

# ANT INTERNET SUITE

Release II

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ANT

INTERNET  
▼ SUITE ▲

RELEASE

User Guide

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The ANT Internet Suite or any variant of it is not intended for use in any medical appliance, device or system in which the failure of the product might reasonably be expected to result in personal injury.

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Our thanks also to: Acorn Network Computing.

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# Contents

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# 1 Introduction

THIS User Guide is provided with the ANT Internet Suite to help you install, configure and use the software. It also contains hints and tips about using the Internet.

- For newcomers to the Internet, Chapter 2 contains a general introduction to the Internet and how to make use of it.
- Each chapter describes a separate component of the Suite.

Please read this User Guide, particularly the sections on installing and setting up the software, before attempting to use the ANT Internet Suite.

## 1.1 About the ANT Internet Suite

The ANT Internet Suite provides a set of programs which give you access to the various types of service and information found on the Internet.

### **The contents of the ANT Internet Suite**

The ANT Internet Suite contains programs and utilities to let you access Internet services including:

- Electronic mail for sending and receiving text and program files.
- World Wide Web, for browsing hypertext pages from around the world.
- FTP (file transfer protocol) for downloading software from other computers.

- Usenet newsgroups, for discussions and messages around the world.
- Gopher, for searching the Internet for documents and files.
- Terminal software for Telnet and other text-based connections.
- Hotlist utility for storing and managing lists of useful Internet addresses.
- Finger for gathering basic information from Internet servers.
- Utilities including Ping for testing connections.

### About this User Guide



This User Guide has been prepared for use with the ANT Internet Suite Release II.

Please follow the installation and setup instructions in Chapter 3 and the additional configuration information in Chapter 4. You must follow these instructions to set up and use the software.

## 1.2 What you need to use the suite



To use the ANT Internet Suite you will need:

- A computer running RISC OS 3.10 or later
- At least 4MB RAM
- A hard disc drive with at least 9MB of free space.

You will also need either or both of the following:

### Modem connection



- A Modem supporting V.32 (14,400 baud) or better (for example V.34).
- A telephone line capable of making trunk calls.
- An account on a dial-up IP service (for example Demon, Pipex, Cityscape, BTnet or BT CampusWorld).

### Ethernet connection



- An Ethernet interface in your computer
- A connection to a network that has an Internet gateway.
- A mail server, news server, etc on the network.

If you are not sure of any of these details, contact your network manager.



## 2 The Internet

THIS chapter introduces the Internet and its various facilities, showing you how you can make use of these with the ANT Internet Suite. Some technical information about the Internet is also included to help you understand how your Internet connection works – and what is happening when it does not work smoothly.

It is meant as a general introduction to the Internet. Specific advice relating to each part of the Internet is at the start of each subsequent chapter.

### 2.1 What is the Internet?

The Internet is the name for a loosely organised system of networks and connections which connects computer networks all around the world. Although it was started in the US in the 1970s as an aid to military research (when it was known as ARPANET), the Internet was quickly adopted by the wider world.

During the 1980s the Internet spread to connect university computers around the world. Academic resources are still a major part of the Internet, with many technical institutions maintaining shareware and public domain software libraries, as well as

In the 1990s the Internet has become commercialised, with many companies joining their corporate networks to it. Private individuals have also been able to access the Internet through the advent of commercial Internet service providers who sell accounts which users can access by modem.

Using the Internet lets you:

- Send and receive electronic mail ('email') around the world direct from your desktop.
- Access remote computers to send and retrieve files.
- Search computers on the Internet for information.
- 'Visit' organisations around the world by accessing their World Wide Web pages.

One barrier to the success of the Internet in its early days was that it was hard to use. Most of the software and computers you could access it from required you to understand the UNIX operating system, the preserve of computer gurus in universities.

In the last two or three years the Internet has developed a friendlier face with the advent of more graphical software, such as this suite, to allow users of personal computers to access its facilities.

The Internet has also grown a friendlier face in the form of the World Wide Web, which allows you to read hypertext pages of information, graphics and even movie clips and music stored on computers connected to the Internet.

### **Service providers**

This, combined with the advent of commercial Internet service providers who sell access to users whose workplace or college does not provide access, has led to an astonishing boom in the popularity of the Internet.

Service providers sell users dial-up access to the Internet, providing their customers with access to the Internet, an email address and often with space on the World Wide Web for their own 'home pages'.

### **Who owns the Internet?**

The simple answer is no-one. The Internet is an amalgamation of services and connections with no central control. Parts of the infrastructure which supports the Internet, such as servers and

phone lines, may be owned by universities, telephone companies, Internet service providers, or other organisations, but no one body has overall charge.

There are organisations which oversee the Internet and suggest the direction which it should take, but these are increasingly under pressure from the commercial success of the Internet. For example, development of the HTML language which is used to write World Wide Web pages was originally controlled by an academic committee, but companies such as Netscape and Microsoft have introduced their own new features without reference to this body.

### Who uses the Internet?

Growing use of the Internet means that more computers are connected to it and more information is accessible from it. Many companies, from manufacturers of cars to cosmetics now use the Internet, and particularly the World Wide Web, to provide information about their products, and a way for customers to contact them.

Companies, organisations, and individuals all make use of the Internet.

## 2.2 Connecting to the Internet

It is likely that you will use one of the two main methods for connecting to the Internet:

- **Dial-up access** using a modem, where you dial an Internet service provider and connect to their servers which are in turn connected to the Internet.
- **Network access** using an Ethernet network which is directly connected to the Internet via its own servers.

While the software which you use for Web browsing, reading mail and news, transferring files and so on is similar in both cases, behind the scenes the Internet Suite uses different software

appropriate to your type of connection.

## Working online and offline

The way in which you use software may also be different.

- If you are using a dialled connection, you can work online by keeping your connection open. However, it is more economical and practical for most users to work **offline**. This means that whenever you connect, new mail and news articles can be collected and downloaded to your computer for you to read after hanging up the phone. News articles and mail messages you write are stored ready for sending to the Internet when you next connect. You can also set up the Internet Suite to demand dial, so that it connects whenever you need your Internet connection to be active.
- If you are directly connected to the Internet via a network, new email will arrive automatically in your inbox, and mail you send will be posted immediately. This is known as working **online**, because you are connected all the time.

Some Internet facilities can only be used when you are online because they require constant contact with external computers to download information. Web browsing, FTP file transfers and Telnet sessions come into this category.

## Behind the scenes for network connections

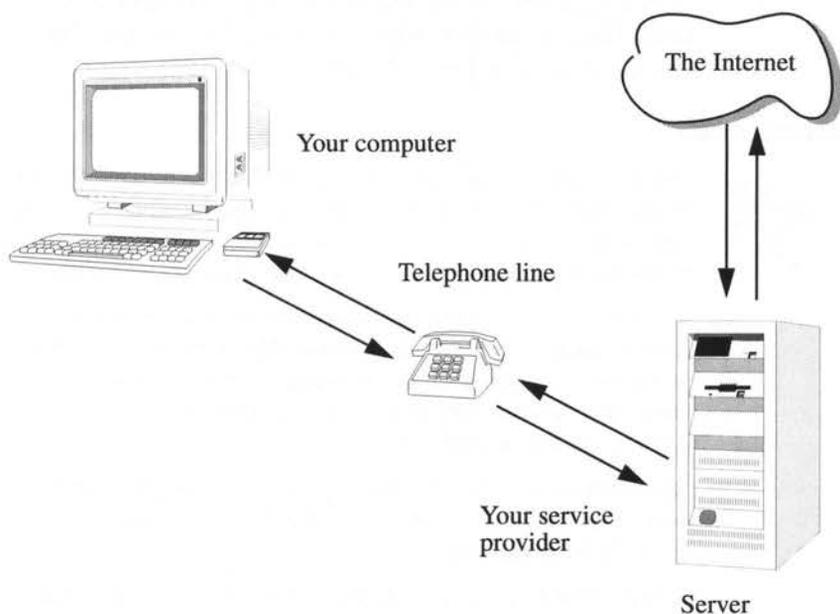
Working online requires that you are connected to the Internet, usually by means of a network (though it is possible to work online over the phone).

When using a network connection, you can be connected to the Internet all the time your computer is switched on. Mail which is received by your network mail server will be sent to you immediately, and news received by your server will be there for you to read.

Because network connections to the Internet typically use special phone lines with a greater data transfer rate than a standard phone

line offers, some activities such as using the World Wide Web may be quicker than they are for dial-up users.

### Behind the scenes for dialled connections



The Internet Suite contains its own dialler and modem drivers which are used when you choose **Connect** from the Internet Suite menu.

Once a connection is established by the modem driver, the access protocol driver (either PPP or SLIP) negotiates with the host computer at your service provider and logs in by sending your user name and password.

Once the connection is open the other Internet Suite programs can communicate with the host computer to send and receive information.

## 2.3 Internet facilities

The following sections discuss some of the main Internet facilities available to you, and how you can make good use of them. They also describe which part of the ANT Internet Suite should be used to access each part of the Internet.

### Electronic mail



Electronic mail (email) lets you exchange text and program files directly with other Internet and email users around the world. It is probably the most widely used feature of the Internet. The part of the Suite you use to read and send email is called Marcel.

You can send email messages to one person or to groups of people. Many email users also join mailing lists (lists of email users with a special interest). Messages sent to the mailing list's host computer are mailed back out to all names on the list, providing a virtual conference by email.

ANT uses mailing lists to announce news to customers, and to provide a chat area for users of the Internet Suite. Find out more from the ANT Web site.

As well as text messages, you can attach files to messages so that they are delivered with them. Marcel can use an industry-standard format called MIME to send files: this helps the recipient's computer understand what type of file it has been sent. Marcel also supports the older UUencode standard for sending files by mail.

### The World Wide Web



The World Wide Web presents information as a rich mixture of text and graphics interconnected by 'links' between 'pages'. By viewing these 'pages' with a web browser such as the ANT Internet Suite's Fresco, you can gather information from around the world simply by pointing and clicking.

The web works by using a mark-up language called HTML. All

the information to be displayed on web pages is wrapped up in HTML codes, so that browsers receiving the information know how to process it. HTML tells Fresco whether to display a word as a headline, part of a list, part of a table, or even whether it belongs in a separate frame within the window.

In addition to text, web pages can include pictures, animations, video footage, sound clips and documents stored in a variety of formats. Fresco can deal with many of these, although in some cases like all web browsers it requires the assistance of an external 'helper' program.

You will hear a great deal about PC-based web browsers such as Netscape Navigator. The latest version of Fresco supports many of the same features as Netscape and other advanced PC and Macintosh browsers, including tables, and client-side maps. Because new features for Web pages are being introduced all the time, development on Fresco continues

- Gopher, an older Internet format, is also supported by Fresco. Gopher indexes information in text files and enables you to search the text and navigate the directories of files.

## File transfer

One of the most useful resources on the Internet is the vast amount of software and information which you can download – take a copy of to store on your own computer.

Servers at many sites include:

- Public domain and shareware software which you can download for your own use
- Long text files which you can download and read off-line, such as FAQ lists, directories.
- Patches and updates for commercial software.



Files are downloaded using FTP (file transfer protocol) software. Increasingly, this functionality is built into Web browser software

(including Fresco). You can also use the separate FTPClient program both to download and to upload files.

You don't need to have an account to download files from the public areas of most servers: simply use the user name anonymous, with your email address as the password.

### Internet news



Usenet newsgroups provide a space for discussions and debate about almost every subject under the sun. Many gigabytes of text are generated each day by readers of over 17000 special interest groups.

Some groups cater for hobby interests, others cover work-related topics, social issues, cultural issues and politics. Many of the most active groups cover computer-related topics, but music and media interests are also popular as well as locally-based discussion groups.

Many groups provide a list of questions and answers on topics of particular interest to readers. These are called FAQ lists (Frequently asked questions). Even if you do not plan to read a group regularly, its FAQ may provide much useful information.

Usenet groups are proud to uphold Internet traditions such as free access and freedom of speech. However, this has a downside in that debate is often of a low standard with useful information thin on the ground and personal abuse (referred to as 'flames') proliferating. This is particularly true of political and religious discussion and debate, just like in real life.

Specialist technical groups such as the **comp.sys.acorn.\*** groups are less prone to flame wars but not guaranteed to be free of time-wasting or irrelevant material.

### Terminal connections



ANTterm is the Suite's terminal program for Telnet and other text-based connections.

This lets you connect directly to computer systems with which

you have an account, and public systems such as on-line games. Once you connect to a host computer in this way, you communicate directly with it using its commands, normally a version of UNIX or commands specific to an application such as a game.

## Hotlist

The Hotlist utility stores and manages your lists of useful Internet addresses. Store all your addresses in the hotlist window and simply double-click on them to go to them and open the appropriate program.

The Hotlist can also be accessed directly from Fresco, ANTerm and the FTPclient to access services from a menu.

## Finger

The !Finger utility is used for gathering information from a server.

It can give basic information about a particular user, or users who are currently logged in, or details about services provided by that server, or their status.

## Internet utilities

The Suite contains several utilities to help you work with the Internet.

- Utilities including Ping and !Host for testing your connection to the Internet.
- Search utilities such as !Archie for finding FTP files and !WhoIs for finding Internet users. Although you may find these utilities useful, in practice they have been superseded by Internet search engines such as Yahoo, Lycos and Alta Vista whose addresses can be found in the SearchWeb file.



## 3 Installation and setup

THIS chapter describes how to install the ANT Internet Suite software on your computer, and how to configure the software ready for use.

### 3.1 Installing the ANT Internet Suite

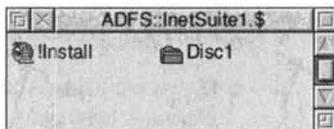
The ANT Internet Suite Release II is supplied on at least two high density discs or at least four double density discs. Discs are numbered in sequence on their labels. Each copy has a unique serial number which may be found on Disc 1.

- Make a careful note of your serial number: you will need it to install the software and also to download and install upgrades to the Suite.



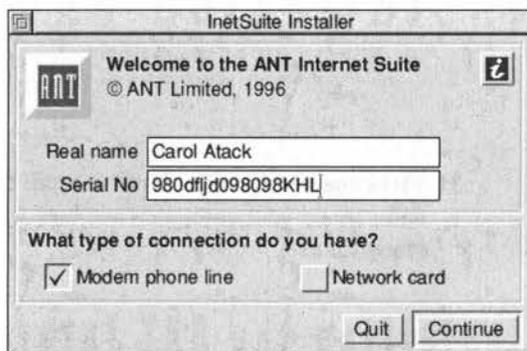
Follow this procedure to install the ANT Internet Suite on your computer and to register your copy of the software:

- 1 Insert Disc 1 into the floppy drive of the computer and select the floppy icon to display the contents of the disc:



- 2 Double-click Select on the !Install application to start it.

The Installer start-up dialogue will appear:



Click the **Help** button to display interactive help.

- 3 Enter your real name as you wish it to be used by the software. This is the name in which the software will be registered.
- 4 Enter the software serial number – it is **IMPORTANT** that you use the correct upper and lower case letters as well as any punctuation characters or digits.

If you have not made a note of your serial number, you can remove the floppy from the disc drive and replace it once you have entered your serial number.

- 5 Tick either or both of the **Modem phone line** or **Network card** options as appropriate to indicate the way in which you will connect to the Internet.
  - If you are using Acorn Access you must tick the Network card option, even if you are going to connect to the Internet by modem/phone line. This enables the Internet Suite to load updated drivers and allow Acorn Access to work alongside the Internet Suite.
- 6 Click Select on the **Continue** button.

If there is any problem with the serial number entered an error message will occur at this stage.

The next step is to configure the ANT Internet Suite to your requirements.

## 3.2 Entering your service provider details



You next must enter the details of the service provider and the Point of Presence where you connect to the Internet:

Country	Service Provider
UK	CityScape Internet
Point of Presence to call (nearest to you)	
Cambridge	
Username	dp11
Password	-----
Address	Dynamic
	<input checked="" type="checkbox"/> Tone dialing
	<input checked="" type="checkbox"/> Dial 9 prefix

Go back   Quit   Continue

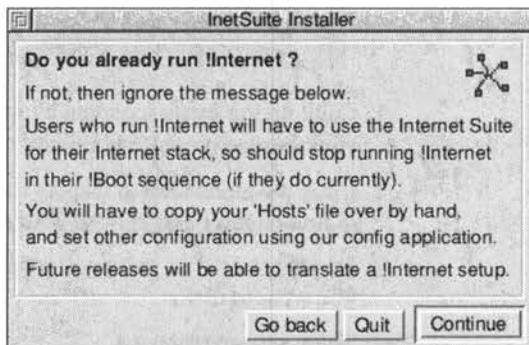
- 1 Click on the menu icon and choose the country in which your service provider is based.
- 2 Click the menu icon to display the list of service providers in that country and choose your service provider.
- 3 Display the list of points of presence and choose the one you wish to dial.
- 4 Enter your username.

In the case of Demon-style providers where you have both a domain name and account names, you should enter the 'node' part of the name here, that is the part which goes between @ and **.demon.co.uk** in your email address.

- 5 Enter your password.  
You may leave this field blank, in which case you will be prompted for your password each time you dial.
- 6 Choose the correct setting for **Tone dialling**: turn this option off if your exchange requires pulse dialling.
- 7 Click in the **Dial 9** box if you need to use a dial prefix.  
If you need to prefix dialling with something other than 9 you may enter this using the Modem setup section of the Configuration utility in the applications panel after installation.
- 8 Click **Continue** to go on to the next part of installation.

### 3.3 Setting up network files

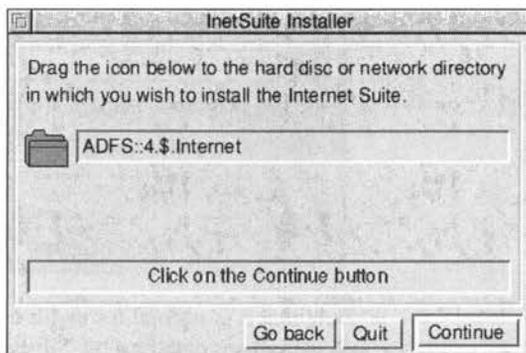
If you selected Network card as a means of connection, the following dialogue box will be displayed:



- Follow the instructions given for setting up !Internet to work with the Internet Suite.

## 3.4 Installing program files

The main installer window will appear:



To install program files:

- 1 Drag the blue Internet Suite folder from the Installer window to wherever on your hard disc you wish the software to be stored. Most often this will be the root directory of the hard disc.

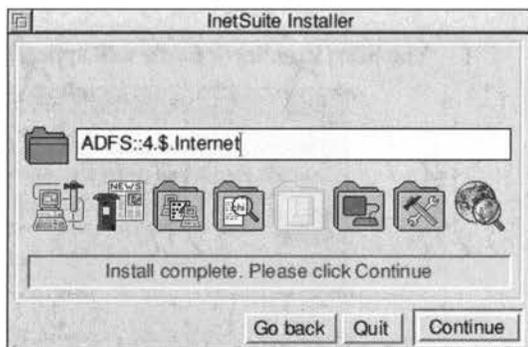
- You can also type in a destination path.

- 2 Select **Continue** when you are satisfied that the correct destination is shown.

Copying will now take place automatically. As files are copied, you will see a series of icons appear in the middle of the Installer window and information messages will appear in the window.

- 3 You will be prompted to change disc when necessary. Place the next disc in the drive and click **Continue**.
- 4 When a message appears confirming that installation is

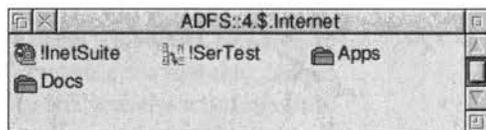
complete, select **Continue** to go on to the next step:



- Note that it is normal for one icon to be grey (as shown above) when installing the Suite on single machines: this indicates network components which are not needed or installed.

### 3.5 Completing installation

You have now completed the installation of the main program files. They have been placed in the directory you specified at the start of the installation:



- Make sure that you register your copy of the ANT Internet Suite Release II. This entitles you to download upgrades from the ANT Web site and helps us to provide technical support to you. Use Fresco to visit the registration page on the ANT Web site at:

<http://www.ant.co.uk/support/register.html>

## 3.6 Notes on Internet Suite installation

The Internet Suite is now installed and ready for use. You should, however, check the following:

- It is important to begin by adjusting your Boot sequence to ensure that no other Internet software is loaded before the ANT Internet Suite. You can either:
  - Hold down SHIFT whilst resetting the computer
  - Edit the !Boot file/directory to exclude relevant software.
- It is also worth noting that some Ethernet card ROMs can contain software which may disagree with the Internet Suite. If so, you may need to use **\*Unplug** to disable the modules loaded from such cards.

Consult your network manager if you need help.



- By now you should have reset the computer. If you have not already done so, do so now.
- If at any time you need to check or change the settings you entered on installation, you can double-click on the **Configuration** application in the Internet panel.

### Using the Internet Suite with Acorn Access

If your computer is part of a network which uses Acorn Access or Acorn Access+, you will need to ensure that the underlying networking software is correctly set up so that both the Internet Suite and Acorn Access can work at the same time.

Please contact ANT support (email [sales@ant.co.uk](mailto:sales@ant.co.uk)) or visit the support pages on our Web site for a copy of our application note on this subject.



## 4 Configuring the Suite

ONCE you have completed the initial installation you will need to enter some configuration details before you can use the Internet Suite effectively. This chapter describes the procedures you should follow within the Suite's main Configuration utility.

- ANTerm, Fresco and Marcel have additional setup options which you can access from within each program.

### 4.1 Configuring the Internet Suite

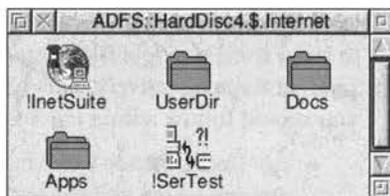
Before you use the Internet Suite you will need to specify details of, for example, your email accounts or your network configuration.

Do this using the Configuration utility included in the Internet Suite. You can update your configuration at any time if any of your details change, such as changing modem or Internet service provider.

### Loading the Configuration utility

To load the Configuration utility:

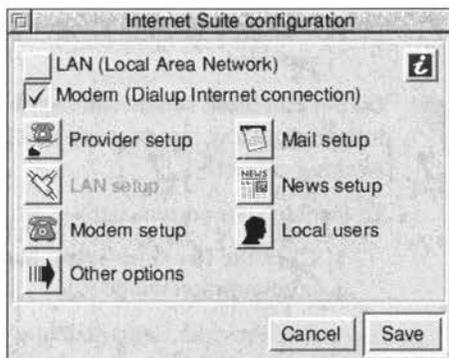
- 1 If the Suite is not already loaded, open the filer window into which you installed the Suite, and double-click on **!InetSuite** to launch the Internet Suite control panel:



- 2 Click Select on the Internet icon on the left side of the icon bar.
- 3 Double-click on **Configuration** to open the Configuration icon in the ANT Internet Suite panel:



- 4 The Internet Suite configuration window will open:



Each item in this window opens a further dialogue box or boxes, each of which leads you through setting up a part of the suite. You may not need to go through all the sections.

- 5 The **LAN** and **Modem** options will be ticked or not depending on the information you entered when installing the Suite. If an option is not selected, the button to access its setup dialogue is greyed out.
- 6 Click the **Help** button to display Interactive help messages throughout the Configuration process.



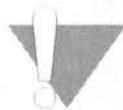
## 4.2 Provider setup



You should not need to alter anything in this section as the information you entered when installing the Internet Suite is used here. However, you may need to access this section if you need to:

- Change your service provider
- Change the Point of Presence you contact, or, if your local point of presence moves to a different phone number, changing the number shown

- Change your password or login name
- Change details of the name servers used by your service provider.



Do not edit these values unless you are sure of the new information: any inaccuracies will prevent the Suite from working correctly.

To display your current settings and change any if needed:

- 1 Click the **Provider setup** button in the Internet Suite configuration window.

The Provider setup dialogue will open, displaying the information you entered when you installed the Suite:

Provider setup	
Country	UK_a-m
IS Provider	Demon Internet
Town/City	0645
Telephone	0645123666
Host name	fred.demon.co.uk
IP Address	193.35.147.208
Login name	fred
Password	.....
Name server	158.152.1.58, 158.152.1.43
Protocol:	<input checked="" type="radio"/> PPP <input type="radio"/> SLIP/CSLIP

- 2 Choose a **Country** from the pop-up menu.
- 3 Choose an **IS Provider** from the pop-up menu.
- 4 Choose your Point of Presence under **Town/City** from the pop-up menu.
  - You may list more than one PoP. To add further PoPs, click Adjust on their entries on the list. Each will be dialled in turn till a connection is made.
- 5 The telephone number(s) listed are those of the selected

PoPs.

- To add prefixes to the phone number such as access codes, Mercury PINs etc, use the Dial prefix option in the Modem setup dialogue (see page 4-9).
- 6 Your **Host name** depends on the type of service provider you use:
- Users of Demon (and other providers which give each customer their own subdomain or node) should enter their node name plus **.demon.co.uk**, for example:  
**testing.demon.co.uk**
  - Users of other ISPs should enter their full dialup host name, for example:  
**fred-P.testing.ac.uk**
- 7 Your **IP address** will appear in numeric form if your provider uses fixed IP.
- If your service provider uses dynamic IP an address is allocated when you connect. This option is greyed out.
  - Demon confirms your IP address when you connect so you no longer need to enter it in the Suite.
- 8 Click in the field and edit details as required for **Login name**, and **Password**. These must be given exactly as given to you by your service provider.
- If you do not enter these options you will be prompted for them when you try to connect.
- 9 Your provider's **Name server** is listed with its address in numeric form. It is unlikely that you will need to edit this entry.
- 10 Choose the access protocol you require. Normally you should leave this set to **PPP**, unless your provider has told you to use SLIP or CSLIP. If a choice appears, PPP is usually better.
- 11 When you have finished making changes, click **Close**.

You must choose **Save** in the InetSuite configuration window to confirm and save the changes you have made.

The following table summarises the options in this dialogue box:

<b>Option</b>	<b>Setting</b>	<b>Effect</b>	<b>Notes</b>
<b>Country</b>	<i>country name</i>	Identifies your country.	Choose from the pop-up list.
<b>IS Provider</b>	<i>service name</i>	Identifies your service provider.	Choose from the pop-up list.
<b>Town/City</b>	<i>city name</i>	Chooses point of presence (PoP) to dial	Choose from the pop-up list.
<b>Telephone</b>	<i>phone number</i>	Lists number of your PoP	Edit if necessary: do not add dial prefixes here.
<b>Host name</b>	<i>computer name</i>		Should be set automatically by the installation process.
<b>IP Address</b>	<i>number</i>	Sets your unique address on the Internet	Fixed IP address ISPs need this information
	<i>dynamic</i>	IP address allocated on log-in	Option is greyed out if your ISP does not require it.
<b>Login name</b>	<i>username</i>	Your username is stored by the Suite.	Can be left blank and entered on log-on.
<b>Password</b>	-----	Your password is stored by the Suite	
<b>Name server</b>	<i>number(s)</i>	IP address of your name server	Appears automatically. Check with your provider if there are any problems.
<b>Protocol</b>	PPP	Uses PPP protocol.	The correct choice for your provider should be shown: change if necessary.
	SLIP/CSLIP	Uses SLIP or CSLIP protocol	

## 4.3 LAN setup



If you are using a network connection you must complete the details needed in the LAN setup section of the configuration utility.

- 1 Click the **LAN setup** button in the InetSuite configuration dialogue box.

The Ethernet driver dialogue box will open:

Ethernet driver	
Driver	EtherB
Host name	riscpc12
IP Address	199.35.23.47
IP Mask	255.255.255.0
Name server	199.35.23.65
Gateway	127.0.0.1
Close	

- 2 Some details may already be completed, but you should check and work through each field in the dialogue box.



It is vital that these options are completed correctly. Incorrect information in any of these options could interfere with your network and will certainly prevent the Suite from working. Consult your network administrator for the information you need: **do not** attempt to guess values in any section of this dialogue.

- 3 Choose the Ethernet **Driver** in use on your computer from the pop-up list.
  - If you are unsure of the type of Ethernet card in use, contact your supplier or network administrator.
- 4 Enter the **Host name** of your computer.
- 5 Enter the **IP Address** of your computer. On some networks this can be obtained automatically by choosing one of the

- available options from the pop-up list at the right.
- 6 Enter the required **IP Mask**. Choose **Class B** and **Class C** address formats from the pop-up list.
  - 7 Enter the IP address in numeric form of the **Name server** on your network, if there is one.
  - 8 Enter the IP address of the **Gateway** machine on your network, if there is one. If there is not, this option will be greyed out.
  - 9 Once you have entered all the requested information, click **Close**. Remember to click **Save** in the main InetSuite configuration dialogue to confirm and save the details you have entered.

