DOCUMENT RESUME

ED 391 068 CE 070 672

AUTHOR Lemme, Bobbi; Donovan, Terri
TITLE Lessons on Using Internet.
INSTITUTION Skagit Valley Coll., Mount Vernon, Wash.
SPONS AGENCY Washington State Board for Community and Technical Colleges, Olympia.
PUB DATE Jan 95
NOTE 75p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS *Adult Basic Education; *Adult Educators; Computer Oriented Programs; *Electronic Mail; *Information Networks; Information Utilization; Instructional Materials; *Internet

ABSTRACT

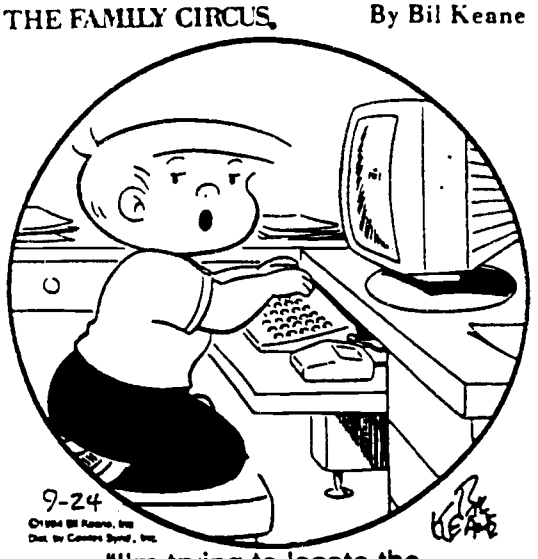
Intended for beginning Internet users and adult basic education instructors, this manual presents a very basic, instructional approach to exploring the Internet, with explicit instructions on what to do, places to go, and interesting things to try. An introduction on getting started is followed by sections on electronic mail, including using the Skagit Valley College network and finding the Internet e-mail option on Windows. Other sections address subscribing to Usenet news groups and listservs and using Gopher as a navigating tool. The next two sections are optional for a beginner. They cover file transfer protocol and the World Wide Web. The next section discusses applications of the Internet for educators and provides a review of some educational resources with related learning skills. The final section lists sources of further information. Appendixes contain the following: guidelines for Internet protocols and "netiquette"; "smileys"; tips for choosing a secure password; Internet contacts by college; glossary of terms for Internet resources; and creating a signature file. (YLB)

LESSONS ON USING INTERNET

Target audience: Beginning Internet users and ABE instructors

Bobbi Lemme & Terri Donovan
January, 1995

Skagit Valley College
2405 E. College Way
Mount Vernon, WA 98283
(360) 428-1243



"I'm trying to locate the information superhighway, but I can't seem to find the on-ramp."

This project was made possible through Adult Education Act
(Section 353, PL 100-297 amended by PL 102-73)
Special Projects and Training funds administered by Office of Adult Literacy
State Board for Community and Technical College

TABLE OF CONTENTS

Disclaimer: Internet is constantly in a state of flux. Listservs can get passed from one site to another. Addresses change. If one of our addresses doesn't work, it may be due to this. Look around. You may find the resource another way.

Acknowlegements: Many thanks to Jim McCleery of Skagit Valley College for dealing with our multitude of questions and for pointing us toward the on-ramp.

WELCOME TO THE WORLD OF INTERNET!

There has been a tremendous amount of publicity lately about Internet, a network of computer networks. It started out that colleges and universities made different parts of their own networks, containing a vast array of information and data, accessible to other universities through Internet, the name given to the network of networks. With access to Internet, you can send electronic mail to anyone in the world, if you know their e-mail address. You can gather information from a variety of sources on just about any topic you can conceive of. We have sent e-mail to the President of the United States, printed out parenting information on various topics, gathered information on gardening and cooking interests, checked the latest news on the space shuttle up in orbit, and received information on current events, as they happen. Unfortunately, navigating around in Internet, since it was instigated by computer people, tends to be very user unfriendly for those of us without that kind of expertise. Hopefully this manual will change that for you.

Staff training at community and technical colleges is teaching interested people how to navigate within Internet. But frequently part-time staff are unable to attend training sessions, thus missing out on a powerful teaching tool. There are a multitude of books and manuals commercially available on how to utilize Internet. These often expect a certain amount of computer expertise and competency. The intent of this manual is to create a very basic, instructional approach that stresses the interests of Adult Basic Education instructors. Hopefully it will be relevant to any teacher just getting started with computer technology. We will attempt to make Internet a fun exploration of new territory, with explicit instructions on what to do, places to go, and interesting things to try. Take your time with it and learn as you go!

Please tell us what you think:

Bobbi Lemme and Terri Donovan
Skagit Valley College
Mount Vernon, WA 98273

blemme@ctc.edu
tdonovan@ctc.edu

GETTING STARTED:

As computer technology and equipment is changing at an accelerating pace, we can't make any specific recommendations on what kind of computer, etc. to have. You will need a modem. This hooks up your computer to phone lines and allows for the transfer of information from computer to computer. It is also nice to have a printer so you can print out documents and information.

You can connect to Internet from a computer at home if you have a modem and pay for a service that hooks you up to Internet. Look in your newspaper or phone book for the number of a local service provider. If you're at a college site, you must first log on to the campus network and then log on to Internet. Be sure to contact your local computer person about other features available, such as Mosaic.

If you teach at one of the colleges listed in the appendix, contact that person to find out how you can have access to Internet, what computers are available to you on campus and what your initial password will be. If you are at a community based site, contact John Lowdon, CTC (Communications Technology Center) Internet Administration, at SCAN 294-4461 for further information on how to get connected to Internet. Or you can contact Barbara Wright from ABLENET, at 1-206-587-3880, for additional and up-to-date computer technology assistance regarding what kind of computer and modem to use.

Once your computer is hooked up to Internet, you have to get a CTC account. This gives you a unique e-mail address on Internet and costs you nothing. Tell your contact person that you wish to be on the system and they will tell you what initial password to log on with. As each site may be unique in the manner in which a person may get into Internet, we will tell you the steps we take at Skagit Valley College. Check with your contact person to see if the same steps are taken at your college or community based site.

Internet allows you access to a **tremendous amount of information**: you can converse with people anywhere in the world through e-mail, gather information on a particular subject of interest, and join discussion groups on just about any topic you can think of! There is a tremendous wealth of information that you can access: parenting information, aquarium care, recent earthquakes, up-to-date political and historical information, environmental information, White House publications and on and on! There is no end to what you can find on Internet and exploring is half the fun!

E-MAIL
USING THE SKAGIT VALLEY COLLEGE NETWORK:

At Skagit Valley College, every staff and student must first log on to the local, campus network before they can log on to Internet. These steps may differ from site to site. This page will include instructions for people at Skagit Vallege College on how to log on and use SVCNet, the local campus network (not Internet). Check with your own computer contact concerning this procedure and whether yours is the same.

We are assuming that you are using the Windows program on your computer. If you are not, please contact the computer lab for information on how to log on.

First load Windows, if it is not already running, and find the SVCNet option on your computer menu. Look in the Windows environment under "Network Options" and find SVCNet E-MAIL. Click with your mouse on the picture or words. If you are unfamiliar with Windows, read the instructions in the next section on using Windows. SVCNet and Internet should be on the same menu.

SKAGIT VALLEY COLLEGE: SVCNet
YOUR MAIL BOX

When you get into SVCNet, you will see the following on your screen:

In Box
(Messages that have come in)

Envelopes (your messages):
number of messages

Out Box
(Messages you have sent out)

Envelopes:

Commands:
Tab Out Box; **F1** Undelete; **Shift-F1** Setup; **F2** Search; **F3** Help; **F7** Exit; **1 Read**; **2 Del**; **3 Save**; **4 Info**; **5 Group**; **6 Mail Msg**; **7 Phone Msg**; **8** Folders: 1

---On these commands, you can either press the number by them or the highlighted letter in the word to activate the command.

Explanation of Commands:

Tab Out Box:	to switch between different boxes
F1 Undelete:	If you delete a message and then change your mind, you can undelete if you do it right away
Shift-F1 Setup:	Ignore this right now
F2 Search:	Ignore this right now
F3 Help:	lists additional help messages
F7 Exit:	VERY IMPORTANT! This is how you exit SVCNet
1 Read:	You can press 1 or R or Enter on a highlighted message for it to pop up on your screen
2 Del:	You use this to delete messages you don't want to keep: both in your In Box and your Out Box after the receiver has read it!). You should clean out messages periodically. Don't let your mail pile up!
3 Save:	Ignore this right now
4 Info:	Ignore this right now

5 Group:	You use this if you want to send a message to a whole group of people
6 Mail Msg:	VERY IMPORTANT! This is how you send a message
7 Phone Msg:	Ignore this
8 Folders:	Ignore this for now: use folders when you start to get a lot of mail and need to organize it

WRITING AND SENDING A MESSAGE:

Press number 6 or "M". The screen will switch to an e-mail message area. It should lool like this:

From: CC:
To: BC:
Subject:

Message:

---Files---

To: Write in the last name of the person you are sending the message to. Send one to yourself to see if it works! Press Enter or Tab to get from one line to another. It is good to press F5, press N, and type in the name of the person on campus you want to send the message to. Sometimes there are other people on campus with the same last name! Check to be sure there are no duplicates.

CC: Carbon Copy: if you want to send a copy of the message to someone else and the receiver of the original message knows that a copy was sent. You just have to type in their last name for these, just like the TO: line.

BC: Blind Copy: I'm not sure when you would use this but it is to send a copy to someone without the first receiver of the message knowing that someone else is getting a copy.

Subject: This line is to tell the receiver of your message what the topic of the message is. This Subject line also shows up on the general list of messages that you get when you initially enter SVCNet.

Message: Tab down to Message and write your message. Then press F9 to send it! That is all there is to it writing and sending messages!

File: The "File" line is to send a file from a word processor to someone through e-mail. If you are just starting with e-mail, don 't concern yourself with this for right now. Get comfortable sending and receiving mail. If you do want to send a word processor file to someone, type the path on your computer where your file exists. For example, if you are using Word and have a file named "essay" saved on it, you could type C:\Word\essay in the file box and that essay will be sent to someone else. It opens up many possibilities for the exchange of professional information!

COMMANDS AT BOTTOM OF SCREEN:
F5 List (Files/Users/Groups/Hosts); Shift-F8 Options; F9 Send;
F10 Save; Shift-F10 Retrieve; Tab Next Field/Window;

Explanation of commands:

F5 List: If you don't know who is on the system, press F5. This lists all the users and groups and their ID numbers in alphabetical order. You can use the arrow keys to move down or you can use "N" Name Search to type in a particular person's name to see if they are on the system.

Options: Ignore for now

F9 Send: VERY IMPORTANT! Once you type your message, this is how you send it to someone.

F10 Save: Ignore for now

Retrieve: Ignore for now

Tab: This allows you to switch from window to window: try it!

Printing out messages:
If you want to print a message on your printer, just go into the message, hold down Shift, and press F7. Then press 1 to have it printed out. If you want to have a copy of a message you are sending someone, you have to send the message first before you can print it out.

