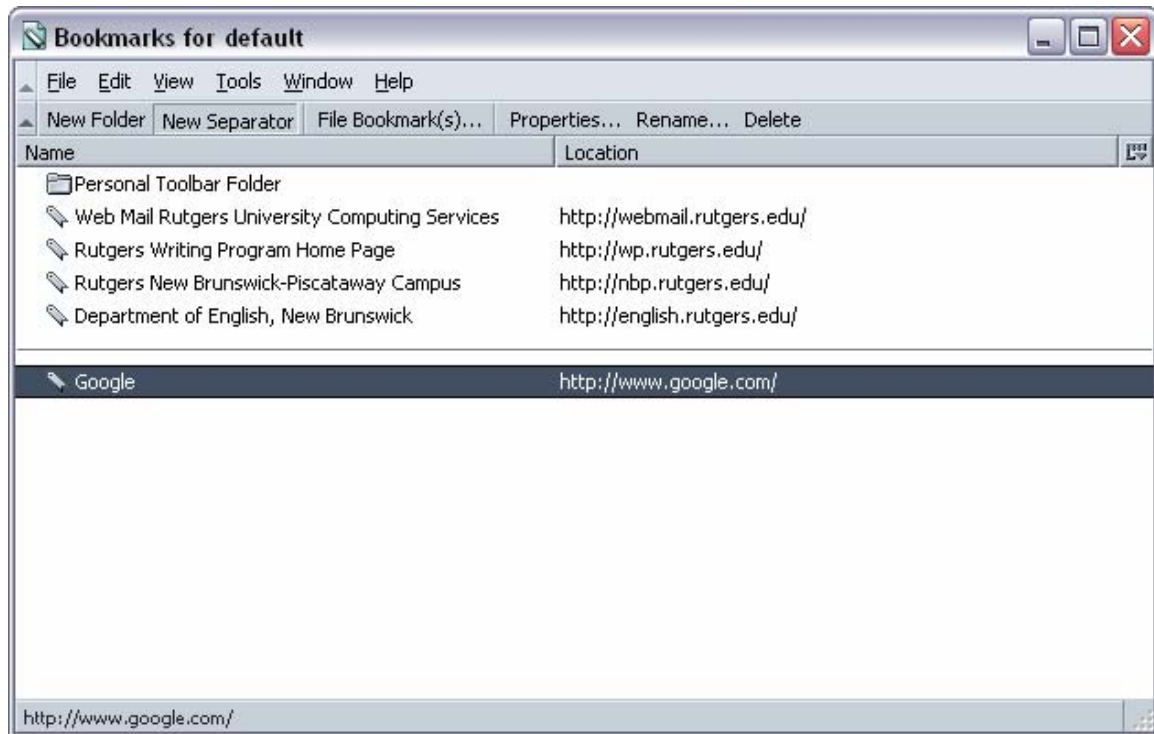
Netscape will automatically name the favorite site whatever the page's creator had written in that page's title bar and add it to the very bottom of the bookmark listing. Anytime you wish to visit this specific page again, you can simply select it from the "Bookmarks" menu.



If you wish to change the name of your bookmark, or place it into a folder to organize your bookmarks select Bookmarks >> Manage Bookmarks (or press Ctrl+B).



A new window will appear in which you can add sub-folders, separator lines, and click-and-drag to rearrange the order of your bookmarks.

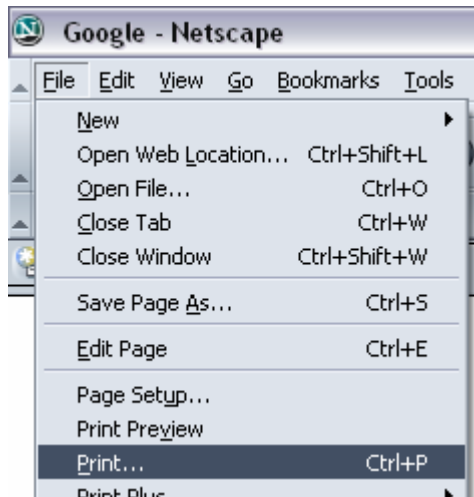


### **Downloading Files:**

One of the first things to understand while browsing the web is that each page you go to is, in actuality, just a file like any image, song, or program you have. It can be viewed, edited, and downloaded off the web to your own computer. All HTML files, images, and text online can be downloaded. To download a file, click the right mouse button over the link (again, be it an image, HTML file / web page, etc.), and click "Save Link Target As" or "Save Image As." A familiar box should pop up prompting you to save the file to a desired location.

