Getting Started With Cyberdog 1.2

User's Manual

Contents

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1 Getting Started With Cyberdog 1.2

This chapter provides

- an overview of Cyberdog 1.2
- an overview of this manual
- a summary of requirements for using the software
- instructions on installing and starting the software
- steps to begin using the software
- sources for additional help

An overview of Cyberdog 1.2

Cyberdog1.2 is an integrated suite that gives you full access to the Internet. Cyberdog allows you to:

- browse and search the World Wide Web

- receive, send, sort, and process e-mail

- read, search, and retrieve articles from Usenet newsgroups

- browse AppleTalk zones and servers

- exchange files with file transfer protocol (FTP)

- log in to other computers with Telnet software

- create interactive Internet documents called *cyberdocuments*

Using this manual

Cyberdog provides you with full access to the World Wide Web, as detailed in Chapter 2, "Exploring the World Wide Web." Cyberdog is also a versatile and powerful tool for electronic mail (e-mail). Cyberdog e-mail capabilities are covered in Chapter 3, "Sending and Receiving Mail." Cyberdog also provides access to other popular and useful Internet services, including newsgroups, Telnet, and file transfer protocol (FTP), which are covered in Chapter 4, "Using Other Internet Services." A unique Cyberdog feature is the ability to access AppleShare volumes directly from the browser. This is covered in Chapter 5, "Accessing AppleTalk Networks." With Cyberdog, you can both access information and make information available. You do the latter by creating cyberdocuments that can be accessed by other Cyberdog users. For information on building cyberdocuments, see Chapter 6, "Creating Cyberdocuments."

Depending on your interests and experience, you can cover each topic in order or skip directly to those topics you need to know more about.

Using online help

Cyberdog 1.2 includes full online help in the form of Apple Guide. If you need help or more information on any topic in this manual or on any problem you encounter while using the software, open the Guide (②) menu and choose Cyberdog Guide. Then click the topic you need help with.

New features of Cyberdog 1.2

Cyberdog 1.2 contains the following new features:

- The Cyberdog 1.2 folder has been reorganized and some items have been renamed (for instance, Cyberdog Starting Point is now called Cyberdog Tour). The folder contains a new cyberdocument called Info & Updates, which provides essential information as well as links to the Software Updates web page, the Cyberdog Home Page, and third-party plug-ins.

- The mail system has improved usability; for instance, the New button in the Mail Trays dialog box has a pop-up menu that allows you to easily make letterhead selections.

- You can drag any file on your desktop to a Notebook or HTML window.

- You can import Claris Emailer addresses into your notebooks.

- Cyberbuttons have been enhanced. You can now create clear buttons that can be placed over background pictures, have a button display the icon of the item it points to, and assign a button a text label. You can also tell a button to open its item in place so that the item appears within the same document instead of opening a new window.

Using Cyberdog 1.0 or 1.1 documents with Cyberdog 1.2

You can use most Cyberdog 1.0 or 1.1 documents, such as notebooks, with Cyberdog 1.2. However, if you create a cyberdocument using Cyberdog 1.2, it will not work with previous versions of the software.

In addition, all mail and news accounts can be transferred seamlessly.

System requirements

In order to use Cyberdog, you'll need these items:

- a PowerPC-, 68030-, or 68040-based computer using the Mac OS
- Macintosh system software version 7.5 or later. Version 7.5.3 is strongly recommended.

  If you have an earlier version of the system software, you can obtain an upgrade from your Apple-authorized reseller. You can also obtain the software from the Internet at http://support.info.apple.com.

- OpenDoc version 1.1 or later, which you can download from the Internet. A pointer to the OpenDoc Web page is included on the Cyberdog Web page at http://cyberdog.apple.com.
- QuickTime software version 2.1 or later, which may be included with your system software and can also be downloaded from the Internet at http://support.info.apple.com
- MacTCP 2.0.4 or later, which is included with the system software, or Open Transport 1.1 or later, which can be downloaded from the Internet at http://support.info.apple.com
- MacPPP version 2.5 or later or other SLIP/PPP software for dial-up connection
- a SMTP/POP3 mail account
- 16 megabytes (MB) of random-access memory (RAM) are recommended. If virtual memory is turned on, Cyberdog will run with 8 MB of RAM.
- a Mac OS–compatible modem capable of transmitting data at 14.4 Kbits per second (Kbps) or faster connected to a telephone line, or direct Internet access through a local area network (LAN)

Also recommended are

- MacPPP or other SLIP/PPP software for dial-up connection from an AppleTalk network
- Internet Config 1.2 or later for more efficient handling of preferences
- Stuffit Expander for expanding compressed downloaded files

Before you get started

Before you can use your Cyberdog software, you must possess basic Macintosh skills, including the ability to

- use icons
- use the mouse and keyboard
- open and close files, windows, and folders
- use dialog boxes

See the instructional materials that came with your computer for information on these and other important topics.

Installing the software from the Internet

Follow these instructions to install the Cyberdog software from the Internet:

1 **Using your current browser (Cyberdog or another browser), connect to the Cyberdog Home Page.**

The Uniform Reference Locator (URL), or address, of this page is http://cyberdog.apple.com

2 **Locate the section named "Downloading Cyberdog Software."**

3 **Follow the instructions on the screen to download Cyberdog 1.2 and Cyberdog Guide.**

Be sure to download the PPC version if you have a PowerPC-based computer, or the 68K version if you have a 68030 or 68040 computer. The same Guide software works for both versions.

4 **Return to the Cyberdog Home Page and click the pointer to the OpenDoc Home Page.**

5 **Download OpenDoc version 1.1 or later.**

6 **Install OpenDoc and Cyberdog following the instructions on the screen.**

IMPORTANT You must install the OpenDoc software first.

The Cyberdog installation creates a folder called Cyberdog 1.2. OpenDoc is installed within the System Folder.

7 **Drag the Cyberdog Guide file to the Cyberdog 1.2 folder.**

Starting up

Follow these instructions to start Cyberdog 1.2:

1   **Double-click the Cyberdog 1.2 folder to open it.**

2   **Double-click the Cyberdog Tour icon.**

The Cyberdog Tour window appears.
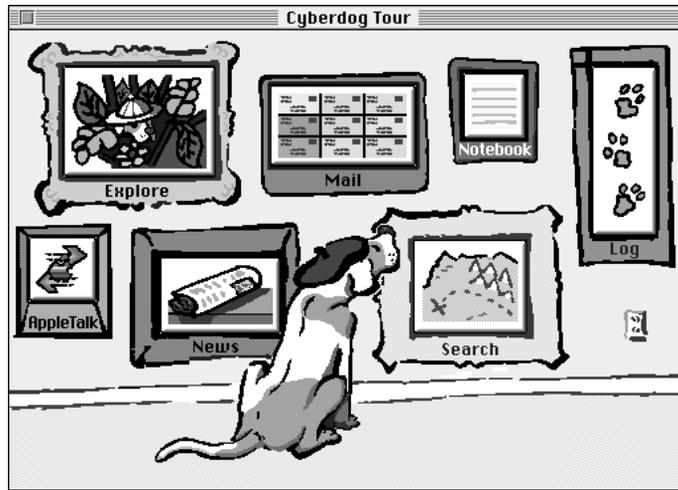
Each of the Cyberdog Tour buttons either allows you to search an Internet service (such as the World Wide Web, e-mail, or newsgroups) or connects you to important elements of Cyberdog, such as the Notebook or the Log.

- Explore connects you to a Cyberdog page on the World Wide Web.

- Mail displays e-mail that you have sent or received.

- Notebook keeps your most frequently used e-mail addresses and your favorite Internet locations.

- Log records the Internet locations you've visited.

- AppleTalk opens a window that allows you to browse and connect to AppleShare servers (if you are connected to an AppleTalk network).

- News brings up a list of the newsgroups to which you have access.

- Search enables you to scan the Internet using a variety of popular search engines.

Learning to use the software

This manual provides basic information on all the features available through the Cyberdog Tour window. As noted earlier, detailed online help is also available. To learn how to use Cyberdog, follow these instructions:

1   Read the section of this manual that covers the feature you want to use.

2   Click the Cyberdog Tour button that starts that feature.

As an example, choose Mail (for electronic mail) or Explore (to browse or "surf" the Web).

3   Choose Cyberdog Guide from the Guide (②) menu.

4   Click Topics.

5   In the list that appears, click a topic that deals with the kind of Internet program you're using (for example, a mail or news program).

6   Locate the task you want to accomplish and double-click it.

7   Read the information and follow the instructions in the Guide panels.

For more information on using onscreen guides, see the "Learning the Basics" topic of Macintosh Guide, available in the Guide (②) menu when the Finder is the active program.

There may also be additional help for specific features. Check the Guide (②) menu and other menus to see what's available.

For additional help and troubleshooting information

If you need answers to questions that you can't obtain from this manual or Cyberdog Guide, one place to turn is the Cyberdog list of Frequently Asked Questions (FAQ). Available on the Internet at http://cyberdog.apple.com/br/techfaq.html, the FAQ is an ongoing document that is continually updated as new questions come in.

Other Cyberdog documentation is available on the Internet at http://cyberdog.apple.com/documentation.html.

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Exploring the World Wide Web

The World Wide Web refers to the portion of the Internet that provides information according to the Hypertext Transfer Protocol (http), a standard that enables the exchange of both graphics and text. The Web is the section of the Internet that has grown most explosively over the past few years, with companies, organizations, and individuals setting up Web pages by the thousands.

