



Includes an Internet Connection Kit, Microsoft Internet Explorer, Netscape Communicator, and Other Top-Flight Internet Software!



DUMMIES 101: THE INTERNET FOR WINDOWS® 98

**A Tutorial
for the
Rest of Us!™**

by Hy Bender
& Margaret Levine Young
Coauthors of the Bestselling *Dummies 101:
The Internet For Windows® 95*

Follow the **Step-by-Step** Lessons
in This Book and Master the
Internet at Your Own Pace!

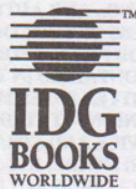
Fun Quizzes and Exercises
That Make Exploring the
Internet a Breeze

Learn How to Cruise the Web,
Send E-Mail, Get Free
Software, and More



DUMMIES 101:[®] THE INTERNET FOR WINDOWS[®] 98

by Hy Bender & Margaret Levine Young



IDG Books Worldwide, Inc.
An International Data Group Company

Foster City, CA ♦ Chicago, IL ♦ Indianapolis, IN ♦ New York, NY

Dummies 101® The Internet For Windows® 98

Published by
IDG Books Worldwide, Inc.
An International Data Group Company
919 E. Hillsdale Blvd.
Suite 400
Foster City, CA 94404
www.idgbooks.com (IDG Books Worldwide Web site)
www.dummies.com (Dummies Press Web site)

Copyright © 1998 IDG Books Worldwide, Inc. All rights reserved. No part of this book, including interior design, cover design, and icons, may be reproduced or transmitted in any form, by any means (electronic, photocopying, recording, or otherwise) without the prior written permission of the publisher.

Library of Congress Catalog Card No.: 98-85436

ISBN: 0-7645-0207-7

Printed in the United States of America

10 9 8 7 6 5 4 3 2 1

1B/SS/QV/ZY/IN

Distributed in the United States by IDG Books Worldwide, Inc.

Distributed by Macmillan Canada for Canada; by Transworld Publishers Limited in the United Kingdom; by IDG Norge Books for Norway; by IDG Sweden Books for Sweden; by Woodslane Pty. Ltd. for Australia; by Woodslane Enterprises Ltd. for New Zealand; by Longman Singapore Publishers Ltd. for Singapore, Malaysia, Thailand, and Indonesia; by Simron Pty. Ltd. for South Africa; by Toppan Company Ltd. for Japan; by Distribuidora Cuspide for Argentina; by Livraria Cultura for Brazil; by Ediciencia S.A. for Ecuador; by Addison-Wesley Publishing Company for Korea; by Ediciones ZETA S.C.R. Ltda. for Peru; by WS Computer Publishing Corporation, Inc., for the Philippines; by Unalis Corporation for Taiwan; by Contemporanea de Ediciones for Venezuela; by Computer Book & Magazine Store for Puerto Rico; by Express Computer Distributors for the Caribbean and West Indies. Authorized Sales Agent: Anthony Rudkin Associates for the Middle East and North Africa.

For general information on IDG Books Worldwide's books in the U.S., please call our Consumer Customer Service department at 800-762-2974. For reseller information, including discounts and premium sales, please call our Reseller Customer Service department at 800-434-3422.

For information on where to purchase IDG Books Worldwide's books outside the U.S., please contact our International Sales department at 650-655-3200 or fax 650-655-3295.

For information on foreign language translations, please contact our Foreign & Subsidiary Rights department at 650-655-3021 or fax 650-655-3281.

For sales inquiries and special prices for bulk quantities, please contact our Sales department at 650-655-3200 or write to the address above.

For information on using IDG Books Worldwide's books in the classroom or for ordering examination copies, please contact our Educational Sales department at 800-434-2086 or fax 817-251-8174.

For press review copies, author interviews, or other publicity information, please contact our Public Relations department at 650-655-3000 or fax 650-655-3299.

For authorization to photocopy items for corporate, personal, or educational use, please contact Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, or fax 978-750-4470.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: AUTHOR AND PUBLISHER HAVE USED THEIR BEST EFFORTS IN PREPARING THIS BOOK. IDG BOOKS WORLDWIDE, INC., AND AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS BOOK AND SPECIFICALLY DISCLAIM ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTIONS CONTAINED IN THIS PARAGRAPH. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES REPRESENTATIVES OR WRITTEN SALES MATERIALS. THE ACCURACY AND COMPLETENESS OF THE INFORMATION PROVIDED HEREIN AND THE OPINIONS STATED HEREIN ARE NOT GUARANTEED OR WARRANTED TO PRODUCE ANY PARTICULAR RESULTS, AND THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY INDIVIDUAL. NEITHER IDG BOOKS WORLDWIDE, INC., NOR AUTHOR SHALL BE LIABLE FOR ANY LOSS OF PROFIT OR ANY OTHER COMMERCIAL DAMAGES, INCLUDING BUT NOT LIMITED TO SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGES.