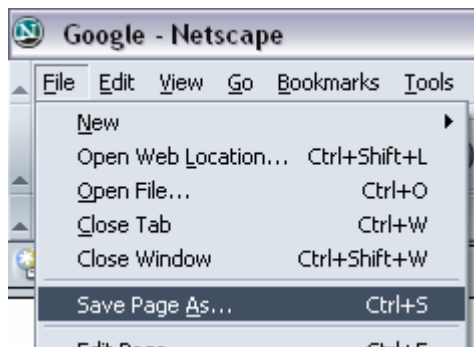
### **Printing a web page:**

There are several things to consider when attempting to print a page. First off, consider the amount of images and color on the page; the default of many printers is to print at a considerably high quality and in full-color. You may not wish to waste so much ink. Also, look around on the page when reading things such as articles; the website maintainer(s) may have provided a link to a "printer-friendly" version (this means that the graphics will be limited, and the text will be formatted in a more traditional manner). To print without changing any options, press the "Print" button in the standard buttons toolbar. To select printing options before actually printing, select File >> Print.

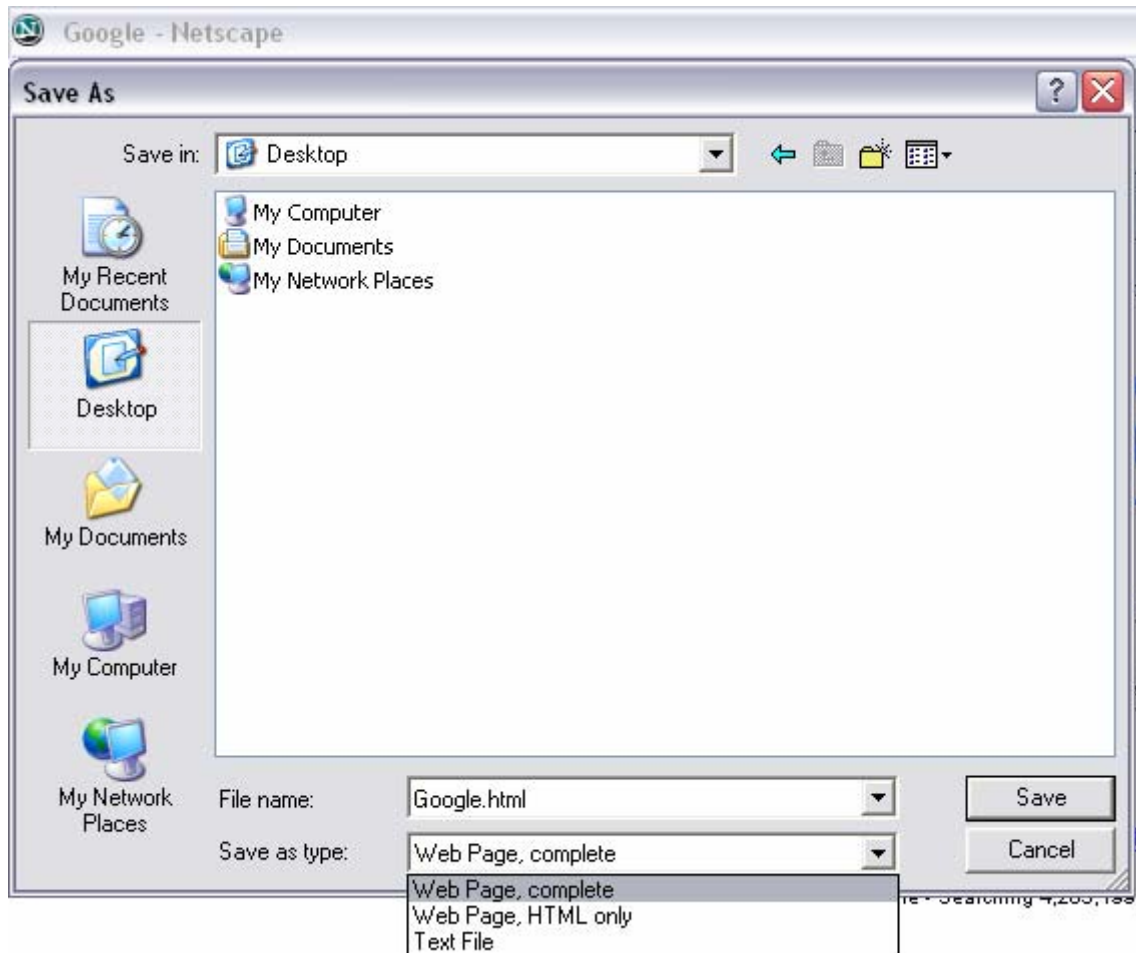


### **Saving a page:**

There are several reasons why you may wish to save a website or page to your own computer. One of the more popular reasons is to simply view the coding that makes up the page, and learn new techniques. To save a web page select "File" >> "Save Page As."

