

The most obvious change from the previous versions is that Navigator 4.0 now makes up part of the Communicator suite of programs. In addition to Navigator, the Communicator umbrella covers Netscape's Messenger mail client, Collabra conferencing, Composer HTML editor, and the SuiteSpot family of Internet server software. Navigator includes easy-to-use tools for jumping between whatever Communicator components you have installed, but you can still install Navigator by itself if you don't need any of Communicator's other features.

What Are the Parts of Navigator's Interface?

When you first start Navigator 4.0, by default it will take you to Netscape's home page at <http://home.netscape.com>.

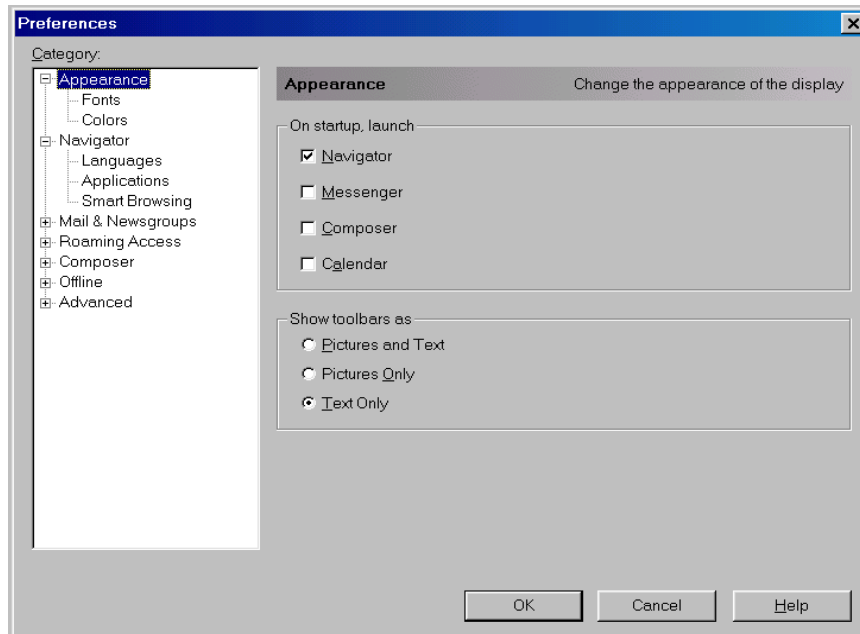
Controlling Navigator's Toolbars

You can control the toolbars you see in Navigator's window in several ways. First of all, you can show or hide any of the toolbars with the appropriate menu commands. These commands are described in the following list:

- You control the Personal, Location, and Navigation toolbars with commands in the View menu. View, Show Navigation Toolbar or View,

Show Location Toolbar or View, Show Personal Toolbar will show the toolbars in the browser window. When the toolbars are already shown, the View menu commands will change to say "Hide" instead of "Show."

- Each toolbar has a small striped border on its left side. Clicking this border makes the toolbar collapse. You can uncollapse a toolbar by clicking once again on its border, and it will go back to where it was when you collapsed it.
- The Communicator, Show Component Bar command lets you hide and show the component bar. Unlike the other toolbars, the component bar is dockable, so you can grab it and place it anywhere on your screen.



You can also tell Navigator how to display the toolbars themselves. By default, each toolbar item has an icon and a text label, but you can choose to use icons or text alone if you prefer. Here's how to change the toolbar labeling:

1. Open Navigator's Preferences dialog with the Edit, Preferences command.
2. Choose the Appearance item in the Category list.

3. Choose the type of labeling you want with the buttons in the Show Toolbar As group: Pictures and Text, Pictures Only, or Text Only.

4. Click OK to apply your changes and close the dialog box.

Opening a Web Page

There are several different ways to open Web pages within Navigator:

- The File, Open Page (Ctrl+O) command lets you type an URL or file name in to jump directly to that page. You can type an URL into the field, or use the Choose File button to select a file on your computer.
- You can type an URL directly into the Location toolbar. When you hit Enter, Navigator will begin loading that page.

TIP: Navigator tries to be smart enough to interpret what you type into the Location toolbar. If you just type a single word, like Apple, Navigator will first look for an Internet machine named "Apple," then for `www.apple.com`. Navigator will also auto-complete entries when possible, so typing `home.n` will be enough for Navigator to suggest `home.netscape.com` as the URL you want.