This chapter provides information about

- how the Web works
- using Cyberdog 1.2 to browse through information on the Web
- using Cyberdog 1.2 to search for specific information on the Web
- adding Web sites to your notebook
- importing Netscape bookmarks

How the Web operates

The World Wide Web is the Internet's newest and easiest service for accessing information. The Web presents information in easy-to-read screens, or "pages." On a Web page, you can click a graphic or an underlined name, fact, or concept that you want to know more about, and your click takes you to another Web page with the information you requested.
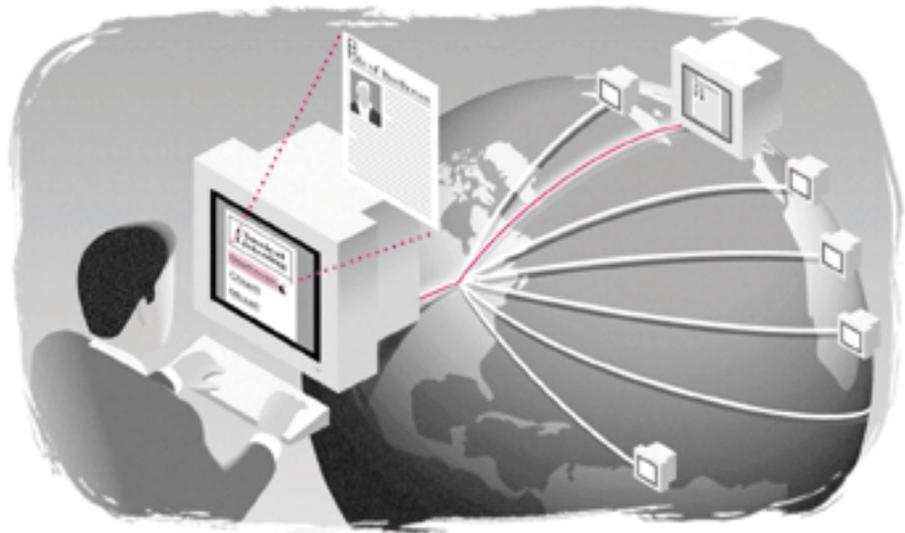
You are transported from one page to another by a hypertext link—an electronic connection to the new information activated by your clicking. The new information may reside in the same computer or in one on the other side of the world. Gaining access to distributed information through hypertext links is at the heart of the World Wide Web.

Browsing the Web

This section tells you how to use Cyberdog to "surf" (browse) the Web.

1   **Open the Cyberdog Tour window.**

Double-click the Cyberdog Tour icon in the Cyberdog 1.2 folder. The screen shown below appears:
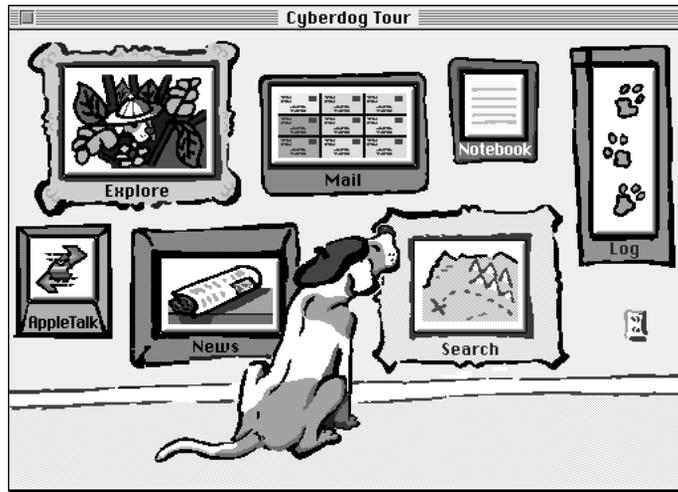
2   **Click the Explore button.**

A small opening window and a moving dog icon appear, indicating that your computer is in the process of connecting. The message next to the icon indicates which phase of the connection is in progress.

To cancel the connection, click the dog icon.

When enough information has arrived, the window expands to full size and displays the Cyberdog Net Station page. From the Net Station, you can access the entire Internet.
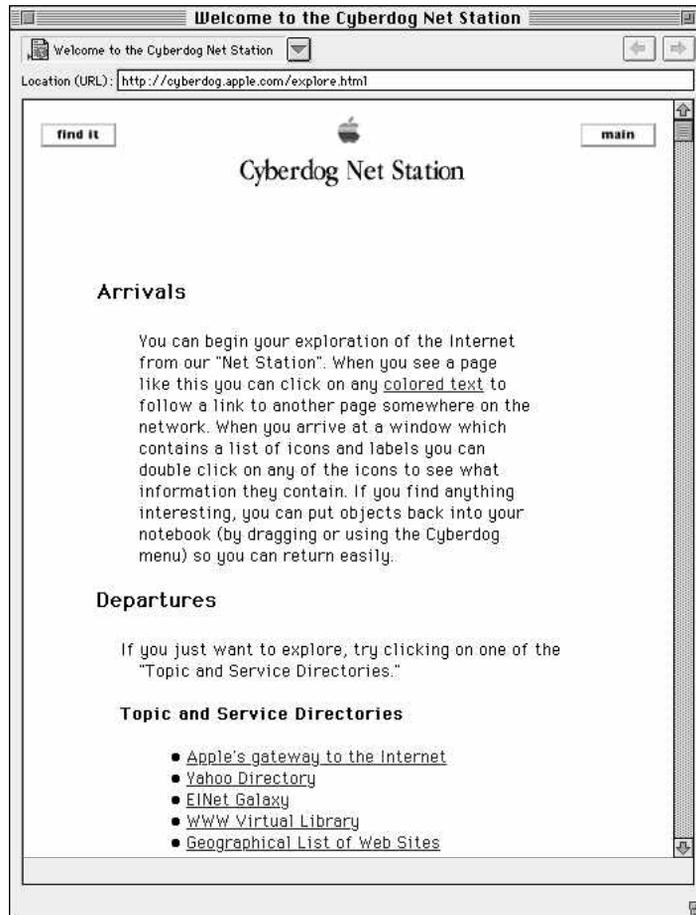
Clicking any of the underlined items takes you to that site or service. If, for example, you click "Apple Computer Home Page," a page similar to the following appears:

Depending on how the Web page author designed the page, links can appear as buttons, or they can appear as "hot text," text that is underlined and in a contrasting color (if your display supports color). By clicking from one link to the next you can search a series of Web pages in pursuit of the information you're seeking.

3   **Click an underlined item or a button.**

When you click, a hypertext link takes you from one page to another. For example, clicking Van Gogh on a page about artists may lead you to a page about Van Gogh's homeland, the Netherlands. That page is likely to include links to articles about windmills, tulips, and religious tolerance. Before long, you can be far afield from your starting point. (You can see why the software you use to navigate the Web is called a *browser.*) There are a variety of means to retrace your path or return to the page where you started.

4   **Return to the previous page by clicking the left-pointing arrow in the upper-right corner of the page.**

Cyberdog maintains a list of all the pages you've linked to during a single session, so you can easily find your way back to previous pages. Each time you follow a link, Cyberdog notes the Web page you left. Later, you can access that collection of notes and return to any page between your starting point and your current location. For more information, see the "Browsing the Web" topic area of Cyberdog Guide, available in the Guide (h) menu when Cyberdog is active.

5   **Go to a page of your choosing by selecting the text in the Location window at the top of the screen. Then type the address of the site you want to go to and press Return.**

If you don't have a published address readily available from a print or other source, try http://www.cyberdog.apple.com.

Note: You don't have to type in the Web URL prefix http://. If you don't specify a URL prefix, Cyberdog automatically assumes you want to connect to a World Wide Web page.

Searching for specific information

You can search for specific information on the Web by using a search engine to isolate lists of links that are likely to bring you to the information you need.

1 **Open the Cyberdog Tour window.**

Double-click the Cyberdog Tour icon in the Cyberdog 1.2 folder or, if Cyberdog is running, choose Open from the File menu and open Cyberdog Tour.
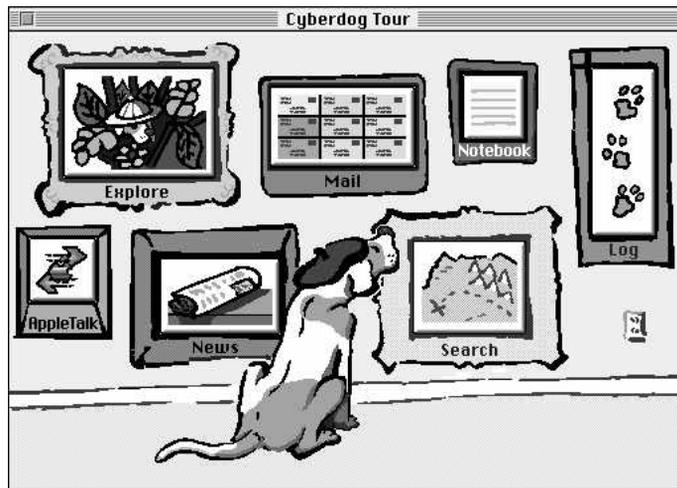
2   **Click the Search button.**

A moving dog icon and a status bar appear, indicating that your computer is in the process of connecting. The message next to the icon indicates which phase of the connection is in progress. To cancel the connection, click the dog icon. When the connection has been made, a page similar to the following appears:
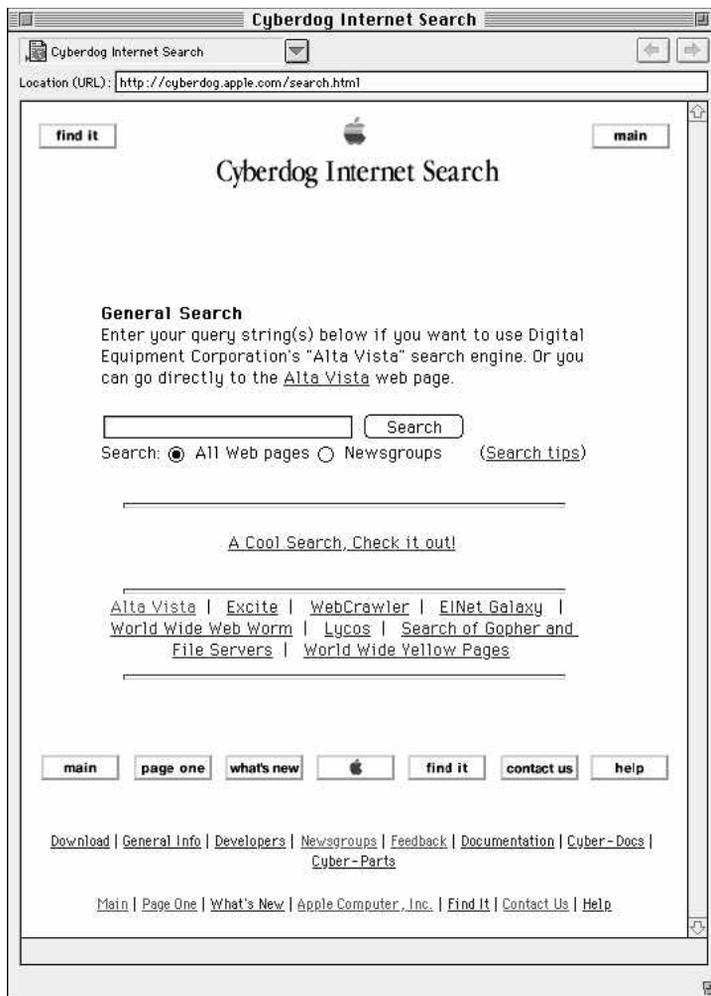
3 **Enter your query in the text box.**

This text box allows you to enter a simple query. If you want to
enter a more complex query, which permits you to focus your
search more closely, click the Alta Vista link and go directly to the
Alta Vista Web page.

