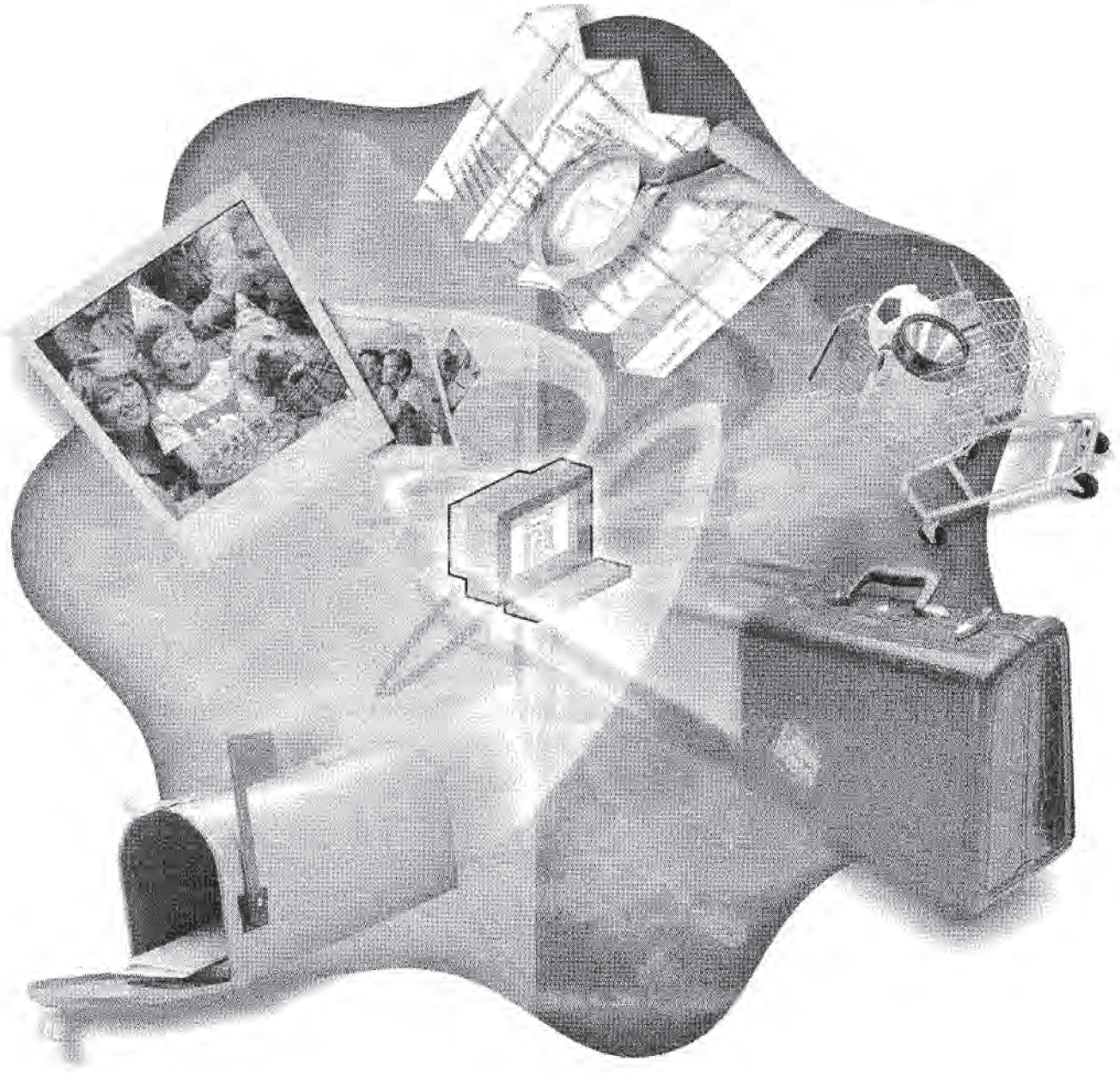
# Part IV

# Auctions and Shopping—Buy and Sell Anything



# Chapter 14

# Buy and Sell at Yahoo! Auctions



## How to . . .

- Register for Yahoo! auctions
- Place items up for sale
- Find items to buy
- Bid on items
- Track auctions
- Ask the seller questions
- Get auction alerts
- Protect yourself in auctions

Yahoo! Auction is a great place to buy and sell items. If you're cleaning out the attic or garage, or disbursing a childhood collection, the auction gives you access to thousands of buyers. When you're looking for a new addition to a collection or an unusual gift, the auction is a terrific source to obtain bargains and hard-to-find items.

Best of all, the auction is free—except for what you purchase, that is. Yahoo! doesn't charge a thing to put an item up for sale. Unlike other auction sites, Yahoo! charges no listing fee or final sale fee.

# Registering for Yahoo! Auctions

In order to participate in Yahoo! auctions, you have to be signed in with your Yahoo! ID and password. If you have not yet signed in when you go to the Auction page, enter your ID and password and then click the Sign In button.

The first time you put up an item for sale or place a bid on an item, you are asked to register for Yahoo! Auctions. As shown in Figure 14-1, the page that appears asks you to confirm your first name, last name, and e-mail address. So that you can complete transactions, your e-mail address will be given to persons who buy items from you and persons from whom you buy items.

The registration page also contains an About Me box. Use this box to enter information about yourself that you want bidders and sellers to know. Most of the registration page, however, is an agreement that describes your commitments and Yahoo!'s policies and liabilities as regards auctions. Read the agreement and then click I Agree at the bottom of the page.

# Understanding the Feedback System

The feedback system is a way in which the Yahoo! community polices itself. When a transaction has been completed, the buyer and seller can rate each other with what is known as a *feedback rating*. Both the buyer and the seller receive an e-mail with a link that they can click to enter feedback.

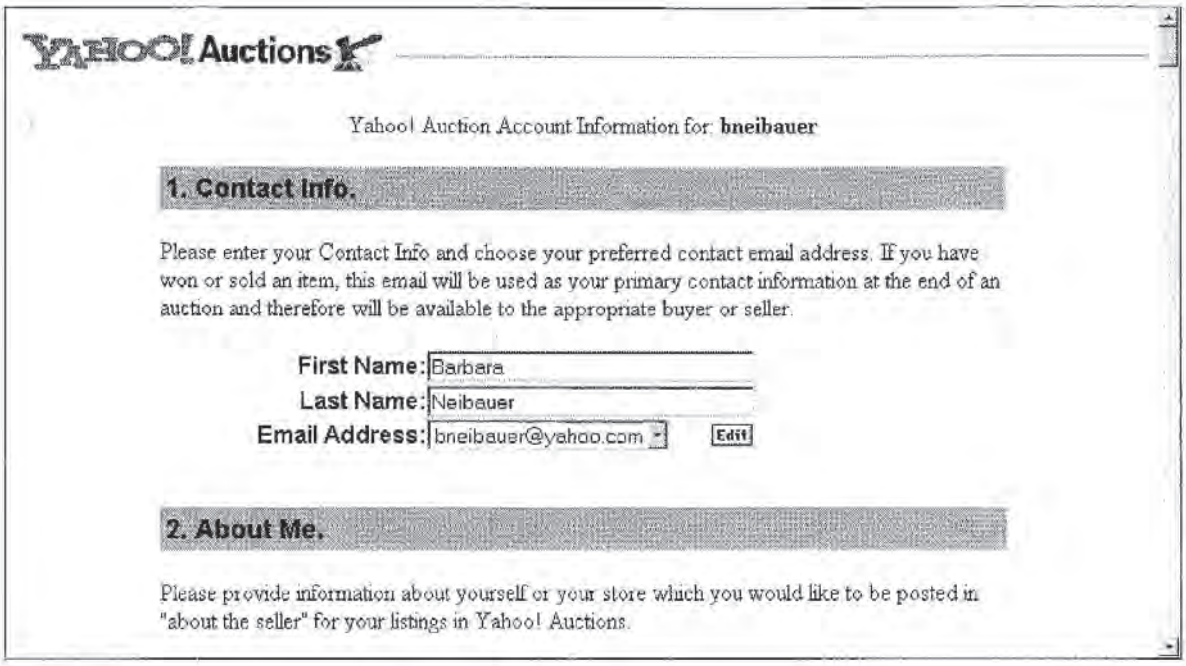



FIGURE 14-1 Signing up for Yahoo! auctions

Each positive feedback is counted as 1 point and each negative feedback is counted as negative 1 point. A neutral feedback counts as zero. The total feedback rating appears after the name of each seller and bidder name on an auction page, as shown here.

| Seller (rating): | jazzie100 (65) |
|---|---|

Of course, you can't please everyone; but, generally speaking, a negative rating indicates that one or more persons have had a bad experience dealing with the seller or buyer. Bidders should think twice about purchasing from a seller with a negative rating or at least ask to use an escrow service as a means of protecting their interests.

If you are a seller, ask a buyer with a negative rating to pay by money order, or wait until the check clears before shipping the item. You can also require bidders with negative ratings to provide credit card verification, or you can block certain bidders so that they cannot participate in your auction.



**Note** *Refer to "Checking a Seller's Feedback Rating," later in this chapter, for more information about screening sellers.*

# Selling at an Auction

Selling an item at Yahoo! auctions is very easy, but it pays to be prepared before you start.

If you have access to a scanner, scan a picture of the item you want to auction. That way, you can include a picture of the item in the listing and make it more attractive to buyers. You can include up to three pictures with each item, but the combined size of the pictures cannot exceed 1.5 MB. To save time, make sure you know the names of the pictures and where they are located on your computer before you upload them.




*The larger the picture file, the longer it takes potential bidders to download and display it. Try to keep picture files small so you do not discourage bidders.*

You'll need to enter a title and description of the item. Because the title and description help sell an item, choose a title and write the description before you go online. Be sure to thoroughly describe the item so that bidders understand its condition and value.




*Type the title and description offline in a word-processing program or Windows Notepad. You can fine-tune the description without the pressure of being online, and then copy and paste it when you are actually posting the item on Yahoo!.*

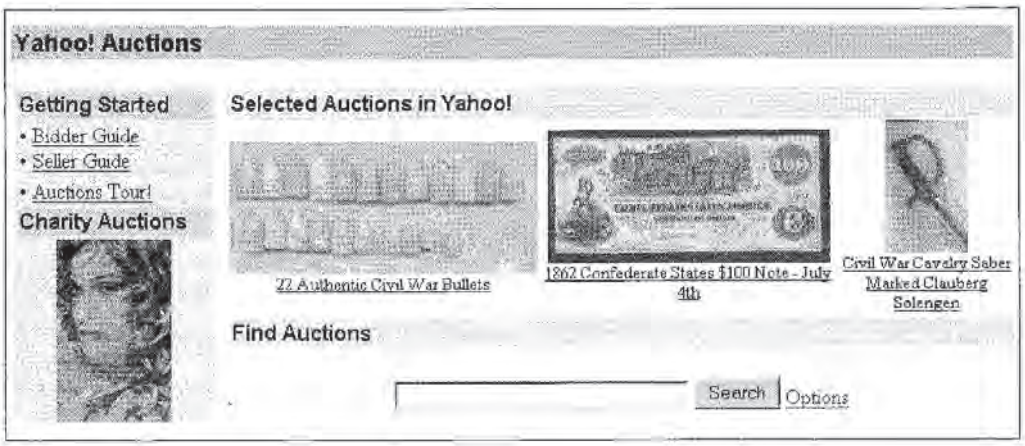
You'll also need to enter a starting bid amount, and an optional reserve and buy price. The *starting bid* is the amount of money you want to accept for the first bid. If you make the starting bid too high, potential bidders may be scared off. A *reserve price* is the lowest price for which you are willing to sell the item. If bidding does not reach the reserve price, you are not obligated to sell the item, but you can sell it if you feel that the highest bid is adequate. A *buy price* is a bid amount that will automatically stop the auction and award the item to the person who bid that amount.

## Placing an Item Up for Auction

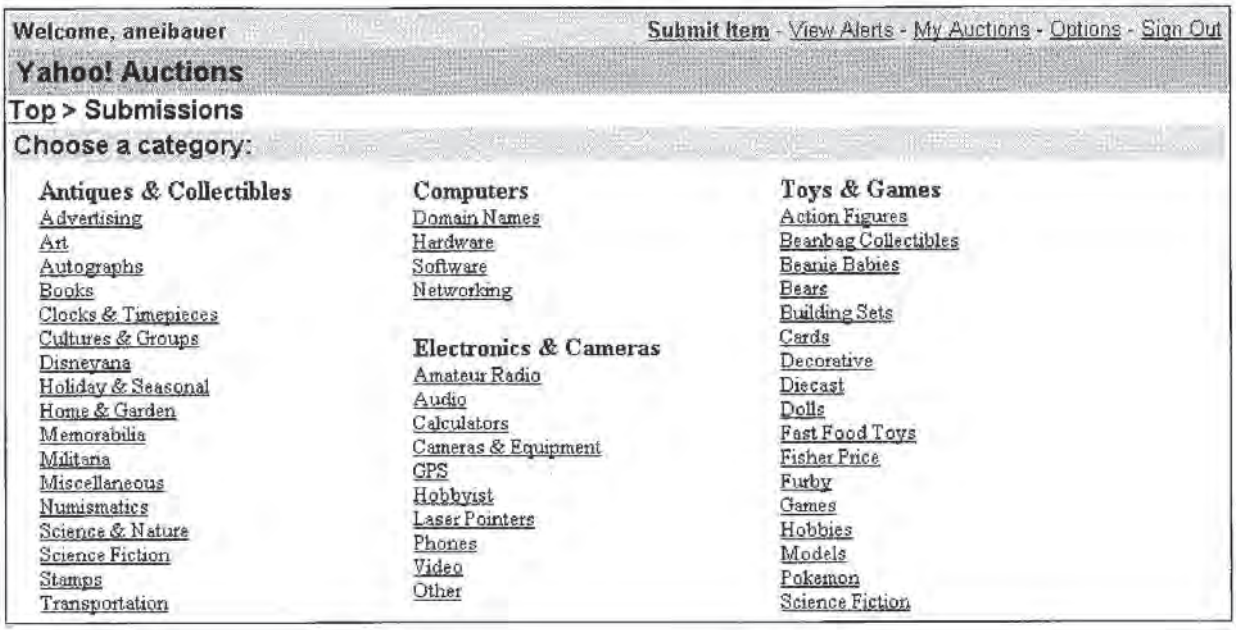
After you've prepared your ad and perhaps scanned a photo or two of the item you want to offer at auction, you can go online and place the item up for bid. If you typed the title and description in your word processor, open the file so you can switch to it and copy the text into the Windows Clipboard.

Connect to Yahoo! and follow these steps to post your item:

1. Click Auctions on the Yahoo! home page to open the page shown here.



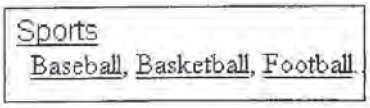
2. Click Submit Item to see a list of categories, as shown next.



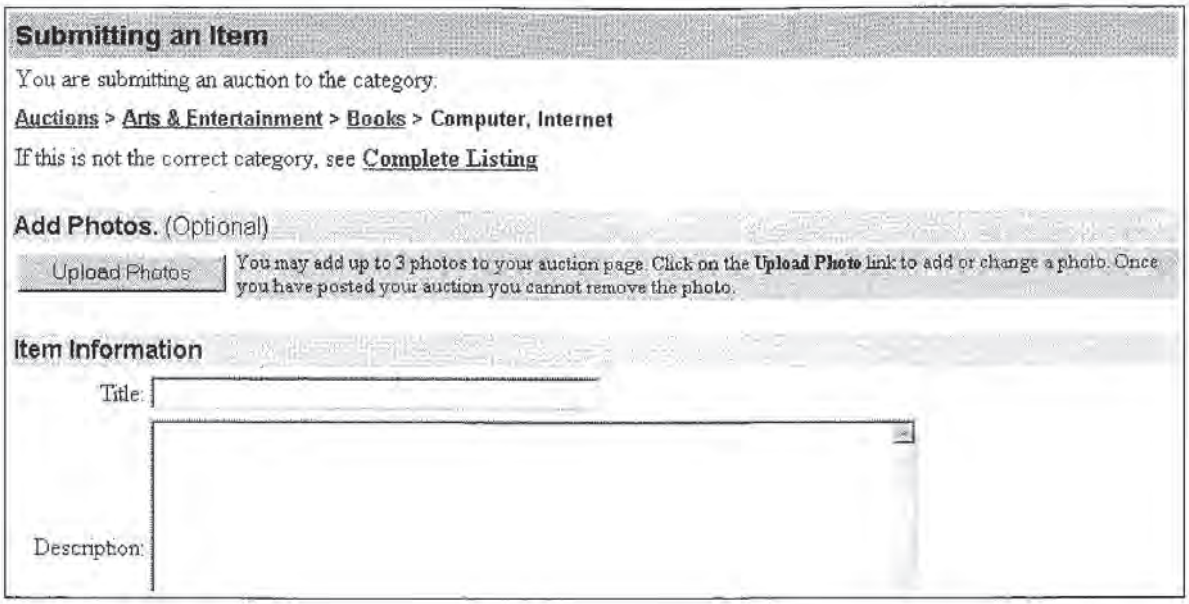

Categories are divided into these areas:

- Antiques & Collectibles
- Arts & Entertainment
- Business & Office
- Clothing & Accessories
- Computers
- Electronics & Cameras
- Home & Garden
- Sports & Recreation
- Toys & Games
- Trading Cards
- Travel & Transportation
- Other Goods & Services

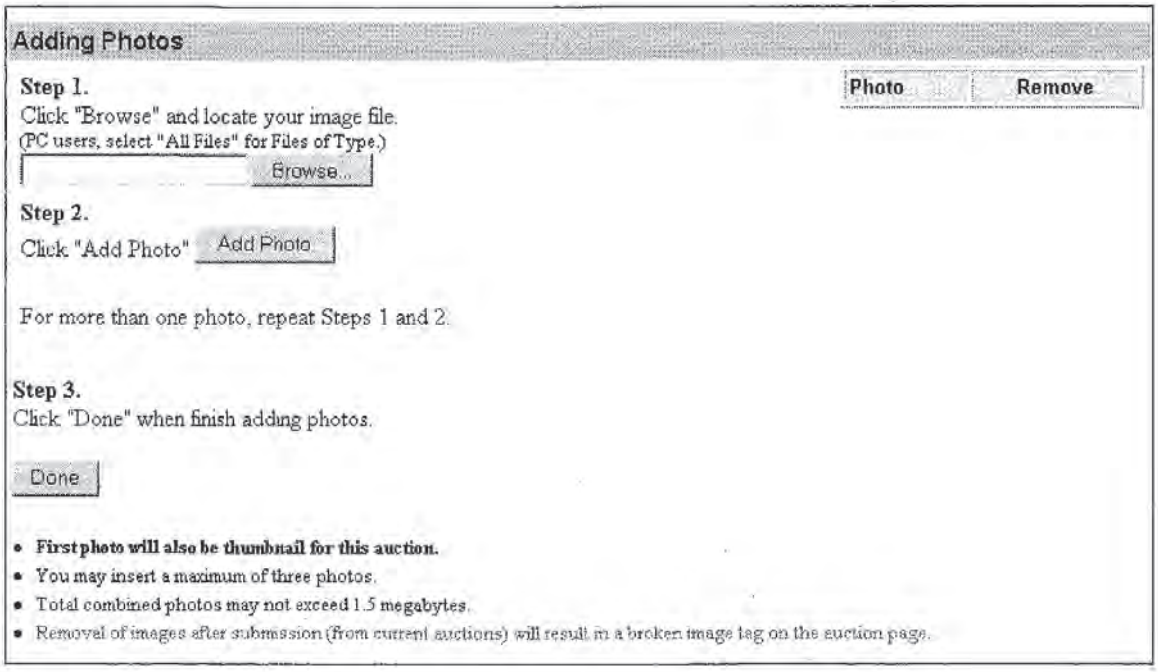
3. Under each category are several subcategories, each one a link. Click the name of the subcategory in which the item belongs. You can always go back and choose a different category before submitting the bid. A list of additional subcategories appears. For example, if you are selling a computer book, notice that books are listed under Arts & Entertainment. Clicking Books displays 39 additional categories, some with subcategories by themselves, as shown here on the right.



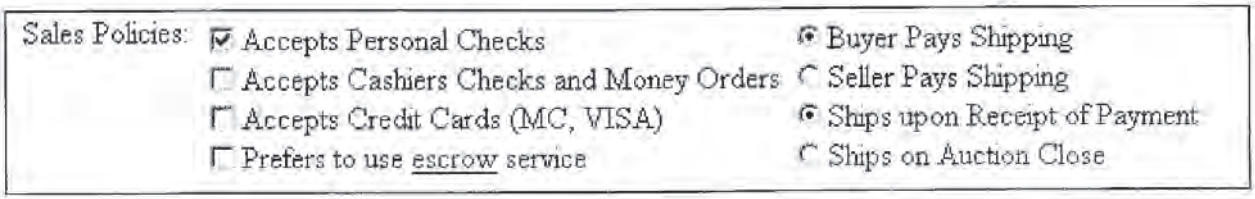
4. Work your way through the system, choosing categories that relate to your item, until you see the Submitting An Item form shown in the following illustration.




5. If you do not have a photograph to upload, skip to Step 10. Otherwise, to post a photo along with a description of the item you want to offer, click Upload Photos. You see the window shown in the following illustration.



6. Click the Browse button to open the Windows Choose File dialog box, locate the photo on your computer, and click the Open button.
7. Click Add Photo. Yahoo! copies the photograph from your computer to its system.
8. Repeat Steps 6 and 7 to post another photo, if you want to. You can post three photos at most.
9. Click the Done button.
10. Enter a title for the item. If you typed the title in a word-processing program, switch to the document, and select and copy the text. Switch back to your browser, right-click in the title text box, and select Paste from the shortcut menu.
11. Type a description. You can copy and paste it from a word-processing document.
12. Choose from the Sales Policies options shown here:




13. Enter the quantity of the item. The quantity refers to the number of bidders who can purchase the item from you. If you have a set of five, for example, and you are selling all five together as a set, enter **1**. Enter more than 1 if you want to sell each of the items to separate bidders.
14. Enter the starting bid.
15. Select the number of days for the auction. The default is 5, but you can also select from 2 to 10 days.



You can click Continue now to submit the item, or you can choose from the optional items on the page. Keep reading to learn about them.

## Optional Seller Settings

The information you entered so far, except for a photograph, is required to put up an item for auction. The Submitting An Item form, however, includes optional items that you may take advantage of. After selecting any optional item, click Continue to confirm and finalize the submission.

## Minimum Bidder Rating

The minimum bidder rating determines if bidders must submit a credit card number to place a bid on an item. The options are 0, None, and All Bidders:

- **0** Bidders who have a negative rating must submit a credit card number to place a bid. Nothing is placed on their charge, and the charge is not used to complete the transaction. The charge number just helps to eliminate crank bidders and those who have received more negative than positive feedback from sellers and buyers.
- **None** No bidders must submit a credit card.
- **All Bidders** Bids are only accepted from bidders who have credit card authorization.

## Auto Extension

Frequently, most bids occur in the closing minutes of an auction. Bidders wait until the end to place or raise their bids in the hope that they will bet a better price. Choose the Auto Extension option if you want bidding to be extended automatically for five more minutes when a bid is placed near the end of the auction. This way, last-minute bidders get a chance to win the item.

## Allow Early Close

Choose the Allow Early Close option if you want to be able to end the auction before closing time. You may want to close an auction, for example, if you change your mind about selling the item.

## Reserve Price

If you want to establish a minimum price for your item, enter it in the Reserve Price text box. If the bidding does not meet the reserve, you are not obliged to sell the item to the highest bidder.

## Buy Price

Enter the maximum price you want for the item in the Buy Price box. When a person enters a bid for the buy price, the auction ends and the bidder who entered the buy price is declared the winner. Use this option only if you are in a hurry to sell an item and you are willing to stop the bidding as soon as a certain price is reached.

## Closing Time

Choose the time that you want the auction to end in the Closing Time box. Normally, an auction ends a set number of days after you begin it. However, you may want to end your auction during high-traffic hours or evening hours when there is more action. Times are set in Pacific Time.

## Auto Resubmit

If no one bids on your item or no bid meets the reserve price, you can automatically resubmit the item. In the Auto Resubmit list, choose the number of times you want to resubmit. The options are from 0 to 5.

## Confirming the Submission

When you click the Continue button on the Submitting An Item form, the Item Page appears, as shown in Figure 14-2. The page summarizes the auction information.

The Item Page looks much like the auction page that bidders see. The page has three tabs:

- Item Information
- Bid History
- Question & Answer

Scroll the page and confirm that all the information is correct. At the bottom of the form are two buttons: Back and Submit Auction. Click Back if you need to change something about the item; click Submit Auction to begin the auction online.

The Thank You screen appears and shows the title, quantity, starting bid, and ending time of the auction. There are also links for submitting another item in the same category and viewing the item as it appears in the auction. The link to an auction item looks like this:

http://auctions.yahoo.com/auction/18743141

The number at the end of the link is the unique ID number that is assigned to each item. Make a note of the number in case you need to refer to it later on.

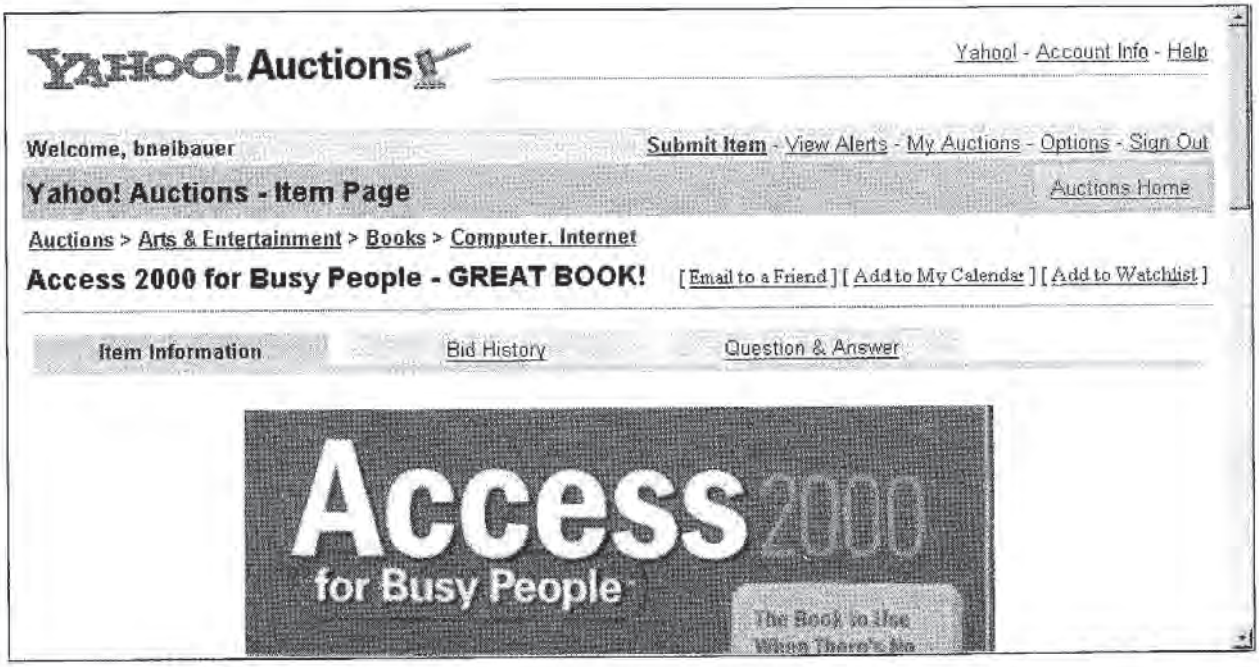



FIGURE 14-2 The Item page

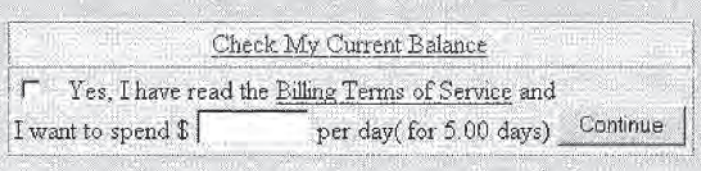
## How to ... Feature an Item

The Feature This Auction link on the Thank You page lets you bid for a featured spot on the list of items. Featured items appear at the top of the categories listing page. The featured items are placed in order by the amount sellers pay to be featured. The more you pay, the higher your item appears on the list.

You actually bid for a position on the list, starting at 25 cents per day. You can later increase your bid in 25-cent increments to obtain a better position. Payments for placing an item on the Featured List are made through the Yahoo! Wallet and are billed to your credit card.

Click Feature This Auction for these options shown on the right.

Click the Yes check box, enter the amount you want to bid for a featured position, and click Continue.




# Bidding on an Item

Thousands of interesting items are auctioned on Yahoo!. No matter what you collect or what your interests are, you'll probably find at least one item that you want to add to your collection.

There are two steps to finding and winning an item:

1. Locate the item.
2. Place your bid.

## Locating Items

To bid on an item, click Auctions on the Yahoo! home page. Then sign in using your Yahoo! ID and password.

Next, you have to find an item worth bidding on. To find an item, you can browse through the categories or perform a search.

You browse through auction categories in much the same way that you look for sites on the Web (Chapter 8 explains how to search the Internet). Select a category on the auction home page and then choose subcategories until you locate a page with the type of article you are looking for, as shown in Figure 14-3.

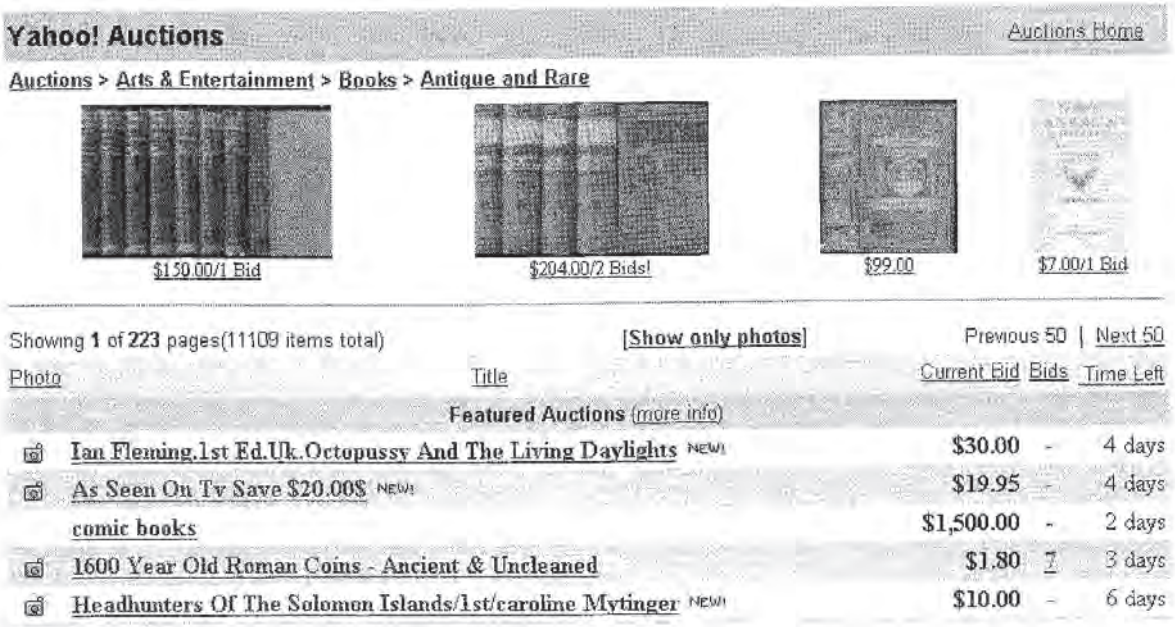



**FIGURE 14-3** Items for auction

At the top of a page are photographs from auctions selected at random. Below each photograph is the current bid and the number of bids on the item. Under the photographs are a page number, the total number of pages of items, and the total number of items, as shown here:

Showing 1 of 223 pages (11109 items total)

That notation means that the category contains a total of 11,109 items that are divided into 223 pages, the first of which is being displayed. Scroll the page to see all of the items on it, and click the Previous 50 or Next 50 button to move backward or forward from page to page.

Next on the page are the featured items, and then comes the complete list of items for the category. The items are listed in five columns:

- Photo
- Title
- Current Bid
- Bids (number of bids)
- Time Left




*Click Show Only Photos to display thumbnail sketches of all items that have photographs.*

A camera icon appears in the Photo column when a photograph has been uploaded. You can sort the list on any column by clicking the column head. For example, to list items by the amount of time left in the auction, click Time Left.

You can also locate an item by searching for it. To do so, use the search box on any auction page, as shown here:




Enter a word or phrase that describes the item and then choose what you want to search in the pull-down list. The options are All Auctions and Just This Category. After you have made your choice, click Search. One or more pages of items that contain the word or phrase in the title or description will appear.

By clicking the Options link next to the Search box, you can conduct an advanced search or locate an item by its seller or unique ID number.

When you find an item you are interested in, click it to see its complete description. The description page offers an Item Information tab, Bid History tab, and Question & Answer tab, as well as photographs if any were uploaded and other details, as shown in Figure 14-4.

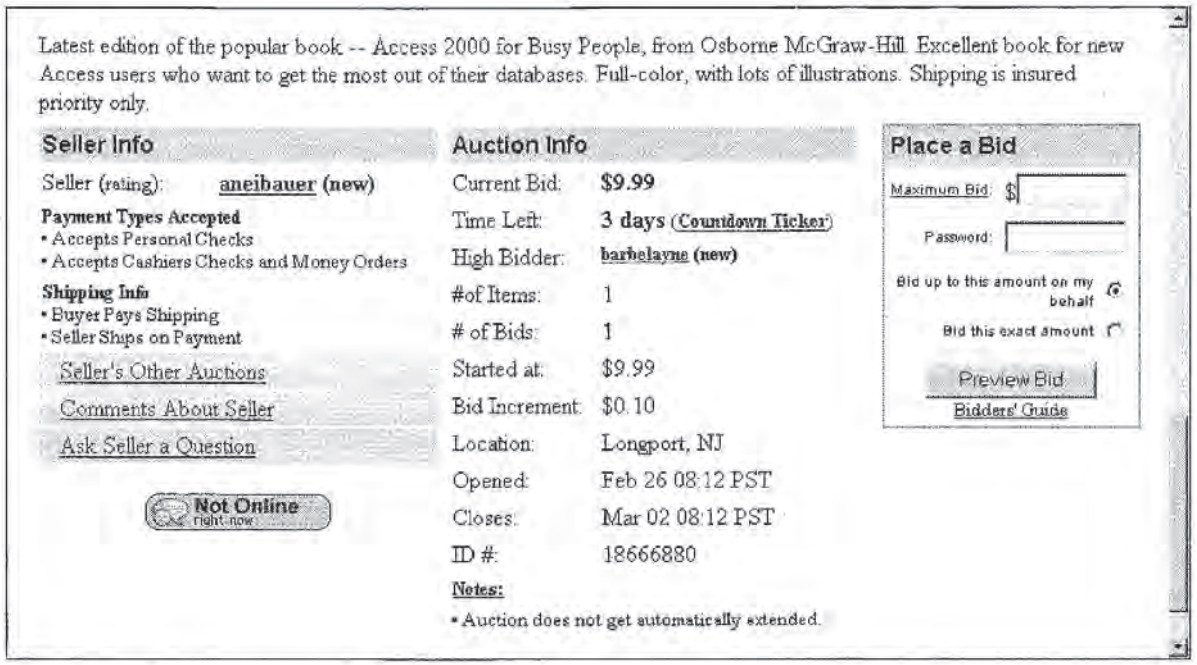
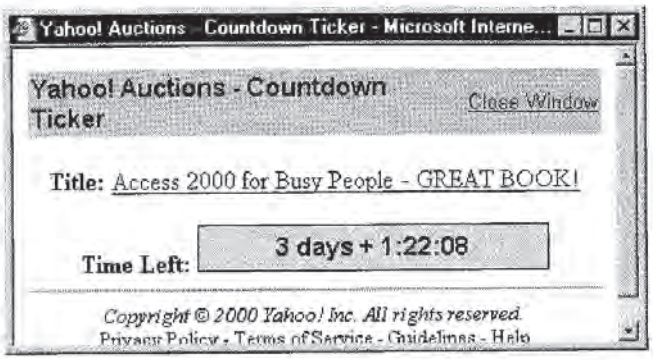



FIGURE 14-4 An item's detail page

On this page, you can click the seller's or high bidder's name if there is one to get information about a seller or bidder. You can also click Countdown Counter to watch the time remaining count down, as shown here:




If you find an item that you think a friend may be interested in, you can send your fiend an e-mail about it. Click E-Mail To A Friend at the top of the page to open the form shown in Figure 14-5. Enter your friend's e-mail address, enter a note about the auction, and click Send E-Mail.

**Note** *The Add To My Calendar and Add To Watchlist options are discussed in "Tracking Auctions as a Bidder," later in this chapter.*

There are three other links to use that may help you decide if you want to place a bid on an item:

- **Seller's Other Auctions** Lists all the items that the seller has up for bid.

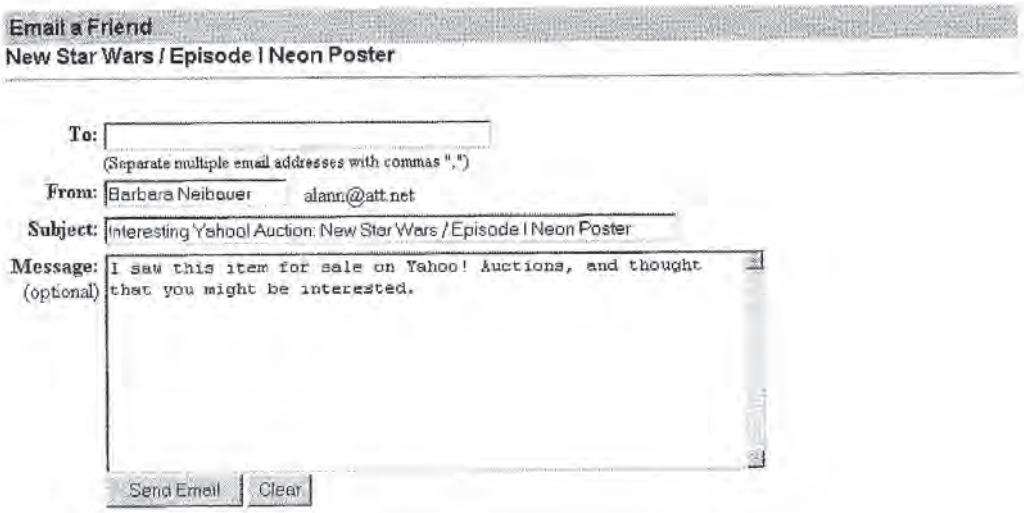



FIGURE 14-5 E-mailing a friend about an item being auctioned

- **Ask Seller A Question** Lets you communicate with the seller to get additional information about the item or the seller's policies. See "Questions and Answers" later in this chapter for more information.
- **Comments About Seller** Lets you check the seller's feedback rating before you decide to bid.

## Checking a Seller's Feedback Rating

Click Comments About Seller to see the Auctions Profile page, as shown in Figure 14-6. The page has three tabs: Rating, Auctions, and About Me.

Go to the Auctions tab to see a list of all the items that the seller has up for bid. The About Me tab shows the seller's About Me text.

The Rating tab is important because it gives an indication of the seller's dependability. It shows the number of positive and negative comments and the seller's total score. By looking at the Auctions With Comments Over Time table, you can review comments made in the past week, past month, and the last six months, as well as the totals.

The summary is followed by the details of each comment, as shown here:

Rated a Excellent Seller by bktanner13x2 (2)

Cast Iron Dipper (Jan 22 18:48 PST) $10.75

**Buyer gives a Excellent Seller rating.**

*Comment* Dipper as advertised; well packed and prompt. (Feb 11 12:07 PST) **(most recent)**

---

**Auctions Profile** Auctions Home

**jazzie100 (65)**

Rating (65) Auctions About Me

65 - 0 = 65

Details Details

- 65 auctions with positive comments by 65 unique users
- 0 auctions with negative comments by 0 unique users
- 1 auctions with neutral comments by 1 unique users
- More about ratings & feedback

**Auctions with comments over time**

| | Past Week | Past Month | Past 6 Months | **Total** |
|---|---|---|---|---|
| Good | 0 | 1 | 4 | 65 |
| Neutral | 0 | 0 | 0 | 1 |
| Bad | 0 | 0 | 0 | 0 |
| **Total** | 0 | 1 | 4 | 66 |

**All Comments Grouped by User**

FIGURE 14-6 Auctions Profile about the seller

The feedback shows the name of the buyer and his or her rating. You also see the title of the item that was purchased and the price that was paid for the item, as well as a comment about the seller. You can click the buyer's ID to see details about a buyer, or click the item title to see details about it.

**Tip** *Click the Details link under the number of positive or negative comments to list just those comments.*

## Placing Your Bid

After you locate an item that you want to bid on, you can make your bid in two ways, with a straight bid or an automatic bid.

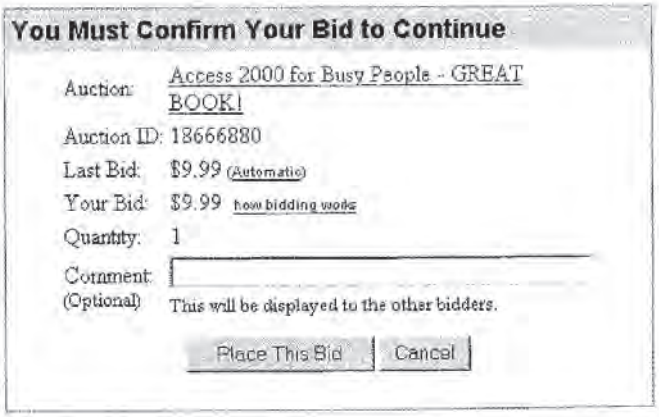
A *straight bid* is a fixed amount that you offer for the item. If someone outbids you, you will be notified by e-mail, at which time you'll have to return to the page where the item is found and place a higher bid if you still want the item.

With Automatic Bidding, you enter the highest amount you are willing to pay for the item. Yahoo! places the bid for you at the next highest increment over the current high bid. The seller and other bidders are not made aware of your maximum bid. For example, suppose $10 has been bid for an item and the increment is 25 cents. If you enter an automatic bid of $15, your offer is posted at $10.25. If another bidder offers $10.50, your bid is increased to $10.75.

**Caution** *The high bid for any item can quickly increase to the maximum amount if other bidders are using automatic bidding as well.*

You place your bid in the Place A Bid section of the item's page. Follow these steps:

1. Enter the amount of a fixed or maximum bid in the Maximum Bid box.
2. Choose whether you want Yahoo! to bid up to the amount or enter it as a fixed bid.
3. Click Preview Bid. You are asked to confirm the bid, as in the following illustration. If you did not bid at least the required increment, you'll be told as much and be given the chance to increase your bid.




4. Click the Place This Bid button.

## How to ... Get the Bid History

Click Bid History to see the ID of each bidder, the amount of the bid, and the time of the bid, as shown here:

| Bidder | Comment | Bid Amount | Quantity | Initial Bid |
|---|---|---|---|---|
| azakuto_2000 (new) HIGHEST | - | $10.09 | 1 | Feb 28 06:52 PST |
| barbelayne (new) | - | $9.99 | 1 | Feb 27 06:51 PST |

You can then click Advanced Bid History to see a detailed log of the entire auction history, as shown here:

[Feb 28 06:52 PST] azakuto_2000 places proxy bid at 10.09
[Feb 28 06:52 PST] azakuto_2000 places bid for 1 at 9.99
[Feb 27 06:51 PST] places bid for barbelayne 1 at 9.99
[Feb 26 08:12 PST] Auction created with quantity 1 at 9.99

A message appears confirming the bid and telling you whether you are the high bidder. Yahoo! will also send you an e-mail to confirm your bid. It will also send you an e-mail if you are later outbid.

# Questions and Answers

Before placing a bid, you may need more information than is presented in the title and description of an item, not to mention its photograph. The Question & Answer tab lets you communicate with the seller to get additional information about an item and learn about the seller's policies.

To ask the seller a question, click the Question & Answer tab, as shown in Figure 14-7. Type your question about the item and click the Submit Question button.

Yahoo! e-mails the question to the seller and posts the question on the Question & Answer tab for everyone to read.

The seller receives the question in an e-mail message. The message includes a link to a site, as shown here. The seller can click the link and respond to the question (see Figure 14-8):

To respond to this question you will need to be logged in to Yahoo! Auctions. Then go to this URL:

http://auctions.yahoo.com/show/qanda?alD=18666880

If you are a seller and are sent a question, first sign in to Yahoo! and then click the link to see the page shown in Figure 14-8. Each question is numbered. Select the number of the question

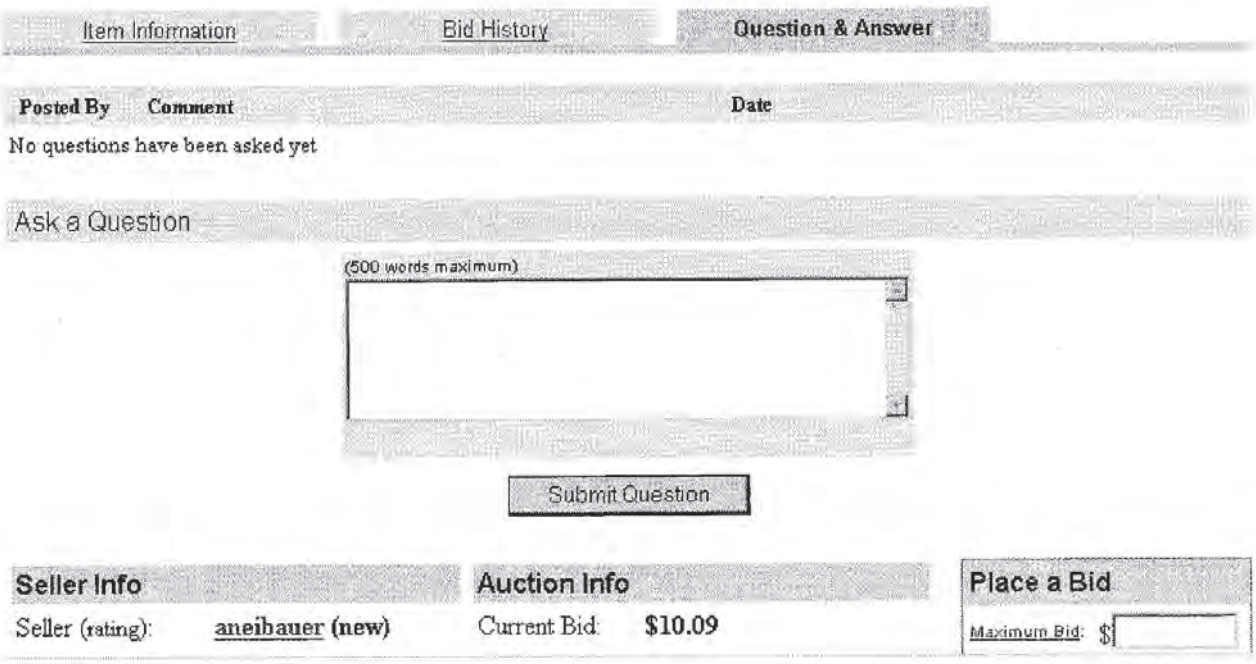



FIGURE 14-7 Asking the seller a question

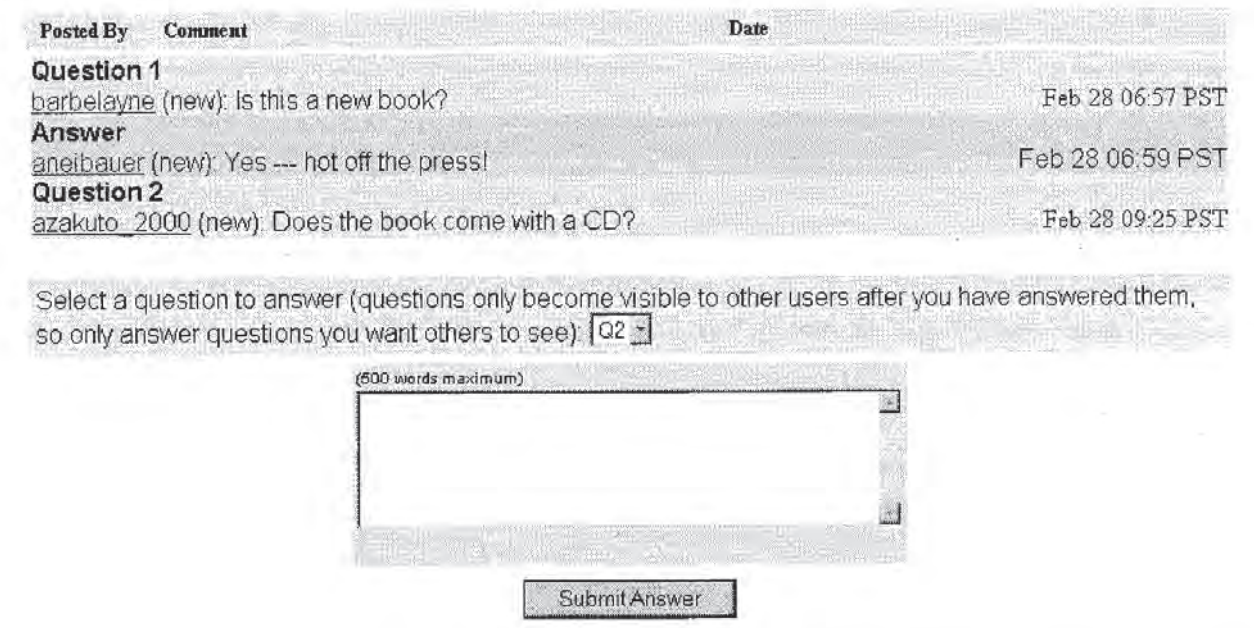



FIGURE 14-8 Responding to a bidder's question

you want to answer from the pull-down list (Q1, Q2, and so on), enter your response, and click the Submit Answer button.

Yahoo! posts the answer on the Questions & Answers tab and e-mails the answer to the bidder.

# Tracking Auctions as a Bidder

Once you find an auction that you are interested in, you may want to keep track of it. Perhaps you have considered bidding on the item being auctioned. Or you merely want to see how the bidding is going.

One way to track an auction is to add it to your *watchlist*. A watchlist is a list of auctions that you can quickly access.

From an item's page, click Add To Watchlist to see a page similar to the one in Figure 14-9. The page shows all the items that you added to your watchlist, ID numbers, titles, current bids, the IDs of high bidders, and how much time is left in each aution. Click the title to go directly to the item. To remove an item from the list, select its check box and click the Remove button.

Whenever you want to view your watchlist, click My Auctions at the top of any auction page and then click Watchlist.

Use the links at the top of the watchlist to access other ways to look at items:

- **Info** Displays the My Auctions menu
- **Bidding** Lists items on which you have placed bids
- **Selling** Lists items that you are selling
- **Won** Lists auctions that you have won
- **Closed/Sold** Lists your auctions that have been completed

You can access these same options by clicking My Auctions to open the page shown in Figure 14-10. The Bulk Loader and Order Manager options are for sellers who have established a business account with Yahoo!. With the Bulk Loader option, a person can enter information

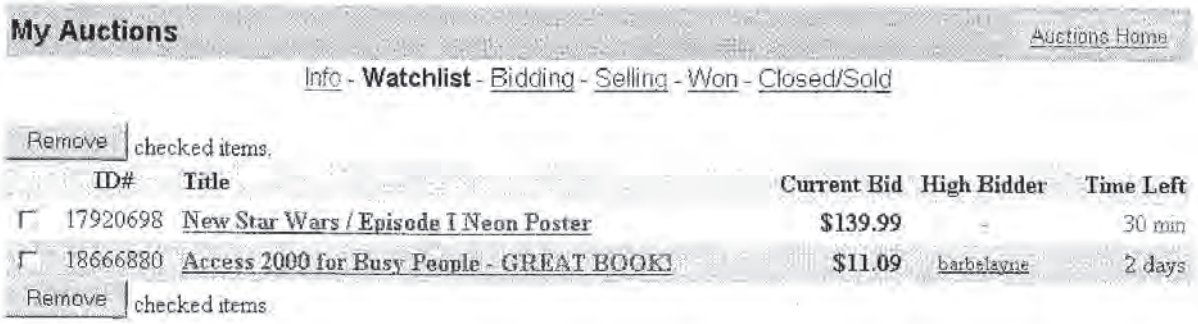



FIGURE 14-9 A watchlist

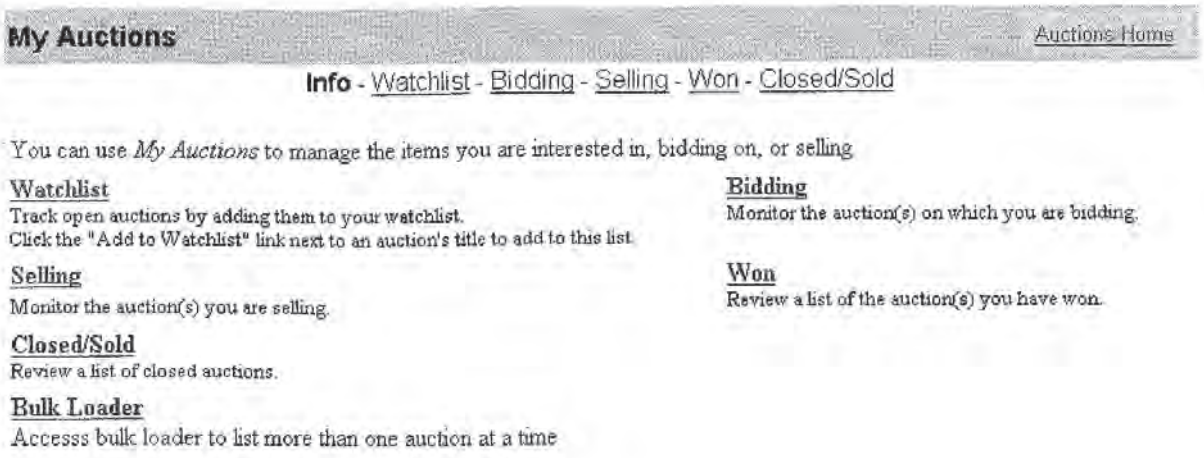



FIGURE 14-10 My Auctions page

about many items and then post them all onto the auction pages in one step. The Order Manager option, which only appears on the My Auctions page if you are seller, is used to track orders and credit card invoices.

# Auction Alerts

As you learned in Chapter 7, you can create an alert and have Yahoo! remind you of some activity by e-mail, by Yahoo! Messenger, or by pager. You can also create alerts to stay informed about auctions that you are interested in.

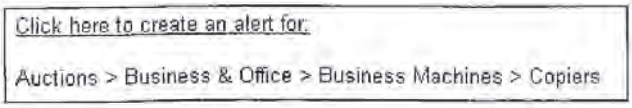
From any Yahoo! Auction page, click View Alerts to see the page shown in Figure 14-11. If you have already created alerts, they appear on the page.

You can create these types of alerts:

- **Category Alert** Informs you when an item is added to the category of your choice.
- **Seller Alert** Informs you when a specific seller offers an item.
- **Keyword Alert** Informs you when an item is up for auction and its description includes keywords that you specify in the title.

Click the type of alert you want, and then complete the prompts that appear onscreen.