- You can jump to a site on your bookmark list by choosing it from the Bookmarks menu, which is part of the Location toolbar.

Opening a Web Page from the History List

Once you've visited a Web page, Navigator keeps track of it so you can go back to it later. This list of pages you've already seen is called the history list, and Navigator gives you access to it in several ways:

- The **URL field** in the Location toolbar is actually a combo box. Clicking the downward-pointing triangle to the right of the URL field will pop up a list of the last several pages you've visited; choose a page from this list to go back to it.
- The **Go** menu keeps track of the same history as the URL field's combo box. The first 10 URLs in the Go menu have shortcuts; for example, Go, 5 will take you to the fifth-most-recently visited site in your history list. Both the URL field and the Go menu are cleared when you exit Navigator and restart.

A bigger version of the history list is available in the History window; to see this window, use the Communicator, History command or press Ctrl+H. When the History window opens, you can sort its entries by clicking the column headers; to open any link in the window, either double-click it or drag it from the History window to an open browser window.

Opening a Second Browser Window

It's often useful to have more than one browser window open. You might want to alternate between several different sites, reading one while you wait for others to load, or you might want to compare two or more pages so you can comparison-shop. Navigator makes it easy to open additional windows; all you need to do is use the File, New, New Navigator Window (Ctrl+N) command. Navigator will open a new window and load your specified home page into it; you can then jump to another page without losing the contents of other windows.

You can freely close additional browser windows; however, when you close the last open browser, news, or mail window, Navigator will exit.

Opening New Pages in Their Own Windows

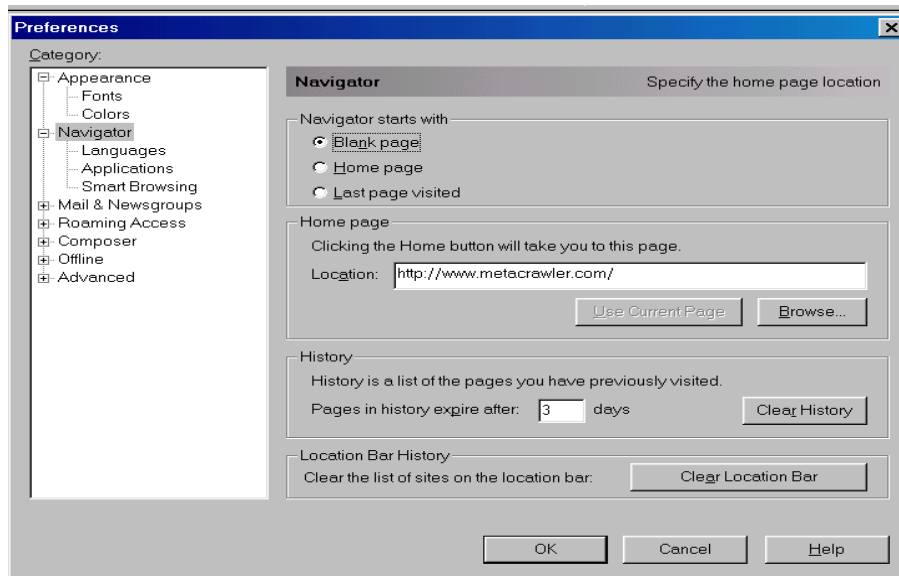
Sometimes, you'll want to see where a link on a page leads without leaving that page. Navigator provides two ways for you to do this. The first way is to just open a new browser window, then use it to open the URL you want to visit. This isn't hard, but it does require you to shift your attention away from what you're reading.

The second way is much easier: Right-click the link you want to open (or click and hold the button if you're using a Macintosh). Navigator will pop up a menu over the link; choose the Open In New Window command and the link will open in its own window, which you can move, minimize, or resize as you want--all without interfering with whatever you're reading.

Setting Your Default Home and Start Pages

Even if you don't have your own home page, you can still tell Navigator what page to use when you click the Home button on the Navigation toolbar or use the Go, Home command. You can do this with Navigator's Preferences dialog box; here's what you need to do:

1. Open the Preferences dialog box with the Edit, Preferences command.



2. Choose the Navigator category from the Category list.
3. Type the URL of the page you want to use as your new home page into the Location field. If the page is already open in your browser, you can click the Use Current Page button to use it. If the page you want to use is on your computer, the Browse button will let you navigate around your disk and find it.
4. Click OK to save your choice. To test it, click the Home button on the Navigation toolbar; Navigator should load the page you just specified.