4 **Click Search.**

An alert box appears warning you that the document is not secure:

This document is not secure. Any
information you provide could be
observed by a third party while in
transit.

[Don't Show Again]   [Cancel]   [OK]

5 **Click OK.**

The search begins, with results similar to those shown below.
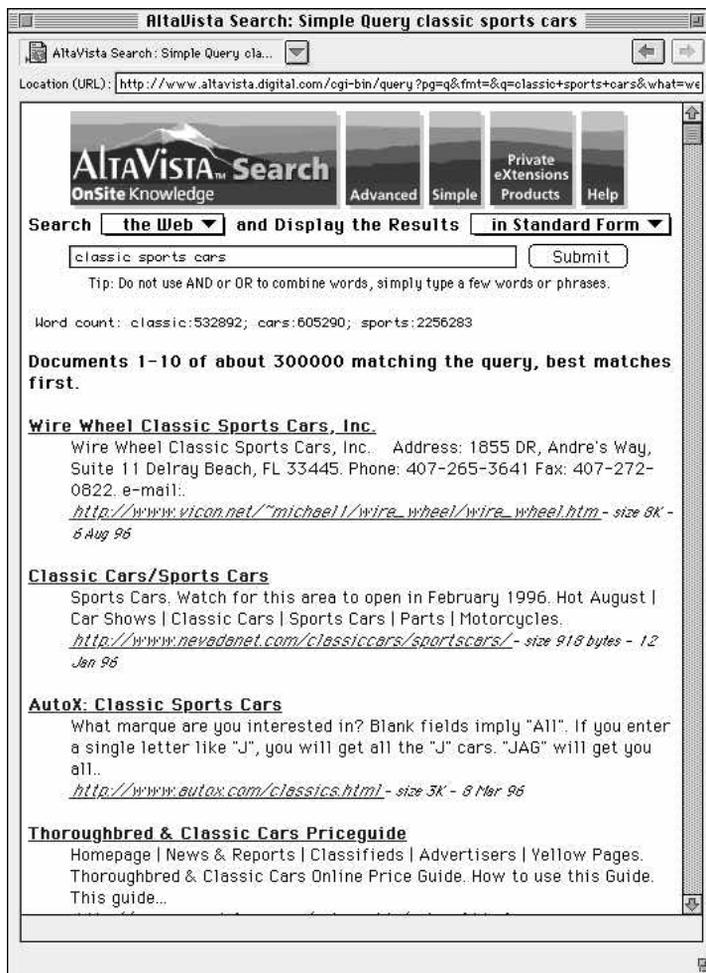
There are numerous search engines available. Many of these can be accessed from the Cyberdog Net Station, discussed earlier in this chapter. They all work the same way. Trial and error will show you which engines give the best results to your queries.

Adding Web sites to your notebook

As you find Web sites you think you'll want to revisit, you can add them to a Cyberdog notebook. That way, you can connect simply by double-clicking the URL in the notebook, with no need to remember or type the URL itself.

1   **With the Web page you want to add open on the screen, open a Cyberdog notebook.**

You can open a notebook by clicking the Notebook button in the Cyberdog Tour window, by choosing Open from the File menu and selecting a notebook to open, or by double-clicking the Notebook icon in your Cyberdog 1.2 folder. After you have been using Cyberdog for a while, you may have several notebooks. If you are new to Cyberdog, you have a sample notebook, called Cyberdog 1.2 Notebook, which already contains a selection of Web sites and e-mail addresses.

2   **Click the icon in the top-left corner of the browser, next to the title of the page you're using, and drag the icon to the appropriate section of the notebook.**

Since this is a Web page, the appropriate section is Cyberdog Internet Resources. An abbreviation of the URL is added to the list. The next time you want to access this page, simply double-click the notebook entry.
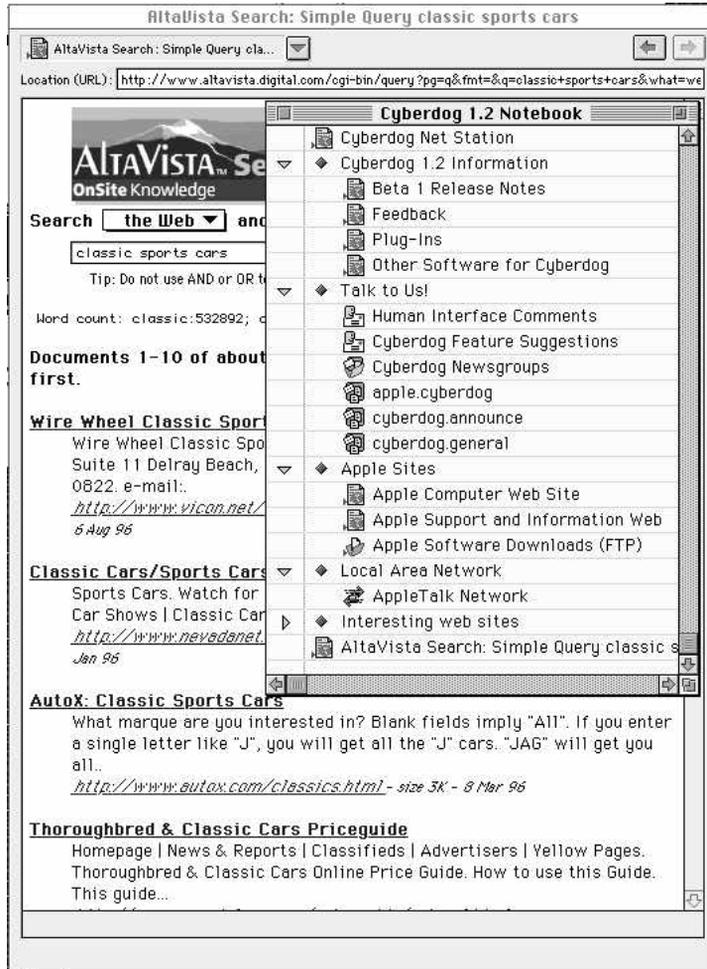
For additional information, see the "Saving and Organizing Addresses" topic area of Cyberdog Guide, available in the Guide (h) menu when Cyberdog is active.

Importing Netscape bookmarks

If you have been using Netscape and have created bookmarks to access Web pages, you can import those bookmarks into Cyberdog.

1   **Open the notebook you want to store the bookmarks in.**

2   **Choose Import Items from the Notebook menu.**

3   **Choose Netscape Notebooks from the Import Items submenu.**

A dialog box appears with Bookmarks.html already selected.
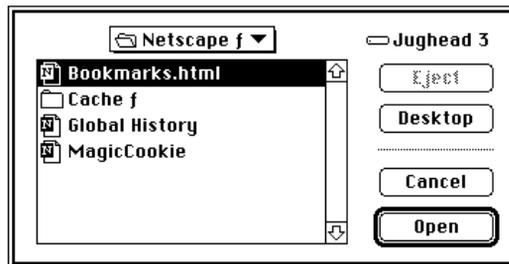
4   **Click Open.**

As shown in the following screen, a new category, Bookmarks.html, is added to your notebook. If you click the triangle next to the category heading, all the bookmarks appear. Double-clicking any one of them takes you directly to that Web page.

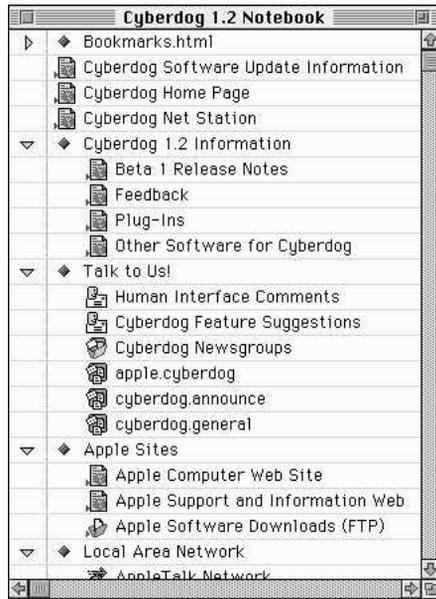*Note:* You can also import Eudora and Claris Emailer addresses; these options are available in the Import Items submenu.

A note about performance

Sometimes connecting to a Web site may take longer than you expect. Several factors can affect connection time, including your modem's speed and the distance to the site.

One of the most important factors, however, is the server that you're contacting. Some extremely popular servers may be processing many requests for use at the same time, and some servers are just slower than others. After a while, you'll learn which servers provide you with the best performance.

3 Sending and Receiving Mail

You use electronic mail (e-mail) to exchange messages much as you use paper mail or a fax machine.

This chapter describes how to

- determine if e-mail is set up
- set up Cyberdog for e-mail
- use the Cyberdog e-mail features
- address and send e-mail
- attach a file to your e-mail message
- create an address book
- import Eudora addresses
- use Cyberdog letterheads and create signature files

Checking whether e-mail is set up

Follow these steps to check whether you have e-mail already set up:

1   **Open the Cyberdog Tour window.**

Double-click the Cyberdog Tour document in the Cyberdog 1.2 folder, or, if Cyberdog is already running, choose Open from the File menu and open the Cyberdog Tour window.
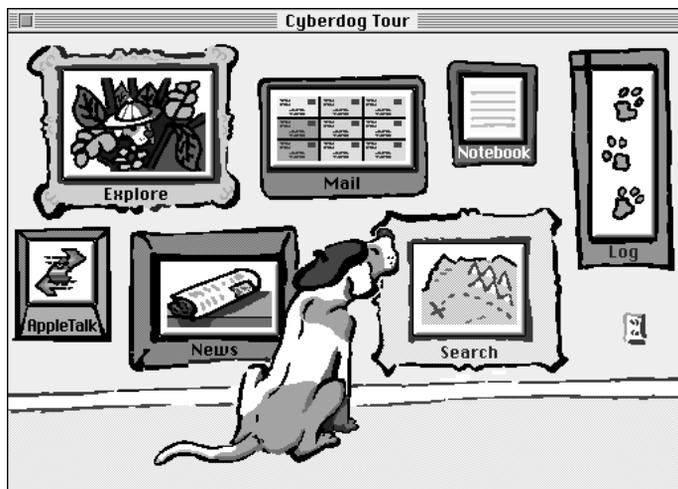
2   **Click the Mail button.**

If you have been using a mail application with mail preferences already set up in Internet Config, such as Eudora, Cyberdog opens the Mail Trays window and displays an In Tray corresponding to that Internet mail account, indicating that your Cyberdog mail account is set up and functioning.

