

NEIBAUER
HOW TO DO
EVERYTHING
WITH
YAHOO

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How to Do
Everything
with

YAHOO!

Get the most out of
Yahoo!—the Internet's
most popular portal

Take advantage of
all of Yahoo!'s
tools and free
services, including
e-mail, chat,
news, and more

Personalize your
browser, connect
with people, and
find information

Alan Neibauer



OSBORNE 

How to Do *Everything* with

Yahoo!

What You'll Do In This Book

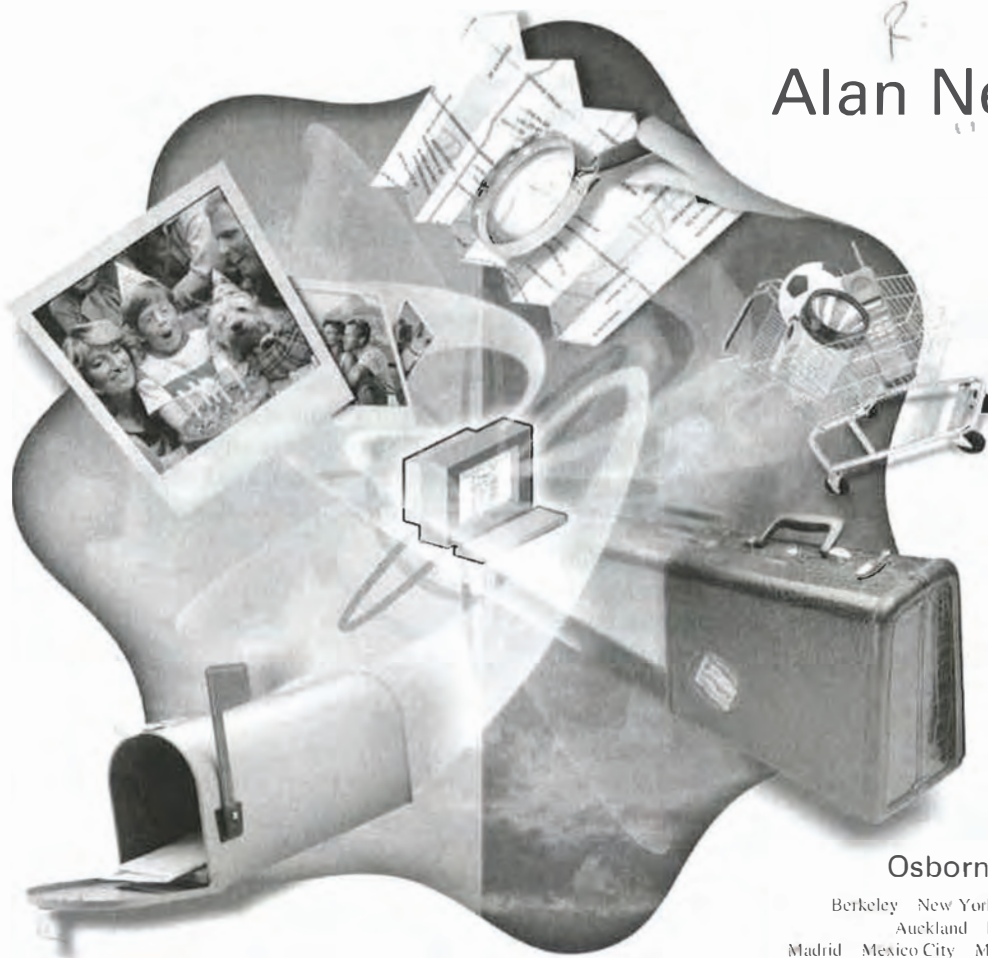
CHAPTER

■ Learn what makes Yahoo! great	1
■ Get free e-mail and an online address book	2
■ Get a custom home page and browser	3
■ Manage your calendar, appointments, and events online	4
■ Create family accounts to protect children	5
■ Create a custom My Yahoo! home page	6
■ Access Yahoo! away from home and on the road	7
■ Search the Internet for information and people	8
■ Find your roots by doing genealogy online	9
■ Get maps and driving directions	10
■ Research and track your portfolio	11
■ Buy, sell, rent, and help maintain real estate	12
■ Buy, sell, lease, and maintain automobiles	13
■ Buy and sell at Yahoo! auctions	14
■ Find and purchase products of all types at the best prices	15
■ Plan and arrange vacations and business trips	16
■ Play games online by yourself or with others	17
■ Keep current with the news, weather, and sports	18
■ Send and receive instant messages and speak with friends online	19
■ Participate in online chats	20
■ Join message boards, clubs, and run personal ads	21

How to Do
Everything
with

Yahoo!

Alan Neibauer



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How to Do Everything with Yahoo!

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Dedication

To Joanne Cuthbertson

Thanks for a great ride, and our best wishes for everything in the future.

About the Author

Alan Neibauer is a best-selling author and corporate trainer. He has written over 30 popular computer books, including the well-known *The Official Guide to Corel WordPerfect Suite 7 for Windows 95*, *The Official Guide to Corel WordPerfect Suite 8*, *Word for Windows Made Easy*, and two editions of *Access for Busy People*. A graduate of the Wharton School, University of Pennsylvania, Neibauer has worked as a high school and college teacher, and has helped many in New Jersey and Pennsylvania achieve their presence on the Internet.

Contents at a Glance

PART I	Making Yahoo! Your Web Portal	
1	Welcome to Yahoo!	3
2	Sign On to a Free E-Mail Account and Address Book	21
3	Personalize Your Browser with Yahoo! Companion	55
4	Manage Your Calendar Online	77
5	Yahoo! for the Family	99
6	Creating Your Home Page	115
7	Your Yahoo! Home Away from Home	155
PART II	Navigating the World	
8	Finding Information and People on the Internet	183
9	Find Your Roots: Genealogy Online	209
10	Maps and Driving Directions	221
PART III	Personal Finance with Yahoo!—Taking Care of Business	
11	Build and Manage Your Portfolio	237
12	Buying and Selling Real Estate	271
13	Buying, Selling, and Maintaining Automobiles	289
PART IV	Auctions and Shopping—Buy and Sell Anything	
14	Buy and Sell at Yahoo! Auctions	307
15	Shopping on Yahoo!	333

VI How to Do Everything with Yahoo!

PART V Travel, Entertainment, and Current Events

16	Planning and Booking Vacations	355
17	Playing Yahoo! Games	387
18	Keep Up with News, Weather, and Sports	407

PART VI Your Yahoo! Community

19	Send and Receive Instant Messages—with Voice	429
20	Chat with Friends	455
21	Communicating with Clubs, Message Boards, Personals, and More	467
	Index	493

Contents

	Acknowledgments	xiv
	Introduction	xv
PART I	Making Yahoo! Your Web Portal	
CHAPTER 1	Welcome to Yahoo!	3
	No ISP Required	4
	Feeling Right at Home	7
	The Little Engine That Could	10
	Find People and Business	13
	Free E-Mail	13
	Shopping	14
	News, Weather, and Sports	15
	Keeping in Touch	16
	Traveling	18
	Just for Fun	20
CHAPTER 2	Sign On to a Free E-Mail Account and Address Book	21
	Signing Up	22
	Signing In	26
	Reading E-Mail	27
	Sending a Message	29
	Maintaining Your Address Book	34
	Working with Distribution Lists	38
	Setting Yahoo! Options and Preferences	40
	Personalization Options	40
	Mail Management Options	45
	Delivery Services	48
	Address Book Options	49
	Working with Folders	52
	Bulk Mail	54

CHAPTER 3	Personalize Your Browser with Yahoo! Companion	55
	Yahoo! Companion	56
	Getting Yahoo! Companion	56
	Using Yahoo! Companion	59
	My Yahoo!	68
	Personalizing the Content	69
	Changing the Layout	71
	Editing Modules	74
CHAPTER 4	Manage Your Calendar Online	77
	Calendar Features	78
	Understanding the Calendar	79
	Scheduling an Event	81
	Customizing Events in the Calendar	84
	Setting Times Guides	86
	Customizing Your Yahoo! Calendar	88
	Creating a To Do List	97
CHAPTER 5	Yahoo! for the Family	99
	Verifying Adulthood	100
	What Is a Family Account	101
	Setting Up a Family Account	103
	Working with Child Accounts	107
	Using a Child Account	108
	Yahooligans!	109
	Guidelines for Safe Surfing	112
	Resources for Seniors	113
CHAPTER 6	Creating Your Home Page	115
	Web Site Basics	116
	Welcome to the Neighborhood	117
	Getting Started	119
	Using a Wizard	120
	Editing Wizard Web Sites	123
	Using Page Builder to Create Web Sites	124
	Working with Page Builder	125
	Advanced Page Builder Features	142
	Editing Pages	145
CHAPTER 7	Your Yahoo! Home Away from Home	155
	Yahoo! Briefcase	156
	Accessing Your Briefcase	157
	Yahoo! Mobile	166
	Yahoo! To Go	167
	Yahoo! Mobile Shopping	174

	PDA Downloads	174
	How Do I Yahoo! Everywhere	178
	Getting News for Mobile Users	178
	Getting Alerts by E-Mail	179
PART II	Navigating the World	
CHAPTER 8	Finding Information and People on the Internet	183
	How Searching Works	184
	Browsing by Category	186
	Searching for Web Sites	190
	Search Basics	191
	Searching Usenet	199
	Finding Phone Numbers and Addresses	201
	Finding E-Mail Addresses	204
	Finding Businesses	206
CHAPTER 9	Find Your Roots: Genealogy Online	209
	Searching for Relatives	211
	Yahoo! Seniors' Guide—Genealogy Section	212
	'How To' Articles	212
	Top Picks	214
CHAPTER 10	Maps and Driving Directions	221
	Mapping a Location	222
	Tips for Getting Accurate Maps	223
	Zooming and Navigating Maps	224
	Printing and Annotating a Map	226
	Locating Businesses	228
	Getting Driving Directions	229
	Let the Driver Beware	232
	International Maps	232
PART III	Personal Finance with Yahoo!—Taking Care of Business	
CHAPTER 11	Build and Manage Your Portfolio	237
	Yahoo! Companion	238
	The Stock Market Toolbar	241
	Using a Stock Quote Report	242
	Viewing Reports in Different Ways	243
	Yahoo! Finance	244
	Market Summary	245
	Getting Stock Quotes	246
	Yahoo! Finance Tools	247
	Web Sites and Categories	255
	World Finance	255

X How to Do Everything with Yahoo!

	Getting Your Chance at IPOs	255
	Customizing Yahoo! Finance	256
	Personalizing the Yahoo! Finance Page	257
	Customizing Views	257
	Creating a Portfolio	258
	Managing Portfolios	262
	Your Portfolios in My Yahoo!	263
	Customizing the Portfolio Display	265
	Portfolios and the Companion Toolbar	265
	The Portfolio Calendar	266
	Using the Java Portfolio Manager (JPM)	266
CHAPTER 12	Buying and Selling Real Estate	271
	Yahoo! Real Estate	272
	Buying a Home	273
	Buyer's Tools	273
	Buyer's Library	276
	Renting a Home	276
	Selling a Home	277
	Financing	281
	Taking Advantage of the Research Tools	281
	Comparing Cities	281
	Comparing Salaries	284
	Research Schools	285
	Finding Child Care	287
	Other Real Estate Page Features	288
	Advertiser Links	288
CHAPTER 13	Buying, Selling, and Maintaining Automobiles	289
	Yahoo! Autos	290
	Buying an Automobile	291
	New Car Guide	291
	Pricing Used Cars	296
	Buying Tips	298
	Selling a Car	298
	Financing a Car Purchase	298
	Maintain Your Car	299
	Personalized Auto Services	300
	Repair and Troubleshooting	302
	Maintenance Tips	303
	Auto Stores	303
	News Stories	303
	Other Yahoo! Autos Page Features	304

PART IV	Auctions and Shopping—Buy and Sell Anything	
CHAPTER 14	Buy and Sell at Yahoo! Auctions	307
	Registering for Yahoo! Auctions	308
	Understanding the Feedback System	308
	Selling at an Auction	309
	Placing an Item Up for Auction	310
	Optional Seller Settings	313
	Confirming the Submission	315
	Bidding on an Item	316
	Locating Items	316
	Placing Your Bid	321
	Questions and Answers	322
	Tracking Auctions as a Bidder	324
	Auction Alerts	325
	Managing Auctions as a Seller	327
	Auction Options	329
	Notification Options	329
	Seller Options	330
	Finalizing the Sale	332
CHAPTER 15	Shopping on Yahoo!	333
	Yahoo! Shopping	334
	Shopping Carts and Wallets	335
	Finding a Product	336
	Checking the Status of Orders and Shopping Carts	339
	Yahoo! Wallet	340
	Other Yahoo! Shopping Features	342
	Creating a Gift Registry	343
	The Gift Recommender	348
	Earning Free Stuff with Yahoo! Points	348
	Earning Points	349
	Redeeming Points	351
PART V	Travel, Entertainment, and Current Events	
CHAPTER 16	Planning and Booking Vacations	355
	Yahoo! Travel	356
	Planning by Destination	358
	Featured Countries	358
	Planning by Activity	365
	Planning by Lifestyle	365
	Travel Community	366
	Yahoo! Directories	366

XII How to Do Everything with Yahoo!

	Signing In for Reservations	367
	Making Airline Reservations	368
	Express Booking	369
	Searching for the Best Airline Fares	372
	Using the Air Option	375
	Making Car Reservations	377
	Making Hotel Reservations	379
	Signing Up for a Package Vacation	382
	Destination Vacation Search	382
	Booking a Cruise	383
	My Trips	384
CHAPTER 17	Playing Yahoo! Games	387
	Rules of the Game	388
	Game Basics	389
	Playing a Game	390
	Choosing a Game ID	391
	Getting Started with a Game	391
	Playing a Game	395
	Hosting a Game	398
	Playing Card Games Solo	399
	Playing Single-Player Games	399
	Chatting with Other Players	402
	Fantasy Games and Contests	402
	Reviews and News	406
CHAPTER 18	Keep Up with News, Weather, and Sports	407
	Getting Today's Yahoo! News	408
	Yahoo! Weather	411
	Yahoo! Weather Resources	414
	Yahoo! Weather Categories	414
	Keeping Informed with Yahoo! Sports	415
	The Sports Page	415
	Worldwide Page	418
	Team Pages	418
	Keeping Informed with Yahoo! Ticker	419
	Using the Ticker	421
	Customizing the Ticker	422
PART VI	Your Yahoo! Community	
CHAPTER 19	Send and Receive Instant Messages—with Voice	429
	Getting Yahoo! Messenger	430
	Installing Yahoo! Messenger	431
	Sending a Message	434

	Adding Names to Your Friends List	437
	Engaging in a Conference Chat	438
	Engaging in a Voice Chat	439
	Getting Offline Messages	440
	Working with Yahoo! Messenger	441
	Customizing Yahoo! Messenger	448
	General Preferences	449
	Appearance Preferences	450
	Friends Preferences	451
	Messages Preferences	451
	Stock Preferences	452
	Mail Preferences	453
	Calendar Preferences	453
	Connection Preferences	453
	Using Messenger Lite	454
CHAPTER 20	Chat with Friends	455
	Joining a Chat	456
	Favorite Chat Rooms	457
	Participating in a Chat	458
	Participating in a Voice Chat	460
	Setting Your Status	460
	Using Emotions to Make Chats Livelier	460
	Changing Chat Rooms	461
	Finding Out Who's Chatting	462
	Creating a Chat Room	462
	Live Events	464
	Setting Your Chat Preferences	466
CHAPTER 21	Communicating with Clubs, Message Boards, Personals, and More	467
	How to	468
	Message Boards	468
	Verifying Your Address	468
	Accessing Message Boards	469
	Exploring Yahoo! Clubs	473
	Joining a Club	473
	Creating a Club	480
	Responding to and Posting Personal Ads	483
	Posting an Ad	486
	Sending Online Greetings	487
	Sending Electronic Invitations	488
	Yahoo! Classifieds	491
	Index	493

Acknowledgments

Yahoo!!! That about sums up my feeling when Joanne Cuthbertson at Osborne/McGraw-Hill asked me to write this book. I mean, I love writing and I love surfing the Internet, so here was a perfect assignment.

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And then there's Barbara. Like Yahoo!, my wife Barbara should have an exclamation point after her name to show how special, exciting, and dynamic she is. I could not have done this without her, and certainly wouldn't want to.

Introduction

A whole book on Yahoo!?

That's the question I was asked over and over as I worked on this book. In fact, I asked myself the same thing when I started to write it. A whole book just on Yahoo!?

Well, if I wasn't a Yahoo! believer before I started this book, I certainly am now. I totally understand why they put the exclamation point at the end of the name. Yahoo! is one terrific place to visit on the Internet.

If you think Yahoo! is just a search engine, then you have a lot of surprises coming to you. It is true that Yahoo! is a powerful place to search for information of all types. But Yahoo! is so much more, it is difficult to classify it. Let's see . . .

Yahoo! is a search engine, an online calendar and address book, an e-mail service, a place to store files and share photographs, and a place to share the Internet with your family. It is a place to have a Web site, a source of information when you're away from home, a place to find people and track down your roots. You can get maps and driving directions, learn about stocks and investing, and even maintain your portfolio online. Yahoo! is a place to learn about and get loans, auto insurance, automobiles, and real estate. You can rent an apartment, compute and pay your taxes, and buy and sell at auctions. Yahoo! lets you plan vacations, make reservations, play games, get television and film listings, and keep up with news, sports, and weather. It lets you send and receive instant-messages, chat with friends, speak to and hear other Yahoo! members, post messages, and join and create clubs. And you can create and run an online store and have your own domain hosted on the Internet.

Yahoo!

Almost anything you want from the Internet can be found at Yahoo!, and except for some commercial applications such as running an online store and hosting your domain, it's all free. Nada. Not a dime.

In this book, you will learn how to do everything with Yahoo!, which is why this book is called *How to Do Everything with Yahoo!*. You will master all of the powerful, time-saving, money-saving, and entertaining things to do on Yahoo!

This book is both a tutorial and a reference guide to Yahoo!. You can read this book from cover to cover to learn about all of Yahoo!'s features, or you can go directly to a specific chapter if you're ready to use the Yahoo! features discussed there.

This book is divided into six parts. In **Part I**, "Making Yahoo! Your Web Portal," you'll learn how to take advantage of the free Yahoo! membership to make Yahoo! your Internet home.

You will learn, for example, how to get a free Yahoo! membership and an e-mail address, how to personalize your Web browser and home page, and how to maintain your calendar online. You will also learn how to exercise parental controls for young Web surfers, create your own Web site, store and share files online, and use Yahoo! when you're away from home.

Part II of the book is all about finding things on the Internet. You'll learn how to search for information, people, and businesses, get maps and driving directions, and track down your family history.

Taking care of business is the focus of **Part III**. You will learn how to find the best investments and maintain an online portfolio. You'll also learn how to borrow money, how to buy, rent, or sell real estate and automobiles, and how to get insurance and save money on income taxes.

In **Part IV** of the book, you will learn how to buy and sell at Yahoo! auctions, shop a virtual mall without leaving your house, and find the best prices on just about everything.

Part V is all about travel, entertainment, and current events. You will learn how to plan a vacation or business trip, and how to make airline, hotel, and car-rental reservations. You will learn how to play games online, even against other Yahoo! members in real time, and where children can find games suitable for them. You will also learn how to get information about television programs and schedules, movies, news, sports, and weather.

Becoming part of the Yahoo! community is the focus of **Part VI**. Here you will learn how to send and receive instant-messages, even with voice-chat software. You will learn how to take part in chats, join or create special-interest clubs, and take part in message boards on thousands of subjects.

Throughout this book are special features to help you learn and get the most from Yahoo!. You'll find notes, tips, shortcuts, and warnings, and every chapter has special "How To . . ." sections that focus on a special feature or technique.

Yahoo! is such a dynamite place to explore the Internet, that we've included six more chapters about Yahoo! on Osborne/McGraw-Hill's Web site for this book. To access them, you should go to www.osborne.com and click on the *How to Do Everything with Yahoo!* link to the bonus chapters about Yahoo! On our Web site you will find chapters that cover:

- Borrowing money online
- All about insurance
- The take on taxes
- Finding out about TV, radio, and movies
- Running an online store
- Hosting a Web site

Yahoo!, like the Internet itself, is dynamic and constantly changing. In an effort to keep at the top of the Internet heap, Yahoo! adds new features and modifies others. From one day to the next, you'll find new things to do on Yahoo! and changes to familiar features that you've already used. So in some cases, what you see on your screen may be a little different from what you see in this book, and you might find some features that Yahoo! added after this book was published.

You'll find Yahoo! a great place to enjoy the Internet experience. If you want to share your experiences with me, or just chat, contact me at aneibauer@yahoo.com. You see, I not only write about Yahoo!, I use it as well.

Part I

Making Yahoo Your Web Portal



Chapter 1

Welcome to Yahoo!



4 How to Do Everything with Yahoo!

How to . . .

- Use Yahoo! even if you do not have your own Internet account
- Get free Internet service
- Get free e-mail
- Keep your calendar online and share it with others
- Personalize your browser and Yahoo! start page
- Create family accounts for safe surfing
- Store files online
- Get a free home page
- Search the entire Internet for information and people
- Get news, weather, and sports information
- Send and receive instant messages
- Join chats and clubs
- Run a business
- Plan a vacation
- Play games
- . . . and lots more!

Yahoo! is your portal into the best of everything that the Internet has to offer. What is a portal? A *portal* is an entry point, a starting place, and a way to get into something. You want an Internet portal to give you access to a wide range of locations and features. A good Internet portal will provide everything you need for most of your Internet work—e-mail, your own personal Web site, news, weather, stock information, and other services that make the Internet experience fun and efficient.

Chances are, your Internet Service Provider (ISP) has given you a portal through its home page. But chances are, the features and services of Yahoo! are better. Once you connect to the Internet, just sign up as a Yahoo! member for a free lifetime account.

In this chapter, I'll introduce all of the features that make Yahoo! such a great place to enter the world of the Internet. In later chapters, I'll cover all of these features in detail and show you exactly how to use them.

No ISP Required

One thing to keep in mind as you read this book is that you don't need an ISP to take advantage of the Internet and most of Yahoo!'s features. You only need access to the Internet because Yahoo! provides all of the features of an ISP except the actual dial-up connection. Figure 1-1 shows the initial Yahoo! screen with just some of its features.

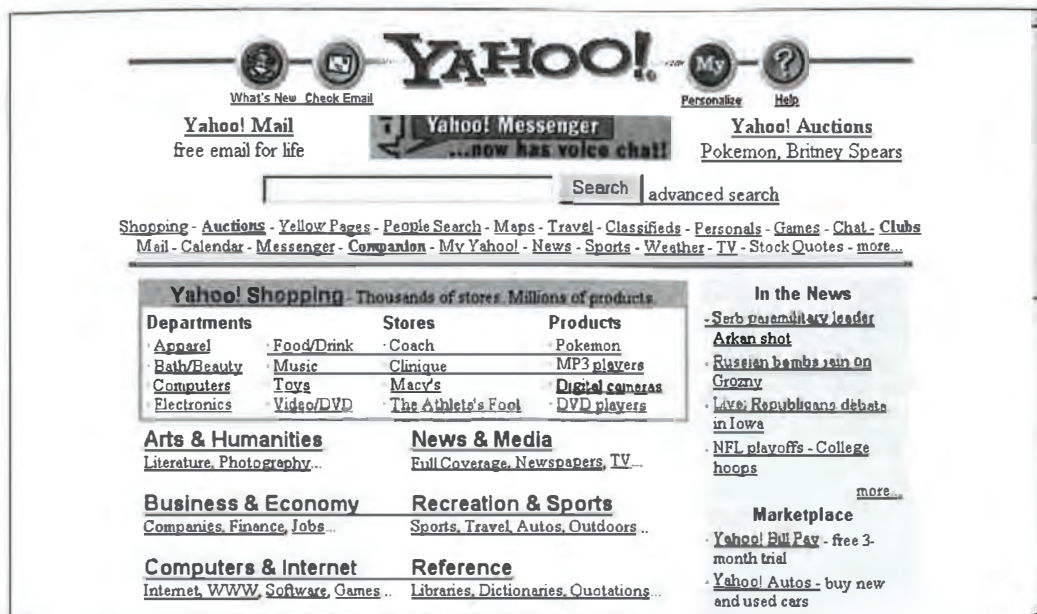


FIGURE 1-1 Yahoo!

Fortunately, places such as local libraries and cyber cafés that stir up a little Internet with the lattes are popping up all over to offer free or inexpensive Internet access. You can use the connection provided by one of those locations, and then access Yahoo!, where you can get your own e-mail address and Web site.

Most libraries, for example, have one or more computers dedicated to public Internet access. Using the free Internet connection, you sign up for a free Yahoo! account, and then you can take advantage of most of Yahoo!'s features. Your Internet experience can be totally free.

Note

Some Yahoo! features record small files, called cookies, on your computer that must be present to later access the feature. You probably will not be able to take advantage of these features on public-access computers.

A cookie is a block of data stored on your computer by the Web server of the site you visit. When you revisit the site, the cookie sends information about you back to the server of the site you are visiting. It may contain information to identify you, including your account information and other details. A cookie can instruct the server to send you a customized version of the Web site based on what part of the Web site you used the last time you visited.

6 How to Do Everything with Yahoo!

How to ... **Get Totally Free Internet**

You can also get totally free Internet services without even leaving your house. Yahoo! has joined with K-Mart and Bluelight.com to offer totally free Internet access through the Spinway.Com access service. There's no sign-up charge, no software to buy, and no monthly bill to pay. The service offers hundreds of local telephone numbers throughout the United States, but you'll need to check these access numbers to make sure they are local and toll free.

You use your Yahoo! member ID and password (you'll learn how to get them for free in Chapter 2) as your ISP logon name and password. You'll have to download a free program and install it on your computer; but after that, you get unlimited free Internet access.

Advertising supports the program, but as long as you are in Yahoo!, no special advertisements appear on your screen. If you leave Yahoo! to visit elsewhere on the Internet, however, you'll see a window like the one shown here in your browser:



Clicking the Links button in the window provides access to many Yahoo! features, so you can quickly return to Yahoo! (and remove the box from the screen):



To sign up for the service, go to www.bluelight.com or look for the link shown here on the Yahoo! home page, although the link does not appear all of the time.

After you click the link, follow the onscreen directions to download the software and sign up for your free Internet account.

A number of companies besides Yahoo! provide free Internet access. (A few companies do charge a nominal, one-time fee for software, but most are totally free.) Most of these companies display a small window on the screen that contains links to popular sites as well as advertising messages. As long as you leave the window on the screen, you can browse to your heart's content. Some of the companies disconnect you if you don't click an ad in their window every 30 minutes or so, but some don't care whether you click ads. One company

Free ISP
Today

(www.ifreedom.com) removes its banner for 20 minutes after each visit to an advertised site, and one (www.freewwwweb.com) shows no banner at all. Almost all of the companies place no restrictions on the sites you can visit, although one (www.freensafe.com) filters out “objectionable” sites.

For your free access, you usually have to complete a form with some demographic information, and you also have to agree to let the company track the sites you browse. The company sells that information to online marketers.

Some of the companies offer free access throughout the United States, and some cover specific geographic areas. Some of the nationwide providers are

- www.freewwwweb.com
- www.altavista.com
- www.freei.net
- www.netzero.com
- www.ifreedom.com
- www.freensafe.com

These free ISPs can be useful as your only Internet provider. They are also mighty nice as a second provider when your primary one is busy or being used by another member of the family.

Feeling Right at Home

Everyone feels more at home in a friendly, familiar environment. This is just as true for your Internet home, so Yahoo! gives you several ways to customize the screen to your own tastes and interests.

First, you get up to six customizable pages called *My Yahoo!*. You decide what types of information are displayed on these pages. For example, you can customize a page for your location—to get your hometown news, weather, sports, and even traffic reports from any computer. Then, using your free account, you sign on to My Yahoo! (actually your Yahoo!) and get a kind of warm, fuzzy feeling when you see your name on the screen and the news that interests you.

There are a lot of ways to personalize Yahoo!, however, in addition to customizing your My Yahoo! home page:

- Create your own free Web site to share information with friends, family, and the world.
- Add a personalized toolbar, called the Yahoo! Companion, to your browser.
- Create family accounts for safer Web surfing and parental controls.
- Store your calendar online to keep track of appointments and events.
- Store your address list online.
- Store documents and other files online with a personal briefcase.

8 How to Do Everything with Yahoo!

All of these features are designed to make you feel at home at Yahoo! and give you the true power of the Internet.

Your free Web site, for example, is part of Yahoo! Geocities. With handy online tools, you can create and manage a Web site similar to the one in Figure 1-2. Create animated logos and images, include games that viewers can play, and even add links to online stores that will pay you for referring surfers. You can use the site for almost anything you want, and build a Web site without any additional software other than your Web browser.

The free Web sites are grouped into *neighborhoods*, which are collections of sites that share a common theme. You can place your site in a neighborhood to increase its exposure and share information with others who have similar interests.

Yahoo! Companion is a special toolbar that fits on your browser's screen. The toolbar gives you instant access to Yahoo! and your customized My Yahoo! pages, along with your Yahoo! e-mail account and stock portfolio. Companion is also a great place to start searching for information of all sorts.

Family accounts control the type of access your children are given in Yahoo!. You create a Yahoo! account for each child and provide his or her name and age. Children under the age of 18

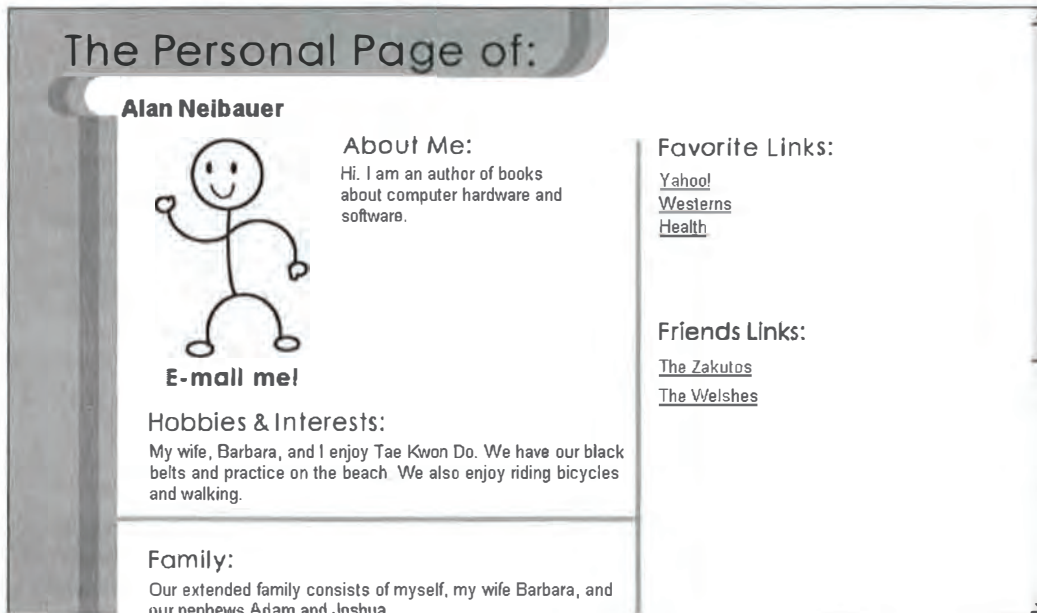


FIGURE 1-2 A sample Yahoo! Web site

cannot participate in auctions or access a Yahoo! adult chat, club, or shopping area. Children under 13 can't sign up for special offers, sweepstakes, or promotions, or run a personal ad.

1

Caution

Family accounts will not keep sites from being displayed in the results of a Yahoo! search.

Yahoo! Calendar lets you maintain your schedule online and share it with others. A typical Yahoo! Calendar is shown in Figure 1-3.

With Calendar, you can be reminded about meetings, appointments, birthdays, and other events. You can schedule a meeting or party and automatically send e-mail invitations to other users. The group calendar feature lets you create a special calendar for a club or association to keep track of meetings and social events.

Keeping an address list online lets you access e-mail addresses, mailing addresses, and phone numbers from any location. If you use more than one computer, perhaps one at work and one at home, you can maintain one address list without worrying about adding new names or updating records in two locations.

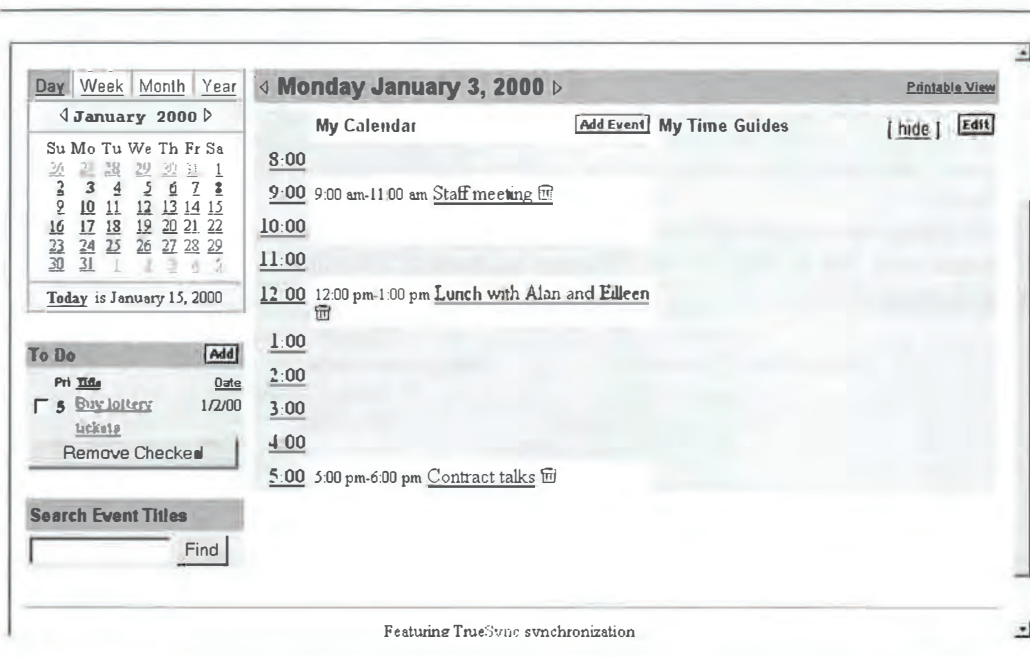


FIGURE 1-3 Yahoo! online calendar

10 How to Do Everything with Yahoo!

The personal briefcase is an area on the Yahoo! computer where you can securely store your own files. For example, suppose you're writing a letter at home and don't have time to finish it. Rather than save the letter just to your hard disk, you can store a copy of it in your Yahoo! briefcase. Then, during the lunch hour at work, or at your local library or cyber café, you can retrieve the letter and complete it.

The Little Engine That Could

Yahoo! started as an Internet search engine. A *search engine* is a site that lets you find information on the Internet. You enter a word or phrase that you are interested in and the search engine displays a list of sites where that word or phrase is found. The list includes hyperlinks to each site. A *hyperlink* is something you click to go to the site being referenced. So whatever you need information on, just tell the engine and it does the work for you.

Now searching the Internet is more of an art than a science. Entering a single search word might locate thousands of sites that have nothing to do with what you're looking for. That's fine if you have the time to scan the list and find information by trial and error, but learning how to search is well worth the effort.

Yahoo! was one of the very first search engines on the Internet and it is still one of the best. It is a perfect place to look for, and more importantly to find, information. It makes locating information easy by offering two ways to search—by keywords or by category.

When you search by keywords, you're looking for Web sites that contain the words that you specify. A basic search looks for the words in any order. For example, with some search engines, looking for the words *swing dancing* will locate thousands of sites containing either the word *swing* or the word *dancing*, but not necessarily both words, and you end up with a list of Web sites that have nothing to do with the dance craze. A Yahoo! search for *swing dancing*, however, will yield mostly sites that relate just to that topic, although a few extraneous sites may creep in from time to time.

There are lots of ways to refine searches to get just what you are looking for, and Yahoo! gives them to you. The Advanced Search feature, for example, lets you specify how the words are related, as shown here:

Select a search method:	Select a search area:
☒ Intelligent default	☒ Yahoo Categories
☐ An exact phrase match	☐ Web Sites
☐ Matches on all words (AND)	
☐ Matches on any word (OR)	

Find only new listings added during the past

So you can look for sites that contain both words, either word, or just the phrase in the exact order and case you enter. You can also use special operators along with the search words to narrow down the sites that are located. You'll learn all about searching in Chapter 8.

Yahoo! also lets you search for information by using categories. You can find sites by subject and work through a list of subtopics that further define what you are looking for. All of the sites listed actually relate to the subject you're looking for, so you avoid having to scan lists of inappropriate locations.

The list of major topic headings is shown here:

Arts & Humanities Literature, Photography	News & Media Full Coverage, Newspapers, TV...
Business & Economy Companies, Finance, Jobs	Recreation & Sports Sports, Travel, Autos, Outdoors
Computers & Internet Internet, WWW, Software, Games	Reference Libraries, Dictionaries, Quotations
Education College and University, K-12	Regional Countries, Regions, US States
Entertainment Cool Links, Movies, Humor, Music	Science Animals, Astronomy, Engineering
Government Elections, Military, Law, Taxes	Social Science Archaeology, Economics, Languages
Health Medicine, Diseases, Drugs, Fitness	Society & Culture People, Environment, Religion

Click the major category in which your information fits, and then the appropriate subtopic.