Trademarks: All brand names and product names used in this book are trade names, service marks, trademarks, or registered trademarks of their respective owners. IDG Books Worldwide is not associated with any product or vendor mentioned in this book.



is a trademark under exclusive
license to IDG Books Worldwide, Inc.,
from International Data Group, Inc.

Lesson 2-1

Cruising the Web by Using Favorites

As you saw in Unit 1, links on Web pages give you an intuitive, rambling way to explore the Web and discover information you didn't even know you wanted. When you find a Web page that you consider especially useful, however, you may want some way of returning to it easily and repeatedly. The navigation tools you've learned about so far — such as Internet Explorer's Back and Forward buttons and its File menu — let you return to pages that you've visited during your current session, but they don't maintain a permanent record of those pages for future sessions.

Fortunately, Internet Explorer also provides a nifty feature called *favorites*. Just as a bookmark helps you quickly go to a particular page in a book, a favorite lets you jump to a particular page on the Web.

A favorite is a type of link; after you click it, you go to the Web page it represents. What distinguishes a favorite is that it's permanently stored on your hard disk (until you explicitly delete it), and it's always readily available from Internet Explorer via a Favorites menu. Therefore, you can use a favorite at any time to move to a specific Web page.

This lesson will show you how to use predefined favorites, create your own favorites, and delete favorites. By the time you're done, you'll be able to create a Web page library that's tailored to your personal tastes and needs.

Installing Hy's and Margy's Favorites

Favorites are stored on your hard disk in a folder named, appropriately, *Favorites* (which itself is stored within your Windows folder). Your Favorites folder is typically almost empty until you add favorites to it yourself. To jump-start your ability to get around the Web, however, we've created a folder crammed with favorites for what we consider to be many of the best sites on the Internet. To take advantage of this predefined collection of favorites, which is stored on your *Dummies 101* CD, follow these steps:



1 If Internet Explorer is currently running, choose **File→Exit** to close it.

2 Insert the CD that came with this book into your computer's CD-ROM drive.

Be careful to touch only the sides of the CD and to insert the CD with its printed side up.

3 Click the Windows 98 Start button (located in the lower-left corner of your screen) and locate the **R**un option.

If you don't see the Run option, place your mouse pointer on the small arrowhead at the bottom of the menu until the menu scrolls up sufficiently to display the Run command.

4 Click Run.

A Run dialog box appears that lets you type the name of a program you want to launch. If a program name already appears highlighted in the box, ignore it; the text will be replaced as soon as you begin typing.

5 Type d:\setup — that is, the letter d, a colon (:), a backslash (\), and the program name setup.

If your CD-ROM player isn't at D:, type the letter appropriate for your drive.

6 Press Enter or click OK.

The Run dialog box closes, and the CD's Installer program launches.

If this is the first time you're running the Installer, an IDG Books Worldwide license agreement is displayed. This is the only time you'll see this document.

7 Read (or at least skim) the license agreement to make sure you're comfortable with its terms. When you're ready, click the Accept button.

If you don't click Accept, you can't use the Installer program. After you click, a message tells you that the CD program is about to be launched.

8 Click OK.

After about a minute, an opening screen appears. Notice that the top option on this screen is named Install Favorites Folder.

9 Click the Install Favorites Folder option, and follow the prompts that appear on your screen to complete the installation.

When the installation is finished, you return to the opening screen.

10 Click the Exit button in the lower-right corner of the Installer window, and click the button on the left to confirm that you're done.

The Installer program closes.

11 Eject your *Dummies 101* CD and store it in a safe place.

Don't store it very far away, though; you'll need it again in subsequent units.



Note: If for some reason the preceding exercise doesn't work properly for you, you can install our favorites collection manually. To do so, first open a Windows Explorer window; switch to the *Dummies 101* CD in your CD-ROM drive; and locate and double-click a folder named HMFaves in the root (that is, the first level) of the CD to display a folder named +Hy's and Margy's Favorites+. Next, right-click the +Hy's and Margy's Favorites+ folder (that is, click it with your *right* mouse button), and click the Copy option from the menu that appears. Finally, use your Windows Explorer window to switch to your Windows folder and then to a subfolder named Favorites (in other words, move to the folder \Windows\Favorites); right-click a blank spot in the Favorites folder's list of files; and click the Paste option from the menu that appears. After a minute or two, the +Hy's and Margy's Favorites+ folder is copied to your Favorites folder, which completes the installation.

