

## Internet Explorer 4



Internet Explorer 4 is Microsoft's Web browser that is built right into the Windows 98 operating environment. As a Web browser, Internet Explorer lets you connect to and access the information on the Internet, particularly that part of the Net known as the World Wide Web (WWW) — the Web, for short. (The Web is that segment of the Internet that relies exclusively on HTML documents — also known as Web pages — as the means for delivering the Web page content to the user and enabling the user to interact with that content.)

As the latest and greatest version of Microsoft's Web browser, Internet Explorer 4 supports all the following online *and* offline activities:

- ◆ Browse Web pages on the WWW when connected to the Internet (*see* "Browsing Web Pages" in Part III).
- ◆ Browse Web page content that you copied to your computer (*downloaded*, in Internet-speak) when you're not connected to the Internet (*see* "Browsing Web pages offline" in Part III).
- ◆ Browse the contents of local disks that are attached to your computer (*see* "Browsing Folders on a Local Disk" in Part III).
- ◆ Create subscriptions to regular Web pages as well as to special collections of Web pages, known as channels, so that you are continuously kept informed of when their contents change and, if you want, get the new content automatically downloaded to your computer (*see* "Adding to Favorites" and "Subscribing to Channels" in Part III).
- ◆ Successfully render the multimedia content on Web pages that use the latest Java and HTML 4 (also known as *dynamic HTML*) technology.

### Launching Internet Explorer 4

Microsoft makes it extremely easy to start Internet Explorer 4. You can use any of the following methods to open the program:

- ◆ Click the Internet Explorer icon on the Windows desktop, or click the Launch Internet Explorer button that appears on the Quick Launch toolbar on the Windows taskbar, to open whatever Web page is designated the home page.
- ◆ Click one of the channel buttons in the Internet Explorer Channel bar on the Windows desktop to open the home page of the channel that you select.

- ◆ Click the Internet Explorer logo button that appears at the far right of the menu bar in the My Computer or Windows Explorer window in order to open the Internet Start page on the Microsoft Web site.
- ◆ Click the Web Help button in the Windows Help window (which you open by clicking the Start button and choosing **H**elp on the Start menu). Next, click the Click Here button in the pane on the right (entitled Windows Update Product Assistance) to open the Windows Update Product Assistance page on the Microsoft Web site.

When opening Internet Explorer 4, keep in mind that normally the first thing that the program wants to do is go online and connect to the Internet.

Regardless of the method you use to open Internet Explorer, you see the window in the following figure.



If your computer isn't equipped with a modem (what a concept!) or the modem can't currently make an online connection (meaning you can't connect to a phone jack), when Internet Explorer 4 launches, it opens an alert box saying that a connection with the server could not be established. When you click OK to close this alert box, Internet Explorer opens a local Web page called `about:NavigationCanceled`.

This Web page contains two hyperlinks: [More Information](#) and [Helpful Hints](#). Click the [More Information](#) link to display a list of reasons why the local Navigation Canceled Web page opened instead the online Web page you expected to see. Click the [Helpful Hints](#) link to display a list of things to try to get the proper online Web page to appear. (These hints are of no help when the problem is that you don't have a modem or you can't connect it to a phone jack.)

### *Auxiliary Internet programs*

Along with Internet Explorer 4, Windows 98 installs some powerful auxiliary Internet programs that enhance its capabilities:

- ◆ **Outlook Express:** An Internet mail and newsgroup client that you can use to send and read e-mail messages and to read and subscribe to Internet newsgroups (*see* "Sending and Receiving E-Mail with Outlook Express" in Part II for details).
- ◆ **Microsoft NetMeeting:** An online conferencing program that enables you to make "Internet" phone calls, conduct online video conferences, as well as to share documents and applications on the Internet or the company's intranet (*see* "Communicating with NetMeeting" in Part II for more information).
- ◆ **Microsoft Chat:** An online chat program that enables you to conduct chat sessions in a chat room, using either a graphical comic-strip format or standard text format (*see* "Conversing via Microsoft Chat" in Part II for details).
- ◆ **Microsoft NetShow Player:** To play online streaming audio and video broadcasts initiated by hyperlinks on Web pages either on the Internet or on the corporate intranet. (*Streaming* refers to the capability to deliver audio and video content in a continuous stream rather than having to wait until all the content is downloaded to your computer.)

## ***Adding Active Desktop Items***

Active Desktop items are smaller, special versions of channel Web pages that reside right on your computer's desktop. Active Desktop items appear whenever the desktop Web Page view is turned on (*see* "Activating/Deactivating the Desktop Web Page View" for details).

Like regular channel pages, Active Desktop items are HTML documents. And, as with channels, when adding Active Desktop items, you must go through a subscription process in which you indicate when and how you want updates made to the contents of the item (*see* "Subscribing to Web Channels" in this part for details).

Unlike regular channel Web pages, whose contents are always viewed in a Web browser (like Internet Explorer 4), the contents of Active Desktop items are displayed on the desktop in their own borderless windows (known as *frames*) without requiring a Web browser (such as Internet Explorer 4) to be running. Not only do Active Desktop items run independently of a Web browser, but you also can move and resize their windows around the Windows desktop as your needs and design sense dictate.

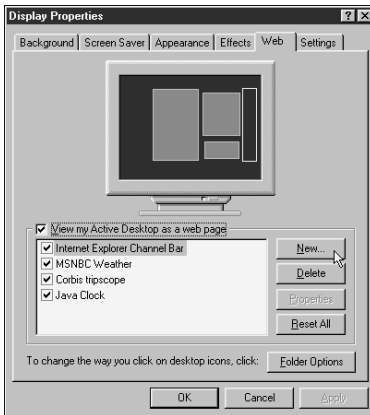
### ***Subscribing to an Active Desktop item***

When you first start using Windows 98, only a single Active Desktop item — the Internet Explorer Channel bar — appears on your Active Desktop. After that, it's up to you to go out and subscribe to any additional Active Desktop goodies that you want adorning your desktop.

One method for adding an Active Desktop item is by subscribing to a new Active Web Channel. Many times, as part of the subscription process, the channel's subscription page gives you the option (usually in the form of an Add to Active Desktop button) of adding an Active Desktop item directly to your desktop.

Another, more surefire, method for adding an Active Desktop item is by installing it from the Microsoft Active Desktop gallery. To connect to this gallery and install a new Active Desktop item, you follow these steps:

1. Right-click the desktop to display its shortcut menu.
2. Choose **A**ctive Desktop → **C**ustomize my Desktop to open the Display Properties dialog box, shown in the following figure, and then click the Web tab.



3. Click the New button in the Display Properties dialog box to open the New Active Desktop Item dialog box, shown in the following figure.

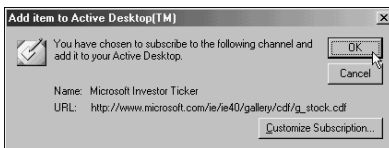


4. Click the Yes button in the New Active Desktop Item dialog box to close the New Active Desktop Item and Display Properties dialog boxes and have Internet Explorer open the Desktop Gallery Web page on the Microsoft Web site, as shown in the following figure.



This Web page contains links for downloading all sorts of nifty Active Desktop items, from the MSNBC Investor ticker to a 3D Java clock. Because new Active Desktop items are added to this gallery all the time, you may want to subscribe to this page (see “Subscribing to favorite Web pages” later in this part) so that you are automatically notified when new items are added. Or, at the very least, you may want to add the page to your favorites (which you can do in a snap, by dragging the icon for this Web page from the Address bar to the Favorites button on the Standard Buttons bar).

- To open a new Web page containing the desktop item, click the hyperlink for the Active Desktop item that you want to add. Then, after reading over the details on the item, click the Add to Active Desktop button to open the Add item to Active Desktop(TM) dialog box, which you see in the following figure.



- Click the OK button in the Add Item to Active Desktop(TM) dialog box to accept the default subscription options, or click the Customize button and modify the settings as required (see “Subscribing to Web Channels” later in this part for help with the custom settings).

After you close the Add to Active Desktop(TM) dialog box, a Download Progress dialog box appears, keeping you informed of the download progress of the Active Desktop item you

selected. When the Download Progress dialog box disappears, you can return to the desktop to check out your new toy.

7. Click the Close box in the Internet Explorer 4 window to return to the desktop.
8. If you don't see your new Active Desktop item right away, right-click on an unoccupied part of the desktop to display the shortcut menu and then choose the Refresh command.

### ***Moving and resizing items on the desktop***

After you install a new Active Desktop item, you can move and resize it much as you do any other less-than-full-size window on the desktop. To move an Active Desktop item, position the mouse pointer somewhere over the item until a gray title bar, blank except for a pop-up button in the upper-left corner and a Close box in the upper-right corner, appears on the top of the item. Then drag the Active Desktop item by this title bar to its new position on the desktop and move the mouse pointer off of the Active Desktop item.

To resize an Active Desktop item, position the mouse pointer on one of its borders until one of the resizing pointers (either a horizontal, vertical, or diagonal double-headed arrow) appears. Then drag the border or borders of the desktop item until the item is the size you want.

### ***Modifying the subscription settings or removing an item from the desktop***

To change the settings or to unsubscribe from an Active Desktop item, you need to open its Properties dialog box. To open this dialog box, position the mouse pointer somewhere over the item until its title bar appears and then click the pop-up button (the one with the downward-pointing arrow) and select the Properties command to open the Properties dialog box for that desktop item.

To unsubscribe from the Active Desktop item, click the Unsubscribe button on the Subscription tab. To change when and how the item's content is updated, click the Receiving and/or Schedule tab and change the settings accordingly. Note that when you unsubscribe from an Active Desktop item, you delete the item entirely from your computer's desktop, and the only way to bring it back is by going through the subscription process all over again.