As an example, suppose you're into the new craze of swing dancing. Start your search by clicking Recreation & Sports to see these options:

- [Amusement and Theme Parks@](#)
- [Automotive \(4599\)](#) NEW!
- [Aviation \(1155\)](#) NEW!
- [Booksellers@](#)
- [Chats and Forums \(5\)](#)
- [Cooking@](#)
- [Dance@](#)
- [Employment \(7\)](#)
- [Events \(10\)](#)
- [Fitness@](#)
- [Gambling \(275\)](#)
- [Games \(18435\)](#) NEW!
- [Hobbies \(2647\)](#) NEW!
- [Home and Garden \(615\)](#) NEW!
- [Magazines \(63\)](#)
- [Motorcycles@](#)
- [Outdoors \(7740\)](#) NEW!
- [Pets@](#)
- [Sports \(33747\)](#) NEW!
- [Television@](#)
- [Toys \(752\)](#) NEW!
- [Travel \(54617\)](#) NEW!

Items with the "at" sign (@) are listed under more than one category. The number indicates the number of items that will be listed.

12 How to Do Everything with Yahoo!

Next, click Dance to see the types of dances:

- [Apparel@](#)
- [Ballet \(266\)](#)
- [Ballroom \(121\)](#)
- [Books@](#)
- [Break Dance@](#)
- [Butoh \(16\)](#)
- [Capoeira@](#)
- [Cerc@](#)
- [Commercial@](#)
- [Contemporary \(79\)](#)
- [Contra Dancing@](#)
- [Country Western \(48\)](#)
- [Dance Therapy@](#)
- [Dancers \(29\)](#)
- [Disabilities@](#)
- [Education \(137\)](#)
- [Events \(20\)](#)
- [Exotic Dancing@](#)
- [Festivals \(17\)](#)
- [Flamenco \(24\)](#)
- [Folk and Traditional \(514\) New](#)
- [Jazz \(13\)](#)
- [Libraries \(3\)](#)
- [Merengue \(4\)](#)
- [Middle Eastern@](#)
- [Modern \(163\)](#)
- [Museums \(2\)](#)
- [News and Media \(24\)](#)
- [Notation and Documentation \(19\)](#)
- [Organizations \(51\)](#)
- [Performing Groups \(19\)](#)
- [Regional Information \(22\)](#)
- [Renaissance \(9\)](#)
- [Salsa \(19\)](#)
- [Samba \(8\)](#)
- [Scottish Country Dancing@](#)
- [Square Dance \(84\)](#)
- [Swing \(114\)](#)
- [Tango \(32\)](#)
- [Tap \(14\)](#)
- [Tour Operators@](#)
- [Web Directories \(13\)](#)

Finally, click Swing to display the choices, as shown in Figure 1-4. From that location, you can start a club, select from additional subtopics, or go to sites such as the Cat's Corner, Educated Feet, or JiveNet. Searching may be one of the first reasons why folks use Yahoo!, but there are plenty more.

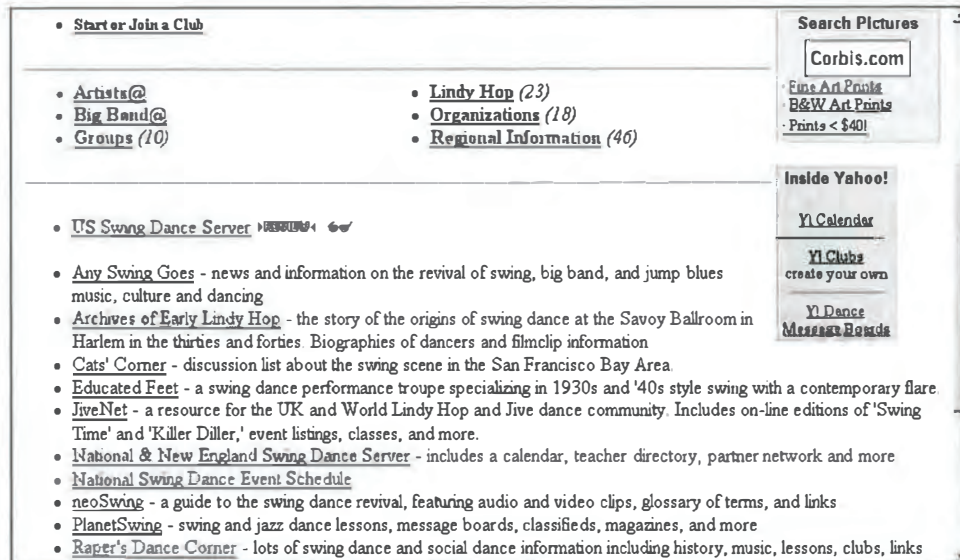


FIGURE 1-4 Results of a Yahoo! search

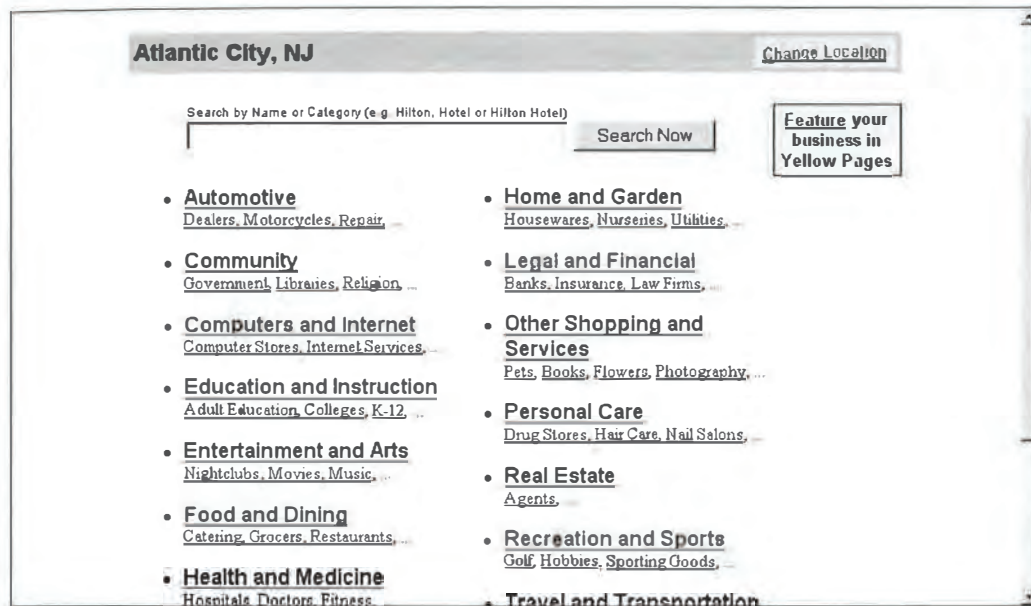


FIGURE 1-5 Looking for a business in Yahoo!

Find People and Business

Information is just one thing you can locate on Yahoo!. You can also use Yahoo! to find people and businesses. Trying to locate an old college friend or an associate that you need to contact? Looking for a certain type of store or business in your area or elsewhere?

Use Yahoo! People Search to find a telephone number, address, or e-mail address. You can enter as little as a person's last name to get a nationwide listing, or the name, town and state to narrow your search. The information is drawn from the nation's telephone directories, so it is relatively up to date and complete. Use the People Search when researching your genealogy, for example, to track down persons with your last name.

Yahoo! Yellow Pages lets you find businesses. You can enter the business name or type, or use the categories shown in Figure 1-5. You can search for businesses in a specific city or zip code, or nearest to an address that you specify.

Free E-Mail

Even if you already have an e-mail address from your ISP, getting a free e-mail account from Yahoo! is a great idea. You can use your free address, which will be something like alan@yahoo.com, to both send and receive mail.

Getting free e-mail is perfect when your e-mail account is maintained at the office or you share a single ISP e-mail address with other members of the family and you want to send or

14 How to Do Everything with Yahoo!

receive mail without it being seen by prying eyes. Because your Yahoo! address is Web based, you can check your e-mail from any computer that has access to the Internet. So you can send and receive mail from work, a friend's house, the library, or the neighborhood cyber café—and only you will have access to it.

Tip

You can also use your Yahoo! address to sign up for free offers on the Web so the multitude of resulting junk mail and spam does not clog up your other inbox.

The Yahoo! e-mail address is universal and free for life. No matter how many times you change ISPs, your Yahoo! address is always the same. You won't have to notify correspondents of a change of e-mail address if you have to switch ISPs. People can continue to send mail to your Yahoo! address without a change.

You can also use your Yahoo! e-mail address to send and receive files. Did you ever wait a long time for a file to download from your ISP's mail system only to discover it was junk? With Yahoo!, you can log on to the Internet and see the size and sender of e-mail attachments. You can then choose to download the file to your computer or delete it from your Yahoo! mailbox.

Shopping

Shopping on the Web is great way to compare prices, look for sales, and locate hard-to-find products. Yahoo! makes it easy to shop through its secure online shopping service. Imagine getting an instant price comparison from major companies and then being able to order a product from the comfort of your home. You can even add your billing and shipping information to a special secure Yahoo! location to make purchasing even easier.

Through Yahoo!, you have access to thousands of stores and millions of products starting from these options.

You can start with one of the suggested departments, stores, or products, or just click Yahoo! Shopping to see the main shopping screen shown in Figure 1-6.

Yahoo! Shopping - Thousands of stores. Millions of products.			
Departments		Stores	Products
· Apparel	· Food/Drink	· Toys R Us	· Pokemon
· Bath/Beauty	· Music	· Eddie Bauer	· MP3 players
· Computers	· Toys	· Gap	· Digital cameras
· Electronics	· Video/DVD	· Victoria's Secret	· DVD players

You can search by entering a keyword, find a product by its category, or look through the featured stores. The window also includes links to hot products and featured items that are changing regularly. The results of your search will show one or more merchants that offer the item, and compare merchants' prices, shipping fees, and other information. You can then purchase the item by selecting the merchant of your choice.

If you're looking for a gift for someone else and are not sure of what to get, Yahoo! shopping is a great place to start. It's easier to browse through items from the comfort of your home than walk through a mall, and you don't have to walk between distant stores to compare prices.

If you're expecting, or hoping, for a gift from someone else, you can even create a gift registry. Stroll through the Yahoo! shopping mall looking for items you'd like to own, and add them to a wish list. Friends and relatives can view the list online when they are ready to buy a gift for you.

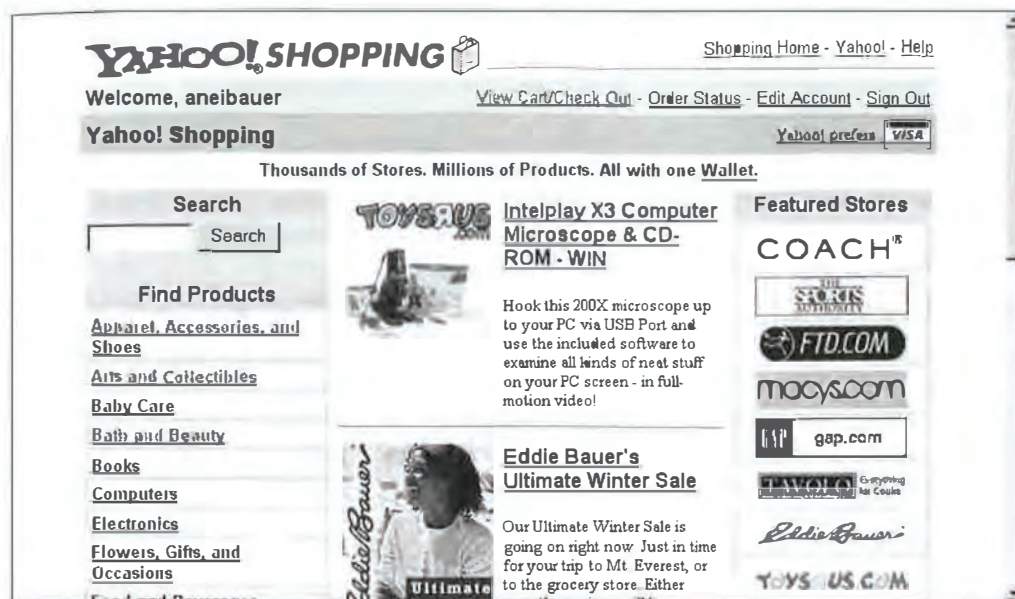


FIGURE 1-6 Yahoo! shopping mall

If you like haggling, there's even Yahoo! auctions. Bid on products of all types or sell those old things that have been lying around the house. You can get some real bargains in the auctions as well as turn unwanted items into cash.

As an alternative to the auctions, you can buy and sell through the Yahoo! classifieds. Run an ad just like you can in the newspaper, only do it for free.

Tip

A feature called *Yahoo! Points* lets you earn points to redeem for free merchandise by using various Yahoo! services.

News, Weather, and Sports

Yahoo! is like having your own radio or television news show online. Late-breaking stories and weather reports are available 24 hours a day. The top news stories are right on the screen as soon as you go to Yahoo!.

Click on a headline to read the details or click the More link to display other top stories. Getting your hometown weather is just as easy with the Weather link.

If you want news, weather, and sports to appear automatically on the screen, you can install the Yahoo! ticker. The ticker scrolls

In the News

- [Few Y2K delays on first work day](#)
- [Israel and Syria open round of talks](#)
- [Weekend's top movies](#)
- [NCAA football, NFL](#)

[more](#)

16 How to Do Everything with Yahoo!

the latest sports scores, news headlines, weather, and stock information across the screen as you work:



You can customize the contents of the ticker and decide how it appears. All you need is a free Yahoo! account and free ticker software that you can download from Yahoo!. If you have a Yahoo! mail account, the ticker will even notify you when mail is being received.

Keeping in Touch

E-mail is only one way to keep in touch electronically. With Yahoo!, you have a number of ways to communicate with friends, relatives, and even strangers if you wish.

Yahoo! Messaging is one fun way. When you log on to Yahoo! Messaging, you can see if any of your friends are also logged on. You can then send and receive instant messages—notes that pop up right on the screen while you're surfing the net. You can send and receive files as well. Yahoo! messaging, by the way, can also inform you about stock prices, tell you when Yahoo! mail is arriving, and even remind you about appointments on your Yahoo! calendar.

Tip

If you do not want to be disturbed by instant messages from other users, there is an invisible mode that prevents other Yahoo! users from knowing you are online.

To communicate with any number of persons at once, you can start or join a chat. Online chats are written or spoken conversations with any number of persons. Depending on your hardware, you can type messages back and forth or speak into your microphone and hear messages from other users. Chats are a great way to meet new people and to arrange conversations with friends and relatives in faraway places. In fact, you can designate the names of friends you want to chat with. Yahoo! will search the chat rooms for those people so you can engage them in a conversation. Special chats are even set up so you can speak with celebrities of all types.

Yahoo! clubs are another way to share information. A *club* is a private chat for persons who share a common interest. The person who creates the club—and you can create your own—can control who has access to the chat and what messages appear. There are Yahoo! clubs on a number of subjects, ranging from topics in business and finance to sex and romance, and you can create a new club for a special interest of your own. Using the Yahoo! Member Directory, you can look for persons who share your interests and invite them to join.

Messages boards offer another approach to communications. Unlike a chat, which occurs in real time, a message board is like a global e-mail system. You can read messages left by other persons, post your own messages, or respond to others. The messages remain on the system for several months, so you can take part in rather extensive conversations called *threads*.

Yahoo! Greetings also let you stay in touch by sending decorative, and even animated and musical, electronic greeting cards through e-mail. Anyone with an e-mail address can receive a greeting card, whether or not they are a Yahoo! member.

If you're looking for something more than a distant cyber relationship, you can use the Yahoo! Personals. As shown in Figure 1-7, you can post and respond to ads for any type of relationship. What's more, for the sake of privacy, you can keep responses in a personals mailbox that is separate from your regular e-mail account.

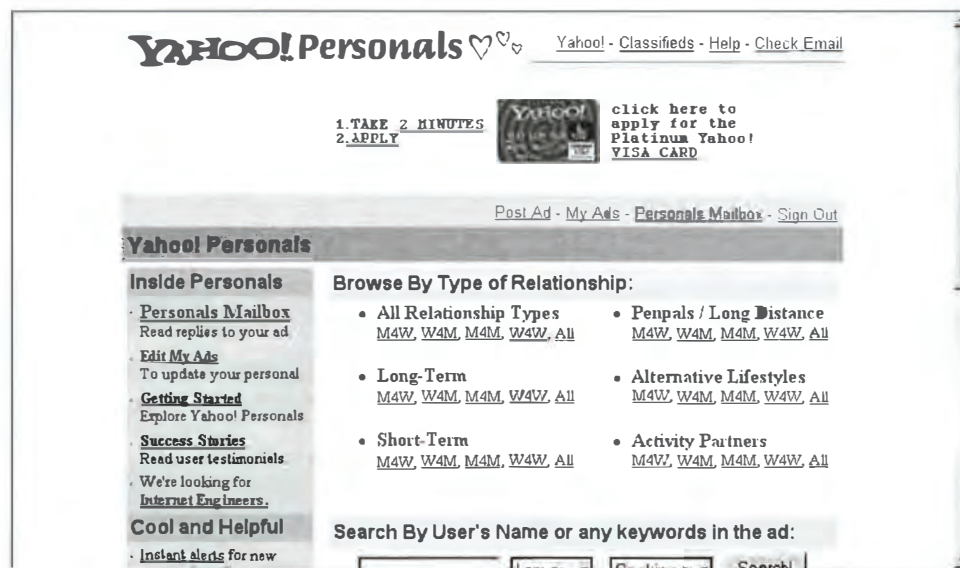


FIGURE 1-7 Get close with Yahoo! personals

Traveling

Yahoo! offers a variety of services for exploring the wonders of the world, whether you're going on a business trip, planning a vacation, or just crossing town.

For planning business trips and vacations, there's Yahoo! Travel, shown in Figure 1-8. You can make airline, car, hotel, and cruise reservations, as well as research the best fares. Along the way, you can search out interesting places to visit. Yahoo! can store your itinerary and keep track of your reservations and account information.

If your trip requires driving a car, get detailed directions before even turning the ignition key. Yahoo! maps can show the exact location of almost any address or site in the United States. The maps can also show you detailed, turn-by-turn driving directions.

To find a location, for example, just enter the address and click Get Map to see a detailed map like the one in Figure 1-9. Use the tools on the map to zoom in and out. Zoom out when you want to see a wider geographic area but less detail; zoom in when you need more detail and individual street names. Click the compass points to make the map move north, south, east, or west and see the area surrounding your destination.

As an extra bonus, you can use the onscreen tools to locate nearby hotels, restaurants, and other businesses. If you're planning a business trip, for example, you can find the hotels and business services closest to your destination.

The driving directions option lets you specify two addresses—your starting address and your destination. Yahoo! will then give you detailed directions between the two, as shown in Figure 1-10.



FIGURE 1-8 Yahoo! Travel for business and vacation travel plans

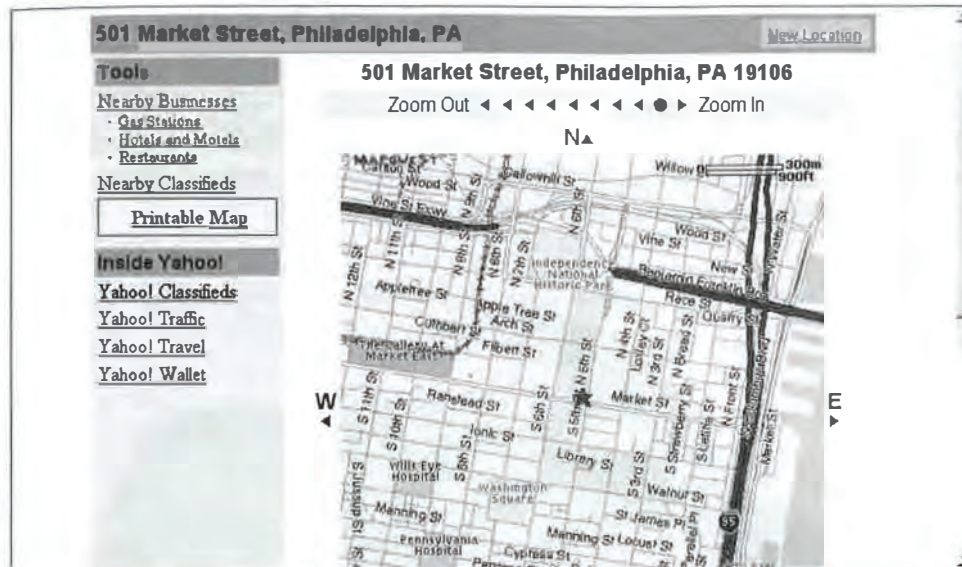


FIGURE 1-9 Finding locations with Yahoo! maps

Yahoo! Maps - Driving Directions New Location

Starting From:	Arriving At:	Distance:	Approximate Travel Time:
PHL Philadelphia, PA	501 Market Street Philadelphia, PA 19106	10.5 miles	19 mins

Directions	miles
1 Start out going West on INDUSTRIAL HWY/PA-291 W towards AIRPORT EXIT by turning right.	0.5
2 Take the I-95 NORTH/PA-291 ramp towards CENTRAL PHILADELPHIA	1.2
3 Keep LEFT at the fork in the ramp	0.2
4 Merge onto I-95 N.	6.6
5 Take the COLUMBUS BLVD exit	0.3
6 Keep LEFT at the fork in the ramp	0.0
7 Turn LEFT onto S COLUMBUS BLVD	1.1
8. Take the ramp towards HISTORIC AREA/MARKET STREET/CENTER CITY	0.2
9 Turn LEFT onto MARKET ST	0.5
10. Turn RIGHT onto N 5TH ST.	0.0

FIGURE 1-10 Detailed driving directions from Yahoo!

Just for Fun

To take your mind off of business, school, or family pressures, log on to Yahoo! to play games. There are single-player games that you play by yourself, as well as board games and card games of all types that you can play with others.

Compete against other Yahoo! members in games such as backgammon, chess, checkers, mahjong, bridge, and poker. You can also play fantasy sports such as fantasy basketball, football, and hockey. All of the games are free and require no special software other than your Internet browser.

Note

You may not be able to play games if you are behind a corporate firewall or using Web TV.

Chapter 3

Personalize Your Browser with Yahoo! Companion



How to . . .

- How to add the Yahoo! Companion toolbar to your Web browser
- How to store your Internet bookmarks online
- How to get instant access to e-mail, news, and financial information
- How to create a custom My Yahoo! page

Now that you have a Yahoo! account, it's time to go beyond e-mail and start taking advantage of all the other features that Yahoo! has to offer. In this chapter, you'll learn two ways to customize Yahoo! and make your Internet experience more pleasant and efficient.

Yahoo! Companion

When you want instant access to the best features of Yahoo! and the Internet, customize your Web browser with Yahoo! Companion.

Yahoo! Companion is a special toolbar added to your Web browser window. While you can use Companion if you're not a member of Yahoo!, members get special features that make Companion even more fun to use. Use Companion to get

- Instant access to the Yahoo! home page and searches
- Bookmarks to popular Internet locations
- A place to store your bookmarks on the Internet for easy access no matter which computer you are on
- Stock quotes and an online portfolio
- Alerts when you get e-mail
- Personalized buttons and shortcuts
- The Stock Market toolbar for detailed financial information

Getting Yahoo! Companion

Most programs that you download are placed on your hard disk. You then run the program to install it on your computer. To install the same program on another computer, you can copy it to a floppy disk or a removable disk such as a Zip drive, or even send it to another person as an e-mail attachment.

When you download Yahoo! Companion, however, you actually install it as part of your Web browser. An installation program isn't placed on your disk. This means you have to download the Companion on each computer on which you want to use it. Downloading and installing Yahoo! Companion, however, takes only a few minutes.

To download and install Yahoo! Companion, follow these steps:

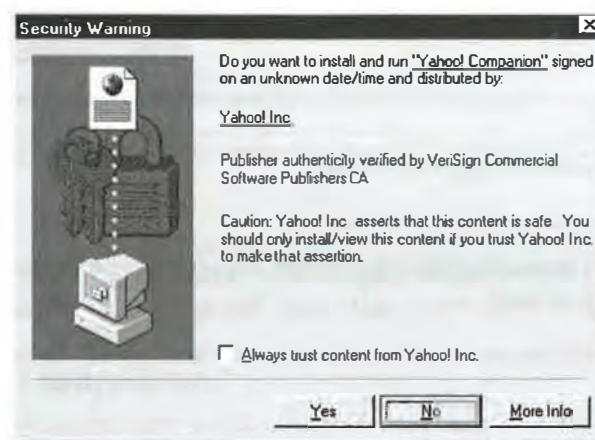
1. Connect to the Internet and go to Yahoo! at www.yahoo.com.
2. Click Companion in the list of items above the Yahoo! categories:

[Shopping](#) - [Auctions](#) - [Yellow Pages](#) - [People Search](#) - [Maps](#) - [Travel](#) - [Classifieds](#) - [Personals](#) - [Games](#) - [Chat](#) - [Clubs](#)
[Mail](#) - [Calendar](#) - [Messenger](#) - [Companion](#) - [My Yahoo!](#) - [News](#) - [Sports](#) - [Weather](#) - [TV](#) - [Stock Quotes](#) - [more...](#)

3

A screen shows you some of the benefits of Yahoo! Companion.

3. If you want to read additional details on this feature, click Learn More About Companion Here! Click Get Back To Yahoo! Companion when you have finished reading.
4. Click Get Yahoo! Companion Now. The Companion will start to download, and you'll see this dialog box.



5. Click Yes.
6. If you have not already signed into Yahoo! with your ID and password, you'll see the instructions shown in Figure 3-1 along with the Companion guest toolbar, which is designed for persons who are not Yahoo! members. Another browser window will open in the background to tell you that you have successfully loaded the toolbar. You can close that window. Click Sign In, enter your Yahoo! ID and password, and then click Sign In again.
7. The Edit Yahoo! Companion window appears, shown in Figure 3-2. You can choose any of the standard toolbars or just click Finished to accept the default buttons. You can also click Make My Own to customize the toolbar. If you decide to customize, you'll get the same choices you get with the Add/Edit Buttons option, which are described in the next section.

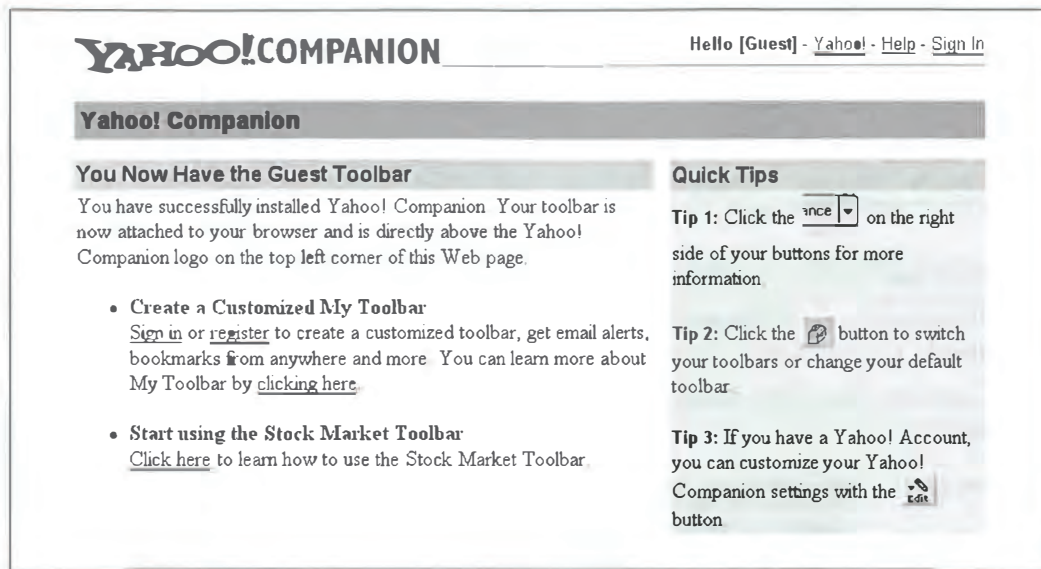
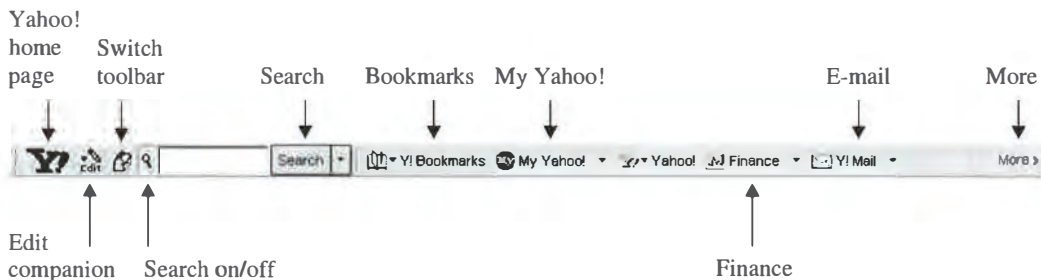


FIGURE 3-1 Instructions for using Companion

8. Click Finished. A message reports that you've successfully updated Companion. Now navigate the Web as usual.

After you sign in, the Companion toolbar appears and offers special features for Yahoo! members:



Note You must be connected to the Internet for most of the buttons to appear.



FIGURE 3-2 The Edit Yahoo! Companion window and the member's Companion

Each time you connect to the Internet, you'll have to sign in to Yahoo! to get your member Companion. Click the Sign In button on the Guest Companion. Enter your ID and password and then click Sign In. Your My Yahoo! page will appear. Now you're ready to navigate the Web.

Using Yahoo! Companion

The first button on Companion takes you to the Yahoo! home page. Click this button for quick access to all of Yahoo!'s features. Now let's take a look at the other default buttons in the Companion member toolbar.

Customizing Companion

Use the Edit button to customize Companion, get information about it, and remove it from your browser. Click the button to display these options:

- **Add/Edit Buttons** Lets you add and remove modules from your Companion toolbar. Of the 40 possible Yahoo! features for Companion, only 11 are shown by default.
- **Icons and Colors** Lets you choose between showing both icons and names for each button, or just icons. You can also choose between standard icons and color icons.
- **Refresh Toolbar** Redisplays the toolbar to reflect any changes made by you or Yahoo!

- **Help** Displays information about using the Companion.
- **What's New in Yahoo! Companion** Connects to a Yahoo! site that describes new Companion features.
- **About Yahoo! Companion** Displays the version of Companion on your computer.
- **Uninstall** Removes Yahoo! Companion from your browser. If you later want to again use Companion, you have to reinstall it from the Yahoo! Web site.

Switching Companion Toolbars

Companion actually includes two toolbars: the default customizable toolbar called My Toolbar and the Stock Market toolbar, which offers buttons for investment and financial services.



Click the third Companion button on the left to choose which toolbar to display or to make the one that is displayed at the time the default toolbar. You'll learn more about the Stock Market toolbar in Chapter 11.



Add Companion Buttons

To add new buttons to Companion or to remove buttons for features you are not interested in, follow these steps:

1. Click the Edit button on Companion.
2. Choose Add/Edit Buttons. You see a list of Yahoo! features, including Sports, Weather, Clubs, Message Boards, Maps, and Restaurants.
3. Select the check boxes next to the names of features you want on the toolbar; Deselect the boxes next to features you want to remove.
4. Click Update.



Getting E-Mail Alerts

If you are signed in and Yahoo! receives e-mail addressed to you, an Alerts button automatically appears in the Companion toolbar, as shown at right. Click the button to see the number of messages that you have received, and then click to open your Inbox.



3

Searching

Because the search engine is such an integral part of Yahoo!, it shouldn't be a surprise that Companion provides a convenient and powerful search function with a search box and menu.

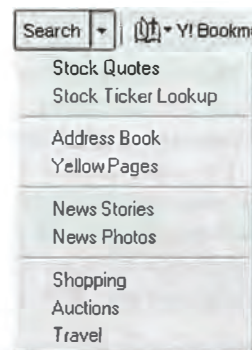
By default, the search text box is displayed on Companion. If you do not want to use it for searches, you can click the Search On/Off button to remove the box. In so doing, you can make room on Companion for more Yahoo! features.

With the box onscreen, however, you can easily perform a search of the entire Internet or select a specific type of search. To perform a general search, enter a keyword or phrase in the text box and click the Search button.

If you are looking for specific type of information, enter the keyword or phrase, pull down the list next to the Search button, and choose from these options shown on the right.

Selecting News Photos, for example, will search the Internet for a photograph relating to your search text. Choose Address Book from the list to search your Yahoo! address book for a specific person. Choose Shopping from the list to locate a product you are interested in purchasing.

If you choose an option from the menu without entering a keyword or phrase, you see a form that you can fill out to continue searching. Selecting Address Book, however, opens your Yahoo! address book so you can see its contacts.



Using Bookmarks

Each Web browser has a bookmark list on its main menu or on a toolbar. Microsoft Internet Explorer, for example, calls bookmarks *favorites* and places bookmarks on the Favorites menu. When you find a Web site on the Internet that you'll want to return to, you add a bookmark. The bookmark notes the location of the Web site and adds it to the bookmarks or favorites list. The bookmarks are stored in a special file or folder on your hard disk. To instantly return to a Web site without surfing, you just pull down the browser's Bookmarks or Favorites menu and click the name of the bookmark.

If you access the Internet from a computer other than your own, your bookmarks will not be listed. For example, suppose you have several computers in your home or office. On

the computer that you use most of the time, you add several of your favorite Web sites to the bookmark list. If you log on to the Internet on another computer, however, your bookmarks will not appear when you pull down the Bookmarks or Favorites menu. Instead, you'll see the bookmarks that belong to the person who usually uses the computer.

In addition, if you use more than one Web browser, you won't automatically be able to access the same bookmarks from each browser. A site you add to the Bookmarks list in Netscape Navigator, for example, does not automatically appear when you start Microsoft Internet Explorer.

Yahoo! makes bookmarks more accessible by letting you store them online. When you log on to the Internet using any browser on which Yahoo! Companion is installed, you can access your own custom bookmarks by signing onto Yahoo! with your Yahoo! ID and password. It doesn't matter which computer you are using.

If you have several computers in the house, for example, you can install Yahoo! Companion on each one. Then, in whichever computer you are using, just log on to Yahoo! using your ID and password for your bookmarks to be available.

The default bookmark list contains sites that Yahoo! thinks you'll be interested in seeing. An example is shown here.

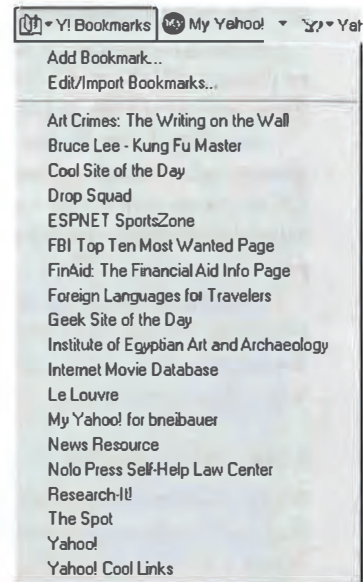
Most of the bookmarked locations are interesting, so take a minute to look at them. Just click Bookmarks in Companion and then choose the topic you are interested in seeing.

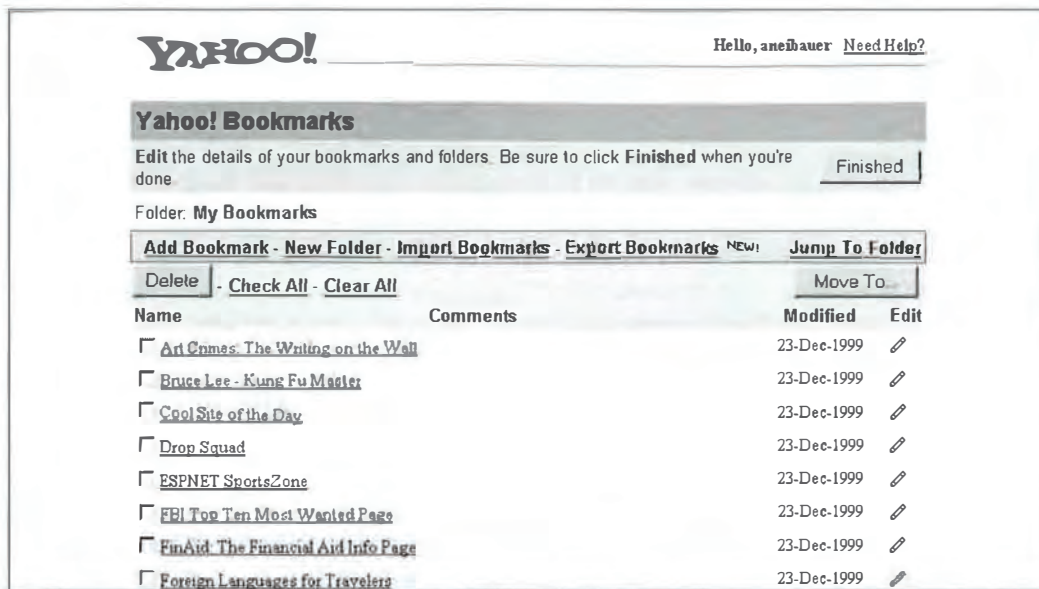
The real benefit of Yahoo! bookmarks, however, is that you can add your own bookmarks. When you are viewing a site that you'd like to add to the bookmark list, choose Add Bookmark from the list. Yahoo! adds the name of the site to the bottom of the bookmarks list. Now all you have to do is choose the name to display the Web site.

Editing Bookmarks The bookmark list is totally customizable. You can delete bookmarks, change their names and the Web sites they represent, import your favorites list from Microsoft Internet Explorer, and export your Yahoo! bookmarks to Internet Explorer. You can add bookmarks that let you quickly send an e-mail, go to an Internet newsgroup, or open a file on your disk. You can also organize your bookmarks into folders, grouping sites by category or some other classification.

To edit your bookmark list, select Edit/Import Bookmarks from the drop-down menu to see the options in Figure 3-3. The list shows each of the default bookmarks. To remove one from the list, click its check box and then click Delete.

To add a new bookmark, even an e-mail link or newsgroup name, click Add Bookmark to see the options in Figure 3-4.





