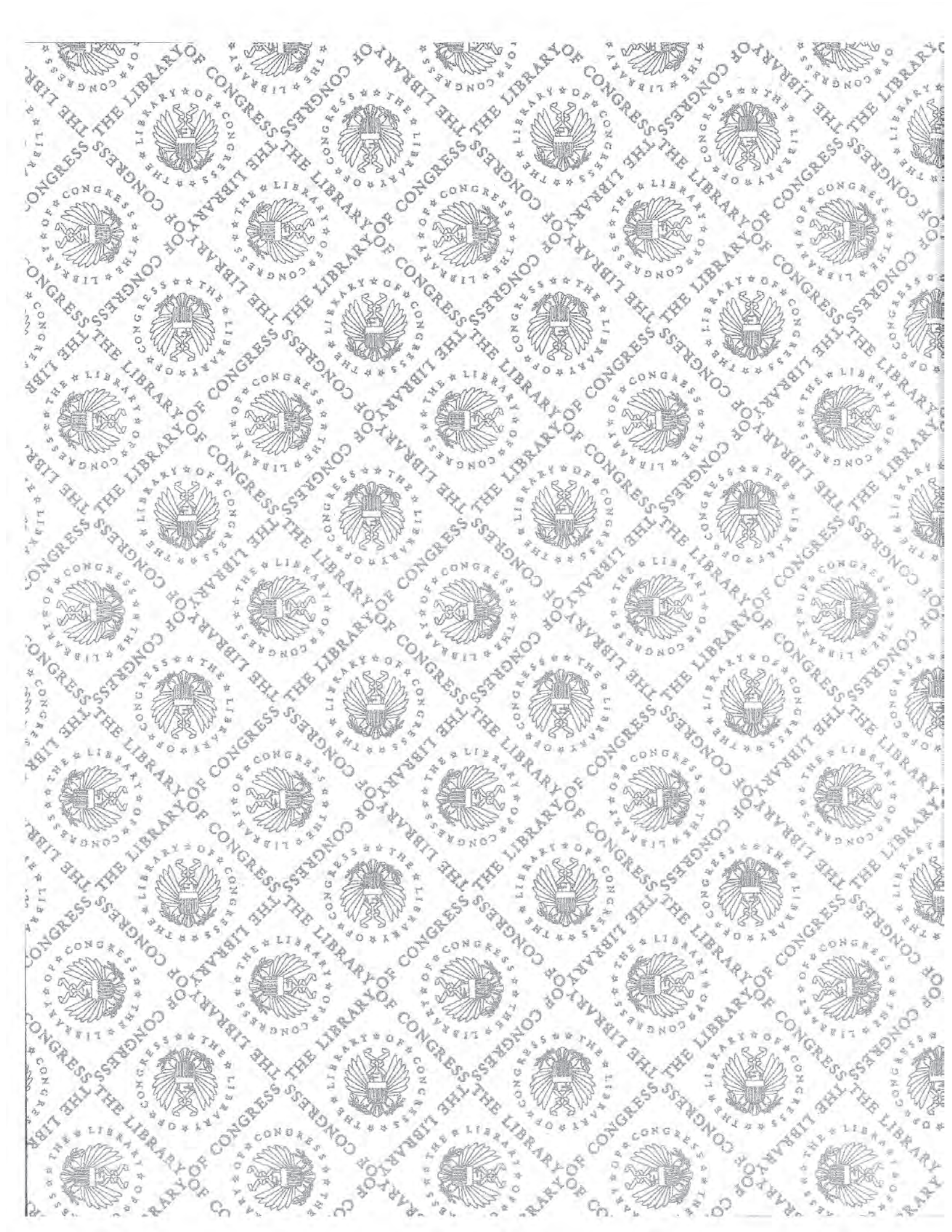
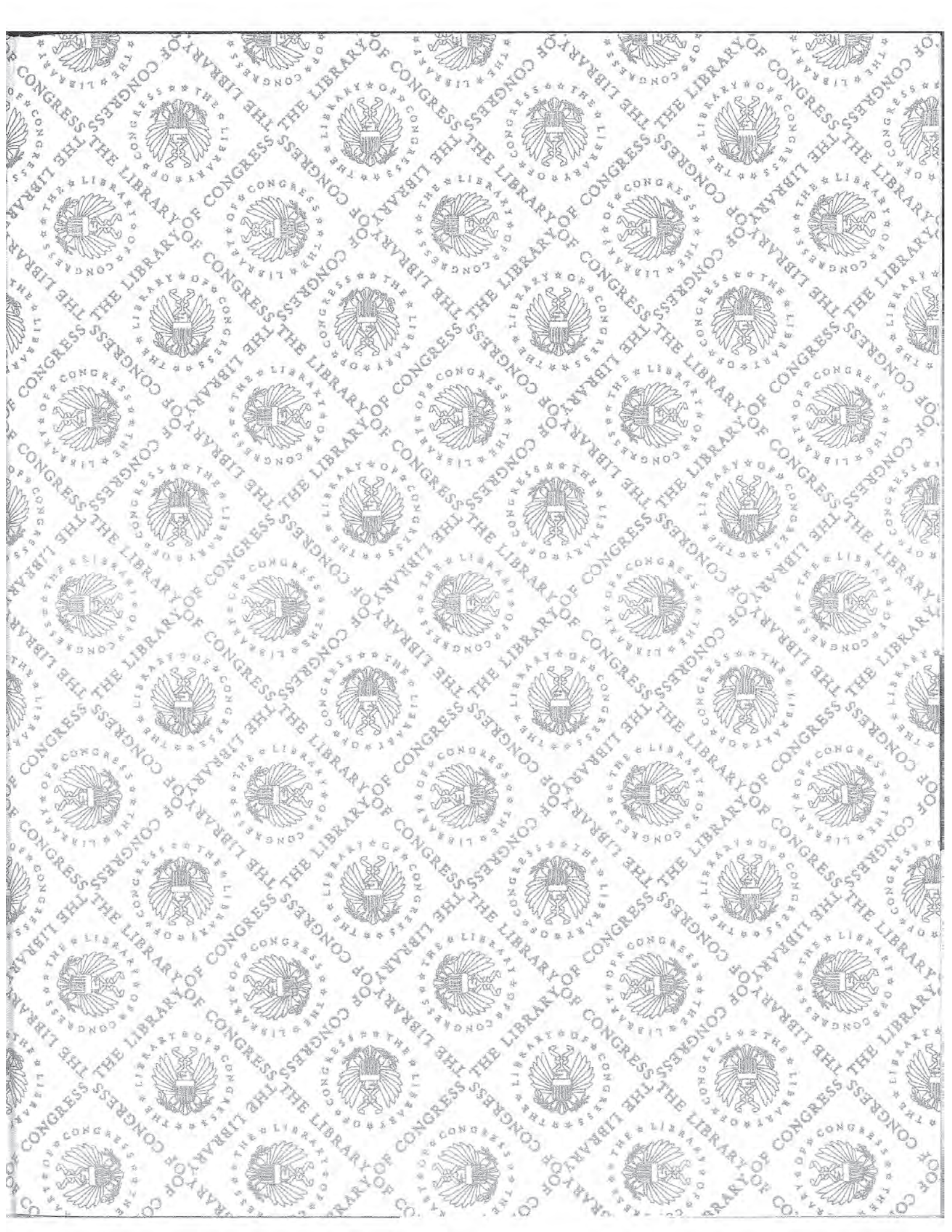

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How to Do *Everything* with YAHOO!



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

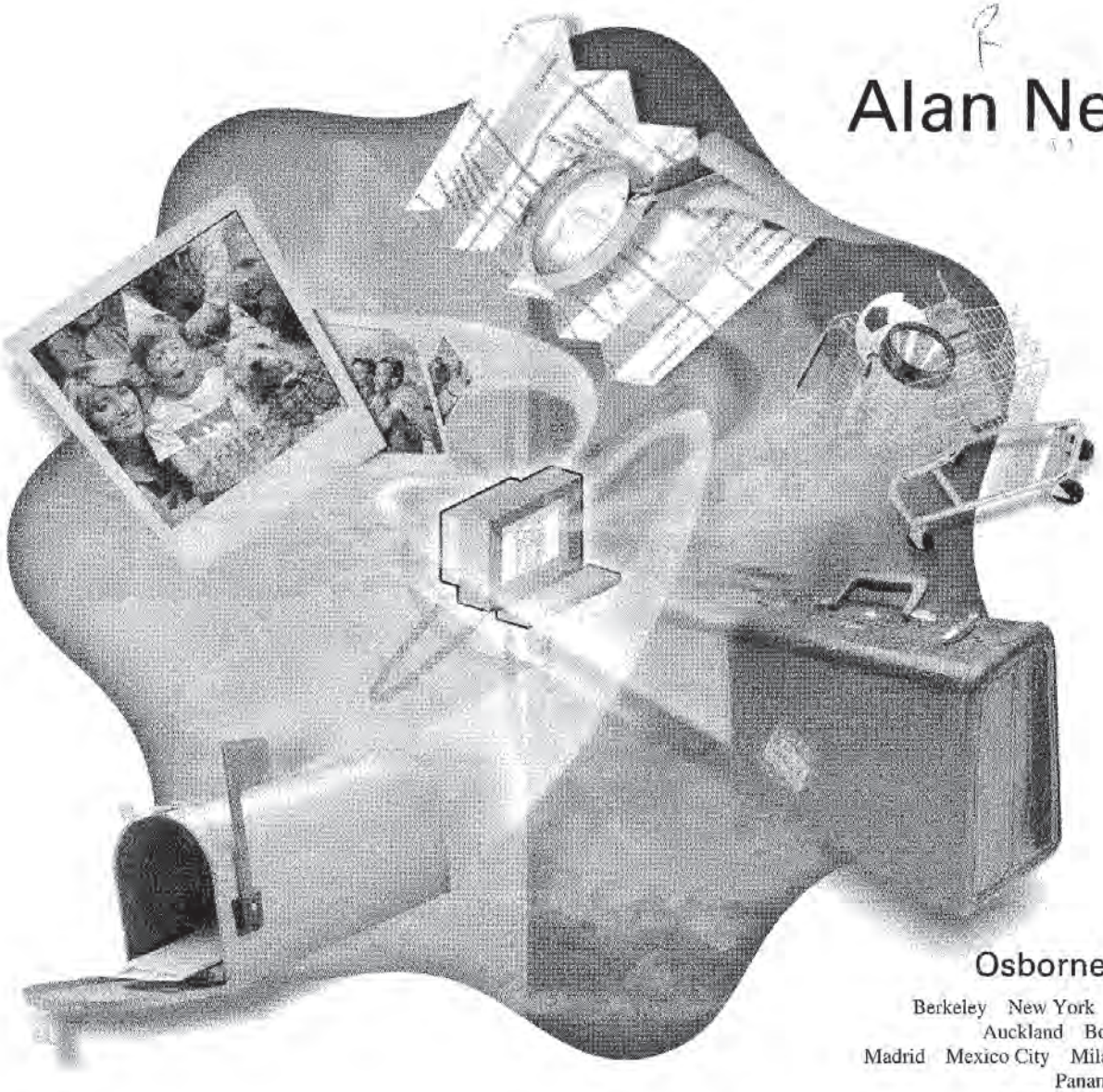
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How to Do *Everything* with Yahoo!

What You'll Do In This Book

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■ 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
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How to Do *Everything* with Yahoo!



Alan Neibauer

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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.

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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!



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.

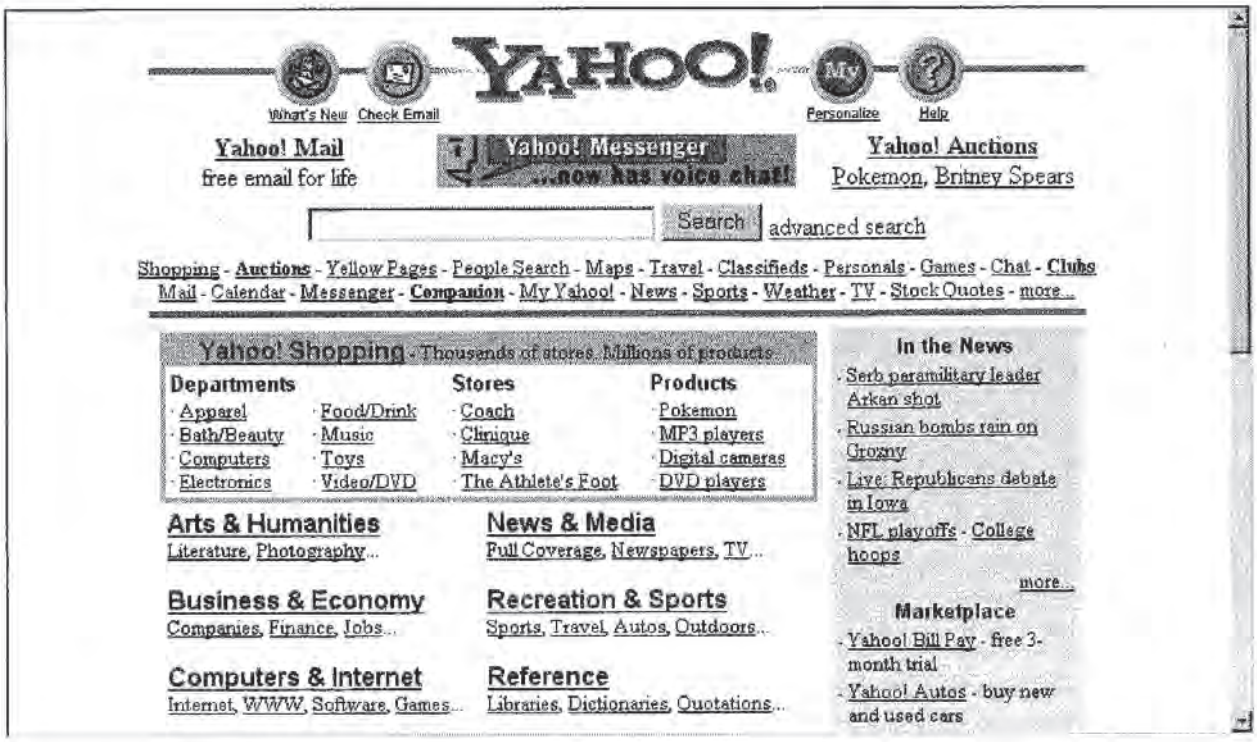


FIGURE 1-1 Yahoo!

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.*

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.

Free ISP Today

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

(www.ifreedom.com) removes its banner for 20 minutes after each visit to an advertised site, and one (www.freewwweb.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.freewwweb.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.

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

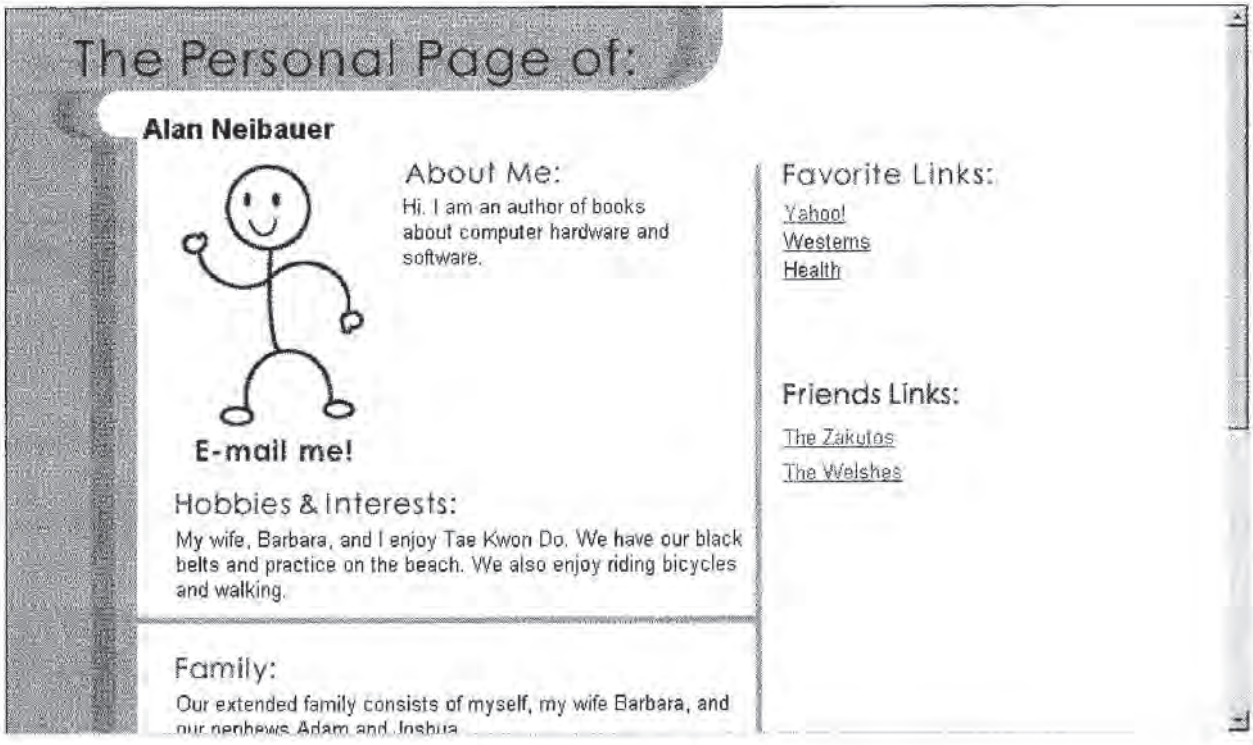


FIGURE 1-2 A sample Yahoo! Web site

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.

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.

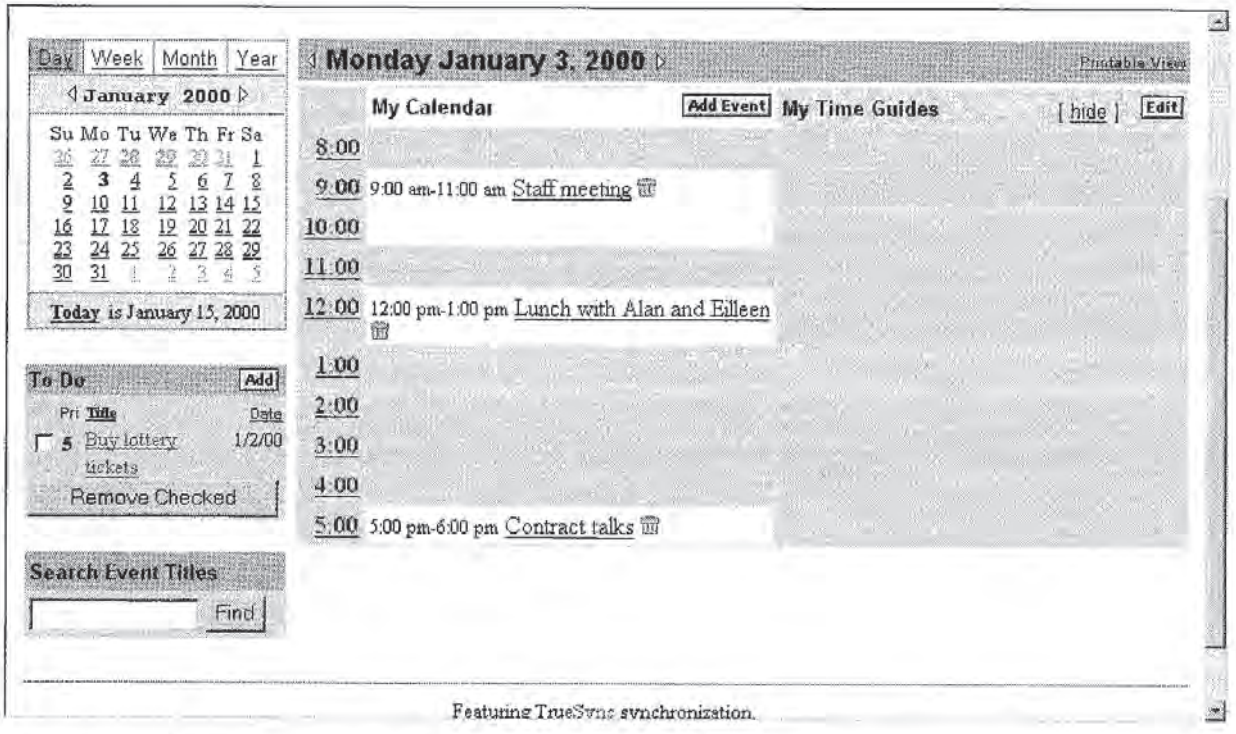


FIGURE 1-3 Yahoo! online calendar

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

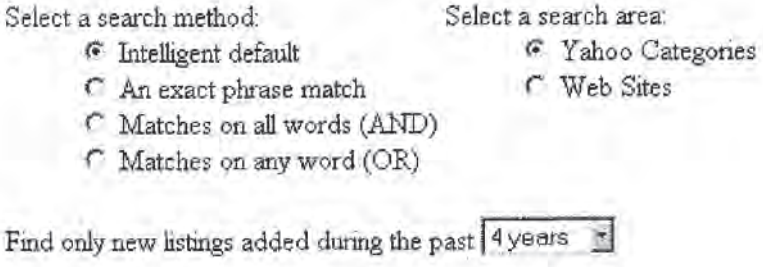
Yahoo! started as an Internet search engine. A *search engine* is a site that lets you find information on the Internet. You enter a word or phrase that you are interested in and the search engine displays a list of sites where that word or phase is found. The list includes hyperlinks to each site. A *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:



So you can look for sites that contain both words, either word, or just the phase 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...

Business & Economy
Companies, Finance, Jobs...

Computers & Internet
Internet, WWW, Software, Games...

Education
College and University, K-12...

Entertainment
Cool Links, Movies, Humor, Music...

Government
Elections, Military, Law, Taxes...

Health
Medicine, Diseases, Drugs, Fitness...

News & Media
Full Coverage, Newspapers, TV...

Recreation & Sports
Sports, Travel, Autos, Outdoors...

Reference
Libraries, Dictionaries, Quotations...

Regional
Countries, Regions, US States...

Science
Animals, Astronomy, Engineering...

Social Science
Archaeology, Economics, Languages...

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.

Next, click Dance to see the types of dances:

- Apparel@
- Ballet *(266)*
- Ballroom *(121)*
- Books@
- Break Dance@
- Butoh *(16)*
- Capoeira@
- Ceroc@
- 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 *(5)*
- 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.

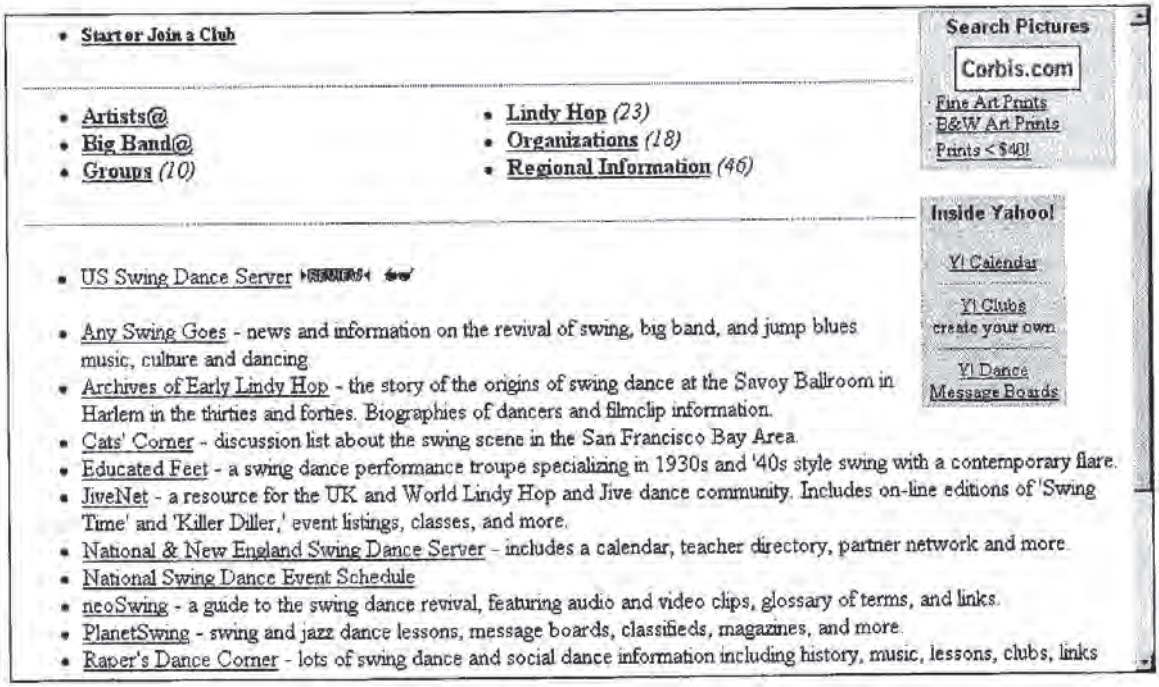


FIGURE 1-4 Results of a Yahoo! search

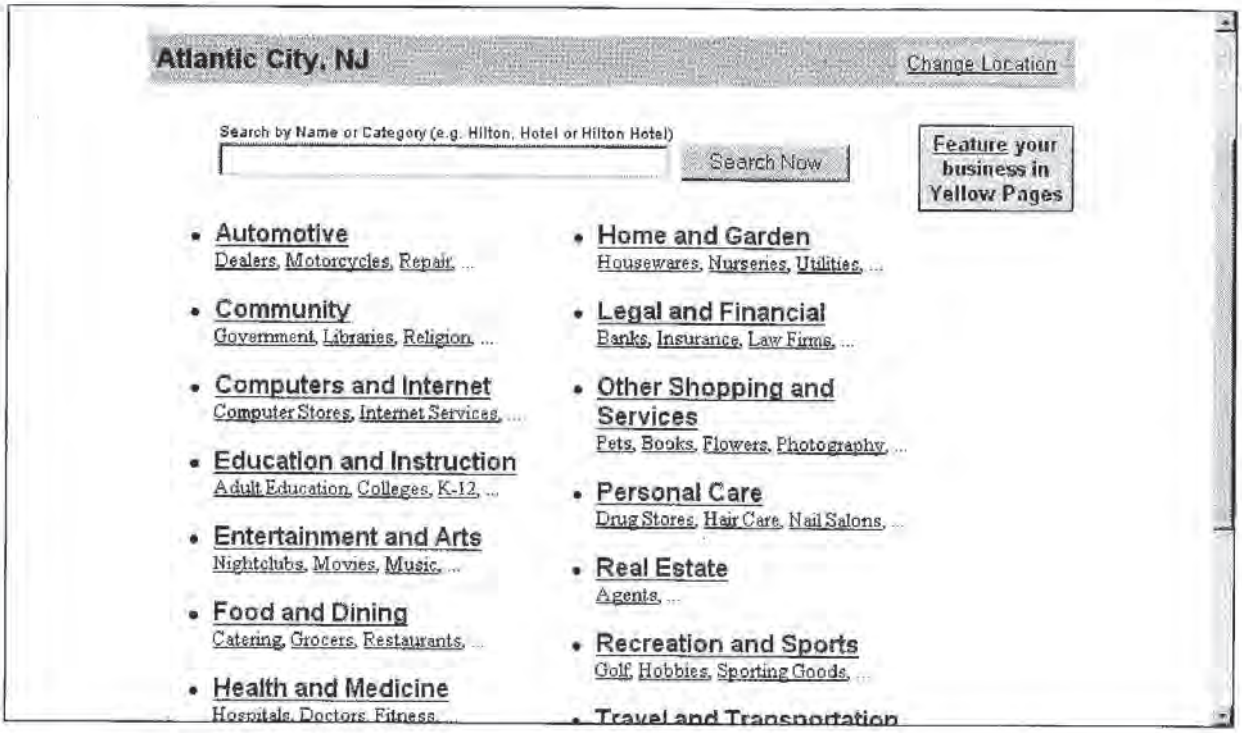


FIGURE 1-5 Looking for a business in Yahoo!

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

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.



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.

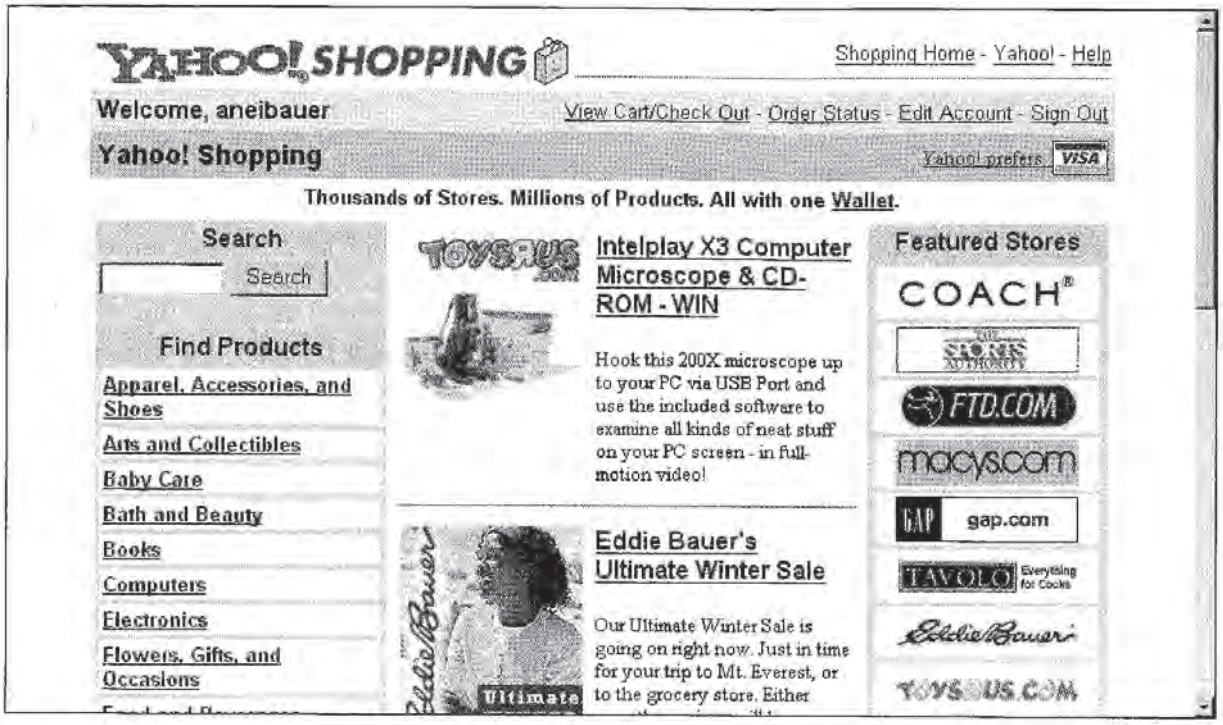


FIGURE 1-6 Yahoo! shopping mall

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



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.



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.

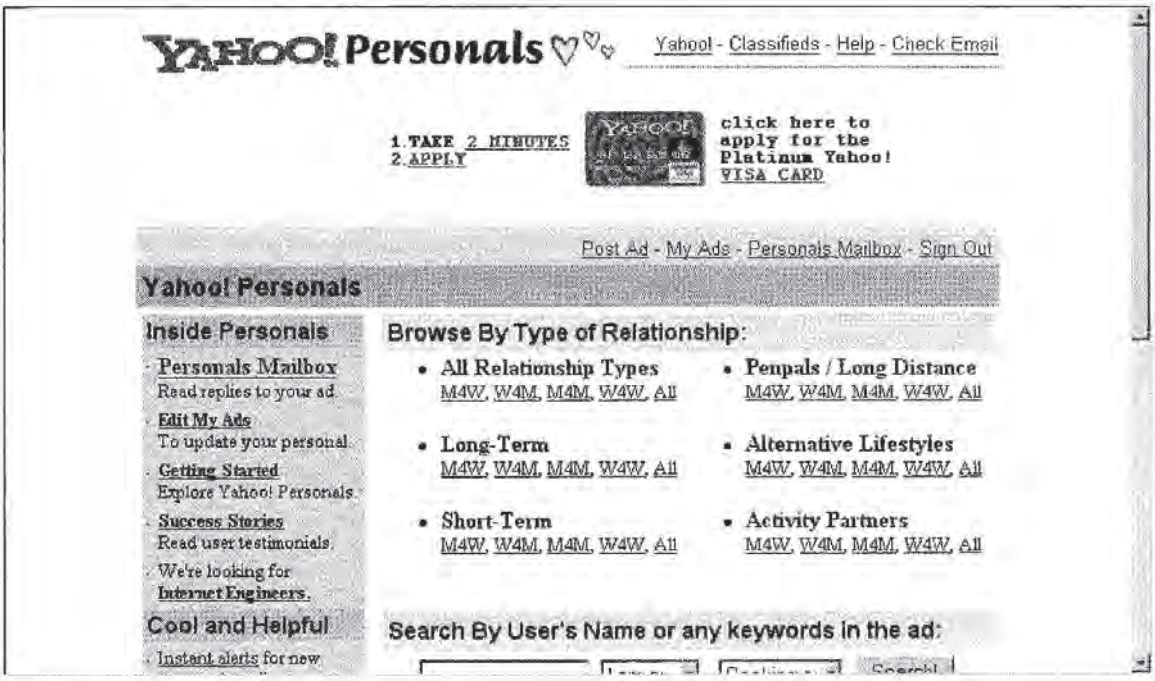


FIGURE 1-7 Get close with Yahoo! personals

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

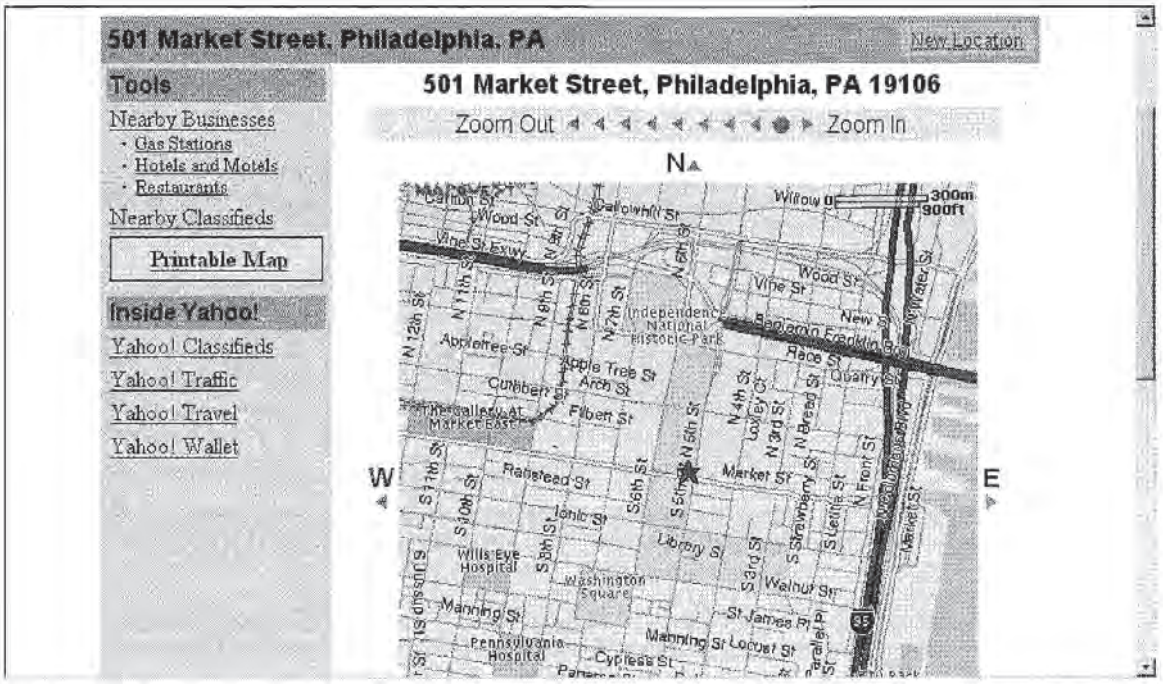
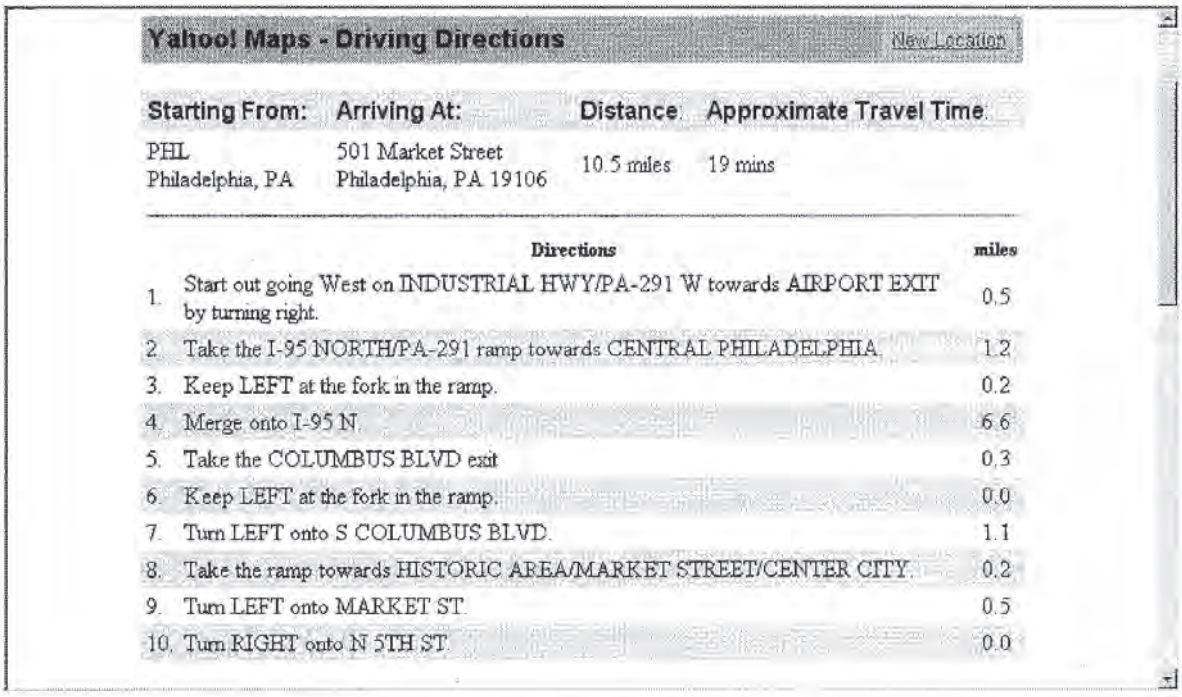


FIGURE 1-9 Finding locations with Yahoo! maps



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.



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

Chapter 2

Sign On to a Free E-Mail Account and Address Book



How to . . .

- Get free Yahoo! membership
- Get a free Internet mail account
- Send and receive e-mail from Yahoo!
- Send and read file attachments with Yahoo! e-mail
- Maintain your address book online
- Create distribution lists for broadcasting e-mail
- Customize the Yahoo! e-mail and address book features

One of the first things you'll want to do with Yahoo! is to sign up for a free e-mail account. The e-mail account gives you the capability to send and receive e-mail, and use Yahoo! from any computer connected to the Internet. Each Yahoo! member gets 3MB of mail space on the Yahoo! server to store messages. If your storage area fills up, new e-mail sent to you is rejected and returned to the sender.

Signing Up

Signing up for an e-mail account also makes you a member of Yahoo! so you can take advantage of other features that are reserved for members, including

- Creating your custom My Yahoo! pages
- Participating in Yahoo! auctions
- Saving files in the Yahoo! Briefcase
- Using Yahoo! messenger
- Maintaining your investment portfolio online
- Creating a Yahoo! calendar
- Using the Yahoo! companion toolbar

To sign up for a Yahoo! account, you'll need to enter some basic information about yourself, and you'll need to select a user name and password. For security, use a different name and password than you have for your ISP. You will not be asked for a charge card number, your address, your social security number, or any other information that should be kept private.

How to ... Register from Other Locations

You can also sign up for Yahoo! by accessing any service that requires Yahoo! membership, such as My Yahoo!, clubs, or auctions. The enrollment process is the same; only the options you get when you finish signing up vary. When you sign up from the My Yahoo! option from the Mail feature, for example, you see a screen where you can send and receive e-mail. Sign up from the Auctions page, however, and you see a screen where you can bid on auction items.

Note *If you see a link labeled What Does This Mean?, you can click it to get help information about the feature or function being displayed.*

When you're ready to join Yahoo!, follow these steps:

1. Log on to the Internet and navigate to *www.yahoo.com*. The easiest way is just to enter **www.yahoo.com** in the browser's address box and press the ENTER key.
2. Look for the Mail option near the top of the screen in the row of options:

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. Click Mail to display the screen shown in Figure 2-1. After you have a Yahoo! account, you will use this page to sign into Yahoo! and identify yourself so you can check your e-mail or send new e-mail messages.
4. Since you're signing on for the first time, click Sign Me Up! to open the Sign Me Up form shown in Figure 2-2.
5. Enter the name you want for your Yahoo! mail address and ID.
6. Enter and retype the password you want to use to log on to Yahoo!
7. If you forget your password, you can get it from Yahoo!, but to do so you'll need to answer a question that verifies your identity. Select the item that you want Yahoo! to ask for:
   - City of Birth
   - Pet's Name
   - Anniversary Date
8. Enter the answer to the item you selected.
9. Enter your current e-mail address.