You now have a bunch of interesting Web page links. Proceed to the next section to check 'em out.

Notes:

Figure 2-1: The folder you installed from your *Dummies 101* CD contains over 200 favorites, divided into 20 categories, that point to the best sites on the Web.

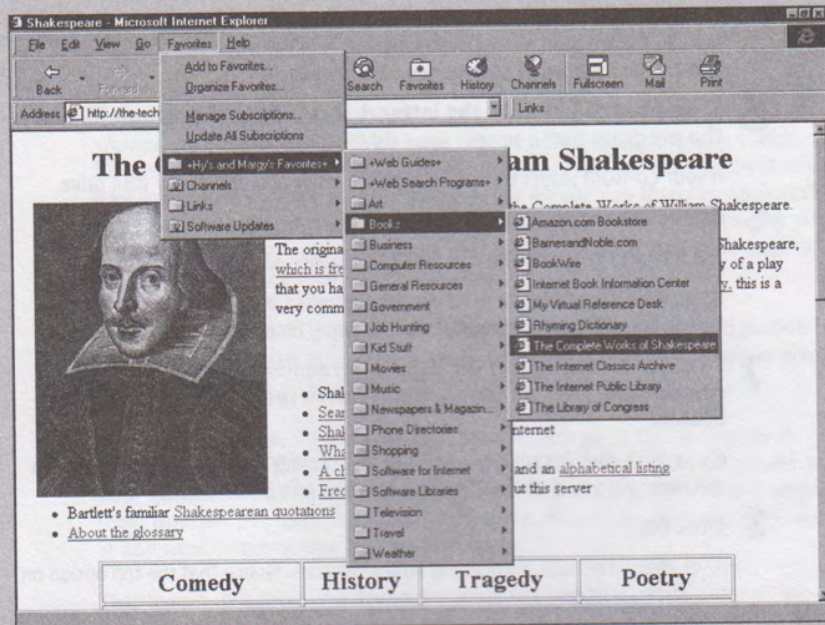


Figure 2-1

Leafing through your favorites

To examine the collection of favorites you just installed, follow these steps:

1 Launch Internet Explorer and connect to the Net.

Your browser window should be maximized and displaying a Web page. Notice that one of the window's menus is named Favorites.

2 Click the Favorites menu.

You see four options named Add to Favorites, Organize Favorites, Manage Subscriptions, and Update All Subscriptions. Below these options is a list of your available folders and favorites, including the +Hy's and Margy's Favorites+ folder that you installed in the preceding exercise.

3 Click the +Hy's and Margy's Favorites+ folder.

A list of subfolders representing Web page categories is displayed, as shown in Figure 2-1. You can move your mouse pointer over any category to view the favorites in that category.

Notes:



URL typing tips

If you'd like to practice your newfound URL typing skills, try them on some of the hot Web sites listed on the *Dummies 101: The Internet for Windows 98* page. The list includes most of the Web sites you installed in Lesson 2-1 (with up-to-date links), as well as exciting new Web sites that have popped up since we created our favorites folder. Flex your fingers and get typing!

Tip #1: If a Web URL begins with `www` and ends with `.com`, you can simply type the middle portion of the URL to get to the appropriate page; Internet Explorer fills in the rest of the URL for you automatically! For example, to jump to the first site on

this list, `www.amazon.com`, you can just click in the Address bar, type *amazon* and press Enter. Try it!

Tip #2: Internet Explorer normally remembers all the Web pages you've visited for the past 20 days. As a result, if you click the Address bar and begin to type the URL of a page you've already been to, the browser will eventually recognize the initial letters of the address and type out the rest of the URL for you! If Internet Explorer guesses incorrectly about the URL you want, just keep typing; the program will automatically withdraw its suggestion in favor of your new Web page address.



Copying URLs into the Address bar

If a URL is printed on paper, you've gotta type it to use it. If a URL appears on your screen, though — for example, as a result of a friend e-mailing it to you or the URL appearing in an article that you're reading online — you can simply copy the URL to the Windows Clipboard and then paste it into the Address bar. Here's how:

1. Click in front of the first character of the URL that you want to copy.
2. While holding down your mouse button, drag the mouse's cursor over the URL until the entire electronic address is highlighted and then release your mouse button.