3

FIGURE 3-3 Customizing Yahoo! bookmarks

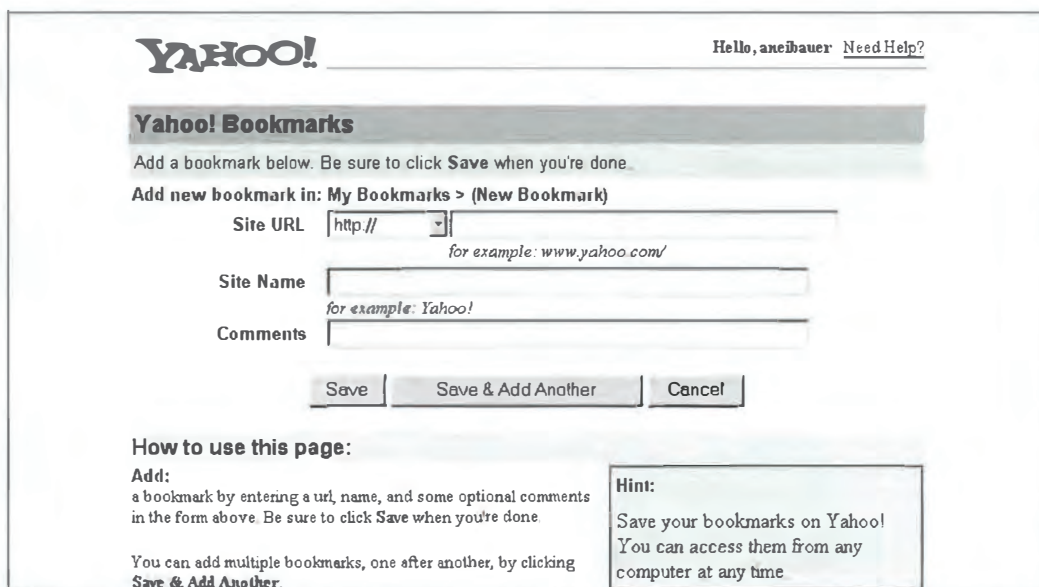


FIGURE 3-4 Adding a new bookmark

64 How to Do Everything with Yahoo!

Choose the type of bookmark from the Site URL list. The options are

- **http://** This is the prefix for the standard type of Internet Web site. The letters stand for Hypertext Transfer Protocol.
- **https://** Use this choice to connect to a secure Web site. Also known as Secure HTTP or S-HTTP.
- **ftp://** This prefix accesses a site for downloading or uploading files using the File Transfer Protocol, the protocol for sending files over the Internet.
- **telnet://** This prefix accesses a site in which you emulate a computer terminal to connect to a server on the network and issue commands as if you were at the server's console. Most Telnet sites require you to log on with a user name and password.
- **Mailto:** Use this type to enter an e-mail address. Clicking the bookmark opens your e-mail program with a message already addressed.
- **Newsgroup** Use this type to enter the name of a newsgroup that you can access to send and receive newsgroup messages. Selecting this type of bookmark opens your default newsgroup reader, such as Outlook Express.
- **Local file** Use this type to specify the name of a file on your disk that you want to access from the bookmark list.

In the box next to the pull-down list, enter the URL of the site, the e-mail address, the newsgroup name, or the path and name of the local file, depending on the type you selected.

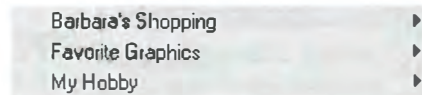
In the Site Name box, enter the name that you want to appear in the bookmark list, and enter an optional description of the bookmark in the Comments box.

Click Save to add the bookmark and return to the Edit/Import Bookmarks page, or click Save & Add Another to remain in the Add Bookmark function.

Even after you've added a bookmark or a folder to the list, you can still edit it. Select the item that you want to modify and click the Edit icon on the far right of its listing to see a window similar to the one shown in Figure 3-5. Change the URL, name, or comment as desired, and then click Save.

Bookmark Folders As your bookmark list grows, you will find yourself scrolling up and down to display all of your favorite Web sites. To save time scrolling, you can organize bookmarks into groups called folders, as shown here.

To go to a bookmark in a folder, point to the folder name in the bookmarks list and then click the bookmark:



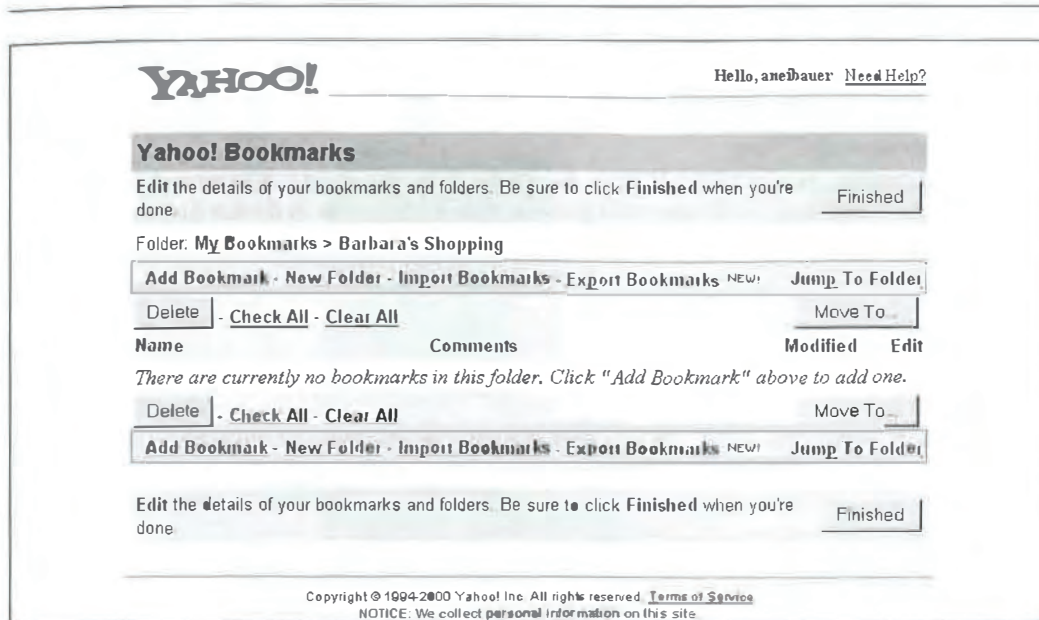


FIGURE 3-5 Opening a custom bookmark folder

How to ...

Send E-Mail from Companion

Suppose you frequently send e-mails to a friend to let her know about interesting sites on the Internet. Rather than start your e-mail program and select her address manually, use the Yahoo! companion bookmark feature:

1. Click Edit/Import Bookmarks from the Companion Bookmark menu.
2. Click Add Bookmark.
3. Choose Mailto: as the bookmark type.
4. Enter the recipient's e-mail address.
5. Click Save.

When you want to send the person mail, just select the bookmark from the list. Yahoo! opens a mail window that is already addressed to the recipient who is named in the bookmark.

66 How to Do Everything with Yahoo!

Start by creating a new folder to store a group of bookmarks. To do so, click **New Folder**, and, in the screen that appears, enter a folder name and optional description. Click **Save** or **Save & Add Another** to add the folder to your list.

Next, add bookmarks to the folder. You can add new bookmarks directly to the folder or move existing bookmarks into it.

To add bookmarks, you first have to open the folder. Either click the folder name in the bookmark list, or click **Jump To Folder** and then select the folder name in the list that appears. The folder opens with its own set of buttons and lists, as shown in Figure 3-5. Now add a bookmark just as you learned how to do for the main bookmark list.

Note

*To return to the main list, click **Jump To Folder** and click **My Bookmarks**.*

If you already entered bookmarks to the main list and want to move a bookmark to a folder, you can move it to a folder. Select one or more bookmarks to place in the folder and then click **Move To** to see a list of folders. In the screen that appears, choose the folder in which you want to place the bookmarks and then click **Move**.

The **Import Bookmarks** feature lets you copy the items in your Internet Explorer Favorites folders to your Yahoo! bookmarks. By importing bookmarks this way, all of your favorites will be available whenever you are online and using Yahoo! Companion. Select **Import Bookmarks** to get step-by-step directions for importing bookmarks. You perform all of the steps online, directly from the screen. As the directions explain, you click a link that lets you run the Favtool.exe program over the Internet. This program converts the Favorites into a format that Yahoo! can import into the bookmarks list. You then choose another option on the screen to add the favorites to your bookmarks list.

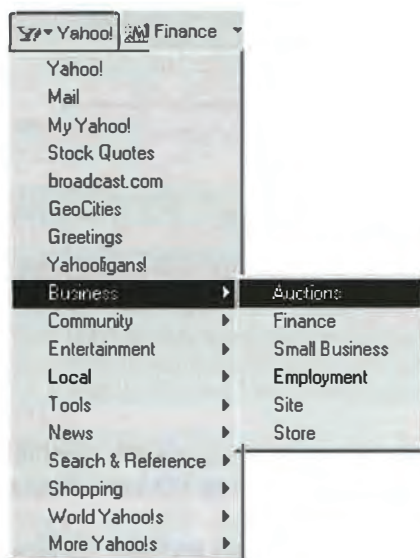
The **Export Bookmarks** feature lets you save your Yahoo! bookmarks in a file on your computer in such a way that you can add your bookmarks to your browser's favorites list. Select **Export Bookmarks** to get step-by-step directions for the process.

My Yahoo!

Use the **My Yahoo! Companion** button to open and edit your custom My Yahoo! page. You'll learn more about My Yahoo! later in this chapter.

Yahoo

The Yahoo menu gives you access to the Yahoo! home page, My Yahoo!, your Yahoo! mail, and the Yahoo! features shown here:



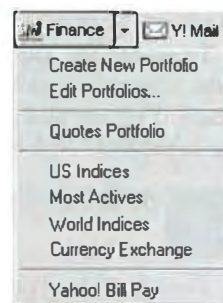
3

Selecting an item with an arrow at its right will display another menu of options.

Finance

The Finance button and menu give you access to a range of financial information, as well as your own private stock portfolio. Clicking Finance takes you to Yahoo!'s main finance information page, where you'll find information and links of all types. Pull down the list next to the button to see the options shown at lower right.

By creating your own portfolio, you can store a list of your investments and stocks you may be tracking and access them immediately. You can then display the total value of your entire portfolio by clicking Quotes Portfolio.



You'll learn more about this Companion feature, and investing with Yahoo!, in Chapter 11.

Y! Mail

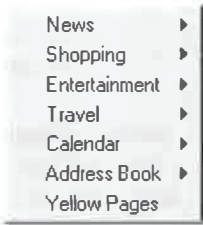
Use the Y! Mail button to go your Yahoo! Inbox. Pull down the list next to the button for these options:

- Compose
- Send a Greeting
- Help

More

The More list shows additional features and links, such as those shown at right.

Use the list to navigate to various Yahoo! sites, as well as to other Internet sites.



News ▶
Shopping ▶
Entertainment ▶
Travel ▶
Calendar ▶
Address Book ▶
Yellow Pages ▶

My Yahoo!

As a Yahoo! member, you get up to six personal pages, each full of information that you will find useful. You can customize the pages, called My Yahoo!, to display just the information you want.

Use My Yahoo! to check your e-mail and stock portfolio, see how your favorite sports teams are doing, check the weather, and even see the day's television listings in your area. In fact, the page automatically shows information that is local to your community, such as weather, sports, news, and television listings. A typical My Yahoo! page is shown in Figure 3-6. Notice that you can include your own personal greeting, such as "Welcome Barbara!"

To access My Yahoo!, click My Yahoo! on the Yahoo! home page or click My Yahoo! on the Companion toolbar and then sign in with your ID and password if you haven't done so already. You can also click Sign In on the Guest Companion toolbar and then complete the sign-in process.

Shortcut

Go directly to My Yahoo! by going to this address: <http://my.yahoo.com/>.

The My Yahoo! page is divided into two sides, a narrow left-hand side, and a wider right-hand side. The different sides of the page contain sections called *modules*. You can determine which modules appear and the contents of each module. You are restricted as to which side a module can appear on, however. For example, you can only place the TV listing module on the right side because it is too wide to fit on the left. The narrow weather module, on the other hand, can only be placed on the left side.

On the default page shown in Figure 3-6, the right modules are Headlines and TV, while the left column contains these modules:

- **Message Center** Shows the number of unread messages and offers quick access to your Inbox and Calendar



FIGURE 3-6 A typical My Yahoo! page

- **Portfolios** Lets you track the value of stocks and get stock quotes
- **Weather** Shows the temperature in your area and gives access to extended weather forecasts
- **Scoreboard** Shows the results of recent games played by your area's sports teams

There are quite a few ways to customize your My Yahoo! page. Let's take a look at them now.

Personalizing the Content

One of the first things you might do to My Yahoo! is to customize the content by adding and deleting modules (you can have as many as 20), and changing the title from My Front Page to something a little more personal.

There are two ways to add contents to the page, from drop-down lists and from a menu of modules. The drop-down lists provide a minimum of options, so let's look at them first.

At the bottom of the My Yahoo! page you'll find two lists: Add Left Side Content and Add Right Side Content. Pull down a list to choose the modules that you'd like to insert in the corresponding column and then click Add, as shown in Figure 3-7.

70 How to Do Everything with Yahoo!

NBA	Philadelphia vs Atlanta	0	7:30 ET
NHL	New Jersey vs Philadelphia	0	7:00 ET
YESTERDAY			
NBA	Orlando vs Philadelphia	100	102 F
NHL	Philadelphia vs Atlanta	0	1 F

CBS	Wuornos Lines	Canada Camera	Martial Law	Walker, Texas Ranger
FOX	Cops	Cops	America's Most Wanted, America Fights Back	Local Programming
NBC	The Pretender	Profiler	World's Most Amazing Videos	
PBS	Local Programming (06:30)			

Personalize This Page - Add content to My Yahoo!

[Personalize](#)
[Content](#)
[Layout](#)

--add left side content--

--add left side content--

Album Releases
Ask Yahoo!
Auto Loan Monitor
Best Fares
Bill Pay
Bookmarks
Broadcasts
Calendar
Computer Tip

Add

--add right side content--

Add



Save \$90 on I Jam - the MP3 player with FM stereo! [click here](#)
Only \$89.99 with rebate!
INCLUDES HEADPHONES AND A CARRYING CASE
I Jam MP3 Player w/FM tuner - \$89.99 w/ rebate from Beyond.com!

Copyright ©2000 Yahoo! Inc. All rights reserved.
[Privacy Policy](#) - [Terms of Service](#) - [Help](#)

FIGURE 3-7 Adding content from My Yahoo!

On the other hand, to add and remove modules or change the name of the page, click Content (next to the Personalize icon) to open the window shown in Figure 3-8.

In the Page Name box, enter the name that you want to be your page title. Names can be up to 20 characters long.

Next, select the check boxes next to the names of the modules that you want to appear and deselect the boxes next to the names of modules that you no longer want on the page. The modules are grouped into 13 categories:

- ☐ My Yahoo! Essentials
- ☐ Business and Finance
- ☐ Health
- ☐ News & Weather
- ☐ Personal Finance & Shopping
- ☐ Personal Information Management
- ☐ Technology & Computing
- ☐ Community

MY YAHOO! Welcome, Barbara! - [Sign Out](#) - [Help](#)

Personalize Page Content for My Front Page

Add or Delete content modules on this page by checking or un-checking the boxes. Be sure to click **Finished** when you're done. [Change Layout](#) [Finished](#)

Select Page Settings

Page Name:

Choose Your Content (Select up to 20 modules below)

Click a module name to see a preview.

My Yahoo! Essentials ☒ News Headlines (R) ☒ Weather (L) ☒ Sports Scoreboard (L) ☒ Stock Portfolios (L) ☒ Message Center (L) ☐ Horoscopes (R) ☐ Yahoo! Search (L)	Community ☐ Message Boards (R) ☐ Favorite Chatrooms (L) ☐ My Clubs (R) ☐ Upcoming Yahoo! Chats (R) Entertainment ☐ Album Releases (L) ☒ TV Listings (R)
---	--

FIGURE 3-8 Changing My Yahoo! content

- Entertainment
- Reference & Tools
- Sports
- Travel
- Web & Internet

A letter, L or R, indicates whether a module appears on the left or right side of the My Yahoo! page. Click **Finished** when you have finished making your changes. The modules for the categories are listed in Table 3-1.

Changing the Layout

You can also change the order of items in each column as well as the color scheme of your page. Click **Change Layout** when personalizing your content, or click the **Layout** button on your My Yahoo! page to display the options in Figure 3-9.

To change the order of a module in one of the columns, select it in the appropriate list and then click the up arrow to move the module up the column, or the down arrow to move the module down. To delete a module, select it and click the **Remove** button (the X).

72 How to Do Everything with Yahoo!

Category	Modules
My Yahoo! Essentials	News Headlines (R) Weather (L) Sports Scoreboard (L) Stock Portfolios (L) Message Center (L) Horoscopes (R) Yahoo! Search (L)
Business & Finance	Company News (R) Upgrades/Downgrades (L) Zacks Earnings Surprises (L) Currency Converter (R) Small Business Tip (R) Small Business Features (R)
Health	Health Tips (L) Healthy Meal (L) Mayo Clinic Health Oasis (R) Nutrition Physician (L) Today's Fitness Feature (R) Vitamins & Herbs (L)
News & Weather	Lead Photo (R) News Clipper (R) Broadcasts (L) Lottery Results (L) Traffic Reports (R)
Personal Finance & Shopping	My Auctions (R) Auto Loan Monitor (L) Mortgage Monitor (L) Bill Pay (L)
Personal Information Management	Address Book (R) Calendar (L)
Technology & Computing	Computer Tip (L) Downloads (L) Shareware (R)

TABLE 3-1 My Yahoo! Modules

Category	Modules
Technology & Computing	ZDNet Rumors & Content (L)
Community	Message Boards (R)
	Favorite Chatrooms (L)
	My Clubs (R)
	Upcoming Yahoo! Chats (R)
Entertainment	Album Releases (L)
	TV Listings (R)
	Movie Showtimes (R)
	Top Box Office Movies (L)
	New Movie Releases (L)
	Upcoming Movie Releases (L)
	Top Ten (L)
Reference & Tools	Yellow Pages (R)
	Maps (L)
	Phone Search (R)
	E-Mail Search (R)
	Saved Searches (L)
	Bookmarks (L)
	Package Tracker (L)
Sports	Ski Report (L)
	Team Calendars (R)
	Team News (R)
Travel	Best Fares (L)
	Destination Spotlight (R)
Web & Internet	Inside Yahoo! (R)
	My Yahoo! Announcements (L)
	Net Events (R)
	Web Site Tracker (R)
	Yahoo! Categories (R)
	My Local (L)
	Domain Registration (L)
	Ask Yahoo! (L)
	Daily Picks (R)

TABLE 3-1 My Yahoo! Modules (*continued*)

74 How to Do Everything with Yahoo!

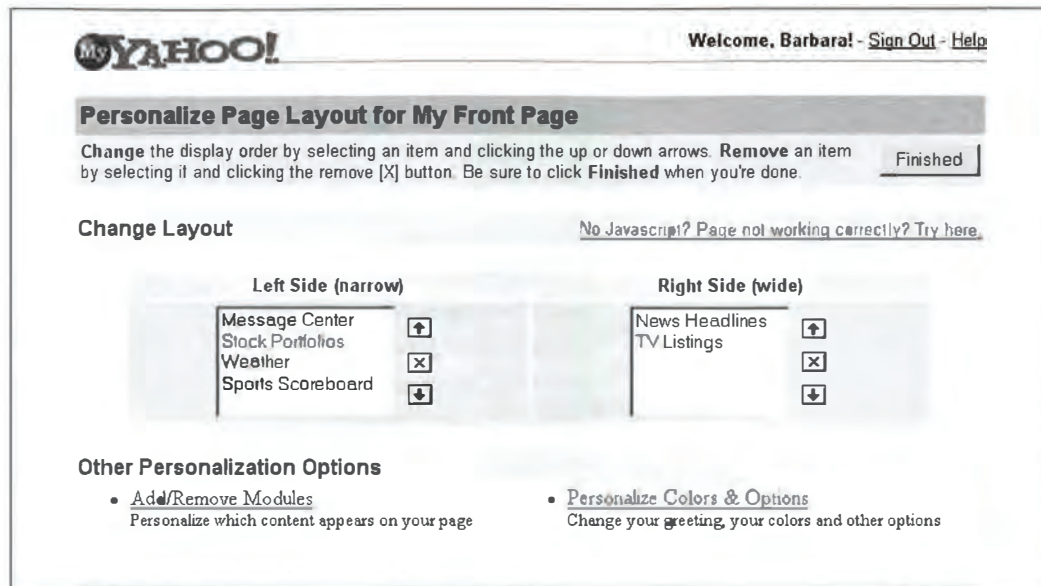


FIGURE 3-9 Changing the layout of My Yahoo!

Choosing Add/Remove Modules in the Other Personalization Options section lets you change the content of the page. Choosing Personalize Colors & Options lets you change the personal greeting from “Welcome, Barbara!” (or whatever your name is) to another greeting. You can also change the colors used for headlines, subheadings, and the background. You can choose from eight standard color schemes or select individual colors for a custom appearance. You can also choose how often your browser refreshes the My Yahoo! page so you can get the most current information.

Editing Modules

After you select which modules you want to display, you can do even more to personalize your My Yahoo! page by customizing each module’s content.

Look at the three icons on the right side of each module header, shown at right.



The first button is called Detach. Clicking Detach places a copy of the module in a separate window in the foreground. With the module there, you can navigate the Internet and leave this window open for quick reference or links to other sites.

The Edit button displays options for customizing the module itself. Which options are displayed depends on the module. The options are in the following list.

- **Message Center** You can choose to display links to messenger, address book, personal mail alerts, and your online briefcase.
- **Portfolios** You can specify which stocks to display and create one or more portfolios, or groups of stocks.
- **Weather** You can select either Fahrenheit or Celsius, and choose additional cities to display.
- **Headlines** You can choose the categories and sources of stories to display, as shown in Figure 3-10. You can also choose the number of headlines in each category (from 1 to 9) and change the order in which the categories are displayed.
- **TV Listings** You can select your channel provider—the cable company, the metropolitan area nearest you for local listings, or a satellite company.
- **Scoreboard** You can select which results and schedules to display for professional sports, NCAA Football, NCAA Men's Basketball, NCAA Women's Basketball, and NCAA Hockey.

3

Use the Delete button next to a module name to remove the module from your My Yahoo! page.

Choose your Headlines		Delete all Headline Choices
Available Sections	Your Choices	
<u>Headline News & Politics</u>	Top Stories from Reuters	
	World from Reuters	
	Politics from Reuters	
<u>Business & Industry</u>	Business from Reuters	
<u>Community</u>	- (no selections made yet)	
<u>Entertainment</u>	- (no selections made yet)	
<u>Music</u>	- (no selections made yet)	
<u>Health</u>	- (no selections made yet)	
<u>Local</u>	- (no selections made yet)	
<u>Sports</u>	- (no selections made yet)	
<u>Technology & Science</u>	- (no selections made yet)	
<u>Canada</u>	- (no selections made yet)	
<u>Latin America</u>	- (no selections made yet)	
<u>News from Asia/Australia</u>	- (no selections made yet)	
<u>News from Europe</u>	- (no selections made yet)	

FIGURE 3-10 Customizing your headline module

Adding My Yahoo! Pages

To add another page to My Yahoo!, click Add Page. You see the Create a New Page option, as shown in Figure 3-11. You can select a theme for the page or click Make My Own to display the Personalize Page Content options for the page. Here you can change the name of the page, choose which modules appear, or click Change Layout for the layout options. Your page appears on a tab on My Yahoo!, where you can click the page name to display it:



After you create more pages, the Add A Page screen lists them, as shown here. You can click the links to delete, rename, or change the content of a page.

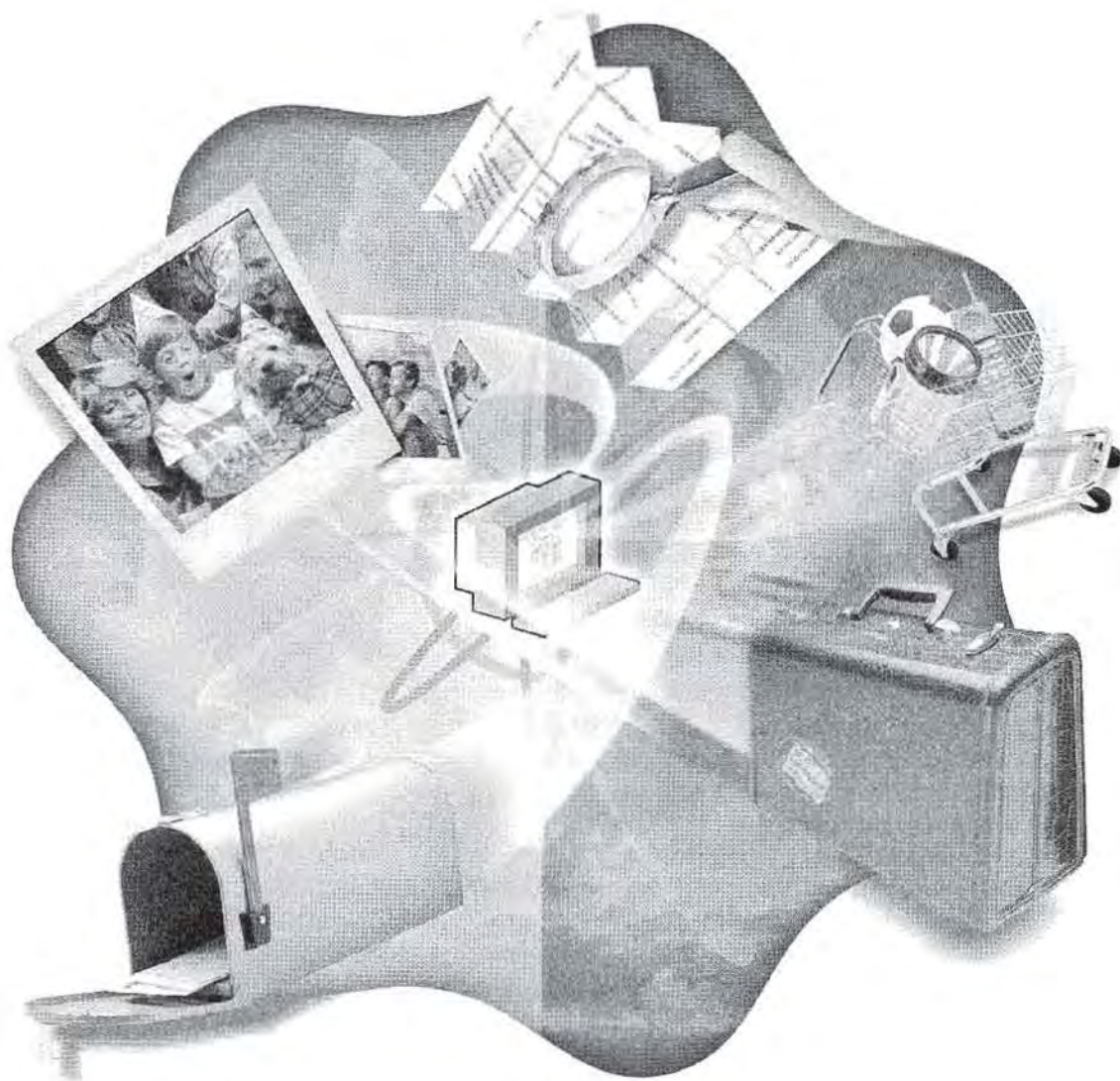
Your Pages (2 of 6)		
My Front Page	Delete Page	Rename/Change Content
Business	Delete Page	Rename/Change Content

If you have more than one page, you see extra options on the Personalize Page Content screen. Select the Set As Default check box to make the current page the one that is shown when you first enter My Yahoo!. Choose the Delete Page option to remove the page from My Yahoo!.

FIGURE 3-11 Adding another My Yahoo! page

Chapter 6

Creating Your Home Page



How to . . .

- Choose a Yahoo! GeoCities neighborhood
- Create a Web site using wizards
- Design and maintain a Web site with Page Builder
- Insert add-ons to your Web site
- Maintain a Web site guestbook

It is now time to make your presence known on the Web and stake your claim on the Internet. Using Yahoo!, you can create your own Web site and present information about yourself, your family, your business, or any topic that you want to share with the millions of persons who surf the Web.

Yahoo! offers a free Web site as part of GeoCities, a community of Web sites with all of the tools needed to develop them that Yahoo! acquired in 1999. In fact, Yahoo! gives you a variety of ways to create a GeoCities Web site. You can follow easy-to-use wizards, upload a professionally designed Web site, or choose from different Web sites in between. You can, for example, start your Web site with the wizard and then refine it by using a variety of other tools and techniques.

Web Site Basics

Before looking at the exact steps for creating a Web site, you should understand some of the basic principles that are involved.

When you connect to a site on the Web, you see a Web page. A *Web page* is really just a special document on a computer hard disk that contains information, as well as hypertext links to other documents on the Web. A *hypertext link*, better known as a *hyperlink*, is a graphic or line of text that you can click to move to another Web location.

Each computer that is connected to the Internet is assigned an address called an *IP address*. The address is associated with the name you type to reach it. When you type **www.microsoft.com**, for example, your ISP locates the IP address associated with the name and connects to that site.

One specific file on a Web site acts as the *home page*, the first page displayed when someone accesses a site with his or her browser. The file may be called `index.htm`, `index.html`, `default.htm`, or another name that the Web site host specifies. When someone goes to your Web site, the home page is transferred to his or her computer. When the transfer is complete, the browser displays the home page on the computer screen.

Most Web sites consist of more than one file, however. A Web site can be any number of files linked together by hyperlinks. It may also include pictures and other graphics that are stored separately on the site but are displayed along with the home page or other pages.

Yahoo! gives you 15 megabytes of disk space in which to store your Web site files. You can also divide the space into subdirectories to better organize your site. If you need additional space, you can purchase it from Yahoo!.

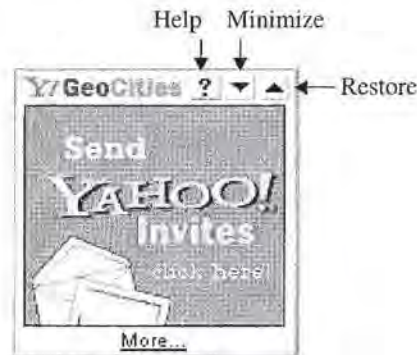
For a document to be used as a Web page and displayed by a Web browser, it must be written using special formatting codes. These codes tell the Web browser how to display the document on the screen and what to do when a visitor clicks a hyperlink. These formats are known as *HTML (Hypertext Markup Language)*, and the codes are called *HTML tags*. You can create a Web document using a word-processing program by typing the HTML tags. However, trying to visualize how a Web page will appear from just looking at HTML tags is difficult. Because the tags must be entered using specific formats, it is all too easy to make a mistake entering the HTML and get a terrible mess when you view your Web page on a browser screen. Luckily, Yahoo! lets you create Web pages without having to worry about HTML tags.

Note

Other formats can be used to create Web pages, but Yahoo! offers HTML tools.

As with most Yahoo! features, your 15 megabytes of Web site space on GeoCities and all the tools you need to create your Web site are free. Yahoo! supports the free sites, however, by displaying a small window called the *Ad Square* on the screen. Wouldn't you know it, the Ad Square presents advertisements, as shown here:

6



A visitor to a GeoCities Web site can minimize the Ad Square by clicking the Minimize button, but visitors cannot remove it entirely from the screen.

Note

You can substitute another Yahoo! feature, called GeoGuide, in place of Ad Square.

Welcome to the Neighborhood

Yahoo! organizes its members' Web sites into 41 groups called *neighborhoods*. Individual sites are called *homesteads*. By putting your site (homestead) in a neighborhood, you increase its visibility among persons who share your interests. Users can browse Web sites by neighborhood, for example, and get exposed to Web sites they might never have seen otherwise.

When you create a Web site in Yahoo!, you are asked to select the neighborhood in which you want to place it. So take some time to review the neighborhoods shown in Table 6-1 to determine which is the most appropriate for your Web site. The 41 neighborhoods are organized into 13 general categories.

Category	Neighborhood	Focus
Arts and Literature	Paris	Romance and poetry
	SoHo	Art and artists
Business and Money	WallStreet	Investing, finance, and the stock markets
	Eureka	Small business
	MadisonAvenue	Advertising and public relations
Cars & Trucks	MotorCity	Cars, trucks, motorcycles
	Baja	Adventure travel and off-roading
Computers, Science & Tech	SiliconValley	Computers
	ResearchTriangle	New and emerging developments and the future of technology
	TimesSquare	Games and role-playing adventures
	CapeCanaveral	Science, aviation, and space exploration
Education	Athens	Education and philosophy
	CollegePark	University life
	Hollywood	Television and movies
Entertainment	SunsetStrip	The club scene, and rock and punk music
	Nashville	Country music
	TelevisionCity	Television
	Area51	Science fiction and fantasy
	Vienna	Classical music, opera, ballet
	Broadway	Theater and musicals
	Heartland	Hometown values
Family	EnchantedForest	Sites created by and about children
	Petsburgh	Pets
	CapitolHill	Government and politics
Government & Politics	Pentagon	The military and defense industry
	RainForest	The environment
	FashionAvenue	Beauty and fashion
Health & Beauty	HotSprings	Health and fitness
	RodeoDrive	Shopping

TABLE 6-1 Yahoo! GeoCities Neighborhoods

Category	Neighborhood	Focus
Home & Food	PicketFence	Home improvement
	NapaValley	Food and wine
Lifestyles	WestHollywood	Gay and lesbian lifestyles
	SouthBeach	Chatting
	Wellesley	Women
	Tokyo	Anime and Asian culture
	BourbonStreet	Jazz and Southern culture
Sports & Recreation	Augusta	Golf
	Colosseum	Sports
	Yosemite	Outdoor activities
	Pipeline	Extreme sports
Travel	TheTropics	Travel and vacation

TABLE 6-1 Yahoo! GeoCities Neighborhoods (*continued*)

Getting Started

Your first step in building a Web site is to access Yahoo! GeoCities. From there, you can create a Web site, edit pages that you've already created, and even upload a Web page from your computer to your Web site space.

To reach GeoCities, follow these steps:

1. Click More on the initial Yahoo! page.
2. Click GeoCities to see the Yahoo! GeoCities page shown in Figure 6-1.
3. If you have not yet signed in, click Sign In, enter your Yahoo! ID and password, and click Sign In.
4. If the GeoCities terms of agreement appears, read it and then click I Accept.

The GeoCities pages includes three Web site-building options, as well as these features:

- **Search Home Pages** Look for Yahoo! member Web sites by entering a keyword or member name.
- **Explore Neighborhoods** Browse through Web sites according to neighborhood.
- **Cool Home Page Add-Ons** Access elements that you can add to your Web site.
- **New and Notable** Learn about recently added or improved features.



FIGURE 6-1 Yahoo! GeoCities home page

- **Member Tools** View links to features just for Yahoo! GeoCities members. Features include managing your Web site files, signing up for extra space, and accessing your member account.

Using a Wizard

A *wizard* is a series of dialog boxes that take you step by step through a complex process. By responding to the questions in the boxes or filling in information, you complete the process without having to know the technical aspects of the task you are performing.

By using the wizard, you can create a rather sophisticated Web site without knowing anything about HTML tags. As you learn more about Web site building, however, you can later edit your Web site pages to add even more features.

Let's go through the steps of creating a Web site using the Yahoo! Wizard:

1. In the Yahoo! GeoCities home page, click Yahoo! Wizards.
2. If this is the first time you've used the wizards or created a Yahoo! GeoCities Web site, you will see the Pick A Neighborhood For Your Home Page screen.
3. Click the neighborhood in which you want to place your Web site. You see the About Your Home Page form.

4. Enter the information about your Web site:
 - Enter up to three phrases that describe your home page.
 - Enter a topic that best describes your home page.
 - State whether you would like to receive e-mail about making money with your home page (the Pages That Pay program).
5. Click Submit to see a summary of your page details.

Your Yahoo! ID and Home Page Information	
Your Yahoo! ID is:	azakuto_2000
Your Alternate Email Address is:	alann@att.net
Your home page URL is:	http://www.geocities.com/Pentagon/Camp/4903 (Would you like a different address?)
Your home page URL shortcut is:	http://www.geocities.com/azakuto_2000

6

6. Print a copy of the screen or make a note of the two Web site addresses: your home page URL and your home page URL shortcut. You can access your Web site with either address. Your home page URL represents the exact location of your site within the Yahoo! system, including the neighborhood (Pentagon in the example), the street (Camp), and the address (4903).

Note

A URL is an abbreviation of Uniform Resource Locator, the Web address of a site or document on the Internet.

7. Click Build Your Page Now! to see the Wizards page shown in Figure 6-2. The Wizards page shows thumbnail sketches of several completed Web pages. Underneath each page is a link.
8. Click the link for the page you want to create. The Start With A Yahoo! Wizard page appears. It offers information about the wizard and explains the type of information that you'll be asked to enter.
9. Click Launch Yahoo! Wizard.

Launch Yahoo! Wizard - to begin building your
Personal Home Page. HAVE FUN!

10. A series of boxes appears so you can select options and enter information that you want to appear on the Web site. Click Begin, fill in the boxes, and keep clicking Next to move from box to box. At one point, you will be asked if you want to make the page your home page.
11. If you want to use the page as your home page, choose Yes and then click Next. The page will be called index.html and will be displayed whenever a person accesses your

site with his or her browser. If you click No and then Next, enter the name you want for the page in the box that appears, and then click Next.

12. A congratulations message appears and shows the address of the page you created. Give this address to persons you want to access your page. Click Done. The Now That You Have Finished page appears with information about accessing the page. From here, you also choose another color scheme or template to use for the page.
13. Click Home to return to the Yahoo! GeoCities home page.

If you selected to make the page your home page, it is now located at this address:

http://www.geocities.com/your_ID/

So if your Yahoo! ID is Jdoe, your Web site is as follows:

<http://www.geocities.com/Jdoe/>

A very basic Web site created by the Yahoo! Wizard is shown in Figure 6-3.