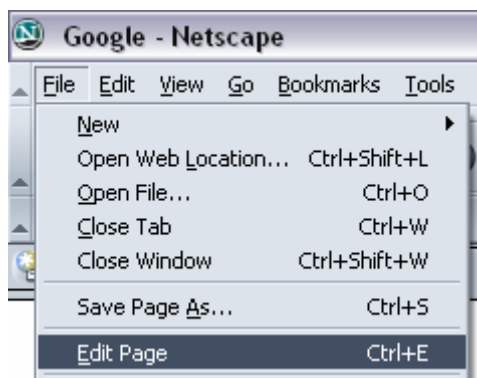


A new save-window will appear, asking where you would like to save the file, and in what format. "**Web Page, complete**" will save the entire current page, including images, in a new directory. "**Web Page, HTML only**" will save the entire current page as HTML coding which can be opened in any web browser. "**Text File**" will save the entire current page as only a text file.

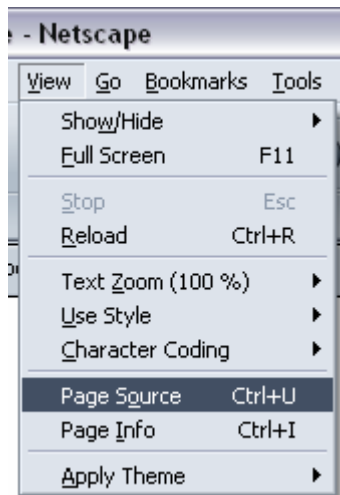


### Editing a page:

Rather than downloading a page with the above method, there are two other ways to get right into editing the current page in your browser. The first is to simply select "File" >> "Edit Page." This will open the page in Netscape Composer for editing in a WYSIWYG (What You See Is What You Get) style.

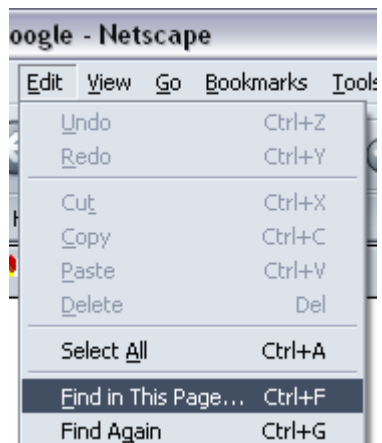


If you wish to edit the actual HTML, you can select "View" >> "Page Source" to open the source code to the page in a text-only window within Netscape (you can copy and paste this text into Notepad, if you wish).