If you choose a category alert, for example, a list of Yahoo! auction categories appears. Click a category to display its subcategories, continue selecting subcategories until you find the one that you want, and then click this link:



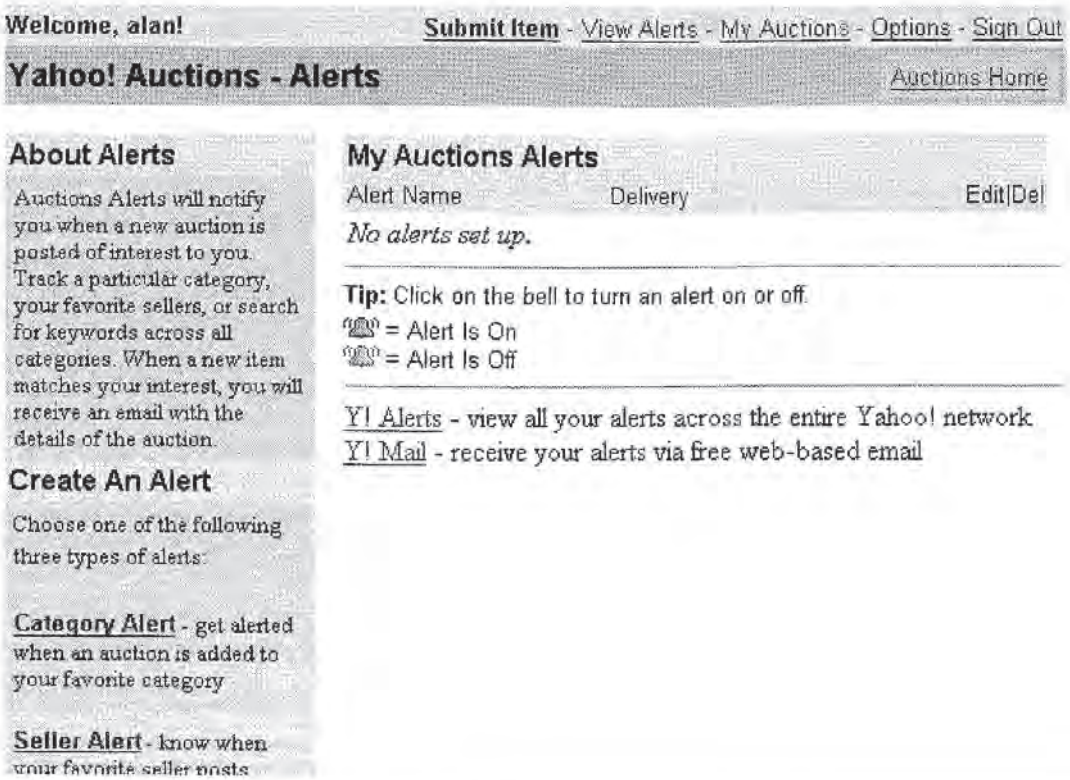



FIGURE 14-11 Creating auction alerts

The Yahoo! Auctions—Alerts page opens, as shown in Figure 14-12.

Create an alert by following these steps:

1. Enter a name to identify the alert.
2. Select whether you want to be alerted to any item in the category or just those that contain certain keywords that you specify.
3. Enter the e-mail address where the alert is to be sent.
4. Choose when the alert should be sent to you.
5. Click the Finished button.

If you select a Seller Alert, enter the ID of the seller in the page that appears and then click Create Alert to display the Yahoo! Auctions—Alerts page.

If you select a Keyword Alert, the Yahoo! Auctions Alerts page appears. There, you can enter the keywords to watch for.

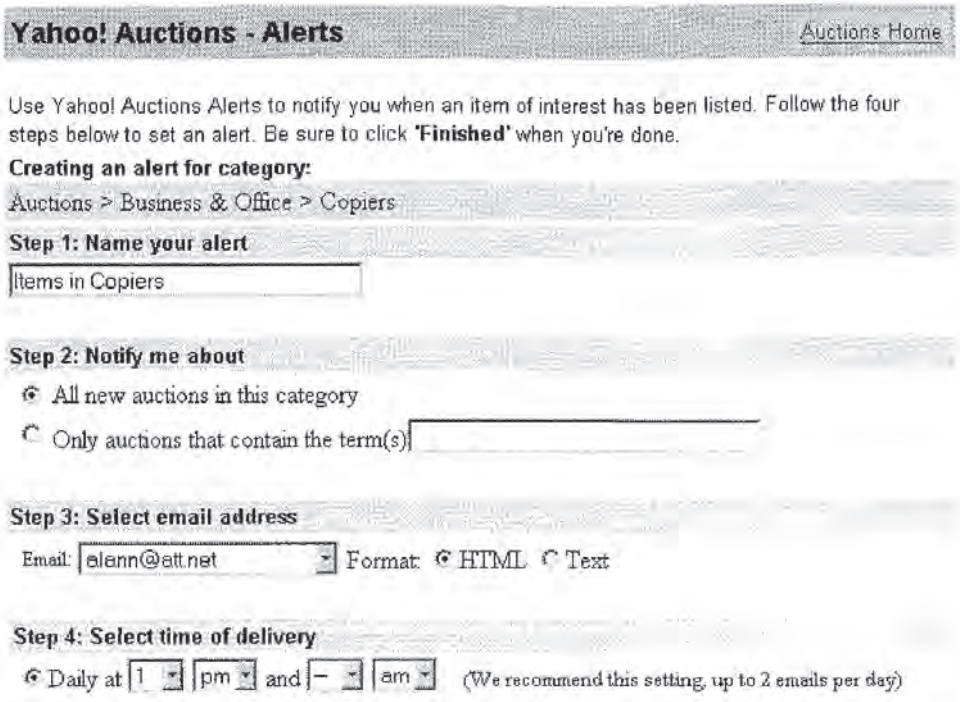



FIGURE 14-12 The Yahoo! Auctions – Alerts page

# Managing Auctions as a Seller

As a seller, you can use the My Auctions and Alerts pages to keep informed about your auctions and other auctions as well. You can also make changes to your auction and take other steps through the Manage option.

When sellers view one of their auction items, they see a report on the item page similar to the one shown here at right.

| You are the Seller: | |
|---|---|
| Total Pageviews: | 18 |
| Total Emails to a Friend Sent: | 0 |
| Total Times added to a Watchlist: | 1 |
| Click here to manage this auction. | |

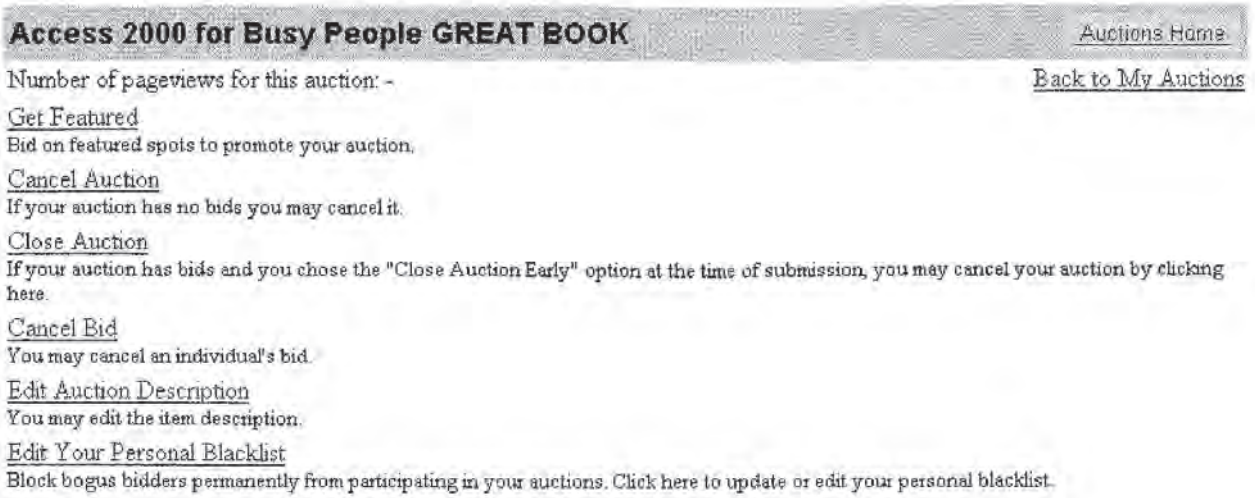
The report shows the number of times the page has been opened, how many times it has been e-mailed to a friend, and how many times it has been added to a watchlist. There are also links to feature the item and perform management options.

You can also access the Manage options in the My Auctions page by following these steps:

1. Click My Auctions.
2. Click Selling to see the list of items that you are auctioning.

| ID# | Title | Current Bid | High Bidder | Time Left | To Do |
|---|---|---|---|---|---|
| 18666880 | Access 2000 for Busy People - GREAT BOOK! | $11.09 | barbelayne | 2 days | [Manage] |

3. Click Manage at the end of the list in the To Do column to see the option, as in the following illustration.




The Get Featured option lets you bid on a featured position.

Use the Cancel Auction item to withdraw an item from an auction. You can withdraw an item as long as no bids were placed on it. Click Cancel Auction, and then click Confirm Cancel.

To stop an auction before its ending time, choose Close Auction and then click Confirm Close. You can only close an auction early, however, if you selected the Allow Early Close option when you put your item up for bid.

Use the Cancel Bid option to remove a person's bid from an auction. You might want to cancel a person's bid if you feel that the bidder is not serious or you want to close an auction that already has bids. Choose Cancel Bid to open the item's bid history. Click Cancel after the person's name, and then click Confirm Bid Cancel. From this screen, you can also add the person's name to your blacklist so that he or she cannot bid on any item you put up for auction.

The Edit Auction Description option opens the Update Item page. From there, you can upload an item, write more descriptions, change your sales policy, and take advantage of other options as well. Click Continue to confirm the changes.

The Edit Your Personal Blacklist option is for adding people to and removing persons from your blacklist. The vast majority of bidders are serious buyers, but some Yahoo! members bid frivolously and don't actually make purchases. If you identify such people, you can add their names to a blacklist, and thereby prevent them from bidding on your items. Select Edit Your Personal Blacklist, and, in the page that appears, type the person's Yahoo! ID and click Add To Blacklist. To remove a person, select the check box next to his or her name and then click Delete.




*If you encounter a frivolous bidder who wins your item but does not pay, be sure to leave a negative feedback as well as add the person to your blacklist.*

# Auction Options

As with most parts of Yahoo!, you can customize certain features that pertain to auctions. Click Options on any Auction page to see the options shown in Figure 14-13. The options are divided into three areas: Personal Information, Notification, and Seller Options.

Under Personal Information, click the Edit Contact Information option if you want to change the name and e-mail address that you maintain for auctions. Click Edit "About Me" Profile to change the information that appears on your About Me page.

## Notification Options

Use the Notification options to determine when and how Yahoo! sends you information about auctions. Click Set Event Notification to display the page shown in Figure 14-14.

Use the Email Address box to specify where e-mail notifications should be sent, then use the options under Step 2: Notification Preferences to determine when and where e-mails are sent. E-mail messages can be sent to your e-mail address, as instant messages when you are logged on to Yahoo! Messenger, or to your pager.

The Notification Preferences section is divided into three categories:

- As both a buyer and seller
- As a bidder
- As a seller

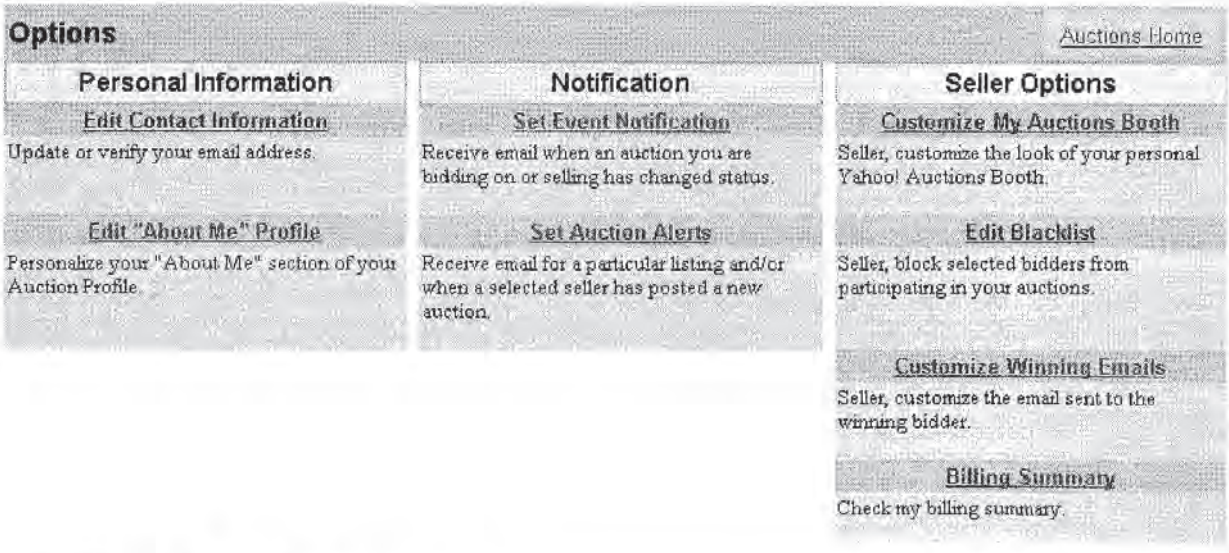



FIGURE 14-13 Yahoo! auction options

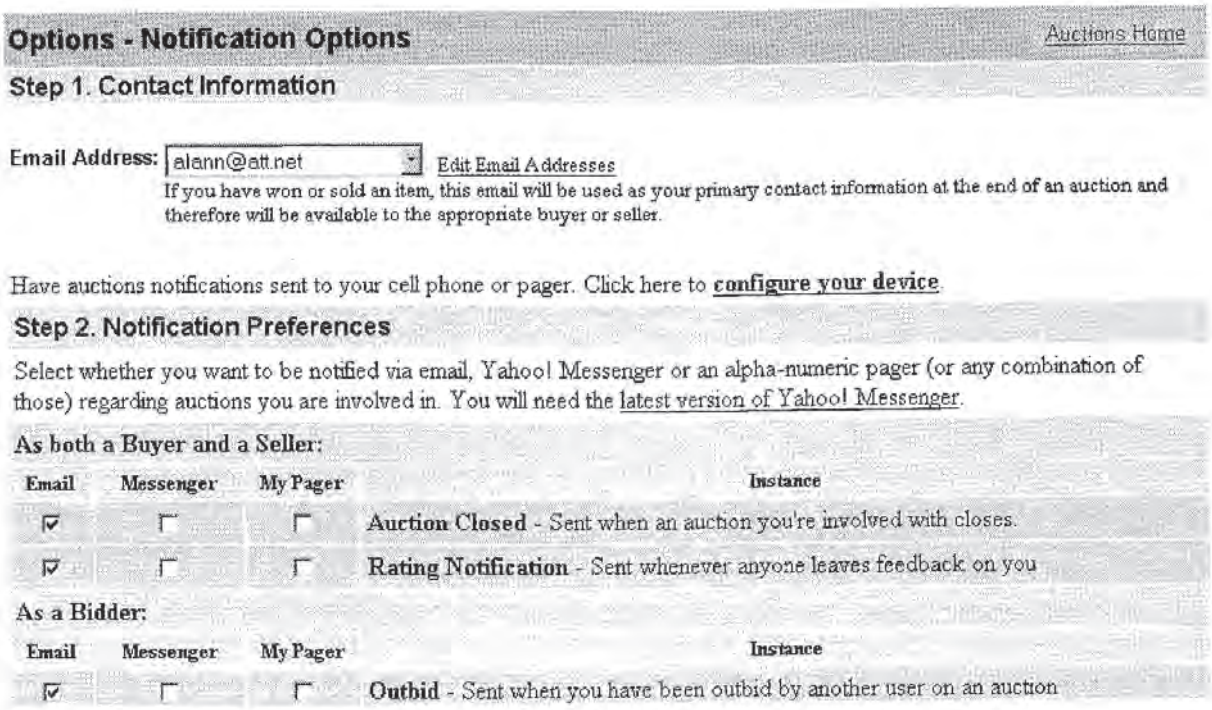



FIGURE 14-14 Event Notification options

As both a buyer and seller, you can be notified that an auction has closed and when someone has left feedback about you.

As a bidder, you can be notified when you are outbid, when your bid has been declared a winner if the previous high bid is disqualified, when a seller has canceled your bid, when an auction has been canceled, and when a seller has responded to your question.

As a seller, you can be notified when your auction has been created, when a bidder leaves a question, and when your auction has been resubmitted.

Select the check boxes for the notifications you want, deselect the check boxes to turn off notifications, and then click Submit at the bottom of the page.




*The Set Auction Alerts link on the Options page lets you create or remove auction alerts. How to do that is described in "Auction Alerts," earlier in this chapter.*

## Seller Options

The Seller Options let you customize how your auctions operate and appear onscreen. You can create a customize page with your own logo to display your items, called an Auction Booth; customize the notification sent to winners; and edit your bidder blacklist.

## Your Auction Booth

Each seller has a special page called the Auction Booth in which his or her auction items appear. People can access the booth by going to this address, where *your-ID* is the Yahoo! user ID:

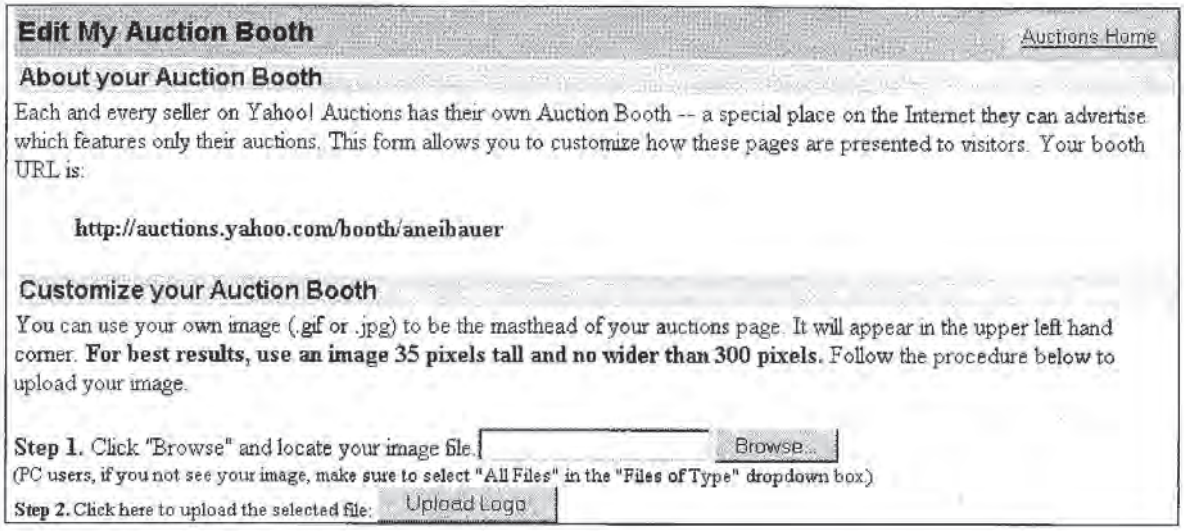
http://auctions.yahoo.com/booth/*your-ID*

You can place a custom logo and title on the Auction Booth page. You can also designate a Web site such that clicking your logo opens your Web site. Follow these steps to customize your Auction Booth:




*The logo must be in the .gif or .jpg format, be no higher than 35 pixels, and be no wider than 300 pixels.*

1. Click Customize My Auctions Booth to open the page shown next.




2. Under Step 1, click Browse, locate and select the .gif or .jpg logo file, and click Open.
3. Click Upload Logo.
4. Enter a heading in the Your Booth Title box.
5. Enter a URL in the Your Website URL box. When a person clicks your logo, the site specified in this URL will be displayed.
6. Click Update My Booth to display the booth. Clicking the custom logo opens the URL you entered in the Your Website URL box.




*When you view your own Auction Booth, you can click the Edit My Seller's Page link to make changes to your booth.*

The Edit My Auctions Booth page also offers a Promote Your Auction Booth section in which you will find sample add banners and HTML code that you can use to place the banner on your Web site. Clicking a banner takes visitors to your Auction Booth.

### Editing Your Blacklist

Use the Edit Your Blacklist option to add bidders' names to or remove bidders' names from your blacklist. Remember, persons on your blacklist will be prevented from bidding on the items that you auction.

### Customize Winning E-Mails

When a bidder wins one of your auction items, he or she is sent a form e-mail from Yahoo!. You can customize the e-mail to include information such as a personal thank you, a note about your billing policies, or a link to your Web site.

Choose Customize Winning E-Mails on the Options page. In the page that appears, enter your personal message and then click the Finish button.




*The Billing Summary and Bulk Loader Options are advanced features used by persons who maintain a Yahoo! store.*

## Finalizing the Sale

When the auction is over, the seller and high bidder are notified by e-mail and told to contact each other to complete the sale. They should then make arrangements to exchange the payment and ship the merchandize.

Besides informing the buyer and seller that the sale is complete, the e-mail message contains a link to the closed auction page, as shown here:

> 2. LOOK UP WINNER(S)
>
> Winner(s) email addresses are provided on the closed auction page. We encourage you to contact your winner(s) promptly. Prompt responses and transactions will ensure a happy customer.
>
> http://auctions.yahoo.com/auction/18666880

The actual page to which the link goes depends on whether you are the seller or buyer, but it contains instructions for completing the transaction and a link that you can click to leave a comment.

The seller's closed auction page presents information about the high bidder and a list of other bidders. The other bidders, called Reserved Bidders, can be contacted if the high bidder fails to complete the transaction.

When the transaction is complete, the buyer and seller should leave feedback on each other. From the buyer's closed auction page, click the link to comment on your experience. From the seller's closed auction page, click the Leave Feedback link after the high bidder's name.

Choose a rating for the individual: Excellent, Good, Average, Poor, or Bad. Then type a comment up to 255 characters long. Click Rate Seller or Rate Buyer to display a buyer or seller's feedback page, as shown earlier in Figure 14-6.

# Chapter 15

# Shopping on Yahoo!



## How to . . .

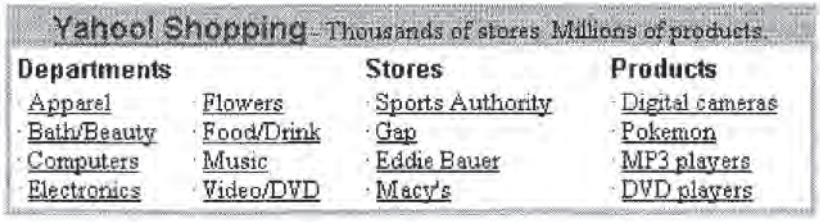
- Shop for items
- Compare prices
- Check the status of orders
- Create a Yahoo! wallet
- Create a gift registry
- Earn Yahoo! points
- Redeem Yahoo! points

Forget about standing in department store lines and fighting for parking spots in crowded parking lots. The Internet has marshaled in the era of e-commerce so that you can shop from the comfort of your home or office. With Yahoo! Shopping, you can locate products of all types, compare merchants to get the best price, and have merchandise delivered directly to your door.

Yahoo! lets you create a gift registry, a wish list of items you'd like to have that friends and relatives can purchase for you with a click of a mouse. And with Yahoo!, you can even earn free merchandise by shopping online and earning Yahoo! points.

# Yahoo! Shopping

Start your shopping trip from the Yahoo! Shopping area of the Yahoo! home page. From there, you can access several departments or categories of items, featured stores, and products that are listed that day.




Selecting a category is like visiting a large department store. You get access to items in the department and can choose subcategories until you find the item you want. Items come from a variety of merchants that have arrangements with Yahoo!. By shopping through departments, you can compare prices from different merchants and get the best prices for items.

By choosing a featured store from the Yahoo! Shopping section, you can access all of the items sold by a specific merchant. You can then browse through the merchant's online catalog and place orders.




*Some online merchants also have retail stores or printed catalogs. Not all of the same merchandise may be available from all of the sources. You may be able to purchase a product online that is not available in person, or visa versa.*

The Yahoo! Shopping section also features several specific types of items. Choose one of these items to see specific brands and models that are being sold by Yahoo! merchants.

To access all of Yahoo!'s shopping features, however, click Yahoo! Shopping. You go to the main shopping page shown in Figure 15-1. This is the best place to start an online shopping trip because it gives you access to a variety of items and specials.

## Shopping Carts and Wallets

As you select items to purchase on Yahoo!, items are grouped into shopping carts, with one cart for each merchant. You can view each cart individually to place items in it or remove items from it, as well as finalize a purchase at checkout time.

Each cart is independent of the other, so finalizing one order does not commit you to finalizing another. Your credit card information is not copied from one merchant to the other, but securely transmitted directly to each individual merchant.

If you shop regularly with Yahoo!, you might find it bothersome to enter your credit card and shipping information with each order. In that case, you can create a Yahoo! *wallet,* a secure site that stores a copy of your credit card information and provides it automatically to a merchant when you check out. The information is stored online in a secure site at Yahoo! so you can access your wallet from any computer.

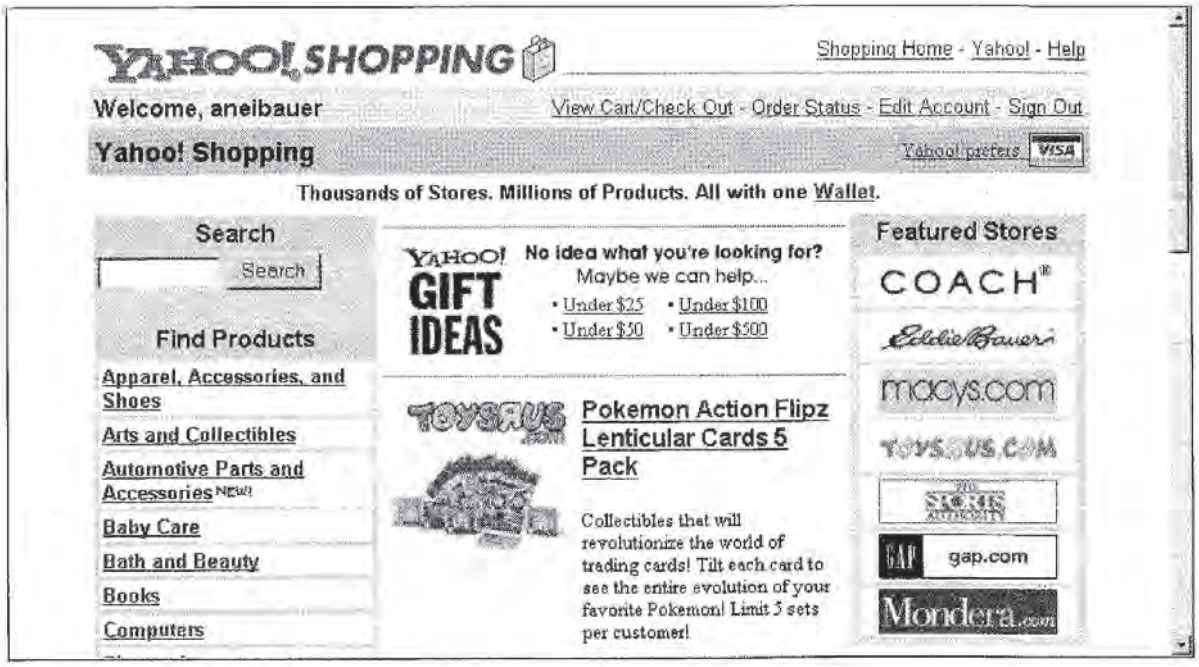



FIGURE 15-1 The Yahoo! Shopping home page

# Finding a Product

If you simply want to browse, you can search through Yahoo! by department. Searching by department is much like searching through categories to locate information or auction items. You can start the search in two ways:

- Click the department in the Yahoo! Shopping section of the Yahoo! home page.
- Select a department from the categories in the Find Products section of the Yahoo! Shopping home page.

A page that shows subcategories of items in the department will appear. Continue selecting subcategories until you locate the specific type of item you are interested in purchasing.

For example, suppose you're looking for a small gift for a friend with a sweet tooth who likes to cook and bake. You would follow these steps to choose a gift:

1. Select the Food and Beverages category to display categories and featured items, as shown in the following illustration. The subcategories are listed in the Find Products section, with featured products and stores in the current category to its right.




2. Click Baked Goods in the Find Products list to display a list of items in that category. The path you took to get to each shopping page, by the way, is shown at the top.

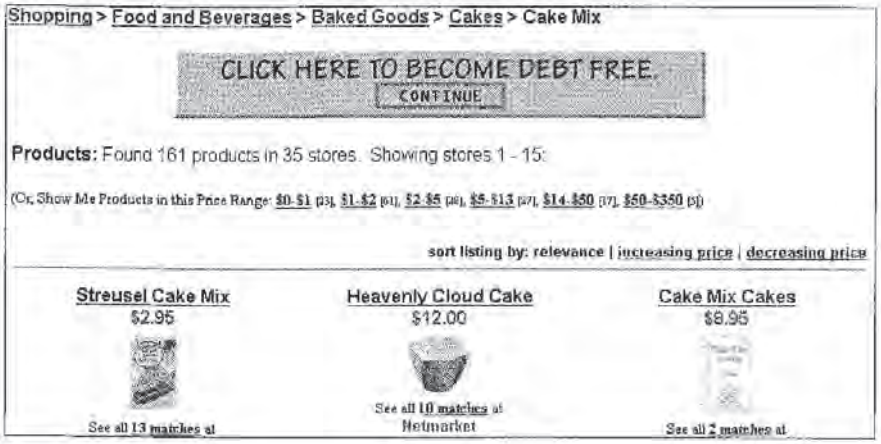
## How to ... Search by Keyword

You can also locate products by entering a keyword in the Search box.

Enter the keyword and click the Search button. A page with a list of all items that match the keyword appears. You can then select an item to display additional information and complete the purchase.



3. Click Cakes in the Find Products section to open a page that lists cake items.
4. Click Cake Mix in the Find Products section to see the individual items in the subcategory of your selections, as shown next.




The top of the page shows the total number of items in the subcategory and the number of merchants who are represented.

By default, the items are listed by relevance to the subcategory. In this example search, therefore, all cake mixes are listed first, and then related items are listed. You can choose to display the items in a specific price range or sort the entire list by price. Use this line, for example, to choose the range of prices you are interested in:

(Or, Show Me Products in this Price Range: **$0-$1** [23], **$1-$2** [61], **$2-$5** [28], **$5-$13** [27], **$14-$50** [17], **$50-$350** [5])

Each link for a price range is followed by the number of items in that range. In our example search, there are 23 items in the $0 to $1 range, and 61 items in the $1 to $2 range, and so on. Use a price range listing to display only items in the price range of your choice.

**Note** *The price ranges that are listed for a category of items are based on the overall range of prices and the number of products. Price ranges do not take into account sales taxes or the costs of shipping. Those costs, if they apply, are added to the total when you check out.*

As an alternative to listing items by price range, you can sort the entire list in ascending or descending order by price. To do so, use these options:

**sort listing by: relevance | increasing price | decreasing price**

Each item in a category appears like this:

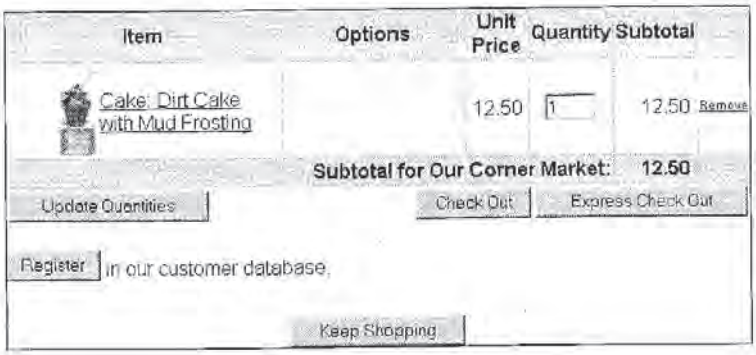



The name of the item is followed by its price, a photograph or drawing, and the name of the merchant who is offering the item. If the merchant in question offers similar products, a link similar to the one shown on the right appears above the merchant's name so you can click the link and display all of the items.




To read more about a product or to purchase it, click its name. You are taken to the merchant's Web site within the Yahoo! shopping area. From this point forward, the Web sites that appear and the options you are offered vary from merchant to merchant. Usually, however, clicking the name of an item takes you to a Web page where the item is described, its price is listed, and links to the merchant's other Web pages appear. Of course, the Web page invariably includes a button that you can click to purchase the item. On merchants' Web pages, the Order button is sometimes labeled Add To Cart, Submit Order, or something similar.

Click the Order button, Add To Cart button, or a button with a similar name to display the merchant's shopping cart, as shown in the following illustration. Again, the arrangement of the cart depends on the merchant you are dealing with. Typically, the cart shows all of the items that you are purchasing from the merchant and the total purchase price.




**Note** *Displaying the shopping cart does not yet place the order. You can still change your mind by removing items from the cart or discontinuing the process.*

Usually, you find a Quantity column that shows how many items you ordered. You can change the quantity and recalculate the totals by editing the number and then clicking the Update Quantities button, Update Cart button, or a similarly named button.

There will also be a button labeled Continue Shopping, Keep Shopping, or something similar. Click this button if you want to select other items before finalizing the purchase. After you click it, you go back to the merchant's site or another Yahoo! shopping page where you can continue looking for items.

**Caution** *Check the quantity for each item every time you view the shopping cart.*

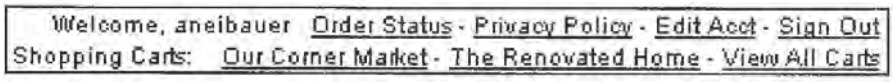
When you are ready to finalize and make your purchases, click Check Out or Express Checkout from the shopping cart. Use the Express Checkout button if you have already created a Yahoo! wallet in which your credit card and shipping information has been saved.

After you click the Check Out button, pages appear in which you enter your mailing address, enter credit card information, and choose shipping information. You can then click Continue to display the final invoice and print it for your records.

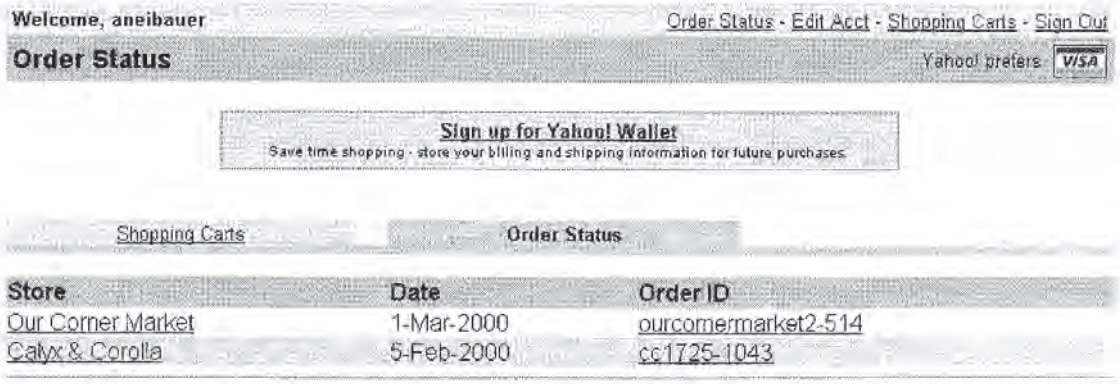
**Note** *You will receive an e-mail confirmation of the order.*

## Checking the Status of Orders and Shopping Carts

When you are looking at a merchant's invoice, you may see the options shown here:




Use the Order Status option to list orders you placed recently through Yahoo! Shopping, shown next. Click a merchant's name to see all of the orders you placed with the merchant. Click Order ID to see the details of a particular order.




Use the Edit Acct option to change your Yahoo! account information. Use the Sign Out option to cancel all of your current items.

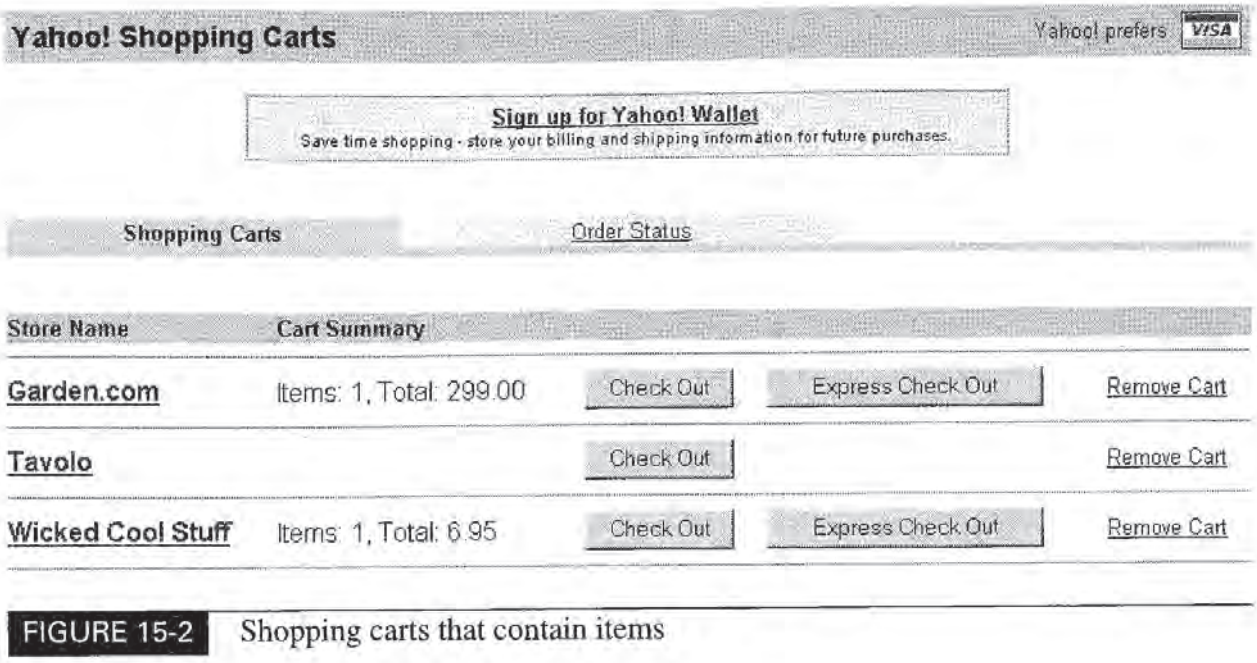



FIGURE 15-2 Shopping carts that contain items

There is also a list of all open shopping carts and an option called View All Carts. Select a shopping cart to view its contents or change the checkout order. Click View All Carts for a list of all carts, as shown in Figure 15-2.

The Yahoo! Shopping Carts page shows each merchant's name and the number and total price of the items in each cart, as well as links for checking out. Click Remove Cart to delete the cart and all of its items.

Note *There are links to shopping carts and order status information on most Yahoo! shopping pages.*

# Yahoo! Wallet

If you do not want to enter your credit card number and shipping address with each order, you can sign up for a free Yahoo! wallet. The wallet stores your credit card and shipping information in a secure site. When you check out, the information is transferred to a merchant using the standard Secure Sockets Layer (SSL) technology. You can use the wallet with the standard or express checkout options.

Tip *You can also use the wallet to pay for other Yahoo! charges, such as purchasing additional online storage, or paying for auction fees for featuring an item, or maintaining an auction merchant account.*

When you buy items with the Express Checkout service, the amount is automatically charged to your account. For safety, however, the item you purchase can only be shipped to the address that is stored in the wallet. So use Express Checkout only if you do not have special shipping instructions or unusual requirements for the order.

When you sign up for the wallet, you're asked to enter a special security code word. To access your wallet, you submit the security code word. The security code is saved in a "secure cookie" that is transferred to Yahoo! over SSL but automatically expires after one hour for security purposes.

To sign up for the Yahoo! wallet, click a Wallet link such as this one on the Yahoo! Shopping home page:

**Thousands of Stores. Millions of Products. All with one Wallet.**

In the page that appears, click Get Started Now to display the sign-up form shown in Figure 15-3, and then follow these steps:

1. Enter your Yahoo! password and ID if you have not yet logged on to Yahoo!.
2. Enter and retype a security keyword.
3. Enter the requested credit card information, including the card's type, number, and expiration date.

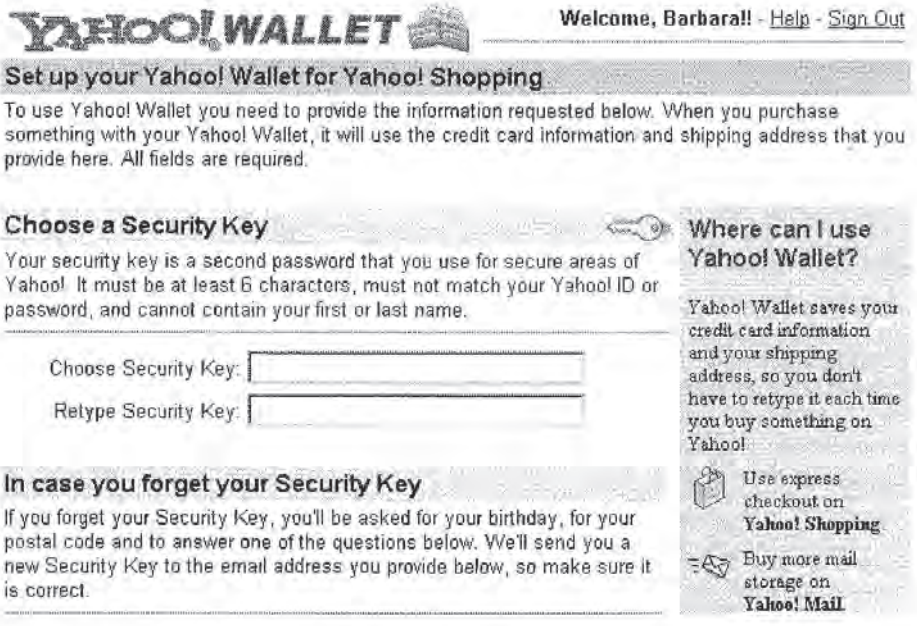



FIGURE 15-3 Signing up for a Yahoo! wallet

4. Enter your billing and shipping addresses.
5. Click Submit This Form to display a summary of the sign-up information you entered.
6. Click Continue To Yahoo! Shopping.

If you ever need to change the information in your wallet, click a Wallet link and select Already Enrolled. Then enter your security keyword and click Continue to display the Edit Wallet Information page. Make any necessary changes to the information that appears and click Finished.

Next time you check out from a shopping cart, your credit card and shipping information will be available automatically to the merchant from whom you are making a purchase.

# Other Yahoo! Shopping Features

Searching for items or browsing categories are just two ways to locate an item you want to purchase. You can also go directly to a featured merchant's Web site, choose a featured item, or click the other links that appear on the Yahoo! Shopping home page from time to time.

Earlier in Figure 15-1, for example, there are links to gift ideas in four price ranges. Click one of the links to display selected items from Yahoo! Gift Ideas. You might also see sections that offer holiday gifts and special offers.

Most Yahoo! Shopping pages contain featured items and stores as well. Selecting a featured item shows the details of that item from a specific merchant. The Featured Stores section of a Yahoo! Shopping page shows the names of merchants who are being highlighted at the time. Click a merchant's name to go directly to its online catalog.

The Editor's Picks section of the Yahoo! Shopping home page includes links to special gift selections and product reviews chosen by editors of magazines such as *New York Magazine* and *Consumer Review*. The items are selected from a variety of merchants and include links to the merchants' Web pages, where you can get additional information and perhaps purchase items.

The Hot Products section features best-selling items. Click a product to display a page of various models or versions. You can then select a specific item to see a comparison of prices from various merchants, as shown in Figure 15-4, or see detailed specifications about the item and a link to a page where you can compare prices.

The Yahoo! Shopping home page also offers a link labeled Look At What Other Shoppers Are Buying. Click the link to see a random sample of the products that others purchased over Yahoo! in the last hour.

There is also the Yahoo! Resources section, as shown here on the right.

Most of the links listed here take you to other Yahoo! features that are not necessarily related to shopping, but the Gift Registry and the Gift Recommender are useful shopping tools.

**Yahoo! Resources**

- Create or view a Gift Registry
- Try our Gift Recommender
- Send a Yahoo! Greeting
- Search offline with Yellow Pages
- Build a Yahoo! Store
- Browse store listings
- Safe online shopping tips
- Buy Yahoo! Gear

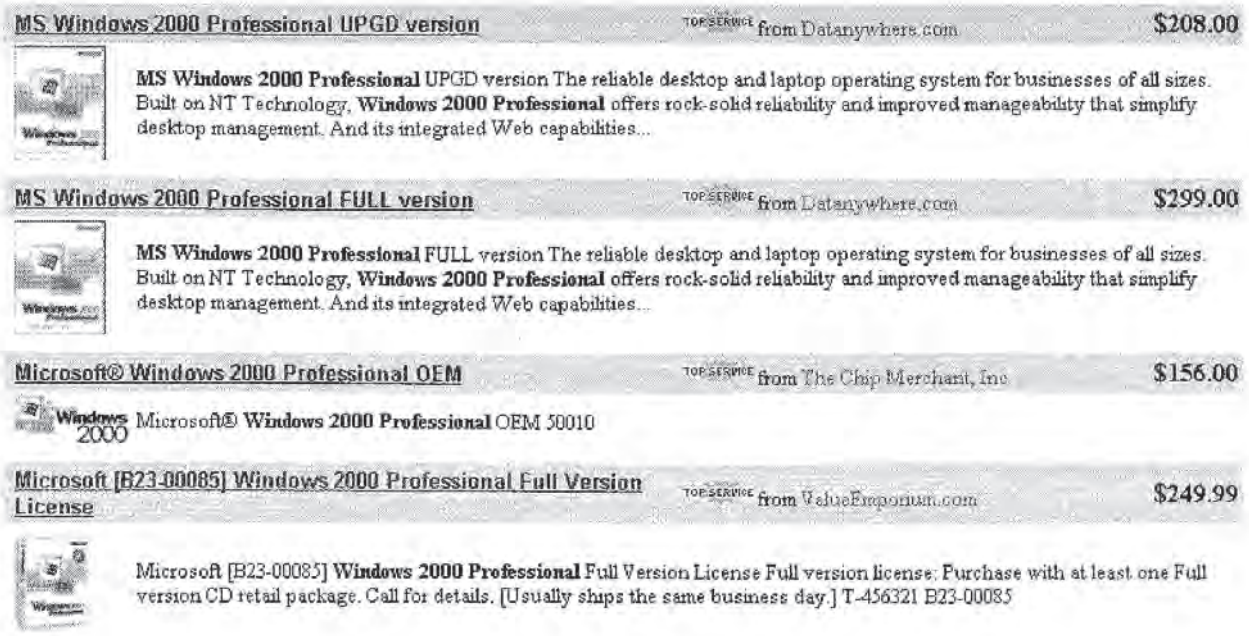



FIGURE 15-4 Comparison shop by selecting a hot product.

## Creating a Gift Registry

A *gift registry* is a wish list of items that you can store online. Friends and relatives who want to buy you a gift can visit the registry and can get you the gift you really want simply by clicking an item. Your shipping information is already on file. All others have to do is pay for the items!

You can create as many registries as you want, each with different items, for different occasions, or for different groups of friends. For example, you may have a registry of inexpensive items that you make available to one group of friends and a registry of expensive items for another group.

You can also create two types of registries, public and private:

- A public registry is listed in the Yahoo! Gift Registry directory. Anyone can search the directory for your name and access your wish list of items.
- A private registry can only be viewed by the Yahoo! members whom you designate and invite to use your registry.

As the owner of a registry, you can change the items in the wish list and the names of persons who can access it. You can also designate other Yahoo! members as owners, however, to share the registry with a spouse or other individual.

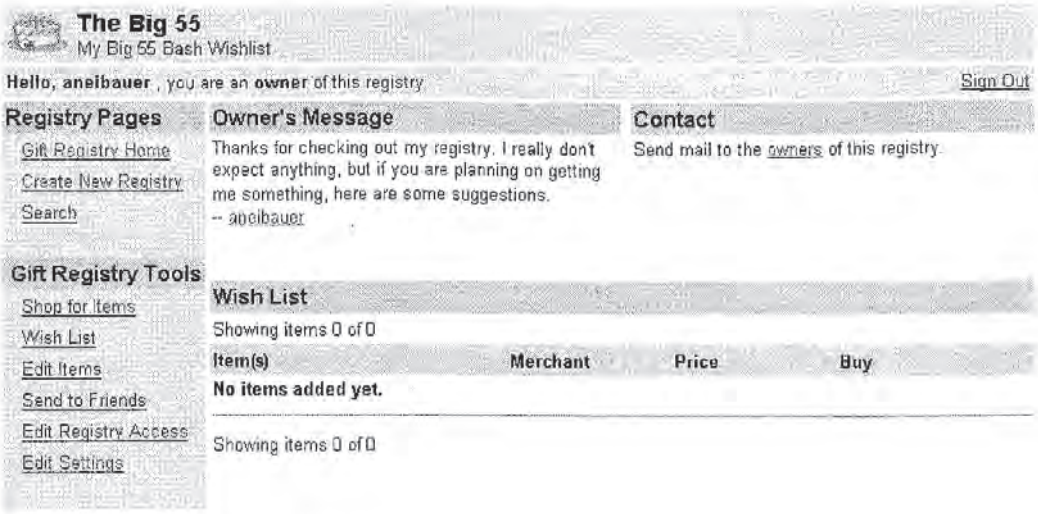
## Creating a Gift Registry

When you create a registry, you give it a name and specify who can access it. You then add the items to the registry that others may purchase for you. Follow these steps to create a registry:

1. Go to the Yahoo! Shopping home page and sign in if you are not yet signed in.
2. Click Create Or View A Gift Registry in the Yahoo! Resources section. A page lists registries that you have already created, if you have created any, and friends' registries that you have access to, if you have access to any.
3. Click Create A Registry to see the form shown here.




4. Enter a name for the registry.
5. Pull down the Occasion list and select an option: Baby, Bar Mitzvah, Birthday, Christmas, Confirmation, Hanukkah, Wedding, and Other.
6. Optionally, enter the date of the occasion.
7. Enter your shipping address. The address may already be filled in from your membership information. Buyers will only see the city and state, but the entire address will be sent to the merchant from whom the gift is purchased.
8. Choose a private or public registry.
9. Click Accept to see your gift registry page.
10. In the Gift Registry Tools section of the page, click Edit Settings.
11. In the page that appears, enter the owner's message and a brief description, and edit your shipping address if necessary.
12. Click Change Settings when you have finished. Your registry page now looks something like this.




## Adding Items to Your Registry

You can now add items to the registry and invite friends to access it by following these steps from the registry page:

1. Click Shop For Items.
2. Click Begin Adding Items Now At Yahoo! Shopping.
3. Shop for an item you are interested in and add it to the merchant's shopping cart.
4. In the shopping cart, click the Add To Registry button. Not every merchant supports the registry feature, so the button does not appear in every shopping cart.




5. Your registry wish list appears with the item inserted.
6. Click Keep Shopping if you want to add more items in the same way.

The following illustration shows a typical gift registry with items.



## Inviting Friends to Visit Your Registry

You can now invite friends to access your private registry. From the registry page (Figure 15-5), follow these steps to invite others to visit your registry:

1. Click Send To Friends to see the Invite Someone To Join.
2. Enter the e-mail address or Yahoo! ID of the person.
3. Enter a personal message to include in the invitation.
4. Click the Send button.

Your friend will receive an e-mail with an invitation to join. The invitation will include a link to your registry. When your friend clicks the link and signs on to Yahoo!, your page appears, as shown in Figure 15-6. Your friend can choose an item and click Buy Now to purchase it and send it to your shipping address.

**Note** *A friend does not need to be a Yahoo! member to purchase items in your registry.*

To make changes to your registry, return to the Yahoo! Shopping home page and click Create Or View A Gift Registry to see the list of registries, as well as any friend's registries that you have access to, as shown here on the right. Click the registry you'd like to edit, or the friend's registry that you'd like to access.



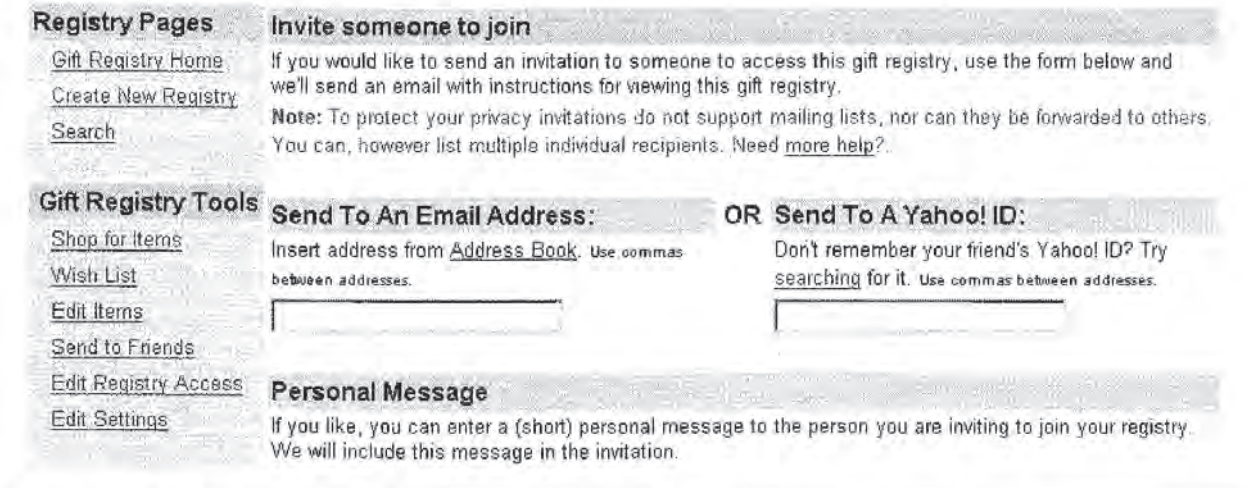




FIGURE 15-5 Inviting someone to join your registry

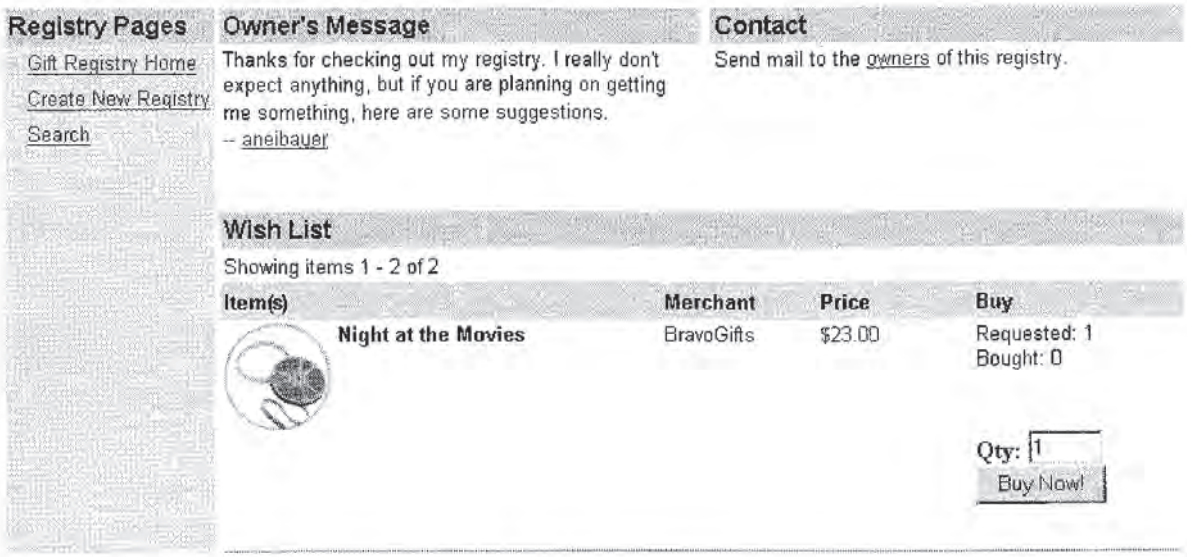
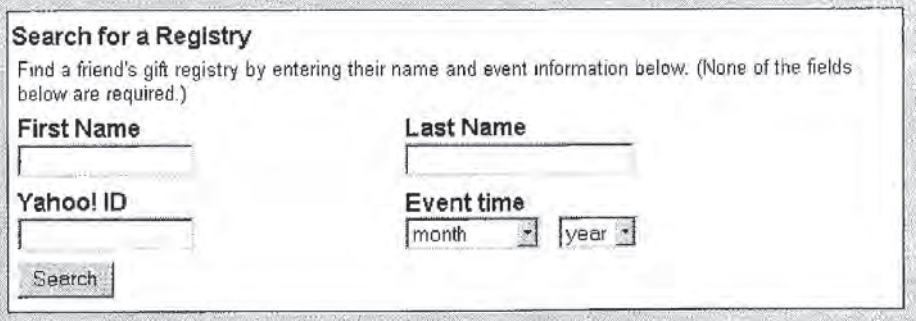



FIGURE 15-6 A friend's view of your registry

How to ...

## Find a Registry

All the public registries are stored in Yahoo!'s registry database. To locate a public registry, select Create Or View A Registry on the Yahoo! Shopping home page, and then scroll the screen to see these options:




Enter the name or Yahoo! ID of the person for whom you are looking, and, optionally, the date of the occasion. Then click Search.