If you gave the page another name, such as mysite, then it can be accessed by navigating to this address:

<http://www.geocities.com/Jdoe/myside.html>

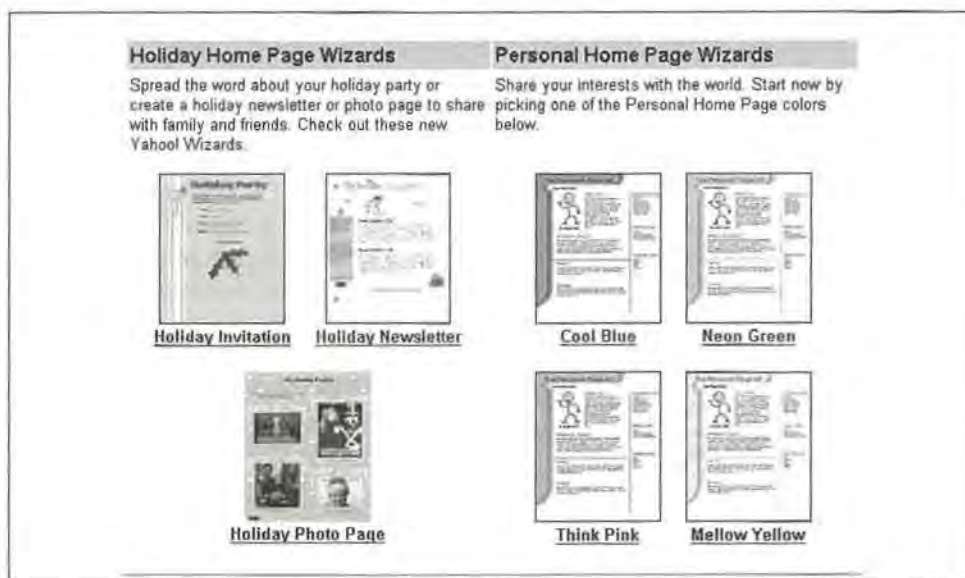


FIGURE 6-2 Selecting a starting design



FIGURE 6-3 Sample basic Web site

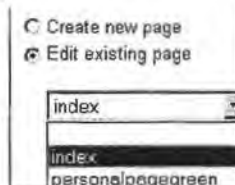
Editing Wizard Web Sites

After you view your Web site, you may want to add or delete elements, or change text or graphics.

If you want to make changes to the site you created with the wizard, just repeat the steps to start the wizard. Because you already have a wizard page on your site, however, the first wizard dialog box will ask if you want to create a new page or edit an existing one.

To edit an existing wizard page, select **Edit Existing Page**, as shown on the right. Pull down the list box under that option, choose the page you want to edit, and then click **Next**.

To create another Web site page, click **Create A New Page** and then click **Next**. Fill in the dialog boxes to create the page and then give it a name other than `index.html`—or give it the name `index.html` if you want it to replace your current home page.



Tip

You can use Page Builder to edit Web sites you created with a wizard, but then you will no longer be able to edit the page with the wizard

Using Page Builder to Create Web Sites

Rather than use a wizard to create your page, you can use Page Builder. Page Builder lets you select a template or a blank page as a starting point for your site and then customize it as you wish.

You create a Page Builder site graphically, by adding elements and then placing them where you want them to appear. You can add graphics and text and other special Web site features simply by clicking and dragging.

Follow these steps to create a Web page with Page Builder:

1. In the GeoCities home page, click Build a Page. If this is the first time you've created a Yahoo! GeoCities home page, you'll see the Pick A Neighborhood For Your Home Page screen.
2. Click the neighborhood in which you want to place your site. You see the About Your Home Page form.
3. Enter the information about your Web site:
 - Enter up to three phrases that describe your home page.
 - Enter a topic that best describes your home page.
 - State whether you would like to receive e-mail about making money with your home page (the Pages That Pay program).
4. Click Submit to see a summary of your page details.
5. Print a copy of the screen or make a note of the two Web site addresses, your home page URL and your home page URL shortcut. You can use either address to access your Web site.
6. Click Build Your Page Now! to see your page under construction.
7. Click Page Builder to see the Start with a PageBuilder Template page, which is shown in Figure 6-4.
8. Click one of the templates you'd like to use. The Start With A Template page appears.
9. Click Launch Page Builder. Yahoo! will take from three to five minutes to set up Page Builder so it can do its work. You'll see a small window with an animated graphic that shows a house being built, along with a message warning you not to close the window. After Page Builder has set up, you'll see the Page Builder window with the template, as shown in Figure 6-5.

Note

Click OK if a message appears reporting new features.

10. Create your Web site as explained in the next section.



FIGURE 6-4 Choosing a starting template for Page Builder

11. When you've finished, click Save to see the Save and Publish Page box. It will list the names of any existing pages on your Web site.
12. Type a new page name. If you want to replace an existing page with a new one, select its name from the list.
13. Click OK. Yahoo! will save the page, show you its URL address, and ask if you want to view the page at this time.
14. If you select not to view the page, close Page Builder by choosing Exit from its File menu. If you select to view the page, it will appear in a new window on your screen. Close the window when you have finished previewing the page to return to Page Builder. You can then either modify the page and save it again or exit Page Builder.

Working with Page Builder

Page Builder is an easy way to create powerful Web sites because you do so visually. You see your page as you're working on it and can preview it to make sure it looks and works the way you want.

In Page Builder, each item on the page—a section of text or a graphic, for example—is an object. You can move and change the size of an object, delete it, or change its contents without

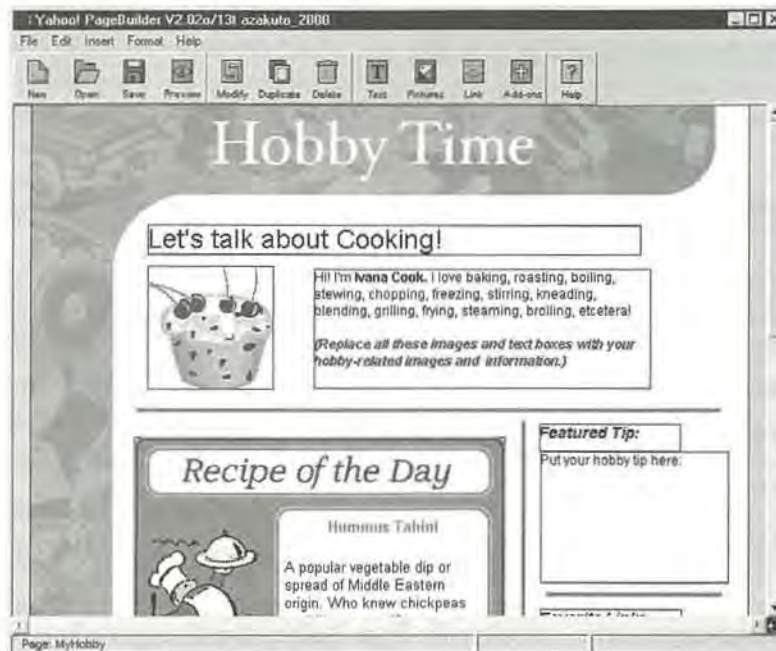
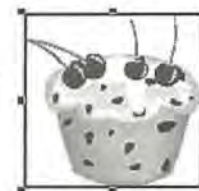
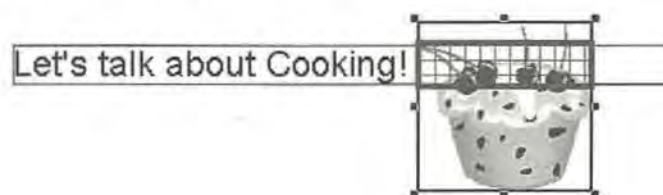


FIGURE 6-5 Page Builder with template

disturbing the other objects. When you click an object, it is surrounded by a border and square handles, as shown on the right. Click an object to select it.

To move an object, point inside the border, hold down the left mouse button, and then drag the mouse where you want the object to appear. Objects cannot overlap each other. If you position an object so it overlaps another object, Yahoo! displays a red crosshatch pattern where the objects overlap. Move the object so the pattern disappears:



To change the size of an object, drag one of the handles. You can make an object smaller or larger:

- Drag a handle on the corner to change the height and width of the graphic but keep its proportions.
- Drag the left or right center handle to change the width.
- Drag the top or bottom center handle to change the height. For example, dragging the right side of this text box to the left made it smaller so the graphic was able to fit beside it without overlapping:

Let's talk about Cooking!

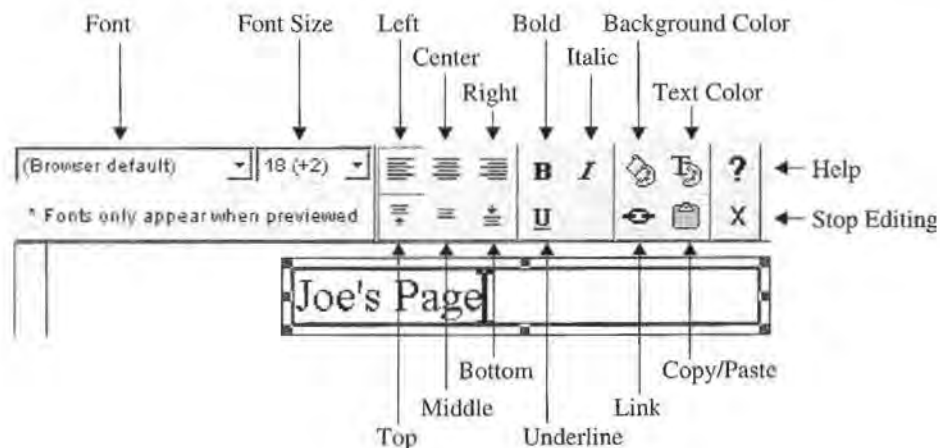


6

- To delete an object, select it and then press DELETE.
- To modify an existing object, click it so handles appear around it and then click the Modify button in the Page Builder toolbar.

Working with Text

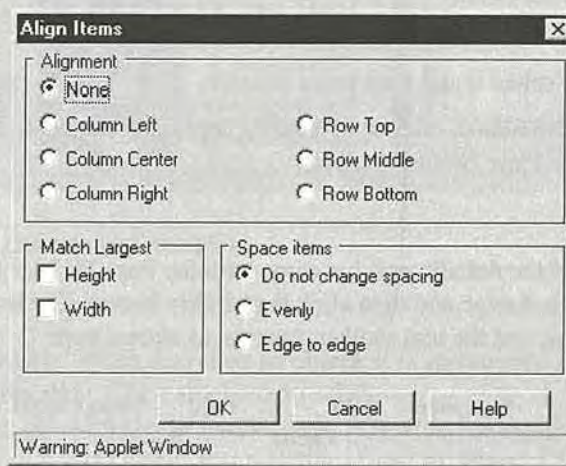
If you want to change any of the default text that came with the Page Builder template, double-click the text, or click it once and then click the Modify button. The text is surrounded by a double border with handles, and the text toolbar appears, as shown here:



How to ... Align Objects

If you want to align two or more objects in relation to each other, use the Align command rather than attempting to drag each object into position separately. Here's how:

1. Select the first object in the group that you want to align.
2. Hold down the SHIFT key and select the other objects.
3. Choose Align from the Page Builder Edit menu to open the Align Items dialog box shown here:



4. In the Alignment section, select how you want the items aligned in relation to each other.
5. In the Match Largest section, choose whether you want all of the items to be the same size as either the largest or smallest of the objects.
6. In the Space Items section, choose how you want the items spaced from each other.
7. Click OK.

You can now move the insertion point within the text to edit it or to add more text. Use the buttons and lists on the toolbar to format text as you would in a word-processing program. The Left, Center, Right, Top, Middle, and Bottom buttons affect where the text appears in the box surrounding it. Click outside of the box when you have finished editing.

Tip

The Link button lets you use the text as a hyperlink. See "Working with Hyperlinks," later in this chapter.



To insert new text on your page, click the Text button on the toolbar, shown at left. You can also choose Basics and then Text from the Insert menu. A text box appears with handles along with the text toolbar. Click in the box and type and format your text. When you have finished entering the text, drag the box where you want it to appear.

Working With Graphics

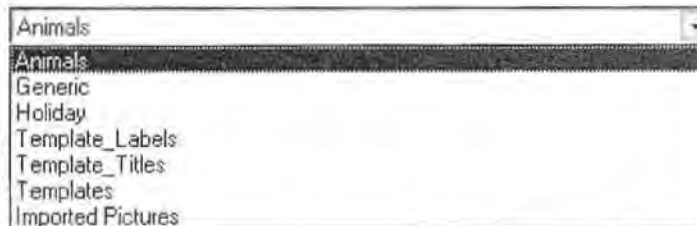
Most of the templates come with at least one graphic. You can change the default graphic or add additional pictures to the page. Yahoo! has a collection of graphics that you can choose from, and you can also use graphics you have on your computer or graphics from other Web sites.

To modify an existing graphic object, double-click it or select it and then click the Modify button. You see the Select Picture dialog box shown in Figure 6-6.

Use the options in the box to change the graphic that is displayed and how it appears.

To select another of Yahoo!'s graphics, follow these steps:

1. In the Collection list, choose one of the graphic groups. The options are shown here:

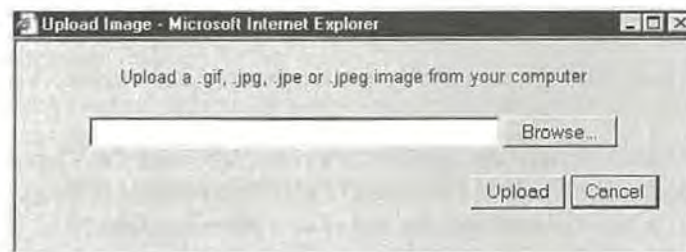


2. In the Picture List, click the name of the picture that you want to use. A preview of the graphic appears.
3. To view thumbnails of all of the graphics in a collection, click the View Thumbnails button to open another window with views of all of the pictures in the group. Then point to a thumbnail to see its name and size and click a picture to select it.
4. Click OK when you're ready to insert the graphic into the document.



FIGURE 6-6 Adding or changing a graphic object

To insert a graphic that you have on your computer, click Upload to see the Upload Image dialog box:



Enter the path and name of the graphic on your computer, or click the Browse button to locate the graphic in the traditional Choose File dialog box. Click Upload to transfer the image to your Web site.

Tip

You can use a graphic as a hyperlink through the *Link To A Location* option. See "Working with Hyperlinks," the next section in this chapter.

Use the Screen Tip box to specify the text you want to appear when someone points to the picture with his or her mouse.

The Mouse-Over Picture option is a terrific feature. It lets you choose a second graphic that appears when the user points to the picture on your site. You could use this feature, for example, to display "before" and "after" pictures of the same item, or as a way to include two graphics in the same space. Click the Choose button next to the Move-Over Picture text box and select or upload the graphic you want to use.

Working with Hyperlinks

It is easy to add your own hyperlinks to a Web page. Remember, a hyperlink is an object that you click to go to another location on your Web site or another location on the Internet. You can also click hyperlinks to quickly create an e-mail to a specific recipient. When the user points to a hyperlink, the mouse pointer appears as a little hand, indicating that the object is a hyperlink.

You can create a hyperlink from any object on a Web page. To create a hyperlink, follow these steps:

1. Select the object that you want to use as the hyperlink. Create the object first if it does not yet exist on your Web site.
2. Click the Link button in the Page Builder toolbar to display the Hot Link dialog box. To create a link from a graphic object, you can also double-click it to open the Select a Picture dialog box, and use the Link To A Location options.



3. Choose the type of object that the link points to. The options are shown here on the right.
4. Enter the address of the location:
 - If you chose Web URL in step 3, type the Web site address of the page you want to display when the link is clicked.
 - If you chose My Page, click Choose to see a list of pages on your Web site. Select the page you want the link to display and then click OK.



- If you chose My File, click Choose to see the Select File dialog box. Locate the file you want the link to open and then click OK.
 - If you chose E-Mail, the e-mail address that you have on record appears. You can leave the address as is to have mail sent to you, or enter the address of someone else.
 - If you chose Other, enter the address or name of the other server type, such as an FTP address for uploading or downloading files.
5. Click OK.

If you later need to change the link, select the object and click the Link button again.

Add-Ons

Yahoo! provides a number of special features you can add in addition to the ones on the toolbar. These features are called *add-ons*, and you access them by clicking the Add On button on the toolbar. Clicking the button opens the dialog box shown in Figure 6-7. In general, select an add-on by following these steps:

1. Choose a category to display icons for the add-ons within a category.
2. Click the add-on you want to insert.

Table 6-2 lists the add-ons that are available in each category. Select add-ons from the Animation category to insert animated graphics or text, or from the Instant Info category for



FIGURE 6-7 Add-ons for Web sites

dates, countdowns, and links to other information. The Interactive category provides the means for users to interact with you or Yahoo!, and the Forms and Scripts category lets you build custom forms for advanced Web sites.

After making changes to your Web site in Page Builder, click the Save button on the PageBuilder toolbar. You have to save the site before you can thoroughly test how everything within it works.

Tip

You can also insert add-ons by using the Insert menu on the Page Builder menu bar.

Basics The Basics category contains common Web site elements. The Text add-on provides the same feature as the Text button on the Page Maker toolbar, while the Picture and Upload add-ons perform the same as using the Pictures button. This section explains adding lines, counting hits, adding buttons and bullets, and adding background music and graphics from the Basics category.

Horizontal and vertical lines help create a pleasant effect and separate elements on a Web page. Inserting a line is similar to inserting a graphic. To insert a line, follow these steps:

1. Click the Add-Ons button on the Page Builder toolbar.
2. Choose Basics from the Category list.
3. Click Vertical Lines or Horizontal Lines.
4. Select a group to display a list of the lines in a collection. Click the Upload option to use a line graphic you have on your disk.

Category	Add-Ons
Basics	Text, Picture, Upload Picture, Background, Background Music, Buttons, Bullets, Horizontal Lines, Vertical Lines, Counter
Fun and Games	Game Cheats, Indulgence Advisor, Recipe of the Day, Slot Machine, Tic-Tac-Toe, Love Test, Baby Countdown, Birthday Countdown, Countdown to the Big Day, Baseball 99, Video Poker, Beanie Babies Trivia, Computer Games Trivia, Entertainment Trivia, Current Events Trivia
Animation	Animated Logo, Fading Images, Gliding Image, Rotating Image, Random Image
Instant Info	Baby Countdown, Birthday Countdown, Big Day Countdown, Wedding Countdown, Time and Date Stamp, Yahoo! Search Box, GeoCities Search Box, Stock Charter, Counter, Yahoo! Maps, Yahoo! Directions, Mortgage Calculator
Interactive	Yahoo! Presence, Message Board, GeoGuide
Forms and Scripts	Check boxes, radio buttons, buttons, text fields, text areas, list boxes, and HTML code editor

TABLE 6-2 Add-Ons for Yahoo! Web Sites

134 How to Do Everything with Yahoo!

5. Click the line you want to insert. Use the View Thumbnails option to display the lines in the group.
6. Click OK.
7. Adjust the size and position of the line by dragging.

If you want to know how many people access your Web site, insert a *hit counter*. The counter increments each time a person opens your site or clicks the Refresh button while viewing it. Inserting a counter in a Yahoo! Web site is easy because Yahoo! takes care of maintaining the counter for you. To insert a counter, follow these steps:

1. Click the Add-Ons button.
2. Choose Basics from the Category list.
3. Click Counter.
4. Move the counter where you want it to appear on the page.
5. Add any desired text, such as "you are viewer number," as a separate text object above the counter.



Buttons and *bullets* are small graphics that add some design element to a page. You typically use a button as a hyperlink and a bullet to call attention to a text object. You add a button or bullet in much the same way as you do a line by following these steps:

1. Click the Add-Ons button.
2. Choose Basics from the Category list.
3. Click Button or Bullet.
4. Select a group to display a list of the buttons or bullets in a collection. Click the Upload option to use a graphic you have on your disk.
5. Click the specific object you want to insert. Use the View Thumbnails option to display the object in the group.
6. Click OK.

To use an inserted button as a hyperlink, click to select it and then define a hyperlink as you learned to do in "Working with Hyperlinks," earlier in this chapter. If you inserted a bullet, drag it to a position near a text object.

A *background* is a graphic that appears behind the text, graphics, and other objects on the page, much like the background of your Windows desktop. *Background music* is a music file that plays while a Web site is being viewed. In order to add background music, you must have the music file on your disk. Background graphics can also be from your disk, but you can get them as well from a collection of graphics or colors provided by Yahoo!.

To insert a background on your site, use these steps:

1. Click the Add-Ons button.
2. Choose Basics from the Category list.
3. Click Background.
4. Select a group to display a list of the background graphics in a collection. To add a solid color rather than a graphic, click Set Background Color, choose a color from the pallet that appears, and then click OK. You can also click the Upload option to use a graphic that you have on your disk.
5. Click OK.

Fun and Games The add-ons in the Fun and Games category offer games and trivia contests in which users can participate. As shown here, the viewer can use the mouse to play the Slot Machine add-on.



To insert an add-on from the Fun and Games category, choose Fun and Games from the Category list and then click the item you want to insert. In some cases, a box for the add-on appears in Page Builder. Drag the box to the position where you want it to appear.

In other cases, a dialog box appears with options that must be set. If you choose Birthday Countdown, for example, you'll be asked to select the month and day of your birth date. A Countdown add-on is shown here:



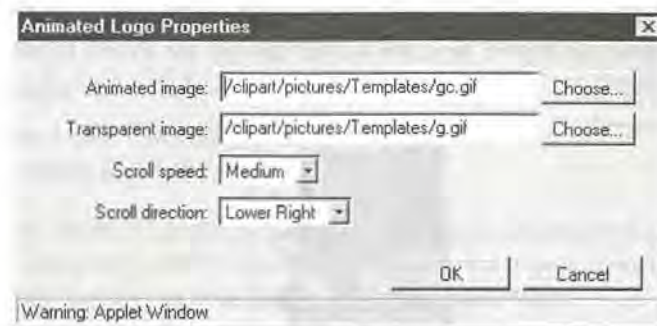
As its name applies, a Countdown add-on counts down to the date in question. It shows the number of days, hours, minutes, and seconds until the event.

Animations The options in the Animations category use two or more images to create a visual effect, such as one image fading into another or one graphic rotating over a second. You can choose images from the Yahoo! clip art collection or upload graphics that you have on your computer.

The process is generally the same as other add-ons. Follow these steps:

1. Click the Add-Ons button.
2. Choose Animations from the Category list.
3. Click the add-on that you want to insert.

In the dialog box that appears, select the graphics to use for the animation, and other options that affect its appearance. For example, the options for the Animated Logo add-on are shown here:



The add-on uses two graphics, a transparent image that appears in the background and an animated image that moves across it. You can accept the default images or click Choose to open the Choose Picture dialog box shown in Figure 6-8.

Use the Choose Picture dialog box to select the graphic from the Yahoo! clip art collection, or click the Upload button to use a graphic from your disk or a Web site.

How many images you can select and the other options in the Choose Picture dialog box depend on the animation you are dealing with.

- The Animated Logo add-on lets you choose two graphics, select a scroll speed, and select a direction for the animated graphic.
- The Fading Images add-on lets you choose five graphics, the number of seconds for the fade out and pause between pictures, and a background color.
- The Gliding Images add-on lets you choose three graphics, the length of the glide and the pause between images, and either a background image or a solid color.
- The Rotating Image add-on lets you choose a rotating and background graphic, the rotation and pause time, the rotation axis (either vertical or horizontal) and the background color.
- The Random Images add-on lets you select up to three graphics and a background color.

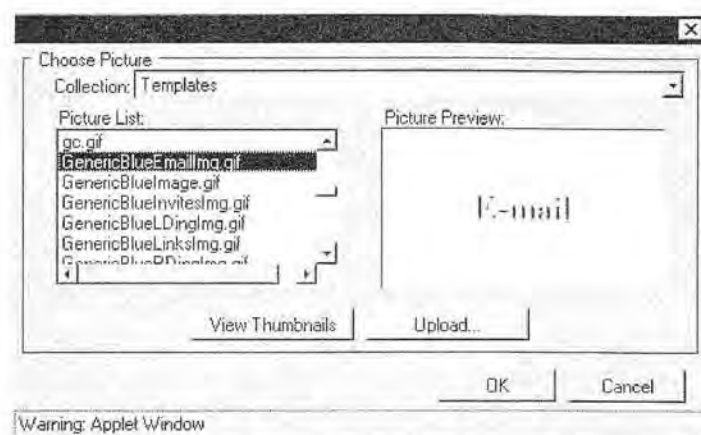
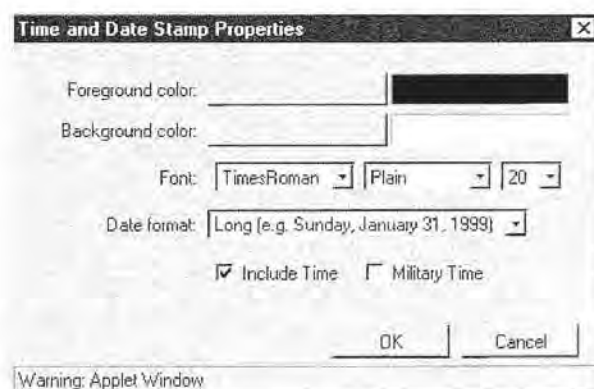


FIGURE 6-8 Selecting a graphic for an animation

Instant Info The Instant Info category offers add-ons that present information of some sort. As you can see in Table 6-2, earlier in this section, some of the add-ons are duplicates of those found in other categories, but others are unique to Instant Info. Depending on the object, selecting an option from the Instant Info category either places the object on the page immediately or displays a dialog box of options for the object.

- **Wedding Countdown** Shows the amount of time until a wedding date that you specify.
- **Time and Date Stamp** Shows the date and time in the format of your choice. You can choose the background and foreground colors, and the font, font style, and font size; specify the date format; and choose to include the time in 12-hour format or 24-hour military format.



- **Yahoo! Search Box** Displays a box, like the one shown at right, in which you can enter a keyword for a Yahoo! search.
- **GeoCities Search Box** Displays a box to enter a keyword to search GeoCities Web sites. You can choose the box color.



- **Stock Charter** Charts the prices of up to four stocks of your choosing, as shown in Figure 6-9. You'll need to enter the ticker symbol for each of the stocks you want to chart.
- **Yahoo! Maps** Inserts a link to a map of the location of your choosing. Click the link to display a detailed map. You'll learn more about Yahoo! maps in Chapter 10.
- **Yahoo! Directions** Displays a form for entering a starting address to see a map to a location of your choosing.
- **Mortgage Calculator** Calculates either the monthly payments or principle amount of a mortgage based on user input. You can choose a color scheme for the calculator; the mortgage information is entered from your Web site.



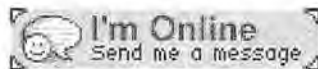
FIGURE 6-9 Charting stocks on your Web site

Interactive The options in the Interactive category let you interact with other people. The options are

- Yahoo! Presence
- Message Board
- GeoGuide

6

The Yahoo! Presence add-on displays a graphic indicating whether you are logged on to Yahoo! Messenger or not. You can choose either a large or small icon.



If a person accessing your Web site sees that you are currently logged on, they can send you an instant message using the Yahoo! Messenger program or look for you in a chat room.

The Message Board lets people post and read public messages. *Posting* means to add a message to the board so everyone who accesses the message board can read it. The messages are organized into *threads*. A thread contains a message on a given topic and all replies to the message. People can either respond to a message by adding their response to the thread, or they can post a message on a new topic and in so doing start a new thread.

When others access your site, the box shown here will invite them to add a message to your board.

Post a Message on
My Message Board > [click here!](#)

Clicking the box opens your message board, as shown in Figure 6-10. At the top of the screen are navigation buttons for displaying messages and the text of the first message on the board. Notice that the number of the message and the total number of messages is also shown, along with links to post a reply. If there are any replies to the displayed message, you'll also see a link to view replies to the message.

The viewer can use the Previous, Next, First, and Last links to move between messages, or enter the number of a message in the Go to Message # box and click Go to display a specific message.

At the bottom of the screen are the messages listed along with their subject, the ID of the person who posted the message, and the date and time the message was posted. To read a message, click it in the list. You see the text of the message in the upper section of the screen. The message displayed is indicated in the list by the arrow, as shown at right.

2 =>	Let's do dinner
1	My Message Board



FIGURE 6-10 Yahoo! message board for your Web site

To post a reply to a message, click the message so it appears in the upper part of the screen, and then click the Post link. Yahoo! opens the form shown in Figure 6-11. Fill out the form and then click either Post or Preview Before Posting at the bottom of the form.

To post a new message and start a new thread, click Msg List. This illustration shows a list of messages:

Go to: Start Most Recent Previous 40 Next 40 Msg # Go				Post
#	Subject	Author	Date (ET)	
2	=> Let's do dinner	Barbara Neibauer	1/20/00 3:50 pm	
1	My Message Board	azakuto_2000	1/20/00 3:48 pm	

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[Privacy Policy](#) - [Terms of Service](#) - [Help](#)

Click Post to open the message form and complete your message, and then click Post. From the message list, you can also click Start to display the text of the first message or Most Recent to see the last message posted.

When a message has been replied to, you'll see this link below the text of the message:

[View Replies to this Message](#)

FIGURE 6-11 Posting a reply on the message board

Click the link to display a message list containing only replies to the current message.

The GeoGuide option offers an alternative to the Ad Square. GeoGuide is a horizontal banner that appears on your Web site with a message or advertisement from Yahoo!. If you use GeoGuide, you are a member of Yahoo! Banner Exchange. As a member, you allow banners from other Yahoo! sites to appear on your page and others allow your banner to appear on their pages. Exchanging banners this way increases the visibility of your Web site.

YAHOO! GeoCities Banner Exchange [Info](#)

Note

You'll learn more about exchanging banners in the section "Banner Exchange," later in this chapter.

Forms and Scripts If you are an advanced Web site builder and know HTML programming, you can use the Forms and Scripts add-ons to create your own online interactive forms. The choices in this category include check boxes, radio buttons, buttons, text fields, text areas, list boxes, and a simple HTML code editor.

You can easily insert any of the add-ons into a Web page, but using the responses to the form requires knowing how to program HTML. A sample form, for example, is shown next.

Advanced Page Builder Features

More than a graphic editor for creating single Web site pages, Page Builder is a development environment for creating entire Web sites. From within Page Builder, you can add additional pages and even upload completed Web sites that you've developed and stored on your computer.

Working with Multiple Pages

To add another page to your site so you can create a link between pages, click the New button or choose New Page From Template on the File menu.

- Clicking New opens a blank page in which you can insert text and graphic elements.
- Choosing New Page From Template lets you select a Page Builder template as the basis for the new page. In the Load Pre-Made Page box that appears, choose the template you want to use and then click the Load button.

Click Open in the Page Builder toolbar to open another existing page in your Web site.

To add pages or graphic files that you have on your computer to your Web site, choose Import Images And Files from the File menu. You'll see the options in Figure 6-12. Enter the path and names of up to five files, or click the Browse buttons to locate the files, and then click the Upload button. If you upload a file named index.html, it will become your new home page. Remember to also upload any supporting files, such as graphics, that you want for the page. You can then open and edit the pages in Page Builder or use the graphic files as objects. After the pages have been uploaded, click OK in the message box that appears to continue working in Page Builder.

Tip

The File Manager option on the File menu opens another interface for working with your Web site files. Refer to the discussion of File Manager in the section "Advanced Editing," later in this chapter, for more information.

There are also a variety of properties to customize a page and Web site. Keep reading to find out what they are.

**FIGURE 6-12** Uploading pages

Setting Page Properties

The page properties define the page's title, size, and colors. Page properties also help search engines index your page so that others can locate it on the Internet. To set the properties, choose Page Properties from the Page Builder Format menu. You'll see the Page Properties dialog box shown in Figure 6-13.

1. In the Title box, enter the text that you want visitors to your Web site to see in the title bar of their browsers.
2. In the Keywords box, enter any keywords that identify your page to search engines.
3. Enter your name in the Author box.
4. Select the Center check box if you want your page to be centered on the screen.
5. Change the width and height of the page, if desired. Enter the size in pixels.
6. Choose the default colors for text, links, and visited links. The Links color is used for hyperlinks that the viewer has not yet clicked.
7. Click OK.

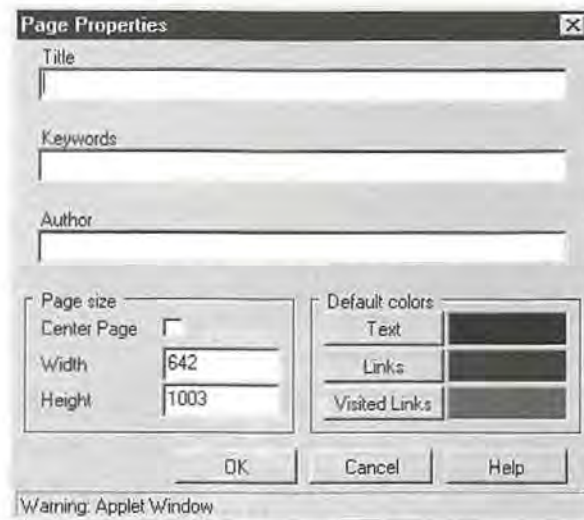


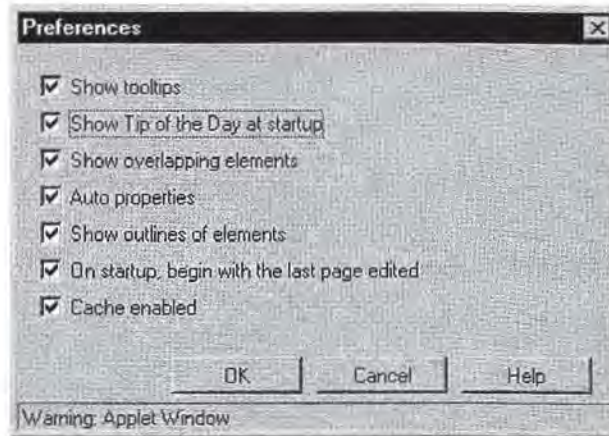
FIGURE 6-13 Setting page properties

Customizing Page Builder

There are also options you can set to customize the way Page Builder functions. Choose Preferences from the Page Builder Edit menu to open the Preferences dialog box shown in Figure 6-14. All of the options are selected, or turned on, by default. Deselect any of the options you want to turn off and then click OK. You can later select the option to turn it back on again.

The options are as follows:

- **Show Tooltips** Displays the name or use of a toolbar when you point to it with the mouse
- **Show Tip Of The Day At Startup** Displays a useful tip on using Page Builder each time the program starts
- **Show Overlapping Elements** Displays the crosshatch pattern where objects overlap
- **Auto Properties** Automatically assigns default properties to new objects based on the properties of similar existing ones
- **Show Outlines of Elements** Places a border around each object to identify it as a separate page element
- **On Startup, Begin With The Last Page Edited** Displays the last page you worked on when you start Page Builder
- **Cache Enabled** Stores elements of Page Builder on your computer to help it start faster

**FIGURE 6-14** Customizing Page Builder**Tip**

*You can also select **Advanced Page Properties** and **Advanced Properties** from the **Format** menu to add HTML code to either the page or a selected object.*

Editing Pages

After you create and save a Web site or pages you created with Page Builder, it is easy to change the pages or add pages. From the GeoCities home page, click **Edit**, and then sign in if necessary to see the options in Figure 6-15.

Unless you are an advanced Web site builder, click **Launch Page Builder**. Page Builder starts and displays the last page that you worked on. You can now make changes to the page, open a page, or create a new one. To edit another page, for example, click **Open** to display a list of pages on your site. Click the page you want to edit and then click **OK**.

When you have finished editing the page, click **Save** to see the **Save and Publish Page** dialog box. Enter a new name for the page or select an existing name to replace it, and then click **Save**.

Advanced Editing

The **Advanced** section of the **Edit Pages** option lets you change files by editing their HTML tags. You can also create subdirectories, delete files, and change the organization of files.

First, choose whether you want to show the files on your site or enter the specific name of a file you'd like to edit. If you choose to show files, select the check boxes for the types of files you want to display—HTML, GIF, JPG, and others.

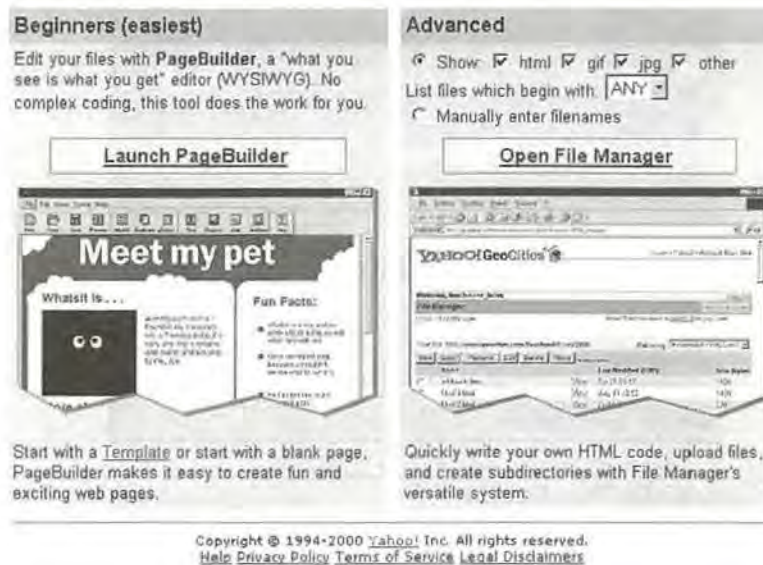


FIGURE 6-15 Editing options for GeoCities Web sites

Note

GIF and JPG (pronounced JPEG) are graphic files.

Then click Open File Manager to display a list of files and subdirectories, if you have any, as shown in Figure 6-16. The icons next to each item in the list indicate if the page is a subdirectory or was created with Page Builder or Yahoo! Wizard.