Remember that in SVCNet, Esc (in the upper left hand corner of the keyboard) will always get you out of an area. This will not be true with Internet!

RECEIVING AND VIEWING MAIL:

(Use ESC to move from viewing mail back to In and Out boxes)

Use your up and down arrow keys to move among your In Box messages, or use your mouse. To get to your Out Box messages, use the Tab key. If you have a message in your In Box press Enter and that message will pop up on your screen. The message will have this format:

From:
To:
Date:
Subject:

Message:

Command keys:
Ctrl-F4 Move to Folder;
1 Next (Read); 2 Delete; 3 Save; 4 Info; 5 Previous; 6 Forward; 7 Reply

You can access the command keys by either pressing the number or the highlighted letter of each command.

Explanation of command keys:

Folders:	Don't worry about folders for now. They are nice to use once you are more familiar with the system and get a great deal of mail.

1 Next & 5 Previous: This is to go to your next message or your previous message. Try it to see what it does.

2 Delete & F1 Undelete: It is important to clean out your mail. This is the garbage can. Delete any message you don't want to keep by pressing #2 or "D". If you change your mind, you can undelete by pressing F1 (Undelete), if you do it before you log off the system.

Save: Ignore this right now.

Info: Ignore this right now.

6 Forward: If you want to send a message you received to someone else you can forward the message. Be careful though. It is nice to have the sender's permission before you forward their mail on to someone else: a matter of confidentiality and privacy.

7 Reply: If you want to reply to someone's message, you can use this instead of starting over with a new message.

** ESC will get you out of any menu or area you don't want to be in.

Periodically, delete mail from ALL your boxes, including sent mail. This helps the network maintain disk space and keeps the computer people happy!

BE SURE TO READ THE APPENDIXES ON NETIQUETTE AND SMILEY'S!

E-MAIL
FINDING THE INTERNET OPTION ON WINDOWS:

Turn on your computer: it should automatically boot up Microsoft Windows or a menu selection that includes Internet. If you see the word "Internet" on your screen, probably by an icon (a little picture), click on the picture with your mouse. If you do not see the word "Internet", don't panic! Follow the steps below to find it.

At the top of the screen will be a horizontal bar that lists the words:

file options window help

First, open the "window" menu choice to find out which box contains the network selection of Internet. You can do this 2 ways:
Either press the ALT key (below shift) and press W or use the mouse to double click, with the left button, on the word "window". When you get a menu that drops down from "window", choose "network options". From the next menu, choose the "Internet" selection. Remember that you can use the mouse or the arrow keys. Now double click with your mouse on the word "Internet" or use the arrow keys to move around the selections in the menu and press Enter when Internet is highlighted.

Now the fun begins!

LOGGING ON TO INTERNET:

The screen will now display the following:

login:

You must type in the initial of your first name and the first 7 letters (or less) of your last name. For example, John Armstrong becomes jarmstro, Bobbi Lemme becomes blemme.

The screen will now display:

password:

You should type in the password given to you by your contact person. Be careful! It is case sensitive: if your password is "SAMPLE" and you type in "sample", it will not accept it. If it is your first time logging on to Internet,

the program will immediately ask for a new password. This will protect you so that every person has their own unique and private password. DON'T FORGET YOUR PASSWORD! Check the appendix on passwords for some excellent information on how to choose a password. Be sure to read this!

Once you have successfully entered your name and password, the program information will scroll up your screen. When it stops, there will be a blinking cursor with a $ sign. Congratulations! You are logged on to Internet! There are many things that you can do at this point. Internet has an incredible amount of information that you can access through a variety of entry points. These include e-mail, gopher, listservs and usenets, ftp (file transfer protocol), the World Wide Web, and much, much more! Let's briefly take a look at what you can do with these entry points:

E-mail	*You can send and receive messages and documents to people anywhere in the world!
Gopher	*This is a system of menus within menus that allows you to explore and find information from a variety of sources. You can then send this information to yourself through e-mail.
listservs & usenets	*These are discussion groups based on specific topics of an incredible variety!
ftp	*This is a method of transfering files and software to your computer from another source. It is a more technical way of getting information.
WWW	*This is the World Wide Web, accessible through Cello or Mosaic. It is a graphical interface that includes pictures and sound. It is a marvelous tool!

If you understand e-mail, listservs, and gopher, you will have access to an incredible wealth and depth of information that could take years to totally explore. If you want to get more information from a less user friendly method, you can master ftp. If your computer network has the capability to access WWW, you will have an incredible amount of fun! So will your

students! The Seattle Public Library has WWW if you are able to commute there. We will touch on all these subjects.

PINE

We will start with Pine, an e-mail program. E-mail allows you to send written messages and even documents to someone else at your site or to anyone else in the world. Anyone who is hooked up to a network that accesses Internet can be reached, if you know their address. There are white and yellow pages available commercially containing Internet addresses of companies, organizations, and people. Check a computer store to find them. You will also run into addresses of different places while on Internet. That is what makes the exploration fun and challenging!

Your particular address will be a combination of your login name, i.e. jarmstro or blemme, attached to a site address. For example, any staff member connected to the CTC Internet hub will have the address:

yourname@ctc.edu

The @ is that funny character above the number 2. All addresses have this basic format. So let's get started with e-mail!

SENDING MESSAGES ON E-MAIL:

At the blinking cursor, following what looks like a $, type the word *pine*. (NOTE: This manual will italicize everything you are to type into the computer.) Now you are in the Pine electronic mail program. The screen will display the following:

?	HELP	- Get help using Pine
C	COMPOSE	- Compose and send a message
I	FOLDER INDEX	- View messages in current folder
L	FOLDER LIST	- Select a folder to view
A	ADDRESS BOOK	- Update address book
S	SETUP	- Configure or update Pine
Q	QUIT	- Exit the Pine program

BOTTOM MENU BAR: (shown horizontally)

?	Help
O	Other Commands
L	List Folders
P	Previous command
N	Next Command
R	RelNotes
K	KBlock

(hit O to get next row of messages)

Q	Quit
I	Index
S	Setup
C	Compose
G	Goto Folder
A	Address Book

At this point, only concern yourself with C,L,Q, and ?.

COMPOSING MAIL (WRITING A MESSAGE):

Press C at the main menu. The screen will display the following:

To :
Cc :
Attchmnt:
Subject:
------Message Text ----------

EXPLANATION OF THE SCREEN:

TO :

Type the e-mail address of the person you are sending the message to. If it is someone at your own site, you only need to type in their name: the system will add the rest of the address. It will be the first initial of their first name combined with the first 7 letters (or less) of their last name for our site. Prodigy and other servers use numbers instead of names before the @.

Cc:

If you want to send a carbon copy of your message to someone else, type in the other person's address here.

Attchmnt:

If you want to send a document from your home directory (the computer you are using), type the pathway here. For example, if you write a report or a paper that you want to share with someone else, send an e-mail message to that person telling them that you are sending a document. Then in the attachment slot, type the document pathway, such as C:\works\report.wps. Be sure to add the file extension! When you send your message, the document will also be sent. You can also specify that the document be sent from your a: or b: drive, if you are using floppy disks. It is nice to be aware of this but don't worry about it at this point!

Subject:

Type a very brief, one or two word, description of your message. The subject description appears with the list of senders in the Folder List Option and is helpful to the receiver when they look at their list of incoming messages.

Message Text:
Type your message! The Pine e-mail program is a little picky about editing. Don't use the delete key! You can check your spelling, using ^T. When you see ^, that means you need to hold down the Ctrl (Control) key below the Shift keys and type the corresponding letter. If you decide that you don't like your message and just want to cancel it, type ^C.

Help!
Type ^G to get into more help messages.

IF YOU KNOW SOMEONE ELSE WHO USES INTERNET, EITHER AT YOUR SITE OR SOMEWHERE ELSE (INCLUDING PRODIGY, AMERICA ON-LINE, ETC.) TRY SENDING THEM A MESSAGE. SEND YOURSELF A MESSAGE!

When you are ready to send your message, type ^X. It will ask you if you indeed want to send it. Just press Enter or Y.

Be careful about what you say in your messages. Once they are sent, they can't be retrieved. If you are writing a "difficult" message and want to review it later, you can postpone (^O) your message for a later time.

Be sure to read the appendix on Netiquette and Smiley's. They both give excellent information regarding proper etiquette on the system and how to have a little fun too!

RECEIVING AND VIEWING MAIL:

Once you know how to send mail, the next step is to receive it. When you're in the first menu (what you first saw when you entered Pine), highlight "L" and press "enter" to get your list of mail. At this point, there will be a split screen. The top screen is for your mail. The bottom screen is for usenet groups. We will discuss them later. For now, we will concentrate on the top screen. Be sure the top screen is highlighted. Press Enter. This will show you what folders you currently have. Just as it is good to file written messages away in a file cabinet or other kind of organizational system, it is important to organize your e-mail messages. You should have the following folders:

INBOX (where all new messages go, and where they stay until you either delete them or put them in a different folder)

SENT-MAIL (a copy of everything you send out is kept here: definitely a folder that you need to clean out once in awhile!)
SAVED-MESSAGES (a folder where you can move messages from your INBOX that you want to keep.)

Use the arrow keys to highlight a desired folder and press "enter" to see a list of messages in that folder. Return to the main menu and repeat the process to look in different folders. You may already have mail in your inbox. At least you should have a message from yourself! Press return when INBOX is highlighted. All new messages will be listed there. To read a particular message, highlight the desired message and press "enter". Read it and decide what you want to do with it. You can either Delete it, Reply to the message sender, Forward the message to someone else (usually only if it is okay with the original sender!), Print it out on your printer (press y, y), Save it to your saved-messages folder or a different folder you have created, or leave it as is.

CREATING FOLDERS

If you want to organize your messages into folders, with your own headings, press s(ave) when you are in a message. The default folder is your "saved messages" folder. If you want to create a different folder, type the name of the folder you want. Press enter. It will tell you that this folder doesn't exist and asks if you want to create a new one. Say yes and it's created!

ADDRESSES TO TRY OUT:

1. Get information on congressional e-mail by sending a request to:

congress@hr.house.gov

2. Send a message to the President of the United States or the Vice-President at:

president@whitehouse.gov

vicepresident@whitehouse.gov

3. The scout-report (a weekly update on Internet)
majordomo@world.std.com
SUBSCRIBE SCOUT-REPORT your first and last name, and e-mail address

ADVANCED POINTERS:

1. You might want to include the ".signature" extension to your address to add a description of yourself to the bottom of your mail when it is sent out. Read the appendix on signatures to see how to do this. When you send messages to listservs, you should delete your signature by backspacing it. Otherwise you will get messages from listservs that they don't understand your signature (their automatic response computer that is).

2. Each subscriber has an e-mail quota. Be aware of your quota as the CTC network hub keeps track of how much space you are using on their network. You can go above your quota for a certain number of days and then the CTC network will start to erase some of your messages.
To find out what your quota is, type at the $: quota -v

USENET NEWSGROUPS

Pine allows you to access either e-mail or usenet news groups. Usenet newsgroups are a method to participate in interesting discussion groups with people anywhere in the world on a tremendous variety of topics. The messages for the usenet group that you join are not found through your e-mail. This helps keep your e-mail clear! You access different usenets through a usenet reader. You go and read the messages and then you leave again.