To temporarily remove an Active Desktop item from the desktop without deleting it (that is, without unsubscribing from it), display the title bar for the Active Desktop item and then click its Close box in the upper-right corner.



You can also unsubscribe from an Active Desktop item, or just temporarily close the item, from the Display Properties dialog box (which you open by right-clicking the desktop and choosing Properties from the shortcut menu). To close the desktop item, choose the Web tab and then remove the check mark from the item's check box in the Items on the Active Desktop list box. To unsubscribe from the item, select the item in this list box and then click the Delete button.

## *Adding to Your Favorites*

You keep bookmarks for all of your often-used Folders and files, as well as for often-revisited Web pages, in the Favorites folder. Bookmarks for folders, files, and pages that you store in this folder are available from any of three browsing windows: My Computer, Windows Explorer, and Internet Explorer 4.

To access and open an item whose bookmark is stored in the Favorites folder, you have a choice between choosing the bookmark from the Favorites pull-down menu or from the Favorites Explorer bar (*see* "Explorer Bars" in Part I for details).



When you first start adding to the Favorites folder, you will find that it already contains certain subfolders. The Favorites folder contains a subfolder for the Channels, Links, My Documents, and the Personal folders on your hard drive. In addition, the Favorites folder may contain a subfolder with your computer manufacturer's favorite Web sites (called something like "XYZ" Corporation Recommended Sites) and, if you imported bookmarks from the address book created with another Web browser's e-mail program into Outlook Express, a subfolder called Imported Bookmarks.

Follow these steps to add a bookmark to a folder, file, or Web page to your Favorites folder:

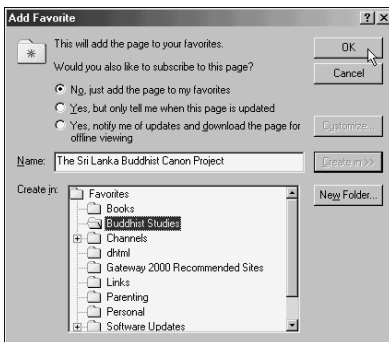
1. Open one of the browsing windows (My Computer, Windows Explorer, or Internet Explorer 4) and then select the folder, file, or Web page for which you want to add a bookmark in your Favorites folder.

When adding bookmarks for local folders, be sure to open the folder and verify that the folder name appears at the end of the path name on the Address bar. When adding bookmarks for local files (including local HTML documents), just select the file without opening it and make sure that the filename appears at the end of the path name on the Address bar. When adding bookmarks for Web pages on the Internet, open the Web page (the URL of the page appears on the Address bar).

2. Choose **Favorites** → **Add to Favorites** to open the Add Favorite dialog box.

The Add Favorite dialog box contains a **Name** text box with the name of the folder or file, or the title of the Web page that you are adding to the Favorites folder.

3. (Optional) If you want a different bookmark description to appear on the Favorites menu, edit the name that currently appears in the **Name** text box.
4. (Optional) To add the bookmark in a subfolder of the Favorites folder, click the **Create In** button to expand the Add to Favorites dialog box and then click the subfolder's icon. To add the bookmark to a new folder, select the icon of the folder in which the new folder is to be inserted and then click the **New Folder** button in the expanded Add Favorite dialog box, which you see in the following figure. Then enter the folder name in the Create New Folder dialog box and click OK.



5. Click OK to close the Add Favorite dialog box and to add the bookmark to the folder, file, or Web page to the Favorites menu of the three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4).



If you want to add a bookmark to the current Web page to your Favorites folder, you can do so simply by dragging the Web page icon (that appears before the page's URL in the Address bar) to the Favorites button on the Standard Buttons toolbar. If you later decide that you want the bookmark to appear in a subfolder of the Favorites folder, you can then move it to the desired subfolder (*see* "Organizing your favorites" for details).

## Opening an item in your Favorites

After you add a folder, file, or Web page to your Favorites folder (or one of its subfolders), you can open the item simply by selecting its bookmark, either from the Favorites pull-down menu or from the Favorites Explorer bar.

To select a bookmark from the Favorites pull-down menu in the My Computer, Windows Explorer, or Internet Explorer 4 window, you click **Favorites** on the menu bar and then click the name of the bookmark on the Favorites menu. If the bookmark is located in a subfolder of the Favorites, you need to drag down to the subfolder's icon to open its submenu, where you can click the desired bookmark.

To select a bookmark from the Favorites Explorer bar, open the Explorer bar by choosing **View** → **Explorer Bar** → **Favorites** on the window's pull-down menus (in Internet Explorer 4, just click the Favorites button on the Standard Buttons toolbar), and then click the bookmark's hyperlink. If the bookmark is located in a subfolder of Favorites, click the subfolder to expand the list and display its bookmarks and then click the hyperlink for the bookmark to the folder, file, or Web page you want to open.

## Subscribing to favorite Web pages

When you add a bookmark to a Web page, you can also subscribe to the page so that you are notified that the contents of the page have been updated or so that the updated page is automatically downloaded for offline viewing. If the contents of the page have been updated, a small, red starburst — which Microsoft refers to as a *gleam* — appears in the upper-left corner of the Web file's icon.



This kind of Web page subscription is useful when you're marking a Web page whose contents change frequently (like a page of an online catalog where the merchandise and prices are in constant flux) and you don't want to have to keep revisiting the page just to see if anything new has been added.

To subscribe to a Web page, follow these steps:

1. Open the Web page you want to bookmark and concurrently subscribe to in My Computer, Windows Explorer, or Internet Explorer 4.
2. Choose **Favorites** → **Add to Favorites** on the pull-down menus to open the Add Favorite dialog box.
3. Beneath the question *Would you also like to subscribe to this page?* click the **Yes**, but tell me only when this page is updated radio button if you want to be notified

only when the contents of the page change. Click the Yes, notify me of updates and download the page for offline viewing radio button to have the new contents automatically downloaded as well.

4. (Optional) To customize the subscription settings for the Web page so that you receive an e-mail message whenever the page changes (in addition to having the page's icon take on the gleam), click the Customize button and then click the Yes, send an e-mail message to the following address radio button. Finally, click the Next button in the first dialog box in the Subscription wizard and then the Finish button in the second dialog box.
5. (Optional) To add the bookmark to the Web page in a subfolder of the Favorites folder, click the Create In button to expand the Add to Favorites dialog box. Then click the subfolder's icon. To add the bookmark to a new folder, select the icon of the folder in which the new folder is to be inserted and then click the New Folder button in the expanded Add Favorite dialog box. Next, enter the folder name in the Create New Folder dialog box and click OK.
6. Click OK to close the Add Favorite dialog box and add the bookmark to the Web page to the Favorites menu of the three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4) and complete the subscription to the Web page.



A few Web pages purposely block you from subscribing to them (wonder what they've got to hide?). When this is the case, both the Yes, but tell me only when this page is updated and the Yes, notify me of updates and download the page for offline viewing radio buttons are dimmed.



If, after adding just a plain old bookmark to a Web page, you decide that you want to subscribe to it, you can still do so. Just right-click the bookmark on the Favorites pull-down menu or Explorer bar and choose the Properties command on the shortcut menu. This action opens the Properties dialog box for the bookmark. Then click the Subscription tab in the Properties dialog box, followed by clicking the Subscribe button and selecting the desired subscription options (as discussed in the preceding steps) in the Subscribe Favorite dialog box.

For more on subscriptions, *see* "Subscribing to Channels" later in this part.

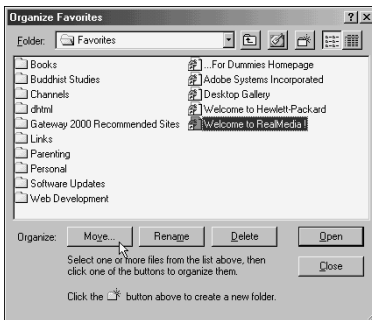
## Organizing your Favorites

Many times, you will find yourself going along, adding bunches of bookmarks to your pet folders, files, and Web pages without ever bothering to create them in particular subfolders. Then, to your dismay, you find yourself confronted with a seemingly endless list of unrelated bookmarks every time you open the Favorites submenu or Explorer bar.

Fortunately, Windows makes it easy to reorganize even the most chaotic of bookmark lists in just a few, easy steps:

1. Open up one of the three browsing windows (My Computer, Windows Explorer, or Internet Explorer 4) and then choose Favorites → Organize Favorites to open the Organize Favorites dialog box.

The list box of the Organize Favorites dialog box shows all the subfolders, followed by all the bookmarks in the Favorites folder.



2. To move bookmarks into one of the subfolders of Favorites, select their icons and then click the Move button to open the Browse for Folder dialog box. Click the destination folder in the Browse for Folder dialog box and then click the OK button.



Use the following options in the Organize Favorites dialog box to create new folders to hold your bookmarks, to rename bookmarks, or even to get rid of unwanted bookmarks:



- ◆ To create a new folder, click the Create New Folder icon and type a new name for the folder icon; then press Enter.
- ◆ To rename a link to a favorite page, channel, or Web subscription, click its icon to select it, click the Rename button, edit the description, and then press Enter.
- ◆ To delete a link to a favorite page, or to unsubscribe from a channel or Web subscription, click its icon and then click the Delute button. Choose Yes in the Confirm File Delete dialog box when it asks whether you're sure that you want to send the particular favorite page, channel, or Web subscription to the Recycle Bin.



Don't delete or rename the Links folder in the Organize Favorites dialog box. Internet Explorer 4 needs the Links folder so that it knows what buttons to display on the Links bar.



You can also use the drag-and-drop method to do some quick reordering of the bookmarks in the Organize Favorites dialog box. Just drag the bookmark to the desired subfolder in the list box and release the mouse button.