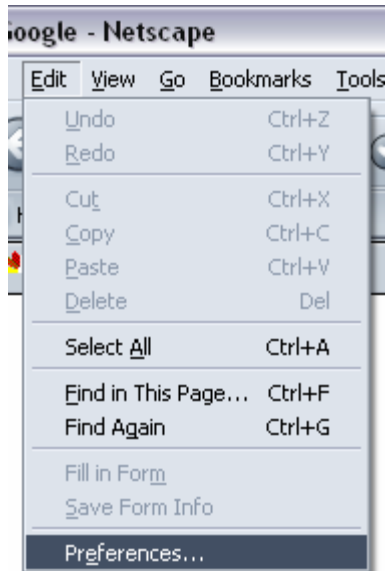
### **Finding text on a page:**

It's possible that you will come across long pages of text. To search for a key word or phrase you are interested in, select "Edit" >> "Find in This Page" (or Ctrl+F) and enter what you wish to search for. The first instance of the text will be highlighted on the page. You can continue searching for more instances on the same page by selecting "Find Again" (or by pressing Ctrl + G on your keyboard).

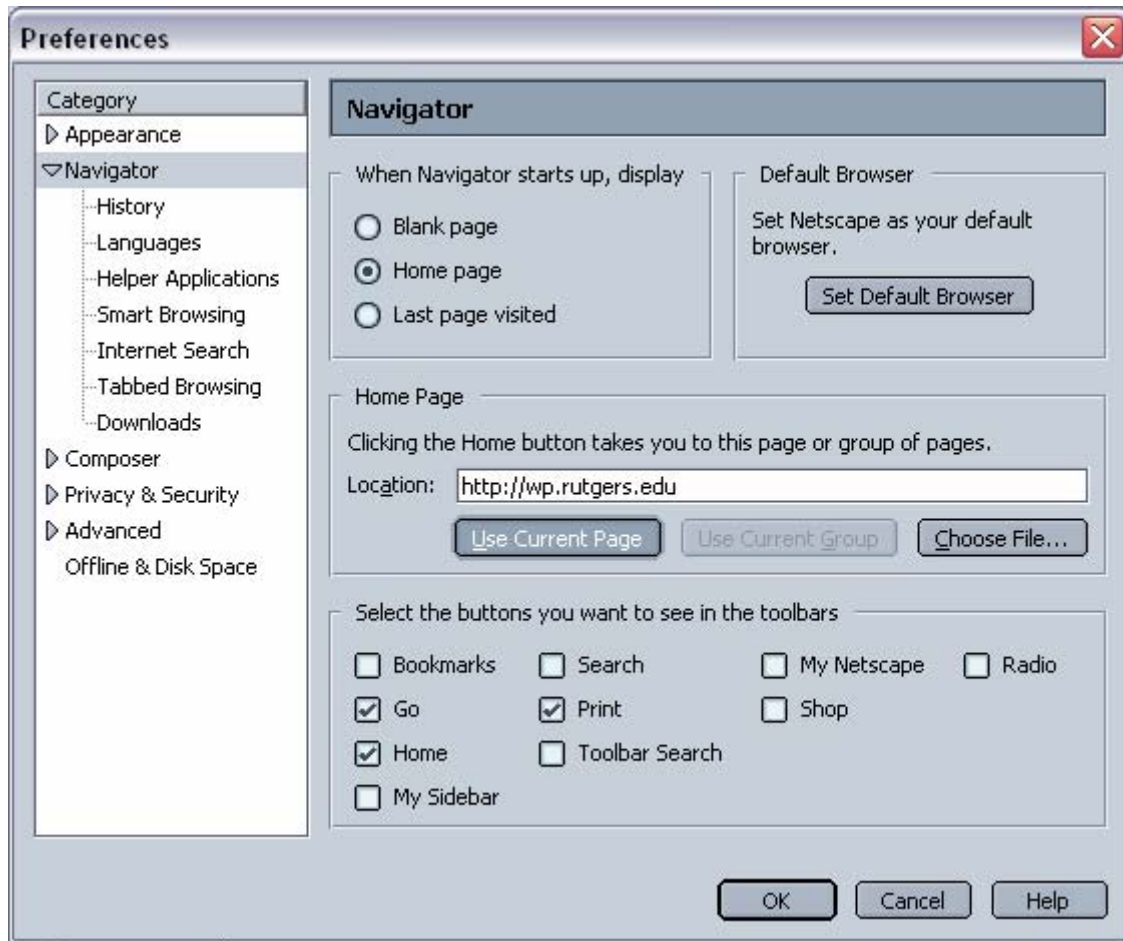


### **Setting your home page:**

Select "Edit" >> "Preferences."

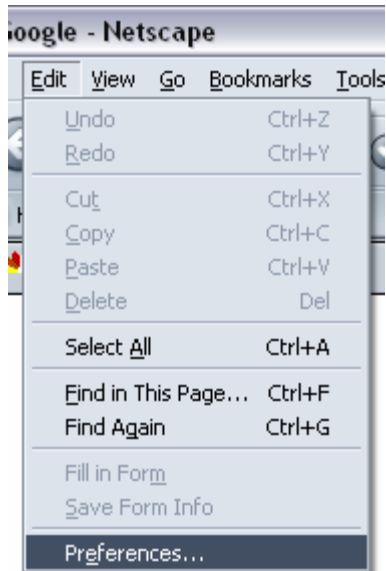


In the main "Navigator" section (the window will default to this screen), you can click "Blank Page" to have Netscape default to a blank page upon loading, "Home Page" to load up a preset home page, or to load up the last page loaded within the program. If you wish to set a home page, you can either enter in a URL next to the word "Location," or click "Use Current Page" if the page you are currently at is your choice for a home page. To visit your home page after extended browsing, simply click the "Home" button in the standard toolbar.