The following table summarises the options in this dialogue box:

Option	Setting	Effect	Notes
Driver	<i>Ethernet driver</i>	Selects correct Ethernet driver for your interface.	Choose driver from the pop-up menu.
Hostname	<i>machine name</i>	Enter the name of your machine.	Check with network manager.
IP address	<i>nn.nn.nn.nn</i>	Shows correct IP address for your computer.	Use available options from pop-up menu to determine address automatically.
IP mask	<i>nn.nn.nn.nn</i>	Set mask for your network.	Choose class of address from pop-up menu. Check with network manager.
Name server	<i>nn.nn.nn.nn</i>	IP address of your local name (DNS) server.	Check with network manager. Greyed out if none available on your network.
Gateway	<i>nn.nn.nn.nn</i>	IP address of your Internet gateway machine.	

## 4.4 Modem setup



This section helps you enter details of the modem you will be using for dialled connections and also make some choices about dialling.

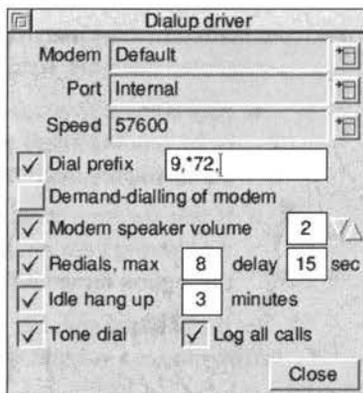
If you are using a modem to connect you should complete this section before attempting to connect with the Internet Suite: while the default settings may work, there may be more suitable choices for your particular setup, particularly if you are using:

- a serial port other than the standard one
- a specific modem driver
- a dial prefix other than 9 (for example Mercury PIN, call waiting barring, different access code)
- demand-dialling.

To complete the Modem setup dialogue box:

- 1 Click the **Modem setup** button in the InetSuite configuration panel.

The Dialup driver dialogue box will be displayed:



- 2 Display the pop-up list of **Modem** drivers by clicking on

the Modem menu icon. If there is a specific driver for your modem, choose it; otherwise choose **Default**.

- 3 Specify the (Serial) **Port** to which the modem is connected. In most cases this will be the default option **Internal**.
  - If you are using a serial port expansion card, choose the correct model from the pop-up menu.
- 4 Select the maximum **Speed** of communications between computer and modem. For a 14.4K modem this is normally **57600** (bps) and for a 28.8K modem this is **115200** (bps).
  - The maximum speed that can be used depends on your computer. Older Acorn computers can only reliably use speeds up to 19200bps, and A5000s up to 57600bps. If the speed is set incorrectly you may have trouble dialling and receive **Bad FCS** errors.
- 5 If you need a **Dial prefix** ensure that this option is ticked. Type in any dial prefixes. Examples of dial prefixes are: 9 for external line, call waiting barring, and Mercury PIN codes.
- 6 Choose the option you prefer for **Demand-dialling**. If you turn this on, news and mail can be fetched automatically at scheduled intervals. Also:
  - Any attempt to access the Internet through Web pages or by sending email will result in the Suite automatically dialling your Service Provider.
  - If you are concerned about maintaining control and monitoring your phone bill, you may prefer to leave this option turned off.
- 7 Set the **Modem speaker volume** to on or off. Use the arrows to set a volume level between **0** and **3**.
  - Not all modems will recognise this setting.
- 8 Enter settings for **Redials**. This enables the dialler to try to

connect again automatically if it fails to connect.

- Tick the box to enable retries.
- Enter the **maximum** number of retries in the first box.
- Enter the **delay** in seconds between redial attempts in the second box.

**9** Enter settings for **Idle hang up**.

- If there is no modem activity for the specified period, the Suite will issue a warning asking if you want to disconnect.

**10** Set **Tone dial** on for tone dialling or off for pulse dialling.

**11** Choose **Log all calls** if required. You may find this useful for monitoring your calls to the service provider.

- The file listing calls is stored at  
**Internet!\InetSuite.Internet.Logs.Calls.**

**12** Once you have entered the settings you need, choose **Close**.

Remember to click **Save** in the main InetSuite configuration dialogue to confirm and save the details you have entered.

The following table summarises the options in this dialogue box:

Option	Setting	Effect	Notes
<b>Modem</b>	Default	Uses default modem driver.	If there is an entry for your modem in the pop-up menu, choose that.
	<i>Other</i>	Uses specific driver.	
<b>Port</b>	Internal	Use standard serial port.	Choose from the pop-up menu if you are using an additional serial port: Default is the internal serial post.
	<i>Other</i>	Use specified serial port.	

Option	Setting	Effect	Notes
<b>Speed</b>	<i>number</i>	Shows maximum combined transfer speed in bits per second.	Select the appropriate value for your modem, ie 57600 for 14.4K, 115200 for 28.8K (V.34).
<b>Dial prefix</b>	On (ticked)	Prefixes PoP phone number with the listed codes.	Enter external access codes, call waiting barring, Mercury PIN, etc. Separate each item with a comma.
	Off (unticked)	No dial sequence used.	
<b>Demand-dialling</b>	On (ticked)	Modem will dial when requested by software.	Enables scheduled downloads whenever required.
	Off (unticked)	Modem only dials when you request it.	
<b>Modem speaker volume</b>	On (ticked)	Lets you hear modem connecting	Set volume level on/off or between 0 and 3.
	Off (unticked)	Modem remains silent.	
<b>Redials, max</b>	On (ticked)	Enables automatic redial on busy signal, failure to connect etc	Set number of redial attempts and wait in seconds before each attempt.
	Off (unticked)	No automatic redialling.	
<b>Idle hang up</b>	On (ticked)	Hangs up when no activity is detected.	Do not choose too short a time.
	Off (unticked)		
<b>Tone dial</b>	On (ticked)	Tone dialling	Not supported by all exchanges.
	Off (unticked)	Pulse dialling	
<b>Log all calls</b>	On (ticked)	Calls logged in file	!InetSuite.Internet.Logs.Calls
	Off (unticked)		

## 4.5 Mail setup

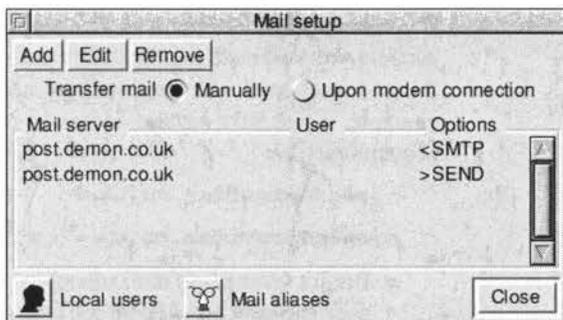
This section helps you to set up details of your email accounts. Basic details are added as part of the installation process. If you want to make more complex use of the Internet Suite's mail facilities, such as setting up multiple local mail users, you will need to make some changes here, for example:

- Multiple user names with SMTP mail services (for example, Demon)
- Multiple POP accounts
- Redirecting mail between local users
- Accessing more than one service provider.

To work with mail setup:

- Choose **Mail setup** from the main Internet Suite configuration dialogue box.

The Mail setup dialogue box will be displayed:



This dialogue lists the current mail accounts which are served by the Internet Suite. In most cases there will be:

- a single outgoing account, always SEND
- a single incoming account, either IMAP, SMTP, POP2 or POP3. The type of account depends on your service

provider. In some cases there will also be a user name.

From this dialogue you can access further dialogues to:

- Add additional mail accounts (for example, additional POP accounts).
- Add local users (mailboxes to which incoming mail is distributed). Local users have their own inboxes, set of mail folders and list of subscribed newsgroup. You must set up a local user for each additional mail account or for each separate user on your node (for example, Demon users).
- Add aliases (to redirect mail between local users).

You can also set the default for mail transfers for dialup users:

- Choose **Manually** to initiate mail transfers by choosing the Mail Transfer options from the icon bar menus.
- Choose **Upon modem connection** to transfer mail automatically on connection to your service provider.

### Mail accounts

If you are using a POP mail service and have more than one POP account you will need to add further mail accounts to the Internet Suite to fetch mail addressed to these additional accounts. For example, if you have several addresses provided as part of your account such as:

`tjones@provider.co.uk`

`cjones@provider.co.uk`

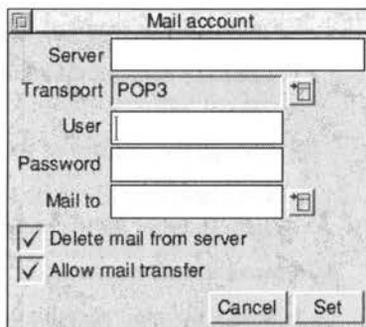
- Before setting up a mail account you should set up the local user, the mail box into which mail addressed to the account will be delivered. See *Local users* on page 4-18 below for details. Add one local user for each mail account you want to set up.
- Demon users and subscribers to other services which give each account a subdomain or node to which unlimited users can be added do not need to add extra mail accounts,

just local users.

You can also edit existing mail accounts to change their details or settings.

**To add a mail account:**

- 1 Click **Add** in the Mail setup dialogue. The Mail account dialogue will be displayed:



- 2 Enter details of the **Server**. This will probably be the same as your existing POP account.
- 3 Select the required **Transport** protocol from the pop-up list: check with your service provider.
- 4 Enter the POP **User** name and **Password**.
- 5 Select the local user to whose mail box the mail addressed to this account will be delivered from the pop-up menu. The chosen user will be shown in the **Mail to** field.
- 6 Select mail transfer options:
  - **Delete mail from server** deletes the mail from the server when you download it. This happens automatically for SMTP transfers. Switch this off to keep a copy of your mail on the server – you will download it again next time.
  - **Allow mail transfer** permits mail to be transferred. Turn this off to lock the account.

- 7 Click **Set** to close the dialogue boxes.

The changes will not be saved until you click **Save** in the main Internet Suite configuration dialogue box.

### To edit a mail account:

- 1 Select the required mail account from the list in the Mail setup dialogue box.

- 2 Click **Edit** in the Mail setup dialogue box.

The Mail account dialogue box will be displayed with the current settings.

- 3 Change the settings as required.

The changes will not be saved until you click **Save** in the main Internet Suite configuration dialogue box.

### To remove a mail account:

- 1 Select the mail account you want to remove.

- 2 Click **Remove**.

The account will be deleted. However, if you close the Internet Suite configuration dialogue without clicking **Save** your original settings will be restored.

## Aliases and mailing lists

Aliases allow you to redirect mail to a particular account or to a group of recipients. For example:

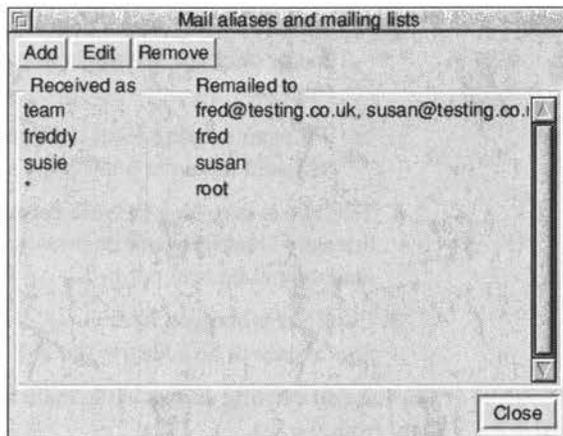
- copying incoming mail to all mail users
- Ensuring that misaddressed mail gets to the right recipient.

To work with mail aliases:

- 1 Click the **Mail aliases** button in the Mail setup dialogue.

- 2 The Mail aliases and mailing lists dialogue will be

displayed. Existing aliases are displayed in the window:



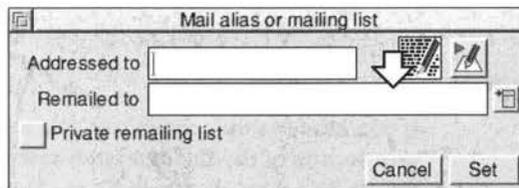
All lists contain an entry which shows that all mail not sent to a specified user will be sent to the root user. If you are a Demon user and any mail arrives addressed to a recipient for which there is no local user/inbox, it will be sent to this default user.

### Adding an alias

To add a new alias to the list:

- 1 Click **Add** in the Mail aliases and mailing lists dialogue.

The Mail alias or mailing list dialogue will open:



- 2 Enter the recipient name in the **Addressed to** field. This could be a group alias (such as **support**) or a different form of a user's name (such as Frederick instead of Fred).



- 3 Enter the user(s) to whom the mail should be sent.
  - If this is a list, you can drag a text file into the dialogue box or click the **Editor** button to open an editing window.
  - If it is an existing local user, you can choose the recipient from the pop-up list.
- 4 Tick if this is to be a **Private remailing list**. This means that only local mail will be remailed to the alias: incoming mail cannot be sent out to it.
- 5 Click **Set** when you have completed all the details. The new alias will be added to the list.

You can edit existing aliases in the main alias window, or remove them from the list.

### To edit alias details:

- 1 Select the alias in the list of aliases.
- 2 Click **Edit**.
- 3 The Mail alias or mailing list dialogue will open.
- 4 Change the details as required and then click **Set**.

### To remove an alias from the list:

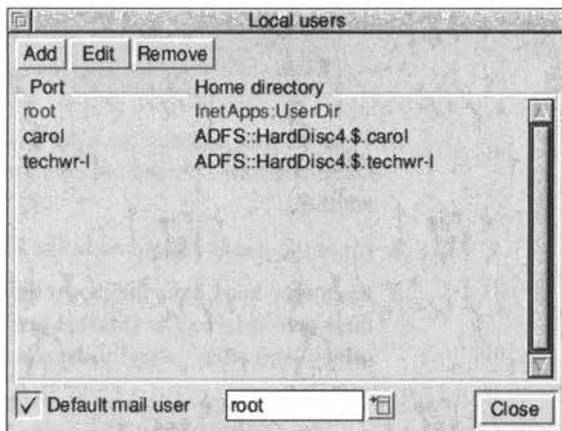
- 1 Select the alias in the list of aliases.
- 2 Click **Remove**.
- 3 The alias will be deleted from the list.

## Local users

If you have multiple mailboxes you will need to use the Local user section of the Configuration dialogue box to enter their details. For example, if you have a Demon account, or multiple POP3 mailboxes with another service provider, you may want to collect mail addressed to several users at your address.

To access the Local users dialogue:

- 1 Display the Internet Suite panel.
- 2 Double-click on **Configuration**.
- 3 Click the **Local users** button.
- 4 The Local users dialogue box will open:



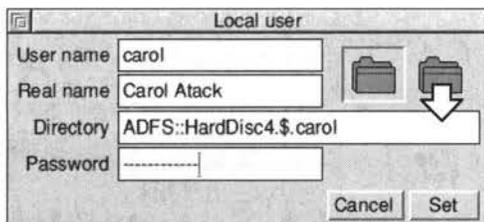
The list already contains one entry, **root**. This is the default user to whom all mail will be delivered unless it is explicitly directed to other local users.

## Adding a local user

For each address you wish to create you must set up a local user. To do this:

- 1 Display the Local users dialogue.

- 2 Click **Add**. The Local user dialogue will open:



- 3 Type the user name in the User name box. This can be any name you like – it need not correspond to any actual email address.
- 4 Enter the user's real name in the Real name section.
- 5 Each user must have their own directory. This includes their own !MarcelDir (Marcel resources and information utility) and other setup information.
- Create a new directory by dragging the directory icon into a filer window. The user's directory will be created there.
  - If the user already has their own directory (for example, on a networked system) drag that directory into the window. The Internet Suite files will be added to that directory.
- 6 Each user may have their own password, of at least six characters. This is used to open their News and Mail in boxes. If you leave this blank, no password is required.
- 7 Once you have completed these steps, click **Set**. The user will be added to the list in the Local users dialogue.

### Editing user details

To edit user details:

- 1 Select the user's entry in the Local users list.
- 2 Click **Edit**.

- 3 The Local user dialogue for that user will be displayed. Amend details as required.
- 4 Click **Set** to confirm the changes. The Local user dialogue will close and you will return to the main list.

## Removing local users

To remove a local user from the list:

- 1 Click on the user name to select the entry in the list.
- 2 Click **Remove**.
- 3 The user will be deleted from the list and you will no longer be able to access their inbox.

## 4.6 News setup

This section helps you to set up details of the Internet newsgroups to which you subscribe and the way they are stored on your computer.

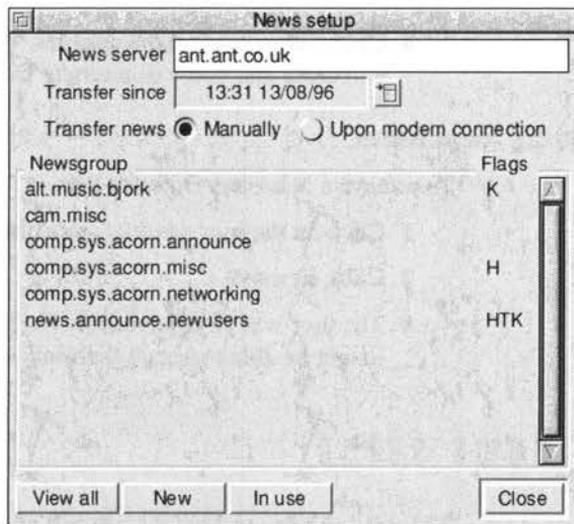
Use this section to:

- Subscribe to or stop subscribing to Usenet newsgroups.
- Get details of newsgroups which interest you.
- Delete downloaded news articles from your hard disc, or set the criteria for automatic deletion ('expiry').

To work with newsgroups:

- 1 Click the **News setup** button in the Internet Suite configuration panel.

2 The News setup dialogue box will be displayed:



This dialogue lists the newsgroups which are currently subscribed to by local users. Only these groups will be downloaded by offline users.

Group names are shown along with a flag, if any options have been set in the Edit newsgroup dialogue:

- **K** indicates that articles will be expired once its size limit has been reached.
- **T** indicates that articles will be expired according to age.
- **H** indicates that only the headers of articles in the group will be downloaded.

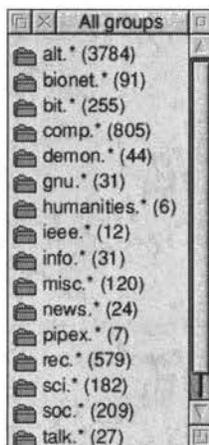
- 3 The news server suggested by the installation process is listed: you can change this to another news server to which you have access by entering its name here.
- 4 Use the **Transfer since** option to determine the cut-off point for fetching older news.

- Choose an option from the **Go back** pop-up list. You can increase the period by choosing further selections from this list: reset the Transfer since period by choosing **to now**.
- 5 Choose an option for transferring news.
- **Manually** means that you must select News from the Internet Suite's Transfer menu in order to download any new news.
  - **Upon connection** means that whenever you dial in to your service provider, any new news will be downloaded (this can take some time).
- 6 Add newsgroups to your list and set individual expiry options as described below.

For details on how newsgroups are organised, see Chapter 6.

## Working with the list of all groups

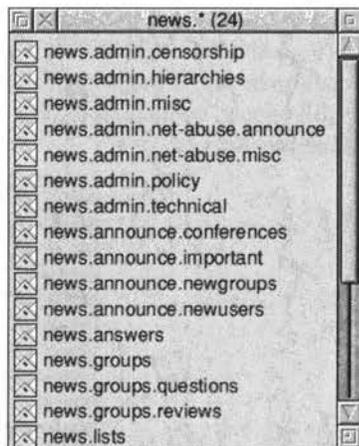
To see the list of groups available to read, click the **All groups** button in the Newsgroups dialogue box. The following window will appear, containing the list of groups supplied with the ANT Internet Suite:



Note that this is *not* a complete list of groups on the Internet. If you want to fetch a complete list, including the local categories and other categories excluded from the supplied list:

- 1 Click **Menu** within the All groups window to display the Groups menu.
- 2 Choose **Refetch list**.
- 3 A warning window will be displayed, asking if you are sure that you want to delete the existing list. Choose **Delete**.
- 4 Next time you connect and transfer news, a full groups list will be downloaded from your service provider. Note that this list is very large indeed and may take several minutes to download by modem.

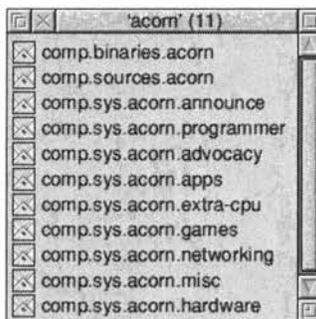
To see the available groups within a top-level heading, double-click on a folder. A window will open listing each newsgroup:



- These lists can be very long: the **alt.\*** hierarchy contains over 3700 groups.

To help you find groups in these windows, there is a search option.

- 1 Click **Menu** to display the Groups menu.
- 2 Slide off the **Search** option to display the Group name box.
- 3 Type in a search term, for example *acorn* and press **Return**.
- 4 A window will open displaying all the group names in the parent window which contain your search term:



- You can refine your search by searching again starting in the new window.

## New groups

As new newsgroups are created, your service provider will send you details of them. These are listed in the New groups dialogue box.

- To see the list of new groups, click **New** in the News setup dialogue box.
- If there are any new groups, you can subscribe to them in the usual way (by dragging them into the list in the News setup dialogue box).
- To transfer new groups to the main listing, click **Menu** inside the New groups window and choose **Mark all as old** from the New groups window.

### Used groups

The list of Used groups shows all the groups which have been subscribed to by users through the news subscription mechanism within Marcel.

- To display the list, click **In use**. The Used groups window will be displayed:



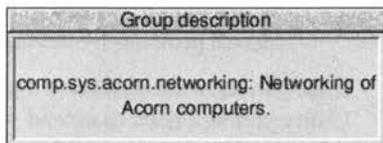
- If a group appears in the News setup dialogue but not in the Used groups window, it is being downloaded unnecessarily and no-one is reading it.

### Getting details of groups

There are three forms of information held on most newsgroups. They can all be accessed from the Group submenu inside the News setup dialogue box, or from the Groups menu inside any groups window.

- The description is a single line of text can be accessed by selecting a group in any group window, displaying the Groups menu and sliding off the **Description** option. A

window like this will appear:



- The FAQ (frequently asked questions list) can be fetched from a server by choosing **Get FAQ** from the Groups menu. You need to be online (or have demand-dialling enabled) for this option to work.
- The Charter, describing the purpose of the newsgroup, can be fetched from a server by choosing **Get Charter** from the Groups menu. You need to be online (or have demand-dialling enabled) for this option to work.

When new newsgroups are set up, information is sent to news servers and from them to your computer. Click the **New groups** button to see the list of groups added since you last downloaded a full groups list.

## Subscribing to newsgroups

There are two main ways to subscribe to newsgroups. You may:

- Pick a group from a list in a groups window.

Click the **All groups** or **New groups** button, and display the group you want.

Click once on the group's name to select it, then click menu and choose **Subscribe** from the Groups menu. Alternatively, simply drag the group's icon into the Newsgroup list in the News Setup dialogue.

- Type the name of a group directly into the Newsgroup menu.

Click Menu inside the Newsgroups dialogue and slide off the **Subscribe** option. Type in the name of the group you want. Note that this method will only work for groups with

entries in the All groups list. If the group you want is not in the list, you may need to fetch a new group list from your service provider by deleting the existing one.

Once you have subscribed to a group within the Configuration Utility you will need to amend your list of newsgroups within Marcel to add the new group to the list – see Chapter 6.

### Newsgroup management

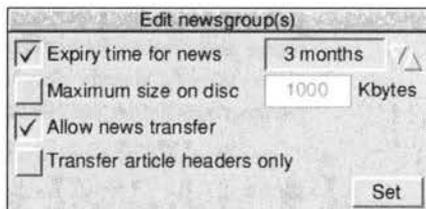
Further options on the Newsgroup menus help you manage your subscribed newsgroups.

When you read news offline, the downloaded articles can take up a lot of space on your hard disc. The expiry options let you set limits on how much space is used and/or how long files are kept for.

You can also opt to download only the headers of a newsgroup's articles. This saves time when downloading: you can use Marcel to select articles of interest and download their full text later.

#### To set individual newsgroup expiry options:

- 1 Select the subscribed group(s) in the News setup dialogue whose options you want to change from the list in the News setup dialogue box.
- 2 Click menu inside the dialogue and choose **Edit** from the **Group/Selection** menu, or double-click on the required group:



- 3 Tick the **Expiry time for news** option to set an expiry period for the group(s). Use the arrows to set the expiry

period you want. The default is 3 months.

- 4 Tick the **Maximum size on disc** option to limit the amount of hard disc space which can be used by articles from the group, if required.

Type in the amount of space to allocate to the group in Kbytes. Consider the level of traffic in the group when setting this option: once the limit is reached articles will be deleted oldest first.

- 5 News will only be transferred for the group if **Allow news transfer** is selected. You may want to turn this off to prevent news from being downloaded.
- 6 Tick **Transfer article headers only** to download only the headers (describing the title and author of each article).
- 7 Click **Set** to exit the dialogue.

To confirm your options you must choose **Close** in the Newsgroup dialogue, then **Save** in the Internet Suite configuration dialogue box.

#### To count the downloaded articles from a group:

- 1 Select the subscribed group(s) from the list in the Newsgroup dialogue.
- 2 Click **Menu** inside the dialogue and display the **Group/Selection** menu.
- 3 Choose **Count** from the Group menu.

A message will appear listing the number of downloaded articles in the group and the total number of bytes used on disc.

#### To purge all downloaded articles from a group:

- 1 Select the subscribed group(s) from the list in the Newsgroup dialogue.
- 2 Click **menu** inside the dialogue and display the **Group/Selection** menu.

- 3 Choose **Delete articles** from the menu.
- 4 A warning box will be displayed. Choose **Delete**.
- 5 The articles will be deleted.

### To resign a subscribed group:

- 1 Select the subscribed group(s) from the list in the Newsgroup dialogue.
- 2 Click menu inside the dialogue and display the **Group/Selection** menu.
- 3 Choose **Unsubscribe**. The group will be removed from your list.

## 4.7 Other options

This section helps you to complete a variety of tasks for customising the Internet Suite's interface, and for recording Internet Suite activity.

To open the Other options dialogue box:

- 1 Display the Internet Suite panel.
- 2 Double-click on **Configuration**.
- 3 Click the **Other options** button.

4 The Other options dialogue box will open:



## Running files on connection

The Run on connect section of the Other options dialogue lets you specify applications to run when the Internet Suite connects to the network or your service provider.

To specify an application to run:

- Drag the application icon to the appropriate drop icon in the dialogue box. The Internet Suite will build a script for you to run the applications when you connect.
- Click the **Editor** button to write or edit the script file.

## Logging levels

This section of the Other options dialogue box sets how much information is displayed about Suite activity and how much is stored.

The first two options, **General levels** and **Modem levels**, let you choose the type of warnings to display in log windows or save in

log files.

- Adjust-click the pop-up lists and choose the messages you wish to display. It is recommended that you leave all the messages turned on. Adjust-click entries to change their setting.

The third option, **Auto-open windows**, specifies whether the transfer dialogues showing the progress of certain activities (such as mail and news transfers) are displayed or not.

- Adjust-click the pop-up lists and choose the transfer dialogues you wish to display from the list. Adjust-click entries to change their setting.
- It is recommended that you display all these at least while you are learning how the Suite works.

The four options **Mail**, **Mail delivery**, **News** and **News expiry** specify the detail of information displayed or saved about each activity on a scale of 0 to 5. The default setting is 3: if you experience any problems, you may want to increase the number to include more detailed reports of activity.

The final two options, **Session window** and **Session file**, specify whether information should be displayed on screen or stored in a file. If you experience problems you should turn both these options on. Session files are stored in the directory

**!InetSuite.Internet.Logs.**

By default these options are switched on. Turning them off can improve performance and save disc space.

## 5 Marcel - electronic mail

ELECTRONIC mail is simple to use and a great time-saver for exchanging information with other computer users. It is much quicker than the traditional post and has the advantage over faxes that information does not need to be retyped at the other end.

### 5.1 About mail

#### What you can send and receive

Electronic mail allows you to send text and data files, with or without varying degrees of formatting, to other electronic mail users. You can send a message to a single recipient, or to several people at once.

Just as with the ordinary post, you can also send parcels of larger items. Any program or data file can be attached to a message and sent with it.

You can also subscribe to mailing lists about subjects which interest you. There are thousands of mailing lists on the Internet covering a vast range of subjects. Most are maintained automatically: you send a message to subscribe and then will receive messages automatically.

- You should be aware that Internet electronic mail is not a secure means of communication and that you should be cautious about sending information such as credit card numbers by email.

#### Who you can send it to

You can send mail to any address on the Internet, and to some

users of other communications services which maintain a connection, or 'gateway', to the Internet.

If you attempt to send mail to an address which could not possibly be a valid Internet address, Marcel can issue a warning.

## Mail formats for file transmission

Several different methods are used for encoding files to be sent for transmission across the Internet. Marcel aims to take the worry of dealing with Internet mail formats away from you.