Note that you can also use drag-and-drop in the Favorites Explorer bar to change the order of the bookmarks within a particular folder or to move bookmarks to new folders. Just open the Favorites Explorer bar in one of the three browsing windows (choose View⇨Explorer Bar⇨Favorites) and then use one of these techniques:

- ◆ To open one of the folders on the Explorer bar to display the folder's contents, click its folder icon. Internet Explorer then displays a series of icons for each of the subfolders and bookmarks it contains. To close a folder to hide its contents, click the folder icon again.
- ◆ To move a bookmark to a new position in its folder, drag its icon up or down until you reach the desired position. As you drag, you see where the item will be inserted by the display of a heavy, horizontal I-beam between the bookmarks. You also see where you *cannot* move the icon because of the display of the international No-No symbol.
- ◆ To move a bookmark's icon to a different (existing) folder, drag the bookmark icon to the folder icon. When a plus sign (+) appears at the mouse pointer, you can drop the icon into the highlighted folder.

## Browsing Folders on a Local Disk

You can use any of the three Windows 98 browsing windows (My Computer, Windows Explorer, or Internet Explorer 4) to browse the contents of the drives attached to your computer. These disks can be in local drives, such as your floppy drive (A:), hard drive (C:), or CD-ROM drive (D:). If your computer is on a Local Area Network (LAN), these disks can be disks on remote drives to which you have access, such as a network E:, F:, or G: drive.



When you browse folders and files on a local drive (as opposed to browsing Web pages on the Internet), the Windows icon (you know the disintegrating four-pane window with the clouds behind it thing) appears in the button on the far right of the menu bar. When you browse Web pages, the icon for this button automatically changes to the E icon used by the Internet Explorer. Note, however, that clicking this button in a browsing window connects you to the Microsoft Internet Start page on the Internet, regardless of which icon currently appears.

### *Browsing folders with Internet Explorer 4*

Although browsing folders with My Computer and Windows Explorer is more direct (because these windows both sport icons for the drives attached to your computer — *see* “My Computer” and “Windows Explorer” in Part I), you can just as well as browse folders and open files in Internet Explorer 4. To do this kind of local browsing with Internet Explorer, follow these simple steps:

1. Click the cursor in the Address bar to select the current URL or file path and then type the letter of the disk drive whose folders you want to see. If the AutoComplete feature correctly completes the drive specification by adding the obligatory colon and backslash (as in D:\), press Enter. If AutoComplete does not correctly complete the drive specification, type a colon (: ) and, if necessary, a backslash before you press Enter. If you know the path of the particular folder whose files and subfolders you want to display, don't stop with entering the drive letter; go ahead and type the entire file path (in most cases, AutoComplete enters the complete name of the folder as soon as you type enough characters to trigger recognition of the folder name).

Note that as soon as you enter a drive letter or directory path in the Address bar, the buttons on the Standard Buttons bar change to those buttons that you need for local (as opposed to Web) browsing (*see* “Standing up to the Standard Buttons toolbar” in Part I).

2. (Optional) To change the view of the folders and files in the browser window, choose the desired view option (Large Icons, Small Icons, List, or Details) from the View pull-down menu or from the pop-up menu attached to the View button (located at the end of the Standard Buttons bar).
3. To open a folder displayed in the browser window to see its subfolders and files, click the folder's hyperlink (use Web-style folder selection) or double-click the folder's icon.
4. To return to browsing Web pages on the Internet after you finish browsing folders on a disk, click the drop-down button attached to the Address bar and then click the Internet icon on the pop-up menu. Otherwise, click the Home button or select a Web page on the Favorites pull-down menu.



TIP

When browsing folders with Internet Explorer 4, remember that you can use the Back and Forward buttons to retrace your path through various levels of folders, and you can click the Up button to display the folders and files in the next level up in the file path hierarchy.

### *Browsing Web pages offline*



With the advent of channels and Web page subscriptions comes the appearance of so-called *offline* browsing (as opposed to *online* browsing, which indicates being connecting to the Internet). Because you can set up channels and Web site subscriptions so that updated Web pages are automatically downloaded to your hard drive (normally, during the wee hours when you're safely tucked in your beddy-bye and only wild-eyed nerds are surfing the Net), you can use offline browsing to view the updated Web contents with Internet Explorer 4 at your leisure.

This kind of offline browsing is especially beneficial when you're using a laptop computer and can't get connected to the Internet (as when you're in transit on a bus, train, or plane). It can also come in handy when you rely on a relatively slow dial-up connection (as with 28.8 or 33.3 Kbps modems) to the Internet, enabling you to download Web content during nonpeak hours and browse it with maximum efficiency during the peak surfing hours (thereby totally avoiding the "World Wide Wait").

To turn offline browsing on and off, you choose File⇨Work Offline from the browsing window's pull-down menus. Note that after you put the browsing window in offline mode, it remains in this work mode until you restart your computer. In other words, if you shut down the browsing window and then launch it again during

the same work session, it will open up in offline mode. If you decide that you want to do some serious online surfing, you need to start by choosing the **File**⇨**Work Offline** command to turn off the offline mode.

When offline mode is on (indicated by a check mark in front of the **Work Offline** command on the **File** menu), Windows will not attempt to connect to the Internet, and you can only browse pages stored locally on your computer, such as those that have been downloaded into the *cache* on your computer's hard drive. Also known as the Temporary Internet Files, the cache contains all Web pages and their components that are downloaded when you subscribe to Web sites or channels.



When you browse a Web site offline from a local disk, you have none of the wait often associated with browsing online when connected to the Internet. You may also find, however, that some of the links, especially those to pages on another Web site that you haven't subscribed to, are not available for viewing. The browsing window lets you know when a link is not available by adding the international No or "Don't" symbol (you know, the circle with a backslash in it) to the hand cursor.

If you persist and click a hyperlink to a page that has not been downloaded with the hand-plus-Don't-symbol cursor, the browsing window displays a URL Not Found in Offline Mode dialog box.

This dialog box informs you that the address of the page (URL) is not available offline and gives you a choice between staying offline or connecting to the Internet and downloading the most up-to-date version of the Web page. Click the **C**onnect button in the URL Not Found in Offline Mode dialog box to get on the Internet and download the page (whereupon, you must then choose **File**⇨**W**ork Offline again to get back to surfing in Offline mode). Click the **S**tay Offline button to close the alert box and continue browsing in Offline mode.

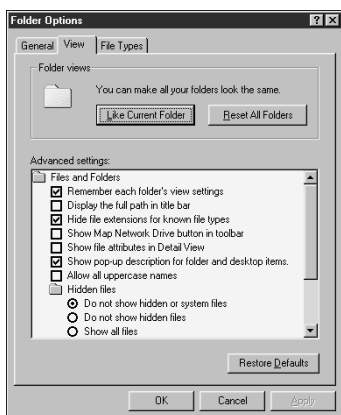
Most of the time when browsing offline, you do your local Web surfing in one of two ways:

- ◆ Visit updated Web pages stored in the cache as channels to which you subscribe. You open these pages by selecting them from the Channel Explorer bar opened by clicking the **C**hannels button or by choosing **F**avorites⇨**C**hannels (*see* "Viewing Active Channels" in this part for details).
- ◆ Revisit Web pages stored in the cache as part of the History. You open these pages by selecting them from the History Explorer bar, which you open by clicking the History button.

In addition to using these two browsing methods, you can open Web pages that are stored in folders on local disks, such as the hard drive or a CD-ROM in your CD-ROM drive. The easiest way to open these pages is by selecting the drive letter in the Address bar (see “Browsing Folders on a Local Disk” in this part for details). You can also open a local Web page with the Open dialog box (choose **F**ile→**O**pen or press **Ctrl+O**).

## Changing the View options

The View tab of the Folder Options dialog box (which you see in the following figure) enables you to change a wide variety of settings that affect where and how folders and files appear in the three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4), as well as a few visual settings that affect the look of the entire Windows desktop.



Check out the following list for a quick rundown on changing these settings:

- ◆ **Remember each folder's view settings:** Remove the check mark from this item if you don't want Windows to use the individual view settings (such as what size icon to use or whether or not to turn on the Web Page view) that you assign to a folder when displaying its contents in one of the three browsing windows.
- ◆ **Display the full path in title bar:** Add a check mark to this item if you want the full directory path displayed in the Address bar for the folder you have open in one of the three browsing windows.

- ◆ **Hide file extensions for known file types:** Remove the check mark from this item to display the file extension as part of the file name in the Address bar of the three browsing windows for all recognized file types (*see* “Changing the File Type Options” in this part for details).
- ◆ **Show Map Network Drive button in toolbar:** Add a check mark to this item if you want a Map Network Drive button to be added to the Standard Buttons bar of the three browsing windows, which you then can use to mount one of the networked drives to which you have access onto your computer system.
- ◆ **Show file attributes in detail view:** Add a check mark to this item if you want a list of each file’s attributes added to the other stats that you see when you choose Details on the View menu or the Views button pop-up menu.
- ◆ **Show pop-up description for folder and desktop items:** Remove the check mark from this item if you no longer want to be bothered by ToolTips appearing in comment boxes when you select folder, file, and desktop icons.
- ◆ **Allow all uppercase names:** Add a check mark to this item if you want filenames that were entered in uppercase letters to appear that way in the three browsing windows. When this check box isn’t selected (which is the default setting), all filenames appear in lowercase with an initial cap regardless of how you entered the filename.
- ◆ **Hidden files:** By default, Windows selects the Do not show hidden or system files radio button as the Hidden files setting. To display system files in the three browsing windows without including files that use the Hidden attribute, choose the Do not show hidden files radio button. To display all files, even those with the Hidden attribute, choose the Show all files radio button.
- ◆ **Hide icons when desktop is viewed as Web page:** Add a check mark to this item if you want the desktop icons to disappear magically when you turn on the Web Page view for the desktop, only to reappear when you turn off the Web Page view (*see* “Activating/Deactivating the Active Desktop” in this part for details).
- ◆ **Smooth edges of screen fonts:** Add a check mark to this item if you want the characters in windows to not look so jagged. Note that although turning on this setting makes your screen a might prettier, it also requires more system resources, which may result in (oh no!) slower response times and longer waits when refreshing a screen.