Navigator gives you three choices for what page it loads when you open a new window. The option buttons in the *Navigator Starts With* area shows what happens when you open a window:

- **The Blank Page** option leaves new windows empty when you open them; this is the fastest option, since Navigator doesn't have to load anything when it creates a new window.
- **The Home Page** option loads your home page into each new window. This can be very useful if your home page is a list of frequently visited links or a search engine.
- **The Last Page** Visited option goes back to the last page you had loaded before the new window was opened--either the last page you visited before quitting Netscape the last time, or the page that was active when you opened the new window.

Saving Web Pages

Navigator allows you to save the contents of a Web page onto your local computer. This enables you to store pages so you can review them later or edit them. You can also save individual images or single frames on a page, and you can e-mail any page or part of a page to anyone you like.

- **To Save an Entire Page** When you're looking at a page in Navigator, you can save it with the File, Save As... command. Netscape will open the standard Save File dialog box, with an additional pop-up menu that allows you to choose what format the file will be saved in. Choose Text if you want to save just the contents of the file (no HTML formatting will be kept). The resulting plain text can be imported into any word processor, mail program, or other application that lets you open ordinary text files.

NOTE: If you choose Source from the pull-down menu, Navigator will save the file as HTML so you can edit it with an HTML editor or load it into Navigator later with the File, Open Page command described earlier.

- **To save a file that's linked** to a Web page Right-click the link and choose the Save Link As command. Navigator will display the standard Save File dialog box to ask you where you want the file to be saved, then it will start downloading it to that location. You can then follow other links on the same page or even jump to a completely different page while Navigator downloads the file you specified. This trick works for links to files on FTP sites, links to Web pages, or links to any other kind of file.

NOTE: Navigator allows you to download these files in a separate window without tying up your browser--you'll see a separate download progress window for each download you have in progress.

- **To save a single frame** from a Web page Tell Navigator which frame you want to save by clicking it. As soon as you click a frame, the File, Save Frame As command is enabled. When you select it, you'll be able to save the frame as text or HTML, just like the ordinary command to save an entire page.

CAUTION: Be careful that you save the actual frame and not the frameset (the special type of file that frames are built with), or you will see links to the frames (and not the frames themselves) when you open the file.

Saving Images on a Web Page

Saving individual images from Web pages is a great way to copy pictures that you'd like to use as desktop wallpaper or even in Web pages you create yourself. Navigator offers three ways to save an image that appears on a page you're looking at:

- Right-click the image, then choose the Save Image As command. When the File Save dialog appears, choose a folder and name for the image, and Navigator will download it and store it for you.
- Use the left mouse button to drag the image out of the browser window into the window of an application, which supports drag-and-drop. For example, dragging an image to the Finder on the Macintosh will save the image as a JPEG or GIF file.
- Under Windows 95, Windows NT, and the Macintosh OS, you can drag the image from its spot in the Navigator window to the desktop; Navigator will save the image as a JPEG or GIF file.
- The last way to save an image requires that you first open it in a window by itself. You can do this by right-clicking the image, then choosing the View Image command. When the image appears, use the File, Save As command to save it as a GIF or JPEG image. (Of course, if you want the image to appear in its own new window, you can right-click the image and use the Open In New Window command to open a new window with only that image in it

TIP: On a Windows 95 machine, you can quickly grab an image from a Web page and turn it into your desktop wallpaper pattern with a single command. Right-click the image you want and choose Set As Wallpaper; Navigator will download the image and save it as a background pattern named "Netscape Wallpaper." Once that's done, it will tell Windows to start using it as a background pattern. Navigator will convert the image to the correct format, and by default center it on your desktop. You can then manipulate the image by selecting "Display" in the Control Panel.

Sending Pages to Other People

You can easily send pages to anyone. Navigator's File, Send Page command lets you use Netscape Messenger to send a complete page and its URL wherever you'd like. When you use this command, Navigator takes the text of the Web page and attaches it to the mail message as a separate file. Here's what to do:

1. Go to the page you want to send.
2. Choose the File, Send Page command. Navigator will open a new mail message window. Notice that Navigator includes the URL of the page in the message text.
3. Address the message to its recipient. If you'd like, you can also add other file attachments or secure the message with digital signatures or encryption.
4. Send the message by using the Send toolbar button.