HOW TO SUBSCRIBE

Subscribing to a usenet group is quite simple. Get into Pine and choose L (folder list) from the main menu. There is a split screen when you open up your files. The top screen contains a list of all your e-mail folders. The bottom screen contains a list of all usenet groups. Tab down to the bottom screen. The following commands at the bottom will help you:

A	to add a new group
D	to unsubscribe from a news group
Enter	to look at the news groups you have joined

Try adding a news group: press A. At this point you can try typing in the address of a group you have seen referenced on Internet. Otherwise, press Control T (^T) to see the list of groups available to you. There are quite a few! Many of them don't seem relevant to the field of education, but there are a few gems. Try subscribing to one, such as:

alt.education.distance
alt.internet.services
bit.listserv.literary
comp.internet.net-happenings

You can type one of these addresses in after pressing A to Add or click on a group in the main list and press Enter. You can always unsubscribe by pressing D when the name of the list is highlighted. These messages that you can now read are separate from your e-mail account and do not affect your e-mail quota!

The mail can get quite heavy. Try a group out and see if it is worth it... It is simple to subscribe and unsubscribe from them! You can forward usenet group messages to other people through e-mail. But, be careful! It is considered inappropriate to send messages to people outside the group.

While in the usenet group mail, you can Delete (D) just as you do in e-mail. Mail will periodically be deleted from your newsreader. If you want to save a message, follow the same proceduare as with e-mail: type "S" and then save to "saved messages" folder or create a folder of your own. The folders are found in e-mail so you save usenet messages to your e-mail folders. Go into e-mail (the top split screen) to get your saved usenet messages. Usenet groups also tend to come and go, so don't be surprised if you can't find one!

For an excellent listing of educational discussion usenet groups, do an anonymous ftp to:

Directory: nic.umass.edu
Path: pub/ednet/edusenet.gde

Review the section on ftp if you don't know how to do this.

LISTSERVS

Listservs are similar to Usenet newsgroups. Listserv messages are found through e-mail. They can be a little tricky to understand. We will deal with listservs that might be helpful for higher education professionals. Please try them if you are interested. Who knows? You might end up with an e-mail pen pal! Be sure to try one out for awhile to see what kind of mail is generated. I joined one on gardening and had over 100 messages to go through after 4 days! I decided to unsubscribe from that one!

To join a listserv, send a message via e-mail to the listserv. A few addresses follow. In the body of the message (skip the subject line), you type in one of the following commands and send it in to the listserv.

1. *Lists*: This will tell the listserv to send you all the discussion groups you can join, by topic, at that particular listserv.

Send this message!

2. *Info*: to request more information or a description of a particular list. Send a message to the same address and type *info (name of list)* in the message body.

3. *Subscribe* (name of list) your name or your e-mail address.

Some listservs want your first and last name after the name of the list; some want your e-mail address. Be sure to check which one they want. If you make a mistake, you will be notified of an error and usually told what you need to do.

PRACTICE TIME!

Let's try an example. Get into Pine and select C, to compose and send a message. Below is the address for one listserv:

listserv@alpha.acast.nova.edu

Type this in at the "To:" prompt. In the message area type:

lists

and mail it (^X). You will receive a message, sometimes instantly, with a whole page of different discussion groups listed. Print this (*y,y*) and decide which list you would like to join. One that looks interesting is:

AEDNET, a discussion group for adult education

You decide to subscribe to AEDNET. Send your next e-mail message to the same address. In the message area, type:

SUBSCRIBE AEDNET your name (first and last, not e-mail address)

Send it! (Control X)

Soon you should get a message back indicating that you are now subscribed. Some lists ask for confirmation from you by replying and saying "ok" in the message area. Now sit back and see what kind of mail you get. If it is interesting, respond back!

To get a more detailed list of listserv commands, send a message to:

listserv@bitnic.cren.net
and type *help* in the message body. They will send you a current list of commands used with listservs.

THE 3 TYPES OF LISTSERV ADDRESSES:

When you send a message in response to what someone says, be **very aware** of the three ways to send mail.

1. Sending mail to the listserv: This is for people signing up, unsubscribing or getting information concerning the listserv. The managers of the listserv **do not** appreciate receiving mail that should have gone to the discussion group!

2. Sending mail to your discussion group as a whole, (i.e. aednet@alpha.acast.nova.edu:) These addresses send your message to everyone in the discussion group. This is okay, depending on the topic, but be aware that it is sent out to everyone. At first, it's usually good to send a letter of introduction to everyone in the group, telling them about yourself. After that, reply to individual addresses, not the aednet@alpha.acast.nova.edu address! It clutters up a discussion group when everyone responds to everyone else's mail and everyone gets to read it! Be selective in what you send to the group. **Respond to individuals when it is more appropriate.** It is very irritating to find your e-mail inbox filled with messages that were intended for other people, not your whole discussion group.

3. Sending mail to an individual in the group: Each subscriber's address is listed in the FROM: category on your e-mail message. Please be considerate of the group and send messages to individuals!

UNSUBSCRIBING

If the discussion group messages look like something that will only clutter up your mailbox, unsubscribe! To unsubscribe, send a message to the original subscription address (such as listserv@alpha.acast.nova.edu in the previous example) and in the message body, type:

unsubscribe aednet your name

Some listservs use the words "signoff" to unsubscribe from a list. This should get you going.

BITNET ADDRESSES:

Sometimes you run across listservs that have the extension "bitnet" at the very end. You have to treat these differently. When you send a message to a listserv to get a copy of their list, you need to attach a gateway address (don't ask me why...). For example, an address we originally had for a listserv was:

listserv@suvm.bitnet

When we sent mail there, it was consistently returned as "unsendable" (bounced back). Then we found out that we needed to attach it to a gateway to send it. So any bitnet address needs to be sent this way:

Replace the @ with % (percent sign) and at the end, attach @uwavm.u.washington.edu

So, the new address became:

listserv%suvm.bitnet@uwavm.u.washington.edu

When we received their list, we noticed that they also have an Internet address, which is much easier to use!

SOME LISTSERVS TO TRY!

(Be sure to watch the difference between l's and 1's; u's and v's)

1. Learning Styles Theory and Research
   listserv@sjuvm.stjohns.edu
   SUBSCRIBE EDSTYLE

2. Discussion of legal and feminist issues
   listserv@suvm.acs.syr.edu
   SUBSCRIBE FEMJUR

3. Students and Teachers Discussing Philosophy of Education
   listserv@suvm.acs.syr.edu
   SUBSCRIBE PHILOSED

4. Secretary of Education Satellite Town Meetings
   SATL-CON-REQUEST@suvm.acs.syr.edu
   SUBSCRIBE SATL-CON

5. Gopher jewels! (Guess what section is next....)
   listproc@einet.net
   SUBSCRIBE GOPHERJEWELS your first & last name

6. Global Classroom
   listserv@cunyvm.cuny.edu
   SUBSCRIBE GC-L your name

7. Alternative Approaches to Learning (emphasizing disabilities)
   listserv@sjuvm.stjohns.edu
   SUBSCRIBE ALTLEARN

8. Literacy listserv for instructors and adult learners
   listserv@nysernet.org
   Adult literacy issues:
   SUBSCRIBE LITERACY your name
   Adult learners/penpals:
   SUBSCRIBE LEARNER your name

9. Educational Potential of the Internet
   listserv@nic.umass.edu
      SUBSCRIBE EDNET

10. Teachers of English as a Second Language
   listserv@cunyvm.cuny.edu
      SUBSCRIBE TESL-L
   There are also special groups within Tesl-l which you will find out about when they send you your notification

11. National Literacy Alliance public policy list
   majordomo@world.std.com
      SUBSCRIBE NLA your e-mail address

12. Adult Numeracy Practitioners Network (ABE GED math)
   majordomo@world.std.com
      SUBSCRIBE NUMERACY your e-mail address

13. Vocserve - communication forum for implementing integrated academic and vocational curriculum
   listserv@cmsa.berkeley.edu
      SUBSCRIBE VOCSERV your name

14. Teachers in prison programs
   listserv@dartcmsl.bitnet
      SUBSCRIBE PRISON-L

15. Electronic network for Continuing Education
   listserv@yorkvm1.bitnet
      SUBSCRIBE CREAD

16. Employment training & literacy
   listserv@psuvm.bitnet
      SUBSCRIBE TECHED-L

17. Behavior problems with children
   listserv@asuacad.bitnet
      SUBSCRIBE BEHAVIOR your name

18. Environmental issues discussion group
listserv@uvbm.bitnet
SUBSCRIBE BIOSPH-1 your name

19. Early childhood education
listserv@maine.edu
SUBSCRIBE ECEOL-L your name

20. Kidcafe: for children ages 10 - 15
listserv@vm1.nodak.edu
SUBSCRIBE KIDCAFE

21. Kidproj: for K-12 educators
listserv@vm1.nodak.edu
SUBSCRIBE KIDPROJ

22. Kidsnet for K-12 educators
kidsnet-request@vms.cis.pitt.edu
SUBSCRIBE KIDSNET

23. For and about handicapped people
listserv@ndsuvm1.bitnet
SUBSCRIBE L-HCAP your name

24. Where new listservs are announced
listserv@unb.ca
SUBSCRIBE NEW-LIST your name

E-ZINES

If you would like to subscribe to an electronic magazine, try out one of the following:

1. A magazine for deaf people
   listproc@clark.net
   SUBSCRIBE DEAF your first and last name

2. A Seattle-based computer information magazine
   list@computerwave.com
   SUBSCRIBE COMPUTERWAVE

3. A publication on children's literature
   kidsbooks-request@armory.com
   SEND KIDSBOOKS your e-mail address

You can also obtain a list of e-zines available on Internet by:

ftp ftp.etext.org: /pub/Zines/e-zine-list

or: gopher.etext.org: Zines/e-zine-list

But we'll get to those later...

GOPHER

Gopher is a wonderful navigating tool. It helps categorize and systematize information. It is a system of menus within menus nested within even more menus, each with a tremendous wealth of information. The extent of the material available can be staggering. But it is well worth the effort!

The easy thing about Gopher is that you can send any document you find to your computer station through e-mail. I usually explore around, find interesting documents, and mail them to my e-mail address. Then I get out of Gopher, get back into Pine, view the documents, and print out any that I want to have a hard copy of. If you only master e-mail and gopher, you will have plenty to keep you busy for awhile!

STARTING TO GOPHER:

Log on to Internet. When you are at the blinking cursor (where you typed *pine*), type in *gopher*. A gopher menu will appear. Currently the menu displays the following:

---

1. New menu items
2. About Gopher
3. CTC INFORMATION
4. Education resources: Software, Searches, Newsgroups
5. Ftp-Archie-Servers
6. Information by Subject
7. Internet Hunt
8. Internet/Gopher Information and Guides
9. Libraries
10. News and Electronic Books
11. Other Gophers and Information Servers
12. gophertest

Press ? for Help, q to Quit

This listing is a menu of topics and other menus. Take some time and see what they have to offer. Definitely look at the CTC menu, as it has the most

current information on our system. These menus can change over time. Be sure to press ? to get into Gopher help statements.
Explore, explore, explore!