- ◆ **Show window contents while dragging:** Remove the check mark from this item if you don't care to see the entire contents of each window as you drag it to a new position on the screen. Deselecting this setting can speed up this type of operation on slower computers.

## *Communicating with NetMeeting*

Microsoft NetMeeting is a premier online conferencing tool that incorporates Internet “telephone” calls, online chat sessions, whiteboard sessions (where you get to draw with others on a shared whiteboard), and collaborative document editing, as well as video conferencing. Of course, you need the necessary hardware (microphone, external speakers, and video camera, to name a few), and you must have a mighty fast Internet connection to make much good use of the tools.

You can start NetMeeting in one of two ways:

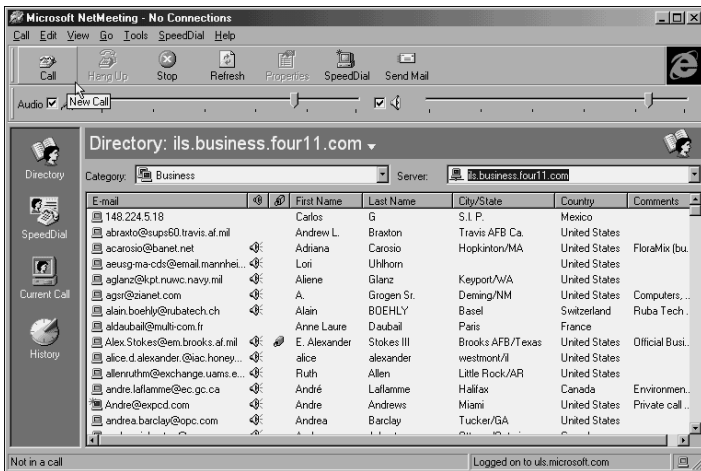
- ◆ From within any of the three browsing windows (My Computer, Windows Explorer, or Internet Explorer 4), choose Go⇨Internet Call.
- ◆ From anywhere in Windows, click the Start button on the taskbar and then choose Programs⇨Microsoft NetMeeting from the Start menu.

The first time you open NetMeeting, a wizard appears and takes you through a registration and microphone test in which you enter your name, e-mail address, city, and state, and tune your audio settings by speaking a few sentences into the microphone attached to your computer.

After that initial encounter with the wizard, when you start NetMeeting, the program opens the NetMeeting window, which is your master control station for all Internet calls and conferencing activities.

### *Placing a conference call*

In order to facilitate NetMeeting conferences, Microsoft maintains directory servers that list users who have logged on to the server and are available for conference calls. By default, NetMeeting is set up to check in with the Microsoft directory service when you start the program. However, you can select a different directory service (by using the Directory Server name setting on the Calling tab of the Options dialog box); in fact, your network administrator may have set up a directory service for your local network.



After NetMeeting makes contact with a directory, you can place a call to someone listed on that directory simply by double-clicking a name in the directory list. NetMeeting places a call to that person, using the default settings. If you want to specify call settings, you can click the Call button on the toolbar or choose **Call**→**New Call** (or press Ctrl+N). This action opens the New Call dialog box, where you can specify (in the Address drop-down list box) the e-mail address, computer name, network address, or the telephone number of the modem to which you want to connect.

After you make a call and the other conference participant accepts the connection, you can talk with each other as you would when conducting a telephone call. The sound quality isn't as good as a telephone connection, and you may need to take turns talking because some sound cards don't allow both the microphone and speakers to work at the same time. Still, the system works pretty well. (If you and the other conference participants have those nifty little video cameras attached to your computers, you can even see whom you're talking to.)

## Conversing via Microsoft Chat

Microsoft Chat is a chat program that enables you to conduct online, real-time conversations with other people — who are all disguised as weird cartoon characters. As a result, your conversations progress like panels of a cartoon strip, which can be mildly to hilariously entertaining.

To start Microsoft Chat and participate in a chat session, follow these steps:

1. Click the Start button on the Windows taskbar and then choose Programs⇨Microsoft Chat.

The Enter New Nickname dialog box appears in front of the Room – Microsoft Chat dialog box. Here, you enter the nickname (also known as a *handle*) that you want to be known by in the various chat rooms (my handle, for example, is Cyberdude).

2. Enter your handle in the Nickname text box and then click OK or press Enter.

After you choose a handle, the Connect dialog box appears so that you can get connected to one of the Comic Chat servers (the first time you start Microsoft Chat, the program automatically selects the initial Comic Chat server).

3. Click OK or press Enter in the Connect dialog box to connect to the Comic Chat server.

If you have trouble getting connected to the initial Comic Chat server, select one of the other servers in the Server drop-down list box or close the Connect dialog box and then the Room – Microsoft Chat window and try getting online at a later time.

After you get connected, Microsoft Chat displays the Comic\_Chat – Microsoft Comic Chat window, which displays the panels of the dialog then in progress. The program also assigns you a cartoon character.

4. (Optional) To select a different cartoon character, choose View⇨Options (or press Ctrl+Q) and then click a new character name in the Character list box on the Character tab.

As you click a new character name, the Preview area shows you how this character will look. To change the expression of the new character, drag the black dot to the desired facial expression on the circle below the character's preview image.

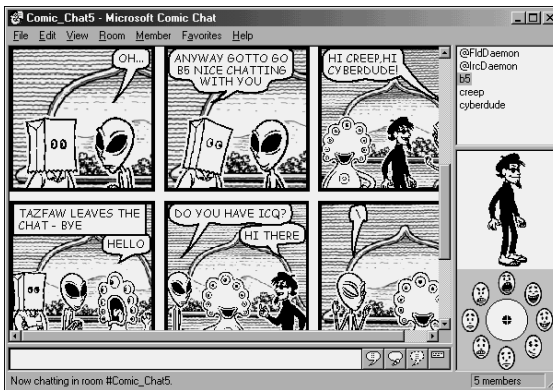
5. (Optional) To determine who else is currently in the Comic Chat room, scroll through the list of characters shown in the pane in the upper-right corner of the Chat window.
6. To participate in the chat session, type your comment or message in the text box in the pane at the bottom of the Chat window.

After typing your comment or message, you can post it publicly, either as something you're saying or something you're thinking.

7. To post your comment publicly to all the members in the chat room, click the Say button (or press Ctrl+Y) or the Think button (or press Ctrl+T) to the right of the text box.

To address something that you say to a particular member of the chat room, click on his or her character in the upper-right corner of the window before you click the Say button (or press Ctrl+Y). To post a message to just some of the members in the chat room, drag through their character names to select them in this panel in the upper-right corner before clicking the Whisper button (or pressing Ctrl+W).

8. To move to a different chat room, choose **R**oom→**R**oom List from the Chat menu bar and then double-click the name of the chat room in the Chat Room List dialog box.
9. After you finish chatting, click the Close button in the upper-right corner of the Chat window. To save your chat session so that you can review it or print it offline, choose **F**ile→**S**ave before closing the Chat window. The following figure shows you a chat session in full swing.



Microsoft Chat is so much fun that you can become addicted to it and its zany cartoon characters. Please don't get involved in any "comic" chats during business hours, because the continued use of Microsoft Chat could lead to your getting yourself fired!

## Searching the Web

The World Wide Web holds an enormous wealth of information on almost every subject known to humanity — and it is of absolutely no use if you don't know how to get to it. To help Web surfers like yourself locate the sites containing the information you need, a number of so-called *search engines* have been designed. Each search engine maintains a slightly different directory of the sites on the World Wide Web (which are mostly maintained and updated by automated programs called by such wonderfully suggestive names as Web crawlers, spiders, and robots!).

## Searching from the Explorer bar

The three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4) give you access to all the most popular search engines through the Explorer bar. You can open the Search Explorer bar in one of two ways:

- ◆ Choose **V**iew⇨**E**xplorer Bar⇨**S**earch.
- ◆ Click the Search button on the Standard Buttons toolbar.  
(Note that this button does not appear on this toolbar when you browse local folders.)



After you open the Search Explorer bar, Windows randomly picks one of the search engines as its Pick-of-the-day. For example, the last time I opened the Search Explorer bar, Internet Explorer chose the Excite search engine as the Pick-of-the-day.



If you want, you can go ahead and use the search engine featured as the Pick-of-the-day, or you can select a new engine from the Select Provider drop-down list box.

After you select your search engine, you are ready to enter the word or words (known affectionately as a *search string* in programmers parlance) that you want the engine to search for in the Web sites listed in its directory.

To avoid getting back thousands and thousands of irrelevant search results (or, at the very minimum, uninteresting ones), you often need to consider whether you want the search engine to return links only to sites that contain all the terms you enter in the search string. Suppose that I want to find sites that deal with Thai cuisine. If I enter the search string

Thai cuisine

in the Excite search string text box, the search engine will return not only links to Web sites that have “Thai” in their descriptions (like all the travel sites that deal with Thailand — without any reference to their style of cooking), but also links to all sites that have “cuisine” (regardless of what type) in their descriptions. The problem with this approach is that it can give you far too many extraneous results.

With many search engines, this result occurs because they search for each term in the search string *independently* as well as *together* when you enter it in the search string text box (as though I had asked for Web sites whose descriptions contain “Thai” and/or “cuisine”).



The easiest way to tell a search engine that you want links to a Web site returned only when *all* the terms in your search string are matched in their descriptions is to enclose all the terms in double quotation marks. So, in the case of the Thai cuisine search string, to find more Web sites that deal only with this particular type of cooking, I would enter

"Thai cuisine"

in the search string text box. Taking this little extra step can often give fewer results — but results that are also much more to your liking.