If the In Tray shows that mail has been received, continue to the next section for information on receiving and replying to mail messages.

If Cyberdog prompts you to use Mail and News Setup from the Mail/News menu, or if you want to change your mail settings, you need to set up mail. Follow the directions in this section. For additional information, see the topic area "Getting Started" in Cyberdog Guide, available in the Guide (❷) menu.

Setting up Cyberdog for e-mail

The following section provides a basic setup scheme. For detailed information, see Cyberdog Guide as you perform these steps.

IMPORTANT In order to use Cyberdog mail, you first need an Internet mail account that uses the POP protocol to receive mail and the SMTP protocol to send mail. Your Internet service provider can give you the information you need to set this up.

1 **Choose Mail and News Setup from the Mail/News menu.**

The dialog box shown below appears.
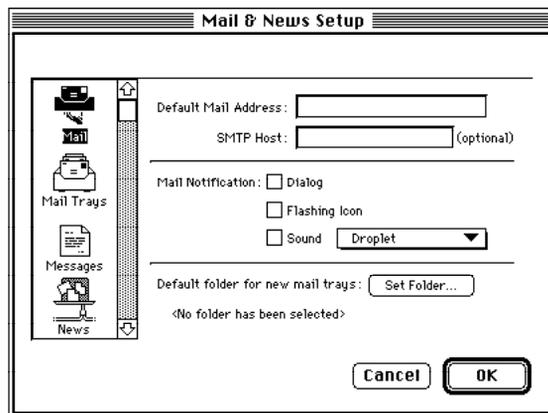
2 **Enter a default mail address.**

This is your standard e-mail address, such as Lsmith@bigcom.com. It appears in the From field on your messages and is the address people use to send you mail.
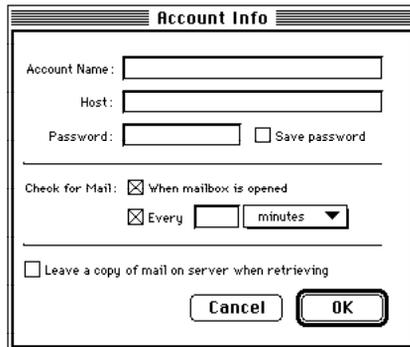
3 **Enter the name of your SMTP host.**

Your network administrator can tell you what name to enter.

4   Choose the mail notification features you want: a dialog box, a flashing icon, a sound, or all three.

If you don't check any notification type, you won't be notified, but you can still check mail at any time.

5   Click the Mail Trays icon.

6   Click Add under mail accounts.

The dialog box shown below appears. You use this dialog box to set up your POP account to download mail from the Internet mail server.

```
═════════════ Account Info ═════════════

  Account Name : [                              ]

         Host : [                              ]

     Password : [              ]   ☐ Save password
  ──────────────────────────────────────────
  Check for Mail : ☒ When mailbox is opened

                   ☒ Every [     ] [ minutes  ▼ ]
  ──────────────────────────────────────────
  ☐ Leave a copy of mail on server when retrieving

                 ( Cancel )    (   OK   )
```

7   Enter your account name.

This is your user name, not your e-mail address; for example, if your e-mail address was bonzini@internet.com, you would enter bonzini).

8   Enter the host.

This is the mail server, such as mail.bigcom.com, as supplied by your Internet service provider.

9   Enter your password.

Your network administrator will usually provide you with the password to use.

10   If you want to save your password, click Save Password.

If you click Save Password, you won't have to enter your password each time you download mail.

11   Choose the settings you want for checking mail.

If you leave all of these blank, you can still check mail manually.

12 **If you want to leave copies of mail on the server, click the "Leave a copy" checkbox.**

You probably only want to leave copies of the mail on the server if you are reading your mail from several different computers rather than one computer.

13 **Click the Messages icon.**

The Messages screen appears.

14 **Enter the name you want to appear on your messages.**

15 **Enter the settings you want for displaying and closing messages.**

16 **Enter the settings you want for aging messages.**

Opening and replying to a message

Once you find mail in your In Tray, follow these steps to open messages, send replies to the messages you receive, and file received messages:

1 **Open the Cyberdog Tour window.**

2 **Click the Mail button.**

3 **Double-click the In Tray icon.**

A list of the messages that you've received appears. Checkmarks appear beside messages that you've already read.

Note: You can remove the checkmark by clicking on it if you want to mark the message as unread.

4 **Double-click the message you want to read.**

A message window appears.

5 **Use the onscreen buttons to forward, reply to, file, or delete the message.**

Composing and sending a message

This section takes you through the steps of composing and sending an e-mail message with Cyberdog.

1 **Open the Cyberdog Tour window.**

2 **Click the Mail button.**

3   **From the Mail/News menu, choose New Message.**

A message window appears, and the Letterhead dialog box opens.

4   **Choose the letterhead you want to use and click OK.**

For more information on using letterheads, see Cyberdog Guide.

5   **Address the message.**

If this is a new address, type it in the To box. Otherwise you can enter it by dragging the icon from the Notebook, or by clicking the Addresses button in the message window. See Cyberdog Guide for more information.

E-mail addresses usually take this form:

recipientName@recipientMailServer

where *recipientName* is the name that the recipient goes by when he or she connects to that mail server and *recipientMailServer* is the recipient's mail server name.

You can also address an e-mail message by double-clicking an e-mail address icon or clicking an e-mail link on a Web page. Doing so opens a new e-mail message form with the e-mail address already in place.

You can send the same electronic message to multiple recipients by adding additional addresses.

About suffixes: An e-mail address usually ends in a two- or three-letter code. This code identifies the country in which the server is located (two letters) or the kind of organization with which the mail server is associated (three letters). Some common national codes are "us" (United States), "jp" (Japan), "uk" (United Kingdom), and "fr" (France). Common organizational codes include "com" (commercial), "edu" (educational), and "gov" (government).

Some recipient names consist of numbers instead of letters. The CompuServe online service, for example, formerly required that you use the recipient's member number, with the comma replaced by a period (for example, 12345.678@compuserve.com). CompuServe now allows members to use names, but many members still use the old address form.

Here is a list showing how to address mail to members of other popular online services:

Service	Addressing method
America Online	*recipientName*@aol.com
Prodigy	*recipientName*@prodigy.com
MCI Mail	*recipientName*@mcimail.com

Because e-mail addressing specifics can vary, and because there is as yet no reliable or even remotely complete address database, the only way to know what e-mail address to use is to get it directly from a recipient, a recipient's correspondence or newsgroup posting, or a recipient's associate.

Copies and blind copies: Just as you can send copies (cc) of paper mail, you can send copies of e-mail. People receiving copies of your message also receive copies of any attached files (described later in this chapter).

Recipients who receive "blind copies" (bcc) also receive copies of everything sent to the main recipient. None of the recipients, however, knows who the bcc recipients are, because names and addresses of blind recipients are removed from the message when it's sent.

6   **Enter the subject.**

Type the subject of the message.

IMPORTANT You must include a subject or the message cannot be sent.

Many people who receive a lot of electronic mail determine whether they'll read a message based on this field. This is especially true if they don't know the sender. As you receive more e-mail you may need to screen it by subject or sender.

7   **Type your message.**

If you know how to use any plain text editor or word processor, you can compose an electronic message in Cyberdog. You type your electronic message using all of the standard Macintosh editing features, just as you would type a fax or a letter to be printed and mailed. You can use any available font, size, style, and color, but keep in mind that the recipient's mail application might affect the look of your message. If the e-mail recipient's system can't take advantage of the styled text and graphics, it is probably best to stick to plain text. To specify a plain text message, choose Plain Text from the pop-up menu at the bottom right of the message header.

8   **Add any graphics that you want to include in the body of your message.**

9   **Add any files that you want to include with your message.**

To add a file, drag it to the text area of the message, or click the Enclose button in the message window.

You can attach files in any format you want. Some cautions are in order here, however. The recipient's computer must be able to understand the attachment's format. For example, if your recipient's computer is an IBM mainframe, it won't be able to read a HyperCard stack.

Additionally, not all mail server systems are set up to receive attachments. An attachment sent to such a system can get removed in transit, show up as garbled mail, or cause the whole e-mail message to be rejected.

To make sure that a mail server can receive and understand an attachment, contact your intended recipient and ask. If your recipient doesn't know, try sending a test attachment first.

10   **If you want to include links to AppleShare servers or Internet locations, drag those items from the Notebook to the message window.**

11   **Send your message by clicking the Send button if you are connected to the Internet or the Send Later button if you are not currently connected.**

If you click the Send Later button you need to choose Send Now from the Message menu once you connect to the Internet to send the message.

Adding, deleting, and renaming addresses

A Cyberdog notebook can hold e-mail addresses as well as URLs.

Follow these steps to add an address to a notebook:

1 **Open the notebook you want to use.**

Click the Notebook button in the Cyberdog Tour window or open a notebook from the File menu.

2 **Drag an address from an open e-mail message to the E-Mail Addresses category of the notebook.**

Alternatively, you can choose Add E-mail Address from the Mail/News menu, then type the address.

You can use any of these methods to delete an e-mail address or other entry from the notebook:

- Drag the notebook item to the Trash.
- Select a notebook item and press the Delete key.
- Select a notebook item and choose Delete <Item> from the Edit menu.

To rename an e-mail address or other notebook item:

1 **Select the name of the item you want to rename.**

2 **Choose Rename <Item> from the Edit menu.**

You cannot rename a notebook item by selecting it and typing over it.

3 **Type the item's new name.**

Importing Eudora addresses

If you are currently using the Eudora mail system, you can import your Eudora addresses directly into Cyberdog.