- When sending files and messages you can choose the required format: the default setting for mail is MIME unless you specify a different format in the Mail setup dialogue (see *Marcel mail setup* on page 5-6). Other formats supported are MIME, UUencode, !Email, and BtoA.
- When receiving attached files Marcel can decode any of the formats MIME, UUencode, !Email, BinHex, and BtoA.

## 5.2 Mailboxes and multiple mailboxes

Depending on your service provider and method of connecting to the Internet, you may have one or more mailboxes into which your mail is delivered.

As shipped, the suite has a single local user called **root**, and a user 'home directory' called **UserDir**. These are set up automatically by the configuration utility. Unless you specifically add other users and mailboxes, all mail will be sent into the same inbox when Marcel receives it.

Once you have installed and configured the Internet Suite you will probably have one of three setup types:

- 1 Dialup service with your own mail domain or node (for example, Demon service).

- 2 Dialup service with at least one POP3 or IMAP mail account (this includes almost all other Internet service providers)
- 3 Online Ethernet access to mail via an IMAP server: this applies to most networked users.

To set up and access multiple mail accounts you should follow the appropriate steps as outlined below.

### Multiple mail boxes – Demon

If your provider (for example, Demon) gives you your own node name for which you can set up unlimited user names, you need to use the Local users facility in the Internet Suite configuration program to set up the users you require. Mail to each user can then be sent to their own inbox, for example

`tom@company.demon.co.uk`

`sales@company.demon.co.uk`

`tech-list@company.demon.co.uk`

See the section *Local users* on page 4-18 for details of how to set up local users.

Each local user (as setup in the configuration utility) has a home directory, which contains their mail folders and a personal copy of **!MarcelDir**, which holds all their setup for mail and news. This means that each user can have their own signature file, address book, warning settings and so on.

When you try to run Marcel you must choose a user from a list of those who have been set up, and enter a password if one has been set up. An asterisk shows those who have new mail waiting to be read. You do not need to enter a password to read local mail unless you have set one up.

- You can also use the Internet Suite alias system to redirect incoming and outgoing mail, so that mail which arrives to names which are not local users is redirected to the appropriate mailbox. See the section *Aliases and mailing*

*lists* on page 4-16 for details of adding aliases and mailing lists..

## **POP and IMAP mailboxes**

### **Single accounts**

If you only have a single POP/IMAP account, then setup is simple. You will not need to change the settings automatically entered in the Mail setup section of the Internet Suite configuration utility.

Mail will go into the default local user called **root** and you should choose this whenever you log into Marcel.

### **Multiple accounts**

If you have multiple POP/IMAP accounts, then you need to enter the details of each in the mail setup dialogue box. See section 4.5, *Mail setup* on page 4-13 for details of how to do this. For each account you add via the Mail account dialogue, you will need to set up a local user: see *Local users* on page 4-18 for details.

If you want to receive mail addressed to more than one address in the same mailbox, use the alias system to redirect incoming mail. See *Aliases and mailing lists* on page 4-16 for details.

- Because your service provider controls the public name of your mail account(s), you will need to ask them if you want to setup extra mail accounts, and you may need to pay additional fees.

## **Online mail users**

Online IMAP mail users can still make use of 'local users'. You may wish to setup different news and mail configurations, for example to direct mail from a mailing list directly into its own inbox.

Online users must check that their servers are correctly identified in Marcel's Mail setup dialogue box.

Since you won't be using the offline mail system, you can ignore

mail setup and mail aliases in the configure program.

## 5.3 Configuring Marcel

Before you can use Marcel to read email or news you need to set some additional options contained within the Marcel program.

You will be prompted to do this the first time you try to run Marcel. If you have more than one local user set up, each user will need to enter their own settings the first time they connect to a Marcel mail or news server.

To load Marcel:

- 1 Load the Internet Suite by double-clicking on its icon.
- 2 Click Select on the Internet icon to display the Internet Suite applications panel.
- 3 Double-click the **Email & News** icon in the panel to load Marcel, the Suite's email and news reader.
- 4 A grey Marcel pillarbox icon will appear on the righthand side of the icon bar:



### Entering mail details

When you first run Marcel:

- 1 You will see a warning box asking you to set a return email address. Click **OK**.

2 The Marcel choices window will appear:



- 3 Enter your name in the **Real name** field. This is used in all mail which you send.
  - 4 Enter your return **Email** address. You must get this right or other mail users will not be able to reply to your messages. If you are unsure of your address, check with your service provider or network administrator.
  - 5 Click **Save** to complete the setup process, or click each icon in turn to customise the Marcel setup and then click **Save**.
- If you are running Marcel as a standalone application, or if you have stored Marcel outside the Internet Suite's directory structure and not run the InetSuite application, you may initially see a different dialogue box which prompts you to choose a location to store **!MarcelDir**, the program which stores all Marcel's user information.

## Marcel mail setup

- 1 Click **Mail setup** in the Marcel choices dialogue box to

configure Marcel's mail setup:



The installation process will have preconfigured this dialogue box correctly: however, you may change some of the options.

- 2 If you intend to read your mail online, tick the **IMAP** option. You can also enter your **User name** and **Password** to save typing them in when you log on.
  - Offline users should not select this option.
- 3 If you also intend to send mail while online, tick the **SMTP** server box and enter the name of the SMTP server to use.
  - Offline users should not select this option.
- 4 If you do not wish to save copies of your sent mail, uncheck **Save sent mail**. You may also name a different Marcel folder (see *Setting up folders to store mail* on page 5-11 for details).
- 5 Uncheck the option **New mail sound** if you do not wish to hear a notification sound when mail arrives in the Marcel inbox.

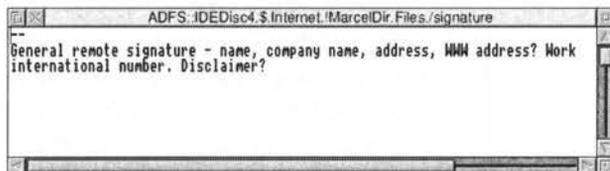
- 6 Choose the required **Files encoding** option. Click the menu button to display a list and choose the format you require: see *Attaching files* on page 5-33 for details.
- 7 Tick **Open mailbox when Marcel loads** to display the Inbox automatically when Marcel is loaded.
- 8 Tick **Open mailbox when new mail arrives** to open the mailbox automatically when new mail arrives.
- 9 Click **Close** to return to the Marcel choices dialogue.

## Signatures and headers

Every message you send out will contain a header and can also contain a signature or 'sig' message.

- 1 Click **Edit signature** in the Marcel choices dialogue.

An editing window will appear in which you can enter a short message to be appended to any news or mail articles you post using Marcel:



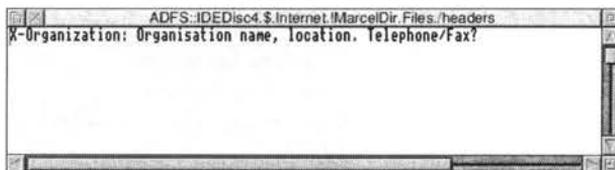
Replace the text with the text you want, but leave the initial

--

intact on a line of its own – it is the standard method for indicating the start of a signature. You might wish to include contact information such as your email address, phone number, company affiliation and any required disclaimer. Keep your signature as short as possible, preferably two or three lines.

- 2 Save the text file using the **Save** option in your editor.
- 3 Click **Edit headers** to open an editing window to edit the

text posted out in the headers of your messages:



- Do not delete or change the **X-organization:** part of the header. Only change the text following it, and keep it to a single line.

4 Save the text file using the Save option in your editor.

## News setup

See Chapter 6, *News*, for details of how to complete the News setup process.

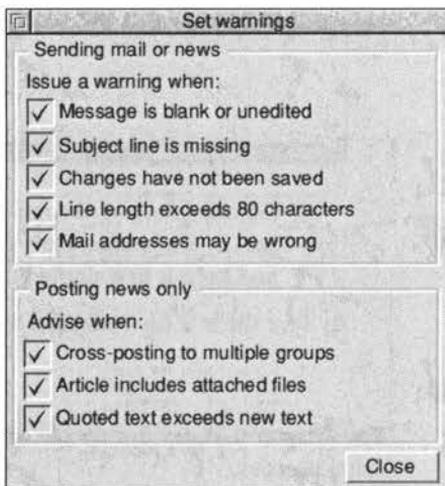
## Setting Marcel warnings

Marcel can be set up to issue warnings to stop you making some errors when using its email and news facilities. Some of these relate to use of Marcel, others to email and news etiquette. While the subjects of the warnings will not cause any problems with operating Marcel, you may wish to be notified of potential problems so that you can fix them.

To choose the warnings you wish to see:

- 1 Click **Set warnings** in the Marcel choices dialogue box.

The Set warnings dialogue box will be displayed:



- 2 Select the warnings you wish to see when sending mail or news by ticking their check boxes:
- **Message is blank or unedited** warns you against mailing a blank message or a reply which has not been edited.
  - **Subject line is missing** warns you if you have not entered a subject for an email message.
  - **Changes have not been saved** warns that your message has not been saved up to date – make sure you click **Save** in your editor before sending the message.
  - **Line length exceeds 80 characters** means that your lines are more than 80 characters wide, so will be displayed with strange line-wrapping by most computers. Adjust the settings in your editor to wrap at 80 characters or fewer.
  - **Mail addresses may be wrong** notifies you that you have entered an address which cannot possibly be correct, such as an incorrect alias.

- 3 Choose the warnings you wish to see when posting news:
  - **Cross-posting to multiple groups** issues a warning if you attempt to post an article to more than three groups at once. This is a breach of Usenet etiquette.
  - **Article includes attached files** warns that your article has a file attached to it. Except for **\*.binaries** or **\*.sources** groups this is a breach of Usenet etiquette.
  - **Quoted text exceeds new text** warns that your article contains more quoted text from earlier messages than new material. Edit your reply to reduce the amount of quoted material.
- 4 When you have chosen the warnings you wish to activate, click **Close**, then click **Save** in the main Marcel choices dialogue box.
  - See the sections *Email etiquette* on page 5-38 and *Usenet etiquette* on page 6-23 for more details of acceptable usage of email and newsgroups.

## Updating Marcel settings

You can return to the Marcel choices dialogue at any time to update your settings by choosing **Choices** from the Marcel icon bar menu.

## Setting up folders to store mail

Marcel automatically creates some mail folders to store your email. However, if you will send and receive a great deal of email, you should set up more mail folders to contain your mail. See *Setting up mail folders* on page 5-29 for more details.

Keeping too much mail in your in and out boxes will increase memory usage and slow down the performance of Marcel. You should consider 'archiving' old messages into folders once the contents of the in and out box reach around 100 or so messages.

## 5.4 Setting up your address book

To save time it is a good idea to keep an address book containing the email addresses of people and groups of people whom you contact regularly.

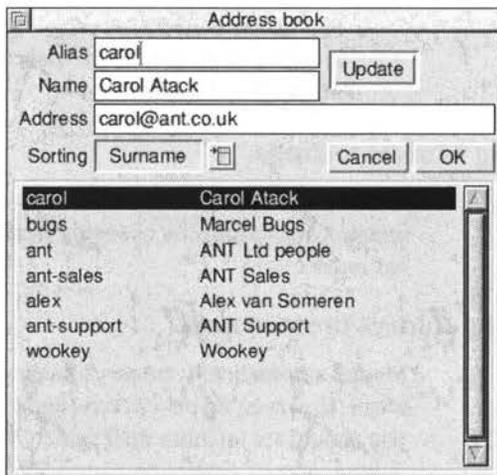
If you have address details in the address book, you can choose the address from the address book rather than type in all the details when you send a message.

### Displaying the address book

To work with the address book:



- 1 Click the **Address Book** button. This is in the button bar of open Marcel folders, and also on the Send mail windows. The address book will be displayed:



- 2 To view the records in a different order, click on the **Sorting** list box. You can sort by name, surname or alias.
- 3 When you have finished with the address book, click **OK** to close it. This saves any changes you have made.

## Adding a new address book record

Address book records can cover both individual correspondents and groups of email recipients. You can also add newsgroups to the address book.

To add an address book record manually:



- 1 Open the address book.
- 2 Type in an abbreviation (such as the person's first name) as the **Alias**.
- 3 Type in their real name in **Name**.
- 4 Type in their email address as **Address**.
  - If you are setting up a group, add the addresses in full, separated by commas. If the group comprises existing aliases, put the insertion point in the Address field then click each alias you want to add to the list.
- 5 Click **Update** to add the new record to the list.
- 6 Click **OK** to save the changed list.

You can also capture address book entries from mail folder or message windows, and from newsgroup or article windows:

- 1 Select or open the required message or article.
- 2 Choose **Set alias** from the Message or Article menu.
- 3 The author's name and address will be added to the address book.
- 4 Type the shortform alias you want for the address in the Alias field.
- 5 Click **Update** to add the entry to the list, then **OK** to save the changes.

## Editing address book records

To edit an address book record:

- 1 Select the alias in the list. It is displayed in the top half of

- the Address book window.
- 2 Make the required changes, for example updating the address or adding further addresses to a group alias.
- 3 Click **Update**.
- 4 Click **OK** to save the changes.

## Deleting address book records

To delete an address book record:

- 1 Click **Select** on a record to select it.
- 2 Click **Menu** inside the Address book window. Choose **Delete** from the Aliases menu.
- 3 The alias will be removed from the list.
- 4 Click **OK** to save the changes to the address book.

## 5.5 Connecting to the mail server

Before you can do any work with Marcel such as reading mail you must connect to the Marcel 'server' on your computer as a known user. This enables Marcel to display the correct inbox and use the correct settings for each individual user.



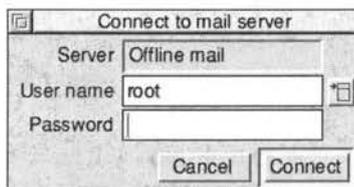
- When you are not connected to the server, Marcel has a grey pillar box icon with the text Marcel.
- When you are connected to the server, Marcel has a red pillar box icon with the name of the connected user:

Only one user can be connected at once. If you have set up several local users, for example to store mailing list traffic in separate in folders, you will need to connect to each one in turn.

To connect to the mail server:

- 1 Load Marcel.
- 2 Click **Select** on the grey pillarbox Marcel icon. The

Connect to mail server dialogue box will be displayed:



- 3 If you do not want to connect as the root user (for example, if you have multiple mailboxes set up), click the menu button to the right of the **User name** field.
- 4 Choose the local user you want from the list shown.
- 5 If a password is required for that user, enter it in the Password box. If no password is required you do not need to enter anything.
- 6 Click **Connect**. Marcel will connect you as the requested mail user: the inbox and outbox and other mail folders which are displayed will be those of the requested mail user, as will the address book and other facilities.



When you are connected to the server, the Marcel pillarbox icon will be shown in red with the name of the connected user underneath. If there is unread mail in the mailbox, the pillarbox icon will bulge.

## Disconnecting from a server

To disconnect a user from the server:

- Choose **Close** from the Marcel icon bar menu.

The current mail user will be disconnected and their inbox and any other open folders or messages will be closed.

The red pillarbox will be replaced by the grey Marcel pillar box.

## 5.6 Mail transfers

Your electronic mail needs to be transferred between Marcel and the outside world.

- Online users will receive new mail whenever it arrives at their network server. Outgoing mail is sent immediately when you click **Send** in the Send mail dialogue.
- Offline users can transfer mail when they connect to their service provider either manually or automatically. Some service providers (such as Demon) send new mail whenever you log on: for other providers you must request a transfer using the commands on the Internet Suite's icon bar. Outgoing mail is stored in a queue and transferred when you choose a transfer command from the Internet Suite's icon bar menu.

The Internet Suite sorts incoming mail and filters it to the correct local user, if more than one has been set up, or reroutes it to other addresses specified in the Aliases list (see *Aliases and mailing lists* on page 4-16).

### Mail reception for offline users

If you are working offline with a dialled connection, you will need to explicitly transfer your mail. If you are working online (for example, with an Ethernet connection) Marcel will send mail immediately.

To transfer incoming mail:

- 1 Connect to your service provider, by clicking Menu on the Internet icon and choosing **Connect**.
- 2 When you are on-line, choose **Mail** from the Transfer menu (to send outgoing mail and download incoming mail).
- 3 Display the status of mail transfers by choosing **Transfers** from the Status menu on the Internet Suite icon bar menu.

This shows the number of new messages to download and the number downloaded. Any new mail sent to you will be downloaded:

Internet Suite status	
Modem status	00:39, 921 cps
LAN status	No LAN
Mail incoming	3/12 messages
Mail outgoing	
News transfer	

- 4 Once the mail has been downloaded you will see a series of messages as it is transferred to the correct local user's directory.
- 5 When the mail transfer is complete a 'fat' pillarbox indicates new unread mail. If mail has been downloaded for other local users, their entry in the Local users menu on the Connect to mail server dialogue will have an asterisk.

## Offline users – sending mail

To transfer stored outgoing mail:

- 1 Complete the document(s) you want to send, then address it and click **Send** in the Send mail to file dialogue.
- 2 Connect to your service provider, by clicking Menu on the Internet icon and choosing **Connect**.
- 3 When you are online, choose **Mail** from the Transfer menu (to send outgoing mail and download incoming mail).
- 4 Display the status of mail transfers by choosing **Transfers** from the Status menu on the Internet Suite icon bar menu. Your stored mail documents will be sent and any new mail sent to you will be downloaded.

## Delivering local mail

Marcel can transfer mail between local users without transferring

mail to and from the outside world. It does this automatically, but you can also force it to transfer local mail by choosing **Deliver mail** from the Transfers submenu on the Internet Suite icon bar menu. When you choose this option any messages edited by Marcel are examined and delivered to local users or placed in the outgoing mail queue according to their addressing.

## 5.7 Editing and sending mail messages

There are several parts to sending mail: writing the message, addressing it and sending it.

### Writing mail

You can write your mail using any word or text processor, though it is probably easiest to use a simple text editor such as !Edit or !Zap.

When you open a Marcel addressing window, clicking the Edit button loads your chosen text editor.

### Addressing mail

To address a message:

- 1 Click Select on the Marcel icon.
  - You can also open an addressing window by dragging the icon of a saved text file on to the Marcel icon. In this case, you should click Editor and resave the file so that Marcel can attach your signature file to it.

An addressing window (Send mail to file for offline users,

Send mail for online users) will be displayed:

The screenshot shows a dialog box titled "Send mail to file". It has five text input fields: "To", "Subject", "CC", "BCC", and "FCC". The "FCC" field contains the text "Mail.sent". To the right of the "BCC" field is a small icon of a document with a list. At the bottom of the dialog, there is a "Files" section with a "MIME" button and a document icon. To the right of these are three buttons: "Editor", "Cancel", and "Send".



- 2 Enter the recipient's details. Either type in an email address, or click the **Address book button**, place the caret in the **To** box and click on an entry in the address list. The alias will be displayed, but the full address is used.
- 3 Enter the subject of the message.
- 4 If you want to send a copy of the message to other recipients, enter their names or aliases in the **CC** (carbon copy) or **BCC** (blind carbon copy, that is, recipients cannot see the names of other addressees) box.
- 5 To keep a copy on your computer, type the name of a Marcel folder in the **FCC** line (the default is **Mail.sent**).
- 6 If you still want to edit the message you are sending, click **Editor** to work on it further, then save the edited document.



**NOTE:** If you do fail to save an edited document before sending it, Marcel will send the last saved version, which in some cases could be a blank window. Make sure that you save edited text in the application before sending it.

- 7 The Files option lets you choose how file attachments if any are encoded. See *Attaching files* on page 5-33 for more details.
- 8 Click **Send**. This either:
  - for Ethernet users, sends the document immediately.

- for dial-up users, stores the document ready for sending next time you connect. Transfer your mail as described in section 5.6 on page 5-16.

## Saving sent mail

Marcel will save a copy of your sent mail in the folder shown in the FCC field of the Send mail dialogue. The default is **Mail.sent**: change the folder in the Mail setup section of the Marcel choices dialogue.

You can save a message to multiple folders by adding more than one folder name, separated by commas

## 5.8 Reading mail

You will of course not only send but receive email. To read email which has been sent to you, you will need to download it into your Inbox and then read it using Marcel. If you are working online (with an Ethernet connection) mail will arrive in your inbox automatically at pre-defined intervals and you do not need to explicitly transfer it from your service provider: see *Mail transfers* on page 5-16 for details.

## Reading your messages

When you have downloaded your mail, you will see that there are new messages to read:

- The Transfers status window will show that a quantity of mail has been downloaded.
- The Marcel pillarbox will become full when new mail has been downloaded for the current local user.
- If the Inbox is already open, you will see the new messages in the folder listing.



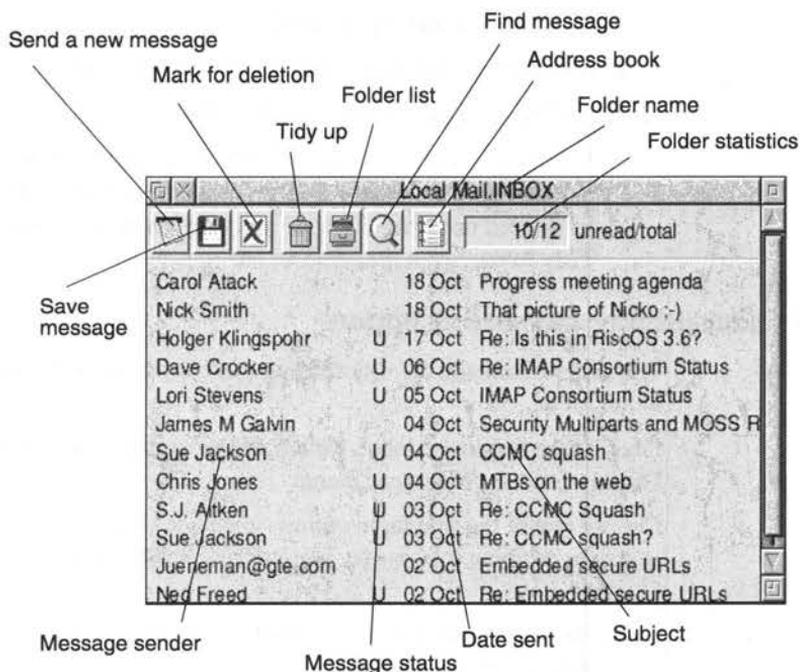
To display the Inbox:

- 1 Double-click on the **Email and News** icon in the Internet

panel.

- 2 Click Select on the grey pillarbox icon.
- 3 Choose a user in the Connect to mail server dialogue and click **Connect**.
- 4 The chosen user's In box will be displayed, showing the total number of messages and unread messages.

## Mail folders



Mail folders contain a list of messages, along with toolbar buttons for working with them. The Inbox is a mail folder into which all the user's received mail is delivered: other folders contain sent mail, or can be set up by users to archive old messages.

- If you have selected **Display mailbox when loaded** in the Mail setup section of the Marcel choices dialogue, the Inbox will be displayed automatically when you load Marcel.

The above window shows the Brief info display format for mail folders. You can change the display format of the folder by choosing an option from the Display menu.

Messages often have a message status flag:

- **U** indicates an unread message
- **D** indicates a message marked for deletion
- **A** indicates a message which has been answered

Messages can have more than one status flag.

- Messages which are marked for deletion will be 'greyed out' though you can still open and read them. They will not be deleted until you click the **Tidy up** button or choose **Tidy folder** from the Misc menu.

## Mail folder display and sorting options

You can also change the way messages are listed and displayed in the Inbox.

Click Menu inside the Inbox (or any folder) window and choose Display from the Messages menu.

Choose one of the first three options to decide what information is displayed about a message. The current choice is marked with a tick:

- **Brief info** lists the recipient/sender, message subject, date sent/received and status.
- **Full info** gives the messages' number in the folder, whether it is a text file or has attachments, the sender/recipient, the file size, time and date, and subject.
- **Wide info** gives the same information as brief info but with the display of both sender and recipient names. This can be

helpful, for example to see if mail was sent directly to you or from a mailing list.

The category by which folders are sorted can also be selected from this menu. Choose one of the first three, and set the final option as required:

- **Sort by subject** sorts alphabetically by subject text. Messages with the same subject are further sorted by date.
- **Sort by date** sorts by date sent or received depending on your choice from the Date sub-menu.
- **Sort by sender** sorts alphabetically by sender name and then by date.
- **Reversed sort** swaps over the sort order, so for example lists sorted by date show the most recent first.

## Reading messages

You can read messages one at a time by opening and closing them from the mail folder, or browse through each message in turn using the browse buttons in the message window.

To read a message:

- Double-click Select on the message you want to read in the

folder. The message will be opened:

The screenshot shows a window titled "Message 1/13, Carol Atack". The message header includes:  
Date: 18 OCT 1995 20:42:32 +0100  
From: Carol Atack (carol@ant.co.uk)  
Subject: Progress meeting agenda  
To: "dp11@cityscape.co.uk" <dp11@cityscape.co.uk>  
The message body contains:  
Here at last is the agenda for Tuesday's meeting. I have a conference room from 10am till 12 so that should give  
1. Getting ready for the exhibition next month. Do we have all the brochures and leaflets back from Are the phone lines booked? Did we get the extra hotel rooms?  
2. Susan's project. The board have given the go ahead. We need to plan: A more detailed schedule. Any additional resources we require, Involve the design agency right from the start.  
3. Tim's project. Tim will report on progress with the project and pl January. This is your chance to find out what they've

Callouts on the left side of the window:  
- Previous message: points to the up arrow button.  
- Next message: points to the down arrow button.  
- Reply: points to the envelope button.  
- Mark for deletion: points to the X button.  
- Save: points to the floppy disk button.  
- Load into editor: points to the pencil button.  
- View attached files (only appears if there are files attached to the message): points to the folder button.

### Reading messages in text editors



You can read the message directly in Marcel, or load it into a text editor by clicking the **Load into editor** button.

This facility enables you to read a temporary copy of the message in your editor, and to save a copy of it from there or copy sections of it into another message or document. You cannot save this temporary copy of the message or use it as the basis of a reply.

- To reply to a message, click the **Reply** button and see *Replying to messages* on page 5-27.

### Browsing messages

To browse through the messages in the Inbox without opening and closing each one individually:



- 1 Click the **Up** or **Down** button at the left of the message display window.

- 2 Further messages from the list will be displayed in turn in the message window.

## Deleting messages

To delete the message:



- 1 Click the **Mark for deletion** button.



- 2 Next time you click the **Tidy up** button in the Inbox window, or choose **Tidy folder** from the Misc menu, the message will be deleted.

To undelete a message which has been marked for deletion:

- 1 Select the message in the mail folder.



- 2 Click Adjust on the **Mark for deletion** button.
- 3 The message will no longer be greyed out and will not be deleted when the Tidy up button is clicked.

## Displaying a list of attached files

You can receive files attached to mail messages. If a message has an attached file, a folder button appears at the left of the message window, and in the message's entry in the Full info folder display formats.

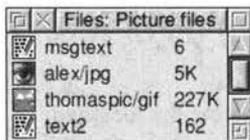
Attachments in common formats are automatically downloaded, decoded and presented as a list of files attached to the mail message in a folder.

To display attached files:



- 1 Click the **Folder** button in the Marcel message window. If the attached files folder is already open, an open folder icon will be shown and clicking it closes the filer window.

- 2 A filer window will open containing the attached files:



- 3 Drag the file icons to the locations on your hard disc where you want to keep the files. There are other options available on the Attachments menu: see *Attaching files to mail* on page 5-32.

## Message display options

You can customise the way that the contents of messages are displayed by using the Display menu from within the Message window. Selected options are shown with a tick.

To change your options, click Menu inside the Message window and choose one of the options from the Display menu:

- Choose **Full headers** to display the full email header, including information about the computers which sent the mail to you.
- Choose **Window width** and type a value in the Width menu to set the width in characters of the message window.
- Choose **Window wrap** to wrap the window at the width set. If this option is not set, you may not see all the text within the window.

## 5.9 Replying to mail

Replying to messages is similar to sending messages, but Marcel automatically completes the addressing window for you.

- With the Reply, Bounce and Forward options you can select multiple messages to act on by pressing Control and dragging across the message titles in the mail folder.

## Replying to messages

You have the choice of sending a reply to the sender of the message or all recipients of the message.

If the message is open:



- Click **Select** on the **Reply** button to reply to the sender.
- Click **Adjust** on the **Reply** button to reply to all recipients of the message.

If the message is not open:

- 1 Click **Select** once on the message to select it.
- 2 Click **Menu** to display the Message menu. Slide off **Reply** on this menu.
- 3 Choose **Sender** or **All** from the Reply to menu.

Whichever method you choose, an addressing window will be displayed.