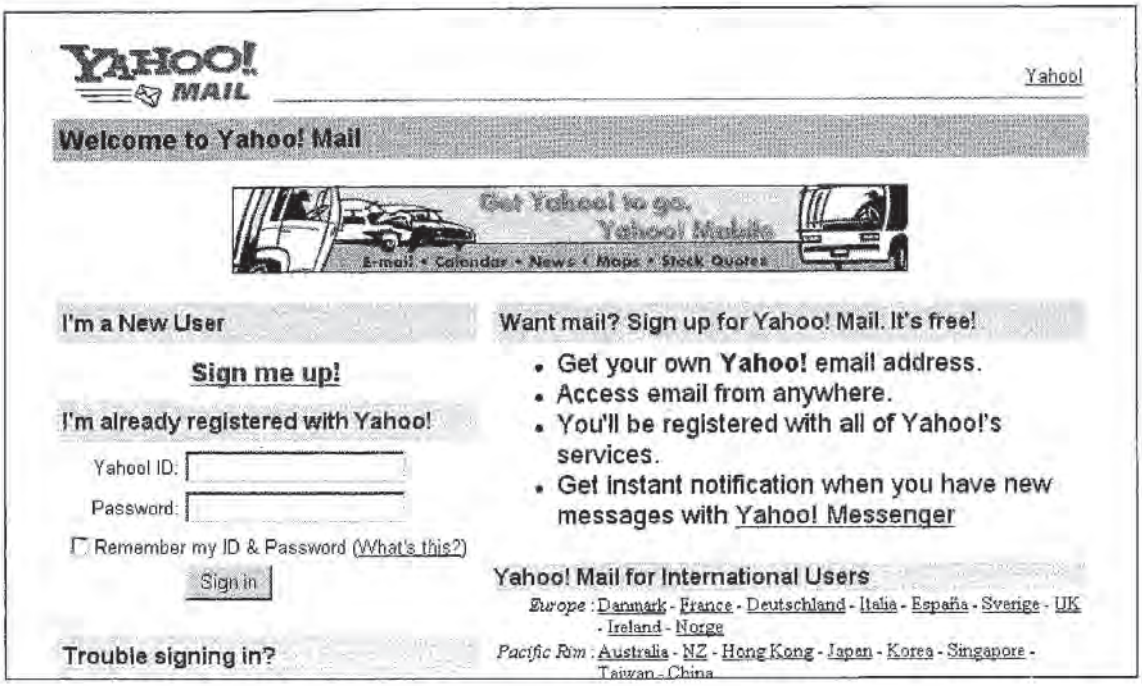


FIGURE 2-1 Signing into Yahoo! mail

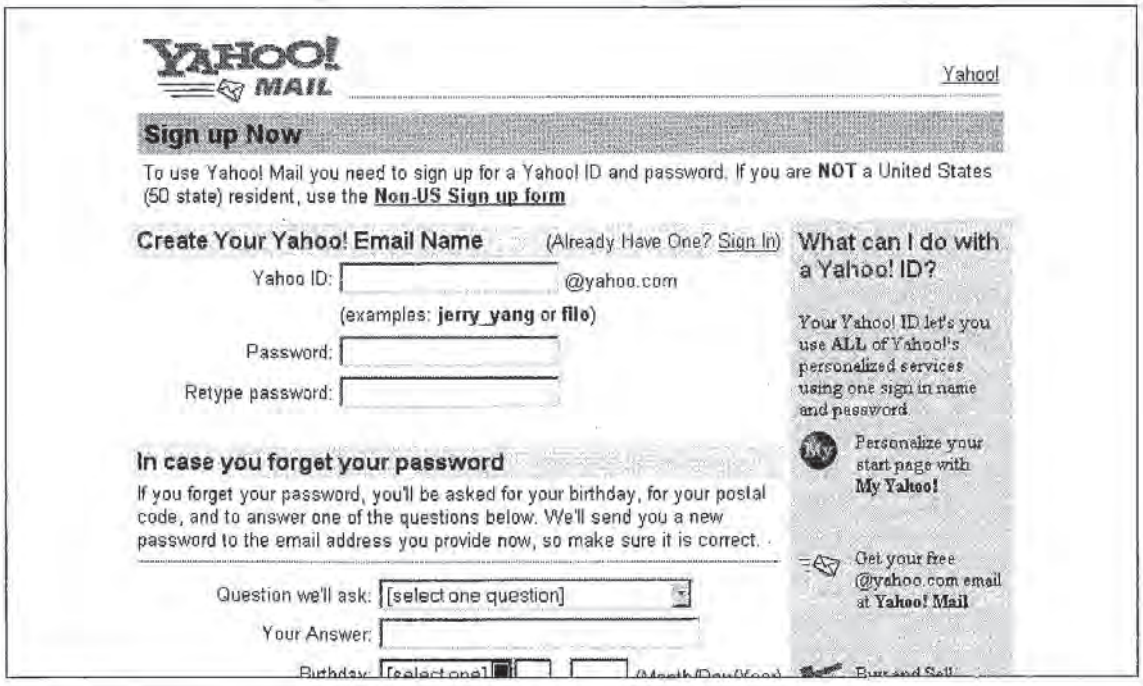


FIGURE 2-2 Signing up for Yahoo! membership

10. Choose whether you want to include your Yahoo! e-mail address in an online e-mail directory.
11. Enter your name and zip code.
12. Select your gender.
13. Choose an occupation and industry from the two lists.
14. Choose whether you want to be notified about Yahoo! events and products.
15. Optionally, select check boxes that indicate your hobbies and interests.
16. Click Submit This Form.

Tip *You will be notified if the user ID you picked has already been reserved by someone else or you forgot to complete any required information. Make your correction and submit the form again.*

17. A confirmation appears and recaps your Yahoo! ID and current e-mail address. Click Continue To My Yahoo!. The Welcome To Yahoo! Mail screen appears so you can verify your Yahoo! e-mail address and your first and last name.
18. Click Sign Me Up! You are now a Yahoo! member.

The e-mail window appears, as shown in Figure 2-3. The e-mail window shows that you have one unread message (a welcome note from Yahoo!) and that you have used 0 percent of your 3MB of disk space. Navigation buttons appear on the left side of the window so you can work with e-mail and other Yahoo! features.

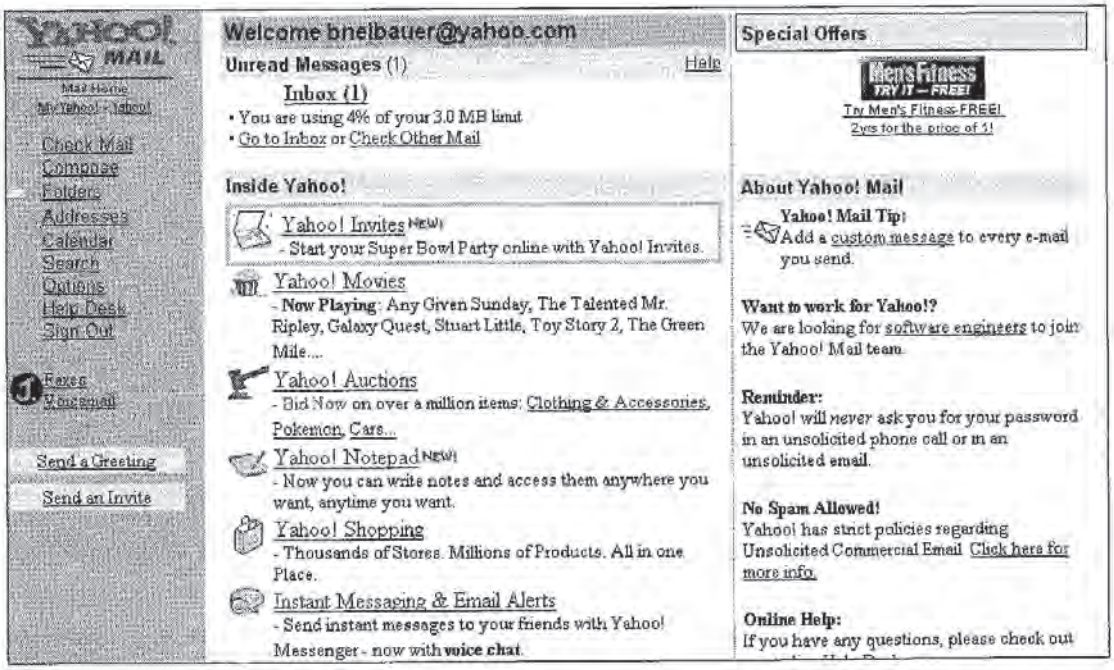


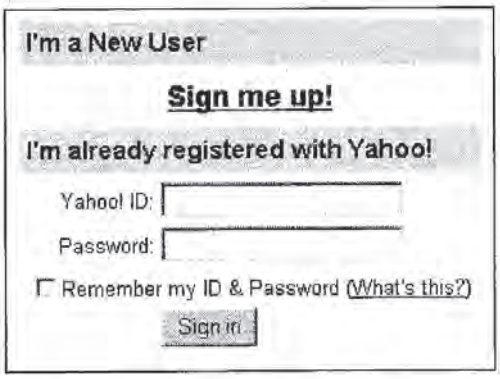
FIGURE 2-3 Yahoo! mail window

The numbers in parentheses after Unread Messages and Inbox indicate the number of messages that you have not yet read. If you've read every message, the word "Inbox" is replaced with the words "No Unread Messages."

There is a lot on this screen to explore. You can access Yahoo! shopping, learn about movies and instant messaging, sign up for special offers and features, and get help information on the mail feature.

Signing In

Each time you go on the Internet and access a Yahoo! service that requires membership, you see the Yahoo! ID and Password text boxes, shown at right.



After you enter your ID and password and click Sign In, Yahoo! temporarily saves a copy of your ID and password. You can then use other member services without signing in again—until you close your browser, leave Yahoo!, or click a link that says Sign Out.

Note *If another person's name appears when you enter Yahoo! , look for a link labeled Change User. Click that link to sign in under your own name. If Change User does not appear, click Sign Out.*

How to ...

Protect Your Yahoo! Password

The Sign In form also contains a check box labeled Remember My ID & Password. If you select this check box, Yahoo! stores your user ID and password on your computer as a *cookie*. A cookie is a small file that an Internet site saved on your computer. When you access the same site again, it reads the information in the cookie to determine your ID name, password, or other information about your previous visits to the site. Choosing Remember My ID & Password means you won't have to sign on to Yahoo! each time you access it. Yahoo! will automatically retrieve your ID and password and sign you in automatically—as long as you do not delete the cookie from your computer.

If you share your computer or you are accessing Yahoo! from a public site such as a library, however, you do not want anyone else to access Yahoo! services under your member ID. Someone could access your e-mail to send messages under your name or bid on items in an auction as if they were you. So do not enable the Remember My ID & Password check box and always click Sign Out when you have finished using Yahoo!.

Reading E-Mail

To read a message that you have received, click the Check Mail, Go To Inbox, or Inbox links. The Check Other Mail link lets you look for e-mail on other e-mail servers, such as your ISP, so you can use Yahoo! as a comprehensive e-mail program. You'll learn about that later.

A typical Inbox is shown in Figure 2-4. The Inbox lists each message by its sender, date, size, and subject. The Inbox is just one of several folders that Yahoo! provides to organize e-mail.

By default, messages are listed in date order, from the newest to the oldest. Click the arrow next to the Date heading to sort the dates from oldest to newest. To sort by Sender, Size, or Subject, just click the heading, and then use the arrow next to it to change the order from descending to ascending.

To delete a message, select the check box next to it and click either Delete button. Deleting a message places it in the Trash folder, which you'll learn about later in the last section of this chapter, "Working with Folders."

To read a message, click its subject. Figure 2-5 shows how a message appears. The heading shows you the message's date, sender, subject, and the e-mail addresses of the persons receiving the message.

Above and below the messages are buttons for managing e-mail.

Shortcut *On many Yahoo! screens you'll see identical rows of options, one above and one below whatever items are displayed. Yahoo! does this to make it easy to access the features from either the top or bottom of the window.*

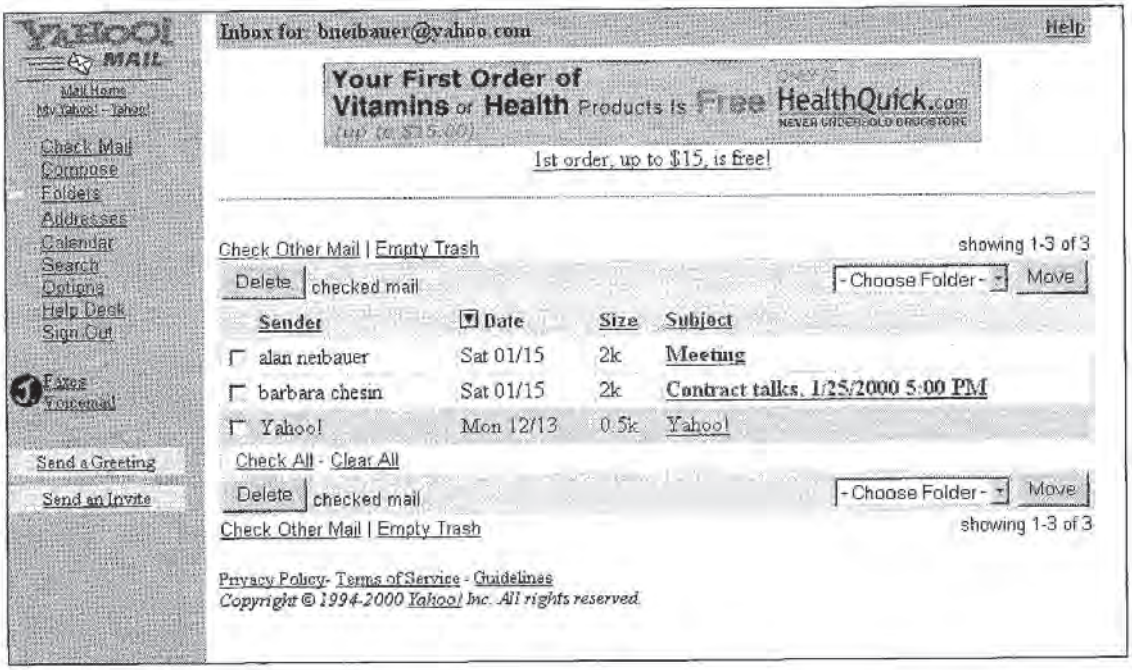


FIGURE 2-4 Yahoo! mail Inbox

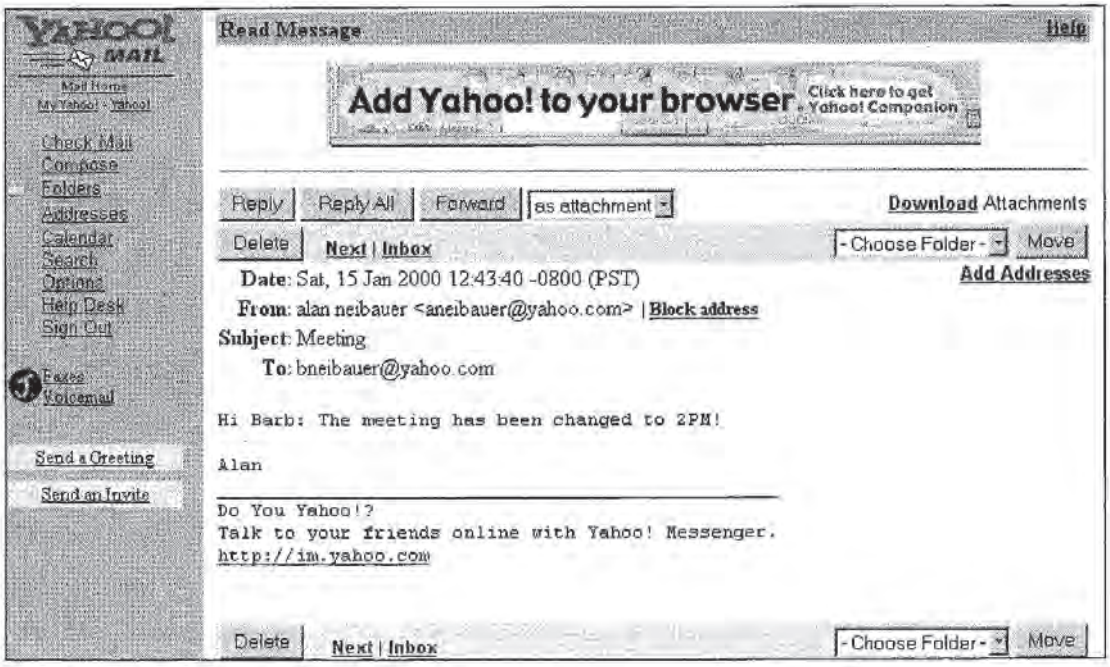


FIGURE 2-5 A message in the Yahoo! Inbox



Click the Reply button to send a reply to the sender of the message. The Compose window, where you enter and send your reply, appears. To also send your reply to everyone who received the message, click Reply All.



Click the Forward button to send a copy of this message to another person. The Compose window will appear so you can enter the e-mail address of the recipient and a message of your own. Before clicking Forward, however, choose how you want the text of the original message to be included in your e-mail. The options are

- **As Attachment** Includes the original message as a file that the reader can choose to download.
- **Inline Text** Displays the text of the message following any text that you enter in the Compose window.



Click the Delete button to move the messages into the Trash folder. Use the Move button to move the message to another folder.

Click the Inbox link to return to the Inbox, click Prev to see the previous message in the Inbox, or click Next to see the next message.

Prev | Next | Inbox

If you no longer want to receive e-mail from the sender of the message, click the Block Address link in the Mail window to see these options, and then click Yes:

- Block the email address "alann@worldnet.att.net" from sending mail to this account?

  Yes I wish to block all mail from "alann@worldnet.att.net".

  No I do not wish to block this address.

Mail from this sender will be deleted rather than added to your Inbox.

Shortcut *Use the Add Addresses link to add the address of the sender to your address book. See the sidebar "Add a Sender's Address," later in this chapter.*

Sending a Message

When you want to send a message using Yahoo!, click Compose on the left side of the screen. Yahoo! lets you create plain-text and formatted messages.The Compose window for writing plain-text messages is shown in Figure 2-6.

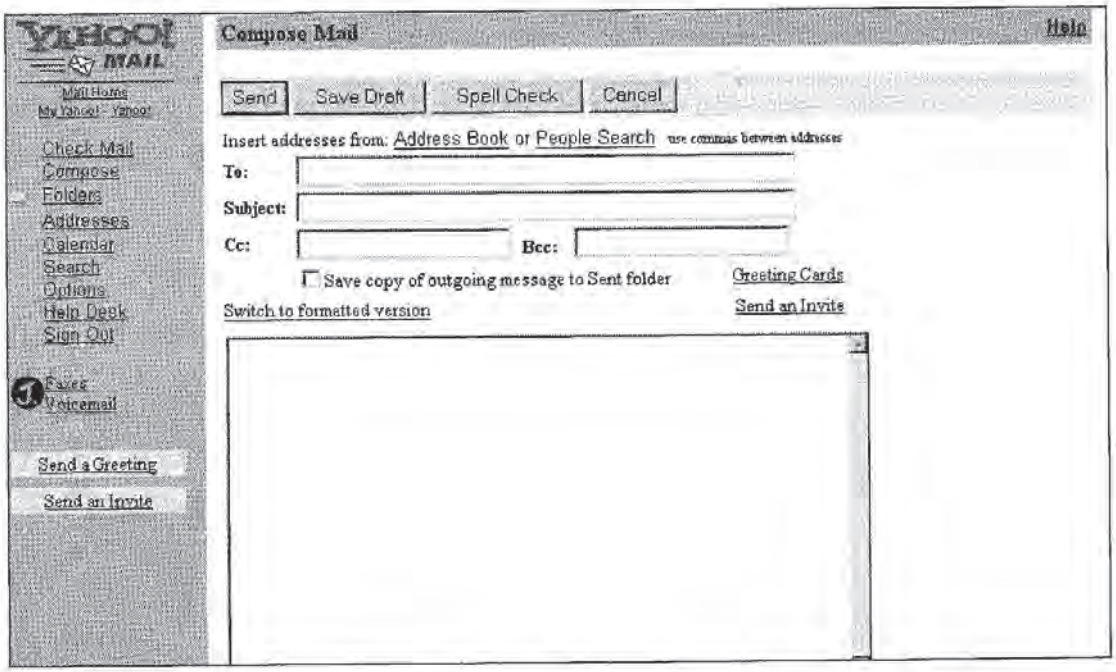


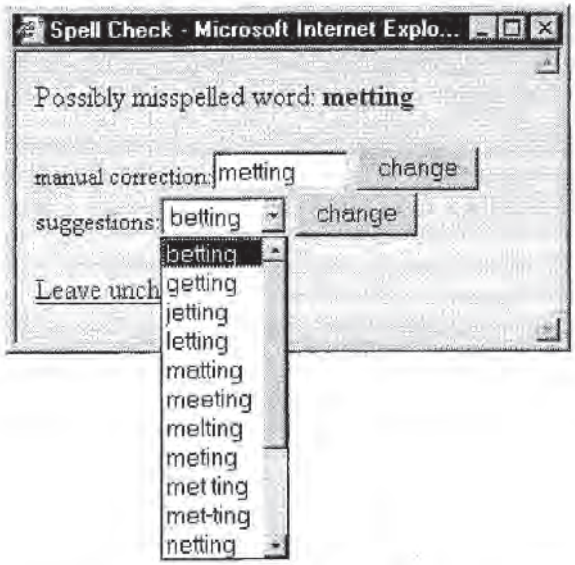
FIGURE 2-6 Creating an e-mail message

Enter the e-mail address of the recipient, the subject, and the addresses of anyone to whom you want to send a carbon copy or blind copy. Both types of copies send the e-mail to the individual you specify. With a blind copy, however, other recipients do not know that the blind copy recipient was sent a copy. If you want a record of the message, select the check box labeled Save Copy Of Outgoing Message To Sent Folder. You can use the Sent folder to review your messages or copy text from a message and send it to other recipients. Enter the text of the message in the last text box.

Yahoo! provides a spell-check program to check your spelling. As with spell checkers in programs such as Microsoft Word, Yahoo!'s spell-checker compares each word in your e-mail message against its dictionary. When it finds a possible misspelled word, you see a box like the one shown at top right.



Click the question mark next to the word for options such as these shown next.



You can manually retype the word and click Change, or select a word from the Suggestions drop-down menu and then click Change. Click Leave Unchanged if the word is spelled correctly.

If you are ready to send the message, click the Send button. If you're not ready to send it but want to work on it later, click Save Draft. You'll be able to reopen the message in the Draft folder, complete it, and send it at a later time.

Sending Attachments

Sometimes you'll want to send a recipient a file that you have on your computer. It may be a photograph that you scanned, a document that you wrote, an interesting item, or a program that you downloaded from the Internet.

You send a file along with an e-mail by including it as an attachment. Yahoo! lets you attach as many as three files with a message, but their total size cannot exceed 1.5 megabytes.

To send an attachment, click Edit Attachments under the message box to open the dialog box shown in Figure 2-7. Under Step 1, enter the path and name of the file you want to attach, or click the Browse button to locate the file using Windows Explorer.

Click the Attach File button and repeat Step 1 to attach up to two additional files. Click Done to return to the Compose window. The names of the files will be listed in the Attachments text box.

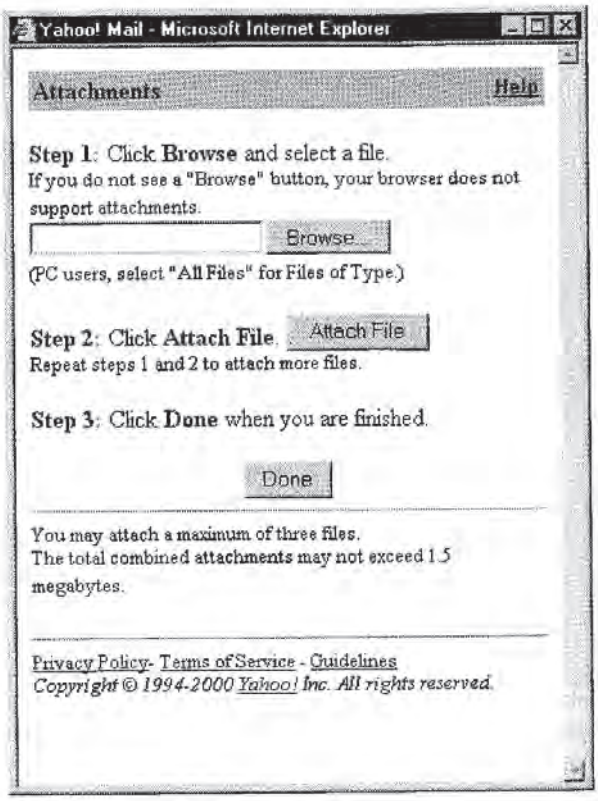


FIGURE 2-7 Sending an attachment with an e-mail

Formatted Messages

Almost anyone on the Internet can receive plain-text messages, but they are just text without any formatting. A formatted message with different fonts and special effects to highlight text can have greater impact and is more likely to be read. Many e-mail systems can accept and display formatted messages.

How to ...

Read Attachments

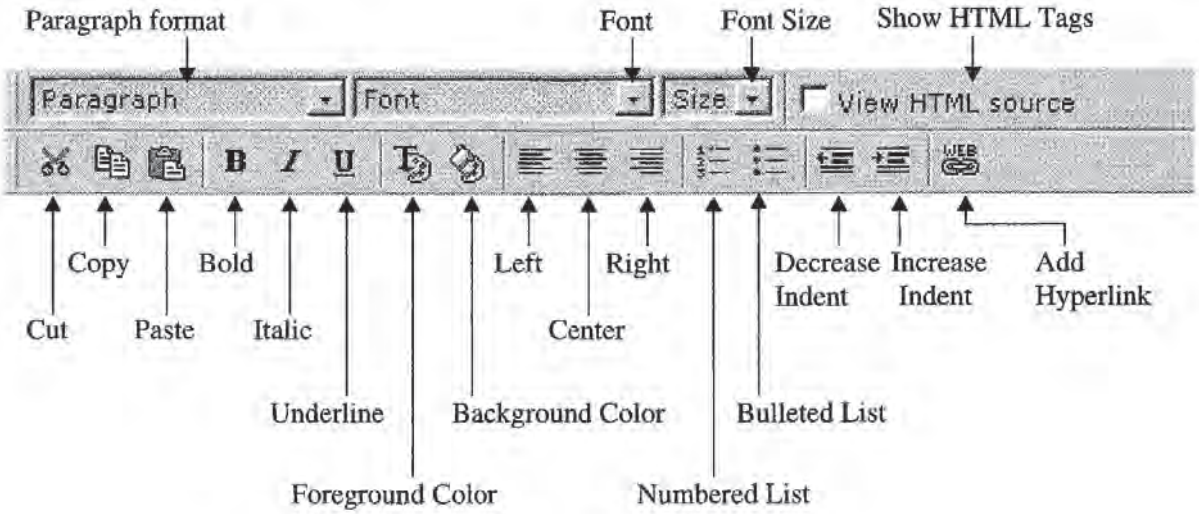
When you receive a message with an attachment, a paperclip icon appears beside the message size in the Inbox, as shown here.

Click the icon to open the Message Download window and see a list of the attachments. Click the download button before an attachment to copy the file to your computer, and then click Done to return to the Inbox.



There are two ways to format Yahoo! messages. You can select formats from a special toolbar or manually insert HTML tags.

To add some pizzazz to your e-mail, select Switch to Formatted Version in the compose window to see the toolbars shown here:



Use the toolbars to format and arrange text just as you would in a word-processing program. To underline text, for example, click the Underline button, type the text you want underlined, and then click the button again. To underline text you've already typed, drag over the text with the mouse and then click the Underline button.

Use the Font list to change the font, and the Size list to change the font size, just as you would in a word-processing program such as Microsoft Word.

Note *Select the check box labeled View HTML source if you want to see the HTML tags that create the formats.*

If you want to manually insert HTML tags into a plain-text message to format it, select the HTML Tags Allowed option under the message text box when creating a plain-text message. HTML tags are special codes that tell the recipient's e-mail program how to format and display messages. Most tags that format text have a start and end code. For example, to display a word in boldface, type before the word and after the word, like so:

Please reply immediately or else!

In the e-mail message, the sentence looks like this:

Please reply **immediately** or else!

Other start and end codes, as shown in Figure 2-8, format text in italics and underline, increase or decrease the size, or create headlines. Use the code <p> to end a paragraph and
 to enter a line break.

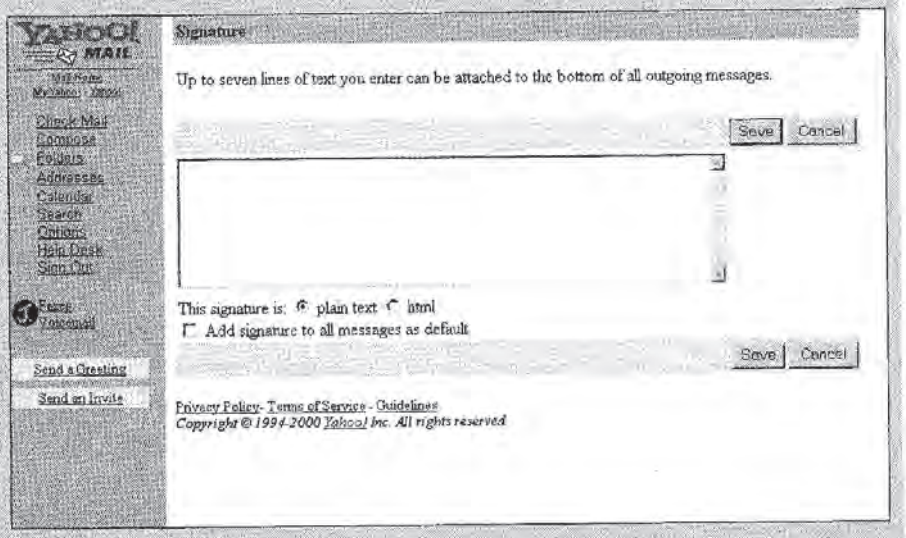
Including Signatures

A *signature* is a standard closing that you can automatically add to the end of a message. It may be your name and title; a witty or inspirational message; or an advertisement for Web site, product, or company. You have to create a signature before you can add it to a message.

If you chose to use the signature on all messages, the Use Signature check box will be selected whenever you compose a message. But you can deselect the check box if you decide not to include a signature with a specific message. You can select the check box to include a signature when it is not on by default.

How to ... Create or Edit a Signature

To create or edit a signature, follow these steps:



1. Click Options on the left side of the window.
2. In the screen that appears, click Signature to see the options in the screen shown here.
3. Type up to seven lines of text that you want to appear at the bottom of messages, or edit the text of the current signature.
4. Select HTML if you want to format the signature with html tags.
5. Select Add Signature to All Messages as Default if you want to use the signature on all new messages.
6. Click the Save button.

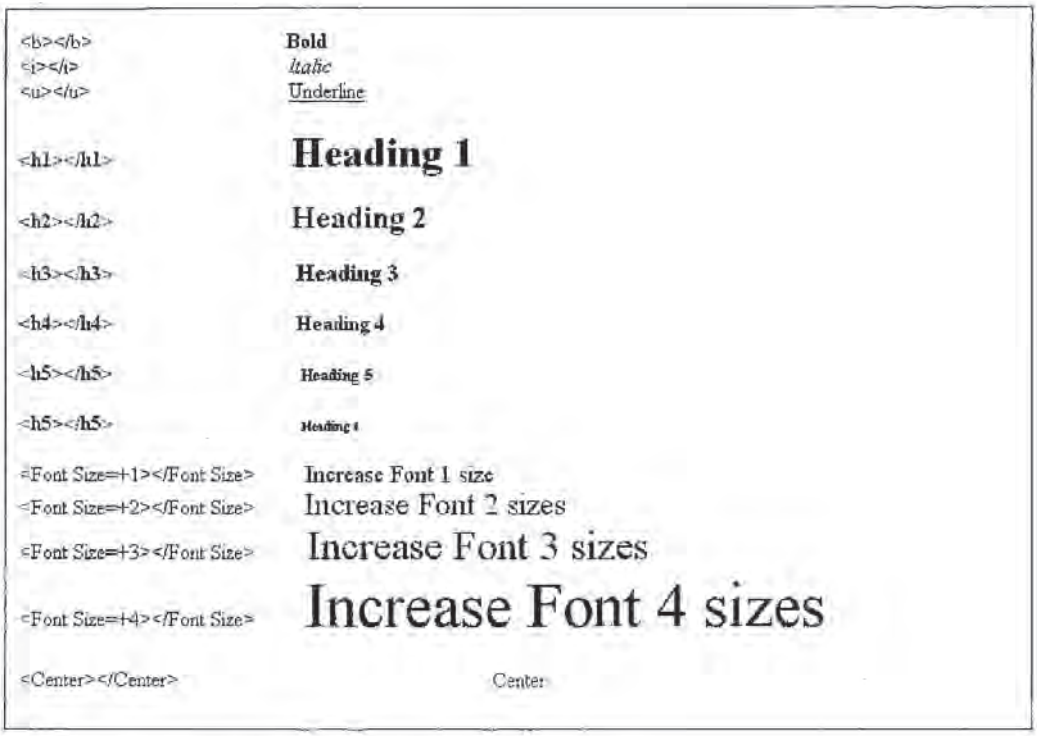


FIGURE 2-8 Sample HTML tags for formatting e-mail

Maintaining Your Address Book

Rather than type recipients' e-mail addresses each time you compose a message, you can store recipients' information in an online address book. You can then select one or more recipients for each message without having to type their e-mail addresses. In addition to e-mail addresses, you can store postal addresses and company and personal information in the Yahoo! address book.

The address book is available from many locations in Yahoo!, so you can access it whenever you need to insert or check an address. For example, you'll be able to invite persons in the address book to meetings with Yahoo! Calendar or call them from Yahoo! Phone Booth.

When you are composing a message, you can access the address book by clicking the Address Book link shown here:

Insert addresses from: Address Book or People Search use commas between addresses

The book is empty until you enter your first address. An address book with contacts, however, appears as in Figure 2-9. An underlined letter in the alphabet indicates that a last name has been filed under the letter. Click a letter to display just the names that start with the letter, or click All to display everyone in the address book.

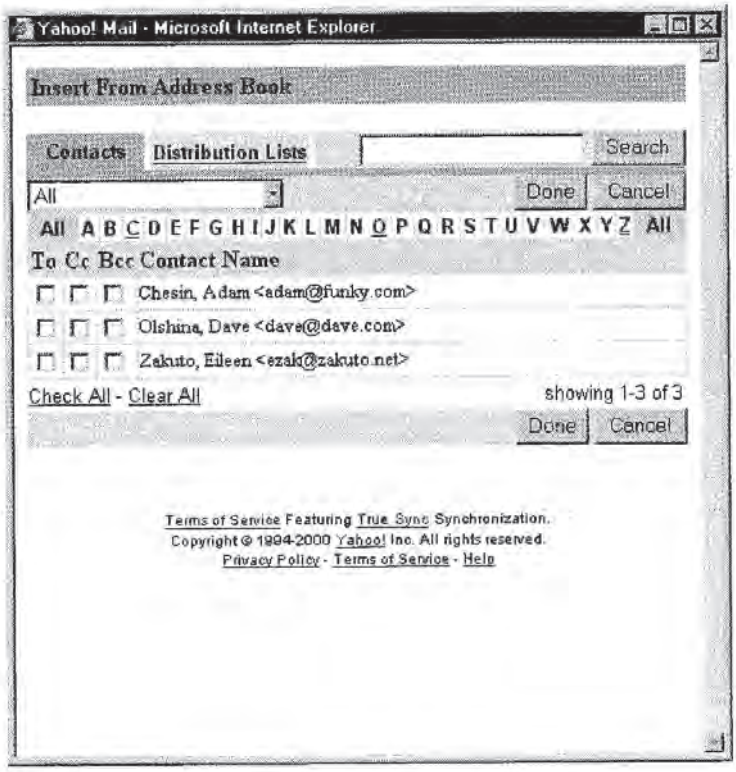


FIGURE 2-9 Selecting names from the address book

To send an e-mail to a person in the address book, select the To, CC, or BCC check box in front of his or her name, depending on how you want to send the e-mail message. Selecting CC sends a copy of the message to the addressee in such a way that other recipients know he or she is receiving it. Selecting BCC sends a copy but does not let other recipients know that the copy was sent. To send an e-mail to everyone in the book, click Check All. When you've finished selecting recipients, click the Done button. You'll learn about the Distribution Lists tab later in the section "Working with Distribution Lists."

To enter and edit entries in the book, click Addresses in the Yahoo! mail window. If you have not entered any items into the address book, you see helpful hints in the address book. Click Add Contact to open the New Address Book Entry window shown in Figure 2-10 and add a person to the book.

The screen contains the basic address book information, as well as the option to assign the contact to a category. Categories help you organize contacts into common groups. To add a contact to a category, pull down the Category list (you'll find it in the lower-right corner) and choose one of these options:

- Unfiled
- Commercial
- Personal
- Professional

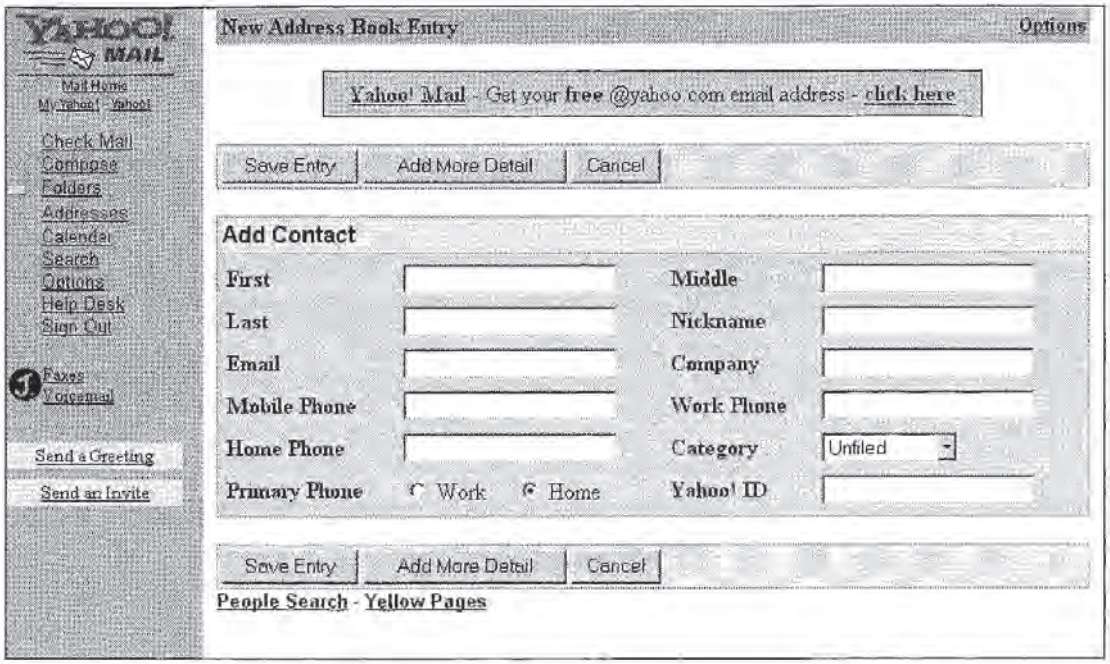


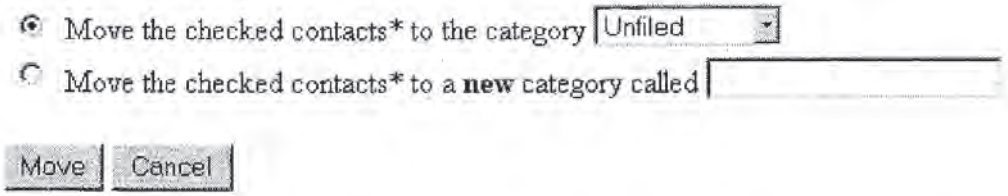
FIGURE 2-10 Enter a new address book listing

If you want to enter more details, click the Add More Detail button. The New Address Book Entry window expands so you can enter more phone numbers, home and work addresses, e-mail addresses, Web site addresses, and personal information such as birth dates and anniversaries.

Click Save when you've finished entering or editing the address. All of your contacts appear in the address book, as shown in Figure 2-11. You can send mail to one or more persons in the address book by selecting names, as you've already learned, and then clicking the E-mail button.

To edit a person's information, click the Edit icon on the right side of the address book to display the Add/Edit Contact Details form. You can also click the contact's name to open the Contact Detail form and then click the Edit Contact button. Make your changes and then click Save.

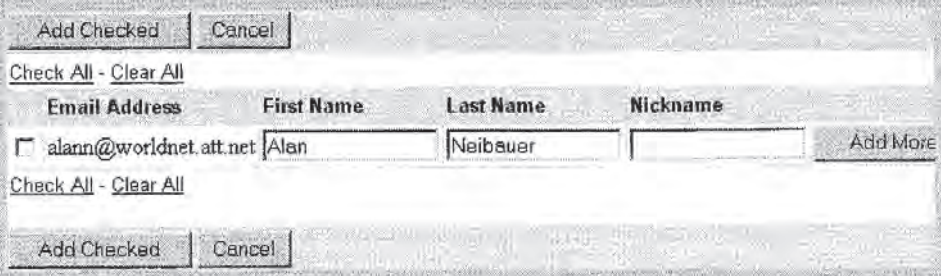
If you just want to change the category to which a contact is assigned, you can do so from the address book. Select the contact and then click Move to see these options:



To move the contact to an existing group, select the first option, pull down the list, and select the group. To assign a contact to a new group, select the second option, enter the group name, and then click the Move button.

How to ... Add a Sender's Address

If you receive an e-mail from a person not in your address book, you can quickly add his or her e-mail address to your list of contacts. When you are reading the message, click the Add Addresses link to see the sender's address, as shown here:



Select the check box to the left of the sender's e-mail address and then click the Add Checked button. Yahoo! will insert the sender's name and e-mail address into your address book.