Using Navigator Offline

Navigator includes a new feature, offline mode, that lets you minimize the amount of time you spend online. When switching from online to offline mode, Navigator can send any messages waiting to be sent and pick up any new messages that are waiting for you. Once you're in offline mode, you can answer news or mail messages, create new messages, and view Web pages stored on your local machine. When you go back online, Navigator will send the messages you created while offline, and you can surf the Web normally.

Navigator will tell you when you're in offline mode by putting a message into the browser window's status bar. If you try clicking a link or opening a new page from the Web while offline, Navigator will present a dialog box to remind you that you're offline and tell you how to get online.

Controlling What Mode Navigator Starts In

You can set a preference that tells Navigator what mode you want to start with; this is a good way to prevent unnecessary switching. To set the startup mode, you'll need to use the Offline category of the Preferences dialog box. Follow these instructions:

1. Open the Preferences dialog box with the Edit, Preferences command, then choose the Offline category from the Category list.
2. When the Offline category appears, choose a mode:
 - If you want to always start up in online mode (for example, if you've got a permanent Internet connection), choose the Online Work Mode button. Navigator will assume it's online unless you manually switch modes.
 - If you want to always start up in offline mode, as you might when your connection to the Internet is via modem, choose the Offline Work Mode button. Navigator will remain offline until you switch modes.
 - If you want Navigator to ask you each time it starts what mode to use, choose the Ask Me button.
3. Click OK to save your changes. Navigator will start with the mode you select next time you run the program.

Switching Between Offline and Online Modes

Navigator uses two commands in the File menu: Go Online and Go Offline. Which one you see depends on the mode you're presently in; if you're online, you'll see the Go Offline command and vice versa.

When you move from offline to online, or vice versa, there are three things you can do:

- You can send any messages waiting in Messenger's Outbox. The Send Messages check box tells Navigator whether to send those messages or not.
- You can fetch any new mail that's waiting for you on your mail server. Use the Download Mail check box to tell Navigator whether it should download any new mail for you or not before switching modes.
- You can download any new news or discussion articles for later reading by checking the Download Discussion Groups

Telling Navigator What to Download

Fortunately, Navigator gives you a good degree of control over what it downloads for you when switching between modes. If you read a lot of Usenet news, you'll appreciate the ability to fine-tune both which groups Navigator retrieves and when it does so; this fine-tuning can save you extra time.

The Download subcategory of the Offline preferences panel lets you specify what items to download and when. Here's how to use it:

1. Open the Preferences dialog with the Edit, Preferences command; then choose the Offline category from the Category list.
2. Expand the Offline category by clicking the icon to the left of the word "Offline"; you'll see the Download subcategory appear beneath the Offline category.
3. Use the controls in the Discussion Group Messages group to select which messages you want loaded. The Download Only Unread Messages check box tells Navigator not to re-download old messages you've already read. The Download by Date check box lets you use the "from" and "since" controls to get all the unread messages of a certain age. For example, you might want to download all the unread messages from seven days ago if you've been on vacation for the last week.
4. Use the "Select Messages" button; you can then pick individual discussion groups whose messages you want to download (or not).
5. Click OK. Navigator will save your preferences and use them next time you download messages when switching between modes.

Printing Web Pages

The first step to printing is telling Navigator how you want the finished output to look. You do this with the File, Page Setup command.

You can also get an exact preview of what your printed pages will look like before they hit the paper. With ordinary documents, you can predict where page breaks will fall; sometimes that's difficult with long Web pages, so being able to get a preview is particularly useful.

TIP: If you're viewing a page with frames, you can choose to print only a single frame if you prefer. This is often helpful if you want to extract the useful information from a page that has several frames without getting the extraneous stuff, too.

As with saving a single frame, the first step in printing just one frame is to click the frame. Then, use the File, Print Frame command, which replaces File, Print for framed pages, to bring up the standard print dialog and get your frame's data onto paper.

Using Bookmarks to Find Your Favorite Sites

One of Navigator's best time-saving features is its ability to keep a list of pages you want to visit again. These bookmarks give you quick access to pages without having to remember cryptic URLs; each bookmark has a description (which you can edit) to remind you what's on that page.