- 1 The recipient and subject will already be filled in, although you can edit them if you like.
  - 2 Click **Editor** to write your reply. You will see that a copy of the message you received is already quoted in the window which opens.
  - 3 Write your reply, including any quotations from the original message.
  - 4 When you have finished editing, save your edited text and then return to the Send mail addressing window and click **Send**.
- If you do not save your edited text, Marcel will send the unedited version.

## Forwarding mail

You can forward a message you receive to any other email address, or group of addresses. Note that forwarding does **not** include attachments.

To forward a message:

- 1 Highlight the message in the Inbox or open the message.
- 2 Click Menu inside the Inbox, or the message and display the **Message** menu.
- 3 Choose **Forward**.

An addressing window will be displayed. You will see that the Subject has (fwd) tagged to the end.

- 4 Enter the address of the recipient(s).
- 5 Edit the message if required – you may wish to append a note saying why you are forwarding this message.
- 6 Return to the addressing window and click **Send**.

## Bouncing mail

To send a message on unchanged, and including its attachments, you can 'bounce' it.

To bounce a message:

- 1 Highlight the message in the Inbox or open the message.
- 2 Click Menu inside the Inbox or the message, and display the **Message** menu.
- 3 Choose **Bounce**.

An addressing window will be displayed. You will see that the Subject is greyed out, as is the Editor button.

- 4 Enter the address of the recipient(s).
- 5 Click **Send**.

## 5.10 Saving and managing messages

All messages that you receive are initially stored in your Inbox. However, they are stored internally by Marcel and are not accessible to other programs. To use messages with other

programs you must save them as files.

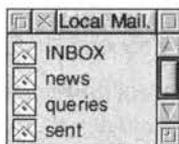
## Setting up mail folders

You may want to add extra Marcel folders for storing your old mail. It is a good idea to limit the amount of mail stored in each Marcel folder – large numbers of messages will increase the memory requirements of the program and reduce its performance.

To work with Marcel folders:



- 1 Click the **Folders** button on the Inbox.
- 2 You will see a list of existing folders in a filer window:



To create a new folder:

- 1 Click **Menu** inside the Folders filer window.
  - 2 Choose **Create** from the Folders menu.
  - 3 Type in the name of the new folder.
- You can also create a new folder directly from the Folder name option on the Message menu: see below.

## Working with folders

With the folder filer window open you can select a folder and:

- Copy folders. Choose **Copy** from the Folder menu and enter a name for the copy of the folder.
- Rename folders. Choose **Rename** from the Folder menu and enter a new name for the folder.
- Delete folders. Choose **Delete** from the Folder menu. The folder will be deleted if you choose Delete in the warning

box which appears.

- Create a new folder. Choose **New folder** from the menu and enter a name for the new folder.

## Moving a message to another folder

Marcel folders are technically a single document. As you would expect, the more messages a folder contains the larger and more unwieldy it becomes. Operations such as tidying up a folder can become very slow with large folders.

It is a good idea to manage your mail by storing old messages in different folders and keeping only the most recent messages in your current In box and Mail.sent folder.

To move message(s) to a new folder:

- 1 Select the message(s) in the Inbox or other folder window. (Hold down Control and drag to select multiple messages: click Adjust to select more messages.)
- 2 Click Menu and choose **Move to** from the Message menu.
- 3 Slide off to the right to enter a folder name. If you have already moved a message in this session, the last folder used will be suggested.
- 4 Type in a folder name and press Return.
  - If that folder exists, the message will be moved to the folder.
  - If no folder exists with the name you enter, a message will appear asking if you would like to create a new folder with that name. Click **Create** to create the folder and move the message into it.

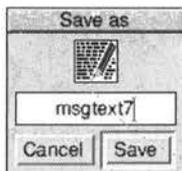
You can also copy mail between folders by opening both folders and dragging and dropping.

- Hold down Shift and drag the selected message(s) to move messages from the original folder.

## Saving messages

To save a message outside Marcel as a text file:

- 1 Select the message in the Inbox or open it.
- 2 Choose **Save** from the Message menu, or click the Save button. The Save as dialogue will be displayed:



- 3 Type in the filename you want the message to have.
- 4 Drag the message to the filer window where you want it to be saved.

## Saving attachments

To save attachments:

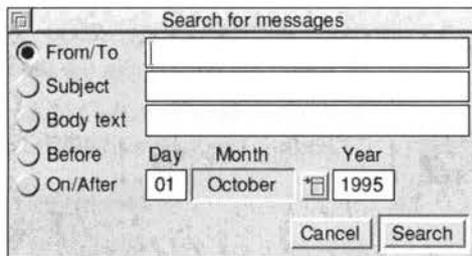
- 1 Open the attachments list by clicking on the **Files** button in the message window. This button only appears for messages with attached files.
- 2 Drag the file icons to the filer window where you want them to be saved.

## Finding messages



To find messages within a folder, click the **Search** button in the

folder display. The following dialogue will appear:



- 1 Click the Find option you want to use.
- 2 Enter the text you wish to search for.
- 3 Click **Search**.
- 4 Any messages found will be highlighted in the folder.

## Deleting messages

To delete a message:



- 1 Open the message or highlight it in the Marcel window.
- 2 Click the **Mark for deletion** button.



- 3 Next time you click the **Tidy up** button, or choose **Tidy folder** from the **Misc** menu, the marked message(s) will be deleted.
- Adjust-click the **Mark for deletion** button to unmark the selected message(s).

## 5.11 Attaching files to mail

You can attach files to send with your mail, for example formatted documents, programs or other files.

Formats you are likely to encounter, and the way Marcel deals with them, are described below.

- Before sending a file to anyone, you should check what

types of files they are capable of receiving.

Marcel can send and receive the following formats:

- **MIME**. This format is the most powerful and flexible. Most modern mail software, including Marcel, supports it.
- **UUencode**. This is an older format, which Marcel deals with transparently. DOS, UNIX and public domain mail software tends to support this format rather than MIME, so
- **Acorn !Email**. This is an old Acorn format which was primarily used by Acorn internally: Marcel deals with transparently.
- **BtoA** (Binary to ASCII), used on some UNIX systems, which gives better compression than UUencode but is not as standardised or in such common usage: Marcel deals with transparently.

Marcel can receive, but not send:

- Apple Macintosh **BinHex** files. These are files created and compressed using an Apple-specific format and are likely to have originated from Macintosh computers.

In all cases, attached files you receive will be stored with the message until you save them elsewhere on the hard disc. You will not need to decode the files, but you may need to decompress files sent as compressed archives.

- Attachments to a message should not exceed a total of 800k in size. Some mail servers bounce any message with total attachments exceeding this size. Get around this by using a compression program or sending several smaller messages.

### Attaching files

To send a file which is not a text document:

- 1 Drag the file icon to the Marcel icon.
- 2 A Send mail addressing window will be displayed with the

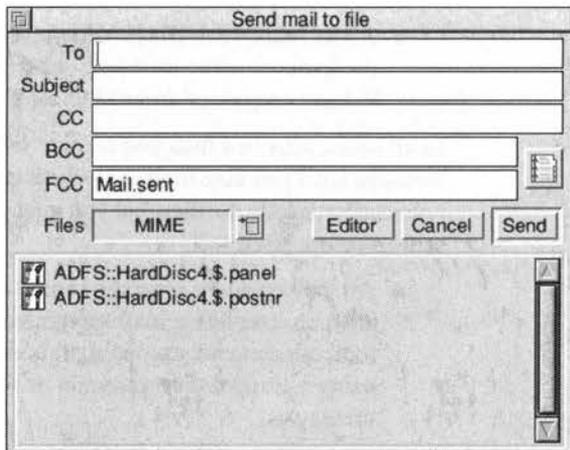
file shown as an attachment.

- 3 Complete the addressing window as usual.
- 4 You may want to add a text message to give the recipient details of the file you are sending: click **Editor**, enter and save your message.
- 5 Click the **Send** button. Your mail will be prepared for sending according to your preferences.

To attach a file to a text message, or to add additional files to a message:

- 1 Start addressing the text message as usual.
- 2 Drag the icons of any files you want to send to the addressing window.

An attachments list will be added to the window, or the file will appear in the existing attachments list:



- 3 Choose the required file format for encoding the file for transmission. The default format you chose in Marcel Mail Setup is suggested but you can display the pop-up menu and choose any of the formats available.

- Ask your recipient what the most suitable format for their use is. Most commercial email packages support MIME encoding but public domain packages often do not. If in doubt it may be better to use UUencode.
- 4 Send the mail as usual.

## Working with file attachments

When you display the file attachments filer window you can:

- Save selected files outside Marcel. You must do this in order to use the file with other applications.
- View details on selected files. This is useful if you have problems with a file you have received and need to get more information about the kind of file it is or how it was encoded.
- Run the attached file. If a file is a program file understood by RISC OS this option will run the program. You may wish to virus check any program files you receive over the Internet before running them.

To view file details:

- 1 Select a file in the Files window.
- 2 Click Menu.
- 3 Choose **File info** from the Attachments menu.
- 4 The About this attachment window will be displayed:
- 5 The file name, its type, size in bytes, encoding and MIME encoding type are shown along with the file icon.

To save a file outside Marcel:

- 1 Select a file in the Files window.
- 2 Click Menu.
- 3 Choose **Save** from the Attachments menu.
- 4 The Save as dialogue will be displayed. Enter a new filename if the existing one is unsuitable and drag the file

icon to a filer window.

To run an attached file:

- Double-click on the file icon.

## 5.12 Keyboard short cuts

The following keyboard short cuts can be used with Marcel:

<b>Key(s)</b>	<b>Effect</b>
<b>Address book</b>	
<b>Ctrl-K</b>	Clears all fields
<b>Textview</b>	
<b>CursorUp</b>	Scrolls display up one line
<b>CursorDown/Return/ Space</b>	Scrolls display down one line
<b>PageUp</b>	Scrolls display up page
<b>PageDown</b>	Scrolls display down page
<b>Home/Ctrl-CursorUp</b>	Scrolls display to top
<b>Copy/Ctrl-CursorDown</b>	Scrolls display to end
<b>CursorLeft</b>	Previous message
<b>CursorRight</b>	Next message
<b>Shift-CursorLeft</b>	Previous thread (news only)
<b>Shift-CursorRight</b>	Next thread (news only)
<b>Ctrl-CursorLeft</b>	First message in folder
<b>Ctrl-CursorRight</b>	Last message in folder
<b>Print</b>	Print message
<b>Ctrl-Shift-G</b>	Toggle window to full size/back again
<b>Ctrl-P</b>	Post reply to news article
<b>Ctrl-Shift-P</b>	Post reply to news & Cc: sender
<b>Ctrl-R</b>	Reply via mail

<b>Key(s)</b>	<b>Effect</b>
<b>Ctrl-Shift-R</b>	Reply to all via mail
<b>Ctrl-S</b>	Send message
<b>Ctrl-Shift-S</b>	Post article (news only)
<b>F4</b>	Search message
<b>F3</b>	Save message
<b>Ctrl-X</b>	Delete message, move to next
<b>Alt-Ctrl-X</b>	Delete message, move to previous
<b>Ctrl-Shift-X</b>	Undelete message, move to next
<b>Alt-Ctrl-Shift-X</b>	Undelete message, move to previous
<b>Ctrl-D</b>	As Ctrl-X (moves in opposite direction)
<b>Ctrl-F</b>	Forward message
<b>Ctrl-B</b>	Bounce message
<b>F2</b>	Show files toggle open/closed
<b>Ctrl-F4</b>	New view
<b>Ctrl-F2</b>	Close window

## 5.13 Hints and tips

### Returned messages



Sometimes a message fails to get through. You will usually be notified of this by automatic software on the server which has not forwarded the message. Often a message will explain what the problem could be, for example that you have addressed the message incorrectly.

- Check the address and change it if necessary. If the return message contains any suggestions, follow them and try again.

## Email etiquette

- Keep your signature file shorter than four or five lines. Resist the temptation to include any large examples of ASCII artwork (pictures made up out of keyboard characters).
- Do not mail large files to users with dial-up accounts unless you know that they want them.
- If you know some-one's email address, do not give it to others without their permission. It is considered particularly rude to post someone's address to Usenet newsgroups without their permission.

## Finding addresses

One difficulty with email is that there is no single centralised directory for finding other Internet users' addresses. In many cases the simplest thing to do is to phone up and ask them.

Other options include:

- Visiting their Web pages, which often contain email addresses for contacting members of the organisation.
- Using a commercial Internet directory or search engine such as [www.dejanews.com](http://www.dejanews.com) or [www.four11.com](http://www.four11.com).

For further information on ways to track down email addresses, see the Email FAQ to be found at the URL

<http://www.qucis.queensu.ca/FAQs/email/finding.html>, which is also regularly posted to newsgroups including [comp.misc.mail](mailto:comp.misc.mail).

## Mailing to non-Internet services

You can send email to computer users on networks other than the Internet. Most networks, such as America Online, CompuServe, CIX, have an Internet interface so that their users can exchange mail with Internet users.

BT CampusWorld [username@campus.bt.com](mailto:username@campus.bt.com)

CIX                    **username@cix.compulink.co.uk**

America Online   **username@aol.com**

Note that spaces are stripped from the user name.

CompuServe        **12345.123@compuserve.com**

Replace the comma in the middle of the user's CompuServe ID with a full stop.



## 6 News

Internet newsgroups, often referred to as Usenet or News, are one of the liveliest areas of the Internet and one of the most interactive. You can read the opinions of people who share your interests (however bizarre) across the world, and add your own comments to the discussion.

### 6.1 What are newsgroups?

Each newsgroup is organised around a particular theme to cover a specific topic. The list of all newsgroups is very long indeed – at the time of writing there were over 17000.

Subscribers to a group read messages posted to the newsgroup, then add their own comments. A newsgroup can contain several different discussions going on at once – these are known as threads.

Some newsgroups are ‘moderated’ so messages are not posted directly. All postings to the group are assessed by the moderator, who assesses incoming articles, and posts them if they fit in with the criteria of the newsgroup.

- An example of a moderated group is **comp.sys.acorn.announce**, which contains announcements from companies in the Acorn market.

#### Organisation of groups

Newsgroups are organised in a hierarchy to reflect their purpose, subject matter and level of specialisation.

The first part or parts of a newsgroup’s name cover the general

topic, or nature of the group, and the latter part or parts cover the specific topics.

For example, there are many groups under the general heading computer, shown as **comp**. One major part of these groups discuss particular systems, so the first part of their names is **comp.sys**.

The next part of the name shows the computer system being discussed, for example **comp.sys.acorn**. And a final part indicates the precise topic of the group, for example **comp.sys.acorn.hardware** discusses Acorn and Acorn-related hardware.

Some of the main classifications of groups are:

<b>alt</b>	Alternative issues, less formal discussions. You may find that your access to some <b>alt.*</b> groups is limited by your service provider or host because the subject matter is deemed controversial or likely to cause offence.
<b>biz</b>	Business-related topics.
<b>comp</b>	Computers and related issues, including machine-specific topics.
<b>misc</b>	Miscellaneous discussions.
<b>news</b>	News and information about Usenet itself.
<b>rec</b>	Recreational subjects
<b>sci</b>	Scientific subjects.
<b>soc</b>	Social issues.
<b>talk</b>	Debate and discussion, often heated or boisterous.

In addition, many countries, cities and organisations (such as Internet service providers) have their own newsgroups, for more local discussions or subjects of restricted interest. A newsgroup discussing national politics may be of interest only in one country, while a newsgroup discussing pubs is probably more

relevant to a specific city. For example:

<b>uk.*</b>	UK specific topics
<b>aus.*</b>	Australian topics
<b>cam.misc</b>	General discussions about Cambridge, UK
<b>demon.announce</b>	News from service provider Demon

Many US universities have their own newsgroups, and you may find that your university does too, for example:

<b>ucam</b>	Cambridge University discussion groups
<b>uwarwick</b>	Warwick University discussion groups

## Provision of newsgroups

Not all service providers give you automatic access to all Usenet newsgroups. The volume of traffic generated by Usenet means that some providers may cut down the list of groups carried to save space.

Many groups are local in coverage and therefore not carried by servers on the other side of the world. If you want to stay in touch with a local group from far away your service provider may be able to get it for you.

- Some service providers may choose not to pass on groups which they perceive as likely to contain unethical or illegal material. This is particularly true of family and education-oriented service providers. However, there is no guarantee that explicit or illegal material will not be posted to any newsgroup.

## Articles and threads

Readers of newsgroups post articles to them, contributing to the discussion or starting a new topic of discussion. These on-going topics are called threads. Marcel groups together all messages in a thread, so you don't see messages in the order in which they were posted but in an order which makes it easier to read them.

## Usenet culture

Discussions, especially on controversial topics, can get quite heated. When an argument breaks out it is referred to as a 'flame'. Discussions are expected to stay 'on-topic', that is, relevant to the group hosting them.

Messages which are indiscriminately cross-posted (copies of the same article placed in many different, irrelevant groups) are not appreciated and are referred to as 'spam'.

## 6.2 Setting up news

There are several steps you must take before reading news offline.

Most of the process is carried out in the Configuration utility.

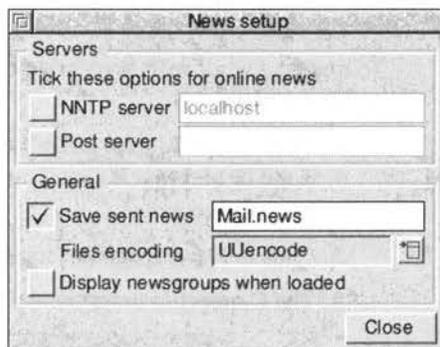
Here you can determine:

- Which newsgroups to download (offline users) or to display the contents of (online users)
- Whether to fetch the full text of a given group or only the headers of articles (offline users only)
- How long messages should be stored before they are expired (deleted) from your hard disc (offline users only).

### Configuring Marcel for news

You should complete the following dialogue box to set up your news, by choosing **News setup** from the Marcel choices

dialogue:

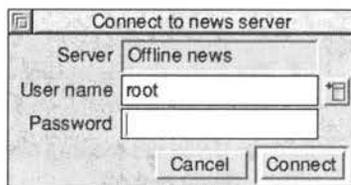


- 1 Enter the details of the news **Servers** you will be using to read and post news, if you are working online.
  - If you are reading news offline, these options should be switched off.
- 2 Enter the **General** settings you require:
  - To save copies of articles you post, tick the **Save sent news** box and enter the name of a Marcel folder.
  - Select the default format for encoding file attachments to news articles. As a rule you should avoid attaching files to news articles: if it is appropriate to attach a file, you should use the default setting of **UUencode**. To change the file encoding format, click the Menu button and select an option from the pop-up list. The choices are the same as those for sending mail file attachments.
  - To **Display newsgroups when loaded**, tick the box. This displays the list of groups you subscribe to when you load the Marcel newsreader
- 3 Click **Close** and then **Save** in the Marcel choices dialogue to save and confirm your settings.

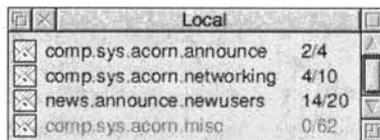
## 6.3 Connecting Marcel to a news server

To read and work with news you need to connect Marcel to a server for news.

- 1 Click on the Marcel pillar box icon (it doesn't matter if it is red or grey, but if a mail user is connected only that user can log into news).
- 2 Choose **News** from the icon bar menu.
- 3 The Connect to news server dialogue will be displayed:



- 4 Select the required user by choosing from the pop-up list.
- 5 Enter a password if required.
- 6 Click **Connect**. The list of your subscribed groups will be displayed:



- Groups with unread messages are shown in black, and groups with no unread messages in grey.
- The number of read messages and the total number of messages is shown for each group.

## 6.4 Subscribing to newsgroups

Before you can download and read messages in a group you must subscribe to it. This enables Marcel and the Internet Suite to collect the group's messages from the news server at your service provider

- Offline users should check whether a group they want is already being fetched by another local user. If it is not, you will need to use the News setup section of the Configuration utility to add the group to the list of those which are fetched – see *Subscribing to newsgroups* on page 4-27.

### List of all groups

You may already know which groups you want to read. If you don't, check the list of newsgroups in the News setup section of the configuration utility.

The ANT Internet Suite requires a list of groups to allow newsgroup subscription requests to be verified. The following Usenet newsgroup prefixes are included in the default list:

- **alt.\***, except **alt.sex.\*** and **alt.binaries.pictures.erotica.\***
- **aus.\***
- **bionet.\***
- **bit.\***
- **biz.\***
- **cam.\***
- **comp.\***
- **demon.\***
- **gnu.\***
- **ieee.\***
- **info.\***
- **linux.\***
- **misc.\***
- **news.\***

- **nz.\***
- **pipex.\***
- **rec.\***
- **sci.\***
- **soc.\***
- **talk.\***
- **uk.\***

ANT has provided this list solely for the verification of newsgroup names. ANT has edited this list only to remove those groups whose carriage over the Internet or through our software we believe may potentially be illegal, or offensive to some customers.

If this file is deleted then the equivalent file from your service provider is fetched automatically by the Internet Suite, a process which may take a considerable period of time. The unedited file would typically be over 500KB.

- Overseas users should check with their service provider for details of local newsgroups, for example newsgroups in languages other than English.
- Ultimately the selection of groups available to you is determined by your service provider. Your provider may be able to fetch additional groups other than those they currently offer but this is not guaranteed.
- Note that there is a turnover of newsgroups and some are abandoned as discussion moves on. Other groups, notably in the **alt** categories, are created to commemorate a particular event, or even set up as a joke.

### Your own list of groups

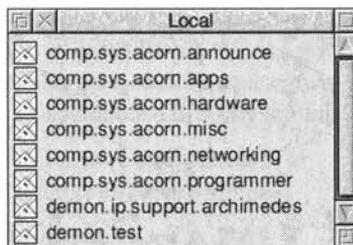
- Remember that the level of traffic on many groups can be quite high. Some groups may receive thousands of postings a day: others, especially moderated groups, only a handful each week. That can add up to lengthy downloads and the consumption of a large amount of hard disc space.

Marcel is shipped preconfigured to download certain newsgroups including those relating to Acorn computers and the very useful **news.announce.newusers** group which provides regular introductory articles on Usenet usage and culture.

## Subscribing

To subscribe to a group:

- 1 Display your list of subscribed newsgroups by choosing **News** from the Marcel icon bar menu and connecting.
- 2 Choose **View all** from the Groups menu to display the list of groups which are currently being downloaded (offline users) or the full list of groups (online users).
  - If the group you want is not in this list you will need to subscribe to it using the Configuration utility: see *Subscribing to newsgroups* on page 4-27 for details.
- 3 Drag the required group's icon into your list of groups, or choose **Subscribe** from the Groups menu and type in the name of the group you want.
- 4 Press **Return**.
- 5 The new group will be added to your list:



Note that there is no way of checking who reads any particular newsgroup. The only way other participants will know you are there is if you make a posting to the group. It is perfectly acceptable to read a group without making postings: you may see this referred to as 'lurking' but this has no negative connotation.

## Unsubscribing

You may decide that you no longer wish to read a particular newsgroup or to download its messages.

To unsubscribe from a group:

- 1 Display your list of subscribed groups by clicking on the Marcel news icon.
  - 2 Select the group(s) you no longer wish to read.
  - 3 Choose **Unsubscribe** from the Group menu.
- If you are the only offline user you should also unsubscribe the group within the Configuration utility to prevent it from being downloaded. See *Subscribing to newsgroups* on page 4-27.

## Group information

There are three forms of information about newsgroups which can help you decide what groups to read, or to understand the purpose of groups to which you are subscribed.

- Note that not all groups have all or any of the following: in particular joke groups or other groups in the **alt.\*** hierarchy rarely have charters.

You can get any of these by selecting the group in your list of groups and choosing the relevant option from the Group menu, though you will need to be online for the last two options to work.

- **Description.** A one-line description of the group summarising its subject area.
- **FAQ.** A list of questions (Frequently Asked Questions) about the subject matter of the group, along with answers. You should download and read this before posting any questions to a group.
- **Charter.** This document is produced when the group is started and outlines its purpose. Again, it is a good idea to read it before posting to the group.

## 6.5 Downloading news

Online news users read articles directly from the server. A list of articles is displayed by Marcel and when you open each one its text is fetched from the server.

Offline users must download news articles to their computers before reading them. There are two options for downloading newsgroups:

- **Full download.** The full text of all messages is fetched each time you connect to your service provider and transfer news. The advantages are that you get the full text of each message to read: the disadvantages are that your hard disc may fill up and regular lengthy downloads may be required.
- **Headers only.** This fetches only the header information (title, author etc) of each article, saving time when downloading. You can skim the list of titles, mark the articles that interest you, then connect again to your service provider to fetch their full text. The advantages are that you don't pay to download articles you don't want to read: the disadvantage is that you may miss some articles that you might have found interesting.

In practice many offline users will combine the two methods, downloading the full text of the groups most important to them and headers of groups of less complete interest. See *News group management* on page 4-28 for full details.

### Downloading news for offline users

To download news:

- 1 Load the Internet Suite application on to the icon bar.
- 2 Choose **Connect** from the icon bar menu. The Suite will dial and connect to your service provider.
- 3 Once the icon bar text changes to Online, choose **News**

from the **Transfer** menu.

- 4 The Suite will connect to your provider's news server, download new articles

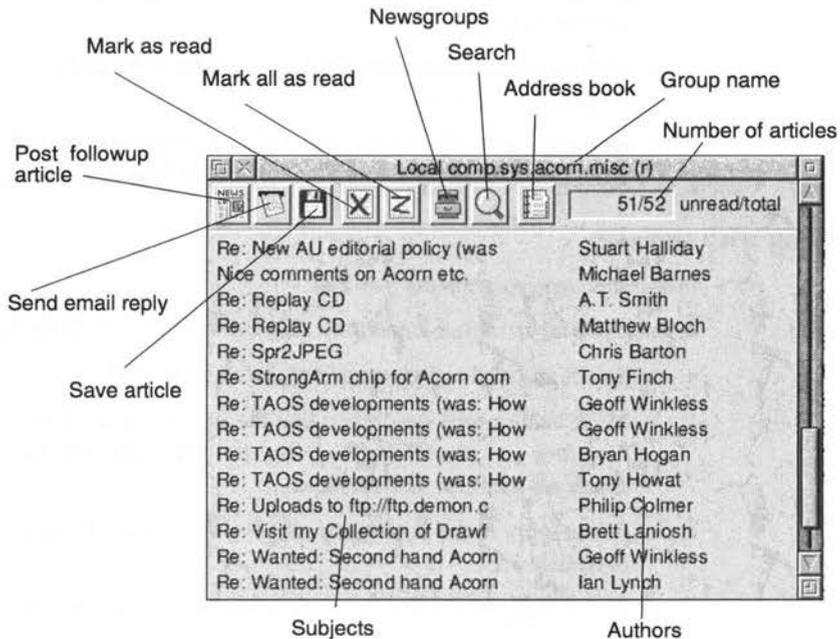
## 6.6 Reading news

Once you have subscribed to a group you can read its messages by opening the newsgroup window and then opening articles to read.

### Newsgroup windows

The articles in a newsgroup are displayed in a list like the mail inbox. Three views are available, controlled by options on the Display menu:

- **Full info** displays a full text or header only icon, article title up to a certain number of characters, flag, size, author and date
- **Wide info** displays a full text or header only icon, a wider subject field, flag, size, author and date and time
- **Brief info** (shown below) simply lists the message title and author.



Articles may have a status flag:

- **A** indicates an article to which a reply has been sent
- **H** indicates that only the article header has been downloaded (Offline news only)
- **K** keep option (locks it)

Articles can be displayed in a variety of sort orders. To change the order of articles, click Menu within the newsgroup window and choose an option from the Display menu.

- The default setting, **Sort threaded**, is the alphabetical order of the subject discussions (threads) to which they belong.
- **Sort by date** sorts either by the date articles were **Received** or **Sent**, depending on the option you select from

the **Date** submenu. Articles are listed with the most recent appearing first.

- **Sort by sender** sorts alphabetically by the name of the sender of the article.
- **Reversed sort** reverses the order of any sort option so that articles are listed oldest first or Z-A rather than A-Z.

## Working with articles

From the newsgroup listing you can:

- Open an article and read it: double-click on the article title.
- Select an article or group of articles to work with.
- Mark header-only articles so that the full text is fetched next time you transfer news: select the article and choose **Fetch all** from the Article menu.
- Post a reply to the newsgroup: see *Posting a reply* on page 6-18 below.
- Post a reply by mail to the author: see *Sending a reply by mail* on page 6-19.
- Save the article as a text document or print a hard copy of it
- Forward the article by mail.
- Bounce (redirect) the article by mail.
- Capture the author's address in your address book.

To perform operations from the Articles menu you must first select an article or group of articles

- To select a single article, click once on its title.
- To select several articles, click Adjust on their titles.
- To select a group of articles, hold down the Ctrl key and drag the selection rectangle over the articles you want to select. If a group of articles is selected, the Article menu is replaced by the Selection menu.