Caution

After you edit a Yahoo! Wizard Web page, you can no longer edit it using the wizards. However, you can edit it with Page Builder or by manually changing its HTML codes.

The options at the top of the page let you perform these functions:

- **New** Create a new Web site page by writing HTML codes.
- **Copy** Make a copy of an existing Web page that you edit.
- **Rename** Change the name of the selected page.
- **Edit** Add, delete, or edit the HTML codes on the selected page.
- **Delete** Remove the selected page from your Web site.
- **Move** Move the selected page to a subdirectory.

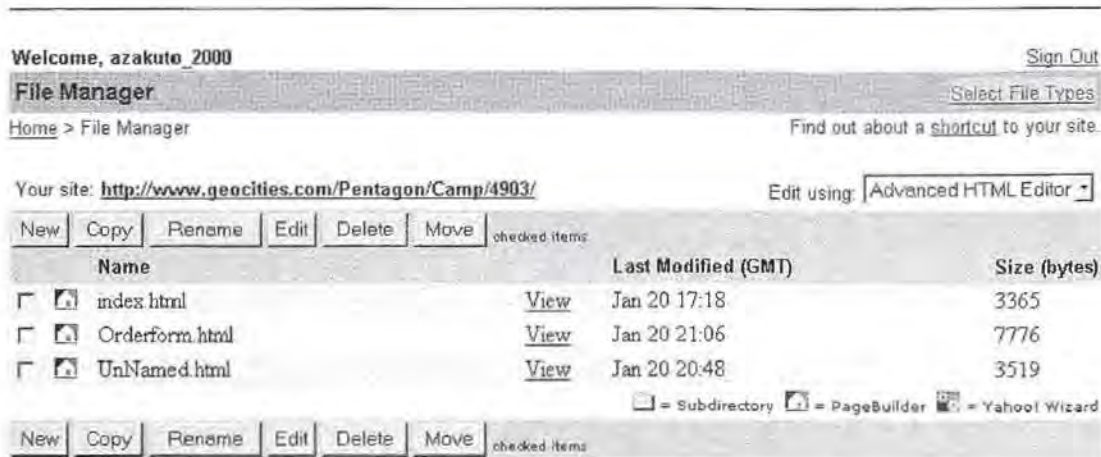


FIGURE 6-16 File Manager for GeoCities Web sites

To create a subdirectory, click **New** in the Subdirectories section, enter a name for the subdirectory in the box that appears, and then click **Create Subdirectory**.

Below the list of files and subdirectories in File Manager you'll find the **EZ Upload** options and several hyperlinks, as shown in Figure 6-17. *Uploading* means to transfer files from your hard disk to your Yahoo! site. You can upload **HTML**, graphics, and other files that make up a Web page. For that matter, you can simply upload files that you want to store online in your Yahoo! space.

You can use Microsoft Front Page, Microsoft Word, and any other program that lets you create Web sites and then transfer those Web sites to Yahoo!. Using the **EZ Upload** section, you can transfer up to five files at one time. Follow these steps to transfer files to your Yahoo! Web site:

1. Choose **Automatically Convert Filenames To Lowercase** to make your filenames compatible with the Yahoo! naming convention.
2. Choose **Automatically Change ".HTM" Extensions To ".HTML"** to match the Yahoo! naming convention. The default home page, for example, must be named in lowercase: `index.html`.
3. Enter the path and name of up to five files, or use the **Browse** buttons to locate the files on your computer.
4. Click **Upload files**.

Subdirectories:
[New]

Disk Space Usage
Used: 14,860 bytes
Available: 14,985,340 bytes
Total Allocated: 15,000,000 bytes
[Buy more disk space](#)

FTP Procedures
 Need to upload multiple files? [Try FTP.](#)

Quick Links
[Add-Ons](#)
[Counter Manager](#)
[GeoGuide Manager](#)
[GeoPlus](#)
[Home Page Settings](#)

EZ Upload
 Move new files to your directory with this simple upload tool.
 Click on [Browse...](#) to select files, then press [Upload Files](#).

☐ Automatically convert filenames to lowercase
☐ Automatically change ".htm" extensions to ".html"

[Browse...]
 [Browse...]
 [Browse...]
 [Browse...]
 [Browse...]

[Upload Files](#) [Clear](#)

Number of Files to Upload: [5] [Display](#)

FIGURE 6-17 Uploading files

The Disk Space Usage section shows how much of your 15 megabytes of space is used and how much you have left. You can also click [Buy More Disk Space](#) to purchase additional space from Yahoo!

The FTP Procedures section explains how to upload files using an FTP program. FTP stands for *File Transfer Protocol*. There are several FTP programs that are designed just for uploading and downloading files.

The Quick Links section offers links to these features:

- **Add-Ons** Lets you add features to your Web pages
- **Counter Manager** Displays the number of hits on your Web pages and lets you change the number displayed by the hit counter
- **GeoGuide Manager** Lets you exchange banners with other Yahoo! members
- **GeoPlus** Offers additional Web site space and features for an additional cost

- **Home Page Settings** Lets you change the theme, category, and other options concerning your Web site
- **Move Me** Moves your Web site to another neighborhood
- **Page Builder** Launches Page Builder
- **Pages That Pay** Explains how to make money with your Web site

The Add-Ons option takes you to the list of add-ons that are also available from the GeoCities home page. Click a category of add-ons to see the features in a category. Figure 6-18, for example, shows the add-ons in the Interactive category.

The lists includes the same features that are available by clicking the Add-Ons button in Page Builder, but may also contain one or more additional features. The adds-ons available in Page Builder are indicated by the Try This In Page Builder link. Click that link to start Page Builder and insert the selected add-on.

Click Preview to see a sample of the add-on, or click Get It to access the HTML code required to insert the add-on in your Web site. Add-ons without the Try This In Page Builder link can only be inserted using HTML tags. For more information about the add-on, click its name.

6



Make Money with Pages That Pay

The Pages That Pay feature lets you make money from your Yahoo! GeoCities Web site. You can insert links on your page to certain merchants who are affiliated with Yahoo! and earn money when someone makes a purchase from the merchant by going there from your page.

The commissions vary, but can be as high as 15 percent, and some merchants even pay commissions on your own purchases.

To start earning money, click the Join Today link on any Pages That Pay page and follow the instructions.

Interactive**Ad Square** [\[Preview\]](#) [\[Configure It\]](#)

Customize your Ad Square to let your visitors get in touch with you via email, Yahoo! Messenger and your Guestbook.

Banner Exchange [\[Preview\]](#) [\[Get It\]](#) [\[Try this in PageBuilder\]](#)

The GeoGuide will once again serve advertiser banners along with member banners. Placing a GeoGuide on your page will stop both the Ad Square and Pop-Ups.

Guestbook

We've made some changes, [learn more](#) about guestbooks and message boards.

Yahoo! User Message Boards [\[Preview\]](#) [\[Get It\]](#) [\[Try this in PageBuilder\]](#)

Provide an easy way for visitors to leave you messages.

Yahoo! GeoCities Search Box [\[Preview\]](#) [\[Get It\]](#) [\[Try this in PageBuilder\]](#)

Now you and visitors to your page can search the millions of Yahoo! GeoCities member pages directly from your site.

Forms

Receive formatted messages via e-mail from your home page visitors.

FIGURE 6-18 Interactive add-ons

Table 6-3 shows the additional add-ons that are available here but not in Page Builder.

Category	Add-On	Function
Interactive	Add Square	Lets you add links to the Ad Square. You can display your profile and allow others to send you mail and instant messages, sign your guestbook, send the displayed page as an e-mail, and go to the neighborhood in which your page is located.
	Instant Crime Watch	Displays a scrolling list of crime-related headlines.
	Web site headlines	Displays a scrolling list of news headlines.
	Guestbook	Lets you add a guestbook that viewers can sign and leave a short message in.
Fun and Games	Basketball 99	Displays basketball scores, schedules, and other information.
	Star Trek Trivia	Offers a trivia game for Star Trek fans.
	Star Wars Trivia	Offers a trivia game for Star Wars fans.

TABLE 6-3 Some Additional Add-Ons Not Available in Page Builder

Category	Add-On	Function
Animation & Multimedia	Drop-down menu	Lets you create a menu bar with drop-down menus on your page.
	Horizontal site menu	Lets you add a menu bar across the top of your page.
	Image Highlight menu	Lets you add visual effects to graphic objects.
	Scrolling text and images	Lets you add a box of scrolling text or graphics.
	Things	Lets you insert interesting multimedia objects.
	Streaming media	Lets you insert streaming video, such as wedding or family movies, in your site. However, the feature requires paying an extra charge.
	Vertical menu	Lets you add a menu bar down the side of your page.

TABLE 6-3 Some Additional Add-Ons Not Available in Page Builder (*continued*)

GuestBook

The Guestbook is a good example of using HTML code to add a feature to your Web site. The guestbook has two parts: the sign-in page where persons leave information about themselves, and the view entries page where persons can display sign-in information about other persons.

When you select Guestbook from the Interactive add-ons, the Guestbook Set-Up form appears. The form has four parts:

- **Guestbook Sign-In Page section** Here, you specify the greeting that appears on the sign-in page, the colors of the page, and the overall layout. You can also specify up to nine fields of information to obtain. By default, for example, the sign-in form prompts for a name, URL (Web site address), and e-mail address. You can change these or add prompts, such as for a favorite site, hobby, or any other information you'd want the person signing in to enter.
- **Guestbook View Entries Page section** Here, you determine how the entries appear. You can set the background and text color, the color of hyperlinks, and the page title. You can also place a separator line between the heading and lists, as well as between entries.
- **Set Aside Your Cut & Paste Code section** Here, you see the HTML code you'll need to insert in your Web page to let users access the guestbook. You can either copy the text from that page or click the Pop-Up My Code button to display the code in a separate window that you can leave onscreen as you edit your page.

152 How to Do Everything with Yahoo!

- **Save Your Guestbook To Your Homestead Directory section** You click **Save My Guestbook** to add two pages to your site: `addbook.html` and `geobook.html`. These are the actual guestbook files:



You then have to copy the HTML code for your guestbook into your Web page. Follow these steps:

1. Select Guestbook from the Interactive add-ons.
2. Choose options from the page to customize your guestbook.
3. Click **Pop-Up My Code** to display the code for the guestbook.
4. Click **Save My Guestbook**.
5. Go back to the **Edit Pages** screen.
6. Click **Open File Manager**.
7. Select the page on which you want to place the guestbook links and click **Edit** to see the HTML code for the page.
8. Find a location where you want to place the links. This might require some trial and error, but the safest place to put the code is at the bottom of the HTML code, just above the `</BODY>` instruction. Insert a blank line before the line to make room for the code, as shown at right.
9. Drag over the code in the pop-up box, right-click, and choose **Copy** from the shortcut menu.
10. Right-click where you want to place the code and select **Paste**.

```
|</center>
|</body>
|</html>
```

```
</center>
<a href=\"/cgi-bin/geoplus_apps/ans_entry\">Sign Guestbook</a>

<a href=\"geobook.html\">View Guestbook</a>

</body>
</html>
```

11. Click Save.
12. Close the pop-up code window.

When you view your Web site, the guestbook links look like this: [Sign Guestbook](#) [View Guestbook](#)

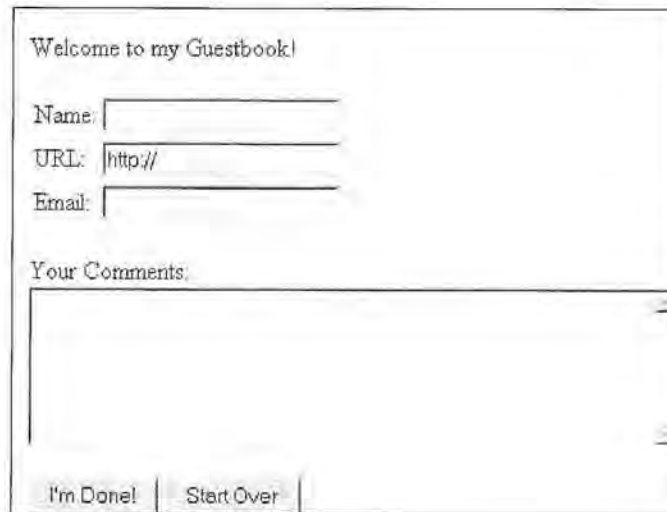
When visitors click the Sign Guestbook link, they open the sign-in form, as shown in Figure 6-19. Visitors can enter the information they wish to leave and click the I'm Done! button. A Thank You message appears. Visitors can click Return To My Homestead to return to your Web site.

Click the View Guestbook link to see the book's entries, as shown in Figure 6-20. If a person entered his or her e-mail address, it appears as a link. You can click the link to send an e-mail message to someone who made an entry in your guestbook.

Banner Exchange

The banner exchange is a great way to expose your site. A Yahoo! member can create a graphic called a *banner*. Member banners will be inserted at random on Yahoo! GeoCities Web site pages that have a GeoGuide add-on. The banners are hyperlinks to the members' Web sites; so if a person sees a banner that looks interesting, he or she can click it to go quickly to a Web site.

You have to create the banner yourself using a graphics program. The banner must be 468 pixels wide and 60 pixels high, and no larger than 8KB.



Welcome to my Guestbook!

Name:

URL:

Email:

Your Comments:

FIGURE 6-19 Signing a guestbook

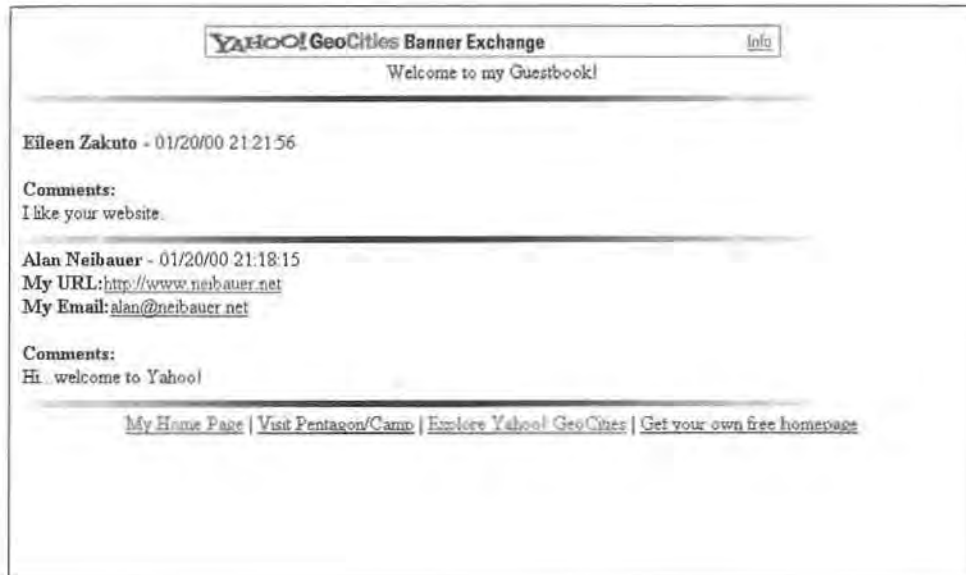


FIGURE 6-20 Viewing a guestbook

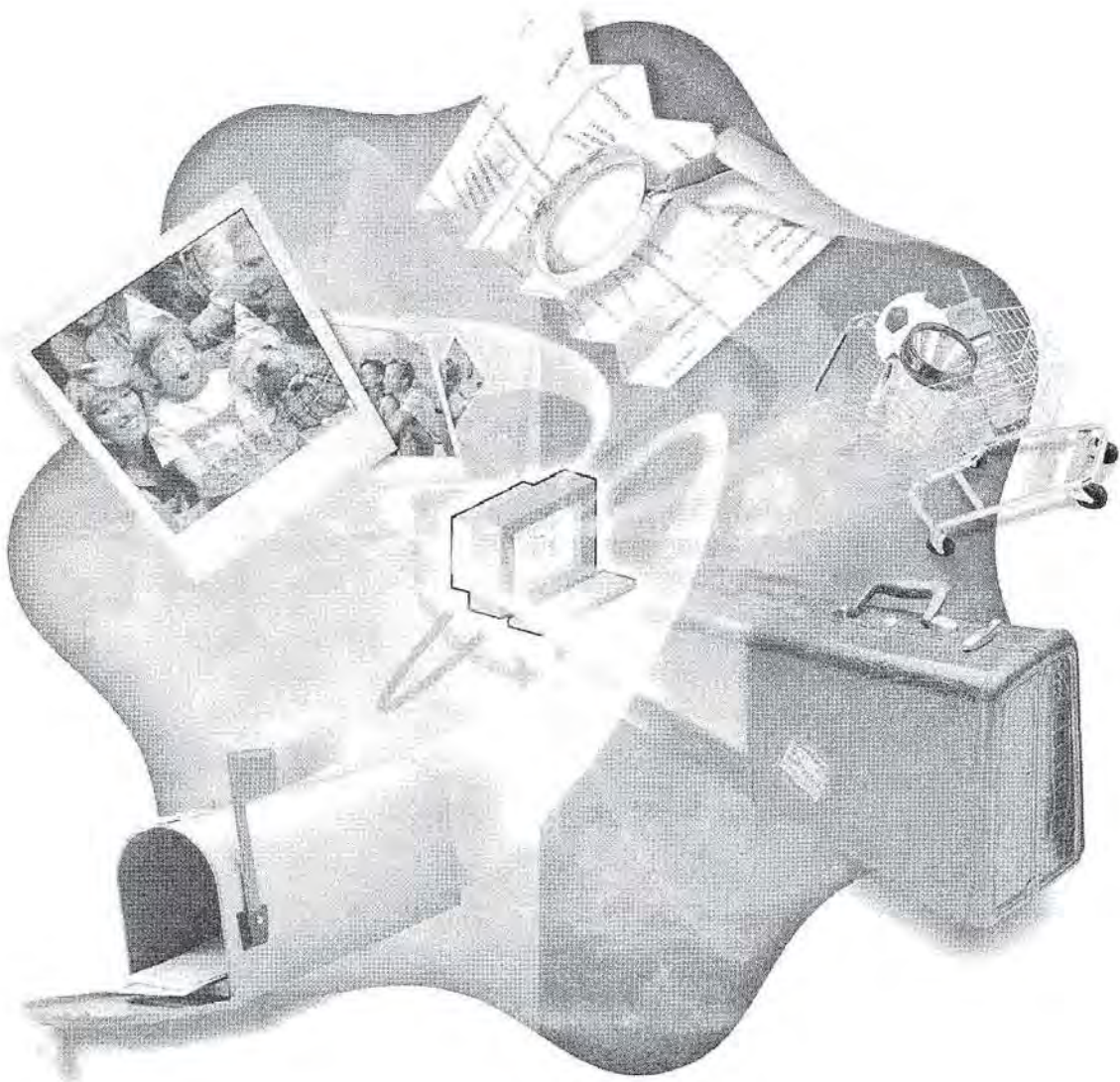
1. Create the banner and then upload it to your Web site. Make sure you insert the GeoGuide add-on into your index.html page.
2. Choose the Interactive add-on group from the GeoCities page.
3. Click Banner Exchange to open the Yahoo! GeoCities Banner Exchange page. It will provide information about the Banners feature.
4. Click the Submit It link.
5. In the page that appears, enter the URL where the banner is located. You must enter the specific URL, not just the Web site shortcut, like so:

<http://www.geocities.com/Pentagon/Camp/4903/banner.gif>

6. Click Submit. The banner is sent to Yahoo!. Yahoo! will review the banner to determine if it is appropriate for the program.
7. Click the GeoGuide Banner Exchange link on the Yahoo! GeoCities Banner Exchange page, shown at right. [GeoGuide's Banner Exchange](#)
8. Select a background color for your GeoGuide box, and choose the types of banner that you will permit on your site. Level I banners have been determined to be suitable for viewers of all ages; Level II banners are of general interest. Choose All Banners if you do not want to place any restrictions on the banners that will be displayed.

Chapter 7

Your Yahoo! Home Away from Home



How to . . .

- Store files online with Yahoo! Briefcase
- Use Yahoo! with pagers, cell phones, Web phones, and personal digital assistants (PDAs)
- Get stock, weather, and other information on your mobile device
- Create a Yahoo! menu on your PDA
- Download software for your PDA

You now have your e-mail and calendar on Yahoo!, and you've personalized them for your preferences and tastes. The next step is to make Yahoo! an extension of your home computer.

With Yahoo! Briefcase and Yahoo! Mobile, you can access your files and Yahoo! services no matter where you are. Using Briefcase, you can store your files online and access them from any computer that is connected to the Internet. With Yahoo! Mobile, you can get your e-mail, view your calendar, and even be alerted about news, financial information, and weather conditions from a pager or other mobile device.

Yahoo! Briefcase

In addition to your e-mail space, Yahoo! gives each member 10 MB of free disk space for storing files of almost any type. You can use this space, called the *Briefcase*, to store backup copies of important files or store files that you'd like to access from any location.

For example, suppose you start a document at home but don't have time to complete it, so you plan to continue working on the document at the office. One alternative is to copy the document to a floppy disk, carry the disk to your office, and copy the document from the floppy to the hard disk in the office. When you complete the document, you copy the file to the floppy disk, carry the disk home, and copy it to the hard disk. Copying files this way assumes that the file isn't larger than 1.4 MB and can fit on a regular floppy.

A better alternative is to store the document online in your Yahoo! Briefcase. To do so, you upload the document from home to your Yahoo! disk space. *Upload* means to copy a document from a computer to a computer on the Internet. When you get to the office, you download the same document from Yahoo! *Download* means to retrieve a document from a computer on the Internet. With the document downloaded, you can then complete it at the office. When you have finished working on it, you can upload it to Yahoo! so that you can download it again from home.

Documents that you upload and download to the Briefcase can be as large as 5 MB, so you can use your Briefcase to store documents, graphics, and sounds. The Briefcase accepts most types of files, including graphic files, sound files, Web pages, Microsoft Word documents, Microsoft Excel spreadsheets, Microsoft Access databases, and other popular file formats.

Note

Graphic file types include JPEG (Joint Photographic Experts Group), GIF (Graphics Interchange Format), and BMP (bitmap). Sound file formats include MP3 (Moving Picture Experts Group) and AIFF (Audio Interchange File Format).

In storing files online, Yahoo! asks that you abide by its guidelines and standards, as set forth in this statement:

Yahoo! considers the contents of your Briefcase to be the private communications between you and the people you have designated to have access to your Briefcase. Yahoo! will not monitor, edit, or disclose the contents of a User's private communications, except that User agrees Yahoo! may do so: (a) as required by law; (b) to comply with legal process; (c) if necessary to enforce Yahoo!'s Universal Terms of Service and these Community Guidelines; (d) to respond to claims that such contents violate the rights of third parties; (e) to protect the rights or property of Yahoo! or others; and (f) to identify or resolve technical problems or respond to complaints about the Service.

You can share Briefcase files with others. Rather than send a large file to a person as an e-mail attachment, for example, you can upload it to your Briefcase and grant permission for others to access the file. Persons to whom you grant access can download the file to their computers when it is convenient for them. This is a perfect way to distribute a file to a number of persons without sending a copy to each individual.

7

Accessing Your Briefcase

You don't have to do anything special to create a Briefcase—it is yours automatically as long as you are a registered Yahoo! member. To get to your Briefcase, follow either of these steps:

- Point your browser to <http://briefcase.yahoo.com/>.
- From the Yahoo! More screen, click Briefcase.

If you are not already logged on to Yahoo!, enter your Yahoo! ID and password and then click Sign In. You'll see your Briefcase, as shown in Figure 7-1. The default Briefcase contains two folders: My Folder and My Photo Album.

You can store any types of files in My Folder, but only graphic files in My Photo Album. The Briefcase window shows you how much of the 10 MB of space you are using, the number of files in the Briefcase, the total size of the files in each folder, the type access, and the date the folder was created. You also see the familiar Yahoo! edit and delete icons for editing and deleting folders.

To display the contents of a folder, just click its name.

Adding Files to Your Briefcase

When you are ready to add a file to your Briefcase, connect to the Internet and go to your Briefcase. Next, decide in which folder you want to place the file:

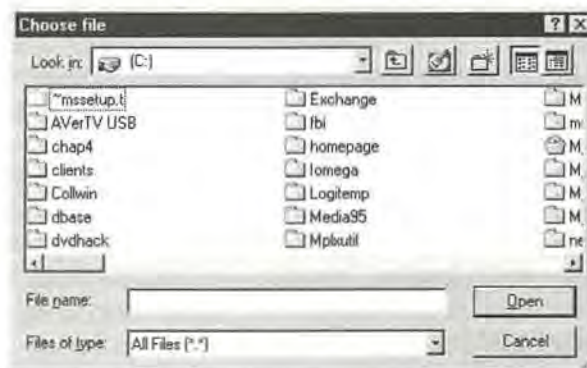
- To add a file to My Folder, click Add File.
- To add a graphic to My Photo Album, click Add Photo.



FIGURE 7-1 An empty Yahoo! Briefcase

You'll see the options shown in Figure 7-2.

If you know the path and name of the file, enter it in the topmost text box. To locate the file, click Browse to open the Choose File dialog box. Then, use standard Windows techniques to locate and select the file. Make certain, for example, that the Files Of Type box is set at All Files (*.*) so you'll see a list of all files and folders in the current location.



The Look In list shows the name of the current folder that contains documents to open. Documents and other folders in that location are displayed in the large box below it. To choose another disk or folder, click the down arrow to the right of the list and choose from the items that appear. To open a subfolder whose name is listed in the large window, double-click it. When you find the file you want to upload, double-click it, or click it once and then click the Open button.

FIGURE 7-2 Placing a file in a Briefcase folder

Enter an optional name for the file that clearly identifies it, give the file an optional brief description, and then click Upload to begin the transfer process. Yahoo! reads the file from your disk and records it on its disk in your Briefcase folder.

You can also add a link to a Web page to the Briefcase. You can then click the link to open the page, just as you would a favorite Web site or bookmark. Placing a link in the Briefcase is particularly useful when you are sharing a folder with friends because they have access to Web sites that you want to make available to them. To add a Web site link to a Briefcase, click the underlined On The Web link. Then enter the address of the site and click Add Link.

Tip

From the Adding A File Link page, click Upload From Your Computer if you change your mind and want to add a file or photo instead of a link.

When the file is uploaded, Yahoo! opens the folder in which you placed it. Figure 7-3, for example, shows a user's My Folder section of the Briefcase. To return to the list of folders, click the Folder List link next to the Back To prompt shown at right.

Options
Back to: [Folder List](#)

Working with Briefcase Files

Each file in the folder is shown with its name underlined, along with its type and size. Files less than 1,000 bytes large will be shown as having 0 KB, although they do take up space in the Briefcase. You'll also see the date that the file was posted, or uploaded, to the Briefcase.



FIGURE 7-3 Open folder

Downloading Files To download a file to your computer, click its name to open the File Download dialog box, which offers two options for downloading files:

- Open This File From Its Current Location
- Save This File To Disk

Click Save This File To Disk and then click OK to open the Save As dialog box:



Tip

If you click a Web link in a folder, the Web site will be displayed in your browser.

Use the Save In list, and the large box below it, to locate the folder where you want to place the downloaded file. You can change the name in the File Name box if you want to store the file under a different name than the one in the Briefcase. Click Save to download the file.

You can use the Open option in the File Download dialog box when the file is a type that your system recognizes. For example, you can select to open a text file—one with the TXT extension—because Windows knows how to display a text file on your system. Generally, however, it is recommended that you never open a file directly from the Briefcase, but download it to your computer first.

Changing and Deleting Files Your Yahoo! Briefcase stores files differently than a traditional folder on a disk. With a traditional folder, you cannot have two files under the same name. If you copy a file whose name matches that of an existing file, you'll be asked if you want to replace the current file.

Your Yahoo! Briefcase stores files in a *virtual folder*. The files are stored on Yahoo!'s computers wherever Yahoo! can find space for them, but their names are displayed in a single folder onscreen. If you upload a file whose name matches an existing one in the folder, the new file will be placed in the virtual folder without any trouble. In fact, any number of identically named files can be kept in the same folder. Each is stored separately without replacing another.

This can be a benefit if you need to store more than one version of a file. Each will have the same name but a different date—the date that you uploaded it to your Briefcase. You can use the date to differentiate the versions of the file. If you want to replace a current file with a newer version, however, you'll need to delete the original before uploading its replacement.

To delete a file from a folder, select the check box to the left of its name and then click Delete.

To change the optional name and description that you gave to a file when you uploaded it, click the Edit icon to the right of the file's name. Change the names in the box that appears, and then click Modify Document to return to the folder.

Sending Files to Others

You will soon learn how to share your folders with other persons so that they can access the folder to download any files that it contains. If you only want to make one file available to a specific user, however, you can e-mail him or her a link to the file.

E-mailing a link is different than e-mailing an actual file. When you e-mail a file as an attachment, the entire file is downloaded to the person's Inbox. The file has to be uploaded from your computer as part of the e-mail process.

E-mailing a link sends the recipient a hyperlink that points to the location of the file in your Briefcase. The recipient then clicks the link to display the File Download box and get access to the file.

To e-mail a link to one or more files, select the check box next to the file names and then click the e-mail button. You see the options shown in Figure 7-4. Type the e-mail address of the recipient. To send links to more than one person, separate the e-mail addresses—you can send links to as many as five recipients—with spaces or commas. You can also type a brief message that will be included with the e-mail. Click Send E-mail. A message appears reporting that the e-mail was sent successfully. Send the e-mail to others or click Folder or Folder List (next to the Back To prompt) to return to another Briefcase location.

FIGURE 7-4 E-mailing a link to a Briefcase file

Note

You cannot use the Move option until you create your own custom folders.

The e-mail is sent directly from Yahoo!; it is not placed in your e-mail system's Outbox. The e-mail will include links to the files and your e-mail address, as well as the filename, a description of the file, and the file size of each of the files, shown at right.

Files from aneibauer's Briefcase
<http://briefcase.yahoo.com/aneibauer>
 1. Fax cover sheet (45 KB)
<http://i4.yimg.com/4/a4da65f9/h/51d52e1a/Professional+Fax.doc>

Sharing Folders

Sending an e-mail link lets you share one or more specific files with others. If you want to share multiple files without the overhead of sending e-mails, you can share an entire folder.

You can share a folder with everyone and make it available to anyone who accesses the Briefcase over the Internet. And you can also share a folder with specific Yahoo! members by providing the Yahoo! ID of those persons who will have access to the folder.

The current sharing status of a folder is shown in the Access column in the folder list and next to your name in the open folder. Private status means that no one can access the folder without signing in with your ID and password. The other possible status options are Everyone and Friends.

To share a folder, use either of these techniques:

- From the Folder List, click the Edit icon to the right of the folder name.
- From the open folder, click Edit.

Yahoo! opens the window shown in Figure 7-5. In addition to renaming the folder, you can choose the type of access you want to allow. If you select Friend, enter the ID of all Yahoo! members that you want to access the folder. Only those persons will be able to download the files in the folder by giving their Yahoo! membership IDs. Separate the IDs with a space or comma. Click Modify Folder when you've finished.

To make it easy for persons to access your folder, give them this address:

http://briefcase.yahoo.com/your_ID

or

http://briefcase.yahoo.com/bc/your_ID

Going to that address takes persons directly to your Briefcase as a guest. When they go to that site, they will see the folder list showing folders designated for sharing with Everyone. To see folders designated for friends, they have to click the Sign In link shown at right.

Don't see your friend's shared folders? [Sign In](#)

You can change the access type at any time by choosing Edit the Folder.

YAHOO! Briefcase [Yahoo!](#) [Help](#) [Sign Out](#)

Modify a Folder [Back to: Folder List](#)

Rename Folder

Name:

Change Access

Note: Only share folders/files with people you trust.

☒ **Private** (only I have access to folder)

☐ **Everyone** (everyone can access folder)

☐ **Friends** (only Yahoo! users listed below can access folder)

(separate Yahoo! User IDs with commas or spaces)

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[Privacy Policy](#) - [Terms of Service](#) - [Guidelines](#) - [Help](#)

FIGURE 7-5 Sharing a folder

Tip

You can access someone's Briefcase by looking at her public profile. If that person has chosen to list her Briefcase on her profile, all you need to do is click the link to access the public files in her Briefcase.

Adding Briefcase to Your Profile

You can also make it easy for others to access your Briefcase by adding it to your public profile. To quickly access your profile, select More from the initial Yahoo! screen, click Profiles, and then click Edit My Profile. Enter your Yahoo! ID and password and click Sign In if you are not yet signed in, and then click Edit. Look for the On Yahoo! section shown at right.

On Yahoo!
· Messenger

Click Edit in that section to see a list of the Yahoo! features that you can add to that section, as shown in Figure 7-6. Select the check box for Briefcase and then click Finish.

Tell your friends to access your profile at the following site, and then click the Briefcase link in the On Yahoo! section:

http://profiles.yahoo.com/Your_User-ID

Creating Folders

You can create your own custom folders to supplement the two folders that Yahoo! supplies in your Briefcase. Create a new folder, for instance, to share some but not all files with the public

YAHOO! PROFILES [My Profiles](#) [Yahoo! - Help](#)

Edit "On Yahoo!" for: aneibauer

What's this?
Your Yahoo! Profile can include a list of some of the areas on Yahoo! you use. If you would like to display the fact that you use any one of these areas, check the appropriate box below:
(Note: To hide your "online status" ([Offline](#)) from other users [click here](#).)

Yahoo! Feature	Display
Yahoo! Briefcase	☒
Yahoo! Calendar	☐
Yahoo! Auctions	☐
Yahoo! Games	☐
Yahoo! Clubs	☐

When you are done click the finished button.

FIGURE 7-6 Adding features to your profile

or friends. You can leave My Folder set at the default private access where you store files that you do not want to share, and use your custom folder for shared files.

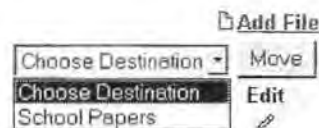
You should also create folders to help organize your online files. Create one folder to store work documents and another for personal files, for example. Create a new album for each type of graphic file you want to store. Organize your pictures by subject in albums.

To create a new folder, click the Folder or Album links next to the Create prompt at the top of your Briefcase Folder List. Choose Album only if you want to create a folder for graphic files. Yahoo! displays the options shown in Figure 7-7.

Enter a name for the folder and select the level of sharing (Private, Everyone, or Friends) and click Finished. Your new folder appears in the folder list, and you can add files to it just as you've already learned to do with default folders.

Moving Files to Folders

If you already have files in a Briefcase folder, you can move them to a custom folder that you created. Open the folder containing the file you want to move. Select the check box next to each file you want to move, pull down the Choose Destination list, select the folder, and then click Move.



7

You can only select a custom folder from the list, not one of the default Yahoo! folders.

YAHOO! Briefcase  [Yahoo!](#) [Help](#) [Sign Out](#)

[Add File](#)

☐ **Create a New Folder** [Back to Folder List](#)

1. Name Folder

Name:

2. Share Your Folder

Note: Only share folders/files with people you trust.

☒ **Private** (only I have access to folder)

☐ **Everyone** (everyone can access folder)

☐ **Friends** (only Yahoo! users listed below can access folder)

(separate Yahoo! User IDs with commas or spaces)

Note: By using the briefcase you accept and agree to follow the Yahoo! [Community Guidelines](#).

FIGURE 7-7 Creating a new folder

Yahoo! Mobile

Storing your files online is just one way you can take advantage of Yahoo! when you're on the road. Yahoo! offers a whole range of services for the road warrior. Yahoo! Mobile lets you get many Yahoo! services on mobile devices, including these:

- Pagers
- Cell phones
- Web phones
- Personal digital assistants (PDAs)

At Yahoo! Mobile, you'll get step-by-step directions and even the software you need to use Yahoo! mail, messenger, and other services on your mobile device called Yahoo! To Go. You'll be able to check your mail and calendar. You can also be notified about meetings, stock quotes, sports scores, the weather, and even auctions.

Caution

To be notified about events, you'll need a pager or mobile phone with text-messaging capability, an e-mail address, and a Yahoo! ID. To check your e-mail and calendar, you'll need a PDA that uses Palm OS Windows CE, a modem, and a Web browser.

You access all the Yahoo! mobile features from Yahoo! Mobile. Click More in the main Yahoo! page and then click Mobile to see the options shown in Figure 7-8.



FIGURE 7-8 Yahoo! Mobile

Shortcut

Go directly to Yahoo! Mobile at <http://mobile.yahoo.com/wireless/home>.

The choices are as follows:

- **Yahoo! To Go** lets you receive Yahoo! information on your mobile device.
- **Mobile Shopping** features hardware and software for mobile users.
- **PDA Downloads** offers free software for mobile computing.
- **How Do I Yahoo! Everywhere?** provides detailed help information.
- **Mobile News Library** provides top news stories of interest to mobile users.
- **Our Partners** offers links to mobile service providers.
- **What's New** highlights top news stories.
- **From The Mobile News Library** presents selected stories from the Mobile News Library.

7

Yahoo! To Go

The Yahoo! To Go option lets you set up your mobile device and Yahoo! so that they work together, as well as specify the content that will be sent to your device. Clicking Yahoo! To Go from the Yahoo! Mobile page displays three options: Mobile Alerts, Yahoo! On Your PDA, and Yahoo! On Your Phone.

Mobile Alerts

Mobile Alerts lets you specify the information that Yahoo! automatically sends to your mobile device. Click My Alerts from the Yahoo! To Go page to display the types of alerts that you can select, as shown in Figure 7-9. The options are as follows:

- **My Stock Alert** Sends you market price information concerning stocks in your portfolio.
- **My Weather Alert** Sends you weather reports for areas of your choosing.
- **My Horoscope Alert** Sends you a daily horoscope.
- **My Other Alerts** Lets you forward your Yahoo! e-mail and auction information.