Bookmarks actually appear in several places within Navigator. On Windows machines, there's a Bookmarks menu in the Location toolbar, while on the Macintosh, it's in the system menu bar. On both platforms, the Communicator menu has a Bookmarks command (Ctrl+B), which opens the Bookmarks window.

Navigator organizes bookmarks the same way you keep files on your computer's hard drive: It uses folders to group similar items, and it can nest folders and items to help you keep your data organized and legible.

Some other organizational issues to keep in mind about bookmarks:

- You can reorder bookmarks just by dragging them around; in addition, you can move them into and out of folders by dragging them appropriately. You can also delete and rename bookmarks--to delete one, select it and press the Delete key, and to rename one, click its name and the name will turn into a block of editable text. By default, when you add new bookmarks, they'll end up at the end of your list.
- If you want to group bookmarks, you can do so by putting them in a folder. Once you've created a new folder, you can drag bookmarks into it to group them. You can also create separators in the list with the File, New Separator command; separators don't do anything except provide visual breaks in the list to emphasize related items.
- You can arrange your bookmarks and folders in alphabetical order with the View, Sort Ascending and View, Sort Descending commands; this is often useful when your bookmark list has grown and lost any semblance of order.

Adding a New Bookmark

When you see a page that you want to come back to later, add a bookmark for it. Navigator offers several different ways to do so; here are the most commonly used:

- Use the Add Bookmark command (Ctrl+D), which will automatically add the current URL to the end of your bookmarks list.
- Click the bookmark icon in the Location toolbar; it does the same thing as the Add Bookmark command.
- Drag any link on a Web page into the Bookmarks window; the link will be added wherever you drop it.
- Right-click a link and use the Add Bookmark command; the link will be added to the end of your bookmark list.
- When the Bookmarks menu is open, use the File, New Bookmark command. When the new bookmark dialog box appears, fill in the URL and your name for the bookmark.

- You can tell Navigator to automatically save all new bookmarks in a particular folder. Use the File Bookmarks command in the Bookmarks menu, then choose the folder you want your new bookmarks to go into. Navigator will save all new bookmarks there until you specify otherwise.

Going to Bookmarked Pages

Netscape made bookmarks easy to get to so you'll be able to use them to organize your surfing. There are many different ways to open a page from your bookmark list:

- Choose a bookmark from the Bookmark menu and Navigator will take you there immediately.
- Double-click a bookmark in the Bookmarks window or use its File, Open Bookmark command; Navigator will use the frontmost browser window to display the bookmark's URL.
- Drag a bookmark out of the Bookmarks window into an open browser window; the contents of the window will be replaced by the contents of the bookmark's URL.

Seeing Which Bookmarks Have New Content

When the Bookmarks window is open, choosing the View, Update Bookmarks command will present a dialog box which asks whether you want to check all bookmarks in your list or only the ones you currently have selected. When you click OK in that dialog box, Navigator will start checking the bookmarks in the background. You can still look at other Web pages while it's updating; as it reaches each page, it will mark the changed pages by putting an icon next to their bookmarks. When it's finished searching, Navigator will present a dialog box telling you how many bookmarks it checked and how many had new content.

Saving Bookmarks on the Desktop

If the bookmark feature isn't quite fast enough for you, Navigator has an alternative--it can create shortcuts on your desktop that lead to the bookmark of your choice. This is a great way to provide desktop access to your favorite pages, and it's easy to do: Just select the bookmark you want a shortcut for and use the File, Create Shortcut command. If you

select a bookmark before using this command, Navigator will fill in the New Internet Shortcut dialog with the name and URL of the bookmark; otherwise, you'll have to fill that in yourself. When you select OK in the dialog box, Navigator will create a shortcut (with the default name of "Shortcut To" followed by the bookmark name) on your Windows desktop.

Controlling Bookmark Folders

Navigator gives you control over three additional special folders with commands in the View menu. You use all three of these commands the same way: Select the folder you want to use, and then choose the command.