1 **Open a Cyberdog notebook.**

2 **Choose Import Items from the Notebook menu.**

3 **Choose "Eudora nicknames" from the Import Items submenu.**

4 **Select "Eudora nicknames" from the dialog box that appears and then click Open.**

The addresses are automatically added to the E-Mail Addresses section of the notebook.

Using letterhead and signatures

You can use e-mail letterhead to include graphics, text, or both in all your messages automatically. Like paper letterhead, e-mail letterhead usually includes a company name, traditional mailing address, voice and fax telephone numbers, and the like. For details, see the topic area "Sending Mail" in Cyberdog Guide, available in the Guide (②) menu when Cyberdog is active.

4 Using Other Internet Services

In addition to the Web and e-mail, Cyberdog offers access to these Internet services:

- Usenet, the Internet's open discussion forum, which offers a collection of publicly accessible newsgroups for debate and information exchange

- FTP (File Transfer Protocol), which enables you to exchange files with computers on the Internet and sometimes to retrieve programs that more general Internet software cannot

- Gopher, which allows you to find and access files anywhere on the Internet

Subscribing to Usenet newsgroups

Usenet is an open discussion forum that covers a vast array of subjects. To use Usenet newsgroups, you must first establish a connection to your Internet access provider's news server. For detailed information, see the topic area "Getting Started" in Cyberdog Guide, available in the Guide (❷) menu when Cyberdog is active.

IMPORTANT Some newsgroups may include articles with software you can retrieve from the Internet and use. Although Apple Computer, Inc., does not provide technical assistance for the software you download from the Internet, the software's creators may provide technical support. Check the documentation files that you retrieve with the software to be sure.

Usenet basics

Usenet is made up of thousands of electronic discussion forums called *newsgroups.* Each newsgroup is composed of a series of electronic messages (called articles) on a given topic. The article themes (which Cyberdog and many other news readers call *threads*) can be anything related to those topics.

The following illustration shows a list of typical articles and threads from the newsgroup called rec.arts.books. (For a description of newsgroup names, see "Understanding Newsgroup Names," later in this chapter.)

Triangle means that this thread has several messages

rec.arts.books		
Subject	**Author**	**Posted**
Re: Help; Charles Dickens	A. Young	2/22/96
Re: Help; Charles Dickens	Patricia Horn	2/22/96
Re: Help; Charles Dickens	richard bale	2/22/96
GATSBY: a change in printing	Thurman	2/18/96
Re: Infinite Jest	Fiona Webster	2/19/96
Re: I may violate the law as well (was …	Michael Zeleny	2/19/96
Re: I may violate the law as well (w…	Joel Siegel	2/21/96
Re: I may violate the law as well (w…	Lizard	2/24/96
Re: I may violate the law as well (w…	Malcolm McMahon	2/24/96
Re: The Pages Are Turning Black	youngblood	2/18/96
Canadian Review of Materials, Feb. 16…	Duncan Thornton	2/17/96

With Cyberdog, you can read the articles in any newsgroup and respond to them by sending e-mail to the entire newsgroup or to the article's author (known as the *poster*). In most newsgroups, you can also respond by "posting a follow-up"—that is, publishing your own article. Additionally, you can start your own discussion, or "initiate a thread." And you can even propose a topic for an entirely new newsgroup.

IMPORTANT The group news.announce.newusers is the first newsgroup to which you should subscribe. Read the articles in this newsgroup before you post an article of any type, or even respond to an article by e-mail. These articles are written and updated by extremely experienced newsgroup users and present excellent suggestions for making your time on Usenet productive and enjoyable. Articles in this newsgroup are updated and reappear often, most on a monthly basis. They are important reading for every new Usenet user.

Most Internet access providers don't carry all the newsgroups available because there are so many of them. Currently there are well over 10,000 newsgroups worldwide (not counting newsgroups restricted to smaller communities, colleges and universities, and corporations), and newsgroups are constantly being created and abandoned. A new one is created when enough people feel the need for it; an old one goes out of existence when people stop posting articles to it.

Understanding newsgroup names

You can tell what a newsgroup is about by examining its name. When a name has more than one part to it, the parts are separated by periods, and go from most general to most specific, left to right. For example, the newsgroup soc.culture.ecuador covers social topics ("soc") having to do with the customs, habits, arts, and day-to-day life ("culture") of the people of Ecuador.

The first word in a newsgroup's name is considered the top-level hierarchy name, which indicates the newsgroup's main subject matter. Cyberdog displays this hierarchy analogously to the way files are displayed in the Mac OS file system. Each category has a triangle next to its name, as does a Mac OS folder. Clicking that triangle shows its contents. Clicking the triangle again closes the category.

Following is a list of some of the most widely read or important hierarchies. Some of these newsgroups may not be available to you.

Hierarchy	Subject matter
alt	Unrestricted, often controversial subjects such as sexuality, drugs, and politics (not all groups carried by all sites)
biz	Business topics, product reviews, demonstration software
comp	Topics in the world of computers
hiv	Information about HIV and AIDS
k12	Kindergarten through grade 12 educational curriculum, classroom projects, language exchanges with native speakers, general "kid-to-kid" chatting
misc	Themes not easily categorized under other hierarchies
news	Groups concerned with newsgroups and Usenet itself
rec	Recreational pursuits, arts, and hobbies
sci	Research findings in, discussions about, and applications of recent discoveries in the established sciences
soc	Social issues and socializing (not all groups carried by all sites)
talk	General discussions of a freewheeling nature on every topic (not all groups carried by all sites)

Private newsgroup servers: Some newsgroups are not publicly available and appear only on a single server. For example, a company might set up newsgroups accessible only to employees or only to members of a particular work group. The Cyberdog newsgroups listed in your First Notebook are available only from the news server at cyberdog.apple.com.

To see all the newsgroups your ISP provides, select Show News Groups from the Mail/News menu. For more information on newsgroup names, see the article "Guidelines on Usenet Newsgroup Names" in the newsgroup news.announce.newusers.

Subscribing to a newsgroup

Once you locate a newsgroup that you're interested in, you subscribe to it—that is, you drag its icon to a notebook. Whenever you want to read articles in that group, you double-click its icon and the newsgroup opens.

Cyberdog keeps track of the articles you've already read so that you don't have to sift through them again each time you open a newsgroup.

Newsgroups for Macintosh users

Many newsgroups are of interest to Macintosh users.

The following list, while not exhaustive, presents a sampling of what's available for users at all levels of expertise.

alt.sys.mac.newuser-help

New users ask questions here, and experts (and sometimes other new users) answer them.

aus.computers.mac

Australians swap all manner of Macintosh information here. While some topics apply only to local people ("Is there a decent software store in Sydney?"), most are more general.

biz.marketplace.computers.mac

One of Usenet's groups set aside for buying and selling, this newsgroup contains listings of new and used hardware and software for sale or trade. Be sure to read the FAQs before you post an article or purchase an item.

comp.binaries.mac

This group contains software that you can download and use. You may be expected to send a small payment to the author after you've used the software for a while and decided to keep it.

> **WARNING** Some software in the comp.binaries.mac newsgroup is in a developmental rather than finished stage. Software that is in a developmental stage may "freeze" your computer system. In such a case you'll have to restart your computer, and any unsaved changes to open files will be lost. Apple Computer, Inc., does not guarantee or provide technical support for any of the software in this or any other newsgroup.

comp.sys.mac.∗

The comp.sys.mac.∗ newsgroups concern themselves with all manner of things Macintosh, and are all highly recommended. (The asterisk [∗] is a "wild card" character and stands for any word that specifies a particular group.) There are currently about 30 such newsgroups. Names include comp.sys.mac.games, comp.sys.mac.hypercard, comp.sys.mac.portable, and comp.sys.mac.printing. The newsgroup comp.sys.mac.comm is likely to have discussions about Cyberdog.

cyberdog.∗

The cyberdog.∗ newsgroups provide discussion space for Cyberdog issues. Newsgroups include cyberdog.announce (information about new Cyberdog releases, documentation upgrades, and the like), cyberdog.general (general discussion of Cyberdog issues), cyberdog.hi-features (human interface issues and suggestions), and cyberdog.programming.

Note: Cyberdog newsgroups are not available through your Internet access provider. They are available only through the cyberdog.apple.com news server. Access to this server is already set up for you in the News Groups window.

fj.binaries.mac

This group is like comp.binaries.mac, except in Japanese. In most cases, you need to have a set of Japanese-language fonts installed on your computer to read these articles.

fr.comp.sys.mac

This group contains articles about all manner of Macintosh issues in French.

misc.forsale.computers.mac-specific.∗

Like biz.marketplace.computers.mac, this series of groups contains listings of new and used hardware and software for sale. There are separate groups for video cards, portable computer systems, software, and more.

tamu.micro.mac

This group has Macintosh-related information of interest to students at Texas A&M University. Usenet has many such hierarchies of special interest to the students and faculty of individual universities (such as "ucb" for the University of California at Berkeley and "osu" for Ohio State University) and geographic areas (such as "ba" for the San Francisco Bay Area and "nyc" for New York City).

Transferring files with FTP

You use FTP (File Transfer Protocol) to exchange files with computers on the Internet.

Anonymous FTP archives

Anonymous FTP archives are collections of files to which you can gain access without an assigned password. Such files include application software, graphics, collections of sounds, and databases. These archives are often maintained by universities, government agencies, and large computer companies.
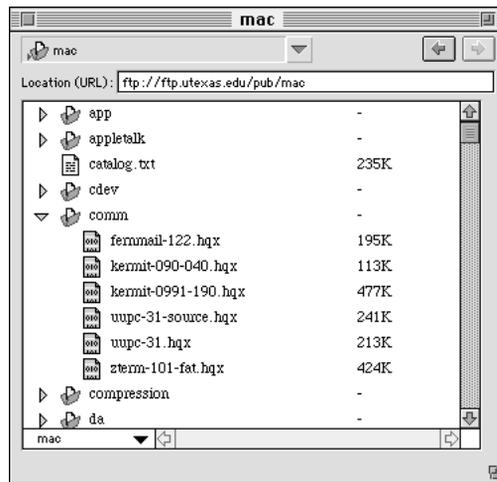
Many computer sites allow access to their files only if you have a user ID (also called a login name) and a password assigned by the site administrator. Anonymous FTP archive sites, however, accept the word "anonymous" as the user ID and your e-mail address as the password.