Click the link for the type of alert you want to create. If you haven't yet told Yahoo! the type of device you are using, however, you'll be taken through the steps of registering your device so Yahoo! knows how to communicate with it.

Tip

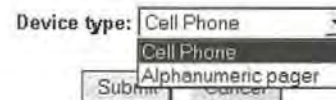
Follow these steps and enter your regular e-mail address to have alerts sent to you via e-mail.

1. Click Add Alert. Read the information that appears and then click Continue. You now select the type of device.



FIGURE 7-9 Yahoo! Alerts

2. On the Device Type pull-down list, select Cell Phone or Alphanumeric Pager.
3. Click Submit to see the options shown in Figure 7-10.
4. Enter a name for the device.
5. Select the message length, either summaries (up to 90 characters) or the full message (up to 300 characters).
6. Choose the maximum number of messages to receive in the Message Limit list.
7. Choose your time zone.
8. Click Submit.
9. Enter your device's e-mail address and click Send. If you do not know the e-mail address of your pager or cell phone, ask your communications provider.
10. Yahoo! displays the Verify Wireless Device screen that shows your e-mail address and a box in which you have to enter a confirmation code. It also sends your device a message with the code. Enter the code in the Verify Wireless Device box and click Verify My Account to display your device list, as shown in Figure 7-11. Here, you can add a new device or edit or delete a listed device.
11. Click Finished. You are now ready to set up alerts.



YAHOO! MOBILE Welcome, Barbara! [Help?](#)

Enter Device Settings

Fill out the attributes of your wireless device below. This will enable us to send information to you, and help us format the messages for you.

Device name:

Message length: ☒ Short summary (under 90 characters)
☐ Full length version (up to 300 characters)

Message limit: per day

Your time zone:

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FIGURE 7-10 Selecting device options

YAHOO! MOBILE Welcome, Barbara! [Help?](#)

Edit My Mobile Devices

Add a new Mobile Device or **Edit** the settings for an existing one. Be sure to click **Finished** when you're done.

My Mobile Devices

Device Name	Address	Edit	Delete
My Phone	belayne@pager.com	Edit	Delete

Got a new device? [Add New Device](#)

Add a new Mobile Device or **Edit** the settings for an existing one. Be sure to click **Finished** when you're done.

How to use this page:

EDIT
Mobile Device settings, including message limit, message length, time zone, and device email address by clicking on the **Edit** link.

HINT:
Add a new device before deleting an old one. You can then forward any alerts you have set up to the new device.

FIGURE 7-11 Registered mobile devices

Setting Up Alerts You can now click Add Alert in the My Alerts page to set up a stock, weather, or horoscope alert, or click links that help you forward your e-mail and auction information.

Selecting Add Alert in the My Stock Alerts section, for example, displays the list of stocks in your Yahoo! portfolio, as shown in Figure 7-12. Select whether you want price information midday, at the close of the market, or both midday and at the closing. Then choose the mobile device to which to send the report and click Finished.

The options for your horoscope, shown here, let you choose your sign, the time and frequency of delivery, and the device.

Step 1: Choose a sign

Aquarius (January 21 - February 19) ▾

Step 2: Select time of delivery

Time: 1 ▾ :00 ▾ pm ▾

Frequency: Daily ▾

Step 3: Select delivery method

Mobile Device: My Phone (bneibauer@yahoo.com) ▾

Weather options let you select one or more cities, and the time and frequency of delivery. You'll learn more about getting weather information from Yahoo! in Chapter 18.

1st order, up to \$15, is free!

Welcome, Barbara! [Sign Out](#)

Yahoo! Stock Alerts

Follow the two steps below to customize your stock alerts. Be sure to click **'Finished'** when you're done.

Step 1: Choose the tickers you want sent to you

For 90 character devices, **choose up to 3** tickers per time period. For 300+ character devices, **choose up to 8**.

Ticker	Midday	Close
YHOO	☐	☐
^DJI	☐	☐
^FCHI	☐	☐
^GDAXI	☐	☐
^HSI	☐	☐
^N225	☐	☐
^NYA	☐	☐
^SPX	☐	☐

FIGURE 7-12 Setting up stock alerts

When you return to the My Alerts page, the alerts you set up will be listed, as shown in Figure 7-13. Next to each alert is a description, a time, and the delivery device. The bell icon means that the alert is turned on and notifications will be sent to you. To temporarily turn off the alert, click the icon. Yahoo! will remove the color from the icon to show that the alert is turned off. Click the icon again when you want to reinstate it.

The options under My Other Alerts are Yahoo! Mail and Yahoo! Auctions. Clicking Yahoo! Mail shows a summary of how to set up an e-mail filter, which selects the messages that you will accept into your Yahoo! inbox and those that you will forward to your device. See Chapter 2 for more information.

Clicking Yahoo! Auctions lets you have the status of auctions for which you are either a buyer or seller sent to your pager. See Chapter 19 for more information on Yahoo! Auctions.

My PDA

The Yahoo! On Your PDA option on Yahoo! To Go lets you set up to browse Yahoo! using a custom menu from the Web browser on your PDA. Clicking My PDA lets you configure Yahoo! for your PDA and see some sample PDA pages so you can get an idea how you can use Yahoo! to your best advantage, as shown here.



Note

To set up Yahoo! on your PDA, you'll need a PDA with Palm Organizer, a modem, and a browser.

To set up Yahoo! for your PDA, follow these steps:

1. Click My PDA and then click Continue to display the options shown in Figure 7-14.
2. Enter a device name.
3. Select the device type: Palm III, Palm IV, Palm VII, Visor, pdQ Smartphone, Windows CE, Apple Newton, or Other.
4. Select the browser type: HandWeb, ProxiWeb, pdQ Browser, Avantgo, Qbrowser, or Other.
5. Select the modem type: Minstrel, Palm (clip-on), GSM Phone, or Other.
6. Select either Monochrome or Color.
7. Click Submit.

Welcome, Barbaral [Sign Out](#)

Yahoo! Mobile - Alerts

Home	My Stock Alert			Add Alert
Yahoo! To Go	Description	Time	Delivery	Edit Del
Mobile Shopping	📶 YHOO	Midday	My Phone	✎ 🗑
PDA Downloads	My Sports Alert			Add Alert
Mobile News Library	Description	Time	Delivery	Edit Del
Our Partners	📶 Boston Bruins	Gametime	My Phone	✎ 🗑
Help	My Weather Alert			Add Alert
My Devices	Description	Time	Delivery	Edit Del
Edit devices	📶 Atlantic City, NJ	1 pm	My Phone	✎ 🗑
Add new device	My Horoscope Alert			Add Alert
Welcome to Alerts	Description	Time	Delivery	Edit Del
Get stocks, weather, email, and more sent to your mobile device. Add any alert to get started, and change your settings any time.	📶 Scorpio	1 pm	My Phone	✎ 🗑
	My Other Alerts			
	Yahoo! Mail: Filter and forward mail to your device.			
	Yahoo! Auctions: Get notified of your auction status.			

FIGURE 7-13 Listing of your alerts

YAHOO! MOBILE  Welcome, Barbara! [Yahoo!](#) - [My Yahoo!](#) - [Help](#)

Enter PDA Settings

Fill out the attributes of your mobile device below. This will help us format the content for your device.

Choose a Device name:

Device type:

Browser:

Modem:

Device Characteristics: ☐ Monochrome ☐ Color

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FIGURE 7-14 Setting up a PDA



Change Your PDA Layout

The items that you select in the Personalize Content for Your PDA page will appear as a menu on your PDA. You can change the order in which options appear by clicking Change Layout from the Personalize Content for Your PDA page.

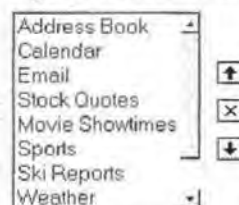
A list box appears showing each of the items that you added to your PDA menu.

To change the position of an item, click it in the list box and then click the up or down arrow. Clicking the up arrow moves the item up on the menu; clicking the down arrow moves the item down.

You can also click the X button to delete the selected item.

When you're through adjusting the order of items, click Finished.

Organize Your Selections



7

The Personalize Content for Your PDA screen appears, as shown in Figure 7-15. In the Choose Your Content section of the page, select the check boxes for the items that you want displayed on your PDA. Click Finished or click Change Layout to set the order in which the items appear and then click Finished.

You'll now see a list of your devices with the items that will be on your PDA's Yahoo! menu:

Device Name	My PDA Start Page	Edit	Delete
brieibauerPDA	Address Book, Calendar, Email, Stock Quotes, Movie Showtimes, Sports, Ski Reports, Weather, Lodging, People Search	Edit	Delete

You can edit or delete the device, or set up additional devices.

Accessing Your PDA Page

When you want to get Yahoo! information on your PDA, start the PDA's browser to connect to the Internet, and then go to this site:

<http://mobile.yahoo.com/home>

Sign in to Yahoo! with your ID and password, and then click Sign In to display your custom Yahoo! menu on your PDA. Click the link for the item you want to display.

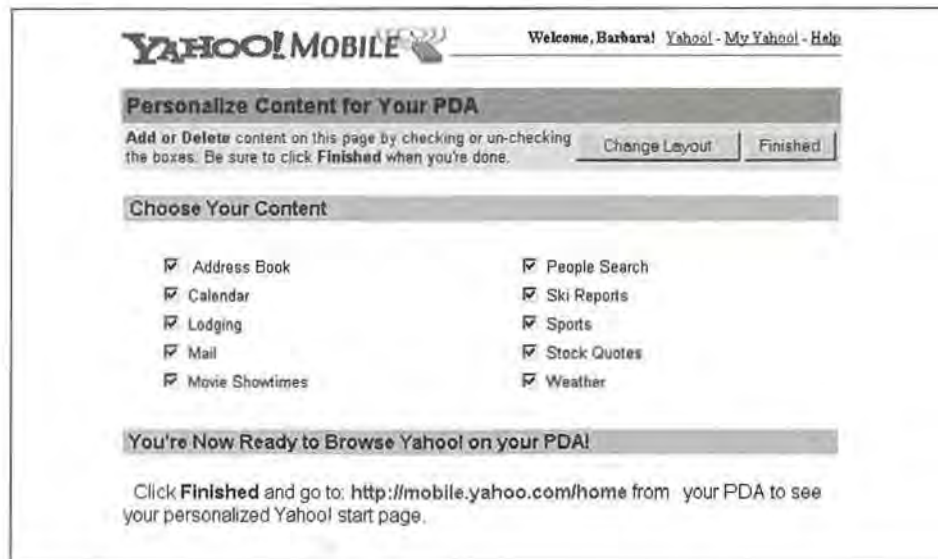


FIGURE 7-15 Adding content to your PDA Yahoo! menu

Yahoo! Mobile Shopping

The Yahoo! Mobile Shopping option in Yahoo! Mobile connects you to a virtual wireless communications shopping mall similar to the one in Figure 7-16. You'll find devices of all types, as well as accessories and service plans.

You can search for pagers, PDAs, wireless phones, and other products, and in so doing compare prices from hundred of companies. When you find the product you want, and at the price you want to pay, you can purchase the item online through Yahoo!'s secure shopping service. You'll learn all about Yahoo! shopping in Chapter 15.

PDA Downloads

The PDA Downloads section of Yahoo! Mobile provides thousands of free or inexpensive programs designed for Palm Organizer or Windows CE devices. As shown in Figure 7-17, you can search for a product by a keyword such as *calculator* or *e-mail*, or you can browse by category. Start by clicking either Palm or Windows CE to choose the system your device uses, and then search for the program.

When you find a program, you'll see a summary of it, its size, and the number of times it has already been downloaded from Yahoo! Click Download Now on the summary page to see additional details about the program, including user reviews and a table of information, as shown in Figure 7-18.



FIGURE 7-16 Yahoo! Mobile Shopping

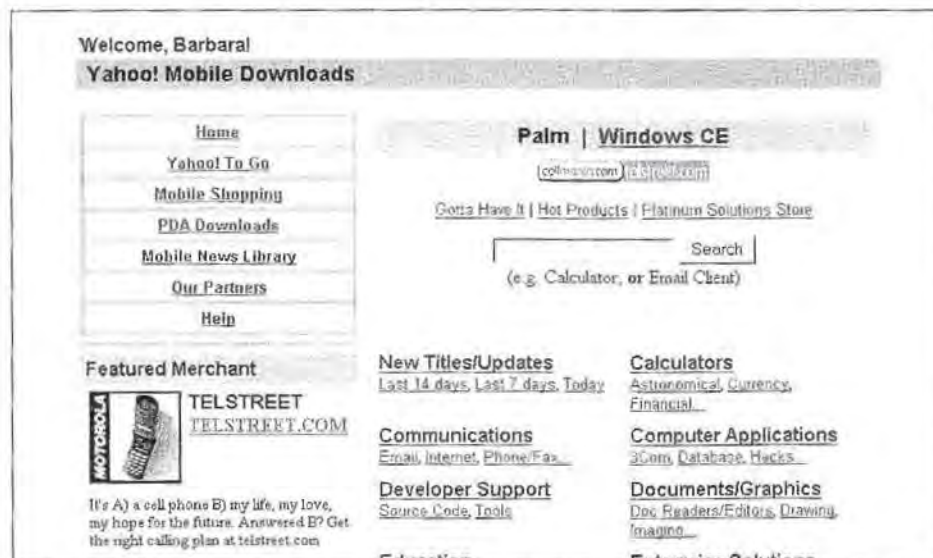


FIGURE 7-17 Searching for PDA downloads

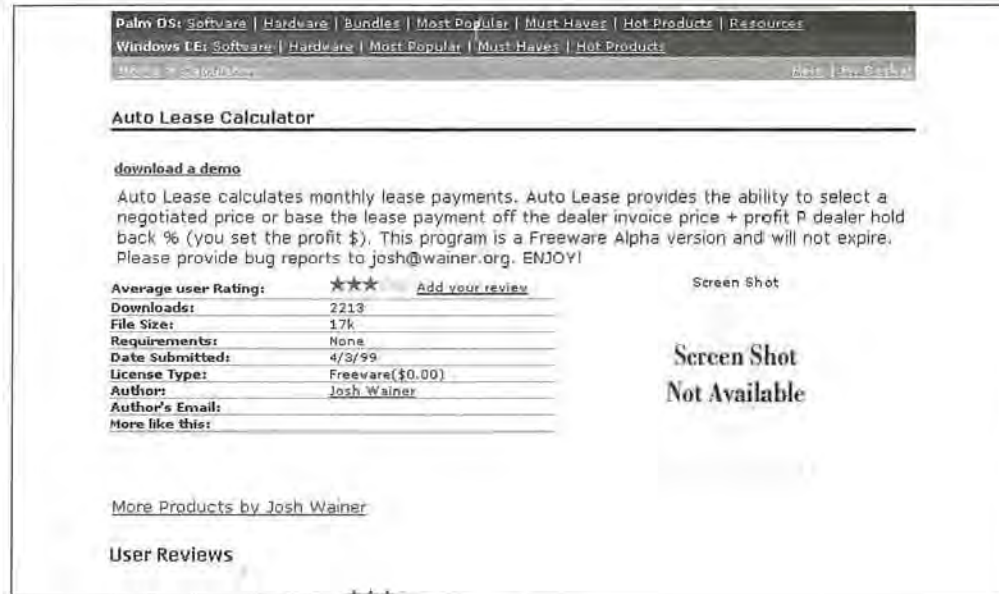


FIGURE 7-18 Details on PDA programs

The Average User Rating indicates the opinion of users who have downloaded the program. The ratings range from one star (the lowest) to five stars (the highest).

The Date Submitted gives you an idea how new the program is, although it may have been created at any time.

The License Type indicates how the program is distributed:

- Freeware means that the program is totally free.
- Shareware Registration means that you are free to download and test the program, but you are expected to pay the stated license fee if you continue to use it. Read the documentation that comes with the program to learn how to register it.

Note

*Some program descriptions include a link called **Add This To My Basket**. Click this link to download and pay the registration fee in one secure step.*

The table also includes the author's name and e-mail address, and links to similar products. Click the e-mail address to send the author a question or comment about the program. There may also be links with which to see additional products by the same author, download manuals, and obtain other supporting information.

When you're ready to download the program, click Download a Demo (which is the option even when the program is a full copy and not a demo, by the way). The File Download dialog box appears with the following choices.

- Open this file from its current location.
- Save this file to disk.

Select **Save This File To Disk**, and then click **OK** to display the **Save As** dialog box. Select the location where you want to save the file, make a note of where you will save it so you can get to it later on, and click **Save**. The file will be downloaded to your computer.

What you do with the file after you download it depends on its type. Many files are in the ZIP format. To save downloading time, the files that make up the program are zipped, or compressed, so they take up less room and can be sent faster. To unzip files sent this way, you need an unzipping program such as PKZIP or WINZIP, which you can also download over the Internet for free. After you install the unzipping program on your computer, you just double-click on the compressed file to expand it so it is usable.

Other programs are downloaded as executable programs with the EXE extension. Some of these are self-extracting ZIP files. You can double-click a self-extracting file to automatically unzip it without the need of an unzipping program. Other EXE files may install or run the program immediately.

7

Program Reviews

Below the table are any reviews that other Yahoo! members submitted about the software. It pays to read the reviews to get an insight into a program's features and value. Read all of the reviews before making a decision to download. A few negative comments may be followed by a number of positive reviews, or vice versa. While the Average Rating is a good general indication, you may find specific information in the reviews that is more meaningful.

To add your own review of the program, click **Add Your Review** to display a review form, as shown in Figure 7-19. Complete the form and click **Submit Review** to add your critique to the program.

Installing Software on PDAs

After you download a program from Yahoo! Mobile, you may have to install it on your PDA. The exact steps for installing the program depend on your specific device and its operating system.

If you are using a Palm device, for example, you'll need to run the Palm Desktop on your PC and use the Install Tool. If you are using a Windows CE device, you run the program on your PC and then synchronize your PDA.

Downloading Yahoo! Software

The PDA Downloads page also lets you download two Yahoo! programs: Messenger for PalmOS and Messenger for WinCE. These are mobile-device versions of Yahoo! Messenger for sending instant messages to and receiving instant messages from other Yahoo! members who are online. To use either version of the program, download it to your PC and then follow the instructions for installing it on your mobile device.

Please Add Your Review Of **Auto Lease Calculator** by Josh Wainer

1. How do rate this product?
2. Please enter a one-line summary of your review:
3. Please enter your review in the space below:
4. Enter you email address below or your name:
For Example: *john@abc.com* or *Joan Allen*

☒ Display above name with review
☐ Do not display above name with review

FIGURE 7-19 Adding your review to a PDA program

How Do I Yahoo! Everywhere

When you need additional help using Yahoo! Mobile features, choose How Do I Yahoo! Everywhere from the Yahoo! Mobile page. Doing so opens the main Help page for Yahoo! Mobile. It is divided into six sections:

- Top 5 Questions includes links to the most asked questions about Yahoo! Mobile.
- Yahoo! Mobile Basics covers the fundamental features of using Yahoo! on a mobile device.
- Yahoo! To Go includes frequently asked questions about Yahoo! Alerts and PDA features.
- Yahoo! Mobile Shopping provides answers about using the Yahoo! shopping service.
- PDA Downloads presents information about downloading and using software.
- Related Links lists additional topics of interest to mobile device users.

Getting News for Mobile Users

The Yahoo! Mobile page provides several ways for mobile device users to keep up with the latest developments in mobile communications.

The What's New? section offers late-breaking news and top developments, as well as new downloads and product announcements. The From The Mobile News Library section contains a sample of stories from the Yahoo! Mobile News Library, a collection of stories of interest to mobile users. After each headline is the name of the publication in which the story appeared, as well as its date. Click a story to read about it in detail.

You can also choose Mobile News Library for a more comprehensive listing of news stories and product announcements, as shown in Figure 7-20. The page is generally divided into two categories: Wireless Communications Devices, and Handheld and Palmtop Computers.

Getting Alerts by E-Mail

Whether or not you have a pager or PDA, alerts can be sent to you by e-mail or through Yahoo! Messenger. Follow these steps:

1. Click More on the Yahoo! home page.
2. Click Yahoo! Alerts to open the Yahoo! Alerts page. This page will list the alerts that you create.

Tip

If the Yahoo! Alerts option is not displayed, go to <http://alerts.yahoo.com/>.

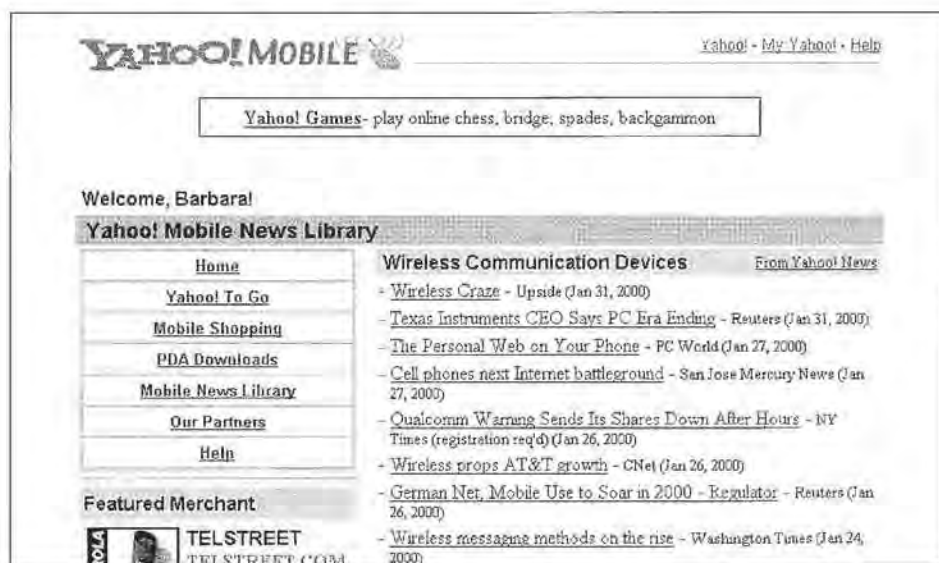


FIGURE 7-20 Stories of interest for mobile users

3. Select the type of alert you want to create from the list on the left side of the screen.
4. Click Create Alert. The options that appear depend on the type of alert you selected.
5. Enter a name for the alert.
6. Enter one or more words that the news story must contain to be sent to you. Separate the words with spaces.
7. Enter one or more words that the story should *not* contain.
8. Scroll the screen to see a list of news sources.
9. Select the check boxes for the sources that you want to be searched for stories.
10. Select how you want to be notified from these options. For instance, enter the e-mail address to which you want the alert sent or choose to be notified in Yahoo! Messenger when you are logged on to that feature.

Step 4: Select how you want to be notified

☒ Email: Format: ☒ HTML ☐ Text
☐ Yahoo! Messenger (requires latest version - [get it now](#))

11. Select the time of delivery. You can choose up to two times daily, or immediately when stories are found.
12. Click Finished.

The Yahoo! News Alerts page appears and lists your news alerts. From this page, you can edit or delete alerts, or click Create Alert to add another alert of the same type. To return to the Yahoo! Alerts page, see a list of your alerts, and perhaps create other types, click Y! Alerts.

Chapter 10

Maps and Driving Directions



How to . . .

- Get a map of a location
- Use an interactive map
- Print and e-mail maps
- Get detailed driving directions

Locating people and businesses is one thing, but finding your way to them is another. To make sure you know how to get somewhere, or just to learn more about an area where a place of interest is located, you can use Yahoo! to map the location for you.

Mapping a Location

You might need a map to find your way somewhere—the airport, a business meeting, a social event, a relative's house. With Yahoo!, you can get a detailed street map that shows where something is located. What's more, you can get step-by-step driving directions that show every turn in the road between two different locations.

Next time you're planning a trip, you might use a map to select a hotel near a location you want to visit—a tourist attraction, convention center, or friend's house. Before making reservations at a hotel, for example, examine a Yahoo! map to see how close it is to your destination. If you're attending a convention, choose a hotel that's close to the convention site or easy to get to by public transportation.

You might also use Yahoo! maps just to learn more about an area. For example, you can learn how close an area is to an ocean or a river, whether it has any lakes or large parks, or what major roads are near it.

Yahoo! gets its maps from a company called MapQuest, which in turns gets its data from other vendors. Depending on the vendor, the information on a map may be several years old and may not show new streets and addresses.

Here's how to map with Yahoo!:

1. Click Maps in the Yahoo! home page to see the options shown in Figure 10-1.

[Shopping](#) - [Auctions](#) - [Yellow Pages](#) - [People Search](#) - [Maps](#) - [Travel](#) - [Classifieds](#) - [Personals](#) - [Games](#) - [Chat](#) - [Clubs](#)
[Mail](#) - [Calendar](#) - [Messenger](#) - [Companion](#) - [My Yahoo!](#)  [News](#) - [Sports](#) - [Weather](#) - [TV](#) - [Stock Quotes](#) - [more...](#)

2. If you need a map to an airport, click Airport Code. The Map and Driving Directions page opens with a list of major United States airports and their official abbreviations. Make a note of the abbreviation of the airport you want, and then click your browser's Back button.

The screenshot shows the Yahoo! Maps homepage. At the top, there's a navigation bar with "Yahoo! Maps" and a globe icon, and links for "Yahoo! Maps", "Yellow Pages", and "Help". Below this is a promotional banner for a contest: "Winning \$5,000 could fix that." with a "Enter to Win \$5000!" button and an email input field. A small disclaimer states "E-mail not collected without your approval. click GO! for details." Below the banner is a "Yahoo! Maps" search bar with a "New Location" button. Underneath the search bar are two tabs: "Map a New Address" (selected) and "Driving Directions". The "Map a New Address" section contains two input fields: "Street Address, Intersection or Airport Code" and "City, State Zip or a ZIP". At the bottom of this section is a "Get Map" button.**FIGURE 10-1** Specifying a location to map

10

3. Enter the street address you want to map, the nearest intersection, or the airport code. If you don't know the exact address, you can enter the two closest cross streets. For example, you could enter Broad St. and Market St.
4. Enter the city and state, or just the zip code. (You do not have to enter any of this information if you are mapping the location to an airport code.)
5. Click Get Map. A map will appear, as shown in Figure 10-2.

If Yahoo! cannot locate the street, you may see a street with a similar name or a list of possible locations. If a list appears, select the location that matches the one you want to map, or else go back and enter another address. If you enter an intersection and a street is not found, you will see a city map.

Tips for Getting Accurate Maps

Here are a few steps you can take to help ensure that the maps you generate accurately reflect the locations you want to map:

- Use the proper abbreviations for street suffixes: Rd., St., Ave., Blvd., and so on. Moreover, use prefix abbreviations such as N (North), S (South), E (East), or W (West) where necessary.

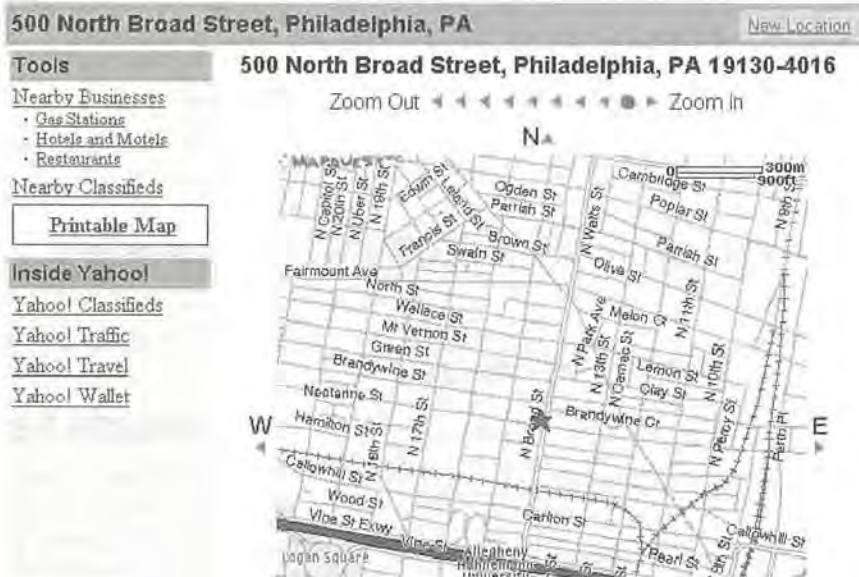


FIGURE 10-2 Typical Yahoo! map

- Enter a zip code whenever possible, rather than the city name and state, but make sure that the zip code is accurate.
- If you enter a city name, spell it correctly. Yahoo! can automatically correct some city names, but not all of them.
- If a map cannot locate a place or displays it in the incorrect location, go to www.mapquest.com and report the problem so that a map can be generated correctly in the future.

The position of the star that indicates the location you are looking for is placed by interpolation. MapQuest divides the street into equal segments based on the range of addresses. If a street contains numbers ranging from 1 to 100, for example, the location of the house at address 50 is placed in the middle. However, this placement may not be accurate where the addresses on a street are not equidistant from one another.

Zooming and Navigating Maps

There is a lot to a Yahoo! map page, so let's look at it in detail, starting with the map itself.

The location you entered is shown with a star in the center of the map. Yahoo! maps are interactive. You can start from a specific location and then use navigation controls to change the view.



Locate an Intersection

Instead of locating a specific street address, you can enter a nearby intersection. Locating an intersection is especially useful when mapping a new street or address that has not yet been added to the MapQuest maps. You can display a map of the closest intersection and thereby see the surrounding area.

Just enter the two street names, as in Broad and Chestnut, and then enter either the city and state or the zip code. To designate an interstate highway, use the designation IH, as in IH 95. Use the designation SR for a state route (a state highway), as in SR 40. The location IH 85 and SR 40 would represent the intersection of Interstate 95 and State Highway 40. When you click Get Map, Yahoo! displays a map of the area. You can then navigate around the map to find an exact location.

The Zoom Out and Zoom In bar above the map lets you determine how much detail is displayed. The round dot indicates the current zoom level. The closer the dot is to the right (Zoom In), the more detail is displayed. The closer the dot is to the left, the less detail is displayed, although you can see a wider geographic area. Click an arrow to the left or right of the dot to zoom in or out.

10



Zoom in, for example, if you have trouble reading street names. If you zoom in all the way, however, you may no longer see the names of landmarks such as hospitals, schools, and parks. Zoom out if you want to see what roads lead to the area or what communities surround it. Figure 10-3, for example shows the same location as Figure 10-2, but now the map has been zoomed out by two levels. Notice as you zoom that the scale in the upper-right corner changes. The scale shows the approximate distances represented on the map.

Note

Zooming out all of the way shows the entire North American continent.

If you want to see a surrounding area in the same detail, you can't use the Zoom In and Zoom Out bar. Instead, click one of the compass points: N (north), S (south), E (east), or W (West). To see what is just to the east of the displayed area, for example, click E. The map is redrawn, and the star that indicates the original location you searched for moves accordingly.

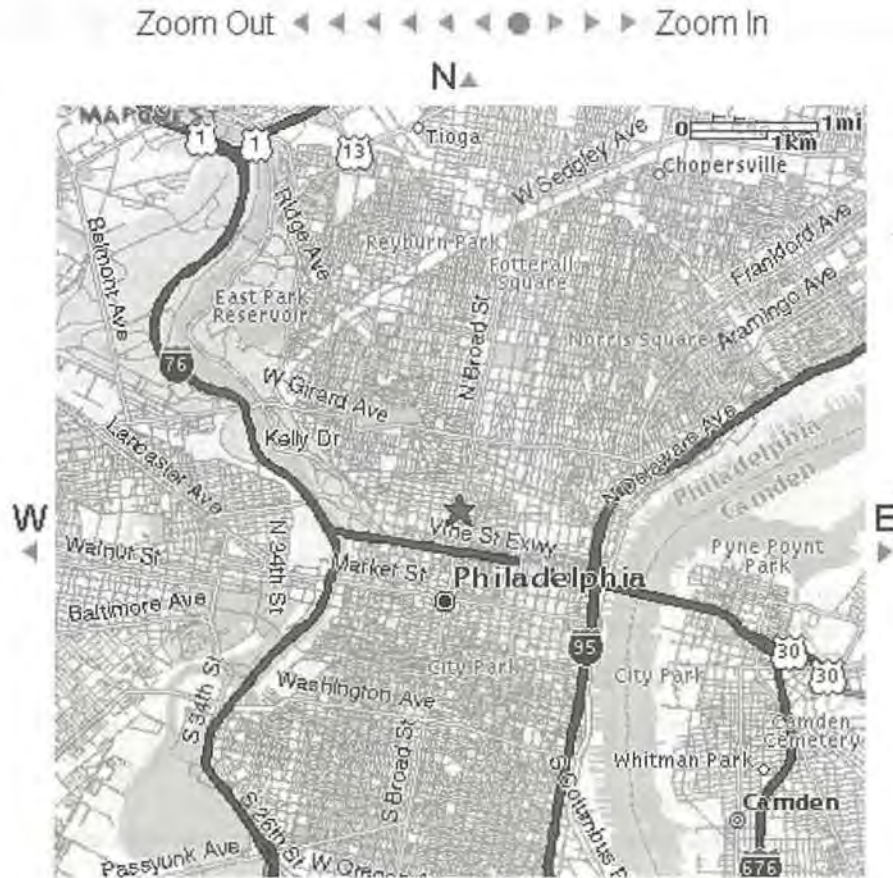


FIGURE 10-3 Map zoomed out two levels (compare this to Figure 10-2)

You can also change the center position of the map to another location. To do so, click the location on the map that you want to be the center. To return from the center to the original location, click the star that marks the location you specified.

If you want to create a map for another address, click **New Location** or scroll down the page to see the **Map A New Address** box. Enter the new location and click **Get Map**.

Printing and Annotating a Map

To print a copy of the map, click **Printable Map**. Yahoo! removes the other page elements, as well as the navigation and zoom controls, and you get a map like the one shown in Figure 10-4. You can now print the map using your browser's **Print** button or the **Print** command from its **File** menu.

**FIGURE 10-4** A printable map

10

Because the map is a separate object in the browser window, you can also save the map and annotate to it in the Windows Paint program. Here's how:



1. Right-click the map to see a shortcut menu, such as the menu at left if you're using Microsoft Internet Explorer.
2. Choose Save Picture As from the shortcut menu to open the Save Picture box. Note the location of the files displayed.
3. Enter a name for the map.
4. Pull down the Save As Type list and choose Bitmap (*.bmp)
5. Click Save.
6. Click the Start button on the Windows taskbar and choose Programs, Accessories, and Paint.
7. Choose Open from the File menu.
8. Locate and open the file you saved.
9. Add any text to the map as desired, as shown in Figure 10-5.
10. Save and print the annotated map.

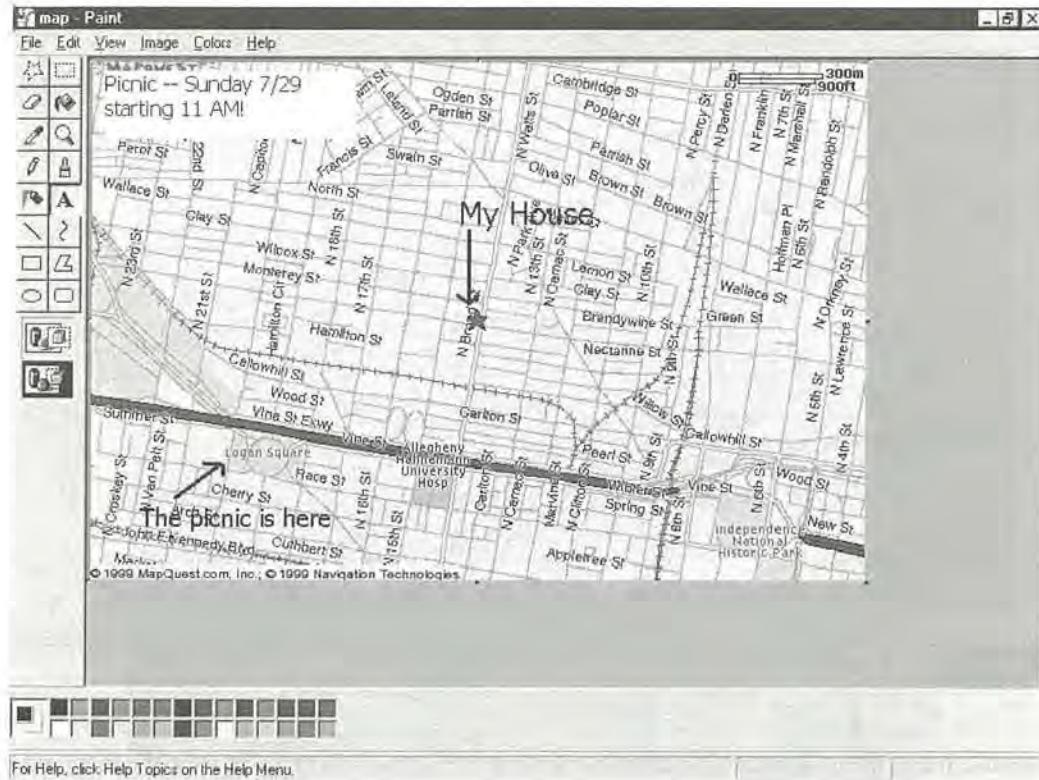


FIGURE 10-5 An annotated map in Paint

Locating Businesses

The Tools section of the map pages lets you locate businesses in the area being mapped. This is a great way to locate a hotel, restaurant, or other business in the area. The links take you to the Yellow Pages search feature discussed in Chapter 8. When you arrive in the Yellow Pages, the location is set already to the location being mapped.

Click Nearby Business (or Find Nearby Businesses under the map) to select from the Yellow Page categories, or click one of the other links to go directly to a list of service stations, hotels or motels, or restaurants.