- The View, Set As Toolbar Folder command lets you change which folder is used for the Personal Toolbar. By default, that folder is named Personal Toolbar, but you can use any bookmark folder as the source of your Personal Toolbar items.
- The View, Set As New Bookmark Folder command enables you to choose where new bookmarks are stored when you create them. By default, they'll go into the topmost folder, but you can create a folder for your new bookmarks and set it as the target with this command.
- The View, Set As Bookmark Menu command lets you pick the folder that's used as the source for the Location toolbar's bookmark menu. Use this command to pick a folder with a subset of your most frequently visited pages, and you'll have easy access to them from the Location toolbar.

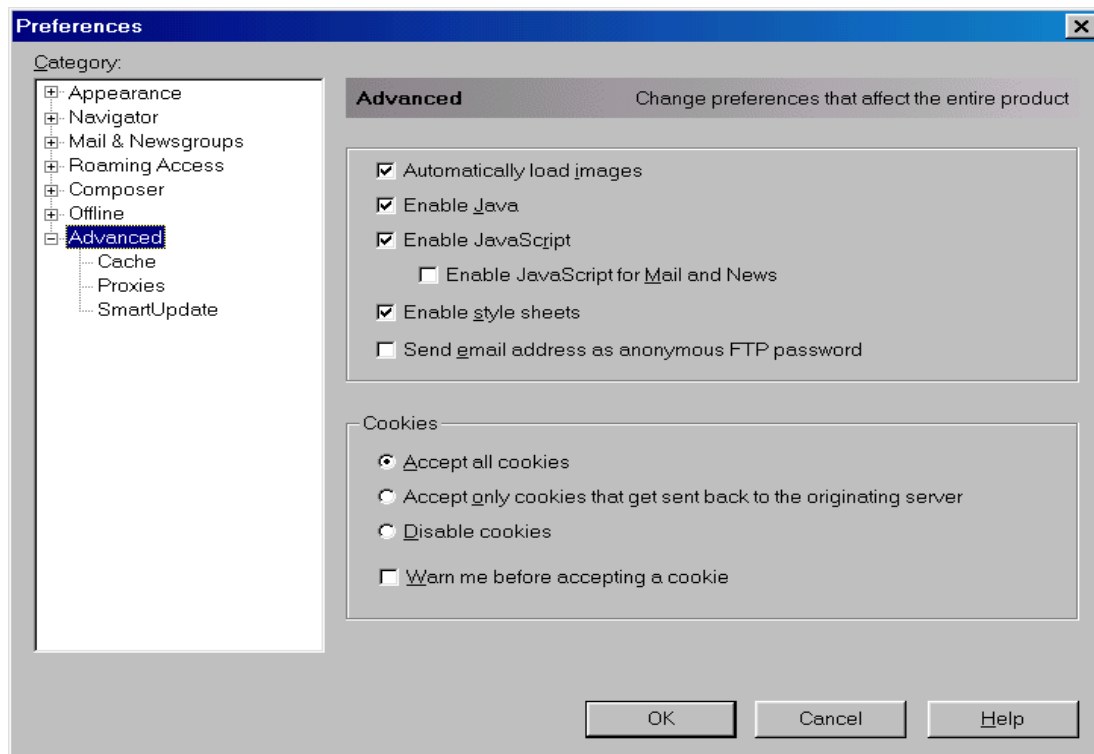
Increasing Your Browsing Speed--Turning Off Images and Java

Most Web pages contain graphics, and these graphics often take much longer to download than the surrounding text. Wouldn't it be nice to quickly get the page text and then to decide whether to load images on that page or not? Navigator gives you just such a feature; you can turn off image loading by default, then load individual images, or all the images on a particular page, when you decide there's something you need to see.

Likewise, Java applets often take a long time to download; when your computer finally finishes, your patience may be rewarded by something silly like a scrolling marquee. You can turn off Java applets so that Navigator won't download them by default.

Here's how to enable these two speed-building options:

1. Open the Preferences dialog box with the Edit, Preferences command.
2. Choose the Advanced category from the Category list. You'll see the dialog shown.



3. To turn automatic image loading off, clear the Automatically Load Images check box.
4. If you want to keep Navigator from running Java applets, clear the Enable Java check box.
5. Click OK to save your changes and dismiss the dialog box.

When you're viewing a page and you want to see its images, you can do one of two things. To load all the images on the page, use the View, Show Images command, and Navigator will load any missing images and display them. If you just want to see one image, right-click it and use the View Image command on the menu.