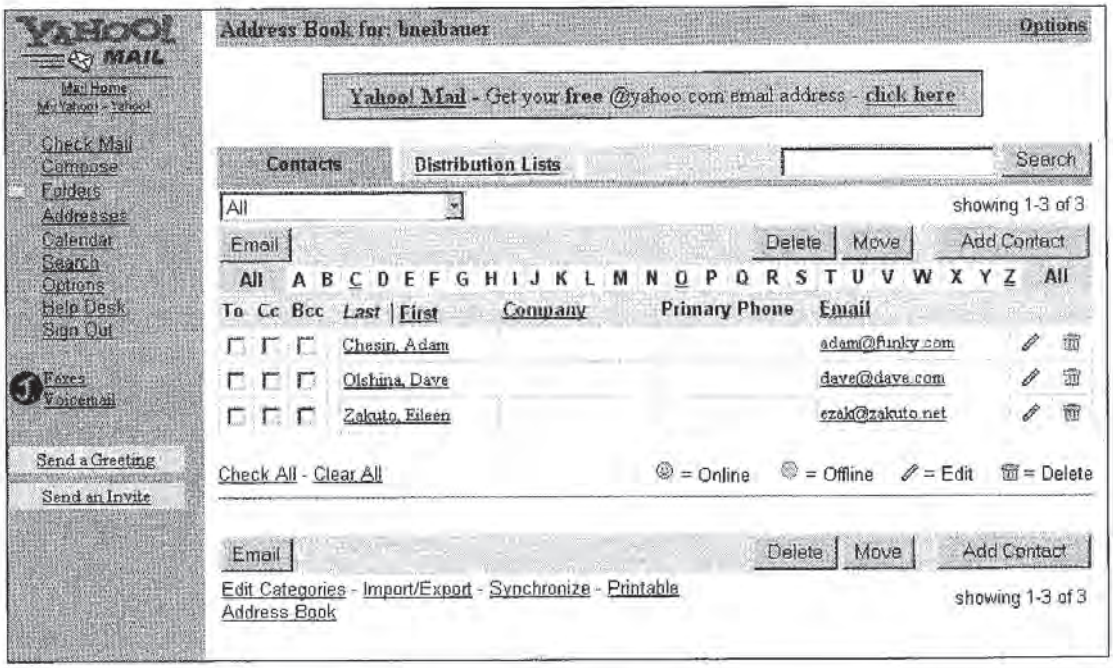


FIGURE 2-11 Maintaining the Yahoo! address book

Working with Distribution Lists

A *distribution list* is a collection of addresses. You can send e-mail to everyone in the list, or move everyone in the list to a new category, by entering the name of the list rather than the names of individual members in the To box.

Yahoo! includes a built-in list called Everyone that contains all of the contacts in your address book. To send an e-mail to everyone in your address book, for example, just type **Everyone** in the To box of the message. When you send the message, it will go to everyone in your address book.

Shortcut *You can also address mail to everybody by clicking Select All in the address book and then clicking the E-mail button.*

If you want to create a custom distribution list with only selected contacts, open the address book and click the Distribution Lists tab to see the options shown in Figure 2-12.

Tip *Notice that there are also buttons to delete a list or move it to a category. You cannot edit or delete the Everyone group.*

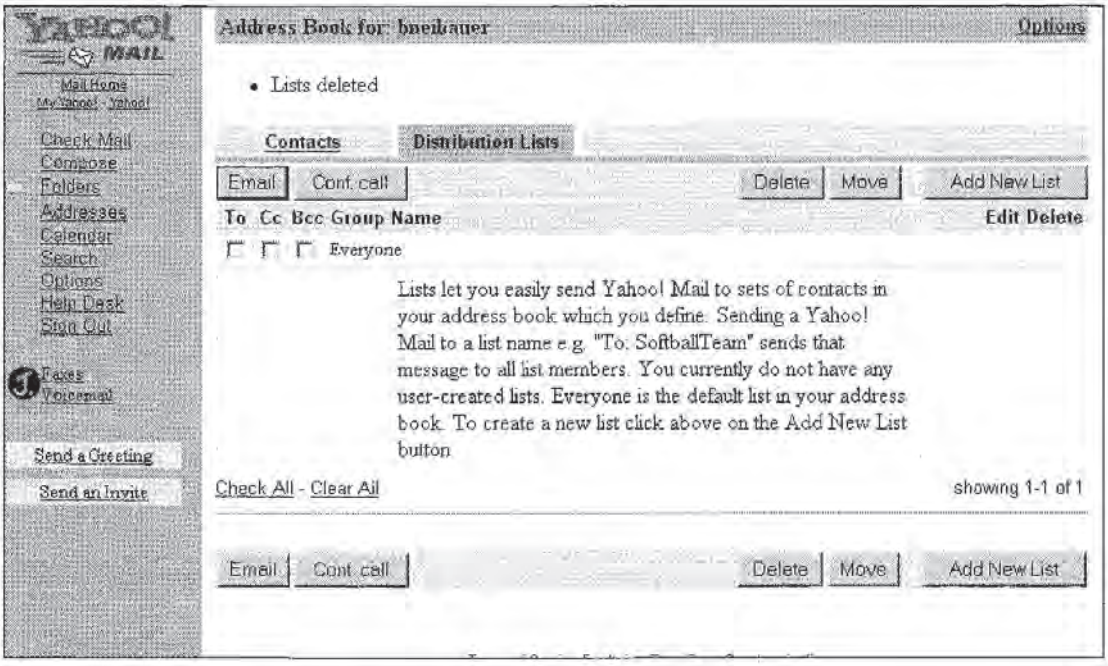


FIGURE 2-12 Distribution list options

To create a new list, click the Add New List button to see the window in Figure 2-13. You can add individual contacts to a list or all the names that are assigned to a category. To assign an entire category of users to a list, pull down the list just above the View button, choose the category, and click View to display only those contacts. Choose All from the list to display all of the address book entries.

In the Add Members list, select the contacts that you want to add to the group, and then click Add. Yahoo! moves the selected names to the Members of List group on the right side of the window. To remove a person from the list, select the name on the right and click Remove. Finally, enter the name for the new group in the Members of List text box, and then click Done to return to the address book.

To add or remove names from an existing list, by the way, select it in the Distribution List tab of the address book and click Edit.

The Conf. Call button in the Distribution Lists tab lets you make a conference telephone call to all the members of the selected group. There is a charge for this service. The Move button lets you move all members of a selected list to a new category.

To access a distribution list while you are composing a message, click the Address Book link and then click the Distribution List tab. You can then select the To check box next to the list and click Done to send an e-mail message to all list members.

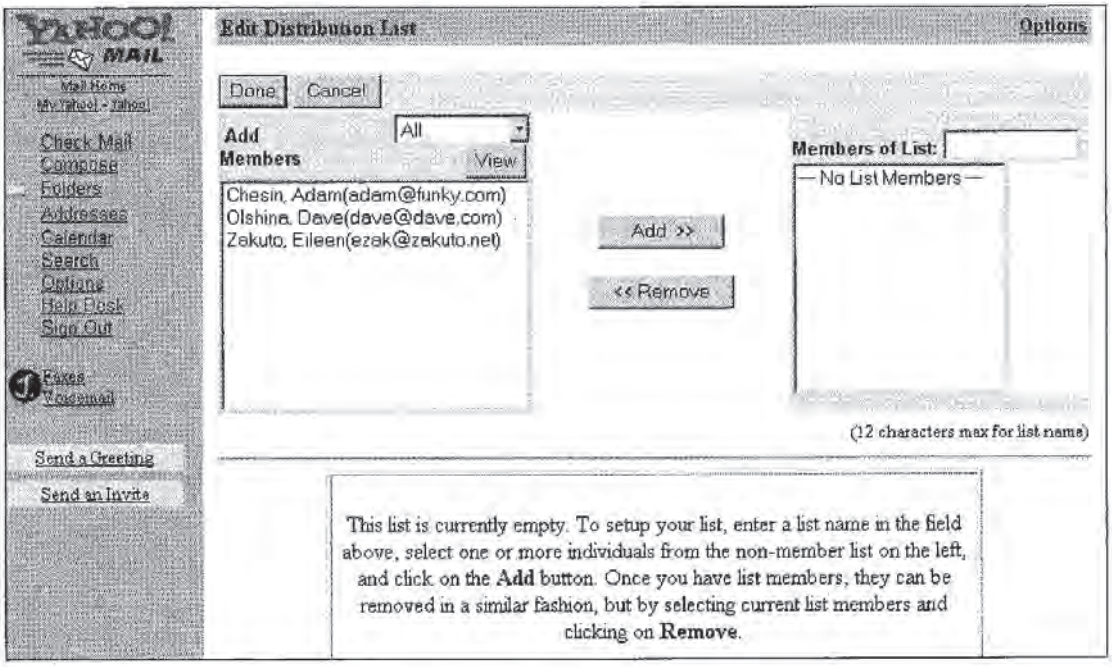


FIGURE 2-13 Creating a new distribution list

Setting Yahoo! Options and Preferences

Yahoo! offers quite a few ways to customize the mail and address book features to your tasks. The two main categories of options are Mail and Address Book.

For general options, click Options on the left side of any mail window to see the choices in Figure 2-14. The options are divided into three categories: Personalization, Mail Management, and Delivery Services.

Personalization Options

Use the Personalization options to make changes to your Yahoo! account information and mail. The options let you customize how mail is displayed on your screen, and the name and e-mail address that recipients see with your mail. You can also add an automatic signature to messages and create a vacation response that Yahoo! returns to senders when you are not available to read and respond to mail.

Changing Your Account Information

Select Account Information to display the Review My Account Information screen, where you can change your Yahoo! name and password, member information, and address.

Information about you is stored in a profile that is made available to other Yahoo! members. Your default profile is stored under your Yahoo! ID name, and you can create other profiles as well. Your profile includes information about you that you want others to see, as well as a photograph and a sound file.

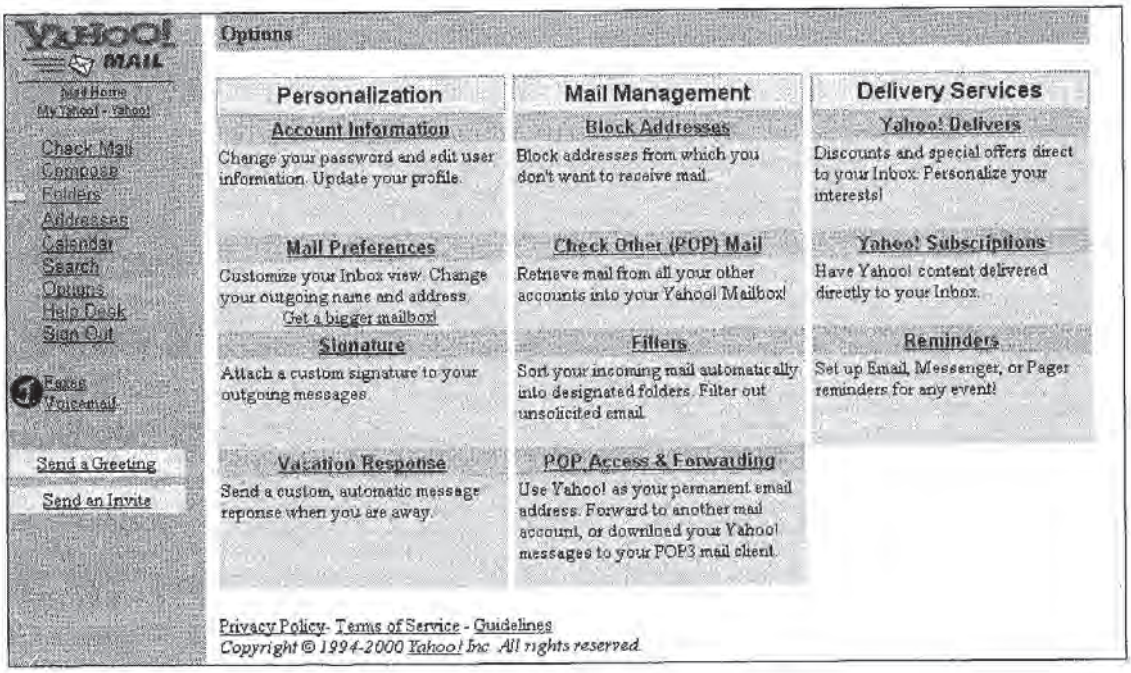


FIGURE 2-14 Yahoo! options

To create a profile, click Edit/Create Profile in the Review My Account Information screen to see the options shown in Figure 2-15. Since you start out with only one profile, it is used as the default.

Tip *Click Create New Public Profile if you have not yet created a profile.*

Select Edit next to your profile name to change your default profile, or click the Create New Public Profile button to start a new one. If you sign up from Yahoo! Messenger, a subject discussed in Chapter 19, you can alert other Yahoo! members when you are online. If you do not want other members to know when you are online, select the check box called Check The Box To Hide My Online Status From Other Users.

If you choose to create a new profile, you'll have the following options:

- Enter a name for the profile
- Name
- Location
- Age
- Sex
- Marital status

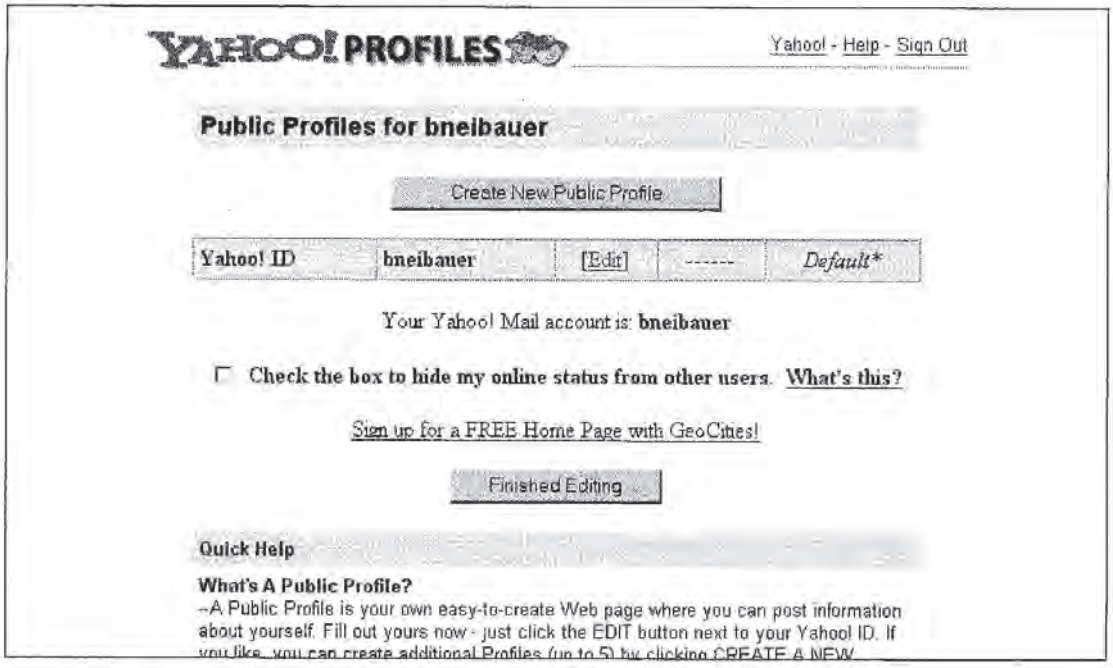
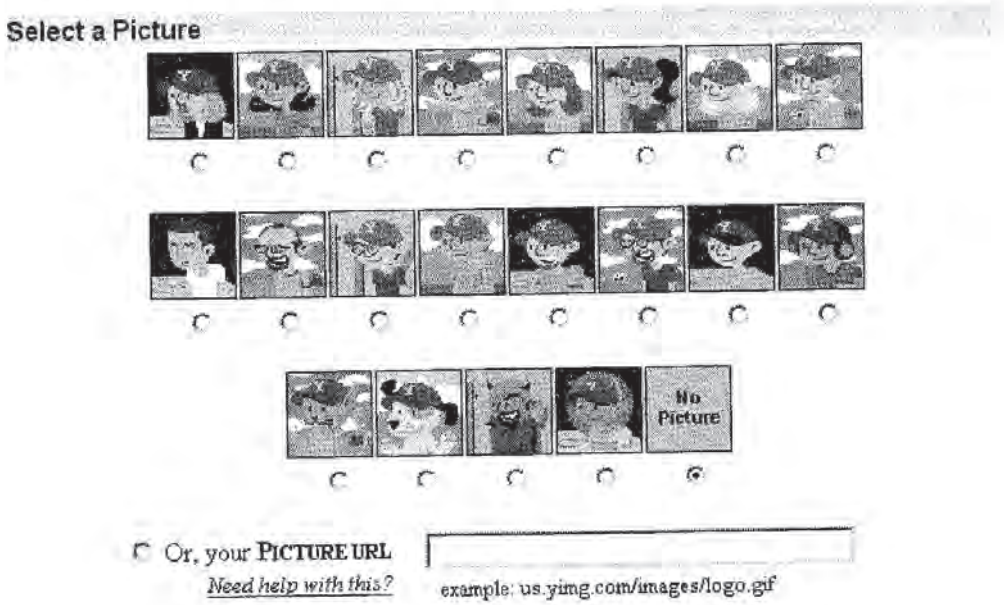


FIGURE 2-15 Setting your user profile

- Occupation
- E-mail address
- Display/hide the e-mail address in the profile
- Hobbies
- News about you
- Favorite quote
- Place the profile in the member directory
- Your home page
- Up to three links

When you've finished, click the Click Here When Done button.

If you decide to edit your profile, you'll see the options shown in Figure 2-16. Choose Edit Profile Information to change the basic information about you and your account. By clicking Edit Pictures and Voice on the Yahoo! Profile screen, you can choose a stock graphic to display in your profile or give the address of a custom photograph on the Internet:



You can also specify the address of a voice file to add to your profile. If you don't have a voice file, there is a link that gives instructions for recording one for free over your telephone. You will get a phone number to call (which is not toll free) and an access code that lets you record and save a voice file on the Yahoo! Web site. After you hang up, you'll get an e-mail that explains how to link the voice file to your profile.

The Change Page Colors option in the Yahoo! Profile screen allows you to change the colors displayed in your profile.

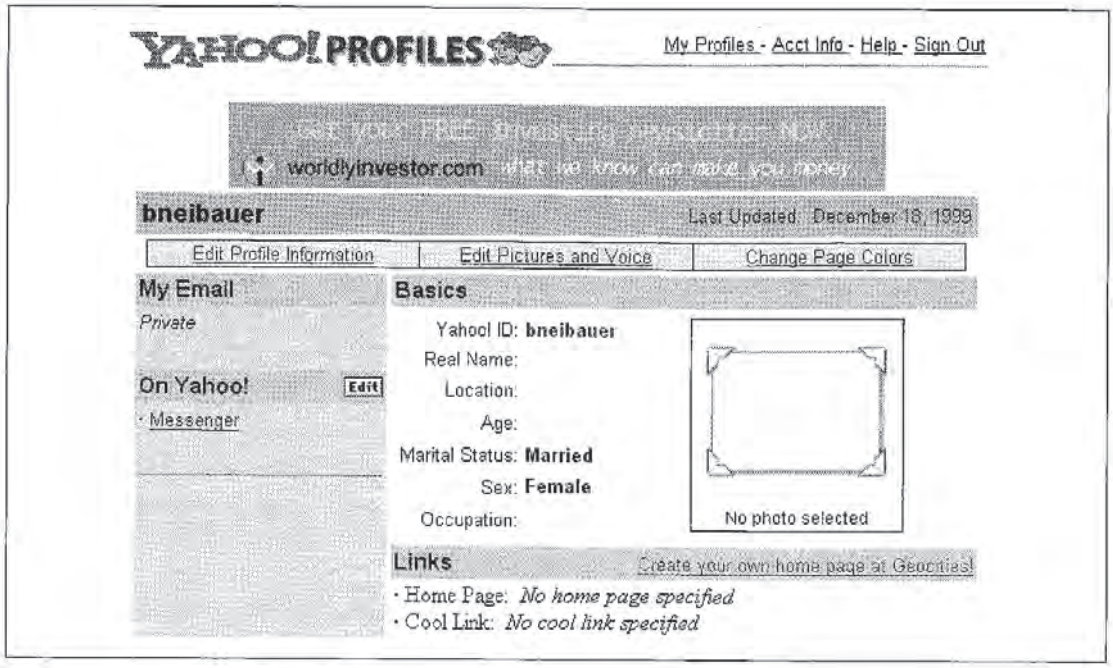


FIGURE 2-16 Editing a profile

How to ...

Access Your Profile

You can quickly edit your profile at any time by following these steps:

1. Click More on the initial Yahoo! screen.
2. Click Profiles.
3. Click Edit My Profile.
4. Enter your Yahoo! ID and password if you are not yet signed in.
5. Click Edit.

If you want your friends to quickly see your profile, give them this link:

http://profiles.yahoo.com/*User-ID*

as in

http://profiles.yahoo.com/aneibauer

Changing Your Mail Preferences

The Mail Preference option determines how your messages and Inbox appear. For example, you can change the return name and return e-mail address that is sent along with your e-mail, choose to save messages in the Sent folder, and remove the bulk mail folder where Yahoo! places unsolicited bulk mail.

Options for viewing mail in the Inbox include:

- Sort messages in ascending or descending order.
- Choose the number of messages to show at one time.
- Show brief headers or all message headers.
- Change the font size.
- Change the screen width for viewing messages.
- Change the screen width for composing messages.

There are also options for handling e-mail. You can choose what happens after you move or delete a message. The default action is to display the next message in the folder; but you can choose to go to a folder, such as the Inbox, rather than display the next message.

You can also choose the default action for forwarding mail, as an attachment or inline, and choose the number of lines in the original message to include when you reply to a message.

How to ...

Set an Automatic Vacation Response

When you'll be out of touch for a while, you may want to send an automatic response to people who send you e-mail. This way, they know that you received their messages but are unable to personally respond to it at this time. With Yahoo!, you can create a response message that is sent automatically to everyone who sends mail to your Yahoo! address.

Start by choosing Vacation Response on the Options menu. In the screen that appears, specify the dates that you'll be away, and enter up to ten lines of text. You can also specify an additional ten lines that you want to send to one or two specific domains. Use these additional lines, for example, to send a special message to persons within your company or school domain.

Click Turn It On to activate the message.

Mail Management Options

Mail Management options generally let you control which messages are received and displayed in your Inbox. They also let you manage mail from other e-mail services.

Blocking Addresses

Junk mail is an unfortunate side-effect of the e-mail revolution. To reduce the amount of junk mail you receive, you can have Yahoo! automatically delete messages that were sent by specific senders. Deleting these messages automatically is called *blocking an address.* After you specify the e-mail address of a sender you want to block, Yahoo! deletes messages from the sender from your Inbox before you even have a chance to read them. You can specify up to a hundred addresses to be blocked.



See "Managing E-Mail with "Filters" and "Bulk Mail," later in this chapter, for more information about Yahoo!'s effort to reduce junk mail

To add or remove blocked addresses, click Block Addresses on the Options menu to see the options shown in Figure 2-17. To block an address, enter it in the text box on the right and click the Block Address button. To remove a blocked address so you can receive mail from the sender again, select an address in the list on the left and click the Delete button. You will find it under the Blocked Addresses list box.

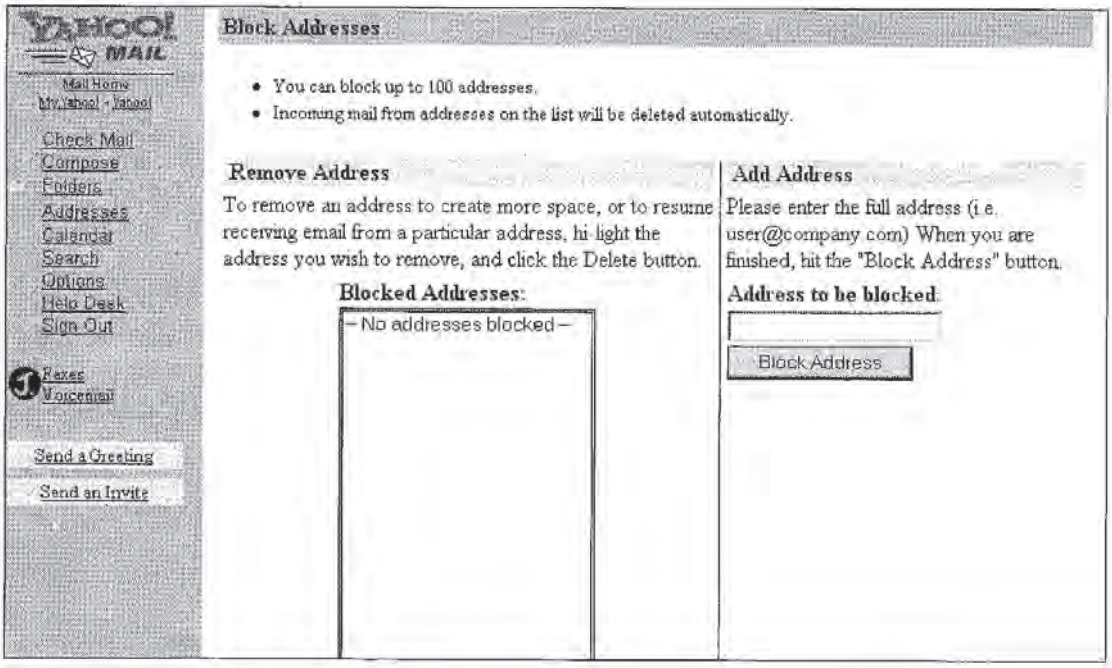


FIGURE 2-17 Blocking an address

Check Other (POP) Mail

If you have more than one e-mail account, you have to remember to check each account for new mail. Skipping an account and missing an important piece of mail would be easy.

To help you keep up with your mail, Yahoo! lets you use your Inbox form for more than just Yahoo! mail. You can designate other e-mail accounts to check from within Yahoo!, and in so doing, check all of your mail from one central location.

Now for the small print: You can only use Yahoo! to check mail from POP providers. *POP providers* are ISPs and Internet-based e-mail services that give you a mail server name that can be accessed with generic e-mail software such as Outlook Express and Eudora. AOL, for example, has its own e-mail system that is not POP, so you cannot check AOL mail from Yahoo!

To add up to three other POP accounts to your Yahoo! Inbox, you need to get some information from your ISP:

- The POP server name, such as postoffice.worldnet.att.net
- Your user name, which is usually the part of your e-mail address before the @ sign
- Your mail password, which may be different than your ISP logon password

To add the server to your Yahoo! account, select Check Other (POP) Mail on the Options menu. You can also choose Check Other from your Yahoo! Inbox or from the main mail screen. In the screen that appears, which shows mail servers you've already set up, click Add Mail Server to see the options shown in Figure 2-18.

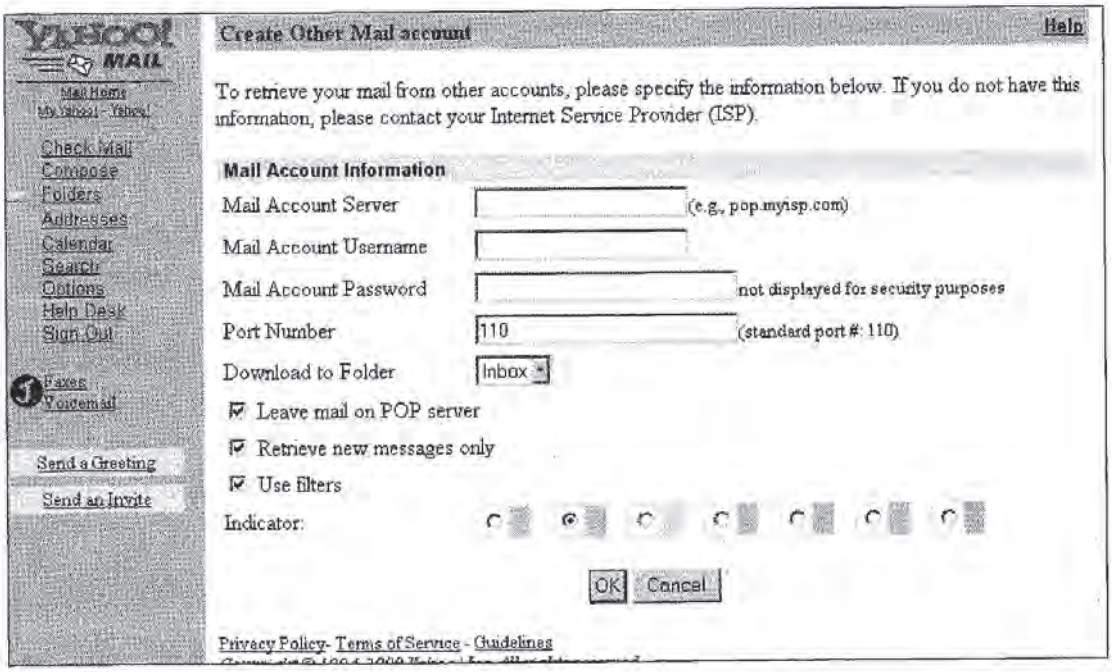


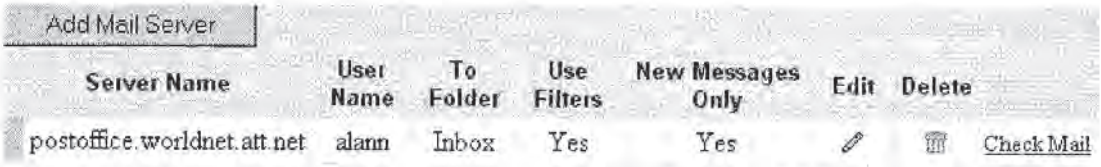
FIGURE 2-18 Adding a mail server

Enter the information requested, including the folder in which you want the messages to appear. Notice that options at the bottom of the form let you choose these settings:

- **Leave Mail On POP Server** does not delete the message from your ISP mail server when it is downloaded to Yahoo!. Choosing this option lets you later download the message from another mail program, such as Outlook Express. By choosing this option, you can check your e-mail from any computer connected to the Internet and retrieve it later into your e-mail program at home.
- **Retrieve New Messages Only** downloads just new messages to your Yahoo! Inbox.
- **Use Filters** applies filters (explained shortly) to the server's mail.

Each message in your Inbox will be color-coded to indicate the server that it was received on. The indicator option lets you choose which color to mark this server.

Click OK to return to the list of servers:



When you want to check your e-mail, just click the Check Mail link for the POP server.

Managing E-Mail with Filters

Another way to manage e-mail is to use filters. *Filters* allow you to channel mail to specific folders automatically. You can use a filter, for example, to move mail from your work domain to a special folder, or to automatically delete mail from a specific sender.

To add a filter, select Filters on the Options menu or from any other Yahoo! mail screen—you'll see it in several places. In the screen that appears, which will show any filters you already created, click Create to see the options in Figure 2-19.

Now, using the pull-down lists and check boxes, define the filter. That is, define how you want a message to be handled.

1. Select the field that you want to use for the filter: From, To/Cc, Subject, or Body.
2. Select the criterion: Contains, Does Not Contain, Begins With, Ends With.
3. Enter the text you want to compare with the field, such as a sender's e-mail address or subject.
4. Select the folder in which you want the message to be placed.
5. If you have more than one filter, you'll see up- and down-pointing buttons. Use these buttons to change the position of a filter. The filters are applied in the order listed.

Note *The check box labeled Forward to my Wireless Device lets you send e-mail to a page or cell phone, as described in Chapter 7.*

6. Click Save.

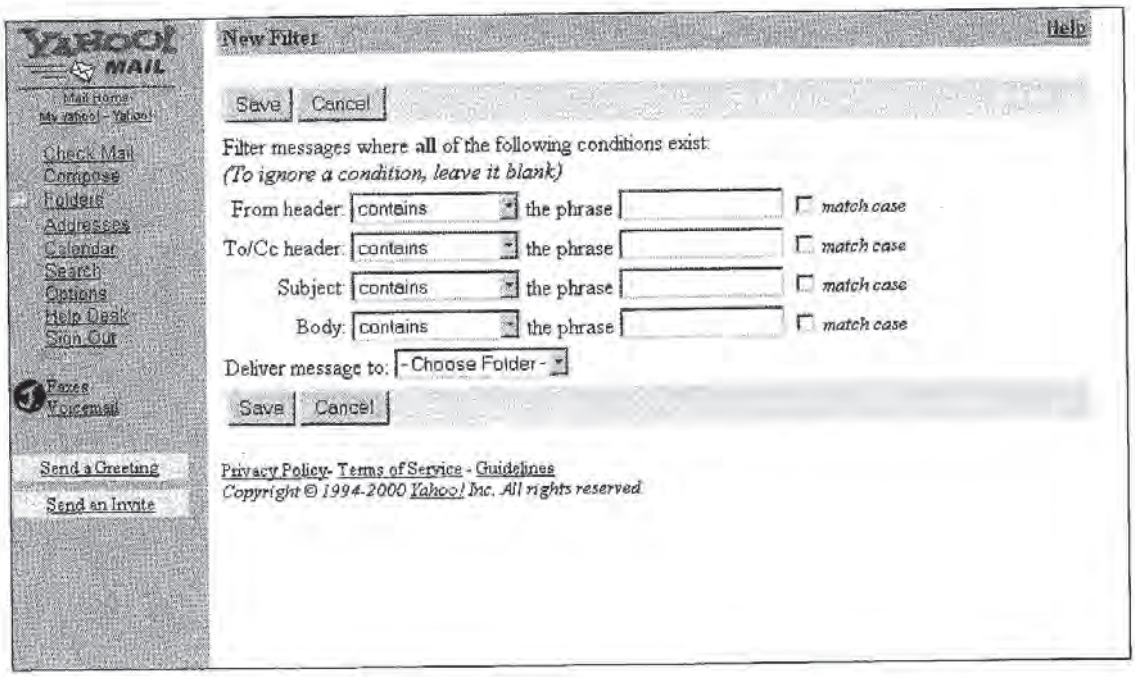


FIGURE 2-19 Creating a filter

Downloading to Another E-Mail Program with POP Access & Forwarding

Internet access to your Yahoo! e-mail is convenient because you can get mail from any computer on the Internet. However, you may find it easier to access your Yahoo! mail from home with a program such as Outlook Express or Eudora.

The POP Access & Forwarding option lets you download your Yahoo! mail to another e-mail program that offers POP service. You can also automatically forward your Yahoo! mail to another e-mail address. Forwarding is a good choice if your mail server does not support POP mail, which is the case with AOL.

Select POP Access & Forwarding from the Options menu to see the choices in Figure 2-20. Click Web and POP Access if you want POP access to your Yahoo! mail, or enter the address for forwarding your Yahoo! mail.

Finally, choose either HTML Messages or Text Messages Only under Step 2 and click the Submit button. Choose Text Messages Only if you are forwarding mail to an AOL account.

Delivery Services

Use these options to take advantage of special Yahoo! features:

- **Yahoo! Delivers** lets you receive e-mail about special offers and discounts from Yahoo! and other merchants. You select categories of interest, enter your e-mail address, and select the frequency of notices—either once a week or one to three times a week. You also specify the format your e-mail system can read, either HTML or Plain Text.

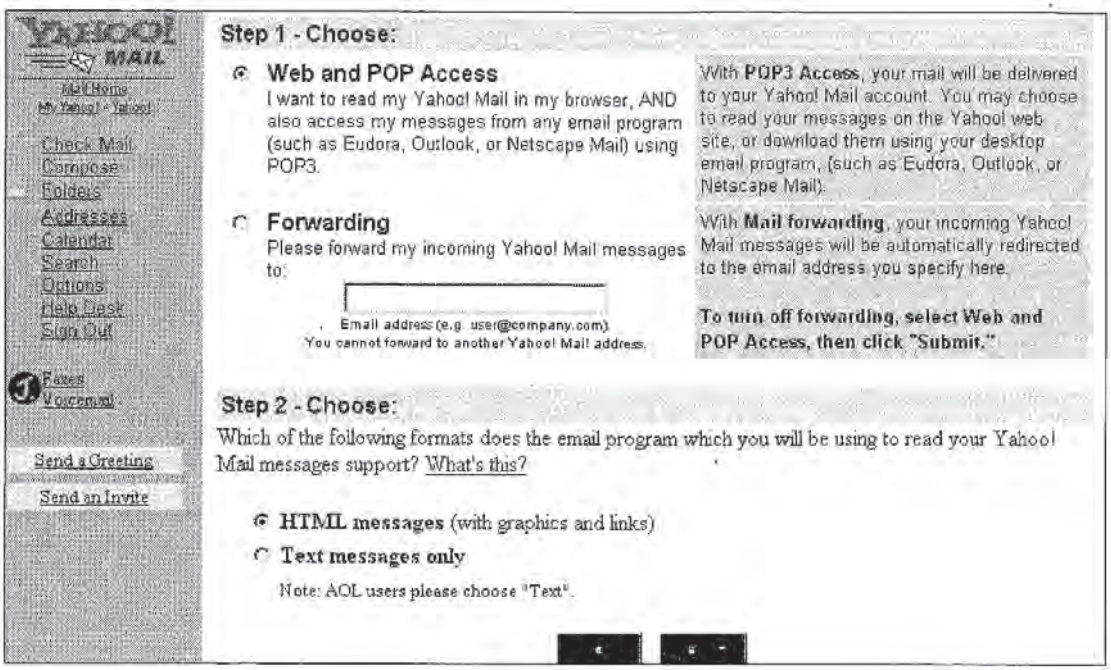


FIGURE 2-20 Forwarding mail to other servers

- **Yahoo! Subscriptions** lets you sign up for online newsletters, including the Yahoo! Daily Wire, which offers noteworthy Web sites and news; Yahoo! Weekly Picks, which appears on Monday; and Yahoo! Weekly Live Wire, which comes out on Fridays.
- **Reminders** lets Yahoo! send e-mail that reminds you of important events, such as holidays, birthdays, and anniversaries.

Address Book Options

In addition to the general mail options just described, you can customize Yahoo! by setting address book options. Clicking Options from the address book lets you make the following settings.

General Preferences

General Preferences settings let you specify the number of addresses to display in the address book at one time, as well as the default category to display. You can also choose not to use JavaScript to display your mailbox. JavaScript is a programming language used over the Internet to create interactive forms. You should only use JavaScript if you have a newer Web browser (version 3.0 or later) and are not accessing the Internet through a company firewall.

The General Preferences settings also let you specify the address to use as a default when your create driving maps that direct you to or from address book locations. You can specify a default phone number for conference calling as well.

Edit Categories

Which information is displayed in the address book depends on the category of contacts you choose to display. You can decide which information to display by choosing Edit Categories to open the screen shown in Figure 2-21. For example, the figure shows that when you choose to display Commercial contacts, the address book contains the company name, contact name, work phone, e-mail address, and tools that you select to display.

To change the information displayed or to select tools for certain categories, click the Edit icon for that category. You will then be able to specify which fields to display for that category. You'll also be able to select the Yahoo! tools that will be available from the address book. The options are shown here:

Tools (checked tools will appear in Tools column when applicable)

☐ Find Business	☐ Default Email*	☑ Other Email*	☐ Profile	☑ Maps
☐ Drive	☑ Y! Greetings			

Selecting Maps, for example, allows you to display a map and driving directions to a contact's address.

The Edit Categories option also lets you create new categories and choose which fields and tools to display.

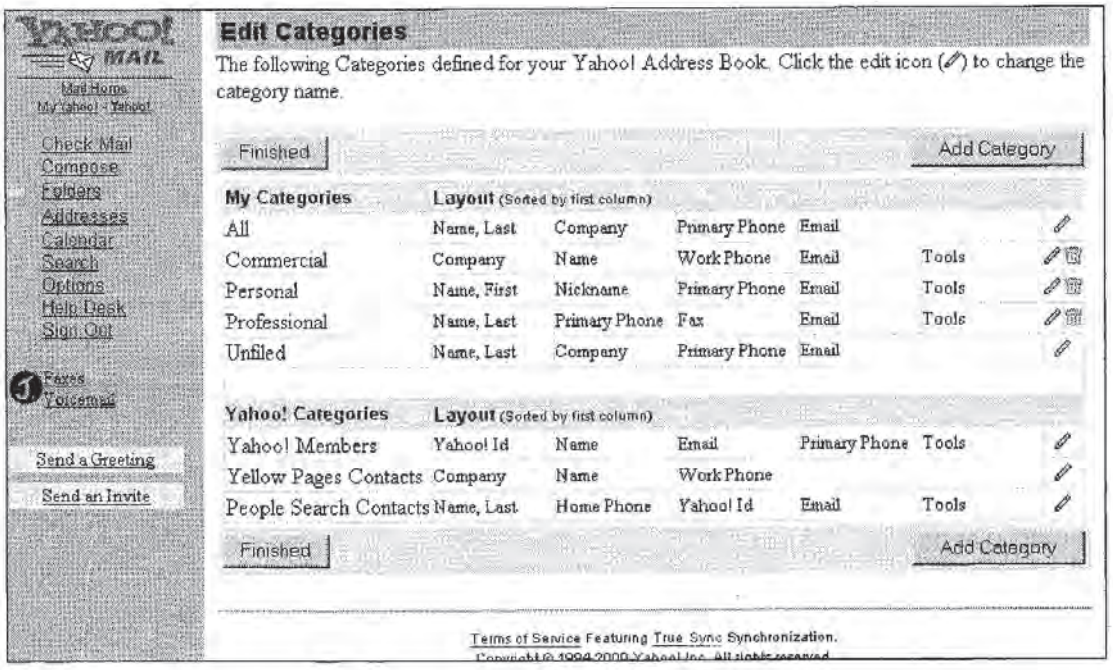


FIGURE 2-21 Options for address book categories

Import/Export

Yahoo! may be just one of the places where you store e-mail addresses and contact information. You can combine addresses from various sources by using the Import/Export option.

Importing means to add addresses from other locations, such as an Outlook Express address book, to the Yahoo! address book. *Exporting* means the opposite—adding contacts from your Yahoo! address book to the address book in some other program.