Technical support may be available: Although Apple Computer, Inc., does not provide technical support for any software you may retrieve, the software's creators sometimes provide technical support. See the documentation that comes with the software.

Why do they do it? Site administrators often find it more convenient and practical to maintain anonymous FTP archives than to set up password accounts for everyone who might have a legitimate need to access certain files. Computer companies, for example, might want to allow customers free access to system software updates and bug fixes, while universities might want students to get online catalogs and class schedules easily. (The Cyberdog software you downloaded from cyberdog.apple.com was actually at an FTP site.)

Restrictions

The administrators of anonymous FTP sites (the computers where the archives are stored) often place restrictions on using their archives. You have access to the files only in certain folders (called *directories* on most Internet systems), and there may be limits on the number of files you can retrieve (download) or the amount of time you can spend connected to a site. To see what restrictions apply, open the FTP menu and choose Show Server Messages. You'll see a window like the one in the following illustration.
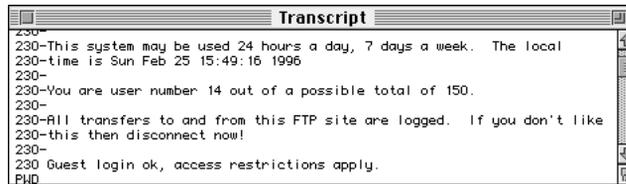
Many sites do not allow you to transfer any files from your computer to the archive (upload). Still, because all the files that you download are either free or extremely inexpensive, anonymous FTP is the best deal on the Internet.

Finding FTP sites

You can use the Cyberdog Internet Search page to locate FTP sites. Follow these instructions:

1   **Open the Cyberdog Tour window and click Search.**

When the Search page opens, you might want to drag the Internet Search icon at the top-left corner of the window to your notebook. Most people find that they use Search quite often.

2   **Type `Mac "anonymous FTP"` in the Search field and press Return.**

Remember to type the quotation marks around the phrase "anonymous FTP."

3   **Click a site name.**

You may have to investigate a number of sites before you find one that you like.

You can be specific in your searching: You can also use a search engine to find a specific file or file type. Instead of searching for anonymous FTP, search for Compression Software and see what happens.

You'll find a list of useful FTP sites on Cyberdog's World Wide Web home page. You can reach that page by clicking the Explore button in the Cyberdog Tour window, or by connecting directly to the Internet address http://cyberdog.apple.com.

Finding files in an archive

Many FTP sites have files with titles such as Read Me and Directory Listings that provide hints about searching the archives. (You can't use application software from your computer's hard disk to locate files at the anonymous FTP site.) Additionally, many sites have Welcome messages that appear when you first connect, giving additional hints about where to look.

In the worst case, you'll have to browse through directories until you find what you want, using the directory names themselves as hints. Start with the directories named "mac" or "pub" (short for "public"). Browsing directories is simple; you double-click a folder to open it, just as you do in the Finder. Files and subfolders are always listed alphabetically, as if "by Name" were chosen in the Finder's View menu.

To download a file, just drag its icon to your desktop or hard disk. The file is copied to your computer.

Using Gopher

You use Gopher to find interesting files no matter where they are on the Internet. Gopher is like FTP in that you can use it to retrieve files; but while FTP can only show lists of files that are on the host computer to which you're connected, Gopher can show lists of files that are on many computers.

Typical Gopher lists are arranged in hierarchies with each folder named for its content. Using Cyberdog, you browse through folders until you find the file that interests you. Then you double-click its name to read it or drag it to the desktop to download it.
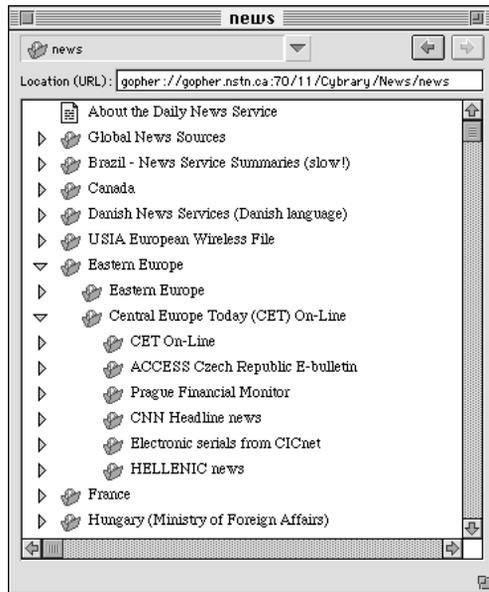
Retrieving and using files

With Cyberdog, you retrieve a file once you've located it by dragging its icon to the desktop. The file is automatically downloaded to your computer.

About file suffixes

You may need to decompress downloaded files before you use them. Files stored in archives are often compressed in order to save space. Such files end in a one-, two-, or three-letter suffix preceded by a period (for example, "pictures.sit" or "files.hqx").

Many compressed files are automatically expanded by your software. You may need to expand others yourself with special software. Luckily, software for expanding compressed files is often available at the same site that holds the compressed files you were originally looking for. (See "Finding FTP Sites," earlier in this chapter.)

About shareware

Shareware is software that you use on approval. Unlike demoware, shareware is a complete software package. You get all the features, not just a sample. After you use the software for a while, the author expects you to send payment or to throw the software away. Shareware is usually quite inexpensive.

5 Accessing AppleTalk Networks

Cyberdog's AppleTalk browser allows you to access AppleShare and other AFP (AppleTalk Filing Protocol) servers. AppleShare URLs can be used to open documents, launch applications, and open folder windows on remote volumes. These URLs can also be added to Cyberdog notebooks or embedded in Cyberdog custom documents for later use.

Browsing AppleTalk Networks

The AppleTalk browser gives you access to zones and servers on your local area or wide area AppleTalk network. In Cyberdog, AppleTalk zones and AppleShare file servers have their own URLs. Just like standard Internet URLs, these URLs can be added to Cyberdog notebooks, HTML Web pages, and Cyberdog custom documents.

Accessing AppleTalk zones and AppleShare file servers

IMPORTANT To see anything in the browser window, your computer must be connected to an AppleTalk network and AppleTalk must be active.

1   **Open the AppleTalk browser.**

Click the AppleTalk button in the Cyberdog Tour window, double-click the AppleTalk Network listing in the notebook, or type in the URL

at:

A window similar to the one shown below appears, which is a list of zones for the AppleTalk network to which you are connected. (This is the list you get when you open the Chooser and select the AppleShare icon.)
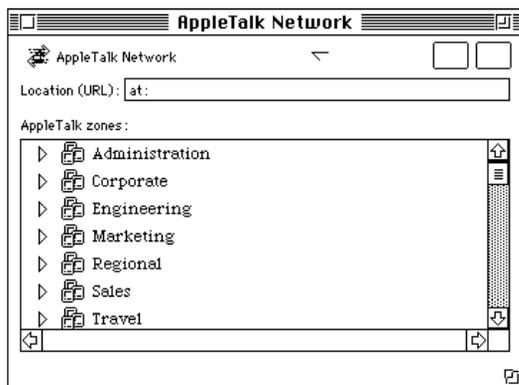
2 **To see the AppleShare file servers in a zone, click the triangle next to the zone.**

The window below shows the AppleShare file servers in the
Marketing zone.
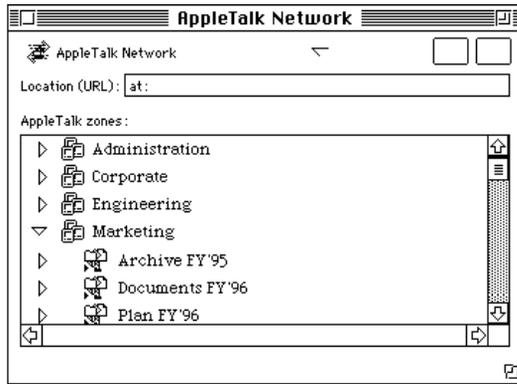
3 **To connect to a file server, click the triangle next to the server.**

Clicking on the triangle next to a server brings up the authentication
dialog box.
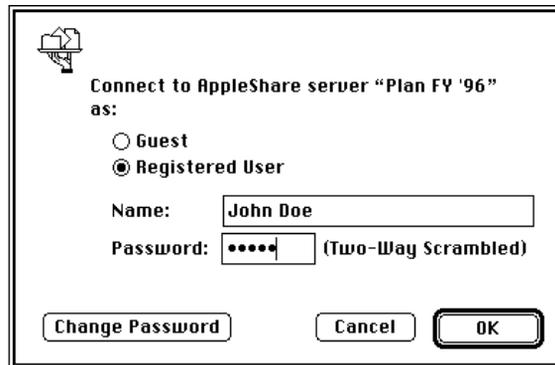
4 **Log onto the file server.**

Once you gain access to the server, you see a list of available volumes.
Double-clicking connects you to the volume and opens its window in
the Finder.

Using AppleTalk and AppleShare URLs

AppleTalk and AppleShare URLs can be used just like standard Internet URLs. For example, you can put links to AppleShare file servers on the same HTML Web page as links to Internet resources. However, only people who browse the Web using Cyberdog 1.2 will be able to connect to servers with AppleTalk and AppleShare URL links. For more information on using AppleTalk and AppleShare URLs in HTML Web pages go to http://cyberdog.apple.com and click the AppleTalk Browser link.

You can enter URLs to access your AppleTalk network at any level from zone to file. The following list shows which URLs match which levels:

m **AppleTalk network URL** at: (the letters "at" followed by a colon)

m **AppleTalk zone URL** at://Zone Name

m **AppleTalk local zone URL** at://*

m **AppleShare file server URL** afp:/at/Server Name:Zone Name

m **AppleShare volume URL** afp:/at/Server Name:Zone Name/Volume Name

m **folder URL** afp:/at/Server Name:Zone Name/Volume Name:Folder Name

m **file URL** afp:/at/Server Name:Zone Name/Volume Name:File Name

You can enter authentication information in any AppleShare URL. For example, you can allow guest access to an AppleShare file server URL as follows:

m afp:/at/guest@Server Name:Zone Name

You can add a user name and password to a file server URL as follows:

m afp:/at/user name:password@Server Name:Zone Name

You can add AppleTalk URLs to a notebook exactly as you add Web page URLs.