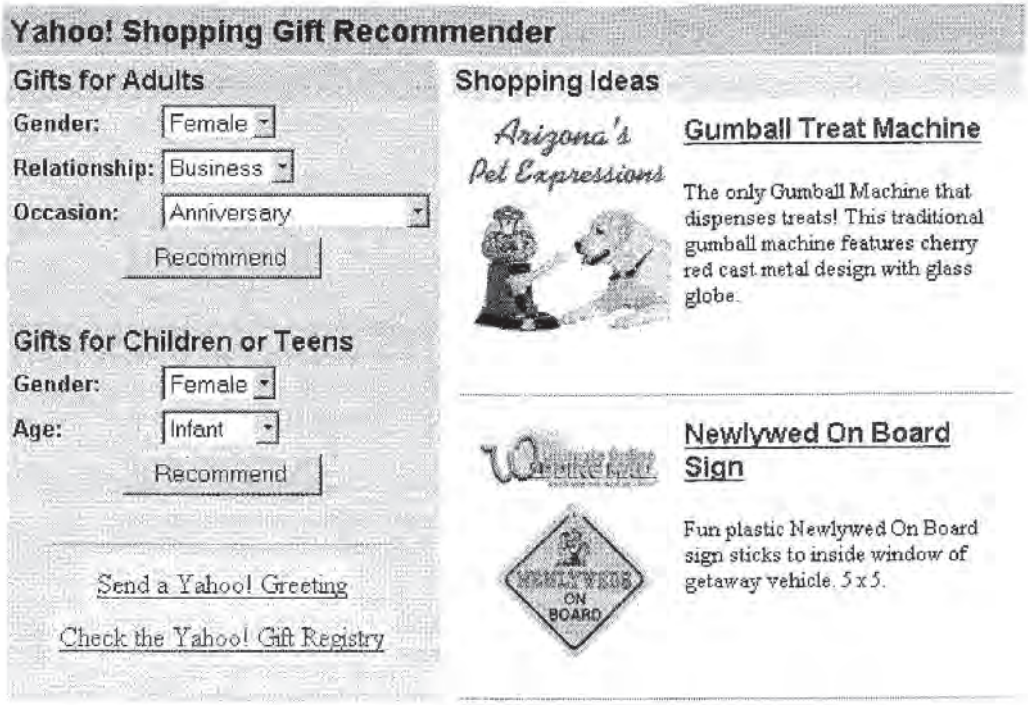



FIGURE 15-7 The Gift Recommender

## The Gift Recommender

The Gift Recommender selects possible gifts based on the age and gender of the recipient, and the occasion. Click Try Our Gift Recommender on the Yahoo! Resources list to display the options shown in Figure 15-7.

Do the following to help the Recommender make a choice:

- If you are shopping for a gift for an adult, choose his or her gender, relationship to you, and an occasion from the list boxes. Then click the Recommend button.
- If you are shopping for a gift for a child or teenager, choose his or her gender and age, and then click Recommend.

A list of suggested gifts appears. You can select gifts from the list and add them to a shopping cart.

# Earning Free Stuff with Yahoo! Points

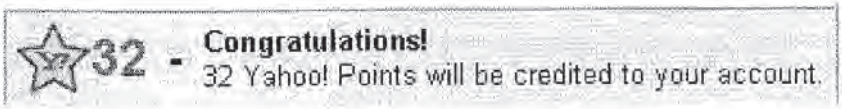
The more you shop, the more Yahoo! points you'll accumulate. For each dollar you spend, you get one Yahoo! point, although Yahoo! sometimes offers two points for every dollar you spend. You can exchange Yahoo! points for gift certificates to Yahoo! merchants or use them to bid on items in special auctions.

The points are good for one year from the end of the calendar quarter in which you earn them. Points you earn in January, for example, will expire on March 31 of the next year. Points you earn in Yahoo! Shopping are held in reserve for 14 days, so you must wait at least 14 days to redeem them.

To sign up for the program, go to the site at http://points.yahoo.com or click the Join Or Enroll link that appears beside the star icon on many Yahoo! pages. In the page that appears, click Enroll Me Now to open your Yahoo! Points page, as shown in Figure 15-8. We'll look at this page in detail later on.

## Earning Points

After you have registered to earn Yahoo! points, just shop as you would normally. When you check out, a message on the screen shows how many points you earned in the transaction.




In addition to earning points when you shop, you can earn points by purchasing airline tickets. You earn 150 points for each airline ticket you purchase on Yahoo! Travel. There is a maximum, however, on the number of tickets you can purchase that earn points–up to four tickets in each of three transactions every other day. So you can only purchase four tickets at a time, in up to three purchases–twelve tickets in all every other day.

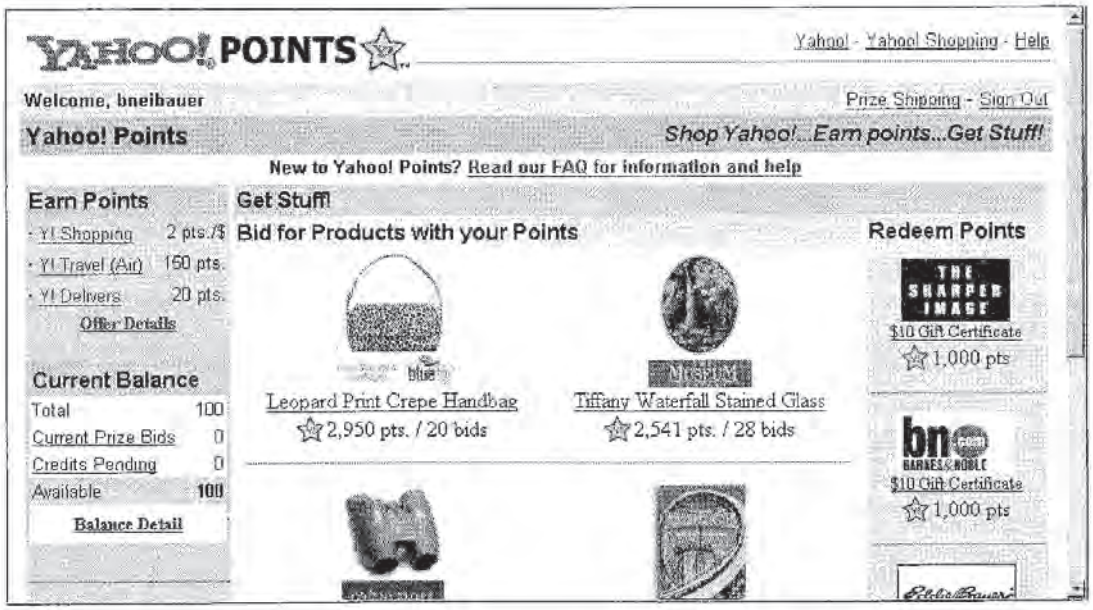



FIGURE 15-8 Yahoo! Points page

You can also earn points through a program called Yahoo! Delivers.

## Yahoo! Delivers

The Yahoo! Delivers program gives you points for reading e-mail from Yahoo! merchants. You can earn 20 points just for reading a message, although in some cases you need to click a link and go to the merchant's Web site to earn the points.

**Note** *You must read the mail in the Yahoo! e-mail system.*

Here's how to sign up for the Yahoo! Delivers program (see Figure 15-9):

1. Go to the Yahoo! Points page and click Y! Delivers in the Earn Points section. You see the Yahoo! Delivers form.
2. Select Yes in the Sign Up section.
3. Select the check boxes for areas of interest in the Select Your Interests section.
4. Scroll the page to display delivery options
5. Specify the e-mail address to send mailings.

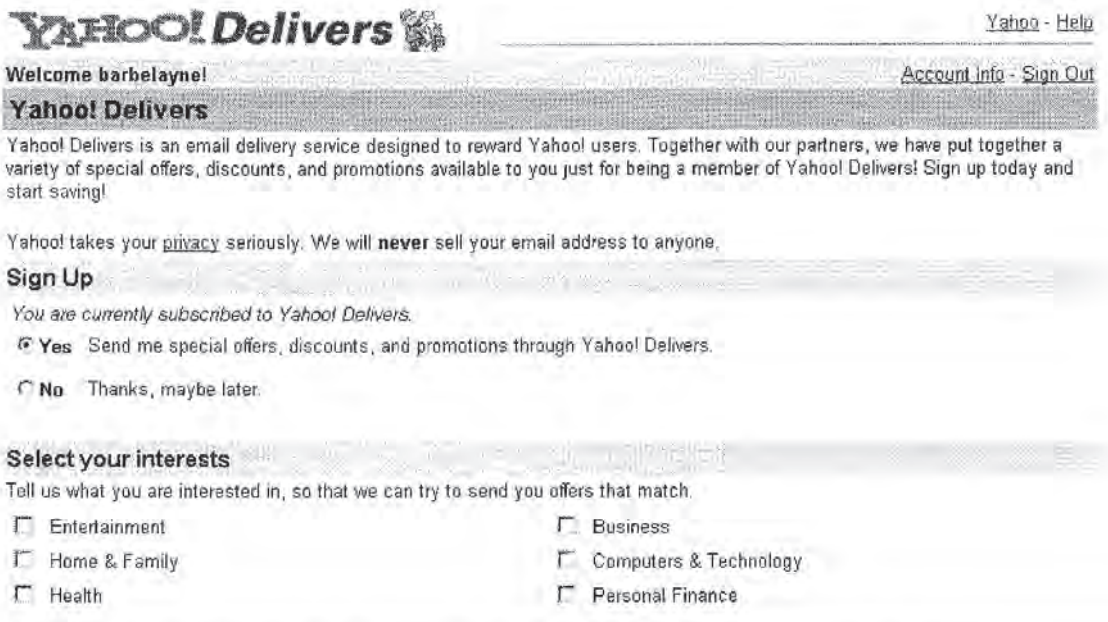



FIGURE 15-9 Signing up for Yahoo! Delivers

6. Choose the frequency of mailings. The options are one to three times a week or once a week.
7. Specify whether your e-mail program can read HTML-formatted mail or text-only mail. If you have AOL, choose text only.
8. Click the Finished button.

Now use your Yahoo! e-mail account to check for Yahoo! Delivers messages and read them online to earn points.

## Redeeming Points

There are two ways to redeem your Yahoo! points for products:

- Bid on items in special point auctions.
- Redeem points for gift certificates with merchants on Yahoo! shopping.

Navigate to http://points.yahoo.com or click any Points link to go to the Yahoo! Points page. There, you will see the number of points you have earned and those that are being held in reserve, as shown in Figure 15-10.

The items up for auction are shown in the center of the page. To see more items, click More Points Auctions under the list. Clicking an item displays an auction page like the ones you learned about in Chapter 14. The only difference is that you bid with points rather than dollars.




FIGURE 15-10 Your earned and pending points

The gift certificates are shown on the right side of the Yahoo! Points page. Click one of the options to display additional choices from the merchant in question, and then select the certificate you want to purchase. You'll see a page like the one shown in Figure 15-11.

**Note** *Some merchants also provide special discount offers to exchange for points.*

Select the e-mail address where you want your certificate sent and then click Send Me My Redemption Code. Yahoo! e-mails you a code with a link to the merchant's Web site. Make a note of the code and then click the link to visit the site. Select the items you want to purchase, and then, to get credit for the gift certificate amount, enter the code in the space for it in the shopping cart. The value of the certificate is subtracted from the total of the shopping cart.

**Caution** *After you click Send Me My Redemption Code, you cannot return the certificate to reclaim the points.*

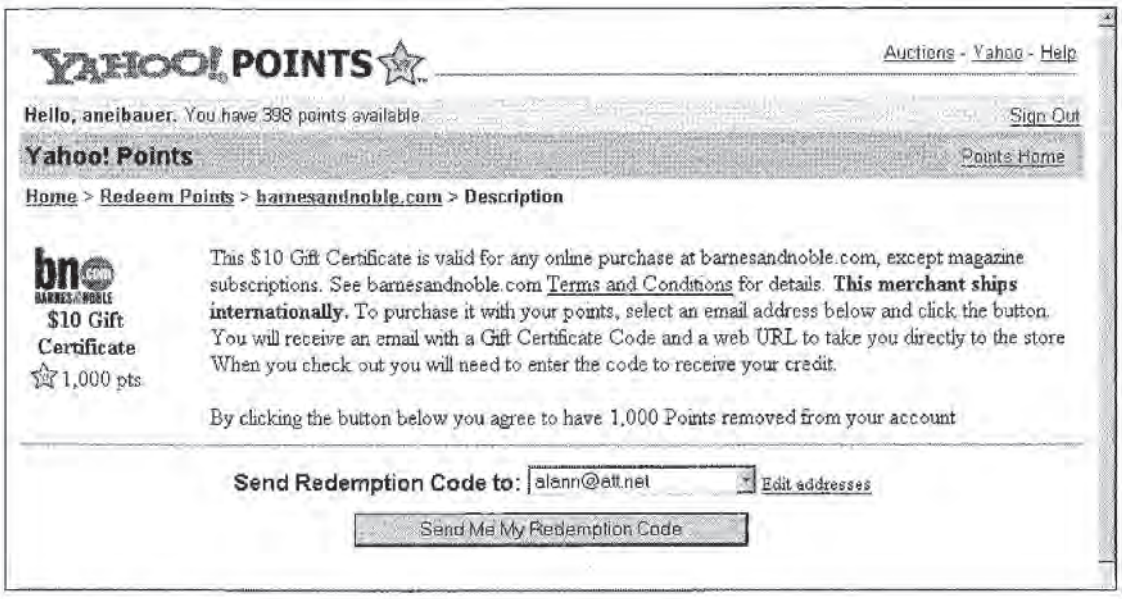



FIGURE 15-11 Redeeming your points for a gift certificate

# Part V

# Travel, Entertainment, and Current Events



# Chapter 16

# Planning and Booking Vacations



## How to . . .

- Plan a trip by destination
- Plan a trip by activity
- Plan a trip by lifestyle
- View and download featured photographs
- Add travel photographs to your Yahoo! Web site
- Browse for travel information in the Yahoo! directories
- Make airline reservations
- Order airline tickets
- Make car rental reservations
- Reserve hotel rooms
- Book a cruise

Whether you are an actual or an armchair traveler, Yahoo! is a great place to plan a vacation or business trip. You can get detailed information about travel destinations the world over; find destinations that match your interests and hobbies; and actually make airline, hotel, and other kinds of reservations online.

Once you decide where you want to go, however, you have to make the arrangements to actually go and stay there. You'll need to make airline and hotel reservations or book a tour with a cruise line or tour company. You might need to reserve a rental car as well. And while you're at it, you might book arrangements for activities such as shows and sightseeing trips. You can do all of this from Yahoo!.

In general, there are two ways to get information about travel destinations:

- Use the search directories of categories and Web sites that you learned about in Chapter 8.
- Go directly to the Yahoo! Travel home page.

The great thing about researching travel plans on Yahoo! is the flexibility that Yahoo! provides. You can move about from site to site or country to country without committing to anything or being pressured by a travel agent. You can compare various destinations and itineraries in as much detail as you want before making a final decision.

# Yahoo! Travel

For direct access to a wealth of travel information and resources, click Travel in the Yahoo! Home page. By choosing options at the top and down the left side of the page, you can make reservations for airline tickets, hotel rooms, rental cars, and cruises. We'll look at these options later in this chapter. The features for planning a trip are shown in Figure 16-1.

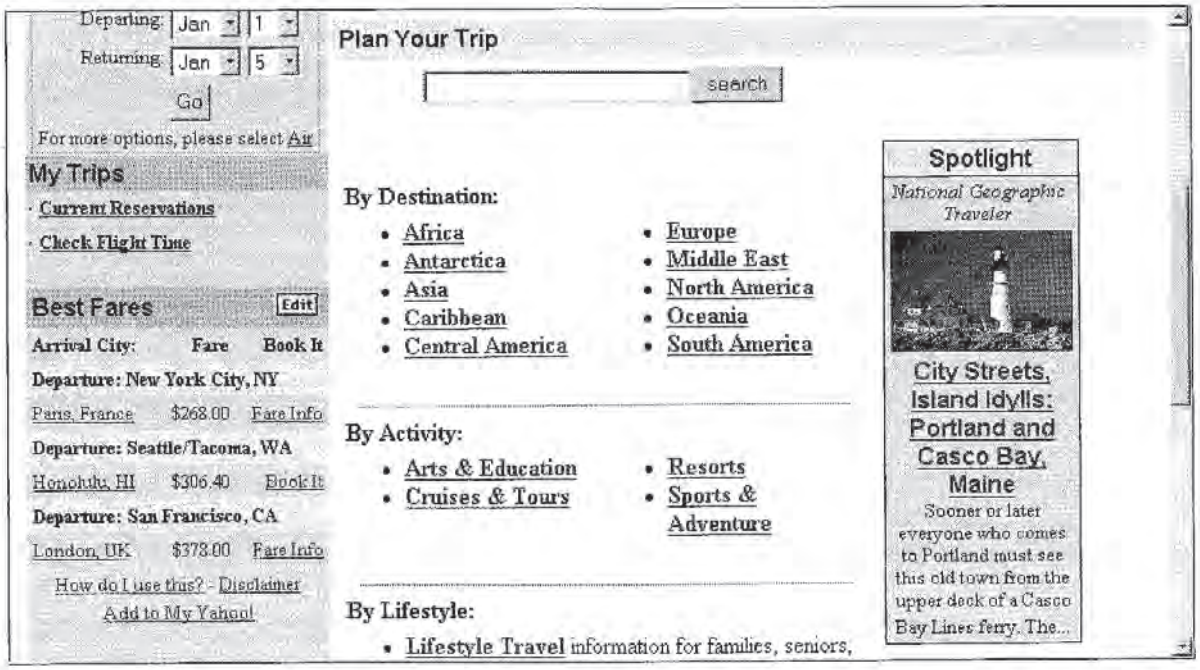



FIGURE 16-1 Yahoo! Travel planning features

You can get travel information in four ways:

- Searching by keyword
- Browsing by location
- Browsing by activity
- Browsing by lifestyle

Notice the "Spotlight" travel destination in the box on the right side of the page. It offers links to information about dining, lodging, nightlife, and points of interest in a specific place. Click the links for quick access to information about the destination, and then return to the Yahoo! Travel home page to look up more details about the location if it piques your interest.

Use the Search option to get travel information. Searching here is easier than browsing the categories for Web sites that cater to a specific hobby or interest. For example, suppose you are an avid bicycle rider and you want to plan a vacation around your hobby. Type **bicycle** in the Search box and click the Search button to see travel sites that feature bicycle tours.

Apart from the Search mechanism, the other options on the Yahoo! Travel home page let you browse categories, starting at one level and choosing subcategories until you locate a final destination.

# Planning by Destination

Planning a trip by destination is a great way to get started if you have some idea of where you'd like to visit. Except for Antarctica, clicking a region displays a page that shows a map and a list of featured countries. (By selecting Antarctica, a Country Profile is displayed that we'll look at later.) By the way, Oceania refers to Australia and islands in the South Pacific, including Fiji, Guam, Micronesia, New Zealand, Papua New Guinea, and Tahiti.

On the left of most Yahoo! Travel pages is a small map of the area described on the page. Click the Full-Size Map link under the map to see a more detailed view in a separate window. There is also a Community section with links to chat rooms, message boards, and other Web sites where you can communicate with Yahoo! members whose travel interests are similar to yours.

Below the Featured Countries list is usually a section titled Web Sites For Other Countries. These links access categories and Web sites in the Yahoo! Web site directory that are not on the Featured list. The section for Oceania, for example, includes the smaller islands in the South Pacific.

Below the Web Sites For Other Countries section of the page is a Search box with which you can search all of Yahoo! Travel or just the current category:




## Featured Countries

The Featured Countries section of a travel page lists countries for which Yahoo! offers extensive travel information. Click the name of a county that you are interested in to open the country's travel page, as shown in Figure 16-2.

Each travel page is divided into several sections:

- Map
- Destination Pages
- Country Profile
- Weather
- Currency Converter
- Yahoo! Categories
- Vacation Search
- Featured Photo

**Note** *Choosing United States from the North America page displays a list of state links. Click the state that you plan to visit.*

### Weather

The Weather section shows the current temperatures in selected cities or regions. Click a city or region to get a detailed weather report and forecast. You'll learn more about getting and using weather information in Yahoo! in Chapter 18.

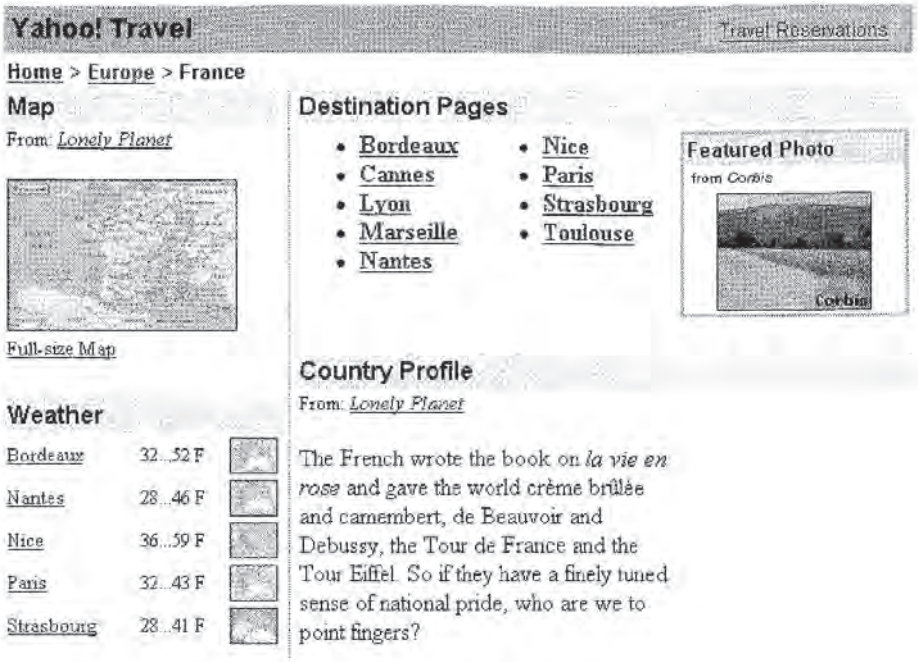



FIGURE 16-2 Country travel page

## Currency Converter

The Currency Converter displays current exchange rates between the country's currency and the currency of several different countries. In the following illustration, for example, one United States dollar is equivalent to just over 6.8 French francs.




To convert another currency or a specific amount of money, follow these steps:

1. Select the currency from the Currency list. The options are in alphabetical order by country, from the Algerian Dinar to the Zambian Kwacha.

2. Enter the amount you want to convert to the currency of the destination country.
3. Click Convert. Here, you see the results of converting 56 United States dollars into French francs.

| Symbol | U.S. Dollar | Exchange Rate | | French Franc |
|---|---|---|---|---|
| USDFRF=X | 56 | 11:09AM | 6.833600 | 382.68 |

## Yahoo! Categories

The Yahoo! Categories section of the country page offers links to Yahoo! categories and Web sites. The options are

- **Country Travel Resources** Offers links to information of all kinds.
- **Embassies And Consulates** Presents links to the country's official diplomacy Web sites.
- **News And Media** Offers links to popular publications, radio stations, and television stations.
- **Outdoors And Parks** Provides information about outdoor activities, such as boating, camping, scouting, skiing, surfing, and hiking.
- **Tour Operators** Provides links to general and specialized tour companies. In addition to bus- and boat-charter companies, you may also find links to auto racing, ballooning, culinary, cycling, paddling, and other specialized tours.




*In some Yahoo! Travel pages, you'll see the Vacation Search section that lets you locate tour packages meeting specific criteria.*

## Featured Photo

The Featured Photo area of a Yahoo! Travel page is sponsored by Corbis, an online resource for images, digital photographs, and free electronic postcards. Corbis's Web site is located at www.corbis.com.

Click a featured photo to open a page like the one shown in Figure 16-3.

If you want to access the photograph at a later time or share it with others, click the Add To Briefcase option. Doing so places a link to the photograph in your Yahoo! Briefcase and opens the Briefcase page. As you learned in Chapter 7, the Briefcase is a convenient place to store files. By clicking the link to the photograph, you and others with whom you share your briefcase can display the photograph without taking the time to search for it or download it.




*You can also share the photograph by sending it as an electronic greeting card. You'll learn all about e-cards in Chapter 21.*

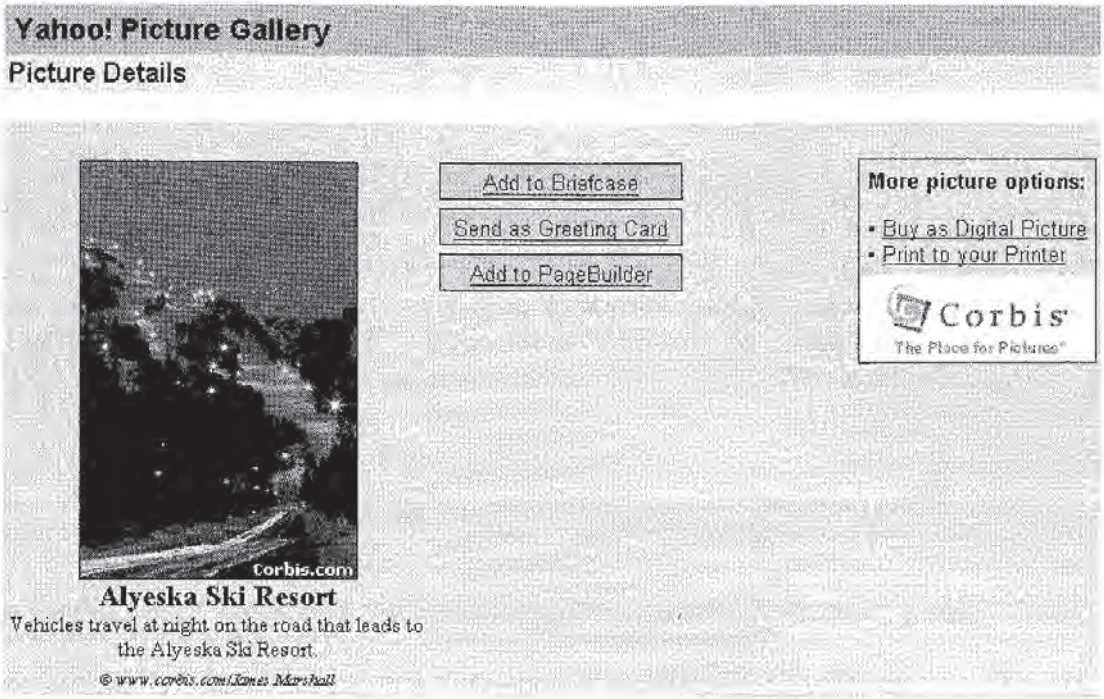



FIGURE 16-3 Featured Photo options

Click the Add To Page Builder option if you want to place the photograph on your Yahoo! Web site. Clicking Add To Page Builder launches the Page Builder application, in which you can choose which Web site page to place the picture on. After the page opens in Page Builder, position the photograph and make any other changes to the Web site that you desire.

## How to ... Purchase a Photograph

If you want to download a copy of the photograph to your computer, click the Buy As Digital Picture link to visit the Corbis Web site. From there, you can purchase the photograph for $3 and download it in JPEG format. From the Corbis Web site, you can also click My Corbis to access free Windows wallpaper files and search for additional photographs.

To print a copy of the photograph, click Print To Your Printer. The photograph appears in a separate browser window and the Print dialog box opens. Make sure your printer is ready and properly selected in the dialog box, and then click the Print button.

## Country Profile

The Country Profile section of a Yahoo! Travel page offers social, geographic, economic, and other essential information about the country in question, as shown in Figure 16-4. If the introduction arouses your interest, click Continue to read more about the country.

The profile article includes highlights about the country, as well as some specific information for travelers. Most articles explain the type of visa that you need to enter the country and any health risks you might encounter by traveling there. Many countries, for example, do not require a visa if you plan to stay for a short period of time and you are from a wealthy European or North American country.

The profile may include the name of the country's currency and a section that explains the relative costs of meals and lodging, as shown here:

**Currency:** Franc
**Relative costs:**

- cheap meal: US$5-10
- restaurant meal: US$15-25
- cheap room: US$15-20
- hotel room: US$25-35

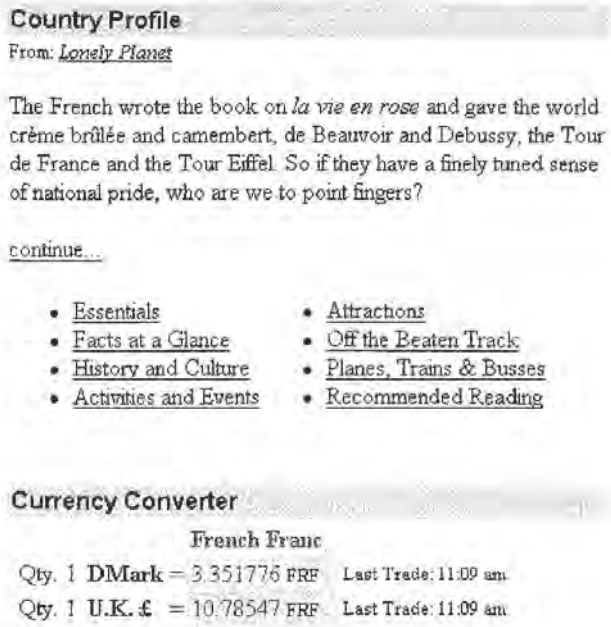
**Time:** GMT/UTC plus one hour
**Electricity:** 220V, 50Hz
**Weights & measures:** Metric
**Tourism:** 60.5 million visitors

According to this information on France, for example, the average meal in a restaurant costs the equivalent of $15 to $25; the average hotel room costs between $25 and $35. Travelers, however, should expect a wide range of prices depending on how they book their arrangements. Relative costs are strictly for comparing countries, not for planning a travel budget.

The profile page also lists the time zone or zones in which the country is located, the type of electricity used, the system of measurement in use, and the number of annual visitors.

The time zone is shown relative to Greenwich Mean Time (GMT), also known as Universal Time Coordinated (UTC). GMT is the time it is in Greenwich, England. It is used as a standard way to reference time regardless of location. The notation GMT/UTC plus one hour, for example, means that the country is one hour head of GMT. So when it is 2:30 P.M. GMT, it is 3:30 P.M. in the country. You can gauge a country's time in relation to your own by finding out your own area's time in relation to GMT. If you live in an area that is GMT/UTC minus one hour, for example, then you are two hours behind a country that is GMT/UTC plus one hour.

The type of electricity used is shown in volts. Knowing which type of electricity is in use is important if you plan to travel with electrical appliances such as a hair dryer or shaver. If the country uses a different electrical current than yours does, you need to purchase a special adapter and converter to use your appliances without damaging them.



**Country Profile**

From: *Lonely Planet*

The French wrote the book on *la vie en rose* and gave the world crème brûlée and camembert, de Beauvoir and Debussy, the Tour de France and the Tour Eiffel. So if they have a finely tuned sense of national pride, who are we to point fingers?

continue...

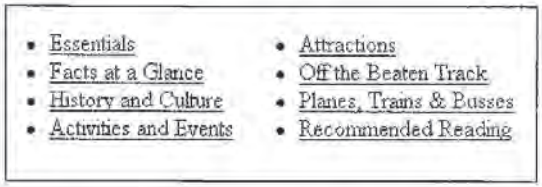
- Essentials
- Facts at a Glance
- History and Culture
- Activities and Events
- Attractions
- Off the Beaten Track
- Planes, Trains & Busses
- Recommended Reading

**Currency Converter**

| | French Franc | |
|---|---|---|
| Qty. 1 **DMark** | = 3.351776 FRF | Last Trade: 11:09 am |
| Qty. 1 **U.K. £** | = 10.78547 FRF | Last Trade: 11:09 am |

FIGURE 16-4 A country profile

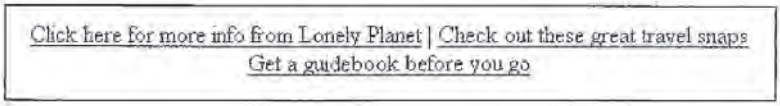
In addition to the essentials discussed in the profile, the Country Profile section has links to these categories:



- Essentials
- Facts at a Glance
- History and Culture
- Activities and Events
- Attractions
- Off the Beaten Track
- Planes, Trains & Busses
- Recommended Reading

Click the Facts At A Glance link for a summary of geographic and economic features, including the country's area in square miles, its population, which languages are spoken, the type of government, the titles of key officials, and the percentages of the population that belong to different religious and ethnic groups.

Most of the profile pages also contain these three links:



Click here for more info from Lonely Planet | Check out these great travel snaps
Get a guidebook before you go

Lonely Planet provides Yahoo! with much of its information about travel. The links take you to pages within the Lonely Planet Web site at http://www.lonelyplanet.com/, where you can get additional travel information and purchase guidebooks.

## Destination Pages

The Destination Pages section of the profile page provides links to information about different cities or regions within the country. Clicking a destination link leads to a page like the one shown in Figure 16-5. In addition to the familiar map, weather, and featured photo sections, you can get detailed traveler's information, read an article, and learn about any travelers' advisories that are in effect.

Click the Dining link to get a list of featured restaurants and an overview of dining in the city. You will also find links to restaurant Web sites, as well as a Rough Guide to the city. Rough Guide, like Lonely Planet, provides Yahoo! with dining information.

Click the Lodging link to see a list of featured hotels and an overview of dining in the city. There will also be links to Web sites where you will find hotel directories and information about vacation rentals. You can even book reservations. Room prices are shown in the country's currency, so you'll need to use the Currency Converter to get an idea of prices in your own currency.

Click the Nightlife link to see a list of featured clubs and an overview of nightlife in the city. There will also be links to Web sites where bars, pubs, clubs, cyber cafés, and operas are described.

The Points Of Interest link takes you to a list of featured sites and an overview of attractions in the city. There will also be links to Web sites where you can learn about museums, exhibits, and parks.

Click the Travel Resources links to find maps and photographs, newspapers, tour operators, travel agents, and travel guides.

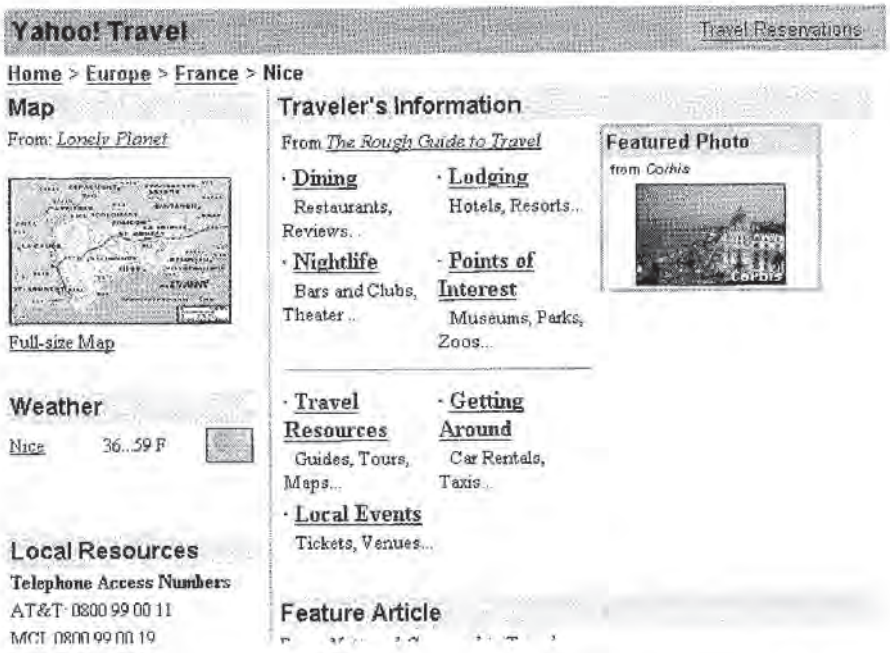
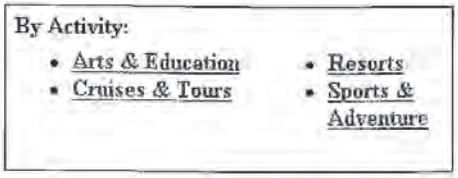



FIGURE 16-5 The destination page for Nice, France

The Getting Around link takes you to sites where you can learn about airports, limousines, and shuttle services.

# Planning by Activity

If you are less interested in where you are going than what you'll do when you get there, plan your trip by activity. To do so, use these options in the Travel home page:




Click an option to open a page of featured activities, a spotlighted activity, or a featured article. Click an activity to read an Article that describes the activity and the locations where it can be enjoyed.

Select sites from the article that you'd like to visit, and then use the Search feature or return to the Yahoo! Travel home page and use the Destination options to learn more about the destination.

The Featured Article page also includes a Yahoo! Categories section with links to clubs and teams, regional information, tour operators, tours and events, and travelogues. If your particular interest is not listed under Featured Activities, choose an interest that is similar to yours and then use the Yahoo! Categories links to search further.

# Planning by Lifestyle

If you want to plan your trip according to a particular lifestyle, then click the Lifestyle Travel link in the Yahoo! Travel home page. You'll see these options:

- Business Travel
- Family
- Lesbian, Gay And Bisexual
- Jewish
- Singles
- Naturist/Nudist
- Seniors
- Special Needs
- Women
- Vegetarian

Select an option to see a directory of categories and Web sites that feature information about the option you chose.

# Travel Community

The Travel Community section of the Yahoo! Travel home page offers ways to communicate with other Yahoo! members who are interested in travel.

Click More Community Information to access online events such as special chats at locations outside of Yahoo! and audio/video channels that you can listen to and watch for travel-related entertainment.

# Yahoo! Directories

As a supplement to using the Yahoo! Travel pages, you can also search for information through the Yahoo! directories.

The Regional options might be the first place to start if you know the location you would like to visit. Starting from the Regional selection, you can browse U.S. states, countries of the world, and regions of the world. Choosing a specific country, for example, may display the subcategories shown in Figure 16-6. By clicking a subcategory, you can access a wealth of local information.

Another place to start is the Society And Culture category. From there, you can access subcategories such as Events, Holidays and Observances, and Environment and Nature. In so doing, you can locate a particular interest and see how it is observed in other countries.

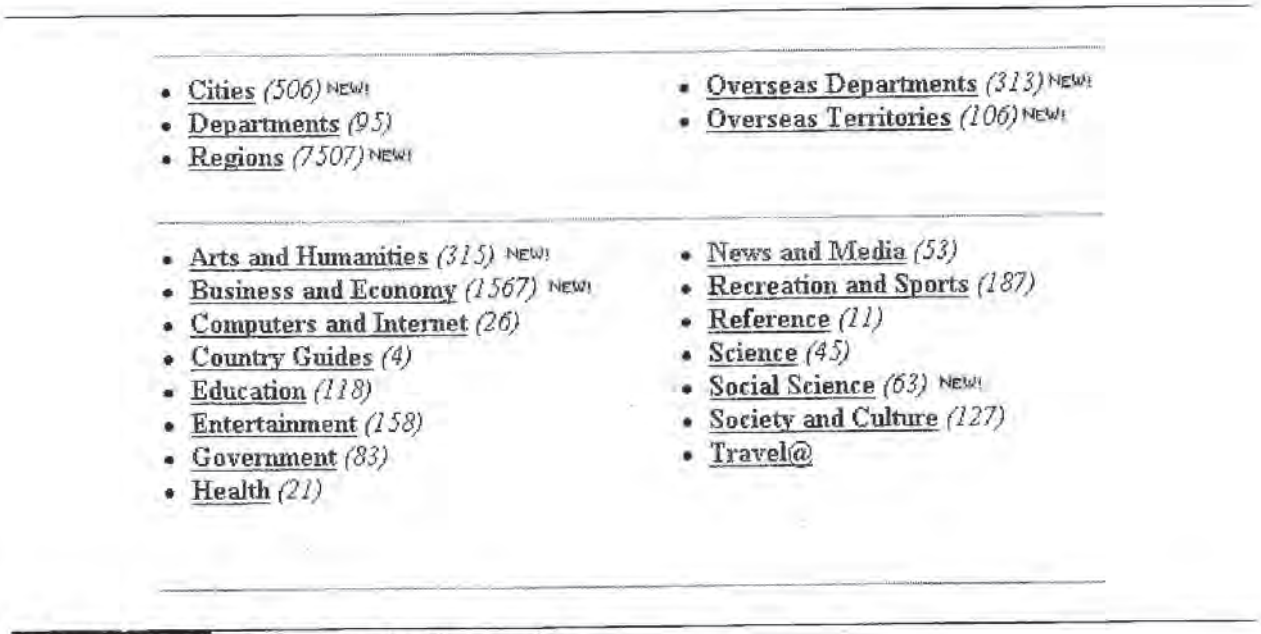



FIGURE 16-6 Subcategories for a region

The Recreation & Sports category is the place to start if you're looking for a trip that is centered around amusement and theme parks, hobbies, gardening, or gambling. The Travel subcategory of Recreation & Sports presents items by region, as well as the categories of travel.

These categories offer the richest collections of links to travel-related sites on the Internet. They include all of the activities and lifestyles that are available from the Yahoo! Travel home page, as well as many more.

The Virtual Fieldtrips link, for instance, takes you to sites that offer online multimedia tours. You can travel through the Holy Land, trek across deserts, or take an odyssey in Egypt and walk through an archeological excavation.

The Ongoing Travelogues link takes you to sites that follow travelers on their adventures. You can join a group driving a van across the United States, share the adventure of a 5000-mile kayak expedition from California to Columbia, or follow two young honeymooners in their three-year journey around the world in a small sailboat.

Travel Writing lets you learn about travel writers, as well as how to write and submit stories about your experiences for publication. There are also links to familiarization trips—special tours for travel agents and other professionals in the travel industry.

The Disabilities link offers recourses of all types for special travelers. For example, there is a searchable database of dialysis units, as well as links to organizations that offer travel opportunities for individuals with disabilities.

If you are really adventurous, use the Civilian Space Travel link to learn about plans for suborbital and orbital travel.

# Signing In for Reservations

To access some of the reservation features of Yahoo! Travel, you must register for the service. Registering is free and must be done in addition to your Yahoo! membership. By registering, you can get detailed flight information and reserve tickets through the Sabre registration system. You can purchase tickets that are mailed to you. You can even follow up on your travel itinerary online.

When you access a service that requires membership, you see the screen shown in Figure 16-7. If you signed up already, enter your logon name and password. Otherwise, follow these steps to register for Yahoo! Travel:

1. Click the Become A Member button to open the New Member Information form.
2. Enter your name.
3. Enter your e-mail address
4. Enter your complete address.
5. Specify your home and business telephone numbers.
6. Enter the logon name that you will use to access the system.
7. Enter a password between four and eight characters long.

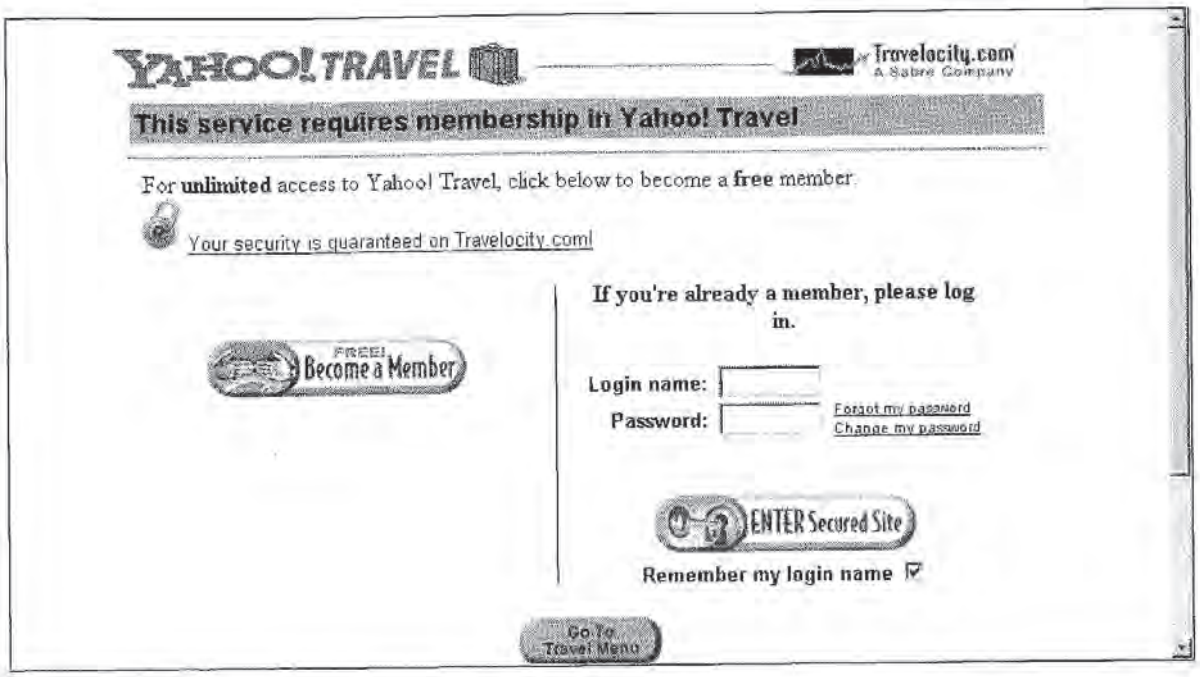



FIGURE 16-7 Registering for Yahoo! Travel

8. Retype the password to confirm it.
9. Enter your city of birth. The city's name will be used to confirm your request if you forget your password and need to obtain it.
10. Retype your city of birth to confirm it.
11. Select the check box if you want Yahoo! to remember your logon name so you only have to enter the password each time you access the system.
12. Read the terms and conditions, and click the I Agree button.

You will then see the Yahoo! Travel page that you selected.

# Making Airline Reservations

There are several ways to make airline reservations from the Yahoo! Travel page. The techniques for making the reservations differ, however, only in the initial options that you choose to start the process. In all cases, you'll have the option—after you find the flight you want—of actually purchasing the tickets or placing them on hold for 24 hours. Either way, you are required to enter credit card information to complete the process. If you are not yet ready to purchase the tickets or use your credit card to hold them, you can go through the initial steps of locating and comparing flights as part of planning your trip.

## Express Booking

One of the fastest ways to book a flight in Yahoo! Travel is to make use of the Express Booking options shown in Figure 16-8. Express Booking offers fewer options for booking a flight, but the process is quicker. Here's how to use Express Booking:

1. Enter the departure and destination locations.
2. Choose the number of passengers.
3. Select the departure month and date.
4. Select the return month and date.
5. Click Go.

The Select a Flight page appears, presenting one or more possible departure and return flights in ascending order by price. Scan the list to select the flight you are interested in, and then click the Buy button to purchase the tickets or the Hold button to reserve the tickets for 24 hours. In some cases, the Hold button indicates that holding tickets in reserve is not an option.

### Placing Tickets on Hold

If you are not quite ready to purchase the tickets, you can reserve them for 24 hours. If you want the tickets, however, you'll have to purchase them within 24 hours so they are not released to other buyers.

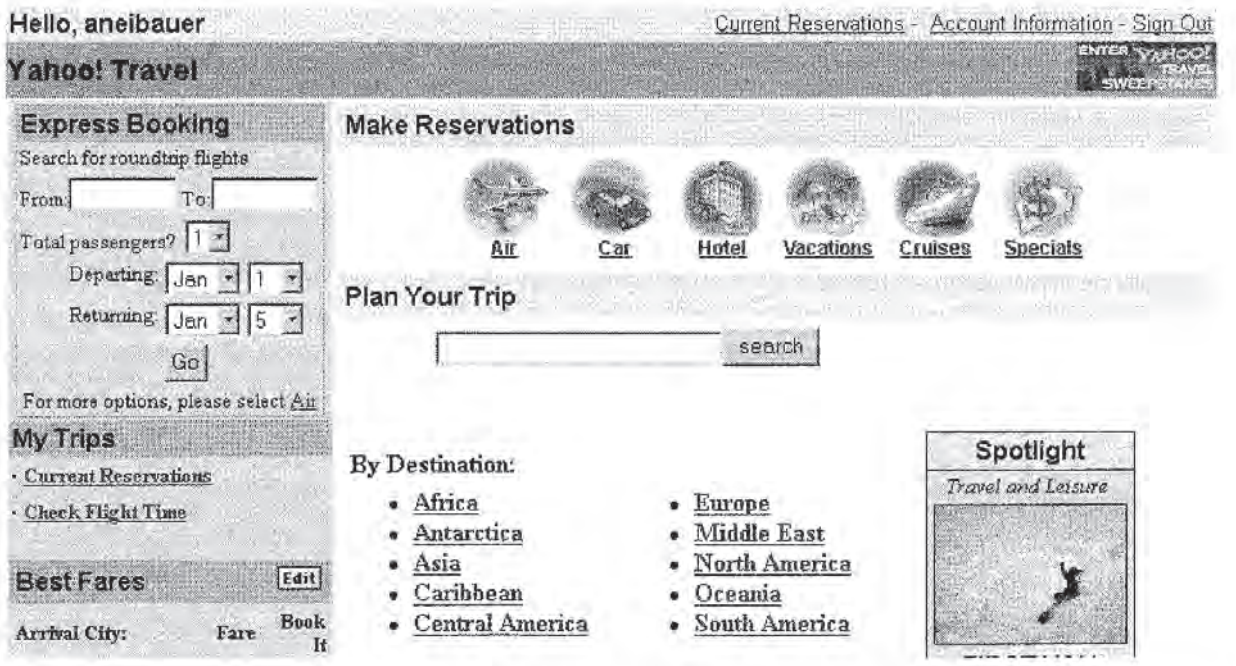



FIGURE 16-8 Express Booking




*Putting a ticket on hold does not guarantee that it will be available when you are ready to purchase it.*

To hold airline tickets for 24 hours, follow these steps:

1. Click the Hold button to display a page that reviews the prices and flight information, and summarizes the rules and regulations that apply. Sometimes you can click a Rules button next to each flight listing to display the rules in detail. If the fare is non-refundable, you also see the check box shown here, in which case, you have to select the check box to continue with the process.

   ☐ **I understand that this is a non-refundable fare**

2. Read the information on the page and click I Agree to open the passenger information page.
3. Enter the names of your fellow travelers and specify whether they have any special meal or other service requests. You also need to enter your e-mail address, phone number, and frequent flyer number if you have one.
4. Click the Information Is Correct button to open the seat selection page for the departure flight. You need to select seats for each flight in the journey. As shown in Figure 16-9, you select a seat for each traveler. The Seat Map Legend explains the codes that appear in the seat layout on the right side of the page.
5. Enter which seats you want in the text boxes next to each passenger's name, and click Continue. A seat map appears for the next flight in the journey, either a return flight or a connecting flight.
6. Choose seats for the next flight and click Continue.
7. Repeat the process until you have made seat assignments for each flight in the itinerary.




*Yahoo! makes no guarantees that you will get your reserved seat when you actually take the flight.*

8. When you click Continue after the last flight, you'll be prompted to enter your credit card information. Complete the form and then click Continue.

## Buying Tickets

When you are ready to purchase the tickets for the flights you selected, click the Buy button on the Select A Flight page. A page appears so you can review your itinerary and read the rules and regulations that apply. Click the I Agree button at the bottom of the page to display the ticket delivery options.

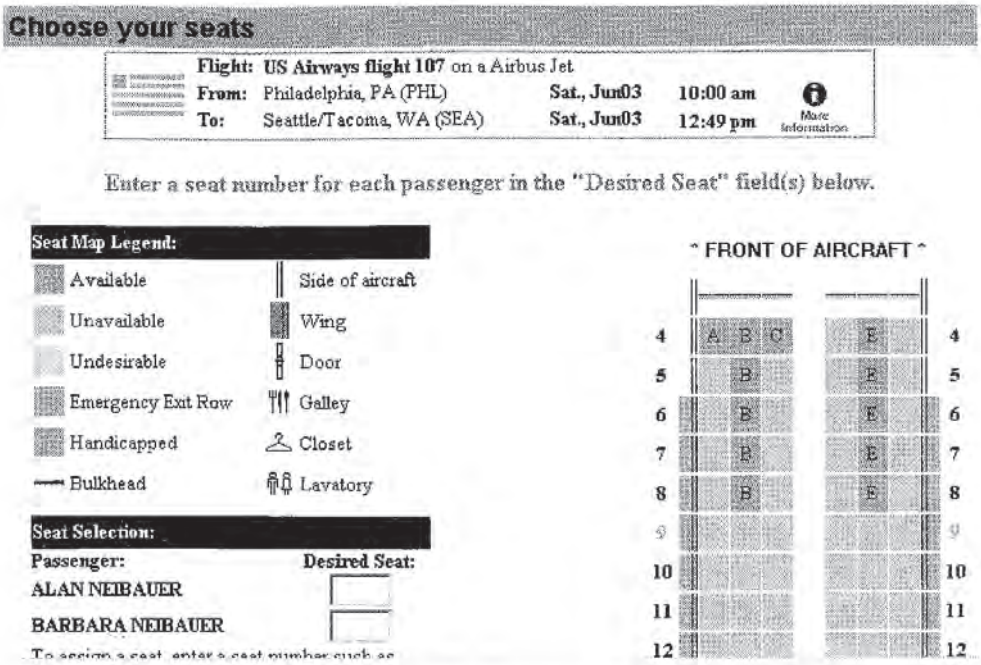


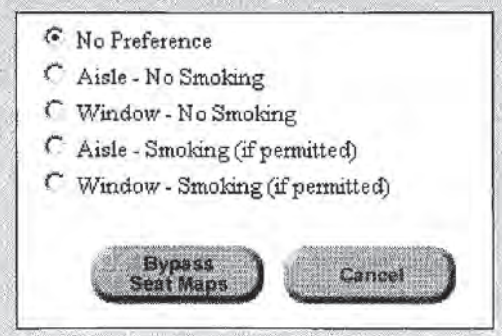

FIGURE 16-9 Selecting seat assignments

How to ...

## Bypass Seat Assignments

If you don't want to bother selecting seats, you can bypass the seat assignment pages and have the airline select seats for you.

Rather than specifying seats, just select the type of seating you prefer from the options shown here, and then click Bypass Seat Maps:



Tickets can be generated electronically, be mailed to you, or be delivered by Federal Express for an additional charge. When you select Ticket Electronically, you can access a copy of the passenger receipt online, but no tickets will actually be sent to you.

**Note** *The electronic ticketing option is not always available.*

Make your choice and then complete the process by entering complete passenger and charge information.

## Searching for the Best Airline Fares




If the price of tickets is your main concern, have Yahoo! search for the lowest fares starting from the Best Fares section of the Yahoo! Travel page, as shown in the following illustration at right. After you specify your departure and destination cities, Yahoo! automatically informs you what the best available fares are.

The feature works only for trips within the United States and trips to Canada, Puerto Rico, and the U.S. Virgin Islands, although European destinations sometimes appear as samples in the Best Fares section.

To add your itinerary, click the Edit button next to the Best Fares heading. You'll see the page shown in Figure 16-10. Select your departure and destination cities from the lists and then click the Add Selected Roundtrip button. The trip will be added to the section of the page labeled "You are already tracking these roundtrips." (To remove a trip from the list, click Delete in the column next to its name).

Click Finished to return to the Yahoo! Travel page, which now shows the trips you are tracking in the Best Fares section. That section has a number of links. Click the name of a destination city, for example, to open a Yahoo! Travel destination page about the city. Click Fare Info for detailed information about a fare.

You can also add the Best Fares module to your My Yahoo! page and be able to track the fares from that location. To do so, click Add To My Yahoo! to open the page shown in Figure 16-11. From there, click Add It to place the Best Fares module on your My Yahoo! page.

### Booking a Best Fare

Click the Book It link next to a fare in the Best Fares section to actually make a reservation and either pay for the tickets or place them on hold for 24 hours. Clicking Book It opens a page on which you enter the number of travelers for whom you need tickets and whether they are between the ages of 2 and 11. Select the numbers in the appropriate lists and then click Show Me Airlines to open a page that shows the airlines with the lowest prices and a summary of the rules you must follow to purchase tickets. Typically, airlines have rules about advanced purchases, earliest and latest travel dates, and earliest and latest return dates. Click Rules to read a detailed description of the rules, read the rules, and then click Return To Previous Page.

Below the lowest rates is a list of other fares in ascending order by price. You might need to check out these fares if the rules that apply to the lowest fares are not acceptable to you.




FIGURE 16-10 Adding trips to the Best Fares list




FIGURE 16-11 Adding the Best Fares module to your My Yahoo! page

Click Select next to a fare to display the calendar in which you select from the departure dates that are available for a certain rate, as shown in Figure 16-12. Days for which a fare is available are shown in yellow; days for which a fare is not available are shown in gray.

If your departure date is not available, you can use either of these links:

- Try A Different Airline Or Another Low Fare
- Get The Specific Date You Want, Even If The Fare Increases

If you choose to try a different airline or another fare, a page appears in which you make a selection. If you decide to get the specific date, you'll be able to search for a flight, as you'll learn to do in the next section of this chapter.




*A blue arrow appears on the edge of the calendar if there are other available days in other months. Click the arrow to scroll the calendar.*

If your date is available, click it in the calendar. Yahoo! displays a similar calendar that shows available return dates. If your return date is not available, you can choose one of these options:

- Try A Different Departure Date
- Try A Different Airline Or Another Low Fare
- Get The Specific Date You Want, Even If The Fare Increases

Choose your return date to display a list of available departure flights. Click Select for the desired departure flight to display possible return flights. Select your return flight to display a page that summarizes the itinerary. You can then purchase the tickets or put them on hold.