When you click the Search button (or its equivalent, which can be called something gross like “Go Get It”) or press Enter to have the search engine begin searching its directory, Windows often interrupts you with its Security Alert dialog box. This dialog box begins by giving you the earth-shattering news that you are about to send information over the Internet. It then goes on to tell you that it may be possible for other people to see what you are sending. Because you are doing nothing more dangerous than searching the directory of a search engine, you can go ahead and click the Yes button in response to the question *Do you want to continue?* to process the search.

When the search engine finishes processing your search string, it returns a list of hyperlinks in the Search Explorer bar, which represent the top ten matches. You can then click any of the hyperlinks in the list to display that Web page in the area of the browsing window to the right of the Explorer bar.

If you want, you can add the Web page to your Favorites (*see* “Adding to Your Favorites” earlier in this part for details) so that you can return to it without repeating the search. If you aren’t interested, you can try another of the hyperlinks in the Explorer bar to see if its Web page is of more interest.



Note that at anytime during the process of checking out the matches to your search, you can temporarily remove the Search Explorer bar so that Web page’s contents are displayed in a full-screen: Just click the Search button on the Standard Buttons bar. Then, if you decide after browsing the page’s contents that you want to check out another of the pages in the results list, you can restore the Search Explorer bar by clicking the Search button again.

After exhausting the links in the top ten list, you can display links to the next ten matching pages returned by the search engine by clicking some sort of Next button (in the case of the Excite search engine, this button appears with the text `Next 11-20 on it`).

After you are convinced that you’ve seen the best matches to your search, you can conduct another search with the same search engine using slightly different terms, or you can switch to another search engine to see what kinds of results it produces using the same search string.

### ***Autosearching from the Address bar***

In addition to searching from the Search Explorer bar, Windows enables you to perform searches from the Address bar, using a feature referred to as Autosearching. To conduct an Autosearch from the Address bar, you need to click the Address bar to select its current entry and then preface the search string with one of the following three terms:

- ◆ Go
- ◆ Find
- ◆ ?

To search for Web sites whose descriptions contain the terms *Thai cuisine*, for example, you could type

`go Thai cuisine`

or

`find Thai cuisine`

or even

`? Thai cuisine`

in the Address bar. After you enter **go**, **find**, or **?** followed by the search string, press the Enter key to have Windows conduct the search.

Note that, unlike when conducting a search from the Explorer window, when you follow one of the hyperlinks returned as a match, the Web page referenced by the link entirely replaces the page with the list of search results. The result is that you have to use the Back button or its keyboard equivalent (press Alt+←) to return to the page of search results in order to follow another of its links.

If you want to search for matches to your original search string, scroll down the Web page with the search results until you see the Search Yahoo! button. Then click this button to continue to search with the Yahoo! search engine, using the same search string.

## Doing an all-in-one search

If you don't mind searching from a single screen of information, the three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4) offer you yet a third method for searching the Web.

When you choose **Go** → **Search the Web**, Windows goes online and opens a Search page on the Microsoft Home Web site, as shown in the following figure. The top pane of the Search page offers you a choice of five different search engines (Lycos, Excite, Yahoo, Infoseek, or AOL NetFind), and the bottom pane offers you a choice of more search engines (such as AltaVista, HotBot, and WebCrawler) and other specialized online directories and guides.

The screenshot displays the Microsoft Internet Explorer 4 interface. The browser window title is "Search - Microsoft Internet Explorer". The address bar shows the URL "http://home.microsoft.com/access/allinone.asp". The page content includes a search bar with a "seek" button and a list of search engines: Infoseek, AOL NetFind, Lycos, Excite, and Yahoo. Below the search bar, there are sections for "Automotive", "Business", "Careers", "Classifieds", "Computer", "Entertainment", "The Good Life", "Health", "International", "Internet", "Kids & Family", "Maps", "News", "People", "Personal Finance", and "Real Estate". A "Featured search" section highlights "Four11" and lists other search engines like AltaVista, HotBot, WebCrawler, Search.com, Local City, LookSmart, Magellan, NetGuide, Top 5%, White Pages, and Newsgroups. The status bar at the bottom shows "Internet zone" and the time "3:08 PM".

To conduct a search, click the radio button for the search engine, directory, or guide that you want to use and then enter the word or words you want to search for before pressing Enter to start the search.

Keep in mind when using the Search page that you must use the Back and Forward buttons to go back and forth between the matching pages that you visit and to get back to the Search page to conduct another search or to see the next group of 10 matches. (That is the reason I far-and-away prefer using the Search Explorer bar to do my Web searches.)

## *Subscribing to Channels*

Active Channels (also known simply as channels) are Web sites that make use of a fairly new technology called *Webcasting*, which enables Internet Explorer 4.0 automatically to download updated contents from the Channel Web site to your computer cache on a regular schedule.

To have Windows monitor an Active Channel Web site and automatically download its updated content, you need to “subscribe” to the channel, a process in which you set up when and how the automatic downloading is to take place.

Channel subscriptions offer you several significant benefits over normal Web browsing:

- ◆ The Internet Explorer browser in Windows automatically monitors the channel for changes to its contents, so you don’t need to keep returning to the Web site to get its updated files.
- ◆ Updated channel contents are normally automatically downloaded to your computer’s cache during nonbusiness hours (while you’re fast asleep in your little bed), so you don’t have to face the terrible Internet traffic gridlock that makes the World Wide Wait so annoying — just to stay on top of the latest information from regularly changing sites (like News and online magazine channels).
- ◆ You can browse updated channel content offline, enabling you to view the new information even when you cannot be connected to the Internet, such as when you’re in transit on a plane or bus (*see* “Browsing Web pages offline” in this part for details).
- ◆ Even for those times when you need to manually update a channel’s contents during regular business hours, channels make it easier to get connected, because you can use the Channel bar without any reference to the Web site’s URL (the http://, www, .com thingy).

- ◆ The Channel bar in the Active Channel Viewer (a special display view of the Internet Explorer) that you use to browse channel contents (*see* “Viewing Active Channels” in this part) offers you the familiar outline view of all the pages in a channel, making it easy to get to and display just the pages that you’re interested in.
- ◆ Many channels offer a more “condensed” experience of their information than traditional Web sites, giving you immediate access to the information you want to see without having to browse through Web page after Web page. In their most concentrated form, some channels even enable you to place a compressed form of their channel contents directly on your Windows desktop as an Active Desktop item (*see* “Adding Active Desktop Items” earlier in this part for details), giving you instant access to highlights or headlines from the Web site, which, when clicked, open into full-screen Web pages.

### *Using the Channel Guide to subscribe to a channel*

The procedure for subscribing to a channel is a breeze, thanks to a little thing developed by Microsoft called the Microsoft Channel Guide. The Microsoft Channel Guide enables you to preview and, if you like what you see, subscribe to a variety of channels. The channels in the channel guide fall into the following categories:

- ◆ News & Technology
- ◆ Sports
- ◆ Business
- ◆ Entertainment
- ◆ Lifestyle & Travel

Note that, for now, it costs nothing to subscribe to most of the channels out there in cyberspace (they don’t yet operate like premium channels on cable TV). That is not to say, however, that you won’t find some channels charging for their content or, at least, for some sections of the channel site.

### *Subscribing to channels via the Microsoft Channel Guide*

You can open the Microsoft Channel Guide directly from the Windows desktop or from within any of the three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4).

To open the channel guide from the Windows desktop, use one of these methods:



- ◆ Click the Microsoft Channel Guide button on the Internet Explorer Channel Bar (assuming that the Web Page view for the desktop is turned on — *see* “Activating/Deactivating the Active Desktop” earlier in this part for details).



- ◆ Click the View Channels button on the Quick Launch toolbar on the Windows taskbar and then click the Channel Guide button at the top of the sliding Channel Explorer bar.

To open the Microsoft Channel Guide from within one of the three browsing windows (My Computer, Windows Explore, or Internet Explorer 4), use one of these methods:

- ◆ Choose **F**avorites → Channels → Channel Guide from the window’s menu bar.
- ◆ Choose **V**iew → Explorer Bar → Channels and then click the Channel Guide button at the top of the Channel Explorer bar. You can also open the Channel Explorer bar by clicking the Channels button on the Standard Buttons bar when browsing Web pages.

When you click the Channel Guide button, the Active Channel Guide Welcome page opens, displaying tabs for each of the channel categories, as shown in the following figure. Beneath the category tab is a description and the button for one of the channels in that category. (If you wait long enough, you will see these descriptions and buttons change as the page cycles through the channels listed in each of the categories.)



To preview the channels in a particular category, click the category tab of interest. To preview the particular channel currently displayed beneath one of the category tabs, click its channel button.

When you click a category tab, Windows uses the Lycos search engine to locate all the channels in that category. The program then displays for the selected category a Web page that is divided into three parts:

- ◆ In the center area beneath the name of the category, the page displays a text box and buttons that you can use to search for particular channels in the category (*see* “Searching for channels” in this part for details).
- ◆ In a column to the left of the Find feature information, the page displays the buttons for the first seven channels in this category. (The ranking of the channels in any given category is random and is therefore subject to change each time you preview the channels in that category.) To display the buttons for the next seven channels in the category, click the Next 7 button at the bottom of this column. (You can redisplay the first group by clicking the Previous 7 button that then appears at the top of the column of channel buttons.) Note that some of the channels near the end of a category display hyperlinks rather than buttons.
- ◆ To the left of the column with the buttons for the first seven channels in the category, you see the total number of channels in the category, followed by hyperlinks that divide the total number of channels into groups of seven. When you click one of these hyperlinks, Internet Explorer 4 displays the buttons for the channels in that group.



To return to the Welcome page of the Active Channel Guide, where you can select another channel category, click the Today button that appears at the far left of the title bar (immediately above the statistic indicating the total number of channels in the category). To get general information about channels, click the Learn button (to the immediate right of the Today button on the title bar).