1 Open a notebook.

2 Choose New Item from the Notebook menu.

3 Type the URL and click OK.

Adding AppleTalk and AppleShare URLs to cyberdocuments

You can use the AppleTalk browser and AFP URLs to create unique ways to access your AppleTalk network's resources. Cyberdocuments and web pages can embed AppleTalk browser and URL links to your local AppleTalk network, providing access to zones, servers, volumes, and files. See Chapter 6 of this manual, "Creating Cyberdocuments," for more information.

6 Creating Cyberdocuments

With DocBuilder, you can quickly and easily create customized access to Internet or Intranet resources. DocBuilder is an application provided with Cyberdog that you can use to create cyberdocuments, an entirely new kind of multimedia document based on Apple's new LiveObjects (OpenDoc) technology. Cyberdocuments can include text, graphics, and Internet information. You can include Internet information through Cyberdog parts—a notebook, a button that links to information, or a browser window displaying real-time Internet information. Links can be to Internet resources, intranet resources, or files on your local hard disk or network.

DocBuilder is similar to a drawing application. If you've used a drawing application before, you'll recognize the tools. If not, you'll find them easy to learn.

This chapter takes you through the building of a sample cyberdocument, giving a glimpse of all the features available.

Unique cyberdocument features

Cyberdocuments can serve many of the same purposes as a Web page, but they are not the same:

- Cyberdocuments are Macintosh files on your desktop, not on a remote Web server, as are HTML Web pages.

- You can embed information from multiple Internet sources, including newsgroups, mail, and AppleShare servers, with single-click access to all sources.

- You can add URLs, text, and graphics to cyberdocuments.

- You can provide live views that show the actual content of Internet sites.

- Cyberdocuments can be accessed only by Cyberdog users, and each user must have a copy on his or her computer to access the page.

Using DocBuilder

This section introduces you to the basic DocBuilder controls. You'll save time and trouble if you familiarize yourself with the following information before building your first cyberdocument.

Selecting and editing

There are two types of selection. When you click a part such as a button, a dotted frame appears, indicating that the part is "active," meaning that you can edit the content of that part. Any DocBuilder Tools palettes that are open disappear when the part is active, as do the Layout and Page menus. At the same time, the part's unique menu becomes available, indicating that control has passed from DocBuilder to the part itself (for instance, when you click a button, the CyberButton menu appears).
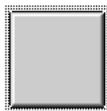
When you click outside an active button or other part, dark squares, or handles, appear on the corners of the button, indicating that the part is selected.

While the part is selected, you can resize the part by dragging one of the handles. You can also select multiple parts by Shift-clicking and then align, move, or do other operations with the parts as a group. If you have trouble selecting a part, try clicking and dragging around it to select it.

Deleting

You can delete objects by selecting them and pressing the Delete key. You can also use Cut or Clear in the Edit menu.

Making documents editable or uneditable

You use layout mode to create your DocBuilder document. When the document is set to layout, you can add parts, edit text, resize and move parts, link buttons, and drag in Internet address icons to create new viewers (in layout mode, a grid of dots appears within the document).

Run mode is somewhat analogous to read-only. In run mode, you can only select and change those objects that were set Editable in Run Mode.

To make a part within a document unchangeable by the user, select the object (so the dark square handles show) and choose Editable in Run Mode from the Layout menu. The checkmark by the menu item disappears, indicating that the selected DocBuilder part is no longer editable in run mode. You can select multiple objects (by Shift-clicking or by dragging a selection box) and change all of them at once. When a part is not editable in run mode, the user can't edit the item in any way, so if you want users to have the option of changing a button, notebook, or other part within the document, be sure to leave it set to Editable in Run Mode. Generally, you should set decorative items, such as text labels, pictures, and other graphics, to be not editable in run mode. Graphic objects created with the DocBuilder Tools palette are never editable in run mode.

Saving a document as run-only

When you save a document you've set to run mode, anyone who opens it can use the Tools palette or Edit menu to change it back to layout mode. The Save as Run Only option in the File menu "locks" the document, so that it can't be changed back to layout. Before saving a document as run-only, you should also save an editable version. If you save a document as run-only and later need to edit it, you can open a new DocBuilder document and drag the run-only document icon into the new document.

Options for linking a button

You can create a link to a button by dragging the address icon onto the button from your Log, a notebook, or the desktop. You can also create a link by using Link To in the CyberButton menu. This method lets you link to your Log, your default notebook, and any URL.

Adding text to a button

To put text on a button, first create the text using a drawing or painting program. The text is now the same as a picture. It can be worked with inside cyberdocuments or added to cyberbuttons exactly as any other picture. You can also also type a label on the button using the Label option in the CyberButton menu.

Using the Scrapbook as a source for graphics and text

You can often drag graphics or text directly from another open application into DocBuilder. Normally, when you drag something in from the Scrapbook, you'll see a light blue border around the DocBuilder document, indicating that it's accepting the object. If DocBuilder doesn't accept the dragged item, the item zooms back to its original place. If the item is rejected, either drag or copy and paste the item into the Scrapbook before dragging it into DocBuilder, and check that the document is set to Layout (in layout mode, a grid of dots appears within the document).

Creating a scrolling text box

You can create scrolling text boxes in DocBuilder. If you create such a box, be sure to leave that part editable; otherwise the user won't be able to scroll the box. If you include a large amount of text in a box and don't want the user to be able to change the text, you need to use small enough fonts and create a text field large enough for the user to view the entire passage without scrolling.

Including existing text

If you have previously written text you want to include in a DocBuilder document, one option is to copy the text from its original document and paste it into the document. Another option is to drag a file that's been saved as text-only from your desktop into the document. DocBuilder creates a text viewer and displays the text.

Both methods of including text cause most of the formatting to be lost; only default tabs, spaces, and styling are saved. Once the text is in DocBuilder, you can edit it, format it, and add additional styling.

Note: Cyberdog cannot show transparent text. You can achieve this effect by putting the text inside a white fill rectangle, or by using a draw or paint program to create the background you need.

Controlling navigation in embedded browsers

If you embed a browser window "as is," it will contain its full header with a variety of navigation options. Some of these options may not be appropriate for your purposes. You can use the Navigate menu to determine what header information appears. The settings you make with the Navigate menu apply only to the selected browser.

Creating a cyberdocument

This section takes you step by step through the process of using DocBuilder to create a custom cyberdocument that includes a button linked to a Web site and an embedded Web browser.

1   **Open the Samples and Tools folder.**

2   **Double-click the Cyberdog DocBuilder icon.**

The DocBuilder layout window opens. The grid of dots, which serves as a reference grid for aligning items, indicates that this is a layout document (as opposed to a run-only document, which is "locked" to prevent it from being edited). A run-only document window has no grid of dots. To make the document run-only, click the running dog on the Tools palette. Clicking the lying-down dog changes the document back to layout, making it editable. You can also change between Layout and Run modes using the Layout/Run Mode command in the Edit menu.

Two tool palettes also open: DocBuilder Tools and Cyberdog Parts. If these palettes are in your way, you can move them to a different location on your screen, or close and reopen them when needed using the Hide/Show DocBuilder Tools and Hide/Show Cyberdog Parts commands in the Layout menu.
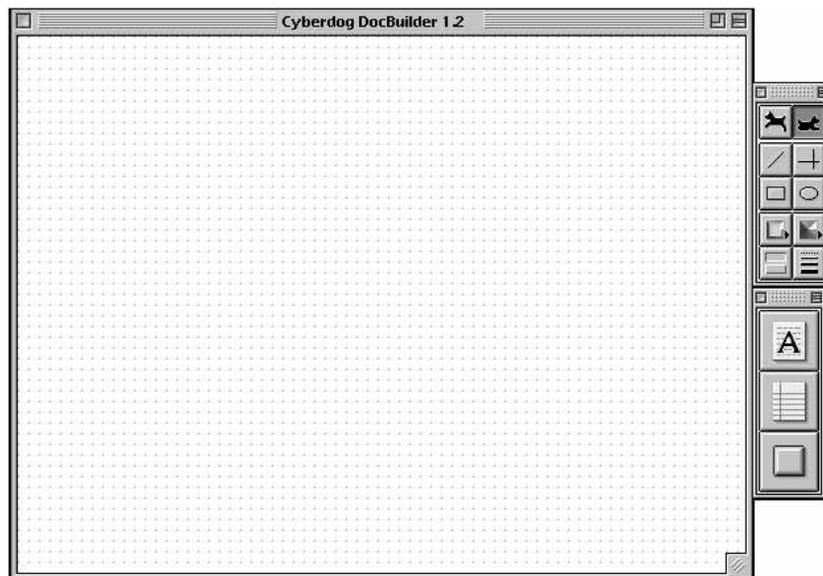
3   **Add a graphic to the top of the document by opening the Scrapbook (from the Apple [K] menu), selecting any picture in it, and dragging the picture into the open document.**

You can also copy the picture and then paste it into the DocBuilder document.

4   **Center the graphic at the top of the DocBuilder document.**

Once the picture appears, it will probably be in the selected state, but clicking anywhere within the picture puts it into its editable state. If you need to drag or resize the picture, be sure to do so while it is in the selected state and without releasing the mouse button. Releasing the mouse button puts the picture into its editable state and the resize and drag functions will not work.

5   **Select the text tool by clicking the icon marked with an A on the parts palette.**

6   **Move the pointer to the location where you want to place the text.**

The pointer changes to a crosshair.

7   **Create the text area by dragging the crosshair while holding down the mouse button.**

The text box initially appears in its selected state so that you can reposition and size it. To put it into its editable state, allowing you to add text, click anywhere inside the box. The dotted border appears, as does a blinking insertion point.

8   **Type the text, then change the font, color, and size to your liking.**

Use the commands in the Text menu to change the size, style, font, and color. You can apply style to any part of the text or all of the text, depending on what you select.

9   **Resize the text box as needed to fit the text.**

To resize the text box, click the gray border. Dark square handles appear on the corners of the button, indicating that the text box part is selected. While the part is selected, you can resize it by dragging one of the handles so that all the text appears.

10 **Add a button to the document by clicking the button icon in the parts palette and dragging it into position in the DocBuilder window.**

As you drag the button from the parts palette over the DocBuilder window, the pointer changes to a crosshair. You can also create a button by clicking the icon and then dragging the crosshair, just as you did to create a text box.

11 **Adjust the size of the button as desired.**

Dark square handles appear on the corners of the button, indicating that the part is selected. While the part is selected, you can resize the part by dragging one of the handles. You can also select multiple parts by Shift-clicking and then align, move, or do other operations with the parts as a group.