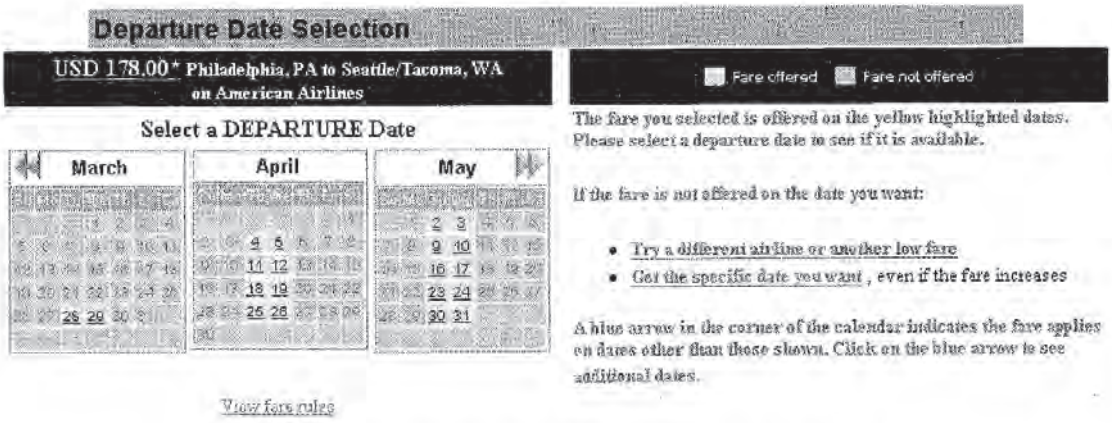
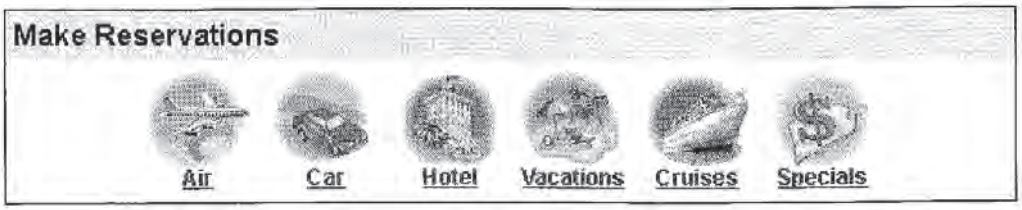



FIGURE 16-12 Selecting your departure date

## Using the Air Option

You can also locate a flight by using the Air option in the Make Reservations section of a Yahoo! Travel page.




The Air options appear on the Yahoo! Travel home page, as well as the top or bottom of many other Yahoo! pages. When you locate a destination as you browse through Yahoo! Travel, for example, the Make Reservations section appears at the bottom of the page. You can use the options in that section to book reservations to the destination you are investigating.

Click Air in the Make Reservations section at the top of the Yahoo! Travel page to open the Roundtrip Flight Search page shown in Figure 16-13. Then complete the form by following these steps:

Tip *Click Check My Yahoo! Calendar if you need to select or clear a travel date.*

1. Specify the number of travelers.
2. Specify the number of travelers between the ages of 2 and 11.

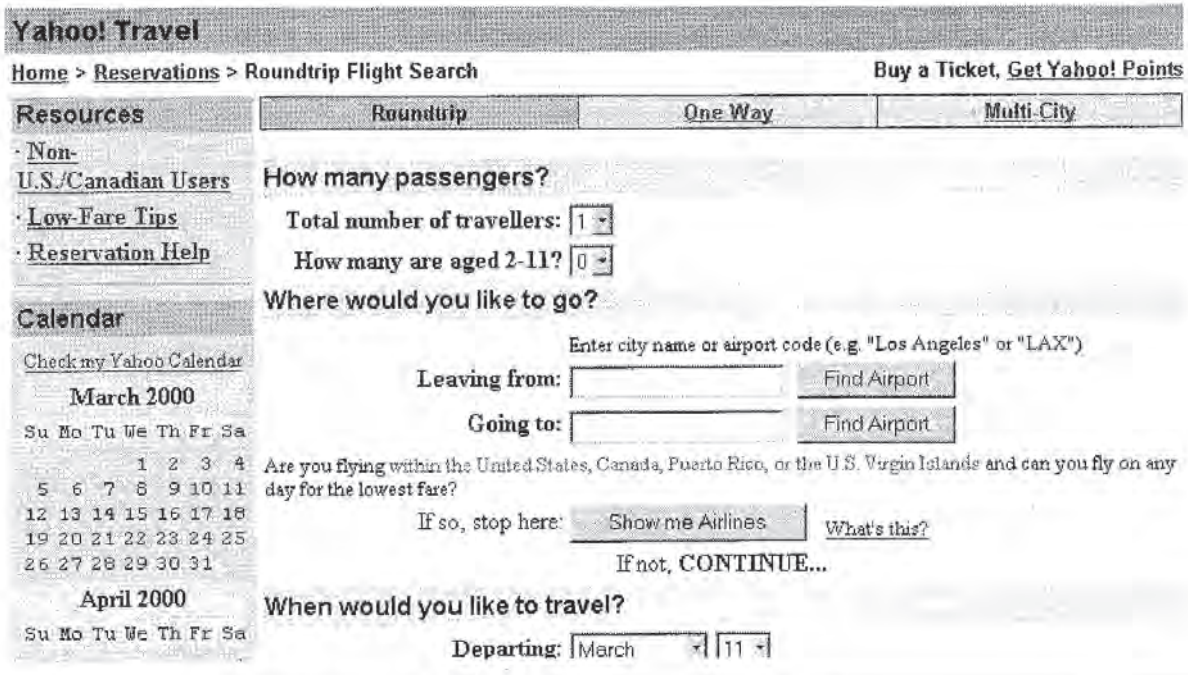



FIGURE 16-13 Roundtrip Flight Search page

3. Enter the departure city or airport code. Click Find Airport to display a list of airport codes. Locate the airport from which you will depart and click the code to enter it in the Leaving From box and return to the Roundtrip Flight Search page.
4. Enter the destination city, or use the Find Airport button to locate the airport code. If you selected Air from a city's destination page in Yahoo! Travel, the destination is already entered in the Roundtrip Flight Search page.
5. If you are flying within the United States, Canada, Puerto Rico, or the U.S. Virgin Islands, and you can fly on any day for the lowest fare, click Show Me Airlines to see the lowest fares, as shown previously. Select your fare and continue as explained earlier in this chapter under "Searching for the Best Airline Fares." Otherwise, continue with the following steps.
6. Enter the departing date and time.
7. Specify the return date and time if yours is a round trip.
8. Choose the class of flight. The options are
   - Economy class with restrictions
   - Economy class without restrictions
   - Business class
   - First class
9. Select to see all flights or just list nonstop flights first.
10. Select to search all airlines or just one, two, or three airlines that you select.
11. Select to display the nine fares being offered for the best price on the dates you selected, or to search for all flights so you can make the decision.
12. Click Show Me Available Flights.

You can now select flights and either buy or hold the tickets, as you learned to do earlier in this chapter in the section "Express Booking."

## One-Way Flights and Multiple Destinations

At the top of the Roundtrip Flight Search page, you can choose One Way or Multi-City. If you select One Way, you do not have to choose a return travel time.

Why the Multi-City option? Sometimes a business or pleasure trip takes you to more than one destination. You may fly from New York to Chicago to visit relatives, for example, and then take a flight to Las Vegas for a vacation. You may then return home to New York with a stopover in Atlanta to take care of some business.

A multiple destination itinerary is one that requires four flights, or more if any are not direct:

- New York to Chicago
- Chicago to Las Vegas

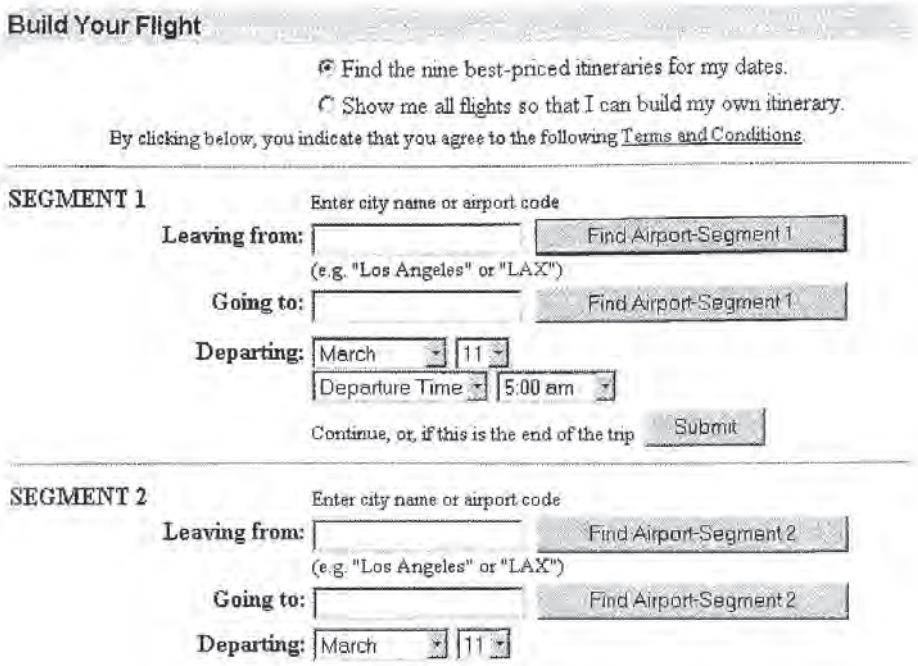



**FIGURE 16-14** Options for a multiple-city itinerary

- Las Vegas to Atlanta
- Atlanta to New York

When you choose the Multi-City option, you specify each leg of the journey as another segment, as shown in Figure 16-14. In each section, enter the departure and destination information for each leg of the journey. For the final section, enter your ultimate destination—a return to the starting point if you are booking a roundtrip itinerary

# Making Car Reservations

Once you arrive at your destination, you likely need a way to get around on the ground. Through Yahoo! Travel, you can make reservations for car rentals and even arrange to rent a van, a sports car, or an SUV. See Figure 16-15. Follow these steps to make a car reservation:



1. Click Car in the Make Reservations section of a Yahoo! Travel page to open the Rental Car Search page.
2. Enter the city or airport where you want to pick up the car.
3. Enter the number of travelers.
4. Enter the date and time you want to pick up the car.
5. Enter the date and time you want to drop off the car.

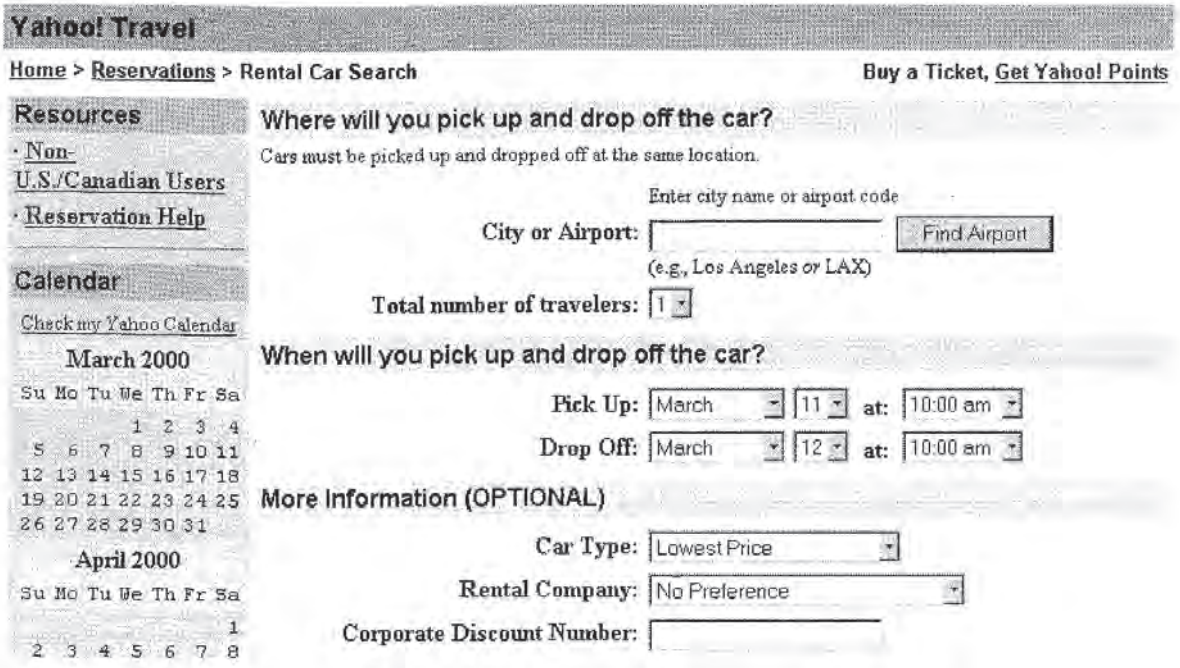
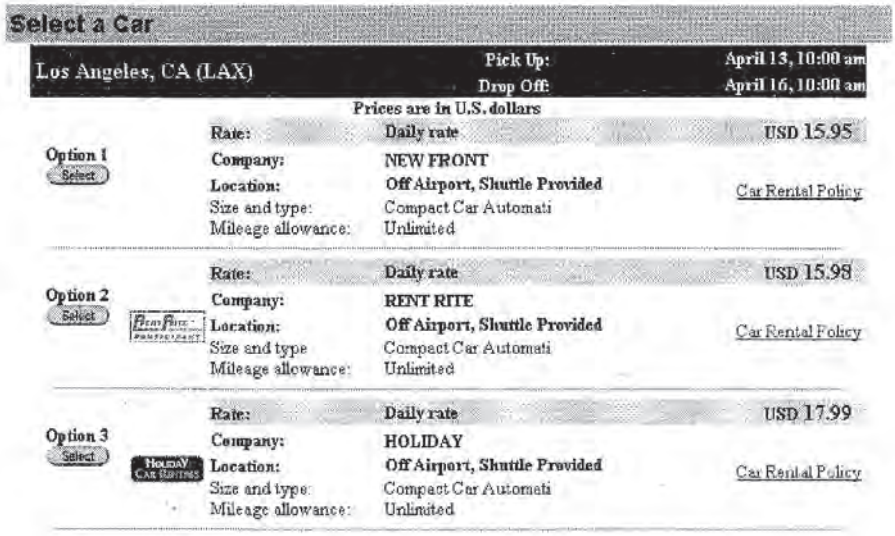



FIGURE 16-15 Making a car rental reservation

6. Select the car type. There are 13 options, including size classifications options and options for renting specialty vehicles such as vans and sports cars.
7. Select a preference, if you have one, for a rental company.
8. Enter a corporate discount number if you have one.
9. Click Show Me Available Cars to see a list of rental companies, as shown next.






*Click Car Rental Policy to read the company's requirements and restrictions.*

10. Click Select to display a summary of the rental details.
11. Click Continue.

Finally, in the page that appears, enter information about your fellow travelers and your credit card, and then complete the process to confirm the reservation.

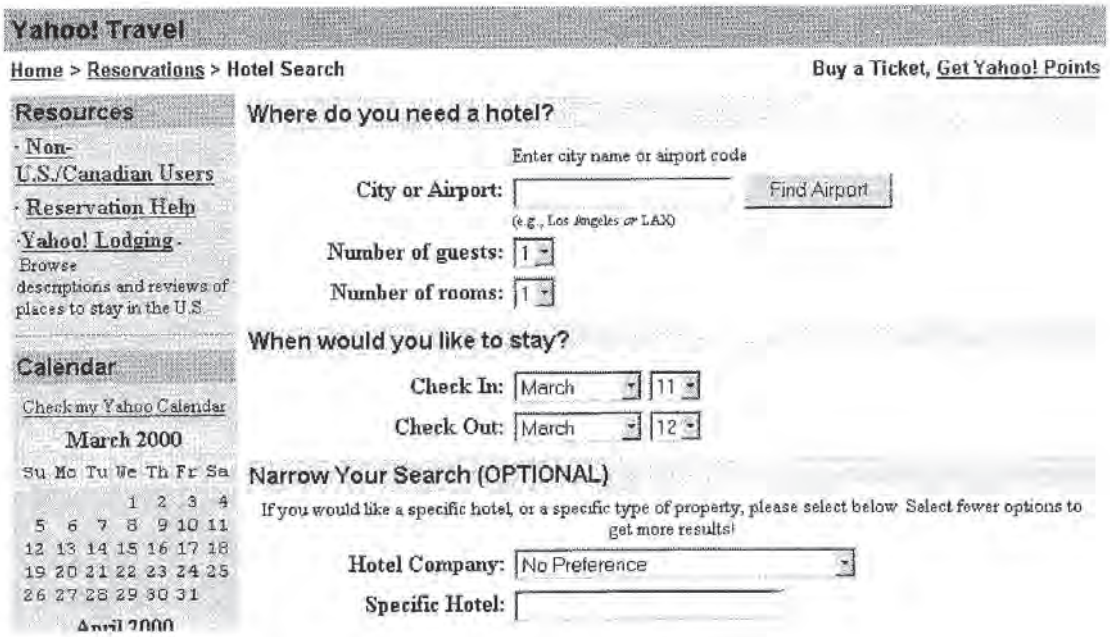
# Making Hotel Reservations

Getting a place to stay during a vacation or business trip is the next step in finalizing your itinerary. Yahoo! offers access to thousands of hotels and other lodging establishments around the world. You can see a picture of the establishment, select the type of room and rate that you want, and then actually make the reservation.

You can search for hotels from almost any Yahoo! Travel page. Most pages offer, in the Make Reservations section, the Hotel option. You can also browse destinations, and then book a hotel from the Lodging information on a site's Destination page.

To book a hotel from the Make Reservations section of a Yahoo! Travel page, follow these steps:

1. Click Hotel in the Make Reservations section of a Yahoo! Travel page to open the Hotel Search page shown in the following illustration.




2. Enter the city or airport where you'll be staying.

3. Enter the number of guests.
4. Enter the number of rooms.
5. Enter the date you want to check in.
6. Enter the date you want to check out.
7. Select a preference, if you have one, for a hotel chain.
8. Enter a specific hotel if you want one.
9. Select the type of hotel from these options shown at right.




10. Choose an optional amenity, such as pets allowed or children's program.
11. Optionally, select a rate type. The options are standard, corporate, family plan, promotional, senior, and government/military.
12. Enter a discount number if you have one.
13. Click Show Me Available Hotels. A numbered list of hotels appears, as shown in the next illustration. Hotels that are not available for the dates you specified have a red number and the Select button is not selectable. Hotels that are available have a black number.




**Note** *If the city you enter cannot be found, a list of possible matches appears. Select the city and click Continue, or click Back and try again.*

14. Click Select to display the Select A Room page, which lists the types of rooms that are available and their prices. There may also be options for extras such as rollaway beds and cribs.
15. Click Select next to the room you want to see the hotel's reservation policy.
16. Click Select This Room to open the Traveler Information page.
17. Enter the names of each of your fellow guests and your credit card information.
18. Click Information Is Correct.

Then just follow the prompts that appear onscreen to complete the reservation process.

Another way to make a hotel reservation is from the lodging page. As you learned in Chapter 16, you can browse vacation destinations to find the country you want to visit, and then select a specific city or region to see its Destination page. Use the Lodging option on the Destination page to see a list of hotels in the location you are interested in.

The lodging page also contains the Book A Hotel section shown in Figure 16-16. The city's name will already appear in the City box, so all you have to do is enter the number of guests and rooms, and the check-in and check-out dates, and click Find Hotels. A numbered list of hotels appears from which you can select the one you want to book.

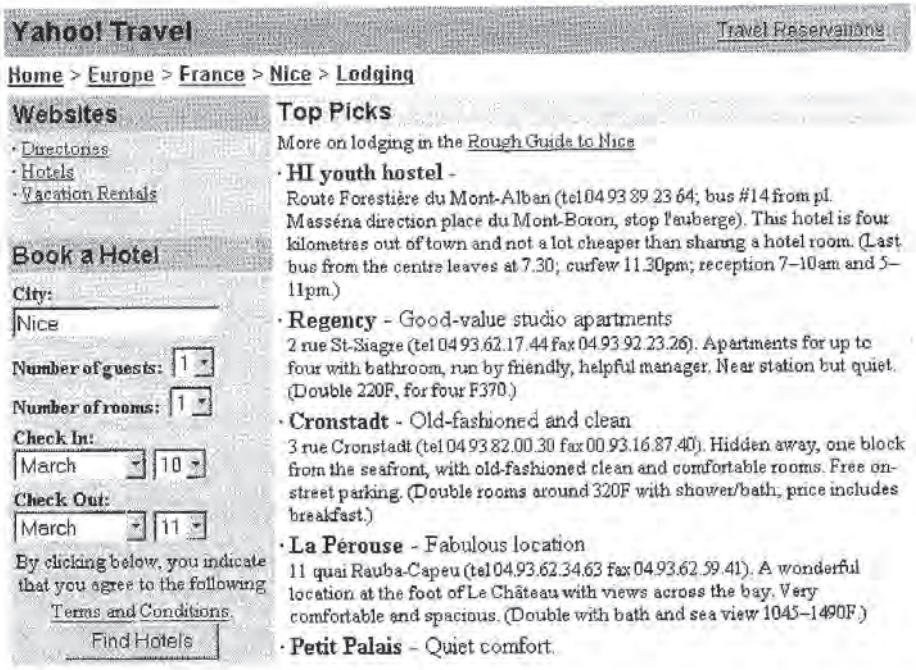



FIGURE 16-16 Booking a hotel from a city's lodging page

# Signing Up for a Package Vacation

As an alternative to booking all of the components of a vacation yourself—the airline tickets, hotel rooms, and rental car—you sign up for a vacation package. A vacation package usually includes transportation and lodging, and sometimes meals and activities. There are even packages aimed at special interests and hobbies, such as bicycling through the French countryside or touring the town made famous by the classic "The Prisoner" television series.

Vacation packages can be great bargains because the tour operator negotiates with airlines and hotels to obtain low group rates. Tour operators also handle all of the arrangements for you—flying to the destination, going from the airport to the hotel, taking the local tours.

To access vacation packages in Yahoo!, you can start from a location's destination page or go to the Make Reservations section.

## Destination Vacation Search




When you are browsing Yahoo! Travel and reach a location's destination page, you usually find the Vacation Search options shown in the illustration at right. The Region/Country and Keyword options are already filled in with the names of the region or the country of destination. However, you can change these options and look up vacations in other locations or search for specific activities by entering **Paris, ballooning**, or another term in the Keyword box.

Follow these steps to search for a vacation package:

1. Select the region or country you want to visit.
2. Select a Price Per Person. The options are Budget (Under $1,000), Standard (($1,000–$2,500), and Deluxe (Over $2,500).
3. Enter a range that describes the number of days you want to go on vacation, such as from 5 to 7.
4. Enter a keyword for the vacation. The keyword can be a specific country, city, or activity.
5. Click the Search button to display a list of vacation packages.

You can click any of the column headings, such as Duration and Price, to sort the list a different way. Click the name of a package you are interested in to read about it. On the details page, you can click More Information to go to the operator's Web site and get booking information.




To eliminate tours that you are not interested in, use the Narrow Your Search section. Pull down the Interest list to select from the options shown here, and then click the Search button.

If you do not want to search for a vacation starting from a destination page, click Vacations in the Make Reservations section of a Yahoo! Travel page. Doing so opens the Search For A Vacation page.

The options presented there are the same as the options in the Vacation Search section. Select options and then click Search to list vacation packages.

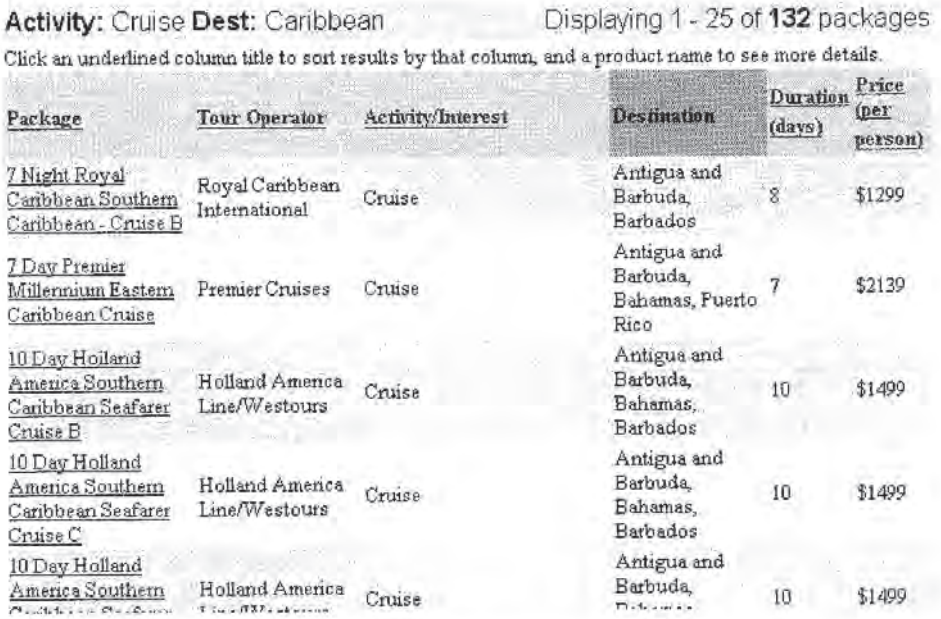
# Booking a Cruise

Cruises are a very popular form of vacation because the vacation starts as soon as you board the vessel. You enjoy your vacation as you travel to a destination, or just float nowhere in particular on a sunny sea.

To locate and book a cruise in Yahoo!, follow these steps:

1. Click Cruises in the Make Reservations section of a Yahoo! Travel page to open the Search for a Cruise page.
2. Select the region or country you want to visit.
3. Choose the price per person.
4. Enter the minimum and maximum number of days.
5. Enter a keyword.
6. Click Search.

A list of cruise packages appears, as shown in Figure 16-17. Click the cruise you are interested in to read more information about it and perhaps visit the operator's Web site to book a reservation.



**Activity:** Cruise **Dest:** Caribbean Displaying 1 - 25 of **132** packages

Click an underlined column title to sort results by that column, and a product name to see more details.

| Package | Tour Operator | Activity/Interest | Destination | Duration (days) | Price (per person) |
|---|---|---|---|---|---|
| 7 Night Royal Caribbean Southern Caribbean - Cruise B | Royal Caribbean International | Cruise | Antigua and Barbuda, Barbados | 8 | $1299 |
| 7 Day Premier Millennium Eastern Caribbean Cruise | Premier Cruises | Cruise | Antigua and Barbuda, Bahamas, Puerto Rico | 7 | $2139 |
| 10 Day Holland America Southern Caribbean Seafarer Cruise B | Holland America Line/Westours | Cruise | Antigua and Barbuda, Bahamas, Barbados | 10 | $1499 |
| 10 Day Holland America Southern Caribbean Seafarer Cruise C | Holland America Line/Westours | Cruise | Antigua and Barbuda, Bahamas, Barbados | 10 | $1499 |
| 10 Day Holland America Southern | Holland America | Cruise | Antigua and Barbuda, | 10 | $1499 |

FIGURE 16-17 Booking a cruise

## How to ... Find Vacation Specials

Airlines, tour operators, hotels, and others in the travel business frequently offer special deals and package plans. You can often save money by tailoring your travel plans and vacation plans to take advantage of one of these special offers.

To see what specials are currently available, click Specials int he Make Reservations section of a Yahoo! Travel page. Doing so takes you to the Search For A Vacation page. You can then choose from a list of airlines, rental car companies, hotels, tour operators, and cruise lines that are offering special deals. For example, use the link to ResortQuest to access a listing of over 17,000 privately owned vacation homes and condominiums.

# My Trips

You can maintain a complete record of your reservations and itinerary, and check flight times, in the My Trips section of the Yahoo! Travel home page.

Click Current Reservations in that section to see a list of all the reservations you made through the Yahoo! Travel system. You can then click a reservation to see its details.

Use the Check Flight Time option to see if a flight is on time and exactly where the plane is located. Being able to track a flight is a great feature if you are expecting a visitor who is arriving by air or you want to track someone else's flight. You can also use it to see the exact route a flight takes in preparation for your own flight.

Click Check Flight Time to open the page shown in Figure 16-18. You can track a flight by entering its flight number or by searching by departure and arrival locations and times.

If you know the specific flight, choose the airline and enter the flight number, and then tell Yahoo! whether you want to display the search results as text or as a graphic. Click Find Flight. If you selected See Text Results, a table shows you the flight's status, its current location, its altitude, and its speed. If you selected See Graphic Results, a set of gauges and a map appears, as shown in Figure 16-19.

**Note** *It takes a little while for the graphic page to appear because it is loaded as a Java application.*

The gauges show the flight's current speed, heading, and altitude. The country map (or world map depending on the flight) shows the overall flight path. Below the gauges, however, is a detailed map that shows the plane's exact location. Because the graphic is a Java application, you can leave it onscreen and watch the gauges and position change as the information is updated.

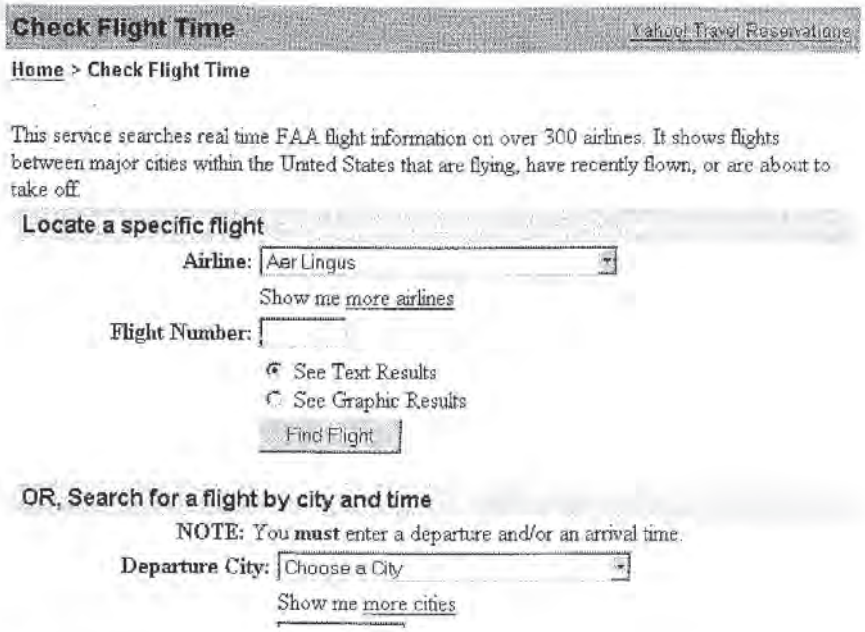



FIGURE 16-18 Checking the status of a flight

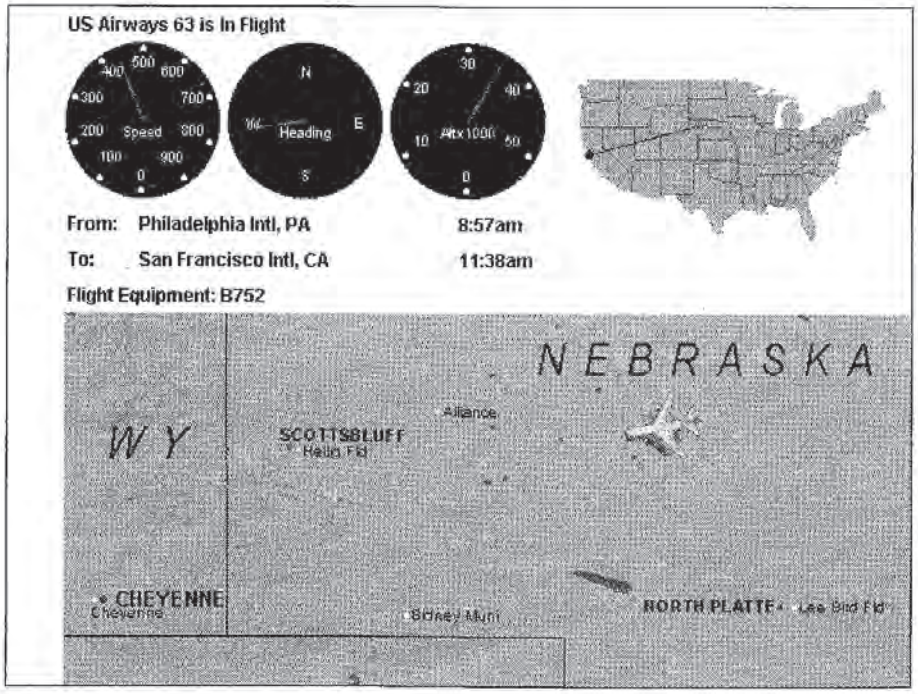



FIGURE 16-19 Graphic display of flight status

If you do not know the flight number, enter the departure and arrival cities and times. You'll see a list of flights with their status information. Click the icon of the United States to the right of a flight to display its status graphically.



How to ...

## Make Restaurant and Other Reservations

Extensive as they are, the travel and vacation planning you can do is not limited to the resources available in Yahoo! Travel. Many restaurants, hotels, travel companies, and tour operators have their own Web sites where they offer information and online reservations.

Use the online Yellow Pages of Yahoo! or the general search functions to locate these resources and complete your travel plans.

# Chapter 17

# Playing Yahoo! Games



## How to . . .

- Change your game ID
- Enter a game room
- Join a game
- Host a game
- Use voice chat
- Play fantasy sports games

There's a lot of fun to be had on the Internet, and Yahoo! games should be the first place to start. Most Yahoo! games are multiple player. You can play chess, checkers, poker, mah-jongg, and other games against Yahoo! members in real-time. Each player can see and respond to the moves of other players, just as if they were sitting in the same room. As soon as you move a chess piece, for example, your opponent sees the move and can counter it. If you want to learn how to play a game, you can watch games in action but not participate. You can study the rules and watch how other players play before trying it yourself. Other games are single player and are played against a computer rather than a human opponent.

# Rules of the Game

To play games on Yahoo!, all you need is your Yahoo! ID and password, and a browser that supports Java and JavaScript, such as version 4 or later of Microsoft Internet Explorer or Netscape Navigator. Java and JavaScript are computer languages that make it possible for Yahoo! games to be played in real-time across the Internet.

If games do not work on your computer, you may have an older version of a browser, or the Java and JavaScript features are not turned on.

To turn on Java and JavaScript with Microsoft Internet Explorer, follow these steps:

1. Click the Start button, choose Settings, and choose Control Panel to go to the Windows Control Panel.
2. Double-click on the Internet Options icon.
3. Click the Advanced tab.
4. Scroll the window to the Java VM section.
5. Select the check box labeled JIT Compiler For Virtual Machine Enabled (Requires Restart).

Games will not work with WebTV, if you have Windows 3.1, or with older versions of software from AOL, CompuServe, or Prodigy. They may also not work if you access the Internet through a proxy server or company firewall.

How to ...

## Play Yahoo! Games on the Macintosh

To play games on a Macintosh computer, you should be using the Macintosh OS Runtime for Java and Microsoft Internet Explorer 4.5.

To download the most recent version of Internet Explorer for the Macintosh computer, go to http://www.microsoft.com/mac/ie/default.asp.

To download the most recent version of Macintosh OS Runtime for Java, go to http://www.apple.com/java/.

# Game Basics

After you select a game you want to play, you choose from different game rooms. If you choose to play chess, for example, you select from a number of rooms in which chess is being played. Within each room, one or more tables are set up. You can ask to join a table to play the game, watch the action as a nonparticipant, or create your own table. The person who starts a table is called the *host.* You can create three types of tables:

- A *public table* in which anyone can join or watch
- A *protected table* in which only invited players can join, but anyone can watch
- A *private table* in which only invited players can join or watch

In addition to playing the game, you can chat with other players by typing messages in a chat area. The Towers game even offers a voice chat so that you can speak with other players (if your computer is equipped with a microphone and speakers).

With some games you can also select a level of play. The available levels depend on the game, but you may be able to choose from these levels:

- Social
- Beginner
- Intermediate
- Advanced

The table host chooses whether he or she wants to play a rated game. When you play a rated game, statistics are saved about the winner and loser. Each player is given a rating that generally indicates his or her skill level. You can use the rating system to tell if you are playing an individual who is as skilled as you.

Some games offer special rooms called *ladders*. Every player that takes part in a ladders game is ranked in relation to other players. The more games you win, the higher you are on the game ladder.

When you play your first ladder game, you start from the bottom rung of the ladder. Winning games moves you up the ladder; losing games moves you down the ladder. If you do not participate in a ladder game for 30 days, Yahoo! automatically removes you from the ladder. However, to encourage competition, Yahoo! resets the ladder every three months. Every three months, all players are placed in the same position. Players' ratings in nonladder games, however, are not reset.

# Playing a Game

Click Games in the Yahoo! home page to open the games home page shown in Figure 17-1. The Games page offers three tabs:

- Gameroom is where you start games and join games in progress.
- Reviews & News presents reviews of games and news for gamers.
- Communities takes you to chats, clubs, and other online gaming communities. You can also keep track of your playing schedule in your Yahoo! Calendar.

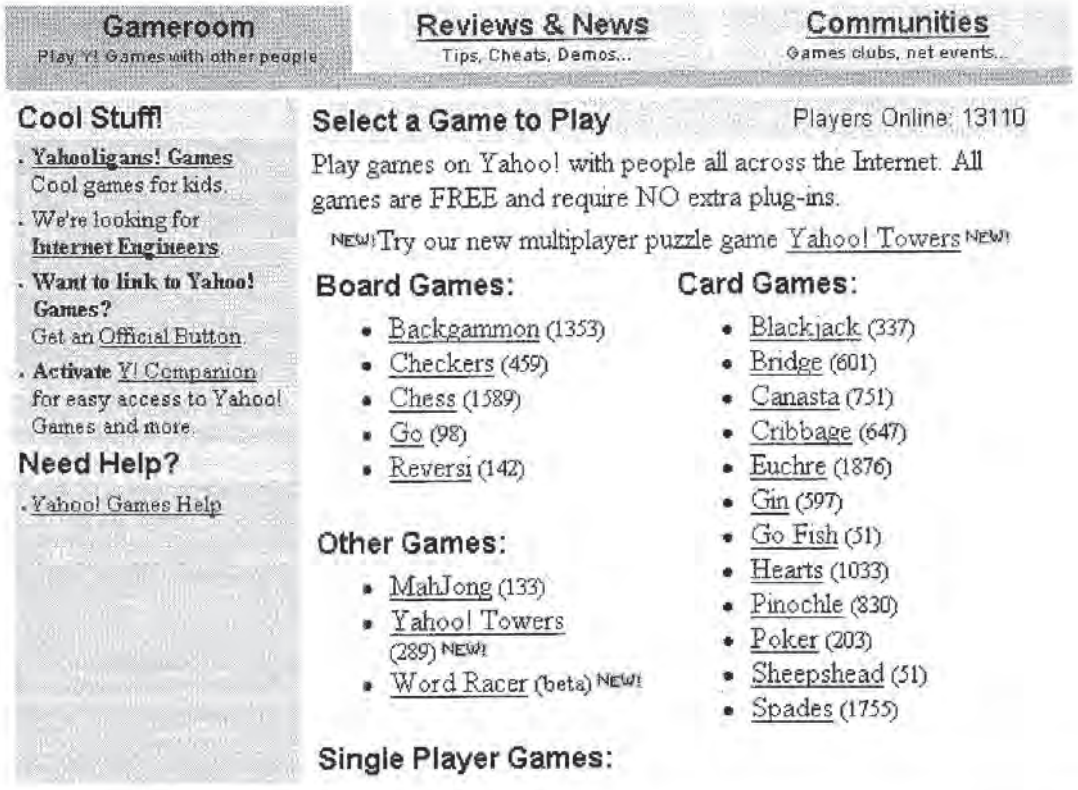



FIGURE 17-1 Yahoo! Games home page

The multiple player games are listed first in three categories: Board Games, Card Games, and Other Games. Glance at the numbers beside game names to see how many people are currently playing.

The single-player games are listed next. Anagram, Crossword, Cryptogram, Maze, and Wordsearch require only one player. You play Blackjack by yourself against a dealer. You play Hearts, Euchre, and Spades by yourself against computer-generated opponents.

Fantasy sports and contests are listed next. In fantasy games such as automobile racing, basketball, golf, and soccer, you pretend that you're the team owner. You create a team of real-life sports figures whose real-life performances determine your team's success and the success of other teams.

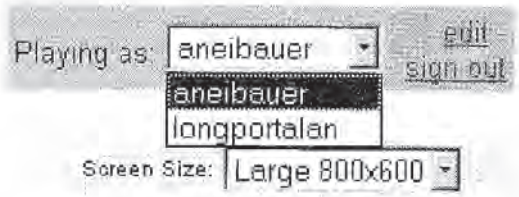
Last are links to games at Boxerjam, a Yahoo! partner site where you can win money and prizes by playing games online.

## Choosing a Game ID

Each game participant and watcher can be identified by his or her Yahoo! ID. However, if you do not want players to see your Yahoo! ID, you can change the name under which you play by creating another profile. Follow these steps to do so:

1. Click Edit on the right side of the game banner to open the Public Profile window.
2. Click Create New Public Profile.
3. Enter a profile name.
4. Optionally, enter more information about yourself.
5. Click the Click Here When Done button.

You can now select the identity you want to play under. Pull down the Playing As list and choose the name, as shown here.




**Note** *You may also be able to select the room size from the Screen Size list. The options are Small 640 × 480 and Large 800 × 600.*

## Getting Started with a Game

While the rules and methods of play vary with each game, all games get started in the same way. You select the game you want to play, a room to enter, and a table to join or create.

**Tip** *Click Yahooligans! Games to access games designed for children. For protection, children must select an anonymous player ID rather than use their Yahoo! ID or profile name.*

From the Yahoo! Games home page, click the name of a game to open its room list, as shown in Figure 17-2.

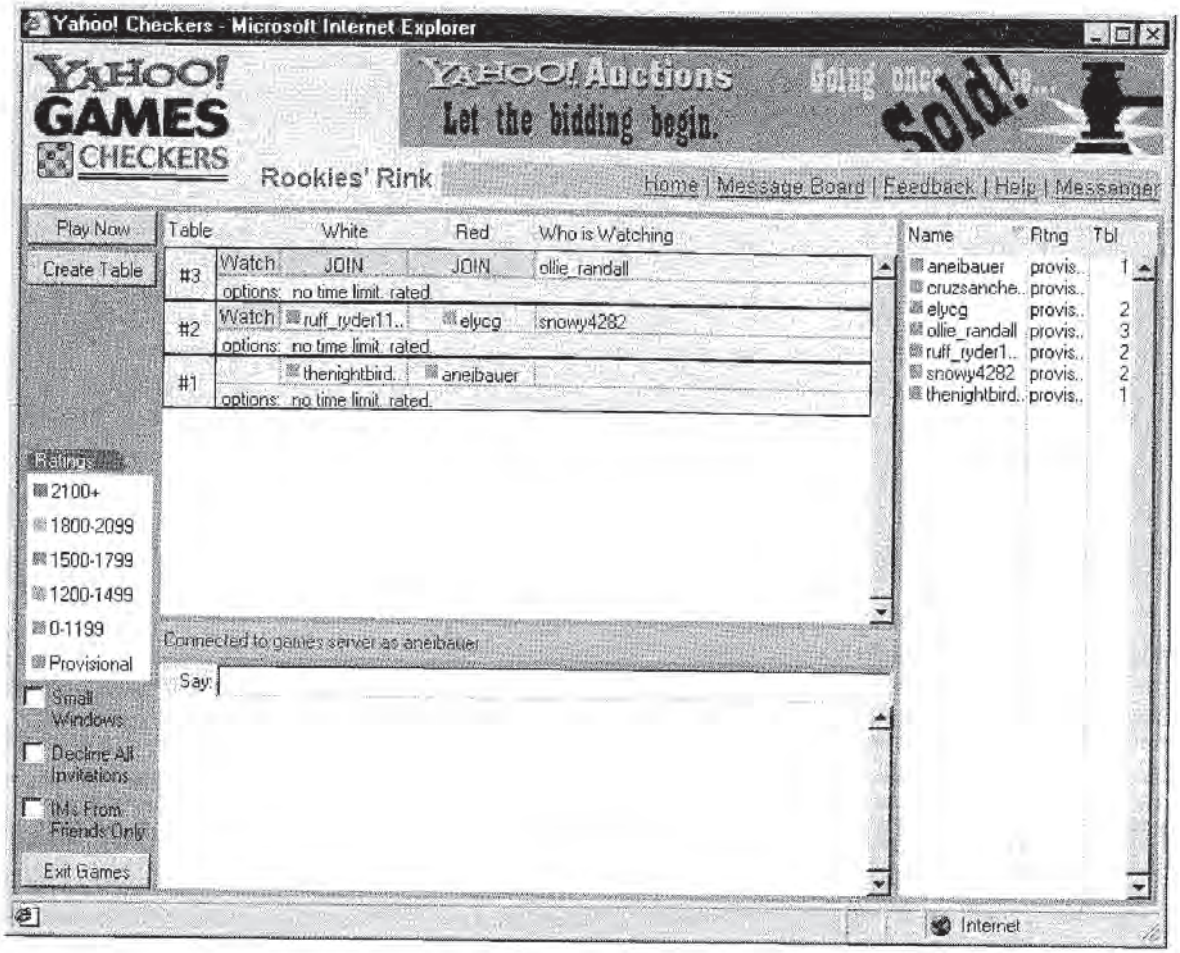



FIGURE 17-2 Game room list

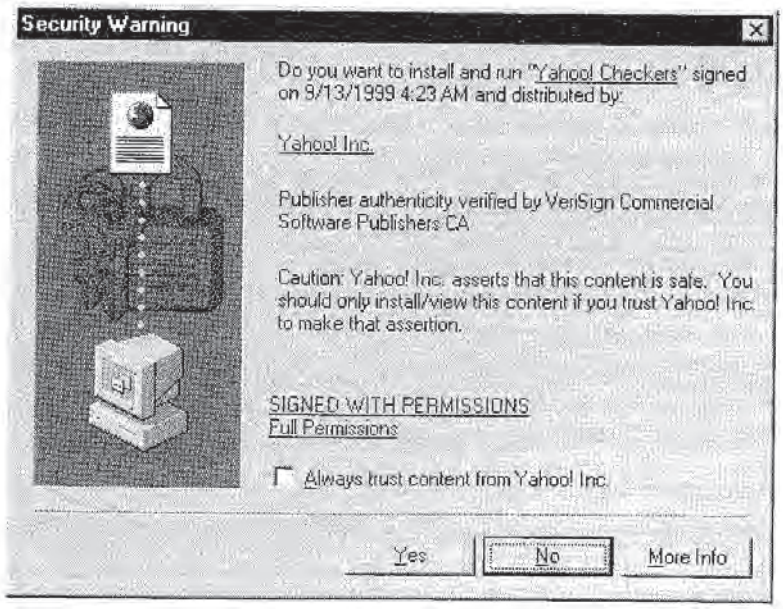
The names of rooms that are full and cannot accommodate any more tables or players are shown in black. The names of rooms that have empty tables or need players look and act like hyperlinks. If you like, you can read the rules of a game by clicking How To Play and studying the How To Play page. You can then display the rules of the game or get general help on Yahoo! games.

From the game room page, follow these steps to start playing a game:

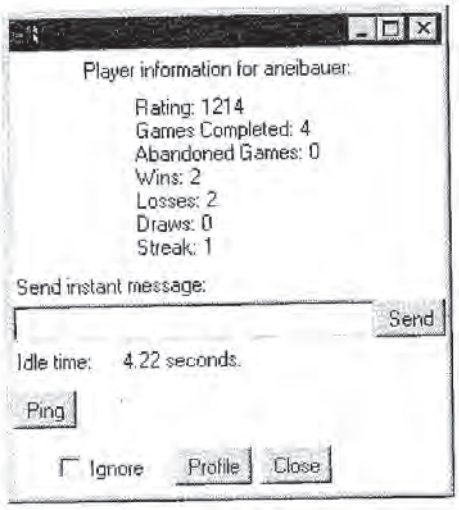
1. If there are tabs showing levels of play, click the tab for the level of game you wish to join. Only rooms at that level will be displayed.
2. Click the room that you want to enter. A window opens that shows the tables in the room, as shown in the following illustration. The window may take a while to open.




3. The first time you access a room devoted to the game you want to play, a message box appears. Click Yes to load the game.



Tables are numbered and show the ID of each player and person who is watching. With chess and checkers, the color of each player is also indicated. Below the names of the players are any options that have been selected. Not all games have options. With board games, the options indicate whether the game has a time limit for moves and is rated. A rated game is one for which a player's rating is changed according to the outcome.




Along the right side of the window is a list that shows players' names, players' ratings, and the tables at which they are currently playing. The notation *provis* indicates a new player who has a provision rating. You can learn something about a player by double-clicking his or her ID and reading the player information window, shown at right.

The window contains the player's rating information, won and loss record, and other statistics. You can send players an instant message over Yahoo! Messenger, display a profile, or choose to ignore invitations from other players. To send a message, for example, type it in the Send Instant Message text box and click Send.

A color icon indicates each player's rating. The legend on the left side of the table page explains what the colors mean.

Below the rating legend are three options:

- **Small Windows** Displays the game window in a smaller size. Use this option if banner ads or other distractions on the screen overlap and interfere with a larger window.

## How to ... Ping a Player

The player information window includes a button labeled Ping. *Ping* means to send a signal someplace on the Internet that is bounced back to you. If the signal is not bounced back, the site you are pinging is not online. The time it takes for the ping signal to return tells you the speed of the overall connection between you and the site you pinged.

By clicking Ping on a player's information window, you can gauge the speed of the connection between you and the player. After you click Ping, a message tells you the number of seconds it took for the signal to reach the other player and return to you. Ping times over two seconds indicate a lag time in the play of the game. If you like a fast-paced game, avoid playing someone with a long ping time.

- **Decline All Invitations** Automatically declines invitations to play games. Select this option if you are just observing and learning.
- **IMs From Friends** Only rejects instant messages from persons not on your friends list.

If you see a Watch button, the table is public and everyone can view the action. To view the game, click the Watch button. The game's window opens so you can observe the game. However, you can't participate or select any options that affect the game's outcome.

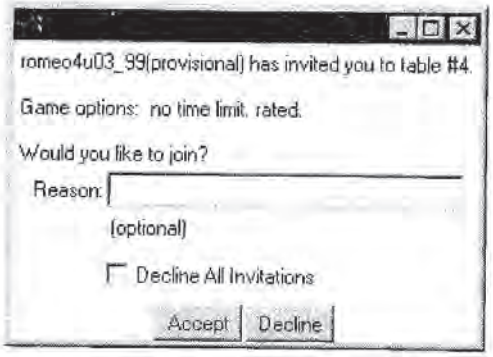
## Playing a Game

From within the table window, there are four ways to start playing:

- Click Join to join a specific game.
- Click Play Now to automatically join a table that has room for another player. Yahoo! selects the table for you.
- Click Create Table to start your own game and invite others to play.
- Wait until a table host invites you to play.

Where you see a Join button, the table has room for another player and is public. Click Join or Play Now to open the game table. Figure 17-3 shows a game table for Checkers. Click Sit to take your place at the table and then click Start Game. Yahoo! begins the game when all of the players have clicked Start Game.

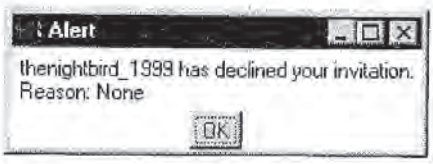
While you are watching a game or just looking at the tables window, another Yahoo! member might invite you to join a game. When you are invited to a game, this box appears. It lists the name of the player who invited you, the options of the game, and where the game is located. Click Accept to be taken to the game table.




If you do not want to play, click Decline. However, good game protocol suggests entering a short message in the Reason box to explain why you don't care to play. Before you click Decline, enter something along these lines: "Thanks, but I'm just watching" or "Just don't have time now, maybe later."

**Tip** *If you want to avoid getting invitations, select the Decline All Invitations check box.*

If you click Decline, this message shown at right appears on the other player's screen.




Yahoo! games are very realistic and follow the same rules as their counterparts in the real world. Figure 17-4, for example, shows a game of Blackjack in progress. The goal of Blackjack is to get a hand of 21 or a hand closer to 21 than the dealer's.

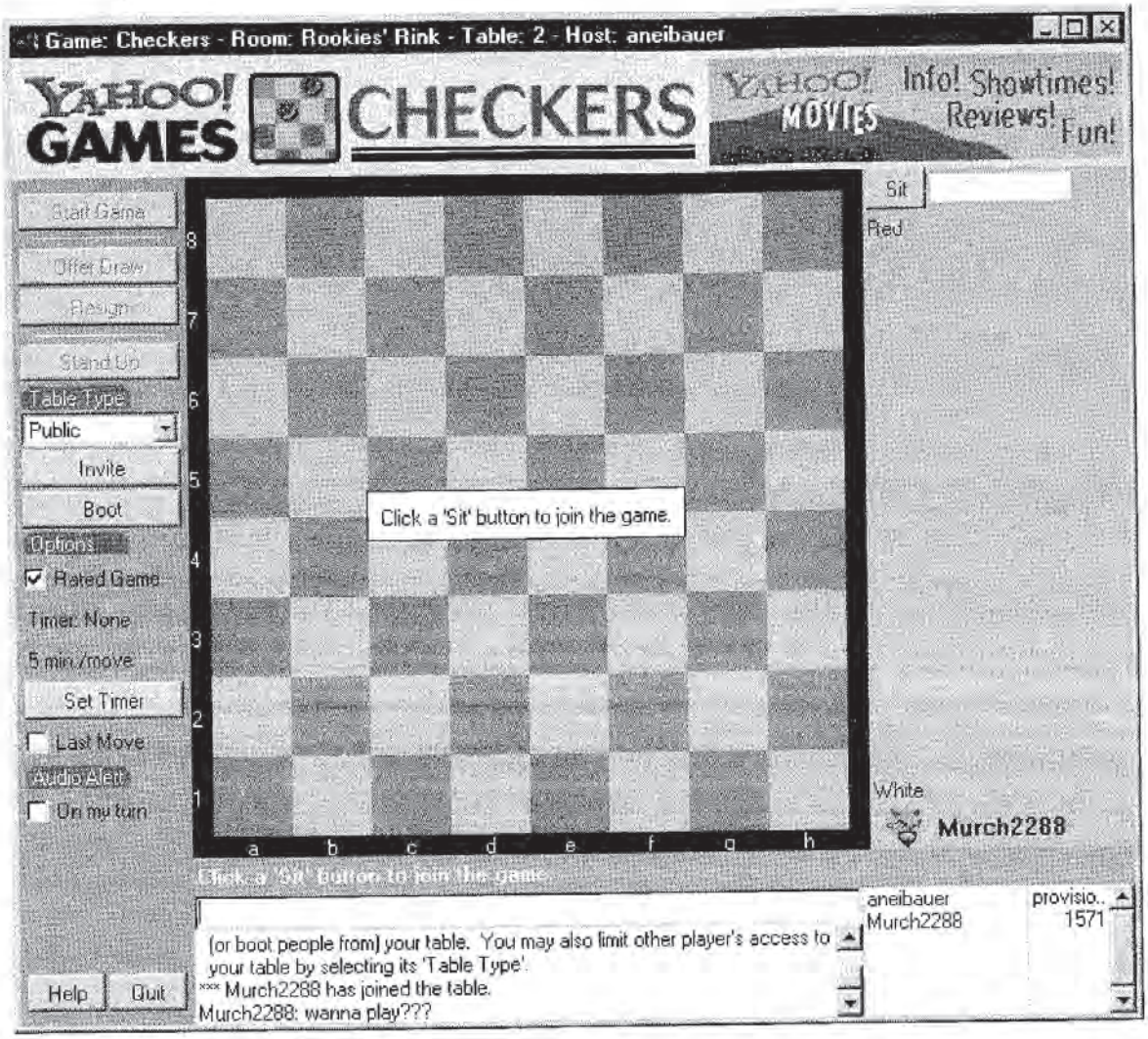



**FIGURE 17-3** A typical game window

The host of Blackjack can select a slow, normal, or fast-paced game. The pace determines how long a player has to place a bid and make a decision on a hand. In a normal-paced game, for example, players have eight seconds to place their bets and thirty seconds in which to move. Fast-paced games provide only three seconds for betting and four for moves. Slow-paced games place no limit on bid times and a sixty-second limit on moves.

When your hand is dealt and it is not 21 or over, you can stay with the hand you have (stand) or draw another card (hit). When the dealer has an Ace face up, players may purchase insurance against the dealer having 21. Players can also double their bets and receive only one more card. If you are dealt a pair (two of the same value cards) or two cards with a total of 10, you can also choose to split and divide the cards into two separate hands.