For example, suppose you want to locate a hotel in an area that you've mapped. Follow these steps:

1. Click Hotels And Motels to see a listing such as the one shown in Figure 10-6. The listing shows the name, address, and phone number of hotels, as well as their distance

500 North Broad Street, Philadelphia, PA [Change Location](#)

[Top](#) > [Travel and Transportation](#) > [Hotels and Lodging](#) > [Hotels and Motels](#)

Featured Businesses [Make your listing a Featured Business](#)

Business Name	Address	City	Phone	Miles**	
Holiday Inn	4100 Presidential Blvd	Philadelphia, PA	(215) 477-0200	4.0	Website

1 to 20 of 43

Business Name	Address	City	Phone	Miles**	
Divine Lorraine Hotel	699 N Broad St	Philadelphia, PA	(215) 763-0521	0.3	
Hawthorn Suites Philadelphia	1100 Vine St	Philadelphia, PA	(215) 829-8300	0.5	
Wyndham Franklin Plaza Hotel	17th & Race	Philadelphia, PA	(215) 442-2000	0.5	Website Reviews
Mary Jane Home Enrichment Ctr	1622 Ridge Ave	Philadelphia, PA	(215) 684-2847	0.5	
Korman Suites Hotel	2001 Hamilton St	Philadelphia, PA	(215) 569-7000	0.5	Website
Two Buttonwood Square	2001 Hamilton St # 501	Philadelphia, PA	(215) 569-7270	0.5	
Carlyle Hotel	1425 Poplar St	Philadelphia, PA	(215) 978-9934	0.5	

FIGURE 10-6 Listing of hotels in the mapped area

from the location being mapped. In some instances, there is also a link to the hotel's Web site or to a Web page with reviews.

2. Click the name of the hotel to see its detailed listing, including a map of its location.

As you learned earlier in this chapter, you can then click Interactive Map under the map to see the same zoom and navigation controls or get driving directions.

The Nearby Classifieds link opens the Yahoo! Classifieds page, as shown in Figure 10-7. From here, you can access classified and personal ads for the area. You'll learn more about classified ads in Chapter 21.

Getting Driving Directions

Once you know where you are going, you likely want to learn exactly how to get there. Yahoo! driving directions give you step-by-step, turn-by-turn directions from one location to another.

There are several ways to get driving directions:

- From the initial Yahoo! Maps page, click Driving Directions to see the options shown in Figure 10-8.



FIGURE 10-7 Classifieds for the mapped area

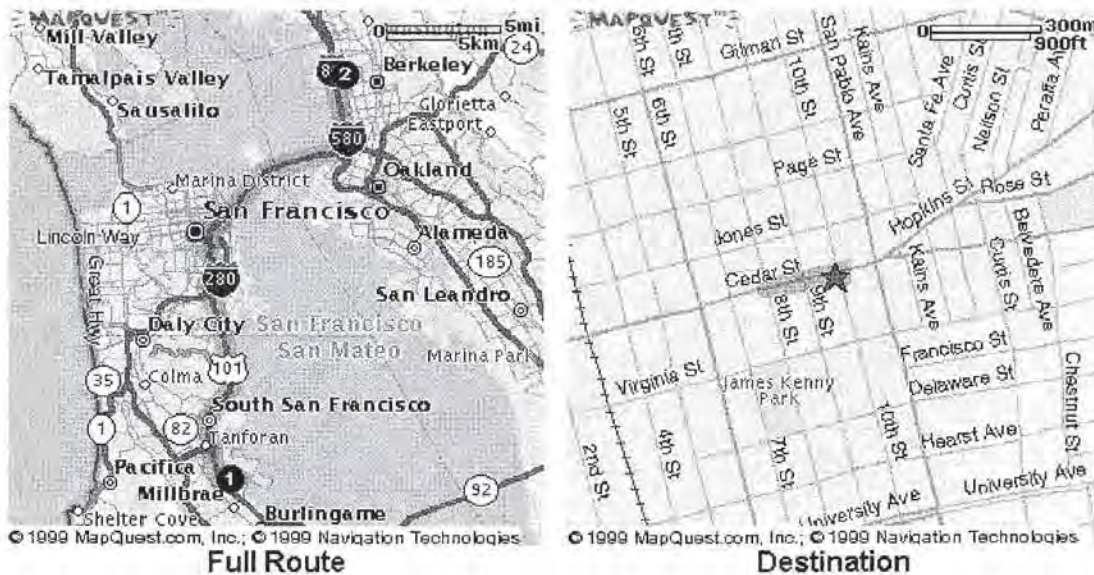
- If you have already mapped the location, click Driving Directions under the map to see the same options shown in Figure 10-8. However, if you have already mapped the location, the destination is already filled in.

Enter the starting location and the destination location and then click Get Directions. Figure 10-9, for example, shows directions for getting from San Francisco Airport to a location in Berkeley, California. At the top of the page are the starting and destination addresses, the distance in miles between the two, and the approximate driving time.

FIGURE 10-8 Getting driving directions

**FIGURE 10-9** Driving directions

The actual driving directions are shown next along with the distance of each segment. Below the directions are two maps, one that shows the overall route and another that shows a closeup of the destination address.

**Note**

Below the maps are boxes for changing addresses and getting new directions.

Let the Driver Beware

Depending on which vendor supplied the information to MapQuest, some driving directions are not totally accurate or up to date. Watch for new roads, changed traffic patterns, one-way streets, and other factors that might make driving directions more accurate. Pay particular attention to the location of on and off ramps on limited access highways and bridges, and give yourself extra time to reach your destination.

International Maps

The Maps and Driving Directions feature only works when you are seeking directions in the United States. If you want to map a location outside the United States, you need to look at the Yahoo! Travel service or access other sites that are linked to Yahoo!.

Yahoo! Travel offers information about hundreds of countries, including a country map and some maps of major cities and metropolitan areas. Go to the site at <http://travel.yahoo.com/> to see the options shown in Figure 10-10.



FIGURE 10-10 Starting a search for maps at Yahoo! Travel

Follow these steps to locate country or city maps:

1. Click the area in the Destination section to see a list of countries.
2. Click the country in which the destination is located. In the detail page about the country, you'll see a small map like this one:



Full-size Map

3. Click Full-size Map to enlarge the map.

The detail page for the country may also list cities or regions within the country. If your destination is shown, click it to see additional details, including Travel Resources, as shown here:

• Lodging

Hotels,
Resorts...

• Travel

Resources

Guides, Tours,
Maps...

• Getting
Around

Car Rentals,
Taxis...

Click that link to see if maps of the area are available. Follow the links that appear to locate city maps and driving directions.

Chapter 20

Chat with Friends



How to . . .

- Join a chat room
- Send a private message
- Participate in voice chats
- Change chat rooms
- Create a chat room
- Join live chat events

Yahoo! Chat is another way to communicate over the Internet. With chats, you can send messages to and receive messages from any number of other Yahoo! members—friends as well as strangers—in real-time or take part in a voice chat in which you can speak to and hear other participants. You can even take part in a live event such as a chat with a celebrity who will respond to your questions.

Joining a Chat

The chats are organized by categories, such as Business & Finance, Entertainment & Arts, and Family & Home. Within each category are a number of chat rooms, each devoted to a specific interest. When you join a chat room, you only see messages from persons in that room.

Click Chat on the Yahoo! home page to go to the Chat page shown in Figure 20-1.

The first thing you need to do is determine which type of chat software you want to use.

The Chat Software list offers three choices:

- JAVA
- Voice
- HTML

HTML is the standard method for displaying Web pages in Web browsers. Because Chat is a real-time interactive process, however, it is better suited to the Java language than HTML. Java, an interactive computer language, provides better performance than HTML, but it may be incompatible with your Web browser or Internet service provider. The Voice option also uses Java. With the Voice option, you can participate in voice chats in which you speak to and hear other participants. In terms of computer resources, Voice requires the most, followed by Java, followed by HTML.

Tip

Click the Add/Change Profile link to access your profile and create an alias for use on chat rooms.

If you want to take part in Voice chats, select Voice from the list; otherwise, choose Java. If your computer has difficulties or displays errors when you enter a chat room using Java, return to

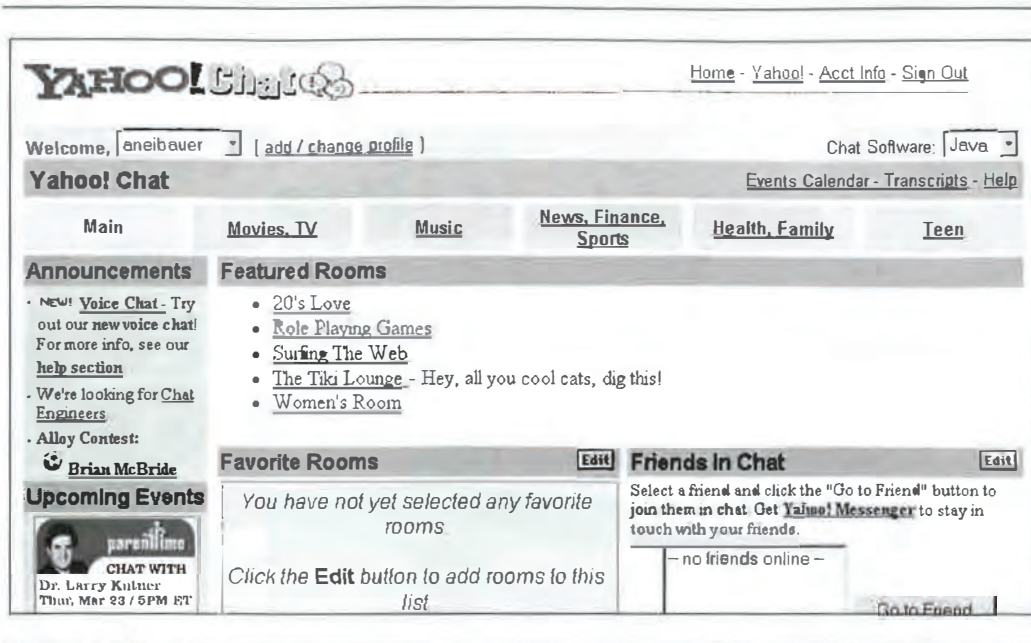


FIGURE 20-1 Yahoo! Chat home page

the Chat home page and choose the HTML option instead. To get the full benefit of the Voice and Java chat features, use the most recent version of your Web browser.

Across the top of the page are chat categories. Select a category to see chat rooms where similar topics are discussed. Then, to start chatting, use any of these techniques:

- Click a featured room.
- Select a category and choose a room from the list that appears.
- Click Start Chatting to enter a randomly selected room.

You can also go directly to a chat room in which a friend is located. If you maintain a Friends list with Yahoo! Messenger, friends who are currently online and in a chat room are listed in the Friends In Chat box. To join a chat in which a friend is located, click his or her name and then click Go To Friend. You will enter the room in which the friend is chatting (as long as the chat room is not full).

Favorite Chat Rooms

If you find yourself returning periodically to the same chat rooms, you can add them to your Favorite Rooms list. This list appears in the Yahoo! Chat home page. Starting there, you can quickly enter a favorite room by clicking its name in the list.

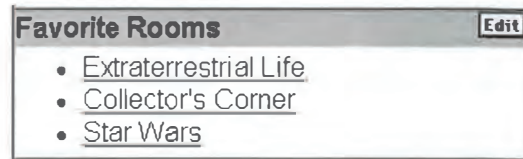
To add a room to the Favorite Rooms list in the Yahoo! Chat home page, follow these steps:

1. In the Yahoo! Chat home page, click Edit next to Favorite Rooms. You see a page that lists all of the chat room categories.



2. Click a category for the room you want to add to see a list of rooms in that category, each room preceded by a check box.
3. Select the check box next to the rooms you want to add and then click Finished. (Remove the checkmarks beside the names of rooms you want to remove from the list.) The category list appears with the chat room next to the category.
4. Click Finished.

The room's name will appear in the Favorite Rooms list, as shown on the right. Click the room to enter it and participate in a chat.



Participating in a Chat

The first time you start a Java or Voice chat, a security warning message box appears. Click Yes in the message box to download the necessary software and open the chat room window shown in Figure 20-2. The figure, by the way, shows a room in which voice chat has been enabled. A Java chat room without voice capabilities looks the same but doesn't have the voice control bar.

The large conversation box on the left offers chat room instructions, notices, and messages. Along the right side of the window is the Chatters box. It lists the Yahoo! ID of all persons in the chat room.

To enter a message, type it in the Chat text box and then press ENTER or click the Send button. Your name and message appears in the conversation box. You can use the Bold, Italic, and Underline buttons, as well as the color list, to format your message before you send it.

While most persons in chat rooms are well behaved, you occasionally encounter someone who is downright annoying or vulgar. To prevent that person's messages from appearing on your screen, click his or her name in the Chatters box and then click the Ignore button.

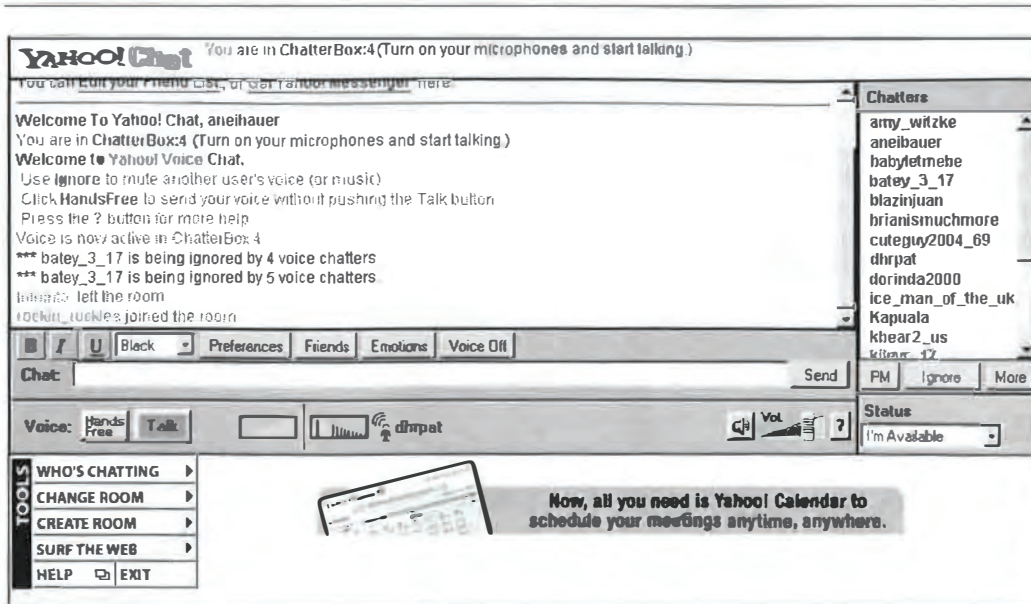


FIGURE 20-2 A voice-enabled chat room

How to ... Send a Private Message

You can also send a friend a private message. This is much like communicating with Yahoo! Messenger, only the sender and the recipient can read a private message. To send a private message to a person whose name is listed in the Chatters box, click the person's name and then click the PM button. You see the dialog box shown at right.

To send a private message to a person whose name is not listed in the Chatters box but who is in another chat room, click PM and enter the person's ID in the To box. Enter a message to the person and click the Send button. You can then write back and forth as you would in Yahoo! Messenger.

See "Setting Your Chat Preferences," later in this chapter, if you do not want to be bothered with requests for private messages.



Participating in a Voice Chat

When a chat room is voice enabled, you can speak and listen to other persons in the room just as you learned to do when you traded instant messages in Chapter 19. Hold down the mouse on the Talk button or click Hands Free to speak without holding down the button, and speak into your microphone. The name of the person who is speaking appears in the voice bar. You can use the volume slider on the right side of the voice bar to set the level of your speakers. To turn off the sound, use the speaker button.

Clicking Ignore also prevents you from hearing voice messages from a participant.

Note

Voice and written messages are totally independent. You can both speak and type, listen and read.

Setting Your Status

The conversation window reports when anyone enters or leaves the room. It also reports the status of members. For example, it reports who is being ignored. As with instant messages, you can change your status to tell others whether you are available to respond to messages. Pull down the Status list under the Chatters box and choose the option that pertains to you. Your status will appear next to your name in the conversation box.

aneibauer is away. (Be Right Back)

You can also read a person's status by noting the color of his or her name in the Chatters box. The names of persons who are active appear in bold red, while participants who have not sent a message in more than one minute appear in light red. The names of persons you have chosen to ignore appear in gray. The names of users who have an Away status are in red.

In addition to designating yourself as away, Yahoo! will automatically show you as being away if you are idle for a specific number of minutes. The default time is 10 minutes, but you can change the time in the Chat Preferences dialog box.

Using Emotions to Make Chats Livelier

When you are in voice chat, you can let your voice get your emotions across. When you're writing back and forth, however, emotions are much harder to express. That's why Yahoo! gives you the Emotions list shown in Figure 20-3.

You can send an emotion message to the chat room in general or to a specific chatter.

To send an emotion to everyone in the room, click the Emotions button. Then, in the list that appears, double-click the emotion you want to express to insert it as a message, like so:

aneibauer says, "Pardon me, do you have any Grey Poupon?"
aneibauer hiccups and then searches for a glass of water



FIGURE 20-3 Emotions list

To send an emotion to a specific chatter, click the person's name in the Chatters box, select the emotion from the list, and click Emote User. The emotion will appear like this:

aneibauer chuckles at azakuto_2000

Changing Chat Rooms

If you are no longer interested in the discussion going on in a chat room, you can leave the room or switch to another room.

To leave a room, click Exit at the bottom of the Tools section. If you then reenter a new room, however, the Java chat applet will have to reload.

To change rooms without having to reload the Java Chat applet, click Change Room in the Tools section. You see a list of categories and rooms, as shown in the following illustration. Select the category on the left to list the rooms on the right. Click a room to enter it. You can list Yahoo! Rooms or User Rooms. *User rooms* are chat rooms that individual chat participants have created.



Finding Out Who's Chatting

The Chatters box shows only the names of persons who are in the chat room you are visiting, but you can chat with other persons as well.

If a person on your Friends list has entered the chat system, for example, you'll see a message such as the one shown here in the conversation window. You can click the person's name to send him or her a private message.

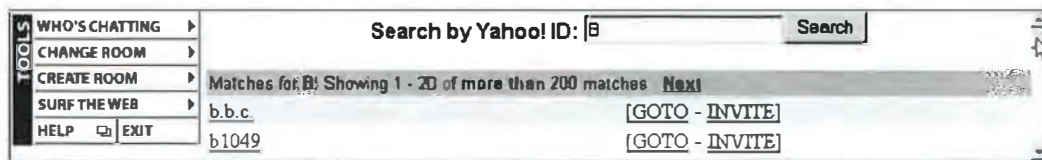
*** barbelayne is now online.

You can also check at any time to see which friends are chatting by clicking the Friends button. A list of friends like the one shown here will be shown in the conversation:

Here are your Online Friends: [\(Modify List\)](#)
azakuto_2000

Click a friend's name to open the Select Action dialog box. From there, you can invite the person to come to the chat room, view his or her profile, or send a private message.

For a list of all the Yahoo! members who are chatting, click Who's Chatting in the Tools section at the bottom of the chat window. You'll see the letters of the alphabet and a search box. Click a letter to see a list of persons, as shown here. Click Goto to enter the chat room in which the person is located, or click Invite to invite your friend to your chat room.



Creating a Chat Room

Sometimes you can't find a chat room where topics you are interested in are being discussed. Sometimes you don't care to chat with the people in a chat room. Fortunately, you can create your own room to discuss a certain topic or to invite members for a private chat.

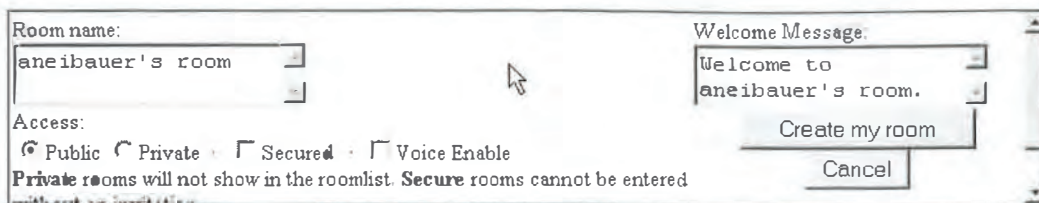
Yahoo! offers three kinds of chat rooms:

- A public room is shown in the User Rooms list. Anyone can enter it.
- A private room is not listed in the User Rooms list. Anyone can enter the room by joining a person already there from either the Go To Friends feature or the Goto option from Who's Chatting.

- A secure room is a private chat room. Only persons that you invite to attend can enter the room.

Follow these steps to create a chat room:

1. Click Create Room to see the options shown here:

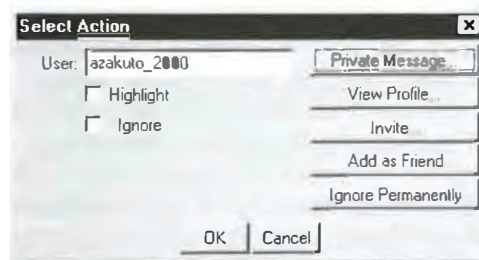


2. Enter a name for the room.
3. Select the type of room: Public or Private.
4. If you select a Private room, choose whether you want to secure it against uninvited chatters.
5. Choose Voice Enable if you want to conduct a voice chat. Only users who have selected to load the Voice chat software, however, will be able to speak and listen.
6. Click the Create My Room button.

You will be taken into the room. Only messages from persons in the room will be seen or heard.

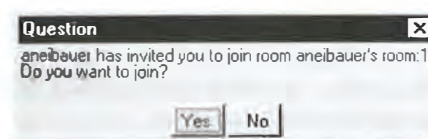
Next, follow these steps to invite persons to come to your room:

1. Click More to open the Select Action dialog box shown at right.
2. Enter the ID of the person you want to invite.
3. Click the Invite button.



The other party receives a message like the one shown at right and can click Yes to enter the room.

To find out which chat rooms have been created by users, click Change Room in the Tools section, choose a room category, and then click User Rooms on the right side of the window. User rooms are temporary. The room is automatically deleted from the list of rooms when the last occupant exits or changes rooms.



By the way, you can also use the Select Action dialog box to access other chat features. Either click a person's name in the Chatter box before clicking More to select an action relating to the person, or enter the person's ID in the User box and then take any of these actions:

- Click Private Message to send a private message.
- Click View Profile to read the person's profile.
- Click Add As Friend to add the person to your Friends list.
- Click Ignore Permanently to place the person on your ignore list.
- Click Highlight to make the person's ID and message stand out in the conversation box.
- Click Ignore to ignore the person.

Live Events

Live events are online chats with celebrities. The chats are moderated and they work like this:

1. You type a question to the celebrity.
2. The moderator reviews your question and forwards it to the celebrity if it is deemed legitimate.
3. The celebrity responds to the question in the chat window.

Live events that are currently taking place are shown on the top of the Yahoo! Chat home page, as shown at right. Click the link to enter the chat room.

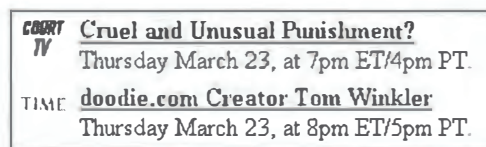
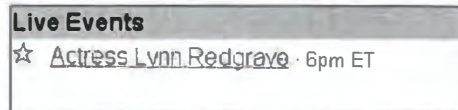
To see a list of scheduled events in a chat category, scroll to the Upcoming Events section of the home page. The list shows the sponsor, title, and time of the event, as shown on the right.

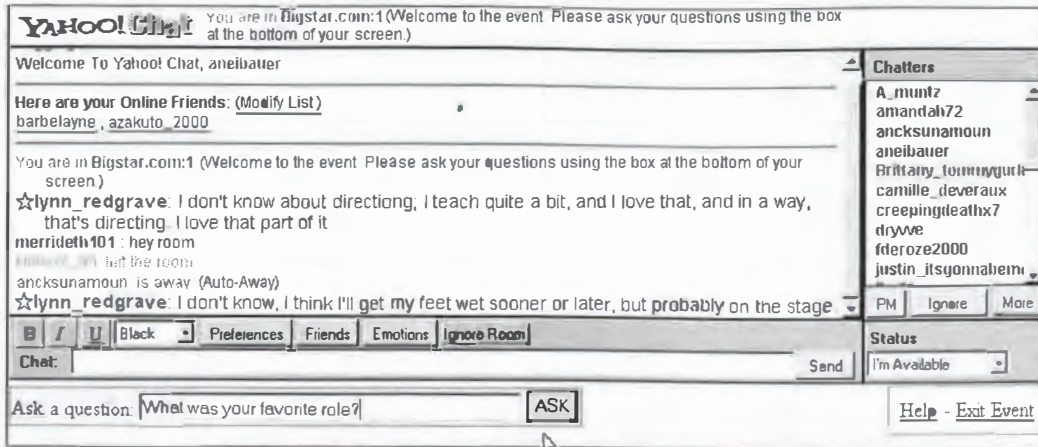
For a complete list of events, click Events Calendar in the Yahoo! Chat banner (see Figure 20-4). Click an event to see more details about it.

Click Add To My Calendar to add the event to your Yahoo! calendar.

If you missed an event and want to read the questions and answers, or want a record of an event that you joined, click Transcripts in the Yahoo! Chat banner. In the page that appears, select the category of the chat and then the chat itself to read the questions and answers.

In the Chat window, the celebrity's name appears in boldface. Responses by the celebrity are marked with a star. Enter your question in the Chat text box and click the Ask button to submit your question to the moderator. The conversation window also shows the status of other chatters and their messages, even those not submitted to the celebrity.



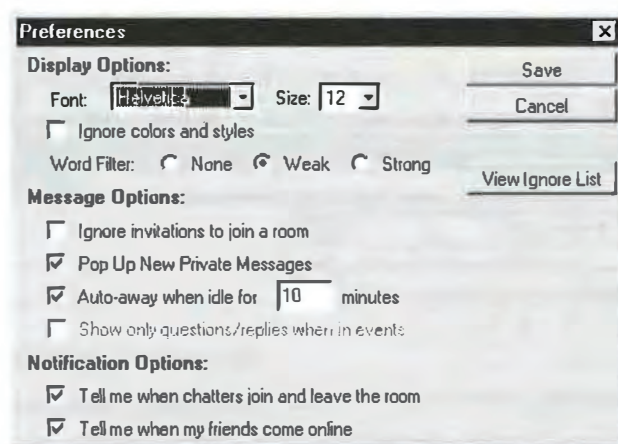


Events Calendar		Transcripts
Upcoming Events		
 Analyzing Pope's Visit Fri, Mar 24 12pm ET	12pm ET, 09am PT Add to my Calendar 4pm ET, 1pm PT Add to my Calendar 5pm ET, 2pm PT Add to my Calendar	 Kim Lawton of PBS: Analyzing the Pope's Visit to the Holy Land Healthy Living in the 21st Century Oscar Chat with seventeenn.com's 17DishChick
 Healthy Living in the 21st Century Morrison Bethea, MD Fri, Mar 24 4pm ET	9pm ET, 6pm PT Add to my Calendar 9pm ET, 6pm PT Add to my Calendar	 "Erin Brockovich" Star Scotty Leavenworth Express.com Presents: "Third Watch" Star Stacy Francis
Sunday, March 26		
 OSCAR RACE 2000 Swap picks with CHAT 17DishChick Fri 3:24 - 6pm ET 11:2pm PT Fri, Mar 24 5pm ET	3pm ET, 12pm PT Add to my Calendar Monday, March 27 6pm ET, 3pm PT Add to my Calendar 7pm ET, 4pm PT	 CEO Exchange Presents: Dow Chemical's William Stavropoulos and Ventro's David Perry R&B Boy Wonder Sammie NCAA Tournament Chat Series

FIGURE 20-4 Events Calendar

Setting Your Chat Preferences

As with most Yahoo! features, you can customize Chat to some extent. To do so, click the Preferences button below the conversation list in a chat room to open the Preferences dialog box shown here.



In the Display Options section, choose the default font and font size that you want for the text in the conversation list. Select the Ignore Styles And Colors check box if you do not want to see the sender's formats in messages.

The Word Filter options let you block out undesirable words. Choose Strong to block the largest number of offensive terms or Weak to block just a few words.

In the Message Options section, you can choose from these settings:

- **Ignore Invitations To Join A Room** This is a useful choice if you are receiving invitations to join chats about products or services and you only want to visit legitimate chat rooms.
- **Pop Up New Private Message** Deselect this check box if you are getting annoying messages from anonymous persons. You will still see invitations, but they will appear in the conversation list rather than a separate window.
- **Auto-Away When Idle For** Set the amount of idle time before an Auto-Away status is issued.
- **Show Only Questions/Replies When In Events** Display only questions and answers, not all chat messages, when viewing live events.

Use the Notification options to determine whether notices appear when chatters join rooms, when chatters leave rooms, and when friends come online.

Chapter 21

Communicating with Clubs, Message Boards, Personals, and More



How to . . .

- Share information on message boards
- Join a Yahoo! club
- Create your own club
- Share club photographs
- Voice-chat with club members
- Post a personal ad
- Respond to a personal ad
- Send an electronic greeting
- Buy and sell with Yahoo! classifieds

Yahoo! Messenger is just one way to communicate with people over the Internet. Besides trading messages, you can share information and photographs, keep in touch with friends, and meet people in a variety of ways for free with just your Yahoo! account.

You can use message boards to send and reply to messages, or join or create a club to share information about a specific theme. You can post and respond to personal advertisements to meet people online. You can send electronic greeting cards to celebrate birthdays, anniversaries, and other events. You can also post and reply to classified ads so you can buy and sell items and meet people who share a common interest.

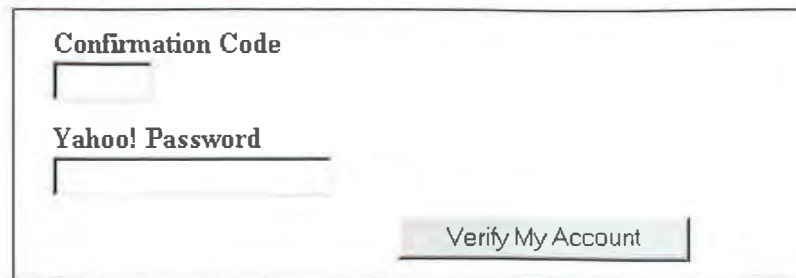
Message Boards

A message board can be compared to a bulletin board on an office wall. It is a place to leave messages to others and to read their replies. Unlike a chat, which is conducted in real-time and in which all messages are temporary, conversations in messages boards are saved and can be read or replied to at any time.

Verifying Your Address

Before you can take part in a message board, Yahoo! must verify your e-mail address. The first time you try to add a message to a message board, you see a screen like the one in Figure 21-1. If the address on the screen is no longer valid, click the Change Address button and enter a new address. Otherwise, click the Send Verification Now button.

Yahoo! will send you an e-mail with a verification code and a link that you can click to return to the verification page, where you will find the box shown next.

A screenshot of a web form for verifying a Yahoo! account. The form is enclosed in a rectangular border. It contains two text input fields: the first is labeled "Confirmation Code" and the second is labeled "Yahoo! Password". Below the password field is a button labeled "Verify My Account".

Confirmation Code

Yahoo! Password

Verify My Account

Enter the code you received, enter your Yahoo! password, and then click the Verify My Account button. When the congratulations message appears, click the Let Me Start! Button.

Accessing Message Boards

To access the message boards, click More in the Yahoo! home page and then click Message Boards or go directly to <http://messages.yahoo.com/index.html>. The Message Board home page is shown in Figure 21-2.

As with chat rooms, messages are organized into categories. Within each category are a number of boards where common subjects are discussed, and you will find one or more messages about each subject. The messages are organized by threads. A *thread* is a message and all of the responses to it. So if you see a topic that you are interested in, you can easily read the entire conversation.

Hi, barbelayne

Before you can start posting messages, we need to verify the Alternate Email Address that you provided. This is done to help protect your account information and to maintain the quality of our message boards.

We'll email you at criscokid@att.net

We'll send an email to criscokid@att.net with information that you'll need to complete the process.

- Click the "Send Verification Now" button and we'll send the verification message to you.
- If this is **not** your email address, click the "Change Address" button.

Send Verification Now

Change Address

FIGURE 21-1 Verifying your address

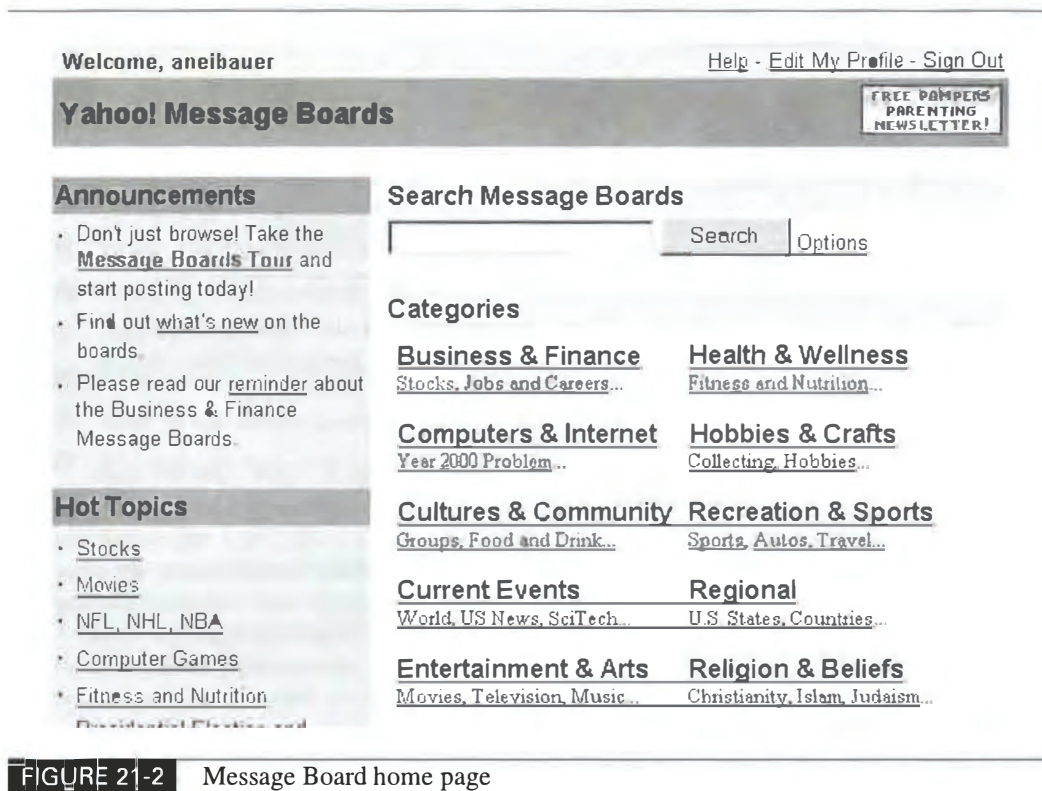


FIGURE 21-2 Message Board home page

Navigate the categories until you get to a list of messages like the one shown in Figure 21-3. The topics are listed in the order in which they were started, beginning with the most recent. By clicking a heading, you can sort the list by the topic or number of messages in each topic.

Click a topic to read the first message in the thread, as shown in Figure 21-4. Click the Previous, Next, First, and Last buttons to move among messages in the thread, or click Msg List to see a listing of all of the messages in the thread, including each message's author and the date each message was submitted.

Below the message is a list of all of the messages in the thread. Click one of the messages to read it. To list just replies to the message, click View Replies To This Message.

To add your own comments to the thread, click the Reply button. Doing so opens the form shown in Figure 21-5. Complete the form by following these steps:

1. Select your identity.
2. Enter a subject.

Message Boards			Help · Add to My Yahoo! · Sign Out
Topic	Msgs	Last Post (ET)	
· On TV	2	3/27/00 4:00 pm	
· He's Hot!	1	3/17/00 2:41 pm	
· BLAST FROM THE PAST OR THE FUTURE	2	3/14/00 2:48 am	
Create A Topic			

FIGURE 21-3 List of messages

3. Type your message.
4. Click the Post Message button. You can also click Preview to see what your message will look like after you post it and edit the message as well.

If you clicked the Msg List option to display a list of all of the messages in the thread, the list looks like this. Click Post to add your comment to the thread.

Previous 40 Next 40 [First] [Last] Msg # Go				 Post
#	Subject	Author	Date (ET)	
2	On TV	barbelayne	3/27/00 4:00 pm	
1	=> On TV	fanomovies	3/27/00 3:54 pm	

Starting a New Topic

When you want to start a new topic in the message board, click Create A Topic. You will find this option at the end of the topic list in the message board's home page (refer to Figure 21-3). Clicking Create A Topic brings up a form similar to the one that is used to post a reply.

Follow these steps to start a new topic on a message board:

1. Select your identity.
2. Enter the topic heading.
3. Type the text of the first message in the thread.
4. Click Create Topic.