12 **Add a graphic to the button by dragging one from the Scrapbook.**

If the graphic needs to be resized, you need to use a paint or draw application before you place the graphic in DocBuilder.

You can use an embedded picture to decorate your cyberbutton:

a. Put the picture into its editable (dotted border) state.

b. If necessary, resize the picture using the Picture menu that appears when the picture is in an editable state.

c. Drag a selection rectangle inside the dotted border to select all or part of the picture.

d. Use the Copy and Paste commands or just drag the selection to the cyberbutton.

You can have the icon of the item it points to appear on the button by choosing Show Icon from the CyberButton menu. Or you can type a label on the button using the Label option in the CyberButton menu.
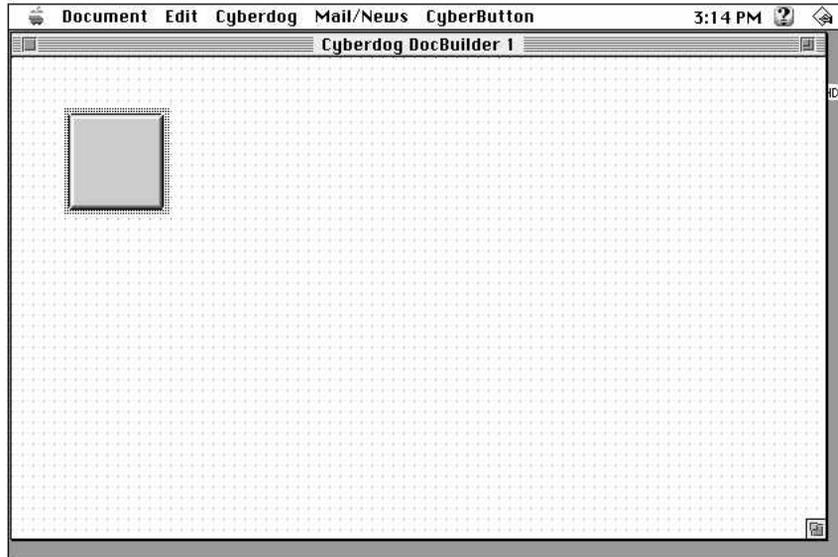
13 **Set a color for the button using the CyberButton menu.**

Besides assigning a color to the button, you can make the button clear so that background pictures can appear through it.

14 **Link the button to an Internet site by dragging an address icon from the desktop, the Log, or any Notebook, to the button. You can also use the "Link to" items in the CyberButton menu.**

The button flashes, indicating that the Internet address is linked to the button. (You can choose Get Info from the Edit menu to find out to which Internet site the button is linked.)

To try out the button, switch the document to run mode. The background grid of dots disappears when you switch to run mode. After you've tried the button out, switch back to layout mode in order to make additional changes to the document.

15 **Add a notebook by clicking the notebook icon in the Cyberdog palette.**

You can drag the notebook to the DocBuilder window, or select the notebook and then resize it with the crosshair.

Embedded notebooks behave exactly like notebooks on your desktop. You can add, delete, and rearrange items and categories and double-click an item to go to the Internet site it represents. The embedded notebook even scrolls, exactly like its desktop twin.

You can put Internet addresses in the notebook by dragging them from your Log, from another notebook, or from the Macintosh desktop (Finder). You can also select the notebook and use the Notebook menu to add categories or items to the notebook the same way as you do with the default notebook.

16   **Add a Web, FTP, AppleTalk, or Gopher view to a DocBuilder cyberdocument.**

You can add real-time Web and AppleTalk browsers, FTP, and Gopher sites by dropping URLs on the DocBuilder document. Wait for the connection, and the window will open and resize itself. To resize the browser, first put it into the selected state by clicking the dotted border, and then drag a handle.

IMPORTANT When a cyberdocument opens, embedded browser windows automatically connect to their sites. This can cause problems for users who are not connected to the Internet or the appropriate AppleTalk network. Cyberbuttons avoid this problem because they don't make the connection until clicked by the user.

17   **Add draw elements by selecting them from the DocBuilder palette.**

The crossed lines give you horizontal or vertical lines; the angled line lets you draw lines at various angles. You can also create boxes and circles, or borders, and you can add bevel effects. The colored buttons let you select color for the border and its area; to select line width, choose Pens from the Layout menu.

18   **Save the document.**

You may want to save the document in run mode so that users cannot change it, as described earlier in this chapter.

Glossary

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access privileges The ability to see or retrieve directories (folders) and files, to make changes to a directory, or to run programs at an FTP or Telnet site. Access privileges are granted by the administrator of the site. See also **FTP**, **Telnet**.

anonymous FTP The process you use to connect to a remote computer whose files you can access without having an account. It's called *anonymous* FTP because you typically type the word "anonymous" as your user ID. See also **FTP**, **remote computer**.

AppleShare Network service software that allows users to store and share documents, folders, and applications over an AppleTalk network.

AppleTalk A communications environment in which many different kinds of computers, peripheral devices, and software can work together according to protocols (rules) developed by Apple Computer.

AppleTalk Filing Protocol (AFP) The presentation-layer protocol that allows users to share data files and application programs that reside on a file server.

bcc In e-mail, a recipient who receives a "blind copy" of a letter and its attachments (so called because no other recipients know about the bcc recipient). See also **e-mail**.

browser Application software you use to investigate the World Wide Web. Clicking the Explore button in the Cyberdog Tour window enables you to browse the Web. See also **World Wide Web**.

cyberdocument Also known as a Cyberdog custom document or DocBuilder document, this is an OpenDoc document that contains Internet functionality. By clicking hypertext links within a cyberdocument, you can connect to Internet sites and display Internet-based information. A cyberdocument offers capabilities similar to that of a Web page, but unlike a Web page, Cyberdocuments aren't in *http* format. The Cyberdog Tour window that appears when you start up Cyberdog is an example of a cyberdocument.

Cyberdog document See **cyberdocument**.

demoware Software that you are allowed to try out at no charge before purchasing. Most demoware has built-in limitations that prevent you from using it on a permanent basis.

directory The word for "folder" on many host computers.

DocBuilder The Cyberdog text and drawing utility that you use to create cyberdocuments.

download To copy a file from another computer to your own computer over a communications link.

e-mail Electronic mail.

freeware Software that is distributed at no cost. Distinguished from *shareware*, for which payment is requested.

FTP Abbreviation for File Transfer Protocol, the set of rules (the protocol) that the Internet uses to facilitate the transfer of files between computers.

Gopher An information retrieval system developed by the University of Minnesota.

header The information that appears at the top of every e-mail message or newsgroup article. The header contains data about the sender, the date the message was created, the computer path the message traveled through, and other information used for the distribution or management of the message. See also **e-mail**, **newsgroup**.

home page The default World Wide Web document you go to when you click the Explore button in the Internet Pathfinder. See also **browser**, **World Wide Web**.

host computer A remote computer that you connect to in order to retrieve mail, documents, application software, or other files; search databases; run programs; and take advantage of other services the remote computer may provide.

HTML An acronym for Hypertext Markup Language, the formatting language that World Wide Web documents are written in.

http An acronym for Hypertext Transfer Protocol, the set of rules that the Internet uses for moving hypertext documents.

hypertext A system for nonlinear writing in which documents are electronically linked to other sections of text or other documents. See also **hypertext document**.

hypertext document A document that contains text or graphics you can click to display additional information. Web pages and the cyberdocuments that you can create with Cyberdog DocBuilder are both examples of hypertext documents.

Internet The collective name for the systems of computer networks, made up of millions of computers from all over the world, that use the same protocols for communication and the exchange of information. In practical terms, the Internet is a vast international communication system and repository of information accessible by anyone with a home computer, proper application software, and an Internet access provider.

Internet access provider A company that provides connections to the Internet for a monthly fee (or sometimes for an hourly fee). Access providers are to the Internet as telephone companies are to telephone service: they provide access to the network but don't usually provide content.

Internet service provider See **Internet access provider**.

moderated newsgroup In Usenet, a newsgroup whose articles are cleared by a moderator before they're posted. An article posted to a moderated newsgroup is automatically sent by e-mail to the group's moderator, who checks the article for appropriateness and then either posts it to the group or sends it back to the author with an explanation. Most newsgroups are not moderated. See also **Usenet**.

newsgroup In Usenet, a collection of postings (called "articles") on the same general theme. Anyone can post an article to any unmoderated newsgroup. See also **Usenet**.

OpenDoc Apple Computer's software that allows you to integrate many independent parts into a single document.

page A single World Wide Web document. Each page can have text, pictures, and other multimedia elements. A Web site can have any number of pages connected by links.

pathname The list of directories (folders) you pass though to get to the directory you want to use. On the Internet, the pathname starts with a slash (/), and all directories in the pathname are separated by a slash.

remote computer Also called a remote host, any computer that is in a location other than where you are and that you use your own computer to connect to. Compare **host computer**.

session The current interaction between your computer and a remote computer.

shareware Software that is distributed at no initial cost but for which payment is requested should you continue to use the program.

signature Text that can be automatically added to the bottom of every e-mail letter or newsgroup article that you write. Generally no longer than four lines, the signature usually contains a paper mailing address and a voice or fax telephone number.

SMTP An acronym for Simple Mail Transfer Protocol, the set of rules that the Internet uses for moving e-mail messages. See also **e-mail**.

Telnet Process you use to log onto a remote computer. Once you're connected, your computer acts as a terminal to the remote computer. See also **remote computer**.

thread In Usenet, a series of articles that discuss a common topic. Articles in the same thread have nearly the same name.

upload To copy a file from your own computer to another computer over a communications link.

URL Acronym for Uniform Resource Locator, the standard way to give the address of any Internet location.

Usenet The set of all host computers that run the netnews software and that exchange newsgroups in the comp, sci, rec, soc, misc, news, and talk hierarchies. (The exchange of other newsgroup hierarchies is optional.) Not all Usenet sites are on the Internet. Strictly speaking, Usenet refers to the computers that run netnews and to the people who use this service, rather than to the newsgroups themselves.

World Wide Web Also called the Web, the organization and presentation of Internet information in a series of hypertext documents. Using a Web browser, you move through the Internet by clicking images or text that contain hypertext links. (The text is usually in a different color from surrounding text and is often underlined.) See also **browser**, **hypertext document**.

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