As you pass the mouse pointer over the channel buttons displayed in the category’s channel guide page, the Find information in the center of the Web page is replaced by a description of the channel. As soon as you click one of the channel buttons or hyperlinks to a channel, the information describing the channel is replaced by a full-fledged preview of the channel. If you then decide that you want to subscribe to the channel whose preview is being displayed, you can do so by following these steps:

1. Click the Add Active Channel button in the preview of the channel.

Note that some channels contain an Add to Active Desktop button in addition to the Add Active Channel button. If you click the Add to Active Desktop, Windows adds a special desktop-item version of the channel to the Windows desktop (*see* “Adding Active Desktop Items” earlier in this part for details).

This dialog box enables you to select how you are to be informed of updates to the channel, edit the descriptive name of the channel, and decide in which folder to create the channel (which, in turn, decides where the channel’s button appears on the Internet Explorer Channel bar on the desktop and the Channel Explorer bar).

By default, the Add Active Channel (TM) content dialog box selects the Yes, notify me of updates and download the channel for offline viewing radio button.

2. (Optional) If you want to subscribe to the channel but don’t want to have its content automatically downloaded, choose the Yes, but only tell me when updates occur radio button. If you want to add the channel’s button to Channel Explorer bar without subscribing to its content (so that you can revisit the Web site by merely clicking the channel button), choose the No, just add it to my channel bar radio button.



- (Optional) To change the descriptive name of the channel (as it appears on the Explorer Channel bar), edit the default channel name in the Name text box.
- (Optional) To add the channel to one of the category folders (Business, Entertainment, Lifestyle and Travel, News and Technology, or Sports), click the Create in button to expand the Add Active Channel(TM) content dialog box. This action displays the Channels folder and all of its category subfolders in the Create In list box. Then select the subfolder in which you want the new channel added by clicking it.
- Click OK to complete your subscription and open and download the initial page of the channel.



No sooner does Windows close the Add Active Channel (TM) content dialog box than it takes you to the opening page of the channel. You can then explore all of its content areas at your leisure.

After you finish surfing your new channel, you can return to the Microsoft Channel Guide by positioning the mouse on the left side of the browsing area to get the sliding Channel bar to make an appearance. Alternatively, if you want to fix it on the screen, click the Fullscreen button on the Standard Buttons bar (the one to the immediate right of the Channels button with the radar dish) to fix the Channel Explorer bar in its own frame.

### ***Customizing the channel subscription settings***

You may not always want to use the default subscription settings when adding a new channel. For example, you may want to limit the amount of new content that's automatically downloaded to your computer, want an e-mail message sent to you every time the channel is updated, or want to change the schedule for downloading new contents.

To customize the subscription settings when subscribing to a new channel, follow these steps:

Customize...

1. In the Add Active Channel(TM) content dialog box that appears after clicking the Add Active Channel button on the channel preview, click the Customize button to open the first dialog box of the Channel Subscription wizard.



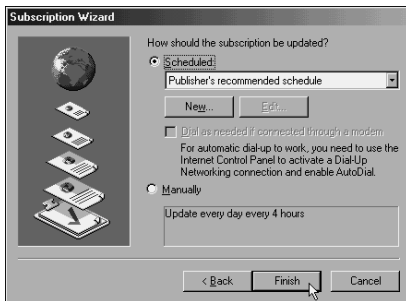
In the first dialog box of the Channel Subscription wizard, you can choose between downloading just the home (first) page of the channel and the (default) option of downloading all the pages specified by the channel developer (which can become quite a download in the channels that have loads of content).

2. If you want to limit the channel downloads to the initial page, choose the Download only the channel home page radio button before clicking the Next button.

The next dialog box of the Channel Subscription wizard gives you an opportunity to be sent an e-mail message notifying you that the channel's contents have changed. This e-mail message contains a hyperlink that, when clicked, opens the channel, enabling you to view its contents offline.

3. Choose the Yes, send an e-mail message to the following address radio button to be informed of updates to the channel by e-mail. In addition, the regular "gleam" that's added to the channel's icon informs you of updates. (When you choose this radio button, the Change Address button becomes active, which you can then use to edit or add your e-mail address, if necessary.) Otherwise, leave the No button selected when you click the Next button.

The next dialog box of the Channel Subscription wizard gives you an opportunity to override the update schedule assigned by the channel developer. You can choose between a completely manual update system wherein channel content is updated *only* when you specifically request it and a regularly scheduled update system of your own choosing.



4. Choose the **Manually** radio button to have channel content downloaded only when you choose the Update Now or Update All command. If you want to have content downloaded on a set schedule other than the one designated by the channel developer, leave the **Scheduled** radio button selected and then select a new update interval (Daily, Monthly, or Weekly) in the drop-down list box immediately below this radio button.
5. Click the Finish button to close the Channel Subscription Wizard dialog box and return to the Subscribe dialog box.
6. Click OK in the Add Active Channel(TM) content dialog box.

When you click the OK button after customizing your settings with the Channel Subscription wizard, Windows connects you to the home page of the channel, where you can start exploring its contents.



If after using the customized subscription settings, you decide that they still need some tweaking, you can change any of these custom settings by choosing the **Properties** command from the channel's shortcut menu. To open the shortcut menu for a channel, right-click its icon in the Channel or Favorites Explorer bar in the browsing window.

*See* "Subscribing to Web Pages" earlier in this part.

## Subscribing to Web Sites

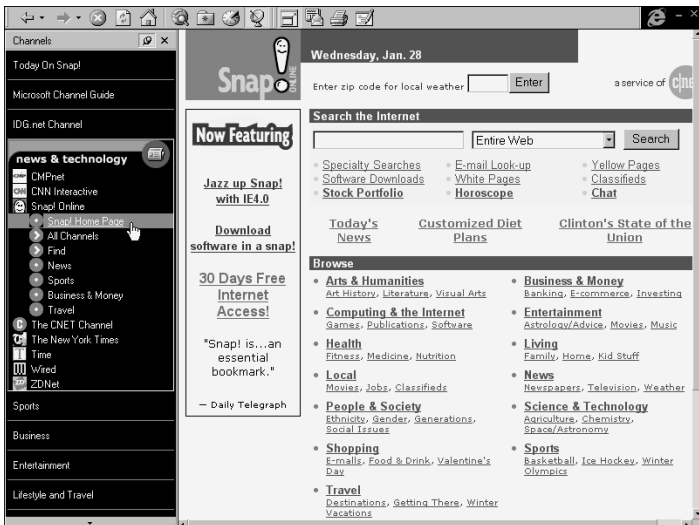
*See* "Adding to your Favorites."

## Viewing Active Channels

To view the updated contents for the channels to which you've subscribed, you open the Active Channel Viewer (or just Channel Viewer, for short). The Channel Viewer is simply a special view of the Internet Explorer with a sliding Channel Explorer bar (also known as the Channel bar, for short) and the full-screen viewing mode turned so that the Standard Buttons bar is the only toolbar displayed, and its buttons are shown without any captions.

The sliding Channel bar in the Channel Viewer automatically appears whenever you position the mouse pointer somewhere over the area of the underlying Web page that the bar occupies when displayed. And just as automatically, it disappears whenever you position the mouse pointer somewhere on the underlying Web page to the right of the Channel bar.

- If you want, you can keep the Channel bar displayed at all times in the Channel Viewer by clicking the thumbtack icon in the upper-right corner of its title bar (so that it appears "pressed"). When you click the thumbtack icon, Channel Viewer fixes the Channel bar in a frame on the left side, while simultaneously displaying the contents of the current Web page in its own frame (in most cases, complete with scroll bars) on the right.





To close the fixed Channel bar so that the Web page in the frame on the right is then displayed in a single, full-screen frame, click the Channels button on the Standard Buttons bar or the Close button in the upper-left corner of the Channel title bar. To redisplay the fixed Channel bar so that you can select different channel pages, click the Channels button again.

If you want to be able to view the current Web page at full-screen screen size and return the Channel bar to its original sliding modus operandi, click the thumbtack icon in its title bar (so that it no longer appears pressed).

### *Opening the Channel Viewer*

In opening the Channel Viewer, you have a choice among several methods:



- ◆ Click the View Channels button in the Quick Launch toolbar on the Windows taskbar. This action opens the Welcome to the Active Channel Viewer page.
- ◆ Click a particular channel button in the Internet Explorer Channel bar on the Windows desktop, assuming that the View as Web Page setting is turned on (by right-clicking the desktop and then choosing Active Desktop⇨View as Web Page). This action displays the initial Web page of the channel you select in the Channel Viewer.
- ◆ In one of the three browsing windows, choose View⇨Explorer Bar⇨Channels, or click the Channels button on the Standard Buttons bar if you are browsing Web pages. This action splits the browsing window by fixing the Channel bar in a frame on the left side and the contents of the Web page or folder you're currently browsing in a frame on the right. To remove the frames and revert to the sliding Channel bar, click the Channel Guide or one of the other channel buttons in the fixed Channel Explorer bar and then click the Fullscreen button on the Standard Buttons bar.

### *Selecting the channel pages to view*

After you open the Channel Viewer, you can view the pages of a particular channel (to which you are already subscribed) by clicking its button on the Channel bar. As soon as you click the button, the Channel bar opens to display the hyperlinks to individual pages of the channel, and the home page of the channel is displayed in the browsing window.

To display a particular page within the channel, simply click its hyperlink in the Channel bar or use the controls provided on the home page. (Many channels provide a variety of page controls courtesy of dynamic HTML.) When you have the channel page you want displayed in the browsing window, you can remove the Channel bar (either by moving the mouse off of the bar or, if the bar is fixed, by clicking the Channels Button on the Standard Buttons toolbar).