Increasing Your Browsing Speed--Use Navigator's Cache

Every time you download a file--whether it's an HTML Web page, a sound, a picture, or anything else that appears on a Web page--Navigator adds it to the cache. When you load a page, Navigator first checks its cache to see if there's a local copy on your computer before sending data to the network. If there's already a current copy of the page on your computer, Navigator will load and display it instead of making you wait while it fetches the page again from the remote server.

Caching can greatly speed your Web browsing if you often revisit a set of pages that don't change very often; the time savings from never loading duplicate copies of a page can add up.

You control how Navigator's cache works with the Cache subcategory of the Advanced category in the Preferences dialog box. To reach this dialog box, open the Preferences dialog box with the Edit, Preferences command, then choose the Advanced category and expand it until you see the Cache subcategory. Click Cache to see the preferences pane.

Here's what you can do with the cache preferences dialog box:

- Navigator actually keeps two copies of the cache: The memory cache holds the most recently visited pages, and the disk cache holds older pages. You can use the Memory Cache and Disk Cache fields to change the relative sizes of these two caches. Changes take effect the next time you run Navigator.
- The Clear Memory Cache and Clear Disk Cache buttons empty out the appropriate caches. Navigator will purge all files in the cache when you click the corresponding button.
- You can put the cache anywhere on your system. By default, Navigator will put it in a subfolder of the folder where it's installed, but you can

change it. The Disk Cache Folder field and the associated Choose Folder button allow you to change the folder location, which gives you freedom to specify a large cache and put it on whatever disk you have the most space on.

- Navigator can compare the cached and remote versions of a document in three ways: The Never button tells Navigator to always reload the document from the network; the Every Time button tells it to compare modification times every time you open a page, and Once Per Session makes the comparison the first time you visit a page during one run of Navigator.

Controlling Disk Space Usage

Left unchecked, mail and news can take up your entire disk almost before you know it. If you're not in the habit of deleting old mail and news articles, they'll hang around until your storage space is all gone. Navigator offers some features to keep disk usage under control by limiting how much space Navigator uses for news and mail messages.

To open the dialog box, use the Edit, Preferences command, then choose the Advanced category and expand it until you see the Disk subcategory.

The All Messages group controls downloading of mail and discussion group messages. The Do Not Download Any Message Larger Than X kB control sets an upper limit for the size of messages that Navigator will retrieve; messages that are bigger than the threshold will stay on the server until you explicitly ask for them. The Automatically Compact Folders controls let you trigger automatic compression of files and folders when doing so will save more than the specified amount of space. Compression takes time, so setting this to a reasonable value (at least 256K) is recommended.

Discussion groups are always changing; new messages flow in constantly, and old messages eventually expire and disappear from the server. Navigator will periodically clean up its stash of messages on your machine, but you can control which messages are kept with the controls in the Discussion Groups Messages Only group. When Navigator cleans up messages, you can choose which ones get kept: messages that arrived within a predefined period, all messages, or a certain number of new messages. In addition, you can tell Navigator to throw away any messages you've already read with the Keep Only Unread Messages

check box, but this option will keep you from being able to go back and reread a message after it's expired from the server.

Surfing with a Proxy Server

The second key configuration item in the Advanced category is the one for proxy servers. All the computers on a network can use a single proxy to streamline the process of pulling pages down from the Internet.

Network administrators like proxy servers for a different reason, too: Proxies offer better security than direct Internet connections, and-- a great boon to corporate intranets-- they can be used to keep users from loading "undesirable" or non-business-related URLs.

Navigator gives you three choices for proxy use.

- The first, most common, choice is the default: no proxy at all, represented by the Direct Connection to the Internet button. You'll probably be using this option if you're connecting to the Net from home or work via PPP.
- The second choice is a self-configuring proxy. Netscape's proxy servers offer this option; if your network administrator tells you to use an automatic proxy, she'll give you an URL. You'll need to select the Automatic Proxy Configuration button, then put the URL into the Configuration Location (URL) field and click Reload.
- The final choice is more complicated, though, and you'll need it if you're using an ordinary, manually configured proxy. Your network administrator will have to give you a list of proxy server names and port numbers. When you get the list, open the proxy dialog, choose Manual Proxy Configuration, and then click the View button. You'll see a dialog box like the one shown in Figure 11.14; just fill in the machine name and port for each service from the list your administrator gave you and click OK.