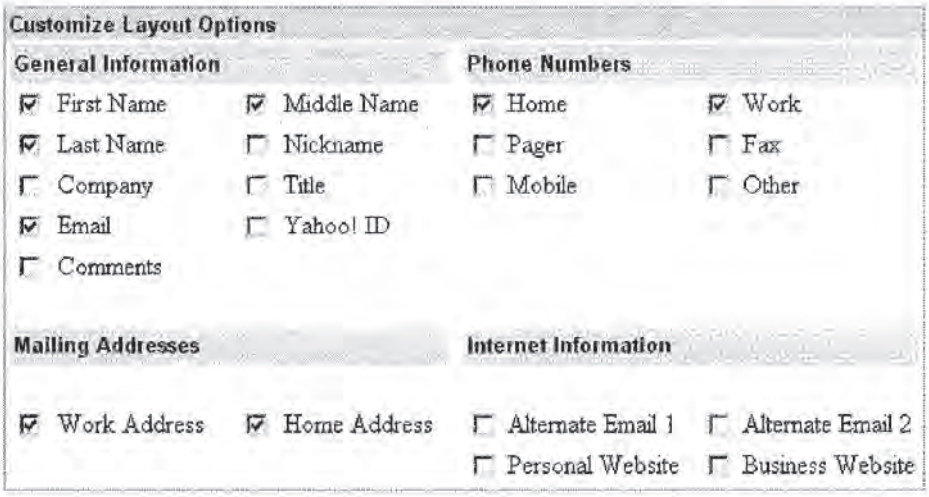
After you click the Import/Export option, you select whether you want to import or export addresses. To import addresses, you select the format and name of the file containing the addresses you want to add to Yahoo! To export addresses, you choose to add Yahoo! addresses to Microsoft Outlook, the Palm Desktop, or the Netscape address book. There is also an option to save the addresses in the CSV format. Choose that option when you want to export addresses to programs such as Outlook Express.

Printable Address Book

Suppose you just want to take a printed copy of your Yahoo! address book with you? The Printable Address Book option lets you display a special version of the address book that is suitable for printing.

You can either choose one of the standard formats or create a custom format for printing the address book. Standard formats include the summary layout and the detailed layout format. In the summary layout format, only the fields that appear when you choose to display all categories are printed. In the detailed layout format, all of the address book fields are printed.

You can also choose to create a custom layout by selecting from these fields:



Select the check boxes next to the names of fields that you want to print.

When you have finished selecting a standard or custom layout, click Display for Printing. The address book opens in the layout you chose in a browser window. Click Print in your browser's toolbar to print the address book.

Edit Custom Fields

The Edit Custom Fields option lets you name up to four additional fields to display in the address book. Use these fields to track contact information that you can't track in the other fields.

Advanced Options

Choosing Advanced Options lets you delete all of the information from your Yahoo! address book. The page that appears warns you that the action cannot be undone. So once you proceed, all of the names and addresses in the address book are deleted and cannot be restored unless you enter them again.

If you decide not to erase your address book, click Cancel. To delete all of the addresses, click the link Delete All Contacts From Your Address Book. In the page that now appears, click Delete to confirm the action, or click Cancel if you change your mind.

Synchronize

You might already be recording contact and calendar information on your computer with programs such as Microsoft Outlook and ACT!, or using a handheld device such as the Palm Pilot, Palm III, or other device using the Windows CE operating system.

You can synchronize your computer or handheld device with your Yahoo! address book, calendar, and To Do lists, so all of your information is up to date in all locations. Choosing the Synchronize option shows you how to download a free program that will synchronize the information for you, even resolving conflicts in schedules and avoiding duplicate entries.

Working with Folders

The Inbox is only one location that Yahoo! provides for storing messages. In addition to the Inbox, your mail account includes these folders:

- Drafts
- Sent
- Trash
- Bulk Mail

Messages that are not quite ready to be sent are kept in the Drafts folder. If you start to compose a message but do not complete it, for example, click Save Draft to move the message to the Drafts folder. You can later open the message in the Drafts folder to complete and send it.

The Sent folder contains copies of messages that you have sent. The Sent folder is useful when you want to confirm that indeed you sent a message or you want to copy a message or parts of a message into another e-mail. By default, however, messages are not automatically placed in the Sent folder. By default, messages are deleted after being sent. To save sent messages in the Sent folder, open the Mail Preferences menu and choose Yes next to the Save Sent Messages option.

The Trash folder stores messages that you have deleted. Yahoo! places messages in this folder in case you change your mind later and want to retrieve them. After you delete messages from the Trash folder, they cannot be restored. You can delete the mail in this folder by selecting Empty Trash from the Inbox.

The Bulk Mail folder stores messages that Yahoo! automatically places there. Looking for certain words in the title or text of a message, Yahoo! determines if the mail is unsolicited junk mail. If an e-mail message is junk, it is sent to the Bulk Mail folder. Because Yahoo! stores messages in the folder for just 30 days and then deletes them, you should review the folder periodically.

To display your folders, click Folders in any mail window. As shown in Figure 2-22, you'll see a list of folders with the number of messages and unread messages in each one. Click the name of a folder to open it. Open folders look just like the Inbox.

You can create additional folders called *personal folders.* Personal folders are ideal for storing certain types of mail, such as mail from specific senders or mail that relates to certain topics. You can create a Business folder, for example, to store mail that pertains to your company, or a Team folder for messages from members of your bowling team.

To create a folder, enter the new folder name and click the Create New Folder button. Use the Rename and Remove buttons to change the name of or delete a personal folder.

To move mail from one folder to another, select it in its current folder, pull down the list next to the Move button, choose the folder in which you want to place the message, and click Move.

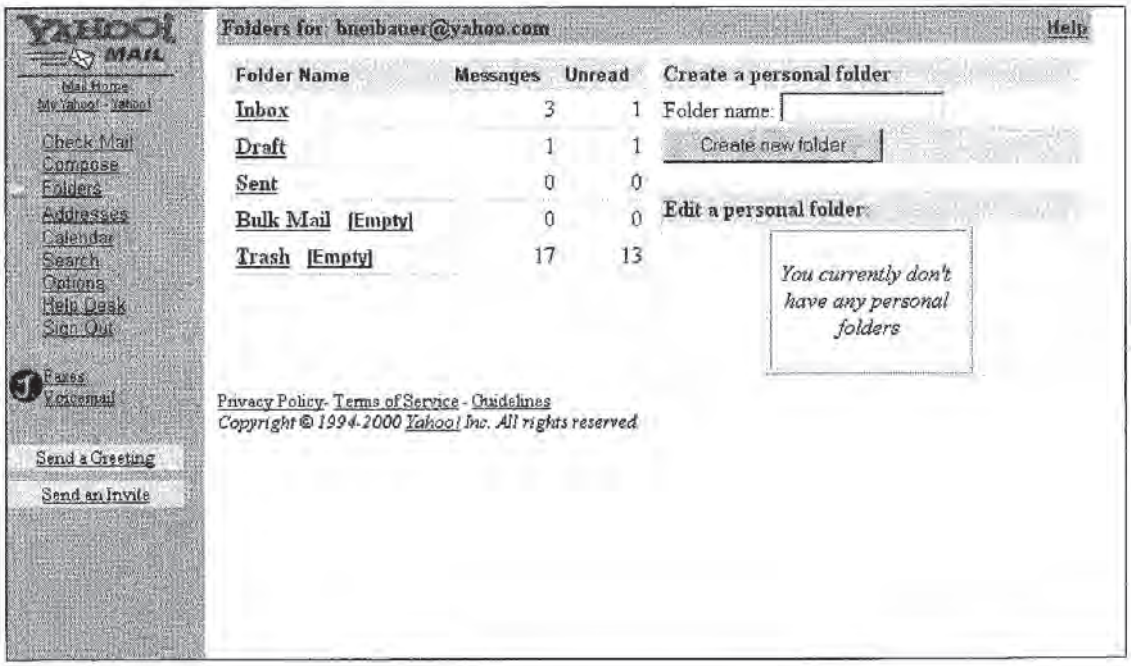


FIGURE 2-22 Click a folder's name to open it

Bulk Mail

Yahoo!'s bulk mail feature is a giant step toward reducing the amount of junk e-mail you receive, but it is not perfect. Messages can be placed mistakenly in the folder. A message you send to your spouse with the subject "Who loves you baby?" may accidentally be treated as bulk mail.

If you discover a message that Yahoo! mistakenly deemed a bulk-mail message, open the message and click the Send To Yahoo! For Review button. Yahoo! will reconsider the rules that classified the message as bulk mail. If you want to make sure you receive such mail even if Yahoo! does not change its rules, create a filter that channels such messages to your Inbox. The filter will override the bulk-mail classification, but only for your own mailbox. The overall rule will still be applied to other Yahoo! users.

If you do not want Yahoo! to apply bulk-mail rules to incoming messages, open the Mail Preferences menu and select Inbox in the Bulk Mail Delivery section.

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.

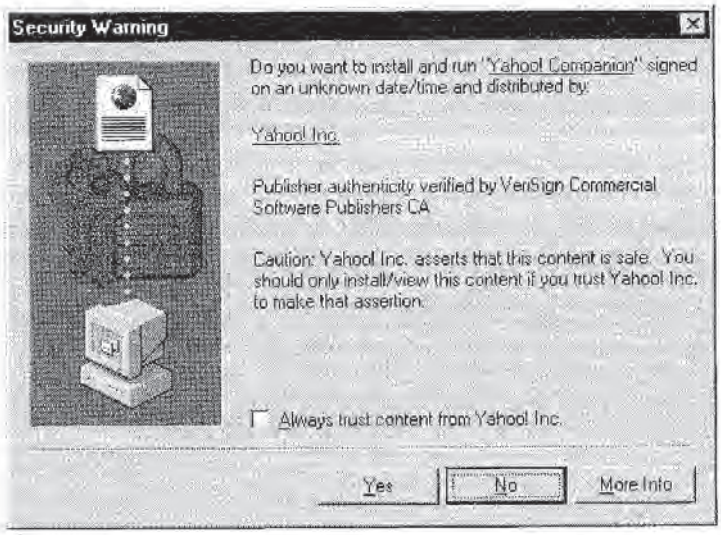
To download and install Yahoo! Companion, follow these steps:

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:



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.

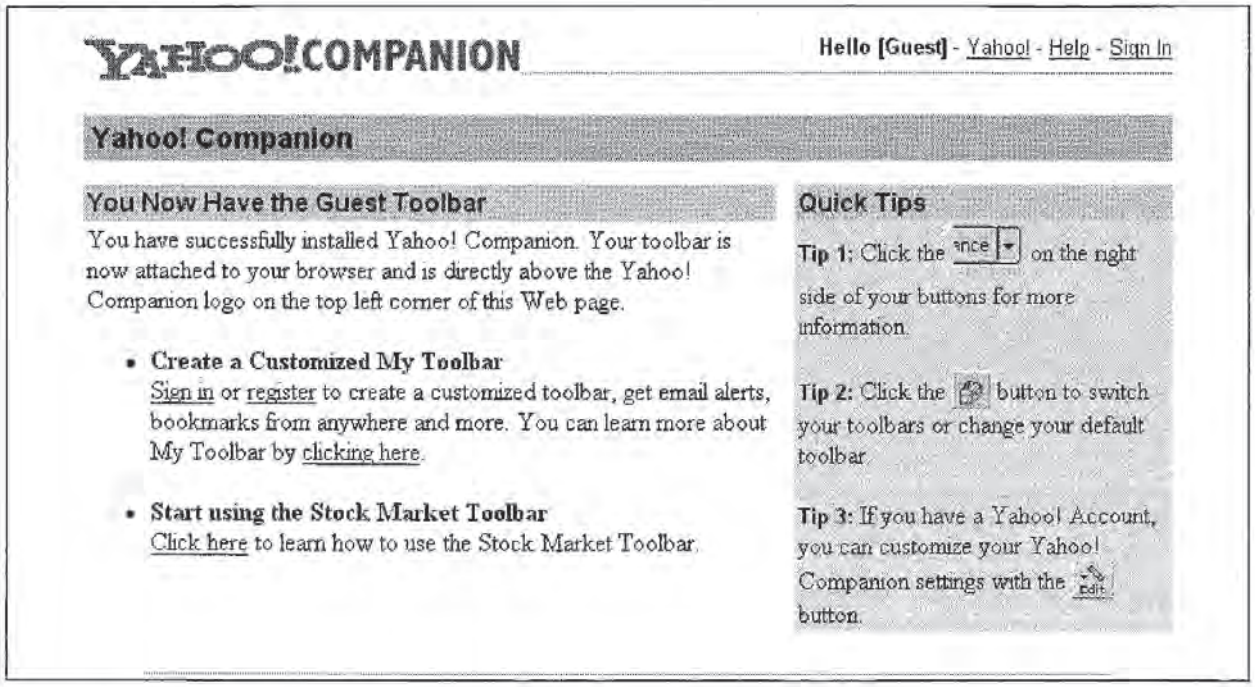
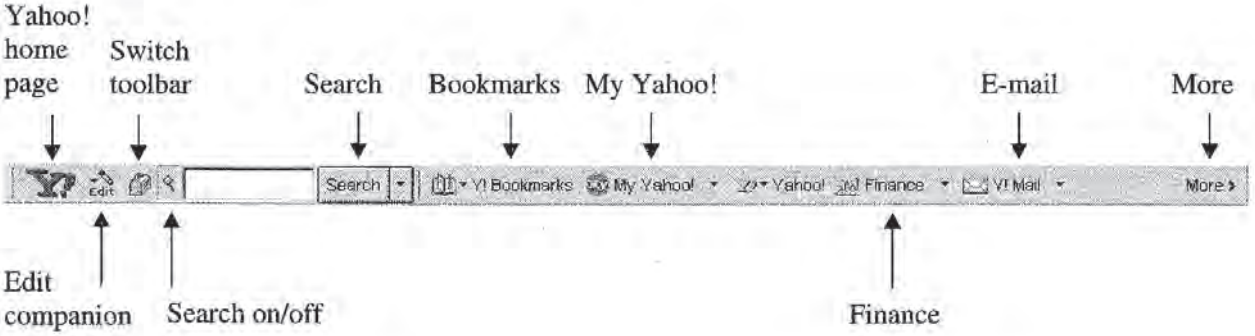


FIGURE 3-1 Instructions for using Companion

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.*

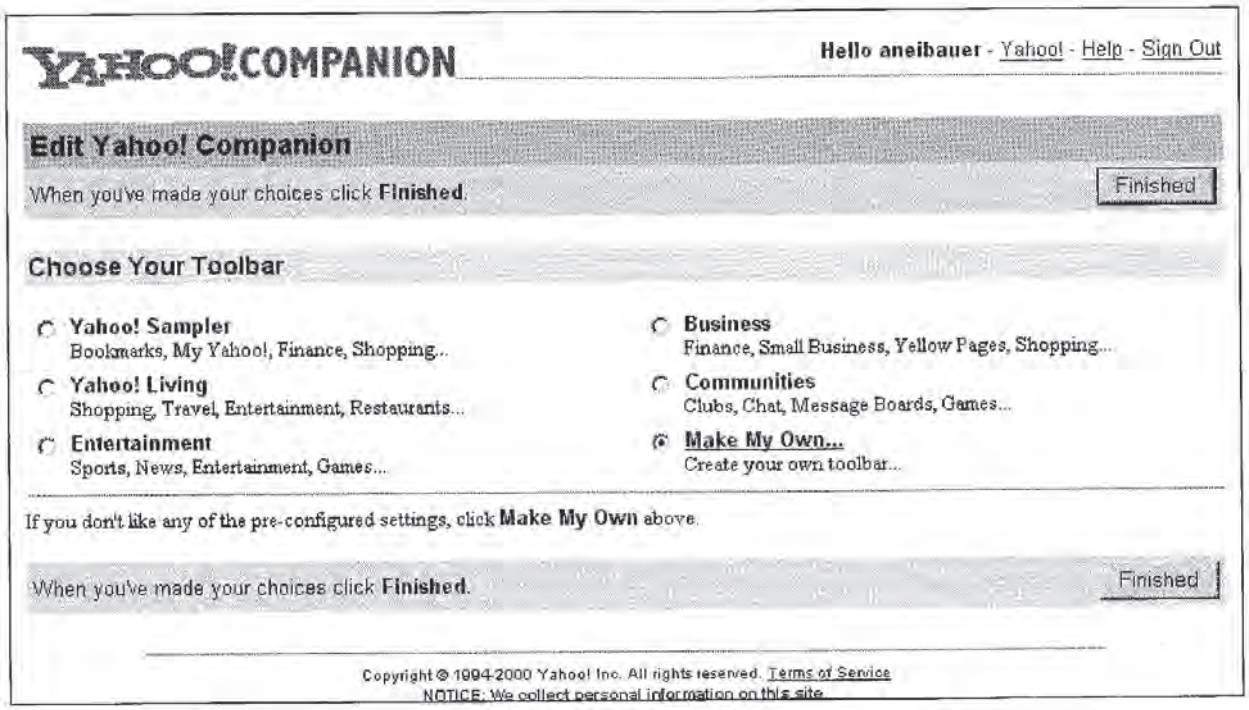


FIGURE 3-2 The Edit Yahoo! Companion window and the member's Companion

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.

How to ... 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.



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

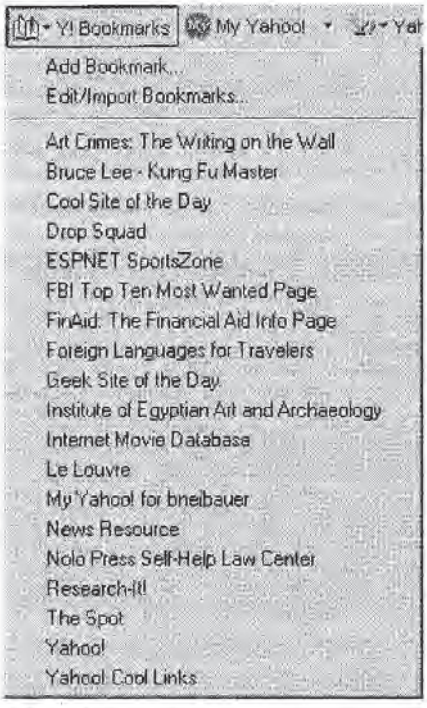
the computer that you use most of the time, you add several of your favorite Web sites to the bookmark list. If you log on to the Internet on another computer, however, your bookmarks will not appear when you pull down the Bookmarks or Favorites menu. Instead, you'll see the bookmarks that belong to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

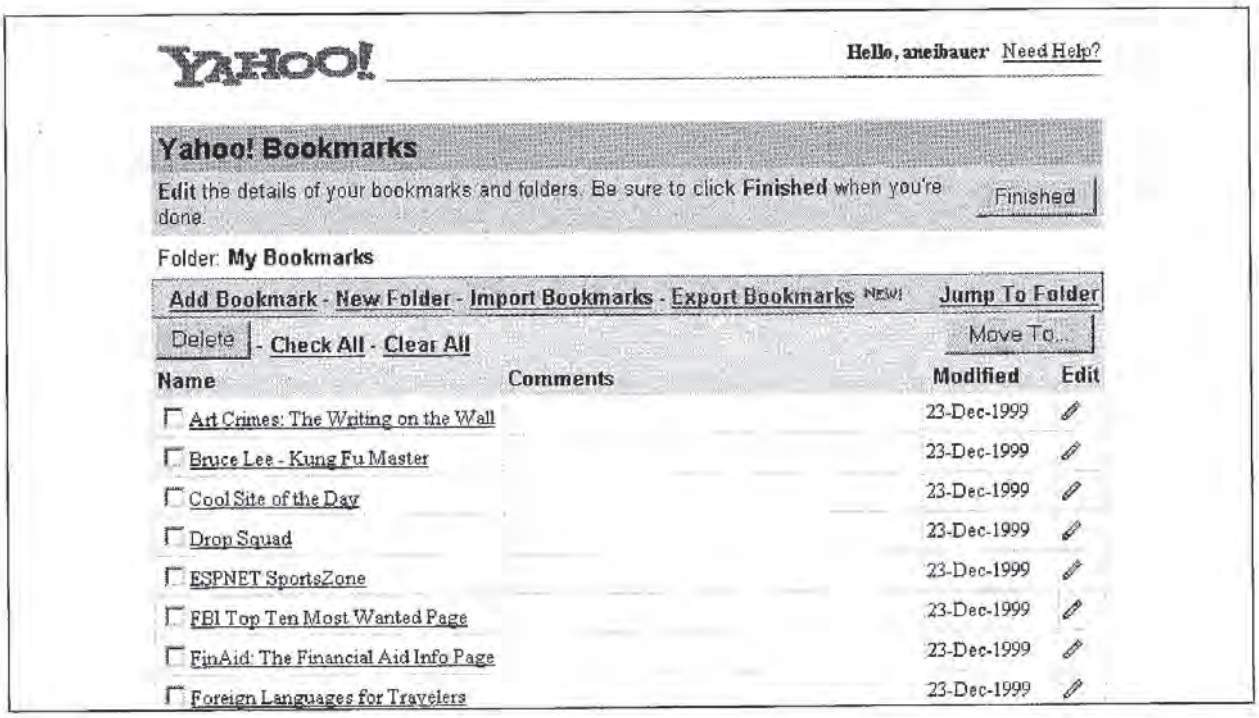


FIGURE 3-3 Customizing Yahoo! bookmarks

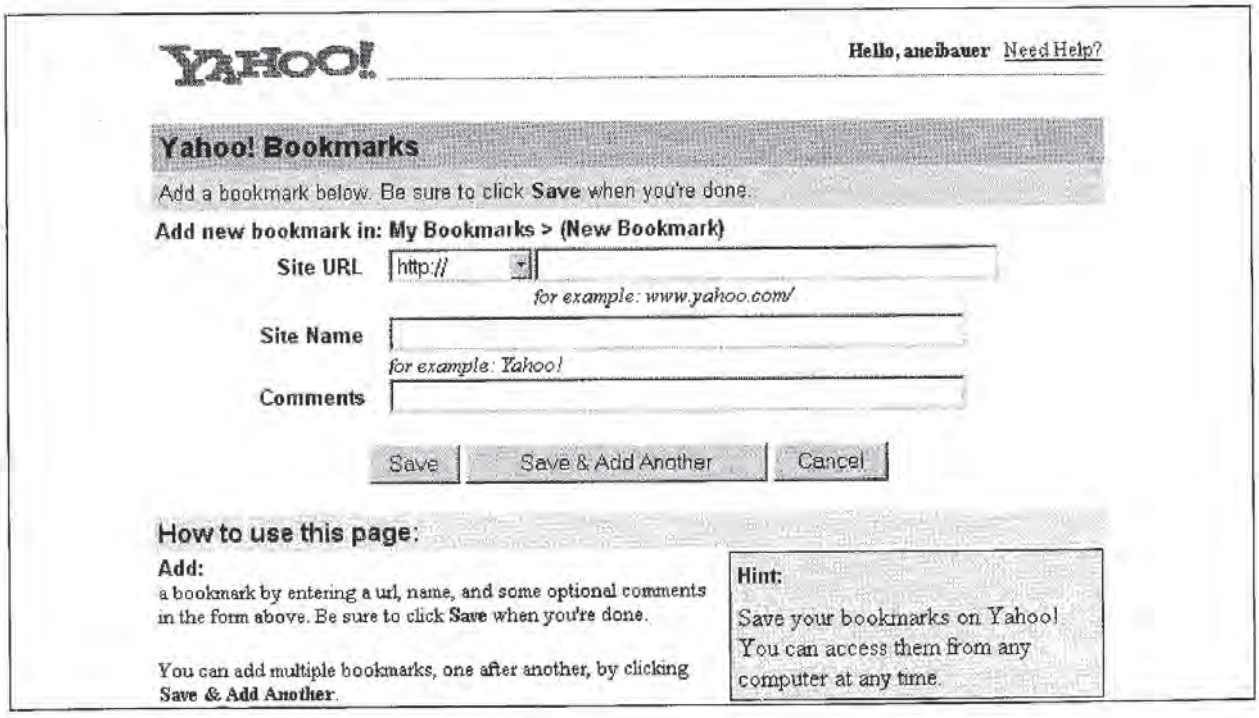


FIGURE 3-4 Adding a new bookmark

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:



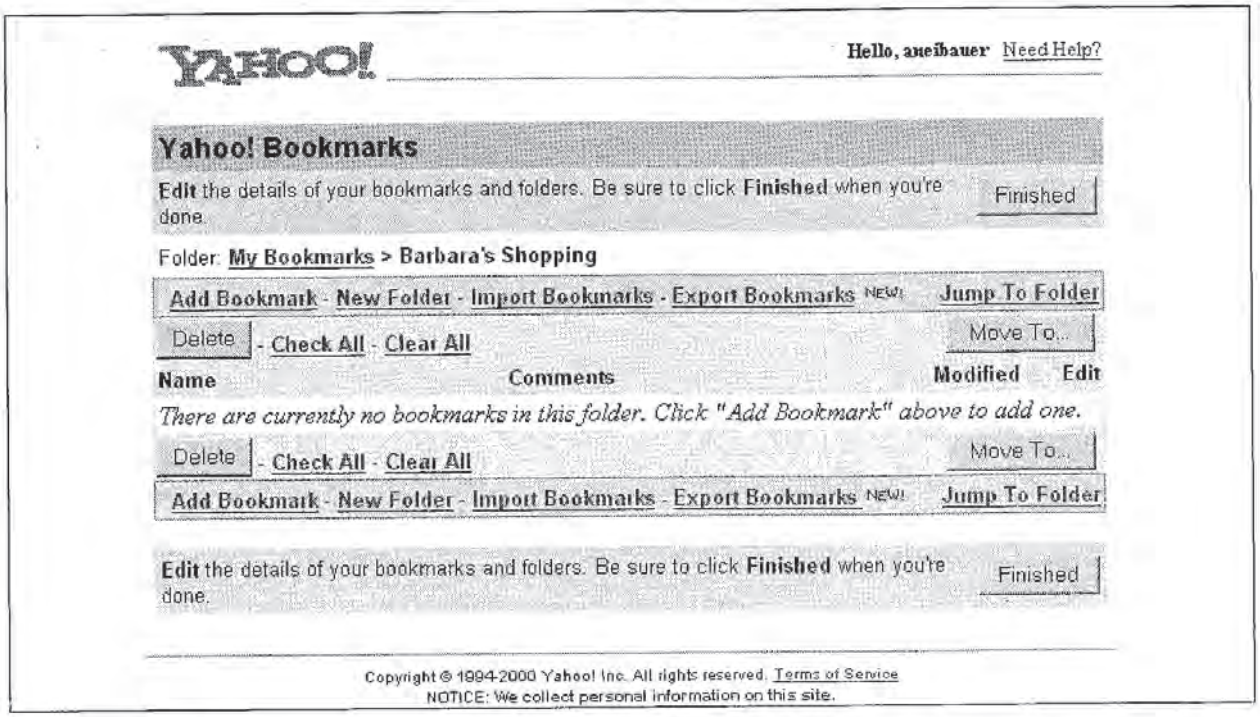


FIGURE 3-5 Opening a custom bookmark folder

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.

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.



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.

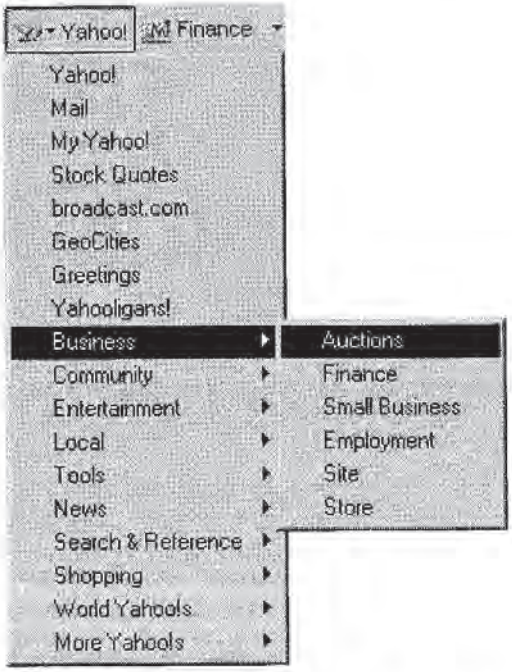
The Export Bookmarks feature lets you save your Yahoo! bookmarks in a file on your computer in such a way that you can add your bookmarks to your browser's favorites list. Select Export Bookmarks to get step-by-step directions for the process.

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:



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.

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

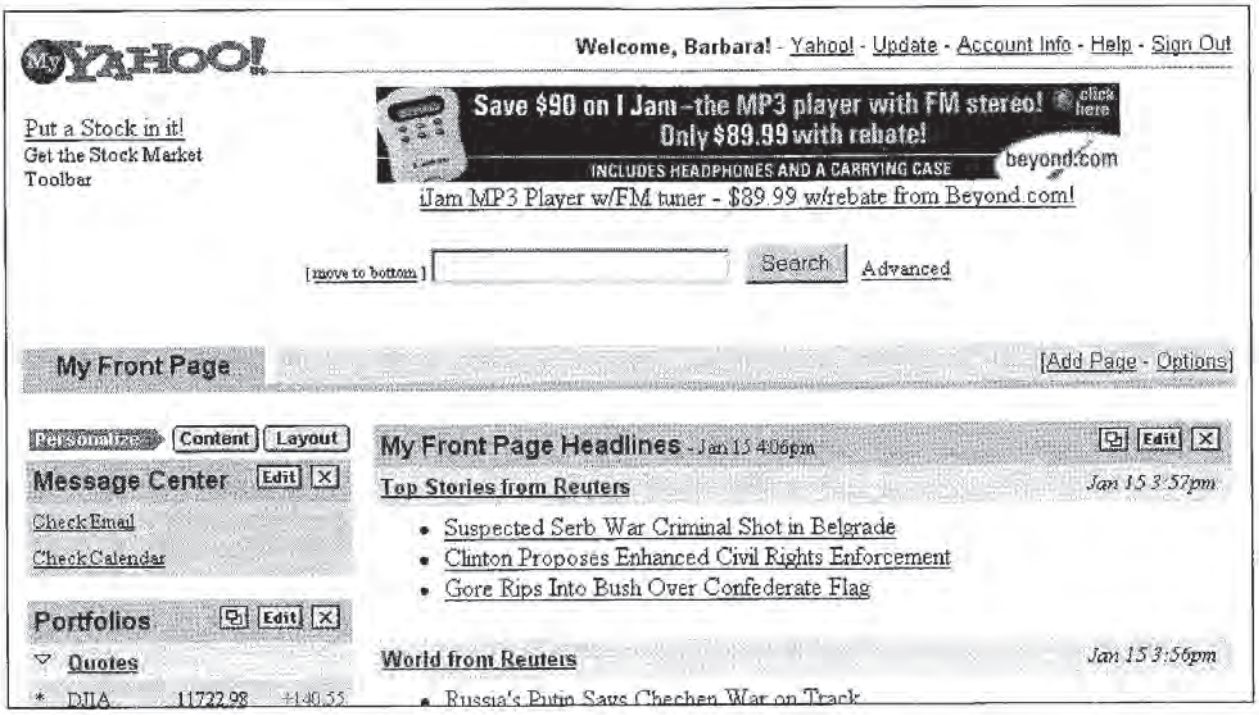


FIGURE 3-6 A typical My Yahoo! page

- **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.

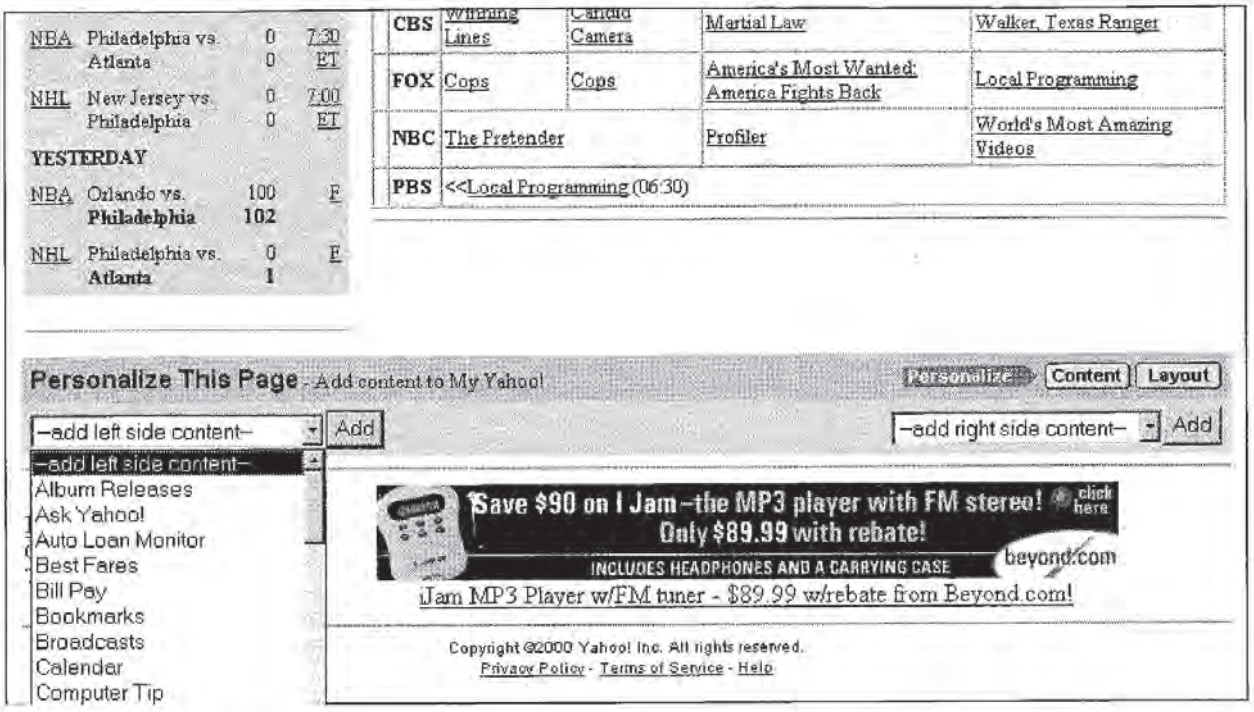


FIGURE 3-7 Adding content from My Yahoo!

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

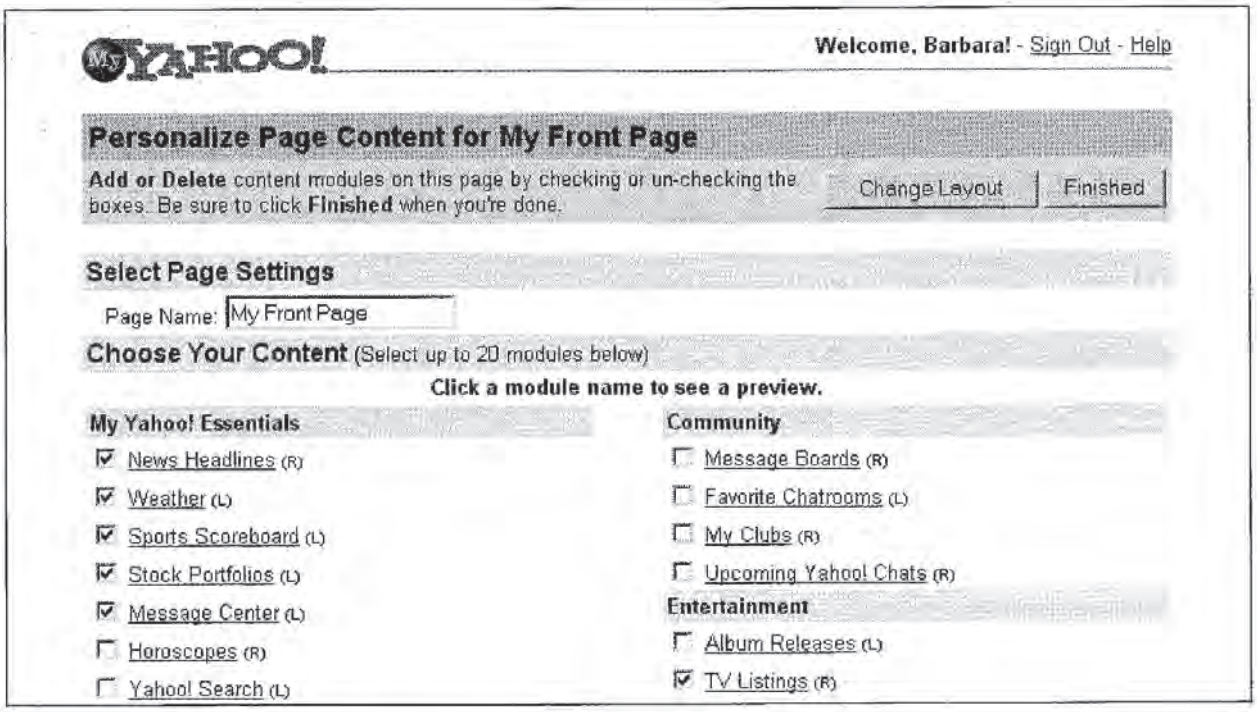


FIGURE 3-8 Changing My Yahoo! content

- 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).

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)*

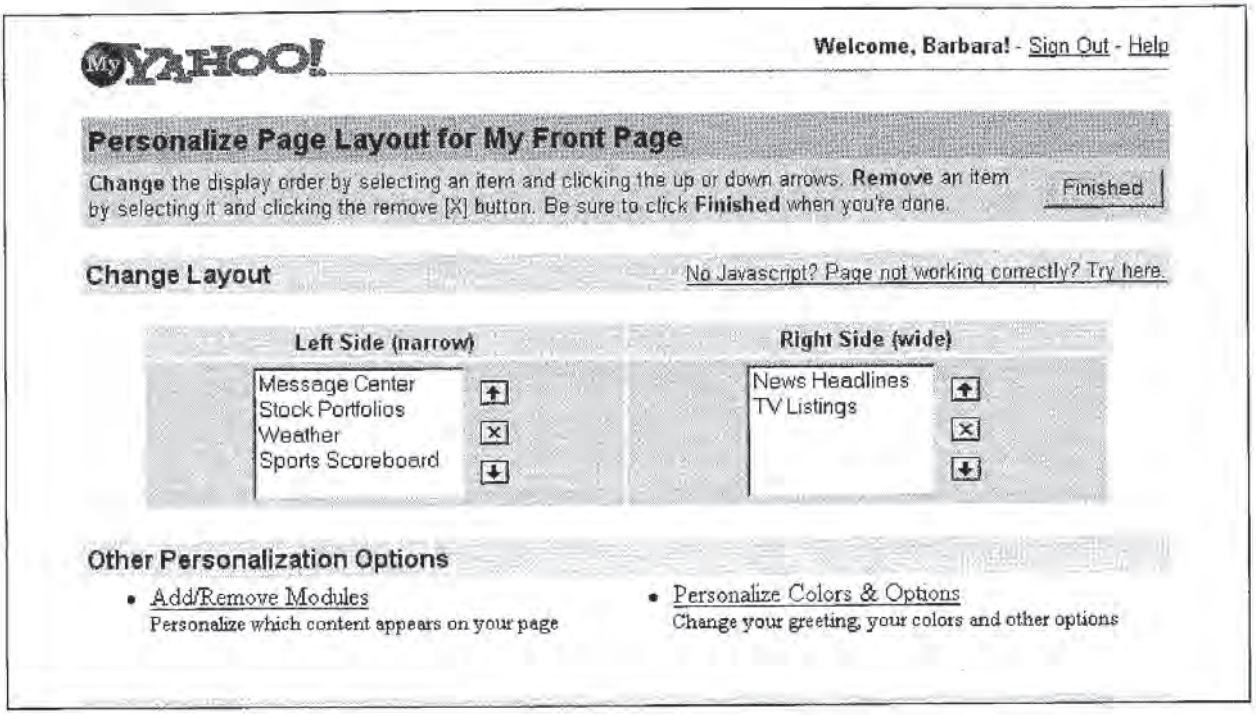


FIGURE 3-9 Changing the layout of My Yahoo!

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.

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



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!.

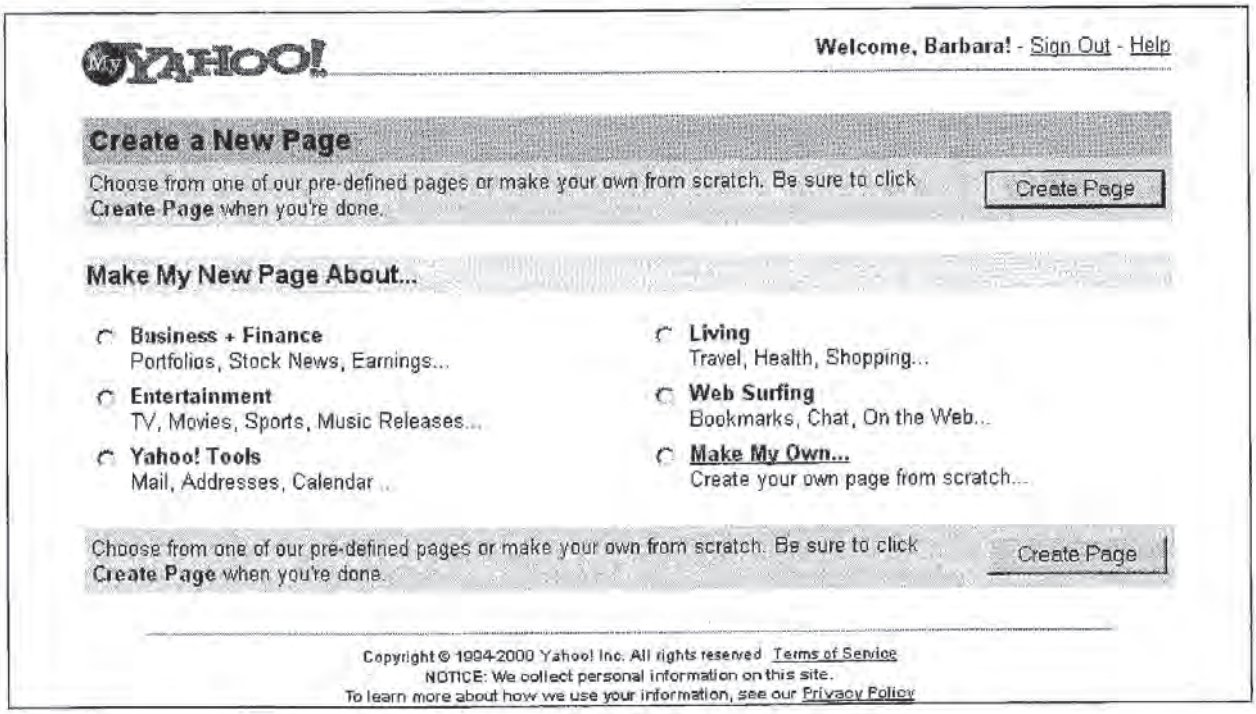


FIGURE 3-11 Adding another My Yahoo! page

Chapter 4

Manage Your Calendar Online



How to . . .