TIP

You can view channels from one of the three browsing windows by selecting them from the Favorites pull-down menu or on the Favorites Explorer bar (which you display by choosing **View**⇨**E**xplorer Bar⇨**F**avorites).

To select a channel from the Favorites pull-down menu, highlight the Channels folder icon and then click the name of the channel you want to view in the submenu that appears.

To select a channel on the Favorites Explorer bar, click the Channels folder icon on the Explorer bar and then click the name of the channel you want to view in the expanded list.

## Viewing TV Channels



If your computer is equipped with a TV tuner card and you have connected it to some sort of TV antenna, cable box, or satellite dish, you can watch television programs in a window on your computer's desktop. Windows 98 includes an online TV Viewer, called Microsoft WebTV for Windows, that makes it easy to find out what's on TV and select the program that you want to watch.



TIP

If you add a TV tuner card to your computer after Windows 98 has been installed, you will probably have to add the WebTV for Windows software to your current Windows installation. To add this software, put the Windows 98 CD-ROM in your CD-ROM drive and then click the Add/Remove button in the lower-right corner of the Windows 98 CD-ROM window. Select the WebTV for Windows check box near the bottom of the Components list box on the Windows Setup tab in the Add/Remove Programs Properties dialog box before clicking OK.



You can always tell when the TV Viewer software is installed, because Windows adds a Launch TV Viewer button to the Quick Launch toolbar on the Taskbar. You click this button when you want to open the TV Viewer, either to consult the programming guide or to watch a TV program. Note that when you install the WebTV for Windows software, in addition to the Launch TV Viewer button on the Quick Launch toolbar, Windows adds a Broadcast button to the Internet Explorer Channel Bar on the Active Desktop.

You can use the Broadcast button to subscribe to channels like TV Quest and Microsoft Broadcast Network which download daily the TV program schedules for the local TV stations and cable provider(s) in your area.

### ***Downloading the local programming to the Program Guide***

The first thing you will want to do with Microsoft WebTV for Windows is download a listing of the channels and TV programming for your local area. Windows enables you to do this by providing a hyperlink to Microsoft's StarSight Web site, from which you can download the local broadcast or cable programming.

To download the local programming information from this Web site (assuming that you have Internet access and some way to get connected), follow these steps:

1. Click the Launch TV Viewer button on the Quick Launch toolbar.

The first time you click this button, Windows opens the Welcome to WebTV for Windows screen and starts playing an audio track explaining what you can do with the Program Guide.



2. On the Welcome screen, click the Guide Plus+ hyperlink to connect to the Internet and open the Welcome to Setup browsing window on the Microsoft Web site.

3. Type your zip code in the Postal Code text box (click the **Yes** button if you get an alert box warning you that you are about to send information over the Internet).

Windows then opens a Choose Broadcast or Cable system page that displays your broadcast area or cable providers.

4. Click the name of your cable provider or, if you don't have cable TV, click the hyperlink for your broadcast area.
5. Click **Yes** in the alert box warning you about the ActiveX object on the page in order to close the alert box. Then click the Download button in the TV Program Listing Data Downloader box.

Windows then downloads the programming information for your cable provider or broadcast area.

6. When the Status in the TV Program Listing Data Downloader box reads **Success! Loader has completed**, click the Close box in the upper-right corner of the Welcome window to close this window and return to the Welcome page of the TV Viewer.
7. Click the Close button on the lower-left to close the Welcome screen and replace it with the Program Guide part of the TV Viewer, complete with the channels and program listing you just downloaded.



The listings that you download from the StarSight Web site are only current for the day on which you do the download. To obtain the current listings for another day, you must repeat the preceding steps. To display the page with the StarSight hyperlink after launching Windows 98 TV Viewer, click the TVC button in the Program Guide to select the TV Configuration channel; then click the WATCH button in the onscreen TV remote.

### ***Selecting the TV channel you want to watch***

After you download the program listings from the StarSight Web site, you can consult the Microsoft WebTV for Windows' Program Guide to select the program you want to watch. The Guide tab in the TV Viewer enables you to scroll through the program listings by time and by channel.

- ◆ To scroll up and down through the channels, drag the scroll button up or down or click the up or down scroll arrows in the Program Guide's vertical scroll bar. You can also scroll up and down one channel at a time by pressing the **↑** and **↓** keys, or up one page and down one page by pressing the **PgUp** and **PgDn** keys.

- ◆ To scroll left and right through the time of day, drag the scroll button left or right or click the left or right scroll arrows in the Program Guide's horizontal scroll bar. You can also scroll forward and backward a program at a time by pressing the → and ← keys.
- ◆ To display programs for a certain period of the day, click the pop-up button on the right of the button that contains a description of the current period of the day (Morning, Afternoon, Evening, and so on) and then select the period you want displayed on the pop-up menu. To display the programs that are on currently, click Now on the pop-up menu.
- ◆ To restrict the listing of the programs to only those channels that you designated as your favorites, click the pop-up button on the right of the All Channels button and then click Favorites on the pop-up menu.



When you find a program that you might be interested in watching, click its name in the Program Guide to display a short description of the program's content, its running time, and its rating. This information appears on the on-screen TV Viewer remote that appears to the immediate right of the Program Guide.



Many TV programs have Web sites that follow their plot lines, features, or characters, or some combination. To display a page of hyperlinks to Web sites related to a particular program in the Program Guide, click the hyperlink attached to the program's name near the top of the TV Viewer on-screen remote.

Also, keep in mind that you can get online help with using Microsoft WebTV for Windows at any time by pressing F10 to display the TV toolbar and then clicking the Help button.

## *Windows Update*



The Windows Update command on the Start menu provides an almost completely automated method for keeping your Windows 98 operating system software up-to-date. As soon as you choose the Windows Update command on the Start menu, Windows puts you online and connects you to the Windows Update Web page on the Microsoft Web site.

To have your computer checked out to see if you are in need of some updated Windows components, follow these steps:

1. On the Windows Update Web page, click the Update Wizard hyperlink and click the Yes button if a Security Alert dialog box appears.
2. After the information in the Web page redraws, click the Update Wizard hyperlink to have your computer checked for out-of-date software components.

When you click the Update hyperlink, the Welcome To Microsoft Windows Update Wizard Web page opens, and the Update Wizard checks your computer for needed updates. After checking your system, a list of possible updates appears in the Available Updates list box.

3. To have the Update Wizard install a particular update, click its name in the Available Updates list box to display a description of the update in the Description list box, then click the Install hyperlink that appears above both of these list boxes.

After you click the Install button, the Update Wizard downloads and installs the updated files for the component you selected.

4. Repeat Step 3 until you have installed all of the available updates that you want added to your system.
5. Click the Close box in the upper-right corner of the Welcome To Microsoft Windows Update Wizard Web page and the Windows Update Web page to close both Web pages in their browser windows.



You can remove an update and restore your computer to its previous state by choosing Update Windows on the Windows Start menu and then clicking the Restore hyperlink in the Windows Update Web page on the Microsoft Web site.



## Control Panel








The Control Panel in Windows 98 is the place to go when you need to make changes to various settings of your computer system. To open the Control Panel window, do one of the following things:

- ◆ Click the Start button on the taskbar and then choose Settings⇒Control Panel on the Start menu.
- ◆ Open the My Computer window from the Windows desktop and then open the Control Panel folder icon found there.
- ◆ Type **control panel** in the Address bar found at the top of any of the three browsing windows (My Computer, Windows Explorer, and Internet Explorer 4), or type it on the taskbar when you choose Toolbar⇒Address from the taskbar's shortcut menu. Then press Enter.
- ◆ Click the Control Panel icon in the Address bar drop-down menu of the three browsing windows. (Note that this icon appears only in Internet Explorer's drop-down menu when you browse local folders.)







The Control Panel window contains a wide selection of Control Panel icons that you can use to customize the Windows 98 settings on your computer. After you open the Control Panel window open, you can use the mouse to open the icon whose settings you want to change.






The following table lists both the Control Panel icons that you often find in the Control Panel and their uses.

<i>Icon</i>	<i>What It Does</i>
 The icon shows a computer monitor with a 3D cube on top of it. Below the icon is the text "32bit ODBC".	The 32 bit ODBC (Open DataBase Connectivity) Properties dialog box enables you to mess around with the data source drivers used in Windows 98. These drivers enable your system to access databases created with all kinds of weird database management software, and they also enable you to add, delete, or configure the locations of those database files on your system (referred to as <i>data sources</i> ). Not for the faint of heart.
 The icon shows a small window with a wheelchair symbol. Below the icon is the text "Accessibility Options".	The Accessibility Properties dialog box allows you to change a number of keyboard, sound, display, and mouse settings that can make using the computer easier if you have less-than-perfect physical dexterity.