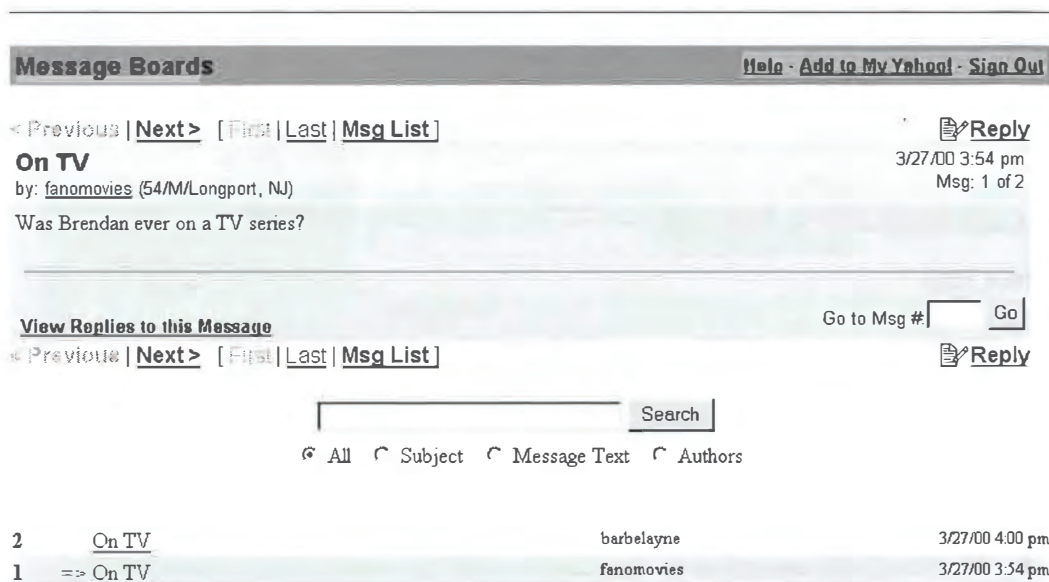


FIGURE 21-4 Reading a message

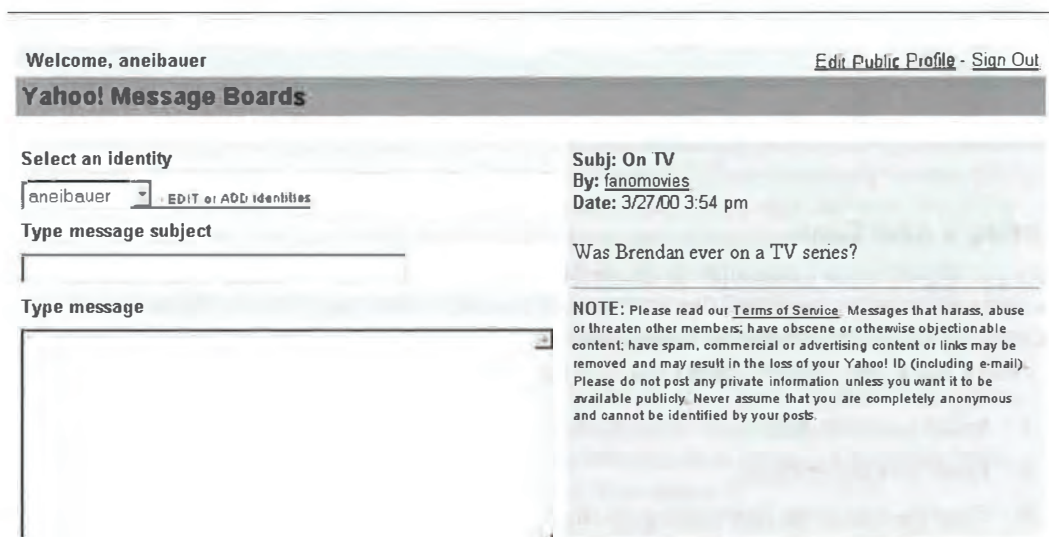


FIGURE 21-5 Replying to a message

Exploring Yahoo! Clubs

A *club* is a group of Yahoo! members who share a common interest. Each club has its own message board and chat room, as well as places to share photographs, news, addresses, and links. You can create your own club and use it to share information about any topic that interests you or as a home page where friends and family can stay in touch.

There are three types of clubs:

- Official
- Listed
- Unlisted

An official club is one created by Yahoo! for and about a Yahoo! Partner, such as a company, celebrity, or sports team. These clubs are marked by an official logo in the list of clubs.

A listed club is one that is open to all Yahoo! members. To join the club, you simply fill out an online form. Don't worry, you cannot be rejected from a listed club.

An unlisted club is private. Only Yahoo! members who were invited to join may join the club and be able to access it. An unlisted club is ideal for sharing private information with family members or business associates.

Joining a Club

Access Yahoo! clubs by clicking Clubs on the Yahoo! home page or by going directly to <http://clubs.yahoo.com/> to open the page shown in Figure 21-6. As you can see, clubs are also organized by categories, with several featured clubs at the top of the page. Any clubs to which you already belong are listed in the My Clubs section.

Use the categories to navigate to a club that interests you. As with message boards and chats, you may have to work your way through subcategories to find a list of specific clubs. Eventually, however, you'll get to an individual club listing like the one shown in Figure 21-7.

In this example, clubs about James Bond movies are displayed. There are 83 clubs in the group and they are shown in order of popularity. Beside the name of each club is a brief description and the number of members. You can also use the A-Z Index to list all of the clubs alphabetically or click New Clubs to see clubs that have recently been formed.

Click a club you are interested in to see its home page, as shown in Figure 21-8.

The page includes a message from the founder, a list of members who are currently online, and recent messages that have been posted to the club's message board. There are also links to the club's private chat room and statistics about active club members.

The Our Pages section of the page lists the pages and features that are available to members.

When you find a club that you'd like to join, click Join List Club in the upper-right corner of the page. In the page that appears, select the Yahoo! identity you want to use for the club and then indicate if you want to add the club to your profile. Then click the Receive Mail button.

Yahoo! Clubs

Get Started
Browse the Clubs Directory to join or create a club, or take the [Clubs Tour](#)

My Clubs
You currently aren't a member of any Clubs. Once you join a Club, a link to each Club you are a member of will appear here.

Search Clubs
Search Clubs

Clubs Spotlight

- [Jet Li](#) and [Aaliyah](#) star in [Romeo Must Die](#).
- MTV's [Tom Green](#) is battling cancer
- [Shaq](#) and [Kobe](#) are leading the [Lakers](#) to the best record in the [NBA](#)

Visit the Clubhouse - updated every Tuesday
Cool clubs, helpful hints, polls, top ten lists, and more.

Clubs Directory

[Business & Finance](#)
[Investments, Industry](#)

[Hobbies & Crafts](#)
[Antiques, Collecting](#)

[Computers & Internet](#)
[Internet, User Groups](#)

[Music](#)
[Rock & Pop, Rap, Country](#)

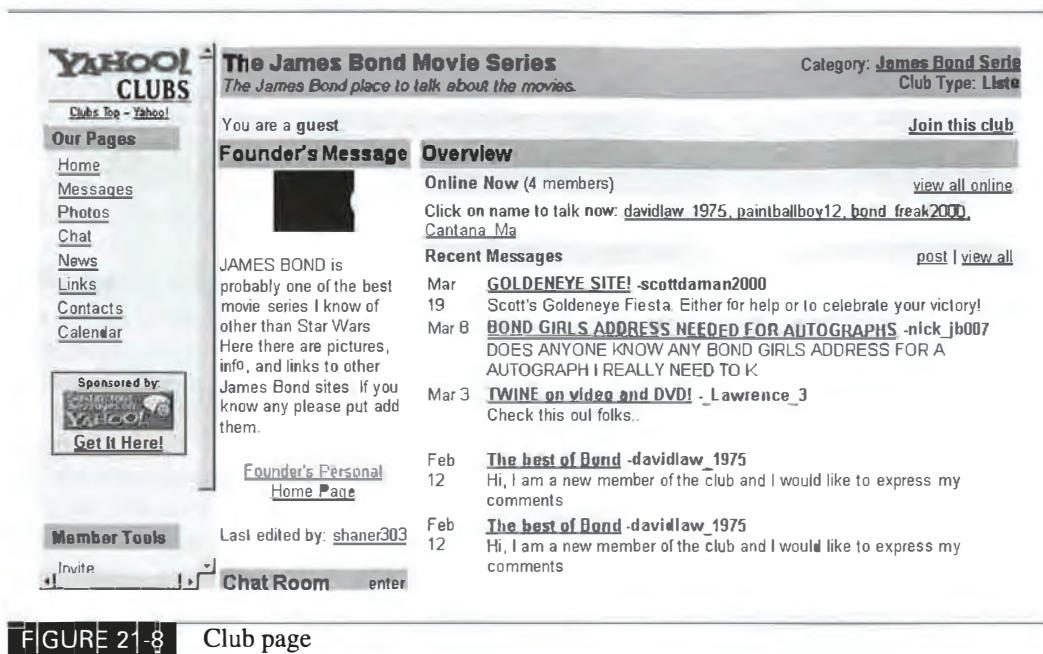
[Cultures & Community](#)
[Issues, Seniors, Teens, LGB](#)

[Recreation & Sports](#)
[Travel, Cars, Wrestling](#)

FIGURE 21-6 Yahoo! Club home page

Clubs for <i>James Bond Series</i> (83)		Most Popular	A-Z Index	New Clubs
Rank	Club Name	Description		Members
1	Dr No	"No, Mr Bond, I expect you to die!"		180
2	The Official James Bond 007 Club	James Bond IS official!		117
3	The James Bond Movie Series	The James Bond place to talk about the movies		114
4	The Club of James Bond	The Ultimate Top Secret Dossier of James Bond Fans		94
5	Bond Girls	A site with over 120 Bond Girl pictures ! NOT PORN!		74
6	The James Bond 007 Club			70
7	James Bond Heaven	A great place to hangout for Bond nuts!		37
8	World Of Bond	Discuss James Bond Movies, Games & Music!		34
9	British Intelligence HQ	Where international espionage is a daily event		26
10	The World Of James Bond	Absolutely James Bond		25
11	James bond 007 2	if you like James bond your like this		24
11	James Bond's Secret Service	Shaken, Not Stirred		24

FIGURE 21-7 Club listings



Note

You must be invited to join an unlisted club.

Yahoo! will send you an e-mail with a link to follow. Click the link to open a page similar to the one in Figure 21-9. Enter the comment that you want to appear next to your name in the list of members and then click Yes! I Accept.

The name of the club will now appear in the My Clubs section of the Yahoo! Clubs home page.

Now when you access the club, other members will see your name on the top of the page with the list of members who are online. Click a name to open Yahoo! Messenger Lite and send someone on the list an instant message.

After you are a member of a club, you can invite other people to join by following these steps:

1. Click Invite in the Member Tools section of the club page.
2. In the form that appears, enter the person's e-mail address or Yahoo! ID.
3. Type a short invitation to join the club.
4. Click Send Invitation.

The invitation includes instructions for joining Yahoo! and the club.

YAHOO! CLUBS[Help?](#)**Yahoo! Clubs: Join "The James Bond Movie Series"****Enter a Comment**

If you wish, you can enter a comment here that will be displayed to other members of the group.

Review the Agreement

Please read the [Yahoo! Clubs Terms of Service](#). Then click one of the buttons below. By clicking the "Yes" button, you accept and agree to follow the Clubs Terms of Service.

Copyright © 1994-2000 [Yahoo! Inc.](#) All rights reserved.
[Privacy Policy](#) - [Terms of Service](#) - [Guidelines](#) - [Help](#)

FIGURE 21-9 Joining a club**How to ...****Use Club Member Options**

Click the Options choice in the Member Tools section of a club page to access these four useful features:

- **Contact Founders** Lets you send an e-mail message to the founders of the club.
- **Edit My Clubs** Lets you quit a club.
- **Edit Public Profile** Lets you change the information in your Yahoo! profile.
- **Search Profiles** Lets you find other Yahoo! members.

Club Messages

Every club has its own private message board. Recent messages posted to the board are shown on the club's home page. Click Post in the Recent Messages banner to add your own comment to the board, or click View All or Messages in the Our Pages section to access the entire board.

Post a message on a club message board just as you learned to do on Yahoo! message boards earlier in this chapter in the section "Accessing Message Boards."

Sharing Photographs

The Photos option in the Our Pages section lets members share photographs and other graphics. Each club is given 5 MB of space to store photographs. The photos are organized into up to 30 albums, each with no more than 24 photos.

There are two types of albums: group and personal. Any member can place a photo in a group album and delete photos that he or she added as well. Only the creator of a personal album can add or delete photographs. Any club member can view photographs in both types of albums.

Click Photos to see a list of the albums that the club maintains. The listing, as you can see here, shows the name of the album, the number and total size of the pictures in it, and the creator of the album. It also tells you whether the album is a group or personal album. Notice as well the links with which to add, edit, and delete the album (which links appear depends on whether you created the album).

Photo Albums					
Showing 1 - 2 of 2 albums (1024 KB total)					Add Album
Album Name	Pictures	Creator	Type	Add Photo	Edit Delete
Blueraja's BOND GIRL Album	12 (278 KB)	blueraja3	Group	Add Photo	
James Bond	21 (287 KB)	shaner303	Group	Add Photo	

Click an album name to see a list of the photographs stored there, as shown in Figure 21-10. For each photo you will see the title, the contributor's name, the photo's size, and the date it was posted. Click a photo title to see the photo on your screen. Click View Thumbnails to see miniatures of all of the photographs.

Caution

Some photographs posted in clubs are not suitable for children.

Adding a Photograph to an Album You can add a photo to an album starting from the list of albums or the list of photos in an album. Just follow these steps:

1. If you are viewing the Photo Albums page, click Add Photo on the right side of the name of the album where you want to insert the photo. If you are looking at the list of photos already in an album, click the Add Photo button on the top of the page.

The James Bond Movie Series*The James Bond place to talk about the movies*Category: **James Bond Series**Club Type: **List****Blueraja's BOND GIRL Album**Back To: [Album List](#)Created by [blueraja3](#) on 22-Nov-1999Showing 1 - 12 of 12 photos | [View Thumbnails](#)[Add Photo](#)

Photo Name and Caption	Contributor	Size	Posted	Edit	Delete
 Denise Richards - Stunning Blue Bikini	blueraja3	21 KB	22-Nov-1999		
 Denise Richards - Seductive Stare	blueraja3	22 KB	22-Nov-1999		
 Denise Richards - Sexiest Denise Pic	blueraja3	48 KB	22-Nov-1999		
 Denise Richards - Too Sexy! Too Sexy!	blueraja3	13 KB	22-Nov-1999		
 Famke Janssen - Modeling Lingerie	blueraja3	53 KB	22-Nov-1999		
 Famke Janssen - Sexiest Bond Girl Ever	blueraja3	13 KB	22-Nov-1999		
 Famke Janssen - Sexy Black Leather	blueraja3	10 KB	22-Nov-1999		

FIGURE 21-10 Club photo album

2. In the page that appears, either enter the path and name of the photo on your disk or click Browse to locate the file. You can also click the On The Web link to designate a photograph located on a Web page.
3. Enter a name and description of the photo.
4. Select an option from the Resize Photo section. Resizing allows Yahoo! to adjust the size of the photograph to make better use of the club's Web space and to make photos easier to view. You can select Don't Resize, Large, Medium, or Small.
5. Click Preview to see how your photo will appear, or click Upload to move a copy of the photo into the club's Web space.

Note*The club's founder can delete any photograph or album from the club.*

Resizing does not affect the copy of the photograph on your disk, only the version in the album. None of the resizing options can enlarge a photograph—they just determine the largest size in which the photo will appear. Selecting Large, for example, reduces the photo so that its largest dimension is no more than 640 pixels. Medium reduces it to 480 pixels, and small to 300 pixels.

Adding an Album If you would like to make a number of photographs available to a club, you can create your own album by following these steps:

1. From the Photo Albums page, click Add Album.
2. In the page that appears, enter an album name.
3. Select the type of album: group or personal. After you create an album, you can only change its type by deleting it and starting over.
4. Click Create Album.

Club Chat

The Chat option in the Our Pages section opens a private chat area for club members. There is also a Chat section on the page that lists the members who are currently chatting. Click in the Chat section header to enter the Chat.

When you enter the chat area, a message box asks if you want to enable the voice-chat feature. Select Yes if you want to speak with other members, or Cancel for a text-only chat. Club chats use Java software, so you may experience problems if you usually use HTML software in a regular Yahoo! chat area.

Club News

The News section of Our Pages leads you to a page similar to My Yahoo!. It contains news headlines, portfolios, scores, and weather. The club founder can customize the page.

Club Links

Members can post Web site links that they want to share with other club members on the Links page. The page presents the address of the link, a short description, and the name of the member who contributed it.

Follow these steps to add a favorite link to the Links page:

1. Click Links in the Our Pages section of the club home page to open the Links page.
2. Click Add A Link.
3. In the page that appears, enter the Web address of the link.
4. Enter a brief description of the Web page.
5. Click Add Link.

If you contributed a link, you can edit or delete it from the Links page.

Club Contacts

The Contacts page lists the ID and other information about the club founder and every club member, as shown in Figure 21-11.

The James Bond Movie Series
The James Bond place to talk about the movies.

Category: James Bond Serie
Club Type: Liste

Contacts

Showing 1 - 20 of 115 members | [next 20](#) [Edit My Comments](#)

Online Founders - Yahoo! ID	Age	Gender	Location	Comment
shaner303 ☆	12	male	Illinois	no comment

Online Members - Yahoo! ID	Age	Gender	Location	Comment
Lawrence 3		neuter		no comment
ace jammer	15	male	Florida	no comment
agarber 28		male		Can't wait for The World is not enough
akaxlee		male		no comment
alain desmier	16	male	London, England	Hey there, iam Alain
aneibauer		male		Love the books -- even the new ones!
anjuliz2000	41	female	New York	no comment
asevilla 90023	35	male	Los Angeles Ca	bring him on
assassin m9		male		no comment
BabvBlue 285	18	female	Wisconsin	no comment

FIGURE 21-11 Contacts page

Click a member's name to open his or her profile. Click the Edit My Comments link to change the comment you made about yourself when you joined the club.

An icon next to each member's name indicates whether he or she is online. Click the icon to open Yahoo! Messenger Lite and send an instant message to a club member.

Club Calendar

The Calendar page is where members post events, such as special club chats or other activities, that are of interest to club members. You can view the calendar in day, week, month, or year format. Click Add Event to enter a new event on the calendar.

Use the same techniques to add an event or work with the calendar that you use to handle the Yahoo! Calendar. You learned about in the Yahoo! Calendar in Chapter 4.

Creating a Club

If you cannot find a club where your interests are discussed or you want to share information privately by means of a club, create your own club. As the club founder, you can invite others to join, delete members, control the contents of photo albums, and customize the photo and messages on the club's home page.

To create a club, follow these steps:

1. Navigate to the category in which you want the club to be listed.
2. Click Create Club.
3. In the form that appears, choose the identity you want to use as the club founder and then click Click Here To Continue. You see the form shown in Figure 21-12.
4. Enter a name for the club.
5. Optionally, enter your zip code. Choose the country if you are outside of the United States.
6. Choose to create a Listed or Unlisted club.
7. Click Yes! I Accept.

You'll see a page that tells you the club has been created. The page shows the club name and its Web address. You also get these options:

- **Invite Friend** Lets you invite others to join the club.
- **Fix it Up** Lets you add text and a photo to the club's home page.
- **Let Me See It** Opens the club's home page.

YAHOO! CLUBS [Help?](#)

Yahoo! Clubs: Create a Club

Step 1: Name Your Club
Keep the name short, as it will be in your Web address.
Name: (ex: Joe's Sports Dugout)

Step 2: Your Club's Location (optional)
Is your Club located in a specific neighborhood, city, state or country? Fill it in below.
(Zip codes and countries are used to help categorize the them based on location, allowing users to find Club(s) in their region.)
In USA, enter 5-digit ZIP code: (example: 90210)
Outside USA, select country:

Canada

Alghanistan

Albania

FIGURE 21-12 Creating a club

482 How to Do Everything with Yahoo!

Click Fix It Up to see the Edit Club Settings options, and then follow these steps to personalize the club page:

1. Enter eight words or less to describe the club. These words will appear under the club name in the banner.
2. Enter a three- to four-sentence founder's message.
3. Enter the Web address of your home page if you have one.
4. Click Submit Changes.

If you want to add a photograph to the club page, click Change Picture in the Admin Tools section of the page that appears. You see these options:

Change Club Picture

Click Browse and find the picture on your computer. When you are finished click Change Picture.

C:\WINDOWS\Desktop\Prom.jpg

Or point to a photo [on the web](#)

☐ Delete current picture

No photo selected
Current Picture

To load a photograph that is on your computer, either enter its path and name or click Browse to locate the photograph. Use the On The Web link to specify the location of a photograph on the Internet. Click Change Picture to add the photograph to your page.

Tip

Check Delete Current Picture, and then click Change Picture if you want to remove the graphic from the page.

Figure 21-13 shows an example of a personal club page. The page contains all of the elements found on other club pages. Click the Invite option in the Member Tools section to ask other persons to join your club.

As the founder of the club, you'll also see these options in the Admin Tools section:

- **Edit Members** Lets you delete members or make a member a co-founder
- **Send Email** Lets you send an e-mail message to every member of the club at once
- **Edit Settings** Lets you change the founder's message and the photograph
- **Change Picture** Lets you delete or change the club photograph
- **Calendar Options** Determines the default setting of the club calendar

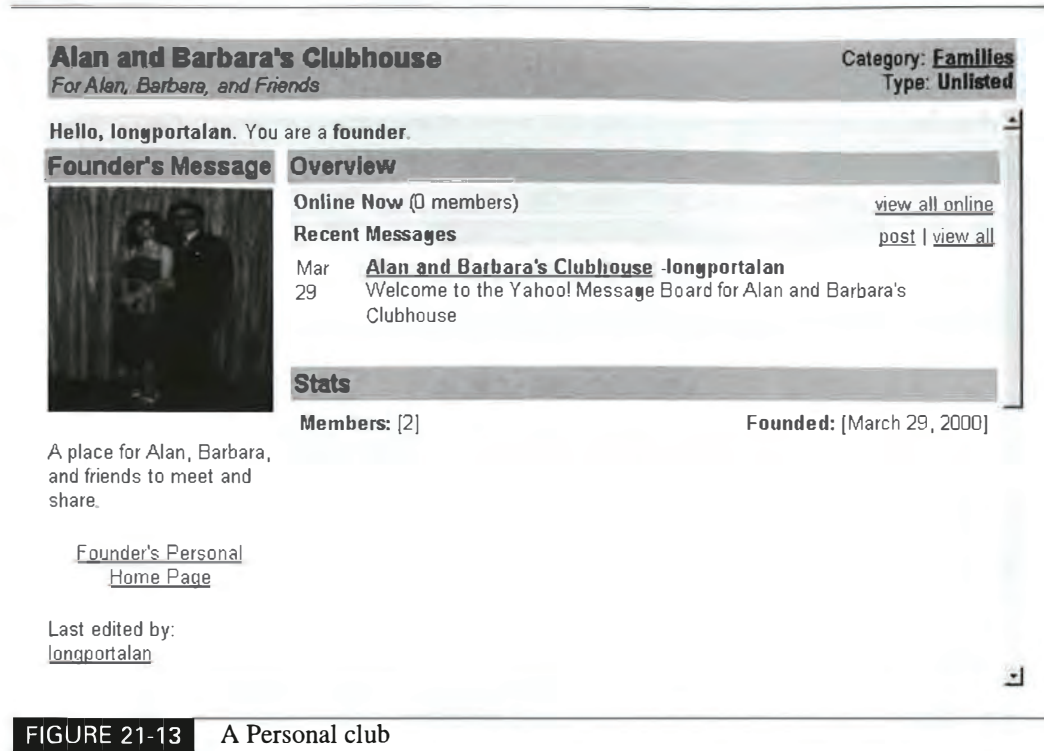


FIGURE 21-13 A Personal club

Responding to and Posting Personal Ads

Another way to get in touch with other Yahoo! members is through the Yahoo! Personal ads. Yahoo! Personals are similar to the personal ads in newspapers and magazines wherein people seek companionship of some type. You can also use Yahoo! Personals to find pen pals and persons with whom to share activities.

Click Personals on the Yahoo! home page to see the Yahoo! Personals page shown in Figure 21-14.

The Browse section lists ad categories. The M4W category, for example, is for ads that were placed by men who are looking for women. Click the category you are interested in. In the page that appears, enter your city and state or zip code, and then click Continue to see a list of ads.

If you find an ad interesting, click More to read its full details. From the ad page, you can choose three options:

- Reply To Ad
- Forward Ad
- Clip This Ad

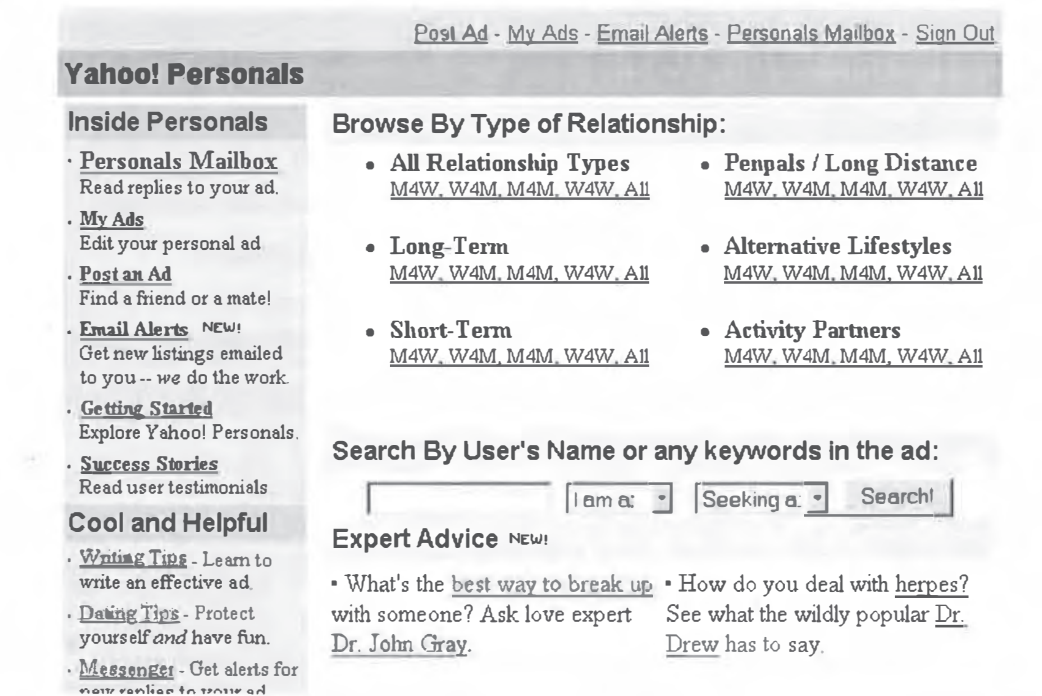


FIGURE 21-14 Yahoo! Personals home page

Click Reply to Ad to send the person a response. You see a form in which you enter your identity; a description of yourself; and, optionally, your e-mail address. Click Send Mail to send the reply.

Click Forward Ad to send a link to the ad to another person. Use the Clip This Ad option to save a link to the ad so you can return to it quickly. To see all of the ads that you've clipped, select Clipped Ad on the top of a personal page. You see a listing similar to the one in Figure 21-15. Click an ad to display its details.

Use the Narrow My Search section of the page, as shown at right, to refine your search.

Choose your ethnicity, religious, smoking, and age preferences, and enter a keyword. Then click Submit Search to see a list of ads that match the criteria you entered.

The Advanced Search option displays even more criteria that you can use in searches. The form is divided into four sections. In the first section, you specify your gender and the relationship type you desire.

Narrow My Search

Ethnicity:

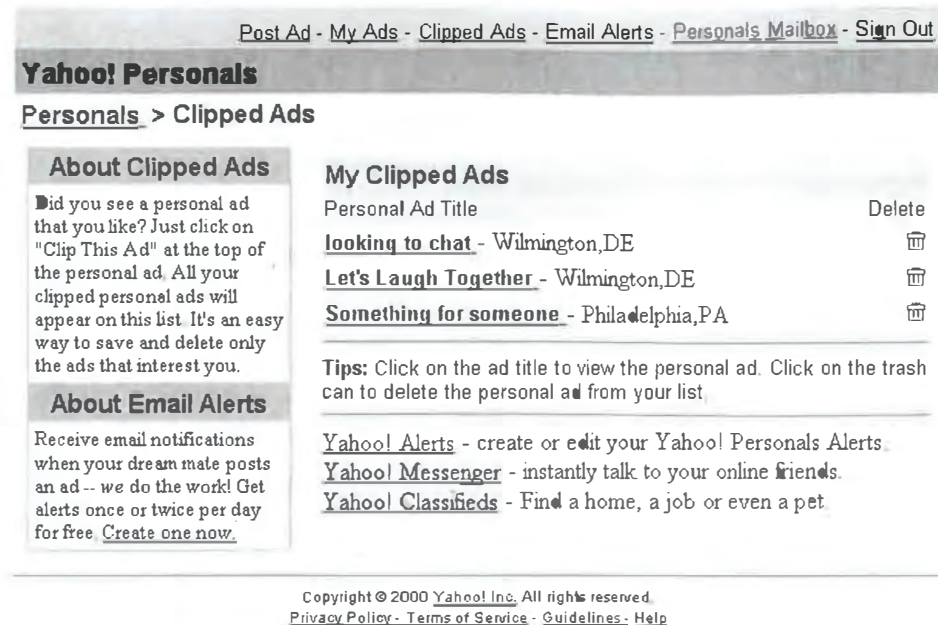
Religion:

Smoking:

Age:
 to

Keyword(s):

[Advanced Search](#)

**FIGURE 21-15** Clipped ads

The next section, called Tell Us About The Person You Are Seeking, includes these items:

- Location
- Ethnicity
- Gender
- Religion
- Age
- Drinker
- Body Type
- Smoker

This is followed by a box in which you enter any additional keywords to narrow the search. Finally, you can sort the ads by displaying all of them or only those posted in recent days. Click Find My Match to search the ads.

Posting an Ad

Click Post An Ad in the Personals page to open the form for writing ads, shown in Figure 21-16.

Note

All of the information on the form for posting personal ads is required except relationship preferences, hobbies, and interests.

In the Personals page that appears, follow these steps:

1. Enter your zip code.
2. Select your identity.
3. Enter a title for the ad.
4. Choose your gender.
5. Select the gender preferred.
6. Select relationship preferences from these options:
 - ☐ Long-Term Relationship
 - ☐ Short-Term Relationship
 - ☐ Activity Partner

[Post Ad](#) - [My Ads](#) - [Personals Mailbox](#) - [Sign Out](#)

Yahoo! Personals

Step 1 - Determine where to list your ad.

* Indicates required information.

* ZIP CODE
(e.g., 99999)

Step 2 - Enter information about you.

* your IDENTITY [EDIT OR CREATE AN IDENTITY](#)

AD TITLE
(e.g., Nautical Nina seeks Seaworthy Sam)

* your GENDER

* your PREFERENCE

☐ Long-term relationship

FIGURE 21-16 Posting a personal ad

- Pen Pal / Long-Distance Relationship
 - Alternative Lifestyles
7. Select your ethnicity.
 8. Specify your educational level.
 9. Choose your type of employment.
 10. Select your religion.
 11. Choose hobbies and interests.
 12. Specify your body type.
 13. Give your age.
 14. Enter your height.
 15. Specify whether you smoke.
 16. Specify whether you drink.
 17. Specify whether you have children.
 18. Write a brief description of your interests and what you are looking for.
 19. Click the Submit Entry button.

Yahoo! displays the details of the ad and reports that it will be posted within 24 hours. Click Edit Ad if you want to make any changes.

Note

Yahoo!'s Email Alerts will send you an e-mail when new personals have been posted.

To check for replies to your ad, click Personals Mailbox in the Inside Personals section of the Personals home page or at the top of any personals page. A list of your identities appears with the number of replies in each. Click an identity to see the list of messages, and then click Read in front of a message to read it. From the message, click Reply to send a response. Your personals mailbox can only store up to a hundred messages. Messages are retained for only one month.

Sending Online Greetings

Another way to stay in touch with a friend is to send an electronic greeting. A *greeting* is an online version of a holiday or other card that you mail on special occasions or just to say hello.

Electronic greetings include your own personal message, as well as graphics—sometimes animated graphics—and background music. The recipient gets an e-mail that includes a link where the greeting can be found. By clicking the link, the recipient opens his or her Web browser and sees and hears your greeting.

To send a Yahoo! greeting, click More in the Yahoo! home page and then click Greetings. You see the greetings categories, including anniversaries, birthdays, get well, and good luck.

Personalize your free greeting by filling out the form below!

Recipient's Name:

Recipient's Email:
Use commas between addresses

Your Name:

Your Email:

Your Message:
(Max 4000 Characters)

Optional Message:
(Max 4000 Characters)

FIGURE 21-17 Personalizing a greeting

Select a category to see a list of greetings and then click the one that you want to send. In the page that appears, click **Personalize** and **Send This Greeting** to see a form like the one shown in Figure 21-17.

Complete the form and then click **Preview Your Greeting** to see what it will look and sound like to the recipient. Finally, click **Send This Greeting**. A confirmation message tells you that the greeting has been sent. The message includes a link that you can click to see the message on the Internet.

Sending Electronic Invitations

If you are planning an event, you can send online invitations to invitees who have e-mail addresses. Yahoo! will keep track of who has responded, as well as which guests have accepted or declined your invitation.

Click **More** in the Yahoo! home page and click **Invites** to see categories of invitations, such as birthday, dinner, wedding, and meeting. Click an occasion to see the **Create Invite** form shown in Figure 21-18.

Complete the information to describe the event. List the e-mail addresses of the persons you want to invite as well. Then click either **Send Now** or **Preview And Customize**.

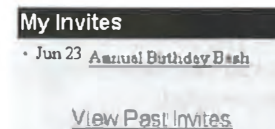
FIGURE 21-18 Creating an invitation

- **Send Now** If you click Send Now, each invitee receives an e-mail message. In each message is a link that recipients can click to view the invitation.
- **Preview And Customize** If you choose Preview And Customize, you see the page shown in Figure 21-19. Using the options on this page, you can change the guest list or the details of the event. Click Send Now if you have not yet sent the invitations.

When invitees click the link in their e-mail messages and go to the invitation on the Internet, they are asked to confirm their e-mail addresses and enter their names. Then they can click Submit to open a page similar to the one in Figure 21-19, where they can choose one of the options in the Will You Attend? section and click the Change Response button.

When you go to the Yahoo! Invites home page, a list of your invitations appears in the My Invites section, as shown at right.

Click the invitation to open the invitation page and review the responses in the Guest List section.



Annual Birthday Bash

Event Details

Host: **Alan**
 Location: **Port-o-Call**
 Address: **Bay Avenue**
 City / State: **Ocean City, NJ**
 Date: **Friday June 23, 2000**
 Time: **5:00 PM**

[Portable View](#) [Add to My Calendar](#) [Maps and Directions](#)

Will You Attend? Not Alan?

Your Reply: ☒ Yes
☐ Maybe
☐ No

Comments:

Guest List (4 total)

[Edit Guests](#)

View: Alphabetically

Attending (1)

☒ Alan (Host) ([aneibauer](#))

Undecided (3)

☐ [azakuto_2000@yahoo.com](#)
☐ [b_chesin@yahoo.com](#)
☐ [Barbara@neibauer.net](#)

Declined (0)

No guests declining

[Edit Guests](#)

[Invite More People](#)

Gift Ideas

[greatentertaining](#)

FIGURE 21-19 Invitation page

Use the options on the left side of the invitation page to change a detail or two about the event, add a photo to the page, change photos, or invite more people. You can also choose Send Email to open a form in which you type a message and choose to whom to send it:

- Attending Guests
- Undecided Guests
- Declining Guests

The Options choice lets you select Yes or No for these features:

- Would You Like To Show The Guest List So That Others Can View It?
- Would You Like To Let Your Guests Invite Other People To This Event?

If you need to cancel the event, click Cancel Event on the left side of the invitation page. You can then have Yahoo! send a message to all of the guests to inform them that the event has been canceled.

Yahoo! Classifieds

Yahoo! personal ads are really just a part of a more comprehensive Yahoo! feature called Classifieds. Classifieds are ads that you post to sell a product or a service—from stuff you have sitting around the garage, to the house and the car themselves. Other Yahoo! members can reply to the ads. They can contact you by e-mail to ask questions or make an offer to purchase.

Click Classifieds in the Yahoo! home page. From there, you can post and respond to ads of all types, as well as access your Personals mailbox.

If you want to sell an item, click Post Ad on the top of the page to access a list of categories. Select a category and then drill-down through the subcategories until you see the form shown in Figure 21-20.

Complete the form by describing the item and your sales conditions, and then click Submit Entry. The process is much like submitting an item for auction except you can name the price you want, as well as choose from the options shown at right.

To purchase an item, use the Listings categories on the home page. After you select a category, enter your location on the page that appears and click Continue to see items for sale.

Click More Detail to read about an item and to reply to the seller. All communications about items are strictly between the buyer and seller. Unlike auctions, Yahoo! keeps no record of the offers or who is interested in making a purchase.

Computers and Software Classifieds

Submit Your Free Listing!

Step 2 - Determine where to list your ad.

* Indicates required information.

* ZIP CODE
(e.g., 99999)

Step 3 - Tell us about the item for sale.

CATEGORY Hardware - PC

AD TITLE

* CONDITION

* FOR SALE BY

* PRICE \$ and/or

* WARRANTY

* DESCRIPTION

FIGURE 21-20 Posting a classified ad

How to Do *Everyth*

LIBRARY OF CONGRESS



0 006 918 798 5

YAHOO!

Get the most out of Yahoo!—the most popular and powerful portal on the Web—using this incredibly resourceful and easy-to-use guide. Much more than a search engine, Yahoo! has a number of useful features and free services, including e-mail, news, calendar, chat, stocks, weather, sports, and shopping, all personalized and available to you from any computer anytime you access the Internet. This book starts out by showing you how to set up your online ID and e-mail and customize your Yahoo! screen. The chapters are organized so each one details a specific feature of Yahoo!, making this a valuable tutorial as well as a comprehensive reference. This is your one-stop guide to the vast number of tools and features available on Yahoo!

Inside, learn to:

- * Customize your home page
- * Manage your online calendar
- * Store files online
- * Use white/yellow pages to find friends
- * Get maps and driving directions
- * Find the best stocks and funds and track your portfolio
- * Buy, sell, or rent real estate
- * Buy and sell in auctions
- * Compare prices and shop
- * Plan a trip and make reservations
- * Keep up with news and weather
- * Chat with friends and join message boards
- * Run free personals and classified ads
- * Send and receive instant messages
- * Buy, lease, and maintain automobiles

Alan Neibauer is a veteran computer book author, with several bestsellers to his credit, including *Corel WordPerfect: The Official Guide*. As a computer consultant and trainer, he has helped numerous companies and educational institutions in the Pennsylvania/New Jersey area make their presence known on the Internet.

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