- How to store your calendar on Yahoo!
- Keep track of appointments, birthdays, and anniversaries.
- Send invitations to meetings
- Share your calendar with other users
- Add holidays and other events to your calendar
- Maintain a To Do list of things you have to do, and even your favorite television shows

Now that you're feeling at home with Yahoo!, it's time to take one more step toward making Yahoo! your Internet portal. With Yahoo!, you'll never miss an important date again.

Calendar Features

Before looking at the calendar in detail, let's look take a quick look at some of its features.

A calendar is a place where you record a schedule of events—an activity that takes place on a certain day. Some events, such as meetings, appointments, and phone calls, take place at a specific time, and some events have both a start and an end time. Events that occur at a specific time are called *timed events*. Other events, such as birthdays and anniversaries, mark a date on your calendar but do not reserve a specific time period. These events are called *all-day events*.

An event can be a one-time activity or can occur at intervals such as daily, weekly, monthly, or yearly. You could use the calendar, for example, to schedule a weekly staff meeting, a monthly review session, or a daily exercise class. You describe the event just once and tell the calendar how often it occurs. Yahoo! will automatically add the event to every day that it will occur.

When you use the calendar to schedule an appointment or meeting, you can automatically send e-mail invitations to the other participants. In fact, if the invitees are also Yahoo! members, they can quickly add the event to their calendars without re-entering the details. So you can use the calendar to schedule a meeting, notify the invitees, and reserve the time on each participant's calendar.

You can set up two types of calendars in Yahoo!—a personal calendar and a club calendar.

A *personal calendar* is meant for yourself and any other persons with whom you want to share your calendar. By sharing a calendar, you can let family members or business associates see selected calendar items so they know when you are busy. Others can mark an event that is on your calendar on their own calendars. Making calendar items public lets you easily publish a list of events for your company or circle of friends.

A club calendar is shared by every member of a Yahoo! club. You can post meeting notices and social events that all members should be aware of on a club calendar. You'll learn about Yahoo! clubs in Chapter 21.

In addition to adding your own activities and special events to the calendar, you can use a feature called Time Guides to track items such as sports team schedules, events from a friend's

calendar, holidays, and stock splits. Because the calendar is integrated with other Yahoo! features, you can instantly add to your calendar Yahoo! chats or local activities that appear onscreen. If you see a TV program you want to watch on the Television listing module of My Yahoo!, for example, you can easily add it to your calendar so you don't miss the program.

You can have Yahoo! remind you of a scheduled event by sending you an e-mail or an instant message when you log on. Have Yahoo! remind you of an anniversary, for example, a few days beforehand so you can buy a card or gift. Reminders can be set from five minutes to 14 days before an event.

The calendar also lets you maintain a record of your To Do list. A To Do list stores tasks that you have to complete. You can specify a due date and have Yahoo! remind you as the deadline approaches. You can prioritize tasks to help organize your time, and make tasks appear on your calendar so they can be shared with others.

Yahoo! calendar and To Do list items, as well as address book entries, can be synchronized with Microsoft Outlook, Palm Pilot, Palm III, and other popular organizers and devices so your calendar is always up to date.

Understanding the Calendar

You have to be a Yahoo! member to take advantage of the calendar. If you are a member, access the calendar by clicking Calendar on the top of the Yahoo! window. If you have not yet signed on, enter your ID and password and then click Sign In to see a calendar similar to the one shown in Figure 4-1. If you are not yet a member when you go to the calendar, click the Get Your Own Yahoo! Calendar link to sign up for Yahoo! membership.

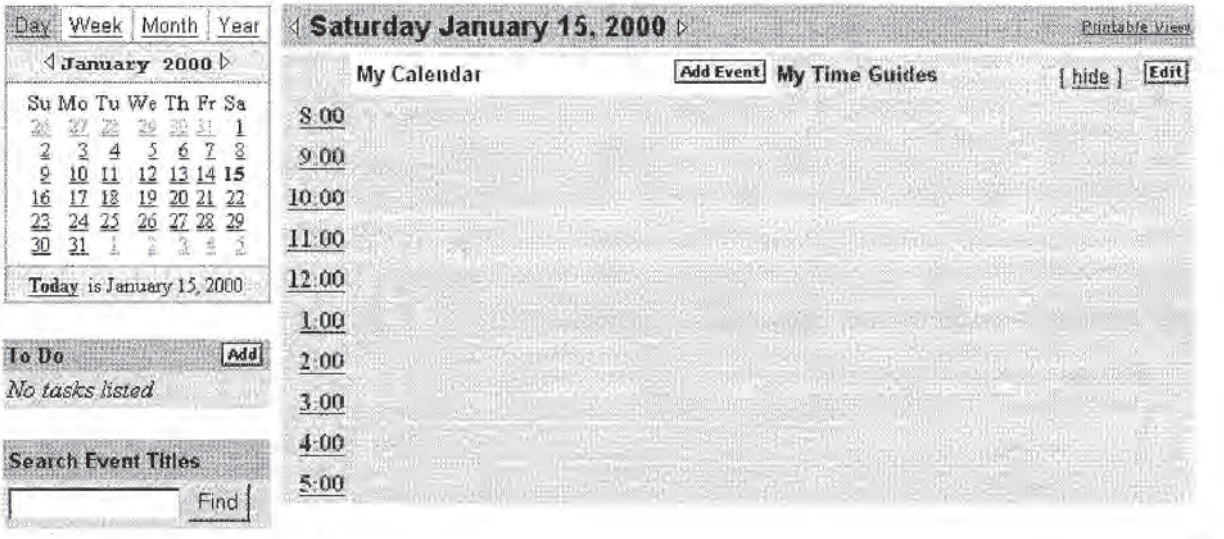


FIGURE 4-1 A Yahoo! calendar

The calendar shows the current date with the hours from 8 A.M. to 5 P.M. You can extend the times shown to track earlier and later events. The calendar has two columns—My Calendar for displaying your own activities, and My Time Guides for tracking other events. The miniature monthly calendar on the left is for displaying other dates. Notice the To Do list below the calendar. Below the To Do list is a Search Event Titles box that lets you search your calendar for activities.

To display the schedule for a certain day, click the day in the miniature monthly calendar. To quickly return to the current day, click the Today link at the bottom of the miniature calendar. Use the arrow icons on the left and right side of the month and year name to view different months. Click the left arrow to go back or the right arrow to go forward a month.

Tip *You can customize many aspects of the calendar's appearance, as well as its functions, by using Calendar options. See "Customizing Your Yahoo! Calendar," later in this chapter.*

The default calendar shows a single day, from 8 A.M. to 5 P.M., in one-hour increments. You can also display an entire week, month, or year by clicking Week, Month, or Year on top of the miniature calendar. In Week view, for example, the calendar displays seven days, starting with the current day of the week. Click any day to see an hour-by-hour list of events. A monthly calendar is shown in Figure 4-2. Notice that, in Month view, the miniature calendar displays the months. In Month view, clicking an arrow next to the year in the miniature calendar changes the month being displayed.

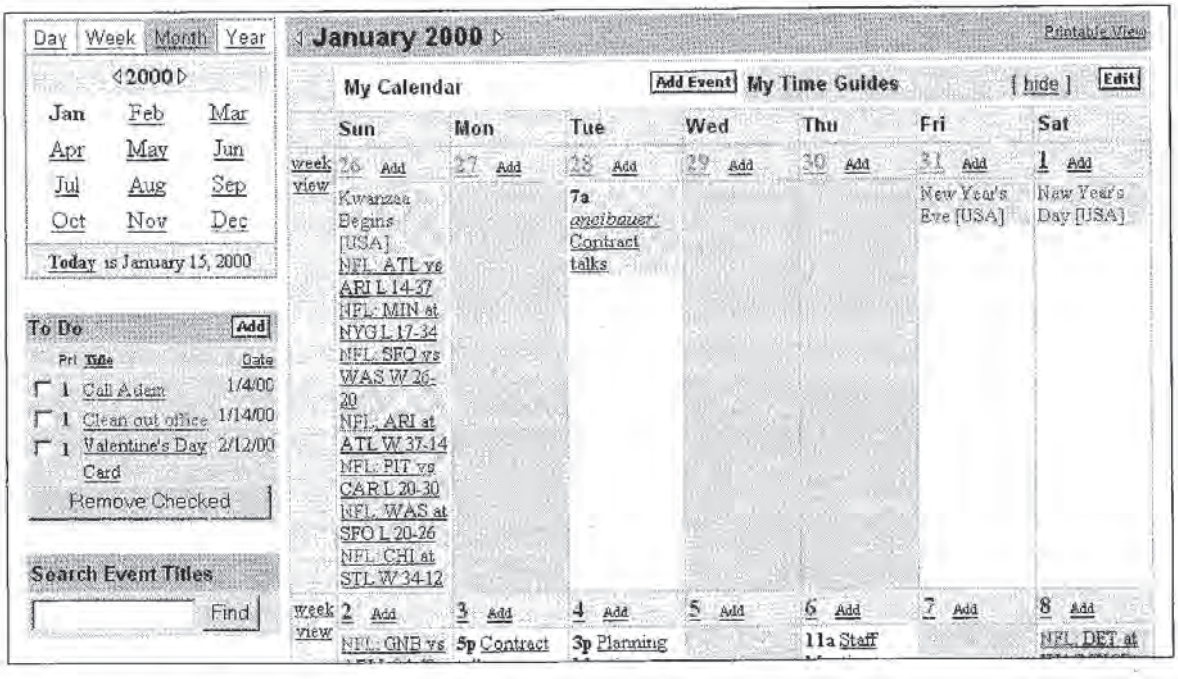
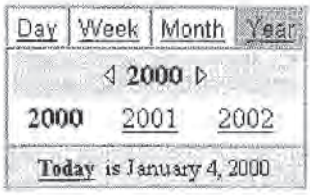


FIGURE 4-2 Yahoo! calendar in Month view

In Year view, you see 12 small monthly calendars, and the miniature calendar looks like this so that you click an arrow to change the year.



Scheduling an Event

When you are ready to add an item to the calendar, there are two ways to go about it:

- Display the date of the item and click the time.
- Click Add Event in the Calendar window.

In either case, the New Event window opens, as shown in Figure 4-3, so you can schedule the event. Follow these steps to schedule an event:



1. Enter a name for the event. The name you enter will appear on your calendar.
2. Set the date of the event. Either use the text boxes and pull-down lists, or click the calendar icon to select the date from a pop-up calendar, shown at right.
3. Specify either an all-day event or a timed event. An all-day event does not have a starting or ending time and is useful for entering events such as anniversaries, birthdays, and all-day meetings.



Adding an event that occurs before 8 A.M. or after 5 P.M. automatically extends the times shown in the calendar window. You can also extend the time by choosing Calendar Preferences on the Options menu.

4. If you selected a timed event, use the pull-down lists to specify the starting time and the duration of the event.
5. Pull down the Type list and choose the type of event.
6. Choose an option from the Sharing section:
   - Private prevents other persons from seeing that the event is scheduled at that time.
   - Public allows others to see the details of the event.
   - Show As Busy allows others to see that you have an appointment at that time. However, the details of the event are not shown.
7. Enter optional notes about the event. You can enter up to 120 characters.
8. Click Save to add the event and return to the calendar screen, or click Save and Add Another to save the event and remain in the New Event window.

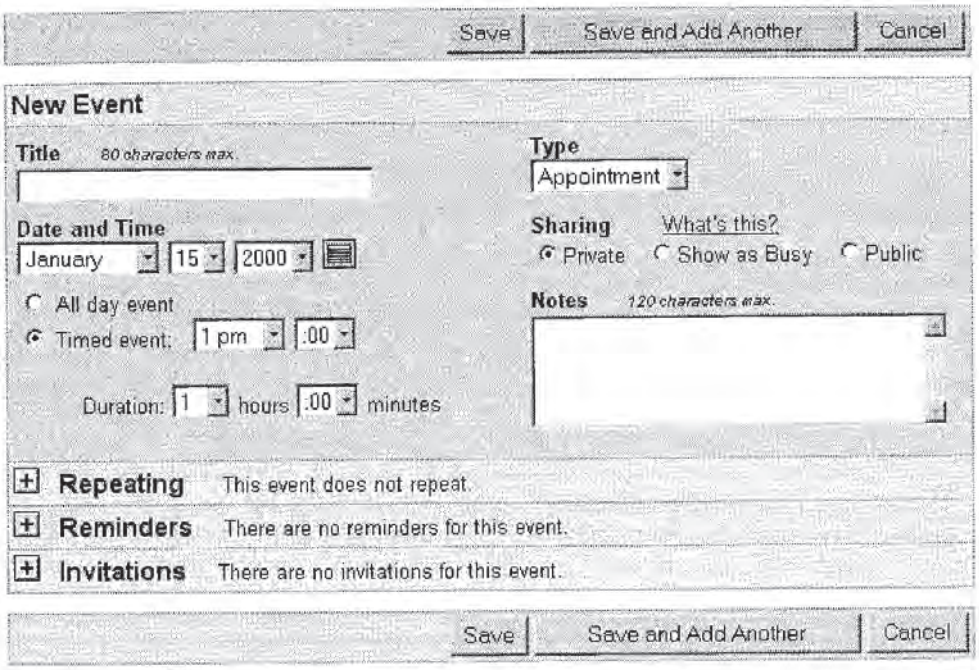
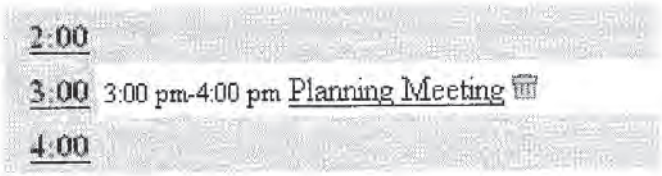


FIGURE 4-3 Adding an event to the calendar

The event appears in the calendar like this:

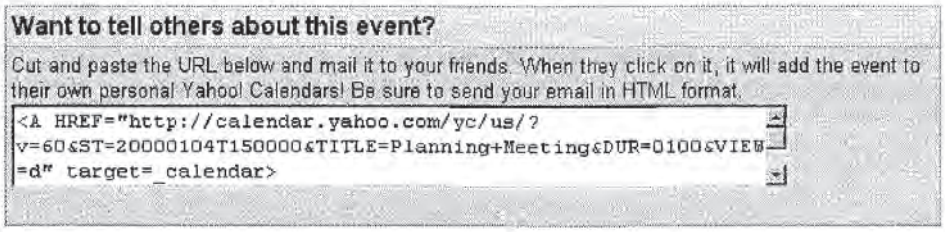




If you want to remove an event from your calendar, click the trashcan icon to its right. The Delete Event window appears with a summary of the event so you can confirm that you actually want to remove it. Click Delete in the Delete Event window to remove the event or click Cancel if you change your mind.

To print a copy of your schedule, click the Printable View link to display a version of the calendar without the other Yahoo! links and buttons, and then click the Print button in your browser or select Print from the File menu.

Click the event—it appears as an underlined link—to see additional details about it or make changes to it. When you open an event, you'll see a new section at the end of the window, as shown next.



If you want to notify persons about the event without sending them an invitation, copy the HTML text in the box and send it as part of an e-mail message.

Tip *To print the details of an event, click Printable View and then click your browser's Print button.*

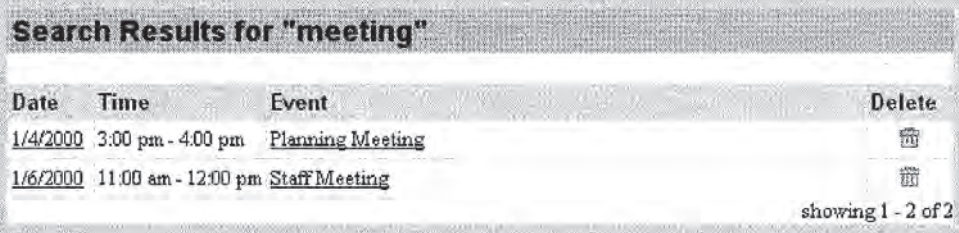
How to ... Find Events in Your Calendar

Dates for which events have been scheduled appear in a darker color than other dates in the miniature calendar. One way to check future events is to scan the miniature calendar and click the dark-colored dates.

As your calendar grows, however, you'll find it time-consuming to scan days for a particular event. To locate a specific event quicker, follow these steps to use the Search Event Titles text box:

1. Enter a word or phrase that appears in the title of the event you are looking for.
2. Click Find.

You will see a list of items that contain the text, as shown here:



Click a date to open the calendar or click an event title to see additional details.

Customizing Events in the Calendar

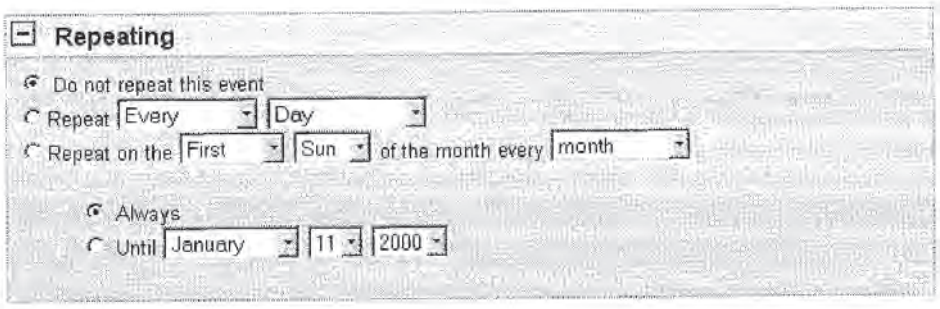
There are three additional sections in the New Event form:

- **Repeating** Lets you schedule multiple occurrences of an event
- **Reminders** Lets you have Yahoo! send you a reminder about an event
- **Invitations** Lets you send e-mail notices about the event to other persons

To complete one of these sections of the form, click the plus sign (+) next to its name to expand the form. The plus sign changes to a minus sign (–) that you can use to collapse, or hide, a section of the form that you expanded.

Repeating Events

A repeating event occurs at a regular interval such as daily, weekly, or monthly. The repeating options are shown here:



To schedule an event that occurs every day or at some other interval, select the Repeat option button. Then pull down the first list and choose Every, Every Other, Every Third, or Every Fourth. Next, pull down the second list and choose from the options shown here.



Use the Repeat On The option to schedule events on the first, second, third, or last occurrence of a particular day. For example, you could schedule an event for the first Monday of every month or the last Friday of every quarter (every three months).

By default, events are repeated indefinitely until you remove them from the calendar. To schedule an ending date for a recurring event, click Until and choose the ending month, date, or year.



This icon indicates repeating events in the calendar. When you edit a repeating event, you'll be given the chance to apply your changes to all of the scheduled dates, just the future dates, or just the current event being edited, as shown here:

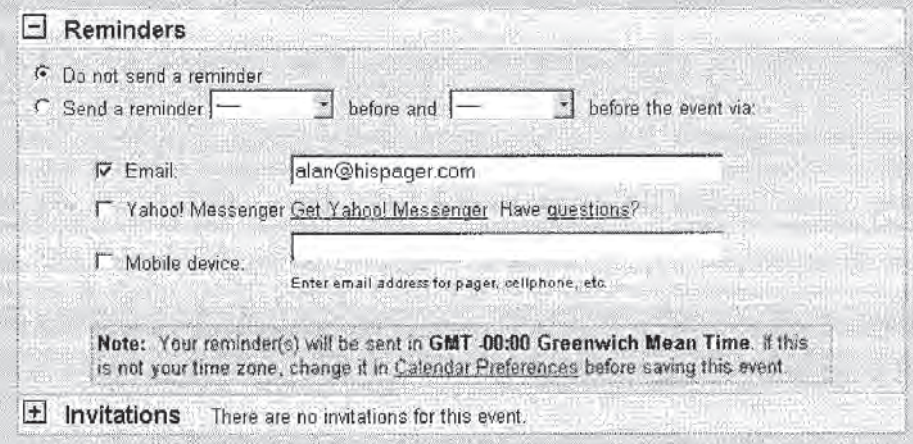


How to ... Create Reminders

Yahoo! calendar is a great feature, but you could easily miss an important event if you forget to sign into Yahoo! and check your schedule. To avoid missing activities, use the Reminders section to have Yahoo! send one or two reminders of the event.

The reminder can come as an e-mail or an instant message that pops up on your screen if you're running Yahoo! Messenger, or it can be sent to a mobile device such as a pager, cell phone, or portable information manager.

The options in the Reminders section of the New Event form are shown here:



Select the Send a Reminder option button and choose up to two times when the message will be sent. The options range from five minutes to 14 days before the event. Next, choose the check boxes for each of the ways you want Yahoo! to remind you (you can select any number of the three choices) and enter the e-mail address or mobile device number.

Note *See "Calendar Preferences," later in this chapter, for information about setting your time zone.*

Sending Invitations

The Invitations section of the New Event form lets you enter the e-mail addresses of persons you want to be notified about the event. Enter multiple addresses separated by commas. You can also click the Address Book link to add addresses from your address book.

When you save the event, the Send Invitations screen opens, as shown in Figure 4-4. Check the details of the invitations, adding or deleting recipients and making any changes needed, and

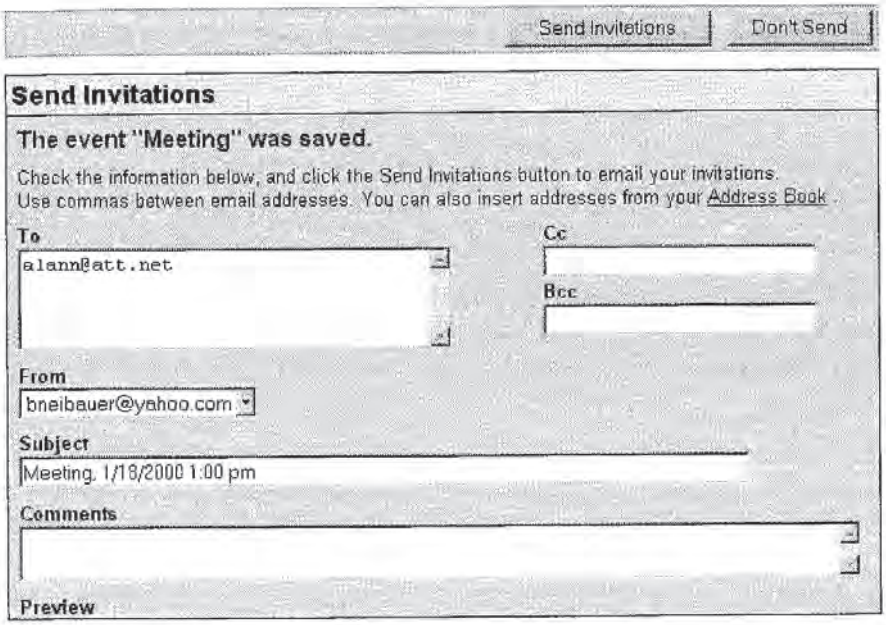
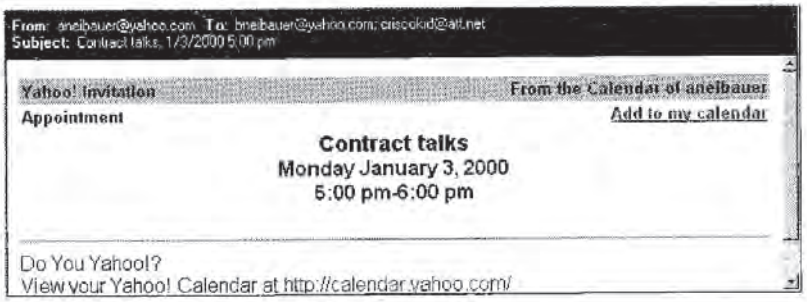


FIGURE 4-4 Sending invitations to an event

then click Send Invitations. Click Don't Send if you change your mind about inviting participants.

Invitation recipients will get an e-mail like this one:



If an invitee is a Yahoo! member, he or she can click the Add to My Calendar link to connect, sign into Yahoo!, and automatically add the event to his or her calendar.

Setting Times Guides

Time guides are events other than your own that you want to track on your calendar. Use time guides, for example, to see when your favorite sports team is playing, when that big stock is set to split, or even when friends have meetings on their calendars that they set as public.

To add a time guide to your calendar, click Edit on the right side of the calendar to display the My Time Guides options shown in Figure 4-5. The category of items you can add to your calendar are shown on the left. Click the link under a category to select an event or item to add to your calendar. Select the Day, Week, or Month check boxes to determine the view in which the events will appear.

Note *You cannot display individual calendar items in Year view.*

The categories of items you can add are

- **Clubs** Click Join Clubs to select a Yahoo! club whose events you want to add to your calendar. Yahoo! Clubs are discussed in Chapter 21.
- **Financial Events** Click Edit Portfolios to add stocks to a portfolio that Yahoo! tracks for you. You'll learn about portfolios in Chapter 11.
- **Friends** Click Add/Remove Friends to enter the Yahoo! ID of persons whose calendars you want to track.
- **Holidays** Click Add/Remove Holidays to designate the country whose holidays you want to add to the calendar.
- **Sports** Click Add/Remove Teams to choose one or more teams whose schedules you want to add to the calendar.

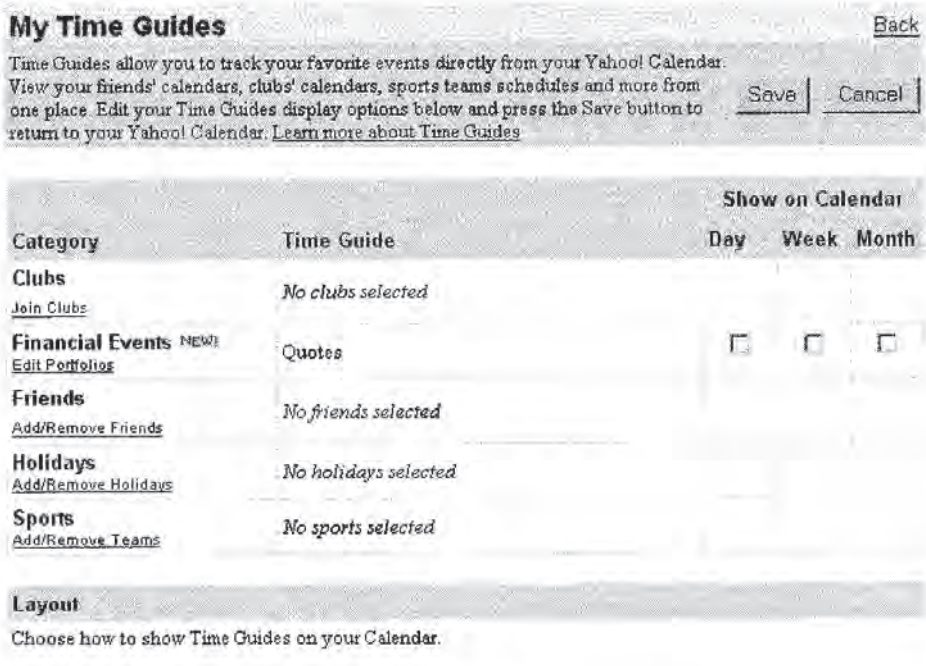


FIGURE 4-5 Adding a time guide to your calendar

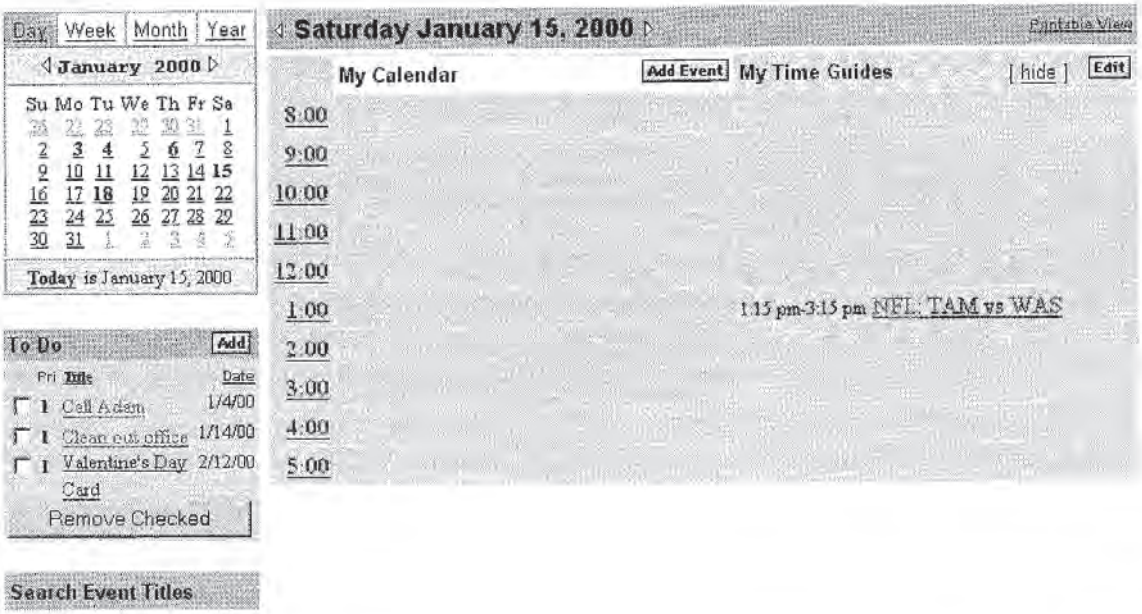


FIGURE 4-6 Calendar with time guides

Figure 4-6 shows a calendar with some time guides added.

The Layout options in the My Time Guides window determine where the time guide events appear. By default, time guide events appear in a separate column on the right side of the calendar. Select the Merged View option button if you want the calendar to have a single column in which your time guide events are merged with Yahoo's!.

Customizing Your Yahoo! Calendar

Because the calendar is designed to make you feel at home at Yahoo!, you can customize the way the calendar works and appears. Access a menu of options by clicking Options on the upper-right corner of the calendar window. Click the option you want to change.

Let's review the 12 categories of options that are available.

Calendar Preferences

Before adding too many events to your Yahoo! calendar, check out these options first. Choose Calendar Preferences on the Options menu to change these settings:

- **Default View** Select Day, Week, Month, or Year.
- **Day View Grid Interval** Determines the time intervals shown in Day view. Options are 15 minutes, 30 minutes, and 1 hour.

- **Week View Start Day** By default, Week view shows seven days starting with the current day. Use this option to start each week with a specific day, such as Sunday or Monday.
- **Time Zone** By default, Yahoo! assumes all calendar times are Greenwich Mean Time (GMT), the time of day in Greenwich, England. This standard convention is used to synchronize schedules all over the world. If you coordinate your schedule with other persons in different time zones, however, you can choose your time zone so that all events are shown in local time.
- **Daylight Savings Time** Select this option if you want to set daylight savings time on or off, or you want Yahoo! to automatically adjust your calendar for daylight savings time.
- **Working Hours** Set the default starting and ending times displayed in Day view on the calendar.

Click Save after setting your preferences.

Holiday Selections

You'll probably want to display holidays on your calendar so you know when you're having days off, or to be reminded to send a Valentine's Day or other holiday card. You can add

How to ...

Share Your Calendar

By sharing your calendar, you let other Yahoo! members see your public events.

To share your calendar, click Calendar Sharing on the Options menu, and then, in the screen that appears, select the check box labeled Allows Others To View This Calendar. Your schedule will be stored in a location on the Internet such as this:

```
http://calendar.yahoo.com/public/aneibauer
```

Other Yahoo! members can then add your Yahoo! ID to the Friends section of the Time Guides. Any events that you designated as public will then appear on their calendars.

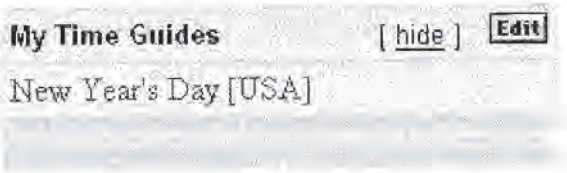
This option also lets you set the default permission assigned to all new events—Public, Private, or Show As Busy.

holidays from your own country as well as other countries to make it easier to work with international friends and clients.

Click Holiday Selections to see these main options:

- North American
- Latin American
- European
- Asian
- Oceania
- Religious

Choose the category for the holidays you want to add and then make your selections from the options that appear. Repeat the process for each set of holidays you want on your calendar, and then click Finished. Holidays appear in the My Time Guides column of the calendar, as shown here:



Advanced Options

This option presents only one choice: Delete All Events and To Do Items From Your Calendar. Selecting this choice deletes all events, time guides, and To Do tasks from your calendar. This option cannot be undone, so use it carefully.

Import and Export

You can move information among your Yahoo! calendar, Microsoft Outlook, and a handheld device that accesses the Palm Desktop software. Palm Desktop is a program that lets you move information between your handheld device and your computer.

If you already created a calendar in Microsoft Outlook, for example, you can import the appointments, meetings, and events into your Yahoo! calendar. You can also export items from Yahoo! to your Outlook calendar or Palm Pilot.

Choosing Import/Export from the Options menu presents you with four choices:

- Import from Palm Desktop
- Export to Palm Desktop
- Import from Outlook
- Export to Outlook

The Import from Palm Desktop option lets you bring your Palm's date book information into your Yahoo! calendar. First, use the features of your Palm device to save the date book

information to a file on your computer. Then click Import/Output from the Options menu, specify the name of the Date Book Archive (DBA) file, and click Import Now under the Import From Palm Desktop section.



The Import/Export menu includes links to topics that show you how to import and export from Palm Desktop and Microsoft Outlook.

Export to Palm Desktop saves your Yahoo! calendar as a Date Book Archive file that you can load into your Palm device. Just click Export Now under the Export to Palm Desktop section, and then use your Palm device to import the file.

Import from Outlook lets you bring your Microsoft Outlook schedule into Outlook. First, use Outlook to save its calendar as a Comma Separated Value (CSV) file. Then, in the Import from Outlook section, enter the path and name of the CSV file and click Import Now.

Finally, Export to Outlook saves your Yahoo! calendar information as a CSV file that you can import into Outlook. Click Export Now in the Export to Outlook section, start Outlook, and import the file into its calendar.

Reminder Options

Use the reminder options, shown in Figure 4-7, to set how and when Yahoo! reminds you of calendar events.

You can have Yahoo! send reminders to you via e-mail, as a Yahoo! instant message, or to a mobile device such as a pager. You can also have reminders sent for all new calendar events. Choose the Always Send A Reminder check box and then set one or two lead times. You can choose, for instance, to be reminded one hour before and then five minutes before an event.



You must download and run Yahoo! Messenger to receive instant messages and reminders.

Time Guides

Choosing Time Guides on the Options menu lets you set and change time guides as discussed in "Setting Time Guides" earlier in this chapter.

To Do List Options

Select To Do List on the Options menu when you want to change the way completed To Do tasks are displayed. When you mark a To Do task as completed, it is no longer displayed by default on the To Do list. With this option, however, you can choose to display the item in the calendar on the day the task was completed.

Synchronizing Calendars

In addition to using the Yahoo! calendar, you may be recording appointments and other events in programs such as Microsoft Outlook and or in handheld devices. Maintaining multiple schedules can be time-consuming because you have to enter events more than one time. If you're using both Outlook and Yahoo! for scheduling, for example, you have to enter an appointment in Microsoft Outlook and enter it again in your online Yahoo! calendar.

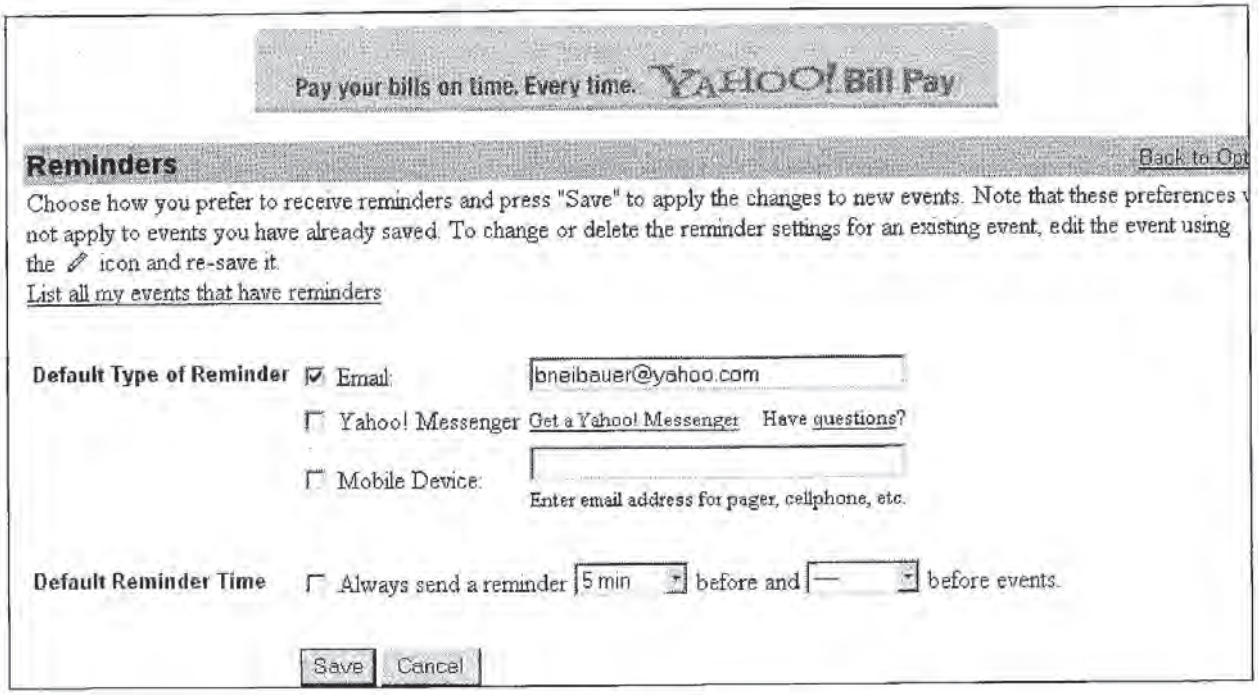


FIGURE 4-7 Setting reminders for calendar events

If you neglect to add an appointment to one of the calendars, your schedules do not match, and you have to check both locations to be sure not to miss an event. When you maintain more than one calendar, you should synchronize them so they all contain the same information.

Synchronization means that any additions, deletions, or changes to calendar items in one location are automatically made to the other. So you can add an appointment to Outlook on your desktop or laptop computer, and then update your Yahoo! calendar so it contains a complete record of your activities. All of your events will then be accessible from your own computer or handheld device, as well as from any computer with access to the Internet and your Yahoo! calendar.

Yahoo! lets you synchronize your calendar information, To Do items, and address book entries with these devices and systems:

- Outlook
- Palm devices (Pilot, III, V, VII)
- Palm Desktop
- WinCE devices
- ACT!
- REX Pro

To synchronize information, you have to download and install a free program called TrueSync. The TrueSync program synchronizes your calendars by automatically deleting duplicate events and resolving scheduling conflicts. Follow these steps to get started:

1. Choose Synchronize on the Options menu.
2. In the screen that appears, click Download and follow the instructions on the screen. An installation program will be downloaded to your computer. Note its name and the location where it is stored.
3. When the download is complete, and while you are still connected to the Internet, run the installation program that was downloaded by double-clicking it. A series of windows lets you select options and complete the process.
4. Click Next in the first window, which reports that you are installing the components from the Internet.
5. Read the program's license agreement and then click Next.
6. In the list of components that you can download, select the options for the devices and applications that you have. You have to select the TrueSync Plus and Yahoo! options, as well as options for the other programs or devices with which you want to synchronize. Click Next.
7. Click Next in the window that reports where the components will be stored on your disk.
8. Click Finish when the screen shows that all of the components of the program have been installed, as shown in Figure 4-8.
9. The TrueSync Plus for Yahoo! Setup Wizard will begin to configure the program for your system. Click Next.

The following components were successfully installed.

Component	Status
TrueSync Plus	Installed
Yahoo!	Installed
Outlook 2000	Installed

FIGURE 4-8 Report that your components have been installed

10. Choose the desktop application that you want to synchronize, such as Outlook 2000, and then click Next.
11. Enter your Yahoo! ID and password and then click Next.
12. You can now choose the type of permissions. You can assign all items the default Yahoo! permissions or the default permissions for your desktop application. Click Next.
13. Choose how you connect to the Internet, either through a dial-up account with a modem or by a local area network, and then click Next.
14. Click Next to have TrueSync get the information it needs from your application or connected devices.
15. TrueSync will connect to the Internet and get your calendar information from Yahoo! Click Next.

    You will now be able to confirm or change the information that is found in the address book, calendar, and To Do list in Yahoo! and information in your other program or device. For example, you can select which category of contacts from the Yahoo! address book is synchronized with your Microsoft Outlook Contacts folder. Which screens appear next depends on the program or device with which you are synchronizing.

    Let's look at what appears when synchronizing with Microsoft Outlook because all three elements—the address book, calendar, and To Do list—are synchronized when you are dealing with Outlook.
16. TrueSync lets you select which Yahoo! contacts are synchronized. As shown in Figure 4-9, TrueSync matches the Yahoo! contacts in the unfilled category with the contacts folder in Outlook 2000. You can use the pull-down lists to change the matching as needed, choosing another category of contacts that will be synchronized. Click Next when you have finished.
17. You can specify which fields are matched. Select from these options and then click Next:
    - Names and numbers only
    - Names, numbers, and addresses
    - All matching fields
18. A screen appears so you can confirm or change the matching between the Yahoo! calendar with Outlook's calendar. Click Next.
19. A screen appears so you can confirm or change the matching between the Yahoo! To Do list with the Outlook Task folder. Click Next.