Articles are shown in black until you open them to read them, when they are greyed out. The way articles that have been read are handled depends on whether you are reading news on- or offline.

- For offline users, read (greyed out) articles are not shown next time you open the newsgroup window, but the downloaded articles are not deleted until they are expired – see *Expiring news* on page 6-22.
- For online users, read (greyed out) articles will not be displayed next time you open the newsgroup. If you want a local copy of the article you should save it outside Marcel.

## Saving articles

If you are reading news online you must save articles outside Marcel if you want to keep them.

You can save articles from the newsgroup window or from the article window.

To save the article as a file:

- 1 Select the article within the newsgroup window or open it.
- 2 Click the **Save** button or click Menu within the window and choose Save from the Article menu.
- 3 Drag the file icon to the filer window where you want to save it.



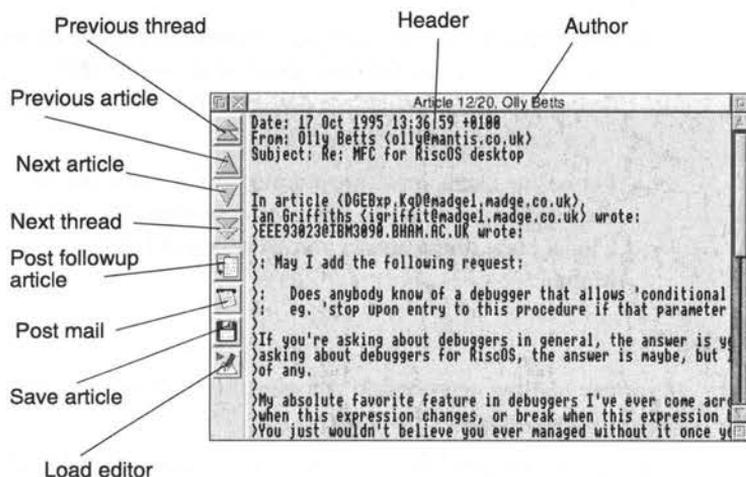
## Printing articles

You can print copies of articles. To print an article:

- 1 Select or open the required article.
- 2 Choose **Print** from the Article menu.
- 3 Click Print in the Print dialogue box.
- 4 A copy of the article will be printed using the current printer driver.

## The article window

To read an article, double-click on it in the Newsgroup list. An article window will appear:



Rather than close the window and open a further article from the newsgroup window, you can use the Article window buttons to browse through the list of articles:

- Click Select on the **Previous thread** button to jump to the previous thread.
- Click Select on the **Previous article** button to jump to the previous article.
- Click Select on the **Next article** button to jump to the next article.
- Click Select on the **Next thread** button to jump to the next thread.

To wrap text within the window set the width to which text is wrapped (the default is 80 characters):

- 1 Set a maximum window width. Click Menu inside the article window and display the Display submenu.

- 2 Display the **Window width** submenu from the Display submenu and enter the required figure. Press Return.
- 3 Tick the **Window wrap** option on the Display submenu (it is ticked by default).

To display full article headers:

- 1 Click Menu within the Article menu.
  - 2 Display the Display submenu.
  - 3 Choose **Full headers**.
  - 4 The full headers of the article will be shown. These include additional information used by the newsreader such as the full path of the article, .
- The Article menu offers similar options to the Article menu in the main newsgroup listing (see above).

## 6.7 Posting articles

Before you start posting articles to a group:

- Get a feeling for the group and its membership by reading it for a while (this is often referred to as 'lurking').
- Read the section below on Usenet etiquette, and the relevant articles posted to **news.announce.newusers**.
- Read the FAQ and Charter of the newsgroup (see *Group information* on page 6-10).

### Posting a news article

To post an article:

- 1 Write your article. Try to be as concise as possible: brevity is always appreciated.
- 2 Click the **Post article** button in the Newsgroup or Article window.



- 3 An addressing window will appear, with the name of the newsgroup as the address:



Post news to file

Group comp.sys.acorn.announce

Subject

CC

BCC

FCC Mail.news

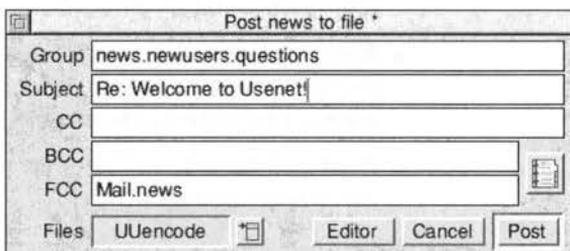
Files UUencode \* [file icon] Editor Cancel Post

- 4 Edit any details as necessary, save the resulting text file and then click **Post**.

## Posting a reply

To continue a discussion you should post a reply (also called a follow-up) to the relevant article.

- 1 Select or open the article you want to reply to.
- 2 Choose **Post reply** from the Article menu. The Post news to file dialogue will be displayed with the appropriate group filled in already:



Post news to file \*

Group news.newusers.questions

Subject Re: Welcome to Usenet

CC

BCC

FCC Mail.news

Files UUencode \* [file icon] Editor Cancel Post

- In some cases, replies will be redirected automatically to a different group. For example, if you reply to a message in the **news.newusers.announce** group, your reply will automatically be sent to **news.newusers.questions**.

- 3 Add any additional recipients to whom you want to mail a copy of your article (put the insertion point in the **CC** or **BCC** fields and use the Address book if required).
- 4 Click **Editor** in the Post news dialogue. An editor window will open with the original article quoted.
- 5 Type in your comments or the point you want to make.
  - It is polite to delete parts of the article which you are not commenting on.
  - You should also ensure that in a busy discussion that you attribute comments to the correct authors.
- 6 Save the edited text.
- 7 Click **Post** in the Post news dialogue. The article will be queued and transferred to the news server at your service provider the next time you transfer news.

### **Sending a reply by mail**

It is often more appropriate to reply to a posting by mail. You may want to send information that you don't want the whole world to read, or which is of interest only to the recipient. Sometimes posters will request replies by mail.

- 1 Select or open the article you want to reply to.
- 2 Choose **Mail reply** from the Article menu and **Sender** or **All** from the Reply to submenu.
- 3 The Send mail to file dialogue will be displayed with the author of the article shown as the recipient.
- 4 Edit and save the reply, and add further recipients as described above.
- 5 Click **Send**. The message will be sent the next time you transfer mail.

### **Posting files**

It is possible to post files to newsgroups although it is not

recommended that you do so unless you are sure that it is acceptable to a particular group (usually **\*.sources** or **\*.binaries**).

The procedure for attaching files to news articles is exactly like that of attaching files to mail messages: see section 5.11, *Attaching files to mail* on page 5-32 for details.

## 6.8 Managing news articles

If you are reading news offline you will build up a large database of old articles.

You can see how many articles are stored for a given group in the newsgroup window. The first figure shows the number of unread messages at the start of this session and the second the total number of articles stored on disc. By default, only unread messages are displayed in the newsgroup window.

### Displaying and reading old articles

- This facility only applies to offline news.

To display old articles:

- 1 Open the newsgroup window for the required group.
  - 2 Click Menu inside the window. The Articles menu will be displayed.
  - 3 Choose **Show old articles** from the Misc submenu.
  - 4 The old articles will be displayed. Their entries in the list will be greyed out. You can open these articles, read them, and save them.
- If you want to keep an old article, you can use the Keep option to mark it: see below. A more permanent solution is to save the article outside Marcel.

## Keeping articles

The Keep facility works differently for online and offline news.

- For online newsreading, marking an article to be kept is a temporary option. Next time you access the newsgroup the marked article will be listed again, but it will no longer be marked Keep and it will be expired on the server at the usual time.
- For offline newsreading, marking an article to be kept protects it against expiry. A kept article will be listed in the newsgroup window until it is read again, and will always be listed with a **Show old messages** command.

To mark an article or group of articles to be kept:

- 1 Select the article(s) required.
- 2 Choose **Keep** from the Article or Selection menu.
- 3 A K flag will be added to each article listing. If the articles had been read, their entries in the listing will no longer be greyed out.

## Marking as read and catching up

If you do not want to read all the articles in a group you can 'catch up' by marking some or all of the articles as read.

- Click the **Catch up** button in the Newsgroup window or choose **Mark all read** from the Misc menu to mark all articles in a group as read.

You can mark individual articles or groups of articles as read without opening or reading them:

- 1 Select the article(s) you want to mark as read. To select several adjacent articles, hold down the Ctrl key and drag to select a group, or click Adjust on article titles.
- 2 Click the **Mark read** button or choose **Mark read** from the Article or Selection menu.

You can mark whole groups or groups of groups as read from the

window which lists all your subscribed newsgroups.

- 1 Display your list of subscribed groups (click Select on the Marcel news icon).
- 2 Select the group(s) you want to mark as read.
- 3 Click Menu within the window and choose **Set all as read** from the Group menu.

## Marking as unread

You can mark an article as unread. This ensures that it will be displayed again next time you open the newsgroup. To mark an article or group of articles as unread:

- 1 Select the article(s) to mark as unread. Articles which have been read are distinguished by being 'greyed out' in the newsgroup list.
- 2 Choose **Unread** from the Article/Selection menu.
- 3 The selected article(s) will no longer be greyed out.

You can mark whole groups or groups of groups as unread from the window which lists all your subscribed newsgroups.

- 1 Display your list of subscribed groups (click Select on the Marcel news icon).
- 2 Select the group(s) you want to mark as unread.
- 3 Click Menu within the window and choose **Reset all unread** from the Group menu.

## Expiring news

Reading news offline can result in a large amount of old news articles being stored on your hard disc. The Internet Suite provides a facility for you to manage these files and control the amount of storage space given over to them, by expiring (deleting) articles as they reach a certain age or exceed a certain amount of space.

The Internet Suite allows you to set an expiry time or size limit

for each group. This is done in the News setup section of the Configuration utility: see *Newsgroup management* on page 4-28 for details.

Articles are expired automatically whenever you transfer news. If articles are expired by storage limits, the oldest articles are deleted.

You can also manually expire news articles:

- 1 Display the Transfer submenu from the Internet Suite icon bar menu.
- 2 Choose **Expire news** from the Transfer submenu.
- 3 A status box will report on activity: the name of each subscribed group will be shown as files are expired.
  - If you need to read an old news message after you have deleted it by expiry, there are several news archives on the Internet where you can find it. Search for the newsgroup using an Internet search engine, or visit a specialist Web site such as **www.dejanews.com** which will help you locate articles by author and date.

## 6.9 Troubleshooting/hints and tips

### Usernet etiquette



Newsgroups vigorously maintain their own culture, and if you are new to reading them it is worth taking a while simply to read messages and to gauge the tone of the debate before making your own contributions.

On the whole Usenet is a friendly and welcoming community. However, like all communities it has its bad side. In particular, many old hands are keen to criticise newcomers (referred to as 'newbies') especially when they breach the etiquette that has evolved around participation in newsgroups.

Marcel's warnings can issue reminders on some of these points:

see *Setting Marcel warnings* on page 5-9.

- Don't cross post your message to several groups unless you are sure that their readership does not overlap.
- Don't post blatant commercial advertising. If you need to advertise, try to find an appropriate group for your article.
- Stay 'on topic', and keep your contributions useful and relevant.
- Don't use capital letters. This is regarded as shouting.
- Don't attach files to articles. When possible, quote the URL of a Web or FTP site where the file can be found.
- Keep quotations brief. When replying to a point, you should quote the point you are replying to, not the whole message.

## FAQs and charters

Some groups maintain a list of frequently asked questions and their answers, which are posted regularly to the group or which can be downloaded by FTP. Before asking any questions in a group it is worth checking this.

- Download the FAQ or charter for a group using the FAQ and charter commands from the group folder windows.

Some newsgroups post their FAQ list regularly as an article or series of articles. Others store them in .answers groups: for example **soc.answers** contains FAQs for most **soc** newsgroups.

## Flames

When a discussion gets out of hand and degenerates into personal abuse, this is known as a flame.

- If you are flamed by another Internet user, try not to respond, or try to respond privately by email rather than arguing in front of the whole Internet community.

- If you feel the urge to flame someone, remember that in many countries defamation law can be applied to Internet discussions, and legislation and case law on this subject is growing almost as fast as the Internet itself.
- Remember that Usenet messages are permanently archived in many locations. Anything you say is preserved for ever.

### Spams

Occasionally an inappropriate message is cross-posted to many newsgroups at once. This is known as a spam and is a severe breach of Usenet etiquette.

- Remember that spams, especially offensive ones, are rarely perpetrated by the apparent originator of the message.

The best thing to do is to ignore it: if you can't ignore it, send a polite message to the postmaster at the originating service. If you are particularly concerned about Usenet abuse, read the **news.admin.net-abuse.\*** newsgroups.



# 7 World Wide Web: Fresco

THIS chapter describes the World Wide Web and the component of the ANT Internet Suite, Fresco<sup>®</sup>, which enables you to browse it.

## 7.1 About the World Wide Web

The World Wide Web is a widely-used feature of the Internet. Computers linked to the Internet (Web sites) hold collections of hypertext pages, each containing links to other page of related information on other servers. Pages can contain text and graphics, links to other pages, and also links to other Internet facilities including email addresses, newsgroups and FTP sites.

### Who is on the Web

There are sites for all kinds of places, institutions, organisations and companies across the Web.

As with email, a printed Web directory book or magazine will contain the addresses of some sites to try out, but exploring for yourself is a good way to find new sites. There are other sources of Web addresses:

- Computing and Internet magazines.
- Adverts and promotional literature.
- Web search engines such as Lycos (<http://www.lycos.com>) and Yahoo (<http://www.yahoo.com>).

## How the Web works

When you click on a link, the address it contains (known as a uniform resource locator or URL) is triggered, and your computer connects to the requested address and downloads the page, including text and graphics, from the web server at that address.

Moving from page to page, and site to site, in this way is called browsing and so programs like Fresco are known as Web browsers.

You can also access other Internet facilities such as mail, FTP and Gopher searches using Fresco.

## 7.2 Browsing with Fresco

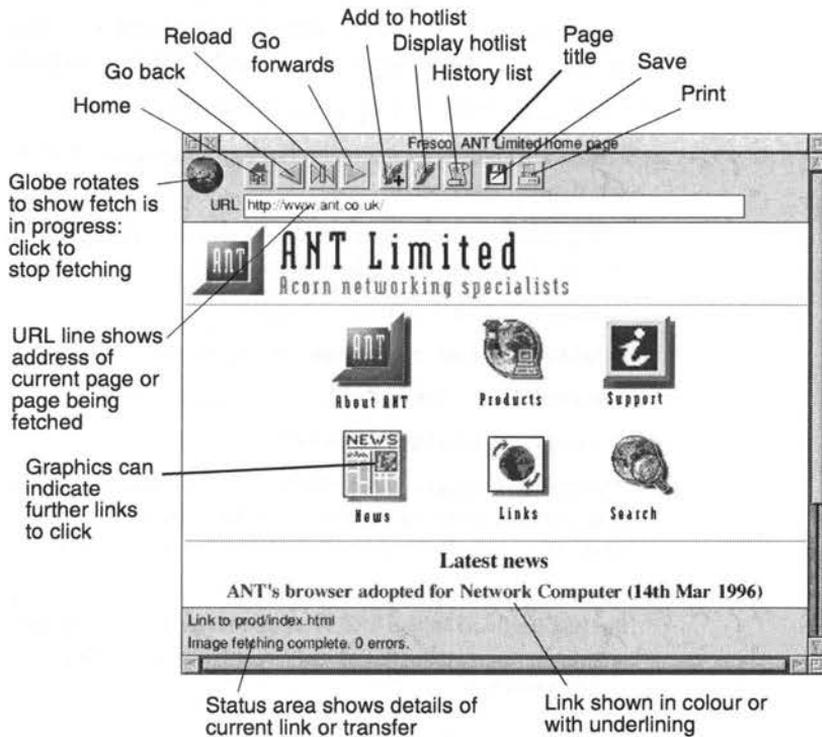


To start up Fresco, double-click on the Web icon in the Internet panel, then click Select on the Fresco icon on the icon bar.

All work with Fresco takes place inside the Fresco window, which displays Web pages and includes buttons and other controls. The first time you start Fresco, it loads a welcome page from the disc, including a link to the ANT web site. Follow this link and you will be able to register your software online.

- You can customise the appearance of the Fresco page and its contents using the Display menu and Display choices dialogue box. See *Setting display options* on page 7-16.

## The Fresco window



## Jumping from link to link

Links are usually shown as different coloured, or underlined, text. Graphics can also be links: if a graphic is a link it may have a border the same colour as the colour used for text links, and you will see an address at the bottom of the window when you point to it.

To jump to the page shown by a link:

- 1 Point to the link text or graphic.

The URL contained in the link will appear at the bottom of the Fresco window, for example:

**Link to <http://www.ant.co.uk/>**

The pointer will change shape to a pointing hand whenever the it is over any clickable objects such as links on a page.

- 2 Click on the link text or graphic in the Fresco window.  
Fresco will attempt to contact that computer and retrieve and display the page.
- 3 The globe icon will revolve and a series of messages will appear at the bottom of the window:

**Connecting to remote host**

**Waiting for response from remote host**

**Receiving data from the remote host**

**Image fetching complete**

- 4 As these messages appear, the page will be displayed. You can usually monitor progress by checking how many bytes have been downloaded and how large the page is in total.
- Click **Adjust** on a link to open a new window containing the page named in the link. You can have several Fresco windows open at once: the only constraint is memory in your computer.

## Returning to pages viewed in a session

As you move from page to page, Fresco stores details of the pages accessed in a History list. You can use this to:



- Return to the last page you visited using the **Back** button. You can navigate forwards and backwards through the history list using the back and Forward button. Adjust-click the Back button to return to the first page you displayed in the window.



- Use the **Forward** button to move back towards the last page you visited. Adjust-click the Forward button to display the last page you downloaded.



- Click the **History** button to see a list of all the pages you have displayed in this Fresco window. Click on any page you want to see again and it will be reloaded.
- Choose **History list** from Fresco's icon bar menu to display a list of all the pages visited in *all* Fresco windows during the course of this session. Click on any page you want to see again and it will be reloaded in the active Fresco window.



- Click the **Home** button to return to the page displayed when you start Fresco up.

You can set the home page, the page loaded when you first click on the Fresco icon, in the Files dialogue box accessed from the Choices menu.

## Abandoning a fetch

If it seems that a page has stopped fetching, or there is no progress, or a page is larger than you expected and you don't want to wait for it to download, you can stop a fetch.

To stop a page from being fetched:

- 1 Click on the revolving globe icon.



- 2 If the new page has started to be fetched, click the **Back** button to go back to the previous page, or the **Home** button to return to your home page.

## Opening a named location

You may want to move directly to a particular web page, rather than simply browsing through the web. To do this:

- 1 Place the caret in the URL line and press **Ctrl-U** to clear its contents.

2 Type in the URL you want to open, for example:

`http://www.ant.co.uk/~carol/`

You can use shortcuts to enter some of the address:

- Press **Tab** to enter `http://www.`
- Press **Shift-Tab** to enter `ftp://ftp.`
- Press **Ctrl-Tab** to enter `gopher://gopher.`

3 Press **Return**. Fresco will attempt to load the page.

## Reloading a page

Sometimes a page may fail to load, or the transfer become interrupted. If activity appears to have stalled it is worth clicking the Reload button to start loading the page again.

Reload is also useful to fetch a fresh version of a page which is stored in your cache, for example a news service which is regularly updated

To reload the page you are looking at:



- Click the **Reload** button.
- Adjust-click the Reload button to reload the page without refetching the graphics.

## Accessing authenticated sites

Some Web pages require you to create and enter a user ID and password in order to access them. If you return to such a site, a dialogue will be displayed:

Authorisation	
Please enter your user name and password for CampusWorld at <code>www.campus.bt.com</code> .	
User name	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

Fresco can remember and store these IDs and passwords for you, if you wish.

- To save user IDs and passwords used by Fresco, choose **Save users** from the Fresco icon bar menu before finishing the session in which you have set them up. The details will be stored in a file set up from the Choices menu.

## Viewing images

Most Web pages contain images in a variety of formats. Fresco includes the software needed to display images in most formats in common use, including GIF, JPEG and PNG. Some images are stored in special 'progressive' formats so that they can be displayed as they are being loaded: Fresco supports these versions too.

Displaying images can be slow if you have a slow Internet connection. You can choose not to display all images automatically (see *Setting display options* on page 7-16).

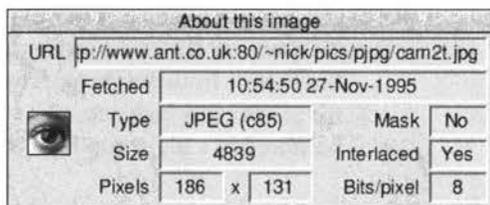
- If you do this, you can fetch any image you want to examine by holding down the Alt key and clicking on the question mark icon which is displayed in the place of the image.

To find out more about any image you see on a web site, such as what format the original file was, and its size:

- 1 Point to the image and click Menu.
- 2 Slide off the Image option in the Fresco menu to display the Image menu.
- 3 Choose **Info** from the Image menu.

An information box describing the image will be

displayed:



- Click anywhere outside the box to close it.
- You can use Fresco to view image files in sprite, XBM, GIF, JPEG and PNG formats. Simply drag the file icon on to the Fresco icon on the icon bar and the image will be displayed in a Fresco window.

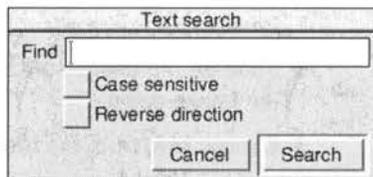
## Searching text within a page

Fresco contains a search facility which enables you to search for text within the page you are currently displaying. This is particularly useful for searching long documents such as FAQs and gopher pages.

To search for text:

- Choose **Find...** from the Page menu or press **F4**.

The Text search dialogue box will be displayed:



- Enter the search term.
- Tick **Case sensitive** to find only occurrences of the term which match the case in which you entered it.
- Tick **Reverse direction** to search backwards through the document.

- 5 Click **Search** to search the document.
- 6 Fresco will scroll the display so that the next occurrence of the search term is at the top line of the browser display.

## 7.3 Accessing favourite sites

You can use the Hotlist facility to access favourite sites.

There will be many sites you want to visit often. You can create a hotlist of these sites so that you can load their URL by clicking on their entry in the list.

To add a site to the hotlist:

- 1 Load the page you want.
- 2 Click Select on the **Add to hotlist** button.
- 3 The page will be added to your favourites list.



To view the hotlist:

- Click Select on the **Hotlist** button.



To go to a page in the hotlist:

- 1 Click Select on the **Hotlist** button.
- 2 Point to the link for the page you want and click Select.

You can also access pages directly from the !Hotlist utility. Click on the entry in the Hotlist and the pages will be loaded by Fresco. See *Using Hotlist* on page 10-6 for details.

## 7.4 Controlling access to sites

If you are using Fresco in a school setting or at home you may wish to restrict access to some sites, or only to allow access to certain authorised sites.

Fresco contains some access control features which enable you to

allow or deny access to named sites. If a user attempts to access a URL which is not permitted, a warning message will tell them that they may not access that site.

- The security offered by this feature is much enhanced if you store Fresco and the associated files in a read-only partition of your disc or network. Set up Fresco as you wish to use it then copy it into such a partition and use only that copy.

This feature works by embedding a list of authorised or banned sites in Fresco's config file.

### Editing the **config** file

To set up your list:

- 1 Run Fresco as normal and choose **Choices** from the icon bar menu, then **Save** in the dialogue box. This ensures that Fresco generates a **config** file.
- 2 Open the Apps directory contained in the Internet suite directory.
- 3 Shift-click !Fresco. You will see the **config** text file in the directory which opens.
- 4 Open the **config** file using any text editor.

You are now ready to add the names of sites to include or exclude to the **config** file.

### Allowing access to named sites

This is the more powerful of the two options though it will severely limit Fresco's capacity for browsing. Only those sites specifically named in Fresco's config file may be accessed. Attempts to access any other URL will be denied.

To set up the file:

- 1 Open a new document using a text editor.
- 2 Enter the names of the sites you want to allow access to.

Put each name on a new line and leave out the initial **http://**, for example:

```
www.sitename.co.uk
web.newsite.org
web15.bigsite.com
```

- 3 Save the file in the required location: a read-only partition is recommended.

To add the file to the Configuration details:

- 1 Scroll down the **config** file to the section which begins

```
# Hotlist file
```

- 2 A few lines further down are the lines:

```
# If given, only allow access to sites
listed in this file.
```

```
files.allow:
```

- 3 Enter the path and name of the file listing allowed sites. If you store the file in the !Fresco directory you should enter:

```
<Fresco$Dir>.filename
```

but if you are storing the file outside the Fresco directory you should enter its full pathname.

- 4 Pressing **F3** or choose **Save** from the menu and **OK** from the Save dialog. It is recommended that you keep the **config** file and Fresco on a read-only partition to make the best use of this feature.

The next time you restart Fresco only the nominated sites will be accessible to users.

## Denying access to named sites

This is the less powerful of the two options. Access will only be denied to those sites specifically named in Fresco's config file. Attempts to access any other URL will be allowed.

To set up the file:

- 1 Open a new document using a text editor.
- 2 Enter the names of the sites to which you want to deny access. Put each name on a new line and leave out the initial **http://**, for example:

```
www.sitename.co.uk
web.newsite.org
web15.bigsite.com
```

- 3 Save the file in the required location: a read-only partition is recommended.

To add the file to the Configuration details:

- 1 Scroll down the **config** file to the section which begins

```
# Hotlist file
```

- 2 A few lines further down are the lines:

```
# If given, don't allow access to sites
listed in this file.
```

```
files.deny:
```

- 3 Enter the path and name of the file listing denied sites. If you store the file in the !Fresco directory you should enter:

```
<Fresco$Dir>.filename
```

but if you are storing the file outside the Fresco directory you should enter its full pathname.

- 4 Pressing **F3** or choose **Save** from the menu and **OK** from the Save dialog. It is recommended that you keep the **config** file and Fresco on a read-only partition to make the best use of this feature.

The next time you restart Fresco only the nominated sites will be accessible to users.

## 7.5 Exporting information from Fresco

You can export information from Fresco in a variety of formats

by saving pages as files. You can also save images separately from the pages on which they are stored.

Note that because Web pages have many possible components it is not always possible to save everything.

## Saving pages

You can save a copy of the page, either their text contents or their HTML source, on your computer.

You can save pages in four formats:

- **HTML.** This includes the text as well as the codes which are used to instruct Fresco how to display the page. If you are interested in writing your own Web pages it can be instructive to look at pages from other sites. You can also use HTML files to add new entries to !Hotlist.
- **Text.** This includes only the text from the page.
- **Draw.** This saves the page as a Draw file. This is the best format to use if you want to print the page at a later point as it includes all the images from the page.
- **Link.** This saves the page title and URL in a link format which can be dragged into the !Hotlist window.

To save a page:



- Click **Select** on the **Save** button to save it in its native format, eg HTML, and drag the file icon to a filer window.
- Click **Adjust** on the **Save** button to save the page as text.
- There are keyboard shortcuts for three of the file formats:
  - Press **F3** to save the page as an HTML file
  - Press **Shift-F3** to save the page as text.
  - Press **Ctrl-F3** to save the page as a draw file.

To save in other formats you will need to:

- 1 Click **Menu** inside the Fresco window.

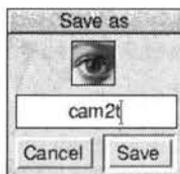
- 2 Display the **Save as** menu.
- 3 Choose the file format you want and slide the pointer to the right to display the Save as dialogue box. You will see that the appropriate file icon is used:
- 4 Type in a name for the file.
- 5 Drag the file icon to a suitable filer window.

## Saving images

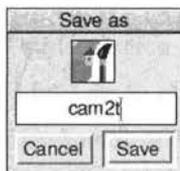
You may save images from Web pages either in their original formats or converted into sprites.

To save an image:

- 1 Point to the image and click Menu.
- 2 Slide off the **Image** option in the Fresco menu to display the Image menu.
- 3 To save the image in the original format, choose **Save original** from the Image menu. The image's original name is displayed in the Save dialogue:



To save the image as a sprite, choose **Save sprite** from the Image menu. A sprite icon will be shown in the Save dialogue which appears:



- 4 Drag the file icon to a directory to save it.

## 7.6 Printing pages

You can print pages directly from Fresco. Printing a page preserves the formatting and graphics.

- If you don't want to print pages while you are online, save the page as a draw file and print that later using !Draw.

To print a page:

1 Make sure your printer is ready, its driver loaded and the page you want is loaded.



2 Click the **Print** button or choose **Print** from the **Misc** menu.

3 The Print dialogue box will be displayed:

- Enter the number of copies you want.
- Enter the size you want as a percentage of the true size.
- Click the **Upright** or **Sideways** button to set the orientation of the pages.