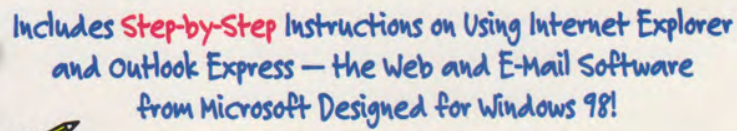
3. Press Ctrl+C to copy the highlighted text to the (invisible) Clipboard.
4. Click anywhere inside the Address bar to highlight the bar's current text.
5. Press Ctrl+V to paste in your URL.
6. Press Enter to activate the URL and jump to its Web page.

Copying URLs saves your fingers a lot of energy that they can use to do more exploring on the Web.

Progress Check

If you can do the following, you've mastered this lesson:

- ☐ Enter a URL into the Address bar.
- ☐ Use the URL that you typed to move to a Web page.



If you've been itching to explore the Internet, now is the time to start! *Dummies 101®: The Internet For Windows® 98* brings you easy, **step-by-step** instructions to quickly connect you to the Net right from your desktop. Research any topic, get tons of free programs, shop online, and more!

Inside, Get the Information
You Need Now:

- Click any of 200 hand-picked Web sites on this book's CD-ROM to cruise to the very best sites on the Internet
- Find virtually any person or fact you need on the Web
- Choose from thousands of fabulous free programs, picture files, and audio and video clips
- Send and receive e-mail — and use our software robot to test your e-mail address
- Join online discussion groups, participate in live chat groups, and subscribe to electronic channels
- Create and publish your own Web pages

**Technical
Review by
Dennis Cox**

About the Authors:

Hy Bender has authored or coauthored ten computer books, including IDG Books Worldwide's bestselling *Dummies 101®: The Internet For Windows® 95*.

Margaret Levine Young has coauthored over two dozen computer books, including IDG Books Worldwide's bestselling *The Internet For Dummies*®, 5th Edition.

Use the Valuable CD-ROM with This Book to Learn the Fun and Easy Way!



The CD includes **MindSpring** software for connecting to the Internet; **Netscape Communicator** and **Microsoft Internet Explorer**; two popular Web browsers; shareware versions of **mIRC**, **GetRight**, and **WinZip**. Use mIRC for chatting live with others on the Net; GetRight and WinZip for grabbing software from the Net. Also includes an evaluation version of **ThunderBYTE Anti-Virus** for protecting your data from destructive software viruses.

Shareware programs are fully functional, free trial versions of copyrighted programs. If you like particular programs, register with their authors for a nominal fee and receive licenses, enhanced versions, and technical support. Freeware programs are free, copyrighted games, applications, and utilities. You can copy them to as many PCs as you like — free — but they have no technical support.

SYSTEM REQUIREMENTS: 486 or faster PC with Windows 98; 16MB RAM; 14,400 bps or faster modem (needed for Internet connection — regular access charges may apply); and a CD-ROM drive

Let These Icons Guide You!



Points out programs and sample files on the CD that you can use with the exercises



Highlights an important point to remember for the quiz at the end of the unit



Warns you to watch out for a potentially tricky step

Windows, Microsoft, and the Microsoft Internet Explorer logo are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. The MindSpring logo is a trademark of MindSpring Enterprises, Inc. Netscape Communicator is a trademark and the Netscape N logo is a registered trademark of Netscape Communication Corporation in the United States and other countries.

A Tutorial for the Rest of Us!, the ...For Dummies logo, and the IDG Books Worldwide logo are trademarks, and Dummies Man, Dummies 101, and ...For Dummies are registered trademarks under exclusive license to IDG Books Worldwide, Inc., from International Data Group, Inc.
Printed in the U.S.A.

**REGISTER
THIS BOOK
ONLINE AND
my2cents.dummies.com
WIN!**

**From the
Publisher
of the
Bestselling**



Dummies Press

**BESTSELLING
BOOK SERIES
FROM IDG**
see us at:

www.dummies.com
for info on other IDG Books titles:
www.idgbooks.com



READER LEVEL:
Beginning to Intermediate

BOOK SHELVING CODE:
PCs/Internet/Wireless

\$24.99 USA
\$35.99 Canada
£23.99 Incl. VAT U.K.

GEN 71900

\$24.99

ISBN 07645020



INTERNET FOR WIND
1 OF 1 LEVINE

ISBN 0-7645-0207-7



52499