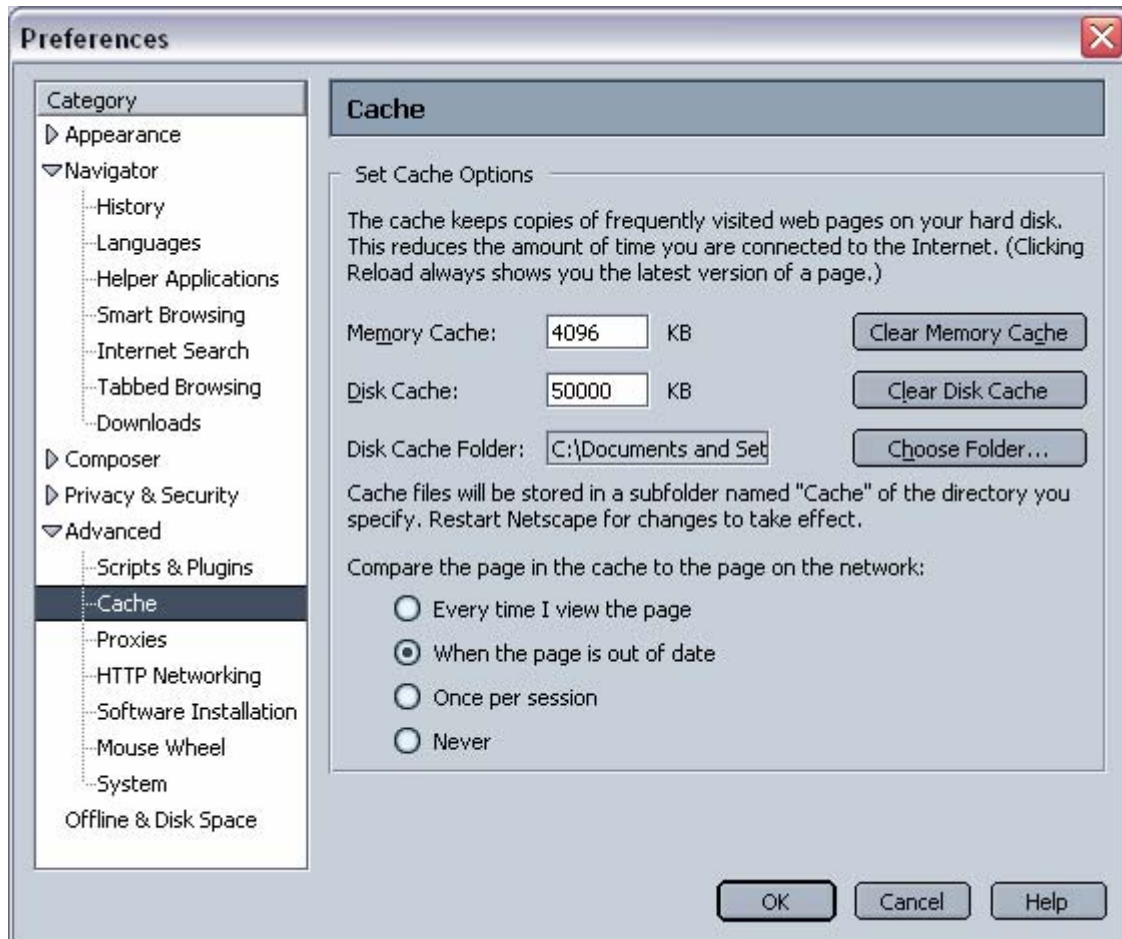


### The Cache:

While viewing web pages, Netscape will save files to a temporary folder on your computer in both memory and hard drive space. This helps speed up the loading of pages which you visit on a regular basis. However, this may also cause you to not see regular updates on a web page. If refreshing the page does not work, you may wish to clear the cache of these temporary internet files. Select the "Edit" >> "Preferences" window.

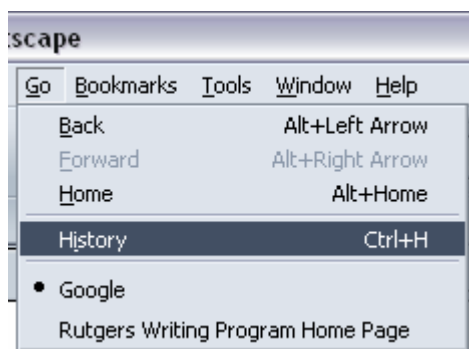


Under the "Advanced" tab, select "Cache." You can delete these files (with "Clear Memory Cache" and "Clear Disk Cache") and start fresh. The numbers