4 For further printing options, click **Setup**. This displays additional options for customising the printout. The settings displayed here by default are those set in the Printer Choices dialogue box.

5 Select the printing options you required and click **Print**.

6 The page will be printed. If it contains a lot of graphics this will take some time.

## 7.7 Customising your Fresco setup

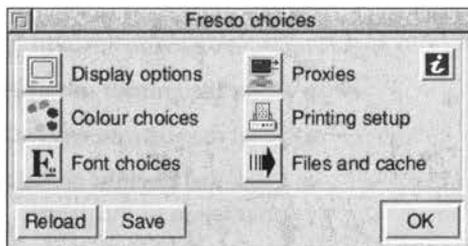
There are several ways you can customise Fresco to suit your requirements, changing the colours used, the parts of the window displayed, the fonts used, and so forth. You can also change the way Fresco operates by setting up disc caches to store pages locally, or using a proxy server to fetch pages for you.

You can change the configuration options permanently, or just for the current session. So, for example, if you have proxy servers set, you can turn them off for a session but revert to your original settings next time you load the software.

## Working with Fresco configuration

To change Fresco configurations on a temporary or permanent basis:

- 1 Click menu on the Fresco icon bar menu.
- 2 Choose **Choices**.
- 3 The Fresco configuration panel will open:



- 4 Click the options you need and alter settings, then click **Set** in each subsidiary dialogue box.
- 5 Click **Save** in the main Fresco configuration panel to change your settings permanently.

Click **OK** to make a temporary change which will remain in force for this session only.

Click **Reload** to reload the original settings.

## Setting display options

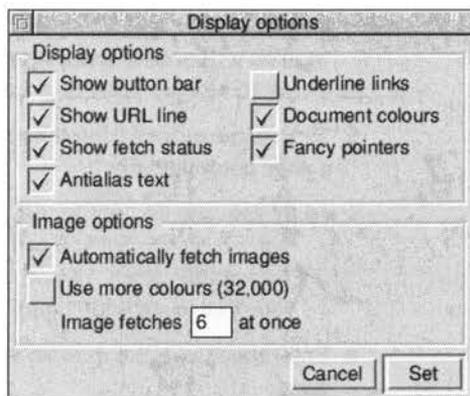
You can change the way Fresco displays pages using the Display choices dialogue from the Choices option on the icon bar. This changes your default settings for the display of pages and the images they contain.

The **Use more colours** option enables Fresco to display JPEG and other image formats in greater colour depths (that is, at 16 or 24-bits per pixel), but requires more memory. You should only choose this option if you have a fast computer with plenty of memory and which is capable of displaying 16-bit colour images.

To set your default display choices:

- 1 Choose **Choices...** from the Fresco icon menu.
- 2 Click **Display options**.

The Display options dialogue will be displayed:



- 3 Tick the boxes for the default settings you want in the **Display options** section:
  - **Show button bar** displays the Fresco button controls including the revolving globe icon.
  - **Show URL line** displays the URL box showing the current URL.
  - **Show fetch status** displays the status panel at the bottom of the Fresco window.

It is recommended that you leave these options switched on.

- **Anti-alias text** displays anti-aliased (visually

smoothed for display) text over background colours and images.

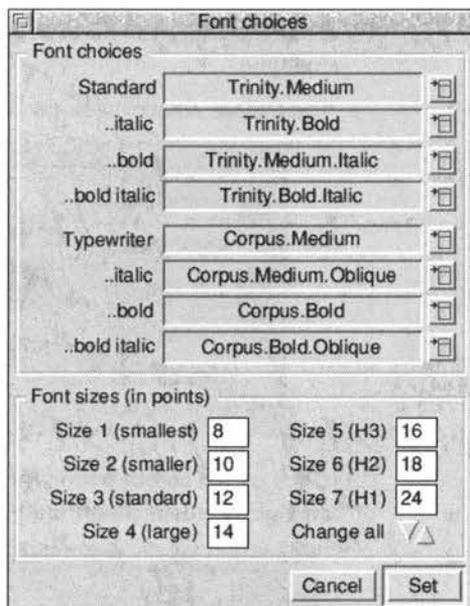
- **Underline links** displays all links with an underline in addition to their colour highlight.
  - **Document colours** uses any special text or background colours or images specified in a Web page.
  - **Fancy pointers** uses pointers which change when you pass over a link on the page.
- 4 Tick the box to **Use more colours** to use 16-bit colour for image display where appropriate.
    - You will need to use a screen mode with a colour depth of 16 bits per pixel or greater to take advantage of this.
  - 5 Tick **Automatically fetch images** to download images on a page automatically.
    - If you turn this option off, images will not be loaded automatically, but you can still fetch individual images by holding down Alt and clicking on the placeholder icon (a square with a question mark).
  - 6 Enter the maximum number of image fetches to allow at once.
  - 7 Click **Set** to save your options.

## Fonts

You can choose which fonts you use to display the text on Web pages. You can choose two fonts, the standard font used for most text and headings, and a fixed width (typewriter style) font used by some paragraph and character tags. You can also set the font sizes used to display text.

- 1 Click the **Fonts** option in the Fresco configuration dialogue.

2 The Font choices dialogue box will open:



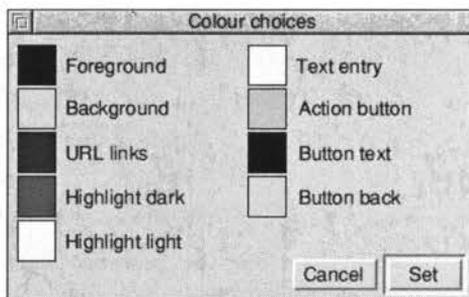
- 3 Click the button to the right of each entry to display a list of available fonts, and choose the font you want for each option.
- 4 Enter the sizes you want to be used for text display.
  - Size 3 is the standard size used for text display.
  - Sizes 5, 6 and 7 are used for heading display.
  - To change all sizes at one click the up or down arrows to Change all. This changes sizes 1-4 by one point and sizes 5-7 by two points.
- 5 Click **Set** to confirm your choices and close the dialogue.

## Colours

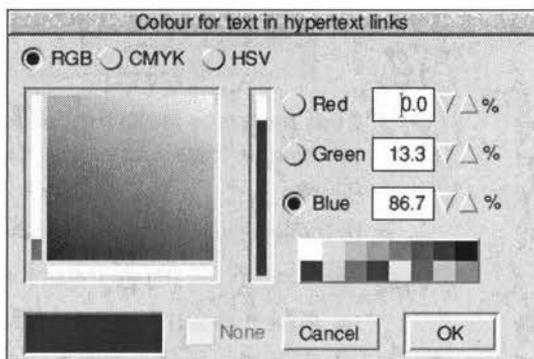
You can set the colours used to display each part of web pages, including colours for text, links and page backgrounds, and for

rules and parts of forms.

- 1 Click the **Colours** option in the Fresco configuration dialogue.
- 2 The Colour choices dialogue box will open:



- 3 Click on the colour button for any colour you wish to change. A colour picker dialogue will open:



- 4 Select the colour you want from this dialogue, then click **OK**. You will return to the Colour choices dialogue.
- 5 Do this for each option in the Colour choices dialogue that you wish to change.
  - **Foreground** sets text colour
  - **Background** sets the default page background colour.

- **URL links** sets the colour used for text and image borders around links.
  - **Highlight dark** is the dark side of shaded rules.
  - **Highlight light** is the light side of shaded rules.
  - **Text entry** is the background for text entry boxes in forms.
  - **Action button** is the background colour for some buttons in forms.
  - **Button text** is the colour of text in buttons on forms.
  - **Button back** is the colour of the background of buttons on forms other than action buttons.
- 6 When you have set all the colours you want, click **Set** to return to the Fresco configuration panel.

## Files and cache

You can choose any page you like to act as your home page, the page which is displayed when you load Fresco, by entering its URL as your Welcome page.

You can also choose:

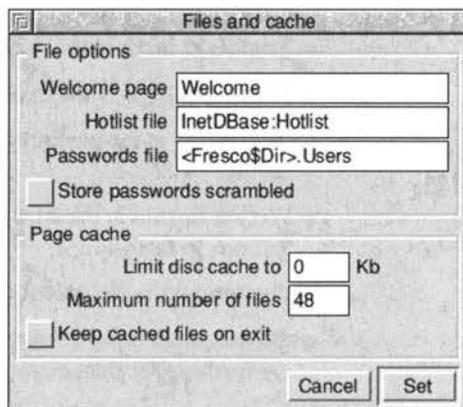
- Which hotlist file to use as your hotlist (this should be a page stored locally, so you can add to it).
- Where to store your passwords file, which includes user IDs and passwords for authenticated sites.

The Cache size options limits the amount of hard disc space used by Fresco. Fresco stores copies of web pages you access on your hard disc, and caches them so that next time in a session you look at them it can fetch them from your disc rather than their original site.

To set file and cache options:

- 1 Choose **Files and Cache** from the Fresco Choices dialogue.

- 2 The Files and cache dialogue box will be displayed:

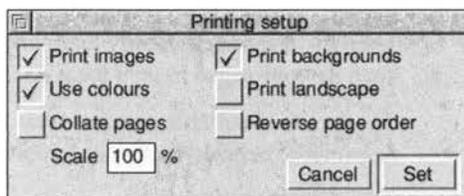


- 3 Enter the URL of your chosen **Welcome** page, files you want to be your **Hotlist** file and **Passwords** file, or drag their icons into the relevant part of the box.
- 4 Choose the **Store passwords scrambled** option to scramble passwords if required: note that this is not a secure form of encryption.
- 5 Enter the maximum size (in kilobytes) of disc space you want to allow Fresco to use. If you specify **0**, Fresco will use unlimited disc space.
- 6 Enter the maximum number of cache files you want Fresco to store.
- 7 Tick the box to **Keep cached files on exit**. This will permit Fresco to use cached pages and images in subsequent sessions rather than fetching them again.
- 8 Click **Set** to return to the main Fresco configuration panel.

## Printing options

You can choose several options to customise the way Web pages are printed.

- 1 Choose **Printing setup** from the Fresco Choices dialogue box:



- 2 Tick **Print images** to include any graphics when printing.
- 3 Tick **Print background** to include background images.
- 4 Tick **Use colours** to print all text in the colour used in the page rather than black.
- 5 Tick **Underline links** to underline links when printed.
- 6 Tick **Collate pages** to collate multiple copies of the printed document.
- 7 Tick **Reverse page order** to print the pages last page first.
- 8 Enter a percentage scale value to increase or decrease the size of the pages printed.
- 9 Click **Set** to return to the main Fresco configuration panel.

## Proxy options

**Proxies** tells Fresco to use copies of pages stored on servers close to you, and to use the requested servers to fetch pages for you. The advantages of doing this are that the server may already have a copy of the requested page in its cache, and be able to deliver it to you directly, and that the server may be able to access a higher bandwidth route to distant servers and thus fetch the page more quickly.

- Typically you would choose servers at your service provider as proxy servers: please check with your provider for details of the names of appropriate computers if you wish to use this option.

You can set proxy options separately for HTTP, FTP and Gopher fetches, and turn proxying on and off. You can also exclude certain domains from proxy service, if you know that you can fetch them more efficiently than your chosen proxy server can, such as your pages in own local domain.

For details of suitable proxy servers for you to use, and domains to exclude, contact Technical Support at your service provider.

To set proxy options:

- 1 Choose **Proxies** from the Fresco Choices dialogue box.
- 2 The Proxy Choices dialogue box will be displayed:

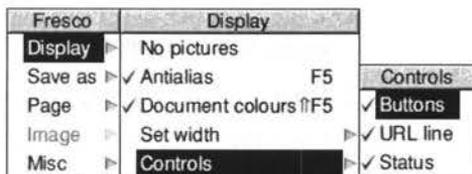
Proxies	
<input checked="" type="checkbox"/> HTTP server:port	www.demon.co.uk:8080
Domains to exclude	ant.co.uk,demon.co.uk
<input type="checkbox"/> Gopher server:port	
Domains to exclude	
<input checked="" type="checkbox"/> FTP server:port	src.doc.ic.ac.uk
Domains to exclude	ant.co.uk
Cancel Set	

- 3 Tick the boxes for each type of service you wish to use a proxy server for.
- 4 Enter the address of the proxy server you wish to use, including the port number if required, in the format:  
**server.company.co.uk:portnumber**
- 5 Enter any domains you wish to exclude from proxy service, separated by commas, for example:  
**ant.co.uk, atomwide.co.uk**
- 6 Turn off proxying for any type of service by clicking in the tick box.
- 7 Click **Set** to return to the main Fresco configuration panel.

## 7.8 Changing settings for a single session

### Display settings

You can also change the way Fresco works for the duration of a session using the Display menu. Click Menu inside the Fresco window and choose **Display**:



- Choose **No pictures** to prevent images from being downloaded automatically. This speeds up the operation of Fresco. If you wish to look at a particular picture, you can hold down Alt and click on the question mark placeholder icon.
- Choose **Antialias** to display smoothed text over background images. Press **F5** to turn this option on and off as required.
- Choose **Document colours** to display background colours and images. Note that complex background images can take time to download. Use **Shift-F5** to turn this option on and off.
- **Set width** sets the maximum width of the Fresco window in characters and wraps the text to that size.
- The **Controls** sub-menu lets you turn Fresco's visual controls on and off. It is recommended that you leave them on.

## 7.9 Mail from Fresco

You can send mail directly from Fresco. Many pages contain `mailto` URLs, which contain email addresses. For example, the manager of a Web site may invite your comments and include a **mailto** address for you to write to.

If you see a **mailto** URL link and want to send a message:

- 1 Click on the link just like any other link.
- 2 A Marcel window will appear with the address you clicked on entered in the To: line.
- 3 Enter a subject and any other recipients.
- 4 Click **Editor** to get an editing window and write your message.
- 5 When you have finished editing, save your edited text and then click **Send**. The mail message will be added to your out-going mail.

## 7.10 FTP from Fresco

Web pages can contain links to FTP sites. You can recognise them by their FTP URLs, in the form:

```
ftp://ftp.ant.co.uk/pub/inet
```

### Downloading files

To download an FTP file:

- 1 Click on an FTP link.
- 2 You may be taken to a web page showing the directory structure as pages and files of the FTP site as links, or the file may simply start downloading:
- 3 Navigate to the directory and file which you want, and click on the link for the file you want.

- 4 The requested file will be downloaded. When it has finished downloading, a file icon will be displayed.
- 5 Drag the file icon to a directory window to save it.
  - Shift-click on an FTP link to save a file directly.

## Entering account names and passwords

If you are downloading files from systems where you have an account or where there is no public access, you will need to enter an account name and password in order to be able to download any files.

Where this is the case, Fresco will display a dialogue for you to enter the required information before you download the file.

## 7.11 Gopher from Fresco

You can perform gopher searches direct from Fresco.

### What is Gopher?

Gopher is in some ways a predecessor of the Web. It is an index of documents stored on special servers called Gopher servers which can be accessed via the Internet. You can search using keywords or by burrowing through the hierarchy of directories in which the documents are stored.

### Using Gopher

Gopher capability is built into Fresco. To access a Gopher site, you simply click on a link. You can recognise Gopher links because they take the form:

```
gopher://gopher.micro.umn.edu:70/1
```

Once you reach a gopher site, you can either:

- Navigate through the folders to find what you want.
- Complete a search form, if one is available at the site.

## 7.12 Troubleshooting/hints and tips



While the World Wide Web is one of the easiest ways to use the Internet, you may occasionally encounter problems accessing a particular page. This section lists some problems and suggests solutions. Please also visit the Internet Suite FAQ at <http://www.ant.co.uk/support> or contact [support@ant.co.uk](mailto:support@ant.co.uk) if you cannot resolve your problems.

### **A link didn't work or took me to the wrong place**

Sometimes links are entered incorrectly by the authors of the web page, so you don't get the results expected. Link addresses may change without the page containing them being updated, so that the link is broken.

### **I know I've got the address right, but I can't access the page**

The server holding the page may be busy, or off-line. Try again later, trying to avoid the peak times for that server, especially busy US sites.

Some servers do go off-line at night. Try again at a different time, after a week day.

### **It's very slow fetching pages**

There are several reasons why pages fetch slowly. Some solutions are:

- If you are using a dial-up connection you may find that the loading of images takes longer than you would like, particularly on graphics intensive pages. Turn off the automatic loading of images, and just load the ones you want.
- You may also find it faster to try and access pages outside of peak hours.
- Try using a proxy server.

- Try a larger font cache. Web pages contain several sizes and varieties of type, so a larger font cache could speed up their display.

### **Fresco didn't fetch all the graphics**



Sometimes part of a file, such as a graphics file, may fail to load, or load incorrectly. To solve this, click the **Reload** button. The page will be fetched again from the Server (not reloaded from the cache).

### **What does the error message 'No data could be fetched for this URL' mean?**

Any of the following:

- The URL does not exist: you or the editor of the page may have entered it incorrectly.
- You are not currently connected to your service provider.
- The site which you are trying to access may be unavailable because of technical problems. Try again later.

Test your connection by trying other sites.

### **Some pictures do not display properly or are only partially displayed.**

- You may not have enough free memory to display the picture. Free up some memory and try again.
- If there is a slow link between your machine and the server, the machine to which you are connected (the server) may be aborting the connection prematurely.
- The image on the server may be corrupted or not compatible with Fresco.

### **When trying to access a URL, I get the message 'File not found'.**

The server exists but the file which you requested is not valid. This could be because the file was moved somewhere else, was

removed or that you entered the URL incorrectly.

**When trying to access a URL, I get a message saying that this page can only be viewed with Netscape x.xx or higher.**

The author of the web page(s) assumes that only Netscape can be used to view these pages. There is nothing you can do about this other than to complain to the site's web master. As more web browsers are made available this is likely to occur less and less.

**Pictures are not saved when I save a page as HTML.**

An HTML document only contains links to images rather than the images themselves. The images are always separate files which are stored on the server. Saving the page as a Draw file will save both text and images as a single file: see 7.5 *Exporting information from Fresco* on page 7-12.

**'Transport for this URL is not supported'. What does this mean?**

Fresco can handle various types of transport such as **http://**, **ftp://**, **gopher://** etc.. If an attempt is made to visit a URL which has a transport type that is not supported by Fresco, this error will be generated e.g. **https://** which is the secure http protocol.

**How can I prevent children from accessing unsuitable sites?**

Fresco lets you restrict the Web sites that can be accessed. See section 7.4, *Controlling access to sites*, on page 7-9.

**'The access control list denies access to the requested site.' What does this mean?**

See section 7.4, *Controlling access to sites*, on page 7-9.

**How do I reset my configuration?**

If your configuration options become corrupted or damaged or you simply want to return to the defaults, delete the file

**!Fresco.Config.** Next time you run Fresco a new file will be created if you choose **Save** from the Choices dialogue box.

### **Some pages look different when viewed with other Web browsers.**

A lot of the HTML specification is left open to interpretation by web browser authors, this usually accounts for slightly different appearances of web pages when viewed with different browsers.

In some cases, the HTML itself may be badly written but happens to look okay on the browser used by the page author.

### **When I try to download a file from a Web site, the page is filled with garbage and no save window appears when the transfer is complete.**

This happens because the server is not telling Fresco that the file is a binary/archive and not a HTML page. Try clicking once on the Reload button.

If Fresco thinks that it is an HTML page, it will try to display it. The file can still be saved in the normal fashion by clicking on the disc icon but you must ensure that you set the filetype correctly when it is saved. In most cases, this will be an **Archive** file.

### **Sometimes when I download a file from a web site, the Save window appears but the disappears. Does this mean that I have to start the download again?**

If this happens, simply click on the link again, the file will be held on disc and will not need to be transferred from the server again.

### **When I click on a link to a movie, sound file or PDF, Fresco opens a save window. Why is this?**

Fresco cannot deal directly with these files. Instead, you must save the file to disc and then give it to an appropriate application. For information on such applications, please go to the our ftp site **ftp.ant.co.uk** and look inside the **thirdparty** directory.



# 8 FTPclient

## 8.1 About FTP

FTP is a protocol (File Transfer Protocol) for transferring software files between remote computers. Using the FTPClient, you can transfer files to and from computers around the world.

FTP is often used to distribute:

- Public domain software and shareware.
- Updates to commercial software.
- Demonstration software.

### **Anonymous FTP**

In most cases you will be using what is known as Anonymous FTP. This means that you do not have to have an account, or be known to, the host computer. You can simply connect and take a copy of any of the files to which you have been given access.

- To use anonymous FTP facilities at a server, you should log in as user 'anonymous' and give your email address as the password. Failing to give your identity in the form of your email address is regarded as bad manners and on some servers may prevent you from accessing files.

## 8.2 Using FTP

To use FTP you need to know the FTP location of the file you want to download. You can use the Archie utility to locate files if you don't know their address, or a Web search engine.

FTP addresses take the form of URLs starting **ftp://**.

Files for public access are usually stored in the directory **/pub** on FTP servers.

Files are usually stored on FTP servers in a variety of compressed formats to save time when downloading. Some of these are machine specific. Some compression formats are self-extracting, and do not need a decompression program, while others require the use of a specific decompression utility.

- You may find a utility such as !SparkFS useful for dealing with files which you download. The !SparkPlug extract-only version is included with the ANT Internet Suite.

### 8.3 Loading the FTPclient

To load the FTP client ready for use:



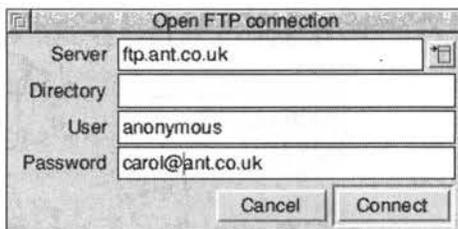
- 1 Double-click on the **File transfer** icon in the Internet Suite panel.
- 2 The FTP client icon will be loaded on the right hand side of the icon bar.

### 8.4 Opening an FTP connection

To connect to a known FTP server.

- 1 Click **Select** on the **FTP client** icon on the icon bar.

The Open FTP connection dialogue will appear:



Open FTP connection	
Server	ftp.ant.co.uk
Directory	
User	anonymous
Password	carol@ant.co.uk
<input type="button" value="Cancel"/> <input type="button" value="Connect"/>	

- 2 If you have any FTP Hotlist entries you can display and choose them by displaying the pop-up menu and clicking on the entry you want, then clicking **Connect**.
- 3 Type in the FTP address you want in the **Server** box, for example:

**ftp.ant.co.uk**

- 4 If you know the name of the directory you want to find and its full path, type that into the **Directory** box, for example:

**pub/dci4**

- 5 For named FTP sessions you should type your account name in the **User** box. For anonymous FTP sessions you should type:

**anonymous**

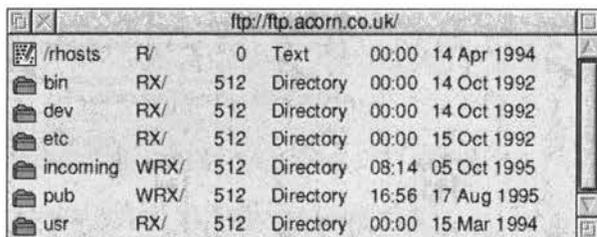
Entering anonymous in the user field will automatically enter an email address in the password field for you.

- 6 Type your password in the **Password** box (usually your email address for anonymous sessions).
- 7 Click **Connect**.

The FTP client will open a window and attempt to connect to the requested server. To see the status messages produced by the FTP client, choose **Commands** from the **Display** menu inside the FTP window. Some sites use this

area to display copyright messages and other useful information.

- 8 The contents of the FTP site will be shown in a filer window, with the FTP address as its title:



File Icon	Name	Permissions	Size	Type	Time	Date
Text icon	/rhosts	R/	0	Text	00:00	14 Apr 1994
Folder icon	bin	RX/	512	Directory	00:00	14 Oct 1992
Folder icon	dev	RX/	512	Directory	00:00	14 Oct 1992
Folder icon	etc	RX/	512	Directory	00:00	15 Oct 1992
Folder icon	incoming	WRX/	512	Directory	08:14	05 Oct 1995
Folder icon	pub	WRX/	512	Directory	16:56	17 Aug 1995
Folder icon	usr	RX/	512	Directory	00:00	15 Mar 1994

- 9 To move from directory to directory, double-click the folder icons to open windows as you would directories on your hard disc.

To go back a level, choose **Open parent** from the FTP menu.

## Closing a connection

To close an FTP connection:

- 1 Choose **Disconnect** from the FTP menu.
- 2 A warning dialogue will appear asking if you want to complete any file transfers in progress before disconnecting.
- 3 Choose **Transfer** to complete any outstanding transfers, **Disconnect** to disconnect now and abandon the transfers, or **Cancel** to close the dialogue and keep the connection open.

If you close all windows relating to the FTP connection, a warning box will appear telling you that the connection will be closed.

- Click **OK** to close the connection.

## 8.5 Adding servers to the Hotlist

You can add any server or directory on a server to your Hotlist.

To do this:

- 1 Connect to the server in the usual way.
- 2 Navigate to the directory you wish to store in the Hotlist.
- 3 Click **Menu** in the required window and display the Hotlist menu.
- 4 Choose **Add site**.
- 5 The new entry will be added to the Hotlist, and next time you display the Open connection dialogue box you will be able to choose it from the pop-up menu.

## 8.6 Transferring files

File transfer with the FTP client is as simple as dragging files from one window on your desktop to another.

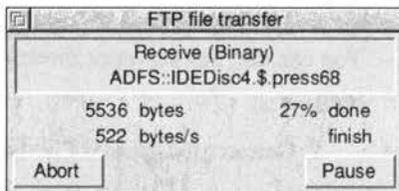
Once you have reached an FTP site, you can open and close directories within it just as you would on your own desktop, until you locate the file you want to download or the place you want to upload your files.

### Downloading files

To download a file:

- 1 Drag its icon from the FTP filer window to the directory on the local disc in which you wish to store the file.
- 2 A window will appear giving details of the progress made by the transfer and giving you the option to quit if you want

(for example if a large file is transferring very slowly):



- 3 When the download is completed, the downloaded file's complete icon will be displayed in the filer window to which you dragged it.

## Copying files

You can also download a file by copying it. This is useful if the existing name of the file is illegal in RISC OS, or if downloading it would truncate it. To copy a file:

- 1 Select the file you want to copy.
- 2 Choose **Copy** from the File menu.
- 3 Type the new name into the Copy as dialogue box.
- 4 Drag the file icon to the directory window where you want to save it.
- 5 The file will be downloaded and saved under the new name.

## Uploading files

To upload files, simply drag their file icons from a filer window on your desktop into the FTP site's filer window.

Note that there are usually restrictions about where on a site you can upload files, and access is usually restricted to an 'incoming' or 'public' directory. You can tell that you will be able to place a file there because the second column of the FTP filer window will contain a W indicating that you have permission to write to it.

- When uploading files you should observe UNIX file

naming conventions and also add the file type to the end of the file name. For example, you should name Archive files **filename/arc**, and text files **filename/txt**, before transferring them. File names should include only alphanumeric and underscore characters.

To upload a file:

- 1 Open the filer window containing the file.
- 2 Open the FTP connection to the required site and open the directory to which you are uploading the file.
- 3 Drag the file icon into the required FTP filer window.
- 4 A dialogue box will report on progress, or let you know if the file cannot be uploaded because you do not have permission.
- 5 When the transfer is complete, the uploaded file's icon will be displayed in the directory.

## Transferring several files at once

You may have several FTP connections and file transfer operations going on at once.

If this is the case, you can see how each operation is progressing by viewing the queue.

To view the queue:

- 1 Click **Menu** on the FTP client icon.
- 2 Choose **Show Queue** from the FTP menu.
- 3 A dialogue will appear displaying details of files in transfer or waiting to be transferred:



Host	File	Size	Status
//ftp.acorn.co.uk/pub/documents/appnotes/290-305/293.ps		72K	Active
ADFS::HardDisc4.\$_293/ps			
//ftp.ant.co.uk/ant/screenshots/fresco.gif		126K	Active
ADFS::HardDisc4.\$_fresco/gif			

- 4 To manage the transfer of a file, click **Menu** over its entry. A menu will appear, allowing you to hold or release the file, set a time for the transfer, rename the file, or delete it from the queue.

## Delaying a download

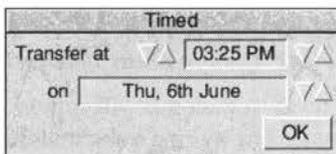
Use the **Hold** and **Release** options in the File transfer queue window to delay downloads.

- 1 Click **Menu** over the queue entry whose download you wish to delay.
- 2 Choose **Hold** from the FTP menu.
- 3 The download of that item will be delayed until you choose **Release**. The status entry will change to show **Held** rather than **Active** or **Waiting**.