**Note** *Some casinos only allow players to split when dealt a pair.*

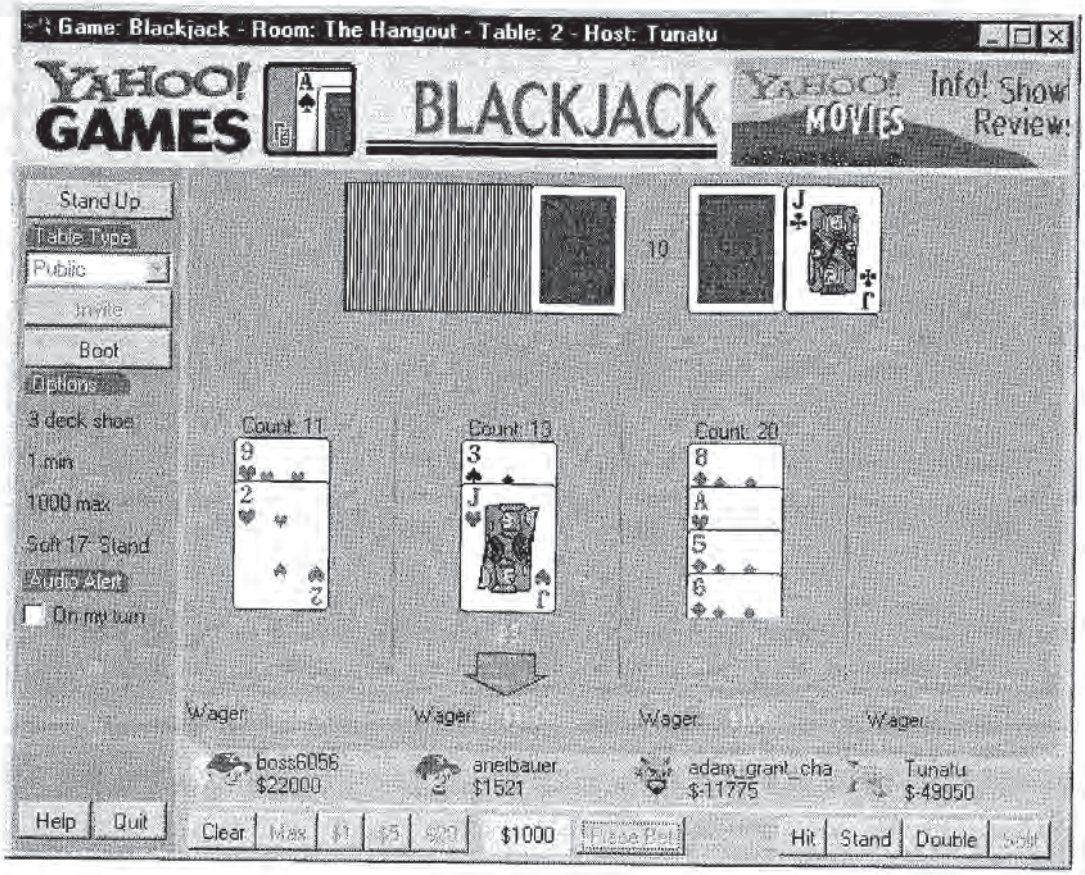



FIGURE 17-4 Playing Blackjack on Yahoo!

When each player either chooses to stand or draws cards totaling 21 or over, the dealer draws. Players are declared winners or losers and the winnings are increased or decreased.

In other games, a box reports who won the game, as shown at right.




Before you play a game, learn the rules and perhaps watch a few games to get comfortable playing. If the game has levels, start with a level that is appropriate for your skills. When you're learning a game, for example, start in a social or beginner room. Work your way up to the intermediate and advanced rooms as your rating increases.

Depending on the game, you may be able to select from one or more buttons along the left side of the table window. The Stand Up button, for example, gives you these options for ending the game before it is completed:

- Quit And Forfeit, which counts the game as a loss to you and a win to the opponent
- Quit And Cancel, which ends the game without changing any player's rating as long as the other players agree

- Quit And Save, which ends the game but saves it so you can continue playing at a later time, as long as the other players agree
- Never Mind, which continues the game

The Offer Draw button gives the other player the option of calling the game a draw—no winner or loser. The Resign button ends the game and declares the other player the winner. The Undo Turn button, which is available in a few board games, lets you retract your last move.

## Hosting a Game

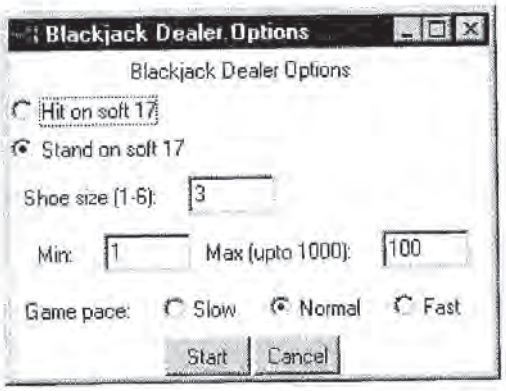
Hosting a game means to start your own table in a game room. Start a new table under these conditions:

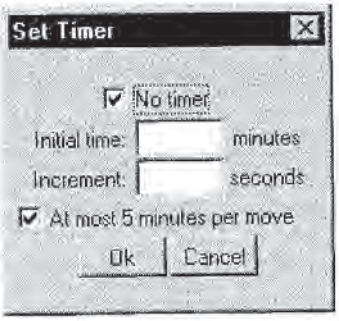
- There are no games with open seats.
- You want to invite Yahoo! members to join you.
- You want to play a game with specific options that are not being used.

As the host of a game, you can choose the table type, choose the game options, and invite others to join. You can also boot—that is, remove—players from a game.

To host a game, follow these steps:

1. Select the game you want to host.
2. Choose a level tab, if level tabs are available for the game.
3. Go to the game room where you want to host the game.
4. Click Create Table.
5. In some cases, several options appear, as shown in the illustration at right, where a Yahoo! member is creating a Blackjack table.
6. Choose the table type: Public, Protected, or Private.
7. Choose from other options that are available, depending on the game. For example, sometimes you can sound an audio alert when it is your move, play a rated game, or set a time limit for moves. Choosing Set Timer for checkers, for example, opens the box at lower right.

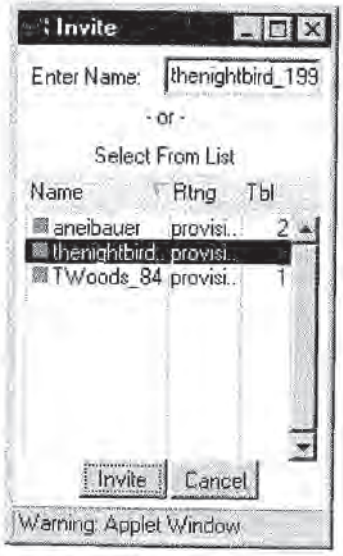



If you created a public table, you can wait until other members click Join Or Play Now or you can invite others to play. To invite a player, click the Invite button to open the Invite box shown in

the illustration on the right. Type the ID of a person you want to invite or select an ID from the list, and then click Invite.

As the host, you can also click the Boot button and eject a player from the game. Click Boot to see a list of the current players. Then either type the ID of the person you want to eject or select his or her ID from the list and click Boot.




## Playing Card Games Solo

Most card games require more than one player, or at least one player and a dealer. Some multiple player card games, however, can be played by yourself, which is a great way to learn a game without the pressure of other Yahoo! members watching.

To play Blackjack by yourself, host a game and make it private. The game will then pit you against the dealer. You can also play Hearts, Euchre, and Spades by yourself against computer-generated opponents called *robots*.

Follow these steps to play a solo card game:

1. Click Create Table to host a game.
2. Select a private table.
3. Click Sit to position yourself at the table.
4. Click the Play Robot button.




Yahoo! will assign robot players to the other seats to fill out the table, as shown in Figure 17-5.

# Playing Single-Player Games

The single-player games are Anagram, Crossword, Cryptogram, Maze, and Wordsearch. All except Maze are word games.

In Maze, which is shown in Figure 17-6, you have to find a path through the computer-generated maze. You choose the level of difficulty, choose five options from easy to hard, and click Start Clock if you want to time your progress. Then you drag the blue dot through the maze and try to get to the flag on the right side of the maze.

Frustrated? Click Start Auto-Solve and Yahoo! will show you the path. Click Stop Auto-Solve when you're ready to take over again. Click Path Verify and Yahoo! will tell you when you took the wrong path so you don't get lost in the maze. Click New Maze to generate another random maze, or click Clear Path to erase your path and start over.

Crossword is a typical crossword puzzle like the kind that you find in newspapers and magazines, except you can click these buttons to help you along:

- Reveal Letter shows the first letter of the current word.
- Reveal Word shows the current word.

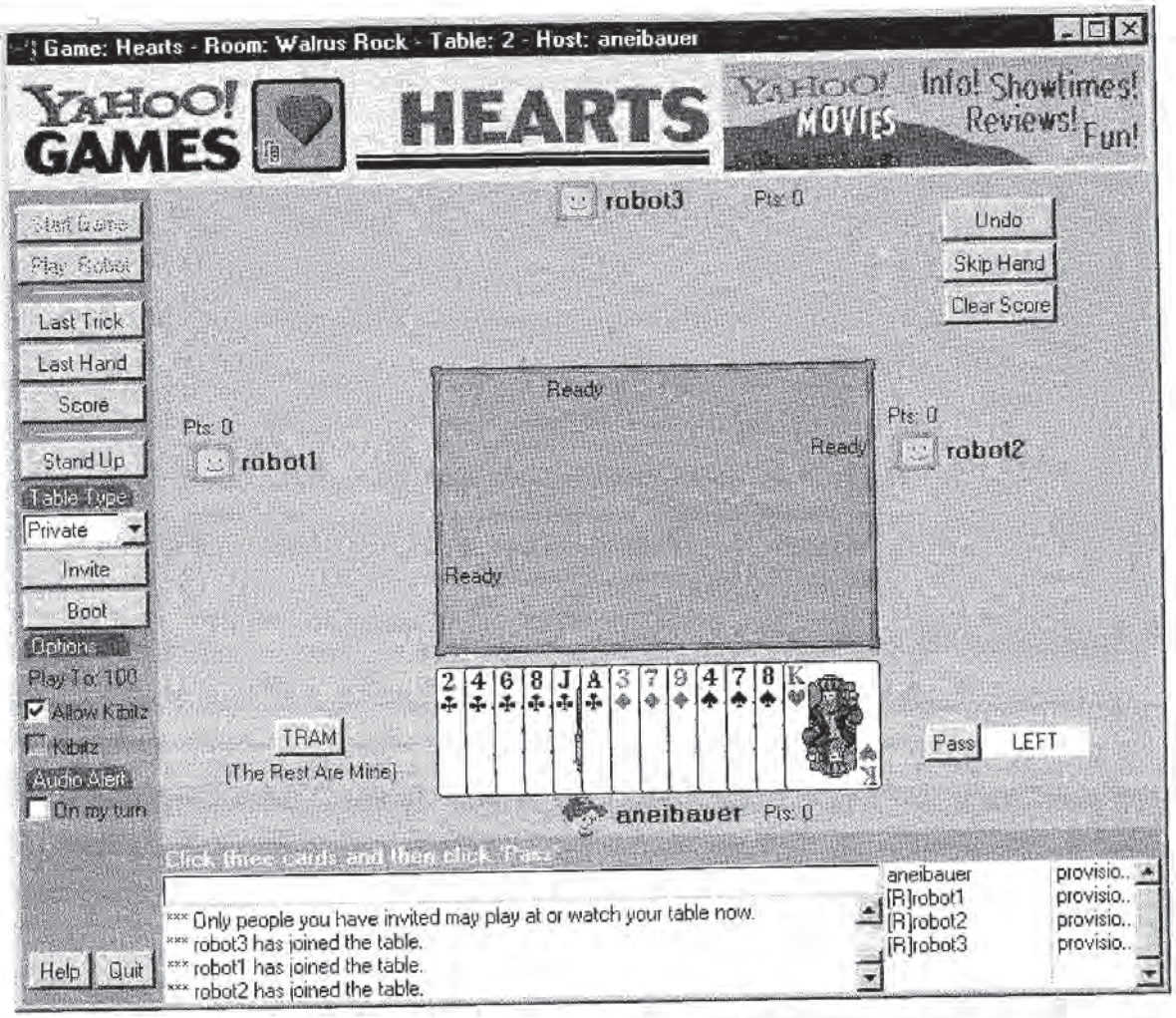



FIGURE 17-5 Playing against robot players

- Reveal All solves the entire puzzle.
- Letter Verify immediately indicates if the letter you entered is incorrect.
- Save Puzzle lets you save the puzzle so you can continue later.

If you click the Save Puzzle button, a page appears with the Resume Puzzle button. Add the page to your browser's favorites or bookmarks list. When you want to resume playing, open the page you bookmarked and click the Resume Puzzle button.

In Anagram, the object is to unscramble characters to form words, and then use letters from each word to solve a puzzle, as shown in Figure 17-7.

The object of Cryptogram is to decipher a quotation, and the aim of Wordsearch is to locate words in a grid of letters.

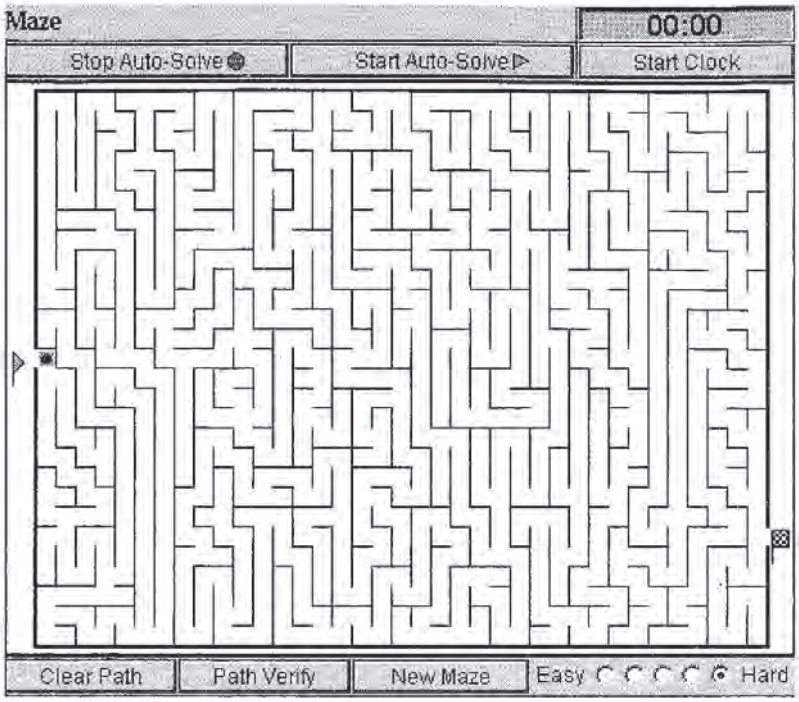



FIGURE 17-6 The Maze game

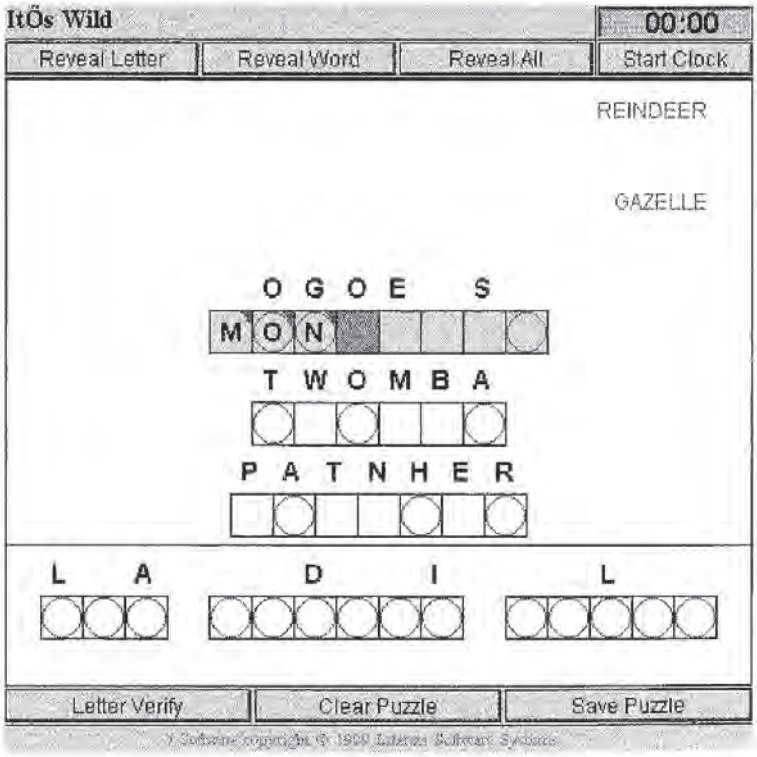



FIGURE 17-7 Anagram

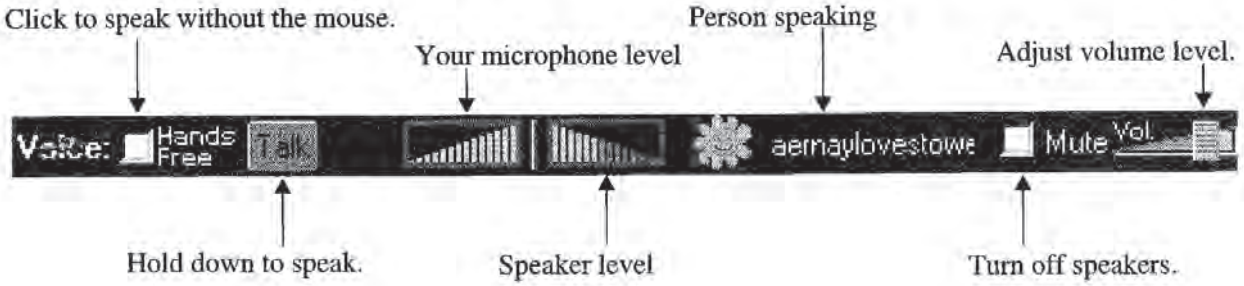
# Chatting with Other Players

All of the multiple-player games offer a chat area where you can send messages to and receive messages from other players. Just type your comment and click the Send button. All of the comments appear in the list box at the bottom of the window.

Some rooms in the Towers game, however, also offer voice chat. If your computer is equipped with a microphone and speakers, you can talk and listen to other participants and watchers. You can tell if a room is equipped for voice chat by looking for this link:




When you enter the room, you'll see the Voice bar under the play area:




**Note** *If the Voice bar is not displayed or one of its features does not work, either the feature is not activated or your computer is not equipped or set up properly for voice. To use Voice, you need a sound card (either half or full duplex), speakers, and a microphone.*

As soon as you enter the room, you'll hear conversations taking place. The name of the person who is speaking appears in the Voice bar; the speaker's output level is shown on the right side of the level meter. To raise or lower the volume, slide the control on the right side of the bar. Click Mute to stop all voice output.

To speak to other players, click and hold down the Talk button, and then speak into your computer's microphone. Your output is shown on the left side of the level meter. Release the mouse when you have finished speaking. To speak without holding down the Talk button, click the Hands Free button. Just be sure to remember that the others in the room hear everything you say.

# Fantasy Games and Contests

While most games are played onscreen in real-time, fantasy sports games and contests are played over a period of time. The sport games include

- Auto Racing
- Pro Basketball

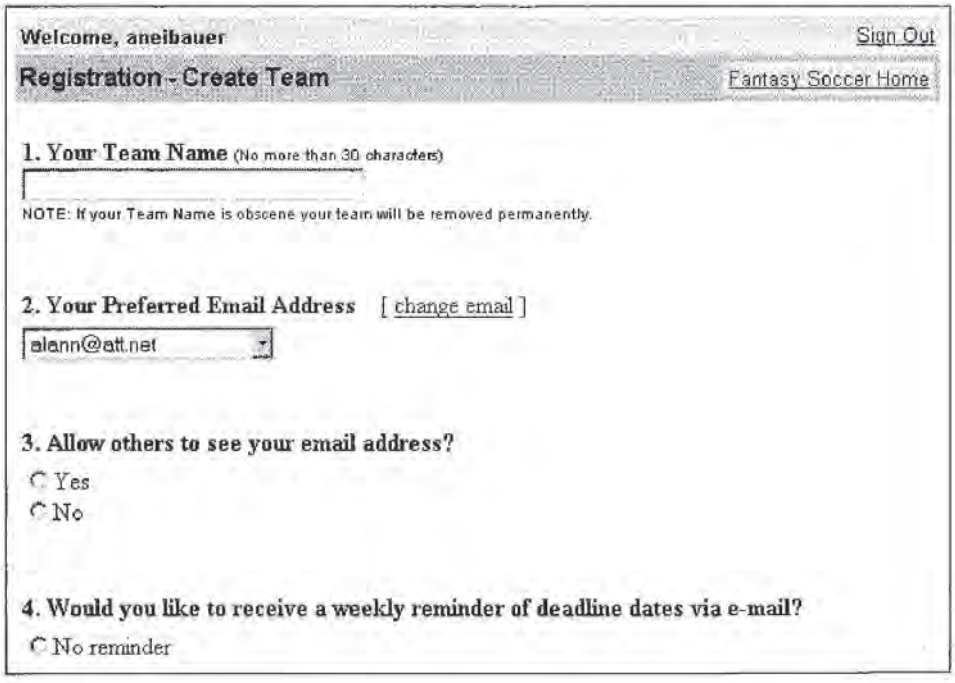
- College Basketball
- Golf
- Hockey
- Soccer

In each of these games, you create your own dream team and add the names of real players to your team roster. The players' real-life performances determine your team's success and the success of other Yahoo! members' teams.

Each game is timed, with new contests starting each week or month or other interval. To participate in a contest, you create your team and select a team roster by a certain deadline.

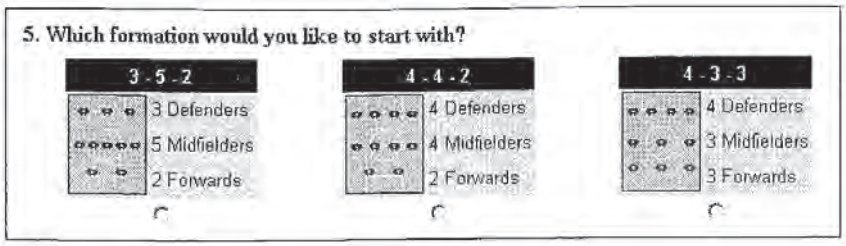
The general procedure for creating a fantasy sports team is about the same. However, the initial setup options differ. As an example, however, follow these steps to create a Major League Soccer (MLS) dream team:

1. Click the sport you want to play from the Yahoo! Games home page, in this case, MLS Soccer.
2. Click Create Team in the page that appears.
3. Read the registration rules that appear and click Yes, I Accept to open the form shown next.

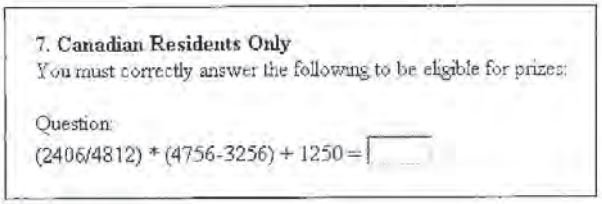



4. Enter a name for your team.

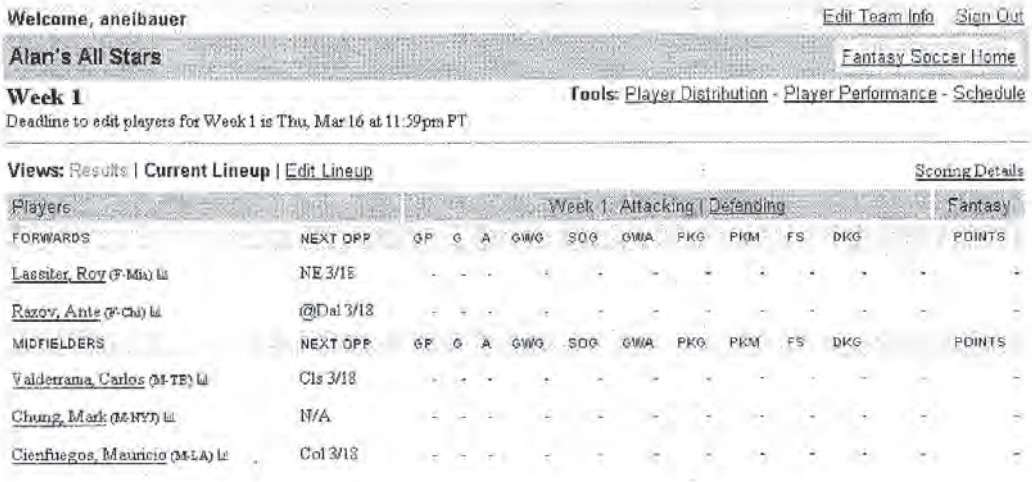
5. Select the e-mail address you want to use for the game, or click Change E-Mail to specify a new e-mail address.
6. Select Yes or No to say whether you want others to see your e-mail address.
7. Choose whether you want to get weekly reminders about deadlines and the number of days (1 or 2) to be notified before the deadline.
8. Select a starting formation from these options:




9. Specify whether you want to get e-mail updates from Major League Soccer.
10. If you are a Canadian resident, you must enter an answer to this question:




11. Click Create Team. A message box reports that your team is registered.
12. Click Build Lineup. You'll see a list of the positions on the team. Next to each position is an Edit button. After you click Edit and assign a position to each player, the complete roster appears, as shown next.



13. Click Edit next to each position to display a list of actual players and their statistics. Click a player's name to see a detailed profile.
14. Click the option button for the player you want to select for the position. Each player is assigned a number of points and a unit value. A maximum total unit value prevents you from selecting all the highest rated players.
15. Click Submit Changes.
16. Repeat steps 13 to 15 to complete the entire team roster.
17. Click Fantasy Soccer Home to open the page.

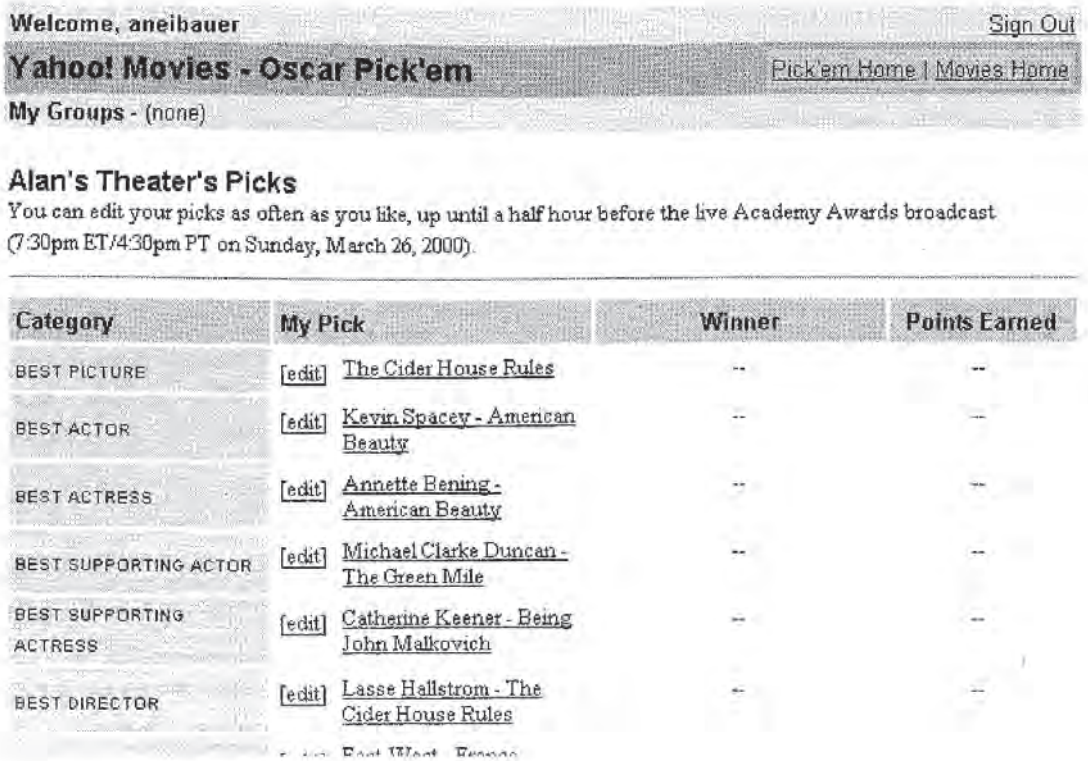



Henceforth, this same page appears whenever you select Soccer on the Yahoo! Games home page. Click the name of your team to view or change the roster and to see your performance statistics.

**Note** *Use the group options to share information with other sports fans.*

The Contests section in the Yahoo! Games home page offers these options:

- College Tourney, in which you try to pick the winners of this year's tournament games.
- Stock Market Challenge, in which you buy and sell shares to outperform other Yahoo! participants.
- Oscar Pick'em, in which you try to guess this year's Oscar winners.


Welcome, aneibauer Sign Out

Yahoo! Movies - Oscar Pick'em Pick'em Home | Movies Home

My Groups - (none)

Alan's Theater's Picks

You can edit your picks as often as you like, up until a half hour before the live Academy Awards broadcast (7:30pm ET/4:30pm PT on Sunday, March 26, 2000).

| Category | My Pick | Winner | Points Earned |
|---|---|---|---|
| BEST PICTURE | [edit] The Cider House Rules | -- | -- |
| BEST ACTOR | [edit] Kevin Spacey - American Beauty | -- | -- |
| BEST ACTRESS | [edit] Annette Bening - American Beauty | -- | -- |
| BEST SUPPORTING ACTOR | [edit] Michael Clarke Duncan - The Green Mile | -- | -- |
| BEST SUPPORTING ACTRESS | [edit] Catherine Keener - Being John Malkovich | -- | -- |
| BEST DIRECTOR | [edit] Lasse Hallstrom - The Cider House Rules | -- | -- |

# Reviews and News

The Reviews & News tab of the Yahoo! Games home page is the place to go for up-to-date gaming information. The page features a review and lets you find game information by format or by keyword search.

There is also a list of current headlines that pertain to games, as well as links to new games and Yahoo! game resources.

A detailed review of a game shows its overall rating, the date it was released, the number of players, and the name of the publisher and developer. You'll see sample screens of the game and the recommended system requirements.

# Chapter 18

# Keep Up with News, Weather, and Sports



## How to . . .

- Get news online
- Get local weather reports
- Keep up with sports scores and news
- Use the Yahoo! news ticker

You don't have to wait for the evening news to find out what's going on in the world. Headlines and in-depth news coverage, sports scores and analysis, stock reports, and up-to-the-minute weather reports are all available to you 24 × 7 from Yahoo!. You can even make news items scroll across your screen as you work or surf the Internet and instantly access details when you want them. All from Yahoo! and all for free.

# Getting Today's Yahoo! News

Because Yahoo! wants to keep you informed, it offers top news stories in several easy-to-find locations. When you connect to the Yahoo! home page, look at the In The News section on the right side of the page for the top headlines. To read the details, click a headline. You also get news headlines and sports in your My Yahoo! page. As you learned in Chapter 3, you can customize My Yahoo! to get the information that you want.

For complete news coverage, however, go to the Yahoo! News home page, as shown in Figure 18-1. Or, you may use any of these techniques to get there:

- Click News in the Yahoo! Home page.
- Click More at the bottom of the In The News section of the Yahoo! home page.
- Go directly to http://dailynews.yahoo.com/.

Down the center of the page are the top stories, each with a headline and a brief summary. First is the general news story and then come the top stories in categories such as these:

- Business
- World
- Politics
- Sports
- Entertainment
- Science
- Internet Report
- Technology
- Public Opinion
- Health

Click a headline to read the entire story. To see more headlines in the same category, click the link under the summary. Links are called More Top Stories or More Business Headlines.




FIGURE 18-1 Yahoo! News page

On the right side of the page are additional news sources. The Full Coverage section offers extensive coverage of a specific topic. Rather than show a single story, Full Coverage contains a collection of stories, photographs, and other material that covers the topic in detail. Figure 18-2, for example, shows the full coverage page for one story.

The Video Highlights section of the page contains a link to the Video Gallery, where, as shown in Figure 18-3, the Video Gallery offers many video stories. To play a video, either click the link that describes the speed of your modem in the Windows Media Player list or click RealPlayer.

The Photo Highlight section shows a selected photograph from the day's news. To see the entire photograph and access the stories that relate to it, click View Photo. Use the More International Photos list to access additional photographs and their related stories.

Sometimes the Yahoo! News page also offers a special section on the right side where a breaking story is featured. Other modules on the right side of the page include Audio Highlights and Today In History. Click Audio Highlights to hear sound clips that pertain to important news stories. Click Today In History for a perspective on news and events that took place on the same day in previous years.



Note *At the bottom of the Yahoo! News page are links that you can click to get the news in foreign languages.*

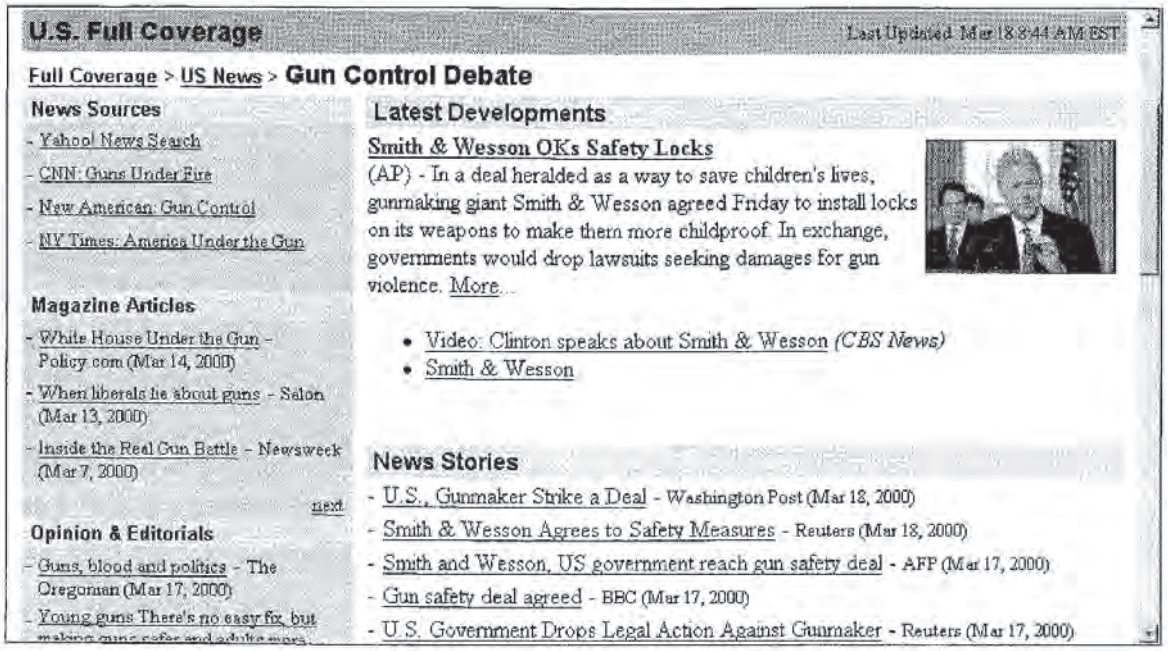



FIGURE 18-2 A top news story in the Full Coverage section

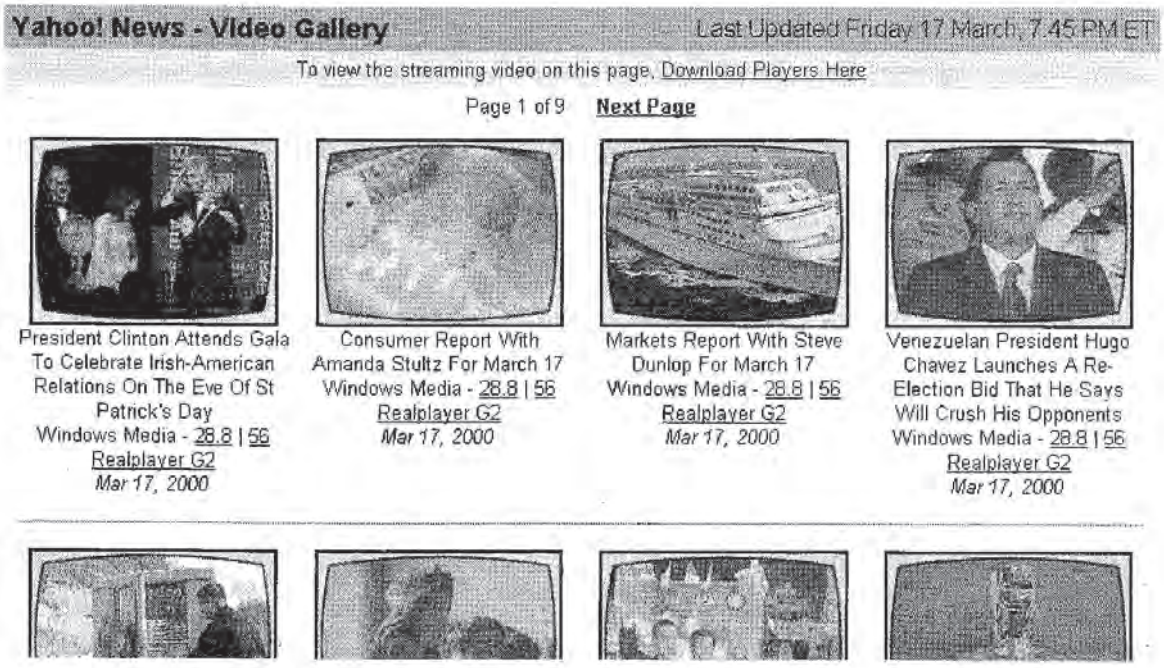



FIGURE 18-3 Video Gallery

Along the left side of the Yahoo! News page are additional resources, including the Search section, News Topics, News Alerts, and Yahoo! To Go.

Use the Search News option to search for news stories with a keyword or a name. Enter a keyword that describes what you want to look for and then select the type of coverage—news stories, photographs, or full coverage. Then click Go to locate the news.

Use the Advanced Search option to fine-tune your search and thereby get the information you want. When you click Advanced Search, you see the options shown in Figure 18-4. Use as many of the options as you need to define your search.

Follow these steps to search for the news topics you are interested in:

1. Choose how you want Yahoo! to sort the headlines (by relevance to the keyword you enter or by the date) and the number of stories per page.
2. Choose a normal keyword search, to search for all of the words that you enter, or to search for any of the words that you enter.
3. Select a date option to tell Yahoo! how far into the past to collect stories. You can choose options from one to 30 days old or enter a date range of your own. Enter a date in the format *mm/dd/yy*, or enter a range of dates in the format *mm/dd/yy-mm/dd/yy*.
4. Select the source of the news from the 16 sources shown. Each source is preceded by a check box. Click the check box next to each source that you want to search. To search all the sources, leave all of the check boxes empty,
5. Select a category from the options shown on the page. Again, click the check box beside each category that you want search. To search all categories, leave all of the check boxes empty.
6. Click the Search button.

### News Topics

In the News Topics section, you will find major categories of news and a number of sources. Click a topic to see a list of stories compiled from all of the sources, as shown in Figure 18-5. To list stories from a particular source, select the source under the topic in the Yahoo! News home page.

The Top Stories Headlines page includes links to a number of stories, as well as Full Coverage pages, audio reports, Net Events, and Yahoo! categories.

## Yahoo! Weather

It may be impossible to do anything about the weather, as Mark Twain noted a century ago, but today's technology at least makes predicting the weather possible. To get detailed weather reports, go directly to http://weather.yahoo.com/ or click Weather on the Yahoo! home page. In the Weather home page, enter your city or zip code and then click the Search button.You can also click the Browse To Locate A City links to find the location for which you need a weather report.

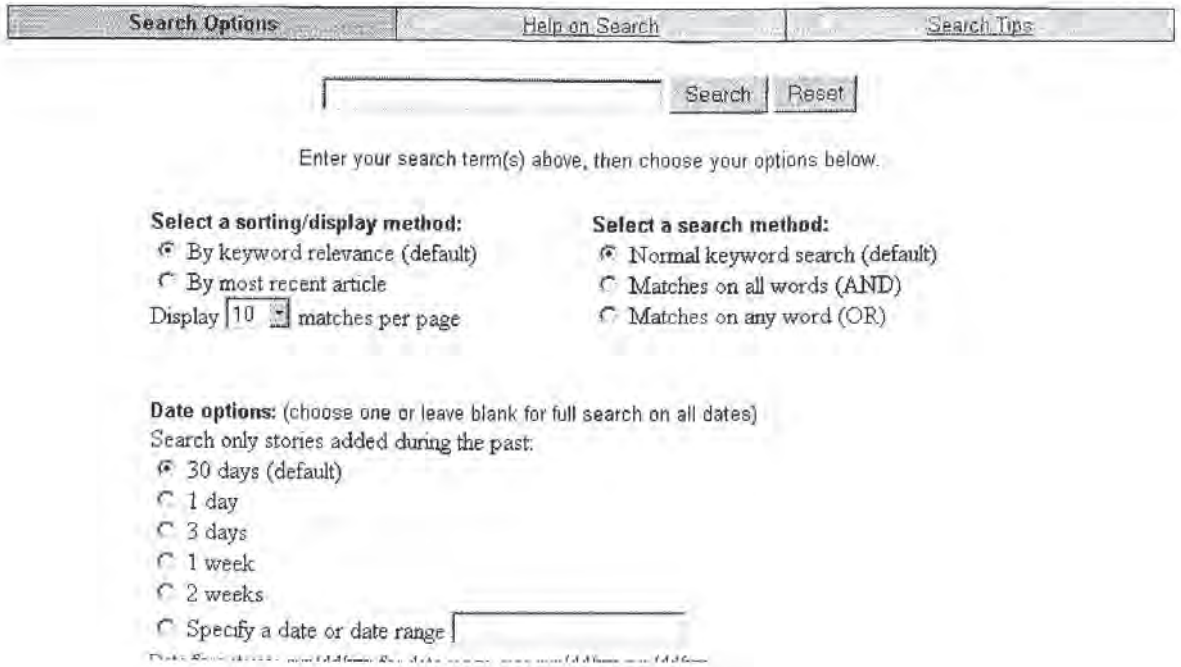



FIGURE 18-4 Advanced Search options

**Bodies of Ugandan Cultists Buried En Masse**
The charred bodies of perhaps 500 cultists killed in a Doomsday blaze at a Ugandan church were buried unceremoniously in a mass grave Monday, dumped in the ground along with the walls of their church.

**Clinton, Assad to Meet on Mideast Peace**
President Clinton said Monday he would meet Syrian President Hafez al-Assad in Switzerland Sunday to try to revive Syrian-Israeli peace talks that broke off two months ago over the Golan Heights.

**After Trip to Bangladesh Clinton Starts India Tour**
President Clinton returned to India Monday to start an official visit and try to calm hostility between the country and nuclear rival Pakistan, both again swapping cross-border shelling.

**Pope Gazes Over Promised Land**
Pope John Paul gazed out over the biblical Promised Land Monday as he began a pilgrimage in the footsteps of Moses and Jesus and called for an end to the war and injustices of the modern Middle East.

**Toddlers' Psychiatric Drug Use Prompts New Study**
The use of psychiatric drugs like Ritalin and Prozac by children as young as two years old sparked concern on Monday at the White House, where Hillary Rodham Clinton announced new research into the phenomenon.

FIGURE 18-5 The News Topics section

Figure 18-6 shows a Yahoo! Weather report. In the report is a four-day forecast, as well as a link to the marine forecast if one is appropriate. There is also a link to a page where you can get a comprehensive report with records and averages, including the average high and low temperatures, record high and low temperatures, the average participation, and the number of rainy and snowy days.

The Maps And Images section takes you to the same graphics that you are used to seeing on the evening weather report. A satellite map, for example, is shown in Figure 18-7. Satellite and radar maps are available in two forms: static images and animations. An animation shows the weather over a period of time, so you can see, for example, in which direction the clouds are moving.

By default, the static map appears when you click the Satellite or Radar option. On the page that appears, click Satellite Loop or Radar Loop to display the animated graphic. Click Current Radar Image or Current Sat Image to return to the static image.

The city weather page also includes a local forecast from the National Weather Service, links to Yahoo! resources, a Search box so you can get weather reports from other locations, and links to neighboring cities.

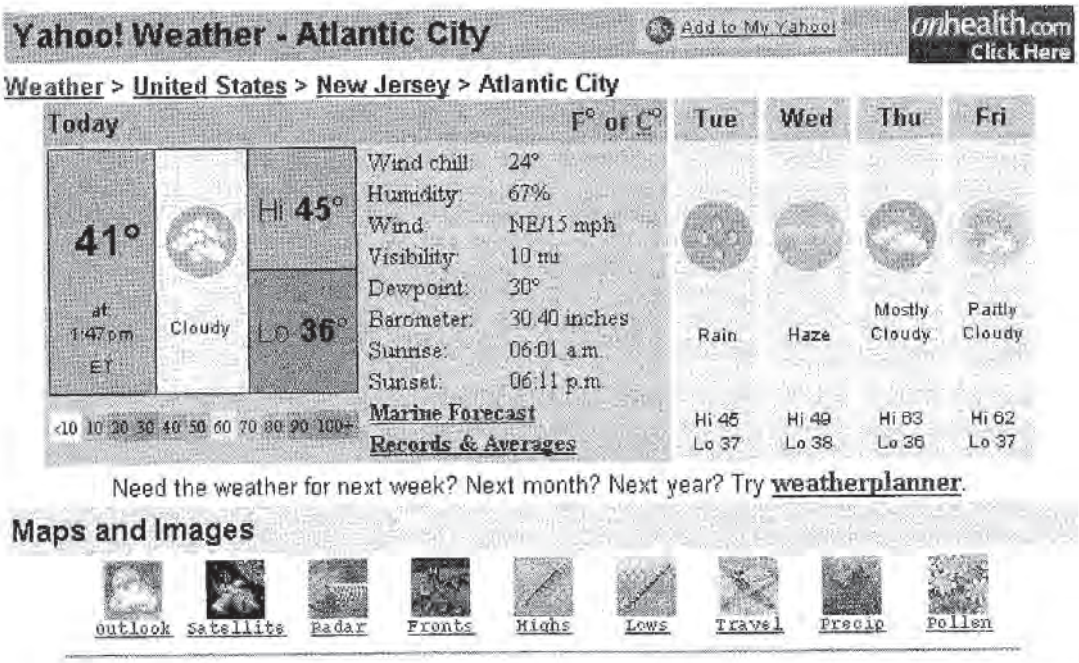



FIGURE 18-6 Yahoo! Weather report

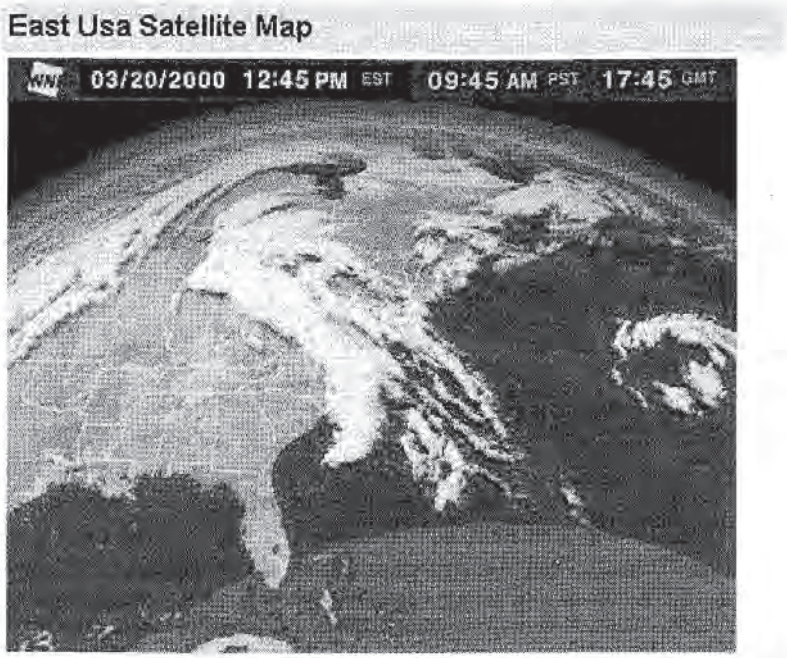



FIGURE 18-7 Satellite map

## Yahoo! Weather Resources

Most Yahoo! weather pages offer links to many weather resources:

- **Storm Center** Lists severe weather alerts.
- **Weather Maps** Offers a complete list of available weather maps in these categories: national, state, regional, local, and world.
- **Records And Averages** Displays a list of cities for which historical weather data is available.
- **Weather News** Shows weather-related news headlines and a Search box so you can obtain news stories, photographs, and full-coverage reports that pertain to the weather.
- **Ski Reports** List the areas for which ski reports are available, with links to each report. Follow the links to locate a ski resort.
- **Yahoo! Travel** Opens the Yahoo! Travel home page.

## Yahoo! Weather Categories

The Yahoo! Categories section of a weather page offers links to these Web page categories in the Yahoo! directory:

- Meteorology
- Storm Chasing

- Weather Phenomena
- Maps And Observations
- National Weather Service

# Keeping Informed with Yahoo! Sports

Whether you are interested in a specific player, team, league, or sport, Yahoo! is the place for sports fans. You'll find schedules, stats, analyses, and even a place to buy tickets to sporting events.

Go directly to http://sports.yahoo.com/ or click Sports in the Yahoo! home page to open the page shown in Figure 18-8. The Sports page contains a lot of information.

At the top of the page are three tabs:

- **Sports** Covers major United States sports.
- **Worldwide** Contains links to sports in other countries.
- **Fantasy** Accesses the Fantasy Sport page of Yahoo! Games.

## The Sports Page

From the Sports page, you can get sports information of all types. At the top of the page is a major sports story with links and photographs. The major story is followed by a list of headlines




FIGURE 18-8 Yahoo! Sports home page

with links, and Top Events. Under that is the Yahoo! Broadcast section with a schedule of the day's sports broadcasts and links to other media. Next come Expert Columns links that take you to sports publications such as The Sporting News and CNN Sports Illustrated.

At the bottom of the page are sections called Shopping & Auctions and Resources. From the Shopping links you can get items such as NFL jerseys, video games, and items from a specific team or player. The auction links offer items such as memorabilia and trading cards.

The Resources section of the Yahoo! Sports page is shown in Figure 18-9. On the page are Yahoo! categories, as well as links to popular sports-related Web sites.

Along the left side of the page is a list with the day's schedule and links to teams and scoreboards:

- Click a team to see its detailed page.
- Click the time to see a story about a game and its history.
- Click Audio to access live sports broadcasts.

The stories and links on the Yahoo! Sports home page cover the gamut of sports. If you are interested in a specific sport, however, click the league hyperlinks along the top of the page:

Top NFL NBA NHL MLB NCAA Bball (M) NCAA Bball (W) NASCAR Golf Soccer more...




FIGURE 18-9 Sports Resources

Clicking NFL, for example, opens a page about the National Football League; while clicking Golf takes you to stories and links that pertain to golf. Clicking a league name also displays these options at the top of the league page:

Front - Standings - Scoreboard - Stats - Teams - Players

- Click Standings to see the current league and conference standings.
- Click Scoreboard to see the scores of today's games.
- Click Stats to get statistics, including team-by-team stats and stats about leading performers.
- Click Teams to list all of the teams in a league or conference and be able to click a link to visit a team's home page.
- Click Players for an alphabetical list of the players from which you can access Web pages about different players.

For a more complete list of leagues and sports, click More on the right side of the League hyperlinks. In the page that appears, as shown in Figure 18-10, you can access professional and collegiate sports pages, as well as pages devoted to sports not usually available in the Yahoo! Sports home page.




FIGURE 18-10 Accessing all sports

## Worldwide Page

Click the Worldwide tab on the Yahoo! Sports page to investigate sports in other countries. You will find information about sports in Australia and New Zealand, Brazil, Canada, China, Denmark, France, Germany, Hong Kong, Italy, Japan, Korea, Mexico, Norway, Singapore, Spain, Sweden, Taiwan, and the United Kingdom and Ireland.

Some of the links on the page are to a country page; while others, as shown here, let you choose a specific sport or source of information.




## Team Pages

When the name of a college or professional team appears on a Yahoo! Sports page, it appears as a link that you can click to go to a detailed page. Clicking Utah Jazz, for example, opens the page shown in Figure 18-11.

On the page are links to information about the team's last and next games, analysis of its play, and the latest news about the team. There is a Team Report that discusses the team in detail




FIGURE 18-11 Team page for the Utah Jazz

and an abbreviated two-week schedule at the bottom of the page. For a complete team schedule, click Calendar on the top of the page, or click Complete Schedule under the abbreviated schedule.

**Note** *For college teams, the detailed page offers campus news and a seasonal schedule, but not the other links discussed here.*

The Stats link leads to detailed statistics concerning the team's players, including stats from to the most recent game. The Roster link shows each player; his or her position; personal statistics such as height, weight, number of years on the team; and, in the case of professional athletes, the college attended. The Tickets link lets you purchase game tickets through the Yahoo! Sports ticket purchasing program.

# Keeping Informed with Yahoo! Ticker

One great way to keep up to date with news, weather, sports, and the stock market is to download and install the Yahoo! news ticker. The ticker is a scrolling bar that stays on the top of the screen whenever you are online.

You can read the information as it scrolls by or double-click a headline to display all the details in a browser window. The ticker will also notify you when mail has arrived in your Yahoo! account. You can decide for yourself what type of information appears. The ticker only displays the type of information that you selected for your My Yahoo! page.

To download the ticker, go to http://my.yahoo.com/ticker.html and click Download for Windows. If you have a Macintosh computer, use the OS/2 or UNIX operating systems, or connect to the Internet through AOL, and click Java Version instead.

When the File Download box appears, select Save This Program To Disk and then click OK. The Save As dialog box opens. Choose Desktop in the Save In list and then click Save. The program, about 300K in size, will download to your computer under the name ynt.exe. Soon you will see this icon appear on your desktop.




Close your browser and disconnect to go offline. Then double-click the icon and choose I Accept from the message box that appears. You are asked if you want to add a shortcut to the ticker to your Start menu and desktop. Click Yes to make the ticker easier to access. The ticker box appears, as shown in Figure 18-12. Enter your Yahoo! logon name and password, and click OK. Finally, click OK again in the message that appears, and then click Yes to restart your computer.

When you want to see the news ticker (shown next), either double-click this icon on the desktop, or right-click the taskbar, select Toolbars, and click Yahoo! News Ticker.




The ticker appears in the upper-right corner of the screen. If you are not already online when you double-click the ticker icon, your modem dials into the Internet. As I mentioned earlier, the ticker is synchronized to your My Yahoo! page; so the same information that appears on your My Yahoo! page—the headlines, portfolios, weather, and sports—also scrolls across the ticker. To change the information that appears on the ticker, you must change your My Yahoo! page, a subject explained in Chapter 3.

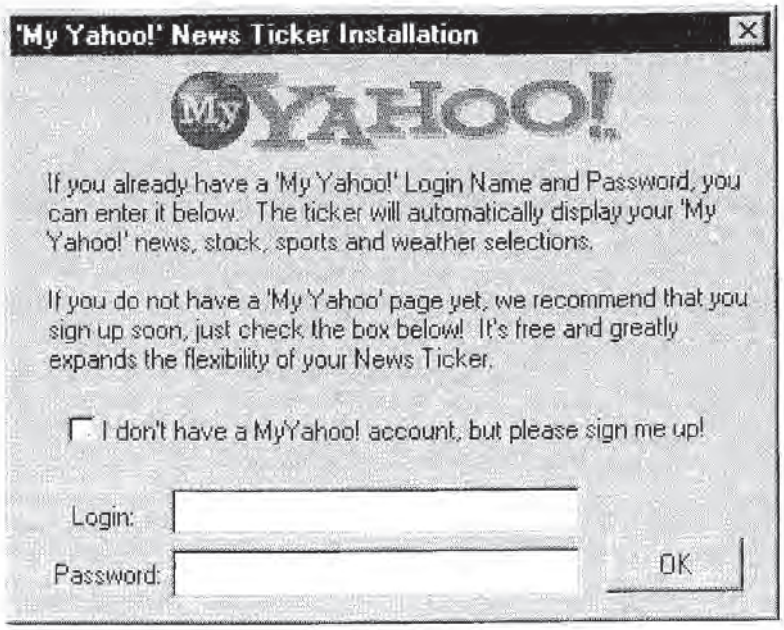



FIGURE 18-12 Enter your logon name and ID for the news ticker




*See "Changing Ticker Preferences," later in this chapter, if you do not want the ticker to connect to the Internet automatically.*

By default, the ticker remains on the top of the screen. So if you run a program such as Microsoft Word, the ticker appears in the foreground. With a full-screen program, the ticker sits on the program's title bar. When your screensaver turns on, however, the ticker grows in size and appears across the bottom of the screen, as shown in Figure 18-13.