AN EXAMPLE:

If you are an Even Start site that deals with parents or have students interested in parenting issues, look here to find information:

*Libraries
*testing information from ERIC
*essays, bibliographies and resources
*of interest to parents
(select topic of interest)

When you are in a document, you can do the following commands:

m	Mail a document to your Internet e-mail address
u	moves you up to the previous menu
Enter	moves you down within menus
q	quits gopher
spacebar	moves you down a page in your document
?	help statements

WHAT TO DO IF YOU GET STUCK!

At top of your screen, in the Windows menu, you will find the selection: Trouble. Sometimes you may try to gopher somewhere and the connection just seems to get hung up. The screen says it is trying to connect and it never does anything. If this happens, click on the "Trouble" item listed in the Windows menu at the top of the screen. You can "Break" to just break the connection and if this doesn't work, "Disconnect". You will have to start over by logging in your name and password again, but at least you will be back on-line.

SENDING DOCUMENTS TO YOUR E-MAIL ADDRESS:

When you find something that you would like to have a copy of, type "m" when you are in the document. A wirdow for your your Internet e-mail address will appear. Once you type your e-mail address here, it will automatically appear each time you send a document to e-mail, until you log out. So after the first time, just type "m", yes, and go on to the next documert.

QUITTING GOPHER

When you are done gophering, type "q" to quit. You should be back at the blinking cursor. Type in "pine" and check your mail! To get an idea of how big a document is (good to know before you start printing books, which are on Internet!), a page of text is about 4,000 bytes. Anything with a "K" (for kilobyte) after the number is large! Also check the upper right hand corner above your document. There will be a percentage listed there. If it shows a low percentage you know you have a large document!

OTHER GOPHER SITES:

In addition to the gopher menu that you get when you type *gopher* at the blinking cursor, there are many other gopher sites! The information available here is mind boggling! Here are a few gopher sites you might try. Get a copy of Scott Yanoff's Internet Connections (look at item number 12 below) for a very up-to-date listing of gopher sites and other locations.

1. The Library of Congress offers free on-line lessons (25 of them) on gopher. To reach them you type, at the blinking cursor:

gopher marvel.loc.gov
select: *About LC Marvel
*Facts About Gopher
*Let's Go Gopherin'

Each * designates a different menu nested within the menu above it.

There are many other interesting things to find in the Library of Congress. Explore!!! Once you find something interesting in Gopher, be careful to document how you got there, or else you may not remember how to get back there at a later date. To do this, backtrack out (using "u"), writing down all the menu topics you selected to get there, in a "tree" format, like we did on the example above.

2. United States House of Representatives:
   gopher gopher.house.gov

3. Online Career Center (job and resume listings, career counseling, etc.)
   Employers pay a fee to advertise openings but potential employees can post their resumes free of charge, or search resumes free of charge

   gopher msen.com
   The Online Career Center

4. Goddard Space Flight Center's gopher:
   gopher.gsfc.nasa.gov 1

5. NASA space images:
   gopher explorer.arc.nasa.gov

6. Kevin's Prairie Dog Town
   gopher skynet.usask.ca

7. Unique pointers and interesting sites on Internet: Dern's News and Views
   gopher internet.com

8. Reference materials (dictionaries, fact books, encyclopedias, government statistics, directories of area codes, zip codes, etc.)
   gopher sol.solinet.net
   choose On-Line Ready Reference

9. If you want to read a book or magazine electronically (e-text or e-journal), try:
   gopher etext.archive.umich.edu

Or try:

10. Online Book Initiative (OBI)
    gopher world.std.com
    choose: OBI The Online Book Initiative

Or:

11. Wiretap Book Collection
    gopher wiretap.spies.com
    choose: Wiretap Online Library

12. An excellent overall gopher of assorted information:
    gopher gopher.well.sf.ca.us

Try: *Internet bound
*Scott Yanoff's Special Interest Connections
* The Yanoff List (look at this!)
*Education, Teaching and Learning
*U.S. Dept. of Education
*School-to-Work, Voc. & Adult Ed.
*School to Work opportunities & adult education

OR: *Space, Astronomy
*NASA Headline News

OR: *Gopher Jewels
*Search Gopher Jewels by key words(s):
(try women or another subject area)

13. Environmental issues
    gopher envirolink.org

14. Educational: ERIC
    gopher ericir.syr.edu

15. Bellevue Public Schools:
    gopher belnet.bellevue.k12.wa.us

16. Fred Hutchinson Research Center:
    gopher gopher.fhcrc.org

17. Puget Sound Green Gopher:
gopher pegun.futureinfo.com

18. Seattle Pacific University:
gopher gopher.spu.edu

19. Seattle USA:
gopher gopher.seattle.wa.us

20. Washington State University:
gopher serval.net.wsu.edu

21. National Cancer Institute- English And Spanish available!
cancernet@icicb.nci.nih.gov
type: *help* in message text for current list of info
type: *spanish* for current list in spanish

22. For children, ages 10 - 15: Kidlink
gopher kids.ccit.dug.edu 70 (that's a zero)

23. Instructional development: teaching tips
gopher ids.cwis.uci.edu 7029 (that's a zero)

24. Deaf education resources
gopher shiva.educ.kent.edu
Quick link to KSU deaf ed. resource archives

25. A gopher site for adult basic educators
gopher nelrc.umeedu.maine.edu

26. For further information: InterNIC (Internet Network Information Center) Info Guide:
gopher is.internic.net

ADVANCED INFORMATION:

If you would like to put a bookmark at a particular gopher site that will enable you to return to that site, you can type the following:

a adds the item that the ---> is pointing at to your booklist
A adds the current directory to your booklist
v views your booklist
d deletes a bookmark

Try it out!

Also, there are gopher workshop lessons available through e-mail. To get a list of them, send an e-mail message to:

ror@netcom.com
Message: *help*

This should send you an index of the files that you can send off for.

FILE TRANSFER PROTOCOL (FTP)
WINSOCK program: WS_FTP

Ftp is a method of retrieving files from different sources. It is less user friendly than Gopher. If you don't have an FTP program such as WS_FTP, we highly recommend getting one! Otherwise you have to deal with Unix, a DOS-like set of commands, which is very cumbersome and difficult to use. To get a free and legal copy of WS_FTP, read this section first to learn how to retrieve it and then get yourself a copy!

Address: ftp ftp.usma.edu
Path: /pub/msdos/winsock.files

GETTING STARTED

WS-FTP menu:
Click on the FTP icon on your windows network options screen and an FTP program will pop up. It will have the following information on it:

Local System: your computer
Remote System: the address you will be going to

There will be a column of "buttons" for the local and remote systems.

At the bottom will be some menu options:
Connect, Cancel, LogWnd, Help, Options, About, and Exit
(The help statements can be useful but sometimes technical)

If you click on "Connect" another screen will pop up:

Session Profile menu: (this may be the first screen that you saw)

Profile Name: Click on the arrow down button on the side to choose from a list of various addresses you can FTP to. You can also type FTP addresses in that you want to explore .

Host Name: Type in an FTP address if there is a specific one you want to go to. We're not sure what the difference is between a profile and a host name.

Click the following box: Anonymous Login
Be sure that the User ID: specifies anonymous
and that the Password: specifies your e-mail address

When you log on to a FTP site, you need to type "anonymous" at the login prompt and your e-mail address or "guest" at the password prompt. The site will usually tell you what they want for the password prompt. WS_FTP automatically does this for you if you click the above box!

When you access a FTP site, always look for:
PUB directories (for the public)
README files
INDEX
These files provide a great deal of information.

When you connect to a site, there will be a split screen on the remote system side of the screen. The top screen has the directories. The bottom screen has the files that reside in that directory. Scroll through the options using the up and down arrow keys on the side.
Double click on a directory and you will get a listing of the files in that directory on the split screen on the bottom. Double click on a TXT file and it will be sent to you. If a file appears on the left side of the screen, it is on your hard drive. Delete (with the delete button on the left column of commands) if you want to take it off again.

Remote system : right side

To see the file:	(if it is not a long one) click the button on the right ONCE that says View.
To exit View:	File/Exit (in the top Windows menu bar) with the mouse.
To transfer a file:	Click the file twice, this transfers it over to the left side on to your hard drive.

Top horizontal Windows menu bar

To print the file:	File/Print
To save the file:	Save As (a directory on your home computer)
To exit the file:	File/Exit

TECHNICAL NOTES:

1. FTP is case sensitive! If an address shows ednet and you type EDNET, it won't work!
2. Be careful in clicking once or twice on the mouse buttons. It makes a difference! You can adjust this feature under Options/Program Options/Double Click: "to transfer, to view, or do nothing" when you double click with the mouse.
3. ASCII files are text (with a .txt extension at the end of the file). Binary files are everything else: non-text files, software, word processor files, and zipped files. Generally, you should send files as Binary. You can set this as a default option under Program Options. If you get a file that looks like gibberish, try sending it again as an ascii file. Look at the bottom of your screen. There should be buttons marked ascii and binary. Click the ascii button before sending the file again.

PRACTICE TIME!

We found a reference on Internet to a guide on listserv mailing lists relating to all aspects of education, arranged by subject area. You want to get it:

Address: nic.umass.edu
Path: /pub/ednet/educatrs.lst

1. Enter the FTP program
2. Click on Connect
3. Type the address in the Profile name (it will also put it on the Host Name line)
4. Be sure the Anonymous login and password boxes are checked and that your e-mail address is the password!
5. Press Enter or click on OK
6. It will tell you at the bottom if the transfer was complete.
7. Find the pub (public) directory on the top screen of the remote system window and double click on it
8. Now find the ednet directory and double click
9. Click once on README and then view it (one click on view button) To exit viewing: File/Exit in Windows menu bar
10. Click on educatrs.lst file once.
11. Click on View once to see the file.
12. Oops! It is too big to view. Oh, well. You are now in Notepad. To exit Notepad: File/Exit.
13. It is a good idea to create a directory on your hard drive to put any files you want from FTP. To do this, click on the MkDir button on the left side. Type in what you want your directory to say on your hard drive. You could put in two directories: one as your name, and one as zip (for zipped files) . When you want to save a file on to your hard drive, change the directory (ChgDir) to your newly created directory. Double click on the file and it will suddenly appear on the left side, on your local system, in your new directory.
14. Look around some more. Sometimes you will find other interesting information, especially in the pub directory.

To go back to a previous directory, click on the .. on the top split screen.

EXITING FTP AND FINDING YOUR INFORMATION

When you are done with FTP, exit by clicking on the Exit button in the bottom right hand corner of the screen. Go into a word processor and find your file! Initially it might be on the root of C drive, under FTP_win. When you create your own directory, it will be found under FTP_win. To find the file, you will also have to click on the "List Files of Type:" menu at the bottom and change the extension to: All Files(*.*). This is because the file we saved is not a word processor file. Once you do this, the educatrs.lst should show up on your file names. Click on it to open it up. Then it will tell you that it cannot load conversion files. Say okay, and Open File As:

Select: Text for Windows
Word Processor

Now you have a source of listservs to join! Remember what to do with bitnet addresses!