Icon	What It Does
 <p data-bbox="267 321 355 370">Add New Hardware</p>	<p data-bbox="410 240 991 410">The Add New Hardware Properties dialog box opens to a wizard that walks you through the installation of new hardware, such as a new sound card or CD-ROM player. The questions the wizard asks can be pretty technical, so if you're not prepared to supply all the answers, leave this operation to someone more computer savvy; that way, you can blame that person if the installation gets messed up.</p>
 <p data-bbox="251 503 376 552">Add/Remove Programs</p>	<p data-bbox="410 422 991 711">The Add/Remove Programs Properties dialog box enables you to install or uninstall programs on your computer. The Add/Remove Programs Properties dialog box contains three tabs: Install/Uninstall, Windows Setup, and Startup Disk. Use the <u>I</u>nstall button on the Install/Uninstall tab to add new programs (<i>see</i> "Installing/Uninstalling Programs" in Part III for details). Use the check box options on the Windows Setup tab to add components to or remove components from the Windows 98 operating system. Use the <u>C</u>reate Disk button on the Startup Disk tab to make an emergency startup floppy disk that you can use to start Windows 98 should the operating system one day decide that it no longer wants to boot for you.</p>
 <p data-bbox="267 820 355 836">Date/Time</p>	<p data-bbox="410 722 991 868">The Date/Time Properties dialog box is where you reset the current date and time. If you live in a region that goes in and out of daylight savings time, you can have Date/Time adjust your computer's clock automatically. Use the Time Zone tab to modify the time zone by selecting the zone from the drop-down list box.</p>
 <p data-bbox="277 977 344 993">Display</p>	<p data-bbox="410 880 991 1050">The Display Properties dialog box enables you to customize just about every parameter that affects the way your computer is displayed on a monitor, including the desktop wallpaper, the screen saver, windows color schemes, which Active Desktop items are displayed on the Active Desktop, and the number of colors and the size of the screen area. <i>See</i> "Display Properties" in this part for details.</p>
 <p data-bbox="267 1159 355 1175">Find Fast</p>	<p data-bbox="410 1062 991 1208">The Find Fast Properties dialog box enables you to create and update various indexes that greatly speed up file searches using specific text or phrases that you perform in Windows 98 or with a Microsoft Office program. <i>See also</i> "Finding Files and Folders," in Part III, for information on how to search for files in Windows 98.</p>
 <p data-bbox="277 1317 344 1333">Fonts</p>	<p data-bbox="410 1219 991 1365">The Fonts dialog box shows you all the fonts installed on your computer, as well as installs any new fonts you may get your hands on. To add a new font to Windows 98, choose <u>F</u>ile→<u>A</u>dd New Font and then select the font file in the Add Fonts dialog box.</p>
 <p data-bbox="261 1474 360 1507">Game Controllers</p>	<p data-bbox="410 1377 991 1523">The Game Controllers dialog box is where you add and configure the killer joystick or game pad you bought to ensure that you dominate when playing your favorite game.</p>

(continued)

Icon	What It Does
 <p data-bbox="221 331 291 354">Infrared</p>	<p data-bbox="359 240 929 380">The Infrared Monitor dialog box enables you to keep track of your computer's infrared activity. You can find out what infrared devices are within range of your computer, the current infrared communication status, and define what type of infrared activity is allowed and how the Infrared Monitor reports detected infrared activity.</p>
 <p data-bbox="221 490 291 513">Internet</p>	<p data-bbox="359 399 940 704">The Internet Properties dialog box enables you to configure all aspects of your Web-browsing experience. The basic settings include defining a home page for your browser; creating a folder for temporary pages to view offline; clearing your History folder; choosing security levels that restrict content that can potentially damage your computer; defining content that can be viewed in your browser; setting up an Internet connection; and selecting programs for mail, new, and address book. Note that you can also open this dialog box by choosing <b>View</b>→<b>Internet Options</b> in the Internet Explorer 4 window. <i>See Internet Explorer 4 For Windows For Dummies Quick Reference</i> (published by IDG Books Worldwide, Inc.), by yours truly, for details on configuring all these options.</p>
 <p data-bbox="221 812 291 834">Keyboard</p>	<p data-bbox="359 721 929 837">The Keyboard Properties dialog box adjusts the rate at which characters are repeated when you hold down a key, adjust the cursor blink rate, selects a country and language layout for the keyboard, and changes the type of keyboard (should you add a new keyboard after Windows 98 is installed).</p>
 <p data-bbox="200 948 327 997">Microsoft Mail Postoffice</p>	<p data-bbox="359 873 908 964">The Microsoft Workgroup Postoffice Admin wizard is what your network administrator uses to create or administer a post office location for sending and receiving messages on your LAN.</p>
 <p data-bbox="221 1117 291 1140">Modems</p>	<p data-bbox="359 1026 940 1143">The Modems Properties dialog box tells you what modems are installed on your computer, as well as gives you a place to change their dialing properties. The Diagnostics tab of this dialog box is where you find out what COM (communications) port each modem uses.</p>
 <p data-bbox="221 1269 291 1292">Mouse</p>	<p data-bbox="359 1179 940 1372">The Mouse Properties dialog box lets you change all kinds of mouse settings, such as setting a right-handed or left-handed button configuration, double-click speed, change which icon is used as the mouse pointer when you're doing different stuff in Windows, modify the speed of the mouse pointer and add or remove mouse trails (that mouse afterimage junk that will drive you nuts in no time at all), and add a new mouse if you get one after installing Windows 98.</p>

Icon	What It Does
 <p data-bbox="263 342 362 367">Multimedia</p>	<p>The Multimedia Properties dialog box enables you to mess with all sorts of multimedia settings, such as change the playback or recording volume level, the preferred device for recording, or the recording quality for your sound card; add MIDI instruments or select a custom configuration for music produced with MIDI; change the drive designation for a CD-ROM player; change the size of the window in which digital video plays on your computer; display all the multimedia devices currently installed on your computer; and get information about particular devices (and possibly remove them).</p>
 <p data-bbox="274 618 352 643">Network</p>	<p>The Network dialog box lets your network administrator administer the LAN to his or her heart's content. These settings are not something that you should undertake unaided if you're a network lightweight, even if you consider yourself a Windows wonk.</p>
 <p data-bbox="263 776 362 800">Passwords</p>	<p>The Passwords Properties dialog box enables the network administrator for your LAN to add or change the password required to use various services on your computer system (like Windows 98 itself), enable remote administration of your computer, standardize all the preferences and Desktop settings, or let individual users create their own profile settings, which determine what icons appear on the Desktop and Start menu. This Control Panel is another one you should be very savvy about before using.</p>
 <p data-bbox="269 987 357 1036">PC Card (PCMCIA)</p>	<p>(Laptop computers only) The PC Card (PCMCIA) Properties dialog box enables you to see all the PC cards that you have inserted into the slots in your laptop computer. You can also stop the use of a particular PC card (so that you can safely remove the card without having to shut down your computer) by selecting the card in the list box and then choosing the Stop button.</p>
 <p data-bbox="253 1166 373 1214">Power Management</p>	<p>(Laptop computers only) The Power Management Properties dialog box is where you create individual power schemes for your computer. A <i>power scheme</i> is a collection of settings that manage the power usage of your computer and its peripherals (if the peripherals support power management features), thus reducing the power consumption of your computer system. Depending on your hardware, you can let Power Management turn off your monitor and hard disks automatically to save power, put the computer on standby when it is idle (particularly useful for conserving battery power in portable computers), or put your computer in hibernation, which is a deeper sleep mode that preserves your desktop and restores it to its previous state when you wake up your computer.</p>

(continued)

**Icon****What It Does**

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Printers

The Printers dialog box shows you all the printers that are currently installed for use on your computer (or your workgroup, if you are on a network) and enables you to add a new printer. **See** "Installing a new printer" in Part III for details.

QuickFinder  
Manager

The QuickFinder Manager dialog box lets you create, edit, delete, or update a Fast Search. You can also use the options in this dialog box to see Fast Search information, specify Fast Search preferences, determine how QuickFinder components are accessed, and perform searches from QuickFinder Manager.

Regional  
Settings

The Regional Settings Properties dialog box enables you to change the formatting for numbers, currency, dates, and times to suit schemes preferred by countries other than the U.S. This dialog box allows you to select the language and country to be used as the basis for all regional settings.

Sounds

The Sounds Properties dialog box is where you select various sound files to be played when certain events take place (for example, starting Windows 98, opening a new program, maximizing a window, or exiting Windows 98). You can also select from an assortment of sound schemes that are already matched to specific Windows 98 events.

System

The System Properties dialog box enables you to get system information about your computer, as well as fool around with a lot of settings, such as removing devices (a definite no-no), setting up virtual memory (and if you don't know what that is, you don't need to be setting it) and specifying how much disk space to allocate to it, and optimizing the file systems (especially for use with older, 16-bit application programs).

Telephony

The Dialing Properties dialog box is where you configure modem dialing settings when you make calls from different locations. You can specify country codes, area codes, disable or enable call waiting, enter calling card information, and add or remove telephone drivers. **See** the "Phone Dialer" and "Dial-Up Networking" accessories in this part for more information.

Users

The User Settings dialog box enables you to set up a personal profile that makes preferred desktop settings (background, desktop icons, mouse settings, and so on) available to each person who works on the same computer. To define a username and password so that multiple users can log on to the same computer, use the Add User wizard that appears when you choose the New User button.

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## Entertainment

The Entertainment accessories folder contains utilities that keep you merrily plunking away at the computer long after any actual work is finished and when you should be off somewhere having a life. Keep in mind that to make all this entertainment possible, your computer needs to be equipped with a CD-ROM drive, a sound card, external speakers, and a microphone, among other things.

The Entertainment folder contains the following accessories:

- ◆ **CD Player:** Lets you play an audio CD (compact disc) in your computer's CD-ROM drive.
- ◆ **DVD Player:** Lets you play a DVD (Digital Video Disc or Digital Versatile Disc) if you have a DVD disk drive installed in your computer.
- ◆ **Interactive CD Sampler:** Lets you view interactive, multimedia presentations of Microsoft products; requires the Windows 98 CD-ROM.
- ◆ **Media Player:** Lets you play audio, video, or animation files, as well as control the settings for multimedia hardware devices.
- ◆ **Sound Recorder:** Lets you record on disk with a microphone connected to your sound card.
- ◆ **Trial Programs:** Lets you install a variety of trial programs that run the gamut from money management to edutainment, all brought to you by Microsoft and DreamWorks Interactive.
- ◆ **Volume Control:** Lets you set the volume and balance for your speakers when playing audio CDs or system sounds or when recording with your microphone.
- ◆ **WebTV Viewer:** Lets you view standard and specially enhanced television broadcasts (like Internet broadcasts or corporate videos over your company's intranet) and use a configurable on-screen program guide. To receive television broadcasts, your computer must have a TV tuner card. *See* "Viewing TV Channels" in Part II for information on using Microsoft WebTV for Windows in Windows 98.