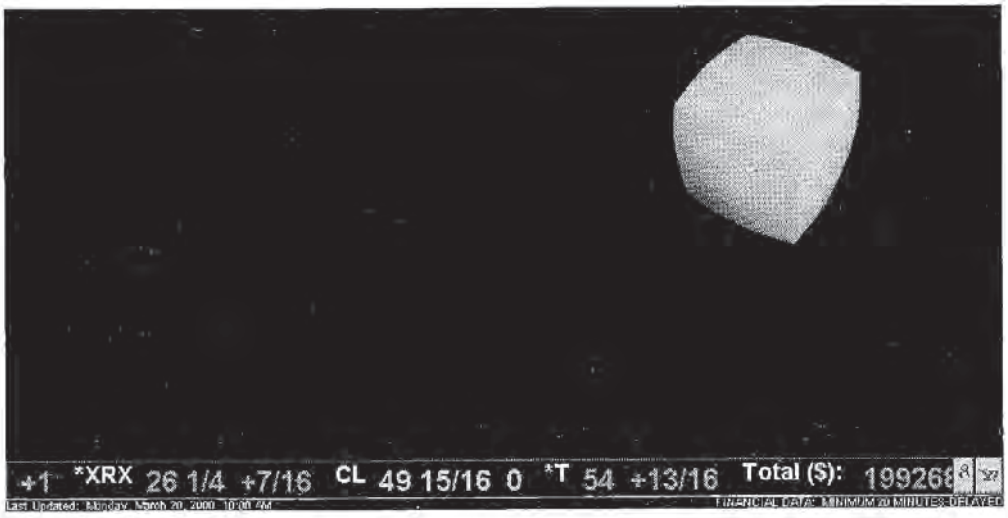



FIGURE 18-13 Enlarged News ticker with a screensaver in the background

How to ...

## Start the Ticker Automatically

If you want the news ticker to automatically appear onscreen each time you start your computer, you have to add it to the Startup Folder. Follow these steps:

1. Close all open applications and make sure the Yahoo! News Ticker icon appears on the Windows desktop.
2. Right-click the Start button on the Windows taskbar and choose Open from the shortcut menu.
3. Double-click the Programs folder.
4. Double-click the Startup folder.
5. If necessary, drag the folder window out of the way so that the Yahoo! News Ticker icon is visible.
6. Point to the Yahoo! News Ticker icon, press and hold down the right mouse button, and drag the icon into the Startup Folder.
7. Release the right mouse button, and choose Copy Here from the shortcut menu.
8. Close all of the open windows.

Now the news ticker will appear each time you start your computer.

## Using the Ticker

When you are online, information for the ticker is retrieved and downloaded to your computer at periodic intervals. As long as you remain online, the information is updated as new stories, scores, and stock prices are received. If you disconnect from the Internet, however, the ticker remains onscreen and continues to scroll. This way you can watch the headlines, weather, stock reports, and sports scores when you are offline.

On the far left side of the ticker is a double line that you can drag to change the ticker's width. Drag it to the left to make the ticker wider and be able to read more information at one time. Drag it to the right to make the ticker smaller and take up less space onscreen.

To move the ticker up or down the page, drag it with the left mouse button. When you click and hold the mouse on the ticker to drag it, by the way, the mouse pointer looks like this:



Drag the mouse to the left or right to change the direction of the scrolling headlines. Drag the mouse to the right, for example, to make the text scroll from left to right.

Use the second button on the left, the right-pointing triangle, to move between topics and stories. Because the ticker is synchronized with My Yahoo!, it cycles from module to module, like so:

- Portfolios
- Weather
- Sports Scores
- Top Stories
- Current Events

All of your portfolio information, for example, is displayed before weather reports come up. Next come sports scores, and so on. To go directly to a new module before its turn comes, click the triangle button. Each time you click, the ticker starts at the next module. Continue to click until you get the information you want. Once you are in a module, you can right-click the triangle button to jump between stories. When news headlines are being displayed, for example, right-click the button to jump from headline to headline, rather than wait for headlines to scroll by.

To read the details about a story that appears on the ticker, double-click it. If you are offline, the ticker dials into the Internet to retrieve the story.

The Yahoo! button on the far right of the ticker opens your My Yahoo! page.

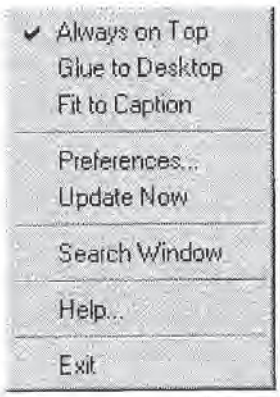
The second button on the right converts the ticker into a search box that works just like the search box in Yahoo! Companion and the Yahoo! home page. Click the button to clear the contents of the scrolling ticker. Type a keyword or phrase that describes what you want to search for, and then press ENTER to begin the search.




*Click the button again to return to the scrolling ticker.*

## Customizing the Ticker

While you can only change the content of the news ticker from your My Yahoo! page, you can customize the ticker to change its appearance and its operations by starting from the ticker itself. Right-click the ticker, for example, to see this shortcut menu:



The options are

- **Always On Top** Keeps the ticker from remaining in the foreground when other applications are on the screen.
- **Glue To Desktop** Converts the ticker into a resizable window. You can then drag a corner or border of the ticker to change its size. You can only resize the window, however, when the Always On Top option is turned off.
- **Fit To Caption** Makes the ticker automatically adjust its height to the size of the contents.
- **Preferences** Displays a dialog box with customization options. See "Changing Ticker Preferences," later in this chapter.
- **Update Now** Retrieves new information from your My Yahoo! page to update the contents of the ticker.
- **Search Window** Converts the ticker into a search box.
- **Help** Accesses the Yahoo! help page on the news ticker.
- **Exit** Closes the news ticker.

## Changing Ticker Preferences

To further customize the ticker, choose Preferences on the shortcut menu. You see the Preferences dialog box, shown in Figure 18-14.

How to ...

## Resize the News Ticker

Yahoo! offers many ticker options. Let's recap the ways that you can change the ticker's size and position.

You can always change the ticker's length by dragging the double line on the left and change its position by dragging with the left mouse button.

To change the height or shape of the ticker, both the Always On Top and Glue To Desktop options must be turned off. The ticker then appears like a window, as shown here:




You can then drag the top or bottom border to change the window's height, drag the left border to change its length, or drag a corner to change its proportions.

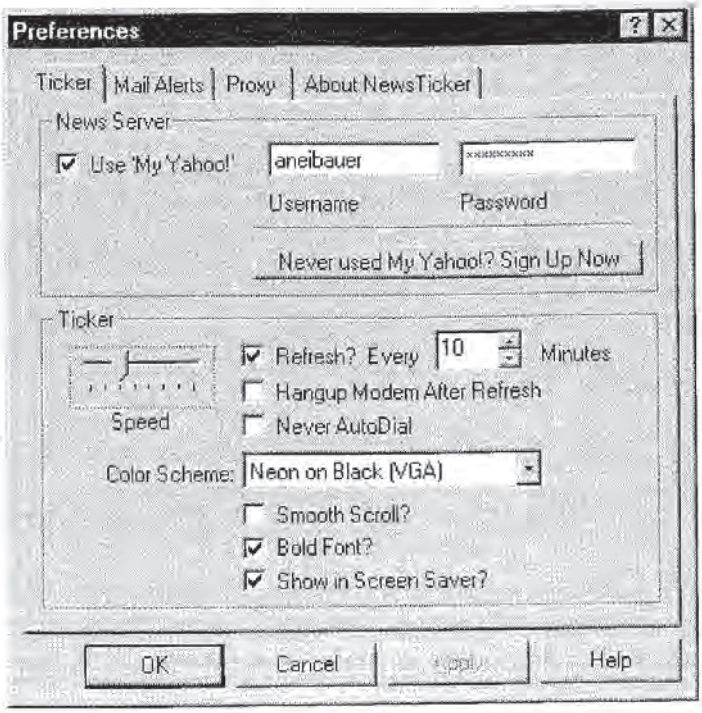



FIGURE 18-14 News ticker preferences

Deselect the Use 'My Yahoo!' option if you do not want to synchronize the ticker to your My Yahoo! page. When this option is turned off, the ticker displays news, stock, weather, and sports information without regard for your localized My Yahoo! settings. When the option is turned on, by contrast, stock prices are taken from your portfolio and weather reports are provided for the cities you designated. Turning off the Use 'My Yahoo!' option also displays additional tabs in the dialog box so you can choose content for the ticker.

Change the values in the Username and Password boxes if you want to use the settings from another Yahoo! ID. If you downloaded the ticker but are not a Yahoo! member, click the button under the boxes to register as a Yahoo! member.

The options in the lower half of the dialog box affect how the ticker appears onscreen:

- Set the speed at which the information scrolls.
- Determine if and how often the information is updated.
- Hang up the modem and disconnect from the Internet after ticker information is updated.
- Never automatically dial into the Internet to update the ticker.
- Change the ticker's color scheme.
- Adjust the scrolling to make it smoother and more constant.
- Change the font of text from bold to regular.
- Keep the ticker from appearing when your screensaver kicks in.

The Mail Alerts tab of the Preferences dialog box is for determining when and how the ticker alerts you to incoming e-mail in your Yahoo! Inbox. You can determine how often the mail icon appears and which sound is played when new mail arrives.

The Proxy tab of the Preferences dialog box lets you configure the ticker to run through a proxy server. You don't need to change any settings on this tab if you use Microsoft Internet Explorer. If you use Netscape Navigator 3.*x*, the ticker will automatically adjust these settings for you. You must manually set the options in this box, however, if you are using Netscape Communicator.

## Unsynchronizing from My Yahoo!

The Use 'My Yahoo!' check box in the Preferences dialog box is for unlinking the ticker and your My Yahoo! page. When you deselect the option, News and Quotes tabs appear in the dialog box so you can determine what headlines and stock quotes appear on the ticker.

The News tab of the Preferences dialog box is shown in Figure 18-15. Select the check boxes next to each item that you want the ticker to display. Along with the weather option, you can see temperatures in Fahrenheit or Celsius, and you can enter the symbols of the airports for which you need weather information. You can also decide the maximum number of stories that can be reported for a given topic.

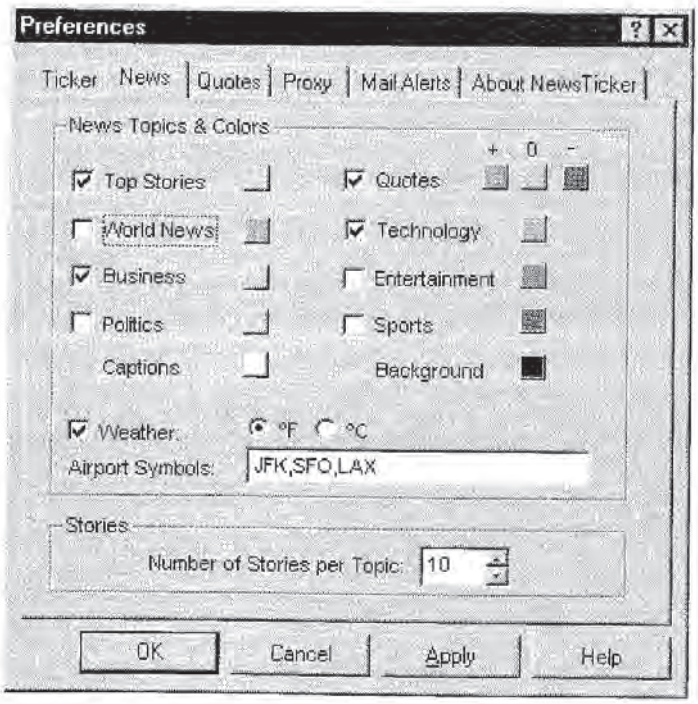


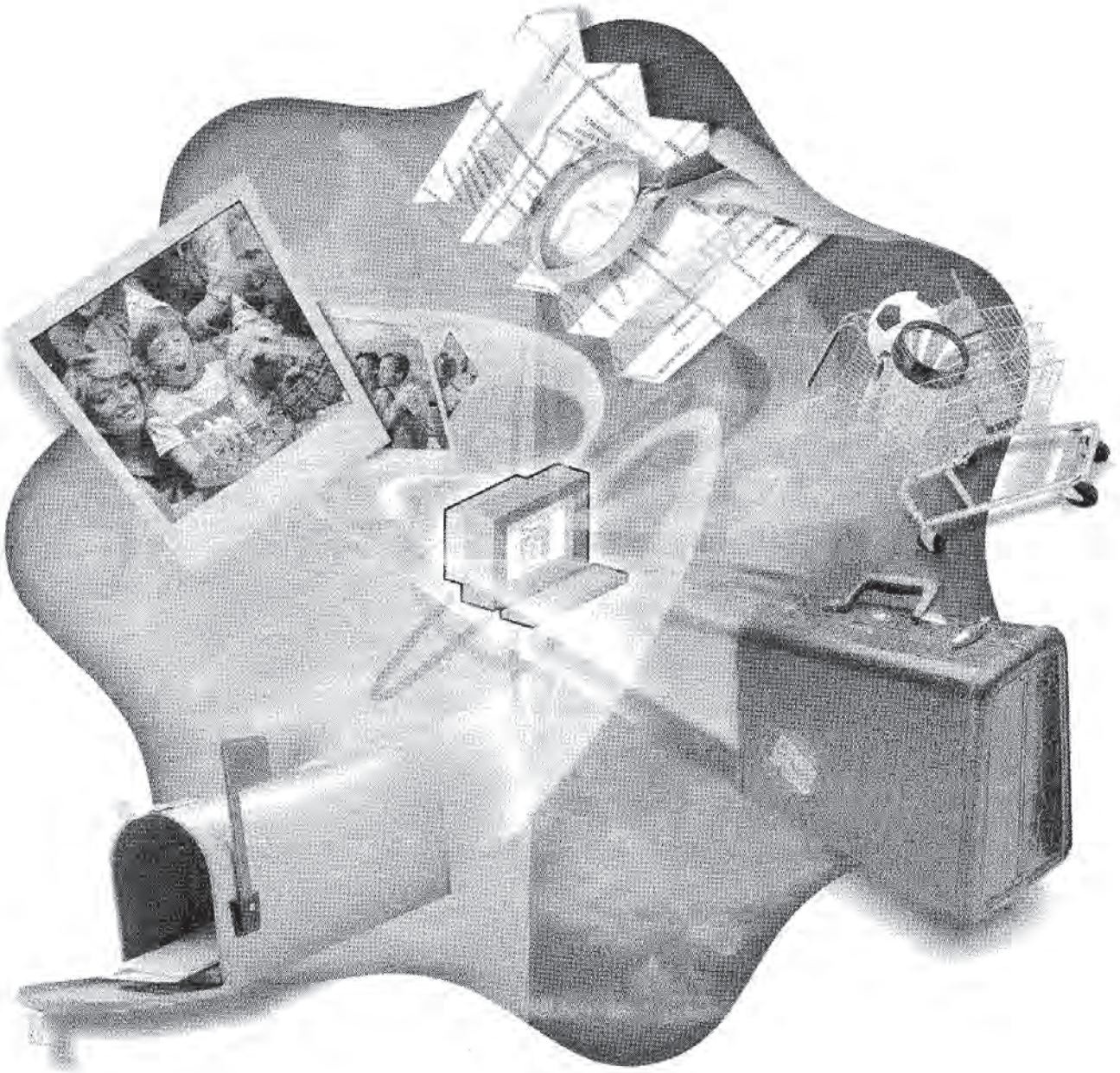

FIGURE 18-15 News tab of the Preferences dialog box

Click a color icon to the right side of each topic to choose which color the text appears in. After you click an icon, choose the color from the pallet that appears. For quotes, you can choose a color for issues that have increased, decreased, and not changed.

The Quotes tab of the Preference dialog box lets you choose which quotes appear in the ticker. The default settings are the Dow Jones, NASAQ, and Standard and Poor 500, as well as Intel, Microsoft, and Yahoo!. On the Quotes tab you can add and remove items from the ticker and look for stock symbols.

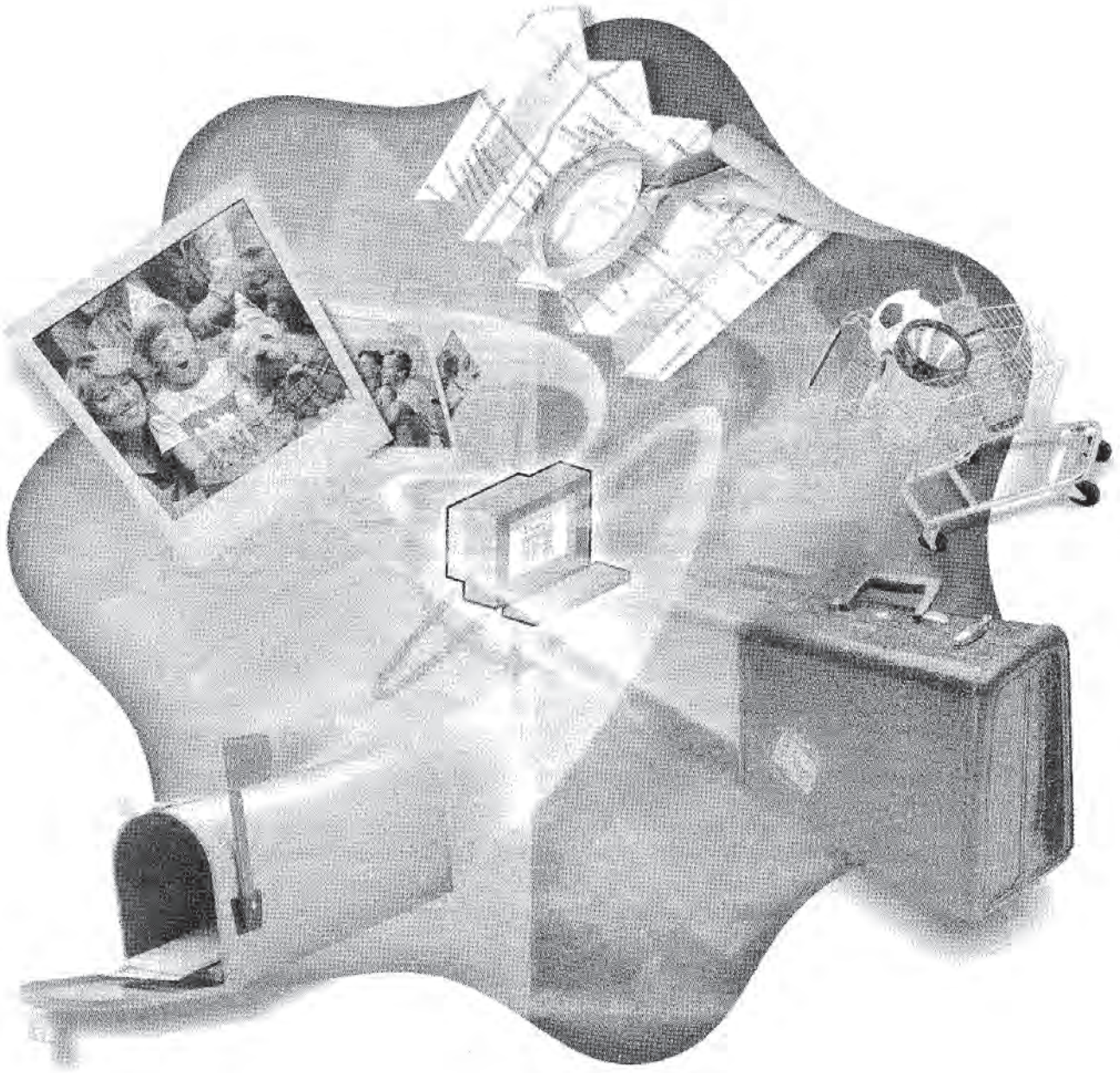
# Part VI

# Your Yahoo! Community



# Chapter 19

# Send and Receive Instant Messages—with Voice



## How to . . .

- Install Yahoo! Messenger
- Add friends
- Communicate with friends
- Hold conference chats
- Conduct voice chats
- Change your online status
- Send and receive files
- Use Yahoo! Messenger Lite

Yahoo! Messenger is more than just a way to chat with friends. With Yahoo! Messenger, you can use voice chat to speak with friends; send and receive files over the Internet; and get stock quotes, news, weather, and sports. Best of all, Yahoo! Messenger is free. You just need to download and install it, and log on with your Yahoo! ID and password to get started.

# Getting Yahoo! Messenger

The first step is to download and install the Yahoo! Messenger program. If you only have one computer, you can install the program while you are online without downloading and saving a copy on disk. You may want to download and save a copy, however, if you expect to reinstall it (after a system crash, for example) or install Messenger on more than one machine. You can download the program to a machine that is connected to a network, for example, and then copy it to other machines to install Yahoo! Messenger there as well (Figure 19-1).




*The older versions of Yahoo! Messenger are called Yahoo! Pager. Some help information on Yahoo! still refers to it by that name.*

Follow these steps to Install Yahoo! Messenger:

1. Connect to the Internet and to the Yahoo! home page.
2. Click Messenger in the Yahoo! home page to display download information shown in Figure 19-1.
3. In the Quick Download section, click Windows or select another platform. As an alternative, you can click Get It Now and then select the platform from the page that appears.

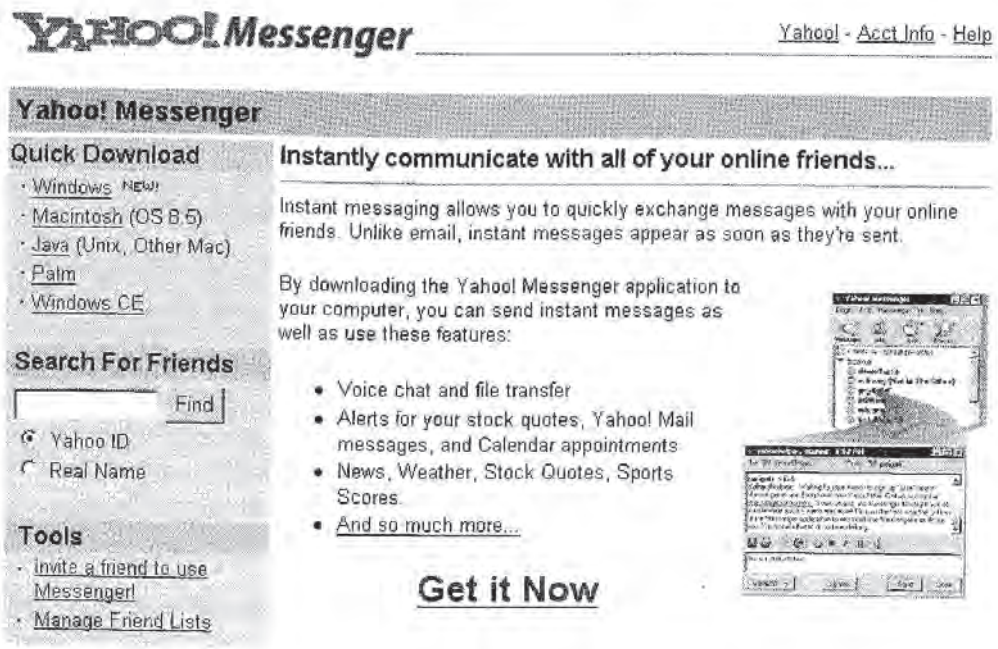



FIGURE 19-1 Preparing to download Yahoo! Messenger

4. Click Start Download. The File Download dialog box appears. It offers two options: Save This Program To Disk and Run This Program From Its Current Location.

   - If you select Run This Program From Its Current Location and click OK, the program will be downloaded to a temporary folder on your computer and begin to install.
   - If you select Save This Program To Disk, the Save As dialog box appears. Select the folder in which you want to store the file and then click OK. The file will be downloaded under the name Ymsgrie.exe. If you saved the file on the desktop, double-click the Ymsgrie.exe icon to start the installation. Otherwise, find where you saved the program and run it from there.




## Installing Yahoo! Messenger

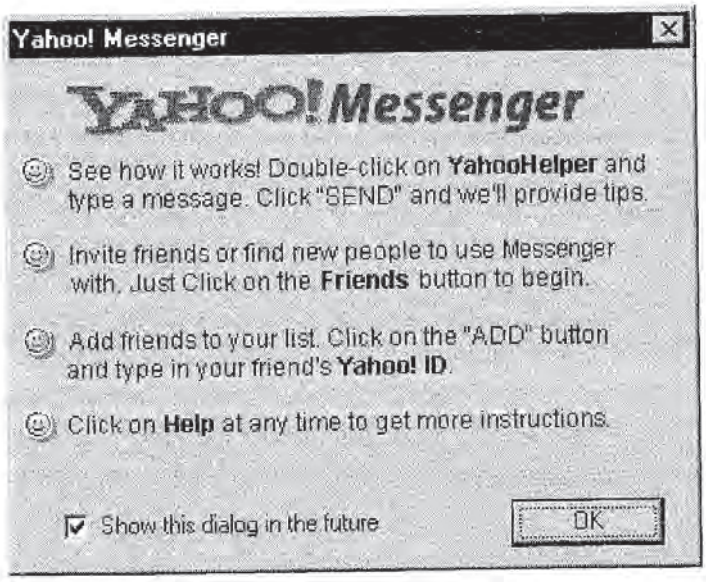
After the installation program starts, just follow the instructions that appear onscreen to complete the installation and setup of Yahoo! Messenger. Here are the steps to follow:

1. Click Yes if a message box asks if you want to install and run Yahoo! Messenger. The Yahoo! Messenger Welcome message box appears.

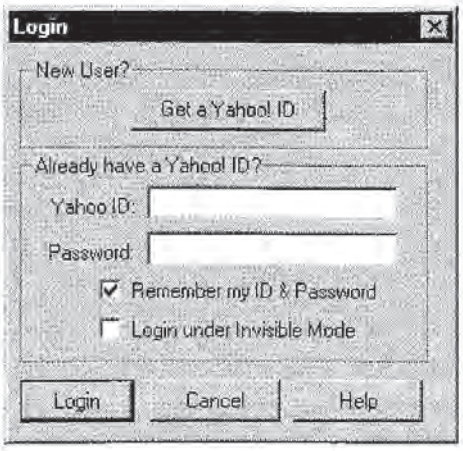
2. Click Next to see the license terms for using the program.
3. Click I Accept. The Select Destination Directory dialog box appears. You can change the location where the program will be installed, but Yahoo! recommends using the default location in the Program Files folder.
4. Click Next to accept the default location.

   The Ready to Install message appears with the option Run Automatically When I Start My Computer. If you leave this option selected and you have a dial-up ISP account, Yahoo! Messenger will run when you start your computer and automatically dial into the Internet. If you do not want to connect to the Internet automatically, deselect this option. If you have a cable or DSL Internet account, you are always connected to the Internet, and you can leave this option turned on to be logged on to Yahoo! Messenger whenever you are on your computer. You can always turn this option on or off later by using the Yahoo! Messenger Preferences option.
5. Click Next and wait until the program is installed.
6. Click the Finish button.

What happens next depends on whether you are online or offline. If you are already online and signed into Yahoo!, the box shown here tells you a little about using Messenger.



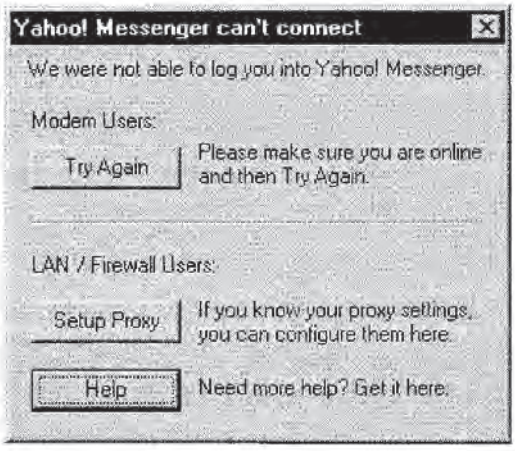
Unless you deselect the Show This Dialog In The Future check box, this box appears each time you start Yahoo! Messenger. Click OK to close the box and access the Messenger program. If you are not yet signed onto Yahoo!, the Login box appears, as shown here.




Enter your Yahoo! ID and password, and then click the Login button to sign onto Messenger.

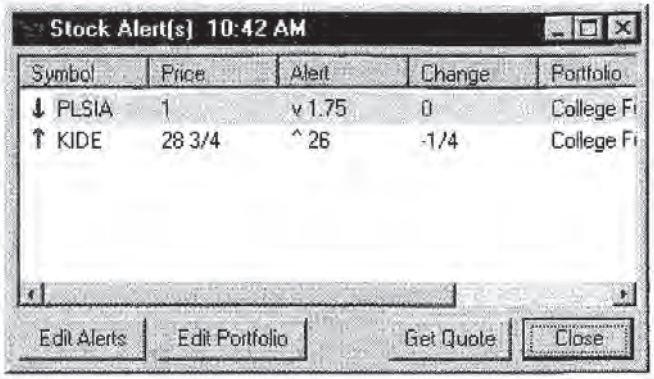
**Tip** *Check the box labeled Remember My ID & Password so you do not have to enter your password and ID each time you start Yahoo! Messenger.*

If you are not online and Yahoo! cannot make the connection to the Internet through your ISP dial-in, this box appears:

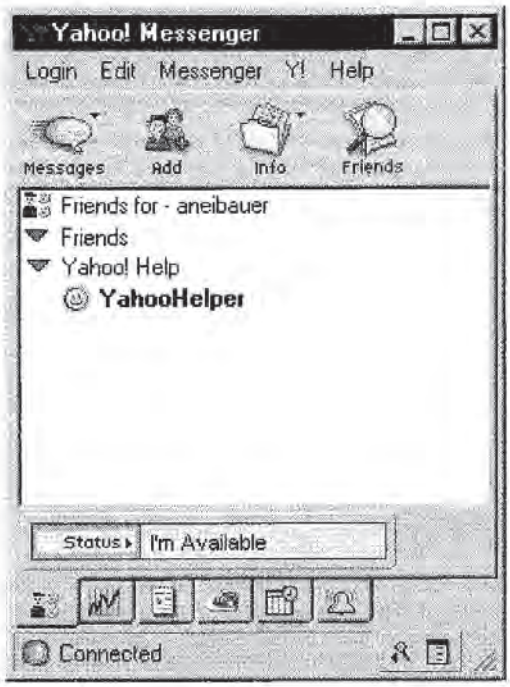



Connect to the Internet as you normally do and then click the Try Again button. The LAN/Firewall options are for users who connect to the Internet through a local area network or company firewall.

If you set up any alerts to be received by Yahoo! Messenger, they will appear automatically when you log on. A stock alert, for example, appears as shown here. Close the box to display the Messenger window.




The Yahoo! Messenger window appears, as shown here.

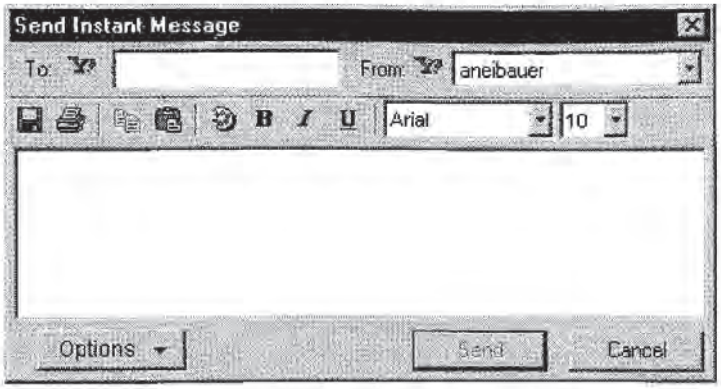



## Sending a Message

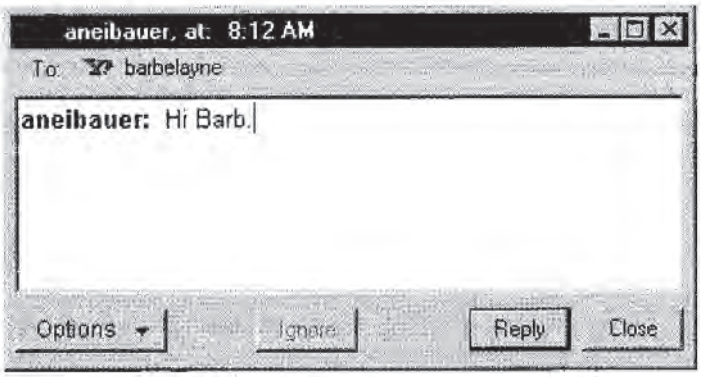
You are now logged onto Yahoo! Messenger and ready to send a message to another Yahoo! user. If the person is online and running Messenger, your message will pop up on his or her screen. Otherwise, Yahoo! will save the message until the recipient next logs on to Messenger.

Follow these steps to send a message:

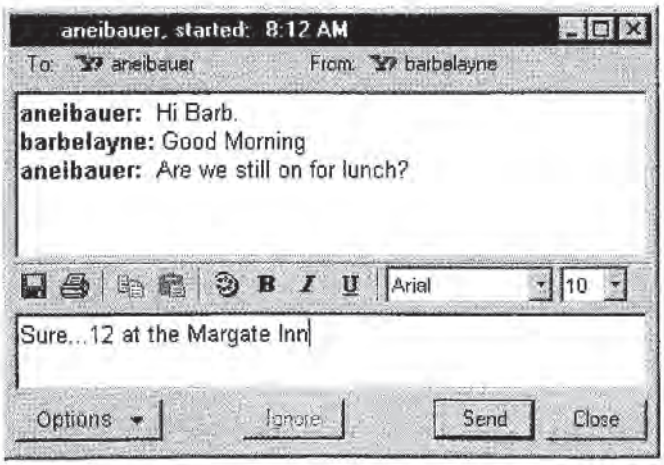
1. Click the Messages button and choose Send Instant Message. You see this dialog box.




2. In the To box, type the Yahoo! ID of the person to whom you are writing.
3. If you have more than one identity in Yahoo!, pull down the From list and select the ID from which you want to send the message.
4. Type a message and click the Send button. When the recipient receives the message, it looks something like this:

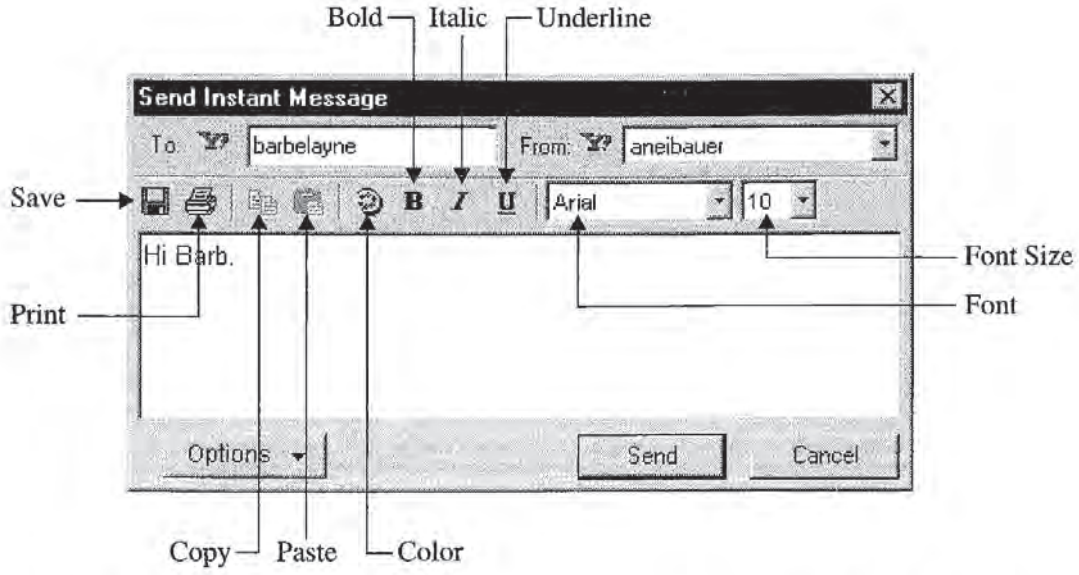



The recipient can click Reply to expand the message box, type a reply, and click Send. An ongoing dialog now appears in the box on both screens.



**Note** *If the recipient is not logged on to Yahoo! Messenger when you send the message, it will arrive as an offline message when the receipient logs on. See "Getting Offline Messages," later in this chapter.*

While you are chatting on Yahoo! Messenger, you can use the toolbar buttons under the conversation window to save, print, and format messages. The buttons are shown here:




Click Save, for example, to save the entire conversation as a text file. Use the formatting buttons to format text just as you would in a word-processing program.

## How to ... Use the Messenger Tray Icon

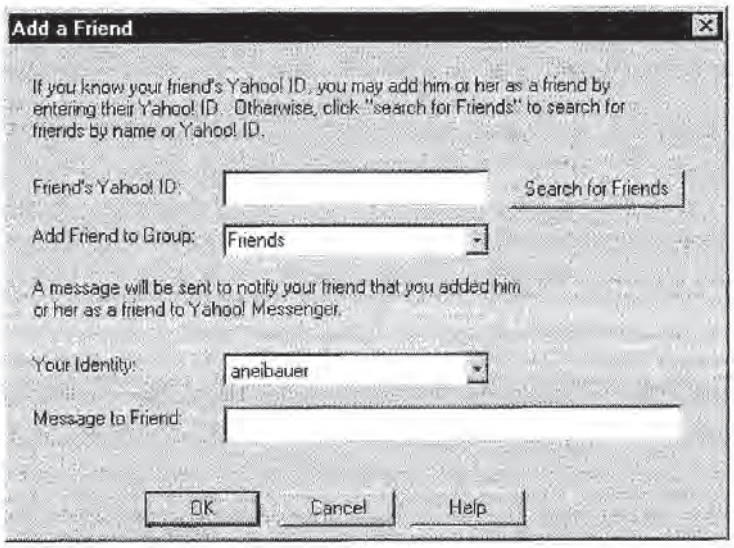
When you run Yahoo! Messenger, its icon appears in the system tray, the rightmost section of the Windows Taskbar. Right-click the icon to access these options:



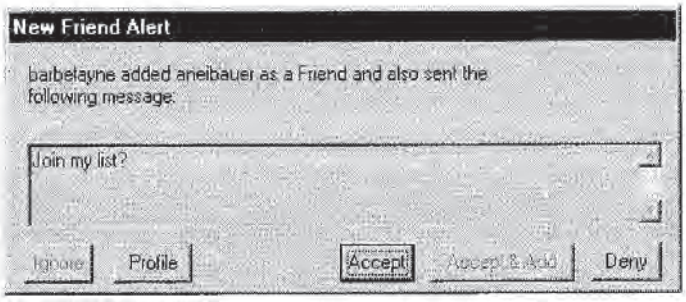
## Adding Names to Your Friends List

If you have friends or business associates who are Yahoo! members, you may want to communicate with them frequently using Yahoo! Messenger. By adding their Yahoo! IDs to your Friends list, you will be notified automatically when they are online. Likewise, a person can add your ID to his or her Friends list and see when you are online. To protect your privacy, however, you must grant permission before anyone can place your name on a Friends list.

Click the Add button in the top of Messenger to open the dialog box shown in the following illustration. Enter the person's Yahoo! ID, enter a message that describes why you want permission to put your friend's name on your Friends list, and click OK. Then click OK in the message box that tells you a message has been sent asking for permission.




On the other end, the person gets this request:

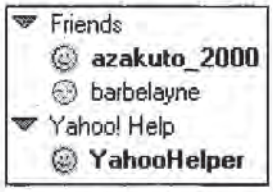



The recipient can reply by clicking one of the buttons:

- Ignore sends no response.
- Profile display's the sender's profile.
- Accept gives permission to be added to the sender's Friends list.
- Accept & Add gives permission and also adds the sender's name to the recipient's Friends list.
- Deny does not grant permission.

**Note** *Until a person accepts your invitation, the words "Waiting for Authorization" appear next to his or her name on the Friends list.*

When a person is online and available, his or her ID appears in boldface on the Friends list and the smiling face icon appears to the left of the name. If the name is dimmed, then the person is not online, as shown on the right.



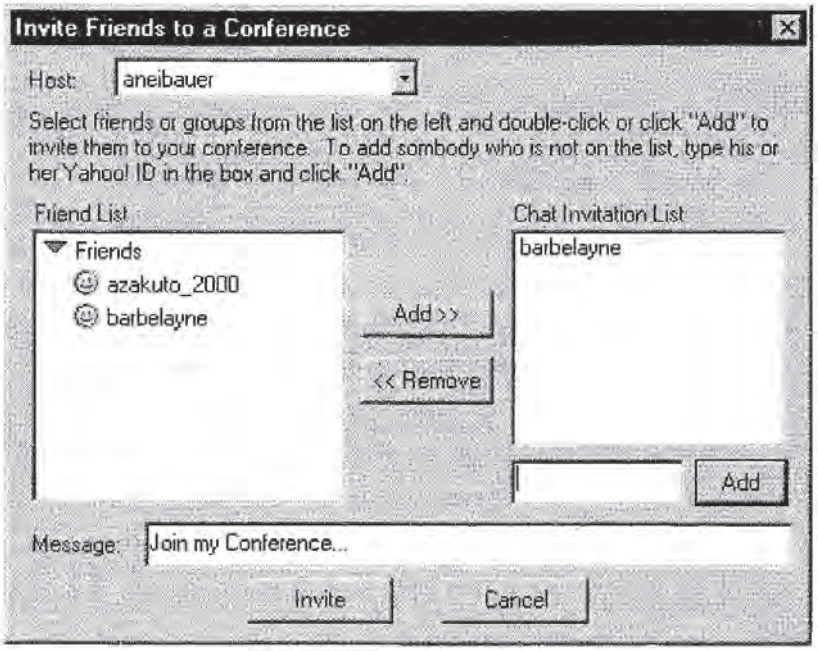

To send a message to a person on your Friends list, either double-click his or her ID, or click it and then select Send Instant Messages on the Messages list.

While you are chatting, you can use the Options menu at the bottom of the box to view a person's profile, add a person to your Friends list, create a conference chat, or start a voice chat.

## Engaging in a Conference Chat

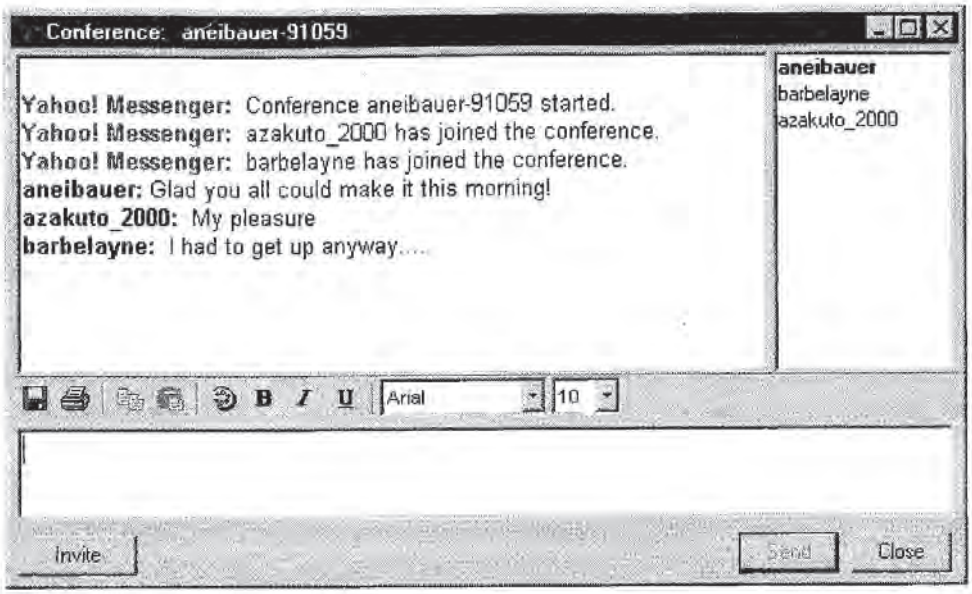
A *conference chat* is when you invite more than one person to join a Yahoo! Messenger conversation. You can start a conference whether or not you are already having a chat with someone.

If you are already chatting, select Conference on the Options list at the bottom of the conversation window. Otherwise, select Start A Conference on the Messenger menu. Both actions open the Invite Friends To A Conference dialog box shown in the following illustration. If you were already chatting with someone, his or her ID appears in the Chat Invitation List. However, you can remove a name from the Chat Invitation List by selecting it and clicking Remove.



Select the names of the persons you want to invite from the Friend List on the left and then click the Add button. To invite a person not shown on the list, enter his or her Yahoo! ID in the box under the Chat Invitation List box and click the Add button. Finally, click the Invite button to ask everyone to join the conference.

A message box on each person's screen invites participants to join the conference. The conference itself appears in the window shown next.



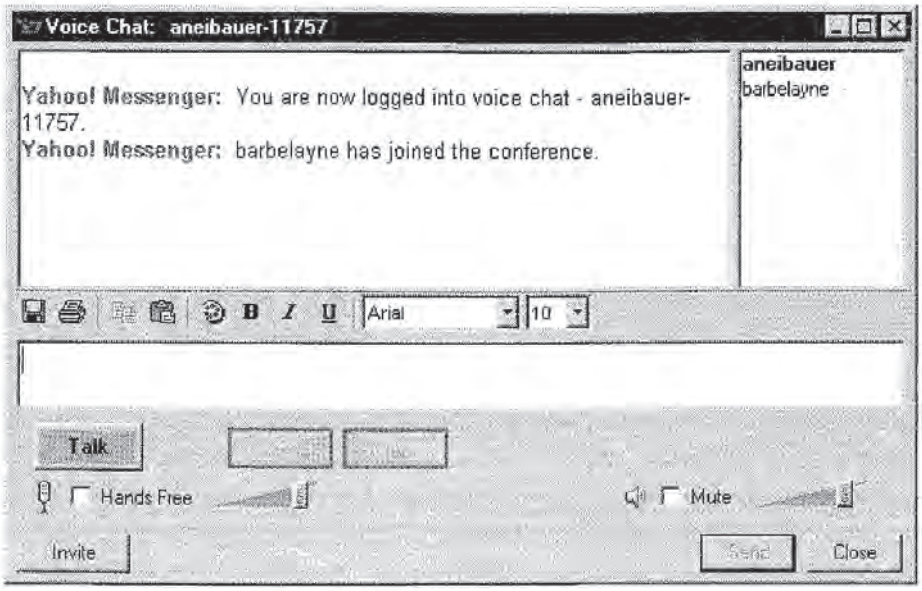

## Engaging in a Voice Chat

If you have a microphone and speakers, you can talk and listen to friends who also have microphones and speakers on their computers. Talking and listening this way is called a *voice chat*. To start a voice chat, use either of these techniques:

- Pull down the Options menu at the bottom of a conversation window and select Voice Chat.
- Select Start A Voice Chat on the Messenger menu.

The Invite Friends To Voice Chat dialog box appears. Does it look familiar? It is almost identical to the Invite Friends To A Conference dialog box shown in the previous section. Specify the Yahoo! IDs of the persons with whom you want to speak, and then click Invite to

open the Voice Chat window shown in the following illustration. You can still write and read messages as you can in a standard Messenger conversation, but you can also speak and hear other participants.




To speak, click and hold down the Talk button as you speak into the microphone. When you've finished, release the mouse button so another person can reply. When another person replies, his or her ID appears, as does the volume-level monitor:

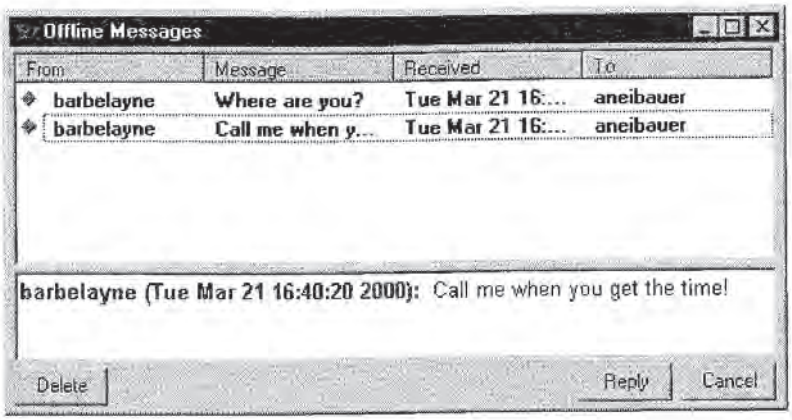



If you do not want to hold down the Talk button while you are speaking, click the Hands Free button. Just remember that other people will hear everything you say near your microphone after the button is clicked. You can use the slide control next to the Hands Free button to control the volume of your microphone. Use the Mute button to turn off your speakers, and the slide control next to the Mute button to control the volume of your speakers.

**Note** *Even in a voice chat, you can type messages if you are not pleased with the quality or response of the audio.*

## Getting Offline Messages

If someone sends you a message when you are not online or not logged on to Yahoo! Messenger, Yahoo! stores the message for you. When you do go online, the Offline Messages dialog box appears, as shown next. Select a message you want to respond to, and click the Reply button.




# Working with Yahoo! Messenger

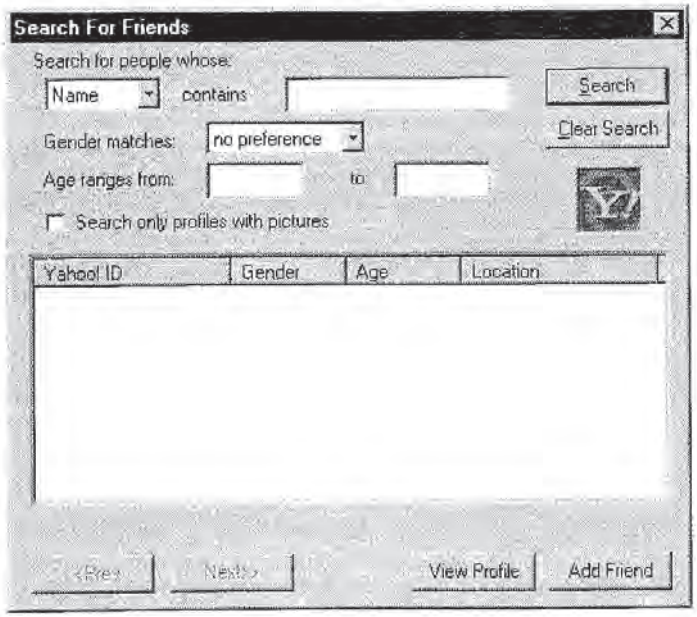
You now know the basics of using Yahoo! Messenger to chat with friends, hold an online conference, and conduct a voice chat. Yahoo! Messenger, however, offers a variety of other features to help you get the most out of this powerful communications program.

At the bottom of the Messenger window, below the tabs, is a bar that shows whether you are connected to the Yahoo! Messenger system. On the right side of the bar are buttons that you can click to convert the bar into a search box or hide the toolbar, tabs, and status indicator. Both buttons are toggles—click them to turn the feature on or off.

## Searching for Friends

You must have the Yahoo! ID of a person to send him or her a message or invite him or her to a conference or voice chat. If you do not know a person's ID, you can look it up by using the Search For Friends feature. Here's how:

1. Click Add to open the Add dialog box.
2. Click Search For Friends to open the dialog box shown here.



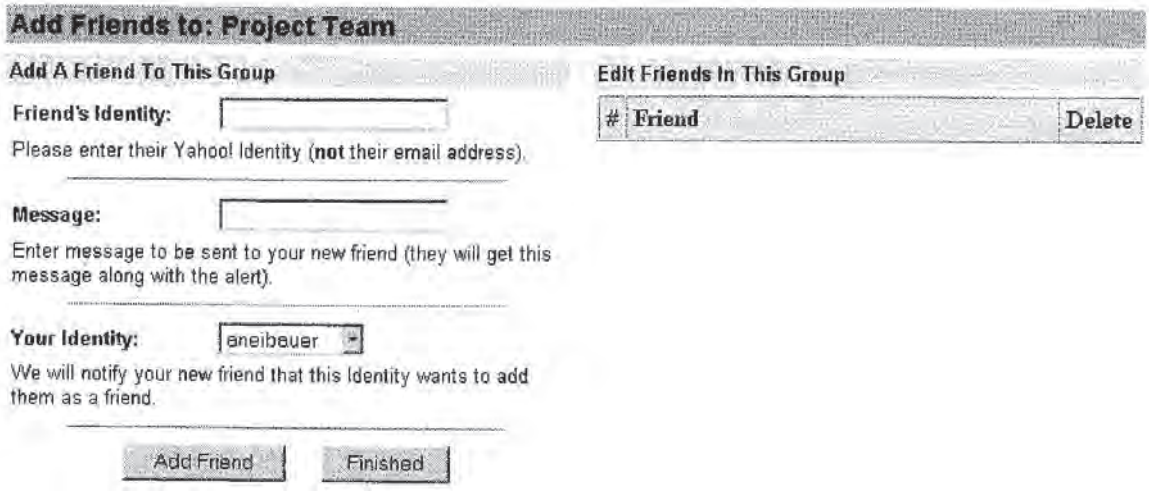
3. Select the item you want to use in your search: Name, Keyword, or Yahoo! ID.
4. Enter text to search for in the Contains box.
5. Select an option from the Gender matches list: Female, Male, or No Preference.
6. Enter an optional age range, with low and high values as desired.
7. Select whether you want to search only profiles with pictures.
8. Click the Search button.

A list of the people who match the search criteria appears. You can add any to your Friends list.

## Creating Groups

By default, your Friends list includes a group called Friends. Rather than lump everyone with whom you want to communicate in a single category, you can organize your Yahoo! Messenger contacts into groups. You may want to have one group for friends and another for business associates, for example. To create a group, follow these steps:

1. Select Edit from the Messenger window and then select Group.
2. In the box that appears, type the new group name.
3. Click Create A New Group to open the box shown here.




4. Enter the Yahoo! ID of the person you want to add to the group.
5. Type a message that invites the person to the group.

6. Select your identity from the pull-down list.
7. Click Add A Friend to invite the person to the list, and then either clear the boxes so you can invite another person or click Finished when you have finished inviting members at this time.

## Changing Your Status

The Friends list shows whether a person is online or offline. Just because a person is online, however, doesn't mean that they are ready to join a Yahoo! Messenger chat. You may be busy writing an e-mail or surfing the Internet, for example, and not want to be disturbed by instant messages.

You can change your status to indicate your availability. To do so, pull down the Status list and select from these options:




The selected icon and message now appear next to your name on others' Friends lists:

**aneibauer (Be Right Back)**

Regardless of your status, you will be able to receive and send instant messages as long as you are online and logged onto Yahoo! Messenger.

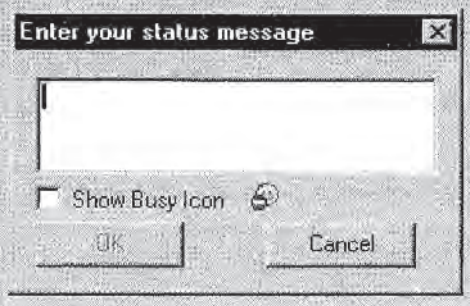
The invisible status, by the way, makes it appear as if you are offline to other Yahoo! members. In addition, a special Idle message appears when you have not used your computer for a certain number of minutes. You can specify the idle time in the Preferences dialog box.

## Using Yahoo! Messenger Tabs

In addition to chatting with friends, you can use the tabs at the bottom of the Yahoo! Messenger window to get information of all types. The information on the tabs is synchronized with your

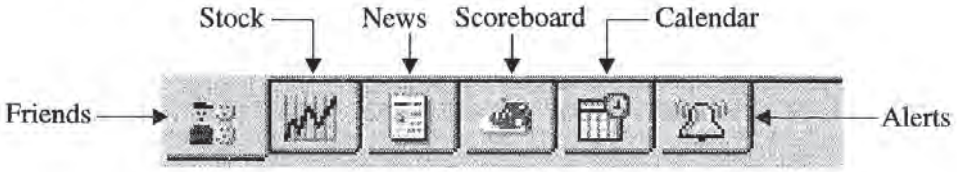
## How to ... Create a Custom Status Message

If you don't think any of the status messages are appropriate, you can create your own. Select New Status Message from the Status list to open this dialog box:

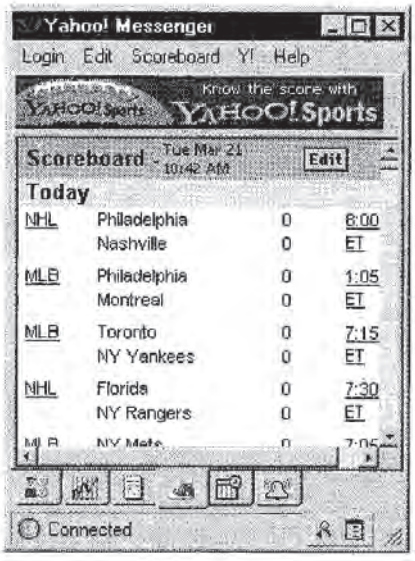



Enter the message you want to appear, choose whether you want to show the Busy icon, and then click OK.

My Yahoo! page, so you can personalize the information that appears. The default tabs on Yahoo! Messenger are shown here:




The Scoreboard tab of the dialog box, for example, is shown in the illustration at right. It shows the teams that you selected to appear in the scoreboard module of your My Yahoo! page.