COMPRESSED AND ZIPPED FILES

Compressed files:

Some files that you encounter may have either a .z or a .zip extension at the end of the file name. If it is a .z, this means that the file is compressed. To be able to read it, you must first "uncompress" it. To do this:

1. Find a file that you would like to have, with a .z extension.
2. Go out to the $ prompt on Internet.
3. Type *uncompress filename*, where the filename is the name of the compressed file. The file with the .z extension will disappear and be replaced by the decompressed version of the file. You should be able to read it now, through a word processor.

Zipped files:

If you have a file with a .zip extension, you must get a copy of a software program such as PKZIP to unzip the file. You can get a free and legal copy of PKZIP at the following FTP location:

Address: nic.umass.edu
Path: /pub/software/pc/utilities/pkz204g.exe

Once you have it, you must save .zip files on your hard drive, in the same directory as the PKZIP program. To unzip you:

1. Exit Windows to C:
2. cd FTP_win
3. cd pkz204g
4. type: Pkz204g.exe
5. When you execute the program, it will unzip any files in the same directory as the unzip program. Then you can go into a word processor, finding your FTP_win directory, your own directory, and then the file, by selecting : List Files of Type: All Files(*.*).

TECHNICAL NOTE:
It might be a good idea to create a directory called "zip" where you could save .zip files when you are using FTP and where your PKUNZIP program also resides. Then again, you might want to avoid .z and .zip until you are more comfortable with Internet or until they create an easier way to access these files!

You can get other software through FTP. Most of it will be public domain software. You use the same process to retrieve it as you did with the PKZIP program. Check on any registration or licensing requirements.

OTHER FTP SITES TO TRY OUT:

1. Washington State Information Exchange (Infox)
   Washington state agency public documents

   Address: olympus.dis.wa gov
   Path: / pub

2. Ednet Guide to Usenet Newsgroups
   Groups concerned with educational topics

   Address: nic.umass.edu
   Path: pub/ednet/edusenet.gde

3. EARTH SCIENCE

Earth Science Resources

A 60 page list of earth-science-related Internet resources

Address: ftp.csn.org
Path: /COGS/ores.txt

4. EDUCATION

Educational Listserv Lists

A guide to mailing lists relating to all aspects of education, arranged by subject area

Address: nic.umass.edu
Path: /pub/ednet/educatrs.lst

5. ENVIRONMENT

Ozone Depletion

FAQs discussing the depletion of the ozone layer, including the Antarctic ozone hole and ultraviolet radiation.

Address: rtfm.mit.edu
Path: /pub/usenet/news.answers/ozone-depletion/*

6. FOOD AND DRINK

Assorted Recipes

Numerous food and drink recipes, including beef jerky, fajitas, vegan recipes, the ultimate mixed drink list, and instructions for a medieval pig feast.

Address: ftp.spies.com
Path: /Library/Article/Food/*

Address: ftp.uu.net
Path: /doc/literary/obi/HM.recipes/TheRecipes
Path: /doc/literary/obi/Recipes
Path: /doc/literary/obi/Usenet.Cookbook

Address: rtfm.mit.edu
Path: /pub/usenet/news.answers/*

7. GEOGRAPHY

CIA World Factbook

The complete text. Detailed information about every country and territory in the world. Includes geographic, climate, economic, and political information.

Address: ucselx.sdsu.edu
Path: /pub/doc/etext/world.txt.Z

8. GOVERNMENT

Internet Sources of Government Information

Sources of U.S. federal government information compiled by Blake Gumprecht.

Address: ftp.nwnet.net
Path: /user-docs/government/gumprecht-guide.txt

9. GOVERNMENT: EXECUTIVE BRANCH

White House Press Releases

Press releases and other information about White House characters.

Address: ftp.spies.com
Path: /Clinton/*

10. HISTORICAL DOCUMENTS

American Historical Documents

Amendments to the Constitution, Annapolis Convention, Articles of Confederation, Bill of Rights, Charlottetown Resolves, the Constitution, Continental Constitution Resolves, Japanese and German Surrenders, Martin Luther King Jr.'s "I have a Dream" speech, Inaugural addresses, the Monroe Doctrine, Rights of Man, treaties and more.

Address: ftp.spies.com
Path: /Gov/US-History/*

11. INTERNET: HELP

Jargon File

Pronunciation, definitions and examples of computer and Internet terms, acronyms and abbreviations. Humorous, but informative. This file is available via many Anonymous FTP from many sites, one of which is listed below. Search for "jargon" with Archie for others.

Address: world.std.com
Path: /obi/Nerd.Humor/webster/jargon

12. INTERNET: RESOURCES

Anonymous FTP Site List

A huge list of Anonymous FTP sites on the Internet.

Address: ftp.shsu.edu
Path: /pub/ftp-list/sites.Z

13. LANGUAGE

Latin Study Guides

Study Guides to Wheelock's Latin, the most widely used introductory Latin textbook in American colleges and universities.

Address: ftp.spies.com
Path: /Library/Articles/Language/latin.stu

14. LIBRARIES

Accessible Library Catalogs & Databases

A large document with detailed instructions on how to access the computerized library systems of many universities around the world.

Address: ftp.unt.edu
Path: /libraries/libraries.txt

15. LITERATURE: COLLECTIONS

Project Gutenberg

Project Gutenberg is planned as a storage- and clearing-house for making books available very cheaply. Much of the work, so far, has focused on classic literature (for which the copyright has expired). They have books by many authors, including Mark Twain, H.G. Wells, and F. Scott Fitzgerald. They also have The Bible, The Book of Mormon, and The Koran in ASCII format ...

Address: info.umd.edu
Path: /info/ReadingRoom/Fiction/*

Address: mrcnext.cso.uiuc.edu
Path: /pub/etext/*

Address: oes.orst.edu
Path: /pub/data/etext/*

16. SPACE

Frequently Asked Questions About Space

Get answers to the most frequently asked questions ... regarding NASA, spaceflight, and astrophysics.

Address: ames.arc.nasa.gov
Path: /pub/SPACE/FAQ

SOURCES:

Most of the entries in this section were reprinted with permission from "The Internet Yellow Pages" by Harley Hahn and Rick Stout, and published by Osborne/McGraw Hill.

THE WORLD WIDE WEB (WWW)

The World Wide Web is a feature that you may not have on your computer system. If you don't, try the Seattle Public Library or local college campuses to see if you can look at it. If you do, play around with it! We have only included a brief guide to WWW. Our manual was not intended to cover this area. But it is a fun one to explore in!

WWW stands for World-Wide Web. Instead of using menus, like Gopher does, it uses hypertext links. When you select highlighted, colored text or symbols on the screen with WWW, you automatically get linked to other information on that topic. You can explore all over the place! The color-coded words that you find in WWW are actually linked to other documents on Internet. For example, if you are reading a document and see a highlighted word that is of interest to you, you can click on that word and it will go to other documents that deal with that subject. WWW is also graphical. There are pictures and sound that you can access if you have the correct set-up and configuration. Contact your local computer contact to see if you can access WWW. It is very slow because it is sending you an incredible amount of text and graphics. It is a lot of fun! Try it out if you can!

To browse WWW, you need a program, such as Mosaic or Cello. At Skagit Valley College, we use Mosaic. (See end of section for addresses to find copies of Mosaic and Cello). It can be found on the Windows network options menu. Click on Mosaic and it will load up. You will see the following menu bar:

File Edit Options Navigate Annotate Starting Points Help

URL: This is a long box where you can type in http addresses. Anything with an http extension is a World Wide Web address.

To the right will be a world globe. When this is rotating, the computer is accessing WWW. Wait until it is finished turning. It takes time!

Commands to use for now:

File	Open URL : Click here to type in a new address
	Exit : to exit Mosaic
	Print : to print a document

Navigate	Back : allows you to back out to a previous address History : this displays the addresses you have explored during your current login
Starting Points:	A list of popular addresses, including any you have saved for future exploration

WEB SITES TO TRY OUT:

1. WHITE HOUSE WWW SITE: *http://www.whitehouse.gov*
   This one is really cool! Take a historical tour of the rooms in the White House, meet the First Family, and much more!

2. NASA INFORMATION:
   http://hypatia.gsfc.nasa.gov/NASA_homepage.html

3. Instructional uses of the World Wide Web
   http: wwwhost.cc.utexas.edu/world/instruction/index.html

4. MathMagic, a K-12 problem solving project
   http: forum.swarthmore.edu/mathmagic

5. Plugged In: bringing computer-based education to children in low-income communities
   http: netmedia.com/ims/pi/PluggedIn/PluggedIn.html

6. EdWeb, an on-line resource guide for K-12 use
   http: 198.187.60.80

7. Gopher Jewels, a catalog of gopher sites searchable by category
   http: galaxy.einet.net/gopher/gopher.html

8. The Awesome List
   http: www.clark.net/pub/journalism/awesome.html

9. The WebCrawler, a way of doing keyword searches on the web
   http: www.biotech.washington.edu/WebQuery.html

10. Xerox PARC Map Viewer, zooms from the globe down to county lines
http: pubweb.parc.xerox.com map

11. Theodore Tugboat's Online Activity Center: for kids and parents
http: www.cochran.com/tt.html

12. The Corporation for Public Broadcasting
http: 198.187.60.80/html/resource.cntnts.html

13. Explorer Home Page - offers pointers to curriculum browsers in math and natural science
http: unite.tisl.ukans.edu xmintro.html

14. U. S. Department of Education educational software depository (most is freeware)
gopher: gopher.ed.gov

15. The Exploratorium (museum in San Francisco)
Try the Science-At-Home program for parents and children!
http: www.exploratorium.edu home_science.html

LIBRARIES ON WWW:

16. Cornell University's Engineering Library
http: www englib.cornell.edu

17. Danish Technical Library (Copenhagen)
http: www.dth.dk

18. North Carolina State's "Webbed Library Without Walls"
http: dewey.lib.ncsu.edu

19. University of California, Santa Cruz
http: www.ucsc.edu library

20. Virginia Tech
http: borg.lib.vt.edu z-borg

21. The National Library of Medicine
http: www nlm nih.gov

22. Or contact the University of Washington for other sites:
http: www lib.washington.edu ~tdowling libweb.html

FOR FURTHER INFORMATION:

To get a copy of the Mosaic browser for Macintosh and Windows, look in this ftp directory:

Address: ftp ftp.ncsa.uiuc.edu
Path: /Mosaic

Another WWW Windows browser we are unfamiliar with, Cello, can be accessed by ftp:

Address: ftp ftp.law.cornell.edu
Path: /pub/LII/Cello/

A more extensive list of browsers can be found at:
http://info.cern.ch/hypertext/WWW/Clients.html

and a list of servers can be found at:
http://info.cern.ch/hypertext/WWW/Daemon/Overview.html

APPLICATIONS

Now that you have had a brief overview of Internet, how can you use it? Hopefully as you have gone through the different elements of Internet, you have seen some applications for your teaching. We will tell you what has inspired us. We see two basic applications of Internet: teacher enrichment and student participation.