## Setting a download time

To set a download time:

- 1 Show the FTP queue by choosing **Show queue** from the FTPclient icon bar menu.
- 2 Click **Menu** over the entry you want to set the time for.
- 3 Choose **Timer** from the FTP menu.
- 4 The **Timed** dialogue box is displayed:



- 5 Use the arrow buttons to increase or decrease the time in hours and minutes.
- 6 Use the arrow buttons to set the date.
- 7 Click **OK**.

## Transfer types

You can choose how to transfer files to and from FTP sites. The choices are:

- **Auto selection.** This is the default and in most cases you should leave it unaltered.
- **Binary.** Select this option for files which you know are data or programs.
- **ASCII.** Select this option for files which you know are plain text. Transferring data files as ASCII may corrupt them.
- **Local (8-bit).** This option is for use when transferring files to unusual servers. You should not use it unless you know it is necessary.

As a general rule, unless you experience any problems with a particular file, you should leave this setting as Auto selection. If you are attempting to upload files to a server which cannot detect file formats automatically, you will need to specify the correct type.

## 8.7 Working with files and directories

You can use FTPclient to perform some tasks on the server such as creating directories, and renaming and moving files.

- Your ability to perform such tasks is dependent on the level of access you have to the server and security restrictions.

### Creating directories

To create a new directory on the server:

- 1 Connect to the server.
- 2 Display the directory in which you wish to create the new directory.

- 3 Click Menu and choose **New directory**.
- 4 Type in the name of the new directory.

## Renaming files and directories

To rename a file or directory:

- 1 Click on the file or directory name to select it.
- 2 Click Menu and choose the **File** or **Directory** option, which will include the name of the selected object.
- 3 Choose **Rename** from the File menu.
- 4 Type in the new name.

## Sending FTP commands

If you know how to control an FTP session from the command line you can send commands directly. To do this:

- 1 Open the connection as usual.
- 2 Choose **Display** from the FTP menu.
- 3 Choose **Commands**.
- 4 A window will be opened with the current URL as its name:

```

ftp://ftp.acorn.co.uk (commands)
<<< 200 PORT command successful.
<<< 150 Opening ASCII mode data connection for /bin/ls.
total 16
drwxr-xr-x 7 root  other  512 Apr  9 12:16 .
drwxr-xr-x 7 root  other  512 Apr  9 12:16 ..
-r----- 1 root  other   0 Jan 11 10:46 .rhosts
lrwxrwxrwx 1 root  other   7 Apr  9 12:09 bin -> usr/bin
dr-xr-xr-x 2 root  other  512 Apr  9 12:10 dev
dr-xr-xr-x 2 root  other  512 Apr  9 12:09 etc
drwx-wx-wt 6 root  30000 1024 Jun 25 11:59 incoming
drwxr-xr-x 9 2120  30000 512 May  9 00:45 pub
drwxr-xr-x 6 root  other  512 Apr  9 12:09 usr
<<< 226 Transfer complete.
Using unix style directories
>>> CWD bin
<<< 250 CWD command successful.
Command:  Send
  
```

A logging section includes all the commands which have

so far been sent in this session.

At the bottom is a command line.

- 5 To send an FTP command, type it into the **Command** box and then click **Send**.
- Do not enter commands which change the current work directory: this is not recommended as it will confuse FTPclient.

## 8.8 Troubleshooting

Once you have the correct address and attempt to download files using the correct transfer types, you are unlikely to experience problems with FTP downloads.

### **Slow downloads or unable to connect**

If a download is slower than you expect or usually achieve at that site, try connecting at a less busy time. Busy servers often allow only so many users to connect at once and you may have to try several times to get on to a busy site. Try to find a 'mirror' copy of the site you want to access hosted on a more local computer system.

### **Files compressed using an unrecognisable format**

A wide range of compression programs are in use on the Internet and not all are supported by software available for Acorn computers. SparkFS offers a wide range of formats. Remember that Mac and PC application-specific documents cannot necessarily be read by your RISC OS software.

### **Will FTPclient work through firewalls?**

The current version will not. Check with ANT for updates.

**Sometimes, when an FTP URL is launched from Hotlist, Fresco grabs it instead of FTPClient.**

Both Fresco and FTPClient can handle this type of URL. The application which accepts the request can be either depending on which application received the request first.

**The files I uploaded to my server are corrupted.**

Files can be uploaded to FTP sites in a variety of forms, including Binary, ASCII or Local 8-bit format. Most FTP servers use autodetection to work out the format of a file. For those that do not, you will need to set the transfer type manually using the options on the Transfer menu.

# 9 ANTerm

## 9.1 About ANTerm

**ANTerm** is a terminal for logging on to text-based services, using either a **telnet** or a remote login (**rlogin**) connection.

### Telnet/terminal emulation

Telnet allows you to connect to other computers as if you were using a text-based terminal, without being on the same network or dialling them up directly. Examples of the sort of service you might use this for are:

- Online conferencing systems such as CIX
- The French Minitel service:



- Chat services and online games.

Once you are connected to a telnet-based service you use commands to operate it. This usually involves typing in commands or choosing options from a list to move from screen to screen.

ANTterm provides the following facilities:

- VT220 and VT102 terminal emulation
- Support for downloadable fonts
- Links with the Hotlist application for ease of use
- Configurable terminal features
- Line editor mode. This is particularly useful for slow connections or any connection where you want to be able to type and edit text easily before sending it.
- Sessions can be saved as text or data.

## rlogin connections

Remote login connections are more usually used between UNIX computers and by system administrators. Although the ANT Internet Suite supports this type of connection, in most cases a standard Telnet connection is more appropriate and provides all the necessary facilities.

## 9.2 Working with ANTterm

### Loading ANTterm

To load ANTterm:



- 1 Double-click on the **ANT terminal** icon in the Internet Suite panel.
- 2 The ANT terminal will load with its icon on the righthand side of the icon bar ready for use.

## Opening a session

To connect to a server as a terminal you will need to know the name or IP address of the machine you want to connect to. In some cases you also need to add a port number after the machine name.

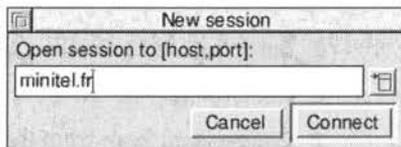
- If you prefer to edit text before sending it (for example, in a chat service), or know that you have a slow connection or service, use the Setup dialogue to put ANTerm into line editor mode. See page 9-7 for details.

To open a session:

- 1 Click on the **ANT terminal** icon on the icon bar.

The New session dialogue will be displayed.

- 2 Type in the name or IP address of the computer to which you wish to connect, your username if relevant and the port number (if required) or choose it from the pop-up Hotlist menu:



- If you have an account you can enter your details as follows:

**username@hostname**

**username:password@hostname**

- Some services may require you to enter a port number. The Telnet port number, 43, is used by default. Do this in the following format, separating the machine name and the port with a comma:

**game.playing.com,6000**

- You can also enter addresses in URL format, for

example:

```
telnet://minitel.fr
```

```
telnet://username@hostname
```

```
telnet://username:password@hostname
```

- 3 Click **Connect**.
- 4 A connection window will be opened.  
Messages and instructions from the computer to which you are connected will appear in the ANTterm window.
- 5 Log in using your username and password as requested inside the session window.

## Using the hotlist

You can store frequently accessed addresses in the hotlist. This enables you to access them either from the ANTterm program or from the Hotlist application.

To add an address to the hotlist:

- 1 Enter the address in the Open session dialogue
- 2 Click the pop-up button at the right of the dialogue.
- 3 Choose **Add item** from the Hotlist popup menu.
- 4 The address will appear in the hotlist within ANTterm and also in the Hotlist application main list of links (see chapter 10).

To delete an entry from the hotlist:

- 1 Display the Open session dialogue box and click the pop-up list.
- 2 Choose the entry you want to remove from the Hotlist.
- 3 When the entry appears in the Open session dialogue, display the pop-up list and choose **Remove item**.
- 4 The item will be removed from the Hotlist.

## Viewing session information

You can view information about the session by clicking **Menu** inside the window and choosing **Info**:

Connection Info	
Connection	
Name	minitel.fr
IP addr	193.252.252.250
Port	23/telnet
Stats	
Bytes in	28356
Bytes out	125
Time used	8 minutes, 6 seconds

## Saving sessions

To save the characters exchanged during a session to a file:

- 1 Click **Menu** inside the ANTerm window and display the **Spool** menu.
- 2 Choose the required option:
  - Choose **Open** to save a text file.
  - Tick the **Raw data** option to save data including non-displayed characters, then choose **Open**. The file icon will change to a data icon.
- 3 Drag the file icon to a filer window. Your session will be saved in this file.
- 4 When you wish to stop adding data to the file, choose **Close** from the Spool menu.

## Selecting text and URLs

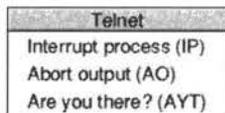
You may select text from the terminal window, or URLs to use in another ANT Internet Suite program.

- 1 Drag to select the area you want.

- Drag using the Adjust button to select an area and immediately display the Selection menu.
- 2 Click menu inside the Terminal window and display the Selection menu.
- Choose **Save** from the Selection menu to save the selection as a file.
  - Choose **Launch URL** to launch the program relevant to any URL contained in the selection, eg Marcel for **mailto:** or Fresco for **http:** URLs.
  - Choose **Send** to enter the selected text in the terminal window as if you had typed it. This can be useful as a copy/paste option.
  - Choose **Clear** to clear the selection. If you used Adjust-Drag, this option will not appear but the selection will be cleared automatically when you click elsewhere in the ANTerm window.

## Telnet options

The Telnet menu allows you to send certain commands automatically during a Telnet session. Choose **Telnet** from the ANTerm menu, then click on one of the options on the menu to send the command:



- **Interrupt process** sends a command to stop the current process or task. The precise effect will depend on the server but it is usually equivalent to cancelling a task.
- **Abort output** sends a command to abort output from the server. The precise effect will depend on the server but it is usually equivalent to cancelling a task.
- **Are you there?** makes the server send a brief text message

in reply, so that you can test that the connection is still active at times when a server is slow or busy.

### Quitting a session

Once you have finished working with the host terminal, you should:

- 1 Enter the required command (for example **logout** or **exit** to quit or disconnect from the service.
- 2 When you are disconnected from the service, the title bar of the terminal window will change to read:  
**Session finished. Please close the window.**
- 3 Close the terminal window. If you configured the session window to close on disconnection, using the Terminal configuration dialogue box (see below), the window will close automatically.

## 9.3 Configuring the terminal

The terminal software can emulate a number of different terminals which have been used over the years. While there are many standards, and most systems are not particularly choosy about the type of terminal which connects to them, some systems rely on a particular type of terminal being used.

You can therefore configure the terminal to more closely match the requirements of the system you are connecting to.

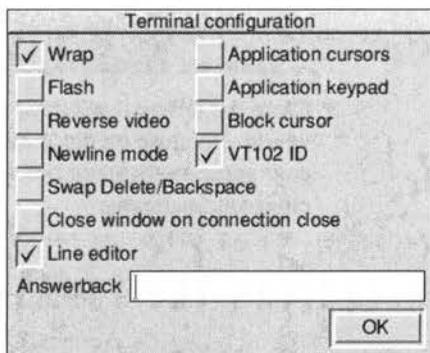
- Note that settings are saved for each login separately. They are not applied globally to all logins. For example, if you save settings while connected to **minitel.fr**, those settings will only be used next time you connect to **minitel.fr** and will not be used when you connect to a different computer.
- If you configure the terminal incorrectly you may get inconsistent results or the terminal might not work at all. If

you do not know that a setting is required it is often better not to specify it. If there are any problems, contact the administrator of the system to which you wish to connect for full setup information.

To set terminal options:

- 1 Click **Menu** inside the Terminal window.
- 2 Choose **Setup** from the ANTerm menu, then **Terminal**.

The Terminal configuration dialogue will be displayed:



- 3 Choose the required options for your terminal. In most cases the default settings will be adequate but some systems may require special settings.
  - **Wrap** is selected by default and linewraps text sent and received within the terminal window.
  - **Flash** enables flashing text emulation.
  - **Reverse video** reverses the colours used, so you can display black text on a white background.
  - **Newline mode** makes the Return key (and the Enter key on the keypad when not in application keypad mode) send a CR, LF sequence as opposed to the usual CR sequence.
  - **Swap Delete/Backspace** swaps the functions of the

Backspace and Delete keys, in line with the requirements of some systems.

- **Application cursors** makes the cursor keys send the DEC Application cursor key sequences as opposed to the normal ANSI cursor key sequences. This option is usually set/cleared by a command from the remote computer.
  - **Application keypad** makes the keypad keys send the DEC keypad sequences: some programs (especially on VAXes) will then use the keypad as a function-key pad. This option is usually set/cleared by a command from the remote computer.
  - **Block cursor** displays a flashing block instead of an underline cursor.
  - **VT102 ID** forces the terminal to act as a VT102-type terminal: by default it acts as a VT220 terminal.
  - **Close window on connection close** closes the ANTerm window automatically when you end a session by quitting the host.
  - **Line editor** puts the terminal into line editor mode. This places an editing line at the bottom of the terminal window.
- 4 Enter a text string for **Answerback** if required. Answerback defines a string to be sent in response to an ENQ command (ASCII 5) from the remote host. It is rarely used nowadays.
  - 5 When you have chosen the options you want, click **OK** to use them.

To save settings made in the Terminal window dialogue or Terminal configuration dialogue, choose **Save setup**.

To set window size:

- 1 Choose **Size** from the Setup menu. The Terminal window

size dialogue box will be displayed:

Terminal window size

Window size 80x24

Scrollbar size 24

Note: Most telnet connections ignore window size setting or changes - all rlogin connections transfer this data.

OK

- 2 Enter the **Window size** required. The default size is 80×24: changes made will be used for **rlogin** sessions, but telnet sessions will usually ignore any entry here.
- 3 Enter the **Scrollbar size** in number of lines. The default number of lines is 24, but you may wish to increase this for either type of session.

This option lets you keep the specified number of lines which have scrolled past the top of the window, so that you can scroll back up and review them.

- 4 Click **OK**.

To save settings made in the Terminal window dialogue or Terminal configuration dialogue, choose **Save setup**.

# 10 Hotlist

## 10.1 About Hotlist

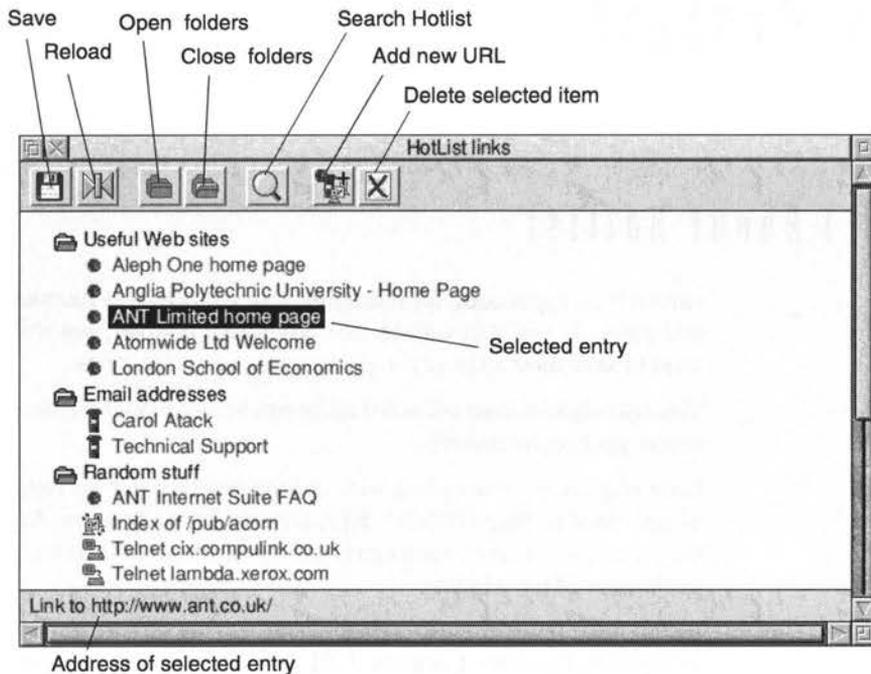
Hotlist is an application for managing your collection of Internet addresses. As you visit various sites around the Internet, you will want to save their address for quick access on return visits.

You can organise your collected addresses in hierarchical folders to suit your requirements.

Each address is shown along with an icon representing the type of address it is: Web (HTML), FTP, Gopher, Email or news. As the pointer passes over each entry, the actual address is shown at the bottom of the window.

Because the Internet uses a standardised address system, known as Uniform Resource Locators (URLs) to denote addresses, you can save several different types of Internet addresses in your Hotlist, as shown in the following table.

<b>Address stored</b>	<b>Software used to access</b>	<b>URL format</b>
Web page	Fresco	http://www.ant.co.uk
FTP directory	Fresco or FTP client	ftp://ftp.ant.co.uk
Terminal service	ANTterm	telnet://lambda.xerox.com
Email address	Marcel	mailto:support@ant.co.uk
Newsgroup name	Marcel	news:comp.sys.acorn.misc
Gopher	Fresco	gopher://gopher.cam.ac.uk
Local file	Fresco	file:/ADFS::HardDisc/page



Hotlist helps you remember the addresses you have stored by displaying their title rather than the address. This is usually more descriptive. You can edit the title using the Edit feature (described below).

You can access any address in your Hotlist simply by double-clicking on it.

- You will need to be online to access entries in your Hotlist which are not stored on your computer, such as Web pages or FTP sites. If you are not connected to your service provider, the Internet Suite cannot fetch the pages.
- For news and email address entries, you will need to be connected to Marcel (with the red pillar box or the news icon displayed).

## 10.2 Adding entries to your Hotlist

You can add entries to your Hotlist from the following Suite applications:

- Fresco: Web, FTP and Gopher site addresses, email addresses and newsgroup names
- FTPclient: FTP site addresses
- ANTerm: Telnet terminal and remote login addresses

You can also enter addresses manually into Hotlist.

### Adding addresses from Fresco

There are several ways to create Hotlist entries from Fresco.

#### Using the Add to hotlist button

The simplest way is to add the address of the page you are currently viewing. This can be either a Web page, FTP directory or Gopher directory or file. To add the page to the Hotlist:



- Click the **Add to hotlist** button in the Fresco button bar.

The page's address will be added to the last folder in your Hotlist. If you regularly add pages in this way, it is a good idea to create a folder at the end of your Hotlist called 'New' or 'Unsorted' so that you can find new additions and sort them correctly.

#### Using the menu

You can also:

- 1 Display the page you want to add to the Hotlist.
- 2 Click menu inside the Fresco window and display the **Misc** menu, then the **Hotlist** menu.
- 3 Choose **Insert** from the Hotlist menu.

The URL will be added to the Hotlist.

## Exporting all addresses from a file

To add all the URLs contained in a page to the Hotlist at once:

- 1 Display the page you want. Open the Hotlist window
- 2 Click menu inside the Fresco window and display the **Save as** menu.
- 3 Choose **HTML** from the Save as menu. The Save as dialogue will appear, containing an HTML file icon.
- 4 Drag the file icon to a suitable location or straight into the Hotlist window.
- 5 Hotlist will read the file and add any addresses within it to the Hotlist in a folder with the name of the page which was saved.

Note that not all entries will have useful names: for example links to 'Home' or 'Here' may need to be edited so that their contents are obvious when viewed from Hotlist.

## Adding addresses from FTPclient

To add addresses to the Hotlist from the FTPclient:

- 1 Click Menu in an FTP display window.
- 2 Choose **Add item** from the Hotlist sub-menu.
- 3 The FTP address of the current directory will be added to your Hotlist.

## Adding addresses from ANTerm

To add addresses to the Hotlist from ANTerm:

- 1 Open a connection to the required site using ANTerm.
- 2 Choose **Connect** from the ANTerm icon bar menu (or click Select on the ANTerm icon).
- 3 Type the address of the site in the New session dialogue.
- 4 Click the pop-up list button at the right side of the dialogue.

- 5 Choose **Add item** from the Hotlist menu which appears.
- 6 The address will be added to the Hotlist.

## Adding addresses from files

You can add entries to your Hotlist by dragging any HTML file into the Hotlist window. Any addresses within the file will be added to your Hotlist in a folder named after the file.

Hotlist files are saved as HTML but also include details of the folder and hierarchical format. If you import a Hotlist file which has been saved by !Hotlist it will include all this information as well as the addresses.

## Adding addresses manually

To add an address manually:

- 1 Open the main Hotlist window.
- 2 Click Select on the folder to which you wish to add the new entry.
- 3 Click Menu and choose **Create URL** from the Hotlist menu.
  - You can also press **F2** or click the **Create URL** button.
- 4 The Create URL dialogue box will be displayed, with the name of the folder into which you wish to add the URL:



The image shows a dialog box titled "Create URL in folder 'Email addresses'". It contains two text input fields: "URL title" and "URL path". At the bottom right of the dialog box, there are two buttons: "Cancel" and "OK".

- If no folder is selected, the dialogue box title will read 'Please select a destination folder'. Click on a folder in the Hotlist window and the dialogue box title will change, allowing you to enter the URL.
- 5 Type the name you wish to appear in the Hotlist window in

the **URL title** box.

- 6 Type the URL itself into the URL box. You must use the correct format:

**http://www.ant.co.uk**

**ftp://ftp.ant.co.uk**

**gopher://gopher.cam.ac.uk**

**telnet://cix.compulink.co.uk**

**mailto:support@ant.co.uk**

**news:comp.sys.acorn.announce**

**news:article\_id**

Note that **mailto** and **news** URLs have a slightly different format.

- To quickly enter **http://www**, press **Tab**. Press **Shift-Tab** to enter **ftp://ftp**.

- 7 Click **OK**. The new URL will be added to your Hotlist.

## 10.3 Using Hotlist

Hotlist contains as few features as possible to concentrate on providing the essentials of Hotlist management.

### Running !Hotlist

To open the Hotlist program:

- 1 Display the Internet Suite panel.
- 2 Double-click on the Hotlist icon.
- 3 The Hotlist icon will appear on the righthand side of the icon bar.
- 4 Click **Select** on the Hotlist icon to open the Hotlist window.

## Saving the Hotlist

Whenever you make a change to your Hotlist, an asterisk appears in the Hotlist window title bar.

To save changes to your Hotlist:



- Click the **Save** button in the Hotlist button bar (or press F3).

To throw away changes to your Hotlist and revert to the previously saved version:



- Click the **Reload** button in the Hotlist button bar.

## Displaying entries

Hotlist items can be organised in folders (see *Organising entries* on page 10-9 below). You can open and close these folders as required to display their contents.

To open or close a single folder:

- Double-click on the folder's icon in the Hotlist window.

To open all folders:

- 1 Make sure that no folder is highlighted (click anywhere in the window to deselect any selected folder).



- 2 Click the **Open folders** button.

To close all folders:

- 1 Make sure that no folder is highlighted (click anywhere in the window to deselect any selected folder).



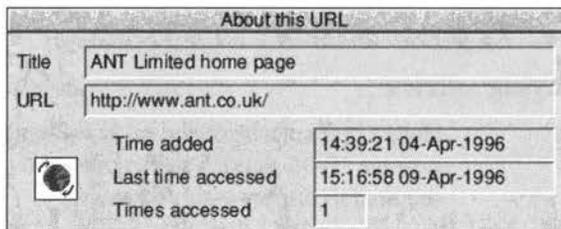
- 2 Click the **Close folders** button.

If any folders are selected, clicking the **Open folders** or **Close folders** buttons only affects the selected folders.

## Displaying URL details

To display detailed information on a selected URL:

- 1 Select the URL in the list.
- 2 Click Menu inside the Hotlist window and slide off the URL 'name' entry.
- 3 Choose **Info** from the Select menu (or press F5).
- 4 The Info window will appear, listing the name and path of the URL and details of when it was added, last accessed and the number of times it has been accessed from the Hotlist:



## Accessing addresses

To access any address held in the Hotlist, simply double-click on it. This will launch the required application and load the requested page.

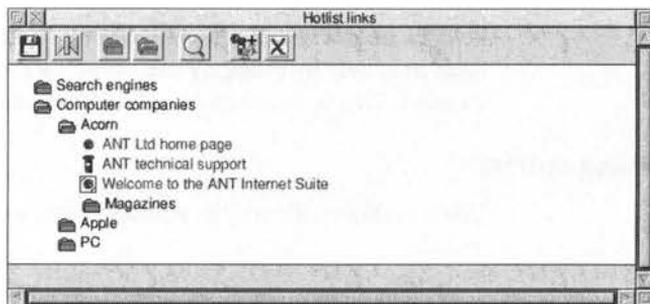
- Press **Tab** to launch any selected URLs in the Hotlist window.
- With mail and news addresses, you should have Marcel loaded and connected to an email or news server. This is because Marcel can be opened by different users and Hotlist cannot perform the log-on process automatically.

## 10.4 Organising entries

The main use of the Hotlist utility is to enable you to sort your Hotlist entries to suit your own requirements.

### Organising entries in folders

Use folders to organise your URLs. You can nest folders within folders if required:



- New folders will be created as close as possible to the position of the pointer when the Hotlist menu was opened.
- Folders work on a drag and drop principle. You can drag a URL to a folder icon, drop it on to the icon and the URL will be placed within the folder.
- You can also drag a folder into a folder.
- Folders are automatically created if you add an existing HTML file to your Hotlist.

To create a folder:

- 1 Click Menu inside the Hotlist window.
- 2 Slide off the **New folder** menu option.
- 3 Type in the name of the new folder you want to create and press Return.

To edit an existing folder name:

- 1 Select the folder by clicking on it.
- 2 Click **Menu** within the Hotlist window and slide off the **Directory** option.
- 3 Choose **Edit** from the Selection menu.
- 4 Edit the name in the Edit folder dialogue box.
- 5 Click **OK**.

## Moving and sorting folders

Folders are not sorted automatically by !Hotlist. You can sort them manually by dragging and dropping them in the desired location. This includes moving folders to and from sub-folders.

## Sorting entries

You can choose the way in which the contents of folders are sorted.

- 1 Click **Menu** inside the Hotlist window and choose **Display** from the Hotlist menu.
- 2 Choose a sort option from the menu:
  - **Sort by name** sorts in alphabetical order
  - **Sort by date** sorts according to the date the URL was added to its folder.
  - **Sort by access** sorts URLs by the number of times they have been accessed from the Hotlist application.
  - **Reversed sort** reverses the order of sorting, ie Z..A.
  - **No sorting** leaves entries unsorted. New URLs will be added to the bottom of folders.
- Entries can be sorted manually by dragging Hotlist icons within the Hotlist window.

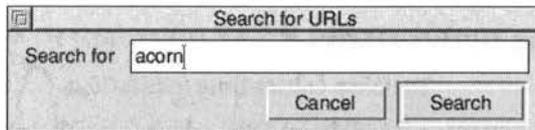
## Finding Hotlist entries

The Search facility lets you find URLs within your Hotlist.

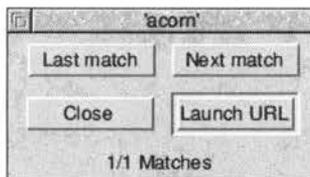
Because it searches both titles and the URL path, you can use it to search both parts of the Hotlist record.

To search the Hotlist:

- 1 Click the **Search** button.
- 2 Type in the search text in the Search for URLs dialogue box:



- 3 Click **Search**. Hotlist will search for any entries which contain your search text and highlight the first one found, as well as displaying a dialogue box listing the number of matches found and some options:



- 4 Click **Next match** to see subsequent items found, or **Last match** to go back to the previous match.
- 5 When the URL you require is selected, click either:
  - **Launch URL** to launch the URL.
  - **Close** to close the Search dialogue box.

## Editing Hotlist entries

You can edit both the entry which is displayed in the Hotlist and the underlying URL.

To edit a Hotlist entry:

- 1 Select the entry which you want to change.

- 2 Choose **Edit** from the URL menu. The Edit URL dialogue box will be displayed.
- 3 Change the descriptive text or the URL as required.
- 4 Click **OK**.
- 5 The dialogue will be closed. Save the Hotlist to save the changes you have made.

### Deleting Hotlist entries

To delete entries from the Hotlist:



- Select a URL which is no longer required and click the **Delete URL** button, or choose **Delete** from the Selection menu.
- Select a folder and click the **Delete URL** button, or choose **Delete** from the Selection menu. If the folder contains URLs, a warning will appear. Click **OK** to delete the folder and its contents.

# 11 Tools

## 11.1 About Internet tools

Several tools are included with the ANT Internet Suite, which should help to make life on-line easier for you.

### General utilities

These are:

- **!Ping**, a simple utility for testing your connection.
- **!Upgrade**, for installing upgrade files downloaded from the ANT web site.
- **!Time**, for checking the time on the local computer and resetting it from accurate clocks on the Internet.