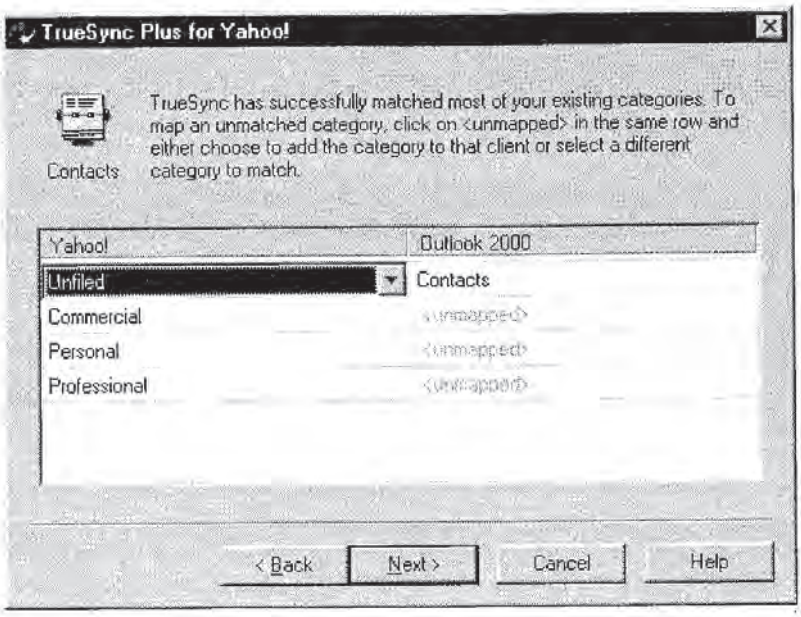
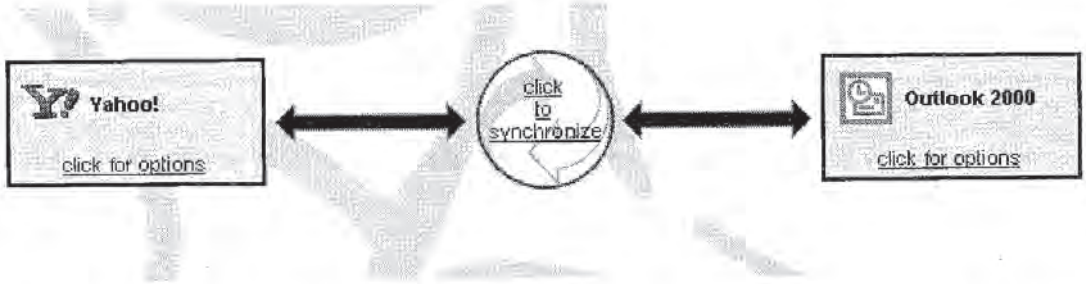


FIGURE 4-9 Confirming matching information

20. Click Finish to see these options:



21. Use the Click To Synchronize button to start the process and synchronize your information. You can also choose the Click For Options link to customize the settings for your Yahoo! and desktop data or application.

22. TrueSync will complete the process and display a log, as shown in Figure 4-10. Click OK.

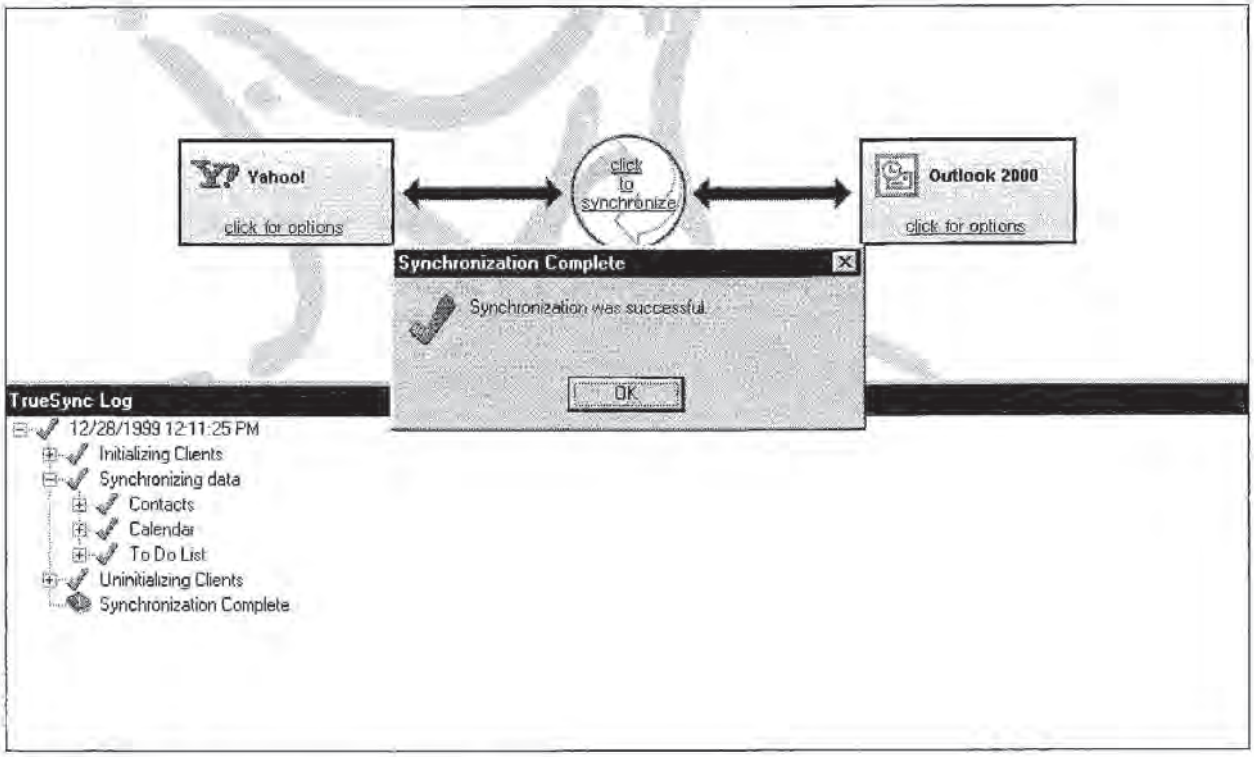


FIGURE 4-10 Synchronization log

You can later run TrueSync whenever you need to synchronize your information again. Choose TrueSync from the Start menu, or, depending on your system, click the TrueSync icon in the system tray on the taskbar. You can use the Client menu on the TrueSync toolbar to change your Yahoo! and application options and to add other applications, devices, and services to be synchronized. Use the Data menu option to change the mapping of contacts, calendar items, and To Do items. Icons for starting and stopping synchronization, as well as configuring contacts, calendars, and To Do lists, are on the TrueSync toolbar.

Group Calendar

The Group Calendar selection in the Options menu lets you join or create a club. You can then access the club's calendar. You'll learn more about clubs in Chapter 21.

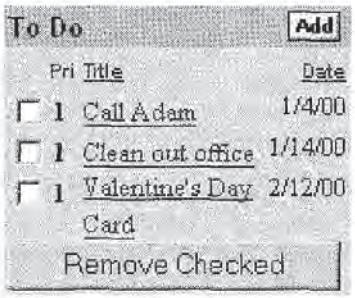
Help

Choose Help on the Options menu to get answers to frequently asked questions about Yahoo! calendar. You'll also see links to Yahoo! mail, a link for reporting a calendar bug, a link for making suggestions, and a link to Yahoo!'s general online help area.

Account Information

Choose Account Information on the Options menu to access your Yahoo! account. You can change your password and edit the personal information stored as part of your Yahoo! profile.

Creating a To Do List



We all have tasks to perform, chores to do, and calls to make. To make it easier to remember the things you have to do, create a list of your tasks on your Yahoo! calendar. The To Do list is an area where you leave reminders to yourself about tasks you have to perform, as shown here.

To add an item to the To Do list, follow these steps:

1. Sign on to your Yahoo! calendar.
2. Click Add in the To Do list to open the window shown in Figure 4-11.
3. Enter a title, up to 35 characters.
4. Specify the date by which you'd like to complete the task, or click No Due Date.
5. Set the task's priority, from 1 to 5.

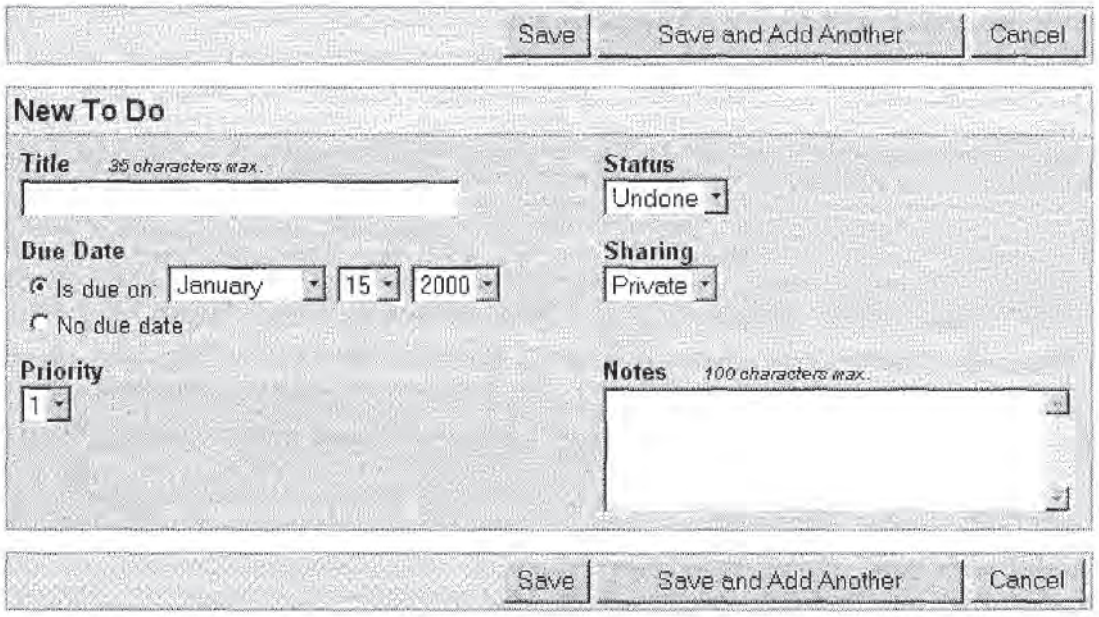


FIGURE 4-11 Adding a To Do task

6. Confirm the Status, either Undone or Done.
7. Select Public under Sharing if you want to publish the task to your public calendar.
8. Enter up to 100 characters of notes.
9. Click Save or Save And Add Another.

When you return to the calendar, a note appears showing that you have added, or updated, an item in your To Do list:

The To Do Clean out office was added to your To Do list.

When you complete a task, click it in the To Do list and choose Done from the Status list. By default, completed tasks are not shown in the To Do list. By choosing the To Do List feature on the Options menu, however, you can display the item in the calendar on the day the task was completed.

To sort the items in your To Do list, click Pri (Priority), Title, or Date. The column head that *is not underlined shows how the list is currently sorted.*

Chapter 5

Yahoo! for the Family



How to . . .

- Verify that you are qualified to create a family account
- Protect children from seeing adult-oriented material with a family account
- Set up a family account
- Add children to an account
- Access special features for seniors

Yahoo! has made accommodations for two very special parts of the family—children and seniors.

If you have children and you are concerned about their exposure to the Internet, Yahoo! is a great place to be. Yahoo! provides a feature called Family Accounts with which you can control what Yahoo! features your children access. You can also direct your children to Yahooligans, a Yahoo! feature that specializes in safe surfing for children.

Creating a family account is easy. You create a separate Yahoo! account for each child, and then add each child to your family account. Specifying the child's birthdate lets Yahoo! know which features should be available to the child. When your child logs on to Yahoo!, the permissions granted to his or her part of your family account are enforced.

Yahoo! also hasn't forgotten about the senior members of the family. The Yahoo! Seniors' Guide offers a great place for seniors to learn and have fun.

Verifying Adulthood

In order to create a family account, you have to prove to Yahoo! that you are an adult. Yahoo! gets its proof by examining your credit card number. Yahoo! verifies your credit card number and name with your bank, but don't worry about being charged. You will not be charged a thing, as all Yahoo! services are still free.

The card is just used to verify that you are an adult, and the credit card information is not retained after it has been verified. A record that you have been verified *is* maintained, however, so you can add children to your family account without going through the verification process again. Yahoo! uses a secure server when you submit the credit card number to prevent others on the Internet from seeing the information. When you arrive at the Web page where Yahoo! asks for a credit card number, look at your browser's address box. Instead of the notation *http://* before the address of the Web site, you see the *https://* notation. The letter *s* indicates a secure transmission. If *https://* does not appear, you may need to update your browser to a newer version.

Note *Setting up a family account is the only time Yahoo! asks for a credit card number.*

What Is a Family Account

Before creating your family account, you should have a clear idea of exactly what a family account is and what it is not.

A child under 13 years old who is registered with a family account is not allowed to do the following:

- Create a public profile.
- Add their address and telephone number to their account.
- Start a Yahoo! club.
- Receive special offers from Yahoo!.
- Buy and sell at Yahoo! auctions.
- Take part in Yahoo! sweepstakes.
- Add their listing to People Search.
- Run personal ads in Yahoo!.
- Participate in any Yahoo! adult chat, club, or shopping area.

Children between the ages of 13 and 18 are not allowed to do the following:

- Buy and sell at Yahoo! auctions.
- Participate in a Yahoo! adult chat, club, or shopping area.

As a parent, you can edit the list of persons who can send your child instant messages, and you can block certain persons from sending your children e-mail. You can also change a child's password and account information, and you can sign in as your child to see exactly what features he or she can access.

If you see that your child is getting adult-oriented mail, for example, you can add the address of the sender to your child's blocked-addresses list. To do so, you simply sign in as your child by using his or her name and password, and then add the blocked address as you learned how to do in Chapter 2. You can also sign in as your child to confirm that he or she is not allowed to access adult Yahoo! sites.

Yahoo! does not allow children under the age of 13 to register by themselves—if they tell their correct birth date. When children submit their Yahoo! registration, they are told that only their parents can sign them up as part of a family account.

How to ...

Protect Children through Safe Surfing

If you want to limit the types of information your child can see, check with your Internet Service Provider or look for programs that are designed for safe surfing.

Some ISPs provide parental control software free or at low cost. The software lets you lock out Web sites that have certain keywords in their titles and limit the amount of time your child can remain online. Here is a list of some of the available programs and their addresses, in case you want to learn about them:

- **CyberPatrol** http://www.cyberpatrol.com/
- **CyberSentinal** http://www.securitysoft.com/cybersentinel.html
- **CyberSitter** http://www.cybersitter.com/
- **NetNanny** http://www.netnanny.com/
- **SurfWatch** http://www1.surfwatch.com/

Also consider two free ways to limit your child's surfing. The free ISP service at www.freensafe.com filters out objectionable sites when you log on through its service. If you want to use your current ISP but limit your child's access, you can download a free children's Web browser from http://www.chibrow.com/informat.htm.

You should discuss potential problem content on the Internet with your child, and direct him or her to Yahooligans!, a site designed for children between the ages of 7 and 12.

Children 13 years and older, however, can sign up for their own accounts without a parent's permission. You can add a child who has already registered for Yahoo! to a family account and thereby control the child's access to Yahoo! services; but to do so, you need to get the child's Yahoo! password.

With the benefits of having a family account in mind, you should also thoroughly understand what a family account cannot do:

- A family account does not prevent a child from surfing the Internet. There are no restrictions on the sites a child can see.
- A family account does not place any restrictions on the results of Yahoo! searches. A search of the Internet in Yahoo! can result in listings with adult-oriented information.
- Outside of Yahoo!, a child can still enter personal information in forms and sign up for offers or promotions.

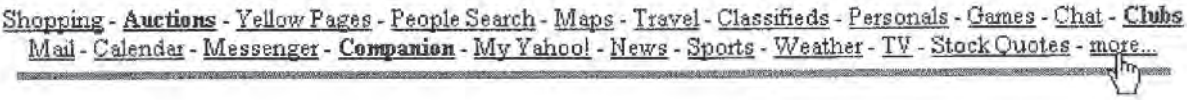
- A child can send and receive e-mail and instant messages.
- There are no restrictions on the chats your child can join that are outside of Yahoo!.

Setting Up a Family Account

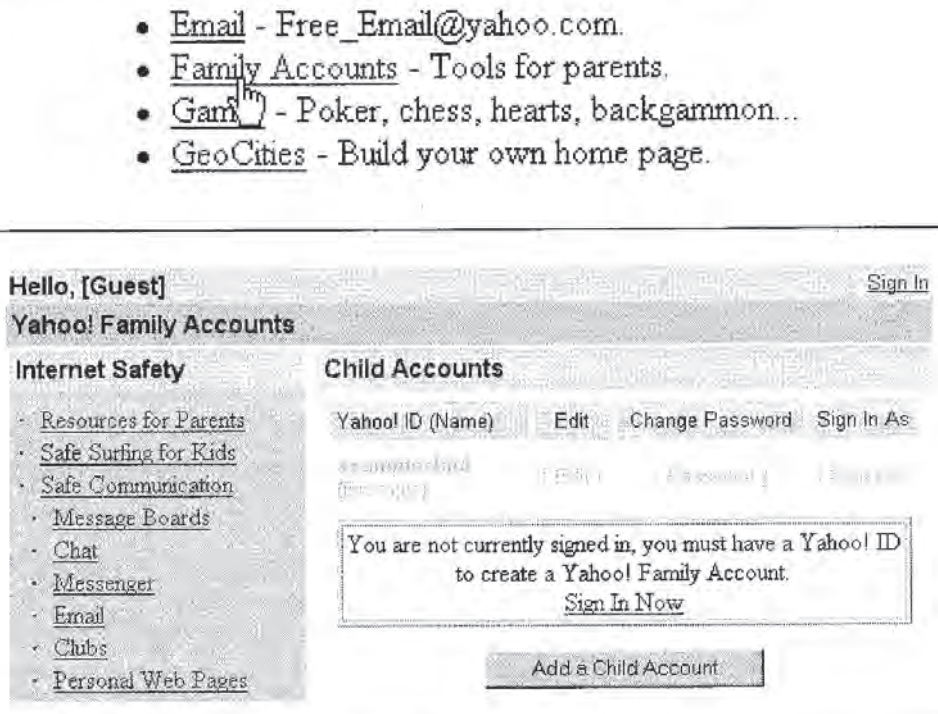
Before you set up a family account, have your credit card information handy. You can use MasterCard, Visa, or American Express. You can set up the account and verify your charge information the first time you add a child to the account, or you can verify your charge and add children later.

Follow these steps to create a family account and register a child:

1. Connect to the Internet and to Yahoo!.
2. Click More in the list of links at the top of the Yahoo! page.



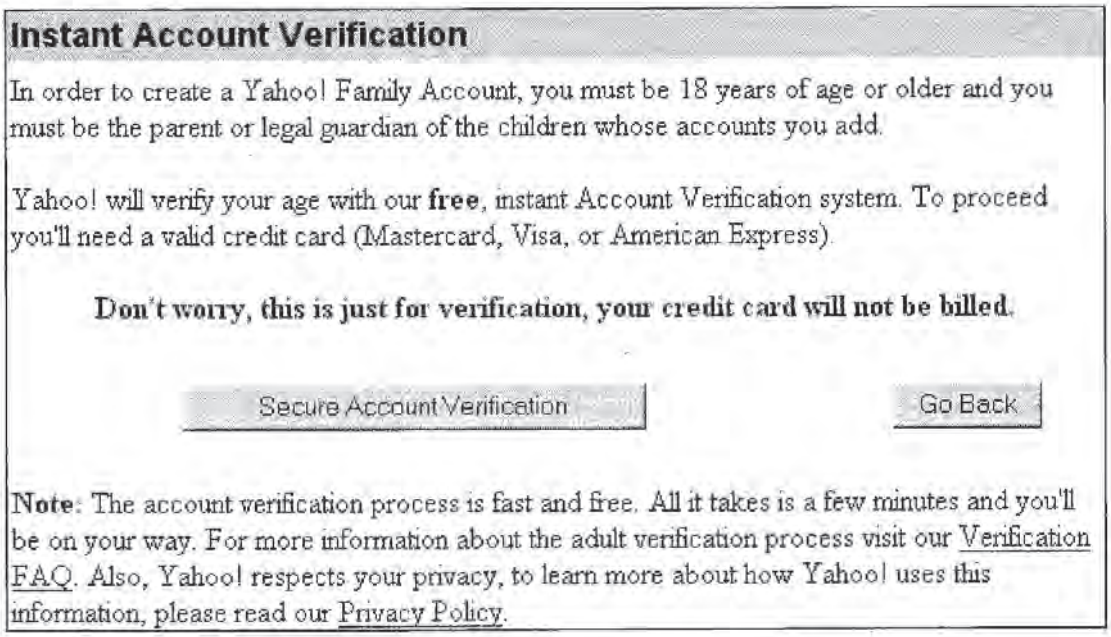
3. Click Family Accounts to see the screen shown in Figure 5-1.



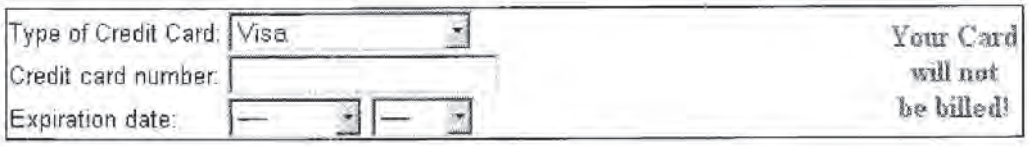
- Email - Free_Email@yahoo.com.
- Family Accounts - Tools for parents.
- Gam - Poker, chess, hearts, backgammon...
- GeoCities - Build your own home page.

FIGURE 5-1 Family Accounts options

4. If you have not yet signed up for Yahoo!, click Sign In Now in the Family Accounts page, enter your ID and password, and click Sign In to return to the Family Accounts page.
5. Click Add a Child Account.
6. Enter your ID and password, and then click Submit to see the Instant Account verification screen. The screen explains why Yahoo! requires credit card information to start a family account.



7. Click the Secure Account Verification button to enter your credit card number and expiration date on the screen.



8. From the pull-down list, select which type of credit card you use.
9. Enter the card number and expiration date.

10. Scroll down the page and verify your personal information, including your age, name, e-mail address, and zip code.
11. Click Finished.

Yahoo! checks your card information with the bank and, if the information matches, reports that your account has been verified. It now offers two options:

- Finish adding a child account.
- Continue directly to family.yahoo.com.

If you are not ready to add a child's account, choose the Continue option. You can later add an account by choosing Add A Child Account on the Family Accounts screen. You will not have to enter your charge card information again when you add a child to the account.

Whether you decide to add your child's account now or afterward, you'll see the options in Figure 5-2.

Before adding a child to your family account, the child must be registered in Yahoo!. If your child is not yet registered, click Create a New Account for Your Child. If your child is registered, enter his or her name and password and click the Add Child button.

Yahoo! opens the Review Child's Account Information window, which contains information from the child's current account, if any, as shown in Figure 5-3. Complete the form by assigning



FIGURE 5-2 Select whether to create a new account or use your child's existing account.

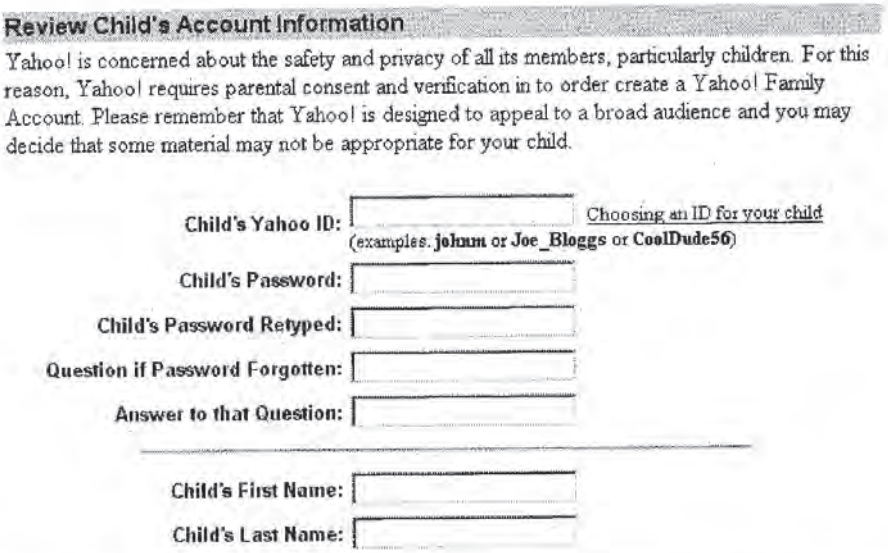


FIGURE 5-3 Complete your child's account information.

an ID and password if the child is not already registered. You'll also have to enter your ID and password to verify that you are granting the child permission to use Yahoo!.

Click Add Child Account to return to the Family Accounts page, which displays children's accounts, as in Figure 5-4. Your child now has a Yahoo! account and can use all Yahoo! services except those restricted by the family account.

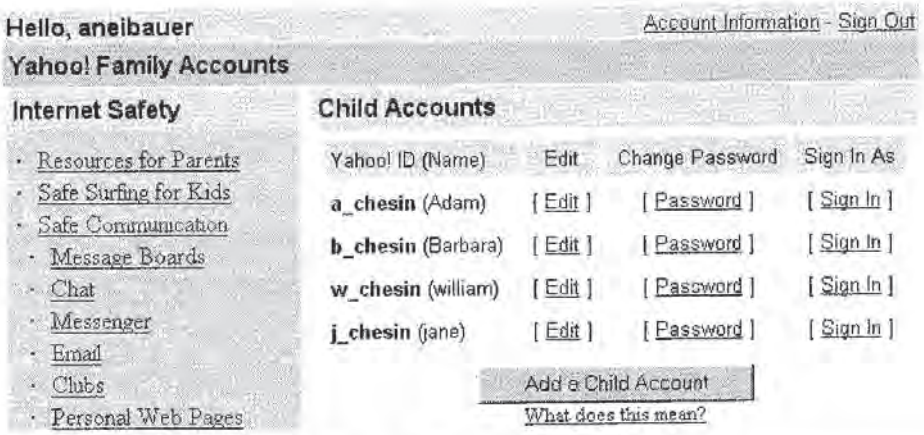


FIGURE 5-4 Children listed in a family account

Working with Child Accounts

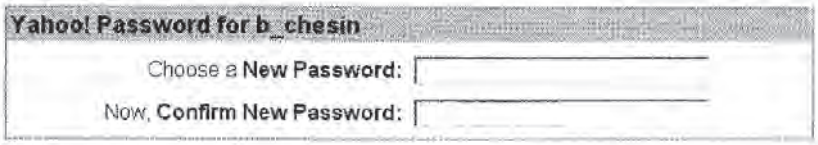
From the Family Accounts page, you can edit the account information, change the password, or sign in as your child. Signing in as your child lets you experience the services that your child can access in case you want to modify your child's Yahoo! options, including his or her public profile.



A child can only be added to one parent account.

Click Edit next to the child's name to change his or her account information or the public profile of a child over 12 years old. Refer to Chapter 2 if you need help with editing and creating public profiles.

Click Password to change your child's password:



Enter and retype a new password, and then click the Finish button. Yahoo! will send your child an e-mail reporting that his or her password has been changed. Tell your child the new password so he or she can log on to Yahoo!. Your child can always change passwords again after they sign in. However, once a child is added to your family account, you can change his or her password from the Family Accounts menu without knowing the new password that the child created.

Use the Sign In option to have Yahoo! treat you like your child. Clicking Sign In next to a child's name logs you on to Yahoo! as your child. Because you are already logged on under your own name, you will not have to enter your child's password. Clicking Sign In next to a child's name displays the options shown in Figure 5-5.

Use the options on the left to see what services your child can access. Use the options on the right to change your child's Yahoo! settings. To modify your child's profile, for example, click Edit Public Profiles. You can then change the profile as you learned to do in Chapter 2. You'll learn about the other settings in later chapters.

After you sign in as your child, Yahoo! treats you as if you were the child. To access your own e-mail or calendar, or to work with family accounts again, you have to sign off as your child and log on as yourself. When you have finished changing your child's settings, click Sign In as Yourself, enter your ID and password, and then click Sign In. You can also use the Sign Out or Change User links that appear on other pages.

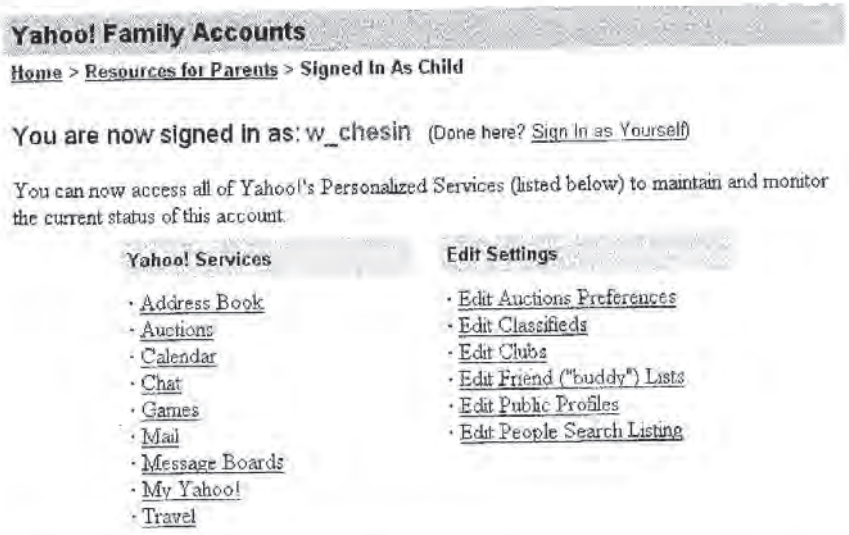


FIGURE 5-5 Signing in to Yahoo! as your child

Using a Child Account

When a child signs in to Yahoo! using an ID and password, he or she has access to all Yahoo! features within the limits set by the age group he or she belongs to. For example, a child under 13 who tries to create a public profile sees this message:

You are too young to have a Yahoo! Public Profile

Return to previous page

Children under 18 years old will see this warning if they try to buy or sell at a Yahoo! auction:

You must be 18 or over to participate in Yahoo! Auctions.

When a child goes to the Chat area, it automatically displays the Teen options, as shown in Figure 5-6. A child who attempts to enter an adult chat room sees the message shown at right.

Logging j_chesin into the chat system...
Welcome To Yahoo! Chat, j_chesin
*** You cannot join room .

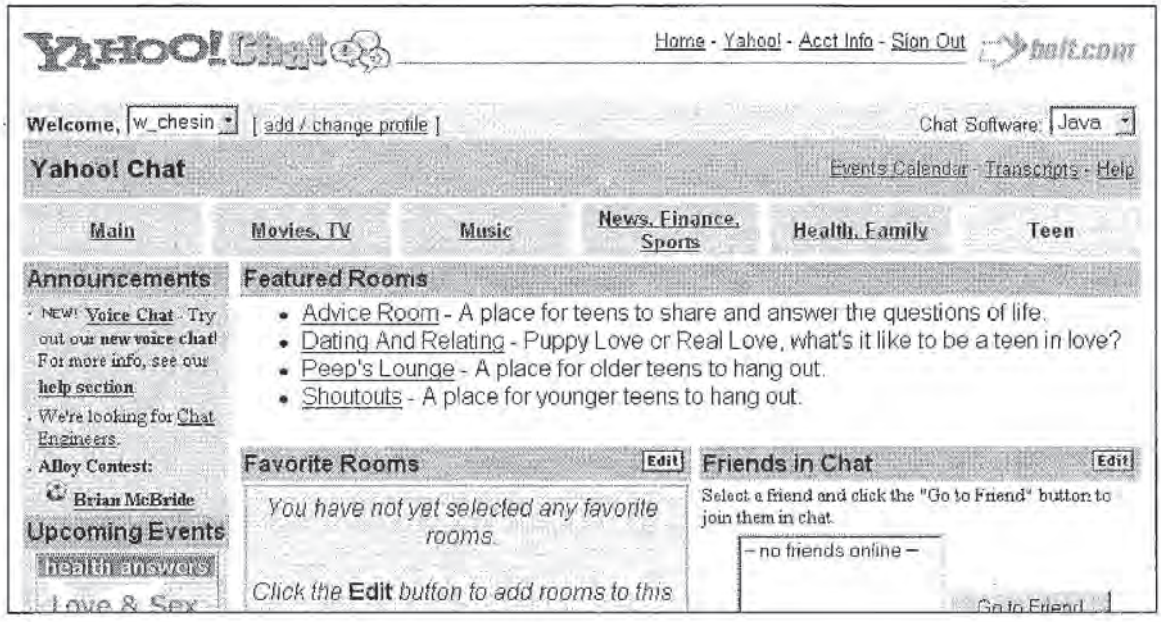


FIGURE 5-6 The chat screen automatically displays the teen interest area.

Yahooligans!

For children, one of the best places to enter the Internet is Yahooligans!, which is shown in Figure 5-7. The features and links are designed entirely with children in mind. They provide a balance of education and entertainment.

You can reach Yahooligans! in two ways:

- Use your browser to go directly to the site at http://www.yahooligans.com/.
- Click More on the main Yahoo! page and then click the link for Yahooligans!

Note *Your child does not have to be a member of Yahoo! to access and use Yahooligans!*

At Yahooligans!, there are minimal links to advertisements and commercial sites, and each one is clearly marked with the letters AD, as shown here:





FIGURE 5-7 Yahooligans! for children

If you do not want your children following those links, just tell them not to click any picture that has the letters AD in front of it.

From the main Yahooligans! page, children can reach interesting sites of all types, play games, and learn in the process. Clicking Club, for example, offers your child access to features such as these (although the content varies periodically):

- Games, including chess, checkers, fish, tic-tac-toe, word search, and reversi
- Shout Out, a forum for posting ideas and opinions
- Hyper Site, where children can access and vote on cool sites
- This Day in History tells what happened on a specific day of their choosing, such as their birthday
- Web-Celeb provides photographs and information on a celebrity of the month
- Random Link jumps to randomly selected but child-safe Web sites
- Jokes suitable for children
- Daily Trivia, an updated trivia information and contest
- News, stories, and photographs from around the world
- Sports, the latest news, and statistics on teams and players
- Downloader, a source for pictures, sounds, and video
- Cam For Kids, which are live Web cams at interesting locations around the world

Additional links further down the Yahooligans! page offer links to Net Events, What's New, News, Almanac, Sports, and Web Celeb. The Almanac, for example, is a wonderful online children's encyclopedia with the categories shown in Figure 5-8. It is a great way for young children to discover information and learn the research skills that they need for school.

Tip *Teachers can learn how to use Yahooligans! in their classroom by clicking Teacher's Guide at the bottom of the Yahooligans! screen.*

All of the direct links from Yahooligans! are monitored by Yahoo! for their content. Yahoo! makes the following promises:

- They will not collect any information about your child.
- They will not provide any means for children to post information about themselves, although links that eventually lead to sites where children can post information may become available.
- Yahooligans! does not use cookies anywhere on its site, although Yahooligans! does collect IP address for administrative purposes. Cookies are small files that a Web site can place on your computer. They can later access your files to get information about you, such as the last time you logged on to the site and user preferences. Some cookies can be used to get personal information,which you may not want revealed.

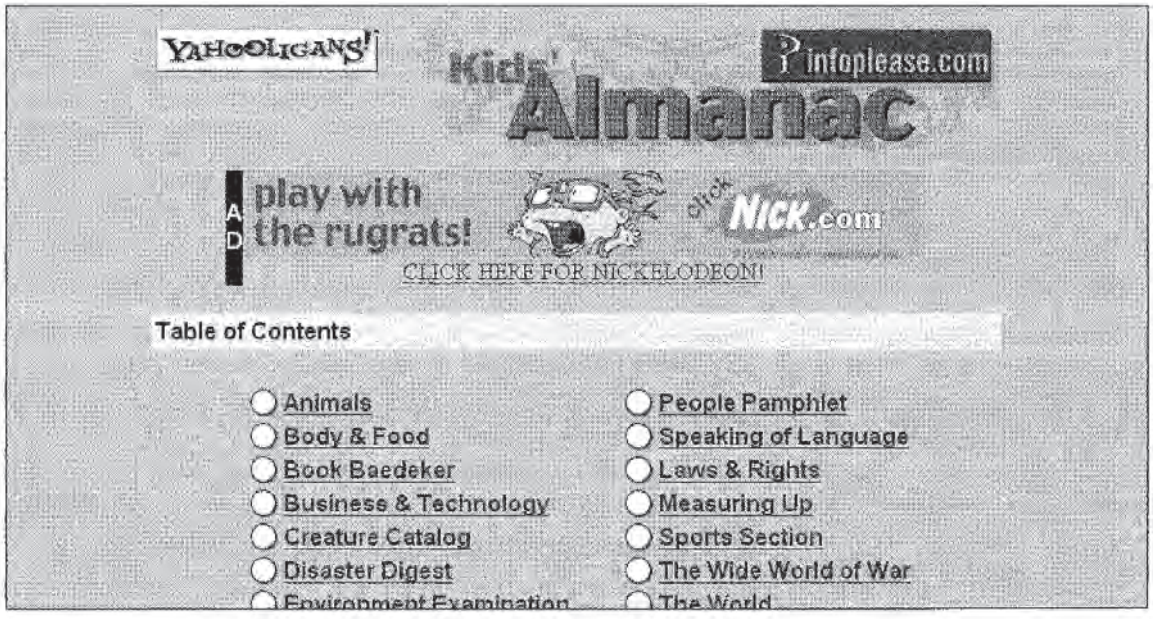


FIGURE 5-8 The Yahooligans! Almanac

Guidelines for Safe Surfing

The Internet is a wonderful resource, full of useful and fun information. The freedom that allowed the Internet to grow so quickly, however, means that no restrictions have been placed on its content. Certainly, the Internet contains material more suitable for adults than children, and others might consider material that you find reasonable to be inappropriate.

While companies such as Yahoo! and your ISP can take some steps to control the content that youngsters can view, they really can't do much to police a child's viewing. And while there are programs you can purchase to reduce your child's exposure to inappropriate content, little can be done to combat an inquisitive mind.

Only your child can decide what he or she is exposed to on the Internet. However, you can take a proactive role in guiding your child to a healthy and safe Internet experience.

First, take the time to become familiar with Yahoo! and the Internet in general. Spend some time going through the various Yahoo! features. Experiment with searches, chats, and clubs. The more you know about the Internet, the better you can guide your child and share their online adventure.



Patents can learn more about Yahooligans! and safe surfing from the Family Accounts screen and by clicking Parent's Guide at the bottom of the Yahooligans! screen.

Learn about Yahoo! Family Accounts and any parental controls that your ISP provides. Visit a local computer store or shop online for software that filters Internet content so that you can control the content your child is exposed to.

If you want to monitor your child's exposure on the Internet, place the computer that you use to surf the Internet in the living room, den, or other area where you can keep an eye on your child. While you can trust your child to exercise good judgment, you can still provide some overall supervision by periodically scanning the material being displayed.

If your child has a computer in his or her room and you feel comfortable with that, periodically view the History folder in the browser to review recently visited sites. Discuss with your child any objectionable sites that you encounter.

The most effective way to protect your child, however, is through an open and ongoing dialog. Spend some time explaining the basic rules of safe surfing with your child:

- Never give any personal information about yourself or your family over the Internet. Never give your full name, phone number, address, age, sex, the name of the school you attend, or the names of neighborhood locations that you frequent.
- Never arrange a physical meeting with anyone you meet on the Internet.
- Do not read e-mail or instant messages from an unfamiliar or unsolicited address, and never respond to such mail or messages.
- Only participate in chat rooms that you have approved in advance.

Plan ahead for how your child should cope with inappropriate material. Explain that clicking the Home button quickly returns you to the ISP's initial Web site. Show your child how to use Yahoo! Companion and the Favorites or Bookmarks lists to access approved sites. Make your child feel comfortable reporting to you a site that claims to be child-friendly but contains offensive material.

Come to a consensus about the amount of time your child spends online and in chat rooms. You may want to place a limit on the amount of time that a child can remain online or restrict your child to certain hours. Consider a rule whereby children cannot go online until their homework is done. Tell your children to balance the time they spend online with exercise and other important activities.

Discuss with your child the fact that sometimes the people that go online are not who they claim to be. Children can never be sure whether they are really chatting with another youngster or an adult.

Resources for Seniors

Youngsters certainly aren't the only members of the family who have special interests and needs. An ever-increasing number of us are joining the ranks of seniors, and Yahoo! certainly hasn't overlooked our side of the family.

To access information for seniors, go to www.seniors.yahoo.com to see the options in Figure 5-9. The page contains links of special interest to seniors, including top news stories, message boards, and sites such as AARP and the Interactive Aging Network. There is a Daily Detour section with links to entertaining topics, such as crossword puzzles, horoscopes, lottery results, and the Bingo! Zone.

The Sections area shown on the right contains links to major Yahoo! pages devoted to seniors.

Click a section to access information and links of all types. Each section contains a Top Picks area with recommended resources, and a More Yahoo! Area with links to additional resources on Yahoo!.

Sections

- Main Page
- Books
- Computers
- Entertainment
- Finance
- Food and Dining
- Gardening
- Genealogy
- Government
- Health
- News and Magazines
- Organizations
- Recreation and Sports
- Travel

More Yahoo!

- Alternative Medicine
- Alzheimer's Disease
- Diseases
- Drugs
- Health
- Long Term Care
- Managed Care
- Medicare
- Parkinson's Disease
- Pharmacies
- Senior Health
- Yahoo! Net Events: Health

The More Yahoo! Choices in the Health section, for example, contains the links shown in the illustration at left.