to the left of these buttons represent the amount of space your computer will set aside for these temporary files. By changing these numbers you can adjust the amount of space Netscape will set aside on your computer for these temporary files, and how often the browser should check to see if a page is updated upon visiting.

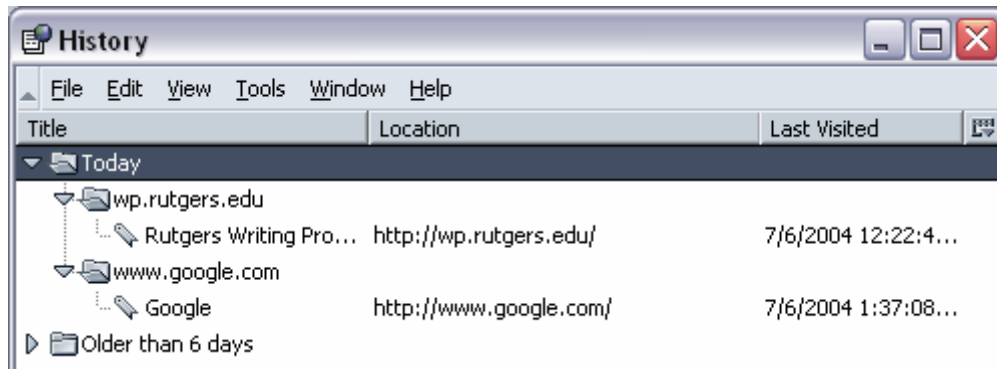


### History:

Netscape keeps a record of the sites you visit in a folder called "History." Click the "Go" >> "History" menu.



A new sub-window will open, listing sites in folder according to domain. This is useful for tracking down sites which you may have forgotten to bookmark the first time around.