### Trouble-shooting utilities

Some additional utilities are included to help resolve particular problems. Most users will never need to use these utilities which provide a simple front-end to standard UNIX diagnostic tools. Although a simple description of these utilities is included here, you should consult UNIX documentation for fuller information about these commands:

- **!Ping+**, a connection-testing utility with additional features.
- **!Resolver**, for finding details of Internet hosts.
- **!TraceRoute**, for checking the route Internet traffic takes to get from your computer to other computers.

### Search utilities

Four utilities help you search the Internet in a variety of ways:

- **!Finger** lets you look up information about users on a remote host computer. It is sometimes used (by the Demon Internet service provider and others) to provide information to users and visitors to a site.
- **!WhoIs** provides a similar service to !Finger for US military sites.
- **!Host** finds the IP numerical address of a named computer.
- **!Archie** searches a database of all major FTP sites for the specified software.

### Other utilities

Other tools supplied with the ANT Internet Suite include !SerTest, which checks the serial port of your computer and communication between your computer and modem. Instructions for using these utilities are provided as online text files.

## 11.2 !Ping

Ping is a vital utility for testing connections on your network and beyond. You can use Ping to help test your Internet Suite connection when you first install the software.

You can use Ping at any time to check problems you are having with your Internet connection.

### Loading !Ping

To load !Ping:



- 1 Double-click the folder icon **Tools** in the Internet Suite Panel.
- 2 Double-click on the **Ping** icon in the Internet Tools window.

- 3 The Ping network test window will open.

## Using !Ping

To use !Ping:

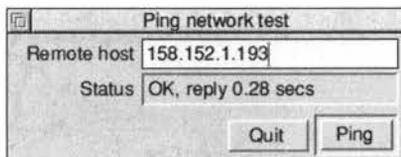
- 1 Type in the name of the host you want to test your connection to, for example:

**ns.demon.co.uk**

Note that you need to type in the full machine name, not just the domain name. You can also type in an IP number, in the form:

**158.152.1.193**

- 2 A series of messages will appear in the Status box, showing that the name given has been resolved and the remote host has been located.
- 3 If the connection is OK, the time taken for the round trip is shown:



- Use **!Ping+** for more control over details of Ping. See page 11-6.

## 11.3 !Upgrade



Use !Upgrade to add upgrade files downloaded from the ANT web site to your copy of the Internet Suite. If you have registered your copy of the Internet Suite and provided your email address, you will automatically be notified by mail when upgrade files become available.

- You can also access the upgrades page directly from the

!Upgrade dialogue box, if you are online or have demand-dialling enabled, by clicking **List upgrades on Web**.

Before using !Upgrade you should go to the appropriate ANT web page (usually <http://www.ant.co.uk/cgi-bin/getdata/upgrades.html>) and download the upgrade file:

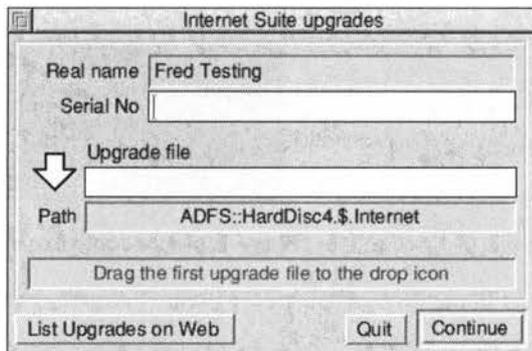
- 1 Click on the link to the file you want.
- 2 Drag the file icon to a suitable filer window where it can be saved.

Note that all accesses are recorded and only registered Suite users using Fresco may retrieve upgrade files.

## Using !Upgrade

To use !Upgrade:

- 1 Open the Internet Tools folder from the Internet Suite applications panel and double-click on !Upgrade:



- 2 Type your serial number into the **Serial No** box.
- 3 Drag the upgrade file icon to the drop icon (the large downward-pointing arrow). The file name will be shown in the **Upgrade file** box.
- 4 Click **Continue**.
- 5 !Upgrade will install the upgrade in the Internet Suite

stored at the location in the **Path** box.

- 6 When you see a message announcing that the upgrade has been installed successfully, you can either:
  - Install further upgrade files. Click **Continue** and drag in the next file.
  - Quit !Upgrade. Click the **Quit** button.
- 7 Quit all open Internet Suite programs including the Internet icon and then reset the computer. When you restart the Internet Suite the new programs will be used.

## 11.4 Network time

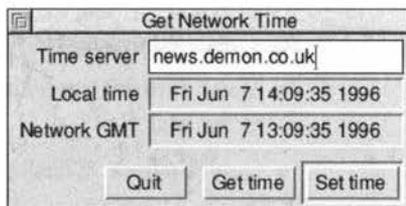
The network time utility resets your computer's time by using the correct time in Greenwich Mean Time as fetched from the chosen server.

You should choose the server closest to you, ie a machine at your service provider (dial-up connections) or on your local network (network connections). Consult your service provider or network manager. If, after choosing Set time, your computer's local time is not correct, check your local time setting in !Alarm.

To use Network Time:

- 1 Double-click on the Network Time icon in the Tools folder and go on-line.
- 2 A Network time window will open.
- 3 Type in the name of the server you want to access, for example a server at your service provider:  
**news.demon.co.uk**
- 4 Click either of:
  - **Get time.** The utility will fetch and display the local

time and GMT time according to the server requested:



- **Set time.** This will set your computer's clock to the time at the Time server.
- 5 If your computer shows the wrong time, check your RISC OS time zone using !Alarm.

## 11.5 !Ping+

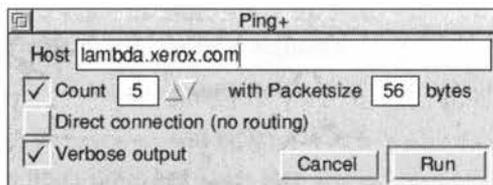
!Ping+ provides a more configurable network and connection testing utility than !Ping. In addition to letting you set a host to test your connection, you can specify the number of packets used and their size, the connection route and the amount of information reported.

### Using !Ping+

To use Ping+:

- 1 Click Select on the Ping+ icon on the icon bar.

The Ping+ dialogue box will open:



- 2 Type the name of the host you want to ping in the **Host** box.

- 3 Tick the **Count** option if you want to specify the number of packets and their size.

Set the number and size of packets.

- 4 If you are on a network and are checking your connection to another computer on the same physical network, you can tick the **Direct connection** option.

If you are using a dial-up connection choosing this option will stop Ping+ from working.

- 5 Tick the option for **Verbose output** if required.
- 6 Click **Run**.

A text window will open listing Ping+ activity:

```

Ping+ (Completed)
Ping lambda.xerox.com (192.216.54.2): 56 data bytes
Ping lambda.xerox.com (192.216.54.2): 56 data bytes
Ping lambda.xerox.com (192.216.54.2): 56 data bytes
64 bytes from 192.216.54.2: icmp_seq=0.
64 bytes from 192.216.54.2: icmp_seq=1.
Ping lambda.xerox.com (192.216.54.2): 56 data bytes
64 bytes from 192.216.54.2: icmp_seq=2.
Ping lambda.xerox.com (192.216.54.2): 56 data bytes
64 bytes from 192.216.54.2: icmp_seq=3.
64 bytes from 192.216.54.2: icmp_seq=4.

----lambda.xerox.com Ping Statistics----
5 packets transmitted, 5 packets received, 0% packet loss
  
```

## Saving Ping+ output

To save the contents of the Ping+ window:

- 1 Click **Menu** inside the window.
- 2 Choose **Save** from the Ping+ menu.
- 3 Drag the **Textfile** icon into a filer window.

## 11.6 Resolver

The Resolver gives you the numerical address of an Internet host

name, along with other details of the host if requested. For the requested host or hosts you can find out:

- the host's numerical address.
- the name server and mail exchanger used by the host.
- the real host name (it may be known as one or more alternative names or aliases, for example where one server provides several Internet services).

Resolver is most useful for checking that your domain name service is working correctly and for troubleshooting problems with your Internet connection. A full description of this command is beyond the scope of this user guide.

- !Host provides a simpler version of the same information and you may prefer to use it: see the section *!Host* on page 11-17.

For further information on Resolver, choose **Help** from the Resolver menu. This displays a text file describing the purpose and use of each option, as well as details on running the utility from the command line.

- Note that not all Internet hosts will return valid information to a retriever request. You may see an error message returned, particularly from small domains or private computers.

To run !Resolver:

- 1 Click Select on the Resolver icon on the icon bar. The

Resolver window will open:

- 2 Choose whether to resolve a single host name or list all the names in a domain.
- 3 Enter the domain or hostname
- 4 Choose the options required:
  - **No server timeout** means that the resolver will wait forever for a reply (useful for very slow servers).
  - **No recursive requests** means that only the details held on the named server will be checked.
  - **Verbose mode** outputs more information.
  - **Show transactions** gives more information about the progress of the Resolver request.
- 5 You can select which Resolver information to display. Click the **Query types** button to display an additional section of the dialogue box:
  - Click **Show all fields** to retrieve all information.
  - Click **Name server** to retrieve the Name server details.

- Click **Mail exchanger** to retrieve the mail exchanger details.
  - Click **Real host name** to retrieve the real host name.
  - Click **Start of authority** to retrieve details of a domain server's authority records.
  - Click **Domain name pointer** to retrieve the real machine this name points to.
- 6 Once you have chosen the required options click **Run**. A Resolver window will open and the requested information will be returned:



```
Resolver (Completed)
Trying null domain
res_mkquery(0, news.demon.co.uk, 1, 255)
res_send()
Querying server (# 1) address = 193.35.146.94
got answer:
rcode = 0 (Success), amount=1
The following answer is not authoritative:
news.demon.co.uk30196 INCHAMEnews.demon.net
For authoritative answers, see:
demon.co.uk27576 INNSec1.dns.uk.psi.net
demon.co.uk27576 INNSns8.demon.co.uk
demon.co.uk27576 INNSns1.demon.co.uk
Additional information:
sec1.dns.uk.psi.net84198 INR154.32.105.34
ns8.demon.co.uk298388 INR158.152.1.65
ns1.demon.co.uk115460 INR158.152.1.193
Trying null domain
res_mkquery(0, news.demon.net, 1, 255)
res_send()
Querying server (# 1) address = 193.35.146.94
got answer:
rcode = 0 (Success), amount=6
The following answer is not authoritative:
news.news.demon.net6082 INMX10 dispatch.news.demon.net
news.news.demon.net6082 INMX20 relay-4.mail.demon.net
```

## Saving Resolver output

To save the contents of the Resolver window:

- 1 Click **Menu** inside the window.
- 2 Choose **Save** from the Resolver menu.
- 3 Drag the **Textfile** icon into a filer window.

## 11.7 TraceRoute

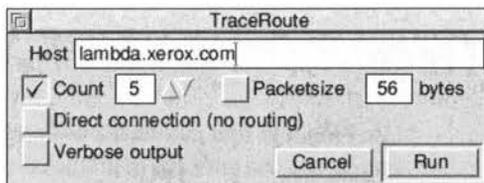
!TraceRoute implements the UNIX **traceroute** command. **traceroute** is used to find out the route Internet traffic travels between two computers. If you find that your connection to a particular site is very slow, it may be worth using !TraceRoute to see the route data between that computer and yours takes.

A full description of this command is beyond the scope of this user guide.

### Using TraceRoute

To use !TraceRoute:

- 1 Double-click on the !TraceRoute icon in the Internet Tools folder, then click Select on the TraceRoute icon on the icon bar.



- 2 Type the name or numerical address of the computer you want to reach into the **Host** box.
- 3 Tick **Count** to set the number of packets and their size, if required. The default if you leave Count unticked is one packet.
- 4 Tick **Verbose output** for more detailed output.
- 5 Click **Run**.

A window will open showing each computer through which your test data travels, and the time taken for each

'hop' between computers:

TraceRoute (Completed)	
4	ll-camb-1.access.demon.net (194.159.253.23) 180 ms 390 ms 240 ms 170 ms 170 ms
5	trude-access.router.demon.net (194.159.253.99) 190 ms 180 ms 210 ms 190 ms 190 ms
6	wither.router.demon.net (194.159.252.2) 190 ms 220 ms 210 ms 210 ms
7	sl-dc-15-sl/1-t1.sprintlink.net (144.228.22.21) 510 ms * 500 ms 550 ms
8	* sl-dc-8-f0/0.sprintlink.net (144.228.28.8) 630 ms 520 ms 500 ms *
9	sl-nae-e-h2/0-t3.sprintlink.net (144.228.10.42) 530 ms 490 ms 610 ms 590 ms 530 ms
10	nae-east.bbnpplanet.net (192.41.177.1) 700 ms 490 ms 600 ms * 530 ms
11	cpk-3.bbnpplanet.net (4.0.1.17) 790 ms 590 ms 660 ms * 620 ms
12	chl-1.bbnpplanet.net (4.0.1.3) 520 ms * 470 ms * 870 ms
13	su-b.bbnpplanet.net (4.0.1.1) 560 ms 600 ms 620 ms 500 ms 560 ms
14	su-tk.bbnpplanet.net (192.31.40.65) 560 ms 500 ms 600 ms 500 ms *
15	su-c.bbnpplanet.net (192.31.48.3) 550 ms * * 530 ms 490 ms
16	su-3.bbnpplanet.net (131.119.0.34) 810 ms 740 ms 850 ms * 1390 ms
17	xerox.bbnpplanet.net (131.119.66.26) 920 ms * 730 ms 550 ms 620 ms
18	* lambda.xerox.com (192.216.54.2) 570 ms 500 ms 570 ms 600 ms

## Saving TraceRoute output

To save the contents of the TraceRoute window:

- 1 Click **Menu** inside the window.
- 2 Choose **Save** from the TraceRoute menu.
- 3 Drag the Textfile icon into a filer window.

## 11.8 !Finger

Use Finger to find out details of users currently logged into a server. You can get a list of all the current users of a server or find out whether a particular user is currently logged in.

- Some servers use Finger to provide additional information and text messages: a list of some of these is included in the help file for !Finger.
- Demon Internet users will be familiar with using finger to check the status of the Demon service, and also to check whether they have any new mail waiting to be downloaded.

### Hotlist finger entries

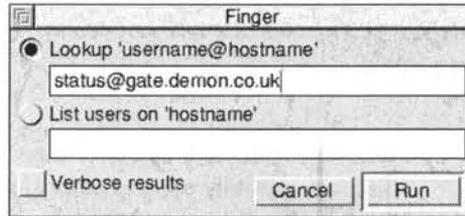
If you need to finger a particular site often, you can set up a Hotlist entry for the site in the format:

```
finger://status@gate.demon.co.uk
```

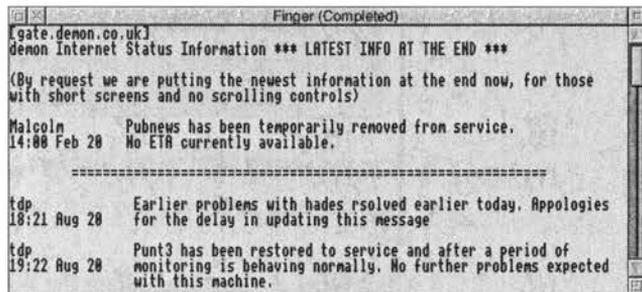
## Using !Finger

To use !Finger:

- 1 Double-click on !Finger in the Internet Tools folder.
- 2 Click Select on the Finger icon on the icon bar. The Finger dialogue box will open:



- 3 Choose the finger option you require:
  - Click **Lookup 'username@hostname'** to find out whether a user is logged in. Enter their login name in the box.
  - Click **List users on 'hostname'** to list all logged-in users. Enter the hostname in the box.
- 4 Click **Verbose results** for more information. This option can stop Finger from working with some servers.
- 5 Click **Run**. A text window will open and display the results of your request:



## Saving Finger output

To save the contents of the Finger window:

- 1 Click **M**enu inside the window.
- 2 Choose **S**ave from the Finger menu.
- 3 Drag the Textfile icon into a filer window.

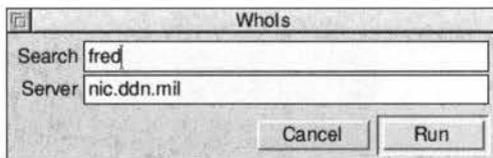
## 11.9 !WhoIs

WhoIs provides a directory of users registered with the NIC: these are typically users of older US Internet installations and those within the **.mil** domain.

- It is unlikely that you will find this a useful way of finding any Internet users. Try the various Web-based services such as <http://www.four11.com>. A list of such services is provided in the SearchWeb file accessed from the Internet Tools folder.

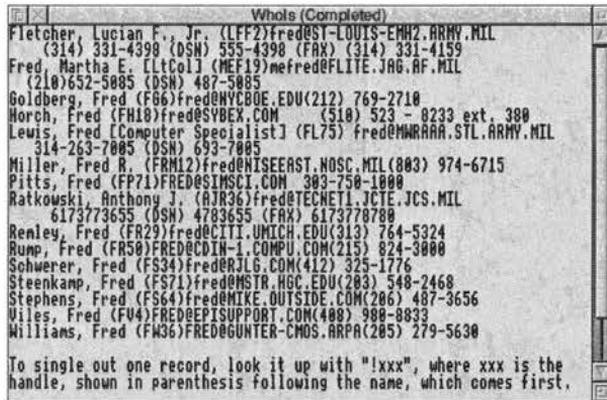
To use !WhoIs:

- 1 Double-click on !WhoIs in the Internet Tools folder.
- 2 Click **S**elect on the WhoIs icon on the icon bar. The WhoIs dialogue box will open:



- 3 Type the search term in the first box.
- 4 Type the **whois** server you wish to search in the second box.
- 5 Click **R**un. A short while later the WhoIs window will

display the result of your search:



```

WhoIs (Completed)
Fletcher, Lucian F., Jr. (LFF2)fred@ST-LOUIS-EHM2.ARMY.MIL
(314) 331-4398 (DSN) 555-4398 (FAX) (314) 331-4159
Fred, Martha E. [LtCol] (MEF19)mefred@FLITE.JAG.AF.MIL
(210)652-5005 (DSN) 487-5005
Goldberg, Fred (F86)fred@NYCBOE.EDU(212) 769-2710
March, Fred (FH18)fred@SVBEX.COM (510) 523 - 0233 ext. 380
Lewis, Fred [Computer Specialist] (FL75) fred@HWARRA.STL.ARMY.MIL
314-263-7005 (DSN) 693-7005
Miller, Fred R. (FRM12)fred@NISEEAST.HOSC.MIL(803) 974-6715
Pitts, Fred (FP71)FRED@SIMSCI.COM 303-750-1000
Ratkowski, Anthony J. (AR36)fred@TECNET1.JCTE.JCS.MIL
6173773655 (DSN) 4783655 (FAX) 6173778780
Renley, Fred (FR29)fred@CITI.UMICH.EDU(313) 764-5324
Rump, Fred (FR50)FRED@CDIN-1.COMPU.COM(215) 824-3000
Scherer, Fred (FS34)fred@JLG.COM(412) 325-1776
Steenkamp, Fred (FS71)fred@HSTR.HGC.EDU(203) 548-2468
Stephens, Fred (FS64)fred@MIKE.OUTSIDE.COM(206) 487-3656
Viles, Fred (FV4)FRED@EPISUPPORT.COM(400) 980-8833
Williams, Fred (FW36)FRED@GUNTER-CMOS.ARPAC(205) 279-5630

To single out one record, look it up with "!xxx", where xxx is the
handle, shown in parenthesis following the name, which comes first.

```

## Saving WhoIs output

To save the contents of the WhoIs window:

- 1 Click Menu inside the window.
- 2 Choose **Save** from the WhoIs menu.
- 3 Drag the Textfile icon into a filer window.

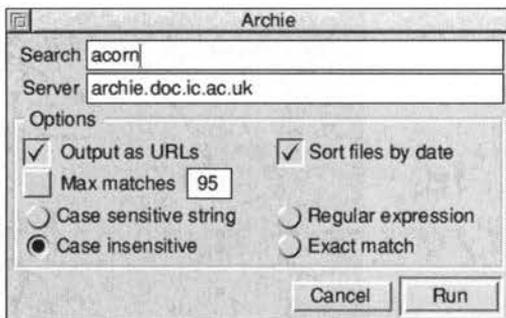
## 11.10 !Archie

Archie provides a means of searching for files on FTP servers. A network of about a dozen Archie servers around the world maintain up-to-date records of the contents of the most accessed FTP servers.

You can use !Archie to find the most local or most recent version of a file you want.

- 1 Double-click on !Archie in the Internet Tools folder.
- 2 Click Select on the Archie icon on the icon bar. The Archie

dialogue box will open:



- 3 Enter your search term in the **Search** box.
- 4 Enter the name of the Archie server you want to use in the **Server** box. UK based users should use **archie.doc.ic.ac.uk**: other users should use the server closest to them.
- 5 Enter the search options you require:
  - **Output as URLs** produces an HTML file which can be used with Fresco or Hotlist.
  - **Sort files by date** lists the most recent files found first.
  - **Max matches** sets a limit of the specified number on the matches returned.
  - **Case sensitive string** lets you specify a case sensitive search term.
  - **Case insensitive** lets you specify a case insensitive search term.
  - **Regular expression** lets you use a wildcard. See the Help file (accessed from the Archie icon bar menu) for details.
  - **Exact match** returns only exact matches.
- 6 Click **Run**. Archie will open a text window and the results of your search will eventually be displayed in it. This can

take several minutes or longer.

## Setting Archie priority

You can set the priority level which the Archie server gives to your task. In general this will not make much difference to the speed at which results are returned to you.

- 1 Click Menu inside the Archie dialogue box.
- 2 Choose **Priority**.
- 3 Enter a number between **1** (highest priority) and **30000** (lowest priority).
- 4 Your Archie search will be given the requested priority by the server.

## 11.11 !Host

!Host is a simple utility for displaying the IP address of a named host. It provides a much simpler version of the facilities provided by !Resolver.

!Host is useful for:

- testing that your Domain Name Service is working (that you can access a computer which knows the addresses of other computers on the Internet).
- other diagnostic purposes.

To use !Host:

- 1 Double-click on !Host in the Internet Tools folder.
- 2 Click Select on the Host icon on the icon bar.
- 3 Type in the name of a machine to find its address, for example:

`news.demon.co.uk`

**4 Click Run.**

A window will open listing details of the Host including its numerical IP address. When all details have been received the title bar will change to include the word (Completed):

## **Saving Host output**

To save the contents of the Host window:

- 1** Click Menu inside the window.
- 2** Choose **Save** from the Host menu.
- 3** Drag the Textfile icon into a filer window.

## **11.12 SearchWeb**

This option links you to a page on the ANT web site containing a list of Internet search facilities. The page is stored on the ANT web site rather than on disc so that it can be kept up to date.

If you are online or have demand-dialling enabled, click this option to access the page.

Once you have accessed the page, click on any link to access the facility listed.

You could save this page and add its contents to your Hotlist as a useful shortcut.

---

## 12 Glossary

<b>Adjust</b>	The righthand button on the mouse. Clicking it enables alternative functions for some commands or buttons.
<b>Alias</b>	Either the shortform of a user's name in your Marcel address book or an alternative address used for remailing by the Configuration utility.
<b>Anonymous FTP</b>	A system which lets you download files from remote computers without having to have a named account on them.
<b>Archie</b>	A special server on the Internet which contains a searchable index of FTP sites.
<b>Article</b>	An individual contribution to a newsgroup discussion.
<b>Bandwidth</b>	The amount of data which can be transferred at once, dependent on the type of Internet connection you have: a wider connection allows more data to be transferred at once and is therefore quicker. Often used metaphorically in the sense of a limited and precious resource.
<b>BinHex</b>	A file transmission format typically used by Apple Macintosh computers.
<b>Bookmark</b>	A stored Internet address. This term is used by some programs as an equivalent to Hotlist.
<b>Cache</b>	A set of temporary files stored on a computer or server, often used to speed repeated access.
<b>Charter</b>	A document describing the purpose of a Usenet newsgroup, produced when the group

	is first set up.
<b>Cross-post</b>	Post copies of the same article to several different newsgroups.
<b>DNS</b>	Domain Name Server. The computer which translates the names you know computers as into the numerical codes which the Internet knows them as.
<b>Domain</b>	The latter parts of an Internet address, usually the parts after the @ in an email address, denoting the name of the computer, and area or country codes, where the user's account can be found.
<b>Download</b>	Transfer a copy of a file from another server to store on your own computer.
<b>Expiry</b>	Process of removing downloaded news articles from your hard disc automatically once they have reached a certain age or occupy a certain amount of disc space.
<b>FAQ</b>	Stands for Frequently Asked Questions. Usually a list of answers to questions on a particular topic.
<b>Field</b>	A section of a dialogue box in which information is entered or stored.
<b>finger</b>	An Internet utility which enables you to gather basic information about an Internet user or server.
<b>Firewall</b>	A computer or program which protects internal network traffic from access by external users via the Internet.
<b>Flame</b>	A discussion which has got heated and out of hand, perhaps descending to personal abuse.
<b>FTP</b>	Stands for File Transfer Protocol.

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<b>Gateway</b>	A computer on a network which transfers all Internet communications from the other computers on the network.
<b>Gopher</b>	(A program which you can use to) search special servers by subject to find documents which contain mentions of the subject you are interested in.
<b>Header</b>	The part of an email message or news article which contains information used by the program to process it, such as the subject, sender, date etc.
<b>Home page</b>	The page loaded when you start up a Web browser, or a page containing personal information.
<b>Hotlist</b>	A list of favourite Internet addresses maintained by the Suite.
<b>HTML</b>	Stands for Hyper Text Mark-up Language. The mark-up language (set of formatting codes) used to create Web pages. HTML is a published standard, under development: HTML 2.0 is the current version, with HTML 3.2 still under discussion.
<b>HTTP</b>	Stands for Hypertext transfer protocol. The URL code of Web pages.
<b>IMAP</b>	Mail server protocol used on networks.
<b>ISP</b>	Stands for Internet Service Provider. A (usually commercial) provider of Internet accounts.
<b>Link</b>	Live part of a World Wide Web page which will take you to another document, site or page if you click on it. Usually distinguished by colour, underlining or a special border.
<b>Lurking</b>	Subscribe to a newsgroup and read its

	messages but make no postings to it. The vast majority of newsgroup readers are 'lurking': in this context it has no negative connotations.
<b>mailto</b>	The URL type of email addresses.
<b>Menu</b>	The middle mouse button. Click it to display the current menu.
<b>MIME</b>	Format used to send mail attachments and retain their original formats.
<b>Netscape</b>	The company which produces the Netscape Navigator Web browser. Also refers to the Netscape extensions, which add extra formatting commands to the HTML language.
<b>Newsgroup</b>	Discussion group in Usenet containing articles and threads about a set topic.
<b>NNTP</b>	The Usenet news transfer protocol.
<b>Node</b>	Demon's term for part of the user's address: <b>any@node.demon.co.uk</b>
<b>Offline</b>	Working with files while disconnected from the Internet, for example reading and replying to news and mail downloaded to your local computer and stored earlier.
<b>Online</b>	Working with the Internet while connected to it, for example reading mail and news which are stored on the server to which you are connected, and replying to them directly.
<b>Packet</b>	The smallest unit of data which is transmitted across networks and the Internet.
<b>Ping</b>	Test an Internet connection by sending packets to and from your computer: utility which does this for you and helps you analyse the results.
<b>PoP</b>	Point of Presence: the local phone number you dial to log into your Internet service.

---

<b>POP</b>	Post Office Protocol. A mail transfer protocol used by many service providers for dial-up users, as either POP2 or (more usually) POP3.
<b>Post</b>	Publish a message in a newsgroup: the metaphor is posting a message on a notice- or bulletin board.
<b>Proxy</b>	Another computer which gains Internet access on your behalf either because of a firewall or to speed access.
<b>rlogin</b>	Remote login to a server (usually) for administrative purposes.
<b>SMTP</b>	Simple mail transfer protocol. A mail transfer protocol used by some service providers (for example, Demon) for dial-up users.
<b>Spam</b>	An unwanted cross-posting to a newsgroup, irrelevant to the subject of the group.
<b>Telnet</b>	(Program which enables you to) connect to a remote computer across the Internet as a terminal.
<b>Terminal</b>	Computer which simply sends commands to and receives data from a more powerful computer: program which lets your computer act as a terminal.
<b>Thread</b>	A newsgroup discussion about a particular subject, consisting of an original posting and follow-up messages to it.
<b>URL</b>	Stands for Uniform Resource Locator: includes two parts, a code to tell you the type of resource and an address which tells you where it is located on the Internet; for example: <b><code>http://www.ant.co.uk</code></b> which tells you that the address is a Web (http) address.

<b>Usenet</b>	Name for the collection of newsgroup discussions found on the Internet.
<b>UUencode</b>	A file compression and transfer format.
<b>WWW</b>	Stands for World Wide Web.

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