Choosing Computers and Internet, for example, provides access to Yahoo! Senior's Guide: Tech Tips and to SeniorNet, an online service dedicated to teaching seniors how to use computer technology.

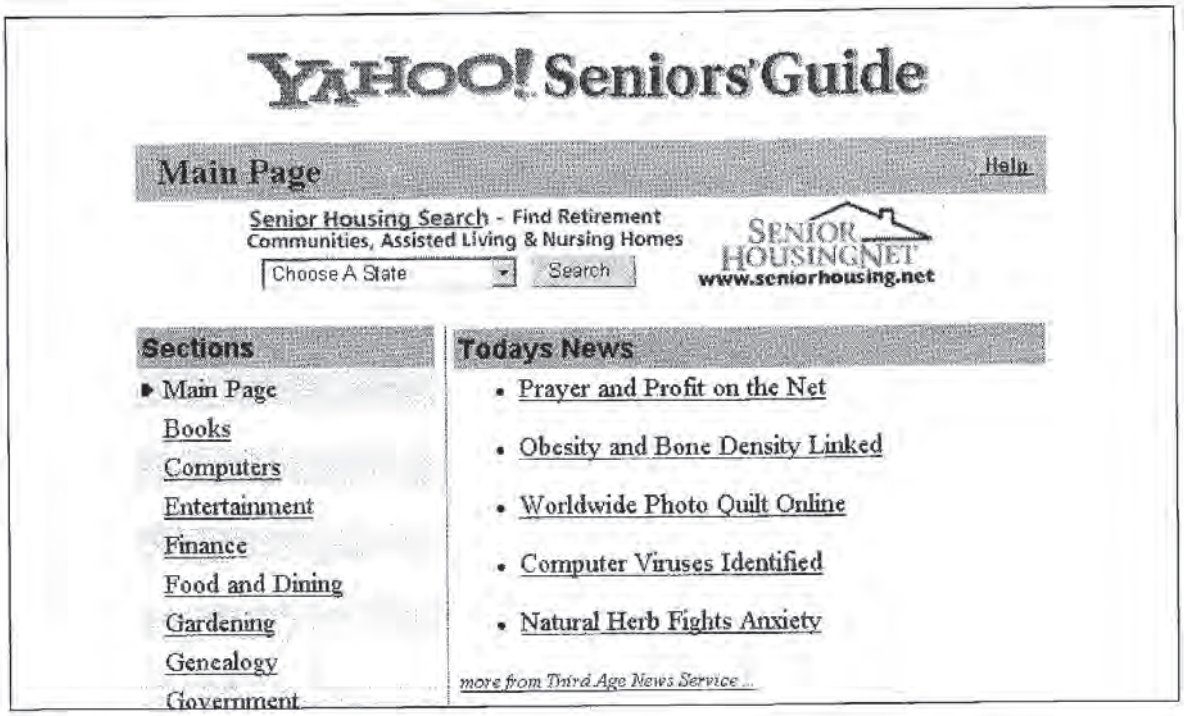


FIGURE 5-9 Yahoo! Senior's Guide

The Finance and Investment area provides a variety of links to financial information of all types, including general guides to these areas:

- **American Association of Individual Investors** Information on personal financial management
- **Crash Course in Wills and Trusts** A practical guide to the law about wills and trusts
- **FinanCenter** Calculators and advice about investments, mortgages, loans, and credit cards
- **HomePath** A guide to home shopping and financing
- **IRS Digital Daily** Official tax resources from the Internal Revenue Service
- **Insurance News Network** Information about all types of insurance, as well as the Standard and Poor ratings of insurance companies
- **Quicken.Com Retirement** Information on tax and estate planning
- **Social Security Online** Official site of the Social Security Administration
- **What Investors Should Know** Investment guides from the National Association of Securities Dealers

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:



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
Entertainment	Hollywood	Television and movies
	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
Family	Heartland	Hometown values
	EnchantedForest	Sites created by and about children
	Petsburgh	Pets
Government & Politics	CapitolHill	Government and politics
	Pentagon	The military and defense industry
	RainForest	The environment
Health & Beauty	FashionAvenue	Beauty and fashion
	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. 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

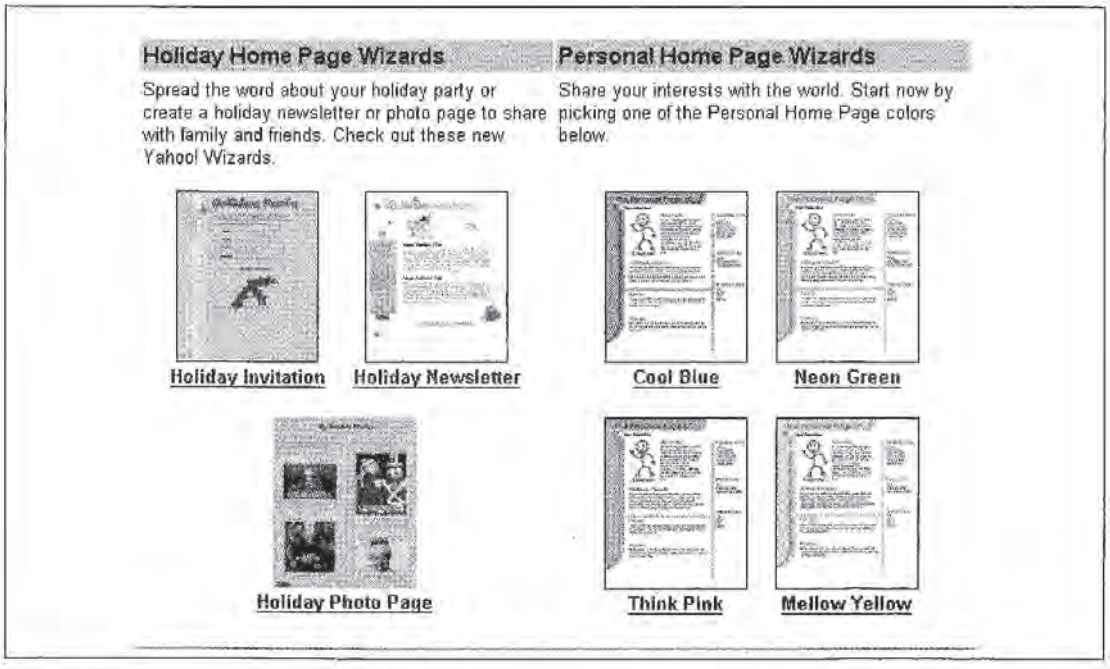


FIGURE 6-2 Selecting a starting design

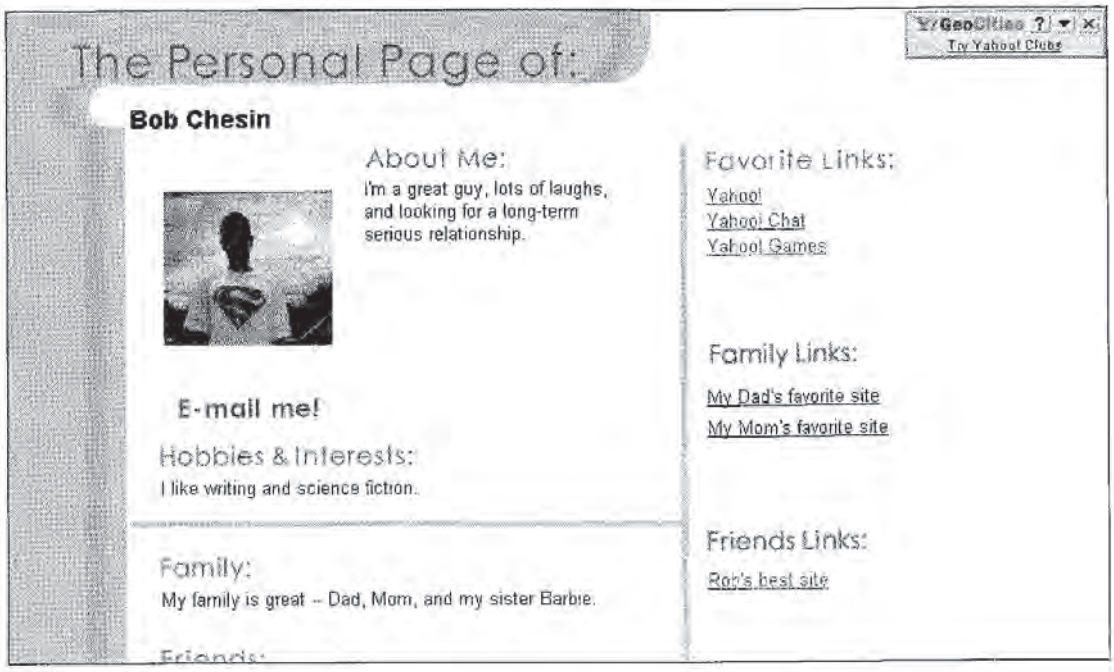


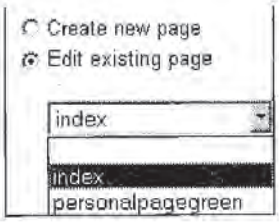
FIGURE 6-3 Sample basic Web site

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.



Click OK if a message appears reporting new features.

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

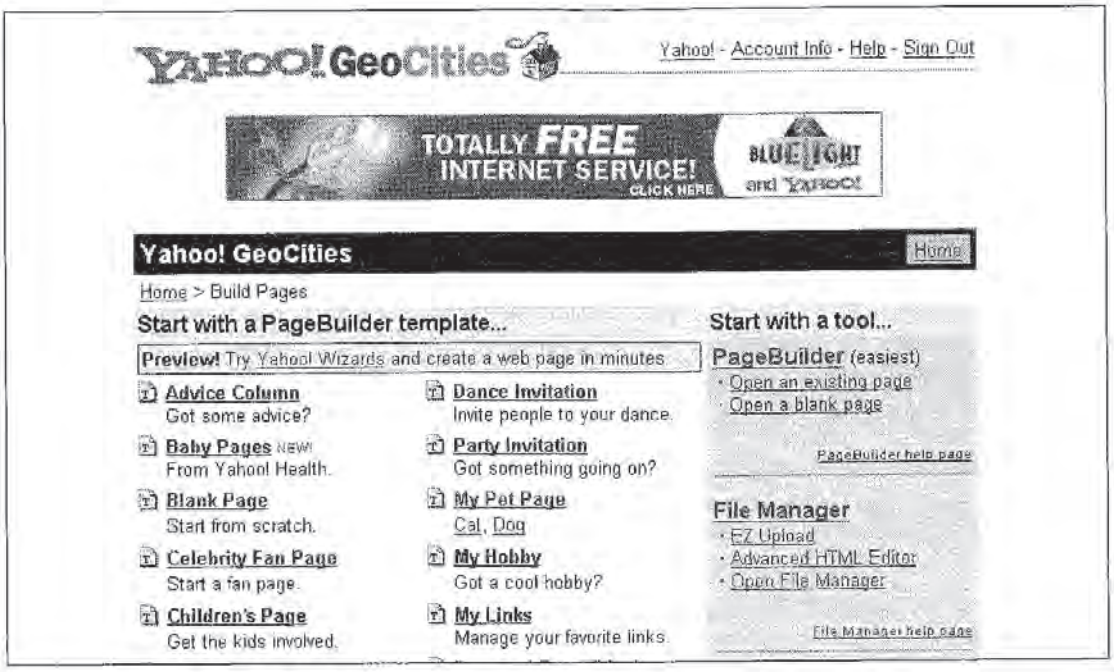


FIGURE 6-4 Choosing a starting template for Page Builder

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

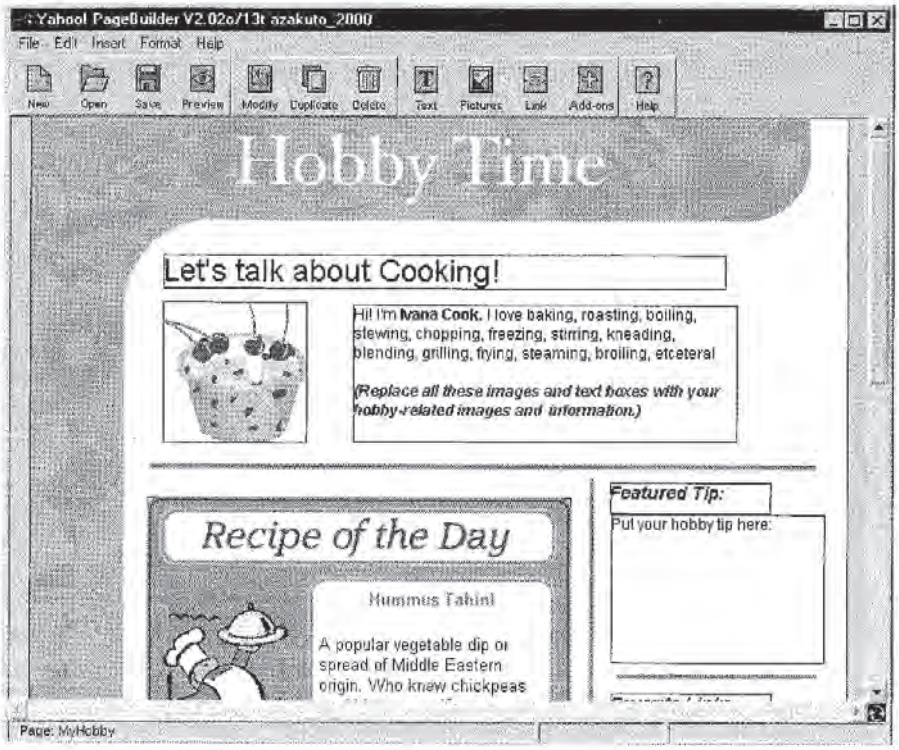
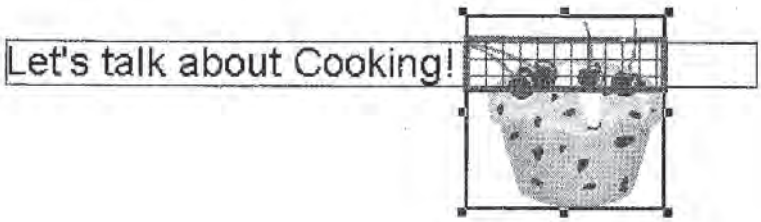


FIGURE 6-5 Page Builder with template

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.

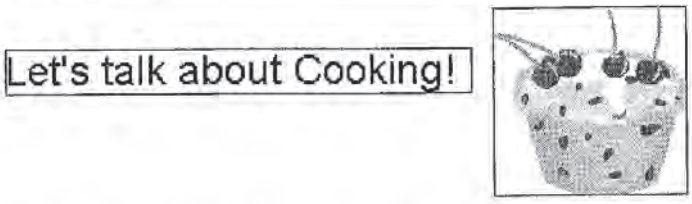


To move an object, point inside the border, hold down the left mouse button, and then drag the mouse where you want the object to appear. Objects cannot overlap each other. If you position an object so it overlaps another object, Yahoo! displays a red crosshatch pattern where the objects overlap. Move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

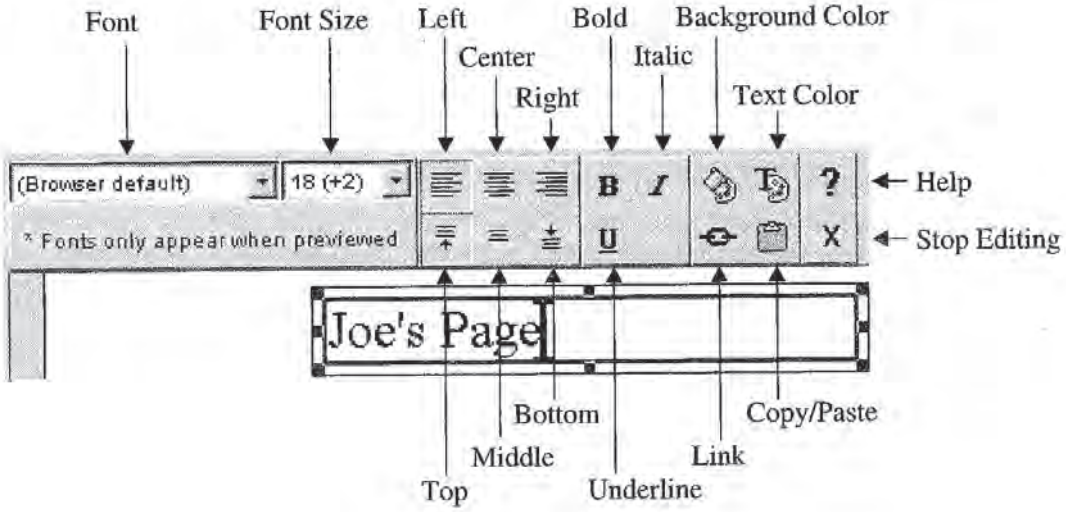
- Drag a handle on the corner to change the height and width of the graphic but keep its proportions.
- Drag the left or right center handle to change the width.
- Drag the top or bottom center handle to change the height. For example, dragging the right side of this text box to the left made it smaller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



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

Working with Text

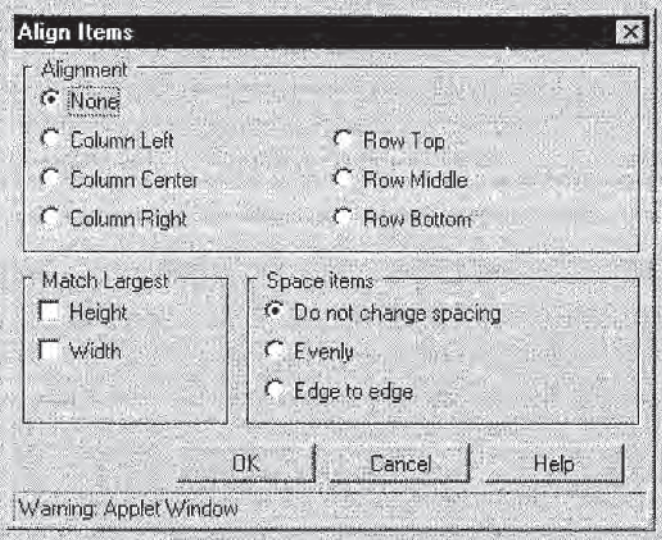
If you want to change any of the default text that came with the Page Builder template, double-click the text, or click it once and then click the Modify button. The text is surrounded by a double border with handles, and the text toolbar appears, as shown here:



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.



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

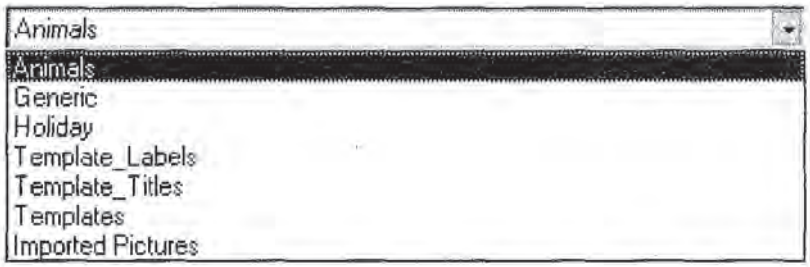
Most of the templates come with at least one graphic. You can change the default graphic or add additional pictures to the page. Yahoo! has a collection of graphics that you can choose from, and you can also use graphics you have on your computer or graphics from other Web sites.

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.

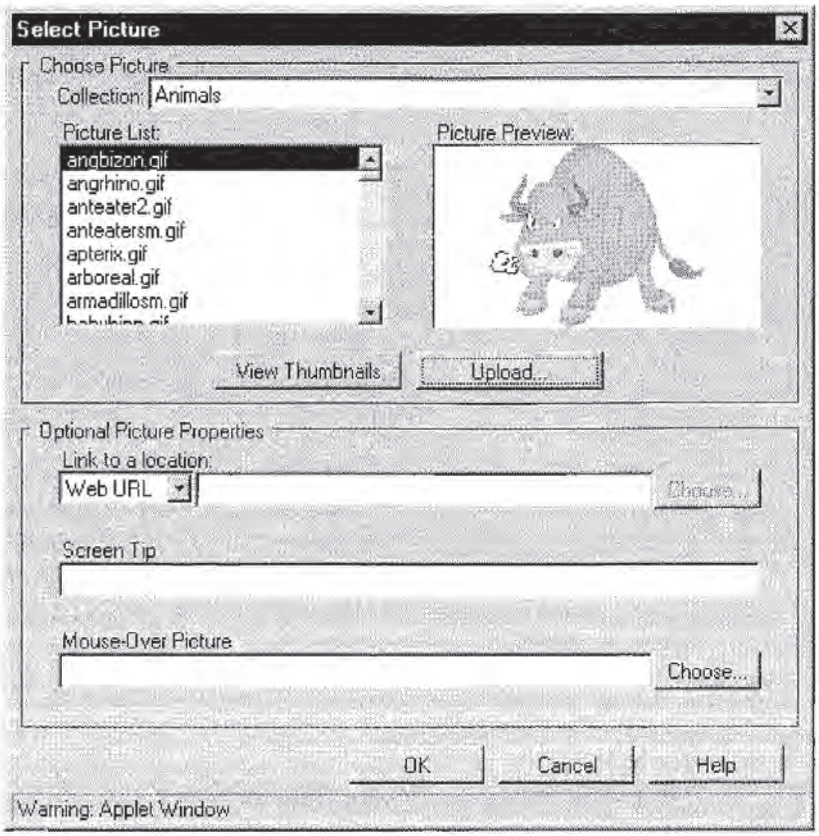
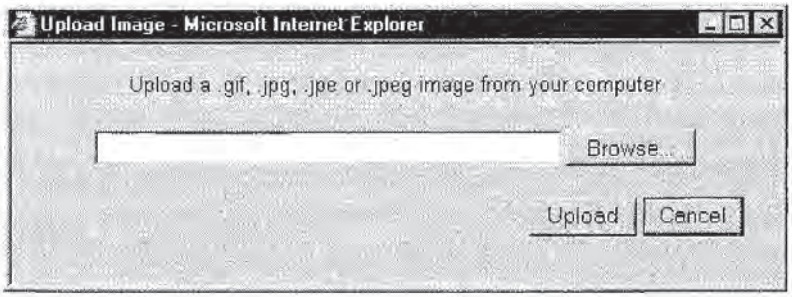


FIGURE 6-6 Adding or changing a graphic object

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.



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.

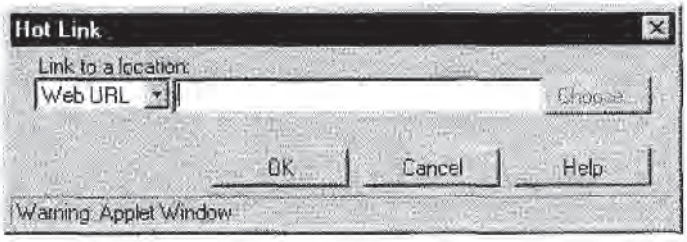
The Mouse-Over Picture option is a terrific feature. It lets you choose a second graphic that appears when the user points to the picture on your site. You could use this feature, for example, to display "before" and "after" pictures of the same item, or as a way to include two graphics in the same space.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

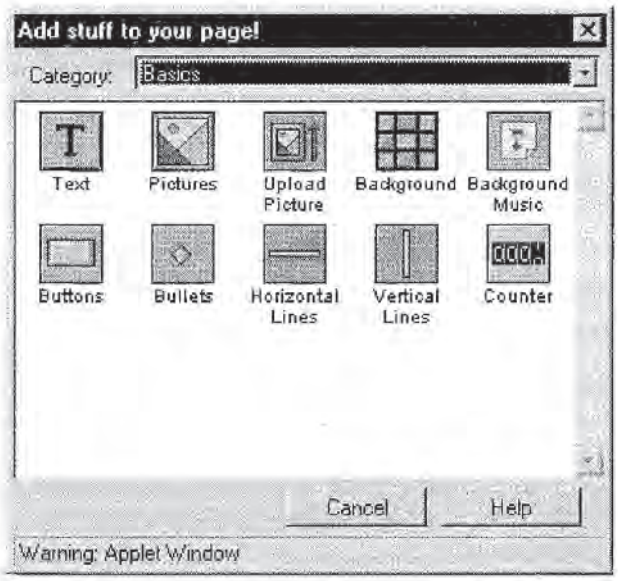


FIGURE 6-7 Add-ons for Web sites

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.



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

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:



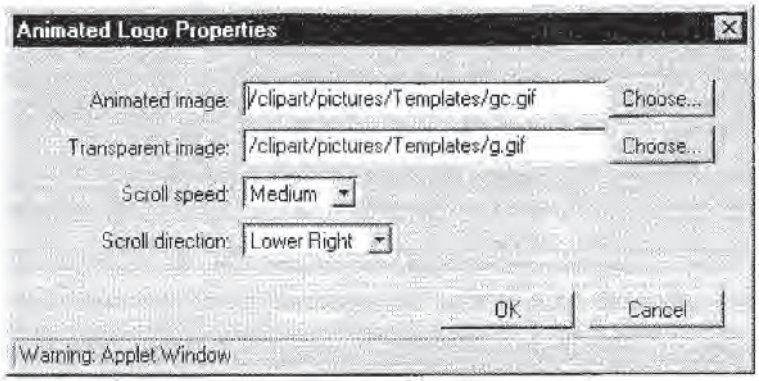
As its name applies, a Countdown add-on counts down to the date in question. It shows the number of days, hours, minutes, and seconds until the event.

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.

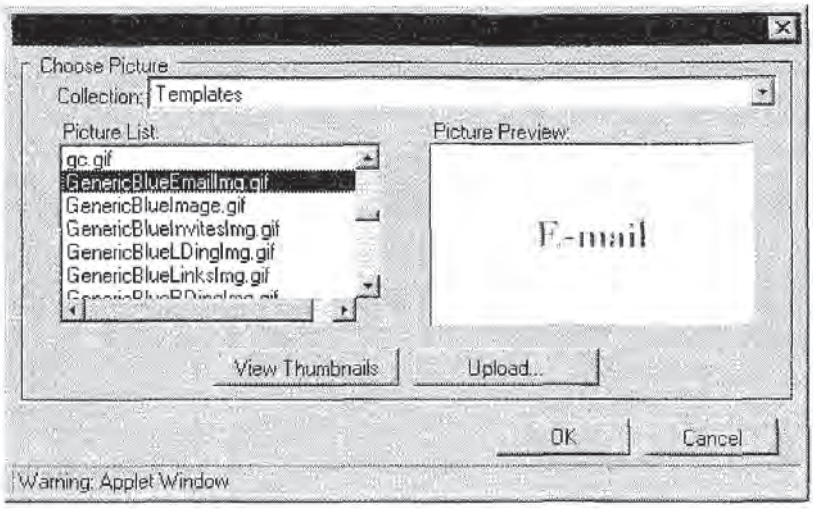
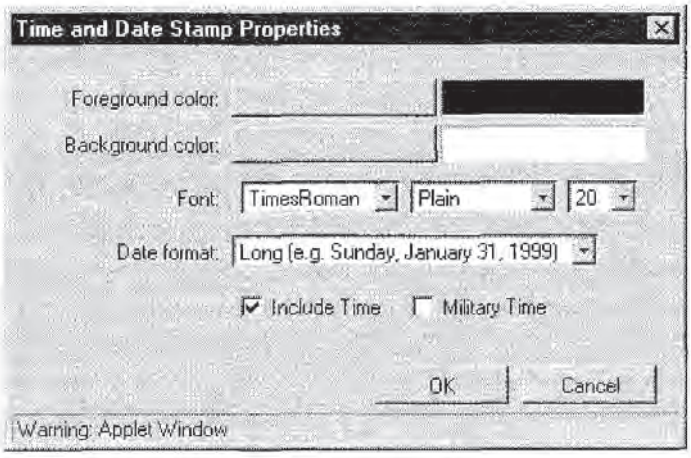


FIGURE 6-8 Selecting a graphic for an animation

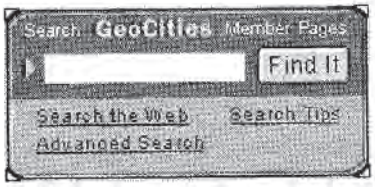
Instant Info The Instant Info category offers add-ons that present information of some sort. As you can see in Table 6-2, earlier in this section, some of the add-ons are duplicates of those found in other categories, but others are unique to Instant Info. Depending on the object, selecting an option 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.

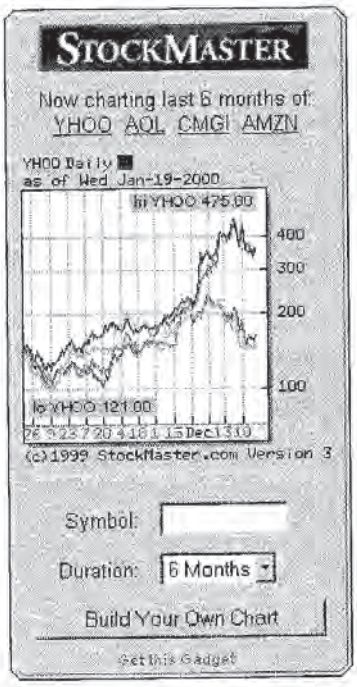
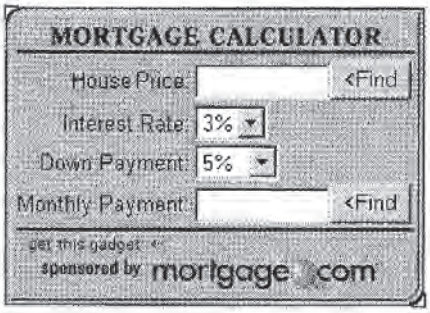


FIGURE 6-9 Charting stocks on your Web site



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

- Yahoo! Presence
- Message Board
- GeoGuide

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.

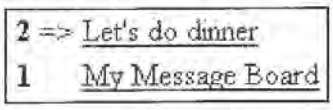
When others access your site, the box shown here will invite them to add a message to your board.



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.



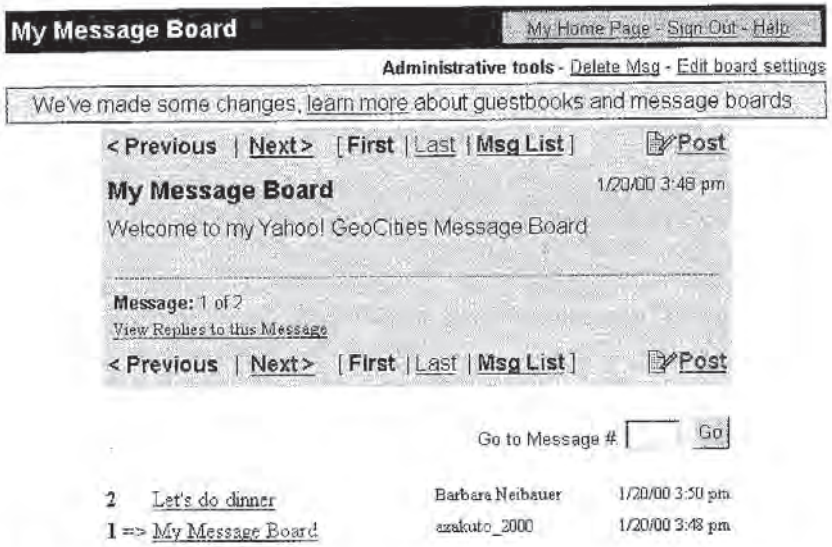


FIGURE 6-10 Yahoo! message board for your Web site

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

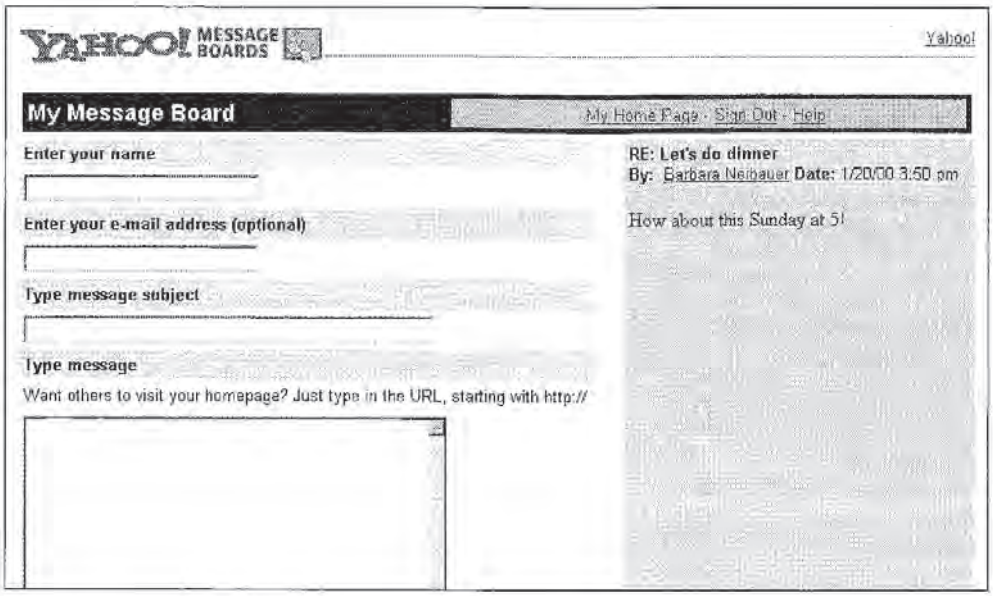


FIGURE 6-11 Posting a reply on the message board

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

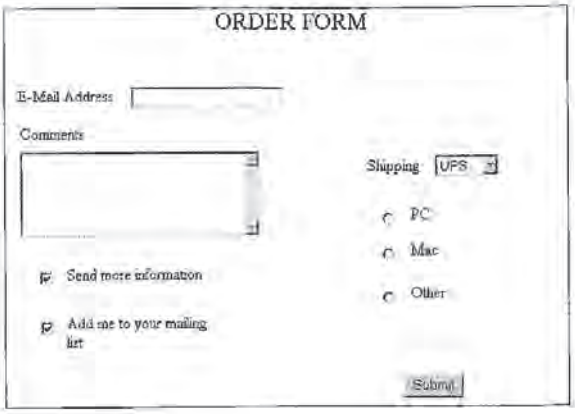
The GeoGuide option offers an alternative to the Ad Square. GeoGuide is a horizontal banner that appears on your Web site with a message or advertisement from Yahoo!. If you use GeoGuide, you are a member of Yahoo! Banner Exchange. As a member, you allow banners from other Yahoo! sites to appear on your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



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.



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.

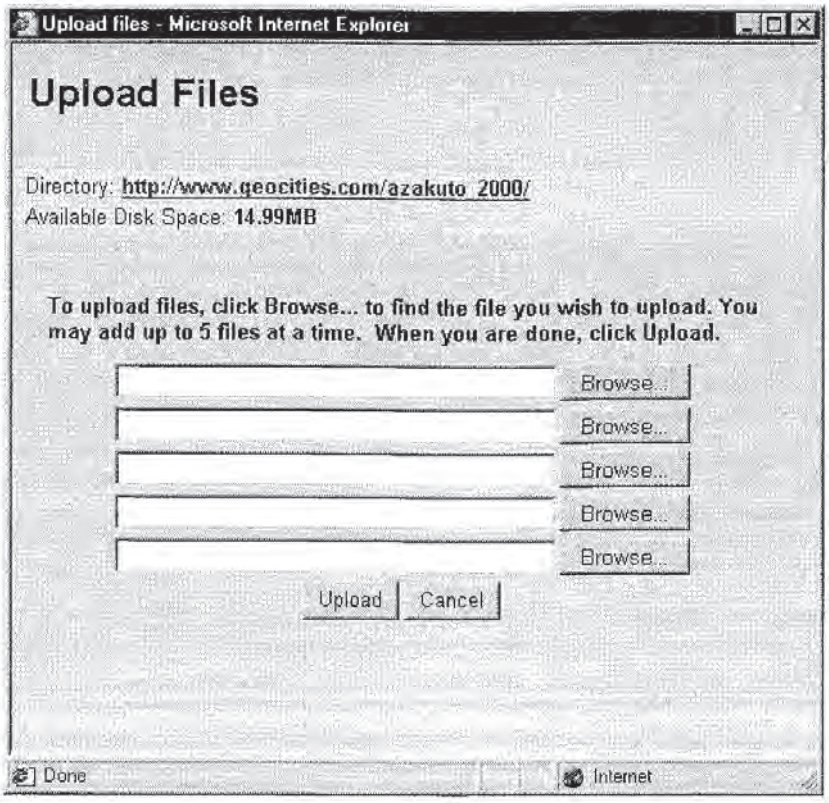


FIGURE 6-12 Uploading pages

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.

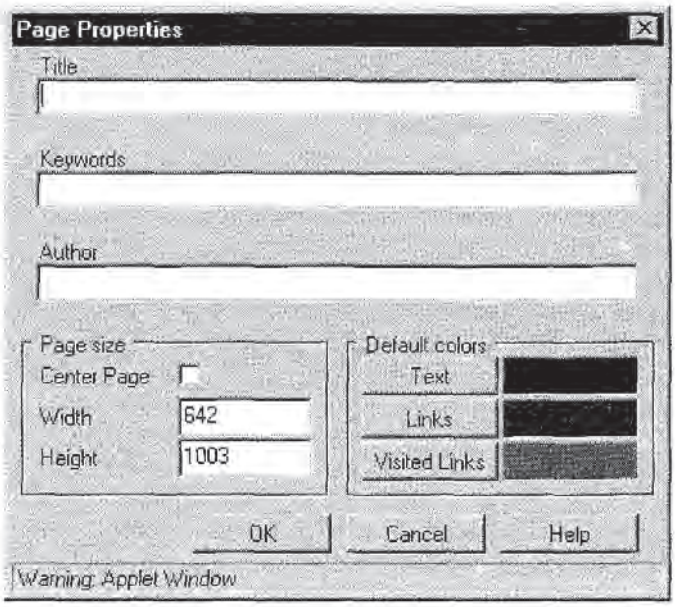


FIGURE 6-13 Setting page properties

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

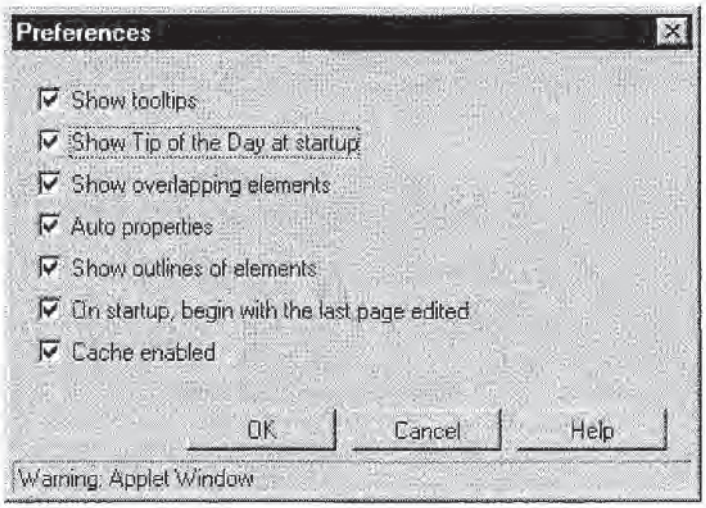


FIGURE 6-14 Customizing Page Builder

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.

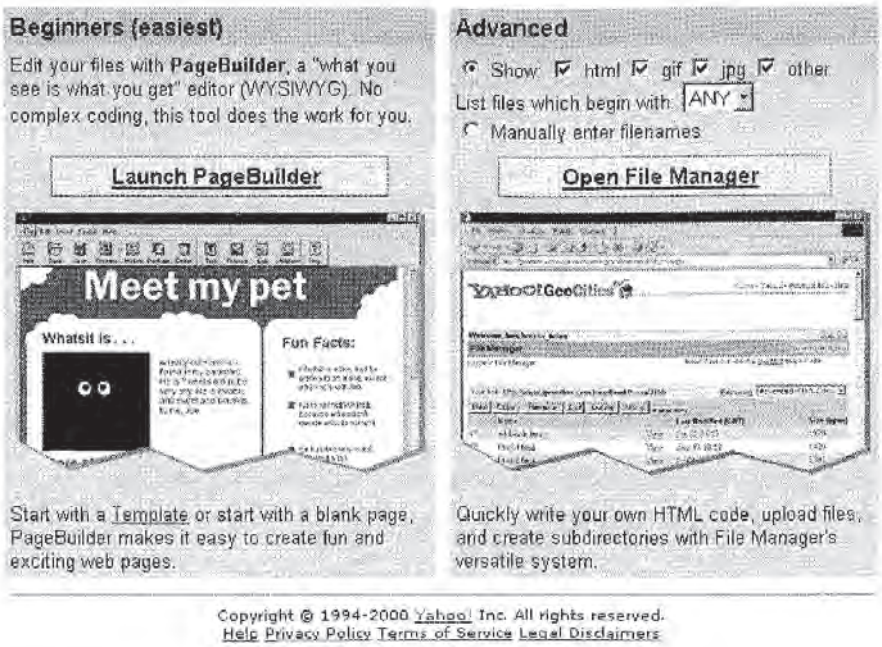


FIGURE 6-15 Editing options for GeoCities Web sites



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.



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.