Often teachers in adult basic education and English as a second language courses can be isolated from each other. They may teach at night and/or be the only ABE teacher on site. Communication between teachers is often reserved for conferences and informal get togethers. Internet can provide a valuable opportunity to exchange information between ABE instructors. Through listservs and usenet groups, professionals can share information and ask questions of teachers within their state and around the world. The potential of Internet is tremendous for eliminating that sense of isolation from other instructors. As teachers gain an understanding of other educational settings, they can start to see ways in which they can improve their own instruction. As problems arise with students, Internet provides a forum to discuss possible solutions.

Internet can also be a source of information for students. They can read about current events as things happen and develop critical thinking skills as they discuss different trends and opinions. Students are also provided the experience of working with computer technology as a learning tool.

Internet provides an opportunity to break down barriers, both for students and teachers. No one can see the race or handicap of an e-mail sender. Slow learners (and typers!) can take their time creating a message and checking for spelling, before they send it. It also breaks down geographical barriers. A person living on an island, who has a modem and a connection to Internet, can communicate with anyone in the world. It opens up many possibilities!

Applications exist as you, the teacher, make use of them. Start gradually with Internet; learn how to use it, get comfortable with it. The applications will start to reveal themselves to you. If not, here is a review of some of the educational resources we have suggested throughout the manual with related learning skills:

Reading skills: ERIC articles on parenting skills
Unlimited topics of personal interest to individual students in Usenet, WWW, Gopher, and listservs
Reference skills in finding materials
On-line magazines and journals

Writing skills: Messages to the White House and other government officials
Messages to other ABE students
Responding on or off line to opinions/editorial messages found on listservs
Participation in discussion groups on topics of personal interest

Math skills: Tracking and/or charting financial information on Internet, such as the price of stocks: using percent of change and fractions
Tracking and/or charting weather information
Converting Celsius to Fahrenheit
WWW: U.S. Dept. of Education software

Science: space exploration data from NASA (non-technical)
Environmental issues
Health related information
Earth Science resources
WWW: Exploratorium
Computer technology and vocabulary practice

Social Studies: world map skills - finding the location of e-mail penpals on the globe and learning about their state or country
Current events
Tracking political/social issues on news lines

Security of Internet accounts and passwords is an important consideration when working with students. There are two ways to ensure security. The first is to have students type messages on word processors and send their files through e-mail by having the teacher attach the student file to the teacher's message and send it. The student would not see Internet at all.

The second way is to have each student sit with the teacher and observe and pick out the kinds of information that the student is interested in. The teacher could then print a hard copy for him or her to read. A student should never sit with a teacher during the login process. Passwords should be periodically changed to prevent students from accessing your account. Check with your computer people for any further instructions on network security.

For more information on applications, check the following address. It is a listing of 101 success stories from teachers using Internet in a variety of disiplines. It should give you some ideas!

gopher gopher.educom.edu
-101 success stories of info tech.

Or try: gopher gopher.cic.net
Path: other CICNet Projects
*K-12 on the Internet Select Educational Resources
*Classroom Activities & Projects
*How Teachers find Projects
*Ask Dr. Math, Ask Dr. Science, Ask a Geologist
*At-Risk Students

and much, much more! Even though most of the material at the CICNet site is K-12, it may give you ideas and directions to go in.

FURTHER INFORMATION

If after all of this, you still thirst for more information, consider the following sources:

1. Campus support group: some college campuses have created Internet support groups to help each other learn more about Internet. Check to see if one exists at your campus or a location near you.

2. Usenet newsgroup: try news.announce.newusers to find answers to any questions you may have as a "newbie".

3. Gopher: always check your own gopher site Often there is information specific to your address as one of the options on the menu. We have a CTC INFORMATION selection on ours.

4. Reference books: there is a huge selection of books and reference materials at computer stores or bookstores. Be selective. Some are so generic or so technical that they are extremely difficult to get through. Hopefully, such has not been the case with this manual.

5. Internet reference materials: you can get manuals sent to you through Internet. Be careful! Some of them are quite lengthy! One to look for:

Zen and the Art of Internet by Brendam Kehoe
Address: brendan@cs.widener.edu

NorthWestNet, in Bellevue, WA, has a nice collection. To reach them:
Address: ftp ftp.nwnet.net

A. Path: user-docs/netguides/yanoff.txt
*Scott Yanoff's list

B. Path: user-docs/higher-education/educators-lists.txt
*An Educator's Guide to E-mail lists for higher education

C. Path: user-docs/higher-education/dre-list.txt
*Dr. E's Compendium of Electronic Resources for Adult/Distance Learning

D. Path: user-docs/higher-education/highered-guide.txt
*Directory of Higher Education Resources on the Internet

E. Path: user-docs/health/medical.resources.6-1
*Internet Health Sciences Resources

6. The Personal Technology section of the Seattle Times Sunday newspaper can have good sites to try out.

7. FYI on questions and answers to commonly asked "new Internet user" questions: ftp ftp.nisc.sri.com
directory: rfc
filename: rfc1325.txt

8. Gopher jewels: subscribe to this and you will get some interesting gopher sites sent to you!
send e-mail to: *listproc@emet.net*
Subscribe gopherjewels your first & last name

9. The Unofficial Internet Book List: send e-mail to:
savetz@rahul.net and ask for the list

10. Developments: The Newsletter for Washington State's Adult Basic and Literacy Education Programs: sometimes the Technology section has information concerning Internet. Or contact Barbara Wright, the Technology Project Coordinator, at (206) 587-3880 or SCAN 432-3880. She is a valuable source of information.

Remember, being familiar with just e-mail, listservs or usenet newsgroups, and gopher, AND USING THEM, will take you far. Take on only as much as you can fit into your schedule otherwise you will become overwhelmed and not want to do any of it! The Internet can be a useful tool.

Have fun surfing the net!

--*-*-*-*-*-*-*-*-*-*-*-*-*

THE NET
USER GUIDELINES AND NETIQUETTE

By: Arlene H. Rinaldi
Academic/Institutional Support Services
Florida Atlantic University
July, 1994

--*-*-*-*-*-*-*-*-*-*-*-*-*

PREFACE

The formulation of this guide was motivated by a need to develop guidelines for all Internet protocols to ensure that users at Florida Atlantic University realize the Internet capabilities as a resource available, with the provision that they are responsible in how they access or transmit information through the Internet (The Net).

It is assumed that the reader has some familiarization with the terms and protocols that are referenced in this document.

For additions, comments, suggestions and requests for revisions, please send Email to RINALDI@ACC.FAU.EDU.

--*-*-*-*-*-*-*-*-*-*-*-*-*

INTRODUCTION

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for his/her actions in accessing network services.

The "Internet" or "The Net", is not a single network; rather, it is a group of thousands of individual networks which have chosen to allow traffic to pass among them. The traffic sent out to the Internet may actually traverse several different networks before it reaches

its destination. Therefore, users involved in this internetworking must be aware of the load placed on other participating networks.

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the users responsibility to abide by the policies and procedures of these other networks/systems. Remember, the fact that a user *can* perform a particular action does not imply that they *should* take that action.

The use of the network is a privilege, not a right, which may temporarily be revoked at any time for abusive conduct. Such conduct would include, the placing of unlawful information on a system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of "Chain letters," or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.

Permanent revocations can result from disciplinary actions taken by a panel judiciary board called upon to investigate network abuses.

-

ELECTRONIC MAIL AND FILES- USER RESPONSIBILITY

The content and maintenance of a user's electronic mailbox is the users responsibility:

- Check Email daily and remain within your limited disk quota.

- Delete unwanted messages immediately since they take up disk storage.

- Keep messages remaining in your electronic mailbox to a minimum.

- Mail messages can be downloaded or extracted to files then to disks for future reference.

- Never assume that your Email can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind seeing on the evening news.

The content and maintenance of a user's disk storage area is the users responsibility.

- Keep files to a minimum. Files should be downloaded to your personal computer's hard drive or to disks.

- Routinely and frequently virus scan your system, especially when receiving or downloading files from other systems to prevent the spread of a virus.

- Your files may be accessible by persons with system privileges, so do not maintain anything private in your disk storage area.

--*-*-*-*-*-*-*-*-*-*-*-*-*-

TELNET PROTOCOL

- Many telnetable services have documentation files available online (or via ftp). Download and review instructions locally as opposed to tying up ports trying to figure out the system.

- Be courteous to other users wishing to seek information or the institution might revoke Telnet access; remain only on the system long enough to get your information, then exit off of the system.

- Screen captured data or information should be downloaded to your personal computer's hard disk or to disks

--*-*-*-*-*-*-*-*-*-*-*-*-*-*-*

ANONYMOUS FTP - FILE TRANSFER PROTOCOL

- Users should respond to the PASSWORD prompt with their Email address, so if that site chooses, it can track the level of FTP usage. If your Email address causes an error, enter GUEST for the next PASSWORD prompt.

- When possible limit downloads, especially large downloads (1 Meg+), for after normal business hours locally and for the remote ftp host; preferably late in the evening

- Adhere to time restrictions as requested by archive sites. Think in terms of the current time at the site that's being visited, not of local time.

- Copy downloaded files to your personal computer hard drive or disks to remain within disk quota

- When possible, inquiries to Archie should be in mail form

- It's the user's responsibility when downloading programs, to check for copyright or licensing agreements. If the program is beneficial to your use, pay any authors registration fee. If there is any doubt, don't copy it; there have been many occasions on which copyrighted software has found its way into ftp archives. Support for any downloaded

programs should be requested from the originator of the application. Remove unwanted programs from your systems.

--*-*-*-*-*-*-*-*-*-*-*-*-*

ELECTRONIC COMMUNICATIONS
(Email, LISTSERV groups, Mailing lists, and Usenet)

- Keep paragraphs and messages short and to the point.

- Focus on one subject per message and always include a pertinent subject title for the message, that way the user can locate the message quickly.

- Don't use the academic networks for commercial or proprietary work.

- Include your signature at the bottom of Email messages. Your signature footer should include your name, position, affiliation and Internet and/or BITNET addresses and should not exceed more than 4 lines. Optional information could include your address and phone number.

- Capitalize words only to highlight an important point or to distinguish a title or heading. *Asterisks* surrounding a word also can be used to make a stronger point. Capitalizing whole words that are not titles is generally termed as SHOUTING!

- Limit line length and avoid control characters.

- Follow chain of command procedures for corresponding with superiors. For example, don't send a complaint via Email directly to the "top" just because you can.

- Be professional and careful what you say about others. Email is easily forwarded.

- Cite all quotes, references and sources and respect copyright and license agreements.

- It is considered extremely rude to forward personal email to mailing lists or Usenet without the original author's permission.

- Be careful when using sarcasm and humor. Without face to face communications your joke may be viewed as criticism.

- Acronyms can be used to abbreviate when possible, however messages that are filled with acronyms can be confusing and annoying to the reader

Examples: IMHO= in my humble/honest opinion
FYI = for your information
BTW = by the way
Flame = antagonistic criticism

:-) = happy face for humor

--*-*-*-*-*-*-*-*-*-*-*-*

LISTSERVS/MAILING LISTS/ DISCUSSION GROUPS

Some mailing lists have low rates of traffic, others can flood your mailbox with several hundred mail messages per day. Numerous incoming messages from various listservers or mailing lists by multiple users, requires extensive system processing which can tie up valuable resources Subscription to Interest Groups or Discussion Lists should be kept to a minimum and should not exceed what your disk quota can handle, or you for that matter.