## Getting Help with Yahoo! Messenger

If you need answers to questions about using Yahoo! Messenger, pull down the Help menu and choose one of these options:

- Messenger Help
- Messenger Instructions
- About Yahoo! Messenger

The first two options connect you to Yahoo! and access the Help system pages on Yahoo! Messenger.

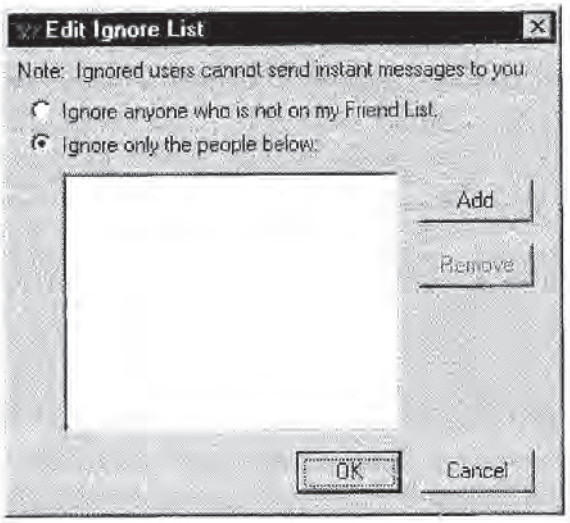
Use Yahoo! Helper to get tips for using the program. Yahoo! Helper should be listed in the Messenger window (if it isn't listed, you can turn it on in the Preferences dialog box). Here's how to use Yahoo! Helper:

1. Double-click Yahoo! Helper to open a message window.
2. Type any message that you want and then click Send. You'll get an automated response from the Yahoo! help system.
3. Type another message and click Send. A tip or instruction for using Messenger appears.
4. Continue sending messages to receive tips.

## Ignoring Instant Messages

If you start getting annoying invitations and messages, you can block them from reaching you in the future by adding the sender's Yahoo! ID to an ignore list or choosing to block messages from everyone not on your Friends list.

Select Ignore List from the Edit menu and then click Yahoo! Messenger Ignore List to open the dialog box shown here.




Select the option of your choice at the top of the box. If you choose to ignore specific persons, click Add. In the dialog box that appears, enter the Yahoo! IDs of the people you want to ignore and then click Ignore.

## Inviting Friends to Sign Up

Yahoo! Messenger is a great way to keep in touch with friends. In fact, voice chat is a bit like making free long-distance telephone calls. If you want to chat with persons who are not Yahoo! members, you can send them an invitation to join Yahoo! (see Figure 19-2) and get them started with Yahoo! Messenger.

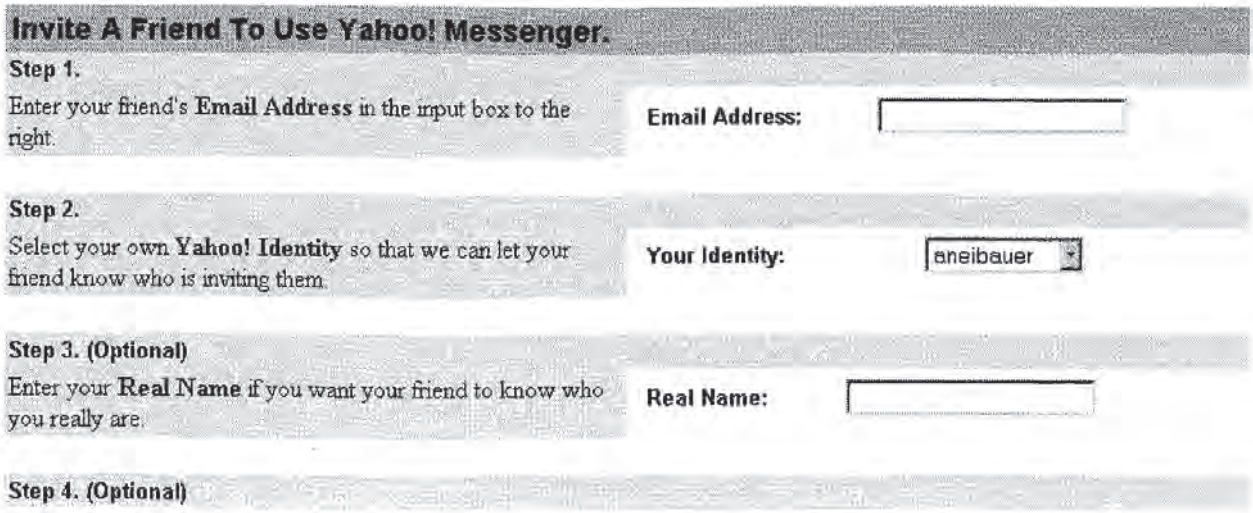



FIGURE 19-2 Inviting a friend to sign up for Yahoo! Messenger

Follow these steps:

1. Click the Messenger button in Yahoo! Messenger and select Invite A Friend To Sign Up to open the page shown in Figure 19-2.
2. Enter your friend's e-mail address.
3. Select the Yahoo! identity you want to use for the invitation.
4. Optionally, enter your real name.
5. Optionally, enter a message inviting your friend to join.
6. Click Invite Friend.

Yahoo! will send the person an e-mail with complete instructions for joining Yahoo! and signing on to Yahoo! Messenger.

## Transferring Files

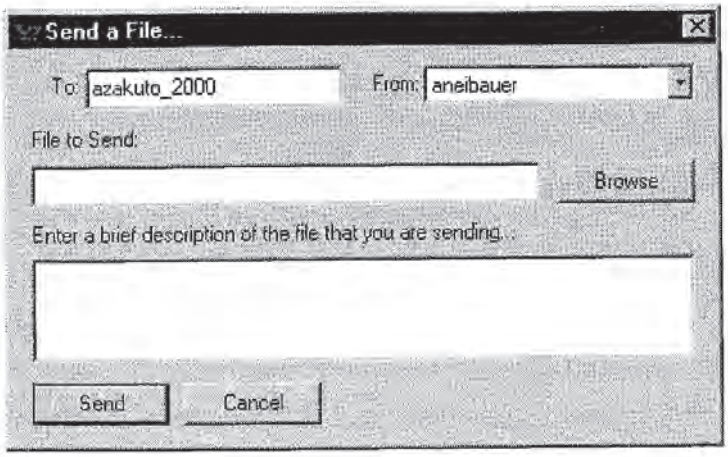
While you are online with Yahoo! Messenger, you can send files to and receive files from your friends. A file that you send is stored on a Yahoo! computer until the recipient downloads it to his or her computer.




*To keep from downloading a file that was infected with a computer virus, only open files that were sent to you by a trusted source.*

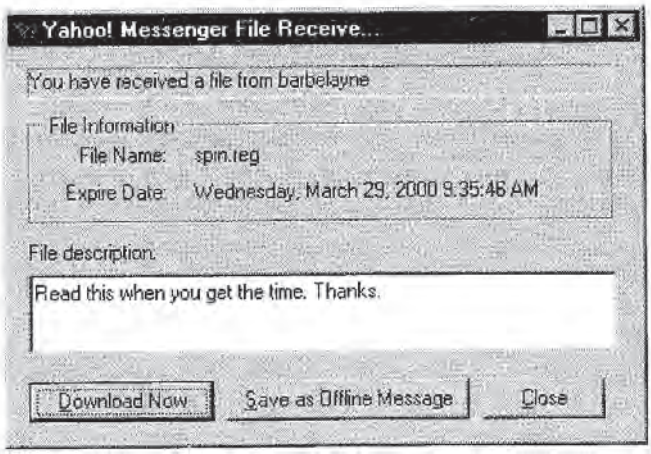
To send a file over Yahoo! Messenger, follow these steps:

1. If the person is listed in your Friends list, click his or her name.
2. Select Send A File/Attachment from the Messenger menu to open the dialog box shown here.




3. If you selected a name from the Friends list, his or her ID is already in the To box. Otherwise, enter the ID of the person to whom you will send the file.
4. Enter the path and name of the file in the File To Send box, or click Browse and locate the file on your disk.
5. Enter a brief message to accompany the file.
6. Click Send.

The Sending File box appears. It shows you the progress of the file transfer. After the file has been transferred successfully, you see a confirmation message. Click OK to close the message box. If the recipient is online, he or she receives a message such as the one shown in the following illustration. The recipient can either download the message right away or save the message and attachment as an offline message and retrieve it later.






*If the recipient is offline, the message appears when the recipient logs on to Yahoo! Messenger.*

### Toolbar and Menu Options

In addition to the features discussed already, you can use the toolbar buttons and menu bar options to perform Messenger functions.

The Messages toolbar button lets you send an instant message, add entries to your Yahoo! address book, start a conference or voice chat, and display offline messages. The Info button lets you view user profiles, edit your own profile, view a person's address book information, and open your address book.

The Login menu lets you log on, or log on under a different user name, disconnect, refresh the Friends list, and exit the program. The Edit menu lets you display and edit your profiles, create groups, work with the ignore list, change the tabs that are displayed, edit your Yahoo! account information, and display the Preferences dialog box.

The Messenger menu lets you send a message, view offline messages, start a conference or voice chat, send a file, add a friend or group, delete a friend or group, change your status, display only friends who are online in the Friends list, view profiles, search for friends, and invite a friend to sign up for Yahoo! Messenger.

The Y! menu offers access to the Yahoo! features shown here:




## Customizing Yahoo! Messenger

You can personalize the way Yahoo! Messenger works and looks by visiting the Preferences dialog box, as shown in Figure 19-3. Access the Preferences dialog box by selecting Preferences on the Messenger Edit menu.

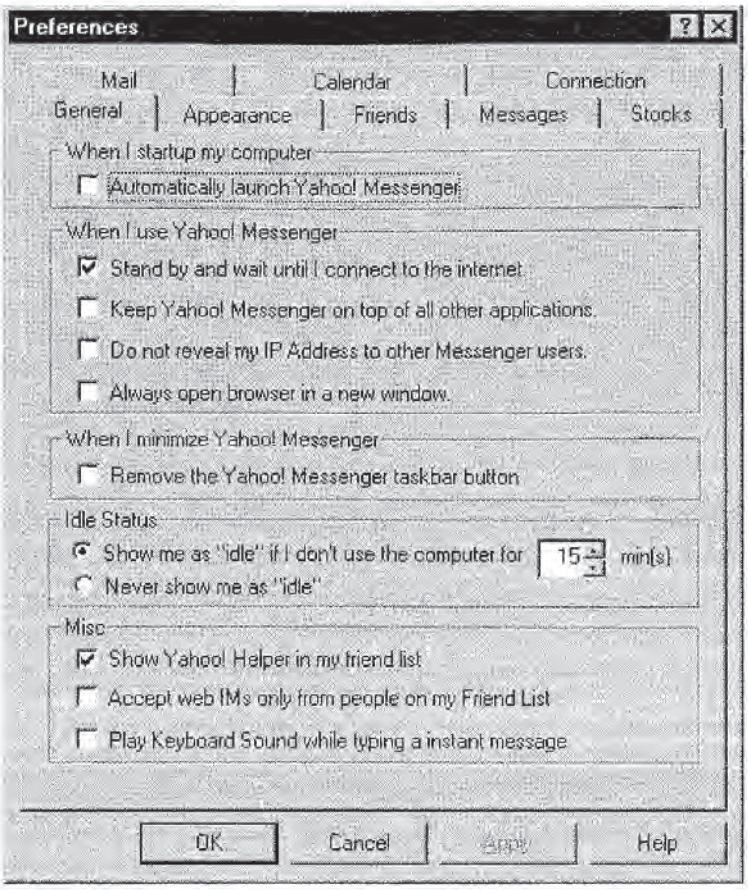



FIGURE 19-3 Yahoo! preferences

The dialog box offers eight different tabs. You can make a change and apply it immediately by clicking the Apply button. You can also make several changes and then click OK to close the dialog box and apply all of the changes. The following pages explain the different tabs.

## General Preferences

Use the options on the General tab of the dialog box to make some basic changes to the way that Yahoo! Messenger works.

The Automatically Launch Yahoo! Messenger option determines whether the program runs each time you start your computer. Turn this option off if you have a dial-up ISP account and you do not want to make the connection automatically.

The options in the When I Use Yahoo! Messenger section determine how the program works. Selecting the Stand By and Wait Until I Connect To The Internet option, for example, leaves the Messenger window minimized when you are not connected. As soon as you connect, however, the Messenger window opens so you can see if friends are available for chatting.

Choose Keep Yahoo! Messenger On Top Of All Other Applications if you want the window to remain in the foreground. If you do not select this option, the window will go into the background and you may not see when friends are online.

Normally, all messages are channeled directly between you and your friends using your computer's and your friend's computer's IP address. In this way, however, someone else can learn your IP address. If you are connected to the Internet through a DSL or cable modem, you have the same IP address each time you are online, and a disreputable hacker could possibly access your disk drive. Select the Do Not Reveal My IP Address To Other Messenger Users option to channel all messages through the Yahoo! computers. This way, your IP address is not made available to others.

Selecting some features in Messenger, such as the features in the Help menu, opens a page in your Web browser. Select the Always Open Browser In A New Window option if you want to display Web pages in a new browser window. That way, the Web site you are currently viewing remains open.

When you minimize Yahoo! Messenger, an icon for it appears in the Windows Taskbar by default. The icon appears in addition to the red Y! icon in the system tray on the right side of the Taskbar. Select the Remove The Yahoo! Messenger Taskbar Button option if you do not want the Taskbar button to appear when you minimize Messenger.

The Idle Status section determines how long after you leave your computer an Idle message appears after your name on others' Friends lists. You can set the number of minutes you must be idle before that status is reported, or you can choose to turn this feature off.

The Misc section of the General tab offers these three options:

- **Show Yahoo! Helper In My Friend List** Lets you access tips by sending a message to Yahoo! Helper from your Friends list
- **Accept Web IMs Only From People On My Friends List** Automatically rejects messages from persons not on your Friends list
- **Play Keyboard Sound While Typing An Instant Message** Plays the sound of an old-fashioned typewriter keyboard when you type

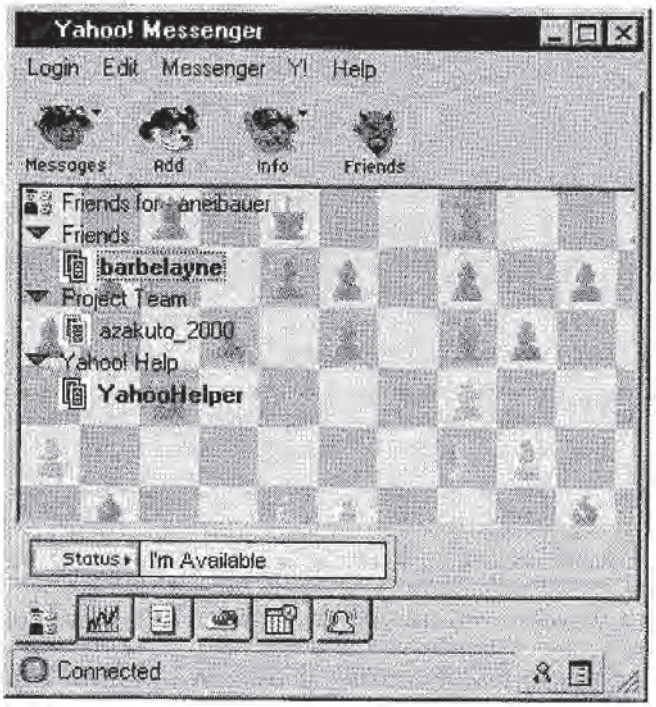
## Appearance Preferences

The options on the Appearance tab of the Preferences dialog box determine how Yahoo! Messenger appears.

For example, you can specify which tabs are shown at the bottom of the Messenger window, choose the color of text, tile a background image so it is repeated over the entire window, or select a theme.

A Messenger theme, also called a *skin*, determines what the background area, toolbar buttons, and status icons look like. Several themes are provided, but you can also create your own and download themes that other Messenger users designed.

Choose the theme you want to use from the Current Theme list on the Appearance tab. The Games theme, for example, is shown in the following illustration. You can also click the Instructions For New Theme button to learn how to create and download themes.




## Friends Preferences

Use the Friends tab of the Preferences dialog box to customize how you are notified when a person on your Friends list goes online or offline. For each event, you can specify one or more of these actions:

- Show a message at the bottom-right corner of the screen.
- Display a dialog box.
- Play a sound.

By default, the sound that is heard when a person comes online is a door knock. The sound when a person goes offline is a door closing. To choose a sound of your own, browse your computer for an alternate sound effect.

## Messages Preferences

The options on the Messages tab, as shown in Figure 19-4, determine how you are notified when you get a message and what happens when you send one.

Your choices for receiving a message are to automatically show the message window or to minimize the window to the Taskbar.

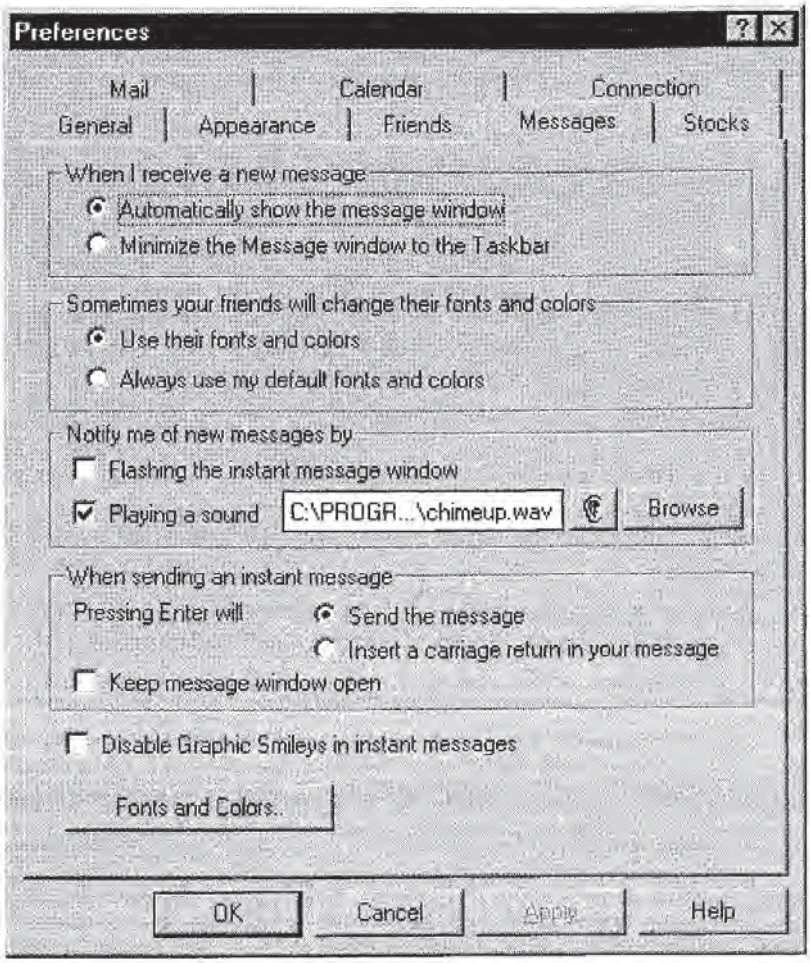



FIGURE 19-4 Messages tab of the Preferences dialog box

When a message comes in, you can flash the message window or play a sound. Messages can appear in the font and color choices that the sender made or in your own default font and colors. Click the Fonts And Colors button in the dialog box to choose your font and color preferences.

Your options for sending a message include what happens when you press the ENTER key. You can press the ENTER key to send the message, or to insert a carriage return and thereby start a new paragraph in the message. You can also choose to keep the message window open after you have sent a message and disable the display of graphic smiley characters.

## Stock Preferences

Options on the Stocks tab of the Preferences dialog box determine what occurs when you receive a stock alert.

You can choose, for example, to hide the Stock tab and not display stock alerts when they arrive. If you choose to display the tab and alerts, you can then choose between two categories of options: Send Me an Alert When options and When an Alert Arrives options.

In the Send Me An Alert When section of the tab, choose when alerts will be sent to you. The options are

- My Stocks Trip An Upper Or Lower Limit
- Volume For Any Stock Is __% Over Average Daily Volume
- Price Change For The Day Is Greater Than __%

The upper and lower limit amounts must be set in your My Yahoo! page, but you specify the two percentages in the Preferences dialog box.

The When An Alert Arrives section of the tab offers these options:

- Flash The Taskbar "Tray" Icon
- Display A Dialog Box
- Play A Sound

## Mail Preferences

If you have a Yahoo! Mail or Yahoo! Personals account, you can be notified when new mail or personal messages are received.

You can choose to be alerted whenever a new message arrives, for example, or at an interval between 1 and 99 minutes. You can also choose to be alerted by a Taskbar icon, dialog box, or sound.

If you are not yet signed up for either feature, there are buttons to sign up for Yahoo! Mail or Yahoo! Personals.

## Calendar Preferences

The Calendar tab of the Preferences dialog box lets you choose how to be alerted to an upcoming meeting on your Yahoo! calendar. You can choose to flash the Taskbar "tray" icon, display a dialog box, or play a sound.

## Connection Preferences

The options on the Connection Preferences tab of the Preferences dialog box help you connect to Yahoo! Messenger if you connect through a proxy server or company firewall. The options are

- No Proxies
- Use Proxies
- Firewall With No Proxies
- No Network Detection

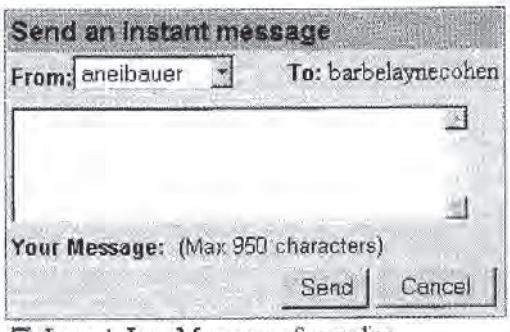
Leave this set to No Proxies if you use a standard dial-up connection on your computer. For all the other options, check with your network administrator or read the documentation that came with your proxy or firewall software.

# Using Messenger Lite

If you are online but Messenger is not installed on your computer or you are not running Messenger, you can still send and receive messages by using the Lite version of Messenger. Messenger Lite is a Java-based version that runs from within Web browsers.

To start a Messenger chat with Messenger Lite, follow these steps:

1. Locate the Yahoo! profile of the person with whom you want to speak.
2. If the person is online, click the Send Me A Message button in his or her profile window. You see the screen shown here.




3. Type a message and click the Send button. When the recipient replies to the message, the Lite version of Messenger appears.
4. Click the person's name and then click Send.

A chat in the Lite version is shown here. It offers many of the same options as the full version of Yahoo! Messenger.



# Chapter 20

# Chat with Friends



## How to . . .

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

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

# Joining a Chat

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

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

The first thing you need to do is determine which type of chat software you want to use. The Chat Software list offers three choices:

- JAVA
- Voice
- HTML

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




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

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

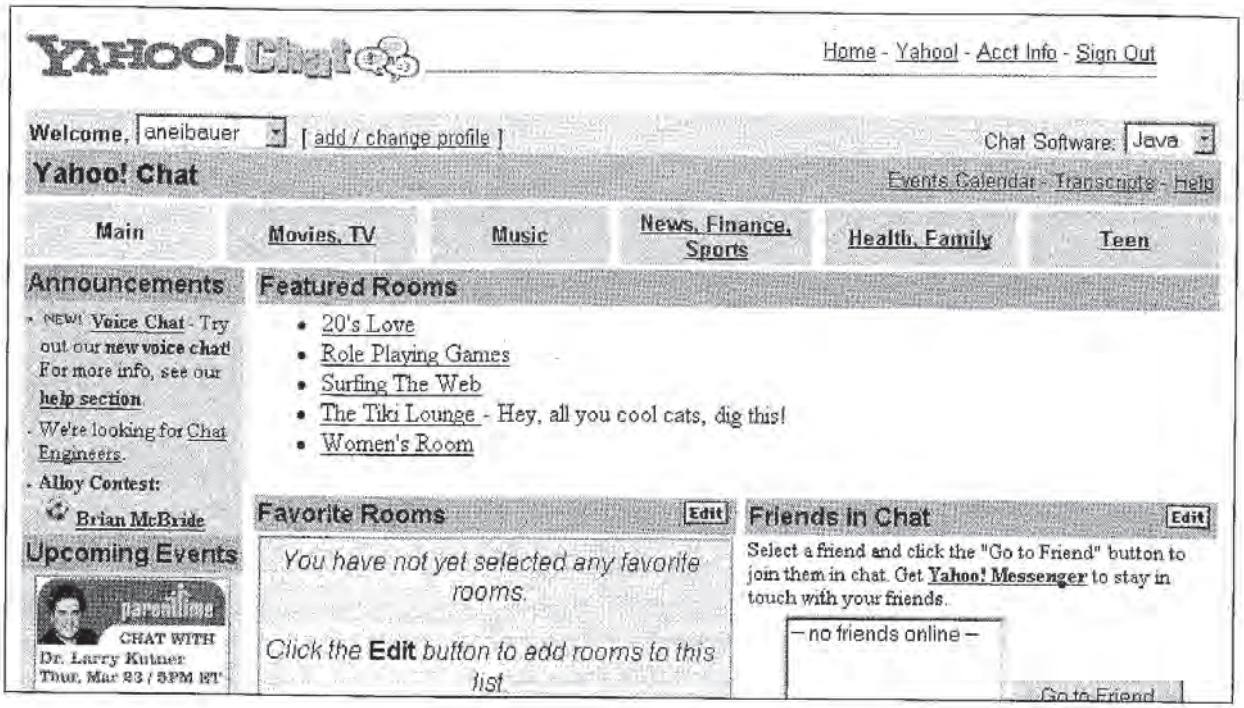



FIGURE 20-1 Yahoo! Chat home page

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

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

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

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

## Favorite Chat Rooms

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

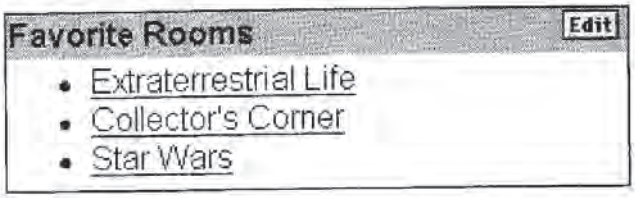
To add a room to the Favorite Rooms list in the Yahoo! Chat home page, follow these steps:

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




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

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




# Participating in a Chat

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

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

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

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

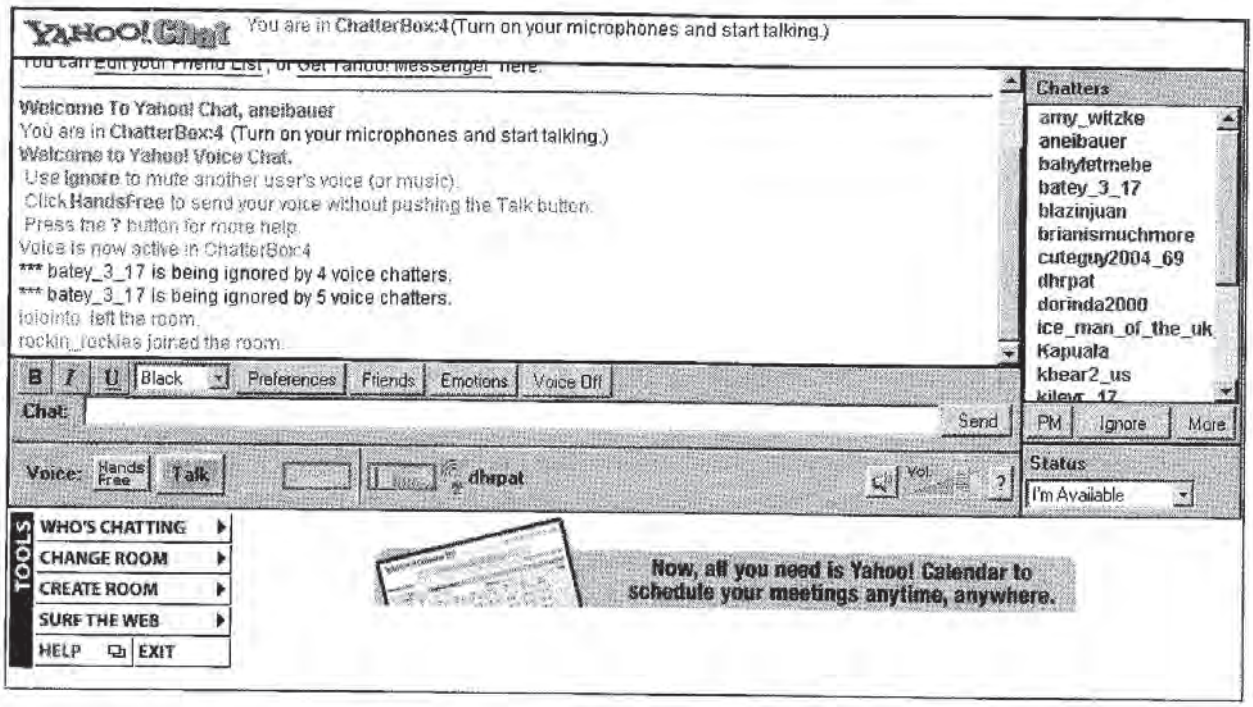
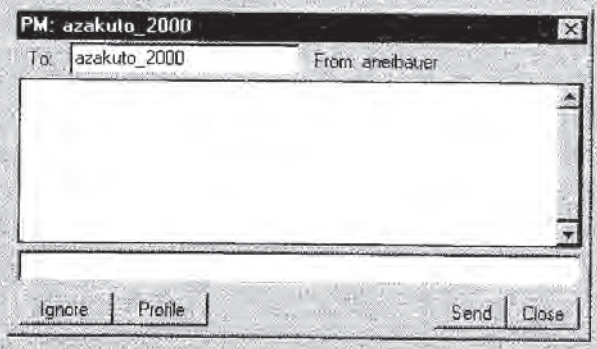



FIGURE 20-2 A voice-enabled chat room

How to ...

## Send a Private Message




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

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

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

## Participating in a Voice Chat

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

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




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

## Setting Your Status

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

aneibauer is away. (Be Right Back)

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

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

## Using Emotions to Make Chats Livelier

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

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

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

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

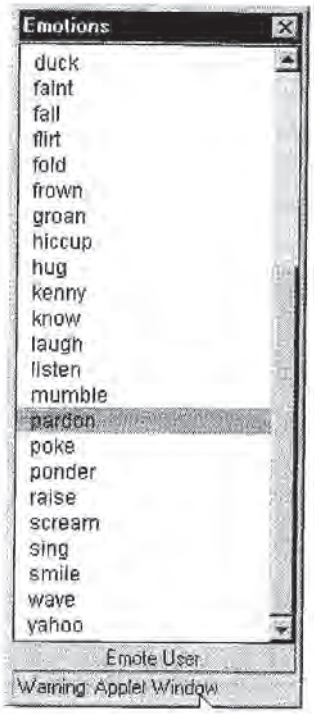



FIGURE 20-3 Emotions list

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

**aneibauer** chuckles at **azakuto_2000**

## Changing Chat Rooms

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

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

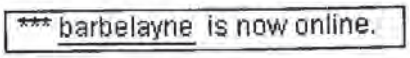
To change rooms without having to reload the Java Chat applet, click Change Room in the Tools section. You see a list of categories and rooms, as shown in the following illustration. Select the category on the left to list the rooms on the right. Click a room to enter it. You can list Yahoo! Rooms or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



# Finding Out Who's Chatting

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

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

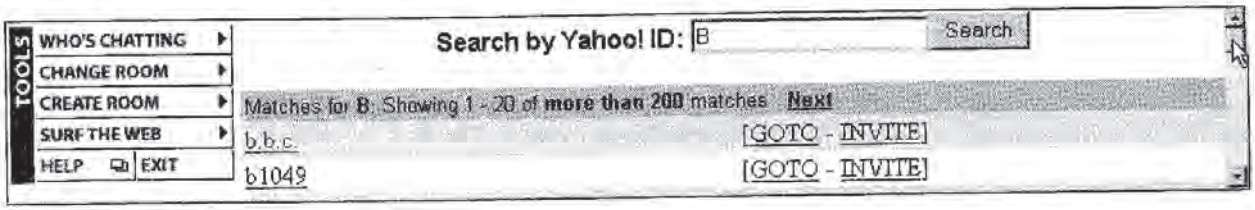



You can also check at any time to see which friends are chatting by clicking the Friends button. A list of friends like the one shown here will be shown in the conversation:




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

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




# Creating a Chat Room

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

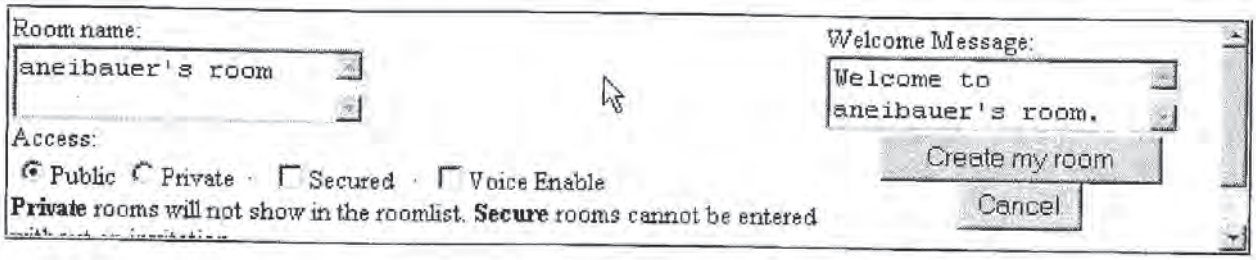
Yahoo! offers three kinds of chat rooms:

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

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

Follow these steps to create a chat room:

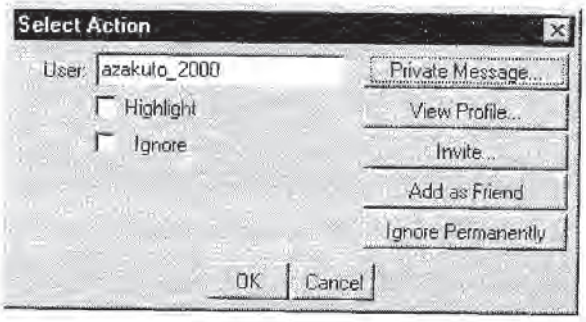
1. Click Create Room to see the options shown here:




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

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

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




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

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




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

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

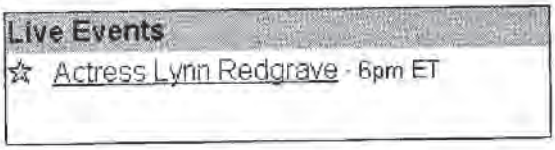
- Click Private Message to send a private message.
- Click View Profile to read the person's profile.
- Click Add As Friend to add the person to your Friends list.
- Click Ignore Permanently to place the person on your ignore list.
- Click Highlight to make the person's ID and message stand out in the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

# Live Events

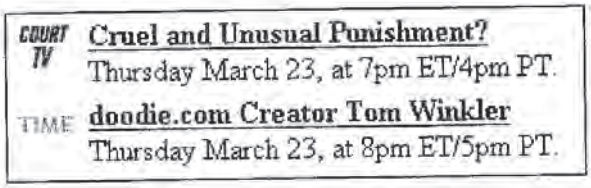
Live events are online chats with celebrities. The chats are moderated and they work like this:

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

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



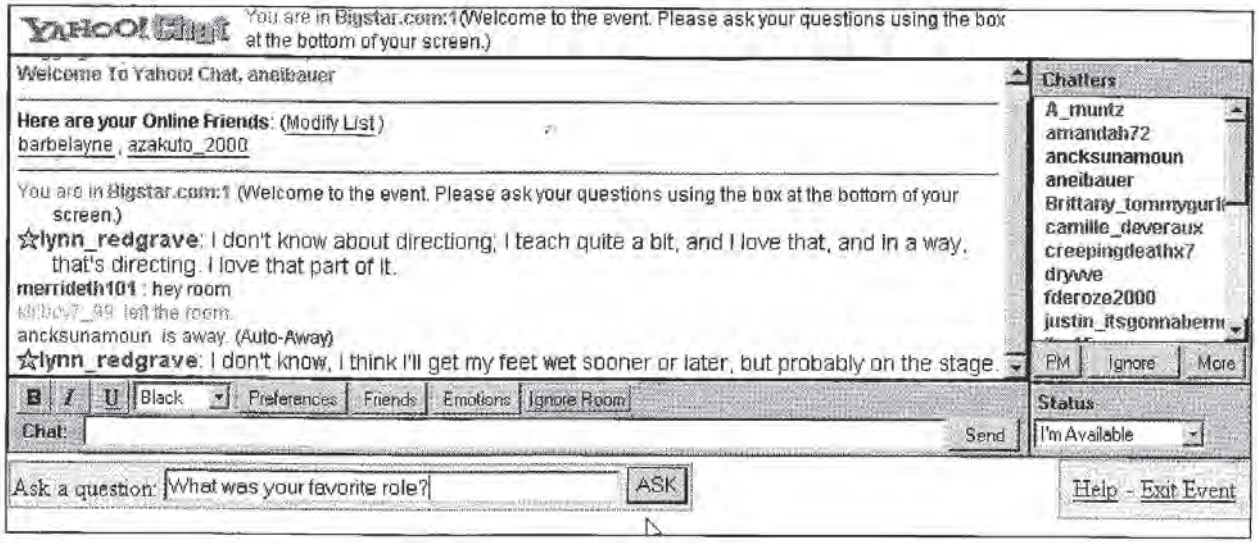

To see a list of scheduled events in a chat category, scroll to the Upcoming Events section of the home page. The list shows the sponsor, title, and time of the event, as shown on the right.




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

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

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

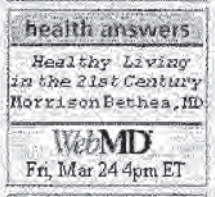



## Events Calendar

Transcripts

### Upcoming Events







**Friday, March 24**

12pm ET, 09am PT
Add to my Calendar

4pm ET, 1pm PT
Add to my Calendar

5pm ET, 2pm PT
Add to my Calendar

9pm ET, 6pm PT
Add to my Calendar

9pm ET, 6pm PT
Add to my Calendar

**Sunday, March 26**

3pm ET, 12pm PT
Add to my Calendar

**Monday, March 27**

6pm ET, 3pm PT
Add to my Calendar

7pm ET, 4pm PT

Kim Lawton of PBS: Analyzing the Pope's Visit to the Holy Land

Healthy Living in the 21st Century

Oscar Chat with seventeen.com's 17DishChick

"Erin Brockovich" Star Scotty Leavenworth

Express.com Presents: "Third Watch" Star Stacy Francis

CEO Exchange Presents: Dow Chemical's William Stavropoulos and Ventro's David Perry

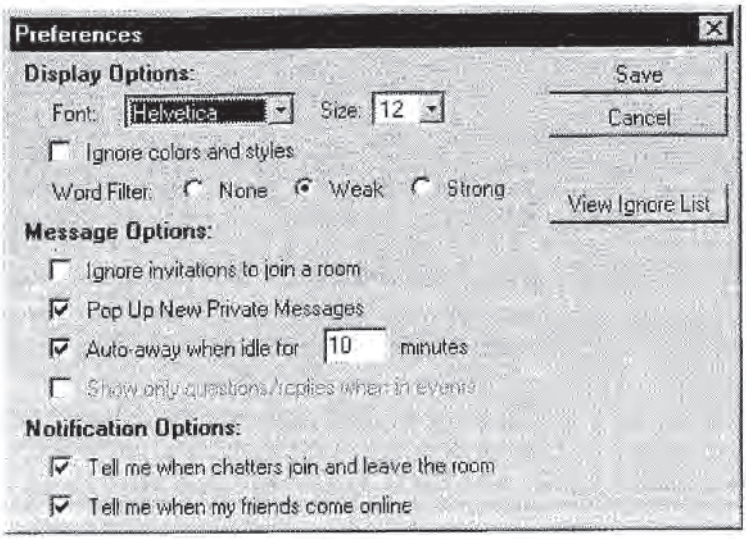
R&B Boy Wonder Sammie

NCAA Tournament Chat Series

FIGURE 20-4 Events Calendar

# Setting Your Chat Preferences

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




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

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

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

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

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

# Chapter 21

# Communicating with Clubs, Message Boards, Personals, and More



## How to . . .

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

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

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

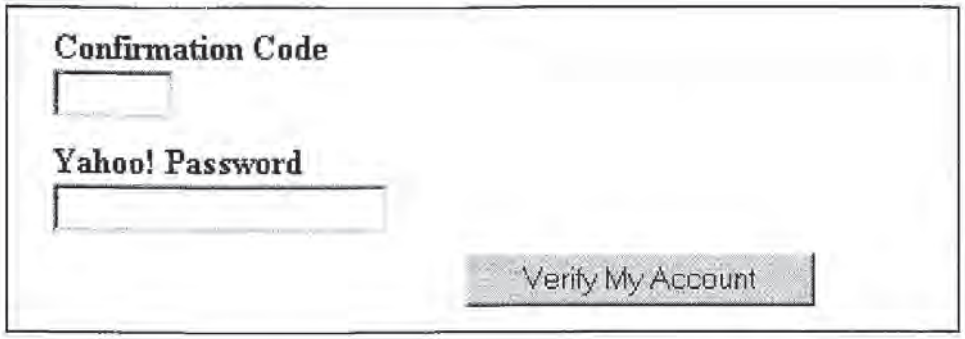
# Message Boards

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

## Verifying Your Address

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

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




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

## Accessing Message Boards

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

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

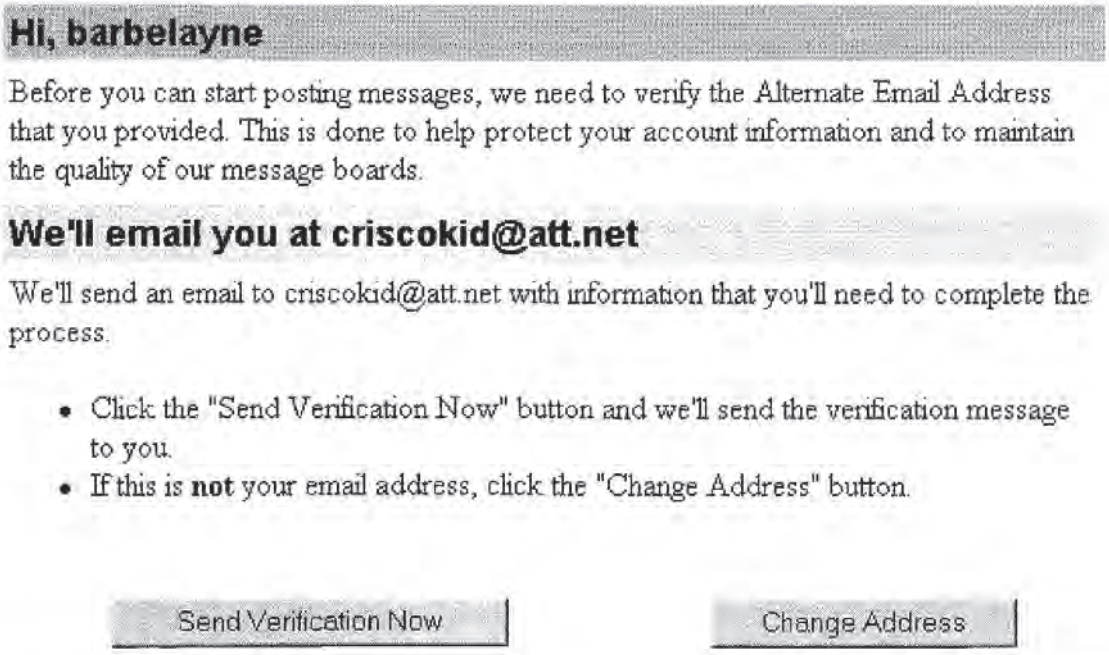



FIGURE 21-1 Verifying your address

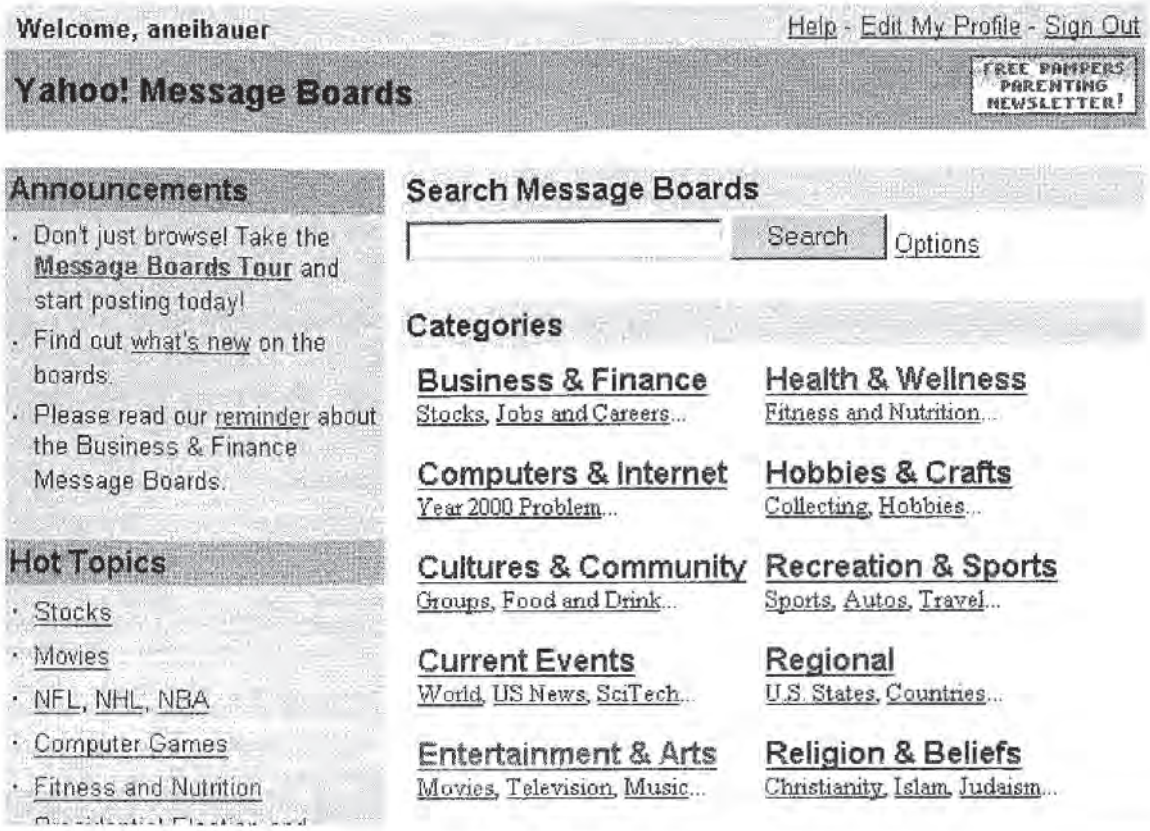



FIGURE 21-2 Message Board home page

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

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

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

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

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

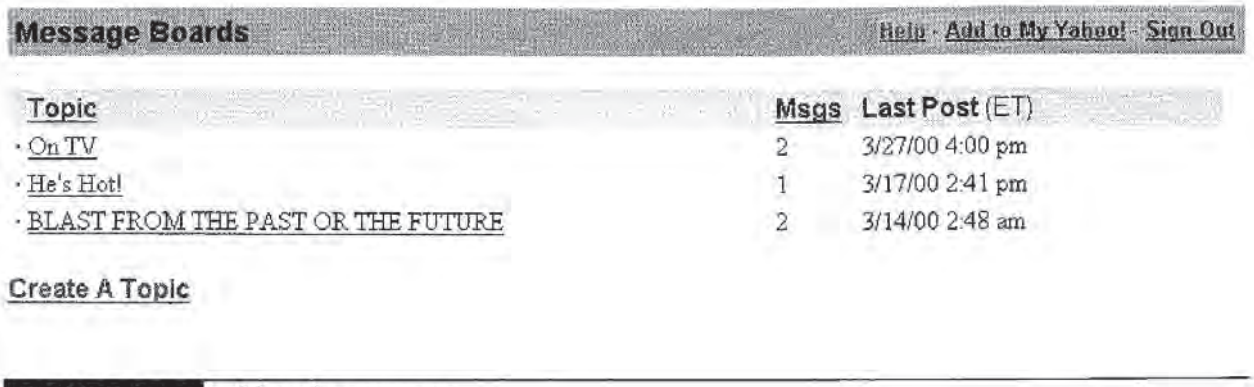
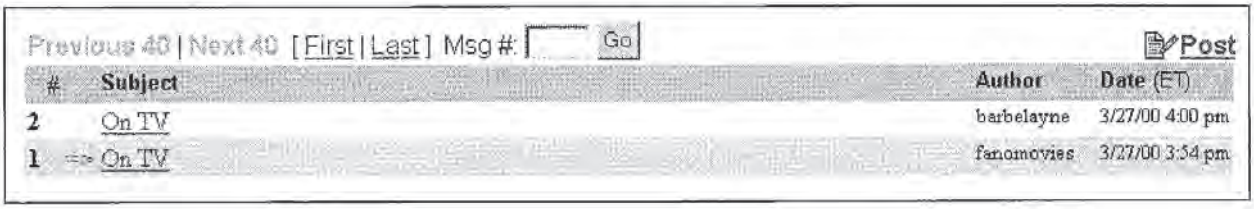



FIGURE 21-3 List of messages

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

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




## Starting a New Topic

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

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

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

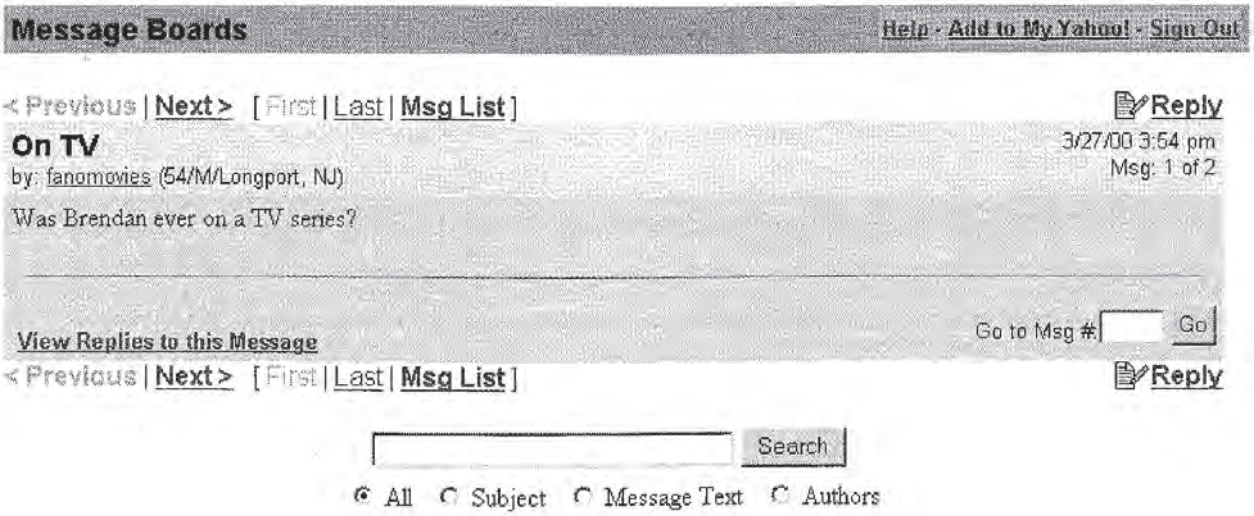



FIGURE 21-4 Reading a message

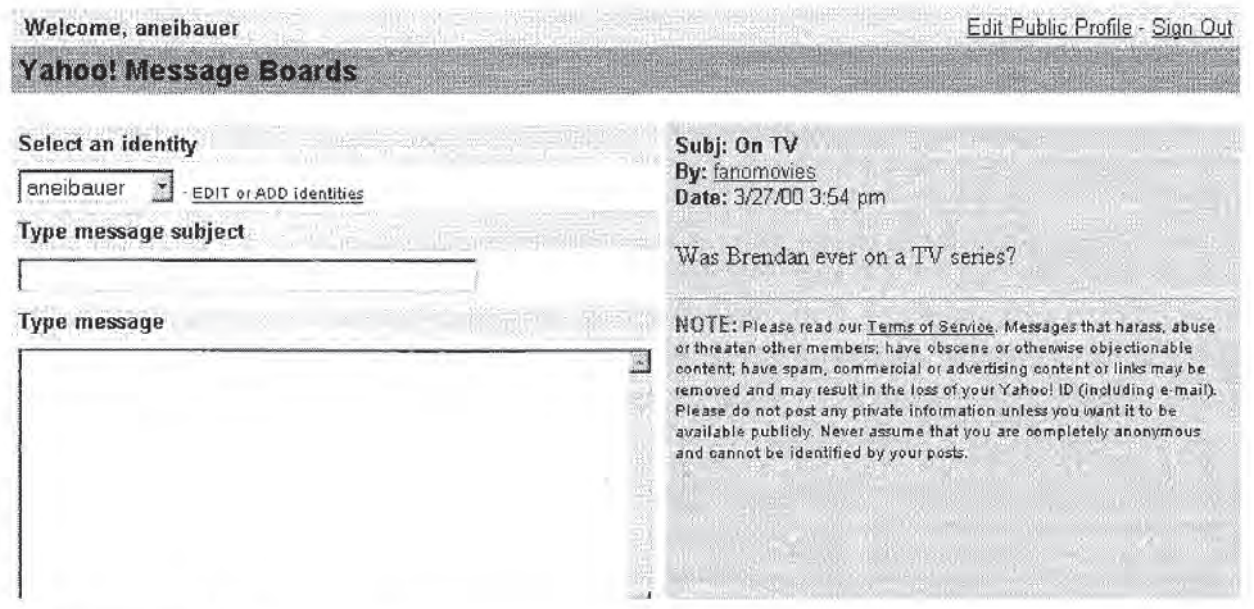



FIGURE 21-5 Replying to a message

# Exploring Yahoo! Clubs

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

There are three types of clubs:

- Official
- Listed
- Unlisted

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

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

An unlisted club is private. Only Yahoo! members who were invited to join may join the club and be able to access it. An unlisted club is ideal for sharing private information with family members or business associates.

## Joining a Club

Access Yahoo! clubs by clicking Clubs on the Yahoo! home page or by going directly to http://clubs.yahoo.com/ to open the page shown in Figure 21-6. As you can see, clubs are also organized by categories, with several featured clubs at the top of the page. Any clubs to which you already belong are listed in the My Clubs section.

Use the categories to navigate to a club that interests you. As with message boards and chats, you may have to work your way through subcategories to find a list of specific clubs. Eventually, however, you'll get to an individual club listing like the one shown in Figure 21-7.

In this example, clubs about James Bond movies are displayed. There are 83 clubs in the group and they are shown in order of popularity. Beside the name of each club is a brief description and the number of members. You can also use the A–Z Index to list all of the clubs alphabetically or click New Clubs to see clubs that have recently been formed.

Click a club you are interested in to see its home page, as shown in Figure 21-8.

The page includes a message from the founder, a list of members who are currently online, and recent messages that have been posted to the club's message board. There are also links to the club's private chat room and statistics about active club members.

The Our Pages section of the page lists the pages and features that are available to members.

When you find a club that you'd like to join, click Join List Club in the upper-right corner of the page. In the page that appears, select the Yahoo! identity you want to use for the club and then indicate if you want to add the club to your profile. Then click the Receive Mail button.