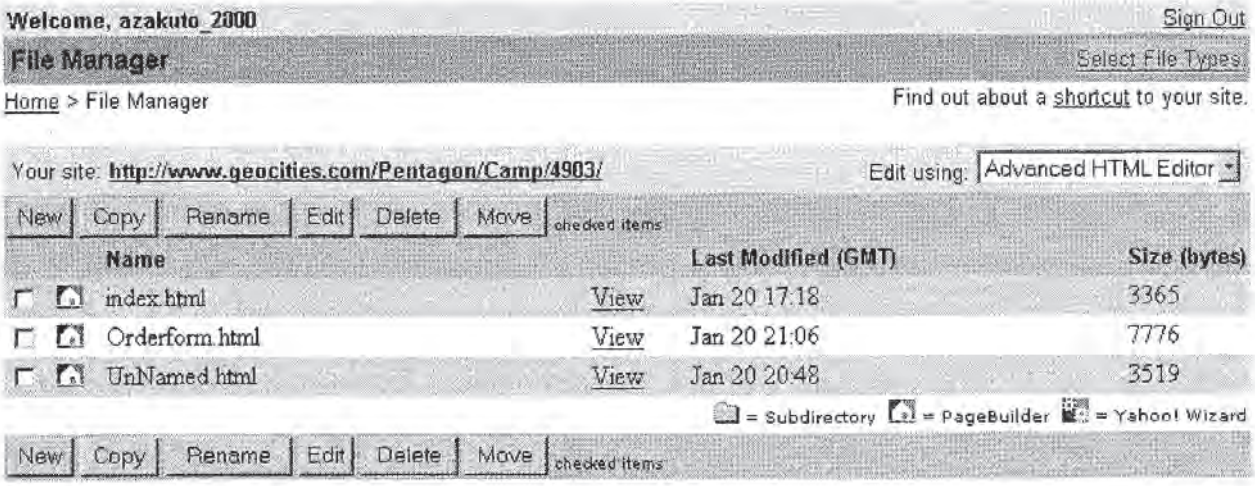


FIGURE 6-16 File Manager for GeoCities Web sites

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.

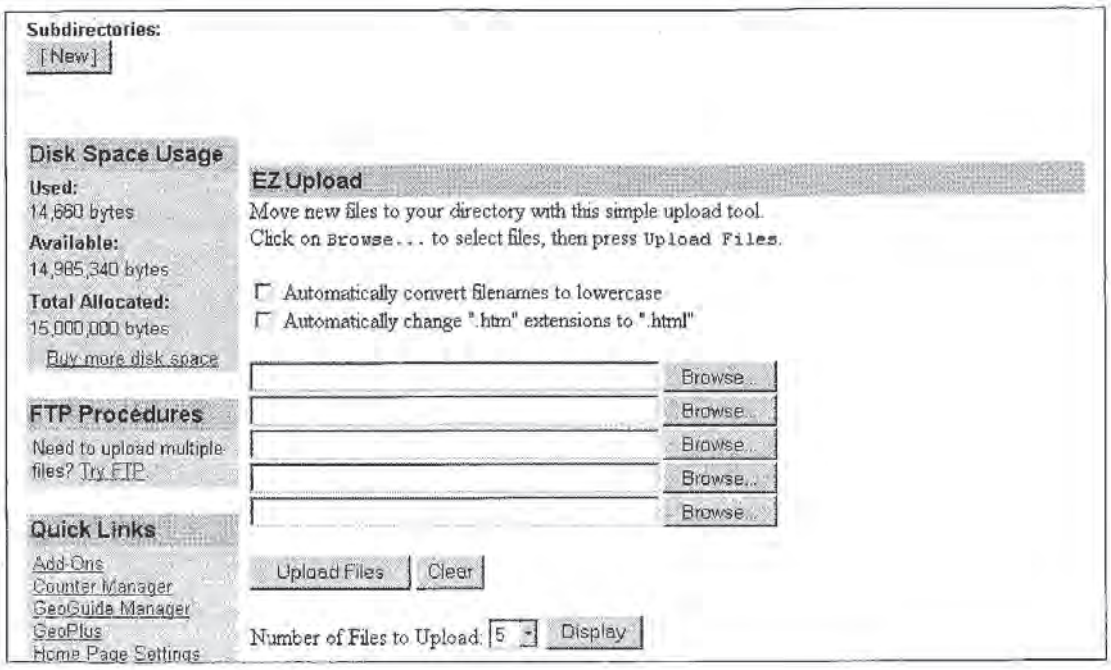


FIGURE 6-17 Uploading files

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.

How to ... 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.

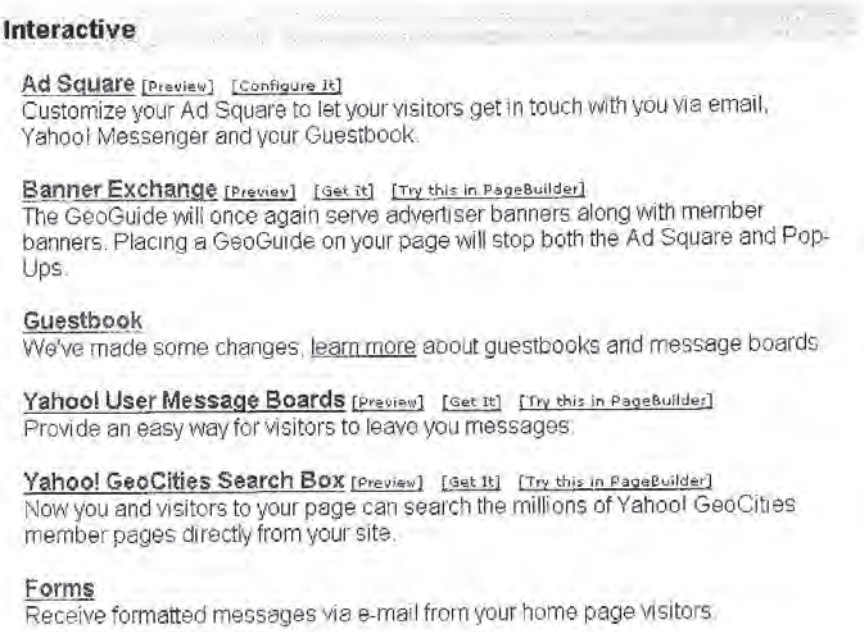


FIGURE 6-18 Interactive add-ons

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)*

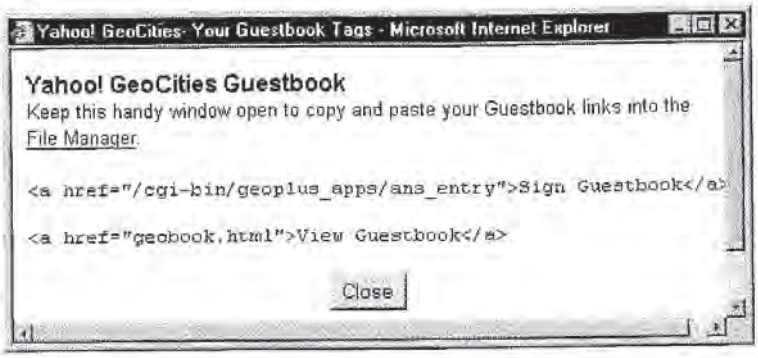
GuestBook

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.

- 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.

```
</center>

</body>
</html>
```

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>
<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.

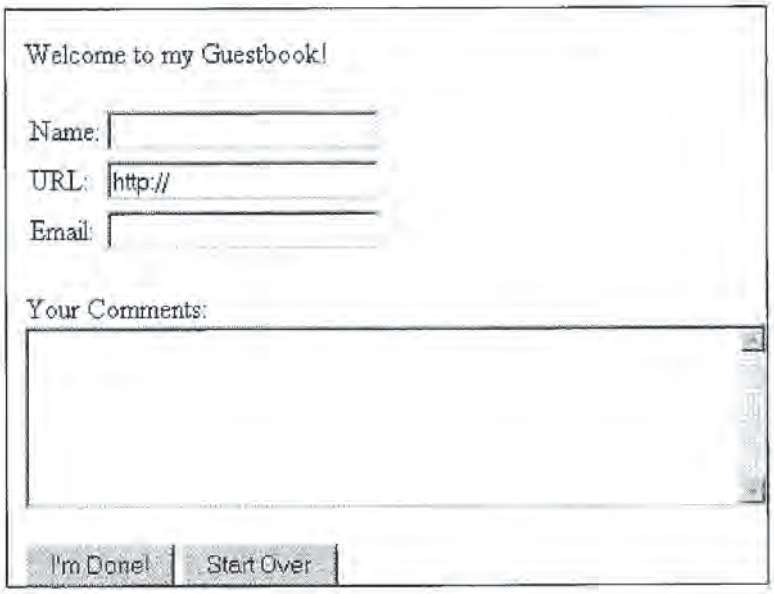


FIGURE 6-19 Signing a guestbook

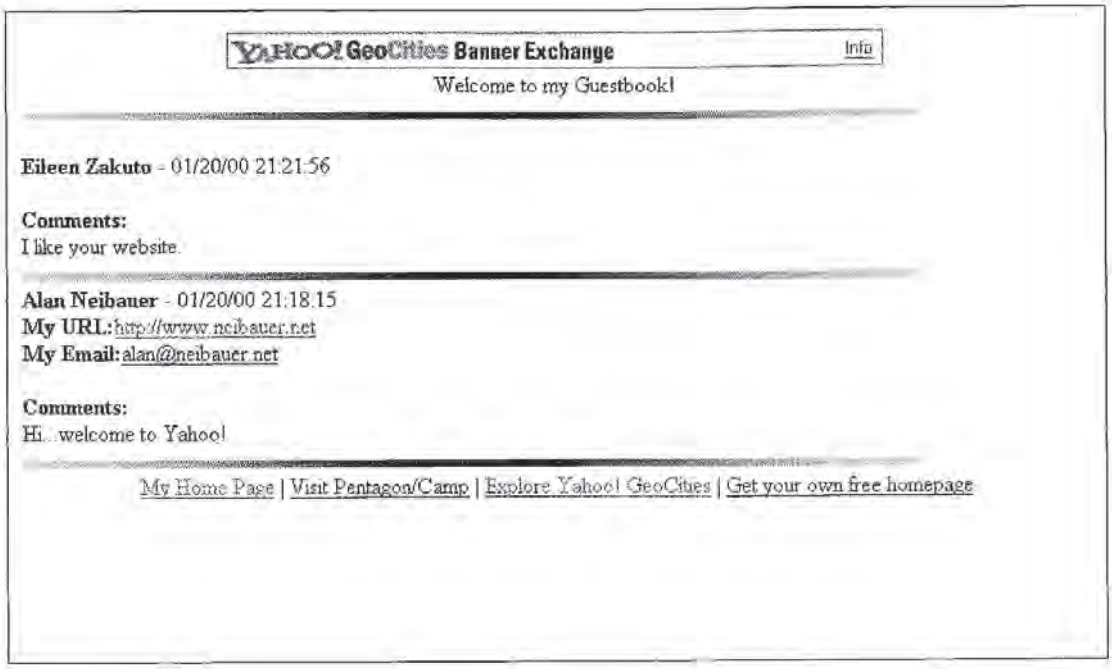


FIGURE 6-20 Viewing a guestbook

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 1 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.



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.

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.

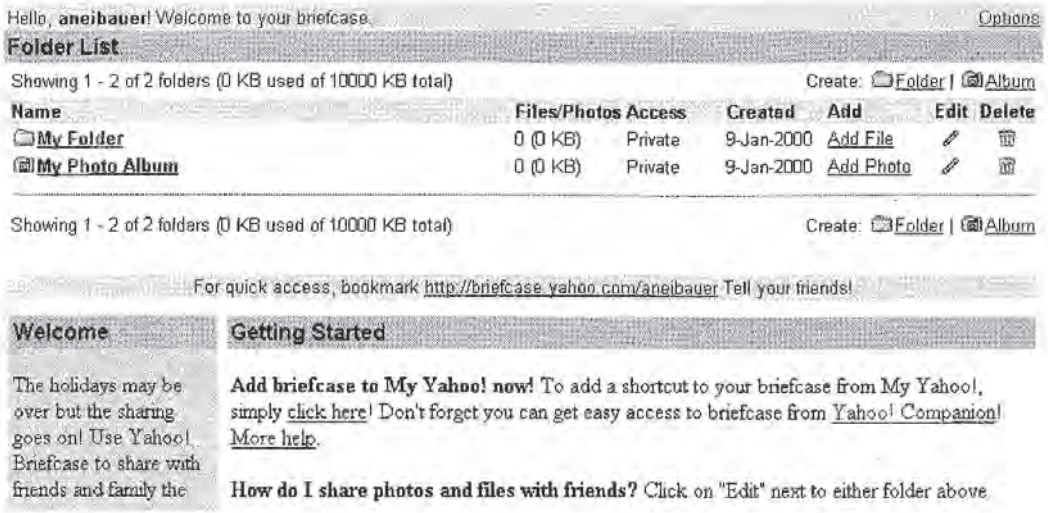
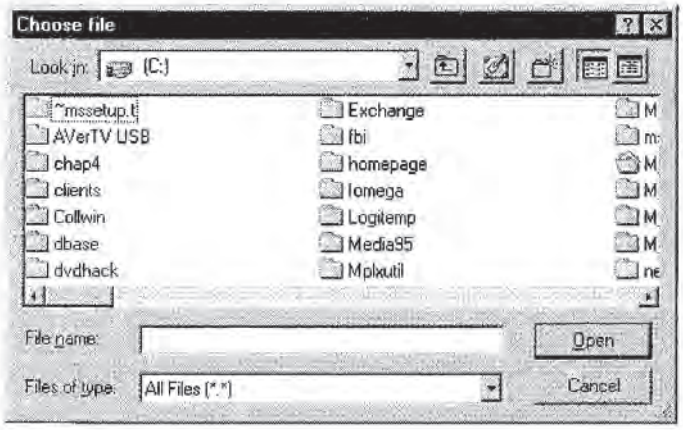


FIGURE 7-1 An empty Yahoo! Briefcase

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.

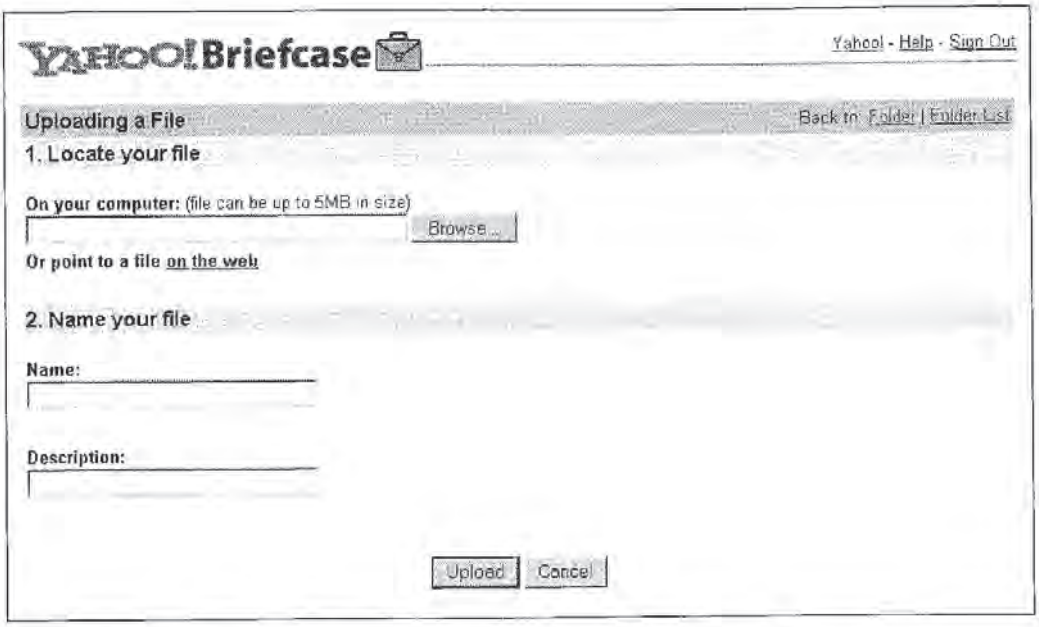


FIGURE 7-2 Placing a file in a Briefcase folder

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.



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.

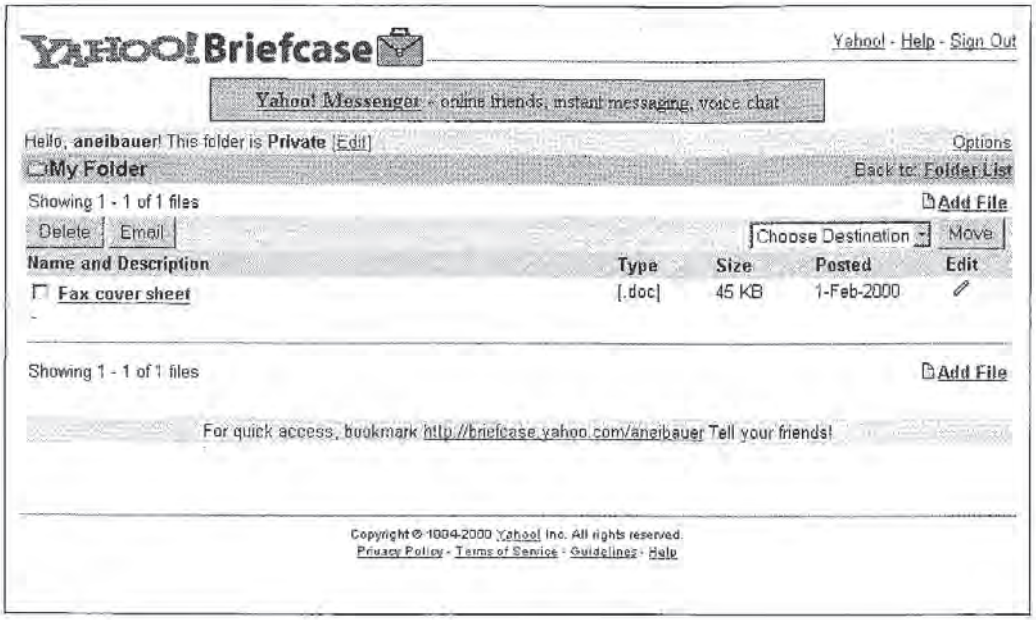
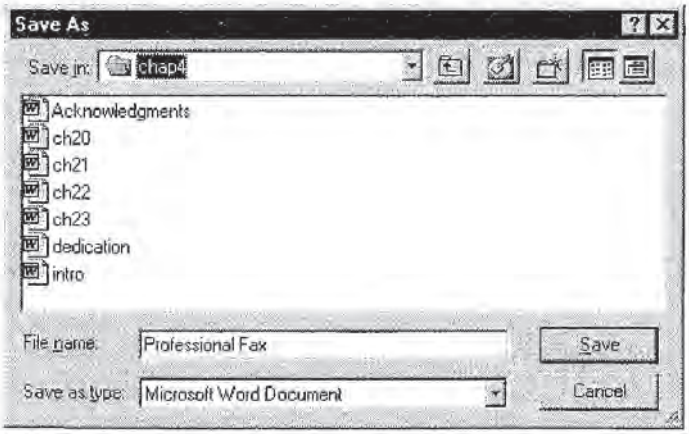


FIGURE 7-3 Open folder

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.

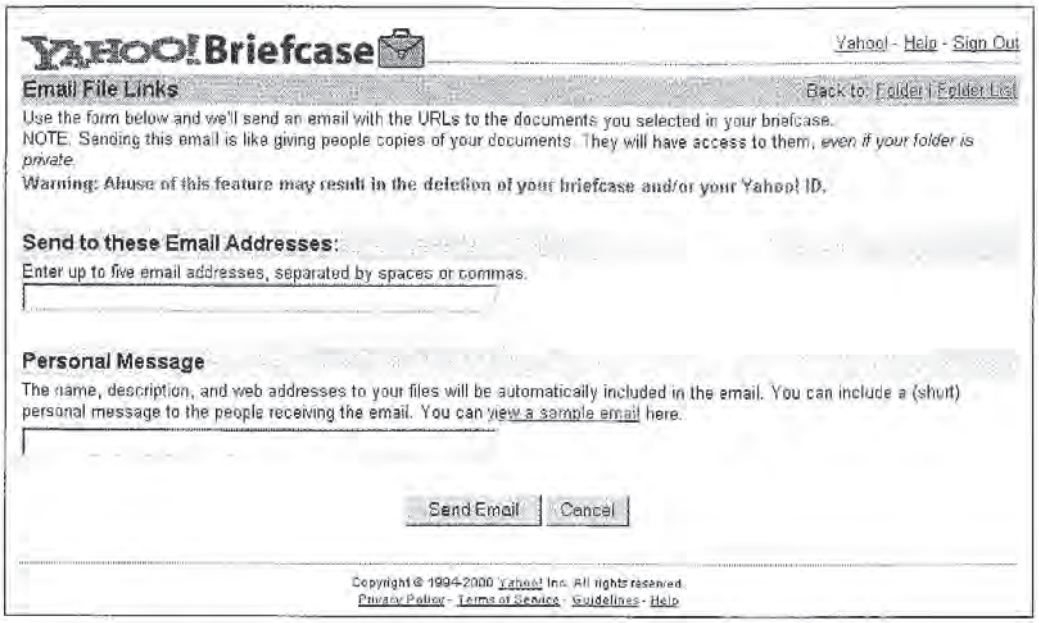


FIGURE 7-4 E-mailing a link to a Briefcase file



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.

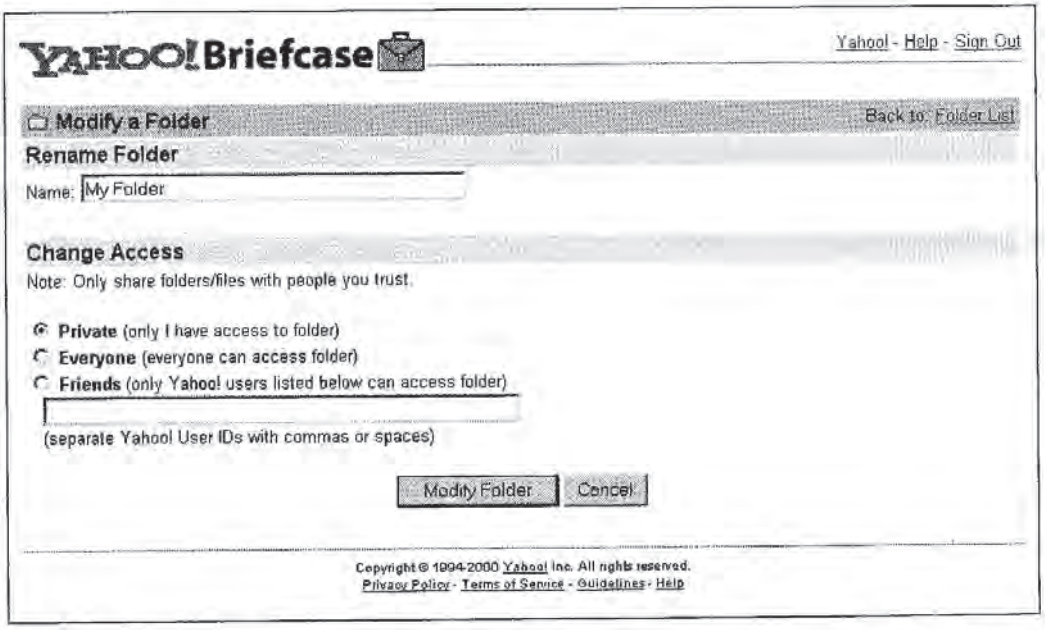


FIGURE 7-5 Sharing a folder



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.



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

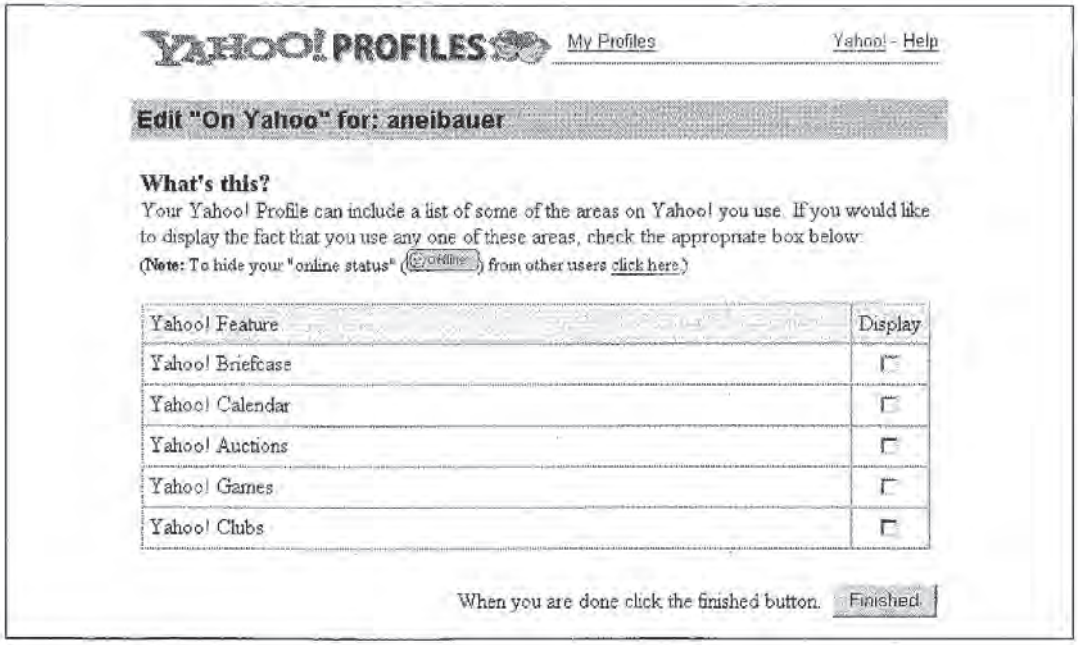


FIGURE 7-6 Adding features to your profile

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.



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

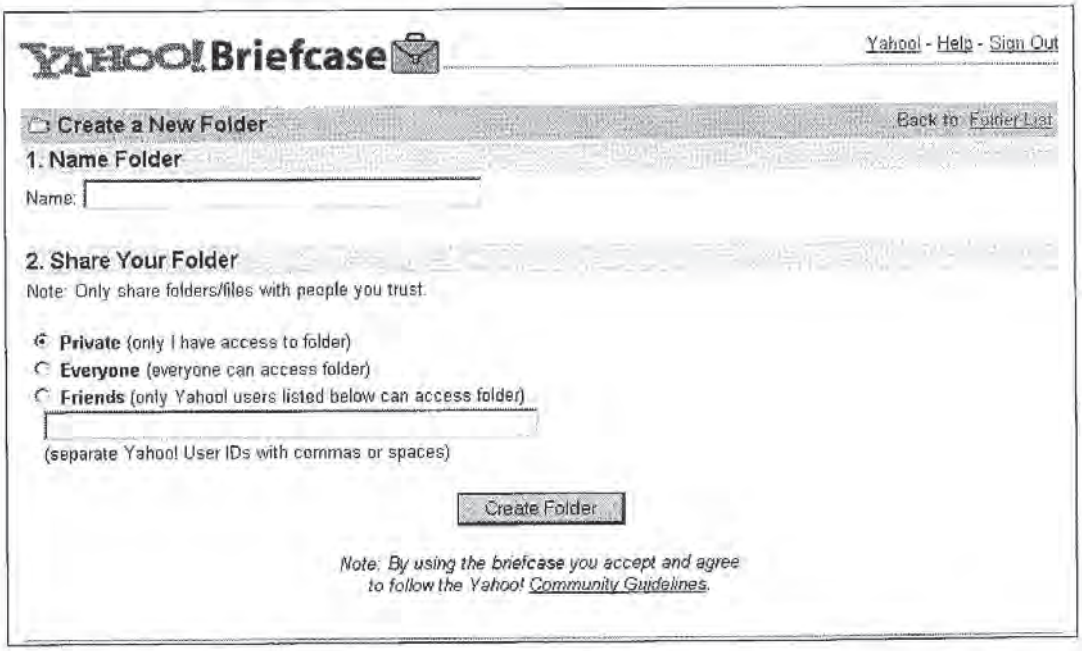


FIGURE 7-7 Creating a new folder

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.

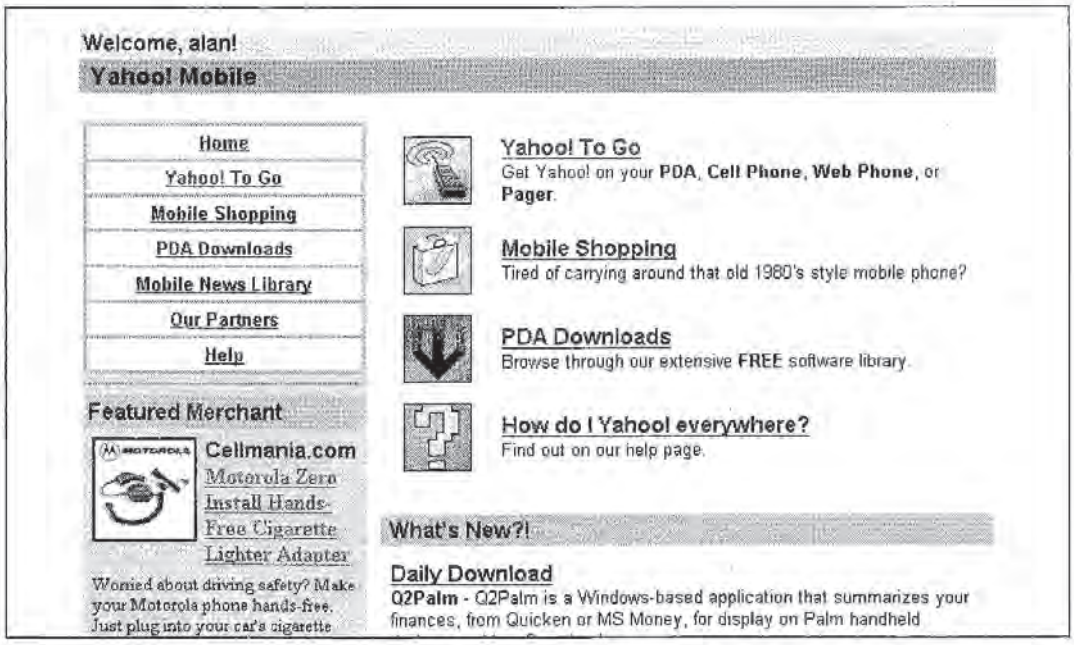


FIGURE 7-8 Yahoo! Mobile

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.

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.

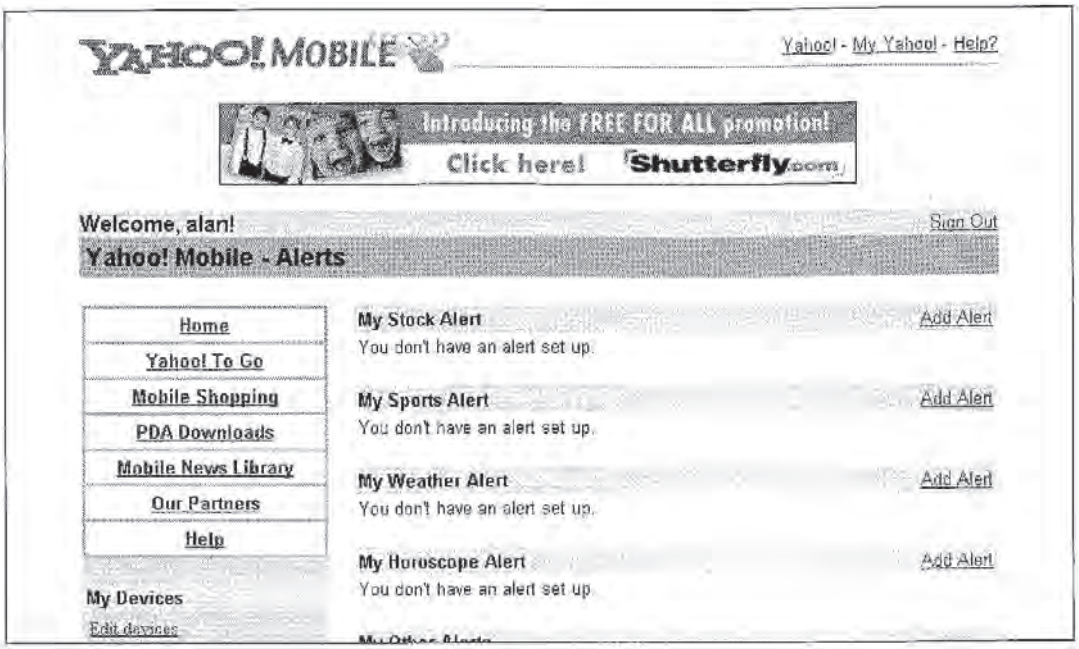
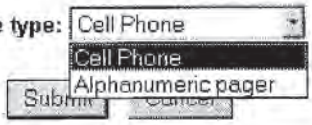


FIGURE 7-9 Yahoo! Alerts

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.

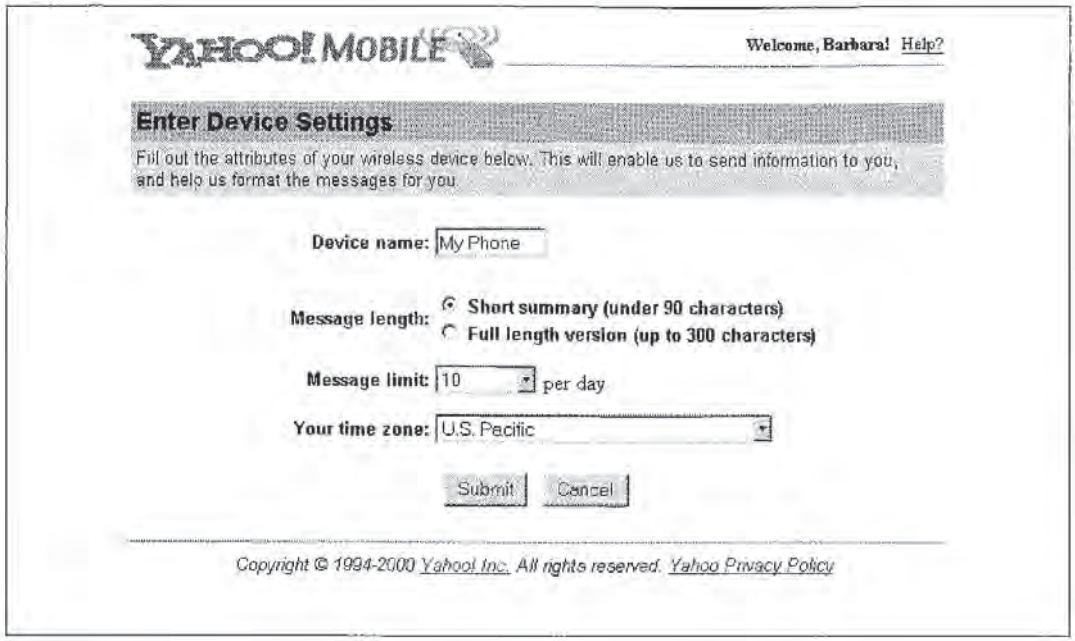


FIGURE 7-10 Selecting device options

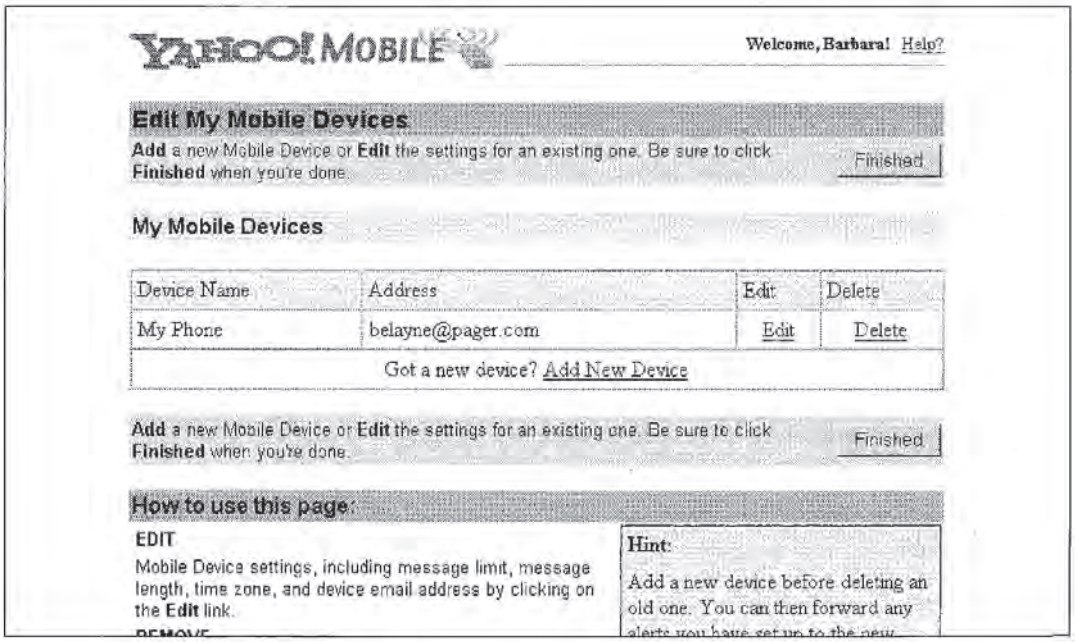
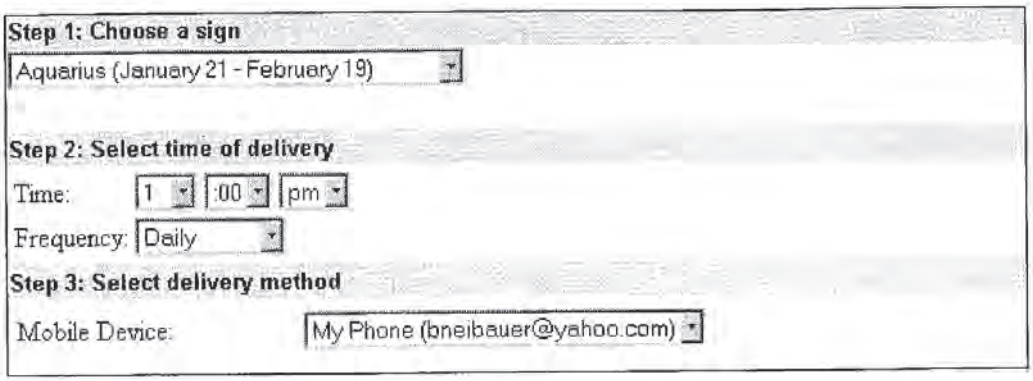


FIGURE 7-11 Registered mobile devices

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.



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.

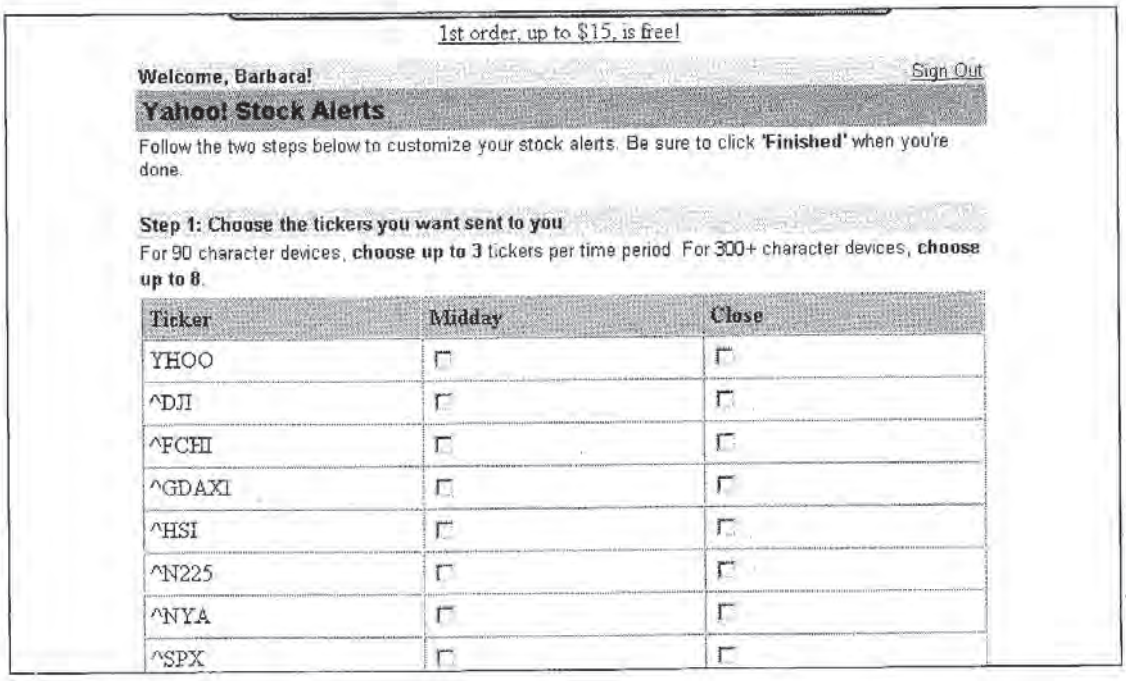


FIGURE 7-12 Setting up stock alerts

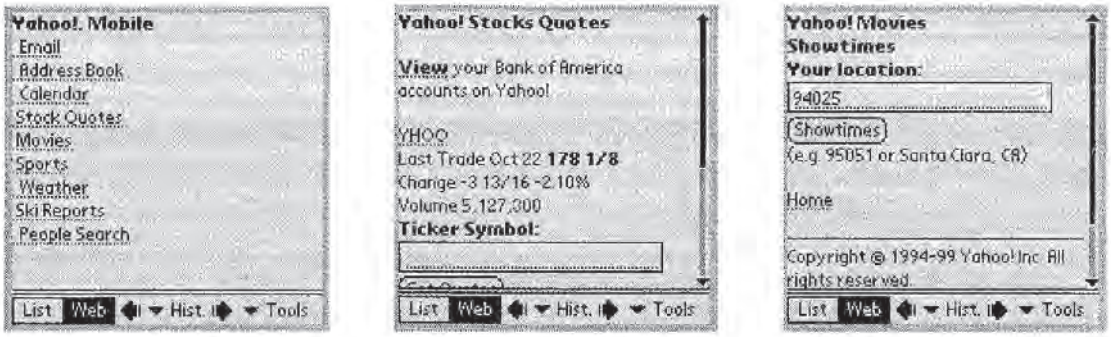
When you return to the My Alerts page, the alerts you set up will be listed, as shown in Figure 7-13. Next to each alert is a description, a time, and the delivery device. The bell icon means that the alert is turned on and notifications will be sent to you. To temporarily turn off the alert, click the 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.