- When you join a list, monitor the messages for a few days to get a feel for what common questions are asked, and what topics are deemed off-limits. This is commonly referred to as lurking. When you feel comfortable with the group, then start posting.

- See if there is a FAQ (Frequently Asked Questions) for a group that you are interested in joining. Veteran members get annoyed when they see the same questions every few weeks, or at the start of each semester.

- Follow any and all guidelines that the listowner has posted; the listowner establishes the local "netiquette" standards for her/his list.

- Keep in mind that some discussion lists or Usenet groups have members from many countries. Don't assume that they will understand a reference to TV, movies, pop culture, or current events in your country. If you must use the reference, please explain it.

- Don't join a list just to post inflammatory messages - this upsets most system administrators and you could lose access to the net ("mail bombing").

- Keep your questions and comments relevant to the focus of the discussion group.

- If another person posts a comment or question that is off the subject, do NOT reply to the list and keep the off-subject conversation going publicly.

- When someone posts an off-subject note, and someone else criticizes that posting, you should NOT submit a gratuitous note saying "well, I liked it and lots of people probably did as well and you guys ought to lighten up and not tell us to stick to the subject".

- When going away for more than a week, unsubscribe or suspend mail from any mailing lists or LISTSERV services.

- If you can respond to someone else's question, do so through email. Twenty people answering the same question on a large list can fill your mailbox (and those of everyone else on the list) quickly.

- When quoting another person, edit out whatever isn't directly applicable to your reply. Don't let your mailing or Usenet software automatically quote the entire body of messages you are replying to when it's not necessary. Take the time to edit any quotations down to the minimum necessary to provide context for your reply. Nobody likes reading a long message in quotes for the third or fourth time, only to be followed by a one line response: "Yeah, me too."

- Use discretion when forwarding a long mail message to group addresses or distribution lists. It's preferable to reference the source of a document and provide instructions on how to obtain a copy. If you must post a long message, warn the readers with a statement at the top of the mail message. Example: WARNING: LONG MESSAGE

- If you crosspost messages to multiple groups, include the name of the groups at the top of the mail message with an apology for any duplication.

- Resist the temptation to "flame" others on the list. Remember that these discussions are "public" and meant for constructive exchanges. Treat the others on the list as you would want them to treat you.

- When posting a question to the discussion group, request that responses be directed to you personally. Post a summary or answer to your question to the group.

- When replying to a message posted to a discussion group, check the address to be certain it's going to the intended location (person or group). It can be very embarrassing if they reply incorrectly and post a personal message to the entire discussion group that was intended for an individual.

- When signing up for a group it is important to save your subscription confirmation letter for reference. That way if you go on vacation you will have the subscription address for suspending mail.

- Use your own personal Email account, don't subscribe using a shared office account

- Occasionally subscribers to the list who are not familiar with proper netiquette will submit requests to SUBSCRIBE or UNSUBSCRIBE directly to the list itself. Be tolerant of this activity, and possibly provide some useful advice as oppo sed to being critical.

- Other people on the list are not interested in your desire to be added or deleted. Any requests regarding administrative tasks such as being added or removed from a list should be made to the appropriate area, not the list itself. Mail for these types of requests should be sent to the following respectively:

LISTSERV GROUPS- LISTSERV@host

MAILING LISTS - listname-REQUEST@host
or listname-OWNER@host

For either Mailing Lists or LISTSERV groups, to subscribe or unsubscribe, in the body of the message include:

SUBSCRIBE listname yourfirstname yourlastname
(To be added to the subscription)
or
UNSUBSCRIBE listname
(To be removed from the subscription)

--*-*-*-*-*-*-*-*-*-*-*-*-*

THE TEN COMMANDMENTS FOR COMPUTER ETHICS
from the Computer Ethics Institute

1. Thou shalt not use a computer to harm other people.
2. Thou shalt not interfere with other people's computer work.
3. Thou shalt not snoop around in other people's files.
4. Thou shalt not use a computer to steal.
5. Thou shalt not use a computer to bear false witness.
6. Thou shalt not use or copy software for which you have not paid.
7. Thou shalt not use other people's computer resources without authorization.
8. Thou shalt not appropriate other people's intellectual output.
9. Thou shalt think about the social consequences of the program you write.
10. Thou shalt use a computer in ways that show consideration and respect.

--*-*-*-*-*-*-*-*-*-*-*-*-*

SMILEYS

If you haven't already encountered the little "sideways smiley faces" that frequently punctuate sentences in cyberspace, you will soon :-) The preceding symbol is only the most popular example of what have come to be known as "emoticons".

emoticon: /ee-moh'ti-kon/ n. An ASCII glyph used to indicate an emotional state in email or news. Although originally intended mostly as jokes, emoticons (or some other explicit humor indication) are virtually required under certain circumstances in high-volume text-only communication forums such as USENET; the lack of verbal and visual cues can otherwise cause what were intended to be humorous, sarcastic, ironic, or otherwise non-100% serious comments to be badly misinterpreted (not always even by newbies), resulting in arguments and flame wars.

- Originally from: maart@cs.vu.nl (Maarten Litmaath)
  Organization: V.U. Informatica, Amsterdam, the Netherlands

Emoticons help us to compensate for the lack of body language which is inevitable in a text-based communications medium. Communication can be extremely frustrating on the Internet when we are "talking" to people we've never seen and for whom we have no visual image. We don't know if our readers have a sense of humor, and they are equally ignorant of our communications patterns. Emoticons help bridge the gap and allow us to be a bit more comfortable about bending our natural verbal patterns to fit this virtual world.

Hundreds of emoticons have been proposed, but only a few are in common use. These include:

-o	Wow!	-c	Real unhappy
-|	Grim	-C	Just totally unbelieving
:-|	Baboon	:-B	Drooling
-v	Speaking	-.	Smirk
-V	Shout	-|	Anger
-w	Speak with forked tongue	-)	Smiling
-r	Sticking tongue out	-(	Frowning
-*	Oops!	'-)	Wink
-I	Keeping a straight face	.-)	Sardonic Incredulity

:-D Said with a smile

%-<I> Drunk with laughter

:-x Kiss kiss

:-" Pursing lips

:-[Pouting

:-# My lips are sealed

:-X A big wet kiss!

:-P Tongue hanging out in anticipation

:-Y A quiet aside

8-| Eyes wide with surprise

>-< Absolutely livid!!

&-| Tearful

|-| "Good Grief!" (Charlie Brown?)

:-| "Thish wine tashted pretty good"

8-| "wow, maaan"

8-O "Omigod!!" (done after "rm -rf *" ?)

:-, "Hmmmm."

:-("Someone just busted my nose".

:-D "Great! I like it!"

B-D "Serves you right, dummy!!"

Obviously, some people are happy spending their days (and probably nights too) creating an ever more complex array of emoticon characters. Here are more examples from Per Gotterup (edited slightly for space reasons):

The Unofficial Smiley Dictionary

-) Your basic smiley. This smilie is used to inflect a sarcastic or joking statement since we can't hear voice inflection over Unix

,-) Winky smiley. User just made a flirtatious and/or sarcastic remark More of a "don't hit me for what I just said" smiley

-(Frowning smiley. User did not like that last statement or is upset or depressed about something

-I Indifferent smiley. Better than a Frowning smilie but not quite as

good as a happy smiley
:-> User just made a really biting sarcastic remark. Worse than a :-)
>:-> User just made a really devilish remark.
>,-> Winky and devil combined. A very lewd remark was just made.

Those are the basic ones...Here are some somewhat less common ones:

(-: User is left handed
%-) User has been staring at a green screen for 15 hours straight
:*) User is drunk
[:] User is a robot
8-) User is wearing sunglasses
B:-) Sunglasses on head
::-) User wears normal glasses
B-) User wears horn-rimmed glasses
:-{) User has a mustache
:-{{ User wears lipstick
{:-) User wears a toupee
{:-(Toupee in an updraft
-[User is a Vampire
:-E Bucktoothed vampire
:-F Bucktoothed vampire with one tooth missing
:-7 User just made a wry statement
:-* User just ate something sour
:-(User is crying
:-) User is so happy, s/he is crying
:-@ User is screaming
:-# User wears braces
:^) User has a broken nose
:<) User is from an Ivy League School
:-& User is tongue tied
+-:-) User is the Pope or holds some other religious office
:-) User shaved one of his eyebrows off this morning
.:-) Same thing...other side
|-I User is asleep
|-O User is yawning/snoring
:-Q User is a smoker
:-? User smokes a pipe
O-) Megaton Man On Patrol! (or else, user is a scuba diver)
O :-) User is an angel (at heart, at least)
:-P Nyahhhh!
:-S User just made an incoherent statement
:-D User is laughing (at you!)
:-X User's lips are sealed
:-(User is really bummed

:-/ User is skeptical
C=:-) User is a chef
@= User is pro-nuclear war
*<:-) User is wearing a Santa Claus Hat
:-o Uh oh!
(8-o It's Mr. Bill!
*:o) And Bozo the Clown!
3:] Pet smiley
3:[Mean Pet smiley
d8= Your pet beaver is wearing goggles and a hard hat
E-:-) User is a Ham radio operator
:-9 User is licking his/her lips
%-6 User is braindead
[:-) User is wearing a walkman
(:I User is an egghead
<:-I User is a dunce
K:P User is a little kid with a propeller beenie
@:-) User is wearing a turban
:-0 No Yelling! (Quiet Lab)
:-: Mutant Smiley
The invisible smiley
.-) User only has one eye
,-) Ditto...but he's winking
X-(User just died
C=|-;*|O) Mega-Smiley... A drunk, devilish chef with a toupee in an updraft, a mustache, and a double chin

--

Per Gotterup	"The most merciful thing in the
Student, DIKU (Inst. of Comp. Sci.)	world, I think, is the inability
University of Copenhagen, Denmark	of the human mind to correlate all
Internet: ballerup@freja.diku.dk	its contents " - H.P. Lovecraft -

Tips for Choosing a Secure Password

Password security on Unix is a shared responsibility. A password compromised on a single user's account can jeopardize system security for all other users on the server and potentially remote network sites as well. As a result, we rely on every user to take password security seriously

The text that you enter for your password is encoded and stored on Unix via a one-way encryption algorithm. It is impossible for anyone to decrypt or "look up" your password. However, programs exist which can rapidly encrypt thousands of commonly used passwords - such as dictionary entries - checking for an encryption which matches your own.

Running "password cracking" programs is a serious security offense on the CTC Internet server, and may be subject to legal action here and at other institutions. Unfortunately, however, these programs are relatively easy to obtain and difficult to trace. The best protection is to be aware of the criteria used by these programs, and to carefully follow the guidelines below. Unfortunately, the negative precautions far outnumber the positive, so be sure to read the final section offering examples of secure passwords.