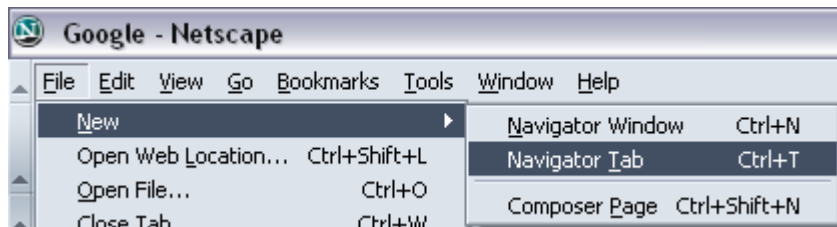
### Resolution:

It's good practice for website creators to create their site with a wide range of visitors in mind. This means they'll take into account the resolution of their users' monitors. Many people still use a resolution of 800x600 (generally on smaller monitors), but 1024x768 has been much more of a standard; more will fit on the screen at once.

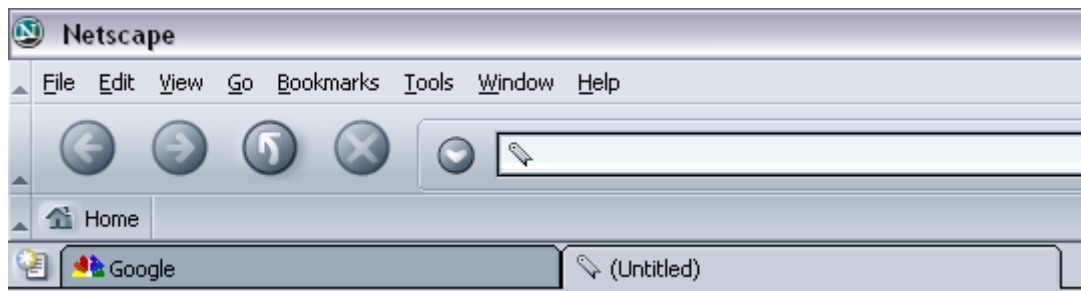
If you find you're having problems horizontally scrolling on too many sites, check your resolution. If you're working at 800x600, you may want to up it to 1024x768. For more information, view the [Screen Resolution tutorial](#).

### Advanced Options – Tabbed Windows:

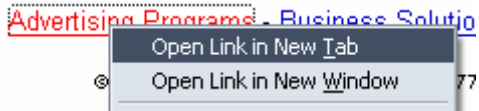
A new feature to Netscape 7.0 is the ability to open multiple "tabbed" windows within the one, main Netscape application window. To create a new tab, select "File" >> "New" >> "Navigator Tab."



A new, untitled tab will open. You can navigate and browse in this window the same as any other window.

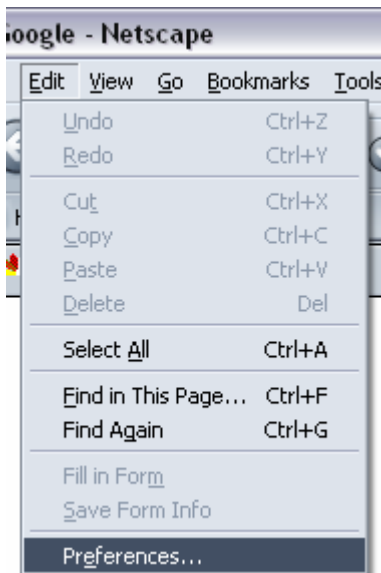


You can also open any links in a new tab, as well. To do this, right-click any web page link, and select “Open Link in New Tab.”



### Advanced Options – Popup Controls:

Netscape 7.0 has built-in popup window control options. To access these, select “Edit” > “Preferences.”



Navigate from the “Privacy & Security” tab to the “Popup Window Controls” window.



You can specify sites you *will* allow popups from, or you can completely block them all-together. You can have Netscape play a sound to indicate when it has blocked one, or to display an icon (or do nothing at all).