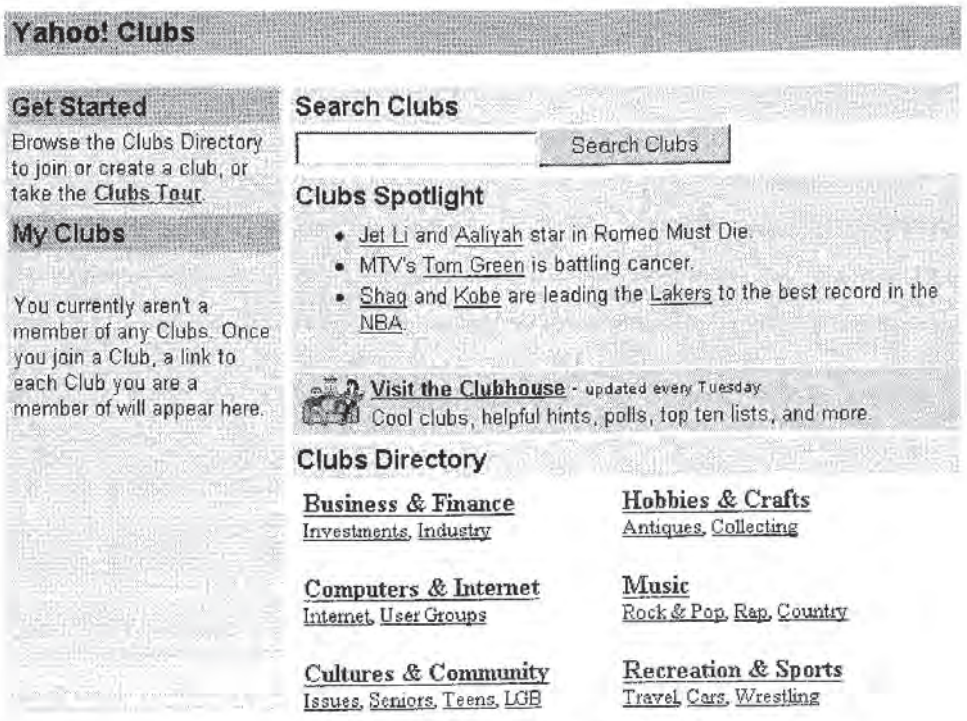



FIGURE 21-6 Yahoo! Club home page

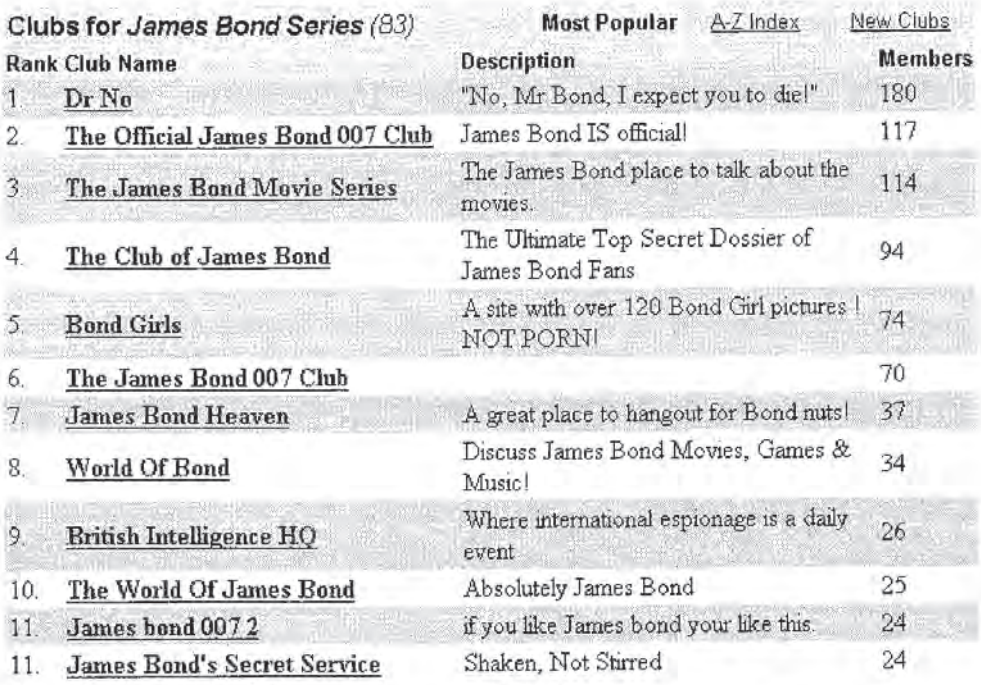



FIGURE 21-7 Club listings

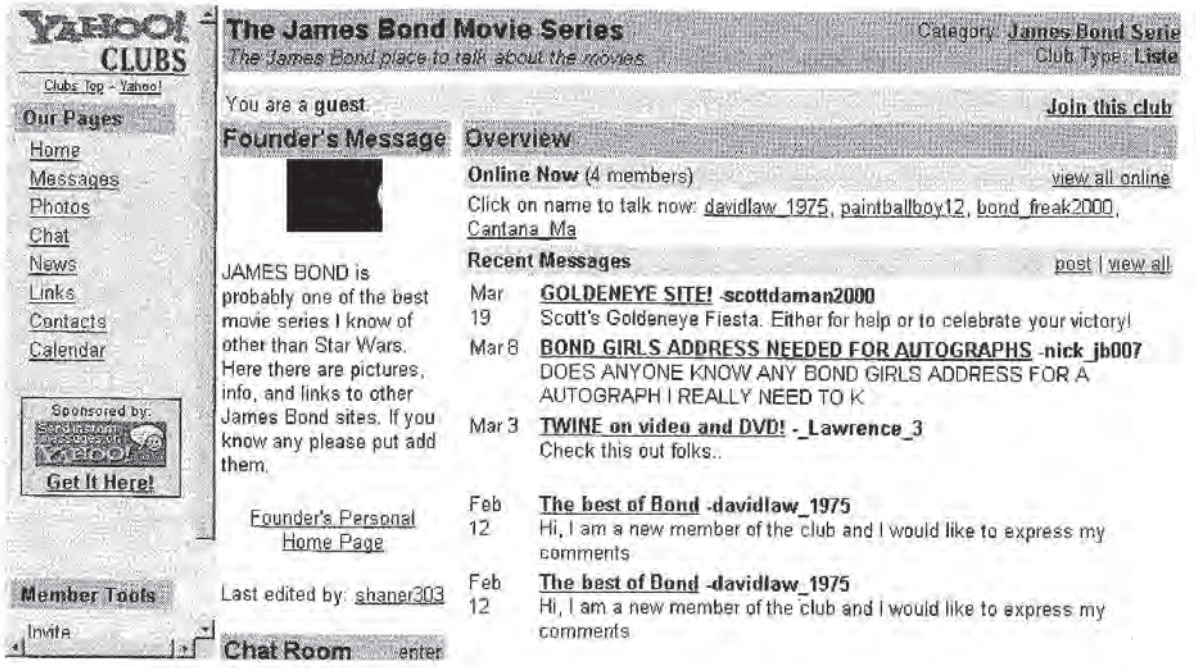



FIGURE 21-8 Club page

**Note** *You must be invited to join an unlisted club.*

Yahoo! will send you an e-mail with a link to follow. Click the link to open a page similar to the one in Figure 21-9. Enter the comment that you want to appear next to your name in the list of members and then click Yes! I Accept.

The name of the club will now appear in the My Clubs section of the Yahoo! Clubs home page.

Now when you access the club, other members will see your name on the top of the page with the list of members who are online. Click a name to open Yahoo! Messenger Lite and send someone on the list an instant message.

After you are a member of a club, you can invite other people to join by following these steps:

1. Click Invite in the Member Tools section of the club page.
2. In the form that appears, enter the person's e-mail address or Yahoo! ID.
3. Type a short invitation to join the club.
4. Click Send Invitation.

The invitation includes instructions for joining Yahoo! and the club.

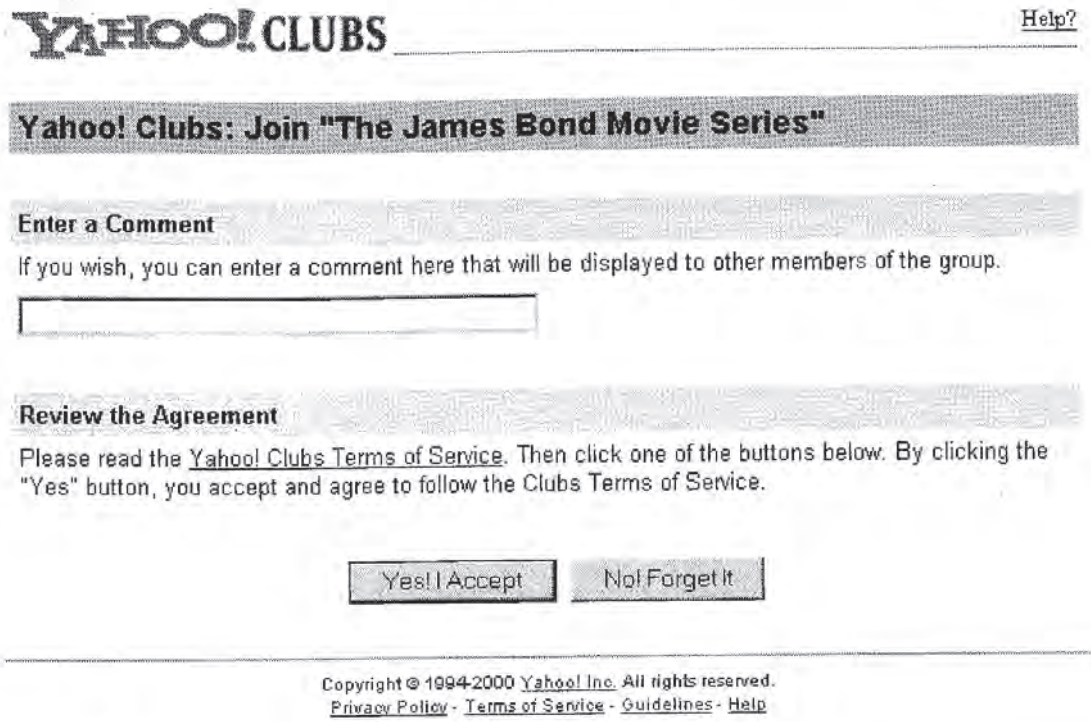



FIGURE 21-9 Joining a club

How to ...

## Use Club Member Options

Click the Options choice in the Member Tools section of a club page to access these four useful features:

- **Contact Founders** Lets you send an e-mail message to the founders of the club.
- **Edit My Clubs** Lets you quit a club.
- **Edit Public Profile** Lets you change the information in your Yahoo! profile.
- **Search Profiles** Lets you find other Yahoo! members.

## Club Messages

Every club has its own private message board. Recent messages posted to the board are shown on the club's home page. Click Post in the Recent Messages banner to add your own comment to the board, or click View All or Messages in the Our Pages section to access the entire board.

Post a message on a club message board just as you learned to do on Yahoo! message boards earlier in this chapter in the section "Accessing Message Boards."

## Sharing Photographs

The Photos option in the Our Pages section lets members share photographs and other graphics. Each club is given 5 MB of space to store photographs. The photos are organized into up to 30 albums, each with no more than 24 photos.

There are two types of albums: group and personal. Any member can place a photo in a group album and delete photos that he or she added as well. Only the creator of a personal album can add or delete photographs. Any club member can view photographs in both types of albums.

Click Photos to see a list of the albums that the club maintains. The listing, as you can see here, shows the name of the album, the number and total size of the pictures in it, and the creator of the album. It also tells you whether the album is a group or personal album. Notice as well the links with which to add, edit, and delete the album (which links appear depends on whether you created the album).

**Photo Albums**

Showing 1 - 2 of 2 albums (1024 KB total) Add Album

| Album Name | Pictures | Creator | Type | Add Photo | Edit | Delete |
|---|---|---|---|---|---|---|
| Blueraja's BOND GIRL Album | 12 (278 KB) | blueraja3 | Group | Add Photo | | |
| James Bond | 21 (287 KB) | shaner303 | Group | Add Photo | | |

Click an album name to see a list of the photographs stored there, as shown in Figure 21-10. For each photo you will see the title, the contributor's name, the photo's size, and the date it was posted. Click a photo title to see the photo on your screen. Click View Thumbnails to see miniatures of all of the photographs.

**Caution** *Some photographs posted in clubs are not suitable for children.*

**Adding a Photograph to an Album** You can add a photo to an album starting from the list of albums or the list of photos in an album. Just follow these steps:

1. If you are viewing the Photo Albums page, click Add Photo on the right side of the name of the album where you want to insert the photo. If you are looking at the list of photos already in an album, click the Add Photo button on the top of the page.

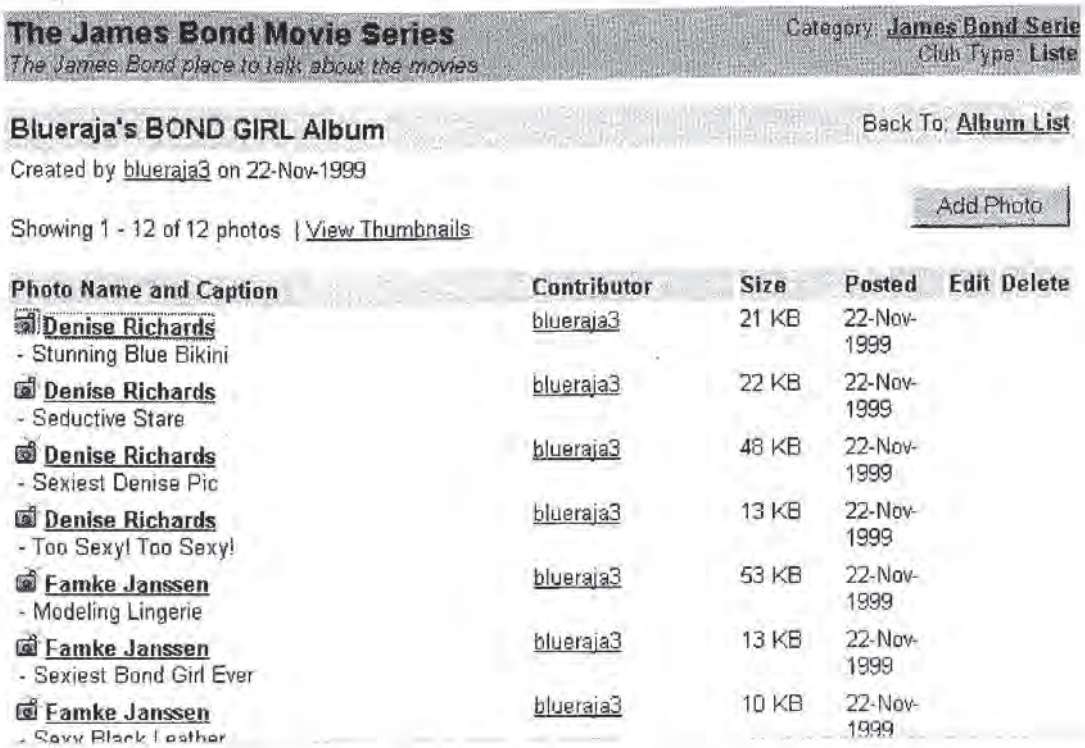



FIGURE 21-10 Club photo album

2. In the page that appears, either enter the path and name of the photo on your disk or click Browse to locate the file. You can also click the On The Web link to designate a photograph located on a Web page.
3. Enter a name and description of the photo.
4. Select an option from the Resize Photo section. Resizing allows Yahoo! to adjust the size of the photograph to make better use of the club's Web space and to make photos easier to view. You can select Don't Resize, Large, Medium, or Small.
5. Click Preview to see how your photo will appear, or click Upload to move a copy of the photo into the club's Web space.




*The club's founder can delete any photograph or album from the club.*

Resizing does not affect the copy of the photograph on your disk, only the version in the album. None of the resizing options can enlarge a photograph—they just determine the largest size in which the photo will appear. Selecting Large, for example, reduces the photo so that its largest dimension is no more than 640 pixels. Medium reduces it to 480 pixels, and small to 300 pixels.

**Adding an Album** If you would like to make a number of photographs available to a club, you can create your own album by following these steps:

1. From the Photo Albums page, click Add Album.
2. In the page that appears, enter an album name.
3. Select the type of album: group or personal. After you create an album, you can only change its type by deleting it and starting over.
4. Click Create Album.

## Club Chat

The Chat option in the Our Pages section opens a private chat area for club members. There is also a Chat section on the page that lists the members who are currently chatting. Click in the Chat section header to enter the Chat.

When you enter the chat area, a message box asks if you want to enable the voice-chat feature. Select Yes if you want to speak with other members, or Cancel for a text-only chat. Club chats use Java software, so you may experience problems if you usually use HTML software in a regular Yahoo! chat area.

## Club News

The News section of Our Pages leads you to a page similar to My Yahoo!. It contains news headlines, portfolios, scores, and weather. The club founder can customize the page.

## Club Links

Members can post Web site links that they want to share with other club members on the Links page. The page presents the address of the link, a short description, and the name of the member who contributed it.

Follow these steps to add a favorite link to the Links page:

1. Click Links in the Our Pages section of the club home page to open the Links page.
2. Click Add A Link.
3. In the page that appears, enter the Web address of the link.
4. Enter a brief description of the Web page.
5. Click Add Link.

If you contributed a link, you can edit or delete it from the Links page.

## Club Contacts

The Contacts page lists the ID and other information about the club founder and every club member, as shown in Figure 21-11.

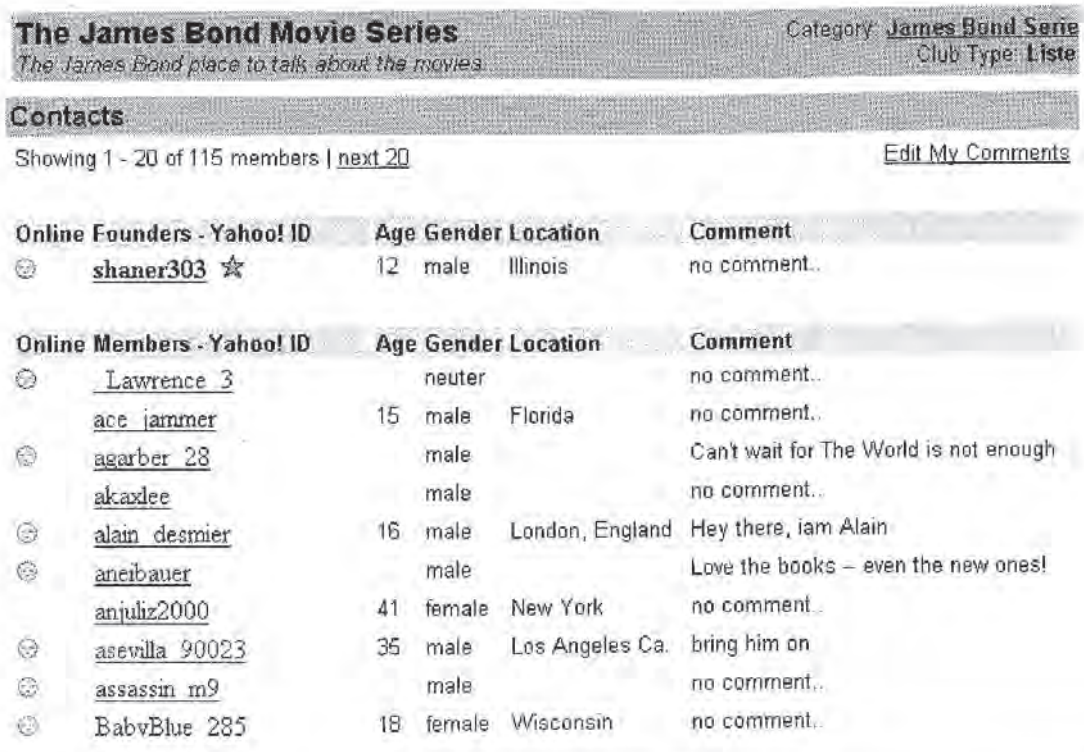



FIGURE 21-11 Contacts page

Click a member's name to open his or her profile. Click the Edit My Comments link to change the comment you made about yourself when you joined the club.

An icon next to each member's name indicates whether he or she is online. Click the icon to open Yahoo! Messenger Lite and send an instant message to a club member.

## Club Calendar

The Calendar page is where members post events, such as special club chats or other activities, that are of interest to club members. You can view the calendar in day, week, month, or year format. Click Add Event to enter a new event on the calendar.

Use the same techniques to add an event or work with the calendar that you use to handle the Yahoo! Calendar. You learned about in the Yahoo! Calendar in Chapter 4.

# Creating a Club

If you cannot find a club where your interests are discussed or you want to share information privately by means of a club, create your own club. As the club founder, you can invite others to join, delete members, control the contents of photo albums, and customize the photo and messages on the club's home page.

To create a club, follow these steps:

1. Navigate to the category in which you want the club to be listed.
2. Click Create Club.
3. In the form that appears, choose the identity you want to use as the club founder and then click Click Here To Continue. You see the form shown in Figure 21-12.
4. Enter a name for the club.
5. Optionally, enter your zip code. Choose the country if you are outside of the United States.
6. Choose to create a Listed or Unlisted club.
7. Click Yes! I Accept.

You'll see a page that tells you the club has been created. The page shows the club name and its Web address. You also get these options:

- **Invite Friend** Lets you invite others to join the club.
- **Fix it Up** Lets you add text and a photo to the club's home page.
- **Let Me See It** Opens the club's home page.

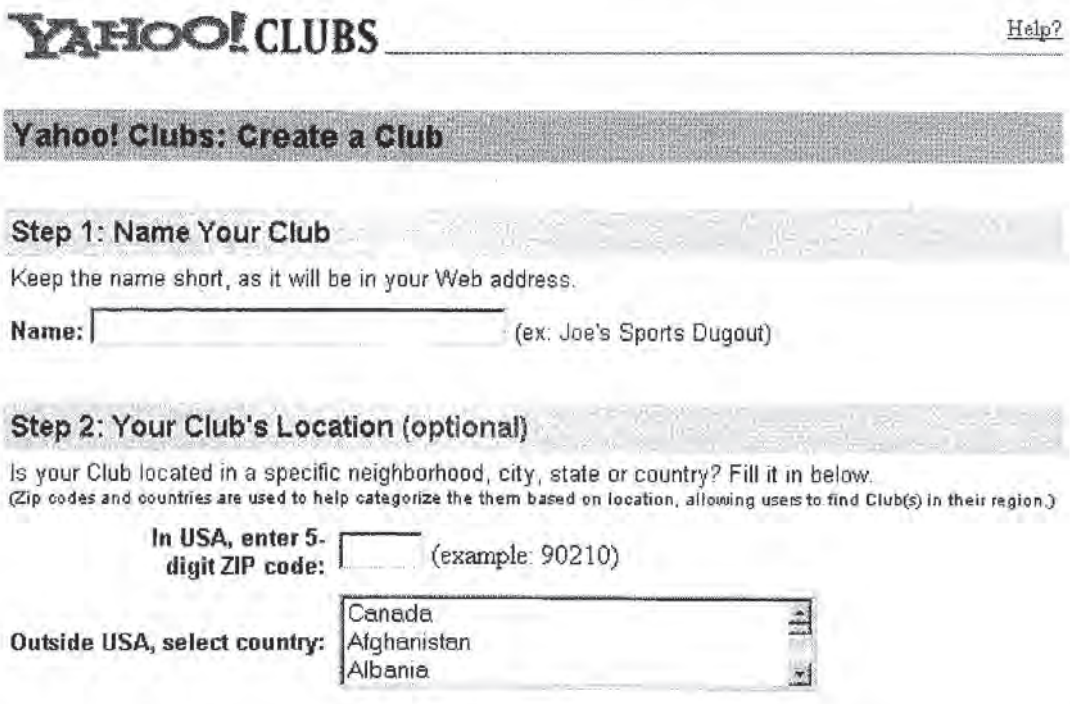
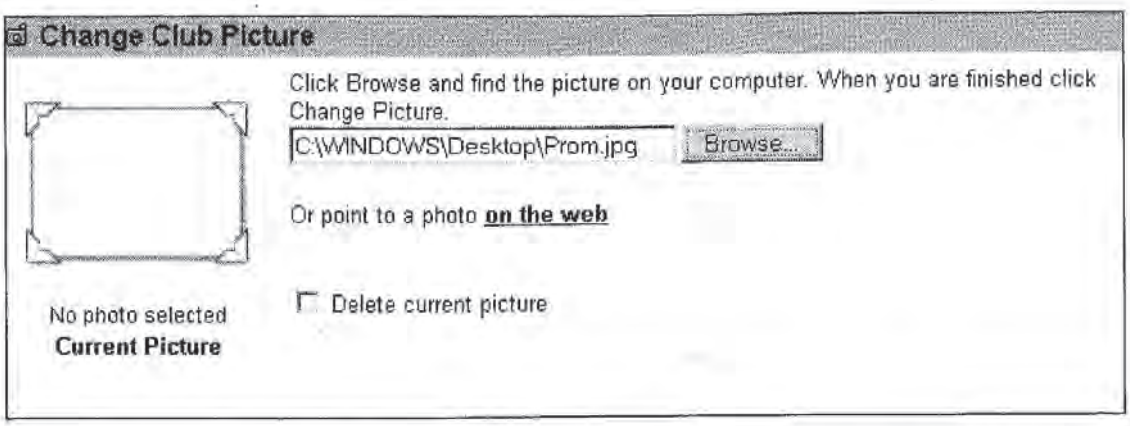



FIGURE 21-12 Creating a club

Click Fix It Up to see the Edit Club Settings options, and then follow these steps to personalize the club page:

1. Enter eight words or less to describe the club. These words will appear under the club name in the banner.
2. Enter a three- to four-sentence founder's message.
3. Enter the Web address of your home page if you have one.
4. Click Submit Changes.

If you want to add a photograph to the club page, click Change Picture in the Admin Tools section of the page that appears. You see these options:




To load a photograph that is on your computer, either enter its path and name or click Browse to locate the photograph. Use the On The Web link to specify the location of a photograph on the Internet. Click Change Picture to add the photograph to your page.

**Tip** *Check Delete Current Picture, and then click Change Picture if you want to remove the graphic from the page.*

Figure 21-13 shows an example of a personal club page. The page contains all of the elements found on other club pages. Click the Invite option in the Member Tools section to ask other persons to join your club.

As the founder of the club, you'll also see these options in the Admin Tools section:

- **Edit Members** Lets you delete members or make a member a co-founder
- **Send Email** Lets you send an e-mail message to every member of the club at once
- **Edit Settings** Lets you change the founder's message and the photograph
- **Change Picture** Lets you delete or change the club photograph
- **Calendar Options** Determines the default setting of the club calendar

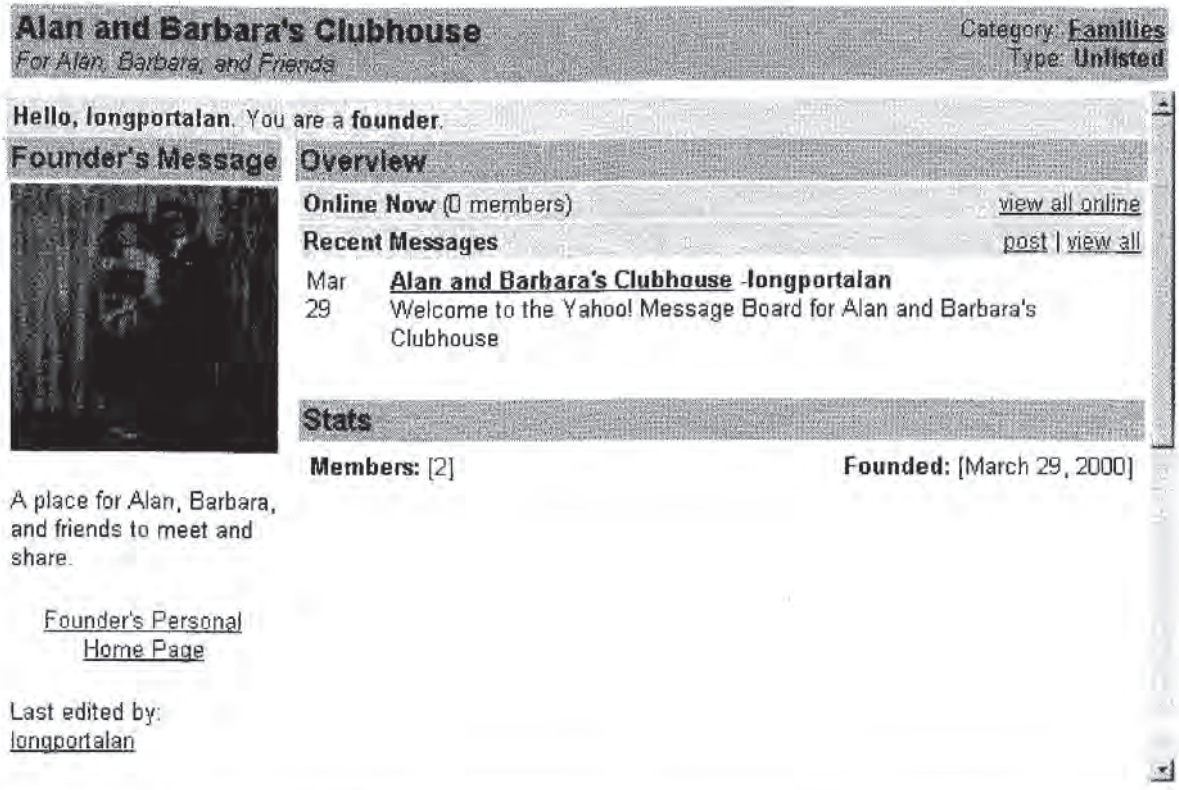



FIGURE 21-13 A Personal club

# Responding to and Posting Personal Ads

Another way to get in touch with other Yahoo! members is through the Yahoo! Personal ads. Yahoo! Personals are similar to the personal ads in newspapers and magazines wherein people seek companionship of some type. You can also use Yahoo! Personals to find pen pals and persons with whom to share activities.

Click Personals on the Yahoo! home page to see the Yahoo! Personals page shown in Figure 21-14.

The Browse section lists ad categories. The M4W category, for example, is for ads that were placed by men who are looking for women. Click the category you are interested in. In the page that appears, enter your city and state or zip code, and then click Continue to see a list of ads.

If you find an ad interesting, click More to read its full details. From the ad page, you can choose three options:

- Reply To Ad
- Forward Ad
- Clip This Ad

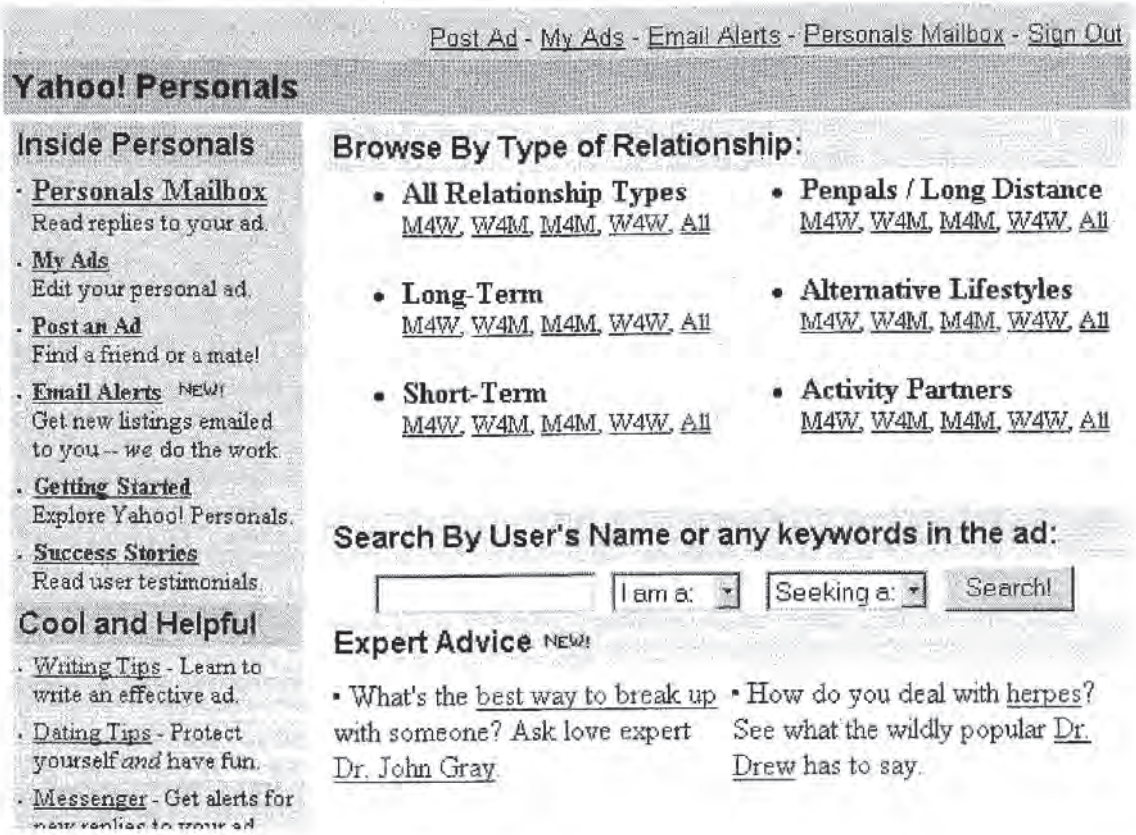
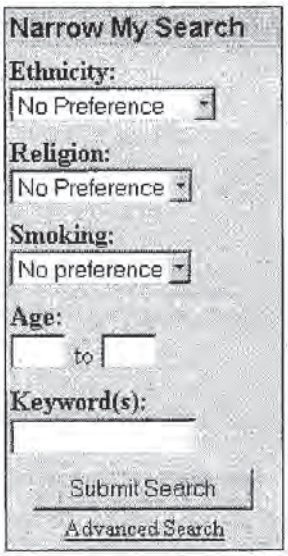



FIGURE 21-14 Yahoo! Personals home page

Click Reply to Ad to send the person a response. You see a form in which you enter your identity; a description of yourself; and, optionally, your e-mail address. Click Send Mail to send the reply.

Click Forward Ad to send a link to the ad to another person. Use the Clip This Ad option to save a link to the ad so you can return to it quickly. To see all of the ads that you've clipped, select Clipped Ad on the top of a personal page. You see a listing similar to the one in Figure 21-15. Click an ad to display its details.

Use the Narrow My Search section of the page, as shown at right, to refine your search.




Choose your ethnicity, religious, smoking, and age preferences, and enter a keyword. Then click Submit Search to see a list of ads that match the criteria you entered.

The Advanced Search option displays even more criteria that you can use in searches. The form is divided into four sections. In the first section, your specify your gender and the relationship type you desire.

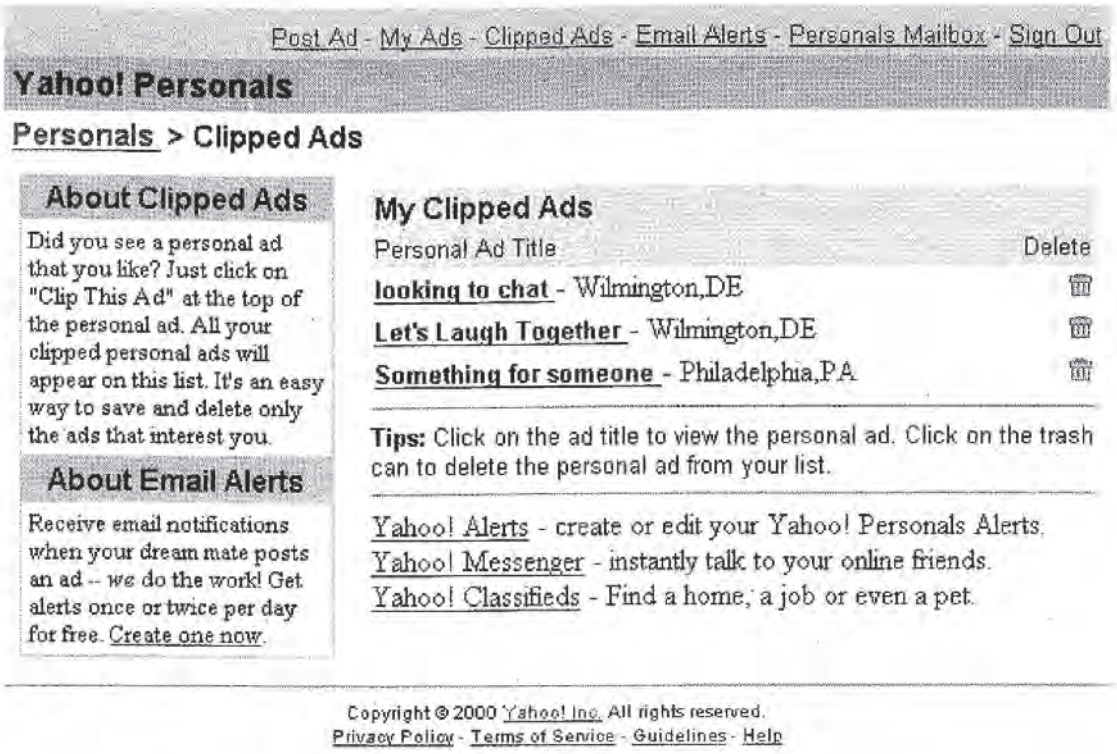



FIGURE 21-15 Clipped ads

The next section, called Tell Us About The Person You Are Seeking, includes these items:

- Location
- Ethnicity
- Gender
- Religion
- Age
- Drinker
- Body Type
- Smoker

This is followed by a box in which you enter any additional keywords to narrow the search. Finally, you can sort the ads by displaying all of them or only those posted in recent days. Click Find My Match to search the ads.

## Posting an Ad

Click Post An Ad in the Personals page to open the form for writing ads, shown in Figure 21-16.

**Note** *All of the information on the form for posting personal ads is required except relationship preferences, hobbies, and interests.*

In the Personals page that appears, follow these steps:

1. Enter your zip code.
2. Select your identity.
3. Enter a title for the ad.
4. Choose your gender.
5. Select the gender preferred.
6. Select relationship preferences from these options:
   - Long-Term Relationship
   - Short-Term Relationship
   - Activity Partner

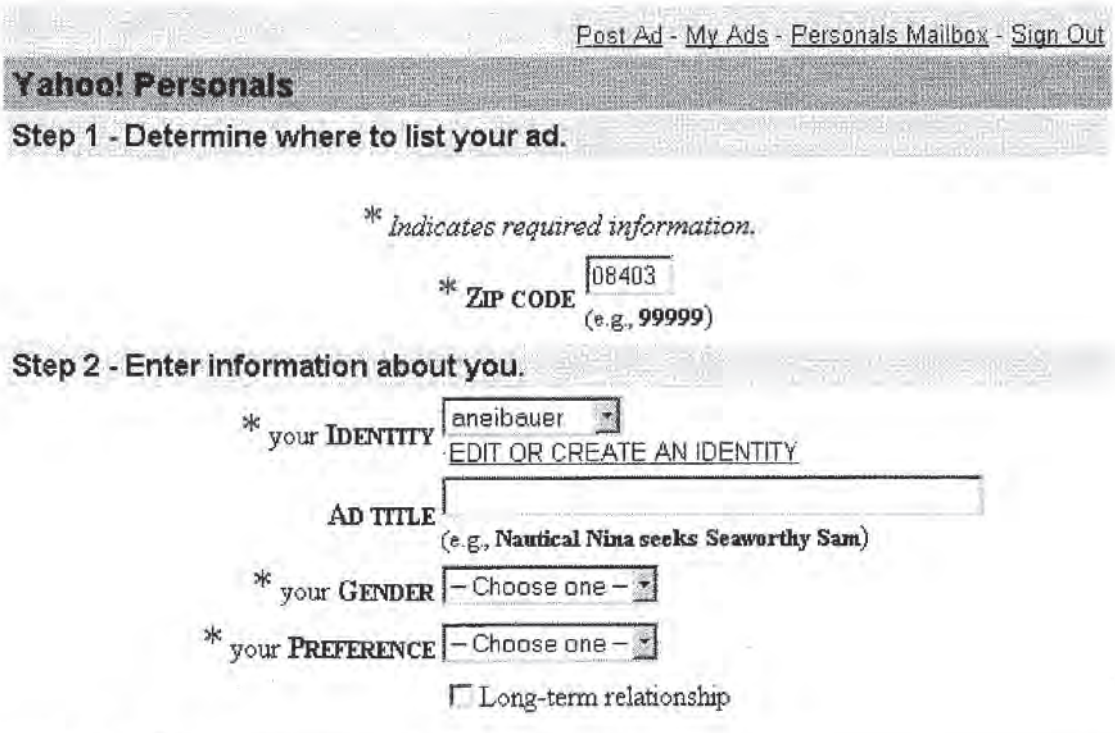



FIGURE 21-16 Posting a personal ad

- Pen Pal / Long-Distance Relationship
- Alternative Lifestyles

7. Select your ethnicity.
8. Specify your educational level.
9. Choose your type of employment.
10. Select your religion.
11. Choose hobbies and interests.
12. Specify your body type.
13. Give your age.
14. Enter your height.
15. Specify whether you smoke.
16. Specify whether you drink.
17. Specify whether you have children.
18. Write a brief description of your interests and what you are looking for.
19. Click the Submit Entry button.

Yahoo! displays the details of the ad and reports that it will be posted within 24 hours. Click Edit Ad if you want to make any changes.




*Yahoo!'s Email Alerts will send you an e-mail when new personals have been posted.*

To check for replies to your ad, click Personals Mailbox in the Inside Personals section of the Personals home page or at the top of any personals page. A list of your identities appears with the number of replies in each. Click an identity to see the list of messages, and then click Read in front of a message to read it. From the message, click Reply to send a response. Your personals mailbox can only store up to a hundred messages. Messages are retained for only one month.

# Sending Online Greetings

Another way to stay in touch with a friend is to send an electronic greeting. A *greeting* is an online version of a holiday or other card that you mail on special occasions or just to say hello.

Electronic greetings include your own personal message, as well as graphics—sometimes animated graphics—and background music. The recipient gets an e-mail that includes a link where the greeting can be found. By clicking the link, the recipient opens his or her Web browser and sees and hears your greeting.

To send a Yahoo! greeting, click More in the Yahoo! home page and then click Greetings. You see the greetings categories, including anniversaries, birthdays, get well, and good luck.

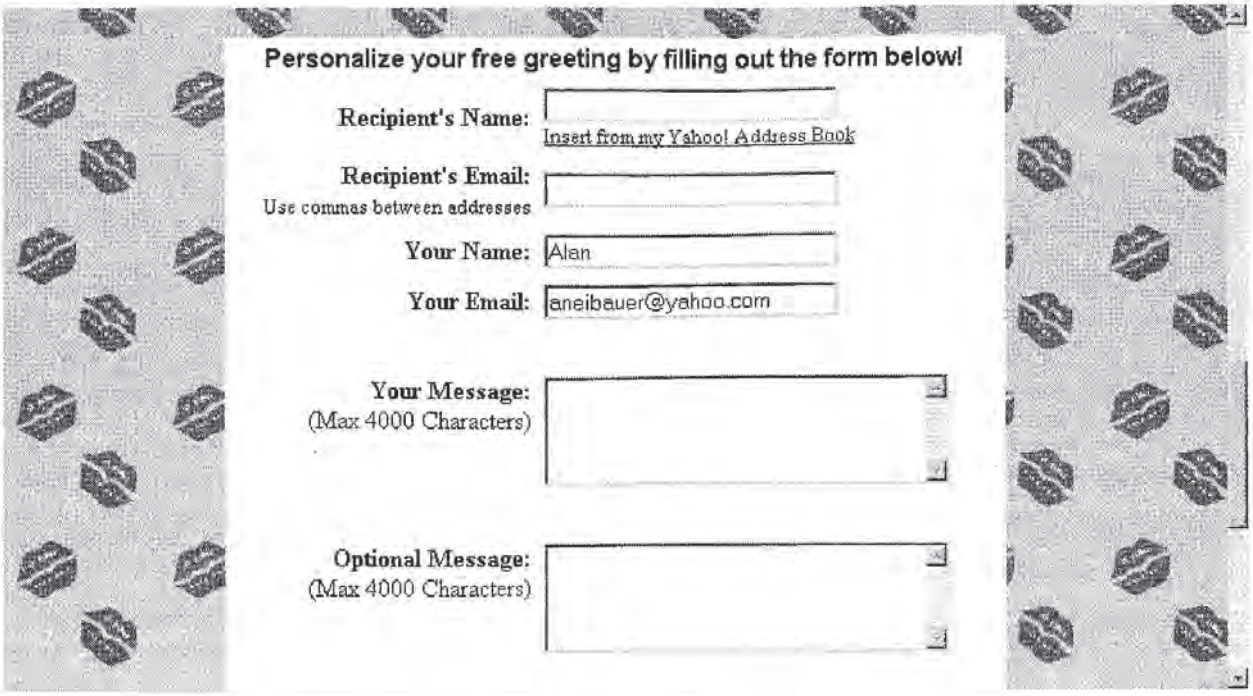



FIGURE 21-17 Personalizing a greeting

Select a category to see a list of greetings and then click the one that you want to send. In the page that appears, click Personalize and Send This Greeting to see a form like the one shown in Figure 21-17.

Complete the form and then click Preview Your Greeting to see what it will look and sound like to the recipient. Finally, click Send This Greeting. A confirmation message tells you that the greeting has been sent. The message includes a link that you can click to see the message on the Internet.

# Sending Electronic Invitations

If you are planning an event, you can send online invitations to invitees who have e-mail addresses. Yahoo! will keep track of who has responded, as well as which guests have accepted or declined your invitation.

Click More in the Yahoo! home page and click Invites to see categories of invitations, such as birthday, dinner, wedding, and meeting. Click an occasion to see the Create Invite form shown in Figure 21-18.

Complete the information to describe the event. List the e-mail addresses of the persons you want to invite as well. Then click either Send Now or Preview And Customize.

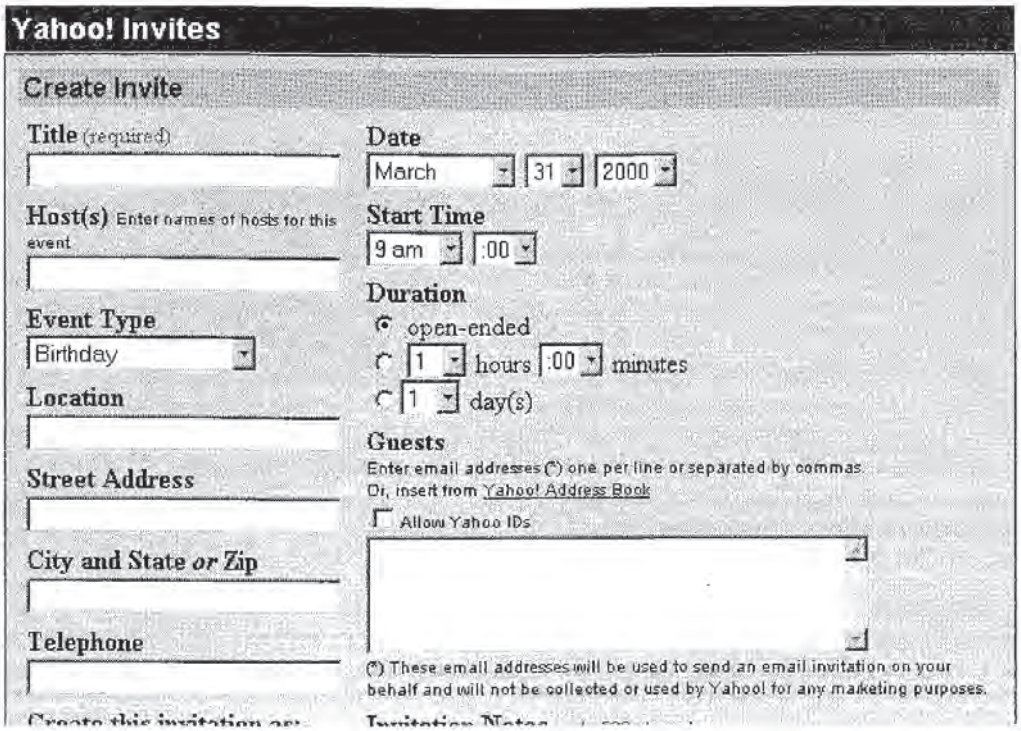
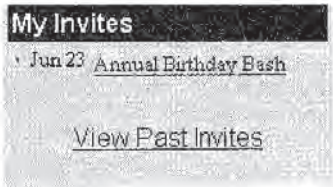



FIGURE 21-18 Creating an invitation

- **Send Now** If you click Send Now, each invitee receives an e-mail message. In each message is a link that recipients can click to view the invitation.
- **Preview And Customize** If you choose Preview And Customize, you see the page shown in Figure 21-19. Using the options on this page, you can change the guest list or the details of the event. Click Send Now if you have not yet sent the invitations.

When invitees click the link in their e-mail messages and go to the invitation on the Internet, they are asked to confirm their e-mail addresses and enter their names. Then they can click Submit to open a page similar to the one in Figure 21-19, where they can choose one of the options in the Will You Attend? section and click the Change Response button.

When you go to the Yahoo! Invites home page, a list of your invitations appears in the My Invites section, as shown at right.




Click the invitation to open the invitation page and review the responses in the Guest List section.

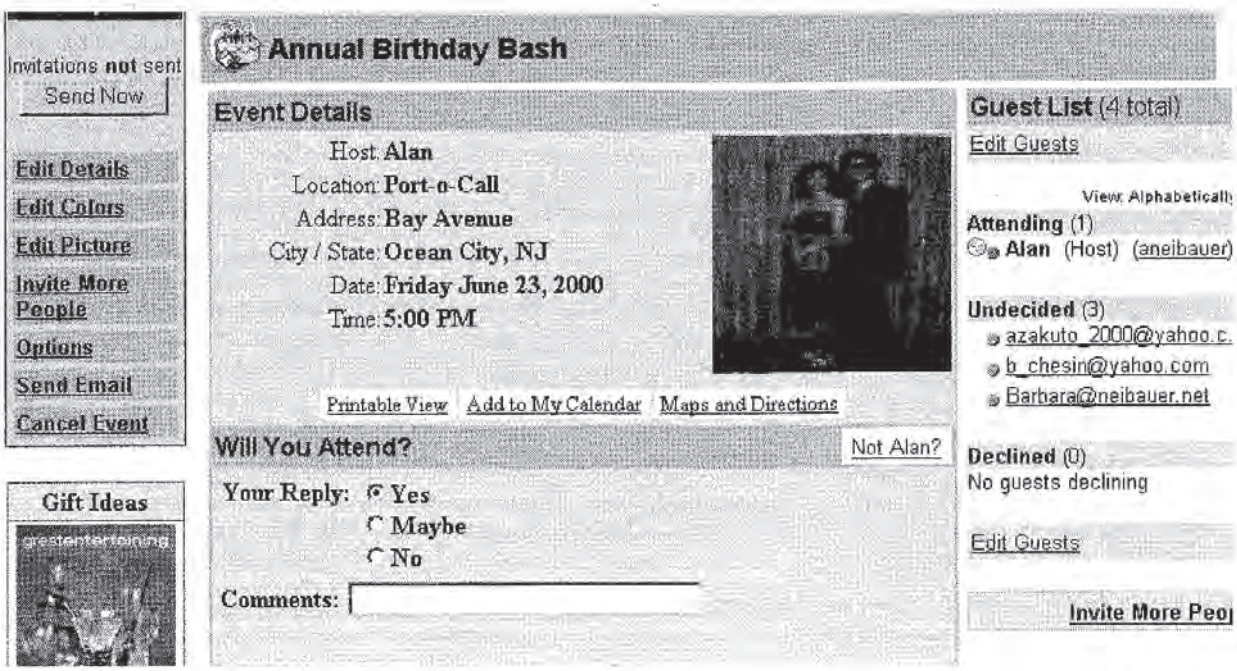



FIGURE 21-19 Invitation page

Use the options on the left side of the invitation page to change a detail or two about the event, add a photo to the page, change photos, or invite more people. You can also choose Send Email to open a form in which you type a message and choose to whom to send it:

- Attending Guests
- Undecided Guests
- Declining Guests

The Options choice lets you select Yes or No for these features:

- Would You Like To Show The Guest List So That Others Can View It?
- Would You Like To Let Your Guests Invite Other People To This Event?

If you need to cancel the event, click Cancel Event on the left side of the invitation page. You can then have Yahoo! send a message to all of the guests to inform them that the event has been canceled.

# Yahoo! Classifieds

Yahoo! personal ads are really just a part of a more comprehensive Yahoo! feature called Classifieds. Classifieds are ads that you post to sell a product or a service—from stuff you have sitting around the garage, to the house and the car themselves. Other Yahoo! members can reply to the ads. They can contact you by e-mail to ask questions or make an offer to purchase.

Click Classifieds in the Yahoo! home page. From there, you can post and respond to ads of all types, as well as access your Personals mailbox.

If you want to sell an item, click Post Ad on the top of the page to access a list of categories. Select a category and then drill-down through the subcategories until you see the form shown in Figure 21-20.

Complete the form by describing the item and your sales conditions, and then click Submit Entry. The process is much like submitting an item for auction except you can name the price you want, as well as choose from the options shown at right.




To purchase an item, use the Listings categories on the home page. After you select a category, enter your location on the page that appears and click Continue to see items for sale.

Click More Detail to read about an item and to reply to the seller. All communications about items are strictly between the buyer and seller. Unlike auctions, Yahoo! keeps no record of the offers or who is interested in making a purchase.

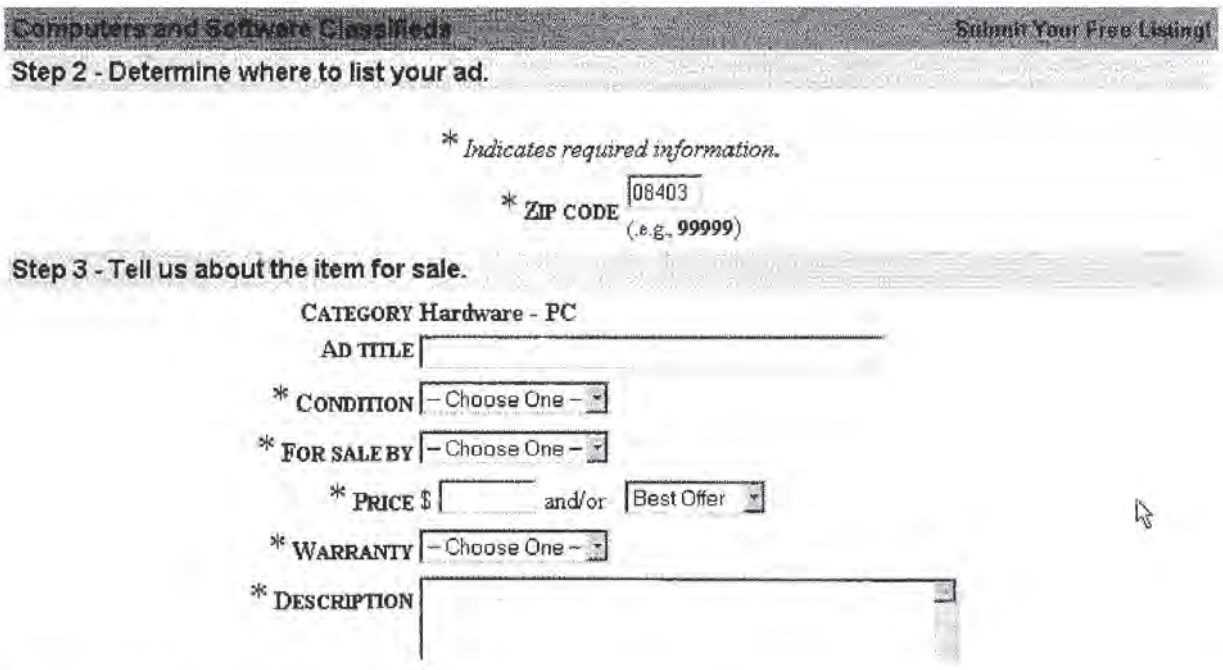



FIGURE 21-20 Posting a classified ad

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# Yahoo! Shortcuts

You can get everything in Yahoo! from its home page at http://www.yahoo.com, or go directly to these Web sites for specific Yahoo! features:

| | |
|---|---|
| Buy and sell at auctions | http://auctions.yahoo.com/ |
| Buy, sell, and lease cars | http://autos.yahoo.com/ |
| Keep your calendar online | http://calendar.yahoo.com/ |
| Join chats | http://chat.yahoo.com/ |
| Buy and sell though classifieds | http://classifieds.yahoo.com/ |
| Join and start clubs | http://clubs.yahoo.com/ |
| Get the latest news | http://dailynews.yahoo.com/ |
| Setup child accounts | http://family.yahoo.com/ |
| Get investment and financial research | http://finance.yahoo.com/ |
| Play games | http://games.yahoo.com/ |
| Send electronic greetings | http://greetings.yahoo.com/ |
| Get health and medical information | http://health.yahoo.com/ |
| Get maps and driving directions | http://maps.yahoo.com/ |
| Stay in touch on the road | http://mobile.yahoo.com/wireless/home |
| Listen, learn about, and buy music | http://music.yahoo.com/ |
| Access your custom home page | http://my.yahoo.com/ |
| Find addresses and phone numbers | http://people.yahoo.com/ |
| Post and respond to personal ads | http://personals.yahoo.com/ |
| Get information about pets | http://pets.yahoo.com/ |
| Listen to radio from around the world | http://radio.yahoo.com/ |
| Get information for seniors | http://seniors.yahoo.com/ |
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| Get sports scores, schedules, and information | http://sports.yahoo.com/ |
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* Buy and sell in auctions
* Compare prices and shop
* Plan a trip and make reservations
* Keep up with news and weather
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Alan Neibauer is a veteran computer book author, with several bestsellers to his credit, including *Corel WordPerfect: The Official Guide*. As a computer consultant and trainer, he has helped numerous companies and educational institutions in the Pennsylvania/New Jersey area make their presence known on the Internet.

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