If you have any questions regarding password security, please don't hesitate to contact Chris Rice (crice@ctc.ctc.edu) or Elaine Madison(emadison@ctc.ctc.edu) directly at 881-4400.

General Password Guidelines

1) Never share your password with anyone - including family, friends, or colleagues. Although this may sound draconian, there are at least 3 justifications:

   A) Sharing of accounts is not permitted on the CTC Internet Server.
   B) The responsibility to protect your password cannot be shared or transferred to anyone else.
   C) By sharing your password with a confidant, you create the potential that sanctions may be brought against him/her for violating rule (A)

2) Never write down your password

3) Periodically change your password.

4) Never use a password suggested by someone else, either in person, by phone, or through electronic mail.

5) Do not use any specific sample password listed in this memo.

What to Avoid When Choosing a Passwor l

---

1) Do not choose any proper name, nickname, or part of a name.

2) Do not use an unbroken sequence of numbers, such as "3840183".

3) Do not use any single word in the dictionary as the basis for your password. All of the following are easily "guessed" by password cracking programs:

A) Syntactic variant of a word:

answer --> answered, answering, answers

B) Adding digits, blank spaces, mixed case, or other "characters" to a word:

gre l 23en hel l.o s aNdr&A

C) Reversing, "reflecting", or doubling a word:

yadiloh fredderf samesame

D) Stripping vowels from a word:

Mississippi --> mssssppp

E) Substituting digits or char icters for letters they resemble:

a --> 2 or 4 i or l --> 1
e --> 3 o --> 0
h --> 4 s --> $

Tips on Choosing a More Secure Password

---

1) Select a password that is 6-10 characters long.

2) Combine more than one (unrelated) word or name to form the basis of your password and then add a number:

salt2try, tan_7west, nocando8

3) Select meaningless words which are "easy" to remember:

1formdot, tarwindo5

4) Distort spelling of real words:

2pattirn, syturn5, doarmat3

INTERNET CONTACTS BY COLLEGE----------

Each college has an Internet contact to request accounts, help users learn Internet functions and do basic troubleshooting. The contacts are listed here by college.

Bates	Tom George
Bellevue	Gary Mahn
Clover Park	Dorothy Joyce
Columbia Basin	Leon Lanthier
Edmonds	Jennis Bapst
Everett	George Biehl
	Suanne Streby
Green River	Vickie Booth
Grays Harbor	Stan Horton
Highline	Ron Baker
Olympic	Charlie McWhorter
Peninsula	Paula Doherty
Pierce	Barry Boyer
	Deb Gilchrist
Renton	Peggy Robinson
	Kay Harb
Seattle District	Robin Schuy
	John Bailey
Shoreline	Julian Anderson
	Francis Clowers (Training only)
Skagit	Jim McCleery
Spokane C. C.	Jo Lynn Sherman
Spokane District	Mark Hall
Spokane Falls	Mary Patton
	Kathy Powell
Walla Walla	Andre Carter

GLOSSARY OF TERMS FOR INTERNET RESOURCES

ANONYMOUS FTP: File Transfer Protocol is the procedure of connecting to a remote computer, as an anonymous or guest user, in order to transfer public files back to your local computer. (See also: FTP and PROTOCOLS)

ARCHIE: A system by which information on the Internet is automatically gathered, indexed and served. The initial implementations of Archie in 1991 gathered only directory and file listings of all the anonymous FTP sites on the net. Newer versions provide other collections of information.

BITNET: A cooperative computer network interconnecting over 2,300 academic and research institutions in 32 countries. Originally based on IBM's RSCS networking protocol, BITNET supports mail, mailing lists, and file transfer. Now merging with CSNET and running the RSCS protocol over TCP/IP protocol (BITNET II), the network will be called Computer Research and Education Network (CREN).

CREN: Computer Research and Education Network is the new name for the merged computer networks, BITNET and Computer Science Network (CSNET). It supports electronic mail and file transfer.

CYBERSPACE: A term coined by William Gibson in his fantasy novel *Neuromancer* to describe the "world" of computers, and the society that gathers around them.

DOMAIN: A group of machines on the network. The domain lets you know what type of organization is being represented. Some important domains are: .com (commercial), .edu (educational), .net (network operations), .gov (government), .mil (military) and .org (organization).

DOMAIN NAME: A domain name consists of a sequence of names separated by dots (periods), as in aol.com or whitehouse.gov.

DOMAIN NAME SYSTEM (DNS): The Internet naming scheme which consists of a hierarchical sequence of names, from the most specific to the most general (left to right), separated by dots, for example nic.ddn.mil. Sometimes also called a name server, this is a general-purpose data-query service. It's used principally to look up host IP addresses by host names.
(See also: IP ADDRESS)

DOWNLOADING: The electronic transfer of information from one computer to another, generally from a larger computer to a smaller one, such as a microcomputer.

ELECTRONIC BULLETIN BOARD: A shared file where users can enter information for other users to read or download. Many bulletin boards are set up according to general topics and are accessible throughout a network.

FINGER: This type of program displays information about a particular user or all users logged onto a local or remote system. Typically, Finger shows the full name, last log-on time, idle time, terminal location and line; it may also show plan and project files left by the user. These files allow you to specify textual information that users wish to present to the world, such as who they are and what they are working on.

FLAME: A strong opinion and/or criticism of something, usually as a frank inflammatory statement, in an electronic mail message.

FTP: File Transfer Protocol allows a user to transfer files electronically from remote computers back to the user's computer. FTP is the name of the program you invoke to handle the transfer. Part of the TCP/IP/TELNET software suite.

FREENET: Community-based bulletin board system funded and operated by individuals and volunteers.

GATEWAY: A gateway is a communications device/program that passes data between networks having similar functions but dissimilar implementations. A mail gateway is a machine that connects two or more electronic mail systems (including dissimilar mail systems) and transfers messages between them.

GOPHER: This distributed information service makes hierarchical collections of information available across the Internet. A simple protocol allows a single Gopher client to access information from any accessible Gopher server, providing you with a single bit of information.

HOST: Any end-user computer system that connects to a network. Hosts range in size all the way from personal computers to the largest supercomputers.

HOST COMPUTER: In the context of networks, a computer that directly provides service to a user. In contrast to a network server, which provides services to a user through an intermediary host computer.

INTERNET: The series of interconnected networks that includes local area, regional, and national backbone networks Networks in the Internet use the same telecommunications protocol (TCP/IP) and provide electronic mail, remote login, and file transfer services.

IP ADDRESS: The 32-bit address defined by the Internet Protocol. It's usually represented in a dotted decimal notation. (For example: 166.897 712.090); also called Internet address.

LISTSERV LISTS (or Listservers): Electronic discussion of technical and nontechnical issues conducted by electronic mail over BITNET using LISTSERV protocols Similar lists, often using the UNIX readnews or rn facility, are available exclusively on the

Internet. Internet users may subscribe to BITNET listservers. Participants subscribe via a central service, and lists often have a moderator who manages the information flow and content.

NIC: A Network Information Center provides administrative support, user support, and information services for a network.

NREN: The National Research and Education Network is a proposed national computer network to be built upon the foundation of the NSF backbone network, NSFnet. NREN would provide high speed interconnection between other national and regional networks.

OPAC: Online Public Access Catalog, a term used to describe any type of computerized library catalog.

POP: Post Office Protocol is a protocol designed to allow single-user hosts to read mail from a server. There are three versions: POP, POP2 and POP3. Later versions are not compatible with earlier versions.

PPP: Point-to-Point Protocol provides a method for transmitting data packets over serial point-to-point links.

PROTOCOL: A mutually determined set of formats and procedures governing the exchange of information between systems.

REMOTE ACCESS: The ability to access a computer from outside a building in which it is housed, or outside the library. Remote access requires communications hardware, software, and actual physical links, although this can be as simple as common carrier (telephone) lines or as complex as Telnet login to another computer across the Internet.

SHAREWARE: Microcomputer software, distributed through public domain channels, for which the author expects to receive compensation.

SIGNATURE: The three or four line message at the bottom of a piece of email or a Usenet article which identifies the sender. Large signatures (over five lines) are generally frowned upon.

SLIP: Serial Line Internet Protocol. The Internet Protocol (IP) is the network layer for the TCP/IP protocol stack. It is a connectionless, best-effort, packet-switching protocol. SLIP is a protocol used to run IP over serial lines interconnecting two systems, such as telephone circuits or RS-232 cables.

SNAIL MAIL: A pejorative term referring to the U. S. postal service.

TCP/IP: Transmission Control Protocol/Internet Protocol is a combined set of protocols that performs the transfer of data between two computers. TCP monitors and ensures

correct transfer of data. IP receives the data from TCP, breaks it up into packets, and ships it off to a network within the Internet. TCP/IP is also used as a name for a protocol suite that incorporates these functions and others.

TELNET: A portion of the TCP/IP suite of software protocols that handles terminals. It is the Internet standard protocol for remote terminal connections. Among other functions, it allows a user to log in to a remote computer from the user's local computer.

TERMINAL EMULATION: Most communications software packages will permit your personal computer or workstation to communicate with another computer or network as if it were a specific type of terminal directly connected to that computer or network.

USENET: A collection of thousands of topical newsgroups, the computers that run the protocols, and the people who read and submit Usenet news. Old style addressing on Usenet employed the user!host!domain!network syntax. Most mail servers convert this address into the more familiar user@host.-domain.network. You'll still see the old syntax, however, if you sign up for UUCP services or receive mail from someone who uses UUCP.

VERONICA: A variation on Archie, Veronica is an index of the titles of Gopherspace items upon which you can perform keyword searches.

VIRUS: A program which replicates itself on computer systems by incorporating itself into other programs which are shared among computer systems.

WAIS: Wide Area Information Servers is a distributed information service, it offers simple input, index searching, and a feedback mechanism that allows the results of searches to influence future searches.

WHOIS: A network phone book program that allows users to query a database kept at the Defense Data Network Network Information Center (usually known as the DDN NIC). People and other Internet entities, such as domains, nets and hosts, are part of this database, and the information retrieved provides a full name, company, address, phone and e-mail address.

WWW: In its most basic form, World Wide Web is a hypertext-based distributed-information system that permits users to create, browse or edit hypertext documents.

WYSIWYG: what you see is what you get

CREATING A SIGNATURE FILE

A signature block is a file which appends to each mail message that you send. Signature files may be appended automatically or manually to Pine messages. Below is an example of a signature block.

John A. Doe
Manager Information Systems
Phone (123) 456-7890
E-mail jdoe@my.server

The signature block can be created using any editor. Below are the procedures for creating the signature file using the text editor pico:

1. At the $ prompt type: pico
2. Enter the information you want in your signature block, usually no more than 4 or 5 lines.
3. Save the file using ^O
   pico will ask you for the filename to save into use either yourname or .signature.

4. Exit pico: ^X

How to use the signature block with Pine:

1. If you want the block to always appear at the end of your message than save the block as: .signature

Each time that you compose or reply to a message the signature block will automatically appear in your message text. (you can still delete or modify it)

2. If you only want the block to appear on some messages or you want to have more than one signature block save the file as yourname (or whatever you want). When you want to insert the signature block into your message text use: ^R (to read in the file) and then type in the name of the file.